

## BUDGET ADJUSTMENT REQUEST

Increase or Decrease in Both Revenues and Expenses

Fiscal Year: **2020-2021**


Date: 08/09/21  
 Division: Napa Sanitation District  
 Prepared By: Cyndi Bolden  
 Phone: 707.258.6001

Board # (If Appl): MR 21-018  
 Budget Journal ID: NSD010  
 Journal Entry ID: \_\_\_\_\_  
 Date Posted: \_\_\_\_\_

Fund	Sub-Division	Account	Program	Descriptions	Increase	Decrease
<b>Revenue Accts</b>						
<b>Adjustment Totals</b>					0.00	0.00

Expense Accts						
7800	7800005	54600		Depreciation	10,000,000.00	
<b>Adjustment Totals</b>					10,000,000.00	0.00

Justification: Create budget for depreciation expense.

Department Authorization	Auditor-Controller	GEO's Recommendation	Board of Supervisor's Action
Budget Adjustment and Related Journal Entry, if applicable, reviewed and approved.  <u>08/09/21</u> Date   Department Head	Budget Adjustment and Related Journal Entry, if applicable, approved as to Accounting Form.  _____ Date  Auditor-Controller	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove _____ Date  Budget Adjustment is in Accordance with Board Resolution 03-112 ( >\$10,000 )  County Executive Officer	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove _____ Date  _____ Agenda Item  Clerk of the Board of Supervisors

RESOLUTION NO. 21-018

**RESOLUTION OF THE NAPA SANITATION DISTRICT  
ADOPTING A BUDGET AMENDMENT REPRESENTING FY 2020/2021  
ADJUSTMENTS FOR DEPRECIATION EXPENSE.**

**WHEREAS**, the Board of Directors of the Napa Sanitation District is charged with the duty of adopting an annual budget; and

**WHEREAS**, the Board of Directors of the Napa Sanitation District adopted Resolution No. 20-008 on June 3, 2020, adopting a Budget and Capital Improvement Program for Fiscal Year 2020/2021; and

**WHEREAS**, the Board of Directors of the Napa Sanitation District adopted Resolution No. 20-014 on August 5, 2020, adopting a Budget Amendment Representing Operating and Capital Appropriation Carry Forwards From FY 2019/20 to FY 2020/21; and

**WHEREAS**, the Board of Directors of the Napa Sanitation District wishes to amend the FY 2020/21 Operating Budget to post the estimated depreciation expense in the amount of \$10,000,000; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors, as the governing body of the Napa Sanitation District, has determined the Operating Budget be amended to \$39,649,600 and be hereby adopted as part of the Amended Operating and Capital Budget for the Napa Sanitation District for FY 2020/21.

I hereby certify that the foregoing Resolution was duly and regularly adopted by the Board of Directors of the Napa Sanitation District, at its regularly scheduled meeting on the 4<sup>th</sup> day of August 2021, by the following vote:

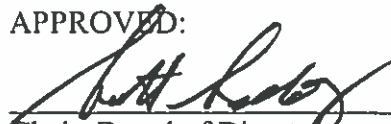
AYES: GRAVES, GREGORY, LUROS, MOTT, SEDGLEY  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

ATTEST:



Secretary of the Board  
Napa Sanitation District

APPROVED:



Chair, Board of Directors  
Napa Sanitation District

# BUDGET ADJUSTMENT REQUEST

Increase or Decrease in Both Revenues and Expenses

Fiscal Year: <b>2021-2022</b>
-------------------------------

Date: 08/09/21  
 Division: Napa Sanitation District  
 Prepared By: Cyndi Bolden  
 Phone: 707.258.6001

Board # (If Appl): MR 21-017  
 Budget Journal ID: NSD001  
 Journal Entry ID: \_\_\_\_\_  
 Date Posted: \_\_\_\_\_

Fund	Sub-Division	Account	Program	Descriptions	Increase	Decrease
<b>Revenue Accts</b>						
<b>Adjustment Totals</b>					0.00	0.00

