




MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 3, 2025**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager 

**SUBJECT: Review and Possible Action Concerning Sewer
Authority Mid-Coastside Fiscal Year 2025-26
General Budget.**

At the SAM Board of Directors meeting on May 24, 2025, the SAM Board approved the SAM General Budget for Fiscal Year 2025-26 to be sent to the member agencies for consideration and approval.

The overall General Budget is suggested to increase by \$697,094 or 7% over the prior Fiscal Year to a total of \$9,375,172, which brings total budgeted expenditures to \$10,072,266. FY 2025-26 assessment for MWSD for the General Budget is \$2,079,915 which represents an increase of \$211,533 or 11% from prior fiscal year.

The SAM General Manager will be available to present the General Budget.

RECOMMENDATION:

Adopt Resolution, No.____, Resolution of the Montara Water and Sanitary District Consenting to Approval by Sewer Authority Mid-Coastside of its General Budget for Fiscal Year 2025-2026.

Attachments

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT CONSENTING TO APPROVAL BY SEWER AUTHORITY MID-COASTSIDE OF ITS GENERAL BUDGET FOR FISCAL YEAR 2025-2026

WHEREAS, Sewer Authority Mid-Coastside (SAM) has, pursuant to Article III, Section (F)(3) of the Joint Exercise of Powers Agreement dated February 3, 1976, as amended, establishing said Authority, submitted its General Budget for fiscal year July 1, 2025 – June 30, 2026 for the consent of this District; and

WHEREAS, the aforesaid budget includes infrastructure funds related to SAM's Intertie Pipeline System, namely the Montara Force Main Rehabilitation Project, funding for which was previously approved in the infrastructure portion of SAM's prior year General Budgets, including FY's 22/23, 23/24 and 24/25, as an essential and priority project, as mandated by the consent decree, approved by SAM by and through its member agencies, issued in the case of *Ecological Rights Foundation v. Sewer Authority Mid-Coastside* (United States District Court Case No. 3:18-CV-04413) for the purpose of complying with the requirements of SAM's National Pollutant Discharge Elimination System Permit and the Clean Water Act; and

WHEREAS, at all times mentioned herein, the Montara Water and Sanitary District ("District") was and is ready, willing and able to timely contribute its share of funding to design and construct the Montara Force Main Rehabilitation Project, and it is the intent of this Board that the District comply with all of its legal and contractual responsibilities and obligations as a member agency of SAM, for the continued vital funding of SAM operations benefitting the entire Coastside, and the District is committed to keeping SAM funded and operational at all times; and

WHEREAS, this Board has reviewed the aforesaid budget and desires to signify its approval thereof.

NOW THEREFORE, be it resolved by the Board of the Montara Water and Sanitary District, a public agency in the County of San Mateo, California, as follows:

RESOLUTION NO. _____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT CONSENTING TO APPROVAL BY SEWER AUTHORITY MID-COASTSIDE OF ITS GENERAL BUDGET FOR FISCAL YEAR 2025-2026

1. Consent is hereby given to the approval by Sewer Authority Mid-Coastside of its General Budget for fiscal year 2025-2026 entitled, "General Budget – Fiscal Year 2025/26," a copy of which is on file in the District's Administrative Offices to which reference is hereby made for the particulars thereof.

2. The District Secretary is hereby authorized and directed to transmit a certified copy of this resolution to Sewer Authority Mid-Coastside, the Granada Community Services District and the City of Half Moon Bay.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly passed and adopted by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a Regular Meeting thereof held on the 3rd day of April 2025, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District



General Budget
Fiscal Year 2025/26

OPERATIONS BUDGET



EXECUTIVE SUMMARY

The Joint Exercise of Powers Agreement (Agreement) that created SAM and governs its day-to-day operations specifies that “The total expenses of operation and maintenance shall be shared in a manner based on flows into the single consolidated plant. The General Budget is divided into Administrative Services, Treatment, Environmental Compliance, and Infrastructure.

The General Budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

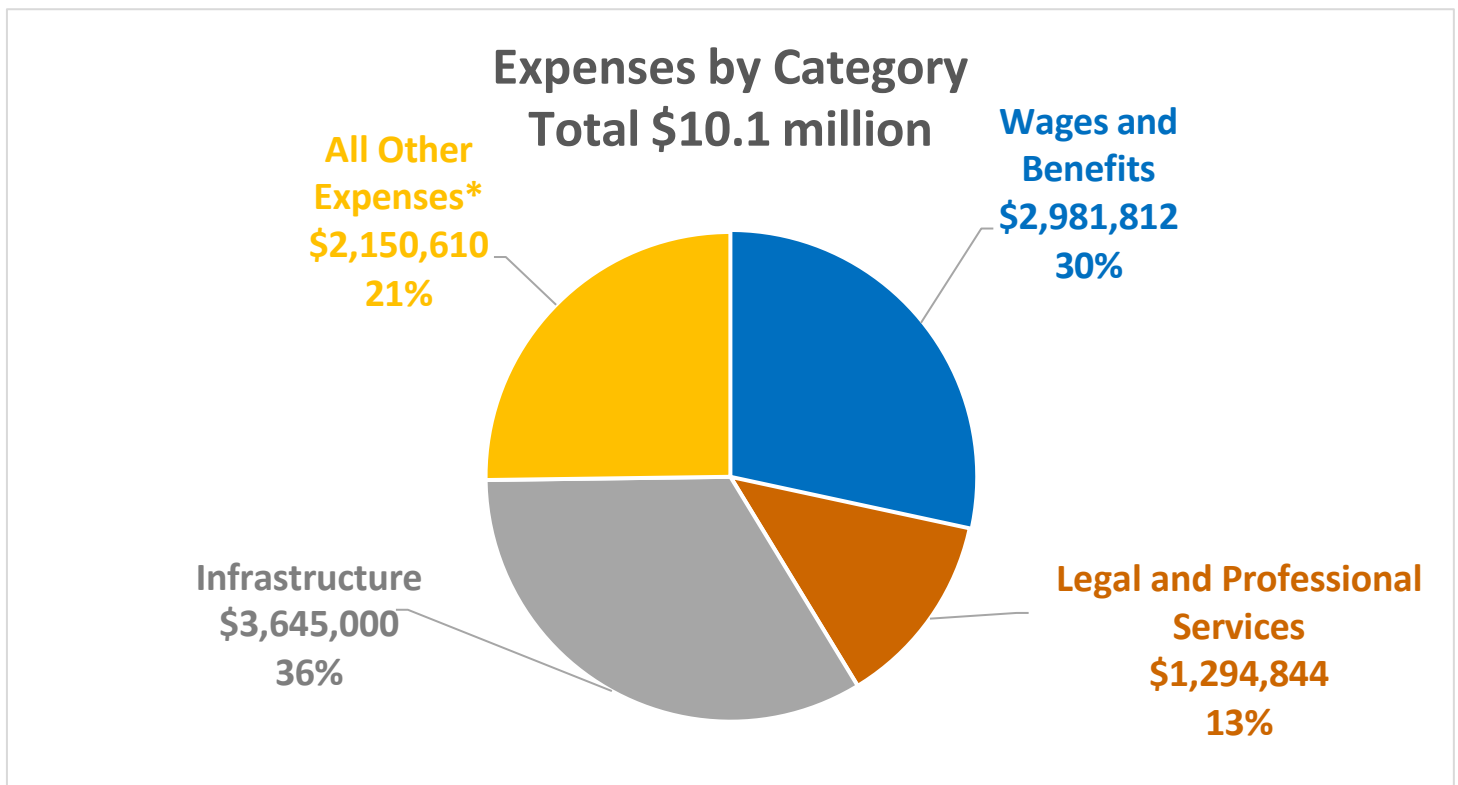
JPA Income & Expenses – General Budget

Operating Income	
Assessments - City of Half Moon Bay	5,989,200
Assessments - Granada Community Services District	1,873,116
Assessments - Montara Water & Sanitary District	2,079,915
Interest Income	70,000
NDWSCP Fees	60,035
Total Operating Income	\$ 10,072,266
Operating Expenses	
Wages	1,930,400
Benefits	1,051,412
Legal Services	235,000
Engineering Services	150,243
Professional & Technical Services	909,601
Professional Memberships	60,001
Insurance Premiums	249,982
Miscellaneous Expenses	86,566
Utilities	806,297
Travel & Training	57,011
Equipment Rental/Lease	27,875
Building & Maintenance Services	148,100
Chemicals	445,863
Permits & Licenses	55,997
Supplies	120,178

Equipment	12,741	
Infrastructure Projects	3,645,000	
Claims & Penalties	80,000	
Total Expenses		\$ 10,072,266
Total Operating Expenses (less Infrastructure)		\$ 6,427,266
Contribution to Reserve Funds (Revenues less Expenses)		\$ 0

The overall increase from the adopted budget for Fiscal Year 2024/25 to the adopted budget for Fiscal Year 2025/26 is \$697,094 (7%). This is primarily due to an increase in budget related to wages and infrastructure.

