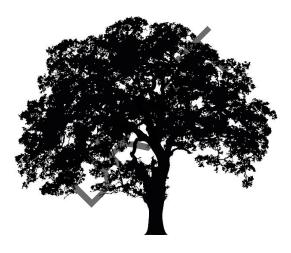
SANTA YNEZ COMMUNITY SERVICES DISTRICT



FISCAL YEAR BUDGET

JULY 1, 2023 – JUNE 30, 2024

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MISSION STATEMENT

The mission of the District is to respond to the needs of its citizens and represent them, as a group, at local and regional levels, in solving local problems affecting the common good.

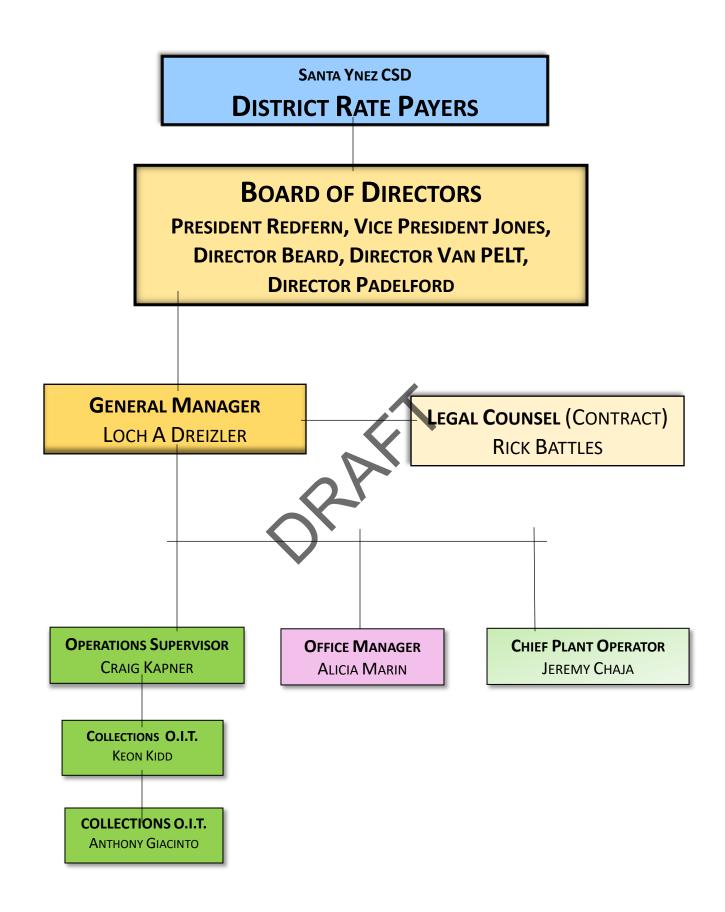
DISTRICT OVERVIEW

The Santa Ynez Community Services District (District) is an independent special district created under section 61000, Title 6, Division 2 of the Community Services District Law of the State of California. The District is governed by an elected Board of Directors who reside here and serve four-year terms. As a local government, the District is accessible to its customers, and as an enterprise district, it charges only those who receive the service.

