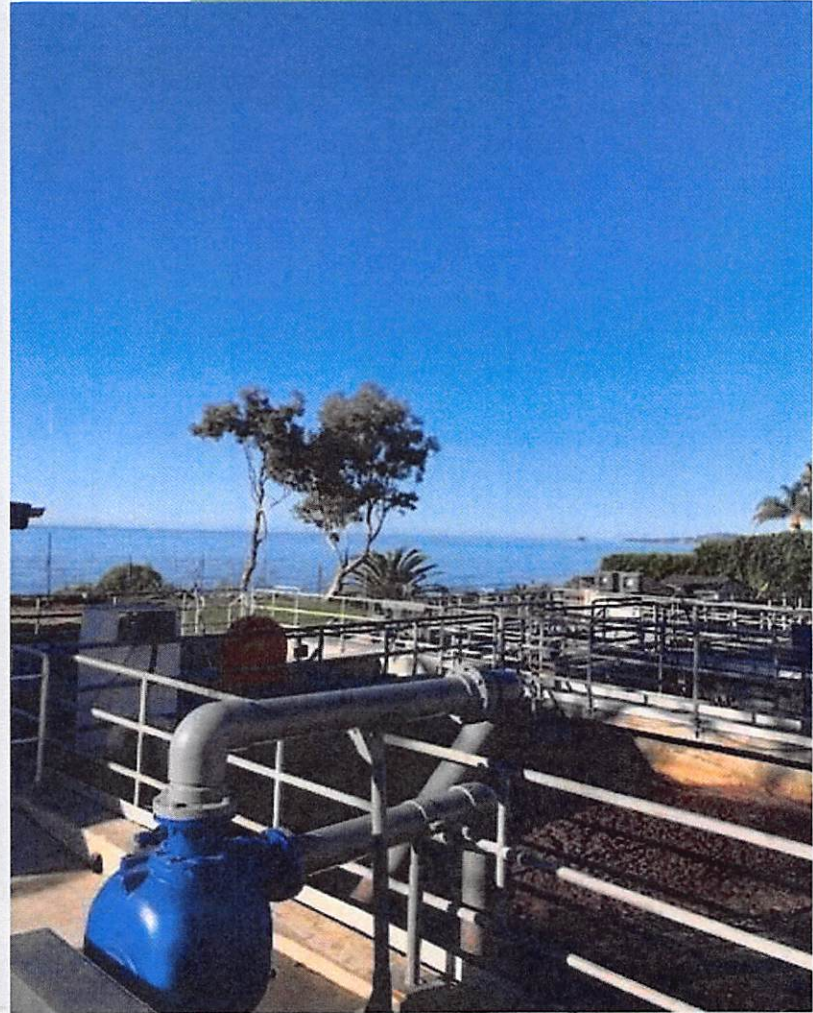




Summerland Sanitary District

**FISCAL YEAR
2024-25 BUDGET**



Board of Directors

James Witmer – President
Gary Robinson – Vice-President
Jolene Colomy – Secretary
John Franklin – Director
Martin Tucker – Director

District Staff

David Lewis - Operations Manager
Mar Souza - Administrative Manager



Board of Directors

June 13, 2024

President:

James Witmer

Governing Board of Directors
Summerland Sanitary District

Vice- President:

Gary Robinson

Secretary:

Jolene Colomy

Subject: Letter of Transmittal – Proposed FY2024-25 Annual Budget

Director:

John Franklin

Submitted for your review is the proposed FY2024-25 Annual Budget for the Summerland Sanitary District. The financial guideline projects the administrative, operating & maintenance, and capital improvement funding requirements for the upcoming fiscal year. Based on projected revenues and beginning fund balances, adequate resources are available to fund the proposed appropriations and maintain fund balances at or near policy levels. Inflationary effects have been taken into consideration, as have projected staffing and resource levels necessary to carry out the District's budgetary goals and objectives.

Director:

Martin Tucker

Operations Fund 5215 Revenue Projection

Overall, in FY2024-25 we expect revenues to increase from \$1,398,458 to \$1,459,034, which is an increase of \$60,576 or 4.3% from the prior year. This increase is mainly due to an unforeseen growth of property tax revenues (33%), which have been adjusted this fiscal year. There are no increases in sewer service charges for the second year.

Operations Fund 5215 Operating Expenditures

For the Salaries and Benefits calculation, an overall 5.8% increase has been projected due to salary and benefits increases. The Services and Supplies budget is expected to increase by 8.1% mostly due to inflation cost surge. Overall Operating Expenditures for fund 5215 are projected at \$1,212,757, which is an increase of \$76,014 or a 6.7% increase to the prior fiscal year (\$1,136,743).

The net asset (revenues minus expenditures) from Operation Fund 5215 is projected at \$246,277 and continues to fund the Capital Replacement and Repair Fund 5217 for current and future capital replacement projects as set by Resolution 2017-06.

Non-Operating Expenditures

The proposed Capital Improvement Budget Fund 5217 for FY2024-25 is \$80,000. Included in this budget is the replacement of the Polymer Pump with a total of \$7,085.

Long-Term Loan Principal and Interest Payment

In March 2022 the Board entered into an agreement with CSDA financing to purchase a loan for \$500,000, with a 10-year term and a 3.1% interest rate. The principal and interest payment for the 3rd installment of \$58,915 is included in this fiscal year's budget under Fund 5217.

Cash Positions

The District's Cash position on July 1, 2023, was \$2,392,631.

The Cash position for July 1, 2024, is estimated as follows:

Fund 5215	\$ 808,505	(8 months of operating expenditures)
Fund 5216	\$ 232,773	
Fund 5217	\$ 1,703,607	(includes the long-term loan)

The total Projected Cash Position per July 1, 2024, is \$2,744,885.

During the upcoming fiscal year, the joint feasibility engineering study for connecting the District's facilities to the Montecito Sanitary District will be completed. As a result, further exploration of annexation into the Montecito Sanitary District might continue. If the connection of the facilities is unattainable then the District might decide to direct its focus on the rehabilitation/replacement of the District's effluent outfall pipeline.

