



**SEWER AUTHORITY MID-COASTSIDE**  
**Finance Committee *Special Meeting* Agenda**  
***11 am to 12 noon on Tuesday March 26, 2024***

This meeting will be held in-person and via zoom for public participation. Access to this meeting will be available to the public via in person attendance, or by either computer, web-link, or telephone audio as noted below:

Join Zoom Meeting

<https://us02web.zoom.us/j/84534138020?pwd=YjB2V0FIYUU3Q21LNIB6ZW9SRURjUT09>

Meeting ID: 845 3413 8020

Passcode: 196822

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**1. ROLL CALL**

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Peter Dekker (MWSD)

**2. REGULAR BUSINESS**

A. Discussion on Contract Collection Services Budget and Overall Operations Budget

**(Attachment)**

B. Any other issues

**3. NEXT REGULAR MEETING**

April 18, 2024

**CONTRACT COLLECTION SERVICES BUDGET**  
**Consolidated (Half Moon Bay, GCSD, MWSD)**

FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24	
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**EXPENDITURES**

Favorable/(Unfavorable)

Personnel

1 Wages	378,899	450,674	373,710	380,729	(69,945)	(18%)
2 Premium Pay	70,780	62,170	47,272	61,213	(957)	(2%)
3 Health Benefits	110,338	124,143	102,311	111,617	(12,526)	(11%)
4 Retirement Cont.	44,452	30,163	30,130	33,272	3,109	9%
5 Retiree Med/OPEB	2,811	5,841	6,492	7,097	1,256	18%
6 Misc. Benefits	34,046	27,039	25,134	40,025	12,986	32%
<b>7 Subtotal</b>	<b>641,326</b>	<b>700,031</b>	<b>585,048</b>	<b>633,953</b>	<b>(66,079)</b>	<b>(10%)</b>
<u>Non-Personnel</u>						
8 Legal Services	-	-	-	-	-	-
9 Engineering Services	-	-	-	-	-	-
10 Professional Services	-	-	-	-	-	-
11 Prof. Memberships	-	-	-	-	-	-
12 Insurance Premiums	-	25,000	43,256	25,750	750	3%
13 Misc. Expenses	3,222	3,214	3,253	3,311	96	3%
14 Utilities	6,972	7,446	5,804	7,669	223	3%
15 Travel & Training	1,357	2,002	1,200	2,062	60	3%
16 Equipment Rental	-	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-	-
18 Chemicals	-	-	-	-	-	-
19 Permits & Licenses	-	-	-	-	-	-
20 Supplies	20,335	21,101	21,710	26,046	4,945	19%
21 Equipment	-	-	-	-	-	-
22 Infrastructure	-	-	-	-	-	-
23 Claims/Penalties	-	-	-	-	-	-
24 Repairs & Maintenance	-	50,000	-	-	(50,000)	(100%)
<b>25 Subtotal</b>	<b>409,199</b>	<b>108,763</b>	<b>75,224</b>	<b>64,838</b>	<b>(43,925)</b>	<b>(68%)</b>
<b>26 TOTAL</b>	<b>1,050,525</b>	<b>808,794</b>	<b>660,272</b>	<b>698,791</b>	<b>(110,003)</b>	<b>(16%)</b>

FY 2022/2023 ACTUAL	FY 2023/2024 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24	
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**REVENUE**

By Type:

27 JPA Assessments	1,125,171	775,953	775,953	698,791	(77,162)	(11%)
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-
33 From/(To) Reserves (*)	-	33,639	-	74,646		
<b>34 REVENUE TOTAL</b>	<b>1,125,171</b>	<b>775,953</b>	<b>775,953</b>	<b>698,791</b>	<b>(77,162)</b>	<b>(11%)</b>

**JPA Assessments Less Reserve Transfer**

**624,145**

By Agency:

35 Half Moon Bay	269,547	263,824	263,824	212,209	(51,615)	(24%)
36 Granada CSD	233,401	217,267	217,267	174,761	(42,506)	(24%)
37 Montara WSD	622,223	294,862	294,862	237,175	(57,687)	(20%)
<b>38 TOTAL</b>	<b>1,125,171</b>	<b>775,953</b>	<b>775,953</b>	<b>624,145</b>	<b>(151,808)</b>	<b>(24%)</b>

(\*) Figure represents difference between collections assessments received from Member Agencies & Collections expenditures as noted in the FY 22-23 audited financial statements.

