

A joint regional project of the City of Santa Fe and Santa Fe County to build a reliable and sustainable water supply.

Memo

Date: July 7, 2016

To: Buckman Direct Diversion Board

From: Mackie Romero, BDD Financial Manager

ITEM AND ISSUE:

Request formal adoption of the Buckman Direct Diversion Annual Budget for FY 2016/2017.

BACKGROUND AND SUMMARY:

The Joint Powers Agreement between the City of Santa Fe and Santa Fe County establishing the Buckman Direct Diversion Board, provides that the BDD Board annually prepare and recommend a budget and formally adopt the budget after each of the governing bodies approves the budget.

On May 5, 2016, the Buckman Direct Diversion Board approved the proposed fiscal year 2016/2017 Operating Budget in the amount of \$8,203,803 plus the annual contribution of \$411,812 for the Major Repair and Replacement Fund and recommended the budget to be considered and approved by the Santa Fe County Board of Commissioners and the Santa Fe City Council.

On May 25, 2016, the City of Santa Fe's Water Division's annual budget, including the funding for the FY2015/16 BDD Annual Budget, was approved by the Santa Fe City Council.

On June 7, 2016, the Santa Fe County's Public Utilities Department's annual budget, including the funding for the FY 2015/16 BDD Annual Budget, was approved by the Santa Fe County Board of Commissioners.

ACTION REQUESTED:

Staff recommends formal adoption of the Buckman Direct Diversion Annual Budget for the 2016/2017 fiscal year in the amount of \$8,203,803 plus annual contribution of \$411,812.

Approved by BDDB July 7, 2016

Councilor Carmichael Dominiguez, BDDB Chair







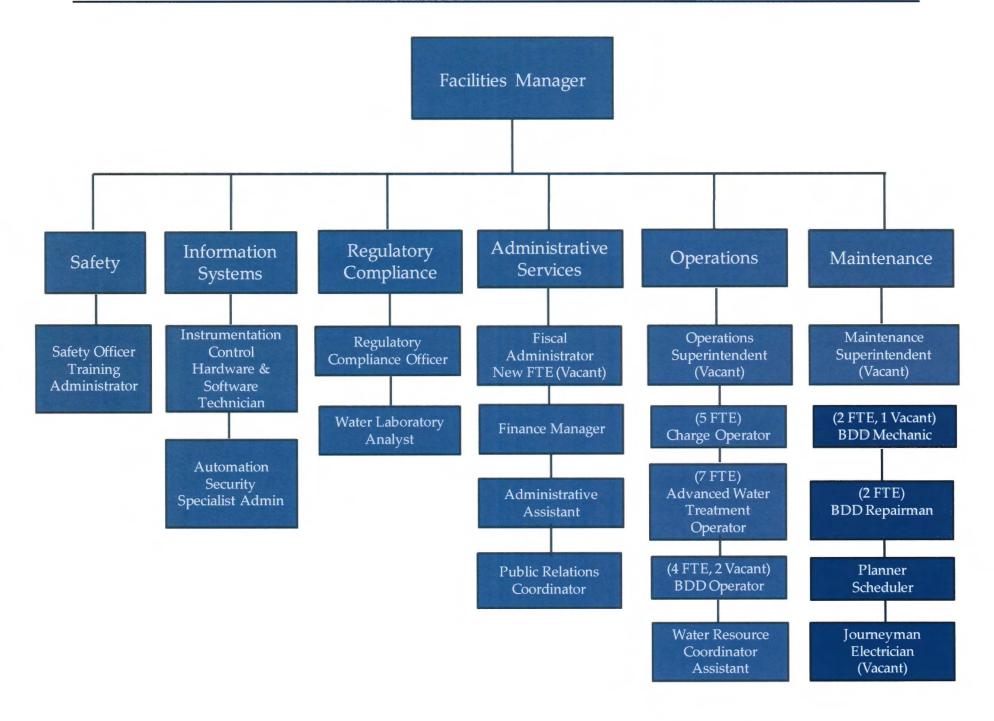
Buckman Direct Diversion FY 2016/2017

APPROVED ANNUAL OPERATING & MAINTENANCE BUDGET



Prepared by:
Mackie M. Romero, BDD Financial Manager
Charles M. Vokes, BDD Facilities Manager

