



Operating Budget & CIP

FY 2019-2020

**FY 19/20
Budget Overview**

	Budget FY 18/19	Proposed FY 19/20
Revenues	\$12,956,000	\$13,401,100
Expenditures		
110 - Plant	\$5,885,900	\$ 5,965,100
120 - Distribution	\$1,493,000	\$ 1,383,000
130 - Administration	<u>\$3,448,900</u>	<u>\$ 3,412,000</u>
Operating Expenses	\$10,827,800	\$10,760,100
Contribution to Reserves	\$2,128,200	\$ 2,641,000
Total	\$12,956,000	\$13,401,100

Revenue

Acct #	Description	18/19 Budget	04/30/2019	% Received	Year End Estimate	19/20 Proposed	% Increase (Decrease)
4110	Residential Water Sales	5,400,000	4,670,600	86.49%	5,800,000	5,800,000	7.41%
4110-1	Residential Service	3,140,000	2,447,081	77.93%	3,200,000	3,350,000	6.69%
4140	Multi-Unit Sales	1,300,000	891,630	68.59%	1,250,000	1,250,000	-3.85%
4140-1	Multi-Unit Service	135,000	97,402	72.15%	135,000	140,000	3.70%
4120	Commercial Water Sales	770,000	584,013	75.85%	778,000	780,000	1.30%
4120-1	Commercial Service	125,000	92,587	74.07%	124,000	129,000	3.20%
4170	Other Public	510,000	378,031	74.12%	495,000	500,000	-1.96%
4170-1	Public Service	60,000	49,295	82.16%	65,000	68,000	13.33%
4180	Irrigation	275,000	228,426	83.06%	250,000	275,000	0.00%
4180-1	Irrigation Service	42,000	31,679	75.43%	42,300	44,000	4.76%
4185	Recycled Water	123,000	91,340	74.26%	93,000	100,000	-18.70%
4185-1	Recycled Water Service	11,500	8,059	70.08%	12,000	12,500	8.70%
4210	Fire Standby	55,000	44,790	81.44%	57,000	57,000	3.64%
4230	Water Connections	15,500	32,368	208.83%	35,000	25,000	61.29%
4240	Renewal of Service Fees	24,000	16,951	70.63%	23,000	24,000	0.00%
4260	Late Fee Charge	70,000	51,816	74.02%	70,000	70,000	0.00%
4910	Revenue from Leases	205,000	166,417	81.18%	220,000	226,600	10.54%
4920	Interest Revenues	55,000	86,530	157.33%	90,000	75,000	36.36%
4930	Taxes & Assessments	550,000	735,876	133.80%	745,000	385,000	-30.00%
4970	Miscellaneous Income	40,000	78,977	197.44%	85,000	40,000	0.00%
SUB-TOTAL		12,906,000	10,783,868	83.56%	13,569,300	13,351,100	3.45%
NON-OPERATING REVENUE							
4980	Trans & Storage	50,000	61,352	122.70%	50,000	50,000	0.00%
TOTAL		12,956,000	10,845,220	83.71%	13,619,300	13,401,100	3.44%

Expense Plant 110

Acct.#	Description	18/19 Budget	04/30/2019	% Spent	Year End	19/20 Proposed	% Increase (Decrease)
5111-110	Regular Salary	220,000	152,488	69.31%	176,000	160,000	-27.27%
	Certification/Vacation Pay					17,000	
5112-110	Overtime	1,000	1,000	100.00%	1,000	700	-30.00%
5640-110	Payroll Taxes	17,500	11,256	64.32%	14,000	14,000	-20.00%
5642-110	Health Insurance	48,000	25,161	52.42%	30,000	35,000	-27.08%
SUB-TOTAL		286,500	189,905	66.28%	221,000	226,700	-20.87%
5130-110	Water Purchases-SF	4,750,000	3,425,387	72.11%	4,650,000	4,750,000	0.00%
	Water Service	40,700	30,519	74.99%	40,700	40,700	0.00%
	BAWSCA Surcharge	383,000	287,864	75.16%	382,752	511,000	33.42%
5230-110	Utilities	220,000	166,096	75.50%	220,000	226,000	2.73%
5312-110	Lab	20,000	12,057	60.29%	18,000	20,000	0.00%
5314-110	Regulatory Fees	90,000	88,085	97.87%	90,000	90,000	0.00%
5350-110	Tools & Repair	4,000	2,485	62.13%	4,000	4,000	0.00%
5412-110	Operating Supplies	3,500	776	22.17%	3,000	3,500	0.00%
5623-110	Telephone	1,200	890	74.17%	1,200	1,200	0.00%
5629-110	Vehicle Maintenance	25,000	11,912	47.65%	20,000	25,000	0.00%
5632-110	Fuel	40,000	33,695	84.24%	44,000	45,000	12.50%
5661-110	Uniforms & Safety Equip	2,000	1,191	59.55%	2,000	2,000	0.00%
5670-110	Plant Repair & Maint.	20,000	21,980	109.90%	25,000	20,000	0.00%
SUB-TOTAL		5,599,400	4,082,937	72.92%	5,450,652	5,738,400	2.48%
TOTAL		5,885,900	4,272,842	72.59%	5,671,652	5,965,100	1.35%

North Coast County Water District

Budget Fiscal Year 2019-2020

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 - \$160,000

*Provides funding for direct salary costs for two FTE employee.
Includes COLA increase of 3.3% .*

Certification and Vacation Pay \$17,000

5112-110 Overtime – \$700

Provides funding for unscheduled overtime to respond to system emergencies.

Benefits

5640-110 Payroll Taxes - \$14,000

5642-110 Health Insurance - \$35,000

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 - \$5,301,700

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>\$ 511,000</i>

5230-110 - Utilities - \$226,000

Provides funding 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 -** **\$20,000**
Provides funding 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 -** **\$90,000**
Provides funding 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 -** **\$3,500**
Provides funding 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 funding for Central Garage services to maintain the District’s vehicles and fabrication of various specialized equipment.
- 5632 -110 – Fuel -** **\$45,000**
Provides funding for fuel for the District’s fleet of vehicles and mobile equipment.
- 5661-110 - Uniforms and Safety Equipment -** **\$2,000**
Provides funding 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	18/19 Budget	04/30/2019	% Spent	Year End	19/20 Proposed	% Increase (Decrease)	Comments
5111-120	Regular Salary	900,000	682,901	75.88%	900,000	740,000	-17.78%	
	Certification Pay/Vacation Sell					85,000		
5112-120	Overtime	28,000	23,491	83.90%	30,000	25,000	-10.71%	
5113-120	Duty	63,000	51,354	81.51%	65,000	63,000	0.00%	
5640-120	Payroll Taxes	73,000	53,917	73.86%	75,000	70,000	-4.11%	
5642-120	Health Insurance	170,000	126,043	74.14%	168,000	150,000	-11.76%	
SUB-TOTAL		1,234,000	937,706	75.99%	1,238,000	1,133,000	-8.18%	
5230-120	Utilities	40,000	27,798	69.50%	38,000	40,000	0.00%	
5314-120	Other Services-Misc.	5,000	5,996	119.92%	6,000	5,000	0.00%	
5315-120	Contract Services	22,000	4,000	18.18%	10,000	15,000	-31.82%	
5350-120	Tools & Equipment	6,000	2,550	42.50%	6,000	6,000	0.00%	
5410-120	Meters	35,000	15,847	45.28%	35,000	35,000	0.00%	
5412-120	Operating Supplies	4,000	2,300	57.50%	4,000	4,000	0.00%	
5420-120	Inventory	65,000	38,186	58.75%	65,000	65,000	0.00%	
5621-120	Office Supplies	1,500	394	26.27%	1,000	1,000	-33.33%	
5623-120	Telephone	15,500	8,057	51.98%	11,000	14,000	-9.68%	
5661-120	Uniforms & Safety Equip	7,000	5,931	84.73%	7,000	10,000	42.86%	
5670-120	Dist.Repairs & Maintenance	45,000	37,779	83.95%	45,000	45,000	0.00%	
5730-120	Misc. Supplies & Expenses	3,000	2,508	83.60%	3,000	3,000	0.00%	
5750-120	Recycled Water Operations	10,000	2,592	25.92%	5,000	7,000	-30.00%	
	Sub Total	259,000	153,938	59.44%	236,000	250,000	-3.47%	
TOTAL		1,493,000	1,091,644	73.12%	1,474,000	1,383,000	-7.37%	

Budget Fiscal Year 2019-2020

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 - \$740,000

Provides funding for direct salary costs for 8 FTE employees. Also includes COLA increase of 3.3%

Certification and Vacation Pay \$85,000

5112-120 Overtime - \$25,000

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

5113-120 Duty - \$63,000

Provides funding for on-call duty personnel.

Benefits -

5640-120 Payroll Taxes - \$70,000

5642-120 Health Insurance - \$150,000

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 - \$40,000

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 - \$5,000

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

5315-120 Contract Services - \$15,000

This line item pays for the services of miscellaneous consultants hired throughout the year for special studies.

- 5350-120 - Tools and Equipment -** **\$6,000**
Provides funding for replacement of various small tools on an as-needed basis.
- 5410-120 Meters -** **\$35,000**
Provides funding for the purchase of meters and touch read equipment.
- 5412-120 - Operating Supplies -** **\$4,000**
Provides funding 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.
- 5420-120 Inventory -** **\$65,000**
Provides funding for the purchase of pipes, fire hydrants, valves, vault boxes, fittings and other service connection items necessary to maintain inventory.
- 5621-120 Office Supplies -** **\$1,000**
Provides funding for the purchase of office supplies, toners, etc. for the Distribution Department.
- 5623-120 - Telephone -** **\$14,000**
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 GIS tablets.
- 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.
- 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.
- 5730-120 Miscellaneous Supplies & Expenses** **\$3,000**
Provides for one-time expenditures for special projects and/or equipment.
- 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.

Expense Administration 130

Acct.#	Description	18/19 Budget	04/30/2019	% Spent	Year End	19/20 Proposed	% Increase (Decrease)
5111-130	Regular Salary	875,000	608,185	69.51%	925,000	780,000	-10.86%
	Certification/Vacation Pay					19,000	
5112-130	Overtime	12,000	9,751	81.26%	12,000	10,000	-16.67%
5640-130	Payroll Taxes	56,000	42,468	75.84%	65,000	60,000	7.14%
5641-130	Workers Compensation	50,000	42,280	84.56%	50,000	50,000	0.00%
5642-130	Health Insurance	160,000	102,138	63.84%	140,000	123,000	-23.13%
5642-130A	Retiree Health Insurance	225,000	174,057	77.36%	235,000	300,000	33.33%
5643-130	Retirement	550,000	452,015	82.18%	575,000	550,000	0.00%
5644-130	Retiree COLA Benefit	115,000	81,890	71.21%	115,000	115,000	0.00%
5645-130	Directors' Health Insurance	105,000	78,451	74.72%	105,000	110,000	4.76%
5646-130	Life Insurance	14,000	10,139	72.42%	14,000	14,000	0.00%
5647-130	Employee Welfare	500	270	54.00%	500	500	0.00%
5940-130	Directors' Fees	11,000	6,100	55.45%	8,400	10,000	-9.09%
SUB-TOTAL		2,173,500	1,607,744	73.97%	2,244,900	2,141,500	-1.47%
Operations							
5514-130	On-Line Payment Fees	77,000	69,361	90.08%	90,000	90,000	16.88%
5522-130	Bad Debt Write Off	25,000	0	0.00%	25,000	25,000	0.00%
5620-130	Advertising	2,000	2,195	109.75%	2,000	2,000	0.00%
5621-130	Printing & Office Supplies	10,000	4,063	40.63%	9,000	10,000	0.00%
5622-130	Utilities	21,000	16,109	76.71%	21,000	22,000	4.76%
5623-130	Telephone	3,100	3,788	122.19%	5,000	5,000	61.29%
5624-130	Janitor & Gardener	15,500	11,820	76.26%	15,500	16,000	3.23%
5627-130	Postage	38,000	23,928	62.97%	32,000	35,000	-7.89%
5628-130	General Manager Expenses	500	79	15.80%	80	500	0.00%
5630-130	Insurance	65,000	54,208	83.40%	65,000	70,000	7.69%
5631-130	Off. Build. Maint. & Repairs	5,000	1,912	38.24%	2,000	5,000	0.00%
5637-130	Billing	60,000	47,916	79.86%	63,800	65,000	8.33%
5650-130	Off. Equip. Rep/Maint/Pur	10,000	10,542	105.42%	10,542	10,000	0.00%
5655-130	Off. Equip. Lease & Maint	7,000	4,547	64.96%	6,100	7,000	0.00%
5685-130	Water Ed/Comm. Service	5,000	4,074	81.48%	5,000	10,000	100.00%

Acct.#	Description	18/19 Budget	04/30/2019	% Spent	Year End	19/20 Proposed	% Increase (Decrease)
5687-130	Water Conservation	30,000	15,106	50.35%	25,000	25,000	-16.67%
5720-130	Taxes & Assessments	2,000	1,657	82.85%	2,000	2,000	0.00%
5730-130	Miscellaneous Expenses	5,000	1,218	24.36%	1,218	5,000	0.00%
5732-130	Licenses & Certificates	500	670	134.00%	670	700	40.00%
5733-130	Meals	1,000	651	65.10%	750	1,000	0.00%
5734-130	Travel & Lodging	500	255	51.00%	255	500	0.00%
5735-130	Employee Annual Recog	1,500	50	3.33%	1,500	1,500	0.00%
5661-130	Uniforms & Safety Equip.	1,400	1,594	113.86%	1,594	1,800	28.57%
Director's Expenses							
5941-130	Directors' Election Fees	20,000	0	0.00%	0	0	0.00%
5942-130	Directors' Conv. & Travel	7,000	3,024	43.20%	7,000	7,000	0.00%
Employee Development							
5625-130	Meetings & Conferences	1,500	135	9.00%	250	1,500	0.00%
5626-130	Dues & Membership	40,000	36,685	91.71%	40,000	40,000	0.00%
5626-130A	BAWSCA Dues	70,400	52,758	74.94%	70,400	75,000	6.53%
5635-130	Staff Training	1,500	1,723	114.87%	1,723	2,000	33.33%
Professional Fees							
5680-130	Engineering Fees	25,000	6,782	27.13%	9,000	25,000	0.00%
5681-130	Legal Fees	60,000	30,177	50.30%	50,000	60,000	0.00%
5682-130	Auditing & Accounting Fees	21,000	20,250	96.43%	21,000	21,000	0.00%
5683-130	Misc. Professional Fees	50,000	30,922	61.84%	45,000	50,000	0.00%
5725-130	Rebate Programs/ Lawn Be Gone	15,000 65,000	7,352 0	49.01% 0.00%	12,000 30,000	15,000 50,000	0.00% -23.08%
SUB-TOTAL		762,400	472,233	61.94%	670,382	756,500	-0.77%
TOTAL ADMINISTRATION		2,935,900	2,079,975	70.85%	2,930,282	2,898,000	-1.29%
5800-130	Debt Service	513,000	384,750	75.00%	513,000	514,000	0.19%
TOTAL ADMINISTRATION W/DEBT		3,448,900	2,464,725	71.46%	3,443,282	3,412,000	-1.07%

Budget Fiscal Year 2019-2020

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 -	\$780,000
<i>Provides funding for direct salary costs for 8 FTE employees. Includes COLA increase of 3.3%.</i>	
Certification and Vacation Pay	\$19,000
5112-130 – Overtime -	\$10,000
<i>Provides funding for unscheduled overtime in the administrative department and to respond to system emergencies.</i>	
5640-130 Payroll Taxes -	\$60,000
5641-130 Workers' Compensation -	\$50,000
5642-130 Health Insurance -	\$123,000
5642-130A Retiree Health Insurance -	\$300,000
5643-130 Retirement -	\$550,000
5644-130 Retiree COLA Benefit -	\$115,000
5645-130 Directors' Health Insurance -	\$110,000
5646-130 Life Insurance -	\$14,000
<i>Provides funding for employees, retirees and the Board of Directors.</i>	
5647-130 Employee Welfare -	\$500
<i>Provides funding for the employee wellness program that reimburses employees up to \$15 per month for gym memberships.</i>	
5940-130 – Directors' Fees -	\$ 10,000
<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>\$90,000</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>\$25,000</u>
<i>Provides funding for the accounts that the District must send to collections for non- payment.</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>\$10,000</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>\$22,000</u>
<i>Provides funding for electrical energy costs for the operation of the District’s headquarters.</i>	
<u>5623-130 - Telephone -</u>	<u>\$5,000</u>
<i>Provides funding for telephones, cellular phones and pagers for the Administration division.</i>	
<u>5624-130 Janitor & Gardener-</u>	<u>\$16,000</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>\$70,000</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>\$65,000</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>\$10,000</u>
<i>Provides funding for the District's water education program miscellaneous community events and for various consumable products and provides \$5,000 for the District's 75th Anniversary celebration.</i>	
<u>5687-130 – Water Conservation-</u>	<u>\$25,000</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>\$700</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 event and for miscellaneous employee awards.</i>	
<u>5661-130 – Uniforms & Safety Equipment -</u>	<u>\$1,800</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

<u>5942-130 – Directors' Conventions & Travel -</u>	<u>\$7,000</u>
<i>Provides funding for the Directors to attend various meetings and conferences.</i>	

Employee Development

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

<u>5625-130 - Meetings and Conferences -</u>	<u>\$1,500</u>
<i>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.</i>	
<u>5626-130 - Dues & Membership -</u>	<u>\$40,000</u>
<i>This line item represents those costs associated with the provision of services and materials that enhance the professional growth and development of personnel.</i>	
<u>5626-130A BAWSCA Dues -</u>	<u>\$75,000</u>
<i>Funds the District's apportionment of the BAWSCA dues.</i>	
<u>5635-130 - Staff Training -</u>	<u>\$2,000</u>
<i>Provides funding for outside professional services.</i>	

Professional Fees

<u>5680-130 - Engineering Fees -</u>	<u>\$25,000</u>
<i>Provides funding for administrative projects provided by the District's engineering consultants including the attendance of meetings.</i>	
<u>5681 - 130 Legal Fees -</u>	<u>\$60,000</u>
<i>Provides funding for the administrative services of the District's legal counsel including the attendance of District meetings.</i>	
<u>5682 - 130 - Auditing & Accounting Fees -</u>	<u>\$21,000</u>
<i>Provides funding for the preparation of the District's annual audit.</i>	
<u>5683 -130 - Misc. Professional Fees -</u>	<u>\$50,000</u>
<i>Provides funding for outside professional services.</i>	
<u>5725-130 – Rebate Programs -</u>	<u>\$65,000</u>
<i>Provides funding for the District's high efficiency toilet rebate program, the rain barrel rebate 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 \$50,000 for the funding of the Lawn-Be-Gone Program.</i>	
<u>5800-130 Debt Service -</u>	<u>\$514,000</u>
<i>This line item funds the District's debt service for the CSCDA bond.</i>	

Expense Capital Improvement and Bond Projects FY 19/20

Account No.	Description	18/19 Budget	18/19 YTD Balance	19/20 Proposed	Notes
Potable Piping Improvements					
1117-146	Hwy 1 Crossing @ Manor Dr	\$90,000	\$90,000	\$350,000	
	Balboa Pipeline Replacement			\$300,000	Potentially Reimbursable
	Hinton Ranch Pipeline Replacement			\$600,000	Phase 1 of 2
1117-182B	Fittings for Potable Hose System	\$7,000	\$824	\$6,000	
Miscellaneous Projects					
1116-610B	San Pedro Creek Rehabilitation	\$300,000	\$300,000	\$100,000	
1118-122B	Vehicle Replacement - New General Manager Vehicle	\$70,000	\$70,000	\$70,000	
Potable Storage Tank/Reservoir Projects					
	Repair/Replacement of Tank Vents			\$100,000	
	Tank Hatch Intrusion Alarms - 10 Hatches	\$7,000	\$6,264	\$75,000	Hardwire instead of wireless
1935-103C	Christen Hill Tank Intertie Project w/Daly City	\$20,000	\$922	\$15,000	
1920-103B	Nelson Tank Plans/Specs	\$75,000	\$75,000	\$75,000	
1920-103B	Sheila Tank Plans & Specs	\$50,000	\$50,000	\$50,000	
1117-160B	Vallemar Tank - Recoating	\$400,000	\$400,000	\$400,000	
Annual Projects					
1117-112	Reservoir Site Paving (Annual)	\$20,000	\$7,625	\$10,000	
1117-113	Reservoir Fence Maintenance (Annual)	\$10,000	\$10,000	\$10,000	
1117-145	Annual Valve Exercise Program	\$3,000	\$64	\$3,000	
1117-145	Annual Flushing and Dead-End Blow-Offs	\$10,000	\$1,632	\$10,000	
1117-165	Easement Protection (Annual)	\$10,000	\$10,000	\$10,000	
1117-169	Meter Replacement Program	\$60,000	\$21,727	\$60,000	
1117-170	Fire Hydrant Replacement Program	\$30,000	\$5,975	\$30,000	
1117-183B	Pressure Regulator Station Upgrades	\$60,000	\$51,181	\$60,000	
Building Project					
1118-112B	Francisco Building Repairs	\$100,000	\$100,000	\$50,000	Exterior Paint
1118-160	GIS Upgrades / Tablets	\$6,000	\$6,000	\$3,000	
1915-103B	Redundant Off-Site SCADA System at Gypsy Hill	\$32,000	\$32,000	\$32,000	
1118-172B	Computer Upgrades/SCADA, Office	\$25,000	\$25,000	\$25,000	
Recycled Water Project					
1116-201B	Recycled Water	\$20,000	\$20,000	\$20,000	Calibrate machines & CL2
Reservoir Construction Projects					
1117-135	Sheila Tank – Consultant/Inspectors	\$100,000	\$84,180	\$100,000	
1117-135	Sheila Tank – Tank Construction	\$550,000	\$550,000	\$750,000	Potentially Increasing Tank Size
1935-103B	Christen Hill Tank - Consultant/Inspector	\$5,000	\$3,184	\$5,000	
Water Availability Study					
1116-611	Phase 1 Assessment of Groundwater Supply	\$30,000	\$0	\$30,000	
	Totals	\$2,090,000	\$1,921,578	\$3,349,000	