



Town of Yountville

"The Heart of the Napa Valley"

Wastewater Utility Enterprise

Wastewater Utility Operating Fund Overview

Wastewater Utility Revenues

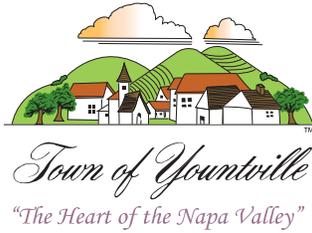
Wastewater Collection Systems Operations

Wastewater Treatment Operations

Wastewater Treatment Capital Recovery Fund

Wastewater Collection Capital Improvement Fund

Sewer Connection Impact Fee Fund



Wastewater Utility Enterprise Fund Descriptions

Wastewater Utility Operating Fund (62) – accounts for wastewater revenue from user fees, operating expenses for collection of wastewater from customers and treatment of wastewater, including that which is sold as reclaimed water

- **Wastewater Collection System Operations – 4510**
- **Wastewater Treatment Operations – 4515**

Wastewater Treatment Capital Fund (63) – accounts for wastewater treatment plant capital improvements & acquisition of major equipment – costs are shared equally with the Veteran’s Home, with the Town’s share of funding generated by the wastewater operating revenue

Wastewater Collection Capital Fund (64) – accounts for capital improvements of Town’s sewer collection system and related major equipment – funding generated by wastewater operating revenue

Sewer Connection Impact Fee Fund (65) – accounts for fees charged on residential & commercial development – funds allocated for capital infrastructure projects

Town of Yountville
WASTEWATER UTILITY OPERATING FUND SUMMARY

Fund 62	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 ESTIMATED	2016-17 ADOPTED
■ BEGINNING FUND BALANCE	\$ 239,083	\$ 402,167	\$ 389,281	\$ 111,647	\$ 42,866
OPERATING REVENUE					
Residential Sales	332,310	395,843	425,000	425,000	395,700
Commercial Sales	416,114	476,682	480,000	480,000	476,600
Other Sales - Veteran's Home	654,370	650,197	594,543	594,543	650,200
Other Revenue - Reclaimed Water Sales	46,638	51,478	60,000	60,000	51,400
Total Revenue	\$ 1,449,432	\$ 1,574,199	\$ 1,559,543	\$ 1,559,543	\$ 1,573,900
EXPENDITURES					
Personnel	548,274	570,447	667,420	667,420	739,860
Supplies & Services	455,009	476,861	499,170	503,075	550,530
Capital Outlay	19,554	-	-	-	18,300
Debt Service	4,176	15,434	21,275	21,275	12,525
Depreciation Expense	240,019	237,964	330,000	330,000	253,000
Total Expenditures	\$ 1,267,030	\$ 1,300,705	\$ 1,517,865	\$ 1,521,770	\$ 1,574,215
NET OPERATING INCOME (LOSS)	\$ 182,401	\$ 273,494	\$ 41,678	\$ 37,773	\$ (315)
NON-OPERATING REVENUE & TRANSFERS					
3301 Investment Earnings	664	568	500	500	600
3801 Refunds & Reimbursements	-	637	-	-	-
3900 Transfer from Treatment Plant Capital (63)	167,144	(52,800)	-	-	-
3900 Transfer from Collections Capital (64)	72,875	-	-	-	-
7900 Transfer to Capital Projects (63)	(260,000)	(50,004)	(50,000)	(50,000)	(50,000)
7950 Transfer to CIP Fund (50) for loan payment	-	-	-	(57,054)	-
Total Non-Operating Revenue & Transfers	\$ (19,317)	\$ (101,599)	\$ (49,500)	\$ (106,554)	\$ (49,400)
■ ENDING FUND BALANCE*	\$ 402,167	\$ 111,647	\$ 381,459	\$ 42,866	\$ (6,849)
As Percent of Operating Expenses	32%	9%	25%	3%	0%
Net Change in Fund Balance	163,084	(290,520)	(7,822)	(68,781)	(49,715)

* Ending Fund Balance FY 14/15 includes year end journal entries for GASB 68 implementation, and long term debt payment for PG&E loan.

Town of Yountville
WASTEWATER UTILITY OPERATING REVENUE
Fund 62

Fund 62		2013-14	2014-15	2015-16		2016-17
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
RESIDENTIAL SALES						
3610	Single Residential	200,124	237,252	250,000	250,000	237,200
3611	Multi Residential	63,479	76,705	85,000	85,000	76,700
3612	Mobile Homes	68,707	81,886	90,000	90,000	81,800
	Total Residential Sales	\$ 332,310	\$ 395,843	\$ 425,000	\$ 425,000	\$ 395,700
COMMERCIAL SALES						
3650	Low Strength	40,129	44,001	45,000	45,000	44,000
3651	Medium Strength	143,039	153,252	160,000	160,000	153,200
3652	High Strength	232,946	279,429	275,000	275,000	279,400
	Total Commercial Sales	\$ 416,114	\$ 476,682	\$ 480,000	\$ 480,000	\$ 476,600
OTHER SALES						
3655	Veteran's Home	654,370	650,197	594,543	594,543	650,200
	Total Other Sales	\$ 654,370	\$ 650,197	\$ 594,543	\$ 594,543	\$ 650,200
OTHER REVENUE						
3642	Reclaimed Water Sales	46,638	51,478	60,000	60,000	51,400
	Total Other Revenue	\$ 46,638	\$ 51,478	\$ 60,000	\$ 60,000	\$ 51,400
	TOTAL WASTEWATER REVENUE	\$ 1,449,432	\$ 1,574,199	\$ 1,559,543	\$ 1,559,543	\$ 1,573,900

Town of Yountville
WASTEWATER UTILITY – COLLECTION SYSTEM OPERATIONS
Fund 62 - Department 4510

Department Overview

The Wastewater Collection System Operations in the Public Works Department accounts for the operation and maintenance of 8.5 miles of sewer collection system (or piping) under the streets of the Town, the Force Main to the wastewater treatment plant (WWTP), and the recycled water pipeline across the floor of the Napa Valley that serves six (6) vineyards east of the Town limits in unincorporated Napa County. All wastewater generated in Town drains by gravity to the Peter J. Bardessono Memorial Pump Station where it is then pumped to the WWTP for treatment.

