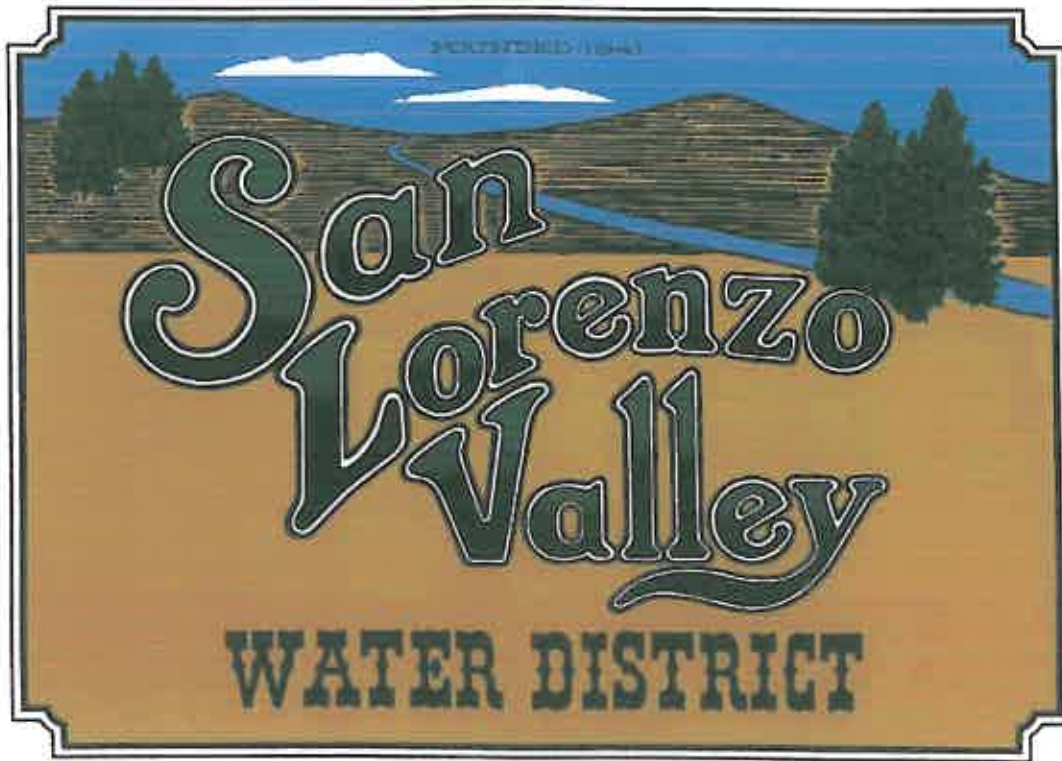


SAN LORENZO VALLEY WATER DISTRICT

2008/2009 ANNUAL BUDGET



BOARD OF DIRECTORS

President	Terry Vierra
Vice-President.....	Fred McPherson
Board Member	Jim Nelson
Board Member	Larry Prather
Board Member	James Rapoza

DISTRICT MANAGEMENT STAFF

District Manager	James Mueller
District Secretary/Administrative Assistant.....	Brandon Barchi
Director of Operations	Rick Rogers
Finance Manager	Karen Alvarez
District Counsel.....	Marc Hynes

Resolution No. 4 (08/09)
October 2, 2008

2008/2009 ANNUAL BUDGET

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SUMMARY OF REVENUE BY FUNDS
2008-2009

	2007-2008 ESTIMATED REVENUE	2007-2008 ADOPTED BUDGET	2008-2009 DRAFT BUDGET
<u>WATER FUND REVENUE</u>			
NON-RESTRICTED REVENUE			
4101 Water Charges for Service	3,190,000	3,300,000	3,700,000
4209 Property Taxes	505,200	475,000	500,000
4308 Acct Establish Charges & Penalties	37,600	35,000	35,000
4314 Sale of Meters	52,300	70,000	60,000
4319 Mobile Service Lease Fees	13,400	9,500	13,000
4320 Miscellaneous	9,100	30,000	30,000
4817 Interest - Water Fund	6,900	5,000	5,000
<u>SUB TOTAL NON-RESTRICTED REVENUE</u>	<u>3,814,500</u>	<u>3,924,500</u>	<u>4,343,000</u>
RESTRICTED SPECIAL REVENUE			
4309 Assm't Bond - N.B.C.	125,300	120,000	120,000
4409 NBC Admin. Fee	3,300	3,300	3,300
4818 Interest - Emergency Reserve Fund	7,300	32,000	32,000
4819 Interest - 1998 COP Issue	16,800	15,000	15,000
4429 Sale of Surplus Property	0	30,000	30,000
4821 Interest - Waterman Gap Fund	426,200	475,000	400,000
4437 Transfer in from COP Funds	29,600	350,500	40,000
4448 Community Facilities District No. 1 - Felton	477,600	250,000	0
4510 Manana Woods Agreement	1,280,700	1,200,000	0
4441 Transfer in from Equipment Reserve Fund	0	0	35,000
4449 Reimbursement for Manana Woods O & M	0	300,000	450,000
<u>SUB TOTAL RESTRICTED SPECIAL REVENUE</u>	<u>2,366,800</u>	<u>2,775,800</u>	<u>1,125,300</u>
<u>SUB TOTAL ALL WATER FUND REVENUE</u>	<u>6,181,300</u>	<u>6,700,300</u>	<u>5,468,300</u>
<u>WASTEWATER FUND REVENUE</u>			
4102 Sewer Charges for Service	38,700	46,200	80,000
<u>SUB TOTAL WASTEWATER FUND REVENUE</u>	<u>38,700</u>	<u>46,200</u>	<u>80,000</u>
<u>GRAND TOTAL REVENUE ALL FUNDS</u>	<u>6,220,000</u>	<u>6,746,500</u>	<u>5,548,300</u>

SUMMARY OF EXPENDITURES BY FUND

2008-2009

<u>ESTIMATED 2007-2008</u>	<u>WATER FUND</u>	<u>WASTE WATER</u>	<u>GRAND TOTAL</u>
PERSONNEL	2,264,140	27,170	2,291,310
MATERIALS & SERVICES	2,027,540	46,830	2,074,370
DEBT SERVICE	872,650	0	872,650
CAPITAL OUTLAY	493,690	0	493,690
 <u>GRAND TOTAL</u>	 <u>5,658,020</u>	 <u>74,000</u>	 <u>5,732,020</u>
 <u>TOTAL REVENUE</u>	 <u>6,181,300</u>	 <u>38,700</u>	 <u>6,220,000</u>
 <u>NET INCOME (SHORTFALL)</u>	 <u>523,280</u>	 <u>-35,300</u>	 <u>487,980</u>

ADOPTED 2007-2008

PERSONNEL	2,194,500	15,600	2,210,100
MATERIALS & SERVICES	1,397,350	34,950	1,432,300
DEBT SERVICE	963,000	0	963,000
CAPITAL OUTLAY	1,057,800	0	1,057,800
 <u>GRAND TOTAL</u>	 <u>5,612,650</u>	 <u>50,550</u>	 <u>5,663,200</u>
 <u>TOTAL REVENUE</u>	 <u>6,700,300</u>	 <u>46,200</u>	 <u>6,746,500</u>
 <u>NET INCOME (SHORTFALL)</u>	 <u>814,150</u>	 <u>-4,350</u>	 <u>1,083,300</u>

DRAFT 2008-2009

PERSONNEL	2,370,850	24,350	2,395,200
MATERIALS & SERVICES	1,273,050	44,650	1,317,700
DEBT SERVICE	1,055,700	0	1,055,700
CAPITAL OUTLAY	876,300	0	876,300
 <u>GRAND TOTAL</u>	 <u>5,575,900</u>	 <u>69,000</u>	 <u>5,644,900</u>
 <u>TOTAL REVENUE</u>	 <u>5,468,300</u>	 <u>80,000</u>	 <u>5,548,300</u>
 <u>NET INCOME (SHORTFALL)</u>	 <u>-107,600</u>	 <u>11,000</u>	 <u>-96,600</u>

