



## UTILITIES ADVISORY COMMITTEE MEETING

Wednesday, May 20, 2020 at 5:30 p.m.

Pursuant to Governor Newsom's Executive Order N-29-20, and State and County Shelter at Home orders, Committee Members, staff and public may participate in this meeting via teleconference and/or electronically. The LOCSD Boardroom will NOT be open for accessing the meeting.

For quick access, go to <https://us04web.zoom.us/j/114611628>  
(This link will help connect both your browser and telephone to the call)  
**OR** dial 1 (929) 205-6099 or 1 (301) 715-8592 and enter **114 611 628**

All persons desiring to speak during any Public Comment can submit a comment by:

- Through email at [ldurban@losososcscsd.org](mailto:ldurban@losososcscsd.org) by 12:00pm on 5/20/2020
- Through the district website [www.losososcscsd.org/contact-us](http://www.losososcscsd.org/contact-us) by 12:00pm on 5/20/2020
- Through teleconference by phone at (929) 205-6099 or (301) 715-8592 and enter **114 611 628**
- Through mail by 5:00 PM on the day prior to the Committee meeting sent to LOCSD
- Through teleconference meeting at <https://us04web.zoom.us/j/114611628>

## AGENDA

1. **Opening at 5:30 p.m.**  
Call to Order, Roll Call
2. **Approve UAC Meeting Minutes of April 15, 2020**  
*(Recommend Committee Approval)*  
Presented By: Administrative Services Manager Durban
3. **Basin Management Committee Update**  
*(Updates Only)*  
Presented By: Chairperson Cesena
4. **Utility Department Report**  
Presented By: Utility Systems Manager Acosta
5. **Utilities Department Updates**  
*(Updates Only)*  
Presented By: Utility Systems Manager Acosta
6. **Preliminary Budget Presentation**  
Presented By: General Manager Munds
7. **Public Comments on Items NOT on this Agenda:** At this time, the public may comment on items not on this agenda. Each commenter is limited to 3 minutes and shall address the Chairperson.
8. **Schedule Next UAC Meeting** – The next UAC Meeting will be held Wednesday, June 17, 2020 at 5:30 p.m. unless otherwise noted.
9. **Closing Comments by UAC Committee Members**
10. **Adjournment**

**DRAFT - Minutes of the Utilities Advisory Committee Meeting  
April 15, 2020 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p><b>1. Call to Order, Flag Salute and Roll Call</b></p>	<p>Chairperson Cesena called the meeting to order at 5:30 p.m.</p> <p><u>Roll Call:</u>            James Bishop, Committee Member – Present            Jan Harper, Committee Member – Present            Leonard Moothart, Committee Member – Present            Eric Silva, Committee Member – Absent            Matthew Fourcroy, Vice Chairperson – Absent            Chuck Cesena, Chairperson – Present</p> <p><u>Staff:</u>            Ron Munds, General Manager            Jose Acosta, Utility Systems Manager            Laura Durban, Administrative Services Manager</p>	
<p><b>2. Approve UAC Minutes of February 19, 2020</b></p>	<p>Administrative Services Manager Durban presented the minutes for approval.</p> <p>Public Comment – None</p> <p><b>Committee Member Harper moved to approve the meeting minutes of February 19, 2020. The motion was seconded by Committee Member Moothart and carried with the following vote:</b></p> <p><b>Ayes: Committee Member Harper, Moothart, Bishop</b>  <b>Nays: None</b>  <b>Abstain: None</b>  <b>Absent: Committee Member Silva</b></p>	<p><b>Action – File approved minutes.</b></p>
<p><b>3. Brown Act Training</b></p>	<p>Director Ochylski presented to the Committee a presentation on the Brown Act, including questions that each Committee Member needed to respond to and informing them of the current changes in place due to Executive Order N-29-20.</p>	<p><b>Action – None</b></p>
<p><b>4. Basin Management Committee Update</b></p>	<p>General Manager Munds provided a summary of the Basin Management Committee Meeting commenting on the budget; the Transient Model versus Static Model; the overall cost for the Transient Model; on direction of the BMC; that the BMC authorized the Annual Report for the Basin Plan to be released in draft form; discussed some of the metrics that will be in the Basin Plan Draft Report.</p> <p>Committee Member Moothart inquired if the goals in the report are for overall or right now; if there has been talks about reevaluating goals.</p> <p>GM Munds responded the goals are for overall and that in theory all the goals should be met overtime; commented on the nitrate levels.</p> <p>Committee Member Bishop inquired as to how the metrics look compared to previous years.</p> <p>GM Munds responded that overall showing improvement and that the sea water intrusion boundary has moved back.</p> <p>Committee Member Harper inquired that if the BMC members/agencies work together would this require a 218 vote if the agencies could not fund the Transient Model.</p> <p>GM Munds responded that was the original intent, but due to the costs associated with the Sewer project and rate increases, the committee has been reluctant to move in that direction. A 218 vote would bring in the properties that are not part of a water purveyor and include those properties in paying for BMC costs including the Transient Model cost.</p> <p>Public Comment - None</p>	<p><b>Action – None</b></p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>5. Utilities Department Report</b>	<p>Utility System Manager Acosta provided a summary of the February 2020 activities of the Utilities Department as submitted in the agenda packet reporting total water production; the District produced 12.2 million gallons, 56.4 gallons per day per person, an increase from last year; he reported on production and runtime at the well sites; water billing information, Utilities Department operations and maintenance including water sampling, service line update, monthly meter reading, larger meter replacement build out program, and rainfall totals.</p> <p>Public Comment – None</p>	<b>Action – None</b>
<b>6. Utilities Department Update</b>	<p>Utility Systems Manager Acosta reported on updates regarding the 8<sup>th</sup> Street Water Yard Building, Southbay Lower Well, High Useage Policy, Smart Meter Reading and Work Order System, Electronic Annual Report, Cross Training amongst staff, Consumer Confidence Report data has been submitted, and the Flume Rebate Program.</p> <p>General Manager Munds thanked the committee for all their input on the High Useage Policy; commented on the staff response to COVID-19 and the plan implemented to assure safety while at work.</p> <p>Committee Member Bishop thanked GM Munds for implementing cross training and being pro-active during the Pandemic.</p> <p>Committee Member Moothart commented that staggering schedule is effective.</p> <p>GM Munds commented that a lot of District buisness has been done through calls, webinars and Zoom; reported on the Site A Test Well and the plan to move forward will be on the May Board meeting and will be brought forward to the UAC in the May meeting.</p> <p>Chairperson Cesena inquired about the Southbay Lower Well cost.</p> <p>USM Acosta responded that for the partial rehab the District did stay within budget, that the full rehab would be discussed in the next budget process.</p> <p>Committee Member Harper inquired if there are any next steps for the Septic Tank after being back filled.</p> <p>USM Acosta responded that they have been back filled and abandoned accordingly and no further work will be needed.</p> <p>Public Comment - None</p>	<b>Action – None</b>
<b>7. Present Board Approved 2020 Work Plan for UAC</b>	<p>General Manager Munds presented the 2020 Work Plan that was approved by the Board at the April 2, 2020 Board Meeting.</p> <p>Chairperson Cesena commented that he liked how it is written and that it shows flexibility.</p> <p>Committee Member Moothart commented that the plan is comprehensive and sees significance in being involved in the CIP plan.</p> <p>Committee Member Harper inquired if item 3 and 4 on the Work Plan would be on a future Agenda.</p> <p>GM Munds commented that the budget will unfold in May; at the May UAC meeting the UAC will be discussing the reserve accounts; on reviving the Water Conservation Program and developing a better plan.</p> <p>Public Comment – Lynette Tornatzky commented that she has purchased the Flume and will get it installed soon; on the meeting being easy to follow and thanked the Committee.</p>	<b>Action – None</b>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>8. Public Comments on Items NOT on this Agenda</b>	None	
<b>9. Schedule Next UAC Meeting</b>	The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, March 18, 2020 at 5:30 p.m., unless otherwise noticed.	
<b>10. Closing Comments by UAC Committee Members</b>	<p>Committee Member Moothart inquired if the committee is fully staffed.</p> <p>General Manager Munds responded that Director Fourcroy still has an appointment to make.</p> <p>Committee Member Harper thanked General Manager Munds and Staff for their work.</p>	
<b>11. Adjournment</b>	The meeting adjourned at 6:27 p.m.	

DRAFT



May 20, 2020

**TO:** LOCSD Board of Directors

**FROM:** Jose Acosta, Utility Systems Manager  
Frank Asuncion, Water Resource Crew Leader  
Alicia Zuniga, Utility Billing Specialist

**SUBJECT:** **Agenda Item 4 - 5/20/2020 UAC Meeting**  
Utilities Department Report for **March 2020**

**President**  
Charles L. Cesena

**Vice President**  
Christine M. Womack

**Directors**  
Matthew D. Fourcroy  
Vicki L. Milledge  
Marshall E. Ochylski

**General Manager**  
Ron Munds

**District Accountant**  
Robert Stilts, CPA

**Unit Chief**  
Scott M. Jalbert

**Battalion Chief**  
Paul Provence

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2122 9<sup>th</sup> Street, Suite 110  
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**WATER PRODUCTION INFORMATION**

The total production for the month of **March 2020** was approximately **12.6 million gallons (MG)** this equates to an average daily demand of **407,100** gallons. This represents an **increase** in production from last year by approximately **8.41%**.

Using the state's formula to calculate residential usage per capita per day, for the month of **March 2020** our residential customers used 54.5 gallons per person per day, an increase from 50.2 gallons per person per day in March 2019.

**PRODUCTION AND RUNTIME HOURS BY WELL SITE**

The following tables break down the production by well site and runtime on the pump motors for the month of **March 2020**. Totals for last year are included for comparison:

<b>Production (MG) March</b>	<b>2020</b>	<b>2019</b>	<b>% Change</b>
Palisades	3.22	2.27	29.5
3 <sup>rd</sup> Street/Bayside	0	0	0
8 <sup>th</sup> Street/EI Moro	4.64	4.62	0.4
10 <sup>th</sup> Street	4.20	4.19	0.2
South Bay (lower)	0.00	0.00	0.0
South Bay (upper)	0.57	0.56	1.8
<b>TOTAL:</b>	<b>12.63</b>	<b>11.64</b>	

<b>Runtime (Hours) February</b>	<b>2020</b>	<b>2019</b>
Palisades	155.9	108.6
3 <sup>rd</sup> Street/Bayside	0.3	0.5
8 <sup>th</sup> Street/EI Moro	252.4	229.0
10 <sup>th</sup> Street	268.9	237.9
South Bay (lower)	0.0	0.0
South Bay (upper)	337.7	330.7
<b>TOTAL:</b>	<b>1015.2</b>	<b>906.7</b>

**WATER BILLING INFORMATION**

Forty-three percent of the service area received bills for approximately **9.78 MG** consumption for the period of January 10, 2020 through March 10, 2020. This generated approximately **\$187,483.31** in revenue.

