



UTILITIES ADVISORY COMMITTEE MEETING

Wednesday, March 20, 2019 at 5:30 p.m.
Los Osos Community Services District Office
2122 9th Street, Suite 106, Los Osos, CA

COMMITTEE MEMBERS

Chuck Cesena, Chairperson
Matthew Fourcroy, Vice Chairperson
Jan Harper, Member
Leonard Moothart, Member
Ron Munds, Member
Eric Silva, Member

STAFF

Renee Osborne, General Manager
Jose Acosta, Utility Systems Manager
Marti Brand, Administrative Clerk

AGENDA

1. **Opening at 5:30 p.m.**
Call to Order, Flag Salute, Roll Call
2. **Welcome 2019 Committee Members and Review Brown Act Guidelines**
Presented By: Chairperson Cesena and President Ochylski
3. **Approve UAC Meeting Minutes of February 20, 2019**
(Recommend Committee Approval)
Presented By: Administrative Clerk Brand
4. **March 20, 2019 Basin Management Committee Meeting Update**
(Review and Discussion)
Presented By: Chairperson Cesena
5. **Utilities Department Updates**
(Updates Only)
Presented By: Utility Systems Manager Acosta
6. **Review of District Water Shortage Contingency Plan**
(Review, Discuss and Provide Recommendations to the Board)
Presented By: Utility Systems Manager Acosta
7. **Review of Capital Improvement Projects (CIP) List**
(Review, Discussion and Provide Recommendations to the Board)
Presented By: Utility Systems Manager Acosta
8. **Review of Fiscal Year 2019/2020 Draft Water and Drainage Budgets**
(Review, Discussion and Recommendations to the Board)
Presented By: General Manager Osborne and Utility Systems Manager Acosta
9. **Public Comments on Items NOT on this Agenda:** At this time, the public may comment on items not on this agenda. Each commenter is limited to 3 minutes and shall address the Chairperson.
10. **Schedule Next UAC Meeting – Wednesday, April 17, 2019 at 5:30 p.m. unless otherwise noted.**
11. **Closing Comments by UAC Committee Members**
12. **Adjournment**

ITEM 2

**WELCOME 2019
COMMITTEE MEMBERS AND
REVIEW BROWN ACT GUIDELINES**

***Understanding Brown Act
Open Meeting Requirements***

Purpose

Establishes the procedural framework for members of local governmental decision-making bodies to openly meet, debate, and act.

Provides the means for the public to be informed about the views, discussions and actions of its locally elected and appointed government representatives.

Overview

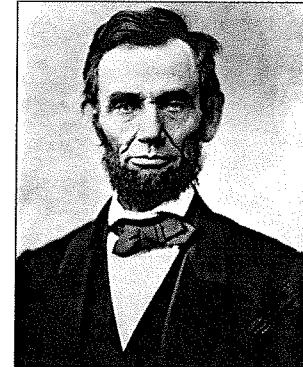
Government officials are elected by the people, represent the people, and govern on behalf of the people.

The public needs to observe, monitor, and evaluate its elected representatives.

The Brown Act is designed to encourage public participation in local government.

“...government of the people, by the people, for the people.”

*Abraham Lincoln,
Gettysburg Address
November 19, 1863*



History

Introduced by Modesto Assemblyman Ralph M. Brown more than 50 years ago.

The Legislature has frequently added to the requirements of the Act over the years.

Requirements are detailed, comprehensive, and complex.

Legislature's Intent

The Brown Act embodies the philosophy that public agencies exist for the purpose of conducting public business, and the public has the right to know how its "collaborative decisions" are being made.

The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know.

California Government Code § 54950

Openness

All meetings of government bodies must be fully open and accessible to the public.

Boards must discuss, deliberate and act on the public's business.

Exceptions to the rule of openness are few and narrowly.

Subject Organizations

All governing boards of local government agencies.

The advisory and standing sub-committees created by such governing boards.

All boards, committees and bodies created by federal or state law.

Meetings

A meeting is any gathering of a majority of board members at the same time and place that involves any aspect of the decision-making process.

There are three types of meetings:

- Regular Meetings.
- Special Meetings to discuss a specific issue.
- Emergency Meetings to deal with a specific emergency situation.

Exceptions

Conferences, training, workshops.

Community forums, and meetings of other governmental bodies.

Social or ceremonial occasions.

Within these exceptions, the board members must avoid talking about any board business while they are at all such events.

Location of Meetings

A majority of the board must meet within the boundaries or jurisdiction of the board with only specific exceptions, including the inspection of real property, or meeting with federal/state officials to discuss legislative or regulatory issues.

If a board member participates by teleconferencing, the location that member is calling from must be Noticed, with and Agenda posted, and accessible to the public.

Prohibited Activities

Any use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the members of the legislative body to develop a collective concurrence as to action to be taken on an item by the members of the legislative body is prohibited.

Prohibited Activities (continued)

A Serial or “Daisy Chain” meeting which is a series of meetings to develop a consensus, with each meeting involving less than a majority of members, but which taken together involve a majority of board members.

A Hub and Spoke meeting which is when a single board member acts as a contact point for all other board members and communicates to each of them the other board members positions in order to reach a consensus

Use of E-Mail

Board members cannot:

- Use e-mail to develop a collective consensus, agreement, or decision; or
- Exchange information in e-mail about their views or positions on public business.

Noticing Requirements

Notice and agenda for regular meetings must be posted in an accessible location 72 hours in advance; and mailed to all those who request a Notice.

Special meetings may be called by posting Notice and agenda at least 24 hours before the meeting.

Agenda Requirements

Agendas must contain a brief description of every item to be discussed, including closed session items.

Descriptions must be clear enough to be understood by members of the public.

Agendas for regular meetings must include a time for public comment.

Public's Rights

Members of the public have the right to:

- Address the board on both agenda and non-agenda items.
- Be accommodated, if disabled, so they can access and participate in the meeting.
- Receive copies of written materials distributed to the board, except privileged items.

Closed Session

Closed sessions are narrowly authorized for specific matters and discussions must not go beyond that limited scope.

Special disclosures have to be made by the board before and after holding a closed session.

Closed Session Procedure

Agenda must include a brief description of the nature of the closed session.

The board must disclose, in open session, the items to be discussed in closed session.

The board must make a public report of certain actions taken in closed session.

Closed Session – Confidentiality

Except for reporting-out requirements, confidentiality of closed session matters must be preserved.

Violation can result in a lawsuit to enforce confidentiality, disciplinary action against an employee, or referring the matter to the grand jury.

***Closed Session –
Personnel***

To consider the employment, evaluation of performance, discipline or dismissal of a public employee.

To hear complaints or charges against an employee by another person.

***Closed Session –
Labor Negotiations***

To meet with bargaining representatives to review the board's negotiating position and instruct its representatives regarding represented or unrepresented employees.

***Closed Session –
Pending Litigation***

To consult with or receive advice from legal counsel concerning pending litigation when a public discussion of such matters could prejudice the position of the board in the litigation.

***Closed Session –
Real Property***

To grant authority to the board's negotiator regarding price and terms of payment prior to the purchase, sale, exchange, or lease of real property.

A discussion of potential sites is not authorized.

