

# NOVATO SANITARY DISTRICT

Meeting Date: June 4, 2018

**The Wastewater Operations Committee of Novato Sanitary District will hold a meeting at 3:00 PM, Monday, June 4, 2018, at the District offices, 500 Davidson Street, Novato.**

*Materials related to items on this agenda that are public records are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours. They are also available on the District's website: [www.novatosan.com](http://www.novatosan.com). Note: All times and order of consideration for agenda items are for reference only. The Committee may consider item(s) in a different order than set forth herein.*

## AGENDA

### 1. AGENDA APPROVAL:

### 2. PUBLIC COMMENT (PLEASE OBSERVE A THREE-MINUTE TIME LIMIT):

*This item is to allow anyone present to comment on any subject not on the agenda, or to request consideration to place an item on a future agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Committee at this time as a result of any public comments made.*

### 3. ANNUAL OPERATING BUDGET:

- a. Review FY18-20 proposed preliminary operating budget, and subject to minor changes and edits, recommend its adoption by the Board of Directors.

### 4. ADJOURNMENT:

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 892-1694 at least 24 hours prior to the meeting. Notification prior to the meeting will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.*

# NOVATO SANITARY DISTRICT WASTEWATER OPERATIONS COMMITTEE AGENDA ITEM SUMMARY

<b>TITLE: Wastewater Operations Committee: FY18-20 Preliminary Operating Budget.</b>	<b>MEETING DATE: June 4, 2018</b>  <b>AGENDA ITEM NO.: 3.a.</b>
<b>RECOMMENDED ACTION: Review FY18-20 proposed Preliminary Operating budget, and subject to minor changes and edits, recommend its adoption by the Board of Directors.</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>At the May 21, 2018 Board meeting, staff presented the District's Preliminary Budget for Fiscal Years 2018-20 to the Board.</p> <p>The Wastewater Operations Committee (Committee) is being presented the proposed preliminary Operating budget for the Committee's review, and subject to minor changes and edits, requested to present its recommendation for adoption to the full Board. Similarly, the preliminary Solid Waste budget and the preliminary Capital Improvements Program Budget are being separately presented to the Solid Waste Committee, and the Capital Improvements Committee, respectively, with the request that each committee recommend adoption of their respective budgets to the full Board.</p> <p>The relevant elements of the preliminary Operating Budget are attached for review by the Wastewater Operations Committee. Staff suggests that the Committee review these items, and subject to minor changes and edits, recommend the preliminary Operating Budget for adoption by the full Board at its June 11, 2018 meeting.</p>	
<b>ATTACHMENTS:</b> 1. Preliminary operating budget for Fiscal Years FY2018-20.	
<b>DEPT. MGR.: EB</b>	<b>GENERAL MANAGER: SSK</b>



**Preliminary Operating Budget**  
**FOR**  
**FISCAL YEARS 2018-20**

*Wastewater Operations Committee*  
*June 4, 2018*

**Abstracted from  
Preliminary Budget for Fiscal Years 2018-20  
as presented to the District Board on May 21, 2018**

**Novato Sanitary District  
2018-20 Preliminary Operating Budget  
Summary of Revenues**

Operating Fund Revenue Center - 41000	Adopted Budget 16/17	Adopted Budget 17/18	Projected Revenues 2017-18	Proposed Budget 2018-19	Preliminary Budget 2019-20
<b>Accounts</b>					
41010 · Sewer Service Charges (1)	9,208,992	9,691,440	9,691,000	10,145,760	10,306,800
41030 · Plan Check & Inspection Fee	500	500	7,800	500	500
41040 · Permit & Inspection Fee	6,000	6,000	5,000	6,000	6,000
41060 · Interest Income	20,000	43,000	135,000	120,000	130,000
41080 · Engineering & Admin Charges	165,000	165,000	100,000	165,000	165,000
41090 · Non-domestic Permit Fees (2)	25,000	20,000	25,000	25,000	25,000
41100 · Garbage Franchise Fees	52,186	53,438	53,438	55,041	56,692
41105 · AB 939 Collector Fees	354,134	376,426	376,426	400,772	409,333
41107 · Oil/Bev/Tire Grants (3)	59,880	62,729	60,000	62,729	62,729
41130 · Ranch Income	70,000	70,000	70,000	70,000	70,000
41135 · Recycled Water Revenue	117,000	135,500	110,000	202,000	208,000
41140 · Other Revenue (4)	20,000	20,000	20,000	20,000	20,000
41142 · Loss on disposal of assets	10,000	10,000	0	10,000	10,000
<b>Totals</b>	<b>10,108,692</b>	<b>10,654,033</b>	<b>10,653,664</b>	<b>11,282,802</b>	<b>11,470,054</b>