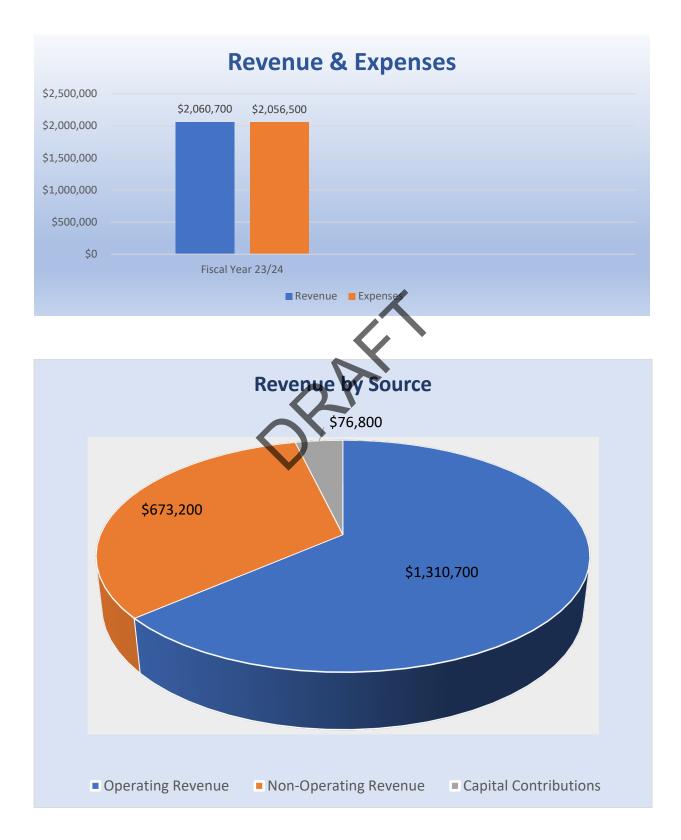
The District was formed in 1971 by citizens in the Santa Ynez area to obtain and provide sewage disposal services. In 1974, State and County health officials determined that a health hazard existed with groundwater impacting some septic systems. As a result, a building moratorium was put in place for the area. Initial portions of the system were built to address this problem and completed in 1981. Since then, there have been extensions to the mainline to make sewer services available to residents of the District.

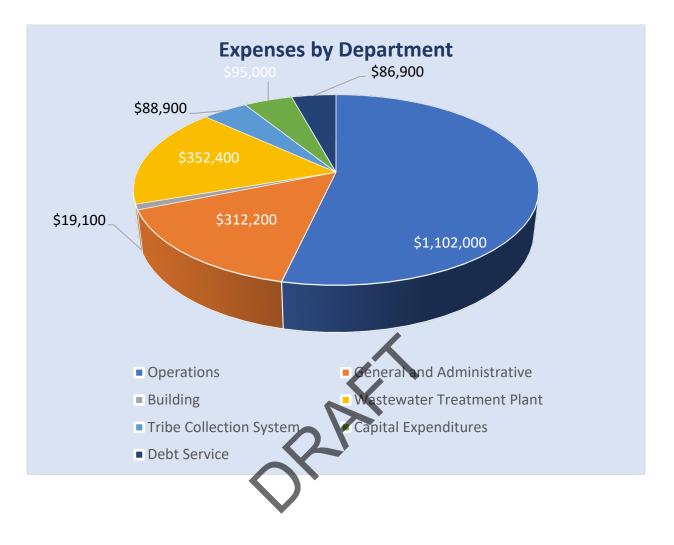
The District owns a 300,000 gallons per day capacity, or 20 percent, in the City of Solvang's 1.5 million gallons per day wastewater treatment plant. The collection system has about 735 connections, 275 manholes, and two lift stations. The DISTRICT's main trunk line carries an average of 140,000 gallons per day (GPD) to the City of Solvang's wastewater treatment plant.

The Chumash (Tribe) retains an emergency portion of the District's total capacity – about 88,000 gallons daily. The Tribe also constructed a wastewater treatment plant with a capacity of 200,000 GPD, which and last upgraded in 2015. This plant serves the Casino, Hotel, administration buildings, and approximately 350 residents on the reservation. The system utilizes two different disposal methods: the National Pollutant Discharge Elimination System (NPDES) into Zanja Cota Creek and Title 22 for reuse and irrigation purposes on Tribal and State of California lands. The District has been under contract with the Tribe since 1983 to maintain the Chumash collection system and the wastewater treatment plant.



