## Borrego Water District Board of Directors Audit & Budget Standing Committee April 18, 2025 @ 10:00 a.m. 806 Palm Canyon Drive Borrego Springs, CA 92004

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- I. OPENING PROCEDURES
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Committee Members Roll Call: President Dice, Director Moran
  - D. Approval of Agenda
  - E. Comments from the Public & Requests for Future Agenda Items (may be limited to 3 min)
  - F. Comments from Directors
  - G. Correspondence Received from the Public

#### II. ITEM FOR AUDIT & BUDGET COMMITTEE CONSIDERATION AND POSSIBLE ACTION

- A. Audit & Budget Process Overview J. Clabaugh
- B. Review of Fiscal Year 2026 Draft Budget J. Clabaugh
- III. CLOSING PROCEDURE: Next Committee Meeting TBA

AUDIT & BUDGET COMMITTEE AGENDA: April 18, 2025

All Documents for public review on file with the District's secretary located at 806 Palm Canyon Drive, Borrego Springs CA 92004. Any public record provided to a majority of the Board of Directors less than 72 hours prior to the meeting, regarding any item on the open session portion of this agenda, is available for public inspection during normal business hours at the Office of the Board Secretary, located at 806 Palm Canyon Drive, Borrego Springs CA 92004.

The Borrego Springs Water District complies with the Americans with Disabilities Act. Persons with special needs should call Geoff Poole at (760) 767 – 5806 at least 48 hours in advance of the start of this meeting, in order to enable the District to make reasonable arrangements to ensure accessibility.

If you challenge any action of the Board of Directors in court, you may be limited to raising only those issues you or someone else raised at the public hearing, or in written correspondence delivered to the Board of Directors (c/o the Board Secretary) at, or prior to, the public hearing.

## Borrego Water District Board of Directors Audit & Budget Standing Committee April 18, 2025 @ 10:00 a.m. 806 Palm Canyon Drive Borrego Springs, CA 92004

ITEM II. A.

April 17, 2025

To: Audit & Budget Committee

From: Jessica Clabaugh, Finance Officer

Subject: Budget Process Overview

#### RECOMMENDED ACTION

None.

#### ITEM EXPLAINATION

Now that the ABC members have over a year under their belt, Jessica will provide a very brief review of the basics of BWD budgeting.

- -Budget year goes annualy from July 1 to June 30
- -BWD Budgets by Fund with a separate budget for Water, Sewer, Pest Control, Flood Control, and Non-Rate Items
- -The Budget includes the planned projects of the fiscal year in the CIP budget Review assumed inflators;
  - -Revenues are based upon rates anticipated to be implemented on 07/01/2025
  - -Expense assumptions based upon rate study

Expense Escalation Factors	FY 2026
General	2.5%
Salary	8%
Benefits	5%
Power	9%
Groundwater Management	3%

- -Salaries include 5% COLA + 3.6% CPI (SD County March 12-month)
- -10% increase in JPIA Program Insurances (Property, Liability, DIC, Excess Crime & Cyber)

Plan for second review last week of April or first week of May to present draft to the Board at May meeting.

**ATTACHMENTS** 

None.

FISCAL IMPACT

See FY26 Draft Budget.

## Borrego Water District Board of Directors Audit & Budget Standing Committee April 18, 2025 @ 10:00 a.m. 806 Palm Canyon Drive Borrego Springs, CA 92004

ITEM II. B.

April 17, 2025

To: Audit & Budget Committee

From: Jessica Clabaugh, Finance Officer

Subject: Fiscal Year 2025 Draft Budget Review

#### RECOMMENDED ACTION

Discuss and make suggestions for next version. No official action.

#### ITEM EXPLAINATION

Enclosed is the first version of the FY26 Draft Budget. It is evident that technology based operations activities and sampling fees have had a sharp increase recently due to advanced cyber security and telemety functions as well as additional regulatory sampling requirements.

Additonal points of interest will be discussed as we walk thru the FY26 Draft Budget.

Finally we will review the draft CIP plan.

FISCAL IMPACT

See attached.

