

Sewer Authority Mid-Coastside

COMPREHENSIVE BUDGET FISCAL YEAR 2009-10

ADOPTED JUNE 22, 2009



Photos by Tony Pullin



Sewer Authority Mid-Coastside

Sewer Authority Mid-Coastside

Budget FY2009-10
Adopted June 22, 2009

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SUMMARY AND ASSESSMENTS

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Sewer Authority Mid-Coastside

Summary and Overview Report

Comprehensive Budget for FY2009-10

This document presents a one-year view of the General Budgets and a five-year view of the Project Budgets.

Each year in March, the SAM Board of Directors develops and approves a budget for presentation to the Member Agencies. Following review, comment, and approval by the Member Agencies, the budget is brought back to the SAM Board for adoption. The budget, adopted June 22, 2009, incorporates all Member Agency comments.

SAM and its Service Area

SAM is a joint exercise of powers public agency formed in 1976 to consolidate wastewater treatment at a regional facility and meet the wastewater treatment needs of the City of Half Moon Bay, the Granada Sanitary District, and the Montara Water and Sanitary District. SAM is governed by a Board of Directors comprised of two representatives from each SAM Member Agency.

SAM's original wastewater treatment plant, which went into operation in 1984, provided secondary treatment capacity for up to two million gallons per day. A major plant upgrade, completed in 1999, expanded treatment capacity to approximately four million gallons per day and increased the plant's ability to handle peak wet weather flows. The location of the Granada Sanitary District and Montara Sanitary District facilities was used to build the two main pump stations in the Intertie Pipeline System (IPS) serving the Coastside. The entire IPS was constructed in 1982.

The SAM system serves approximately 25,000 residents with over 8,000 connections along one of California's most beautiful and environmentally-sensitive coasts.

Purpose

The purposes of the SAM budget are these:

- To define the expenditure plan for achieving SAM's goals, as directed by the Board of Directors;
- To serve as an operating guide for management staff to aid in controlling SAM's financial resources, while complying with applicable local, state, and federal laws and Generally Accepted Accounting Principles for governments;
- To present to the public, SAM's financial plan for each fiscal period, showing expenditure projections and funding requirements;
- To serve as a document for communicating to those of our ratepayers who wish to better understand how SAM operates and the methods used to finance those operations;
- To allow the member agencies and the public to better manage and forecast their costs and rates.

The Admin/Treatment General budget is funded through assessments of the three Member Agencies. Those assessments are based on the percentage of average flow. Those percentages are based on the twelve month average (March 2008 through February 2009) of Member Agencies flow in accordance with the Joint Powers Agreement dated

February 3, 1976, ... “The total expenses of operation and maintenance of all the components of the present project shall be shared in a manner based on flow into the single consolidated treatment plant facility.....”

Both the Administration and the Treatment Project Budgets are funded based on participating member agency capacity rights in the SAM facilities, i.e. 50.5 % City of Half Moon Bay, 29.5 % Granada Sanitary District, and 20% Montara Water and Sanitary District.

SAM operates and maintains the Member Agency collection systems, pump, and lift stations through the Agreement for Maintenance and Operation Services between the Member Agencies. The Collection General and Project budgets are funded through assessments of the three Member Agencies. In accordance with the Agreement, those assessments are based on both fixed costs and average employee hours. Fixed costs include only Member Agency-specific insurance costs at this time. The fixed costs are totaled and subtracted from the total Collection General budget. The difference between the fixed costs and the total Collection General budget is distributed among the Member Agencies based on the time spent in the agency collection sewer systems by SAM staff.

The Non-Domestic Waste Source Control Program (NDWSCP) budget is funded through fees collected from the Permittees enrolled in the NDWSCP. Because the NDWSCP is self-funded, there are no assessments or costs to the Member Agencies for this budget. The NDWSCP has a General budget, but does not have a project budget this fiscal year.

SAM’s goal is to fund projects without debt. In order to accomplish this, all project budgets include a Continuing Project requirement. The Member Agencies fund the Continuing Project requirement as part of the project budgets. The purpose of the Continuing Project portion of the budget is to allow SAM to anticipate and budget for future project costs. Each year, the Continuing Project requirement is increased by the change in the Engineering News Record (ENR) Construction Cost Index. The ENR Index is shown on the Continuing Project summary pages.

Budget Highlights

The FY2009-10 Adopted SAM Budget totals \$4,350,008. This represents a \$103,348 (2.3%) decrease over the FY2008-09 budget. There is a \$264,838 (6.7%) decrease in the General budgets and a \$161,490 (30.6%) increase in the Project budgets. The overall changes in the budgets are highlighted below:

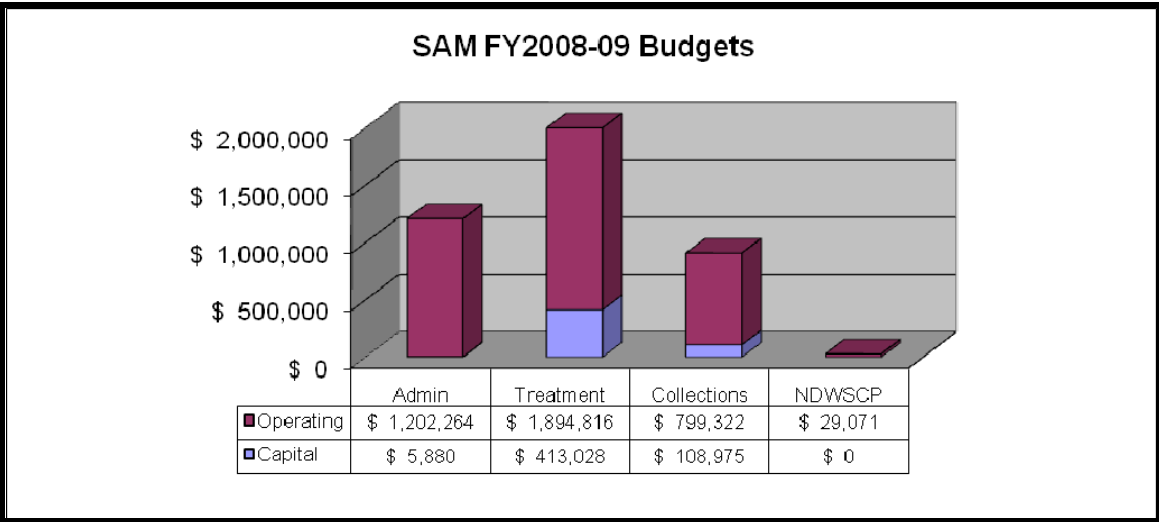
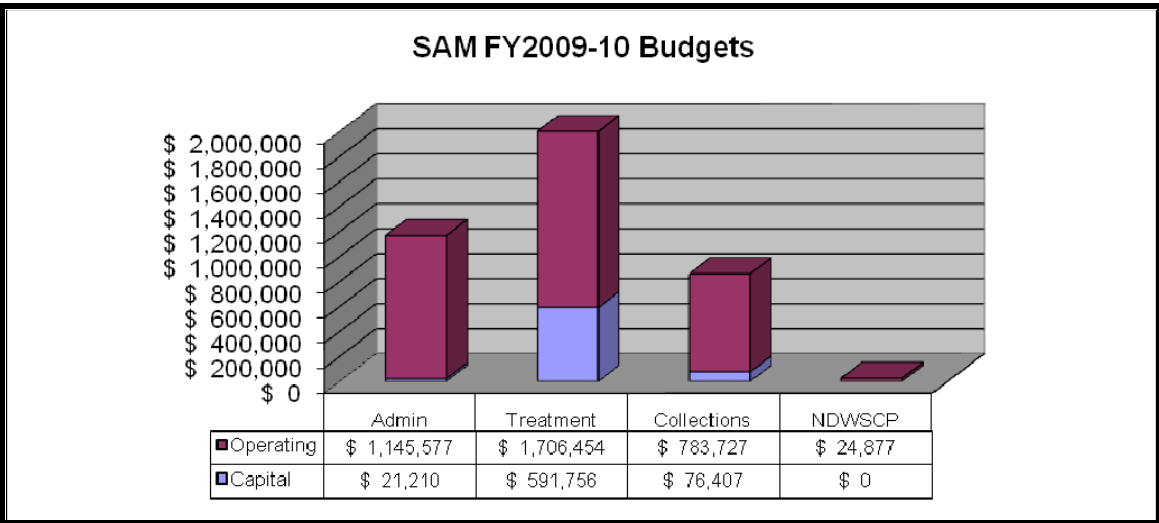
Increases

- \$161,490 - This increase in the project budgets is driven primarily by \$149,600 for the Recycled Water Project with the remaining increase for various project expenditures including a Backup Main Breaker.
- \$64,000 – To allow for anticipated cost increases in Medical, Dental, and Vision benefits for all SAM employees in accordance with the Memorandum of Understanding with Local 39.

- \$54,000 – To allow for anticipated COLA increases in salary (all employees) and step increases (three employees) in accordance with the Memorandum of Understanding with Local 39.
- \$44,000 – A \$50,000 decrease in IPS/Pump Station maintenance coupled with a \$94,000 increase that will likely result from information obtained from the IPS force-main report, due the last quarter of FY2008-09.
- \$38,000 - An increase in property and liability insurance.
- \$25,000 – An increase in Technical / Consulting Services
- \$17,000 – An increase in solid waste costs.
- \$12,000 – An increase for the next software installment - plant maintenance.
- \$10,000 – An increase in disinfection chemical costs.
- \$10,000 – An increase in equipment rental.
- \$10,000 – An increase in legal fees.

Decreases

- <\$10,000> - A decrease in instrumentation repair costs.
- <\$12,000> - A decrease in Safety Equipment.
- <\$13,000> - A decrease in Skills Improvement.
- <\$18,000> - A decrease in Claims.
- <\$20,000> - A decrease in overtime costs.
- <\$25,000> - A decrease in lab analysis costs.
- <\$25,000> - A decrease Maintenance Project Management.
- <\$31,000> - A decrease in Inspections.
- <\$32,000> - A decrease in plant equipment maintenance costs.
- <\$45,000> - Decreases in Permits, Licenses and Fees.
- <\$58,000> - Decreases in Engineering Fees.
- <\$66,000> - Decreases in Other Professional Services.



SEWER AUTHORITY MID-COASTSIDE

Comparison by Budget Program Class

	Actual FY2007-08	Approved Budget FY2008-09	Proposed Budget FY2009-10	Budget Comparison %	Budget Comparison \$
Admin Budget					
General	\$1,062,658	\$1,202,264	\$1,145,577	-4.7%	(\$56,687)
Project	\$26,442	\$5,880	\$21,210	260.7%	\$15,330
Total Admin Budget	\$1,089,100	\$1,208,144	\$1,166,787	-3.4%	(\$41,356)
Treatment Budget					
General	\$1,603,742	\$1,894,816	\$1,706,454	-9.9%	(\$188,362)
Project	\$215,990	\$413,028	\$591,756	43.3%	\$178,728
Total Treatment Budget	\$1,819,732	\$2,307,844	\$2,298,210	-0.4%	(\$9,634)
Collection System					
General	\$698,427	\$799,322	\$783,727	-2.0%	(\$15,595)
Project	\$0	\$108,975	\$76,407	-29.9%	(\$32,568)
Total Collection System Budget	\$698,427	\$908,298	\$860,134	-5.3%	(\$48,164)
Subtotal All Budgets	\$3,607,259	\$4,424,286	\$4,325,131	-2.2%	(\$99,155)
Non-Domestic Waste Source Control Program (NDWSCP)					
General	\$19,152	\$29,071	\$24,877	-14.4%	(\$4,194)
Project	\$0	\$0	\$0	- - -	\$0
Total NDWSCP Budget	\$19,152	\$29,071	\$24,877	-14.4%	(\$4,194)
Total All Budgets	\$3,626,411	\$4,453,357	\$4,350,008	-2.3%	(\$103,348)

* NDWSCP costs are not included in assessment allocations because this program is funded entirely by commercial users and not the Member Agencies.

SEWER AUTHORITY MID-COASTSIDE

Comparison by Budget Program Type

	FY2007-08	FY2008-09	FY2009-10	%	\$
General Budgets					
Admin	\$1,062,658	\$1,202,264	\$1,145,577	-4.7%	(\$56,687)
Treatment	\$1,603,742	\$1,894,816	\$1,706,454	-9.9%	(\$188,362)
Collection	\$698,427	\$799,322	\$783,727	-2.0%	(\$15,595)
NDWSCP	\$19,152	\$29,071	\$24,877	-14.4%	(\$4,194)
Total General Budgets	\$3,383,978	\$3,925,473	\$3,660,635	-6.7%	(\$264,838)
Project Budgets					
Admin	\$26,442	\$5,880	\$21,210	260.7%	\$15,330
Treatment	\$215,990	\$413,028	\$591,756	43.3%	\$178,728
Collection	\$0	\$108,975	\$76,407	-29.9%	(\$32,568)
NDWSCP	\$0	\$0	\$0		\$0
Total Project Budgets	\$242,432	\$527,883	\$689,373	30.6%	\$161,490
Total All Budgets	\$3,626,411	\$4,453,357	\$4,350,008	-2.3%	(\$103,348)

* NDWSCP costs are not included in assessment allocations because this program is funded entirely by commercial users and not the Member Agencies.

