



Operating Budget FY 2021-2022

**FY 2021-2022
Budget Overview**

	Adopted Budget FY 20/21	Revised Budget FY 20/21	Proposed Budget FY 21/22
Revenues	\$14,141,000	\$14,466,000	\$14,440,030
Expenditures			
110 - Plant	\$5,926,900	\$5,947,900	\$5,950,500
120 - Distribution	\$1,450,500	\$1,493,500	\$1,596,300
130 - Administration	\$3,487,725	\$3,740,725	\$3,872,730
Total Operating Expenses	\$10,865,125	\$11,182,125	\$11,419,530
Contribution to Reserves	\$3,275,875	\$3,283,875	\$3,020,500
Total	\$14,141,000	\$14,466,000	\$14,440,030

Revenue

Acct #	Description	19/20 Budget	19/20 Revised Budget	19/20 Final	20/21 Budget	20/21 Revised Budget	Recieved Through 4/30/21	% Received	21/22 Proposed	% Change
4110	Residential Water Sales	5,800,000	5,800,000	6,073,212	5,945,000	6,445,000	5,752,778	89.3%	5,945,000	-7.8%
4110-1	Residential Service	3,350,000	3,350,000	3,414,973	3,433,750	3,433,750	2,892,860	84.2%	3,459,503	0.8%
4140	Multi-Unit Sales	1,250,000	1,250,000	1,285,172	1,265,500	1,265,500	1,121,269	88.6%	1,265,500	0.0%
4140-1	Multi-Unit Service	140,000	140,000	147,989	141,750	141,750	125,455	88.5%	142,813	0.8%
4120	Commercial Water Sales	780,000	780,000	741,271	780,000	600,000	548,648	91.4%	700,000	16.7%
4120-1	Commercial Service	129,000	129,000	134,906	129,000	129,000	114,195	88.5%	129,968	0.8%
4170	Public Sales	500,000	500,000	443,533	500,000	500,000	388,509	77.7%	500,000	0.0%
4170-1	Public Service	68,000	68,000	65,423	68,000	68,000	57,273	84.2%	68,510	0.8%
4180	Irrigation	275,000	275,000	273,014	281,750	281,750	263,020	93.4%	281,750	0.0%
4180-1	Irrigation Service	44,000	44,000	44,935	45,000	45,000	38,181	84.8%	45,338	0.8%
4185	Recycled Water	100,000	120,000	116,915	120,000	135,000	135,916	100.7%	135,000	0.0%
4185-1	Recycled Water Service	12,500	12,500	13,627	12,750	12,750	11,561	90.7%	12,750	0.0%
4210	Fire Standby	57,000	57,000	56,126	58,500	58,500	50,417	86.2%	58,939	0.8%
4230	Water Connections	25,000	50,000	39,785	25,000	25,000	16,975	67.9%	25,000	0.0%
4240	Renewal of Service Fees	24,000	24,000	21,185	23,000	23,000	17,799	77.4%	21,000	-8.7%
4260	Late Fee Charge	70,000	70,000	46,050	35,000	0	0	NA	70,000	NA
4910	Revenue from Leases	226,600	226,600	225,489	232,000	232,000	193,078	83.2%	238,960	3.0%
4920	Interest Revenues	75,000	120,000	220,774	120,000	120,000	71,140	59.3%	120,000	0.0%
4930	Taxes & Assessments	385,000	1,000,000	1,065,270	800,000	800,000	1,077,317	134.7%	1,070,000	33.8%
4970	Miscellaneous Income	40,000	50,000	66,524	50,000	75,000	54,490	72.7%	75,000	0.0%
SUB-TOTAL		13,351,100	14,066,100	14,496,172	14,066,000	14,391,000	12,930,882	89.9%	14,365,030	-0.2%
NON-OPERATING REVENUE										
4980	Trans & Storage	50,000	75,000	66,524	75,000	75,000	15,854	21.1%	75,000	0.0%
TOTAL		13,401,100	14,141,100	14,562,696	14,141,000	14,466,000	12,946,736	89.5%	14,440,030	-0.2%

