

ANNUAL REPORT

Fiscal Year 2023-2024

**Castlewood
County Service Area**

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INTRODUCTION

Purpose of Report

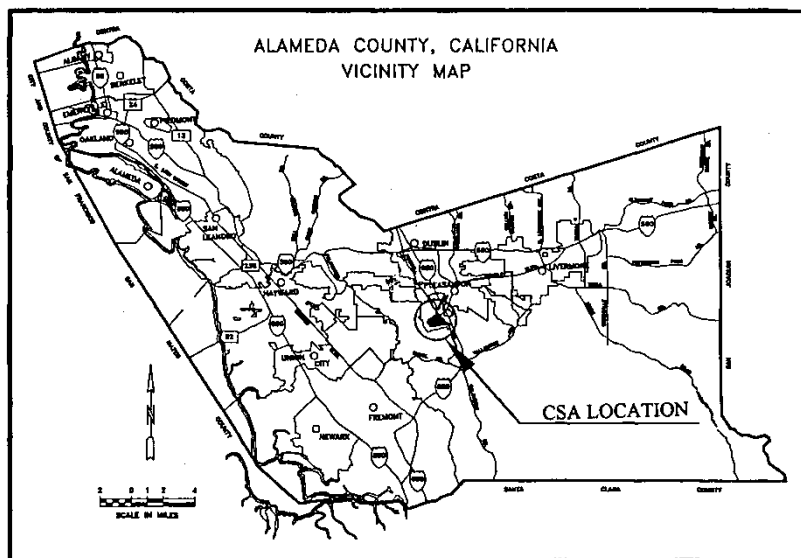
This Annual Report for County Service Area, CSA R-1967-1, Castlewood, is presented to the Alameda County Board of Supervisors in compliance with CSA Law and the Alameda County Ordinance Code. This report provides a brief history of the CSA, a description of proposed service programs, summaries of anticipated income and expenses, and recommended service charges for properties within the CSA.

Scope of Services

CSA's are formed pursuant to the State of California Government Code, County Service Area Law (CSA Law) to provide specific services, which the County could not otherwise provide and are governed by the Board of Supervisors. The Castlewood CSA was established in September 1968 to provide for the improvement, maintenance and drainage of the areas private roads. In May 1979, the scope of services was extended to include provision of sewer and water services.

Location Description and Vicinity Map

The Castlewood CSA consists of 587 acres in the unincorporated area of Alameda County. It is located southwesterly of the City of Pleasanton, adjacent to the Arroyo de la Laguna (Arroyo). Elevations within the CSA range from 250 feet along the Arroyo to 1500 feet at the CSA's western boundary. The CSA's bounds encompass the Club buildings and facilities, including two 18-hole golf courses, and over 200 home sites.



CSA ESTABLISHED FOR ROAD SERVICES

On September 17, 1968, the Board established the CSA in response to the request of the Club and property owners in the Club area west of Foothill Road. The CSA was established for the improvement, maintenance and drainage of roads within the CSA bounds.

CSA ADDS SEWER AND WATER SERVICES

In the early 1970's, the Club began to experience problems with its wastewater treatment plant operations and associated ponds. Despite system improvements in 1974, the problems continued, leading to treatment ponds overflowing into the Arroyo. In October 1977, the Board imposed a sewer connection moratorium; and in March 1978, the California Regional Water Quality Control Board (RWQCB) officially recognized the pollution problems caused by the wastewater treatment plant.

On May 22, 1979, in response to a request of the Club and CSA property owners, the Board authorized the addition of sewer services within the CSA, including the evaluation and correction of the privately owned sewer system problems. At the same time, at the request of the Club, the Board added water service as an extended service the CSA could provide although improvements to the water system did not begin until 1994.

Sewer and Water Systems Improvements

In order to connect to the Dublin San Ramon Service District (DSRSD) treatment plant, the CSA had to purchase treatment capacity from the capacity allotment of the City of Pleasanton (City). A contract for the purchase of 92,000 GPD, or 308 Residential Discharge Equivalents (RDEs), of capacity was negotiated between the CSA and the City. A condition of this purchase was that the CSA had to agree to develop a program to replace and/or repair portions of the old facilities, with priority emphasis on replacing and repairing high frequency maintenance areas and areas of highest inflow and infiltration.

