

NORTH COAST COUNTY WATER DISTRICT  
2015-2016 OPERATING BUDGET AND CIP



**FY 15/16  
Budget Overview**

	<b>Budget FY14/15</b>	<b>Proposed 15/16</b>
<b>Revenues</b>	<b>\$ 9,879,500</b>	<b>\$ 9,467,000</b>
<b>Expenditures</b>		
<b>110 - Plant</b>	<b>\$ 4,774,000</b>	<b>\$ 5,756,400</b>
<b>120 - Distribution</b>	<b>\$ 1,377,200</b>	<b>\$ 1,352,500</b>
<b>130 - Administration</b>	<b>\$ 2,973,820</b>	<b>\$ 3,099,275</b>
<b>Operating Expenses</b>	<b>\$ 9,125,020</b>	<b>\$ 10,208,175</b>
<b>Total Expenditures</b>	<b>\$ 9,125,020</b>	<b>\$10,208,175</b>
<b>Contribution to Reserves</b>	<b>\$ 754,480</b>	<b>\$(741,175)</b>
<b>Contribution from Drought Contingency Fund</b>		<b>741,175</b>
<b>Total</b>	<b>\$ 9,879,500</b>	<b>\$10,187,675</b>

**Opening Reserve Fund Balances (March 31, 2015)**

<b>CIP Reserve</b>	<b>\$2,500,000</b>
<b>Operating Reserve Fund</b>	<b>\$1,800,000</b>
<b>Drought Contingency Fund</b>	<b>\$ 800,000</b>
<b>Emergency Reserve</b>	<b>\$ 500,000</b>
<b>OPEB</b>	<b>\$1,670,600</b>
<b>Accrued Sick &amp; Vacation</b>	<b>\$ 497,750</b>
<b>Customer Deposits</b>	<b>\$ 228,047</b>
<b>Total</b>	<b>\$7,996,397</b>
<b>Unrestricted Cash</b>	<b>\$1,813,632</b>
<b>Total Balance</b>	<b>\$9,810,029</b>

**Revenue**

Acct #	Description	14/15 Proposed	05/2015 Received	% Received	Year End Estimate	15/16 Proposed	% Increase (Decrease)
4110	Residential Water Sales	4,550,000	3,435,500	75.51%	4,000,000	4,000,000	-12.09%
4110-1	Residential Service	1,750,000	1,670,000	95.43%	1,800,000	1,820,000	4.00%
4140	Multi-Unit Sales	1,150,000	905,740	78.76%	1,100,000	1,100,000	-4.35%
4140-1	Multi-Unit Service	78,000	68,325	87.60%	78,000	78,000	0.00%
4120	Business Water Sales	550,000	550,000	100.00%	605,000	605,000	10.00%
4120-1	Business Service	62,000	61,800	99.68%	68,000	68,000	9.68%
4170	Other Public	450,000	375,250	83.39%	430,000	425,000	-5.56%
4170-1	Public Service	35,000	36,275	103.64%	41,000	41,000	17.14%
4180	Irrigation	185,000	137,000	74.05%	150,000	145,000	-21.62%
4180-1	Irrigation Service	22,000	19,850	90.23%	22,000	22,000	0.00%
	Recycled Water	50,000	50,200	100.40%	56,000	100,000	100.00%
	Recycled Water Service	2,500	4,715	188.60%	6,000	6,000	140.00%
4210	Fire Standby	25,000	22,325	89.30%	25,000	25,000	0.00%
4230	Water Connections	22,000	56,600	257.27%	65,000	30,000	36.36%
4240	Renewal of Service Fees	28,000	23,375	83.48%	27,000	27,000	-3.57%
4260	Late Fee Charge	75,000	65,260	87.01%	75,000	75,000	0.00%
4910	Revenue from Leases	230,000	209,265	90.98%	230,000	230,000	0.00%
4920	Interest Revenues	25,000	27,050	108.20%	30,000	30,000	20.00%
4930	Taxes & Assessments	515,000	719,970	139.80%	720,000	515,000	0.00%
4970	Miscellaneous Income	75,000	269,000	358.67%	275,000	75,000	0.00%
	<b>SUB-TOTAL</b>	9,879,500	8,707,500	88.14%	9,803,000	9,417,000	-4.68%
	<b>NON-OPERATING REVENUE</b>						
4980	Trans & Storage	30,000	268,825	896.08%	275,000	50,000	66.67%
	<b>TOTAL</b>	9,909,500	8,976,325	90.58%	10,078,000	9,467,000	-4.47%

**Expense Plant 110**

Acct.#	Description	14/15 Budget	05/2015 Spent	% Spent	Year End	15/16 Proposed	% Increase (Decrease)
5111-110	Regular Salary	171,000	163,835	95.81%	172,000	175,000	2.34%
5112-110	Overtime	500	234	46.80%	400	400	-20.00%
5640-110	Payroll Taxes	13,000	13,115	100.88%	14,000	14,000	7.69%
5642-110	Health Insurance	50,000	42,635	85.27%	46,000	48,000	-4.00%
<b>SUB-TOTAL</b>		<b>234,500</b>	<b>219,819</b>	<b>93.74%</b>	<b>232,400</b>	<b>237,400</b>	<b>1.24%</b>
5130-110	Water Purchases-SF	4,100,000	3,854,620	94.02%	4,100,000	5,050,000	23.17%
5230-110	Utilities	240,000	260,000	108.33%	280,000	280,000	16.67%
5312-110	Lab	22,000	19,600	89.09%	22,000	22,000	0.00%
5314-110	Regulatory Fees	65,000	50,910	78.32%	62,000	65,000	0.00%
5350-110	Tools & Repair	4,500	4,400	97.78%	4,500	4,000	-11.11%
5412-110	Operating Supplies	3,000	1,190	39.67%	2,000	2,500	-16.67%
5623-110	Telephone	3,500	2,625	75.00%	3,800	4,000	14.29%
5629-110	Vehicle Maintenance	25,000	18,950	75.80%	20,000	20,000	-20.00%
5632-110	Fuel	55,000	42,560	77.38%	50,000	50,000	-9.09%
5661-110	Uniforms & Safety Equip	1,500	2,265	151.00%	2,000	1,500	0.00%
5670-110	Plant Repair & Maint.	20,000	6,905	34.53%	10,000	20,000	0.00%
<b>SUB-TOTAL</b>		<b>4,539,500</b>	<b>4,264,025</b>	<b>93.93%</b>	<b>4,556,300</b>	<b>5,519,000</b>	<b>21.58%</b>
<b>TOTAL</b>		<b>4,774,000</b>	<b>4,483,844</b>	<b>93.92%</b>	<b>4,788,700</b>	<b>5,756,400</b>	<b>20.58%</b>

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**North Coast County Water District  
Budget Fiscal Year 2015-16**

**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 - \$175,000**

*Provides funding for direct salary costs for two regular full-time employees.*  
Also includes funding for sale of vacation.  
Increase \$4,000 from the FY 2014-15 Budget.

**5112-110 Overtime - \$400**

*Provides funding for unscheduled overtime to respond to system emergencies.*  
Decrease \$ 100 overtime not as high as budgeted in FY 2014-15.

**Benefits**

**5640-110 Payroll Taxes - \$14,000**

Increase \$1,000 from the FY 2014-15 Budget.

**5642-110 Health Insurance - \$48,000**

*Provides funding for fees charged to employee benefits (e.g. social security, medical, dental insurance, etc.)*  
Decrease \$2,000 from the FY 2014-15.

**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 - \$5,050,000**

*Provides funding for water purchased through San Francisco PUC.*  
Increase \$950,000 due to a 28% increase on the water consumption charge by the SFPUC.

**5230-110 - Utilities - \$280,000**

*Provides for energy costs for operation of six (6) booster pump stations, the main office building and all remote metered sites, including tank telemetry, etc.*  
Increase of \$40,000 over the FY 2014-15 Budget.

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**5312-110 - Lab -** **\$22,000**  
*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.*  
No change requested

**5314-110 – Regulatory Fees -** **\$65,000**  
*Provides for fees charged to the District for regulatory oversight by State and County agencies. Includes State Department of Public Health 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.