Expense Plant 110

Acct.#	Description	19/20 Budget	19/20 Revised Budget	19/20 Final	20/21 Budget	20/21 Revised Budget	Spending Through 4/30/21	% Spent	21/22 Proposed	% Change
5111-110	Regular Salary	177,000	132,750	122,898	200,000	200,000	140,958	70.5%	229,000	14.5%
5112-110	Overtime	700	700	228	700	700	0	0.0%	500	-28.6%
5640-110	Payroll Taxes	14,000	10,500	9,637	17,000	17,000	10,514	61.8%	18,000	5.9%
5642-110	Health Insurance	35,000	31,500	18,939	45,000	35,000	25,337	72.4%	46,000	31.4%
SUB-TOTAL		226,700	175,450	151,702	262,700	252,700	176,809	70.0%	293,500	16.1%
5130-110	Water Purchases-SF	4,750,000	4,750,000	4,710,757	4,750,000	4,750,000	4,316,095	90.9%	4,750,000	0.0%
	Water Service	40,700	40,700	40,692	40,700	40,700	33,910	83.3%	40,700	0.0%
	BAWCA Surcharge	511,000	511,000	510,768	432,000	432,000	359,310	83.2%	388,600	-10.0%
5230-110	Utilities	226,000	320,000	275,119	250,000	275,000	240,382	87.4%	275,000	0.0%
5312-110	Lab	20,000	20,000	31,607	20,000	25,000	23,385	93.5%	25,000	0.0%
5314-110	Regulatory Fees	90,000	92,212	93,838	95,000	95,000	94,757	99.7%	100,000	5.3%
5350-110	Tools & Repair	4,000	4,000	496	3,000	4,000	2,296	57.4%	4,000	0.0%
5412-110	Operating Supplies	3,500	3,500	169	2,500	2,500	2,047	81.9%	2,500	0.0%
5623-110	Telephone	1,200	2,400	1,970	2,000	2,000	1,806	90.3%	2,000	0.0%
5629-110	Vehicle Maintenance	25,000	25,000	9,041	20,000	20,000	10,735	53.7%	20,000	0.0%
5632-110	Fuel	45,000	40,000	28,460	32,000	32,000	29,429	92.0%	32,000	0.0%
5661-110	Uniforms & Safety Equip	2,000	2,000	905	2,000	2,000	2,130	106.5%	2,200	10.0%
5670-110	Plant Repair & Maint.	20,000	20,000	17,304	15,000	15,000	11,994	80.0%	15,000	0.0%
SUB-TOTAL		5,738,400	5,830,812	5,721,126	5,664,200	5,695,200	5,128,277	90.0%	5,657,000	-0.7%
TOTAL		5,965,100	6,006,262	5,872,828	5,926,900	5,947,900	5,305,086	89.2%	5,950,500	0.0%

**North Coast County Water
District Budget Fiscal Year
2021-2022**

Division/Activity: Plant - 110

This category represents direct and indirect costs associated with the funding for the operations and maintenance of the District’s Plant Operations, including Pump Stations and Fleet Service Garage.

Salaries & Benefits

5111-110 Regular Salary - \$229,000
Provides funding for direct salary costs for two regular full-time employees. Provides \$30,000 for certification and vacation pay. Also includes 4.1% increase in salaries based on the change in the April Consumer Price Index. Increase \$29,000 (14.5%)

5112-110 Overtime – \$500
Provides funding for unscheduled overtime to respond to system emergencies.
 Decrease \$200 (-28.6%)

5640-110 Payroll Taxes - \$18,000
 Increase \$1,000 (5.9 %)

5642-110 Health Insurance - \$46,000
Provides funding for fees charged to employee benefits (e.g. social security, medical, dental insurance, etc.)
 Increase \$11,000 (31.4%)

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 - \$5,193,410
Provides funding for water purchased through San Francisco PUC.
This budget includes:

<i>Water Purchases:</i>	<i>\$ 4,750,000</i>
<i>Water Service Charge</i>	<i>\$ 40,700</i>
<i>BAWSCA Surcharge</i>	<i>\$ 388,600</i>

Decrease \$29,290 (-0.5%)

5230-110 - Utilities - \$275,000
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.
 No Change Requested.