BUCKMAN DIRECT DIVERSION REGIONAL WATER PLANT ORGANIZATIONAL CHART



Buckman Direct Diversion (BDD) Proposed Annual Operating Budget, FY2016/2017

Budget Message

The *Project Management and Fiscal Services Agreement* (PMFSA) requires the Project Manager to submit an Annual Operating Budget, including a 5-year projection, no later than December 15th of each fiscal year. With this submittal, the Project Manager requests the Buckman Direct Diversion Board (BDDB) approve and recommended the Fiscal Year 2016-2017 Operating Budget of \$8,203,840. This budget request consists of fixed and variable costs and includes revenue/reimbursements from several sources as presented by major expenditure category:

BUDGET REVENUE/REIMBURSEMENT SUMMARY - TOTAL PROPOSED FY2016/17 OPERATING BUDGET - (TABLE A)

	Fixed		Variable		Total	<u>%</u>
Revenues/Reimbursements	by	Source:				
Federal Funds	\$	96,000	\$ -	\$	96,000	1.2%
PNM Solar Rebates		_	150,000		150,000	1.8%
City of Santa Fe		4,584,106	1,081,383		5,665,489	69.1%
Santa Fe County		1,637,126	289,677		1,926,803	23.5%
Las Campanas (Club)		138,808	47,940		186,748	2.3%
Las Campanas (Coop)		178,799	_		178,799	2.2%
Total Revenues by Source	\$	6,634,840	\$ 1,569,000	\$	8,203,840	100%
% of overall budget		81%	19%		100%	

BUDGET EXPENDITURE SUMMARY - PARTNER SHARE OF TOTAL PROPOSED FY2016/17 BUDGET - (TABLE B)

					Las	Campanas	Las	Campanas	Federal	
Expenditure by Category	City	of Santa Fe	San	ta Fe County		(Club)		(Coop)	Funds	<u>Total</u>
Personnel	\$	2,408,443	\$	834,197	\$	46,434	\$	59,812	\$ -	\$ 3,348,886
Electricity		990,422		273,606		50,576		3,396	-	1,318,000
Chemicals		199,250		50,750		-		_	-	250,000
Solids		94,416		25,584		-		-	-	120,000
Materials & Supplies		508,737		181,107		14,813		19,081	-	723,739
Other Operating Costs		1,356,524		513,434		70,681		91,044	96,000	2,127,683
Fiscal Agent Fee		227,246		78,575		4,244		5,467		315,532
Total		5,785,039		1,957,253	\$	186,748	\$	178,799	\$ 96,000	\$ 8,203,840
PNM Solar Rebates		(119,550)		(30,450)			-	1.0		
Total	\$	5,665,489	\$	1,926,803					4	

Budget Summary & Analysis

Closing the gap between actual expenditures and budget will continue to be considered in development of BDD's operating budget requests.

- FY13/14 Actual Expenditures \$6,095,933, which was \$941,670 lower than our adopted budget
- FY14/15 Actual Expenditures \$5,876,350, which was \$853,380 lower than our adopted budget
- FY15/16 Projected to expend \$6,608,140 with 6 vacant positions, which is \$295,260 lower than our adopted budget

The BDD has actively collaborated with its partners on the development of this budget and because of this collaboration, was able to limit the increase to our current adopted budget, as follows:

- The proposed Annual Operating Budget for FY2016/17 is \$7,888,308 plus the fiscal agent fee of \$315,532 which represents an increase of 18.8% of our current operating budget of 6,903,400, which is due to an increase in our fiscal agent fee of 4%, approved by the BDDB and the following major initiatives:
 - o Legal Services \$1,100,000 for BDDB's pursuit of claims and possible participation in litigation.
 - New Position BDD Fiscal Administrator \$116,379 in salary and benefits.
 - o Salary range reclassifications for our BDD Operations Superintendent Position and Maintenance Superintendent Position.
 - o Federal Grant Funding of \$96,000 for BDD Location Sampling Program.

In fiscal year 2016/2017, the BDD will be in its sixth year of operations. This major milestone was a prime consideration in our analysis of costs as maintenance of our facility will need to increase to sustain the level of operations established by the BDD. The BDD also uses yearly volumetric flow predictions provided by each partner for our variable expenditures including chemicals, solids management and electricity.

