

NOVATO SANITARY DISTRICT

Meeting Date: May 26, 2020

The Wastewater Operations Committee of the Board of Directors of Novato Sanitary District will hold a meeting at 3:00 PM, Tuesday, May 26, 2020.

NOTE: Consistent with the Governor's Executive Orders on the Brown Act, this Board Committee meeting will be held via Zoom® conferencing. To participate:

Join Zoom Meeting by clicking the following link or copy and paste it into your browser: <https://us02web.zoom.us/j/82119028647> when prompted, enter meeting ID: 821 1902 8647

If you do not have internet access, you can still join the meeting by phone, dialing by your location:

- +1 253 215 8782 US (Tacoma)
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- +1 669 900 9128 US (San Jose)
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- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)

When prompted, enter meeting ID: 821 1902 8647

Public comments for this meeting can be submitted via email at info@novatosan.com. The public comment period opens when the agenda is posted online and will close two hours prior to the start of the meeting. Include your name and the item you'd like to provide written comment on. Written comments submitted will be read into the record during the Public Comment period of the Committee meeting.

To provide comments during the meeting:

1. If in the Zoom teleconference, use the "raise hand" feature in Zoom. The Host will notify and unmute you when it is your turn to speak.
2. If on a phone, press *9 ("star + 9"), and the Host will notify and unmute you when it is your turn to speak.

If you experience an issue providing comments during the meeting, please email those comments to the District's Administrative Secretary at julieh@novatosan.com

Materials related to items on this agenda that are public records, are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours. This agenda packet is also available on the District's website: www.novatosan.com. Note: All times and/or order of consideration for agenda items are for reference only. The Board of Directors may consider item(s) in a different order than set forth herein. ***There is no public access to District facilities currently due to the COVID-19 emergency.***

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AGENDA

1. AGENDA APPROVAL:

2. PUBLIC COMMENT (PLEASE OBSERVE A THREE-MINUTE TIME LIMIT):

This item is to allow anyone present to comment on any subject not on the agenda, or to request consideration to place an item on a future agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Committee at this time as a result of any public comments made.

3. ANNUAL OPERATING BUDGET:

- a. Review Fiscal Year (FY) 20-22 proposed preliminary operating budget, and subject to minor changes and edits, recommend its adoption by the Board of Directors.

4. ADJOURNMENT:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 892-1694 at least 24 hours prior to the meeting. Notification prior to the meeting will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.

NOVATO SANITARY DISTRICT WASTEWATER OPERATIONS COMMITTEE AGENDA ITEM SUMMARY

TITLE: Wastewater Operations Committee: FY 20-22 Preliminary Operating Budget.	MEETING DATE: May 26, 2020 AGENDA ITEM NO.: 3.a.
RECOMMENDED ACTION: Review FY 20-22 proposed Preliminary Operating budget, and subject to minor changes and edits, recommend its adoption by the Board of Directors.	
SUMMARY AND DISCUSSION: <p>At the May 11, 2020 Board meeting, staff presented the District's Preliminary Budget for Fiscal Years 2020-22 to the Board.</p> <p>The Wastewater Operations Committee (Committee) is being presented the proposed preliminary Operating budget for the Committee's review, and subject to minor changes and edits, requested to present its recommendation for adoption to the full Board. Similarly, the preliminary Solid Waste budget and the preliminary Capital Improvements Program Budget are being separately presented to the Solid Waste Committee, and the Capital Improvements Committee, respectively, with the request that each committee recommend adoption of their respective budgets to the full Board.</p> <p>The relevant elements of the preliminary Operating Budget are attached for review by the Wastewater Operations Committee. Staff suggests that the Committee review these items, and subject to minor changes and edits, recommend the preliminary Operating Budget for adoption by the full Board at its June 8, 2020 meeting.</p>	
ATTACHMENTS: 1. Preliminary operating budget for Fiscal Years FY 2020-22.	
DEPT. MGR.: lc, eb	GENERAL MANAGER: SSK