5312-110 - Lab - **\$25,000**
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. Includes funding for childcare facility lead testing program.
No Change Requested.

5314-110 – Regulatory Fees - **\$100,000**
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.
Increase \$5,000 (5.3%)

5350-110 - Tools and Repair - **\$4,000**
Provides funding for the replacement/repair of various small tools on an as-needed basis.
No Change Requested.

5412-110 - Operating Supplies - **\$2,500**
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.).
No Change Requested.

5623-110 - Telephone - **\$2,000**
Provides funding for seven (7) telephone lines located at various distribution sites.
No Change Requested.

5629-110 - Vehicle Maintenance - **\$20,000**
Provides for Central Garage services to maintain the District's vehicles and fabrication of various specialized equipment.
No Change Requested.

5632 -110 – Fuel - **\$32,000**
Provides funding for fuel for the District's fleet of vehicles and mobile equipment.
No Change Requested.

5661-110 - Uniforms and Safety Equipment - \$2,200

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.

Increase \$200 (10%)

5670-110 - Plant Repair and Maintenance - \$15,000

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	19/20 Budget	19/20 Revised Budget	19/20 Final	20/21 Budget	20/21 Revised Budget	Spending Through 4/30/21	% Spent	21/22 Proposed	% Change
5111-120	Regular Salary	825,000	825,000	735,879	886,000	886,000	732,103	82.6%	1,008,000	13.8%
5112-120	Overtime	25,000	25,000	21,467	30,000	30,000	16,303	54.3%	30,000	0.0%
5113-120	Duty	63,000	63,000	60,961	64,000	64,000	51,514	80.5%	67,500	5.5%
5640-120	Payroll Taxes	70,000	70,000	65,145	70,000	70,000	59,684	85.3%	75,500	7.9%
5642-120	Health Insurance	150,000	150,000	160,039	197,000	172,000	157,677	91.7%	196,300	14.1%
SUB-TOTAL		1,133,000	1,133,000	1,043,491	1,247,000	1,222,000	1,017,282	83.2%	1,377,300	12.7%
5230-120	Utilities	40,000	40,000	47,550	40,000	48,000	36,290	75.6%	45,000	-6.3%
5314-120	Other Services-Misc.	5,000	5,000	5,185	5,000	5,000	5,917	118.3%	5,000	0.0%
5315-120	Contract Services	15,000	15,000	15,347	12,000	12,000	11,317	94.3%	12,000	0.0%
5350-120	Tools & Equipment	6,000	6,000	2,543	5,000	10,000	8,850	88.5%	10,000	0.0%
5412-120	Operating Supplies	4,000	4,000	2,519	4,000	4,000	3,796	94.9%	4,000	0.0%
5420-120	Inventory	65,000	65,000	45,735	60,000	60,000	26,787	44.6%	60,000	0.0%
5623-120	Telephone	14,000	14,000	12,918	13,500	13,500	8,646	64.0%	13,000	-3.7%
5661-120	Uniforms & Safety Equip	10,000	10,000	5,240	9,000	9,000	6,812	75.7%	10,000	11.1%
5670-120	Dist.Repairs & Maintenance	45,000	45,000	51,581	45,000	100,000	57,950	58.0%	50,000	-50.0%
5730-120	Misc. Supplies & Expenses	3,000	3,000	3,340	3,000	3,000	2,435	81.2%	3,000	0.0%
5750-120	Recycled Water Operations	7,000	7,000	8,456	7,000	7,000	3,911	55.9%	7,000	0.0%
	Sub Total	214,000	214,000	200,414	203,500	271,500	172,710	63.6%	219,000	-19.3%
TOTAL		1,347,000	1,347,000	1,243,906	1,450,500	1,493,500	1,189,991	79.7%	1,596,300	6.9%

Budget Fiscal Year 2021-22

Division Activity: Distribution - 120

This category represents direct and indirect costs associated with funding for the maintenance of the District's Distribution System, including the Recycled Water System.