Enforcement

Civil Remedies:

- Compliance with the Brown Act can be enforced by civil lawsuit.
- A court can declare board actions void that are not in compliance with the Act, if not cured.
- The board can be liable for significant costs and attorneys fees.

Enforcement (continued)

Criminal Penalties:

- A violation of the Brown Act may be a misdemeanor if a member participates in board action with the “wrongful intent to deprive the public of information.”

True or False Quiz

1. A meeting as defined in the Brown Act occurs only when some action is taken.
2. Board members may poll each other by e-mail on any issues which may come before the board.
3. A telephone conference between two members of a five-member board is a meeting under the Brown Act if they discuss district business.

4. The board may take a vote by secret ballot in open session. In closed session.
5. Any person may record an open meeting of the board via audio or video tape recordings.
6. A member of the public may address the board at a regular meeting on any item of interest to the public provided the matter is within the jurisdiction of the board.

7. The board may limit the amount of time members of the public are allowed to speak on matters of public interest.
8. The board is not required to announce in open session the items to be discussed in closed session.
9. When considering the discipline of employees, the board must provide the employee 24 hours notice of his/her right to request a public session.

10. In general, reportable action taken in closed session must be reported out in open session at the same meeting.
11. The board may hold its meetings at any location it chooses within the county provided the public is notified, even if the board is not countywide.
12. A board member may divulge closed session information provided that he/she so advises the board before adjournment.

Conclusion

Board members are representatives of the people whom the people entrust to manage government affairs.

The Brown Act is for the benefit of the public that board members represent.

The Brown Act must be taken seriously, failure to do so can result not only in legal penalties but a loss of public trust.

2019 BOARD OF DIRECTORS BYLAWS AND RULES OF DECORUM

Amended February 7, 2019

11. COMMITTEES

11.1 Standing Committees.

The Board of Directors may create and abolish Standing Committees at its discretion. Standing Committees shall be advisory committees to the Board of Directors and shall not commit the District to any policy, act or expenditure. Each Standing Committee shall consider District related issues assigned to it by the Board of Directors.

(a) Standing Committees shall conduct business at all times in a manner consistent with these Bylaws, applicable laws, and Board Policy.

(b) The General Manager, in cooperation with the Committee Chairperson, shall prepare the agenda for each Standing Committee meeting. Nothing may be placed on the agenda of any Committee that is not included in that Standing Committee's Work Plan or in other separate direction from the Board of Directors. Consideration of any other matters are *ultra vires* and void acts.

(c) Each Standing Committee shall meet at most monthly as determined by the Committee Chairperson, provided there is pending consideration of something within the Committee's Work Plan or specific direction from the Board of Directors. There are no quorum requirements for Standing Committee meetings. Recommendations to the Board of Directors shall include all opinions of members of the Standing Committee on each issue raised for their recommendation and shall include the number of members concurring in each opinion. The opinion receiving the most concurrence is the majority report. Other opinions are minority reports. Summary notes for each meeting of each Standing Committee shall be forwarded to the Board of Directors as a public record.

(d) Subject to the availability of public membership, Standing Committees shall be comprised of up to five public members, none of whom shall be Directors; and one Director appointed by the Board President as the non-voting Chairperson and one Director appointed by the Board President as Vice Chairperson. In the absence of both Chairperson and Vice Chairperson, the Board President may assign a Board Member to temporarily act as the Committee Chairperson in order that the Standing Committee may meet as established by the previously adopted schedule.

Depending on the number of applications, the Board of Directors retains the discretion to alter Standing Committee membership on a case-by-case basis.

(e) The General Manager shall be an ex-officio member of all Standing Committees. The Committee Chairperson and Vice Chairperson are non-voting members appointed for the sole purpose of conducting the meeting, enabling conversation, facilitating discussions, and forwarding recommendations to the Board of Directors.

(f) Each Director shall appoint one voting member to each Standing Committee. The appointee shall serve at the pleasure of the Director who appointed them with no specific term other than if the appointing Director is no longer a member of the Board of Directors that appointee's term shall automatically terminate. The Board of Directors may also remove any Standing Committee member with or without cause.

(g) Members of the public shall be eligible to serve on only one Standing Committee at a time. Members of the public who reside within the boundaries of County Service Area No. 9, Zone I are eligible to apply to the Emergency Services Advisory Committee (ESAC) only.

(h) The General Manager shall prepare an appointments list of all Standing Committees. This list shall be known as the local appointment list and will be provided to the Board of Directors at the first meeting in February or other date established by the Board of Directors.

(i) The local appointment list shall be made available to the members of the public and shall be posted at the District office and the District's web site.

(j) Whenever a vacancy occurs on a Standing Committee, a vacancy notice shall be posted at the District office, the public library, the District's web site, and other places as directed by the Board of Directors, not earlier than twenty days before, or not later than twenty days after the vacancy occurs inviting the public to apply for appointment as a committee member. Appointment of Standing Committee members shall not be made for at least ten working days after the posting of the Notice at the District's office.

(k) Notwithstanding Section 11.1(j), above, the appointing Director may, if it finds an emergency exists, fill the unscheduled vacancy immediately. The person appointed to fill the vacancy shall serve only on an acting basis until final appointment is made pursuant to Section 11.1(j), above.

(l) A Standing Committee member term shall automatically terminate if he/she has three unexcused absences or misses four meetings in one calendar year.

(m) All Standing Committee members will receive Brown Act training and all meetings shall be conducted as public meetings in accordance with the Brown Act.

(n) The Board President may appoint persons to a subcommittee to assist a Standing Committee in making recommendations to the Board of Directors. The duties of the subcommittee shall be outlined at the time of appointment and the subcommittee shall be considered dissolved when its final report has been made to the Standing Committee.

11.2 Ad Hoc Committees. The Board President shall appoint such *ad hoc* committees comprised of two or less Directors as may be deemed necessary or advisable by himself/herself and/or the Board of Directors. The duties of the *ad hoc* committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. *Ad hoc* committees shall timely provide the District General Manager with their recommendations and/or reports.

