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**TRIUNFO SANITATION DISTRICT**  
**FISCAL YEAR 2019 BUDGET SUMMARY**  
**MEMBERSHIP DUES, CONFERENCES & SEMINARS**

<b>Description</b>	<b>Unit (s)</b>	<b>Cost per Unit</b>	<b>Total Cost</b>
California Special Districts Association (CSDA) Membership Dues	1	6,900	6,900
Ventura County Special Districts Association (VCSDA) Membership Dues	1	150	150
Miscellaneous Membership Dues	12	90	1,080
Total Central Administration Membership Dues Expense:			<u>\$8,130</u>
CSDA Conference Registration: 2 Members x 1 Event @ \$750/Event	2	750	1,500
CSDA Lodging: 2 Members x 1 Event x 3 Nights @ \$220/Night	6	220	1,320
CSDA Mileage: 2 Members x 1 Event	2	350	700
CSDA Per Diem: 2 Members x 1 Event x 4 Days @ \$80/Day	8	80	640
Total CSDA Conference Expense:			<u>\$4,160</u>
TBD: Conference Registration: 5 Events @ \$1,000/Event	5	1,000	5,000
Total TBD Conferences & Seminars Expense:			<u>\$5,000</u>
<b>Total Central Administration Membership Dues, Conferences &amp; Seminars Expense:</b>			<b><u>\$17,290</u></b>
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California Association of Sanitation Agencies (CASA) Membership Dues	1	13,498	13,498
Total Wastewater Membership Dues:			<u>\$13,498</u>
CASA Conference Registration: 3 Members x 3 Events @ \$475/Event	9	475	4,275
CASA Lodging: 3 Members x 3 Events x 3 Nights @ \$220/Night	27	220	5,940
CASA Mileage: 3 Members x 3 Events	9	122	1,098
CASA Per Diem: 3 Members x 3 Events x 4 Days @ \$80/Day	36	80	2,880
Total CASA Conference Expense:			<u>\$14,193</u>
<b>Total Wastewater Membership Dues, Conferences &amp; Seminars Expense:</b>			<b><u>27,691</u></b>
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Association of California Water Agencies (ACWA) Membership Dues	1	20,000	20,000
Association of Water Agencies (AWA) - Ventura County Membership Dues	1	3,300	3,300
California Rural Water Association (CRWA) Membership Dues	1	1,200	1,200
California Urban Water Conservation Council (CUWCC) Membership Dues	1	2,645	2,645
Total Potable Water Membership Dues:			<u>27,145</u>
ACWA Conference Registration: 3 Members x 2 Events @ \$695/Event	6	695	4,170
ACWA Extra Event: 3 Members x 1 Event @ \$200/Event	3	200	600
ACWA Lodging: 3 Members x 2 Events x 3 Nights @ \$220/Night	18	220	3,960
ACWA Mileage: 3 Members x 2 Events	6	70	420
ACWA Per Diem: 3 Members x 2 Events x 4 Days @ \$80/Day	24	80	1,920
Total ACWA Conference Expense:			<u>\$11,070</u>
<b>Total Potable Water Membership Dues, Conferences &amp; Seminars Expense:</b>			<b><u>38,215</u></b>
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Water Re-use Membership Dues	1	1,000	1,000
Total Recycled Water Membership Dues:			<u>1,000</u>
<b>Total Recycled Water Membership Dues, Conferences &amp; Seminars Expense:</b>			<b><u>\$1,000</u></b>
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<b>Total District Membership Dues, Conferences &amp; Seminars Expense:</b>			<b><u>\$84,196</u></b>