Salaries & Benefits

5111-120 Regular Salary - \$1,008,000

Provides funding for direct salary costs for nine full-time employees and one part-time employee, including step increases for eligible employees. Provides \$95,000 towards certification and vacation pay. Also includes 4.1% increase in salaries based on the change in the April Consumer Price Index.

Increase \$122,000 (13.8%)

5112-120 Overtime - \$30,000

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

No Change Requested.

5113-120 Duty - \$67,500

Provides funding for on-call duty personnel.

Increase \$3,500 (5.5%)

Benefits -

5640-120 Payroll Taxes - \$75,500

Increase \$5,500 (7.9%)

5642-120 Health Insurance - \$196,300

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

Increase \$24,300 (14.1%)

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 - \$45,000

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

Decrease \$3,000 (-6.3%)

5314-120 - Other Services - Miscellaneous - \$5,000

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

No Change Requested.

- 5315-120 Contract Services -** **\$12,000**
This line item pays for the services of miscellaneous consultants hired throughout the year for special studies such as implementation of District's GIS system.
 No Change Requested.
- 5350-120 - Tools and Equipment -** **\$10,000**
Includes funding for replacement of various small tools on an as-needed basis. No Change Requested.
- 5412-120 - Operating Supplies -** **\$4,000**
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 -** **\$60,000**
Provides for the purchase of pipes, fire hydrants, valves, vault boxes, fittings and other service connection items necessary to maintain inventory.
 No Change Requested.
- 5623-120 - Telephone -** **\$13,000**
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 and tablets.
 Decrease \$5,00 (-3.7%)
- 5661-120 - Uniforms and Safety Equipment -** **\$10,000**
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.
 Increase \$1,000 (11.1%)
- 5670-120 Distribution Repairs & Maintenance -** **\$50,000**
Provides for the rental of equipment, and/or the purchase of materials and services necessary for repairs to the District's distribution system including: valving, general system appurtenances, and asphaltic repairs.
 Decrease \$50,000 (-50%)
- 5730-120 Miscellaneous Supplies & Expenses** **\$3,000**
Provides for one-time expenditures for special projects and/or equipment.
 No Change Requested.
- 5750-120 Recycled Water Operations -** **\$7,000**
Provides for the costs associated with providing materials, supplies and services necessary to support the daily operations of Recycled Water Operations.
 No Change Requested.