For FY2024-25 management will continue to control costs and strive to stay within the budget, make appropriate investments in maintenance and equipment to ensure the community of Summerland has a reliable collection system and wastewater treatment facility.

On behalf of the Summerland Sanitary District

D. Lewis, Operations Manager

M. Souza, Administrative Manager

Attachments:

Detailed Explanation Budget FY2024-25

Resolution No. 2024-02

Exhibit A- Budget Snapshot

Detailed Explanation of FY2024-25 Budget

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BUDGET MESSAGE

This section provides the Board of Directors with a comprehensive overview of the District's proposed annual budget for the 2024-25 fiscal year. The budget has been developed to uphold the main tenet of providing the users of the wastewater system with the most environmentally sound and cost-effective method of collecting and treating wastewater, regardless of the demands placed upon the system. The budget has been prepared with a continued focus on achieving the desired outcomes stated in its mission, goals, and objectives as outlined below.

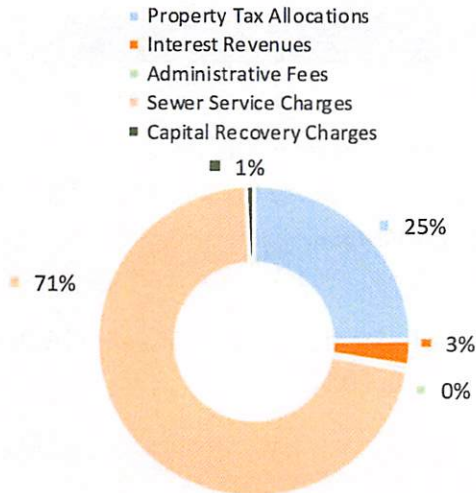
Summerland Sanitary District Mission

"We provide a community service committed to protect public health and safety; we are committed to preserving the natural environment through responsible collection, treatment, and disposal of wastewater in the most cost-effective way possible."

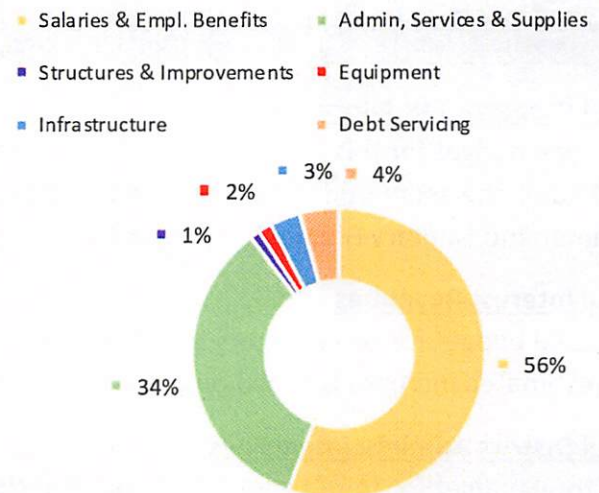
Summerland Sanitary District Combined Budget Overview

		Adopted FY 2023-24	Proposed Budget 2024-25	%
Fund	Revenues			
5215	Property Tax Allocations	319,080	372,717	17%
Combined	Interest Revenues	18,250	40,000	119%
5215	Administrative Fees	8,300	8,300	0%
5215	Sewer Service Charges	1,065,078	1,067,017	0%
5216	Capital Recovery Charges	12,385	12,385	0%
	Total Revenues	1,423,093	1,500,419	5%
	Expenditures			
5215	Salaries & Empl. Benefits	710,469	751,825	6%
5215	Admin, Services & Supplies	426,274	460,932	8%
5217	Structures & Improvements	15,000	15,000	0%
5217	Equipment	20,000	20,000	0%
5217	Infrastructure	45,000	45,000	0%
5217	Debt Servicing	58,915	58,915	0%
	Total Expenditures	1,275,658	1,351,672	6%
Surplus (Deficit) for the Year		147,435	148,747	1%
Estimate Year End Cash Balance		2,744,885	2,893,632.0	5%

Revenues FY2024-25



Expenditures FY2024-25



Fund 5215 Revenues

Fund 5215- Operations Budget FY2024-25 Revenues

Revenues		Adopted FY 2022-23	Actuals 30-Jun 2023	% < > 100%	Adopted FY 2023-24	Actuals 30-Apr 2024	% < > 82%	Proposed Budget 2024-25	%
Property Tax Allocations									
3010	Property Tax-Current Secured	260,000	290,416	112%	303,380	328,097	126%	350,012	15%
3011	Property Tax-Unitary		4,130			2,269		4,299	
3015	PT PY Corr/Escapes Secured		810			511			
3020	Property Tax-Current Unsecd	10,000	9,996	100%	10,700	12,441	124%	12,950	21%
3023	Property Tax- PY Corr		190			337			
3040	Property Tax-Prior Secured		55			-53			
3050	Property Tax-Prior Unsecured		203			346			
3054	Supplemental Pty Tax-Current	3,500	12,160	347%	4,000	3,362	96%	4,275	7%
3056	Supplemental Pty Tax-Prior		115			63			
3057	Prop. Tax-506 Int. 480 CLOS		14			23			
4160	State Aid for Disaster		0						
4220	Homeowners Prop. Tax Relief	1,000	1,098		1,000	588	59%	1,181	18%
Total Property Tax Allocations		274,500	319,189	116%	319,080	347,984	109%	372,717	17%
Interest									
3380	Interest Income	2,000	7,384	369%	6,000	11,883	198%	11,000	83%
3381	Unrealized Gain/Loss Inv.				0			0	
Total Interest Revenues		2,000	7,384	369%	6,000	11,883	198%	11,000	83%
District Administrative Fees									
5091	Plan Check Fee	1,960	2,007	102%	2,100	1,570	75%	2,100	0%
5433	Inspection Fees	3,360	1,971	59%	2,500	1,915	77%	2,500	0%
5746	Administrative Rev	2,940	3,248	110%	3,700	2,552	69%	3,700	0%
Total District Admin Fees		8,260	7,226	87%	8,300	6,037	73%	8,300	0%
Annual Sewer Service Charges									
5430	Sewer Service Charges	1,065,078	1,065,794	100%	1,065,078	1,049,421	99%	1,067,017	0%
Total Sewer Service Charges		1,065,078	1,065,794	100%	1,065,078	1,049,421	99%	1,067,017	0%
Total Revenues		1,349,838	1,399,593	104%	1,398,458	1,415,326	101%	1,459,034	4.3%

Total Property Tax Allocations

The total budget for this category is \$372,717 with an increase of 17% from the prior year (\$24,733). The estimated increase is due to a reported FY2023-24 property tax allocation for Summerland Sanitary District of \$358,382, plus a projected 4% increase.