Preliminary Operating Budget
FOR
FISCAL YEARS 2020-22

Wastewater Operations Committee
May 26, 2020

**Abstracted from
Preliminary Budget for Fiscal Years 2020-22
as presented to the District Board on May 11, 2020**

**Novato Sanitary District
2020-22 Preliminary Operating Budget
Summary of Revenues**

Operating Revenue Center - 41000	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Revenues 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
Accounts					
41010 · Sewer Service Charges (1)	10,145,760	10,306,800	10,306,800	11,441,344	10,807,248
41030 · Plan Check & Inspection Fee	500	500	45,313	500	500
41040 · Permit & Inspection Fee	6,000	6,000	6,000	6,000	6,000
41060 · Interest Income(2)	120,000	180,000	200,000	30,000	31,500
41080 · Engineering & Admin Charges	165,000	165,000	100,000	165,000	165,000
41090 · Non-domestic Permit Fees (3)	25,000	30,000	30,000	30,000	30,000
41100 · Garbage Franchise Fees	55,041	58,210	58,000	59,740	61,532
41105 · AB 939 Collector Fees	400,772	434,260	434,260	452,303	468,519
41107 · Oil Grant/JPA Reimb (4)	62,729	52,009	40,000	51,966	52,000
41130 · Ranch Income	70,000	40,000	10,000	10,000	10,000
41135 · Recycled Water Revenue	202,000	231,870	231,870	237,000	251,000
41140 · Other Revenue (5)	20,000	20,000	20,000	20,000	20,000
41142 · Gain/Loss - disposal of assets	10,000	10,000	10,000	10,000	10,000
Totals	11,282,802	11,534,649	11,492,243	12,513,853	11,913,299

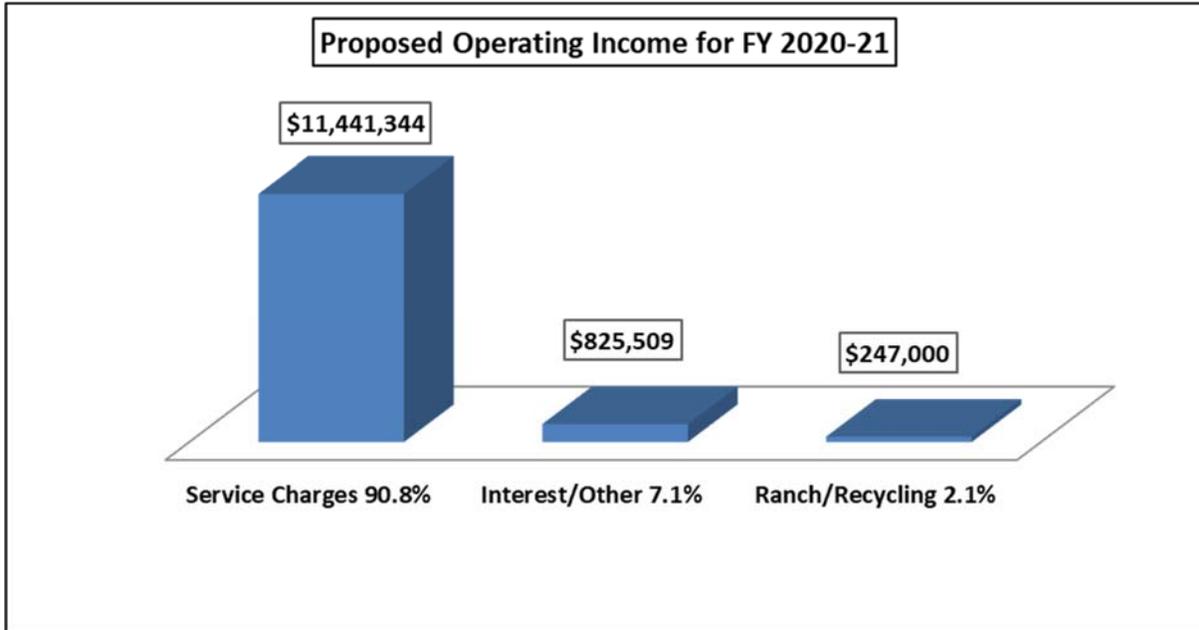
Comments:

- (1) Sewer Service Charge (SSC) revenue is based on rate increase approved on June 13, 2016 and actual revenue received in prior year. The Sewer Service Charges allocations are as follows:
 - For 2020/21 the charge is \$657 split between operating (\$388) and capital (\$269).
 - For 2021/22 the charge is \$657, with no rate increase from prior year, split between operating (\$366) and capital (\$291).
- (2) Reflects significant decrease in interest rates.
- (3) Includes application fees, permits and monitoring charges.
- (4) Oil Grant ~ \$15,060/ JPA Reimb Fees \$36,000
- (5) Other revenue includes septic tank hauling fees, and miscellaneous revenue.