**ATTACHMENTS** 

**BWD FY26 Draft Budget & CIP** 



### Borrego Water District Water Enterprise Budget 07/01/2025 to 06/30/2026

	Budgeted FY2025	Projected FY2025	Budgeted FY2026
INCOME			
RATE REVENUE			
Water Rates Revenues			
Commodity Rates			
Residential Tier 1 & 2 Revenues	1,154,187	1,154,187	1,015,987
Residential Tier 3 Revenues	267,750	600,000	676,568
Commercial	645,750	645,750	643,522
Irrigation	363,825	363,825	423,161
Total Commodity	2,431,512	2,763,762	2,759,237
Non-Commodity Charges		-	
Base Meter Charges	1,518,300	1,505,853	1,689,581
Meter Install/Repair	36,750	26,573	<i>36,750</i>
New Water Supply Connection Fee	26,124	8,298	26,124
Backflow Testing/Install	5,985	7,000	9,000
Bulk Water Sales	6,825	45,000	6,825
Total Non-Commodity	1,593,984	1,592,723	1,768,280
		-	
Total Water Rate Revenues	4,025,496	4,356,485	4,527,516
Availability Charges Collected thru Tax Roll		-	
ID1 - Water Standby	34,965	34,965	34,965
ID3/ID4 - Water Standby	117,000	117,000	117,000
Total Availability (Tax Roll)	151,965	151,965	151,965
		-	
Other Income		-	
Sale of Viking Ranch Property	225,000	247,089	225,000
Sale of Water Fleet Truck		8,000	
Total Other Income	225,000	255,089	225,000
TOTAL WATER RATE REVENUE	4,402,461	- 4,763,539	4,904,481



# Borrego Water District Water Enterprise Budget (Continued) 07/01/2025 to 06/30/2026

	Budgeted FY2025	Projected FY2025	Budgeted FY2026
<u>EXPENSES</u>			
OPERATING EXPENSES			
Operations & Maintenance Expense			
R&M Water	279,928	200,000	286,926
Telemetry	4,963	22,000	5,087
Trash Removal	5,956	6,500	6,105
Vehicle Expense	22,080	35,000	22,632
Fuel & Oil	42,445	36,365	43,506
Lab/Testing	34,338	51,721	35,196
Permit Fees	28,820	28,820	29,541
Pumping Electricity	525,000	512,554	566,528
Total Operations & Maintenance Expense	943,530	892,960	995,521
Professional Services			
Accounting (Tax & Debt Filings)	4,268	4,200	4,375
Payroll Services	3,077	4,413	3,154
Audit Fees	27,350	20,100	28,034
IT & Cyber Security	38,400	50,000	39,360
Financial Consulting	79,411	74,911	
Engineering (Dudek)	45,584	5,556	46,724
Legal Services - General	67,000	50,000	68,675
Legal Services Reimbursible	-		-
Federal & State Legislative Advocacy	59,558	69,960	61,047
Total Professional Services	324,649	279,139	251,369
Insurance Expense			
ACWA/JPIA Program Insurance	120,322	120,322	132,355
ACWA/JPIA Workers Comp	15,803	15,803	17,068
Total Insurance Expense	136,126	136,125	149,422
Personnel Expense		-	
Board Meeting Expense	22,830	13,000	23,401
Salaries & Wages	1,131,468	1,131,500	1,221,985
Contra Account - Salaries & Wages	(57,436)	(97,437)	(62,031)
Contract Labor/Consulting	9,926	-	10,175
Payroll Taxes	23,226	23,226	25,084
Benefits - Medical	190,841	190,841	200,383
Benefits - CalPERS	188,140	194,080	197,547
Trainings & Conferences	17,867	17,867	18,314
Uniforms	6,949	6,249	7,123
Safety Compliance & Emergency Prep	4,963	2,249	5,087
Total Personnel Expense	1,538,775	1,481,575	1,647,069



