



MONTARA WATER & SANITARY DISTRICT

Serving the Communities of Montara and Moss Beach

P.O. Box 370131

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Mission Statement: This District will manage and care for the resources with which it is entrusted in an open and ethical manner with active public involvement; provide through local control, reliable, high-quality water, wastewater and solid waste services for the people of Montara and Moss Beach at an equitable price; and ensure the fiscal and environmental vitality of the district for current and future generations.

AGENDA

Regular Meeting

District Board of Directors

8888 Cabrillo Highway

Montara, California 94037

May 15, 2014 at 7:30 p.m.

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING

CONSENT AGENDA

1. Approve Minutes for April 10, 2014.
2. Approve Financial Statements for March 2014.
3. Approve Warrants for May 1, 2014.
4. SAM Flow Report for March 2014.
5. Monthly Review of Current Investment Portfolio.

6. Connection Permit Applications Received.
7. Monthly Water Production Report for March 2014.
8. Rain Report.
9. Solar Energy Report.

OLD BUSINESS

NEW BUSINESS

1. Review and Possible Action Concerning Possible Leak Adjustment for 148 Marine Blvd.
2. Review and Possible Action Concerning Sewer Authority Mid-Coastside Budget.
3. Review and Possible Action Concerning District Budget and Capital Improvement Programs.
4. Review and Possible Action Concerning Designation of Officers to Transfer Funds and Sign Checks.

REPORTS

1. Sewer Authority Mid-Coastside Meetings (Harvey)
2. MidCoast Community Council Meeting (Slater-Carter)
3. CSDA Report (Slater-Carter)
4. CCWD Committee Report (Harvey, Huber)
5. Attorney's Report (Schricker)
6. Directors' Reports
7. General Manager's Report (Heldmaier)

FUTURE AGENDAS

CLOSED SESSION

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Gov't. C. §54956.8)

Property: Community water system, Pillar Ridge Mobile Home Park (APN 134-132-050)

Agency Negotiators: Ad Hoc Committee (Dir. Slater-Carter, Boyd), General Manager, District Counsel

Negotiating Party: Luhdorf Scalmanini

Under Negotiation: Acquisition price and terms of payment, var. terms and conditions of purchase

ADJOURNMENT

PARTICIPATION BY TELECONFERENCE

The following Directors will participate by teleconference in all or a portion of the meeting of the Board from the following locations:

Director Dwight Wilson – 1133 Skyline Dr., Medford, OR 97501.

The District has a curfew of 11:00 p.m. for all meetings. The meeting may be extended for one hour by vote of the Board.

NOTE: In accordance with the Government Code, members of the public may address the Board on specific agenda items when that matter is discussed by the Board. Any other items of interest that is within the subject matter jurisdiction of the District may be addressed during the Oral Comments portion of the meeting. Upon request, this agenda will be made available in appropriate alternative formats to persons with a disability. Request for a disability-related modification or an accommodation in order to participate in the public meeting should be made at (650) 728-3545. Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available in the District Clerk's office during normal business hours. Such documents may also be available on the District's web site (www.mwsd.montara.org) subject to staff's ability to post the documents before the meeting.



MONTARA WATER & SANITARY
DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING

April 10, 2014

MINUTES

REGULAR SESSION BEGAN AT 8:15 P.M.

President Boyd reported the Board convened the meeting at 6:54 p.m. and met in closed session for items that were on the agenda. There was no action taken to report.

CALL TO ORDER

ROLL CALL

Directors Present: Harvey, Boyd, and Wilson
Director Huber by teleconferencing
Director Slater-Carter needed to leave for a brief break
and would be back to participate via teleconferencing shortly.

Directors Absent: None

Staff Present: General Manager, Clemens Heldmaier,
District Clerk, Judy Gromm

Others Present: District Counsel, Dave Schricker
District Engineer, Tanya Yurovsky

PRESIDENT'S STATEMENT – Director Boyd reported even though we have had some good rain lately, we are about half of where we have been in former years for annual rainfall. Our local resources are in great shape, but we do ask our residents to be water wise.

Director Boyd noted the District is accepting applications for new water connections. Our District is completely independent on wells and Martini Creek, and because of that, we are giving out water connections. There was some question to that, but I can assure you that we are accepting applications for new connections.

ORAL COMMENTS -

Stacy Sabol, a Moss Beach (Seal Cove) resident reported she lives in zone S-10 and the lots minimum size is limited to 20,000 sq. feet. This is because we are right next to the POST Open Space land that goes on about a mile between our road Bernal, and Pillar Point. The reason she is mentioning this is because there are people wanting to develop lots that are vacant in her neighborhood. There have been different requirements for zoning. In the recent decade or more, people have been required to buy additional lots before they could develop a housing development. There is a lot of discussion in our neighborhood and I do not know where the truth lies, but are new water permits being issued prior to the new build being approved by building and planning? If this is the case, our community is concerned and would like clarity on this issue.

General Manager Heldmaier responded clearly and directly and reported the issuance of a water permit is dependent on a numbered building permit. The District is working with the County hand in hand on this. General Manager Heldmaier further stated no empty lot will be given a water connection.

PUBLIC HEARING – None

CONSENT AGENDA –

1. Approve Minutes for Meeting of March 6, 2014
2. Approve Financial Statements for February 2014.
3. Approve Warrants for April 1, 2014.
4. SAM Flow Report for February 2014.
5. Monthly Review of Current Investment Portfolio.
6. Connection Permit Applications Received.
7. Monthly Water Production Report for February 2014.
8. Rain Report
9. Solar Energy Report.

Director Huber asked General Manager Heldmaier to comment on the SAM Maintenance, Pumping ledger account. The Executive Summary states its \$13,336 over budget because of an expense incurred in February for a sewer lift station. General Manager Heldmaier explained this was a cost incurred by SAM for the repair of a district owned pump station. General Manager Heldmaier reported SAM was authorized to change out a pump at the Vallemar Station. Director Huber was satisfied with his explanation.

Director Wilson moved to approve the Consent Agenda. Director Harvey seconded the motion.

Ayes: Harvey, Boyd, Wilson and Huber

Noes: None

Absent: Director Slater-Carter

The motion passed 4 to 0.

OLD BUSINESS –

NEW BUSINESS –

1. Review and Possible Action To Adopt Resolutions Determining Acquisition of Pillar Ridge Water System Categorically Exempt from CEQA and Authorizing and Directing Execution of Water System Acquisition Agreement.

General Manager Heldmaier reported the district has been negotiating with Coach of San Diego, Inc., owner of the Pillar Ridge water system. The attached Water System Acquisition Agreement includes the terms and conditions of the acquisition that were negotiated by the District.

In addition, as this acquisition is not a project as contemplated by the California Environmental Quality Act (CEQA), but simply a real property transaction providing change of ownership, it is categorically exempt from CEQA.

District Counsel, Dave Schricker reported the agreement has been under negotiation for some time now and this Board has received a draft that was just received today from Pillar Ridges Attorney and it proposes some revisions to our submittal. If you are going to adopt a resolution tonight, my recommendation would be to direct staff, to revise the draft submitted by Pillar Ridge today in the following summarized fashion:

Add a recital to the beginning of the agreement which, essentially sets forth the intent of the parties who provide service to Pillar Ridge consistent to that in which they have had, subject to all the terms and conditions of joining as a member of the community water system. Pillar Ridge would be subject to the District's regulations. The present intent is to provide the service consistent with the existing service.

The proposed change to the new master meter is that an increase in the size of the meter shall not affect the billing process. Mr. Schricker's recommendation to that change is to make it clear that any meter size increase would be subject to changes in demand. There needs to be better understanding that circumstances could change, and if they do, the District has to have the authority to change its service as well.

The revision Pillar Ridge submitted in paragraph 3, regarding recordation of easements and completion of the transaction, is that if we did not complete the acquisition within 90 days after the effective date of the agreement, the agreement will terminate. Mr. Schricker stated that we can agree to submit applications for the necessary permits within 10 days after the close of escrow, showing that we are doing what we can to complete the transaction. However, these approvals are outside of our control.

Pillar Ridge made substantial changes to paragraph 9, substantial in the sense of the revisions they set forth. They want assurance that we will provide supply, service and billing unchanged. Mr. Schricker said that this would not be in the Districts best interest and probably Pillar Ridge either, that is, not to recognize there may be significant factual changes. If Pillar Ridge changes its land use, its occupancy or density, the District has to be able to respond accordingly. Mr. Schricker's recommendation is to refer to, first of all, that the transaction will be subject to the District's Code and Water Regulations. He further recommends that if there are significant factual changes, the parties will negotiate in good faith the terms and conditions to respond to those changes.

The final major revision is that Pillar Ridge wants to eliminate the force majeure clause, which essentially excuses a party performing under the agreement if something happens over which they had no control. This cuts both ways. Mr. Schricker said we need to institute it, from our standpoint to recognize that there are elements of the transaction not under our control, such as the issuance of permits.

Finally, Mr. Schricker reported that there was a change that had been made that took exception to our clause regarding assignments of agreement. This is problematic because one of the reasons for requiring a review of assignment is to assure the assignee is able to perform the agreement. Mr. Schricker's recommendation is to add to the clause that assignments will be subject to our approval, which will not be unreasonably withheld.

Director Wilson suggested if there is significant pushing back with these changes, he feels we would need to get the group back for further discussion.

Director Slater-Carter is concerned about the revisions made by Pillar Ridge, they knew it was on our agenda for today and it was slid in at the last moment. That being said, we need to follow our Attorneys best advice.

Director Boyd noted this had been in discussion for a long time with Coach. We knew there were a lot of challenges ahead, but both Coach and MWSD are strong advocates for the residents of Pillar Ridge. We believe this is best for all concerned. This agreement will get a water utility to be responsible for the maintaining the water supply, and treatment for the folks who live in Pillar Ridge. We have more resources to work with that are focused on water and we believe this will be best for all concerned.

Director Boyd thanked SRT Consultants, District Counsel, Dave Schricker and General Manager Heldmaier for all the hard work they did to make this happen.

Director Harvey moved to adopt the next Resolution in line, a Resolution of the Montara Water and Sanitary district Determining That Acquisition of Pillar Ridge Water System is Categorically Exempt from the California Environmental Quality Act and Authorizing Filing of Notice of Exemption for Said Acquisition. Director Wilson seconded the motion.

Ayes: Slater-Carter, Harvey, Boyd, Wilson and Huber

Noes: None

Motion carried 5 to 0.

Director Wilson moved to adopt the next resolution in line, a Resolution of the Montara Water and Sanitary District Approving and Authorizing Execution of Agreement for Acquisition of Water System Assets subject to the revisions. Director Harvey seconded the motion.

Ayes: Slater-Carter, Harvey, Boyd, Wilson and Huber

Noes: None

Motion carried 5 to 0.

Director Boyd is hoping the folks from Coach are watching. We are grateful to be at this point. We know we have a few minor wording changes we are suggesting, but the intent is to bring this thing to a happy conclusion to achieve mutual goals.

2. Review and Possible Action To Adopt Resolution for Approval of new 500,000 gallon Alta Vista Tank No. 2.

General Manager Heldmaier reported on March 14, 2014, as required by the District's Public Works Plan (PWP) certified by the California Coastal commission (CCC) in 2009, the District has submitted and posted the Notice of Impending Development (NOID) for the new 500,000-gallon Alta Vista Tank No. 2 Project. On March 21, 2014, CCC staff requested that a new resolution be authorized by this Board to indicate the tank size of 500,000 gallons.

Director Boyd noted over the course of the work and the Public Works Plan (over the last 10 – 11 years) initially we thought we needed a 1,000,000 gallon tank. We did a lot of work over that time period to improve our water supply and storage. We are pleased our staff and engineers have seen the opportunity to save some money here and get us a tank with a much longer life.

Director Harvey moved to adopt the next Resolution in line a Resolution of the Montara Water and Sanitary District Approving contract documents for the 500,000-gallon Alta Vista Water Storage Tank NO. 2 Project and authorizing and Directing the General Manager to Advertise the Project for Public Bidding. Director Wilson seconded the motion.

Ayes: Slater-Carter, Harvey, Boyd, Wilson and Huber

Noes: None

The motion passed unanimously 5 – 0.

3. Review and Possible Action Regarding an Award of Contract for Labor Compliance Monitoring for the Alta Vista Tank No. 2 Project.

General Manager Heldmaier reported the District had previously contracted with Contractor Compliance and Monitoring Inc. (CCMI) to successfully manage all labor compliance requirements for the construction of the Schoolhouse Tank East. CCMI has provided a proposal for services to include all labor compliance and Davis-Bacon Act compliance related to the construction of the Alta Vista Tank No. 2. The estimate is a flat fee schedule covering all tasks set forth in the Scope of Work for the 14 months of the project for \$15,000.

Director Wilson moved to authorize the General Manager to execute a contract with CCMI of San Mateo, California, with a not-to-exceed amount of \$15,000. Director Harvey seconded the motion.

Ayes: Slater-Carter, Harvey, Boyd, Wilson and Huber

Noes: None

The motion passed unanimously 5 – 0.

4. Review and Possible Action for the Schoolhouse Tank No. 2 (West) Notice of Completion and Contract Release.

General Manager Heldmaier reported the contractor, Paso Robles Tank, has completed all work on the Schoolhouse Tank West Project (Project) construction. The District Water System Engineer and staff found the work satisfactory (see attached memorandum from the District Engineer) and recommend the Board to accept the project. A five percent retention payment in the amount of \$26,327.29 is due to the contractor upon the District's acceptance of the contract and receipt of the signed and notarized Release of Contract form by the District from Paso Robles Tank.

Director Harvey moved to accept the Schoolhouse Tank West Project and Authorize the General Manager to File the Notice of Completion. Director Huber seconded the motion.

Ayes: Slater-Carter, Harvey, Boyd, Wilson, and Huber

Noes: none

The motion passed unanimously 5 – 0.

5. Review and Possible Action for Award of Contract for the CCWD/MWSD Mutual Aid Intertie Implementation Feasibility Study.

General Manager Heldmaier reported CCWD and MWSD boards and staff have worked together on the development of a mutual aid Intertie agreement for several years. This cooperative effort has resulted in an execution of the agreement for Emergency Water Supply (Agreement) in 2010. The Agreement specifies how both agencies would provide mutual aid for one another in an event of water shortages on part of one of the parties to the agreement, either CCWD or MWSD. Recent discussions between the agencies resulted in a request from both boards to conduct a Feasibility Study (Study) of the existing agreement implementation.

SRT Consultants (SRT) met with both agencies' general manager who requested a proposal for a Joint Study with costs shared equally by CCWD and MWSD. The study purpose is to develop and evaluate alternatives for both temporary means of providing water service to each other, including trucking, and up to and including a more permanent Intertie installation. The Study would also provide conceptual cost estimates for each of the alternatives evaluated and include an options of facilitating a connection between CCWD and NCCWD through the MWSD service area and a possibility of wheeling water from CCWD to NCCWD and in reverse. Both districts are interested in reviewing various mutual aid scenarios and how much water can be delivered and how soon after a request under each scenario. The Study would also identify technical issues associated with each scenario, including but not limited to the delivery system capacity, pressure, and storage, and address regulatory permitting required to facilitate the installation. The Study is expected to propose reasonable Level of Service (LOS) for the agencies following a major seismic event or significant regional fire event. The general managers discussed a range of delivery of 100 gpm to 1000 gpm. Both districts would share the Study costs equally.

Following the development of water supply outage scenarios, SRT would develop alternatives to address those potential outages through the implementation of the Agreement. A copy of the proposal from SRT for a not-to-exceed amount of \$20,000 is included in tonight's packet. The District would be responsible for \$10,000 for the MWSD portion of the Mutual Aid Intertie Implementation Feasibility Study.

General Manager Heldmaier reported he had been requested to move this item to another meeting. Mr. Heldmaier had not had a chance to talk to Dave Dixon personally regarding the particulars of the request.

Director Boyd reported he had received an email from two residents of Moss Beach, Bill Kehoe and Cid Young regarding this item. Director Boyd read the following questions from their emails:

Bill Kehoe:

1. Will there be public meeting to allow for community oversight?

2. Will there be a member(s) of the public allowed at all the meetings?
3. Will there be a well-defined list of criterion for when a plan will be implemented?
4. Will there be a cap/limit on exporting MWSD resources?
5. Will there be a cost recovery plan for MWSD to be reimbursed after the fact?
6. Will the MWSD community get to vote on any plan that is proposed?

Bill further wrote, the MWSD rate payers have spent 10 years and lots of their hard earned money on building up the MWSD resources and that investment needs to be protected at all costs. While I believe most of the community would be willing to help our neighbors in an emergency, we would expect that our costs in participating would be repaid.

Cid Young:

1. What is the cost of the study?
2. Will it be billed 50/50 between each district or by population & connections served percentage?

Cid further wrote, since I believe we are the smaller District, it seems inequitable that we should shoulder the expense on a 50/50 basis, when the likelihood we would ever need an inter-tie to flow from CCWD to us is smaller than the need for a flow in the other direction, in case of loss of supply in an emergency.

Director Wilson asked what the concerns are regarding this item.

General Manager Heldmaier reported he and Dave Dixon had discussed the level of services, but the capacity assessment for Coastside County Water seemed to be the issue.

Director Slater-Carter reported she was on the Negotiating Committee and there was never a permanent intertie contemplated. It was only going to be in the event of an emergency, for a short term supply with an over ground pipe. Director Slater-Carter is curious because it seems that something else is being contemplated here. One of the key requirements in all of this was we would have to get the regulatory agencies involved in this to get the right permit. Director Slater-Carter is very concerned about even contemplating anything other than that because of what it could do to our DHS agreements and their oversights on us, the Coastal Commission and additionally Director Slater-Carter thinks it would require CEQA involvement and the San Francisco PUC. Director Slater-Carter is requesting more studying to be done on this item.

Director Huber noted the existing agreement does not allow for the fact if we have an emergency, we can't act quick enough to solve a problem. The

reason for doing this is to work out a solution in advance so we can be confident it will be effective.

6. Review and Possible Action for Support of Assembly Bill 1970.

General Manager Heldmaier reported AB 1970 proposes to create the Community Investment and Innovation Program for grants and other financial assistance for local governments to develop and implement emissions reduction projects.

Local governments are instrumental to meeting the state's climate and energy goals and are best able to identify and implement projects to reflect local needs, leverage other funding, achieve the greatest reductions of GHG emissions and create jobs. Local governments have already developed programs that improve energy efficiency, divert waste, increase urban greening, upgrade fleets and facilities, and plan for cleaner, more efficient communities. However, local funding to continue or complete these projects is dwindling.

The competitive grant program proposed by AB 1970 would allow local governments to access cap-and-trade auction revenue to provide the funding necessary to implement or complete GHG emissions reduction projects. Local governments are well suited to partner with other local and regional organizations, as well as leverage private capital from the local economy, making these dollars go even further.

This district may be considering future projects that reduce GHG emissions, increase energy efficiency, and increase the reliability of water supplies, and could potentially benefit from receiving revenue to fund, support, complete, or expand the program or project. Therefore, the Board may want to consider supporting AB 1970. A Draft Letter of Support is included in tonight's packet for consideration by the Board.

Director Slater-Carter moved to authorize the Board President to sign the Letter of Support for AB 1970. Director Huber seconded the motion.