APPROPRIATIONS LIMITATION

The appropriations limitation, pursuant to Article XIII B of the California Constitution, will be determined prior to submission of the final budget in August.

Figure 1:



**Novato Sanitary District
2020-22 Preliminary Budget
Operating Budget - Summary of Expenditures**

Operating Cost Center	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Exp 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
60000 · Collections	1,371,942	1,414,791	1,324,790	1,478,845	1,497,606
61000 · Treatment Facilities	3,266,628	3,345,819	3,304,786	3,409,561	3,518,251
63000 · Reclamation	490,972	513,974	432,199	498,269	479,159
64000 · Laboratory	583,410	591,048	572,900	613,180	627,885
65000 · Pump Stations	835,226	851,343	850,943	938,739	982,491
66000 · Administration/Engineering	2,188,599	2,561,751	2,459,835	2,565,576	2,637,565
67000 · Solid/Household Haz. Waste	463,501	486,269	436,269	504,269	520,519
68000 · Recycled Water	202,000	231,870	231,870	237,000	251,000
69000 · Non-Departmental*	1,338,212	1,426,493	1,246,662	1,351,645	1,380,361
69300 · COVID-19 Expenses (1)	0	0	14,177	915,408	0
TOTALS	10,740,490	11,423,358	10,874,431	12,512,491	11,894,837

