

BYRON-BRENTWOOD-KNIGHTSEN UNION CEMETERY DISTRICT

CAPITAL ASSET IMPROVEMENT PLAN

FY 2021-2022

PUBLISHED JUNE, 2021

EXECUTIVE SUMMARY

The Byron-Brentwood-Knightesen Union Cemetery District (BBK) is submitting a fund impact report, based upon estimated market costs for Capital Asset Improvements for the District. These improvements are not only needed, but they are required to continue operating the district effectively and safely. The District has multiple projects that must be implemented in order to continue effectively operate. For operations, the most important are purchasing two commercial mowers, utility vehicles, and upgrading irrigation system to reduce labor hours spent maintaining laws, reduce wear and tear on heavy equipment, and finally eliminate wasteful leaks to maximize water usage during California droughts. The maintenance staff also needs a working truck that can carry and tow materials and move heavy equipment for major servicing. For officer workers, the new building and required subprojects are needed as the previous office cannot be cost effectively remodeled to modern standards due to its cinderblock construction and failing utilities. Finally, the District intends to install a significant number of solar panels as a carport to protect vehicles and heavy equipment, as well as offset electrical costs.

PROPOSED CAPITAL ASSET IMPROVEMENTS

All project explanations are listed at the end of this document. Please see the section [Project Explanation Documents](#) for more information.

1. Purchase Commercial Mowers. Estimated Budget: \$25,000; Start Date: CY FY2020; Completion Date: CY FY2020.
2. Utility Cars. Reducing Heavy Equipment Wear and Emissions. Estimated Budget: \$39,000; Start Date: CY FY2020; Completion Date: FY2021 Q1.
3. Canal Pump Installation and Connection. Estimated Budget: \$40,000; Start Date: FY2021 Q1; Completion Date: FY2021 Q1.
4. New Well Project: Providing Clean Water to the New Office. Estimated Budget: \$40,000; Start Date: FY2021 Q1; Completion Date: FY2021 Q1.
5. Electrical Upgrades. Providing Quality Power and Solar Access Estimated Budget: \$25,000; Start Date: FY2021 Q1; Completion Date: FY2021 Q1.
6. Septic Tank Installation for Office. Required Sanitation for an Office. Estimated Budget: \$50,000; Start Date: FY2021 Q1; Completion Date: FY2021 Q1.
7. Upgrade Existing Office Building. Recycle and Reuse of the Obsolete Office Building. Estimated Budget: \$50,000; Start Date: FY2021 Q2; Completion Date: FY2021 Q3.
8. Purchase New Work Truck Estimated Budget: \$40,000; Start Date: FY2021 Q2; Completion Date: FY2021 Q2.
9. Purchase and Installation of Modular Office Estimated Budget: \$125,000; Start Date: FY2021 Q2; Completion Date: FY2021 Q3.
10. Paving Office Parking Lot and Other areas Estimated Budget: \$150,000; Start Date: FY2021 Q3; Completion Date: FY2021 Q3.
11. "Zeroscape" New Office Area Estimated Budget: \$50,000; Start Date: FY2021 Q3; Completion Date: FY2021 Q3.
12. District Irrigation Replacement. Replacing Pipes to Reduce Water Waste. Estimated Budget: \$200,000; Start Date: FY2021 Q4; Completion Date: FY2022 Q1.
13. Solar Panel Roofing and Car Port. Reducing Costs and Protecting Equipment. Estimated Budget: \$60,000; Start Date: FY2022 Q1; Completion Date: FY2022 Q1.

PROJECT EXPLANATIONS

All project explanations are listed at the end of this document. Please see [Project Explanation Documents](#).

1. [Purchase Commercial Mowers.](#)
2. [Utility Cars. Reducing Heavy Equipment Wear and Emissions.](#)
3. [Canal Pump Installation and Connection.](#)
4. [New Well Project: Providing Clean Water to the New Office.](#)
5. [Electrical Upgrades. Providing Quality Power and Solar Access](#)
6. [Septic Tank Installation for Office. Required Sanitation for an Office.](#)
7. [Upgrade Existing Office Building. Recycle and Reuse of the Obsolete Office Building.](#)
8. [Purchase New Work Truck](#)
9. [Purchase and Installation of Modular Office](#)
10. [Paving Office Parking Lot and Other areas](#)
11. [Zeroscape New Office Area](#)
12. [District Irrigation Replacement. Replacing Pipes to Reduce Water Waste.](#)
13. [Solar Panel Roofing and Car Port. Reducing Costs and Protecting Equipment.](#)

PROJECT FUNDING

BBK will fund all CIP projects with cash from their substantial General Fund. BBK has over \$3 million in cash available to pay all costs. BBK will not seek financing. Instead, BBK will use a 2-year capital plan for budgeting and to approximate cash disbursement times.