Upon completion of the sanitary sewer pump station (Foothill Pump Station) and pipeline (from the pump station to the West Pleasanton Interceptor), the Board repealed the sewer connection moratorium. The City, by contract with the CSA, operates and maintains the Foothill Pump Station and the pipeline from the pump station to the West Pleasanton Interceptor, and is reimbursed by CSA for its services.

The Castlewood Country Club and the Castlewood Property Owners Association (CPOA) agreed to have engineering evaluations made of both the sewer collection system and the private water systems. By Fiscal Year 1995 consultants were hired to develop construction plans and specifications for improvements to both systems, and the Club pursued a design for the replacement of its golf course's irrigation system. Sewer system improvements were completed in August 1997. The complete separation of the domestic water system and irrigation system were completed in March 1998.

Assessment District Formation

An Assessment District was formed in Fiscal Year 1996-1997 to fund system improvements. The financing was processed through a credit pool program of the Association of Bay Area Government.

SERVICES PROGRAMS AND SERVICE CHARGES BASES

Overview

Maintenance and operation of the domestic water system and the sewer system are provided by the Coleman Engineering, Inc. through a contract with Alameda County on behalf of the Castlewood County Service Area. The Castlewood Country Club continues to maintain their irrigation system.

Recommended Service Charges for the 2023-2024 Fiscal Year are listed in Table 1, Service Charge Spreads. All Service Charges are subject to a 1.7% collection fee charged by the County Auditor's Office. This fee is authorized by State Law, to cover costs associated with collecting, accounting for and distributing CSA funds. Table 2 provides a service charge history from the formation of the CSA to present.

Administration and Engineering Services

Agency Administration and Engineering services include guidance relating to road, sewer and water systems improvements, design criterion and applicable law, and field and office investigations. Agency staff respond to Club and CPOA questions and concerns, meet with property owners, CPOA and Club representatives, conduct public meetings and workshops, and related mailings. Services also include maintenance of CSA budgets and accounts, payment of bills, responding to tax bill and real estate inquiries, and preparation of service charges. Staff maintains CSA records, such as maps, computer databases and files, including sewerage capacity, service provider information and various mailing lists.

Agency staff prepares reports and related legal documents required by local, State or Federal laws; conduct property owner surveys and ballots; negotiate, prepare, coordinate and administer provision of routine and emergency services. Staff also coordinates activities with other County offices, including the Planning Department, County Counsel, Assessor's Office, Auditor's Office, the Board of Supervisors, County Fire Department, the Risk Manager's Office, and other Agencies such as the City of Pleasanton and the City and County of San Francisco.

Road Program Costs and Service Charges

Road service costs include routine road maintenance, such as repair of pot holes, striping and signing, small emergency road repairs and a contingency fund. Road service charges are computed by dividing the total road service costs by the number of benefited properties. Club facilities count as 31 of the 213 benefited parcels. Foothill Road and Castlewood Drive (between Foothill and Pleasanton-Sunol Roads) are County roads within the CSA bounds, and no CSA funds are used on Foothill Road or that portion of Castlewood Drive. Parcels located on Country Lane and Oak Lane are not charged for road services, as the property owners on these roads have elected private maintenance options. An approved work program for the new year is included in the Work Programs and Improvements section of Report. Sky Castle and Bunker Lane are private roads for which road services are covered by their private maintenance

agreements. However, those property owners along Sky Castle and Bunker Lane are charged by the CSA for road services for use of the CSA roads they use to access their private roads.

Sewer Maintenance and Operation Program Costs and Service Charges

Costs include routine maintenance of the Foothill Sewage Pump Station, emergency sewage system repairs, field inspections, monitoring sewerage capacity and related sewerage system data. This also includes PG&E electrical costs for operating the Foothill Pump Station and water for the Foothill Pump Station from the City of Pleasanton. The single most costly item for this program is the Sewer Use & Demand cost. It is for treatment costs at the Dublin San Ramon Services District (DSRSD) sewage treatment plant. That cost is paid by the CSA through the City of Pleasanton on a bi-monthly basis. The Foothill Pump Station continues to be maintained by the City of Pleasanton under contract with the CSA. Maintenance of the rest of the sewerage system is contracted out, currently to Coleman Engineering, Inc.

Service Charges for sewer maintenance and operations are based on the number of Residential Discharge Equivalents (RDEs) connected to the sewerage system. Club facilities count as 41 of the 247 connected RDEs.