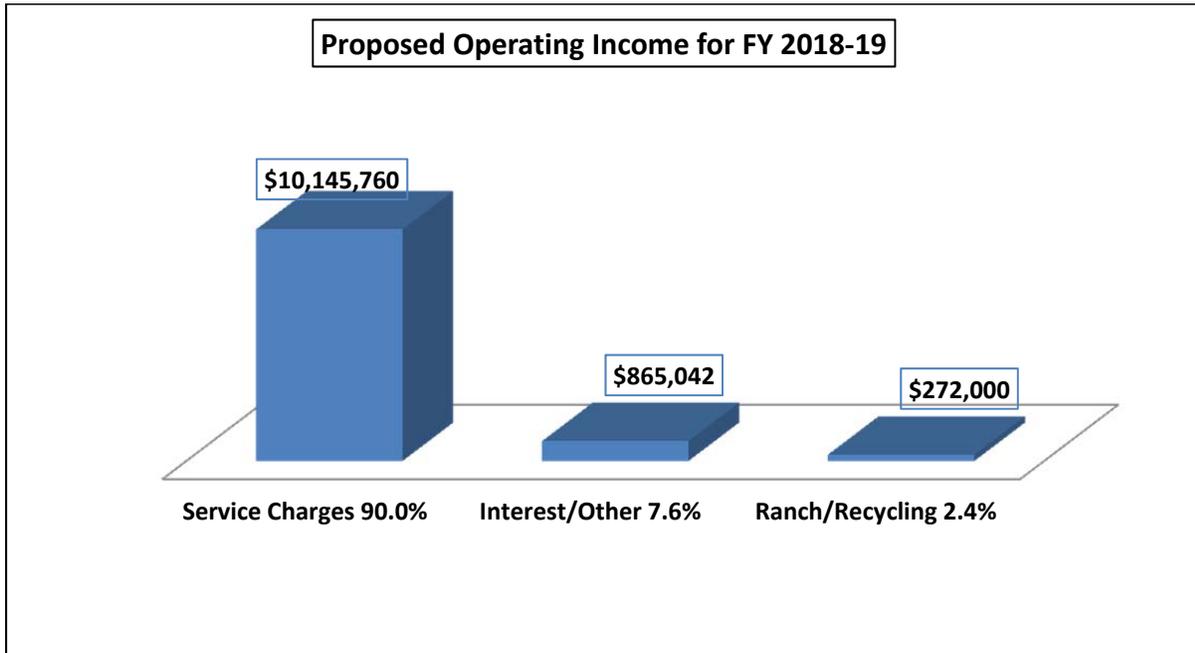
**Comments:**

- (1) Sewer Service Charge (SSC) revenue is based on rate increase approved on June 13, 2016 and actual revenue received in prior year. The Sewer Service Charges allocations are as follows:
  - For 2018/19 the charge is \$615 split between operating (\$345) and capital (\$270).
  - For 2019/20 the charge is \$636 split between operating (\$350) and capital (\$286).
- (2) Includes application fees, permits and monitoring charges.
- (3) Oil/Bev/Tire Grants ~ \$29,000/ JPA Reimb Fees \$33,000
- (4) Other revenue includes septic tank hauling fees, and miscellaneous revenue.

**APPROPRIATIONS LIMITATION**

The appropriations limitation, pursuant to Article XIIB of the California Constitution, will be determined prior to submission of the final budget in August.

Figure 1



**Novato Sanitary District  
2018-20 Preliminary Budget  
Operating Budget - Summary of Expenditures**

Operating Cost Center	Adopted Budget 16/17	Adopted Budget 17/18	Projected Exp 2017-18	Proposed Budget 2018-19	Preliminary Budget 2019-20
<b>Collections</b>	1,392,148	1,359,767	1,083,793	1,381,782	1,451,700
<b>Treatment Facilities</b>	3,076,191	3,160,475	3,093,996	3,282,731	3,474,252
<b>Reclamation</b>	521,538	521,554	435,080	491,542	538,783
<b>Laboratory</b>	648,636	599,461	507,013	583,012	620,860
<b>Pump Stations</b>	854,139	836,309	702,528	838,716	931,956
<b>Administration/Engineering</b>	2,947,210	3,277,014	2,918,821	3,461,953	3,784,247
<b>Solid/Hazardous Household Waste</b>	415,787	439,155	414,092	463,501	472,062
<b>Recycled Water</b>	117,000	135,500	140,610	202,000	208,000
	9,972,648	10,329,235	9,295,933	10,705,237	11,481,860