Expense Administration 130

Acct.#	Description	19/20 Budget	19/20 Revised Budget	19/20 Final	20/21 Budget	20/21 Revised Budget	Spending Through 4/30/21	% Spent	21/22 Proposed	% Change
5111-130	Regular Salary	799,000	700,000	695,130	750,000	750,000	609,061	81.2%	824,000	9.9%
5112-130	Overtime	10,000	18,000	12,579	10,000	10,000	4,650	46.5%	7,500	-25.0%
5640-130	Payroll Taxes	60,000	60,000	61,107	56,000	56,000	44,075	78.7%	55,000	-1.8%
5641-130	Workers Compensation	50,000	58,011	58,011	50,000	50,000	37,015	74.0%	42,000	-16.0%
5642-130	Health Insurance	123,000	100,000	96,976	121,000	128,000	103,220	80.6%	131,000	2.3%
5642-130A	Retiree Health Insurance	300,000	300,000	318,435	326,000	326,000	268,871	82.5%	326,000	0.0%
5643-130	Retirement	550,000	550,000	610,041	597,000	680,000	573,178	84.3%	767,000	12.8%
5644-130	Retiree COLA Benefit	115,000	115,000	96,769	97,000	97,000	85,201	87.8%	97,100	0.1%
5645-130	Directors' Health Insurance	110,000	110,000	106,523	110,500	111,000	92,039	82.9%	115,000	3.6%
5646-130	Life Insurance	14,000	14,000	12,413	14,000	14,000	11,262	80.4%	15,880	13.4%
5647-130	Employee Welfare	500	500	180	500	500	215	43.0%	500	0.0%
5940-130	Directors' Fees	10,000	15,000	18,000	10,000	10,000	10,000	100.0%	15,000	50.0%
SUB-TOTAL		2,141,500	2,040,511	2,098,742	2,142,000	2,242,500	1,843,436	82.2%	2,395,980	6.8%
Operations										
5514-130	On-Line Payment Fees	90,000	90,000	99,099	48,000	70,000	52,801	75.4%	73,000	4.3%
5522-130	Bad Debt Write Off	25,000	25,000	10,327	25,000	25,000	3,884	15.5%	25,000	0.0%
5620-130	Advertising	2,000	8,000	7,054	4,000	4,000	905	22.6%	5,000	25.0%
5621-130	Printing & Office Supplies	10,000	10,000	10,333	10,000	12,000	9,274	77.3%	12,000	0.0%
5622-130	Utilities	22,000	22,000	25,150	22,000	26,000	21,763	83.7%	26,000	0.0%
5623-130	Telephone	5,000	5,000	4,046	5,000	5,000	3,489	69.8%	5,000	0.0%
5624-130	Janitor & Gardener	16,000	16,000	17,253	21,000	21,000	17,662	84.1%	25,000	19.0%
5627-130	Postage	35,000	35,000	35,181	35,000	40,000	31,009	77.5%	40,000	0.0%
5628-130	General Manager Expenses	500	2,500	524.92	2,000	2,000	850	42.5%	7,000	250.0%
5630-130	Insurance	70,000	85,000	83,952	98,000	75,000	65,090	86.8%	80,000	6.7%
5631-130	Off. Build. Maint. & Repairs	5,000	5,000	7,043	5,000	7,500	6,752	90.0%	5,000	-33.3%
5637-130	Billing	65,000	65,000	73,084	75,000	75,000	64,445	85.9%	75,000	0.0%
5650-130	Off. Equip. Rep/Maint/Pur	10,000	15,000	18,597	10,000	15,000	11,884	79.2%	15,000	0.0%
5655-130	Off. Equip. Lease & Maint	7,000	7,000	7,837	7,500	8,000	6,193	77.4%	8,000	0.0%
5685-130	Water Ed/Comm. Service	10,000	10,000	11,228	15,000	10,000	5,083	50.8%	15,000	50.0%

Acct.#	Description	19/20 Budget	19/20 Revised Budget	19/20 Final	20/21 Budget	20/21 Revised Budget	Spending Through 4/30/21	% Spent	21/22 Proposed	% Change
5687-130	Water Conservation	25,000	25,000	11,145	5,000	15,000	6,451	43.0%	33,000	120.0%
5720-130	Taxes & Assessments	2,000	3,000	1,949	3,000	3,000	956	31.9%	3,000	0.0%
5730-130	Miscellaneous Expenses	5,000	5,000	2,330	2,000	3,000	1,884	62.8%	3,000	0.0%
5732-130	Licenses & Certificates	700	700	670	700	700	70	10.0%	700	0.0%
5733-130	Meals	1,000	1,000	653	1,000	1,000	402	40.2%	1,000	0.0%
5734-130	Travel & Lodging	500	500	383	500	500	36	7.2%	1,000	100.0%
5735-130	Employee Annual Recog	1,500	1,500	1,766	1,500	1,500	0	0.0%	1,800	20.0%
5661-130	Uniforms & Safety Equip.	1,800	1,800	3,048	1,500	2,000	1,438	71.9%	3,000	50.0%
<u>Director's Expenses</u>										
5941-130	Directors' Election Fees	-	-	0	20,000	0	0	NA	25,000	NA
5942-130	Directors' Conv. & Travel	7,000	7,000	6,249	5,000	3,000	1,344	44.8%	6,000	100.0%
<u>Employee Development</u>										
5625-130	Meetings & Conferences	1,500	2,500	404	1,500	1,500	560	37.3%	1,500	0.0%
5626-130	Dues & Membership	40,000	40,000	43,988	40,000	45,000	44,729	99.4%	45,000	0.0%
5626-130A	BAWSCA Dues	75,000	75,000	72,456	75,000	75,000	72,456	96.6%	78,750	5.0%
5635-130	Staff Training	2,000	2,000	2,319	4,000	4,000	854	21.3%	5,000	25.0%
<u>Professional Fees</u>										
5680-130	Engineering Fees	25,000	25,000	22,568	10,000	10,000	0	0.0%	10,000	0.0%
5681-130	Legal Fees	60,000	135,000	196,660	70,000	70,000	34,172	48.8%	70,000	0.0%
5682-130	Auditing & Accounting Fees	21,000	21,000	19,720	21,000	21,000	20,629	98.2%	21,000	0.0%
5683-130	Misc. Professional Fees	50,000	110,000	108,973	175,000	265,000	106,524	40.2%	167,500	-36.8%
5725-130	Rebate Programs	65,000	65,000	11,156	10,000	65,000	21,906	33.7%	70,000	7.7%
SUB-TOTAL		756,500	921,500	917,144	829,200	981,700	615,496	62.7%	962,250	-2.0%
TOTAL ADMINISTRATION		2,898,000	2,962,011	3,015,886	2,971,200	3,224,200	2,458,932	76.3%	3,358,230	4.2%
5800-130	Debt Service	514,000	514,000	513,861	516,525	516,525	499,562	96.7%	514,500	-0.4%
TOTAL ADMINISTRATION W/DEBT		3,412,000	3,476,011	3,529,747	3,487,725	3,740,725	2,958,494	79.1%	3,872,730	3.5%