Sewer Capital Improvement Program Costs and Service Charges

These charges are levied on all parcels that have purchased sewerage RDEs (247 Connected RDEs and 9 RDEs Purchased but not connected for a total of 256 “Purchased” RDEs). The program cost includes a portion of the Sewer Use Fee and Demand Fee for future use is no longer passed on to the Castlewood customers but is still held for future demand. (uncommitted). Program costs will also include sewerage system improvements.

RDE Purchase Calculations

The purchase price represents the accumulation of the sewer capital service charges for each fiscal year, including a one parcel cash lump sum amount attributable to the sewer portion of the Assessment District for the system improvements, plus accrued interest. Properties within the CSA that have not reserved sewerage capacity will need to pay this one-time fee to reserve sewerage capacity prior to any sewer connection or parcel split.

RDE Capacity

In 1984, 308 Residential Discharge Equivalents (RDEs) of sewer capacity were purchased from the City of Pleasanton based on a joint study between the Planning Department and a volunteer citizen advisory committee of property owners with existing sewer connections in the CSA. An Agreement was entered into between the City of Pleasanton and the County of Alameda on behalf of the CSA based on the outcome of this joint study.

To date 247 RDEs have been purchased by property owners and the Club and connected to the City of Pleasanton. The remaining 61 RDEs are considered future connections and make up the remainder of the 308 agreed upon RDEs.

Of the 61 “future” RDEs, 9 RDEs have already been purchased by property owners for future use. Not all property owners who have purchased sewerage capacity have connected to the sewerage system. This leaves 52 RDEs of future uncommitted sewerage capacity available for purchase. Sewer capacity is sold on a first come, first served basis. Capacity runs with the parcel for which it was purchased; it is not transferable.

Periodically, developments outside of the CSA want to connect their sewer systems to the CSA sewer system. This allows the developments to pump their sewage through the CSA pump station and force main in order to discharge to the City’s sewer system. These developers are required to demonstrate the impact on the pump station and to compensate the CSA for the pro rata share of capital improvement costs to the CSA’s pump station and the force main to the City system. Developers must also purchase sewerage capacity from the City.

Water Capital Improvement Program Costs and Service Charges

These charges are levied on all parcels that have either purchased water capacity or are currently connected to the water system (190 parcels plus the Club). The distribution of the service charges on domestic water use is shown in Table 1 and is allocated against the Club based on metered use for the year. The remaining percent is allocated against the property owners. This may vary by year.

Water Capacity Purchase Calculations

In prior years, there were no fees for any new connection to the water system. Since there were substantial investments made in the water system, new users beginning in Fiscal Year 1996-1997 were required to buy into the system. Computation of the water capacity purchase charge is shown in Table 4. The charge represents the amount equal to the water capital service charges for each fiscal year, including a one parcel cash lump sum amount attributable to the water portion of the Assessment District for the system improvements, plus accrued interest. Properties within the CSA that have not made the capacity purchase and who have water rights will need to pay this one-time charge prior to any water connection.

Water Maintenance and Operation Program Costs and Service Charges

Program costs include routine maintenance of the water pump stations, emergency water system repairs, field inspections, monitoring of water quality data, and calculation and payment of usage over the 90 million gallons provided free of charge from the City and County of San Francisco. Additional expenditures include PG&E electrical costs to power the water pump station and maintenance contract currently with Coleman Engineering, Inc. for maintenance and operations.

Based on an agreement between the property owners and the Club, the property owners are responsible for their domestic water usage cost above 46.8 million gallons of free water per year, and the Club is responsible for its water usage cost above the 43.2 million gallons of free water per year. Meters are read by both the County consultant and the Club to determine usage.

As part of its effort to encourage property owners to conserve water in order to reduce the amount and cost of purchased water for the CSA, a new rate structure was implemented beginning July 1, 2013. This new water rate structure charges property owners who use water above an allocated amount per parcel. This change followed a Public Hearing process in 2013 with public workshops and a review period conducted by the County of Alameda to inform residents in the Castlewood County Service Area about the rate changes which were recommended by the Castlewood Property Owners Association (CPOA) Sewer & Water committee.

WORK PROGRAMS AND IMPROVEMENTS

Annually, Agency staff review all CSA revenues and expenditures at the close of each fiscal year. Service Charges and their spread for the various programs and parcels for Castlewood are listed on Table 1. They are adjusted to reflect the actual program expenditures and yearly increases in utility costs. This information is provided to the Castlewood Property Owners Association (CPOA) and discussed at the Annual Business Meetings which are noticed by mail to property owners.

