



Meeting: **Reservoir Committee & Authority Board Agenda
Item 1.4**

February 21, 2025

Subject: **Fourth Quarter (Q4) 2024 Financial Report**

Requested Action:

Reservoir Committee and Authority Board consider acceptance of the Sites Project Authority's Fourth Quarter 2024 Budget Year Quarterly Financial Report and authorize 2025 budget adjustments as recommended to account for the actual \$4.1M additional 2024 carryover funds.

Detailed Description/Background:

This report covers the Q4 2024 budget year quarterly financial report, represents closeout for the 2024 budget, and fulfills the Authority's Budget Policy requirement for quarterly financial update reports to the Reservoir Committee and Authority Board.

Key takeaways of this report include:

- **Funds received** in Q4 2024 were approximately \$2.2M under plan. This was primarily due to reduced Federal WIIN Act reimbursement funding as a result of slower than expected expenses. Additionally, approximately \$400k in interest income was received which was expected but not accounted for in the budget plan.
- **Cash disbursements** in Q4 2024 were approximately \$1.8M under plan. The majority of the reduced disbursements are a result of Authority initiated adjustments in planned Engineering activities. The original expenditure plan included non-critical path Engineering activities such as performing geotechnical investigations that would have informed advancement of engineering analysis towards 60% level of design but have been put on hold to prioritize and fund activities in support of critical path activities. Real Estate disbursements in Q4 were approximately \$1.5M over plan due to delays in negotiations pushing disbursements planned for earlier in the year to the fourth quarter.
- The Authority's **Bank Account Balance** at the end of Q4 was approximately \$31.7M, representing a decrease of \$3.0M over the reporting period.
- There were three instances of allocating **unrestricted contingency** this period totaling \$288k, exhausting the 2024 unrestricted contingency balance across all subject areas. Staff are allocating unrestricted contingency to supplement budget for new work scope in accordance with the Board's delegation of authority.

- **Contract Activity** this period includes:
 - One new contract with National Marine Fisheries Services.
 - Four task order amendments including; two amendments resulting in no budget change (i.e. reallocating budget within approved task order budget) and two amendments resulting in an adjustment to consultants committed budget.

Budget and Finance Committee has reviewed the Q4 2024 Financial Report and all comments have been incorporated into the attached report.

Prior Authority Board Action:

November 2024: Approved the Q3 2024 Financial Report.

Fiscal Impact/Funding Source:

End of year disbursements and funds received actuals were compared to budgetary assumptions developed in October 2024 with the adoption of the 2025 budget. It was determined that \$29.9M in cash on hand was available to start 2025, an increase of \$4.1M over the October 2024 estimate. Of the \$4.1M in increased cash on hand above the basis for 2025 budget, includes \$2.6M in unspent 2024 budget dedicated to the purchasing of key properties that are now anticipated to be purchased in 2025. By adopting the recommended, the Board authorizes the inclusion of these funds as follows:

1. In the 2025 Real Estate Budget bringing the new total 2025 budget for this line item to be \$5.6M.
2. The remaining \$1.5M in increase to cash on hand represents an unanticipated addition to the budgeted 2024 carryover and it is proposed that these funds be added to the Engineering subject area unrestricted contingency bringing the new total 2025 contingency budget to \$5.6M and the 2025 Engineering subject area total to \$16.1M.

The approved Amendment 3 Work Plan contains sufficient funds to continue financial reporting through June 30, 2026. Staff will continue to monitor budget status throughout the Amendment 3 period. Work Plan status updates will continue to be provided to the Board biannually, with the next update planned for June 2025.

Staff Contact: Shayleen O'Connell/Joe Trapasso/Marcus Maltby

Primary Service Provider: Brown and Caldwell

Attachments: Attachment A – Q4 2024 Financial Report



Quarterly Financial Report

Fiscal Year 2024 – Fourth Quarter Financial Report

Funds Received (figures x \$1,000)

Figures provided below are on a cash basis

Funding Source	Q1	Q2	Q3	Q4	FY to Date	Budget ¹ FY2024
Authority Board Membership ²	410	3			413	455
Federal WIIN Act Funding	-	4,887		4,181	9,068	13,000
Interest Income	345	482	476	398	1,701	-
Reservoir Committee Cash Calls	24,608	432	600		25,640	25,640
State Prop 1 (WSIP)	-	1,136			1,136	-
Funds Received Total	25,363	6,941	1,076	4,580	37,960	39,095
Carryover from 2023						23,145
Estimated Total Available Funds in 2024						62,240

1 - FY Budget figures from Work Plan Budget Update approved at 10/2023 Board meeting.

2 – During Q2 a new Associate Board Member (Zone 3) was approved and paid for a partial year \$3K.

Cash Disbursements Activity (figures x \$1,000)

Figures provided below are on a modified cash basis

Subject Area	Q1	Q2 ¹	Q3 ¹	Q4	FY to Date	Budget ² FY2024	% Spent
Communications	140	84	105	118	447	447	100%
Engineering	4,873	2,075	4,084	1,492	12,524	22,025	57%
External Affairs	90	90	90	90	360	360	100%
General Project Activities	82	63	76	46	267	478	56%
Permitting	1,348	1,892	2,263	1,775	7,278	9,677	75%
Planning	814	562	310	31	1,718	3,115	55%
Program Ops	1,677	1,481	1,340	1,360	5,857	6,249	94%
Real Estate	101	215	234	2,062	2,613	6,091	43%
Total Cash Disbursements	9,126	6,462	8,502	6,973	31,064	48,443	64%

1 - Late invoices received after publishing the Q2 & Q3 Report have been added into appropriate period.

