# SAN LORENZO VALLEY WATER DISTRICT
# 2002/2003 ANNUAL BUDGET

## BOARD OF DIRECTORS

President ..... Larry Prather
Vice-President ..... James Rapoza
Board Member ..... James Nelson
Board Member ..... David Ross
Board Member ..... Terry Vierra

## DISTRICT MANAGEMENT STAFF

District Manager ..... James Mueller
District Secretary/Administrative Assistant ..... Kelly Stephens
Watershed Resources Coordinator ..... Al Haynes
District Engineer ..... Ken Girouard
Director of Operations ..... Rick Rogers
Finance Manager ..... Karen Alvarez
District Counsel ..... Marc Hynes

June 20, 2002
Resolution No. 42 (01-02)

# 2002/2003 ANNUAL BUDGET

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# SUMMARY OF REVENUE BY FUNDS
## 2002-2003

06/27/02

| WATER FUND REVENUE | 2001-2002 ESTIMATED REVENUE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED REVENUE |
|---|---|---|---|
| **NON-RESTRICTED REVENUE** | | | |
| 4101 Water Service Fees | 2,667,000 | 2,650,000 | 2,950,000 |
| 4308 Acct Establish Charges & Penalties | 32,800 | 33,000 | 33,000 |
| 4209 Property Taxes | 301,000 | 280,000 | 310,000 |
| 4314 Sale of Meters | 27,600 | 110,000 | 50,000 |
| 4817 Interest - Water Fund (Non-Restricted) | 43,000 | 110,000 | 45,000 |
| 4319 Mobile Service Lease Fees | 7,500 | 7,300 | 8,000 |
| 4320 Miscellaneous | 18,500 | 2,500 | 5,000 |
| 4440 USFWS Grant | 0 | 0 | 24,000 |
| 4441 Trnsfr from Equip. Replcmnt Reserve | 0 | 0 | 11,000 |
| 4442 FEMA Funds | 0 | 0 | 150,000 |
| 4443 OESFunds | 0 | 0 | 50,000 |
| **SUB TOTAL NON-RESTRICTED REVENUE** | **3,097,400** | **3,192,800** | **3,636,000** |
| **RESTRICTED SPECIAL REVENUE** | | | |
| 4309 Assm't Bond - N.B.C. | 132,000 | 115,370 | 108,000 |
| 4409 NBC Admin. Fee | 3,600 | 3,600 | 3,600 |
| 4818 Interest - Water Reserve Fund | 41,000 | 45,000 | 30,000 |
| 4819 Interest - 1998 COP Issue | 62,000 | 85,000 | 30,000 |
| 4429 Sale of Surplus Property | 2,979,326 | 1,591,000 | 1,400,000 |
| 4821 Interest - Waterman Gap Fund | 0 | 0 | 270,000 |
| 4437 Transfer from COP Funds | 1,076,500 | 862,000 | 690,000 |
| 4439 Transfer from FEMA Funds | 0 | 955,000 | 0 |
| **SUB TOTAL RESTRICTED SPECIAL REVENUE** | **4,294,426** | **3,656,970** | **2,531,600** |
| **SUB TOTAL ALL WATER FUND REVENUE** | **7,391,826** | **6,849,770** | **6,167,600** |

| WASTEWATER FUND REVENUE | | | |
|---|---|---|---|
| 4102 Sewer Charges | 44,500 | 44,500 | 44,500 |
| **SUB TOTAL WASTEWATER FUND REVENUE** | **44,500** | **44,500** | **44,500** |
| **GRAND TOTAL REVENUE ALL FUNDS** | **7,436,326** | **6,894,270** | **6,212,100** |

# SUMMARY OF EXPENDITURES BY FUND
## 2002-2003

06/27/02

| ESTIMATED 2001-2002 | WATER FUND | WASTE WATER | GRAND TOTAL |
|---|---|---|---|
| PERSONNEL | 1,466,820 | 5,445 | 1,472,265 |
| MATERIALS & SERVICES | 798,635 | 20,730 | 819,365 |
| DEBT SERVICE | 734,130 | 0 | 734,130 |
| CAPITAL OUTLAY | 2,124,390 | 0 | 2,124,390 |
| GRAND TOTAL | 5,123,975 | 26,175 | 5,150,150 |
| TOTAL REVENUE | 7,391,826 | 44,500 | 7,436,326 |
| NET INCOME (SHORTFALL) | 2,267,851 | 18,325 | 2,286,176 |
| **ADOPTED 2001-2002** | | | |
| PERSONNEL | 1,500,600 | 9,515 | 1,510,115 |
| MATERIALS & SERVICES | 747,840 | 24,170 | 772,010 |
| DEBT SERVICE | 753,170 | 0 | 753,170 |
| CAPITAL OUTLAY | 2,419,270 | 30,000 | 2,449,270 |
| GRAND TOTAL | 5,420,880 | 63,685 | 5,484,565 |
| TOTAL REVENUE | 6,849,770 | 44,500 | 6,894,270 |
| NET INCOME (SHORTFALL) | 1,428,890 | -19,185 | 1,409,705 |
| **ADOPTED 2002-2003** | | | |
| PERSONNEL | 1,547,455 | 9,680 | 1,557,135 |
| MATERIALS & SERVICES | 811,200 | 23,850 | 835,050 |
| DEBT SERVICE | 746,190 | 0 | 746,190 |
| CAPITAL OUTLAY | 1,369,200 | 15,000 | 1,384,200 |
| GRAND TOTAL | 4,474,045 | 48,530 | 4,522,575 |
| TOTAL REVENUE | 6,167,600 | 44,500 | 6,212,100 |
| NET INCOME (SHORTFALL) | 1,693,555 | -4,030 | 1,689,525 |

# BUDGET SUMMARY

06/27/02

## DEPARTMENT: ADMINISTRATION - 01

## FUND: WATER

| CLASSIFICATION | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| PERSONNEL | 214,550 | 211,050 | 219,920 |
| MATERIALS & SERVICES | 147,960 | 156,210 | 173,450 |
| DEBT SERVICE | 0 | 0 | 0 |
| CAPITAL OUTLAY | 30,400 | 34,170 | 41,400 |
| **TOTAL BUDGET** | **392,910** | **401,430** | **434,770** |

## DEPARTMENT: ADMINISTRATION - 01

| PERSONNEL | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| **SALARIES** | | | |
| 5001 Regular Salaries | 149,660 | 152,300 | 152,300 |
| 5005 Directors Fees | 12,900 | 14,000 | 14,000 |
| **Sub Total** | 162,560 | 166,300 | 166,300 |
| **BENEFITS** | | | |
| 5706 Medical Insurance | 13,620 | 11,230 | 14,000 |
| 5707 Dental Insurance | 2,500 | 2,300 | 2,500 |
| 5708 Vision Insurance | 530 | 530 | 530 |
| 5709 Life Insurance | 300 | 320 | 300 |
| 5710 Long Term Disability | 2,010 | 2,010 | 2,010 |
| 5711 PERS Retirement | 13,440 | 10,350 | 13,440 |
| 5712 FICA (Social Security) | 8,200 | 8,200 | 8,200 |
| 5713 Workers Compensation | 1,170 | 1,100 | 1,170 |
| 5714 Assistance Program | 90 | 90 | 90 |
| 5715 Other Payroll Charges | 420 | 300 | 420 |
| 5716 Medicare | 2,210 | 2,210 | 2,210 |
| 5722 Retired Medical | 7,500 | 6,110 | 8,750 |
| **Sub Total** | 51,990 | 44,750 | 53,620 |
| **TOTAL PERSONNEL** | **214,550** | **211,050** | **219,920** |

| POSITION TITLES | |
|---|---|
| District Manager | 1 |
| District Secretary | 1 |
| Board of Directors | 5 |
| **TOTAL POSITIONS** | **7** |