Figure 2

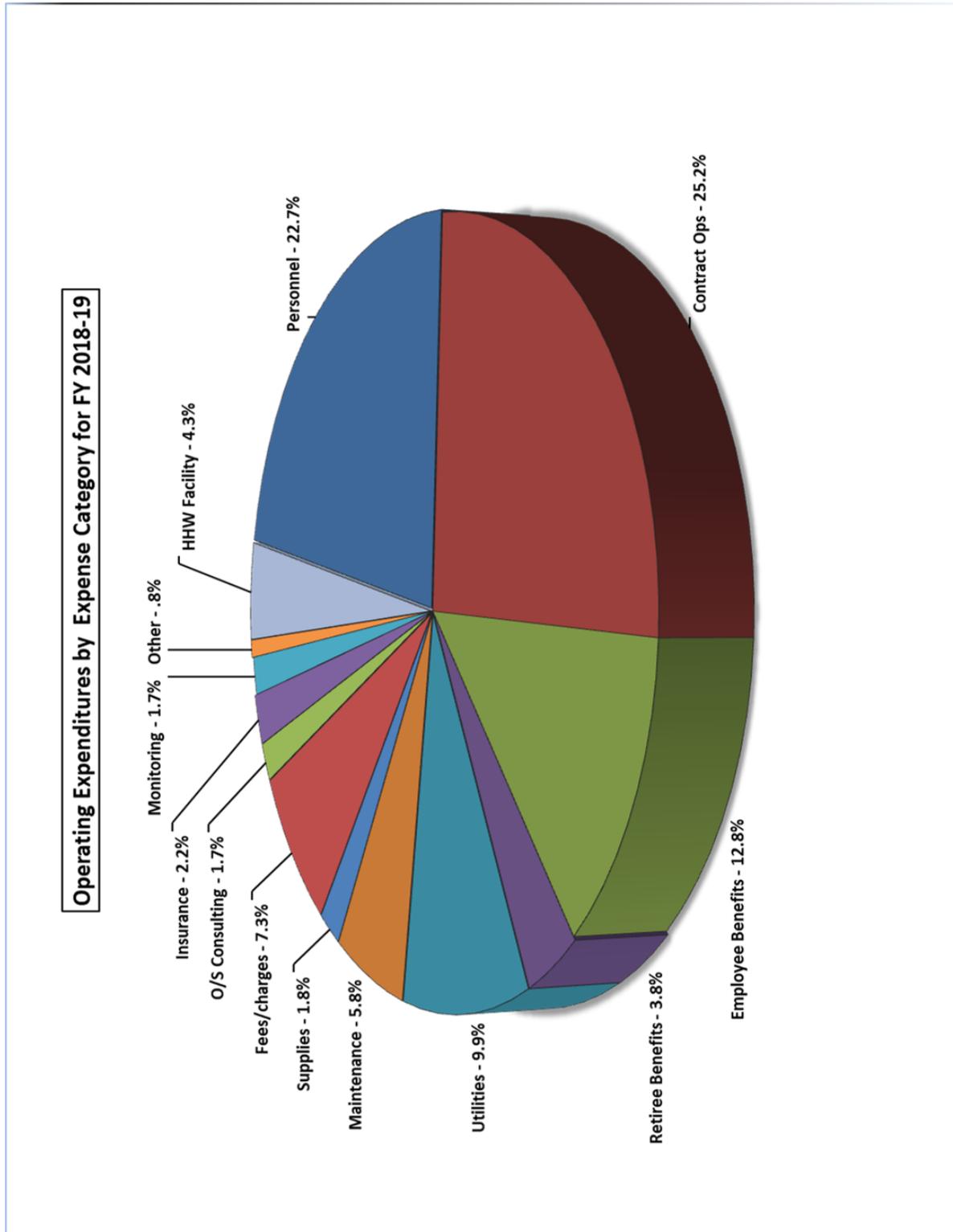
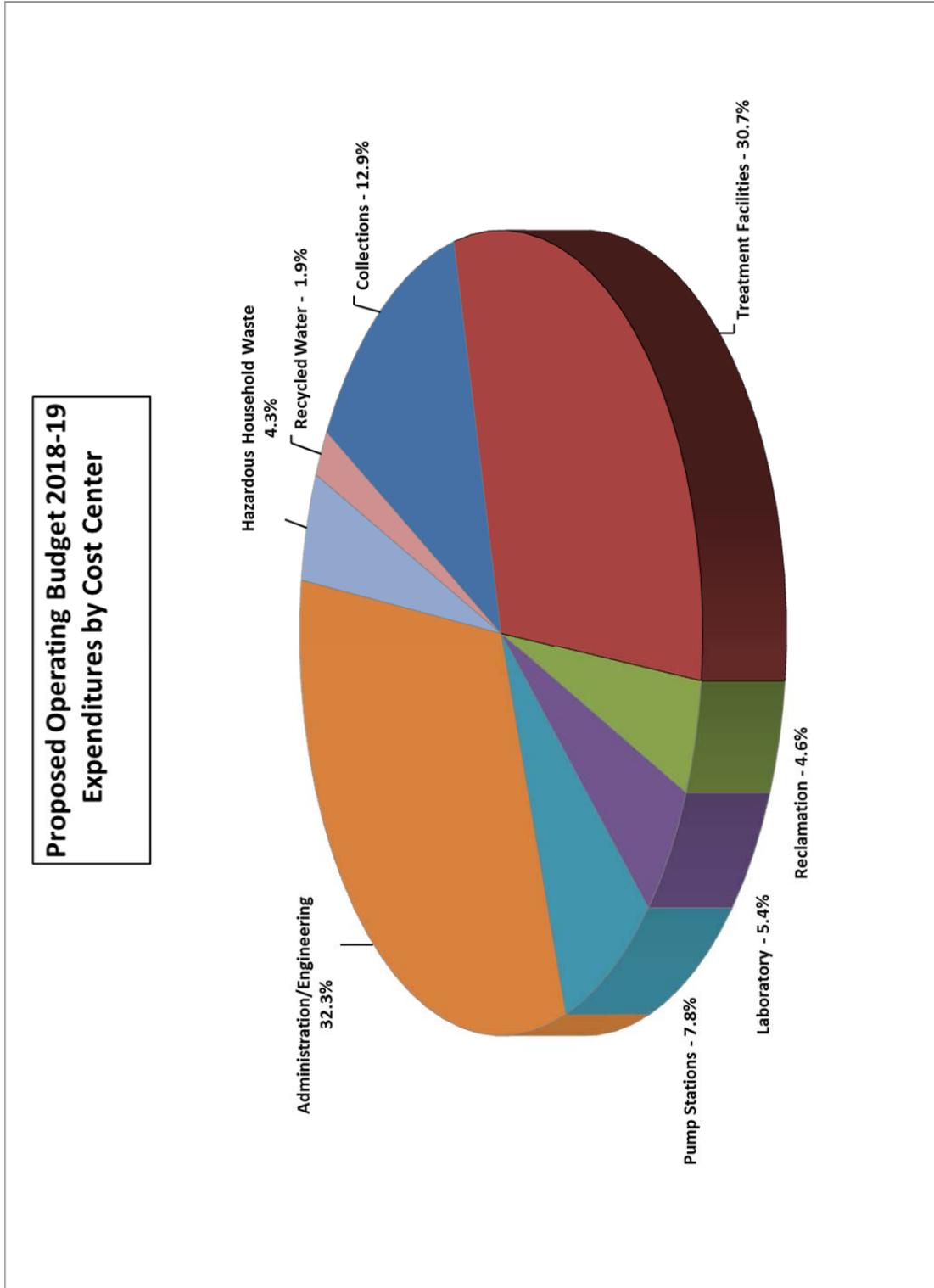