**UTILITIES DEPARTMENT OPERATIONS AND MAINTENANCE**

During the month of March 2020, the Utilities crew performed all required operations and maintenance tasks. The various tasks and facilities maintained are:

**WATER DISTRIBUTION AND TREATMENT**

- Daily, weekly, and monthly water quality sampling, analysis and reporting, for all well sites and throughout the distribution system.
- Monthly meter reading.
- Service line upgrade at 1919-1921 9<sup>th</sup> Street.
- Completed larger meter replacement/rebuild program, completed approximately 15 meters.
- Completed annual valve exercising program.
- Grounds keeping at well and drainage sites.

**DRAINAGE WDID # 3 40M2000133**

The District continue to operate and comply with the General National Pollutant Discharge Elimination System (NPDES) Permit for storm water discharges for small Municipal Separate Storm Sewer Systems (MS4). Storm water pollution prevention measures are available on the District's Drainage web page: <http://www.lososocsd.org/drainage-e293b4b>

**RAINFALL TOTALS**

The County has a link to rain and reservoir information: <http://wr.slocountywater.org/home.php> below is a table of historical rainfall totals from the Los Osos Landfill rain monitor. This has been arranged to coincide with our Water Shortage Contingency Plan Climate Trigger which is based on rainfall measured from April 1<sup>st</sup> through March 31<sup>st</sup>.

<b>Station Name and Number</b>													<b>Los Osos Landfill # 727</b>
	<b>*** All units are in inches ***</b>												
<b>Water Year</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>Total</b>
2019-2020	0.08	1.53	0.00	0.00	0.08	0.00	0.00	2.13	4.37	0.20	0.04	4.80	<b>13.23</b>
2018-2019	0.79	0.00	0.00	0.00	0.00	0.00	0.43	3.75	1.14	6.14	6.90	3.94	<b>23.09</b>
2017 - 2018	0.55	0.27	0.00	0.00	0.00	0.16	0.16	0.47	0.12	3.78	0.16	7.95	<b>13.62</b>
2016 - 2017	0.20	0.00	0.00	0.00	0.00	0.00	1.65	2.76	3.39	9.02	7.65	1.34	<b>26.01</b>
2015 - 2016	0.67	0.12	0.00	1.93	0.00	0.08	0.08	1.26	1.85	5.04	0.86	4.85	<b>16.74</b>
2014 - 2015	0.71	0.00	0.00	0.00	0.00	0.00	0.00	0.28	5.20	0.08	0.91	0.43	<b>7.61</b>
2013 - 2014	0.31	0.12	0.04	0.00	0.00	0.00	0.24	0.28	0.12	0.00	4.06	1.42	<b>6.59</b>
2012 - 2013	2.24	0.00	0.00	0.00	0.00	0.00	1.18	1.69	2.64	1.02	0.67	0.43	<b>9.87</b>

**RECOMMENDATION**

Staff encourages the Board to ask any questions they may have with regard to the aforementioned report or any other related item that may be listed separately as an agenda item.

Attachments

<b>March 2020</b>	<b>8th St./ El Moro Well</b>	<b>3rd St./ Bayside Well</b>	<b>10th St. Well</b>	<b>South Bay Well</b>	<b>South Bay Upper Well</b>	<b>Palisades Well</b>	<b>All Wells TOTAL</b>	<b>Last Years TOTAL</b>	<b>Percent% Differential</b>
Total Gallons Produced, Mgal	4.6360	0.0000	4.1977	0.0008	0.5700	3.2158	<b>12.6203</b>	11.6414	8.41%
Average Daily Flow, Mgal							0.4071	0.3755	
Total Gallons to Waste ( Filter Backwash ), Mgal	0.0000			0.0000	0.0000		0.0000	0	
Total Gallons to Waste ( System Flushing ), Mgal							0.0000	0	
Distribution System Losses ( Water Line Breaks ), Mgal							0.0000	0	
Total Gallons Adjusted, Mgal	4.6360			0.0008			<b>12.6203</b>	11.6414	8.41%
Pump Runtime, total hours	252.4	0.3	268.9	0.0	337.7	155.9	1015.2	906.7	11.97%
Daily Avg. Runtime, hours/day	8.1	0.0	8.7	0.0	10.9	5.0			
Energy Used, kWatts	10439	35	11409	2104		5671	29658	25640	15.67%
Eff. Ratio, kWatts/hr	41.36	116.67	42.43	#DIV/0!		36.38			
Chlorine Used, total gallons	75.9	0.0	38.1	9.5		23.7	147.3	109	35.14%
Aqua Mag, pounds	63.4		52.0	0.0		23.2	138.6	94.2	47.13%
Static water level, ft.	33.70	0.00	153.10	107.20	90.60	94.00			
Pump water level, ft.	149.70	N/A	290.00	N/A	111.50	185.50			
Draw-down level, ft.	116.00	N/A	136.90	N/A	20.90	91.50			
Gallons per minute	308	0	257	34	34	250			
Pressure, psi	94	#VALUE!	56	0	61	61			

## LOCSD Water Data

<b>Water Production Data in Million Gallons</b>				
	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>
Jul	16.640	17.920	16.346	16.618
Aug	16.475	17.414	15.988	15.364
Sep	16.233	17.728	14.944	14.354
Oct	14.624	17.601	14.615	14.581
Nov	13.921	14.608	13.903	13.638
Dec	12.974	14.856	11.782	11.229
Jan	12.247	12.802	11.530	11.494
Feb	10.879	12.698	10.330	12.224
Mar	13.722	12.244	11.641	12.620
Apr	14.551	13.380	14.214	
May	16.329	15.644	15.101	
Jun	17.257	15.605	15.964	
<b>TOTAL</b>	<b>175.852</b>	<b>182.500</b>	<b>166.357</b>	<b>122.122</b>

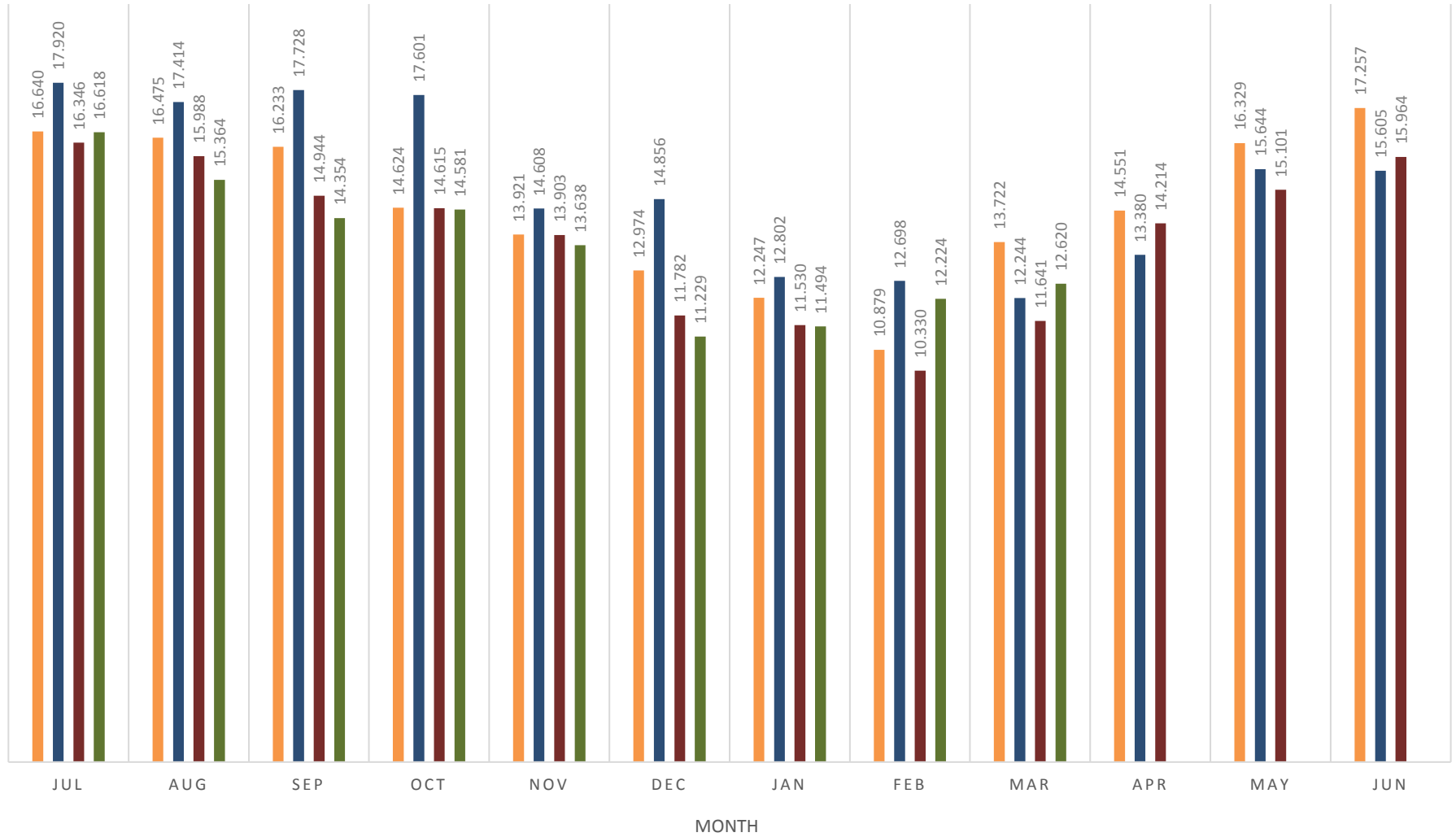
Consumption is billed for a two month period every month.  
 Revenue is based on gallons billed - not cash received.  
 Production is recorded daily.