BUDGET SUMMARY

DEPARTMENT: ADMINISTRATION - 01

FUND: WATER

<u>CLASSIFICATION</u>	<u>2007-2008 ESTIMATED EXPENSE</u>	<u>2007-2008 ADOPTED BUDGET</u>	<u>2008-2009 DRAFT BUDGET</u>
<u>PERSONNEL</u>	282,950	271,600	333,200
<u>MATERIALS & SERVICES</u>	988,850	490,650	259,800
<u>DEBT SERVICE</u>	139,960	140,000	140,000
<u>CAPITAL OUTLAY</u>	46,120	185,000	160,000
<u>TOTAL BUDGET</u>	<u>1,457,880</u>	<u>1,087,250</u>	<u>893,000</u>

DEPARTMENT: ADMINISTRATION - 01

<u>PERSONNEL</u>	2007-2008 ESTIMATED EXPENSE	2007-2008 ADOPTED BUDGET	2008-2009 DRAFT BUDGET
<u>SALARIES</u>			
5001 Regular Salaries	181,890	175,700	220,000
5005 Directors Fees	14,560	12,500	14,000
Sub Total	<u>196,450</u>	<u>188,200</u>	<u>234,000</u>
<u>BENEFITS</u>			
5706 Medical Insurance	20,880	22,200	26,800
5707 Dental Insurance	2,680	2,600	3,500
5708 Vision Insurance	290	400	400
5709 Life Insurance	360	400	500
5710 Long Term Disability	2,560	2,600	3,300
5711 PERS Retirement	32,540	24,300	30,500
5712 FICA (Social Security)	8,970	10,000	13,600
5713 Workers Compensation	3,620	6,000	4,500
5714 Assistance Program	80	100	100
5715 Other Payroll Charges	1,370	1,300	1,400
5716 Medicare	2,560	2,500	3,200
5722 Retired Medical	10,590	11,000	11,400
Sub Total	<u>86,500</u>	<u>83,400</u>	<u>99,200</u>
<u>TOTAL PERSONNEL</u>	<u>282,950</u>	<u>271,600</u>	<u>333,200</u>

POSITION TITLES

Board of Directors	5
District Manager	1
District Secretary	1
Administrative/Environmental Analyst	<u>0.5</u>

TOTAL POSITIONS **7.5**

DEPARTMENT: ADMINISTRATION - 01

<u>MATERIALS & SERVICES</u>	<u>2007-2008 ESTIMATED EXPENSE</u>	<u>2007-2008 ADOPTED BUDGET</u>	<u>2008-2009 DRAFT BUDGET</u>
5020 Contract/Professional Services	30,640	12,500	20,000
5030 Legal Services	43,770	39,600	42,000
5032 Legal Services/Felton	747,280	250,000	25,000
5033 Legal Services/Felton PUC	17,630	15,000	0
5040 Utilities - District Office	7,200	5,500	7,500
5045 Auto Allowance	4,200	4,200	4,200
5046 Personnel Recruitment Expense	0	2,000	1,000
5047 Rental/Leases/Permits	60	1,500	1,500
5050 Facilities Maintenance	8,740	7,500	8,500
5059 Telephone/Communications	6,970	6,200	7,000
5060 Office Supplies	5,740	7,500	7,500
5061 Postage	6,470	6,000	6,500
5062 Subscriptions/Books	740	750	800
5063 Advertising	70	2,500	1,500
5064 Training, Conferences & Meetings	3,420	5,500	5,000
5065 Membership & Dues	5,630	5,300	6,100
5066 Insurance - Property (SDRMA)	51,820	65,000	60,000
5072 Legal Settlements	1,120	1,500	1,500
5075 Water Conservation Program	37,570	30,000	30,000
5078 Household Supplies	1,020	600	1,000
5083 Education Program	3,820	17,500	17,500
5085 LAFCO Fees	4,940	4,500	5,700
<u>TOTAL MATERIALS & SERVICES</u>	<u>988,850</u>	<u>490,650</u>	<u>259,800</u>

DEPARTMENT: ADMINISTRATION - 01

MATERIALS & SERVICES

5020 Contract/Professional Services		20,000
Maintenance on equipment; telephone, copier, printers, mail machine and scale	4,000	
Web Site/Internet Access	6,000	
Doucment Imaging	5,000	
Miscellaneous Outside Services	<u>5,000</u>	
Subtotal	20,000	
5030 Legal Fees		
District Legal Counsel; \$3,300 month		42,000
5032 Legal Services/Felton		25,000
Outside legal services relative to potential acquisition Felton Water System		
5040 Utilities		
Administration building utility services		7,500
5045 Auto Allowance		4,200
District Manager; \$350 month		
5046 Personnel Recruitment		1,000
Classified ads, physical examinations, and photo identification cards		
5047 Rentals/Leases/Permits		1,500
Postage meter lease		

5050 Facilities Maintenance		8,500
Refuse service	2,200	
Janitorial maintenance service	3,000	
Pest control	300	
Miscellaneous other repairs	<u>3,000</u>	
Subtotal	8,500	
5059 Telephone/Communications		7,000
Telephone service, cellular phone service and long distance calls		
5060 Office Supplies		7,500
Office supplies - paper, pencils, copy paper, binders, envelopes, printing forms, and annual newsletter cost		
5061 Postage		6,500
Postage for all departments (except Finance), special Federal Express, and annual newsletter		
5062 Subscription and Books		800
Annual subscriptions to Valley Press/Banner, Western Cities, Legislature Bulletin, California Employer's Guides, and other miscellaneous materials		
5063 Advertising		1,500
Advertising of all legal notices		
5064 Training, Conference, and Meetings		5,000
Seminars, training and travel expense for District Manager, Secretary and Board Members		
5065 Membership and Dues		6,100
American Public Works Association	150	
American Water Works Association	1,700	
Boulder Creek Business Association	75	
Costco	100	
California Public Employees Labor Relations Association	300	
California Special District Assn.	3,300	
Water Environment Federation	200	
Monterey Bay Water Works Assn	200	
National Notary Association	<u>75</u>	
Subtotal	6,100	

5066 Insurance	
Insurance coverage through Special District Risk Management Authority for comprehensive, general liability, property loss and automobile liability	60,000
5072 Legal Settlements	1,500
Claims against the District	
5075 Water Conservation Program	30,000
Low Flow Toilet and High Efficiency Clothes Washer Rebate Program and other activities to promote water conservation	
5078 Household Supplies	1,000
Paper products, cleaning supplies, and other household supplies	
5080 Education Program	17,500
District sponsored Education Program activities	
5085 LAFCO Fees	5,700
Districts protata share of Special District Local Agency Formation Commission Fees	

TOTAL MATERIALS & SERVICES	<u>259,800</u>
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DEPARTMENT: ADMINISTRATION - 01

<u>DEBT SERVICE</u>		2007-2008 ESTIMATED EXPENSE	2007-2008 ADOPTED BUDGET	2008-2009 DRAFTED BUDGET
5886 2005 Administration Complex				
2706	Principal	76,100	76,100	79,700
2707	Interest	63,860	63,900	60,300
<u>TOTAL DEBT SERVICE</u>		<u>139,960</u>	<u>140,000</u>	<u>140,000</u>

DEPARTMENT: ADMINISTRATION – 01

DEBT SERVICE

5886 2706/07	2005 Administration Complex Principal & interest for loan to purchase Operations Building (Principal \$79,700; Interest \$60,300)	140,000
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TOTAL DEBT SERVICES	<u>140,000</u>
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DEPARTMENT: ADMINISTRATION - 01

<u>CAPITAL OUTLAY</u>	<u>2007-2008 ESTIMATED EXPENSE</u>	<u>2007-2008 ADOPTED BUDGET</u>	<u>2008-2009 DRAFT BUDGET</u>
OFFICE FURNITURE & EQUIPMENT			
5888 1706 Copier	0	10,000	10,000
Sub Total	<u>0</u>	<u>10,000</u>	<u>10,000</u>
OTHER CAPITAL PROJECTS			
5890 0510 Administration Remodel Project	46,120	175,000	150,000
Sub Total	<u>46,120</u>	<u>175,000</u>	<u>150,000</u>
<u>TOTAL CAPITAL OUTLAY</u>	<u>46,120</u>	<u>185,000</u>	<u>160,000</u>