SEWER AUTHORITY MID-COASTSIDE

FY2009-10

Member Agency Assessments

Annual Assessments	HMB	GSD	MWSD	Total
Admin General	\$574,890	\$335,719	\$234,967	\$1,145,577
Admin Project	\$10,711	\$6,257	\$4,242	\$21,210
Treatment General	\$856,358	\$500,088	\$350,008	\$1,706,454
Treatment Project	\$298,837	\$174,568	\$118,351	\$591,756
Collections General	\$245,268	\$220,509	\$317,949	\$783,727
Collections Project	\$24,190	\$21,908	\$30,308	\$76,407
NDWSCP General	\$0	\$0	\$0	\$0
NDWSCP Project	\$0	\$0	\$0	\$0
Total	\$2,010,255	\$1,259,050	\$1,055,826	\$4,325,131

Monthly Assessments

	HMB	GSD	MWSD	Total
Admin General	\$47,908	\$27,977	\$19,581	\$95,465
Admin Project	\$893	\$521	\$354	\$1,768
Treatment General	\$71,363	\$41,674	\$29,167	\$142,205
Treatment Project	\$24,903	\$14,547	\$9,863	\$49,313
Collections General	\$20,439	\$18,376	\$26,496	\$65,311
Collections Project	\$2,016	\$1,826	\$2,526	\$6,367
NDWSCP General	\$0	\$0	\$0	\$0
NDWSCP Project	\$0	\$0	\$0	\$0
Monthly Total	\$167,521	\$104,921	\$87,986	\$360,428

SEWER AUTHORITY MID-COASTSIDE

FY2009-10

Member Agency Assessment Comparison

City of Half Moon Bay					
	Actual	Current	Proposed	Change	
	FY2007-08	FY2008-09	FY2009-10	\$	%
Admin	\$557,523	\$620,893	\$585,602	-\$35,292	-5.7%
Treatment	\$930,324	\$1,182,452	\$1,155,195	-\$27,257	---
Collections	\$206,277	\$331,831	\$269,458	-\$62,373	-18.8%
NDWSCP	\$0	\$0	\$0	\$0	0.0%
Total	\$1,694,124	\$2,135,176	\$2,010,255	-\$124,921	-5.9%
Monthly Total	---	\$177,931	\$167,521	-\$10,410	-5.9%

Granada Sanitary District					
	Actual	Current	Proposed	Change	
	FY2007-08	FY2008-09	FY2009-10	\$	%
Admin	\$319,869	\$336,606	\$341,976	\$5,371	1.6%
Treatment	\$534,684	\$649,614	\$674,656	\$25,042	---
Collections	\$247,876	\$265,726	\$242,418	-\$23,308	-8.8%
NDWSCP	\$0	\$0	\$0	\$0	0.0%
Total	\$1,102,429	\$1,251,945	\$1,259,050	\$7,105	0.6%
Monthly Total	---	\$104,329	\$104,921	\$592	0.6%

Montara Water and Sanitary District					
	Actual	Current	Proposed	Change	
	FY2007-08	FY2008-09	FY2009-10	\$	%
Admin	\$211,709	\$250,645	\$239,209	-\$11,436	-4.6%
Treatment	\$354,723	\$475,779	\$468,359	-\$7,420	---
Collections	\$244,274	\$310,741	\$348,258	\$37,517	12.1%
NDWSCP	\$0	\$0	\$0	\$0	0.0%
Total	\$810,706	\$1,037,164	\$1,055,826	\$18,662	1.8%
Monthly Total	---	\$86,430	\$87,986	\$1,555	1.8%

Total	\$3,607,259	\$4,424,286	\$4,325,131	-\$99,155	-2.2%
Monthly Total	---	\$368,690	\$360,428	-\$8,263	-2.2%

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

SEWER AUTHORITY MID-COASTSIDE

Comparison of Percentage Allocations

FY2008-09 and FY2009-10 Percentage Allocation

	HMB	GSD	MWSD	Total
Admin / Treatment				
FY2009-10	50.2%	29.3%	20.5%	100.0%
FY2008-09	51.4%	27.9%	20.7%	100.0%
Percent Change	-2.4%	5.2%	-1.2%	
Collection				
FY2009-10	31.7%	28.7%	39.7%	100.0%
FY2008-09	37.0%	29.7%	33.2%	100.0%
Percent Change	-14.5%	-3.5%	19.4%	

SEWER AUTHORITY MID-COASTSIDE

FY2009-10

Cost Allocation to Member Agencies

	Admin Project Budget			
	HMB	GSD	MWSD	Total
Capacity Rights	50.5%	29.5%	20.0%	100.0%
Current	\$7,575	\$4,425	\$3,000	\$15,000
Continuing	\$3,136	\$1,832	\$1,242	\$6,210
Total	\$10,711	\$6,257	\$4,242	\$21,210
Monthly Assessment	\$893	\$521	\$354	\$1,768

	Treatment Project Budget			
	HMB	GSD	MWSD	Total
Capacity Rights	50.5%	29.5%	20.0%	100.0%
Current	\$122,013	\$71,275	\$48,322	\$241,610
Continuing	\$176,824	\$103,293	\$70,029	\$350,146
Total	\$298,837	\$174,568	\$118,351	\$591,756
Monthly Assessment	\$24,903	\$14,547	\$9,863	\$49,313

	Collection Project Budget			
	HMB	GSD	MWSD	Total
Hours Distribution	31.7%	28.7%	39.7%	100.0%
Current	\$0	\$0	\$0	\$0
Continuing	\$24,190	\$21,908	\$30,308	\$76,407
Total	\$24,190	\$21,908	\$30,308	\$76,407
Monthly Assessment	\$2,016	\$1,826	\$2,526	\$6,367

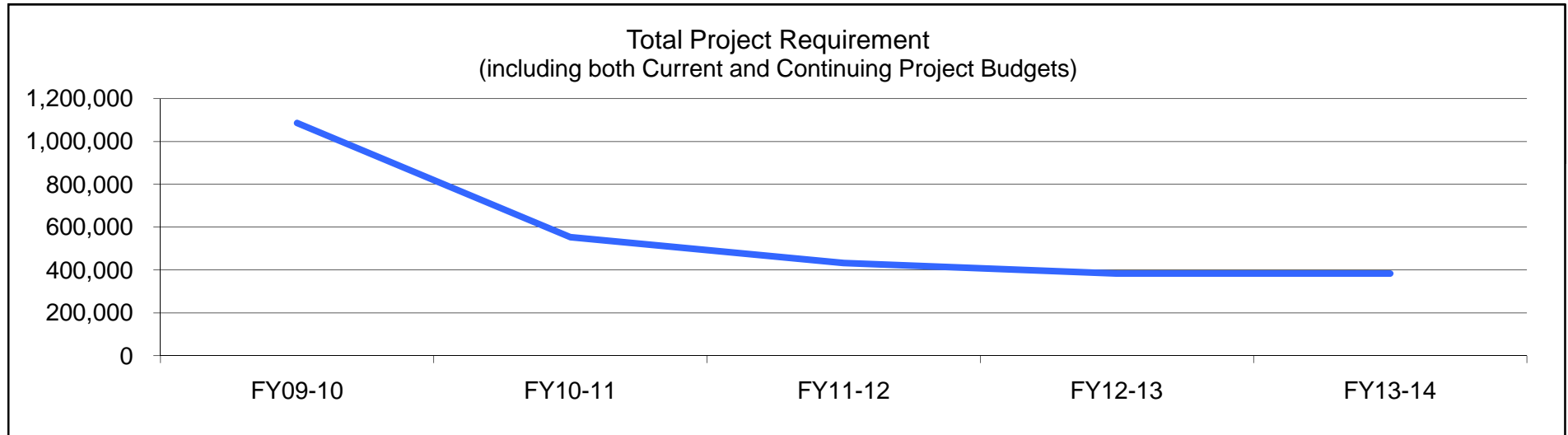
	NDWSCP Project Budget			
	HMB	GSD	MWSD	Total
None this Fiscal Year	---	---	---	---
Current	\$0	\$0	\$0	\$0
Continuing	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0
Monthly Assessment	\$0	\$0	\$0	\$0

**SAM
Project Schedule**

Five-Year View

Overview

	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	5 Yr Total
Current Project Budget Total	\$ 618,595	\$ 96,745	\$ 64,198	\$ 64,198	\$ 64,198	\$ 907,933
Continuing Project Budget Total	\$ 467,466	\$ 456,478	\$ 368,182	\$ 318,736	\$ 318,736	\$ 1,929,596
Total Project Requirement	\$ 1,086,061	\$ 553,223	\$ 432,379	\$ 382,933	\$ 382,933	\$ 2,837,530



This year's chart shows an increase from last year's chart due to the inclusion of the Recycled Water project not anticipated in last year's budget.

Note: Each year, the amounts for the Continuing Project Projects are increased by the percentage increase in the Engineering News Record (ENR) Index. The index values are provided here:

20 Cities	Jan-06	Jan-07	Jan-08	Jan-09
ENR	7660	7880	8094	8549



Sewer Authority Mid-Coastside

SEWER AUTHORITY MID-COASTSIDE

Approved Position Control List

<i>Position</i>	<i>Representation</i>	<i>Number</i>
Certified Operator-In-Training, Operator II / III *	Local 39	4.0
Collection Maintenance Worker I / II / III*	Local 39	3.0
Lead Collection Worker	Local 39	1.0
Manager	Unrepresented	1.0
Mechanic, Mechanic III*	Local 39	2.0
Receptionist	Local 39	1.0
Supervisor of Administrative Services	Unrepresented	1.0
Systems Operator*	Local 39	0.0
Technical Services Supervisor	Unrepresented	1.0
<i>Total</i>		<i>14.0</i>

* Flexibly staffed



Sewer Authority Mid-Coastside

General Budget - Total

Acct #	Account Name	Actuals FY2007-08	Budgeted Amount FY2008-09	To Date	Projected through end FY2008-09	Budgeted Amount FY2009-10	Increase / (Decrease)
Ordinary Income/Expense							
Income Accounts							
401 - Operating Assessments							
4011001	Assessment-HMB	1,821,166	1,883,263	1,412,451	1,883,268	1,676,516	-206,747
4011002	Assessment-GSD	1,188,008	1,095,972	821,979	1,095,972	1,056,317	-39,655
4011003	Assessment-MWSD	888,448	917,168	687,870	917,160	902,924	-14,244
Total	Assessments	3,897,622	3,896,403	2,922,300	3,896,400	3,635,758	-260,645
4043001	NDWSCP Operating Fee	51,554	29,071	26,134	34,845	24,627	-4,444
4043003	NDWSCP Late Fee	250	0	349	465	250	250
	Insurance Dividend	22,023	0	21,182	21,182	13,000	13,000
4081001	Treatment Trucked Waste	18,372	63,000	25,685	34,247	34,904	-28,096
40810	Misc. Revenue	8,867	5,500	1,016	1,019	500	-5,000
40910	Interest Revenue	140,432	130,000	76,291	101,721	59,250	-70,750
Total Income		4,139,120	4,123,974	3,072,957	4,089,880	3,768,289	-355,685

Expense Accounts							
50110	Directors Fees	7,500	8,000	5,600	7,467	8,100	100
5021001	Productive Payroll	1,149,104	1,151,776	863,091	1,170,954	1,205,911	54,135
5021002	Overtime	64,603	73,977	42,831	57,995	53,315	-20,662
5021003	Restricted Standby Pay	0	300	0	0	0	-300
5021004	Benefits	425,074	460,564	360,957	487,065	524,322	63,758
5021006	Overtime Meals	299	413	0	0	300	-113
5021007	Temporary	38,763	45,600	28,736	38,315	37,950	-7,650
5021008	Retiree Benefits	1,751	3,492	1,770	2,360	2,450	-1,042
5031002	Fingerprinting	0	360	0	0	0	-360
5031003	Employee Physicals	961	743	0	0	4,445	3,702
5041001	Personnel Assistance	10,240	10,627	7,724	10,298	10,536	-91
5041002	Audit Fees	17,308	18,310	18,491	20,000	20,500	2,190
5041003	Engineering Fees	124,626	138,293	119,372	159,163	80,000	-58,293
5041004	Legal Fees	57,315	109,368	65,369	100,000	120,000	10,632
5041005	Payroll Costs	5,964	6,362	4,190	5,586	6,500	138
5041006	Other Professional Services	68,205	128,140	41,843	55,790	61,600	-66,540

General Budget - Total

Acct #	Account Name	Actuals FY2007-08	Budgeted Amount FY2008-09	To Date	Projected through end FY2008-09	Budgeted Amount FY2009-10	Increase / (Decrease)
5051001	Janitorial	10,010	9,051	7,190	18,200	10,240	1,189
5052002	Laundry Service	11,708	9,500	8,001	10,668	10,500	1,000
5052003	Outside Lab Analysis	45,768	55,000	22,920	30,560	30,170	-24,830
5052004	Inspections	45,970	90,000	35,657	42,072	58,615	-31,385
5052005	Calibration	8,550	5,000	241	322	5,000	0
5052009	Solid Waste	103,638	90,000	69,713	92,951	106,982	16,982
5052013	Maintenance Project Mgmt	11,412	40,000	850	1,134	15,000	-25,000
5054004	Technical/Consulting Services	7,050	59,000	8,214	18,291	84,375	25,375
50610	Memberships and Dues	14,528	20,324	14,743	19,657	15,162	-5,162
50710	Printing and Publications	2,932	6,614	3,234	4,312	5,966	-648
50810	Skills Improvements	5,933	17,128	1,729	1,980	4,500	-12,628
50910	Meetings and Travel	6,830	11,957	3,773	5,031	5,000	-6,957
5101004	Safety Physicals	1,492	2,786	176	235	0	-2,786
5102001	Safety Training	5,782	11,000	3,570	5,314	5,040	-5,960
5102002	Safety Shoes	1,946	2,900	383	1,703	2,200	-700
5102003	Personal Safety Equipment	2,057	2,900	2,054	2,422	2,500	-400
5102005	Safety Equipment	6,549	15,000	230	2,300	3,328	-11,672
5111001	Postage	1,353	3,552	4,558	5,388	2,702	-850
5111002	Equipment Rental	1,826	90,000	96,848	110,000	100,000	10,000
5111003	Office Supplies	4,951	5,594	2,910	3,880	4,290	-1,304
5111004	Computer Supplies	5,670	11,926	1,786	2,381	6,400	-5,526
5111005	General Supplies	7,042	12,382	3,894	5,192	6,000	-6,382
5111006	Bad Debt Expense	0	0	0	0	0	0
5121002	Liability Insurance	89,307	88,533	67,220	97,000	123,397	34,864
5121003	Property Insurance	13,854	14,547	12,316	16,450	17,700	3,153
5121006	Claims	0	37,710	0	0	20,000	-17,710
5121007	Dishonesty Bond Insurance	339	353	254	339	340	-13
5132001	Telephone	15,032	16,000	11,203	14,938	15,300	-700
5132002	Electric	253,437	245,000	136,669	245,000	238,743	-6,257
5132003	Natural Gas	1,932	1,000	687	916	1,890	890
5132004	Water	12,312	16,500	9,816	13,088	14,310	-2,190
5141002	Mailing Machine	17	500	0	0	0	-500
5141003	Copy Machine	6,680	5,608	6,512	7,000	7,000	1,392
5142005	Pagers	559	1,000	416	554	549	-451
5142006	Alarm Service	1,640	2,000	1,205	2,175	2,540	540
5142007	Radio System	1,778	3,500	2,306	2,306	2,800	-700