The Recommended Projects and Service Charge for the next fiscal year are presented at the Annual Business Meeting each spring. The County will meet with property owners who attend the Annual Business Meeting and attempt to seek a consensus for the optional Recommended Projects the property owners support including the Service Charges for the Road Program. Sewer and water charges are not subject to a vote by property owners per Proposition 218. Costs are passed on to the property owners by the County. The Proposed Service Charge Budget will then be submitted to the Board of Supervisors in April for their approval as part of their budget meetings in June.

Annual Business Meeting

Annual Report

In February of 2023, a Castlewood Annual CSA Business Meeting was held to discuss current and upcoming projects as well as to introduce Coleman Engineering, Inc. Coleman Engineering is currently contracted by the County to maintain the water and sewer systems that were previously maintained by the City of Pleasanton. Topics of discussion included future increase in Road and Water Maintenance fees.

Project Updates

The County provided a list of prioritized projects from the Capital Improvement Plan (CIP), as recommended in the CIP study, and in consultation with the City of Pleasanton for the Water and Sewer System. The main CIP project under development is the replacement of the Redwood Tank. A loan was secured from the State of California Water Resources Board to finance the construction of the project. Construction began in May 2021 and is expected to be complete in July 2023. Other projects underway include determination of costs for installation of a SCADA system to control the domestic water pumping system remotely, and scoping for permanent generators for each of the two pump stations.

The County is working with the Road Committee in determining potential projects for FY 2023/2024. In FY 2019/2020 the side roadways from Castlewood Drive were slurry sealed. Extensive base repair was also conducted on Greens Lane. Overlay of Castlewood Drive will be conducted after completion of the redwood tank replacement project.

TABLES

TABLE 1 -- 2023-2024 SERVICE CHARGE SPREADS

	ROAD SERVICE	SEWER M & O	SEWER CAPITAL	WATER CAPITAL	WATER M & O
Total Service Charge	\$46,963.	\$186,110.	\$114,678.	\$218,434.	\$212,973.
1.7% Collection Fee	798.	3,164.	1,950.	3,713.	3,621.
Service Charge Basis--FY 23-24	\$47,762.	\$189,274.	\$116,627.	\$222,147.	\$216,593.
No. of Benefitted Parcels	213 PARCELS	72% of Total RDEs	72% of total RDEs	190 PARCELS Plus Club	190 PARCELS Plus Club
Service Charge per Parcel (Add. Funds/No. of Parcels)	\$224.	\$675.	\$416.	\$1,099.	\$1,089.
Castlewood Country Club	\$6,951. 31 Parcels	\$52,997. 28% of Total	\$32,656. 28% of Total	\$13,329. 6% of Total	\$12,996. 6% of Total
Individual Property Owner	\$224.	\$675. per RDE	\$416. per RDE	\$1,099. per Connection	\$1,089. per Connection

Estimated Total Service Charge Income \$792,403

All total amounts have been rounded to the nearest dollar.

***Note: Service Charges are re-evaluated yearly. Per Parcel charges may increase or decrease due to changes in programs, increased costs in Water Consumption Charges from SFPUC, and/or an increase in charges for service contract with Coleman Engineering, Inc. and/or a change in utility charges.**

