



North Coast County Water District

Operating Budget & CIP

FY 2017/2018

**FY 17/18
Budget Overview**

	Budget FY16/17	Proposed 17/18
Revenues	\$8,751,500	\$11,946,500
Expenditures		
110 - Plant	\$5,717,578	\$ 5,561,500
120 - Distribution	\$1,379,000	\$ 1,433,000
130 - Administration	<u>\$3,117,225</u>	<u>\$ 3,262,475</u>
Operating Expenses	\$10,213,803	\$10,256,975
Contribution to Reserves	\$(1,473,312)	\$1,689,525
Contribution from Drought Contingency Fund	\$1,462,303	
Total	\$8,751,500	\$11,946,500

Revenue

Acct #	Description	16/17 Budget	04/30/2017	% Received	Year End Estimate	17/18 Proposed	% Increase (Decrease)
4110	Residential Water Sales	3,600,000	3,016,096	83.78%	3,600,000	5,200,000	44.44%
4110-1	Residential Service	1,820,000	1,640,532	90.14%	2,000,000	2,600,000	42.86%
4140	Multi-Unit Sales	1,000,000	786,038	78.60%	955,000	1,360,000	36.00%
4140-1	Multi-Unit Service	74,000	71,319	96.38%	90,000	115,000	55.41%
4120	Commercial Water Sales	575,000	482,234	83.87%	580,000	760,000	32.17%
4120-1	Commercial Service	68,500	64,059	93.52%	80,000	100,000	45.99%
4170	Other Public	345,000	310,331	89.95%	360,000	450,000	30.43%
4170-1	Public Service	30,000	26,702	89.01%	33,000	42,000	40.00%
4180	Irrigation	100,000	119,159	119.16%	120,000	160,000	60.00%
4180-1	Irrigation Service	23,000	22,058	95.90%	27,900	35,000	52.17%
4185	Recycled Water	100,000	66,322	66.32%	70,000	124,000	24.00%
4185-1	Recycled Water Service	6,000	6,119	101.98%	7,000	12,500	108.33%
4210	Fire Standby	24,000	23,730	98.88%	29,000	35,000	45.83%
4230	Water Connections	25,000	17,853	71.41%	20,000	20,000	-20.00%
4240	Renewal of Service Fees	25,000	18,557	74.23%	24,000	25,000	0.00%
4260	Late Fee Charge	68,000	59,736	87.85%	68,000	68,000	0.00%
4910	Revenue from Leases	238,000	172,036	72.28%	210,000	210,000	-11.76%
4920	Interest Revenues	40,000	34,734	86.84%	35,000	40,000	0.00%
4930	Taxes & Assessments	500,000	761,160	152.23%	762,000	500,000	0.00%
4970	Miscellaneous Income	40,000	60,928	152.32%	61,000	40,000	0.00%
SUB-TOTAL		8,701,500	7,759,703	89.18%	9,131,900	11,896,500	36.72%
NON-OPERATING REVENUE							
4980	Trans & Storage	50,000	42,930	85.86%	50,000	50,000	0.00%
TOTAL		8,751,500	7,802,633	89.16%	9,181,900	11,946,500	36.51%