# HISTORICAL TO PRESENT LOCS D WELL PRODUCTION DATA

FY2016-2017    FY2017-2018    FY2018-2019    FY2019-2020

MILLION GALLONS (MG)



## LOCSD Water Data

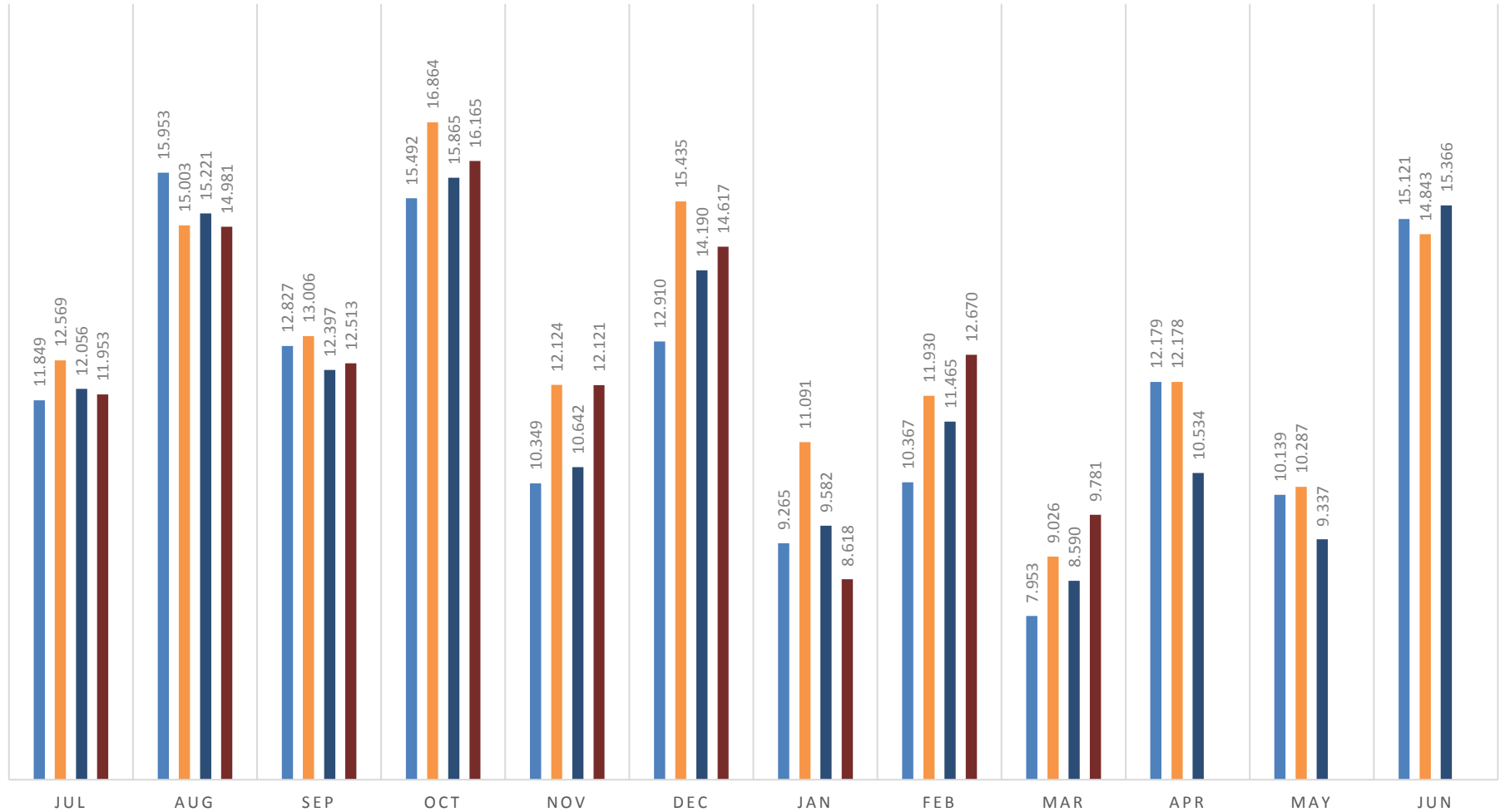
<b>Water Consumption Data in Million Gallons</b>						
<b>% of Service Area</b>	<b>Billing Period</b>		<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>
43	5/11 to 7/10	Jul	11.849	12.569	12.056	11.953
57	6/11 to 8/10	Aug	15.953	15.003	15.221	14.981
43	7/11 to 9/10	Sep	12.827	13.006	12.397	12.513
57	8/11 to 10/10	Oct	15.492	16.864	15.865	16.165
43	9/11 to 11/10	Nov	10.349	12.124	10.642	12.121
57	10/11 to 12/10	Dec	12.910	15.435	14.190	14.617
43	11/11 to 1/10	Jan	9.265	11.091	9.582	8.618
57	12/11 to 2/10	Feb	10.367	11.930	11.465	12.670
43	1/11 to 3/10	Mar	7.953	9.026	8.590	9.781
57	2/11 to 4/10	Apr	12.179	12.178	10.534	
43	3/11 to 5/10	May	10.139	10.287	9.337	
57	4/11 to 6/10	Jun	15.121	14.843	15.366	
<b>TOTAL</b>			<b>144.405</b>	<b>154.356</b>	<b>145.245</b>	<b>113.418</b>

Consumption is billed for a two month period every month.  
 Revenue is based on gallons billed - not cash received.  
 Production is recorded daily.

# HISTORICAL TO PRESENT LOCS D WATER CONSUMPTION BASED ON BILLING

FY 16-17 FY 17-18 FY 18-19 FY 19-20

MILLION GALLONS (MG)



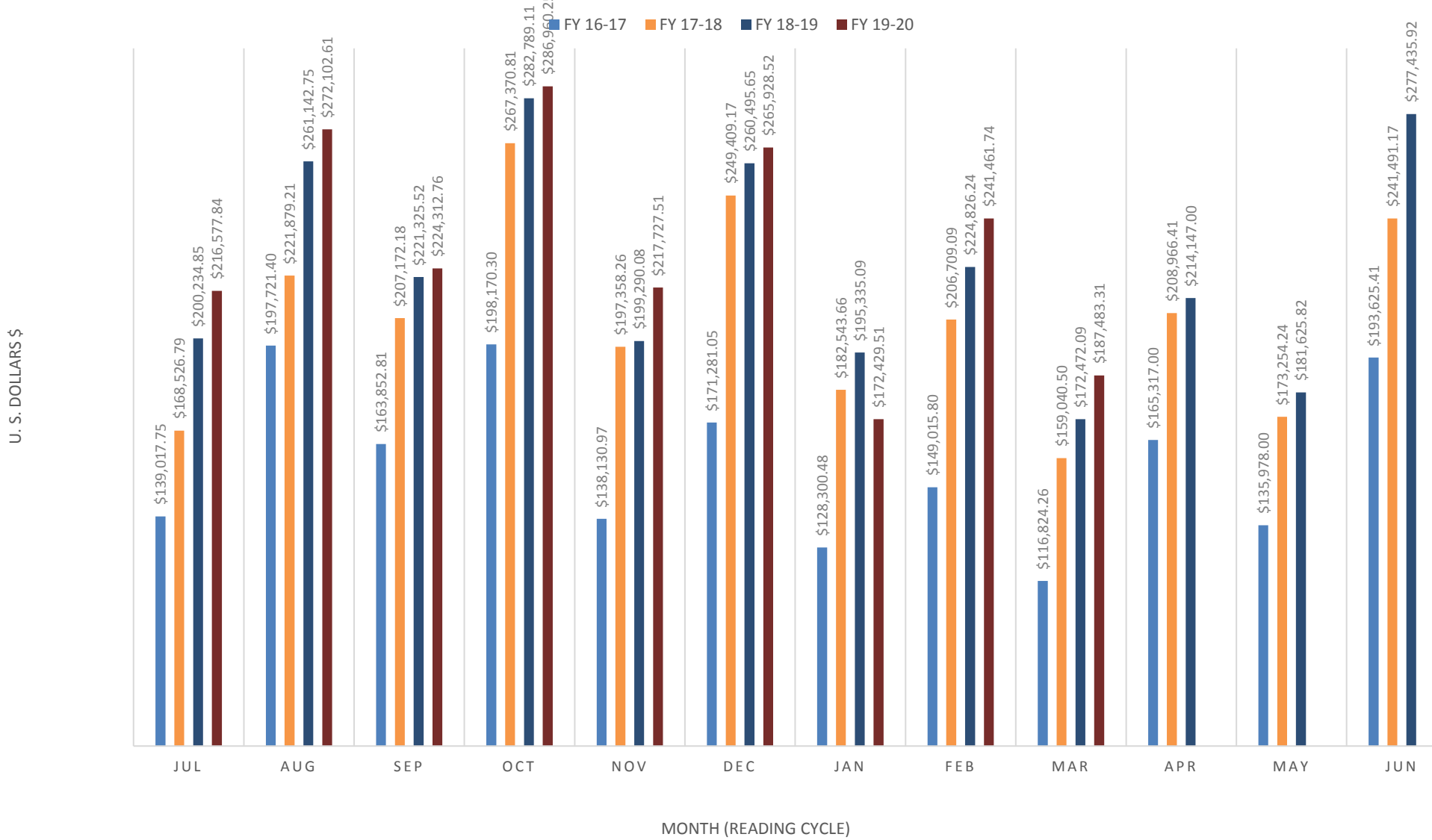
MONTH (READING CYCLE)

## LOCS D Water Data

<b>Water Revenue Data</b>						
<b>% of Service Area</b>	<b>Billing Period</b>		<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>
43	5/11 to 7/10	Jul	\$139,017.75	\$168,526.79	\$200,234.85	\$216,577.84
57	6/11 to 8/10	Aug	\$197,721.40	\$221,879.21	\$261,142.75	\$272,102.61
43	7/11 to 9/10	Sep	\$163,852.81	\$207,172.18	\$221,325.52	\$224,312.76
57	8/11 to 10/10	Oct	\$198,170.30	\$267,370.81	\$282,789.11	\$286,960.25
43	9/11 to 11/10	Nov	\$138,130.97	\$197,358.26	\$199,290.08	\$217,727.51
57	10/11 to 12/10	Dec	\$171,281.05	\$249,409.17	\$260,495.65	\$265,928.52
43	11/11 to 1/10	Jan	\$128,300.48	\$182,543.66	\$195,335.09	\$172,429.51
57	12/11 to 2/10	Feb	\$149,015.80	\$206,709.09	\$224,826.24	\$241,461.74
43	1/11 to 3/10	Mar	\$116,824.26	\$159,040.50	\$172,472.09	\$187,483.31
57	2/11 to 4/10	Apr	\$165,317.00	\$208,966.41	\$214,147.00	
43	3/11 to 5/10	May	\$135,978.00	\$173,254.24	\$181,625.82	
57	4/11 to 6/10	Jun	\$193,625.41	\$241,491.17	\$277,435.92	
		<b>TOTAL</b>	<b>\$1,897,235.23</b>	<b>\$2,483,721.49</b>	<b>\$2,691,120.12</b>	<b>\$2,084,984.05</b>

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 Revenue is based on gallons billed - not cash received.  
 Production is recorded daily.