2 – FY Budget captures latest approved budget changes as of the end of this reporting quarter.

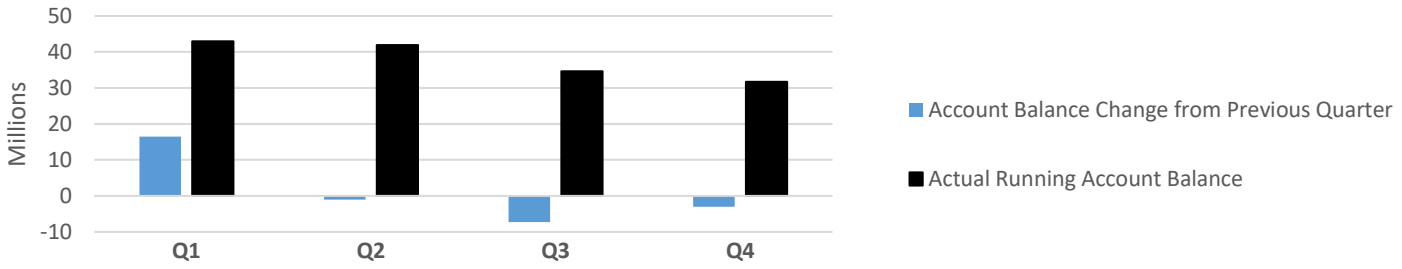
FY2024Q4 Net Income (figures x \$1,000) | Funds Received – Cash Disbursements = -\$2394 | FYTD = \$6,896

Bank Account Balance (figures x \$1,000)

Balances shown are captured from the last day of the period shown.

Cash Balances of 4 Accounts	Actual				
	End 2023	Q1	Q2	Q3	Q4
Account Balance Change from Previous Quarter		16,519	(1,005)	(7,266)	(3,001)
Actual Running Account Balance	26,433	42,952	41,947	34,680	31,680

FY2024 Bank Account Balance by Quarter



Unrestricted Contingency Balance (figures x \$1,000)

Unrestricted Contingency Changes per Subject Area						
Subject Area	Work Plan Budget	Q1	Q2	Q3	Q4	Current Balance
Communications	28	-	-		(28)	0
Engineering	1,750	(1,499)	-	(128)	(123)	0
External Affairs	32	(32)	-			-
General Project Activities	33	(1)	-		(32)	0
Permitting	795	(695)	-	(98)	(2)	0
Planning	367	(367)	-			-
Program Ops	483	(383)	(97)		(3)	-
Real Estate	424	(324)	-		(100)	0
Total Unrestricted Contingency	3,912	(3,301)	(97)	(227)	(288)	0

Approval by | ED = Executive Director
| AB = Authority Board

Unrestricted Contingency Releases During Q4 Period

Subject Area Source	Date	Description of Change	\$ Authorized
ED	10/17/2024	Engineering National Marine Fisheries Service (Staffing Asst)	(2,447)
ED	10/17/2024	GPA Young Wooldridge (Increase commitment amount)	(30,000)
ED	11/25/2024	Communications California ISO (Application Fees and Deposits)	(28,346)
ED	11/25/2024	Engineering California ISO (Application Fees and Deposits)	(120,236)
ED	11/25/2024	GPA California ISO (Application Fees and Deposits)	(1,861)
ED	11/25/2024	Permitting California ISO (Application Fees and Deposits)	(1,626)
ED	11/25/2024	Program Ops California ISO (Application Fees and Deposits)	(3,400)
ED	11/25/2024	Real Estate California ISO (Application Fees and Deposits)	(100,000)
Total			(287,914)

New Contracts and Amendments

Funding Source | UNC = Unrestricted Contingency

| WP = Work Plan

New Contract

Contract Changes During Q4 Period

Contracted Party	Authorization Date	Scope of Work Description	\$ Authorized	Funding Source
✓ National Marine Fisheries Service	10/3/2024	TO 1.0 - Staffing Assistance	62,879	UNC
Young Wooldridge	10/17/2024	TO 2.3 - Amended Cost	30,000	UNC
HDR	11/11/2024	TO 5.8 - Key staff transition	-	WP
Fugro	12/2/2024	TO 4.6- Reallocation of budgets	(130,000)	WP
CH2M Hill Engineers (Operations)	12/5/2024	TO 4.8 - Budget reallocation between tasks	-	WP

figures x \$1,000

Contract Changes During FY2024

Subject Area	Initially Contracted	Q1	Q2	Q3	Q4	Currently Contracted
Communications	447	-	-			447
Engineering	20,806	-	-	(2,339)	(130)	18,337
External Affairs	360	-	-			360
General Project Activities	160	20	-		30	210
Permitting	7,826	200	534	955	63	9,579
Planning	115	2,275	50			2,440
Program Ops	3,848	74	1,295	96		5,313
Real Estate	1,444	7	250			1,701
Total Contract Changes	35,007	2,576	2,129	-1,288	-37	38,387

Closed Contracts / Task Orders

figures x \$1,000

Closed Contract / Task Orders during Q4

Contracted Party	Period of Performance		Task Order ID	\$ Authorized	\$ Spent
	Start	Finish			
none this period					

2024-2025 Cash Flow (figures x \$1,000,000)

Amendment 3 cash flow for 2024 & 2025 was adopted at the 10/2023 Board meeting and revised at the 12/2023 Board meeting. Changes to the 2025 budget, as adopted at 10/2024 Board meeting, will be shown starting Q1 2025 report.