# Borrego Water District Water Enterprise Budget (Continued) 07/01/2025 to 06/30/2026

	Budgeted FY2025	Projected FY2025	Budgeted FY2026
Office Expense			
Office Supplies	23,823	30,768	24,419
Office Equipment	49,632	48,679	50,873
Postage & Freight	14,890	15,000	15,262
Property Tax	2,978	2,978	3,052
Telephone Expense	27,350	29,000	28,034
Dues & Subscriptions (ACWA/AWWA)	22,830	24,000	23,401
Printing & Publication	4,963	3,359	5,087
Office/Shop utilities	9,117	17,336	15,612
Total Office Expense	155,583	171,120	165,740
TOTAL OPERATING EXPENSES	3,098,663	2,960,920	3,209,12
Debt Expense			
BBVA Bank Note 2018A/B - Principal	337,138	337,138	220,000
BBVA Bank Note 2018A/B - Interest	49,821	49,821	26,96
2021 Bond Cap One - Principal	376,605	376,605	425,05
2021 Bond Cap One - Interest	140,571	140,571	121,55
Total Debt Expense	904,135	904,135	793,57
GROUNDWATER MANAGEMENT EXPENSES		-	
Pumping Fees	100,000	49,327	103,000
GWM Expense	79,158	5,463	81,53
Legal Expense	100,000	50,289	103,000
Engineering/TAC Expense (Intera)	135,000	84,392	139,050
Special Tasks for Intera?	· -	-	
TOTAL GROUNDWATER MGMT EXPENSES	414,158	189,471	426,58.
TOTAL WATER ENTERPRISE EXPENSES	4,416,956	4,054,526	4,429,28
Net Income (Loss)	(14,494)	709,014	475,19
SHORTFALL COVERAGE FROM NON-RATE REVENUE	14,494		
ncome Water Enterprise Fund	-	709,014	475,19



### Borrego Water District Wastewater Enterprise Budget 07/01/2025 to 06/30/2026

	Budgeted FY2025	Projected FY2025	Budgeted FY2026
INCOME			
RATE REVENUE			
Sewer Rates			
TCS Holder Fees (SA2)	170,532	174,099	187,159
TCS User Fees (SA2)	135,653	145,407	148,880
RH Sewer User Fees (ID1)	171,377	178,148	188,087
Sewer Standby/Capacity Fees	-	11,048	-
Sewer User Fees (ID5)	193,989	193,363	212,903
Total Sewer Rates	671,552	702,065	737,028
Availability Charges Collected thru Tax Roll			
ID1 - Sewer Standby	34,965	34,965	34,965
Total Availability (Tax Roll)	34,965	34,965	34,965
TOTAL WASTEWATER RATE REVENUE	<u>706,517</u>	737,030	<u>771,993</u>
<u>EXPENSES</u>			
OPERATING EXPENSES			
Operations & Maintenance Expense			
R&M WWTF	135,360	117,000	138,744
Telemetry	677	11,535	694
Trash Removal	812	1,248	832
Vehicle Expense	3,011	5,500	3,086
Fuel & Oil	6,676	10,420	6,843
Lab/Testing	11,650	19,939	11,941
Electricity			5,723
Permit Fees	12,352	15,000	12,660
Total Operations & Maintenance Expense	170,537	180,641	180,523
Professional Services			
Accounting (Tax & Debt Filings)	582	582	597
Payroll Services	420	578	430
Audit Fees	3,730	2,500	3,823
IT & Cyber Security	5,236	6,000	5,367
Financial Consulting	10,829	10,829	
Engineering (Dudek)	6,216	6,216	6,371
Legal Services - General	9,136	7,554	9,365
Advocacy	8,122	9,540	8,325
Total Professional Services	44,270	43,799	34,278



# Borrego Water District Wastewater Enterprise Budget (Continued) 07/01/2025 to 06/30/2026

	Budgeted FY2025	Projected FY2025	Budgeted FY2025
Insurance Expense			
ACWA/JPIA Program Insurance	16,408	16,408	18,048
ACWA/JPIA Workers Comp	3,659	3,659	3,952
Total Insurance Expense	20,067	20,067	22,000
Personnel Expense			
Board Meeting Expense	3,113	2,000	3,191
Salaries & Wages	261,561	267,403	282,486
Contra Account - Salaries & Wages	(7,832)	(1,361)	(8,459)
Contract Labor/Consulting	1,354	7,931	1,387
Payroll Taxes	5,369	5,444	<i>5,799</i>
Benefits - Medical	44,117	47,752	47,646
Benefits - CalPERS	43,492	38,950	46,972
Trainings & Conferences	2,436	1,728	2,497
Uniforms	948	854	971
Safety Compliance & Emergency Prep	677_	<u>-</u> _	694
Total Personnel Expense	355,235	370,701	383,184
Office Expense			
Office Supplies	3,249	3,500	3,330
Office Equipment	6,768	6,768	6,937
Postage & Freight	2,030	2,300	2,081
Property Tax	406	406	416
Telephone Expense	3,730	3,957	3,823
Dues & Subscriptions (ACWA/AWWA)	3,113	3,300	3,191
Printing & Publication	677	677	694
Office/Shop utilities	1,243	4,500	2,129
Total Office Expense	21,216	25,408	22,601
Debt Expense			
2021 Bond Cap One - Principal	64,545	64,545	31,994
2021 Bond Cap One - Interest	5,979	5,979	9,149
Total Debt Expense	70,524	70,524	41,143
TOTAL EXPENSES WASTEWATER	681,848	711,140	683,729
Net Income Wastewater Enterprise Fund	24,669	25,891	88,265



## Borrego Water District Pest Control Enterprise Budget 07/01/2025 to 06/30/2026

	Budgeted FY2025	Projected FY2025	Budgeted FY2025
INCOME			
Pest Control Standby	17,150	17,150	17,150
TOTAL PEST CONTROL FUND REVENUE	17,150	17,150	17,150
<u>EXPENSES</u>			
R&M Pest Control	1,500	800	1,538
ACWA/JPIA Program Insurance	500	373	550
Salaries & Wages	4,193	3,508	4,528
Benefits - Medical	711	702	747
Benefits - CalPERS	701	537	736
ACWA/JPIA Workers Comp	59	52	64
Payroll Taxes	87	<i>7</i> 5	93
TOTAL PEST CONTROL ENTERPRISE EXPENSES	7,751	6,047	8,256
Net Income Pest Control Enterprise Fund	9,399	11,103	8,894
Flood Control Enterprise Budget 07/01/2025 to 06/30/2026			
	Budgeted FY2025	Projected FY2025	Budgeted FY2025
INCOME			
ID1 - Flood Standby	34,965	34,965	34,965
TOTAL FLOOD CONTROL FUND REVENUE	34,965	34,965	34,965
EXPENSES			
ACWA/JPIA Program Insurance	550	300	605
Legal Services - General	5,000	600	5,125
Salaries & Wages	8,434	2,500	9,109
Benefits - Medical	1,423	500	1,536
Benefits - CalPERS	1,402	500	1,515
ACWA/JPIA Workers Comp	118	38	127
Payroll Taxes	173	58	187
TOTAL FLOOD CONTROL ENTERPRISE EXPENSES	17,100	4,496	18,204
Net Income Flood Enterprise Fund	17,865_	30,469	16,761



### Borrego Water District Non-Rate Revenues & Expenses 07/01/2025 to 06/30/2026

	Budgeted FY2025	Projected FY2025	Budgeted FY2025
OTHER INCOME			
Penalties & Fees	50,000	88,000	50,000
BSUSD Well Agreement	35,000	15,000	35,000
1% Property Assessments	70,000	70,000	70,000
Interest Income	35,000	75,000	60,000
Other Income	-	4,686	-
WM Meter Reading Income	3,333	6,500	6,500
TOTAL OTHER INCOME	193,333	259,186	221,500
<u>EXPENSES</u>			
Air Quality Study	36,341	6,000	36,341
TOTAL NON-RATE REVENUE EXPENSES	36,341	6,000	36,341
TRANSFER TO WATER FUND TO COVER REVENUE SHORTFALL	(14,494)		
Net Income Non-Rate Revenue	142,498	253,186	185,159



### Borrego Water District Consolidated Enterprise Budget 07/01/2025 to 06/30/2026

	Budgeted FY2025	Projected FY2025	Budgeted FY2025
INCOME			
TOTAL WATER RATE REVENUE	4,402,461	4,763,539	4,904,481
TOTAL WASTEWATER RATE REVENUE	706,517	737,030	771,993
TOTAL PEST CONTROL FUND REVENUE	17,150	17,150	17,150
TOTAL FLOOD CONTROL FUND REVENUE	34,965	34,965	34,965
TOTAL OTHER INCOME	193,333	259,186	221,500
GROSS INCOME	5,354,426	5,811,871	5,950,090
<u>EXPENSES</u>			
TOTAL WATER ENTERPRISE EXPENSES	4,402,461	4,054,526	4,429,282
TOTAL WASTEWATER ENTERPRISE EXPENSES	681,848	711,140	683,729
TOTAL PEST CONTROL ENTERPRISE EXPENSES	7,751	6,047	<i>8,256</i>
TOTAL FLOOD CONTROL ENTERPRISE EXPENSES	17,100	4,496	18,204
TOTAL NON-RATE REVENUE EXPENSES	36,341	6,000	36,341
TOTAL EXPENSES	5,145,501	4,782,208	5,175,812
CONSOLIDATED NET INCOME	<u> 208,926</u>	1,029,663	<u>774,278</u>

CAPITAL IMPROVEMENT PROJECTS FY 2025-26 FY 2026-27 FY 2027-28 FY 2028-29 FY 2029-30 FY 2030-31 FY 2031-32 FY2032-33 FY2033-34 FY2034-35 CASH RESERVE FUNDED WATER PROJECS 1 Replace and upgrade Well 3 Booster Pump Station 5 2 Country Club Tank Recoating, 1999 1.0 MG \$ 250,000 3 Pipeline Replacements \$438,500 \$190,000 4 FY23+ Water Supply Acquisition w/Fallowing & Well Abandonment \$ 557,624 \$ 442,669 \$ 442,669 \$ 486,956 \$486,956 11-16b EPA Cash Funded Portion \$ 721,600 \$ 150,000 7b AMI Cash Portion AMI Battery/Upgrades 5 Emergency System repairs \$ 69,458 \$ 72,930 \$ 76,577 \$ 80,406 \$ 84,426 \$ 88,647 \$ 93,080 \$ 97,734 \$ 102,620 \$ SUBTOTAL WATER CASH RESERVE PROJECTS \$ 1,348,682 \$ 665,599 \$ 519,246 \$ 817,362 \$571,382 \$527,147 \$283,080 \$ 97,734 \$102,620 \$ SEWER PROJECTS 6 Manhole Replacements/Refurbishment (2/year) \_\$ 54,880 \$ 57,624 \$ 60,505 \$ 63,531 \$ 66,707 \$ 70,042 \$ 73,545 \$ 77,222 \$ 81,083 \$ SUBTOTAL SEWER CASH RESERVE PROJECTS \$ 54,880 \$ 57,624 \$ 60,505 \$ 63,531 \$ 66,707 \$ 70,042 \$ 73,545 \$ 77,222 \$ 81,083 \$ TOTAL CASH WATER/SEWER CIP PROJECTS 2023 THROUGH 2035 \$ 1,403,562 \$ 723,223 \$ 579,751 \$ 880,892 \$638,089 \$597,190 \$356,624 \$174,955 \$183,703 \$ BPA payments remaining @ 12/1 FACILITIES MAINTENANCE DETAIL Stucco Building and Replace Failing Solar Cells Carpet/Paint Office and Install Energy Efficient Lighting TOTAL CASH RESERVES CAPITAL IMPROVEMENTS PROGRAM \$ 1,403,562 \$ 723,223 \$ 579,751 \$ 880,892 \$638,089 \$597,190 \$356,624 \$174,955 \$183,703 \$ \$ 241,913 \$ 292,550 \$ 211,888 \$ 271,500 \$256,833 \$310,018 \$229,210 \$477,976 \$269,433 \$ TOTAL CASH RESERVES SHORT LIVED ASSETS 350,424 TOTAL CASH RESERVES CIP, SHORT LIVED ASSETS BUDGET \$ 1,645,475 \$ 1,015,773 \$ 791,639 \$ 1,152,392 \$ 894,922 \$ 907,207 \$ 585,834 \$ 652,932 \$ 453,137 \$ 543.313 Total Cash Funded Less BPA & EPA **BPA** Paid to date FY 2025-26 FY 2026-27 FY 2027-28 FY 2028-29 FY 2029-30 FY 2030-31 FY 2031-32 FY2032-33 FY2033-34 FY2034-35 **GRANT FUNDED CIP PROJECTS GROUNDWATER MANAGEMENT PROP 68 GRANT** DWR Grant Net \$1,731,000 7a AMI 8 Administration 2023 APPROPRIATIONS BILL \$3,392,667 (aka EPA#1) 9 Borrego Spring Road Pipeline Replacement \$ 928,000 10 Sun Gold Pipeline Replacement \$ 2,464,000 2024 APPROPRIATIONS BILL 80% of \$3.608.800 (aka EPA#2) 11 West and East Star Road Pipeline Replacement \$ 360,000 12 Club Circle Water and Sewer Pipeline Replacement Project \$ 1,828,800 13 Palm Canyon/Ocotillo Circle/Lazy S \$ 698,240 2025 APPROPRIATIONS BILL 80% of \$750,000 \$3,608,000 (aka EPA#3) 14 Choose from Deep Well/Verbena/Gircle J/Cloudy Moon \$ 600,000 15 Santiago Valve (ID5-5) 16

POTENTIAL GRANT FUNDED CIP PROJECTS													
17 WWTP Oxidation Ditch		\$ 650,000											
18 WWTP Equalization Basin		\$ 650,000											
19 New Production Well													\$ 2,500,000
TOTAL WATER/SEWER GRANT CIP PROJECTS	\$ 3,392,000	\$ 4,187,040	\$ 600,000	\$	-	\$ -	\$ -	\$ -	\$	-	\$	-	\$ 2,500,000
POTENTIAL BOND FUNDED CIP PROJECTS													
21 Well 5 Transmission Main Project													\$ 1,215,000
22 Water Treatment Facility													\$ 2,000,000
TOTAL FUTURE BOND CIP PROJECTS	\$ -	\$ -	\$ -	\$	-	\$ -	\$ -	\$ -	\$	-	\$	-	\$ 3,215,000
Total Annual CIP Spend:	\$ 5,037,475	\$ 5,202,813	\$ 1,391,639	\$ 1,152,39	92	\$894,922	\$ 907,207	\$ 585,834	\$ 652	,932	\$ 453,13	7	\$ 6,258,313

CIP-SHORT LIVED ASSETS	FY	2024-25	F	Y 2025-26	FY	/ 2026-27	FY	2027-28	FY 2	2028-29	FY 2029-30	FY 2030-3	1 FY 2031-32	FY2032-33	FY2033-34	FY2034-35	
FACILITY COMPONENTS Backup Generator Office and Shop																	
WELLS ID1-8, 125 Hp - Disconnect ID-1 Well 12 pump and casing/cleaning ID-1 16 - Inspection ID4-11, Add Generator Switch 200 Hp ID4-18 - Inspect to make a monitoring well Well Site Security Upgrades - Cameras/Door Sensors Other Well Rehabilitation	\$	80,500 30,000		181,913 60,000	\$	180,000	\$	199,238	\$ 1	198,000	\$ 207,900	\$ 218,295	s \$ 229,210	\$ 240,670	\$ 252,704	\$ 265,339	
TANKS Reservoir cleaning/video inspection					\$	42,550					\$ 48,933			\$ 56,272			
WASTEWATER TREATMENT FACILITY Clarifier Rehab - Every 10 years Lift Station Pump	\$	11,000					\$	12,650				\$ 14,548	ı	\$ 100,000	\$ 16,730		
EQUIPMENT Pickup - Every 1.5 to 2 years 3/4 ton TOTAL SHORT LIVED ASSETS REPLACEMENT PROGRAM	\$	121,500	\$			70,000 292,550	\$	211,888		73,500 271,500	\$ 256,833	\$ 77,175 \$ 310,018	\$ 229,210	\$ 81,034 \$ 477,976		\$ 85,085 \$ 350,424	
	All o	utstand	ling (	@ 12/1/24													