



NORTH COAST COUNTY WATER DISTRICT
OPERATING BUDGET & CIP
FY 2010/2011

**FY 010/11
Budget Overview**

	Budget 09/10	Budget 10/11
Revenues	\$9,118,000	\$9,526,000
Expenditures		
110 - Plant	\$2,900,750	\$3,225,850
120 - Distribution	\$1,586,500	\$1,597,000
130 - Administration	\$3,153,100	\$3,111,375
Operating Expenses	\$7,640,350	\$7,934,225
Depreciation	\$ 370,000	\$ 370,000
GASB 45	\$ 100,000	\$ 100,000
Total Expenditures	\$8,110,350	\$8,404,225
Contribution to Reserves	\$1,007,650	\$1,121,775
Total	\$9,118,000	\$9,526,000

Reserve Fund FY 10/11

Opening Operating Balance Reserves	\$6,561,000
Contributions to Reserves	\$1,121,775
Storage & Transmission Fees	\$ 20,000
Sub Total	\$7,702,775
Capital Expenditures	\$2,205,000
Closing Operating Balance Reserves	\$5,497,775

Revenue

Acct #	Description	07/08 Actual	08/09 Actual	09/10 Budget	10/11 Budget	% Difference
4110	Residential Water Sales	5,131,696	5,123,876	5,000,000	5,000,000	0.00%
4110-1	Residential Service	1,477,619	1,551,980	1,503,000	1,700,000	13.11%
4140	Multi-Unit Sales		0	320,000	550,000	71.88%
4140-1	Multi-Unit Service		0	47,000	58,000	23.40%
4120	Business Water Sales	575,914	587,989	585,000	587,000	0.34%
41210-	Business Service	50,256	53,531	51,000	58,000	13.73%
4150	Resale	116,618	106,139	131,000	121,000	-7.63%
4150-1	Resale Service	4,946	5,171	5,000	4,000	-20.00%
4170	Other Public	359,525	371,924	400,000	405,000	1.25%
4170-1	Public Service	26,747	27,408	20,000	26,000	30.00%
4180	Irrigation	199,636	203,658	225,000	200,000	-11.11%
4180-1	Irrigation Service	11,974	12,760	14,000	17,000	21.43%
4210	Fire Standby	24,403	31,186	30,000	30,000	0.00%
4230	Water Connections	16,551	15,762	17,000	10,000	-41.18%
4240	Renewal of Service Fees	26,019	24,583	25,000	30,000	20.00%
4260	Late Fee Charge	77,256	79,848	70,000	70,000	0.00%
4910	Revenue from Leases	156,815	160,284	165,000	180,000	9.09%
4920	Interest Revenues	352,861	174,865	120,000	90,000	-25.00%
4930	Taxes & Assessments	598,034	629,304	325,000	325,000	0.00%
4970	Miscellaneous Income	128,754	82,527	65,000	65,000	0.00%
SUB-TOTAL		9,335,624	9,242,795	9,118,000	9,526,000	4.47%
NON-OPERATING REVENUE						
	4980 Trans & Storage			15,000	20,000	33.33%

Expense Plant 110

Acct.#	Description	07/08 Actual	08/09 Actual	09/10 Budget	10/11 Budget	% Difference
5111-110	Regular Salary	155,142	175,527	170,000	172,000	1.2%
5112-110	Overtime	1,027	306	2,000	1,550	-22.5%
5640-110	Payroll Taxes	12,715	13,692	14,000	13,500	-3.6%
5642-110	Health Insurance	33,072	35,527	37,000	39,000	5.4%
SUB-TOTAL		201,956	225,052	223,000	226,050	1.4%
5130-110	Water Purchases-SF	2,087,234	2,111,945	2,250,000	2,575,000	14.4%
5230-110	Utilities	213,338	188,922	245,000	245,000	0.0%
5312-110	Lab	19,668	18,479	24,000	20,000	-16.7%
5314-110	Regulatory Fees	30,043	37,124	40,000	40,000	0.0%
5350-110	Tools & Equipment	2,884	2,467	2,950	3,000	1.7%
5412-110	Operating Supplies	4,118	4,089	3,750	3,750	0.0%
5623-110	Telephone	1,333	1,722	2,050	2,050	0.0%
5629-110	Vehicle Maintenance	24,458	22,608	20,000	21,000	5.0%
5632-110	Fuel	62,970	52,129	60,000	60,000	0.0%
5661-110	Uniforms & Safety Equip	3,458	1,960	3,000	3,000	0.0%
5670-110	Plant Repair & Maint.	21,598	24,470	21,000	21,000	0.0%
	Emergency Preparedness	n/a	8,426	6,000	6,000	0.0%
SUB-TOTAL		2,471,102	2,474,341	2,677,750	2,999,800	12.0%
TOTAL		2,673,058	2,699,393	2,900,750	3,225,850	11.2%