<b>Expense Accts</b>						
7800	7810000	55500	14703	Browns Valley Rd & First St	2,141,900.00	
7800	7810000	55400	15707	DAFT Overflow Pumps (2)	24,200.00	
7800	7810000	55300	17711	West Napa Pump Station Rehab	4,383,400.00	
7800	7810000	55400	18702	Coll Sys Asset Mgmt Software	45,550.00	
7800	7810000	55400	18720	Neuros Blowers Rebuild	64,300.00	
7800	7810000	55400	18722	FOG Station Water Heater	2,400.00	
7800	7810000	55400	18729	SCADA MP Project #1 - Network Monitoring	46,200.00	
7800	7810000	55253	18731	Coombsville Truck Fill Station	26,600.00	
7800	7810000	55500	19701	66-inch Trunk Rehab	4,770,000.00	
7800	7810000	55500	19703	Sewer System I&I 2020	1,911,400.00	
7800	7810000	55400	19708	Rotork Actuator Replacement	50,700.00	
7800	7810000	55400	19710	12kV Redundant Line	43,000.00	
7800	7810000	55400	19718	SCADA MP Phase 5 - Security Study	51,850.00	
7800	7810000	55400	19722	Veh 723/720 - Attachments/Implements	24,850.00	
7800	7810000	55500	20703	2021 Collection System Rehab	1,007,200.00	
7800	7810000	55500	20706	WWTP Master Plan	578,500.00	
7800	7810000	55500	20707	Pond Levee Repair	127,500.00	
7800	7810000	55300	20708	2020 Treatment Plant Improvements Proj	1,197,900.00	
7800	7810000	55400	20711	Marsh-to-Pond PS Upgrade	87,300.00	
7800	7810000	55500	21701	2022 Collection System Rehab	14,950.00	
7800	7810000	55400	21704	Headworks - Washer Compactor	154,150.00	
7800	7810000	55400	21706	Rotork Actuator Replacement	94,550.00	
7800	7810000	55400	21707	Digester Roof Grating Replacement	110,900.00	
7800	7810000	55400	21709	Plant Door Replacement - Phase 2	15,000.00	
7800	7810000	55400	21713	SCADA Network Upgrades	225,000.00	
7800	7810000	55400	21714	Alarm Evaluation & Programming	25,000.00	
7800	7810000	55400	21715	Soscol Recycle Pump #2 - 600 HP	160,700.00	
7800	7810000	55400	21716	Veh 174 - Ford F-350 SB	74,200.00	

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 Prepared By: Cyndi Bolden  
 Phone: 707.258.6001

Board # (if Appl): MR 21-017  
 Budget Journal ID: NSD001  
 Journal Entry ID: \_\_\_\_\_  
 Date Posted: \_\_\_\_\_

Fund	Sub-Division	Account	Program	Descriptions	Increase	Decrease
7800	7810000	55400	21717	Veh 723 Water Trailer	30,250.00	
7800	7810000	55500	21718	North Napa Siphon Gate Replacement	9,100.00	
<b>Adjustment Totals</b>					<b>17,498,550.00</b>	<b>0.00</b>

Justification: Budget Amendment to Capital Improvement Program for Carry Forwards.

Department Authorization	Auditor-Controller	CEO's Recommendation	Board of Supervisor's Action
Budget Adjustment and Related Journal Entry, if applicable, reviewed and approved.  <div style="text-align: right; margin-right: 50px;"> <u>08/09/21</u> Date                 </div> Department Head	Budget Adjustment and Related Journal Entry, if applicable, approved as to Accounting Form.  _____ Date  Auditor-Controller	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove _____ Date Budget Adjustment is in Accordance with Board Resolution 03-112 ( >\$10,000 )  County Executive Officer	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove _____ Date _____ Agenda Item  Clerk of the Board of Supervisors

**BUDGET ADJUSTMENT REQUEST**  
 Increase or Decrease in Both Revenues and Expenses

Fiscal Year: **2021-2022**


Date: 08/09/21  
 Division: Napa Sanitation District  
 Prepared By: Cyndi Bolden  
 Phone: 707 258.6001

Board # (If Appl): MR 21-017  
 Budget Journal ID: NSD001  
 Journal Entry ID: \_\_\_\_\_  
 Date Posted: \_\_\_\_\_

Fund	Sub-Division	Account	Program	Descriptions	Increase	Decrease
<b>Revenue Accts</b>						
<b>Adjustment Totals</b>					0.00	0.00