*District-wide allocations

Figure 2

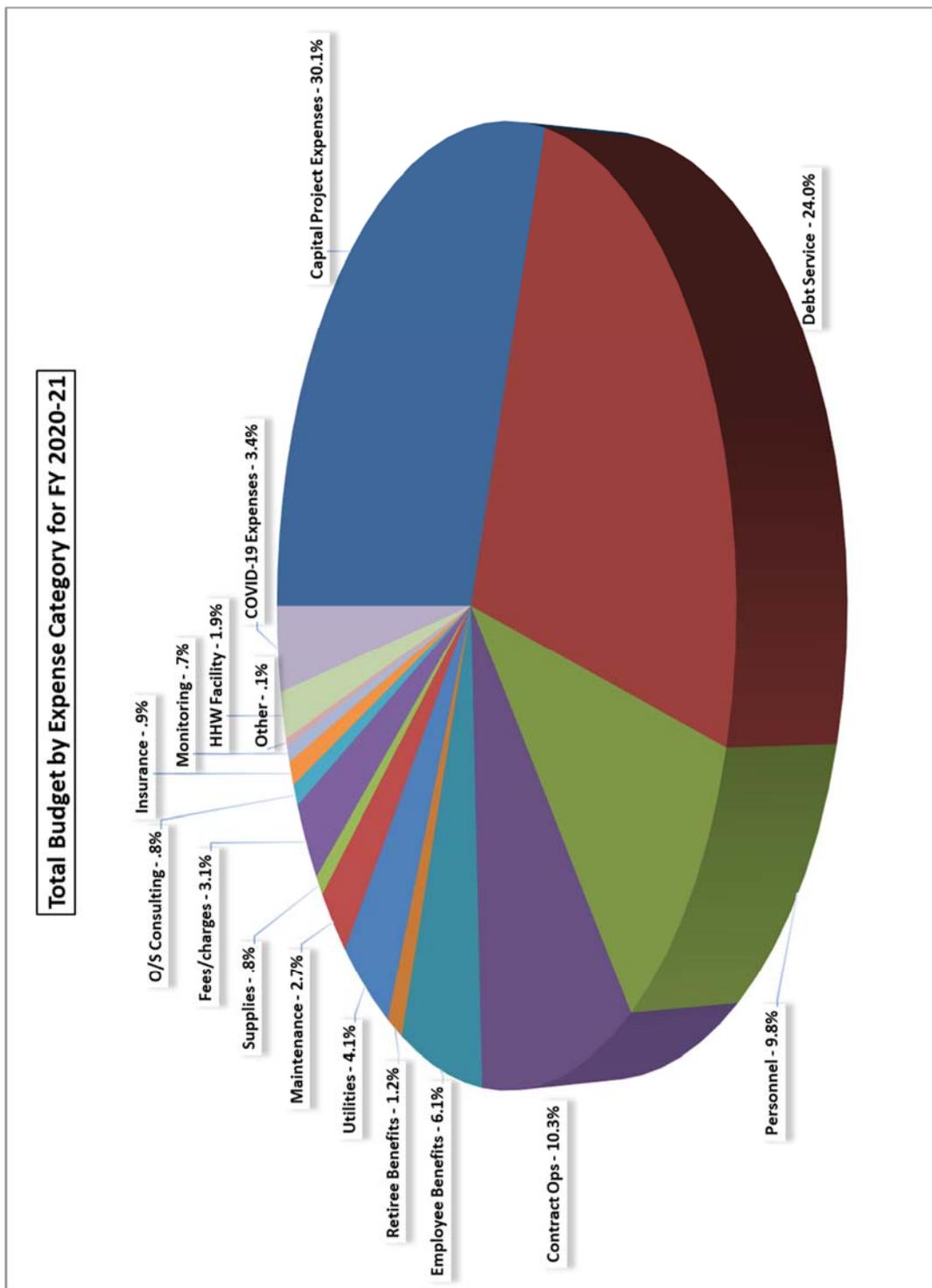
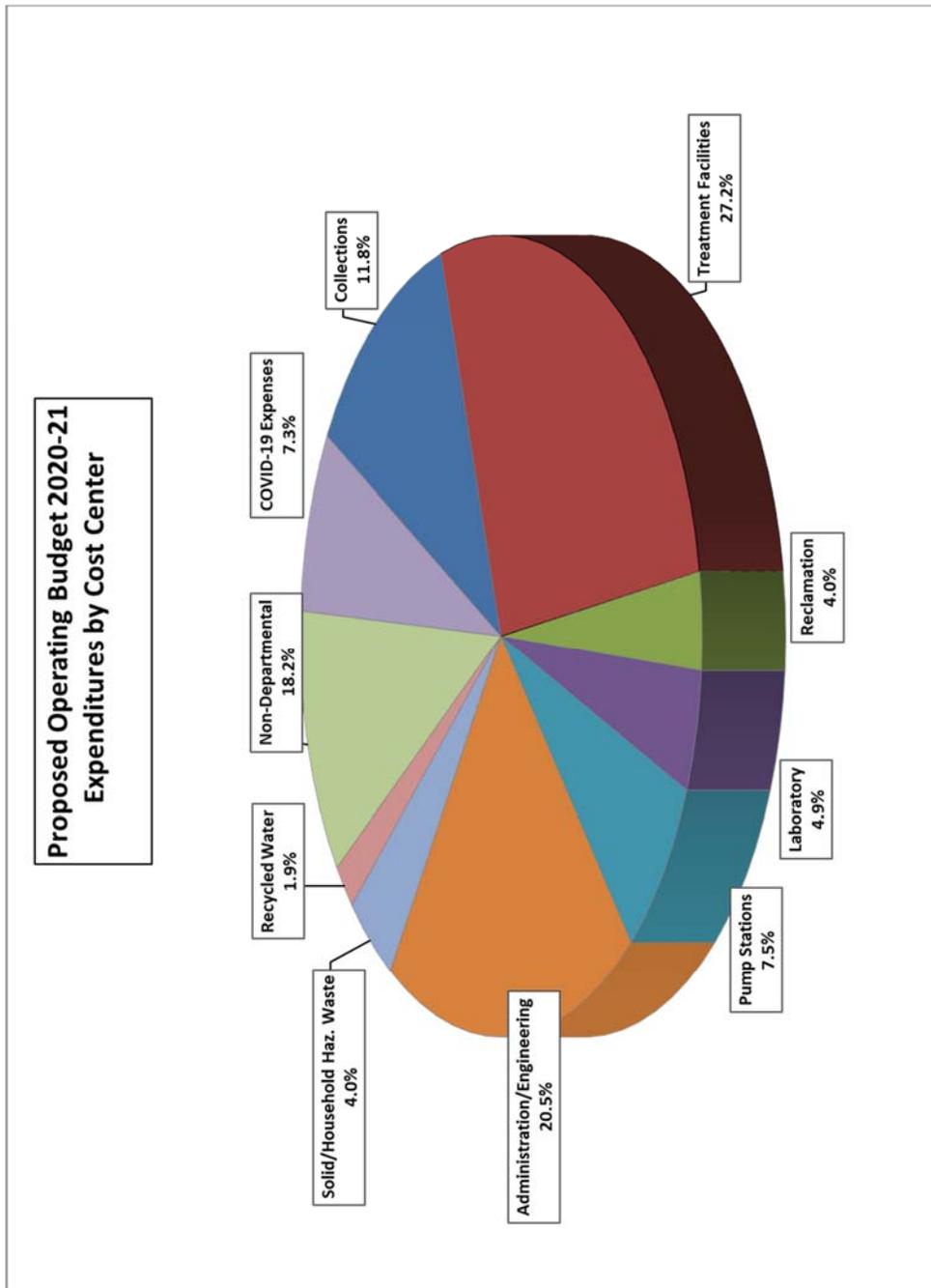