**North Coast County Water District
Budget Fiscal Year 2010-11**

Division/Activity: Plant - 110

This category represents direct and indirect costs associated with the funding for two (2) personnel employed in the operations and maintenance of the District's Plant Operations, including: Pump Stations and Fleet Service Garage.

Salaries & Benefits

5111-110 Regular Salary - \$172,000

Provides funding for direct salary costs for two regular full-time employees. Increase \$2,000 from the FY 09/10 Budget. Reflects an increase for qualified step increases.

5112-110 Overtime - \$1,550

Provides funding for unscheduled overtime to respond to system emergencies.

Decrease \$450, overtime not as high as budgeted in FY 09/10.

Benefits

5640-110 Payroll Taxes - \$13,500

Decreases \$500 from the FY 09/10 Budget.

5642-110 Health Insurance - \$39,000

Provides funding for fees charged to employee benefits (e.g. social security, medical, dental insurance, etc.)

Increase \$2,000 for an increase in January 2011.

Operations

This category represents the costs associated with providing the materials, supplies and services necessary to support the daily operations of the division.

5130-110 - Water Purchases - San Francisco - \$2,575,000

Provides funding for water purchased through San Francisco PUC.

Increase \$325,000 due to an increase by the SFPUC.

5230-110 - Utilities - \$245,000

Provides for energy costs for operation of five booster pump stations.

No Change

5312-110 - Lab - **\$20,000**
Provides for performing Federal and State mandated water quality monitoring of the water supply. Includes materials and supplies for District laboratory as well as covering costs for contract laboratory services and lab equipment calibration. Includes routine source and distribution system monitoring, emergency repair sampling, and samples collected and analyzed at customer request.
Decrease \$4,000, over budget in FY 09/10.

5314-110 – Regulatory Fees - **\$40,000**
Provides for fees charged to the District for regulatory oversight by State and County agencies. Includes State Department of Health Services Drinking Water Program permit fee and Environmental Laboratory Accreditation Program fee and for the San Mateo County Environmental Health Services fee to administer the cross-connection control program, fees for hazardous waste storage and for the Bay Area Air Quality Management District permit fees.
No change requested

5350-110 - Tools and Equipment - **\$3,000**
Provides funding for the replacement of various small tools on an as-needed basis
Increase \$50

5412-110 - Operating Supplies - **\$3,750**
Provides for the purchase of water treatment chemicals, consumable products required for water quality monitoring operation, and ongoing maintenance of pump stations. It also includes non-project specific supplies, rental tools or equipment, paint and consumables (such as grinding wheels, sandpaper, wire wheels, etc.).
No Change Requested

5623-110 - Telephone - **\$2,050**
Provides funding for five (5) telephone lines located at various distribution system pump stations.
No Change Requested

5629-110 - Vehicle Maintenance - **\$21,000**
Provides for Central Garage services to maintain the District's vehicles and fabrication of various specialized equipment.
Increase \$1,000 due to cost of supplies.

5632 -110 – Fuel - **\$60,000**
Provides funding for fuel for the District's fleet of vehicles and mobile equipment.
No Change Requested

5661-110 - Uniforms and Safety Equipment - \$3,000

Provides for uniforms, jackets, shirts, worksite safety equipment such as flasher barricades, safety vests, safety shoes, first aid kits, traffic cones, goggles, hard hats and gloves.