<b>Expense Accts</b>						
7800	7800002	52310		HR Consulting Services	3,200.00	
7800	7800002	52490		HR Consulting Services	5,150.00	
7800	7803000	53400		Aeration Basins Controller Sys	9,700.00	
7800	7803001	52345		Deep Cleaning of Buildings	12,000.00	
7800	7803000	52490		12kV Maintenance	10,100.00	
7800	7803000	52490		Replace 12kV Pole #4	16,500.00	
7800	7803000	52500		SCADA Maintenance	8,150.00	
7800	7803000	52500		Cogen Maintenance	36,800.00	
7800	7803000	52500		Crack sealing and road repairs	31,000.00	
7800	7803000	52505		Replace Intermediate Gate	26,450.00	
7800	7803000	53350		Replace Failed Impeller fro DAFT	6,750.00	
7800	7803000	53350		Polymer Mixing Unit	9,050.00	
7800	7803000	53350		DAF Clarifier Drive Motor	2,350.00	
7800	7803000	53350		Jamieson Ranch Telemetry	6,200.00	
7800	7803000	53350		Belt Press Pumps	15,200.00	
7800	7803000	53350		Storm Drain Check Valve	7,400.00	
7800	7806000	52490		Cathodic Protection Testing	14,900.00	
7800	7806000	52490		Fish Farming Friendly Certification	2,300.00	
<b>Adjustment Totals</b>					223,200.00	0.00

Justification: Budget Amendment to Operating Budget for Carry Forwards.

Department Authorization	Auditor-Controller	CEO's Recommendation	Board of Supervisor's Action
Budget Adjustment and Related Journal Entry, if applicable, reviewed and approved.	Budget Adjustment and Related Journal Entry, if applicable, approved as to Accounting Form.	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove _____ Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove _____ Date
<u>08/09/21</u> Date  Department Head	_____ Date Auditor-Controller	Budget Adjustment is in Accordance with Board Resolution D3-112 ( >\$10,000 ) _____ County Executive Officer	_____ Agenda Item Clerk of the Board of Supervisors

**BUDGET ADJUSTMENT REQUEST**  
**Increase or Decrease in Both Revenues and Expenses**

Fiscal Year: **2021-2022**

Date: 08/09/21  
 Division: Napa Sanitation District  
 Prepared By: Cyndi Bolden  
 Phone: 707.258.6001

Board # (If App): MR 21-017  
 Budget Journal ID: NSD001  
 Journal Entry ID: \_\_\_\_\_  
 Date Posted: \_\_\_\_\_

**REVISED**

Fund	Sub-Division	Account	Program	Descriptions	Increase	Decrease
<b>Revenue Accts</b>						
<b>Adjustment Totals</b>					0.00	0.00

<b>Expense Accts</b>						
7800	7800002	52310		HR Consulting Services	3,200.00	
7800	7800002	52490		HR Consulting Services	5,150.00	
7800	7803000	53400		Aeration Basins Controller Sys	9,700.00	
7800	7803001	52345		Deep Cleaning of Buildings	12,000.00	
7800	7803001	52490		12kV Maintenance	10,100.00	
7800	7803001	52490		Replace 12kV Pole #4	16,500.00	
7800	7803001	52500		SCADA Maintenance	8,150.00	
7800	7803001	52500		Cogen Maintenance	36,800.00	
7800	7803001	52500		Crack sealing and road repairs	31,000.00	
7800	7803001	52505		Replace Intermediate Gate	26,450.00	
7800	7803001	53350		Replace Failed Impeller fro DAFT	6,750.00	
7800	7803001	53350		Polymer Mixing Unit	9,050.00	
7800	7803001	53350		DAF Clarifier Drive Motor	2,350.00	
7800	7803001	53350		Jamieson Ranch Telemetry	6,200.00	
7800	7803001	53350		Belt Press Pumps	15,200.00	
7800	7803001	53350		Storm Drain Check Valve	7,400.00	
7800	7806000	52490		Cathodic Protection Testing	14,900.00	
7800	7806000	52490		Fish Farming Friendly Certification	2,300.00	
<b>Adjustment Totals</b>					223,200.00	0.00

Justification: Budget Amendment to Operating Budget for Carry Forwards.