DEPARTMENT: ADMINISTRATION – 01

CAPITAL OUTLAY

<u>OFFICE FURNITURE AND EQUIPMENT</u>	10,000
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5888 1706	Copier Replacement and upgrade of main administration department copier.
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Subtotal; Other Capital Projects	<u>10,000</u>
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OTHER CAPITAL PROJECTS

5890 0510	Administration Complex Remodel Project Consultant Services to provide technical and design activities for Administration complex remodel project	150,000
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Subtotal; Other Capital Projects	<u>150,000</u>
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TOTAL CAPITAL OUTLAY	<u>160,000</u>
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BUDGET SUMMARY

DEPARTMENT: FINANCE - 02

FUND: WATER

<u>CLASSIFICATION</u>	2007-2008 ESTIMATED EXPENSE	2007-2008 ADOPTED BUDGET	2008-2009 DRAFT BUDGET
PERSONNEL	338,170	335,200	349,500
MATERIALS & SERVICES	53,730	59,200	59,700
DEBT SERVICE	0	0	0
CAPITAL OUTLAY	0	0	30,000
<u>TOTAL BUDGET</u>	<u>391,900</u>	<u>394,400</u>	<u>439,200</u>

DEPARTMENT: FINANCE - 02

<u>PERSONNEL</u>	2007-2008 ESTIMATED EXPENSE	2007-2008 ADOPTED BUDGET	2008-2009 DRAFT BUDGET
<u>SALARIES</u>			
5001 Regular Salaries	244,420	235,500	251,200
5003 Overtime Wages	0	500	500
Sub Total	<u>244,420</u>	<u>236,000</u>	<u>251,700</u>
<u>BENEFITS</u>			
5706 Medical Insurance	26,420	29,000	28,000
5707 Dental Insurance	4,580	4,400	4,900
5708 Vision Insurance	580	600	600
5709 Life Insurance	720	700	700
5710 Long Term Disability	4,700	4,700	4,800
5711 PERS Retirement	33,520	33,000	34,400
5712 FICA (Social Security)	14,710	15,000	15,600
5713 Workers Compensation	4,910	8,100	5,000
5714 Assistance Program	170	200	200
5716 Medicare	3,440	3,500	3,600
Sub Total	<u>93,750</u>	<u>99,200</u>	<u>97,800</u>
<u>TOTAL PERSONNEL</u>	<u>338,170</u>	<u>335,200</u>	<u>349,500</u>

POSITION TITLES

Finance Manager	1
Sr. Customer Service/Accounts Specialist	1
Customer Service/Accounts Specialist	<u>2</u>
TOTAL POSITIONS	4

DEPARTMENT: FINANCE - 02

<u>MATERIALS & SERVICES</u>	2007-2008 ESTIMATED EXPENSE	2007-2008 ADOPTED BUDGET	2008-2009 DRAFT BUDGET
5020 Contract/Professional Services	16,750	17,000	17,000
5031 Audit Services	9,740	12,000	12,000
5060 Office Supplies	11,850	10,000	12,000
5061 Postage	13,400	15,000	15,000
5064 Training, Conferences & Meetings	420	1,500	1,500
5068 Collection Costs/Credit Reports	800	700	700
5069 Bad Debts	770	3,000	1,500
<u>TOTAL MATERIALS & SERVICES</u>	<u>53,730</u>	<u>59,200</u>	<u>59,700</u>

DEPARTMENT: FINANCE - 02

MATERIALS & SERVICES

5020 Contract/Professional Services		17,000
Maintenance on equipment; telephones, copier and printers	4,000	
Accounting package software maintenance contract	3,500	
Miscellaneous requested software changes	<u>9,500</u>	
Subtotal	17,000	
5031 Audit Services		12,000
Annual audit services, preparation of State Controller's report and financial reports		
5060 Office Supplies		12,000
Miscellaneous office supplies, printing forms, and paper for computer reports		
5061 Postage		15,000
Postage for mailing water bills, second notices, and correspondence		
5064 Training, Conferences, and Meetings		1,500
Seminars, training and travel expense for Finance Department		
5068 Collection Costs & Audit Reports		700
Credit reports for new water customers, stop payment fees, bank analysis charges, lien release fees, and collection costs		
5069 Bad Debts		1,500
Write off of bankruptcy accounts and Uncollectible accounts over 5 years old		

TOTAL MATERIALS & SERVICES

59,700

DEPARTMENT: FINANCE - 02

	2007-2008	2007-2008	2008-2009
	ESTIMATED	ADOPTED	DRAFT
<u>CAPITAL OUTLAY</u>	<u>EXPENSE</u>	<u>BUDGET</u>	<u>BUDGET</u>
OFFICE FURNITURE & EQUIPMENT			
5888 1706 Computer Replacement (HP)	0	0	30,000
Sub Total	<u>0</u>	<u>0</u>	<u>30,000</u>
<u>TOTAL CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>30,000</u>

DEPARTMENT: FINANCE – 02

CAPITAL OUTLAY

OFFICE FURNITURE AND EQUIPMENT

5890 1706	Computer Replacement (HP) Replacement and upgrade of main Finance Department computer	30,000
	Subtotal; Office and Equipment	<u>30,000</u>
TOTAL CAPITAL OUTLAY		<u>30,000</u>

BUDGET SUMMARY

DEPARTMENT: ENGINEERING - 03

FUND: WATER

<u>CLASSIFICATION</u>	<u>2007-2008 ESTIMATED EXPENSE</u>	<u>2007-2008 ADOPTED BUDGET</u>	<u>2008-2009 DRAFT BUDGET</u>
<u>PERSONNEL</u>	102,950	164,200	93,900
<u>MATERIALS & SERVICES</u>	32,440	19,400	14,950
<u>DEBT SERVICE</u>	0	0	0
<u>CAPITAL OUTLAY</u>	15,650	47,500	65,500
<u>TOTAL BUDGET</u>	<u>151,040</u>	<u>231,100</u>	<u>174,350</u>

DEPARTMENT: ENGINEERING - 03

<u>PERSONNEL</u>	2007-2008 ESTIMATED EXPENSE	2007-2008 ADOPTED BUDGET	2008-2009 DRAFT BUDGET
<u>SALARIES</u>			
5001 Regular Salaries	69,370	130,000	73,000
5003 Overtime Wages	0	0	500
Sub Total	<u>69,370</u>	<u>130,000</u>	<u>73,500</u>
<u>BENEFITS</u>			
5706 Medical Insurance	13,320	21,600	13,700
5707 Dental Insurance	1,940	2,600	2,100
5708 Vision Insurance	220	300	300
5709 Life Insurance	180	300	200
5710 Long Term Disability	1,270	2,400	1,300
5711 PERS Retirement	9,610	17,500	10,000
5712 FICA (Social Security)	4,110	8,200	4,500
5713 Workers Compensation	1,480	4,500	1,500
5714 Assistance Program	40	100	100
5716 Medicare	960	2,000	1,000
5717 Special Clothing	450	1,000	700
5723 Certifications	0	200	0
Sub Total	<u>33,580</u>	<u>60,700</u>	<u>35,400</u>
<u>ALLOCATIONS</u>			
5719 Personnel Allocated to Projects	<u>0</u>	<u>-26,500</u>	<u>-15,000</u>
<u>TOTAL PERSONNEL</u>	<u>102,950</u>	<u>164,200</u>	<u>93,900</u>

POSITION TITLES

GIS/Engineering Technician	<u>1</u>
TOTAL POSITIONS	1

DEPARTMENT: ENGINEERING - 03

PERSONNEL ALLOCATED TO PROJECTS

5719 Allocation to Projects

**Engineering Department personnel and
overhead charged to specific capital
outlay projects**

OTHER CAPITAL PROJECTS

5890 0601	North/South Intertie Project	<u>5,000</u>
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	Subtotal; Other Capital Projects	<u>5,000</u>
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1998 COP WATER SYSTEM IMPROVEMENT PROJECTS

5890 9922	Lyon Zone Distribution Project	5,000
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5890 0602	Nina Tank Replacement Project	<u>5,000</u>
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	Subtotal; COP Projects	<u>10,000</u>
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	TOTAL ALLOCATED TO PROJECTS	<u>15,000</u>
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DEPARTMENT: ENGINEERING - 03

<u>MATERIALS & SERVICES</u>	<u>2007-2008 ESTIMATED EXPENSE</u>	<u>2007-2008 ADOPTED BUDGET</u>	<u>2008-2009 DRAFT BUDGET</u>
5020 Contract/Professional Services	21,500	6,600	7,000
5038 Equipment Replacement Fund	3,610	2,500	0
5044 Maint/Operations of Vehicles	840	1,200	1,000
5048 Small Tools/Maint & Repairs	0	600	500
5059 Communications	910	700	900
5060 Office Supplies	1,700	2,500	2,500
5062 Subscription/ Books	3,050	2,500	750
5064 Training, Conferences & Meetings	30	1,500	1,500
5065 Membership & Dues	800	1,300	800
<u>TOTAL MATERIALS & SERVICES</u>	<u>32,440</u>	<u>19,400</u>	<u>14,950</u>

DEPARTMENT: ENGINEERING - 03

MATERIALS & SERVICES

5020 Contract/Professional Services		7,000
Maintenance on equipment -		
telephone and plotter/printer	1,000	
Autocad software maintenance	2,500	
Outside Services	<u>3,500</u>	
Subtotal	7,000	
5038 Equipment Replacement Fund		0
Engineering Department pro-rata share		
of allocation to Equipment Replacement		
Reserve Fund		
5044 Maintenance & Operation of Vehicles		1,000
Gasoline & repairs to the		
department vehicle		
5048 Small tools/Maintenance and Repairs		500
Purchasing and maintenance of small		
surveying equipment		
5059 Communications		900
Telephone service charges and		
cellular phone service		
5060 Office Supplies		2,500
Engineering and surveying supplies		
5062 Subscriptions & Books		750
AWWA Standards and miscellaneous books		
5064 Training, Conference & Meetings		1,500
Seminars, travel expenses for conferences		
and training		

5065 Membership & Dues		1,300
American Water Works Assn.	125	
Automated Mapping/Facility Maint.	100	
USA Locate	950	
Water Environment Federation	<u>125</u>	
Subtotal	1,300	

TOTAL MATERIALS & SERVICES	<u>15,450</u>
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DEPARTMENT: ENGINEERING - 03

	2007-2008 ESTIMATED EXPENSE	2007-2008 ADOPTED BUDGET	2008-2009 DRAFT BUDGET
<u>CAPITAL OUTLAY</u>			
OFFICE FURNITURE & EQUIPMENT			
5888 1706 Plotter/Printer	0	0	5,500
Sub Total	<u>0</u>	<u>0</u>	<u>5,500</u>
OTHER CAPITAL PROJECTS			
5890 0504 Urban Water Master Plan	0	5,000	5,000
5890 0505 Water Supply Master Plan	15,650	7,500	7,500
5890 0601 North/South Intertie Project	0	10,000	10,000
5890 0802 Source Water Supply Project	0	0	15,000
Sub Total	<u>15,650</u>	<u>22,500</u>	<u>37,500</u>
1998 COP WATER SYSTEM IMPROVEMENT PROJECTS			
5890 9922 Lyon Zone Distribution	0	10,000	7,500
5890 0602 Nina Tank Replacement	0	15,000	15,000
Sub Total	<u>0</u>	<u>25,000</u>	<u>22,500</u>
<u>TOTAL CAPITAL OUTLAY</u>	<u>15,650</u>	<u>47,500</u>	<u>65,500</u>

DEPARTMENT: ENGINEERING - 03

CAPITAL OUTLAY

OFFICE FURNITURE & EQUIPMENT

5888 1706	Plotter/Printer Replacement plotter for Engineering Department	5,500
	Subtotal; Furniture & Equipment	<u>5,500</u>

OTHER CAPITAL PROJECTS

5890 0503	Manana Woods Distribution Project Force account technical and design services for project to install approximately 1,000 LF of new 8-inch water mainline to connect Manana Woods to South System to connect Manana Woods to South System	3,000
5890 0504	Urban Water Master Plan Contract Technical service for project to update the District's Urban Water Master Plan	5,000
5890 0505	Water Supply Master Plan Contract Technical service for project to update the District's Water Supply Master Plan	7,500
5890 0601	North/South Intertie Project Contract and force account preliminary technical and design services for proposed project to install a new water transmission mainline between the District's Northern and Southern Distribution Systems	10,000
5890 0802	Source Water Supply Project Contract and force account technical services to review and evaluate existing and alternative water supply sources	15,000
	Subtotal; Other Capital Projects	<u>37,500</u>

1998 CERTIFICATES OF PARTICIPATION WATER
SYSTEM IMPROVEMENT PROJECTS

5890 9922	Lyon Zone Distribution Project Contract and 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, Boulder Creek	7,500
5890 0602	Nina Tank Replacement Project Contract and force account preliminary technical and design services for proposed project to replace the existing Nina Tanks	15,000
	Subtotal; 1998 COP Project	<u>22,500</u>
TOTAL CAPITAL OUTLAY		<u>65,500</u>

BUDGET SUMMARY

DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

FUND: WATER

<u>CLASSIFICATION</u>	<u>2007-2008 ESTIMATED EXPENSE</u>	<u>2007-2008 ADOPTED BUDGET</u>	<u>2008-2009 DRAFT BUDGET</u>
<u>PERSONNEL</u>	981,970	818,000	909,400
<u>MATERIALS & SERVICES</u>	387,080	290,200	345,700
<u>DEBT SERVICE</u>	291,150	351,400	346,100
<u>CAPITAL OUTLAY</u>	313,510	525,500	392,500
<u>TOTAL BUDGET</u>	<u>1,973,710</u>	<u>1,985,100</u>	<u>1,993,700</u>

DEPARTMENT: OPERATIONS/DISTRIBUTION 04

<u>PERSONNEL</u>	2007-2008 ESTIMATED <u>EXPENSE</u>	2007-2008 ADOPTED <u>BUDGET</u>	2008-2009 DRAFT <u>BUDGET</u>
<u>SALARIES</u>			
5001 Regular Salaries	605,430	578,500	617,900
5003 Overtime Wages	43,740	22,000	30,000
5704 Standby Wages	18,620	16,000	18,000
Sub Total	<u>667,790</u>	<u>616,500</u>	<u>665,900</u>
<u>BENEFITS</u>			
5706 Medical Insurance	124,630	90,000	112,000
5707 Dental Insurance	17,930	13,000	15,700
5708 Vision Insurance	2,070	3,500	1,900
5709 Life Insurance	2,160	1,700	1,900
5710 Long Term Disability	12,780	11,400	11,200
5711 PERS Retirement	92,810	79,000	85,500
5712 FICA (Social Security)	47,670	39,100	38,300
5713 Workers Compensation	29,960	25,000	30,000
5714 Assistance Program	500	500	500
5716 Medicare	11,370	13,000	9,000
5717 Special Clothing	9,110	7,000	6,900
5723 Certifications	160	800	600
Sub Total	<u>351,150</u>	<u>284,000</u>	<u>313,500</u>
<u>ALLOCATIONS</u>			
5719 Personnel Allocated to Projects	<u>-36,970</u>	<u>-82,500</u>	<u>-70,000</u>
<u>TOTAL PERSONNEL</u>	<u>981,970</u>	<u>818,000</u>	<u>909,400</u>