No change requested.

5670-110 - Plant Repair and Maintenance - \$21,000

Contingency for repairs, replacement and maintenance of pump stations, parts, plant valving, motors, and related appurtenant equipment.

No Change Requested.

0000-110 – Emergency Preparedness \$6,000

Purchase emergency preparedness supplies such as meals, blankets, etc..

No Change Requested.

Expense Distribution 120

Acct.#	Description	07/08 Actual	08/09 Actual	09/10 Budget	10/11 Budget	% Difference
5111-120	Regular Salary	699,853	789,381	760,000	770,000	1.3%
5112-120	Overtime	19,256	27,673	27,000	27,000	0.0%
5113-120	Duty	56,490	52,104	50,000	49,000	-2.0%
5114-120	Temporary Employment	37,239	25,147	35,000	37,000	5.7%
5640-120	Payroll Taxes	58,812	64,924	64,000	66,000	3.1%
5642-120	Health Insurance	116,935	129,438	130,000	134,000	3.1%
SUB-TOTAL		988,585	1,088,667	1,066,000	1,083,000	1.6%
5230-120	Utilities	31,046	28,564	34,000	33,000	-2.9%
5314-120	Other Services-Misc.	13,341	5,304	18,000	15,000	-16.7%
5350-120	Tools & Equipment	20,655	10,911	21,000	21,000	0.0%
5410-120	Meters	39,841	37,979	28,000	28,000	0.0%
5411-120	Asphaltic Materials	8,032	11,021	11,500	11,500	0.0%
5412-120	Operating Supplies	4,851	4,398	7,000	7,000	0.0%
5420-120	Inventory	72,484	76,024	75,000	75,000	0.0%
5621-120	Office Supplies	5,431	3,799	6,000	6,000	0.0%
5623-120	Telephone	12,315	13,107	14,000	15,000	7.1%
5661-120	Uniforms & Safety Equip	11,952	9,904	12,000	12,000	0.0%
5670-120	Dist.Repairs & Maintenance	120,833	49,832	65,000	65,000	0.0%
5675-120	Flushing	35,775	0	5,000	1,500	-70.0%
5730-120	Misc. Supplies & Expenses	4,492	6,773	12,000	12,000	0.0%
	Contract Services	n/a	29,959	37,000	37,000	0.0%
	Sub Total	381,048	287,575	345,500	339,000	-1.9%
5735-120	Emergency Repairs	152,395	106,403	175,000	175,000	0.0%
SUB-TOTAL		533,443	393,978	520,500	514,000	-1.2%
TOTAL		1,522,028	1,482,645	1,586,500	1,597,000	0.7%

Division Activity: Distribution - 120

This category represents direct and indirect costs associated with the funding for eleven (11) personnel employed for the maintenance of the District's Distribution System.

Salaries & Benefits

5111-120 Regular Salary - \$770,000

Provides funding for direct salary costs for employees.

Increase \$10,000 from the FY 09/10 Budget. Adjustment includes earned step increases.

5112-120 Overtime - \$27,000

Provides funding for unscheduled overtime to respond to unscheduled system emergencies.

No increase requested.

5113-120 Duty - \$49,000

Provides funding for on-call duty personnel.

Decrease \$1,000 from the FY 09/10 Budget due to slight over budget.

5114-120 Temporary Employment - \$37,000

Provides for hiring temporary contract labor under staff direction during special projects, provides funding of department vacancies during vacations, sick leave and/or retirements on an as-needed basis. Also includes funding of the intern program.

Increase 2,000 due to slight under budget.

Benefits -

5640-120 Payroll Taxes - \$66,000

Increase \$2,000 to compensate salary ranges due to step increases.

5642-120 Health Insurance - \$134,000

Provides funding for payments relating to employee benefits. (e.g. social security, medical, dental insurance, etc.)

Increase \$4,000 for rate increase effective January 2011.

Operations

This category represents the costs associated with providing the materials, supplies and services necessary to support the daily operations of the division.

