

**RESOLUTION NO. 111**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CRESTLINE SANITATION DISTRICT  
ESTABLISHING A POLICY FOR DISTRICT RESERVES  
FOR FISCAL YEAR 2024-25**

WHEREAS, this Board is charged with responsibility for providing sewer collection and treatment service to and for customers located within the District's boundaries; for the construction, operation, maintenance, repair and replacement of facilities to treat waste water from District customers, and accumulation of revenues necessary to accomplish these purposes; and

WHEREAS, the implementation of District policy over a period of many years as resulted in the accumulation of funds to be utilized for a variety of District activities and to protect the District's customers and taxpayers from the financial impacts of catastrophic events and from fluctuations in District expenses; and

WHEREAS, this Board wishes to provide for the creation of certain unrestricted reserve accounts, and to set forth in writing the District's policy regarding the accumulation of reserves, the purposes for which they may be expended, and the levels which the District should strive to maintain;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Crestline Sanitation District hereby provides for the deposit of revenue into certain restricted funds, the creation of certain unrestricted reserve accounts, and the accumulation and administration of reserves in each, as follows:

1. Unrestricted Reserves.
  - a) Reserve for Operations. A "Reserve for Operations" is hereby created for the District's general account, to which the Board may appropriate unrestricted District revenues. Each such Reserve for Operations may be utilized to pay the cost of operating the District's general system, including unanticipated costs of operation. The District shall endeavor to maintain in each Reserve, for Operations an amount sufficient to pay for three months of normal operation but not exceed six months of normal operation. However, funds appropriated to any Reserve for Operations may be accessed at any time for any other District purpose, upon approval by the Board. Funds appropriated to a Reserve for Operations may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the District's Governmental General Fund.
  - b) Reserve for Capital Projects Required for State Regulatory Compliance. A "Reserve for Capital Projects Required for State Regulatory Compliance" is hereby created for the District's general account to which the Board may appropriate unrestricted District revenues. Each Reserve for Capital Projects Required for State Regulatory Compliance may be utilized to replace the District's physical plant, as needed. The District shall endeavor to maintain in each Reserve for Capital Project Required for State Regulatory Compliance an amount approximately equal to the capital budget for the current fiscal year plus the amount allocated by the Board for the District's master plan projects, less the amounts funded with debt financing and by the State for the Cleghorn Wastewater Treatment Plant. However, the funds appropriated to each Reserve for Capital Projects Required for State Regulatory Compliance may be accessed at any time for any other District purpose, upon approval by the Board. Funds appropriated to a Reserve for Capital Projects Required for State Regulatory Compliance may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the District's General Fund.

c) Reserve for Catastrophe Response. A "Reserve for Catastrophe Response" is hereby created for the District's general account to which the Board may appropriate unrestricted District revenues. Each Reserve for Catastrophe Response may be utilized to procure such equipment and supplies, perform such repairs, employ such personnel, and take such other measures as may be necessary or appropriate in the event of a catastrophe or calamity requiring District response. The District shall endeavor to maintain in each Reserve for Catastrophe Response an amount approximately equal to twenty five percent (25%) of the net book value of the District's physical plant for the District's general system and as reflected in the annual audit of the District presented to the Board each year. However, the funds appropriated to each Reserve for Catastrophe Response may be accessed at any time for any other District purpose, upon approval by the Board. Funds appropriated to a Reserve for Catastrophe Response may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the District's General Fund.

2. Additional Accounts. In addition to the unrestricted accounts identified above, the Board may approve the creation of such additional accounts, whether temporary or permanent (such as Capital Improvement Projects and system update/replacement projects identified in the Budget and/or associated with the District's Long Term Strategic Plan), as the Board deems necessary or appropriate, by amendment to this resolution or by simple motion. In such event, the Board will identify the purposes, for which such additional accounts are created, provide guidance as to the amount which the District should endeavor to maintain in each such account, and establish the limits and restrictions pertaining thereto.

3. Annual Reports. Each year the District's General Manager shall provide the Board with a report indicating the beginning and ending balance for each of the reserve funds or accounts created pursuant to this resolution and the purposes for which expenditures have been made therefrom and shall make recommendations to replenish or augment fund or account balances as appropriate.

4. Effective Date. This Resolution shall supersede Resolution No. 102 adopted on June 8, 2023, and shall become effective immediately.

ADOPTED this 30h day of May, 2024.

AYES:  
NOES:  
ABSENT:  
ASTAIN:

---

President, Board of Directors

ATTEST: \_\_\_\_\_

**CRESTLINE SANITATION DISTRICT**  
**Calculation of Reserves in Accordance with the Reserve Policy**  
**2024/2025**

**BOARD DESIGNATED RESERVES**

**1. UNRESTRICTED RESERVES**

a) **RESERVE FOR OPERATIONS**

Contingency and Operations - Six Months Operations

2024/25 Operating Budget Total \$ 4,786,343  
 Less: Depreciation 567,510  
 4,218,833  
 x 6/12

2,109,417

**TOTAL RESERVE FOR OPERATIONS**

\$ 2,109,417

b) **RESERVE FOR REPLACEMENT**

Property, Plant, and Equipment Replacement Reserve

Accumulated Depreciation at 6/30/24 \$ 24,655,940  
 Reserve % x 25%

6,163,990

**TOTAL RESERVE FOR REPLACEMENT**

6,163,990

c) **RESERVE FOR CATASTROPHE RESPONSE**

Cost (Excluding Land)

\$ 45,758,850  
 Less: Accumulated Depreciation 24,655,940

21,102,910

Reserve %

x 25%

5,275,728

**TOTAL RESERVE FOR CATASTROPHE RESPONSE**

5,275,728

**2. ADDITIONAL RESERVES IDENTIFIED BY THE BOARD**

Capital Budget Current Year  
 Less amount funded with debt financing

3,103,000  
(1,328,000)

**TOTAL RESERVE FOR CAPITAL PROJECTS**

1,775,000

**TOTAL RESERVES TARGET PER RESERVE POLICY**

\$ 15,324,135

**CALCULATION OF AVAILABLE RESERVES:**

Total net position as of 6/30/23 \$ 21,746,671  
 Estimated change in net position for FY2024 1,253,315  
 Investments in Utility Plant \$ 21,560,400  
 Total capital assets as of 2/29/24 (including CIP) 250,000  
 Estimated additional CIP for April-June 2024 14,450  
 Inventory (10,920,667)  
 Less: Capital related debt (10,904,183)  
\$ 12,095,803

Estimated unrestricted net position available as of 6/30/24

\$ 12,095,803

Less: Total Reserves Target Per Policy

15,324,135

Estimated unrestricted net position over/(under) target reserves

\$ (3,228,332)

Funded percentage of total reserves (estimated as of 6/30/24)

79%