**OVERALL OPERATIONS BUDGET SUMMARY**  
**(Includes: Administrative Services, Treatment, Environmental Compliance, and Infrastructure)**

FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24
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**EXPENDITURES**

Favorable/(Unfavorable)

Personnel

1 Wages	1,653,795	1,718,216	1,691,787	1,917,813	199,597	10%
2 Premium Pay	117,204	104,482	133,940	134,711	30,229	22%
3 Health Benefits	262,979	289,472	250,777	266,521	(22,951)	(9%)
4 Retirement Cont.	177,268	282,760	332,285	316,205	33,445	11%
5 Retiree Med/OPEB	53,147	33,057	43,579	47,946	14,889	31%
6 Misc. Benefits	114,072	90,469	103,196	122,366	31,897	26%
7 Subtotal	2,378,464	2,518,457	2,555,565	2,805,562	287,105	10%
<u>Non-Personnel</u>						
8 Legal Services	187,258	356,666	146,841	376,666	20,000	5%
9 Engineering Services	108,381	128,750	156,264	132,613	3,863	3%
10 Professional Services	893,667	740,714	956,654	965,901	225,187	23%
11 Prof. Memberships	55,464	57,421	72,461	57,144	(277)	(0%)
12 Insurance Premiums	180,181	112,053	217,274	223,792	111,740	50%
13 Misc. Expenses	70,707	58,556	79,847	71,313	12,757	18%
14 Utilities	738,103	707,831	753,777	775,799	67,968	9%
15 Travel & Training	39,956	16,397	43,276	37,058	20,661	56%
16 Equipment Rental	9,845	7,281	41,436	42,427	35,146	83%
17 Bldg & Maint Services	122,327	187,890	126,098	210,595	22,705	11%
18 Chemicals	384,077	412,114	564,997	424,478	12,363	3%
19 Permits & Licenses	49,257	51,777	56,246	53,331	1,553	3%
20 Supplies	104,555	101,018	99,914	106,360	5,342	5%
21 Equipment	14,670	9,343	31,103	12,134	2,791	23%
22 Infrastructure (***)	4,784,145	3,218,011	2,843,377	3,000,000	(218,011)	(7%)
23 Claims/Penalties (**)	80,759	80,340	18,706	80,000	(340)	(0%)
25 Subtotal	7,823,352	6,246,162	6,208,270	6,569,611	323,448	5%

26 TOTAL	10,201,815	8,764,619	8,763,835	9,375,173	610,554	7%
Total - Less Infrastructure		5,546,608		6,375,173	828,564	15%

FY 2022/2023 ACTUAL	FY 2023/2024 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24
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**REVENUE**

By Type:

27 JPA Assessments	8,195,626	8,669,279	8,669,279	9,276,973	607,694	7%
28 NDWSCP Fees	32,810	45,340	64,297	46,700	1,360	3%
31 Interest Earnings	61,567	50,000	-	51,500	1,500	3%
32 Misc. Revenue	-	-	-	-	-	

34 REVENUE TOTAL	8,290,003	8,764,619	8,733,576	9,375,173	610,554	7%
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By Agency:

35 Half Moon Bay	4,871,480	5,331,606	5,331,606	5,642,255	310,648	6%
36 Granada CSD	1,630,110	1,651,497	1,651,497	1,766,336	114,838	7%
37 Montara WSD	1,694,036	1,686,175	1,686,175	1,868,382	182,207	11%

38 TOTAL	8,195,626	8,669,279	8,669,279	9,276,973	607,694	7%
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(\*\*) It is unknown at this time the potential penalties the Authority will be responsible for the sanitary sewer overflows which occurred during the 2023 Winter Storms.

(\*\*\*) FY 2022/23 Actual column contains capitalized infrastructure expenditures as noted in the FY 2022/23 audit.

**Note 1:** On September 11, 2023, the Board approved the funding of SAM reserves in the following amounts:  
City of HMB: \$163,806; GCSD: \$50,740 & MWSD: \$51,805. As of 3/7/2024 funds have not yet been repaid back to member agencies.

**ADMINISTRATIVE SERVICES  
By Category**

FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24
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**EXPENDITURES**

Favorable/(Unfavorable)

Personnel

1 Wages	631,580	587,126	618,398	605,638	18,511	3%
2 Premium Pay	11,184	5,815	15,337	13,169	7,354	56%
3 Health Benefits	65,254	62,308	59,240	52,918	(9,390)	(18%)
4 Retirement Cont.	(126,391)	60,158	100,162	83,976	23,818	28%
5 Retiree Med/OPEB	46,098	16,728	17,357	16,500	(228)	(1%)
6 Misc. Benefits	27,860	18,642	23,966	24,896	6,254	25%
7 Subtotal	655,585	750,777	834,460	797,097	46,319	6%
<u>Non-Personnel</u>						
8 Legal Services	187,258	356,666	146,841	376,666	20,000	5%
9 Engineering Services	-	-	-	-	-	-
10 Professional Services	227,844	192,280	250,966	220,009	27,729	13%
11 Prof. Memberships	45,300	43,009	60,083	44,300	1,290	3%
12 Insurance Premiums	180,181	112,053	217,274	223,792	111,740	50%
13 Misc. Expenses	52,209	40,132	59,763	51,336	11,204	22%
14 Utilities	39,055	38,624	40,155	40,516	1,892	5%
15 Travel & Training	3,932	3,191	5,123	5,081	1,889	37%
16 Equipment Rental	7,668	7,281	7,526	7,500	218	3%
17 Bldg & Maint Services	31,982	29,112	31,905	102,053	72,941	71%
18 Chemicals	-	-	-	-	-	-
19 Permits & Licenses	-	-	-	-	-	-
20 Supplies	10,739	9,394	15,816	9,851	457	5%
21 Equipment	2,195	-	22,438	2,511	2,511	100%
22 Infrastructure	-	-	-	-	-	-
23 Claims/Penalties	759	-	18,706	10,000	10,000	100%
25 Subtotal	789,122	831,743	876,596	1,093,615	261,872	24%
26 TOTAL	1,444,707	1,582,520	1,711,057	1,890,712	308,192	16%

FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24
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**REVENUE**

By Type:

27 JPA Assessments	1,319,194	1,532,520	1,532,520	1,890,712	358,192	19%
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	61,567	-	-	-	-	-
32 Misc. Revenue	-	50,000	-	-	(50,000)	
34 REVENUE TOTAL	1,380,761	1,582,520	1,532,520	1,890,712	308,192	16%

By Agency:

35 Half Moon Bay	784,129	942,500	942,500	1,149,931	207,431	18%
36 Granada CSD	262,388	291,945	291,945	359,992	68,046	19%
37 Montara WSD	272,677	298,075	298,075	380,789	82,714	28%
38 TOTAL	1,319,194	1,532,520	1,532,520	1,890,712	358,192	19%

**TREATMENT  
By Category**

FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED
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VARIANCE FY24/25 versus FY23/24
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**EXPENDITURES**

Favorable/(Unfavorable)

Personnel

1 Wages	983,622	1,092,399	1,034,657	1,268,300	175,901	14%
2 Premium Pay	104,119	96,746	116,726	119,550	22,804	19%
3 Health Benefits	192,107	221,245	186,164	207,742	(13,503)	(7%)
4 Retirement Cont.	286,219	209,980	203,657	210,925	945	0%
5 Retiree Med/OPEB	6,808	15,743	25,609	30,785	15,042	49%
6 Misc. Benefits	83,519	69,336	76,897	94,173	24,837	26%
7 Subtotal	1,656,396	1,705,450	1,643,710	1,931,475	226,026	12%
<u>Non-Personnel</u>						
8 Legal Services	-	-	-	-	-	-
9 Engineering Services	108,381	128,750	156,264	132,613	3,863	3%
10 Professional Services	591,333	398,434	583,514	590,836	192,402	33%
11 Prof. Memberships	10,164	14,412	12,378	12,844	(1,568)	(12%)
12 Insurance Premiums	-	-	-	-	-	-
13 Misc. Expenses	18,498	18,424	20,084	19,977	1,553	8%
14 Utilities	699,048	669,206	713,622	735,283	66,076	9%
15 Travel & Training	35,694	13,010	37,686	31,496	18,486	59%
16 Equipment Rental	2,177	-	33,910	34,928	34,928	100%
17 Bldg & Maint Services	90,345	158,778	94,193	108,542	(50,237)	(46%)
18 Chemicals	381,518	409,027	560,454	421,298	12,271	3%
19 Permits & Licenses	49,257	51,777	56,246	53,331	1,553	3%
20 Supplies	77,712	77,981	61,474	80,320	2,339	3%
21 Equipment	12,475	9,343	8,665	9,623	280	3%
22 Infrastructure	120,258	150,179	244,696	0	(150,179)	(100%)
23 Claims/Penalties	80,000	80,340	-	70,000	(10,340)	(15%)
25 Subtotal	2,276,860	2,179,661	2,583,184	2,301,089	121,428	5%
26 TOTAL	3,933,256	3,885,111	4,226,894	4,232,565	347,454	8%

FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED
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VARIANCE FY24/25 versus FY23/24
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**REVENUE**

By Type:

27 JPA Assessments	3,617,405	3,839,771	3,839,771	4,232,565	392,794	9%
28 NDWSCP Fees	32,810	-	64,297	-	-	-
31 Interest Earnings	-	45,340	-	-	(45,340)	(100%)
32 Misc. Revenue	-	-	-	-	-	-
34 REVENUE TOTAL	3,650,215	3,885,111	3,904,068	4,232,565	347,454	8%

By Agency:

35 Half Moon Bay	2,150,185	2,361,459	2,361,459	2,574,246	212,787	8%
36 Granada CSD	719,502	731,476	731,476	805,880	74,404	9%
37 Montara WSD	747,718	746,835	746,835	852,439	105,603	14%
38 TOTAL	3,617,405	3,839,771	3,839,771	4,232,565	392,794	9%

**ENVIRONMENTAL COMPLIANCE  
By Category**

FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24	
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**EXPENDITURES**

Favorable/(Unfavorable)

Personnel

1 Wages	38,592	38,690	38,732	43,875	5,185	12%
2 Premium Pay	1,900	1,922	1,877	1,992	70	4%
3 Health Benefits	5,617	5,919	5,373	5,861	(58)	(1%)
4 Retirement Cont.	17,440	12,622	28,466	21,304	8,682	41%
5 Retiree Med/OPEB	241	586	614	661	75	11%
6 Misc. Benefits	2,693	2,491	2,333	3,297	806	24%
7 Subtotal	66,484	62,230	77,394	76,990	14,760	19%
<u>Non-Personnel</u>						
8 Legal Services	-	-	-	-	-	-
9 Engineering Services	-	-	-	-	-	-
10 Professional Services	74,489	150,000	122,175	155,056	5,056	3%
11 Prof. Memberships	-	-	-	-	-	-
12 Insurance Premiums	-	-	-	-	-	-
13 Misc. Expenses	-	-	-	-	-	-
14 Utilities	-	-	-	-	-	-
15 Travel & Training	330	196	468	481	286	59%
16 Equipment Rental	-	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-	-
18 Chemicals	2,559	3,087	4,543	3,180	93	3%
19 Permits & Licenses	-	-	-	-	-	-
20 Supplies	16,103	13,643	22,624	16,189	2,546	16%
21 Equipment	-	-	-	-	-	-
22 Infrastructure	6,980	8,240	-	-	(8,240)	-
23 Claims/Penalties	-	-	-	-	-	-
25 Subtotal	100,462	175,166	149,809	174,906	(260)	(0%)
26 TOTAL	166,946	237,396	227,203	251,896	14,500	6%

FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24	
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**REVENUE**

By Type:

27 JPA Assessments	249,630	237,396	237,396	251,896	14,500	6%
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-
34 REVENUE TOTAL	249,630	237,396	237,396	251,896	14,500	6%

By Agency:

35 Half Moon Bay	148,380	145,998	145,998	153,203	7,205	5%
36 Granada CSD	49,651	45,224	45,224	47,961	2,737	6%
37 Montara WSD	51,599	46,173	46,173	50,732	4,558	10%
38 TOTAL	249,630	237,396	237,396	251,896	14,500	6%

**INFRASTRUCTURE  
By Category**

FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24	
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**EXPENDITURES**

Favorable/(Unfavorable)

Personnel

1	Wages	-	-	-	-	-
2	Premium Pay	-	-	-	-	-
3	Health Benefits	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-
5	Retiree Med/OPEB	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-
7	Subtotal	-	-	-	-	-
<u>Non-Personnel</u>						
8	Legal Services	-	-	-	-	-
9	Engineering Services	-	-	-	-	-
10	Professional Services	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-
14	Utilities	-	-	-	-	-
15	Travel & Training	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-
18	Chemicals	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-
20	Supplies	-	-	-	-	-
21	Equipment	-	-	-	-	-
22	Infrastructure	4,656,907	3,059,592	2,598,681	3,000,000	(59,592) (2%)
23	Claims/Penalties	-	-	-	-	-
25	Subtotal	4,656,907	3,059,592	2,598,681	3,000,000	(59,592) (2%)
26	<b>TOTAL</b>	<b>4,656,907</b>	<b>3,059,592</b>	<b>2,598,681</b>	<b>3,000,000</b>	<b>(59,592) (2%)</b>

FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24	
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**REVENUE**

By Type:

27	JPA Assessments	3,009,397	3,059,592	3,059,592	3,000,000	(59,592) (2%)
28	NDWSCP Fees	-	-	-	-	-
31	Interest Earnings	-	-	-	-	-
32	Misc. Revenue	-	-	-	-	-
34	<b>REVENUE TOTAL</b>	<b>3,009,397</b>	<b>3,059,592</b>	<b>3,059,592</b>	<b>3,000,000</b>	<b>(59,592) (2%)</b>

By Agency:

35	Half Moon Bay	1,788,786	1,881,649	1,881,649	1,824,600	(57,049) (3%)
36	Granada CSD	598,569	582,852	582,852	571,200	(11,652) (2%)
37	Montara WSD	622,042	595,091	595,091	604,200	9,109 2%
38	<b>TOTAL</b>	<b>3,009,397</b>	<b>3,059,592</b>	<b>3,059,592</b>	<b>3,000,000</b>	<b>(59,592) (2%)</b>