5230-120 - Utilities - **\$33,000**

Provides funding for electrical energy costs for operation of the District's telemetry and cathodic protection systems for the District's storage reservoirs.

Decrease \$1,000.

5314-120 - Other Services - Miscellaneous - **\$15,000**

Includes funding for maintenance agreements for the calibration adjustments of the cathodic protection and telemetry systems by outside contractors.

Decrease \$3,000 for over budget.

5315-120 Contract Services - **\$37,000**

This line item was previously funded in the CIP Budget and is being transferred to the Distribution Budget where it properly belongs. This line item pays for the services of miscellaneous consultants hired throughout the year for special studies.

No change requested.

5350-120 - Tools and Equipment - **\$21,000**

Includes funding for replacement of various small tools on an as-needed basis and funding for all capital items listed below. (See attachments for justifications.)

No Change Requested.

5410-120 Meters - **\$28,000**

Provides for the purchase of meters and touch read equipment.

No change requested

5411-120 - Asphaltic Materials - **\$11,500**

Provides for the purchase of asphaltic concrete, cutback, portland cement, sand and gravel and other supplies for restoration of street cuts resulting from utility cuts and reservoir improvements.

No change requested

5412-120 - Operating Supplies - **\$7,000**

Provides for the purchase of hardware consumable items including hardware, lumber, paint, nuts and bolts, and other supplies needed for the operation of the water system.

No change requested

- 5420-120 Inventory -** **\$75,000**
Provides for the purchase of pipes, fire hydrants, valves, vault boxes, fittings and other service connection items necessary to maintain an emergency inventory. Inventory levels are based on demand & needs established as part of the emergency preparedness program.
No change requested
- 5621-120 Office Supplies -** **\$6,000**
Provides for the purchase of office supplies, toners, etc. for the Distribution Department.
No Change Requested.
- 5623-120 - Telephone -** **\$15,000**
Provides funding for maintenance and repair of the District's dedicated lease lines utilized for system telemetry analog interface between the District's booster pump stations and the District's SCADA system and for the field employees' cellular telephones.
Increase \$1,000 for under budget in FY 09/10.
- 5661-120 - Uniforms and Safety Equipment -** **\$12,000**
Provides for uniforms, jackets, shirts, worksite safety equipment such as flasher barricades, safety vests, safety shoes, first aid kits, traffic cones, goggles, hard hats, gloves, fire extinguishers, flashlights, etc.
No change requested
- 5670-120 Distribution Repairs & Maintenance -** **\$65,000**
Contingency for repairs to the District's distribution system including: valving, main breaks and to general system appurtenances and for asphaltic repairs, also where outside help is needed to quickly restore service.
No Change Requested.
- 5675-120 - Flushing** **\$1,500**
Provides for the cost of water and supplies necessary for the annual flushing program.
Decrease \$3,500 work is more limited this fiscal year.
- 5730-120 Miscellaneous Supplies & Expenses** **\$12,000**
Provides for the purchase of one-time expenditures for special projects and/or equipment.
No Change Requested.
- 5735-120 Emergency Repairs -** **\$175,000**
Provides for the rental of equipment and/or purchase of materials and services necessary to make emergency repairs.
No change requested.