The Wastewater system consists of:

- 8.5 miles of sewer collection piping in Town
- Approximately 770 sewer lateral connections
- 0.75 miles of force main from the pump station to the WWTP
- 1.5 miles of gravity discharge piping from the WWTP to the Napa River
- 5.5 miles of recycled water force main lines to vineyard customers.
- A duplex (two pumps) wastewater pump station and associated level control and other equipment.

The Town maintains the collection system for all residential and commercial property in the Town limits with a few exceptions. The internal collection system for the Veterans, the guard station on California Drive, the Napa Valley Museum, Domaine Chandon restaurant and tasting room, and the CalFire Station 12/Vintner's Golf Course locations are maintained by others.

The Utility Operations staff maintains the Town's collection system. Maintenance operations include the use of equipment such as a jetting truck, vacuum truck, and video camera system to facilitate the regular maintenance of the pipeline system. Three (3) manholes were either repaired or replaced to prevent infiltration of groundwater into the system. The collection system is hydro cleaned completely at least once every year.

The Town Council adopted the updated Sewer System Management Plan (SSMP) in FY 2013-14. The SSMP includes sections on Sanitary Sewer Overflow Emergency Response Plan and Fats, Oils and Grease (FOG) Program. Re-certification of the SSMP is required every five years by Town Council. Town staff distributed FOG prevention kits to all 25 restaurants in Town. As a part of our ongoing education outreach, staff meets with restaurant operators and their staff to explain the importance of keeping "FOG" out of the collection system.

Several modifications to improve The Peter J. Bardessono Memorial Wastewater Pump Station were completed in recent years. In FY 2014/15 one of the older 47 horsepower submersible pumps was replaced with a more energy efficient 45 horsepower pump. The second of these older type pumps was replaced in fiscal year 2015/16. These new pumps are less prone to plugging which helps to reduce the risk of sanitary sewer overflows (SSO's). Reducing SSO's minimizes the potential for substantial fines associated with SSO's and reduces the potential for damage to the fragile Napa River ecosystem.

The staff also coordinates with the design and construction of capital improvement program, such as the Inflow & Infiltration Reduction Program (WW-2017), Sewer Main Replacement Program (WW-3017) and the Pump Station Equipment Replacement Program (WW-5017). These projects ensure the wastewater collection system operates in a manner consistent with State and Federal NPDES regulations. The inflow and infiltration projects reduce the amount of rainwater inflow and groundwater infiltration that must be treated and discharged during wet weather conditions.

Funding is provided through ratepayer user charges (wastewater utility fee) and interest income. 695 residential customers billed a flat rate and 77 commercial customers are billed based on type of effluent generated and the volume of water used. There is one external customer (Domaine Chandon) located in unincorporated Napa County that is served consistent with a separate service agreement approved by the Town Council in the early 1990's.

Town of Yountville
WASTEWATER UTILITY – COLLECTION SYSTEM OPERATIONS
Fund 62 - Department 4510

2015-2016 Accomplishments

- Utilized video survey results to identify potential future system replacement and repair projects as part of WW-3012 for the Capital Improvement Program (CIP) with goal to reduce infiltration and inflow into the sewer collection system.
- Continued sealing of manholes where possible and replacing those that are beyond repair using a variety of modern methods to make minor repairs to pipes as part of WW-2017.
- Replaced equipment one (1) submersible pump as part of WW-5017.
- Actively monitored fats, oils and grease (FOG) and other waste discharges from restaurants. Increased public education and cooperative efforts to accomplish reduction of such discharges.
- Refined Computer Maintenance Management System for maintaining sewer collection system.
- Collected assets for inclusion and use in GIS mapping and applications programs.
- Inspected 25 commercial operations with grease interceptors as part of the FOG Program.
- This year a new five (5) year utility rate study will be completed.

2016-2017 Goals and Objectives

- Continue to utilize video survey results to identify potential future system replacement and repair projects as part of WW-3017 for the Capital Improvement Program (CIP).
- Reduce infiltration and inflow into the sewer collection system.
- Continue research and work necessary to create a sewer lateral ordinance that will address sewer issues upon transfer of ownership or major remodel/construction activity conducted by current owner.
- Rehabilitate sections of the “A-Line” and “F-Line” based on the collection system video work previously conducted and mentioned above.
- Continue sealing of manholes where possible and replacing those that are beyond.
- Actively monitor fats, oils and grease (FOG) and other waste discharges from restaurants. Increase public education and cooperative efforts to accomplish reduction of such discharges.
- Develop and use applications and programs for GIS mapping and applications programs.
- Incorporate Wastewater rate study recommendations as applicable.

Budget Highlights

- Increased funding is provided for employee training and development to stay current with changing regulatory compliance and licensing requirements for both water and wastewater professionals. Increase in the contract services line item 4210 for the planned utility rate study and additional technical compliance advice and engineering from consultants who specialize in waste water collections and compliance in the regulatory environment.

Connection to Strategic Plan 2011-16

1.0 Leadership –

1.1.2 Support Effective Workplace Succession – Development and implementation of employee development opportunities (both technical and management oriented) for our younger employees to succeed those in the workplace who are nearing retirement is a necessary strategy to ensure continued organizational effectiveness.

6.0 Services and Infrastructure –

1.3 Maintain Compliance with Current and Evolving State and Federal Regulations – Over the last five years, the Town has not had any violations. The Town has a National Pollutant Discharge Elimination System (NPDES) Permit for the WWTP with requirements for the sewer collections system. For example, the Town is required to have a Sewer System Management Program (SSMP). While the Town has experienced a handful of small scale Sewer System Overflows (SSO's) over the last 3 years they were reported within the required timeframe and were not allowed to make their way to waters of the State (creeks, streams and/or the Napa River) and were completely contained and properly mitigated.

2.2 Prepare for Emergencies – The Town has an Emergency Operations Plan, a mutual aid agreement, and joined CalWARN, which is unique to utility agency needs during a disaster. Town staff has updated the Emergency Response Plan and Contingency Plan for the wastewater system, prepared an inventory of critical equipment for replacement and will participate in disaster drills. These activities help ensure that SSO's and impacts to the environment are minimized.

2.3 Maintain Fats, Oils and Grease (FOG) Program – The SSMP has a section for the FOG Program, which includes inspections and education. To reduce the chance of sewage backing up into homes and businesses, the Town has required restaurants to install grease interceptors, has an education program for food establishment staff on the benefits of disposing of FOG properly, and cleans the sewer collection pipes annually.

Did You Know?