ITEM 3

**APPROVE UAC MINUTES OF
FEBRUARY 20, 2019**

**Los Osos Community Services District
DRAFT Minutes of the Utilities Advisory Committee Meeting
February 20, 2019 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>1. Call to Order, Flag Salute and Roll Call</p>	<p>Chairperson Cesena called the meeting to order at 5:30 p.m. and led the flag salute.</p> <p><u>Roll Call:</u> Jan Harper, Committee Member – Present Leonard Moothart, Committee Member – Absent Ron Munds, Committee Member – Present Eric Silva, Committee Member – Present Matthew Fourcroy, Vice Chairperson – Arrived at 5:41 p.m. Chuck Cesena, Chairperson – Present</p> <p><u>Staff:</u> Renee Osborne, General Manager Jose Acosta, Utility Systems Manager Marti Brand, Administrative Clerk</p>	
<p>2. Approve UAC Minutes of January 16, 2019</p>	<p>Administrative Clerk Brand presented the minutes for Committee approval.</p> <p>Public Comment - None</p> <p>Committee Member Harper made a motion to approve the UAC minutes of January 16, 2019. The motion was seconded by Committee Member Silva and carried unanimously.</p>	<p>Action – File approved minutes.</p>
<p>3. Review District Water Shortage Contingency Plan and District Code Title 2</p>	<p>Utility Systems Manager Acosta provided a summary of the report as submitted with the agenda packet and presented a handout at the meeting. He reported that District Code only credits for water leaks that result from a service line break, that a service line is from the water meter to the entry point of the house, and that agriculture, landscaping, toilets, faucets, and fixtures were excluded. Mr. Acosta reported that the District is in Stage 3 of the Water Shortage Contingency Plan reviewing the triggers to end the current stage. He reported that these triggers were based on climate triggers only and recommended caution when considering an exit of the current stage and not to exit too soon.</p> <p>General Manager Osborne reported that this topic had been given to UAC by the Board as a customer requested his bill be waived due to a sizeable leak. She reported that since the District is in Stage 3 no leak credits will be given and that any leak credits would need to be available to all customers in the District.</p> <p>Public Comments – Charlie Cote, S & T Mutual, commented that this type of leak is difficult to detect because of the branching off of the lines before reaching the homes; that irrigation can branch but does not necessarily have a shut-off valve; and, that S & T Mutual does not forgive any water leaks.</p> <p>Richard Margetson supported the proposed lowered tiered rate; that some members of the public may not know when a break had occurred; that the District has enforced one section but not the section that states penalties up to two times the established rate for usage above allocation; and that some adjustment or compromise would be appropriate.</p> <p>Elaine Watson supported the penalty of two times the amount the established rate for customers who willfully use over their allotment and supported the discussion of the proposed lower tiered rate for accidental leaks. She commented that a customer doesn't know you have a water leak until your next bill.</p> <p>Chairperson Cesena asked if we are currently applying penalties for high allotment use.</p>	<p>Action – The Committee recommended to the Board that staff will come back with clarification of the language on the Water Shortage Contingency Plan and the Rate Committee will work on leak credits, and the Title 2 issues.</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>3. Review District Water Shortage Contingency Plan and District Code Title 2 (continued)</p>	<p>General Manager Osborne reported that the Utilities Billing Specialist collected the occupancy information but was unsure whether penalties are currently implemented; she will report back to the Committee at the next meeting.</p> <p>Committee Member Munds moved that the Committee recommend to the Board that staff will come back with clarification of the language on the Water Shortage Contingency Plan and that the Rate Committee will work on leak credits and the Title 2 issues. The motion was seconded by Committee Member Silva and carried unanimously.</p>	
<p>4. Discuss and Compile 2019 Work Plan for the Utilities Advisory Committee</p>	<p>Chairperson Cesena provided a summary of the report as submitted with the agenda packet.</p> <p>The Committee discussed the current Work Plans and possible changes.</p> <p>Public Comments – Richard Margetson commented that Item 7 on the Work Plan was confusing; requested clarification regarding the process of adding new items to the work plan; and asked which Work Plan Item requires the subcommittee.</p> <p>Committee Member Harper made a motion that the Committee recommend that the Board accept changes to Item 2 of the Work Plan; review Utilities Budgets for 2019/2020 fiscal year, and, changes to Item 7. The motion was seconded by Committee Member Munds and carried unanimously.</p>	<p>Action – The Committee recommended that the Board accept changes to Item 2 of the Work Plan; review Utilities Budgets for 2019/2020 fiscal year, and, changes to Item 7.</p>
<p>5. Utilities Department Update</p>	<p>Utility Systems Manager Acosta provided a summary of the report as submitted with the agenda packet. He reported that the 8th Street Water Yard Building Project's additional costs associated for fire sprinklers and ADA compliance had been approved by the Board of Directors; that the staff is working on quotes for the underground fire service installation, fire sprinklers, and ADA requirements; that the Board had directed staff to contact RP Environmental to complete the permit requirements, insurance requirements and disposal of septic material at Bayridge Estates collection facility with total cost estimates of \$24,000; and, that the County had approved the use of recycled water for this project. He reported that Lead and Copper Sampling at Los Osos Middle School (LOMS) was below the action levels; and, that they are waiting on conversion modules to complete installing of the well meters.</p> <p>Public Comment – None</p>	<p>Action – No action.</p>
<p>6. Update of February 6, 2019 Water Resource Advisory Committee Meeting</p>	<p>Chairperson Cesena provided a summary of the meeting report as submitted to the agenda packet. He reported that the Water Resource Advisory Committee (WRAC) is a subset of the County Flood Control District that meets monthly. He reported that over the past year there had been a great focus on the North County groundwater basin. Chairperson Cesena reported that the participants of the WRAC are encouraged to provide an agency update on relevant water resource issues once per year; that he would like to present an update for the District on seawater infiltration; the proposed well on the Eastside of town, and, that the topic for the update could foster ideas on handling relevant issues for the District; and, that much of the discussion today was in regards to a letter for Water Conservation to present to the Board of Supervisors on a consent calendar.</p> <p>Public Comments – None</p>	<p>Action – No action.</p>
<p>7. Public Comments on Items NOT on this Agenda</p>	<p>Richard Margetson asked what budget the recent personnel settlement would be paid from hoped that only a partial amount would come from Water Department budget because Water only covers half of the District.</p>	

AGENDA ITEM	DISCUSSION	FOLLOW-UP
	<p>Chairperson Cesena responded that this was a fair question and may consider that possibly this is where some of the property taxes received from the County could be allocated as we have done with Fire and Drainage.</p> <p>General Manager Osborne commented this was part of the Mid-Year Adjustment and the Auditor advised them to put this under Legal and suggested further discussion with Chairperson Cesena after this meeting.</p> <p>General Manager Osborne reported from the Integrated Regional Water Management (IRWM) Grant Program the District's 8th Street Well Project ranks among the top ten projects proposed; that they believe this project meets the guidelines and staff is waiting for the reimbursement information that was due in December. She reported that the State will not reimburse invoices until 2020 which may cause many cities to drop out of the grant process because of the time frame; and, that several cities throughout the State are writing letters opposing the time frame of reimbursement. She reported that District staff may bring to the Committee the recommending of a postponement of the project to the Board; the District is in good standing with this project as they have slowed down to stay in step with the IRWM Grant Program process. She reported that Drainage project will not happen for another year because San Luis Obispo County missed the grant cycle; and, that currently they are taking the necessary actions to be part of the next grant cycle.</p> <p>Richard Margetson asked how much is the pool of money.</p> <p>General Manager Osborne responded there is a total of \$6,000,000 with \$3,000,000 in the first round and \$3,000,000 in the second round.</p> <p>General Manager Osborne provided a handed out of the winners from the Water Conservation Program Contest reporting that there are six winners and one honorable mention and that the winners will be presented at the 2019 Business Expo March 14th.</p>	
8. Schedule Next UAC Meeting	The next meeting for the Utilities Advisory Committee is scheduled to be held on Wednesday, March 20, 2019 at 5:30 p.m. unless otherwise noted.	
9. Closing Comments by UAC Committee Members	Committee Member Harper stated she would be unable to attend the next meeting.	
10. Adjournment	Chairperson Cesena adjourned the meeting at 6:34 p.m.	