Expense Administration 130

Acct.#	Description	07/08 Actual	08/09 Actual	09/10 Budget	10/11 Budget	% Difference
5111-130	Regular Salary	766,544	809,958	835,000	845,000	1.20%
5112-130	Overtime	7,297	6,863	9,400	8,500	-9.57%
5114-130	Temporary Employment	15,327	1,379	3,500	2,500	-28.57%
5640-130	Payroll Taxes	56,840	59,621	56,000	58,000	3.57%
5641-130	Workers Compensation	89,769	92,208	125,000	127,000	1.60%
5642-130	Health Insurance	128,034	138,545	183,000	155,000	-15.30%
5642-130A	Retiree Health Insurance	167,185	165,043	129,000	175,000	35.66%
5643-130	Retirement	326,167	360,391	365,000	370,000	1.37%
5644-130	Retiree COLA Benefit	92,021	102,551	102,000	105,000	2.94%
5645-130	Directors' Health Insurance	62,265	61,614	68,000	78,000	14.71%
5646-130	Life Insurance	14,269	14,386	14,500	14,500	0.00%
5647-130	Employee Welfare	1,215	1,440	1,500	1,500	0.00%
5940-130	Directors' Fees	8,800	8,900	8,600	9,000	4.65%
SUB-TOTAL		1,735,733	1,822,899	1,900,500	1,949,000	2.55%
<u>Operations</u>						
5513-130	Payment Center Fees	812	883	900	975	8.33%
5514-130	On-Line Payment Fees	3,114	14,074	15,000	15,500	3.33%
5522-130	Bad Debt Write Off	4,666	5,987	5,000	5,000	0.00%
5523-130	Bad Debt Recovery	-6	0	-500	-500	0.00%
5620-130	Advertising	3,344	1,673	3,500	3,500	0.00%
5621-130	Printing & Office Supplies	31,288	34,495	38,000	38,000	0.00%
5622-130	Utilities	16,796	17,891	17,000	18,000	5.88%
5623-130	Telephone	6,133	7,643	8,500	8,500	0.00%
5624-130	Janitor & Gardener	18,269	19,022	17,000	17,000	0.00%
5627-130	Postage	37,003	38,290	41,000	43,000	4.88%
5628-130	General Manager Expenses	544	878	1,000	1,000	0.00%
5630-130	Insurance	89,083	89,949	105,000	100,000	-4.76%
5631-130	Off. Build. Maint. & Repairs	6,751	2,913	3,500	3,500	0.00%
5637-130	Billing Software Support	12,898	17,007	129,000	20,000	-84.50%
5650-130	Off. Equip. Rep/Maint/Pur	14,990	3,482	10,000	10,000	0.00%
5655-130	Off. Equip. Lease & Maint	10,296	10,698	12,000	12,000	0.00%
5685-130	Water Ed/Comm. Service	24,510	11,569	15,000	15,000	0.00%

Acct.#	Description	07/08 Actual	08/09 Actual	09/10 Budget	10/11 Budget	% Difference
5687-130	Water Conservation	n/a	16,279	10,000	10,000	0.00%
5720-130	Taxes & Assessments	2,126	1,701	2,500	2,250	-10.00%
5730-130	Miscellaneous Expenses	4,931	7,381	5,000	5,000	0.00%
5731-130	Books & Publications	733	601	700	700	0.00%
5732-130	Licenses & Certificates	1,320	1,803	1,000	1,200	20.00%
5733-130	Meals	614	516	1,000	1,000	0.00%
5734-130	Travel & Lodging	268	1,040	1,000	1,000	0.00%
5735-130	Emp. Rec Dinner & Awards	2,188	2,230	3,500	3,000	-14.29%
5661-130	Uniforms & Safety Equip.	1,861	3,322	2,000	2,250	12.50%
<u>Director's Expenses</u>						
5941-130	Directors' Election Fees	0	0	0	22,000	0.00%
5942-130	Directors' Conv. & Travel	4,830	2,119	4,000	4,000	0.00%
<u>Employee Development</u>						
5625-130	Meetings & Conferences	5,051	5,118	6,000	6,000	0.00%
5626-130	Dues & Membership	26,653	29,796	32,000	32,000	0.00%
5626-130A	BAWSCA Dues	41,622	45,376	53,500	55,000	2.80%
5635-130	Staff Training	8,604	10,142	6,000	6,000	0.00%
<u>Professional Fees</u>						
5680-130	Engineering Fees	8,371	3,922	5,500	5,500	0.00%
5681-130	Legal Fees	30,249	35,786	25,000	27,000	8.00%
5682-130	Auditing & Accounting Fees	28,275	23,676	26,000	26,000	0.00%
5683-130	Misc. Professional Fees	43,292	27,019	35,000	30,000	-14.29%
5725-130	Rebate Programs	43,463	50,772	60,000	60,000	0.00%
SUB-TOTAL		534,942	545,053	700,600	610,375	-12.88%
TOTAL ADMINISTRATION		2,270,675	2,367,952	2,601,100	2,559,375	-1.60%
5800-130	Debt Service	550,341	551,000	552,000	552,000	0.00%
TOTAL ADMINISTRATION W/DEBT		2,821,016	2,918,952	3,153,100	3,111,375	-1.32%

Division Activity: Administration - 130

This category represents direct and indirect costs associated with the funding for ten (10) personnel employed for the maintenance of the District's Administrative Services Division including the meter division.