- The Town owns a sewer maintenance vehicle that cleans the sewer collection pipes and has as an industrial vacuum capability to remove grit and debris from the system.
- There are 8.5 miles of gravity sewer collection pipes.
- 5.5 miles of recycled water force main lines to vineyard customers.
- The Collection System has 770 lateral sewer connections.
- Division staff completed 25 FOG inspections and educational outreach visits.

Town of Yountville
WASTEWATER UTILITY COLLECTION SYSTEM OPERATIONS
Wastewater Operating Fund 62 - Department 4510

		2013-14	2014-15	2015-16		2016-17
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
PERSONNEL						
4010	Salaries - Full Time	64,195	69,792	90,280	90,280	109,460
4011	Salaries - Part Time	-	-	5,460	5,460	12,200
4012	Overtime	318	122	800	800	1,000
4013	Medicare & Fica	847	1,166	1,790	1,790	2,230
4020	Pers Employer Rate	11,660	13,130	15,490	15,490	11,290
4023	Pension Expense	-	(3,096)	-	-	-
4030	Deferred Compensation	3,983	4,175	6,130	6,130	6,630
4031	Payment In-Lieu Health	-	-	-	-	600
4040	Health Insurance	9,478	9,311	14,940	14,940	20,110
4042	Dental Insurance	1,129	1,070	1,360	1,360	1,740
4044	Life/Disability Insurance	488	508	760	760	920
4049	Allocated OPEB	6,216	10,800	12,070	12,070	18,790
4052	Cell Phone Allowance	-	-	-	-	2,880
Total Personnel		\$ 98,314	\$ 106,976	\$ 149,080	\$ 149,080	\$ 187,850
SUPPLIES & SERVICES						
4110	Office Supplies	-	-	500	500	500
4120	Other Supplies & Materials	560	2,566	2,000	2,000	2,000
4125	Chemicals	1,855	1,104	2,000	2,000	1,500
4130	Postage & Printing	400	1,703	1,000	1,000	1,000
4210	Contract Services	4,029	5,061	12,500	12,500	15,000
4220	Audit & Accounting Services	2,150	3,150	2,500	3,740	2,380
4225	Bank & Fiscal Agent Fees	2,763	3,788	3,250	3,250	3,000
4230	Personnel Service	-	-	-	-	3,500
4280	Other Agencies	2,364	8,345	3,000	3,000	3,500
4310	Facilities Maintenance	245	145	2,000	2,000	2,000
4320	Equipment Maintenance	6,279	8,687	12,000	12,000	12,000
4330	Vehicle Maintenance	1,962	3,227	2,500	2,500	2,500
4510	Utilities - Gas & Electric	17,082	23,963	25,000	25,000	25,000
4699	Allocated IT Costs	2,798	2,684	9,410	9,410	10,390
4710	Conference & Travel	-	-	2,500	2,500	5,000
4715	Meetings & Training	-	-	-	-	3,500
4720	Dues & Subscriptions	148	227	1,000	1,000	4,000
4819	Allocated Liability Insurance	2,605	2,898	3,800	3,800	4,790
4829	Allocated Property Insurance	1,910	1,870	2,290	2,290	4,000
4839	Allocated Workers' Comp Insurance	2,115	3,398	3,700	3,700	4,320
Total Supplies & Services		\$ 49,265	\$ 72,816	\$ 90,950	\$ 92,190	\$ 109,880
CAPITAL OUTLAY						
5700	Machinery & Equipment	12,106	-	-	-	9,800
Total Capital Outlay		\$ 12,106	\$ -	\$ -	\$ -	\$ 9,800
LOAN PAYMENTS (INTERFUND)						
6500	Interest	4,176	2,818	8,750	8,750	-
Total Interest Expense		\$ 4,176	\$ 2,818	\$ 8,750	\$ 8,750	\$ -
DEPRECIATION						
5999	Depreciation Expense	72,875	72,593	80,000	80,000	83,000
Total Depreciation Expense		\$ 72,875	\$ 72,593	\$ 80,000	\$ 80,000	\$ 83,000
TOTAL EXPENDITURES		\$ 236,735	\$ 255,203	\$ 328,780	\$ 330,020	\$ 390,530

Town of Yountville
WASTEWATER UTILITY – COLLECTION SYSTEM OPERATIONS
Fund 62 - Department 4510

	2013-14	2014-15	2015-16	2016-17
	ACTUAL	ACTUAL	BUDGET	ADOPTED
STAFF ALLOCATIONS (FTE)				
Town Manager	0.0500	0.0500	0.0500	0.0500
Public Works Director	0.0500	0.0500	0.0500	0.0500
Deputy Public Works Director	-	0.0500	0.0500	0.0500
Utility Operations Manager	-	0.1000	0.1000	0.1000
Engineering Technician	-	0.0500	0.0500	0.0500
Public Works Manager	0.1000	-	-	-
Utility Operator	0.2500	0.5000	0.5000	0.5000
Water Service Maintenance Worker	-	-	-	0.1500
Finance Director	0.0750	0.0750	0.0750	0.0750
Management Analyst	0.0250	0.0250	0.0250	0.0250
Accounting Technician	0.1000	0.1000	0.1000	0.1000
Accounting Assistant	-	0.1150	0.1150	-
Administrative Assistant	0.0250	0.0250	0.0250	0.0250
TOTAL STAFF	0.6500	1.1400	1.1400	1.1750

Town of Yountville
WASTEWATER TREATMENT OPERATIONS
Fund 62 - Department 4515

Department Overview

The Wastewater Treatment Operations Division in the Public Works Department accounts for the funding for the operation and maintenance of the Wastewater Treatment Plant (WWTP). The WWTP, also known as the Wastewater Reclamation Facility, treats the wastewater generated by residential and commercial customers of the Town, the Veteran's Home of California - Yountville (Home), and one commercial operation in the unincorporated Napa County. Facilities include the WWTP, storage ponds, and recycled water facilities. Approximately 50% of the expenses are paid by the Veterans Home based on flow, solids loading, and strength of influent determined by weekly testing consistent with the agreement. The remainder of the operating funding is provided through ratepayer service charges and interest income. Residential customers are billed a flat rate and commercial customers are billed using a formula based on nature of the effluent generated by the customer and the volume of water used.

The WWTP operation is staffed with a (1) Utility Operations Manager and three (3) certified Utility Operators in compliance with the August 2015 National Pollutant Discharge Elimination System (NPDES) Permit for the WWTP. The NPDES Permit renewal process for the next 5 years includes new regulatory requirements for the WWTP. Town staff, with consultant assistance, compiled a "Report of Waste Discharge" (ROWD) and several other documents that make up the application package required by the NPDES Permit.

Approximately 89% of the 132 million gallons generated by the residents and commercial users in 2015 were recycled and used for irrigation of the Vintner's Golf Course and five (5) vineyards located along Silverado Trail. The remaining effluent was discharged to the Napa River based on the required dilution of 45:1 in compliance with the NPDES Permit for the WWTP.

In May 2011, the Town Council approved entering into a study and design an expansion of the recycled water system to allow for additional reuse of treated effluent (increase number of customers and storage volume) as part of Capital Improvement Project WW-0002. Construction of the Recycled Water Expansion Project was completed in August 2015.

2015-2016 Accomplishments

- The Town is a partner in a Solar SEED program with 12 other North Bay agencies. The project will be constructed during FY 16-17. The project will include a solar array at the JTP, the Corporation Yard and an array at Community Center Community Hall that will feature covered parking in the northern parking area.
- Completed Recycled Water Expansion Project (WW-0002) which included first phase of SCADA systems integration at the WWTP, the wastewater pump station and at our recycled water user's sites.
- Installed a new Dissolved Air Flotation Thickening Unit (DAFT Unit) that allows the plant to process sludge solids more efficiently and cost effective as compared to constructing a new larger digester system.
- Developed several internal operating policies and procedures and checklists for new operators performing weekend duties and routine daily rounds using new CMMS, SCADA technology and GIS.

2016-2017 Goals and Objectives

- Continue with SCADA implementation to link critical processes of the Wastewater Treatment Plant to allow for remote monitoring and operations of the Wastewater Treatment Plant and associated facilities.
- Continue development of internal operating policies and procedures.
- Continue to use CMMS, GIS and other technology to improve efficiency and effectiveness.
- Incorporate recommendations from the Wastewater Rate study.

Town of Yountville
WASTEWATER TREATMENT OPERATIONS
Fund 62 - Department 4515

Budget Highlights

- Overall, the budget has slightly decreased. However, increases are reflected in the need for chemicals and allocated costs.
- \$12,525 is budgeted for payments of the interest free Energy Efficiency Loan with Pacific Gas and Electric (PGE) for the methane gas recapture project.

Connection to Strategic Plan 2011-16

1.1.2 Support Effective Workplace Succession – Development and implementation of employee development opportunities (both technical and management oriented) to ensure continued organizational effectiveness.

1.3 Maintain Compliance with Current and Evolving State and Federal Regulations – The Town has a National Pollutant Discharge Elimination System (NPDES) Permit for the WWTP with requirements for the sewer collections system.

2.2 Prepare for Emergencies – The Town has an Emergency Operations Plan, a mutual aid agreement, and joined CalWARN, which is unique to utility agency needs during a disaster.

2.6 Complete Wastewater Treatment Plant Optimization Plan – Optimizing the operation of existing infrastructure is important to maintaining quality services at the lowest cost. Periodic critical review of specific aspects of operations, such as chemical usage, power usage, and labor usage at specific facilities, or for certain tasks, maintains cost efficiency.

6.4 Evaluate Emerging Technologies and Methods Utility Operations – Staff utilize both Mobile Maintenance Management Software (MMMS) and Geographical Information System (GIS) to further streamline workflows to increase efficiency throughout the division.

6.5 Implement Maintenance Measures – It is standard industry practice to have maintenance measures to evaluate the best use of the Town’s available resources. Town staff will set criteria and procedures to reduce costs while maintaining the WWTP to an established standard of care.

Did You Know?

- 89% of treated recycled water was distributed to local agricultural vineyard customers for irrigation purposes. This is a great public-private partnership and beneficial reuse of recycled water.
- The treatment plant has achieved a 60%-80% reduction in natural gas usage per month since completion of the methane gas recapture project.
- During an average day it takes approximately 28 gallons of sodium hypochlorite (chlorine/ bleach) to disinfect 300,000 gallons of treated effluent.

Town of Yountville
WASTEWATER TREATMENT OPERATIONS
Wastewater Operating Fund 62 - Department 4515

		2013-14	2014-15	2015-16		2016-17
		ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
PERSONNEL						
4010	Salaries - Full Time	277,366	291,331	314,430	314,430	346,800
4011	Salaries - Part Time	-	-	5,460	5,460	12,200
4012	Overtime	1,308	1,162	2,000	2,000	3,200
4013	Medicare & Fica	3,720	3,961	5,060	5,060	5,530
4020	Pers Employer Rate	52,126	51,367	54,540	54,540	36,110
4023	Pension Expense	-	(12,080)	-	-	-
4030	Deferred Compensation	16,682	18,108	21,400	21,400	23,510
4031	Payment In-Lieu Health	-	-	-	-	600
4040	Health Insurance	58,645	60,606	64,290	64,290	68,830
4042	Dental Insurance	6,444	6,079	3,980	3,980	5,590
4043	Vision Insurance	578	-	1,600	1,600	1,600
4044	Life/Disability Insurance	2,252	2,286	2,560	2,560	2,680
4049	Allocated OPEB	29,340	37,440	39,620	39,620	44,400
4052	Cell Phone Allowance	1,125	2,700	2,700	2,700	960
4053	Other Employee Reimbursement	375	510	700	700	-
Total Personnel		\$ 449,960	\$ 463,471	\$ 518,340	\$ 518,340	\$ 552,010
4110	Office Supplies	204	25	500	500	1,000
4120	Other Supplies & Materials	3,535	3,064	5,000	5,000	5,000
4125	Chemicals	47,161	64,727	65,000	65,000	77,000
4130	Postage & Printing	595	2,027	1,000	1,000	2,000
4210	Contract Services	135,435	131,985	123,500	124,925	121,000
4220	Audit & Accounting Services	2,150	3,150	2,500	3,740	2,380
4225	Bank & Fiscal Agent Fees	3,043	3,788	3,250	3,250	3,000
4280	Other Agencies	17,366	21,817	28,000	28,000	28,500
4310	Facilities Maintenance	13,938	5,222	5,000	5,000	7,500
4320	Equipment Maintenance	33,759	35,646	30,000	30,000	35,000
4330	Vehicle Maintenance	4,261	3,520	3,000	3,000	3,000
4510	Utilities - Gas & Electric	89,991	81,719	65,000	65,000	70,000
4520	Waste Disposal & Recycling	3,947	3,947	4,500	4,500	5,000
4699	Allocated IT Costs	15,367	9,932	34,420	34,420	33,150
4710	Conference & Travel	257	100	4,000	4,000	5,000
4715	Meetings & Training	1,423	2,129	1,000	1,000	3,000
4720	Dues & Subscriptions	7,174	6,504	3,200	3,200	4,000
4819	Allocated Liability Insurance	12,347	9,540	12,540	12,540	14,550
4829	Allocated Property Insurance	3,769	4,090	4,540	4,540	7,410
4839	Allocated Workers' Comp Insurance	10,023	11,114	12,270	12,270	13,160
Total Supplies & Services		\$ 405,744	\$ 404,044	\$ 408,220	\$ 410,885	\$ 440,650
CAPITAL OUTLAY						
5700	Machinery & Equipment	7,448	-	-	-	8,500
Total Capital Outlay		\$ 7,448	\$ -	\$ -	\$ -	\$ 8,500
ENERGY EFFICIENCY LOAN						
6100	Principal	-	12,525	12,525	12,525	12,525
6500	Interest	-	91	-	-	-
Total Loan Payment		\$ -	\$ 12,616	\$ 12,525	\$ 12,525	\$ 12,525
DEPRECIATION						
5999	Depreciation Expense	167,144	165,371	250,000	250,000	170,000
Total Depreciation Expense		\$ 167,144	\$ 165,371	\$ 250,000	\$ 250,000	\$ 170,000
TOTAL EXPENDITURES		\$ 1,030,295	\$ 1,045,502	\$ 1,189,085	\$ 1,191,750	\$ 1,183,685