Expense Plant 110

Acct#	Description	16/17 Budget	04/30/2017	% Spent	Year End	17/18 Proposed	% Increase (Decrease)
5111-110	Regular Salary	180,000	163,926	91.07%	195,000	210,000	16.67%
5112-110	Overtime	500	0	0.00%	0	100	-80.00%
5640-110	Payroll Taxes	13,500	12,748	94.43%	15,300	16,500	22.22%
5642-110	Health Insurance	48,000	36,982	77.05%	45,000	48,000	0.00%
SUB-TOTAL		242,000	213,656	88.29%	255,300	274,600	13.47%
5130-110	Water Purchases-SF	4,200,000	3,592,790	85.54%	4,290,000	4,500,000	7.14%
	Water Service	195,018	33,910	17.39%	40,700	40,700	-79.13%
	BAWCA Surcharge	705,660	588,050	83.33%	706,000	365,000	-48.28%
5230-110	Utilities	210,000	176,581	84.09%	205,000	210,000	0.00%
5312-110	Lab	21,000	18,714	89.11%	20,000	21,000	0.00%
5314-110	Regulatory Fees	53,000	53,500	100.94%	53,500	54,000	1.89%
5350-110	Tools & Repair	4,000	3,956	98.90%	4,000	4,000	0.00%
5412-110	Operating Supplies	2,700	3,722	137.85%	4,000	4,000	48.15%
5623-110	Telephone	1,200	935	77.92%	1,200	1,200	0.00%
5629-110	Vehicle Maintenance	25,000	25,671	102.68%	26,000	25,000	0.00%
5632-110	Fuel	36,000	33,072	91.87%	40,000	40,000	11.11%
5661-110	Uniforms & Safety Equip	2,000	950	47.50%	1,500	2,000	0.00%
5670-110	Plant Repair & Maint.	20,000	16,085	80.43%	20,000	20,000	0.00%
SUB-TOTAL		5,475,578	4,547,936	83.06%	5,411,900	5,286,900	-3.45%
TOTAL		5,717,578	4,761,592	83.28%	5,667,200	5,561,500	-2.73%

**North Coast County Water District
Budget Fiscal Year 2017-18**

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 - \$210,000
Provides funding for direct salary costs for two regular full-time employees.

5112-110 Overtime - \$100
Provides funding for unscheduled overtime to respond to system emergencies.

Benefits

5640-110 Payroll Taxes - \$16,500

5642-110 Health Insurance - \$48,000
Provides funding for fees charged to employee benefits (e.g. social security, medical, dental insurance, etc.)

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 - \$4,905,700
Provides funding for water purchased through San Francisco PUC.
This budget includes:

<i>Water Purchases:</i>	<i>\$ 4,500,000</i>
<i>Water Service Charge</i>	<i>\$ 40,700</i>
<i>BAWSCA Surcharge</i>	<i>\$ 365,000</i>

5230-110 - Utilities - \$210,000
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.

5312-110 - Lab - \$21,000
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.

- 5314-110 – Regulatory Fees -** **\$54,000**
Provides for fees charged to the District for regulatory oversight by State and County agencies. Includes State Water Resources Control Board – Division of 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.
- 5350-110 - Tools and Repair -** **\$4,000**
Provides funding for the replacement/repair of various small tools on an as-needed basis.
- 5412-110 - Operating Supplies -** **\$4,000**
Provides for the purchase of water treatment chemicals, consumable products required for water quality monitoring operations 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.).
- 5623-110 - Telephone -** **\$1,200**
Provides funding for seven (7) telephone lines located at various distribution sites.
- 5629-110 - Vehicle Maintenance -** **\$25,000**
Provides for Central Garage services to maintain the District's vehicles and fabrication of various specialized equipment.
- 5632 -110 – Fuel -** **\$40,000**
Provides funding for fuel for the District's fleet of vehicles and mobile equipment.
- 5661-110 - Uniforms and Safety Equipment -** **\$2,000**
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.
- 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.