ITEM 6

**REVIEW OF DISTRICT WATER
SHORTAGE CONTINGENCY PLAN**



March 13, 2019

TO: LOCSD Utilities Advisory Committee

FROM: Renee Osborne, General Manager
Jose Acosta, Utility Systems Manager

SUBJECT: **Agenda Item 6 – 3/20/2019 Utility Advisory Committee Meeting**
Review of District Water Shortage Contingency Plan

DESCRIPTION

President
Marshall E. Ochylski

At their January 10, 2019 Board meeting, the Board of Directors directed staff to present to the Utilities Advisory Committee (UAC) the Water Shortage Contingency Plan (WSCP) and Title 2 for review and discussion, specifically pertaining to water leak credits.

Vice President
Charles L. Cesena

STAFF RECOMMENDATION

Directors
Matthew D. Fourcroy
Vicki L. Milledge
Christine M. Womack

Motion: I move that the Committee recommend that staff modify the LOCSD Water Shortage Contingency Plan, as presented and discussed, for presentation to the Board of Directors for their approval.

General Manager
Renee Osborne

DISCUSSION

District Accountant
Robert Stilts, CPA

At the January 10, 2019 Board of Directors meeting, the Board directed staff to present the WSCP along with Title 2 of the District Code for review and discussion. The Board directed staff to present both documents to UAC for review, discussion and recommendation on possible updates. The directive was specifically to review the sections pertaining to leak credits for District customers.

Unit Chief
Scott M. Jalbert

Both documents were presented at the February 20, 2019 UAC meeting. At the meeting it was discussed that other changes to the WSCP should be considered. The UAC made a couple minor recommended changes to the WSCP and forwarded the review of Title 2 and issue regarding leak credits for review to the Rate Group.

Battalion Chief
George Huang

Attached is an updated WSCP with recommended modifications by UAC and staff. The only portion that will be discussed with the Rate Group is the inclusion or exclusion of leak credits in the WSCP.

Mailing Address:
P.O. Box 6064
Los Osos, CA 93412

Staff is requesting the UAC to review the WSCP and make any recommended changes. The WSCP will be presented to the Board of Directors for review at their April 4th Board meeting following final recommendations and changes to both WSCP and Title 2.

Offices:
2122 9th Street, Suite 102
Los Osos, CA 93402

Financial Impact

No financial impact at this time.

Phone: 805/528-9370
FAX: 805/528-9377

www.losososcscsd.org

Attachments

LOS OSOS COMMUNITY SERVICES DISTRICT WATER SHORTAGE CONTINGENCY PLAN

Stage (Household allocations are based on household of 3)	Reduction Target	Climate Trigger (MEDIAN RAINFALL 17 INCHES)	Chloride Trigger (8th or 10th Street Wells-Zone D)	TDS Trigger (8th or 10th Street Wells-Zone D)	Recommended Climate & Water Quality Requirements To Exit Water Shortage Stages (de-trigger)	Prohibitions
STAGE I ALERT Customers: Residential Allocation: 183 gal/day/household or 61 gal/day/occupant	5%	Rainfall total as March 31: < than median (17 in.) for current year	N/A	N/A	Receive rainfall >= median by March 31	<ul style="list-style-type: none"> All outdoor irrigation of vegetation shall occur only between dusk and dawn. The use of potable water to wash sidewalks, walkways, driveways, parking lots, open ground and other hard-surface areas by direct application shall be prohibited. The use of non-drinking-water fountains, except for those using recirculated water, shall be prohibited. Use of water which results in flooding or run-off in gutters or streets shall be prohibited.
STAGE II WARNING Customers: Residential Allocation: 174 gal/day/household or 58 gal/day/occupant	15%	Stage I plus rainfall total as of March 31: <= 32 in. for over two yrs. or <= 48 in. over three yrs. or 65 in. over four yrs. or 81 in. over five years	N/A	N/A	Receive rainfall >= median by March 31	In addition to Stage I conservation measures: <ul style="list-style-type: none"> Use of water from fire hydrants shall be limited to fire suppression and/or other activities immediately necessary to maintain health, safety and welfare of residents within the boundaries of the Los Osos Community Services District. The use of District potable water for construction projects shall be prohibited. The washing of automobiles, trucks, trailers, boats and other types of mobile equipment not occurring upon the immediate premises of a commercial car wash and/or commercial service station shall be prohibited unless residents have an automatic shut-off hose nozzle and do not allow water to run off their property. The use of potable water to irrigate lawns, landscape plantings, groundcovers, and shrubs shall be limited to prescribed days and hours. Irrigation shall only occur between dusk and dawn, and shall only occur on Wednesday and Sunday for <u>even</u> numbered addresses, and Tuesday and Saturday for <u>odd</u> numbered addresses. Community recreational facilities shall be exempt from this prohibition. Water main flushing shall only occur in emergency situations as declared by the General Manager.
STAGE III EMERGENCY Customers: Residential Allocation: 150 gal/day/household or 50 gal/day/occupant NO TRANSFERS ALLOWED	25%	Stage I plus rainfall total as of March 31: <= 29 in. for over two yrs. or <= 43 in. over three yrs. or 58 in. over four yrs. or 72 in. over five years Stage III shall be enacted no earlier than April 2015. Declared by BOD 4/2/2015 – Based on Climate Trigger ONLY Modified on 5/7/2015	150 mg/l	700 mg/l	Receive rainfall >= median by March 31, for two consecutive years . If in Stage III due to water quality, two consecutive semi-annual samples must be below trigger concentrations to exit Stage III	In addition to Stage I & II conservation measures: <ul style="list-style-type: none"> Irrigation of community recreational facilities shall be exempt from this prohibition. Penalties up to 2 times the established rate for usage above the allocation, may be applied. District will notify customer of usage above allocation, if the customer fails to modify usage, penalties will be applied. No leak adjustment credits will be awarded (to be reviewed by rate group) No new Intent to Serve applications No allocations may be transferred to another property
STAGE IV SEVERE Customers: Residential, Commercial Allocation: 135 gal/day/household or 45 gal/day/ occupant NO TRANSFERS ALLOWED	35%	Stage I plus rainfall total as of March 31: <= 26 in. for over two yrs. or <= 38 in. over three yrs. Or 51 in. over four yrs. Or 64 in. over five years, Stage IV shall be enacted no earlier than November 2015	250 mg/l	850 mg/l	Receive rainfall >= median by March 31, for two consecutive years , transition to Stage II for current year. If in Stage IV due to water quality, two consecutive semi-annual samples must be below trigger concentrations to exit Stage IV	In addition to Stage I, II, & III conservation measures: <ul style="list-style-type: none"> Irrigation of community recreational facilities and residential edible crops shall be exempt from this prohibition. New water connections to the District water system shall be prohibited Commercial allocation 10% below baseline Penalties up to 4 times established rate may be applied No allocations may be transferred to another property
STAGE V CRITICAL ALL CUSTOMERS Allocation: 126 gal/day/household or 42 gal/day/ occupant NO TRANSFERS ALLOWED	50%	Stage I plus rainfall total as of March 31: <= 17 in. for over two yrs. or <= 26 in. over three yrs. or 34 in. over four yrs. or 43 in. over five years	500 mg/l	1,000 mg/l	Receive rainfall >= median by March 31, transition to Stage II for current year. If in Stage V due to water quality, two consecutive semi-annual samples must be below trigger concentration to exit Stage V	In addition to Stage I, II, III, & IV conservation measures: <ul style="list-style-type: none"> Commercial allocation 15% below baseline Penalties up to 4 times established rate may be applied No allocations may be transferred to another property