Of the total General Budget, \$2.98 million (30%) is for Wages and Benefits. The cost of Infrastructure Improvements is \$3.645 million (36%). Legal, Engineering and Professional Services is \$1.29 million (13%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services. Other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent (21%) of the budget.



**All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims.*

Division Budgets by Fiscal Year

	FY 2022/23 <u>Actual</u>	FY 2023/24 <u>Actual</u>	FY 2024/25 <u>Adopted</u>	FY 2025/26 <u>Proposed</u>	\$ <u>Change</u>	% <u>Change</u>
Administration	\$1,444,707	\$2,046,988	\$1,890,712	\$1,793,907	\$(96,805)	(5%)
Treatment	\$3,933,256	\$4,176,443	\$4,232,565	\$4,421,346	\$188,781	4%
Environmental Compliance	<u>\$166,946</u>	<u>\$196,956</u>	<u>\$251,896</u>	<u>\$212,013</u>	<u>\$(39,883)</u>	<u>(19%)</u>
Total Operating Budget	\$5,544,909	\$6,420,827	\$6,375,173	\$6,427,266	\$52,093	1%
Infrastructure	<u>\$4,656,907</u>	<u>\$3,258,684</u>	<u>\$3,000,000</u>	<u>\$3,645,000</u>	<u>\$645,000</u>	<u>18%</u>
Total General Budget	\$10,201,816	\$9,679,071	\$9,375,173	\$10,072,266	\$697,094	7%

The Administrative Services division decreased \$96,805 (5%). Mainly due to the projected decrease of utilization of legal costs. In addition, for FY 24/25 the one-time purchase of an administrative vehicle was included which offset the adoption of the new MOU which increases wages 8%.

The Treatment division increased \$188,781 or 4%, which is due to the known COLA & merit increase of 8%. We have budgeted increases to regular expenses at an escalation of 5%. Other areas such as engineering are budgeted to increase by more than 5% due to expectations related to next years activities.

The Environmental Compliance division budget decreased \$39,883 (19%) primarily due to the projected decrease in the need for BOD testing.

The Infrastructure division increased \$645,000 to address various projects in the Authority Capital Improvement Plan.

BUDGET ALLOCATION AND ASSESSMENTS

The Joint Exercise of Powers Agreement (JEPA) stipulates that the total expenses of operation and maintenance of all of the components of the Present Project (intertie pipeline and attendant pump facilities, ocean outfall, treatment plant) shall be shared in a manner based on flows.

Flow Results for Budget Allocations*

	HMB	GCSD	MWSD	
FY 2025/26	60.24%	18.84%	20.92%	(Based on Calendar Year 2024)
FY 2024/25	<u>60.82%</u>	<u>19.04%</u>	<u>20.14%</u>	(Based on Calendar Year 2023)
Variance	-0.58%	-0.20%	0.78%	

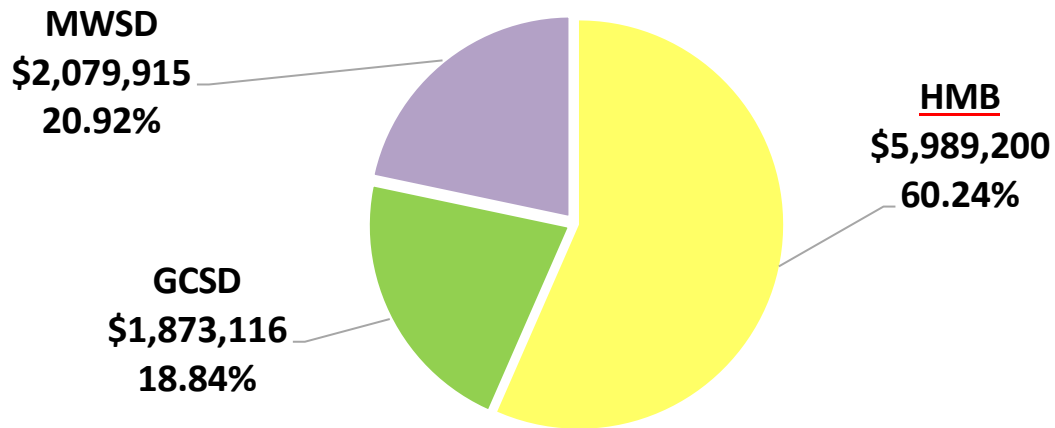
* The member agency assessments are allocated based on flow percentages from the previous calendar year. This allocation varies each year.

Total Assessments for Each Member Agency*

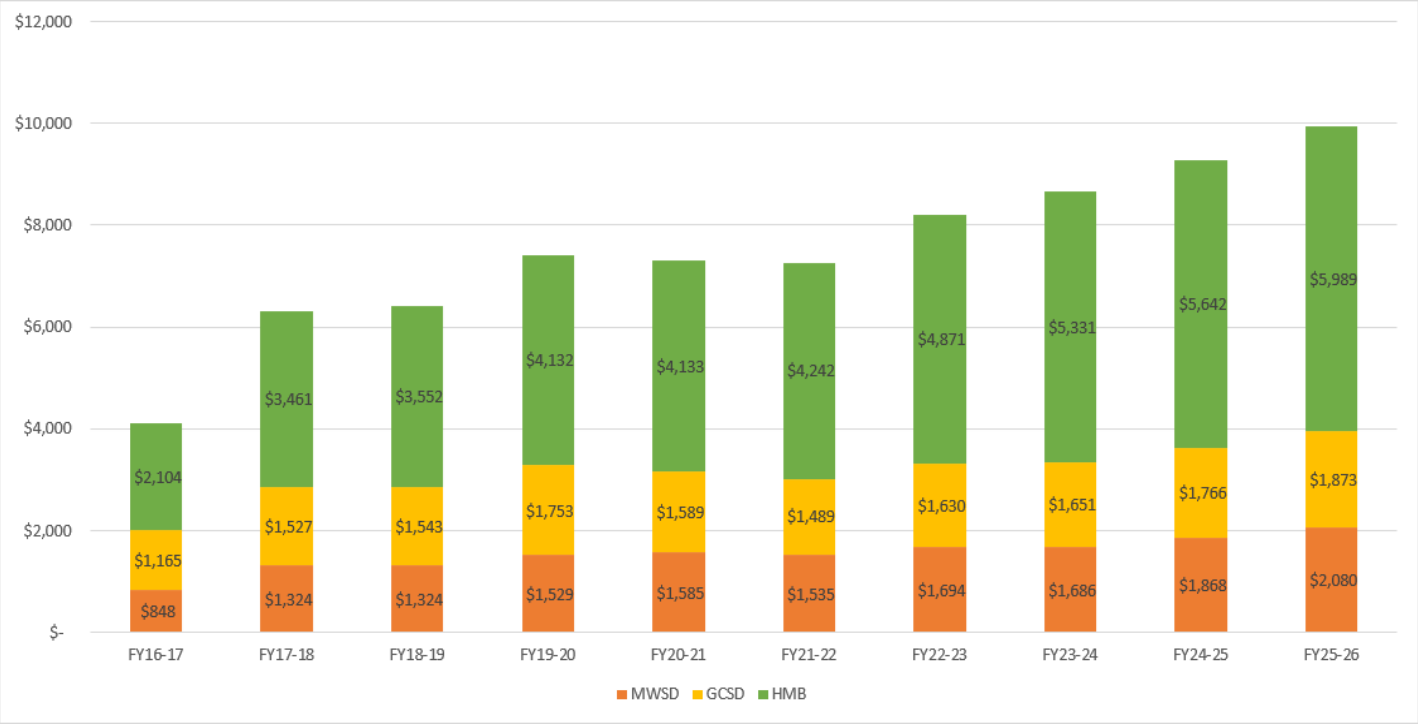
	FY 2022/23 <u>Actual</u>	FY 2023/24 <u>Actual</u>	FY 2024/25 <u>Adopted</u>	FY 2025/26 <u>Proposed</u>	\$ <u>Change</u>	% <u>Change</u>
Half Moon Bay	\$4,871,480	\$5,331,608	\$5,642,255	\$5,989,200	\$346,945	6%
Granada CSD	\$1,630,110	\$1,651,497	\$1,766,336	\$1,873,116	\$106,780	6%
Montara WSD	\$1,694,036	\$1,686,174	\$1,868,382	\$2,079,915	\$211,533	11%
Total	\$8,195,626	\$8,669,279	\$9,276,973	\$9,942,231	\$665,258	7%