Expense Distribution 120

Acct#	Description	16/17 Budget	04/30/2017	% Spent	Year End	17/18 Proposed	% Increase (Decrease)	Comments
5111-120	Regular Salary	825,000	666,852	80.83%	820,000	850,000	3.03%	
5112-120	Overtime	30,000	18,917	63.06%	24,000	28,000	-6.67%	
5113-120	Duty	55,000	50,455	91.74%	60,000	61,000	10.91%	
5640-120	Payroll Taxes	70,000	54,737	78.20%	67,000	70,000	0.00%	
5642-120	Health Insurance	165,000	131,895	79.94%	161,000	170,000	3.03%	
SUB-TOTAL		1,145,000	922,856	80.60%	1,132,000	1,179,000	2.97%	
5230-120	Utilities	41,000	34,786	84.84%	41,000	41,000	0.00%	
5314-120	Other Services-Misc.	2,000	923	46.15%	2,000	2,000	0.00%	
5315-120	Contract Services	9,000	3,964	44.04%	9,000	15,000	66.67%	Implement GIST
5350-120	Tools & Equipment	3,000	2,020	67.33%	3,000	7,000	133.33%	Whacker
5410-120	Meters	30,000	32,646	108.82%	32,646	35,000	16.67%	
5411-120	Asphaltic Materials	3,000	333	11.10%	3,000	0	-100.00%	Move to 5670-120
5412-120	Operating Supplies	3,500	2,120	60.57%	3,500	3,500	0.00%	
5420-120	Inventory	40,000	39,050	97.63%	40,000	65,000	62.50%	
5621-120	Office Supplies	1,500	1,373	91.53%	1,500	1,500	0.00%	
5623-120	Telephone	13,000	13,653	105.02%	16,000	16,000	23.08%	
5661-120	Uniforms & Safety Equip	5,000	3,015	60.30%	5,000	5,000	0.00%	
5670-120	Dist.Repairs & Maintenance	40,000	60,982	152.46%	65,000	45,000	12.50%	
5730-120	Misc. Supplies & Expenses	3,000	2,490	83.00%	3,000	3,000	0.00%	
5750-120	Recycled Water Operations	40,000	8,640	21.60%	7,000	15,000	-62.50%	
	Sub Total	234,000	205,995	88.03%	231,646	254,000	8.55%	
TOTAL		1,379,000	1,128,851	81.86%	1,363,646	1,433,000	3.92%	

Budget Fiscal Year 2017-18

Division Activity: Distribution - 120

This category represents direct and indirect costs associated with funding for ten (10) personnel employed for the maintenance of the District's Distribution System, including the Recycled Water System and one (1) support staff person.

Salaries & Benefits

5111-120 Regular Salary - \$850,000

Provides funding for direct salary costs for employees.

5112-120 Overtime - \$28,000

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

5113-120 Duty - \$61,000

Provides funding for on-call duty personnel.

Benefits -

5640-120 Payroll Taxes - \$70,000

5642-120 Health Insurance - \$170,000

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

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 - \$41,000

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

5314-120 - Other Services - Miscellaneous - \$2,000

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

Increase \$500 (+33.33%).

5315-120 Contract Services - \$15,000

This line item pays for the services of miscellaneous consultants hired throughout the year for special studies such as implementation of District's new GIS system.

- 5350-120 - Tools and Equipment -** \$7,000
Includes funding for replacement of various small tools on an as-needed basis and for the purchase of a new whacker.
- 5410-120 Meters -** \$35,000
Provides for the purchase of meters and touch read equipment.
- 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.
No change requested (0.00%).
- 5420-120 Inventory -** \$65,000
Provides for the purchase of pipes, fire hydrants, valves, vault boxes, fittings and other service connection items necessary to maintain inventory.
- 5621-120 Office Supplies -** \$1,500
Provides for the purchase of office supplies, toners, etc. for the Distribution Department.
- 5623-120 - Telephone -** \$16,000
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.
- 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.
- 5670-120 Distribution Repairs & Maintenance -** \$45,000
Contingency for repairs to the District's distribution system including: valving, main breaks, general system appurtenances and for asphaltic repairs; also where outside help is needed to quickly restore service, includes funds for asphaltic materials.
Increase \$20,000 (+50.00%).
- 5730-120 Miscellaneous Supplies & Expenses** \$3,000
Provides for one-time expenditures for special projects and/or equipment.
- 5750-120 Recycled Water Operations -** \$15,000
Provides for the costs associated with providing materials, supplies and services necessary to support the daily operations of Recycled Water Operations.

