



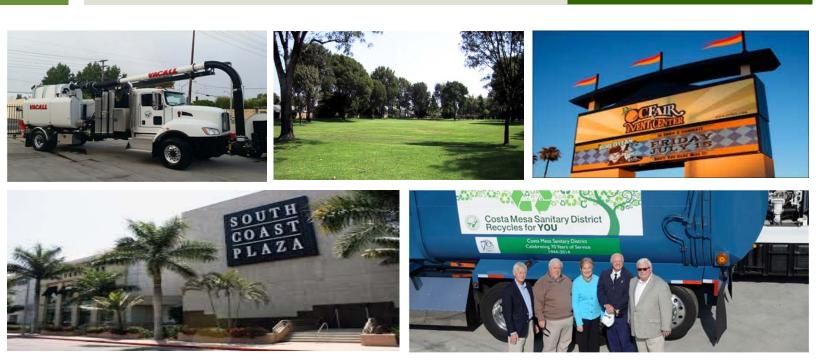
# **Costa Mesa Sanitary District Popular Annual Financial Report** Fiscal Year Ending June 30, 2015

The purpose of the Popular Annual Financial Report (PAFR) is to provide a summary of the financial position of the Costa Mesa Sanitary District (District), as reported in the Comprehensive Annual Financial Report (CAFR), along with other information of interest. The CAFR outlines the financial position and operating activities each year, presented in conformity with Generally Accepted Accounting Principles (GAAP) and includes financial statements audited by Rogers, Anderson, Malody & Scott, LLP, Certified Public Accountants. The District received an unqualified (clean) audit opinion that the financial statements present fairly, in all material respects, the financial position of the District.

While the numbers in the PAFR come from an audited source, they are presented in a summarized, unaudited, non-GAAP format. Unlike the CAFR, the PAFR does not include detailed information by individual fund or other disclosures required by GAAP. Additionally, some of the information in the PAFR is from other sources such as the budget. Citizens who wish to review the audited, GAAP-based, full disclosure financial statements can refer to the District's CAFR available online at www.cmsdca.gov or by contacting the Finance Manager at (949) 645-8400 ext. 224.

### **Table of Contents**

Mission Statement, Vision	
Statement, Core Values	1
Board of Directors	2
Letter from the General Mai	า-
ager	3
About the Costa Mesa Sanit District	
Local Economy	5
Strategic Goals	5
Financial Highlights	6
Solid Waste Fund	9
Wastewater Fund	11
Economic Factors and Next	
Year's Budgets	13
Recognition	.13



**Mission:** "Protecting our community's health and the environment by providing solid waste and sewer collection services."



# Vision of the Costa Mesa Sanitary District: Promoting a

sustainable environment that is free from sewer and solid waste pollution.



## Core Values of the Costa Mesa Sanitary District We believe in:

**Transparency:** We believe in an open government where information and documents are easily accessible to the public.

**Teamwork:** We will strive to support each other's efforts to achieve the District's objectives.

**Integrity:** We act with honesty and integrity, not compromising the truth.

**Respect:** We treat customers, employees and the general public with mutual respect and sensitivity. **Balance:** We are flexible, helping employees strike a healthy work and life balance.

**Dedication**: Striving to ensure sewer infrastructure is maintained and rehabilitated for the long term. **Technology:** Striving to utilize advanced technology in meeting our goals.

Fiduciary Responsibility: Providing the highest quality service at fair, equitable and adequate rates.