The BDD has presented the monthly PNM Solar Rebates received from the Water Treatment Plant Solar Array as a source of revenue. The resulting reimbursement requests for American Capital Energy (primary owner of solar system) from the City of Santa Fe and Santa Fe County will be reduced by the revenue received. Our budget request for electricity has been reduced by \$30,000 due to our new solar array at Booster Station 2A which has been operational for over a year.

In June 2015 BDD was granted federal funds from the Department of Energy for the BDD Location Sampling Program. This funding will be used for collecting samples from the Rio Grande at the BDD in order to make determinations on the water quality of the river. Yearly grant funding of \$96,000 will expire May 31, 2018.

BUCKMAN DIRECT DIVERSION REGIONAL WATER PLANT

AUDITED RESULTS - ACCRUAL BASIS - BEST ESTIMATES

	FY2014/15 Adopted Budget		FY2014/15 Audited Actual 6/30/15		FY2014/15 Variance \$ (Under) / Over Budget		FY2015/16 Adopted Budget		FY2016/17 Proposed Budget	F	6 Change Y16/17 vs FY15/16
Revenues/Reimburs ements by Fund: BDD Operating 7280000 PNM Solar Rebates	\$	6,549,731 180,000	\$	5,759,617 116,734	\$	(790,114) (63,266)	\$	6,617,400 190,000	\$ 7,957,840 150,000	\$	1,340,440 (40,000)
Federal Funds		-		-		_		96,000	96,000		_
Total	\$	6,729,731	\$	5,876,351	\$	(853,380)	\$	6,903,400	\$ 8,203,840	\$	1,300,440
Expenditures by Catagory:											
Salaries and Wages	\$	1,896,208	\$	1,717,605	\$	(178,603)	\$	1,921,450	\$ 2,035,114	\$	113,664
Overtime and Shift Differential		212,250		211,643		(607)		183,000	180,000		(3,000)
Benefits		1,069,136		990,210		(78,926)		1,089,499	1,133,772		44,273
Electricity		1,378,000		1,139,331		(238,669)		1,378,000	1,318,000		(60,000)
Chemicals		265,000		235,509		(29,491)		250,000	250,000		-
Solids		80,800		64,048		(16,752)		121,800	120,000		(1,800)
Materials & Supplies		623,329		503,311		(120,018)		583,461	723,739		140,278
Other Operating Costs		1,140,408		950,094		(190,314)		1,308,790	2,127,683		818,893
Total		6,665,131		5,811,751		(853,380)		6,836,000	7,888,308		1,052,308
Fiscal Agent Fee		64,600		64,600		-		67,400	315,532		248,132
Total	\$	6,729,731	\$	5,876,351	\$	(853,380)	\$	6,903,400	\$ 8,203,840	\$	1,300,440

Table C presents actual expenses, by major category, for fiscal year 2014/2015, and our current year adopted budget in comparison to our fiscal year 2016/2017 operating budget request. This information includes budget adjustments to our major categories. The BDD staff will continue to closely collaborate with its partners, the City of Santa Fe, the County of Santa Fe and Las Campanas Entities in determining the best allocation of costs to achieve maximum efficiency of the BDD water treatment facility.