Total Interest Revenues

The total budget for this category is \$11,000 with an increase of 83% from the prior year (\$6,000). The estimated increase is based on the actual earnings of April 30, 2024.

Total District Administrative Fees

The total budget for this category has stayed unchanged.

Total District Sewer Service Charges

The total budget for this category is \$1,067,013 with an increase of .001% increase from the prior year (\$1,065,794). However, the budget displays a decrease of \$2,438 from the actual submitted charges to Property Tax Roll in July 2023 (\$1,069,451). The new budget shows a decrease due to the reclassification of one parcel with a reduction of two EDUs (\$2,438).

Cost of Living Adjustment (COLA) information

CONSUMER PRICE INDEX COST OF LIVING ADJUSTMENT (COLA) SUMMERLAND SANITARY DISTRICT FY2024-25

The Board of Directors shall consider cost-of-living pay adjustments on an annual basis.

The award of any pay adjustment is at the discretion of the Board, considering such pertinent factors as the District's financial status and the rise in the Consumer Price Index.

Consumer Price Index from the Bureau of Labor Statistics BLS.gov

The Consumer Price Index is calculated from the following resource:

- Bureau of Labor Statistics: All Urban Wage Earners and Clerical Workers
 - Los Angeles-Long Beach-Anaheim, CA
- From March of the previous year to March of the current year.

CPI, Los Angeles Area March 2024 prices were up 4.0% from last year.

Table A. Los Angeles-Long Beach-Anaheim, CA, CPI-U 1-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2020		2021		2022		2023		2024	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
January	0.8	3.1	0.2	0.9	1.1	7.5	1.9	5.8	1.0	2.5
February	0.3	3.4	0.4	1.0	0.3	7.4	-0.3	5.1	0.5	3.4
March	-0.7	1.9	0.5	2.2	1.5	8.5	0.1	3.7	0.7	4.0
April	-0.3	0.7	1.1	3.6	0.5	7.9	0.7	3.8		

COLA Information Surrounding Sanitary Districts Compared to SSD

	<u>FY2022-23</u>	<u>FY2023-24</u>	<u>Proposed FY2024-25</u>	<u>Total COLA 3- years</u>
Summerland Sanitary	3.5%	4.0%	4.0%	11.5%
Carpinteria Sanitary	4.3%	7.4%	2.8%	14.5%
Goleta Sanitary	5.5%	6.7%	3.11%	15.3%
Goleta West Sanitary	5.5%	5.0%	4.0%	14%
Montecito Sanitary	5.5%	5.0%	4.0%	14.5%
Ojai Sanitary	6.0%	2.5%	(adopts COLA in August 2024)	

The Finance Committee met on May 12, 2024, and reviewed the COLA calculation and other pertinent information. The Finance Committee recommends a 4% COLA for the Board of Directors consideration.

Fund 5215 – Expenditures

Personnel Expenditures

5215 - SSD EMPLOYEE SALARY AND BENEFITS COST PROJECTION FY2024-25- Including 4% COLA													
Salaries and Benefits	LI 6100			LI 6270		LI 6300		LI 6400	LI 6475	LI 6500	LI 6900	LI 6600	Total
	Base Pay	Standby	O.T	Salary plus Stand-by		Retirement Contr.	Current Retirees OBEP	FICA	Work. Comp.	Medical, Dental, Vision, LK			
Job Title													
Administrative Manager	140,608					55,256		10,757	2,151	28,544			237,316
Operations Manager	84,365		3,000					6,900	1,291	7,200			99,756
Lead Collections/WWTP Op II	83,267	9,000	1,500	92,267		27,220		7,058	5,021	14,453			147,519
WWTP Operator II	75,291	8,000	1,500	83,291		24,613		6,372	4,540	14,492			134,807
WWTP Operator II	67,950	5,000	1,500	74,450		22,213		5,198	4,097	14,468			120,426
Total	451,481	22,000	7,500			129,301	9,000	36,285	17,101	79,157			751,825

Personnel Expenditures make up 63% of the Operating Budget Fund 5215. This budget account funds all the department wages, benefits, overtime, and standby expenditures, plus the retired employee’s health insurance contribution cost (OPEB). Overall Personnel Cost FY2024-25 is estimated at \$751,825, an increase of 5.8% to the previous year’s budgeted personnel cost of \$710,469.

The following District Staff will receive a salary increase on July 1, 2024:

Lead Collections/Treatment Plant Operator II is currently at the end of the Operator II salary scale and receives a 4% COLA: from \$80,064 to 83,267.

Treatment Plant Operator II will receive a 2.5% salary scale step increase and a 4% COLA: from \$70,495 to \$75,291 (6.5% increase).

Treatment Plant Operator-In-Training is expected to transition to Operator II per July 1, 2024, and will be placed in the first step of the Operator II scale with a total of \$67,950 (currently \$58,406) which is an expected increase of 8.6%.

District Management positions will receive a 4% COLA increase from \$135,200 to \$140,608. The Operations Manager is hired for 0.6FTE.