Expense Administration 130

Acct. #	Description	16/17 Budget	04/30/2017	% Spent	Year End	17/18 Proposed	% Increase (Decrease)
5111-130	Regular Salary	680,000	603,798	88.79%	730,000	745,000	9.56%
5112-130	Overtime	7,000	5,177	73.96%	7,000	7,000	0.00%
5640-130	Payroll Taxes	50,000	44,109	88.22%	54,000	56,000	12.00%
5641-130	Workers Compensation	88,000	77,910	88.53%	90,000	50,000	-43.18%
5642-130	Health Insurance	145,000	136,291	93.99%	160,000	165,000	13.79%
5642-130A	Retiree Health Insurance	230,000	181,119	78.75%	220,000	225,000	-2.17%
5643-130	Retirement	464,000	416,009	89.66%	500,000	510,000	9.91%
5644-130	Retiree COLA Benefit	107,000	94,109	87.95%	107,000	110,000	2.80%
5645-130	Directors' Health Insurance	100,000	83,218	83.22%	100,000	110,000	10.00%
5646-130	Life Insurance	12,500	11,646	93.17%	14,000	14,000	12.00%
5647-130	Employee Welfare	750	315	42.00%	500	500	-33.33%
5940-130	Directors' Fees	11,000	8,900	80.91%	11,000	11,000	0.00%
SUB-TOTAL		1,895,250	1,662,601	87.72%	1,993,500	2,003,500	5.71%
Operations							
5513-130	Payment Center Fees	500	370	74.00%	500	0	-100.00%
5514-130	On-Line Payment Fees	44,000	41,791	94.98%	47,000	47,000	6.82%
5522-130	Bad Debt Write Off	4,000	3,270	81.75%	4,000	50,000	1150.00%
5620-130	Advertising	2,000	1,262	63.10%	1,700	2,000	0.00%
5621-130	Printing & Office Supplies	15,000	11,314	75.43%	13,000	15,000	0.00%
5622-130	Utilities	20,000	17,443	87.22%	20,000	20,000	0.00%
5623-130	Telephone	5,000	3,063	61.26%	3,500	4,000	-20.00%
5624-130	Janitor & Gardener	15,000	12,610	84.07%	15,000	16,500	10.00%
5627-130	Postage	33,000	33,520	101.58%	33,000	35,500	7.58%
5628-130	General Manager Expenses	500	100	20.00%	200	500	0.00%
5630-130	Insurance	63,000	51,225	81.31%	62,000	63,000	0.00%
5631-130	Off. Build. Maint. & Repairs	5,000	2,583	51.66%	4,000	5,000	0.00%
5637-130	Billing	50,000	47,405	94.81%	58,000	58,000	16.00%
5650-130	Off. Equip. Rep/Maint/Pur	12,000	7,276	60.63%	10,000	10,000	-16.67%
5655-130	Off. Equip. Lease & Maint	6,500	5,518	84.89%	6,500	7,000	7.69%
5685-130	Water Ed/Comm. Service	5,000	5,047	100.94%	5,050	5,000	0.00%