## DEPARTMENT: ADMINISTRATION - 01

| MATERIALS & SERVICES | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| 5020 Contract/Professional Services | 8,700 | 8,750 | 23,000 |
| 5030 Legal Services | 39,600 | 39,600 | 39,600 |
| 5040 Utilities - District Office | 4,810 | 5,100 | 5,000 |
| 5045 Auto Allowance | 3,600 | 3,600 | 4,200 |
| 5046 Personnel Recruitment Expense | 100 | 2,000 | 2,000 |
| 5047 Rental/Leases/Permits | 50 | 1,750 | 1,750 |
| 5050 Facilites Maintenance | 11,000 | 8,450 | 8,500 |
| 5059 Telephone/Communications | 7,800 | 6,900 | 7,000 |
| 5060 Office Supplies | 6,900 | 9,500 | 8,500 |
| 5061 Postage | 5,600 | 5,000 | 6,000 |
| 5062 Subscriptions/Books | 1,050 | 1,000 | 1,000 |
| 5063 Advertising | 700 | 1,000 | 1,000 |
| 5064 Training, Conferences & Meetings | 4,100 | 4,000 | 4,500 |
| 5065 Membership & Dues | 2,620 | 2,400 | 2,700 |
| 5066 Insurance - Property (SDRMA) | 35,450 | 35,300 | 37,700 |
| 5072 Legal Settlements | 2,300 | 2,000 | 2,500 |
| 5075 Water Conservation Program | 3,900 | 10,000 | 10,000 |
| 5078 Household Supplies | 820 | 1,000 | 1,000 |
| 5085 LAFCO Fees | 8,860 | 8,860 | 7,500 |
| **TOTAL MATERIALS & SERVICES** | **147,960** | **156,210** | **173,450** |

## DEPARTMENT: ADMINISTRATION - 01

## MATERIALS & SERVICES

| | | | |
|---|---|---|---|
| 5020 Contract/Professional Services | | | 23,000 |
| | Maintenance on equipment; telephone, copier, printers, mail machine and scale | 4,000 | |
| | Election | 11,500 | |
| | Web Site/Internet Access | 7,500 | |
| | SUBTOTAL | 23,000 | |
| 5030 Legal Fees | | | |
| | District Legal Counsel; $3,300 month | | 39,600 |
| 5040 Utilities | | | |
| | Administration building electrical service | | 5,000 |
| 5045 Auto Allowance | | | 4,200 |
| | District Manager; $300 month | | |
| 5046 Personnel Recruitment | | | 2,000 |
| | Classified ads, physical examinations, and photo identification cards | | |
| 5047 Rentals/Leases/Permits | | | 1,750 |
| | Postage meter lease | | |
| 5050 Facilities Maintenance | | | 8,500 |
| | Refuse service | 2,200 | |
| | Janitorial maintenance service | 3,000 | |
| | Pest control | 300 | |
| | Miscellaneous other repairs | 3,000 | |
| | SUBTOTAL | 8,500 | |
| 5059 Telephone/Communications | | | 7,000 |
| | Telephone service, cellular phone service and long distance calls | | |
| 5060 Office Supplies | | | 8,500 |
| | Office supplies - paper, pencils, copy paper, binders, envelopes, printing forms, and annual newsletter cost | | |

| | | |
|---|---|---|
| 5061 Postage | | 6,000 |
| Postage for all departments (except Finance), special Federal Express, and annual newsletter | | |
| 5062 Subscription and Books | | 1,000 |
| Annual subscriptions to Valley Press/Banner, Western Cities, Legislature Bulletin, California Employer's Guides, and other miscellaneous materials | | |
| 5063 Advertising | | 1,000 |
| Advertising of all legal notices | | |
| 5064 Training, Conference, and Meetings | | 4,500 |
| Seminars, training and travel expense for District Manager, Secretary and Board Members | | |
| 5065 Membership and Dues | | 2,700 |
| American Public Works Association | 160 | |
| American Water Works Association | 200 | |
| Boulder Creek Business Association | 50 | |
| Costco | 50 | |
| SLV Main Street | 50 | |
| California Public Employees Labor Relations Association | 190 | |
| California Special District Assn. | 1,800 | |
| Water Environment Federation | 150 | |
| Monterey Bay Water Works Assn. | 50 | |
| SUBTOTAL | 2,700 | |
| 5066 Insurance | | |
| Insurance coverage through Special District Risk Management Authority for comprehensive, general liability, property loss and automobile liability | | 37,700 |
| 5072 Legal Settlements | | 2,500 |
| Claims against the District | | |
| 5075 Water Conservation Program | | 10,000 |
| Program to promote and implement miscellaneous water conservation measures | | |
| 5078 Household Supplies | | 1,000 |

| | |
|---|---|
| Paper products, cleaning supplies, and other household supplies | |
| 5085 LAFCO Fees<br>Districts protata share of Special District Local Agency Formation Commission Fees | 7,500 |
| **TOTAL MATERIALS & SERVICES** | **173,450** |

## DEPARTMENT: ADMINISTRATION - 01

| CAPITAL OUTLAY | | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|---|
| BUILDING IMPROVEMENTS | | | | |
| 5888 1705 | Admin. Building Design Plan | 0 | 7,000 | 12,000 |
| OFFICE FURNITURE & EQUIPMENT | | | | |
| 5888 1706 | File Cabinet | 2,600 | 2,100 | 2,800 |
| | Computer | 0 | 2,500 | 2,500 |
| | P.A. System | 700 | 1,000 | 0 |
| | Bookcases | 0 | 0 | 800 |
| | Flagpole OPS Building | 0 | 0 | 7,000 |
| OTHER CAPITAL PROJECTS | | | | |
| 5890 0001 | Classification/Salary Study | 6,700 | 13,570 | 16,300 |
| 5890 0101 | Wastewater System | 20,400 | 8,000 | 0 |
| **TOTAL CAPITAL OUTLAY** | | **30,400** | **34,170** | **41,400** |

## DEPARTMENT: ADMINISTRATION – 01

## CAPITAL OUTLAY

BUILDING IMPROVEMENTS

| | | | | |
|---|---|---|---|---|
| 5888 1705 | Administration Building Design<br>Completion of preliminary design for remodel and/or renovation of existing Administration Building | | | 12,000 |

OFFICE FURNITURE & EQUIPMENT 13,100

| | | | |
|---|---|---|---|
| 5890 1706 | File Cabinet | | 2,800 |
| | Lap Top Computer | | 2,500 |
| | Book Cases | | 800 |
| | Flag Pole - Ops Building | | 7,000 |
| | | SUBTOTAL | 13,100 |

OTHER CAPITAL PROJECTS

| | | |
|---|---|---|
| 5890 0001 | Classification/Salary Study<br>Consultant services for position classification/salary survey | 16,300 |

**TOTAL CAPITAL OUTLAY** **41,400**

# BUDGET SUMMARY

06/27/02

## DEPARTMENT: FINANCE - 02

## FUND: WATER

| CLASSIFICATION | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| PERSONNEL | 224,660 | 229,030 | 232,170 |
| MATERIALS & SERVICES | 41,380 | 69,850 | 49,500 |
| DEBT SERVICE | 0 | 0 | 0 |
| CAPITAL OUTLAY | 2,100 | 10,000 | 20,500 |
| **TOTAL BUDGET** | **268,140** | **308,880** | **302,170** |

