

**WENDT RANCH GEOLOGIC HAZARD ABATEMENT DISTRICT  
PROGRAM BUDGET FOR FISCAL YEAR 2016/17**

June 2, 2016

Wendt Ranch Geologic Hazard Abatement District Board of Directors  
Wendt Ranch Geologic Hazard Abatement District  
651 Pine Street, Room 107  
Martinez, CA 94553

Subject: Wendt Ranch Geologic Hazard Abatement District  
Contra Costa County, California

**PROGRAM BUDGET FOR FISCAL YEAR 2016/17**

Dear Board Members:

Attached is the program budget for the Wendt Ranch Geologic Hazard Abatement District (GHAD) for Fiscal Year 2016/17. The proposed program budget is \$222,050. The budget expenses break down into the following approximate percentages of the total receivables.

Major Repair .....	0 percent
Preventive Maintenance and Operations .....	31 percent
Special Projects .....	2 percent
Administration and Accounting .....	7 percent
Additional - Outside Professional Services .....	3 percent

The budget anticipates a contribution of approximately \$288,000 (57% of total receivables) to the reserve fund. A summary of the expenses is shown on Table I, followed by a brief description of each budget item on the following pages.

If you have any questions regarding the contents of this letter, please contact us.

Sincerely,

Wendt Ranch Geologic Hazard Abatement District  
ENGEO Incorporated, GHAD Manager  
ENGEO Project No. 4063.002.016



Eric Harrell  
eh/pcg/cjn:ghad



Paul C. Guerin

**Wendt Ranch Geologic Hazard Abatement District  
Proposed Program Budget  
Fiscal Year 2016/17**

The following proposed program budget summarizes the anticipated receivables and expenditures for fiscal year 2016/17 for the Wendt Ranch Geologic Hazard Abatement District, which includes Wendt Ranch, Intervening Properties (Monterosso) and the Alamo Creek communities.

The GHAD has maintenance and monitoring responsibilities and is the property owner for the following parcels within the District. The parcels listed include all of the open space parcels within the Monterosso and Wendt Ranch developments. Maintenance, monitoring responsibilities and ownership for the listed parcels were transferred to the GHAD in February and March 2009.

Assessor's Parcel Number	Parcel	Description
<b>Monterosso (Intervening Properties) Development</b>		
206-020-094	I	Western Water Quality Basin
206-020-095	K	Western Open Space
206-580-036	B	Open Space North of Casablanca Bridge
206-020-093	C	Eastern Open Space
206-580-038	J	Northeast Bioretention Cell
206-630-053	E	Southeast Bioretention Cell
<b>Wendt Ranch Development</b>		
206-030-037	A, 8698	Wendt Ranch Southern Open Space including Buffalo Wetlands
206-650-011	B, 8847	Wendt Ranch Western Open Space, North of Casablanca
206-030-038	B, 8698	Wendt Ranch Western Open Space, South of Casablanca
206-030-034	D, 8002	Wendt Ranch Detention Basin

Maintenance and monitoring responsibilities for the remaining properties within the GHAD, not listed above, are the responsibility of the individual property owners, although several parcels have been offered to the GHAD, but have not yet been accepted by the GHAD due to punchlist items remaining to be completed. Within this budget, it is anticipated that during the 2016/17 fiscal year, additional parcels within the Alamo Creek development may be offered for transfer to the Wendt Ranch GHAD.

In general, the budget amounts listed are based on the Engineer's Report approved by the Wendt Ranch GHAD Board of Directors in 2005. The budget amounts have been inflation adjusted to provide the listed budget estimates. In the 2015/16 fiscal year, 1,106 parcels were

subject to the levy. For the 2016/17 fiscal year, it is anticipated that approximately 1,157 parcels will be subject to the levy. Parcels are subject to the levy starting the first fiscal year following issuance of a building permit.

The current Program Budget estimates that at the beginning of the 2016/17 fiscal year, the cumulative reserve will be about \$2,349,000 and about \$2,637,000 at the end of the 2016/17 fiscal year. At \$2,349,000, the cumulative reserve will be about \$387,000 or 24% above the 2005 reserve estimate for the end of the 2015/2016 fiscal year, despite a lower total unit count than originally anticipated for the current fiscal year.