Acct#	Description	16/17 Budget	03/30/2017	% Spent	Year End	17/18 Proposed	% Increase (Decrease)
5687-130	Water Conservation	40,000	24,982	62.46%	35,000	35,000	-12.50%
5720-130	Taxes & Assessments	2,000	1,349	67.45%	1,800	2,000	0.00%
5730-130	Miscellaneous Expenses	5,000	4,445	88.90%	5,000	5,000	0.00%
5732-130	Licenses & Certificates	1,000	1,203	120.30%	1,000	1,000	0.00%
5733-130	Meals	1,000	641	64.10%	600	1,000	0.00%
5734-130	Travel & Lodging	500	242	48.40%	500	500	0.00%
5735-130	Employee Annual Recog	1,200	1,467	122.25%	1,440	1,500	25.00%
5661-130	Uniforms & Safety Equip.	1,200	890	74.17%	1,200	1,200	0.00%
Director's Expenses							
5941-130	Directors' Election Fees	20,000	0	0.00%	0	0	-100.00%
5942-130	Directors' Conv. & Travel	8,000	7,300	91.25%	9,000	9,000	12.50%
Employee Development							
5625-130	Meetings & Conferences	3,500	1,504	42.97%	2,000	3,000	-14.29%
5626-130	Dues & Membership	37,000	34,499	93.24%	37,000	38,000	2.70%
5626-130A	BAWSCA Dues	67,000	67,620	100.93%	67,000	70,000	4.48%
5635-130	Staff Training	3,000	1,089	36.30%	100	2,000	-33.33%
Professional Fees							
5680-130	Engineering Fees	15,000	495	3.30%	2,000	10,000	-33.33%
5681-130	Legal Fees	50,000	49,437	98.87%	50,000	60,000	20.00%
5682-130	Auditing & Accounting Fees	20,000	18,966	94.83%	20,000	20,000	0.00%
5683-130	Misc. Professional Fees	50,000	74,213	148.43%	75,000	50,000	0.00%
5725-130	Rebate Programs	35,000	11,930	34.09%	15,000	15,000	-57.14%
	Lawn Be Gone	65,000	30,000	46.15%	55,000	65,000	0.00%
SUB-TOTAL		705,900	576,069	81.61%	662,090	746,700	5.78%
TOTAL ADMINISTRATION		2,601,150	2,238,670	86.06%	2,655,590	2,750,200	5.73%
5800-130	Debt Service	516,075	430,062	83.33%	516,075	512,275	-0.74%
TOTAL ADMINISTRATION W/DEBT		3,117,225	2,668,732	85.61%	3,171,665	3,262,475	4.66%

Budget Fiscal Year 2017-18

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

<u>5111-130 Regular Salary -</u>	<u>\$745,000</u>
<i>Provides funding for direct salary costs for employees.</i>	
<u>5112-130 – Overtime -</u>	<u>\$7,000</u>
<i>Provides funding for unscheduled overtime in the administrative department and to respond to system emergencies.</i>	
<u>5640-130 Payroll Taxes -</u>	<u>\$56,000</u>
<u>5641-130 Workers' Compensation -</u>	<u>\$50,000</u>
<u>5642-130 Health Insurance -</u>	<u>\$165,000</u>
<u>5642-130A Retiree Health Insurance -</u>	<u>\$225,000</u>
<u>5643-130 Retirement -</u>	<u>\$510,000</u>
<u>5644-130 Retiree COLA Benefit -</u>	<u>\$110,000</u>
<u>5645-130 Directors' Health Insurance -</u>	<u>\$110,000</u>
<u>5646-130 Life Insurance -</u>	<u>\$14,000</u>
<i>Provides funding for employees, retirees and the Board of Directors.</i>	
<u>5647-130 Employee Welfare -</u>	<u>\$500</u>
<i>Provides funding for the employee wellness program that reimburses employees up to \$15 per month for gym memberships.</i>	
<u>5940-130 – Directors' Fees -</u>	<u>\$ 11,000</u>
<i>Provides funding for the Board of Directors to attend the monthly Board meeting, standing committee meetings and miscellaneous meetings.</i>	

Operations

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

<u>5514-130 – On-Line Payment Fees -</u>	<u>\$47,000</u>
<i>Provides funding for the third party fees incurred for District customers to pay their utility bills on-line.</i>	
<u>5522-130 Bad Debt Write Off -</u>	<u>\$50,000</u>
<i>Provides funding for the accounts that the District must send to collections for non-payment. This includes a one-time write-off of \$45,000 to write off debt longer than five (5) years.</i>	
<u>5620-130 - Advertising -</u>	<u>\$2,000</u>
<i>Includes funding for District's legal ads and for any other advertisements the District may place during the year.</i>	
<u>5621-130 - Printing & Office Supplies -</u>	<u>\$15,000</u>
<i>Provides funding for all stationary, miscellaneous office supplies and all District forms, newsletters and the Consumer Confidence Report.</i>	
<u>5622-130- Utilities -</u>	<u>\$20,000</u>
<i>Provides funding for electrical energy costs for the operation of the District's headquarters.</i>	
<u>5623-130 - Telephone -</u>	<u>\$4,000</u>
<i>Provides funding for telephones, cellular phones and pagers for the Administration division.</i>	
<u>5624-130 Janitor & Gardener-</u>	<u>\$16,500</u>
<i>Provides funding for janitorial services and gardening services around the District's reservoirs and at the District's headquarters.</i>	
<u>5627-130 - Postage -</u>	<u>\$35,000</u>
<i>Provides funding for mailing of all customer bills and District correspondence.</i>	
<u>5628-130 - General Manager Expenses -</u>	<u>\$500</u>
<i>Provides funding for miscellaneous expenses the General Manager might incur including conventions, meetings, conferences and luncheons.</i>	
<u>5630-130 - Insurance -</u>	<u>\$63,000</u>
<i>Provides funding for the ACWA/JPIA premium.</i>	