6  
**5350-110 - Tools and Repair -** **\$4,000**  
*Provides funding for the replacement/repair of various small tools on an as-needed basis.*  
Decrease \$500 from FY 2014-15 Budget.

**5412-110 - Operating Supplies -** **\$2,500**  
*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.).*  
Decrease \$500 from FY 2014-15 Budget.

**5623-110 - Telephone -** **\$4,000**  
*Provides funding for seven (7) telephone lines located at various distribution sites.*  
Increase \$500 from FY 2014-15 Budget.

**5629-110 - Vehicle Maintenance -** **\$20,000**  
*Provides for Central Garage services to maintain the District's vehicles and fabrication of various specialized equipment.*  
Decrease \$5,000 from FY 2014-15 Budget.

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**5632 -110 – Fuel -** **\$50,000**  
*Provides funding for fuel for the District's fleet of vehicles and mobile equipment.*  
Decrease \$5,000 from FY 2014-15 Budget.

**5661-110 - Uniforms and Safety Equipment - \$1,500**

*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 - \$20,000**

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

No change requested.

**Expense Distribution 120**

Acct.#	Description	14/15 Budget	05/2015 Spent	% Spent	Year End	15/16 Proposed	% Increase (Decrease)	Comments
5111-120	Regular Salary	760,000	745,710	98.12%	765,000	780,000	2.63%	
5112-120	Overtime	20,000	23,750	118.75%	20,000	23,000	15.00%	
5113-120	Duty	55,500	49,150	88.56%	53,000	55,000	-0.90%	
5640-120	Payroll Taxes	61,000	64,245	105.32%	65,000	61,000	0.00%	
5642-120	Health Insurance	175,000	153,185	87.53%	170,000	165,000	-5.71%	
<b>SUB-TOTAL</b>		<b>1,071,500</b>	<b>1,036,040</b>	<b>96.69%</b>	<b>1,073,000</b>	<b>1,084,000</b>	<b>1.17%</b>	
5230-120	Utilities	36,000	32,095	89.15%	36,000	36,000	0.00%	
5314-120	Other Services-Misc.	2,000	1,210	60.50%	1,500	1,500	-25.00%	
5315-120	Contract Services	7,000	8,463	120.90%	8,500	9,000	28.57%	
5350-120	Tools & Equipment	5,000	6,230	124.60%	5,300	5,000	0.00%	
5410-120	Meters	30,000	22,711	75.70%	30,000	30,000	0.00%	
5411-120	Asphaltic Materials	6,200	1,524	24.58%	4,000	4,000	-35.48%	
5412-120	Operating Supplies	4,000	3,760	94.00%	3,500	3,500	-12.50%	
5420-120	Inventory	50,000	45,517	91.03%	50,000	40,000	-20.00%	
5621-120	Office Supplies	1,500	1,317	87.80%	1,500	1,500	0.00%	
5623-120	Telephone	15,000	13,228	88.19%	15,000	15,000	0.00%	
5661-120	Uniforms & Safety Equip	6,000	4,569	76.15%	5,000	5,000	-16.67%	
5670-120	Dist.Repairs & Maintenance	50,000	34,424	68.85%	40,000	40,000	-20.00%	
5730-120	Misc. Supplies & Expenses	3,000	2,272	75.73%	3,000	3,000	0.00%	
5750-120	Recycled Water Operations	90,000	29,176	32.42%	60,000	75,000	-16.67%	
	<b>Sub Total</b>	<b>305,700</b>	<b>206,496</b>	<b>67.55%</b>	<b>263,300</b>	<b>268,500</b>	<b>-12.17%</b>	
<b>TOTAL</b>		<b>1,377,200</b>	<b>1,242,536</b>	<b>90.22%</b>	<b>1,336,300</b>	<b>1,352,500</b>	<b>-1.79%</b>	

## Budget Fiscal Year 2015-16

### Division Activity: Distribution - 120

This category represents direct and indirect costs associated with the funding for ten (10) full-time personnel employed for the maintenance of the District's Distribution System, including the Recycled Water System; one (1) support staff person, and funding for two (2) temporary summertime employees.