General Budget - Total

Acct #	Account Name	Actuals FY2007-08	Budgeted Amount FY2008-09	To Date	Projected through end FY2008-09	Budgeted Amount FY2009-10	Increase / (Decrease)
5142008	Permits, Licenses and Fees	27,338	55,000	9,811	9,811	10,181	-44,819
5152001	Diesel	13,731	19,500	6,852	9,135	10,500	-9,000
5152002	Gasoline	8,853	9,000	4,706	6,274	6,500	-2,500
5152003	Lubricants	6	3,000	331	441	3,000	0
5162001	Chemical-General	1,058	2,000	2,010	2,680	2,750	750
5162002	Maintenance	1,056	6,250	1,686	4,323	3,000	-3,250
5162004	Chemicals- Hypochlorite-Plant	60,913	55,000	47,992	56,692	62,775	7,775
5162005	Chemicals-Bisulfite	29,015	35,000	19,396	25,861	26,450	-8,550
5162006	Chemicals-NaOCL-Pump Sta.	38,476	35,000	34,284	45,712	45,765	10,765
5162007	Chemicals-Polymer	18,078	17,000	13,938	19,538	18,400	1,400
5162008	Chemicals- FeCl3	9,822	11,000	10,526	10,526	10,050	-950
5162010	Chemicals-NaOH - Plant	0	1,000	0	0	0	-1,000
5172001	Lab Chemicals	1,484	1,500	1,179	1,572	1,500	0
5172002	Lab Maintenance Supplies	16	5,000	928	1,428	1,500	-3,500
5172003	Lab General	12,129	10,600	6,023	8,031	7,750	-2,850
5172004	Public Outreach Gen. Supplies	18,760	15,000	640	6,500	7,500	-7,500
5181001	Office Equipment	11,574	4,786	4,883	6,511	6,600	1,814
5182002	Vehicles	10,068	11,000	11,012	14,683	13,000	2,000
5182003	Building and Grounds	19,033	10,000	10,473	13,964	10,000	0
5182004	Pump Station	234,248	200,000	105,315	150,000	244,000	44,000
5182005	Plant Equipment	177,260	200,000	100,957	200,000	168,000	-32,000
5182013	Facility Painting	0	30,000	0	0	25,000	-5,000
5182014	Instrumentation	0	10,000	0	0	0	-10,000
5184012	SAM Collection Equipment	5,994	12,000	1,071	1,428	12,000	0
52310	Service/Bank Charges	0	107	0	0	100	-7
52410	Interest Expense	0	0	0	0	0	0
52510	Depreciation Expense	0	0	0	0	0	0
5202001	Mechanical Tools	1,762	4,000	988	1,488	1,500	-2,500
5202002	General Tools	1,709	2,000	2,102	2,263	3,000	1,000
53210	Fines and Penalties	0	539	3,000	3,000	3,000	2,461
Total Expenses		3,383,978	3,925,474	2,501,353	3,500,609	3,768,289	-157,185



Sewer Authority Mid-Coastside

Section 2a

Administration General Budget

*Administration, Operation, and Maintenance Expenses for
SAM Administration*

- FY2009-10 Assessment
- Line Item Detail
- Justifications



Sewer Authority Mid-Coastside

SEWER AUTHORITY MID-COASTSIDE

FY2009-10 Assessment

Admin General Budget

	HMB	GSD	MWSD	Total
Flow Distribution	50.2%	29.3%	20.5%	100.0%
Admin General Budget	\$574,890	\$335,719	\$234,967	\$1,145,577
Admin Monthly Assessment	\$47,908	\$27,977	\$19,581	\$95,465

In accordance with the JPA, the General Budget is distributed based on percentage of flow. These percentages are based on the twelve-month average March through February.



Sewer Authority Mid-Coastside

General Budget - Administration

Acct #	Account Name	Actuals FY2007-08	Budgeted Amount FY2008-09	To Date	Projected through end FY2008-09	Budgeted Amount FY2009-10	Increase / (Decrease)
Ordinary Income/Expense							
Income Accounts							
401 - Operating Assessments							
4011001	Assessment-HMB	536,938	617,924	463,446	617,928	574,890	-43,034
4011002	Assessment-GSD	312,214	334,872	251,154	334,872	335,719	847
4011003	Assessment-MWSD	204,199	249,469	187,101	249,468	234,967	-14,502
Total	Assessments	1,053,351	1,202,265	901,701	1,202,268	1,145,577	-56,688
4043001	NDWSCP Operating Fee			0	0		0
4043003	NDWSCP Late Fee			0	0		0
	Insurance Dividend	22,023		21,182	21,182	13,000	13,000
4081001	Treatment Trucked Waste			0	0		0
40810	Misc. Revenue	657	500	1,004	1,004	500	0
40910	Interest Revenue	140,432	130,000	76,291	101,721	59,250	-70,750
Total Income		1,216,463	1,332,765	1,000,178	1,326,175	1,218,327	-114,438

Expense Accounts							
50110	Directors Fees	7,500	8,000	5,600	7,467	8,100	100
5021001	Productive Payroll	444,263	436,058	336,670	461,088	469,663	33,605
5021002	Overtime	4,002	5,000	1,585	3,000	3,000	-2,000
5021003	Restricted Standby Pay		300	0	0	0	-300
5021004	Benefits	150,163	134,560	117,348	159,609	168,134	33,574
5021006	Overtime Meals	89	63	0	0	100	37
5021007	Temporary	38,763	45,600	28,736	38,315	37,950	-7,650
5021008	Retiree Benefits	388	1,164	885	1,180	1,225	61
5031002	Fingerprinting		360	0	0	0	-360
5031003	Employee Physicals	961	743	0	0	695	-48
5041001	Personnel Assistance	10,240	10,627	7,724	10,298	10,536	-91
5041002	Audit Fees	17,308	18,310	18,491	20,000	20,500	2,190
5041003	Engineering Fees	124,626	138,293	119,372	159,163	80,000	-58,293
5041004	Legal Fees	57,315	108,368	65,369	100,000	120,000	11,632
5041005	Payroll Costs	5,964	6,362	4,190	5,586	6,500	138
5041006	Other Professional Services	68,205	128,140	28,343	37,790	43,600	-84,540

General Budget - Administration

Acct #	Account Name	Actuals FY2007-08	Budgeted Amount FY2008-09	To Date	Projected through end FY2008-09	Budgeted Amount FY2009-10	Increase / (Decrease)
5051001	Janitorial	10,010	9,051	7,190	18,200	10,240	1,189
5052002	Laundry Service		0	0	0	0	0
5052003	Outside Lab Analysis		0	0	0	0	0
5052004	Inspections		0	0	0	0	0
5052005	Calibration		0	0	0	0	0
5052009	Solid Waste		0	0	0	0	0
5052013	Maintenance Project Mgmt		0	0	0	0	0
5054004	Technical/Consulting Services		0	7,235	9,647	84,375	84,375
50610	Memberships and Dues	14,528	20,324	13,819	18,425	15,162	-5,162
50710	Printing and Publications	2,928	4,364	3,234	4,312	4,366	2
50810	Skills Improvements	1,043	3,878	30	30	1,200	-2,678
50910	Meetings and Travel	6,826	10,407	3,730	4,973	3,000	-7,407
5101004	Safety Physicals		536	0	0	0	-536
5102001	Safety Training		0	220	293	840	840
5102002	Safety Shoes		0	0	0	0	0
5102003	Personal Safety Equipment		0	0	0	0	0
5102005	Safety Equipment		0	0	0	0	0
5111001	Postage	1,353	3,302	4,466	5,265	2,452	-850
5111002	Equipment Rental	1,826					0
5111003	Office Supplies	4,951	5,494	2,910	3,880	3,890	-1,604
5111004	Computer Supplies	1,898	5,926	1,786	2,381	2,400	-3,526
5111005	General Supplies	4,289	3,882	3,096	4,128	4,000	118
5111006	Bad Debt Expense		0	0	0	0	0
5121002	Liability Insurance	35,723	31,000	26,888	38,800	49,359	18,359
5121003	Property Insurance	13,854	14,547	12,316	16,450	17,700	3,153
5121006	Claims		37,710	0	0	20,000	-17,710
5121007	Dishonesty Bond Insurance	339	353	254	339	340	-13
5132001	Telephone	15,032	16,000	11,203	14,938	15,300	-700
5132002	Electric		0	0	0	0	0
5132003	Natural Gas		0	0	0	0	0
5132004	Water		0	0	0	0	0
5141002	Mailing Machine	17					0
5141003	Copy Machine	6,680	5,608	6,512	7,000	7,000	1,392
5142005	Pagers		0	0	0	0	0
5142006	Alarm Service		0	0	0	0	0
5142007	Radio System		0	0	0	0	0

General Budget - Administration

Acct #	Account Name	Actuals FY2007-08	Budgeted Amount FY2008-09	To Date	Projected through end FY2008-09	Budgeted Amount FY2009-10	Increase / (Decrease)
5142008	Permits, Licenses and Fees		0	0	0	0	0
5152001	Diesel		0	0	0	0	0
5152002	Gasoline		0	0	0	0	0
5152003	Lubricants		0	0	0	0	0
5162001	Chemical-General		0	0	0	0	0
5162002	Maintenance		0	0	0	0	0
5162004	Chemicals- Hypochlorite-Plant		0	0	0	0	0
5162005	Chemicals-Bisulfite		0	0	0	0	0
5162006	Chemicals-NaOCL-Pump Sta.		0	0	0	0	0
5162007	Chemicals-Polymer		0	0	0	0	0
5162008	Chemicals- FeCl3		0	0	0	0	0
5162010	Chemicals-NaOH - Plant		0	0	0	0	0
5172001	Lab Chemicals		0	0	0	0	0
5172002	Lab Maintenance Supplies		0	0	0	0	0
5172003	Lab General		0	0	0	0	0
5172004	Public Outreach Gen. Supplies		0	0	0	0	0
5181001	Office Equipment	11,574	4,786	4,883	6,511	6,600	1,814
5182002	Vehicles		0	0	0	0	0
5182003	Building and Grounds		0	0	0	0	0
5182004	Pump Station		0	0	0	0	0
5182005	Plant Equipment		0	0	0	0	0
5182013	Facility Painting		0	0	0	0	0
5182014	Instrumentation		0	0	0	0	0
5184012	SAM Collection Equipment		0	0	0	0	0
52310	Service/Bank Charges		107	0	0	100	-7
52410	Interest Expense		0	0	0	0	0
52510	Depreciation Expense		0	0	0	0	0
5202001	Mechanical Tools		0	0	0	0	0
5202002	General Tools		0	0	0	0	0
53210	Fines and Penalties		539	0	0	0	-539
Total Expenses		1,062,658	1,219,764	844,085	1,159,068	1,218,327	-1,437



Sewer Authority Mid-Coastside

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: ADMINISTRATION**

Account Number

Amount

REVENUE

---	Insurance Dividend	\$ 13,000
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SAM is a member of the California Sanitation Risk Management Authority, an insurance pool. Each year, depending on the pool's performance, CSRMA might issue dividends to pool members.

Proposed anticipated dividend is approximately half of the 5 yr average.

40810	Misc. Revenue	\$ 500
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This is a generic revenue account for unanticipated revenue such as credits, refunds and public records fees.

40910	Interest Revenue	\$ 59,250
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This is anticipated average 1.50 % interest earned on SAM's Investment Funds, (Local Agency Investment Fund (LAIF) and FNB money market account).

<u>Item</u>	<u>Approx Balance</u>	<u>Revenue</u>
Local Agency Investment Fund	\$3,300,000	\$52,500
Money Market	\$410,000	\$6,750

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: ADMINISTRATION**

Account Number

Amount

EXPENSES

50110 Directors Fees **\$ 8,100**

Fees paid to SAM Directors for Board and Committee meeting attendance.

Item	No	Rate	Cost
Regular Meetings	12	\$600	\$7,200
Committee Meetings	3	\$300	\$900

5021001 Productive Payroll **\$ 469,663**

This is salary for employees in this account class. This total reflects the continuation of a 0.0% COLA for the first half of this fiscal year, a 1.26 % COLA for the second half of this fiscal year. It also includes a 10-month step increase for one employee.

Item	Cost
Salary (3.925 employees)	\$464,581
COLA	\$2,944
Step increase	\$2,138

5021002 Overtime **\$ 3,000**

This is for overtime pay to represented employees. SAM has a memorandum of understanding (MOU) with Stationary Engineers Local 39. This MOU specifies the conditions and amounts for overtime pay. For this account class, \$3,000 - \$5,000 in overtime is historically typical, and utilized by represented employee attendance at SAM Board, Workshop and Committee meetings, special projects and other urgent needs.

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: ADMINISTRATION**

Account Number **Amount**

5021004 Benefits **\$ 168,134**

This account is used for MOU-required benefits. SAM provides CalPERS retirement (2%@55), medical insurance, dental insurance, vision insurance and ADD/Life Insurance for its employees.

CalPERS retirement cost increase is estimated at 3.5%. Medical insurance cost increase is estimated at 9%; Dental /ADD Life Insurance increase is estimated at 6%; Vision insurance is projected to be 0%.

Item	Cost
CalPERS retirement	\$97,693
Medical	\$41,595
Workers Comp/Medicare/Life	\$18,109
Dental/ADD/Life	\$10,041
Vision	\$696

5021006 Overtime Meals **\$ 100**

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

5021007 Temporary Office Assistance **\$ 37,950**

SAM occasionally has a need for the services of a temporary employment agency. Typically this is for records retention program, telephone/reception duties vacation coverage and other special projects.