# **Board of Directors**



President Michael Scheafer Term 2014-2018



Vice President Arthur Perry Term 2012-2016



Secretary Robert Ooten Term 2014-2018



Assistant Secretary Arlene Schafer Term 2014-2018



Director James Ferryman Term 2012-2016

#### **Appointed Officials**

Scott Carroll, General Manager Alan Burns, District Counsel Marc Davis, District Treasurer Robin B. Hamers, District Engineer

The affairs of the Costa Mesa Sanitary District are directed by a five member Board of Directors elected at large by the registered voters residing in the District. The Directors are residents and have the same concerns as their constituents. The Board members, who serve four-year staggered terms, are responsible for establishing policy and ordinances, adopting the budget, appointing the District's General Manager, District Counsel and District Treasurer. The General Manager is responsible for carrying out the policies and ordinances of the Board and for overseeing the day-to-day operations. The District Counsel provides legal advice to the Board of Directors while the District Treasurer is responsible for ensuring the safety of District funds by making prudent investments. The District Engineer provides engineering design, plan check and inspection services for the wastewater system and the Capital Improvement Program (CIP).

## Letter from the General Manager

Thank you for your interest in reading the Costa Mesa Sanitary District's (District) firstever Popular Annual Financial Report (PAFR). CMSD is one of only a few independent special districts in California to produce this report which concisely and transparently explains the financial position of CMSD. In this report, we share with you a summary view of the financial activities of CMSD, including sources of revenues, expenditures, assets, liabilities and reserves.

The Costa Mesa Sanitary District continues to flourish as an organization as well as continuing the District's history of responsible fiscal management. Available resources are focused on the District's facilities, infrastructure, maintaining and improving the quality of service to the residents of Costa Mesa Sanitary District. A few significant accomplishments during FY 2014-15 include:

- completing and implemented the Class and Compensation study,
- paid down Other Post-Employment Benefits (OPEB) unfunded liability by \$120,000,
- implemented financial software upgrade,
- implemented online Employee Self-Service (ESS) for paperless pay stubs, etc.,
- adopted Penalties and Interest Ordinance for delinquent Account Receivables,
- conducted Request For Proposal (RFP) and hired new audit firm,
- developed and implemented the 2015-20 Strategic Plan,
- promoted the new Organics Recycling Program,
- adopted and implemented new School Battery Recycling Program which diverted over 5,300 pounds of batteries away from landfills,
- installed 20 safety nets at all pump station wet wells,
- purchased six portable backup generators for pump stations,
- hired SCADA Technician/Industrial Electrician to preform pump station maintenance in -house,
- staff successfully reduced sewer hot spot locations from 43 to 32 at June 30, 2015.

The District's financial management policies and fiscally conservative leadership by the Board of Directors have enabled us to provide efficient and effective solid waste and wastewater services while at the same time provide many specialized programs to our residents such as, door-to-door household hazardous waste collections, composting, large item collections and sewer lateral assistance. I hope that you will find that our fiscal year 2014-15 Popular Annual Financial Report is meeting its purpose of easiness, understandable and informative reading and that CMSD is committed to protecting our community's health and the environment.

Respectfully,

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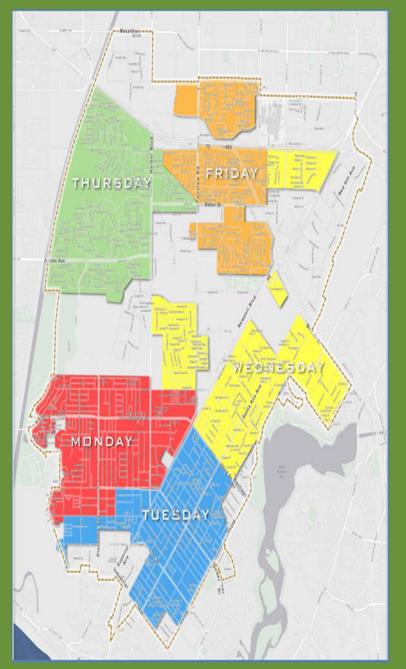
Scott Carroll, SDA, ICMA-CM General Manager

# **About the Costa Mesa Sanitary District**

The Costa Mesa Sanitary District (District) is a California Special District established and incorporated in February 1944 pursuant to Division VI, Part 1 of the Health and Safety Code of the State of California (sometimes referred to as the Sanitary District Act of 1923). The District is located in the City of Costa Mesa, in the County of Orange and provides solid waste and wastewater services to the City of Costa Mesa, sections of Newport Beach and some unincorporated Orange County areas. The District serves approximately 116,700 residents.