### Salaries & Benefits

#### 5111-120 Regular Salary - \$780,000

*Provides funding for direct salary costs for 10 full time employees. Includes funding of vacation sell and transfer of one position from 130 and for temporary help.*  
Increase of \$20,000 from FY 2014-15 Budget.

#### 5112-120 Overtime - \$23,000

*Provides funding for unscheduled overtime to respond to unscheduled system emergencies.*  
Increase of \$3,000 from FY 2014-15 Budget.

#### 5113-120 Duty - \$55,000

*Provides funding for on-call duty personnel.*  
Decrease of \$500 from FY 2014-15 Budget.

#### Benefits -

#### 5640-120 Payroll Taxes - \$61,000

No change Requested

#### 5642-120 Health Insurance - \$165,000

*Provides funding for payments relating to employee benefits. (e.g. social security, medical, dental insurance, etc.)*  
Decrease of \$10,000 over FY 2014-15. Includes transfer of one position from 130.

### 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 - \$36,000

*Provides funding for electrical energy costs for operation of the District's telemetry and cathodic protection systems for the District's storage reservoirs.*  
No change requested.

- 5314-120 - Other Services - Miscellaneous -** **\$1,500**  
*Includes funding for maintenance agreements for the calibration adjustments of the cathodic protection and telemetry systems by outside contractors.*  
Decrease \$500 from FY 2014-15 Budget.
- 5315-120 Contract Services -** **\$9,000**  
*This line item pays for the services of miscellaneous consultants hired throughout the year for special studies.*  
Increase \$2,000 over FY 2014-15 Budget.
- 5350-120 - Tools and Equipment -** **\$5,000**  
*Includes funding for replacement of various small tools on an as-needed basis.*  
No change requested.
- 5410-120 Meters -** **\$30,000**  
*Provides for the purchase of meters and touch read equipment.*  
No change requested.
- 5411-120 - Asphaltic Materials -** **\$4,000**  
*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.*  
Decrease \$2,200 from FY 2014-15 Budget.
- 5412-120 - Operating Supplies -** **\$3,500**  
*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.*  
Decrease \$500 from FY 2014-15 Budget.
- 5420-120 Inventory -** **\$40,000**  
*Provides for the purchase of pipes, fire hydrants, valves, vault boxes, fittings and other service connection items necessary to maintain inventory.*  
Decrease \$10,000 from FY 2014-15 Budget.
- 5621-120 Office Supplies -** **\$1,500**  
*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 line 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.*  
No change requested.

**5661-120 - Uniforms and Safety Equipment - \$5,000**

*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.*

Decrease \$1,000 from FY 2014-15 Budget.

**5670-120 Distribution Repairs & Maintenance - \$40,000**

*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.*

Decrease \$10,000 from FY 2014-15 Budget.

**5730-120 Miscellaneous Supplies & Expenses \$3,000**

*Provides for the purchase of one-time expenditures for special projects and/or equipment.*

No change requested.

**5750-120 Recycled Water Operations - \$75,000**

*Provides for the costs associated with providing materials, supplies and services necessary to support the daily operations of Recycled Water Operations.*

Decrease \$15,000 from the FY 2014-15 Budget.