Ayes: Slater-Carter, Harvey, Boyd, Wilson and Huber

Noes: None

Motion passed unanimously 5 – 0.

Director Huber signed off from teleconferencing at 9:15 P.M.

7. Review and Possible Action Concerning Cancellation of Next Regular Scheduled Meetings April 17 and May 1, 2014.

General Manager Heldmaier reported at this time Staff recommends

cancellation of these meetings.

REPORTS

1. **Sewer Authority Mid-Coastside Meetings** – Director Harvey reported the budget had been reviewed at the last meeting and will be passed on to the General Manager for review.
The new General Manager will start on April 21st.
SAM is moving forward with a new Flusher Truck.
SAM's policy handbook is being revised.
Approval was given for SRT to begin the study on the air vac valves.
2. **MidCoast Community Council Meeting (Slater-Carter)** – None
3. **CSDA Report (Slater-Carter)** – None
4. **CCWD Committee** – Director Harvey reported we had one meeting in which cooperation and an emergency agreement was discussed.
5. **Attorney's Report (Schricker)** – None
6. **Directors Report** – Director Boyd reported he had received a thank you letter from Joshua Cosgrove, Vice President of the NCCWD Board of Directors, for the Districts support in being elected to serve as the Regular Special District Member on the Local Agency Formation Commission of San Mateo County.
7. **General Manager's Report (Heldmaier)** – None

FUTURE AGENDAS-

REGULAR MEETING ENDED at 9:20 P.M.

Respectfully Submitted,

Signed _____
Secretary

Approved on the 15th May, 2014

Signed _____
President

MONTARA WATER AND SANITARY DISTRICT



**Unaudited Financial Statements for
April 2014**



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 15, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**SUBJECT: Unaudited Financial Statements – Executive
Summary**

Budget vs. Actual – Sewer July through March, 2014 Variances over \$2,000:

- 4440 Inspection Fee (Remodel), \$3,176 above Budget – higher than anticipated remodel projects.
- 4460 Remodel Fees, \$2,756 above Budget – three additional re-model permit fees issued in February.
- 4610 Property Tax Receipts, \$101,952 above Budget –The District received an unanticipated ERAF Refund of \$98,359 into this account.
- 4710 Sewer Service Charges, \$92,211 above Budget – unequal cash flow throughout the fiscal year. Only two large checks deposits in December and April.
- **Overall Total Operating Income for the period ending March 31, 2014 was \$212,681 above budget.**
- 5230 Elections Expenses, \$3,600 below Budget – final bill expected.
- 5620 Audit, \$2,303 above Budget – yearly contract smoothed over a twelve month period. Expenditure will fall in line with budget as the fiscal year nears completion.
- 5630 Consulting, \$8,622 below Budget – consulting work expected later this fiscal year.
- 5710 San Mateo Co. Tax Roll Changes, \$2,250 below Budget – Charges expected later in the fiscal year.
- 5720 Telephone & Internet, Admin, \$4,496 above Budget – Higher cost on sewer lines than anticipated. Water line costs are lower than anticipated.
- 5800 Labor, \$11,626 above Budget - Sewer actual expenses exceeded the Budget by \$11,626. Conversely, Water actual expenses are \$28,519 below budget. The net impact on the sewer and water budget is \$16,893 below budget.
 - In just three line items in Water: Certification, Overtime, and Standby all have come in year to date under budget due to staff changes and increased operational efficiencies.
- 6210 Meeting Attendance, Engineering, \$3,753 below Budget – less Sewer Engineer attendance than anticipated.
- 6410 Pumping Fuel & Electricity, \$7,728 below Budget – less pumping, perhaps due to lack of rain.
- 6660 Maintenance, Collection System, \$15,003 below Budget – less repairs than anticipated.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: May 15, 2014

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6930 SAM Prior Year Adjustment, \$200,088 above Budget - expected payment from SAM to MWSD has not yet been received.
- 6940 SAM Maintenance, Collection System, \$14,447 below Budget – less repairs than anticipated.
- 6950 SAM Maintenance, Pumping, \$10,362 above Budget – Large expense incurred in February for a sewer lift station.
- **Overall Total Operating Expenses for the period ending March 31, 2014 were \$170,644 above Budget.**
- 7100 Connection Fees, \$38,251 below Budget – increase in sewer connection fees expected later this fiscal year due to District's PWP approval.
- 8075 Sewer CIP, \$1,174,982 below Budget – Sewer Improvement Project will be implemented later this fiscal year.
- 9175 Capital Assessment - SAM, \$136,503 below Budget – SAM Draft CIP not yet approved.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 15, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

Budget vs. Actual – Water July through March, 2014 Variances over \$2,000:

- 4610 Property Tax Receipts, \$101,952 above Budget – The District received an unanticipated ERAF Refund of \$98,359 into this account.
- 4810 Water Sales Domestic, \$28,121 above Budget – More water sold to date than anticipated. Prior months showed an amount below budget due to a catch-up entry of unbilled receivables not being booked until this past month.
- 4990 Other Revenue, \$2,926 above budget – Old Work Truck Auctioned off, variance due to account being un-budgeted.
- **Overall Total Operating Income for the period ending March 31, 2014 was \$151,419 above budget.**
- 5230 Election Expenses, \$3,600 below Budget – final bill expected in the current fiscal year.
- 5240 CDPH Fees, \$9,412 below Budget – CDPH Sanitary Survey scheduled for later this fiscal year.
- 5250 Conference Attendance, \$2,553 below Budget - conference attendance anticipated later this fiscal year.
- 5430 General Legal, \$3,660 below Budget – less legal reviews than anticipated.
- 5530 Memberships, \$4,928 above Budget – less Membership Fee payments anticipated later this fiscal year, budgeted expenditures smoothed over twelve months.
- 5550 Postage, \$2,378 below Budget – Less informational mailings than anticipated.
- 5620 Audit, \$2,303 above Budget – yearly contract smoothed over a twelve month period. Expenditure will fall in line with budget as the fiscal year nears completion.
- 5630 Consulting, \$11,104 below Budget – additional consulting work expected later this fiscal year.
- 5800 Labor, \$28,519 below Budget - Sewer actual expenses exceeded the Budget by \$11,626. Conversely, Water actual expenses are \$28,519 below budget. The net impact on the sewer and water budget is \$16,893 below budget.
 - In just three line items in Water: Certification, Overtime, and Standby all have come in year to date under budget due to staff changes and increased operational efficiencies.
- 6170 Claims, Property Damage, \$7,497 below Budget – no claims to date.
- 6180 Communications, \$13,832 below Budget - Strategic Plan and other expenditures expected later this fiscal year.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: May 15, 2014

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

- 6200 Engineering, \$65,142 below Budget – less General Engineering and Water Quality Engineering services needed than anticipated to date. CDPH site survey, WQ report etc. expected to increase cost later this fiscal year.
- 6320 Equipment & Tools, Expensed, \$6,172 below Budget – less costs than anticipated.
- 6380 Meter Reading, \$4,284 above Budget – Purchase of necessary equipment.
- 6400 Pumping, \$6,102 below Budget – Less pumping, perhaps due to lack of rain. – **New Variance**
- 6510 Maintenance Supply Mains, \$3,753 below Budget – re-allocation of expenses to collection/transmission group to accurately reflect activity.
- 6520 Maintenance Wells, \$2,137 above Budget - higher well maintenance than anticipated.
- 6530 Water Purchases, \$190,341 below Budget – the Budget was prepared with the expectation that the District would make payments in arrears to the County in fiscal year 13/14. However, the largest payment of \$200K was accrued to fiscal year end June 30, 2013. Current year payments will be calculated based on actual water purchases.
- 6600 Collection/Transmission, \$25,706 below Budget – less leak repairs than anticipated.
- 6700 Treatment, \$11,810 below Budget - North Airport Well 2 treatment cost expected to increase later this fiscal year.
- 6800 Vehicles, \$8,548 above Budget - higher maintenance costs than anticipated.
- **Overall Total Operating Expenses for the period ending March 31, 2014 were \$369,784 below Budget.**
- 7100 Connection Fees, \$59,574 below Budget - increase in water connection fees expected later this fiscal year due to District's PWP approval.
- 7600 Bond Revenues, G.O. \$198,911 below Budget – first payment less than expected.
- 8100 Water CIP, \$502,062 above Budget – Budgeted is only the transfer to the capital fund. Expenditures show all capital costs.
- 9100 Interest Expense GO Bonds, \$88,695 above Budget – Interest expense based on a twelve month breakout of the yearly expense.

RECOMMENDATION:

This is for Board information only

9:23 AM
 4/28/14
 Accrual Basis

Montara Water & Sanitary District
Funds Balance Sheet
 As of March 31, 2014

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	2,729,834.71	0.00	2,729,834.71
LAIF Investment Fund			
Capital Reserve	2,717,921.32	0.00	2,717,921.32
Connection Fees Reserve	43,000.00	0.00	43,000.00
Total LAIF Investment Fund	2,760,921.32	0.00	2,760,921.32
Total Sewer - Bank Accounts	5,490,756.03	0.00	5,490,756.03
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	279,982.52	279,982.52
Capital Reserve	0.00	453,500.00	453,500.00
Operating Reserve	0.00	246,000.00	246,000.00
Restricted Cash			
Acq & Improv Fund	0.00	391,272.45	391,272.45
Connection Fees Reserve	0.00	46,000.00	46,000.00
Cost of Issuance	0.00	122.94	122.94
GO Bonds Fund	0.00	110,929.74	110,929.74
Total Restricted Cash	0.00	548,325.13	548,325.13
Total Water - Bank Accounts	0.00	1,527,807.65	1,527,807.65
Total Checking/Savings	5,490,756.03	1,527,807.65	7,018,563.68
Accounts Receivable			
Water - Accounts Receivable			
Accounts Receivable	0.00	1,750.00	1,750.00
Accounts Rec. - Backflow	0.00	5,778.51	5,778.51
Accounts Rec. - Water Residents	0.00	73,704.48	73,704.48
Property Tax Receivable	0.00	568.30	568.30
Unbilled Water Receivables	0.00	206,089.39	206,089.39
Total Water - Accounts Receivable	0.00	287,890.68	287,890.68
Total Accounts Receivable	0.00	287,890.68	287,890.68
Other Current Assets			
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Prepaid Refuse Charges	12,661.76	0.00	12,661.76
Total Other Current Assets	12,661.76	42,656.32	55,318.08
Total Current Assets	5,503,417.79	1,858,354.65	7,361,772.44
Fixed Assets			
Sewer - Fixed Assets			
General Plant	856,839.45	0.00	856,839.45
Land	5,000.00	0.00	5,000.00
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,544,453.41	0.00	2,544,453.41
Total Other Capital Improv.	3,230,052.59	0.00	3,230,052.59
Seal Cove Collection System	995,505.00	0.00	995,505.00
Sewage Collection Facility			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
Total Sewage Collection Facility	5,340,307.33	0.00	5,340,307.33
Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-5,960,588.00	0.00	-5,960,588.00
Total Sewer - Fixed Assets	4,711,656.21	0.00	4,711,656.21

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Accrual Basis

**Montara Water & Sanitary District
Funds Balance Sheet
As of March 31, 2014**

Water - Fixed Assets			
General Plant	0.00	21,100,979.83	21,100,979.83
Land & Easements	0.00	734,500.00	734,500.00
Surface Water Rights	0.00	300,000.00	300,000.00
Water Meters	0.00	1,058,985.00	1,058,985.00
Fixed Assets - Other	0.00	48,171.78	48,171.78
Accumulated Depreciation	0.00	-6,397,365.00	-6,397,365.00
Total Water - Fixed Assets	0.00	16,845,271.61	16,845,271.61
Total Fixed Assets	4,711,656.21	16,845,271.61	21,556,927.82
Other Assets			
Sewer - Other Assets			
Due from Water Fund	1,548,177.18	0.00	1,548,177.18
Employee Loan	117,532.43	0.00	117,532.43
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
Total Joint Power Authority	2,687,547.08	0.00	2,687,547.08
Total Sewer - Other Assets	4,353,256.69	0.00	4,353,256.69
Water - Other Assets			
Bond Acquisition Cost OID	0.00	77,180.40	77,180.40
Bond Issue Cost	0.00	77,114.30	77,114.30
Due to Sewer Fund	0.00	-1,548,177.18	-1,548,177.18
Total Water - Other Assets	0.00	-1,393,882.48	-1,393,882.48
Total Other Assets	4,353,256.69	-1,393,882.48	2,959,374.21
TOTAL ASSETS	14,568,330.69	17,309,743.78	31,878,074.47
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Sewer - Current Liabilities			
PNC Equip. Loan - S/T	7,806.21	0.00	7,806.21
Total Sewer - Current Liabilities	7,806.21	0.00	7,806.21
Water - Current Liabilities			
Accrued Interest	0.00	81,799.58	81,799.58
PPF Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	7,806.22	7,806.22
Total Water - Current Liabilities	0.00	93,908.30	93,908.30
Payroll Liabilities			
Employee Benefits Payable	1,382.29	5,752.05	7,134.34
Payroll Taxes Payable	602.74	606.46	1,209.20
Total Payroll Liabilities	1,985.03	6,358.51	8,343.54
Total Other Current Liabilities	9,791.24	100,266.81	110,058.05
Total Current Liabilities	9,791.24	100,266.81	110,058.05
Long Term Liabilities			
Sewer - Long Term Liabilities			
Accrued Vacations	14,066.83	0.00	14,066.83
I-Bank Loan	892,219.14	0.00	892,219.14
PNC Equip. Loan - L/T	756,621.19	0.00	756,621.19
Total Sewer - Long Term Liabilities	1,662,907.16	0.00	1,662,907.16

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Accrual Basis

Montara Water & Sanitary District
Funds Balance Sheet
As of March 31, 2014

Water - Long Term Liabilities			
Accrued Vacations	0.00	16,654.90	16,654.90
Deferred on Refunding	0.00	-280,322.00	-280,322.00
GO Bonds - L/T	0.00	13,984,429.13	13,984,429.13
PNC Equip. Loan - L/T	0.00	756,621.20	756,621.20
SRF Loan Payable	0.00	409,552.51	409,552.51
Total Water - Long Term Liabilities	<u>0.00</u>	<u>14,886,935.74</u>	<u>14,886,935.74</u>
Total Long Term Liabilities	<u>1,662,907.16</u>	<u>14,886,935.74</u>	<u>16,549,842.90</u>
Total Liabilities	<u>1,672,698.40</u>	<u>14,987,202.55</u>	<u>16,659,900.95</u>
Equity			
Sewer - Equity Accounts			
Capital Assets Net	3,448,211.00	0.00	3,448,211.00
Fund Balance - Unrestricted	8,156,010.78	0.00	8,156,010.78
Retained Earnings	1,191,498.86	0.00	1,191,498.86
Total Sewer - Equity Accounts	<u>12,795,720.64</u>	<u>0.00</u>	<u>12,795,720.64</u>
Water - Equity Accounts			
Capital Assets Net	0.00	-288,324.00	-288,324.00
Restricted Debt Service	0.00	2,546,106.50	2,546,106.50
Unrestricted	0.00	181,521.00	181,521.00
Retained Earnings	0.00	-489,424.06	-489,424.06
Total Water - Equity Accounts	<u>0.00</u>	<u>1,949,879.44</u>	<u>1,949,879.44</u>
Net Income	<u>99,911.65</u>	<u>372,661.79</u>	<u>472,573.44</u>
Total Equity	<u>12,895,632.29</u>	<u>2,322,541.23</u>	<u>15,218,173.52</u>
TOTAL LIABILITIES & EQUITY	<u><u>14,568,330.69</u></u>	<u><u>17,309,743.78</u></u>	<u><u>31,878,074.47</u></u>

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2013 through March 2014

	Jul '13 - Mar '14	Sewer Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 - Cell Tower Lease	23,383.94	23,328.00	55.94
4330 - Engineering Review	9,756.00		
4400 - Fees			
4410 - Administrative Fee (New Const)	1,350.00	1,692.00	-342.00
4420 - Administrative Fee (Remodel)	2,250.00	675.00	1,575.00
4430 - Inspection Fee (New Const)	1,275.00	1,575.00	-300.00
4440 - Inspection Fee (Remodel)	3,815.00	639.00	3,176.00
4460 - Remodel Fees	4,403.00	1,647.00	2,756.00
Total 4400 - Fees	13,093.00	6,228.00	6,865.00
4510 - Property Tax Receipts	214,451.62	112,500.00	101,951.62
4710 - Sewer Service Charges	1,087,719.12	995,508.00	92,211.12
4720 - Sewer Service Refunds, Customer	-343.66	-1,503.00	1,159.34
4760 - Waste Collection Revenues	10,428.97	9,747.00	681.97
Total Income	1,358,468.99	1,145,808.00	212,660.99
Expense			
5000 - Administrative			
5190 - Bank Fees	3,382.13	2,322.00	1,070.13
5200 - Board of Directors			
5210 - Board Meetings	1,879.55	1,503.00	376.55
5220 - Director Fees	2,325.00	1,872.00	453.00
5230 - Election Expenses	3,897.29	7,497.00	-3,599.71
Total 5200 - Board of Directors	8,101.94	10,872.00	-2,770.16
5250 - Conference Attendance	0.00	1,503.00	-1,503.00
5270 - Information Systems	2,636.42	2,250.00	386.42
5300 - Insurance			
5310 - Fidelity Bond	0.00	675.00	-675.00
5320 - Property & Liability Insurance	1,582.75	1,125.00	457.75
Total 5300 - Insurance	1,582.75	1,800.00	-217.25
5350 - LAFCO Assessment	1,548.00	972.00	576.00
5400 - Legal			
5420 - Meeting Attendance, Legal	7,832.50	7,487.00	335.50
5430 - General Legal	14,117.50	15,003.00	-885.50
Total 5400 - Legal	21,950.00	22,500.00	-550.00
5510 - Maintenance, Office	1,431.50	1,125.00	306.50
5520 - Meetings, Local	0.00	225.00	-225.00
5540 - Office Supplies	5,260.36	6,750.00	-1,489.64
5550 - Postage	1,468.40	2,997.00	-1,528.60
5560 - Printing & Publishing	1,087.32	1,503.00	-415.68
5610 - Accounting			
5620 - Audit	16,804.75	18,747.00	-1,942.25
5630 - Consulting	12,050.00	9,747.00	2,303.00
5640 - Data Services	0.00	8,622.00	-8,622.00
5660 - Payroll Services	5,223.92	4,122.00	1,101.92
Total 5600 - Professional Services	34,186.37	41,841.00	-7,654.63

