



NORTH COAST COUNTY WATER DISTRICT  
OPERATING BUDGET AND CIP  
FY 2009/2010

**FY 09/10  
Budget Overview**

	<b>Budget 09/10</b>	<b>Budget 10/11</b>
<b>Revenues</b>	<b>\$8,986,500</b>	<b>\$9,028,000</b>
<b>Expenditures</b>		
110 - Plant	\$2,849,250	\$2,929,045
120 - Distribution	\$1,600,500	\$1,628,500
130 - Administration	\$3,084,500	\$3,150,600
Operating Expenses	\$7,534,250	\$7,708,145
Depreciation	\$ 370,000	\$ 370,000
GASB 45	\$ 100,000	\$ 400,000
<b>Total Expenditures</b>	<b>\$8,004,250</b>	<b>\$8,478,145</b>
<b>Contribution to Reserves</b>	<b>\$ 982,250</b>	<b>\$ 549,855</b>
<b>Total</b>	<b>\$8,986,500</b>	<b>\$9,028,000</b>

**Reserve Fund**

<b>Opening Operating Balance Reserves</b>	<b>\$5,370,000</b>	<b>\$4,117,250</b>
<b>Contributions to Reserves</b>	<b>\$ 982,250</b>	<b>\$ 549,855</b>
<b>Storage &amp; Transmission Fees</b>	<b>15,000</b>	<b>15,000</b>
<b>Sub Total</b>	<b>\$6,367,250</b>	<b>\$4,682,105</b>
<b>Capital Expenditures</b>	<b>\$2,250,000</b>	<b>\$2,205,000</b>
<b>Closing Operating Balance Reserves</b>	<b>\$4,117,250</b>	<b>\$2,477,105</b>

## Revenue

	06/07 Actual	07/08 Actual	08/09 Year to Date	08/09 Year End Est.	08/09 Budget	09/10 Request	% Difference	10/11 Request	% Difference
4110 Residential Water Sales	5,194,943	5,131,696	3,874,209	5,200,000	5,225,000	5,200,000	-0.48%	5,225,000	0.48%
4115 Residential Service	1,411,847	1,477,619	1,167,930	1,550,000	1,500,000	1,550,000	3.33%	1,550,000	0.00%
4120 Business Water Sales	573,599	575,914	438,374	585,000	585,000	585,000	0.00%	585,000	0.00%
4125 Business Service	48,624	50,256	39,150	51,000	50,000	51,000	2.00%	51,500	0.98%
4150 Resale	98,183	116,618	87,368	131,000	135,000	131,000	-2.96%	134,000	2.29%
4155 Resale Service	4,740	4,946	3,447	5,000	4,800	5,000	4.17%	5,000	0.00%
4170 Other Public	371,129	359,525	291,171	385,000	380,000	385,000	1.32%	385,000	0.00%
4175 Public Service	24,511	26,747	20,986	20,000	25,000	20,000	-20.00%	25,000	25.00%
4180 Irrigation	167,800	199,636	160,381	220,000	255,000	225,000	-11.76%	225,000	0.00%
4185 Irrigation Service	10,657	11,974	9,396	12,500	12,500	12,500	0.00%	12,500	0.00%
4210 Fire Standby	22,546	24,403	22,669	30,000	23,500	30,000	27.66%	30,000	0.00%
4230 Water Connections	48,629	16,551	12,580	17,000	17,000	17,000	0.00%	17,000	0.00%
4240 Renewal of Service Fees	29,752	26,019	18,327	25,000	28,000	25,000	-10.71%	28,000	12.00%
4260 Late Fee Charge	71,304	77,256	62,832	80,000	78,000	75,000	-3.85%	75,000	0.00%
4910 Revenue from Leases	145,882	156,815	122,408	163,000	163,000	165,000	1.23%	165,000	0.00%
4920 Interest Revenues	233,119	352,861	107,946	145,000	175,000	120,000	-31.43%	125,000	4.17%
4930 Taxes & Assessments	610,287	598,034	429,940	450,000	325,000	325,000	0.00%	325,000	0.00%
4970 Miscellaneous Income	95,773	128,754	60,505	65,000	100,000	65,000	-35.00%	65,000	0.00%
<b>SUB-TOTAL</b>	<b>9,163,325</b>	<b>9,335,624</b>	<b>6,929,619</b>	<b>9,134,500</b>	<b>9,081,800</b>	<b>8,986,500</b>	<b>-1.05%</b>	<b>9,028,000</b>	<b>0.46%</b>
<b>NON-OPERATING REVENUE</b>									
4980 Trans & Storage	660,115	42,155	7,497	15,000	25,000	15,000	-40.00%	15,000	0.00%
<b>TOTAL</b>	<b>9,823,440</b>	<b>9,377,779</b>	<b>6,937,116</b>	<b>9,149,500</b>	<b>9,106,800</b>	<b>9,001,500</b>	<b>-1.16%</b>	<b>9,043,000</b>	<b>0.46%</b>

