

# North Coast County Water District

## 2016/2017 Budget & CIP



**FY 16/17  
Budget Overview**

	<b>Budget FY15/16</b>	<b>Proposed 16/17</b>
<b>Revenues</b>	<b>\$ 9,467,000</b>	<b>\$8,751,500</b>
<b>Expenditures</b>		
110 - Plant	<b>\$ 5,756,400</b>	<b>\$ 5,717,578</b>
120 - Distribution	<b>\$ 1,352,500</b>	<b>\$ 1,379,000</b>
130 - Administration	<b><u>\$ 3,099,175</u></b>	<b><u>\$ 3,117,225</u></b>
<b>Operating Expenses</b>	<b>\$10,208,075</b>	<b>\$ 10,213,803</b>
<b>Contribution to Reserves</b>	<b>\$ (741,075)</b>	<b>\$(1,473,312)</b>
<b>Contribution from Drought Contingency Fund</b>	<b>741,075</b>	<b>\$ 1,462,303</b>
<b>Total</b>	<b>\$ 9,467,000</b>	<b>\$ 8,751,500</b>

<b>Total Bank Fund</b>	<b>\$6,839,805</b>
<b>Restricted Reserves</b>	
Customer Deposits	
Accrued Sick Leave & Vacation	<b>\$ 780,523</b>
<b>Allocated Reserves</b>	
Emergency Reserves	
Operating Reserve	
OPEB Liabilities & Net Pension	<b>\$4,584,282</b>
Reserve (Contingency)	<b>\$1,475,000</b>

**Revenue**

Acct #	Description	15/16 Proposed	04/2015 Received	% Received	Year End Estimate	16/17 Proposed	% Increase (Decrease)
4110	Residential Water Sales	4,000,000	2,408,000	60.20%	3,600,000	3,600,000	-10.00%
4110-1	Residential Service	1,820,000	1,367,000	75.11%	1,820,000	1,820,000	0.00%
4140	Multi-Unit Sales	1,100,000	672,765	61.16%	1,100,000	1,000,000	-9.09%
4140-1	Multi-Unit Service	78,000	54,980	70.49%	74,000	74,000	-5.13%
4120	Business Water Sales	605,000	410,000	67.77%	550,000	575,000	-4.96%
4120-1	Business Service	68,000	51,610	75.90%	68,500	68,500	0.74%
4170	Other Public	425,000	256,155	60.27%	342,000	345,000	-18.82%
4170-1	Public Service	41,000	22,828	55.68%	30,000	30,000	-26.83%
4180	Irrigation	145,000	75,750	52.24%	100,000	100,000	-31.03%
4180-1	Irrigation Service	22,000	17,380	79.00%	23,000	23,000	4.55%
	Recycled Water	100,000	56,160	56.16%	75,000	100,000	0.00%
	Recycled Water Service	6,000	4,500	75.00%	6,000	6,000	0.00%
4210	Fire Standby	25,000	17,990	71.96%	24,000	24,000	-4.00%
4230	Water Connections	30,000	17,655	58.85%	25,000	25,000	-16.67%
4240	Renewal of Service Fees	27,000	17,590	65.15%	25,000	25,000	-7.41%
4260	Late Fee Charge	75,000	50,620	67.49%	68,000	68,000	-9.33%
4910	Revenue from Leases	230,000	177,885	77.34%	238,000	238,000	3.48%
4920	Interest Revenues	30,000	25,050	83.50%	40,000	40,000	33.33%
4930	Taxes & Assessments	515,000	559,140	108.57%	800,000	500,000	-2.91%
4970	Miscellaneous Income	75,000	35,400	47.20%	40,000	40,000	-46.67%
	<b>SUB-TOTAL</b>	9,417,000	6,298,458	66.88%	9,048,500	8,701,500	-7.60%
	<b>NON-OPERATING REVENUE</b>						
4980	Trans & Storage	50,000	58,410	116.82%	80,000	50,000	0.00%
	<b>TOTAL</b>	9,467,000	6,356,868	67.15%	9,128,500	8,751,500	-7.56%

**Expense Plant 110**

Acct.#	Description	15/16 Budget	04/2016 Spent	% Spent	Year End	16/17 Proposed	% Increase (Decrease)
5111-110	Regular Salary	175,000	132,000	75.43%	180,000	180,000	2.86%
5112-110	Overtime	400	470	117.50%	500	500	25.00%
5640-110	Payroll Taxes	14,000	10,110	72.21%	13,500	13,500	-3.57%
5642-110	Health Insurance	48,000	35,840	74.67%	48,000	48,000	0.00%
<b>SUB-TOTAL</b>		<b>237,400</b>	<b>178,420</b>	<b>75.16%</b>	<b>242,000</b>	<b>242,000</b>	<b>1.94%</b>
5130-110	Water Purchases-SF	5,050,000	2,970,000	58.81%	4,000,000	4,200,000	-16.83%
	Water Service					195,018	
	BAWCA Surcharge					705,660	
5230-110	Utilities	280,000	156,000	55.71%	208,000	210,000	-25.00%
5312-110	Lab	22,000	11,100	50.45%	20,000	21,000	-4.55%
5314-110	Regulatory Fees	65,000	46,680	71.82%	53,000	53,000	-18.46%
5350-110	Tools & Repair	4,000	3,500	87.50%	4,200	4,000	0.00%
5412-110	Operating Supplies	2,500	1,950	78.00%	2,700	2,700	8.00%
5623-110	Telephone	4,000	1,050	26.25%	1,100	1,200	-70.00%
5629-110	Vehicle Maintenance	20,000	23,045	115.23%	27,000	25,000	25.00%
5632-110	Fuel	50,000	29,420	58.84%	36,000	36,000	-28.00%
5661-110	Uniforms & Safety Equip	1,500	1,035	69.00%	1,500	2,000	33.33%
5670-110	Plant Repair & Maint.	20,000	11,608	58.04%	15,000	20,000	0.00%
<b>SUB-TOTAL</b>		<b>5,519,000</b>	<b>3,255,388</b>	<b>58.99%</b>	<b>4,368,500</b>	<b>5,475,578</b>	<b>-0.79%</b>
<b>TOTAL</b>		<b>5,756,400</b>	<b>3,433,808</b>	<b>59.65%</b>	<b>4,610,500</b>	<b>5,717,578</b>	<b>-0.67%</b>

**North Coast County Water District  
Budget Fiscal Year 2016-17**

**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 - \$180,000**  
*Provides funding for direct salary costs for two regular full-time employees.*  
Increase \$5,000 (+2.86%).

**5112-110 Overtime - \$500**  
*Provides funding for unscheduled overtime to respond to system emergencies.*  
Increase \$100 (+25.00%).

**Benefits**

**5640-110 Payroll Taxes - \$13,500**  
Decrease \$500 (-3.57%).

**5642-110 Health Insurance - \$48,000**  
*Provides funding for fees charged to employee benefits (e.g. social security, medical, dental insurance, etc.)*  
No change requested (0.00%).

**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 - \$5,100,678**  
*Provides funding for water purchased through San Francisco PUC.*  
*\$4,200,000 – Water Purchases, Water Service Charge - \$195,018*  
*BAWSCA Surcharge - \$705,660*

**5230-110 - Utilities - \$210,000**  
*Provides for energy costs for operation of six (6) booster pump stations, the main office building and all remote metered sites, including tank telemetry, etc.*  
Decrease of \$70,000 (-25.00%).

- 5312-110 - Lab -** **\$21,000**  
*Provides for performing Federal- and State-mandated water quality monitoring of the water supply. Includes materials and supplies for District laboratory as well as covering costs for contract laboratory services and lab equipment calibration. Includes routine source and distribution system monitoring, emergency repair sampling, and samples collected and analyzed at customer request.*  
Decrease \$1,000 (-4.55%).
- 5314-110 – Regulatory Fees -** **\$53,000**  
*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.*  
Decrease \$12,000 (-18.46%).
- 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 (0.00%).
- 5412-110 - Operating Supplies -** **\$2,700**  
*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.).*  
Increase \$200 (+8.00%).
- 5623-110 - Telephone -** **\$1,200**  
*Provides funding for seven (7) telephone lines located at various distribution sites.*  
Decrease \$2,800 (-70.00%).
- 5629-110 - Vehicle Maintenance -** **\$25,000**  
*Provides for Central Garage services to maintain the District's vehicles and fabrication of various specialized equipment.*  
Increase \$5,000 (+25.00%).
- 5632 -110 – Fuel -** **\$36,000**  
*Provides funding for fuel for the District's fleet of vehicles and mobile equipment.*  
Decrease \$14,000 (-28.00%).

**5661-110 - Uniforms and Safety Equipment - \$2,000**

*Provides for uniforms, jackets, shirts, worksite safety equipment such as flasher barricades, safety vests, safety shoes, first aid kits, traffic cones, goggles, hard hats and gloves.*

Increase \$2,000 (+33.33%).

**5670-110 - Plant Repair and Maintenance - \$20,000**

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

No change requested (0.00%).

**Expense Distribution 120**

Acct#	Description	15/16 Budget	04/2016 Spent	% Spent	Year End	16/17 Proposed	% Increase (Decrease)	Comments
5111-120	Regular Salary	780,000	620,060	79.49%	825,000	825,000	5.77%	
5112-120	Overtime	23,000	25,800	112.17%	32,000	30,000	30.43%	
5113-120	Duty	55,000	41,800	76.00%	55,000	55,000	0.00%	
5640-120	Payroll Taxes	61,000	51,700	84.75%	70,000	70,000	14.75%	
5642-120	Health Insurance	165,000	124,650	75.55%	165,000	165,000	0.00%	
<b>SUB-TOTAL</b>		<b>1,084,000</b>	<b>864,010</b>	<b>79.71%</b>	<b>1,147,000</b>	<b>1,145,000</b>	<b>5.63%</b>	
5230-120	Utilities	36,000	33,165	92.13%	41,000	41,000	13.89%	
5314-120	Other Services-Misc.	1,500	19,500	1300.00%	21,000	2,000	33.33%	
5315-120	Contract Services	9,000	8,600	95.56%	9,000	9,000	0.00%	
5350-120	Tools & Equipment	5,000	2,050	41.00%	3,000	3,000	-40.00%	
5410-120	Meters	30,000	20,600	68.67%	30,000	30,000	0.00%	
5411-120	Asphaltic Materials	4,000	500	12.50%	2,000	3,000	-25.00%	
5412-120	Operating Supplies	3,500	2,120	60.57%	3,000	3,500	0.00%	
5420-120	Inventory	40,000	32,160	80.40%	40,000	40,000	0.00%	
5621-120	Office Supplies	1,500	1,500	100.00%	1,500	1,500	0.00%	
5623-120	Telephone	15,000	11,630	77.53%	15,000	13,000	-13.33%	
5661-120	Uniforms & Safety Equip	5,000	4,500	90.00%	6,000	5,000	0.00%	
5670-120	Dist.Repairs & Maintenance	40,000	60,585	151.46%	61,000	40,000	0.00%	
5730-120	Misc. Supplies & Expenses	3,000	2,400	80.00%	3,000	3,000	0.00%	
5750-120	Recycled Water Operations	75,000	20,690	27.59%	35,000	40,000	-46.67%	
	Sub Total	268,500	220,000	81.94%	270,500	234,000	-12.85%	
<b>TOTAL</b>		<b>1,352,500</b>	<b>1,084,010</b>	<b>80.15%</b>	<b>1,417,500</b>	<b>1,379,000</b>	<b>1.96%</b>	

## Budget Fiscal Year 2016-17

### Division Activity: Distribution - 120

This category represents direct and indirect costs associated with funding for eleven (11) full-time personnel employed for the maintenance of the District's Distribution System, including the Recycled Water System and one (1) support staff person.

### Salaries & Benefits

**5111-120 Regular Salary - \$825,000**

*Provides funding for direct salary costs for employees.*

Increase \$45,000 (+5.77%).

**5112-120 Overtime - \$30,000**

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

Increase \$7,000 (+30.43%).

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

*Provides funding for on-call duty personnel.*

No change requested (0.00%).

### Benefits -

**5640-120 Payroll Taxes - \$70,000**

Increase \$9,000 (+14.75%).

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

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

No change requested (0.00%).

### Operations

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

**5230-120 - Utilities - \$41,000**

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

Increase \$5,000 (+13.89%).

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

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

Increase \$500 (+33.33%).

**5315-120 Contract Services - \$9,000**

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

No change requested (0.00%).

**5350-120 - Tools and Equipment - \$3,000**

*Includes funding for replacement of various small tools on an as-needed basis.*

Decrease \$2,000 (-40.00%).

**5410-120 Meters - \$30,000**

*Provides for the purchase of meters and touch read equipment.*

No change requested (0.00%).

**5411-120 - Asphaltic Materials - \$3,000**

*Provides for the purchase of asphaltic concrete, cutback, portland cement, sand and gravel and other supplies for restoration of street cuts resulting from utility cuts and reservoir improvements.*

Decrease \$1,000 (-25.00%).

**5412-120 - Operating Supplies - \$3,500**

*Provides for the purchase of hardware consumable items including hardware, lumber, paint, nuts and bolts, and other supplies needed for the operation of the water system.*

No change requested (0.00%).

**5420-120 Inventory - \$40,000**

*Provides for the purchase of pipes, fire hydrants, valves, vault boxes, fittings and other service connection items necessary to maintain inventory.*

No change requested (0.00%).

**5621-120 Office Supplies - \$1,500**

*Provides for the purchase of office supplies, toners, etc. for the Distribution Department.*

No change requested (0.00%).

**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.*

Decrease \$2,000 (-13.33%).

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

*Provides for uniforms, jackets, shirts, worksite safety equipment such as flasher barricades, safety vests, safety shoes, first aid kits, traffic cones, goggles, hard hats, gloves, fire extinguishers, flashlights, etc.*

No change requested (0.00%).

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

*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.*

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

*Provides for one-time expenditures for special projects and/or equipment.*  
No change requested (0.00%).

**5750-120 Recycled Water Operations - \$40,000**

*Provides for the costs associated with providing materials, supplies and services necessary to support the daily operations of Recycled Water Operations.*  
Decrease \$35,000 (-46.67%).

**Expense Administration 130**

Acct.#	Description	15/16 Budget	04/2015 Spent	% Spent	Year End	16/17 Proposed	% Increase (Decrease)	Comments
5111-130	Regular Salary	655,000	497,000	75.88%	675,000	680,000	3.82%	
5112-130	Overtime	5,500	7,000	127.27%	8,500	7,000	27.27%	
5640-130	Payroll Taxes	50,000	35,100	70.20%	48,000	50,000	0.00%	
5641-130	Workers Compensation	73,000	87,800	120.27%	88,000	88,000	20.55%	
5642-130	Health Insurance	130,000	108,300	83.31%	145,000	145,000	11.54%	
5642-130A	Retiree Health Insurance	265,000	171,000	64.53%	230,000	230,000	-13.21%	
5643-130	Retirement	440,000	348,000	79.09%	464,000	464,000	5.45%	
5644-130	Retiree COLA Benefit	110,000	80,170	72.88%	107,000	107,000	-2.73%	
5645-130	Directors' Health Insurance	88,000	71,950	81.76%	100,000	100,000	13.64%	
5646-130	Life Insurance	13,000	8,440	64.92%	12,000	12,500	-3.85%	
5647-130	Employee Welfare	1,000	375	37.50%	500	750	-25.00%	
5940-130	Directors' Fees	11,000	6,600	60.00%	10,000	11,000	0.00%	
<b>SUB-TOTAL</b>		<b>1,841,500</b>	<b>1,421,735</b>	<b>77.21%</b>	<b>1,888,000</b>	<b>1,895,250</b>	<b>2.92%</b>	
<b>Operations</b>								
5513-130	Payment Center Fees	500	470	94.00%	500	500	0.00%	
5514-130	On-Line Payment Fees	45,000	32,500	72.22%	44,000	44,000	-2.22%	
5522-130	Bad Debt Write Off	4,000	165	4.13%	4,000	4,000	0.00%	
5620-130	Advertising	2,000	1,190	59.50%	2,000	2,000	0.00%	
5621-130	Printing & Office Supplies	15,000	7,130	47.53%	15,000	15,000	0.00%	
5622-130	Utilities	20,000	14,760	73.80%	20,000	20,000	0.00%	
5623-130	Telephone	22,500	2,860	12.71%	5,000	5,000	-77.78%	
5624-130	Janitor & Gardener	19,000	10,875	57.24%	15,000	15,000	-21.05%	
5627-130	Postage	35,000	27,700	79.14%	33,000	33,000	-5.71%	
5628-130	General Manager Expenses	500	320	64.00%	500	500	0.00%	
5630-130	Insurance	65,000	44,170	67.95%	63,000	63,000	-3.08%	
5631-130	Off. Build. Maint. & Repairs	5,000	4,840	96.80%	5,000	5,000	0.00%	
5637-130	Billing	55,000	42,035	76.43%	50,000	50,000	-9.09%	
5650-130	Off. Equip. Rep/Maint/Pur	10,000	11,670	116.70%	12,000	12,000	20.00%	
5655-130	Off. Equip. Lease & Maint	7,000	4,570	65.29%	6,000	6,500	-7.14%	
5685-130	Water Ed/Comm. Service	5,000	2,540	50.80%	6,000	5,000	0.00%	

Acct #	Description	14/15 Budget	03/2015 Spent	% Spent	Year End	15/16 Proposed	% Increase (Decrease)	Comments
5687-130	Water Conservation	45,000	25,500	56.67%	40,000	40,000	-11.11%	
5720-130	Taxes & Assessments	2,000	1,300	65.00%	2,000	2,000	0.00%	
5730-130	Miscellaneous Expenses	5,500	3,760	68.36%	5,000	5,000	-9.09%	
5732-130	Licenses & Certificates	500	650	130.00%	700	1,000	100.00%	
5733-130	Meals	600	870	145.00%	1,000	1,000	66.67%	
5734-130	Travel & Lodging	400	130	32.50%	400	500	25.00%	
5735-130	Employee Annual Recog	1,200	1,200	100.00%	1,200	1,200	0.00%	
5661-130	Uniforms & Safety Equip.	1,200	2,070	172.50%	2,100	1,200	0.00%	
<b>Director's Expenses</b>								
5941-130	Directors' Election Fees	0	0	0.00%	0	20,000		
5942-130	Directors' Conv. & Travel	7,000	5,200	74.29%	8,000	8,000	14.29%	
<b>Employee Development</b>								
5625-130	Meetings & Conferences	1,000	2,860	286.00%	3,000	3,500	250.00%	
5626-130	Dues & Membership	37,000	36,900	99.73%	37,000	37,000	0.00%	
5626-130A	BAWSCA Dues	62,000	48,300	77.90%	65,000	67,000	8.06%	
5635-130	Staff Training	1,500	3,000	200.00%	3,000	3,000	100.00%	
<b>Professional Fees</b>								
5680-130	Engineering Fees	8,000	9,800	122.50%	25,000	15,000	87.50%	
5681-130	Legal Fees	45,000	41,200	91.56%	60,000	50,000	11.11%	
5682-130	Auditing & Accounting Fees	25,000	9,850	39.40%	20,000	20,000	-20.00%	
5683-130	Misc. Professional Fees	50,000	51,700	103.40%	90,000	50,000	0.00%	
5725-130	Rebate Programs	40,000	30,600	76.50%	30,000	35,000	-12.50%	
	Lawn B Gone	100,000	36,000		60,000	65,000		
<b>SUB-TOTAL</b>		<b>743,300</b>	<b>518,685</b>	<b>69.78%</b>	<b>709,400</b>	<b>705,900</b>	<b>-5.03%</b>	
<b>TOTAL ADMINISTRATION</b>								
		<b>2,584,800</b>	<b>1,940,420</b>	<b>75.07%</b>	<b>2,577,900</b>	<b>2,601,150</b>	<b>0.63%</b>	
5800-130	Debt Service	514,375	514,375	100.00%	514,375	516,075	0.33%	
<b>TOTAL ADMINISTRATION W/DEBT</b>		<b>3,099,175</b>	<b>2,454,795</b>	<b>79.21%</b>	<b>3,092,275</b>	<b>3,117,225</b>	<b>0.58%</b>	

## Budget Fiscal Year 2016-17

### Division Activity: Administration - 130

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

### Salaries & Benefits

<b>5111-130 Regular Salary -</b>	<b>\$680,000</b>
<i>Provides funding for direct salary costs for employees. Includes vacation sell.</i>	
Increase \$25,000 – 3.82%	
<b>5112-130 – Overtime -</b>	<b>\$7,000</b>
<i>Provides funding for unscheduled overtime in the administrative department and to respond to system emergencies.</i>	
Increase \$1500 – 27.27%	
<b>5640-130 Payroll Taxes -</b>	<b>\$50,000</b>
No change requested	
<b>5641-130 Workers' Compensation -</b>	<b>\$88,000</b>
Increase \$15,000 – 20.55%	
<b>5642-130 Health Insurance -</b>	<b>\$145,000</b>
Increase \$15,000 – 11.54%	
<b>5642-130A Retiree Health Insurance -</b>	<b>\$230,000</b>
Decrease \$35,000 - -13.21%	
<b>5643-130 Retirement -</b>	<b>\$440,000</b>
Increase \$24,000 – 5.45%	
<b>5644-130 Retiree COLA Benefit -</b>	<b>\$107,000</b>
Decrease \$3,000 - -2.73%	
<b>5645-130 Directors' Health Insurance -</b>	<b>\$100,000</b>
Increase 12,000 – 13.64%	
<b>5646-130 Life Insurance -</b>	<b>\$12,500</b>
<i>Provides funding for employees, retirees and the Board of Directors.</i>	
Decrease \$500 - -3.85%	
<b>5647-130 Employee Welfare -</b>	<b>\$750</b>
<i>Provides funding for the employee wellness program that reimburses employees up to \$15 per month for gym memberships.</i>	
Decrease \$250 - -25%	

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

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

No change requested.

**Operations**

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

**5513-130 - Payment Center Fees - \$500**

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

No change requested

**5514-130 – On-Line Payment Fees - \$44,000**

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

Decrease \$1,000 - -2.22%.

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

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

No change requested.

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

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

No change requested

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

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

No change requested.

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

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

No change requested

**5623-130 - Telephone - \$5,000**

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

Decrease \$17,500 – 77.78%

- 5624-130 Janitor & Gardener-** **\$15,000**  
*Provides funding for janitorial services and gardening services around the District's reservoirs and at the District's headquarters.*  
Decrease \$4,000 - -21.05%
- 5627-130 - Postage -** **\$33,000**  
*Provides funding for mailing of all customer bills and District correspondence.*  
Decrease \$2,000 -5.71%
- 5628-130 - General Manager Expenses -** **\$500**  
*Provides funding for miscellaneous expenses the General Manager might incur including conventions, meetings, conferences and luncheons.*  
No change requested.
- 5630-130 - Insurance -** **\$63,000**  
*Provides funding for the ACWA/JPIA premium.*  
Decrease \$2,000 - -3.08%
- 5631-130 - Office Building Maintenance & Repairs** **\$5,000**  
*Provides funding for the regular maintenance of District's facilities for the year.*  
No change requested.
- 5637-130 – Billing -** **\$50,000**  
*Provides funding for the maintenance agreements for the billing system and the Sensus meter reading equipment.*  
Decrease \$5,000 - -9.09%
- 5650-130 – Office Equipment Repair/Maintenance/Purchase-** **\$12,000**  
*Provides funding for the repair/maintenance/replacement of equipment that may be needed.*  
Increase \$2,000 – 20%
- 5655-130 – Office Equipment Lease & Maintenance-** **\$6,500**  
*Provides funding for maintenance agreements and leases for the various pieces of equipment.*  
Decrease \$500 - -7.14%
- 5685-130 - Water Education/Community Service** **\$5,000**  
*Provides funding for the District's water education program including participation in Project WET, and providing schools and the general public with miscellaneous community events and for various consumable products.*  
No change requested.
- 5687-130 – Water Conservation-** **\$40,000**  
*Provides funding for miscellaneous water conservation activities and to purchase miscellaneous water conservation consumables.*  
Decrease \$5,000 – 11.11%

**5720-130 Taxes & Assessments -** **\$ 2,000**  
*Provides funding for miscellaneous taxes the District must pay on fuel and for the CalOSHA compliance certificate.*  
No change requested

**5730-130 - Miscellaneous Expenses -** **\$5,000**  
*Provides funding for various miscellaneous items including banking fees.*  
Decrease \$500 -9.09%

**5732-130 - Licenses & Certificates** **\$1,000**  
*Provides funding for costs expended on licenses and certificates.*  
Increase \$500 -100%

**5733-130 - Meals** **\$1,000**  
*Provides funding for monies spent on meals while attending classes, conferences, etc.*  
Increase \$400 - 66.67%