Graphic Budget Summary





Santa Ynez CSD Budget 2023 / 2024

		FY 23 Projected Actuals	FY 23 Adopted Budget	FY 24 Proposed Budget	\$ Variance	% Variance
1	Revenue	Α	В	С	D=C-B	E=D/B
2	Operating Revenue					
3	Sewer Service Fees	\$ 1,220,000	\$ 1,220,000	\$ 1,271,900	\$ 51,900	4%
4	Sewer Benefit Fees	29,200	38,000	38,000	-	0%
5	Other Charges for Services	1,700	490	800	310	63%
6	Total Operating Revenue	1,250,900	1,258,490	1,310,700	52,210	4%

7	Non-Operating Revenue					
8	Property Taxes	203,000	207,034	211,100	4,066	2%
9	Annexation Fees	30,500	1,900	15,000	13,100	689%
10	Chumash Reservation Contract	422,200	410,400	418,700	8,300	2%
11	Investment Earnings	75,300	13,225	28,000	14,775	112%
12	Other Revenue	400	-	400	400	0%
13	Total Non-Operating Revenue	731,400	632,559	673,200	40,641	6%
_						
14	Capital Contributions					
15	Capacity Fees	19,000	9,000	76,800	67,800	753%

15	Capacity Fees	19,000	9,000	76,800	67,800	753%
16	Total Capital Contributions	19,000	9,000	76,800	67,800	753%
-						

17 Total Revenue	\$ 2,001,300	\$ 1,900,049	\$ 2,060,700	\$ 160,651	8%

	Expenses (Operating, General & Administrative, Building,	FY 23 Projected Actuals	FY 23 Adopted Budget	FY 24 Proposed Budget	\$ Variance	% Variance
18	Chumash WWTP, Tribe Collections)	Α	В	c	D=C-B	E=D/B
19	Operations Expense					
20	Salaries	\$ 267,900	\$ 315,000	\$ 325,700	\$ 10,700	3%
21	Employee Benefits	90,400	126,750	129,200	2,450	2%
22	Insurance	25,800	30,000	28,600	(1,400)	-5%
23	Legal Services	10,800	35,000	35,000	-	0%
24	Consultant Fees	27,700	45,000	45,000	-	0%
25	Memberships and Subscriptions	4,000	4,000	4,000	-	0%
26	Office and Miscellaneous Expenses	2,300	11,000	11,000	-	0%
27	Employee Meetings, Seminars, and Travel	900	7,000	7,000	-	0%
28	Building Repair and Maintenance	16,200	17,800	18,400	600	3%
29	Computer Operations	2,800	10,000	5,000	(5,000)	-50%
30	Permit Fees	1,900	1,400	1,500	100	7%
31	Collection System	33,800	6,000	6,300	300	5%
32	Pump Station	12,400	15,000	15,800	800	5%
33	Vehicle Repair and Maintenance	3,300	5,000	5,300	300	6%
34	Lab Testing	300	5,000	5,000	-	0%
35	Utilities	24,500	27,000	29,200	2,200	8%
36	Project/GIS	10,000	10,000	10,000	-	0%
37	Horizon	21,100	-	-	-	0%
38	Solvang Flow Charges	233,380	240,000	240,000	-	0%
	Solvang Capital Improvements	469,426	-	180,000	180,000	0%
39	Total Operations Expense	\$ 1,258,906	\$ 910,950	\$ 1,102,000	\$ 191,050	21%