We attribute the additional reserve accumulation to a number of factors including: (1) The Wendt Ranch GHAD has not yet accepted monitoring and maintenance responsibilities for open space surrounding the Alamo Creek development; (2) five of the past nine winters have had below-average rainfall; therefore, there has been a reduced level of slope instability and erosion; (3) a large-scale repair has not been necessary within the GHAD-maintained areas; and (4) the budgets submitted and expenditures made by the current GHAD manager reflect the lower level of activity due to weather conditions and limited geographic responsibilities, thus allowing a higher percentage of the GHAD revenues to be applied to the reserve portion of the budget, while maintaining an appropriate monitoring and maintenance program.

Special Condition 1(e) of the approved Consulting Services Agreement provides that a payment limit shall be determined each fiscal year by GHAD Board by resolution. For fiscal year 2016/17 (July 1, 2016 through June 30, 2017), the payment limit is set at \$102,450. The tasks included within the payment limit may include site monitoring events, transfer of monitoring and maintenance responsibilities, oversight of maintenance and repair projects, administration, accounting, and assessment roll updates.

The budget is divided into four categories including: Major Repair; Preventive Maintenance and Operations; Special Projects; and Administration and Accounting. As needed, the GHAD Manager may reallocate funds within the budget without Board approval.

### **Major Repair**

Included within the major repair category are those repair or improvement projects that are intermittent and, by their nature, do not fit within a scheduled maintenance program. Minor slope repair and erosion control items are generally funded within the Preventive Maintenance and Operations category. For the purposes of this budget, we define major repairs as those estimated at over \$50,000.

### **Preventive Maintenance and Operations**

Preventive maintenance and operations include slope stabilization services, erosion protection, and professional services within the District. Professional services include site monitoring events as specified in the GHAD Plan of Control. Slope stabilization and erosion protection responsibilities include the open space slopes and creek channels. GHAD-maintained

improvements generally include detention and water quality basins, maintenance roads, concrete-lined drainage ditches, retaining walls, subsurface drainage facilities, storm drain facilities, trails, and debris benches.

### Special Projects

The Special Projects category allows the GHAD to budget for projects beneficial to the GHAD that do not fit into one of the other three categories.

### Administration and Accounting

This category includes administrative expenses for tasks of the GHAD Manager, clerical and accounting staff related to the operation and administration of the GHAD.

**TABLE 1**  
 Summary of Proposed Fiscal Year 2016/17 Budget

Budget Item	Label	Budget Amount	Percentage of Total Budget
<b>MAJOR REPAIRS</b>			
Major Projects	<b>TOTAL</b>	<b>\$0</b>	0%
<b>PREVENTIVE MAINTENANCE AND OPERATIONS</b>			
<b>Professional Services</b>			
Scheduled Monitoring Events			
Open Space Scheduled Monitoring Events		\$11,000	
Open Space Heavy Rainfall Events		\$5,500	
Bioretention Cell Scheduled Monitoring Events		\$4,000	
Bioretention Heavy Rainfall Events		\$1,600	
Transfer of Open Space – Alamo Creek		\$15,000	
Technical Consultants, Parcel Transfer (Outside Services)		\$8,000	
	Subtotal	\$45,100	
<b>Maintenance and Operations</b>			
Sediment Removal – Concrete Structures		\$3,500	
Bioretention and Other Water Quality Facilities		\$9,000	
Erosion Repairs		\$20,000	
Subdrain Outlets		\$1,500	
Detention Basin		\$20,000	
Creek Banks		\$15,000	