**5734-130 - Travel & Lodging** **\$500**  
*Provides funding for expenditures on travel and lodging for staff involved in training programs.*  
Increase \$100 - 25%

**5735-130 - Employee Annual Recognition** **\$1,200**  
*Provides funding for the employee recognition meal and for miscellaneous employee awards.*  
No change requested

**5661-130 - Uniforms & Safety Equipment -** **\$1,200**  
*Provides funding for the uniforms required in the meter division and for various District apparel for the office staff. Also includes funding for miscellaneous safety equipment.*  
No change requested

### **Directors' Expenses**

**5941-130 - Directors' Election Fees -** **\$20,000**  
*Provides funding for San Mateo County Office of Election fees needed for the District to elect Directors.*  
District election year

**5942-130 - Directors' Conventions & Travel -** **\$8,000**  
*Provides funding for the Directors to attend various meetings and conferences.*  
Increase \$1,000 - 14.29%

## **Employee Development**

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

**5625-130 - Meetings and Conferences -** **\$3,500**  
*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, Peninsula Water Works Association, Northern California Backflow Prevention Association, Association of California Water Agencies and other associations on an as-needed basis.*  
Increase \$2,500 – 250%

**5626-130 - Dues & Membership -** **\$37,000**  
*This line item represents those costs associated with the provision of services and materials that enhance the professional growth and development of personnel.*  
No change requested

**5626-130A BAWSCA Dues -** **\$67,000**  
*Funds the District's apportionment of the BAWSCA dues.*  
Increase \$5,000 – 8.06%

**5635-130 - Staff Training -** **\$3,000**  
*Provides funding for outside professional services.*  
Increase \$1500 – 100%

## **Professional Fees**

**5680-130 - Engineering Fees -** **\$15,000**  
*Provides funding for administrative projects provided by the District's engineering consultants including the attendance of meetings.*  
Increase \$7000- 87.5%

**5681 - 130 Legal Fees -** **\$50,000**  
*Provides funding for the administrative services of the District's legal counsel including the attendance of District meetings.*  
Increase \$5,000 – 11.11%

**5682 - 130 - Auditing & Accounting Fees -** **\$20,000**  
*Provides funding for the preparation of the District's annual audit and for the District's accountant.*  
Decrease \$5,000 - -20%

Acct.#	Description	FY 16-17 Budget	
<b>Potable Piping Improvements</b>			
	PRV Upgrades for Fire Flows	\$ 70,000.00	
	Golf Gourse Tie-Ins	\$100,000	
	Palmetto Ave	450000*	
<b>Miscellaneous Projects</b>			
	Park Pacifica Pump Station	\$ 90,000.00	
	Milagra Pump Station Pump 2&3 Rebuild	\$ 30,000.00	
	Main Pump Station Electrical Upgrades (Soft Start)	\$ 25,000.00	
<b>Potable Storage Tank/ Reservoir Projects</b>			
	Nelson Plans / Specs	\$ 75,000.00	
<b>Annual Projects</b>			
	Annual Pressure Regulator Station Upgrades	\$ 30,000.00	
	Annual Meter Replacement Program	\$ 50,000.00	
	Annual Flushing and dead-end blow off	\$ 25,000.00	
	Annual Hydrant replacement program	\$ 30,000.00	
	Annual Valve Excercise program	\$ 3,000.00	
	Annual fence and easement maintenance	\$ 10,000.00	
	Annual Paving project	\$ 10,000.00	
	Easement protection	\$ 10,000.00	
<b>Building Project</b>			
	Francisco Building Repairs	\$ 5,000.00	
	GIS upgrades	\$ 20,000.00	
	Computer Upgrades, SCADA, Office	\$ 40,000.00	
<b>Recycled Water Project</b>			
	Recycled Water	\$ 10,000.00	
<b>Reservoir Construction Projects</b>			
	Sheila Tank - Tank Construction	550000*	
	Sheila Tank - Consultant/Inspectors	125000*	
	Christen Hill Paving / Landscaping	\$ 65,000.00	
<b>Water Availability Study</b>			
	Phase I assessment of groundwater supply	\$ 40,000.00	
Total		\$ 738,000.00	

\* Placecard Depending on Budget - \$1,125,000