## DEPARTMENT: FINANCE - 02

| PERSONNEL | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| **SALARIES** | | | |
| 5001 Regular Salaries | 172,000 | 178,500 | 178,500 |
| 5002 Temporary Wages | 0 | 0 | 0 |
| 5003 Overtime Wages | 225 | 500 | 500 |
| **Sub Total** | 172,225 | 179,000 | 179,000 |
| **BENEFITS** | | | |
| 5706 Medical Insurance | 19,265 | 16,550 | 20,000 |
| 5707 Dental Insurance | 3,160 | 2,880 | 3,160 |
| 5708 Vision Insurance | 780 | 770 | 780 |
| 5709 Life Insurance | 740 | 780 | 740 |
| 5710 Long Term Disability | 2,100 | 2,110 | 2,100 |
| 5711 PERS Retirement | 11,560 | 11,940 | 11,560 |
| 5712 FICA (Social Security) | 10,600 | 11,070 | 10,600 |
| 5713 Workers Compensation | 1,550 | 1,130 | 1,550 |
| 5714 Assistance Program | 210 | 210 | 210 |
| 5715 Other Payroll Charges | 0 | 0 | 0 |
| 5716 Medicare | 2,470 | 2,590 | 2,470 |
| **Sub Total** | 52,435 | 50,030 | 53,170 |
| **TOTAL PERSONNEL** | **224,660** | **229,030** | **232,170** |

| POSITION TITLES | |
|---|---|
| Finance Manager | 1 |
| Customer Service/Accounts Specialist | 3 |
| **TOTAL POSITIONS** | **4** |

## DEPARTMENT: FINANCE - 02

| MATERIALS & SERVICES | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| 5020 Contract/Professional Services | 6,500 | 7,500 | 7,500 |
| 5031 Audit Services | 10,500 | 10,500 | 10,500 |
| 5060 Office Supplies | 7,500 | 13,000 | 12,500 |
| 5061 Postage | 12,500 | 14,000 | 14,000 |
| 5062 Subscriptions/Books | 160 | 200 | 250 |
| 5064 Training, Conferences & Meetings | 1,860 | 2,000 | 2,000 |
| 5065 Membership & Dues | 150 | 350 | 250 |
| 5068 Collection Costs/Credit Reports | 960 | 800 | 1,000 |
| 5069 Bad Debts | 1,250 | 1,500 | 1,500 |
| 5076 Refund of Connection Charges | 0 | 20,000 | 0 |
| **TOTAL MATERIALS & SERVICES** | **41,380** | **69,850** | **49,500** |

## DEPARTMENT: FINANCE - 02

## MATERIALS & SERVICES

| | | | |
|---|---|---|---|
| 5020 Contract/Professional Services | | | 7,500 |
| | Maintenance on equipment; telephones, copier and printers | 2,000 | |
| | Accounting package software maintenance contract | 2,500 | |
| | Miscellaneous requested software changes | 3,000 | |
| | SUBTOTAL | 7,500 | |
| 5031 Audit Services | | | 10,500 |
| | Annual audit services, preparation of State Controller's report and financial reports | | |
| 5060 Office Supplies | | | 12,500 |
| | Miscellaneous office supplies, printing forms, and paper for computer reports | | |
| 5061 Postage | | | 14,000 |
| | Postage for mailing water bills, second notices, and correspondence | | |
| 5062 Subscription and Books | | | 250 |
| | Miscellaneous publications | | |
| 5064 Training, Conferences, and Meetings | | | 2,000 |
| | Seminars, training and travel expense for Finance Department | | |
| 5065 Membership and Dues | | | 250 |
| | Credit Bureau of Santa Cruz, California Association Public Purchasing Officers, National Notary Association | | |
| 5068 Collection Costs & Audit Reports | | | 1,000 |
| | Credit reports for new water customers, stop payment fees, bank analysis charges, lien release fees, and collection costs | | |

| | |
|---|---|
| 5069 Bad Debts<br>Write off of bankruptcy accounts and<br>Uncollectable accounts over 5 years old | 1,500 |
| **TOTAL MATERIALS & SERVICES** | **49,500** |

## DEPARTMENT: FINANCE - 02

| CAPITAL OUTLAY | | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|---|
| OFFICE FURNITURE & EQUIPMENT | | | | |
| 5888 1706 | Desks (2) | 1,100 | 3,000 | 0 |
| | File Cabinet | 1,000 | 1,000 | 0 |
| | Software Upgrades | | 6,000 | 5,500 |
| | Water Billing Equipment | | 0 | 15,000 |
| **Sub Total** | | 2,100 | 10,000 | 20,500 |
| **TOTAL CAPITAL OUTLAY** | | **2,100** | **10,000** | **20,500** |

## DEPARTMENT: FINANCE – 02

## CAPITAL OUTLAY

| | | | | |
|---|---|---|---|---|
| OFFICE FURNITURE & EQUIPMENT | | | | 20,500 |
| 5888 1706 | Software Upgrades | | 5,500 | |
| | Water Billing Equipment | | 15,000 | |
| | | SUBTOTAL | 20,500 | |

## TOTAL CAPITAL OUTLAY **20,500**

# BUDGET SUMMARY

06/27/02

## DEPARTMENT: ENGINEERING - 03

## FUND: WATER

| CLASSIFICATION | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| PERSONNEL | 83,620 | 128,530 | 99,095 |
| MATERIALS & SERVICES | 16,210 | 20,200 | 17,300 |
| DEBT SERVICE | 0 | 0 | 0 |
| CAPITAL OUTLAY | 41,780 | 178,300 | 23,100 |
| **TOTAL BUDGET** | **141,610** | **327,030** | **139,495** |

## DEPARTMENT: ENGINEERING - 03

| PERSONNEL | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| **SALARIES** | | | |
| 5001 Regular Salaries | 74,100 | 123,200 | 74,100 |
| 5002 Temporary Salaries | 7,500 | 0 | 18,000 |
| 5003 Overtime Wages | 0 | 0 | 0 |
| **Sub Total** | 81,600 | 123,200 | 92,100 |
| **BENEFITS** | | | |
| 5706 Medical Insurance | 6,200 | 11,530 | 7,250 |
| 5707 Dental Insurance | 990 | 2,290 | 990 |
| 5708 Vision Insurance | 170 | 450 | 170 |
| 5709 Life Insurance | 150 | 350 | 150 |
| 5710 Long Term Disability | 1,200 | 1,790 | 1,200 |
| 5711 PERS Retirement | 5,540 | 8,400 | 5,540 |
| 5712 FICA (Social Security) | 5,010 | 7,640 | 5,010 |
| 5713 Workers Compensation | 3,960 | 6,100 | 3,960 |
| 5714 Assistance Program | 50 | 90 | 50 |
| 5715 Other Payroll Charges | 0 | 0 | 0 |
| 5716 Medicare | 1,200 | 1,790 | 1,200 |
| 5717 Special Clothing | 350 | 900 | 475 |
| **Sub Total** | 24,820 | 41,330 | 25,995 |
| **ALLOCATIONS** | | | |
| 5719 Personnel Allocated to Projects | -22,800 | -36,000 | -19,000 |
| **TOTAL PERSONNEL** | **83,620** | **128,530** | **99,095** |

| POSITION TITLES | |
|---|---|
| District Engineer | 1 |
| **TOTAL POSITIONS** | **1** |

## DEPARTMENT: ENGINEERING - 03

## PERSONNEL ALLOCATED TO PROJECTS

| | | |
|---|---|---|
| **5719** | **Allocation to Projects**<br>**Engineering Department personnel and overhead charged to specific capital outlay projects** | 19,000 |
| 5890-9922 | Lyon Zone | 12,500 |
| 5890-9930 | Brookside Drive | 6,500 |
| **TOTAL ALLOCATED TO PROJECTS** | | **19,000** |

## DEPARTMENT: ENGINEERING - 03

| MATERIALS & SERVICES | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| 5020 Contract/Professional Services | 4,000 | 7,200 | 7,500 |
| 5038 Equipment Replacement Fund | 4,600 | 4,600 | 0 |
| 5044 Maint/Operations of Vehicles | 1,000 | 1,200 | 1,200 |
| 5048 Small Tools/Maint & Repairs | 100 | 500 | 500 |
| 5059 Communications | 460 | 400 | 500 |
| 5060 Office Supplies | 3,450 | 3,000 | 3,500 |
| 5062 Subscription/ Books | 1,500 | 800 | 1,500 |
| 5064 Training, Conferences&Meetings | 50 | 1,000 | 1,000 |
| 5065 Membership & Dues | 1,050 | 1,500 | 1,600 |
| **TOTAL MATERIALS & SERVICES** | **16,210** | **20,200** | **17,300** |