## Expense Plant 110

Acct.#	Description	06/07 Actual	07/08 Actual	08/09 To Date	Year End Est.	08/09 Budget	09/10 Request	% Difference	10/11 Request	% Difference
5111-110	Regular Salary	137,140	155,142	123,450	166,000	166,000	170,000	2.4%	175,000	2.9%
5112-110	Overtime	2,136	1,027	180	500	2,300	1,000	-56.5%	1,000	0.0%
5640-110	Payroll Taxes	11,362	12,715	10,144	13,500	13,000	14,000	7.7%	14,500	3.6%
5642-110	Health Insurance	31,432	33,072	26,336	35,200	35,500	37,000	4.2%	38,850	5.0%
<b>SUB-TOTAL</b>		182,070	201,956	160,110	215,200	216,800	222,000	2.4%	229,350	3.3%
5130-110	Water Purchases-SF	1,797,036	2,087,234	1,422,229	1,950,000	2,090,000	2,250,000	7.7%	2,316,795	3.0%
5230-110	Utilities	177,554	213,338	104,763	175,000	205,000	195,000	-4.9%	200,000	2.6%
5312-110	Lab	20,938	19,668	10,656	24,000	24,000	24,000	0.0%	24,000	0.0%
5314-110	Regulatory Fees	33,443	30,043	36,603	40,000	40,000	40,000	0.0%	38,000	-5.0%
5350-110	Tools & Equipment	3,567	2,884	1,557	3,000	3,100	2,950	-4.8%	3,000	1.7%
5412-110	Operating Supplies	2,550	4,118	1,511	3,500	4,000	3,750	-6.3%	3,850	2.7%
5623-110	Telephone	1,275	1,333	1,184	1,500	1,600	1,550	-3.1%	1,550	0.0%
5629-110	Vehicle Maintenance	17,693	24,458	20,860	23,000	20,000	20,000	0.0%	20,500	2.5%
5632-110	Fuel	47,855	62,970	40,317	55,000	66,000	60,000	-9.1%	62,000	3.3%
5661-110	Uniforms & Safety Equip	2,343	3,458	1,396	2,500	3,000	3,000	0.0%	3,000	0.0%
5670-110	Plant Repair & Maint.	17,756	21,598	15,752	21,000	21,500	21,000	-2.3%	21,000	0.0%
5735-110	Emergency Preparedness	n/a	n/a	2,625	4,000	6,000	6,000	0.0%	6,000	0.0%
<b>SUB-TOTAL</b>		2,122,010	2,471,102	1,659,453	2,302,500	2,484,200	2,627,250	5.8%	2,699,695	2.8%
<b>TOTAL</b>		2,304,080	2,673,058	1,819,563	2,517,700	2,701,000	2,849,250	5.5%	2,929,045	2.8%

**North Coast County Water District  
Budget Fiscal Year 2009-010**

**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 - \$170,000**  
*Provides funding for direct salary costs for two regular full-time employees. Increase \$4,000 from the FY 08/09 Budget. Reflects an increase for qualified step increases.*

**5112-110 Overtime - \$1,000**  
*Provides funding for unscheduled overtime to respond to system emergencies. Decrease \$1,300, overtime not as high as budgeted in FY 08/09.*

**Benefits**

**5640-110 Payroll Taxes - \$14,000**  
*Increase \$1,000 from the FY 08/09 Budget. Under budgeted in FY 08/09 and slight pay rate increase due to step increases.*

**5642-110 Health Insurance - \$37,000**  
*Provides funding for fees charged to employee benefits (e.g. social security, medical, dental insurance, etc.) Increase \$1,500 for a 10% increase in rates effective January, 2010.*

**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 - \$2,250,000**  
*Provides funding for water purchased through San Francisco PUC. Increase \$160,000 for an approximate 15.7% increase from the SFPUC.*