## HISTORICAL TO PRESENT LOCSD WATER REVENUE BASED ON BILLING





May 20, 2020

**TO:** UAC Members

**FROM:** Ron Munds, General Manager

**SUBJECT: Agenda Item 6 – 05/020/2020 UAC Meeting**  
Review for Fiscal Year 2020-2021 Budget for Funds 200, 400, 500 and 800.

**President**  
Charles L. Cesena

**Vice President**  
Christine M. Womack

**Directors**  
Matthew D. Fourcroy  
Vicki L. Milledge  
Marshall E. Ochylski

**General Manager**  
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**DESCRIPTION**

This report summarizes the draft final budget for Fiscal Year 2020-2021 for Funds 200, 400, 500 and 800.

**STAFF RECOMMENDATION**

***Motion: I move that the Committee recommends that the Board of Directors approve the budgets for Funds 200, 400, 500 and 800.***

**DISCUSSION**

Staff has developed the Fiscal Year (FY) 2020-21 draft final budget based on the best information available as of April 30, 2020 and direction from the Board at their May 7<sup>th</sup> meeting. Overall, proposed expenditures remain somewhat level to the FY 2019-20 budget though there will be increases in staffing costs consistent with the SLOCEA Memorandum of Understanding approved last year and other Personnel costs as identified within each Fund. In addition, Funds 500 and 800 will see increases associated with their respective capital project programs. Property tax and other revenues for the various funds are based on estimations from the County, District staff and allocation of Zone A property tax per the direction of the Board.

The following section of the report provides a summary of the Fiscal Year (FY) 2020-2021 budget for Funds 200, 400, 500 and 800. The more detailed line item descriptions are provided as an attachment to this document.

**Fund 200 – Bayridge Estates**

**Major Requests:** A request to decrease in the property tax revenue needed to support Fund operations.

**Impact to Budget:** A budget decrease of approximately \$49,460.00.

**Fund 200 – Summary**

With the completion of the septic decommissioning project this fiscal year, the remaining major expenditure for Fund 200 is the repayment of the inter-fund loan to Fund 500. Staff is proposing paying approximately \$71,400.00 using the Fund balance on June 30, 2020. This would leave a loan balance of \$10,000 which would be paid off November 1, 2020. Staff's conservative tax revenue requirements of \$25,533.00 for FY 2020-21 include paying off the loan, paying for estimated lighting district costs and administrative overhead.

The following table summarizes the budget for Fund 200. More detailed information is available in the attached Preliminary Budget worksheets.

<b>Fund 200</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>Increase/</b>
<b>Budget Category</b>	<b>Budget</b>	<b>Budget</b>	<b>(Decrease)</b>
Revenue	\$64,404.00	\$25,477.00	-\$38,927.00
<b>Expenditures</b>			
Services & Supplies	\$7,693.16	\$6,974.16	-\$719.00
Capital Outlay	\$30,510.00	\$0.00	-\$30,510.00
Debt Service	\$27,964.53	\$10,000.00	-\$17,964.53
Transfers	\$3,589.07	\$3,324.84	-\$264.23
<b>TOTAL Expenditures</b>	<b>\$69,756.76</b>	<b>\$20,299.00</b>	<b>-\$49,457.76</b>
<b>TOTAL Revenue</b>	<b>\$64,404.00</b>	<b>\$25,477.00</b>	<b>-\$38,927.00</b>

**Fund 400 – Vista de Oro**

**Major Requests:** Decrease in consulting services.

**Impact to Budget:** Decrease of \$200 for consulting services.

**Fund 400 – Summary**

Fund 400 budget remains essentially unchanged for revenue and expenditures except a small decrease in the consulting services line item. The main expenditure is its debt service payment from inter-fund loan to Fund 500. It is anticipated that the loan will be paid off in June 2022. The overall property tax assessment will remain at \$15,768.00 which will pay for the debt service payment, the lighting district's estimated costs and administrative overhead.

The following table summarizes the revenue and expenditures for the Fund 400 budget. More detailed information is available in the attached Preliminary Budget worksheets.

<b>Fund 400</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>Increase/</b>
<b>Budget Category</b>	<b>Budget</b>	<b>Budget</b>	<b>(Decrease)</b>
Revenue	\$15,768.00	\$15,768.00	\$0.00
<b>Expenditures</b>			
Services & Supplies	\$3,160.00	\$2,960.00	-\$200.00
Debt Service	\$6,711.49	\$6,711.49	\$0.00
Transfers	\$3,589.07	\$3,324.84	-\$264.23
<b>TOTAL Expenditures</b>	<b>\$13,460.56</b>	<b>\$12,996.33</b>	<b>-\$464.23</b>
<b>TOTAL Revenue</b>	<b>\$15,768.00</b>	<b>\$15,768.00</b>	<b>\$0.00</b>

**Fund 500 – Water**

**Major Requests:** Increase in Salaries and Wages per SLOCEA MOU and funding 50% of the Administrative Clerk salary, increase in unfunded accrued liabilities for retirements, increase in Capital Outlay for Capital Improvement Project (CIP) and vehicle/equipment replacement.

**Impact to Budget:** Salaries and Wages will increase approximately \$55,000; unfunded accrued liabilities for retirement will increase by about \$45,000 and CIP will increase by \$215,000 for the projects identified in the CIP table below.

## Fund 500 – Summary

### Revenue Projections

Staff has conservatively assumed the same water sales and other revenues as were used in the 2019-20 budget even though projected revenues for the fiscal year will perform slightly higher than anticipated. With the emergency “shelter in home” order which started in March, staff believes revenues were up for the last two months because our residential customers were home using more water than usual. The projection also assumes a reduced Zone A property tax allocation from 50% to 35% or a reduction of approximately \$40,000.

### Expenditures

A significant number of the individual line items in the budget will remain either unchanged or increase/decrease by minor amounts. The significant increases come under the Personnel category with an overall increase of \$89,194.00. The primary factors driving the rises are the negotiated pay increases in the two year labor contract with SLOCEA, the shift of 50% of the Administrative Clerk salary to Fund 500 and the significant increase in the District contribution to the unfunded accrued liabilities for retirements. Some adjustments were made in the assumptions in the paid leave line items to reflect the actual trends within each category and to help minimize the impacts to the overall personnel costs.

There was also an across the board 35% increase in the District’s liability insurance rate by SDRMA which equated to about \$11,000.00. Staff was able to decrease other budgetary items to minimize the impact of this increase. Finally, there is a significant amount of Capital Outlay budget that will carry forward for projects budgeted for in the FY 2019-20 Capital Plan. Expenditures were tracked for each project as reflected in the CIP table below. Some estimated project costs have been adjusted to reflect more updated information where appropriate. Staff is proposing adding two capital projects and the purchases of a truck and piece of equipment as reflected in the table totaling \$215,000.00.

At this point, it is recommended to add \$57,000 to the General Contingency Reserve. Staff will analyze the Fund balance and bring any future recommendation for contributions to reserves to the Board in Quarter 3 of the FY 2020-21.

The following table summarizes the revenue and expenditures projections for the Fund 500 budget. More detailed information is available in the attached Preliminary Budget worksheets.

Fund 500 Budget Category	2019-2020 Budget	2020-2021 Budget	Increase/ (Decrease)
Revenue	\$2,941,161.00	\$2,906,251.30	-\$34,909.70
Expenditures			
Total Personnel	\$684,709.19	\$773,902.78	\$89,193.59
Services & Supplies	\$728,860.33	\$684,240.90	-\$44,619.43
Capital Outlay	\$1,247,650.41	\$1,304,032.98	\$56,382.57
Debt Service	\$275,633.00	\$275,633.00	\$0.00
Reserves	\$57,000.00	\$57,000.00	\$0.00
Transfers	\$613,731.04	\$568,548.00	-\$45,183.04
<b>TOTAL Expenditures</b>	<b>\$3,607,583.97</b>	<b>\$3,663,357.66</b>	<b>\$55,773.69</b>
<b>TOTAL Revenue</b>	<b>\$2,941,161.00</b>	<b>\$2,906,251.30</b>	<b>-\$34,909.70</b>



The CIP projects and summaries are as follows:

Budget Code	FY 19-20 Project	Budgeted (Estimated)	FY 19/20 Expenditures	Carryover Balance	Comments
500/9006	Program "C" Well	\$200,000.00	\$73,023.67	\$126,976.33	Continued from FY 17/18
500/9006	8th Street Yard Building	\$200,000.00	\$32,993.42	\$167,006.58	Continued from FY 18/19
500/9006	SCADA	\$300,000.00	\$1,499.00	\$298,501.00	Continued from FY 19/20/revised
500/9006	South Bay Well Transmission Main Project	\$480,000.00	\$47,650.93	\$432,349.07	Continued from FY 19/20/revised
500/9006	8th Street Well Construction	\$315,824.00	\$1,628.00	\$64,200.00	Assumes \$250K grant funding
		<b>Sub-total</b>	\$156,795.02	\$1,089,032.98	
	<b>FY 20/21 Projects</b>				
500/9006	10th Street Tank Exterior Coating	\$50,000.00		\$50,000.00	New
500/9006	South Bay Well Rehab and Liner Project	\$65,000.00		\$65,000.00	New
500/9059	Replacement Utility Truck Unit B	\$50,000.00		\$50,000.00	New
500/9059	Replacement Vacuum Trailer	\$50,000.00		\$50,000.00	New
			<b>Sub-total</b>	\$215,000.00	
			<b>TOTALS</b>	\$1,304,032.98	

### **Fund 800 – Drainage**

**Major Requests:** Proposed increase in the Capital Outlay line item to support Fund 800s share of the revised cost estimate of the SCADA system.

**Impact to Budget:** \$37,500.00 increase to the Capital Outlay budget.

### **Fund 800 – Summary**

Revenues for Fund 800 increase slightly from an increase in the Zone D revenues as projected by the County and an increase in interest income. Expenditures in Fund 800 remain mostly unchanged. The SCADA project approved as part of the FY 2019-20 Financial Plan estimated the cost of the project at \$250,000 with Fund 800 share being 25% or \$62,500. The FY 2019-20 Capital Outlay budget will be carried forward but the revised cost of the project is \$400,000 increasing Fund 800s share of the increase to \$100,000. Fund 800 has the necessary bank balance in the general checking account to fund the added costs. Staff will analyze the Fund balance and bring any future recommendation for contributions to reserves to the Board in Quarter 3 of the fiscal year.