* The assessments to the Member Agencies are rounded to nearest dollar.

Assessments for FY 2025/26 Based on Calendar Year 2024 Flow



Assessments History by Agency (in 1,000's)



OVERALL OPERATIONS BUDGET SUMMARY

(Includes: Administrative Services, Treatment, Environmental Compliance, and Infrastructure)

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25
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EXPENDITURES

Favorable/(Unfavorable)

Personnel

1 Wages	1,774,010	1,917,812	1,756,169	1,786,300	(131,512)	(7%)
2 Premium Pay	141,007	134,711	176,754	144,100	9,389	7%
3 Health Benefits	272,711	266,521	243,475	354,596	88,075	25%
4 Retirement Cont.	678,886	316,205	465,515	541,000	224,795	42%
5 Retiree Med/OPEB	73,347	47,946	43,745	44,960	(2,986)	(7%)
6 Misc. Benefits	100,591	122,366	98,695	110,856	(11,510)	(10%)
7 Subtotal	3,040,553	2,805,561	2,784,353	2,981,812	176,251	6%
Non-Personnel						
8 Legal Services	218,056	376,666	201,458	235,000	(141,666)	(60%)
9 Engineering Svcs.	155,864	132,613	150,000	150,243	17,631	12%
10 Professional Svcs.	804,540	965,901	984,262	909,601	(56,300)	(6%)
11 Prof. Memberships	72,429	57,144	89,556	60,001	2,857	5%
12 Insurance Prem.	217,185	223,792	227,381	249,982	26,190	10%
13 Misc. Expenses	90,335	71,313	157,253	86,566	15,254	18%
14 Utilities	785,425	775,799	763,223	806,297	30,498	4%
15 Travel & Training	47,652	37,058	50,673	57,011	19,953	35%
16 Equipment Rental	40,554	42,427	19,928	27,875	(14,553)	(52%)
17 Bldg & Maint Svcs.	247,915	210,595	176,539	148,100	(62,495)	(42%)
18 Chemicals	556,882	424,478	440,358	445,863	21,385	5%
19 Permits & Licenses	56,188	53,331	57,151	55,997	2,667	5%
20 Supplies	88,190	106,360	114,907	120,178	13,818	11%
21 Equipment	15,511	12,134	7,170	12,741	607	5%
22 Infrastructure (***)	3,258,684	3,000,000	3,551,651	3,645,000	645,000	18%
23 Claims/Penalties (**)	11,853	80,000	-	80,000	(0)	(0%)
25 Subtotal	6,667,262	6,569,611	6,991,509	7,090,454	520,844	7%

26 TOTAL	9,707,815	9,375,172	9,775,862	10,072,266	697,094	7%
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Key Changes

Personnel Costs: Net Increase due COLA and merit increases and labor negotiations	\$ 176,251
Legal Services:	\$ (141,666)
Professional Services: Increase due to estimates based on Year-to-Date Actuals	\$(56,300)
Utilities:	\$ 30,498
Equipment Rental:	\$ (14,553)
Chemicals: Based on Year-to-Date Actuals	\$ 21,385
Insurance Premiums:	\$ 26,190
All other operating expenses: Net Increase due to CPI and adjustments to other operating expenses	\$ 10,289
TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE	\$ 52,094
Infrastructure: Net Increase result of CIP (includes engineering costs, reclassified)	\$ 645,000
TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE	\$ 697,094

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED
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VARIANCE FY25/26 versus FY24/25

REVENUE

By Type:

27 JPA Assessments	8,669,279	9,276,973	9,276,973	9,942,231	665,258	7%
28 NDWSCP Fees	44,291	46,700	61,094	60,035	13,335	22%
31 Interest Earnings	50,816	51,500	73,326	70,000	18,500	36%
32 Misc. Revenue	360,418	-	-	-	-	
34 REVENUE TOTAL	9,124,804	9,375,173	9,411,393	10,072,266	697,093	7%

By Agency:

35 Half Moon Bay	5,331,608	5,642,255	5,642,255	5,989,200	346,945	6%
36 Granada CSD	1,651,497	1,766,336	1,766,336	1,873,116	106,780	6%
37 Montara WSD	1,686,174	1,868,382	1,868,382	2,079,915	211,533	11%
38 TOTAL	8,669,279	9,276,973	9,276,973	9,942,231	665,258	7%

Key Changes

Assessments reflect increased funding for infrastructure projects, maintenance, staff

TOTAL GENERAL OPERATING REVENUE BUDGET INCREASE = \$ 647,093

FINANCIAL DETAILS

The following is a list of key budget lines for FY2024/25 and 2025/26 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

Budget Line #	FY 2024/25	FY 2025/26
1. <u>Wages</u> Decrease is a result of PY COLA & Merit increase being estimated higher than necessary.	\$1,917,813	\$1,786,300
2. Premium Pay Overtime paid for staff to perform tasks outside of normal work times.	\$134,711	\$144,100
3. <u>Health Benefits</u> The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees.	\$266,521	\$354,596
4. <u>Retirement Contributions</u> SAM pays the employer contribution to CalPERS for retirement benefits as well as the Unfunded Liability.	\$316,205	\$541,000
5. Retiree Medical/OPEB Includes contributions to a Health Retirement Account for future retirees as well as current retiree medical premiums.	\$47,946	\$44,960
6. <u>Misc. Benefits</u> Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$122,366	\$110,856
7. Personnel Subtotal Subtotal of all wage and benefit costs.	\$2,805,562	\$2,981,812
8. <u>Legal Services</u> Includes general counsel and employment legal fees.	\$376,666	\$235,000
9. Engineering Services Increased to provide design and project management related to treatment division.	\$132,613	\$150,243

Budget Line #	FY 2024/25	FY 2025/26
10. <u>Professional Services</u> Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$965,901	\$909,601
11. Professional Memberships Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$57,144	\$60,001
12. <u>Insurance Premiums</u> Property, liability, and pollution premiums based on utilization rates.	\$223,792	\$249,982
13. <u>Misc. Expenses</u> Includes incidental expenses (uniforms laundry services, radio and alarm systems, offsite storage, postage, claims, copier, phone system support, etc.) not reflected in other categories.	\$71,313	\$86,566
14. <u>Utilities</u> Electricity, water, telephone, solid waste, etc.	\$775,799	\$806,297
15. <u>Travel & Training</u> Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$37,058	\$57,011
16. <u>Equipment Rental/Lease</u> Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$42,427	\$27,875
17. <u>Building & Maintenance Services</u> Includes janitorial, landscaping, and other regular building maintenance services.	\$210,595	\$148,100
18. <u>Chemicals</u> Includes chemicals used in the treatment of wastewater to meet regulatory standards.	\$424,478	\$445,863