**5230-110 - Utilities - \$195,000**  
*Provides for energy costs for operation of five booster pump stations. Decrease \$10,000 for change in pumping practices to off peak.*

- 5312-110 - Lab -** **\$24,000**  
*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 -** **\$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 -** **\$2,950**  
*Provides funding for the replacement of various small tools on an as-needed basis*  
 Decrease \$150, not as many tools set for replacement this fiscal year.
- 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.).*  
 Decrease \$250, not as many supplies needed this fiscal year, purchase in FY 08/09.
- 5623-110 - Telephone -** **\$1,550**  
*Provides funding for five (5) telephone lines located at various distribution system pump stations.*  
 Decrease \$50 for over budget in FY 08/09.
- 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 -** **\$60,000**  
*Provides funding for fuel for the District’s fleet of vehicles and mobile equipment.*  
 Decrease \$60,000 due to lower fuel costs.

**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.*

Decrease \$500 for slight over budget in FY 08/09.

**0000-110 – Emergency Preparedness \$6,000**

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

## Expense Distribution 120

Acct.#	Description	06/07 Actual	07/08 Actual	08/09 To Date	Year End Est.	08/09 Budget	09/10 Request	% Difference	10/11 Request	% Difference
5111-120	Regular Salary	680,875	699,853	570,446	760,000	750,000	760,000	1.3%	780,000	2.6%
5112-120	Overtime	24,923	19,256	24,876	30,000	27,000	27,000	0.0%	28,000	3.7%
5113-120	Duty	50,828	56,490	39,796	54,000	58,000	55,000	-5.2%	57,000	3.6%
5114-120	Temporary Employment	20,104	37,239	20,566	28,000	35,000	30,000	-14.3%	30,000	0.0%
5640-120	Payroll Taxes	57,124	58,812	47,442	63,250	63,000	64,000	1.6%	65,500	2.3%
5642-120	Health Insurance	108,343	116,935	96,121	128,200	121,000	130,000	7.4%	136,500	5.0%
<b>SUB-TOTAL</b>		942,197	988,585	799,247	1,063,450	1,054,000	1,066,000	1.1%	1,097,000	2.9%
5230-120	Utilities	34,160	31,046	19,103	33,000	34,000	34,000	0.0%	29,000	-14.7%
5314-120	Other Services-Misc.	8,613	13,341	3,628	10,000	20,000	18,000	-10.0%	18,000	0.0%
5315-120	Contract Services	n/a	n/a	29,959	37,000	37,000	37,000	0.0%	37,000	0.0%
5350-120	Tools & Equipment	15,516	20,655	18,682	20,000	22,000	21,000	-4.5%	21,000	0.0%
5410-120	Meters	21,542	39,841	35,011	38,000	38,000	38,000	0.0%	38,000	0.0%
5411-120	Asphaltic Materials	10,195	8,032	8,199	11,500	11,500	11,500	0.0%	11,500	0.0%
5412-120	Operating Supplies	4,805	4,851	2,745	5,000	7,000	7,000	0.0%	7,000	0.0%
5420-120	Inventory	65,251	72,484	71,700	75,000	75,000	75,000	0.0%	75,000	0.0%
5621-120	Office Supplies	n/a	5,431	3,675	6,000	6,500	6,000	-7.7%	6,000	0.0%
5623-120	Telephone	13,546	12,315	9,921	13,500	14,000	14,000	0.0%	14,000	0.0%
5661-120	Uniforms & Safety Equipment	9,921	11,952	9,334	12,000	12,000	12,000	0.0%	12,000	0.0%
5670-120	Dist.Repairs & Maintenance	53,376	120,833	5,444	70,000	70,000	65,000	-7.1%	65,000	0.0%
5675-120	Flushing	n/a	35,775	0	8,000	10,000	9,000	-10.0%	9,000	0.0%
5730-120	Misc. Supplies & Expenses	6,226	4,492	7,026	10,000	13,000	12,000	-7.7%	14,000	16.7%
	Sub Total	243,151	381,048	224,427	349,000	370,000	359,500	-2.8%	356,500	-0.8%
5735-120	Emergency Repairs	270,710	152,395	90,530	175,000	175,000	175,000	0.0%	175,000	0.0%
<b>SUB-TOTAL</b>		513,861	533,443	314,957	524,000	545,000	534,500	-1.9%	531,500	-0.6%
<b>TOTAL</b>		1,456,058	1,522,028	1,114,204	1,587,450	1,599,000	1,600,500	0.1%	1,628,500	1.7%

**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 -** **\$760,000**

*Provides funding for direct salary costs for employees.*

Increase \$10,000 from the FY 08/09 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 -** **\$55,000**

*Provides funding for on-call duty personnel.*

Decrease \$3,000 from the FY 08/09 Budget due to slight over budget.