Figure 3:



Novato Sanitary District															
2020-21 Preliminary Operating Budget															
Operating Budget: By Cost Center and Account Category															
	Treatment Facilities	Recl	L-M	Pump Stations	Collection System	A-E	HHW Program	Recycled Water	Non-Departmental	COVID-19 Impact	Total	As Percent of Budget	Over/Under PY Budget	% Over/Under PY Budget	
Salaries and Wages		93,786		355,629	705,316	1,407,917					2,562,648	20.48%	75,478	3.03%	
Contract Services (Operations & Lab)	2,341,810		405,180					66,000			2,812,989	22.48%	91,356	3.36%	
Employee Benefits		26,983		148,250	356,129	690,459					1,221,821	9.76%	103,432	9.25%	
Retiree Health Benefits									319,242		319,242	2.55%	(109,092)	-25.47%	
Pension Expense(Trust)									416,603		416,603	3.33%	55,244	15.29%	
Directors' Fees						23,400					23,400	0.19%	(9,000)	-27.78%	
Election Expense									60,000		60,000	0%	(35,000)	-36.84%	
Gasoline, Oil & Fuel		1,000	500	6,560	20,000	2,700					30,760	0.25%	2,260	7.93%	
Insurance	14,000								194,000		208,000	1.66%	27,000	14.92%	
Ins Claims Expense									45,000		45,000	0.36%	-	0.00%	
Agency Dues									76,800		76,800	0.61%	2,000	2.67%	
Memberships/Certifications									11,000		11,000	0.09%	1,000	10.00%	
Office Expense						28,000					28,000	0.22%	-	0.00%	
Safety		1,000	1,000	4,000	5,700	3,300					15,000	0.12%	(1,200)	-7.41%	
Software Maint		2,000	1,000	7,000	60,000						70,000	0.56%	23,500	50.54%	
Operating Supplies		2,000	20,500	10,000	28,000	5,000		5,000			70,500	0.56%	3,600	5.38%	
Operating Chemicals				0				74,000			74,000	0.59%	1,880	2.61%	
Sludge Disposal-Contractual		225,000									225,000	1.80%	-	0.00%	
Accounting & Auditing						31,000					31,000	0.25%	1,000	3.33%	
Attorney									55,000		55,000	0.44%	5,000	10.00%	
Outside Consulting						226,000					226,000	1.81%	(57,000)	-20.14%	
IT/Misc. Electrical						49,300					49,300	0.39%	(7,700)	-13.51%	
Safety & Wellness Incentive Program									10,000		10,000	0.08%	-	0.00%	
Printing & Publication									15,000		15,000	0.12%	(9,000)	-37.50%	
Repairs & Maintenance		60,000	16,500	125,000	75,000	85,000		35,000			396,500	3.17%	(9,250)	-2.28%	
PSPS Costs				45,000							45,000	0.36%	45,000	100.00%	
Unusual Equipment Maint	150,000										150,000	1.20%	-	0.00%	
Small Tools		500		2,100	2,000						4,600	0.04%	100	2.22%	
Outside Services				57,500	125,000						182,500	1.46%	(17,500)	-8.75%	
Ditch/Dike Maintenance		11,000									11,000	0.09%	-	0.00%	
Research & Monitoring			131,000					14,000			145,000	1.16%	1,000	0.69%	
Travel, Mtgs & Train.									76,000		76,000	0.61%	(15,000)	-16.48%	
Pollution Prevention/Pub. Ed.			30,000								30,000	0.24%	(10,000)	-25.00%	
Gas & Electricity	813,750	65,000		118,000				43,000			1,039,751	8.31%	(13,082)	-1.24%	
Water		5,000		7,200	12,000						24,200	0.19%	200	0.83%	
Telephone				45,000	4,000	13,500					62,500	0.50%	4,000	6.84%	
Other/Operational Assistance					700						700	0.01%	-	0.00%	
Permits & Fees	90,000	5,000	7,500	7,500	85,000			0			195,000	1.56%	2,500	1.30%	
Co. Collection Fees									68,000		68,000	0.54%	3,000	4.62%	
Ser. Chg. System Exp									5,000		5,000	0.04%	-	0.00%	
COVID-19 Impact										915,408	915,408	7.32%	915,408	100.00%	
AB 939 Solid Waste Programs							504,269				504,269	4.03%	18,000	3.70%	
Subtotal before Pass through expenses	3,409,561	498,269	613,180	938,739	1,478,845	2,565,576	504,269	237,000	1,351,645	915,408	12,512,491	100.00%	1,089,134	9.53%	
Pass through expenses							(504,269)	(237,000)			(741,269)	-6.83%	(23,130)		
Less: COVID-19										(915,408)	(915,408)		(915,408)		
Total	3,409,561	498,269	613,180	938,739	1,478,845	2,565,576	0	0	1,351,645	0	10,855,814	93.17%	150,596	1.41%	
	31.41%	4.59%	5.65%	8.65%	13.62%	23.63%	0.00%	0.00%	12.45%	0.00%	100.00%				