<u>5631-130 - Office Building Maintenance & Repairs</u>	<u>\$5,000</u>
<i>Provides funding for the regular maintenance of District's facilities for the year.</i>	
<u>5637-130 – Billing -</u>	<u>\$58,000</u>
<i>Provides funding for the maintenance agreements for the billing system and the Sensus meter reading equipment.</i>	
<u>5650-130 – Office Equipment Repair/Maintenance/Purchase-</u>	<u>\$10,000</u>
<i>Provides funding for the repair/maintenance/replacement of equipment that may be needed.</i>	
<u>5655-130 – Office Equipment Lease & Maintenance-</u>	<u>\$7,000</u>
<i>Provides funding for maintenance agreements and leases for the various pieces of equipment.</i>	
<u>5685-130 - Water Education/Community Service</u>	<u>\$5,000</u>
<i>Provides funding for the District's water education program miscellaneous community events and for various consumable products.</i>	
<u>5687-130 – Water Conservation-</u>	<u>\$35,000</u>
<i>Provides funding for miscellaneous water conservation activities, and purchase of miscellaneous water conservation consumables</i>	
<u>5720-130 Taxes & Assessments -</u>	<u>\$ 2,000</u>
<i>Provides funding for miscellaneous taxes the District must pay on fuel and for the CalOSHA compliance certificate.</i>	
<u>5730-130 - Miscellaneous Expenses -</u>	<u>\$5,000</u>
<i>Provides funding for various miscellaneous items.</i>	
<u>5732-130 – Licenses & Certificates</u>	<u>\$1,000</u>
<i>Provides funding for costs expended on licenses and certificates.</i>	
<u>5733-130 – Meals</u>	<u>\$1,000</u>
<i>Provides funding for monies spent on meals while attending classes, conferences</i>	
<u>5734-130 – Travel & Lodging</u>	<u>\$500</u>
<i>Provides funding for expenditures on travel and lodging for staff involved in training programs.</i>	
<u>5735-130 – Employee Annual Recognition</u>	<u>\$1,500</u>
<i>Provides funding for the employee recognition meal and for miscellaneous employee awards.</i>	
<u>5661-130 – Uniforms & Safety Equipment -</u>	<u>\$1,200</u>
<i>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.</i>	

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. There is no election in odd years and therefore no budget required.
- 5942-130 – Directors' Conventions & Travel - \$9,000**
Provides funding for the Directors to attend various meetings and conferences.

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 - \$3,000**
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, Northern California Backflow Prevention Association, Association of California Water Agencies and other associations on an as-needed basis.
- 5626-130 - Dues & Membership - \$38,000**
This line item represents those costs associated with the provision of services and materials that enhance the professional growth and development of personnel.
- 5626-130A BAWSCA Dues - \$70,000**
Funds the District's apportionment of the BAWSCA dues.
- 5635-130 - Staff Training - \$2,000**
Provides funding for outside professional services.

Professional Fees

- 5680-130 - Engineering Fees - \$10,000**
Provides funding for administrative projects provided by the District's engineering consultants including the attendance of meetings.
- 5681 - 130 Legal Fees - \$60,000**
Provides funding for the administrative services of the District's legal counsel including the attendance of District meetings.