TABLE 2 -- SERVICE CHARGE HISTORY

Fiscal Year	Road Service	Sewer M & O	Sewer Capital	Water Capital	Water M & O	Totals
1984-85	\$263	\$75	\$2,125	\$0	\$0	\$2,463
1988-89	\$143	\$257	\$0	\$0	\$0	\$400
1990-91	\$127	\$217	\$0	\$159	\$0	\$503
1991-92	\$56	\$265	\$0	\$0	\$0	\$321
1992-93	\$0	\$386	\$0	\$0	\$0	\$386
1993-94	\$153	\$242	\$0	\$0	\$0	\$395
1994-95	\$112	\$240	\$435	\$687	\$0	\$1,474
1995-96	\$0	\$425	\$0	\$125	\$0	\$550
1996-97	\$0	\$249	\$18	\$6	\$0	\$273
1997-98	\$266	\$363	\$15	\$25	\$274	\$943
1998-99	\$0	\$349	\$72	\$146	\$217	\$784
1999-00	\$206	\$374	\$65	\$51	\$369	\$1,065
2000-01	\$83	\$377	\$94	\$880	\$380	\$1,814
2001-02	\$83	\$387	\$90	\$880	\$390	\$1,830
2002-03	\$151	\$397	\$114	\$126	\$659	\$1,447
2003-04	\$190	\$399	\$114	\$126	\$767	\$1,596
2004-05	\$262	\$418	\$160	\$176	\$704	\$1,720
2005-06	\$262	\$448	\$121	\$176	\$860	\$1,867
2006-07	\$266	\$540	\$140	\$175	\$893	\$2,014
2007-08	\$266	\$540	\$139	\$172	\$1,053	\$2,170
2008-09	\$192	\$540	\$139	\$172	\$1,485	\$2,528
2009-10	\$216	\$382	\$60	\$59	\$1,857	\$2,574
2010-11	\$228	\$385	\$60	\$0	\$2,465	\$3,138
2011-12	\$239	\$504	\$0	\$0	\$2,375	\$3,118
2012-13	\$239	\$504	\$0	\$0	\$2,375	\$3,118
2013-14	\$224	\$675	\$416	\$1,122	\$1,112	\$3,549
2014-15	\$224	\$675	\$416	\$1,122	\$1,112	\$3,549
2015-16	\$224	\$675	\$416	\$1,099	\$1,089	\$3,502
2016-17	\$224	\$675	\$416	\$1,099	\$1,089	\$3,503
2017-18	\$224	\$675	\$416	\$1,099	\$1,089	\$3,503
2018-19	\$224	\$675	\$416	\$1,099	\$1,089	\$3,503
2019-20	\$224	\$675	\$416	\$1,099	\$1,089	\$3,503
2020-21	\$224	\$675	\$416	\$1,099	\$1,089	\$3,503
2021-22	\$224	\$675	\$416	\$1,099	\$1,089	\$3,503
2022-23	\$224	\$675	\$416	\$1,099	\$1,089	\$3,503
2023-24	\$224	\$675	\$416	\$1,099	\$1,089	\$3,503

NOTES:

In 1984-85 and 1985-86, Sewer Maintenance and Operations Service Charges were utilized for Sewer Capital improvements.

All of the above listed service charges have been rounded to the nearest dollar.

Amounts listed in "Totals" column are representative only. They do not reflect actual total service charges per property in any Fiscal Year. Actual costs are benefit related.

TABLE 3 -- SEWER CAPACITY PURCHASE CALCULATIONS

(RDE - Residential Discharge Equivalence Purchase in
Castlewood County Service Area Sewer Distribution System)

Fiscal Year	Capital Service Charge	Interest*	Serv. Charge & Interest to Date	Capital Plus Amortized Interest
1993-94	\$0.00	\$318.81	\$318.81	\$6,695.03
1996-97 AD***	\$7,560.00	\$417.14	\$7,977.14	\$16,320.03
1997-98	\$15.00	\$816.00	\$831.00	\$17,151.03
1998-99	\$72.00	\$857.55	\$929.55	\$18,080.58
1999-00	\$83.00	\$904.03	\$987.03	\$19,067.61
2000-01	\$110.00	\$953.38	\$1,063.38	\$20,130.99
2001-02	\$90.00	\$1,006.55	\$1,096.55	\$21,227.54
2002-03	\$114.00	\$1,061.38	\$1,175.38	\$22,402.92
2003-2004	\$114.00	\$1,120.15	\$1,234.15	\$23,637.06
2004-2005	\$160.00	\$1,181.85	\$1,341.85	\$24,978.92
2005-2006	\$121.00	\$1,248.95	\$1,369.95	\$26,348.86
2006-2007	\$140.00	\$1,317.44	\$1,457.44	\$27,806.31
2007-2008	\$139.00	\$1,390.32	\$1,529.32	\$29,335.62
2008-2009	\$139.00	\$1,466.78	\$1,605.78	\$30,941.40
2009-2010	\$60.00	\$1,547.07	\$1,607.07	\$32,548.47
2010-2011	\$60.00	\$1,627.42	\$1,687.42	\$34,235.90
2011-2012	\$60.00	\$1,711.79	\$1,771.79	\$36,007.69
2012-2013	\$60.00	\$1,800.38	\$1,860.38	\$37,868.08
2013-2014	\$415.70	\$1,893.40	\$2,309.10	\$40,177.18
2014-2015	\$415.70	\$2,008.86	\$2,424.56	\$42,601.74
2015-2016	\$415.70	\$2,130.09	\$2,545.79	\$45,147.53
2016-2017	\$415.70	\$2,257.38	\$2,673.08	\$47,820.61
2017-2018	\$415.70	\$2,391.03	\$2,806.73	\$50,627.34
2018-19	\$415.70	\$2,531.37	\$2,947.07	\$53,574.40
2019-20	\$415.70	\$2,678.72	\$3,094.42	\$56,668.82
2020-21	\$415.70	\$2,833.44	\$3,249.14	\$59,917.96
2021-22	\$415.70	\$2,995.90	\$3,411.60	\$63,329.56
2022-23	\$415.70	\$3,166.48	\$3,582.18	\$66,911.74
2023-24	\$415.70	\$3,345.59	\$3,761.29	\$70,673.03
TOTALS	\$0.00	\$0.00	\$0.00	\$70,673.03