Temp	Hrly Rate	Approx Hrs	Cost
1	\$33	1150	\$37,950

5021008 Retiree Benefits **\$ 1,225**

This account is for CalPERS mandatory contribution towards retiree medical benefits. SAM provides the minimum required contribution for its (1) Admin retired employee at \$101 per mo for six mos of the FY and estimated a cost increase at 1.26 % for 6 mos.

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: ADMINISTRATION**

Account Number **Amount**

5031003 Employee Physicals **\$ 695**

Costs associated w/various medical/pre-employment exams

Descrip	Freq	Rate	Cost
Pre-Employment	2	\$210	\$420
Fit for Duty/Return to Work	2	\$110	\$220
Alcohol /Substance	1	\$55	\$55

5041001 Personnel Assistance **\$ 10,536**

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

Item	Mos.	Monthly Fee	Cost
Consultant	12	\$878	\$10,536

5041002 Audit Fees **\$ 20,500**

Fees for SAM's Fiscal Year financial audit, CA State Controllers Annual Report, Statistical Reports, preparation and fees for Comprehensive Annual Financial Report and application of new Statements on Auditing Standards (SASs).

5041003 Engineering Fees **\$ 80,000**

Costs associated with engineering services. Typically these are unanticipated advisory reports or engineering studies.

Item	Cost
NPDES-permit	\$40,000
Repair/replacement	\$40,000

NOTE: Engineering fees associated with a project are not budgeted here, but are budgeted within the associated project.

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: ADMINISTRATION**

Account Number **Amount**

5041004 Legal Fees **\$ 120,000**

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

Item	Hrly Rate	Approx		Cost
		Hrs		
General Counsel	\$250	360		\$90,000
Labor Attorney	\$250	80		\$20,000
Special Counsel	\$300	33		\$10,000

5041005 Payroll Costs **\$ 6,500**

These are costs associated with computer payroll process service at approx \$249 per pay-period, (26). Payroll process includes paychecks, tax services, quarterly payroll reports and annual W-2's.

5041006 Other Professional Services **\$ 43,600**

These expenses are for accounting services, website maintenance and other services (other than legal, engineering and technical services).

This includes monthly and period accounting services for SAM, including monthly financial reports to the Board, budget support, audit support, NDWSCP and Member Agency billing and other services as requested. It also includes continued Integrated Watershed Management Plan support, records storage, and web agenda support.

Item			Cost
Accounting	12	\$3,000	\$36,000
IWMP support			\$3,000
Records Retention	12	\$300	\$3,600
Web agenda support			\$1,000

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: ADMINISTRATION**

Account Number		Amount
5051001	Janitorial	\$ 10,240

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

Item	No	Rate	Cost
Janitorial Monthly fee	12	\$700	\$8,400
Qrtly Janitorial Portola P.S	4	\$250	\$1,000
Steam Clean Restroom Tile	12	\$70	\$840

5054004	Technical/Consulting Services	\$ 84,375
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These expenses are for computer services, website maintenance, video recordings and other services (other than legal, engineering and technical services).

This account includes costs of a financial consultant to address concerns identified by the Board and the member agencies, including cost sharing, reserves, budget documentation and others.

This includes monthly and period service to SAM's server, backup systems, email/spam and repairs. This year, video recording services are included for 15 meetings.

Item	Hrly Rate	Approx Hrs	Cost
Financial consultant	\$175	340	\$60,000
Computer/website services			\$15,000
Item	Mtgs	\$/mtg	Cost
Video Recording services	15	625	\$9,375

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: ADMINISTRATION**

Account Number		Amount
50610	Memberships and Dues	\$ 15,162

These are costs associated with SAM and employee membership in professional organizations. They include CASA, BACWA, WEF, USA, WaterReuse, GFOA, CSDA and employee membership in CWEA and WEF.

Item	No	Rate	Cost
California Association of Sanitation Agencies (CASA)			\$8,000
Bay Area Clean Water Agencies (BACWA)			\$2,000
WaterReuse Foundation and Association			\$2,191
Ca Water Env. Assoc	13	\$132	\$1,716
CA Special District Association (CSDA)			\$800
Underground Services Alert			\$300
Government Finance Officers Association (GFOA)			\$155

50710	Printing and Publications	\$ 4,366
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These are costs associated with printing. Includes SAM checks, envelopes, letterhead, public notices and other publications.

50810	Skills Improvements	\$ 1,200
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These are costs associated with employee skill improvements - sending employees to 1 or 2 day seminars or workshops.

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

50910	Meetings and Travel	\$ 3,000
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These are costs associated with employee meeting, conference, seminar costs and associated travel costs. In FY2009-10, budgeting for 6 meetings amongst CASA, CSDA and CWEA.

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

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: ADMINISTRATION**

Account Number **Amount**

5102001 Safety Training **\$ 840**

These are costs associated with safety training.

Item	No of trngs	Rate	Cost
Cintas Safety Training	2	\$420	\$840

5111001 Postage **\$ 2,452**

These are costs associated with Admin, Treatment and Collections departments postage, meter rental, reset fees, parts, shipping fees and overnight mailings.

Item	Cost
Postage	\$1,113
Overnight	\$722
Meter Rental	\$438
Shipping	\$102
Meter Resets	\$77

5111003 Office Supplies **\$ 3,890**

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

5111004 Computer Supplies **\$ 2,400**

These are costs associated with computer and computer printer supplies.

5111005 General Supplies **\$ 4,000**

For shared supplies other than those specified elsewhere (sponges, plates, restroom, batteries, garbage liners, frames, hand sanitizer, coffee, cleaning and other various supplies.)

5121002 Liability Insurance **\$ 49,359**

Liability insurance for SAM operations. The current annual cost is approximately \$47,600 and is expected, per insurance carrier, to increase by 7.2% in 2010.

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: ADMINISTRATION**

Account Number		Amount
5121003	Property Insurance	\$ 17,700
	Property insurance for SAM operations. The current annual cost is approximately \$16,400 and is expected to increase, per insurance carrier, by 15% in 2010.	
5121006	Claims	\$ 20,000
	These are usually insurance deductibles associated with insurance claims. There is one open claim at this time.	
5121007	Dishonesty Bond Insurance	\$ 340
5132001	Telephone	\$ 15,300
	These are costs associated with SAM's telephone lines and equipment. These costs include alarm system lines, DSL line, Centrex Coastside emergency response system, incoming telephone lines and associated troubleshooting services.	
5141003	Copy Machine	\$ 7,000
	These are costs associated with SAM's photocopier; includes cost for B&W and color copies, toner and annual maintenance fees.	
5181001	Office Equipment	\$ 6,600
	These are costs for the purchase and maintenance of small office equipment including chairs, tables, file cabinets, floor signs, recorders, microphones, water units and other misc items.	
52310	Service/Bank Charges	\$ 100
	Costs for bank fees/or charges	

END



Sewer Authority Mid-Coastside

Section 2b

Administration Project Budget *Project Expenses for SAM Administration*

- Project Budget Assessments
- Project Asset Management Improvement Schedule
- Individual Project Sheets
- Continuing Project Budget Schedule



Sewer Authority Mid-Coastside

SEWER AUTHORITY MID-COASTSIDE

FY2009-10 Project Budget Assessments

	Admin Project Budget			
	HMB	GSD	MWSD	Total
Capacity Rights	50.5%	29.5%	20.0%	100.0%
Admin Current	\$7,575	\$4,425	\$3,000	\$15,000
Admin Continuing	\$3,136	\$1,832	\$1,242	\$6,210
Admin Total	\$10,711	\$6,257	\$4,242	\$21,210
Admin Monthly Assessment	\$893	\$521	\$354	\$1,768



Sewer Authority Mid-Coastside

**SAM
Project Schedule**

Five-Year View

Current Improvements	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	5 Yr Total
Administration						
Telephone System	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Current Admin Total	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Admin Totals	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000



Sewer Authority Mid-Coastside

Replace**Telephone System****Improvement Description:**

Replace admin telephone system.

Improvement Justification:

The existing phone system is 10 years old, and has reached the end of its reliably useful life and is in need of replacement. The new system will allow for the much needed option of hands-free telephone answering, enabling staff to pick up an incoming call whether away or at their desk. The new phone system will allow for additional lines to be installed as needed, providing SAM with new tools for any future growth, offers state-of-the art wireless and wired technology and updates the systems to state-of-the art reliability.

Power failure transfer is an integral part of the new series phone system enabling SAM to answer the telephones in extreme conditions.

The costs for this expenditure are allocated to the Member Agencies based on capacity rights.

Risk

This is a critical piece of equipment. As such, the objective is to replace before failure. We've experience one failure in the past year and it is at the end of its useful life.

Schedule	
Board Approval - Improvement	Jul-09
Board Approval - Bids	
Purchase	Jul-09
Complete Installation	Aug-09
Board Acceptance	

Improvement Cost Development	Total
Design / Consulting	
Equipment	
Construction Management	
Purchase/Installation	\$ 15,000
In-house labor	
Inspection	
Contingency (10%)	
Total	\$ 15,000

Financial requirements	Total	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14
Total	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -



Sewer Authority Mid-Coastside

**SAM
Project Schedule**

Five-Year View
Continuing Items

Continuing Items	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	5 Yr Total
Administration						
Flooring Admin Building	\$ 2,679	\$ 2,679	\$ 2,679	\$ 2,679	\$ 2,679	\$ 13,393
Replace Photocopier	\$ 3,532	\$ 3,532	\$ 3,532	\$ 3,532	\$ 3,532	\$ 17,659
Admin Totals	\$ 6,210	\$ 6,210	\$ 6,210	\$ 6,210	\$ 6,210	\$ 31,052



Sewer Authority Mid-Coastside

Section 3a

Treatment General Budget *Administration, Operation, and Maintenance Expenses for SAM Treatment Plant*

- FY2009-10 Assessment
- Line Item Detail
- Justifications



Sewer Authority Mid-Coastside

SEWER AUTHORITY MID-COASTSIDE

FY2009-10 Assessment

Treatment General Budget

	HMB	GSD	MWSD	Total
Flow Distribution	50.2%	29.3%	20.5%	100.0%
Treatment General Budget	\$856,358	\$500,088	\$350,008	\$1,706,454
Treatment Monthly Assessment	\$71,363	\$41,674	\$29,167	\$142,205



Sewer Authority Mid-Coastside

General Budget - Treatment

Acct #	Account Name	Actuals FY2007-08	Budgeted Amount FY2008-09	To Date	Projected through end FY2008-09	Budgeted Amount FY2009-10	Increase / (Decrease)
Ordinary Income/Expense							
Income Accounts							
401 - Operating Assessments							
4011001	Assessment-HMB	1,065,002	973,873	730,404	973,872	856,358	-117,515
4011002	Assessment-GSD	608,350	527,770	395,829	527,772	500,088	-27,682
4011003	Assessment-MWSD	404,368	393,173	294,876	393,168	350,008	-43,165
Total	Assessments	2,077,720	1,826,816	1,421,109	1,894,812	1,706,454	-120,362
4043001	NDWSCP Operating Fee			0	0	0	0
4043003	NDWSCP Late Fee			0	0	0	0
	Insurance Dividend			0	0	0	0
4081001	Treatment Trucked Waste	18,372	63,000	25,685	34,247	34,904	-28,096
40810	Misc. Revenue	8,210	5,000	0	0	0	-5,000
40910	Interest Revenue			0	0	0	0
Total Income		2,160,276	1,894,816	1,446,794	1,929,059	1,741,358	-153,458

Expense Accounts							
50110	Directors Fees			0		0	0
5021001	Productive Payroll	281,317	289,736	218,878	295,640	307,725	17,989
5021002	Overtime	25,713	28,500	17,840	23,786	21,816	-6,684
5021003	Restricted Standby Pay			0	0	0	0
5021004	Benefits	115,473	125,817	98,021	134,644	146,354	20,537
5021006	Overtime Meals	95	100	0	0	100	0
5021007	Temporary			0	0	0	0
5021008	Retiree Benefits	1,363	1,164	885	1,180	1,225	61
5031002	Fingerprinting			0	0	0	0
5031003	Employee Physicals			0	0	2,250	2,250
5041001	Personnel Assistance			0	0	0	0
5041002	Audit Fees			0	0	0	0
5041003	Engineering Fees			0	0	0	0
5041004	Legal Fees			0	0	0	0
5041005	Payroll Costs			0	0	0	0
5041006	Other Professional Services			0	0	0	0

General Budget - Treatment

Acct #	Account Name	Actuals FY2007-08	Budgeted Amount FY2008-09	To Date	Projected through end FY2008-09	Budgeted Amount FY2009-10	Increase / (Decrease)
5051001	Janitorial			0	0	0	0
5052002	Laundry Service	8,304	7,500	6,637	8,850	8,500	1,000
5052003	Outside Lab Analysis	45,768	55,000	22,920	30,560	30,170	-24,830
5052004	Inspections	45,970	90,000	35,657	42,072	58,615	-31,385
5052005	Calibration	8,550	5,000	241	322	5,000	0
5052009	Solid Waste	103,638	90,000	69,713	92,951	106,982	16,982
5052013	Maintenance Project Mgmt	11,412	40,000	850	1,134	15,000	-25,000
5054004	Technical/Consulting Services		14,000	871	8,500	0	-14,000
50610	Memberships and Dues			528	704	0	0
50710	Printing and Publications	4	2,000	0	0	1,500	-500
50810	Skills Improvements	2,846	11,000	947	947	1,800	-9,200
50910	Meetings and Travel		1,000	22	29	1,000	0
5101004	Safety Physicals	1,140	1,500	0	0	0	-1,500
5102001	Safety Training	5,782	11,000	2,478	3,858	2,520	-8,480
5102002	Safety Shoes	1,364	2,000	0	1,320	1,320	-680
5102003	Personal Safety Equipment	1,794	2,000	1,102	1,470	1,500	-500
5102005	Safety Equipment	6,549	15,000	230	2,300	1,689	-13,311
5111001	Postage			92	123	0	0
5111002	Equipment Rental		90,000	96,848	110,000	100,000	10,000
5111003	Office Supplies			0	0	250	250
5111004	Computer Supplies	3,772	6,000	0	0	4,000	-2,000
5111005	General Supplies	1,083	1,000	58	77	1,000	0
5111006	Bad Debt Expense			0	0	0	0
5121002	Liability Insurance			0	0	0	0
5121003	Property Insurance			0	0	0	0
5121006	Claims			0	0	0	0
5121007	Dishonesty Bond Insurance			0	0	0	0
5132001	Telephone	0	0	0	0	0	0
5132002	Electric	253,437	245,000	136,669	245,000	238,743	-6,257
5132003	Natural Gas	1,932	1,000	687	916	1,890	890
5132004	Water	7,635	14,000	7,516	10,022	6,649	-7,351
5141002	Mailing Machine			0	0	0	0
5141003	Copy Machine			0	0	0	0
5142005	Pagers	559	1,000	416	554	549	-451
5142006	Alarm Service	1,640	2,000	1,205	2,175	2,540	540
5142007	Radio System	1,778	3,500	2,306	2,306	2,800	-700

General Budget - Treatment

Acct #	Account Name	Actuals FY2007-08	Budgeted Amount FY2008-09	To Date	Projected through end FY2008-09	Budgeted Amount FY2009-10	Increase / (Decrease)
5142008	Permits, Licenses and Fees	27,338	55,000	9,811	9,811	10,181	-44,819
5152001	Diesel	8,651	12,000	3,525	4,700	6,000	-6,000
5152002	Gasoline	3,951	4,000	2,982	3,975	4,000	0
5152003	Lubricants		2,750	331	441	2,750	0
5162001	Chemical-General	1,058	2,000	2,010	2,680	2,750	750
5162002	Maintenance	301	2,250	1,154	1,539	2,250	0
5162004	Chemicals- Hypochlorite-Plant	60,913	55,000	47,992	56,692	62,775	7,775
5162005	Chemicals-Bisulfite	29,015	35,000	19,396	25,861	26,450	-8,550
5162006	Chemicals-NaOCL-Pump Sta.	38,476	35,000	34,284	45,712	45,765	10,765
5162007	Chemicals-Polymer	18,078	17,000	13,938	19,538	18,400	1,400
5162008	Chemicals- FeCl3	9,822	11,000	10,526	10,526	10,050	-950
5162010	Chemicals-NaOH - Plant		1,000	0	0	0	-1,000
5172001	Lab Chemicals	1,484	1,500	1,179	1,572	1,500	0
5172002	Lab Maintenance Supplies	16	5,000	928	1,428	1,500	-3,500
5172003	Lab General	12,129	10,000	6,023	8,031	7,500	-2,500
5172004	Public Outreach Gen. Supplies	18,760	15,000	640	6,500	7,500	-7,500
5181001	Office Equipment			0	0	0	0
5182002	Vehicles	2,826	5,000	5,793	7,724	6,000	1,000
5182003	Building and Grounds	19,033	10,000	10,473	13,964	10,000	0
5182004	Pump Station	234,248	200,000	105,315	150,000	244,000	44,000
5182005	Plant Equipment	177,260	200,000	100,957	200,000	168,000	-32,000
5182013	Facility Painting		30,000	0	0	25,000	-5,000
5182014	Instrumentation		10,000	0	0	0	-10,000
5184012	SAM Collection Equipment			0	0	0	0
52310	Service/Bank Charges			0	0	0	0
52410	Interest Expense			0	0	0	0
52510	Depreciation Expense			0	0	0	0
5202001	Mechanical Tools	1,247	2,000	988	1,488	1,500	-500
5202002	General Tools	218	1,000	482	643	1,000	0
53210	Fines and Penalties			3,000	3,000	3,000	3,000
Total Expenses		1,603,742	1,877,316	1,105,344	1,597,263	1,741,358	-135,958



Sewer Authority Mid-Coastside

SEWER AUTHORITY MID-COASTSIDE

PROPOSED FY2009-10 BUDGET

Class: TREATMENT

Account Number

Amount

REVENUE

4081001 Treatment Trucked Waste **\$ 34,904**

SAM has a program to accept trucked waste, excess irrigation water and landfill leachate. This program generates revenue based on the volume of product discharged into the treatment plant. This projected revenue is based on actual revenue from August 09 thru March 09.

Item	kgal	\$/kgal	Revenue
Excess Irrigation Water	15,000	1.150	\$17,250
Leachate	6,500	1.639	\$10,654
Trucked wastes	70	100.0	\$7,000

SEWER AUTHORITY MID-COASTSIDE

PROPOSED FY2009-10 BUDGET

Class: TREATMENT

Account Number

Amount

EXPENSES

5021001 Productive Payroll **\$ 307,725**

This is salary for employees in this account class. This total reflects the continuation of a 0.0% COLA for the first half of this fiscal year, a 1.26 % COLA for the second half of this fiscal year. It also includes step increases.

<u>Item</u>	
Salary (4.00 employees)	\$305,798
COLA	\$1,927
Step increases	\$0

5021002 Overtime **\$ 21,816**

This is for overtime pay to represented employees. SAM has a memorandum of understand (MOU) with Stationary Engineers Local 39. That MOU specifies the conditions and amounts for overtime pay. For this account class, we projected the 08/09 total based on actuals thru February 09 and we added 1.26 % to that total. Overtime is primarily used for emergency response to alarm conditions and storm related staffing.

5021004 Benefits **\$ 146,354**

This account is used for MOU-required benefits. SAM provides CalPERS retirement (2%@55), medical insurance, dental insurance, vision insurance and ADD/Life Insurance for its employees.

CalPERS retirement cost increase is estimated at 3.5%. Medical insurance cost increase is estimated at 9%; Dental /ADD Life Insurance increase is estimated at 6%; Vision insurance is projected to be 0%.

<u>Item</u>	<u>Cost</u>
CalPERS retirement	\$59,678
Medical	\$51,954
Workers Comp/Medicare/Life	\$21,255
Dental/ADD/Life	\$12,562
Vision	\$905

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: TREATMENT**

Account Number **Amount**

5021006 Overtime Meals **\$ 100**

This account is used for MOU-required overtime meals.

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

5021008 Retiree Benefits **\$ 1,225**

This account is for CalPERS mandatory contribution towards retiree medical benefits. SAM provides the minimum required contribution for its (1) Treatment retired employee at \$101 per mo for six mos of the FY and estimate a cost increase at 1.26 % for 6 mos.

5031003 Employee Physicals **\$ 2,250**

Costs associated with various medical examinations.

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

5052002 Laundry Service **\$ 8,500**

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

Item	Units/Year	Rate	Cost
Uniform Service (per Ee)	312	\$27	\$8,500

5052003 Outside Lab Analysis **\$ 30,170**

These are costs associated with NPDES permit-required lab analyses.

Item	No	Rate	Cost
San Mateo County Labs	56	\$275	\$15,400
SBSA	12	\$741	\$8,892
Alpha Labs, Annual	1	\$3,248	\$3,248
Ammonia, Distilled (Ocean)	20	\$72	\$1,440
Alpha Labs, Quarterly	4	\$210	\$840
Oil Wear Analysis	1	\$350	\$350

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: TREATMENT**

Account Number **Amount**

5052004 Inspections **\$ 58,615**

These are costs associated with periodic inspections of SAM facilities and equipment.

Item	Cost
Generators	\$22,915
Power Distribution	\$11,000
Boilers/Flare	\$7,700
Outfall	\$6,000
Pumps	\$5,000
Motor Control Centers	\$5,000
Cranes	\$500
Backflow Prevention	\$500

5052005 Calibration **\$ 5,000**

These are costs associated with periodic meter calibrations.

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

5052009 Solid Waste **\$ 106,982**

These are costs associated with disposal of Plant biosolids and solid waste.

Item	No	Rate	Cost
Biosolids	2,118.3	\$46	\$97,442
Solid waste	12	\$795	\$9,540

5052013 Maintenance Project Management **\$ 15,000**

These are costs associated with the ICOMMM Plant module.

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: TREATMENT**

Account Number **Amount**

50710 Printing and Publications **\$ 1,500**

These are costs associated with printing the SAM Newsletter.

Item	No	Rate	Cost
Newsletter	2	\$750	\$1,500

50810 Skills Improvements **\$ 1,800**

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

Item	No	Rate	Cost
Various Courses	6	\$300	\$1,800

50910 Meetings and Travel **\$ 1,000**

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

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

5102001 Safety Training **\$ 2,520**

These are costs associated with safety training.

Item	No	Rate	Cost
Cintas Safety Training	6	\$420	\$2,520

5102002 Safety Shoes **\$ 1,320**

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

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

SEWER AUTHORITY MID-COASTSIDE

PROPOSED FY2009-10 BUDGET

Class: TREATMENT

Account Number **Amount**

5102003 Personal Safety Equipment **\$ 1,500**

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

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

5102005 Safety Equipment **\$ 1,689**

These are costs associated with safety equipment other than personal equipment. These include SCBAs, Air Detectors, etc.

Item	No	Rate	Cost
SCBA Units	3	\$263	\$789
Equipment Repair & Maint	1	\$550	\$550
Foul Air Detectors	1	\$125	\$125
SCBA Tanks	3	\$75	\$225

5111002 Equipment Rental **\$ 100,000**

These are costs associated with rental cost for equipment such as wet weather storage tanks and generators.

Item	No	Rate	Cost
Tank Systems	5	\$17,000	\$85,000
Generators/various	2	\$7,500	\$15,000

5111003 Office Supplies **\$ 250**

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

5111004 Computer Supplies **\$ 4,000**

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

Item	No	Rate	Cost
Computer replacements	2	\$2,000	\$4,000

SEWER AUTHORITY MID-COASTSIDE

PROPOSED FY2009-10 BUDGET

Class: TREATMENT

Account Number **Amount**

5111005 General Supplies **\$ 1,000**

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

5132002 Electric **\$ 238,743**

These are electricity service costs for the plant and the three pump stations.

Item	kWh	Rate	Cost
Plant	1,588,441	\$0.12	\$190,613
Portola	259,498	\$0.12	\$31,140
Montara	86,138	\$0.12	\$10,337
Princeton	55,439	\$0.12	\$6,653

5132003 Natural Gas **\$ 1,890**

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

Item	BTU	Rate	Cost
Natural Gas	1112	\$1.70	\$1,890

5132004 Water **\$ 6,649**

These are potable water costs. Potable water is used for domestic purposes, seal water and fire protection.

Item	No Units	Rate	Cost
Potable Water - Plant and Portola	1525	\$4.36	\$6,649

5142005 Pagers **\$ 549**

Fees for 6 pagers for SAM employees on-call duty.

Item	No	Rate	Cost
Pager Service	12	\$46	\$549

SEWER AUTHORITY MID-COASTSIDE

PROPOSED FY2009-10 BUDGET

Class: TREATMENT

Account Number **Amount**

5142006 Alarm Service **\$ 2,540**

Fees for emergency alarm service.

Item	No	Rate	Cost
Fire Alarm Monitoring	4	\$335	\$1,340
Monthly Alarm Monitoring	12	\$100	\$1,200

5142007 Radio System **\$ 2,800**

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

Item	No	Rate	Cost
Radio System Maintenance	1	\$2,300	\$2,300
Various repairs	1	\$500	\$500

5142008 Permits, Licenses and Fees **\$ 10,181**

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

Item	Cost
Bay Area Air Quality Management District	\$6,167
CA Department of Health Services	\$1,907
CA State Water Resources Control Board	\$1,226
San Mateo County	\$507
Government Finance Officers Association	\$350
Property Tax	\$16
US Environmental Protection Agency	\$8

5152001 Diesel **\$ 6,000**

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

Item	Gallons	Rate	Cost
Diesel Fuel	2372	\$2.53	\$6,000

SEWER AUTHORITY MID-COASTSIDE

PROPOSED FY2009-10 BUDGET

Class: TREATMENT

Account Number **Amount**

5152002 Gasoline **\$ 4,000**

Gasoline fuel costs for most of SAM's vehicles. Vehicles include 1 pickup for maintenance, 2 pickups for operations and 1 hybrid for administration.

Item	Gallons	Rate	Cost
Gasoline	1613	\$2.48	\$4,000

5152003 Lubricants **\$ 2,750**

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

Item	Units	Rate	Cost
Oils (barrel)	2	\$725	\$1,450
Oils (bucket)	1	\$900	\$900
Greases	1	\$400	\$400

5162001 Chemical-General **\$ 2,750**

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

5162002 Maintenance **\$ 2,250**

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

5162004 Chemicals- Hypochlorite-Plant **\$ 62,775**

These are costs for the chemical used for plant effluent disinfection, sodium hypochlorite.

Item	kgal/year	\$/kgal	Cost
NaOCl	77.5	\$810	\$62,775

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: TREATMENT**

Account Number **Amount**

5162005 Chemicals-Bisulfite **\$ 26,450**

These are costs for the chemical used for plant effluent dechlorination, sodium metabisulfite.

Item	kgal/year	\$/kgal	Cost
NaHSO3	27.27	\$970	\$26,450

5162006 Chemicals-NaOCl-Pump Stations **\$ 45,765**

These are costs for the chemical used for pump station odor control and disinfection, sodium hypochlorite.

Item	kgal/year	\$/kgal	Cost
NaOCl	56.5	\$810	\$45,765

5162007 Chemicals-Polymer **\$ 18,400**

These are costs for solids dewatering chemicals.

Item	No	Rate	Cost
item description	8	\$2,300	\$18,400

5162008 Chemicals- FeCl3 **\$ 10,050**

These are costs for ferric chloride, used for hydrogen sulfide control and for prevention of magnesium-ammonium phosphate deposition.