Expenditures		Adopted Budget 2022-23	Actuals 30-Jun 2023	% <> 75%	Adopted Budget 2023-24	Actuals 31-Mar 2024	% <> 75%	Proposed Budget 2024-25	%
Salaries and Employee Benefits					4% COLA			4% COLA	
6100	Regular Salaries	441,950	428,213	97%	429,879	320,780	75%	451,481	5%
6270	Standby	19,000	19,302	102%	21,642	16,306	75%	22,000	2%
6300	Overtime	4,500	4,623	103%	9,500	5,475	58%	7,500	-21%
6400	Retirement	160,358	133,687	83%	125,069	92,053	74%	129,301	3%
6475	Retirement Healthcare Contr.	6,000	6,042	101%	9,000	5,658	63%	9,000	0%
6500	District Contr. (Fica & Med)	35,263	34,589	98%	34,541	26,206	76%	36,285	5%
6600	Health & Dental, L.I. Contrib	82,563	65,909	80%	64,365	55,429	86%	79,157	23%
6900	Workers' Comp.	16,264	11,473	71%	16,473	12,614	77%	17,101	4%
Total Salaries & Empl. Benefits		765,898	703,837	92%	710,469	534,520	75%	751,825	5.8%

Line item 6720 Standby includes an estimated increase of 2% from \$21,642 to \$22,000 based on the current employee salaries and the entering of the expected newly certified Operator II who will take on the responsibility of some of the stand-by shifts.

Line item 6300 Overtime was overestimated last year for the Operations Manager and a more realistic calculation has been applied. The budget decreased from \$9,500 to \$7,500 (-21%).

Line item 6400 Retirement rates included a 2% estimated increase from \$125,069 to \$129,301. There is a decrease calculated in employee contribution rates, but due to the increase in the overall salaries amount with a 5% increase.

Line item 6600 Employee Healthcare and Dental Benefits expenditure for the upcoming year includes an increase of \$23% from 64,365 to \$79,157. This is due to an additional compensation amount for the OM for healthcare expenditure and an increase of 10% of the insurance premium per January 1, 2024 (a 5% was anticipated).

The overall increase for fund 5215 Salaries and Employee Benefits is projected to increase from \$710,469 to 751,825 with a total of 5.8%.

Fund 5215 Administration, Services, and Supplies Expenditures

Expenditures		Adopted Budget	Actuals	%	Adopted Budget	Actuals	%	Proposed Budget	%
		2022-23	30-Jun 2023	<> 75%	2023-24	31-Mar 2024	<> 75%	2024-25	
Admin, Services and Supplies									
7030	Uniforms/ Boots	2,550	2,592	102%	2,550	3,276	128%	3,860	51%
7053	Telephone/Internet	8,420	9,235	110%	9,560	7,020	73%	10,271	7%
7070	Household Supplies	1,000	669	67%	1,000	1,138	114%	1,300	30%
7090	Liability Insurance	54,000	53,168	98%	60,000	62,913	105%	67,000	12%
7110	Directors Fees	15,000	16,100	107%	22,050	12,250	56%	22,050	0%
7121	Operating Supplies	35,400	40,952	116%	41,544	35,275	85%	43,626	5%
7324	Audit & Acct's	25,200	21,704	86%	27,500	26,601	97%	29,000	5%
7362	Maint. Buildings & Grounds	8,000	7,088	89%	10,700	3,131	29%	10,500	-2%
7363	Maintenance Equipment	15,500	17,845	115%	16,275	10,844	67%	16,375	1%
7404	Lab Services	24,370	27,429	113%	26,091	26,827	103%	27,425	5%
7430	Memberships	8,675	8,321	96%	8,801	7,712	88%	8,660	-2%
7450	Office Expense	3,800	4,902	129%	3,400	3,236	95%	3,300	-3%
7454	Books & Subscrip.	530	234	44%	550	194	35%	460	-16%
7459	IT Prof. Serv./Hardware	4,000	2,727	68%	4,000	3,676	92%	4,000	0%
7460	Prof. & Special Service	44,005	35,067	80%	49,350	5,925	12%	59,572	21%
7508	Legal Fees	35,000	14,713	42%	35,000	8,746	25%	35,000	0%
7510	Contract Services	9,475	7,847	83%	9,654	4,231	44%	9,825	2%
7516	Permitting Services	9,740	10,191	105%	11,385	12,450	109%	12,403	9%
7530	Publ. & Legal Notices	600	250	42%	600	0	0%	600	0%
7546	Administration Expense	3,600	3,095	86%	3,600	0	0%	3,200	-11%
7630	Small Tools & Instruments	500	334	67%	500	0	0%	500	0%
7653	Training Fees & Supplies	7,700	6,088	79%	6,225	1,877	30%	4,850	-22%
7671	Special Projects	400	400	100%	6,670	6,670	100%	7,220	8%
7730	Transportation & Travel	1,000	383	38%	750	582	78%	750	0%
7731	Gas-Oil-Fuel	3,500	3,265	93%	3,500	1,199	34%	3,500	0%
7761	Electricity	43,000	57,218	133%	58,000	44,515	77%	68,440	18%
7763	Water	2,620	2,595	99%	2,717	1,833	67%	2,720	0%
7764	Trash/Marborg Disposal	4,250	4,514	106%	4,302	3,249	76%	4,525	5%
Total Admin, Services & Supplies		371,835	358,924	97%	426,274	295,373	69%	460,932	18.1%

Administrative, Services, and Supplies Detailed Budget – See pages 10 and 11 for an explanation of the increased budgets over 5% (or decreased over 5%)

