



Topic: **Authority Board Agenda Item 4-3** **2018 April 23**

Subject: **Expanded Membership and Authority’s FY 2018 Budget**

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**Requested Action:**

Consider revisions to the FY 2018 budget to either increase the planned expenditures or to reduce the annual fees per Authority Member should the number of Authority Members be increased.

**Detailed Description/Background:**

The FY 2018 budget was approved based on 12 voting seats and the potential to increase to 13 voting seats. To establish the \$60,000 per voting seat, the contingency associated with increasing the number of voting seats by 1 was deducted. Currently, the Authority has 13 seats and is considering a request to increase to 14 voting seats.

In addition, the Authority budget included items that were placed “on hold” to keep the annual fees at \$60,000 per voting seat.

**Prior Authority Board Action:**

At the November 20, 2017 meeting, the FY 2018 Budget was approved as presented (See Attachment A).

**Fiscal Impact/Funding Source:**

None.

**Staff Contact:**

Jim Watson

**Attachments:**

Attachment A: Excerpt from 2017 November 20 Authority Board Meeting, Agenda Item 2-3.

Topic: **Sites Project**

**2017 Nov 05**

Subject: **2018 Budget Assumptions**

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**Purpose:** Summarize key assumptions used to prepare the FY 2018 budget for the Authority & Reservoir Committee.

**Common:**

- The fiscal year budget is based on a January 1 through December 31 calendar for both the Authority and Reservoir Committee.
- For the Reservoir Committee, the budget remains within the \$48.50/acre-foot in Class 1 (and \$24.25/acre-foot in Class 2). This FY 2018 budget is based on the Amended Phase 1 Budget Target that was approved by the Authority on September 17, 2017 and Reservoir Committee on September 21, 2017. Attachment 5-3 to the Reservoir Committee's agenda package includes additional details regarding the development of the Amended Phase 1 Budget Target.
- The Phase 1 Budget is based on committed costs with an estimated spending by month. As such, unspent budget dollars from the prior year roll into the current year's budget. In Phase 2, a more-robust budget and cost tracking system will be developed.
- Since there are no employees, staff labor rates are based on billing rates that include their respective business and overhead costs (e.g. insurance, & healthcare).
- All contracts include a 30-day termination clause. And, services contracts are being managed using a 3-month rolling forecast of expenditures.
- Costs for General Manager and part-time administrative are split 80% Reservoir Committee and 20% Authority.
- Budgeted costs for legal counsel, accounting, and office are assigned 100% to the Authority. This allocation should be revisited in conjunction with developing the Phase 2 Work Plan and Budget.
- Costs for special legal counsel (e.g. NEPA/CEQA, water rights) and outreach (only those activities that are in direct support of the draft EIR/S) are assigned to the Reservoir Committee.

**Authority:**

- The FY 2018 budget results in \$60,000/board seat.
- 12-month duration with 12 Board seats.
- Includes \$60,000 contingency that would become available for use should the 13<sup>th</sup> seat be filled.

**Reservoir Committee:**

- This FY 2018 budget plus the sum of prior years' budgets does not exceed the Reservoir Committee's approved participation of \$48.50/acre foot in Class 1 and \$ 24.25/acre foot in Class 2.
- The currently approved end of Phase 1 is June 30, 2018. The FY 2018 budget extends beyond this date as follows:
  - a. 12-month duration for staff costs (General Manager, EPP Manager, Program Operations Manager, Business & Community Manager, and both the part-time and proposed full-time administrative support function).
  - b. Financial advisory services extend through December 2018
  - c. 9-months for all other services (i.e. assumes Phase 1 ends on September 30, 2018)<sup>1</sup>.  
Should the revenue exceed the projection used to develop the Amended Phase 1 Budget Target<sup>2</sup>, this amount could be used to extend the duration of these services or to fund work that was deferred until Phase 2 (e.g. grid interconnection).
- Contingency used to develop the Amended Phase 1 Budget Target is proposed to be allocated to specific functions (see details).

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<sup>1</sup> Should phase 1 end as currently planned to occur on June 30, 2018, these three months of budget should be used to jump-start phase 2.

<sup>2</sup> Based on executed Reservoir Project Agreements and approved \$48.50/acre-ft of Class 1 water, the amount of revenue is estimated to be \$340,000. above the assumed revenue needed to fund Phase 1. This amount was established as part of an overall risk management strategy.

Sites Reservoir Project FY 2018

Proposed Fiscal Year Budget (Based on Sept 21 Amended Work Plan) - Expense Table

Working Draft: 11/2/2017

Grouping	(Multiple Items)
Expense (-)	Expense
Category	(Multiple Items)
Function	(All)
Name	(All)

**Proposed 2018 Budget: Authority**

Sum of Total 2018						
Cost Cente	WIP	Action	Work Status	File Number	Description	Total
Authority	AMD-2	No Change	In Progress	10	General Manager, Expenses	\$ (7,680)
					General Manager, Services	\$ (77,921)
					Administrative Support to GM (part-time)	\$ (2,400)
				10.4	PIO/Mgr (Public Engagement & Outreach Team)	\$ (180,000)
				10.7	Financial Audit	\$ (10,000)
					Accounting & Taxes, TBD	\$ (60,000)
				10.753	Postage and Shipping Expense	\$ (2,000)
					Misc Office Supplies	\$ (2,400)
					Publications & Print	\$ (120)
				10.9	Board Insurance (10/1/x thru 9/30/x+1)	\$ (2,183)
				11.5	Update Website & Data Access/Storage	\$ (1,200)
					Internet Technology (IT) Support	\$ (6,000)
				13	Legal Services, Conant	\$ (60,000)
					Augment Legal Services, Conant	\$ (60,000)
				17	Accelerated Engagement Support	\$ (200,000)
	<b>Mod</b>	<b>Reduced</b>	<b>In Progress</b>	<b>10</b>	<b>Owner-Controlled Contingency: Administrative</b>	<b>\$ (60,000)</b>
				11.5	Computers & Peripherals	\$ (1,400)
	<b>NEW</b>	<b>New</b>	<b>In Progress</b>	11.5	Production Printer	\$ (8,000)
				17	Misc. Graphics Support for local & community meetings	\$ (8,400)
<b>Authority Total</b>						<b>\$ (749,704)</b>
Region	AMD-2	No Change	In Progress	24	Preservation of Cultural Heritage (Input to Website & EIR/S)	\$ (24,000)
			On Hold	40	Develop Land Acquisition Policies & Draft Procedures	\$ -
<b>Region Total</b>						<b>\$ (24,000)</b>
<b>Grand Total</b>						<b>\$ (773,704)</b>

<b>Deduct Contingency:</b>	<b>\$</b>	<b>60,000</b>
		<b>\$ (713,704)</b>
<b>Board Seats:</b>		<b>12</b>
<b>Cost/Seat:</b>	<b>\$</b>	<b>(59,475.32)</b>

Sites Reservoir Project FY 2018

Proposed Fiscal Year Budget (Based on Sept 21 Amended Work Plan) - Expense Table

Working Draft: 11/2/2017

Grouping	(Multiple Items)
Expense (-)	Expense
Category	(Multiple Items)
Function	(All)
Name	(All)

**Proposed 2018 Budget: Reservoir Committee**

Sum of Total 2018						
Cost Center	WIP	Action	Work Status	File Number	Description	Total
Operatio	AMD-2	No Change	In Progress	12.211	Ch2m TO#4-Task 4: Operations of S. of Delta Demand (CalSim) for Rebalancing	\$ (85,000)
				13	Water Rights Legal Counsel	\$ (15,000)
				42	Water Rights Next Steps	\$ (38,080)
			Earlier Start	12.211	Ch2m TO#4-Task 1: CalSim Alt D w/ CA WaterFix for Supplemental Info & Rebalancing	\$ (100,000)
		Reduced	Operations	25	Owner-Controlled Contingency: Ops & CalSim	\$ (115,000)
<b>Operations Total</b>						<b>\$ (353,080)</b>
Power	AMD-2	No Change	Pending	13	Legal Services, Hyropower	\$ (40,000)
				30	Understanding of Regulatory Changes	\$ (10,000)
					Market Research/Interest	\$ (10,000)
			On Hold	30	Initial Grid Interconnection Study (Holthouse) - WAPA	\$ -
					Initial Grid Interconnection Study (Holthouse) - PG&E	\$ -
					Initial Grid Interconnection Study (Delevann) - WAPA	\$ -
					Initial Grid Interconnection Study (Delevann) - PG&E	\$ -
					Consultant Support & Oversight Grid Interconnections	\$ -
<b>Power Total</b>						<b>\$ (60,000)</b>
Water	AMD-2	No Change	Deferred	10.4	Land & ROW (Temporary Access) MOVED TO PHASE 2	\$ -
			In Progress	10	General Manager, Expenses	\$ (30,720)
					General Manager, Services	\$ (311,683)
					Administrative Support to GM (part-time)	\$ (9,600)
					Administrative Support to GM (Full-time)	\$ (190,500)
					Task 16: Res Comm. Note Taking	\$ (5,400)
					Project Ops Manager, Services	\$ (333,200)
					Project Ops Manager, Expenses	\$ (21,600)
					Business/Community Ops Manager, Services	\$ (201,600)
					Business/Community Ops Manager, Expenses	\$ (24,000)
				10.4	Advance EIR/S Beyond Draft	\$ -
				10.7	Cost Development Model (Grant Management & Administration Services)	\$ (119,979)
					Task 24: Analysis of Repayment Cost Scenarios	\$ (15,000)
				10.9	Insurance (Commercial & General L & Professional L)	\$ (7,500)
				13	Augment Special Legal Council (CEQA/NEPA) Services	\$ (100,000)
				20	EPP Manager, Services	\$ (495,040)
					EPP Manager, Expenses	\$ (72,000)
					EPP Manager (Staff Support)	\$ -
					EPP Manager (Staff Support)(Task 2B: WSIP)	\$ (9,520)
					EPP Manager (Staff Support)(Task 3B: Early Permit Consultation)	\$ (214,200)
					EPP Manager (Staff Support)(Task 4B: Support to Authority & Res. Comm)	\$ (14,280)
				25	Public Engagement & Outreach During Public Review of EIR/S	\$ -
					Ch2m TO#4-Task 2B: Historic Hydrographs	\$ (120,000)
					Ch2m TO#4-Task 3B: Side-channel/Floodplain Areas for Seasonal Habitat	\$ (60,000)
				32	Task 17: Delevan Intake & Pipeline Enlargement (to 3,000	\$ (45,000)

Sites Reservoir Project FY 2018

Proposed Fiscal Year Budget (Based on Sept 21 Amended Work Plan) - Expense Table

Sum of Total 2018						
Water	AMD-2	No Change	In Progress			
				32	Task 20: Relocation of Sites Pumping/Generating Plant	\$ (27,000)
					Task 21: Evaluation of Emergency Release Concepts	\$ (20,000)
			Planned	10	PMO Consultant's Project Manager	\$ (194,367)
					PMO Support Services Staff	\$ (94,407)
				10.6	PMO Project Scheduler	\$ (161,047)
				10.7	Financial Advisory Services (Bond Strategy Development)	\$ (199,920)
					Bond Counsel (Phase 2 Financing)	\$ (116,620)
					PMO Cost Analysts	\$ (149,940)
				10.9	Task 12: Expanded Risk Assessment	\$ (72,000)
					Task 12: Design & Construction Risk	\$ (18,570)
				11	PMO Document Controls Manager & Support	\$ (138,833)
				12.211	DSS for Rebalancing, Initial iteration	\$ (50,000)
					DSS for Rebalancing, Second iteration	\$ (50,000)
					DSS for Rebalancing, Final iteration	\$ (50,000)
				13	Administrative Record Support/Compile	\$ (80,000)
				25.06	TO#2-MOD 2(E)/Task 6.4 - CEQA Lead Agency Coordination Support (including AB52 Compliance)	\$ (150,000)
				25.12	TO#2-Mod 1/Task 12: Review of Public Comments/Proposed Response Approach	\$ (50,000)
				25.13	TO#2-Mod 1/Task 13: Permits and Environmental Compliance Plan	\$ (180,000)
				30	EPC Manager, Services	\$ (190,400)
					EPC Manager, Expenses	\$ (12,000)
	Reduced Assigned		Planned WSIP	10.8	Technical Advisory Committee	\$ (40,000)
				19.01	WSIP Contingency (Additional Analysis)	\$ -
				22	Prepare Prop 1, Chapter 8 Solicitation (WSIP Contingency)	\$ -
				32	Owner-Controlled Contingency: WSIP	\$ (50,000)
			Engineering	10	Owner-Controlled Contingency: Non-Ch2m or AECOM Work	\$ -
				32	Owner-Controlled Contingency: Engineering	\$ (100,000)
		Exp Scope	Proposed	10.5	Detailed Phase 2 Work Plan	\$ (150,000)
				10.9	Risk Workshop & Register	\$ (125,000)
				12.211	Rebalancng: Scenario Development (Operations Analysis)	\$ (150,000)
					Rebalancng Scenario Development (Cost & Schedule)	\$ (90,000)
				19.01	Task 23: Engineering Support During CWC Negotiations	\$ (100,000)
					WSIP: Operations (Annualized Yield) Support During CWC Negotiations	\$ (100,000)
				25	Operations Support to Op POA & Permit Agency Coord.	\$ (160,000)
	NEW	New	Proposed	10.4	Prepare Eng Design Manager Technical specifications	\$ (125,000)
<b>Water Total</b>						<b>\$ (5,595,926)</b>
<b>Grand Total</b>						<b>\$ (6,009,006)</b>

**Notes:**

- This fiscal year budget is based on a January 1 through December 31 calendar. See Budget Assumptions for details.
- This FY 2018 budget plus the sum of prior years' budgets does not exceed the Reservoir Committee's approved participation of \$48.50/acre foot in Class 1 and \$ 24.25/acre foot in Class 2.