Sewer Capacity Purchase Charge for 2023-24 Fiscal Year is: \$70,673.

* Maintenance and Operations Service Charge used for capital improvements.

** Interest is earned on all accumulated funds and interest to date.

TABLE 4 -- WATER CAPACITY PURCHASE CALCULATIONS
 With M&O contract costs beginning
 FY 23-24

(SFRE - Single Family Residence Equivalence Purchase in
 Castlewood County Service Area Water Distribution System)

Fiscal Year	Capital Service Charge	Interest*	Serv. Charge & Interest to Date	Capital Plus Amortized Interest
1994-95	\$687.00	\$0.00	\$687.00	\$687.00
1995-96	\$125.00	\$34.35	\$159.35	\$846.35
1996-97	\$6.00	\$42.32	\$48.32	\$894.67
1996-97				
AD**	\$8,945.00	\$44.73	\$8,989.73	\$9,884.40
1997-98	\$25.00	\$494.22	\$519.22	\$10,403.62
1998-99	\$146.00	\$520.18	\$666.18	\$11,069.80
1999-00	\$51.00	\$553.49	\$604.49	\$11,674.29
2000-01	\$880.00	\$583.71	\$1,463.71	\$13,138.01
2001-02	\$880.00	\$656.90	\$1,536.90	\$14,674.91
2002-03	\$126.00	\$733.75	\$859.75	\$15,534.65
2003-04	\$126.00	\$776.73	\$902.73	\$16,437.38
2004-05	\$265.00	\$821.87	\$1,086.87	\$17,524.25
2005-06	\$261.00	\$876.21	\$1,137.21	\$18,661.47
2006-07	\$325.00	\$933.07	\$1,258.07	\$19,919.54
2007-08	\$344.00	\$995.98	\$1,339.98	\$21,259.52
2008-09	\$329.00	\$1,062.98	\$1,391.98	\$22,651.49
2009-10	\$329.00	\$1,132.57	\$1,461.57	\$24,113.07
2010-11	\$879.00	\$1,205.65	\$2,084.65	\$26,197.72
2011-12	\$842.00	\$1,309.89	\$2,151.89	\$28,349.61
2012-13	\$473.00	\$1,417.48	\$1,890.48	\$30,240.09
2013-14	\$1,123.43	\$1,512.00	\$2,635.43	\$32,875.52
2014-15	\$1,099.04	\$1,643.78	\$2,742.82	\$35,618.34
2015-16	\$1,099.04	\$1,780.92	\$2,879.96	\$38,498.30
2016-17	\$1,099.04	\$1,924.91	\$3,023.96	\$41,522.26
2017-18	\$1,099.04	\$2,076.11	\$3,175.16	\$44,697.41
2018-19	\$1,099.04	\$2,234.87	\$3,333.91	\$48,031.32
2019-20	\$1,099.04	\$2,401.57	\$3,500.61	\$51,531.93
2020-21	\$1,099.04	\$2,576.60	\$3,675.64	\$55,207.57
2021-22	\$1,099.04	\$2,760.38	\$3,859.42	\$59,066.98
2022-23	\$1,099.04	\$2,953.35	\$4,052.39	\$63,119.37
2023-24	\$1,099.04	\$3,155.97	\$4,255.01	\$67,374.38
TOTALS	\$28,157.84	\$39,216.54	\$67,374.38	\$67,374.38

Water Capacity Purchase Charge for the 2023-2024 Fiscal Year is: \$67,374.

* Interest is earned on all accumulated funds and interest.