Santa Ynez CSD Budget 2023 / 2024

_		FY 23 Projected Actuals	FY 23 Adopted Budget	FY 24 Proposed Budget	\$ Variance	% Variance
40	General and Administrative Expense	Α	В	С	D=C-B	E=D/B
41	Salaries	\$ 114,900	\$ 145,000	\$ 124,000	\$ (21,000)	-14%
42	Employee Benefits	31,300	46,500	45,500	(1,000)	-2%
43	Insurance	2,000	1,500	5,000	3,500	233%
44	Memberships and Subscriptions	7,700	7,700	7,700	-	0%
45	Computer Operations	16,000	12,000	5,000	(7,000)	-58%
46	LAFCO Fees	1,700	1,500	1,700	200	13%
47	Property Tax Fees	-	2,200	2,200	-	0%
48	Legal Services	63,400	40,000	42,000	2,000	5%
49	Audit and Accounting Services	58,700	9,500	57,000	47,500	500%
50	Office and Miscellaneous Expenses	12,700	9,500	10,800	1,300	14%
51	Employee Meetings, Seminars, and Travel	400	5,000	5,000	-	0%
52	Utilities	7,500	5,000	5,300	300	6%
53	Building Repair and Maintenance	700	-	1,000	1,000	0%
54	Total General and Administrative Expense	\$ 317,000	\$ 285,400	\$ 312,200	\$ 26,800	9%

_		23 Projected Actuals	Ad	FY 23 opted Budget	F	Y 24 Proposed Budget	\$ Variance	% Variance
55	Building Expense	Α		В		С	D=C-B	E=D/B
56	Utilities	\$ 9,000	\$	7,400	\$	7,800	\$ 400	5%
57	Building Repair and Maintenance	4,700		7,000		7,400	400	6%
58	Insurance	4,500		2,000		3,900	1,900	95%
59	Total Building Expense	\$ 18,200	\$	16,400	\$	19,100	\$ 2,700	16%

		-	-					-	
-									
		FY	23 Projected		FY 23	F	Y 24 Proposed	\$	%
_			Actuals	A	dopted Budget		Budget	Variance	Variance
60	Chumash WWTP Expense	I	A		В		с	D=C-B	E=D/B
61	Salaries	\$	198,400	ŝ	160,000	\$	181,300	\$ 21,300	13%
62	Employee Benefits		53,300		48,000		63,500	15,500	32%
63	Overhead and Administrative Fees	1			30,000		-	(30,000)	-100%
64	Utilities		500		700		700	-	0%
65	Building Repair and Maintenance		89,400		70,000		73,600	3,600	5%
66	Memberships and Subscriptions		4,000		3,000		3,200	200	7%
67	Employee Meetings, Seminars, and Travel		1,000		1,000		1,000	-	0%
68	Lab Testing		23,600		25,000		25,000	-	0%
69	Insurance		12,700		20,000		3,400	(16,600)	-83%
70	Miscellaneous Expenses		300		700		700	-	0%
71	Total Chumash WWTP Expense	\$	383,200	\$	358,400	\$	352,400	\$ (6,000)	-2%

_		FY	23 Projected Actuals	Ac	FY 23 lopted Budget	F	Y 24 Proposed Budget	\$ Variance	% Variance
72	Tribe Collection System Expense		А		В		С	D=C-B	E=D/B
73	Salaries	\$	46,000	\$	25,000	\$	56,400	\$ 31,400	126%
74	Employee Benefits		12,500		5,800		19,800	14,000	241%
75	Overhead and Administrative Fees		-		6,000		-	(6,000)	-100%
76	Utilities		6,000		5,200		5,600	400	8%
77	Building Repair and Maintenance		1,400		6,000		6,000	-	0%
78	Insurance		2,700		4,000		1,100	(2,900)	-73%
79	Total Tribe Collection System Expense	\$	68,600	\$	52,000	\$	88,900	\$ 36,900	71%
_									
80	Total Expenses	\$	2,045,906	\$	1,623,150	\$	1,874,600	\$ 251,450	15%

Santa Ynez CSD Budget 2023 / 2024

		F١	23 Projected Actuals	A	FY 23 Adopted Budget	FY 24 Proposed Budget	\$ Variance	% Variance
81	Net Income = Revenue - Expenses	\$	(44,606)	\$	276,899	\$ 186,100	\$ (90,799)	
82	Capital Expenditures							
83	District Capital Improvement Projects				(265,000)	(95,000)	170,000	-64%
84	Total Capital Expenditures	\$	-	\$	(265,000)	\$ (95,000)	\$ 170,000	-64%
85	Debt Service							
86	Horizon Loan Principal		-		-	(50,200)	(50,200)	0%
87	Horizon Loan Interest		(2,400)		-	(36,700)	(36,700)	0%
88	Total Debt Service		(2,400)		-	(86,900)	(86,900)	
89	Net Increase (Decrease) to Reserves	\$	(47,006)	\$	11,899	\$ 4,200	\$ (7,699)	