Town of Yountville
WASTEWATER TREATMENT OPERATIONS
Fund 62 - Department 4515

	2013-14	2014-15	2015-16	2016-17
	ACTUAL	ACTUAL	BUDGET	ADOPTED
STAFF ALLOCATIONS (FTE)				
Town Manager	0.0750	0.0750	0.0750	0.0750
Public Works Director	0.2000	0.2000	0.2000	0.2000
Deputy Public Works Director	-	0.1000	0.1000	0.1000
Public Works Manager	0.8000	-	-	-
Engineering Technician	-	0.1000	0.1000	0.1000
Utility Operations Manager	-	0.8000	0.8000	0.8000
Utility Operator	2.4500	2.3000	2.3000	2.3000
Finance Director	0.0750	0.0750	0.0750	0.0750
Management Analyst	0.0250	0.0250	0.0250	0.0250
Accounting Technician	0.0500	0.0500	0.0500	0.0500
Accounting Assistant	-	0.1150	0.1150	-
Administrative Assistant	0.0250	0.0250	0.0250	0.0250
TOTAL STAFF	3.7000	3.8650	3.8650	3.7500



**GENERAL ON-BILL FINANCING
LOAN MODIFICATION AGREEMENT
ENERGY EFFICIENCY RETROFIT LOAN PROGRAM**

Date: February 13, 2013

Town of Yountville- Wastewater Treatment Facility (CALPOP-023) TIF 1231

ORIGINAL LOAN TERMS CONTAINED IN SIGNED LOAN AGREEMENT						
Total Cost	Incentive	Customer Buy-Down (if applicable)	Loan Balance	Monthly Payment	Term (months)	Number of Payments
\$131,400.00	\$21,250.00	\$N/A	\$110,150.00	\$1,899.14	58	58

The new loan terms shown below are based on calculated or reported changes in:

- project cost
- project scope
- energy efficiency incentives
- customer buy-down
- estimated energy savings, or
- any combination of the above

These new loan terms supersede those described in the original Loan Agreement. **ALL OTHER TERMS AND CONDITIONS OF THE LOAN AGREEMENT REMAIN IN FORCE.**

NEW LOAN TERMS						
Total Cost	Incentive	Customer Buy-Down (if applicable)	Loan Balance	Monthly Payment	Term (months)	Number of Payments
\$131,400.00	\$15,544.00	\$N/A	\$115,856.00	\$1,043.75	111	111

Town of Yountville
WASTEWATER TREATMENT CAPITAL RECOVERY FUND
Fund 63 - Department 4518

Department Overview

The Town of Yountville Wastewater Reclamation Facility (WWRF) Capital Recovery Fund is a subsidiary fund of the Wastewater Utility Operating Fund. The Fund accounts for construction, replacement and modernization of WWRF infrastructure improvements and major equipment. Funding is provided by the Veteran's Home and the Wastewater Utility Operating Fund. The current contribution amount is \$50,000 per agency. Capital Improvement Projects for the collection system are included in Fund 64 Department 4519.

This fund also receives a portion of allocated sewer connection impact fees.

2015-2016 Accomplishments

- Calculated the annual funding needed from the Veteran's Home for future projects.
- Completed construction of "Recycled Water Expansion Project (WW-0002) and associated upgrades at WWRF.
- Completed negotiations with State Water Resources Control Board (SWRCB) for renewal of 5-Year National Pollutant Discharge Elimination System (NPDES) Permit.

2016-2017 Goals and Objectives

- Continue to prioritize future Supervisory Control and Data Acquisition (SCADA) implementation in and around the WWRF.
- Continue to allocate funds toward the "Plant Equipment Replacement Program" (WW-4017).
- Reevaluate/prioritize equipment replacement needs for five year Capital Improvements Projects and for Replacement funds (WW-4017).
- Incorporate recommendations from the Wastewater Rate Study.

Budget Highlights

- The Town obtained a low interest loan from the State Water Resources Board for wastewater system improvements. In June of 2014 the Town initiated its first draw and to date has utilized \$2,717,196. This year \$164,662 (\$115,155 in principal and \$49,507 in interest) is budgeted for debt service. This debt service payment will be ongoing until this loan is paid off.
- A \$50,000 transfer from the Wastewater Utility Operating Fund (62) is budgeted. This transaction is consistent with the funding contribution formula for future capital projects between the Veteran's Home and the Town.

Town of Yountville
WASTEWATER TREATMENT CAPITAL RECOVERY FUND
Fund 63 - Department 4518

Connection to Strategic Plan 2011-16

1.1.2 Support Effective Workplace Succession – Development and implementation of employee development opportunities (both technical and management oriented) to ensure continued organizational effectiveness.

1.3 Maintain Compliance with Current and Evolving State and Federal Regulations – The Town has a National Pollutant Discharge Elimination System (NPDES) Permit for the WWTP with requirements for the sewer collections system.