Estimated Project Costs												
Project Title	Estimated Project Cost	Prior Years	Current Year									
			FY2020 Q4	FY2021 Q1	FY2021 Q2	FY2021 Q3	FY2021 Q4	FY2022 Q1	FY2022 Q2	FY2022 Q3	Subsequent Years	
Purchase Commercial Mower	25,000		25,000									
Utility Vehicles	39,000		39,000									
Canal Pump Installation and Connection	40,000			40,000								
New Well Project. Refurbish/Replace Existing V	40,000			40,000								
Electrical Upgrades. Estimated Budget	25,000			25,000								
Septic Tank Installation for Office	50,000			50,000								
Upgrade Existing Office Building	50,000				25,000	25,000						
Purchase New Truck	40,000				40,000							
Purchase and Installation of Modular Office	125,000				125,000							
Paved lot and driveway	50,000					75,000	75,000					
Zeroscaping for New Office	50,000					50,000						
District Irrigation Replacement	200,000						100,000	100,000				
Solar Panel Roofing and Car Port	60,000								60,000			
Totals	794,000	-	64,000	155,000	190,000	150,000	175,000	100,000	60,000	-	-	

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DEBT SERVICE

BBK will not use debt and will instead use the general fund to finance all estimated and actual costs for projects listed in this Capital Improvement Plan.

PROJECT EXPLANATION DOCUMENTS

PURCHASE NEW COMMERCIAL MOWERS

Project:	Purchase Commercial Mower						
Project Description							
The purpose of this project is to acquire two zero-turn riding mowers, with local servicing companies and 48 hour part availability.							
Project Justification							
BBKUCD no longer has a reliably functioning zero-turn mower to maintain their lawns. The previous zero-turn mower is unreliable and will be sold to offset the cost of this project. The district has another ride on mower that is past it's service life and does not start reliably. The District maintains over 10 Acres of lawn making it necessary to use commerical grade riding mowers and has only 3 groundspersons to mow, weed eat, clean debris, and perform all other operations. Riding mowers are critical to the District's operations and appearance.							
Amounts of Funding by Source of Financing:							
Fiscal Periods	Business Loan	General Fund	Endowment Fund	Non-budgeted Funds			Totals
Prior Years		-					-
CY 2020		25,000					25,000
FY2021 Q1							-
FY2021Q2							-
FY2021Q3							-
FY2022Q4							-
FY2022Q1							-
FY2022Q2							-
FY2022Q3							-
FY2023Q4							-
Subsequent Years	-						-
Total:	-	25,000	-	-	-	-	25,000

UTILITY VEHICLES PURCHASE

Project:	Utility Vehicles						
Project Description							
The purchase of three utility vehicles for groundsperson use and office use.							
Project Justification							
The District has over 11 acres of land making it impractical to routinely cross for projects, other work, and showing constituents their plots. For the groundspersons, the workers primarily travel using tractors causing large amounts of value depreciation, wear and tear, and additional maintenance costs. The purchase of utility vehicles will extend the life of their heavy equipment, preserving resale value and minimizing costs. For the office staff, many of the visitors are elderly and cannot travel to visit sites. The utility vehicle allows the office to show sites, escort constituents to graves, and minimize the time wasted walking the extensive grounds.							
Amounts of Funding by Source of Financing:							
			Endowment	Non-budgeted			
Fiscal Periods	Business Loan	General Fund	Fund	Funds			Totals
Prior Years							-
CY 2020		39,000					39,000
FY2021 Q1							-
FY2021Q2							-
FY2021Q3							-
FY2022Q4							-
FY2022Q1							-
FY2022Q2							-
FY2022Q3							-
FY2023Q4							-
Subsequent Years	-						-
Total:	-	39,000	-	-	-	-	39,000