Item	No	Rate	Cost
item description	3	\$3,350	\$10,050

5172001 Lab Chemicals **\$ 1,500**

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

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

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: TREATMENT**

Account Number **Amount**

5172002 Lab Maintenance Supplies **\$ 1,500**

These are costs associated with supplies used in the SAM plant laboratory.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
Various	12	\$125	\$1,500

5172003 Lab General **\$ 7,500**

These are SAM plant laboratory costs, other than chemicals and maintenance supplies. They include filter paper, test kits, containers, sampler repairs.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
Various	12	\$625	\$7,500

5172004 Public Outreach Gen. Supplies **\$ 7,500**

These are costs associated with supplies used in support of SAM's public outreach efforts. These include give-aways such as highlighter pens with our logo and outreach message, "Fat Trapper" bags, door hangers and the like.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
Supplies	12	\$625	\$7,500

5182002 Vehicles **\$ 6,000**

These are costs for accessories and repairs to vehicles.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
As needed	12	\$500	\$6,000

5182003 Building and Grounds **\$ 10,000**

These are costs associated with the maintenance of SAM building and grounds based on past years' monthly expenditure trends and expectations for FY2009-10.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
Various	12	\$833	\$10,000

SEWER AUTHORITY MID-COASTSIDE

PROPOSED FY2009-10 BUDGET

Class: TREATMENT

Account Number **Amount**

5182004 Pump Station **\$ 244,000**

These are costs associated with the major repair or minor replacement of SAM Pump Station equipment. Major repairs (planned and/or unplanned) include pump overhauls, generator repairs, electrical system repairs, structure and appurtenance repairs, all station equipment repairs. Also included is ongoing maintenance costs for all station equipment, tools and vendors used to perform the maintenance, changes to pumping systems including PLC programming, updates to make pumping process more reliable, etc.

Item	No	Rate	Cost
Various	12	\$12,500	\$150,000
IPS Repairs (as needed)	1	\$94,000	\$94,000

5182005 Plant Equipment **\$ 168,000**

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

Item	No	Rate	Cost
Various repairs/improvements	12	\$14,000	\$168,000

5182013 Facility Painting **\$ 25,000**

Costs for facility painting.

5202001 Mechanical Tools **\$ 1,500**

Costs for mechanic's tool - both acquisition and replacements.

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

SEWER AUTHORITY MID-COASTSIDE

PROPOSED FY2009-10 BUDGET

Class: TREATMENT

Account Number

Amount

5202002 General Tools **\$ 1,000**

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

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

53210 Fines and Penalties **\$ 3,000**

Contingency costs for possible fines and penalties. SAM's NPDES permit program has a mandatory minimum penalty of \$3,000 per incident.

END



Sewer Authority Mid-Coastside

Section 3b

Treatment Project Budgets *Project Expenses for SAM Treatment Plant*

- Project Budget Assessments
- Project Schedule
- Individual Project Sheets
- Continuing Project Budget Schedule



Sewer Authority Mid-Coastside

SEWER AUTHORITY MID-COASTSIDE

FY2009-10 Project Budget Assessments

	Treatment Project Budget			
	HMB	GSD	MWSD	Total
Capacity Rights	50.5%	29.5%	20.0%	100.0%
Treatment Current	\$122,013	\$71,275	\$48,322	\$241,610
Treatment Continuing	\$176,824	\$103,293	\$70,029	\$350,146
Treatment Total	\$298,837	\$174,568	\$118,351	\$591,756
Treatment Monthly Assessment	\$24,903	\$14,547	\$9,863	\$49,313



Sewer Authority Mid-Coastside

SAM
Project Schedule

Five-Year View

Treatment						
Recycled Water - Facilities Predesign	\$ 149,610	\$ -	\$ -	\$ -	\$ -	\$ 149,610
Backup Main breaker	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Across-the-line controls for Influent PS	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ 17,000
Digester Exhaust Fan	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Current Treatment Total	\$ 241,610	\$ -	\$ -	\$ -	\$ -	\$ 241,610
Treatment Totals	\$ 241,610	\$ -	\$ -	\$ -	\$ -	\$ 241,610

Improve**Recycled Water - Facilities Predesign****Improvement Description:**

Complete Facilities Planning and Predesign, including these tasks: develop a work plan to immediately produce and provide recycled water to the Ocean Colony Golf Course, identify quality and quantity needs for use of recycled water at the Golf Course, identify the scope of capital improvements needed for the production and delivery of the recycled water, complete environmental reviews, permits and agreements, complete preliminary design and cost estimates, identify potential funding sources and secure funding, construct needed improvements enabling use of recycled water as soon as possible and develop work scope for future expansion to provide recycled water to other customers.

Improvement Justification:

The Recycled Water Project is now at a stage where it needs a Facilities Predesign. This predesign will be a continuation of the accelerated 2008 Recycled Water efforts. The completion of this predesign will allow SAM to begin design / construction of Phase I (recycled water to Ocean Colony Golf Course).

The costs for this expenditure are allocated to the Member Agencies based on capacity rights.

Risk

This is one of SAM's two highest priority projects. The objective is to provide recycled water to the community as soon as possible. There are no regulatory requirements at this time.

Schedule	
Board Approval - Improvement	Jul-09
Board Approval - Bids	
Purchase	
Complete Facilities Planning	Oct-09
Board Acceptance	

Improvement Cost Development	Total
Design / Consulting	\$ 149,610
Equipment	
Construction Management	
Purchase/Installation	
In-house labor	
Inspection	
Contingency (10%)	
Total	\$ 149,610

Financial requirements	Total	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14
Total	\$ 149,610	\$ 149,610	\$ -	\$ -	\$ -	\$ -

Improve**Backup Main Breaker****Improvement Description:**

Purchase and keep in stock a backup main breaker.

Improvement Justification:

The plant's main breaker is the only distribution breaker without a backup unit. All of the electricity used in the plant passes through the main breaker. In the event that the main breaker is damaged or broken, no backup unit is available as with all other distribution breakers. Purchase of this backup unit would allow changing out the breaker rather than running on generator power until the breaker could be repaired.

The costs for this expenditure are allocated to the Member Agencies based on capacity rights.

Risk

The main breaker is a critical piece of equipment. As such, the objective is to increase reliability and reduce downtime costs by having a backup.

Schedule	
Board Approval - Improvement	Jul-09
Board Approval - Bids	
Purchase	Aug-09
Complete Installation	
Board Acceptance	

Improvement Cost Development	Total
Design / Consulting	
Equipment	
Construction Management	
Purchase/Installation	\$ 60,000
In-house labor	
Inspection	
Contingency (10%)	
Total	\$ 60,000

Financial requirements	Total	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14
Total	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -

Improve**Across-the-line controls for Influent PS****Improvement Description:**

Install across the line operability for large pumps at the Influent Pump Station for pumps controlled by variable frequency drives.

Improvement Justification:

During storm events, the Influent PS relies on all large pumps to move the increased flows into the plant. These pumps utilize variable frequency drives to attenuate discharge rates during normal, non-storm times. In the event of a VFD failure, we would lose the use of a pump, which during a storm event would cause a flooding situation at the plant, resulting in additional equipment losses. Installation of this option would allow staff to bypass the damaged VFD and run the pumps via a secondary circuit. The across the line system will automatically switch over to the secondary system, minimizing down time.

The costs for this expenditure are allocated to the Member Agencies based on capacity rights.

Risk

The objective is to increase reliability and avoid downtime costs, damage costs, and/or fines.

Schedule	
Board Approval - Improvement	Aug-09
Board Approval - Bids	
Start Installation	Oct-09
Complete Construction	Oct-09
Board Acceptance	

Improvement Cost Development	Total
Design / Consulting	
Equipment	
Construction Management	
Purchase	\$ 17,000
In-house labor	
Inspection	
Contingency (10%)	
Total	\$ 17,000

Financial requirements	Total	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14
Total	\$ 17,000	\$ 17,000	\$ -	\$ -	\$ -	\$ -

Replace**Digester Exhaust Fan****Improvement Description:**

Replace Digester Exhaust Fan.

Improvement Justification:

The existing fan is 12 years old, has reached the end of its reliably useful life, and is in need of replacement. This fan has a life expectancy of 10 years. The fan has deteriorated over time due to the Coastal environment. The unit will be replaced with a more robust unit that will withstand the elements better.

The costs for this expenditure are allocated to the Member Agencies based on capacity rights.

Risk

This is an important piece of equipment. As such, the objective is to replace before failure. If the unit were not replaced and it failed, temporary building exhaust would have to be coordinated. It is at the end of its useful life.

Schedule	
Board Approval - Improvement	Jul-09
Board Approval - Bids	
Purchase	Aug-09
Complete Installation	Oct-09
Board Acceptance	

Improvement Cost Development	Total
Design / Consulting	
Equipment	
Construction Management	
Purchase/Installation	\$ 15,000
In-house labor	
Inspection	
Contingency (10%)	
Total	\$ 15,000

Financial requirements	Total	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14
Total	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -

**SAM
Project Schedule**

Five-Year View
Continuing Items

Treatment						
Repair & Replacement	\$ 47,091	\$ 47,091	\$ 47,091	\$ 47,091	\$ 47,091	\$ 235,457
Preliminary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Primary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Pri. Chains and Flights	\$ 8,241	\$ 2,747	\$ 2,747	\$ 2,747	\$ 2,747	\$ 19,229
Replace Primary Pumps	\$ 8,241	\$ 2,747	\$ 2,747	\$ 2,747	\$ 2,747	\$ 19,229
Replace Influent Pump PLC	\$ 567	\$ 567	\$ 567	\$ 567	\$ 567	\$ 2,833
Replace 4 Rollup Doors	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 8,333
Secondary						
Fine Air Diffuser Retro-fit for Aeration Basins 1&2	\$ 49,446	\$ 49,446	\$ 49,446	\$ -	\$ -	\$ 148,338
Replace Disinfection System PLC	\$ 567	\$ 567	\$ 567	\$ 567	\$ 567	\$ 2,833
Effluent						
Replace Effluent Pump VFD	\$ 8,241	\$ 8,241	\$ 8,241	\$ 8,241	\$ 8,241	\$ 41,205
Rebuild Effluent Pump No. 2.	\$ 1,177	\$ 1,177	\$ 1,177	\$ 1,177	\$ 1,177	\$ 5,886
Outfall Inspection and Repair	\$ 20,602	\$ 20,602	\$ 20,602	\$ 20,602	\$ 20,602	\$ 103,012
Digesters						
Digester Cleaning	\$ 8,241	\$ 8,241	\$ 8,241	\$ 8,241	\$ 8,241	\$ 41,205
Bottom Transfer Pump	\$ 1,674	\$ 1,674	\$ 1,674	\$ 1,674	\$ 1,674	\$ 8,370
Solids Handling						
Polyblend	\$ 3,189	\$ 3,189	\$ 3,189	\$ 3,189	\$ 3,189	\$ 15,943
Admin Building						
Laboratory Equipment Upgrades (Samplers)	\$ 3,826	\$ 3,826	\$ 3,826	\$ 3,826	\$ 3,826	\$ 19,131
Major Equipment Parts Inventory	\$ 23,546	\$ 23,546	\$ 23,546	\$ 23,546	\$ 23,546	\$ 117,728
Roof top HVAC unit for Administration building	\$ 17,659	\$ 17,659	\$ 17,659	\$ 17,659	\$ 17,659	\$ 88,296
Site work	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles	\$ 21,302	\$ 21,302	\$ 21,302	\$ 21,302	\$ 21,302	\$ 106,512
Generators	\$ 117,728	\$ 117,728	\$ 29,432	\$ 29,432	\$ 29,432	\$ 323,753

**SAM
Project Schedule**

Five-Year View
Continuing Items

Quick-Connect for Plant Generator	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Power Monitoring, Plant	\$ 4,141	\$ 4,141	\$ 4,141	\$ 4,141	\$ 4,141	\$ 20,703
Treatment Totals	\$ 350,146	\$ 339,158	\$ 250,862	\$ 201,416	\$ 201,416	\$ 1,342,998

Note: Each year, the amounts for these Continuing Project Projects are increased by the percentage increase in the Engineering News Record (ENR) Index. The index values are provided here:

20 Cities	Jan-06	Jan-07	Jan-08	Jan-09
ENR	7660	7880	8094	8549



Sewer Authority Mid-Coastside

Section 4a

Collection System General Budget

- Collection System General Budget Assessments
- Line Item Detail
- Justifications



Sewer Authority Mid-Coastside

SEWER AUTHORITY MID-COASTSIDE

FY2009-10 Collection System Budget Assessment

	HMB	GSD	MWSD	Total
Collection Hour Distribution	31.7%	28.7%	39.7%	100.0%
Fixed Insurance Cost	\$17,095	\$13,860	\$32,065	\$63,020
Collection General Subtotal	\$228,173	\$206,649	\$285,884	\$720,707
Collection General Total	\$245,268	\$220,509	\$317,949	\$783,727
<u>General Monthly Assessment</u>	<u>\$20,439</u>	<u>\$18,376</u>	<u>\$26,496</u>	<u>\$65,311</u>
<u>Collection Project Total</u>	<u>\$24,190</u>	<u>\$21,908</u>	<u>\$30,308</u>	<u>\$76,407</u>
<u>Project Monthly Assessment</u>	<u>\$2,016</u>	<u>\$1,826</u>	<u>\$2,526</u>	<u>\$6,367</u>
<u>Total Collection Budget</u>	<u>\$269,458</u>	<u>\$242,418</u>	<u>\$348,258</u>	<u>\$860,134</u>
<u>Total Collection Monthly Assessment</u>	<u>\$22,455</u>	<u>\$20,201</u>	<u>\$29,021</u>	<u>\$71,678</u>

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

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

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



Sewer Authority Mid-Coastside

General Budget - Collections

Acct #	Account Name	Actuals FY2007-08	Budgeted Amount FY2008-09	To Date	Projected through end FY2008-09	Budgeted Amount FY2009-10	Increase / (Decrease)
Ordinary Income/Expense							
Income Accounts							
401 - Operating Assessments							
4011001	Assessment-HMB	219,226	291,466	218,601	291,468	245,268	-46,198
4011002	Assessment-GSD	267,444	233,330	174,996	233,328	220,509	-12,821
4011003	Assessment-MWSD	279,881	274,526	205,893	274,524	317,949	43,423
Total	Assessments	766,551	799,322	599,490	799,320	783,727	-15,595
4043001	NDWSCP Operating Fee			0	0	0	0
4043003	NDWSCP Late Fee			0	0	0	0
	Insurance Dividend		0	0	0	0	0
4081001	Treatment Trucked Waste			0	0	0	0
40810	Misc. Revenue			11	15	0	0
40910	Interest Revenue			0	0	0	0
Total Income		766,551	799,322	599,501	799,335	783,727	-15,595

