

NORTH COAST COUNTY WATER DISTRICT
OPERATING BUDGET & CIP
FY 2008-2009

BUDGET OVERVIEW	1
DISTRICT REVENUES	2
EXPENDITURES	
<u><i>PLANT 110</i></u>	
EXPENSES	3
EXPENSE JUSTIFICATIONS	4-6
<u><i>DISTRIBUTION 120</i></u>	
EXPENSES	7
EXPENSE JUSTIFICATIONS	8-11
<u><i>ADMINISTRATION 130</i></u>	
EXPENSES	12-13
EXPENSE JUSTIFICATIONS	14-19
CAPITAL IMPROVEMENT PROGRAM FY 2008-2009	20-22



**FY 08/09
Budget Overview**

	Budget 08/09	Budget 07/08	% Diff
Revenues	\$9,068,800	\$9,377,000	-3.29%
Expenditures			
110 - Plant	\$2,701,000	\$2,556,900	5.6%
120 - Distribution	\$1,609,000	\$1,620,800	-0.7%
130 - Administration	\$3,038,350	\$2,845,050	6.79%
Operating Expenses	\$7,348,350	\$7,022,750	4.64%
Depreciation	\$ 370,000	\$ 370,000	
GASB 45	\$ 400,000	\$ 400,000	
Total Expenditures	\$8,118,350	\$7,792,750	4.18%
Contribution to Reserves	\$ 950,450	\$1,584,250	-40%
Total	\$9,068,800	\$9,377,000	-3.29%

Reserve Fund

Opening Operating Balance Reserves	\$5,540,166	\$4,650,000	19.14%
Contributions to Reserves	950,450	1,584,250	-40%
Storage & Transmission Fees	50,000	50,000	
Sub Total	\$6,540,616	\$6,284,250	4.08%
Capital Expenditures	\$2,332,000	\$2,408,800	-3.19%
Closing Operating Balance Reserves	\$4,208,616	\$3,875,450	8.6%

Revenue

	05/06 Actual	06/07 Actual	07/08 to Date	Year End Est.	07/08 Budget	08/09 Request	% Difference
4110 Residential Water Sales	5,792,980	5,194,943	4,548,846	5,000,000	5,500,000	5,200,000	-5.45%
4115 Residential Service	n/a	1,411,847	1,352,878	1,490,000	1,500,000	1,500,000	0.00%
4120 Business Water Sales	548,605	573,599	509,113	550,000	600,000	565,000	-5.83%
4125 Business Service	n/a	48,624	44,957	49,000	50,000	50,000	0.00%
4150 Resale	119,206	98,183	116,618	135,000	128,000	135,000	5.47%
4155 Resale Service	n/a	4,740	4,084	4,800	5,000	4,800	-4.00%
4170 Other Public	320,699	371,129	314,835	345,000	410,000	360,000	-12.20%
4175 Public Service	n/a	24,510	23,100	24,500	24,000	25,000	4.17%
4180 Irrigation	125,905	167,800	162,273	179,000	200,000	180,000	-10.00%
4185 Irrigation Service	n/a	10,657	11,177	12,500	12,000	12,500	4.17%
4210 Fire Standby	20,964	22,546	21,514	23,000	22,000	23,500	6.82%
4230 Water Connections	60,336	48,629	15,899	18,000	26,000	20,000	-23.08%
4240 Renewal of Service Fees	25,305	29,752	23,567	26,000	30,000	30,000	0.00%
4260 Late Fee Charge	37,656	71,304	71,208	77,000	70,000	75,000	7.14%
4910 Revenue from Leases	134,449	145,882	142,842	160,000	150,000	163,000	8.67%
4920 Interest Revenues	173	233,119	271,322	280,000	200,000	275,000	37.50%
4930 Taxes & Assessments	377,979	610,287	578,862	582,000	325,000	325,000	0.00%
4970 Miscellaneous Income	216,800	95,773	115,545	125,000	125,000	125,000	0.00%
Sub-Total	7,781,057	9,163,324	8,328,640	120,000	9,377,000	9,068,800	-3.29%
Non Operating Revenue							
4980 Trans & Storage	68,260	36,207	42,155	50,000	40,000	50,000	25.00%
Totals	7,849,317	9,199,531	8,370,795	9,250,800	9,417,000	9,118,800	-3.17%