## DEPARTMENT: ENGINEERING - 03

## MATERIALS & SERVICES

| | | | |
|---|---|---|---|
| 5020 | Contract/Professional Services | | 7,500 |
| | Maintenance on equipment - telephone and plotter/printer | 500 | |
| | Miscellaneous outside consultant services | 5,000 | |
| | Autocad software maintenance | 2,000 | |
| | SUBTOTAL | 7,500 | |
| 5038 | Equipment Replacement Fund | | 0 |
| | Engineering Department pro-rata share of allocation to Equipment Replacement Reserve Fund | | |
| 5044 | Maintenance & Operation of Vehicles | | 1,200 |
| | Gasoline & repairs to the department vehicle | | |
| 5048 | Small tools/Maintenance and Repairs | | 500 |
| | Purchasing and maintenance of small surveying equipment | | |
| 5059 | Communications | | 500 |
| | Telephone service charges and cellular phone service | | |
| 5060 | Office Supplies | | 3,500 |
| | Blue print services, special engineering supplies, county maps, surveying supplies, paint for marking locates and APN update | | |
| 5062 | Subscriptions & Books | | 1,500 |
| | Compuserve, Geographic Information System, Updates of Assessors Parcel Numbers for microfische and computer-aided design, system books | | |
| 5064 | Training, Conference & Meetings | | 1,000 |
| | Seminars, travel expenses for conferences and training | | |

| | | | |
|---|---|---|---|
| 5065 Membership & Dues | | | 1,600 |
| | American Water Works Assn. | 125 | |
| | Automated Mapping/Facility Maint. | 85 | |
| | California Rural Water Assn. | 95 | |
| | National Notary Assn. | 25 | |
| | USA Locate | 1,145 | |
| | Water Environment Federation | 125 | |
| | SUBTOTAL | 1,600 | |
| **TOTAL MATERIALS & SERVICES** | | | **17,300** |

## DEPARTMENT: ENGINEERING - 03

| CAPITAL OUTLAY | | | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|---|---|
| OFFICE FURNITURE & EQUIPMENT | | | | | |
| 5888 | 1706 | Plotter Printer | 10,000 | 3,300 | 0 |
| | | Flat Files | 0 | 0 | 900 |
| | | Computer Monitor | 0 | 0 | 700 |
| **Sub Total** | | | 10000 | 3300 | 1600 |
| 1998 COP WATER SYSTEM IMPROVEMENT PROJECTS | | | | | |
| 5890 | 9920 | Bear Creek Bridge Replace | 200 | 3,000 | 0 |
| 5890 | 9921 | Spring Creek Bridge Proj | 6,750 | 3,000 | 0 |
| 5890 | 9922 | Lyon Zone Distribution | 200 | 95,000 | 15,000 |
| 5890 | 9923 | Quail Hollow Distribution | 13,500 | 50,000 | 0 |
| 5890 | 9930 | Brookside Drive | 0 | 0 | 6,500 |
| **Sub Total** | | | 20,450 | 148,000 | 21,500 |
| FEMA #1203 EL NINO STORM PROJECTS | | | | | |
| 5894 | 9801F | #24 North Street | 0 | 3,000 | 0 |
| 5894 | 9804F | #26 Brackny/Sunnycrft | 0 | 6,000 | 0 |
| 5894 | 9810F | #32 Riverdale Blvd. | 0 | 12,000 | 0 |
| 5894 | 9812F | #33 Crescent Drive | 11,330 | 6,000 | 0 |
| 5894 | 9825F | #38 Hwy 9/Highland | 0 | 3,000 | 0 |
| | | | | | 0 |
| **Sub Total** | | | 11,330 | 27,000 | 0 |
| **TOTAL CAPITAL OUTLAY** | | | **41,780** | **178,300** | **23,100** |

## DEPARTMENT: ENGINEERING - 03

## CAPITAL OUTLAY

| | | | |
|---|---|---|---|
| OFFICE FURNITURE & EQUIPMENT | | | 1,600 |
| 5888 1706 | Flat Files | 900 | |
| | Computer Monitor | 700 | |
| | SUBTOTAL | 1,600 | |
| 1998 CERTIFICATES OF PARTICIPATION WATER SYSTEM IMPROVEMENT PROJECTS | | | |
| 5890 9922 | Lyon Zone Water Distribution System Project<br>Force Account-technical and design services for project to replace existing water distribution system along Highway 236 from Lyon water storage tank to Highway 9, along Highway 9 to Bear Creek Road and Lomond Street, Boulder Creek; construction activities scheduled for summer FY 2003/2004 | | 15,000 |
| 5890 9930 | Brookside Drive<br>Force Account-technical and design services for project to replace existing water distribution system along Brookside Drive, from Highway 9 to Glen Arbor, Ben Lomond. | | 6,500 |
| TOTAL; 1998 COP PROJECTS | | | 21,500 |
| **TOTAL CAPITAL OUTLAY** | | | **23,100** |

# BUDGET SUMMARY

06/27/02

## DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

## FUND: WATER

| CLASSIFICATION | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| PERSONNEL | 659,920 | 660,320 | 725,230 |
| MATERIALS & SERVICES | 227,325 | 183,800 | 214,200 |
| DEBT SERVICE | 441,080 | 454,160 | 447,160 |
| CAPITAL OUTLAY | 1,960,670 | 2,000,300 | 1,005,700 |
| **TOTAL BUDGET** | **3,288,995** | **3,298,580** | **2,392,290** |

## DEPARTMENT: OPERATIONS/DISTRIBUTION 04

| PERSONNEL | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| **SALARIES** | | | |
| 5X01 Regular Salaries | 512,300 | 512,300 | 512,300 |
| 5X02 Temporary Salaries | 53,000 | 20,700 | 49,500 |
| 5X03 Overtime Wages | 15,000 | 15,000 | 15,000 |
| 5704 Standby Wages | 12,500 | 12,500 | 12,500 |
| **Sub Total** | 592,800 | 560,500 | 589,300 |
| **BENEFITS** | | | |
| 5706 Medical Insurance | 55,240 | 48,350 | 58,000 |
| 5707 Dental Insurance | 11,750 | 10,540 | 11,750 |
| 5708 Vision Insurance | 2,170 | 2,080 | 2,170 |
| 5709 Life Insurance | 1,530 | 1,600 | 1,530 |
| 5710 Long Term Disability | 7,940 | 7,440 | 7,940 |
| 5711 PERS Retirement | 37,500 | 36,550 | 37,500 |
| 5712 FICA (Social Security) | 36,930 | 33,950 | 36,930 |
| 5713 Workers Compensation | 32,450 | 25,500 | 32,450 |
| 5714 Assistance Program | 420 | 420 | 420 |
| 5715 Other Payroll Charges | 0 | 0 | 0 |
| 5716 Medicare | 8,740 | 7,980 | 8,740 |
| 5717 Special Clothing | 8,850 | 6,000 | 7,000 |
| 5718 Vaccinations | 0 | 450 | 0 |
| 5723 Certifications | 1,400 | 760 | 1,500 |
| **Sub Total** | 204,920 | 181,620 | 205,930 |
| **ALLOCATIONS** | | | |
| 5719 Personnel Allocated to Projects | -137,800 | -81,800 | -70,000 |
| **TOTAL PERSONNEL** | 659,920 | 660,320 | 725,230 |

| POSITION TITLES | |
|---|---|
| Director of Operations | 0.60 |
| Field Services Supervisor | 1.00 |
| Electrician | 0.60 |
| Customer Service Field Coordinator | 1.00 |
| Senior Field Services Worker | 1.00 |
| Field Services Worker II | 2.00 |
| Network Specialist | 0.60 |
| Field Services Worker I | 1.00 |
| Construction Specialist | 1.00 |
| **TOTAL POSITIONS** | **8.80** |