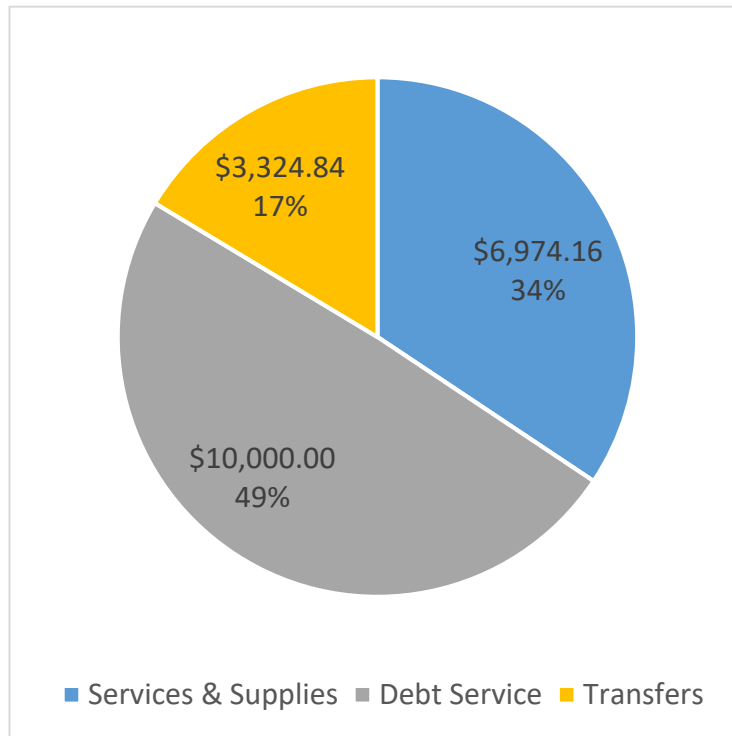
The following table summarizes the budget for Fund 800. More detailed information is available in the attached Preliminary Budget worksheets.

Fund 800 Budget Category	2019-2020 Budget	2020-2021 Budget	Increase/ (Decrease)
<b>Revenue</b>	\$120,645.00	\$126,786.00	\$6,141.00
<b>Expenditures</b>			
<b>Total Personnel</b>	\$16,200.00	\$16,200.00	\$0.00
<b>Services &amp; Supplies</b>	\$24,650.00	\$24,650.00	\$0.00
<b>Capital Outlay</b>	\$62,500.00	\$100,000.00	\$37,500.00
<b>Reserves</b>	\$0.00	\$0.00	\$0.00
<b>Transfers</b>	\$14,356.29	\$13,299.37	-\$1,056.92
<b>TOTAL Expenditures</b>	<b>\$117,706.29</b>	<b>\$154,149.37</b>	<b>\$36,443.08</b>
<b>TOTAL Revenue</b>	<b>\$120,645.00</b>	<b>\$126,786.00</b>	<b>\$6,141.00</b>

Attachments

## 200 - Bayridge

Fund 200 Budget Category	2019-2020 Budget	2020-2021 Budget	Increase/ (Decrease)
Revenue	\$64,404.00	\$25,477.00	-\$38,927.00
Expenditures			
Services & Supplies	\$7,693.16	\$6,974.16	-\$719.00
Capital Outlay	\$30,510.00	\$0.00	-\$30,510.00
Debt Service	\$27,964.53	\$10,000.00	-\$17,964.53
Transfers	\$3,589.07	\$3,324.84	-\$264.23
<b>TOTAL Expenditures</b>	<b>\$69,756.76</b>	<b>\$20,299.00</b>	<b>-\$49,457.76</b>
<b>TOTAL Revenue</b>	<b>\$64,404.00</b>	<b>\$25,477.00</b>	<b>-\$38,927.00</b>



**200 - BAYRIDGE ESTATES**

Fiscal YTD  
3/31/2020

FY 2019-20  
Budget Final

FY 2020-21  
Budget

Notes

**REVENUE**

**Property Taxes**

4035	Zone F Property Taxes	6,775.90	9,517.00	10,477.00
<b>Total Property Taxes</b>		<b>6,775.90</b>	<b>9,517.00</b>	<b>10,477.00</b>

**Special Taxes & Assessments**

4550	Lighting & Septic Assessments	38,103.00	54,831.00	15,000.00
<b>Total Special Taxes &amp; Assessments</b>		<b>38,103.00</b>	<b>54,831.00</b>	<b>15,000.00</b>

**Use of Money & Property**

4505	HO Prop Tax Relief	29.43	56.00	0.00	Included in 4035
4510	Investment Income on funds	0.18	0.00	0.00	

<b>Total Use of Money &amp; Property</b>		<b>29.61</b>	<b>56.00</b>	<b>0.00</b>
<b>Total Revenues</b>		<b>44,908.51</b>	<b>64,404.00</b>	<b>25,477.00</b>

**EXPENDITURES**

**Services & Supplies**

**Insurance, Licenses & Regulatory Fees**

6345	Property Taxes & Assessments Costs	169.00	169.00	250.00
7325	Insurance	0.00	0.00	0.00
<b>Total Ins., Lic. &amp; Regulatory Fees</b>		<b>169.00</b>	<b>169.00</b>	<b>250.00</b>

**Legal & Professional**

7320	Professional & Consulting Services	265.83	700.00	0.00
7326	Legal Services	0.00	100.00	0.00
<b>Total Legal &amp; Professional</b>		<b>265.83</b>	<b>800.00</b>	<b>0.00</b>

**Rent & Utilities**

8670	Street Lighting	3,576.95	6,724.16	6,724.16
<b>Total Rent &amp; Utilities</b>		<b>3,576.95</b>	<b>6,724.16</b>	<b>6,724.16</b>

<b>Total Services &amp; Supplies</b>		<b>4,011.78</b>	<b>7,693.16</b>	<b>6,974.16</b>
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**Capital Outlay**

9006	Tank Decomission	30,509.03	30,510.00	0.00
<b>Total Capital Outlay</b>		<b>30,509.03</b>	<b>30,510.00</b>	<b>0.00</b>

**Debt Service**

9804	Payment on Internal Loans	0.00	27,964.53	10,000.00
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<b>Total Debt Service</b>		<b>0.00</b>	<b>27,964.53</b>	<b>10,000.00</b>
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**TRANSFERS**

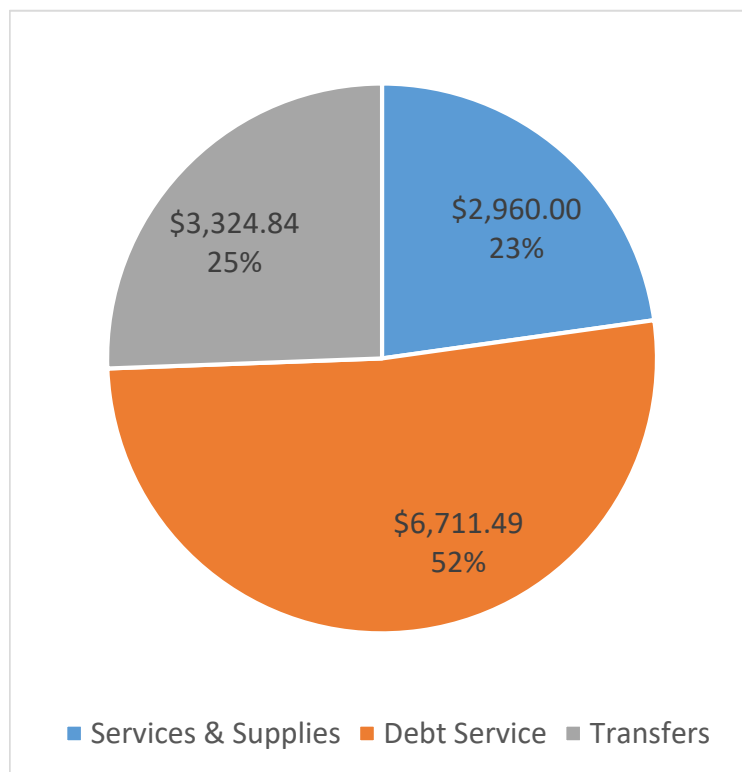
9511	Interfund Transfer Out	2,453.25	3,589.07	3,324.84
<b>Total Transfers</b>		<b>2,453.25</b>	<b>3,589.07</b>	<b>3,324.84</b>

<b>Total Expenditures</b>		<b>36,974.06</b>	<b>69,756.76</b>	<b>20,299.00</b>
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<b>Net Revenues over Expenditures</b>			<b>(5,352.76)</b>	<b>5,178.00</b>
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## 400 - VISTA DE ORO

Fund 400 Budget Category	2019-2020 Budget	2020-2021 Budget	Increase/ (Decrease)
Revenue	\$15,768.00	\$15,768.00	\$0.00
<b>Expenditures</b>			
Services & Supplies	\$3,160.00	\$2,960.00	-\$200.00
Debt Service	\$6,711.49	\$6,711.49	\$0.00
Transfers	\$3,589.07	\$3,324.84	-\$264.23
<b>TOTAL Expenditures</b>	<b>\$13,460.56</b>	<b>\$12,996.33</b>	<b>-\$464.23</b>
<b>TOTAL Revenue</b>	<b>\$15,768.00</b>	<b>\$15,768.00</b>	<b>\$0.00</b>



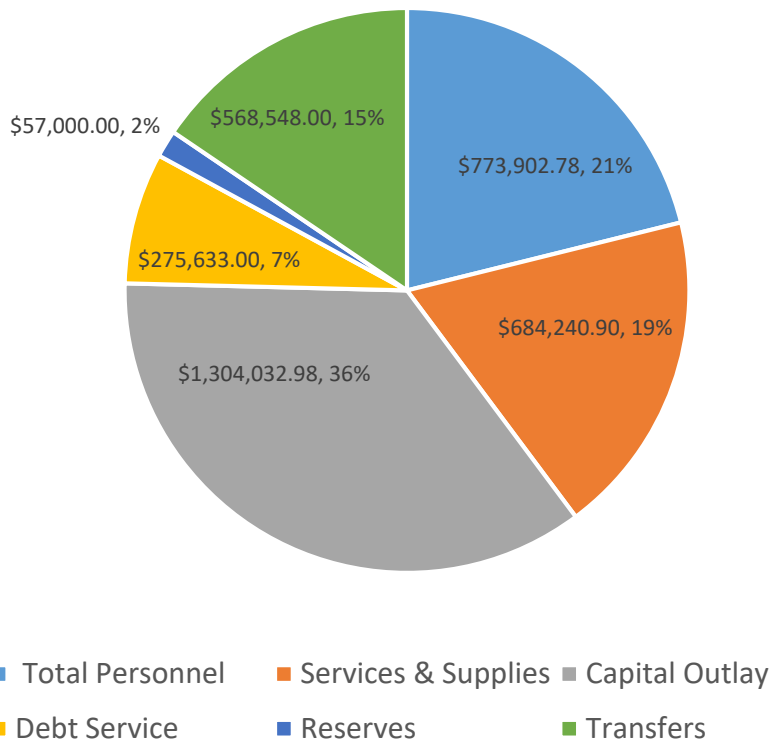
**400 - VISTA DE ORO**

Fiscal YTD      FY 2019-20      FY 2020-21  
3/31/2020      Budget Final      Budget      Notes