5682 - 130 - Auditing & Accounting Fees - **\$20,000**
Provides funding for the preparation of the District's annual audit and for the District's accountant.

5683 -130 - Misc. Professional Fees - **\$50,000**
Provides funding for outside professional services.

5725-130 – Rebate Programs - **\$80,000**
Provides funding for the District's ULF toilet, the spray valve rinse program, the Lawn Be Gone program and any additional programs that may be instituted. The washing machine program is on-hold pending review of new programs through BAWSCA. This also includes \$65,000 for the funding of the Lawn-B-Gone Program.

5800-130 Debt Service - **\$512,275**
This line item funds the District's debt service for the CSCDA bond.

Capital Improvement Program Budget

2017-18

Account No.	Description	FY16/17 Budget	Y-T-D Spent	Balance	Year End Estimate	FY17/18 Proposed
Potable Piping Improvements						
1117-142	Palmetto Ave	0	-	-	0	\$100,000
1117-148B	New Golf Course Pipeline Tie-Ins	100,000	-	100,000	0	\$125,000
1118-160	PRV Upgrades for Fire Flows	70,000	-	70,000	0	\$0
Miscellaneous Project						
1115-611	Main Pump Station Electrical Upgrades (soft start)	45,090	20,090	25,000	23,683	\$24,000
1115-615B	Milagra Pump Station Pump Rebuild (2&3)	30,000	11,149	18,851	11,149	\$0
1115-617	Park Pacifica Pump Station	39,910	-	39,910	0	\$90,000
	Royce Tank - Replace Building					\$60,000
	San Pedro Creek Rehabilitation					\$200,000
	Vehicle Replacement - 2017 F450 4x4.					\$70,000
Potable Storage Tank/Reservoir Projects						
1920-103B	Sheila Plans & Specs	75,000	515	74,485	515	\$75,000
Annual Projects						
1117-112	Reservoir Site Paving Project (Annual)	10,000	-	10,000	0	\$10,000
1117-113	Reservoir Fence Maintenance (Annual)	10,000	1,086	8,914		\$10,000
1117-145	Annual Valve Exercise Program	3,000	2,316	684	2,316	\$0
1117-145	Annual Flushing and Dead-End Blow Off	25,000	2,780	22,221	25,000	\$20,000
1117-165	Easement Protection (Annual Program)	10,000	-	10,000	10,000	\$10,000
1117-169	Meter Replacement Program	80,000	65,276	14,724	80,000	\$50,000
1117-170	Fire Hydrant Replacement Project	30,000	13,389	16,611	30,000	\$30,000
1117-183B	Pressure Regulator Station Upgrades	30,000	920	29,080	30,000	\$60,000
Building Project						
1118-112B	Francisco Building Repairs	5,000		5,000	0	\$5,000
1118-160	GIS Upgrades	20,000	16,634	3,366	16,634	\$25,000
1118-172B	Computer Upgrades/SCADA, Office	40,000	5,690	34,310	5,690	\$25,000
	Main Pump Station - New Roof					\$20,000
Recycled Water Project						
1116-201B	Recycled Water	10,000	-	10,000	10,000	\$20,000
Reservoir Construction Projects						
1117-135	Sheila Tank - Consultant/Inspectors	0	-		0	\$125,000
1117-135	Sheila Tank - Construction	0	-		0	\$550,000
1935-103B	Christen Hill Tank - Consultant/Inspector	116,520	57,258	59,262	64,000	\$26,000
1935-103C	Christen Hill Tank - Construction	204,669	14,320	190,349	52,000	\$180,600
1935-103C	Christen Hill Tank - Paving/Landscaping	65,000	-	65,000	65,000	\$10,000
Water Availability Study						
1116-611	Phase 1 Assessment of Groundwater Supply	40,000		40,000	0	\$40,000
Totals		1,059,189	211,423	847,767	425,987	\$1,960,600