**TRIUNFO SANITATION DISTRICT**  
**DEBT SERVICE**  
**FISCAL YEAR 2019**

**OUTSTANDING DEBT SERVICE SUMMARY**

	<b>Potable Water</b>	<b>Potable Water (97.73%)</b>	<b>Recycled Water (2.27%)</b>	<b>Recycled Water</b>	<b>Recycled Water (Taxable)</b>	<b>Combined Loan Amount</b>
	<i>Loan #2222900</i>	<i>Loan #2222901</i>	<i>Loan #2222901</i>	<i>Loan #434672.1</i>	<i>Loan #434672.1</i>	
Original Loan Amount	\$7,760,000	\$2,477,456	\$57,545	\$9,849,000	1,876,000.00	\$20,144,000
Interest Rate	5.00%	3.24%	3.24%	2.74%	4.39%	n/a
Due Dates	Aug and Feb	Nov and May	Nov and May	Aug and Feb	Aug and Feb	n/a
Lender	[1]	[1]	[1]	[1]	[1]	
Balance Due as of June 30, 2018	\$5,810,811	\$1,928,794	\$44,801	\$9,310,142	\$1,785,320	\$18,879,868
Principal Payment through June 30, 2019	\$333,628	\$148,546	\$3,450	\$553,740	\$94,704	\$1,134,068
Interest Payment through June 30, 2019	\$268,087	\$61,299	\$1,424	\$251,606	\$77,347	\$659,763
Balance Due as of June 30, 2019	\$5,477,183	\$1,780,248	\$41,351	\$8,756,402	\$1,690,616	\$17,745,800

**Notes:**

[1] Lender: Bank of America

**Additional Information**

<b><u>Loan #2222900</u></b>	Description:	Construction of Conifer Tank
	Term:	August 2011- February 2031
<b><u>Loan #2222901</u></b>	Description:	Acquisition and installation of Advanced Metering Infrastructure
	Term:	November 2014 - May 2029
	Original Loan Amount:	\$2,535,000.00
<b><u>Loan #434672.1</u></b>	Description:	Purchase of Recycled Water System from CMWD
	Term:	August 2017 - February 2032
	Original Loan Amount:	\$11,725,000.00