Figure 3



Novato Sanitary District												
2018-19 Preliminary Operating Budget												
Operating Budget: By Cost Center and Account Category												
	Treatment Facilities	Recl	L-M	Pump Stations	Collection System	A-E	HHW Program	Recycled Water	Total	As Percent of Budget	Over/Under PY Budget	% Over/Under PY Budget
Salaries and Wages		86,292		346,294	668,458	1,212,656			2,313,699	21.61%	(2,192)	-0.09%
Contract Services (Operations & Lab)	2,262,043		378,512					55,000	2,695,555	25.18%	107,818	4.17%
Employee Benefits		23,249		146,422	326,125	571,552			1,067,348	9.97%	84,410	8.59%
Retiree Health Benefits						411,230			411,230	3.84%	24,067	6.22%
Pension Expense(Trust)						290,016			290,016	2.71%	66,864	29.96%
Directors' Fees						34,000			34,000	0.32%	(6,000)	-15.00%
Election Expense						60,000			60,000	1%	60,000	0.00%
Gasoline, Oil & Fuel		2,000	1,500	5,000	15,000	5,000			28,500	0.27%	-	0.00%
Insurance	14,000					180,500			194,500	1.82%	30,500	18.60%
Ins Claims Expense						45,000			45,000	0.42%	-	0.00%
Agency Dues						66,000			66,000	0.62%	12,000	22.22%
Memberships						14,000			14,000	0.13%	4,000	40.00%
Office Expense						28,000			28,000	0.26%	2,000	7.69%
Safety		500	1,000	2,000	3,500	2,000			9,000	0.08%	-	0.00%
Software Maint		2,000	1,000	7,000	50,000				60,000	0.56%	29,000	93.55%
Operating Supplies		2,000	20,000	10,000	25,000	5,000		4,400	66,400	0.62%	(5,600)	-7.78%
Operating Chemicals				2,000				60,100	62,100	0.58%	32,800	111.95%
Sludge Disposal-Contractual		220,000							220,000	2.06%	(20,000)	-8.33%
Accounting & Auditing						28,000			28,000	0.26%	2,000	7.69%
Attorney						50,000			50,000	0.47%	(15,000)	-23.08%
Outside Consulting						181,000			181,000	1.69%	(42,000)	-18.83%
IT/Misc. Electrical						43,000			43,000	0.40%	3,000	7.50%
Safety & Wellness Incentive Program						10,000			10,000	0.09%	-	0.00%
Printing & Publication						24,000			24,000	0.22%	2,000	9.09%
Repairs & Maintenance		60,000	10,000	120,000	75,000	50,000		30,500	345,500	3.23%	(7,900)	-2.24%
Unusual Equipment Maint	150,000								150,000	1.40%	-	0.00%
Small Tools		500		2,000	2,000				4,500	0.04%	-	0.00%
Outside Services				55,000	120,000				175,000	1.63%	(30,000)	-14.63%
Ditch/Dike Maintenance		10,000							10,000	0.09%	-	0.00%
Research & Monitoring			125,000					14,000	139,000	1.30%	(22,500)	-13.93%
Travel, Mtgs & Train.						70,000			70,000	0.65%	5,000	7.69%
Pollution Prevention/Pub. Ed.			40,000						40,000	0.37%	(1,500)	-3.61%
Gas & Electricity	771,689	75,000		105,000				38,000	989,689	9.24%	30,190	3.15%
Water		5,000		7,000	12,000				24,000	0.22%	2,000	9.09%
Telephone				24,000	4,000	13,000			41,000	0.38%	1,000	2.50%
Other/Operational Assistance					700				700	0.01%	(300)	-30.00%
Permits & Fees	85,000	5,000	6,000	7,000	80,000			0	183,000	1.71%	9,000	5.17%
Co. Collection Fees						63,000			63,000	0.59%	(3,000)	-4.55%
Ser. Chg. System Exp						5,000			5,000	0.05%	-	0.00%
AB 939 Solid Waste Programs							463,501		463,501	4.33%	24,346	5.54%
<b>Total</b>	<b>3,282,731</b>	<b>491,542</b>	<b>583,012</b>	<b>838,716</b>	<b>1,381,782</b>	<b>3,461,953</b>	<b>463,501</b>	<b>202,000</b>	<b>10,705,237</b>	<b>100.00%</b>	<b>376,002</b>	<b>3.64%</b>
	30.66%	4.59%	5.45%	7.83%	12.91%	32.34%	4.33%	2%	100.00%			