DEPARTMENT: OPERATIONS/DISTRIBUTION 04

PERSONNEL Continued

POSITION TITLES	
Director of Operations	0.60
Field Services Supervisor	1.00
Electrician/Instrumentation Technician	0.40
Customer Service/Field Coordinator	1.00
Senior Field Services Worker	2.00
Field Services Worker II	1.00
Network Specialist	0.60
Field Services Worker I	3.00
Field Services and System Coordinator	<u>0.60</u>
TOTAL POSITIONS	10.20

DEPARTMENT: OPERATIONS DISTRIBUTION - 04

PERSONNEL ALLOCATED TO PROJECTS

5719 Allocation to Projects

**Operations Distribution Department personnel
and overhead charged to specific capital outlay
projects**

OTHER CAPITAL PROJECTS

5890 0503	Manana Woods Project	<u>40,000</u>
	Subtotal; Other Capital Projects	40,000

1998 COP WATER SYSTEM IMPROVEMENT PROJECTS

5890 0502	Timberwood Distribution Project	<u>30,000</u>
	Subtotal; COP Projects	30,000

TOTAL ALLOCATED TO PROJECTS	<u>70,000</u>
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DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

	2007-2008 ESTIMATED EXPENSE	2007-2008 ADOPTED BUDGET	2008-2009 DRAFT BUDGET
<u>MATERIALS & SERVICES</u>			
5020 Contract/Professional Services	34,030	25,000	30,000
5038 Equipment Replacement Fund	19,500	13,500	0
5040 Utilities	78,110	68,000	85,000
5043 Operating Supplies	86,960	60,000	80,000
5044 Maint & Operations of Vehicles	76,300	50,000	65,000
5047 Rental/Leases/Permits	16,080	5,000	8,000
5048 Small Tools-Maint & Repairs	9,990	10,000	10,000
5050 Facilities Maintenance	16,630	7,500	10,000
5052 Safety Equipment	710	3,500	3,000
5059 Communications & Telemetry	42,070	38,000	45,000
5060 Office Supplies	3,060	3,000	3,000
5062 Subscription/Books	60	200	200
5064 Training, Conferences & Meetings	1,310	4,000	4,000
5078 Other Household Supplies	2,270	2,500	2,500
 <u>TOTAL MATERIALS & SERVICES</u>	 <u>387,080</u>	 <u>290,200</u>	 <u>345,700</u>

DEPARTMENT: OPERATIONS DISTRIBUTION - 04

MATERIALS & SERVICES

5020 Contract/Professional Services		30,000
Maintenance on equipment; telephone, copier and printers	2,000	
DOT testing program	500	
Cathodic protection system inspection service	2,500	
Miscellaneous outside services	<u>25,000</u>	
Subtotal	30,000	
5038 Equipment Replacement Fund		0
Operations Distribution Department pro-rata of all allocation to Equipment Replacement Reserve Fund		
5040 Utilities		85,000
Electrical service to booster pumps, tanks and distribution system		
5043 Operating Supplies		80,000
Supplies for maintenance of mains, booster pumps, regulators, tanks, and customer service		
5044 Maintenance of Operating Vehicles		65,000
Gasoline, oil and maintenance of 9 vehicles, backhoe, 2 dump trucks and Kubota tractor		
5047 Rentals, Leases and Permits		8,000
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		10,000
Purchase & maintenance of small tools, chain saws, air compressors, portable generators, trash pumps and fusion machines		

5050 Facilities Maintenance	10,000
Maintenance of District facilities, operations building, booster stations, storage tanks, Quail Hollow storage yard and spoil removal	
5052 Safety Equipment	3,000
Purchase and maintenance of shoring equipment, fire extinguishers, barricades, first aid kits and flares	
5059 Communications & Telemetry	45,000
Telemetry charges, beepers, alarm service, answering services and cellular phone service	
5060 Office Supplies	3,000
Miscellaneous office supplies, computer paper, copier paper, computer repair, parts, printing of forms and notices	
5062 Subscriptions and Books	200
American Water Works Assn. books, renewal of Title 8 publications	
5064 Training, Conferences & Meetings	4,000
Seminars, training and travel expense for Distribution Department	
5078 Other Household Supplies	2,500
Miscellaneous paper products, cleaning supplies, coffee	
TOTAL MATERIALS & SERVICES	<u>345,700</u>

DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

		2007-2008 ESTIMATED EXPENSE	2007-2008 ADOPTED BUDGET	2008-2009 DRAFT BUDGET
<u>DEBT SERVICE</u>				
5886 1997 CSDA Lease				
2714	Principal	20,000	20,000	20,000
2715	Interest	12,320	7,900	6,200
5886 1998 Certificate of Participation Issue				
2820	Principal	63,250	128,200	133,700
2821	Interest	82,170	81,900	76,400
5886 1999 NBC Bonds				
2830	Principal	75,000	75,000	75,000
2831	Interest	38,410	38,400	34,800
<u>TOTAL DEBT SERVICE</u>		<u>291,150</u>	<u>351,400</u>	<u>346,100</u>

DEPARTMENT: OPERATIONS DISTRIBUTION – 04

DEBT SERVICE

5886 2714/15	1997 CSDA Principal & interest for loan to purchase Operations Building (Principal \$20,000; Interest \$6,200)	26,200
5886 2820/21	1998 Certificates of Participation Principal & interest for misc. water system improvement (Principal \$133,700; Interest \$76,400)	210,100
5886 2830/31	1999 North Boulder Creek Refunding Bonds Principal & interest for construction of North Boulder Creek water distribution system improvements. Assessment District funds collected by Santa Cruz County through property tax assessments (Principal \$75,000; Interest \$34,800)	109,800
TOTAL DEBT SERVICES		<u>346,100</u>

DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

	2007-2008 ESTIMATED <u>EXPENSE</u>	2007-2008 ADOPTED <u>BUDGET</u>	2008-2009 DRAFT <u>BUDGET</u>
<u>CAPITAL OUTLAY</u>			
MACHINERY & EQUIPMENT			
5888 1702			
Generator	1,200	1,200	0
Pipe Locator	1,900	3,000	0
Pump	0	1,000	0
Boring Tool	5,240	5,000	0
Pipe Threader	0	800	0
Sub Total	<u>8,340</u>	<u>11,000</u>	<u>0</u>
OFFICE FURNITURE & EQUIPMENT			
5888 1706			
Software Upgrades	0	2,000	5,000
Computer Replacement	4,000	2,000	0
Sub Total	<u>4,000</u>	<u>4,000</u>	<u>5,000</u>
TRANSPORTATION EQUIPMENT			
5888 1711			
Truck #339 Replacement	23,430	28,000	0
Replacement Radios (3)	1,700	6,000	0
Lift Gate Truck #155	2,870	4,000	0
Truck #454 Replacement (Small Dump)	0	0	45,000
Truck #333 Replacement (Director of Ops)	0	0	35,000
Truck #239 Replacement (Meter Reader)	0	0	25,000
Sub Total	<u>28,000</u>	<u>38,000</u>	<u>105,000</u>
WATER METERS & REGISTERS			
5888 1736 New Service Installations			
	12,410	20,000	15,000
Sub Total	<u>12,410</u>	<u>20,000</u>	<u>15,000</u>

DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

			2007-2008	2007-2008	2008-2009
			ESTIMATED	ADOPTED	DRAFT
<u>CAPITAL OUTLAY-Continued</u>			<u>EXPENSE</u>	<u>BUDGET</u>	<u>BUDGET</u>
OTHER CAPITAL PROJECTS					
5890	9901	Replacement Pumps & Motors	0	5,000	5,000
	9902	Telemetry Controls	0	7,500	5,000
	0002	Meter Replacement Program	126,870	40,000	0
	0503	Manana Woods Booster Pump Station	76,160	200,000	100,000
	0603	Highway 9 Valves Project	6,650	15,000	0
	0604	SCADA Replacement Project	21,450	50,000	25,000
	0701	Lower Paso Fence	0	10,000	7,500
Sub Total			<u>231,130</u>	<u>327,500</u>	<u>142,500</u>
1998 COP WATER SYSTEM IMPROVEMENT PROJECTS					
5890	0502	Timberwood Distribution Project	17,660	75,000	75,000
	0602	Nina Tank Replacement	11,970	50,000	50,000
Sub Total			<u>29,630</u>	<u>125,000</u>	<u>125,000</u>
<u>TOTAL CAPITAL OUTLAY</u>			<u>313,510</u>	<u>525,500</u>	<u>392,500</u>

DEPARTMENT: OPERATIONS DISTRIBUTION – 04

CAPITAL OUTLAY

OFFICE FURNITURE & EQUIPMENT

5888 1706	Software Upgrade	<u>5,000</u>
	Subtotal; Office Furniture & Equipment	5,000

TRANSPORTATION EQUIPMENT

5888 1711	Truck #454 Replacement (Small Dump)	45,000
5888 1711	Truck #333 Replacement (Director of Ops)	35,000
5888 1711	Truck #239 Replacement (Meter Reader)	<u>25,000</u>
	Subtotal; Transportation Equipment	105,000

WATER METERS & REGISTERS

5888 1736	New Service Installations	<u>15,000</u>
	Subtotal; Water Meters & Registers	15,000

OTHER CAPITAL PROJECTS

5890 9901	Replacement Pumps & Motors	5,000
	Miscellaneous replacement of existing distribution system pumps and motors, as needed	
5890 9902	Telemetry Controls	5,000
	Miscellaneous replacement or repair of existing SCADA control system components, as needed	
5890 0503	Manana Woods Booster Pump Station	100,000
	Contract services and force account activities to install new booster pump station and approximately 800 LF of new 6-inch water mainline. Project includes HCP and implementation of all associated required conservation strategies	

5890-0604	SCADA Replacement Project Force account and contract services for replacement of existing tone type SCADA controls with digital controls; Redwood Park, Firehouse Booster Station and Reader Tank Existing tone type controls obsolete, and not supported by manufacturer.	25,000
5890-0701	Lower Paso Tank Fence Contract service to install new security fencing at Lower Paso Tank.	7,500
	Subtotal; Other Capital Projects	<u>142,500</u>
<u>1998 CERTIFICATES OF PARTICIPATION WATER SYSTEM IMPROVEMENTS</u>		
5890 0502	Timberwood Distribution Project Operations Distribution Department force account activities and, required parts, supplies and materials to install new water storage tanks and approximately 750 LF of new 8-inch water mainline and associated appurtenances thereto, along Timberwood Road, Boulder Creek	75,000
5890-0602	Nina Tank Replacement Project Contract services and property acquisition for new water storage tank in the Nina Zone	50,000
	Subtotal; 1998 COP Projects	<u>125,000</u>
TOTAL CAPITAL OUTLAY		<u>392,500</u>

BUDGET SUMMARY

DEPARTMENT: WATERSHED - 05

FUND: WATER

<u>CLASSIFICATION</u>	<u>2007-2008 ESTIMATED EXPENSE</u>	<u>2007-2008 ADOPTED BUDGET</u>	<u>2008-2009 DRAFT BUDGET</u>
PERSONNEL	100,740	99,900	50,050
MATERIALS & SERVICES	15,380	25,600	38,600
DEBT SERVICE	164,440	164,400	164,500
CAPITAL OUTLAY	22,100	95,000	107,000
<u>TOTAL BUDGET</u>	<u>302,660</u>	<u>384,900</u>	<u>360,150</u>

DEPARTMENT: WATERSHED - 05

<u>PERSONNEL</u>	<u>2007-2008 ESTIMATED EXPENSE</u>	<u>2007-2008 ADOPTED BUDGET</u>	<u>2008-2009 DRAFT BUDGET</u>
<u>SALARIES</u>			
5001 Regular Salaries	71,080	68,700	36,900
Sub Total	<u>71,080</u>	<u>68,700</u>	<u>36,900</u>
<u>BENEFITS</u>			
5706 Medical Insurance	10,100	11,100	5,400
5707 Dental Insurance	1,230	1,300	700
5708 Vision Insurance	160	200	100
5709 Life Insurance	170	200	100
5710 Long Term Disability	1,410	1,400	700
5711 PERS Retirement	9,840	9,500	2,600
5712 FICA (Social Security)	4,280	4,500	2,300
5713 Workers Compensation	1,430	2,000	700
5714 Assistance Program	40	0	50
5716 Medicare	1,000	1,000	500
5717 Special Clothing	0	0	0
Sub Total	<u>29,660</u>	<u>31,200</u>	<u>13,150</u>
<u>ALLOCATIONS</u>			
5719 District Personnel Allocated to Projects	<u>0</u>	<u>0</u>	<u>0</u>
<u>TOTAL PERSONNEL</u>	<u>100,740</u>	<u>99,900</u>	<u>50,050</u>
POSITION TITLES			
Administrative/Environmental Analyst	<u>0.5</u>		
TOTAL POSITIONS	0.5		

DEPARTMENT: WATERSHED - 05

<u>MATERIALS & SERVICES</u>	<u>2007-2008 ESTIMATED EXPENSE</u>	<u>2007-2008 ADOPTED BUDGET</u>	<u>2008-2009 DRAFT BUDGET</u>
5020 Contract/Professional Services	12,330	20,000	30,000
5034 Road Maintenance	1,350	3,000	5,000
5043 Operating Supplies	1,140	500	1,000
5059 Communications	0	300	300
5062 Subscription/Books	0	500	500
5064 Training, Conference/Seminars	560	1,000	1,500
5065 Membership & Dues	0	300	300
 <u>TOTAL MATERIALS & SERVICES</u>	 <u>15,380</u>	 <u>25,600</u>	 <u>38,600</u>

DEPARTMENT: WATERSHED - 05

MATERIALS & SERVICES

5020 Contract/Professional Services		30,000
Security patrol service	7,500	
Miscellaneous consultant and hydrogeology services	7,500	
Watershed Management Plan consultant services	<u>15,000</u>	
Subtotal	30,000	
5034 Road Maintenance		5,000
Miscellaneous maintenance activities of District maintained watershed roadways		
5043 Operating Supplies		1,000
Supplies, copies of special reports, office supplies, maps, shovels		
5059 Communications		300
Telephone service charges		
5062 Subscriptions and Books		500
California Journal, Environmental, Wildland Hydrology		
5064 Training, Conferences & Seminars		1,500
Training and seminars, travel expense for Watershed Department		
5065 Membership and Dues		300
Watershed Management Council Membership		

TOTAL MATERIALS & SERVICES

38,600

DEPARTMENT: WATERSHED - 05

<u>DEBT SERVICE</u>		2007-2008 ESTIMATED <u>EXPENSE</u>	2007-2008 ADOPTED <u>BUDGET</u>	2008-2009 DRAFT <u>BUDGET</u>
5886 2006 Malosky Creek Watershed				
2834	Principal	84,240	84,200	88,300
2835	Interest	80,200	80,200	76,200
<u>TOTAL DEBT SERVICE</u>		<u>164,440</u>	<u>164,400</u>	<u>164,500</u>

DEPARTMENT: WATERSHED - 05

DEBT SERVICE

5886 2834/2835	2006 Malosky Creek Watershed Property Principal & interest for loan to purchase Malosky Creek Watershed Property (Principal \$88,300; Interest \$76,200)	164,500
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TOTAL DEBT SERVICES	<u>164,500</u>
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DEPARTMENT: WATERSHED - 05

<u>CAPITAL OUTLAY</u>	2007-2008 ESTIMATED EXPENSE	2007-2008 ADOPTED BUDGET	2008-2009 DRAFT BUDGET
<u>OTHER CAPITAL PROJECTS</u>			
5890 0004 Quail Well EIR	0	40,000	40,000
0305 Juvenile Steelhead Survey	15,000	15,000	17,000
0509 North/South Intertie EIR	0	40,000	40,000
0608 Turbidity Monitoring Project	7,100	0	0
0801 Watershed Gates	0	0	10,000
<u>TOTAL CAPITAL OUTLAY</u>	<u>22,100</u>	<u>95,000</u>	<u>107,000</u>