Salaries & Benefits

<u>5111-130 Regular Salary -</u>	<u>\$845,000</u>
<i>Provides funding for direct salary costs for employees.</i>	
Increase \$10,000 from the FY 09/10 Budget. Adjustment includes earned step increases.	
<u>5112-130 – Overtime -</u>	<u>\$8,500</u>
<i>Provides funding for unscheduled overtime in the administrative department and to respond to system emergencies.</i>	
Decrease \$900	
<u>5114-130 Temporary Employment –</u>	<u>\$2,500</u>
<i>Provides funding for temporary help to assist the office for vacation, and health absences. Also funds temporary help in the meter department.</i>	
Decrease \$1,000 due to less scheduled need for temporary assistance.	
<u>5640-130 Payroll Taxes -</u>	<u>\$58,000</u>
Increase \$2,000 for step increase adjustments.	
<u>5641-130 Workers' Compensation -</u>	<u>\$127,000</u>
Increase \$2,000	
<u>5642-130 Health Insurance -</u>	<u>\$155,000</u>
Decrease \$28,000 for over budget in FY 09/10	
<u>5642-130A Retiree Health Insurance -</u>	<u>\$175,000</u>
Increase \$46,000 due to an error in mid- year budget adjustments.	
<u>5643-130 Retirement -</u>	<u>\$370,000</u>
Increase \$5,000 to account for adjustments with step increases.	
<u>5644-130 Retiree COLA Benefit -</u>	<u>\$105,000</u>
Increase \$3,000 for COLA adjustments.	
<u>5645-130 Directors' Health Insurance -</u>	<u>\$78,000</u>
Increase \$10,000 for under budget in FY 09/10.	
<u>5646-130 Life Insurance -</u>	<u>\$14,500</u>
<i>Provides funding for employees, retirees and the Board of Directors.</i>	
No change requested.	
<u>5647-130 Employee Welfare -</u>	<u>\$1,500</u>
<i>Provides funding for the employee wellness program that pays reimburses employees up to \$15 per month for gym memberships.</i>	
No Change Requested.	
<u>5940-130 – Directors' Fees -</u>	<u>\$ 9,000</u>
<i>Provides funding for the Board of Directors to attend the monthly Board meeting, standing committee meetings and miscellaneous meetings.</i>	
Increase \$400 for slight under budget.	

Operations

This category represents the costs associated with providing the materials, supplies and services necessary to support the daily operations of the division.

- 5513-130 - Payment Center Fees -** **\$975**
Provides funding for the District to maintain its two customer payment drop-off centers.
Increase \$75 from the FY 09/10 Budget.
- 5514-130 - On-Line Payment Fees -** **\$15,500**
Provides funding for the District pay the third party fees incurred for District customers to pay their utility bills on-line
Increase \$500, more people are using this service.
- 5522-130 Bad Debt Write Off -** **\$5,000**
Provides funding for the accounts which the District must send to collections for non-payment.
No change requested.
- 5523-130 Bad Debt Recovery -** **(\$500)**
This line item accounts for and tracks those funds recovered through the District's collections vendor.
No change requested.
- 5620-130 - Advertising -** **\$3,500**
Includes funding for District's legal ads and for any other advertisements the District may place during the year.
No change requested.
- 5621-130 - Printing & Office Supplies -** **\$38,000**
Provides funding for all stationary, miscellaneous office supplies and all District forms, newsletters and the Consumer Confidence Report.
No change requested.
- 5622-130- Utilities -** **\$18,000**
Provides funding for electrical energy costs for the operation of the District's headquarters.
Increase \$1,000 for under budget in FY 09/10.
- 5623-130 - Telephone -** **\$8,500**
Provides funding for telephones, cellular phones and pagers for the Administration department.
No change requested.