2.2 Prepare for Emergencies – The Town has an Emergency Operations Plan, a mutual aid agreement, and joined CalWARN, which is unique to utility agency needs during a disaster.

6.4 Evaluate Emerging Technologies and Methods Utility Operations – Staff utilize both Mobile Maintenance Management Software (MMMS) and Geographical Information System (GIS) to further streamline workflows to increase efficiency throughout the division.

6.5 Implement Maintenance Measures – It is standard industry practice to have maintenance measures to evaluate the best use of the Town’s available resources. Town staff will set criteria and procedures to reduce costs while maintaining the WWTP to an established standard of care.

Town of Yountville
WASTEWATER TREATMENT CAPITAL RECOVERY
Fund 63 - Department 4518

	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 ESTIMATED	2016-17 ADOPTED
■ BEGINNING FUND BALANCE	\$ 4,462,415	\$ 6,272,324	\$ 6,489,624	\$ 6,489,624	\$ 6,681,924
REVENUE					
3409 Other State Revenue	37,500	-	-	-	-
3695 System Replacement Fees	101,990	111,691	-	90,000	111,700
Total Revenue	\$ 139,490	\$ 111,691	\$ -	\$ 90,000	\$ 111,700
EXPENDITURES					
WW-0002 Recycled Water Expansion Project	643,914	2,232,025	-	-	-
WW-0010 Flyght Pump	-	-	40,000	40,000	-
WW-4016 Plant Equipment Replacement Program	-	-	57,880	57,880	-
WW-4015 Plant Equipment Replacement Program	-	9,716	-	-	-
WW-4017 Plant Equipment Replacement Program	-	-	-	-	60,774
6100 Debt Service - Principal	-	-	-	119,742	115,155
6500 Debt Service - Interest	-	-	-	44,919	49,507
Total Expenditures	\$ 643,914	\$ 2,241,740	\$ 97,880	\$ 262,541	\$ 225,436
NON-OPERATING REVENUE & TRANSFERS					
3301 Investment Earnings	(196)	2,805	-	2,300	-
3690 Capital Recovery - Veteran's Home	1,417,525	-	50,000	50,000	50,000
3799 Sewer Impact Fees (65)	160,234	-	-	-	-
3900 Transfer from Wastewater Capital (64)	42,856	52,800	-	-	-
3962 Capital Recovery - Town (62)	50,000	50,004	50,000	50,000	50,000
7900 Transfer to Wastewater Capital (64)	-	-	-	-	(250,000)
Total Non-Operating Revenue & Transfers	\$ 1,670,419	\$ 105,609	\$ 100,000	\$ 102,300	\$ (150,000)
Depreciable Capital Projects*	643,914	2,241,740	97,880	262,541	60,774
■ ENDING FUND BALANCE	\$ 6,272,324	\$ 6,489,624	\$ 6,589,624	\$ 6,681,924	\$ 6,478,962
Net Change in Fund Balance	1,809,909	217,300	100,000	192,300	(202,962)
Funds Available for Capital Projects**	\$ 1,292,359	\$ 1,992,556	\$ 1,994,676	\$ 1,922,315	\$ 1,658,579

*Depreciable Capital Projects represents the amount for projects completed and does not include construction in progress.

** Funds available for Capital Projects includes liquid assets, cash and investments less liabilities. Fund 63 currently owes \$2,717,196 to a low interest loan from the State Water Resources Board for waste water system improvements.

**State of California - State Water Resources Control Board
Clean Water State Revolving Fund Payment Schedule**

Date: 9/14/2015

Amount: 3,465,362

Interest rate: 1.900%

Term: 20 Years

Recipient: Yountville, Town of

Project No.: C-06-7846-110

Agreement No.: 13802-550-0

Date	Disbursement/ Payment	No.	Beginning Balance	Draw Amount	Construction Period Interest (CPI)		Annual Interest Accrued	Principal Paid/Due	Interest Paid/Due	Total Payment	Ending Balance
					Amount Accrued	Amt. Trans. to Principal					
5-Jun-2014	Disbursement	1	0.00	658,577.00	0.00						658,577.00
30-Jun-2014	End FY		658,577.00		868.96						658,577.00
5-Sep-2014	Disbursement	2	658,577.00	618,886.00	2,259.28						1,277,463.00
23-Oct-2014	Disbursement	3	1,277,463.00	328,346.00	3,236.24						1,605,809.00
14-Nov-2014	Const. Compl.		1,605,809.00		1,779.77	8,144.26					1,613,953.26
11-Mar-2015	Disbursement	4	1,613,953.26	1,111,387.00			9,966.16				2,725,340.26
30-Jun-2015	End FY		2,725,340.26				15,678.28				2,725,340.26
14-Nov-2015	Payment	1	2,725,340.26				19,274.21	119,742.19	44,918.65	164,660.84	2,605,598.07
14-Nov-2016	Payment	2	2,605,598.07				49,506.36	115,154.48	49,506.36	164,660.84	2,490,443.59
14-Nov-2017	Payment	3	2,490,443.59				47,318.43	117,342.41	47,318.43	164,660.84	2,373,101.18
14-Nov-2018	Payment	4	2,373,101.18				45,088.92	119,571.92	45,088.92	164,660.84	2,253,529.26
14-Nov-2019	Payment	5	2,253,529.26				42,817.06	121,843.78	42,817.06	164,660.84	2,131,685.48
14-Nov-2020	Payment	6	2,131,685.48				40,502.02	124,158.82	40,502.02	164,660.84	2,007,526.66
14-Nov-2021	Payment	7	2,007,526.66				38,143.01	126,517.83	38,143.01	164,660.84	1,881,008.83
14-Nov-2022	Payment	8	1,881,008.83				35,739.17	128,921.67	35,739.17	164,660.84	1,752,087.16
14-Nov-2023	Payment	9	1,752,087.16				33,289.66	131,371.18	33,289.66	164,660.84	1,620,715.98
14-Nov-2024	Payment	10	1,620,715.98				30,793.60	133,867.24	30,793.60	164,660.84	1,486,848.74
14-Nov-2025	Payment	11	1,486,848.74				28,250.13	136,410.71	28,250.13	164,660.84	1,350,438.03
14-Nov-2026	Payment	12	1,350,438.03				25,658.32	139,002.52	25,658.32	164,660.84	1,211,435.51
14-Nov-2027	Payment	13	1,211,435.51				23,017.27	141,643.57	23,017.27	164,660.84	1,069,791.94
14-Nov-2028	Payment	14	1,069,791.94				20,326.05	144,334.79	20,326.05	164,660.84	925,457.15
14-Nov-2029	Payment	15	925,457.15				17,583.69	147,077.15	17,583.69	164,660.84	778,380.00
14-Nov-2030	Payment	16	778,380.00				14,789.22	149,871.62	14,789.22	164,660.84	628,508.38
14-Nov-2031	Payment	17	628,508.38				11,941.66	152,719.18	11,941.66	164,660.84	475,789.20
14-Nov-2032	Payment	18	475,789.20				9,039.99	155,620.85	9,039.99	164,660.84	320,168.35
14-Nov-2033	Payment	19	320,168.35				6,083.20	158,577.64	6,083.20	164,660.84	161,590.71
14-Nov-2034	Payment	20	161,590.71				3,070.22	161,590.71	3,070.22	164,660.93	0.00
				2,717,196.00	8,144.25	8,144.26	567,876.63	2,725,340.26	567,876.63	3,293,216.89	