Projected Cash Reserves			
Beginning Reserves July 1, 2022	\$ 5,795,120	\$ 5,795,120	\$ 5,748,114
Addition / (Drawdown) of Reserves	(47,006)	11,899	4,200
Ending Reserves June 30, 2023	\$ 5,748,114	\$ 5,807,019	\$ 5,752,314

ORAF

District Budget

Revenue

Operating Revenue

Line 3 – Sewer Service Fees include sewer service fees for connected parcels. Increase per rate schedule defined by the rate study.

Line 4 – Sewer Benefit Fees include fixed sewer fees for every parcel where sewer service is available. The fee does not increase, but the number of parcels assessed may increase yearly. No increase for FY 24.

Line 5 – Other Charges for Services include plan check, inspection, and Board room rental fees. Increase for anticipated additional rental of Board room.

Non-Operating Revenue

Line 8 – Property Taxes include Ad Valorem tax revenue assessed by Santa Barbara County for all properties annexed to the District. Increase for annual growth.

Line 9 – Annexation Fees include fees for annexing properties to the District that are currently outside the District boundaries. Conservative budget for new properties.

Line 10 – Chumash Reservation Contract includes reimbursement of expenses from operations of the Chumash Wastewater Treatment Plant, reservation lift station, and collection. Includes an administration charge for District costs, including utilities, computers, and supplies. Increase for higher costs of reimbursed expenses.

Line 11 – Investment Earnings include earnings from cash and investments held with Five Star Bank, Mechanics Bank, King Capital Advisors (CDs), and the Local Agency Investment Fund (LAIF). Increase for higher interest rates. FY 23 projected actuals include interest earned on Horizon funds that are anticipated to be spent during FY 24, leaving a reduced invested balance.

Line 12 – Other Revenue includes miscellaneous reimbursements and other income not accounted for in the above accounts.

Line 15 – Capacity Fees include fees to connect to the District's sewer line for purchasing future capacity in the City of Solvang Wastewater Treatment Plant. Conservative increase for additional service connections.

Expenses

Operations

Line 20 – Salaries include 50 – 60% of General Manager, Officer Manager/Board Secretary, Chief Plant Operator, Operations Supervisor, and Collection Operators' salaries. The increase includes a 5% step increase and a 3.5% cost of living increase. FY 24 salary allocations among departments have been adjusted based on projected actuals.

Line 21 – Employee Benefits include health insurance, retirement, and additional retirement contributions paid by the District. FY 24 salary allocations among departments have been adjusted based on projected actuals.

Line 22 – Insurance includes property, general liability, and worker's compensation insurance. The decrease consists of a reduction in worker's compensation insurance for longevity. The FY 23 budget was higher than the projected actual results, and FY 24 workers' compensation insurance allocations among departments have been adjusted based on projected actuals.

Line 23 – Legal Services include general legal fees paid by the District. See additional specific legal fees on Line 48.

Line 24 – Consultant Fees include professional services for demographers and engineering. See additional consulting fees on Line 49 – Audit and Accounting Services.

Line 25 – Memberships and Subscriptions include staff memberships and subscriptions such as the County of Santa Barbara Water Agency.

Line 26 – Office and Miscellaneous Expenses include printing and publications, postage, office equipment, supplies, and uniforms for operations staff.

Line 27 – Employee Meetings, Seminars, and Travel includes training for operations staff and certifications and travel for Directors, GM, Secretary/Treasurer.