BUCKMAN DIRECT DIVERSION REGIONAL WATER PLANT

AUDITED RESULTS - ACCRUAL BASIS - BEST ESTIMATES

	FY2015/16 Adopted Budget			FY2016/17 Proposed Budget		S Change FY16/17 vs FY15/16		
Expenditures by Catagory:								
Salaries and Wages	\$	1,921,450	\$	2,035,114	\$	113,664		
Overtime and Shift Differential		183,000		180,000		(3,000		
Benefits		1,089,499		1,133,772		44,273		
Electricity		1,378,000		1,318,000		(60,000		
Chemicals		250,000		250,000		-		
Solids		121,800		120,000		(1,800)		
Materials & Supplies								
Repair & Maintenance		391,361	**********	482,779	************	91,418		
Operating Supplies		71,500		81,060		9,560		
Fleet		18,800		28,800		10,000		
Equipment/Data Processing		77,300		106,600		29,300		
Uniform, Clothing		24,500		24,500		-		
Other Operating Costs								
Professional Services	10000000	599,196		1,662,421	***********	1,063,225		
Liability Assesments		204,931		222,779		17,848		
Land Lease		75,368		76,807		1,439		
Information Systems		43,639		45,382		1,743		
Admin Supplies		112,656		82,294		(30,362		
Natural Gas		48,000		38,000		(10,000		
Capital Asset		225,000				(225,000		
Total		6,836,000		7,888,308		1,052,308		
Fiscal Agent Fee		67,400		315,532		248,132		
Total		6,903,400	\$	8,203,840	S	1,300,440		

Table C-1 presents the same budget comparison as Table C, however includes further expense types within the Major Categories.

Budget Fixed & Variable Costs Analysis

The BDD's annual operating budget consists of fixed and variable costs, which are determined by percentage allocations contained in the Facility Operations and Procedures Agreement (FOPA). In response to a recent audit finding concerning the cost allocation methodologies used in our cost accounting system, a review and recommendation of all cost allocations will be approved by the BDDB on an annual basis. This budget request was prepared with the following approved cost sharing principles.

Cost Sharing

(TABLE D)

<u>Fixed</u>	City of Santa Fe	Santa Fe County	<u>Las Campanas</u> (Club)	<u>Las Campanas</u> (<u>Coop</u>)	<u>Total</u>
Shared Facilities	62.09%	25.60%	5.38%	6.93%	100.00%
Separate Facilities	75.33%	24.67%	0%	0%	100.00%
Project Wide					
25% Shared Facilities	15.52%	6.40%	1.35%	1.73%	25.00%
75% Separate Facilities	56.50%	18.50%	0.00%	0.00%	75.00%
	72.02%	24.90%	1.35%	1.73%	100.00%
<u>Variable</u>			,		
Projected Volumetric Flow	71.90%	23.00%	5.10%	0.00%	100.00%

Annual volumetric flow predictions provided by the partners are used as the basis for variable costs primarily related to chemicals, electricity, and solids management.

Volumetric Flow History and FY15-17 Predictions (TABLE E)

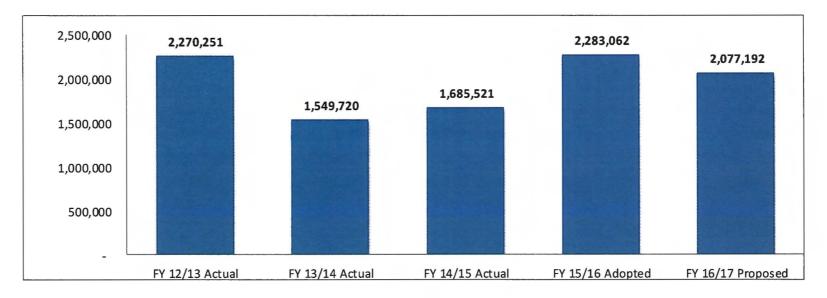
	C' CC . F		Las Campanas (Raw	Las Campanas	T (I D)
Volumetric Flow (acft)	City of Santa Fe	Santa Fe County	Water) via County	(Raw Water)	Total Diverted
FY2011/2012	4,787.09	472.08	123.89	181.11	5,564.17
FY2012/2013	5,931.78	448.00	504.66	85.23	6,969.67
FY2013/2014	3,295.24	890.13	25.49	546.78	4,757.64
FY2014/2015	3,565.50	1,051.72	418.32	139.01	5,174.55
FY2015/2016	5,223.00	1,136.00	300.00	350.00	7,009.00
FY2016/2017	4,582.90	1,168.44	300.00	325.64	6,376.98
%	71.9%	18.3%	4.7%	5.1%	100%
% Percentage is used in calc	ulation of partner share	of variable costs			

BDD has completed a budget analysis for FY2016/17, including historical data. The proposed budget for FY2016/17 is based on volumetric predictions of 2,077,193 gallons. This is a 9% decrease in water delivery via BDD over the FY2015/16 predicted water call.