Revenue

	05/06 Actual	06/07 Actual	07/08 to Date	Year End Est.	07/08 Budget	07/08 Request	% Difference
4110 Residential Water Sales	5,792,980	5,194,943	4,548,846	5,000,000	5,500,000	5,200,000	-5.45%
4115 Residential Service	n/a	1,411,847	1,352,878	1,490,000	1,500,000	1,500,000	0.00%
4120 Business Water Sales	548,605	573,599	509,113	550,000	600,000	565,000	-5.83%
4125 Business Service	n/a	48,624	44,957	49,000	50,000	50,000	0.00%
4150 Resale	119,206	98,183	116,618	135,000	128,000	135,000	5.47%
4155 Resale Service	n/a	4,740	4,084	4,800	5,000	4,800	-4.00%
4170 Other Public	320,699	371,129	314,835	345,000	410,000	360,000	-12.20%
4175 Public Service	n/a	24,510	23,100	24,500	24,000	25,000	4.17%
4180 Irrigation	125,905	167,800	162,273	179,000	200,000	180,000	-10.00%
4185 Irrigation Service	n/a	10,657	11,177	12,500	12,000	12,500	4.17%
4210 Fire Standby	20,964	22,546	21,514	23,000	22,000	23,500	6.82%
4230 Water Connections	60,336	48,629	15,899	18,000	26,000	20,000	-23.08%
4240 Renewal of Service Fees	25,305	29,752	23,567	26,000	30,000	30,000	0.00%
4260 Late Fee Charge	37,656	71,304	71,208	77,000	70,000	75,000	7.14%
4910 Revenue from Leases	134,449	145,882	142,842	160,000	150,000	163,000	8.67%
4920 Interest Revenues	173	233,119	271,322	280,000	200,000	275,000	37.50%
4930 Taxes & Assessments	377,979	610,287	578,862	582,000	325,000	325,000	0.00%
4970 Miscellaneous Income	216,800	95,773	115,545	125,000	125,000	125,000	0.00%
Sub-Total	7,781,057	9,163,324	8,328,640	120,000	9,377,000	9,068,800	-3.29%
Non Operating Revenue							
4980 Trans & Storage	68,260	36,207	42,155	50,000	40,000	50,000	25.00%
Totals	7,849,317	9,199,531	8,370,795	9,250,800	9,417,000	9,118,800	-3.17%

Expense Plant 110

Acct.#	Description	05/06 Actual	06/07 Actual	07/08 To Date	Year End Est.	07/08 Budget	08/09 Request	% Difference
5111-110	Regular Salary	129,050	137,140	143,400	158,000	155,000	166,000	7.1%
5112-110	Overtime	1,750	2,136	1,027	1,500	2,600	2,300	-11.5%
5640-110	Payroll Taxes	10,695	11,362	11,729	12,700	12,400	13,000	4.8%
5642-110	Health Insurance	32,110	31,432	30,250	33,500	34,000	35,500	4.4%
SUB-TOTAL		173,605	182,070	186,406	205,700	204,000	216,800	6.3%

5130-110	Water Purchases-SF	1,547,830	1,797,036	1,709,226	1,900,000	2,000,000	2,090,000	4.5%
5230-110	Utilities	184,215	177,554	188,452	200,000	200,000	205,000	2.5%
5312-110	Lab	18,600	20,938	18,369	24,000	25,000	24,000	-4.0%
5314-110	Regulatory Fees	24,870	33,443	30,043	30,000	30,000	30,000	0.0%
5350-110	Tools & Equipment	5,980	3,567	2,475	3,100	3,100	3,100	0.0%
5412-110	Operating Supplies	4,140	2,550	3,627	3,700	4,000	4,000	0.0%
5623-110	Telephone	1,330	1,275	1,225	1,450	1,800	1,600	-11.1%
5629-110	Vehicle Maintenance	19,900	17,693	23,378	26,000	17,500	20,000	14.3%
5632-110	Fuel	42,140	47,855	57,664	70,000	47,000	76,000	61.7%
5661-110	Uniforms & Safety Equip	2,610	2,343	2,810	2,500	3,000	3,000	0.0%
5670-110	Plant Repair & Maint.	20,895	17,756	22,869	22,869	21,500	21,500	0.0%
	Emergency Preparedness	n/a	n/a	n/a	n/a	n/a	6,000	n/a
SUB-TOTAL		1,872,510	2,122,010	2,060,138	2,283,619	2,352,900	2,484,200	5.6%
TOTAL		2,046,115	2,304,080	2,246,544	2,489,319	2,556,900	2,701,000	5.6%

**North Coast County Water District
Budget Fiscal Year 2008-09**

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

<u>5111-110 Regular Salary -</u>	<u>\$166,000</u>
<i>Provides funding for direct salary costs for two regular full-time employees. Increase \$11,000 from the FY 07/08 Budget. Reflects a 2.9% COLA increase and an increase for qualified step increases.</i>	
<u>5112-110 Overtime -</u>	<u>\$2,300</u>
<i>Provides funding for unscheduled overtime to respond to system emergencies. Decrease \$300, overtime not as high as budgeted in FY 07/08.</i>	
<u>Benefits</u>	
<u>5640-110 Payroll Taxes -</u>	<u>\$13,000</u>
<i>Increase \$600 from the FY 07/08 Budget.</i>	
<u>5642-110 Health Insurance -</u>	<u>\$35,500</u>
<i>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, 2009.</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>5130-110 - Water Purchases - San Francisco -</u>	<u>\$2,090,000</u>
<i>Provides funding for water purchased through San Francisco PUC. Increase \$90,000 for a 10% increase from the SFPUC.</i>	
<u>5230-110 - Utilities -</u>	<u>\$205,000</u>
<i>Provides for energy costs for operation of five booster pump stations. Increase \$5,000 for inflation.</i>	