Budget Line #	FY 2024/25	FY 2025/26
19. Permits & Licenses Annual costs for permits with local, regional and state agencies.	\$53,331	\$55,997
20. <u>Supplies</u> Office, computer, breakroom, and safety supplies.	\$106,360	\$120,178
21. Equipment Purchase Purchase of equipment use at SAM facilities not included in infrastructure projects.	\$12,134	\$12,741
22. <u>Infrastructure Projects</u> Includes costs of projects included in 5-Year CIP. Includes engineering costs associated. Includes costs associated with projects that exceed \$50,000 each.	\$3,000,000	\$3,645,000
23. Claims/Penalties Reflects claims expenses not covered by insurance.	\$80,000	\$80,000
25. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$6,569,611	\$7,090,454
26. Total Total of all costs (sum of Personnel and Non-Personnel subtotals).	\$9,375,172	\$10,072,266

ADMINISTRATIVE SERVICES

By Category

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED
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VARIANCE FY25/26 versus FY24/25

Favorable/(Unfavorable)

EXPENDITURES

Personnel

1	Wages	652,388	605,638	619,651	629,300	23,662	4%
2	Premium Pay	12,568	13,169	20,650	11,000	(2,169)	(20%)
3	Health Benefits	62,734	52,918	66,717	88,985	36,067	41%
4	Retirement Cont.	341,934	83,976	43,957	93,000	9,024	10%
5	Retiree Med/OPEB	66,851	16,500	19,927	13,500	(3,000)	(22%)
6	Misc. Benefits	23,884	24,896	28,579	28,800	3,904	14%
7	Subtotal	1,160,358	797,097	799,481	864,585	67,488	8%
Non-Personnel							
8	Legal Services	218,056	376,666	201,458	235,000	(141,666)	(60%)
9	Engineering Services	-	-	-	-	-	-
10	Professional Services	213,442	220,009	216,671	226,164	6,155	3%
11	Prof. Memberships	60,552	44,300	76,992	46,515	2,215	5%
12	Insurance Premiums	217,185	223,792	227,381	249,982	26,190	10%
13	Misc. Expenses	66,204	51,336	136,285	64,590	13,255	21%
14	Utilities	40,553	40,516	27,328	34,250	(6,266)	(18%)
15	Travel & Training	4,964	5,081	1,061	5,335	254	5%
16	Equipment Rental	7,513	7,500	8,245	7,875	375	5%
17	Bldg & Maint Services	31,253	102,053	30,600	34,131	(67,922)	(199%)
18	Chemicals	-	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-	-
20	Supplies	13,837	9,851	11,152	12,844	2,993	23%
21	Equipment	1,219	2,511	-	2,637	126	5%
22	Infrastructure	-	-	24,855	-	-	-
23	Claims/Penalties	11,853	10,000	-	10,000	0	0%
25	Subtotal	886,630	1,093,615	962,028	929,322	(164,293)	(18%)

26	TOTAL	2,046,988	1,890,712	1,761,509	1,793,907	(96,805)	(5%)
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ADMINISTRATIVE SERVICES

By Category

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25	
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REVENUE

By Type:

27 JPA Assessments	1,532,520	1,839,212	1,890,712	1,723,907	(115,305)	(7%)
28 NDWSCP Fees	282	-	-	-	-	-
31 Interest Earnings	50,816	51,500	73,326	70,000	18,500	36%
32 Misc. Revenue	-	-	-	-	-	-
34 REVENUE TOTAL	1,583,618	1,890,712	1,964,038	1,793,907	(96,805)	(5%)

By Agency:

35 Half Moon Bay	942,500	1,118,609	1,118,609	1,038,482	(80,127)	(8%)
36 Granada CSD	291,945	350,186	350,186	324,784	(25,402)	(8%)
37 Montara WSD	298,075	370,417	370,417	360,641	(9,776)	(3%)
38 TOTAL	1,532,520	1,839,212	1,839,212	1,723,907	(115,305)	(7%)

Key Changes

Personnel Costs: Net Increase due COLA and merit increases and also includes Board Stipend and Holiday Pay

\$ 67,488

Legal Services

\$(141,666)

Professional Services

\$ 6,155

Insurance Premiums: Increased based on expected increase in premiums

\$ 26,190

Claims/Penalties

\$ 0

\$

All other operating expenses: Net Decrease due to CPI and adjustments to other operating expenses

(54,972)

TOTAL ADMINISTRATION EXPENDITURES BUDGET DECREASE

\$(96,805)

Assessments reflect Net Decrease in legal & building & maintenance services

\$(115,305)

TOTAL ADMINISTRATION REVENUE BUDGET DECREASE

\$(115,305)

Key Changes

TREATMENT By Category

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED
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VARIANCE FY25/26 versus FY24/25

EXPENDITURES

Favorable/(Unfavorable)

<u>Personnel</u>						
1	Wages	1,080,502	1,268,300	1,098,811	1,114,500	(153,800) (14%)
2	Premium Pay	125,851	119,550	154,193	131,000	11,450 9%
3	Health Benefits	203,615	207,742	170,974	257,600	49,858 19%
4	Retirement Cont.	308,098	210,925	398,936	424,000	213,075 50%
5	Retiree Med/OPEB	6,335	30,785	23,208	30,785	- 0%
6	Misc. Benefits	74,498	94,173	67,845	78,641	(15,532) (20%)
7	Subtotal	1,798,899	1,931,475	1,913,967	2,036,526	105,051 5%
<u>Non-Personnel</u>						
8	Legal Services	-	-	-	-	- -
9	Engineering Services	155,864	132,613	150,000	150,243	17,631 12%
10	Professional Services	498,073	590,836	664,826	579,128	(11,708) (2%)
11	Prof. Memberships	11,877	12,844	12,564	13,486	642 5%
12	Insurance Premiums	-	-	-	-	- -
13	Misc. Expenses	24,064	19,977	20,968	21,976	1,999 9%
14	Utilities	744,873	735,283	735,895	772,047	36,764 5%
15	Travel & Training	42,253	31,496	49,457	51,171	19,675 38%
16	Equipment Rental	33,041	34,928	11,683	20,000	(14,928) (75%)
17	Bldg & Maint Services	216,663	108,542	145,939	113,969	5,427 5%
18	Chemicals	553,494	421,298	437,070	442,363	21,065 5%
19	Permits & Licenses	56,188	53,331	57,151	55,997	2,667 5%
20	Supplies	58,911	80,320	80,809	84,336	4,016 5%
21	Equipment	10,988	9,623	7,170	10,104	481 5%
22	Infrastructure	(28,745)	-	350,302	-	- -
23	Claims/Penalties	-	70,000	-	70,000	(0) (0%)
25	Subtotal	2,377,544	2,301,089	2,723,834	2,384,820	83,731 4%
26	TOTAL	4,176,443	4,232,565	4,637,801	4,421,346	188,781 4%

Key Changes

Personnel Costs: Net Increase due COLA and merit increases and anticipated labor negotiation increase

Utilities	\$ 105,051
Professional Services	\$ 36,764
Equipment Rental	\$ 11,708
	\$(14,928)

Chemicals	\$ 21,065
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All other operating expenses: Net Increase due to CPI and adjustments to other operating expenses	\$ 29,121
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TOTAL TREATMENT EXPENDITURES BUDGET INCREASE	\$ 188,781
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TREATMENT By Category

	FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25	
REVENUE						
By Type:						
27 JPA Assessments	3,839,771	4,185,865	4,185,865	4,361,311	175,446	4%
28 NDWSCP Fees	44,009	46,700	61,094	60,035	13,335	22%
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-
34 REVENUE TOTAL	3,883,780	4,232,565	4,246,959	4,421,346	188,781	4%
By Agency:						
35 Half Moon Bay	2,361,460	2,545,843	2,545,843	2,627,254	81,411	3%
36 Granada CSD	731,476	796,989	796,989	821,671	24,682	3%
37 Montara WSD	746,835	843,033	843,033	912,386	69,353	8%
38 TOTAL	3,839,771	4,185,865	4,185,865	4,361,311	175,446	4%

Key Changes

Assessments reflect Net Increased funding for personnel, utilities & chemicals

TOTAL TREATMENT REVENUE BUDGET INCREASE

\$ 175,446

\$ 175,446

ENVIRONMENTAL COMPLIANCE By Category

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED
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VARIANCE FY25/26 versus FY24/25

EXPENDITURES

Favorable/(Unfavorable)

Personnel

1 Wages	41,121	43,875	37,707	42,500	(1,375)	(3%)
2 Premium Pay	2,589	1,992	1,911	2,100	108	5%
3 Health Benefits	6,363	5,861	5,785	8,011	2,150	27%
4 Retirement Cont.	28,855	21,304	22,621	24,000	2,696	11%
5 Retiree Med/OPEB	161	661	609	675	14	2%
6 Misc. Benefits	2,208	3,297	2,271	3,415	118	3%
7 Subtotal	81,296	76,990	70,905	80,701	3,711	5%
<u>Non-Personnel</u>						
8 Legal Services	-	-	-	-	-	-
9 Engineering Services	-	-	-	-	-	-
10 Professional Services	93,025	155,056	102,765	104,309	(50,747)	(49%)
11 Prof. Memberships	-	-	-	-	-	-
12 Insurance Premiums	-	-	-	-	-	-
13 Misc. Expenses	66	-	-	-	-	-
14 Utilities	-	-	-	-	-	-
15 Travel & Training	435	481	155	505	24	5%
16 Equipment Rental	-	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-	-
18 Chemicals	3,388	3,180	3,288	3,500	320	9%
19 Permits & Licenses	-	-	-	-	-	-
20 Supplies	15,442	16,189	22,946	22,998	6,809	30%
21 Equipment	3,304	-	-	-	-	-
22 Infrastructure	-	-	-	-	-	-
23 Claims/Penalties	-	-	-	-	-	-
25 Subtotal	115,660	174,906	129,153	131,312	(43,594)	(33%)
26 TOTAL	196,956	251,896	200,059	212,013	(39,883)	(19%)

Key Changes

Personnel Costs: Net Increase due COLA and merit increases and anticipated labor negotiation increase

	\$ 3,711
Professional Services: Decrease based on year-to-date actual & decrease in BOD testing	\$ (50,747)
Net Decrease in wages, utilities, services, and supplies	\$ 7,153
TOTAL ENVIRONMENTAL COMPLIANCE EXPENDITURES BUDGET	\$ (39,883)

ENVIRONMENTAL COMPLIANCE

By Category

	FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25	
REVENUE						
<u>By Type:</u>						
27 JPA Assessments	237,396	251,896	251,896	212,013	(39,883)	(19%)
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	
34 REVENUE TOTAL	237,396	251,896	251,896	212,013	(39,883)	(19%)
<u>By Agency:</u>						
35 Half Moon Bay	145,999	153,203	153,203	127,717	(25,486)	(20%)
36 Granada CSD	45,224	47,961	47,961	39,943	(8,018)	(20%)
37 Montara WSD	46,173	50,732	50,732	44,353	(6,379)	(13%)
38 TOTAL	237,396	251,896	251,896	212,013	(39,883)	(19%)

Key Changes

Assessments reflect Net Decreased funding for wages, benefits, and other expenses = \$ (39,883)

TOTAL ENVIRONMENT COMPLIANCE REVENUE BUDGET DECREASE = \$ (39,883)

By Category					
	FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25
EXPENDITURES					
Personnel					
1 Wages	-	-	-	-	-
2 Premium Pay	-	-	-	-	-
3 Health Benefits	-	-	-	-	-
4 Retirement Cont.	-	-	-	-	-
5 Retiree Med/OPEB	-	-	-	-	-
6 Misc. Benefits	-	-	-	-	-
7 Subtotal	-	-	-	-	-
Non-Personnel					
8 Legal Services	-	-	-	-	-
9 Engineering Services	-	-	-	-	-
10 Professional Services	-	-	-	-	-
11 Prof. Memberships	-	-	-	-	-
12 Insurance Premiums	-	-	-	-	-
13 Misc. Expenses	-	-	-	-	-
14 Utilities	-	-	-	-	-
15 Travel & Training	-	-	-	-	-
16 Equipment Rental	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-
18 Chemicals	-	-	-	-	-
19 Permits & Licenses	-	-	-	-	-
20 Supplies	-	-	-	-	-
21 Equipment	-	-	-	-	-
22 Infrastructure	3,258,684	3,000,000	3,176,494	3,645,000	645,000 18%
23 Claims/Penalties	-	-	-	-	-
25 Subtotal	3,258,684	3,000,000	3,176,494	3,645,000	645,000 18%
26 TOTAL	3,258,684	3,000,000	3,176,494	3,645,000	645,000 18%

Increased to address the projects identified in the FY2025/26 capital improvement plan budget.

\$ 645,000

INFRASTRUCTURE By Category

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25	
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REVENUE

By Type:

27 JPA Assessments	3,059,592	3,000,000	3,000,000	3,645,000	645,000	18%
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-

34 REVENUE TOTAL	3,059,592	3,000,000	3,000,000	3,645,000	645,000	18%
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By Agency:

35 Half Moon Bay	1,881,649	1,824,600	1,824,600	2,195,748	371,148	17%
36 Granada CSD	582,852	571,200	571,200	686,718	115,518	17%
37 Montara WSD	595,091	604,200	604,200	762,534	158,334	26%

38 TOTAL	3,059,592	3,000,000	3,000,000	3,645,000	645,000	18%
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Key Changes

Increased to address the projects identified in the FY2025/26 capital improvement plan budget

TOTAL INFRASTRUCTURE REVENUE BUDGET INCREASE

\$ 645,000

HIGHLIGHTS

- Infrastructure Projects in progress in FY 2021/22:
 - ✓ Montara PS - Replace Pump 1
 - ✓ Portola PS-Replace Door, Grating and Hatch
 - ✓ Portola PS - Replace Pump 1 with Grinder Pump

- Infrastructure Projects in progress in FY 2022/23:
 - ✓ Replace Effluent Pumps 1, 2 & 3
 - ✓ Plant and Cyber Security Measures Implementation
 - ✓ Replace Chain & Flights, Collectors Gear Reducer, and Weirs in Primary Clarifier
 - ✓ Replace Primary Scum Pump and Motor
 - ✓ Replace Grit Pumps 1 & 2 and Appurtenances
 - ✓ Replace Primary Sludge Pumps and Motors 1, 2 & 3
 - ✓ Water Supply and Piping - Replace No. 3 Water Pumps

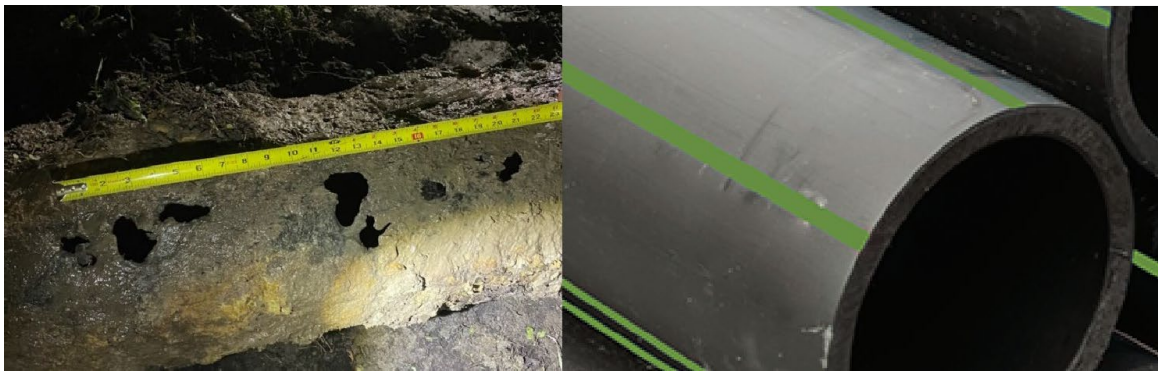
- Infrastructure Projects in progress for FY 2023/24
 - ✓ Replace/Rehab Treatment Plant Boilers – Awaiting Equipment
 - ✓ Replace Treatment Plant Emergency Generator – In progress

- Infrastructure Projects in progress for FY 2024/25
 - ✓ SAM Force Main Refurbishment Montara Segment- Progressive Design build in progress

Project: Rehabilitation of SAM Force Main situated in Montara
Priority: Rehabilitation/Replacement/Safety

The SAM Force Main situated in Montara Rehabilitation (MFM) Project addresses aging, at-risk pipeline within the Intertie Pipeline System. The MFM conveys wastewater from the Montara and Moss Beach communities to SAM’s Wastewater Treatment Plant in Half Moon Bay. The MFM is approximately 16,750 feet in length, ranging from 12 to 14-inches in diameter and was constructed of ductile iron pipe (DIP) in the early 1980s.