Line 28 – Building Repair and Maintenance includes miscellaneous building repairs and maintenance, including parking, flooring, windows, and cleaning. Increase for anticipated higher costs.

Line 29 – Computer Operations include prorated costs for Black Mountain Software support, QuickBooks software, and computer support for staff. Decrease planned conversion from Black Mountain Software to QuickBooks.

Line 30 – Permit Fees include air pollution control fees. Increase for anticipated higher costs.

Line 31 – Collection System includes repairs and maintenance of the collection system. Increase for anticipated higher costs.

Line 32 – Pump Station includes repairs and maintenance on 246 and Golden Inn pump stations. Increase for anticipated higher costs.

Line 33 – Vehicle Repair and Maintenance includes routine repair and maintenance costs of District-owned vehicles. Increase for anticipated higher costs.

Line 34 – Lab Testing includes testing of manholes to verify the composition and strength of wastewater.

Line 35 – Utilities include electric for pump stations. Increase for higher rates.

Line 36 – Project/GIS includes monthly Geographic Information System support charges.

Line 37 – Horizon project completed in FY 23.

Line 38 - Solvang Flow Charges - Santa Ynez CSD has little control over Solvang's annual Wastewater Treatment Plant capital expenditures. We pay approximately 20% of their capital improvements. Increase for projected project costs.

Line 39 - Solvang Capital Improvements include a monthly charge for the treatment of wastewater and project costs at the Wastewater Treatment Plant. \$180,000 was from a Solvang 10-year CIP.

General and Administrative

Line 41 – Salaries include 27% of the General Manager and 35% of the Office Manager/Board Secretary salaries. Projected actuals include a 5% step increase and a 3.5% cost of living increase. FY 24 salary allocations among departments have been adjusted based on projected actuals.

Line 42 – Employee Benefits include health insurance, retirement, and supplemental retirement contributions paid by the District. The decrease reflects a change from in-lieu payments to District-paid health insurance.

Line 43 – Insurance includes property, general liability, and worker's compensation insurance. Increase due to allocation adjustments. FY 24 workers' compensation insurance allocations among departments have been adjusted based on projected actuals.

Line 44 – Memberships and Subscriptions include staff memberships and subscriptions such as the California Special Districts Association and the Chamber of Commerce.

Line 45 – Computer Operations include prorated costs for Black Mountain Software support, QuickBooks software, and computer support for staff. Decrease planned conversion from Black Mountain Software to QuickBooks.

Line 46 – LAFCO Fees include an estimated local Agency Commission Formation (LAFCO) budget cost. Increase for anticipated higher costs.

Line 47 – Property Tax Fees include County charges for collecting property taxes.

Line 48 – Legal Services include general legal fees paid by the District. Increase for anticipated higher costs.

Line 49 – Audit and Accounting Services include costs for an annual external audit of the financial statements and services to assist with accounting and audit preparation. Increase external accounting services during the Office Manager transition.

Line 50 – Office and Miscellaneous Expenses include printing and publications, postage, office equipment, supplies, pre-screening exams, uniforms, bank charges, payroll processing fees, and retirement service fees. Increase for the outsourcing of payroll processing.

Line 51 – Employee Meetings, Seminars, and Travel include educational and training opportunities for staff and Board members.

Line 52 – Utilities include telephone and internet charges for the District office. Increase for higher rates.

Line 53 – Building Repair and Maintenance includes miscellaneous building repairs and maintenance, including parking, flooring, windows, and cleaning.

Building

Line 56 – Utilities include the District's water, electric, and gas charges. Increase for higher rates.

Line 57 – Building Repair and Maintenance includes miscellaneous building repairs and maintenance, including parking, flooring, windows, and cleaning. Increase for anticipated higher costs.

Line 58 – Insurance includes property, general liability, and worker's compensation insurance. The FY 23 budget was lower than projected actual results, and FY 24 has been adjusted.