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Budget Item	Label	Budget Amount	Percentage of Total Budget
Slope Stabilization		\$20,000	
Trail, File Break and Fence Maintenance		\$25,000	
	Subtotal	\$114,000	
	<b>TOTAL</b>	<b>\$159,100</b>	31%
<b>SPECIAL PROJECTS</b>			
Reserve Study		\$4,000	
GPS/GIS Development		\$5,000	
Web Site Development		\$2,000	
	<b>TOTAL</b>	<b>\$11,000</b>	2%
<b>ADMINISTRATION AND ACCOUNTING – GHAD Manager</b>			
Administration and Accounting		\$33,000	
Budget Preparation		\$3,000	
	Subtotal	\$36,000	7%
<b>Outside Professional Services – Nontechnical</b>			
Assessment Roll and Levy Update Preparation		\$5,000	
Legal Counsel		\$8,000	
Treasurer		\$6,500	
Contra Costa County Assessor's Fees		\$1,300	
California Association of GHADs Membership		\$400	
Insurance		\$600	
	Subtotal	\$21,800	3%
	<b>TOTAL</b>	<b>\$57,800</b>	
<b>ESTIMATED EXPENDITURES</b>	<b>TOTAL</b>	<b>\$227,900</b>	<b>53%</b>

Budget Item	Label	Budget Amount	Percentage of Total Budget
<b>ESTIMATED RECEIVABLES</b>			
Estimated Balance (June 30, 2016)		\$2,348,849	
Estimated 2016/17 Assessment Amount		\$484,352	
Estimated Earnings on Investments		\$25,910	
Total Available Funds	<b>TOTAL</b>	<b>\$2,859,111</b>	
<b>ESTIMATED EXPENDITURES</b>			
Major Projects		\$0	
Preventive Maintenance and Operations		\$159,100	
Special Projects		\$11,000	
Administration and Accounting		\$57,800	
Estimated Expenditures	<b>TOTAL</b>	<b>\$227,900</b>	
<b>ESTIMATED RESERVE/FUND BALANCE ON JUNE 30, 2017</b>		<b>\$2,631,211</b>	

## MAJOR REPAIRS

There are currently no major repair projects anticipated in the 2016/17 fiscal year budget within the GHAD-maintained areas of the Wendt Ranch GHAD. While no major repairs are ongoing at this time, by their very nature, major repairs such as landslides are unpredictable and could occur during the 2016/17 fiscal year. The reserve portion of the budget allows for the funding toward these unpredictable events.

## PREVENTIVE MAINTENANCE AND OPERATIONS

### Professional Services

#### Open Space Scheduled Monitoring Events

As provided in the Plan of Control, there are two scheduled monitoring events within the GHAD that will occur during each calendar year including geotechnical instrument monitoring.

**Estimated budget \$11,000**

#### Open Space Heavy Rainfall Events

We have budgeted for two heavy rainfall monitoring events during the 2016/17 winter season.

**Estimated budget \$5,500**

#### Bioretention Cell Scheduled Monitoring Events

As provided in the Design Report and Operations and Maintenance Manual for Bioretention Facilities, there are two scheduled monitoring events for the two bioretention cells within the GHAD that will occur during November and May.

**Estimated budget     \$4,000**

#### Bioretention Heavy Rainfall Events

We have budgeted for two heavy rainfall monitoring events for the bioretention facilities during the 2016/17 winter season.

**Estimated budget     \$1,600**

#### Transfer of Open Space – Alamo Creek

We anticipate in this budget that ownership, maintenance and monitoring responsibilities of additional open space within the Alamo Creek Development may be offered to the GHAD during the 2016/17 fiscal year. As provided in the Plan of Control, the transfer process includes inspections and verification of proper maintenance or condition of the GHAD-maintained improvements.

**Estimated budget     \$15,000**

#### Technical Consultants, Parcel Transfer (Outside Services)

As part of the transfer process, the GHAD plans to contract with Darwin Myers Associates to provide for third party review of the GHAD-maintained improvements prior to transfer.

**Estimated budget     \$8,000**

### **Maintenance and Operations**

#### Sediment Removal - Concrete Structures

This budget item is to provide for the periodic removal of vegetation, cleaning, sealing and minor repair of concrete-lined drainage ditches within the Mustang Soccer Fields, Wendt Ranch, and Intervening Properties (Monterosso) developments. This item has been contracted through the 2016/2017 fiscal year.

**Estimated budget     \$3,500**

#### Bioretention and other Water Quality Facilities

The budget item allows for ongoing maintenance activities as described in the operations and maintenance manual.

**Estimated budget     \$9,000**



### Erosion Repairs

This is for unanticipated minor erosion repairs, including those that may occur during the 2016/17 fiscal year.

**Estimated budget    \$20,000**

### Subdrain Outlets

This budget item provides for subdrain outlets to be located, relocated, and marked as necessary.

**Estimated budget    \$1,500**

### Detention Basins

The budget allows for ongoing maintenance activities.

**Estimated budget    \$20,000**

### Creek Bank Maintenance

Anticipated tasks under this budget item include the repair of slope or creek erosion and removal of debris from creek channel culverts.

**Estimated budget    \$15,000**

### Slope Stabilization

This is for unanticipated minor repairs, including slope instability or erosion, which may occur during the 2016/17 fiscal year.

**Estimated budget    \$20,000**

### Trail, Fire Break and Fence Maintenance

This budget item includes annual fire-break mowing, gravel-surfaced road maintenance, trail maintenance, and fence repairs, which may occur during the 2016/17 fiscal year. These items have been contracted through the 2016/2017 fiscal year.

**Estimated budget    \$25,000**

## **SPECIAL PROJECTS**

### **Global Positioning System (GPS)/Geographic Information System (GIS) Development**

To provide for a more efficient system to capture, store, update, manipulate, analyze, and display information pertaining to GHAD assets (including, but not limited to, subdrains, landslides, drainage facilities, cuts, fills, or slopes), the GHAD has provided a budget item to continue development of a GIS database. The database would facilitate and streamline the tracking of location, maintenance, and repair activities pertaining to GHAD assets and automate the communication of this information to affected parties. We anticipate this first phase of GIS

database development will include transition of available and pertinent asset information to an electronic format suitable for GIS deployment and, as necessary, field-verification of such assets with GPS surveys.

**Estimated budget    \$5,000**

#### Web Site Maintenance and Updates

To allow for greater access to information about the Wendt Ranch GHAD, the GHAD has provided a budget item to update and maintain the existing website launched during the 2013/2014 fiscal year.

**Estimated budget    \$2,000**

#### Reserve Study

During fiscal year 2016/17, a reserve study will be completed based on the levels of expenditure expected to address future maintenance responsibilities, and accumulation the appropriate long-term reserves to address larger geologic events.

**Estimated budget    \$4,000**

### **ADMINISTRATION AND ACCOUNTING**

#### **GHAD Manager**

##### Administration and Accounting

Administrative expenses include the GHAD Manager duties related to the operation and administration of the GHAD. The budget estimate for the accounting and administrative services are derived from the original GHAD budget used to prepare the GHAD's Engineer's Report.

**Estimated budget    \$33,000**

##### Budget Preparation

This budget provides for the preparation of the annual report and budget.

**Estimated budget    \$3,000**

#### **Outside Professional Services – Nontechnical**

##### Assessment Roll and Levy Update

This budget item allows for preparation of the assessment roll for the District and the updated levy based on the Consumer Price Index adjustment.

**Estimated budget    \$5,000**

### Legal Counsel

This budget item allows the GHAD to secure legal counsel for the District as provided under Resolution 2008/01 adopted on November 18, 2008. The duties of the legal counsel may include but not be limited to, preparation or review of contracts, grant deeds, right of entry and board resolutions.

**Estimated budget      \$8,000**

### Treasurer

This budget item accounts for fees related to investment of the GHAD reserve funds and processing of accounts payable. This budget item allows the GHAD to hire a treasurer for the District as provided under Resolution 2008/01 adopted on November 18, 2008.

**Estimated cost              \$6,500**

### Contra County Assessor's Fees

This budget item accounts for fees from the Contra County Assessor's Office.

**Estimated cost              \$1,300**

### California Association of GHADs Membership

The GHAD maintains membership in the California Association of GHADs.

**Estimated cost              \$400**

### Insurance

The GHAD maintains general liability insurance for open space areas within the District.

**Estimated cost              \$600**