A 2017 project replaced the first 2,500 feet of MFM from Montara Pump Station to the end of Vallemar Street with high-density polyethylene (HDPE) pipe and replaced the associated air/vacuum relief valves. A 12-inch-diameter DIP portion of the MFM experienced failure during the atmospheric river storm that started on December 31, 2022, which was declared as a disaster at both the State and Federal levels. SAM’s emergency response included replacement of an 850-ft portion of the impacted force main with HDPE. It is proposed to replace the remaining 13,400 feet of the MFM project before June 30, 2026.



CIP Total Cost: \$10,000,000

Project Funding: This project will be funded by SAM’s Infrastructure Program

Basis of Priority: This priority project continues the best practice of rehabilitating aging force main to mitigate sanitary sewer overflows, human health risks, environmental damages, and other regulatory violations.

Annual Cost Distribution and Schedule

CIP Total	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29
10.160M	3.0M	3.510M	3.650M	-	-

SEWER AUTHORITY MID-COASTSIDE

CAPITAL IMPROVEMENT PROGRAM

Project 2: Replacement/Rehabilitation of Boilers at the Treatment Plant

Priority: Rehabilitation/Replacement/Safety

SAM has two (2) Dual Gas Hot Water Boilers. They provide heat to keep the Digester Sludge at a constant temperature between 95.0 to 96.0 degrees Fahrenheit. This allows the microbes that break down the fecal matter to function properly. If we do not supply the boilers with either Digester Gas or Natural Gas we will not be in compliance with our NPDES permit, which will lead to violations and penalties. Boiler # 1 is out of compliance and new boiler is in the process of being installed which was a part of the 2023-24 budget. Boiler #2 is also out of compliance and the procurement process has commenced. The proposed \$0.1M is for installation of Boiler #2.



CIP Total Cost: \$100,000

Project Funding: This project will be funded by SAM's Infrastructure Program.

Basis of Priority: This priority project continues the best practice of rehabilitating aging equipment to mitigate regulatory violations.

Annual Cost Distribution and Schedule

CIP Total	FY2023	FY2024	FY2025	FY2026	FY2027
\$0.6M	\$0.5M	\$0	\$0.1	\$0	\$0

SEWER AUTHORITY MID-COASTSIDE

CAPITAL IMPROVEMENT PROGRAM

Project 2: Replacement of Vehicle at Treatment Plant

Priority: Replacement/Safety

The Ranger vehicle was purchased in 2004 and has approximately 155,000 miles. It has frequent repair and SAM has been spending considerable amount of money to fix the breakdowns. It is proposed to procure a new model and offer the existing Ranger for as best as possible trade value. The proposed \$0.035M is for procurement of a new hybrid vehicle.



CIP Total Cost: \$35,000

Project Funding: This project will be funded by SAM's Infrastructure Program.

Basis of Priority: This priority project continues the best practice of rehabilitating aging equipment to mitigate regulatory violations.

Annual Cost Distribution and Schedule

CIP Total	FY2023	FY2024	FY2025	FY2026	FY2027
\$0.035M	\$0M	\$0	\$0.035	\$0	\$0

Position Control List

<u>Classifications</u>	<u>Authorized Positions</u>
<u>Administrative Services:</u>	
General Manager	1.0
Finance Officer	1.0
Accounting Technician	1.0
Administrative Assistant	<u>1.0</u>
	4.0
<u>Operations & Maintenance:</u>	
<i>Engineering & Construction Contracts Manager (Defunded)</i>	0.0
Plant Superintendent	0.75
Maintenance Mechanic I/II/III	2.0
Operator I/II/III	2.0
Lead Operator	4.0
<i>Utility Worker (Defunded)</i>	<u>0.0</u>
	8.75
<u>Environmental Compliance:</u>	
Plant Superintendent	.25
Total Authorized – General Budget	13.0
<u>Collection Services:</u>	
Collection Maintenance Worker I/II/III	3.0
Lead Mechanic	<u>1.0</u>
Total Authorized – Collections Services	4.0
Grand Total Authorized Authority	17.0



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

BY: Discuss Proposed General Budget for FY 2025/26 and Authorize the General Manager to Submit it to Member Agencies for Approval

SUBJECT:

Executive Summary

The purpose of this report is to discuss the proposed General Budget for FY 2025/26 and authorize the General Manager to submit it to Member Agencies for approval.

Fiscal Impact

The operation and maintenance expenditure budget for FY 2025/26 is \$10.0 million, including infrastructure project expenses. This is an *overall increase* of \$697,094 from the FY 2024/25 adopted budget. The impact to the member agency assessments is:

Assessments for Each Member Agency

	FY 2022/23 ACTUAL	FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2025/26 PROPOSED	CHANGE FROM FY 24/25 ADOPTED	
Half Moon Bay	\$4,871,480	\$5,331,608	\$5,642,255	\$5,989,200	\$346,945	6%
Granada CSD	\$1,630,110	\$1,651,497	\$1,766,336	\$1,873,116	\$106,780	6%
Montara WSD	\$1,694,036	\$1,686,174	\$1,868,382	\$2,079,915	\$211,533	11%
	\$8,195,626	\$8,669,279	\$9,276,973	\$9,942,231	\$665,258	7%

BOARD MEMBERS: P. Nagengast

B. Dye

N. Marsh

S. Boyd

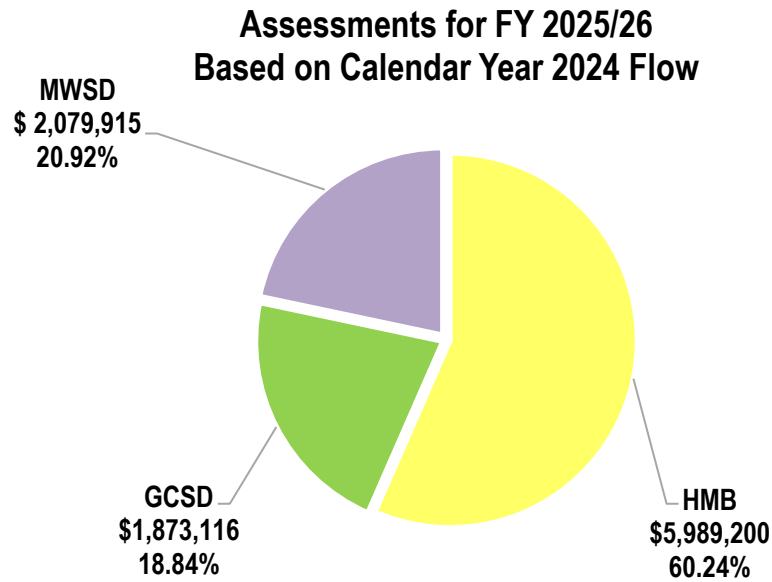
D. Ruddock

K. Slater-Carter

ALTERNATE MEMBERS: B. Softky

J. Randle

J. Grant



Strategic Plan Compliance

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 3: *“Consider long-term costs and ensure that finances are stable and understandable by the board, member agencies, and the public.”*

Background and Discussion/Report

The General Budget includes all Operation and Maintenance (O&M) costs for SAM and are allocated to four divisions: Administrative Services, Treatment, Environmental Compliance, and Infrastructure. The proposed budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

Staff made the following assumptions in determining changes from the FY 2025/26 adopted budget:

- The position of Engineering & Construction Contracts Manager continues to be defunded.
- All applicable merit step increases will be earned per the MOU with Local No. 39.
- All authorized positions are funded. Salaries for filled positions are estimated at one step up. Salaries for currently vacant positions are estimated at mid-step. There are a total of 17 positions:
 - 16 employees are scheduled for a step increase.
 - One is the General Manager who is on a contract.
- All services, supplies, and utilities will be increased by a 5% CPI unless a specific adjustment was deemed necessary based on actual experience or known factors.