Outstanding Disbursement Balance: 748,166.00

Town of Yountville
WASTEWATER COLLECTION CAPITAL IMPROVEMENT FUND
Fund 64 - Department 4519

Department Overview

The Wastewater Capital Improvement Fund is a subsidiary fund of the Wastewater Enterprise Fund. The Fund accounts for acquisition and depreciation of wastewater collection system improvements and equipment.

System replacement fees, connection fees, and developer fees are the main sources of revenue for this fund. Capital Improvement Projects for the Wastewater Treatment Plant are included in Fund 63 Department 4518.

2015-2016 Accomplishments

- Completed modifications to equipment at the Peter J. Bardessono Memorial Wastewater Pump Station to allow for SCADA implementation (WW-5016).
- Purchased and installed new Flygt submersible pump through the “Town Pump Station Equipment Replacement Program” (WW-5016)
- Use of video assessment of the sewer collection system and the implementation of a Geospatial Information System (GIS) and computer maintenance management system has allowed staff to prioritize necessary repairs.
- With the implementation of the SCADA system as part of the Recycled Water Expansion Project, the SCADA Phase II portion associated with the Wastewater Pump Station was completed.

2016-2017 Goals and Objectives

- Continue to allocate funds to (WW-5017) for future wastewater pump station equipment repair/replacement.
- Complete Annual Inflow and Infiltration Reduction Program (WW-2017).
- Continue to allocate funds to the Sewer Main Replacement and Repair Program (WW-3017).
- Incorporate recommendations from the Wastewater Rate Study.

Budget Highlights

- Major budget changes occur in Inflow and Infiltration (WW-2017) to \$67,863, Sewer Main Replacement (WW-3017) to \$65,825 and Pump Station Equipment Replacement (WW-5017) to \$10,000.
- \$89,272 is budgeted as a transfer to Debt Service Fund 53 to cover the Wastewater Capital proportionate share of the 2013 Lease Revenue Bond Allocation for the Madison/Yount Sewer Project.

Connection to Strategic Plan 2011-16

1.1.2 Support Effective Workplace Succession – Development and implementation of employee development opportunities (both technical and management oriented) to ensure continued organizational effectiveness.

1.3 Maintain Compliance with Current and Evolving State and Federal Regulations – The Town has a National Pollutant Discharge Elimination System (NPDES) Permit for the WWTP with requirements for the sewer collections system.

2.2 Prepare for Emergencies – The Town has an Emergency Operations Plan, a mutual aid agreement, and joined CalWARN, which is unique to utility agency needs during a disaster.

6.4 Evaluate Emerging Technologies and Methods Utility Operations – Staff utilize both Mobile Maintenance Management Software (MMMS) and Geographical Information System (GIS) to further streamline workflows to increase efficiency throughout the division.

6.5 Implement Maintenance Measures – It is standard industry practice to have maintenance measures to evaluate the best use of the Town’s available resources. Town staff will set criteria and procedures to reduce costs while maintaining the WWTP to an established standard of care.

Town of Yountville
WASTEWATER COLLECTION CAPITAL
Fund 64 - Department 4519

		2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 ESTIMATED	2016-17 ADOPTED
■ BEGINNING FUND BALANCE		\$ 2,378,594	\$ 2,305,025	\$ 2,358,208	\$ 2,345,273	\$ 2,356,847
REVENUE & FINANCING SOURCES						
3695	System Replacement Fees	-	-	121,000	-	-
3750	Developer Contribution In Lieu	-	-	-	-	-
Total Revenue		\$ -	\$ -	\$ 121,000	\$ -	\$ -
EXPENDITURES						
WW-0008	Madison & Yount Sewer Main Replacement	449,776	297,866	-	-	-
WW-2016	Inflow & Infiltration Reduction Program	-	-	20,630	20,630	-
WW-3016	Sewer Main Replacement Program	-	-	62,690	62,690	-
WW-2011	Inflow & Infiltration Reduction Program	72,458	-	-	-	-
WW-2017	Inflow and Infiltration Reduction Program	-	-	-	-	67,863
WW-3017	Sewer Main Replacment and Repair Program	-	-	-	-	65,825
WW-5015	Pump Station Equipment Replacement	-	31,480	-	-	-
WW-5016	Pump Station Equipment Replacement	-	-	48,300	48,300	-
WW-5017	Town Pump Station Equip. Repl. Program	-	-	-	-	10,000
WW-0004	SCADA Upgrade Phase II	-	1,126	-	-	-
WW-3012	Sewer Main Replacement Program	156	-	-	-	-
WW-5012	Pump Station Equipment Replacement	1,680	-	-	-	-
Total Expenditures		\$ 524,070	\$ 330,471	\$ 131,620	\$ 131,620	\$ 143,688
NON-OPERATING REVENUE & TRANSFERS						
3301	Investment Earnings	986	248	50	295	-
3750	Developer In Lieu	-	40,000	-	-	-
3799	Allocated Impact Fees	-	-	-	11,279	-
3900	WW Operating (62) Transfer In / (Out)	(72,875)	-	-	-	-
3963	Transfer from WW Treatment Capital (63)	-	-	-	-	250,000
7953	To Debt Service Fund 53 Transfer In / (Out)	-	-	-	-	(89,272)
Total Non-Operating Revenue & Transfers		\$ (71,889)	\$ 40,248	\$ 50	\$ 11,574	\$ 160,728
Depreciable Capital Projects*		522,390	330,471	131,620	131,620	60,774
■ ENDING FUND BALANCE		\$ 2,305,025	\$ 2,345,273	\$ 2,479,258	\$ 2,356,847	\$ 2,434,661
Net Change in Fund Balance		(73,569)	40,248	121,050	11,574	77,814
Funds Available for Capital Projects**		\$ 100,469	\$ 135,772	\$ 125,202	\$ 15,726	\$ 32,766

*Depreciable Capital Projects represents the amount for projects completed and does not include construction in progress.