- 5624-130 Janitor & Gardener-** **\$17,000**
Provides funding for janitorial services and gardening services around the District's reservoirs and at the District's headquarters.
 No change requested.
- 5627-130 - Postage -** **\$43,000**
Provides funding for mailing of all customer bills and District correspondence.
 Increase \$2,000 from the FY 09/010.
- 5628-130 - General Manager Expenses -** **\$1,000**
Provides funding for miscellaneous expenses the General Manager might incur including conventions, meetings, conferences and luncheons.
 No change requested.
- 5630-130 - Insurance -** **\$100,000**
Provides funding for the ACWA/JPIA premium.
 Decrease \$5,000 for lower than expected rate increase in FY 09/10.
- 5631-130 - Office Building Maintenance & Repairs** **\$3,500**
Provides funding for the regular maintenance of District's facilities for the year.
 No change requested
- 5637-130 – Billing Software Support -** **\$20,000**
Provides funding for the maintenance agreements for the billing system and the Sensus meter reading equipment.
 Decrease \$109,000 due to purchase of new billing system in FY 09/10.
- 5650-130 – Off. Equip. Repair/Maintenance/Purchase-** **\$10,000**
Provides funding for the replacement of equipment that may be needed.
 No change requested.
- 5655-130 – Off. Equip. Lease & Maintenance-** **\$12,000**
Provides funding for the maintenance agreements and leases for the various pieces of equipment.
 No change requested.
- 5685-130 - Water Education/Community Service** **\$15,000**
This budget line item has been combined with the Community Relations line item this fiscal year. It Provides funding for the District's water education program including participation in Project WET, developing District tours, and providing schools and the general public with miscellaneous community events and for various consumable products.
 No change Requested

- 5687-130 – Water Conservation-** **\$10,000**
Provides funding for miscellaneous water conservation activities and to purchase miscellaneous water conservation consumables.
No change requested.
- 5720-130 Taxes and Assessments -** **\$ 2,250**
Provides funding for the miscellaneous taxes the District must pay on fuel and for the CalOSHA compliance certificate.
Decrease \$250 due to slight over budget in FY 09/10.
- 5730-130 - Miscellaneous Expenses -** **\$5,000**
Provides funding for various miscellaneous items.
No change requested.
- 5731-130 – Books & Publications -** **\$700**
This line item is established to monitor the expenditure of District purchased books & publications.
No change requested
- 5732-130 – Licenses & Certificates** **\$1,200**
This line item is established to track the costs expended on licenses and certificates.
Increase \$200 due to new certificates.
- 5733-130 – Meals** **\$1,000**
This line item is established to better track monies spent on meals while attending classes, conferences, etc.
No change requested.
- 5734-130 – Travel & Lodging** **\$1,000**
This line item is to monitor expenditures on travel and lodging for staff involved in training programs.
No change requested.
- 5735-130 – Employee Recognition Dinner & Awards** **\$3,000**
This line item is to monitor expenditures of the employee recognition dinner and for miscellaneous employee awards.
Decrease \$500 for over budget in FY 09/10.
- 5661-130 – Uniforms & Safety Equipment -** **\$2,250**
Provides funding for the uniforms required in the meter division and for various District apparel for the office staff. Also includes funding for miscellaneous safety equipment.
Increase \$250 for additional safety gear.

Directors' Expenses

5941-130 – Directors' Election Fees - \$22,000
Provides funding for San Mateo County Office of Election fees needed for the District to elect Directors.
Increase \$22,000 for November elections.

5942-130 – Directors' Convention & Travel - \$4,000
Provides funding for the Directors to attend various meetings and conferences. Slight decrease due to under utilization of account.
No change requested.

Employee Development

This category represents costs associated with the provision of services and materials that enhance the professional growth and development of personnel.

5625-130 - Meetings and Conferences - \$6,000
Provides funding for meetings and conferences associated with job assignments or related to the conduct of departmental business. Attendance is geared toward personnel development and the advancement of departmental effectiveness. Staff regularly attends organizational meetings that include the American Water Works Association, Peninsula Water Works Association, Northern California Backflow Prevention Association, Association of California Water Agencies and other associations on an as-needed basis.
No change requested.