Chumash Wastewater Treatment Plant (WWTP)

Line 61 – Salaries include 100% of the Chief Plant Operator, 10% of the General Manager, and District staff by actual hours worked. The increase includes a 5% step increase and a 3.5% cost of living increase. FY 24 salary allocations among departments have been adjusted based on projected actuals.

Line 62 – Employee Benefits include 100% Chief Plant Operator, 10% of GM, and District staff by actual hours worked.

Line 63 – Overhead and Administrative Fees include a 5% charge and all expenses incurred to operate the WWTP. They are included in the revenue above and are not presented as expenses for budget purposes.

Line 64 – Utilities include fuel and telephone charges for the WWTP.

Line 65 – Building Repair and Maintenance includes repairs and maintenance at the WWTP. Increase for anticipated higher costs.

Line 66 – Memberships and Subscriptions include staff memberships and subscriptions such as the California Water Environment Association and Grade IV operator certificates. Increase for anticipated higher costs.

Line 67 – Employee Meetings, Seminars, and Travel includes educational and training opportunities for staff.

Line 68 – Lab Testing includes testing of wastewater for permit compliance.

Line 69 – Insurance includes worker's compensation insurance for District staff based on hours worked. The decrease includes a reduction in worker's compensation insurance for longevity. The FY 23 budget was higher than the projected actual results, and FY 24 workers' compensation insurance allocations among departments have been adjusted based on projected actuals.

Line 70 – Miscellaneous Expenses include staff uniforms and other expenses.

Tribe Collection System

Line 73 – Salaries include 10% of GM and District staff for actual hours worked. The increase includes a 5% step increase and a 3.5% cost of living increase. FY 24 salary allocations among departments have been adjusted based on projected actuals.

Line 74 – Employee Benefits include health insurance, retirement, and supplemental retirement contributions paid by the District. FX 24 salary allocations among departments have been adjusted based on projected actuals.

Line 75 – Overhead and Administrative Fees include a 10% charge in addition to all expenses incurred to operate the Reservation collection system. They are included in the revenue above and are not presented as expenses for budget purposes.

Line 76 – Utilities include electric and telephone charges for the lift station. Increase for higher rates.

Line 77 – Building Repair and Maintenance includes repairs and maintenance for the Reservation lift station and collection lines.

Line 78 – Insurance includes worker's compensation insurance for District staff based on hours worked. The decrease includes a reduction in worker's compensation insurance for longevity. The FY 23 budget was higher than projected actual results, and FY 24 workers' compensation insurance allocations among departments have been adjusted based on projected actuals.

Capital and Debt Service

<u>Capital</u>

Line 83 – District Funded Projects budgeted for FY 24 are outlined in the Board Memo. They include sewer main repair projects and sewer system expansion.

Debt Service

Line 86 - Horizon Loan Principal includes the annual principal installment for the agreement with Municipal Finance Corporation for the cost of constructing improvements at the wastewater facilities.

Line 87 - Horizon Loan Interest includes the annual interest installment for the agreement with Municipal Finance Corporation for the cost of constructing improvements at the wastewater facilities.

Line 89 – Net Increase (Decrease) to Reserves is budgeted to increase the Reserve by \$4,200.



District Debt

The District financed the Horizon Mainline extension project with a loan from Municipal Finance Corporation in the amount of \$1,300,000. The terms of the loan include an interest rate of 3% and a 20-year repayment timeline. The costs are anticipated to be recouped through service charges from the residents of Horizon Drive as they connect to the District sewer collection system. The District is making annual payments of \$86,815.89. The second payment will be made July 23, 2023 and is presented in the FY 2023/24 Budget. As of April 30, 2023, \$140,200 in debt proceeds remain to be spent toward the project. Horizon Drive Remediation has been budgeted for \$ 140,200 in FY 2023/24.