The District throughout its history has used the combination of public and private services. The private services include a trash hauler, recycler, legal counsel, treasury, engineering and inspection services. The solid waste and wastewater charges are collected on the property tax bill as special assessments by the County of Orange Treasurer-Tax Collector.

### Solid Waste Service Area Map



### **Wastewater Service Area Map**



## Local Economy

The Costa Mesa Sanitary District continues to benefit from its unique geographic location, which is in the City of Costa Mesa, in the County of Orange. The local economy is primarily based on business retail commercial and light manufacturing of electronics, pharmaceuticals, and plastics. CMSD's service area includes several major regional facilities: John Wayne Airport, Orange Coast College, Whittier Law School, Vanguard University, State of California Fairview Development Center, Orange County Fairgrounds, Segerstrom Performing Arts Center, South Coast Repertory Theater, and South Coast Plaza shopping complex. The volume of sales generated by South Coast Plaza, on the strength of over 300 stores, secures its place as the highest volume regional shopping center in the nation.

The economic condition of the City of Costa Mesa continues to suffer from the turmoil in the real estate and financial markets. As an independent enterprise special district having the ability to adjust service rates as required, the District's operating revenues are somewhat insulated from the local economy. The current economy has not had a negative impact on our revenues as it had on other government agencies whose major source of revenues are from sales, property and other taxes. The District has a secure revenue stream collected from user fees by the County of Orange through the property tax bills.

The District's Board of Directors is aware of the need to ensure the District's financial stability. Through a coordinated strategic process, the Board has established a series of policies and plans to effectively meet the District's anticipated future needs. The cornerstone of these policies is the District's Strategic Plan for Fiscal Years 2010-15 that serves as a framework for planning and decision making over the next five years. The District utilizes this information to anticipate future expense obligations and to develop and estimate service rates to ensure these expense obligations are fully funded.

## **Strategic Goals**

The District's Board of Directors is aware of the need to ensure the District's financial stability. Through a coordinated strategic process, the Board has established a series of policies and plans to effectively meet the District's anticipated future needs. The cornerstone of these policies is the District's Strategic Plan for Fiscal Years 2015-20 that serves as a framework for planning and decision making over the next five years (See below). The District utilizes this information to anticipate future expense obligations and to develop and estimate service rates to ensure these expense obligations are fully funded.

#### **Solid Waste Goals**

Behavior Study of Organics Recycling Program Annual Contract Audits Comprehensive Education Program Develop Strategies for 75% Waste Diversion Monitor Advancements & Technology in Industry Apply for Waste Diversion Grants Continue Code Enforcement Presence

#### **Wastewater Goals**

Manhole Cover Maintenance Program Inflow Reduction Program Reduce Hot Spot Locations to less than 30 System Wide Sewer Replacement/Repair Program Sewer Line Cleaning & CCTV Program Evaluate Force Main Conditions on a Regular Basis Pump Station Maintenance & Standardization Prgm Fats, Oils & Grease (FOG) Program Sewer Lateral Assistance Program (SLAP) Abandon Five Pump Stations on West Side



### **Financial Highlights**

One of the most important questions asked about the District's finances is, "Is the District better off or worse off as a result of the year's activities?" The Condensed Statement of Net Position report contains information about the District in a way that helps answer this question. This statement includes all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. The net position may serve over time as a useful indicator of a government's financial health. As of June 30, 2015, unrestricted net position increased to \$59,829,080 from \$59,012,967 in the prior fiscal year, a \$816,113 increase.

One of the largest portions of the District's net position reflects the District's investment in capital assets (net of accumulated depreciation). Investments in capital assets represent \$39,102,729, or 65%, of the total \$59,829,080 net position. The District uses the capital assets to provide services to customers within the District's area; consequently, these are physical assets that cannot be spent.

Unrestricted net position represents 35% of the District's net position, which comprises assets that may be used to meet the District's ongoing obligations to citizens and creditors in accordance with the District's fiscal policies. As of June 30, 2015, unrestricted net position increased to \$20,726,351 from \$19,407,734 in the prior fiscal year, or a \$1,318,617 increase. The increase in net position is primarily attributable to capital improvement projects for which funding was received as part of the annual charge, but the projects themselves will not be constructed or completed until future years.

#### Statement of Net Position For the Year Ended June 30, 2015

	Condense	Condensed Statement of Net Position			
	2015	2014	Change		
Assets					
Current assets	\$22,162,492	\$21,098,320	\$ 1,064,172		
Non-current assets	39,200,177	39,605,233	(405,056)		
Total assets	61,362,669	60,703,553	659,116		
Deferred Outflows of Resources					
Pension related	158,197		158,197		
Liabilities					
Current liabilities	1,260,847	1,642,929	(382,082)		
Non-current liabilities	308,333	47,657	260,676		
Total liabilities	1,569,180	1,690,586	(121,406)		
Deferred Inflows of Resources					
Pension related	122,606		122,606		
Net Position					
Net investment in capital assets	39,102,729	39,605,233	(502,504)		
Unrestricted	20,726,351	19,407,734	1,318,617		
Total net position	\$ 59,829,080	\$ 59,012,967	\$ 816,113		

Financial highlights during the fiscal year ended June 30, 2015 included:

 Total assets of the District exceeded its liabilities as of June 30, 2015 by \$59,829,080. Of this amount, \$20,726,351 is unrestricted and available to meet the District's ongoing obligations to its customers and creditors.

- Net position of the Solid Waste Fund decreased \$47,131 during the year ended June 30, 2015, which was primarily attributable to a decrease of \$39,073 in grant revenues due to the completion of grant funded projects in the prior fiscal year.
- Net position of the Wastewater Fund increased \$905,982 during the year ended June 30, 2015. This
  was primarily attributable to an increase in operating revenue which resulted from a 2% wastewater
  assessment rate increase, and increased permit and inspection revenue due to increased development
  activity. Non-operating expenses decreased from the prior fiscal year by \$350,000 as a result of the
  one-time accrued contingent liability for a potential sanitary sewer overflow fine.

#### Statement of Revenues, Expenses and Changes in Net Position For the Year Ended June 30, 2015

	Condensed Statement of Revenues, Expenses				
	and Changes in Net Position				
	2015	2014		Change	
Revenues					
Operating revenues	\$ 10,825,377	\$ 10,327,835	\$	497,542	
Non-operating revenues	589,791	610,229		(20,438)	
Total revenues	11,415,168	10,938,064		477,104	
Expenses					
Operating expenses	8,634,912	8,453,930		180,982	
Depreciation	1,690,932	1,604,500		86,432	
Non-operating expenses		350,000		(350,000)	
Total operating expenses	10,325,844	10,408,430		(82,586)	
Net Income, change in net position	1,089,324	529,634		559,690	
Capital contributions	-	5,000		(5,000)	
Net position, beginning of year	59,012,967	58,478,333		534,634	
Implementation of new pronouncement	(273,211)			(273,211)	
Net position, end of year	\$ 59,829,080	\$ 59,012,967	\$	816,113	

The statement of revenues, expenses and changes in net position shows how the District's net position changed during the fiscal years. In the case of the District, net position increased by \$1,089,324 and \$529,634 for the fiscal years ended June 30, 2015 and 2014, respectively.

A closer examination of the sources of changes in net position reveals that:

- Solid Waste and Wastewater assessments increased \$305,837 due to an increase in new customers and a 2% rate increase in the Wastewater assessment.
- Non-operating expenses decreased \$350,000 as a result of the one-time accrued contingent liability for a potential sanitary sewer overflow fine.
- Net position increased \$100,000 in the Wastewater Fund resulting from the recognition of a one-time deposit received in 2014 that was used for capital improvement projects.
- Pump station contractual services decreased by \$178, 000 due to in-house staff maintaining the pump station equipment

#### Total District Revenues as of June 30, 2015

	2015	2014	Change
Operating revenues			
Trash assessments	\$ 4,768,071	\$ 4,681,766	\$ 86,305
Sewer assessments	5,301,231	5,081,699	219,532
Permits and inspection fees	206,971	118,041	88,930
Connection fees	192,913	134,158	58,755
Other services	356,191	312,171	44,020
Total operating revenues	10,825,377	10,327,835	497,542
Non-operating revenues			
Investment income	205,472	291,073	(85,601)
Taxes	245,415	235,336	10,079
Other revenues	138,904	77,814	61,090
Gain on disposal of assets		6,006	(6,006)
Total non-operating revenues	589,791	610,229	(20,438)
Total revenues	\$ 11,415,168	\$ 10,938,064	\$ 477,104

Some of the more significant changes consisted of the following:

- The annual Wastewater assessment increased \$219,532 as a result of implementing year two of the five year Sewer Rate Study adopted by the Board in December 2012.
- Permits and inspection fees increased \$88,930 due to a substantial increase in development and building within the District's service area.
- Investment income decreased \$85,601 as a result of decreases in the fair value of the District's investments.

#### Total District Expenses as of June 30, 2015

	2015	2014	Change
Operating expenses			
Solid waste disposal	\$ 2,329,438	\$ 2,356,405	\$ (26,967)
Wastewater disposal	1,665,480	1,591,051	74,429
Recycling and disposal charges	2,170,978	2,121,407	49,571
Administation and other	2,238,016	2,160,950	77,066
Repairs and maintennace	231,000	224,117	6,883
Depreciation	1,690,932	1,604,500	86,432
-			
Total operating expenses	10,325,844	10,058,430	267,414
Non-operating expenses:			
Other expenses		350,000_	(350,000)
Total expenses	<u>\$ 10,325,844</u>	<u>\$ 10,408,430</u>	<u>\$ (82,586)</u>

Some of the more significant changes consisted of the following:

- Solid waste disposal expenses decreased by \$26,967 as the result of a negotiated rate reduction with the trash hauler after completion of a performance audit.
- Wastewater disposal expenses increased by \$74,429 as a result of hiring a new SCADA Technician/ Industrial Electrical employee to preform pump station maintenance.
- Recycling and disposal charges increased \$49,571 due to an increase of 1,173 tons of solid waste over the prior fiscal year.
- Legal Services increased by \$50,642 due to ligation from a sanitary sewer overflow.
- Depreciation increased by \$86,432 due to the addition of completed Capital Improvement Projects during the fiscal year.

### **Solid Waste Fund**

The District is one of the few agencies in Orange County that offers co-mingled services method of recycling which allows residents to mix their trash and recycling materials in the same standardized containers without any sorting. The trash is taken to a recycling facility where it is mechanically and hand sorted to remove the recyclables. The District reached 50% diversion prior to the year 2000 and is in full compliance with all State mandates. The District currently has approximately a 57% diversion rate with a goal of 90% by 2020.

Special programs offered District residents include: Christmas Tree Recycling, Medication Disposal, Large Item Pickups, House Hold Hazardous Waste, Sharps, Electronic and Universal Waste Collections as well as school fundraising programs such as Alkaline Battery Recycling.

Solid Waste Performance Indictors:	Actual 2008-09	Actual 2009-10	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2014-15
Programs:	2000-09	2009-10	2010-11	2011-12	2012-15	2014-15
Telephone Books Recycled	11,126	17,049	10,721	5,100	3,955	N/A
Large Items Tonnage Collected	511	360	296	182	281	384
White Goods Tonnage Collected	56	78	51	30	24	22
Christmas Trees Tonnage Collected	96	90	103	78	79	82
Sharps Pounds Collected	N/A	N/A	N/A	1,379	1,507	2,137
Pharmaceuticals Pounds Collected	N/A	N/A	N/A	837	1,172	1,5 <b>18</b>
Materials Recovery Facility Tours Provided	2	4	2	1	3	3
Alkaline Batteries Pounds Recycled	N/A	N/A	N/A	N/A	N/A	5,345
Zero Waste Lunch Program Field Trip*	N/A	N/A	N/A	N/A	1,343	<b>82</b> 1
Zero Waste Lunch Program Traveling Scientists Visit*	N/A	N/A	N/A	N/A	898	1,474
Zero Waste Lunch Program Service Learning Visit*	N/A	N/A	N/A	N/A	280	254
Plastics/recycling Presentations	2	8				
Discovery Science Center Field Trips*	N/A	N/A	N/A	N/A	N/A	388
Buses for Discover Science Center Field Trips						9
Discovery Science Center Assemblies*	N/A	N/A	N/A	NA	N/A	388
Composting Classes Provided	3	1	12	34	79	39
Kitchen Pails Distributed	N/A	N/A	N/A	NA	N/A	870
Services:						
Residential Customers	21,481	21,501	21,531	21,565	21,509	21,855
Residential Waste Tonnage Collected		40,373	40,879	39,841	40,255	41,823
Recycled Waste Tonnage		20,364	22,043	22,926	23,180	23,761
Percent Diverted from Landfill		50.44%	53.92%	57.54%	57.58%	56.89%

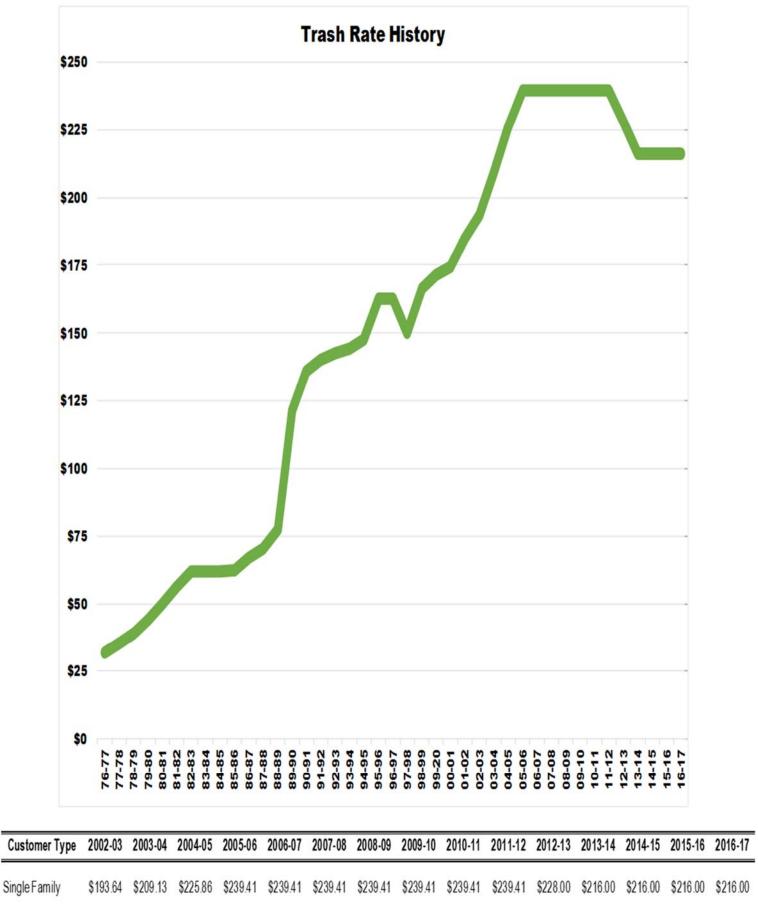
#### Events:

Concerts in the Park (4), Costa Mesa Community Run, Costa Mesa Community Summer Safety Expo, Davis Magnet School Eco Night, Costa Mesa-Newport Harbor Lions Club Fish Fry, OC Green Fair, Orange Coast College Green Coast Day, Orange Coast College Science Night, Vanguard University Environmental Sustainable Conference. \*Number of students that participated.

The breakdown of the Solid Waste customers is as follows:

	<u>Units</u>	As	<u>ssessment</u>
Single Family Residential	16,771	\$	3,622,536
Multi-Family Residential	5,045		1,089,720
Total Estimated Assessment	21,816	\$	4,712,256

## Solid Waste Fund (Continued)



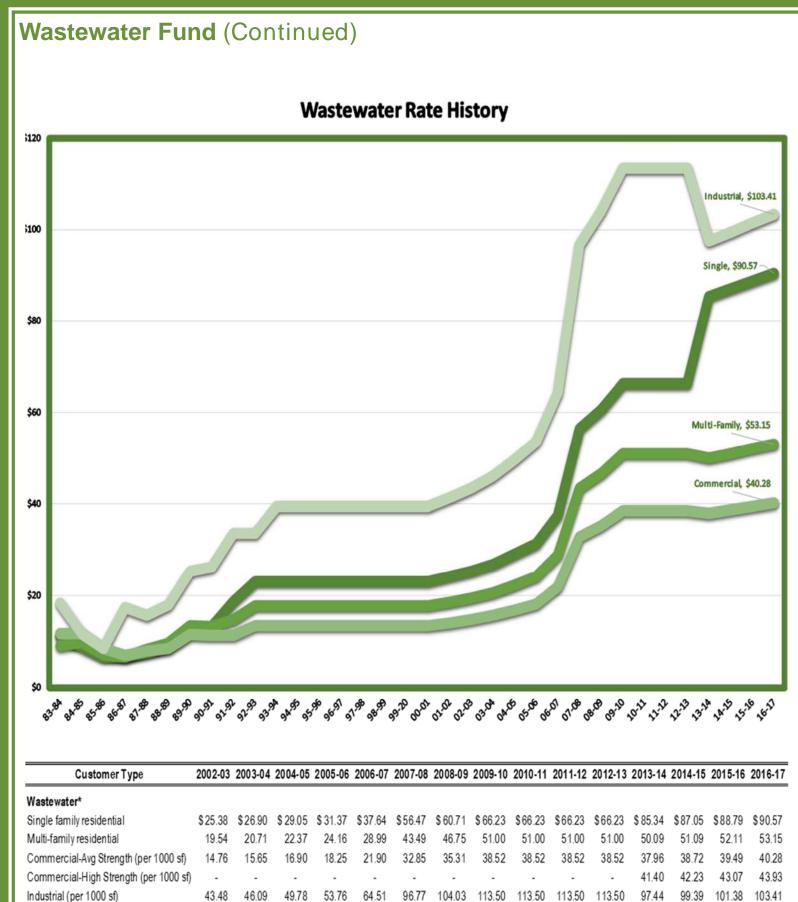
### Wastewater Fund

The purpose of the Wastewater is to collect and convey all wastewater produced within the District to the Orange County Sanitation District (OCSD) treatment plants in Fountain Valley and Huntington Beach. This is accomplished through establishing specifications for the construction of sewer lines, inspecting lines for compliance with those specifications, conducting preventive maintenance of the system, repairing and replacing defective elements of the system, and managing flow rates to stay within the capacity of the collection system. The collection system includes 224.2 miles of sewer mains ranging from 8-inches to 30-inches in diameter and approximately 4,705 sewer manholes within the system, which are used as access points for cleaning and inspection purposes. There are 20 sewer pumping stations located within the collection system that are necessary to convey flow from low lying areas to higher elevations where the liquid waste can again flow by gravity.

Wastewater Performance Indicators:	Actual 2008-09	Actual 2009-10	<b>Act</b> ual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14	Actual 2014-15
Sewer Later Assistance Program:	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,600	\$ 1,600	\$ 1,250
Dollars Awarded	154,688	168,738	195,840	199,452	223,523	244,324	201,475
Applicants Processed	120	128	146	143	168	190	1 <b>82</b>
Applicants Applied	162	154	156	199	226	184	237
Maintenance:							
Manholes Plugged and Sealed	136	339	1,000	808	200	163	900
Total Feet of Sewers Cleaned	411,150	4,125	890,006	625,000	780,000	848,930	910,000
Hotspots Locations	N/A	N/A	99	68	62	43	32
Sewer Spill Occurrence (SSO)	4	4	6	4	2	3	2
Total Sewer Spilled in Gallons	246	590	390	477	79,010	1,385	8,250
Total Sewer Recovered in Gallons	60	590	390	422	2,010	1,385	150
Total Sewer Unrecovered in Gallons	186	0	0	55	77,000	0	8,100

The breakdown of the Wastewater customers is as follows:

	<u>Units</u>	Assessment
Single Family Residential	21,622	\$ 1,876,390
Multi-Family Residential	22,760	1,185,815
Commercial	1,520	1,191,807
Industrial	788	967,709
Total Estimated Assessment		\$ 5,221,721
Commercial Buildings Square Feet		29,219,322
Industrial Buildings Square Feet		9,545,357
Total Square Footage		38,764,679



Other (per 1000 sf) 13.08
\* Does not include FOG Fees

13.86

14.97

16.17

19.40

29.11

31.29

34.14

34.14

34.14

34.14

12

## **Economic Factors and Next Year's Budgets**

Due to the District's healthy position in its Solid Waste Fund, the Board of Directors adopted an Organics Recycling Program without increasing the Solid Waste assessment. The Wastewater assessment rate increased 2%. This was year two of the five year Sewer Rate Study increasing rates 2% per year. The District is anticipating a slight increase in property tax revenue in the coming year due to improved economic conditions.

In the Solid Waste Fund, the District began the implementation of the Organics Recycling Program requiring residents to separate organic waste. Just after the beginning of the fiscal year, special organics carts were distributed to residents and by the end of the fiscal year, the trash hauler's Anaerobic Digestion Facility will be online.

The Wastewater Fund budget for the fiscal year ending June 30, 2016 includes the purchase of a new combination jetter and vacuum truck, as well as funding for two new Wastewater Maintenance employees. With the additional truck and staff, the wastewater lines will be cleaned entirely in-house every year. New capital improvement projects to be funded during the upcoming year include the continued rehabilitation of the District's manholes to ensure that their structural integrity is meeting industry standards, Indus sewer and manhole relining, rehabilitation of the Aviemore pump station and replacement of Harbor force main.



## Recognition

- Special District Leadership Foundation Transparency Certificate of Excellence 2013-2017
- Santa Ana River Basins Section of the California Water Environment Association Supervisor of the Year 2014
- Special District Leadership Foundation Gold Recognition in Good Governance 2014
- Government Finance Officer Association Certificate of Achievement for Excellence in Financial Reporting for our Comprehensive Annual Financial Report 2012, 2013, 2014
- Special District Leadership Foundation District of Distinction 2009-2014
- California Special District Association Innovative Project of the Year 2012 for "Avoiding Disasters"
- Special District Rick Management Authority Excellence in Safety 2012
- California Special District Association General Manager of the Year 2012
- Santa Ana River Basins Section of the California Water Environment Association Collection System of the Year Award (0-249 Miles) 2012