Expense Accounts							
50110	Directors Fees			0		0	0
5021001	Productive Payroll	410,499	408,273	296,039	398,498	412,732	4,459
5021002	Overtime	34,888	40,477	23,406	31,209	28,499	-11,978
5021003	Restricted Standby Pay			0	0	0	0
5021004	Benefits	153,366	191,325	139,824	185,215	202,148	10,823
5021006	Overtime Meals	115	250	0	0	100	-150
5021007	Temporary			0	0	0	0
5021008	Retiree Benefits		1,164	0	0	0	-1,164
5031002	Fingerprinting			0	0	0	0
5031003	Employee Physicals			0	0	1,500	1,500
5041001	Personnel Assistance			0	0	0	0
5041002	Audit Fees			0	0	0	0
5041003	Engineering Fees			0	0	0	0
5041004	Legal Fees			0	0	0	0
5041005	Payroll Costs			0	0	0	0
5041006	Other Professional Services			13,500	18,000	18,000	18,000

General Budget - Collections

Acct #	Account Name	Actuals FY2007-08	Budgeted Amount FY2008-09	To Date	Projected through end FY2008-09	Budgeted Amount FY2009-10	Increase / (Decrease)
5051001	Janitorial			0	0	0	0
5052002	Laundry Service	3,404	2,000	1,363	1,818	2,000	0
5052003	Outside Lab Analysis			0	0	0	0
5052004	Inspections			0	0	0	0
5052005	Calibration			0	0	0	0
5052009	Solid Waste			0	0	0	0
5052013	Maintenance Project Mgmt			0	0	0	0
5054004	Technical/Consulting Services	7,050	45,000	108	144	0	-45,000
50610	Memberships and Dues			396	528	0	0
50710	Printing and Publications			0	0	0	0
50810	Skills Improvements	1,988	2,000	752	1,003	1,200	-800
50910	Meetings and Travel	4	500	22	29	500	0
5101004	Safety Physicals	352	750	176	235	0	-750
5102001	Safety Training			872	1,163	1,680	1,680
5102002	Safety Shoes	582	900	383	383	880	-20
5102003	Personal Safety Equipment	263	900	952	952	1,000	100
5102005	Safety Equipment			0	0	1,639	1,639
5111001	Postage			0	0	0	0
5111002	Equipment Rental			0	0	0	0
5111003	Office Supplies			0	0	150	150
5111004	Computer Supplies			0	0	0	0
5111005	General Supplies	1,670	7,500	740	987	1,000	-6,500
5111006	Bad Debt Expense			0	0	0	0
5121002	Liability Insurance	53,584	57,533	40,332	58,200	74,038	16,505
5121003	Property Insurance			0		0	0
5121006	Claims			0	0	0	0
5121007	Dishonesty Bond Insurance			0	0	0	0
5132001	Telephone			0	0	0	0
5132002	Electric			0	0	0	0
5132003	Natural Gas			0	0	0	0
5132004	Water	4,677	2,500	2,300	3,066	7,661	5,161
5141002	Mailing Machine		500	0	0	0	-500
5141003	Copy Machine			0	0	0	0
5142005	Pagers			0	0	0	0
5142006	Alarm Service			0	0	0	0
5142007	Radio System			0	0	0	0

General Budget - Collections

Acct #	Account Name	Actuals FY2007-08	Budgeted Amount FY2008-09	To Date	Projected through end FY2008-09	Budgeted Amount FY2009-10	Increase / (Decrease)
5142008	Permits, Licenses and Fees			0	0	0	0
5152001	Diesel	5,079	7,500	3,326	4,435	4,500	-3,000
5152002	Gasoline	4,902	5,000	1,724	2,299	2,500	-2,500
5152003	Lubricants	6	250	0	0	250	0
5162001	Chemical-General			0	0	0	0
5162002	Maintenance	755	4,000	532	2,784	750	-3,250
5162004	Chemicals- Hypochlorite-Plant			0	0	0	0
5162005	Chemicals-Bisulfite			0	0	0	0
5162006	Chemicals-NaOCL-Pump Sta.			0	0	0	0
5162007	Chemicals-Polymer			0	0	0	0
5162008	Chemicals- FeCl3			0	0	0	0
5162010	Chemicals-NaOH - Plant			0	0	0	0
5172001	Lab Chemicals			0	0	0	0
5172002	Lab Maintenance Supplies			0	0	0	0
5172003	Lab General			0	0	0	0
5172004	Public Outreach Gen. Supplies			0	0	0	0
5181001	Office Equipment			0	0	0	0
5182002	Vehicles	7,243	6,000	5,219	6,958	7,000	1,000
5182003	Building and Grounds			0	0	0	0
5182004	Pump Station			0	0	0	0
5182005	Plant Equipment			0	0	0	0
5182013	Facility Painting			0	0	0	0
5182014	Instrumentation			0	0	0	0
5184012	SAM Collection Equipment	5,994	12,000	1,071	1,428	12,000	0
52310	Service/Bank Charges			0	0	0	0
52410	Interest Expense			0	0	0	0
52510	Depreciation Expense			0	0	0	0
5202001	Mechanical Tools	515	2,000	0	0	0	-2,000
5202002	General Tools	1,491	1,000	1,620	1,620	2,000	1,000
53210	Fines and Penalties			0	0	0	0
Total Expenses		698,427	799,322	534,657	720,953	783,727	-15,595



Sewer Authority Mid-Coastside

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: COLLECTIONS**

Account Number

Amount

REVENUE

none

EXPENSES

5021001 Productive Payroll **\$ 412,732**

This is salary for employees in this account class. This total reflects the continuation of a 0.0% COLA for the first half of this fiscal year, a 1.26 % COLA for the second half of this fiscal year. It also includes step increases.

Item	Cost
Salary (5.85 employees)	\$402,374
Step increases	\$7,766
COLA	\$2,592

5021002 Overtime **\$ 28,499**

This is for overtime pay to represented employees. SAM has a memorandum of understand (MOU) with Stationary Engineers Local 39. That MOU specifies the conditions and amounts for overtime pay. For this account class, we projected the 08/09 total based upon the actuals thru February 09 and we added 1.26% to that total. Overtime is used for sewer system callouts, emergency response to alarm conditions and storm related staffing.

5021004 Benefits **\$ 202,148**

This account is used for MOU-required benefits. SAM provides CalPERS retirement (2%@55), medical insurance, dental insurance, vision insurance and ADD/Life Insurance for its employees.

CalPERS retirement cost increase is estimated at 3.5%. Medical insurance cost increase is estimated at 9%; Dental /ADD Life Insurance increase is estimated at 6%; Vision insurance is projected to be 0%.

Item	Cost
Medical	\$78,280
CalPERS retirement	\$78,202
Workers Comp/Medicare/Life	\$28,459
Dental/ADD/Life	\$16,083
Vision	\$1,124

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: COLLECTIONS**

Account Number **Amount**

5021006 Overtime Meals **\$ 100**

This account is used for MOU-required overtime meals.

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

5031003 Employee Physicals **\$ 1,500**

Costs associated with various medical examinations.

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

5041006 Other Professional Services **\$ 18,000**

These expenses are for quarterly support services for the ICOMMM Collection System Maintenance Management system (MMS) used to schedule and track collection system maintenance, lift station maintenance and FOG issues associated with permitting and inspecting grease producing businesses and high grease neighborhoods. Additionally, the ICOMMM system will track lateral sewer issues as the database is developed.

Item	No	Rate	Cost
MMS	4	\$4,500	\$18,000

5052002 Laundry Service **\$ 2,000**

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

Item	Units/Year	Rate	Cost
Uniform Service (per Ee)	208	\$10	\$2,000

50810 Skills Improvements **\$ 1,200**

These are costs associated with employee skill improvements for four employees

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

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: COLLECTIONS**

Account Number **Amount**

50910 Meetings and Travel **\$ 500**

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

5102001 Safety Training **\$ 1,680**

These are costs associated with safety training.

Item	No	Rate	Cost
Cintas Safety Training	4	\$420	\$1,680

5102002 Safety Shoes **\$ 880**

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

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

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

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

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

5102005 Safety Equipment **\$ 1,639**

These are costs associated with safety equipment other than personal equipment. These include SCBA units, air monitors, AED, etc.

Item	No	Rate	Cost
SCBA Units	3	\$263	\$789
Equipment Repair & Maint	1	\$500	\$500
Foul Air Detectors	1	\$125	\$125
SCBA Tanks	3	\$75	\$225

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: COLLECTIONS**

Account Number **Amount**

5111003 Office Supplies **\$ 150**

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

5111005 General Supplies **\$ 1,000**

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

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

5121002 Liability Insurance **\$ 74,038**

This amount is based on FY08-09 premiums plus 7.2% increase projected by insurance carrier, CSRMA.

5132004 Water **\$ 7,661**

These are potable water costs used for sewer flushing.

Item	No	Rate	Cost
Water for flushing	1757	\$4	\$7,661

5152001 Diesel **\$ 4,500**

Diesel fuel costs. Diesel is used for vehicles.

Item	No	Rate	Cost
Diesel Fuel	12	\$375	\$4,500

5152002 Gasoline **\$ 2,500**

Gasoline fuel costs for SAM's Collection System vehicles.

Item	No	Rate	Cost
Gasoline	12	\$208	\$2,500

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: COLLECTIONS**

Account Number **Amount**

5152003 Lubricants **\$ 250**

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

Item	No	Rate	Cost
Lubricants	12	\$21	\$250

5162002 Maintenance **\$ 750**

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

Item	No	Rate	Cost
Various	12	\$63	\$750

5182002 Vehicles **\$ 7,000**

These are costs for accessories and for repairs to vehicles.

Item	No	Rate	Cost
Maintenance / Repairs	3	\$2,333	\$7,000

5184012 SAM Collection Equipment **\$ 12,000**

Costs associated with routine repairs to and minor replacement of SAM collection equipment.

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

5202002 General Tools **\$ 2,000**

Costs for tools other than Mechanic's tools.

Item	No	Rate	Cost
Various tools	12	\$167	\$2,000

END



Sewer Authority Mid-Coastside

Section 4b

Collection System Project Budget

- Collection System Project Budget Assessments
- Collection Current Project Budget Schedule
- Individual Project Sheets
- Continuing Project Budget Schedule



Sewer Authority Mid-Coastside

SEWER AUTHORITY MID-COASTSIDE

FY2009-10 Project Budget Assessments

	Collection Project Budget			
	HMB	GSD	MWSD	Total
Hours Distribution	31.7%	28.7%	39.7%	100.0%
Current	\$0	\$0	\$0	\$0
Continuing	\$24,190	\$21,908	\$30,308	\$76,407
Total	\$24,190	\$21,908	\$30,308	\$76,407
Monthly Assessment	\$2,016	\$1,826	\$2,526	\$6,367



Sewer Authority Mid-Coastside

**SAM
Project Schedule**

Five-Year View

Collection						
Current Improvements	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	5 Yr Total
(none)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						\$ -
Collection Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**SAM
Project Schedule**

Five-Year View
Continuing Items

	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	5 Yr Total
Collection						
Vehicles	\$ 69,124	\$ 69,124	\$ 69,124	\$ 69,124	\$ 69,124	\$ 345,618
Vac Trailer	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,500
Video Accessories	\$ 4,783	\$ 4,783	\$ 4,783	\$ 4,783	\$ 4,783	\$ 23,916
Collection Totals	\$ 76,407	\$ 76,407	\$ 76,407	\$ 76,407	\$ 76,407	\$ 382,033

Note: Each year, the amounts for these Continuing Project Projects are increased by the percentage increase in the Engineering News Record (ENR) Index. The index values are provided here:

20 Cities	Jan-06	Jan-07	Jan-08	Jan-09
ENR	7660	7880	8094	8549

Section 5

Non-Domestic Waste Source Control Program General Budget

- Non-Domestic Waste Source Control Program General Budget
- Line Item Detail
- Justifications
- NDWSCP Project Budget Assessments (none this fiscal year)



Sewer Authority Mid-Coastside

SEWER AUTHORITY MID-COASTSIDE

Non-Domestic Waste Source Control Program Operating Budget

FY2009-10

			Change	
	FY2008-09	FY2009-10	\$	%
Total Budget	\$29,071	\$24,877	-\$4,194	-14.4%

** Non-Domestic Waste Source Control Program costs are not included in assessment figures because this program is funded entirely by commercial users and not Member Agencies.