**5114-120 Temporary Employment -** **\$30,000**

*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.*

Decrease \$5,000 due to slight over budget.

**Benefits -**

**5640-120 Payroll Taxes -** **\$64,000**

Increase \$1,000 to compensate salary ranges due to step increases.

**5642-120 Health Insurance -** **\$130,000**

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

Increase \$9,000 from the FY 08/09 Budget. Provides for an approximate 10% increase effective January, 2009 for Health and Welfare Benefits.

## 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 -** **\$34,000**

*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 -** **\$18,000**

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

Decrease \$2,000 for slight 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.)*

Decrease \$1,000 from the FY 08/09 Budget. Budget fluctuates from fiscal year to year based on actual needs:

Miscellaneous Tools	\$5,000
Portable Generators	\$2,000
Speed SHores	\$9,000
Rigging Equipment	\$3,000
Saw Consumables (Blades)	\$2,000
Total	\$21,000

**5410-120 Meters -** **\$38,000**

*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.*  
Decrease \$500. Slight over budget in FY 08/09.

**5623-120 - Telephone -** **\$14,000**

*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. Also provides for beepers and the DSL line at the Field Supervisor's home.*  
No change requested.

**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.*  
Decrease \$5,000. Less materials required in FY 08/09.

**5675-120 - Flushing** **\$9,000**

*Provides for the cost of water and supplies necessary for the annual flushing program.*  
Decrease 1,000 for slight over budget in FY 08/09.

**5730-120 Miscellaneous Supplies & Expenses \$12,000**

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

Decrease \$1,000 from the FY 08/09 Budget. Budget fluctuates from fiscal year to year based on actual needs:

Autocad License Fee	\$9,000
Transfer Plans & Files to CD	\$3,000

**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. Budget fluctuates from fiscal year to year because of unforeseen emergencies and therefore is difficult to budget.

