

Running Springs Water District Running Springs Fire Department



Final Budget
Fiscal Year 2017/2018
June 21, 2017

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Elected District Officials and Staff

Board of Directors

Ken Ayers, President
Pam Bennett, Vice President
Anthony Grabow, Director
Errol Mackzum, Director
Mike Terry, Director

General Manager

Ryan Gross

Secretary to the Board of Directors, Treasurer

Joan C. Eaton

Management Team

Randy Bobroff, Water Division Supervisor
George Corley, Fire Chief
Joan C. Eaton, Administration Division Supervisor
Isaiah Hall, Wastewater Collections Division Supervisor
Trevor Miller, Wastewater Treatment Division Supervisor
Mike Vasquez, Battalion Chief

RESOLUTION 13-17

**RESOLUTION OF THE BOARD OF DIRECTORS OF RUNNING SPRINGS
WATER DISTRICT ADOPTING THE FISCAL YEAR 2017/2018 DISTRICT
BUDGET**

WHEREAS, the proposed water and wastewater rates, fees and charges that were adopted on June 18, 2014 have been incorporated into the District's Fiscal Year 2017/2018 budget, a copy of which is attached and incorporated herein by reference;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Running Springs Water District as follows:

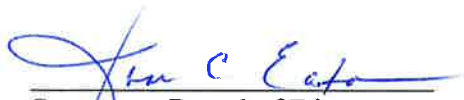
1. Adoption of Fiscal Year 2017/2018 District Budget

The District budget for Fiscal Year 2017/2018 is hereby adopted, as presented to this Board of Directors, but may be hereafter amended by simple motion of the Board. A copy thereof shall be retained by the District and available for review upon request.

ADOPTED this 21st day of June 2017


President, Board of Directors
Running Springs Water District

ATTEST:


Secretary, Board of Directors
Running Springs Water District

Ayes:	Ayers, Bennett, Mackzum, Terry
Noes:	0
Abstentions:	0
Absent:	Grabow

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**Running Springs Water District
Fiscal Year 2017/2018 Budget
Executive Summary**

The mission of the Running Springs Water District (RSWD or District) is to provide water, fire, emergency medical service, sewer, and other beneficial services to the community: The goal of the District shall be to do so with the highest level of integrity and ethical principles and in the most efficient and cost effective manner possible.

The vision of the District is to acquire and sustain the resources necessary to provide for the current and projected service needs of the Running Springs community in the following areas:

- Water Service: The Running Springs Water Division will provide excellent water quality that consistently meets or exceeds regulatory and customer requirements and water quantity that recognizes the limited availability of supply in our area yet satisfies the essential needs of our customers.
- Fire and Emergency Medical Service: The Running Springs Fire Department will be an exemplary organization dedicated to community service and acclaimed for our hometown attentiveness as we provide fire protection and life safety services whenever called to duty.
- Wastewater Collection and Treatment Service: The Running Springs Wastewater Division will provide extraordinary wastewater collection service for the Running Springs area and wastewater transmission and treatment service for the Running Springs, Arrowbear, and Green Valley Lake areas that protects the environment, complies with regulatory requirements, satisfies the needs of our customers, and provides beneficial uses for our reclaimed water.
- Administration Service: The Running Springs Administration Department will provide exceptional customer service to the community and support services to all District departments in a manner that demonstrates professionalism, utilizing advanced levels of technology.

All services will be provided in a manner that makes use of community outreach, sound management principles, responsible financial practices, and appropriate levels of technology. The Board will provide sound governance and strive to attract and retain a highly qualified, productive workforce and maintain a workplace environment where excellence is valued and where creativity, teamwork, and open communication between Departments is actively encouraged.

The District has prepared this fiscal year 2017/2018 budget with the District's mission and vision in mind and the staff and Board of Directors at the District are committed to ensuring the ongoing reliability of the extensive infrastructure that provides a foundation for the community of Running Springs. This budget continues the District's focus on operational efficiency, public health and safety, environmental stewardship and fiscal responsibility.

Budget Process & Schedule

The District Board of Directors adopts an annual budget each year. The Finance Committee and Board of Directors have reviewed the draft fiscal year 2017/2018 Department Budgets as follows:

Annual Budget Workshop

January 18, 2017 Board/Staff Review of Five Year Plan and Budget Goals

Wastewater Department Budget

February 1, 2017 Finance Committee Meeting, Review of Budget

February 15, 2017 Regular Board Meeting, Review of Budget

Fire Department Budget

March 1, 2017 Finance Committee Meeting, Review of Budget

March 8, 2017 Special Board Meeting, Review of Budget

Water/Administration Department Budget

April 25, 2017 Finance Committee Meeting, Review of Budget

May 17, 2017 Regular Board Meeting, Review of Budget

The District

The Running Springs Water District is an independent special district that was formed in 1958 and established under Division 12 of the California Water Code. In 1962, the District established a Fire Department to provide fire protection services for its service area. In 1976, a sewage disposal system was completed to provide sewer service for the District. In 1983, ambulance service was established.

Government Activities

The District's Government Activities include fire protection services for the community of Running Springs.

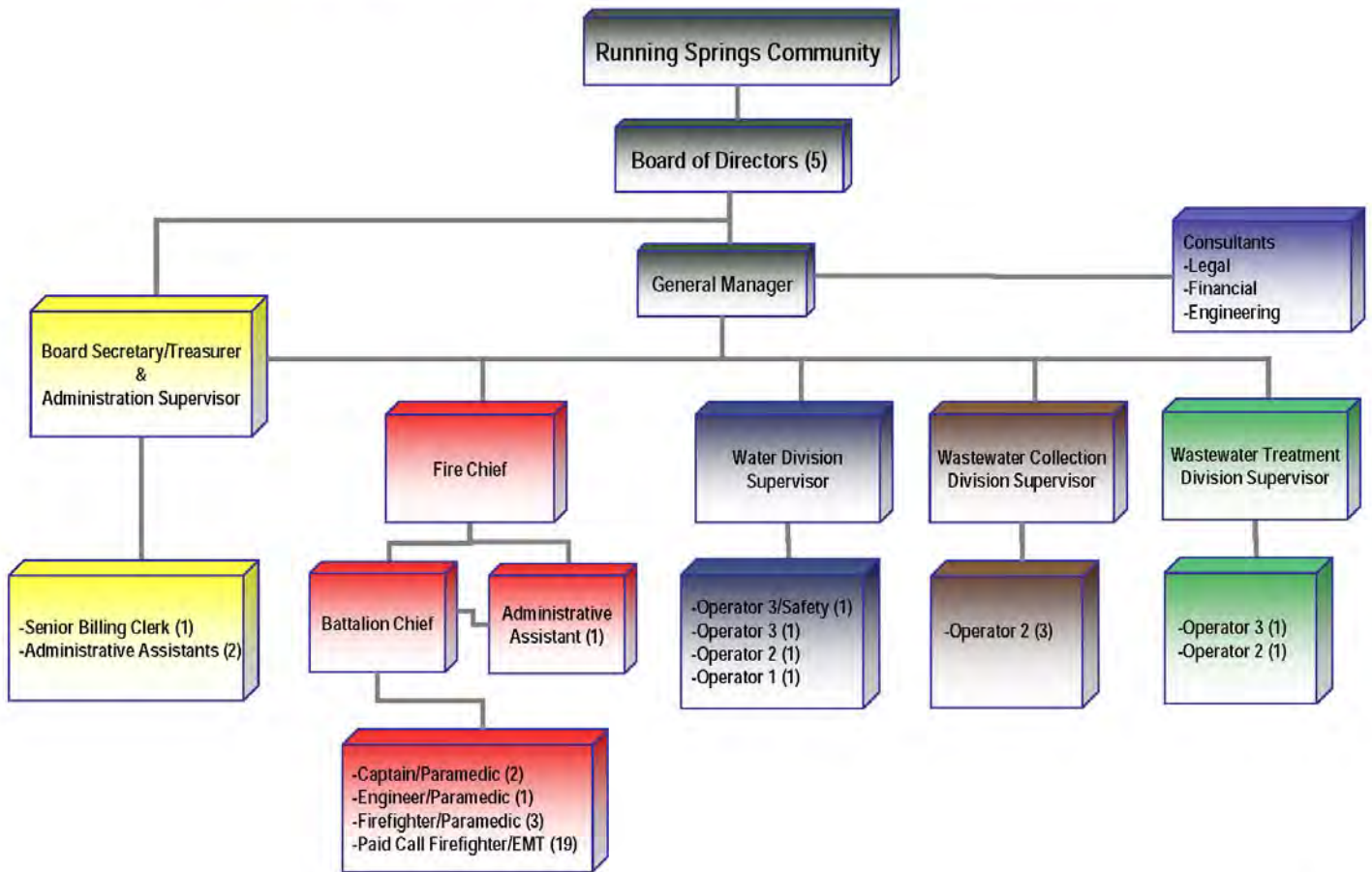
Business-Type Activities

The District's Business-Type Activities include water, ambulance and sewer services where the fees for these services typically cover all or most of the cost of operation including depreciation.

Staffing & Organizational Chart

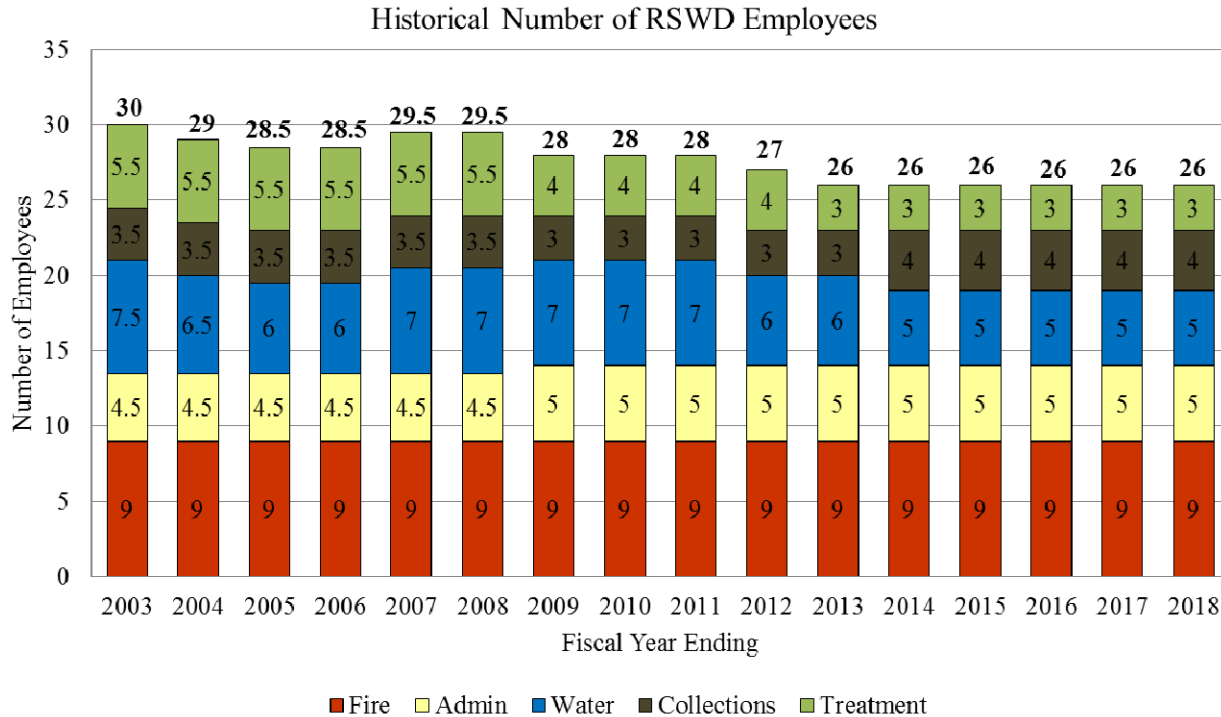
The following figure shows the current organization of the District.

Running Springs Water District Organizational Chart



6/6/2017

The historical number of District employees by department is shown in the following chart.



Financial Policies

In 2010 the District prepared a Financial Master Plan (FMP) and Water and Wastewater Master Plan. These documents provided a basis for the strategic direction of the District but the recent economic downturn forced the District to deviate from some of the elements in these plans.

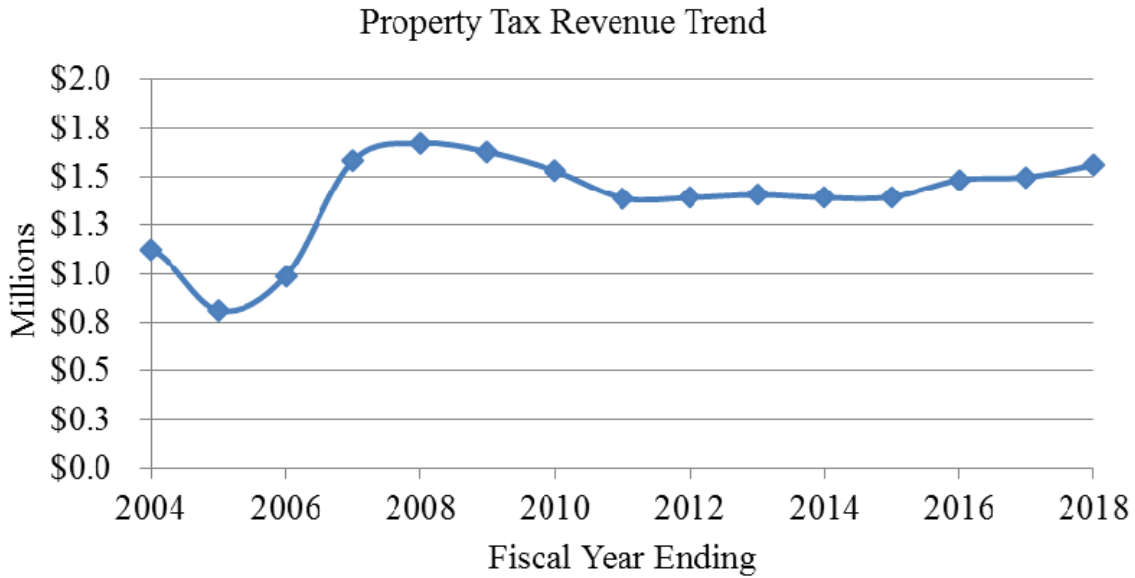
The District continues its focus on maintaining the necessary cash fund balances for the financial stability of the District and has adopted a Cash Reserve Policy as a guideline to achieve minimum cash balances in each of its reserve funds. The District's Cash Reserve Policy is a guideline for the priorities of operational revenue sources with the Operating Funds receiving the highest priority. After operational costs and debt service are covered, any free cash flow from operations moves into the Capital Improvement Funds up to an amount equal to annual depreciation plus 10%. Any remainder goes to the Rate Stabilization Funds for a balance not to exceed 20% of annual budgeted revenue.

Revenue Sources

The District's Government Activities which includes the Fire Department are funded by a combination of property taxes and a special tax (Fire Availability Fee) that was established in 1980. Ambulance services are funded by a combination of property taxes and ambulance fees and charges. For fiscal year 2017/2018, all of the anticipated property tax revenue has been allocated to fund the Fire Department and Ambulance Services.

Property tax revenues are showing a slight improvement. The District anticipates property tax income for fiscal year 2017/2018 to increase 3% from fiscal year 2016/2017. The following

chart shows the historical actual property tax revenue for the District going back to 2004 and the estimated property tax revenue for the fiscal year ending 2018.



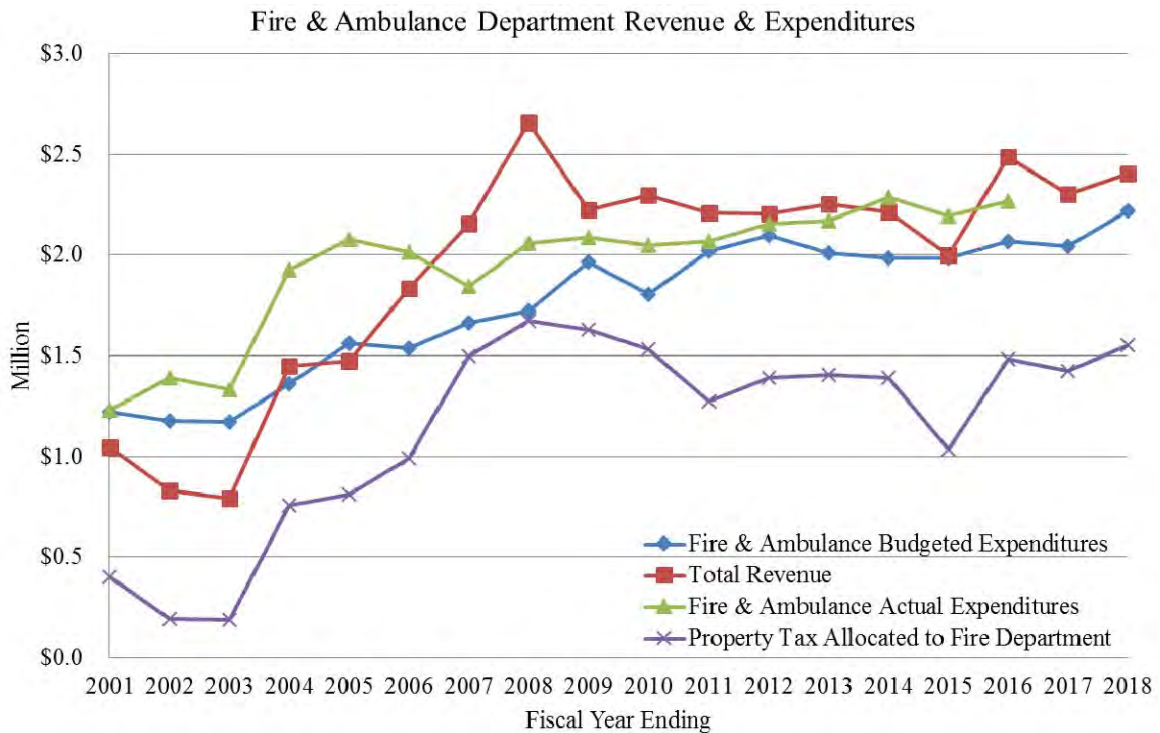
Fiscal Year Ending	Amount	% Change
2004	\$1,124,537	9%
2005	\$811,977	-28%
2006	\$990,009	22%
2007	\$1,583,490	60%
2008	\$1,672,105	6%
2009	\$1,628,493	-3%
2010	\$1,531,039	-6%
2011	\$1,390,221	-9%
2012	\$1,391,767	0%
2013	\$1,406,699	1%
2014	\$1,392,109	-1%
2015	\$1,395,269	0.2%
2016	\$1,483,527	6.3%
2017	\$1,497,853	1%
2018	\$1,550,000	3%
Notes:		
Reduction in 2005 & 2006 due to property tax shift to State of California. 2017 & 2018 Estimated.		

The District’s Business-Type Activities or Water, Sewer and Ambulance services are funded by rates and fees with the Ambulance services being partially funded from a portion of the property tax revenue. Historically, a portion of the property tax revenue was also allocated to the water

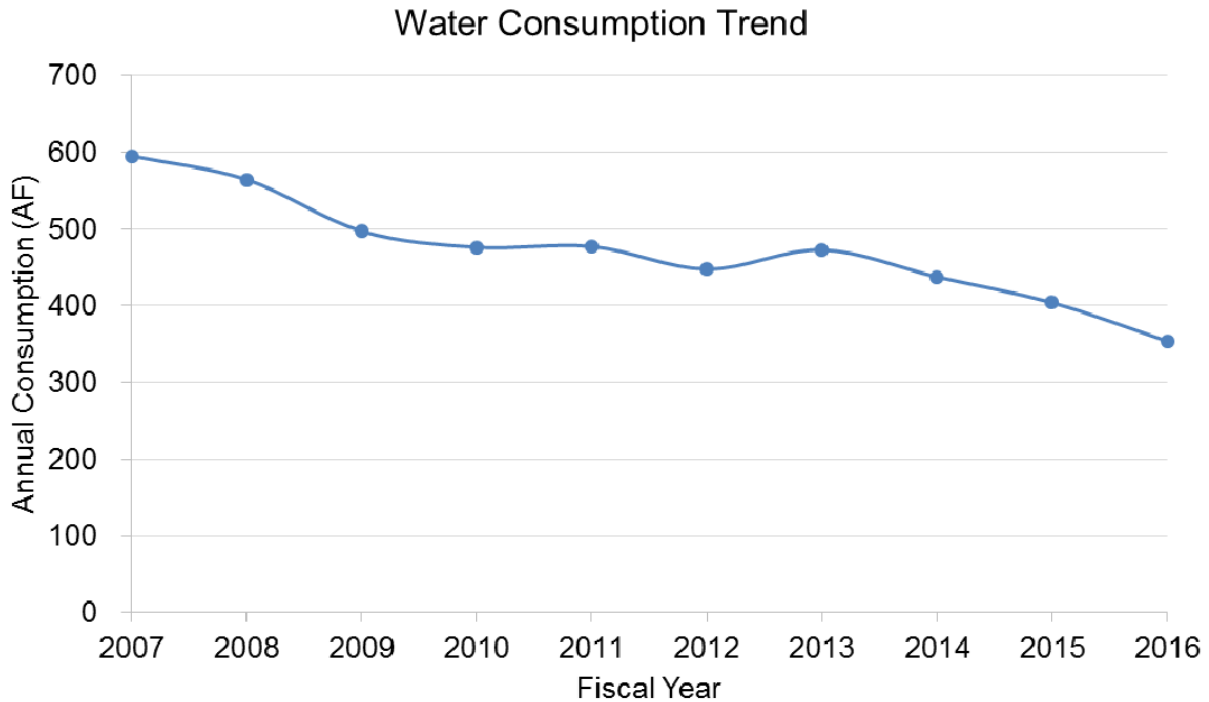
and sewer divisions as shown in the following table but in recent years all of property tax revenue has been allocated to the Fire Department.

Fiscal Year	Property Tax Revenue	Allocation		
		Fire & Ambulance	Water	Sewer
2017-2018*	\$1,550,000	\$1,550,000	\$0	\$0
2016-2017*	\$1,497,853	\$1,497,853	\$0	\$0
2015-2016	\$1,483,527	\$1,483,527	\$0	\$0
2014-2015	\$1,395,269	\$1,035,269	\$0	\$360,000
2013-2014	\$1,392,109	\$1,392,109	\$0	\$0
2012-2013	\$1,406,699	\$1,406,699	\$0	\$0
2011-2012	\$1,391,767	\$1,391,767	\$0	\$0
2010-2011	\$1,390,221	\$1,275,645	\$57,288	\$57,288
2009-2010	\$1,531,039	\$1,531,039	\$0	\$0
2008-2009	\$1,628,493	\$1,628,493	\$0	\$0
2007-2008	\$1,672,105	\$1,672,105	\$0	\$0
2006-2007	\$1,583,490	\$1,495,770	\$43,860	\$43,860
2005-2006	\$990,009	\$990,009	\$0	\$0
2004-2005	\$811,977	\$811,977	\$0	\$0
2003-2004	\$1,124,537	\$757,506	\$0	\$367,031
2002-2003	\$1,035,661	\$189,902	\$353,244	\$492,515
2001-2002	\$968,543	\$193,709	\$387,417	\$387,417
2000-2001	\$955,488	\$401,305	\$334,421	\$219,762
*Estimated				

The Fire and Ambulance Department historical revenue and expenditures are shown graphically in the following figure.



For fiscal year 2017/2018, the District has projected water consumption to slightly increase due to the end of mandatory drought restrictions. The following chart shows the historical water consumption for 2007-2016.



Additional non-operating revenue that has been collected since 2002 from the County of San Bernardino for the disposal of their leachate from the Heap’s Peak landfill as shown in the following table. This non-operating revenue was significantly reduced from 2014 due to the County’s new leachate treatment system coming on-line.

Fiscal Year Ending	Leachate Revenue
2002	\$18,969
2003	\$70,152
2004	\$30,585
2005	\$77,236
2006	\$18,386
2007	\$19,799
2008	\$45,368
2009	\$82,875
2010	\$151,841
2011	\$222,036
2012	\$109,041
2013	\$66,544
2014	\$26,295
2015	\$12,207
2016	\$8,509
Total	\$959,843

Rate & Fee Adjustments

Water rates were adjusted in 2014 to increase revenue which is needed in order to fund several deferred Capital Improvement Projects (CIP), to replace aging infrastructure and to fund cash reserves to the levels set forth in the District's Cash Reserve Policy. Refer to Appendix A and Resolution No. 13-14 for the specific rate adjustments.

The Residential and Commercial Sewer Monthly Base Charge was also adjusted in 2014 to increase revenue which is needed in order to fund several deferred Capital Improvement Projects (CIP), to replace aging infrastructure and to fund cash reserves to the levels set forth in the District's Cash Reserve Policy. The increase in wastewater rates is primarily due to the loss of the non-operating revenue that has been collected since 2002 from the County of San Bernardino for the disposal of leachate from the Heap's Peak landfill. The loss of this non-operating revenue along with the need to move forward with several Capital Improvement Projects that were identified in the District's Wastewater Master Plan including the replacement of aging infrastructure that has been deferred is the driving force for this rate adjustment. Refer to Appendix A and Resolution No. 13-14 for the specific rate adjustments.

A copy of the Proposition 218 Notice of Public Hearing that was mailed to all District property owners and customers notifying them of the proposed rate and fee adjustments for the fiscal years ending 2015 through 2019 is included in Appendix A. The notice contains a table that lists the specific rate and fee adjustments for the Water and Wastewater Divisions. Other miscellaneous rates and fees are included in Appendix B.

A copy of the Ambulance Fees for fiscal year 2017/2018 is also included in Appendix C.

The District adopted Ordinance No. 47 in March 2017, adopting a rate methodology, terms and conditions for transportation, treatment and disposal of wastewater received from Arrowbear Park County Water District (APCWD) and San Bernardino County Service Area No. 79 (CSA 79). This new rate methodology is expected to increase revenue received from these upstream users who are outside of the District's service area. The 1977 agreements with APCWD and CSA 79 expire on June 30, 2017.

Operating Expenses

The District's goal is to maintain the highest level of service at the lowest possible cost. Precipitation for the past three wet seasons was below normal which typically results in diminished local groundwater supplies and thus increased costs to purchase imported water from Crestline Lake Arrowhead Water Agency (CLAWA) and Arrowbear Park County Water District (APCWD). Utility costs are also increasing.

Operating expenses are the on-going day to day costs of providing water, fire, emergency medical service, sewer and other beneficial services to the community and are funded by rates, fees and property taxes. Detailed lists of operating expenses for each division are included in the subsequent sections of this budget document.

Capital Programs

The District has a five year capital improvement plan that is included in each department's budget. Refer to the tables at the end of each department's budget for a specific list of the planned five year capital improvement projects. Several capital improvement projects that were recommended in the 2010 Water and Sewer Master Plans have been deferred due to lack of available funding. There are also several key water system improvement projects that continue to be deferred such as replacing aging back yard steel water mains and rehabilitating or replacing water storage tanks.

Debt

In March 2017, the District made its final principal and interest payment on the 2001 Wastewater Treatment Plant Filtration Project loan. Assessment District No. 10 has a principal and interest balance of approximately \$600,000 in limited obligation improvement bonds outstanding with the final payment due in 2023.

The two debt issuances from 2015 and 2016 have been included in this budget. One is an installment sale agreement with the State Water Resources Control Board (SWRCB) Clean Water State Revolving Fund (CWSRF) Program for the Sewer Lift Station Nos. 1-3 Improvements in the amount of \$2,800,000 on a 20 year term at a 1.9% interest rate. The other is an installment sale agreement with the Municipal Finance Corporation for a \$550,000 loan to help fund the construction of the Ayers Acres Groundwater Well Backbone Infrastructure Project with a 10 year term at a 3.4% interest rate.

These two debt service issuances will help to spread the costs of this major capital outlay over the life of the projects and not burden the existing rate payers all at once. This is done mainly because these facilities provide services over many years, their large dollar costs can be difficult to pay for all at once and different generations of rate payers benefit from the facilities.

The District has also applied for CWSRF Green Project Reserve Financing with 50% principal forgiveness for the District's Automatic Meter Reading (AMR) Technology Upgrade Project. If approved, this would be an \$800,000 loan with a 20 year term at an interest rate of 1.75% and \$400,000 of the principal would be forgiven.

Division Budget Documents

The remainder of this budget document is divided into three sections and includes the following for each division:

- Vision Statement
- List of Core Functions and Fiscal Year 2017/2018 Goals and Objectives
- Budgeted Operating Expense Summary and Details
 - The 2016/2017 Fiscal-Year-To-Date (FYTD) actual for each budget item is the amount expended for that item as of May 31, 2017.

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Administration & Water Division
Fiscal Year 2017/2018 Budget

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Administration Services Vision: The Running Springs Administration Department will provide exceptional customer service to the community and support services to all District departments in a manner that demonstrates professionalism, utilizing advanced levels of technology.

Administration Division Core Functions & FY 2017/2018 Goals & Objectives

Core Functions	Fiscal Year 2017/2018 Goals & Objectives
General Administration	
Administrative Costs (District-Wide) <ul style="list-style-type: none"> • Administrative Support to all Divisions • Professional Services (Engineering & Financial Consultants, Legal Counsel) • Automated Data Processing (Payroll) • Public Notices • Copiers/Phone/Postage/Equipment Lease & Purchase • Insurance/Property Liability/Workers Comp • Computer Technical Support • Office Supplies & Materials/Furniture & Equipment • Printing & Publications • Memberships & Subscription • Office Utilities & Janitorial Service Legal Compliance Staffing Plans Manage Consultants Project Coordination	<ul style="list-style-type: none"> • Review & Update District Policies • Develop & Maintain Short & Long Range Plans • Obtain Funds to Support Plans • Evaluate Outside Funding & Grant Options
Board Administration	
<ul style="list-style-type: none"> • Public Records Act Requests • Board Meeting Administration • Form 700 Statements of Economic Interest • Maintain Resolutions, Ordinances & Minutes • Registrar of Voters/Board Election Coordination 	<ul style="list-style-type: none"> • Records Management/Retention Program • Implement & Enforce Board Policy • Recommend New Policies & Procedures • Records Retention Implementation
Customer Service	
<ul style="list-style-type: none"> • Customer Relations • Customer Correspondence • Customer Payments • Billing • Accounts Payable • Accounts Receivable • Customer Account Analysis 	<ul style="list-style-type: none"> • Continue to Improve Customer Service • Cross Training Staff • Refine & Document all Administration Procedures • Records Retention Implementation

Administration Division Core Functions & FY 2017/2018 Goals & Objectives (continued)

Core Functions	Fiscal Year 2017/2018 Goals & Objectives
Public Outreach & Information	
<ul style="list-style-type: none"> • Provide Public Outreach Support to all Divisions • Design/Distribution of Public Outreach • Materials/District Newsletters • District Representation at Community Events 	<ul style="list-style-type: none"> • Fine Tune District Website • Inform Customers on District Core Functions
Budget & Finance	
<ul style="list-style-type: none"> • Prepare Annual Budget • Annual Financial Audit • Payroll Processing • Accounts Payable • Accounts Receivable • Investment & Fund Balance Administration • Availability/Standby Charges to Tax Roll • Maintain General Ledger • Billing • Cash Management & Projections • Financial Reporting & Analysis 	<ul style="list-style-type: none"> • Improve Financial Reporting Capabilities • Continue to Explore Investment Options • Refine Budget & Investment Policies • Recommend/Develop Policies & Procedures • Records Retention Implementation • Refine allocation of Administrative Costs
Personnel & Risk Management	
<ul style="list-style-type: none"> • Human Resources • Succession Planning • Benefits Administration • Medical Reimbursement Administration • Health/Life/Disability Insurance Admin. • Property & Liability Insurance Admin. • Workers Compensation Administration • CalPERS (Pension Administration) • Risk Management & Loss Control • Employee Recruitment & Retention • Employee Development, Orientation & Training • Employee & Labor Relations 	<ul style="list-style-type: none"> • Continue to Administer Employee/Labor Relations & Benefits • Records Retention Implementation
Information Technology	
<ul style="list-style-type: none"> • Administer Computer Support Services 	<ul style="list-style-type: none"> • Continue to Administer Support Services/Liaison for Computer Technical Issues and Upgrades

Water Services Vision: The Running Springs Water Division will provide excellent water quality that consistently meets or exceeds regulatory and customer requirements and water quantity that recognizes the limited availability of supply in our area yet satisfies the essential needs of our customers.

Water Division Core Functions & FY 2017/2018 Goals & Objectives

Core Functions	Fiscal Year 2017/2018 Goals & Objectives
Operations & Maintenance Administration	
<ul style="list-style-type: none"> • Manage safe & reliable water supplies • Operation & Maintenance (O&M) of over 43 miles of water pipelines • Manage security in the distribution system • Public health protection • Maintain a good relationship with customers & employees • Operate efficiently & meet customer expectations • Technical advice & training of system operators • Day to day management of the system • Reporting to State & Local regulatory agencies 	<ul style="list-style-type: none"> • Improve safety & emergency response programs • Manage backflow prevention & cross connection program for 60 devices • Access source & storage facilities to meet today's standards • Reduce power for pumping costs
Regulatory Compliance	
<ul style="list-style-type: none"> • Monitor State Health regulatory requirements • Monitor South Coast Air Quality Management District (AQMD) requirements • Monitor Certified Unified Program Agency (CUPA) requirements • Monitor disinfection, treatment, sampling & lab analysis • Update, revise & review safety practices & programs within the District 	<ul style="list-style-type: none"> • Continue monitoring updates & requirements from State & Local regulatory agencies to maintain compliance in the District
Repair & Maintenance	
<ul style="list-style-type: none"> • Preventative maintenance of water system • Annual valve maintenance • Leak detection program & repairs • Service orders, closing reads, collections, repairs & investigating customer complaints • Annual dead end main flushing program • Conduct weekly distribution sampling 	<ul style="list-style-type: none"> • Review emergency response program • Replace old steel mains • Underground Service Alert (USA) • Complete Automatic Meter Reading (AMR) project

Water Division Core Functions & FY 2017/2018 Goals & Objectives (continued)

Core Functions	Fiscal Year 2017/2018 Goals & Objectives
Groundwater Wells	
<ul style="list-style-type: none"> • O&M of 11 vertical & 16 horizontal groundwater wells • O&M of 5 remote treatment plants • Monitor well head protection • Monitor source water protection plan • Conduct weekly sampling of sources 	<ul style="list-style-type: none"> • Continue researching sources for future water well development
Pump Stations & Storage Tanks	
<ul style="list-style-type: none"> • O&M of 8 booster pump stations • O&M of 11 water storage tanks • O&M of 5 fore bays & 2 hydro-pneumatic systems • O&M of 3 standby generators 	<ul style="list-style-type: none"> • Annual inspection & cleaning of a minimum of two water storage tanks • Improve security, safety & access to storage tanks • Installation of fire flow valve in Rimwood
SCADA System	
<ul style="list-style-type: none"> • O&M of Supervisory Control & Data Acquisition (SCADA) system for remote management of storage tanks & pump stations 	<ul style="list-style-type: none"> • Upgrade system to include remote controlled fire flow valves at Rimwood Booster Station, Enchanted Forest Tank & Booster station #9
Vehicle Maintenance	
<ul style="list-style-type: none"> • Maintain safe operating vehicles for all weather conditions • O&M of snow cat & backhoe • O&M of main office generator & portable emergency generator 	<ul style="list-style-type: none"> • Continue current maintenance schedule
Safety, Training & Certifications	
<ul style="list-style-type: none"> • Maintain required certifications • Emergency operations training • Safety training 	<ul style="list-style-type: none"> • Provide opportunities for training & classes to maintain District approved certifications • Provide monthly, bi-annual & annual training for emergency response & preventative maintenance • Provide safety training at least weekly to minimize injuries & to ensure a safe work environment • Work closely with District Compliance Safety Officer to improve Safety Program



Administration & Water Division
Fiscal Year 2017/2018 Budget
Revenue & Expense Details

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Administration & Water Division Fiscal Year Budget Analysis

Description	FY 2013/2014 Actual	FY 2014/2015 Actual	FY 2015/2016 Actual	FYTD 2016/2017 Actual	FY 2016/2017 Budget	Budget Variance	%	PROPOSED FY 2017/2018 Budget
Water Division Revenue								6%
Monthly Fixed Water Service Charges	874,317	958,401	1,005,844	967,147	1,040,337	(73,191)	-7.0%	1,105,050
Metered Water Sales	675,621	673,242	627,198	655,606	698,640	(43,034)	-6.2%	752,748
Meter Turn-on & Shut-off Charges	13,700	13,510	10,510	10,495	17,000	(6,505)	-38.3%	17,000
Delinquent Charges & Service Fees	40,582	45,085	40,587	32,957	40,000	(7,043)	-17.6%	40,000
Water Service Standby/Availability Charges	53,453	47,846	44,467	38,968	44,000	(5,032)	-11.4%	46,150
Connection & Capacity Charges	633	13,017	5,382	10,565	10,764	(199)	-1.9%	10,764
Interest Income	1,483	1,107	1,631	2,596	1,700	896	52.7%	2,000
DWR Loan Repayment Charge	1,950	2,613	0	0	0	0		0
Infrastructure R&R Charges	0	68,999	67,547	61,193	69,000	(7,807)		66,326
Leasing Revenue	9,275	10,246	10,432	9,744	10,636	(892)	-8.4%	10,918
Miscellaneous Income	11,684	26,051	41,299	18,662	22,000	(3,338)	-15.2%	25,000
Total Water Division Revenue	1,682,697	1,860,117	1,854,896	1,807,933	1,954,077	(146,145)	-7.5%	2,075,956
Water Division Expenses								
Administrative Salaries	304,604	318,016	0	0	0	0		
Operating Salaries	362,044	384,029	450,841	688,311	429,887	258,425	60.1%	466,016
Office Salaries	0	0	275,312	0	312,460	(312,460)		328,118
Medicare Tax (FICA)	10,881	11,011	10,053	11,031	10,866	166	1.5%	11,515
Workers Comp Insurance	18,451	18,519	13,608	13,513	13,000	513	3.9%	14,150
Group Insurance	59,929	78,638	92,356	87,789	87,691	98	0.1%	95,181
CalPERS Retirement	146,297	203,541	209,219	245,211	235,159	10,052	4.3%	233,716
Uniform Allowance	2,497	1,391	1,353	1,234	1,725	(491)	-28.5%	1,850
Unemployment Benefit Payments	1,140	0	0	0				
Community Relations	1,013	529	1,626	688	1,350	(662)	-49.0%	2,450
Deposits Over & Short	(35)	(75)	10	(2)	0	(2)		0
Depreciation Expense	243,698	225,356	230,706	191,506	206,456	(14,951)	-7.2%	240,456
Director's Compensation	2,469	916	2,343	6,847	2,850	3,997	140.2%	8,550
Education & Seminars	1,914	2,602	2,176	2,096	3,500	(1,404)	-40.1%	3,000
Copier Lease Purchase Payments	379	0	0	0	0	0		0
Fuel & Oil	9,348	6,996	8,136	5,438	9,270	(3,832)	-41.3%	8,570
Liability Insurance	20,504	21,293	18,691	19,501	24,000	(4,499)	-18.7%	23,435
Memberships & Subscriptions	6,767	3,787	5,164	4,651	6,026	(1,375)	-22.8%	6,860
Miscellaneous Supplies, Tools & Expenses	10,059	3,176	3,944	3,475	5,586	(2,111)	-37.8%	4,736
Fees & Permits	16,280	13,379	12,866	32,185	22,313	9,871	44.2%	23,526
Professional Services	107,434	90,299	86,550	90,576	107,276	(16,700)	-15.6%	69,150
Repair/Maintenance (Fuel Storage Tanks)	144	1,803	672	329	700	(371)	-53.0%	500
Repair/Maintenance (Office Equipment)	10,710	10,433	11,052	8,488	12,710	(4,222)	-33.2%	17,445
Repair/Maintenance (Source of Supply)	17,922	27,866	12,808	6,210	21,046	(14,836)	-70.5%	29,746
Safety Equipment & Clothing	0	51	0	311	0	311		0
Office Supplies & Expenses	49,554	46,221	51,104	44,473	56,366	(11,893)	-21.1%	38,935
Uncollectible Accounts	176	939	(28)	2,025	0	2,025		0
Utilities (Telephone, Heat & Lights)	17,048	14,993	14,074	12,281	18,052	(5,771)	-32.0%	14,052
Utilities (Electricity)	57,081	46,348	48,101	51,695	74,100	(22,405)	-30.2%	72,450
Vehicle & Equipment Repair & Maintenance	6,969	1,605	5,611	8,020	6,200	1,820	29.4%	6,600
Purchased Water	275,245	283,543	218,965	163,855	149,880	13,975	9.3%	202,780
Water Quality Testing	22,907	20,265	22,562	23,706	33,214	(9,508)	-28.6%	36,531
Loss on Assets - Water	43,133	466	0	0	0	0		0
Cost of Assessing Availability Charges	92	0	0	0	0	0		0
Interest Expense	35,651	5,573	17,470	16,691	16,691	0		15,023
Interdepartmental Reimbursement	(67,708)	(67,880)	(69,754)	(63,564)	(69,939)	6,375	-9.1%	(149,192)
Total Water Division Expenses	1,794,598	1,775,630	1,757,591	1,678,570	1,798,434	(119,864)	-6.7%	1,826,148
Total Water Division Net Income (Loss)	(111,900)	84,487	97,305	129,363	155,644	(26,281)	-16.9%	249,808

Running Springs Water District
Water Fund Projection
4/25/2017

Revenue Increase %	6.0%	5.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Expense Increase %	-1.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%

Description	3/31/2017 YTD	2018	2019	2020	2021	2022	2023	2024	2025
Monthly Service Charges	791,070	1,105,050	1,160,303	1,160,303	1,160,303	1,160,303	1,160,303	1,160,303	1,160,303
Usage	550,781	752,748	790,385	790,385	790,385	790,385	790,385	790,385	790,385
IR&R	49,781	66,326	66,326	66,326	66,326	66,326	66,326	66,326	66,326
Other Revenue	111,895	151,832	151,832	151,832	151,832	151,832	151,832	151,832	151,832
Revenue	1,503,527	2,075,956	2,168,846	2,168,846	2,168,846	2,168,846	2,168,846	2,168,846	2,168,846
Expense	(1,412,581)	(1,575,757)	(1,638,787)	(1,704,338)	(1,772,512)	(1,843,412)	(1,917,149)	(1,993,835)	(2,073,588)
Depreciation	(157,029)	(240,456)	(302,212)	(310,971)	(320,080)	(329,554)	(339,407)	(349,654)	(360,311)
Change in Net Assets	(66,083)	259,743	227,847	153,537	76,254	(4,121)	(87,710)	(174,643)	(265,053)
Beginning Cash		464,968	864,849	1,276,072	1,535,810	1,650,158	1,666,318	1,738,381	1,731,321
Depreciation - Non Cash		240,456	302,212	310,971	320,080	329,554	339,407	349,654	360,311
Capital Expenditure		(50,000)	(50,000)	(132,000)	(207,000)	(232,000)	(100,000)	(100,000)	(100,000)
Capital Expenditure - AMR		(800,000)							
Proceeds from capital debt - AMR Loan		800,000							
Principal paid on capital debt		(50,318)	(68,836)	(72,769)	(74,986)	(77,273)	(79,634)	(82,071)	(18,690)
Ending Cash		464,968	864,849	1,276,072	1,535,810	1,650,158	1,666,318	1,738,381	1,707,888
Water Capital Improvement Project Reserve	145,891	195,891	277,891	352,891	377,891	245,891	245,891	245,891	145,891
Water System Connection & Capacity Charges	5,382	5,382	5,382	5,382	5,382	5,382	5,382	5,382	5,382
Water IR&R Reserve (MFC & CWSRF Debt Reserve)	65,341	65,341	89,341	89,341	89,341	89,341	89,341	89,341	89,341
Water Operating Reserve	248,354	598,235	903,458	1,088,196	1,177,545	1,325,705	1,397,767	1,390,707	1,467,274
Total Reserve Funds	464,968	864,849	1,276,072	1,535,810	1,650,158	1,666,318	1,738,381	1,731,321	1,707,888
Operating Reserve:									
Water Operating Reserve	248,354	598,235	903,458	1,088,196	1,177,545	1,325,705	1,397,767	1,390,707	1,467,274
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	530,659	525,252	546,262	568,113	590,837	614,471	639,050	664,612	691,196
Operating Reserve Surplus / (Shortfall)	(282,305)	72,983	357,196	520,083	586,708	711,234	758,717	726,095	776,078

RUNNING SPRINGS WATER DISTRICT WATER DEPARTMENT FISCAL YEAR 2017/2018 BUDGET

REVENUE AND EXPENSE SUMMARY

	Budgeted 2017-2018		Budgeted 2016-2017	% Change
OPERATING REVENUES:				
Monthly Fixed Water Service Charges	\$1,105,050		\$1,040,337	
Metered Water Sales (16.84 MCF x \$.0447)	\$752,748		\$698,640	
Meter Turn-on & Shut-off Charges	\$17,000		\$17,000	
Delinquent Charges & Service Fees	\$40,000		\$40,000	
Total Operating Revenue:	\$1,914,798		\$1,795,977	7%
OPERATING EXPENSES:				
Personnel Expense	\$1,150,546		\$1,069,771	
Operations & Maintenance	\$569,316		\$575,455	
Administrative Expense Reimbursements (4% of WW & FD Operating Expenses)	(\$149,192)		(\$69,939)	
Capital Replacement (Refer to Page 29 & FY 17/18 Depreciation Schedule)	\$240,456		\$206,456	
Total Operating Expenses:	\$1,811,126		\$1,781,743	2%
NET OPERATING INCOME:	\$103,672		\$14,234	
NON-OPERATING REVENUE:				
Water Service Standby/Availability Charges	\$46,150		\$44,000	
Connection & Capacity Charges	\$10,764		\$10,764	
Interest Income	\$2,000		\$1,700	
Miscellaneous Income	\$25,000		\$22,000	
San Bernardino County Library Leasing Revenue	\$10,918		\$10,636	
Infrastructure Repair & Replacement Charges (\$1.88/Month/Customer)	\$66,326		\$69,000	
Total Non-Operating Revenue:	\$161,158		\$158,100	2%
NON-OPERATING EXPENSES:				
Interest Expense on Long Term Debt (Groundwater Well Loan)	\$15,023		\$16,691	
Total Non-Operating Expenses:	\$15,023		\$16,691	
CHANGE IN NET POSITION (NET INCOME):	\$249,808		\$155,643	
TOTAL WATER REVENUES:				
	\$2,075,956		\$1,954,077	6%
TOTAL WATER EXPENSES:				
	\$1,826,148		\$1,798,434	2%
NET INCOME:	\$249,808		\$155,643	
CASH CONSIDERATIONS:				
Net Income	\$249,808		\$155,643	
Depreciation	\$240,456		\$206,456	
Groundwater Well Loan Principal Payment to Municipal Finance Corporation	(\$50,318)		(\$48,650)	
Capital Projects & Fixed Assets	(\$20,500)		(\$175,500)	
CHANGE IN CASH BALANCE:	\$419,446		\$137,950	

RUNNING SPRINGS WATER DISTRICT WATER DEPARTMENT FISCAL YEAR 2017/2018 BUDGET

OPERATION AND MAINTENANCE ACCOUNTS

PERSONNEL EXPENSE

ACCOUNT NUMBER	DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE	DETAIL PAGE #
200-50100	Salaries & Wages (Water)	\$466,016	\$429,887	8%	4
200-50100	Salaries & Wages (Admin)	\$328,118	\$312,460	5%	5
200-50120	Medicare Tax (FICA)	\$11,515	\$10,866	6%	6
200-50130	Workers Comp Insurance	\$14,150	\$13,000	9%	7
200-50140	Group Insurance	\$95,181	\$87,691	9%	8
200-50150	CalPERS Retirement	\$233,716	\$235,159	-1%	9
200-50160	Uniforms	\$1,850	\$1,725	7%	10
PERSONNEL EXPENSE SUB-TOTAL:		\$1,150,546	\$1,090,786	5%	

SERVICES & SUPPLIES ACCOUNTS

ACCOUNT NUMBER	DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE	DETAIL PAGE #
200-52300	Community Relations	\$2,450	\$2,550	-4%	11
200-53120	Director's Compensation	\$8,550	\$8,550	0%	12
200-53200	Education & Seminars	\$3,000	\$3,500	-14%	13
200-54100	Fuel & Oil	\$8,570	\$9,270	-8%	14
200-54300	Property/Liability Insurance	\$23,435	\$24,000	-2%	15
200-56100	Memberships & Subscriptions	\$6,860	\$6,026	14%	16
200-56150	Miscellaneous Supplies, Tools & Expenses	\$4,736	\$5,586	-15%	17
200-57100	Fees & Permits	\$23,526	\$22,313	5%	18
200-57141	Professional Services	\$69,150	\$100,376	-31%	19
200-57312	Repair/Maintenance (Fuel Storage Tanks)	\$500	\$700	-29%	20
200-57313	Repair & Maintenance (Main Office)	\$17,445	\$12,710	37%	21
200-57314	Repair & Maintenance (Water System)	\$29,746	\$21,046	41%	22
200-57440	Office Supplies & Expenses	\$38,935	\$56,366	-31%	23
200-58250	Utilities (Telephone, Heat & Lights)	\$14,052	\$18,052	-22%	24
200-58253	Utilities (Electricity)	\$72,450	\$74,100	-2%	25
200-58300	Vehicle & Equipment Repair & Maintenance	\$6,600	\$6,200	6%	26
200-59100	Purchased Water	\$202,780	\$149,880	35%	27
200-59200	Water Quality Testing	\$36,531	\$33,214	10%	28
SERVICES & SUPPLIES SUB-TOTAL:		\$569,316	\$554,439	3%	
TOTAL OPERATING EXPENSES:		\$1,719,862	\$1,645,226	5%	

RUNNING SPRINGS WATER DISTRICT WATER & ADMIN DEPARTMENT FISCAL YEAR 2016/2017 BUDGET

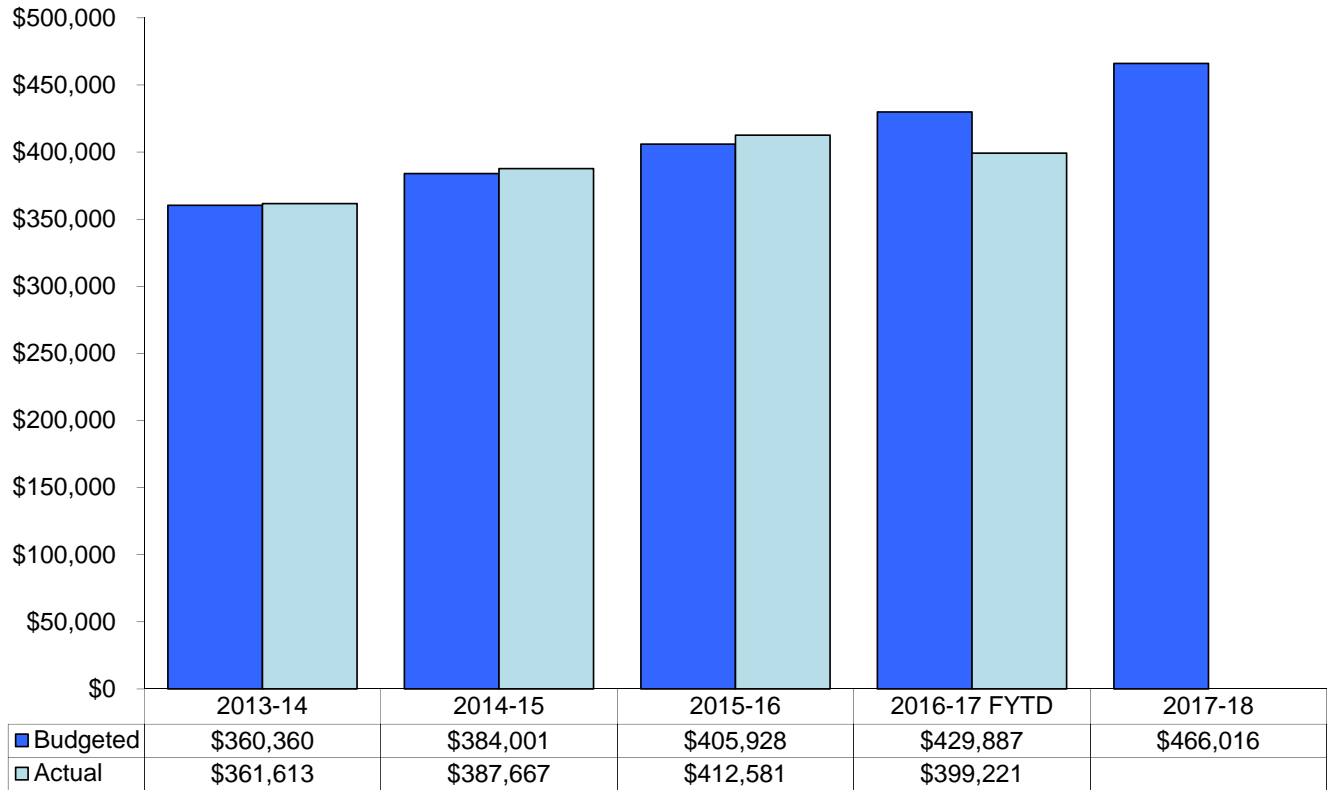
CAPITAL IMPROVEMENT ACCOUNTS

ACCOUNT NUMBER	DESCRIPTION	REQUESTED THIS YEAR	PRIOR YEAR BUDGETED	BUDGETED % CHANGE	DETAIL PAGE #
200-13000	Water Department Inventory	\$7,500	\$7,500	0%	29
200-16400	Pumping Equipment	\$10,000	\$10,000	0%	29
200-16200	Water Main Improvements	\$0	\$0		29
200-16400	Office Furniture & Equipment	\$3,000	\$3,000	0%	29
200-16400	Special Purpose Equipment	\$0	\$175,000	-100%	29
TOTAL CAPITAL IMPROVEMENTS:		\$20,500	\$195,500		

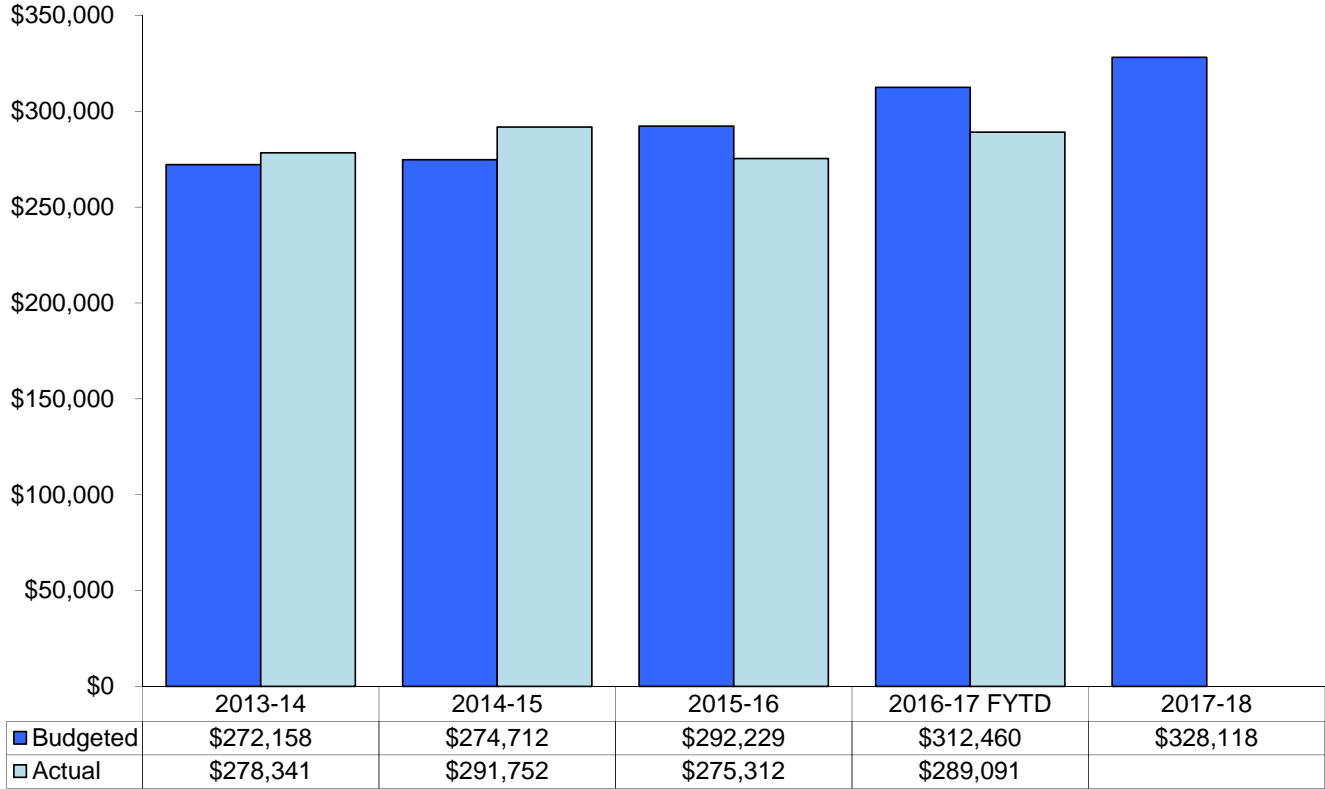
RESTRICTED, DESIGNATED & RESERVE FUNDS

ACCOUNT NUMBER	DESCRIPTION		5/31/17 FUND BALANCE
	Water Operating Reserve Target =	\$523,557	\$325,364
	Water Capital Improvement Reserve Fund		\$147,675
609-27100	Assessment District No. 9 Construction Funds	Restricted	\$38,154
610-27100	Assessment District No. 10 Construction Funds	Restricted	\$26,421
610-27100	Assessment District No. 10 O&M Funds	Restricted	\$201,854
220-72100	Water Facility Capacity Fees & Charges	Restricted	\$5,382
200-75600	Water Infrastructure R&R Reserve	AA Debt Reserve	\$65,341
TOTAL DESIGNATED RESERVE FUND BALANCE:			\$810,191

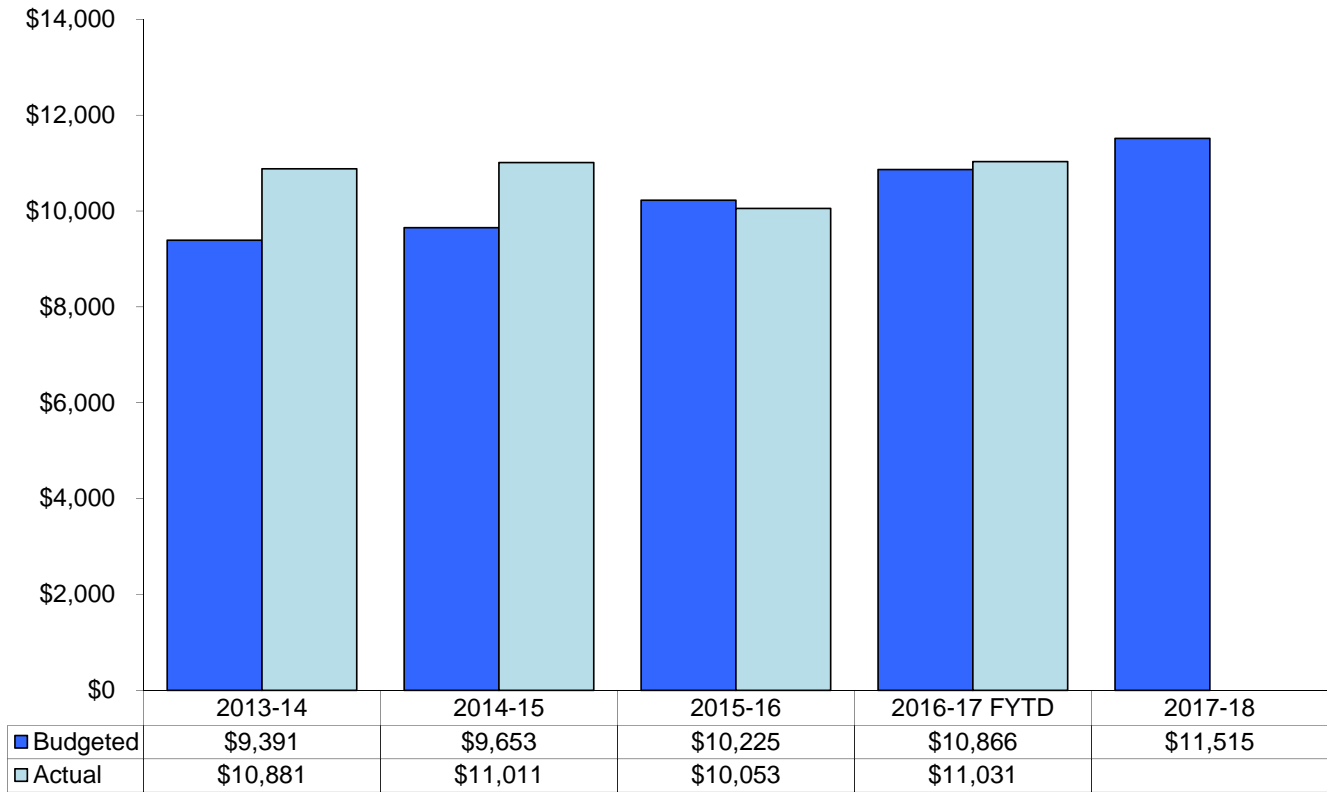
ACCOUNT NUMBER 200-50100	DESCRIPTION Salaries & Wages (Water)	BUDGET REQUEST \$466,016
SUMMARY OF REQUEST		
Division Supervisor, Four Operators* & 3/16 (18.75%) of General Manager Salary (base salary + certification incentives)		\$427,405
On-Call Time (292 Days X 1Hr. Ea. Night X Avg. OT Rate)	Average OT Rate	\$13,873
Holiday Coverage (13 Days X 3 Hrs. X Avg. OT Rate)	\$47.51	\$1,853
Weekend Coverage (83 Days X 3 Hrs. X Avg. OT Rate)		\$11,830
After Hours and Emergency Call-Outs (100Hrs. X Avg. OT Rate)		\$4,751
Accrued Time Off Buy Back & Telecom Pay		\$6,305
Certification Incentive Pay = \$0.50 per hour for each approved certificate		
Wages include 3.9% Cost of Living Adjustment (2% to offset elimination of EPMC plus 1.9% CPI-W)		
Performance based merit increases where appropriate		
*Does Not Include Estimated Wages (\$7,000) Paid by Fire and Wastewater Departments.		
	Total:	\$466,016



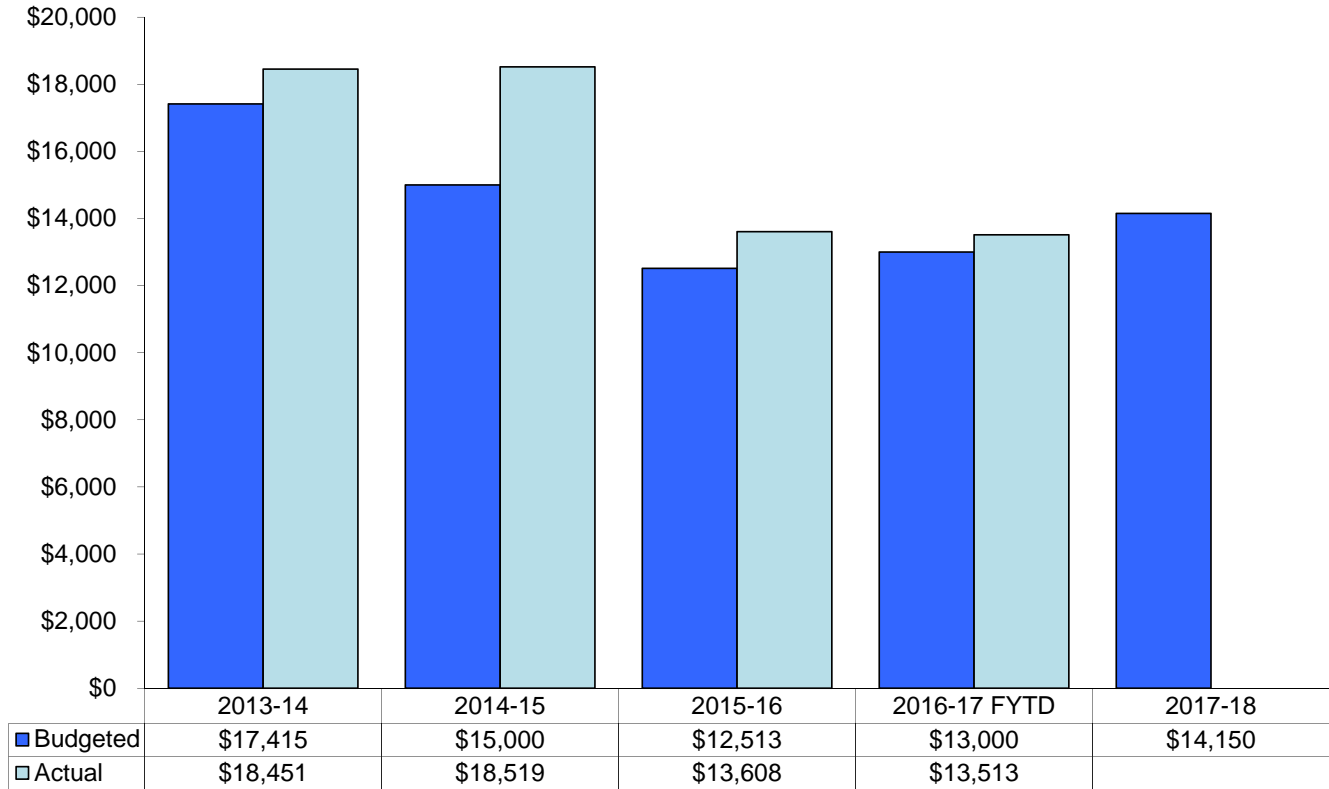
ACCOUNT NUMBER 200-50100	DESCRIPTION Salaries & Wages (Admin)	BUDGET REQUEST \$328,118
SUMMARY OF REQUEST		
Administration Supervisor/Board Secretary/Treasurer, Three Administration Staff & 3/16 (18.75%) of General Manager Salary		\$327,118
Overtime (Administration Staff)		\$1,000
Wages include 3.9% Cost of Living Adjustment (2% to offset elimination of EPMC plus 1.9% CPI-W)		
Performance based merit increases where appropriate	Total:	\$328,118



ACCOUNT NUMBER 200-50120	DESCRIPTION Medicare Tax (FICA)	BUDGET REQUEST \$11,515
SUMMARY OF REQUEST		
Federal Requirement for Employees Hired After April 1986 (FICA). FICA Rate is 1.45% of Payroll (Includes Base Pay and All Overtime) 1.45% x \$794,134		\$11,515



ACCOUNT NUMBER 200-50130	DESCRIPTION Workers Comp Insurance	BUDGET REQUEST \$14,150
SUMMARY OF REQUEST		
SDRMA Estimated Premiums for Workers Compensation Insurance		\$14,150



ACCOUNT NUMBER 200-50140	DESCRIPTION Group Insurance	BUDGET REQUEST \$95,181
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SUMMARY OF REQUEST

Medical, Dental and Vision ¹	Compensation for Calculating LTD	\$87,000
Long Term Disability ² (0.62%)	\$754,523	\$4,678
Accidental Death and Dismemberment ³ (0.048%)	Compensation for Calculating ADD & Life	\$667
Life Insurance ⁴ (0.204%)	\$1,390,000	\$2,836
	Total	\$95,181

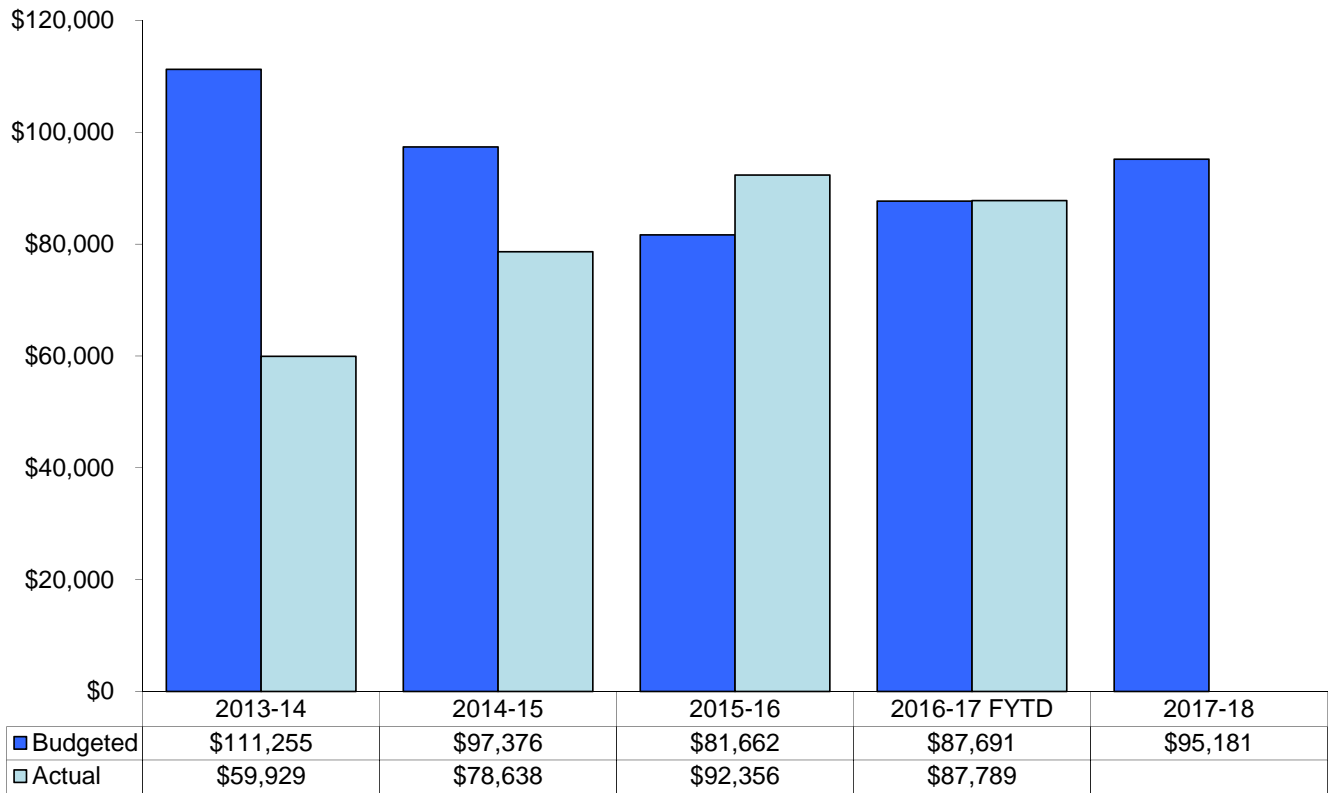
¹ Maximum Monthly Cap on Medical, Dental and Vision Premiums (5.43% increase) = \$9,937 x 12 = \$119,244.
 Budgeted amount based on past 3 years actual and a 5.43% increase in the cap which is half of the 10.86% CalPERS Medical Premium increase.
 Deviation in budget to actual due to unused Medical Reimbursement Plan balances.

² 0.62% of annual base salaries plus certification incentive pay.

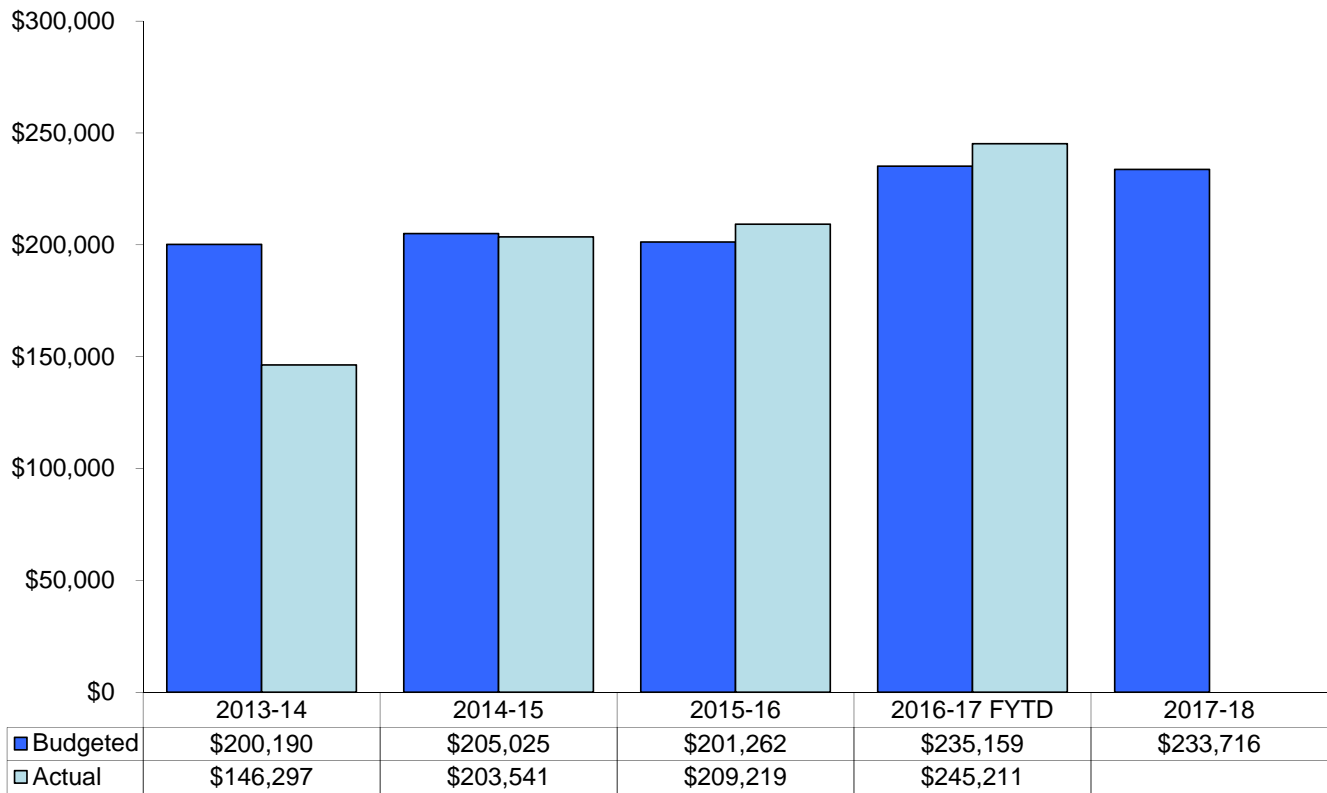
³ 0.048% of annual base salaries plus certification incentive pay x 2 + \$25,000, rounded to the nearest thousand up to a max of \$175,000 per employee.

⁴ 0.204% of annual base salaries plus certification incentive pay x 2 + \$25,000, rounded to the nearest thousand up to a max of \$175,000 per employee.

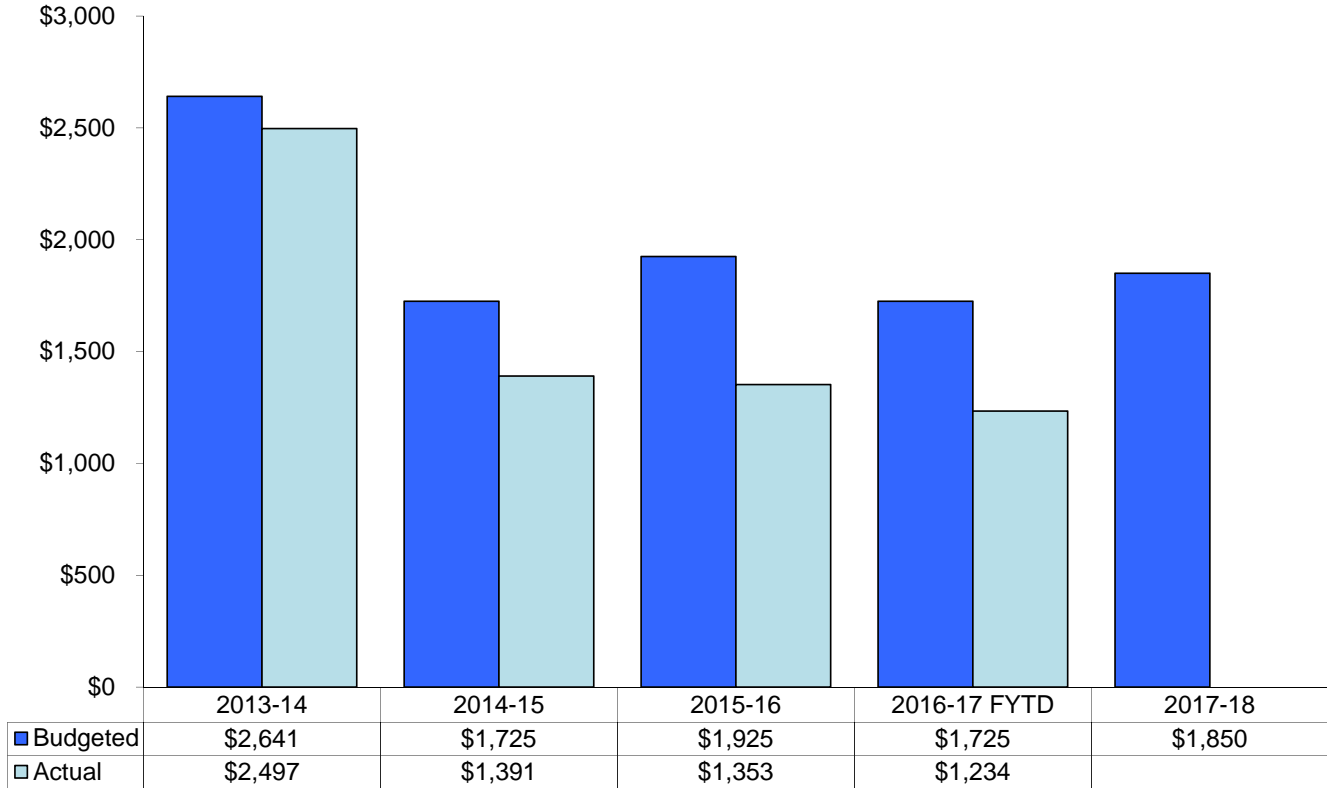
Difference between budgeted and actual in prior years due to unused Medical Reimbursement funds and transfer of employee.



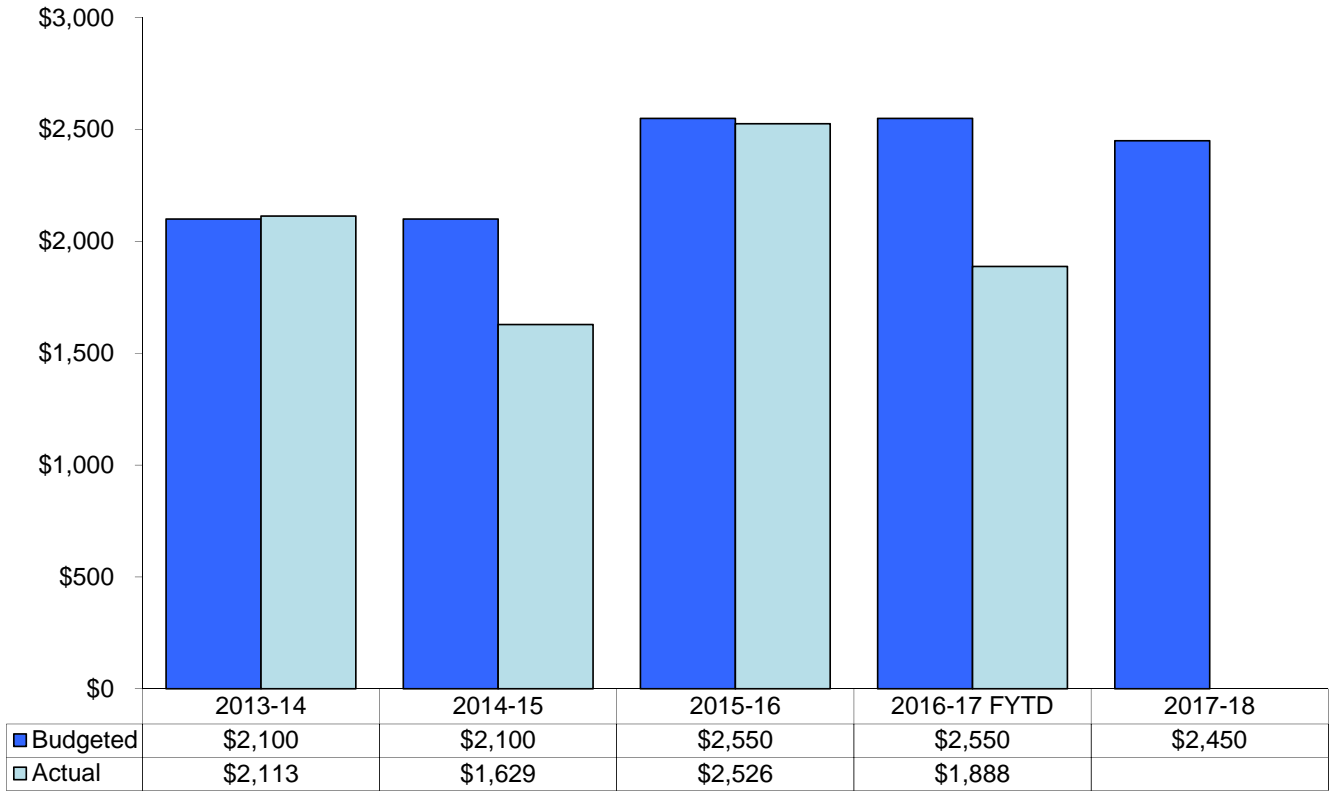
ACCOUNT NUMBER 200-50150	DESCRIPTION CalPERS Retirement	BUDGET REQUEST \$233,716
SUMMARY OF REQUEST		
Classic Miscellaneous Members ¹	Compensation for Calculating Benefit	
District's Contribution Percentage (11.675% of Salary)	\$664,669	\$77,600
District's Monthly Employer Unfunded Accrued Liability Payment (12 x \$10,599)		\$127,188
Reduced Employer Paid Member Contribution (EPMC) (2% of Salary)		\$13,293
Paying and Reporting the Value of EPMC (0.04% of Salary)		\$266
Survivor Benefit (\$0.93 per employee per pay period)		\$177
New Miscellaneous Members District's PEPRAs Contribution Percentage (6.533% of Salary)		\$5,991
Employee Replacement Benefit Fund		\$9,200
	Total	\$233,716
¹ Includes: 3/8 General Manager's Salary Base, Certification and Holiday Portions of Water Division Supervisor and 4 Operator's Wages Base and Certification Portions of Administration Supervisor and 2 office staff's Wages Deviation from Budget to Actual due to Side Fund Interest Expense Reclassification.		



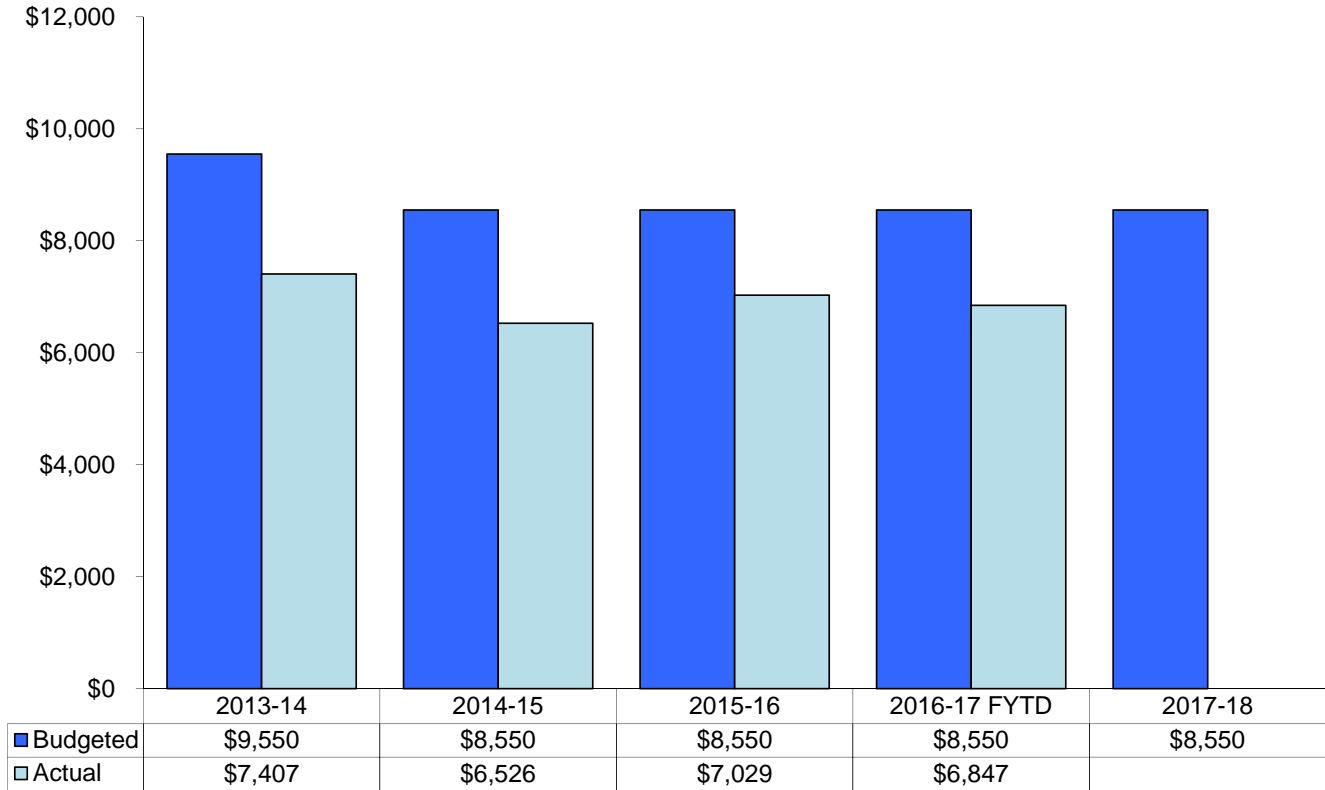
ACCOUNT NUMBER 200-50160	DESCRIPTION Uniforms	BUDGET REQUEST \$1,850
SUMMARY OF REQUEST		
Uniform Allowance (5 employees x \$250 annually)		\$1,250
District Shirts (5 T-shirts per employee x \$20/shirt x 5 employees)		\$500
District Hats (5 baseball caps w/ RSWD logo x \$20/cap)		\$100
	Total:	\$1,850



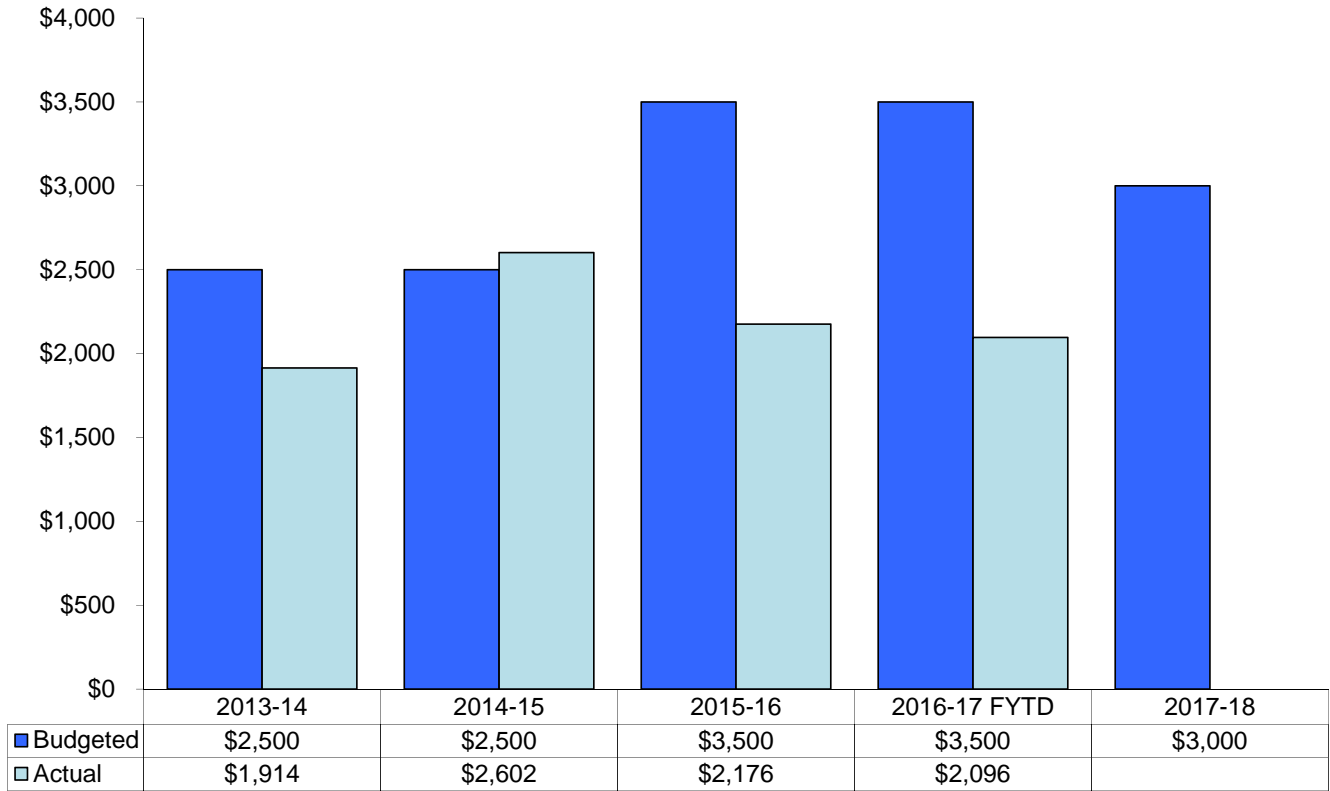
ACCOUNT NUMBER 200-52300	DESCRIPTION Community Relations	BUDGET REQUEST \$2,450
SUMMARY OF REQUEST		
Water Conservation Handout Materials & Other Public Outreach Related Expenses		\$500
Employee Recognition		\$1,950
	Total:	\$2,450



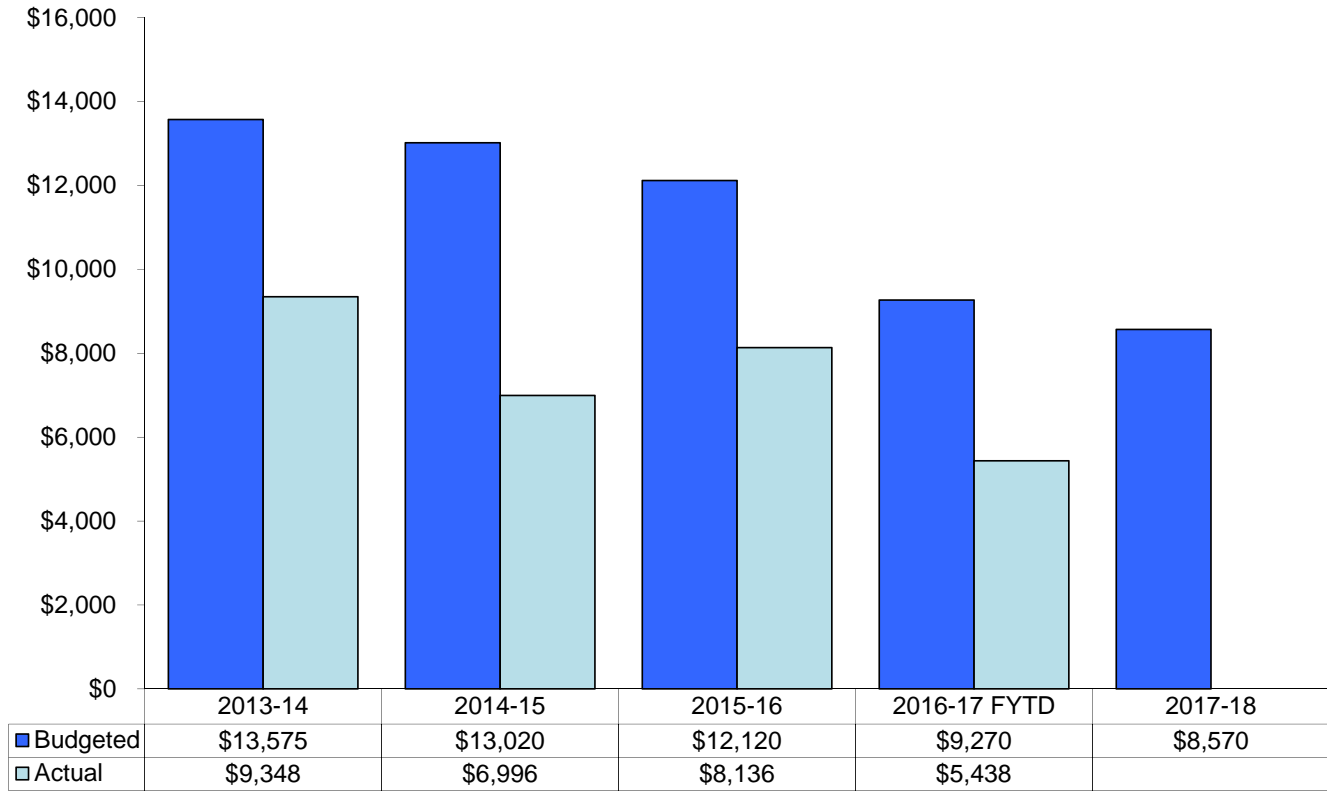
ACCOUNT NUMBER 200-53120	DESCRIPTION Director's Compensation	BUDGET REQUEST \$8,550
SUMMARY OF REQUEST		
Fourteen (14) Board Meetings annually x 5 Directors x \$100 each		\$7,000
Eleven (11) Special District meetings x 1 Director x \$50		\$550
Five (5) Committee meetings x 2 Directors x \$100		\$1,000
	Total	\$8,550



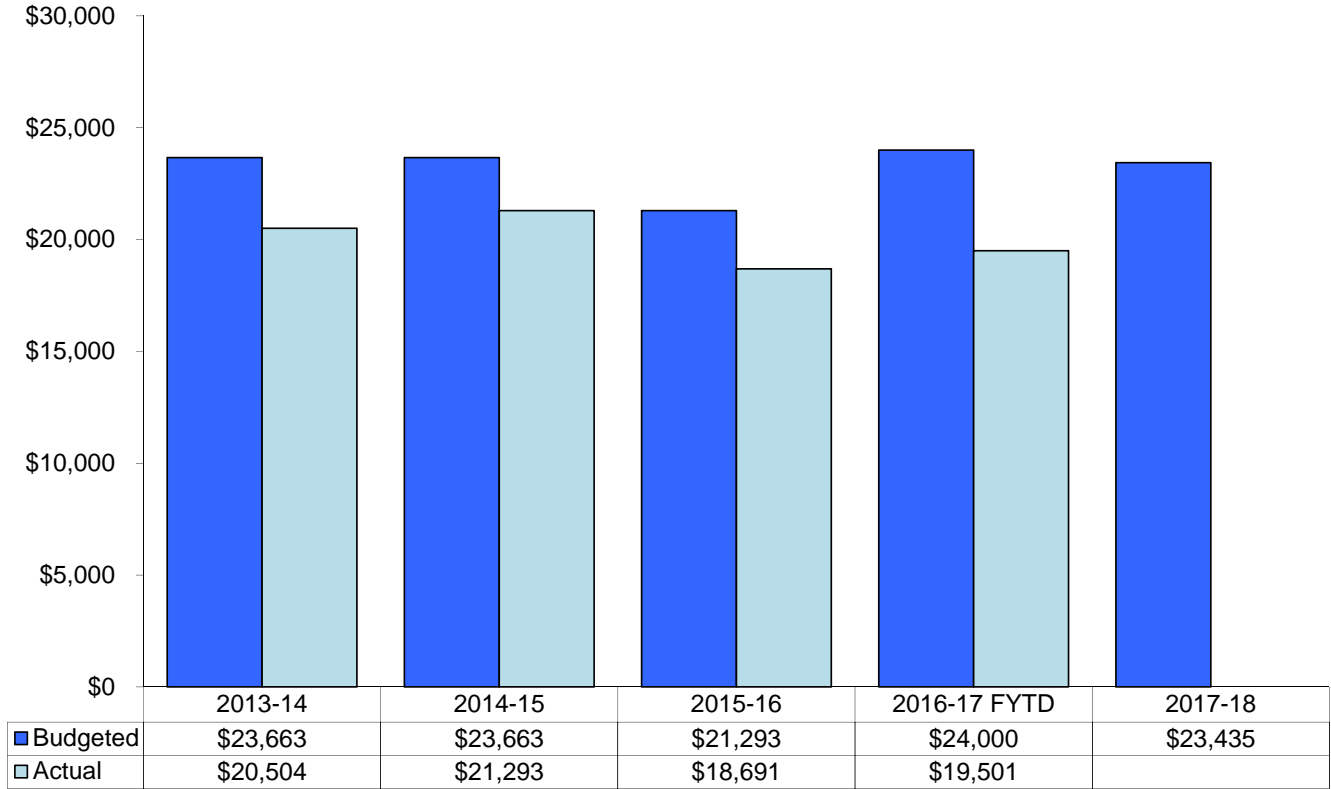
ACCOUNT NUMBER 200-53200	DESCRIPTION Education & Seminars	BUDGET REQUEST \$3,000
SUMMARY OF REQUEST		
Travel, lodging, meals, parking and registration expenses for various conferences and training		\$2,000
Education Expense Reimbursement		\$1,000
	Total	\$3,000



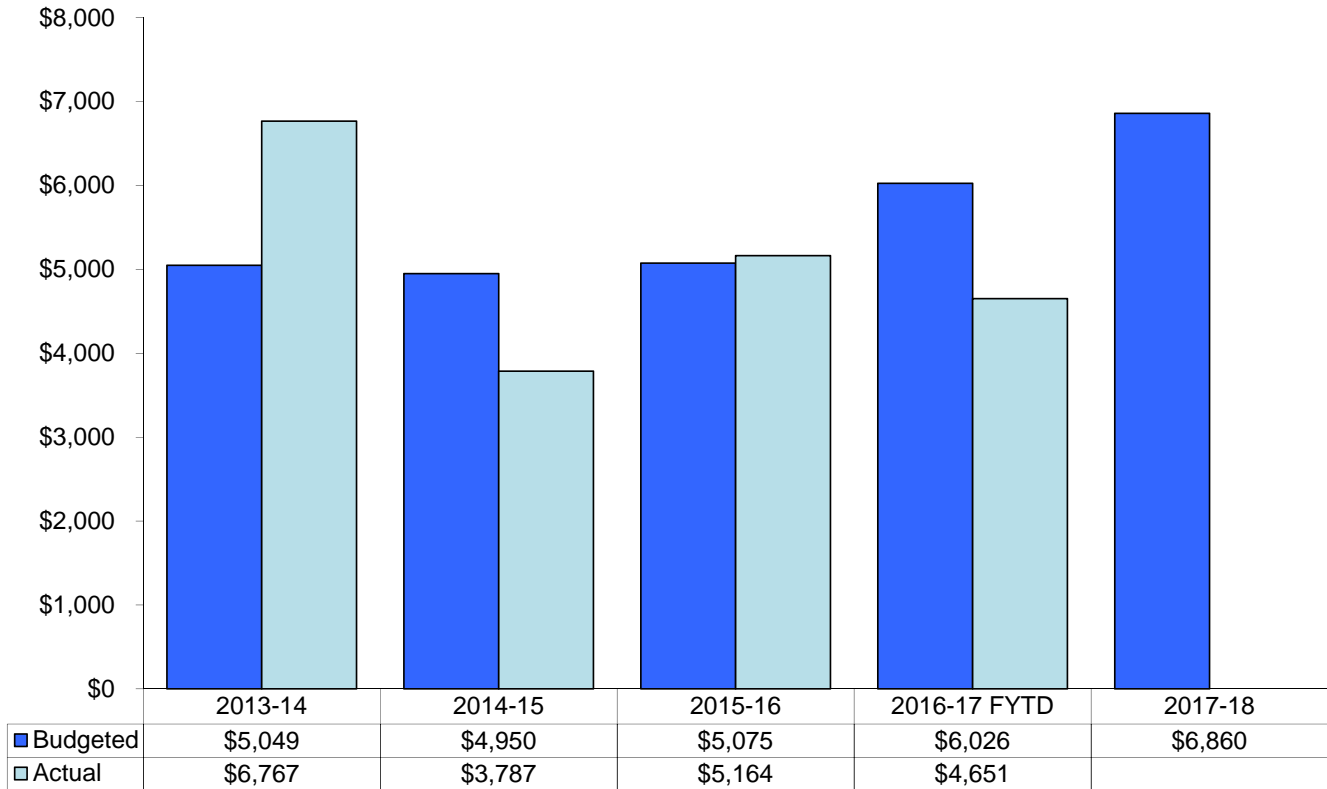
ACCOUNT NUMBER 200-54100	DESCRIPTION Fuel & Oil	BUDGET REQUEST \$8,570
SUMMARY OF REQUEST		
2,500 Gallons of 87 Octane Gas @\$2.75/Gal.		\$6,875
300 Gallons Diesel Fuel for Backhoe & Generators @\$2.75/Gal.		\$825
50 Gallons 15/40W Motor Oil @ \$15/Gal.		\$750
10 Gallons Hydraulic Fluid (Tractors) @ \$60/5Gal.		\$120
	Total:	\$8,570



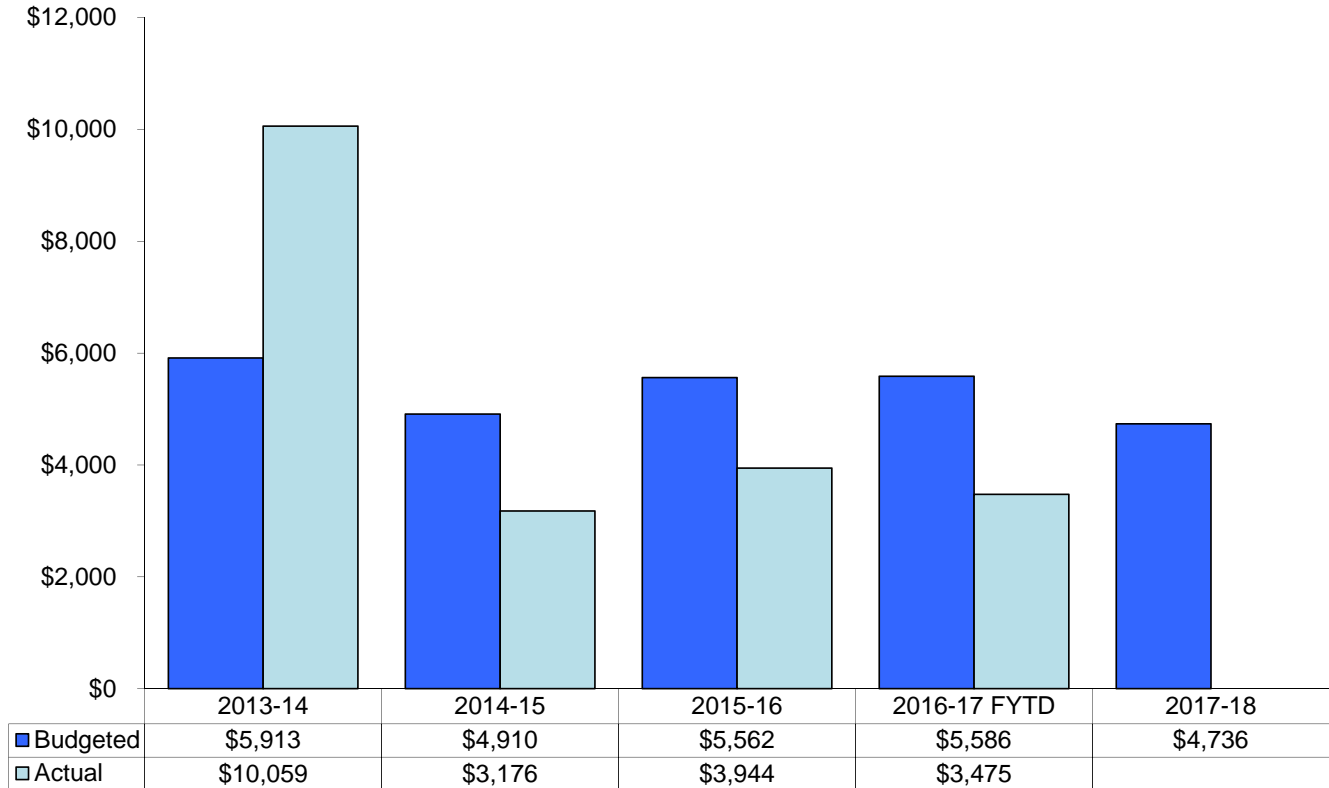
ACCOUNT NUMBER 200-54300	DESCRIPTION Property/Liability Insurance	BUDGET REQUEST \$23,435
SUMMARY OF REQUEST		
Special District Risk Management Authority (SDRMA) General Liability and Property Insurance Coverage		\$23,435



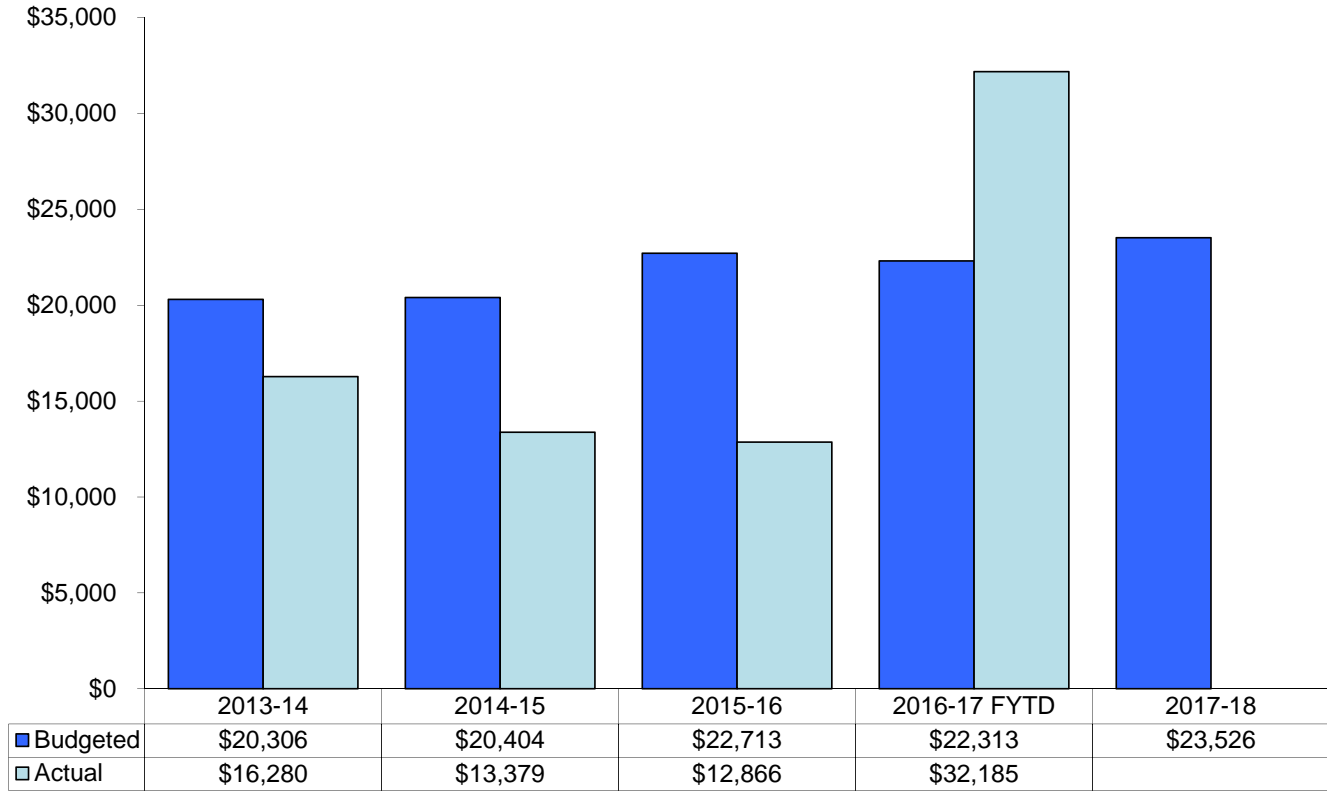
ACCOUNT NUMBER 200-56100	DESCRIPTION Memberships & Subscriptions	BUDGET REQUEST \$6,860
SUMMARY OF REQUEST		
Chamber of Commerce		\$125
American Waterworks Association (AWWA)		\$500
California Special Districts Association (\$7,800/3 Departments)		\$2,600
San Bernardino County Special Districts (\$840/3 Departments)		\$280
AWWA Publications Standards Updating		\$450
Cross-Connection Control Foundation		\$125
Alpenhorn & Mountain Newspaper Legal Notices		\$150
Top Health & Top Performance Newsletter		\$130
Employee Health Club Memberships		\$2,500
	Total:	\$6,860



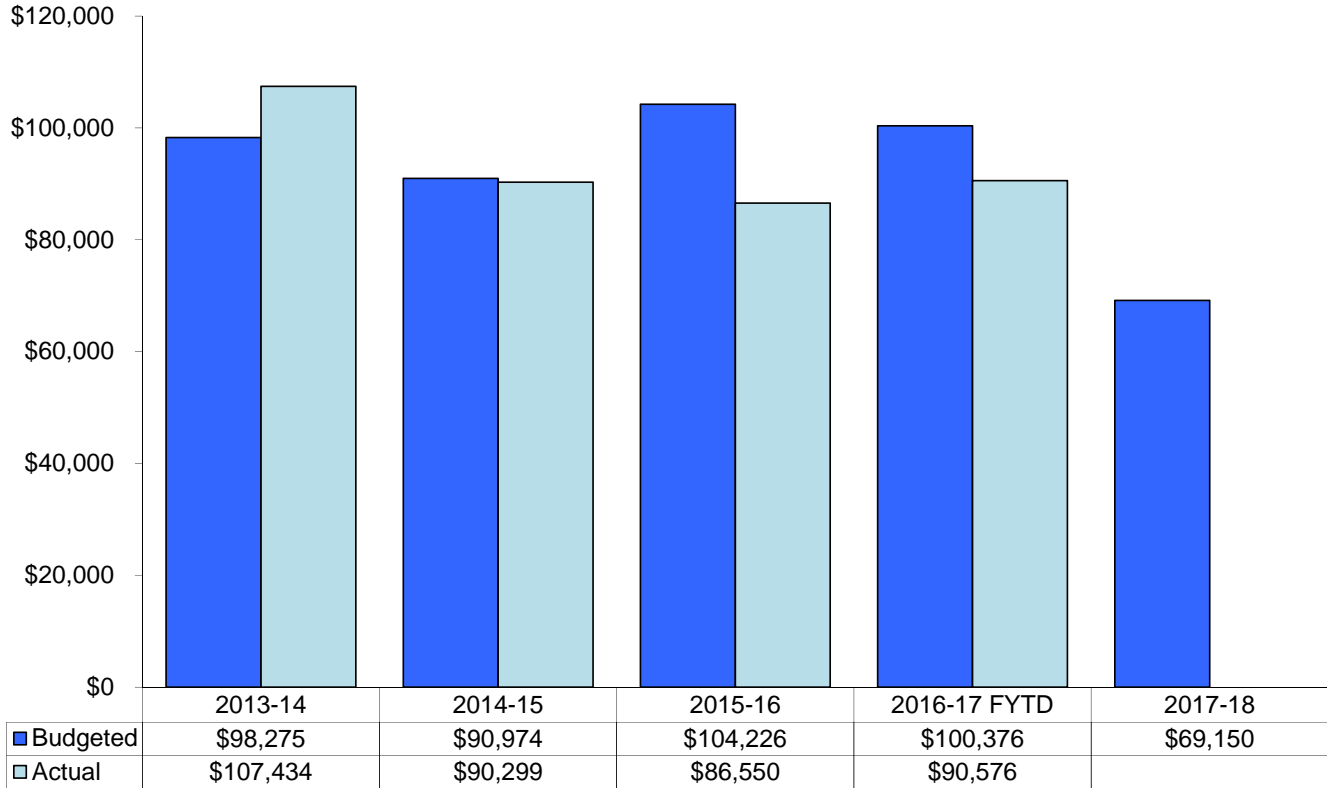
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
200-56150	Miscellaneous Supplies, Tools & Expenses	\$4,736
SUMMARY OF REQUEST		
Miscellaneous Supplies, Business Meeting Expenses, Etc.		\$200
Miscellaneous Supplies Purchased at Home Depot, Costco, Etc.		\$600
Trash Pick Up and Disposal Fees (\$88 x 12 months)		\$1,056
Miscellaneous Hand Tools, Wrenches, Shovels, Pry Bars, Hand Pumps, Etc.		\$500
Leather Work Gloves (35 Pair x \$12 Ea.)		\$420
Steel Toed Safety Boots (6 x \$100 Ea.)		\$600
Employee Radiation Detection Badges		\$310
Additional Safety Items		\$500
Annual Fire Extinguisher Inspection		\$150
Miscellaneous Equipment - Barricades, Batteries, Flashlights, Etc.		\$400
	Total:	\$4,736



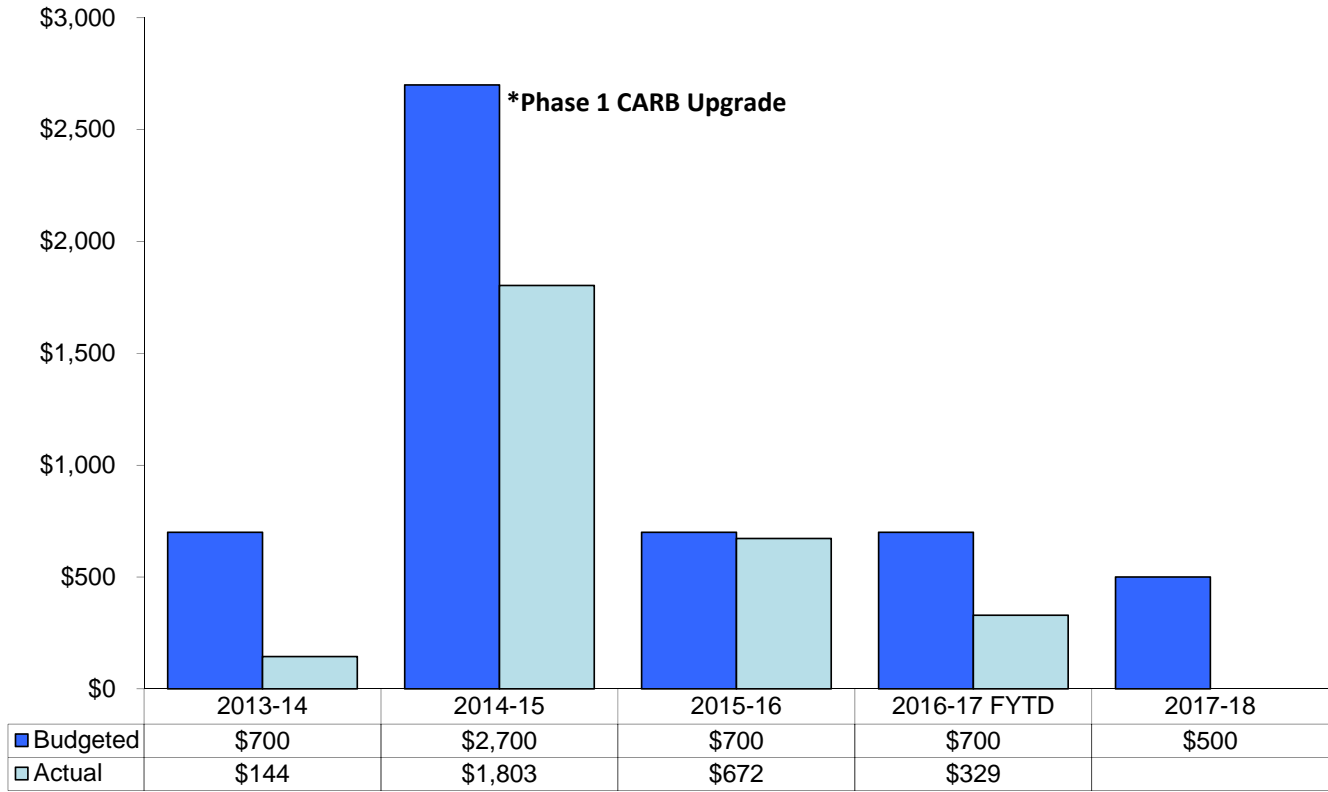
ACCOUNT NUMBER 200-57100	DESCRIPTION Fees & Permits	BUDGET REQUEST \$23,526
SUMMARY OF REQUEST		
San Bernardino County Fire Dept. Permit Fees (Generators, Hazardous Waste, Fuel Dispensing)		\$1,832
South Coast Air Quality Management District (AQMD)		\$2,300
Excavating Permit - San Bernardino County Road Department (\$150/2 departments + Inspection fees 6 x \$445)		\$2,745
State Water Resources Control Board Permits and System Service Fees		\$12,790
San Bernardino County LAFCO Funding - Estimated at \$10,000/3 Depts.		\$3,333
San Bernardino County Assessors Data		\$204
San Bernardino County Unpaid Assessments Report		\$322
	Total:	\$23,526



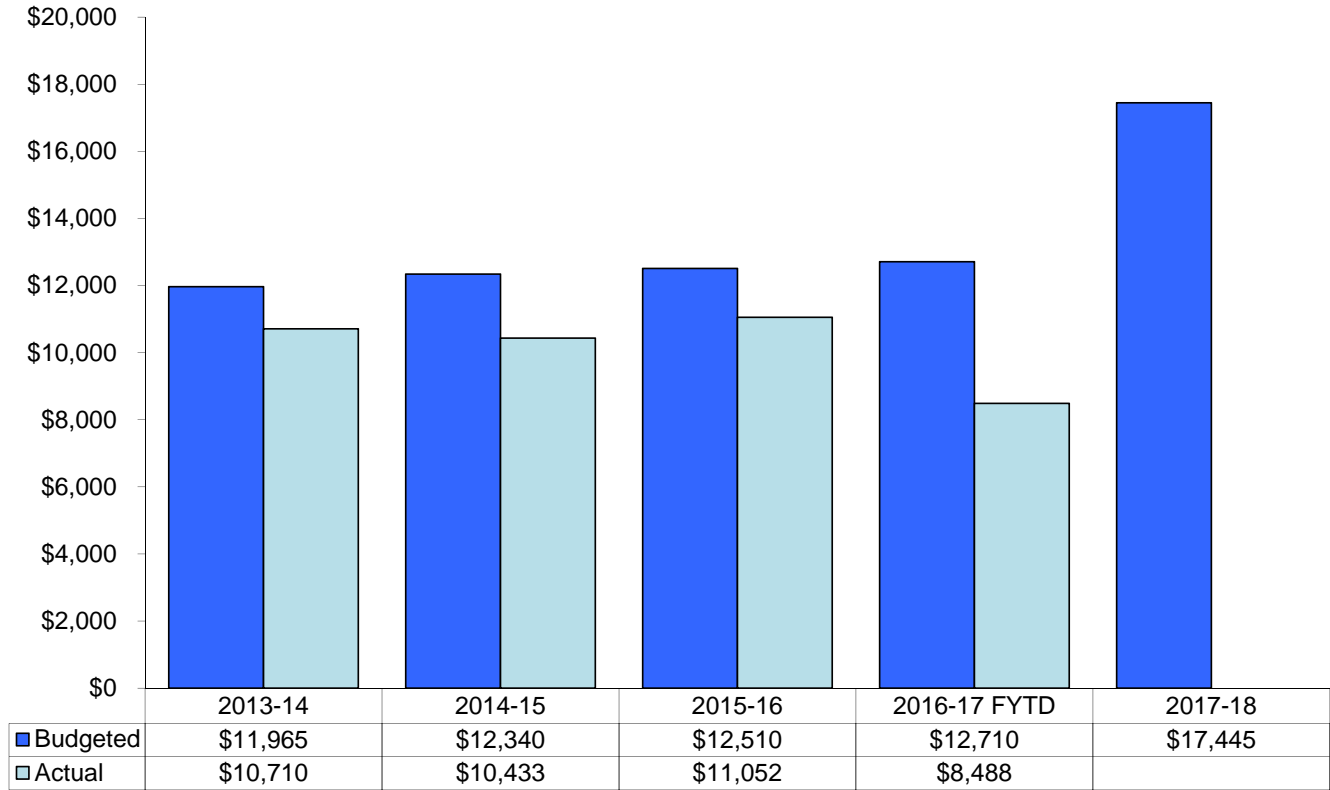
ACCOUNT NUMBER 200-57141	DESCRIPTION Professional Services	BUDGET REQUEST \$69,150
SUMMARY OF REQUEST		
Accounting Services		\$20,000
ACH Debit Fee \$25/Mo.		\$300
After Hours Telephone Answering Service		\$700
Financial Auditing Services		\$8,000
Information Technology (IT) & Computer Technical Support		\$12,000
Legal Counsel		\$20,000
Payroll Processing		\$2,000
Recording Lien Fees		\$150
Tyler/Incode Accounting Software Support		\$3,000
Zenner Automatic Meter Reading (AMR) Support Services		\$3,000
	Total:	\$69,150



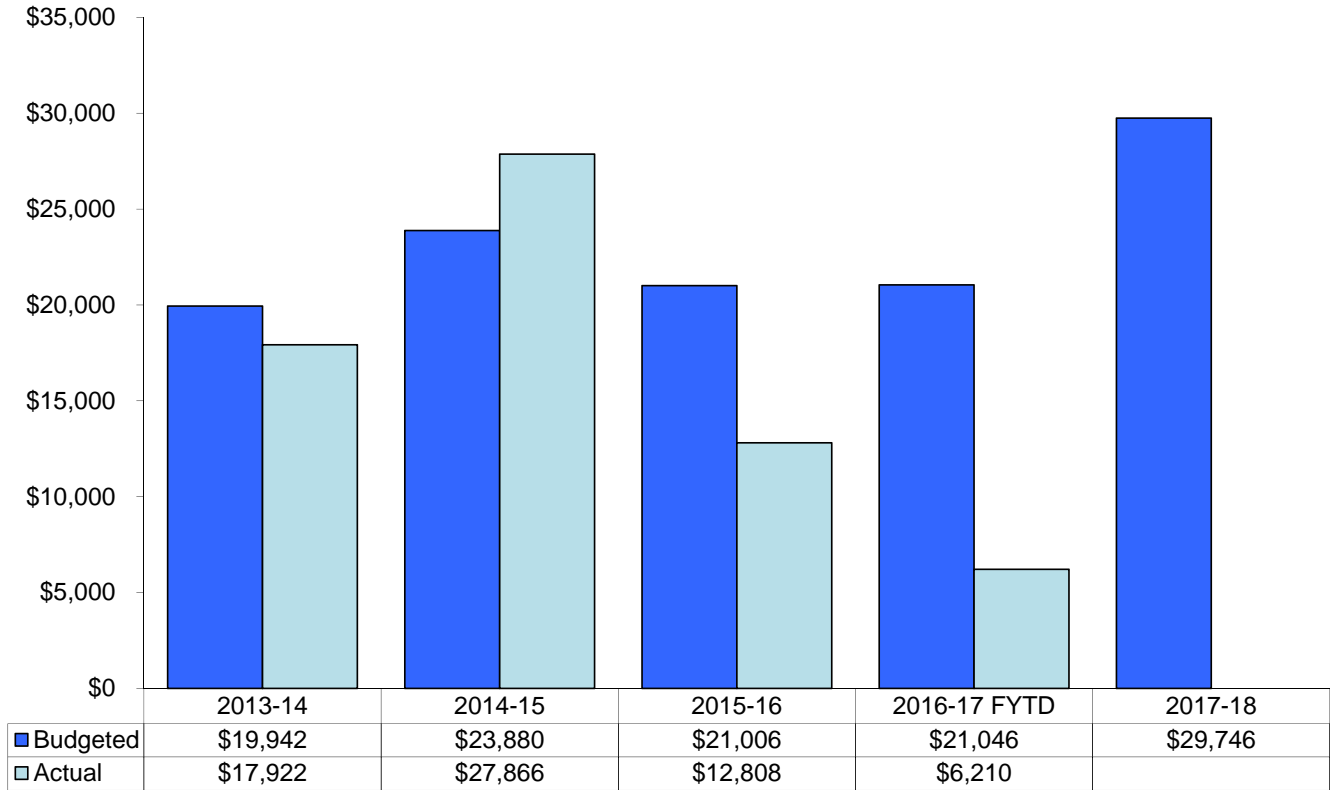
ACCOUNT NUMBER 200-57312	DESCRIPTION Repair/Maintenance (Fuel Storage Tanks)	BUDGET REQUEST \$500
SUMMARY OF REQUEST		
Miscellaneous Repairs & Maintenance		\$300
Annual Tank Testing		\$200
	Total:	\$500



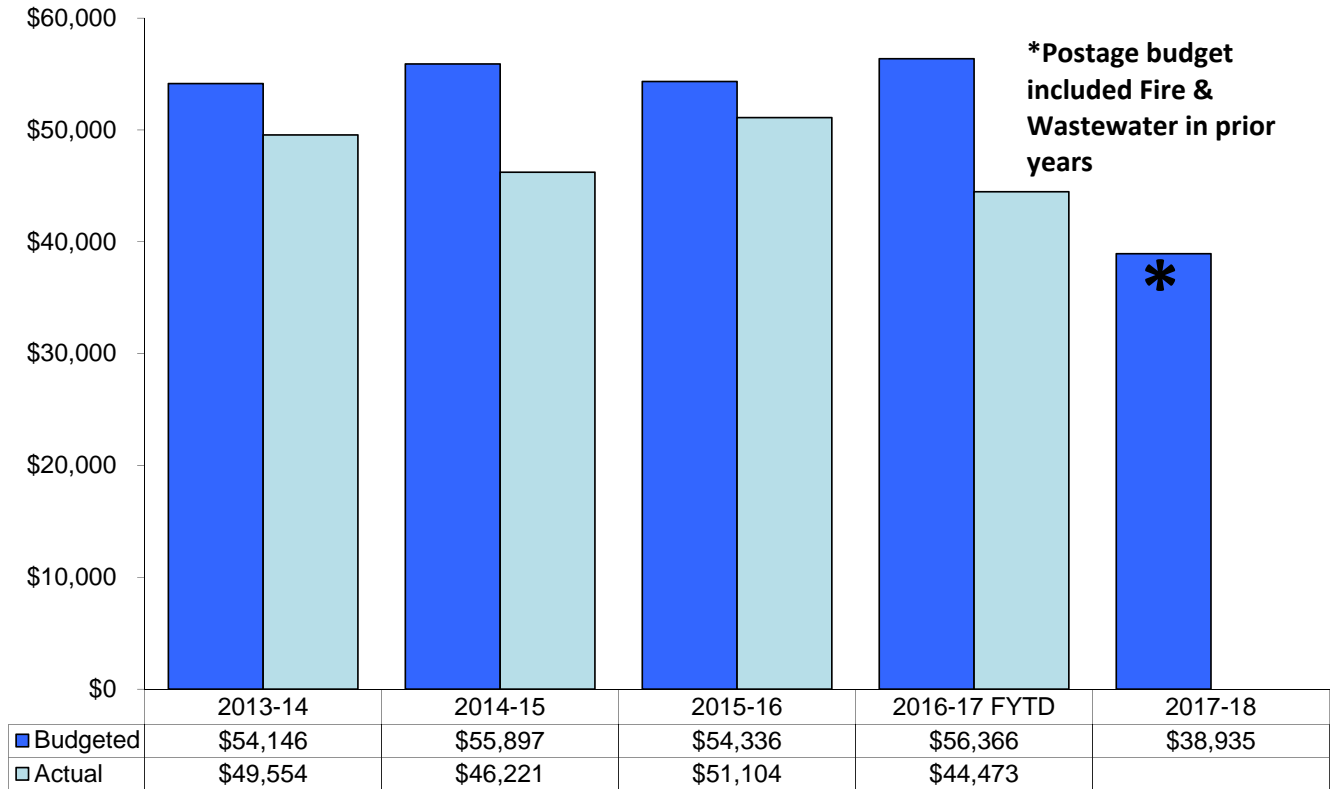
ACCOUNT NUMBER 200-57313	DESCRIPTION Repair & Maintenance (Main Office)	BUDGET REQUEST \$17,445
SUMMARY OF REQUEST		
Miscellaneous Repairs to Office Equipment		\$500
Sensus Metering System Maintenance Agreement		\$1,600
Priority Mail Systems three station folder, inserter, billing machine parts & labor		\$1,700
Janitorial Services to clean District office		\$5,820
Annual Carpet Cleaning		\$400
Annual Window Cleaning		\$250
Monitoring of District Office Alarm System		\$375
Maintenance at District Complex (Lights, Landscaping, Miscellaneous Repairs & Supplies)		\$1,800
District Office Roof Repair		\$5,000
	Total:	\$17,445



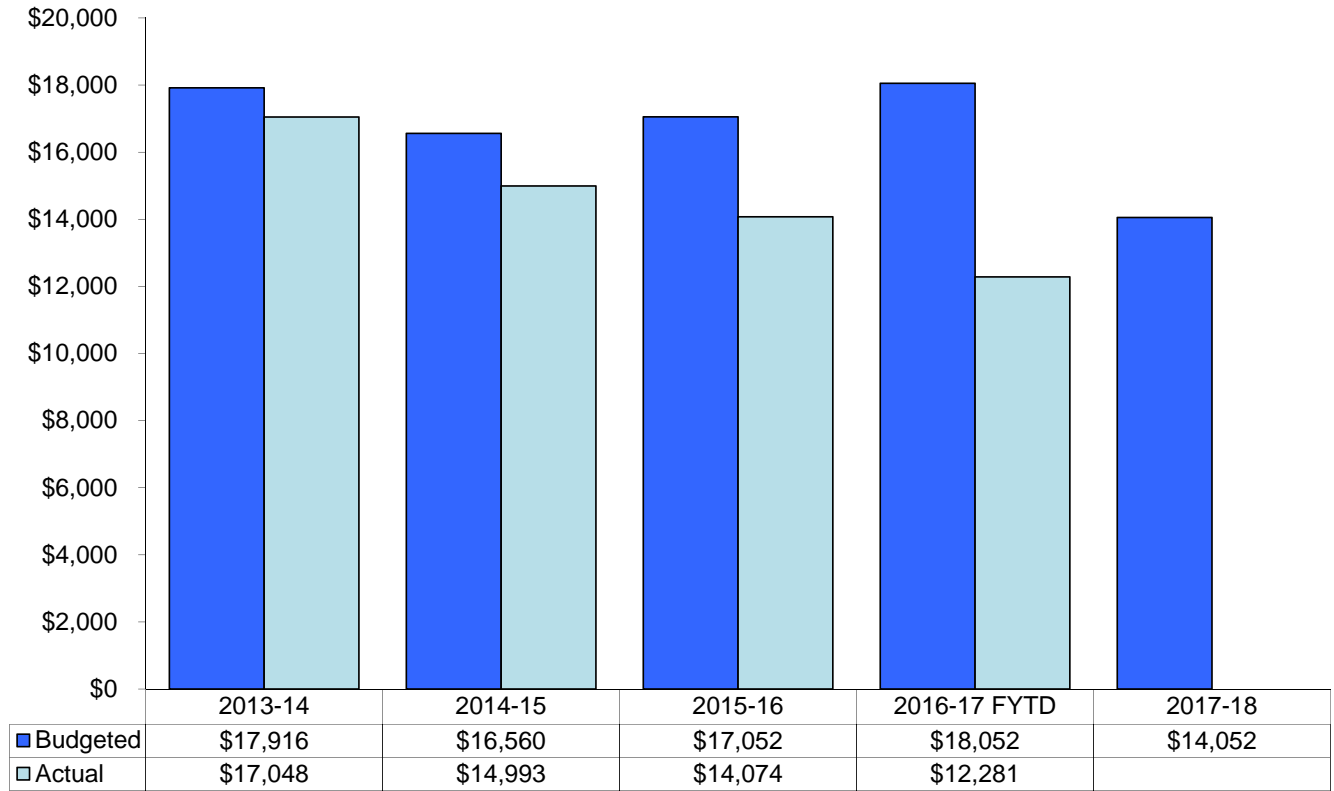
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
200-57314	Repair & Maintenance (Water System)	\$29,746
SUMMARY OF REQUEST		
Backflow Assembly Testing (10 x \$40 plus 3 x \$60)		\$580
Miscellaneous Repairs & Maintenance (Distribution)		\$2,000
Miscellaneous Repairs & Maintenance (Pumps & Motors)		\$2,000
Miscellaneous Repair & Maintenance (Pump Buildings)		\$1,000
Miscellaneous Repairs & Maintenance (SCADA System)		\$2,000
WIN 911 SCADA Alarm Annual Support (shared with Collections 50% of \$753)		\$377
Wonderware SCADA Software Annual Support (shared with Collections 50% of \$879)		\$440
Repair Costs for Pressure Regulating Valves		\$700
Marking Paint for USA Location Requests (6 cases x \$50/case)		\$300
Wet Inspection and Cleaning of Two Tanks		\$4,500
Miscellaneous Repairs to Storage Tanks		\$10,350
Routine Paving, Service Installations, Main Repairs (600 SF x \$5/SF Trench Repair Rate)		\$3,000
Temporary Asphalt Material		\$1,000
Hydrant Repair Parts, Gaskets, Caps, Couplings, Flanges, Bolts, Paint, Etc.		\$500
Underground Service Alert Location Request Charges:		\$50
Miscellaneous Meter Repairs (Gaskets, Meter Chambers, Registers, etc.)		\$500
Repairs to Existing Services for Erosion and Meter Protection		\$200
Padlocks for Locking Meters		\$250
	Total:	\$29,746



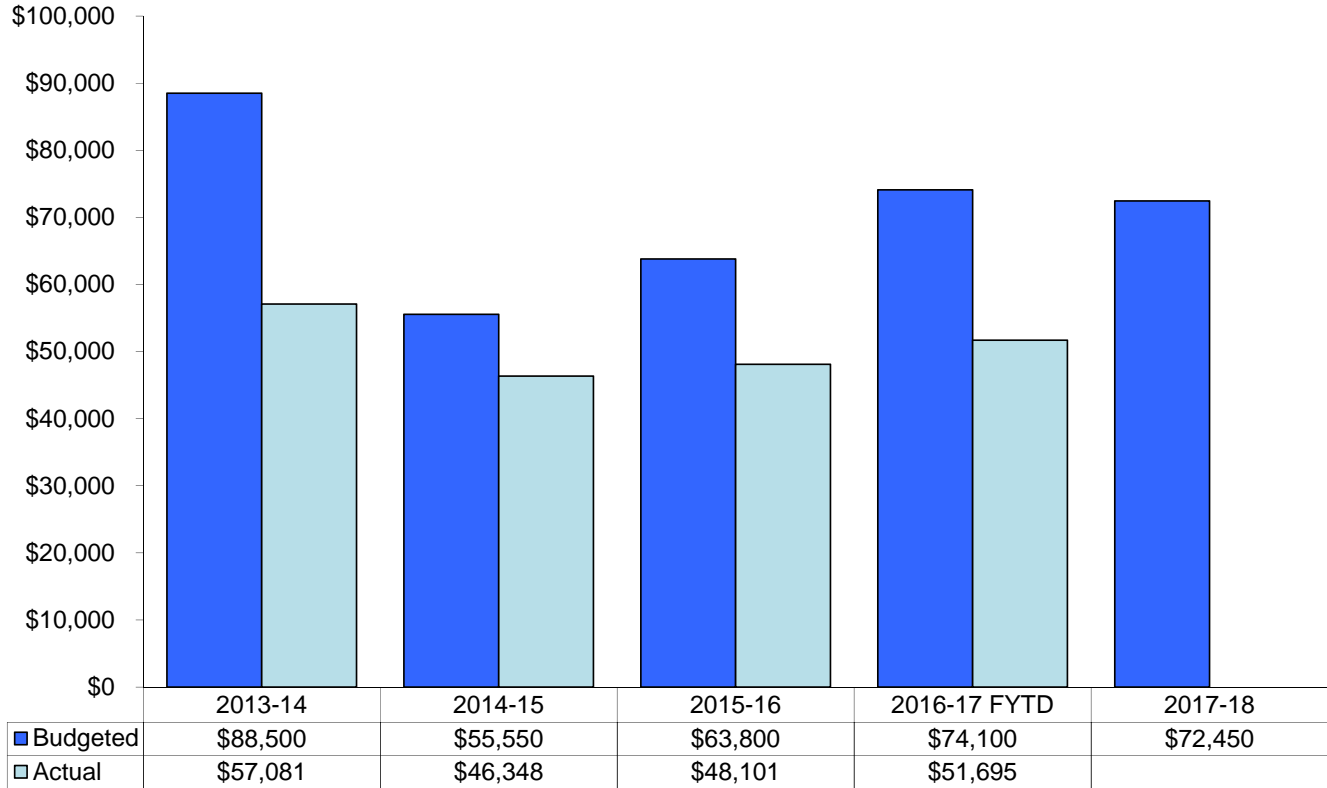
ACCOUNT NUMBER 200-57440	DESCRIPTION Office Supplies & Expenses	BUDGET REQUEST \$38,935
SUMMARY OF REQUEST		
Copier Metered Usage Charge		\$3,800
Lease of Copier for 12 Months		\$3,200
Legal Advertisements & Classified Advertisements		\$500
Letterhead Stationery, Envelopes, Service Applications, Door Tags, Business Cards & Special Printings, Postage		\$1,250
Monthly Water Bills, Misc, Delinquent and Closing Bills, Meter Postage for Misc. Mailings		\$10,985
Paper, Printer Cartridges, Water Bills, Envelopes & Miscellaneous Office Supplies		\$17,000
Postage Machine Lease		\$1,500
Pre-Printed Checks		\$700
	Total	\$38,935



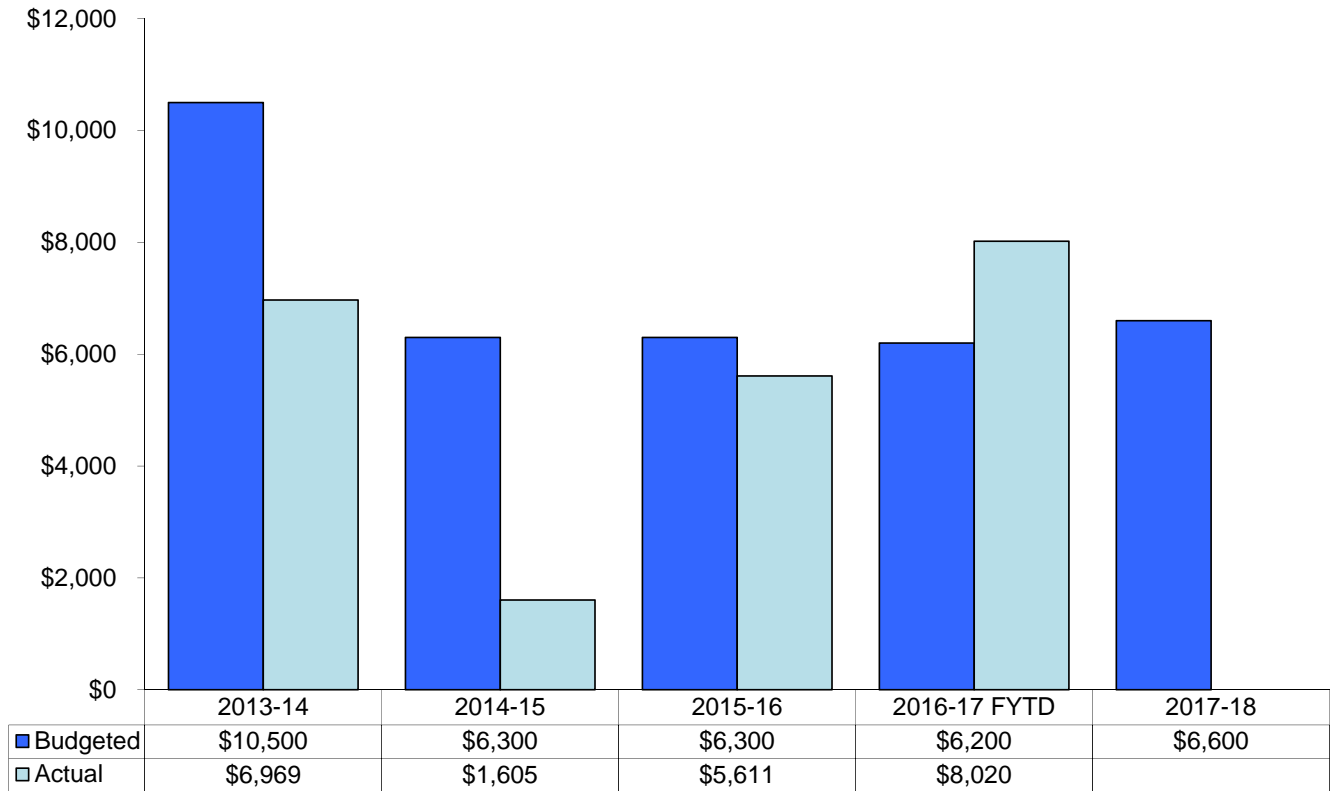
ACCOUNT NUMBER 200-58250	DESCRIPTION Utilities (Telephone, Heat & Lights)	BUDGET REQUEST \$14,052
SUMMARY OF REQUEST		
Heat and Lights for District Office and Shops		\$9,000
Charter Phone = \$276 x 12 Months		\$3,312
Charter Internet = \$90 x 12 Months		\$1,080
Verizon SCADA Phone Line = \$50 x 12 Months		\$600
Verizon Wireless Cell Phone = \$5 x 12 Months		\$60
	Total	\$14,052



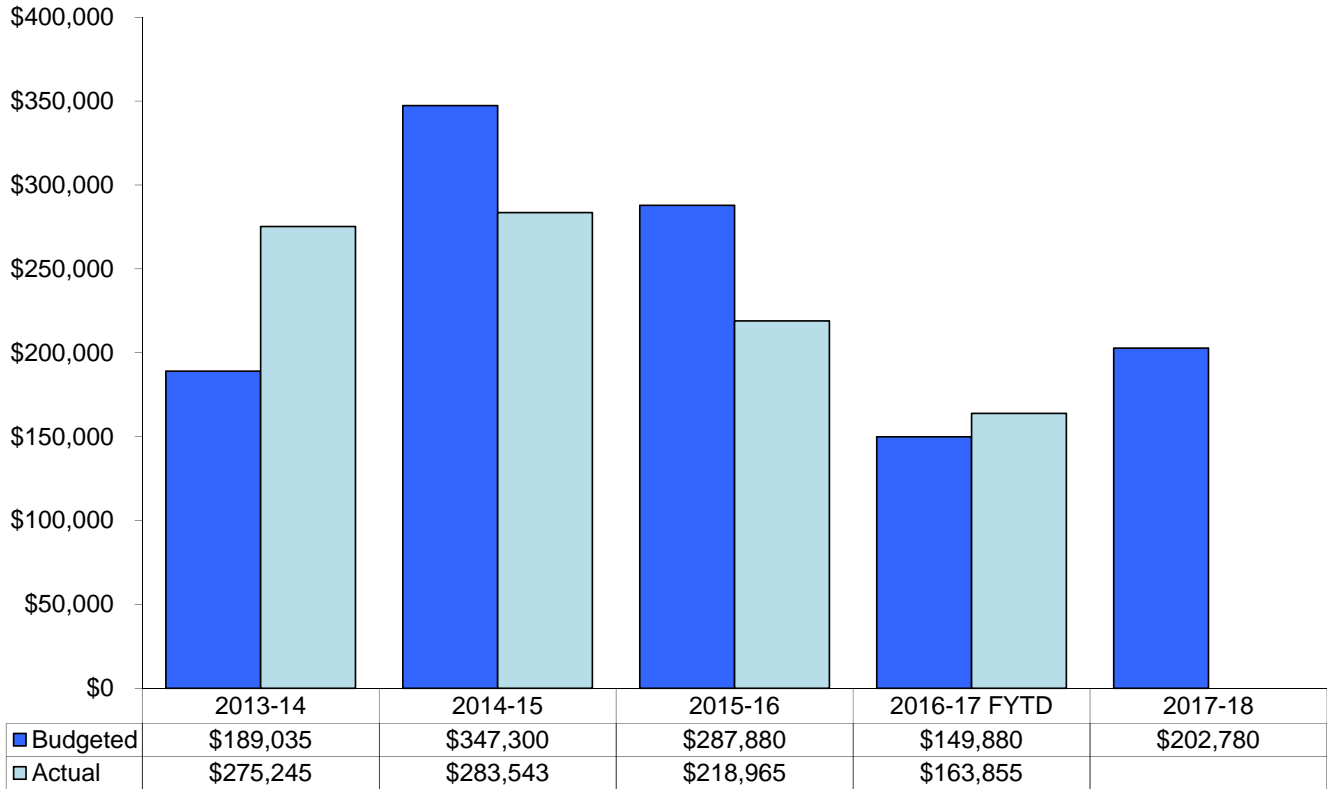
ACCOUNT NUMBER 200-58253	DESCRIPTION Utilities (Electricity)	BUDGET REQUEST \$72,450
SUMMARY OF REQUEST		
Cost of Power to Operate Pumps at Wells and to Transfer Water in the Distribution System (230AF x \$315/AF)		\$72,450
Cost of Power in 2016 Per Acre Foot is Approximately: \$293		
Anticipated Cost Per Acre Foot for 2017-18 is: \$315		
Estimated District Production for 2017-18 is 230 Acre Feet		



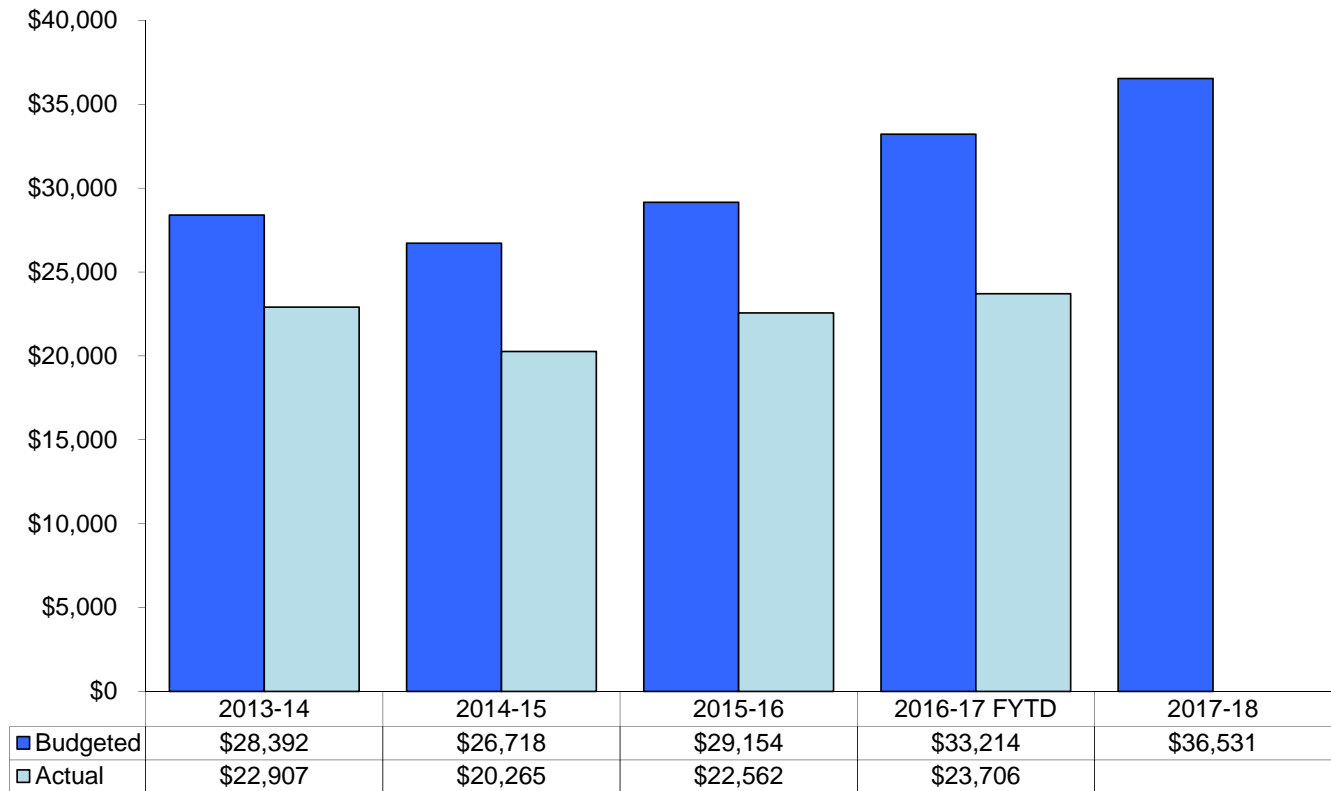
ACCOUNT NUMBER 200-58300	DESCRIPTION Vehicle & Equipment Repair & Maintenance	BUDGET REQUEST \$6,600
SUMMARY OF REQUEST		
12 Tires for Service Trucks		\$2,400
Campbell #2821 Truck Tire Chains (2 sets x \$100 ea.)		\$200
Repairs, Tune-Ups, Servicing and Miscellaneous Repairs		\$2,000
Miscellaneous Repair/Maintenance to Tractors, Thiokol & Equipment (Welder, Jack Hammers, Compressor, etc.)		\$2,000
	Total:	\$6,600



ACCOUNT NUMBER 200-59100	DESCRIPTION Purchased Water	BUDGET REQUEST \$202,780
SUMMARY OF REQUEST		
2017-18 Estimated Water Demand = 416 Acre Feet (AF) All District Sources: 230 AF Purchased Water: 186 AF CLAWA: 146 AF X \$1,150/AF= Arrowbear: 40 AF x \$871/AF= 2016-17 Estimated Purchased Water - 140 AF 2016-17 Estimated District Production - 260 AF 2016-17 Total Estimated Water Demand - 400 AF (1) CLAWA Rate Estimated to Remain Unchanged at \$1,150/AF (+0%) (2) APCWD Rate Estimated to Remain Unchanged at \$871/AF (+0%)		
	Total:	\$167,900 \$34,880 \$202,780



ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
200-59200	Water Quality Testing	\$36,531
SUMMARY OF REQUEST		
Routine Bac-t System Samples (24 Samples/Wk. x 52/Wks. x \$7 Ea.)		\$8,736
Bac-t Rechecks/Special Samples (60 Samples x \$7 Ea.)		\$420
General Physical System Samples (10 Samples/Mo.x 12 Mo. x \$4 Ea. Plus 5 Sources x \$4 Ea.)		\$500
SOC Samples (4 x \$1600 Ea. For new well)		\$6,400
VOC Samples (5 x \$150 Ea.)		\$750
Gross Alpha Samples (30 Samples/Year x \$40 Ea.)		\$1,200
Nitrate as NO3 (9 x \$10 Ea.)		\$90
Uranium Samples (51 x \$75 Ea.)		\$3,825
Inorganic Samples (5 x \$140 Ea.)		\$700
General Mineral Samples (5 x \$90 Ea.)		\$450
Rimwood & Weiss Canyon Well Chemical Treatment for Corrosivity		\$3,600
Liquid Chlorine (500 Gallons x \$3.50/Gal.)		\$1,750
TTHM Samples (8 x \$30 Ea.)		\$240
Radium 226 Samples (12 x \$115 Ea.)		\$1,380
Corrosivity (28 x \$40 Ea.)		\$1,120
HAA5 (8 x \$100 Ea.)		\$800
Additional Unanticipated Sampling		\$2,500
Replacement Chemical Injection Pumps		\$1,750
EDB/DBCP Samples (8x\$40 Ea.)		\$320
	Total:	\$36,531



ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
200-53100	Depreciation Expense	\$240,456
SUMMARY OF REQUEST		
Depreciation expense for Water Division		\$240,456
<p>Operating expenses for enterprise funds include the cost of depreciation on capital assets. Depreciation expense was not included in the District's budget until the 2014/2015 fiscal year per the District's Cash Reserve Policy and advice from Financial Advisors and Consultants. The minimum annual allocation amount for the Capital Improvement Fund for each division or department should equal the amount of annual budgeted depreciation specific to that division or department plus 10% for cost increases. This represents the total annual contribution that should be made to this fund, not the minimum balance. This will allow funds to build over time and eventually replace the existing facilities. Not adequately budgeting for depreciation could eventually have the effect of eroding the organization's net assets.</p>		
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
200-13000	Water Department Inventory	\$7,500
SUMMARY OF REQUEST		
Miscellaneous Fittings, Clamps & Replacement Parts for Water System		\$7,500
Total:		\$7,500
SUMMARY OF REQUEST		
Replacement Pumps, VFD's and Equipment for Groundwater Wells		\$10,000
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
200-16200	Water Main Improvements	\$0
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
200-16400	Pumping Equipment	\$10,000
SUMMARY OF REQUEST		
Relocate Back Lot Meters (80 Total)		\$0
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
200-16400	Office Furniture & Equipment	\$3,000
SUMMARY OF REQUEST		
Ink Jet 6500 Printer & Ink Cartridges (2 x \$200)		\$400
Computer Tablet For Daily Water Operations		\$600
Replace Computer Workstations		\$2,000
Total:		\$3,000
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
200-16400	Special Purpose Equipment	\$400,000
SUMMARY OF REQUEST		
Phase 2 Automatic Meter Reading (AMR) Technology Upgrade Project. CWSRF Loan for \$800,000 1.8% interest, 20 year term with 50% principle forgiveness.		\$400,000
Total:		\$400,000

RUNNING SPRINGS WATER DISTRICT

DIVISION SUPERVISORS

2017-18 HOURLY WAGE SCHEDULE

Exempt Positions

CLASSIFICATION		STEP					
		A	B	C	D	E	F
DIVISION SUPERVISOR							
SUPERVISOR 3	Hourly	\$52.55	\$55.19	\$57.95	\$60.73	\$63.77	\$67.09
	Monthly	\$9,109	\$9,566	\$10,045	\$10,527	\$11,053	\$11,629
	Annual	\$109,304	\$114,795	\$120,536	\$126,318	\$132,642	\$139,547
SUPERVISOR 2	Hourly	\$39.22	\$41.18	\$43.23	\$45.39	\$47.67	\$50.05
	Monthly	\$6,798	\$7,138	\$7,493	\$7,868	\$8,263	\$8,675
	Annual	\$81,578	\$85,654	\$89,918	\$94,411	\$99,154	\$104,104
SUPERVISOR 1	Hourly	\$29.12	\$30.58	\$32.12	\$33.88	\$35.58	\$37.35
	Monthly	\$5,047	\$5,301	\$5,567	\$5,873	\$6,167	\$6,474
	Annual	\$60,570	\$63,606	\$66,810	\$70,470	\$74,006	\$77,688
Cost of Living Adjustment (COLA):		3.90%	(2% to offset elimination of EPMC plus 1.9% CPI-W)				
Water Division Supervisor (3 CI's)		\$135,762					
Administration Division Supervisor		\$139,547					

RUNNING SPRINGS WATER DISTRICT

ADMINISTRATION DIVISION

2017-18 HOURLY WAGE SCHEDULE

Non-Exempt Positions

CLASSIFICATION		STEP				
		A	B	C	D	E
SENIOR BILLING CLERK	Hourly	\$25.76	\$26.40	\$27.06	\$27.74	\$28.43
	Monthly	\$4,465	\$4,576	\$4,690	\$4,808	\$4,928
	Annual	\$53,581	\$54,912	\$56,285	\$57,699	\$59,134
BILLING CLERK	Hourly	\$22.77	\$23.34	\$23.92	\$24.52	\$25.13
	Monthly	\$3,947	\$4,046	\$4,146	\$4,250	\$4,356
	Annual	\$47,362	\$48,547	\$49,754	\$51,002	\$52,270
ADMINISTRATIVE ASSISTANT 3	Hourly	\$23.89	\$24.49	\$25.10	\$25.73	\$26.37
	Monthly	\$4,141	\$4,245	\$4,351	\$4,460	\$4,571
	Annual	\$49,691	\$50,939	\$52,208	\$53,518	\$54,850
ADMINISTRATIVE ASSISTANT 2	Hourly	\$21.11	\$21.64	\$22.18	\$22.73	\$23.30
	Monthly	\$3,659	\$3,751	\$3,845	\$3,940	\$4,039
	Annual	\$43,909	\$45,011	\$46,134	\$47,278	\$48,464
ADMINISTRATIVE ASSISTANT 1	Hourly	\$18.67	\$19.13	\$19.61	\$20.10	\$20.60
	Monthly	\$3,236	\$3,316	\$3,399	\$3,484	\$3,571
	Annual	\$38,834	\$39,790	\$40,789	\$41,808	\$42,848
Cost of Living Adjustment (COLA):		3.90%				
		(2% to offset elimination of EPMC plus 1.9% CPI-W)				
Senior Billing Clerk (1 CI)	\$60,174					
Administrative Assistant 3 (1 CI)	\$50,731					
Administrative Assistant 1	\$41,808					

RUNNING SPRINGS WATER DISTRICT						
WATER DIVISION						
2017-18 HOURLY WAGE SCHEDULE						
Non-Exempt Positions						
CLASSIFICATION		STEP				
		A	B	C	D	E
COMPLIANCE/SAFETY OPERATOR 3	Hourly	\$32.81	\$33.63	\$34.47	\$35.33	\$36.21
(Grade 3 Distribution & Grade 2 Treatment)	Monthly	\$5,687	\$5,829	\$5,975	\$6,124	\$6,276
	Annual	\$68,245	\$69,950	\$71,698	\$73,486	\$75,317
OPERATOR 3	Hourly	\$29.95	\$30.70	\$31.47	\$32.26	\$33.07
(Grade 3 Distribution & Grade 2 Treatment)	Monthly	\$5,191	\$5,321	\$5,455	\$5,592	\$5,732
	Annual	\$62,296	\$63,856	\$65,458	\$67,101	\$68,786
OPERATOR 2	Hourly	\$26.49	\$27.15	\$27.83	\$28.52	\$29.23
(Grade 3 Distribution & Grade 1 Treatment)	Monthly	\$4,592	\$4,706	\$4,824	\$4,943	\$5,067
	Annual	\$55,099	\$56,472	\$57,886	\$59,322	\$60,798
OPERATOR 1	Hourly	\$23.41	\$23.99	\$24.59	\$25.20	\$25.83
(Grade 2 Distribution & Grade 1 Treatment)	Monthly	\$4,058	\$4,158	\$4,262	\$4,368	\$4,477
	Annual	\$48,693	\$49,899	\$51,147	\$52,416	\$53,726
OPERATOR IN TRAINING	Hourly	\$20.06	\$20.56	\$21.07	\$21.59	\$22.13
(Entry Level / No Certification Required)	Monthly	\$3,477	\$3,564	\$3,652	\$3,742	\$3,836
	Annual	\$41,725	\$42,765	\$43,826	\$44,907	\$46,030
Cost of Living Adjustment (COLA):	3.90%	(2% to offset elimination of EPMC plus 1.9% CPI-W)				
Compliance/Safety Operator 3 (2 CI's)	\$77,397					
Operator 3 (3 CI's)	\$71,906					
Operator 2 (5 CI's)	\$65,998					
Operator 1	\$49,899					

Water Division Vehicle Replacement Schedule

Vehicle Description	Year	Mileage / Hours	Use Status	Planned Retirement Date	Estimated Cost of Replacement
Nissan 4x4 Truck Unit #52	1995	74,335	Reserve	2017 (Deferred)	\$ 30,000
Nissan 4x4 Truck Unit #60	1998	62,495	Daily	2017 (Deferred)	\$ 45,000
Ford 555 Backhoe Unit #42	1990	3,645 Hrs.	Treatment Plant	2017 (Deferred)	\$ 120,000
Thiokol - Snow Cat Unit #36	1965	818.1	Winter Activities	2017 (Deferred)	\$ 100,000
Ford 4x4 Ranger Truck Unit #68	2001	72,369	Daily	2019 (18 Yrs. Old)	\$ 35,000
Ford 4X4 Plow Truck Unit #58	1997	125,421	Utility Vehicle	2020 (22 Yrs. Old)	\$ 60,000
Ford 575E Backhoe Unit #59	1998	4,237 Hrs.	Special Projects	2020 (22 Yrs. Old)	\$ 120,000
Ford 4X4 Ranger Truck Unit #76	2007	43,454	Daily	2022 (15 Yrs. Old)	\$ 50,000
Ford 4X4 Ranger Truck Unit #82	2011	25,144	Daily	2026 (15 Yrs. Old)	\$ 35,000
Ford 4X4 Ranger Truck Unit #83	2011	20,040	Daily	2026 (15 Yrs. Old)	\$ 35,000
Portable Compressor	1998	563 Hrs.	Limited	2023 (25 Yrs. Old)	\$ 25,000
Portable Welder	2002	148 Hrs.	Limited	2027 (25Yrs. Old)	\$ 10,000
Portable Cat Generator	1996	176 Hrs.	Limited	2021 (25 Yrs. Old)	\$ 40,000

Water Division 5-Year CIP Plan

Description	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	DEFERRED PROJECTS	TOTAL PROJECT COST
Water Division Projects							
Installation of 1450 (AMR) Meters *	\$400,000						\$ 400,000
Installation of 1450 (AMR) Meters		\$400,000					\$ 400,000
Relocate Back Lot Meters (80 Total)			\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 128,000
Replace Nob Hill SCADA Communication Building						\$ 200,000	\$ 200,000
Replace Rowco Booster's and Building						\$ 200,000	\$ 200,000
Replace Rowco .1 MG Tanks with one .5 MG Tank						\$ 650,000	\$ 650,000
Nob Hill 1 MG Tank Rehabilitation						\$ 167,000	\$ 167,000
Vehicle & Equipment Storage Building at Harris Property			\$ 30,000				\$ 30,000
Nob Hill 0.133 MG Tank Rehabilitation				\$ 80,000			\$ 80,000
Rowco 0.3 MG Tank Rehabilitation					\$ 90,000		\$ 90,000
Replace 4X4 Vehicle Unit # 60			\$ 45,000				\$ 45,000
Replace 4X4 Vehicle Unit # 68				\$ 35,000			\$ 35,000
Replace 4X4 Vehicle Unit # 58 Flatbed Snowplow					\$ 60,000		\$ 60,000
Replace 4X4 Vehicle Unit # 76						\$ 50,000	\$ 50,000
Replace 1965 Thiokol Snow Cat with Truck Mounted Tracks					\$ 50,000		\$ 50,000
Replace Portable 50Kw Generator						\$ 40,000	\$ 40,000
Replace Portable Compressor and Jackhammer			\$ 25,000				\$ 25,000
Replace Water Mains Identified in 2010 Master Plan						\$ 6,023,079	\$ 6,023,079
Purchase new backhoe tractor shared cost 50%				\$ 60,000			\$ 60,000
Water Division Improvements Subtotal	\$400,000	\$400,000	\$132,000	\$207,000	\$232,000	\$7,362,079	\$ 8,733,079

***Pending CWSRF financing agreement**



Wastewater Collection Division
Fiscal Year 2017/2018 Budget

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Wastewater Collection and Treatment Service Vision: The Running Springs Wastewater Division will provide extraordinary wastewater collection service for the Running Springs area and wastewater transmission and treatment service for the Running Springs, Arrowbear, and Green Valley Lake areas that protects the environment, complies with regulatory requirements, satisfies the needs of our customers, and provides beneficial uses for our reclaimed water.

Wastewater Collection Division Core Functions & FY 2017/2018 Goals & Objectives

Core Functions	Fiscal Year 2017/2018 Goals & Objectives
Operations & Maintenance Administration	
<ul style="list-style-type: none"> • Manage, repair & replacement of wastewater collection system • Ensure the California Integrated Water Quality System (CIWQS) requirements pertaining to Sanitary Sewer Overflow (SSO) reporting procedures are adhered to • Customer service related to service orders • Ensure Fats, Oils & Grease (FOG) program is administered 	<ul style="list-style-type: none"> • Respond to USA to accurately mark sewer mains to prevent contractors, or agencies from exposing or destroying infrastructure • Maintain accurate records of all preventative maintenance, maps & improvements • Inspect all Food Service Establishments (FSE's) to ensure full compliance with FOG. ordinance • Maintain compliance with state, regional & local requirements of sewer collection system • Ensure a safe, efficient & educated work force • Maintain an outstanding level of customer service
Repair & Maintenance	
<ul style="list-style-type: none"> • Preventative maintenance • Inspection & maintenance of 60 miles of sewer collection pipeline • Clean 1.75 miles per year of sewer collection pipeline identified hot spots • Inspection of sewer manholes & lift station wet wells for infiltration & inflow (I&I) & degradation 	<ul style="list-style-type: none"> • Investigate smoke testing program to minimize illegal connections & I&I • Clean & video inspect sewer collection pipeline & manholes • Repair several mainline deficiencies identified in CCTV work throughout the District • Repair broken mortar on sewer manhole grade rings throughout the District
Sewer Collection System	
<ul style="list-style-type: none"> • O&M of over 60 miles of sewer collection pipeline • O&M of 2.25 miles of sewer force mains • O&M of over 2,000 sewer manholes • Raise manholes to ensure proper accessibility • Control odors to minimize harmful & corrosive gasses & customer complaints 	<ul style="list-style-type: none"> • Reduce I&I by sealing manhole & cleanout lids throughout the District • Prevent sewer backups or spills by cleaning known hot spots every three months • Install locking manhole covers at key inspection & hot spot locations

**Wastewater Collection Division Core Functions & FY 2017/2018 Goals & Objectives
(continued)**

Core Functions	Fiscal Year 2017/2018 Goals & Objectives
Sewer Lift Stations	
<ul style="list-style-type: none"> • O&M of 9 sewer lift stations • O&M of 8 standby generators Control odors to minimize harmful & corrosive gasses & customer complaints 	<ul style="list-style-type: none"> • General maintenance, monthly testing, inspection & repairs of 7 lift station generators and 1 portable generator • Inspect pumps for performance, efficiency & premature wear to prevent failures
SCADA System	
<ul style="list-style-type: none"> • O&M of Supervisory Control & Data Acquisition (SCADA) system 	<ul style="list-style-type: none"> • Testing at least monthly of SCADA alarms to ensure proper performance • Testing at least monthly of AD 2000 back up alarms to ensure proper performance
Vehicle Maintenance	
<ul style="list-style-type: none"> • O&M of District vehicles & equipment 	<ul style="list-style-type: none"> • General maintenance of all Division vehicles & equipment • Inspections weekly, monthly & annually of all vehicles & equipment to ensure maximum operation & efficiency
Safety, Training & Certifications	
<ul style="list-style-type: none"> • Maintain required certifications • Emergency operations training • Safety training 	<ul style="list-style-type: none"> • Provide opportunities for training & classes to maintain District approved certifications • Provide monthly, bi-annual & annual training for emergency response & preventative maintenance • Provide safety training at least weekly to minimize injuries & to ensure a safe work environment • Work closely with District Compliance Safety Officer to improve Safety Program



Wastewater Collection Division
Fiscal Year 2017/2018 Budget
Revenue & Expense Details

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Wastewater Collections Division Fiscal Year Budget Analysis

Description	FY 2013/2014 Actual	FY 2014/2015 Actual	FY 2015/2016 Actual	FYTD 2016/2017 Actual	FY 2016/2017 Budget	Budget Variance	%	PROPOSED FY 2017/2018 Budget
Wastewater Collection Division Revenues								12%
Residential Base Service Charges	1,071,063	1,171,143	1,255,202	1,228,556	1,335,074	(106,518)	-8.0%	1,439,001
Commercial Base Service Charges	21,916	24,660	23,781	38,695	45,292	(6,597)	-14.6%	51,857
Residential Sewer System Usage Charge	91,460	79,316	82,494	85,282	86,904	(1,622)	-1.9%	91,188
Commercial Sewer System Usage Charge	7,471	7,363	20,301	7,388	8,086	(698)	-8.6%	8,493
Cost of Sales - Sewer	17	4,242	601	9,267	0	9,267		0
Assessments - Sewer Service Availability Charges	17,349	19,156	16,504	13,906	14,000	(93)	-0.7%	7,000
Sewer Connection Fees	(352)	0	0	0	0	0		0
Connection/Capacity Fees & Charges	1,711	146,581	29,077	11,292	11,292	0		5,646
Sewer Hot Taps & Septic Waste Dumping	1,000	3,750	1,800	750	3,000	(2,250)	-75.0%	1,500
Interest Income	30,706	8,590	5,768	(2,015)	7,000	(9,015)	-128.8%	3,500
Infrastructure R&R Fees	140,009	189,910	188,097	172,834	82,000	90,834	110.8%	184,086
Sewer Property Contribution	45,179	0	0	0	0	0		0
Miscellaneous Income	4,875	21,533	32,445	4,095	15,000	(10,905)	-72.7%	15,000
Gain/Loss - Sales of Assets	0	3,325	0	0	0	0		0
Total Wastewater Division Revenues	1,432,404	1,679,569	1,656,071	1,570,052	1,607,647	(37,596)	-2.3%	1,807,270
Total Wastewater Collection Division Revenues	893,851	1,092,762	1,019,670	956,244	1,010,250	(54,006)	-5.3%	1,084,778
Wastewater Collection Division Expenses								
Salaries & Wages (Collections)	297,671	313,065	325,934	274,621	339,708	(65,087)	-19.2%	358,158
Medicare Tax (FICA)	3,566	5,531	5,367	2,305	4,741	(2,436)	-51.4%	5,193
Workers Comp Insurance (Collections)	15,515	16,476	11,240	10,847	10,500	347	3.3%	11,680
Employee Benefits (Collections)	28,611	32,548	37,734	36,634	37,424	(789)	-2.1%	40,173
CalPERS Retirement (Collections)	57,843	92,314	91,518	99,822	111,620	(11,798)	-10.6%	119,009
Uniform Allowance	3,887	2,143	1,825	900	2,590	(1,690)	-65.2%	1,480
Depreciation	212,992	223,048	237,527	147,056	207,500	(60,444)	-29.1%	228,516
Director's Compensation	2,469	4,694	2,343	1,667	1,425	242	16.9%	0
Education/Seminars (Collections)	468	1,023	336	910	1,000	(90)	-9.0%	1,000
Fuel & Oil (Collections)	6,696	4,937	4,998	4,415	6,127	(1,712)	-27.9%	5,727
Liability Insurance	10,882	11,630	10,649	11,247	11,500	(253)	-2.2%	14,493
Memberships & Subscriptions (Collections)	3,742	3,523	2,242	4,335	4,922	(587)	-11.9%	5,733
Office Supplies (Collections)	287	110	131	648	750	(102)	-13.7%	6,643
Permits/Fees (Collections)	8,527	8,666	6,532	11,079	11,571	(492)	-4.3%	11,657
Professional Services (Collections)	9,231	3,004	1,731	1,514	2,200	(686)	-31.2%	32,900
Collection System Maintenance	45,466	38,803	57,362	4,818	26,550	(21,732)	-81.9%	27,350
Sewer Lift Station Repair & Maintenance	37,682	43,126	34,252	32,287	33,705	(1,418)	-4.2%	33,110
Miscellaneous Supplies (Collections)	7,515	7,352	4,035	437	6,843	(6,406)	-93.6%	6,043
Utilities (Collections)	25,533	25,742	29,212	21,054	24,744	(3,690)	-14.9%	25,764
Vehicle & Equipment Maintenance (Collections)	7,266	4,210	5,820	6,037	4,650	1,387	29.8%	5,750
Interest Expense	58,563	20,541	12,554	0	6,489	(6,489)	-100.0%	51,741
Administrative Expenses	14,474	14,822	14,871	12,004	14,622	(2,618)	-17.9%	28,475
	858,886	877,307	898,213	684,637	871,180	(186,543)	-21.4%	1,020,594
	34,966	215,455	121,457	271,607	139,070	132,537	95.3%	64,184

**Running Springs Water District
Wastewater Fund Projection
4/25/2017**

Revenue Increase %	7.0%	3.5%	3.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Expense Increase %	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%

Description	3/31/2017 YTD	2018	2019	2020	2021	2022	2023	2024	2025
Monthly Service Charges	1,042,644	1,490,857	1,595,217	1,651,050	1,708,837	1,708,837	1,708,837	1,708,837	1,708,837
Usage	77,721	99,681	106,659	110,392	114,255	114,255	114,255	114,255	114,255
IR&R	140,956	184,086	184,086	184,086	184,086	184,086	184,086	184,086	184,086
Other Revenue	270,286	427,424	427,424	427,424	427,424	427,424	427,424	427,424	427,424
Revenue	1,531,606	2,202,048	2,313,386	2,372,951	2,434,602	2,434,602	2,434,602	2,434,602	2,434,602
Expense	(1,118,101)	(1,655,279)	(1,721,490)	(1,790,350)	(1,861,964)	(1,936,442)	(2,013,900)	(2,094,456)	(2,178,234)
Depreciation	(336,722)	(571,466)	(594,325)	(618,098)	(642,822)	(668,534)	(695,276)	(723,087)	(752,010)
Change in Net Assets	76,783	(24,697)	(2,429)	(35,496)	(70,183)	(170,375)	(274,574)	(382,941)	(495,643)
Beginning Cash		435,589	686,382	629,989	100,554	278,865	592,364	885,527	1,095,711
Depreciation - Non Cash		571,466	594,325	618,098	642,822	668,534	695,276	723,087	752,010
Capital Expenditure - Collection		(75,000)	(280,000)	(237,500)	(121,500)	(59,500)			
Capital Expenditure - Treatment		(97,500)	(250,000)	(754,000)	(150,000)				
Principal paid on capital debt		(123,476)	(118,289)	(120,537)	(122,827)	(125,160)	(127,539)	(129,962)	(132,431)
Ending Cash	435,589	686,382	629,989	100,554	278,865	592,364	885,527	1,095,711	1,219,648
Wastewater Capital Improvement Project Reserve	200,000	730,000	1,191,500	471,500	259,500	200,000	200,000	200,000	200,000
Wastewater Capacity Charge Reserve	119,603	119,603	119,603	119,603	119,603	119,603	119,603	119,603	119,603
Wastewater IR&R Reserve (CWSRF Debt Reserve)	169,143	169,143	169,143	169,143	169,143	169,143	169,143	169,143	169,143
Wastewater Operating Reserve	(53,157)	(332,364)	(850,257)	(659,692)	(269,381)	103,618	396,781	606,965	730,902
Total Reserve Funds	435,589	686,382	629,989	100,554	278,865	592,364	885,527	1,095,711	1,219,648
Operating Reserve:									
Wastewater Operating Reserve	(53,157)	(332,364)	(850,257)	(659,692)	(269,381)	103,618	396,781	606,965	730,902
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	499,285	551,760	573,830	596,783	620,655	645,481	671,300	698,152	726,078
Operating Reserve Surplus / (Shortfall)	(552,442)	(884,124)	(1,424,087)	(1,256,475)	(890,036)	(541,863)	(274,519)	(91,187)	4,824

**Running Springs Water District
Wastewater Fund Projection (Deferred CIP)
4/25/2017**

Revenue Increase %	7.0%	2.5%	2.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Expense Increase %	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%

Description	3/31/2017 YTD	2018	2019	2020	2021	2022	2023	2024	2025
Monthly Service Charges	1,042,644	1,490,857	1,595,217	1,635,098	1,675,975	1,675,975	1,675,975	1,675,975	1,675,975
Usage	77,721	99,681	106,659	109,325	112,058	112,058	112,058	112,058	112,058
IR&R	140,956	184,086	184,086	184,086	184,086	184,086	184,086	184,086	184,086
Other Revenue	270,286	427,424	427,424	427,424	427,424	427,424	427,424	427,424	427,424
Revenue	1,531,606	2,202,048	2,313,386	2,355,933	2,399,543	2,399,543	2,399,543	2,399,543	2,399,543
Expense	(1,118,101)	(1,655,279)	(1,721,490)	(1,790,350)	(1,861,964)	(1,936,442)	(2,013,900)	(2,094,456)	(2,178,234)
Depreciation	(336,722)	(571,466)	(594,325)	(618,098)	(642,822)	(668,534)	(695,276)	(723,087)	(752,010)
Change in Net Assets	76,783	(24,697)	(2,429)	(52,515)	(105,242)	(205,434)	(309,633)	(418,000)	(530,701)
Beginning Cash		435,589	686,382	1,014,989	1,252,035	1,458,787	1,637,228	1,510,332	1,203,958
Depreciation - Non Cash		571,466	594,325	618,098	642,822	668,534	695,276	723,087	752,010
Capital Expenditure - Collection		(75,000)	(80,000)	(58,000)	(58,000)	(59,500)	(200,000)	(179,500)	(63,500)
Capital Expenditure - Treatment		(97,500)	(65,000)	(150,000)	(150,000)	(100,000)	(185,000)	(302,000)	(302,000)
Principal paid on capital debt		(123,476)	(118,289)	(120,537)	(122,827)	(125,160)	(127,539)	(129,962)	(132,431)
Ending Cash	435,589	686,382	1,014,989	1,252,035	1,458,787	1,637,228	1,510,332	1,203,958	927,336
Wastewater Capital Improvement Project Reserve	200,000	345,000	408,000	408,000	359,500	585,000	681,500	565,500	200,000
Wastewater Capacity Charge Reserve	119,603	119,603	119,603	119,603	119,603	119,603	119,603	119,603	119,603
Wastewater IR&R Reserve (CWSRF Debt Reserve)	169,143	169,143	169,143	169,143	169,143	169,143	169,143	169,143	169,143
Wastewater Operating Reserve	(53,157)	52,636	318,243	555,289	810,542	763,482	540,087	349,712	438,590
Total Reserve Funds	435,589	686,382	1,014,989	1,252,035	1,458,787	1,637,228	1,510,332	1,203,958	927,336
Operating Reserve:									
Wastewater Operating Reserve	(53,157)	52,636	318,243	555,289	810,542	763,482	540,087	349,712	438,590
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	499,285	551,760	573,830	596,783	620,655	645,481	671,300	698,152	726,078
Operating Reserve Surplus / (Shortfall)	(552,442)	(499,124)	(255,587)	(41,494)	189,887	118,001	(131,213)	(348,440)	(287,488)

RUNNING SPRINGS WATER DISTRICT WASTEWATER COLLECTION DEPARTMENT FISCAL YEAR 2017/2018 BUDGET

REVENUE AND EXPENSE SUMMARY

	Budgeted 2017-2018	Budgeted 2016-2017
OPERATING REVENUES:		
Residential Base Service Charges (2,884 EDUs x \$41.58 / month x 12 mos.)	\$1,439,001	\$1,335,074
Residential Sewer System Usage Charge (13.6 MCF x \$0.0447 x 15%)	\$91,188	\$86,904
Commercial Base Service Charges (85 EDUs x \$41.58 / month x 12 mos.)	\$42,412	\$39,684
Commercial Sewer System Usage Charge (0.57 MCF x \$0.0447 x 1/3)	\$8,493	\$8,086
Delinquent Charges & Service Fees	\$15,000	\$15,000
Outside Sewer Service Agreement Charges	\$9,445	\$5,608
Total Wastewater Operating Revenue (Not Including Upstream):	\$1,605,538	\$1,490,356
Collection Division 55% of Total Operating Revenue:	\$883,046	\$819,696
OPERATING EXPENSES:		
Personnel Expense	\$535,693	\$505,658
Operations & Maintenance	\$204,644	\$175,114
Depreciation (Refer to Page 22 & FY 17/18 Depreciation Schedule)	\$228,516	\$207,500
Total Operating Expenses:	\$968,853	\$888,272
NET OPERATING INCOME:	(\$85,807)	(\$68,576)
NON-OPERATING REVENUE:		
Property Taxes	\$0	\$0
Assessments - Sewer Service Availability Charges	\$7,000	\$7,000
Connection/Capacity Fees & Charges	\$5,646	\$5,646
Sewer Hot Taps & Septic Waste Dumping	\$1,500	\$1,500
Interest Income	\$3,500	\$3,500
Infrastructure Repair & Replacement Charges (\$5.25 / Month / EDU)	\$184,086	\$190,000
Total Non-Operating Revenue:	\$201,732	\$207,646
NON-OPERATING EXPENSES:		
Interest Expense on Long Term Debt (CWSRF SLS 1-3 Project Loan)	\$51,741	\$0
Total Non-Operating Expenses:	\$51,741	\$0
CHANGE IN NET POSITION:	\$64,184	\$139,070
TOTAL WASTEWATER REVENUES:		
	\$1,084,778	\$1,027,342
TOTAL WASTEWATER EXPENSES:		
	\$1,020,594	\$888,272
NET INCOME:	\$64,184	\$139,070
CASH CONSIDERATIONS:		
Net Income	\$64,184	\$139,070
Depreciation	\$228,516	\$207,500
2017 CWSRF SLS 1-3 Project Loan Principal Payment	(\$117,838)	\$0
Capital Projects & Fixed Assets	(\$77,000)	(\$7,000)
CHANGE IN CASH BALANCE:	\$97,861	\$339,570

RUNNING SPRINGS WATER DISTRICT WASTEWATER COLLECTION DEPARTMENT FISCAL YEAR 2017/2018 BUDGET

OPERATION AND MAINTENANCE EXPENSE ACCOUNTS

PERSONNEL EXPENSE

ACCOUNT NUMBER	O&M ACCOUNT DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE		DETAIL PAGE #
300-50100	Salaries & Wages (Collections)	\$358,158	\$339,708	5%		4
300-50120	Medicare Tax (FICA)	\$5,193	\$4,926	5%		5
300-50130	Workers Comp Insurance (Collections)	\$11,680	\$10,500	11%		9
300-50140	Group Insurance	\$40,173	\$37,424	7%		6
300-50150	CalPERS Retirement (Collections)	\$119,009	\$111,620	7%		7
300-50160	Uniform Allowance	\$1,480	\$1,480	0%		8
PERSONNEL EXPENSE SUB-TOTAL:		\$535,693	\$505,658	6%		

SERVICES & SUPPLIES ACCOUNTS

ACCOUNT NUMBER	O&M ACCOUNT DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE		DETAIL PAGE #
300-53200	Education/Seminars (Collections)	\$1,000	\$1,000	0%		10
300-54100	Fuel & Oil (Collections)	\$5,727	\$6,127	-7%		11
300-54300	Property/Liability Insurance	\$14,493	\$11,500	26%		12
300-56100	Memberships & Subscriptions (Collections)	\$5,733	\$4,922	16%		13
300-56300	Office Supplies (Collections)	\$6,643	\$750	786%		14
300-57100	Permits/Fees (Collections)	\$11,657	\$11,571	1%		15
300-57140	Professional Services (Collections)	\$32,900	\$29,800	10%		16
300-57310	Collection System Maintenance	\$27,350	\$26,550	3%		17
300-57311	Sewer Lift Station Repair & Maintenance	\$33,110	\$33,705	-2%		18
300-57440	Miscellaneous Supplies (Collections)	\$6,043	\$6,843	-12%		19
300-58252	Utilities (Collections)	\$25,764	\$24,744	4%		20
300-58301	Vehicle & Equipment Maintenance (Collections)	\$5,750	\$4,650	24%		21
300-86000	Administrative Expenses	\$28,475	\$12,952	120%		22
SERVICES & SUPPLIES SUB-TOTAL:		\$204,644	\$175,114	17%		
TOTAL OPERATING EXPENSES:		\$740,338	\$680,772	9%		

RUNNING SPRINGS WATER DISTRICT WASTEWATER COLLECTION DEPARTMENT FISCAL YEAR 2017/2018 BUDGET

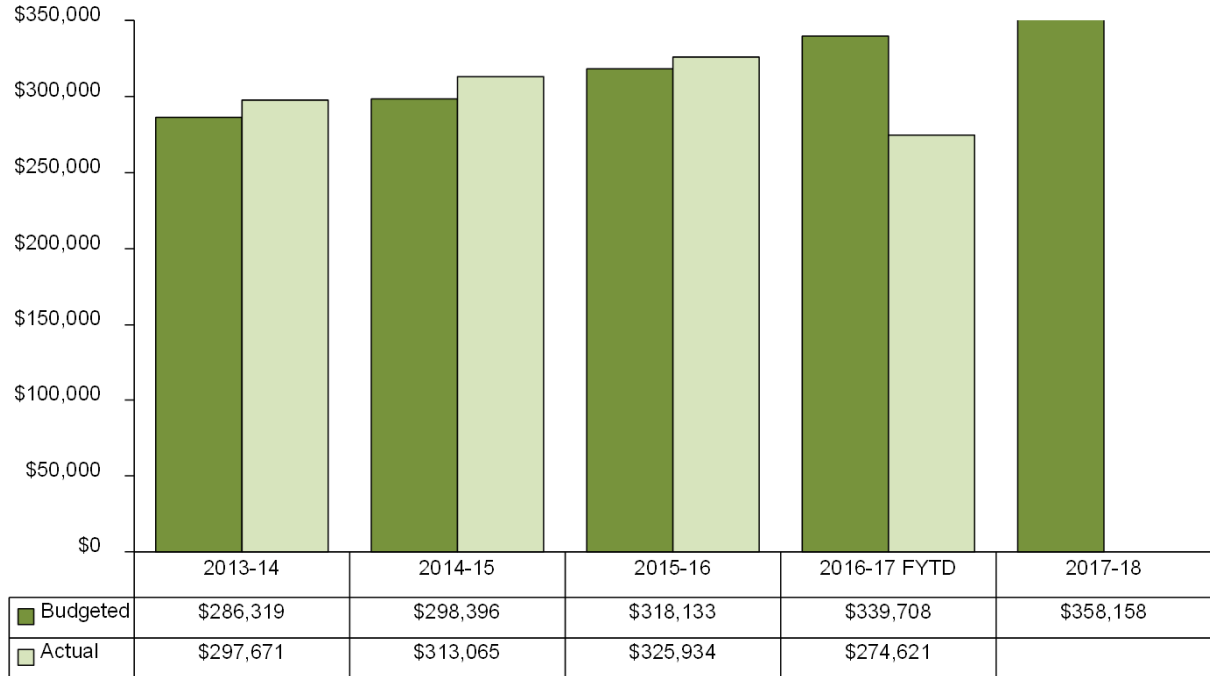
CAPITAL IMPROVEMENT PROJECTS

ACCOUNT NUMBER	CAPITAL IMPROVEMENT ACCOUNT DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE	DETAIL PAGE #
300-13000	Collection Division Inventory	\$2,000	\$2,000	0%	22
300-16100	Collections Facilities - CIP	\$75,000	\$5,000	1400%	22
TOTAL CAPITAL IMPROVEMENTS:		\$77,000	\$7,000	1000%	

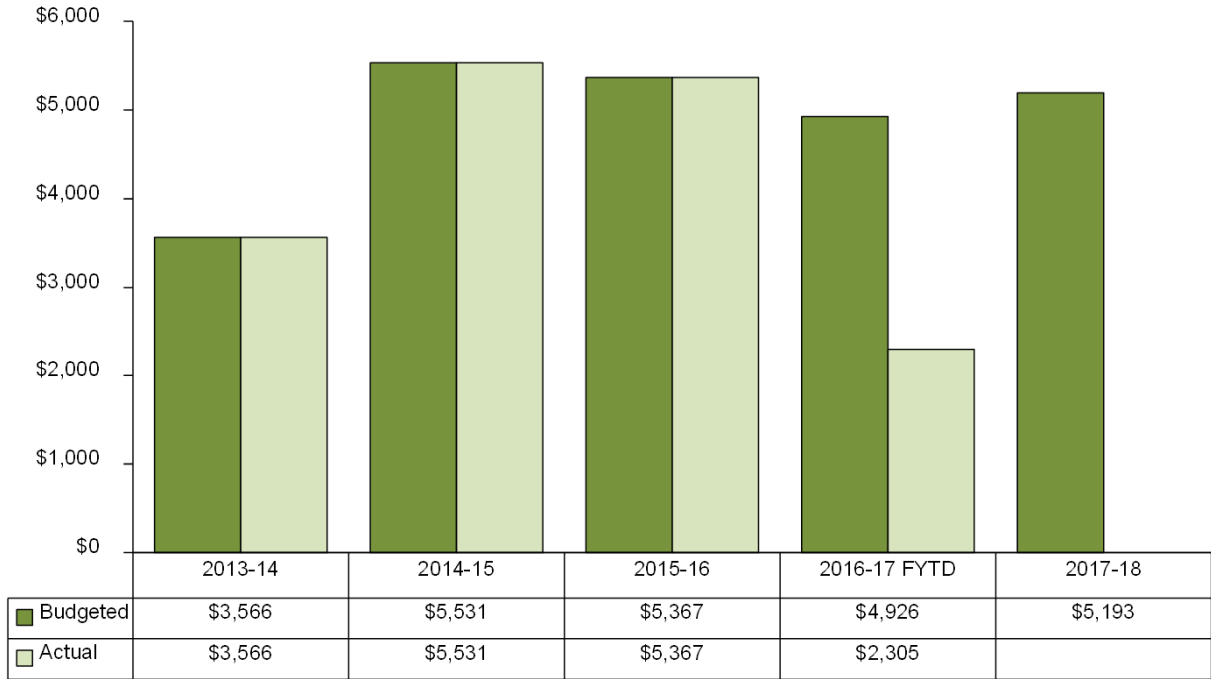
RESTRICTED, DESIGNATED & RESERVE FUNDS

ACCOUNT NUMBER	DESCRIPTION	5/31/17 FUND BALANCES
300-10000	Wastewater Operating Reserve	\$59,927
310-10000	Wastewater Capital Improvement Project Reserve	\$202,068
300-10000	Wastewater Infrastructure Repair & Replacement Reserve	\$169,143
320-10000	Wastewater Connection & Capacity Charges	\$119,603
607-10000	Sewer Assessment District No. 7 O&M Fund	\$25,053
TOTAL:		\$575,794

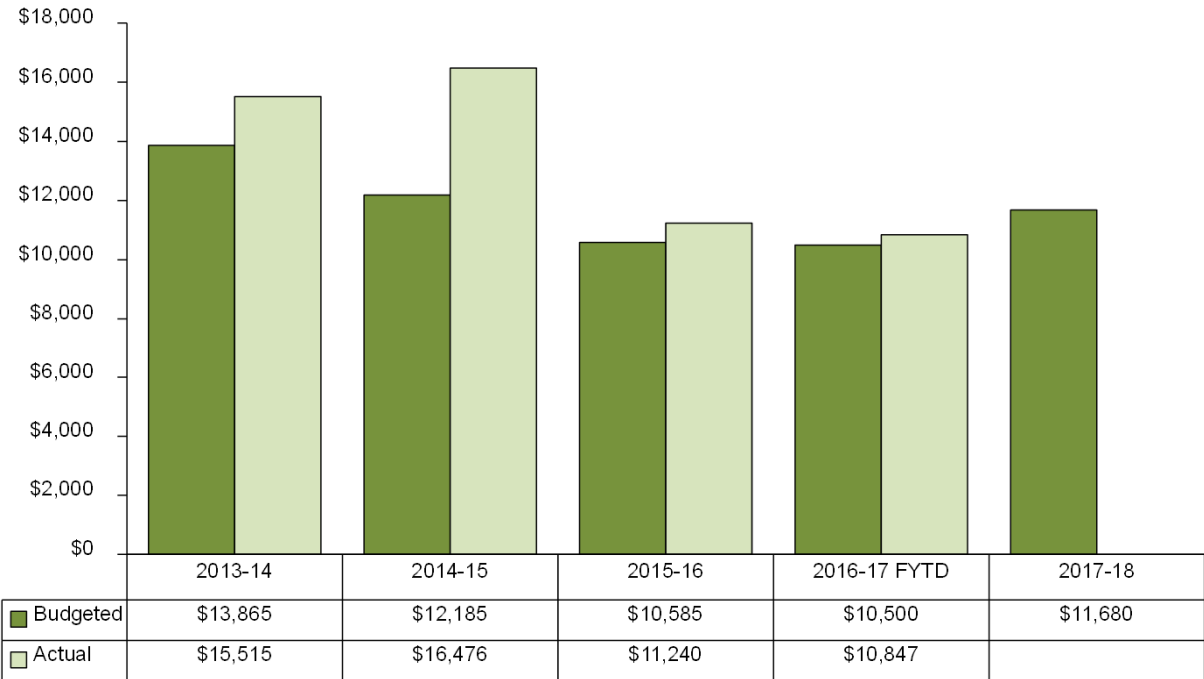
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-50100	Salaries & Wages (Collections)	\$358,158
SUMMARY OF REQUEST		
Division Supervisor & Three Operators (base salary + certification incentives)		\$304,491
Collections Division share of Safety/Compliance Operator & 3/16 (18.75%) of General Manager Salary		\$35,443
On-Call Time (244 nights x 1 hr./night x Avg Overtime Rate)	Average OT Rate	\$10,390
Holidays (8 days x 1.5 hrs./day x Avg OT Rate)	\$42.58	\$511
Emergency Time (67 hrs. x Avg OT Rate)		\$2,853
Weekend Coverage (70 days x 1.5 hrs./day x Avg OT Rate)		\$4,471
Certification Incentive Pay = \$0.50 per hour for each approved certificate		
Wages include 3.9% Cost of Living Adjustment (2% to offset elimination of EPMC plus 1.9% CPI-W)		
Performance based merit increases where appropriate		
	TOTAL:	\$358,158



ACCOUNT NUMBER 300-50120	DESCRIPTION Medicare Tax (FICA)	BUDGET REQUEST \$5,193
SUMMARY OF REQUEST		
Federal Requirement for Employees Hired After April 1986 (1.45% OF PAYROLL) *Base, holiday and overtime pay plus Collections Division share of Safety/Compliance		\$5,193



ACCOUNT NUMBER 300-50130	DESCRIPTION Workers Comp Insurance (Collections)	BUDGET REQUEST \$11,680
SUMMARY OF REQUEST		
Collection Division's Share of Workers Compensation Insurance		\$11,680



ACCOUNT NUMBER 300-50140	DESCRIPTION Group Insurance	BUDGET REQUEST \$40,173
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SUMMARY OF REQUEST

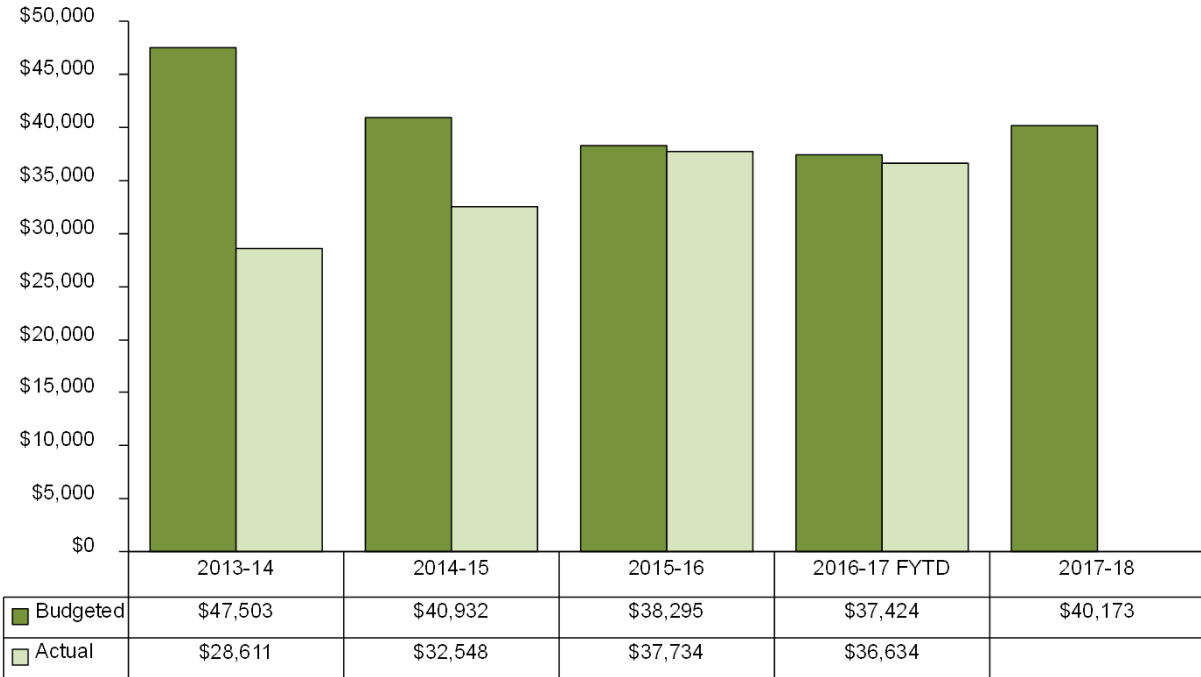
Medical, Dental and Vision ¹	Compensation for Calculating LTD	\$36,500
Long Term Disability ² (0.62%)	\$339,934	\$2,108
Accidental Death and Dismemberment ³ (0.048%)	Compensation for Calculating ADD & Life	\$298
Life Insurance ⁴ (0.204%)	\$621,000	\$1,267
	Total	\$40,173

¹ Maximum Monthly Cap on Medical, Dental and Vision Premiums (5.43% Increase) = \$4,365 x 12 = \$52,380.
 Budgeted amount based on past 3 years actual and a 5.43% increase in the cap which is half of the 10.86% CalPERS Medical Premium increase.
 Prior years deviation in budget to actual due to unused Medical Reimbursement Plan balances.

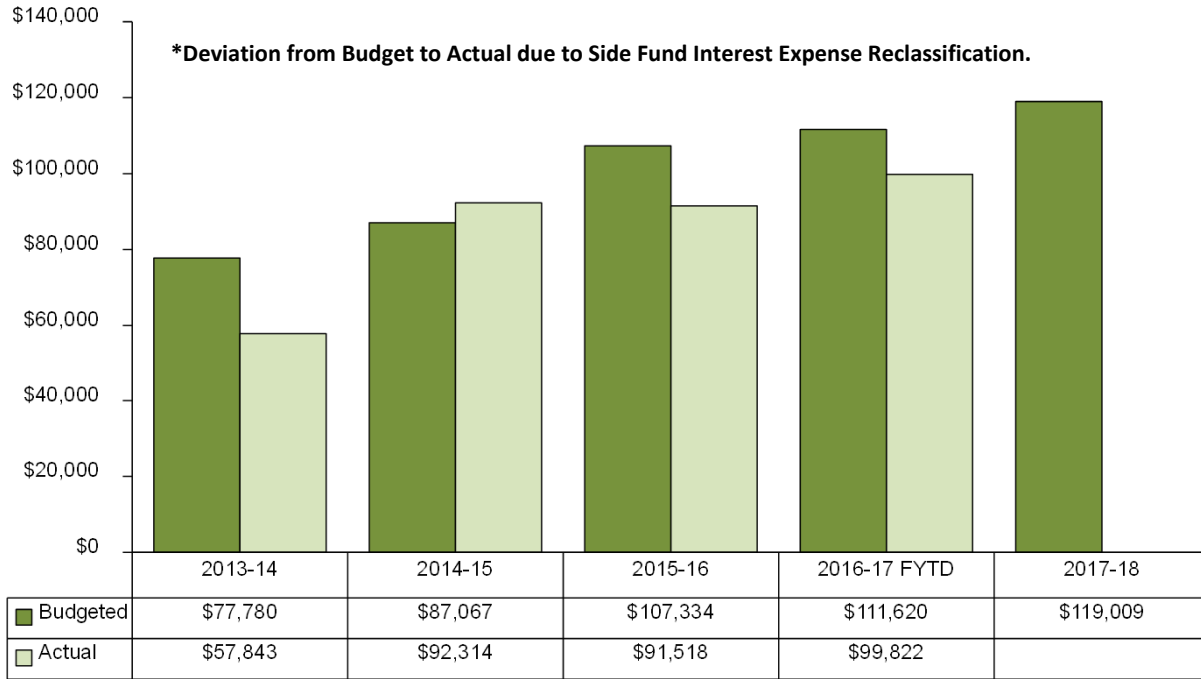
² 0.62% of annual base salaries plus certification incentive pay for Division Supervisor, 3 Operators and 3/16 of General Manager Salary.

³ 0.048% of annual base salaries plus certification incentive pay x 2 + \$25,000, rounded to the nearest thousand up to a max of \$175,000 per employee for Division Supervisor, 3 Operators and 3/16 of General Manager Salary.

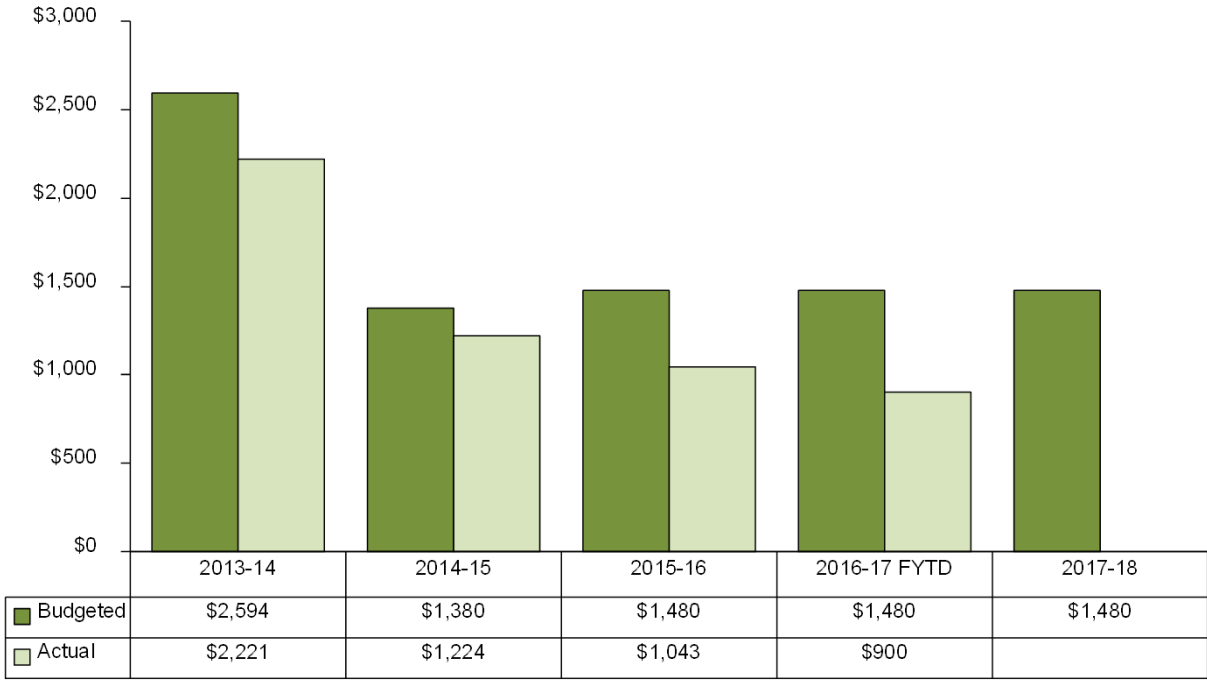
⁴ 0.204% of annual base salaries plus certification incentive pay x 2 + \$25,000, rounded to the nearest thousand up to a max of \$175,000 per employee for Division Supervisor, 3 Operators and 3/16 of General Manager Salary.
 Difference between budgeted and actual in prior years due to unused Medical Reimbursement funds.



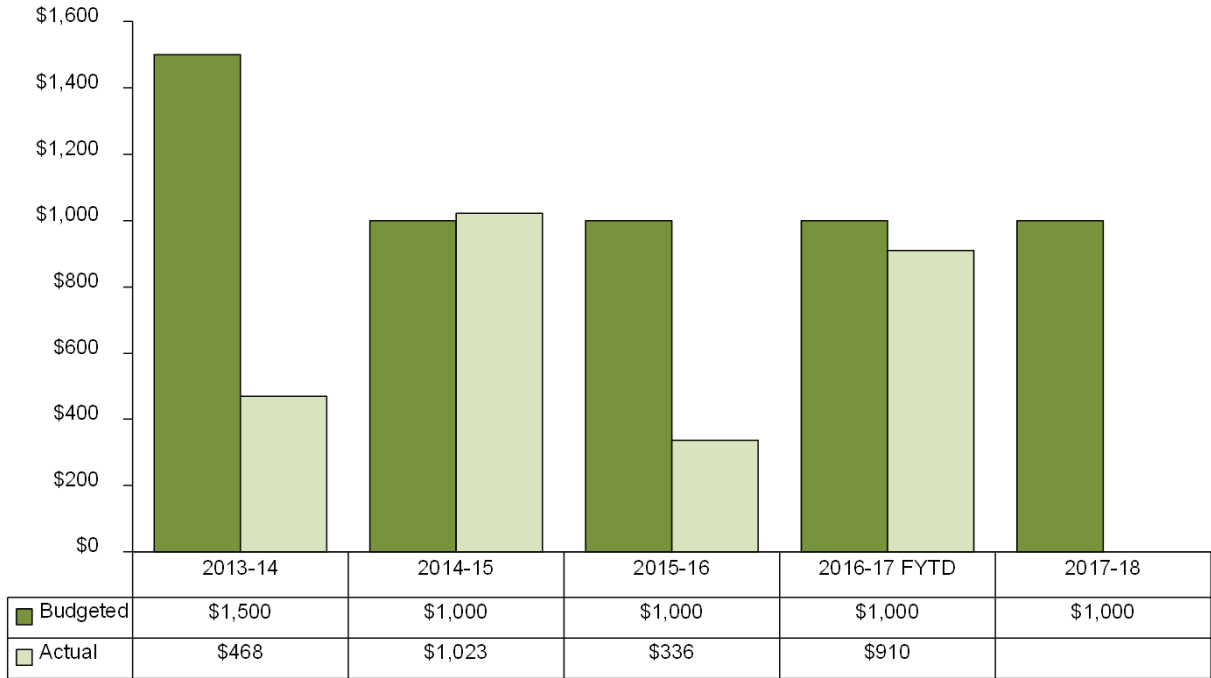
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-50150	CalPERS Retirement (Collections)	\$119,009
SUMMARY OF REQUEST		
Classic Miscellaneous Members ¹	Compensation for Calculating Benefit	
District's Contribution Percentage (11.675% of Salary)	\$340,445	\$39,747
District's Monthly Employer Unfunded Accrued Liability Payment (12 x \$6,018)		\$72,216
Reduced Employer Paid Member Contribution (EPMC) (2% of Salary)		\$6,809
Paying and Reporting the Value of EPMC (0.04% of Salary)		\$136
Survivor Benefit (\$0.93 per employee per pay period)		\$101
¹ Includes:	Total	\$119,009
3/16 (18.75%) of General Manager Salary		
Collection Division's share for Safety / Compliance position's salary (2017-2018: \$8,000/4 = \$2,000)		
Base, Certification and Holiday Portions of Division Supervisor and 3 Operator's Wages		
Deviation from Budget to Actual due to Side Fund Interest Expense Reclassification.		



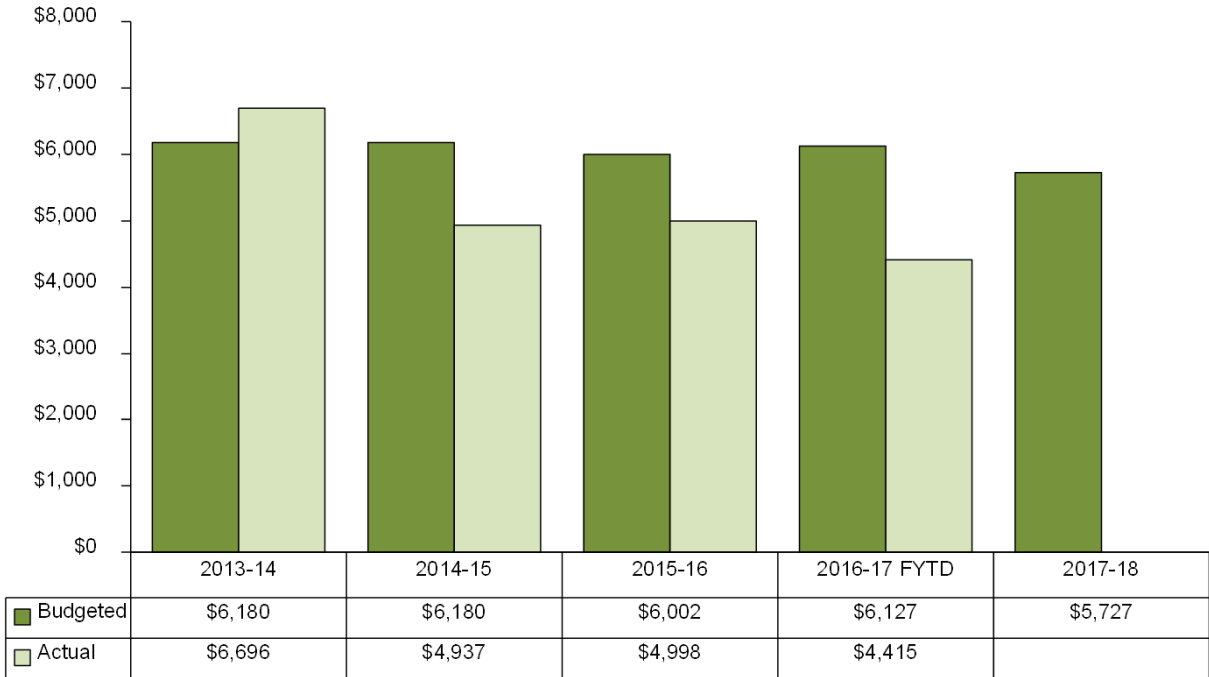
ACCOUNT NUMBER 300-50160	DESCRIPTION Uniform Allowance	BUDGET REQUEST \$1,480
SUMMARY OF REQUEST		
Uniform Allowance (4 employees x \$250 annually)		\$1,000
District Shirts (5 T-shirts per employee x \$20/shirt x 4 employees)		\$400
District Hats (4 baseball caps w/ RSWD logo x \$20/cap)		\$80
	Total	\$1,480



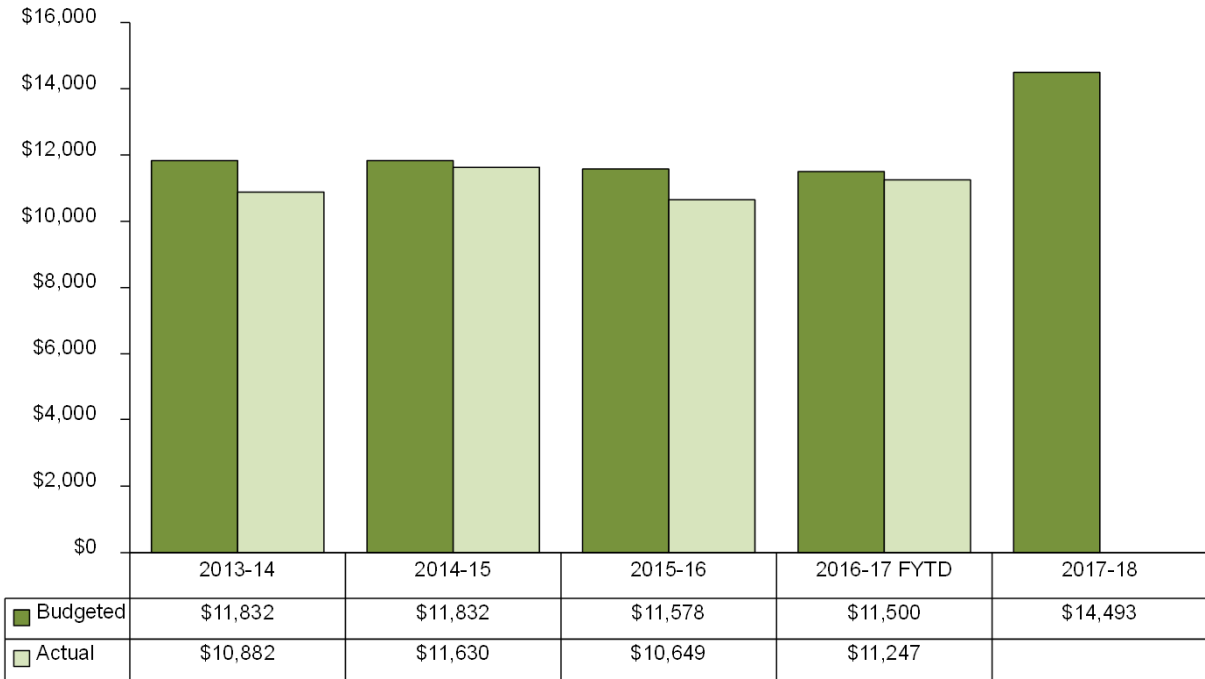
ACCOUNT NUMBER 300-53200	DESCRIPTION Education/Seminars (Collections)	BUDGET REQUEST \$1,000
SUMMARY OF REQUEST		
Wastewater Collections Classes, OSHA Training, Meetings, Education & Seminars		Total \$1,000 \$1,000



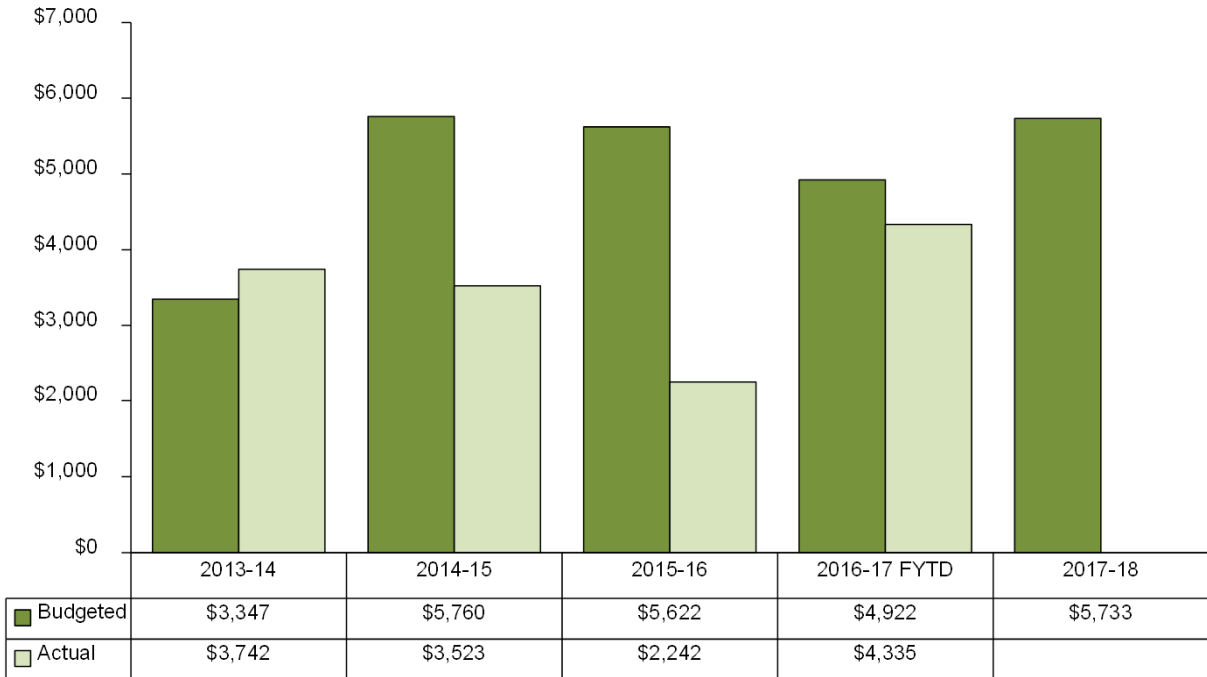
ACCOUNT NUMBER 300-54100	DESCRIPTION Fuel & Oil (Collections)	BUDGET REQUEST \$5,727
SUMMARY OF REQUEST		
Collections vehicles, lift station generators and division support vehicle/equipment Fuel & Maintenance.		
Gasoline 1,600 gallons @ \$2.75/gallon		\$4,400
Diesel Fuel - 300 gallons @ \$2.75/gallon		\$825
Oil Changes		\$250
Gear Lube/Grease		\$50
Anti-Freeze		\$50
Waste Oil Pickup: Collections Division pays 25% of cost		\$152
	Total	\$5,727



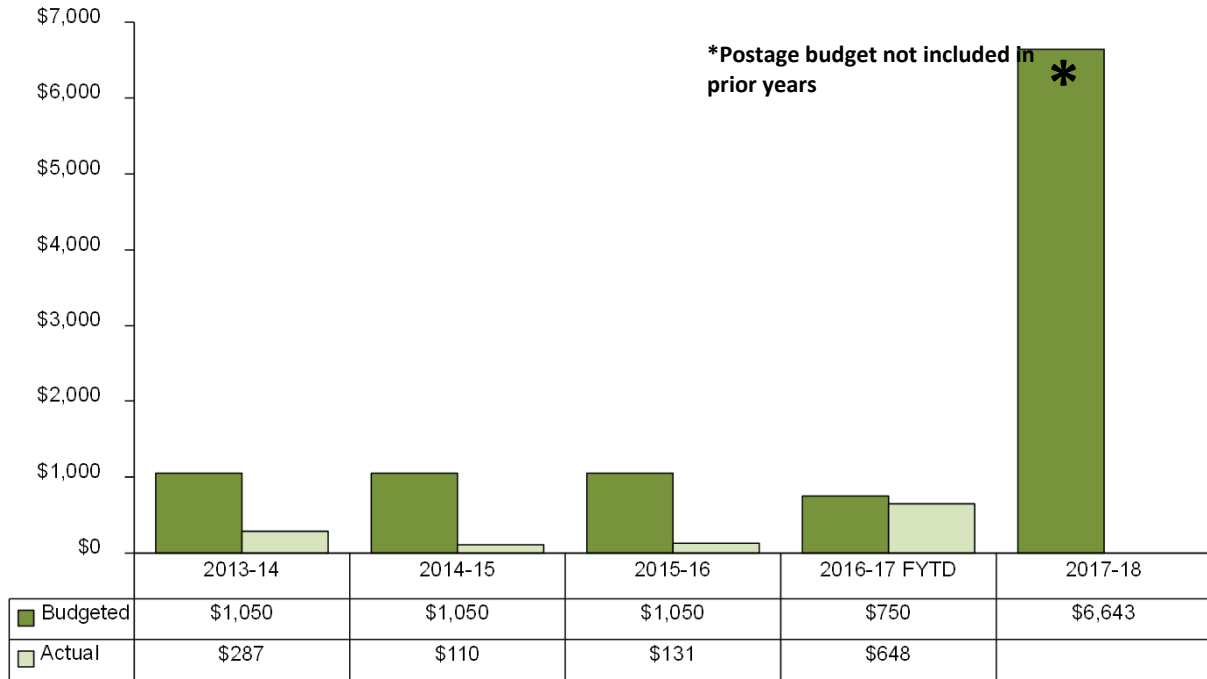
ACCOUNT NUMBER 300-54300	DESCRIPTION Property/Liability Insurance	BUDGET REQUEST \$14,493
SUMMARY OF REQUEST		
Current Wastewater Collection Department's Share		\$14,493



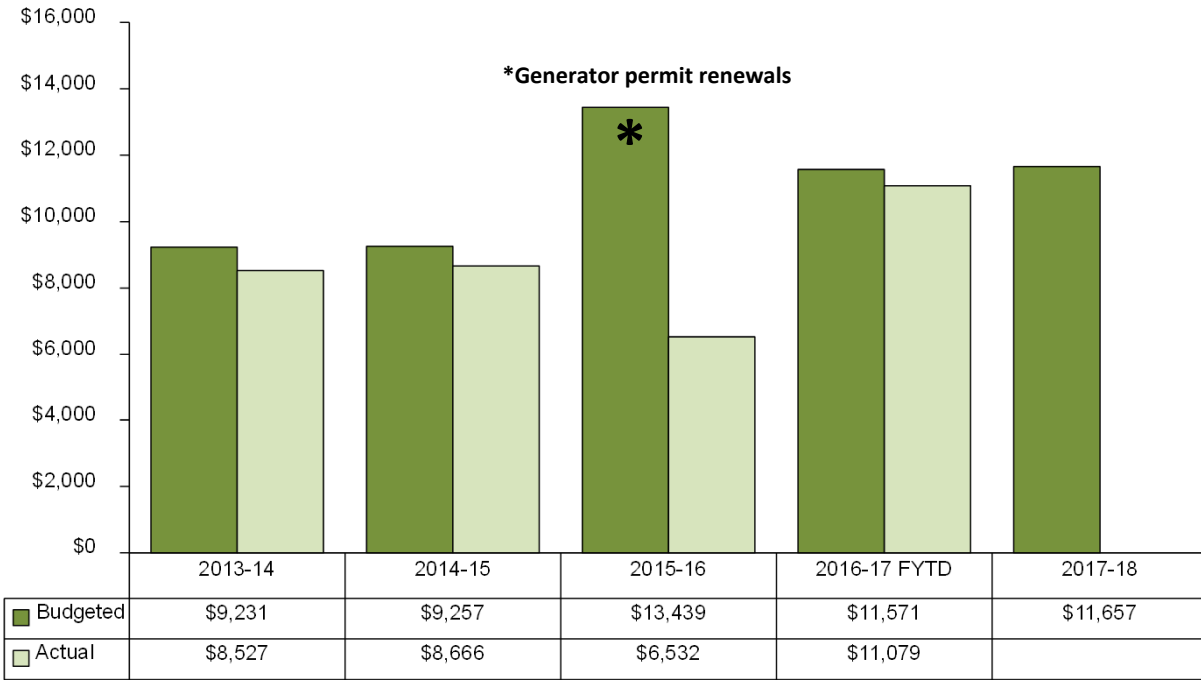
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-56100	Memberships & Subscriptions (Collections)	\$5,733
SUMMARY OF REQUEST		
California Water Environment Association Memberships (CWEA)		\$2,315
Association of San Bernardino County Special Districts		\$140
California Special District's Association (CSDA)		\$1,300
Log-Me-In Pro (remote access to SCADA)		\$50
Wonderware SCADA software annual support (shared with Water 50% of \$880)		\$440
Top Health & Performance Newsletters (Employee Wellness)		\$65
WIN 911 SCADA Alarm annual support (shared with Water 50% of \$753)		\$377
Gym Memberships (\$250 x 4.1875)		\$1,047
	Total	\$5,733



ACCOUNT NUMBER 300-56300	DESCRIPTION Office Supplies (Collections)	BUDGET REQUEST \$6,643
SUMMARY OF REQUEST		
Miscellaneous cleaning and office supplies:		
Anti-bacterial hand cleaner, glass cleaner, pens, pencils, computer paper,		\$400
Operators Work station printer, printer ink cartridges, etc.		\$500
Wastewater Collection Division share of postage		\$5,493
Wastewater Collections Division share of letterhead stationary, envelopes, business cards, and special printings, and public outreach materials		\$250
Total		\$6,643

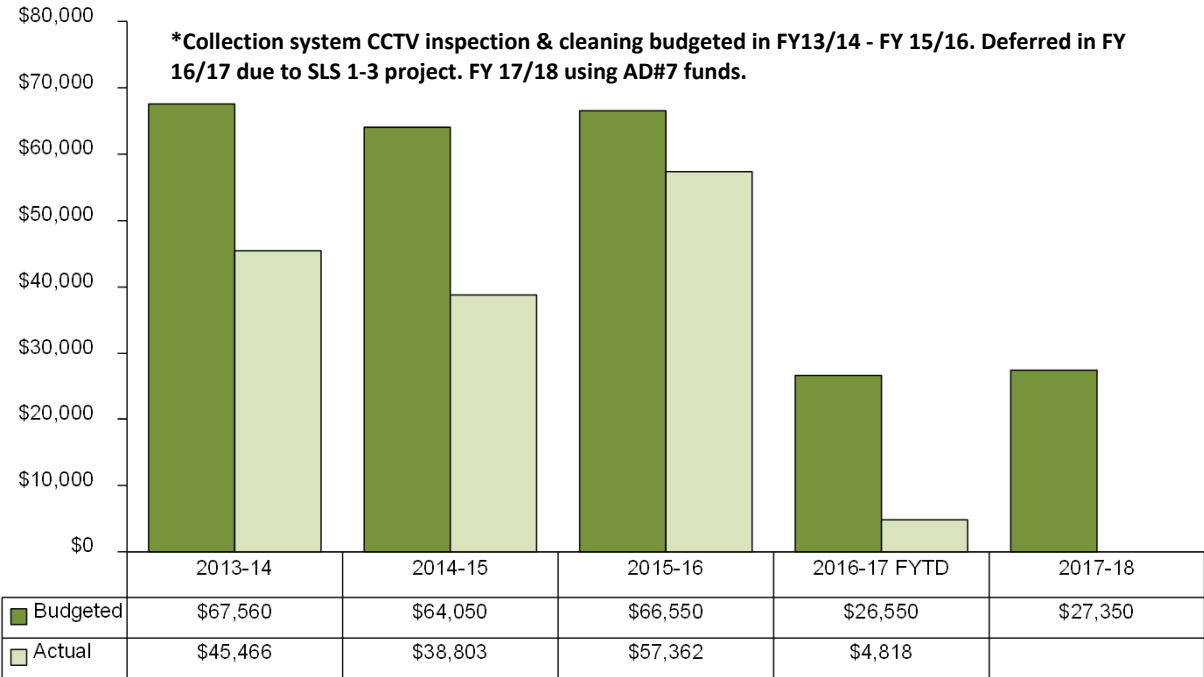


ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-57100	Permits/Fees (Collections)	\$11,657
SUMMARY OF REQUEST		
South Coast Air Quality Management District (SCAQMD) Including a COLA 2.0% increase:		
Stand-by Generator permits @ Lift Stations (+ 50% of 2 portable gens. & 16.67% of complex gen./ fuel tanks)		\$4,393
San Bernardino County annual road cut permit & road cuts (\$150/2 + 3 road cuts at \$445 each)		\$1,635
State Regional Water Quality Control Board Waste Discharge Requirements (WDR) Permit		\$2,088
San Bernardino County Certified Unified Program Agency (CUPA) - Bioxide storage at Harris Property		\$443
Lift Station generator CUPA permits (5 generators at \$506 each, lift station 6 is natural gas and lift station 2 is .90 acct)		\$2,530
Waste oil generator permit 1/3 of main office (main office includes complex generator, fuel tanks and waste oil)		\$568
	Total	\$11,657

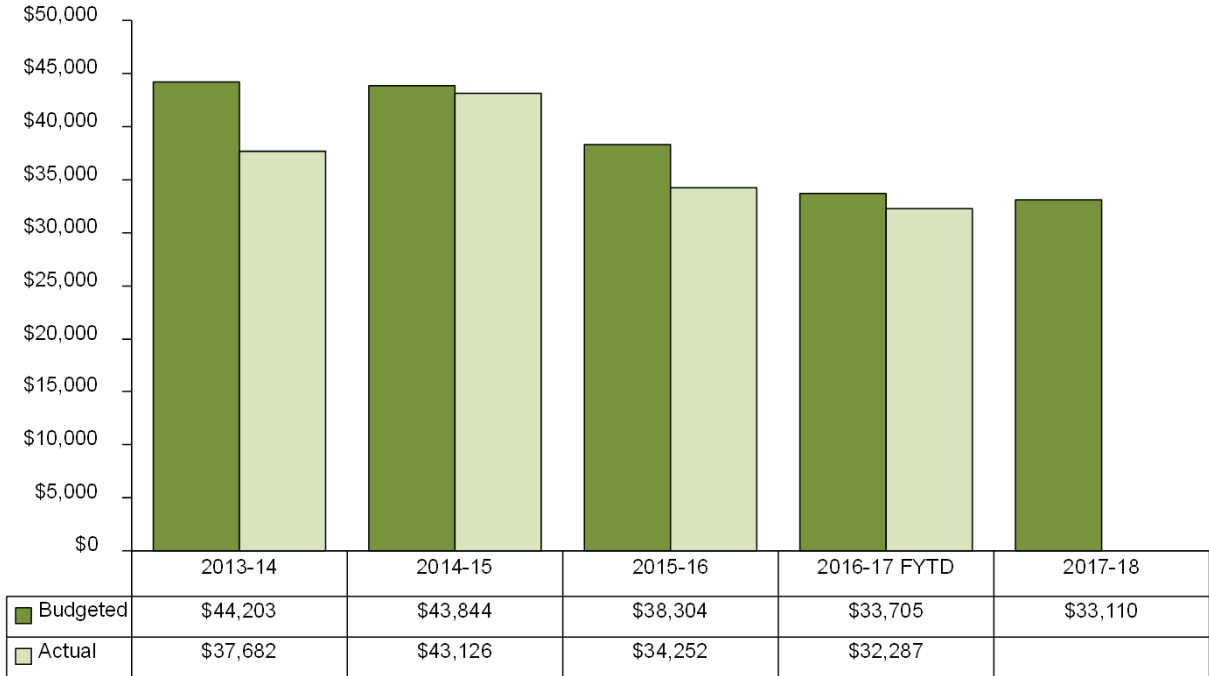


ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-57140	Professional Services (Collections)	\$32,900
SUMMARY OF REQUEST		
Accounting Services		\$10,000
After Hours Telephone Answering Service		\$200
Exterminator for Collections Building		\$200
Financial Auditing Services		\$4,000
Information Technology (IT) Computer Support		\$6,000
Legal Counsel		\$10,000
Payroll Processing		\$1,000
Tyler/Incode Accounting Software Support		\$1,500
	Total	\$32,900

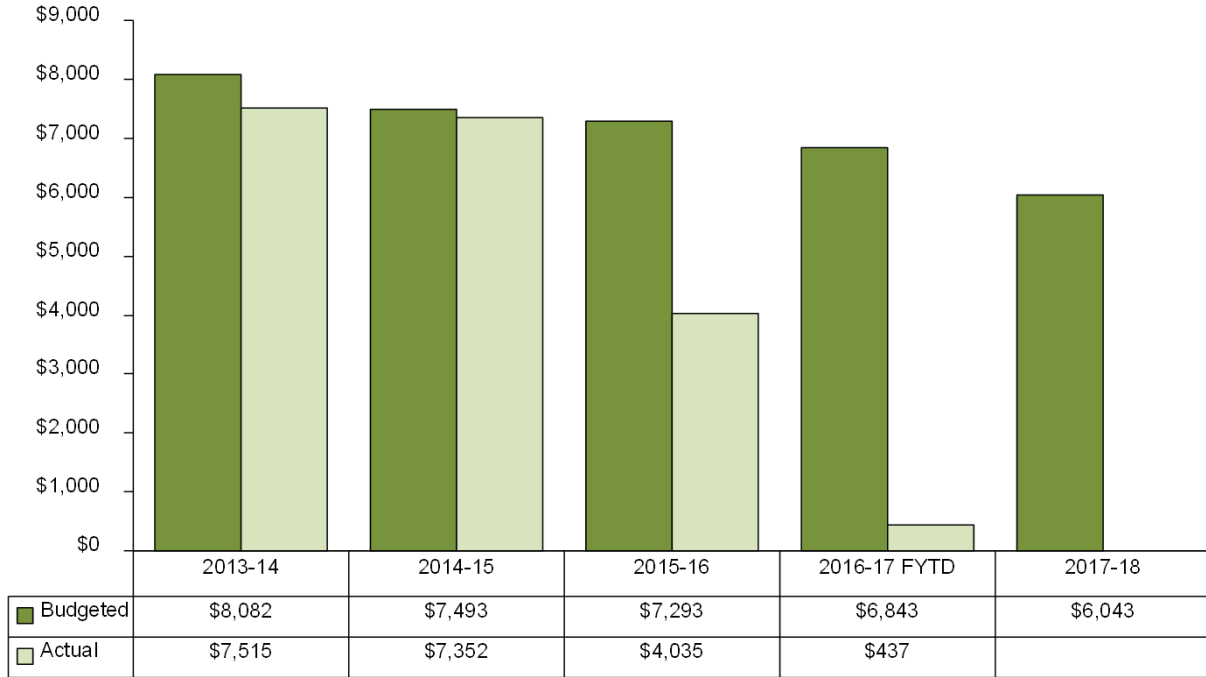
ACCOUNT NUMBER 300-57310	DESCRIPTION Collection System Maintenance	BUDGET REQUEST \$27,350
SUMMARY OF REQUEST		
Snow plow damage, manhole cover replacement, concrete/asphalt repair and sewer main repair		\$12,800
Collections building maintenance (replace toilet and sink, replace office and shop lighting)		\$4,000
Underground Service Alert (USA/Digalert)		\$50
Miscellaneous emergency and collections system repairs		\$10,500
Video inspection and line cleaning utilizing AD #7 O&M funds (Refer to CIP)		
	Total	\$27,350



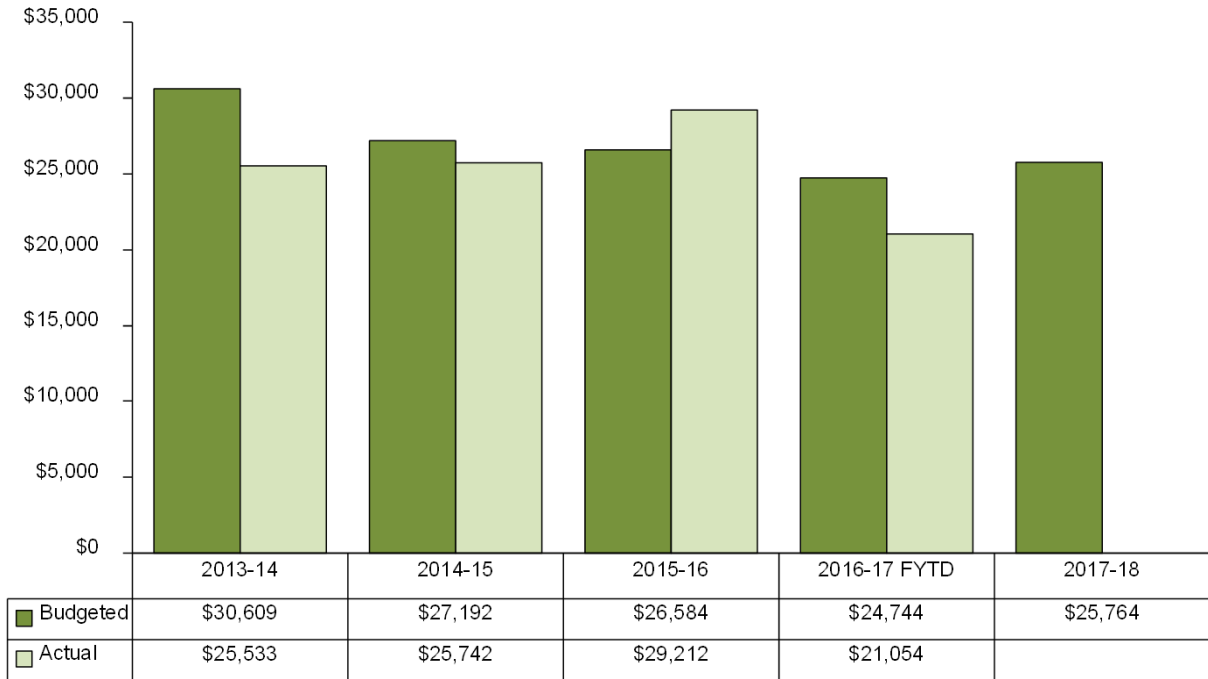
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-57311	Sewer Lift Station Repair & Maintenance	\$33,110
SUMMARY OF REQUEST		
Backflow Device Testing at Lift Station Nos. 1, 2, 3, 4, 5, 6, 7, 8 & 9 (9 x \$40)		\$360
Generator Maintenance at Lift Stations (batteries and general maintenance/repairs)		\$3,000
Emergency Repairs of pumps, motors, control panels, fuses, relays, etc.)		\$6,500
Bioxide for Lift Station Nos. 1, 4, 5, 7, 8, & 9 (1,500 gallons @ \$2.25)		\$3,375
Bioxide System Pali Mountain Camp (3,500 gallons @ \$2.25)		\$7,875
Wet Well Cleaning and Vacuuming (2 times a year)		\$4,000
Miscellaneous Lift Station Repairs and Maintenance		\$4,000
General Asphalt Repair (1,000 square feet @ \$4.00/ square foot)		\$4,000
	Total	\$33,110



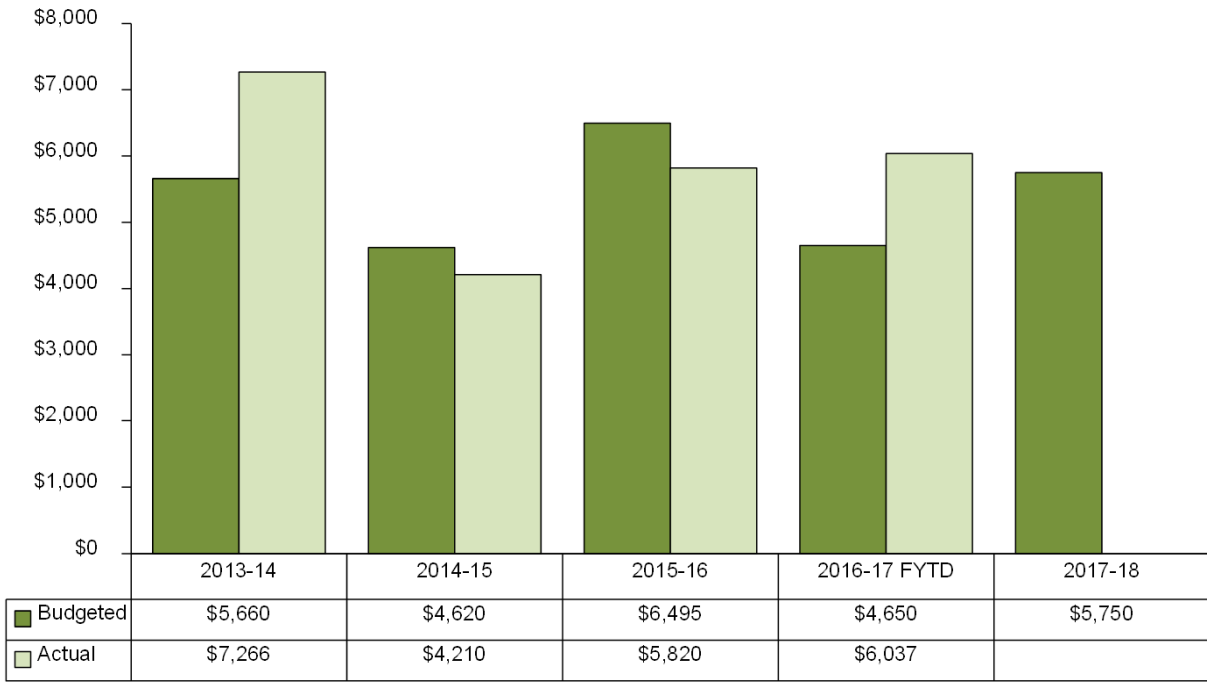
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-57440	Miscellaneous Supplies (Collections)	\$6,043
SUMMARY OF REQUEST		
Collection building supplies		\$500
Collection System Maintenance (hole entry tools & line cleaning tools)		\$2,000
Misc. hand tools		\$250
Rain gear		\$500
Radiation Detection Badges (4 badges x \$15.20 x 4 times per year)		\$243
Work & Latex Gloves, Safety Glasses & Hearing Protection		\$500
Steel Toed Safety Boots		\$400
Jumpsuits, Cold Weather Operations & District Jackets		\$300
Safety equipment & supplies (8 Lift Stations)		\$750
Confined Space Entry Gas-Tech Calibration and Sensor Replacement		\$600
	Total	\$6,043



ACCOUNT NUMBER 300-58252	DESCRIPTION Utilities (Collections)	BUDGET REQUEST \$25,764
SUMMARY OF REQUEST		
SCE Electricity Charges at Lift Stations and Collection Division facilities (6.0% increase) (\$1,506 / month)		\$18,072
SoCal Gas Charges at Lift Stations and Collection Division facilities (\$130 / mo. average x 12 mos.)		\$1,560
Verizon Land Lines at Sewer Lift Stations (\$300/mo. x 12 mos.)		\$3,600
Charter Phone and Internet at Collections Building (\$178/mo. x 12 mos.)		\$2,136
On-Call Cell Phone (\$3/mo. x 12 mos.)		\$36
Supervisor Cell Phone Allowance (\$30/mo. x 12 mos.)		\$360
	Total	\$25,764



ACCOUNT NUMBER 300-58301	DESCRIPTION Vehicle & Equipment Maintenance (Collections)	BUDGET REQUEST \$5,750
SUMMARY OF REQUEST		
General maintenance and repairs		\$3,000
Tires (4 @ \$200)		\$800
Snow chains		\$600
Plow maintenance (new side rams and misc. on plow)		\$800
4 Mobile Radios (Trucks/Tractors)		\$50
Tool Replacement (Tips, Nozzles, Blades)		\$500
	Total	\$5,750



ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-86000	Administrative Expenses	\$28,475

SUMMARY OF REQUEST

Administration Services (4% of Operating Budget Excluding Depreciation)		\$28,475
Payroll, Accounts Payable/Receivable		
Board of Directors Administration & Compensation		
Benefits Administration		
Planning & Budget Administration		
Audit & Financial Statement Administration		
Investment & Fund Balance Management		
Human Resources/Personnel		
Medical Reimbursement & Health/Life/Disability Insurance Administration		
Property/Liability Insurance, Workers Compensation Administration & Loss Control Coordination		
Public Information & Outreach, Community Relations, Employee Recognition		

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-53100	Depreciation Expense	\$228,516

SUMMARY OF REQUEST

Depreciation expense for Wastewater Collection Division		\$228,516
Operating expenses for enterprise funds include the cost of depreciation on capital assets. Depreciation expense was not included in the District's budget until the 2014/2015 fiscal year per the District's Cash Reserve Policy and advice from Financial Advisors and Consultants. The minimum annual allocation amount for the Capital Improvement Fund for each division or department should equal the amount of annual budgeted depreciation specific to that division or department plus 10% for cost increases. This represents the total annual contribution that should be made to this fund, not the minimum balance. This will allow funds to build over time and eventually replace the existing facilities. Not adequately budgeting for depreciation could eventually have the effect of eroding the organization's net assets.		

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-13000	Collection Division Inventory	\$2,000

SUMMARY OF REQUEST

Repair Clamps, Pipe, Couplings, Manhole Frames and Covers, etc. for system repairs		\$2,000
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ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
300-16100	Collections Facilities - CIP	\$75,000

SUMMARY OF REQUEST

Capital Improvement Projects in order of priority:			
1) Annual Line Cleaning & Video Inspection (AD #7)	Deferred		FY 2017/2018
2) Point Repairs (In-House) 10 per year at \$500 each			\$25,000
3) Hilltop Blvd Downtown Pipeline Sliplining Project (432 ft of 8")			\$5,000
4) Seal Coat Sewer Manholes (5 per year at \$1,500 each)		\$7,500	\$45,000
5) Point Repairs Using Liner (5 per year at \$1,500 each)		\$7,500	
6) Purchase New Sewer Manhole Lids (20 per year at \$400 each)		\$8,000	
7) Seal Coat Wet Well at Sewer Lift Station No. 8		\$8,500	
8) Upgrade SCADA Screens at Sewer Lift Station Nos. 7, 8 & 9		\$15,000	
9) Upgrade Control Panels at Sewer Lift Station Nos. 7, 8 & 9)		\$21,000	
10) Replace Generator at Sewer Lift Station No. 7		\$60,000	
11) Wagon Wheel Easement E-W Repair Between MH's 108 & 109		\$100,000	
12) Increase 120 ft of Mainline from 10 inch to 15 inch on School Trunk Line MH 52-51		\$20,000	
13) Repave Road to Sewer Lift Station No. 5 (\$12,000 per year for 3 years)		\$36,000	
14) Annual Updates to Sewer Atlas Maps (\$1,500 per year)		\$1,500	
15) Purchase New Sewer Bypass Equipment		\$15,000	
16) Replace Portable Air Compressor & Jackhammer		\$25,000	
17) Replace Unit 69 With Full Size Pump Service Truck With Crane		\$70,000	
18) Vehicle & Equipment Storage Building at Harris Property		\$30,000	
19) Purchase New Backhoe Tractor Shared Cost 50%		\$60,000	
20) Purchase Trailer to Mount Old Sewer Lift Station No. 3 Generator to Make it Portable (FY 2016/2017)		\$4,000	
	Total Deferred	\$489,000	
		Total	\$75,000

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
12697	SLS CWSRF Loan Payment	\$170,000

SUMMARY OF REQUEST

Annual debt service payments for \$2,800,000, 1.9% interest rate, 20 year loan for SLS 1, 2 and 3 Improvements with the first debt service payment due one year after completion of construction.	Total	\$170,000
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RUNNING SPRINGS WATER DISTRICT

DIVISION SUPERVISORS

2017-18 HOURLY WAGE SCHEDULE

Exempt Positions

CLASSIFICATION		STEP					
		A	B	C	D	E	F
DIVISION SUPERVISOR							
SUPERVISOR 3	Hourly	\$52.55	\$55.19	\$57.95	\$60.73	\$63.77	\$67.09
	Monthly	\$9,109	\$9,566	\$10,045	\$10,527	\$11,053	\$11,629
	Annual	\$109,304	\$114,795	\$120,536	\$126,318	\$132,642	\$139,547
SUPERVISOR 2	Hourly	\$39.22	\$41.18	\$43.23	\$45.39	\$47.67	\$50.05
	Monthly	\$6,798	\$7,138	\$7,493	\$7,868	\$8,263	\$8,675
	Annual	\$81,578	\$85,654	\$89,918	\$94,411	\$99,154	\$104,104
SUPERVISOR 1	Hourly	\$29.12	\$30.58	\$32.12	\$33.88	\$35.58	\$37.35
	Monthly	\$5,047	\$5,301	\$5,567	\$5,873	\$6,167	\$6,474
	Annual	\$60,570	\$63,606	\$66,810	\$70,470	\$74,006	\$77,688
Cost of Living Adjustment (COLA):		3.90%	(2% to offset elimination of EPMC plus 1.9% CPI-W)				
Collections Division Supervisor (1 CI)		\$127,358					

RUNNING SPRINGS WATER DISTRICT						
COLLECTION DIVISION						
2017-18 HOURLY WAGE SCHEDULE						
Non-Exempt Positions						
CLASSIFICATION*		STEP				
		A	B	C	D	E
OPERATOR 3	Hourly	\$29.95	\$30.70	\$31.47	\$32.26	\$33.07
(Grade 3 Collection System Maintenance & PM Grade 1)	Monthly	\$5,191	\$5,321	\$5,455	\$5,592	\$5,732
	Annual	\$62,296	\$63,856	\$65,458	\$67,101	\$68,786
OPERATOR 2	Hourly	\$26.49	\$27.15	\$27.83	\$28.52	\$29.23
(Grade 2 Collection System Maintenance & PM Grade 1)	Monthly	\$4,592	\$4,706	\$4,824	\$4,943	\$5,067
	Annual	\$55,099	\$56,472	\$57,886	\$59,322	\$60,798
OPERATOR 1	Hourly	\$23.41	\$23.99	\$24.59	\$25.20	\$25.83
(Grade 1 Collection System Maintenance & PM Grade 1)	Monthly	\$4,058	\$4,158	\$4,262	\$4,368	\$4,477
	Annual	\$48,693	\$49,899	\$51,147	\$52,416	\$53,726
OPERATOR IN TRAINING	Hourly	\$20.06	\$20.56	\$21.07	\$21.59	\$22.13
(Entry Level / No Certification Required)	Monthly	\$3,477	\$3,564	\$3,652	\$3,742	\$3,836
	Annual	\$41,725	\$42,765	\$43,826	\$44,907	\$46,030
Cost of Living Adjustment (COLA):	3.90%	(2% to offset elimination of EPMC plus 1.9% CPI-W)				
Operator 2 (2 CI's)	\$57,179					
Operator 2 (3 CI's)	\$59,592					
Operator 2 (1 CI's)	\$60,362					

Wastewater Collection Vehicle & Equipment Replacement Schedule					
Vehicle Description	Year	Mileage / Hours	Use Status	Planned Retirement Date	Estimated Cost of Replacement
Air Compressor Collection Div.	1985	1230 Hrs. meter o.s.	Limited	2018-19 Now 32 years old	\$25,000
Coll. Dump Truck (Unit # 62)	1995	121,252 Miles	Limited	2019-20 Now 22 years old	\$75,000
Coll. Div. Utility (Unit # 70)	2003	61,549 Miles	Daily	2019-20 Now 14 years old	\$30,000
Coll.Div.Hydro Tow (Unit # 75)	2007	15,591 Miles	1 - 2 times / week	2022-23 Now 10 years old	\$50,000
Coll. Div. Utility (Unit # 77)	2007	43,035 Miles	Daily	2020-21 Now 10 years old	\$30,000
Collections Building Generator	2008	47.4	Limited	2020-21 Now 9 years old	\$5,000
Hydro Collection Div.	2010	94.5	Limited	2030-31 Now 7 years old	\$50,000
Coll. Div. Utility (Unit # 84)	2011	20,645 Miles	Daily	2021-22 Now 6 years old	\$30,000

Collections Division 5-Year CIP Plan

Description	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	DEFERRED PROJECTS	TOTAL PROJECT COST
Collection System Improvements - I&I Reduction							
Annual line cleaning and video inspection (FY17/18 AD7)	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000		\$ 145,000
Seal coat sewer manholes 5 per year at \$1,500 each		\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500		\$ 30,000
Point repairs utilizing pipe liner 5 per year at \$1,500 each		\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500		\$ 30,000
Point repairs (in house) 10 per year at \$500 each O&M	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000		\$ 25,000
Purchase new sewer manhole lids 20 per year at \$400 each		\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000		\$ 32,000
Collection System - I&I Improvements Subtotal	\$ 30,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ -	\$ 262,000
Pump Stations							
Seal coat wet well at Sewer Lift Stations No. 8		\$ 8,500					\$ 8,500
Upgrade SCADA Screens at Sewer Lift Stations Nos. 7, 8 & 9			\$ 15,000				\$ 15,000
Upgrade control panels at Sewer Lift Stations Nos. 7, 8 & 9			\$ 21,000				\$ 21,000
Replace Generator at Sewer Lift Station No. 7		\$ 60,000					\$ 60,000
Pump Stations Subtotal	\$ -	\$ 68,500	\$ 36,000	\$ -	\$ -	\$ -	\$ 104,500
Pipeline Rehab & Replacement							
Hilltop Blvd. Downtown Pipeline Rehab (432-ft of 8-inch)	\$ 45,000						\$ 45,000
Wagon Wheel Easement E-W between MH's 108 and 109		\$ 100,000					\$ 100,000
Increase 120' of mainline from 10" to 15" on school trunk MH 52-51				\$ 20,000			\$ 20,000
Pipeline Rehab & Replacement Subtotal	\$ 45,000	\$ 100,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 165,000
Other Wastewater System Improvements							
Repave Road to Sewer Lift Stations No. 5		\$ 12,000	\$ 12,000	\$ 12,000			\$ 36,000
Annual updates to sewer maps		\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500		\$ 6,000
Purchase new bypass pump equipment		\$ 15,000					\$ 15,000
Replace portable air compressor and jackhammer		\$ 25,000					\$ 25,000
Replace Unit 69 with full size pump service truck with crane			\$ 70,000				\$ 70,000
Vehicle and equipment storage building at Harris Property				\$ 30,000			\$ 30,000
Purchase new backhoe tractor shared cost 50%			\$ 60,000				\$ 60,000
Other Wastewater System Improvements Subtotal	\$ -	\$ 53,500	\$ 143,500	\$ 43,500	\$ 1,500	\$ -	\$ 242,000
Collections Division Improvements Subtotal	\$ 75,000	\$ 280,000	\$ 237,500	\$ 121,500	\$ 59,500	\$ -	\$ 773,500

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Wastewater Treatment Division
Fiscal Year 2017/2018 Budget

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Wastewater Treatment Division Core Functions & FY 2017/2018 Goals & Objectives

Core Functions	Fiscal Year 2017/2018 Goals & Objectives
Operations & Maintenance Administration	
<ul style="list-style-type: none"> • Manage treatment plant & disposal facilities • Maintain compliance with Santa Ana Regional Water Quality Control Board (SARWQCB) Waste Discharge Requirements (WDR) • Maintain United States Forest Service (USFS) Special Use Permit (SUP) • Train staff on new processes & procedures • Review & implement staff recommended process & procedure changes • Reporting to regulatory agencies 	<ul style="list-style-type: none"> • Implement changes identified by continued process evaluation
Repair & Maintenance	
<ul style="list-style-type: none"> • Preventative maintenance • Perform necessary repairs revealed by routine / preventative maintenance • Respond to equipment / machinery failures 	<ul style="list-style-type: none"> • Influent Flow Meter Upgrade • Upgrade SCADA System • Replace Fine Bubble Aeration System in MBR 2 • Perform Annual MBR take down & mechanical inspection
Wastewater Treatment Plant	
<ul style="list-style-type: none"> • O&M of 1MGD MBR plant • Perform process control laboratory analysis • Manage disposal of 648 wet tons per year of biosolids • Continue to evaluate treatment processes to maintain an efficient operation • Respond to after hour emergencies & equipment failures • Complying with unfunded mandates from regulatory agencies 	<ul style="list-style-type: none"> • Continue to evaluate effluent reuse options • Complete upgrade to headworks
Treated Wastewater Disposal Facilities	
<ul style="list-style-type: none"> • O&M of 1.58 miles of outfall pipeline • O&M of 18 acre disposal site • O&M of 13 percolation ponds 	<ul style="list-style-type: none"> • Grade roads & scarify ponds to maintain access & pond performance • Complete repairs to spray irrigation telemetry

**Wastewater Treatment Division Core Functions & FY 2017/2018 Goals & Objectives
(continued)**

Core Functions	Fiscal Year 2017/2018 Goals & Objectives
SCADA System	
<ul style="list-style-type: none"> • O&M of Supervisory Control & Data Acquisition (SCADA) system to provide remote monitoring & operation of treatment plant processes & disposal facilities • Log, analyze & archive operational data • Continued improvement of process automation 	<ul style="list-style-type: none"> • Evaluate SCADA system • Upgrade SCADA based on the continuing treatment process evaluation
Safety, Training & Certifications	
<ul style="list-style-type: none"> • Maintain required certifications • Emergency operations training • Safety training 	<ul style="list-style-type: none"> • Provide opportunities for training & classes to maintain District approved certifications • Provide monthly, bi-annual & annual training for emergency response & preventative maintenance • Provide safety training at least weekly to minimize injuries & to ensure a safe work environment • Work closely with District Compliance Safety Officer to improve Safety Program



Wastewater Treatment Division
Fiscal Year 2017/2018 Budget
Revenue & Expense Details

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Wastewater Treatment Division Fiscal Year Budget Analysis

Description	FY 2013/2014 Actual	FY 2014/2015 Actual	FY 2015/2016 Actual	FYTD 2016/2017 Actual	FY 2016/2017 Budget	Budget Variance	%	PROPOSED FY 2017/2018 Budget
Wastewater Treatment Division Revenues								8%
Residential Base Service Charges	1,071,063	1,171,143	1,255,202	1,228,556	1,335,074	(106,518)	-8.0%	1,439,001
Commercial Base Service Charges	21,916	24,660	23,781	37,629	45,292	(7,663)	-16.9%	51,857
Residential Sewer System Usage Charge	91,460	79,316	82,494	85,112	86,904	(1,792)	-2.1%	91,188
Commercial Sewer System Usage Charge	7,471	7,363	20,301	7,388	8,086	(698)	-8.6%	8,493
Cost of Sales - Sewer	17	4,242	601	9,267	0	9,267		0
Assessments - Sewer Service Availability Charges	17,349	19,156	16,504	14,076	14,000	76	0.5%	7,000
Arrowbear Fixed O&M Expense Reimbursement								114,164
Arrowbear Variable O&M Expense Reimbursement	118,742	78,000	104,522	108,517	104,286	4,231	4.1%	33,919
CSA 79 Fixed O&M Expense Reimbursement								144,208
CSA 79 Variable O&M Expense Reimbursement	125,743	85,002	119,975	127,790	130,367	(2,577)	-2.0%	33,414
SCE Demand Response Program (EnerNOC)	4,956	4,442	3,411	2,402	4,450	(2,048)	-46.0%	0
Arrowbear Proportionate Share of Capital Improvements	0	32,702	170,745	48,172	29,925	18,247	61.0%	18,525
CSA 79 Proportionate Share of Capital Improvements	0	34,350	60,630	40,859	42,188	(1,328)	-3.1%	23,400
Leachate Loads	26,295	12,207	0	8,509	15,000	(6,491)	-43.3%	10,000
Gain/Loss - Sales of Assets	0	3,325	0	0	0	0		0
Connection/Capacity Fees & Charges	1,711	146,581	29,077	11,292	11,292	0	0.0%	5,646
Sewer Connection Fees	(352)	0	0	0	0	0		0
Sewer Hot Taps & Septic Waste Dumping	1,000	3,750	1,800	750	3,000	(2,250)	-75.0%	1,500
Sewer Property Contribution	45,179	0	0	0	0	0		0
Interest Income	30,706	8,590	5,768	(2,015)	7,000	(9,015)	-128.8%	3,500
Miscellaneous Income	4,875	21,533	32,445	4,095	15,000	(10,905)	-72.7%	15,000
Sewer Treatment Revenue Allocation						0	#DIV/0!	
Total Wastewater Division Revenues	1,568,132	1,736,362	1,927,256	1,732,400	1,851,863	(119,463)	-6.5%	2,000,814
Total Wastewater Treatment Division Revenues	842,852	910,336	1,119,871	964,518	1,003,409	(38,892)	-3.9%	1,117,768
Wastewater Treatment Division Expenses								
Salaries & Wages (Treatment)	286,858	293,914	307,948	326,173	314,212	11,961	3.8%	325,243
Medicare Tax (FICA)	3,566	2,489	3,827	4,026	4,741	(715)	-15.1%	4,716
Workers Comp Insurance (Treatment)	14,942	17,299	10,789	10,093	11,835	(1,742)	-14.7%	10,500
Employee Benefits (Treatment)	28,637	27,196	27,159	20,626	31,414	(10,789)	-34.3%	33,240
CalPERS Retirement (Treatment)	66,517	70,228	62,707	83,287	93,068	(9,782)	-10.5%	98,000
Uniform Allowance	3,887	2,143	1,825	871	2,590	(1,719)	-66.4%	1,110
Depreciation	212,992	223,048	237,527	263,927	207,500	56,427	27.2%	342,950
Director's Compensation	2,469	4,694	2,343	1,946	1,425	521	36.5%	0
Education/Seminars (Treatment)	1,218	226	166	783	1,500	(717)	-47.8%	1,000
Effluent Disposal Site Maintenance	3,320	0	5,664	4,649	9,000	(4,351)	-48.3%	8,000
Fuel & Oil (Treatment)	5,434	5,268	6,398	5,852	4,475	1,377	30.8%	6,200
Liability Insurance	10,882	11,630	10,649	11,247	11,500	(253)	-2.2%	11,993
Memberships & Subscriptions (Treatment)	3,742	3,523	4,867	3,638	4,481	(843)	-18.8%	4,952
Permits/Fees (Treatment)	26,922	27,582	32,216	26,122	31,654	(5,532)	-17.5%	32,372
Professional Services (Treatment)	41,801	48,861	55,690	84,848	57,400	27,448	47.8%	33,100
Sewer Interceptor Pipeline Maintenance	5,276	14,274	3,131	2,642	4,525	(1,883)	-41.6%	10,353
Treatment Plant Maintenance	61,334	40,401	69,151	28,707	51,700	(22,993)	-44.5%	50,500
Solids Handling Maintenance	69,091	56,043	61,667	60,693	53,020	7,673	14.5%	60,200
Miscellaneous Supplies (Treatment)	4,343	3,684	3,856	9,628	5,943	3,685	62.0%	6,193
Office Supplies (Treatment)	2,485	3,899	4,901	796	5,950	(5,154)	-86.6%	11,243
Utilities (Joint Use Facilities)	111,360	122,347	86,181	82,365	103,368	(21,003)	-20.3%	108,924
Vehicle & Equipment Maintenance (Treatment)	5,202	4,983	2,016	5,040	7,950	(2,910)	-36.6%	7,150
Wastewater Testing & Analysis	6,926	5,306	7,625	14,282	9,692	4,590	47.4%	9,900
Interest Expense	58,563	20,541	12,554	6,489	6,489	0	0.0%	0
Administrative Expenses	14,474	14,822	14,871	15,240	14,622	619	4.2%	33,396
	1,052,240	1,024,399	1,035,727	1,073,970	1,050,054	23,916	2.3%	1,211,235
	(209,388)	(114,064)	84,143	(109,452)	(46,645)	(62,807)	134.7%	(93,467)

**Running Springs Water District
Wastewater Fund Projection
4/25/2017**

Revenue Increase %	7.0%	3.5%	3.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Expense Increase %	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%

Description	3/31/2017 YTD	2018	2019	2020	2021	2022	2023	2024	2025
Monthly Service Charges	1,042,644	1,490,857	1,595,217	1,651,050	1,708,837	1,708,837	1,708,837	1,708,837	1,708,837
Usage	77,721	99,681	106,659	110,392	114,255	114,255	114,255	114,255	114,255
IR&R	140,956	184,086	184,086	184,086	184,086	184,086	184,086	184,086	184,086
Other Revenue	270,286	427,424	427,424	427,424	427,424	427,424	427,424	427,424	427,424
Revenue	1,531,606	2,202,048	2,313,386	2,372,951	2,434,602	2,434,602	2,434,602	2,434,602	2,434,602
Expense	(1,118,101)	(1,655,279)	(1,721,490)	(1,790,350)	(1,861,964)	(1,936,442)	(2,013,900)	(2,094,456)	(2,178,234)
Depreciation	(336,722)	(571,466)	(594,325)	(618,098)	(642,822)	(668,534)	(695,276)	(723,087)	(752,010)
Change in Net Assets	76,783	(24,697)	(2,429)	(35,496)	(70,183)	(170,375)	(274,574)	(382,941)	(495,643)
Beginning Cash		435,589	686,382	629,989	100,554	278,865	592,364	885,527	1,095,711
Depreciation - Non Cash		571,466	594,325	618,098	642,822	668,534	695,276	723,087	752,010
Capital Expenditure - Collection		(75,000)	(280,000)	(237,500)	(121,500)	(59,500)			
Capital Expenditure - Treatment		(97,500)	(250,000)	(754,000)	(150,000)				
Principal paid on capital debt		(123,476)	(118,289)	(120,537)	(122,827)	(125,160)	(127,539)	(129,962)	(132,431)
Ending Cash	435,589	686,382	629,989	100,554	278,865	592,364	885,527	1,095,711	1,219,648
Wastewater Capital Improvement Project Reserve	200,000	730,000	1,191,500	471,500	259,500	200,000	200,000	200,000	200,000
Wastewater Capacity Charge Reserve	119,603	119,603	119,603	119,603	119,603	119,603	119,603	119,603	119,603
Wastewater IR&R Reserve (CWSRF Debt Reserve)	169,143	169,143	169,143	169,143	169,143	169,143	169,143	169,143	169,143
Wastewater Operating Reserve	(53,157)	(332,364)	(850,257)	(659,692)	(269,381)	103,618	396,781	606,965	730,902
Total Reserve Funds	435,589	686,382	629,989	100,554	278,865	592,364	885,527	1,095,711	1,219,648
Operating Reserve:									
Wastewater Operating Reserve	(53,157)	(332,364)	(850,257)	(659,692)	(269,381)	103,618	396,781	606,965	730,902
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	499,285	551,760	573,830	596,783	620,655	645,481	671,300	698,152	726,078
Operating Reserve Surplus / (Shortfall)	(552,442)	(884,124)	(1,424,087)	(1,256,475)	(890,036)	(541,863)	(274,519)	(91,187)	4,824

Running Springs Water District
Wastewater Fund Projection (Deferred CIP)
4/25/2017

Revenue Increase %	7.0%	2.5%	2.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Expense Increase %	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%

Description	3/31/2017 YTD	2018	2019	2020	2021	2022	2023	2024	2025
Monthly Service Charges	1,042,644	1,490,857	1,595,217	1,635,098	1,675,975	1,675,975	1,675,975	1,675,975	1,675,975
Usage	77,721	99,681	106,659	109,325	112,058	112,058	112,058	112,058	112,058
IR&R	140,956	184,086	184,086	184,086	184,086	184,086	184,086	184,086	184,086
Other Revenue	270,286	427,424	427,424	427,424	427,424	427,424	427,424	427,424	427,424
Revenue	1,531,606	2,202,048	2,313,386	2,355,933	2,399,543	2,399,543	2,399,543	2,399,543	2,399,543
Expense	(1,118,101)	(1,655,279)	(1,721,490)	(1,790,350)	(1,861,964)	(1,936,442)	(2,013,900)	(2,094,456)	(2,178,234)
Depreciation	(336,722)	(571,466)	(594,325)	(618,098)	(642,822)	(668,534)	(695,276)	(723,087)	(752,010)
Change in Net Assets	76,783	(24,697)	(2,429)	(52,515)	(105,242)	(205,434)	(309,633)	(418,000)	(530,701)
Beginning Cash		435,589	686,382	1,014,989	1,252,035	1,458,787	1,637,228	1,510,332	1,203,958
Depreciation - Non Cash		571,466	594,325	618,098	642,822	668,534	695,276	723,087	752,010
Capital Expenditure - Collection		(75,000)	(80,000)	(58,000)	(58,000)	(59,500)	(200,000)	(179,500)	(63,500)
Capital Expenditure - Treatment		(97,500)	(65,000)	(150,000)	(150,000)	(100,000)	(185,000)	(302,000)	(302,000)
Principal paid on capital debt		(123,476)	(118,289)	(120,537)	(122,827)	(125,160)	(127,539)	(129,962)	(132,431)
Ending Cash	435,589	686,382	1,014,989	1,252,035	1,458,787	1,637,228	1,510,332	1,203,958	927,336
Wastewater Capital Improvement Project Reserve	200,000	345,000	408,000	408,000	359,500	585,000	681,500	565,500	200,000
Wastewater Capacity Charge Reserve	119,603	119,603	119,603	119,603	119,603	119,603	119,603	119,603	119,603
Wastewater IR&R Reserve (CWSRF Debt Reserve)	169,143	169,143	169,143	169,143	169,143	169,143	169,143	169,143	169,143
Wastewater Operating Reserve	(53,157)	52,636	318,243	555,289	810,542	763,482	540,087	349,712	438,590
Total Reserve Funds	435,589	686,382	1,014,989	1,252,035	1,458,787	1,637,228	1,510,332	1,203,958	927,336
Operating Reserve:									
Wastewater Operating Reserve	(53,157)	52,636	318,243	555,289	810,542	763,482	540,087	349,712	438,590
Recommended Operating Reserve Fund Target (4 Months Operating Expenses)	499,285	551,760	573,830	596,783	620,655	645,481	671,300	698,152	726,078
Operating Reserve Surplus / (Shortfall)	(552,442)	(499,124)	(255,587)	(41,494)	189,887	118,001	(131,213)	(348,440)	(287,488)

RUNNING SPRINGS WATER DISTRICT WASTEWATER TREATMENT DEPARTMENT FISCAL YEAR 2017/2018 BUDGET

REVENUE AND EXPENSE SUMMARY

	Budgeted 2017-2018	Budgeted 2016-2017
<u>OPERATING REVENUES:</u>		
Residential Base Service Charges (2,884 EDUs x \$41.58 / month x 12 mos.)	\$1,439,001	\$1,335,074
Residential Sewer System Usage Charge (13.6 MCF x \$0.0447 x 15%)	\$91,188	\$86,904
Commercial Base Service Charges (85 EDU's. x \$41.58 / month x 12 mos.)	\$42,412	\$39,684
Commercial Sewer System Usage Charge (0.57 MCF x \$0.0447 x 1/3)	\$8,493	\$8,086
Arrowbear Fixed O&M Reimbursement (19% of Fixed O&M Costs + SLS #2)	\$114,164	\$104,286
Arrowbear Variable O&M Reimbursement (13% of Variable O&M Costs + SLS #2)	\$33,919	
CSA 79 Fixed O&M Reimbursement (24% of Fixed O&M Costs + Odor Control)	\$144,208	\$130,367
CSA 79 Variable O&M Reimbursement (13% of Variable O&M Costs + Odor Control)	\$33,414	
Delinquent Charges & Service Fees	\$15,000	\$15,000
SCE Demand Response Program (EnerNOC)	\$0	\$4,450
Outside Sewer Service Agreement Charges	\$9,445	\$5,608
Total Wastewater Operating Revenue:	\$1,931,243	\$1,729,459
Treatment Division 45% of Total Operating Revenue Plus Upstream:	\$1,048,197	\$909,764
<u>OPERATING EXPENSES:</u>		
Operations & Maintenance (Fixed)	\$600,865	\$597,504
Operations & Maintenance (Variable)	\$267,420	\$249,673
Capital Replacement (Refer to Page 25 & FY 17/18 Depreciation Schedule)	\$342,950	\$207,500
Total Operating Expenses:	\$1,211,235	\$1,054,677
NET OPERATING INCOME:	(\$163,038)	(\$144,914)
<u>NON-OPERATING REVENUE:</u>		
Property Taxes	\$0	\$0
Assessments - Sewer Service Availability Charges	\$7,000	\$7,000
Connection/Capacity Fees & Charges	\$5,646	\$5,646
Sewer Hot Taps & Septic Waste Dumping	\$1,500	\$1,500
Interest Income	\$3,500	\$3,500
Arrowbear Proportionate Share of Capital Improvements (19%)	\$18,525	\$29,925
CSA 79 Proportionate Share of Capital Improvements (24%)	\$23,400	\$42,188
Leachate Load Revenue	\$10,000	\$15,000
Total Non-Operating Revenue:	\$69,571	\$104,759
<u>NON-OPERATING EXPENSES:</u>		
Interest Expense	\$0	\$6,489
Total Non-Operating Expenses:	\$0	\$6,489
CHANGE IN NET POSITION:	(\$93,467)	(\$46,645)
<u>TOTAL WASTEWATER REVENUES:</u>		
	\$1,117,768	\$1,014,522
<u>TOTAL WASTEWATER EXPENSES:</u>		
	\$1,211,235	\$1,061,167
NET INCOME:	(\$93,467)	(\$46,645)
<u>CASH CONSIDERATIONS:</u>		
Net Income	(\$93,467)	(\$46,645)
Capital Replacement (Depreciation Expense)	\$342,950	\$207,500
2001 WPCP Project Loan Principal Payment	\$0	(\$91,410)
Capital Projects & Fixed Assets	(\$97,500)	(\$225,000)
CHANGE IN CASH BALANCE:	\$151,984	(\$155,555)

RUNNING SPRINGS WATER DISTRICT WASTEWATER TREATMENT DEPARTMENT FISCAL YEAR 2017/2018 BUDGET

OPERATION AND MAINTENANCE EXPENSE ACCOUNTS

PERSONNEL EXPENSE

ACCOUNT NUMBER	O&M ACCOUNT DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE	Fixed (F) Variable (V)	DETAIL PAGE #
350-50100	Salaries & Wages (Treatment)	\$325,243	\$314,212	4%	F	4
350-50120	Medicare Tax (FICA)	\$4,716	\$4,555	4%	F	5
350-50130	Workers Comp Insurance (Treatment)	\$10,500	\$11,835	-11%	F	9
350-50140	Group Insurance	\$33,240	\$31,414	6%	F	6
350-50150	CalPERS Retirement (Treatment)	\$98,000	\$93,068	5%	F	7
350-50160	Uniform Allowance	\$1,110	\$1,110	0%	F	8
PERSONNEL EXPENSE SUB-TOTAL:		\$472,810	\$456,194	4%	F	

SERVICES & SUPPLIES ACCOUNTS

ACCOUNT NUMBER	O&M ACCOUNT DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE	Fixed (F) Variable (V)	DETAIL PAGE #
350-53200	Education/Seminars (Treatment)	\$1,000	\$1,500	-33%	F	10
350-53300	Effluent Disposal Site Maintenance	\$8,000	\$9,000	-11%	V	11
350-54100	Fuel & Oil (Treatment)	\$6,200	\$4,475	39%	V	12
350-54300	Property/Liability Insurance	\$11,993	\$11,500	4%	F	13
350-56100	Memberships & Subscriptions (Treatment)	\$4,952	\$4,481	11%	F	14
350-57100	Permits/Fees (Treatment)	\$32,372	\$31,654	2%	F	15
350-57140	Professional Services (Treatment)	\$33,100	\$57,400	-42%	F	16
350-57310	SLS #2 & Interceptor Pipeline Maintenance	\$10,353	\$4,525	129%	V	17
350-57314	Treatment Plant Maintenance	\$50,500	\$51,700	-2%	V	18
350-57430	Biosolids Handling & Disposal	\$60,200	\$53,020	14%	V	19
350-57440	Miscellaneous Supplies (Treatment)	\$6,193	\$5,943	4%	V	20
350-57444	Office Supplies (Treatment)	\$11,243	\$5,950	89%	F	21
350-58251	Utilities (Joint Use Facilities)	\$108,924	\$103,368	5%	V	22
350-58301	Vehicle & Equipment Maintenance (Treatment)	\$7,150	\$7,950	-10%	V	23
350-59200	Wastewater Testing & Analysis	\$9,900	\$9,692	2%	V	24
350-86000	Administrative Expenses	\$33,396	\$16,990	97%	F	25
SERVICES & SUPPLIES SUB-TOTAL:		\$395,475	\$379,148	4%	F (%)	70%
TOTAL OPERATING EXPENSES:		\$868,284	\$835,342	4%	V (%)	31%

RUNNING SPRINGS WATER DISTRICT WASTEWATER TREATMENT DEPARTMENT FISCAL YEAR 2017/2018 BUDGET

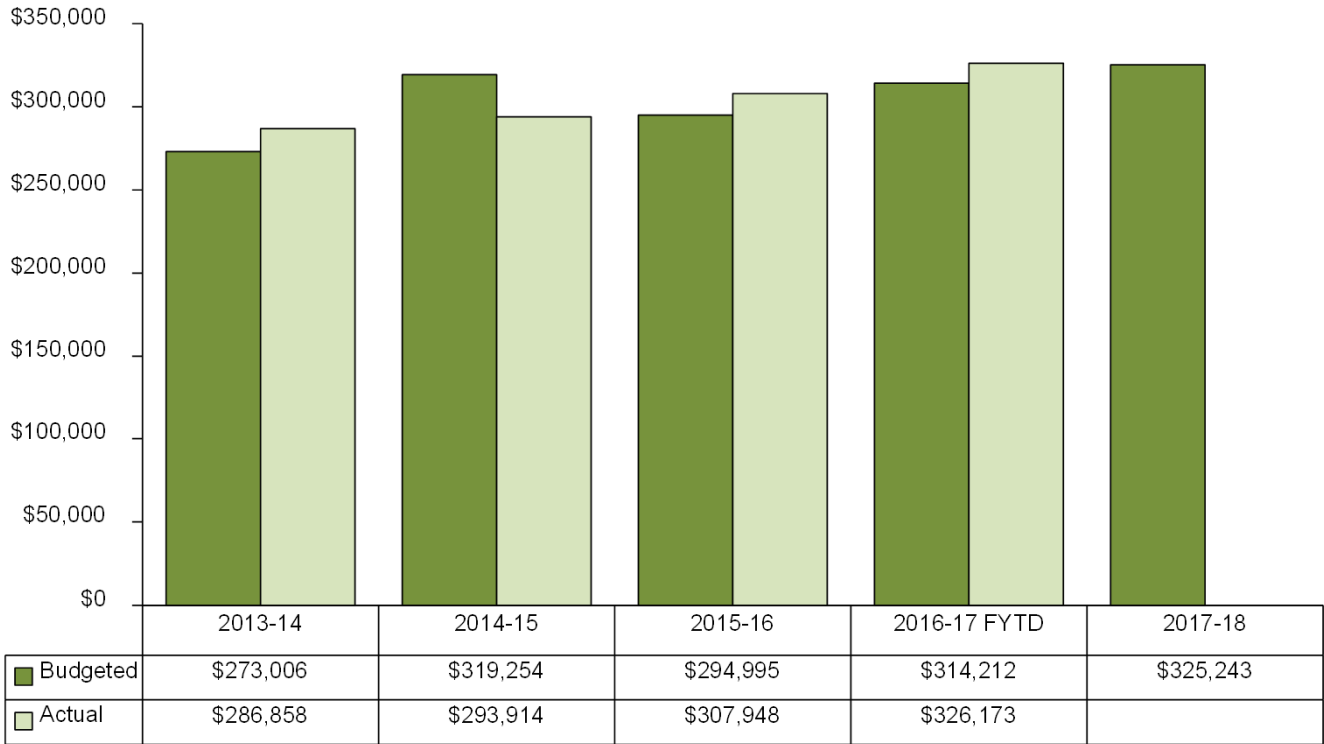
CAPITAL IMPROVEMENT PROJECTS

ACCOUNT NUMBER	CAPITAL IMPROVEMENT ACCOUNT DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE	DETAIL PAGE #
350-16100	Treatment Facilities - CIP	\$97,500	\$219,000	-55%	25
TOTAL CAPITAL IMPROVEMENTS:		\$97,500	\$219,000	-55%	

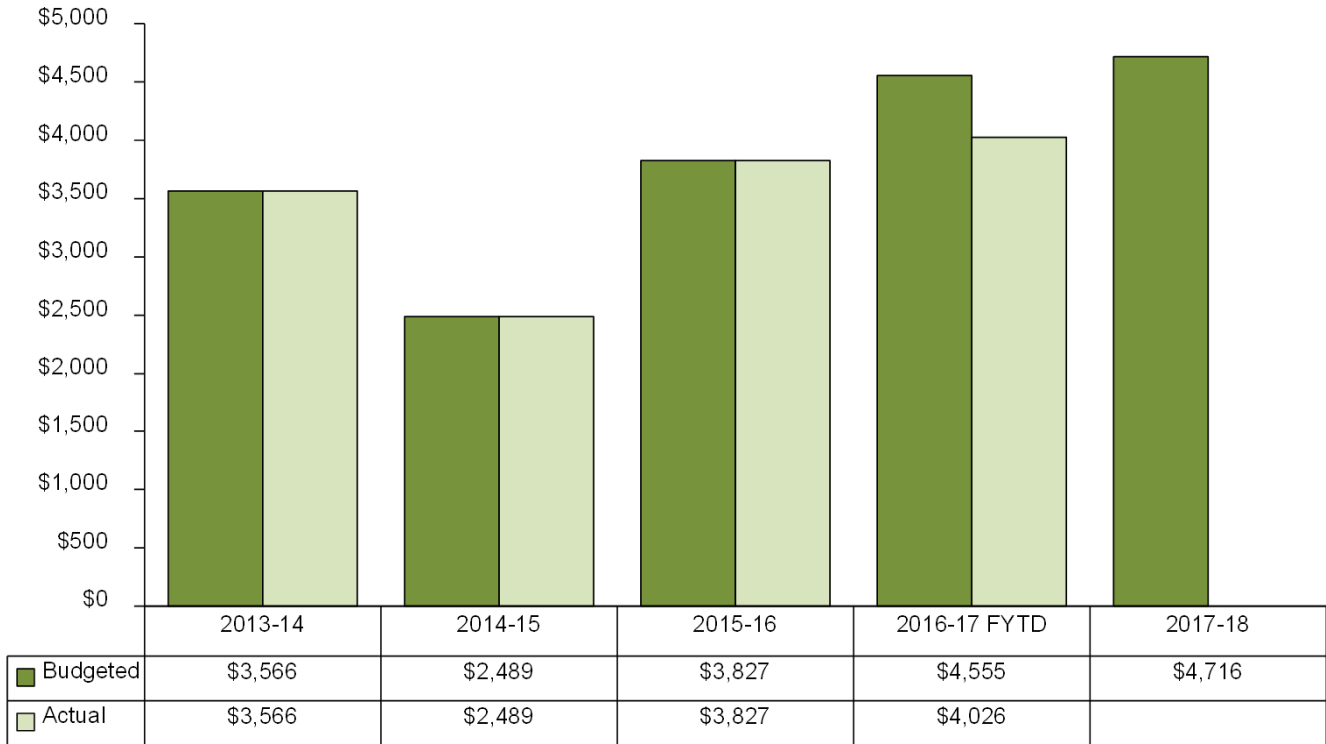
RESTRICTED, DESIGNATED & RESERVE FUNDS

ACCOUNT NUMBER	DESCRIPTION	5/31/17 FUND BALANCES
350-10000	Wastewater Operating Reserve	\$59,927
310-10000	Wastewater Capital Improvement Project Reserve	\$202,068
300-10000	Wastewater Infrastructure Repair & Replacement Reserve	\$169,143
320-10000	Wastewater Connection & Capacity Charges	\$119,603
607-10000	Sewer Assessment District No. 7 O&M Fund	\$25,053
TOTAL:		\$575,794

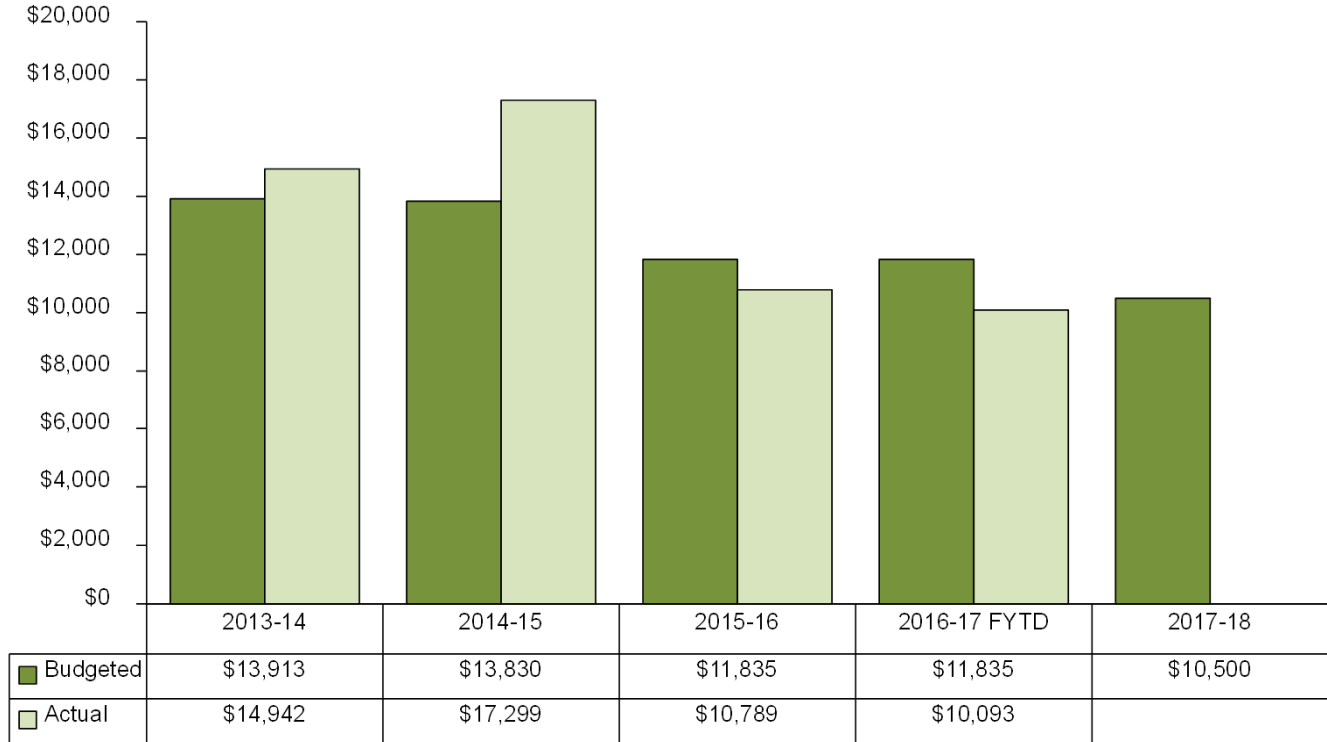
ACCOUNT NUMBER 350-50100	DESCRIPTION Salaries & Wages (Treatment)	BUDGET REQUEST \$325,243
SUMMARY OF REQUEST		
Division Supervisor & Two Operators (base salary + certification incentives)		\$277,077
Treatment Division share of Safety/Compliance Operator & 3/16 (18.75%) of General Manager Salary		\$35,443
On-Call Time (244 nights x 1 hr./night x Avg OT Rate)	Average OT Rate	\$8,106
Holidays (13 days x 1.5 hrs./day x Avg OT Rate)	\$33.22	\$648
Emergency Time (67 hrs. x Avg OT Rate)		\$2,226
Weekend Coverage (35 days x 1.5 hrs./day x Avg OT Rate)		\$1,744
Certification Incentive Pay = \$0.50 per hour for each approved certificate	TOTAL:	<u>\$325,243</u>
Wages include 3.9% Cost of Living Adjustment (2% to offset elimination of EPMC plus 1.9% CPI-W)		
Performance based merit increases where appropriate		



ACCOUNT NUMBER 350-50120	DESCRIPTION Medicare Tax (FICA)	BUDGET REQUEST \$4,716
SUMMARY OF REQUEST		
Federal Requirement for Employees Hired After April 1986 (1.45% OF PAYROLL) *Base, holiday and overtime pay plus Treatment Division share of Safety/Compliance		\$4,716



ACCOUNT NUMBER 350-50130	DESCRIPTION Workers Comp Insurance (Treatment)	BUDGET REQUEST \$10,500
SUMMARY OF REQUEST		
Treatment Division's share of Workers Compensation Insurance		\$10,500



ACCOUNT NUMBER 350-50140	DESCRIPTION Group Insurance	BUDGET REQUEST \$33,240
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SUMMARY OF REQUEST

Medical, Dental and Vision ¹	Compensation for Calculating LTD	\$30,000
Long Term Disability ² (0.62%)	\$312,520	\$1,938
Accidental Death and Dismemberment ³ (0.048%)	Compensation for Calculating ADD & Life	\$248
Life Insurance ⁴ (0.204%)	\$517,000	\$1,055
	Total	\$33,240

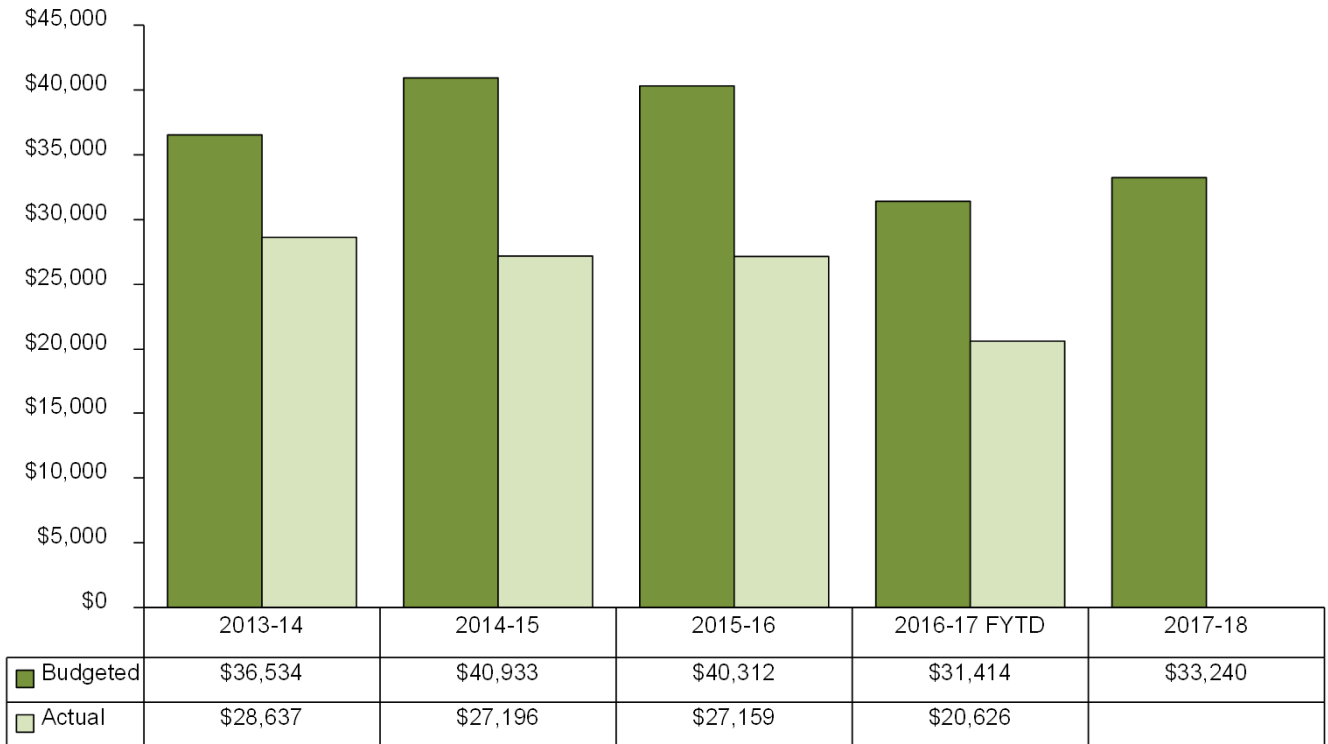
¹ Maximum Monthly Cap on Medical, Dental and Vision Premiums = \$3,561 x 12 = \$42,732.
 Budgeted amount based on past 3 years actual and a 5.43% increase in the cap which is half of the 10.86% CalPERS Medical Premium increase.
 Prior years deviation in budget to actual due to unused Medical Reimbursement Plan balances.

² 0.62% of annual base salaries plus certification incentive pay for Division Supervisor, 2 Operators and 3/16 of General Manager's Salary.

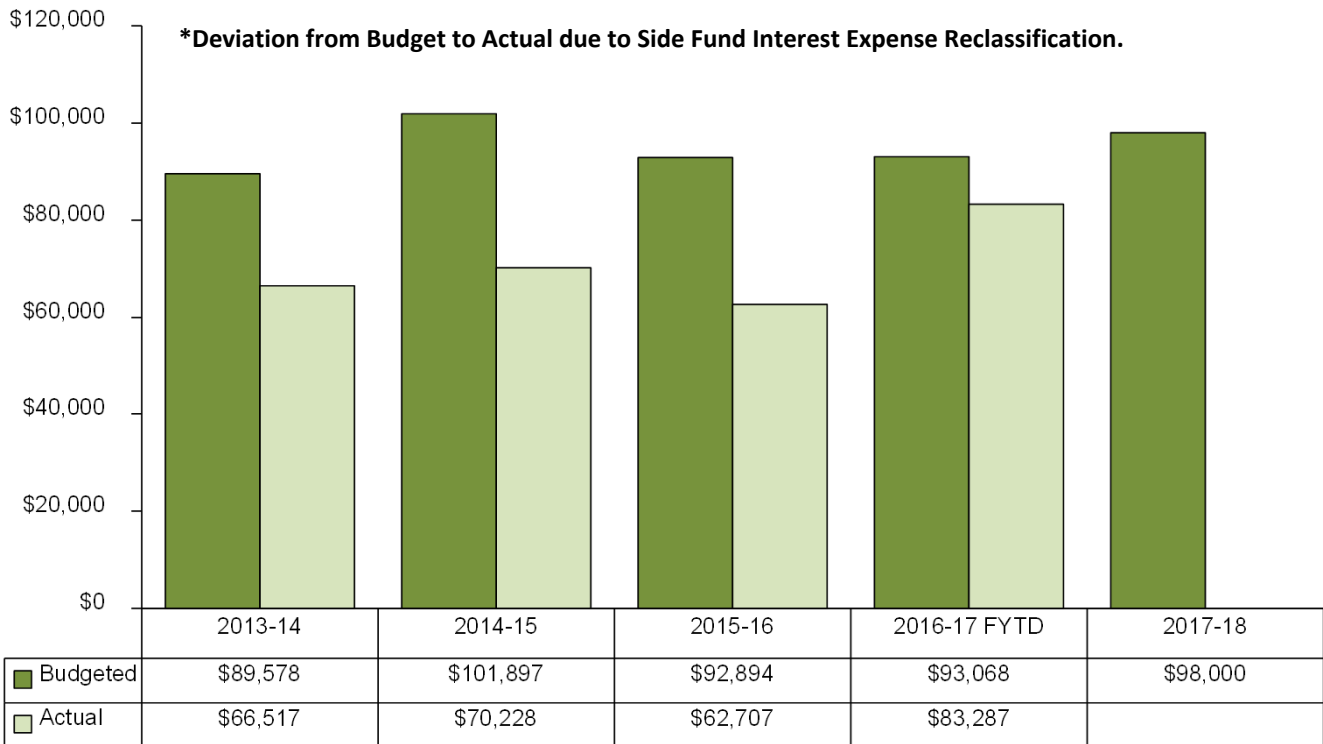
³ 0.048% of annual base salaries plus certification incentive pay x 2 + \$25,000, rounded to the nearest thousand up to a max of \$175,000 per employee for Division Supervisor, 2 Operators and 3/16 of General Manager Salary.

⁴ 0.204% of annual base salaries plus certification incentive pay x 2 + \$25,000, rounded to the nearest thousand up to a max of \$175,000 per employee for Division Supervisor, 2 Operators and 3/16 of General Manager Salary.

Difference between budgeted and actual in prior years due to unused Medical Reimbursement funds.



ACCOUNT NUMBER 350-50150	DESCRIPTION CalPERS Retirement (Treatment)	BUDGET REQUEST \$98,000
SUMMARY OF REQUEST		
Classic Miscellaneous Members ¹	Compensation for Calculating Benefit	
District's Contribution Percentage (11.675% of Salary)	\$313,168	\$36,562
District's Monthly Employer Unfunded Accrued Liability Payment (12 x \$4,581)		\$54,972
Reduced Employer Paid Member Contribution (EPMC) (2% of Salary)		\$6,263
Paying and Reporting the Value of EPMC (0.04% of Salary)		\$125
Survivor Benefit (\$0.93 per employee per pay period)		\$77
¹ Includes:	Total	\$98,000
3/16 (18.75%) of General Manager Salary		
Treatment Division's Share for Safety/Compliance Position's Wages (2017-2018: \$8,000/4 = \$2,000)		
Base, Certification and Holiday Portions of Division Supervisor and 2 Operator's Wages		
*Deviation from Budget to Actual due to Side Fund Interest Expense Reclassification.		



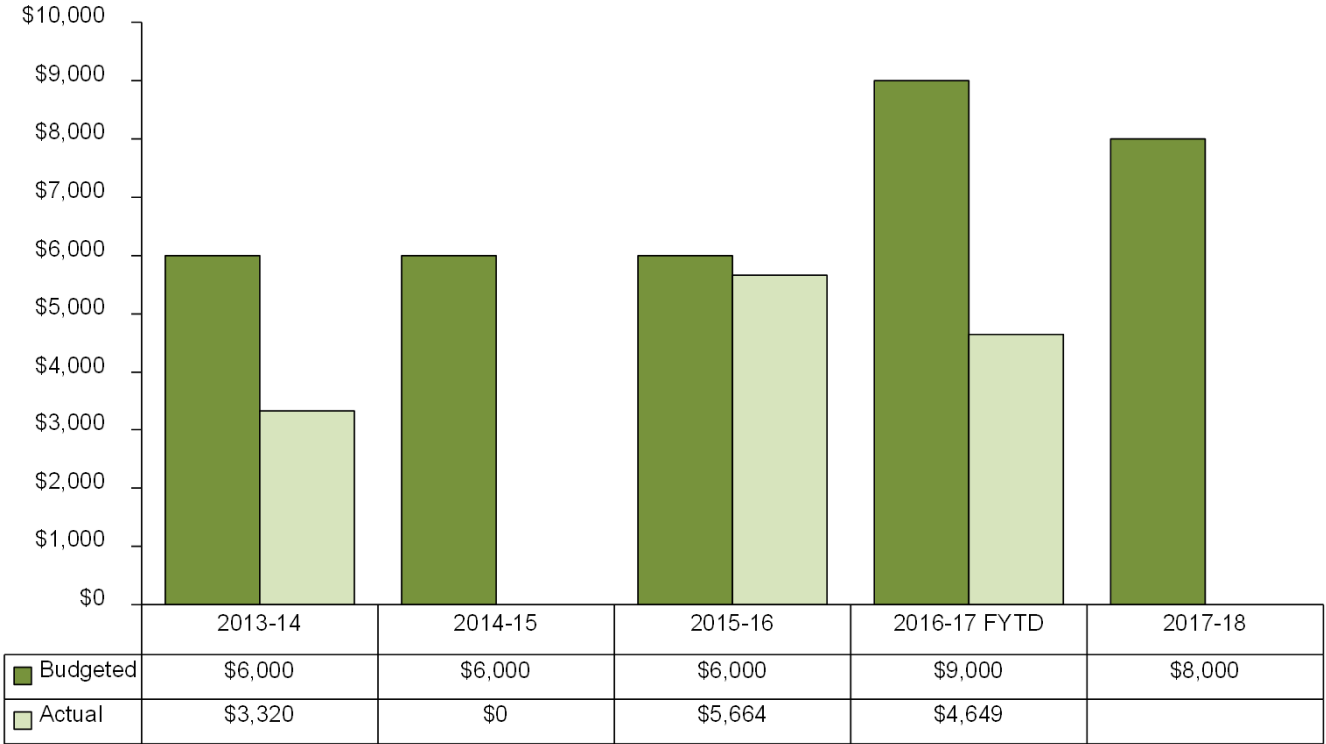
ACCOUNT NUMBER 350-50160	DESCRIPTION Uniform Allowance	BUDGET REQUEST \$1,110
SUMMARY OF REQUEST		
Uniform Allowance (3 employees x \$250 annually)		\$750
District Shirts (5 T-shirts per employee x \$20/shirt x 3 employees)		\$300
District Hats (3 baseball caps w/ RSWD logo x \$20/cap)		\$60
	Total	\$1,110



ACCOUNT NUMBER 350-53200	DESCRIPTION Education/Seminars (Treatment)	BUDGET REQUEST \$1,000
SUMMARY OF REQUEST		
Wastewater Treatment Classes, OSHA Training, Meetings, Education & Seminars	TOTAL	\$1,000 \$1,000



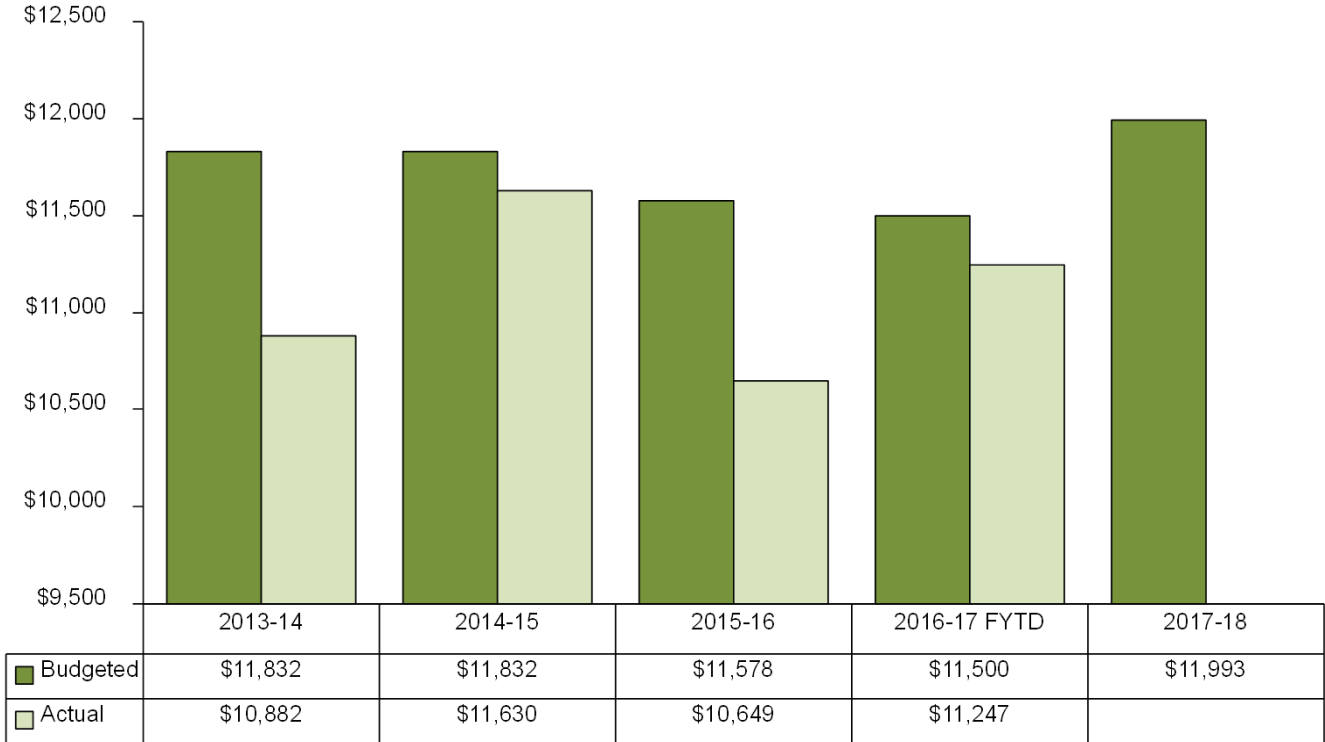
ACCOUNT NUMBER 350-53300	DESCRIPTION Effluent Disposal Site Maintenance	BUDGET REQUEST \$8,000
SUMMARY OF REQUEST		
Scarify disposal ponds as needed for routine maintenance		\$4,000
Repair disposal pond dikes & access roads		\$4,000
	Total	\$8,000



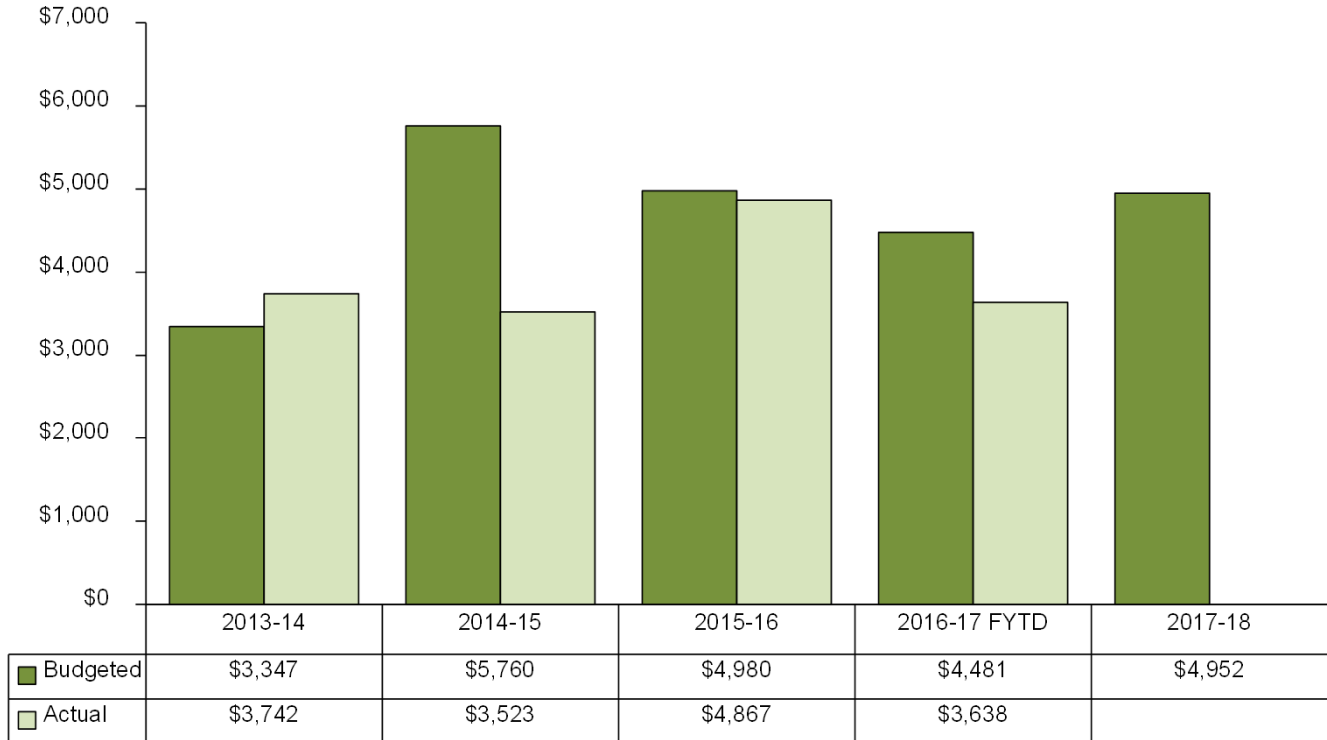
ACCOUNT NUMBER 350-54100	DESCRIPTION Fuel & Oil (Treatment)	BUDGET REQUEST \$6,200
SUMMARY OF REQUEST		
Six Vehicles for Plant Operations:		
Gasoline 700 gallons @ \$2.75/gallon		\$1,925
Oil Changes		\$575
Transmission Fluid		\$100
Gear Lube/Grease		\$100
Anti-Freeze		\$200
Diesel / Plant Standby Generator - 1,200 Gallons @ \$2.75/Gal		\$3,300
	Total	\$6,200



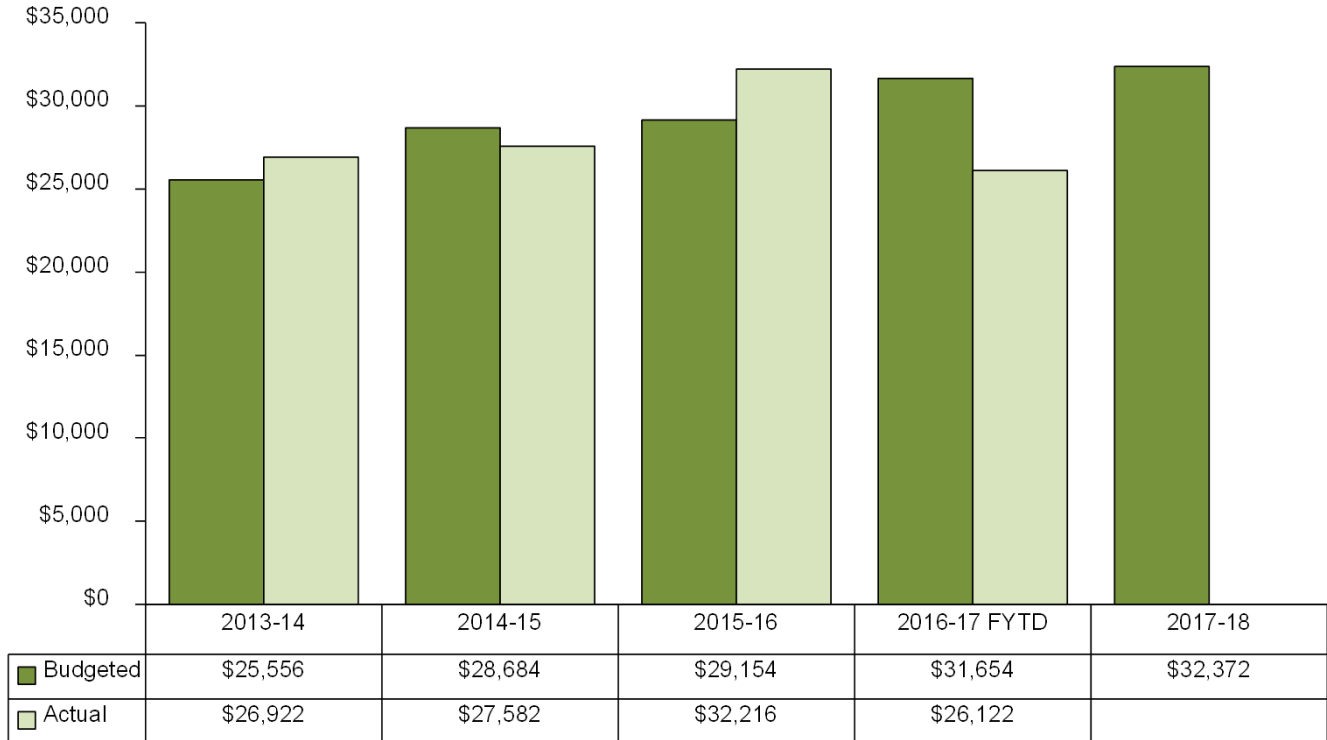
ACCOUNT NUMBER 350-54300	DESCRIPTION Property/Liability Insurance	BUDGET REQUEST \$11,993
SUMMARY OF REQUEST		
Current Wastewater Treatment Department's Share		\$11,993



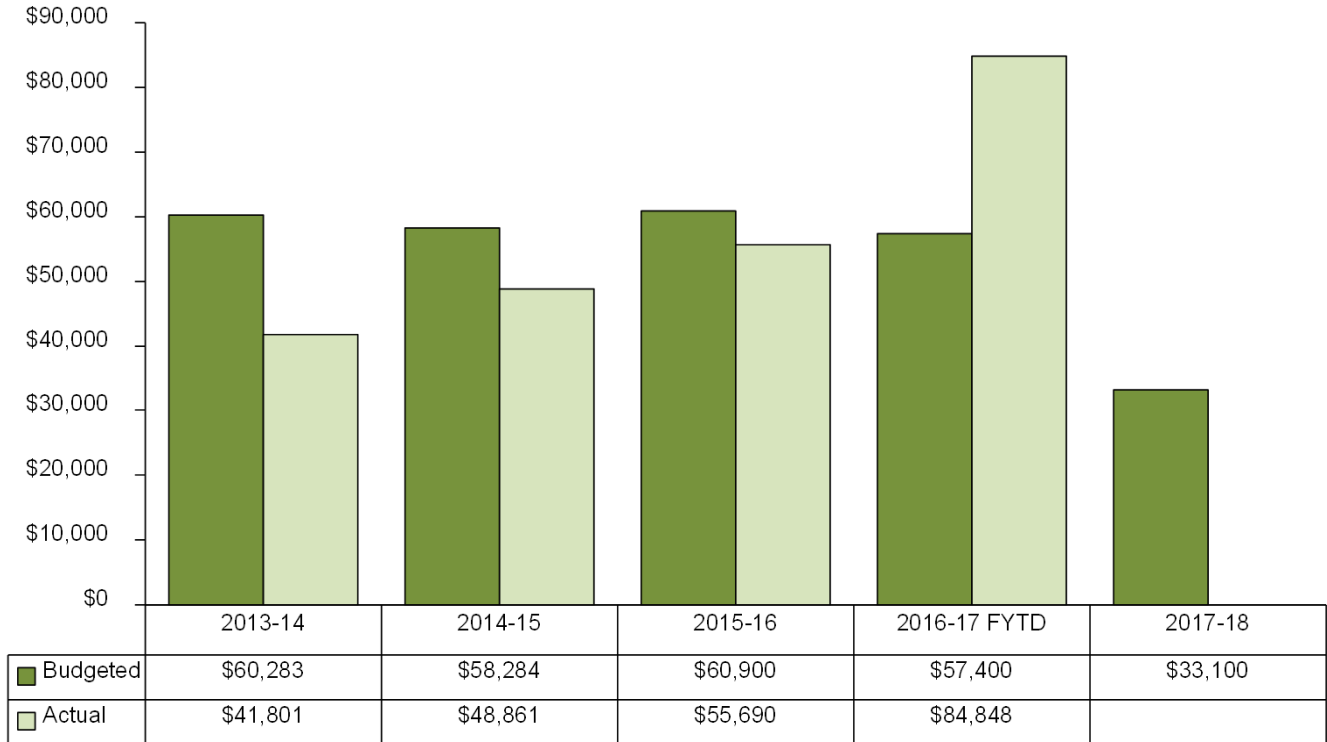
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
350-56100	Memberships & Subscriptions (Treatment)	\$4,952
SUMMARY OF REQUEST		
California Water Environment Association Memberships (CWEA) and Certificates		\$1,500
Association of San Bernardino County Special Districts		\$140
California Special District's Association (CSDA)		\$1,300
Log-Me-In Pro (remote access to SCADA)		\$110
Top Health & Performance Newsletters (Employee Wellness)		\$65
Wonderware SCADA software annual support (shared with Water 50% of \$880)		\$440
State of California Wastewater Certifications		\$600
Gym Memberships (\$250 x 3.1875)		\$797
	Total	\$4,952



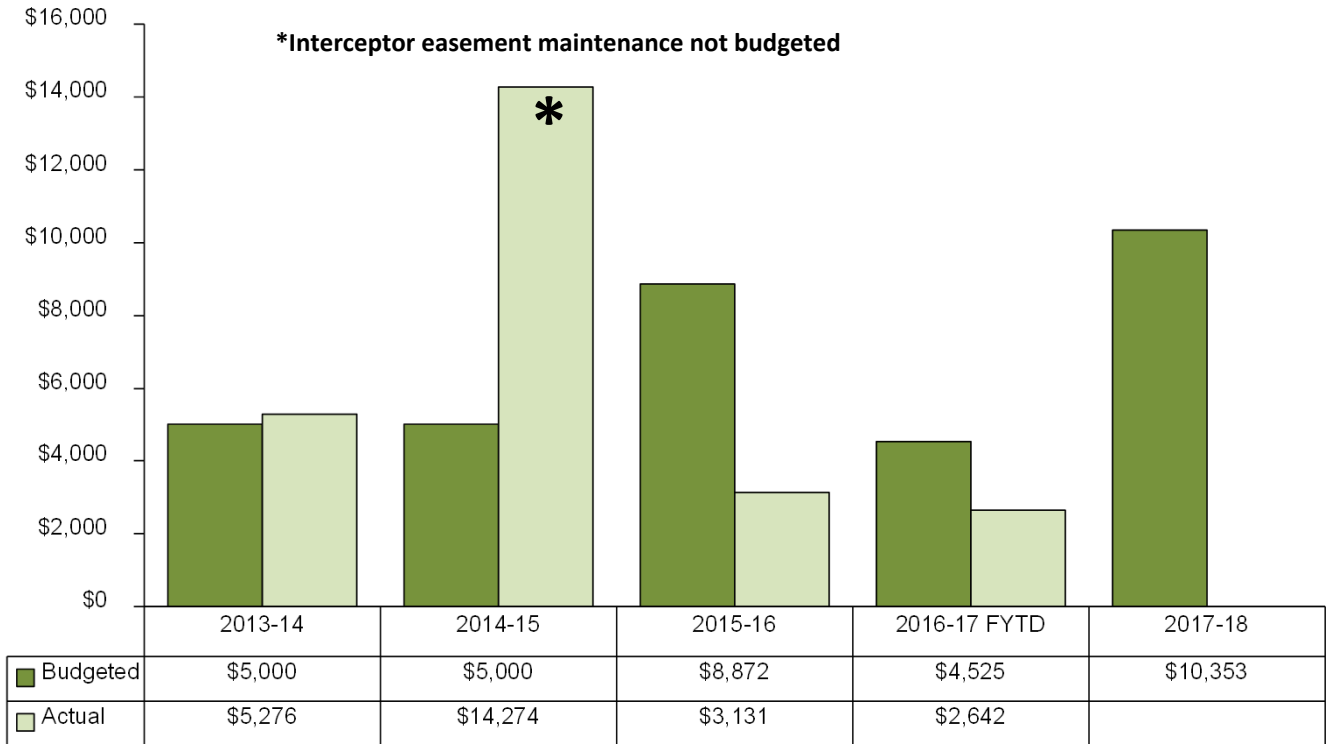
ACCOUNT NUMBER 350-57100	DESCRIPTION Permits/Fees (Treatment)	BUDGET REQUEST \$32,372
SUMMARY OF REQUEST		
South Coast Air Quality Management District (AQMD) Fees for Stand-by Generators @ Lift Station No. 2 & WWTP		\$2,174
Santa Ana Regional Water Quality Control Board Treatment Plant Process Permit		\$18,000
United States Forest Service (USFS) Special Use Permit for Disposal Ponds, Outfall Line & Spray Irrigation		\$5,000
San Bernardino County Fire Department CUPA fees for Above Ground Fuel Storage tanks @ Lift Station 2 & WWTP		\$1,665
Local Agency Formation Commission (LAFCO) Annual Fees		\$3,333
AQMD Above Ground Fuel Storage Tank Testing		\$200
AQMD Order		\$2,000
	Total	\$32,372



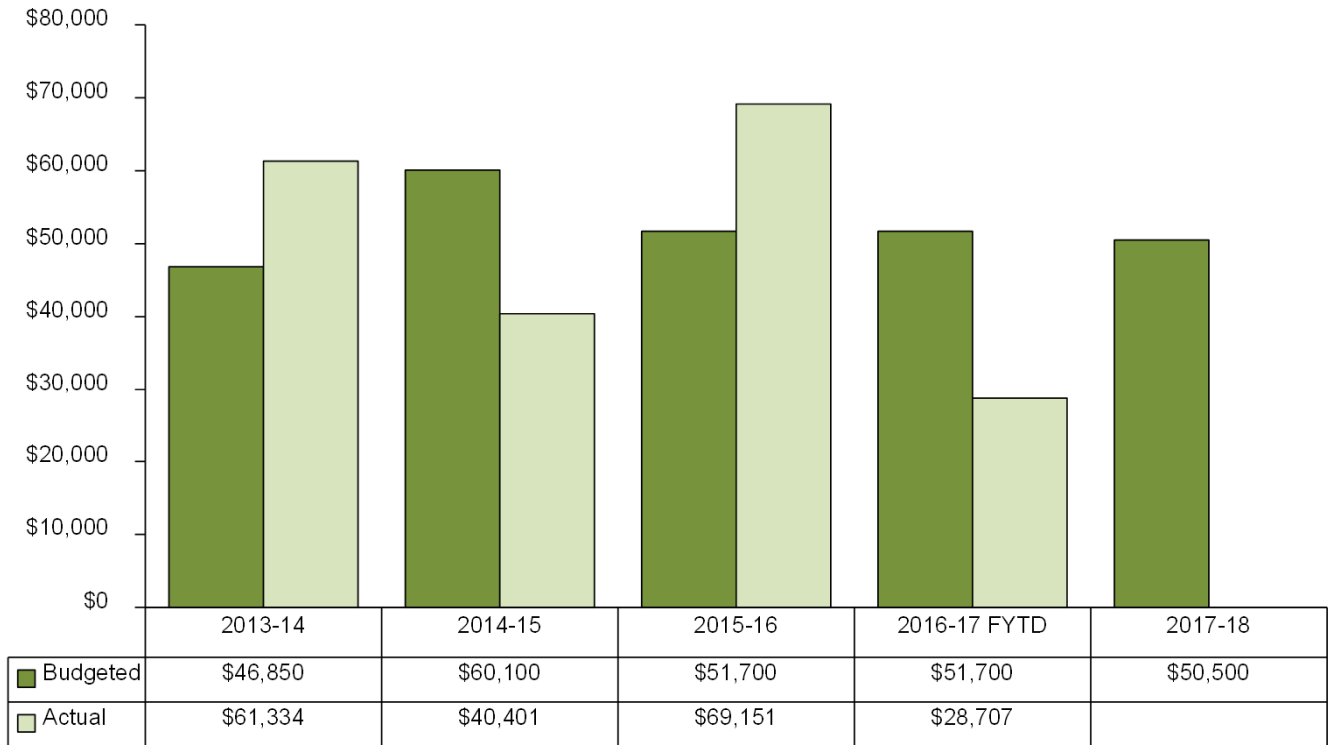
ACCOUNT NUMBER 350-57140	DESCRIPTION Professional Services (Treatment)	BUDGET REQUEST \$33,100
SUMMARY OF REQUEST		
Accounting Services		\$10,000
After Hours Telephone Answering Service		\$200
Exterminator for Treatment Plant		\$400
Financial Auditing Services		\$4,000
Information Technology (IT) & Computer Technical Support		\$6,000
Legal Counsel		\$10,000
Payroll Processing		\$1,000
General Ledger, Accounting & Utility Billing Software Support		\$1,500
	Total:	\$33,100



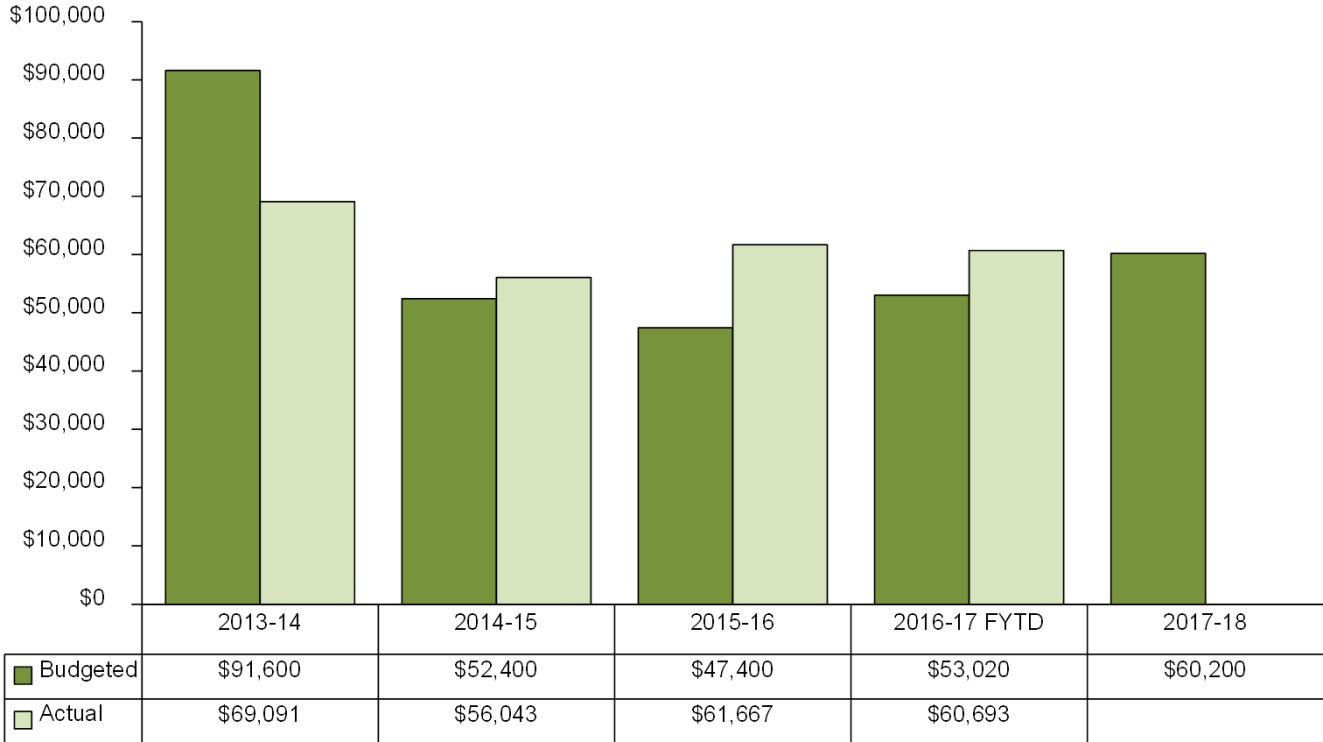
ACCOUNT NUMBER 350-57310	DESCRIPTION SLS #2 & Interceptor Pipeline Maintenance	BUDGET REQUEST \$10,353
SUMMARY OF REQUEST		
Sewer Interceptor Pipeline Maintenance (CSA 79 & Arrowbear)		\$1,500
Sewer Lift Station No. 2 Bioxide Usage (600 gallons @ \$2.25) (Arrowbear Only)		\$1,350
CSA 79 Bioxide Usage (2,890 gallons @ \$2.25) (CSA 79 Only)		\$6,503
Miscellaneous Sewer Lift Station No. 2 Repairs and Maintenance (Arrowbear Only)		\$1,000
	Total	\$10,353



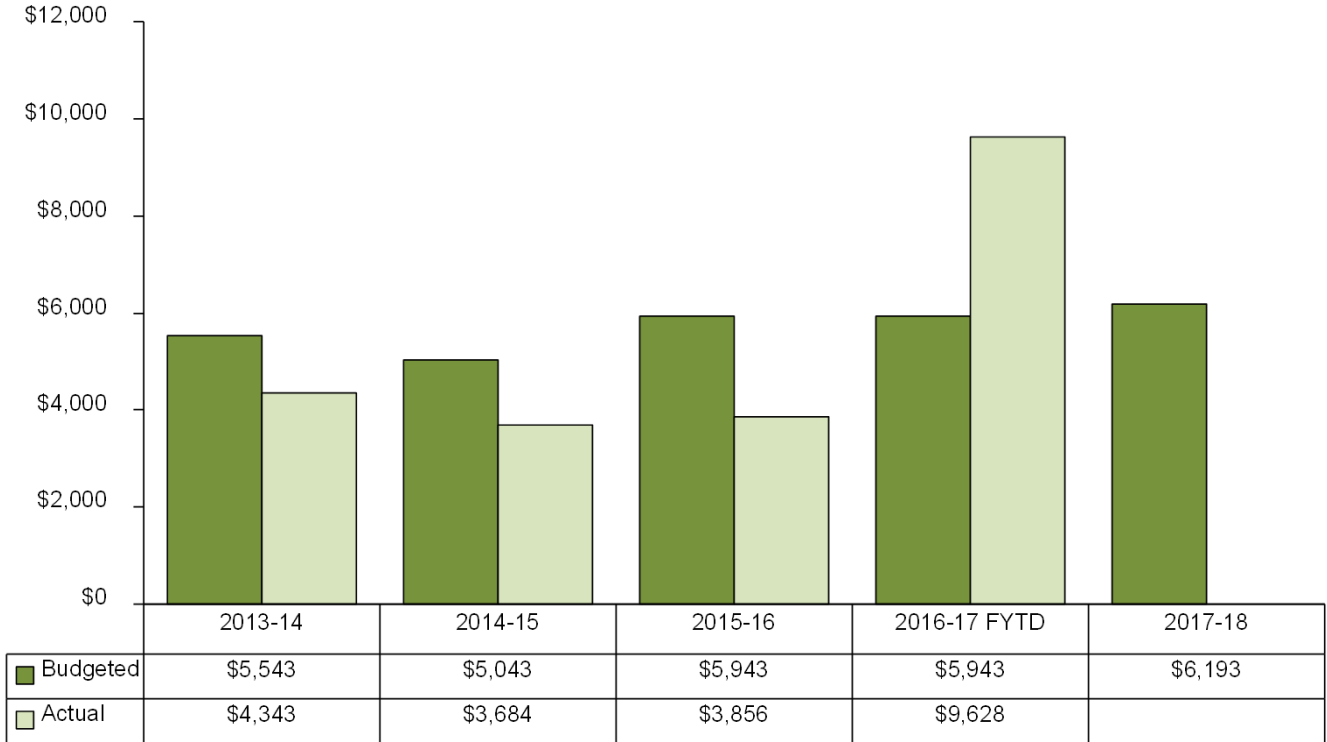
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
350-57314	Treatment Plant Maintenance	\$50,500
SUMMARY OF REQUEST		
Building Maintenance		\$5,000
New heaters for sludge building		\$7,000
Generator Repair & Maintenance:		
Filters, Hoses, Electrical Repair Parts, Controls, etc.		\$1,000
Miscellaneous Generator Repairs		\$1,000
Process Equipment Repair & Maintenance:		
Motor Control Center (MCC) Panel (Fuses, Relays, Starters)		\$6,500
Membrane Bioreactor (MBR) take down and cleaning		\$7,000
MPE Polymer (Cold Weather/High Flows Only)		\$6,000
MBR Chemical Cleaning (Performed Once A Month)		\$5,000
Miscellaneous Repairs		\$10,000
Recharge fire extinguishers		\$500
Plant Lab Equipment Repair & Maintenance:		
Turbidity meter, Ovens, Balance, etc.		\$1,500
	Total	\$50,500



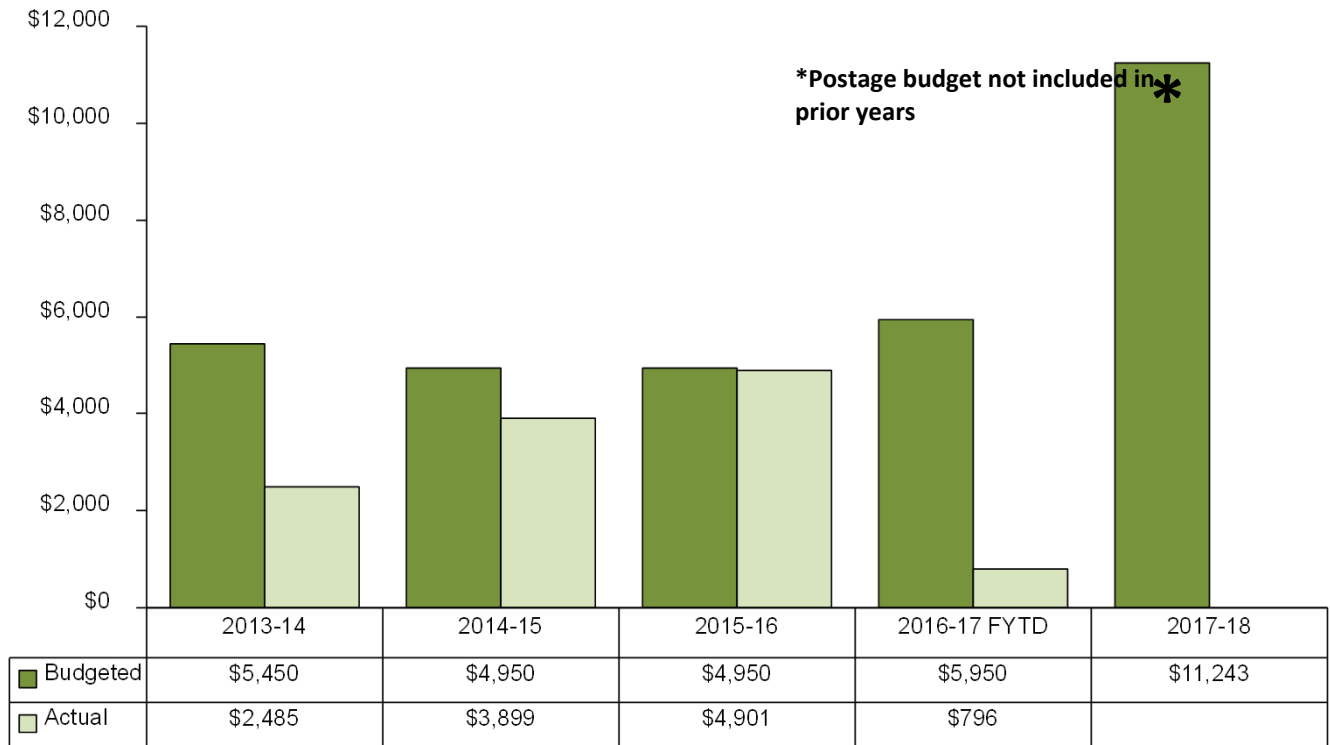
ACCOUNT NUMBER 350-57430	DESCRIPTION Biosolids Handling & Disposal	BUDGET REQUEST \$60,200
SUMMARY OF REQUEST		
Solids feed pump rebuild parts		\$5,000
Polymer for Biosolids De-Watering		\$15,000
Dewatered Biosolids Disposal (22 loads per year @ \$2000 per load)		\$44,000
Dewatered Biosolids Sampling Required by Disposal Facility (\$600 per sample x 2 sample)		\$1,200
	Total	\$60,200



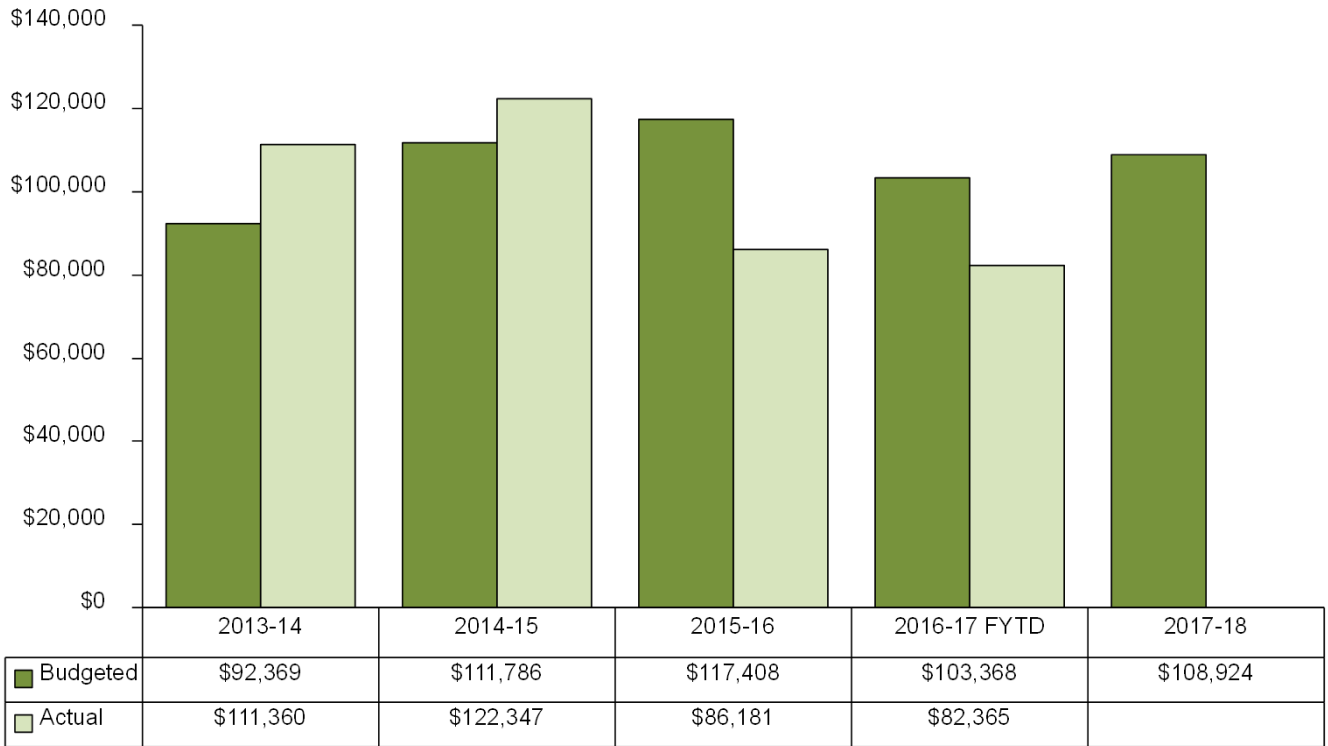
ACCOUNT NUMBER 350-57440	DESCRIPTION Miscellaneous Supplies (Treatment)	BUDGET REQUEST \$6,193
SUMMARY OF REQUEST		
Treatment Plant, Solids Handling, Lift Station No. 2 & Spray Irrigation		\$2,000
Rain Gear & Boots (Foul Weather/Raw Sewage)		\$500
Gloves, Safety Glasses & Hearing Protection		\$500
Steel Toed Safety Boots		\$450
Radiation Detection Badges (4 badges @ \$15.20 x 4 times per year)		\$243
Confined Space Entry Gas-Tech Calibration and Sensor Replacement		\$1,500
Safety Equipment / Supplies (Plant & 1 Lift Station)		\$1,000
	Total	\$6,193



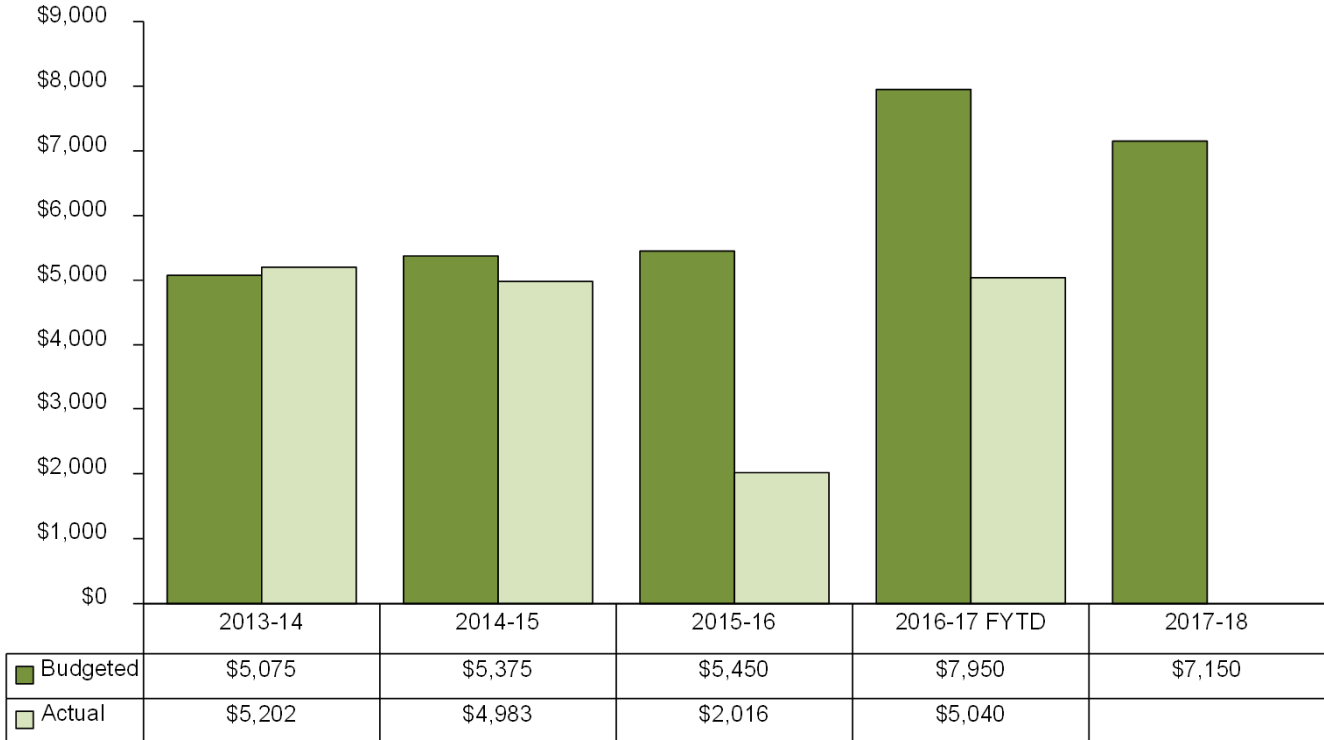
ACCOUNT NUMBER 350-57444	DESCRIPTION Office Supplies (Treatment)	BUDGET REQUEST \$11,243
SUMMARY OF REQUEST		
Miscellaneous cleaning and office supplies: Anti-bacterial hand cleaner, glass cleaner, pens, pencils, computer paper, drinking water, printer ink cartridges, new printer.		\$5,500
Wastewater Treatment Division share of postage		\$5,493
Wastewater Treatment Division share of letterhead stationary, envelopes, business cards, and special printings, and public outreach materials		\$250
	Total	\$11,243



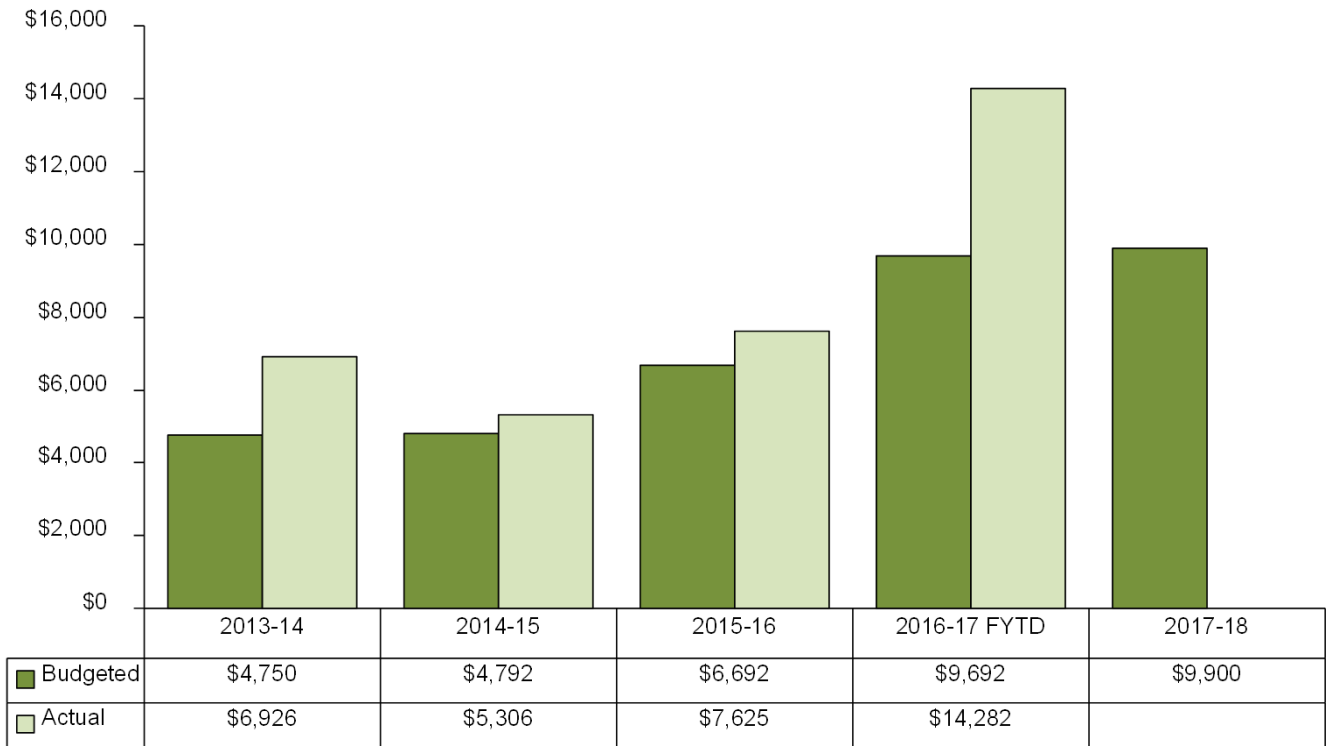
ACCOUNT NUMBER 350-58251	DESCRIPTION Utilities (Joint Use Facilities)	BUDGET REQUEST \$108,924
SUMMARY OF REQUEST		
SCE Electricity Charges at Wastewater Treatment Plant Projected 6% Edison Increase (\$8,268 x 12 months)		\$99,216
SCE Electricity Charges at Sewer Lift Station No. 2 (\$460 x 12 months)		\$5,520
Frontier Land Lines at Treatment Plant (\$120/mo. x 12 mos.)		\$1,440
Frontier Land Line at Sewer Lift Station No. 2 (\$50/mo. x 12 mos.)		\$600
MCI Long Distance at Treatment Plant (\$36/mo. x 12 mos.)		\$432
Supervisor Cell Phone Allowance (\$30/mo. x 12 mos.)		\$360
Auto Dialer at WWTP (\$13/mo. x 12 mos.)		\$156
Verizon On-Call Cell Phone & High Speed Internet (\$100/mo. x 12 mos.)		\$1,200
	Total	\$108,924



ACCOUNT NUMBER 350-58301	DESCRIPTION Vehicle & Equipment Maintenance (Treatment)	BUDGET REQUEST \$7,150
SUMMARY OF REQUEST		
Oil & Air Filters		\$150
Minor Repairs (Brakes, Hoses, Belts, Bulbs, etc.)		\$1,500
Snow Plow Maintenance		\$800
Transmission Service		\$200
Chain Repair		\$200
Tires (4 @ 200 each)		\$800
Maintenance on Bobcat & Loader at Treatment Plant		\$2,000
New tires and wheels for Bobcat		\$1,500
	Total	\$7,150



ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
350-59200	Wastewater Testing & Analysis	\$9,900
SUMMARY OF REQUEST		
Wastewater Treatment Plant Permeate Sampling: Weekly Water Quality Sampling for Regional Water Quality Control Board Biochemical Oxygen Demand (BOD) Non Filterable Residue (NFR) Total Filterable Residue (TFR) Electrical Conductivity (EC) Chloride		\$5,000
Potable Water Sampling: Monthly Water Quality Sampling for Regional Water Quality Control Board Total Filterable Residue (TFR) Chloride		\$200
Supplies for "In House" analysis for process control		\$2,000
Storm Water Sampling		\$1,500
Other Miscellaneous Sampling		\$1,200
	Total	\$9,900



ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
350-86000	Administrative Expenses	\$33,396

SUMMARY OF REQUEST

Administration Services (4% of Operating Budget Excluding Depreciation)		\$33,396
Payroll, Accounts Payable/Receivable		
Board of Directors Administration & Compensation		
Benefits Administration		
Planning & Budget Administration		
Audit & Financial Statement Administration		
Investment & Fund Balance Management		
Human Resources/Personnel		
Medical Reimbursement & Health/Life/Disability Insurance Administration		
Property/Liability Insurance, Workers Compensation Administration & Loss Control Coordination		
Public Information & Outreach, Community Relations, Employee Recognition		

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
56810	Depreciation Expense	\$342,950

SUMMARY OF REQUEST

Depreciation expense for Wastewater Treatment Division		\$342,950
<p>Operating expenses for enterprise funds include the cost of depreciation on capital assets. Depreciation expense was not included in the District's budget until the 2014/2015 fiscal year per the District's Cash Reserve Policy and advice from Financial Advisors and Consultants. The minimum annual allocation amount for the Capital Replacement Fund for each division or department should equal the amount of annual budgeted depreciation specific to that division or department plus 10% for cost increases. This represents the total annual contribution that should be made to this fund, not the minimum balance. This will allow funds to build over time and eventually replace the existing facilities. Not adequately budgeting for depreciation could eventually have the effect of eroding the organization's net assets.</p>		

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
350-16100	Treatment Facilities - CIP	\$97,500

SUMMARY OF REQUEST

Request:	Deferred	FY 2017/2018
1) Influent Flow Meter Upgrade		\$40,000
2) Upgrade Treatment SCADA & Repair/Replace Pumps/Mixers		\$50,000
3) Fine Bubble Aeration System in MBR 2		\$7,500
4) Generator & ATS Replacement	\$150,000	
5) Repair Plant Wash Water System	\$65,000	
6) Unit 67 Replacement	\$35,000	
7) Headworks Replacement	\$450,000	
8) Plant Road Paving (54,000 SF)	\$150,000	
9) Replacement of Disposal Ponds Piping & Valve Structures	\$105,000	
10) Unit 80 Replacement	\$35,000	
11) Backhoe Attachment for Bobcat	\$14,000	
12) Wheel Loader Replacement	\$150,000	
	Total Deferred	Total
	\$1,154,000	\$97,500

RUNNING SPRINGS WATER DISTRICT

DIVISION SUPERVISORS

2017-18 HOURLY WAGE SCHEDULE

Exempt Positions

CLASSIFICATION		STEP					
		A	B	C	D	E	F
DIVISION SUPERVISOR							
SUPERVISOR 3	Hourly	\$52.55	\$55.19	\$57.95	\$60.73	\$63.77	\$67.09
	Monthly	\$9,109	\$9,566	\$10,045	\$10,527	\$11,053	\$11,629
	Annual	\$109,304	\$114,795	\$120,536	\$126,318	\$132,642	\$139,547
SUPERVISOR 2	Hourly	\$39.22	\$41.18	\$43.23	\$45.39	\$47.67	\$50.05
	Monthly	\$6,798	\$7,138	\$7,493	\$7,868	\$8,263	\$8,675
	Annual	\$81,578	\$85,654	\$89,918	\$94,411	\$99,154	\$104,104
SUPERVISOR 1	Hourly	\$29.12	\$30.58	\$32.12	\$33.88	\$35.58	\$37.35
	Monthly	\$5,047	\$5,301	\$5,567	\$5,873	\$6,167	\$6,474
	Annual	\$60,570	\$63,606	\$66,810	\$70,470	\$74,006	\$77,688
Cost of Living Adjustment (COLA):		3.90%	(2% to offset elimination of EPMC plus 1.9% CPI-W)				
Treatment Division Supervisor (6 CI's)	\$138,882						

RUNNING SPRINGS WATER DISTRICT						
TREATMENT DIVISION						
2017-18 HOURLY WAGE SCHEDULE						
Non-Exempt Positions						
CLASSIFICATION*		STEP				
		A	B	C	D	E
OPERATOR 3	Hourly	\$29.95	\$30.70	\$31.47	\$32.26	\$33.11
(Grade 3 WWTP Operator & Grade 1 Collections)	Monthly	\$5,191	\$5,321	\$5,455	\$5,592	\$5,739
	Annual	\$62,296	\$63,856	\$65,458	\$67,101	\$68,869
OPERATOR 2	Hourly	\$26.49	\$27.15	\$27.83	\$28.52	\$29.23
(Grade 2 WWTP Operator & Grade 1 Collections)	Monthly	\$4,592	\$4,706	\$4,824	\$4,943	\$5,067
	Annual	\$55,099	\$56,472	\$57,886	\$59,322	\$60,798
OPERATOR 1	Hourly	\$23.41	\$23.99	\$24.59	\$25.20	\$25.83
(Grade 1 WWTP Operator & Grade 1 Collections)	Monthly	\$4,058	\$4,158	\$4,262	\$4,368	\$4,477
	Annual	\$48,693	\$49,899	\$51,147	\$52,416	\$53,726
OPERATOR IN TRAINING	Hourly	\$20.06	\$20.56	\$21.07	\$21.59	\$22.13
(Entry Level / No Certification Required)	Monthly	\$3,477	\$3,564	\$3,652	\$3,742	\$3,836
	Annual	\$41,725	\$42,765	\$43,826	\$44,907	\$46,030
Cost of Living Adjustment (COLA):	3.90%	(2% to offset elimination of EPMC plus 1.9% CPI-W)				
Operator 3 (6 CI's)	\$75,109					
Operator 2 (5 CI's)	\$63,086					

Wastewater Treatment Vehicle & Equipment Replacement Schedule

Vehicle Description	Year	Mileage / Hours	Use Status	Planned Retirement Date	Estimated Cost of Replacement
Treatment Plant Generator *	1979	911 Hours	Limited	2007-08 Now 38 years old	\$135,000
Plant Plow Truck* (Unit #39)	1990	26,618 Miles	Seasonal/Limited	2005-06 Now 27 years old	\$30,000
John Deere Loader** (Plant)	1992	396 Hours	3 times / week	2012-13 Now 25 years old	\$125,000
Plant Utility* (Unit # 67)	1999	91,672 Miles	Daily	2011-12 now 18 years old	\$25,000
Plant Utility (Unit # 69)	2001	53,205 Miles	Daily	2014-15 Now 16 years old	\$30,000
Sport tract/Utility* (Unit # 78)	2007	18,441 Miles	Daily	2019-20 Now 10 years old	\$30,000
Plant Utility* (Unit # 80)	2008	23,162 Miles	Daily	2018-19 Now 9 years old	\$25,000
Plant Utility* (Unit # 85)	2011	7,876 Miles	Daily	2021-22 Now 6 years old	\$25,000
Bobcat Skid Steer* (Plant)	2014		Daily	2039-40 Now 3 years old	\$75,000

* Shared Cost between Arrowbear, CSA-79 and Running Springs

Treatment Division 5-Year CIP Plan

Description	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	DEFERRED PROJECTS	TOTAL PROJECT COST
Influent Flow Meter Upgrade	\$ 40,000						\$ 40,000
Upgrade, R&R Treatment SCADA, Pumps, Mixers, Etc.	\$ 50,000						\$ 50,000
Replacement Fine Bubble Aeration System MBR 2	\$ 7,500						\$ 7,500
Generator & ATS Replacement		\$ 150,000					\$ 150,000
Repair Plant Wash Water System		\$ 65,000					\$ 65,000
Unit 67 Replacement		\$ 35,000					\$ 35,000
Headworks Replacement			\$ 450,000				\$ 450,000
Plant Road Paving (54,000 SF)			\$ 150,000				\$ 150,000
Replacement of Disposal Ponds Piping & Valve Structures			\$ 105,000				\$ 105,000
Unit 80 Replacement			\$ 35,000				\$ 35,000
Backhoe Attachment for Bobcat			\$ 14,000				\$ 14,000
Wheel Loader Replacement				\$ 150,000			\$ 150,000
Treatment Plant Improvements Subtotal	\$ 97,500	\$ 250,000	\$ 754,000	\$ 150,000	\$ -	\$ -	\$ 1,251,500
			Net Cost to RS Rate Payers (68%):				\$ 850,394



Fire Department
Fiscal Year 2017/2018 Budget

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Fire and Emergency Medical Service Vision: The Running Springs Fire Department will be an exemplary organization dedicated to community service and acclaimed for our hometown attentiveness as we provide fire protection and life safety services whenever called to duty.

Fire Department Core Functions & FY 2017/2018 Goals & Objectives

Core Functions	Fiscal Year 2017/2018 Goals & Objectives
Fire Department	
<ul style="list-style-type: none"> • The protection of life & property within the boundaries of the Fire District. • The prevention of public losses by education, public awareness & an active fire suppression & prevention program. • Maintaining the safety & welfare of the Firefighters that work for the Fire Department. • The pre-planning of emergencies to reduce losses in the event of a local disaster. • To be an active participant in the Fire Service & with other emergency service agencies, to meet the needs of the public. • Maintaining a positive involvement within the community by the Fire Department. 	<ul style="list-style-type: none"> • To reduce cost of maintaining the programs of the Fire Department whenever possible. • Maintain staffing numbers to meet the needs of the community & to maintain the mission of the Fire Department. • Reduction of job related injuries. • Conduct 2 to 5 community functions such as an Open House, Christmas Function, Community Emergency Response Team (CERT) Meetings, Senior Blood Pressure Testing, etc. during the fiscal year.

Fire Department Core Functions & FY 2017/2018 Goals & Objectives (continued)

Core Functions	Fiscal Year 2017/2018 Goals & Objectives
Hazard Abatement Program	
<ul style="list-style-type: none"> • Reduce the potential harm to human life & the destruction of property by the abatement of hazardous fire receptive fuels that would pose a threat within the Fire District. • Awareness to the public of the dangers of not abating & decreasing fire hazards on their property. • Advocate fire safe communities by education & enforcement of the Hazard Abatement Program. • Continue to be an active member of the interagency efforts of hazardous fuels reduction. 	<ul style="list-style-type: none"> • Compliance of 100% of the reduction of fire fuel hazards & needed abatement in the Community of Running Springs. • Inspect 100% of the properties within the Fire District for compliance with the hazard abatement program. • Continue to pursue & support cost recovery efforts to support the expenditures of management of non-compliant properties of the hazard abatement program.
Vehicle Maintenance	
<ul style="list-style-type: none"> • To have & maintain a fleet of vehicles to meet the demands of the Fire Department's mission. • To have vehicles with suitable equipment, to provide for the safety & needs of the public & the Fire Department's employees. 	<ul style="list-style-type: none"> • To pursue cost cutting measures for the operation & the owning of vehicles needed for the operations of the Fire Departments mission. • To pursue cost cutting measures for maintaining & owning emergency equipment needed in the operations of the Fire Departments mission.
Training	
<ul style="list-style-type: none"> • Continued training & maintaining skills of the fire staff to provide the best & safest service possible to the public & the emergency service employees of the Fire Department. • Continued learning of new skills & technology to enhance the ability to protect life & property, while protecting Fire Department employees from hazards. 	<ul style="list-style-type: none"> • Train & maintain skills & abilities of staff to 100% of current standards. • Recruit & train 2 to 5 new Paid Call Firefighters (PCFs) during the fiscal year.

Fire and Emergency Medical Service Vision: The Running Springs Fire Department will be an exemplary organization dedicated to community service and acclaimed for our hometown attentiveness as we provide fire protection and life safety services whenever called to duty.

Ambulance Department Core Functions & FY 2017/2018 Goals & Objectives

Core Functions	Fiscal Year 2017/2018 Goals & Objectives
Ambulance Service	
<ul style="list-style-type: none"> • The protection of life & bodily harm by rendering aid to the sick & injured. • Maintaining a highly efficient staff to provide pre-hospital medical attention to the public we provide service to. • Maintaining & using medical emergency equipment to serve the needs of the public. 	<ul style="list-style-type: none"> • Continue to pursue & support cost recovery efforts to support the expenditures to maintain the Ambulance Service. • Continue to pursue cost cutting measures of medical emergency equipment & supplies.
Vehicle Maintenance	
<ul style="list-style-type: none"> • To have & maintain a fleet of vehicles to meet the demands of the Fire Department's mission. • To have vehicles with suitable equipment, to provide for the safety & needs of the public & the Fire Department's employees. 	<ul style="list-style-type: none"> • To pursue cost cutting measures for the operation & the owning of vehicles needed for the operations of the Fire Departments mission. • To pursue cost cutting measures for maintaining & owning emergency equipment needed in the operations of the Fire Departments mission.
Training	
<ul style="list-style-type: none"> • Continued training & maintaining skills of the fire staff to provide the best & safest service possible to the public & the emergency service employees of the Fire Department. • Continued learning of new skills & technology to enhance the ability to protect life & property, while protecting Fire Department employees from hazards. 	<ul style="list-style-type: none"> • Train & maintain skills & abilities of staff to 100% of current standards.

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Fire Department
Fiscal Year 2017/2018 Budget

Revenue & Expense Details

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FIRE DEPARTMENT FISCAL YEAR BUDGET ANALYSIS

Description	FY 2013/2014 Actual	FY 2014/2015 Actual	FY 2015/2016 Actual	FYTD 2016/2017 Actual	FY 2016/2017 Budget	Budget Variance (\$)	Budget Variance (%)	PROPOSED FY 2017/2018 Budget
Fire Department Revenues								
Hazard Abatement	15,794	8,184	6,458	16,314	7,500	8,814	117.5%	15,000
Community Contributions	2,000	2,000	0	0	0	0	-	
Miscellaneous Income (Reimbursement)	51,301	4,506	107,469	203,275	16,700	186,575	-	20,000
Fire Plan Check Fees	900	2,250	1,050	1,817	0	1,817	-	
Property Tax	1,392,109	1,395,269	1,483,527	1,543,833	1,425,000	118,833	8.3%	1,550,000
Fire Availability Charges	201,950	204,949	205,122	196,052	205,000	(8,948)	-4.4%	205,000
Interest Income	1,337	693	3,659	10,608	1,500	9,108	-	3,500
Fire Grant Funds	4,294	15,707	5,423	5,710	0	5,710	-	
	1,669,686	1,633,558	1,812,708	1,977,608	1,655,700	321,908	19.4%	1,793,500
Fire Department Expenses								
Salaries & Wages	859,632	851,288	985,602	788,863	741,416	47,447	6.4%	788,339
Medicare Tax (FICA)	13,008	13,155	14,065	11,279	10,751	528	4.9%	11,431
Workers Comp Insurance	53,572	57,221	78,588	41,923	45,000	(3,077)	-6.8%	43,180
Group Insurance	81,292	83,928	87,313	88,914	92,355	(3,441)	-3.7%	96,955
CalPERS Retirement	369,964	363,178	238,338	403,245	421,211	(17,965)	-4.3%	438,991
Uniform Allowance - Employee Benefits	4,494	4,059	4,776	2,911	5,000	(2,089)	-41.8%	5,000
Education, Training & Seminars	6,454	5,542	7,573	4,969	6,500	(1,531)	-23.6%	8,500
Fuel & Oil	9,432	7,432	8,757	6,819	11,630	(4,811)	-41.4%	10,643
Hazard Abatement	13,114	115	563	7,934	7,500	434	5.8%	8,000
Liability Insurance	11,703	12,097	11,334	12,095	11,670	425	3.6%	13,271
Memberships & Subscriptions	3,013	5,513	7,641	2,775	4,340	(1,565)	-36.1%	4,895
Office Supplies	3,264	3,591	4,067	3,594	3,300	294	8.9%	5,032
Permits & Fees	8,055	9,690	4,304	4,434	6,436	(2,003)	-31.1%	6,833
Professional Services	21,723	26,944	32,145	31,272	36,200	(4,928)	-13.6%	34,700
Dispatching Services	35,533	35,156	34,618	37,617	38,000	(383)	-1.0%	40,000
General Station Maintenance	4,050	3,497	6,379	3,013	8,500	(5,487)	-64.5%	9,500
Safety Clothing & Equipment	29,748	17,464	22,499	16,141	26,500	(10,359)	-39.1%	26,500
Utilities - Electricity, Gas, Phone, Trash	18,071	18,952	23,624	20,310	18,696	1,614	8.6%	21,576
Vehicle & Equipment Repair & Maintenance	15,834	20,427	22,167	22,641	20,355	2,286	11.2%	25,355
Cost of Assessing Availability Charges	91	0	0	2,416	0	2,416	-	0
Interest Expense	34,381	0	0	0	0	0	-	0
Capital Expenditures	56,450	0	0	0	0	0	-	0
Administrative Expense	37,009	32,971	45,005	31,844	30,416	1,428	4.7%	66,048
	1,689,886	1,572,222	1,639,357	1,545,009	1,545,775	(766)	0.0%	1,664,749
Fire Department Expenses - Additional GASB 34								
Depreciation	70,159	79,985	81,924	73,155	81,924	(8,769)		80,453
Capital expenditure adjustment for GASB 34	(56,450)	0	0			0		0
Transfers Out to Other Fund	0	360,000	0					
	13,709	439,985	81,924	73,155	81,924	(8,769)		80,453
	(33,909)	(378,649)	91,426	359,445	28,001	331,444		48,299

**RUNNING SPRINGS FIRE DEPARTMENT FISCAL YEAR 2017/2018 BUDGET
REVENUE AND EXPENSE SUMMARY**

	Budgeted 2017-18	Budgeted 2016-17	% Change
<u>FIRE DEPARTMENT REVENUES:</u>			
Property Tax (actual property tax received in 2015/2016 was \$1,483,527 (6.3%) higher the f	\$1,550,000	\$1,425,000	
Fire Availability Charges (Special Tax Assessment)	\$205,000	\$205,000	
Hazard Abatement Program Revenue	\$15,000	\$7,500	
Other Revenue (Plan Check Fees, Grant Funds, Community Contributions)	\$20,000	\$16,700	
Interest Income	\$3,500	\$1,500	
<u>TOTAL FIRE DEPARTMENT REVENUE:</u>	\$1,793,500	\$1,655,700	8.3%
<u>FIRE DEPARTMENT EXPENDITURES:</u>			
Total Operating Expenses (Fire)	\$1,664,749	\$1,545,776	
GASB 34 Depreciation Expense (Refer to Page 23 & FY 17/18 Depreciation Schedule)	\$80,453	\$81,924	
<u>TOTAL FIRE DEPARTMENT EXPENDITURES:</u>	\$1,745,201	\$1,627,700	7.2%
<u>CAPITAL IMPROVEMENT EXPENSES AND DESIGNATED FUND CONTRIBUTIONS:</u>			
Total Capital Improvement Expenses	\$0	\$0	
Total Designated Reserve Fund Contributions	\$0	\$0	
<u>TOTAL CAPITAL EXPENSES & DESIGNATED FUND CONTRIBUTIONS</u>	\$0	\$0	
TOTAL PROJECTED REVENUE:	\$1,793,500	\$1,655,700	8.3%
TOTAL PROJECTED EXPENSES:	\$1,745,201	\$1,627,700	7.2%
Net Income:	\$48,299	\$28,000	

RUNNING SPRINGS FIRE DEPARTMENT FISCAL YEAR 2017/2018 BUDGET

PERSONNEL EXPENSE (FIRE SERVICE)

ACCOUNT NUMBER	DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE	DETAIL PAGE #
500-50100	Salaries & Wages	\$788,339	\$741,416	6.3%	3 & 4
500-50120	Medicare Tax (FICA)	\$11,431	\$10,751	6.3%	5
500-50130	Workers Comp Insurance	\$43,180	\$45,000	-4.0%	9
500-50140	Group Insurance	\$96,955	\$92,355	5.0%	6
500-50150	CalPERS Retirement	\$438,991	\$421,211	4.2%	7
500-50160	Uniform Allowance	\$5,000	\$5,000	0.0%	8
	PERSONNEL EXPENSE SUB-TOTAL:	\$1,383,896	\$1,315,732	5.2%	

FIRE DEPARTMENT EXPENSES

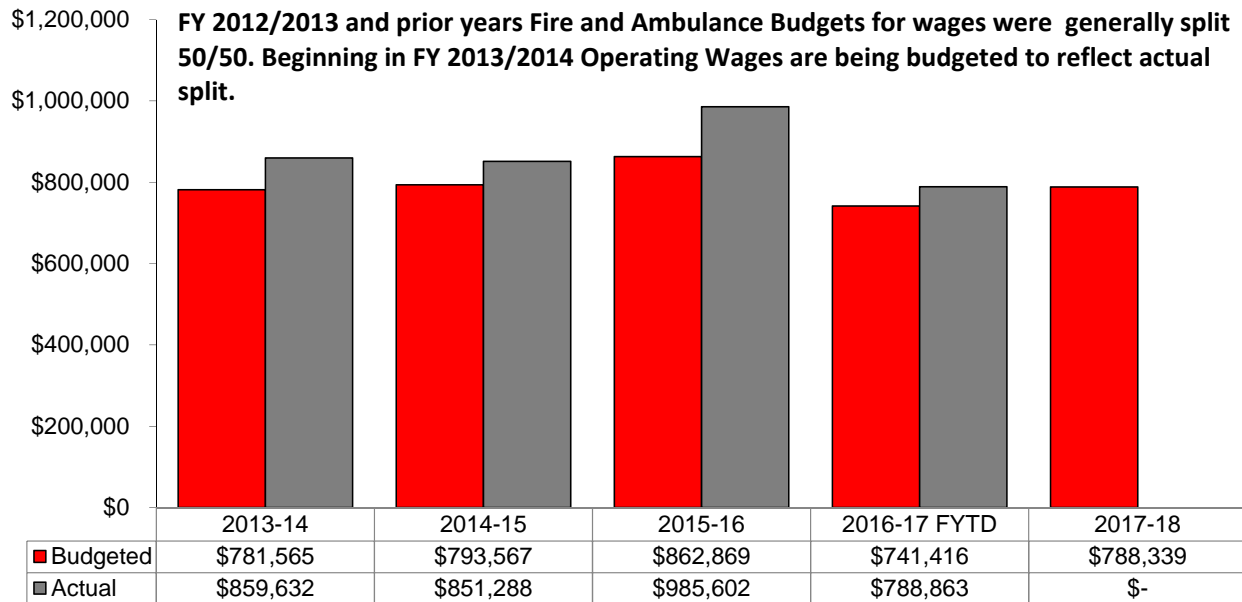
ACCOUNT NUMBER	DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE	DETAIL PAGE #
500-53200	Education, Training & Seminars	\$8,500	\$6,500	30.8%	10
500-54100	Fuel & Oil	\$10,643	\$11,630	-8.5%	11
500-54200	Hazard Abatement Program	\$8,000	\$7,500	6.7%	12
500-54300	Property/Liability Insurance	\$13,271	\$11,670	13.7%	13
500-56100	Memberships & Subscriptions	\$4,895	\$4,340	12.8%	14
500-56300	Office Supplies	\$5,032	\$3,300	52.5%	15
500-57100	Fees & Permits	\$6,833	\$6,436	6.2%	16
500-57140	Professional Services	\$34,700	\$36,200	-4.1%	17
500-57143	Dispatching Services	\$40,000	\$38,000	5.3%	18
500-57310	General Station Maintenance	\$9,500	\$8,500	11.8%	19
500-57400	Safety Clothing, Supplies & Equipment	\$26,500	\$26,500	0.0%	20
500-58250	Utilities - Electric, Gas, Phone, Trash	\$21,576	\$18,696	15.4%	21
500-58300	Vehicle & Equipment Repair & Maintenance	\$25,355	\$20,355	24.6%	22
500-86000	Administrative Expense	\$66,048	\$30,416	117.1%	23
	EXPENSES SUB-TOTAL:	\$280,852	\$230,044	22.1%	
	TOTAL FIRE OPERATING EXPENSES:	\$1,664,749	\$1,545,776	7.7%	

DESIGNATED RESERVE FUNDS

ACCOUNT NUMBER	DESCRIPTION	5/31/17 FUND BALANCES
510-10000	Workers Comp PASIS Claims Reserve Fund	\$12,496
10000-02	Breathing Apparatus Replacement	\$76,855
10000-03	Future Equipment Replacement	\$12,178
10000-00	Fire & Ambulance Department Operating Reserve (Target = \$1,107,432)	\$1,622,690
	TOTAL:	\$1,724,219

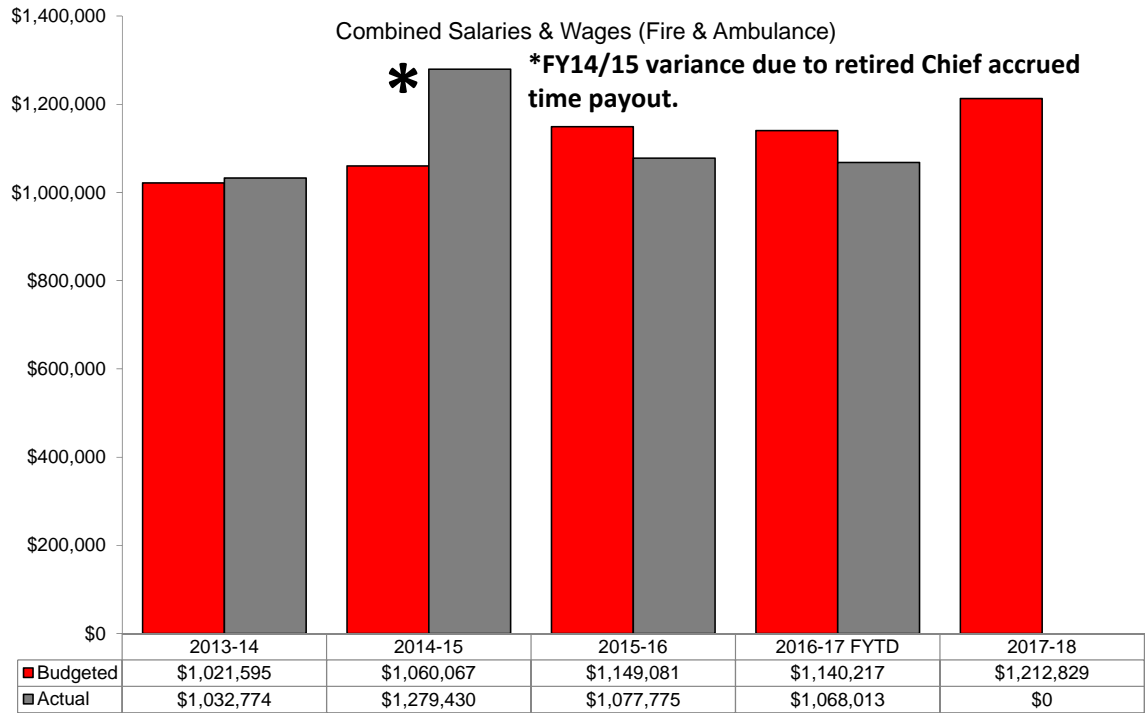
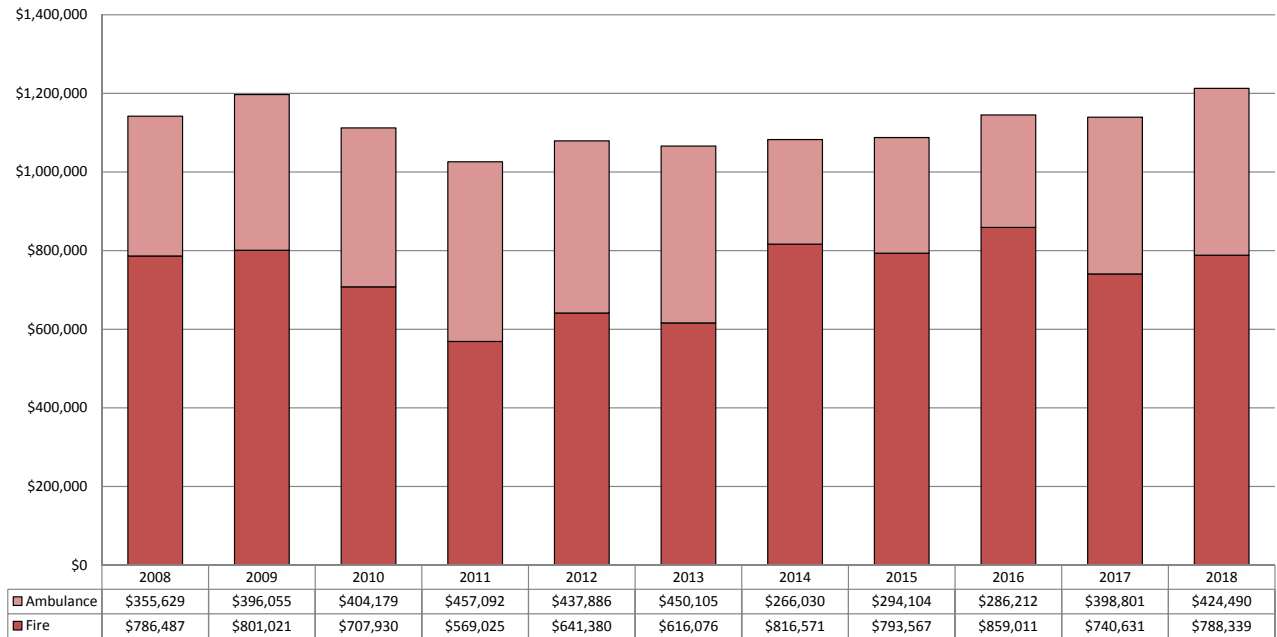
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST	
500-50100	Salaries & Wages	\$788,339	
SUMMARY OF REQUEST			
Full Time Fire & Ambulance Personnel Salaries (Refer to Pages 24 & 25 of Fire Budget for Details)		\$888,627	
Overtime for Drills, Meetings, Vacation, Holiday & Sick Leave Coverage (1,300 hrs. X \$45.67)		\$59,371	
Accrued Time Off Buyback & PCF Sick Time Coverage*		\$55,000	
Fire & Ambulance Department share of Safety/Compliance Operator & GM salary		\$47,591	
	Sub Total:	\$1,050,589	
Paid Call Firefighters (PCF) 24 Hour Shifts (365 x \$12.00 x 24 hrs.)		\$105,120	
PCF Training (88 hrs. x 20 x \$12.00)		\$21,120	
PCF Alarms (750 x 2 x \$12.00 x 2 hrs.)		\$36,000	
	Sub Total:	\$162,240	
	Total:	\$1,212,829	
Fire Department Share of Wages		\$788,339	
Ambulance Department Share of Wages		\$424,490	
Full Time Positions:	PCF Wage Scale:**	EMT	Paramedic
1 Full Time Chief	Entry Level Firefighter	\$11.04	\$12.13
1 Full Time Battalion Chief	Firefighter 1	\$12.13	\$13.36
2 Full Time Captain / Paramedic	Firefighter 2	\$13.24	\$14.57
0 Full Time Firefighter-Engineer / Paramedic	Engineer	\$14.34	\$15.78
4 Full Time Firefighter-Paramedics	Captain	\$15.46	\$17.00
1 Full Time Administrative Assistant			
**4.15% Increase for Classic CalPERS PCF Members			
4.15% cost of living adjustment (2.25% to offset elimination of EPMC plus 1.9% CPI-W)			
Performance based merit increases where appropriate			
*Accrued Time Off Buyback & PCF Sick Time Coverage not included in previous budget! **2.95% Increase for Classic CalPERS PCF Members			
*FY14/15 variance due to retired Chief accrued time payout.			

FY 2012/2013 and prior years Fire and Ambulance Budgets for wages were generally split 50/50. Beginning in FY 2013/2014 Operating Wages are being budgeted to reflect actual split.



***Variance in budget to actual due to unbudgeted wages for outside service area assignments that are reimbursed.**

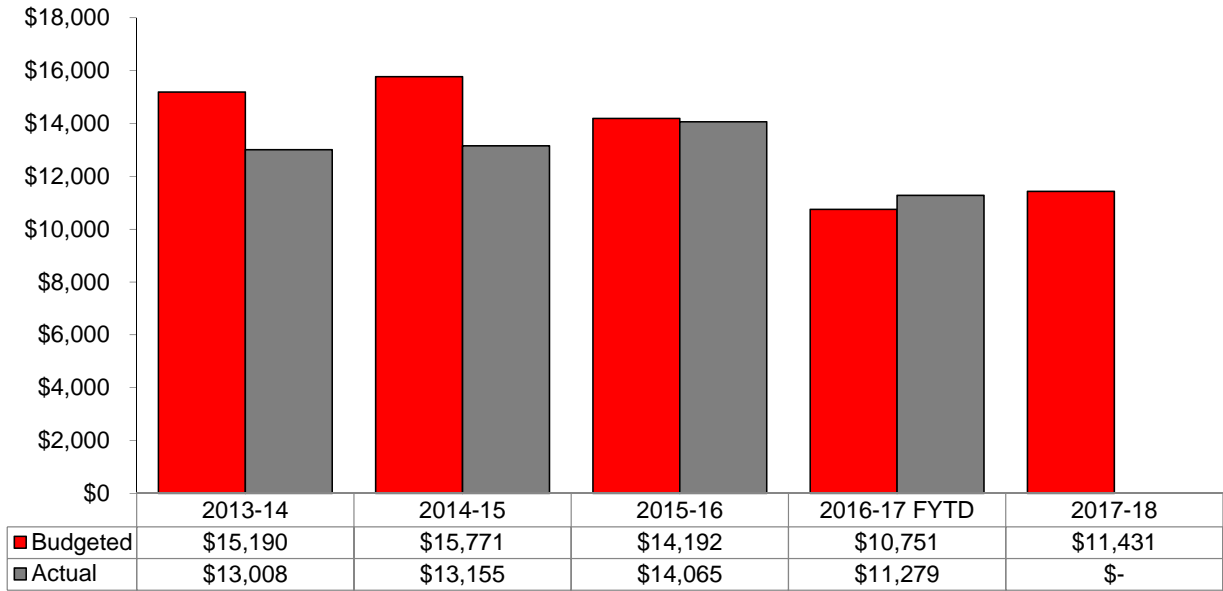
Wages & Salaries (Fire & Ambulance)



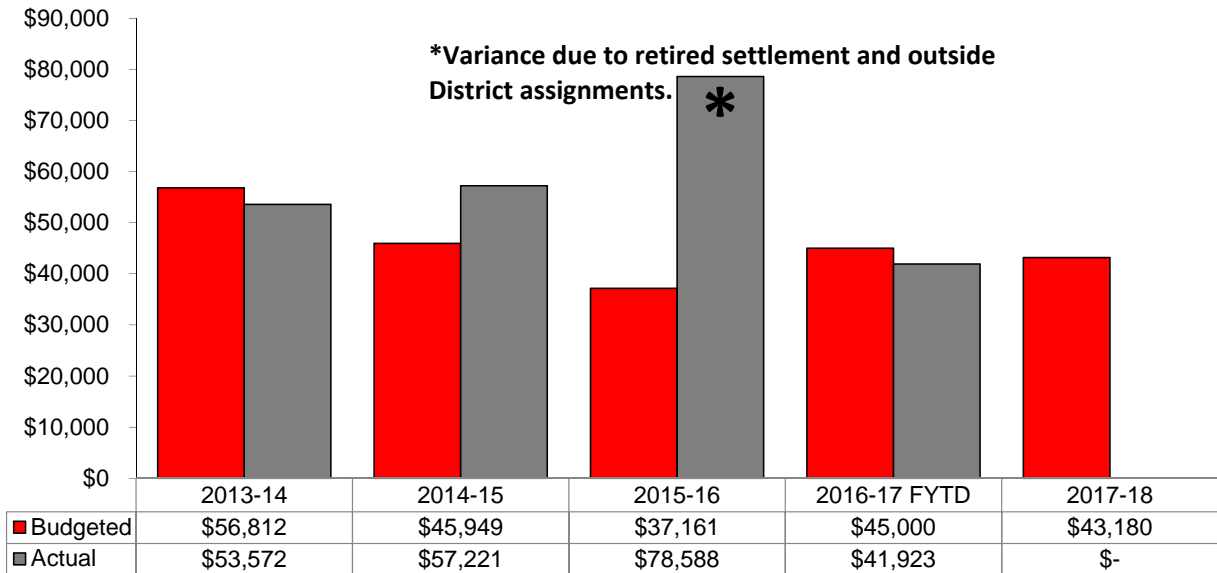
*** Actual less reimbursement for outside service area assignments.**

FY 13/14 = \$49,827, FY 14/15 = \$22,957, FY 15/16 = \$136,124, FY 16/17 = \$133,237.

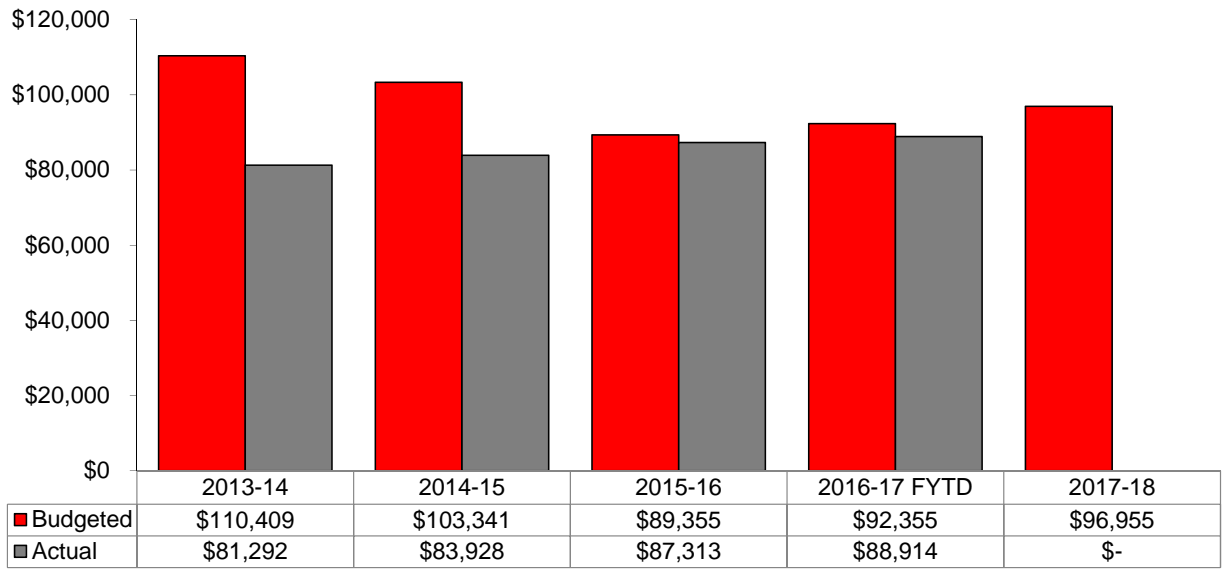
ACCOUNT NUMBER 500-50120	DESCRIPTION Medicare Tax (FICA)	BUDGET REQUEST \$11,431
SUMMARY OF REQUEST		
1.45% of Payroll	Total	\$11,431



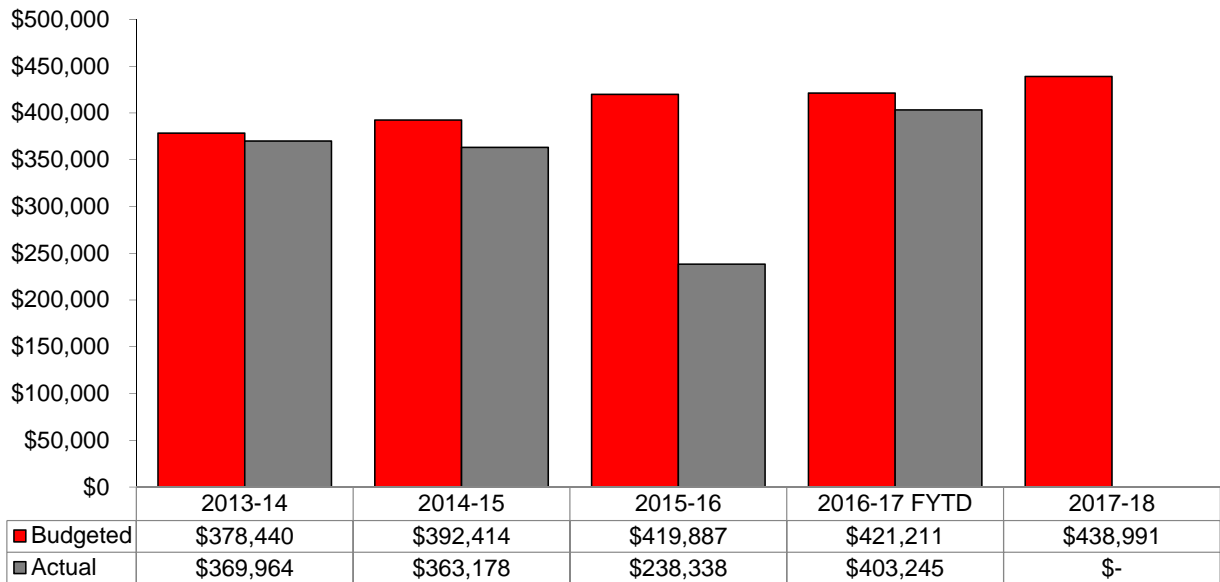
ACCOUNT NUMBER 500-50130	DESCRIPTION Workers Comp Insurance	BUDGET REQUEST \$43,180
SUMMARY OF REQUEST		
SDRMA Fire Department Share of Workers Compensation Insurance		\$43,180



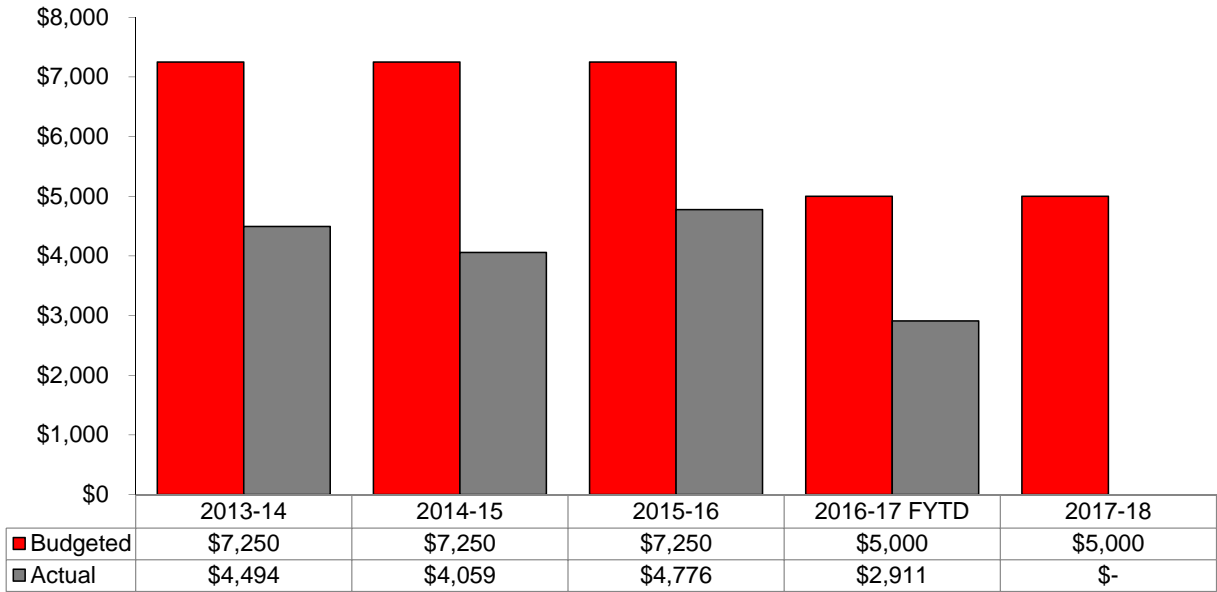
ACCOUNT NUMBER 500-50140	DESCRIPTION Group Insurance	BUDGET REQUEST \$96,955
SUMMARY OF REQUEST		
Medical, Dental and Vision ¹		\$90,600
Standard Life Insurance		\$1,125
PCF Injury Compensation Insurance		\$5,230
	Total	\$96,955
¹ Maximum Monthly Cap on Medical, Dental and Vision Premiums = \$10,172 x 12 mos. = \$122,064. Budgeted amount based on past 3 years actual. Difference between budgeted and actual in prior years due to unused Medical Reimbursement funds. Lowest cost CalPERS HMO Premium increased 10.86% on January 1, 2017. Budgeted maximum monthly cap amounts include a 5.43% increase.		



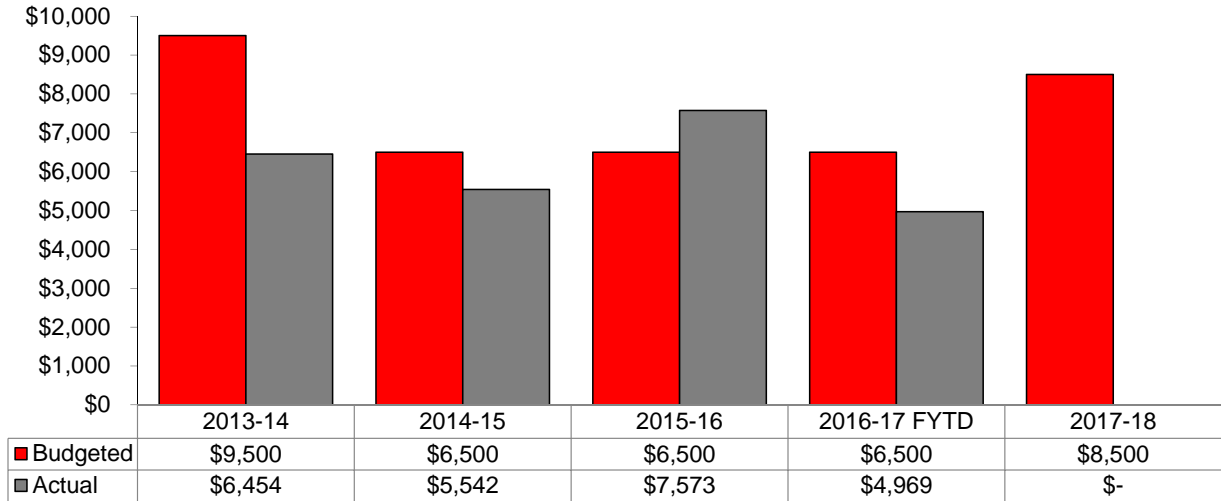
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
500-50150	CalPERS Retirement	\$438,991
SUMMARY OF REQUEST		
Classic Safety Members:		
District's Contribution Percentage (19.723% x \$813,643)		\$160,475
District's Monthly Employer Unfunded Accrued Liability Payment (12 x \$17,096.46)		\$205,158
Reduced Employer Paid Member Contribution (EPMC) (2.25% x \$813,643)		\$18,307
Reduced Paying and Reporting the Value of EPMC (0.05% x \$813,643)		\$407
New (PEPRA) Safety Members		
District's contribution percentage (11.99% x \$118,830)		\$14,248
Paid Call Firefighters (PCFs) (11.99% x \$18,750)		\$2,248
District's Monthly Employer Unfunded Accrued Liability Payment (12 x \$16.48)		\$198
Classic Miscellaneous Members (Administrative Assistant + 1/4 General Manager):		
District's Contribution Percentage (11.675% x \$119,575)		\$13,960
District's Monthly Employer Unfunded Accrued Liability Payment (12 x \$1,796)		\$21,552
Reduced EPMC (2% x \$119,575)		\$2,392
Reduced Paying and Reporting the Value of EPMC (0.04% x \$119,575)		\$48
Total		\$438,991



ACCOUNT NUMBER 500-50160	DESCRIPTION Uniform Allowance	BUDGET REQUEST \$5,000
SUMMARY OF REQUEST		
8 Full Time Employees and 10 PCFs		\$5,000



ACCOUNT NUMBER 500-53200	DESCRIPTION Education, Training & Seminars	BUDGET REQUEST \$8,500
SUMMARY OF REQUEST		
County & California Fire Chief's Association		\$750
EMT & Paramedic Training for PCFs (Reimbursable)		\$1,000
Inland Counties Trauma Symposium		\$250
Training & Workshops		\$6,500
Total		\$8,500

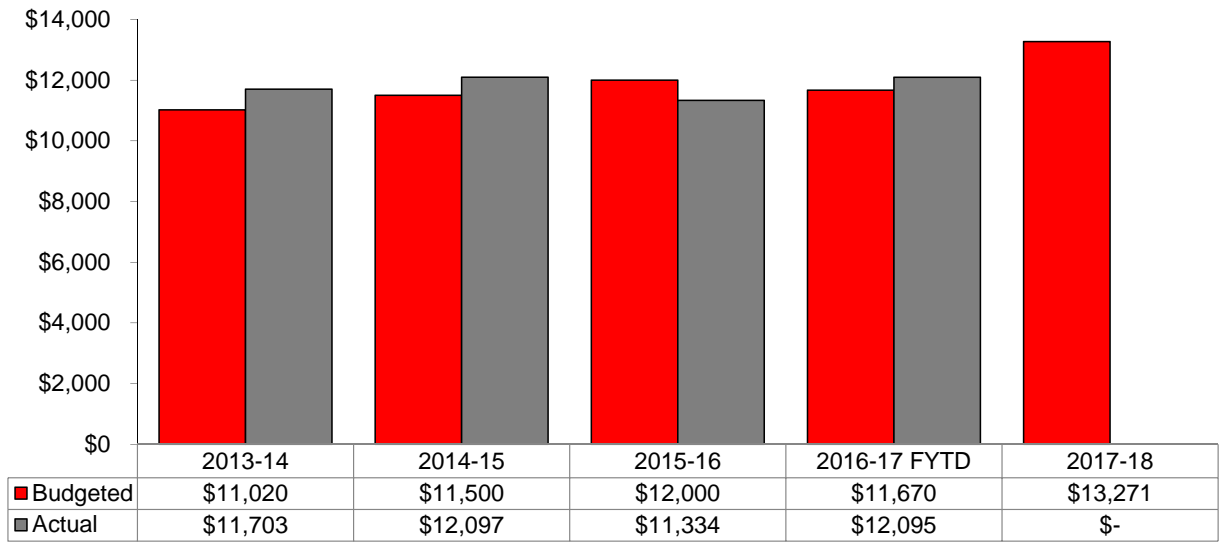


ACCOUNT NUMBER 500-54100	DESCRIPTION Fuel & Oil	BUDGET REQUEST \$10,643
SUMMARY OF REQUEST		
Unleaded Gasoline (1,500 X \$2.75)		\$4,125
Diesel Fuel (1,850 gal. x \$2.75)		\$5,088
Motor Oil (50 gal. @ \$15.00)		\$750
Automatic Transmission Fluid (15 gal. @ \$9.00)		\$135
Gear Oil (25 gal. @ \$15.00)		\$375
Anti-Freeze (20 gal. @ \$8.50)		\$170
	Total	\$10,643

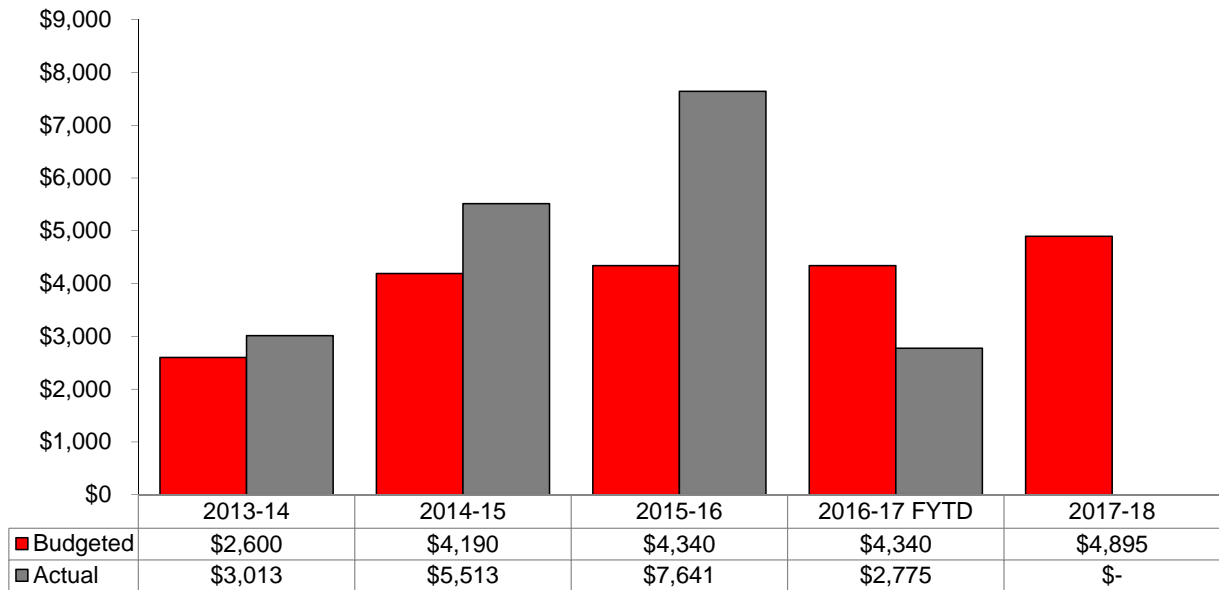


ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
500-54200	Hazard Abatement Program	\$8,000
SUMMARY OF REQUEST		
Expenses related to administration of the Hazard Abatement Program		\$8,000
In fiscal year 2011-12 the Running Springs Fire Department assumed the hazard abatement program from San Bernardino County.		
Total program revenue received since inception is \$76,160.		

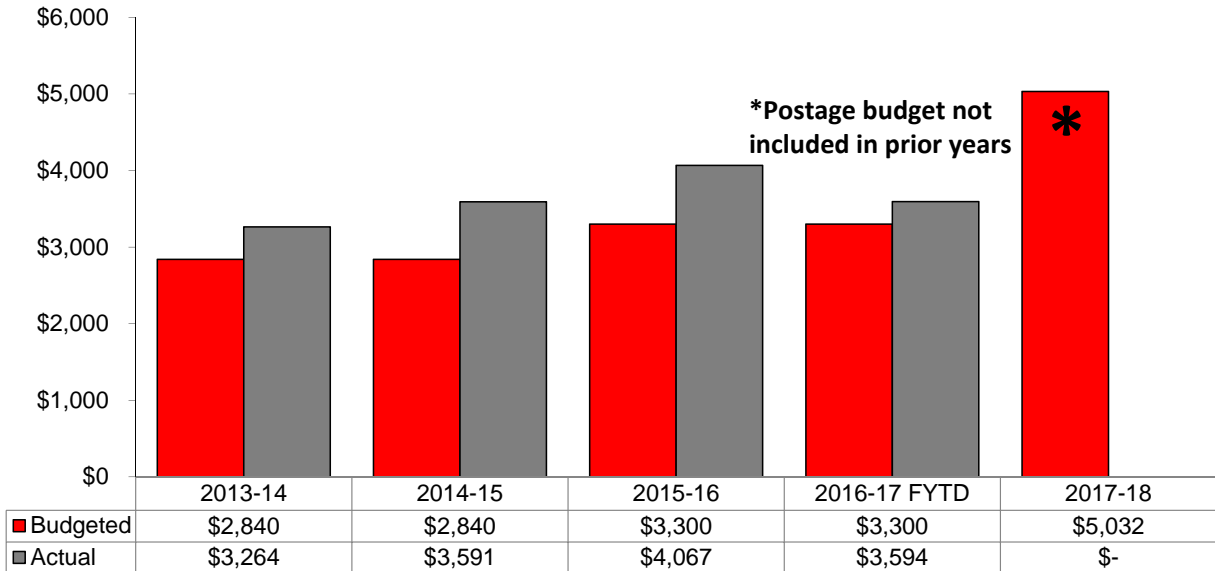
ACCOUNT NUMBER 500-54300	DESCRIPTION Property/Liability Insurance	BUDGET REQUEST \$13,271
SUMMARY OF REQUEST		
Special District Risk Management Authority (SDRMA) Fire Department Share		\$12,630



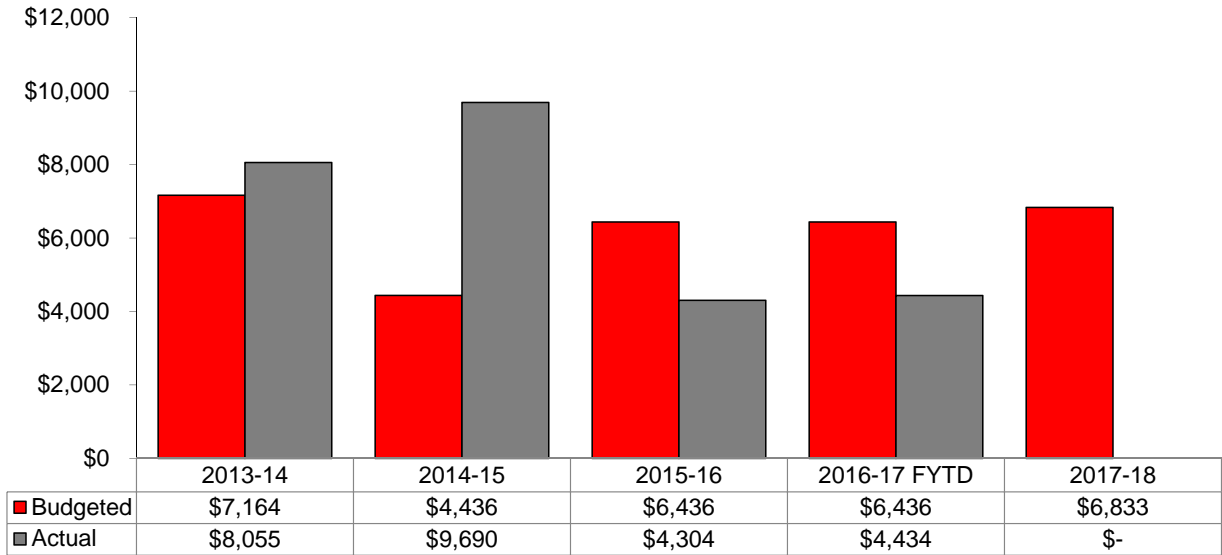
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
500-56100	Memberships & Subscriptions	\$4,895
SUMMARY OF REQUEST		
Fire Chief, Fire Journal, Fire Command & Fire Engineer Subscriptions		\$100
National Fire Protection Association (NFPA) Subscription		\$100
Medical Services, Journal of Emergency Care & Transportation Subscriptions		\$100
California Special Districts Association Membership		\$1,300
San Bernardino County Special Districts		\$140
Top Health & Top Performance Newsletter		\$65
Costco		\$110
EMS Officers Association		\$75
California Fire Chief's Association		\$250
S.B. County Fire Chief's Assoc.		\$50
S.B. County Fire Prevention Officers Assoc.		\$55
S.B. County Fire Training Officers Assoc.		\$50
Physical Training / Gym Memberships		\$2,500
	Total	\$4,895



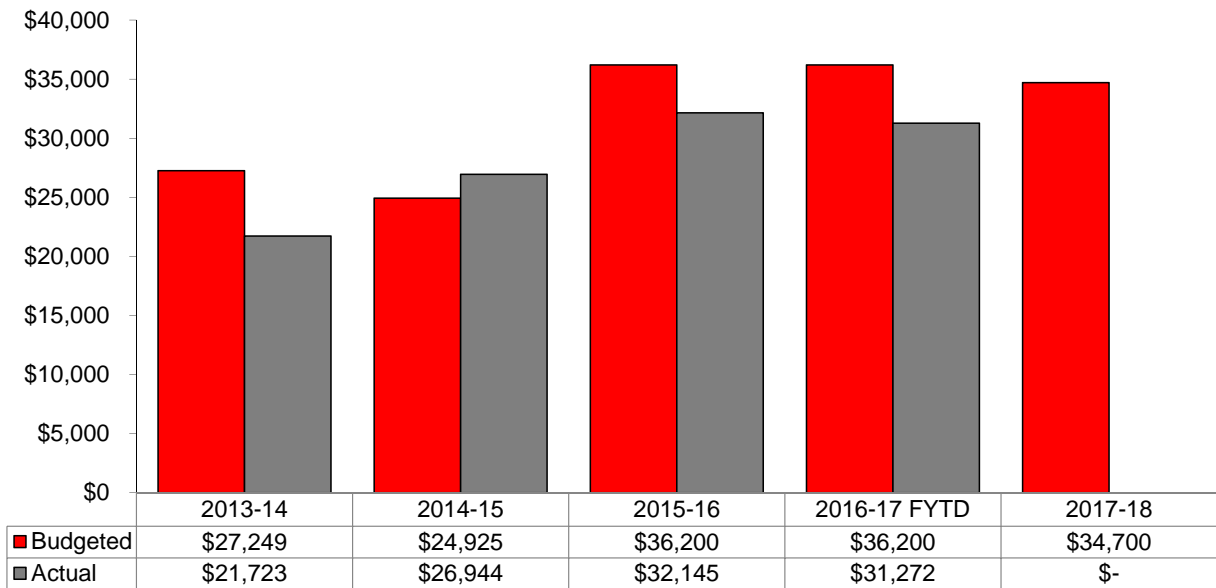
ACCOUNT NUMBER 500-56300	DESCRIPTION Office Supplies	BUDGET REQUEST \$5,032
SUMMARY OF REQUEST		
Computer Hardware & Software		\$1,800
Calculators, Copy Machine & Printers		\$1,000
Paper, Binders, Forms, Envelopes, Pencils, Pens		\$500
Hazard Abatement Notices and Meter Postage for Ambulance Bills and Misc. Mailings		\$1,732
Total		\$5,032



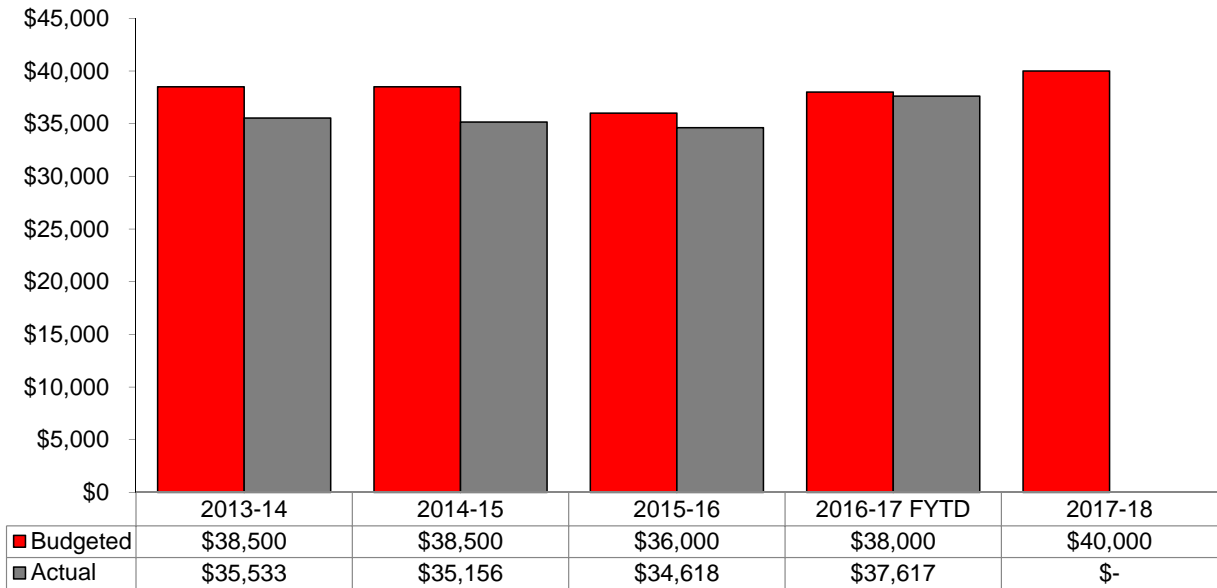
ACCOUNT NUMBER 500-57100	DESCRIPTION Fees & Permits	BUDGET REQUEST \$6,833
SUMMARY OF REQUEST		
Fire Departments Share of Permits		\$1,500
LAFCO Dues (Fire Departments 1/3)		\$3,333
Other Miscellaneous Fees & Permits		\$2,000
Total		\$6,833



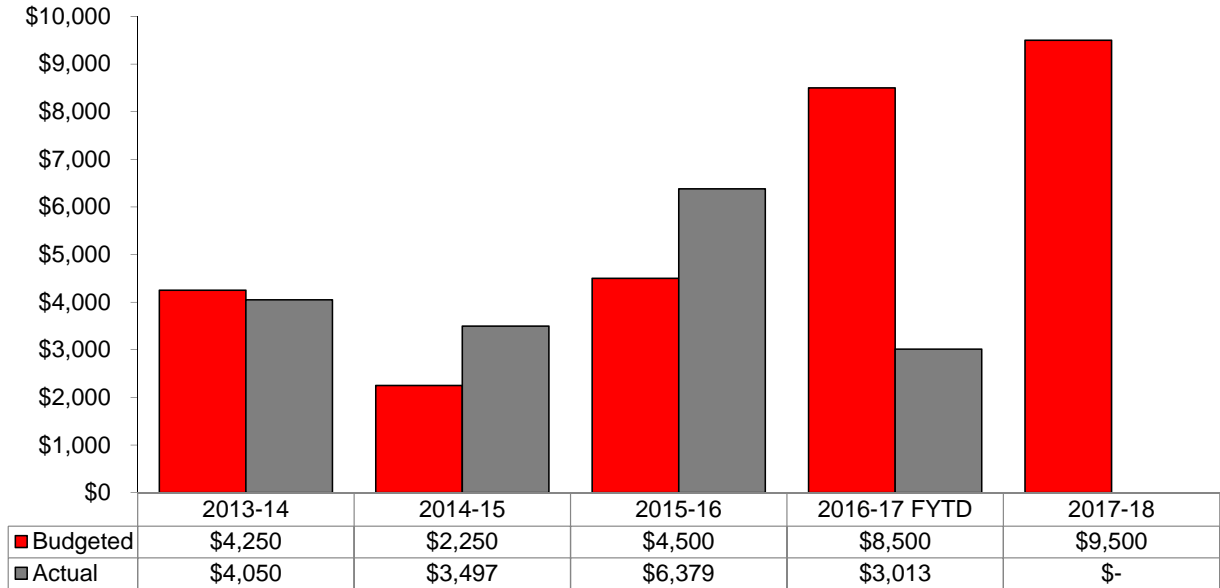
ACCOUNT NUMBER 500-57140	DESCRIPTION Professional Services	BUDGET REQUEST \$34,700
SUMMARY OF REQUEST		
Accounting Services		\$10,000
After Hours Telephone Answering Service		\$200
Cost of Collecting Property Taxes		\$1,000
DMV Physicals/EMS Licensing		\$1,000
Financial Auditing Services		\$4,000
Information Technology (IT) & Computer Technical Support		\$6,000
Legal Counsel		\$10,000
Payroll Processing		\$1,000
Tyler/Incode Accounting Software Support		\$1,500
	Total	\$34,700



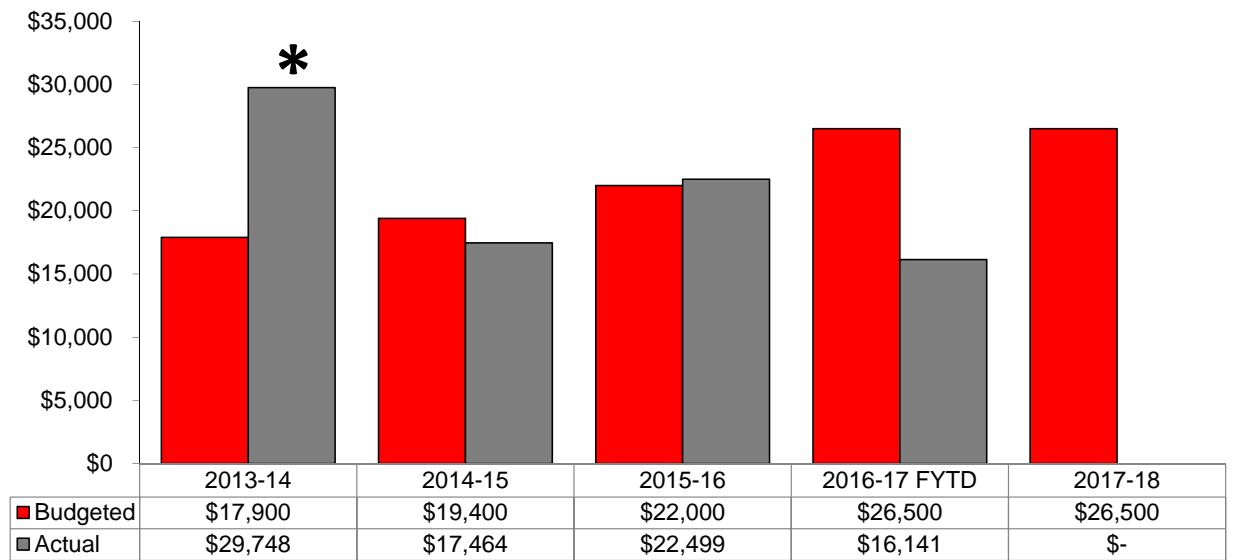
ACCOUNT NUMBER 500-57143	DESCRIPTION Dispatching Services	BUDGET REQUEST \$40,000
SUMMARY OF REQUEST		
CONFIRE Dispatching Services		\$40,000



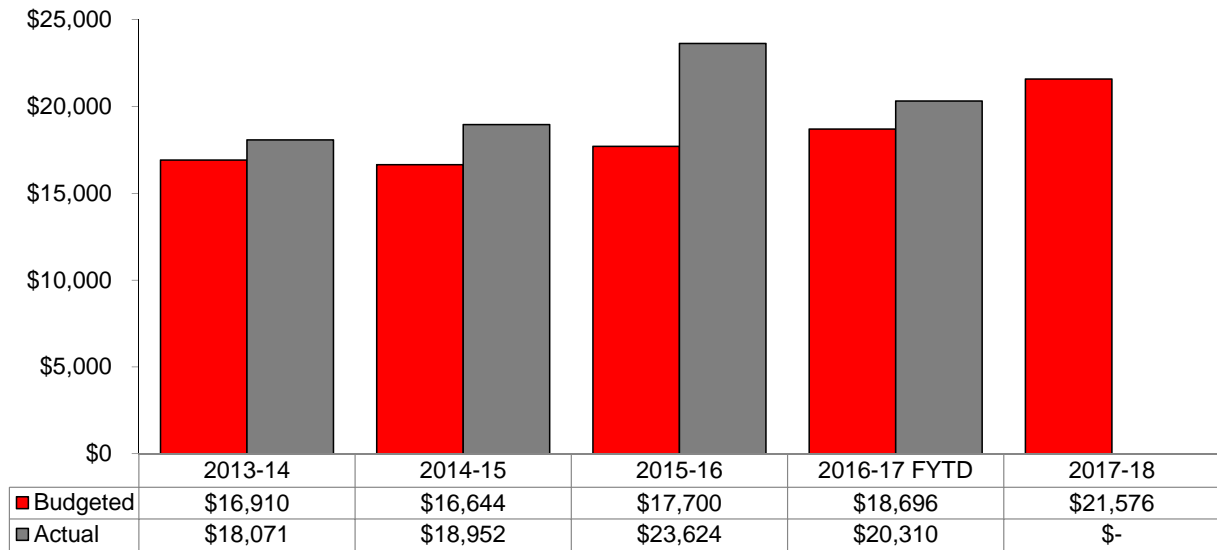
ACCOUNT NUMBER 500-57310	DESCRIPTION General Station Maintenance	BUDGET REQUEST \$9,500
SUMMARY OF REQUEST		
Repair Driveways, Walkways, Roof, Replace Air Conditioner/Heater at Station 51	\$5,000	
Painting, Carpet Cleaning, Supplies, Plumbing, Electrical, Garage Door Repair	\$1,000	
Miscellaneous Tools & Equipment	\$3,500	
Total	\$9,500	



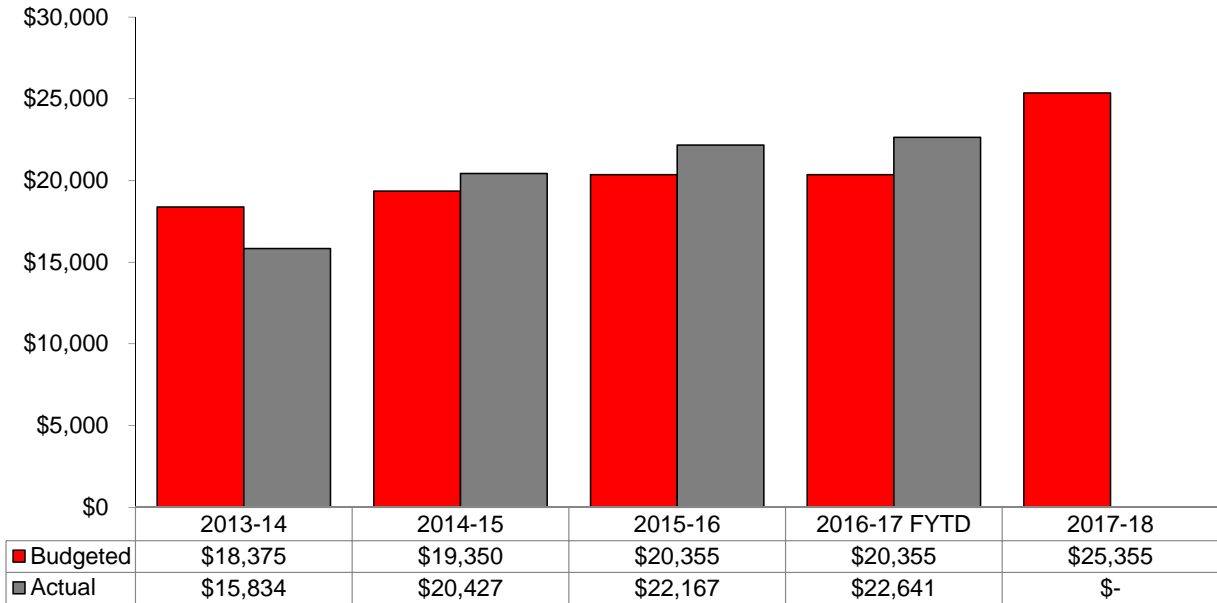
ACCOUNT NUMBER 500-57400	DESCRIPTION Safety Clothing, Supplies & Equipment	BUDGET REQUEST \$26,500
SUMMARY OF REQUEST		
Ongoing Repair and Replacement of Turnout Gear, Gloves, Goggles, Suspenders, Pants, Coats, Boots, Hoods, Helmets & Wildland Gear	\$8,000	
Miscellaneous Vehicle & Station Safety Equipment	\$2,500	
Infection Control Gowns, Face Shields, Eye Protection, I.V. Protection, Latex Gloves, Replacement Breathing Apparatus Bottles	\$1,000	
Engine & Squad Medical Supplies	\$2,000	
Disaster Preparedness Medical Cache	\$6,000	
Other Miscellaneous Supplies & Equipment	\$2,000	
Total	\$5,000	
		\$26,500
* Variance in FY 2013-14 due to timing & accounting of grant reimbursement revenue.		



ACCOUNT NUMBER 500-58250	DESCRIPTION Utilities - Electric, Gas, Phone, Trash	BUDGET REQUEST \$21,576
SUMMARY OF REQUEST		
Station #50 Gas & Electric Monthly Average (\$425 x 12 months)		\$5,100
Station #51 Gas & Electric Monthly Average (\$770 x 12 months)		\$9,240
Trash Service Station #50 (\$75 X 12 months)		\$900
Trash Service Station #51 (\$88 X 12 months)		\$1,056
Charter Phone Station #51 (\$150 x 12 Months)		\$1,800
Verizon Phone Station #50 (\$50 x 12 Months)		\$600
911 Telephones at Station #50 & #51 (2 x \$65 x 12 Months)		\$1,560
DSL Line Station #50 (\$50 x12 Months)		\$600
Charter Internet at Station #51 (\$60 x 12 Months)		\$720
	Total	\$21,576



ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
500-58300	Vehicle & Equipment Repair & Maintenance	\$25,355
SUMMARY OF REQUEST		
Fire Engines Annual Maintenance (2 x \$1,000) =		\$2,000
Brush Engine & Squad Annual Maintenance (2 x \$800) =		\$1,600
Snow Cat Annual Maintenance (3 x \$85) =		\$255
Staff Vehicles Annual Maintenance (3 x \$600) =		\$1,800
Ladder Tests		\$1,500
Routine Repairs, Tune-ups & Servicing of 10 Vehicles		\$4,000
Fire Engine Tires (12 x \$350) =		\$4,200
Snow Chains (12 x \$150) =		\$1,800
Staff Vehicle Tires (12 x \$100)		\$1,200
Fire Engine Pump Tests		\$2,500
Radio/Pager Repair & Maintenance		\$1,500
Repair & Maintenance of Self Contained Breathing Apparatus, Generator, Extrication Tc		\$3,000
	Total	\$25,355



ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
500-86000	Administrative Expense	\$66,048
SUMMARY OF REQUEST		
School, Home & Business Material, Smoke Detector Program & Public Education		\$1,000
Earthquake Preparedness Material		\$200
Fire Department Informational Literature		\$200
911 Material, Disaster Preparedness Supplies		\$200
CERT Training		\$500
		\$2,100
Administrative Support Reimbursement (4% of Operating Budget)		\$63,948
Payroll, Accounts Payable/Receivable	Sub-Total	\$66,048
Miscellaneous Office Support		
Board of Directors Administration & Compensation		
Benefits Administration		
Planning & Budget Administration		
Audit & Financial Statement Administration		
Investment & Fund Balance Management		
Human Resources/Personnel		
Medical Reimbursement & Health/Life/Disability Insurance Administration		
Property/Liability Insurance, Workers Compensation Administration & Loss Control Coordination		
Public Information & Outreach, Community Relations, Employee Recognition		
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
590-53100	Depreciation Expense	\$80,453
SUMMARY OF REQUEST		
Depreciation expense for Fire Department		\$80,453
<p>Operating expenses include the cost of depreciation on capital assets. Depreciation expense was not included in the District's budget until the 2014/2015 fiscal year per the District's Cash Reserve Policy and advice from Financial Advisors and Consultants. The minimum annual allocation amount for the Capital Replacement Fund for each division or department should equal the amount of annual budgeted depreciation specific to that division or department plus 10% for cost increases. This represents the total annual contribution that should be made to this fund, not the minimum balance. This will allow funds to build over time and eventually replace the existing facilities. Not adequately budgeting for depreciation could eventually have the effect of eroding the organization's net assets.</p>		

RUNNING SPRINGS WATER DISTRICT

FIRE DEPARTMENT

2017-18 HOURLY WAGE SCHEDULE

Non-Exempt Positions

CLASSIFICATION*		STEP											
		A	A-1	B	B-1	C	C-1	D	D-1	E	E-1	F	F-1
CAPTAIN/PARAMEDIC (56 Hour Work Week)	Hourly	\$27.80	\$28.49	\$29.20	\$29.93	\$30.68	\$31.45	\$32.24	\$33.05	\$33.88	\$34.73	\$35.61	\$36.51
	Monthly	\$6,927	\$7,099	\$7,276	\$7,458	\$7,644	\$7,836	\$8,033	\$8,235	\$8,442	\$8,654	\$8,873	\$9,097
	Annual	\$83,122	\$85,185	\$87,308	\$89,491	\$91,733	\$94,036	\$96,398	\$98,820	\$101,301	\$103,843	\$106,474	\$109,165
			2.48%	2.49%	2.50%	2.51%	2.51%	2.51%	2.51%	2.51%	2.51%	2.53%	2.53%
ENGINEER/PARAMEDIC (56 Hour Work Week)	Hourly	\$25.07	\$25.69	\$26.33	\$26.99	\$27.66	\$28.36	\$29.07	\$29.80	\$30.54	\$31.31	\$32.09	\$32.89
	Monthly	\$6,247	\$6,401	\$6,561	\$6,725	\$6,892	\$7,066	\$7,243	\$7,425	\$7,610	\$7,801	\$7,996	\$8,195
	Annual	\$74,959	\$76,813	\$78,727	\$80,700	\$82,703	\$84,796	\$86,919	\$89,102	\$91,315	\$93,617	\$95,949	\$98,341
			2.47%	2.49%	2.51%	2.48%	2.53%	2.50%	2.51%	2.48%	2.52%	2.49%	2.49%
FIREFIGHTER/PARAMEDIC (56 Hour Work Week)	Hourly	\$23.01	\$23.59	\$24.16	\$24.78	\$25.40	\$26.03	\$26.67	\$27.35	\$28.04	\$28.72	\$29.43	\$30.17
	Monthly	\$5,733	\$5,878	\$6,020	\$6,174	\$6,329	\$6,486	\$6,645	\$6,815	\$6,987	\$7,156	\$7,333	\$7,517
	Annual	\$68,800	\$70,534	\$72,238	\$74,092	\$75,946	\$77,830	\$79,743	\$81,777	\$83,840	\$85,873	\$87,996	\$90,208
			2.52%	2.42%	2.57%	2.50%	2.48%	2.46%	2.55%	2.52%	2.43%	2.47%	2.51%
ADMINISTRATIVE ASSISTANT (40-hr Work Week)	Hourly	\$27.48	\$28.17	\$28.87	\$29.59	\$30.33	\$31.09	\$31.86	\$32.65	\$33.47	\$34.31	\$35.17	\$36.05
	Monthly	\$4,763	\$4,883	\$5,004	\$5,129	\$5,257	\$5,389	\$5,522	\$5,659	\$5,801	\$5,947	\$6,096	\$6,249
	Annual	\$57,158	\$58,594	\$60,050	\$61,547	\$63,086	\$64,667	\$66,269	\$67,912	\$69,618	\$71,365	\$73,154	\$74,984
			2.51%	2.48%	2.49%	2.50%	2.51%	2.48%	2.48%	2.51%	2.51%	2.51%	2.50%
Cost of Living Adjustment (COLA):		4.15%	(2.25% to offset elimination of EPMC plus 1.9% CPI-W)					3.90%	(2% to offset elimination of EPMC for Misc. plus 1.9% CPI-W)				
Yearly hours for 56 hour week = 2,990 (53 hours X 52 weeks plus 234 hours FLSA overtime (6 x 26 x 1.5 = 234)													
Yearly hours for 40 hour week = 2,080													
Captain/Paramedic	\$109,165												
Captain/Paramedic	\$103,843												
Firefighter/Paramedic	\$90,208												
Firefighter/Paramedic	\$90,208												
Firefighter/Paramedic	\$79,743												
Firefighter/Paramedic	\$72,238												
Administrative Assistant	\$74,984												

FIRE DEPARTMENT							
2017-18 HOURLY WAGE SCHEDULE							
Exempt Positions							
CLASSIFICATION*		STEP					
		A	B	C	D	E	F
CHIEF (40-hr Work Week)	Hourly	\$59.10	\$62.05	\$65.15	\$68.41	\$71.83	\$75.42
	Monthly	\$10,244	\$10,755	\$11,293	\$11,858	\$12,451	\$13,073
	Annual	\$122,928	\$129,064	\$135,512	\$142,293	\$149,406	\$156,874
			4.99%	5.00%	5.00%	5.00%	5.00%
		STEP					
		A	B	C	D	E	F
BATTALION CHIEF (40-hr Work Week)	Hourly	\$49.38	\$51.85	\$54.42	\$57.13	\$59.98	\$62.98
	Monthly	\$8,559	\$8,987	\$9,433	\$9,903	\$10,397	\$10,917
	Annual	\$102,710	\$107,848	\$113,194	\$118,830	\$124,758	\$130,998
			5.00%	4.96%	4.98%	4.99%	5.00%
Cost of Living Adjustment (COLA):	4.15%	(2.25% to offset elimination of EPMC plus 1.9% CPI-W)					
Yearly hours for 40 hour week = 2,080							
Fire Chief	\$149,406						
Battalion Chief	\$118,830						

Fire Department Capital Equipment Needs

Description	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	DEFERRED PROJECTS	TOTAL PROJECT COST
Fire Department Improvements & Equipment Purchases							
Station 50 Alert System (Confire JPA Requirement)	\$ 16,200						\$ 16,200
Repair Walls North Side of Station 50	\$ 1,800						\$ 1,800
Replace Steel Door at Station 51	\$ 500						\$ 500
Paint/Waterproof Exterior Brick Wall Station 50	\$ 1,500						\$ 1,500
Replace Furniture at Station 50 "Desk"	\$ 1,000						\$ 1,000
Command Tablets	\$ 5,000						\$ 5,000
Repaint Interior and Repair Drywall Station 50 & 51	\$ 1,800						\$ 1,800
Breathing Apparatus Bottle Replacement	\$ 4,000						\$ 4,000
Replace Staff Vehicle (2000 Dodge)	\$ 50,000						\$ 50,000
Replace Staff Vehicle (2003 Dodge)			\$ 50,000				\$ 50,000
Replace 1999 Type 1 KME Engine (E-51)						\$ 450,000	\$ 450,000
Replace Concrete Aprons at Station 50 and Station 51				\$ 25,000			\$ 25,000
Replace 1989 Chevrolet Plow Truck						\$ 42,000	\$ 42,000
Replace 2003 Type 1 KME Engine (E-50)						\$ 450,000	\$ 450,000
Replace (2005 Chevrolet Utility)				\$ 50,000			\$ 50,000
Breathing Apparatus Replacement		\$ 77,000	\$ 77,000				\$ 154,000
Fire Department Subtotal	\$ 81,800	\$ 77,000	\$ 127,000	\$ 75,000	\$ -	\$ 942,000	\$ 1,302,800
Ambulance Department Improvements & Equipment Purchases							
Replace Panasonic Toughbook Lap Top Computers	\$ 4,300	\$ 4,300					\$ 8,600
Replace Zoll M Series Monitors	\$ 25,000	\$ 25,000	\$ 25,000				\$ 75,000
Replace MA 50A (2007 Chevrolet)						\$ 190,000	\$ 190,000
Replace MA 51 (2007 Chevrolet)						\$ 190,000	\$ 190,000
Ambulance Department Subtotal	\$ 29,300	\$ 29,300	\$ 25,000	\$ -	\$ -	\$ 380,000	\$ 463,600
						TOTAL	\$ 1, 6,400

Fire Department Vehicle Equipment Replacement Schedule

Equipment	Year	Number	Estimated	Projected	**Annual	Total	Projected
Description	Purchased	Purchased	Cost/New	Years	Replacement w/ Cost Increases	Replacement Cost	Replacement Year
2003 KME Pumper	2003	1	348,659	18	30,211	543,789	2021
2005 BME Engine	2005	1	205,916	18	17,842	321,159	2022
1999 KME Pumper	2000	1	235,000	18	20,362	366,520	2018
2015 Ford F450 Squad 51	2015	1	90,000	8	19,656	109,656	2023
1969 Thycol Snw Cat 51 *	2011	1	15,256	15	1,667	24,999	1989
1985 Thycol Snw Cat 51A *	2011	1	34,000	15	3,283	49,242	2005
2016 Ford F450 MA50	2016	1	166,955	9	23,167	208,504	2024
2007 Chevy MA50A	2007	1	140,000	8	21,322	170,576	2015
2007 Chevy MA51	2009	1	100,000	8	15,230	121,840	2017
2000 Dodge 3600	2000	1	29,000	15	2,800	42,001	2010
2003 Dodge	2003	1	29,000	15	2,800	42,001	2010
***2005 Chevrolet Utility	2005	1	33,700	15	3,254	48,808	2012
*Breathing Support	2002	1	24,000	17	1,899	32,277	2019
1999 Panther SCBA's	1999	20	1981ea.	12	3430 ea	108,209	2011
SCBA Bottles	Varied	45	500 ea.	15	Variable	20,400	Variable
2000 PAS for SCBAs	2000	20	SCBA Cost	12	0	SCBA Cost	2012
2001 TNT Rescue Tool	2000	1 Set	13,873	15	1,339	20,092	2015
Power Hawk Rescue Tool	1993	1	7,794	15	752	11,287	2008
CAFS in Squad 51	2006	1	7,920	15	765	11,471	2021
Honda Snow Blower	2015	1	1,358	10	350	3,500	2025
*Zoll M SER MONITORS	2004	3	25000ea	7	1500ea	79,500	2011
Sparky Suit	1991	1	1,358	30	66	1,966	2021
Personal Computer	2011	1	800	5	181	905	2016
Personal Computer	2010	1	750	5	170	849	2015
Personal Computer	2014	1	750	5	170	849	2018
Personal Computer	2011	1	2,000	5	453	2,263	2016
Lap Top Computer	2000	1	1,200	5	272	1,358	2005
Lap Top Computer	2007	1	1,400	5	317	1,584	2012
Washing Machine Sta.50	2013	1	446	15	43	646	2019
Washing Machine Sta. 51	2016	1	650	20	47	941	2036
Clothes Dryer Sta. 50	1989	1	400	30	22	655	2019
Clothes Dryer Sta. 51	2016	1	650	20	47	941	2036
Continental Extractor	2008	1	7,500	15	724	10,862	2023
* If still in compliance - no replacement							
**Annual cost increases based on 2.5%							
***7 year or 100,000 mile replacement depending on condition.							



Ambulance Services
Fiscal Year 2017/2018 Budget
Revenue & Expense Details

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AMBULANCE DIVISION FISCAL YEAR BUDGET ANALYSIS

Description	FY 2013/2014 Actual	FY 2014/2015 Actual	FY 2015/2016 Actual	FYTD 2016/2017 Actual	FY 2016/2017 Budget	Budget Variance (\$)	Budget Variance (%)	PROPOSED FY 2017/2018 Budget
Ambulance Division Revenues								
Property Tax	0	0	0	0	0	0		0
Ambulance Service Fees	906,810	862,829	1,108,145	1,027,837	850,000	177,837	20.9%	945,000
Ambulance Contractual Allowance ¹	(365,788)	(503,309)	(592,850)	(561,022)	(310,000)	(251,022)	81.0%	(440,000)
Ambulance Late Fees	3,960	4,680	2,670	2,550	4,000	(1,450)	-36.3%	4,000
Miscellaneous Income	0	0	4,466	167	0	167	-	0
Interest Income	0	63	395	1,377	0	1,377	-	0
Medi-Cal GEMT Reimbursement	0	0	156,691	59,977	100,000	(40,023)	-	100,000
	544,983	364,263	679,517	530,885	644,000	(113,115)	-17.6%	609,000

Description	FY 2013/2014 Actual	FY 2014/2015 Actual	FY 2015/2016 Actual	FYTD 2016/2017 Actual	FY 2016/2017 Budget	Budget Variance (\$)	Budget Variance (%)	PROPOSED FY 2017/2018 Budget
Ambulance Division Expenses								
Salaries & Wages	286,544	301,487	228,297	412,386	398,801	13,585	3.4%	424,490
Fica Medicare Tax	0	4,659	3,293	5,905	5,783			6,127
Depreciation Expense	29,720	29,391	31,753	39,072	28,732	10,340	36.0%	44,607
Fuel & Oil	10,231	7,966	7,628	6,363	10,395	(4,032)	-38.8%	9,295
Property/Liability Insurance	7,786	8,181	7,294	7,232	7,500	(268)	-3.6%	9,619
Memberships & Subscriptions	1,335	2,073	5,256	3,435	2,450	985	40.2%	6,005
Professional Services	18,293	21,001	27,813	29,478	27,500	1,978	7.2%	38,200
Equipment Repair & Maintenance	1,809	1,854	976	1,217	2,000	(783)	-39.1%	2,000
Medical Supplies	8,861	13,682	18,171	20,781	12,920	7,861	60.8%	21,000
Miscellaneous Supplies & Expenses	2,640	1,262	1,331	5,328	6,000	(672)	-11.2%	6,000
Office Supplies	1,702	1,840	411	502	1,840	(1,338)	-72.7%	1,500
Communications	2,548	2,176	950	1,106	1,440	(334)	-23.2%	1,440
Uncollectible Accounts	207,095	4,484	156,640	8,790				
Vehicle Repair & Maintenance	11,026	12,036	8,657	13,359	13,400	(41)	-0.3%	13,900
Interest Expense	0	0	136	1,168	0	1,168		0
Administrative Expense	6,973	7,413	7,311	8,878	9,685	(807)	-8.3%	21,584
	596,564	419,504	505,918	565,001	528,446	27,644	5.2%	605,767
	(51,582)	(55,241)	173,599	(34,116)	115,554	(149,670)	-129.5%	3,233

Footnotes:

1) Ambulance Contractual Allowance is the amount of ambulance service fees that are written off due to the difference between what is billed and what is received from Medical and Medicaid, claims in bankruptcy, workers compensation, military claims, outstanding charges of less than \$30 and accounts that have been dormant more than 7 years.

RUNNING SPRINGS AMBULANCE DEPARTMENT FISCAL YEAR 2017/2018 BUDGET

REVENUE AND EXPENSE SUMMARY

	Budgeted 2017-18	Budgeted 2016-17	% Change
OPERATING REVENUE:			
Property Tax (Ambulance Department Share)	\$0	\$0	
Ambulance Service Fees	\$945,000	\$850,000	
Ground Emergency Medical Transportation (GEMT) Reimburseme	\$100,000	\$100,000	
Intergovernmental Transfer (IGT) Reimbursement	\$0	\$0	
Ambulance Late Fees	\$4,000	\$4,000	
Ambulance Contractual Allowance ¹	(\$440,000)	(\$310,000)	
TOTAL OPERATING REVENUE:	\$609,000	\$644,000	-5.4%
OPERATING EXPENSES:			
Total Operating Expenses (Ambulance)	\$561,188	\$499,714	12.3%
Depreciation Expense (Refer to Page 15 & FY 17/18 Depreciation Schedule)	\$44,607	\$28,732	
TOTAL OPERATING EXPENSES:	\$605,795	\$528,446	14.6%
TOTAL PROJECTED REVENUE: \$609,000			
TOTAL PROJECTED EXPENSES: \$605,795			
Net Income:		\$3,205	\$115,554

1) Ambulance Contractual Allowance is the amount of ambulance service fees that are written off due to the difference between what is billed and what is received from Medical and Medicaid, claims in bankruptcy, workers compensation, military claims, outstanding charges of less than \$30 and accounts that have been dormant more than 7 years.

RUNNING SPRINGS AMBULANCE DEPARTMENT FISCAL YEAR 2017/2018 BUDGET

PERSONNEL EXPENSE (AMBULANCE SERVICE)

ACCOUNT NUMBER	DESCRIPTION	REQUESTED THIS YEAR	APPROVED LAST YEAR	% CHANGE	DETAIL PAGE #
400-50100	Salaries & Wages	\$424,490	\$398,801	6.4%	2 & 3
400-50120	Medicare Tax (FICA)	\$6,155	\$5,783	6.4%	4
PERSONNEL EXPENSE SUB-TOTAL:		\$430,645	\$404,584	6.4%	

AMBULANCE EXPENSES

400-54100	Fuel & Oil	\$9,295	\$10,395	-10.6%	5
400-54300	Property/Liability Insurance	\$9,619	\$7,500	28.2%	6
400-56100	Memberships & Subscriptions	\$6,005	\$2,450	145.1%	7
400-57140	Professional Services	\$38,200	\$27,500	38.9%	8
400-57310	Equipment Repair & Maintenance	\$2,000	\$2,000	0.0%	9
400-57441	Medical Supplies	\$21,000	\$12,920	62.5%	10
400-57442	Miscellaneous Supplies & Expenses	\$6,000	\$6,000	0.0%	11
400-57443	Office Supplies	\$1,500	\$1,840	-18.5%	12
400-58100	Communications	\$1,440	\$1,440	0.0%	13
400-58300	Vehicle Repair & Maintenance	\$13,900	\$13,400	3.7%	14
400-86000	Administrative Expense	\$21,584	\$9,685	122.9%	15
EXPENSES SUB-TOTAL:		\$130,543	\$95,130	37.2%	
TOTAL AMBULANCE OPERATING EXPENSES:		\$561,188	\$499,714	12.3%	

ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST	
400-50100	Salaries & Wages	\$424,490	
SUMMARY OF REQUEST			
Full Time Fire & Ambulance Personnel Salaries (Refer to Pages 26 & 27 of Fire Budget for Details)		\$888,627	
Overtime for Drills, Meetings, Vacation, Holiday & Sick Leave Coverage (1,300 hrs. X \$45.67)		\$59,371	
Accrued Time Off Buyback & PCF Sick Time Coverage*		\$55,000	
Fire & Ambulance Department share of Safety/Compliance Operator & GM salary		\$47,591	
Sub Total:		\$1,050,589	
Paid Call Firefighters (PCF) 24 Hour Shifts (365 x \$12.00 x 24 hrs.)		\$105,120	
PCF Training (88 hrs. x 20 x \$12.00)		\$21,120	
PCF Alarms (750 x 2 x \$12.00 x 2 hrs.)		\$36,000	
Sub Total:		\$162,240	
Total:		\$1,212,829	
Ambulance Division Share of Wages		\$424,490	
Fire Department Share of Wages		\$788,339	
<u>Full Time Positions:</u>			
1 Full Time Chief	<u>PCF Wage Scale:**</u>	EMT	Paramedic
1 Full Time Battalion Chief	Entry Level Firefighter	\$11.04	\$12.13
2 Full Time Captain / Paramedic	Firefighter 1	\$12.13	\$13.36
0 Full Time Firefighter-Engineer / Paramedic	Firefighter 2	\$13.24	\$14.57
4 Full Time Firefighter-Paramedics	Engineer	\$14.34	\$15.78
1 Full Time Administrative Assistant	Captain	\$15.46	\$17.00

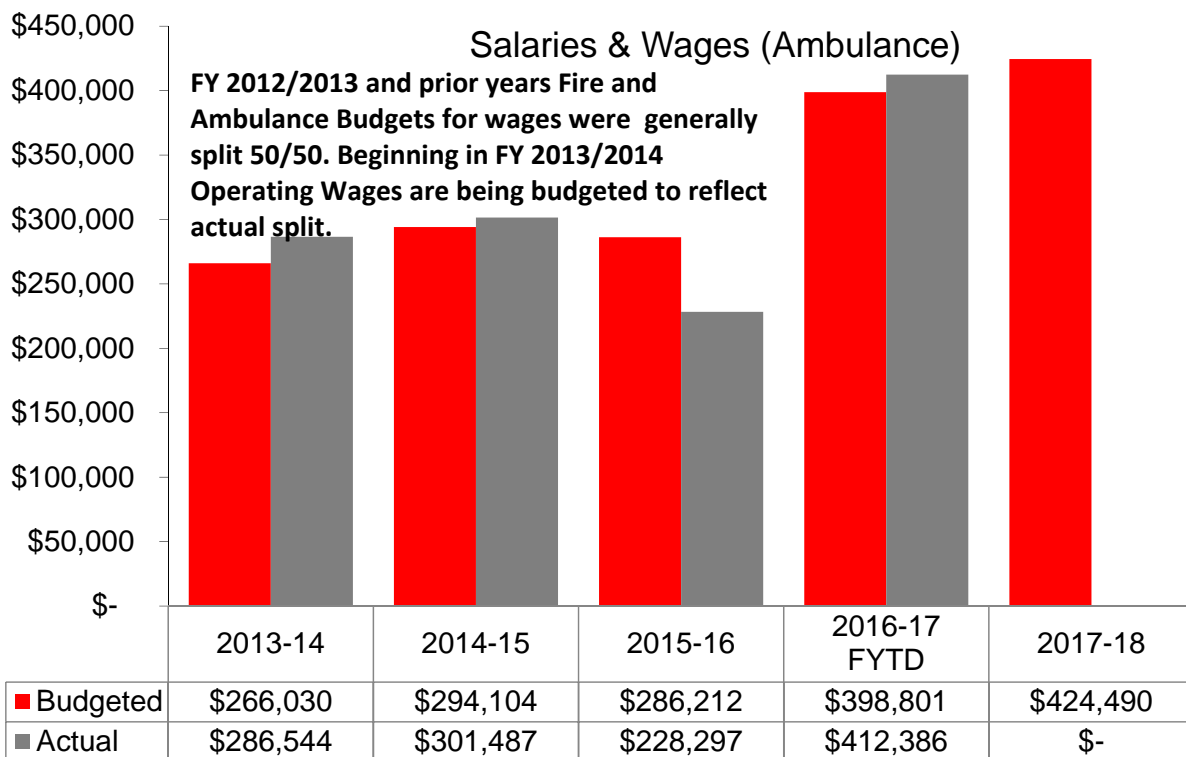
**4.15% Increase for Classic CalPERS PCF Members

4.15% cost of living adjustment (2.25% to offset elimination of EPMC plus 1.9% CPI-W)

Performance based merit increases where appropriate

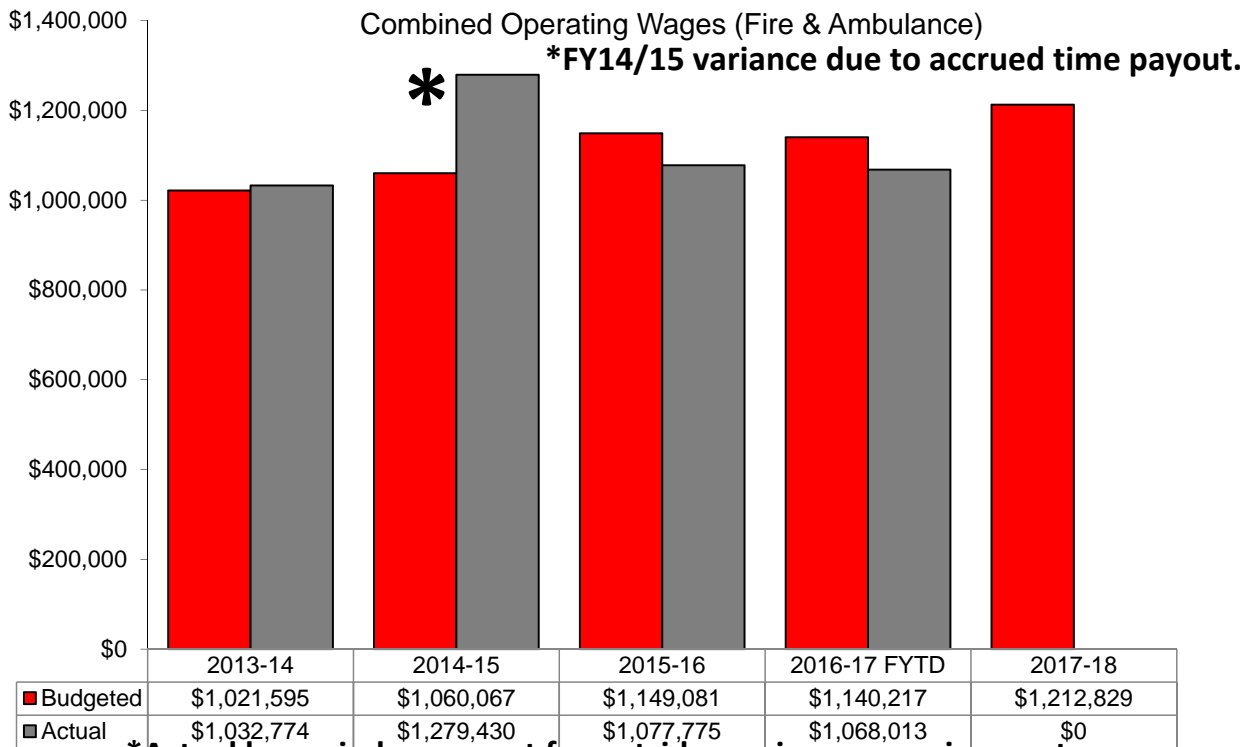
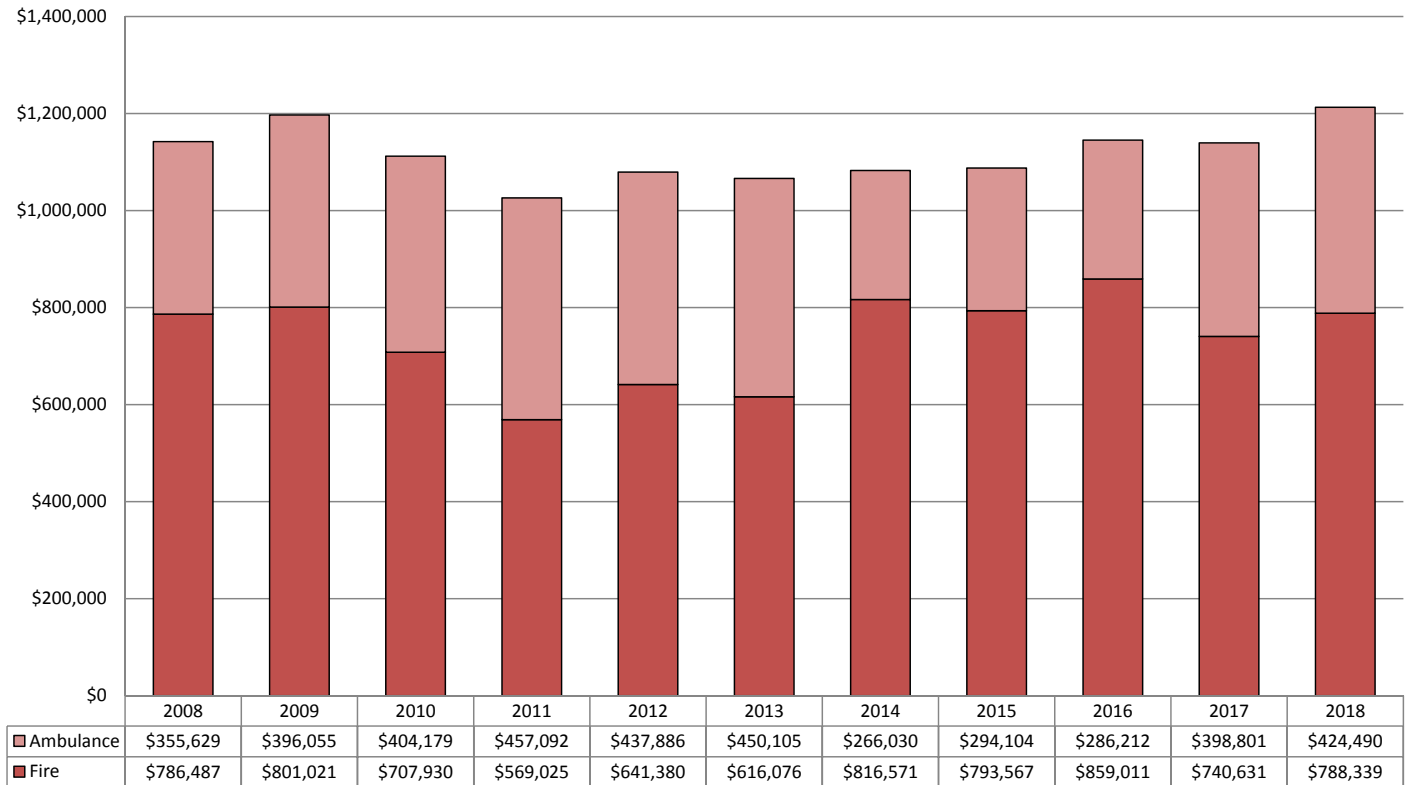
*Accrued Time Off Buyback & PCF Sick Time Coverage not included in previous budgets

*FY14/15 variance due to retired Chief accrued time payout.



***Variance in budget to actual due to unbudgeted wages for outside service area assignments that are reimbursed.**

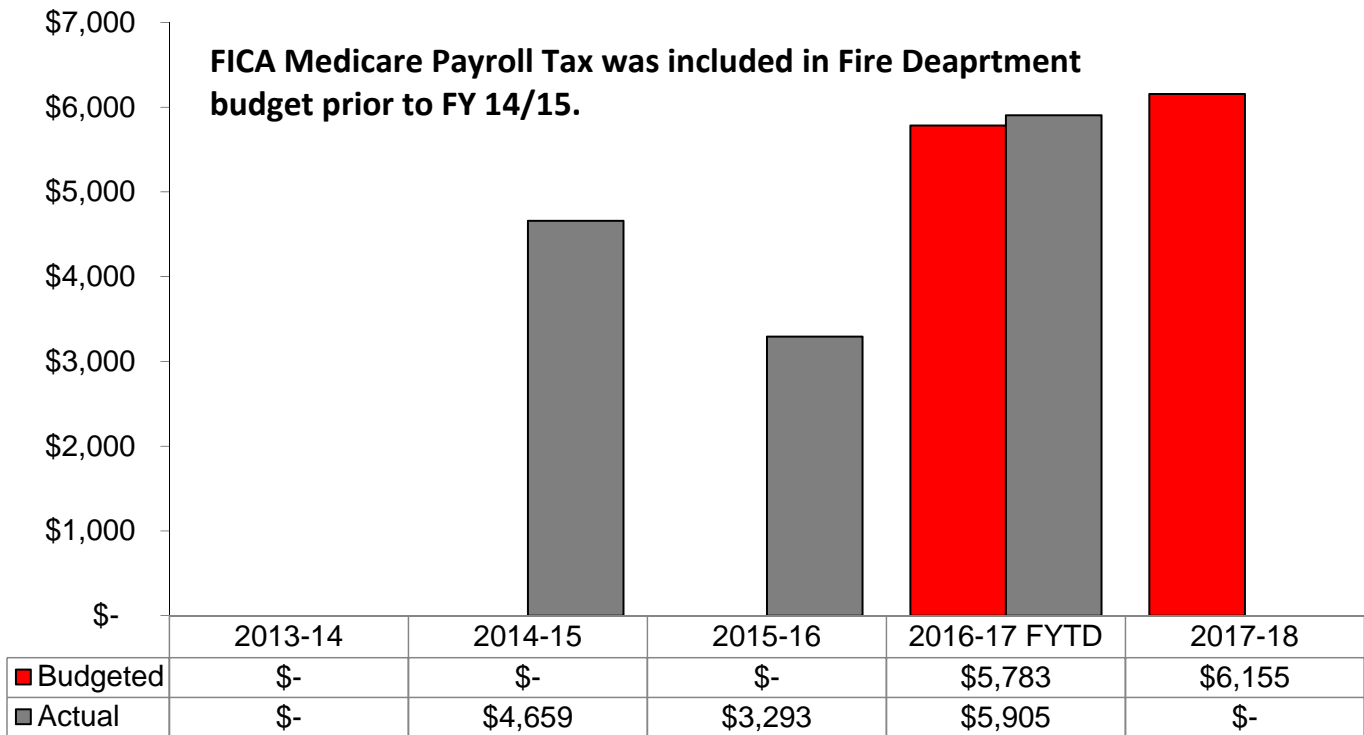
Wages & Salaries (Fire & Ambulance)



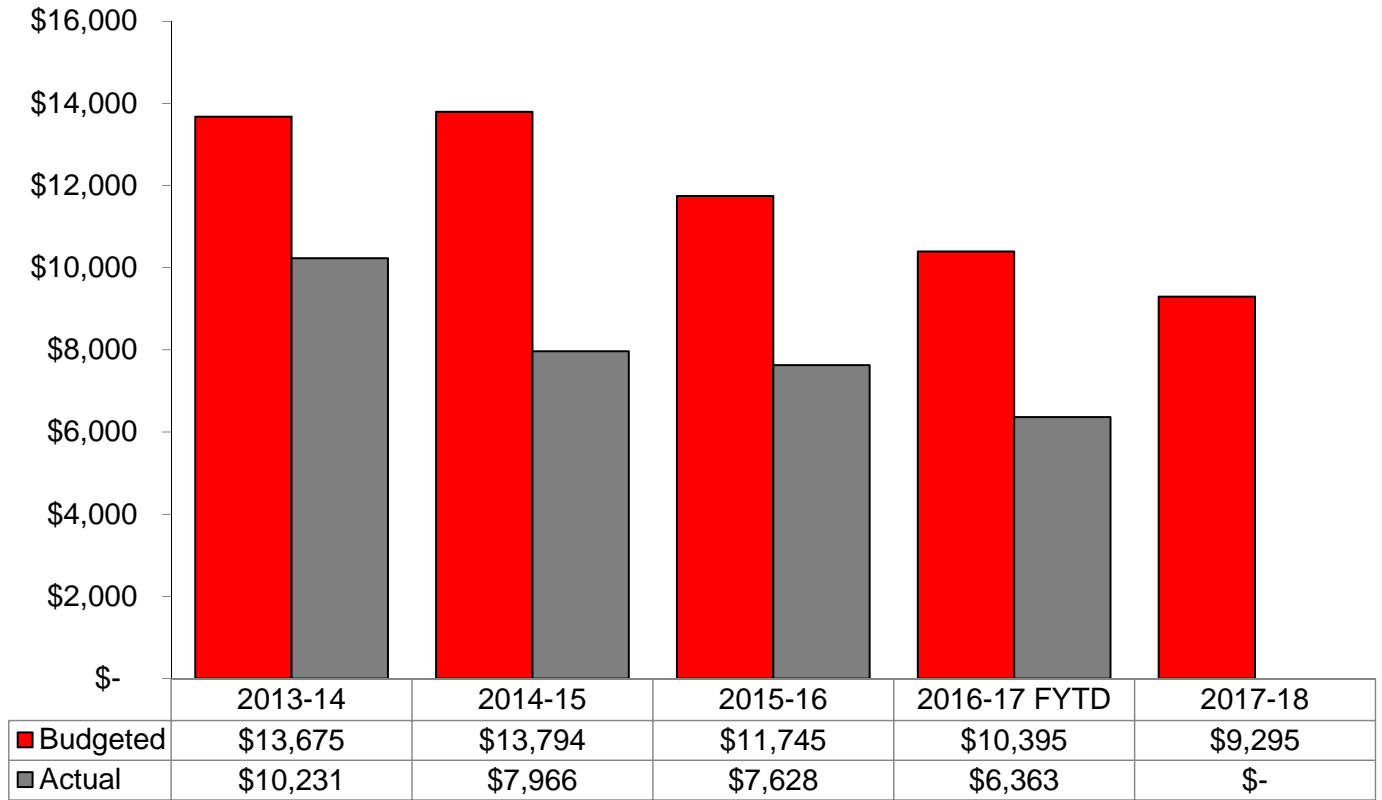
***Actual less reimbursement for outside service area assignments.**

FY 13/14 = \$49,827, FY 14/15 = \$22,957, FY 15/16 = \$136,124, FY 16/17 = \$133,237.

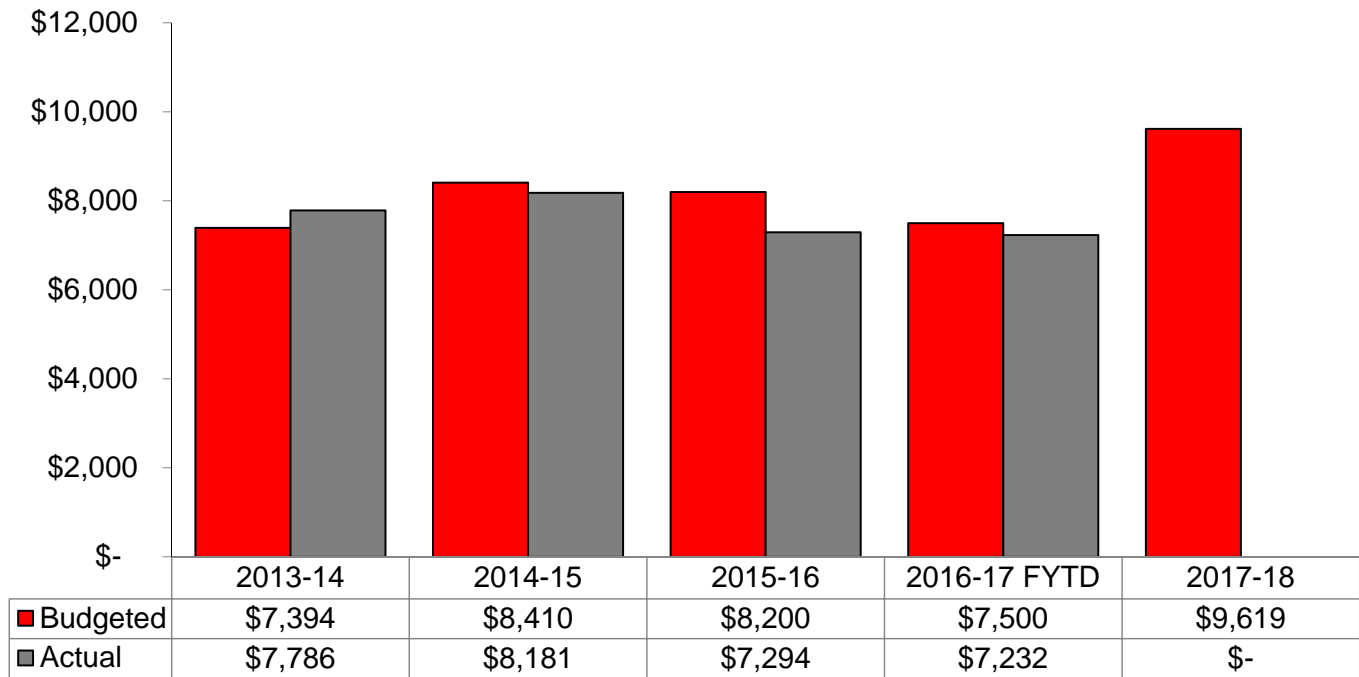
ACCOUNT NUMBER 400-50120	DESCRIPTION Medicare Tax (FICA)	BUDGET REQUEST \$6,155
SUMMARY OF REQUEST		
1.45% of Payroll	Total	\$6,155



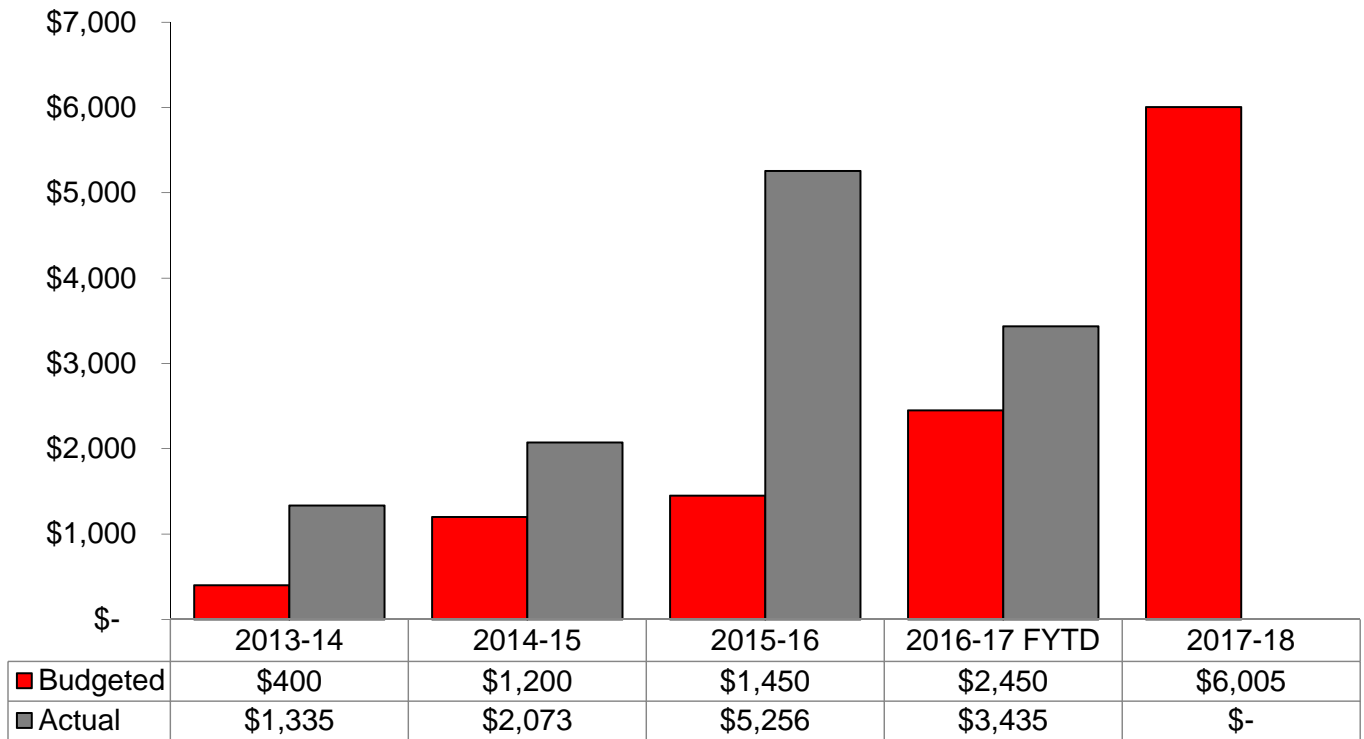
ACCOUNT NUMBER 400-54100	DESCRIPTION Fuel & Oil	BUDGET REQUEST \$9,295
SUMMARY OF REQUEST		
Diesel Fuel (3,200 gal. x \$2.75)		\$8,800
Motor Oil (16 gal. x \$15.00)		\$240
Automatic Transmission Fluid (20 gal. x \$9.00)		\$180
Gear Oil (5 gal. x \$15.00)		\$75
	Total	\$9,295



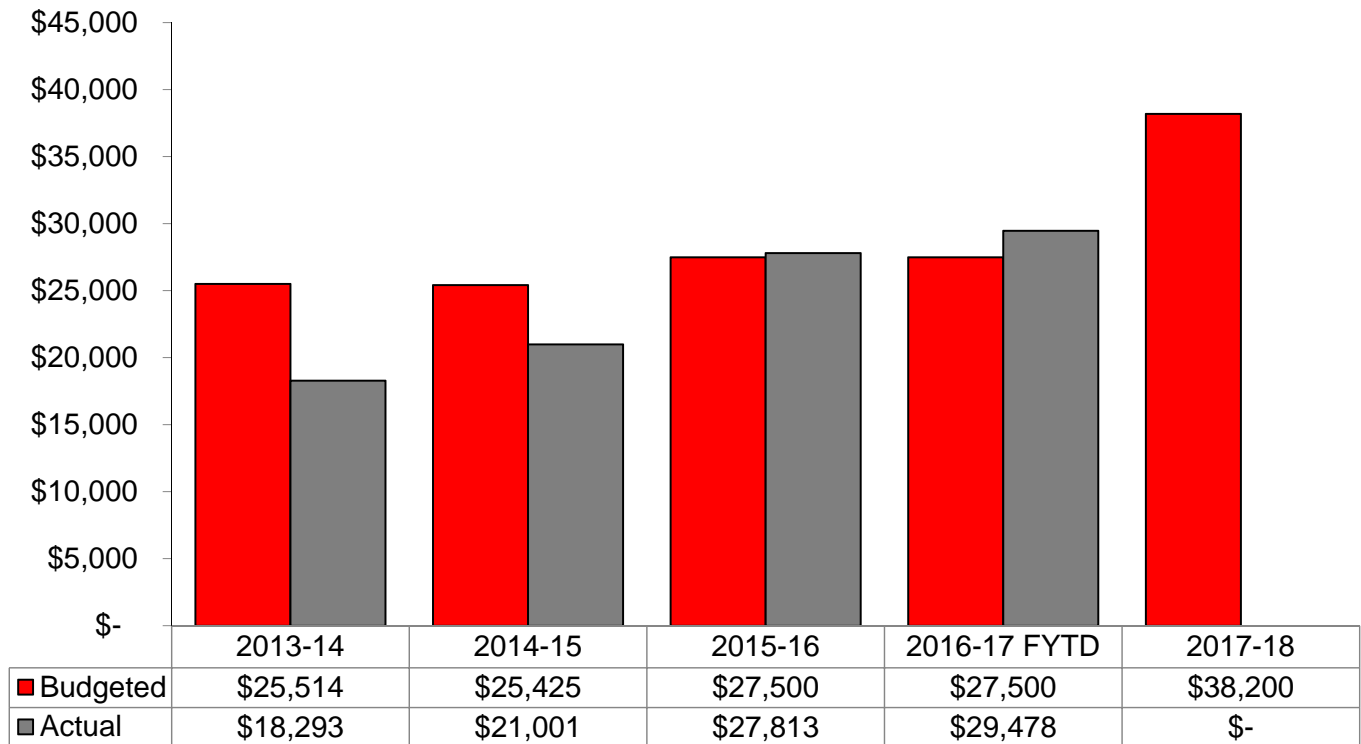
ACCOUNT NUMBER 400-54300	DESCRIPTION Property/Liability Insurance	BUDGET REQUEST \$9,619
SUMMARY OF REQUEST		
Special District Risk Management Authority (SDRMA) Ambulance Department Share		\$9,619



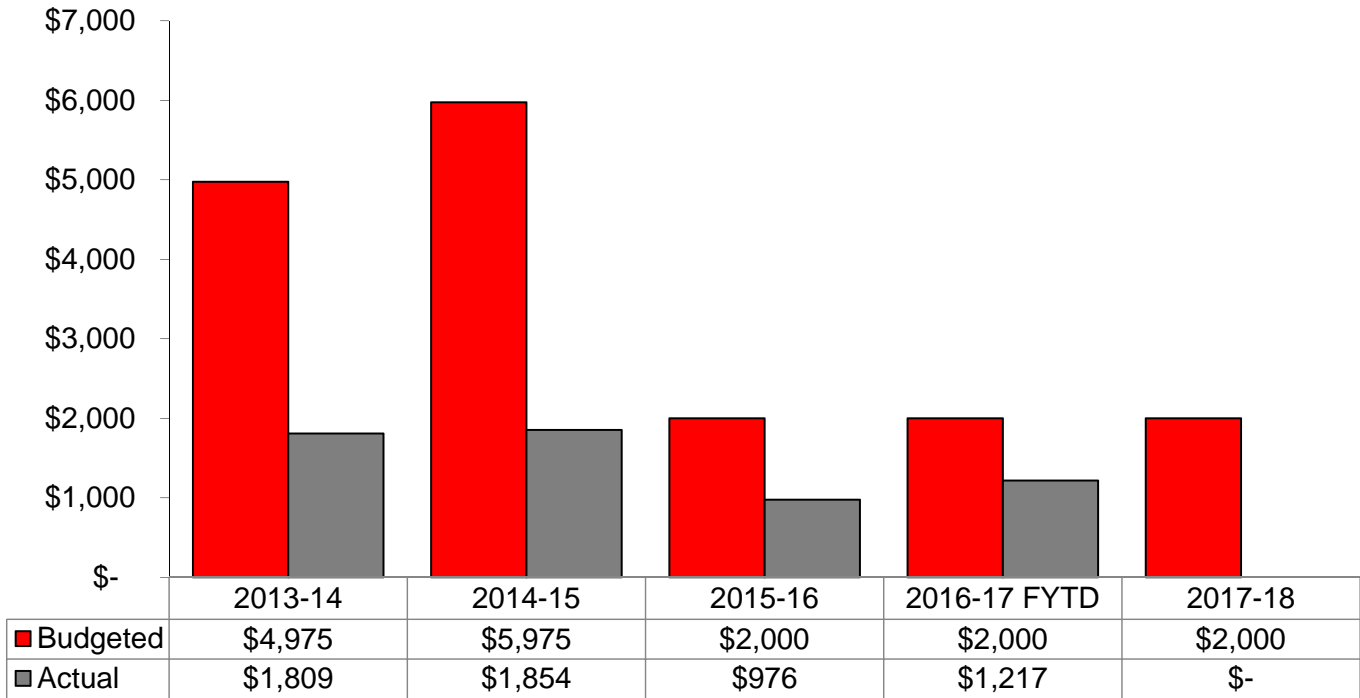
ACCOUNT NUMBER 400-56100	DESCRIPTION Memberships & Subscriptions	BUDGET REQUEST \$6,005
SUMMARY OF REQUEST		
ICEMA Certifications		\$2,000
ICEMA PBC/MOU Administration Fee		\$2,500
San Bernardino County Special Districts		\$140
Top Health & Top Performance Newsletter		\$65
Ambulance Division Share of CSDA Annual Dues		\$1,300
	Total	\$6,005



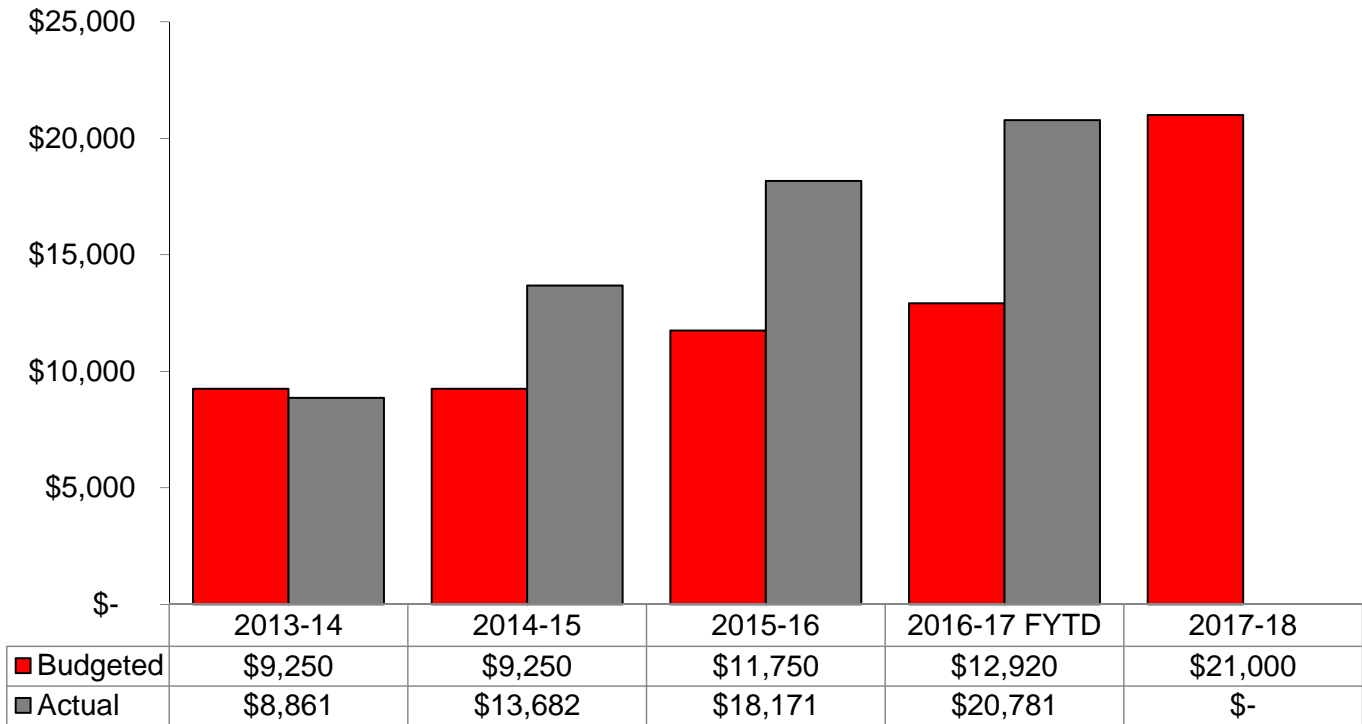
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
400-57140	Professional Services	\$38,200
SUMMARY OF REQUEST		
Accounting Services		\$10,000
After Hours Telephone Answering Service		\$200
Collect-Tech Ambulance Billing Collections Service		\$2,000
Cost of Collecting Property Taxes		\$1,000
DMV Physicals/EMS Licensing		\$1,000
Financial Auditing Services		\$4,000
ICEMA Performance Based Contract		\$1,500
Information Technology (IT) Computer Support		\$6,000
Legal Counsel		\$10,000
Payroll Processing		\$1,000
Tyler/Incode Accounting Software Support		\$1,500
	Total	\$38,200



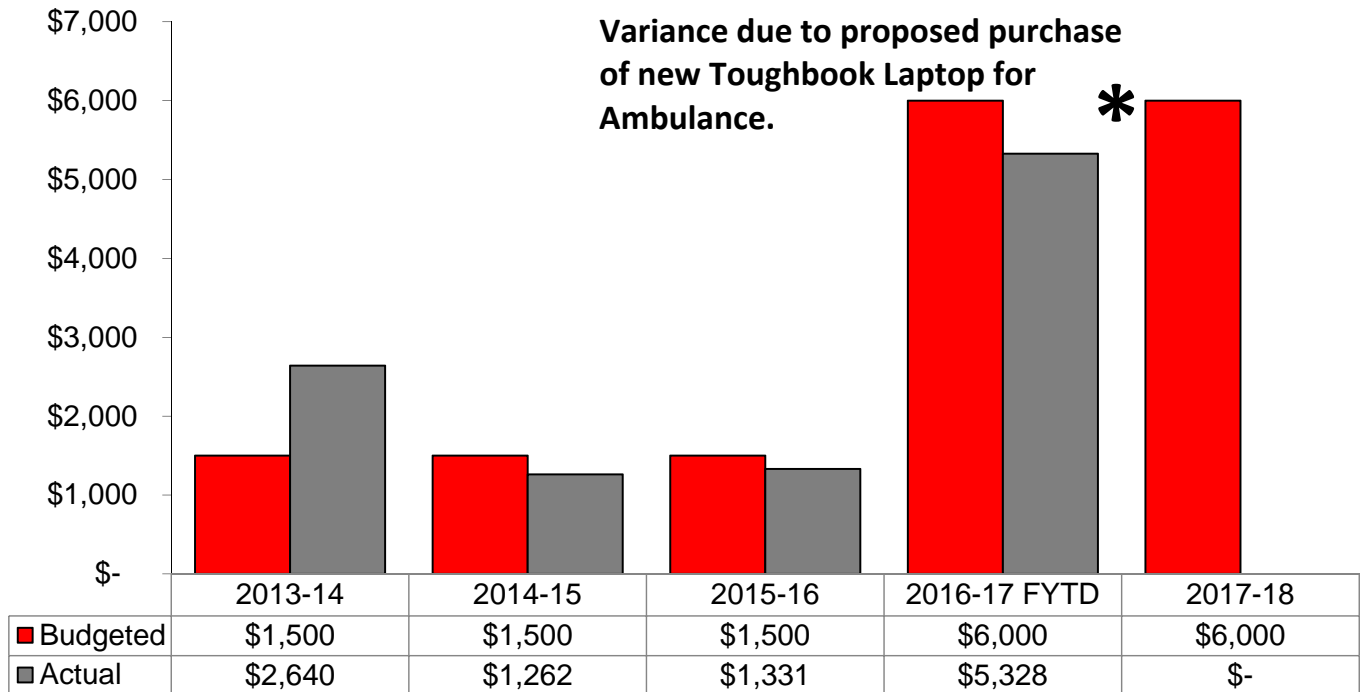
ACCOUNT NUMBER 400-57310	DESCRIPTION Equipment Repair & Maintenance	BUDGET REQUEST \$2,000
SUMMARY OF REQUEST		
Electronic Patient Care Reporting (PCR) Warranty Suction, Defibrillators/Monitors Annual Maintenance Tough Book Software License & Updates for EMS Reporting		
Total		\$2,000



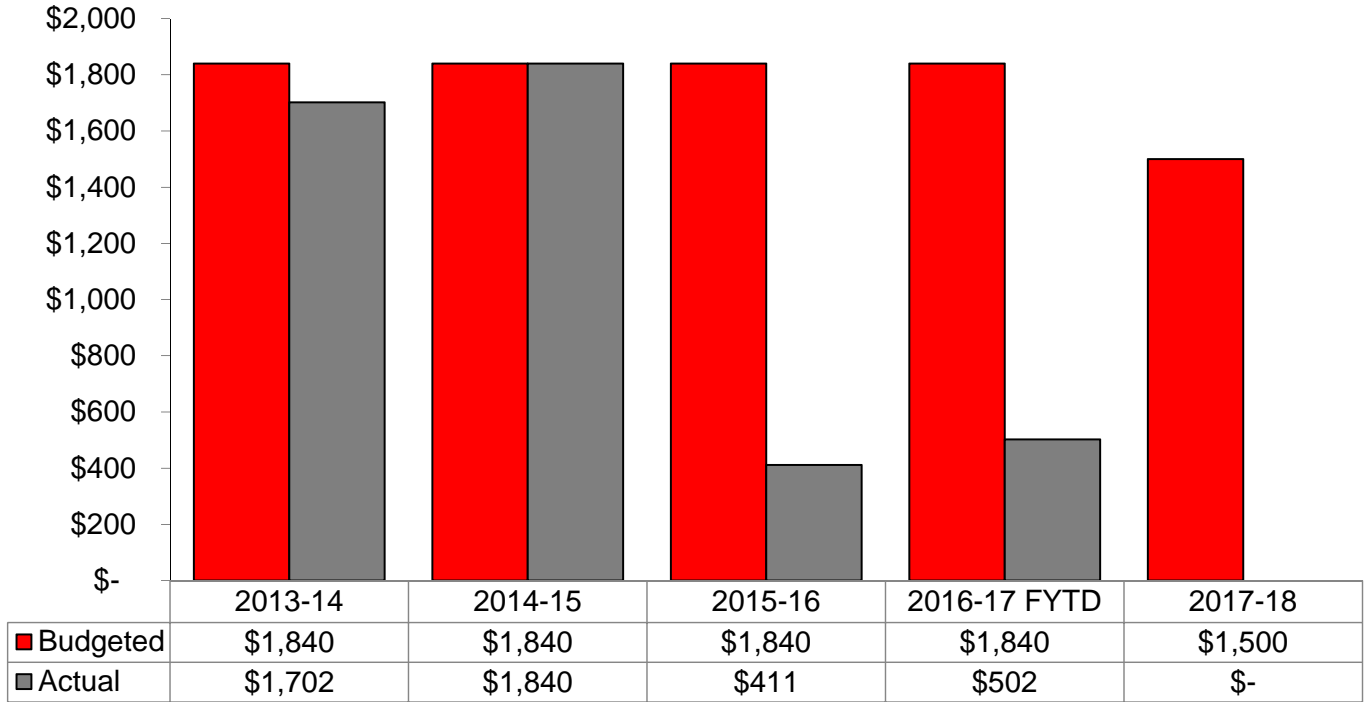
ACCOUNT NUMBER 400-57441	DESCRIPTION Medical Supplies	BUDGET REQUEST \$21,000
SUMMARY OF REQUEST		
Paramedic Restocking Supplies		\$15,000
Miscellaneous & Unforeseen Medical Supply Requirements		\$3,500
Ten (10) New Backboards, Straps & Head beds		\$2,500
Total		\$21,000



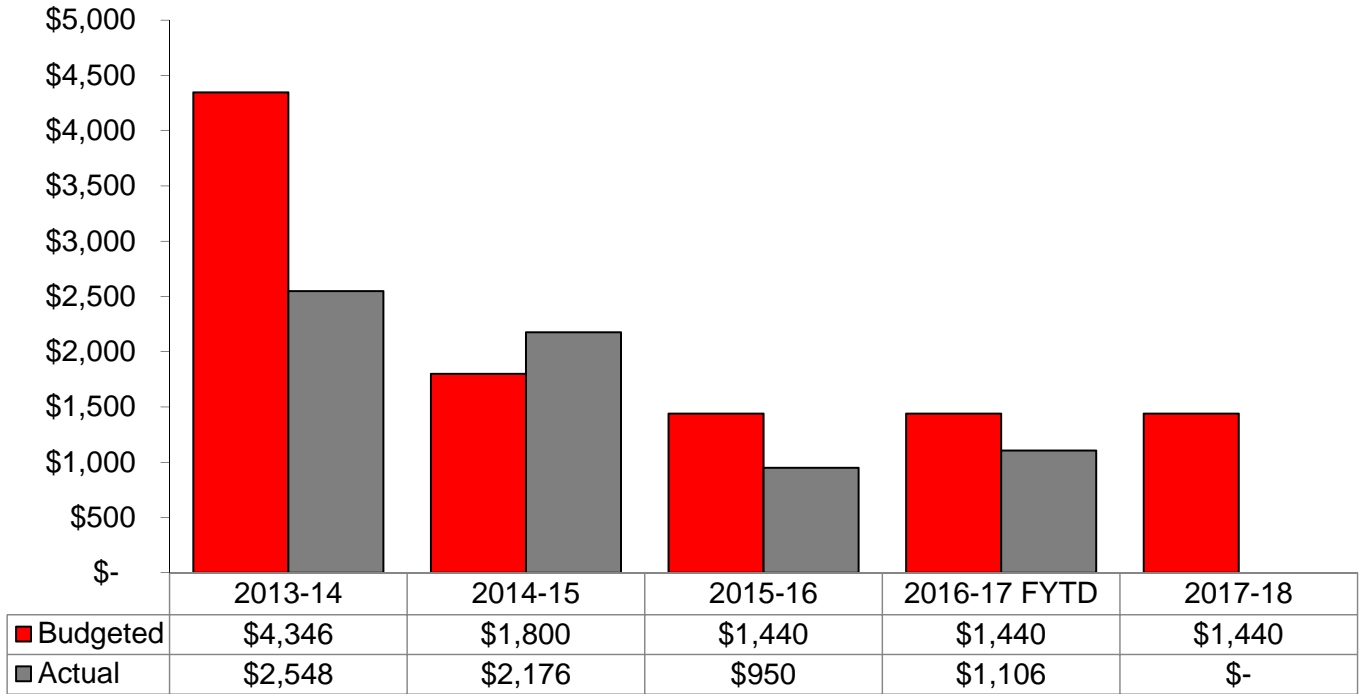
ACCOUNT NUMBER 400-57442	DESCRIPTION Miscellaneous Supplies & Expenses	BUDGET REQUEST \$6,000
SUMMARY OF REQUEST		
Fire Extinguishers, Parts, Refills, Flashlights, Batteries, Bedding Paper Towels, Toilet Paper, Yard Hose, Ambulance Sheets, Pillow Cases, Blankets Replace one Toughbook Laptop ambulance computer.		\$6,000



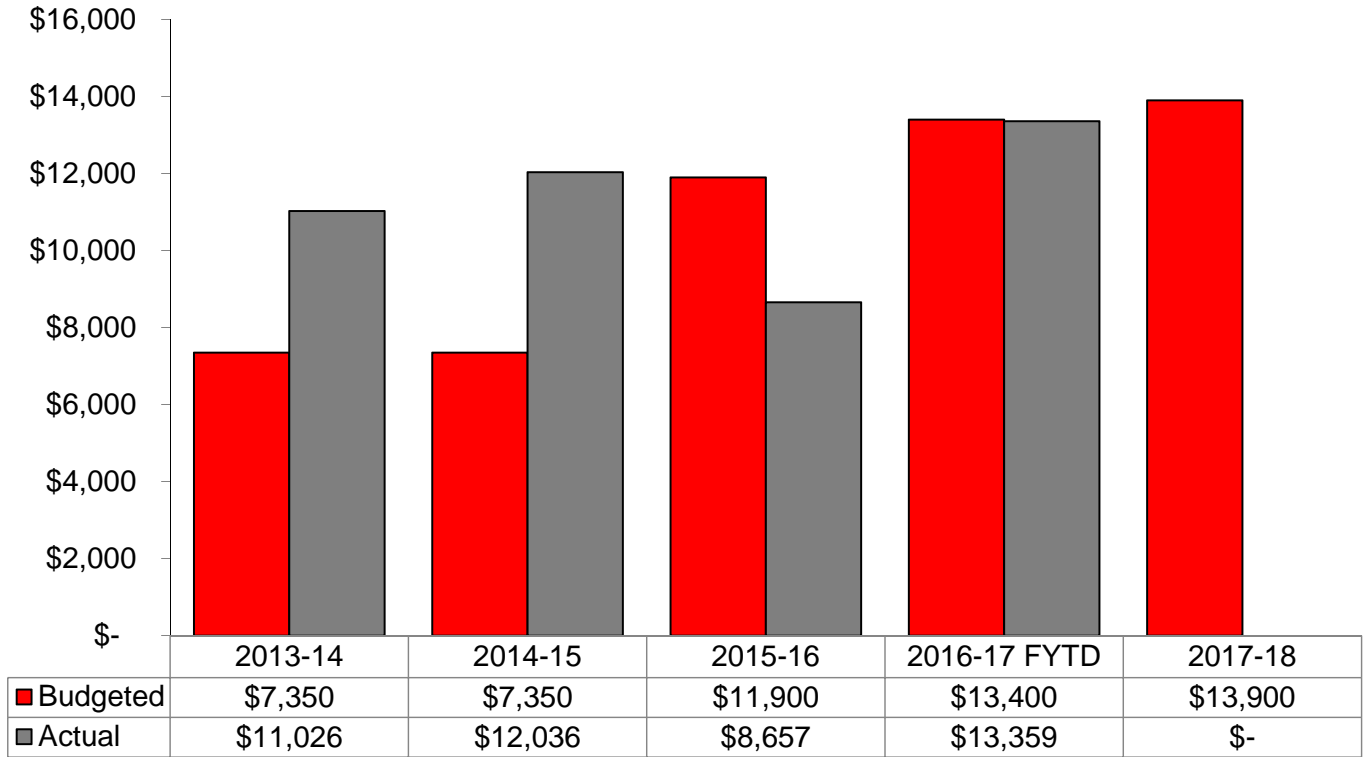
ACCOUNT NUMBER 400-57443	DESCRIPTION Office Supplies	BUDGET REQUEST \$1,500
SUMMARY OF REQUEST		
Computer Hardware & Software		\$1,000
Binders, Forms, Envelopes, Pencils, Pens, Ambulance Bills, Statements & Letters		\$500
Total		\$1,500



ACCOUNT NUMBER 400-58100	DESCRIPTION Communications	BUDGET REQUEST \$1,440
SUMMARY OF REQUEST		
Verizon Mobile Hot Spot Devices for MA 50, 51, 51A (\$40 x 3 x 12 Months)		\$1,440



ACCOUNT NUMBER 400-58300	DESCRIPTION Vehicle Repair & Maintenance	BUDGET REQUEST \$13,900
SUMMARY OF REQUEST		
Ambulance Annual Maintenance (3 x \$2,500)		\$7,500
Gurney Maintenance Contract		\$1,000
Miscellaneous Repairs, Tune-ups & Servicing of 3 Ambulances		\$3,000
Ambulance Tires (16 x \$150)		\$2,400
	Total	\$13,900
*Budgeted increase due to older vehicles and expected increasing maintenance costs.		



ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
400-86000	Administrative Expense	\$21,584
SUMMARY OF REQUEST		
Administrative Support Reimbursement (4% of Operating Budget not including depreciation)		\$21,584
Payroll, Accounts Payable/Receivable		
Miscellaneous Office Support		
Board of Directors Administration & Compensation		
Benefits Administration		
Planning & Budget Administration		
Audit & Financial Statement Administration		
Investment & Fund Balance Management		
Human Resources/Personnel		
Medical Reimbursement & Health/Life/Disability Insurance Administration		
Property/Liability Insurance, Workers Compensation Administration & Loss Control Coordination		
Public Information & Outreach, Community Relations, Employee Recognition		
ACCOUNT NUMBER	DESCRIPTION	BUDGET REQUEST
400-53100	Depreciation Expense	\$44,607
SUMMARY OF REQUEST		
Depreciation expense for Ambulance Division		\$44,607
<p>Operating expenses for enterprise funds include the cost of depreciation on capital assets. Depreciation expense was not included in the District's budget until the 2014/2015 fiscal year per the District's Cash Reserve Policy and advice from Financial Advisors and Consultants. The minimum annual allocation amount for the Capital Replacement Fund for each division or department should equal the amount of annual budgeted depreciation specific to that division or department plus 10% for cost increases. This represents the total annual contribution that should be made to this fund, not the minimum balance. This will allow funds to build over time and eventually replace the existing facilities. Not adequately budgeting for depreciation could eventually have the effect of eroding the organization's net assets.</p>		

APPENDIX A

PROP 218 NOTICE FOR FISCAL YEARS ENDING 2015-2019



RUNNING SPRINGS WATER DISTRICT

31242 Hilltop Boulevard • P.O. Box 2206
Running Springs, CA 92382

April 16, 2014

NOTICE TO PROPERTY OWNERS

PROPOSED RATE ADJUSTMENT BY RUNNING SPRINGS WATER DISTRICT

The law in California provides that water and wastewater customers must be notified of proposed rate increases. The Board of Directors of the Running Springs Water District (RSWD or District) will consider adjusting some water and wastewater rates and fees effective July 1, 2014 through June 30, 2019. The increase in wastewater rates is due primarily to the loss of the non-operating revenue that previously was collected, but will no longer be collected, from the County of San Bernardino for the disposal of leachate from the Heap's Peak landfill. The lost revenue was being used to fund deferred repair and replacement of aging infrastructure. Water rates are being adjusted to help fund much needed repair and replacement of aging infrastructure as well as the development of additional local groundwater. The rate and fee increases are identified in the table below.

CURRENT RATES & FEES	PROPOSED RATES & FEES FISCAL YEARS ENDING (FYE) 2015-2019				
Water Rates & Fees:	Water Rates & Fees: Residential/Commercial Monthly Base Charge:				
Residential/Commercial Monthly Base Charge:	<u>FYE 2015</u>	<u>FYE 16</u>	<u>FYE 17</u>	<u>FYE 18</u>	<u>FYE 19</u>
3/4" Meter - \$23.50	\$25.85	\$27.14	\$28.50	\$29.92	\$31.42
1" Meter - \$52.93	\$58.22	\$61.13	\$64.19	\$67.40	\$70.77
1-1/2" Meter - \$101.93	\$112.12	\$117.73	\$123.62	\$129.80	\$136.29
2" Meter - \$160.76	\$176.84	\$185.68	\$194.96	\$204.71	\$214.95
3" Meter - \$347.01	\$381.71	\$400.80	\$420.84	\$441.88	\$463.97
Water Consumption Charge:	Water Consumption Charge per cubic foot: (1 cubic foot (cf) = 7.48 gallons)				
\$0.0352 per cubic foot (1 cubic foot = 7.48 gallons)	<u>FYE 2015</u>	<u>FYE 2016</u>	<u>FYE 2017</u>	<u>FYE 2018</u>	<u>FYE 2019</u>
	\$0.0387	\$0.0406	\$0.0426	\$0.0447	\$0.0469
Construction Water: \$0.0703 per cubic foot	Construction Water: \$0.0773 per cubic foot				
Outside District Water: \$0.0412 per cubic foot	Outside District Water: \$0.0453 per cubic foot				
Landscape Irrigation Meter Monthly Charge:	Landscape Irrigation Meter Monthly Base Charge:				
	<u>FYE 2015</u>	<u>FYE 16</u>	<u>FYE 17</u>	<u>FYE 18</u>	<u>FYE 19</u>
3/4" Meter - \$9.81	\$10.79	\$11.33	\$11.90	\$12.50	\$13.13
1" Meter - \$24.51	\$26.96	\$28.31	\$29.73	\$31.22	\$32.78
1-1/2" Meter - \$49.02	\$53.92	\$56.62	\$59.45	\$62.42	\$65.54
2" Meter - \$78.44	\$86.28	\$90.59	\$95.12	\$99.88	\$104.87
Fire Service Water Meter Monthly Base Charge:	Fire Service Water Meter Monthly Base Charge:				
	<u>FYE 2015</u>	<u>FYE 16</u>	<u>FYE 17</u>	<u>FYE 18</u>	<u>FYE 19</u>
3/4" Meter - \$19.60	\$21.56	\$22.64	\$23.77	\$24.96	\$26.21
1" Meter - \$32.59	\$35.85	\$37.64	\$39.52	\$41.50	\$43.58
1-1/2" Meter - \$45.58	\$50.14	\$52.65	\$55.28	\$58.04	\$60.95
2" Meter - \$58.57	\$64.43	\$67.65	\$71.03	\$74.59	\$78.32
3" Meter - \$71.54	\$78.69	\$82.62	\$86.76	\$91.09	\$95.65
4" Meter - \$84.53	\$92.98	\$97.63	\$102.51	\$107.64	\$113.02
6" Meter - \$97.52	\$107.27	\$112.63	\$118.27	\$124.18	\$130.39
8" Meter - \$110.51	\$121.56	\$127.64	\$134.02	\$140.72	\$147.76
Wastewater Rates:	Wastewater Rates: Residential & Commercial Sewer Monthly Base Charge per equivalent dwelling unit (EDU):				
Residential & Commercial Sewer Monthly Base Charge: \$30.85	<u>FYE 2015</u>	<u>FYE 16</u>	<u>FYE 17</u>	<u>FYE 18</u>	<u>FYE 19</u>
Residential Sewer Usage Charge: 15% of water usage charge	\$33.94	\$36.32	\$38.86	\$41.58	\$44.49
Commercial Sewer Usage Charge: 1/3 of water usage charge	Residential Sewer Usage Charge: 15% of water usage charge Commercial Sewer Usage Charge: 1/3 of water usage charge				
	Infrastructure Repair & Replacement Monthly Fees:				
	Water: \$1.88 per month per EDU				
	Wastewater: \$2.25 per month per EDU				

In addition, increases in charges to RSWD, if any, for the purchase of imported water will be passed through to RSWD customers automatically as increases in the water consumption charge.

APPENDIX B

MISCELLANEOUS FEES AND CHARGES 2017/2018

FEE	RSWD FY 2017/2018
Delinquent Fee	\$6.00 or 3% if greater
Collect in Field	\$17.50
Shut off/Lock Meter	\$35
Unlock After Hours	\$35
Lien Fee	\$30
Water Off/On Fee (due to leak or by customer request)	\$17.50 each visit
Turn on After Hours	\$35
Return Check Fee	\$20
Meter Reconnection	\$150 + unpaid Loan pmts
Collection Fee	\$30
Plan Check Fees	\$50 water/sewer \$75 Fire
New Installation/ Capacity Fees Water: Sewer:	\$5,382 \$5,646
Annual Availability Improved Parcels Unimproved/Water Unimproved/Sewer	\$65 \$30 \$10

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APPENDIX C

AMBULANCE SERVICE RATES & FEES

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Inland Counties Emergency Medical Agency

Serving San Bernardino, Inyo, and Mono Counties

Tom Lynch, EMS Administrator

Reza Vaezazizi, MD, Medical Director

DATE: March 23, 2017

TO: EMS Ground Transport Providers - San Bernardino County

FROM: Tom Lynch
EMS Administrator

**SUBJECT: FY 2017-18 AMBULANCE RATE ADJUSTMENT
EFFECTIVE JULY 1, 2017 - JUNE 30, 2018**

In conformance with the “ICEMA Ground Based Ambulance Rate Setting Policy - San Bernardino County” Reference #5080 approved by the ICEMA Governing Board on May 8, 2012, the following represents ambulance rate adjustments effective July 1, 2017. The attached “Ground Ambulance Service Rate Definitions” will be utilized in the application of the rates.

Ambulance Rate Components	Base Rate FY 2016-17		Increase CPI + County Comparison		Final Rate FY 2017-18	
	Urban Operating Areas	Rural/ Wilderness Operating Areas	Urban Operating Areas	Rural/ Wilderness Operating Areas	Urban Operating Areas	Rural/ Wilderness Operating Areas
Advanced Life Support (ALS) Base Rate (All Inclusive)	\$1,447.66	\$1,592.42	\$72.38	\$79.62	\$1,520.04	\$1,672.04
Basic Life Support (BLS) Rate	\$868.59	\$955.45	\$89.03	\$97.93	\$957.62	\$1,053.39
Emergency Fee	\$255.39	\$280.95	\$12.77	\$14.05	\$268.16	\$294.99
Oxygen	\$158.41	\$174.24	\$7.92	\$8.71	\$166.33	\$182.95
Night Charge	\$182.85	\$201.17	\$9.14	\$10.06	\$192.00	\$211.23
Critical Care Transport	\$1,715.90	\$1,887.48	\$85.79	\$94.37	\$1,801.69	\$1,981.85
Mileage (per mile or fraction thereof)	\$26.86	\$26.86	\$1.34	\$1.34	\$28.21	\$28.21
Wait Time	\$47.96	\$47.96	\$2.40	\$2.40	\$50.36	\$50.36
EKG	\$109.05	\$109.05	\$5.45	\$5.45	\$114.50	\$114.50

If you have any questions regarding the policy and associated rate calculations, please contact me at (909) 388-5823 or via e-mail at tom.lynch@cao.sbcounty.gov or George Stone, Program Coordinator, at (909) 388-5807 or via e-mail at george.stone@cao.sbcounty.gov.

TL/GS/jlm

Attachment

c: File Copy

Ground Ambulance Service Rate Definitions
San Bernardino County
Effective July 1, 2017

NOTE: Rates are allowable only upon transport of a patient.

BLS All Inclusive Base Rate:

1. When an EMT staffed ambulance responds to a call; or
2. When an advanced life support (ALS) or limited advanced life support (LALS) staffed ambulance responds to a scheduled call when not requested and/or ALS or LALS intervention is not provided.

ALS All Inclusive Base Rate:

Any response of an approved ALS (paramedic) or LALS (AEMT) transport provider to a request for service. This charge will include, but not necessarily be limited to, the provision of the following:

1. An authorized ALS or LALS staffed and equipped ambulance response.
2. Care modalities including cardiac monitoring, telemetry, IV administration, drug administration, defibrillation, blood draw, wound dressing, splinting and disposable first aid and medical supplies related to such care and treatment.

Emergency:

Applies to BLS All Inclusive Base Rate when a BLS scheduled response is upgraded to emergency status either in response or during transport. **This charge is included in the ALS All Inclusive Rate and cannot be charged in addition to the ALS All Inclusive Rate.**

ECG Monitoring:

Applies when ECG Monitoring is performed as per protocol or base hospital order. **This charge is included in the ALS All Inclusive Base Rate and cannot be charged in addition to the ALS All Inclusive Base Rate.** In most cases, this charge is broken out as a line item for Medi-Cal which does not recognize the charge in the ALS All Inclusive Base Rate.

EMS Aircraft - Appropriate fee for service:

EMS ground transportation providers may charge All Inclusive Base Rate when;

1. Ambulance personnel and/or equipment are directly involved in patient care prior to the transport and transfer of patient(s) to EMS aircraft.
2. Provider's supplies and/or procedures are utilized at rate specified in current San Bernardino County ambulance rates.
3. Approved mileage rate from point of transport by ground ambulance to transfer site to EMS aircraft.

Mileage:

Applies for each patient mile or fraction thereof from point of pick-up to destination.

Night:

Applies for services provided between the hours 1900 and 0659, military time.

Oxygen:

Applies for services provided whenever oxygen is administered. This charge is inclusive of material such as tubing, masks, etc., which may be used for the administration of oxygen.

Wait Time:

Applies to scheduled calls and is charged per 15 minutes of waiting time, or portion thereof, after the first 15-minute period lapse occurs when an ambulance must wait for a patient at the request of the person/organization hiring the service. This rate is not contractual “stand-by” charge rate for special events.

Specialty Care Transport:

Applies to transportation provider’s medical personnel at a level not in a paramedic’s scope of practice; or utilization of specialized equipment or specialized vehicle, based upon patient’s needs. Examples of Specialty Care Transport may include Neonatal incubator and/or team transport, Bariatric unit transport, high-risk maternal team transport, ALS Respiratory Therapist transport or other licensed medical personnel.