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2013 through March 2014

	Jul '13 - Mar '14	Budget	\$ Over Budget
5710 - San Mateo Co. Tax Roll Charges	0.00	2,250.00	-2,250.00
5720 - Telephone & Internet, Admin	8,321.31	3,825.00	4,496.31
5730 - Travel, Local	1,062.89	1,125.00	-62.11
5740 - Reference Materials	0.00	153.00	-153.00
5800 - Labor			
5810 - CALPERS 457 Deferred Plan	8,853.57	6,147.00	2,706.57
5820 - Employee Benefits	28,707.28	28,080.00	627.28
5830 - Disability Insurance	829.69	495.00	334.69
5840 - Payroll Taxes	10,300.06	6,714.00	3,586.06
5900 - Wages			
5910 - Management	57,408.95	54,549.00	2,859.95
5920 - Staff	71,313.45	70,868.00	645.45
5930 - Staff Certification	1,350.00		
5940 - Staff Overtime	2,057.11		
5950 - Staff Standby	502.65		
Total 5900 - Wages	132,632.16	125,217.00	7,415.16
5960 - Worker's Comp Insurance	2,410.66	5,454.00	-3,043.34
Total 5900 - Labor	183,793.42	172,107.00	11,626.42
Total 5000 - Administrative	275,762.71	276,120.00	-357.29
6000 - Operations			
6170 - Claims, Property Damage	8,920.16	7,497.00	1,423.16
6195 - Education & Training	0.00	747.00	-747.00
6200 - Engineering	0.00	3,753.00	-3,753.00
6210 - Meeting Attendance, Engineering	19,495.50	18,747.00	748.50
6220 - General Engineering			
Total 6200 - Engineering	19,495.50	22,500.00	-3,004.50
6300 - Facilities			
6335 - Alarm Services	3,721.20	3,375.00	346.20
6337 - Landscaping	1,520.00	1,800.00	-280.00
Total 6300 - Facilities	5,241.20	5,175.00	66.20
6400 - Pumping			
6410 - Pumping Fuel & Electricity	18,525.07	26,253.00	-7,727.93
Total 6400 - Pumping	18,525.07	26,253.00	-7,727.93
6600 - Collection/Transmission			
6650 - Maintenance, Collection System	0.00	15,003.00	-15,003.00
Total 6600 - Collection/Transmission	0.00	15,003.00	-15,003.00
6900 - Sewer Authority Mitcoastside			
6910 - SAM Collections	249,651.00	249,651.00	0.00
6920 - SAM Operations	492,894.00	492,893.00	-9.00
6930 - SAM Prior Year Adjustment	0.00	-200,088.00	200,088.00

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2013 through March 2014

	Jul '13 - Mar '14	Budget	\$ Over Budget
6940 - SAM Maintenance, Collection Sys	15,550.34	29,997.00	-14,446.66
6950 - SAM Maintenance, Pumping	40,358.78	29,997.00	10,361.78
Total 6900 - Sewer Authority Mildcrossside	788,454.12	602,460.00	195,994.12
Total 6000 - Operations	850,635.06	679,635.00	171,001.05
Total Expense	1,126,398.76	955,755.00	170,643.76
Net Ordinary Income	232,090.23	190,053.00	42,037.23
Other Income/Expense			
7000 - Capital Account Revenues			
7100 - Connection Fees	0.00	83,700.00	-83,700.00
7110 - Connection Fees (New Const)	55,952.00	10,303.00	45,649.00
7120 - Connection Fees (Remodel)	55,952.00	94,208.00	-38,251.00
Total 7100 - Connection Fees	55,952.00	6,003.00	49,949.00
7200 - Interest Income - LAIF	5,587.27	6,003.00	-415.73
7700 - Interest, Employee Loans	2,891.86	3,105.00	-213.14
Total 7000 - Capital Account Revenues	64,231.13	103,311.00	-39,079.87
Total Other Income	64,231.13	103,311.00	-39,079.87
Other Expense			
8000 - Capital Improvement Program			
8075 - Sewer	151,618.07	1,328,600.00	-1,174,981.93
Total 8000 - Capital Improvement Program	151,618.07	1,328,600.00	-1,174,981.93
9000 - Capital Account Expenses			
9125 - PNC Equipment Lease Interest	17,197.83	17,109.00	88.83
9175 - Capital Assessment - SAM	0.00	136,503.00	-136,503.00
9200 - 1-Bank Loan	27,593.81	27,594.00	-0.19
Total 9000 - Capital Account Expenses	44,791.64	181,206.00	-136,414.36
Total Other Expense	196,409.71	1,507,806.00	-1,311,396.29
Net Other Income	-132,178.58	-1,404,495.00	1,272,316.42
Net Income	99,914.85	-1,214,442.00	1,314,353.65

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2013 through March 2014

	Jul '13 - Mar '14	Water Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 - Cell Tower Lease	23,383.95	23,328.00	55.95
4330 - Engineering Review	14,634.00		
4400 - Fees			
4410 - Administrative Fee (New Constr)	3,150.00	1,692.00	1,458.00
4420 - Administrative Fee (Remodel)	450.00	675.00	-225.00
4430 - Inspection Fee (New Constr)	2,975.00	1,575.00	1,400.00
4440 - Inspection Fee (Remodel)	425.00	639.00	-214.00
Total 4400 - Fees	7,000.00	4,581.00	2,419.00
4610 - Property Tax Receipts	214,451.66	112,500.00	101,951.66
4740 - Tasting, Backflow	8,792.00	8,622.00	170.00
4810 - Water Sales, Domestic	1,231,646.14	1,203,525.00	28,121.14
4850 - Water Sales Refunds, Customer	-1,855.49	-2,997.00	1,141.51
4990 - Other Revenue	2,925.82		
Total Income	1,500,978.08	1,349,559.00	151,419.08
Expense			
5000 - Administrative			
5190 - Bank Fees	4,786.31	6,750.00	-1,963.69
5200 - Board of Directors			
5210 - Board Meetings	1,879.53	1,503.00	376.53
5220 - Director Fees	2,325.00	1,872.00	453.00
5230 - Election Expenses	3,897.29	7,497.00	-3,599.71
Total 5200 - Board of Directors	8,101.82	10,872.00	-2,770.18
5240 - CDPH Fees			
5250 - Conference Attendance	5,590.94	15,003.00	-9,412.06
5270 - Information Systems	1,200.01	3,753.00	-2,552.99
5300 - Insurance	2,636.42	4,500.00	-1,863.58
5310 - Fidelity Bond	0.00		
5320 - Property & Liability Insurance	1,582.76	675.00	907.76
Total 5300 - Insurance	1,582.76	1,800.00	-217.24
5350 - LAFCO Assessment			
5400 - Legal	2,026.00	1,278.00	748.00
5420 - Meeting Attendance, Legal			
5430 - General Legal	6,435.00	7,497.00	-1,062.00
Total 5400 - Legal	48,837.50	52,497.00	-3,659.50
5510 - Maintenance, Office	55,272.50	59,994.00	-4,721.50
5520 - Meetings, Local	1,431.49	1,125.00	306.49
5530 - Memberships	0.00	225.00	-225.00
5540 - Office Supplies	18,049.94	13,122.00	4,927.94
5550 - Postage	6,280.37	6,750.00	-469.63
5560 - Printing & Publishing	3,624.94	6,003.00	-2,378.06
5600 - Professional Services	1,067.31	1,503.00	-435.69
5610 - Accounting			
5620 - Audit	16,804.75	18,747.00	-1,942.25
5630 - Consulting	12,050.00	9,747.00	2,303.00
5650 - Labor Representation	12,520.64	23,825.00	-11,304.36
5660 - Payroll Services	6,750.00	6,750.00	0.00
Total 5600 - Professional Services	48,426.09	59,472.00	-11,046.91

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2013 through March 2014

	Water		\$ Over Budget
	Jul '13 - Mar '14	Budget	
5720 - Telephone & Internet Admin	3,036.63	3,825.00	-788.37
5730 - Travel, Local	766.28	1,125.00	-358.71
5740 - Reference Materials	0.00	603.00	-603.00
5800 - Labor			
5810 - CalPERS 457 Deferred Plan	21,001.28	18,666.00	2,335.28
5820 - Employee Benefits	50,104.43	44,343.00	5,761.43
5830 - Disability Insurance	1,696.27	1,359.00	337.27
5840 - Payroll Taxes	23,961.34	23,445.00	516.34
5900 - Wages			
5910 - Management	59,418.98	54,549.00	4,869.98
5920 - Staff	214,869.92	213,219.00	1,750.92
5930 - Staff Certification	7,195.00	11,601.00	-4,406.00
5940 - Staff Overtime	19,459.56	45,288.00	-25,828.44
5950 - Staff Standby	8,287.88	12,535.00	-4,247.12
Total 5900 - Wages	309,311.34	337,192.00	-27,880.66
5960 - Worker's Comp Insurance	9,806.65	19,395.00	-9,588.35
Total 5800 - Labor	415,881.31	444,400.00	-28,518.69
Total 5000 - Administrative	578,760.13	642,103.00	-63,342.87
6000 - Operations			
6160 - Backflow Prevention	1,184.97	1,575.00	-390.03
6170 - Claims, Property Damage	0.00	7,497.00	-7,497.00
6180 - Communications			
6185 - Communications Equip, Expensed	0.00	13,122.00	-13,122.00
6187 - Telephone & Internet, Comm.	1,693.35	2,403.00	-709.65
Total 6180 - Communications	1,693.35	15,525.00	-13,831.65
6195 - Education & Training			
6200 - Engineering			
6210 - Meeting Attendance, Engineering	1,716.25	7,497.00	-5,780.75
6220 - General Engineering	28,747.32	18,747.00	10,000.32
6230 - Water Quality Engineering	5,635.63	74,997.00	-69,361.37
Total 6200 - Engineering	36,099.20	101,241.00	-65,141.80
6320 - Equipment & Tools, Expensed			
6330 - Facilities	3,575.20	9,747.00	-6,171.80
6335 - Alarm Services			
6337 - Landscaping	486.57	225.00	261.57
6330 - Facilities - Other	2,400.00	2,700.00	-300.00
Total 6330 - Facilities	3,270.12	2,925.00	345.12
6370 - Lab Supplies & Equipment			
6380 - Meter Reading	295.62		295.62
6400 - Pumping	5,787.11	1,503.00	4,284.11
6410 - Pumping Fuel & Electricity	46,742.31	33,750.00	12,992.31
6420 - Pumping Maintenance, Generators	7,516.83	11,250.00	-3,733.17
6440 - Pumping Equipment, Expensed	3,385.83	18,747.00	-15,361.17
Total 6400 - Pumping	57,844.97	63,747.00	-6,102.03

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2013 through March 2014

	Jul '13 - Mar '14	Water Budget	\$ Over Budget
6500 - Supply	0.00	3,753.00	-3,753.00
6510 - Maintenance, Supply Mains	2,883.96	747.00	2,136.96
6520 - Maintenance, Wells	19,656.64	209,997.00	-190,341.36
6530 - Water Purchases			
Total 6500 - Supply	22,539.60	214,497.00	-191,957.40
6600 - Collection/Transmission			
6610 - Hydrants	438.15	1,508.00	-1,069.85
6620 - Maintenance, Mains	33,936.65	37,508.00	-3,571.35
6630 - Maintenance, Service Lines	8,503.20	22,500.00	-13,996.80
6640 - Maintenance, Tanks	647.72	4,878.00	-4,230.28
6650 - Maint., Transmission General	5,782.96	4,878.00	904.96
6670 - Meters	0.00	3,753.00	-3,753.00
Total 6600 - Collection/Transmission	49,308.68	75,015.00	-25,706.32
6700 - Treatment			
6710 - Chemicals & Filtering	5,874.84	15,750.00	-9,875.16
6720 - Maintenance, Treatment Equip.	5,098.33	5,628.00	-529.67
6730 - Treatment Analysis	15,845.32	17,253.00	-1,407.68
Total 6700 - Treatment	26,818.49	38,628.00	-11,809.51
6800 - Vehicles	6,437.40	6,372.00	65.40
6810 - Fuel	6,192.37	7,497.00	-1,304.63
6820 - Vehicular Equipment, Expensed	3,544.39	747.00	2,797.39
6830 - Vehicular Repairs	8,558.66	1,503.00	7,055.66
Total 6800 - Vehicles	18,295.42	9,747.00	8,548.42
6890 - Other Operations	4,772.82		
Total 6000 - Operations	241,578.17	548,018.00	-306,440.83
Total Expense	820,388.30	1,190,122.00	-369,733.70
Net Ordinary Income	680,639.76	158,437.00	521,202.76
Other Income/Expense			
7000 - Capital Account Revenues			
7100 - Connection Fees			
7110 - Connection Fees (New Const)	21,845.00	54,603.00	-32,758.00
7120 - Connection Fees (Remodel)	0.00	2,178.00	-2,178.00
7130 - Conn. Fees, PFP (New Const)	10,908.69	28,575.00	-17,666.31
7140 - Conn. Fees, PFP (Remodel)	-150.00	6,822.00	-6,972.00
Total 7100 - Connection Fees	32,603.69	92,178.00	-59,574.31
7600 - Bond Revenues, G.O.	863,919.19	862,830.00	1,089.19
Total 7000 - Capital Account Revenues	686,522.88	955,008.00	-268,485.12
Total Other Income	696,522.88	955,008.00	-258,485.12
Other Expense			
8000 - Capital Improvement Program			
8100 - Water	628,583.76	128,522.00	500,061.76
Total 8000 - Capital Improvement Program	628,583.76	128,522.00	500,061.76

9:42 AM
 04/28/14
 Accrual Basis

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2013 through March 2014

	Jul '13 - Mar '14	Water Budget	\$ Over Budget
9000 - Capital Account Expenses			
9100 - Interest Expense - GO Bonds	354,780.44	266,085.00	88,695.44
9125 - PNC Equipment Lease Interest	17,197.81	17,109.00	88.81
9150 - SRF Loan	3,938.86	5,382.00	-1,443.14
Total 9000 - Capital Account Expenses	375,917.11	288,576.00	87,341.11
Total Other Expense	1,004,500.87	415,098.00	589,402.87
Net Other Income	-307,977.99	539,910.00	-847,887.99
Net Income	372,661.79	699,347.00	-326,685.21



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: May 15, 2014

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: SAM Flow Report for May 2014

The Sewer Authority Mid-Coastside (SAM) has prepared the following attached reports for the SAM Board of Directors and the California Regional Water Quality Control Board:

- Flow Report for March 2014.
- Collection System Monthly Overflow Report – March 2014.

The Average Daily Flow for Montara was 0.331 MGD in March 2014. There was no reportable overflow in March in the Montara System. SAM indicates there were 3.75 inches of rain in March 2014.

RECOMMENDATION:

Review and file.

Attachments

Attachment A

Flow Distribution Report Summary For March 2014

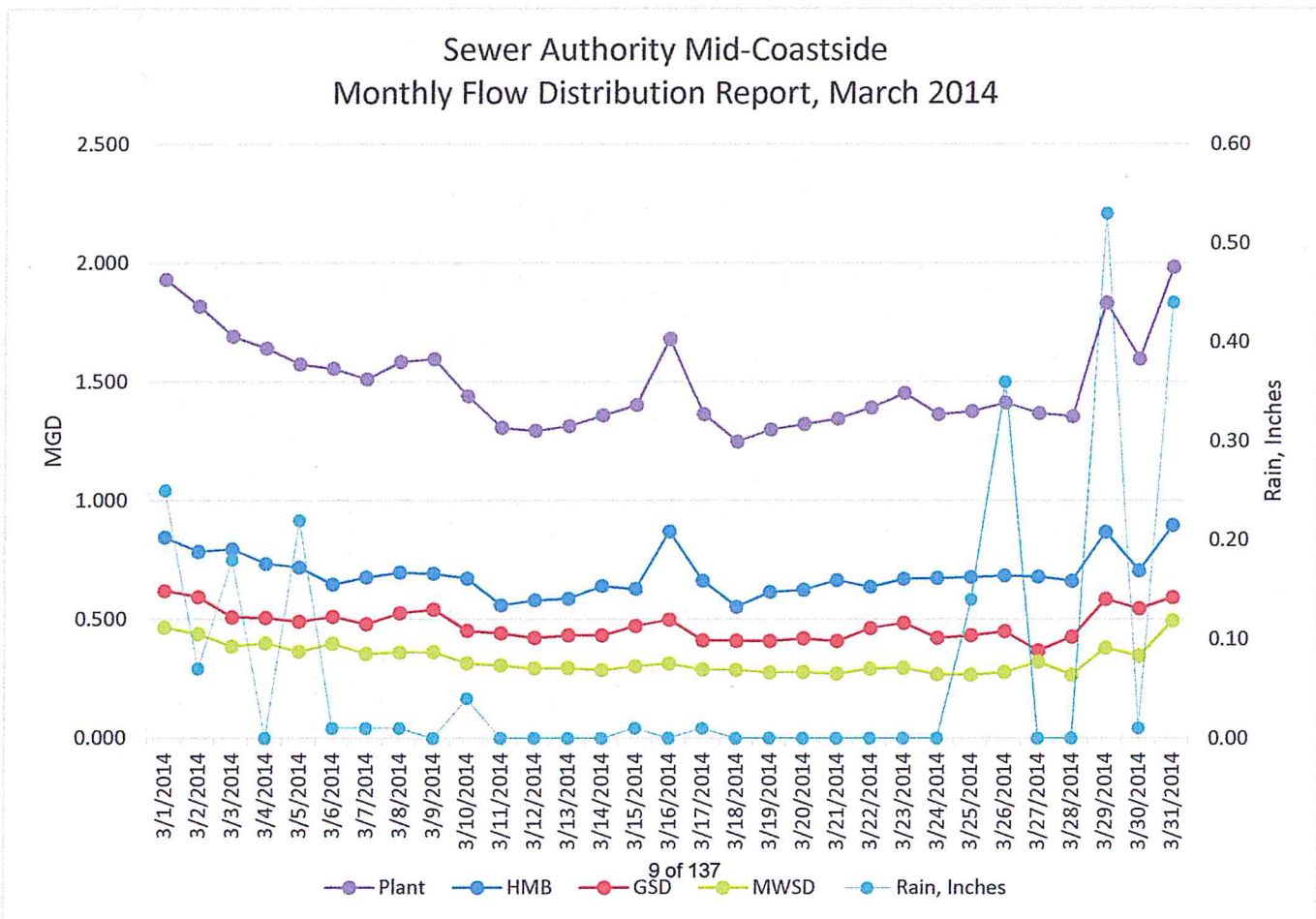
The daily flow report figures for the month of March 2014 have been converted to an Average Daily Flow (ADF) for each Member Agency. The results are attached for your review.

*Influent flow is calculated using the mid-plant flow meter less process water and trucked in waste

*Since the mid-plant flow meter measures collected rain water, the mid-plant flows were adjusted by comparison to the influent meter on days exceeding 0.1" rainfall measured at the plant.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.691	46.1%
Granada Sanitary District	0.476	31.8%
Montara Water and Sanitary District	<u>0.331</u>	<u>22.1%</u>
Total	1.497	100.0%



Sewer Authority Mid-Coastside

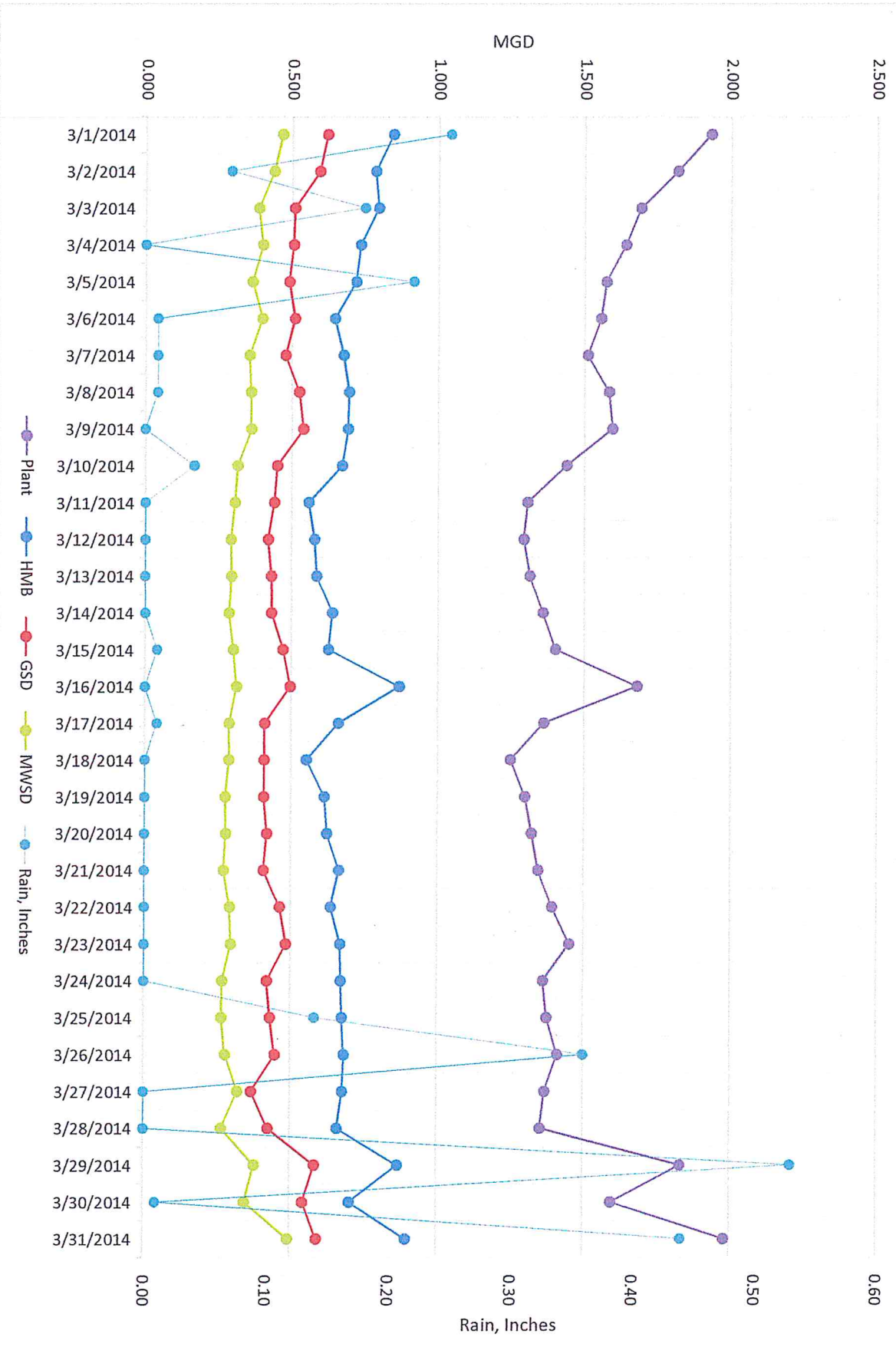
Monthly Flow Distribution Report

<u>Date</u>	<u>HMB</u>	<u>GSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
3/1/2014	0.846	0.620	0.466	1.932	0.25	0.30	0.30
3/2/2014	0.785	0.594	0.438	1.818	0.07	0.00	0.12
3/3/2014	0.796	0.509	0.386	1.691	0.18	0.27	0.21
3/4/2014	0.735	0.506	0.400	1.641	0.00	0.00	0.03
3/5/2014	0.720	0.490	0.364	1.574	0.22	0.04	0.32
3/6/2014	0.647	0.511	0.398	1.556	0.01	0.00	0.01
3/7/2014	0.677	0.479	0.355	1.511	0.01	0.00	0.01
3/8/2014	0.697	0.526	0.361	1.584	0.01	0.00	0.00
3/9/2014	0.693	0.541	0.362	1.596	0.00	0.04	0.00
3/10/2014	0.673	0.451	0.315	1.439	0.04	0.01	0.05
3/11/2014	0.559	0.441	0.306	1.306	0.00	0.00	0.00
3/12/2014	0.579	0.421	0.293	1.293	0.00	0.00	0.00
3/13/2014	0.587	0.432	0.295	1.314	0.00	0.00	0.00
3/14/2014	0.640	0.432	0.286	1.359	0.00	0.00	0.00
3/15/2014	0.628	0.472	0.302	1.402	0.01	0.00	0.00
3/16/2014	0.870	0.498	0.313	1.681	0.00	0.00	0.00
3/17/2014	0.663	0.411	0.289	1.363	0.01	0.00	0.00
3/18/2014	0.552	0.409	0.287	1.249	0.00	0.00	0.00
3/19/2014	0.615	0.408	0.276	1.299	0.00	0.00	0.00
3/20/2014	0.624	0.419	0.278	1.322	0.00	0.00	0.00
3/21/2014	0.666	0.408	0.271	1.345	0.00	0.00	0.00
3/22/2014	0.637	0.463	0.292	1.392	0.00	0.00	0.00
3/23/2014	0.671	0.485	0.296	1.452	0.00	0.00	0.00
3/24/2014	0.674	0.421	0.268	1.363	0.00	0.00	0.00
3/25/2014	0.678	0.432	0.266	1.376	0.14	0.17	0.11
3/26/2014	0.684	0.449	0.278	1.412	0.36	0.36	0.22
3/27/2014	0.679	0.368	0.321	1.368	0.00	0.00	0.00
3/28/2014	0.661	0.426	0.266	1.354	0.00	0.00	0.03
3/29/2014	0.868	0.585	0.379	1.832	0.53	0.57	1.15
3/30/2014	0.705	0.545	0.346	1.596	0.01	0.01	0.02
3/31/2014	0.896	0.592	0.494	1.982	0.44	0.41	1.17
Totals	21.406	14.748	10.247	46.401	2.29	2.18	3.75

Summary

	<u>HMB</u>	<u>GSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.552	0.368	0.266	1.249
Average	0.691	0.476	0.331	1.497
Maximum	0.896	0.620	0.494	1.982
Distribution	46.1%	31.8%	22.1%	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, March 2014



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2014

March 2014

	Total	HMB	GSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0%	0%	0%

12 Month Moving Total

	Total	HMB	GSD	MWSD	SAM
Roots	3	0	3	0	0
Grease	0	0	0	0	0
Mechanical	3	0	1	0	2
Wet Weather	0	0	0	0	0
Other	2	1	1	0	0
Total	8	1	5	0	2
		13%	63%	0%	25%

Reportable SSOs

	Total	HMB	GSD	MWSD	SAM
March 2014	0	0	0	0	0
12 Month Moving Total	8	1	5	0	2

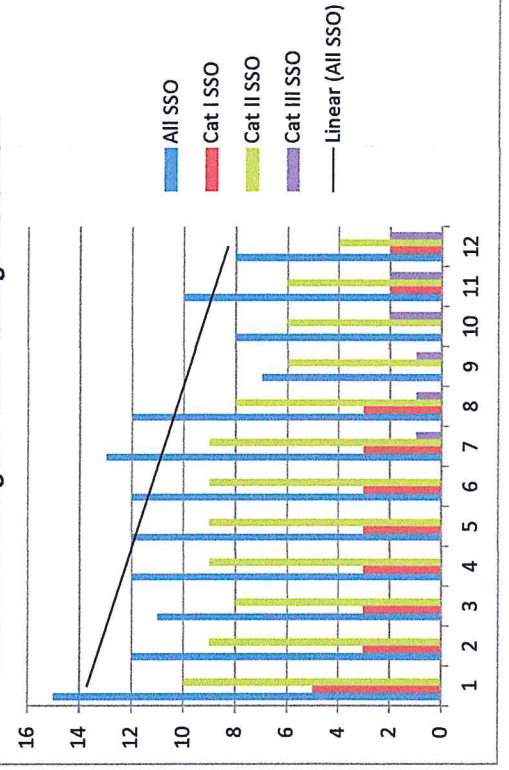
SSOs / Year / 100 Miles

	Total	HMB	GSD	MWSD	SAM
March 2014	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	7.7	2.7	15.1	0.0	27.4
Category 1	1.9	2.7	0.0	0.0	13.7
Category 2	3.8	0.0	9.0	0.0	13.7
Category 3	1.9	0.0	6.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GSD	MWSD	Total Feet	Total Miles
Apr-13	3,795	13,879	28,042	45,716	8.7
May-13	2,070	21,269	29,785	53,124	10.1
Jun-13	23,796	20,397	0	44,193	8.4
Jul-13	26,624	20,858	463	47,945	9.1
Aug-13	27,738	18,778	2,609	49,125	9.3
Sep-13	31,119	26,407	0	57,526	10.9
Oct-13	25,925	13,837	703	40,465	7.7
Nov-13	19,335	3,006	4,473	26,814	5.1
Dec-13	36,715	282	0	36,997	7.0
Jan-14	5,153	16,084	22,555	43,792	8.3
Feb-14	2,893	11,781	22,467	37,141	7.0
Mar-14	7,559	20,183	15,861	43,603	8.3
Annual ft	212,722	186,761	126,958	526,441	
Annual Mi.	40	35	24		100

12 Month Moving SSO Totals Through March 2014





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 15, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

SUBJECT: Review of Current Investment Portfolio

The District's Investment Policy and Guidelines requires that the Board review the status of the current investment portfolio. The following summarizes the status of these accounts:

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for March 2014 was 0.233%.
- The District has set up two checking accounts that are largely backed by Federal securities: Water General Account and the Sewer General Account with Wells Fargo Bank.

RECOMMENDATION:

District staff attempts to cash manage idle funds in LAIF as long as possible before transferring to the Wells Fargo checking accounts for disbursements.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 15, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Connection Permit Applications Received

As of May 15, 2014 the following new Sewer Connection Permit applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size
04/19/2014	Noto Yoshiaki	25 Bernal Street	SFD
04/10/2014	Majdi Abdulqader	San Ramon	SFD

As of May 15, 2014 the following new Water (Private Fire Sprinkler) Connection Permit applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size
04/10/2014	Majdi Abdulqader	San Ramon	SFD

As of May 15, 2014 the following new Water Connection Permit applications were received since the last report:

Date of App.	Property Owner	Site Address	Home Size	Type of Connection
04/19/2014	Noto Yoshiaki	25 Bernal Street	SFD	Domestic

RECOMMENDATION:

No action is required. This is for Board information only.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 15th , 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens Heldmaier'. The signature is fluid and cursive, written over the printed name.

SUBJECT: Monthly Water Production Report

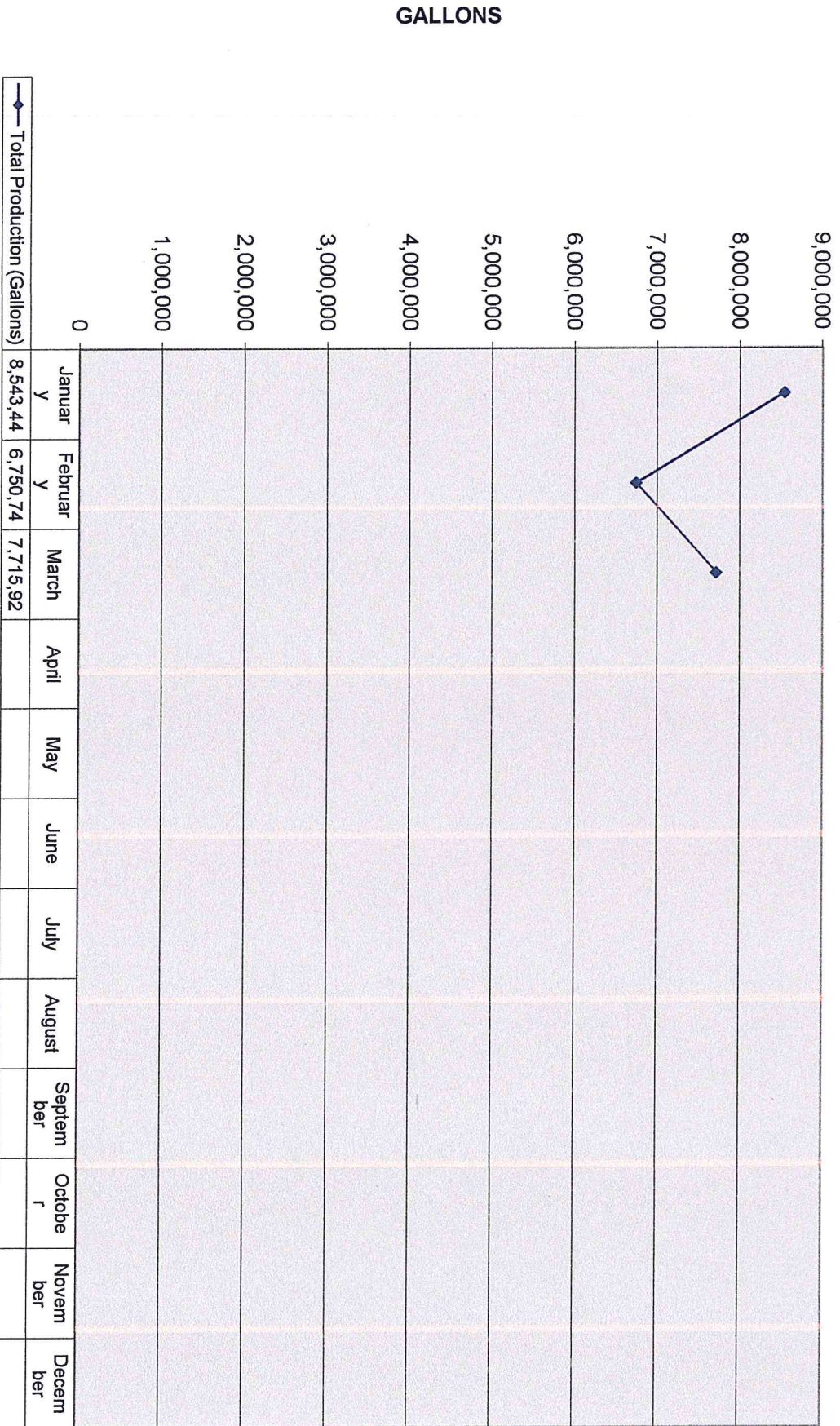
The attached two charts summarize the monthly water production for the District. The first shows a consolidated report from all sources by month. The second shows each water source the District uses, both wells and surface water. The production is shown in gallons of water produced.

RECOMMENDATION:

No action is required. This information is presented for the Board's information only.

Attachments

Total Production 2014(Gallons)





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 15th** , 2014

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens Heldmaier'. The signature is stylized and written in a cursive-like font.

SUBJECT: Rain Report

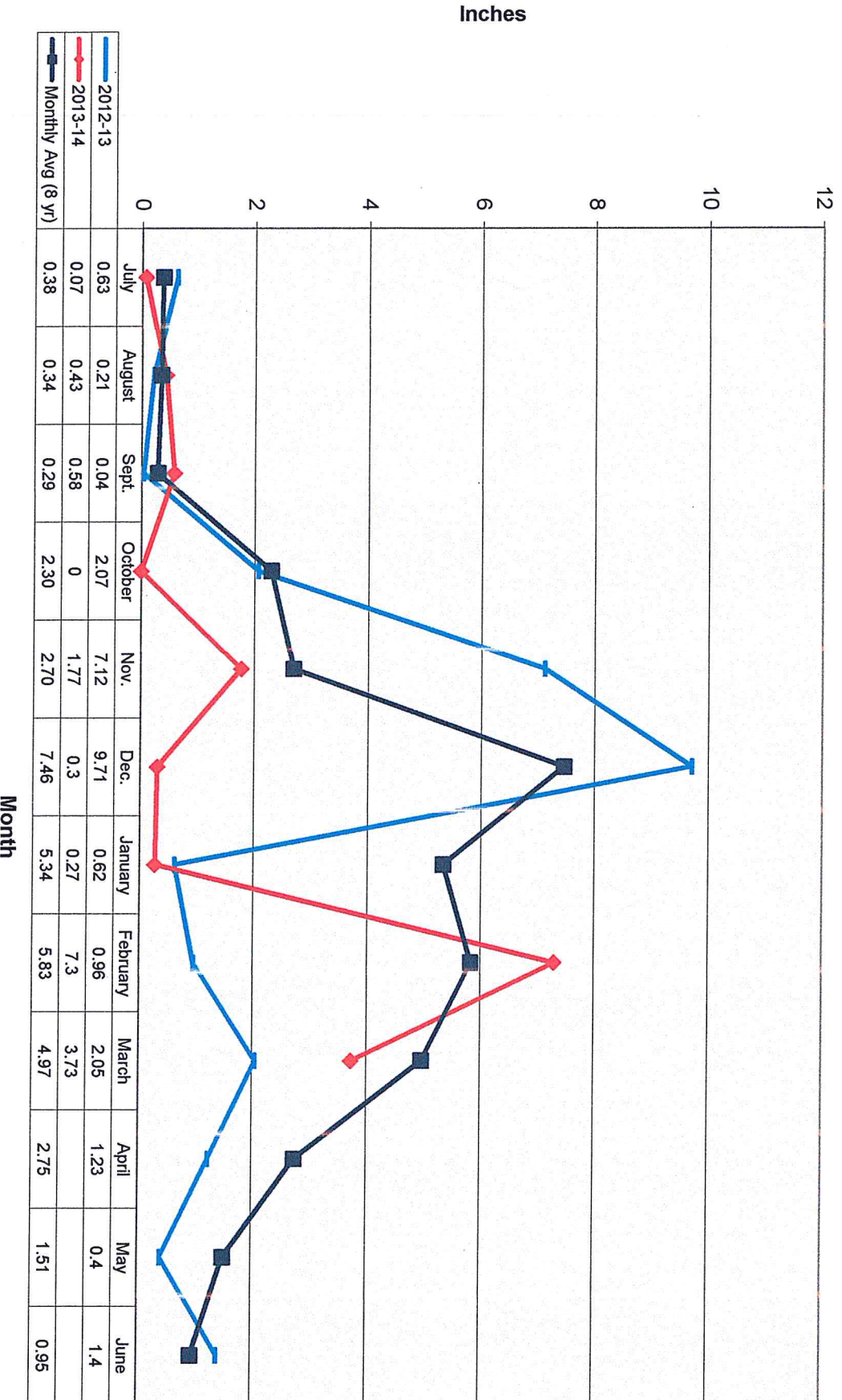
The attached chart shows the monthly rainfall at the Alta Vista Treatment Plant for the current and prior fiscal years along with the seven year average of rainfall.

RECOMMENDATION:

No action is required. This is presented for the Board's information only.

Attachment

RAIN REPORT





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 15th, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens Heldmaier', written in a cursive style.

SUBJECT: Monthly Solar Energy Report

The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 31744 kWh and saved 53968 lbs of CO₂.

RECOMMENDATION:

No action is required. This information is presented for the Board's information only.

Attachments



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 15, 2014**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning
Possible Leak Adjustment for 148 Marine Blvd.**

Staff Report and attachments will be provided before or at the meeting.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **May 15, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens Heldmaier', written over the 'FROM' line.

**SUBJECT: Review and Possible Action Concerning Sewer
Authority Mid-Coastside Annual Budget.**

The SAM Board authorized the distribution of the Sewer Authority Mid-Coastside (SAM) Joint Powers Authority Budget to the member agencies for review and comment. At this time the Member Agency Managers will meet with SAM staff to discuss budgets with the hopes of streamlining the process of approval for all member agencies. The SAM Budgets will be submitted for approval by this Board at a following meeting.

The new SAM Manager Rob Hopkins will be available at the meeting to address any questions the Board might have.

RECOMMENDATION:

This is for Board discussion and information only.

Attachment

**SAM MEMBER AGENCY MANAGER'S
COLLECTIONS BUDGET V2.0
FISCAL YEAR 2014-15**

SEWER AUTHORITY MID-COASTSIDE

FY2014-15 Collections System Budget Assessment

	HMB	GSD	MWSD	Total
Collection Hour Distribution	34.91%	30.65%	34.43%	100.00%
Fixed Insurance Costs	\$ 16,384	\$ 13,889	\$ 25,948	\$ 56,221
Collection General Subtotal	\$ 283,810	\$ 249,172	\$ 279,905	\$ 812,888
Annual Collections Assessments	\$ 300,195	\$ 263,061	\$ 305,853	\$ 869,109
General Monthly Assessment	\$ 25,016	\$ 21,922	\$ 25,488	\$ 72,426

The Collection General Budget is distributed based on average employee hours.

Insurance costs are costs for individual liability insurance for all three member agencies to cover sewage overflows, especially into homes. Insurance costs also include liability insurance for MWSD's water system. Because these costs are not subject to assessment based on average employee hours, they are fixed costs.

The fixed insurance cost is subtracted from the total Collection General Budget. The difference is distributed amongst the member agencies based on average employee hours.

SEWER AUTHORITY MID-COASTSIDE

Collections Assessment Comparison

	Actual FY2012-13	FY2013-14 Budgeted Assessments	FY2014-15 Proposed Assessments	Change from FY 2013-14	
				\$	%
Collections	\$ 814,368	\$ 838,181	\$ 869,109	\$ 30,928	3.7%
Total	\$ 814,368	\$ 838,181	\$ 869,109	\$ 30,928	3.7%

Collections Expenditure Comparison

	Actual FY2012-13	FY2013-14 Budgeted Assessments	FY2014-15 Proposed Assessments	Change from FY 2013-14	
				\$	%
Collections	\$ 764,767	\$ 838,181	\$ 869,109	\$ 30,928	3.7%
Total	\$ 764,767	\$ 838,181	\$ 869,109	\$ 30,928	3.7%

SEWER AUTHORITY MID-COASTSIDE

FY 2014-15

Member Agency **Collections** Assessment Comparison

City of Half Moon Bay					
	Actual	Current	Proposed	Change from FY 2013-14	
	FY2012-13	FY2013-14	FY2014-15	\$	%
Collections	\$ 300,492	\$ 275,763	\$ 300,195	\$ 24,432	8.9%
Total	\$ 300,492	\$ 275,763	\$ 300,195	\$ 24,432	8.9%
Monthly Total	\$ 25,041	\$ 22,980	\$ 25,016	\$ 2,036	8.9%

Granada Sanitary District					
	Actual	Current	Proposed	Change from FY 2013-14	
	FY2012-13	FY2013-14	FY2014-15	\$	%
Collections	\$ 232,536	\$ 229,551	\$ 263,061	\$ 33,510	14.6%
Total	\$ 232,536	\$ 229,551	\$ 263,061	\$ 33,510	14.6%
Monthly Total	\$ 19,378	\$ 19,129	\$ 21,922	\$ 2,792	14.6%

Montara Water and Sanitary District					
	Actual	Current	Proposed	Change from FY 2013-14	
	FY2012-13	FY2013-14	FY2014-15	\$	%
Collections	\$ 281,340	\$ 332,867	\$ 305,853	\$ (27,014)	-8.1%
Total	\$ 281,340	\$ 332,867	\$ 305,853	\$ (27,014)	-8.1%
Monthly Total	\$ 23,445	\$ 27,739	\$ 25,488	\$ (2,251)	-8.1%

Total	\$ 814,368	\$ 838,181	\$ 869,109	\$ 30,928	3.7%
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SEWER AUTHORITY MID-COASTSIDE

Collections Budget

Grouped Categories	Actual	FY2013-14	FY2014-15	Change from		Distributic
	FY2012-13	Budgeted Expenditures	Proposed Expenditures	FY 2013-14		
				\$	%	
Personnel	\$ 690,559	\$ 696,895	\$ 743,551	\$ 46,656	6.7%	85.6%
Utilities	\$ 2,233	\$ 3,278	\$ 3,442	\$ 164	0.0%	0.4%
Professional Services	\$ -	\$ 18,000	\$ 30,000	\$ 12,000	66.7%	3.5%
Chemicals	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Sludge/Solids	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Maintenance	\$ 12,065	\$ 8,250	\$ 8,250	\$ (0)	0.0%	0.9%
All Other Accounts	\$ 59,909	\$ 111,758	\$ 83,866	\$ (27,892)	-25.0%	9.6%
Passthrough Accounts	\$ -	\$ -	\$ -	\$ -	0.0%	
Total	764,767	838,181	869,109	30,928	3.7%	100.0%

חכ

Collections

Budget

Year	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '14-15	Increase/ (decrease) from '13-14 Budget	Increase/ (decrease) %
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20180	50.0%	275,760	100.0%	300,195	24,432	8.9%
20174	50.0%	229,548	100.0%	263,061	33,510	14.6%
20134	50.0%	332,868	100.0%	305,853	-27,014	-8.1%
20188	50.0%	838,176	100.0%	869,109	30,928	3.7%
0		0		0	0	
20188	50.0%	838,176	100.0%	869,109	30,928	3.7%

20114	35.0%	299,828	70.0%	448,668	20,278	4.7%
20198	61.5%	39,597	123.0%	40,983	8,800	999.0%
20144	34.4%	152,888	68.7%	238,740	16,216	7.3%
2010	0.0%	0	0.0%	100	0	0.0%
20140	57.9%	10,080	115.9%	9,060	362	4.2%
	0.0%	0	0.0%	1,500	0	0.0%
	0.0%	0	0.0%	30,000	12,000	66.7%
20192	41.1%	1,985	82.3%	2,412	-0	0.0%

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2014-2015 BUDGET
Class: COLLECTIONS**

REVENUE

Current Yr

EXPENSES

5021001	Productive Payroll	\$448,668
----------------	---------------------------	------------------

This is salary for employees in this account class. This total reflects 3.5% COLA for the fiscal year because of the memorandum of understanding (MOU). The total also includes three step increases, 2 of which are for obtaining Class B licenses. The budgeted amount includes 4 full-time Collection employees as well as an allocation 2.15 employees from other departments.

Item	Cost
Salary	\$433,533
Est. Step Incr/Certifications	\$5,662
COLA	\$9,473

5021002	Overtime	\$40,983
----------------	-----------------	-----------------

This is for overtime pay to represented employees. SAM has an MOU with Stationary Engineers Local 39. That MOU specifies the conditions and amounts for overtime pay. For this account class, we projected the FY2014-15 total based upon the actuals thru December 2013. Overtime is used for sewer system callouts, emergency response to alarm conditions and storm related staffing. There is an increase in FY 2014-15 due to a higher projection of actual expenses in FY 2013-14

5021004	Benefits	\$238,740
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This account is used for MOU-required benefits. SAM provides CalPERS retirement at 2% 55 for "classic" employees and 2% 62 for new hires. Provides retirement and insurance for represented employees. CalPERS retirement cost decrease of 2.55%, Medical/Dental/Life/Vision/Life for represented no increase, LTD insurance cost increase of 5%, workers comp insurance increase of 10%.

Item	Cost
CalPERS retirement	\$63,757
Medical/Dental/Life/Vision	\$143,539
Retiree Health Security Plan	\$1,066
LTD	\$1,648
Workers Comp/Medicare	\$28,730

5021006 Overtime Meals \$100

This account is used for MOU-required overtime meals.

5021008 Retiree Benefits \$9,060

This account is for CalPERS and GASB 45 mandatory contribution towards current and future retiree medical benefits. SAM provides the minimum required contribution for its one (1) Collection retired employee at \$115 per month.

5031003 Employee Physicals \$1,500

Costs associated with various medical examinations and required inoculations.

Descrip	Freq	Rate	Cost
Hep B Series (3)	4	\$255	\$1,020
Respirator	4	\$120	\$480

5041006 Other Professional Services \$30,000

This expense is for moving to a more modernized and robust Maintenance Management System. In addition to a higher degree of usability, it will cost much less over time. This year will cover the initial cost of purchase and setup of \$30,000 for a SAM seat. Member agencies will be able to utilize the SAM seat through protected network access. The annual support cost will drop by approximately \$12,000. Therefore, the District will recover the cost of software and setup by the second or third year of implementation, and will save at least \$12,000 in cost every year thereafter.

Item	Cost
New Collection System Maintenance Management System	\$30,000

5052002 Laundry Service **\$2,412**

These are costs associated with the laundering of MOU-required uniforms.

Item	Units/Year	Rate	Cost
Uniform Service (per Ee)	52	\$46	\$2,412

50810 Skills Improvements **\$1,600**

These are costs associated with employee skill improvements for four employees.

Item	No	Rate	Cost
Various training	4	\$400	\$1,600

50910 Meetings and Travel **\$500**

These are costs associated with one employee meeting, conference, seminar costs and associated travel costs.

5102001 Safety Training **\$2,400**

These are costs associated with safety training.

Item	No of staff	Rate	Cost
Cintas Safety Training	4	\$600	\$2,400

5102002 Safety Shoes **\$880**

These are costs associated with MOU-required safety shoe reimbursement. Current reimbursement is \$220/ employee.

Item	No	Rate	Cost
Safety shoes	4	\$220	\$880

5102003 Personal Safety Equipment **\$1,000**

These are costs associated with personal safety equipment such as gloves, raingear, boots, safety vests, goggles.

Item	No	Rate	Cost
Personal Safety Equipment	4	\$250	\$1,000

5102005 Safety Equipment **\$824**

These are costs associated with safety equipment other than personal equipment. These include SCBAs, Air Detectors, etc. This account has been increased due to service costs for the SCBA and associated equipment.

Item	No	Rate	Cost
SCBA Units	1	\$232	\$232
Equipment Repair Maint	1	\$317	\$317
Foul Air Detectors	1	\$125	\$125
SCBA Tanks	3	\$50	\$150

5111003 Office Supplies **\$257**

These are costs associated with office supplies - paper, pens, clips etc. 3% increase for inflation.

5111005 General Supplies **\$516**

These costs are for various supplies used in the daily operation of the Collection System and associated equipment. This would include nuts, bolts and other hardware, paints, brooms and cleaning supplies, herbicides, etc. 3% increase for inflation.

Item	No	Rate	Cost
General	12	\$43	\$516

5121002 Liability Insurance **\$56,221**

This amount is based on 2014 premiums plus anticipated 5% increase for 2015 projected by insurance carrier, CSRMA.

5132004 Water \$3,442

These are potable water service costs. Potable water is used at the SAM plant and pump stations for domestic purposes, pump seal water, odor control street wash down and fire protection. Included is an estimated 10% rate increase indicated by the larger of the two water districts we work with.

Item	No	Rate	Cost
Water for flushing	298	\$ 11.55	\$3,442

5152001 Diesel \$6,000

Diesel fuel costs. Diesel is used for vehicles.

Item	No	Rate	Cost
Diesel Fuel	1200	\$5.00	\$6,000

5152002 Gasoline \$3,000

Gasoline fuel costs for SAM's Collection System vehicles. Reduction from FY 2013-14 based on actual usage.

Item	No	Rate	Cost
Gasoline	600	\$5.00	\$3,000

5152003 Lubricants \$250

Cost of equipment lubricants for SAM's Collection System vehicles and equipment.

Item	No	Rate	Cost
Lubricants	12	\$ 20.83	\$250

5162002 Maintenance \$500

These are costs related to the SAM Collections System equipment maintenance. This includes parts and outside labor.

Item	No	Rate	Cost
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Various 12 \$ 41.66 \$500

5182002 Vehicles \$7,500

These are costs for accessories and for repairs to vehicles such as annual services, brakes, safety equipment and the like. We have increased this account due to vehical age and previous spending confirming the older vehical age requires more service work.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
Maintenance / Repairs	3	\$ 2,500	\$7,500

5184012 SAM Collection Equipment \$12,000

Costs associated with routine repairs to and minor replacement of SAM collection equipment which includes hose replacement, camera equipment service and/or replacement, nozzles, etc.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
Various	12	\$1,000	\$12,000

5202002 General Tools \$756

Costs for tools other than Mechanic's tools.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
Various tools	12	\$63	\$756

TOTAL COLLECTION EXPENDITURES: \$ 869,109

SEWER AUTHORITY MID-COASTSIDE

Collection Percentage Allocation Based off prior year Calendar Year Distribution

	<u>HMB</u>	<u>GSD</u>	<u>MWSD</u>	
FY 2014-15 Rate	34.91%	30.65%	34.43%	(based off Calendar Year 2013 Hours)
FY 2013-14 Rate	33.18%	27.57%	39.25%	(based off Calendar Year 2012 Hours)
Percent Change	5.23%	11.18%	-12.27%	

Hour Distribution - Calendar Year 2013							
	HMB	GSD	MWSD	Total	% HMB	% GSD	% MWSD
January 2013	106.51	314.60	287.84	708.95	15.02%	44.38%	40.60%
February 2013	92.89	201.98	261.63	556.50	16.69%	36.29%	47.01%
March 2013	120.42	194.06	316.02	630.50	19.10%	30.78%	50.12%
April 2013	94.67	185.40	403.93	684.00	13.84%	27.11%	59.05%
May 2013	113.48	204.74	383.29	701.51	16.18%	29.19%	54.64%
June 2013	279.08	191.59	147.08	617.75	45.18%	31.01%	23.81%
July 2013	275.27	281.58	130.14	686.99	40.07%	40.99%	18.94%
August 2013	291.82	211.27	145.91	649.00	44.96%	32.55%	22.48%
September 2013	245.94	248.90	167.66	662.50	37.12%	37.57%	25.31%
October 2013	344.63	206.20	172.67	723.50	47.63%	28.50%	23.87%
November 2013	319.30	119.46	176.24	615.00	51.92%	19.42%	28.66%
December 2013	457.32	46.98	111.20	615.50	<u>74.30%</u>	<u>7.63%</u>	<u>18.07%</u>
Totals	2741.33	2406.76	2703.61	7851.70	34.91%	30.65%	34.43%

Hour Distribution - Calendar Year 2012							
	HMB	GSD	MWSD	Total	% HMB	% GSD	% MWSD
January 2012	137.51	288.44	412.54	838.49	16.40%	34.40%	49.20%
February 2012	144.09	204.66	376.75	725.50	19.86%	28.21%	51.93%
March 2012	137.43	229.06	467.76	834.25	16.47%	27.46%	56.07%
April 2012	190.39	197.41	404.19	791.99	24.04%	24.93%	51.03%
May 2012	183.24	216.33	506.93	906.50	20.21%	23.86%	55.92%
June 2012	369.34	230.26	247.91	847.51	43.58%	27.17%	29.25%
July 2012	361.39	174.87	264.27	800.53	45.14%	21.84%	33.01%
August 2012	310.39	188.06	179.30	677.75	45.80%	27.75%	26.46%
September 2012	238.31	184.22	108.97	531.50	44.84%	34.66%	20.50%
October 2012	218.24	238.80	183.45	640.49	34.07%	37.28%	28.64%
November 2012	346.04	110.70	149.76	606.50	57.06%	18.25%	24.69%
December 2012	266.97	149.24	133.05	549.26	<u>48.61%</u>	<u>27.17%</u>	<u>24.22%</u>
Totals	2903.34	2412.05	3434.88	8750.27	33.18%	27.57%	39.25%

**SAM MEMBER AGENCY MANAGER'S
GENERAL OPERATING BUDGET V2.0
FISCAL YEAR 2014-15**

SEWER AUTHORITY MID-COASTSIDE

FY2014-15 JPA/O&M Budgeted Assessments

	<u>HMB</u>		<u>GSD</u>		<u>MWSD</u>		<u>Total</u>
JPA/O&M Distribution	48.9%		31.3%		19.8%		100.0%
 <u>Annual Assessments</u>							
Admin General	\$ 535,417	\$	342,622	\$	216,366	\$	1,094,405
Treatment General	\$ 1,008,780	\$	645,534	\$	407,655	\$	2,061,969
NDWSCP General	\$ -	\$	-	\$	-	\$	-
 Annual JPA/O&M Total	 \$ 1,544,198	 \$	 988,155	 \$	 624,021	 \$	 3,156,374
 Monthly JPA/O&M Total	 \$ 128,683	 \$	 82,346	 \$	 52,002		

* Non-Domestic Waste Source Control Program (NDWSCP) costs are not included in assessment allocations because, except for some administrative costs, this program is funded entirely by commercial users and not the member agencies.

SEWER AUTHORITY MID-COASTSIDE

JPA/O&M Revenue Comparison

	Actual FY2012-13	FY2013-14 Budgeted Revenue	FY2014-15 Proposed Revenue	Change from FY 2013-14	
				\$	%
Member Assessments					
Admin	\$ 1,088,184	\$ 1,080,365	\$ 1,094,405	\$ 14,040	1.3%
Treatment	\$ 1,986,960	\$ 2,005,314	\$ 2,061,969	\$ 56,655	2.8%
Total	\$ 3,075,144	\$ 3,085,679	\$ 3,156,374	\$ 70,695	2.3%
Other Revenues (not from Member Assessments)					
NDWSCP	\$ 32,944	\$ 47,499	\$ 45,773	\$ (1,726)	-3.6%
Admin - Other	\$ 39,019	\$ 39,839	\$ 32,769	\$ (7,070)	-17.7%
Treatment -Other	\$ 11,622	\$ 12,000	\$ 12,000	\$ (0)	0.0%
Total Other Revenue	\$ 83,585	\$ 99,338	\$ 90,542	\$ (8,796)	-8.9%
Total Revenues	\$ 3,158,729	\$ 3,185,017	\$ 3,246,916	\$ 61,899	1.9%

JPA/O&M Expenditure Comparison

	Actual FY2012-13	FY2013-14 Budgeted Expenditures	FY2014-15 Proposed Expenditures	Change from FY 2013-14	
				\$	%
Admin	\$ 1,263,799	\$ 1,120,204	\$ 1,127,174	\$ 6,970	0.6%
Treatment	\$ 1,999,184	\$ 2,017,314	\$ 2,073,969	\$ 56,655	2.8%
NDWSCP	\$ 38,120	\$ 47,499	\$ 45,773	\$ (1,726)	-3.6%
Total	\$ 3,301,103	\$ 3,185,017	\$ 3,246,916	\$ 61,899	1.9%

SEWER AUTHORITY MID-COASTSIDE

FY 2014-15

Member Agency JPA/O&M Assessment Comparison

City of Half Moon Bay					
	Actual	Current	Proposed	Change from FY 2013-14	
	FY2012-13	FY2013-14	FY2014-15	\$	%
Admin	\$ 507,096	\$ 540,671	\$ 535,417	\$ (5,254)	-1.0%
Treatment	\$ 925,920	\$ 1,003,564	\$ 1,008,780	\$ 5,216	0.5%
NDWSCP	\$ -	\$ -	\$ -	\$ -	
Total	\$ 1,433,016	\$ 1,544,235	\$ 1,544,198	\$ (38)	0.0%
Monthly Total	\$ 119,418	\$ 128,686	\$ 128,683	\$ (3)	0.0%

Granada Sanitary District					
	Actual	Current	Proposed	Change from FY 2013-14	
	FY2012-13	FY2013-14	FY2014-15	\$	%
Admin	\$ 352,572	\$ 309,595	\$ 342,622	\$ 33,027	10.7%
Treatment	\$ 643,776	\$ 574,652	\$ 645,534	\$ 70,882	12.3%
NDWSCP	\$ -	\$ -	\$ -	\$ -	
Total	\$ 996,348	\$ 884,247	\$ 988,155	\$ 103,909	11.8%
Monthly Total	\$ 83,029	\$ 73,687	\$ 82,346	\$ 8,659	11.8%

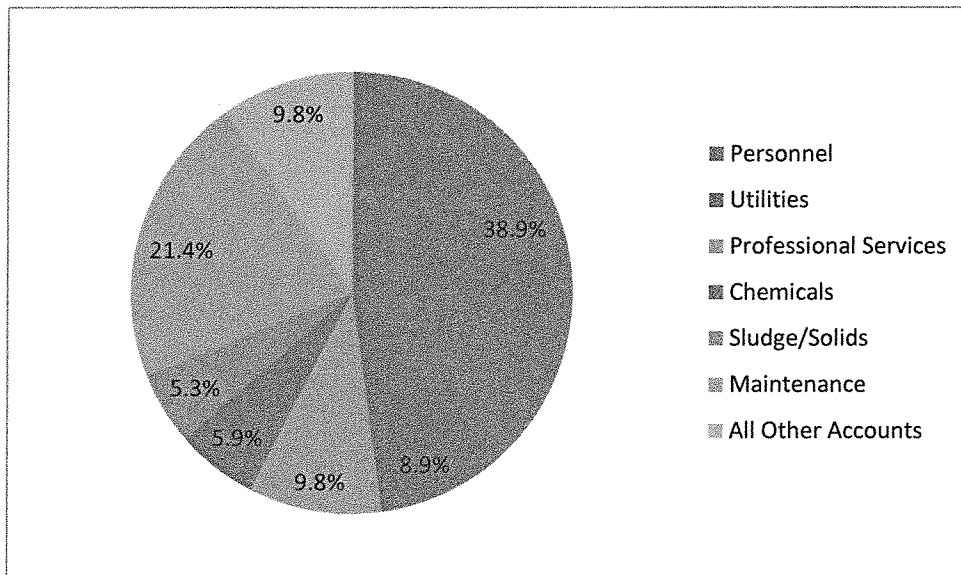
Montara Water and Sanitary District					
	Actual	Current	Proposed	Change from FY 2013-14	
	FY2012-13	FY2013-14	FY2014-15	\$	%
Admin	\$ 228,516	\$ 230,099	\$ 216,366	\$ (13,733)	-6.0%
Treatment	\$ 417,264	\$ 427,098	\$ 407,655	\$ (19,443)	-4.6%
NDWSCP	\$ -	\$ -	\$ -	\$ -	
Total	\$ 645,780	\$ 657,197	\$ 624,021	\$ (33,176)	-5.0%
Monthly Total	\$ 53,815	\$ 54,766	\$ 52,002	\$ (2,765)	-5.0%

Total	\$ 3,075,144	\$ 3,085,679	\$ 3,156,374	\$ 70,695	2.3%
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* Non-Domestic Waste Source Control Program (NDWSCP) costs are not included in assessment allocations because, except for some administrative costs, this program is funded entirely by commercial users and not the member agencies.

SEWER AUTHORITY MID-COASTSIDE
 General Operating Budget - Cost Center Roll-Up

Grouped Categories	Actual FY2012-13	FY2013-14 Budgeted Expenditures	FY2014-15 Proposed Expenditures	Change from FY 2013-14	
				\$	%
Personnel	1,120,786	1,085,061	1,261,447	\$ 176,386	16.3%
Utilities	286,938	288,857	290,180	\$ 1,323	0.5%
Professional Services	462,825	458,096	317,086	\$ (141,010)	-30.8%
Chemicals	197,693	184,825	192,995	\$ 8,170	4.4%
Sludge/Solids	160,095	175,510	173,372	\$ (2,138)	-1.2%
Maintenance	768,241	679,215	694,715	\$ 15,500	2.3%
All Other Accounts	304,525	313,453	317,122	\$ 3,669	1.2%
Passthrough Accounts	-	-	-	\$ -	0.0%
Total	3,301,103	3,185,017	3,246,916	61,899	1.9%



General Operating Admin, Treatment and NDWSCP

Code	Projected	Projected as % of Budgeted	Budgeted Amount '14-15	Increase/ (decrease) from '13-14 Budget	Increase/ (decrease) %
.0%	1,544,232	100.0%	1,544,198	-38	0.0%
.0%	884,244	100.0%	988,155	103,909	11.8%
.0%	657,192	100.0%	624,021	-33,176	-5.0%
.0%	3,085,668	100.0%	3,156,374	70,695	2.3%
	0		0	0	
.0%	47,249	100.0%	45,523	-1,726	
	250		250	0	
.4%	6,340	52.8%	12,000	-0	0.0%
.2%	1,172	234.3%	500	0	0.0%
	0		0	0	
	0		0	0	
.3%	14,658	58.6%	25,000	0	0.0%
.5%	7,900	55.1%	7,269	-7,070	-49.3%
.1%	77,569	78.1%	90,542	-8,796	-8.9%
.0%	3,163,237	99.3%	3,246,916	61,899	1.9%
.2%	8,400	58.3%	10,200	-4,200	-29.2%
.9%	674,501	107.8%	792,273	166,834	26.7%
.6%	25,972	129.1%	27,116	6,999	34.8%
	0		0	0	
.2%	289,644	84.5%	352,813	9,952	2.9%
.0%	0	0.0%	200	0	0.0%
.4%	40,580	96.8%	41,940	0	0.0%
.1%	25,796	112.2%	18,432	-4,549	-19.8%
	0		0	0	
.0%	0	0.0%	2,973	0	0.0%
.6%	10,500	97.1%	10,812	0	0.0%
.9%	23,200	79.9%	29,682	632	2.2%
.9%	181,663	213.7%	85,000	0	0.0%
.8%	70,352	89.6%	78,550	0	0.0%
.7%	4,142	75.3%	5,850	350	6.4%
.0%	198,556	88.0%	68,692	-156,992	-69.6%
.5%	10,878	78.9%	13,780	0	0.0%
.9%	17,867	123.8%	14,437	-0	0.0%
.7%	4,306	9.4%	45,627	0	0.0%
.8%	92,082	141.6%	70,515	5,500	8.5%
.0%	14,565	112.0%	13,000	0	0.0%
	0		0	0	
	0		0	0	

General Operating Admin, Treatment and NDWSCP

Code	Projected	Projected as % of Budgeted	Budgeted Amount '14-15	Increase/ (decrease) from '13-14 Budget	Increase/ (decrease) %
.7%	139,230	79.3%	173,372	-2,138	-1.2%
.9%	809	161.8%	500	0	0.0%
.7%	6,668	65.4%	10,200	0	0.0%
	0		3,300	0	
.3%	27,210	164.6%	16,530	0	0.0%
.1%	5,418	132.1%	3,425	-675	-16.5%
.4%	5,346	84.9%	6,300	0	0.0%
.8%	309	7.5%	4,100	0	0.0%
	0		0	0	
.2%	3,240	86.4%	5,100	1,350	36.0%
.0%	0	0.0%	1,320	0	0.0%
.6%	3,814	127.1%	1,500	-1,500	-50.0%
.5%	4,142	220.9%	4,750	2,875	153.3%
.0%	0	0.0%	25,000	15,000	
.1%	1,444	48.1%	3,081	81	2.7%
.5%	25,706	38.9%	66,000	0	0.0%
.5%	4,161	85.0%	5,032	139	2.8%
.6%	6,093	71.2%	8,670	107	1.2%
.0%	3,890	74.0%	5,380	127	2.4%
	0		0	0	
.2%	33,115	96.4%	36,588	2,241	6.5%
.3%	24,689	106.7%	23,716	569	2.5%
.0%	0	0.0%	25,000	0	0.0%
.5%	358	101.1%	358	4	1.1%
.8%	16,532	135.5%	12,566	366	3.0%
.8%	222,678	85.5%	260,397	-0	0.0%
.9%	565	29.8%	1,893	-0	0.0%
.6%	25,312	95.3%	27,890	1,323	5.0%
	0		0	0	
.4%	6,615	102.8%	6,625	193	3.0%
	0				
.5%	2,217	51.1%	2,100	-2,240	-51.6%
.0%	0	0.0%	2,900	0	0.0%
.8%	38,793	87.6%	44,484	202	0.5%
.6%	3,224	27.2%	11,858	-0	0.0%
.7%	3,015	37.4%	8,065	-0	0.0%
.7%	4,740	193.5%	2,450	0	0.0%
.8%	1,902	77.6%	2,450	0	0.0%
.0%	0	0.0%	2,250	0	0.0%
	0		0	0	
.0%	43,063	75.9%	56,700	0	0.0%
.9%	40,378	113.7%	41,275	5,770	16.3%
.9%	33,564	87.7%	38,270	0	0.0%

General Operating Admin, Treatment and NDWSCP

Code	Projected	Projected as % of Budgeted	Budgeted Amount '14-15	Increase/ (decrease) from '13-14 Budget	Increase/ (decrease) %
.1%	23,666	80.2%	29,500	0	0.0%
.5%	25,314	113.0%	24,800	2,400	10.7%
	0		0	0	
.6%	768	51.2%	1,500	0	0.0%
.5%	11	1.1%	1,000	-0	0.0%
.1%	8,541	110.2%	7,750	0	0.0%
.0%	2,941	70.0%	5,100	900	21.4%
.7%	307	11.4%	2,781	81	3.0%
.7%	3,330	55.5%	6,000	0	0.0%
.5%	5,507	55.1%	10,000	0	0.0%
.4%	118,505	60.8%	195,000	0	0.0%
.0%	542,541	182.1%	298,000	0	0.0%
.0%	0	0.0%	30,000	10,000	50.0%
	0		0	0	
	0		0	0	
	0		0	0	
	0		0	0	
	0		0	0	
	0		0	0	
	0		0	0	
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	0		0	0	
	0		0	0	
	0		0	0	
	0		0	0	
	0		0	0	
	0		0	0	
	0		0	0	
.7%	1,275	127.5%	1,200	200	20.0%
.4%	28	2.8%	1,000	0	0.0%
	0		0	0	
37%	3,163,974	99.34%	3,246,916	61,899	1.9%

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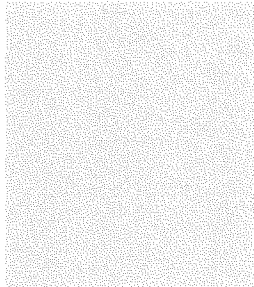
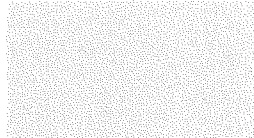
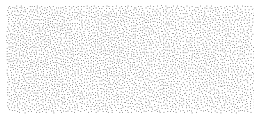
	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '14-15	Increase/ (decrease) from '13-14 Budget	Increase/ (decrease) %
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Admin Justifications

3	50.0%	540,672	100.0%	535,417	-5,254	-1.0%
4	50.0%	309,588	100.0%	342,622	33,027	10.7%
0	50.0%	230,100	100.0%	216,366	-13,733	-6.0%
0	50.0%	1,080,360	100.0%	1,094,405	14,040	1.3%
5	117.2%	1,172	234.3%	500	0	0.0%
9	29.3%	14,658	58.6%	25,000	0	0.0%
0	27.5%	7,900	55.1%	7,269	-7,070	-49.3%
5	29.8%	23,730	59.6%	32,769	-7,070	-17.7%
5	49.3%	1,104,090	98.6%	1,127,174	6,970	0.6%



0	29.2%	8,400	58.3%	10,200	-4,200	-29.2%
9	55.7%	310,578	111.4%	439,701	160,973	57.8%
3	42.6%	1,705	85.3%	2,000	0	0.0%
2	32.2%	105,585	64.4%	178,296	14,390	8.8%
	0.0%	0	0.0%	100	0	0.0%
0	48.4%	40,580	96.8%	41,940	0	0.0%
3	53.2%	13,252	106.4%	10,284	-2,166	-17.4%
	0.0%	0	0.0%	723	0	0.0%
0	48.6%	10,500	97.1%	10,812	0	0.0%
0	39.9%	23,200	79.9%	29,682	632	2.2%
2	106.9%	181,663	213.7%	85,000	0	0.0%
3	44.8%	70,352	89.6%	78,550	0	0.0%
1	37.7%	4,142	75.3%	5,850	350	6.4%
3	44.0%	198,556	88.0%	58,692	-166,992	-74.0%
9	39.5%	10,878	78.9%	13,780	0	0.0%



**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2014-2015 BUDGET
Class: ADMINISTRATION**

REVENUE

		Current Yr
40610	Insurance Dividend	\$ 25,000

SAM is a member of the California Sanitation Risk Management Authority, an insurance pool. Each year, depending on the pool's performance, CSRMA might issue dividends to pool members. Proposed anticipated dividend is approximately the 5 yr average.

40810	Misc. Revenue	\$ 500
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This is a generic revenue account for unanticipated revenue such as credits, refunds, public records fees. Proposed anticipated misc revenue is approximately the 5 yr average.

40910	Interest Revenue	\$ 7,269
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This is anticipated average 0.26% interest earned on SAM's Investment Fund, Local Agency Investment Fund (LAIF), and reduced current rate of 0.30% interest earned on SAM's FNB Money Market account. Decrease in budget is also due to reduced LAIF and Money Market balance.

	Approx Balance	Revenue
LAIF Dec 2013	\$2,368,012	\$6,157
Money Market Dec 2013	\$370,708	\$1,112

TOTAL ADMINISTRATION OTHER INCOME	\$ 32,769
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EXPENSES

50110	Directors Fees	\$ 10,200
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Fees paid to SAM Directors for Board, Committee and Special meeting attendance. Decrease due to 6 committee meetings vs. 20 committee meetings budgeted last FY.

Item	No	Rate	Cost
Regular Meetings	12	\$600	\$7,200
Committee Meetings	6	\$300	\$1,800
Special Meetings	2	\$600	\$1,200

5021001 Productive Payroll \$ 439,701

This salary is for one represented and three Mgmt staff in Admin. This total reflects no continuation of a COLA for Mgmt staff and a 3.5% increase for the represented employee. No step increase because represented employee in Admin is at top step.

Item	Cost
Salary	\$437,531
COLA	\$2,170
Step increase	\$0

5021002 Overtime \$ 2,000

This is for OT pay to represented employees. SAM has an MOU with Stationary Engineers Local 39, which ecifies the conditions and amounts for overtime pay. For this account class, \$1500-1600 in overtime is historically typical, and utilized by represented employee attendance at SAM Board, Workshop and Committee meetings, special projects, and other urgent needs.

5021004 Benefits \$ 178,296

This account is used for MOU-required benefits for represented and Mgmt staff in Admin. SAM provides CalPERS retirement (2% 55) for these "classic" employees. Provides retirement and insurance for one (1) represented and three (3) Mgmt staff in Admin, and 457K matching contribution of 6K GM, 2K Supv. CalPERS retirement cost for Mgmt increase of 2.7%, Medical/Dental/Life/Vision/Life for Mgmt increase of 7.5% , LTD insurance cost increase of 5%, workers comp insurance increase of 10%.

Item	Cost
CalPERS retirement	\$97,869
Medical/Dental/Life/Vision Mgmt Staff	\$35,156
Medical/Dental/Life/Vision Represented	\$23,460
Life LTD	\$4,116
Workers Comp/Medicare	\$9,695
457K Contrib	\$8,000

5021006 Overtime Meals **\$ 100**

This account is used for MOU-required overtime meal allowance for one represented employee in Admin (estimate of 5 overtime meals at \$20.00 ea).

5021007 Temporary Assistance **\$ 41,940**

SAM has a contract for the services of temporary employees. Typically this is for administrative support through improved records retention/retrieval/storage, filing, copying, pdfs, data entry for Collection Maintenance Mgmt and Collection work hrs, sick lv/vac lv coverage, and other special projects. Total of 1398 hours budgeted for, to include 2 weeks unpaid vacation, 13 unpaid holiday or 233 days of work, 6 hours each day.

Temp	Hrly Rate	Appx Hrs	Cost
1	\$30	1398	\$41,940

5021008 Retiree Benefits **\$ 10,284**

This account is for CalPERS and GASB 45 mandatory contribution towards current and future retiree medical benefits. SAM provides the minimum required CalPERS medical cost contribution for its two (2) Admin retired employees at \$115 per month.

5031003 Employee Physicals **\$ 723**

Costs associated w/various medical/pre-employment exams

Descrip	Freq	Rate	Cost
Pre-Employment	2	\$220	\$440

Fit for Duty/Return to Work	2	\$113	\$226
Alcohol /Substance	1	\$57	\$57

5041001 Personnel Assistance \$ 10,812

For the services of day-to-day management consulting, labor relations, MOU negotiations, and grievances.

Item	Mos.	Monthly	Cost
		Fee	
Consultant	12	\$901	\$10,812

5041002 Audit Fees \$ 29,682

Fees for SAM's FY 2014-15 Financial audit, CA State Controllers Annual Report, Statistical Reports, and application of new Statements on Auditing Standards (SASs). 3% increase for inflation on auditor's cost.

Descrip	Cost
Audit	\$21,682
Audit Support from SAM Accountant	\$8,000

5041003 Engineering Fees \$ 85,000

Costs associated with general District Engineering services, as well as unplanned engineering services associated with urgent or emergency response. This category does not cover engineering services needed for the design or construction management of facility rehabilitation or replacements. Replacement planning is budgeted across a longer timeframe and includes associated engineering costs.

Item	Cost
District Engineering Services	\$45,000
Emergency or Urgent Engineering Support	\$40,000

5041004 Legal Fees \$ 78,550

These are costs associated primarily with the SAM Board's general counsel attendance at meetings and general advice to the Board, GM and Mgmt staff throughout the year. It also includes costs for a labor attorney and special counsel.

Item	Hrly Rate	Approx	
		Hrs	Cost
General Counsel	\$250	290	\$72,500
Labor Attorney	\$265	20	\$5,300
Special Counsel	\$300	2.5	\$750

5041005 Payroll Costs \$ 5,850

These are costs associated with computer payroll process service at approx \$250 per pay-period, (26). Payroll process includes printed paychecks, tax services, quarterly payroll reports, annual W-2's, and other audited reports. Increase based on actual 6% inflation costs.