DEPARTMENT – WATERSHED - 05

CAPITAL OUTLAY

OTHER CAPITAL PROJECTS

5890 0004	Quail Well EIR Environmental Impact Report for proposed capital improvement project to install a new groundwater well in the Quail Hollow subunit	40,000
5890 0305	Juvenile Steelhead Survey Contract services to provide survey activities of juvenile steelhead population San Lorenzo River	17,000
5890 0509	North/South Intertie Environmental Impact Report for proposed capital improvement project to install a new water transmission mainline between the District's Northern and Southern Distribution Systems	40,000
5890 0801	Watershed Gates Force account and contract services for installation and replacement of roadway gates Felton watershed	10,000

TOTAL CAPITAL OUTLAY	<u>107,000</u>
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BUDGET SUMMARY

DEPARTMENT: WASTEWATER - 06

FUND: SEWER

<u>CLASSIFICATION</u>	<u>2007-2008 ESTIMATED EXPENSE</u>	<u>2007-2008 ADOPTED BUDGET</u>	<u>2008-2008 DRAFT BUDGET</u>
<u>PERSONNEL</u>	27,170	15,600	24,350
<u>MATERIALS & SERVICES</u>	46,830	34,950	44,650
<u>DEBT SERVICE</u>	0	0	0
<u>CAPITAL OUTLAY</u>	0	0	0
<u>TOTAL BUDGET</u>	<u>74,000</u>	<u>50,550</u>	<u>69,000</u>

DEPARTMENT: WASTEWATER - 06

<u>PERSONNEL</u>	2007-2008 <u>ESTIMATED EXPENSE</u>	2007-2008 <u>ADOPTED BUDGET</u>	2008-2009 <u>ADOPTED BUDGET</u>
<u>SALARIES</u>			
5001 Regular Salaries	16,640	11,000	15,000
5003 Overtime Wages	1,500	500	1,000
5004 Standby Wages	0	500	500
Sub Total	<u>18,140</u>	<u>12,000</u>	<u>16,500</u>
<u>BENEFITS</u>			
5706 Medical Insurance	3,040	1,200	2,500
5707 Dental Insurance	440	200	400
5711 PERS Retirement	2,330	700	2,000
5712 FICA (Social Security)	1,600	700	1,500
5713 Workers Compensation	1,130	500	1,000
5716 Medicare	380	200	350
5717 Special Clothing	110	100	100
Sub Total	<u>9,030</u>	<u>3,600</u>	<u>7,850</u>
<u>ALLOCATIONS</u>			
5719 District Personnel Allocated to Projects	<u>0</u>	<u>0</u>	<u>0</u>
<u>TOTAL PERSONNEL</u>	<u>27,170</u>	<u>15,600</u>	<u>24,350</u>
POSITION TITLES			
Allocated District Staff	<u>0.30</u>		
TOTAL POSITIONS	0.30		

DEPARTMENT: WASTEWATER - 06

<u>MATERIALS & SERVICES</u>	<u>2007-2008 ESTIMATED EXPENSE</u>	<u>2007-2008 ADOPTED BUDGET</u>	<u>2008-2009 ADOPTED BUDGET</u>
5020 Contract/Professional Services	13,780	8,000	13,000
5023 Outside Water Analysis	13,880	9,000	12,500
5036 Administration Overhead	3,800	3,800	4,000
5038 Equipment Replacement Fund	590	400	0
5040 Utilities	5,100	4,500	5,000
5043 Operating Supplies	1,360	1,500	1,500
5044 Maint & Operations of Vehicles	860	500	750
5047 Rentals/Leases/Permits	4,360	4,000	4,500
5050 Facilities Maintenance	0	500	500
5059 Communications	2,760	2,500	2,500
5060 Office Supplies	160	100	200
5061 Postage	180	150	200
<u>TOTAL MATERIALS & SERVICES</u>	<u>46,830</u>	<u>34,950</u>	<u>44,650</u>

DEPARTMENT: WASTEWATER - 06

MATERIALS & SERVICES

5020 Contract/Professional Services		13,000
Sewer system pumping and outside pipeline cleaning services, as needed	\$3,000	
Septic Tank Sludge Pumping	\$5,000	
Miscellaneous Engineering Services	<u>\$5,000</u>	
Subtotal	\$13,000	
5023 Outside Water Analysis		12,500
Sampling of PH & Solids on effluent tanks, fecal MPN, enterococcus & nitrogen. Reduced monitoring required pursuant to Regional Water Quality Board proposed amended permit		
5036 Administration Department Overhead		4,000
Wastewater Department pro-rated percentage of Administration Department Overhead		
5038 Equipment Replacement Fund		0
Wastewater Department pro-rated percentage of allocation to Equipment Replacement Fund		
5040 Utilities		5,000
Power to operate the sewer system.		
5043 Operating Supplies		1,500
Supplies for waste water system, effluent pumps, and lift station repairs		
5044 Maintenance & Operations of Vehicles		750
Pro-rated portion of vehicle maintenance		
5047 Permits		4,500
State of California NPDES Permit	3,500	
County of S C Hazardous Waste Permit	<u>1,000</u>	
Subtotal	4,500	

5050 Facilities Maintenance	500
Maintenance of sewer facility	
5059 Communications	2,500
Telephones & telemetering for SCADA System	
5060 Office Supplies	200
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	<u>44,650</u>

BUDGET SUMMARY

DEPARTMENT: OPERATIONS/SUPPLY & TREATMENT - 08

FUND: WATER

<u>CLASSIFICATION</u>	2007-2008 <u>ESTIMATED EXPENSE</u>	2007-2008 <u>ADOPTED BUDGET</u>	2008-2009 <u>DRAFT BUDGET</u>
PERSONNEL	457,360	505,600	634,800
MATERIALS & SERVICES	550,060	512,300	554,300
DEBT SERVICE	277,100	307,200	405,100
CAPITAL OUTLAY	96,310	204,800	121,300
<u>TOTAL BUDGET</u>	<u>1,380,830</u>	<u>1,529,900</u>	<u>1,715,500</u>

DEPARTMENT: OPERATIONS/SUPPLY & TREATMENT - 08

<u>PERSONNEL</u>	2007-2008 ESTIMATED EXPENSE	2007-2008 ADOPTED BUDGET	2008-2009 DRAFT BUDGET
<u>SALARIES</u>			
5001 Regular Salaries	349,180	335,000	429,200
5003 Overtime Wages	15,590	13,000	15,000
5804 Standby	6,520	9,000	6,800
Sub Total	<u>371,290</u>	<u>357,000</u>	<u>451,000</u>
<u>BENEFITS</u>			
5706 Medical Insurance	23,300	48,300	59,400
5707 Dental Insurance	2,150	6,500	7,900
5708 Vision Insurance	260	1,600	900
5709 Life Insurance	360	800	1,100
5710 Long Term Disability	4,020	6,600	7,700
5711 PERS Retirement	27,690	43,000	59,400
5712 FICA (Social Security)	13,800	21,500	26,600
5713 Workers Compensation	8,650	12,000	10,000
5714 Assistance Program	80	200	200
5716 Medicare	3,210	4,000	6,200
5717 Special Clothing	2,330	3,700	3,900
5723 Certifications	220	400	500
Sub Total	<u>86,070</u>	<u>148,600</u>	<u>183,800</u>
<u>TOTAL PERSONNEL</u>	<u>457,360</u>	<u>505,600</u>	<u>634,800</u>

POSITION TITLES

Director of Operations	0.40
Electrician	0.60
Network Specialist	0.40
Water Treatment & System Supervisor	1.00
Water Treatment & System Operator	3.00
Field Services and System Coordinator	<u>0.40</u>
TOTAL POSITIONS	5.80