Total gallons delivered in 1,000's

(Includes raw water)

(TABLE F)



BDD's budget development utilizes several complex cost accounting models to determine solids management, electricity, and chemical costs, which make up 22% of the total FY2016/17 proposed budget. Variable costs are associated with the amount of water delivered and are closely related to raw water quality. Raw water carrying elevated levels of solids require increased chemical dosing, create increased maintenance activities, and result in greater solids management costs. Electricity costs are directly influenced by varying on-peak and off-peak rates.

Cost Analysis

(TABLE G)

BUCKMAN DIRECT DIVERSION REGIONAL WATER PLANT

*UNAUDITED RESULTS - ACCRUAL BASIS - BEST ESTIMATES

A	dopted	P	roposed	Cit	y of Santa Fe		Santa Fe County	C	Las ampanas		Total
			8	X.					Š		
\$	250,000	\$	250,000	\$	199,250	\$	50,750	\$	- 1	\$	250,000
	1,188,000		1,168,000		870,872		243,156		53,972		1,168,000
	5,179,400		6,539,840		4,595,367		1,632,897		311,575		6,539,840
\$ 6	,617,400	\$ 7	7,957,840	\$5	,665,489	\$	1,926,803	\$	365,547	\$7	,957,840
	211,726		203,792		-		97,720		106,072		203,792
\$	2.79	\$	3.71	\$	-	\$	0.93	\$	1.76		
\$	0.52	\$	0.56	\$	=	\$	0.12	\$	0.51		
2	,071,264	1	,873,401	1	,492,801		380,600		-	1	,873,401
\$	2.91	\$	3.23	\$	3.80	\$	4.05	\$	- 1		
\$	0.52	\$	0.56	\$	0.58	\$	0.61	\$	- 3		
\$	0.12	\$	0.13	\$	0.13	\$	0.13	\$	- 8		
\$	551,450	\$	663,153	\$	472,124	\$	160,567	\$	30,462	\$	663,153
	\$ \$ 6 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,188,000 5,179,400 \$ 6,617,400 211,726 \$ 2.79 \$ 0.52 2,071,264 \$ 2.91 \$ 0.52 \$ 0.52 \$ 0.12	Adopted Budget P. Budget \$ 250,000 \$ 1,188,000 5,179,400 \$ 2,79 \$ 0.52 \$ 0.52 \$ 0.52 \$ 0.52 \$ 0.52 \$ 0.52 \$ 0.52 \$ 0.52 \$ 0.52 \$ 0.52 \$ 0.52 \$ 0.52 \$ 0.52 \$ 0.52	Adopted Budget Proposed Budget \$ 250,000 \$ 250,000 1,188,000 1,168,000 5,179,400 \$ 7,957,840 \$ 6,617,400 \$ 7,957,840 211,726 203,792 \$ 2.79 \$ 3.71 \$ 0.52 \$ 0.56 2,071,264 1,873,401 \$ 2.91 \$ 3.23 \$ 0.52 \$ 0.56 \$ 0.12 \$ 0.13	Adopted Budget Proposed Budget \$ 250,000 \$ 250,000 \$ 1,168,000 \$ 1,188,000 \$ 1,168,000 \$ 5,179,400 \$ 6,617,400 \$ 7,957,840 \$ 5 \$ 211,726 \$ 203,792 \$ 2.79 \$ 3.71 \$ 5 \$ 0.52 \$ 0.56 \$ 1,873,401 \$ 1 \$ 2.91 \$ 3.23 \$ 5 \$ 0.52 \$ 0.56 \$ 5 \$ 0.12 \$ 0.13 \$ 5	Adopted Budget Proposed Budget Fe \$ 250,000 \$ 250,000 \$ 199,250 1,188,000 1,168,000 870,872 5,179,400 6,539,840 4,595,367 \$ 6,617,400 \$ 7,957,840 \$5,665,489 211,726 203,792 - \$ 2.79 \$ 3.71 \$ - \$ 0.52 \$ 0.56 \$ - 2,071,264 1,873,401 1,492,801 \$ 0.52 \$ 0.56 \$ 0.58 \$ 0.12 \$ 0.13 \$ 0.13	Adopted Budget Proposed Budget Fe \$ 250,000 \$ 250,000 \$ 199,250 \$ 1,188,000 \$ 870,872 \$ 1,188,000 \$ 1,168,000 \$ 870,872 \$ 3,179,400 \$ 5,665,489	Adopted Budget Proposed Budget Fe County \$ 250,000 \$ 250,000 \$ 199,250 \$ 50,750 1,188,000 1,168,000 870,872 243,156 5,179,400 6,539,840 4,595,367 1,632,897 \$ 6,617,400 \$ 7,957,840 \$ 5,665,489 \$ 1,926,803 \$ 2.79 \$ 3.71 \$ - \$ 0.93 \$ 0.52 \$ 0.56 \$ - \$ 0.12 2,071,264 1,873,401 1,492,801 380,600 \$ 2.91 \$ 3.23 \$ 3.80 \$ 4.05 \$ 0.52 \$ 0.56 \$ 0.58 \$ 0.61 \$ 0.12 \$ 0.13 \$ 0.13 \$ 0.13	Adopted Budget Proposed Budget Fe County County \$ 250,000 \$ 250,000 \$ 199,250 \$ 50,750 \$ 1,188,000 \$ 7,957,840	Adopted Budget Proposed Budget Fe County Campanas \$ 250,000 \$ 250,000 \$ 199,250 \$ 50,750 \$ - 1,188,000 \$ 1,188,000 \$ 1,168,000 \$ 870,872 \$ 243,156 \$ 53,972 \$ 5,179,400 \$ 6,539,840 \$ 4,595,367 \$ 1,632,897 \$ 311,575 \$ 6,617,400 \$ 7,957,840 \$ 5,665,489 \$ 1,926,803 \$ 365,547 \$ 2.79 \$ 3.71 \$ - \$ 0.93 \$ 1.76 \$ 0.52 \$ 0.56 \$ - \$ 0.12 \$ 0.51 \$ 2,071,264 \$ 1,873,401 \$ 1,492,801 \$ 380,600 - \$ 2.91 \$ 3.23 \$ 3.80 \$ 4.05 \$ - \$ 0.52 \$ 0.56 \$ 0.58 \$ 0.61 \$ - \$ 0.12 \$ 0.13 \$ 0.13 \$ 0.13 \$ 0.13	Adopted Budget Proposed Budget Fe County Campanas \$ 250,000 \$ 250,000 \$ 199,250 \$ 50,750 \$ - \$ 1,188,000 \$ 1,168,000 \$ 870,872 \$ 243,156 \$ 53,972 \$ 51,79,400 \$ 6,539,840 \$ 4,595,367 \$ 1,632,897 \$ 311,575 \$ 6,617,400 \$ 7,957,840 \$ 5,665,489 \$ 1,926,803 \$ 365,547 \$ 7 \$ 2.79 \$ 3.71 \$ - \$ 0.93 \$ 1.76 \$ 0.52 \$ 0.56 \$ - \$ 0.12 \$ 0.51 \$ 2,071,264 \$ 1,873,401 \$ 1,492,801 \$ 380,600 - \$ 1 \$ 2.91 \$ 3.23 \$ 3.80 \$ 4.05 \$ - \$ 0.52 \$ 0.56 \$ 0.58 \$ 0.61 \$ - \$ 0.12 \$ 0.13 \$ 0.13 \$ 0.13 \$ -