<u>REVENUES</u>				
<b>Special Taxes &amp; Assessments</b>				
4550	Lighting & Septic Assessments	10,173.00	15,768.00	15,768.00
	<b>Total Special Taxes &amp; Assessments</b>	<b>10,173.00</b>	<b>15,768.00</b>	<b>15,768.00</b>
	<b>Total Revenues</b>	<b>10,173.00</b>	<b>15,768.00</b>	<b>15,768.00</b>
 <u>EXPENDITURES</u>				
<b>Services &amp; Supplies</b>				
<b>Insurance, Licenses &amp; Regulatory Fees</b>				
6345	Property Taxes & Assessments Costs	0.00	0.00	0.00
7325	Insurance	0.00	0.00	0.00
	<b>Total Ins., Lic. &amp; Regulatory Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Legal &amp; Professional</b>				
7320	Professional & Consulting	265.83	700.00	500.00
7326	Legal Services	0.00	0.00	0.00
	<b>Total Legal &amp; Professional</b>	<b>265.83</b>	<b>700.00</b>	<b>500.00</b>
<b>Rent &amp; Utilities</b>				
8670	Street Lighting	1,415.63	2,460.00	2,460.00
	<b>Total Rent &amp; Utilities</b>	<b>1,415.63</b>	<b>2,460.00</b>	<b>2,460.00</b>
	<b>Total Services &amp; Supplies</b>	<b>1,681.46</b>	<b>3,160.00</b>	<b>2,960.00</b>
<b>Debt Service</b>				
9804	Payment on Internal Loans	0.00	6,711.49	6,711.49
	<b>Total Debt</b>	<b>0.00</b>	<b>6,711.49</b>	<b>6,711.49</b>
<u>TRANSFERS</u>				
9511	Interfund Transfer Out	2,453.25	3,589.07	3,589.07
	<b>Total Transfers</b>	<b>2,453.25</b>	<b>3,589.07</b>	<b>3,324.84</b>
	<b>Total Expenditures</b>	<b>4,134.71</b>	<b>13,460.56</b>	<b>12,996.33</b>
	<b>Net Revenues over Expenditures</b>	<b>6,038.29</b>	<b>2,307.44</b>	<b>2,771.67</b>

## 500 - WATER

Fund 500 Budget Category	2019-2020 Budget	2020-2021 Budget	Increase/ (Decrease)
Revenue	\$2,941,161.00	\$2,906,251.30	-\$34,909.70
<b>Expenditures</b>			
Total Personnel	\$684,709.19	\$773,902.78	\$89,193.59
Services & Supplies	\$728,860.33	\$684,240.90	-\$44,619.43
Capital Outlay	\$1,247,650.41	\$1,304,032.98	\$56,382.57
Debt Service	\$275,633.00	\$275,633.00	\$0.00
Reserves	\$57,000.00	\$57,000.00	\$0.00
Transfers	\$613,731.04	\$568,548.00	-\$45,183.04
<b>TOTAL Expenditures</b>	<b>\$3,607,583.97</b>	<b>\$3,663,357.66</b>	<b>\$55,773.69</b>
<b>TOTAL Revenue</b>	<b>\$2,941,161.00</b>	<b>\$2,906,251.30</b>	<b>-\$34,909.70</b>



<b>500 - WATER</b>		<b>Fiscal YTD 3/31/2020</b>	<b>FY 2019-20 Budget Final</b>	<b>FY 2020-21 Budget</b>	<b>Notes</b>
<b>REVENUES</b>					
<b>Property Taxes</b>					
4035	Zone A Property Tax Revenue	107,302.61	125,384.00	91,951.30	
	<b>Total Property Taxes</b>	<b>107,302.61</b>	<b>125,384.00</b>	<b>91,951.30</b>	
<b>Service Charges &amp; Fees</b>					
4030	Residential Single Family	1,638,419.10	2,193,000.00	2,193,000.00	Water Sales based on 2019-20 projections
4102	Residential- Multi -Family- Water Sales	175,437.24	225,900.00	225,900.00	
4103	Commercial, Home Care, Retail-Water Sales	233,153.63	303,000.00	303,000.00	
4104	Irrigation- Water Sales	27,500.50	33,000.00	33,000.00	
4114	Water Other Service Revenues	(2,063.95)	1,000.00	1,000.00	
4931	Water Activation Fees	6,000.00	5,000.00	5,000.00	
4932	Penalties	16,919.57	20,000.00	20,000.00	
4933	Door Hangers/Locko ut Notices	11,210.00	12,000.00	12,000.00	
4937	NSF Fees	400.00	400.00	400.00	
	<b>Total Service Charges &amp; Fees</b>	<b>2,106,976.09</b>	<b>2,793,300.00</b>	<b>2,793,300.00</b>	
<b>Other Revenues</b>					
4105	Recycled Water Revenue	0.00	0.00	0.00	
4930	Other Revenue	8,405.56	1,000.00	1,000.00	
4936	Water Delinquencies via Tax Roll	(1.00)	0.00	0.00	
	<b>Total Other Revenues</b>	<b>8,404.56</b>	<b>1,000.00</b>	<b>1,000.00</b>	
<b>Use of Money &amp; Property</b>					
4504	Interest Income	0.00	0.00	0.00	
4505	HO Prop Tax Relief	736.63	1,477.00	0.00	Included in Zone A revenue
4510	Investment Income on	45,935.88	20,000.00	20,000.00	
	<b>Total Use of Money &amp; Property</b>	<b>46,672.51</b>	<b>21,477.00</b>	<b>20,000.00</b>	
	<b>Total Revenues</b>	<b>2,269,355.77</b>	<b>2,941,161.00</b>	<b>2,906,251.30</b>	

<b>500 - WATER</b>		<b>Fiscal YTD 3/31/2020</b>	<b>FY 2019-20 Budget Final</b>	<b>FY 2020-21 Budget</b>	<b>Notes</b>
<b><u>EXPENDITURES</u></b>					
<b>Personnel</b>					
<b>Salaries/Wages</b>					
8018	Holiday Pay	18,410.24	25,000.00	22,750.00	
8045	Overtime Pay	491.16	4,000.00	2,000.00	
8050	Administrative Leave Pay	2,650.88	3,680.00	2,900.00	
8051	Floating Holiday Pay	3,218.37	5,000.00	5,000.00	
8054	Salaries & Wages - Regular	283,001.49	374,131.96	429,102.65	
8056	Retroactive Pay	330.72	1,000.00	1,000.00	
8060	Sick Leave Pay	13,844.82	24,150.00	15,000.00	
8063	Standby Pay	14,509.63	15,000.00	20,618.00	
8066	Comp Time Used	12,088.15	12,000.00	14,000.00	
8081	Vacation Pay	17,857.07	39,900.00	25,000.00	
<b>Total Salaries/Wages</b>		<b>366,402.53</b>	<b>503,861.96</b>	<b>537,370.65</b>	
<b>Payroll Taxes &amp; Benefits</b>					
5030	Life Insurance - ER	1,179.19	1,700.00	1,950.00	
5031	Disability Insurance	164.93	500.00	725.00	
5035	AD & D Insurance	264.88	0.00	440.00	
5040	LTD Insurance	2,105.40	3,300.00	4,050.00	
5050	Medicare - ER	5,437.45	9,000.00	9,000.00	
5060	Cafeteria Plan - ER	44,678.74	65,000.00	70,020.00	
5070	Retirement ER - Regular	70,253.21	67,000.00	104,912.26	Employer rate going up to 11.746, plus Jose's Employee contribution, plus unfunded accrued liability
5075	Retirees Medical - ER	1,247.04	1,620.00	1,668.00	
5120	Workers Comp Insurance - ER	21,107.23	21,107.23	27,510.87	
5124	Retirement - ER - Tier 2	4,709.00	5,970.00	13,106.00	Employer Rate going up to 7.874, one new employee in Tier 2, and unfunded accrued liability
<b>Total Payroll Taxes &amp; Benefits</b>		<b>151,147.07</b>	<b>175,197.23</b>	<b>233,382.13</b>	
<b>Employment Services</b>					
5100	Unemployment Insurance - ER	3,905.97	5,500.00	3,000.00	
5103	Federal Unempl	0.00	0.00	0.00	



<b>500 - WATER</b>		<b>Fiscal YTD 3/31/2020</b>	<b>FY 2019-20 Budget Final</b>	<b>FY 2020-21 Budget</b>	<b>Notes</b>
6200	Hiring, Advertising & Other Costs	659.64	0.00	0.00	
6230	Medical Exam	280.00	150.00	150.00	
<b>Total Employment Services</b>		<b>4,845.61</b>	<b>5,650.00</b>	<b>3,150.00</b>	
<b>Total Personnel</b>		<b>522,395.21</b>	<b>684,709.19</b>	<b>773,902.78</b>	
<b>Services &amp; Supplies</b>					
<b>Clothing &amp; Uniform</b>					
7246	Uniform & Gear	522.43	2,600.00	2,600.00	
7248	Uniform Safety Boots	542.01	1,000.00	1,000.00	
<b>Total Clothing &amp; Uniform</b>		<b>1,064.44</b>	<b>3,600.00</b>	<b>3,600.00</b>	
<b>Contract Services</b>					
6100	Labor & Support- IT Services	1,600.00	300.00	5,300.00	Increase to to \$5300 to cover e-maint and Itron
6110	IT Purchased Services	3,032.63	5,400.00	5,400.00	
7250	Water Quality Testing	16,936.89	28,000.00	30,000.00	
7255	Security Services	6,388.80	8,000.00	8,000.00	
7301	Contract Maint Services	0.00	0.00	0.00	
7321	Janitorial Cleaning & Supplies	486.02	850.00	850.00	
<b>Total Contract Services</b>		<b>28,444.34</b>	<b>42,550.00</b>	<b>49,550.00</b>	
<b>Equipment &amp; Tools</b>					
6438	Disinfection Feed Pumps	931.13	1,800.00	1,800.00	
7242	Minor Tools, Accessories & Field Machines	1,529.36	18,000.00	18,000.00	
7253	Rent - Equipment	0.00	500.00	500.00	
7256	Meter Purchases & Replacements	33,172.28	75,000.00	20,000.00	
<b>Total Equipment &amp; Tools</b>		<b>35,632.77</b>	<b>95,300.00</b>	<b>40,300.00</b>	
<b>Financial Services</b>					
7309	Late Fees	66.43	50.00	50.00	
7310	Bank Service Charges	80.00	0.00	0.00	
<b>Total Financial Services</b>		<b>146.43</b>	<b>50.00</b>	<b>50.00</b>	