CANAL PUMP INSTALLATION AND CONNECTION

Project:	Canal Pump Installation and Connection						
Project Description							
This project is to connect the District to the irrigation Canal that travels along the eastern portion of the grounds.							
Project Justification							
The District will use Canal water certain times of the year to significantly reduce their water costs, pump house wear, and electrical costs associated with pumping water. This also protects the District's water supply in times when the water table lowers, particularly in severe drought.							
Amounts of Funding by Source of Financing:							
			Endowment	Non-budgeted			
Fiscal Periods	Business Loan	General Fund	Fund	Funds			Totals
Prior Years							
CY 2020							-
FY2021 Q1		40,000					40,000
FY2021Q2							-
FY2021Q3							-
FY2022Q4							-
FY2022Q1							-
FY2022Q2							-
FY2022Q3							-
FY2023Q4							-
Subsequent Years	-						-
Total:	-	40,000	-	-	-	-	40,000

NEW WELL PROJECT. REFURBISH/REPLACE EXISTING WELL

Project:	New Well Project. Refurbish/Replace Existing Well.						
Project Description							
This project is to drill and install a well, and a pump system to supply water to the new Modular Office.							
Project Justification							
There is no municipal water that can be accessed economically near BBKUCD's grounds. The office building needs a well and pump to supply water.							
Amounts of Funding by Source of Financing:							
Fiscal Periods	Business Loan	General Fund	Endowment Fund	Non-budgeted Funds			Totals
Prior Years							
CY 2020							-
FY2021 Q1		40,000					40,000
FY2021Q2							-
FY2021Q3							
FY2022Q4							-
FY2022Q1							
FY2022Q2							-
FY2022Q3							
FY2023Q4							-
Subsequent Years							
	-						-
Total:	-	40,000	-	-	-	-	40,000

ELECTRICAL UPGRADES

Project:	Electrical Upgrades. Estimated Budget						
Project Description							
Install Electrical Equipment and Utility Connections.							
Project Justification							
The Modular Office requires Electrical Equipment and Utility Connections in order to function and meet local building codes.							
Amounts of Funding by Source of Financing:							
Fiscal Periods	Business Loan	General Fund	Endowment Fund	Non-budgeted Funds	Totals		
Prior Years							
CY 2020							-
FY2021 Q1		25,000					25,000
FY2021Q2							-
FY2021Q3							-
FY2022Q4							-
FY2022Q1							-
FY2022Q2							-
FY2022Q3							-
FY2023Q4							-
Subsequent Years							
	-						-
Total:	-	25,000	-	-	-	-	25,000

SEPTIC TANK INSTALLATION FOR OFFICE

Project:	Septic Tank Installation for Office						
Project Description	To install a septic tank system and plumbing.						
Project Justification	The District is not located near sanitary District service and requires the use of a septic tank. Local building codes require a sewage system or connecting to sanitation.						
Amounts of Funding by Source of Financing:							
Fiscal Periods	Business Loan	General Fund	Endowment Fund	Non-budgeted Funds	Totals		
Prior Years					-		
CY 2020					-		
FY2021 Q1		50,000			50,000		
FY2021Q2					-		
FY2021Q3					-		
FY2022Q4					-		
FY2022Q1					-		
FY2022Q2					-		
FY2022Q3					-		
FY2023Q4					-		
Subsequent Years	-				-		
Total:	-	50,000	-	-	-	-	50,000

UPGRADE EXISTING OFFICE BUILDING

Project:	Upgrade Existing Office Building						
Project Description							
This project is to upgrade the deteriorated office currently in use.							
Project Justification							
The District office needs significant upgrades and repair. The groundspersons need functioning restrooms, and in particular, showers for emergencies. The office will also act as a break area for workers who currently take breaks and lunch on the grounds or in the large shed with no water or restrooms.							
Amounts of Funding by Source of Financing:							
Fiscal Periods	Business Loan	General Fund	Endowment Fund	Non-budgeted Funds			Totals
Prior Years							-
CY 2020							-
FY2021 Q1							-
FY2021Q2		25,000					25,000
FY2021Q3		25,000					25,000
FY2022Q4							-
FY2022Q1							-
FY2022Q2							-
FY2022Q3							-
FY2023Q4							-
Subsequent Years	-						-
Total:	-	50,000	-	-	-	-	50,000

PURCHASE NEW TRUCK

Project:	Purchase New Truck						
Project Description							
This project is to purchase a new work truck for the District.							
Project Justification							
The District truck is currently deteriorated with heavy usage and age. The District needs a replacement in order to avoid costly maintenance and repairs. The current truck is not the correct tonnage to safely tow equipment and perform other district functions.							
Amounts of Funding by Source of Financing:							
			Endowment	Non-budgeted			
Fiscal Periods	Business Loan	General Fund	Fund	Funds			Totals
Prior Years							-
CY 2020							-
FY2021 Q1							-
FY2021Q2		40,000					40,000
FY2021Q3							-
FY2022Q4							-
FY2022Q1							-
FY2022Q2							-
FY2022Q3							-
FY2023Q4							-
Subsequent Years	-						-
Total:	-	40,000	-	-	-	-	40,000