***OPERATING BUDGET***  
***By Cost Center and Account Category***

**Novato Sanitary District  
2018-20 Preliminary Budget  
Operating Budget - Collections**

<b>Collections Cost Center - 60000</b>	<b>Adopted Budget 16/17</b>	<b>Adopted Budget 17/18</b>	<b>Projected Exp 2017-18</b>	<b>Proposed Budget 2018-19</b>	<b>Preliminary Budget 2019-20</b>
<b>Accounts</b>					
<b>60010 · Salaries &amp; Wages</b>	627,355	650,120	601,369	668,458	732,897
<b>60020 · Employee Benefits</b>	286,293	299,148	248,096	326,125	378,103
<b>60060 · Gas, Oil &amp; Fuel</b>	28,000	15,000	12,000	15,000	15,500
<b>60085 · Safety</b>	3,500	3,500	3,500	3,500	3,500
<b>60091 · Software Maint</b>	75,000	20,000	20,000	50,000	22,000
<b>60100 · Operating Supplies</b>	30,000	28,000	18,000	25,000	28,000
<b>60150 · Repairs &amp; Maint</b>	85,000	80,000	35,000	75,000	80,000
<b>60152 · Small Tools</b>	2,000	2,000	2,000	2,000	2,000
<b>60153 · Outside Services</b>	175,000	175,000	115,000	120,000	155,000
<b>60192 · Water</b>	12,000	12,000	12,000	12,000	12,000
<b>60193 · Telephone</b>	2,000	4,000	3,500	4,000	4,000
<b>60200 · Other(Garbage Coll)</b>	1,000	1,000	600	700	700
<b>60201 · Permits &amp; Fees</b>	65,000	70,000	12,728	80,000	18,000
	<b>1,392,148</b>	<b>1,359,767</b>	<b>1,083,793</b>	<b>1,381,782</b>	<b>1,451,700</b>

**Novato Sanitary District  
2018-20 Preliminary Budget  
Operating Budget - Treatment Facilities**

<b>Treatment Facilities - Cost Center - 61000</b>	<b>Adopted Budget 16/17</b>	<b>Adopted Budget 17/18</b>	<b>Projected Exp 2017-18</b>	<b>Proposed Budget 2018-19</b>	<b>Preliminary Budget 2019-20</b>
<b>Accounts</b>					
<b>61000-1 · Fixed Fee(1)</b>	2,113,278	2,173,976	2,157,898	2,262,043	2,371,395
<b>61000-2 · Insurance &amp; Bonds</b>	14,000	14,000	14,000	14,000	14,000
<b>61000-3 · Major Repair/Replcmnt</b>	150,000	150,000	140,000	150,000	150,000
<b>61000-4 · Water/Permits/Phone</b>	90,000	90,000	80,563	85,000	90,000
<b>61000-5 · Gas &amp; Electricity(2)</b>	708,913	732,499	701,535	771,689	848,857
	<b>3,076,191</b>	<b>3,160,475</b>	<b>3,093,996</b>	<b>3,282,731</b>	<b>3,474,252</b>