Budget Fiscal Year 2021-2022

Division Activity: Administration - 130

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

Salaries & Benefits

5111-130 Regular Salary - \$824,000

Provides funding for direct salary costs for five full-time and three part-time employees, including step increases for eligible employees. Provides \$35,000 for certification pay and vacation pay. Also includes 4.1% increase in salaries based on the change in the April Consumer Price Index.

Increase \$74,000 (9.9%)

5112-130 – Overtime - \$7,500

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

Decrease \$2,500 (-25%)

5640-130 Payroll Taxes - \$55,000

Decrease \$1,000 (-1.8%)

5641-130 Workers' Compensation - \$42,000

Decrease \$8,000 (-16.0%)

5642-130 Health Insurance - \$131,000

Increase \$3,000 (2.3%)

5642-130A Retiree Health Insurance - \$326,000

No Change Requested.

5643-130 Retirement - \$767,000

Provides funding for covering CalPERS contributions and paying down the District's Unfunded Accrual Liability. Paying down additional money owed on the Unfunded Accrual Liability will result in significant long-term savings.

Increase \$87,000 (12.8%)

5644-130 Retiree COLA Benefit - \$97,100

Increase \$100 (0.1%)

5645-130 Directors' Health Insurance - \$115,000

Increase \$4,000 (3.6%)

5646-130 Life Insurance - \$15,880

Provides funding for employees, retirees, and the Board of Directors. Increase \$1,880 (13.4%)

5647-130 Employee Welfare - **\$500**
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 - **\$ 15,000**
Provides funding for the Board of Directors to attend the monthly Board meeting, standing committee meetings and miscellaneous meetings.
Increase \$5,000 (50%)

Operations

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

5514-130 – Online Payment Fees - **\$73,000**
Provides funding for the third-party fees incurred for District customers to pay their utility bills online.
Increase \$3,000 (4.3%)

5522-130 Bad Debt Write Off - **\$25,000**
Provides funding for the accounts that the District must send to collections for non-payment.
No Change Requested.

5620-130 - Advertising - **\$5,000**
Includes funding for District’s legal ads and for any other advertisements the District may place during the year.
Increase \$1,000 (25%)

5621-130 - Printing & Office Supplies - **\$12,000**
Provides funding for all stationary, miscellaneous office supplies and all District forms, newsletters, and the Consumer Confidence Report. Funding to account for anticipated Prop 218 notice and elections expenses.
No Change Requested.

5622-130- Utilities - **\$26,000**
Provides funding for energy and internet connectivity costs at the District’s headquarters.
No Change Requested.

5623-130 - Telephone - **\$5,000**
Provides funding for telephones, cellular phones, and pagers for the Administration division.
No Change Requested.

<u>5624-130 Janitor & Gardener-</u>	<u>\$25,000</u>
<i>Provides funding for janitorial services and gardening services around the District's reservoirs and at the District's headquarters. Increase to fund increase in cost of janitorial services.</i>	
Increase \$4,000 (19%)	
<u>5627-130 - Postage -</u>	<u>\$40,000</u>
<i>Provides funding for mailing of all customer bills and District correspondence. No Change Requested.</i>	
<u>5628-130 - General Manager Expenses -</u>	<u>\$7,000</u>
<i>Provides funding for miscellaneous expenses the General Manager might incur including education, conventions, meetings, conferences, and luncheons.</i>	
Increase \$5,000 (250%)	
<u>5630-130 - Insurance -</u>	<u>\$80,000</u>
<i>Provides funding for the ACWA/JPIA premium.</i>	
Increase \$5,000 (6.7%)	
<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>	
Decrease \$2,500 (33.3%)	
<u>5637-130 – Billing -</u>	<u>\$75,000</u>
<i>Provides funding for the maintenance agreements for the billing system and the Sensus meter reading equipment.</i>	
No Change Requested.	
<u>5650-130 – Office Equipment Repair/Maintenance/Purchase-</u>	<u>\$15,000</u>
<i>Provides funding for the repair/maintenance/replacement of equipment that may be needed. Includes needed upgrades to office computers.</i>	
No Change Requested.	
<u>5655-130 – Office Equipment Lease & Maintenance-</u>	<u>\$8,000</u>
<i>Provides funding for maintenance agreements and leases for the various pieces of equipment.</i>	
No Change Requested.	
<u>5685-130 - Water Education/Community Service</u>	<u>\$15,000</u>
<i>Provides funding for the District's water education program, miscellaneous community events, and for various consumable products. Increased funding for drought education and outreach.</i>	
Increase \$5,000 (50%)	
<u>5687-130 – Water Conservation-</u>	<u>\$33,000</u>
<i>Provides funding for BAWSCA water conservation subscription programs, miscellaneous water conservation activities, and purchase of miscellaneous water conservation consumables. Increased funding for participation in new water</i>	

conservation programs and targeted drought response. Increase \$18,000 (120%)

5720-130 Taxes & Assessments - **\$ 3,000**

Provides funding for miscellaneous taxes the District must pay on fuel and for the CalOSHA compliance certificate.

No Change Requested.

5730-130 - Miscellaneous Expenses - **\$3,000**

Provides funding for various miscellaneous items. No Change Requested.

5732-130 – Licenses & Certificates **\$700**

Provides funding for costs expended on licenses and certificates. No Change Requested.

5733-130 – Meals **\$1,000**

Provides funding for monies spent on meals while attending classes, conferences No Change Requested.

5734-130 – Travel & Lodging **\$1000**

Provides funding for expenditures on travel and lodging for staff involved in training programs.

Increase \$500 (100%)

5735-130 – Employee Annual Recognition **\$1,800**

Provides funding for the employee recognition meal and for miscellaneous employee awards.

Increase \$300 (20%)

5661-130 – Uniforms & Safety Equipment - **\$3,000**

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 \$1,000 (50%)

Directors' Expenses

5941-130 – Directors' Election Fees - **\$25,000**

Provides funding for outreach activities in preparation of 2022 elections. Increase \$5,000 (25%)

5942-130 – Directors' Conventions & Travel - **\$6,000**

Provides funding for the Directors to attend various meetings and conferences.

Increase \$3,000 (50%)

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 - \$1,500

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.

No Change Requested.

5626-130 - Dues & Membership - \$45,000

This line item represents costs paid to organizations that provide professional resources to the District and enhance the professional growth and development of personnel.

No Change Requested.

5626-130A BAWSCA Dues - \$78,750

Funds the District's apportionment of the BAWSCA Assessments that will increase 5% for FY 2021-22.

Increase \$3,750 (5%)

5635-130 - Staff Training - \$5,000

Provides funding for outside professional training services. Increase \$1,000 (25%)

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.

No Change Requested.

5681-130 Legal Fees - \$70,000

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

No Change Requested.