**TRIUNFO SANITATION DISTRICT**  
**FISCAL YEAR 2019 BUDGET SUMMARY**  
**RESERVE ANALYSIS**

Description	Actual FY 2016 Yearend	Actual FY 2017 Yearend	Adopted FY 2018 Budget	Estimated FY 2018 Yearend	Proposed FY 2019 Budget
<b>WASTEWATER DIVISION</b>					
<b>Restricted reserves:</b>					
Debt Service Reserve Funds	-	-	-	-	-
Capital Reserve Fund	-	-	-	-	-
Customer Deposits Fund	666,373	666,373	666,373	666,373	666,373
<b>Total restricted reserves</b>	<b>666,373</b>	<b>666,373</b>	<b>666,373</b>	<b>666,373</b>	<b>666,373</b>
<b>Designated reserves:</b>					
<i>Capital Improvement and Capital</i>					
Replacement Reserves Fund	-	-	480,000	2,255,000	-
Operating Fund	3,166,143	3,332,315	3,931,905	3,485,082	4,150,229
Debt Service Reserve Fund	-	-	-	-	-
Rate Stabilization	4,391,896	3,618,874	1,396,418	2,427,786	413,098
<b>Total assigned reserves</b>	<b>7,558,039</b>	<b>6,951,189</b>	<b>5,808,323</b>	<b>8,167,868</b>	<b>4,563,327</b>
<b>Total reserve level balance</b>	<b>\$ 8,224,412</b>	<b>\$ 7,617,562</b>	<b>\$ 6,474,696</b>	<b>\$ 8,834,241</b>	<b>\$ 5,229,700</b>
<b>POTABLE WATER DIVISION</b>					
<b>Restricted reserves:</b>					
Debt Service Reserve Funds	107,703	399,704	602,000	602,000	602,000
Capital Reserve Fund	-	-	-	-	-
Customer Deposits Fund	-	-	40,260	48,470	48,470
<b>Total restricted reserves</b>	<b>107,703</b>	<b>399,704</b>	<b>642,260</b>	<b>650,470</b>	<b>650,470</b>
<b>Designated reserves:</b>					
<i>Capital Improvement and Capital</i>					
Replacement Reserves Fund	-	-	-	-	-
Operating Fund	-	-	1,337,154	1,922,451	2,961,836
Debt Service Reserve Fund	-	-	-	-	418,118
Rate Stabilization	-	-	-	-	-
<b>Total assigned reserves</b>	<b>-</b>	<b>-</b>	<b>1,337,154</b>	<b>1,922,451</b>	<b>3,379,954</b>
<b>Total reserve level balance</b>	<b>\$ 107,703</b>	<b>\$ 399,704</b>	<b>\$ 1,979,414</b>	<b>\$ 2,572,921</b>	<b>\$ 4,030,424</b>
<b>RECYCLED WATER DIVISION</b>					
<b>Restricted reserves:</b>					
Debt Service Reserve Funds	-	-	-	-	-
Capital Reserve Fund	-	-	-	-	-
Customer Deposits Fund	-	16	-	-	-
<b>Total restricted reserves</b>	<b>-</b>	<b>16</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Designated reserves:</b>					
<i>Capital Improvement and Capital</i>					
Replacement Reserves Fund	-	-	250,000	385,000	-
Operating Fund	975,822	882,158	516,204	597,533	549,525
Debt Service Reserve Fund	-	-	-	-	977,398
Rate Stabilization	744,304	1,342,462	1,360,337	1,477,601	932,518
<b>Total assigned reserves</b>	<b>1,720,126</b>	<b>2,224,620</b>	<b>2,126,541</b>	<b>2,460,134</b>	<b>2,459,441</b>
<b>Total reserve level balance</b>	<b>\$ 1,720,126</b>	<b>\$ 2,224,636</b>	<b>\$ 2,126,541</b>	<b>\$ 2,460,134</b>	<b>\$ 2,459,441</b>
<b>CONSOLIDATED</b>					
<b>Restricted reserves:</b>					
Debt Service Reserve Funds	107,703	399,704	602,000	602,000	602,000
Capital Reserve Fund	-	-	-	-	-
Customer Deposits Fund	666,373	666,389	706,633	714,843	714,843
<b>Total restricted reserves</b>	<b>774,076</b>	<b>1,066,093</b>	<b>1,308,633</b>	<b>1,316,843</b>	<b>1,316,843</b>
<b>Designated reserves:</b>					
<i>Capital Improvement and Capital</i>					
Replacement Reserves Fund	-	-	730,000	2,640,000	-
Operating Fund	4,141,965	4,214,473	5,785,263	6,005,066	7,661,590
Debt Service Reserve Fund	-	-	-	-	1,395,516
Rate Stabilization	5,136,200	4,961,336	2,756,755	3,905,387	1,345,616
<b>Total assigned reserves</b>	<b>9,278,165</b>	<b>9,175,809</b>	<b>9,272,018</b>	<b>12,550,453</b>	<b>10,402,722</b>
<b>Total reserve level balance</b>	<b>\$ 10,052,241</b>	<b>\$ 10,241,902</b>	<b>\$ 10,580,651</b>	<b>\$ 13,867,296</b>	<b>\$ 11,719,565</b>

# BUDGET GLOSSARY

**Appropriation** - An authorization made by the Board which permits the District to incur obligations and expend resources.

**Accrual Basis** - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

**Assessment District** - A sub-District formed to finance improvements and collect & process outstanding assessments from benefiting property owners.

**Audit** - Prepared by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the District's Financial Statements present fairly the District's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with its performance of an audit, the independent auditor is required to issue a Management Letter stating the adequacy of the District's internal controls as well as recommending improvements to the District's financial management practices.

**Board of Directors** - The District's five-member governing body (Board), consisting of two directly elected members-at-large, one member of the Thousand Oaks City Council, one member of the Ventura County Board of Supervisors, and the Special Districts member of the Ventura Regional Sanitation District Board of Directors. Each Director has one vote, a majority of the members must be present for action to be taken, and a majority of those present is required to act on any matter (except as otherwise required by law).

**Bonds** - Interest bearing certificates issued by a government agency, redeemable on a specific date; used as a means of raising funds for capital improvements. Several types are available, many require voter approval before issuance.

**Budget** - A financial plan adopted by the Board of Directors for a specified period of time that establishes management policies, goals, and objectives for all programs within the District and allocates planned revenues and expenditures to District services.

**Budget Adjustment** - An amendment or supplement to the budget approved by majority Board vote any time after budget adoption. A budget adjustment may increase or decrease the budget.