Programs

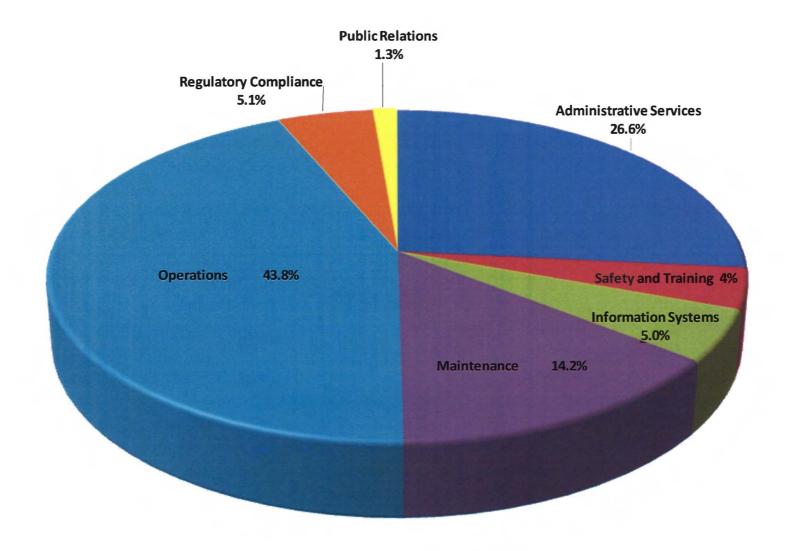
As the focal point for key resource decisions, the budget process is a powerful tool. The *National Advisory Council for State and Local Budgeting* (NACSLB) was created in 1997 to provide assistance to governments to improve their budgeting processes. In fulfilling that role, the NACSLB set forth a voluntary framework that provides budgeting guidance for state and local governments. The NACSLB established "Best Budgeting Practices" (BBP) which link budget decisions to desired outcomes consistent with organizational goals. This budget incorporates many BBP's set forth by NACSLB.

While local governments struggle with declining revenues, *Outcome-based* budgeting has become an increasingly important national budgeting standard. This type of advanced budgeting links resources to key business strategies and performance indicators. This "performance-based" approach connects key financial decisions to interdependent concepts of strategy, planning, business execution and measurement. Hence, this budget document contains more than a tabulation of financial figures. Rather than narrowly focusing on expenditures, we've established a structure for measuring the "value" citizens receive for their dollars by quantifying organizational achievement. In other words, the heart of this budget centers on determining how well the BDD executes its core business functions. We've shifted the focus from "paying for costs" to "buying results". In addition, this budget simultaneously unifies our financial planning efforts with the *High Performance Organization* (HPO) principles which have become thriving core values of the BDD's working culture.

The BDD is divided into seven (7) key Programs with explicit business functions as shown in Figure 1. Each Program was developed to support specific goals and objectives. These business activities encompass all functions necessary to operate the regional water treatment plant, maintain full regulatory compliance, execute Fiscal Agent responsibilities, and optimize infrastructure investments through comprehensive asset management.

FIGURE 1

Key Program	Business Funtion
1. Operations	Produce high quality drinking water
2. Regulatory Compliance	Provide full compliance with State and Federal water quality standards
3. Asset Management and Maintenance	Provide cost-effective maintenance services to BDD Operations and optimize infrastructure life-cycle costs
4. Safety and Training	Provides full compliance with State and Federal Health and Safety Regulations
5. Administrative Services	Provides general oversight and managemnt support. Provides accounting, budgeting, procurement and payroll services as well as records management.
6. Information Systems	Provides automation security and communications services
7. Public Relations	Provides public outreach and awareness



The expenditure budgets for these seven key programs are presented below. Total program funding includes all employee wages and benefits for full time equivalents employees, and associated overhead expenses. These key programs incorporate all business expenses necessary to execute core business functions, and allow the reader to understand how limited resources are allocated within the project.

(TABLE I)

BUCKMAN DIRECT DIVERSION REGIONAL WATER PLANT

AUDITED RESULTS - ACCRUAL BASIS - BEST ESTIMATES

	FY2014/15 Adopted Budget		FY2014/15 audited 6/30/15	FY2014/15 Variane to Actual \$ (Under) or Over Budget		FY2015/16 Adopted Budget	FY2016/17 Proposed Budget	\$ Change FY 16/17 vs FY15/16	
Expenditures by Program:									
1. Operations (18 FTE)	\$	3,593,573	\$ 2,861,371	\$	(732,202)	\$ 3,589,473	\$ 3,452,340	\$ (137,133)	
2. Regulatory Compliance (2 FTE)		316,567	300,307		(16,260)	409,373	401,659	(7,714)	
3. Asset Management & Maintenance (7 FTE)		963,385	959,401		(3,984)	1,191,590	1,118,707	(72,883)	
4. Safety and Training (1 FTE)		285,771	275,089		(10,682)	305,497	312,571	7,074	
5. Administrative Services (4 FTE)		1,096,769	1,022,829		(73,940)	920,987	2,106,808	1,185,821	
6. Information Systems (2 FTE)		320,222	306,406		(13,816)	319,629	393,299	73,670	
7. Public Relations (1 FTE)		88,844	86,348		(2,496)	99,451	102,924	3,473	
Total Expenditures by Program (35 FTE)		6,665,131	5,811,751		(853,380)	6,836,000	7,888,308	1,052,308	
Fiscal Agent Fee		64,600	64,600			67,400	315,532	248,132	
Total	\$	6,729,731	\$ 5,876,351	\$	(853,380)	\$ 6,903,400	\$ 8,203,840	\$ 1,300,440	

Emergency Reserve Fund (ERF)

The Project Management and Fiscal Services Agreement, Article 3. (E.) requires the BDD Board create an Emergency Reserve Fund, and establish procedures for its management. The Emergency Fund provides immediate reserves for unforeseen or catastrophic infrastructure failures that render facilities unable to deliver water at the needed capacity. The Project Manager, in consultation with the partners, must submit to the BDD Board an analysis of the funds required for an emergency reserve and suggest procedures for creation of and management of the Emergency Fund.

The BDD Board previously approved the Emergency Reserve Fund as part of the FY 2011/12 Budget. The BDD pre-bills the partners on a monthly basis for these costs.

In FY14/15 the BDD Board approved \$441,459 in expenses from the emergency reserve fund due to issues with the BDD Diversion structure, which required immediate investigation. The replenishment of these funds is scheduled to be billed to the partner in the current fiscal year, as in accordance with the Emergency Reserve Fund Policy.

Emergency Reserve Fund

(TABLE J)

Emergency Fund	City of Santa Fe	Santa Fe County	Las Campanas	Balance
Contributions as of FY15/16	1,306,335	466,283	227,382	2,000,000

The Emergency Reserve Fund will be fully replenished to our target balance of \$2,000,000; therefore we will not request any additional contributions in FY16/17.

Major Repair and Replacement Fund (RRF)

The BDD Board also previously approved the Major Repair and Replacement Fund as part of the FY11/12 Budget. The BDD pre-bills the partners on a monthly basis for these costs.

In FY15/16 the BDD Board authorized an estimated purchase cost of \$500,000 to replace four raw water pumps. The actual expenditure of this equipment will reduce the balance available in this fund; however will continue to receive yearly contributions in accordance with the policy.

The Major Repair and Replacement Fund will receive the annual contribution of \$411,812 for FY16/17. This will increase the balance from \$1,147,232 to \$1,559,044 by the end of the fiscal year. The BDD has developed an asset management program, which will be used to identify all assets, estimated life cycle, preventive maintenance and cost replacement analysis. This data will be used in to support future increases to the contributions to the Major Repair and Replacement Fund.

Major Repair and Replacement Fund Balance

(TABLE K)

Major Repair & Replacement Fund	City of Santa Fe	Santa Fe County	Las Campanas Entities	Balance	
Contributions as of FY15/16	856,920	284,296	6,016	1,147,232	

Major Repair and Replacement Fund FY16/17 Contributions

(TABLE L)

Major Repair & Replacement Fund	City of Santa Fe	Santa Fe County	Las Campanas (Club)	Las Campanas (Coop)	Total
Annual Contribution	292,770	102,820	7,090	9,132	411,812

Summary

With this submittal, the Project Manager requests the Buckman Direct Diversion Board to adopt the approved funding for our Fiscal Year 2016-2017 Operating Budget of \$8,203,803 plus the annual contribution of \$411,812 for the Major Repair and Replacement Fund for a total request of \$8,615,652. We appreciate all the input and support from our partners and our Buckman Direct Diversion Board Members.

FY 2016/2017 Funding Allocation

(TABLE O)

	Las							
	City of	of Santa Fe Campanas		ampanas	Las Campanas (Coop)			
Funds	Santa Fe	County	(Club)					Total
Operating Fund	\$5,665,489	\$1,926,803	\$	186,748	\$	178,799	\$	7,957,840
Major Repair & Replacement Fund	292,770	102,820		7,090		9,132		411,812
	\$5,958,259	\$2,029,623	\$	193,838	\$	187,931	\$	8,369,652
			PNM Solar Rebate Revenue					150,000
	Federal Funds							96,000
							\$	8,615,652