OPERATING BUDGET
By Cost Center and Account Category

**Novato Sanitary District
2020-22 Preliminary Budget
Operating Budget - Collections**

Collections Cost Center - 60000	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Exp 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
Accounts					
60010 · Salaries & Wages	666,060	679,353	679,353	705,316	740,517
60020 · Employee Benefits	318,682	328,737	328,737	356,129	387,289
60060 · Gas, Oil & Fuel	15,000	18,000	18,000	20,000	21,000
60085 · Safety	3,500	5,500	5,500	5,700	6,000
60091 · Software Maint	50,000	35,000	35,000	60,000	75,000
60100 · Operating Supplies	25,000	25,000	25,000	28,000	28,000
60150 · Repairs & Maint	75,000	75,000	65,000	75,000	77,000
60152 · Small Tools	2,000	2,000	2,000	2,000	2,000
60153 · Outside Services	120,000	145,000	120,000	125,000	125,000
60192 · Water	12,000	12,000	12,000	12,000	12,000
60193 · Telephone	4,000	3,500	3,500	4,000	4,000
60200 · Other(Garbage Coll)	700	700	700	700	800
60201 · Permits & Fees	80,000	85,000	30,000	85,000	19,000
	1,371,942	1,414,791	1,324,790	1,478,845	1,497,606

**Novato Sanitary District
2020-22 Preliminary Budget
Operating Budget - Treatment Facilities**

Treatment Facilities - Cost Center - 61000	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Exp 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
Accounts					
61000-1 · Fixed Fee(1)	2,262,042	2,275,786	2,275,786	2,341,810	2,409,814
61000-2 · Insurance & Bonds	14,000	14,000	14,000	14,000	14,000
61000-3 · Major Repair/Replcmnt	150,000	150,000	150,000	150,000	150,000
61000-4 · Water/Permits/Phone	85,000	90,000	90,000	90,000	90,000
61000-5 · Gas & Electricity(2)	755,586	816,033	775,000	813,750	854,438
	3,266,628	3,345,819	3,304,786	3,409,561	3,518,251

Comments:

- (1) Fixed fee - 3% increase from prior year, and an allowance for contractual incentive payment.
 $FY21/22 - \$188900.79 * 12 = 2,266,809 + 75,000 = \$2,341,809$
- (2) Assumes 5% increase for purchased utility power based on actual expenditures for 2019/20, and an allowance for contractual incentive payment with 50-50 sharing of savings from power usage below contract baseline, between District and Veolia.