** Funds available for Capital Projects includes liquid assets, cash and investments less liabilities. Fund 64 currently owes \$315,000 to Debt Service Fund 53 to cover the Wastewater Capital proportionate share of the 2013 Lease Revenue Bond Allocation for the Madison/Yount Sewer Project.

Town of Yountville
SEWER CONNECTION IMPACT FEE FUND
Fund 65

Department Overview

The Sewer Connection Impact Fee Fund was established in June 2005, in accordance with the provisions of Ordinance No. 362-05 and Municipal Code Section 3.40, to account for impact fees collected for existing and planned sewer system facilities, projects and infrastructure.

Sewer Connection Impact Fees are collected on new residential and commercial development, conversions, and expansions as provided in Municipal Code Section 3.40.

The Town is nearing build out of the community. As such, impact fees will not be a significant revenue source going forward to assist in funding the construction and maintenance of the Town's wastewater (sewer) system. Impact fees are a declining revenue source as the Town is nearly built out. Impact Fees from the RH and Handwritten commercial projects may generate additional revenue.

2015-2016 Accomplishments

- The Stewart Wine Cellars commercial development project remains underway and Impact fees were collected at the time of building permit issuance.

2016-2017 Goals and Objectives

- Allocate any Impact Fees for capital improvement projects.

Budget Highlights

- There are no major budget changes.

Connection to Strategic Plan 2011-16

6.0 Services and Infrastructure

6.2.1 Implement Key Sanitary Sewer CIP Projects – The Town is obligated under the Permit for the Wastewater Treatment Plant to make improvements such as the Recycled Water Expansion Project (WW- 0002). Town staff has been replacing equipment as part of the equipment replacement program (WW-4012).

Town of Yountville
SEWER CONNECTION IMPACT FEES
Fund 65

		2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 ESTIMATED	2016-17 ADOPTED
■ BEGINNING FUND BALANCE		\$ -	\$ 15	\$ 11,279	\$ 11,279	(0)
REVENUE						
3701	Impact Fees	160,203	11,253	-	-	-
Total Revenue		\$ 160,203	\$ 11,253	\$ -	\$ -	\$ -
NON-OPERATING REVENUE & TRANSFERS						
3301	Investment Earnings	46	10	-	-	-
3799	Allocate Impact Fees					
	To Wastewater Treatment Capital (63)	(160,234)	-	-	-	-
	To Wastewater Collection Capital (64)	-	-	-	(11,279)	-
Total Non-Operating Revenue & Transfers		\$ (160,188)	\$ 10	\$ -	\$ (11,279)	\$ -
■ ENDING FUND BALANCE		\$ 15	\$ 11,279	\$ 11,279	\$ (0)	\$ (0)
Net Change in Fund Balance		15	11,264	-	(11,279)	-

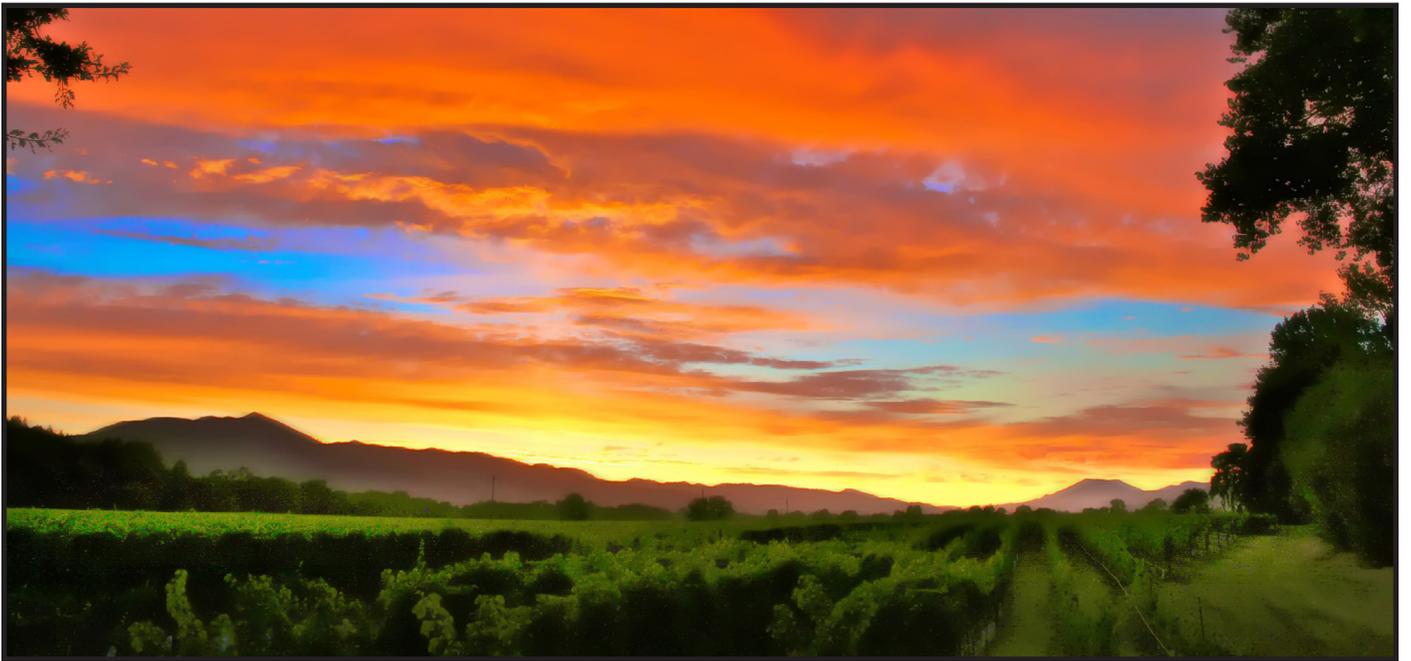


Photo Credit: Mars Lasar