**Comments:**

- (1) Fixed fee - 5% increase from prior year, and an allowance for contractual incentive payment.**
- (2) Assumes 10% increase for purchased utility power based on actual expenditures for 2017/18, and an allowance for contractual incentive payment with 50-50 sharing of savings from power usage below contract baseline, between District and Veolia.**

**Novato Sanitary District  
2018-2020 Preliminary Budget  
Operating Budget - Reclamation**

Reclamation Cost Center - 63000	Adopted Budget 16/17	Adopted Budget 17/18	Projected Exp 2017-18	Proposed Budget 2018-19	Preliminary Budget 2019-20
<b>Accounts</b>					
<b>63010 · Salaries &amp; Wages</b>	91,943	71,693	63,489	86,292	99,806
<b>63020 · Employee Benefits</b>	36,595	24,860	13,391	23,249	35,978
<b>63060 · Gasoline &amp; Oil</b>	4,000	2,000	1,500	2,000	2,000
<b>63085 · Safety</b>	500	500	500	500	500
<b>63091 · Software Maint</b>	2,000	2,000	1,100	2,000	2,000
<b>63100 · Operating Supplies</b>	2,000	2,000	1,500	2,000	2,000
<b>63115 · Sludge Disposal</b>	190,000	240,000	216,000	220,000	225,000
<b>63150 · Repairs &amp; Maint</b>	70,000	65,000	50,000	60,000	70,000
<b>63152 · Small Tools</b>	500	500	300	500	500
<b>63157 · Ditch/Dike Maint</b>	20,000	10,000	9,000	10,000	11,000
<b>63191 · Gas &amp; Electricity</b>	95,000	95,000	65,000	75,000	80,000
<b>63192 · Water</b>	3,000	3,000	10,000	5,000	5,000
<b>63201 · Permits &amp; Fees</b>	6,000	5,000	3,300	5,000	5,000
	<b>521,538</b>	<b>521,554</b>	<b>435,080</b>	<b>491,542</b>	<b>538,783</b>

**Novato Sanitary District  
2018-20 Preliminary Budget  
Operating Budget - Laboratory**

Laboratory Cost Center - 64000	Adopted Budget 16/17	Adopted Budget 17/18	Projected Exp 2017-18	Proposed Budget 2018-19	Preliminary Budget 2019-20
<b>Accounts</b>					
<b>64010 · Contract Lab Services (1)</b>	368,136	363,761	351,219	378,512	406,760
<b>64060 · Gasoline &amp; Oil</b>	2,500	1,500	1,500	1,500	1,600
<b>64085 · Safety</b>	1,000	1,000	0	1,000	1,000
<b>64091 · Software Maintenance</b>	4,000	1,000	0	1,000	1,000
<b>64100 · Operating Supplies</b>	20,000	20,000	19,000	20,000	20,500
<b>64150 · Repairs &amp; Maintenance</b>	25,000	19,200	5,000	10,000	12,000
<b>64160 · Research &amp; Monitoring</b>	182,000	147,500	90,000	125,000	130,000
<b>64170 · Pollution Prev/Public Ed</b>	43,000	41,500	35,000	40,000	41,500
<b>64201 · Permits &amp; Fees</b>	3,000	4,000	5,294	6,000	6,500
	<b>648,636</b>	<b>599,461</b>	<b>507,013</b>	<b>583,012</b>	<b>620,860</b>

**Comments:**

- (1) Includes fees and charges paid for contract laboratory and environmental services provided by Veolia Water and North Marin Water District (NMWD).

**Novato Sanitary District 2018-20  
Preliminary Budget  
Operating Budget - Pump Stations**

Pump Stations Cost Center - 65000	Adopted Budget 16/17	Adopted Budget 17/18	Projected Exp 2017-18	Proposed Budget 2018-19	Preliminary Budget 2019-20
<b>Accounts</b>					
<b>65010 · Salaries &amp; Wages</b>	344,528	358,335	297,340	346,294	399,177
<b>65020 · Employee Benefits</b>	154,611	153,974	111,444	146,422	175,179
<b>65060 · Gasoline &amp; Oil</b>	6,000	5,000	4,000	5,000	5,000
<b>65085 · Safety</b>	2,000	2,000	2,000	2,000	2,000
<b>65091 · Software Maintenance</b>	12,000	8,000	6,000	7,000	8,000
<b>65100 · Operating Supplies</b>	10,000	10,000	7,500	10,000	10,000
<b>65101 · Operating Chemicals</b>	15,000	2,000	0	2,000	2,000
<b>65150 · Repairs &amp; Maintenance</b>	115,000	115,000	115,000	120,000	120,000
<b>65152 · Small Tools</b>	2,000	2,000	2,000	2,000	2,100
<b>65153 · Outside Services, Elect.</b>	35,000	30,000	25,000	55,000	55,000
<b>65191 · Gas &amp; Electricity</b>	110,000	115,000	97,344	105,000	115,000
<b>65192 · Water</b>	7,000	7,000	7,000	7,000	7,000
<b>65193 · Telephone</b>	24,000	24,000	22,000	24,000	24,000
<b>65201 · Permits &amp; Fees</b>	17,000	4,000	5,900	7,000	7,500
	<b>854,139</b>	<b>836,309</b>	<b>702,528</b>	<b>838,716</b>	<b>931,956</b>

**Novato Sanitary District  
2018-20 Preliminary Budget  
Operating Budget - Administration/Engineering**

Administration and Engineering  Cost Center - 66000	Adopted  Budget 16/17	Adopted  Budget 17/18	Projected Exp  2017-18	Proposed Budget  2018-19	Preliminary Budget  2019-20
<b>Accounts</b>					
66010 · Salaries & Wages	1,152,160	1,235,744	1,048,397	1,212,656	1,368,151
66020 · Employee Benefits	473,551	504,956	504,956	571,552	681,275
66021 · Retiree Health Benefits(1)	377,348	224,377	224,377	247,223	267,700
66021-1 · Retiree Health Benefits(2)	0	162,786	162,786	164,007	149,577
66022 · Pension Expense (3)	0	223,152	223,152	290,016	360,743
66030 · Director's Fees	38,000	40,000	27,300	34,000	34,000
66040 · Election Expense	0	0	0	60,000	0
66060 · Gasoline & Oil	10,000	5,000	2,787	5,000	5,000
66070 · Insurance	150,000	150,000	157,013	180,500	192,500
66071 · Insurance Claim Expense	50,000	45,000	10,000	45,000	45,000
66075 · Agency Dues	62,000	54,000	56,500	66,000	69,300
66080 · Memberships/Certifications	10,000	10,000	10,000	14,000	15,000
66085 · Safety	2,000	2,000	2,000	2,000	3,000
66090 · Office Expense	27,000	26,000	27,000	28,000	28,000
66100 · Engineering Supplies	10,000	10,000	10,000	5,000	5,000
66121 · Accounting & Auditing	27,000	26,000	26,000	28,000	29,000
66122 · Attorney Fees	75,000	65,000	35,000	50,000	55,000
66123 · O/S Contractual	218,000	223,000	140,000	181,000	185,000
66124 · IT/Misc Electrical	45,000	40,000	39,000	43,000	45,000
66125 · Safety & Wellness Incent Prog	10,000	10,000	2,450	10,000	10,000
66130 · Printing & Publications	22,000	22,000	22,000	24,000	24,000
66150 · Repairs & Maintenance	50,000	50,000	45,000	50,000	52,500
66170 · Travel, Meetings & Training	55,000	65,000	65,000	70,000	75,000
66193 · Telephone	10,000	12,000	12,549	13,000	13,500
66202 · County Fees-Property Taxes	26,000	26,000	31,754	33,000	35,000
66203 · County Fees-Sewer Ser Chg	42,000	40,000	28,800	30,000	31,000
66250 · Service Charge Sys Exp	5,150	5,000	5,000	5,000	5,000
	<b>2,947,210</b>	<b>3,277,014</b>	<b>2,918,821</b>	<b>3,461,953</b>	<b>3,784,247</b>

**Comments:**

- (1) Projected contribution to current retirees' health care premiums.
  - (2) Represents FY18-19 Unfunded Actuarial Liability (UAL) contributions into the PARS Trust (OPEB sub-account) established in November 2016.
  - (3) Represents FY17-18 projected contributions to PARS Trust (Pension sub-account).
- \*PARS = Public Agency Retirement Services.  
OPEB = Other Post-Employment Benefits.

Novato Sanitary District									
Preliminary Operating Budget 2018-20									
PERSONNEL DETAIL									
Number	Position	Cost Center	Pay Range	Salaries					
				2018-19	2019-20				
1.00	General Manager-Chief Engineer.....	A/E		233,508	242,381				
1.00	Deputy General Manager.....	A/E	MC122.5	177,840	193,832				
1.00	Field Services Manager .....	.25AE/.25CS/.25PS/.25Rec	MC119	149,265	162,691				
1.00	Senior Engineer.....	.65AE/.25PS/.10Rec	MC116.5	62,160	135,496				
0.46	Administrative Services Specialist .....	A/E	MC117.5	69,744	72,394				
1.00	Administrative/Risk Services and Safety Officer (1)	A/E	MC117.5	138,206	150,630				
1.00	Administrative Assistant .....	A/E	MC103	30,630	66,767				
1.00	Administrative Secretary.....	A/E	MC106	86,196	89,471				
1.00	Finance Officer.....	A/E	MC115	133,716	138,797				
1.00	Staff Engineer.....	.5A/E/.5CS	47	110,016	114,197				
1.00	Construction Inspector.....	A/E	44.5	81,472	88,799				
1.00	Information System Specialist II.....	.5A/E/.5CS	43.5	92,772	96,297				
1.00	Electrical/Instrumentation Tech I.....	.34A/E/.33PS/.33Rec	40.5	73,290	79,880				
1.00	Collection System Superintendent.....	.67CS/.33PS	MC115	112,356	122,398				
1.00	Collection System Leadworker.....	.67CS/.33PS	47	106,520	114,197				
0.00	Collection System Worker III.....	.67CS/.33PS	43.5	-	-				
4.00	Collection System Worker II.....	.67CS/.33PS	40.5	310,092	326,877				
3.00	Collection System Worker I.....	.67CS/.33PS	38.5	158,701	204,196				
1.00	Admin Intern	A/E	N/A	7,200	7,200				
1.00	Engineering Aide - temp	A/E	N/A	8,640	8,640				
0.40	Hourly Electrician	.25AE/.25PS/.50Rec	N/A	32,000	32,000				
	Allowance for Overtime.....	C/S		33,000	33,000				
	Allowance for Overtime.....	A/E		7,500	7,500				
	Allowance for Standby Duty Pay.....	C/S		36,000	36,000				
	Adjustment for CMSA Reimbursement(1)	A/E		(17,932)	(19,582)				
	Subtotal			2,232,893	2,504,059				
	Allowance for Possible COLA - across the board .....	3.80%		80,806	95,973				
		4.00%							
				2,313,699	2,600,032				
23.86	Administration and Engineering (A/E)		1,212,656	1,368,151					
	Collection System	67%	668,458	732,897					
	Pump Stations	33%	346,294	399,177					
	Reclamation Facilities		86,292	99,806					
	Total/Check		2,313,699	2,600,032					
(1) A portion of the compensation for this position to be reimbursed by Central Marin Sanitation Agency (CMSA) under the Joint Safety Program between CMSA and the District.									

**Novato Sanitary District  
2018-20 Preliminary Budget  
Operating Budget - Solid/Household Hazardous Waste**

<b>Solid/HHW Cost Center - 67000</b>	<b>Adopted Budget 16/17</b>	<b>Adopted Budget 17/18</b>	<b>Projected Exp 2017-18</b>	<b>Proposed Budget 2018-19</b>	<b>Preliminary Budget 2019-20</b>
<b>Accounts</b>					
<b>67400 · Management Services</b>	134,750	138,118	100,555	142,464	146,025
<b>67500 · Household Haz. Waste</b>	220,000	242,500	255,000	260,000	265,000
<b>67530 · Used Oil Grant</b>	11,269	11,269	11,269	11,269	11,269
<b>67530-1Beverage Container Grant</b>	11,268	11,268	11,268	11,268	11,268
<b>67540 · Education/Public Outreach</b>	23,500	21,000	21,000	23,500	23,500
<b>67600 · Other</b>	5,000	5,000	5,000	5,000	5,000
<b>67610 · City AB 939 Admin Service</b>	10,000	10,000	10,000	10,000	10,000
	<b>415,787</b>	<b>439,155</b>	<b>414,092</b>	<b>463,501</b>	<b>472,062</b>

**Comments:**

Per proposed budget by HHW Coordinator.

**Novato Sanitary District  
2018-20 Preliminary Budget  
Operating Budget - Recycled Water**

<b>Recycled Water Cost Center - 68000</b>	<b>Adopted Budget 16/17</b>	<b>Adopted Budget 17/18</b>	<b>Projected Exp 2017-18</b>	<b>Proposed Budget 2018-19</b>	<b>Preliminary Budget 2019-20</b>
<b>Accounts</b>					
<b>68010 · O &amp; M Services (1)</b>	50,000	50,000	50,000	55,000	57,000
<b>68100 · Operating Supplies (2)</b>	2,000	2,000	2,200	4,400	5,000
<b>68101 · Operating Chemicals (2)</b>	26,000	27,300	30,000	60,100	62,000
<b>68150 · Repairs &amp; Maintenance(3)</b>	22,000	24,200	25,410	30,500	31,000
<b>68160 · Research &amp; Monitoring</b>	14,000	14,000	14,000	14,000	14,000
<b>68191 · Gas &amp; Electricity (2)</b>	2,000	17,000	19,000	38,000	39,000
<b>68201 · Permits &amp; Fees</b>	1,000	1,000	0	0	0
	<b>117,000</b>	<b>135,500</b>	<b>140,610</b>	<b>202,000</b>	<b>208,000</b>