**Novato Sanitary District
2020-2022 Preliminary Budget
Operating Budget - Reclamation**

Reclamation Cost Center - 63000	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Exp 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
Accounts					
63010 · Salaries & Wages	86,021	86,909	60,567	93,786	97,675
63020 · Employee Benefits	22,951	24,565	15,759	26,983	28,484
63060 · Gasoline & Oil	2,000	1,000	1,000	1,000	1,000
63085 · Safety	500	1,500	500	1,000	1,000
63091 · Software Maint	2,000	2,000	1,000	2,000	2,000
63100 · Operating Supplies	2,000	2,000	1,500	2,000	2,000
63115 · Sludge Disposal	220,000	225,000	211,450	225,000	225,000
63150 · Repairs & Maint	60,000	70,000	50,000	60,000	60,000
63152 · Small Tools	500	500	500	500	500
63157 · Ditch/Dike Maint	10,000	11,000	0	11,000	11,000
63191 · Gas & Electricity	75,000	80,000	80,000	65,000	40,000
63192 · Water	5,000	5,000	5,000	5,000	5,000
63201 · Permits & Fees	5,000	4,500	4,923	5,000	5,500
	490,972	513,974	432,199	498,269	479,159

**Novato Sanitary District
2020-22 Preliminary Budget
Operating Budget - Laboratory**

Laboratory Cost Center - 64000	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Exp 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
Accounts					
64010 · Contract Lab Services (1)	378,910	379,848	379,848	405,180	416,885
64060 · Gasoline & Oil	1,500	500	500	500	500
64085 · Safety	1,000	1,000	1,000	1,000	1,000
64091 · Software Maintenance	1,000	1,000	500	1,000	1,000
64100 · Operating Supplies	20,000	20,500	17,500	20,500	21,000
64150 · Repairs & Maintenance	10,000	12,200	12,200	16,500	12,700
64160 · Research & Monitoring	125,000	130,000	130,000	131,000	132,000
64170 · Pollution Prev/Public Ed	40,000	40,000	25,000	30,000	35,000
64201 · Permits & Fees	6,000	6,000	6,352	7,500	7,800
	583,410	591,048	572,900	613,180	627,885

Comments:

- (1) Includes fees and charges paid for contract laboratory and environmental services provided by Veolia Water and North Marin Water District (NMWD).

**Novato Sanitary District
2020-22 Preliminary Budget
Operating Budget - Pump Stations**

Pump Stations Cost Center - 65000	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Exp 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
Accounts					
65010 · Salaries & Wages	345,078	337,492	337,492	355,629	374,576
65020 · Employee Benefits	144,149	136,951	136,951	148,250	159,916
65060 · Gasoline & Oil	5,000	6,400	8,000	6,560	6,800
65085 · Safety	2,000	4,000	4,000	4,000	4,500
65091 · Software Maintenance	7,000	8,500	6,500	7,000	7,000
65100 · Operating Supplies	10,000	10,000	10,000	10,000	10,500
65101 · Operating Chemicals	2,000	0	0	0	0
65150 · Repairs & Maintenance	120,000	120,000	120,000	125,000	126,000
65152 · Small Tools	2,000	2,000	2,000	2,100	2,200
65153 · Outside Services, Elect.	55,000	55,000	55,000	57,500	60,000
65191 · Gas & Electricity	105,000	115,000	115,000	118,000	124,000
65192 · Water	7,000	7,000	7,000	7,200	7,500
65193 · Telephone	24,000	42,000	42,000	45,000	46,000
65201 · Permits & Fees	7,000	7,000	7,000	7,500	7,500
65300 · PSPS Cost	0	0	0	45,000	46,000
	835,226	851,343	850,943	938,739	982,491

**Novato Sanitary District
2020-22 Preliminary Budget
Operating Budget - Administration/Engineering**

Administration and Engineering Cost Center - 66000	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Exp 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
Accounts					
66010 · Salaries & Wages	1,208,103	1,383,416	1,307,977	1,407,917	1,476,083
66020 · Employee Benefits	541,496	628,135	626,247	690,459	759,282
66030 · Director's Fees	34,000	32,400	19,238	23,400	23,400
66060 · Gasoline & Oil	5,000	2,600	2,600	2,700	2,800
66085 · Safety	2,000	4,200	4,200	3,300	3,300
66090 · Office Expense	28,000	28,000	28,000	28,000	27,000
66100 · Admin/Engineering Supplies	5,000	5,000	5,000	5,000	5,000
66121 · Accounting & Auditing	28,000	30,000	30,000	31,000	32,000
66123 · O/S Contractual	231,000	283,000	283,000	226,000	196,000
66124 · IT/Misc Electrical	43,000	57,000	57,000	49,300	33,700
66150 · Repairs & Maintenance	50,000	95,000	85,000	85,000	65,000
66193 · Telephone	13,000	13,000	11,574	13,500	14,000
	2,188,599	2,561,751	2,459,835	2,565,576	2,637,565

**Novato Sanitary District
2020-22 Preliminary Budget
Operating Budget - Recycled Water**

Recycled Water Cost Center - 68000	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Exp 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
Accounts					
68010 · O & M Services	55,000	66,000	66,000	66,000	66,000
68100 · Operating Supplies	4,400	4,400	4,400	5,000	5,500
68101 · Operating Chemicals	60,100	72,120	72,120	74,000	81,400
68150 · Repairs & Maintenance	30,500	33,550	33,550	35,000	36,850
68160 · Research & Monitoring	14,000	14,000	14,000	14,000	14,000
68191 · Gas & Electricity	38,000	41,800	41,800	43,000	47,300
	202,000	231,870	231,870	237,000	251,000

**Novato Sanitary District
2020-22 Preliminary Budget
Operating Budget - Non-Departmental**

Non-Departmental (District-wide allocations) Cost Center - 69000	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Exp 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22
Accounts					
69021 · Retiree Health Benefits(1)	218,550	226,673	226,673	214,142	231,274
69021-1 · Retiree Health Benefits(2)	212,146	201,661	201,661	105,100	96,747
69022 · Pension Expense (3)	290,016	361,359	361,359	416,603	478,700
69040 · Election Expenses	90,000	95,000	10,000	60,000	0
69070 · Insurance	180,500	167,000	169,169	194,000	212,000
69071 · Insurance Claim Expense	45,000	45,000	1,000	45,000	45,000
69075 · Agency Dues	66,000	74,800	74,800	76,800	80,640
69080 · Memberships/Certifications	14,000	10,000	11,000	11,000	11,000
69122 · Attorney Fees	50,000	50,000	10,000	55,000	55,000
69125 · Safety & Wellness Incent Prog	10,000	10,000	10,000	10,000	10,000
69130 · Printing & Publications	24,000	24,000	10,000	15,000	15,000
69170 · Board Travel & Training	19,000	26,000	26,000	22,000	20,000
69171 · Staff Travel & Training	51,000	65,000	65,000	54,000	50,000
69202 · County Fees-Property Taxes	33,000	33,000	33,000	35,000	36,000
69203 · County Fees-Sewer Ser Chg	30,000	32,000	32,000	33,000	34,000
69250 · Service Charge Sys Exp	5,000	5,000	5,000	5,000	5,000
	1,338,212	1,426,493	1,246,662	1,351,645	1,380,361

Comments:

- (1) Projected contribution to current retirees' health care premiums.
 - (2) Represents FY 19-21 Unfunded Actuarial Liability (UAL) contributions into the PARS Trust (OPEB sub-account) established November 2016.
 - (3) Represents FY 19-21 projected contributions to PARS Trust (Pension sub-account).
- *PARS = Public Agency Retirement Services.
OPEB = Other Post-Employment Benefits.

**Novato Sanitary District
2020-22 Preliminary Budget
Operating Budget - COVID-19 Expenditures**

COVID-19 Expenses Cost Center - 69300	Adopted Budget 2018-19	Adopted Budget 2019-20	Projected Exp 2019-20	Proposed Budget 2020-21	Preliminary Budget 2021-22(2)
Accounts					
69300 · COVID19 SSC Red. Prog. (1)	0	0	0	894,408	0
69323 · O/S Contractual	0	0	2,000	10,000	0
69324 · IT/Misc. Expenses	0	0	8,000	6,000	0
69385 · Safety Supplies/Equipment	0	0	4,177	5,000	0
	0	0	14,177	915,408	0

Comments:

(1) Sewer Service Charge (SSC) refunds to commercial and institutional customers with minimal/no wastewater discharge to District facilities during COVID-19 related Shelter-in-Place (SIP) shutdowns from March 17-May 31, 2020.

(2) Given the unknowns of COVID-19, it is difficult to estimate FY 21-22 expenses for this cost center. Therefore, no expenses are currently included for the Preliminary FY 21-22 budget, with the expectation that adjustments will be made as required as part of the FY 21-22 final budget planning process, which will begin in early CY 2021.