## Expense Administration 130

Acct.#	Description	06/07 Actual	07/08 Actual	08/09 To Date	Year End Est.	08/09 Budget	09/10 Request	% Difference	10/11 Request	% Difference
5111-130	Regular Salary	678,860	766,544	618,869	825,000	825,000	835,000	1.21%	845,000	1.2%
5112-130	Overtime	6,753	7,297	6,401	7,300	7,400	7,400	0.00%	7,400	0.0%
5114-130	Temporary Employment	9,602	15,327	967	1,100	10,000	2,000	-80.00%	2,000	0.0%
5640-130	Payroll Taxes	60,804	56,840	43,166	56,000	65,000	56,000	-13.85%	56,750	1.3%
5641-130	Workers Compensation	100,626	89,769	92,208	124,000	125,000	125,000	0.00%	127,000	1.6%
5642-130	Health Insurance	126,826	128,034	101,686	136,000	140,000	143,000	2.14%	150,150	4.8%
5642-130A	Retiree Health Insurance	157,266	167,185	123,446	165,000	170,000	174,000	2.35%	182,700	4.8%
5643-130	Retirement	270,756	326,167	273,301	365,000	350,000	365,000	4.29%	370,000	1.4%
5644-130	Retiree COLA Benefit	87,103	92,021	77,132	102,000	102,000	102,000	0.00%	105,000	2.9%
5645-130	Directors' Health Insurance	54,643	62,265	46,515	63,000	70,000	68,000	-2.86%	70,000	2.9%
5646-130	Life Insurance	14,192	14,269	10,781	14,375	14,500	14,500	0.00%	14,500	0.0%
5647-130	Employee Welfare	n/a	1,215	1,080	1,440	1,400	1,500	7.14%	1,500	0.0%
5940-130	Directors' Fees	8,800	8,800	6,400	8,600	8,500	8,600	1.18%	8,600	0.0%
<b>SUB-TOTAL</b>		<b>1,576,231</b>	<b>1,735,733</b>	<b>1,401,952</b>	<b>1,868,815</b>	<b>1,888,800</b>	<b>1,902,000</b>	<b>0.70%</b>	<b>1,940,600</b>	<b>2.0%</b>
<u>Operations</u>										
5513-130	Payment Center Fees	598	812	882	885	850	900	5.88%	900	0.0%
5514-130	On-Line Payment Fees	n/a	3,114	10,283	13,700	14,000	14,000	0.00%	14,000	0.0%
5522-130	Bad Debt Write Off	4,135	4,666	132	5,000	5,000	5,000	0.00%	5,000	0.0%
5523-130	Bad Debt Recovery	-350	-6	0	250	-1,000	-500	-50.00%	-500	0.0%
5620-130	Advertising	1,253	3,344	1,303	3,000	4,000	3,500	-12.50%	3,500	0.0%
5621-130	Printing & Office Supplies	34,972	31,288	22,018	38,000	38,000	38,000	0.00%	38,000	0.0%
5622-130	Utilities	15,597	16,796	12,179	17,000	17,000	17,000	0.00%	17,000	0.0%
5623-130	Telephone	5,569	6,133	5,681	7,500	7,500	7,500	0.00%	7,500	0.0%
5624-130	Janitor & Gardener	17,987	18,269	12,094	16,500	18,000	17,000	-5.56%	17,000	0.0%
5627-130	Postage	33,587	37,003	29,409	39,000	39,000	41,000	5.13%	41,000	0.0%
5628-130	General Manager Expenses	811	544	791	1,000	1,000	1,000	0.00%	1,000	0.0%
5630-130	Insurance	94,051	89,083	66,995	95,000	109,000	105,000	-3.67%	105,000	0.0%
5631-130	Off. Build. Maint. & Repairs	2,724	6,751	2,665	3,500	3,500	3,500	0.00%	3,500	0.0%
5637-130	Billing Software Support	10,437	12,898	8,573	66,000	66,000	66,000	0.00%	66,000	0.0%
5650-130	Off. Equip. Rep/Maint/Pur	15,150	14,990	3,005	5,000	15,000	10,000	-33.33%	10,000	0.0%
5655-130	Off. Equip. Lease & Maint	n/a	10,296	9,534	12,700	12,000	12,000	0.00%	12,000	0.0%
5685-130	Water Ed/Community Service	14,006	24,510	10,885	15,000	15,000	15,000	0.00%	15,000	0.0%
5687-130	Water Conservation	n/a	n/a	10,586	15,000	20,000	15,000	n/a	15,000	0.0%

Acct.#	Description	06/07 Actual	07/08 Actual	08/09 To Date	Year End Est.	08/09 Budget	09/10 Request	% Difference	10/11 Request	% Difference
5720-130	Taxes & Assessments	1,731	2,126	1,589	2,500	2,500	2,500	0.00%	2,500	0.0%
5730-130	Miscellaneous Expenses	5,528	4,931	4,575	5,500	6,500	6,000	-7.69%	6,000	0.0%
5731-130	Books & Publications	771	733	573	700	700	700	0.00%	700	0.0%
5732-130	Licenses & Certificates	1,225	1,320	1,044	1,200	1,500	1,300	-13.33%	1,300	0.0%
5733-130	Meals	3,418	614	396	500	1,500	1,000	-33.33%	1,000	0.0%
5734-130	Travel & Lodging	1,275	268	1,040	1,100	1,500	1,200	-20.00%	1,200	0.0%
5735-130	Emp. Rec Dinner & Awards	n/a	2,188	2,230	2,230	2,500	2,400	-4.00%	2,400	0.0%
5661-130	Uniforms & Safety Equip.	3,565	1,861	1,136	2,000	3,500	2,500	-28.57%	2,500	0.0%
<u>Director's Expenses</u>										
5941-130	Directors' Election Fees	0	0	0	0	0	0	0.00%	22,000	100.0%
5942-130	Directors' Conv. & Travel	4,585	4,830	1,628	2,000	6,000	3,000	-50.00%	3,000	0.0%
<u>Employee Development</u>										
5625-130	Meetings & Conferences	4,742	5,051	4,415	5,000	5,000	5,000	0.00%	5,000	0.0%
5626-130	Dues & Membership	27,892	26,653	29,409	30,000	30,000	31,000	3.33%	32,000	3.1%
5626-130A	BAWSCA Dues	43,285	41,622	34,032	49,000	49,000	53,500	9.18%	55,000	2.7%
5635-130	Staff Training	10,478	8,604	6,807	9,500	14,000	10,000	-28.57%	10,000	0.0%
<u>Professional Fees</u>										
5680-130	Engineering Fees	2,518	8,371	3,922	5,000	6,000	5,500	-8.33%	5,500	0.0%
5681-130	Legal Fees	27,406	30,249	23,050	30,000	38,000	30,000	-21.05%	30,000	0.0%
5682-130	Auditing & Accounting Fees	17,532	28,275	13,027	24,000	24,000	24,000	0.00%	25,000	4.0%
5683-130	Misc. Professional Fees	25,189	43,292	20,030	28,000	30,000	30,000	0.00%	30,000	0.0%
5725-130	Rebate Programs	28,491	43,463	38,790	50,000	50,000	50,000	0.00%	50,000	0.0%
<b>SUB-TOTAL</b>		460,158	534,942	327,480	602,265	656,050	630,500	-3.89%	656,000	3.9%
<hr/>										
<b>TOTAL ADMINISTRATION</b>		2,036,389	2,270,675	1,729,432	2,471,080	2,544,850	2,532,500	-0.49%	2,596,600	2.5%
<hr/>										
5800-130	Debt Service	550,000	550,341	404,500	554,500	555,000	552,000	-0.54%	552,000	0.0%
<b>TOTAL ADMINISTRATION W/DEBT</b>		2,586,389	2,821,016	2,133,932	3,025,580	3,099,850	3,084,500	-0.50%	3,148,600	2.0%