- 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.
 Decrease \$1,000
- 5314-110 – Regulatory Fees -** **\$30,000**
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 -** **\$3,100**
Provides funding for the replacement of various small tools on an as-needed basis
 No change requested
- 5412-110 - Operating Supplies -** **\$4,000**
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.).
 No change requested.
- 5623-110 - Telephone -** **\$1,600**
Provides funding for five (5) telephone lines located at various distribution system pump stations.
 Decrease \$200 for over budget in FY 07.08.
- 5629-110 - Vehicle Maintenance -** **\$20,000**
Provides for Central Garage services to maintain the District's vehicles and fabrication of various specialized equipment.
 Increase \$2,500 due to age of fleet and cost of supplies.
- 5632 -110 – Fuel -** **\$76,000**
Provides funding for fuel for the District's fleet of vehicles and mobile equipment.
 Increase \$29,000 due to the increase in the cost of fuel.

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 - \$21,500

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

No change requested

0000-110 – Emergency Preparedness \$6,000

This is a new line item being created to purchase emergency preparedness supplies such as meals, blankets, etc..

Expense Distribution 120

Acct.#	Description	05/06 Actual	06/07 Actual	07/08 To Date	Year End Est.	07/08 Budget	08/09 Request	% Difference
5111-120	Regular Salary	570,180	680,875	645,345	710,000	720,000	750,000	4.2%
5112-120	Overtime	12,375	24,923	19,035	25,000	26,000	27,000	3.8%
5113-120	Duty	47,060	50,828	51,975	56,500	55,000	58,000	5.5%
5114-120	Temporary Employment	13,465	20,104	21,683	28,000	40,000	35,000	-12.5%
5640-120	Payroll Taxes	53,370	57,124	53,935	60,000	65,000	63,000	-3.1%
5642-120	Health Insurance	82,480	108,343	106,646	115,000	115,000	121,000	5.2%
SUB-TOTAL		778,930	942,197	898,619	994,500	1,021,000	1,054,000	3.2%
5230-120	Utilities	33,040	34,160	28,098	32,000	35,000	34,000	-2.9%
5314-120	Other Services-Misc.	16,240	8,613	14,038	16,000	20,000	20,000	0.0%
5350-120	Tools & Equipment	17,770	15,516	18,055	26,000	26,100	22,000	-15.7%
5410-120	Meters	41,575	21,542	31,657	38,000	38,000	38,000	0.0%
5411-120	Asphaltic Materials	10,300	10,195	8,033	8,050	11,500	11,500	0.0%
5412-120	Operating Supplies	8,925	4,805	4,296	7,000	7,000	7,000	0.0%
5420-120	Inventory	64,610	65,251	69,674	72,000	75,000	75,000	0.0%
5621-120	Office Supplies	n/a	n/a	4,077	6,500	6,500	6,500	0.0%
5623-120	Telephone	16,585	13,546	11,314	13,000	15,200	14,000	-7.9%
5661-120	Uniforms & Safety Equipment	8,655	9,921	11,952	12,000	12,000	12,000	0.0%
5670-120	Dist.Repairs & Maintenance	16,050	53,376	62,749	68,000	70,000	70,000	0.0%
5675-120	Flushing	n/a	n/a	35,775	38,000	100,000	20,000	-80.0%
5730-120	Misc. Supplies & Expenses	3,570	6,226	1,259	2,000	8,500	13,000	52.9%
5735-120	Emergency Repairs	21,950	270,710	152,771	165,000	175,000	175,000	0.0%
	Contract Services	n/a	n/a	n/a	n/a	n/a	37,000	0.0%
SUB-TOTAL		259,270	513,861	453,748	503,550	599,800	555,000	-7.5%
TOTAL		1,038,200	1,456,058	1,352,367	1,498,050	1,620,800	1,609,000	-0.7%

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 - \$750,000

Provides funding for direct salary costs for employees.

Increase \$30,000 from the FY 07/08 Budget. Adjustment includes a 2.9% COLA increase funding the Assistant General Manager – Operations position for a full year as opposed to eight months in the 07/08 Budget.

5112-120 Overtime - \$27,000

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

Increase \$1,000 from the FY 07/08 Budget and includes a 2.9% COLA increase.

5113-120 Duty - \$58,000

Provides funding for on-call duty personnel.

Increase \$3,000 from the FY 07/08 Budget and includes a 2.9% COLA increase.

5114-120 Temporary Employment - \$35,000

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 less summer interns planned for this fiscal year.

Benefits -

5640-120 Payroll Taxes - \$63,000

Decrease \$2,000

5642-120 Health Insurance - \$121,000

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

Increase \$6,000 from the FY 07/08 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.

Decrease \$1,000 from the FY 07/08 Budget. Decrease requested because energy costs were less than expected in FY 07/08.

5314-120 - Other Services - Miscellaneous - \$20,000

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

No change requested

5350-120 - Tools and Equipment - \$22,000

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 \$4,100 from the FY 07/08 Budget. Budget fluctuates from fiscal year to year based on actual needs:

Miscellaneous Tools	\$5,000
Trench Plates	\$10,000
Concrete Buggy	\$2,000
Rigging Equipment	\$3,000
Saw Consumables (Blades)	\$2,000
Total	\$22,000

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 - \$6,500

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

No change requested

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.

Decrease \$1,200 to over budget in FY 07/08.

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 - \$70,000

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.

No change requested.

5675-120 - Flushing \$20,000

Provides for the cost of water and supplies necessary for the annual flushing program.

Decrease \$80,000 due to main flushing completed in FY 07/08. \$20,000 request for flushing dead-ends and maintenance.

5730-120 Miscellaneous Supplies & Expenses \$13,000

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

Increase \$4,500 from the FY 07/08 Budget. Budget fluctuates from fiscal year to year based on actual needs:

Hand Held Meter Replacement	\$5,000
Transfer Plans & Files to CD	\$3,500
Autocad Upgrade	\$4,500

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.

0000-120 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. This is the second year for this line item, and although there were no expenditures in FY 07/08 it is anticipated that work will be required this year.

Expense Administration 130

Acct #	Description	05/06 Actual	06/07 Actual	07/08 To Date	Year End Est.	07/08 Budget	08/09 Request	% Difference
5111-130	Regular Salary	678,000	679,000	708,879	791,000	765,000	825,000	7.84%
5112-130	Overtime	5,260	6,753	7,243	7,300	7,300	7,400	1.37%
5114-130	Temporary Employment	14,625	9,602	13,372	4,000	15,000	10,000	-33.33%
5640-130	Payroll Taxes	51,910	60,804	52,085	60,000	65,500	65,000	-0.76%
5641-130	Workers Compensation	118,670	100,627	89,769	125,000	125,000	125,000	0.00%
5642-130	Health Insurance	125,400	126,826	117,367	129,000	140,000	140,000	0.00%
5642-130A	Retiree Health Insurance	155,160	157,266	152,543	165,000	165,000	170,000	3.03%
5643-130	Retirement	238,070	270,756	300,403	325,000	300,000	350,000	16.67%
5644-130	Retiree COIA Benefit	77,900	87,103	86,561	91,500	90,000	102,000	13.33%
5645-130	Directors' Health Insurance	46,780	54,643	57,991	63,500	56,000	70,000	25.00%
5646-130	Life Insurance	13,100	14,192	13,103	14,200	14,000	14,500	3.57%
5647-130	Employee Welfare	0	0	1,095	1,300	1,000	1,400	40.00%
5940-130	Directors' Fees	9,700	8,800	7,400	8,500	8,500	8,500	0.00%
SUB-TOTAL		1,534,575	1,576,372	1,607,811	1,785,300	1,752,300	1,888,800	7.79%
Operations								
5513-130	Payment Center Fees	640	600	812	850	800	850	6.25%
5514-130	On-Line Payment Fees	0	0	6,280	7,500	3,000	10,000	233.33%
5522-130	Bad Debt Write Off	565	4,135	125	4,000	5,000	5,000	0.00%
5523-130	Bad Debt Recovery	-285	-350	-7	-250	-1,000	-1,000	0.00%
5620-130	Advertising	2,445	1,253	2,574	4,000	4,000	4,000	0.00%
5621-130	Printing & Office Supplies	27,930	34,973	27,300	35,000	40,000	38,000	-5.00%
5622-130	Utilities	15,800	15,597	15,286	16,500	16,000	17,000	6.25%
5623-130	Telephone	6,600	5,569	5,642	6,400	7,000	6,500	-7.14%
5624-130	Janitor & Gardener	18,500	17,987	15,403	18,000	18,000	18,000	0.00%
5627-130	Postage	30,600	33,587	30,548	38,000	38,000	39,000	2.63%
5628-130	General Manager Expenses	800	811	513	750	1,500	1,000	-33.33%
5630-130	Insurance	87,200	94,051	81,915	95,000	98,000	109,000	11.22%
5631-130	Off. Build. Maint. & Repairs	1,800	2,724	5,959	6,000	2,500	2,500	0.00%
5637-130	Billing Software Support	12,700	10,437	11,370	12,500	12,500	14,000	12.00%
5650-130	Off Equip. Rep/Maint/Pur	22,170	15,150	14,855	15,000	15,000	15,000	0.00%
5655-130	Off Equip. Lease & Maint	n/a	n/a	10,516	11,200	10,000	12,000	20.00%
5685-130	Water Ed/Community Service	3,170	14,007	12,674	16,500	16,500	10,000	-39.39%
5687-130	Water Conservation	n/a	n/a	n/a	n/a	0	10,000	n/a

Acct.#	Description	05/06 Actual	06/07 Actual	07/08 To Date	Year End Est.	07/08 Budget	08/09 Request	% Difference
5720-130	Taxes & Assessments	1,850	1,731	2,126	2,300	2,000	2,500	25.00%
5730-130	Miscellaneous Expenses	5,360	5,528	4,031	4,031	4,000	4,000	0.00%
5731-130	Books & Publications	565	772	733	733	700	700	0.00%
5732-130	Licenses & Certificates	990	1,225	965	1,200	1,200	1,500	25.00%
5733-130	Meals	1,120	3,418	567	700	2,500	1,500	-40.00%
5734-130	Travel & Lodging	1,300	1,275	238	500	1,750	1,500	-14.29%
5735-130	Emp. Rec Dinner & Awards	n/a	n/a	2,188	2,200	3,000	2,500	-16.67%
5661-130	Uniforms & Safety Equip.	1,870	3,566	1,861	3,000	4,000	3,500	-12.50%
<u>Director's Expenses</u>								
5941-130	Directors' Election Fees	n/a	n/a	n/a	0	0	14,000	0.00%
5942-130	Directors' Conv. & Travel	2,600	4,585	5,511	6,000	6,000	6,000	0.00%
<u>Employee Development</u>								
5625-130	Meetings & Conferences	4,550	4,742	5,103	5,105	5,000	5,000	0.00%
5626-130	Dues & Membership	25,300	27,892	26,200	29,000	29,000	30,000	3.45%
5626-130A	BAWSCA Dues	38,400	43,285	41,622	45,000	45,000	49,000	8.89%
5635-130	Staff Training	12,500	10,478	13,198	13,198	14,000	14,000	0.00%
<u>Professional Fees</u>								
5680-130	Engineering Fees	7,750	2,518	4,193	5,000	7,000	6,000	-14.29%
5681-130	Legal Fees	53,400	27,406	22,417	30,000	40,000	38,000	-5.00%
5682-130	Auditing & Accounting Fees	25,600	17,532	27,241	30,000	24,000	24,000	0.00%
5683-130	Misc. Professional Fees	32,800	25,189	28,544	30,000	25,000	30,000	20.00%
5725-130	Rebate Programs	40,010	28,491	44,396	48,000	40,000	50,000	25.00%
	Sub- Total	486,600	460,164	472,899	542,917	540,750	595,050	10.04%
	Total Administration	2,021,175	2,036,536	2,080,710	2,328,217	2,293,050	2,483,350	8.30%
5800-130	Debt Service	335,180	550,341	550,061	550,061	552,000	555,000	0.54%
	Total Administration w/ Debt	2,356,355	2,586,877	2,630,771	2,878,278	2,845,050	3,038,350	6.79%

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

<u>5111-130 Regular Salary -</u>	<u>\$825,000</u>
<i>Provides funding for direct salary costs for employees.</i>	
Increase \$60,000 from the FY 07/08 Budget. Adjustment reflects a 2.9% COLA increase and an adjustment due to under budget of vacation pay out.	
<u>5112-130 – Overtime -</u>	<u>\$7,400</u>
<i>Provides funding for unscheduled overtime in the administrative department and to respond to system emergencies.</i>	
Increase \$100 from the FY 07/08 Budget. Includes a 2.9% COLA adjustment	
<u>5114-130 Temporary Employment –</u>	<u>\$10,000</u>
<i>Provides funding for temporary help to assist the office for vacation, and health absences. Also funds temporary help in the meter department.</i>	
Decrease \$5,000 due to less scheduled need for summer assistance.	
<u>5640-130 Payroll Taxes -</u>	<u>\$65,000</u>
No change requested	
<u>5641-130 Workers' Compensation -</u>	<u>\$125,000</u>
No change requested	
<u>5642-130 Health Insurance -</u>	<u>\$140,000</u>
No change requested	
<u>5642-130A Retiree Health Insurance -</u>	<u>\$170,000</u>
Increase \$5,000 and includes a 10% increase effective January, 2009.	
<u>5643-130 Retirement -</u>	<u>\$350,000</u>
Increase \$50,000 from the FY 07/08 Budget. Adjustment is due to an increase in retirement rate and under budget in FY 07/08.	
<u>5644-130 Retiree COLA Benefit -</u>	<u>\$102,000</u>
Increase \$12,000 from the FY 07/08 Budget. Adjustment includes a COLA increase of 4.3%.	
<u>5645-130 Directors' Health Insurance -</u>	<u>\$70,000</u>
Increase \$14,000 which includes a 10% effective January, 2009 and the 07/08 line item was under budgeted.	
<u>5646-130 Life Insurance -</u>	<u>\$14,500</u>
<i>Provides funding for employees, retirees and the Board of Directors.</i>	
Increase \$500.	
<u>5647-130 Employee Welfare -</u>	<u>\$1,400</u>
<i>Provides funding for the employee wellness program that pays reimburses employees up to \$15 per month for gym memberships.</i>	
Increase \$400 due to additional memberships and full first year of program.	
<u>5940-130 – Directors' Fees -</u>	<u>\$ 8,500</u>
<i>Provides funding for the Board of Directors to attend the monthly Board meeting, standing committee meetings and miscellaneous meetings.</i>	
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 - \$850

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

Increase \$50 from the FY 07/08 Budget. Increase in fee paid to vendor.

5514-130 – On-Line Payment Fees - \$10,000

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

Increase \$7,000 from the FY 07/08 Budget since this is the first full year that the District will be participating in the program.

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 - (\$1,000)

This line item accounts for and tracks those funds recovered through the District's collections vendor.

No change requested.

5620-130 - Advertising - \$4,000

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 - \$38,000

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

Reduced \$2,000 from the FY 07/08 Budget

5622-130- Utilities - \$17,000

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

Increase \$1,000 from the FY 07/08 Budget. Line item was under funded in FY 07/08.

5623-130 - Telephone - \$6,500

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

Decrease \$500 due to over funding in FY 07/08.

- 5624-130 Janitor & Gardener-** **\$18,000**
Provides funding for janitorial services and gardening services around the District's reservoirs and at the District's headquarters.
 No change requested.
- 5627-130 - Postage -** **\$39,000**
Provides funding for mailing of all customer bills and District correspondence.
 Increase \$1,000 from the FY 07/08 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.
 Decrease \$500 due to over funding in FY 07/08.
- 5630-130 - Insurance -** **\$109,000**
Provides funding for the ACWA/JPIA premium.
 Increase includes a potential rate increase of between 10-15%.
- 5631-130 - Office Building Maintenance & Repairs** **\$2,500**
Provides funding for the regular maintenance of District's facilities for the year.
 No change requested
- 5637-130 – Billing Software Support -** **\$14,000**
Provides funding for the maintenance agreements for the billing system and the Sensus meter reading equipment.
 Increase \$1,500 for increase in fees to Moms Software
- 5650-130 – Off. Equip. Repair/Maintenance/Purchase-** **\$15,000**
Provides funding for the replacement of equipment that may be needed.
 No change requested
- 5655-130 – Off. Equip. Lease & Maintenance-** **\$12,000**
Provides funding for the maintenance agreements and leases for the various pieces of equipment.
 Increase \$2,000 from the FY 07/08 Budget.
- 5685-130 - Water Education -** **\$10,000**
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.
 Combined this line item has been decrease \$6,500 due to the fact that a new Water Conservation line item has been added to the budget.

- 5687-130 – Water Conservation-** **\$10,000**
Provides funding for miscellaneous water conservation activities and to purchase miscellaneous water conservation consumables.
 This is a new line item this fiscal year to keep track of the District's increase water conservation efforts.
- 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.
 Increase \$500 from the FY 07/08 Budget. Line item was under funded in FY 07/08.
- 5730-130 - Miscellaneous Expenses -** **\$4,000**
Provides funding for various miscellaneous items.
 No change requested
- 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** **\$1,500**
This line item is established to track the costs expended on licenses and certificates.
 Increase \$300 for the cost of additional staff obtaining certificates
- 5733-130 – Meals** **\$1,500**
This line item is established to better track monies spent on meals while attending classes, conferences, etc.
 Decrease \$1,000 for over budget in FY 07/08.
- 5734-130 – Travel & Lodging** **\$1,500**
This line item is to monitor expenditures on travel and lodging for staff involved in training programs.
 Decrease \$250 from the FY 07/08 Budget. Line item was over funded in FY 07/08.
- 5735-130 – Employee Recognition Dinner & Awards** **\$2,500**
This line item is to monitor expenditures of the employee recognition dinner and for miscellaneous employee awards.
 Decrease \$500
- 5661-130 – Uniforms & Safety Equipment -** **\$3,500**
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 \$500.

Directors' Expenses

5941-130 – Directors' Election Fees - \$14,000
Provides funding for San Mateo County Office of Election fees needed for the District to elect Directors.
FY 08/09 is an election year for the District

5942-130 – Directors' Convention & Travel - \$6,000
Provides funding for the Directors to attend various meetings and conferences. Slight decrease due to under utilization of account.
No change requested

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 - \$30,000
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 from the FY 0708 Budget for fee increases.

5626-130A BAWSCA Dues - \$49,000
Funds the District's apportionment of the BAWSCA dues
Increase \$4,000 from the FY 07/08 Budget. Adjustment is due to a BAWSCA Fee increase.

5635-130 - Staff Training - \$14,000
Provides funding for outside professional services.
No change requested

Professional Fees

5680-130 - Engineering Fees - \$6,000

Provides funding for administrative projects provided by the District's engineering consultants including the attendance of meetings.

Decrease \$1,000 due to more consultant engineering work being paid through reimbursable fees.

5681 - 130 Legal Fees - \$38,000

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

Decrease \$2,000 from the FY 07/08 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.

Increase \$5,000 from the FY 07/08 Budget. Line item was under funded in FY 07/08.

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.

Increase \$10,000 to fund additional water conservation efforts.

5800-130 Debt Service - \$555,000

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

Increase \$3,000 from the FY 07/08 Budget. Line item is paid by the amount calculated in the Bond documents.

Capital Improvement Program

Sheet 1

	FY 2007 / 2008				Proposed Budget FY 2008/09	
	Revised Budget	Y-T-D Spent	% Y-T-D Spent	Projected Expenditure		
CIP Funded Projects						
<i>Main Pump Station Projects</i>						
1115-611 A/B	Main Pump Station - Generator	\$220,000	\$242	11.00%	\$30,000	\$225,000
	Main Pump Station Booster Pump					\$50,000
<i>Water Supply & Treatment Projects</i>						
1116-610	Alternate Water Source Acquisition Project	\$20,000	\$0	0.00%	\$0	\$85,000
<i>Annual Piping Projects</i>						
	Reina Del Mar/Vallemar Pipeline Replacement					\$210,000
	Oviedo Tank Regulator Station					\$45,000
1117-130	21" Transmission Main - Jump Module	\$20,000	\$249	1.24%	\$249	\$75,000
1117-121	Inertle-WWD/Skyline Tanks Removal	\$29,700	\$29,687	100.00%	\$29,687	
<i>Tank Projects</i>						
1117-162	Park Pacifica Entrance Road Improvement	\$20,000	\$17,880	89.40%	\$17,881	
N/A	Remove Nelson Tank	-\$5,000	\$0	0.00%	\$0	
N/A	Remove Oviedo Tank	-\$5,000	\$0	0.00%	\$0	
<i>Building Projects</i>						
1118-112B	Francisco Facility Improvements	\$755,000	\$1,477	0.02%	\$1,477	\$490,000
<i>Annual Projects</i>						
1117-112	Reservoir Site Paving Project (Annual)	\$45,000	\$15,319	34.04%	\$45,000	\$60,000
1117-113	Reservoir Fence Maintenance (Annual)	\$31,000	\$2,276	7.34%	\$31,000	\$50,000
1117-165	Easement Protection (Annual Program)	\$65,000	\$48,999	75.38%	\$65,000	\$65,000
1117-169	Meter Replacement Program	\$150,000	\$65,690	43.79%	\$150,000	\$100,000
1117-170	Fire Hydrant Replacement Project	\$36,100	\$36,089	99.99%	\$36,100	\$65,000
1117-145	Annual Piping Projects	\$275,000	\$368,725	134.08%	\$368,725	\$200,000
1117-183	Regulator Upgrades	\$50,000	\$32,274	64.55%	\$50,000	\$100,000
1118-122	Vehicle	\$160,000	\$0	0.00%	\$160,000	\$160,000
1119	Contract Services	\$37,000	\$0	0.00%	\$0	
	SUBTOTAL CIP FUNDED	\$1,903,800	\$618,907		\$985,119	\$1,980,000
<i>Partnership Projects</i>						
1116-201	Recycled Water Project	\$200,000	\$233,069	116.53%	\$250,000	\$16,000
	Devils Slide Tunnel Project					\$16,000
	I-280 Tunnel Piping Replacement Project					\$220,000
	Tree-Tops 21" Main Replacement Project					\$100,000
	SUBTOTAL CIP FUNDED	\$200,000	\$233,069		\$30,000	\$352,000
	TOTAL CIP & PARTNERSHIP FUNDED	\$1,328,800	\$832,619		\$990,000	\$2,332,000

Capital Improvement Program

Sheet 2

	Revised Budget	FY 2007 / 2008		Projected Expenditure	Proposed Budget FY 2008/09	
		Y-T-D Spent	% Y-T-D Spent			
2004 Bond Projects						
1910-103	Royce Tank Site	\$770,000	\$616,847	80.11%	\$616,847	\$80,000
1915-103	Gypsy Hill Tank	\$410,000	\$302,426	73.76%	\$302,426	\$150,000
1920-103	Nelson Tank	\$750,000	\$0	0.00%	\$0	\$240,000
1925-103	Park Pacifica Tank Site	\$240,000	\$9,382	0.00%	\$9,382	\$1,100,000
1930-103	San Pedro Corp Yard	\$330,000	\$61,840	18.74%	\$61,840	\$465,000
	SUBTOTAL 2004 BOND FUNDED	\$2,500,000	\$990,495		\$990,495	\$2,035,000

2009 State Revolving Fund Loan - District's Contribution						
1116-201	Recycled Water Project					\$330,000
	Pump Station Construction					\$990,000
	Pipeline Project					\$420,000
	Tank Project					\$75,000
	Irrigation Retrofit Construction					\$140,000
	Attorney Fees					\$440,000
	Design/Inspection Team Fees					\$330,000
	Environmental/Permitting Team Fees					\$330,000
	SUBTOTAL 2008 SRF LOAN					\$2,725,000

Recommended 2009 Bond Project						
1117-134	Christen Hill Tank Replacement (1.5MG)	\$250,000	\$23,067	9.23%	\$25,000	\$2,400,000
	SUBTOTAL 2009 BOND FUNDED	\$250,000	\$23,067		\$25,000	\$2,400,000
	SUBTOTAL BOND FUNDED PROJECTS	\$4,730,000	\$1,410,277		\$8,150,000	\$7,160,000
	TOTAL CIP & BOND FUNDED	\$6,058,800	\$2,242,896		\$9,140,000	\$9,560,000

Vehicle/Equipment Inventory

Fiscal Year 2008/09

Equipment No.	Year	Make/Model	Description	Condition/ Status
Truck. 2	2000	3500 HD Chevy	Service Truck	Retain
Truck. 3	1988	GMC 70 Series	5 yrd. Dump Truck	Retain
Truck 4	1997	Ford F-150	Pickup Truck	Sell
New Truck 4	2008	Ford F-150	Pickup Truck	NEW
Truck. 5	1992	GMC 3500	Small Service Truck	Retain
Truck 6	2000	Chev. ½ Ton	Pickup Truck	Retain
Truck 7	1997	Ford F-150	Pickup Truck w/new motor 2006	Retain
Truck 8	2001	Chev. ½ Ton	Pickup Truck	Retain
Truck 9	2006	Chev. ½ Ton	Pickup Truck	Retain
Truck 10	1997	Chevy Tahoe	SUV	Sell
New Truck 10	2008	Ford Escape	SUV	NEW
Truck 11	2006	Chev. ½ Ton	Pickup Truck	Retain
Truck 12	1988	Chev. ½ Ton (4x4) w/lift	Pickup Truck (w/lift/dump)	Retain
Truck 14	1988	Chev. ½ Ton	Pickup Truck	<i>Retain</i>
Truck 15	2000	Chev ½ Ton	Pickup Truck	Retain
Truck 16	2004	Chevy Tahoe	SUV	Retain
Truck 17	2004	Chevy 2500	Service Truck	Retain
Truck 18	2003	Water Quality Van	Van	Retain
Truck 19	2005	GMC 4300 Flatbed	Pickup Truck	Retain
Truck 20	1997	Ford F-150	Pickup Truck	Retain
Truck 21	2002	GMC W 4500	Mechanics	Retain
Truck 22	2002	GMC 6500	Dump Truck	Retain
Truck 23	2008	Ford F-350 4x4	Pickup Truck	New
Truck 1	2003	Vac Con Hydro	Excavator Truck	Retain
Tractor 1	1959	Massey Ferguson Workbull 202	Tractor	Retain
Tractor 2	1974	Massey Ferguson MF-40	Backhoe	Retain
Tractor 3	1992	Case 580K	Tractor	Retain
Tractor 4	2008	John Deere 200D LC	Excavator	Lease
Tractor 5	2008	Mini-Excavator	Mini-Excavator	New
Tractor 6	2008	John Deere 624J	Loader	Lease
Trailer-1	1944	Steel Pipe Trailer	Pipe Transport Trailer	Retain
Trailer-2	2004	Zieaman Trailor	Backhoe Trailor	Retain
Fork 1	1952	Clark	Forklift	Retain
Fork 2	2010	Forklift	Forklift	New
Compressor 2	1992	Le Roi	Compressor	Retain
Compressor 3	2000	Le Roi	Compressor	Retain
HoseT-1	2004	Hose Trailor (Francisco)	Emergency Hose Trailor	Retain
HoseT-2	2010	Hose Trailor (San Pedro)	Emergency Hose Trailor	New