DEPARTMENT: OPERATIONS/SUPPLY & TREATMENT - 08

	2007-2008 ESTIMATED EXPENSE	2007-2008 ADOPTED BUDGET	2008-2009 DRAFT BUDGET
<u>MATERIALS & SERVICES</u>			
5020 Contract/Professional Services	18,000	30,000	30,000
5620 Contract Services Manana Woods	143,500	125,000	80,000
5023 Outside Water Analysis	26,340	26,000	30,000
5025 Lab Supplies	5,300	5,000	7,000
5038 Equipment Replacement Fund	16,300	11,300	0
5040 Utilities	229,370	190,000	250,000
5042 Chemicals	23,920	30,000	30,000
5043 Operating Supplies	30,970	40,000	40,000
5044 Maintenance/Operations of Vehicles	16,800	18,000	18,000
5047 Rental/Leases/Permits	20,740	15,000	30,000
5048 Small Tools-Maintenance & Repairs	1,890	3,000	5,000
5050 Facilities Maintenance	1,270	5,000	10,000
5052 Safety Equipment	20	1,500	2,000
5059 Communications & Telemetry	11,190	6,800	15,000
5060 Office Supplies	1,720	1,200	2,500
5062 Subscription /Books	0	500	500
5064 Training, Conferences & Meetings	2,340	3,500	3,500
5065 Membership & Dues	250	200	300
5078 Other Household Supplies	140	300	500
<u>TOTAL MATERIALS & SERVICES</u>	<u>550,060</u>	<u>512,300</u>	<u>554,300</u>

DEPARTMENT: OPERATIONS, SUPPLY & TREATMENT – 08

MATERIALS & SERVICES

5020 Contract/Professional Services		30,000
Outside contract services for well repairs	22,000	
Water quality data service	<u>8,000</u>	
Subtotal	30,000	
5620 Contract Services Manana Woods		80,000
Outside contract and technical services for Manana Woods		
5023 Outside Water Analysis		30,000
Outside services for water quality testing		
5025 Lab Supplies		7,000
Miscellaneous supplies and materials for bacteriological and other water quality tests performed by District Staff		
5038 Equipment Replacement Fund		0
Operations Supply Department pro-rata share of allocation Equipment Replacement Reserve Fund		
5040 Utilities		250,000
Electrical service to wells and Water Treatment Plant		
5042 Chemicals		30,000
Polyphosphate, chlorine and polymer for wells and treatment plant.		
5043 Operating Supplies		40,000
Sampling bottles, reagents, material, material for flushing due to build up from source of water and miscellaneous other operating supplies		
5044 Maintenance of Operating Vehicles		18,000
Gasoline, maintenance and repair of vehicles		

5047	Rentals, Leases and Permits	30,000
	State of California Water System Fees, lab permit fee, and County of Santa Cruz Haz-Mat Certification fee	
5048	Small Tools	5,000
	Specialized and miscellaneous tools for water sampling and treatment plant	
5050	Building Maintenance	10,000
	Maintenance of Treatment Plant, wells, and intake facilities	
5052	Safety Equipment	2,000
	Maintenance & replacement of fire extinguishers and eyewash stations	
5059	Communications & Telemetry	15,000
	Alarm services, answering services, telemeter charges for telephone lines and pagers.	
5060	Office Supplies	2,500
	Computer paper, special notebooks, printing forms.	
5062	Subscriptions & Books	500
	Books needed for water quality updates.	
5064	Training, Conferences & Meetings	3,500
	Seminars, training and travel expense for Supply & Treatment Department	
5065	Membership & Dues	300
5078	Other Household Supplies	300
	Paper products, cleaning supplies, and other household supplies	
TOTAL MATERIALS & SERVICES		<u>554,100</u>

DEPARTMENT: OPERATIONS/SUPPLY & TREATMENT - 08

		2007-2008	2007-2008	2008-2009
		<u>ESTIMATED</u>	<u>ADOPTED</u>	<u>DRAFT</u>
<u>DEBT SERVICE</u>		<u>EXPENSE</u>	<u>BUDGET</u>	<u>BUDGET</u>
5886	2003 West America Bank (Refinance of State Loan)			
2716	Principal	28,590	58,000	60,400
2717	Interest	25,890	25,800	23,300
5886	1991 State Resource-Treatment Plant			
2718	Principal	140,490	140,500	145,800
2719	Interest	82,130	82,900	77,600
5886	2008 Felton Treatment Plant SDWBL			
2822	Principal	0	0	65,000
2823	Interest	0	0	33,000
<u>TOTAL DEBT SERVICE</u>		<u>277,100</u>	<u>307,200</u>	<u>405,100</u>

DEPARTMENT: OPERATIONS, SUPPLY & TREATMENT – 08

DEBIT SERVICE

5886 2716/17	2003 West America Bank Refinance of State Pool Loan Principal & interest associated with refinancing of 1976 Safe Drinking Loan; original loan financed miscellaneous supply, storage and distribution improvements (Principal \$60,400; Interest \$23,300)	83,700
5886 2718/19	1991 State Water Resources Loan Principal & interest associated with financing construction of the Surface Water Treatment Plant (Principal \$145,800; Interest \$77,600)	223,400
5886 2822/23	Felton Treatment Plant SDWBL (Principal \$65,000; Interest \$33,000)	98,000
TOTAL DEBT SERVICE		<u>405,100</u>

DEPARTMENT: OPERATIONS/SUPPLY & TREATMENT - 08

			2007-2008	2007-2008	2008-2009
			ESTIMATED	ADOPTED	DRAFT
<u>CAPITAL OUTLAY</u>			<u>EXPENSE</u>	<u>BUDGET</u>	<u>BUDGET</u>
<u>MACHINERY & EQUIPMENT</u>					
5888	1702	Chemical Feed Pumps(2)	3,300	3,300	3,300
		Well Transducers (2)	3,300	3,500	0
Sub Total			<u>6,600</u>	<u>6,800</u>	<u>3,300</u>
<u>OFFICE FURNITURE & EQUIPMENT</u>					
5888	1706	Computer Replacement (2)	2,420	4,000	3,000
Sub Total			<u>2,420</u>	<u>4,000</u>	<u>3,000</u>
<u>TRANSPORTATION EQUIPMENT</u>					
5888	1711				
		Replacement Radios (2)	1,990	4,000	0
Sub Total			<u>1,990</u>	<u>4,000</u>	<u>0</u>
<u>OTHER CAPITAL PROJECTS</u>					
5890	9906	Replacement Pumps/Motors	81,500	30,000	40,000
	9907	Well Abandonment Project	0	5,000	0
	0205	Water Sampling Station	3,800	25,000	0
	0605	Olympia Upgrade Project	0	30,000	40,000
	0702	Pasatiempo Well Rehab Project	0	40,000	0
	0703	Pasatiempo Zone SCADA Project	0	45,000	0
	0704	Treatment Plant Security Project	0	15,000	10,000
	0803	SCADA Replacement Project	0	0	25,000
Sub Total			<u>85,300</u>	<u>190,000</u>	<u>115,000</u>
<u>TOTAL CAPITAL OUTLAY</u>			<u>96,310</u>	<u>204,800</u>	<u>121,300</u>

DEPARTMENT: OPERATIONS, SUPPLY & TREATMENT – 08

CAPITAL OUTLAY

MACHINERY AND EQUIPMENT

5888 1702	Chemical Feed Pumps (2)	<u>3,300</u>
	Subtotal; Machinery and Equipment	3,300

OFFICE FURNITURE AND EQUIPMENT

5888 1706	Computer Replacement (2)	<u>3,000</u>
	Subtotal; Office Furniture and Equipment	3,000

OTHER CAPITAL PROJECTS

5890 9906	Replacement Pumps & Motors Miscellaneous replacement of existing supply and treatment system pumps and motors, as needed	40,000
5890 0605	Olympia Upgrade Project Operations Department force account activities and required parts, supplies and materials to replace the existing Olympia Well electrical and control panel	40,000
5890 0704	Treatment Plant Security Project Force account activities and required to parts, supplies and materials to install enhanced security feature for the Felton surface water treatment plant.	10,000
5890 0803	SCADA Replacement Project Force account and contract services, for replacement of existing tone type SCADA controls with digital controls	25,000
	Subtotal; Other Capital Projects	115,000

TOTAL CAPITAL OUTLAY	<u>121,300</u>
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