**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**

**5111-130 Regular Salary - \$835,000**

*Provides funding for direct salary costs for employees.*

Increase \$10,000 from the FY 08/09 Budget. Adjustment includes earned step increases.

**5112-130 – Overtime - \$7,400**

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

No change requested.

**5114-130 Temporary Employment – \$2,000**

*Provides funding for temporary help to assist the office for vacation, and health absences. Also funds temporary help in the meter department.*

Decrease \$8,000 due to less scheduled need for temporary assistance.

**5640-130 Payroll Taxes - \$56,000**

Decrease \$9,000 for slight over budget in FY 08/09.

**5641-130 Workers' Compensation - \$125,000**

No change requested

**5642-130 Health Insurance - \$143,000**

Increase \$3,000. Provides for an approximate 10% increase effective January, 2009 for Health and Welfare Benefits.

**5642-130A Retiree Health Insurance - \$174,000**

Increase \$4,000 and includes a 10% increase effective January, 2010.

**5643-130 Retirement - \$365,000**

Increase \$15,000 from the FY 08/09 Budget. Adjustment is due to an increase in retirement rate.

**5644-130 Retiree COLA Benefit - \$102,000**

No change requested.

**5645-130 Directors' Health Insurance - \$68,000**

Decrease \$3,000 for slight over budget.

**5646-130 Life Insurance - \$14,500**

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

No change requested.

**5647-130 Employee Welfare - \$1,500**

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

Increase \$100 for slight under budget..

**5940-130 – Directors' Fees - \$ 8,600**

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

Increase \$100 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 -** **\$900**

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

Increase \$50 from the FY 08/09 Budget. Increase in fee paid to vendor.

**5514-130 - On-Line Payment Fees -** **\$14,000**

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

No change requested.

**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.*

Decrease \$500 for over budget in FY 08/09.

**5620-130 - Advertising -** **\$3,500**

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

Decrease \$500 for slight over budget in FY 08/09.

**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 -** **\$17,000**

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

No change requested.

**5623-130 - Telephone -** **\$7,500**

*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.*  
 Decrease \$1,00 for slight over budget in FY 08/09.
- 5627-130 - Postage -** **\$41,000**  
*Provides funding for mailing of all customer bills and District correspondence.*  
 Increase \$2,000 from the FY 08/09 Budget due to increase in postage costs.
- 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 -** **\$105,000**  
*Provides funding for the ACWA/JPIA premium.*  
 Decrease \$4,00 for lower than expected rate increase in FY 08/09.
- 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 -** **\$66,000**  
*Provides funding for the maintenance agreements for the billing system and the Sensus meter reading equipment.*  
 No change requested. Includes 2<sup>nd</sup> payment to Tyler Technologies for new billing system.
- 5650-130 – Off. Equip. Repair/Maintenance/Purchase-** **\$10,000**  
*Provides funding for the replacement of equipment that may be needed.*  
 Decrease \$5,000 from FY 08/09. No planned major equipment purchases.
- 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-** **\$15,000**  
*Provides funding for miscellaneous water conservation activities and to purchase miscellaneous water conservation consumables.*  
 Decrease \$5,000 for slight over budget in FY 08/09.
- 5720-130 Taxes and Assessments -** **\$ 2,500**  
*Provides funding for the miscellaneous taxes the District must pay on fuel and for the CalOSHA compliance certificate.*  
 No change requested.
- 5730-130 - Miscellaneous Expenses -** **\$6,000**  
*Provides funding for various miscellaneous items.*  
 Decrease \$500 for over budget in FY 08/09.
- 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** **\$1,300**  
*This line item is established to track the costs expended on licenses and certificates.*  
 Decrease \$200 for over budget in FY 08/09.
- 5733-130 – Meals** **\$1,000**  
*This line item is established to better track monies spent on meals while attending classes, conferences, etc.*  
 Decrease \$500 for over budget in FY 08/09.
- 5734-130 – Travel & Lodging** **\$1,200**  
*This line item is to monitor expenditures on travel and lodging for staff involved in training programs.*  
 Decrease \$300 from the FY 08/09 Budget. Line item was over funded in FY 08/09.
- 5735-130 – Employee Recognition Dinner & Awards** **\$2,400**  
*This line item is to monitor expenditures of the employee recognition dinner and for miscellaneous employee awards.*  
 Decrease \$100
- 5661-130 – Uniforms & Safety Equipment -** **\$2,500**  
*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 \$1,000.

## 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' Convention & Travel - \$3,000

*Provides funding for the Directors to attend various meetings and conferences. Slight decrease due to under utilization of account.*

Decrease \$3,000. Budget was not utilized in FY 08/09.

## 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 - \$5,000

*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 - \$31,000

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

Increase \$1,000 for potential fee increases.

### 5626-130A BAWSCA Dues - \$53,000

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

Increase \$4,500 from the FY 08/09 Budget. Adjustment is due to a BAWSCA Fee increase.

### 5635-130 - Staff Training - \$10,000

*Provides funding for outside professional services.*

Decrease \$4,000. FY 08/09 Budget was not fully utilized.

## 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.*

Decrease \$500 due to more consultant engineering work being paid through reimbursable fees.

### 5681 - 130 Legal Fees -

\$30,000

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

Decrease \$8,000 from the FY 08/09 Budget due to more work being paid through reimbursable fees.

### 5682 - 130 - Auditing & Accounting Fees -

\$24,000

*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.*

No change requested.

### 5725-130 – Water Conservation /BMP Compliance -

\$50,000

*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.*

Increase \$3,000 from the FY 08/09 Budget. Line item is paid by the amount calculated in the Bond documents.

<b>CIP FUNDED PROGRAMS</b>			<b>Proposed FY 09/10</b>	<b>Proposed FY 10/11</b>
	<b>Proj #</b>	<b>Project Name</b>	<b>1</b>	<b>2</b>
<b>Potable Water Supply &amp; Treatment Projects</b>				
		San Pedro Creek Water Rights Utilization	\$5,000	
		- Install San Pedro Park Piping Improvements		\$15,000
		Devils Slide Water - Design & Test Treatment Facility		\$15,000
		Water Desalination - Water Treatment Feasibility Study	\$3,000	\$3,000
		Alternate Energy Project	\$2,000	\$2,000
<b>Potable Piping Improvements</b>				
		Reina Del Mar - Phase 7 (Connect (E) to (N) High Pressure Piping)	\$200,000	
		Norfolk/Nelson Pipeline Replacement		\$200,000
		Grand Teton/Glacier Loop - Phase I		\$280,000
	1117-145	Annual Pipeline Project	\$200,000	\$285,000
<b>Potable Transmission Main Improvements</b>				
		I-280 Tunnel Approach Piping - Phase 1		\$380,000
		21" Transmission Main Emergency Piping Nodules (15 total @ \$80k each)	\$200,000	
		21" Nodule Emergency Portable Piping		\$190,000
<b>Potable Regulator Repair Projects</b>				
		Regulator @ Zamora (Hinton Ranch)	\$150,000	
		Regulator @ Dave & Lou's Valero Station on Linda Mar Blvd		\$100,000
<b>Potable Storage Tank/Reservoir Projects</b>				
		Sharp Park Tank Bypass Piping Improvement Project		\$80,000
		Tank 27 - Christen Hill - Prepare Environmental Documents	\$20,000	
		Tank 27 - Christen Hill - Perform Public Outreach	\$20,000	
		Tank 27 - Christen Hill - Acquire Caltrans Property Around Tank	\$40,000	
		Tank 27 - Christen Hill - Design Regan Pump Station Pump Modifications	\$20,000	
		Tank 27 - Christen Hill - Phase I Modifications to Regan Pump Sta.	\$180,000	\$100,000
	1920-103B	Tank 3 - Nelson Tank (200kG) Removal Project (CIP Bond Funded)	\$20,000	
<b>Recycled Water System Improvements</b>				
		Recycled Water Project	\$130,000	\$100,000
<b>Annual Projects</b>				
	1117-112	Annual Site Paving Programs	\$60,000	\$25,000
	1117-113	Annual Fence Maintenance Program	\$25,000	\$25,000
	1117-165	Annual Easement Protection Program	\$30,000	\$30,000
	1117-169	Annual Meter Replacement Program	\$150,000	\$150,000
	1117-170	Annual Fire Hydrant Replacement Program	\$30,000	\$30,000
	1118-122	Equipment Purchase Program (See Vehicle Inventory)	\$125,000	\$35,000
		Geographic Information System	\$20,000	\$20,000
	1119-	Contract Services	\$30,000	\$30,000
<b>Building/Administration</b>				
		Francisco Facility - Purchase Temporary Building	\$500,000	
		Francisco Facility - Construct Fuel Station/Wash Rack	\$90,000	\$110,000
<b>SUBTOTAL CIP FUNDED PROJECTS</b>			<b>\$2,250,000</b>	<b>\$2,205,000</b>

<b>BOND FUNDED PROJECTS SUMMARY</b>		<b>Proposed FY 09/10</b>	<b>Proposed FY 10/11</b>
Bond	Design Christen Hill Tank Transmission Main		\$80,000
Bond	Tank 26 - Milagra Standpipe - Construct Standpipe and Piping Improvements		\$200,000
Bond	Tank 27 - Christen Hill - Phase II Modifications to Regan Pump Sta.	\$100,000	
Bond	Tank 27 - Christen Hill - Design 3.5 MG Replacement Tank	\$180,000	
Bond	Tank 27 - Christen Hill - Remove Christen Hill Tank	\$50,000	
Bond	Tank 27 - Christen Hill - Prepare Christen Hill Tank Site	\$400,000	\$400,000
Bond	Tank 27 - Christen Hill - Intertie w/Daly City & Westborough		\$150,000
Bond	Tank 27 - Christen Hill - Construct 3.5 MG Replacement Tank		\$3,000,000
Bond	Tank 27 - Christen Hill - Modify Regan Pumps for Final Operation		\$200,000
Bond	Tank 27 - Christen Hill - Install Seismic Jumpers for Piping Crossing Faults		\$150,000
Bond	Francisco/San Pedro Facilities - Prepare Environmental Documents	\$25,000	
Bond	Francisco/San Pedro Facilities - Perform Public Outreach	\$35,000	
Bond	Francisco/San Pedro Facilities - Grade and Construct Crib Wall	\$50,000	
Bond	Francisco/San Pedro Facilities - Design Warehouse Retrofit		\$60,000
Bond	Francisco/San Pedro Facilities - Install Sewerline for Warehouse/Va-con Pit	\$25,000	
Bond	Francisco/San Pedro Facilities - Construct Warehouse Retrofit		\$600,000
Bond	Francisco/San Pedro Facilities - Construct Vac-Con Pit		\$150,000
Bond	Francisco/San Pedro Facilities - Replace Existing 8" Waterline		\$150,000
Bond	Francisco/San Pedro Facilities - Construct Drainage Swale & Pave Site		\$120,000
	<b>Subtotal</b>	<b>\$865,000</b>	<b>\$5,260,000</b>
<b>Subtotal 2004 (1900) Issue</b>		<b>\$865,000</b>	
<b>Subtotal 2010 Issue</b>			<b>\$5,260,000</b>
<b>SUBTOTAL BOND FUNDED PROJECTS</b>		<b>\$865,000</b>	<b>\$5,260,000</b>