**Budget Policies** – General and specific guidelines adopted by the Board that govern financial plan preparation and administration.

**Budget Review Process** - The series of Board meetings and discussions used to provide policy guidance and direction for the program objectives to be accomplished the ensuing year.

**Budget Transfer** - An action transferring appropriations and revenues from one budget location to another without changing overall totals.

**Capital Improvement Plan** - A plan to provide for the major modification or replacement of existing public facilities & assets, and for the construction or acquisition of new ones.

**Capital Improvement Fund** - This fund type is used to accumulate over time financial resources used in the acquisition, construction, development and long-term modification of major capital facilities (see Fund).

**Cash Basis** - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

**Certificates of Participation (COPs)** - Interest bearing certificates issued by a government agency, redeemable on a specific date; used as a means of raising funds for capital improvements (very similar to bonds, except no voter approval is required).

**Debt Service** - A predetermined schedule of payments on debt principal and interest.

**Debt Service Fund** - A Fund used to account for the accumulation and payment of resources related to general long-term debt principal and interest (see Fund).

**Direct Expense/Revenue** - Expense or revenue which is directly attributable to the service being provided. Also sometimes called operating expense/revenue.

**Encumbrance** - The reservation of funds to be expended (see Expense).

**Enterprise Fund** - A Fund used to account for operations that are financed and operated in a manner similar to private sector enterprises where it is the District's intent that costs (including depreciation) of providing services to the general public be financed or recovered primarily through user charges. All operating programs of the District operate as enterprises.

**Executive Summary** - Included in the opening section of the budget, the Executive Summary provides the Board and public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendations of the District Manager.

**Expense** – The outflow or using up of assets for capital purchases, goods & services (see Encumbrance).

**Fiscal Year (FY)** - An annual period for recording District financial transactions beginning July 1 and ending June 30. Fiscal Year 2018-2019 is abbreviated "FY 2019" or "FY 19".

**Fixed Assets** - Long-term major assets with a purchase price greater than \$4,000 and a useful life greater than one year, such as land, buildings, machinery, furniture, and other equipment.

**Fund** - The District accounts for all its operations and activities as an enterprise fund. This fund is comprised of various fund types such as operations, debt service and capital projects.

**GAAP** - Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording encompassing the conventions, rules, and procedures that define accepted accounting principles.

**Goal** - A statement of broad direction, purpose, or intent. Program Goals support District Goals.

**Inventoried Equipment** - Each individual piece of equipment having a purchase price of \$4,000 or less that can be labeled and tracked. This includes equipment such as personal computers, laptop computers, cell phones, pagers, radios, etc.

**Line Item Budget** - A budget that lists detailed expenditure categories (photocopying, telephone service, travel, etc.) separately, along with the amount budgeted for each specified category. The District uses a program rather than line-item budget, although detail line-item accounts are maintained and recorded for financial reporting and control purposes.

**Operating Budget** - A financial plan that pertains to daily operations and maintenance of existing facilities providing basic services.

**Other Resources** - Revenues other than those collected directly for a specific program, such as plan check fees, returned check charges and interfund transfers.

**Program** - A grouping of specific activities organized to accomplish District goals.

**Program Budget** - The type of budget used by the District, it shows budget amounts by program and category (salaries, supplies, services, etc.) rather than line item. Detail line-item accounts are maintained and recorded for financial reporting and control purposes, but are not included in the budget document.

**Reserve** - An account used either to set aside budgeted revenues that are not required for spending in the current year or to earmark revenues for a specific future purpose.

**Retained Earnings** - The accumulated earnings of an Enterprise entity which have been retained in the fund and which are not reserved for any specific purpose.

**Revenues** - Monies received or earned by the District.

**Risk Management** - An organized attempt to protect District assets against accidental loss in the most cost-effective manner.

**Special Assessment Fund** - This fund type is used to account for special assessments of the District to provide facilities that benefit specific properties (see Fund).

**Transfers** - Charges against one program that are moved as revenue to others for repayment of previously advanced funds, debt service or other purposes.

**Fiscal Year 2019 Budget  
Triunfo Sanitation District**

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