**5730-120 Miscellaneous Supplies & Expenses \$3,000**

**Expense Administration 130**

Acct#	Description	14/15 Budget	05/2015 Spent	% Spent	Year End	15/16 Proposed	% Increase (Decrease)	Comments
5111-130	Regular Salary	705,000	681,000	96.60%	705,000	655,000	-7.09%	
5112-130	Overtime	5,500	5,968	108.51%	6,500	5,500	0.00%	
5640-130	Payroll Taxes	54,000	52,550	97.31%	53,500	50,000	-7.41%	
5641-130	Workers Compensation	50,000	49,269	98.54%	50,000	73,000	46.00%	
5642-130	Health Insurance	168,000	146,757	87.36%	162,000	130,000	-22.62%	
5642-130A	Retiree Health Insurance	260,000	215,913	83.04%	240,000	265,000	1.92%	
5643-130	Retirement	380,000	404,495	106.45%	430,000	440,000	15.79%	
5644-130	Retiree COLA Benefit	110,000	100,195	91.09%	110,000	110,000	0.00%	
5645-130	Directors' Health Insurance	95,000	77,490	81.57%	85,000	88,000	-7.37%	
5646-130	Life Insurance	13,500	11,540	85.48%	13,000	13,000	-3.70%	
5647-130	Employee Welfare	1,000	495	49.50%	600	1,000	0.00%	
5940-130	Directors' Fees	11,000	10,500	95.45%	11,000	11,000	0.00%	
<b>SUB-TOTAL</b>		<b>1,853,000</b>	<b>1,756,172</b>	<b>94.77%</b>	<b>1,866,600</b>	<b>1,841,500</b>	<b>-0.62%</b>	
<b>Operations</b>								
5513-130	Payment Center Fees	975	169	17.33%	500	500	-48.72%	
5514-130	On-Line Payment Fees	36,000	39,060	108.50%	43,000	45,000	25.00%	
5522-130	Bad Debt Write Off	4,000	0	0.00%	4,000	4,000	0.00%	
5620-130	Advertising	700	1,758	251.14%	2,000	2,000	185.71%	
5621-130	Printing & Office Supplies	15,000	8,765	58.43%	15,000	15,000	0.00%	
5622-130	Utilities	20,000	18,765	93.83%	20,000	20,000	0.00%	
5623-130	Telephone	16,000	16,460	102.88%	22,500	22,500	40.63%	
5624-130	Janitor & Gardener	18,000	17,200	95.56%	19,000	19,000	5.56%	
5627-130	Postage	40,000	27,611	69.03%	35,000	35,000	-12.50%	
5628-130	General Manager Expenses	500	260	52.00%	300	500	0.00%	
5630-130	Insurance	73,000	56,388	77.24%	64,000	65,000	-10.96%	
5631-130	Off. Build. Maint. & Repairs	5,000	4,454	89.08%	4,000	5,000	0.00%	
5637-130	Billing	50,000	49,557	99.11%	55,000	55,000	10.00%	
5650-130	Off. Equip. Rep/Maint/Pur	3,500	24,819	709.11%	30,000	10,000	185.71%	
5655-130	Off. Equip. Lease & Maint	6,000	6,289	104.82%	6,900	7,000	16.67%	
5685-130	Water Ed/Comm. Service	5,000	3,261	65.22%	5,000	5,000	0.00%	

Acct.#	Description	14/15 Budget	03/2015 Spent	% Spent	Year End	15/16 Proposed	% Increase (Decrease)	Comments
5687-130	Water Conservation	45,000	42,504	94.45%	45,000	45,000	0.00%	
5720-130	Taxes & Assessments	2,000	1,334	66.70%	2,000	2,000	0.00%	
5730-130	Miscellaneous Expenses	3,000	5,079	169.30%	5,100	5,500	83.33%	
5732-130	Licenses & Certificates	1,000	230	23.00%	250	500	-50.00%	
5733-130	Meals	600	573	95.50%	600	600	0.00%	
5734-130	Travel & Lodging	400	48	12.00%	100	400	0.00%	
5735-130	Employee Annual Recog	700	1,216	173.71%	1,216	1,200	71.43%	
5661-130	Uniforms & Safety Equip.	1,445	1,572	108.79%	1,572	1,200	-16.96%	
<b>Director's Expenses</b>								
5941-130	Directors' Election Fees	23,000	0	0.00%	0	0		
5942-130	Directors' Conv. & Travel	6,000	7,638	127.30%	9,000	7,000	16.67%	
<b>Employee Development</b>								
5625-130	Meetings & Conferences	3,000	1,050	35.00%	1,050	1,000	-66.67%	
5626-130	Dues & Membership	35,000	34,917	99.76%	37,000	37,000	5.71%	
5626-130A	BAWSCA Dues	55,000	51,935	94.43%	52,000	62,000	12.73%	
5635-130	Staff Training	4,000	1,101	27.53%	1,500	1,500	-62.50%	
<b>Professional Fees</b>								
5680-130	Engineering Fees	5,000	8,786	175.72%	9,000	8,000	60.00%	
5681-130	Legal Fees	40,000	40,875	102.19%	45,000	45,000	12.50%	
5682-130	Auditing & Accounting Fees	25,000	26,075	104.30%	26,075	25,000	0.00%	
5683-130	Misc. Professional Fees	50,000	48,213	96.43%	50,000	50,000	0.00%	
5725-130	Rebate Programs	45,000	54,302	120.67%	55,000	40,000	-11.11%	
	Lawn B Gone					100,000		
<b>SUB-TOTAL</b>		<b>638,820</b>	<b>602,264</b>	<b>94.28%</b>	<b>667,663</b>	<b>743,400</b>	<b>16.37%</b>	
<b>TOTAL ADMINISTRATION</b>		<b>2,491,820</b>	<b>2,358,436</b>	<b>94.65%</b>	<b>2,534,263</b>	<b>2,584,900</b>	<b>3.74%</b>	
5800-130	Debt Service	482,000	181,153	37.58%	519,075	514,375	6.72%	
<b>TOTAL ADMINISTRATION W/DEBT</b>		<b>2,973,820</b>	<b>2,539,589</b>	<b>85.40%</b>	<b>3,053,338</b>	<b>3,099,275</b>	<b>4.22%</b>	