<b>500 - WATER</b>		<b>Fiscal YTD 3/31/2020</b>	<b>FY 2019-20 Budget Final</b>	<b>FY 2020-21 Budget</b>	<b>Notes</b>
<b>Ins., Lic. &amp; Regulatory Fees</b>					
6120	Computer Licenses	0.00	200.00	200.00	
6340	Misc Fees	0.00	3,000.00	3,000.00	
6342	Fees - Regulatory	18,309.27	18,000.00	20,000.00	
6345	Property Taxes & Assess. Costs	3,158.84	6,300.00	7,000.00	
7325	Insurance	43,146.66	43,104.33	54,240.90	
<b>Total Ins., Lic. &amp; Regulatory Fees</b>		<b>64,614.77</b>	<b>70,604.33</b>	<b>84,440.90</b>	
<b>Legal &amp; Professional</b>					
7318	Professional &	121,439.08	131,556.00	125,000.00	
7320	Professional & Consulting Services	3,115.18	10,000.00	10,000.00	
7326	Legal Services	5,105.55	20,000.00	20,000.00	
7336	Legal Services-ISJ	0.00	1,000.00	1,000.00	
7340	Legal Notifications	600.16	1,000.00	1,000.00	
<b>Total Legal &amp; Professional</b>		<b>130,259.97</b>	<b>163,556.00</b>	<b>157,000.00</b>	
<b>Office/Operations</b>					
6130	Computer Hardware	76.34	3,000.00	3,000.00	
6140	Computer Software	7,338.46	7,500.00	2,500.00	Decrease by \$5000, moving e-maint and Itron to 6100
7140	General Supplies &	358.38	1,000.00	1,000.00	
7160	Postage, Shipping & Mail	7,724.48	15,000.00	15,000.00	
7180	Billing Supplies, Forms &	290.92	2,200.00	2,200.00	
7226	Membership & Dues	928.95	3,000.00	3,000.00	
7230	Misc Small Parts & Supplies	1,546.84	2,000.00	2,000.00	
7237	Process Control & Treatment Supplies	2,710.93	4,000.00	25,000.00	Purchase a field testing kit, replacement online nitrate analyzer, replacement online chlorine analyzer
7239	Water Treatment	5,673.48	8,000.00	8,000.00	
7249	Safety Supplies	229.37	1,000.00	1,000.00	
<b>Total Office/Operations</b>		<b>26,878.15</b>	<b>46,700.00</b>	<b>62,700.00</b>	

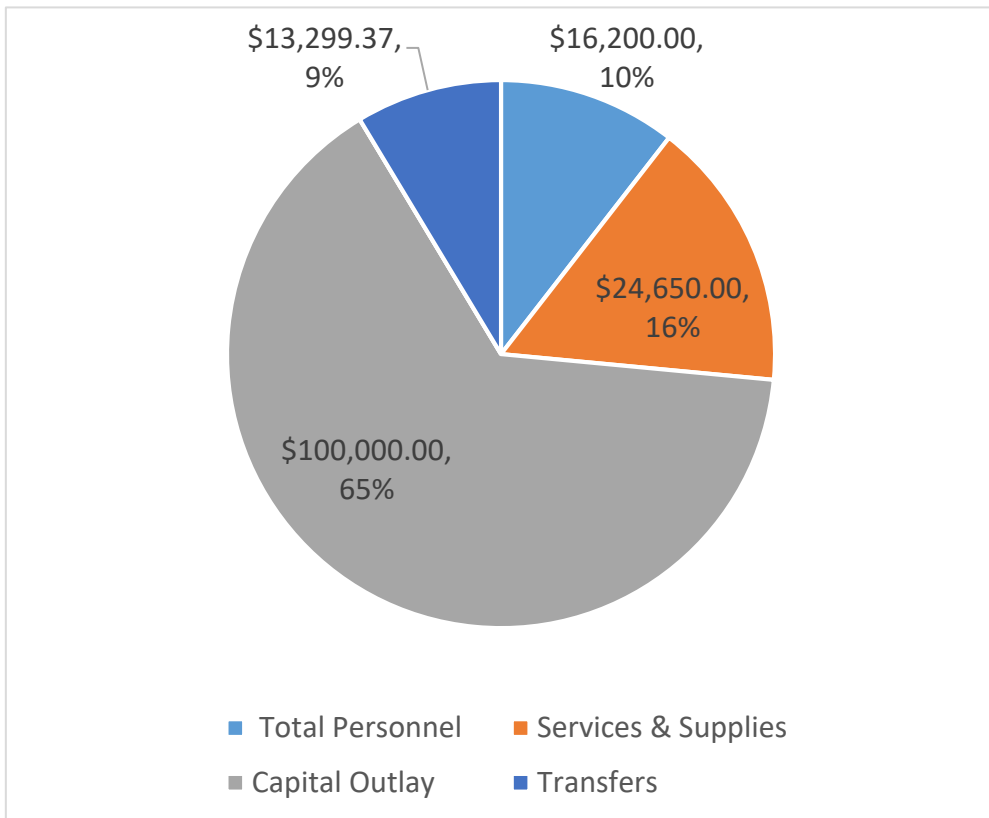
<b>500 - WATER</b>		<b>Fiscal YTD 3/31/2020</b>	<b>FY 2019-20 Budget Final</b>	<b>FY 2020-21 Budget</b>	<b>Notes</b>
<b>Other Expenses</b>					
7330	Misc Operating Expenses	169.83	250.00	250.00	
7348	Water Conservation	15,686.29	10,000.00	10,000.00	
<b>Total Other Expense</b>		<b>15,856.12</b>	<b>10,250.00</b>	<b>10,250.00</b>	
<b>Rent &amp; Utilities</b>					
6000	Cell Phones	2,628.82	3,500.00	3,500.00	
6025	Telephone	6,908.55	10,000.00	10,000.00	
7352	Rent - Offices & Other Structures	0.00	0.00	0.00	
8610	Electric	72,882.83	100,000.00	100,000.00	
8620	Gas Service	179.59	250.00	250.00	
8630	Trash Services	1,146.36	3,000.00	3,000.00	
8644	Disposal Services	18,419.00	30,000.00	30,000.00	
8670	Street Lighting	308.50	400.00	400.00	
<b>Total Rent &amp; Utilities</b>		<b>102,473.65</b>	<b>147,150.00</b>	<b>147,150.00</b>	
<b>Repairs &amp; Maintenance</b>					
6405	R & M - Extinguishers	414.69	350.00	450.00	
6422	R & M - Hydrants	185.46	1,100.00	3,300.00	
6640	R & M - Equip & Other Non-Structural Fixed Assets	2,939.93	1,000.00	1,000.00	
6641	R & M - Wells	19,175.33	18,000.00	18,000.00	
6750	R & M - Minor Tools &	1,005.51	2,400.00	2,400.00	
6800	R & M - Grounds & Collection Systems	700.00	600.00	600.00	
6830	Paving & Concrete	490.00	4,000.00	4,000.00	
6900	R & M - Buildings & Structures	10,129.17	16,000.00	10,000.00	
7241	R & M - Water Distribution System	50,583.48	82,400.00	65,000.00	
<b>Total Repairs &amp; Maintenance</b>		<b>85,623.57</b>	<b>125,850.00</b>	<b>104,750.00</b>	

<b>500 - WATER</b>		<b>Fiscal YTD 3/31/2020</b>	<b>FY 2019-20 Budget Final</b>	<b>FY 2020-21 Budget</b>	<b>Notes</b>
<b>Travel &amp; Training</b>					
7323	Books,	0.00	250.00	250.00	
7324	Education &	2,728.73	5,900.00	5,900.00	
8410	Certifications	125.00	500.00	500.00	
8510	Lodging & Meals - Local	557.40	2,000.00	2,000.00	
8539	Meals	144.21	0.00	0.00	
8550	Mileage Reimbursement	242.15	500.00	500.00	
		<b>3,797.49</b>	<b>9,150.00</b>	<b>9,150.00</b>	
<b>Total Travel &amp; Training</b>					
<b>Vehicle Maintenance &amp; Repairs</b>					
7006	Tuneup/Oil/Mai ntenance	639.85	1,600.00	1,600.00	
7211	Misc Fuel & Diesel	2,900.21	2,300.00	3,500.00	
7220	Gasoline	3,376.01	5,000.00	5,000.00	
7228	Markings & Other Misc Services	0.00	200.00	200.00	
7232	Vehicle Repairs - Parts, Tires & Lubricants	2,135.60	5,000.00	5,000.00	
<b>Total Vehicle Maintenance &amp;</b>		<b>9,051.67</b>	<b>14,100.00</b>	<b>15,300.00</b>	
<b>Total Services &amp; Supplies</b>		<b>503,843.37</b>	<b>728,860.33</b>	<b>684,240.90</b>	
<b>Capital Outlay</b>					
9006	Infrastructure CIP	140,567.48	1,247,650.41	1,089,032.98	
9059	Vehicles, Equipment, & Fixtures	8,033.03	0.00	215,000.00	
<b>Total Capital Outlay</b>		<b>148,600.51</b>	<b>1,247,650.41</b>	<b>1,304,032.98</b>	
<b>Debt Service</b>					
9022	Debt Service - Principal	165,777.35	165,777.00	165,777.00	
9023	Debt Service - Interest & Annual Fee	99,792.25	99,792.00	99,792.00	
9024	Loan Administration Fee	10,064.30	10,064.00	10,064.00	
<b>Total Debt Service</b>		<b>275,633.90</b>	<b>275,633.00</b>	<b>275,633.00</b>	

<b>500 - WATER</b>		<b>Fiscal YTD 3/31/2020</b>	<b>FY 2019-20 Budget Final</b>	<b>FY 2020-21 Budget</b>	<b>Notes</b>
<b>Reserves</b>					
9571	*Capital Outlay Reserve	0.00	0.00	0.00	
9572	*General Contingency (Operations) Reserve	0.00	57,000.00	57,000.00	
<b>Total Reserves</b>		<b>0.00</b>	<b>57,000.00</b>	<b>57,000.00</b>	
<b>TRANSFERS</b>					
9511	Interfund Transfer Out	419,504.85	613,731.04	551,448.00	
<b>Total Transfers</b>		<b>419,504.85</b>	<b>613,731.04</b>	<b>568,548.00</b>	
<b>Total Expenditures</b>		<b>1,869,977.84</b>	<b>3,607,583.97</b>	<b>3,663,357.66</b>	
<b>Net Revenues over Expenditures</b>		<b>399,377.93</b>	<b>(666,422.97)</b>	<b>(757,106.36)</b>	Fund balance/reserves

## 800 - Drainage

Fund 800 Budget Category	2019-2020 Budget	2020-2021 Budget	Increase/ (Decrease)
Revenue	\$120,645.00	\$126,786.00	\$6,141.00
<b>Expenditures</b>			
Total Personnel	\$16,200.00	\$16,200.00	\$0.00
Services & Supplies	\$24,650.00	\$24,650.00	\$0.00
Capital Outlay	\$62,500.00	\$100,000.00	\$37,500.00
Reserves	\$0.00	\$0.00	\$0.00
Transfers	\$14,356.29	\$13,299.37	-\$1,056.92
<b>TOTAL Expenditures</b>	<b>\$117,706.29</b>	<b>\$154,149.37</b>	<b>\$36,443.08</b>
<b>TOTAL Revenue</b>	<b>\$120,645.00</b>	<b>\$126,786.00</b>	<b>\$6,141.00</b>



**800 - DRAINAGE**

Fiscal YTD    FY 2019-20    FY 2020-21  
3/31/2020    Budget Final    Budget

Notes

<b>REVENUES</b>					
<b>Property Taxes</b>					
4034	Zone A Property Tax Revenue	0.00	0.00	0.00	
4035	Property Taxes	16,762.83	24,886.00	26,074.00	
<b>Total Property Taxes</b>		<b>16,762.83</b>	<b>24,886.00</b>	<b>26,074.00</b>	
<b>Special Taxes &amp; Assessments</b>					
4400	Drainage Assessments	65,460.00	95,312.00	95,312.00	
<b>Total Special Taxes &amp; Assessments</b>		<b>65,460.00</b>	<b>95,312.00</b>	<b>95,312.00</b>	
<b>Other Revenues</b>					
4935	Sale-Specs/Plans & Non-Capital Items	288.50	0.00	0.00	
<b>Total Other Revenues</b>		<b>288.50</b>	<b>0.00</b>	<b>0.00</b>	
<b>Use of Money &amp; Property</b>					
4505	HO Prop Tax Relief	73.54	147.00	0.00	Included in 4035
4510	Investment Income on funds	4,263.69	300.00	5,400.00	
<b>Total Use of Money &amp; Property</b>		<b>4,337.23</b>	<b>447.00</b>	<b>5,400.00</b>	
<b>Total Revenues</b>		<b>86,848.56</b>	<b>120,645.00</b>	<b>126,786.00</b>	
<b>EXPENDITURES</b>					
<b>Personnel</b>					
<b>Salaries/Wages</b>					
8045	Overtime Pay	0.00	200.00	200.00	
8054	Salaries & Wages - Regular	6,401.30	16,000.00	16,000.00	
<b>Total Salaries/Wages</b>		<b>6,401.30</b>	<b>16,200.00</b>	<b>16,200.00</b>	
<b>Total Personnel</b>		<b>6,401.30</b>	<b>16,200.00</b>	<b>16,200.00</b>	
<b>Services &amp; Supplies</b>					
<b>Equipment &amp; Tools</b>					
6390	Equipment	0.00	300.00	300.00	
7242	Minor Tools, Accessories & Field Machines	108.31	300.00	300.00	
<b>Total Equipment &amp; Tools</b>		<b>108.31</b>	<b>600.00</b>	<b>600.00</b>	

**800 - DRAINAGE**

		Fiscal YTD 3/31/2020	FY 2019-20 Budget Final	FY 2020-21 Budget	Notes
<b>Insurance, Licenses &amp; Regulatory Fees</b>					
6342	Fees - Regulatory	5,692.00	6,000.00	6,000.00	
6345	Property Taxes & Assessments Costs	202.80	200.00	200.00	
7325	Insurance	443.46	500.00	391.24	
	<b>Total Insurance, Licenses &amp; Regulatory Fees</b>	<b>6,338.26</b>	<b>6,700.00</b>	<b>6,591.24</b>	
<b>Legal &amp; Professional</b>					
7320	Professional & Consulting Services	265.84	2,000.00	2,000.00	
7326	Legal Services	0.00	500.00	500.00	
	<b>Total Legal &amp; Professional</b>	<b>265.84</b>	<b>2,500.00</b>	<b>2,500.00</b>	
<b>Office/Operations</b>					
7140	General Supplies & Minor Equipment	0.00	0.00	0.00	
7226	Membership & Dues	0.00	0.00	0.00	
7230	Misc Small Parts & Supplies	20.55	550.00	550.00	
7249	Safety Supplies	231.74	100.00	100.00	
	<b>Total Office/Operations</b>	<b>252.29</b>	<b>650.00</b>	<b>650.00</b>	
<b>Other Expense</b>					
7346	Promotional Expenses - Event	250.00	300.00	300.00	
	<b>Total Other Expense</b>	<b>250.00</b>	<b>300.00</b>	<b>300.00</b>	
<b>Rent &amp; Utilities</b>					
6000	Cell Phones	1,493.75	1,700.00	1,700.00	
6025	Telephone	191.24	250.00	250.00	
8610	Electric	1,247.58	2,200.00	2,200.00	
8670	Street Lighting	631.38	1,000.00	1,000.00	
	<b>Total Rent &amp; Utilities</b>	<b>3,563.95</b>	<b>5,150.00</b>	<b>5,150.00</b>	
<b>Repairs &amp; Maintenance</b>					
6405	R & M - Extinguishers	33.18	50.00	50.00	
6640	R & M - Equip & Other Non-Structural Fixed Assets	119.93	1,000.00	1,000.00	
6750	R & M - Minor Tools & Equipment	0.00	500.00	500.00	
6800	R & M - Grounds & Collection Systems	349.08	1,000.00	4,000.00	Removal of brush at East Tierra Basin



<b>800 - DRAINAGE</b>		<b>Fiscal YTD 3/31/2020</b>	<b>FY 2019-20 Budget Final</b>	<b>FY 2020-21 Budget</b>	<b>Notes</b>
6900	R & M - Buildings & Structures	90.06	1,500.00	1,500.00	
	<b>Total Repairs &amp; Maintenance</b>	<b>592.25</b>	<b>4,050.00</b>	<b>7,050.00</b>	
<b>Travel &amp; Training</b>					
7324	Education & Training Fees	0.00	2,000.00	2,000.00	
8410	Certifications	0.00	100.00	100.00	
8475	Training Materials	0.00	250.00	250.00	
8510	Lodging & Meals - Local	0.00	500.00	500.00	
8539	Meals	0.00	0.00	0.00	
8550	Mileage Reimbursement & Parking	0.00	300.00	300.00	
	<b>Total Travel &amp; Training</b>	<b>0.00</b>	<b>3,150.00</b>	<b>3,150.00</b>	
<b>Vehicle Maintenance &amp; Repairs</b>					
7006	Tuneup/Oil/Maintenance	18.40	0.00	0.00	
7211	Misc Fuel & Diesel	738.40	550.00	550.00	
7220	Gasoline	844.00	1,000.00	1,000.00	
	<b>Total Vehicle Maintenance &amp; Repairs</b>	<b>1,600.80</b>	<b>1,550.00</b>	<b>1,550.00</b>	
	<b>Total Services &amp; Supplies</b>	<b>12,971.70</b>	<b>24,650.00</b>	<b>27,541.24</b>	
<b>Capital Outlay</b>					
9006	Infrastructure CIP	134.87	62,500.00	100,000.00	
	<b>Total Capital Outlay</b>	<b>134.87</b>	<b>62,500.00</b>	<b>100,000.00</b>	
<b>Reserves</b>					
9571	*Capital Outlay Reserve	0.00	0.00	0.00	
	<b>Total Reserves</b>		<b>0.00</b>	<b>0.00</b>	
<b>TRANSFERS</b>					
9511	Interfund Transfer Out	9,812.97	14,356.29	13,299.37	
	<b>Total Transfers</b>	<b>9,812.97</b>	<b>14,356.29</b>	<b>13,299.37</b>	
	<b>Total Expenditures</b>	<b>29,320.84</b>	<b>117,706.29</b>	<b>157,040.61</b>	

FY 20/21 Capital Improvement Projects					
Budget Code	FY 19-20 Project	Budgeted (Estimated)	FY 19/20 Expenditures	Carryover Balance	Comments
500/9006	Program "C" Well	\$200,000.00	\$73,023.67	\$126,976.33	Continued from FY 17/18
500/9006	8th Street Yard Building	\$200,000.00	\$32,993.42	\$167,006.58	Continued from FY 18/19
500/9006	SCADA	\$300,000.00	\$1,499.00	\$298,501.00	Continued from FY 19/20/revised
500/9006	South Bay Well Transmission Main Project	\$480,000.00	\$47,650.93	\$432,349.07	Continued from FY 19/20/revised
500/9006	8th Street Well Construction	\$315,824.00	\$1,628.00	\$64,200.00	Assumes \$250K grant funding
		<b>Sub-total</b>	\$156,795.02	\$1,089,032.98	
	<b>FY 20/21 Projects</b>				
500/9006	10th Street Tank Exterior Coating	\$50,000.00		\$50,000.00	New
500/9006	South Bay Well Rehab and Liner Project	\$65,000.00		\$65,000.00	New
500/9059	Replacement Utility Truck Unit B	\$50,000.00		\$50,000.00	New
500/9059	Replacement Vacuum Trailer	\$50,000.00		\$50,000.00	New
			<b>Sub-total</b>	\$215,000.00	
			<b>TOTALS</b>	\$1,304,032.98	

**COST ALLOCATION PLAN**

**FISCAL-YEAR 2020-2021**

**TOTAL PROJECTED GENERAL FUND/ADMINISTRATION COSTS** **\$664,968.42**

	<b>FIRE</b>	<b>WATER</b>	<b>PARK &amp; REC</b>	<b>DRAINAGE</b>	<b>BAYRIDGE</b>	<b>VISTA DE ORO</b>	<b>WASTE WATER</b>	<b>TOTALS</b>
<b>Allocation Per Cent</b>	10.00%	85.50%	1.00%	2.00%	0.50%	0.50%	0.50%	100.00%
<b>AMOUNT ALLOCATED</b>	\$66,496.84	\$568,548.00	\$6,649.68	\$13,299.37	\$3,324.84	\$3,324.84	\$3,324.84	\$664,968.42

<b>Zone A Property Tax Allocation</b>	<b>Estimated Tax Revenue</b> \$262,718.00	
	<b>% Allocation</b>	<b>\$ Allocation</b>
Fund 301 - Fire	47.5%	\$124,791.05
Fund 500 - Water	35.0%	\$91,951.30
Fund 900 - Parks & rec	17.5%	\$45,975.65
	<b>Total</b>	<b>\$262,718.00</b>