PURCHASE AND INSTALLATION OF MODULAR OFFICE

Project:	Purchase and Installation of Modular Office						
Project Description							
This project is to replace the District's aged and outdated building. A new Modular Office will be installed on a foundation.							
Project Justification							
The District's office is over 50 years old, does not have effective heating or cooling, sanitary plumbing, and needs extensive repairs and upgrades. It is significantly more cost effective over the longer term to build a modular office, considering the increased cost of materials and the difficulty sourcing contractors. Furthermore, the building is not well designed making use difficult.							
Amounts of Funding by Source of Financing:							
Fiscal Periods	Business Loan	General Fund	Endowment Fund	Non-budgeted Funds			Totals
Prior Years							-
CY 2020							-
FY2021 Q1							-
FY2021Q2		125,000					125,000
FY2021Q3							-
FY2022Q4							-
FY2022Q1							-
FY2022Q2							-
FY2022Q3							-
FY2023Q4							-
Subsequent Years	-						-
Total:	-	125,000	-	-	-	-	125,000

PAVING FOR OFFICE AND OTHER AREAS

Project:	Paved lot and driveway						
Project Description							
This project is to pave the new office parking lot, fix other pavement issues, and add additional paving in areas of the cemetery.							
Project Justification							
The District's office will need regulation compliant parking spaces, road paving to reach the office location, and other minor upgrades and repairs to paving.							
Amounts of Funding by Source of Financing:							
			Endowment	Non-budgeted			
Fiscal Periods	Business Loan	General Fund	Fund	Funds			Totals
Prior Years							
CY 2020							-
FY2021 Q1							
FY2021Q2							-
FY2021Q3		75,000					75,000
FY2022Q4		75,000					75,000
FY2022Q1							
FY2022Q2							-
FY2022Q3							
FY2023Q4							-
Subsequent Years							
	-						-
Total:	-	150,000	-	-	-	-	150,000

ZEROSCAPING THE NEW OFFICE

Project:	Zeroscaping for New Office						
Project Description							
This project is to pave the new office parking lot, fix other pavement issues, and add additional paving in areas of the cemetery.							
Project Justification							
The District's office will need regulation compliant parking spaces, road paving to reach the office location, and other minor upgrades and repairs to paving.							
Amounts of Funding by Source of Financing:							

DISTRICT IRRIGATION REPLACEMENT

Project:	District Irrigation Replacement						
Project Description							
This project is to replace the districts irrigation and sprinkler system.							
Project Justification							
The District's irrigation system is over 50 years old and composed of metal pipe that is difficult to replace and repair. The pipe system is failing, with many leaks. A new professionally designed and installed irrigation system will be significantly easier to maintain, upgrade, and reduce water usage.							
Amounts of Funding by Source of Financing:							
			Endowment	Non-budgeted			
Fiscal Periods	Business Loan	General Fund	Fund	Funds			Totals
Prior Years							
CY 2020							-
FY2021 Q1							
FY2021Q2							-
FY2021Q3							
FY2022Q4		100,000					100,000
FY2022Q1							
FY2022Q2		100,000					100,000
FY2022Q3							
FY2023Q4							-
FY2023Q1							
FY2023Q2							-
FY2023Q3							
FY2023Q4							-
Subsequent Years							
	-						-
Total:	-	200,000	-	-	-	-	200,000

SOLAR PANEL AND CAR PORT

Project:	Solar Panel Roofing and Car Port						
Project Description							
This project is to build a solar panel car port.							
Project Justification							
The District needs to build a car port to protect vehicles and equipment from sun damage. By using Solar Panels as carports, the District can reduce its impact on the environment and extend the life of heavy equipment and other materials. Furthermore, the District qualifies for significantly discounted loans and government discounted panels and equipment. This project will pay itself off before it's useful life is reached.							
Amounts of Funding by Source of Financing:							
Fiscal Periods	Business Loan	General Fund	Endowment Fund	Non-budgeted Funds			Totals
Prior Years		-					-
CY 2020							-
FY2021 Q1							-
FY2021Q2							-
FY2021Q3							-
FY2022Q4							-
FY2022Q1							-
FY2022Q2		60,000					60,000
FY2022Q3							-
FY2023Q4							-
Subsequent Years	-						-
Total:	-	60,000	-	-	-	-	60,000