## Budget Fiscal Year 2015-16

### Division Activity: Administration - 130

This category represents direct and indirect costs associated with the funding for eight (8) personnel employed for the maintenance of the District's Administrative Services Division including the meter division.

### Salaries & Benefits

5111-130 Regular Salary - \$655,000

*Provides funding for direct salary costs for employees. Includes vacation sell.*

Decrease \$50,000 from the FY 2014-15 Budget. One position transferred to 120.

5112-130 – Overtime - \$5,500

*Provides funding for unscheduled overtime in the administrative department and to respond to system emergencies.*

No change requested.

5640-130 Payroll Taxes - \$50,000

Decrease \$4,000 from FY 2014-15 Budget.

5641-130 Workers' Compensation - \$73,000

Increase \$23,000 from FY 2014-15 Budget due to rate MOD increase.

5642-130 Health Insurance - \$130,000

Decrease \$38,000 from FY 2014-15 includes transfer of one position to 120 and the retirement of two employees.

5642-130A Retiree Health Insurance - \$265,000

Increase \$5,000 from FY 2014-15 Budget includes retirement of 2 employees.

5643-130 Retirement - \$440,000

Increase \$60,000 from FY 2014-15 Budget

5644-130 Retiree COLA Benefit - \$110,000

No change requested

5645-130 Directors' Health Insurance - \$88,000

Decrease \$7,000 from FY 2014-15 Budget.

5646-130 Life Insurance - \$13,000

*Provides funding for employees, retirees and the Board of Directors.*

Decrease \$500 from FY 2014-15 Budget.

5647-130 Employee Welfare - \$1,000

*Provides funding for the employee wellness program that reimburses employees up to \$15 per month for gym memberships.*

No change requested.

**5940-130 – Directors’ Fees - \$ 11,000**

*Provides funding for the Board of Directors to attend the monthly Board meeting, standing committee meetings and miscellaneous meetings.*

No change requested.

**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 - \$500**

*Provides funding for the District to maintain its two customer payment drop-off centers.*

Decrease \$475 from FY 2014-15 Budget.

**5514-130 – On-Line Payment Fees - \$45,000**

*Provides funding for the third party fees incurred for District customers to pay their utility bills on-line.*

Increase \$9,000 from FY 2014-15 Budget.

**5522-130 Bad Debt Write Off - \$4,000**

*Provides funding for the accounts that the District must send to collections for non-payment.*

No change requested.

**5620-130 - Advertising - \$2,000**

*Includes funding for District’s legal ads and for any other advertisements the District may place during the year.*

Increase \$1,300 from FY 2014-15 Budget.

**5621-130 - Printing & Office Supplies - \$15,000**

*Provides funding for all stationery, miscellaneous office supplies and all District forms, newsletters and the Consumer Confidence Report.*

No change requested.

**5622-130- Utilities - \$20,000**

*Provides funding for electrical energy costs for the operation of the District’s headquarters.*

No change requested

**5623-130 - Telephone - \$22,500**

*Provides funding for telephones, cellular phones and pagers for the Administration division.*

Increase \$6,500 from FY 2014-15 Budget.

- 5624-130 Janitor & Gardener-** **\$19,000**  
*Provides funding for janitorial services and gardening services around the District's reservoirs and at the District's headquarters.*  
Increase \$1,000 from FY 2014-15 Budget.
- 5627-130 - Postage -** **\$35,000**  
*Provides funding for mailing of all customer bills and District correspondence.*  
Decrease \$5,000 from FY 2014-15 Budget
- 5628-130 - General Manager Expenses -** **\$500**  
*Provides funding for miscellaneous expenses the General Manager might incur including conventions, meetings, conferences and luncheons.*  
No change requested.
- 5630-130 - Insurance -** **\$65,000**  
*Provides funding for the ACWA/JPIA premium.*  
Decrease \$8,000 from FY 2014-15 Budget.
- 5631-130 - Office Building Maintenance & Repairs** **\$5,000**  
*Provides funding for the regular maintenance of District's facilities for the year.*  
No change requested.
- 5637-130 – Billing -** **\$55,000**  
*Provides funding for the maintenance agreements for the billing system and the Sensus meter reading equipment.*  
Increase \$5,000 from FY 2014-15 Budget.
- 5650-130 – Office Equipment Repair/Maintenance/Purchase-** **\$10,000**  
*Provides funding for the repair/maintenance/replacement of equipment that may be needed.*  
Increase \$6,500 from FY 2014-15 Budget.
- 5655-130 – Office Equipment Lease & Maintenance-** **\$7,000**  
*Provides funding for maintenance agreements and leases for the various pieces of equipment.*  
Increase \$1,000 from FY 2014-15 Budget.
- 5685-130 - Water Education/Community Service** **\$5,000**  
*Provides funding for the District's water education program including participation in Project WET, and providing schools and the general public with miscellaneous community events and for various consumable products.*  
No change requested.
- 5687-130 – Water Conservation-** **\$45,000**  
*Provides funding for miscellaneous water conservation activities and to purchase miscellaneous water conservation consumables.*  
No change requested.

- 5720-130 Taxes & Assessments -** **\$ 2,000**  
*Provides funding for miscellaneous taxes the District must pay on fuel and for the CalOSHA compliance certificate.*  
 No change requested
- 5730-130 - Miscellaneous Expenses -** **\$5,500**  
*Provides funding for various miscellaneous items including banking fees.*  
 Increase \$2,500 from FY 2014-15 Budget due to an increase in banking fees.
- 5732-130 – Licenses & Certificates** **\$500**  
*Provides funding for costs expended on licenses and certificates.*  
 Decrease \$500 from FY 2014-15 Budget.
- 5733-130 – Meals** **\$600**  
*Provides funding for monies spent on meals while attending classes, conferences, etc.*  
 No change requested.
- 5734-130 – Travel & Lodging** **\$400**  
*Provides funding for expenditures on travel and lodging for staff involved in training programs.*  
 No change requested.
- 5735-130 – Employee Annual Recognition** **\$1,200**  
*Provides funding for the employee recognition meal and for miscellaneous employee awards.*  
 Increase \$500 from FY 2014-15 Budget.
- 5661-130 – Uniforms & Safety Equipment -** **\$1,200**  
*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.*  
 Decrease \$245 from FY 14-15 Budget.

**Directors' Expenses**

- 5941-130 – Directors' Election Fees -** **\$0**  
*Provides funding for San Mateo County Office of Election fees needed for the District to elect Directors.*  
 No election this fiscal year.
- 5942-130 – Directors' Conventions & Travel -** **\$7,000**  
*Provides funding for the Directors to attend various meetings and conferences.*  
 Increase \$1,000 from FY 2014-15 Budget.

## 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 - \$1,000

*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.*

Decrease \$2,000 from FY 2014-15 Budget.

### 5626-130 - Dues & Membership - \$37,000

*This line item represents those costs associated with the provision of services and materials that enhance the professional growth and development of personnel.*

Increase \$2,000 from FY 2014-15 Budget.

### 5626-130A BAWSCA Dues - \$62,000

*Funds the District's apportionment of the BAWSCA dues.*

Increase \$7,000 from FY 2014-15 Budget.

### 5635-130 - Staff Training - \$1,500

*Provides funding for outside professional services.*

Decrease \$2,500 from FY 2014-15 Budget.

## Professional Fees

### 5680-130 - Engineering Fees - \$8,000

*Provides funding for administrative projects provided by the District's engineering consultants including the attendance of meetings.*

Increase \$3,000 from FY 2014-15 Budget.

### 5681 - 130 Legal Fees - \$45,000

*Provides funding for the administrative services of the District's legal counsel including the attendance of District meetings.*

Increase \$5,000 over FY 2014-15 Budget.

### 5682 - 130 - Auditing & Accounting Fees - \$25,000

*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 - \$50,000**

*Provides funding for outside professional services.*

No change requested.

**5725-130 – Rebate Programs - \$40,000**

*Provides funding for the District's ULF toilet, the washing machine rebate program, the spray valve rinse program, the Lawn Be Gone program and any additional programs that may be instituted.*

Decrease \$5,000 from FY 2014-15 Budget. Decrease reflects creation of new line item for District's lawn-b-gone program.

**0000-130 – Lawn-Be-Gone \$100,000**

Provides funding for District's lawn-be-gone program to remove turf and create drought tolerant landscapes.

**5800-130 Debt Service - \$514,375**

*This line item funds the District's debt service for the CSCDA bond.*

Line item is paid by the amount calculated in the Bond documents.



**Expense Capital Improvement and Bond Projects FY 15/16**

Account No.	Description	14/15 Budget	YTD Spent	15/16 Proposed
1117-145	Dead End Blow-offs	\$6,000	235	\$5,000
1117-145	Valleymar	\$10,000	1,242	\$0
1117-145	Valve Exercise Program	\$3,000		\$2,000
1117-145A	Annual Pipeline Improvements	\$65,000	151,398	\$65,000
	Palmetto Streetscape	\$50,000	0	0
1117-130	21" Main Nodules	\$0		\$0
1117-160B	Tank Projects/Maintenance (T.1 Valleymar Tank Coating/Paint)	\$250,000	28,845	\$300,000
1117-112	Annual Paving Projects	\$50,000	5,800	\$30,000
1117-113	Fence Maintenance Projects	\$5,000	0	\$4,000
1117-165	Easement Protection/Maintenance	\$20,000	3,568	\$8,000
1117-169	Meter Replacement Program	\$115,000	115,444	\$125,000
1117-170	Fire Hydrant Replacement Program	\$30,000	29,348	\$25,000
1117-183B	Regulator Upgrades	\$30,000	26,721	\$20,000
1118-112B	Francisco Building Repairs	\$20,000	19,761	\$5,000
1118-122B	Pick Up Trucks	\$40,000	23,616	\$0
1118-160	20 Year Master Plan / GIS Completion	\$65,000	38,689	\$95,000
1116-201R	Recycled Water	\$8,000	22,332	\$8,000
1116-201R	Flushing	\$5,000	0	\$0
1116-201R	Devil's Slide Pump Station Building	\$5,000	0	\$0
1116-201R	Christen Hill Tank			
	Consultant/Inspectors	\$160,000	63,991	\$278,500
	Construction	\$1,615,000	7,518	\$2,534,000
1115-615B	Milagra Pump Station Pump Rebuild	\$12,000	0	\$12,000
1118-112B	Francisco Fueling Tank	\$100,000	110,213	\$0
	Computer Upgrades/Scada, Office			\$50,000
	W.S.3 Phase 1 Assessment of Water Availability Study			\$50,000
	PS.3 Replace Pump 3 at Main Pump Station			\$200,000
	Sheila/Nelson Plans and Specs			\$75,000
	New Golf Course Pipeline Tie-Ins			\$100,000
<b>Totals</b>		<b>\$2,664,000</b>	<b>\$648,721</b>	<b>\$3,991,500</b>