Item	Periods	Period	
		Fee	Cost
Payroll Service	26	\$225	\$5,850

5041006 Other Professional Services \$ 58,692

These expenses are for accounting services, website maintenance, and other services (other than legal, engineering, and technical services). Includes monthly and period acctng svcs for SAM, including monthly financial reports to the Board, budget support, NDWSCP and Member Agency billing, and other services as requested by GM and Mgmt staff. It also includes fee for Integrated Watershed Mgmt Plan participation consultant for easement recordings, records retrieval/storage, and web design support. Continued review/updates of SAM personnel, financial and safety policies, by experts on latest rules and regs. Financial consultant to address concerns identified by Board and MA's, including cost sharing, reserves, budget documentation, and other concerns.

Item			Cost
Accounting	12	\$2,709	\$32,508
Human Resource Support			\$5,000
Records Retention	12	\$307	\$3,684
Con't review/Prsnl, Fin Safety Policy updates			\$5,000
Web design support			\$2,500
Financial Consultant			\$5,000
IWMP			\$5,000

5051001 Janitorial \$ 13,780

These are costs associated with Janitorial service to SAM Plant Admin and Portola Pump Station buildings and for specialty cleanings.

Item	No	Rate	Cost
Janitorial Monthly fee	12	\$700	\$8,400
Qrtly Janitorial Portola P.S	4	\$250	\$1,000
Steam Clean Restroom Tile	12	\$165	\$1,980
Admin Carpet Cleaning	6	\$400	\$2,400

5054004 Technical/Consulting Services \$ 10,200

These expenses are for computer services, website maintenance, and other services (other than legal, engineering, and technical services). This includes monthly and period service to SAM's server, backup systems, email/spam, and repairs.

Item	Cost
Computer/website services	\$10,200

5054005 Video Services \$ 3,300

This expense is for video recordings of board meetings. This year, video recording services are included for 12 meetings.

Item	Mtgs	\$/mtg	Cost
Video Recording services	12	275	\$3,300

50610 Memberships and Dues \$ 16,530

These are costs associated with SAM and employee membership in professional organizations. They include CASA, BACWA, WateReuse, CWEA, CSDA, USAA Alerts, GFOA, COSTO, AWWA and WEF.

Item	No	Rate	Cost
California Association of Sanitation Agencies			\$8,200
Bay Area Clean Water Agencies			\$2,500
WateReuse Foundation and Association			\$2,200
Ca Water Env. Assoc	13	\$140	\$1,820
CA Special District Association (CSDA)			\$950
Underground Services Alert			\$300
Government Finance Officers Association (GFOA)			\$200
Costco			\$55
AWWA			\$85

50710 Printing and Publications \$ 2,575

These are costs associated with printing. Includes SAM checks, envelopes, letterhead, public notices, Fed and State Mandatory posters, business forms, and other publications. 3% increase for inflation.

50810 Skills Improvements \$ 1,200

These are costs associated with employee skill improvements - sending employees to 1 or 2 day seminars or workshops.

Item	No	Rate	Cost
Various Courses	4	\$300	\$1,200

50910 Meetings and Travel \$ 3,000

These are costs associated with Admin employee meeting, conference, seminar costs and associated travel costs. In FY2014-15, budgeting for 6 meetings amongst CASA, WateReuse, CSDA, and CWEA.

Item	No	Rate	Cost
Meetings	6	\$500	\$3,000

5102001 Safety Training \$ 1,500

These are costs associated with safety training.

Item	No of staff	Rate	Cost
Cintas Safety Training	4	\$375	\$1,500

5111001 Postage \$ 2,831

These are costs associated with Admin, Treatment, and Collections departments postage, annual meter rental, reset fees, parts, shipping fees, postal rate changes, software and overnight mailings. Increase in postage, overnight and shipping costs - 3% increase for inflation on postage, overnight, shipping, mtr rntl, reset fees, change software fees.

Item	Cost
Postage	\$1,175
Overnight	\$762
Meter Rental	\$462
Shipping	\$108
Meter Reset fees	\$82
Rate Change Software	\$242

5111003	Office Supplies	\$ 4,774
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These are costs associated with office supplies - paper pens, clips etc. 3% increase for projected inflation.

5111004	Computer Supplies	\$ 3,670
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These are costs associated with computer and computer printer supplies and software upgrades. 3% increase for projected inflation.

5111005	General Supplies	\$ 4,350
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For shared supplies other than those specified elsewhere (sponges, plates, restroom, batteries, garbage liners, frames, hand sanitizer, coffee, and cleaning and other various supplies). 3% increase for projected inflation

5121002	Liability Insurance	\$ 36,588
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Liability insurance for SAM operations reduced based on 2013 actual expenditures plus avg anticipated 5% increase projected by insurance carrier, CSRMA for 2015.

5121003	Prop Ins	\$ 23,716
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Property ins for SAM operations and mobile equipment ins based on 2013 actuals plus avg anticipated 3.75% increase for property ins and 5% increase projected for mobile equip ins for 2015 by CSRMA.

5121006	Claims	\$ 25,000
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These are usually insurance deductibles associated with insurance claims. Increase \$5K per SAM Policy Deduction for an employee related claim.

5121007	Dishonesty Bond Insurance	\$	358
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This insurance is for protection against forgery, alteration of docs, inside /outside premises theft of monies, robbery, or safe burglary, or other property, computer fraud, funds transfer fraud.

5132001	Telephone	\$	12,566
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These are costs associated with SAM's telephone lines and equipment. These costs include alarm system lines, DSL line, Centrex Coastside emergency response system, incoming telephone lines and associated troubleshooting services. Increase 3% for projected inflation cost.

5141003	Copy Machine	\$	6,625
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These are costs associated with SAM's newly leased photocopier, including costs for B W and color copies, toner, and annual maintenance fees. Increase 3% for projected inflation cost.

5181001	Office Equipment	\$	2,781
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These are costs for the purchase and maintenance of small office equipment including chairs, tables, file cabinets, floor signs, recorders, microphones, water units and other misc items. Increase 3% for projected inflation cost.

TOTAL ADMINISTRATION EXPENDITURES:		\$	1,127,174
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ment

Items	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '14-15	Increase/ (decrease) from '13-14 Budget	Increase/ (decrease) %
80	50.0%	1,003,560	100.0%	1,008,780	5,216	0.5%
28	50.0%	574,656	100.0%	645,534	70,882	12.3%
46	50.0%	427,092	100.0%	407,655	-19,443	-4.6%
54	50.0%	2,005,308	100.0%	2,061,969	56,655	2.8%
70	26.4%	6,340	52.8%	12,000	-0	0.0%
70	58.9%	6,340	52.8%	12,000	-0	0.0%
24	50.1%	2,011,648	99.7%	2,073,969	56,655	2.8%
89	52.7%	332,777	105.4%	330,131	14,497	4.6%
33	67.0%	24,267	133.9%	25,116	6,999	38.6%
83	51.2%	167,967	102.5%	162,629	-1,316	-0.8%
	0.0%	0	0.0%	100	0	0.0%
68	60.0%	12,136	119.9%	7,704	-2,415	-23.9%
	0.0%	0	0.0%	2,250	0	0.0%
33	61.9%	17,867	123.8%	14,437	-0	0.0%
53	4.7%	4,306	9.4%	45,627	0	0.0%
41	70.8%	92,082	141.6%	70,515	5,500	8.5%
82	56.0%	14,565	112.0%	13,000	0	0.0%

ment

s	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '14-15	Increase/ (decrease) from '13-14 Budget	Increase/ (decrease) %
15	39.7%	139,230	79.3%	173,372	-2,138	-1.2%
05	80.9%	809	161.8%	500	0	0.0%
48		296				
37	9.1%	273	18.2%	750	-750	-50.0%
56	47.0%	4,511	94.0%	4,800	0	0.0%
	0.0%	0	0.0%	1,000	0	0.0%
20	72.0%	3,240	144.0%	3,600	1,350	60.0%
		0	0.0%	1,320	0	0.0%
07	63.6%	3,814	127.1%	1,500	-1,500	-50.0%
71	110.5%	4,142	220.9%	4,750	2,875	153.3%
	0.0%	0	0.0%	25,000	15,000	
53	19.5%	25,706	38.9%	66,000	0	0.0%
		0	0.0%	258	0	0.0%
	0.0%	0	0.0%	5,000	0	0.0%
	0.0%	0	0.0%	1,030	0	0.0%
39	42.8%	222,678	85.5%	260,397	-0	0.0%
82	14.9%	565	29.8%	1,893	-0	0.0%
56	47.6%	25,312	95.3%	27,890	1,323	5.0%
09	25.5%	2,217	51.1%	2,100	-2,240	-51.6%
	0.0%	0	0.0%	2,900	0	0.0%
79	43.8%	38,758	87.5%	44,484	202	0.5%
12	13.6%	3,224	27.2%	11,858	-0	0.0%
71	18.2%	2,942	36.5%	8,065	-0	0.0%
70	96.7%	4,740	193.5%	2,450	0	0.0%
51	38.8%	1,902	77.6%	2,450	0	0.0%
	0.0%	0	0.0%	2,250	0	0.0%

ment

s	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '14-15	Increase/ (decrease) from '13-14 Budget	Increase/ (decrease) %
31	38.0%	43,063	75.9%	56,700	0	0.0%
89	56.9%	40,378	113.7%	41,275	5,770	16.3%
82	43.9%	33,564	87.7%	38,270	0	0.0%
33	40.1%	23,666	80.2%	29,500	0	0.0%
57	56.5%	25,314	113.0%	24,800	2,400	10.7%
84	25.6%	768	51.2%	1,500	0	0.0%
5	0.5%	11	1.1%	1,000	-0	0.0%
71	56.9%	8,541	113.9%	7,500	0	0.0%
71	35.0%	2,941	70.0%	5,100	900	21.4%
30	7.2%	861	14.3%	6,000	0	0.0%
54	27.5%	5,507	55.1%	10,000	0	0.0%
52	30.4%	118,505	60.8%	195,000	0	0.0%
70	91.0%	542,541	182.1%	298,000	0	0.0%
	0.0%	0	0.0%	30,000	10,000	50.0%
		0				
0						
0						
0						
37	63.7%	1,275	127.5%	1,200	200	20.0%
14	1.4%	28	2.8%	1,000	0	0.0%
					0	
43	49.5%	1,997,285	99.0%	2,073,969	56,655	2.8%

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2014-2015 BUDGET
Class: TREATMENT**

REVENUE

Current Yr

4081001 Treatment Trucked Waste \$12,000

SAM has a program to accept trucked waste and excess irrigation water. This program generates revenue based on the volume of product discharged into the treatment plant.

Item	kgal	\$/kgal	Revenue
Excess Irrigation Water	5217	1.15	\$6,000
Trucked wastes	60	100	\$6,000

TOTAL TREATMENT OTHER INCOME \$ 12,000

EXPENSES

5021001 Productive Payroll \$330,131

This is salary for employees in this account class. This total reflects 3.5% COLA for the fiscal year because of the memorandum of understanding (MOU). The total also includes one 5% step increase. The increase in FY 2014-15 is due to the COLA and step increases.

Item	
Salary	\$317,771
COLA	\$10,882
Estimated Step Incr/Certifications	\$1,478

5021002 Overtime \$25,116

This is for overtime pay to represented employees. SAM has an MOU with Stationary Engineers Local 39. That MOU specifies the conditions and amounts for overtime pay. For this account class, we projected the FY 2014-15 total based upon the actuals thru December 2013. Overtime is used for SAM pump and lift station callouts, emergency response to alarm conditions and storm related staffing. There is an increase in FY 2014-15 due to a higher projection of actual expenses in FY 2013-14

5021004 Benefits \$162,629

This account is used for MOU-required benefits. SAM provides CalPERS retirement at 2% 55 for "classic" employees and 2% 62 for new hires. Provides retirement and insurance for represented employees. CalPERS retirement cost decrease of 2.55%, Medical/Dental/Life/Vision/Life for represented no increase, LTD insurance cost increase of 5%, workers comp insurance increase of 10%.

Item	Cost
CalPERS retirement	\$55,570
Medical/Dental/Life/Vision Represented	\$86,802
Retiree Health Security Plan	\$466
LTD	\$948
Workers Comp/Medicare	\$18,843

5021006 Overtime Meals \$100

This account is used for MOU-required overtime meals.

Item	No	Rate	Cost
Instances per year	5	\$20	\$100

5021008 Retiree Benefits \$7,704

This account is for CalPERS and GASB 45 mandatory contribution towards current and future retiree medical benefits. SAM provides the minimum required contribution for its two (2) Treatment retired employee at \$115 per month.

5031003 Employee Physicals \$2,250

Costs associated with various medical examinations and required inoculations.

Descrip	No	Rate	Cost
Hep B Series (3)	6	\$255	\$1,530
Respirator	6	\$120	\$720

5052002 Laundry Service \$14,437

These are costs associated with the laundering of MOU-required uniforms, safety mats, and shop rags.

Item	Units/Year	Rate	Cost
Uniform Service (per Ee)	52	\$278	\$14,437

5052003 Outside Lab Analysis \$45,627

These are costs associated with NPDES permit required lab analysis. This account will be kept at the same cost based on spending.

Item	No	Rate	Cost
San Mateo County Labs	10	\$275	\$2,750
SBSA	12	\$2,200	\$26,400
Alpha Labs, Annual	1	\$3,473	\$3,473
First Flush	1	\$2,000	\$2,000
Pacific EcoRisk	5	\$1,930	\$9,650
Alpha Labs, Quarterly	4	\$251	\$1,004
Oil Wear Analysis	1	\$350	\$350

5052004 Inspections \$70,515

These are costs associated with required periodic inspections by third party experts of SAM facilities and equipment. This has increased due to outfall inspection costs increasing.

Item	Cost
Generators	\$22,915
Power Distribution	\$12,000
Boilers/Flare	\$8,000
Outfall	\$12,000
Pumps	\$5,000
Motor Control Centers	\$9,550
Cranes	\$525
Backflow Prevention	\$525

5052005 Calibration \$13,000

These are costs associated with regular/quarterly third party flow meter calibrations. This years budgeted amount is left at the same as it reflects current spending.

Item	No	Rate	Cost
Plant Influent Meter	4	\$250	\$1,000
Mid-Plant Meter	4	\$250	\$1,000
No 3 Water Meter	4	\$250	\$1,000
Portola	4	\$250	\$1,000

Montara	4	\$250	\$1,000
Princeton	4	\$250	\$1,000
HMB Meters	2	\$3,500	\$7,000

5052009	Solid Waste			\$173,372
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These are costs associated with disposal of Plant biosolids and solid waste. FY 2014-15 data includes a modest increase via a new 3 year contract. This estimate is based on Jul - Dec '13 actual tonnage with new rates applied.

Item	No	Rate	Cost
Biosolids	12	\$13,500	\$162,000
Solid waste	12	\$948	\$11,372

5052013	Maintenance Management			\$ 500
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These costs are for annual support for the plant and pump station maintenance management software.

50710	Printing and Publications			\$750
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These are costs associated with printing documents for Public Outreach.

Item	No	Rate	Cost
Newsletter	1	\$750	\$750

50810	Skills Improvements			\$4,800
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These are costs associated with employee skill improvements for six employees.

Item	No	Rate	Cost
Various Courses	12	\$400	\$4,800

50910	Meetings and Travel			\$1,000
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These are costs associated with employee meeting, conference, seminar costs and associated travel costs.

Item	No	Rate	Cost
Various	2	\$500	\$1,000

5102001	Safety Training			\$3,600
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These are costs associated with mandated safety training.

Item	Staff	Rate	Cost
Cintas Safety Training	6	\$600	\$3,600

5102002 Safety Shoes \$1,320

These are costs associated with MOU-required safety shoe reimbursement. Current annual reimbursement is \$220/ employee.

Item	No	Rate	Cost
Safety shoes	6	\$220	\$1,320

5102003 Personal Safety Equipment \$1,500

These are costs associated with personal safety equipment such as gloves, raingear, boots, safety vests, goggles. Amount increased for more protective outerwear, to a more visible type for on-road work. SAM has an excellent safety record and these funds will help keep it that way.

Item	No	Rate	Cost
Personal Safety items	6	\$250	\$1,500

5102005 Safety Equipment \$4,750

These are costs associated with safety equipment other than personal equipment. These include SCBAs, Air Detectors, etc. This account has been increased to replace both aging foul air detctors with new units.

Item	No	Rate	Cost
SCBA Units	3	\$232	\$695
Equipment Repair Maint	1	\$906	\$906
Foul Air Detectors	2	\$1,500	\$3,000
SCBA Tanks	3	\$50	\$150

5102006 Safety Program Documentation \$25,000

These monies are for safety program documentation review and updating to keep current with changing regulations. This work is highly specialized and requires professional assistance.

5111002 Equipment Rental \$66,000

These are costs associated with rental cost for equipment such as wet weather storage tanks, portable backup generators. FY 2014-15 anticipates the operation of the WWFMP which eliminates the need for wet weather tanks at Portola Pump Station.

Item	No	Rate	Cost
Tank Systems	3	\$17,000	\$51,000
Generators/various	2	\$7,500	\$15,000

5111003 Office Supplies \$258

These are costs associated with office supplies - paper, pens, clips etc.

5111004 Computer/ Supplies \$5,000

These are costs associated with computers; two computers with software will be replaced.

Item	No	Rate	Cost
Computer replacements	2	\$2,500	\$5,000

5111005 General Supplies \$1,030

These costs are for various supplies used in the daily operation of the SAM Plant facilities. This includes nuts, bolts and other hardware, paints, brooms and cleaning supplies, etc.

5132002 Electric \$260,397

These are electricity service costs for the plant and the three pump stations. Unknown expected increase for FY2014-15.

Item	kWh	Rate	Cost
Plant	1,576,128	\$0.1228	\$193,549
Portola	258,564	\$0.1567	\$40,517
Princeton	70,464	\$0.1633	\$11,507
Montara	90,504	\$0.1638	\$14,825

5132003 Natural Gas \$1,893

These costs are for PG E gas service. SAM uses natural gas for heating, hot water, and as back up to digester gas for heating the digesters at the SAM plant.

Item	BTU	Rate	Cost
Natural Gas	1236.96	\$1.53	\$1,893

5132004 Water \$27,890

These are potable water service costs. Potable water is used at the SAM plant and pump stations for domestic purposes, pump seal water, odor control street wash down and fire protection. Included is an estimated 10% rate increase indicated by the larger of the two water districts we work with.

Item	No Units	Rate	Cost
Plant	984	11.53	\$11,346
Plant (Standby Fire Protection)			\$832
Portola	1890	\$7.78	\$14,704
Princeton	1.8	\$90.79	\$163
Montara	32	\$26.42	\$845

5142006 Alarm Service \$2,100

Fees for emergency alarm service.

Item	No	Rate	Cost
Fire Alarm Monitoring	4	\$135	\$540
Monthly Alarm Monitoring	12	\$130	\$1,560

5142007 Radio System \$2,900

These are costs associated with the use and maintenance of SAM's radio systems.

Item	No	Rate	Cost
Radio System Maintenance	1	\$2,400	\$2,400
Various repairs	1	\$500	\$500

5142008 Permits, Licenses and Fees \$44,484

These are costs associated with SAM's permits and licenses such as BAAQMD fees, NPDES fees, San Mateo County fees and other permits.