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant

Budget Overview

The General Budget, including the proposed infrastructure projects, has been discussed by the Member Agency Managers and by the Finance Committee. The presentation today is for the Board to review and follow-up with agency staff and respective Council/Boards for comment. Final approval of the proposed budget will take place later in the process.

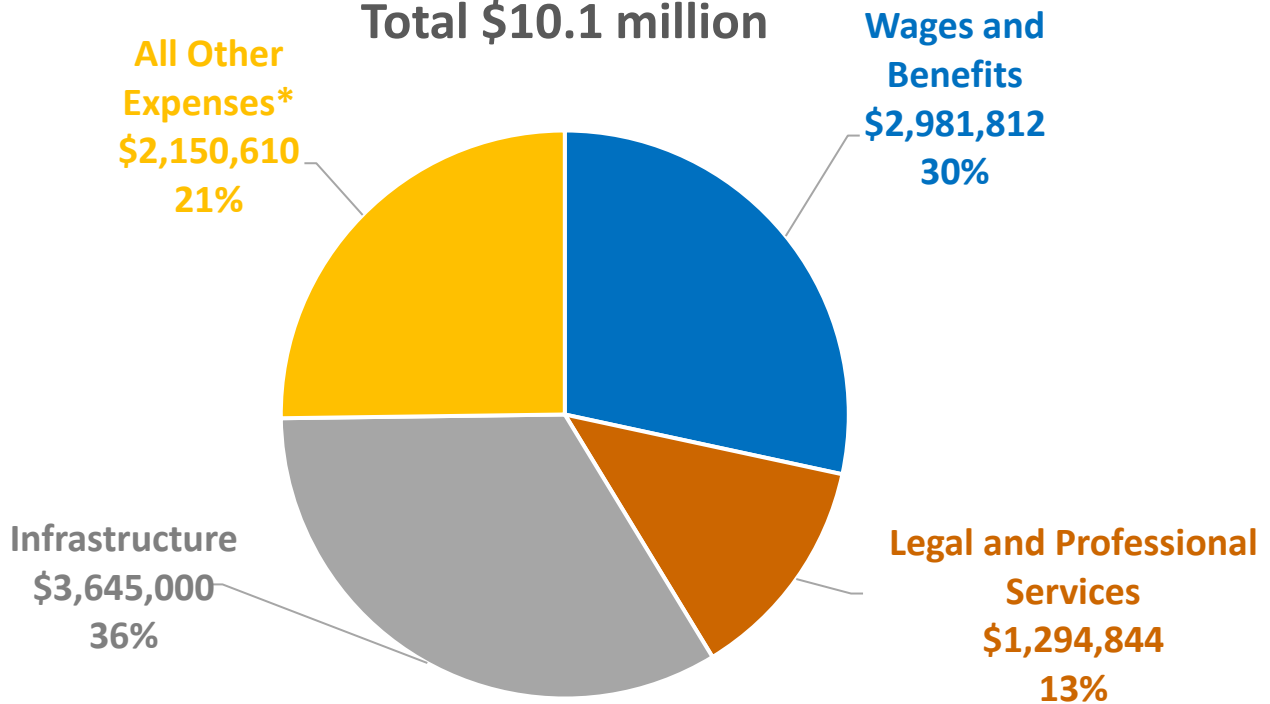
The overall increase from the adopted budget for Fiscal Year 2024/25 to the proposed budget for Fiscal Year 2025/26 is \$697,094 or 7%. This is primarily due to an increase in the estimated cost of infrastructure improvements.

Of the total General Budget, \$2.98 million (30%) is for Wages and Benefits. The cost of Infrastructure Improvements is \$3.65 million (36%). Legal, Engineering and Professional Services is \$1.29 million (13%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services.

All other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent the remaining \$2.15 million (21%) of the budget.

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Expenses by Category Total \$10.1 million



*All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims.

Significant Budget Changes

The Administrative Services division decreased \$96,805 or (5%). The net decrease is a result of the one-time purchase of an administrative vehicle in the current fiscal year and an estimated reduction in the amount of legal fees from both General Counsel as well as specialized employment law, resulting from the negotiations with Local No. 39 in the current fiscal year.

The Treatment division increased \$188,781 or 4%, which is due to the known COLA & Merit increases of 5% and 3% respectively. In FY 24/25, due to the unknown nature of the scheduled negotiations, estimates for Wage & Benefit were estimated to increase 12%. With the approval of the latest labor MOU with Local No. 39, we are better able to estimate personnel costs for FY 25/26.

The Environmental Compliance division budget decreased \$39,883 or (19%) primarily due to the reduction in BOD testing costs.

The Infrastructure division increased \$645,000 to address various projects in the Authority Capital Improvement Plan.

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
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Detail Changes in Expenses

The significant overall changes in the expense categories are as follows. The numbers are correlated to the line items on the budget spreadsheets.

1. Wages: Decrease of \$131,512 due to finalization of labor negotiations and turnover of certain staff.
2. Premium Pay: Increase of \$9,389 due to standby pay, certification pay, and overtime pay associated with changes in staffing resulting.
3. Health Benefits: Increase of \$88,075 due to labor negotiation approval of 100% coverage of SAM staff and due to increased health insurance costs.
4. Retirement Contributions: Increase of \$224,795 primarily due to the estimation of retirement costs related to the Unfunded Liability portion in the prior year's budget. (Every year this amount is estimated but the actual amount is not in our control and is not known until we are officially notified by CalPERS after the fiscal year is over).
5. Retirement Medical: Decrease of \$2,986 for contributions as negotiated in the MOU and the Unrepresented Employees.
6. Misc. Benefits: Decrease of \$11,510 for benefits as negotiated in the MOU and the Unrepresented Employees.
7. Personnel Subtotal: Increase of \$176,251 in personnel costs primarily due to the annual funding of SAM's CalPERS Unfunded Liability.
8. Legal Services: Decrease of \$141,666 due to the completion of labor negotiations with Local No. 39 and reduced involvement of General Counsel.
9. Engineering Services: Continued involvement with Authority Engineering team.
10. Professional Services: Decrease of \$56,300.

The major contracting firms and the status of their contracts, if applicable, are as follows:

- Calcon Systems, electrical services: Existing contract in next fiscal year not to exceed \$400,000.
 - RVE Accounting, financial & accounting services: As Needed.
 - Alpha Analytical Laboratories, essential lab services: As Needed.
 - Peninsula Pump, handles pump repair, generally an emergency repair: As Needed.
 - Precision IT, computer equipment maintenance: IT Support as and As Needed.
11. Professional Memberships: General cost of living increase of 5% expected. Professional