Sewer Authority Mid-Coastside

General Budget - NDWSCP

Acct #	Account Name	Actuals FY2007-08	Budgeted Amount FY2008-09	To Date	Projected through end FY2008-09	Budgeted Amount FY2009-10	Increase / (Decrease)
Ordinary Income/Expense							
Income Accounts							
401 - Operating Assessments							
4011001	Assessment-HMB		0	0	0	0	0
4011002	Assessment-GSD		0	0	0	0	0
4011003	Assessment-MWSD		0	0	0	0	0
Total	Assessments		0	0	0	0	0
4043001	NDWSCP Operating Fee	51,554	29,071	26,134	34,845	24,627	-4,444
4043003	NDWSCP Late Fee	166		349	465	250	250
	Insurance Dividend			0	0	0	0
4081001	Treatment Trucked Waste			0	0	0	0
40810	Misc. Revenue			0	0	0	0
40910	Interest Revenue			0	0	0	0
						0	
Total Income		51,720	29,071	26,483	35,310	24,877	-4,194

Expense Accounts							
50110	Directors Fees			0	0	0	0
5021001	Productive Payroll	13,025	17,709	11,503	15,728	15,791	-1,918
5021002	Overtime		0	0	0	0	0
5021003	Restricted Standby Pay			0	0	0	0
5021004	Benefits	6,071	8,862	5,764	7,597	7,686	-1,176
5021006	Overtime Meals			0	0	0	0
5021007	Temporary			0	0	0	0
5021008	Retiree Benefits			0	0	0	0
5031002	Fingerprinting			0	0	0	0
5031003	Employee Physicals			0	0	0	0
5041001	Personnel Assistance			0	0	0	0
5041002	Audit Fees			0	0	0	0
5041003	Engineering Fees			0	0	0	0
5041004	Legal Fees		1,000	0	0	0	-1,000
5041005	Payroll Costs			0	0	0	0
5041006	Other Professional Services			0	0	0	0

General Budget - NDWSCP

Acct #	Account Name	Actuals FY2007-08	Budgeted Amount FY2008-09	To Date	Projected through end FY2008-09	Budgeted Amount FY2009-10	Increase / (Decrease)
5051001	Janitorial			0	0	0	0
5052002	Laundry Service			0	0	0	0
5052003	Outside Lab Analysis			0	0	0	0
5052004	Inspections			0	0	0	0
5052005	Calibration			0	0	0	0
5052009	Solid Waste			0	0	0	0
5052013	Maintenance Project Mgmt			0	0	0	0
5054004	Technical/Consulting Services			0	0	0	0
50610	Memberships and Dues			0	0	0	0
50710	Printing and Publications		250	0	0	100	-150
50810	Skills Improvements	56	250	0	0	300	50
50910	Meetings and Travel		50	0	0	500	450
5101004	Safety Physicals			0	0	0	0
5102001	Safety Training			0	0	0	0
5102002	Safety Shoes			0	0	0	0
5102003	Personal Safety Equipment			0	0	0	0
5102005	Safety Equipment			0	0	0	0
5111001	Postage		250	0	0	250	0
5111002	Equipment Rental			0	0	0	0
5111003	Office Supplies		100	0	0	0	-100
5111004	Computer Supplies			0	0	0	0
5111005	General Supplies			0	0	0	0
5111006	Bad Debt Expense			0	0	0	0
5121002	Liability Insurance			0	0	0	0
5121003	Property Insurance			0	0	0	0
5121006	Claims			0	0	0	0
5121007	Dishonesty Bond Insurance			0	0	0	0
5132001	Telephone			0	0	0	0
5132002	Electric			0	0	0	0
5132003	Natural Gas			0	0	0	0
5132004	Water			0	0	0	0
5141002	Mailing Machine			0	0	0	0
5141003	Copy Machine			0	0	0	0
5142005	Pagers			0	0	0	0
5142006	Alarm Service			0	0	0	0
5142007	Radio System			0	0	0	0

General Budget - NDWSCP

Acct #	Account Name	Actuals FY2007-08	Budgeted Amount FY2008-09	To Date	Projected through end FY2008-09	Budgeted Amount FY2009-10	Increase / (Decrease)
5142008	Permits, Licenses and Fees			0	0	0	0
5152001	Diesel			0	0	0	0
5152002	Gasoline			0	0	0	0
5152003	Lubricants			0	0	0	0
5162001	Chemical-General			0	0	0	0
5162002	Maintenance			0	0	0	0
5162004	Chemicals- Hypochlorite-Plant			0	0	0	0
5162005	Chemicals-Bisulfite			0	0	0	0
5162006	Chemicals-NaOCL-Pump Sta.			0	0	0	0
5162007	Chemicals-Polymer			0	0	0	0
5162008	Chemicals- FeCl3			0	0	0	0
5162010	Chemicals-NaOH - Plant			0	0	0	0
5172001	Lab Chemicals			0	0	0	0
5172002	Lab Maintenance Supplies			0	0	0	0
5172003	Lab General		600	0	0	250	-350
5172004	Public Outreach Gen. Supplies			0	0	0	0
5181001	Office Equipment			0	0	0	0
5182002	Vehicles			0	0	0	0
5182003	Building and Grounds			0	0	0	0
5182004	Pump Station			0	0	0	0
5182005	Plant Equipment			0	0	0	0
5182013	Facility Painting			0	0	0	0
5182014	Instrumentation			0	0	0	0
5184012	SAM Collection Equipment			0	0	0	0
52310	Service/Bank Charges			0	0	0	0
52410	Interest Expense			0	0	0	0
52510	Depreciation Expense			0	0	0	0
5202001	Mechanical Tools			0	0	0	0
5202002	General Tools			0	0	0	0
53210	Fines and Penalties			0	0	0	0
Total Expenses		19,152	29,071	17,267	23,325	24,877	-4,194



Sewer Authority Mid-Coastside

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: NDWSCP**

Account Number **Amount**

REVENUE

4043001	NDWSCP Operating Fee	\$ 24,877
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This is revenue for the Non-Domestic Waste Source Control Program (NDWSCP). This is a self-funding program. The revenue is adjusted to exactly offset the expenses.

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

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: NDWSCP**

Account Number

Amount

EXPENSES

5021001 Productive Payroll **\$ 15,791**

This is salary for employees in this account class. This total reflects the continuation of a 0.0% COLA for the first half of this fiscal year, a 1.26 % COLA for the second half of this fiscal year.

Item	Cost
Salary (0.225 employees)	\$15,692
COLA	\$99
Step increases	\$0

5021004 Benefits **\$ 7,686**

This account is used for MOU-required benefits. SAM provides CalPERS retirement (2%@55), medical insurance, dental insurance, vision insurance, and ADD/Life Insurance for its employees.

CalPERS retirement cost increase is estimated at 3.5%. Medical insurance cost increase is estimated at 9%; Dental /ADD Life Insurance increase is estimated at 6%; Vision insurance is projected to be 0%.

Item	Cost
CalPERS retirement	\$3,283
Medical	\$2,697
Workers Comp/Medicare/Life	\$1,019
Dental/ADD/Life	\$647
Vision	\$40

50710 Printing and Publications **\$ 100**

These are costs associated with printing items such as best business practices posters for permitted dischargers.

50810 Skills Improvements **\$ 300**

These are costs associated with one employee skill improvements.

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2009-10 BUDGET
Class: NDWSCP**

Account Number **Amount**

50910	Meetings and Travel	\$	500
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These are costs associated with employee meeting, conference, seminar costs and associated travel costs.

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

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

END



Sewer Authority Mid-Coastside

SEWER AUTHORITY MID-COASTSIDE

FY2009-10 Project Budget Assessments

	NDWSCP Project Budget			
	HMB	GSD	MWSD	Total
N/A	---	---	---	---
Current	\$0	\$0	\$0	\$0
Continuing	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0
Monthly Assessment	\$0	\$0	\$0	\$0



Sewer Authority Mid-Coastside

Appendix

- Budget Schedule
- Budget Assumptions
- Summary by Fund
- SAM Reserve Policy



Sewer Authority Mid-Coastside

FY2009-10 Budget Schedule

December 2008 – Staff develops list of major changes

December 2008 – Staff budget kick-off meeting, review major change review, discuss direction, assumptions, etc,

January 2009 – Staff obtains all indices, projections, etc from vendors and business partners

January 2009 – Staff reviews each line item

March 2009 – Budget Workshop

March 2009 – approve budget for presentation to member agencies

March 2009 – provide Member Agency with draft budget

April – May 2009 – obtain Member Agency approval of budget

June 2009 – approve budget

January 2010 – mid-year budget review; approve assumptions for FY2010-11 budget prep.



Sewer Authority Mid-Coastside

These assumptions include the policies and procedures to ensure that the preparation of the budget conforms to all SAM policies and Board guidelines.

Assumptions used in preparation of the Proposed FY2009-10 Budget are summarized below:

Numeric assumptions:

- CPI = *1.26%*
- Employee
 - COLA of CPI effective 1/1/2010 = *1.26 %*
 - Step Increases: 5% step increases to salaries – one-Admin, two-Collections
 - CalPERS Retirement rate increase (12.046% effective July 08 vs. 12.433% effective July 09)
 - Medical insurance – *3 yr avg. increase for 2009 = 9.02%*
 - Dental/ADD/Life insurance – *3 yr avg. increase for 2009/10 = 6.29%*
 - Vision insurance – *3 yr avg. increase for 2009/10 = 0%*
- Insurance
 - Liability – *7.2% over amount invoiced in Jan 09(estimated incr. provided by insur. Rep)*
 - Property – *15% increase (est., from Ins. Rep)*
 - Mobile Equip – *7.5% (est. from Ins. Rep)*
 - Dishonesty Bond = *0%*
- All project costs, including vehicles, increase by ENR Construction Cost Index – 5.6%

Other assumptions:

- Normal rainfall (not a drought year)
- Full staffing
- No change in PG&E costs



Sewer Authority Mid-Coastside

SEWER AUTHORITY MID-COASTSIDE

FY2009-10

Summary by Fund Type

	Projected Fund Balance 6/30/09	Revenues Proposed Budget	Expenditures Proposed Budget	Projected Fund Balance 6/30/10
Operating Reserve	250,000	-	-	250,000
General				
Admin General	* TBD	1,218,327	1,218,327	* TBD
Treatment General	* TBD	1,741,358	1,741,358	* TBD
Collection General	* TBD	783,727	783,727	* TBD
NDWSCP General	* TBD	24,877	24,877	* TBD
Total General	* TBD	3,768,289	3,768,289	* TBD
Project				
Admin Project	* TBD	21,210	21,210	* TBD
Treatment Project	* TBD	591,756	591,756	* TBD
Collection Project	* TBD	76,407	76,407	* TBD
WWFMP Project	* TBD	240,000	240,000	* TBD
Total Project	* TBD	929,373	929,373	* TBD

* TBD - After study will determine the balances for the funds.



Sewer Authority Mid-Coastside

RESOLUTION NO. 2-2001

A RESOLUTION ESTABLISHING SEWER AUTHORITY MID-COASTSIDE
RESERVE FUNDS POLICY

RESOLVED, by the Board of Directors of the Sewer Authority Mid-Coastside, San Mateo County, California, that:

WHEREAS, the Board has determined that sound financial management policy should include specific guidelines for accumulating and managing Authority reserve funds, and;

WHEREAS, purposes of reserve funds include but are not limited to operating costs, provision for emergencies and other unanticipated expenses, financing of repair and replacement of Authority facilities, and financing the construction of new facilities, all as necessary to fulfill purposes of the Authority, and;

WHEREAS, the Board has established by Resolution 1-2001 a Sewer Authority Mid-Coastside Reserve Funds Policy;

NOW, THEREFORE, IT IS ORDERED, as follows:

1. The existing Reserve Funds Policy established by Resolution 1-2001 is hereby repealed.
2. The Sewer Authority Mid-Coastside Reserve Funds Policy, dated March 26, 2001, attached hereto is hereby adopted as the policy of the Authority.

* * * * *

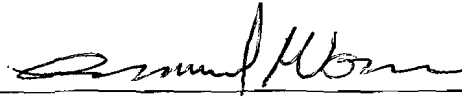
I hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted by the Board of Directors of the Sewer Authority Mid-Coastside at a meeting thereof held on the 26th day of MARCH, 2001 by the following vote:

AYES, Directors: Carlevaris , Woren , Coleman , Boyd , Taylor .

NOES, Directors: Ptacek

ABSENT, Directors: Ruddock

ABSTAIN, Directors None .



Chairman

Sewer Authority Mid-Coastside

COUNTERSIGNED:



Secretary

Sewer Authority Mid-Coastside

SEWER AUTHORITY MID-COASTSIDE

RESERVE FUNDS POLICY

1. Sewer Authority Mid-Coastside (SAM) shall establish and maintain reserve funds as follows:

Operating Reserve Fund

Purpose	Working cash flow Fluctuations in revenue and expenses
Level of reserve	\$250,000
Interest earnings	Transfer to Capital Replacement/Emergency Reserve Fund

Capital Replacement/Emergency Reserve Fund

Purpose	Fund equipment and facilities replacement and rehabilitation, existing users' share of new capital projects, emergency projects
Level of reserve	As established by Board of Directors
Source of funds	Member agency assessments Net operating revenue
Interest earnings	Accrue to the fund balance

Connection Fee Fund

Purpose	Fund facilities to serve new growth Restricted for system expansion costs
Source	SAM Regional Connection Fee surcharge to be established by Board of Directors
Level of reserves	Will fluctuate depending on revenue and expenses, in accordance with capital spending plan
Interest earnings	Retained in Connection Fee Fund

2. Reserve funds will be designated for and restricted to uses as outlined in this Policy.
3. Upon adoption of this Policy, any existing reserve funds, with the exception of those required by law or by provisions of other SAM programs, will be eliminated and balances transferred to the new reserve funds, beginning with the Operating Reserve.

4. \$250,000 of existing undesignated reserves will be allocated to the Operating Reserve Fund, with the remainder going to the Capital Replacement/Emergency Reserve Fund.
5. Balance of the Operating Reserve Fund will be maintained at the \$250,000 level by replacing any funds temporarily borrowed from the Fund.
6. Interest earned on the Operating Reserve will be deposited in the Capital Replacement/Emergency Reserve Fund.
7. After funding the Operating Reserve, the remainder of existing undesignated reserves will be allocated to the Capital Replacement/Emergency Reserve Fund.
8. SAM will keep an accounting of each member agency's contributions to and withdrawals from the Capital Replacement/Emergency Reserve.
9. The initial balance of the Capital Replacement/Emergency Reserve will be treated as an asset of the Authority.
10. Member agency assessments for funding the Capital Replacement/Emergency Reserve will be based on approved project budgets and the SAM Long-Term Financial Plan.
11. Interest on the Capital Replacement/Emergency Reserve will accrue to the Capital Replacement/Emergency Reserve and will be allocated to the member agencies in proportion to allocation of the reserve balance.
12. The SAM Board of Directors will establish a minimum Capital Replacement/Emergency Reserve Fund balance. SAM will assess member agencies as necessary to maintain the minimum balance.
13. Net operating revenue on expense budgets (excess of assessments over expenses) in any SAM budget year will be held in the Capital Replacement/Emergency Reserve Fund and refunded to the member agencies in proportion to their contributions during that budget year. The refund will be issued no later than December 31 following the close of the budget year.
14. 14. Net operating loss on expense budgets (excess of expense over assessments) in any SAM budget year will be paid from the Capital Replacement/Emergency Reserve Fund billed to the member agencies in proportion to their contributions during that budget year. When SAM

projects that expenses will exceed assessments, it will recalculate monthly member agency billings to collect sufficient funds to meet expenses.

15. The SAM Board may, by resolution, return to the member agencies any reserve funds in excess of those determined necessary to fulfill purposes of the Authority.
16. SAM will establish a Connection Fee Reserve Fund, to be funded by a SAM Regional Connection Fee surcharge.
17. All SAM reserve funds shall be invested in accordance with SAM investment policy.