Item	Cost
Bay Area Air Quality Management District	\$16,000
CA State Water Resources Control Board	\$20,000

CA Department of Health Services	\$1,500
San Mateo County	\$800
Property Tax	\$50
BACWA Annual Permit Renewal	\$6,084
US Environmental Protection Agency	\$50

5152001 Diesel \$11,858

Diesel fuel costs. Diesel is used in emergency generators, pumps, and vehicles.

Item	Gallons	Rate	Cost
Diesel Fuel	2372	\$5.00	\$11,858

5152002 Gasoline \$8,065

Gasoline fuel costs for most of SAM's vehicles. Vehicles include one pickup for maintenance, two pickups for operations and one hybrid for administration.

Item	Gallons	Rate	Cost
Gasoline	1,612.90	\$ 5.00	\$8,065

5152003 Lubricants \$2,450

Cost of equipment lubricants including oils and greases for gear cases and bearings.

Item	Units	Rate	Cost
Oils (barrel)	2	\$725	\$1,450
Oils (bucket)	1	\$700	\$700
Greases	1	\$300	\$300

5162001 Chemical-General \$2,450

Costs for general chemicals other than those specified elsewhere. Included are potassium iodide, phenylarsine oxide, and buffer solutions for chlorine residual and other analyses.

5162002 Maintenance \$2,250

These are costs related to the equipment maintenance and enhancements. This includes small parts, cleaners, rags, etc.

5162004	Chemicals- Hypochlorite-Plant	\$56,700
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These are costs for the chemical used for plant effluent disinfection, sodium hypochlorite (industrial strength chlorine bleach).

Item	kgal/year	\$/kgal	Cost
NaOCl	70.00	\$810	\$56,700

5162005	Chemicals-Bisulfite	\$41,275
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These are costs for the chemical used for plant effluent dechlorination, sodium metabisulfite. These costs have increase primarily due to attached fees for fuel and delivery costs. There are no other vendors in this area offering this chemical.

Item	lb/year	\$/lb	Cost
NaHSO ₃	32,500.00	\$1.27	\$41,275

5162006	Chemicals-NaOCl-Pump Stations	\$38,270
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These are costs for the chemical used for pump station odor control and disinfection, sodium hypochlorite (industrial strength chlorine bleach).

Item	kgal/year	\$/kgal	Cost
NaOCl	47.2	\$810	\$38,270

5162007	Chemicals-Polymer	\$29,500
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These are costs for solids dewatering chemicals used to thicken biosolids for disposal. The cost increase is based on usage. Staff will be looking for other vendors due to product inconsistency, which we believe caused the increase in usage.

Item	No	Rate	Cost
Polymer	10	\$2,950	\$29,500

5162008	Chemicals- FeCl₃	\$24,800
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These are costs for ferric chloride, used for hydrogen sulfide control and for prevention of ammonium magnesium phosphate (struvite) scaling.

Item	No	Rate	Cost
FeCl ₃	4	\$6,200	\$24,800

5172001	Lab Chemicals	\$1,500
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These are SAM plant laboratory costs, other than chemical and maintenance supplies, such as glassware, filter papers, sample bottles and equipment, gloves, soaps, and other supplies used in day to day lab operation.

Item	No	Rate	Cost
Various	12	\$125	\$1,500

5172002	Lab Maintenance Supplies	\$1,000
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These are costs associated with supplies used in the SAM plant laboratory.

Item	No	Rate	Cost
Various	12	\$83	\$1,000

5172003	Lab General	\$7,500
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These are SAM plant laboratory costs, other than chemicals and maintenance supplies. They include filter paper, test kits, containers, sampler repairs.

Item	No	Rate	Cost
Various	12	\$625	\$7,500

5172004	Public Outreach Gen. Supplies	\$5,100
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These are costs associated with supplies used in support of SAM's public outreach efforts. These include give-aways such as highlighter pens with our logo and outreach message, "Fat Trapper" bags, door hangers, etc. We are also providing more Sewer Science equipment to the high school for an expansion to the program.

Item	No	Rate	Cost
Supplies	6	\$850	\$5,100

5182002	Vehicles	\$6,000
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These are costs for accessories and repairs to vehicles.

Item	No	Rate	Cost
As needed	12	\$500	\$6,000

5182003	Building and Grounds	\$10,000
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These are costs associated with the maintenance of SAM building and grounds based on past years' monthly expenditure trends and expectations for FY2014-15.

Item	No	Rate	Cost
Various	12	\$833	\$10,000

5182004	Pump Station/Collection System	\$195,000
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These are costs associated with the major repair or minor replacement of SAM Pump Station equipment. Major repairs (planned / unplanned) include pump overhauls, generator repairs, electrical system repairs, structure and appurtenance repairs, all station equipment repairs. Also included is ongoing maintenance costs for all station equipment, tools and vendors used to perform the maintenance, changes to pumping systems including PLC programming, updates to make pumping process more reliable, etc. This budget has broken out some of the planned repairs/purchases for clarity.

Item	No	Rate	Cost
Various	7	\$10,000	\$70,000
IPS Repairs (as needed)	1	\$112,000	\$112,000
Assess wetwell, Portola	1	\$5,000	\$5,000
Replace wetwell hatches, Portola	1	\$8,000	\$8,000

5182005	Plant Equipment	\$298,000
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These are costs associated with the major repair or minor replacement of SAM Plant equipment. Major repairs (planned and/or unplanned) include pump overhauls, generator repairs, electrical system repairs, tank and appurtenance repairs, all plant equipment repairs. Also included is ongoing maintenance costs for all plant equipment, tools and vendors used to perform the maintenance, changes to treatment systems including PLC programming, updates to make treatment process easier and/or more cost effective to operate, etc. This budget has broken out some of the planned repairs/purchases for clarity.

Item	No	Rate	Cost
Various repairs/improvements	7	\$8,000	\$56,000
Spare motors	1	\$15,000	\$15,000
Effluent Pump Parts	1	\$15,000	\$15,000

Plant PLC Evaluation	1	\$5,000	\$5,000
Switchgear "A" evaluation	1	\$7,000	\$7,000
Clean Digester	1	\$200,000	\$200,000

5182013	Facility Painting	\$30,000
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Costs for facility painting. This includes painting exposed metal surfaces on pumps and other equipment to prevent corrosion and extend the equipment life.

5202001	Mechanical Tools	\$1,200
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Costs for mechanic's tool - both acquisition and replacements.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
Various	12	\$100	\$1,200

5202002	General Tools	\$1,000
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Costs for tools other than mechanic's tools, such as tools used by operators, hand tool replacements, flashlights, cutting tools, greasing tools, and other small tools used in the day to day operation.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
Various	12	\$83	\$1,000

TOTAL TREATMENT EXPENDITURES:	\$ 2,073,969
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SCP

Items to	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '14-15	Increase/ (decrease) from '13-14 Budget	Increase/ (decrease) %
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NDWSCP Justifications

0	0.0%	47,249	100.0%	45,523	-1,726	-3.7%
0	0.0%	250	100.0%	250	0	0.0%
0	0.0%	47,499	100.0%	45,773	-1,726	-3.6%
0	0.0%	47,499	100.0%	45,773	-1,726	-3.6%

,573	50.1%	31,146	100.2%	22,441	-8,636	-27.8%
,046	53.6%	16,092	107.2%	11,888	-3,122	-20.8%
204	49.5%	408	99.0%	444	32	7.8%
				10,000	10,000	999.0%

SCP

Items	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '14-15	Increase/ (decrease) from '13-14 Budget	Increase/ (decrease) %
	0.0%	0	0.0%	250	0	0.0%
823	50.2%	47,646	100.3%	45,773	-1,726	-3.6%

NDWSCP
Justifications



**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2014-2015 BUDGET
Class: NDWSCP**

REVENUE

		Current Yr
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4043001	NDWSCP Operating Fee	\$ 45,523
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This is revenue for the Non-Domestic Waste Source Control Program (NDWSCP). This is a self-funding program. The revenue is adjusted to offset the expenses. FY 2014-15 decrease due to less payroll expense allocation to NDWSCP.

4043003	NDWSCP Late Fee	\$ 250
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This is revenue from anticipated late-fees of the NDWSCP.

TOTAL NDWSCP OTHER INCOME		\$ 45,773
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EXPENSES

5021001	Productive Payroll	\$ 22,441
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This is salary for employees in this account class. This total reflects 3.5% COLA for the fiscal year because of the memorandum of understanding (MOU). The decrease in FY 2014-15 is due to less of an allocation of employee time to NDWSCP.

Item	Cost
Salary	\$31,215
COLA	\$991
Step increases	\$0

5021004	Benefits	\$ 11,888
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This account is used for MOU-required benefits. SAM provides CalPERS retirement at 2% 55 for "classic" employees and 2% 62 for new hires. CalPERS retirement cost decrease of 2.14%, Medical/Dental/Life/Vision/Life for represented no increase, LTD insurance cost increase of 5%, workers comp insurance increase of 10%.

<u>Item</u>	<u>Cost</u>
CalPERS retirement	\$6,271
Medical/Dental/Life/Vision	\$7,255
LTD	\$96
Workers Comp/Medicare	\$1,624

5021008	Retiree Benefits	\$ 444
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This account is for CalPERS and GASB 45 mandatory contribution towards current and future retiree medical benefits.

5041006	Other Professional Services	\$ 10,000
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In FY2014/15, \$10,000 will be allocated to a peer evaluation of the NDWSCP program, staffing, and rates, to assure a fair cost to the customers.

50710	Printing and Publications	\$ 100
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These are costs associated with printing items such as best business practices posters for permitted dischargers.

50810	Skills Improvements	\$ 300
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These are costs associated with one employee skill improvements.

50910	Meetings and Travel	\$ 100
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These are costs associated with employee meeting, conference, seminar costs and associated travel costs.

5111001	Postage	\$ 250
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These are costs associated with postage for NDWSCP publications.

5172003	Lab General	\$ 250
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These are SAM plant laboratory costs, associated with the NDWSCP, other than lab chemicals and maintenance supplies.

TOTAL NDWSCP EXPENDITURES:		\$ 45,773
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SEWER AUTHORITY MID-COASTSIDE

JPA/O&M Flow Calculation (using 1 year average)

Admin/Treatment	HMB	GSD	MWSD	
FY 2014-15	48.9%	31.3%	19.8%	(based off Calendar Year 2013 Hours)
FY 2013-14	50.0%	28.7%	21.3%	(based off Calendar Year 2012 Hours)
Difference	-2.2%	9.2%	-7.2%	

Flow Distribution - Calendar Year 2013								
	Plant	HMB	GSD	MWSD	Other	% HMB	% GSD	% MWSD
January 13	1.772	0.858	0.563	0.351	0.000	48.4%	31.8%	19.8%
February 13	1.505	0.714	0.492	0.299	0.000	47.4%	32.7%	19.9%
March 13	1.506	0.715	0.479	0.312	0.000	47.5%	31.8%	20.7%
April 13	1.481	0.700	0.465	0.316	0.000	47.3%	31.4%	21.3%
May 13	1.418	0.707	0.430	0.281	0.000	49.9%	30.3%	19.8%
June 13	1.408	0.701	0.426	0.281	0.000	49.8%	30.3%	20.0%
July 13	1.389	0.669	0.450	0.270	0.000	48.2%	32.4%	19.4%
August 13	1.359	0.657	0.438	0.264	0.000	48.3%	32.2%	19.4%
September 13	1.351	0.640	0.457	0.254	0.000	47.4%	33.8%	18.8%
October 13	1.361	0.678	0.432	0.251	0.000	49.8%	31.7%	18.4%
November 13	1.394	0.721	0.401	0.272	0.000	51.7%	28.8%	19.5%
December 13	1.375	0.713	0.389	0.273	0.000	51.9%	28.3%	19.9%
Jan 2013 thru Dec 2013	17.319	8.473	5.422	3.424	0.000	48.9%	31.3%	19.8%

Flow Distribution - Calendar Year 2012								
	Plant	HMB	GSD	MWSD	Other	% HMB	% GSD	% MWSD
Jan 2012	1.510	0.619	0.502	0.336	0.053	42.5%	34.5%	23.1%
Feb 2012	1.568	0.767	0.467	0.334	0.000	48.9%	29.8%	21.3%
March 12	2.181	0.970	0.686	0.525	0.000	44.5%	31.5%	24.1%
April 12	2.061	0.914	0.658	0.489	0.000	44.3%	31.9%	23.7%
May 12	1.595	0.812	0.469	0.314	0.000	50.9%	29.4%	19.7%
June 12	1.546	0.802	0.450	0.294	0.000	51.9%	29.1%	19.0%
July 12	1.546	0.823	0.441	0.282	0.000	53.2%	28.5%	18.2%
August 12	1.519	0.824	0.403	0.292	0.000	54.2%	26.5%	19.2%
September 12	1.514	0.836	0.388	0.290	0.000	55.2%	25.6%	19.2%
October 12	1.518	0.835	0.363	0.320	0.000	55.0%	23.9%	21.1%
November 12	1.783	0.966	0.423	0.394	0.000	54.2%	23.7%	22.1%
December 12	2.709	1.340	0.767	0.602	0.000	49.5%	28.3%	22.2%
Jan 2012 thru Dec 2012	21.050	10.508	6.017	4.472	0.053	50.0%	28.7%	21.3%

**SAM MEMBER AGENCY MANAGER'S
CAPITALIZED MAINTENANCE BUDGET**

V1.0

FISCAL YEAR 2014-15

ide
dget

Project - Treatment

	Actual '12- 13	Budgeted Amount '13- 14	Budgeted Amount '14 -15	Increase/ (decrease)	Increase/ (decrease) %
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nts - HMB		0	244,500	244,500	0.0%
nts - GSD		0	156,500	156,500	0.0%
nts - MWSD		0	99,000	99,000	0.0%
Revenue	0	0	500,000	500,000	#DIV/0!

in Repairs			300,000	300,000	0.0%
in Air/Vacuum Release Valves			100,000	100,000	0.0%
t Plant Work			100,000	100,000	0.0%
	0	0	500,000	500,000	#DIV/0!

	0	0	\$0		
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Ownership Distribution

HMB	GSD	MWSD
48.9%	31.3%	19.8%

Repair / Replacement**Montara Force Main Repairs****Improvement Description:**

This item provides design, construction, and construction management services for the rehabilitation of approximately 25 percent of the Montara Forcemain from the Montara pump station to Vallemar pump station. This forcemain has known defects that have caused sanitary sewer overflows. The pipe failures are due to corrosion and scour from low flows and grit within the forcemain. In future years, the remaining forcemain pipe should also be rehabilitated.

Improvement Justification:

Replacement is required to address known structural defects within the Montara Forcemain. Similar defects have failed and caused the Montara FM to leak under elevated pressure. Repairs have been conducted on an emergency basis at a high cost to SAM. In addition, each leak has the potential to lead to fines or other regulatory actions, which would add additional, unplanned costs and liabilities. The Montara FM has failed twice in several years as a result of the same type of defect. Forcemain rehabilitation is required to prevent further deterioration and reduce sanitary sewer overflows.

Funding

FY2014/15 Budget

Risk

If unrepaired, it is likely that the Montara FM between Montara PS and Vallemar PS will leak in a high flow condition in the future.

Schedule	
Board Approval - Improvement	Nov-14
Board Approval - Bids	Jan-15
Start Installation	Apr-15
Complete Installation	Aug-15
Board Acceptance	Oct-15

Improvement Cost Development	Total	FY14-15	FY15-16	FY16-17	FY17-18	FY19-20
Design / Consulting	\$ 30,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Management	\$ 20,000	\$ 15,000	\$ 5,000	\$ -	\$ -	\$ -
Construction	\$ 250,000	\$ 200,000	\$ 50,000	\$ -	\$ -	\$ -
In-house labor		\$ -	\$ -	\$ -	\$ -	\$ -
Inspection		\$ -	\$ -	\$ -	\$ -	\$ -
Contingency (10%)		\$ -		\$ -	\$ -	\$ -
Total	\$ 300,000	\$ 265,000	\$ 55,000	\$ -	\$ -	\$ -

Financial requirements	Total	FY14-15	FY15-16	FY16-17	FY17-18	FY19-20
Total	\$ 300,000	\$ 265,000	\$ 55,000	\$ -	\$ -	\$ -

Repair / Replacement**Air / Vacuum Release Valve Repairs****Improvement Description:**

This item provides design, construction, and construction management services for the rehabilitation of up to six air valves on the Montara Forcemain. Functioning air valves will protect the pipe from damage that could occur if the pumps at Montara Pump Station shut down suddenly, causing a surge and/or vacuum condition in the pipeline. The number and size of replacement valves will be determined through an analysis by Flow Science that was approved as part of the 2013/14 budget.

Improvement Justification:

The project will replace existing air valves that have corroded, are not functional, and have reached the end of their useful lives.

Funding

FY2014/15 Budget

Risk

Without functioning air valves, there is the potential for failure of one or more portions of the existing Montara forcemain if the Montara pumps were to fail. SAM does not have sufficient storage and/or bypass capacity to convey flows with the Montara forcemain out of service. Therefore, forcemain failure would likely lead to significant sanitary sewer overflows.

Schedule	
Board Approval - Improvement	Dec-14
Board Approval - Bids	Mar-15
Start Installation	Jun-15
Complete Installation	Oct-15
Board Acceptance	

Improvement Cost Development	Total	FY14-15	FY15-16	FY16-17	FY17-18	FY19-20
Design / Consulting	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Management	\$ 10,000	\$ 8,000	\$ 2,000	\$ -	\$ -	\$ -
Construction	\$ 75,000	\$ 65,000	\$ 10,000	\$ -	\$ -	\$ -
In-house labor		\$ -	\$ -	\$ -	\$ -	\$ -
Inspection		\$ -	\$ -	\$ -	\$ -	\$ -
Contingency (10%)		\$ -		\$ -	\$ -	\$ -
Total	\$ 100,000	\$ 88,000	\$ 12,000	\$ -	\$ -	\$ -

Financial requirements	Total	FY14-15	FY15-16	FY16-17	FY17-18	FY19-20
Total	\$ 100,000	\$ 88,000	\$ 12,000	\$ -	\$ -	\$ -

Repair / Replacement**Treatment Plant Repairs****Improvement Description:**

This item is a placeholder for potential high-priority items that are identified during the Wastewater Treatment Plant Reliability Study that was approved for implementation in FY2013/14. At this time, the nature of the project(s) is not known. However, it is anticipated that any project completed using this budget would be required to address items that have a high risk of failure prior to or during the 2014/15 wet weather season.

Improvement Justification:

The project or projects that are completed using this budget will be required to address items that have a high risk of failure prior to or during the 2014/15 wet weather season, and a high risk of impacting the plant's ability to reliably treat and convey plant flows.

Funding

FY2014/15 Budget

Risk

See above.

Schedule	
Board Approval - Improvement	Sep-14
Board Approval - Bids	Nov-14
Start Installation	Jan-15
Complete Installation	Jun-15
Board Acceptance	Jul-15

Improvement Cost Development	Total	FY14-15	FY15-16	FY16-17	FY17-18	FY19-20
Design / Consulting	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 90,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -
In-house labor		\$ -	\$ -	\$ -	\$ -	\$ -
Inspection		\$ -	\$ -	\$ -	\$ -	\$ -
Contingency (10%)		\$ -		\$ -	\$ -	\$ -
Total	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -

Financial requirements	Total	FY14-15	FY15-16	FY16-17	FY17-18	FY19-20
Total	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -