

Las Gallinas Valley Sanitary District
2015-2016 Budget
Adopted June 25, 2015



LAS GALLINAS VALLEY SANITARY DISTRICT
2015-16 REVENUE BUDGET
ADOPTED JUNE 25,2015

Revenue Description	2012-13 Final Actual	2013-14 Final Actual	2014-15 Revised Budget	2014-15 Projected Actual	2015-16 Preliminary Budget
OPERATING REVENUE					
User Charges	\$ 10,069,648	\$ 10,152,325	\$ 10,313,000	\$ 10,311,039	\$ 11,614,992
Educational Revenue Augmentation Fund	284,282	381,991	294,000	293,128	293,000
Recycled Water	36,676	74,703	98,250	98,250	102,000
Franchise Fees	25,000	25,000	25,000	25,000	25,000
Inspection/Permits/Application Fee	6,965	4,909	7,000	5,000	5,000
Interest	5,547	3,814	600	350	400
Interest on Reserves	40,143	39,415	40,000	39,000	39,000
Suppl. Property Tax Assess.	8,459	16,885	8,000	18,000	17,000
Homeowner Property Tax Relief	4,625	4,588	4,000	4,000	4,000
Private Sewer Lateral Assistance Program	5,165	25,466	30,000	32,000	35,000
Miscellaneous Revenue	27,208	40,932	30,000	20,000	30,000
Sale of Assets	-	-	-	-	-
Operating Transfer Out	-	-	(3,828,968)	-	(3,215,884)
Total Operating Revenue	10,587,118	10,770,028	7,020,882	10,845,767	8,949,509
CAPACITY RELATED REVENUE					
Annex and Connection Fees	15,050	34,550	-	-	-
Interest	922	917	900	900	900
Total Capacity Related Revenue	15,972	35,467	900	900	900
GENERAL CONSTRUCTION REVENUE					
Property Tax	690,018	718,868	696,000	733,152	735,000
Operating Transfer In	-	-	3,828,968	-	3,215,884
Rate Stabilization Fund	45,300	-	-	-	-
Interest	83	3	-	-	-
Total General Construction Revenue	735,401	718,871	4,524,968	733,152	3,950,884
OTHER SOURCES OF FUNDS					
Loan	3,246,842	-	-	-	33,607,000
Federal Grant	23,432	-	-	-	-
State Grant	362,188	19,063	-	-	-
Total Other Sources of Funds	4,226,938	19,063	-	-	33,607,000
UTILIZATION OF PRIOR YEAR RESERVES					
Prior Year Surplus	285,464	-	-	-	-
Prior Year Capital Project Carryover	1,054,146	3,621,371	8,419,539	8,419,539	-
Capacity Fund	223,370	14,129	-	-	-
Total Utilization of Prior Year Reserves	1,562,980	3,635,500	8,419,539	8,419,539	-
TOTAL REVENUES	\$ 17,128,409	\$ 15,178,929	\$ 19,966,289	\$ 19,999,358	\$ 46,508,292

LAS GALLINAS VALLEY SANITARY DISTRICT
2015-16 OPERATING AND MAINTENANCE EXPENSE
ADOPTED JUNE 25,2015

6/26/2015

Expense Description	2013-14 Total Actual	2014-15 Revised Budget	2014-15 Year to Date 3/31/2015	2015-16 Preliminary Budget	Percent Change from Prior Year
Regular Staff Salaries					
100 Administration	\$ 477,836	\$ 495,000	\$ 366,756	\$ 539,000	
125 Engineering	209,425	290,000	211,358	312,000	
200 Collection	391,242	405,000	309,153	408,770	
350 Captain's Cove	2,153	2,200	1,358	2,130	
360 Marin Lagoon	3,976	4,200	2,573	4,100	
400 Lab	185,715	190,000	135,015	193,000	
600 Treatment Plant	441,010	548,000	401,499	679,000	
650 Recycled Water	11,692	12,000	12,716	25,000	11.13%
Extra Hire	-	-	-	-	-100%
Contract Personnel	16,564	15,000	14,396	10,000	-33.3%
Over Time					
100 Administration	5,932	6,500	7,024	6,000	-7.7%
125 Engineering	1,014	2,800	738	1,500	-46.4%
200 Collection	3,556	3,700	4,345	4,000	8.1%
300 Pump Stations	1,615	-	336	-	
350 Captain's Cove	136	-	110	-	
360 Marin Lagoon	-	-	-	-	
400 Lab	3,948	9,400	6,560	4,500	-52.1%
500 Reclamation	-	-	-	-	
600 Treatment Plant	32,642	28,000	26,119	30,000	7.1%
650 Recycled Water	1,985	2,000	1,443	2,000	0.0%
Vacation and Sick Accrual					
100 Administration	5,482	12,000	9,556	7,000	-41.7%
125 Engineering	5,661	10,000	(867)	7,500	-25.0%
200 Collection	16,878	14,000	2,821	15,000	7.1%
400 Lab	7,669	5,000	(4,984)	5,000	0.0%
600 Treatment Plant	27,601	15,000	32,415	20,000	33.3%
Stand By					
200 Collection	25,549	26,000	19,549	26,000	0.0%
400 Lab	497	4,000	971	1,000	-75.0%
600 Treatment Plant	48,488	38,000	24,681	33,000	-13.2%
Directors Salary	55,089	55,000	29,819	55,000	0.0%
Directors Benefits	10,859	8,000	7,220	7,200	-10.0%
Social Security					
100 Administration	30,976	29,000	20,762	33,000	13.8%
125 Engineering	14,271	20,000	13,403	21,000	5.0%
150 Directors	4,214	4,200	2,281	4,200	0.0%
200 Collection	33,374	35,000	22,244	34,520	-1.4%
350 Captain's Cove	-	-	570	170	
360 Marin Lagoon	-	-	1,071	310	
400 Lab	15,594	15,000	9,221	15,000	0.0%
600 Treatment Plant	42,818	46,000	31,984	55,000	19.6%
650 Recycled Water	-	1,250	7,227	3,000	140.0%

LAS GALLINAS VALLEY SANITARY DISTRICT
2015-16 OPERATING AND MAINTENANCE EXPENSE
ADOPTED JUNE 25,2015

6/26/2015

Expense Description	2013-14 Total Actual	2014-15 Revised Budget	2014-15 Year to Date 3/31/2015	2015-16 Preliminary Budget	Percent Change from Prior Year
Group Life Insurance					
100 Administration	1,246	1,700	818	1,176	-30.8%
125 Engineering	497	650	448	606	-6.8%
200 Collection	1,711	1,220	1,096	1,236	1.3%
400 Lab	162	170	107	162	-4.7%
600 Treatment Plant	1,788	1,250	905	1,374	9.9%
PERS					
100 Administration	99,415	90,000	66,038	85,000	-5.6%
125 Engineering	43,357	52,000	35,980	49,500	-4.8%
200 Collection	75,385	75,000	53,948	71,000	-5.3%
400 Lab	37,702	45,000	23,000	25,000	-44.4%
600 Treatment Plant	88,647	92,000	65,130	111,000	20.7%
650 Recycled Water	-	-	-		
Health Insurance					
100 Administration	65,368	70,000	49,934	70,500	0.7%
125 Engineering	31,989	45,000	30,813	44,000	-2.2%
200 Collection	62,270	70,000	50,139	82,000	17.1%
400 Lab	31,931	35,000	21,515	35,000	0.0%
600 Treatment Plant	92,035	105,000	73,331	120,000	14.3%
900 Other Post-Employment Benefits	93,804	88,796	61,800	115,361	29.9%
900 Retirees	78,663	91,000	70,164	96,500	6.0%
Dental Insurance					
100 Administration	4,004	4,500	3,813	4,500	0.0%
125 Engineering	642	2,400	353	2,400	0.0%
200 Collection	4,993	8,000	2,613	8,000	0.0%
400 Lab	1,196	1,800	3,144	1,800	0.0%
600 Treatment Plant	5,603	6,900	3,529	6,900	0.0%
Vision Insurance					
100 Administration	456	470	320	490	4.3%
125 Engineering	228	360	251	370	2.8%
200 Collection	531	600	405	610	1.7%
400 Lab	228	250	168	245	-2.0%
600 Treatment Plant	610	700	518	730	4.3%
Long Term Disability					
100 Administration	3,800	4,500	2,414	4,600	2.2%
125 Engineering	1,701	1,900	1,557	2,870	51.1%
200 Collection	2,953	2,850	2,194	3,900	36.8%
400 Lab	1,569	1,700	915	1,800	5.9%
600 Treatment Plant	3,087	3,200	3,155	6,600	106.3%
Auto Allowance	7,200	7,200	6,754	7,200	0.0%
Payroll Processing	7,751	8,000	6,360	8,000	0.0%
Total Employee Expense	<u>2,987,983</u>	<u>3,270,366</u>	<u>2,375,072</u>	<u>3,534,330</u>	8.1%
Workers' Comp Insurance	37,445	45,000	26,337	60,000	33.3%
Unemployment Insurance	-	5,000	-	5,000	0.0%

LAS GALLINAS VALLEY SANITARY DISTRICT
2015-16 OPERATING AND MAINTENANCE EXPENSE
ADOPTED JUNE 25,2015

6/26/2015

Expense Description	2013-14 Total Actual	2014-15 Revised Budget	2014-15 Year to Date 3/31/2015	2015-16 Preliminary Budget	Percent Change from Prior Year
Pooled Liability Insurance	91,135	120,000	72,367	106,000	-11.7%
Fidelity Bond	<u>1,237</u>	<u>1,250</u>	<u>924</u>	<u>1,250</u>	0.0%
Total Insurance Expense	<u>129,817</u>	<u>171,250</u>	<u>99,628</u>	<u>172,250</u>	0.6%
Vehicle Parts & Maintenance					
100 Administration	1,619	7,000	6,093	3,000	-57.1%
125 Engineering	135	1,000	2,474	2,000	100.0%
200 Collection	19,011	20,000	24,241	35,000	75.0%
400 Lab	489	500	-	500	0.0%
600 Treatment Plant	6,452	4,500	3,836	5,000	11.1%
Building maintenance	7,490	10,000	13,409	10,000	0.0%
Grounds Maintenance	3,911	4,000	3,051	5,000	25.0%
Power Generation Maintenance & Repair					
500 Reclamation	2,174	15,000	13,368	6,000	-60.0%
600 Treatment Plant	7,402	8,000	12,292	8,000	0.0%
Reclamation Maintenance	15,076	-	-	-	
Equipment Maintenance					
100 Administration	95	500	-	500	0.0%
125 Engineering	-	500	-	500	0.0%
200 Collection	809	1,000	3,775	1,000	0.0%
300 Pump Stations	27,453	20,000	18,075	25,000	25.0%
350 Captain's Cove	88	-	-	-	100.0%
360 Marin Lagoon	(20)	-	-	-	100.0%
400 Lab	490	500	99	500	0.0%
500 Reclamation	-	1,000	46	1,000	0.0%
600 Treatment Plant	33,398	30,000	16,204	17,000	-43.3%
650 Recycled Water Plant	13,320	15,000	9,442	17,000	13.3%
Equipment Repair					
100 Administration	130	500	3,610	500	0.0%
125 Engineering	-	500	-	500	0.0%
200 Collection system	9,127	8,000	4,492	5,000	-37.5%
300 Pump Stations	28,793	30,000	8,971	15,000	-50.0%
350 Captain's Cove	135	6,956	152	2,000	-71.2%
360 Marin Lagoon	11	5,628	3,114	5,797	3.0%
400 Lab	-	500	883	1,000	100.0%
500 Reclamation	10,257	5,000	5,210	6,000	20.0%
600 Treatment Plant	91,660	40,000	37,607	60,000	50.0%
650 Recycled Water	13,980	15,000	7,376	14,000	-6.7%
Capital Repairs/Replacements					
100 Administration	-	-	-	-	
125 Engineering	-	-	-	-	
200 Collection system	-	10,000	4,433	10,000	0.0%
300 Pump Stations	24,644	10,000	32,160	30,000	200.0%
350 Captain's Cove	-	-	-	-	
360 Marin Lagoon	-	11,420	-	11,420	0.0%
400 Lab	-	6,000	-	2,000	-66.7%

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500 Reclamation	-	10,000	-	10,000	0.0%
600 Treatment Plant	43,113	40,000	57,950	50,000	25.0%
650 Recycled Water	-	2,000	16,368	2,000	0.0%
Total Repairs and Maintenance	<u>361,242</u>	<u>340,004</u>	<u>308,731</u>	<u>362,217</u>	6.5%
Hypochlorite					
600 Plant	31,713	31,000	34,308	50,000	61.3%
650 Recycled Water	686	3,000	401	1,000	-66.7%
Bisulfite	27,760	35,000	28,536	32,000	-8.6%
Miscellaneous Chemicals					
600 Plant	20,458	30,000	34,187	45,000	50.0%
650 Recycled Water	(3)	2,000	4,915	5,000	150.0%
Pollution Prevention Program					
200 Collection	9,438	17,000	8,245	12,000	-29.4%
600 Plant	6,673	6,600	7,318	6,800	3.0%
Lab Contract Services					
400 Lab	86,494	60,000	34,192	50,000	-16.7%
650 Recycled Water	4,275	7,500	3,325	7,000	-6.7%
Special Monitoring/Pilot Testing	-	-	(4,134)	-	0.0%
Small Tools					
125 Engineering	52	500	60	500	0.0%
200 Collection	925	1,000	712	1,000	0.0%
300 Pump Stations	118	200	-	-	-100.0%
400 Lab	-	100	-	-	-100.0%
600 Treatment Plant	1,910	3,000	2,250	2,000	-33.3%
650 Recycled Water	46	500	123	500	0.0%
Outside Services	10,201	10,000	20,648	19,000	90.0%
Janitorial	9,317	9,000	5,884	8,000	-11.1%
Aquatic Review	2,869	3,000	1,828	3,600	20.0%
Uniform Service	4,647	5,600	3,054	4,500	-19.6%
Damage Claim	1,753	10,000	-	10,000	0.0%
Sludge Disposal					
600 Treatment Plant	32,408	46,000	21,555	46,000	0.0%
650 Recycled Water	-	2,000	-	2,000	0.0%
Regulatory Consultant					
600 Treatment Plant	153,100	147,700	135,268	157,400	6.6%
650 Recycled Water	-	11,200	8,054	11,600	3.6%
Engineering Consultant	21,347	10,000	7,402	11,000	10.0%
Consultants	113,352	100,000	40,161	50,000	-50.0%

LAS GALLINAS VALLEY SANITARY DISTRICT
2015-16 OPERATING AND MAINTENANCE EXPENSE
ADOPTED JUNE 25,2015

6/26/2015

Expense Description	2013-14 Total Actual	2014-15 Revised Budget	2014-15 Year to Date 3/31/2015	2015-16 Preliminary Budget	Percent Change from Prior Year
General Operating Supplies					
100 Administrative	3,191	4,000	1,836	4,000	0.0%
125 Engineering	102	500	690	1,000	100.0%
150 Board	4,205	4,000	3,322	3,500	-12.5%
200 Collection	1,252	2,500	1,279	2,000	-20.0%
300 Pump Stations	700	1,500	784	1,500	0.0%
400 Lab	17,469	20,000	13,034	20,000	0.0%
500 Reclamation	640	1,000	250	750	-25.0%
600 Treatment Plant	19,820	20,000	14,425	20,000	0.0%
650 Recycled Water	503	1,500	542	1,500	0.0%
Utility Power					
300 Pump Stations	50,411	53,000	41,645	53,000	0.0%
350 Captain's Cove	2,095	3,100	1,556	2,300	-25.8%
360 Marin Lagoon	4,514	4,100	3,302	4,223	3.0%
500 Reclamation	(6,233)	250	518	250	0.0%
600 Treatment Plant	19,229	10,000	(3,088)	10,000	0.0%
650 Recycled Water	9,082	10,000	5,907	10,000	0.0%
Telephone					
100 Administration	9,173	10,000	8,887	10,000	0.0%
125 Engineering	1,114	1,200	1,423	1,700	41.7%
150 Board	228	500	38	200	-60.0%
200 Collection	2,255	3,000	2,036	2,500	-16.7%
300 Pump Stations	3,887	4,000	2,742	4,100	2.5%
350 Captain's Cove	2,992	4,200	2,456	3,300	-21.4%
400 Lab	715	1,000	516	900	-10.0%
600 Treatment Plant	5,975	6,000	4,568	6,500	8.3%
Water	4,824	6,000	4,390	7,000	16.7%
Fuel & Oil					
900 General	38,236	40,000	23,394	35,000	-12.5%
650 Recycled Water	-	1,000	-	1,000	0.0%
Safety Equipment & Supplies	16,883	20,000	23,856	22,000	10.0%
Safety Services	30,128	30,000	21,955	25,920	-13.6%
Lateral Rehabilitation Assistance Program	115,717	120,000	113,538	120,000	0.0%
Conferences					
150 Board	17,791	20,000	13,261	17,500	-12.5%
900 General Staff	21,919	14,000	20,428	23,000	64.3%
Mileage and Travel					
150 Board	64	500	-	-	-100.0%
900 General Staff	1,120	500	1,313	1,500	200.0%
Election Expense	22,851	-	-	24,000	100.0%
Office Supplies and Expense	19,445	16,333	18,103	18,000	10.2%
Computer Support and Supplies	34,169	51,000	48,769	30,000	-41.2%
Bank Charges	1,184	500	180	-	-100.0%

LAS GALLINAS VALLEY SANITARY DISTRICT
2015-16 OPERATING AND MAINTENANCE EXPENSE
ADOPTED JUNE 25,2015

6/26/2015

Expense Description	2013-14 Total Actual	2014-15 Revised Budget	2014-15 Year to Date 3/31/2015	2015-16 Preliminary Budget	Percent Change from Prior Year
User Charge Collection Fee	33,749	35,000	20,345	33,000	-5.7%
Publication and Legal Ads	9,228	12,000	12,407	12,000	0.0%
Public Education and Outreach	80,520	76,000	62,464	75,000	-1.3%
Taxes, Other	5,939	6,000	2,580	7,000	16.7%
Memberships	37,072	40,000	29,268	41,000	2.5%
Permits					
200 Collection	490	1,000	490	500	-50.0%
300 Pump Stations	575	3,000	3,478	1,000	-66.7%
400 Laboratory	2,359	2,400	1,769	2,400	0.0%
600 Treatment Plant	36,902	35,000	21,646	40,000	14.3%
650 Recycled Water	6,098	6,500	-	-	-100.0%
900 General	2,008	2,000	1,512	2,000	0.0%
Rents and Leases					
100 Administration	13,342	13,000	11,160	10,000	-23.1%
300 Pump Stations	32,965	10,000	23,596	10,000	0.0%
600 Treatment Plant	-	-	1,000	1,000	
Legal Expense	150,772	115,000	107,905	115,000	0.0%
Audit	20,000	24,400	23,200	25,000	2.5%
Employee Recognition	2,404	4,500	2,727	4,500	0.0%
Employee Training and Education	27,147	20,000	17,227	20,000	0.0%
Interest Expense - Non Bond	-	-	-	-	
Miscellaneous expense	-	1,000	1,696	1,000	0.0%
Reserves	<u>255,250</u>	<u>255,250</u>	<u>140,388</u>	<u>268,013</u>	5.0%
OPERATING EXPENSE TOTALS	<u>\$ 5,213,051</u>	<u>\$ 5,480,753</u>	<u>\$ 4,064,436</u>	<u>\$ 5,761,253</u>	5.1%

**LAS GALLINAS VALLEY SANITARY DISTRICT
2015-16 CAPITAL OUTLAY BUDGET
ADOPTED JUNE 25, 2015**

Project Description	Funding Source		
	Total	Carryover	Current
200 COLLECTION SYSTEM			
11200 03 John Duckett Sewage Main Capacity and Storage <i>Phase 1 of 3 phases; Phase 1 will include the design of all 3 phases and deepening of the Duckett pump station, eliminating the visible Gallinas Creek crossing and a new Highway 101 crossing.</i>	Project Total: \$ 1,562,168	\$ -	\$ 1,562,168
16200 01 Sewer Main Rehabilitation 2015-16 <i>Annual sewer system rehabilitation.</i>	Project Total: \$ 848,610	\$ -	\$ 848,610
16200 02 Hybrid Equipment Truck <i>Replace aging Collection department truck</i>	Project Total: \$ 350,000	\$ -	\$ 350,000
16200 03 Manhole/Rodhole Repair and Replacement <i>Roadwork, repair and replacement.</i>	Project Total: \$ 50,000	\$ -	\$ 50,000
Total	\$ 2,810,778	\$ -	\$ 2,810,778
300 PUMPSTATIONS / FORCEMAINS			
16300 01 Supervisory Control and Data Acquisition (SCADA) <i>Programming upgrades.</i>	Project Total: \$ 10,000	\$ -	\$ 10,000
Total	\$ 10,000	\$ -	\$ 10,000
500 RECLAMATION			
11500 09 Miller Creek <i>Repair, maintain and modify.</i>	Project Total: \$ 1,200,000	\$ -	\$ 1,200,000
16500 01 Levee Maintenance <i>Accumulate funding for periodic levee maintenance.</i>	Project Total: \$ 29,128	\$ -	\$ 29,128
16500 02 North Bay Water Reuse Authority <i>Continued participation in Phase 1.</i>	Project Total: \$ 43,877	\$ -	\$ 43,877
Total	\$ 1,273,005	\$ -	\$ 1,273,005
600 TREATMENT PLANT			
12600 02 Treatment Plant Secondary Process Upgrade <i>Funding for large treatment plant project to include improvements to parking, fencing, treatment processes and plant lighting.</i>	Project Total: \$ 32,407,000	\$ -	\$ 32,407,000
12200 03 Emergency Radio System <i>Revitalize the District's emergency radio system.</i>	Project Total: \$ 13,000	\$ -	\$ 13,000
16600 01 Supervisory Control and Data Acquisition <i>Continued panel and programming upgrades.</i>	Project Total: \$ 10,000	\$ -	\$ 10,000
16600 02 Miscellaneous Plant Equipment <i>Small equipment purchases</i>	Project Total: \$ 25,000	\$ -	\$ 25,000
16600 03 Primary Digester Project <i>Clean and rehabilitate equipment.</i>	Project Total: \$ 1,000,000	\$ -	\$ 1,000,000
Total	\$ 33,455,000	\$ -	\$ 33,455,000

**LAS GALLINAS VALLEY SANITARY DISTRICT
2015-16 CAPITAL OUTLAY BUDGET
ADOPTED JUNE 25, 2015**

Project Description	Funding Source		
	Total	Carryover	Current
650 TERTIARY FACILITY			
16650 01 Supervisory Control and Data Acquisition <i>Continue programming</i>	Project Total:	\$ 10,000	\$ -
		\$ 10,000	
	Total	\$ 10,000	\$ -
		\$ 10,000	
	Total Capital Project	\$ 37,558,783	\$ -
		\$ 37,558,783	

**LAS GALLINAS VALLEY SANITARY DISTRICT
2015-16 DEBT SERVICE BUDGET
ADOPTED JUNE 25, 2015**

Expenditure	2012-13 Total Actual	2013-14 Total Actual	2014-15 Adopted Budget	2015-16 Preliminary Budget
2005 Certificates of Participation/ Refunded 2014	\$ 737,825	\$ 734,058	\$ 686,638	\$ 686,045
2010 State Revolving Fund Loan	285,464	285,464	285,464	285,464
2011 Bank of Marin Loan	332,681	332,681	332,681	332,681
2012 Bank of Marin Loan	235,346	235,346	235,346	235,346
2016 Treatment Plant Upgrade	-	-	-	1,558,720
2016 Miller Creek Maintenance	-	-	-	90,000
	\$ 1,591,316	\$ 1,587,549	\$ 1,540,129	\$ 3,188,256