5626-130 - Dues and Membership - \$32,000
This line item represents those costs associated with the provision of services and materials that enhance the professional growth and development of personnel.
No change requested.

5626-130A BAWSCA Dues - \$55,000
Funds the District's apportionment of the BAWSCA dues
Increase of \$1,500 due to potential rate adjustment.

5635-130 - Staff Training - \$6,000
Provides funding for outside professional services.
No change requested.

Professional Fees

- 5680-130 - Engineering Fees -** **\$5,500**
Provides funding for administrative projects provided by the District's engineering consultants including the attendance of meetings.
No change requested.
- 5681 - 130 Legal Fees -** **\$27,000**
Provides funding for the administrative services of the District's legal counsel including the attendance of District meetings.
Increase \$2,000 due to COLA and increase in non-project related work.
- 5682 - 130 - Auditing & Accounting Fees -** **\$26,000**
Provides funding for the preparation of the District's annual audit and for the District's accountant.
No change requested.
- 5683 -130 - Misc. Professional Fees -** **\$30,000**
Provides funding for outside professional services.
Decrease \$5,000 from FY 09/10
- 5725-130 – Water Conservation /BMP Compliance -** **\$60,000**
Provides funding for the District's ULF toilet, the washing machine rebate program, the spray valve rinse program and any additional programs that may be instituted.
No change requested.
- 5800-130 Debt Service -** **\$552,000**
This line item funds the District's debt service for the CSCDA bond.
No change requested. Line item is paid by the amount calculated in the Bond documents.

CIP FUNDED PROGRAMS			
Proj #	Project Name		FY 10/11
Potable Water Supply & Treatment Projects			
1117-125	Devils Slide Water - Design & Test Treatment Facility		\$15,000
1116-611A	Water Desalination - Water Treatment Feasibility Study		\$3,000
1116-611B	Alternate Energy Project		\$5,000
Potable Piping Improvements			
1117-145B	Reina Del Mar - Phase 8 (Connect Hillside & Lauren Ave to (N) Piping)		\$50,000
1117-145	Linda Mar Shopping Center Service Connections		\$55,000
Potable Transmission Main Improvements			
1117-130	21" Transmission Main Emergency Piping Nodules (15 tot @ \$100k ea)		\$100,000
1117-148	21" Relocation Project at Skyline/Sharp Park Rd.		\$150,000
1117-145	T-4 Rifle Range Replacement Project		\$175,000
1117-122	T-4 Valve Installation Project		\$100,000
Potable Storage Tank/Reservoir Projects			
1117-134	Tank 27 - Christen Hill - Tank Construction		\$700,000
1117-114	Sharp Park Tank Bypass Piping Improvement Project		\$100,000
1117-118	Park Pacifica Tank Seismic Retrofit Project - Design		\$55,000
Recycled Water System Improvements			
1116-201B	Recycled Water Project		\$100,000
Annual Projects			
1117-112	Annual Site Paving Programs		\$22,000
1117-113	Annual Fence Maintenance Program		\$15,000
1117-165	Annual Easement Protection Program		\$30,000
1117-169	Annual Meter Replacement Program		\$30,000
1117-170	Annual Fire Hydrant Replacement Program		\$30,000
1117-183B	Annual Regulator Replacement Program		\$0
1118-122B	Equipment Purchase Program (See Vehicle Inventory)		\$30,000
1118-160	Geographic Information System		\$5,000
1119	Contract Services		\$30,000
Building/Administration			
1118-112B	Francisco Facility - Construct Fuel Station/Wash Rack		\$110,000
SUBTOTAL CIP FUNDED PROJECTS			\$1,910,000

BOND FUNDED PROJECTS SUMMARY			FY 10/11
1935-103C	Tank 27 - Christen Hill - Tank Construction		\$1,600,000
SUBTOTAL BOND FUNDED PROJECTS			\$1,600,000

TOTAL CIP and BOND FUNDED PROJECTS	\$3,510,000
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