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
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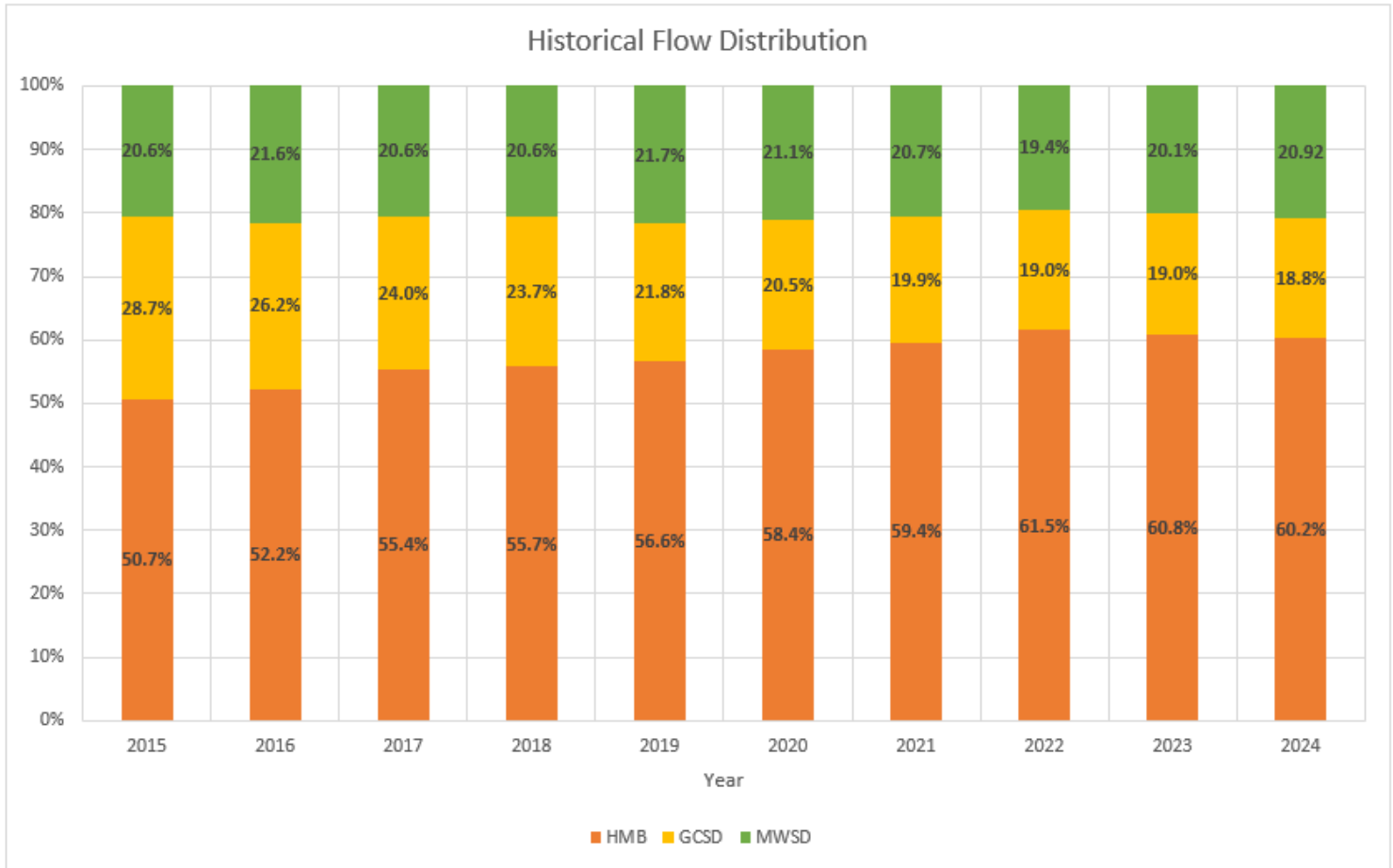
Memberships include, but is not limited to, the following agencies: CASA (California Association of Sanitation Agencies), CSDA (California Special Districts Association), CSRMA (California Sanitation Risk Management Authority), CWEA (California Water Environment Association), First Flush Program, GFOA (Government Finance Officers Association), NACWA (National Association of Clean Water Agencies), WEF (Water Environment Federation).

12. Insurance Premiums: Increase of \$26,190 due to new policies and prior-year claims.
13. Misc. Expenses: Increase of \$15,254 anticipated based on detailed review of current year expenditures.
14. Utilities: Increase of \$30,498 for electricity, gas, solid waste disposal, and water consistent with current costs.
15. Travel & Training: Increase of \$19,953 based on expectation that conference attendance will continue to increase.
16. Equipment Rental: Decrease of \$14,553 due to the completion of specific maintenance projects.
17. Building & Maintenance Services: Decrease of \$62,495 due to one-time expenditure planned for the current fiscal year (FY24/25) is not expected to repeat during FY25/26.
18. Chemicals: Increase of \$21,385 based on anticipated expenses consistent with recent experience and expected industry increases.
19. Permits & Licenses: Increase of \$2,667, general cost of living increase of 5% expected.
20. Supplies: Increase of \$13,818 based on current year expenditures.
21. Equipment: Increase of \$607, general cost of living increase of 5% expected.
22. Infrastructure: Increase of \$645,000 to address the projects identified in the adopted 5-Year CIP (adopted November 25, 2024) and additional projects as indicated in Infrastructure details of the General Budget.
23. Claims/Penalties: No change from the previous fiscal year.
24. Non-Personnel Subtotal: Total Increase of \$520,844 or 7%.

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant

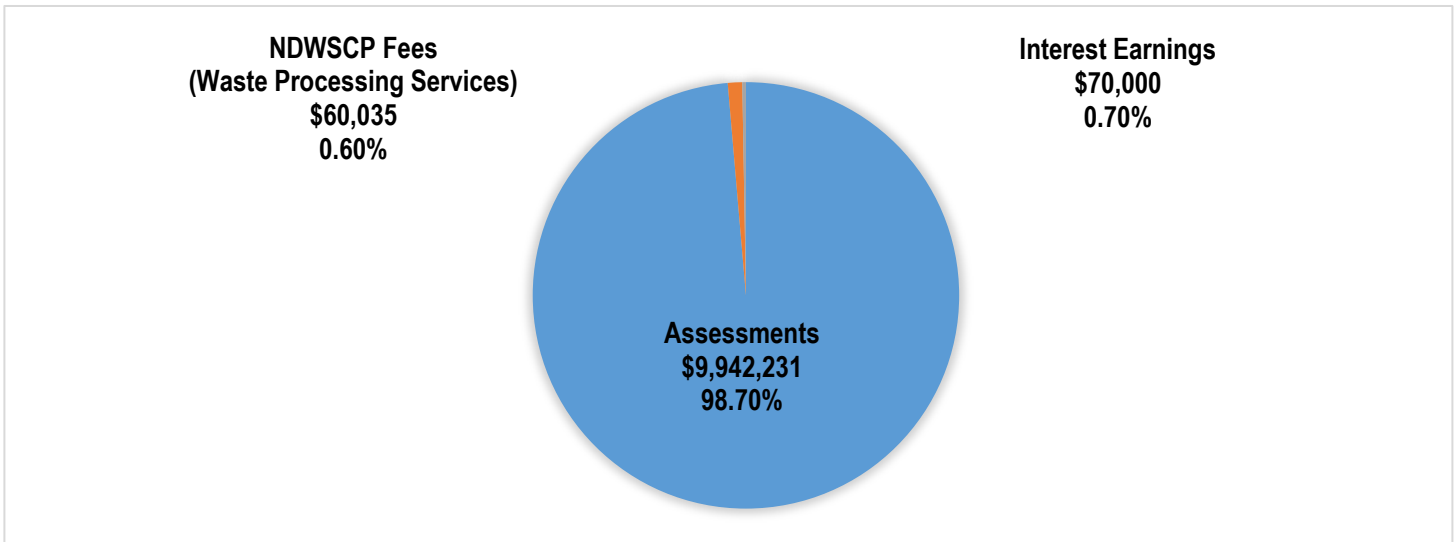
Revenue Allocation

Of the total O&M Revenue, the majority (98.70%) is from assessments paid by the JPA member agencies. The allocation between the agencies is based on the flow from the preceding calendar year. The flow allocations fluctuate from year to year.



The remaining revenue comes from Waste Processing Services that are currently classified in the Non-Domestic Waste Source Control Program Fees category of our AR System (0.6%), and interest earnings (0.7%).

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
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ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant



Other Remarks:

In response to a funding issue created by the 22/23 Winter Storm event, on September 11, 2023, the Board approved the advancement of funds in the amount of \$266,351 to SAM in the following amounts:

- City of HMB \$163,806
- MWSD \$51,805
- GCSD \$50,740

At the time, it was not decided how this advance would be handled and as of 3/20/2025 those funds remain on the SAM Balance Sheet as Liability. It should be further noted that SAM has not yet received verification that all our claims will be settled, and funding issued.

The Finance Committee has requested that staff present possible options in this regard. For your consideration, please see the following (4) options:

- a) Refund to each Agency the entire amount provided to SAM.
- b) Refund a prorated amount based on FEMA receipts, which will be known at a later date.
- c) Reduce the Fiscal Year 2025-26 assessments based on either amount noted above.
- d) Recognize the advance as revenue in Fiscal Year 2025.

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ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant

Staff Recommendation

Staff recommend that the Board of Directors review the budget with their respective staff and contemporaries and return comments to the SAM General Manager on or before April 30, 2025, for evaluation and approve a final budget before May 31, 2025.

Supporting Documents

Attachment A: SAM General Budget for FY 2025/26

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant