

**PLEASANT VALLEY RECREATION & PARK DISTRICT  
ADMINISTRATION OFFICE – ROOM #6  
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**FINANCE COMMITTEE  
AGENDA**

**Wednesday, December 15, 2021  
2:00 P.M.**

**Please Note: Under current orders from the Ventura County Health Officer, all individuals, (whether vaccinated or unvaccinated) are required to wear a face covering at all times in indoor public settings and businesses. PVRPD thanks you for your cooperation and understanding.**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS**
- 4. NOVEMBER 2021 FINANCIALS**
- 5. REPORT - DISTRICT GAS AND ELECTRIC BILL REVIEW WITH UTILITY COST MANAGEMENT LLC**
- 6. ORAL DISCUSSION**
- 7. ADJOURNMENT**

**Note:** Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

**Announcement:** Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

# CASH REPORT

	11/30/2021 Balance	11/30/2020 Balance	
<b>Restricted Funds</b>			
Debt Service - Restricted	\$ 135,446.70	\$ 126,750.91	
457 Pension Trust Restricted	\$ 83,842.62	\$ 115,948.15	
Quimby Fee - Restricted	\$ 279,894.87	\$ 101,444.16	
Multi-Bank Securities Restricted	\$ -	\$ 415,421.14	
Ventura County Pool - Restricted	\$ 3,799,731.62	\$ 4,573,390.10	
Park Impact Fees	\$ 158.40	\$ -	
FCDP Checking	\$ 13,601.16	\$ 21,539.61	
<b>Total</b>	<b>\$ 4,312,675.37</b>	<b>\$ 5,354,494.07</b>	
<b>Semi-Restricted Funds</b>			
Assessment	\$ 255,579.08	\$ 221,078.59	
Capital Improvement	\$ 235,791.48	\$ 214,058.71	
Capital - Vehicle Replacement	\$ 79,843.80	\$ 79,843.80	
Capital - Designated Project	\$ -	\$ 16,397.94	
LAIIF - <b>Capital</b>	\$ 2,072,215.45	\$ 2,166,183.28	
Contingency - Dry Period	\$ 361,000.00	\$ 361,000.00	
Contingency - Computer	\$ 20,000.00	\$ 15,000.00	
Contingency - Repair/Oper/Admin	\$ 200,000.00	\$ 50,000.00	
<b>Total</b>	<b>\$ 3,224,429.81</b>	<b>\$ 3,123,562.32</b>	
<b>Unrestricted Funds</b>			
Contingency	\$ 12,244.18	\$ 12,208.19	
LAIIF/Cal Trust - <b>Contingency</b>	\$ 1,682,152.19	\$ 94,682.29	
General Fund Checking	\$ 241,863.33	\$ 437,036.13	
<b>Total</b>	<b>\$ 1,936,259.70</b>	<b>\$ 543,926.61</b>	
<b>Total of all Funds</b>	<b>\$ 9,473,364.88</b>	<b>\$ 9,021,983.00</b>	<b>\$ 451,381.88</b>

	12/5/2021 Balance	12/31/2020 Balance	
<b>Restricted Funds</b>			
Debt Service - Restricted	\$ 457,448.27	\$ 487,641.40	
457 Pension Trust Restricted	\$ 83,842.62	\$ 115,952.09	
Quimby Fee - Restricted	\$ 272,832.66	\$ 66,699.02	
Multi-Bank Securities Restricted	\$ -	\$ 415,421.14	
Ventura County Pool - Restricted	\$ 3,799,731.62	\$ 4,585,003.72	
Park Impact Fees	\$ 158.40	\$ -	
FCDP Checking	\$ 13,601.16	\$ 21,539.61	
<b>Total</b>	<b>\$ 4,627,614.73</b>	<b>\$ 5,692,256.98</b>	
<b>Semi-Restricted Funds</b>			
Assessment	\$ 240,174.32	\$ 821,514.81	
Capital Improvement	\$ 235,791.48	\$ 264,518.56	
Capital - Vehicle Replacement	\$ 79,843.80	\$ 79,843.80	
Capital - Designated Project	\$ -	\$ 16,397.94	
LAIIF - <b>Capital</b>	\$ 2,072,215.45	\$ 2,166,183.28	
Contingency - Dry Period	\$ 361,000.00	\$ 361,000.00	
Contingency - Computer	\$ 20,000.00	\$ 15,000.00	
Contingency - Repair/Oper/Admin	\$ 200,000.00	\$ 50,000.00	
<b>Total</b>	<b>\$ 3,209,025.05</b>	<b>\$ 3,774,458.39</b>	
<b>Unrestricted Funds</b>			
Contingency	\$ 12,244.18	\$ 12,209.01	
LAIIF/Cal Trust - <b>Contingency</b>	\$ 1,382,152.19	\$ 2,944,682.30	
General Fund Checking	\$ 457,448.24	\$ 229,242.33	
<b>Total</b>	<b>\$ 1,851,844.61</b>	<b>\$ 3,186,133.64</b>	
<b>Total of all Funds</b>	<b>\$ 9,688,484.39</b>	<b>\$ 12,652,849.01</b>	<b>\$ (2,964,364.62)</b>

Pleasant Valley Recreation and Park District  
 Finance Report  
 November 2021

	Date	Amount	
Accounts Payables:	11/2021	\$ 871,508.87	
	<b>Total</b>	<b>\$ 871,508.87</b>	
Payroll (Total Cost):	11/10/2021	\$ 138,343.41	
	11/24/2021	\$ 137,808.46	
	<b>Total</b>	<b>\$ 276,151.87</b>	
Outgoing:Online Payments			
	11/1/2021	\$ 32,445.47	CALPERS- Health Insurance
	11/1/2021	\$ 437.85	VSP- Vision Insurance
	11/1/2021	\$ 1,600.96	The Hartford
	11/1/2021	\$ 2,245.67	The Guardian
	11/1/2021	\$ 378.84	Aflac
	11/10/2021	\$ 14,239.45	CALPERS- Ret.-PR-11/10/2021
	11/24/2021	\$ 14,730.38	CALPERS- Ret.-PR-11/24/2021
	<b>Total</b>	<b>\$ 66,078.62</b>	
	<b>Grand Total</b>	<b>\$ 1,213,739.36</b>	

**General Ledger**  
**Fund 10 General Fund**  
**November 2021 42%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Tax Apport - Cur Year Secured	5110-5240	\$ (120,907.09)	\$ (165,299.25)	\$ (157,773.07)	\$ (7,301,920.00)	\$ (7,144,146.93)	2.16%
Interest Earnings	5310	\$ -	\$ (12,981.32)	\$ (986.44)	\$ (14,928.00)	\$ (13,941.56)	6.61%
Hill Fire 2018	5465	\$ -	\$ (219,884.01)	\$ -	\$ -	\$ -	0.00%
Park Patrol Citations	5506	\$ -	\$ (1,100.00)	\$ (213.59)	\$ (2,200.00)	\$ (1,986.41)	9.71%
Bingo Revenue	5508	\$ -	\$ -	\$ (5,795.25)	\$ -	\$ 5,795.25	0.00%
Excess Bingo Funds	5509	\$ -	\$ -	\$ (2,653.60)	\$ -	\$ 2,653.60	0.00%
Contract Classes-Public Fees	5510	\$ (8,498.49)	\$ (20,984.75)	\$ (74,703.67)	\$ (68,380.00)	\$ 6,323.67	109.25%
Public Fees	5511	\$ (6,681.58)	\$ (9,592.25)	\$ (46,838.67)	\$ (244,121.00)	\$ (197,282.33)	19.19%
Public Fees-Entry Fees	5520	\$ (3,333.00)	\$ (2,019.00)	\$ (15,623.00)	\$ (25,840.00)	\$ (10,217.00)	60.46%
Vending Concessions	5525	\$ -	\$ -	\$ (367.32)	\$ (2,500.00)	\$ (2,132.68)	14.69%
Rental	5530	\$ (43,151.19)	\$ (51,288.00)	\$ (163,758.68)	\$ (261,412.00)	\$ (97,653.32)	62.64%
Cell Tower Revenue	5535	\$ (8,894.57)	\$ (40,549.95)	\$ (39,396.69)	\$ (91,704.00)	\$ (52,307.31)	42.96%
Parking Fees	5540	\$ (1,143.61)	\$ (3,262.99)	\$ (7,400.28)	\$ (7,012.00)	\$ 388.28	105.54%
Activity Guide Revenue	5555	\$ (1,700.00)	\$ (50.00)	\$ (1,700.00)	\$ (10,000.00)	\$ (8,300.00)	17.00%
Sponsorships/Donations	5558	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ (1,000.00)	0.00%
Staffing Cost Recovery	5563	\$ (3,452.00)	\$ (5,785.00)	\$ (10,578.25)	\$ (29,110.00)	\$ (18,531.75)	36.34%
Special Event Permits	5564	\$ (300.00)	\$ (300.00)	\$ (700.00)	\$ -	\$ 700.00	0.00%
Contributions	5570	\$ (1,424.55)	\$ (35,000.00)	\$ (51,568.40)	\$ (72,000.00)	\$ (20,431.60)	71.62%
Other Misc Revenue	5575	\$ (6,783.00)	\$ (12,596.00)	\$ (32,932.53)	\$ (54,880.00)	\$ (21,947.47)	60.01%
Credit Card Processing Fee	5576	\$ -	\$ (31.31)	\$ (67.75)	\$ -	\$ 67.75	0.00%
Cash Over/Under	5580	\$ -	\$ (40.00)	\$ (45.00)	\$ -	\$ 45.00	0.00%
Incentive Income	5585	\$ -	\$ (103.19)	\$ (426.81)	\$ (2,700.00)	\$ (2,273.19)	15.81%
Reimbursement - ROPS	5600	\$ -	\$ (74,556.06)	\$ (78,706.69)	\$ (125,000.00)	\$ (46,293.31)	62.97%
Reimb-Needs Assessment/LPA	5605	\$ -	\$ (17,610.38)	\$ -	\$ -	\$ -	0.00%
Surplus Carryover	5991	\$ -	\$ -	\$ -	\$ (16,397.00)	\$ (16,397.00)	0.00%
<b>Revenue</b>		<b>\$ (206,269.08)</b>	<b>\$ (673,033.46)</b>	<b>\$ (692,235.69)</b>	<b>\$ (8,331,104.00)</b>	<b>\$ (7,638,868.31)</b>	<b>8.31%</b>
<b>YTD Comparison</b>				<b>\$ (19,202.23)</b>			
<b>Personnel</b>							
Full Time Salaries	6100	\$ 170,730.67	\$ 939,942.35	\$ 885,734.73	\$ 2,470,564.00	\$ 1,584,829.27	35.85%
Overtime Salaries	6101	\$ 1,387.98	\$ 5,714.61	\$ 5,062.27	\$ 23,594.00	\$ 18,531.73	21.46%
Car Allowance	6105	\$ 830.74	\$ 4,569.07	\$ 4,569.07	\$ 10,800.00	\$ 6,230.93	42.31%
Cell Phone Allowance	6108	\$ 1,024.14	\$ 5,844.21	\$ 5,674.77	\$ 15,420.00	\$ 9,745.23	36.80%
Part-Time Salaries	6110	\$ 35,658.78	\$ 70,025.72	\$ 163,167.00	\$ 479,525.00	\$ 316,358.00	34.03%
Retirement	6120	\$ 29,219.85	\$ 165,076.48	\$ 149,572.97	\$ 435,765.00	\$ 286,192.03	34.32%
457 Pension	6121	\$ 261.51	\$ 6,173.32	\$ 6,284.74	\$ 7,000.00	\$ 715.26	89.78%
Deferred Compensation	6125	\$ 365.56	\$ 1,952.06	\$ 1,869.29	\$ 4,752.00	\$ 2,882.71	39.34%
Employee Insurance	6130	\$ 22,304.69	\$ 155,649.55	\$ 102,552.13	\$ 343,440.00	\$ 240,887.87	29.86%
Workers Compensation	6140	\$ 12,153.00	\$ 24,581.32	\$ 60,390.70	\$ 188,202.00	\$ 127,811.30	32.09%
Unemployment Insurance	6150	\$ 39.41	\$ 9,556.00	\$ 39.41	\$ 40,000.00	\$ 39,960.59	0.10%
Loan - Pension Obligation	6160	\$ 22,018.17	\$ 102,813.33	\$ 110,090.83	\$ 264,218.00	\$ 154,127.17	41.67%
PERS Unfunded Liability	6170	\$ -	\$ 434,065.00	\$ 501,541.00	\$ 516,970.00	\$ 15,429.00	97.02%
<b>Personnel</b>		<b>\$ 295,994.50</b>	<b>\$ 1,925,963.02</b>	<b>\$ 1,996,548.91</b>	<b>\$ 4,800,250.00</b>	<b>\$ 2,803,701.09</b>	<b>41.59%</b>
<b>YTD Comparison</b>				<b>\$ 70,585.89</b>			
<b>Services and Supplies</b>							
Telephone/Internet	6210	\$ 3,567.12	\$ 9,664.39	\$ 8,648.45	\$ 21,008.00	\$ 12,359.55	41.17%
Internet Services	6220	\$ 2,194.00	\$ 8,364.00	\$ 11,417.00	\$ 36,862.00	\$ 25,445.00	30.97%
IT Infrastructure	6230	\$ -	\$ 58.01	\$ 539.62	\$ 2,000.00	\$ 1,460.38	26.98%
Computer Hardware/Software	6240	\$ -	\$ 4,151.53	\$ 2,764.81	\$ 12,050.00	\$ 9,285.19	22.94%
Pool Chemicals	6310	\$ 293.38	\$ 741.00	\$ 1,557.39	\$ 8,250.00	\$ 6,692.61	18.88%
Janitorial Supplies	6320	\$ 2,219.44	\$ 12,150.01	\$ 9,851.01	\$ 48,408.00	\$ 38,556.99	20.35%
COVID - Supplies	6321	\$ -	\$ 2,681.65	\$ 80.44	\$ 5,600.00	\$ 5,519.56	1.44%
Kitchen Supplies	6330	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Food Supplies	6340	\$ -	\$ -	\$ 512.10	\$ 13,745.00	\$ 13,232.90	3.73%
Water Maint & Service	6350	\$ -	\$ 341.95	\$ 195.00	\$ 1,265.00	\$ 1,070.00	15.42%
Laundry/Wash Service	6360	\$ -	\$ -	\$ -	\$ 880.00	\$ 880.00	0.00%
Insurance Liability	6410	\$ -	\$ 104,042.00	\$ 118,349.00	\$ 228,892.00	\$ 110,543.00	51.71%
Equipment Maintenance	6500	\$ -	\$ -	\$ -	\$ 900.00	\$ 900.00	0.00%
Fuel	6510	\$ 4,551.24	\$ 17,489.79	\$ 18,184.83	\$ 51,600.00	\$ 33,415.17	35.24%
Vehicle Maintenance	6520	\$ 767.32	\$ 9,565.35	\$ 10,348.38	\$ 35,400.00	\$ 25,051.62	29.23%
Office Equipment Maintenance	6530	\$ -	\$ 116.89	\$ -	\$ -	\$ -	0.00%
Building Repair	6610	\$ 972.64	\$ 8,684.95	\$ 9,025.60	\$ 88,000.00	\$ 78,974.40	10.26%
HVAC	6620	\$ -	\$ 2,382.14	\$ -	\$ 8,820.00	\$ 8,820.00	0.00%
Playground Maintenance	6630	\$ -	\$ -	\$ 1,054.87	\$ 40,000.00	\$ 38,945.13	2.64%
Turf Removal	6705	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	0.00%
Grounds Maintenance	6710	\$ 8,825.48	\$ 20,917.46	\$ 29,736.39	\$ 86,220.00	\$ 56,483.61	34.49%
Tree Care	6719	\$ 2,002.50	\$ 1,346.63	\$ 19,327.50	\$ 30,000.00	\$ 10,672.50	64.43%
Fee Schedule	6727	\$ -	\$ -	\$ -	\$ 16,397.00	\$ 16,397.00	0.00%
Contracted Pest Control	6730	\$ -	\$ 460.00	\$ 100.00	\$ 2,520.00	\$ 2,420.00	3.97%
Rubbish & Refuse	6740	\$ 5,284.13	\$ 30,852.45	\$ 29,109.35	\$ 79,346.00	\$ 50,236.65	36.69%
Vandalism/Theft	6750	\$ -	\$ -	\$ 36.02	\$ 500.00	\$ 463.98	7.20%
Memberships	6810	\$ 8,195.00	\$ 11,885.00	\$ 12,590.00	\$ 14,435.00	\$ 1,845.00	87.22%
Office Supplies	6910	\$ 1,072.08	\$ 1,275.97	\$ 4,895.85	\$ 12,709.00	\$ 7,813.15	38.52%
Postage Expense	6920	\$ 5,507.60	\$ 537.65	\$ 6,203.45	\$ 12,700.00	\$ 6,496.55	48.85%

**General Ledger**  
**Fund 10 General Fund**  
**November 2021 42%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Advertising Expense	6930	\$ -	\$ 900.00	\$ 900.00	\$ 2,490.00	\$ 1,590.00	36.14%
Printing Charges	6940	\$ -	\$ 3,822.47	\$ 2,773.75	\$ 14,123.00	\$ 11,349.25	19.64%
Registration Fees	6950	\$ 3,107.82	\$ 5,632.39	\$ 41,558.80	\$ 47,732.00	\$ 6,173.20	87.07%
Approp Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 545,454.00	\$ 545,454.00	0.00%
Minor Furn Fixture & Equip	6980	\$ -	\$ 604.57	\$ 602.79	\$ 1,137.00	\$ 534.21	53.02%
Fingerprint Fees (HR)	7010	\$ 47.00	\$ -	\$ 284.00	\$ 2,640.00	\$ 2,356.00	10.76%
Fire & Safety Insp Fees	7020	\$ -	\$ -	\$ 364.65	\$ 3,800.00	\$ 3,435.35	9.60%
Permit & Licensing Fees	7030	\$ 888.22	\$ 797.80	\$ 3,246.12	\$ 6,350.00	\$ 3,103.88	51.12%
State License Fee	7040	\$ -	\$ 657.50	\$ 48.75	\$ 1,000.00	\$ 951.25	4.88%
Professional Services	7100	\$ -	\$ -	\$ -	\$ 81,550.00	\$ 81,550.00	0.00%
Legal Services	7110	\$ 29,959.29	\$ 20,348.06	\$ 34,216.29	\$ 90,000.00	\$ 55,783.71	38.02%
Typeset and Print Services	7115	\$ -	\$ -	\$ -	\$ 24,300.00	\$ 24,300.00	0.00%
Instructor Services	7120	\$ 8,371.30	\$ 10,083.30	\$ 53,825.33	\$ 69,303.00	\$ 15,477.67	77.67%
PERS Admin Fees	7125	\$ 91.39	\$ 950.47	\$ 446.34	\$ 2,128.00	\$ 1,681.66	20.97%
Audit Services	7130	\$ 4,000.00	\$ 7,100.00	\$ 4,000.00	\$ 20,275.00	\$ 16,275.00	19.73%
Medical & Health Srvcs (HR)	7140	\$ -	\$ 400.00	\$ 100.00	\$ 8,670.00	\$ 8,570.00	1.15%
Security Services	7150	\$ 1,690.00	\$ 1,582.50	\$ 2,597.00	\$ 4,147.00	\$ 1,550.00	62.62%
Entertainment Services	7160	\$ -	\$ -	\$ 118.72	\$ 3,900.00	\$ 3,781.28	3.04%
Business Services	7180	\$ 678.22	\$ 33,592.24	\$ 38,352.28	\$ 67,660.00	\$ 29,307.72	56.68%
Umpire/Referee Services	7190	\$ 400.00	\$ -	\$ 740.00	\$ 1,500.00	\$ 760.00	49.33%
Subscriptions	7210	\$ -	\$ 1,457.65	\$ 39.96	\$ 3,723.00	\$ 3,683.04	1.07%
Rents & Leases - Equip	7310	\$ 1,357.12	\$ 912.05	\$ 3,760.53	\$ 24,000.00	\$ 20,239.47	15.67%
Bldg/Field Leases & Rental	7320	\$ -	\$ -	\$ (250.00)	\$ 60.00	\$ 310.00	-416.67%
Event Supplies	7410	\$ -	\$ -	\$ 687.99	\$ 3,330.00	\$ 2,642.01	20.66%
Supplies	7420	\$ -	\$ -	\$ 1,574.84	\$ 4,900.00	\$ 3,325.16	32.14%
Bingo Supplies	7430	\$ 584.57	\$ -	\$ 2,362.03	\$ 3,600.00	\$ 1,237.97	65.61%
Sporting Goods	7440	\$ 7.50	\$ 93.18	\$ 2,374.56	\$ 6,000.00	\$ 3,625.44	39.58%
Arts and Craft Supplies	7450	\$ -	\$ -	\$ -	\$ 3,375.00	\$ 3,375.00	0.00%
Training Supplies	7460	\$ -	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00	0.00%
Small Tools	7500	\$ 1,262.28	\$ 582.64	\$ 1,822.60	\$ 6,000.00	\$ 4,177.40	30.38%
Safety Supplies	7510	\$ -	\$ 214.88	\$ 865.06	\$ 2,550.00	\$ 1,684.94	33.92%
Uniform Allowance	7610	\$ 110.47	\$ 748.94	\$ 1,109.47	\$ 11,220.00	\$ 10,110.53	9.89%
Safety Clothing	7620	\$ -	\$ 578.41	\$ 150.00	\$ 4,764.00	\$ 4,614.00	3.15%
Transportation and Travel	7700	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	0.00%
Conference&Seminar Staff	7710	\$ -	\$ 1,046.32	\$ 4,564.00	\$ 24,896.00	\$ 20,332.00	18.33%
Conference&Seminar Board	7715	\$ -	\$ -	\$ 129.00	\$ 4,450.00	\$ 4,321.00	2.90%
Conference&Seminar Travel Exp	7720	\$ -	\$ -	\$ 1,149.83	\$ 14,718.00	\$ 13,568.17	7.81%
Out of Town Travel Board	7725	\$ -	\$ -	\$ 1,221.94	\$ 2,420.00	\$ 1,198.06	50.49%
Private Vehicle Mileage	7730	\$ -	\$ 127.83	\$ -	\$ 3,892.00	\$ 3,892.00	0.00%
Buses/Excursions	7750	\$ -	\$ -	\$ -	\$ 17,400.00	\$ 17,400.00	0.00%
Utilities - Gas	7810	\$ 2,894.50	\$ 5,647.10	\$ 9,246.80	\$ 30,414.00	\$ 21,167.20	30.40%
Utilities - Water	7820	\$ 68,367.31	\$ 445,821.74	\$ 370,363.21	\$ 899,999.00	\$ 529,635.79	41.15%
Utilities - Electric	7830	\$ 17,591.49	\$ 57,423.60	\$ 81,502.65	\$ 190,000.00	\$ 108,497.35	42.90%
Airport Assessment Exp	7840	\$ -	\$ -	\$ -	\$ 14,000.00	\$ 14,000.00	0.00%
Awards and Certificates	7910	\$ -	\$ 240.00	\$ 2,412.79	\$ 14,206.00	\$ 11,793.21	16.98%
Meals for Staff Training	7920	\$ -	\$ 377.88	\$ 257.22	\$ 3,500.00	\$ 3,242.78	7.35%
Employee Morale	7930	\$ -	\$ -	\$ 130.01	\$ 3,000.00	\$ 2,869.99	4.33%
COP Debt - PV Fields	7950	\$ 18,646.67	\$ 76,586.67	\$ 93,233.33	\$ 223,760.00	\$ 130,526.67	41.67%
Reserve Computer Fleet	7971	\$ -	\$ 2,083.35	\$ -	\$ -	\$ -	0.00%
Reserve Dry Period	7973	\$ 3,053.75	\$ -	\$ 15,268.75	\$ 36,645.00	\$ 21,376.25	41.67%
Reserve Repair/Oper/Admin	7975	\$ 5,416.67	\$ 62,500.00	\$ 27,083.33	\$ 65,000.00	\$ 37,916.67	41.67%
Admin Fee/CC Refund 2020	8112	\$ -	\$ 11,486.84	\$ 275.00	\$ -	\$ (275.00)	0.00%
<b>Services and Supplies</b>		<b>\$ 213,977.49</b>	<b>\$ 1,002,109.20</b>	<b>\$ 1,100,036.79</b>	<b>\$ 3,502,788.00</b>	<b>\$ 2,402,751.21</b>	<b>31.40%</b>
<b>YTD Comparison</b>				<b>\$ 97,927.59</b>			
<b>Capital</b>							
Equip/Facility Replacement	8420	\$ 282.98	\$ -	\$ 282.98	\$ 64,730.00	\$ 64,447.02	0.44%
Community Center Marquee	8468	\$ -	\$ 3,997.52	\$ -	\$ -	\$ -	0.00%
Switches and Servers	8474	\$ -	\$ 29,642.96	\$ -	\$ -	\$ -	0.00%
Pitts Ranch BB Crt Repaint	8476	\$ -	\$ 7,950.00	\$ -	\$ -	\$ -	0.00%
Fertilizer Injector System	8478	\$ -	\$ 50,447.93	\$ -	\$ -	\$ -	0.00%
Inflatable System	8479	\$ -	\$ -	\$ -	\$ 5,500.00	\$ 5,500.00	0.00%
HVAC Administration Bldg	8481	\$ -	\$ 13,200.00	\$ -	\$ -	\$ -	0.00%
ECAA Loan-Lighting Project	8483	\$ -	\$ -	\$ 52.50	\$ 190,000.00	\$ 189,947.50	0.03%
HVAC Conference Room	8485	\$ -	\$ -	\$ 7,414.00	\$ 15,000.00	\$ 7,586.00	49.43%
Pool Vacuum	8486	\$ -	\$ -	\$ 5,203.25	\$ 6,000.00	\$ 796.75	86.72%
Springville Parking Lot	8487	\$ -	\$ -	\$ 23,600.22	\$ 80,000.00	\$ 56,399.78	29.50%
Mission Oaks Parking Lot	8488	\$ 276.20	\$ -	\$ 276.20	\$ 100,000.00	\$ 99,723.80	0.28%
Tennis Court Lighting	8489	\$ 55,272.62	\$ -	\$ 55,272.62	\$ 140,000.00	\$ 84,727.38	39.48%
Senior Center Carpeting	8491	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Sr Ctr Upgrade to Sound Board	8492	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Bingo Console	8494	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Turf Sweeper	8495	\$ -	\$ -	\$ 8,189.10	\$ 8,190.00	\$ 0.90	99.99%
ADA Transition Plan	8496	\$ -	\$ -	\$ -	\$ 82,880.00	\$ 82,880.00	0.00%
<b>Capital</b>		<b>\$ 55,831.80</b>	<b>\$ 105,238.41</b>	<b>\$ 100,290.87</b>	<b>\$ 737,300.00</b>	<b>\$ 637,009.13</b>	<b>13.60%</b>

**General Ledger**  
**Fund 10 General Fund**  
**November 2021 42%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
TOTAL EXPENSES		\$ 509,971.99	\$ 2,928,072.22	\$ 3,096,585.70	\$ 8,303,038.00	\$ 5,206,452.30	37.29%
TOTAL YTD COMPARISON				\$ 168,513.48			

**General Ledger**  
**Fund 20 Assessment District Fund**  
**November 2021 42%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Interest Earnings	5310	\$ -	\$ (114.87)	\$ (116.06)	\$ (238.00)	\$ (121.94)	48.76%
Assessment Revenue	5500	\$ -	\$ (11,247.83)	\$ (6,849.52)	\$ (1,209,566.00)	\$ (1,202,716.48)	0.57%
<b>Revenue</b>		<b>\$ -</b>	<b>\$ 11,355.29</b>	<b>\$ 6,944.89</b>	<b>\$ 1,209,804.00</b>	<b>\$ 1,202,859.11</b>	<b>0.57%</b>
<b>YTD Comparison</b>				<b>\$ (4,410.40)</b>			
<b>Personnel</b>							
Full Time Salaries	6100	\$ 1,462.64	\$ 7,019.52	\$ 7,628.49	\$ 20,831.00	\$ 13,202.51	36.62%
Overtime Salaries	6101	\$ -	\$ 5.60	\$ 17.37	\$ -	\$ (17.37)	0.00%
Cell Phone Allowance	6108	\$ 13.86	\$ 20.79	\$ 76.23	\$ 178.00	\$ 101.77	42.83%
Retirement	6120	\$ 238.22	\$ 1,273.96	\$ 1,263.54	\$ 3,568.00	\$ 2,304.46	35.41%
Employee Insurance	6130	\$ 280.86	\$ 2,709.03	\$ 1,269.55	\$ 3,749.00	\$ 2,479.45	33.86%
Workers Compensation	6140	\$ 158.76	\$ 751.10	\$ 828.61	\$ 2,483.00	\$ 1,654.39	33.37%
<b>Personnel</b>		<b>\$ 2,154.34</b>	<b>\$ 11,780.00</b>	<b>\$ 11,083.79</b>	<b>\$ 30,809.00</b>	<b>\$ 19,725.21</b>	<b>35.98%</b>
<b>YTD Comparison</b>				<b>\$ (696.21)</b>			
<b>Services and Supplies</b>							
Incidental Costs - Assess	6709	\$ -	\$ 10,676.01	\$ 10,639.13	\$ 19,444.00	\$ 8,804.87	54.72%
Grounds Maintenance	6710	\$ 3,231.58	\$ -	\$ 3,231.58	\$ 15,000.00	\$ 11,768.42	21.54%
Parking Lot Repair - Assess	6718	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tree Care	6719	\$ 2,550.00	\$ 3,750.00	\$ 2,550.00	\$ 67,500.00	\$ 64,950.00	3.78%
Contracted LS Services	6720	\$ 43,760.59	\$ 210,411.40	\$ 178,505.83	\$ 465,913.00	\$ 287,407.17	38.31%
Park Amenities - Assess	6722	\$ 1,699.42	\$ 929.12	\$ 1,699.42	\$ 17,500.00	\$ 15,800.58	9.71%
Registration Fees	6950	\$ -	\$ -	\$ -	\$ 70.00	\$ 70.00	0.00%
Approp Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00	0.00%
COP Debt - PV Fields	7950	\$ 44,146.67	\$ 218,983.33	\$ 220,733.33	\$ 529,760.00	\$ 4.16	100.00%
<b>Services and Supplies</b>		<b>\$ 95,388.26</b>	<b>\$ 444,749.86</b>	<b>\$ 417,359.29</b>	<b>\$ 1,118,687.00</b>	<b>\$ 392,305.20</b>	<b>37.31%</b>
<b>YTD Comparison</b>				<b>\$ (27,390.57)</b>			
<b>TOTAL EXPENSE</b>		<b>\$ 97,542.60</b>	<b>\$ 456,529.86</b>	<b>\$ 428,443.08</b>	<b>\$ 1,149,496.00</b>	<b>\$ 412,030.41</b>	<b>37.27%</b>
<b>TOTAL YTD COMPARISON</b>				<b>\$ (28,086.78)</b>			

**General Ledger**  
**Fund 30 Quimby Fee Fund**  
**November 2021 42%**

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>							
Interest Earnings	5310	\$ -	\$ (14,597.58)	\$ (56.83)	\$ (35,013.00)	\$ (34,956.17)	0.16%
MBS Interest Earnings	5320	\$ -	\$ (3,640.00)	\$ -	\$ -	\$ -	0.00%
Park Dedication Fees	5400	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Revenue</b>		<b>\$ -</b>	<b>\$ (18,237.58)</b>	<b>\$ (56.83)</b>	<b>\$ (35,013.00)</b>	<b>\$ (34,956.17)</b>	<b>0.16%</b>
<b>YTD Comparison</b>				<b>\$ 18,180.75</b>			
<b>Expense</b>							
		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Capital</b>							
Arneill Ranch Park Renovation	8464	\$ 517,684.88	\$ 6,180.00	\$ 839,306.42	\$ 1,477,651.00	\$ 638,344.58	56.80%
PVAC Restroom & Shower	8469	\$ -	\$ 35,249.13	\$ -	\$ -	\$ -	0.00%
Fertilizer Injector System	8478	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Community Center Kitchen	8480	\$ 29,783.93	\$ -	\$ 34,275.58	\$ 229,347.00	\$ 195,071.42	14.94%
Pickleball Sports Complex	8493	\$ -	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	0.00%
<b>Capital</b>		<b>\$ 547,468.81</b>	<b>\$ 41,429.13</b>	<b>\$ 873,582.00</b>	<b>\$ 3,106,998.00</b>	<b>\$ 2,233,416.00</b>	<b>28.12%</b>

Date Received	Amount	Amount Earmarked	Developer	Development Case #	Amount Expended	Balance	Allocation Date
7/31/2014	\$ 615,709.00	\$ 720,600.00	AMLI Residential	Springville (RPD)	\$ 615,709.00	\$ -	7/31/2019
1/31/2015	\$ 2,250,489.70	\$ 2,250,489.70	Fairfield LLC		\$ 1,668,327.57	\$ 582,162.13	1/31/2020
8/8/2016	\$ 2,649,209.00	\$ 2,800,000.00	Comstock/Elacora	Mission Oaks	\$ 1,122,727.23	\$ 1,526,481.77	8/8/2021
8/10/2016	\$ 474,353.00	\$ 629,500.00	KB Homes		\$ 230,159.82	\$ 244,193.18	8/10/2021
6/7/2018	\$ 21,612.25	\$ -	Crestview		\$ -	\$ 21,612.25	6/7/2023
6/27/2018	\$ -	\$ -	Aldersgate Construction		\$ 146,682.55	\$ -	REFUNDED
3/6/2019	\$ 35,242.00	\$ -	Habitat for Humanity		\$ -	\$ 35,242.00	3/6/2024
9/12/2019	\$ -	\$ -	Aldersgate Construction		\$ 92,200.46	\$ -	REFUNDED
11/21/2019	\$ 1,264,500.00	\$ -	Shea Homes		\$ -	\$ 1,264,500.00	11/21/2024
<b>Total</b>	<b>\$ 7,311,114.95</b>	<b>\$ 6,400,589.70</b>			<b>\$ 3,875,806.63</b>	<b>\$ 3,674,191.33</b>	



QUIMBY FUNDS SUMMARY REPORT

Date Received	Amount	Amount Earmarked	Developer	Development Case #	Amount Expended	Balance	Allocation Date
7/31/14	\$ 615,709.00	\$ 720,600.00	AMLI Residential	Springville (RPD-173)	\$ 615,709.00	\$ -	7/31/2019
1/31/15	\$ 2,250,489.70	\$ 2,250,489.70	Fairfield LLC		\$ 1,668,327.57	\$ 582,162.13	1/31/2020
8/8/16	\$ 2,649,209.00	\$ 2,800,000.00	Comstock/Elacora Mission Oaks		\$ 1,122,727.23	\$ 1,526,481.77	8/8/2021
8/10/16	\$ 474,353.00	\$ 629,500.00	KB Homes**		\$ 230,159.82	\$ 244,193.18	8/10/2021
6/7/18	\$ 21,612.25	\$ -	Crestview		\$ -	\$ 21,612.25	6/7/2023
6/27/18	\$ -	\$ -	Aldersgate Construction		\$ 146,682.55	\$ -	REFUNDED
3/6/19	\$ 35,242.00	\$ -	Habitat for Humanity		\$ -	\$ 35,242.00	3/6/2024
9/12/19	\$ -	\$ -	Aldersgate Construction		\$ 92,200.46	\$ -	REFUNDED
11/21/19	\$ 1,264,500.00	\$ -	Shea Homes		\$ -	\$ 1,264,500.00	11/21/2024
<b>Total</b>	<b>\$ 7,311,114.95</b>	<b>\$ 6,400,589.70</b>			<b>\$ 3,875,806.63</b>	<b>\$ 3,674,191.33</b>	

\*Amount allocated exceeds fee total due to Valle Lindo Restroom Project, excess expenses to be allocated from KB Homes

\*\*Expenses for Valle Lindo above AMLI fee amount allocated here, full allocated amount yet to be spent

**General Ledger**  
**Fund 40 Park Impact Fee Fund**  
**November 2021 42%**

Description	Account	Period	Amount	One Year Prior	Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>									
Park Impact Fees	5450	\$	(158.40)	\$	-	\$ (158.40)	\$ -	\$ 158.40	0.00%
<b>Revenue</b>		<b>\$</b>	<b>158.40</b>	<b>\$</b>	<b>-</b>	<b>\$ 158.40</b>	<b>\$ -</b>	<b>\$ (158.40)</b>	<b>0.00%</b>

**General Ledger**  
**Fund 50 CDBG - Food Share**  
**November 2021 42%**

Description	Account	Period	Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>								
CDBG - Food Share	5577	\$	-	\$	-	\$ (42,428.33)	\$ (42,428.33)	0.00%
<b>Revenue</b>		<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$ 42,428.33</b>	<b>\$ 42,428.33</b>	<b>0.00%</b>
<b>Personnel</b>								
Full Time Salaries	6100	\$	6,147.13		\$ 6,147.13	\$ -	\$ 6,147.13	0.00%
Retirement	6120	\$	896.26		\$ 896.26	\$ -	\$ 896.26	0.00%
Employee Insurance	6130	\$	58.44		\$ 58.44	\$ -	\$ 58.44	0.00%
Workers Compensation	6140	\$	141.99		\$ 141.99	\$ -	\$ 141.99	0.00%
<b>Personnel</b>		<b>\$</b>	<b>7,243.82</b>	<b>\$ -</b>	<b>\$ 7,243.82</b>	<b>\$ -</b>	<b>\$ 7,243.82</b>	<b>0.00%</b>

## Ventura County Pool

Investment Name	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021
<b>Ventura County Pool</b>	1.451%	1.293%	1.103%	.958%	.796%	.690%	.518%	.464%	.495%
	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021
<b>Ventura County Pool</b>	.410%	.383%	.357%	.361%	.331%	.305%	.322%	.310%	.030%

- Rates are determined at the end of the month

## Local Agency Investment Fund (LAIF)

Investment Name	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021
<b>Local Agency Investment Fund (LAIF)</b>	1.217%	.920%	.784%	.685%	.620%	.576%	.540%	.458%	.407%
	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021
<b>Local Agency Investment Fund (LAIF)</b>	.357%	.339%	.315%	.262%	.330%	.221%	.206%	.203%	.202%

## Cal Trust

Investment Name	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021
<b>Cal Trust</b>	.10%	.07%	.004%	.09%	.07%	.04%	.03%	.03%	.03%
	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021
<b>Cal Trust</b>	.05%	.05%	.05%	.03%	.04%	.03%	.03%	.03%	.03%

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF MEMO**

**TO:** FINANCE COMMITTEE

**FROM:** MARY OTTEN, GENERAL MANAGER  
By: DYLAN GUNNING, ADMINISTRATIVE ANALYST

**DATE:** December 15, 2021

**SUBJECT:** DISTRICT GAS AND ELECTRIC BILL REVIEW WITH  
UTILITY COST MANAGEMENT LLC

**SUMMARY**

Utility Cost Management LLC, an endorsed affiliate of CSDA, has approached Pleasant Valley Recreation & Park District to provide an analysis of the District's utility costs through the study of data, rates, and regulations with the goal outcome of reducing the District utility costs. In 2004, UCM successfully performed this analysis for the District, resulting in utility cost savings that continue to benefit the District. After the new study, the District would pay a percentage of any refunds from the utility company and a percentage of any ongoing savings for three years.

**BACKGROUND**

The District retained Utility Cost Management LLC in 2004, which resulted in UCM providing various services helping reduce utility expenditures. In a letter dated March 9, 2009, penned by Mark Carlson, the District's former Financial Supervisor, the District had saved \$69,270.10 as a direct result of UCM's work since 2004, an average of \$13,854.02 per year.

On top of the savings mentioned above, UCM represented the District in a proceeding before the California Public Utilities Commission. UCM succeeded in changing a Southern California Edison regulation resulting in unfairly high electricity charges at three of the District's parks. This change alone saved the District about \$40,000 a year. Resulting in an average savings of \$53,854.02 per year combined.

**ANALYSIS**

UCM provided a full scope of work for the proposed study that outlines all the steps they will take to investigate and analyze the District utility rates, metering, taxes and surcharges, and past bills with minimum impact to District staff time. At the conclusion of the analysis, UCM will provide findings reports that will state the amount of any refunds and ongoing savings identified for each facility. The District would pay 42% of the savings to UCM for 3 years.

The District inquired if it is advisable to complete this study while the District is switching to LED lights at numerous parks and facilities or wait until the LED project is completed. In a response from UCM, UCM explained that the District would lower its monthly "usage" (kWh) numbers by switching to LED lights. However, the UCM study is only looking at the fixed number (rate per kWh) that SCE uses as a multiplier to get our bill – for example, 1,000 kWh x .15cents = \$150. If UCM can lower that fixed rate to .12cents then it generates savings – 1,000 kWh X .12cents = \$120.

For example, if the same bill has lower LED usage - 200 kWh X .12cents = \$24. UCM would get 42% of \$24 (which is \$10) instead of 42% of \$120 (which is \$50). The District's "usage" (kwh) drops, and the lower rate that UCM put the District on stays the same. UCM's invoices mirror our SCE bills.

### **FISCAL**

There is no fiscal impact unless the Board opts to pursue an agreement with UCM.

UCM will be paid 42% of refunds identified in the Findings Report and actually received by PVRPD from past billing errors. Payment is due within 30 days of the date PVRPD receives the refund.

UCM will also be paid 42% of any ongoing savings actually realized by PVRPD for a period of three years if the savings opportunity was identified in the Findings Report and verified by PVRPD. Savings will be calculated as the difference between (1) the amount PVRPD actually pays for electricity service on the newly assigned rate during the three-year savings period and (2) the amount PVRPD would have paid during the same period if it had remained on the old rate. The three-year savings period begins on the date the account is converted to the newly assigned rate.

### **RECOMMENDATION**

It is recommended the Finance Committee provide guidance and direction.

### **ADDITIONAL INFORMATION**

- 1) Scope of Work prepared for Pleasant Valley Recreation & Park District by Utility Cost Management LLC (6 pages)
- 2) Pleasant Valley Recreation & Park District Utility Cost Management LLC recommendation letter dated March 9, 2009 (1 page)



## Scope of Work

Prepared for

Pleasant Valley Recreation & Park District

by

Utility Cost Management LLC

October 13, 2021

**Chris Wiehl**  
**Utility Cost Management LLC**  
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# **1. Introduction: Company Information**

**Company Information:** Utility Cost Management LLC (UCM) is California Company specializing in reducing utility costs through the analysis of data, rates and regulations. Since 1991, UCM has provided its Bill Analysis Service to thousands of California utility customers, including approximately 90 cities, 30 community service districts, 50 water districts and agencies, 15 recreation and park districts, 5 departments of the State of California (Department of Corrections, Department of Consumer Affairs, Military Department, Department of General Services, State Lottery Commission), and 25 school and college districts. **Since 2008, UCM has been the vendor for the California Special Districts Association’s (CSDA) Utility Rate & Tariff Analysis project.** The following is a partial list of UCM’s CSDA member districts and other public entity clients.

Metropolitan Water District of So. Cal.	State of California, Dept. of Corrections
South Coast Water District	State of California, Dept. of Consumer Affairs
Castaic Lake Water Agency	State of California, Dept. of Health Services
Olivenhain Municipal Water District	State of California, Dept. of General Services
Nipomo Community Services District	California Public Utilities Commission
Pebble Beach Community Services Dist.	California Lottery Commission
Goleta Sanitary District	California Military Dept. / National Guard
Hi-Desert Water District	County of San Luis Obispo
Fallbrook Public Utilities District	University of California, Berkeley
Lamont Public Utilities District	Peralta Community College District
Laton Community Services District	Contra Costa Community College District
<b>Pleasant Valley Rec. &amp; Park District</b>	Kern Community College District
West County Wastewater District	Berkeley Unified School District
Costa Mesa Sanitary District	Hayward Unified School District
San Mateo County Harbor District	Chico Area Recreation & Park District
Livermore Area Rec. & Park District	Rubidoux Community Services District
Western Municipal Water District	Valley-Wide Recreation & Park District

The following is a partial list of the California cities that UCM has audited since 1997.

City of Adelanto	City of Hawthorne	City of Oxnard
City of Apple Valley	City of Hercules	City of Palmdale
City of Atwater	City of Hermosa Beach	City of Pasadena
City of Baldwin Park	City of Hesperia	City of Paso Robles
City of Barstow	City of Highland	City of Pittsburg
City of Beaumont	City of Huntington Park	City of Port Hueneme
City of Bell Gardens	City of Imperial Beach	City of Rancho Mirage
City of Bellflower	City of Indio	City of Redondo Beach

City of Buena Park	City of Inglewood	City of Reedley
City of Calabasas	City of Kerman	City of Rialto
City of California City	City of Kingsburg	City of Rohnert Park
City of Carpinteria	City of La Habra	City of San Gabriel
City of Chino Hills	City of Laguna Beach	City of San Marcos
City of Claremont	City of Laguna Niguel	City of San Marino
City of Clovis	City of Lemon Grove	City of San Ramon
City of Concord	City of Long Beach	City of Sanger
City of Costa Mesa	City of Lynwood	City of Santa Clarita
City of Cudahy	City of Madera	City of Santa Rosa
City of Culver City	City of McFarland	City of Santee
City of Desert Hot Springs	City of Menlo Park	City of South El Monte
City of Downey	City of Mission Viejo	City of Southgate
City of Duarte	City of Montclair	City of Stanton
City of El Monte	City of Monterey Park	City of Susanville
City of El Segundo	City of Moorpark	City of Taft
City of Encinitas	City of Moreno Valley	City of Tehachapi
City of Exeter	City of Mountain View	City of Twentynine Palms
City of Firebaugh	City of Newport Beach	City of Upland
City of Fountain Valley	City of Norwalk	City of Ventura
City of Fullerton	City of Oceanside	City of Visalia
City of Gardena	City of Orange	City of Walnut Creek

## **2. Project Objective**

UCM’s objective will be to identify and obtain all refunds and ongoing savings opportunities on Pleasant Valley Recreation & Park District’s (PVRPD) electricity utility accounts, and to measure and verify those savings over the life of the contract. Furthermore, we aim to accomplish this objective without imposing significant demands on PVRPD staff.

## **3. Scope of Work**

**Step 1: Fact-finding.** UCM will gather and organize historical billing information on all electricity accounts serving PVRPD facilities.

The simplest and most effective way to complete this fact-finding step begins with the PVRPD providing one copy of each electricity utility bill. From there, UCM utilizes a “Customer Information Release Form” authorizing SCE (or CCA) to release historical billing data directly

to UCM. UCM will provide PVRPD with the appropriate form required by SCE. By utilizing the Customer Information Release Form, we will avoid the need for significant involvement by PVRPD personnel in performing most of our fact-finding work.

**Step 2: Analysis.** UCM analyzes the data accumulated in light of applicable tariffs, statutes, and CPUC decisions. All electricity utility accounts are reviewed to determine whether they are being billed appropriately, and whether they have been billed appropriately in the past. UCM's analysis includes, but is not limited to:

- Investigation of billing calculations – historical billing data dating back up to three years will be reviewed for accuracy.
- Inapplicable rate schedules – UCM will identify accounts that are being billed on rate schedules that are inappropriate under CPUC rules.
- Optional rates – Even when rate schedules are “applicable” under CPUC rules, they often are not “optimal”. UCM will determine if optional rate programs can reduce costs.
- Proper metering of services – problem meters can overstate utility usage or demand. UCM will uncover metering errors.
- Applicability of taxes and surcharges – all taxes and surcharges will be evaluated to ensure that they are being assessed appropriately.
- Analysis of Interval Data – Modern electricity meters record usage in 15-minute increments, creating more than 35,000 data points per account per year. This detailed data provides more insight on electricity demand reduction and cost –saving opportunities than was ever available before.
- Applicability of all rules and regulations affecting billing – Each CPUC-regulated utility typically has several hundred pages of regulations that dictate every aspect of their billings. UCM uses these voluminous regulations to ensure that utility charges are minimized.

**Step 3: Report Submission.** UCM will submit a Findings Report summarizing the findings of its review. The report will contain an explanation - broken down by facility - of all refund and savings opportunities identified for each utility account, including calculations of the estimated savings and refunds expected to be achieved. When necessary, UCM prepares all forms required to initiate changes to utility accounts. If unresolved issues remain after the initial report submission, UCM will keep PVRPD apprised of new developments.

**Step 4: Implementation of Changes/Recovery of Refunds.** UCM will take all necessary steps to implement recommended changes and collect refunds for past overcharges for each facility. This work includes preparing documentation supporting UCM's requests and meeting with utility

company personnel to discuss each request. UCM will also negotiate with utility company authorities to ensure that refund calculations are acceptable and are paid in a timely manner. Once a rate change or a refund has been approved, we will notify PVRPD of this development. If UCM believes a utility provider has unfairly denied any request on behalf of a client, we may, with the PVRPD's permission, appeal the utility company's decision to the CPUC.

No involvement from PVRPD's staff will be required for the implementation of rate changes and refund requests, except that PVRPD must authorize UCM to make the rate changes or refund requests that are described in the Findings Report.

**Step 5: Measurement, Verification, and Invoicing.** UCM will send invoices to PVRPD every three months that set forth UCM's measurement and verification of PVRPD's savings. This measurement and verification will use billing data received from PVRPD's electricity utility bills provided by SCE (or CCA) during the period covered by the invoice.

Since UCM obtains billing input data directly from SCE (or CCA), no involvement from PVRPD staff will be required for invoicing and measurement and verification of savings.

#### **4. Work Product**

The written work product from the above tasks will be as follows.

**Findings Report:** The Findings Report will state the expected amount of any refunds and ongoing savings identified for each facility. For identified refunds, the Findings Report describes the justification for the refunds by making reference to supporting tariffs, statutes or CPUC decisions. For identified ongoing savings, the Findings Report recommends the specific rate schedule or rate option PVRPD should switch to, the tariff justification for making the switch, and the estimated ongoing savings that will result from the switch.

**Invoices:** Since UCM's fee is calculated based on actual savings, we believe it is critical to verify that savings have actually been achieved and to provide PVRPD with detailed support for how we calculated those savings to the satisfaction of PVRPD. This support will be contained in the invoices we will send to PVRPD every three months.

#### **5. Schedule of Compensation**

UCM's is proposing the following CSDA Member fee structure:

UCM will be paid 42% of refunds identified in the Findings Report and actually received by LACDP&R from past billing errors. Payment is due within 30 days of the date PVRPD receives

the refund.

UCM will also be paid 42% of any ongoing savings actually realized by PVRPD for a period of three years if the savings opportunity was identified in the Findings Report and verified by PVRPD. Savings will be calculated as the difference between (1) the amount PVRPD actually pays for electricity service on the newly assigned rate during the three-year savings period, and (2) the amount PVRPD would have paid during the same period if it had remained on the old rate. The three-year savings period begins on the date the account is converted to the newly assigned rate.



# Pleasant Valley Recreation & Park District

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March 9, 2009

Michael Kerkorian  
Utility Cost Management LLC  
6475 N. Palm Avenue, Suite 105  
Fresno, CA 93704

To Whom It May Concern:

Pleasant Valley Recreation & Park District operates 27 parks in the Camarillo area located in Ventura County California. The District first retained Utility Cost Management LLC in 2004, and since that time UCM has provided a variety of services that have helped to reduce utility expenditures. In fact, the District already has saved \$69,270.10 as a direct result of UCM's work, and we expect that amount to increase significantly in the years ahead.

Recently, UCM represented the District in a proceeding before the California Public Utilities Commission. UCM succeeded in changing a Southern California Edison regulation that was resulting in unfairly high electricity charges at three of the District's parks. On a going forward basis, this change alone will save the District about \$40,000 per year.

UCM has been easy to work with, professional, and knowledgeable in its dealings with the District. I have worked with UCM for more than four years, and am pleased with the firm's performance. I like the stipulation that if UCM does not achieve any savings, there is no cost to the District. I am confident recommending UCM to other organizations.

Sincerely,

A handwritten signature in black ink that reads "Mark Carlson".

Mark Carlson  
Financial Supervisor