## DEPARTMENT: OPERATIONS DISTRIBUTION - 04

## PERSONNEL ALLOCATED TO PROJECTS

| | | |
|---|---|---|
| **5719** | **Allocation to Projects**<br>**Operations Distribution Department personnel and overhead charged to specific capital outlay projects** | 70,000 |
| 5890-0103 | Blackstone | 10,000 |
| 5890-0201 | Kings Creek Road | 12,000 |
| 5890-0202 | Reagan Tank | 4,700 |
| 5890-9903 | Bear Creek Road | 8,000 |
| 5890-9924 | Irwin Booster | 5,500 |
| 5890-9926 | Quail 5 Booster | 12,300 |
| 5890-9931 | Quail Hollow Distribution | 15,000 |
| 5894-9826F | Alta Via Road | 2,500 |
| **TOTAL ALLOCATED TO PROJECTS** | | **70,000** |

## DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

| MATERIALS & SERVICES | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| 5X20 Contract/Professional Services | 12,960 | 10,000 | 12,000 |
| 5038 Equipment Replacement Fund | 0 | 0 | 0 |
| 5X40 Utilities | 86,500 | 65,800 | 80,000 |
| 5X43 Operating Supplies | 40,600 | 30,000 | 35,000 |
| 5044 Maint & Operations of Vehicles | 32,500 | 25,000 | 30,000 |
| 5X47 Rental/Leases/Permits | 2,400 | 2,000 | 2,500 |
| 5048 Small Tools-Maint & Repairs | 8,800 | 7,000 | 9,000 |
| 5X50 Facilities Maintenance | 6,500 | 12,500 | 12,500 |
| 5052 Safety Equipment | 3,480 | 3,000 | 3,000 |
| 5X59 Communications&Telemetering | 33,160 | 32,000 | 32,000 |
| 5060 Office Supplies | 3,600 | 3,500 | 3,500 |
| 5062 Subscription/Books | 30 | 400 | 400 |
| 5064 Training, Conferences&Meetings | 2,670 | 4,000 | 6,000 |
| 5065 Membership & Dues | 25 | 400 | 400 |
| 5078 Other Household Supplies | 900 | 1,200 | 1,200 |
| **Sub Total** | **234,125** | **196,800** | **227,500** |
| **ALLOCATIONS** | | | |
| 5779 District Equipment Allocated to Projects | -6,800 | -13,000 | -13,300 |
| **TOTAL MATERIALS & SERVICES** | **227,325** | **183,800** | **214,200** |

## DEPARTMENT: OPERATIONS DISTRIBUTION - 04

## MATERIALS & SERVICES

| | | | |
|---|---|---|---|
| 5020 Contract/Professional Services | | | 12,000 |
| | Maintenance on equipment; telephone, copier and printers | 900 | |
| | DOT testing program | 300 | |
| | Cathodic protection system inspection service | 1,300 | |
| | Miscellaneous outside services | 9,500 | |
| | SUBTOTAL | 12,000 | |
| 5038 Equipment Replacement Fund | | | 0 |
| | Operations Distribution Department pro-rata of all allocation to Equipment Replacement Reserve Fund | | |
| 5040 Utilities | | | 80,000 |
| | Electrical service to booster pumps, tanks and distribution system | | |
| 5043 Operating Supplies | | | 35,000 |
| | Supplies for maintenance of mains, booster pumps, regulators, tanks, and customer service | | |
| 5044 Maintenance of Operating Vehicles | | | 30,000 |
| | Gasoline, oil and maintenance of 9 vehicles, backhoe, 2 dump trucks and Kubota tractor | | |
| 5047 Rentals, Leases and Permits | | | 2,500 |
| | Encroachment permits, underground storage tank permit, Monterey Bay Unified Air Quality permit, rentals of various operating equipment such as scaffolding, forklift, etc | | |
| 5048 Small Tools – Maintenance & Repairs | | | 9,000 |
| | Purchase & maintenance of small tools, chain saws, air compressors, portable generators, trash pumps and fusion machines | | |

| | |
|---|---|
| 5050 Facilities Maintenance<br>Maintenance of District facilities, operations building, booster stations, storage tanks, Quail Hollow storage yard and spoil removal | 12,500 |
| 5052 Safety Equipment<br>Purchase and maintenance of shoring equipment, fire extinguishers, barricades, first aid kits and flares | 3,000 |
| 5059 Communications & Telemetering<br>Telemetering charges, beepers, alarm service, answering services and cellular phone service | 32,000 |
| 5060 Office Supplies<br>Miscellaneous office supplies, computer paper, copier paper, computer repair, parts, printing of forms and notices | 3,500 |
| 5062 Subscriptions and Books<br>American Water Works Assn. books, renewal of title 8 publications | 400 |
| 5064 Training, Conferences & Meetings<br>Seminars, training and travel expense for Distribution Department | 6,000 |
| 5065 Membership and Dues<br>American Water Works Association | 400 |
| 5078 Other Household Supplies<br>Miscellaneous paper products, cleaning supplies, coffee | 1,200 |
| 5779 District Equipment Allocated to Projects | -13,300 |
| **TOTAL MATERIALS & SERVICES** | **214,200** |

## DEPARTMENT: OPERATIONS DISTRIBUTION - 04

## DISTRICT EQUIPMENT ALLOCATED TO PROJECTS

| | | | |
|---|---|---|---|
| 5779 | Allocation to Projects<br>District equipment and overhead charged to specific capital outlay projects | | 13,300 |
| | Blackstone | 500 | |
| | Kings Creek Road | 5,000 | |
| | Reagan Tank | 1250 | |
| | Bear Creek Road | 1500 | |
| | Irwin Booster | 1350 | |
| | Quail 5 Booster | 3,200 | |
| | Quail Hollow Distribution | 0 | |
| | Alta Via Road | 500 | |
| | SUBTOTAL | 13,300 | |

## TOTAL ALLOCATED TO PROJECTS **13,300**

## DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

| DEBT SERVICE | | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|---|
| 5886 1988 St. Resource Loan | | | | |
| 2704 | Principal | 68,490 | 68,490 | 71,210 |
| 2705 | Interest | 4,170 | 4,750 | 2,430 |
| 5886 1997 CSDA Lease | | | | |
| 2714 | Principal | 15,000 | 15,000 | 15,000 |
| 2715 | Interest | 11,600 | 12,250 | 11,500 |
| 5886 1998 Certificate of Participation Issue | | | | |
| 2820 | Principal | 95,000 | 95,000 | 100,000 |
| 2821 | Interest | 145,960 | 143,300 | 138,920 |
| 5886 1999 NBC Bonds | | | | |
| 2830 | Principal | 60,000 | 60,000 | 55,000 |
| 2831 | Interest | 40,860 | 55,370 | 53,100 |
| **TOTAL DEBT SERVICE** | | **441,080** | **454,160** | **447,160** |

## DEPARTMENT: OPERATIONS DISTRIBUTION – 04

## DEBT SERVICE

| | | |
|---|---|---|
| 04-58862704/05 | 1988 State Resource Loan<br>Principal & Interest for cash flow loan due to Valleywide Sewer Project financial problems | 73,640 |
| 04-58892714/15 | 1997 CSDA<br>Principal & Interest for loan to purchase Operations Building | 26,500 |
| 04-58862820/21 | 1998 Certificates of Participation<br>Principal & Interest for misc. water system improvement funded by property tax pledge | 238,920 |
| 04-58862830/31 | 1999 North Boulder Creek Refunding Bonds<br>Principal & Interest for construction of North Boulder Creek water distribution system improvements by funds collected by Santa Cruz County through property tax assessments; transfer to Bond Redemption Fund of revenue in excess of annual debt service ($80,855) | 108,100 |
| **TOTAL DEBT SERVICES** | | **447,160** |

## DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

| CAPITAL OUTLAY | | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|---|
| MACHINERY & EQUIPMENT | | | | |
| 5888 1702 | Steel Plates | 2,450 | 2,500 | 2,500 |
| | Tapping Machine | 2,480 | 2,500 | 0 |
| | Portable Pump | 0 | 1,000 | 0 |
| | Asphalt Cutter | 1,500 | 1,700 | 0 |
| | Small Generators | 4,600 | 5,000 | 0 |
| | Meg-Ohm Meter | 510 | 600 | 0 |
| | Leak Detector | 0 | 0 | 2,000 |
| | Air Compressor | 0 | 0 | 600 |
| | Table Saw | 0 | 0 | 800 |
| **Sub Total** | | 11,540 | 13,300 | 5,900 |
| OFFICE FURNITURE & EQUIPMENT | | | | |
| 5888 1706 | Scada Upgrade | 13,740 | 8,500 | 0 |
| | Software Upgrades | 1,090 | 1,000 | 2,500 |
| | Monitor Replacements | 0 | 0 | 1,400 |
| | Office Furniture | 6,930 | 4,000 | 1,500 |
| | Maintenance Program | 0 | 7,500 | 7,500 |
| | Computer Replacements | 0 | 0 | 5,300 |
| **Sub Total** | | 21,760 | 21,000 | 18,200 |
| TRANSPORTATION EQUIPMENT | | | | |
| 5888 1711 | Truck #170 Replacement | 26,500 | 27,000 | 0 |
| | Truck #311 Replacement | 22,500 | 23,000 | 0 |
| | Truck #239 Replacement | 0 | 0 | 25,000 |
| | Truck #311 Replacement | 0 | 0 | 27,000 |
| **Sub Total** | | 49,000 | 50,000 | 52,000 |
| WATER METERS & REGISTERS | | | | |
| 5888 1736 | New Service Installations | 7,800 | 10,000 | 10,000 |

## DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

| CAPITAL OUTLAY-Continued | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| CAPITAL PROJECTS | | | |
| 5890 9901 Replacement Pumps & Motors | 1,300 | 5,000 | 5,000 |
| 9902 Telemetering Controls | 4,900 | 5,000 | 5,000 |
| 9903 Bear Creek Rd Water Main | 12,500 | 40,000 | 20,000 |
| 0002 Meter Replacement Program | 125,000 | 130,000 | 120,000 |
| 0102 Ralston Booster Pump Station | 25,000 | 25,000 | 0 |
| 0103 Blackstone Booster Pump Stati | 0 | 25,000 | 25,000 |
| 0104 OPS Building Paint | 6,650 | 4,000 | 0 |
| 0201 Kings Creek Road Project | 0 | 0 | 51,000 |
| 0202 Reagan Tank Project | 0 | 0 | 10,600 |
| 0203 Highway 9 Project | 0 | 0 | 40,000 |
| **Sub Total** | 175,350 | 234,000 | 276,600 |
| 1998 COP WATER SYSTEM IMPROVEMENT PROJECTS | | | |
| 5890 9920 Bear Creek Bridges Projects | 73,280 | 66,000 | 0 |
| 9921 Spring Creek Road Project | 173,620 | 166,000 | 0 |
| 9924 Irwin Booster Pump Station | 1,900 | 40,000 | 75,500 |
| 9926 Quail 5 Booster Station | 155,950 | 120,000 | 130,000 |
| 9927 Highway 9 Mainline Project | 330,370 | 275,000 | 0 |
| 9928 Quail 4 Well Project | 2,500 | 50,000 | 0 |
| 9931 Quail Hollow Distribution Projec | 0 | 0 | 365,000 |
| 9930 Brookside Drive | 0 | 0 | 65,000 |
| **Sub Total** | 737,620 | 717,000 | 635,500 |
| FEMA #1203 - EL NINO STORM PROJECTS | | | |
| 5894 9801F #24 North St. Water Mainline | 188,190 | 168,000 | 0 |
| 9804F #26 Brackney/Sunnycroft | 210,880 | 275,000 | 0 |
| 9810F #32 Riverdale Blvd | 113,430 | 160,000 | 0 |
| 9812F #33 Crescent Drive | 356,160 | 275,000 | 0 |
| 9825F #38 Hwy 9/Highlands | 88,940 | 77,000 | 0 |
| 9826F Alta Via Road | 0 | 0 | 7,500 |
| **Sub Total** | 957,600 | 955,000 | 7,500 |
| **TOTAL CAPITAL OUTLAY** | **1,960,670** | **2,000,300** | **1,005,700** |

## DEPARTMENT: OPERATIONS DISTRIBUTION – 04

## CAPITAL OUTLAY

| | | | | |
|---|---|---|---|---|
| MACHINERY & EQUIPMENT | | | | 5,900 |
| 5888 1702 | Steel Plates | | 2,500 | |
| | Leak Detector | | 2,000 | |
| | Air Compressor | | 600 | |
| | Table Saw | | 800 | |
| | | SUBTOTAL | 5,900 | |
| OFFICE FURNITURE AND EQUIPMENT | | | | 18,200 |
| 5888 1706 | Software Upgrade | | 2,500 | |
| | Monitor Replacements | | 1,400 | |
| | Office Furniture | | 1,500 | |
| | Computer Replacements | | 7,500 | |
| | Maintenance Program | | 5,300 | |
| | | SUBTOTAL | 18,200 | |
| TRANSPORTATION EQUIPMENT | | | | 52,000 |
| 5888 1711 | Truck #239 Replacement | | 25,000 | |
| | Truck #311 Replacement | | 27,000 | |
| | | SUBTOTAL | 52,000 | |
| WATER METERS & REGISTERS | | | | |
| 5888 1736 | New Service Installations | | | 10,000 |
| OTHER CAPITAL PROJECTS | | | | |
| 5890 9901 | Replacement Pumps & Motors<br>Miscellaneous replacement of existing distribution system pumps and motors, as needed | | | 5,000 |
| 5890 9902 | Telemetering Controls<br>Miscellaneous replacement or repair of existing SCADA control system components, as needed | | | 5,000 |
| 5890 9903 | Bear Creek Road Water Main Abandonment Project<br>Abandonment of approximately 4,500 lineal feet of existing 2-inch and 4-inch water main along Bear Creek Road; | | | 20,000 |

| | | |
|---|---|---|
| | Operations Distribution Department force account construction activities and required parts, supplies and materials to install branch mainline laterals and water services to existing 8-inch water main prior to abandonment of undersized facilities | |
| 5890 0002 | South System Meter Replacement<br>Meter change out program for South System. Replacement of approximately 550 meters with touch and radio read meters and appurtenances | 120,000 |
| 5890 0102 | Ralston Booster Pump Station Project<br>Operations Distribution Department force account activities and required parts, supplies and materials for complete replacement of existing Ralston Booster Pump Station, Boulder Creek | 0 |
| 5890 0103 | Blackstone Booster Pump Station Project<br>Operations Distribution Department force account activities and required parts, supplies and materials for complete replacement of existing Blakstone Booster Pump Station, Boulder Creek | 25,000 |
| 5890 0201 | Kings Creek Road Project<br>Operations Distribution Department force account activities and required parts, supplies and materials to replace approximately 1,000 LF of existing 2-inch water mainline with 8-inch water mainline and apprutenances. | 51,000 |
| 5890 0202 | Reagan Tank Project<br>Operations Distribution Department force account activities and required parts, supplies and materials to replace existing oversized redwood water storage tank to eliminate a potential water quality problem. | 10,600 |
| 5890 0203 | Highway 9 Project<br>Installation by contract service to relocate approximately 200 LF of existing 8-inch water mainline along Highway 9 at Milepost 10.8 to accommodate CalTrans roadway construction project. | 40,000 |
| | SUBTOTAL; OTHER CAPITAL PROJECTS | 276,600 |

1998 CERTIFICATES OF PARTICIPATION WATER SYSTEM IMPROVEMENT PROJECTS

| | | |
|---|---|---|
| 5890 9924 | Irwin Booster Pump Station<br>Operations Distribution Department force account activities and required parts, supplies, and materials for repairs and renovation of existing Irwin Booster Pump | 75,500 |
| 5890 9926 | Quail 5 Booster Station<br>Operations Distribution Department force account activities and required related parts, materials and supplies to construct new Quail 5 Booster Pump Station and approximately 2,000 lineal feet of force main. | 130,000 |
| 5890 9931 | Quail Hollow Distribution Project<br>Installation by contract service of approxiamtely 4,000 LF of new 12-inch water distribution mainline along Quail Hollow Road from Cumora Lane to Glen Arbor, Ben Lomond. | 365000 |
| 5890 9930 | Brookside Drive Project<br>Installation by contract service of approxiamtely 750 LF of new 8-inch water distribution mainline along Brookside Drive from Highway 9 to Glen Arbor Road, Ben Lomond. | 65000 |
| | SUBTOTAL; 1998 COP PROJECTS | 635,500 |
| FEMA #1205 – EL NINO STORM PROJECTS | | |
| 5894 9826F | Alta Via Road<br>Installation by contract service of approxiamtely 150 LF of new 6-inch water distribution mainline along Alta Via Road. | 7,500 |
| | SUBTOTAL; FEMA #1205 EL NINO STORM PROJECTS | 7,500 |
| **TOTAL ALL CAPITAL OUTLAY** | | **1,005,700** |

# BUDGET SUMMARY

06/27/02

## DEPARTMENT: WATERSHED - 05

## FUND: WATER

| CLASSIFICATION | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| PERSONNEL | 107,520 | 111,250 | 108,580 |
| MATERIALS & SERVICES | 19,850 | 19,360 | 20,750 |
| DEBT SERVICE | 0 | 0 | 0 |
| CAPITAL OUTLAY | 27,900 | 110,000 | 114,000 |
| **TOTAL BUDGET** | **155,270** | **240,610** | **243,330** |

## DEPARTMENT: WATERSHED - 05

| PERSONNEL | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| **SALARIES** | | | |
| 5001 Regular Salaries | 79,700 | 85,300 | 79,700 |
| **Sub Total** | 79,700 | 85,300 | 79,700 |
| **BENEFITS** | | | |
| 5706 Medical Insurance | 9,680 | 7,250 | 10,500 |
| 5707 Dental Insurance | 980 | 910 | 980 |
| 5708 Vision Insurance | 180 | 170 | 180 |
| 5709 Life Insurance | 150 | 160 | 150 |
| 5710 Long Term Disability | 1,170 | 1,110 | 1,170 |
| 5711 PERS Retirement | 5,010 | 5,210 | 5,100 |
| 5712 FICA (Social Security) | 4,860 | 5,290 | 4,860 |
| 5713 Workers Compensation | 4,350 | 4,200 | 4,350 |
| 5714 Assistance Program | 50 | 50 | 50 |
| 5715 Other Payroll Charges | 0 | 0 | 0 |
| 5716 Medicare | 1,140 | 1,240 | 1,140 |
| 5717 Special Clothing | 250 | 360 | 400 |
| **Sub Total** | 27,820 | 25,950 | 28,880 |
| **ALLOCATIONS** | | | |
| 5719 District Personnel Allocated to Projects | 0 | 0 | 0 |
| **TOTAL PERSONNEL** | **107,520** | **111,250** | **108,580** |

| POSITION TITLES | |
|---|---|
| Watershed/Planner | 1 |
| **TOTAL POSITIONS** | **1** |

## DEPARTMENT: WATERSHED - 05

| MATERIALS & SERVICES | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| 5020 Contract/Professional Services | 10,750 | 9,000 | 10,000 |
| 5034 Road Maintenance | 2,800 | 3,000 | 3,000 |
| 5043 Operating Supplies | 400 | 1,000 | 1,000 |
| 5045 Auto Allowance | 4,200 | 4,200 | 4,200 |
| 5059 Communications | 1,150 | 750 | 1,100 |
| 5062 Subscription/Books | 450 | 750 | 750 |
| 5064 Training, Conference/Seminars | 0 | 600 | 600 |
| 5065 Membership & Dues | 100 | 60 | 100 |
| 5077 Santa Margarita Committee | 0 | 0 | 0 |
| TOTAL MATERIALS & SERVICES | 19,850 | 19,360 | 20,750 |

## DEPARTMENT: WATERSHED - 05

## MATERIALS & SERVICES

| | | | |
|---|---|---|---|
| 5020 Contract/Professional Services | | | 10,000 |
| | Miscellaneous consultant hydrogeology services | 7,500 | |
| | Habitat services | 2,500 | |
| | SUBTOTAL | 10,000 | |
| 5034 Road Maintenance | | | 3,000 |
| | Miscellaneous maintenance activities of District maintained watershed roadways | | |
| 5043 Operating Supplies | | | 1,000 |
| | Supplies, copies of special reports, office supplies, maps, shovels | | |
| 5045 Auto Allowance | | | 4,200 |
| | Watershed Analyst, $350 month | | |
| 5059 Communications | | | 1,100 |
| | Cellular phone charges | | |
| 5062 Subscriptions and Books | | | 750 |
| | California Journal, Environmental, Wildland Hydrology | | |
| 5064 Training, Conferences & Seminars | | | 600 |
| | Training and seminars, travel expense for Watershed Department | | |
| 5065 Membership and Dues | | | 100 |
| | Watershed Management Council Membership | | |

**TOTAL MATERIALS & SERVICES** **20,750**

## DEPARTMENT: WATERSHED - 05

| CAPITAL OUTLAY | | | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|---|---|
| CAPITAL PROJECTS | | | | | |
| 5890 | 9514 | Quail Groundwater Model | 12,900 | 10,000 | 10,000 |
| | 9612 | Steelhead Survey | 15,000 | 15,000 | 25,000 |
| | 0003 | Habitat Projects | 0 | 15,000 | 15,000 |
| | 0004 | Quail Well EIR | 0 | 70,000 | 40,000 |
| | 0204 | Olympia Plant Removal | 0 | 0 | 24,000 |
| TOTAL CAPITAL OUTLAY | | | 27,900 | 110,000 | 114,000 |

## DEPARTMENT – WATERSHED - 05

## CAPITAL OUTLAY

OTHER CAPITAL PROJECTS

| | | |
|---|---|---|
| 5890 9514 | Groundwater Model<br>Consultant services for groundwater model of the Quail Hollow Subunit, Santa Margarita Aquifer | 10,000 |
| 5890 9612 | Steelhead Survey<br>District support of joint project with County of Santa Cruz and City of Santa Cruz Water Department for expanded fisheries study of San Lorenzo River basin | 25,000 |
| 5890 0003 | Habitat Projects<br>District support for fisheries habitat project on King's Creek and Olympia conservation easement | 15,000 |
| 5890 0004 | Program EIR<br>Environmental Impact Report for proposed capital improvement project to install a new groundwater well in the Quail Hollow subunit. | 40,000 |
| 5890 0204 | Olympia Plant Removal<br>U.S. Fish and Wildlife joint project to remove incasive plants from Olympia property. | 24,000 |

**TOTAL ALL CAPITAL OUTLAY** **114,000**

# BUDGET SUMMARY

06/27/02

## DEPARTMENT: WASTEWATER - 06

## FUND: SEWER

| CLASSIFICATION | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| PERSONNEL | 5,445 | 9,515 | 9,680 |
| MATERIALS & SERVICES | 20,730 | 24,170 | 23,850 |
| DEBT SERVICE | 0 | 0 | 0 |
| CAPITAL OUTLAY | 0 | 30,000 | 15,000 |
| **TOTAL BUDGET** | **26,175** | **63,685** | **48,530** |

## DEPARTMENT: WASTEWATER - 06

| PERSONNEL | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| **SALARIES** | | | |
| 5001 Regular Salaries | 3,500 | 6,500 | 6,500 |
| 5003 Overtime Wages | 400 | 750 | 750 |
| 5004 Standby Wages | 400 | 400 | 400 |
| **Sub Total** | 4,300 | 7,650 | 7,650 |
| **BENEFITS** | | | |
| 5706 Medical Insurance | 350 | 590 | 750 |
| 5707 Dental Insurance | 70 | 115 | 115 |
| 5711 PERS Retirement | 240 | 400 | 400 |
| 5712 FICA (Social Security) | 225 | 375 | 375 |
| 5713 Workers Compensation | 150 | 230 | 230 |
| 5716 Medicare | 60 | 95 | 100 |
| 5717 Special Clothing | 50 | 60 | 60 |
| **Sub Total** | 1,145 | 1,865 | 2,030 |
| **ALLOCATIONS** | | | |
| 5719 District Personnel Allocated to Projects | 0 | 0 | 0 |
| **TOTAL PERSONNEL** | **5,445** | **9,515** | **9,680** |

| POSITION TITLES | |
|---|---|
| Allocated District Staff | 0.10 |
| **TOTAL POSITIONS** | **0.10** |

## DEPARTMENT: WASTEWATER - 06

| MATERIALS & SERVICES | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| 5020 Contract/Professional Services | 950 | 3,000 | 3,000 |
| 5023 Outside Water Analysis | 4,330 | 4,500 | 4,500 |
| 5036 Administration Overhead | 4,500 | 4,500 | 4,500 |
| 5038 Equipment Replacement Fund | 880 | 880 | 0 |
| 5040 Utilities | 4,800 | 4,500 | 5,000 |
| 5043 Operating Supplies | 1,450 | 2,000 | 2,000 |
| 5044 Maint & Operations of Vehicles | 400 | 700 | 700 |
| 5047 Rentals/Leases/Permits | 1,280 | 1,250 | 1,300 |
| 5050 Facilities Maintenance | 250 | 750 | 750 |
| 5059 Communications | 1,590 | 1,650 | 1,650 |
| 5060 Office Supplies | 130 | 250 | 250 |
| 5061 Postage | 170 | 190 | 200 |
| **TOTAL MATERIALS & SERVICES** | **20,730** | **24,170** | **23,850** |

## DEPARTMENT: WASTE WATER - 06

## MATERIALS & SERVICES

| | | |
|---|---|---|
| 5020 | Contract/Professional Services<br>Sewer system pumping and outside pipeline cleaning services, as needed | 3,000 |
| 5023 | Outside Water Analysis<br>Sampling of PH & Solids on effluent tanks, fecal MPN, enteroccocus & nitrogen. Reduced monitoring required pursuant to Regional Water Quality Board proposed amended permit | 4,500 |
| 5036 | Administration Department Overhead<br>Wastewater Department Pro-rated percentage of Administration Department Overhead | 4,500 |
| 5038 | Equipment Replacement Fund<br>Wastewater Department Pro-rated percentage of allocation to Equipment Replacement Fund | 0 |
| 5040 | Utilities<br>Power to operate the sewer system. | 5,000 |
| 5043 | Operating Supplies<br>Supplies for waste water system, effluent pumps, and lift station repairs | 2,000 |
| 5044 | Maintenance & Operations of Vehicles<br>Pro-rated portion of vehicle maintenance | 700 |
| 5047 | Permits<br>State of California for wastewater discharge | 1,300 |
| 5050 | Building Maintenance<br>Maintenance of sewer facility | 750 |
| 5059 | Communications<br>Telephones & telemetering for SCADA System | 1,650 |

| | | |
|---|---|---|
| 5060 Office Supplies | | 250 |
| | Percentage of Finance office supplies based on number of sewer connections | |
| 5061 Postage | | 200 |
| | Percentage of Finance postage based on number of sewer connections | |
| **TOTAL MATERIALS & SERVICES** | | **23,850** |

## DEPARTMENT: WASTEWATER - 06

| DEBT SERVICE | | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|---|
| 5886 1985 Bear Creek Bond Payment | | | | |
| 2710 | Principal | 0 | 0 | 0 |
| 2711 | Interest | 0 | 0 | 0 |
| TOTAL DEBT SERVICE | | 0 | 0 | 0 |

## DEPARTMENT: WASTEWATER - 06

| CAPITAL OUTLAY | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| **OTHER CAPITAL PROJECTS** | | | |
| 5890 0113 Treatment Plant Upgrades | 0 | 30,000 | 15,000 |
| **TOTAL CAPITAL OUTLAY** | **0** | **30,000** | **15,000** |

## DEPARTMENT: WASTEWATER - 06

## CAPITAL OUTLAY

OTHER CAPITAL PROECTS

| | | |
|---|---|---|
| 5890 0113 | Treatment Plant Upgrade<br>Design and construction request for wastewater treatment plant improvements. | 15,000 |

**TOTAL CAPITAL OUTLAY** **15,000**

# BUDGET SUMMARY

06/27/02

## DEPARTMENT: OPERATIONS/SUPPLY & TREATMENT - 08

## FUND: WATER

| CLASSIFICATION | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| PERSONNEL | 176,550 | 160,420 | 162,460 |
| MATERIALS & SERVICES | 345,910 | 298,420 | 336,000 |
| DEBT SERVICE | 293,050 | 299,010 | 299,030 |
| CAPITAL OUTLAY | 61,540 | 86,500 | 164,500 |
| **TOTAL BUDGET** | **877,050** | **844,350** | **961,990** |

## DEPARTMENT: OPERATIONS/SUPPLY & TREATMENT - 08

| PERSONNEL | 2001-2002 ESTIMATED EXPENSE | 2001-2002 ADOPTED BUDGET | 2002-2003 ADOPTED BUDGET |
|---|---|---|---|
| **SALARIES** | | | |
| 5X01 Regular Salaries | 121,570 | 116,860 | 121,570 |
| 5X02 Temporary Salaries | 0 | 0 | 0 |
| 5X03 Overtime Wages | 9,000 | 6,760 | 8,000 |
| 5804 Standby | 3,500 | 4,800 | 4,800 |
| **Sub Total** | 134,070 | 128,420 | 134,370 |
| **BENEFITS** | | | |
| 5706 Medical Insurance | 12,000 | 10,450 | 14,000 |
| 5707 Dental Insurance | 2,450 | 2,300 | 2,450 |
| 5708 Vision Insurance | 290 | 430 | 290 |
| 5709 Life Insurance | 290 | 320 | 290 |
| 5710 Long Term Disability | 1,800 | 1,750 | 1,800 |
| 5711 PERS Retirement | 7,840 | 7,500 | 7,840 |
| 5712 FICA (Social Security) | 7,950 | 7,400 | 7,950 |
| 5713 Workers Compensation | 6,880 | 5,530 | 6,880 |
| 5714 Assistance Program | 90 | 90 | 90 |
| 5715 Other Payroll Charges | 0 | 0 | 0 |
| 5716 Medicare | 1,130 | 1,730 | 1,700 |
| 5717 Special Clothing | 1,500 | 1,200 | 1,500 |
| 5723 Certifications | 260 | 300 | 500 |
| **Sub Total** | 42,480 | 39,000 | 45,290 |
| **ALLOCATIONS** | | | |
| 5819 Personnel Allocated to Projects | 0 | -7,000 | -17,200 |
| **TOTAL PERSONNEL** | **176,550** | **160,420** | **162,460** |

| POSITION TITLES | |
|---|---|
| Director of Operations | 0.40 |
| Electrician | 0.40 |
| Network Specialist | 0.40 |
| Senior Plant Operator | 1.00 |
| Systems Plant Operator | 1.00 |
| **TOTAL POSITIONS** | **3.20** |

## DEPARTMENT: OPERATIONS SUPPLY AND TREATMENT - 08

## PERSONNEL ALLOCATED TO PROJECTS

| | | |
|---|---|---|
| **5719** | **Allocation to Projects**<br>**Engineering Department personnel and overhead charged to specific capital outlay projects** | 17,200 |
| 5890-0008 | Olympia Booster | 1,100 |
| 5890-0205 | Water Sample Sites | 10,000 |
| 5890-9928 | Quail Well 4 | 6,100 |
| **TOTAL ALLOCATED TO PROJECTS** | | **17,200** |