Department Authorization	Auditor-Controller	CEO's Recommendation	Board of Supervisor's Action
Budget Adjustment and Related Journal Entry, if applicable, reviewed and approved.  Date _____	Budget Adjustment and Related Journal Entry, if applicable, approved as to Accounting Form.  Date _____	[ ] Approve [ ] Disapprove _____ Date  Budget Adjustment is in Accordance with Board Resolution 03-112 ( >\$10,000 )	[ ] Approve [ ] Disapprove _____ Date  Agenda Item _____
Department Head	Auditor-Controller	County Executive Officer	Clerk of the Board of Supervisors

RESOLUTION NO. 21-017

**RESOLUTION OF THE NAPA SANITATION DISTRICT ADOPTING A BUDGET AMENDMENT REPRESENTING OPERATING AND CAPITAL APPROPRIATION CARRY FORWARDS FROM FY 2020/21 TO FY 2021/22.**

**WHEREAS**, the Board of Directors of the Napa Sanitation District is charged with the duty of adopting an annual budget; and

**WHEREAS**, the Board of Directors of the Napa Sanitation District adopted Resolution No. 21-013 on June 2, 2021, adopting a Budget and Capital Improvement Program for Fiscal Year 2021/2022; and

**WHEREAS**, the Board of Directors of the Napa Sanitation District wishes to carry forward appropriations from FY 2020/21 to FY 2021/22 from the Operating Budget in support of select operating projects that were approved but not completed in FY 2020/21 in the amount of \$223,200; and

**WHEREAS**, the Board of Directors of the Napa Sanitation District wishes to carry forward select remaining capital project appropriations from FY 2020/21 to FY 2021/22 in the amount of \$17,498,550 in support of corresponding ongoing capital projects; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors, as the governing body of the Napa Sanitation District, has determined that the attached lists, describing:

- Amended Operating Budget \$32,226,200; and
- Amended Capital Budget \$37,626,850;

be hereby adopted as the Amended Operating and Capital Budget for the Napa Sanitation District for 2021/2022.

I hereby certify that the foregoing Resolution was duly and regularly adopted by the Board of Directors of the Napa Sanitation District, at its regularly scheduled meeting on the 4<sup>th</sup> day of August 2021, by the following vote:

AYES:	GRAVES, GREGORY, LUROS, MOTT, SEDGLEY
NOES:	NONE
ABSENT:	NONE
ABSTAIN:	NONE

APPROVED:

  
\_\_\_\_\_  
Chair, Board of Directors  
Napa Sanitation District

ATTEST:

  
\_\_\_\_\_  
Secretary, Board of Directors  
Napa Sanitation District





**DIRECTION TO NAPASAN FINANCE --**

**Description:**

This budget transfer is to increase budgets for the roof replacement due to higher than anticipated costs for material and for the CMMS Implementation project that provides additional GIS services and training that were not included in the original contract. There also is a need to create a budget for installing recycled water meters in the MST area.

Please initiate the following budget transfers:

**Current Budget:**

Capital Project # 14703 - Browns Valley Rd & First St	9,141,900
Capital Project # 18702 - Coll Sys Asset Mgmt Software	45,550
Capital Project # 19708 - Rotork Actuator Rplcmnt	50,700
Capital Project # 20702 - Manhole Rehabilitation	258,800
Capital Project # 22709 - Roof Rplcmnt - Filter Supp	68,900
Capital Project # 22719 - 2021 MST RW Meters	-
<b>Total</b>	<b>9,565,850</b>

**Decrease:**

Capital Project # 14703 - Browns Valley Rd & First St	(300,000)
Capital Project # 19708 - Rotork Actuator Rplcmnt	(20,000)
Capital Project # 20702 - Manhole Rehabilitation	(50,000)
<b>Total</b>	<b>(370,000)</b>

**Increase:**

Capital Project # 18702 - Coll Sys Asset Mgmt Software	50,000
Capital Project # 22709 - Roof Rplcmnt - Filter Supp	20,000
Capital Project # 22719 - 2021 MST RW Meters	300,000
<b>Total</b>	<b>370,000</b>

**New Budget:**

Capital Project # 14703 - Browns Valley Rd & First St	8,841,900
Capital Project # 18702 - Coll Sys Asset Mgmt Software	95,550
Capital Project # 19708 - Rotork Actuator Rplcmnt	30,700
Capital Project # 20702 - Manhole Rehabilitation	208,800
Capital Project # 22709 - Roof Rplcmnt - Filter Supp	88,900
Capital Project # 22719 - 2021 MST RW Meters	300,000
<b>Total</b>	<b>9,565,850</b>

  
Finance Department

9/1/2021  
Date