Line Acct No.	Description	Adopted Budget 2023-24	Actual Spending 2023-24	75% Elapsed 31-Mar	Proposed Budget 2024-25	%
7030	Uniforms/ Boots	2,550	3,276	128%	3,860	51%
	Uniform shirts (long/short sleeve)		1,695		1,250	
	Uniform Pants and Logo Caps		868		850	
	Safety Boots		712		960	
	Rain Gear/Rain Boots				400	
	Personal Protective Equipment				400	
7053	Telephone /Internet	9,560	7,020	73%	10,271	7%
	Cox Internet	1,291	694	54%	1,300	1%
	Frontier Landline Plant/Office	3,086	2,333	76%	3,355	8%
	Frontier LS Alarm Phone Lines	2,913	2,337	80%	3,346	13%
	Verizon Mobile Phone Service	2,270	1,657	73%	2,270	0%
7070	Household Supplies	1,000	1,138	114%	1,300	30%
7090	Liability Insurance	60,000	62,913	105%	67,000	12%
7110	Directors Fees	22,050	12,250	56%	22,050	0%
7121	Operation Supplies	41,544	35,275	85%	43,626	5%
	Sodium Bisulfite	16,067	11,390	71%	16,517	3%
	Sodium Hypochlorite	21,877	20,495	94%	22,000	1%
	Polymer	0	0		1,109	
	Lab Supplies/Gloves	3,600	3,390	94%	4,000	10%
7324	Audit & Acct's	27,500	26,601	97%	29,000	5%
	Accounting BP&W	5,000	5,000	100%	5,500	9%
	Audit / Statements BP&W	18,000	19,534	109%	19,000	5%
	SBCounty Financial System Fee	4,500	2,068	46%	4,500	0%
7362	Maint. Build. & Grounds	10,700	3,131	29%	10,500	-2%
	Buildings	7,500	2,789	37%	7,500	0%
	Grounds	3,200	342	11%	3,000	-7%
7363	Maint. Equipment	16,275	10,844	67%	16,375	1%
	Plant Equipment	9,450	6,551	69%	9,500	1%
	Mobile Equipment	6,825	4,294	63%	6,875	1%
7404	Lab Services	26,091	26,827	103%	27,425	5%
	FGL	21,661	22,397	103%	22,750	5%
	Annual Sampling ABC/SD	4,430	4,430	100%	4,675	5%
7430	Memberships	8,801	7,712	88%	8,660	-2%
	CASA	1,890	1,860	98%	1,915	1%
	SWRCB-Cert. operators	150	155	103%	225	33%
	CSDA	4,576	4,095	89%	4,250	-8%
	CWEA- Cert. Ops Collection Sys	95		0%	100	5%
	CWEA Membership/ Tri-Counti	600		0%	600	0%
	LAFCO	1,200	1,162	97%	1,280	6%
	Summerland Citizen Membersh	140	140	0%	140	0%
	Santa Barbara CSDA	150	300	200%	150	0%

Acct No.	Description	Adopted Budget 2023-24	Actual Spending 2023-24	75% Elapsed 31-Mar	Proposed Budget 2024-25	%
7450	Office Expense	3,400	3,236	95%	3,300	-3%
	Stationary & Newsletters	300	202	67%	300	0%
	Office Supplies	2,500	2,604	104%	3,000	17%
	Board Room Chairs	600	431	72%	0	
7454	Books & Subscrip.	550	194	35%	460	-16%
	Live Web Camera Annual Subsc	210	0	0%	0	
	ENR Annual Subscr.	50	0	0%	50	0%
	Adobe Acrobat Monthly Subscr	0	0		120	
	MS Office & Zoom Monthly Sub	290	194	67%	290	0%
7459	IT Profesional Serv.	4,000	3,676	92%	4,000	0%
	Computer Consultant	2,000	1,315	66%	2,000	0%
	Software & Computer (equip.)	2,000	2,361	118%	2,000	0%
7460	Prof & Special Serv.	49,350	5,925	12%	59,572	21%
	Annual Instrument Calibrations	3,000	2,070	69%	3,000	0%
	Electrical Troubleshoot/ Repair	5,000	2,390	48%	5,000	0%
	Backflow testing	105	100	95%	105	0%
	Website Domain/Security Rene	200	0	0%	467	57%
	A&D Feasibility Study	20,000	0	0%	20,000	0%
	Rate Study	20,000	1,365	7%	30,000	33%
	GIS/ Atlas Updates	1,000	0	0%	1,000	0%
7508	Legal Fees	35,000	8,746	25%	35,000	0%
7510	Contract Services	9,654	4,231	44%	9,825	2%
	Payroll Program Monthly Subscrip	840	665	79%	900	7%
	Fire Ext. Service	289	306	106%	310	7%
	Central Communications	675	565	84%	765	12%
	Sludge Hauling	7,600	2,695	35%	7,600	0%
	Cal PERS Old Age Ins. Adm. Fee	250	0	0%	250	0%
7516	Permitting Services	11,385	12,450	109%	12,403	9%
	NPDES Permit	8,925	9,219	103%	9,500	6%
	APC Generator Permit (3 yrs)	1,000	1,070	107%	0	
	APC Annual Small Emmissions Fee		1,073		1,073	
	Underground Service Alert	200	158	79%	225	11%
	County Rd Encroachm. Permit	100	218	218%	220	55%
	SB Hazardous Permit	500	499	100%	500	0%
	SB County Manhole Repair Permit		213		225	
	CA DIR Pressure Vessel Permit	660	0	0%	660	0%
7530	Public. & Legal Notices	600	0	0%	600	0%
7546	Administration Expense	3,600	0	0%	3,200	-11%
	County of SB Adm Exp	3,600	0	0%	3,200	-13%
7630	Small Tools & Instr.	500	0	0%	500	0%
	Hand Tools for Workshop	500	0	0%	500	0%

Acct No.	Description	Adopted Budget 2023-24	Actual Spending 2023-24	75% Elapsed 31-Mar	Proposed Budget 2024-25	%
7653	Training Fees & Supplies	6,225	1,877	30%	4,850	-22%
	Staff Educational Classes/ Semi	3,000	961	32%	3,000	0%
	Biennial Ethics Training/Anti-Ha	875	0	0%	0	0%
	Manuals/ Books	250	0	0%	250	0%
	Safety training	600	532	89%	600	0%
	Other training (FIT, CPR)	1,500	384	26%	1,000	-50%
7671	Special Projects	6,670	6,670	100%	7,220	8%
	Outfall Inspection/Maintenanc	6,245	6,245	100%	6,745	7%
	Ocean Water Sampling	425	425	100%	475	11%
7730	Transportation & Travel	750	582	78%	750	0%
	Mileage, lodging & Meals	750	582	78%	750	0%
7731	Gas-Oil-Fuel	3,500	1,199	34%	3,500	0%
	Gasoline	2,500	1,199	48%	2,500	0%
	Diesel	1,000	0	0%	1,000	0%
7761	Electricity	58,000	44,515	77%	68,440	18%
		58,000	44,515	77%	68,440	18%
7763	Water	2,717	1,833	67%	2,830	4%
	Montecito Water District	1,897	1,169	62%	2,000	5%
	Water Usage Line Cleaning	320	155	48%	330	3%
	Bottled Water	500	510	102%	500	0%
7764	Trash Services	4,302	3,249	76%	4,525	5%
	Totals	426,274	295,373	69%	461,042	8%

Missing the March payment of \$4,851 = \$49,366 (85%)

Explanation of Proposed Budget- Expenditures

Expenditures

Explanation of proposed Expenditures that increase more (or less) than 5% of the prior year's budget.

Line item 7030 Uniform/Boots

The total budget for this category is \$3,860. This increase is 51% over the prior year(\$2,550). This increase is due to a more accurate projection of the expected cost. An additional amount for rain gear, rain boots, and personal protective equipment (PPE) have been included in this line item account.

Line item 7053 Telephone/Internet

The total budget for this category is \$10,271. This is 7% over the prior year (\$9,560). This increase is due to rate changes from Frontier and Cox Communications Internet.

Line item 7070 Household Supplies

The total budget for this category is \$1,300 with an increase of 30% from the prior year (\$1,000). The increase of \$300 is based on the expected overrun amount in the account due to the increased cost of household supplies.

Line item 7090 Liability Increase

The total budget for this category is \$67,000 with an increase of 12% from the prior year (\$54,000). The increase of \$7,000 is based on the estimated contribution estimation amount received from SDRMA.

Line item 7454 Books & Subscriptions

The total budget for this category is \$460 with a decrease of 16% from the prior year (\$500). The decrease is due to the cancelation of the live beach web camera subscription. An additional amount for Adobe Acrobat Software has been added to this account.

Line item 7460 Professional & Special Services

The total budget for this category is \$59,572 with an increase of 21% from the prior year (\$49,350). The estimated additional increase is \$10,222 is mainly based on a cost estimate for a Rate Study.

Line item 7516 Permitting Services

The total budget for this category is \$12,403, an increase of 9% from the previous year (\$11,385). The estimated additional increase is \$1,018 for the combined annual wastewater treatment plant & collections system National Pollution Discharge Elimination System Permit fee, a permit renewal fee for the district's air compressors, and Air Pollution Control District permitting fees.

Line item 7546 Administrative Services

The total budget for this category is \$3,200 with a decrease of 11% from the prior year (\$3,600). The estimated decrease is based on the amount received by the County of SB.

Line item 7653 Training Fees & Supplies

The total budget for this category is \$4,850 with a decrease of 22% from the prior year (\$6,225). The estimated decrease is due to the removal of the biennial Ethics and Anti-Harassment training that was completed during FY23-24.

Line item 7671 Special Projects

The total budget for this category is \$7,220 with an increase of 8% from the prior year (\$6,670). The estimated additional increase is \$550 and is based on the Annual Outfall Inspection Cost Estimate that was received from Salty Dog Dive Service. Ocean water sampling is included in this cost.

Line item 7761 Electricity

The total budget for this category is \$68,440 with an increase of 18% from the prior year (\$58,000). The estimated additional cost of \$10,440 is due to an increase in energy rates approved by the California Public Utility Commission(CPUC) and a projection based on the overrun of last year's allocation.

The total overall increase for fund 5215 Admin, Services, and Supplies is projected to increase from \$426,274 to \$460,932 with a total of 8.1%.

Fund 5215 Operations Fund Total Overview Revenues and Expenditures

	Adopted FY 2022-23	Actuals 30-Jun 2023	% <> 100%	Adopted FY 2023-24	Proposed Budget 2024-25	%
Revenues						
Property Tax Allocations	274,500	319,189	116%	319,080	372,717	17%
Interest Revenues	2,000	7,384	369%	6,000	11,000	83%
Administrative Fees	8,260	7,226	87%	8,300	8,300	0%
Sewer Service Charges	1,065,078	1,065,794	100%	1,065,078	1,067,017	0%
Total Revenues	1,349,838	1,399,593	104%	1,398,458	1,459,034	4.3%
Expenditures						
Salaries & Empl. Benefits	765,898	703,837	92%	710,469	751,825	5.8%
Total Admn, Services & Supplies	371,835	358,924	97%	426,274	460,932	8.1%
Total Expenditures	1,137,733	1,062,762	93%	1,136,743	1,212,757	6.7%
Surplus (Deficit for the Year)	\$212,105	\$336,831		\$261,715	\$246,277	-6%

Surplus will be deposit in Budget 5217 for current and future capital expenditures

Fund 5216 Capital Facilities –Budget FY2024-25

Revenues		Adopted FY 2023-24	Actuals 30-Apr 2024	% <> 83%	Proposed FY 2024-25	% <>
3380	Interest Income	2,250	4,050	180%	4,000	78%
3381	Unrealized gain/loss inv.	0	0		0	
Charges for services						
5432	Connection Fees (CRF)	12,385	12,083	98%	12,385	0%
Total Revenues		14,635	16,133		16,385	12%

Expenditures		Adopted Budget 2023-24	Actuals 30-Apr 2023	% <> 83%	Proposed Budget 2024-25	% <>
Capital Assets						
8200	Structures & Improvements	0	0		0	
8300	Equipment	0	0		0	
8400	Infrastructure	0	0		0	
Total Capital Assets		0	0		0	
Total Expenditures		0	0		0	

Budget Notes:

Funds from Fund 5216 are used for Treatment Plant and Infrastructure Improvements.
Fund 5216 Cash Balance as of May 31, 2024: \$ 232,772.

Proposed Capital Facilities Projects

None

Fund 5217 Capital Replacement and Repair –Budget FY2024-25

Revenues		Adopted FY 2023-24	Actuals 30-Apr 2024	% < > 83%	Proposed FY 2024-25	% < >
3380	Interest Income	10,000	25,246	152%	25,000	150%
	Total Revenues	10,000	25,246		25,000	150%

Expenditures		Proposed Budget 2023-24	Actuals 30-Apr 2024	% < > 83%	Proposed Budget 2024-25	% < >
Capital Assets						
8200	Structures & Improvements	15,000	0	0%	15,000	0%
8300	Equipment	20,000	15,066	75%	20,000	0%
8400	Infrastructure	45,000	0	0%	45,000	0%
7671	Long Term Debt Bond/Notes-Principal	43,415	44,757	3%	46,148	6%
7671	Interest Payment	15,500	14,158	-9%	12,767	-18%
	Total Expenditures	138,915	73,981	53%	138,915	0%

Budget Notes:

Funds from Fund 5217 are used for capital expenditures and emergency funding and long-term debt principal and interest payments.

Fund 5217 Cash Balance as of May 31, 2024: \$1,366,691

FY2024-25 Total Budget for Capital Facilities Expenditures= \$80,000

Proposed Capital Projects: Polymer Pump Replacement with a total of \$7,085 under Line item 8300 (See page 15 for detailed information).

Fund 5217 - Capital Replacement Project

Project Title: Polymer Pump Replacement

Description: Purchase and replace the polymer pump for the belt press.

Budget Cost: \$7,085

Fund Source: Capital Replacement & Repair Fund 5217

Line Item 8300 Equipment.

Information: The existing polymer feed pump is performing poorly and needs replacement. The replacement pump is specified to be a positive displacement (progressive cavity) type pump as opposed to the existing centrifugal pump. This upgrade will provide a reliable system for the accurate dosing of the polymer to the sludge feed to the belt press. The performance of the solids dewatering will be more efficient with the correct pump for this application. The installation will be performed by operations staff. Detailed specifications with quotation amounts were received by Multi-W Systems by April 26, 2024.



RESOLUTION NO. 2024-02

A RESOLUTION OF THE GOVERNING BOARD OF SUMMERLAND SANITARY DISTRICT ADOPTING OPERATIONS BUDGET FUND 5215, CAPITAL FACILITIES BUDGET FUND 5216, AND CAPITAL REPLACEMENT AND REPAIR BUDGET FUND 5217 FOR THE FISCAL YEAR 2024-25

WHEREAS, the Board of Directors of Summerland Sanitary District has reviewed the proposed budget for the Fiscal Year 2024-25.

NOW, THEREFORE, the Board of Directors of the Summerland Sanitary District hereby resolves as follows:

1. That the Budget that is on file with the Clerk of the Board, a summary of which is attached hereto as Exhibit A – Budget Snapshot, is adopted as the final Operational Budget Fund 5215, Capital Facilities Budget Fund 5216, and Capital Replacement and Repair Budget Fund 5217.
2. That the amount designated in the Fiscal Year 2024-25 Operational budget is hereby appropriated and may be expended for which they are designated, and such appropriation shall neither increase nor decrease, except as provided herein.
3. The following controls are hereby in place for the use and transfer of budgeted funds:
 - a) The Administrative Manager is responsible for keeping expenditures within budget allocations for salaries, benefits, and administrative expenses and the Operations Manager is responsible for keeping expenditures within budget allocations for operating expenses and capital acquisitions. No expenditure of funds shall be authorized unless sufficient funds have been appropriated by the Board.
 - b) The Administrative Manager and Operations Manager may exercise discretion in the administration of the budget to respond to changed circumstances, provided any modification of more than \$10,000 for the Operations Manager, and more than \$5,000 for the Administrative Manager shall require approval of the Board.
 - c) The Board must approve any increase in the overall operations budget, capital budget, and salary budget above the level identified in the final operating and capital budgets.
 - d) Authorization is made for any carryover or continuing appropriation from Operations Fund 5215 to the Capital Replacement and Repair Fund 5217

PASSED AND ADOPTED at the regular board meeting of the Board of Directors of the Summerland Sanitary District held June 13, 2024, carried by the following roll call vote:

AYES : J. Colomy, J. Franklin, G. Robinson, M. Tucker, J. Witmer
NAYS : Ø
ABSENT : Ø
ABSTENTIONS : Ø



ATTEST:

James Witmer
James Witmer, President
Board of Directors

Jolene Colomy
Jolene Colomy, Secretary
Board of Directors

EXHIBIT A
Budget Snapshot

Fund 5215 -- Operational Fund Budget FY2024-25 Revenues

Revenues		Adopted FY 2022-23	Actuals 30-Jun 2023	Adopted FY 2023-24	Actuals 30-Apr 2024	% < > 82%	Proposed Budget 2024-25	%
Property Tax Allocations								
3010	Property Tax-Current Secured	260,000	290,416	303,380	328,097	126%	350,012	15%
3011	Property Tax-Unitary		4,130		2,269		4,299	
3015	PT PY Corr/Escapes Secured		810		511			
3020	Property Tax-Current Unsecd	10,000	9,996	10,700	12,441	124%	12,950	21%
3023	Property Tax- PY Corr		190		337			
3040	Property Tax-Prior Secured		55		-53			
3050	Property Tax-Prior Unsecured		203		346			
3054	Supplemental Pty Tax-Current	3,500	12,160	4,000	3,362	96%	4,275	7%
3056	Supplemental Pty Tax-Prior		115		63			
3057	Prop. Tax-506 Int. 480 CIOS		14		23			
4160	State Aid for Disaster		0					
4220	Homeowners Prop. Tax Relief	1,000	1,098	1,000	588	59%	1,181	18%
Total Property Tax Allocations		274,500	319,189	319,080	347,984	109%	372,717	17%
Interest								
3380	Interest Income	2,000	7,384	6,000	11,883	198%	11,000	83%
3381	Unrealized Gain/Loss Inv.			0			0	
Total Interest Revenues		2,000	7,384	6,000	11,883	198%	11,000	83%
District Administrative Fees								
5091	Plan Check Fee	1,960	2,007	2,100	1,570	75%	2,100	0%
5433	Inspection Fees	3,360	1,971	2,500	1,915	77%	2,500	0%
5746	Administrative Rev	2,940	3,248	3,700	2,552	69%	3,700	0%
Total District Admin Fees		8,260	7,226	8,300	6,037	73%	8,300	0%
Annual Sewer Service Charges								
5430	Sewer Service Charges	1,065,078	1,065,794	1,065,078	1,049,421	99%	1,067,017	0%
Total Sewer Service Charges		1,065,078	1,065,794	1,065,078	1,049,421	99%	1,067,017	0%
Total Revenues		1,349,838	1,399,593	1,398,458	1,415,326	101%	1,459,034	4.3%

Fund 5215 -- Operational Fund Budget FY2024-25 Expenditures

Expenditures		Adopted Budget 2022-23	Actuals 30-Jun 2023	Adopted Budget 2023-24	Actuals 31-Mar 2024	% < > 75%	Proposed Budget 2024-25	%
Salaries and Employee Benefits				4% COLA			4% COLA	
6100	Regular Salaries	441,950	428,213	429,879	320,780	75%	451,481	5%
6270	Standby	19,000	19,302	21,642	16,306	75%	22,000	2%
6300	Overtime	4,500	4,623	9,500	5,475	58%	7,500	-21%
6400	Retirement	160,358	133,687	125,069	92,053	74%	129,301	3%
6475	Retirement Healthcare Contr.	6,000	6,042	9,000	5,658	63%	9,000	0%
6500	District Contr. (Fica & Med)	35,263	34,589	34,541	26,206	76%	36,285	5%
6600	Health & Dental, LI. Contrib	82,563	65,909	64,365	55,429	86%	79,157	23%
6900	Workers' Comp.	16,264	11,473	16,473	12,614	77%	17,101	4%
Total Salaries & Empl. Benefits		765,898	703,837	710,469	534,520	75%	751,825	5.8%
Admin, Services and Supplies								
7030	Uniforms/ Boots	2,550	2,592	2,550	3,276	128%	3,860	51%
7053	Telephone/Internet	8,420	9,235	9,560	7,020	73%	10,271	7%
7070	Household Supplies	1,000	669	1,000	1,138	114%	1,300	30%
7090	Liability Insurance	54,000	53,168	60,000	62,913	105%	67,000	12%
7110	Directors Fees	15,000	16,100	22,050	12,250	56%	22,050	0%
7121	Operating Supplies	35,400	40,952	41,544	35,275	85%	43,626	5%
7324	Audit & Acct's	25,200	21,704	27,500	26,601	97%	29,000	5%
7362	Maint.Buildings & Grounds	8,000	7,088	10,700	3,131	29%	10,500	-2%
7363	Maintenance Equipment	15,500	17,845	16,275	10,844	67%	16,375	1%
7404	Lab Services	24,370	27,429	26,091	26,827	103%	27,425	5%
7430	Memberships	8,675	8,321	8,801	7,712	88%	8,660	-2%
7450	Office Expense	3,800	4,902	3,400	3,236	95%	3,300	-3%
7454	Books & Subscrip.	530	234	550	194	35%	460	-16%
7459	IT Prof. Serv./Hardware	4,000	2,727	4,000	3,676	92%	4,000	0%
7460	Prof. & Special Service	44,005	35,067	49,350	5,925	12%	59,572	21%
7508	Legal Fees	35,000	14,713	35,000	8,746	25%	35,000	0%
7510	Contract Services	9,475	7,847	9,654	4,231	44%	9,825	2%
7516	Permitting Services	9,740	10,191	11,385	12,450	109%	12,403	9%
7530	Publ. & Legal Notices	600	250	600	0	0%	600	0%
7546	Administration Expense	3,600	3,095	3,600	0	0%	3,200	-11%
7630	Small Tools & Instruments	500	334	500	0	0%	500	0%
7653	Training Fees & Supplies	7,700	6,088	6,225	1,877	30%	4,850	-22%
7671	Special Projects	400	400	6,670	6,670	100%	7,220	8%
7730	Transportation & Travel	1,000	383	750	582	78%	750	0%
7731	Gas-Oil-Fuel	3,500	3,265	3,500	1,199	34%	3,500	0%
7761	Electricity	43,000	57,218	58,000	44,515	77%	68,440	18%
7763	Water	2,620	2,595	2,717	1,833	67%	2,720	0%
7764	Trash/Marborg Disposal	4,250	4,514	4,302	3,249	76%	4,525	5%
Total Admin, Services & Supplies		371,835	358,924	426,274	295,373	69%	460,932	8.1%
Total Expenditures		1,137,733	1,062,762	1,136,743	829,893	73%	1,212,757	6.7%

Projected Revenues FY 2024-25	1,459,034
Projected Expenses FY 2024-25	1,212,757
Funds for 5217	246,277

Fund 5216 -- Capital Facilities Fund FY2024-25

Revenues		Adopted FY 2023-24	Actuals 30-Apr 2024	% <> 83%	Proposed FY 2024-25	% <>
3380	Interest Income	2,250	4,050	180%	4,000	78%
3381	Unrealized gain/loss inv.	0	0		0	
Charges for services						
5432	Connection Fees (CRF)	12,385	12,083	98%	12,385	0%
Total Revenues		14,635	16,133		16,385	12%

Expenditures		Adopted Budget 2023-24	Actuals 30-Apr 2023	% <> 83%	Proposed Budget 2024-25	% <>
Capital Assets						
8200	Structures & Improvements	0	0		0	
8300	Equipment	0	0		0	
8400	Infrastructure	0	0		0	
Total Capital Assets		0	0		0	
Total Expenditures		0	0		0	

Fund 5217 -- Capital Replacement and Repair Budget FY2024-25

Revenues		Adopted FY 2023-24	Actuals 30-Apr 2024	% < > 83%	Proposed FY 2024-25	% < >
3380	Interest Income	10,000	25,246	152%	25,000	150%
	Total Revenues	10,000	25,246		25,000	150%

Expenditures		Proposed Budget 2023-24	Actuals 30-Apr 2024	% < > 83%	Proposed Budget 2024-25	% < >
Capital Assets						
8200	Structures & Improvements	15,000	0	0%	15,000	0%
8300	Equipment	20,000	15,066	75%	20,000	0%
8400	Infrastructure	45,000	0	0%	45,000	0%
7671	Long Term Debt Bond/Note	43,415	44,757	3%	46,148	6%
7671	Interest Payment	15,500	14,158	-9%	12,767	-18%
	Total Expenditures	138,915	73,981	53%	138,915	0%