



DATE: June 15, 2023
TO: Board of Directors, Woodland-Davis Clean Water Agency
FROM: Tim Busch, General Manager
SUBJECT: Proposed Agency Budget for Fiscal Year (FY) 23-24

RECOMMENDATION

Consider the proposed FY 23-24 Agency budget for adoption.

PROPOSED BUDGET

Exhibit A shows the proposed FY 23-24 Agency Operations Budget and includes a projection of operating costs by year through FY 32-33. Exhibit B shows the proposed quarterly expenditure and revenue plan for FY 23-24.

O&M Budget

As shown in Exhibit A, the proposed operations budget for FY 23-24 includes the following major components:

- Operation and Maintenance (O&M): \$9,192,347
- O&M Oversight: \$158,500
- Permits and Water Supply: \$248,000
- Agency Administration: \$617,619
- Operations Contingency: \$409,730

State Revolving Fund (SRF) Debt Service and Reserve Payments

Debt service payments on the Woodland SRF loans and the Davis/UC Davis SRF loans will continue this year and will continue through the life of the loans. The debt service costs total \$10,656,968 for FY 23-24, and include:

- Woodland SRF Reserve Payment: \$664,694
- Woodland SRF Principal and Interest Payments: \$6,165,183
- Davis/UCD SRF Principal and Interest Payments: \$3,827,092

DISCUSSION

Details on the O&M Budget for FY 23-24 as presented in Exhibit A are discussed below.

Operation and Maintenance

The annual O&M costs are mainly associated with the operation of the regional facilities, which include the Joint Intake and the Regional Water Treatment Facility (RWTF). Costs include the fixed operating costs outlined in the Service Contract between CH2M Hill (now Jacobs) and the Agency, variable operating costs linked to the flows delivered to the cities that are in excess of those requested at the beginning of the fiscal year (per Service Contract procedures), electricity costs, pass-thru chemical costs for those parameters defined by each City (i.e., chlorine residual, orthophosphate, and pH control), and additional minor operations activities.

A cost item in FY 23-24 is included to account for the anticipated repair and replacement (R&R) expenses that will be utilized by Jacobs to replace or rebuild equipment to ensure it remains functional and meets the service life requirements specified in the Service Contract. The Agency has been accumulating an R&R Fund since commencement of operations for this purpose. Qualified R&R expenses (as defined in the Service Contract) will be reimbursed from the R&R Fund.

Annual permitting fees will also be required during operations. These fees include the Division of Drinking Water's Permit to Operate fees, water rights fees, air quality management district fees, and other miscellaneous fees.

A budgetary line item is included for the possibility of a supplemental water purchase in the event that Term 91 curtailments occur between November and March when the Agency's normal surface water supplies would otherwise be unavailable. A \$200,000 budget allowance for this item is shown in Exhibits A and B. Any decisions to purchase supplemental water supplies beyond the \$200,000 budget allowance will be brought to the Board for consideration and approval.

The erosion control project at the Joint Intake did not occur as planned in previous fiscal years. For FY 23-24, an update to an existing permit is needed to support planned construction in FY 24-25. There is some additional budget included to address any permitting needs associated with the Joint Intake.

Operation & Maintenance Oversight

There are requirements in the Service Contract that involve Agency oversight. Some examples include the review of monthly operations reports, monthly invoices and annual cost settlements, reports to Government agencies, and annual updates to various operations plans. Coordination of activities outside the Service Contract is also required. Examples include monthly operations meetings, coordination regarding operational issues at the RWTF and Joint



Intake, RWTF and Joint Intake electricity payment allocations, and water rights reporting and tracking. The Agency budget will continue to be tracked and budget projections will continue to be completed and brought to the Board for consideration. Also included in this category are technical services tasks specific to Davis, Woodland, and UC Davis to provide assistance for Agency member-specific needs related to ongoing operations.

Permits and Water Supply

An \$85,000 budget allowance is included for Water Rights Support for FY 23-24 due to the need to secure additional long-term water supplies for future critically dry years. In addition, there is money budgeted annually to investigate potential water purchase options, which reflects Agency plans to communicate with multiple water agencies to discuss the potential of leasing or purchasing supplemental water to support the water needs of the Project Partners. For FY 23-24, a \$150,000 budget allowance is included to cover modeling efforts needed to support water right transfers. Execution of an agreement may require studies, such as reoperations plans and CEQA addenda, to get approval from the appropriate regulatory agencies. A budget allowance for CEQA work in support of these efforts is included.

A budget line item is included in the FY 23-24 budget for an Annual Water Supply and Demand Assessment (AWSDA). Calendar year 2022 was the first year in which an AWSDA was required and while this submittal was a straightforward matter, an allowance is made to account for uncertainty as to whether future requirements may be more stringent.