Pmt #	Due Date	Installment	Principal	Interest
1	7/23/2022	86,815.89	48,725.89	38,090.00
2	7/23/2023	86,815.89	50,153.56	36,662.33
3	7/22/2024	86,815.89	51,623.06	35,192.83
4	7/22/2025	86,815,89	53,135.61	33,680.28
5	7/22/2026	86,815.89	54,692.49	32,123.40
6	7/22/2027	86,815.89	56,294.98	30,520.91
7	7/21/2028	86,815.89	57,944.42	28,871.47
8	7/21/2029	86,815.89	59,642.19	27,173.70
9	7/21/2030	86,815.89	61,389.71	25,426.18
10	7/21/2031	86,815.89	63,188.43	23,627.46
11	7/20/2032	86,815.89	65,039.85	21,776.04
12	7/20/2033	86,815.89	66,945.51	19,870.38
13	7/20/2034	86,815.89	68,907.02	17,908.87
14	7/20/2035	86,815.89	70,925.99	15,889.90
15	7/19/2036	86,815.89	73,004.13	13,811.76
16	7/19/2037	86,815.89	75,143.15	11,672.74
17	7/19/2038	86,815.89	77,344.84	9,471.05
18	7/19/2039	86,815.89	79,611.04	7,204.85
19	7/18/2040	86,815.89	81,943.65	4,872.24
20	7/18/2041	86,815.89	84,344.48	2,471.41
Totals		1,736,317.80	1,300,000.00	436,317.80

Debt Schedule

Sewer Service Charges				
User Classification	2023-24			
Projected Rate Increase [1]	4.25%			
Residential Fixed Charges				
Single Family	\$83.33			
Multi-family	\$83.33			
Second Unit/Studios	\$62.01			
Mobile Home/Trailers				
Manager Residence	\$83.33			
Trailer Space	\$83.33			
Mobile Home Park Laundry	\$54.25			
Retirement Facility				
Manager Residence	\$83.33			
Rooms w/o Kitchens	\$38.77			
Rooms w/ Kitchens	\$58.13			
Non-Residential Fixed Charges				
Motel/Hotel				
Manager Residence	\$83.33			
Rooms w/o Kitchens	\$38.77			
Rooms w/ Kitchens	, \$58.13			
Laundrettes, per machine	\$62.01			
Beauty & Barber Shops	\$83.33			
Each Sink Over 2	\$38.77			
Gas Station w/Restroom	\$125.97			
Cocktail Lounge	\$166.66			
Additional Seating	\$3.10			
Market, Major	\$511.60			
Convenience Market	\$83.33			
Convenience Market w/Deli	\$184.18			
Deli	\$100.77			
Office & Retail	\$83.33			
Units w/o Toilets	\$38.77			
Restaurant Full Service	\$409.28			
Additional Seating - Food	\$8.19			
Additional Seating - Bar/Banque	\$3.10			
Coffee Specialty Retail	\$104.65			
Restaurant - Fast Food	\$163.72			
YMCA [2]	-			

Sewer Service Charges

User Classification	2023-24
Institutional	
Church	\$83.33
Pre/Elementary School, Per Studer	\$2.50
High School, per Student	\$3.49
Museum	\$83.33
Post Office	\$83.33
Public Park	\$193.79
Additional Sewer Service Charges	
Senior Living	¢02.22
Manager Residence	\$83.33
per Bed	\$48.45
Food Service	\$409.28
Additional Seating (per seat)	\$8.19
Recovery Ranch	602.22
Manager Residence	\$83.33
per Bed	\$27.13
Food Service	\$409.28
Additional Seating (per seat)	\$8.19
Medical, Dental, Veterinarian	6400 74
Clinic or Building (per 1,000 sf)	\$133.71
Billiard/Café (per 1,000 sf)	\$66.85
Food Service	\$409.28
Additional Seating (per seat)	\$8.19
Cocktail Lounge with Food	\$293.31
Additional Seating	\$5.46
Car Wash	\$601.69
Winery and Wine Tasting	\$104.65
Wine Tasting with Food	\$293.31
Additional Seating	\$5.46