5682-130 - Auditing & Accounting Fees - \$21,000

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 -

\$167,500

Provides funding for outside professional services. Includes funding for updated cost of service analysis/water rate study, emergency response plan, and IT support.

Decrease \$97,500 (36.8%)

5725-130 – Rebate Programs -

\$70,000

Provides funding for the District’s ongoing toilet rebate program, rain barrel rebate program, and Lawn Be Gone program. New programs being implemented for drought response include rebates for smart irrigation controllers and Flume smart home water monitor.

Increase \$5,000 (7.7%)

5800-130 Debt Service -

\$514,500

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

Decrease \$2,025 (0.4%)

Expense Capital Improvement and Bond Projects

Account No.	Description	FY 20/21 Budget	FY 20/21 YTD Balance	21/22 Proposed
Potable Piping Improvements				
1117-146	Hwy 1 Crossing @ Manor Dr	\$40,000	\$4,728	\$0
1117-145	Balboa Pipeline Replacement	\$40,000	\$27,340	\$0
1117-143	Hinton Ranch Pipeline Replacement	\$300,000		\$0
1117-145	Shoreside Levee Pipeline Replacement	\$45,000		\$360,000
1117-144	Loop at Everglades Drive Pipeline Replacement	\$200,000	\$11,639	\$390,000
1117-130	21" Transmission Main Pipeline Inspection	\$55,000		\$55,000
1117-145	Emergency Pipeline Repairs	\$50,000	\$62,089	\$50,000
Miscellaneous Projects				
1118-122B	Vehicle Replacement - Passenger Vehicle	\$70,000	\$64,859	\$30,000
1118-122B	Vehicle Replacement - Backhoe	\$125,000		\$0
1118-122B	Vehicle Replacement - Pickup Trucks	\$70,000	\$58,226	\$35,000
	Automated Metering Infrastructure Pilot Study			\$50,000
	Two-Way Radio System Upgrade			\$25,000
1118-160	Water System Hydraulic Model and 20-Year Master Planning	\$135,000	\$116,887	\$95,000
Potable Storage Tank/Reservoir Projects				
1117-119	Repair/Replacement of Tank Vents	\$100,000		\$25,000
1117-119	Tank Hatch Intrusion Alarms - 10 Hatches	\$20,000	\$567	\$0
1935-103C	Christen Hill Tank Intertie Project w/Daly City - Gate Improvement	\$50,000		\$50,000
1117-160B	Vallemar Tank - Recoating	\$50,000	\$17,324	\$0
Annual Projects				
1117-112	Reservoir Site Paving (Annual)	\$10,000		\$10,000
1117-113	Reservoir Fence Maintenance (Annual)	\$10,000		\$10,000
1117-145	Annual Valve Exercise Program	\$5,000		\$5,000
1117-145	Annual Flushing and Dead-End Blow-Offs	\$10,000		\$10,000
1117-165	Easement Protection (Annual)	\$10,000		\$10,000
1117-169	Meter Replacement Program	\$95,000	\$71,931	\$95,000
1117-170	Fire Hydrant Replacement Program	\$30,000	\$19,334	\$120,000
1117-183B	Pressure Regulator Station Upgrades	\$100,000	\$5,692	\$210,000
Building Project				
1118-112B	Francisco Headquarters Upgrade	\$280,000	\$60,992	\$1,353,382
1915-103B	Redundant Off-Site SCADA System at Gypsy Hill	\$32,000	\$10,850	\$10,000
1118-172B	Computer Upgrades/SCADA, Office	\$25,000	\$13,885	\$20,000
Recycled Water Project				
1116-201B	Recycled Water	\$20,000		\$20,000
Reservoir Construction Projects				
1117-135	Sheila Tank – Consultant/Inspectors	\$15,000	\$18,278	\$25,000
1117-135	Sheila Tank – Tank Construction	\$525,000		\$550,000
1117-135	Sheila Tank – Design	\$400,000	\$268,919	\$50,000
	Fassler Tank - Design	-		\$200,000
Water Availability Study				
1116-611	Assessment of Groundwater and Recycled Water	\$50,000	\$33,317	\$125,000
Totals		\$2,967,000	\$866,857	\$3,963,382