Agency Administration

Lastly, there are Agency administration expenses that will continue to be required. Anticipated expenses in this category include: General Manager, Operations Manager, Administrative Secretary, Treasurer, accounting services, Legal Counsel, administrative and technical support, organization memberships, insurance, and public outreach. Most of these functions are being provided through contracts or by City staff; General Manager (City of Woodland), Operations Manager (City of Davis), Secretary (Ponticello Enterprises), Treasurer (City of Woodland), accounting services (City of Woodland), Legal Counsel (Bartkiewicz, Kronick & Shanahan), admin and technical assistance (West Yost Associates), and public outreach (Kim Floyd Communications).

The General Manager, Operations Manager, and Secretary positions are compensated on an hourly basis. The Treasurer and accounting services are provided at a flat rate. Legal Counsel is compensated on an hourly basis and a budget has been established for general Agency legal support. Additional legal support for specific activities relating to water rights is captured under the appropriate O&M cost category. Technical assistance and administrative support (including Agency Board meeting preparation assistance and attendance) is compensated on an hourly basis.

There is a modest budget for the Agency's membership in appropriate professional organizations such as the Association of California Water Agencies and Northern California



Water Association. There is also a budget for incidental Agency costs related to Agency activities (such as attendance at Association of California Water Agencies conferences, office supplies, etc.).

Making relevant information available to the public is an Agency priority. Efforts in FY 23-24 will primarily focus on website updates on the ongoing operation of the Agency's facilities and development of an educational video.

Operations Contingency

A contingency of \$409,730 is carried over from previous fiscal years and is included on all project O&M Budget items to cover any unanticipated costs. The money will not be obtained from the Project Partners annually, but instead will remain in the Agency account for use as needed. The contingency fund will be assessed annually and re-funded if necessary.

PAYMENT SCHEDULE

The Agency will continue invoicing the member agencies on a quarterly basis. An expenditure and revenue plan, including the quarterly cash flow schedule is included with Exhibit B.

AGENCY CONSULTANT TASK ORDERS

As a separate agenda item, the Board will be asked to consider the approval of new fiscal year consultant task orders necessary to support the various Agency activities included in the FY 23-24 budget. The consultant task orders amounts are consistent with the proposed FY 23-24 budget.

WDCWA 10-Year Operations Budget Summary

Davis Woodland Water Supply Project

All Project Partners (Nominal Dollars)⁽¹⁾

Notes	Item No.	Responsible Party	Action or Cost Category	Fiscal Year										TOTAL
				FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	
(5)	500	--	Operations Contingency											
--	501	--	Subtotal Operations Contingency	\$409,730	\$409,730	\$409,730	\$409,730	\$409,730	\$409,730	\$409,730	\$409,730	\$409,730	\$409,730	\$4,097,300
--	600	--	SRF Debt and Reserve Payments											
(6)	601	Agency	Woodland SRF Reserve Payment	\$664,694	\$664,694	\$664,694	\$332,347	\$0	\$0	\$0	\$0	\$0	\$0	\$2,326,429
(7)	602	Agency	Woodland SRF Principal and Interest Payments	\$6,165,183	\$6,165,183	\$6,165,183	\$6,165,183	\$6,165,183	\$6,165,183	\$6,165,183	\$6,165,183	\$6,165,183	\$6,165,183	\$61,651,828
(8),(9)	603	Agency	Davis/UCD SRF Principal and Interest Payments	\$3,827,092	\$3,827,092	\$3,827,092	\$3,827,092	\$3,827,092	\$3,827,092	\$3,827,092	\$3,827,092	\$3,827,092	\$3,827,092	\$38,270,917
--	604	--	Subtotal SRF Debt and Reserve Payments	\$10,656,968	\$10,656,968	\$10,656,968	\$10,324,621	\$9,992,274	\$9,992,274	\$9,992,274	\$9,992,274	\$9,992,274	\$9,992,274	\$102,249,174
--	--	--	TOTAL ANNUAL COSTS	\$21,283,164	\$21,533,981	\$24,822,975	\$21,606,624	\$21,570,002	\$21,893,033	\$22,266,130	\$22,808,087	\$22,882,707	\$23,097,919	\$223,764,621
RESERVE														
			Reserve Repayment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REVENUE SOURCES														
		--	Woodland	\$11,621,302	\$11,719,349	\$11,943,856	\$11,684,395	\$11,494,821	\$11,655,880	\$11,840,823	\$12,105,400	\$12,150,726	\$12,261,264	\$118,477,817
		--	Davis	\$8,305,070	\$8,331,339	\$8,535,410	\$8,573,087	\$8,700,152	\$8,834,939	\$8,992,657	\$9,229,201	\$9,245,438	\$9,328,202	\$88,075,495
		--	UC Davis	\$574,834	\$577,672	\$605,527	\$610,016	\$626,402	\$643,782	\$664,095	\$694,479	\$696,746	\$707,513	\$6,401,066
		--	RD 2035	\$337,227	\$495,892	\$231,547	\$329,397	\$338,896	\$348,702	\$358,825	\$369,276	\$380,067	\$391,211	\$3,581,038
(10)		--	Repair & Replacement Fund	\$35,000	\$0	\$3,096,905	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,131,905

- (1) Costs include escalation (OMB and EIA escalation used for facility O&M costs & 4% annual escalation assumed for all other costs).
- (2) The fixed O&M fee includes the annual R&R charge that is set aside in a separate account for future repair and replacement activities.
- (3) WAPA costs based on calculated rates from 2021-2022 escalated with a multiplier that is assumed to be proportional to PG&E rate increase.
- (4) A budget amendment and Board approval will be required if additional supplemental water purchases are deemed necessary or desired.
- (5) Operations contingency (< 5%). Not funded annually by Project Partners; contingency from FY 20/21 left in account.
- (6) Based on Exhibit A, Deposit Schedule 2 - Reserve Fund Payments of Safe Drinking Water State Revolving Fund Fiscal Services and Deposit Account Control Agreement dated September 10, 2014.
- (7) Based on Drinking Water Revolving Fund Payment Schedule (dated November 20, 2017) and final loan amount of \$103,294,819.04 amortized over the 20-year loan period.
- (8) Based on Clean Water Revolving Fund Payment Schedule (dated October 30, 2017) and final loan amount of \$89,397,519.26 amortized over the 30-year loan period.
- (9) All SRF reserve and Principal and interest payments are allocated to Davis (one-time reserve payment previously paid). UC Davis to reimburse Davis for their proportionate share in accordance with separate Davis/UC Davis agreement.
- (10) Repair and replacement (R&R) cost and schedule per DB Contract Attachment 12C, updated based on facility component condition. Expenses to be funded from R&R fund that is funded annually by the project partners.

**WDCWA FY 23-24 Proposed Quarterly Expenditure and Revenue Plan
Davis-Woodland Water Supply Project with Joint Intake**

Category	FY 23-24				
	Total Annual Budget	Q1	Q2 ⁽²⁾	Q3	Q4
Regional Project Operating & Debt Service Costs					
Operation & Maintenance Costs ⁽¹⁾	\$10,216,466	\$3,018,480	\$2,204,695	\$2,110,191	\$2,883,099
SRF Debt Service and Revenue Payments	\$10,656,968	\$0	\$7,242,030	\$0	\$3,414,938
Total Operating & Debt Service Costs	\$20,873,434	\$3,018,480	\$9,446,726	\$2,110,191	\$6,298,038
Regional Project Revenue Source					
City of Woodland	\$11,621,302	\$1,425,003	\$4,428,483	\$955,885	\$4,811,931
Operation & Maintenance Costs ⁽¹⁾	\$4,791,426	\$1,425,003	\$1,013,545	\$955,885	\$1,396,993
SRF Debt Service and Revenue Payments	\$6,829,877	\$0	\$3,414,938	\$0	\$3,414,938
City of Davis	\$8,305,070	\$1,313,969	\$4,795,374	\$916,526	\$1,279,202
Operation & Maintenance Costs ⁽¹⁾	\$4,477,979	\$1,313,969	\$968,282	\$916,526	\$1,279,202
SRF Debt Service and Revenue Payments	\$3,827,092	\$0	\$3,827,092	\$0	\$0
UC Davis	\$574,834	\$171,002	\$123,262	\$116,973	\$163,598
Operation & Maintenance Costs ⁽¹⁾	\$574,834	\$171,002	\$123,262	\$116,973	\$163,598
SRF Debt Service and Revenue Payments	\$0	\$0	\$0	\$0	\$0
RD 2035	\$337,227	\$108,507	\$82,107	\$103,307	\$43,307
R&R Fund	\$35,000	\$0	\$17,500	\$17,500	\$0
Revenue Total	\$20,873,434	\$3,018,480	\$9,446,726	\$2,110,191	\$6,298,038

(1) Costs do not include contingency, which is not being collected from Project Partners annually.

(2) An unaudited reconciliation from FY 22-23 will be completed prior to sending out the Q2 invoices. Any funds remaining from FY 22-23 can be used to reduce the Q2 payment or reimburse the reserve account.