ITEM 7

**REVIEW OF CAPITAL IMPROVEMENT
PROJECTS (CIP) LIST**



March 13, 2019

TO: LOCSD Utility Advisory Committee
FROM: Jose Acosta, Utility Systems Manager *JA*
SUBJECT: **Agenda Item 7 – 3/20/2019 Utility Advisory Committee Meeting**
Review of Capital Improvement Projects List

President
Marshall E. Ochylski

Vice President
Charles L. Cesena

Directors
Matthew D. Fourcroy
Vicki L. Milledge
Christine M. Womack

General Manager
Renee Osborne

District Accountant
Robert Stilts, CPA

Unit Chief
Scott M. Jalbert

Battalion Chief
George Huang

DESCRIPTION

Annually, staff presents the Capital Improvement Projects (CIP) list to Utilities Advisory Committee (UAC) for review and discussion. The projects on the list are updated with their status, costs and added or removed based on need and priority.

STAFF RECOMMENDATION

Motion: I recommend that staff modify the Capital Improvement Projects list as presented and discussed.

DISCUSSION

Staff presents the CIP list on an annual basis to the UAC for review and recommendations. The CIP list provides a plan for capital projects, equipment purchases and system upgrades that are needed to ensure continuous production and delivery of safe clean drinking water. The list also provides an opportunity to discuss timeframe, costs, and prioritization for these projects, additionally the plan provides an opportunity to review the list and integrate any projects into the annual fiscal budget.

Some of the benefits of the CIP list and reviewing the plan are ensuring transparency with future projects, sharing the integrity of how public funds are allocated, allowing an opportunity for public input and inquiries, and allows for an opportunity to review all major projects and purchases at once and provide emphasis and priority on each.

Attached is an updated CIP list which includes the title of the project, description of the project, estimated amount to complete the project, status of project, and a priority rating of each project.

Staff is requesting the UAC to review the CIP list discuss and make any recommendations.

Financial Impact

No financial impact at this time.

Attachments

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LOCS D Water Capital Improvement Projects Listing



TITLE	DESCRIPTION	AMOUNT FROM 2014 \$ (unless specified)	STATUS	PRIORITY
Supplemental Water Wells	Program C Eastern Wells	\$30,000 (17/18)	In progress	Current
8th Street Upper Aquifer Well	Supplemental well blend with existing lower aquifer well water-possible nitrate removal	Phase 2 Design \$50,176 Phase 2 Construction-\$315,824	Design in progress Construction 2018/19 budget	Current
Water Operation Facility Improvements	Water Operations Facility (Improve work shop by destroying sea trains, put in modular building)	\$100,000 (18/19) RFP is currently posted	In progress 2018/19 Budget	Current
Water Meter Replacement Program	Replace all water meters in system to ensure reading remain accurate and revenue is optimal	\$149,090, to replace remaining 1754 meters from 2014 replacement program	2018/19 budget \$75,000 to replace 900 meters this fiscal year	Current
SCADA System Upgrade for Water and Drainage	Design/Construction of SCADA System	\$210000 75% Water- \$157,500 25% Drainage- \$52,500	Incomplete	1
South Bay Wells Distribution Project	New project – Connect existing wells at South Bay to gravity Zone	\$350,000	Not Started	2
Water Department Heavy Equipment Storage	Construct a 3-sided storage bay to protect heavy equipment and generators	\$30,000	Not Started	3
18th Street/Paso Robles Loop Upgrade	Distribution system loop in boosted zone- pipe project	\$39,270	Not Started	4
Santa Maria Loop Upgrade	Distribution system loop in boosted zone- pipe project	\$150,150	Not Started	5
18th Street/Ramona Loop Upgrade	Distribution system loop in boosted zone- pipe project	\$86,800	Not Started	6
Ferrell Avenue Loop Upgrade	Distribution system loop in boosted zone- pipe project	\$167,475	Not Started	7
Ferrell Well Loop Upgrade	Distribution system loop in main gravity zone- pipe project	\$11,550	Not Started	8

LOCS D Water Capital Improvement Projects Listing



12th Street/El Moro Upgrade	Distribution loop in main zone/fire flow upgrade-new pipe	\$214,830	Not Started	9
10th Street/Santa Maria Valve Replacement	Replaced gate valve	\$50,000	Not Started	10
South of Santa Ysabel Valve Replacement	Replace gate valve	\$2,100	Not Started	11
14th Street Dead-End Upgrade	Upgrade pipe- improve fire flow to residential zone	\$98,000	Not Started	12
7th Street Dead-End Upgrade	Upgrade pipe- from Santa Ysabel going North	\$34,720	Not Started	13
El Moro Upgrade	New Pipe- Distribution loop in main zone	\$307,230	Not Started	14

COMPLETED PROJECTS

10th Street Tank Repair	Prolong life of 10th Street tank for another 10 years	\$140,000	Completed FY 11/12 \$120,878	
16th Street North & South Tank Spot Repair Project	Coating project and spot repair to prolong life of both 16th Street tanks another 10 years	\$50,000	Completed FY 15/16 \$32,463	
South Bay Upper Aquifer Well Project	Supplemental well on eastern side of town	\$10,000	Completed FY 13/14 (\$620,000 funding through Prop 84 grant)	
8th Street Upper Aquifer Well	Phase 1 dig upper aquifer well	\$141,915	Completed December 2016	
LOCS D/GSWC Intertie	Emergency connection between the two water purveyors	\$55,000 (\$103,550) split	Completed March 2017	

ITEM 8

**REVIEW OF 2019/2020 DRAFT WATER
AND DRAINAGE BUDGET**



March 13, 2019

TO: LOCSD Utilities Advisory Committee

FROM: Renee Osborne, General Manager
Jose Acosta, Utility Systems Manager *JA*

SUBJECT: **Agenda Item 8 – 3/20/2019 Utility Advisory Committee Meeting**
Review of Fiscal Year 2019/2020 Draft Water and Drainage Budgets

DESCRIPTION

Staff is presenting the Water and Drainage Fiscal Year (FY) 2019-20 Draft Budget for review and discussion to the Utilities Advisory Committee (UAC).

STAFF RECOMMENDATION

Motion: I recommend that staff modify the Fiscal Year 2019-20 Draft Budgets as discussed and with recommendations presented and that staff bring the Water and Drainage budgets back for review by the UAC prior to compiling a final budget.

DISCUSSION

Staff is presenting the Water and Drainage FY 2019-20 Draft budgets for review and discussion to the UAC. Both budgets are inclusive of anticipated and forecasted revenues and expenditures. Staff has made some adjustments to certain GL codes, increasing or decreasing the amounts, combining some codes and removing some codes that were not being used or seen as duplicates.

Also attached Utilities Department 2019-20 Budget Planning List. The Utilities Department budget planning list includes all projects, equipment and major purchases we are requesting to budget for this upcoming fiscal year. These requests are differentiated from the Capital Improvement Projects list in that staff is requesting to have them included within the budget and not listed under Infrastructure CIP, Fund 500/General Ledger Code 9006.

Staff is requesting the UAC to review the Water and Drainage FY 2019-20 Draft budgets and make any recommended changes. The budgets will be presented to Finance Advisory Committee (FAC) once feedback and recommendations are final with UAC. Once both UAC and FAC have had a chance to review and make recommendations, final budgets will be compiled. Once final budgets are compiled they will be presented to the Board of Directors for review.

Financial Impact

No financial impact at this time.

Attachments

President

Marshall E. Ochylski

Vice President

Charles L. Cesena

Directors

Matthew D. Fourcroy
Vicki L. Milledge
Christine M. Womack

General Manager

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DRAFT 500 - WATER

		Fiscal YTD 1/31/2019	Mid Year Adjustment	2019-2020 Budget	Notes
REVENUES					Property tax reflects allocations
Property Taxes					Minus 25% to fire \$60,301.75
4035	Property Taxes	111,015.93	149,788.75	124,704.00	Minus 25% to ? \$60,301.75
	Total Property Taxes	111,015.93	149,788.75	124,704.00	
Service Charges & Fees					
4030	Residential Single Family	1,264,805.36	2,135,000.00	2,135,000.00	same number as last year
4102	Residential- Multi - Family-Water Sales	137,116.35	199,900.00	199,900.00	same number as last year
4103	Commercial, Home Care, Retail-Water Sales	188,277.70	321,000.00	321,000.00	same number as last year
4104	Irrigation- Water Sales	21,711.00	53,000.00	53,000.00	same number as last year
4114	Water Other Service Revenues	(1,204.75)	1,000.00	1,000.00	
4931	Water Activation Fees	4,000.00	6,000.00	5,000.00	
4932	Penalties	17,158.76	20,000.00	20,000.00	
4933	Door Hangers/Lockout Notices	11,065.00	10,000.00	12,000.00	
4937	NSF Fees	335.00	500.00	400.00	
	Total Service Charges & Fees	1,643,264.42	2,746,400.00	2,747,300.00	
Other Revenues					
4105	Recycled Water Revenue	0.00	57,000.00	57,000.00	same number as last year
4930	Other Revenue	3,595.08	1,000.00	1,000.00	same number as last year
	Total Other Revenues	3,595.08	58,000.00	58,000.00	
Use of Money & Property					
4504	Interest Income	0.00	2,964.00	0.00	not using gl code only 4510
4505	HO Prop Tax Relief	759.54	1,509.00	1,477.00	
4510	Investment Income on funds	2,493.51	4,000.00	4,000.00	
	Interfund Loan Payments to Water	34,676.05	34,676.05	34,676.05	
	Total Use of Money & Property	37,929.10	43,149.05	40,153.05	
	Total Revenues	1,795,804.53	2,997,337.80	2,970,157.05	

500 - WATER

		Fiscal YTD 1/31/2019	Mid Year Adjustment	2019-2020 Budget	Notes
EXPENDITURES					
Personnel					
Salaries/Wages					
8018	Holiday Pay	15,586.41	25,000.00	25,000.00	
8045	Overtime Pay	133.45	4,000.00	4,000.00	
8050	Administrative Leave Pay	2,018.40	3,680.00	3,680.00	
8051	Floating Holiday Pay	1,839.66	5,000.00	5,000.00	
8054	Salaries & Wages - Regular	203,138.86	356,316.15	360,000.00	
8056	Retroactive Pay	460.80	1,000.00	1,000.00	
8060	Sick Leave Pay	7,601.15	24,150.00	24,150.00	
8063	Standby Pay	11,073.63	14,700.00	15,000.00	
8066	Comp Time Used	9,027.23	11,550.00	12,000.00	
8081	Vacation Pay	21,933.54	39,900.00	39,900.00	
Total Salaries/Wages		272,813.13	485,296.15	489,730.00	
Payroll Taxes & Benefits					
5030	Life Insurance - ER	788.50	1,700.00	1,700.00	
5031	Disability Insurance	207.84	500.00	500.00	
5035	AD & D Insurance	207.50	0.00	0.00	
5040	LTD Insurance	1,463.04	3,300.00	3,300.00	
5050	Medicare - ER	4,014.09	9,000.00	9,000.00	
5060	Cafeteria Plan - ER	36,946.47	65,000.00	65,000.00	
5070	Retirement ER - Regular	46,345.15	67,000.00	67,000.00	
5075	Retirees Medical - ER	970.19	1,620.00	1,620.00	
5120	Workers Comp Insurance - ER	15,767.18	15,767.18	15,800.00	
5124	Retirement - ER - Tier 2	3,186.72	5,970.00	5,970.00	
Total Payroll Taxes & Benefits		109,896.68	169,857.18	169,890.00	
Employment Services					
5100	Unemployment Insurance - ER	2,443.26	5,500.00	5,500.00	
5103	Federal Unmpl	(1,961.74)	0.00	0.00	
6230	Medical Exam	0.00	150.00	150.00	
Total Employment Services		481.52	5,650.00	5,650.00	
Total Personnel		383,191.33	660,803.33	665,270.00	

500 - WATER

		Fiscal YTD 1/31/2019	Mid Year Adjustment	2019-2020 Budget	Notes
Services & Supplies					
Clothing & Uniform					
7246	Uniform & Gear	335.19	2,600.00	2,600.00	
7248	Uniform Safety Boots	346.60	1,000.00	1,000.00	
Total Clothing & Uniform		681.79	3,600.00	3,600.00	
Contract Services					
6100	Labor & Support-IT Services	0.00	300.00	300.00	
6110	IT Purchased Services	1,818.06	5,400.00	5,400.00	
7250	Water Quality Testing	16,074.00	28,000.00	28,000.00	
7255	Security Services	646.10	8,000.00	8,000.00	
7301	Contract Maint Services	0.00	1,000.00	0.00	Remove
7321	Janitorial Cleaning & Supplies	372.39	850.00	850.00	
Total Contract Services		18,910.55	43,550.00	42,550.00	
Equipment & Tools					
6438	Disinfection Feed Pumps	1,385.17	1,500.00	1,800.00	
7242	Minor Tools, Accessories & Field Machines	1,441.57	3,500.00	19,500.00	Asphalt repair equipment, 2k gal tank on Budget Planning list
7253	Rent - Equipment	22.00	1,000.00	500.00	
7256	Meter Purchases & Replacements	51,697.68	75,000.00	75,000.00	
Total Equipment & Tools		54,546.42	81,000.00	96,800.00	
Financial Services					
7309	Late Fees	(0.58)	50.00	50.00	
7310	Bank Service Charges	13.56	0.00	0.00	
Total Financial Services		12.98	50.00	50.00	
Ins., Lic. & Regulatory Fees					
6120	Computer Licenses	0.00	200.00	200.00	
6340	Misc Fees	0.00	3,000.00	3,000.00	
6342	Fees - Regulatory	3,561.00	18,000.00	18,000.00	
6345	Property Taxes & Assess. Costs	3,203.78	6,300.00	6,300.00	
7325	Insurance	34,272.96	34,272.96	35,000.00	
Total Ins., Lic. & Regulatory Fees		41,037.74	61,772.96	62,500.00	

500 - WATER

		Fiscal YTD 1/31/2019	Mid Year Adjustment	2019-2020 Budget	Notes
Legal & Professional					
7318	Professional & Consulting BMC	18,467.92	55,746.00	55,746.00	
7320	Professional & Consulting Services	4,627.50	10,000.00	10,000.00	
7326	Legal Services	105,127.50	115,000.00	20,000.00	
7336	Legal Services- ISJ	0.00	1,000.00	1,000.00	
7340	Legal Notifications	(353.32)	1,000.00	1,000.00	
Total Legal & Professional		127,869.60	182,746.00	87,746.00	
Office/Operations					
6130	Computer Hardware	0.00	1,000.00	3,000.00	
6140	Computer Software	7,272.54	7,500.00	7,500.00	
7140	General Supplies & Minor Equipment	720.88	1,000.00	1,000.00	
7160	Postage, Shipping & Mail Supplies	7,784.92	15,000.00	15,000.00	
7180	Billing Supplies, Forms & Printing	110.55	2,200.00	2,200.00	
7226	Membership & Dues	1,444.66	3,000.00	3,000.00	
7230	Misc Small Parts & Supplies	1,534.53	2,000.00	2,000.00	
7237	Process Control & Treatment Supplies	2,127.38	4,000.00	4,000.00	
7239	Water Treatment Chemicals	3,858.79	8,000.00	8,000.00	
7249	Safety Supplies	540.62	1,000.00	1,000.00	
Total Office/Operations		25,394.87	44,700.00	46,700.00	
Other Expense					
7330	Misc Operating	19.50	250.00	250.00	
7348	Water Conservation Program	1,781.91	3,000.00	3,000.00	
Total Other Expense		1,801.41	3,250.00	3,250.00	
Rent & Utilities					
6000	Cell Phones	1,754.79	3,500.00	3,500.00	
6025	Telephone	5,236.93	10,000.00	10,000.00	
7352	Rent - Offices & Other Structures	0.00	2,900.00	0.00	Remove
8610	Electric	55,256.06	100,000.00	100,000.00	
8620	Gas Service	88.75	250.00	250.00	
8630	Trash Services	1,690.08	4,000.00	3,000.00	
8644	Disposal Services	21,014.50	30,000.00	30,000.00	
8670	Street Lighting	223.11	400.00	400.00	
Total Rent & Utilities		85,264.22	151,050.00	147,150.00	

500 - WATER

		Fiscal YTD 1/31/2019	Mid Year Adjustment	2019-2020 Budget	Notes
Repairs & Maintenance					
6405	R & M - Extinguishers	311.89	350.00	350.00	
6422	R & M - Hydrants	575.85	1,100.00	1,100.00	
6640	R & M - Equip & Other Non-Structural Fixed Assets	624.29	750.00	1,000.00	
6641	R & M - Wells	570.31	1,000.00	1,000.00	
6750	R & M - Minor Tools & Equipment	1,820.19	2,400.00	2,400.00	
6800	R & M - Grounds & Collection Systems	38.57	600.00	600.00	
6830	Paving & Concrete	0.00	4,000.00	4,000.00	
6900	R & M - Buildings & Structures	2,268.05	6,000.00	6,000.00	Awaiting quotes for work on existing well structures
7241	R & M - Water Distribution System	6,982.70	15,000.00	104,400.00	S.S. replacements, 10th St Tank repairs, Dist. Sys. leak detection
Total Repairs & Maintenance		13,191.85	31,200.00	120,850.00	
Travel & Training					
7323	Books, Publications & Subscriptions	0.00	250.00	250.00	
7324	Education & Training Fees	1,259.50	5,900.00	5,900.00	
8410	Certifications	0.00	500.00	500.00	
8510	Lodging & Meals - Local	446.16	2,000.00	2,000.00	
8539	Meals	0.00	700.00	0.00	Remove
8550	Mileage Reimbursement & Parking	98.54	700.00	500.00	
Total Travel & Training		1,804.20	10,050.00	9,150.00	
Vehicle Maintenance & Repairs					
7006	Tuneup/Oil/Maintenance	658.61	1,600.00	1,600.00	
7211	Misc Fuel & Diesel	1,204.96	2,300.00	2,300.00	
7220	Gasoline	3,190.83	5,000.00	5,000.00	
7228	Markings & Other Misc Services	99.67	500.00	200.00	
7232	Vehicle Repairs - Parts, Tires & Lubricants	842.13	5,000.00	5,000.00	
Total Vehicle Maintenance & Repairs		5,996.20	14,400.00	14,100.00	
Total Services & Supplies		376,511.83	627,368.96	634,446.00	

500 - WATER

		Fiscal YTD 1/31/2019	Mid Year Adjustment	2019-2020 Budget	Notes
Capital Outlay					
9006	Infrastructure CIP	91,603.62	502,524.00	507,500.00	SCADA and SB Well Projects off CIP List. Figures based on previous estimates.
9059	Vehicles, Equipment, & Fixtures	32,602.28	0.00	0.00	
Total Capital Outlay		124,205.90	502,524.00	507,500.00	
Debt Service					
9022	Debt Service - Principal	160,870.79	160,871.00	165,777.00	
9023	Debt Service - Interest & Annual Fee	104,773.65	104,773.00	99,792.00	
9024	Loan Administration Fee	10,546.91	10,547.00	10,064.00	
Total Debt Service		276,191.35	276,191.00	275,633.00	
Reserves					
9571	*Capital Outlay Reserve	0.00	403,266.56	403,266.56	Draft number
9572	*General Contingency (Operations) Reserve	0.00	57,000.00	57,000.00	
Total Reserves		0.00	460,266.56	460,266.56	
TRANSFERS					
9511	Interfund Transfer Out	0.00	469,802.72	450,979.64	Draft Number
Total Transfers		0.00	470,183.95	450,979.64	
Total Expenditures		1,160,100.41	2,997,337.80	2,994,095.20	
Net Revenues over Expenditures		635,704.12	0.00	(23,938.15)	

DRAFT 800 - DRAINAGE

		Fiscal YTD 1/31/2019	Mid Year Adjustment	2019-2020 Budget	Notes
REVENUES					
Property Taxes					
4034	Property Tax Revenue from Water	29,957.75	29,957.75	0.00	
4035	Property Taxes	13,909.92	24,015.00	24,750.00	
Total Property Taxes		43,867.67	53,972.75	24,750.00	
Special Taxes & Assessments					
4400	Drainage Assessments	55,998.00	95,440.00	95,440.00	same number as last year. Waiting for tax roll
Total Special Taxes & Assessments		55,998.00	95,440.00	95,440.00	
Other Revenues					
4935	Sale-Specs/Plans & Non-Capital Items	231.84	0.00	0.00	
Total Other Revenues		231.84	0.00	0.00	
Use of Money & Property					
4505	HO Prop Tax Relief	75.54	152.00	147.00	
4510	Investment Income on funds	(0.62)	300.00	300.00	
Total Use of Money & Property		74.92	452.00	447.00	
Total Revenues		100,172.43	149,864.75	120,637.00	
EXPENDITURES					
Personnel					
Salaries/Wages					
8045	Overtime Pay	0.00	200.00	200.00	
8054	Salaries & Wages - Regular	7,115.24	16,000.00	16,000.00	
Total Salaries/Wages		7,115.24	16,200.00	16,200.00	
Total Personnel		7,115.24	16,200.00	16,200.00	
Services & Supplies					
Equipment & Tools					
6390	Equipment	0.00	300.00	300.00	
7242	Minor Tools, Accessories & Field Machines	227.22	300.00	300.00	
Total Equipment & Tools		227.22	600.00	600.00	

DRAFT 800 - Drainage

		Fiscal YTD 1/31/2019	Mid Year Adjustment	2019-2020 Budget	Notes
Insurance, Licenses & Regulatory Fees					
6342	Fees - Regulatory	5,692.00	6,000.00	6,000.00	
6345	Property Taxes & Assessments Costs	108.56	200.00	2,000.00	
7325	Insurance	(131.40)	1,500.00	1,500.00	
Total Insurance, Licenses & Regulatory Fees		5,669.16	7,700.00	9,500.00	
Legal & Professional					
7320	Professional & Consulting Services	366.25	2,000.00	2,000.00	
7326	Legal Services	35.00	500.00	500.00	
Total Legal & Professional		401.25	2,500.00	2,500.00	
Office/Operations					
7140	General Supplies & Minor Equipment	9.62	50.00	0.00	Remove
7226	Membership & Dues	0.00	200.00	0.00	Remove
7230	Misc Small Parts & Supplies	271.71	500.00	550.00	
7249	Safety Supplies	0.00	100.00	100.00	
Total Office/Operations		281.33	850.00	650.00	
Other Expense					
7346	Promotional Expenses - Event	250.00	300.00	300.00	
Total Other Expense		250.00	300.00	300.00	
Rent & Utilities					
6000	Cell Phones	971.49	1,700.00	1,700.00	
6025	Telephone	144.91	250.00	250.00	
8610	Electric	993.41	2,200.00	2,200.00	
8670	Street Lighting	518.76	1,000.00	1,000.00	
Total Rent & Utilities		2,628.57	5,150.00	5,150.00	
Repairs & Maintenance					
6405	R & M - Extinguishers	36.68	50.00	50.00	
6640	R & M - Equip & Other Non-Structural Fixed Assets	212.83	1,000.00	1,000.00	
6750	R & M - Minor Tools & Equipment	425.12	500.00	500.00	
6800	R & M - Grounds & Collection Systems	32.16	1,000.00	1,000.00	
6900	R & M - Buildings & Structures	432.27	1,500.00	1,500.00	
Total Repairs & Maintenance		1,139.06	4,050.00	4,050.00	

DRAFT 800 - Drainage

		Fiscal YTD 1/31/2019	Mid Year Adjustment	2019-2020 Budget	Notes
Travel & Training					
7324	Education & Training Fees	0.00	2,200.00	2,000.00	
8410	Certifications	0.00	100.00	100.00	
8475	Training Materials	0.00	250.00	250.00	
8510	Lodging & Meals - Local	0.00	500.00	500.00	
8539	Meals	0.00	100.00	0.00	Remove
8550	Mileage Reimbursement & Parking	0.00	300.00	300.00	
Total Travel & Training		0.00	3,450.00	3,150.00	
Vehicle Maintenance & Repairs					
7211	Misc Fuel & Diesel	301.24	550.00	550.00	
7220	Gasoline	797.70	1,000.00	1,000.00	
Total Vehicle Maintenance & Repairs		1,098.94	1,550.00	1,550.00	
Total Services & Supplies		11,695.53	26,150.00	27,450.00	
Capital Outlay					
9006	Infrastructure CIP	53,827.68	110,000.00	52,500.00	SCADA Project off CIP List. Figure based on previous estimates.
Total Capital Outlay		53,827.68	110,000.00	52,500.00	
TRANSFERS					
9511	Interfund Transfer Out	0.00	10,998.46	10,549.23	Draft Number
Total Transfers		0.00	10,886.44	10,549.23	
Total Expenditures		72,638.45	163,236.44	106,699.23	
Net Revenues over Expenditures		27,533.98	(13,371.69)	13,937.77	

Utility Department Equipment/Projects/Major Purchases List

Equipment/Major Purchases			
Equipment or Project	Description	Estimated Costs	Priority Scale (1-5, 1 being highest priority)
Replace siding at well site housings	Replace rotting and weathered siding to keep structures intact and prevent further structural damage. 10th ST, Southbay, Palisades wells.	Retrieving estimates	4
8th Street water yard parking lot and driveway	Repair asphalt for water yard driveway and parking lot. We would pursue this project after the water yard building/shop and upper well are completed.	\$16,000	5
2K gallon water tank	Purchase a horizontal leg tank that can be fitted onto flat bed. This will allow us to flush dead ends without having to rent a truck. It may also be used for other needed	\$3,900	2
Asphalt Repair Equipment	Purchase equipment to perform asphalt repairs in house. Eliminating costs required of hiring an outside contractor.	\$11,500	3
Well Soft Starts	Equip wells with soft start capabilities to ensure the wells don't cause a water hammer and prevent damage to the well motors.	Retrieving Estimates	3
Perimeter Fence Water Yard	Replace perimeter fencing that the water yard. The current fencing is showing wear and areas of compromise.	Retrieving Estimates	5
Sample Stations	Replace or upgrade the required sample stations to ensure sanitary collection of water quality samples.	\$1200 per sample site (24 sites)	2
10th Street tank Repairs	The reservoir will need the hatch replaced, rungs on interior ladder repaired/replaced, cathodic plates repolished, one anode replaced, interior paint touchup	~\$50,000	1
Leak Detection Program	Complete a system wide leak survey. Using acoustic equipment to identify and pinpoint any possible leaks in the distribution system.	~\$20,000	2
Completed Purchases/Projects			
Replacement of Unit A truck	Purchase a new 4x4, F250 Super-Duty truck to replace the aging 2000 Ford.	\$32,602 FY 2017-18 Budget	
Replacement of Dump Bed	Replacement of the dump bed and hydraulic unit for the dump truck. The truck itself seems reliable and capable of lasting awhile longer.	\$9,035 FY 2017/18 Budget	
Computerized Maintenance Management System	Purchased the online system, e-maintenance. This system has been put into place and being utilized by the Utility Staff. The purchase also included training for the Staff on proper utilization of the system.	\$4,600 FY 2017/18 Budget	
Backhoe preventative maintenance	Replaced steel and rubber hose hydraulic lines as they are rotted or severely rusting. Performed other maintenance items ensuring Backhoe remains reliable.	\$6376.70 FY 2018/19	
Insulated tool kit	Purchased the proper tools for working with electrical equipment, providing safety.	\$214.49 FY 2018/19	
Valve exercising machine	Purchased a valve exercising machine, which will allow for efficient and effective valve maintenance. Also allow for more efficient shutdowns in emergency situations.	\$33,862.50 FY 2018/19	
Tool boxes and rear window rack	Equip the newly purchased vehicle with needed tool boxes and rear window protection rack	\$827.38 FY 2018/19	