



Yucaipa Valley Water District

12770 Second Street, Yucaipa, California 92399

**Operating Budget and  
Capital Improvement Program  
for Fiscal Year 2020**

July 1, 2019 to June 30, 2020

Adopted – June 18, 2019

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# **Chapter One**

Fiscal Year 2020

Operating Budget Overview

## Introduction

The Yucaipa Valley Water District is made up of a proactive and diverse group of elected officials and employees dedicated to providing reliable water and wastewater service in an efficient, cost effective manner that provides a high level of customer satisfaction. On May 1, 2002, the Board of Directors adopted the following mission statement to clearly reflect the vision and principles that guide the dedicated elected officials and employees of the District.

**Yucaipa Valley Water District** is committed to professionally managing the precious potable drinking water, sewer and recycled water resources of the Yucaipa Valley in a reliable, efficient and cost-effective manner in order to provide the finest service to our customers, both present and future.

**We** are entrusted to serve the public for the benefit of the community.

**We** believe in responsive, innovative and aggressive service, and take pride in getting the job done right the first time.

**We** encourage a work environment that fosters professionalism, creativity, teamwork and personal accountability.

**We** treat our customers and one another with fairness, dignity, respect and compassion and exhibit the utmost integrity in all we do.

**We** believe in enhancing the environment by following a general philosophy of eliminating waste and maximizing recycling and reuse of our natural resources.

**We** are committed to using the following operating principles as a guide to accomplishing our mission:

- We are proactive in our approach to issues.
- We are committed to integrity and consistently high ethical standards in all our business dealings.
- We use the strategic planning process to focus our efforts and minimize our crisis management mode.
- We make informed, rational and objective decisions.
- We aggressively pursue technological solutions to improve operations.
- We are inclusive in our decision making and delegate responsibility whenever possible.
- We design our services around customer wants and needs to the degree possible within our financial and regulatory constraints.
- We cultivate widespread commitment to common goals.

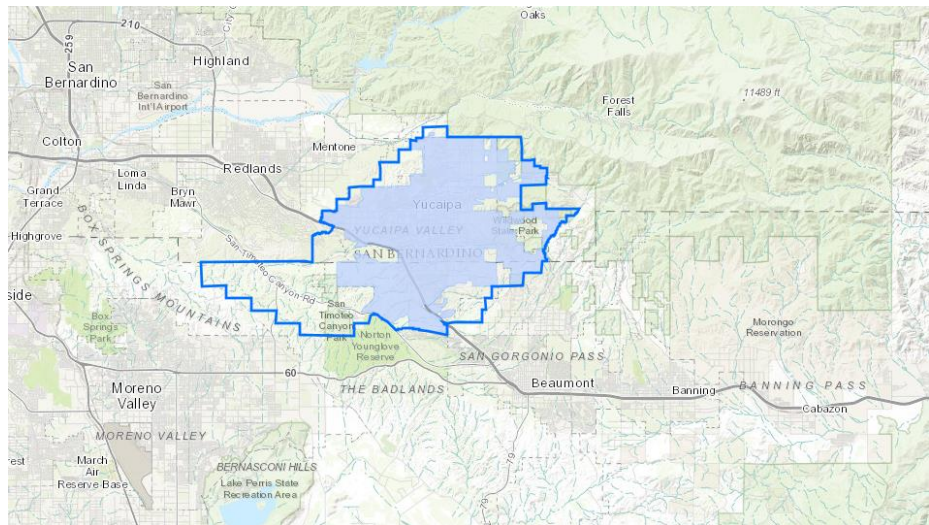
**We** believe our success depends on every employee knowing and sharing these values and principles

This Operational Budget and Capital Improvement Program has been prepared with the District's mission statement in mind to link the financial health of the District with our commitment to professionally manage the precious water, sewer and recycled water resources of the Yucaipa Valley in a reliable, efficient and cost effective manner in order to provide the finest service to our customers, both present and future.

To meet the mission of the District, the Board of Directors and staff members continue to proactively focus on water quality issues, water supply issues, infrastructure deficiencies, maintenance of existing systems and compliance with increasingly stringent regulatory requirements.

## Overview of the Yucaipa Valley Water District

The Yucaipa Valley Water District was formed as part of reorganization, pursuant to the Reorganization Act of 1965, being Division I of Title 6 of the Government Code of the State of California. This reorganization consisted of the formation of the District, dissolution of the Calimesa Water District and formation of Improvement District No. 1 of the District as successor-in-interest, and dissolution of Improvement District "A" of the San Bernardino Valley Municipal Water District and the formation of Improvement District "A" of the District as successor-in-interest. On September 14, 1971, the Secretary of State of the State of California certified and declared formation of the Yucaipa Valley County Water District. The District operates under the County Water District Law, being Division 12 of the State of California Water Code (the "Act"). Although the immediate function of the District was to provide water service, the District has assumed responsibility for providing recycled water and wastewater service in Yucaipa Valley.



The District is located about 70 miles east of Los Angeles and 20 miles southeast of San Bernardino in the foothills of the San Bernardino Mountains and has a population of approximately 54,310. The District is situated in both San Bernardino County and Riverside County.

### Land Use within the District

The altitude of the District rises from about 2,000 feet above sea level at the western end of the valley to about 5,000 feet at the eastern end, with average elevation of roughly 2,650 feet. The topography of the area is characterized by rolling hills separated by deeply entrenched stream beds, namely, the Yucaipa and Wilson Creeks. The District includes the incorporated cities of Yucaipa and Calimesa which are in San Bernardino and Riverside Counties respectively.

The District projects that the undeveloped land within its boundaries will continue to be developed consistent with the general plans as provided by the City of Yucaipa and the City of Calimesa. The projected population of the District in the year 2060 will be approximately 94,800, which reflects build-out of the City of Calimesa and the City of Yucaipa.

### Governance and Management

The District is governed by a 5-member board of directors (the “Board”), the members of which are elected from five separate divisions of the District for staggered 4-year terms.



**Chris Mann**  
Division 1



**Bruce Granlund**  
Division 2



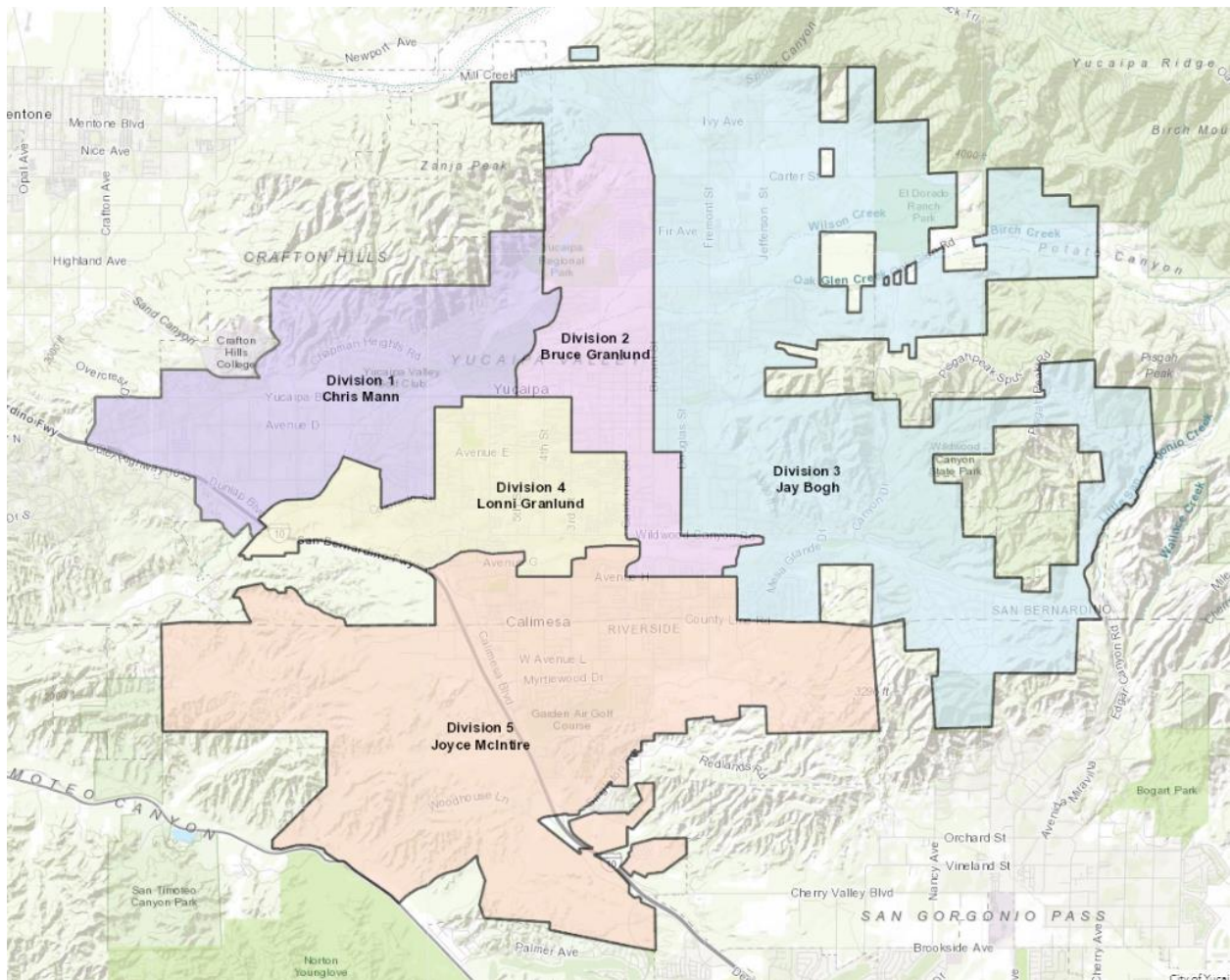
**Jay Bogh**  
Division 3



**Lonni Granlund**  
Division 4



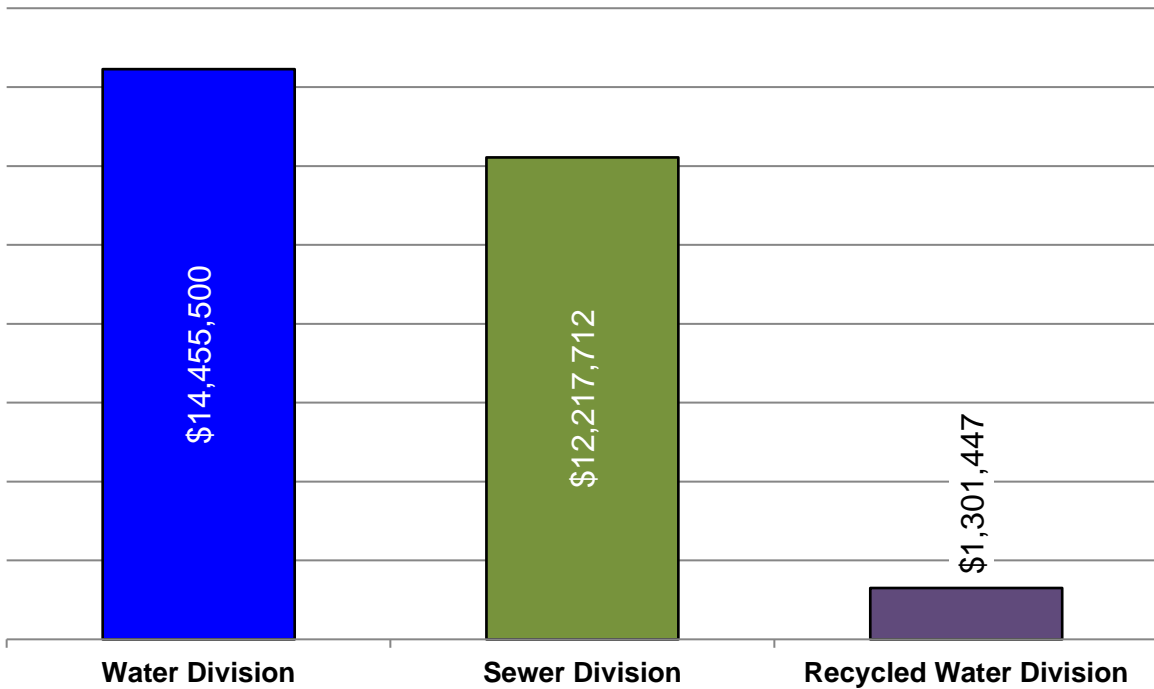
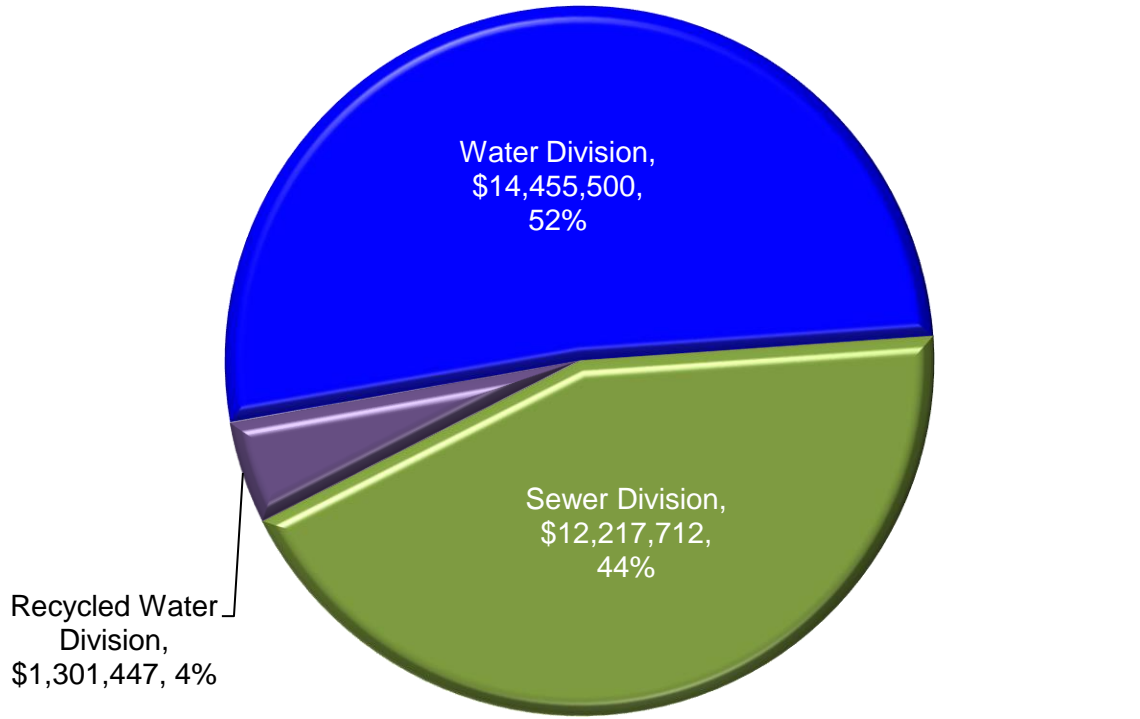
**Joyce McIntire**  
Division 5





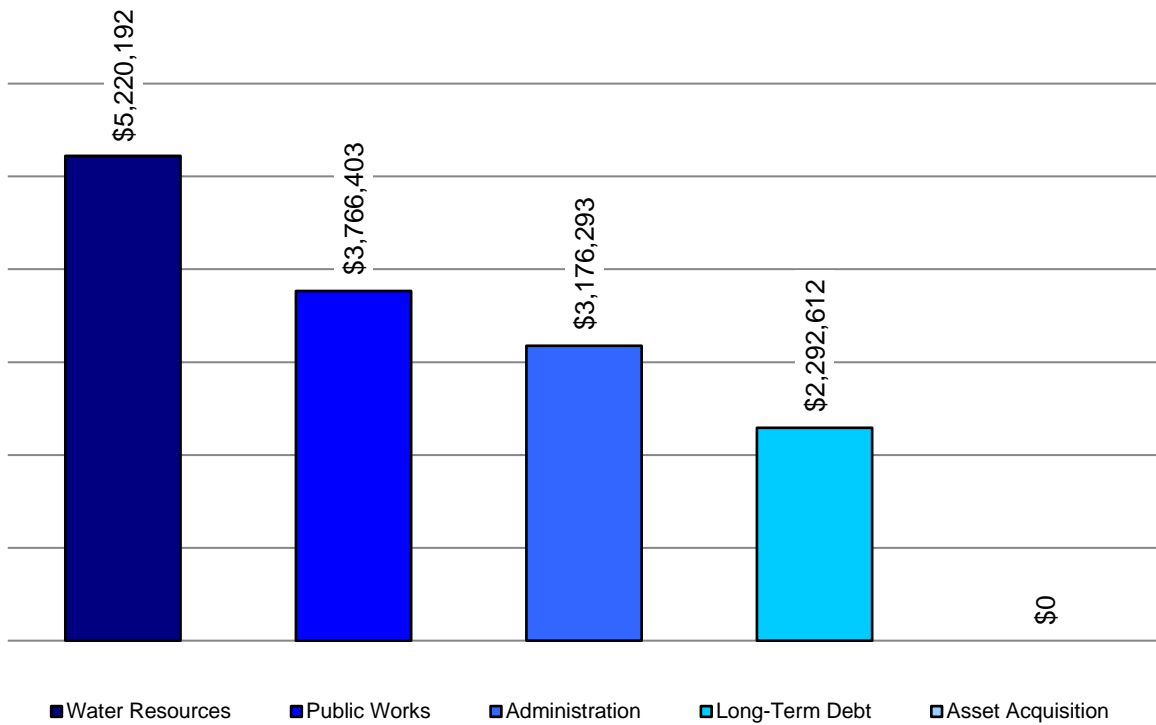
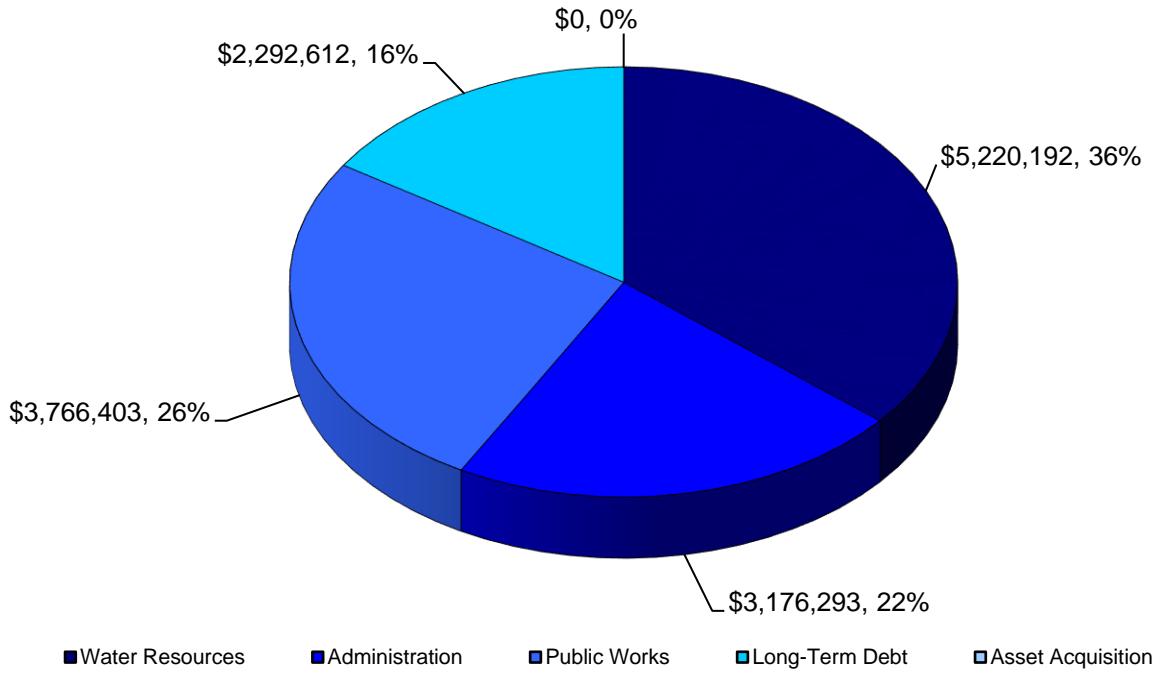
### Budget Overview

The Fiscal Year 2020 operating budget totals \$27,974,659 (excluding capital improvement projects) distinguished by the following three enterprise funds.

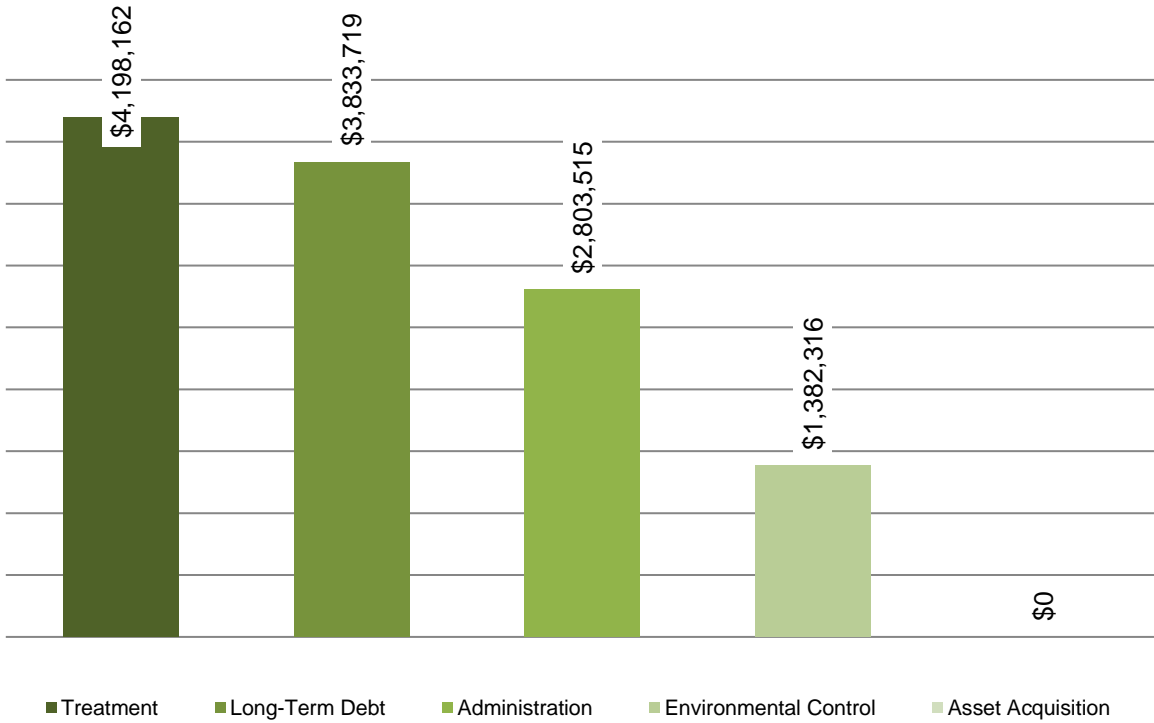
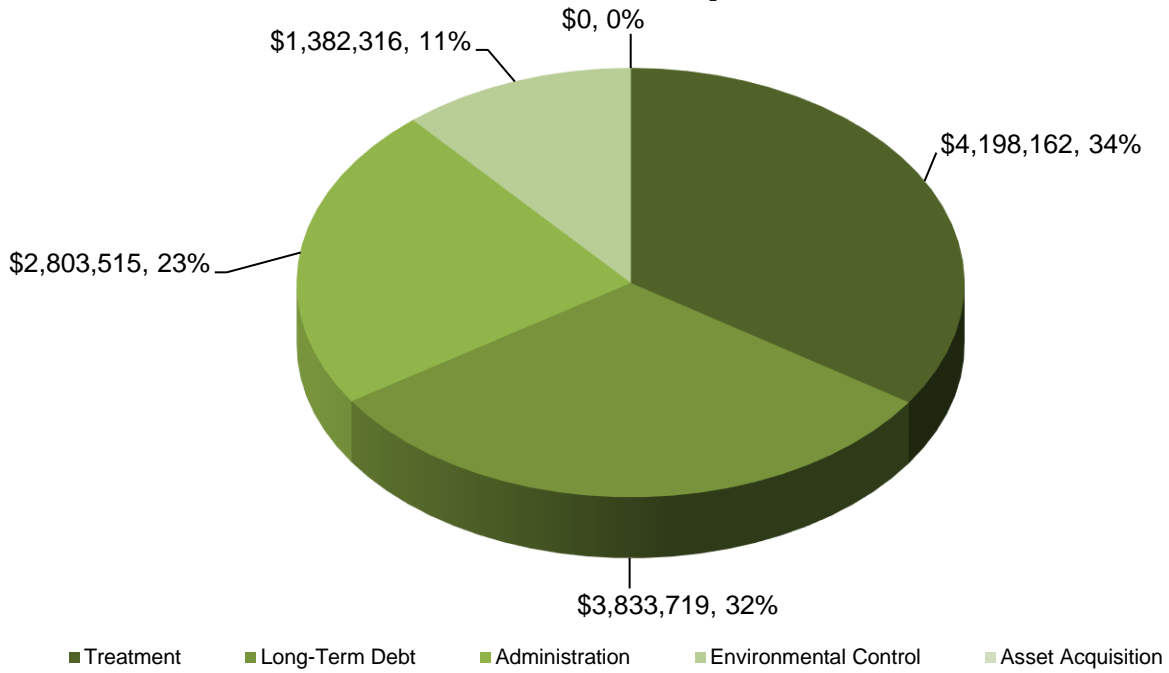


The departmental expenses for each of the enterprise funds are provided below:

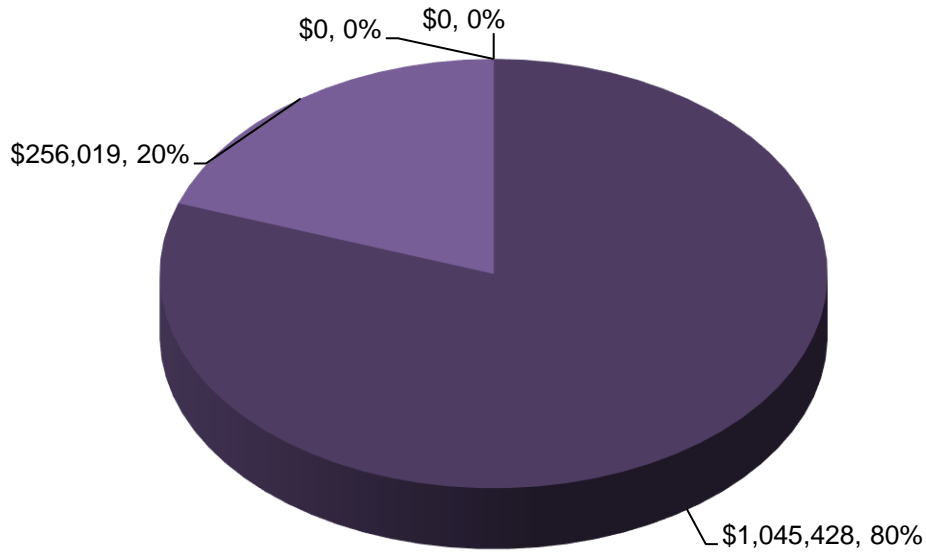
### Water Division Expenditures



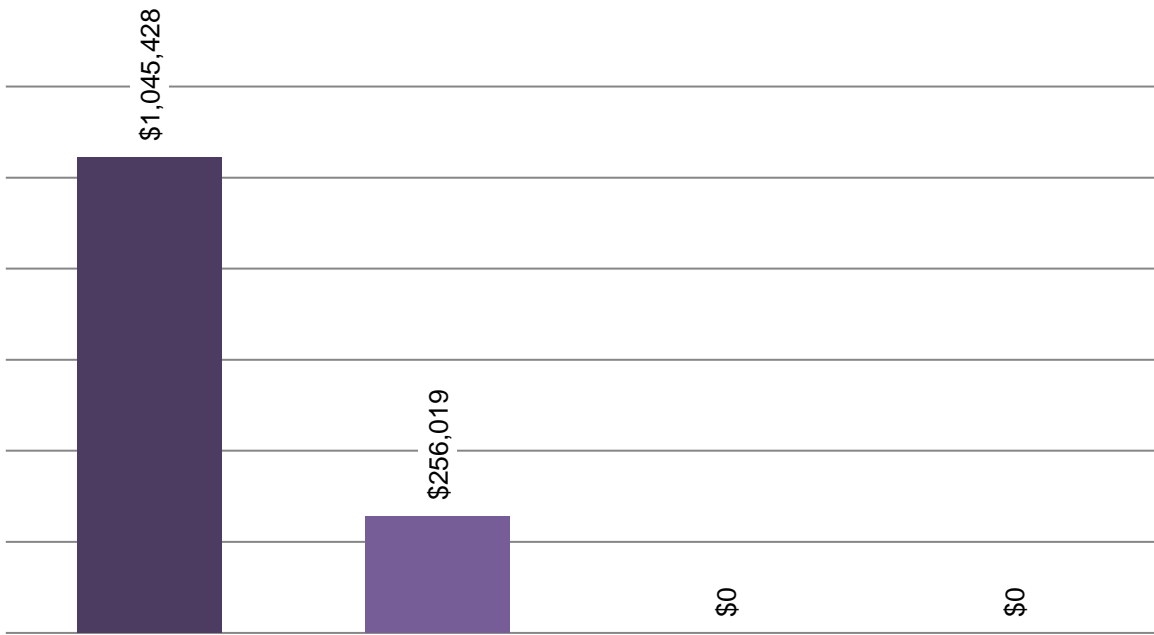
### Sewer Division Expenditures



# Recycled Water Division Expenditures



■ Labor and Benefits   ■ Operational Expenses   ■ Reserves & Infrastructure Replacement   ■ Asset Acquisition



■ Labor and Benefits   ■ Operational Expenses   ■ Reserves & Infrastructure Replacement   ■ Asset Acquisition



# Yucaipa Valley Water District

Organizational Structure and Functional Workgroups

Wednesday, May 29, 2019

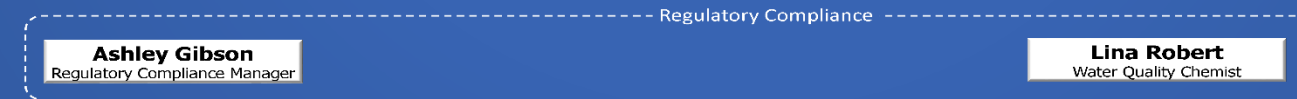
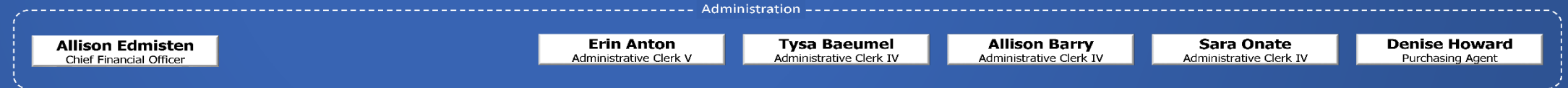
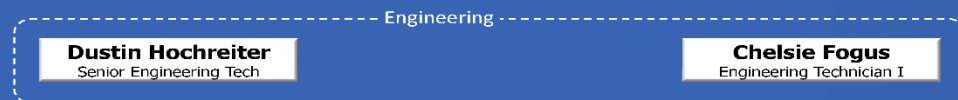
**Chris Mann**  
Board Member - Division 1

**Bruce Granlund**  
Board Member - Division 2

**Jay Bogh**  
Board Member - Division 3

**Lonni Granlund**  
Board Member - Division 4

**Joyce McIntire**  
Board Member - Division 5



Elected Officials      Management – Exempt Employees      Supervisory Employees      General Employees

## WATER DIVISION BUDGET

### Fiscal Year 2020

OPERATING REVENUE:	G/L Number	Modified Budget Fiscal Year 2019	Adopted Budget Fiscal Year 2020
Potable Water - Commodity Charge	02-40010	5,958,445	5,600,000
Construction Water - Commodity Charge	02-40011	25,000	100,000
Imported Water - San Gorgonio Pass W.A.	02-40012	250,000	250,000
Imported Water - San Bernardino Valley M.W.D.	02-40013	850,000	850,000
Potable Water - Commodity Multi-Unit Discount	02-40014	(110,000)	(110,000)
Water Wholesale Revenue	02-40015	200,000	200,000
Water Service Establishment Fee	02-40016	5,000	6,000
Potable Water - Service Demand Charge	02-41000	3,400,000	3,500,000
Fire Service Standby Fee	02-41001	45,000	40,000
Construction Water - Service Charge	02-41003	15,000	5,000
Potable Water - Service Charge Multi-Unit Discount	02-41005	(135,000)	(135,000)
Unauthorized Use of Water Charges	02-41010	2,000	2,000
Water Meter & Service Installation Charges	02-41110	50,000	100,000
Fire Flow Measurements & Reports	02-41112	4,500	4,500
Disconnection and Reconnection Charges	02-41113	100,000	100,000
Delinquent Payment Charges	02-41121	135,000	135,000
Management & Accounting Services	02-42123	202,500	210,000
Bad Debt Write-Off & Recovery	02-42124	(20,000)	(20,000)
<b>Total Operating Revenue</b>		10,977,445	10,837,500
NON-OPERATING REVENUE:			
Transfer - Reserve Fund to Asset Acquisition		-	-
Transfer - Dev. Impact Fees to 2004A Debt Service		-	-
Transfer - Rate Stabilization Fund to Water Division		-	-
Interest Earned	02-43010	85,000	115,000
Property Tax-Unsecured	02-43110	140,000	250,000
Property Tax-Secured	02-43120	2,973,500	3,000,000
Tax Collection-Prior	02-43130	45,000	45,000
Other Taxes	02-43140	184,000	180,000
Rental Income - Water Stock	02-49110	3,000	3,000
Miscellaneous Non-Operating Revenue	02-49150	100,000	25,000
<b>Total Non-Operating Revenue</b>		3,530,500	3,618,000
<b>TOTAL WATER REVENUE</b>		<b>14,507,945</b>	<b>14,455,500</b>
OPERATING EXPENSE			
Water Resource Department		5,470,337	5,220,192
Public Works Department		3,233,954	3,176,293
Administration Department		3,508,916	3,766,403
Long-Term Debt Obligations		2,294,738	2,292,612
Asset Acquisition		-	-
<b>Total Operating Expense</b>		14,507,945	14,455,500
<b>TOTAL WATER EXPENSES</b>		<b>14,507,945</b>	<b>14,455,500</b>

## WATER DIVISION BUDGET

### Fiscal Year 2020

WATER RESOURCE DEPARTMENT	G/L Number	Modified Budget Fiscal Year 2019	Adopted Budget Fiscal Year 2020
Labor	02-5-01-50010	997,976	1,222,703
Benefits	02-5-01-500xx	501,361	601,989
Repair & Maintenance - Structures	02-5-01-51003	515,000	300,000
Repair & Maintenance - Valves	02-5-01-51011	20,000	20,000
General Supplies & Expenses	02-5-01-51140	2,000	3,000
Power Purchases	02-5-01-51210	1,394,000	1,300,000
Electricity and Fuel	02-5-01-51211	5,000	5,000
Imported Water Purchases	02-5-01-51316	1,200,000	1,075,000
Licenses & Permits	02-5-01-54019	70,000	65,000
Laboratory Services	02-5-01-54110	65,000	77,500
Operation, Repair & Maintenance - YVRWFF	02-5-01-57040	700,000	550,000
<b>Sub-Total Water Resource Department</b>		<b>5,470,337</b>	<b>5,220,192</b>
<b>PUBLIC WORKS DEPARTMENT</b>			
Labor	02-5-03-50010	1,650,107	1,593,344
Benefits	02-5-03-500xx	888,847	901,449
Repair & Maintenance - Vehicles & Equipment	02-5-03-51001	200,000	207,500
Repair & Maintenance - Valves	02-5-03-51011	10,000	5,000
Repair & Maintenance - Pipelines	02-5-03-51010	225,000	200,000
Repair & Maintenance - Service Lines	02-5-03-51021	96,000	96,000
Repair & Maintenance - Fire Hydrants	02-5-03-51022	81,500	50,000
Repair & Maintenance - Backflow	02-5-03-51029	20,000	65,000
Repair & Maintenance - Water Meters	02-5-03-51030	30,000	30,000
Fire Flow Testing	02-5-03-51031	30,000	25,000
General Supplies & Expenses	02-5-03-51140	2,500	3,000
<b>Sub-Total Utility Services Department</b>		<b>3,233,954</b>	<b>3,176,293</b>

## WATER DIVISION BUDGET Fiscal Year 2020

ADMINISTRATIVE SERVICES DEPARTMENT	G/L Number	Modified Budget Fiscal Year 2019	Adopted Budget Fiscal Year 2020
Labor	02-5-06-50010	602,359	616,295
Director Fees	02-5-06-50012	25,000	26,000
Benefits	02-5-06-500xx	291,857	311,078
Repair & Maintenance - Structures	02-5-06-51003	30,000	35,000
Safety Equipment & Supplies	02-5-06-51120	25,000	25,000
Petroleum Products	02-5-06-51125	105,000	150,000
Office Supplies	02-5-06-51130	35,000	35,000
General Supplies & Expenses	02-5-06-51140	35,000	40,000
Electricity	02-5-06-51211	65,000	32,000
Natural Gas	02-5-06-51213	1,500	2,000
Dues & Subscriptions	02-5-06-54002	41,500	30,000
Computer Expenses	02-5-06-54005	100,000	145,000
Postage	02-5-06-54010	4,200	10,000
Education & Training	02-5-06-54012	15,000	20,000
Utility Billing Expenses	02-5-06-54013	150,000	185,000
Public Relations	02-5-06-54014	25,000	31,500
Travel Related Expenses	02-5-06-54016	8,000	7,500
Certifications & Renewals	02-5-06-54017	8,000	12,000
Meeting Related Expenses	02-5-06-54020	8,000	8,000
Utilities - YVWD Services	02-5-06-54022	60,000	145,000
Waste Disposal	02-5-06-54024	2,500	2,700
Telephone	02-5-06-54025	45,000	45,000
Conservation & Rebates	02-5-06-54099	30,000	30,000
Contractual Services	02-5-06-54104	100,000	135,000
Legal	02-5-06-54107	50,000	30,000
Audit & Accounting	02-5-06-54108	12,000	15,000
Professional Fees	02-5-06-54109	270,000	165,000
Reserve Funds	02-5-06-55500	200,000	1,272,330
Water Infrastructure Replacement	02-5-06-xxxxx	1,000,000	-
Insurance	02-5-06-56001	100,000	100,000
Regulatory Compliance	02-5-06-57030	15,000	35,000
Election Related Expenses	02-5-06-57090	5,000	-
Yucaipa SGMA	02-5-06-57095	-	10,000
Beaumont Basin Watermaster	02-5-06-57096	44,000	40,000
San Timoteo SGMA	02-5-06-57097	-	5,000
Bunker Hill GSC	02-5-06-57098	-	15,000
<b>Sub-Total Administration Department</b>		<b>3,508,916</b>	<b>3,766,403</b>

LONG-TERM DEBT	G/L Number	Modified Budget Fiscal Year 2019	Adopted Budget Fiscal Year 2020
Debt Service - Series 2004A Principal	02-5-40-57201	1,115,000	1,170,000
Debt Service - Series 2004A Interest	02-5-40-57402	1,179,738	1,122,612
Rate Stabilization Fund	02-5-40-57806	-	-
<b>Sub-Total Long-Term Debt</b>		<b>2,294,738</b>	<b>2,292,612</b>

ASSET ACQUISITION	G/L Number	Modified Budget Fiscal Year 2019	Adopted Budget Fiscal Year 2020
Water Department	02-5-40-57001	-	-
Utility Services Department	02-5-40-57003	-	-
Administration	02-5-40-57006	-	-
<b>Sub-Total Asset Acquisition</b>		<b>-</b>	<b>-</b>

**SEWER DIVISION BUDGET**

Fiscal Year 2020

OPERATING REVENUE:	G/L Number	Modified Budget Fiscal Year 2019	Adopted Budget Fiscal Year 2020
Sewer Service Establishment Fee	03-40016	500	500
Sewer Service Demand Charge	03-41000	12,301,686	12,132,712
Sewer Service Demand - Multi-User Discount	03-41005	(200,000)	(200,000)
Sewer Lateral Installation	03-41110	2,500	15,000
Penalty Late Charges	03-41121	135,000	125,000
Revenue-Other, Operating	03-42122	2,000	2,000
Bad Debt Write-Off & Recovery	03-41124	(15,000)	(15,000)
Front Footage Fees	03-41131	30,000	55,000
<b>Total Operating Revenue</b>		<b>12,256,686</b>	<b>12,115,212</b>
NON-OPERATING REVENUE:			
Reserve Fund Transfer - Asset Acquisition		-	-
Reserve Fund Transfer - Operational Expenses		-	-
Rate Stabilization Fund Transfer In		-	-
Interest Earned	03-43010	95,000	100,000
Property Tax-Unsecured	03-43110	-	-
Property Tax-Secured	03-43120	-	-
Tax Collection-Prior	03-43130	-	-
Other Taxes	03-43140	-	-
Misc. Non-Operating Revenue	03-49150	10,000	2,500
<b>Total Non-Operating Revenue</b>		<b>105,000</b>	<b>102,500</b>
<b>TOTAL SEWER REVENUE</b>		<b>12,361,686</b>	<b>12,217,712</b>
OPERATING EXPENSE			
Treatment		4,065,607	4,198,162
Administration		3,331,212	2,803,515
Environmental Control		1,332,963	1,382,316
Debt Service		3,833,718	3,833,719
Asset Acquisition		-	-
<b>Total Operating Expense</b>		<b>12,563,500</b>	<b>12,217,712</b>
<b>TOTAL SEWER EXPENSES</b>		<b>12,563,500</b>	<b>12,217,712</b>

## SEWER DIVISION BUDGET

### Fiscal Year 2020

TREATMENT	G/L Number	Modified Budget Fiscal Year 2019	Adopted Budget Fiscal Year 2020
Labor	03-5-02-50010	979,711	1,059,129
Benefits	03-5-02-500xx	577,896	531,033
Repair and Maintenance - Structures	03-5-02-51003	300,000	350,000
Automation Control	03-5-02-51010	70,000	65,000
Chemicals	03-5-02-51106	600,000	600,000
Propane	03-5-02-51111	1,000	500
Laboratory Supplies	03-5-02-51115	35,000	30,000
General Supplies & Expenses	03-5-02-51140	2,000	5,000
Utilities-Power Purchases	03-5-02-51210	800,000	850,000
Laboratory Services	03-5-02-54110	85,000	85,000
Sludge Disposal	03-5-02-57031	230,000	226,000
Brineline Operating Expenses	03-5-02-57034	385,000	396,500
	<b>Sub-total Treatment</b>	<b>4,065,607</b>	<b>4,198,162</b>
<b>ADMINISTRATION</b>			
Labor	03-5-06-50010	602,359	616,295
Directors Fees	03-5-06-50012	25,000	26,000
Benefits	03-5-06-500xx	286,857	297,738
Safety Equipment	03-5-06-51120	5,500	9,500
Petroleum Products	03-5-06-51125	18,000	24,000
Office Supplies	03-5-06-51130	10,000	7,000
General Supplies & Expenses	03-5-06-51140	30,000	30,000
Dues & Subscriptions	03-5-06-54002	25,000	30,000
Management & Accounting Services	03-5-06-54003	202,500	210,000
Computer Expenses	03-5-06-54005	100,000	120,000
Education & Training	03-5-06-54012	15,000	20,000
Public Relations	03-5-06-54014	25,000	25,000
Travel Related Expenses	03-5-06-54016	10,000	10,000
Certifications & Renewals	03-5-06-54017	7,500	10,000
Licenses & Permits	03-5-06-54019	65,000	70,000
Meeting Related Expenses	03-5-06-54020	5,000	5,000
YVWD Services	03-5-06-54022	1,500	265,000
Waste Disposal	03-5-06-54024	13,000	14,000
Telephone	03-5-06-54025	45,000	50,000
Contractual Services	03-5-06-54104	457,996	46,000
Legal	03-5-06-54107	45,000	30,000
Audit & Accounting	03-5-06-54108	12,000	15,000
Professional Fees	03-5-06-54109	159,000	200,000
Reserve Funds	03-5-06-55500	500,000	472,982
Sewer Infrastructure Replacement	03-5-06-xxxxx	500,000	-
Insurance	03-5-06-56001	115,000	130,000
Regulatory Compliance	03-5-06-57030	50,000	70,000
	<b>Sub-Total Administration</b>	<b>3,331,212</b>	<b>2,803,515</b>

## SEWER DIVISION BUDGET

### Fiscal Year 2020

ENVIRONMENTAL CONTROL	G/L Number	Modified Budget Fiscal Year 2019	Adopted Budget Fiscal Year 2020
Labor	03-5-07-50011	614,646	625,069
Benefits	03-5-07-500xx	326,817	366,047
Repair and Maintenance - Structures	03-5-07-51003	225,000	250,000
General Supplies & Expenses	03-5-07-51140	1,000	500
Lift Station No. 1	03-5-07-51241	55,000	52,500
Lift Station No. 2	03-5-07-51242	14,000	18,000
Lift Station No. 3	03-5-07-51243	9,000	3,200
Lift Station No. 4	03-5-07-51244	14,500	9,500
Lift Station No. 6	03-5-07-51246	10,000	5,000
Lift Station No. 8	03-5-07-51248	3,000	2,500
Pretreatment	03-5-07-54111	60,000	50,000
<b>Sub-Total Environmental Control</b>		<b>1,332,963</b>	<b>1,382,316</b>
<b>LONG-TERM DEBT</b>			
Debt Service - Principal WRWRF Project	03-5-40-57202	2,252,312	2,306,368
Debt Service - Principal Brineline Project	03-5-40-57203	435,383	447,138
Debt Service - Principal WISE Project	03-5-40-57204	133,659	136,599
Debt Service - Principal R-10.3 Project	03-5-40-57205	39,161	40,023
Debt Service - Principal Crow Street & B-12.1	03-5-40-57206	15,330	15,667
Debt Service - Interest	03-5-40-57403	957,873	887,924
Debt Service - Rate Stabilization Fund	57006.03.06	-	-
<b>Sub-Total Long-Term Debt</b>		<b>3,833,718</b>	<b>3,833,719</b>
<b>ASSET ACQUISITION</b>			
Sewer Treatment Department	03-5-40-57002	-	-
Sewer Administration Department	03-5-40-57006	-	-
Environmental Control Department	03-5-40-57007	-	-
<b>Sub-Total Asset Acquisition</b>		<b>-</b>	<b>-</b>

## RECYCLED WATER DIVISION

### Fiscal Year 2020

OPERATING REVENUE:	<u>G/L Number</u>	<u>Adopted Budget Fiscal Year 2019</u>	<u>Adopted Budget Fiscal Year 2020</u>
Recycled Water - Commodity Charge	04-40010	694,270	663,947
Construction Recycled Water - Commodity Chrg	04-40011	65,000	45,000
Recycled Water - Service Demand Charge	04-41000	85,000	90,000
Construction Recycled Water - Service Charge	04-41003	5,000	1,000
Meter/Lateral Installation	04-41110	45,000	70,000
Delinquent Payment Charges	04-41121	5,000	5,000
Revenue-Other, Operating	04-41122	500	500
<b>Total Operating Revenue</b>		<b>899,770</b>	<b>875,447</b>
NON-OPERATING REVENUE:			
Transfer - Reserve Fund	--	-	-
Interest Earned	04-43010	20,000	25,000
Property Tax-Unsecured	04-43110	-	-
Property Tax-Secured	04-43120	176,500	400,000
Tax Collection-Prior	04-43130	-	-
Other Taxes	04-43140	-	-
Misc. Non-Operating Revenue	04-49150	1,000	1,000
<b>Total Non-Operating Revenue</b>		<b>197,500</b>	<b>426,000</b>
<b>TOTAL RECYCLED WATER REVENUE</b>		<b>1,097,270</b>	<b>1,301,447</b>



**RECYCLED WATER DIVISION****Fiscal Year 2020**

OPERATING EXPENSES	G/L Number	Adopted Budget Fiscal Year 2019	Adopted Budget Fiscal Year 2020
Labor - Recycled Water	04-5-06-50010	577,931	705,207
Director Fees	04-5-06-50012	5,000	5,000
Benefits - Recycled Water	04-5-06-500xx	266,839	340,221
R&M - Structures	04-5-06-51003	14,000	26,519
R&M - Valves	04-5-06-51011	5,000	500
R&M - Pipelines	04-5-06-51020	2,500	500
R&M - Service Lines	04-5-06-51021	2,500	4,000
R&M - Fire Hydrants	04-5-06-51022	1,000	4,000
R&M - Meters	04-5-06-51030	10,000	1,500
General Supplies and Expenses	04-5-06-51140	5,000	7,000
Utilities - Power Purchases	04-5-06-51210	70,000	84,500
Dues & Subscriptions	04-5-06-54002	1,500	3,000
Computer Expense	04-5-06-54005	5,000	11,000
Education & Training	04-5-06-54012	4,000	3,500
Public Relations	04-5-06-54014	6,500	4,200
Travel Related Expenses	04-5-06-54016	2,500	1,000
Certifications & Renewals	04-5-06-54017	1,000	500
Licenses & Permits	04-5-06-54019	10,000	7,500
Meeting Related Expenses	04-5-06-54020	1,500	1,400
Utilities - YVWD Services	04-5-06-54022	14,000	12,500
Telephone	04-5-06-54025	2,000	1,400
Contractual Services	04-5-06-54104	5,000	10,000
Legal	04-5-06-54107	1,500	500
Audit & Accounting	04-5-06-54108	2,500	4,000
Professional Services	04-5-06-54109	10,000	30,000
Reserve Funds	04-5-06-55500	8,000	-
Recycled Water Infrastructure Replacement	04-5-06-xxxxx	15,000	-
Insurance	04-5-06-56001	20,000	25,000
Regulatory Compliance	04-5-06-57030	25,000	6,500
Environmental Compliance	04-5-06-57040	2,500	500
	<b>Total Operating Expense</b>	<b>1,097,270</b>	<b>1,301,447</b>
	<b>TOTAL RECYCLED WATER EXPENSES</b>	<b>1,097,270</b>	<b>1,301,447</b>



## **Chapter Two**

Fiscal Year 2020

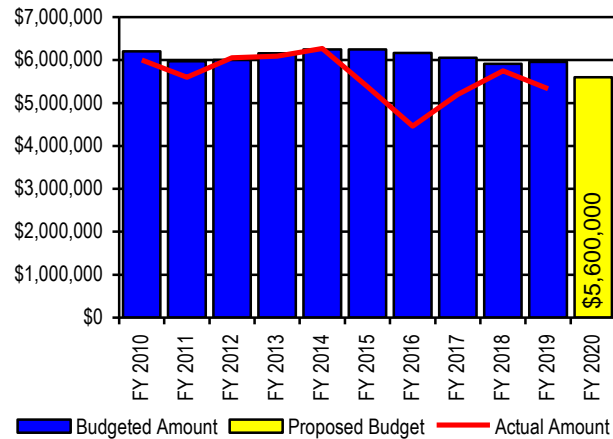
Water Division  
Operating Budget

# Water Division Revenue Analysis

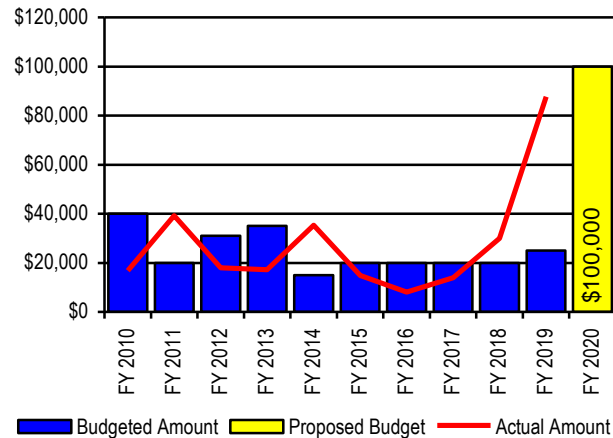
## Sources of Revenue

The water division receives revenue from a number of different sources with the major sources consisting of the following:

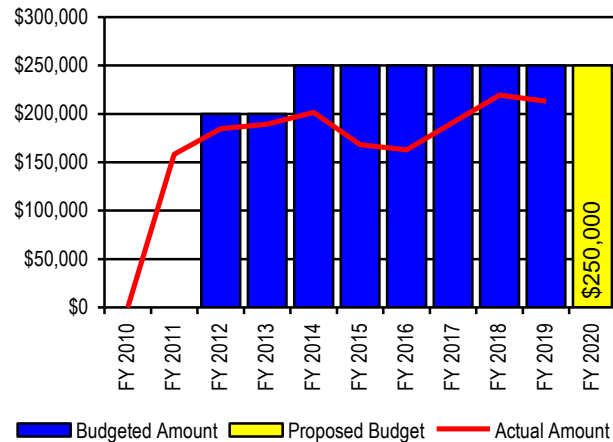
**Potable Water - Commodity Charges (02-40010):** This revenue source is the variable component of the water sales that is based on the amount of water consumed by our customers. Water sales represent the largest single revenue source in the Water Division. Being a variable cost component of the District's water revenue, this revenue source is by its very nature variable and directly dependent on the amount of water consumed. It is highly subject to seasonal variations and climatic changes.



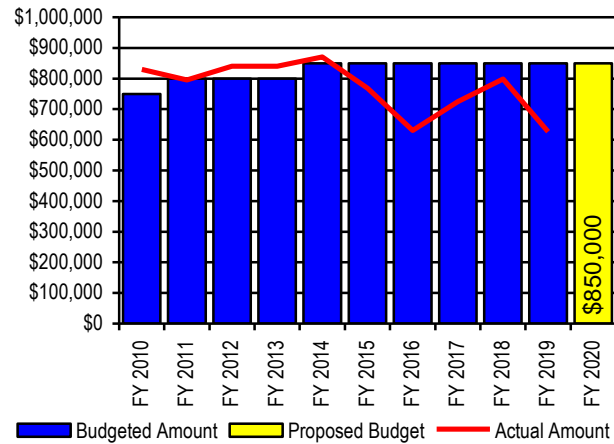
**Construction Water – Commodity Charges (02-40011):** This highly variable revenue source for potable water consumption is collected from developers and contractors for water used during construction. The amount of water revenue generated from this source is directly dependent on the timing and magnitude of new construction in the Yucaipa Valley. Construction projects utilizing recycled water will be reflected in the recycled water division budget.



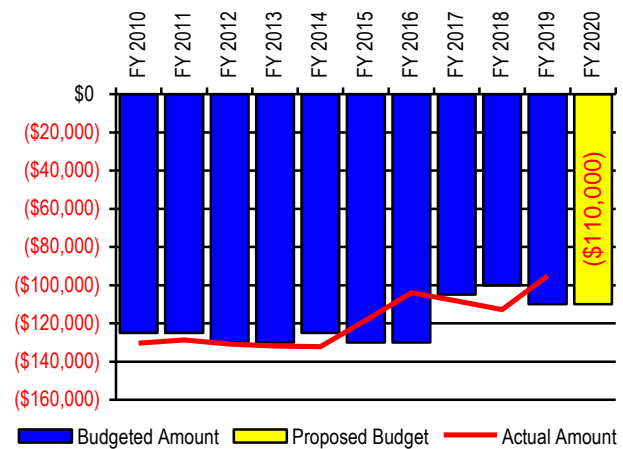
**Imported Water Sales - San Gorgonio Pass Water Agency (02-40012):** This revenue source is the variable cost associated with the purchase of imported water from the San Gorgonio Pass Water Agency. The water purchased with these funds is used primarily by the Yucaipa Valley Regional Water Filtration Facility to produce drinking water for the City of Calimesa portion of our service area.



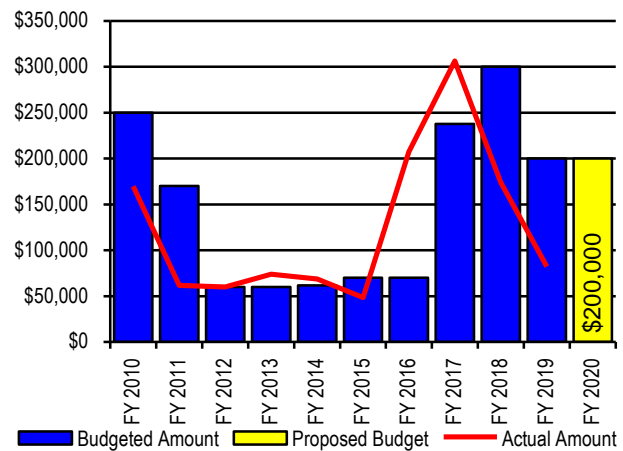
**Imported Water - San Bernardino Valley Municipal Water District (02-40013):** This revenue source is the variable cost associated with the purchase of imported water from the San Bernardino Valley Municipal Water District. The water purchased with these funds is used primarily by the Yucaipa Valley Regional Water Filtration Facility to produce drinking water for the City of Yucaipa portion of our service area.



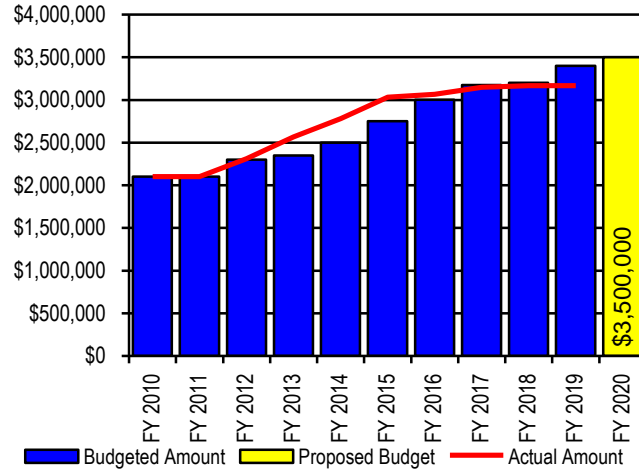
**Potable Water – Commodity Charge Multi-Unit Discount (02-40014):** The latest version of the District’s rate schedule continues to include a discount for the commodity charges for those high density developments with more than 30 dwelling units constructed prior to March 2005. This discount reflects the differential in service requirements for older high density developments.



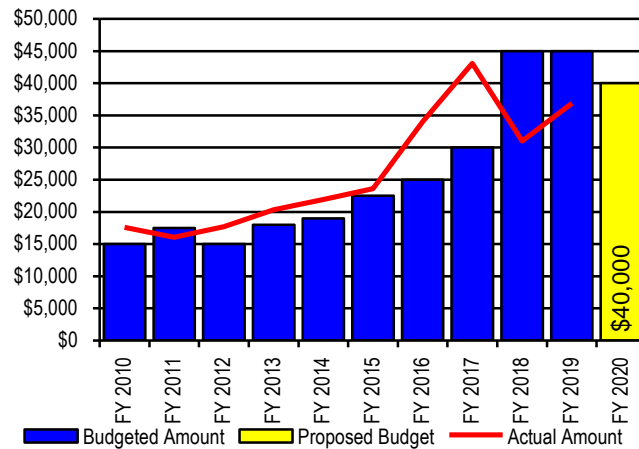
**Water Wholesale Revenue (02-40015):** This revenue source is generated from both the annual purchase of state water and the sale of filtered imported water delivered to one of several existing and proposed water delivery points. The District is only planning on serving Western Heights Mutual Water Company this fiscal year.



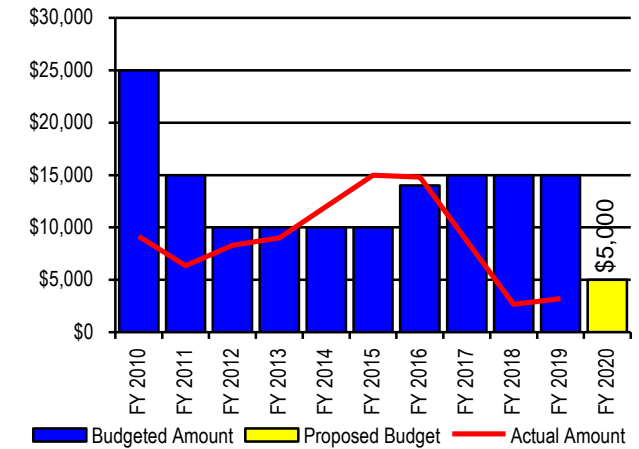
**Potable Water - Service Demand Charge (02-41000):** This revenue source is the fixed rate component charged to all water customers. Since this is a fixed charge, the estimated amount of revenue derived from this source is fairly constant year to year.



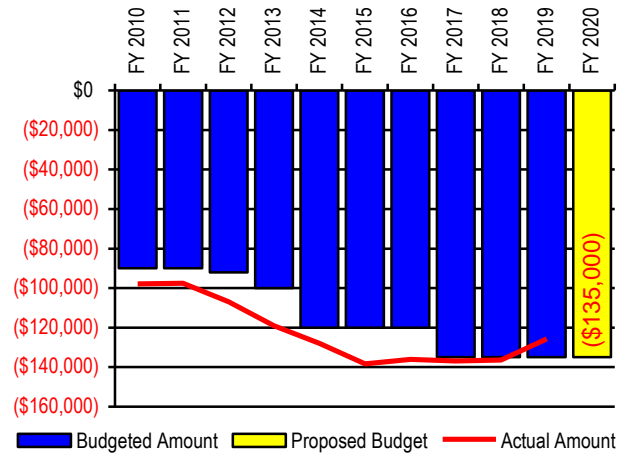
**Fire Service Standby Fee (02-41001):** This revenue source is the fixed rate component charged to all customers that have an independent fire service to protect their property. Since this is a fixed charge, the estimated amount of revenue derived from this source is fairly constant year to year.



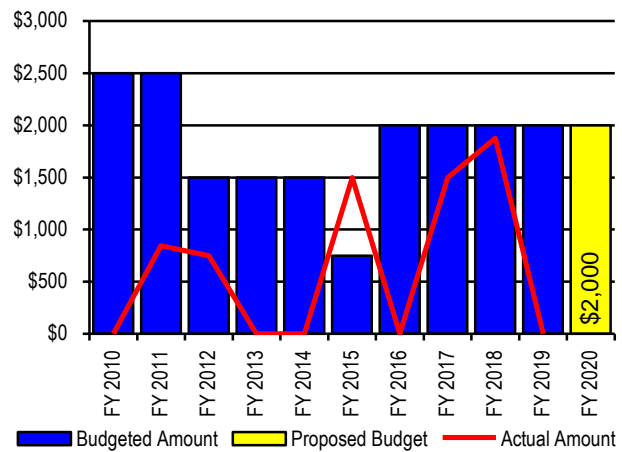
**Construction Water – Service Charge (02-41003):** This revenue source is the fixed rate component charged to all customers using potable water for construction purposes. Like the commodity charge above, since these costs are associated with development, they are also highly variable.



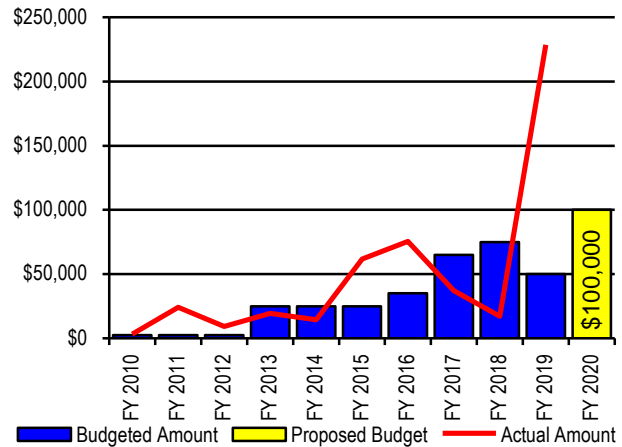
**Potable Water – Service Charge Multi-Unit Discount (02-41005):** The latest version of the District’s rate schedule continues to include a service charge discount for high density developments of more than 30 dwelling units constructed prior to March 2005. This discount reflects the differential in service requirements for older high density developments.



**Unauthorized Use of Water Charge (02-41010):** This revenue source is associated with the unauthorized use of water. Generally, the penalty costs associated with the unauthorized use of water has not been a budget item due to the high degree of unpredictability, however, with the historical trend information; this volatile revenue source can be tracked more for historical value than a dependable source of funding.

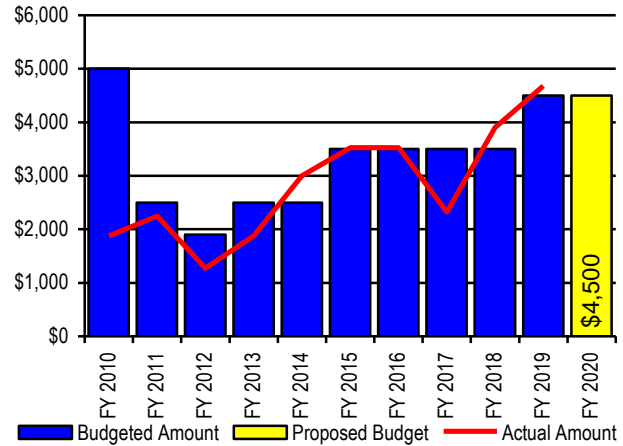


**Water Meter & Lateral Installation Charges (02-41110):** This revenue source is associated with the cost for installing a water meter and service lateral for a new customer. The revenue generated from this source is directly dependent on the number of new water meter installations that occur as a result of development.



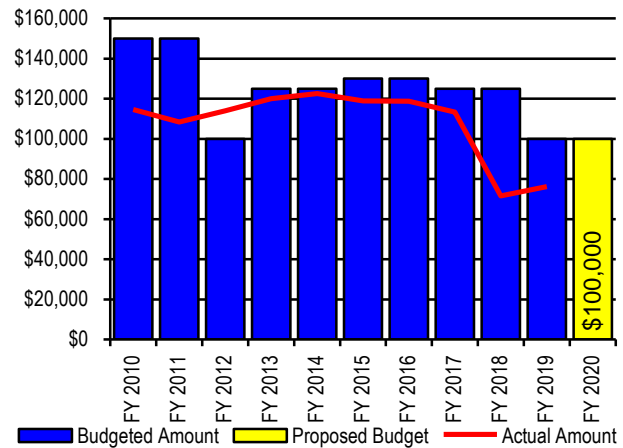
**Fire Flow Measurements and Reports**

**(02-41112):** This revenue source is associated with the cost of performing fire flow reports in the field and generating fire flow reports for the fire department, cities and customers. This revenue source is dependent on local economic development and refurbishment activity by homeowners.



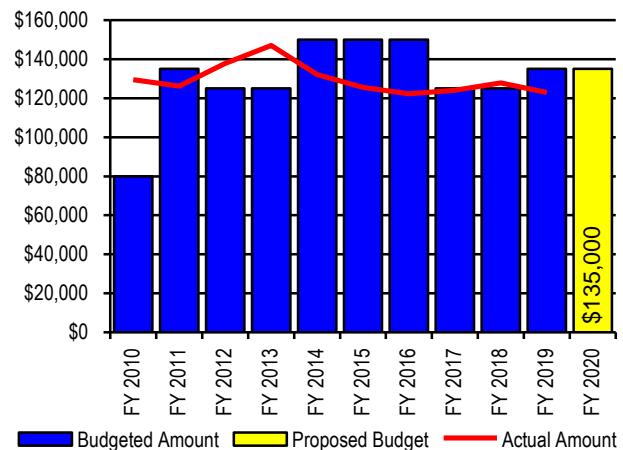
**Disconnect & Reconnect Charges**

**(02-41113):** This revenue source is generated from turning water service off as a result of delinquent payments or closed accounts. This revenue source is generally fairly constant, except for when the costs were adjusted to reflect the true cost of providing this service. This adjustment was expected to reduce the number of disconnect/reconnect services and therefore reduce the revenue generated from this service.

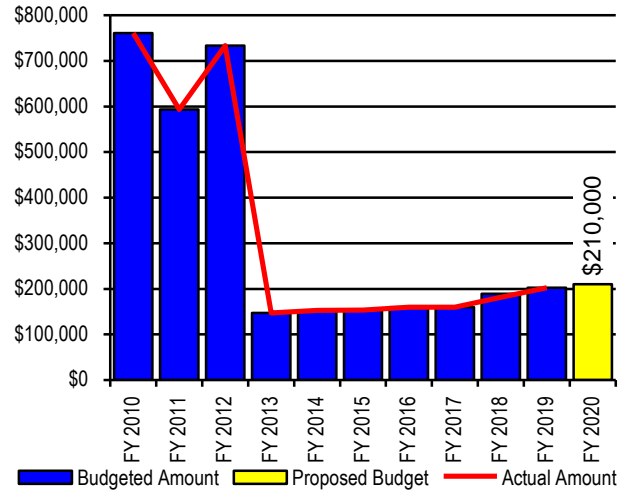


**Delinquent Payment Charges**

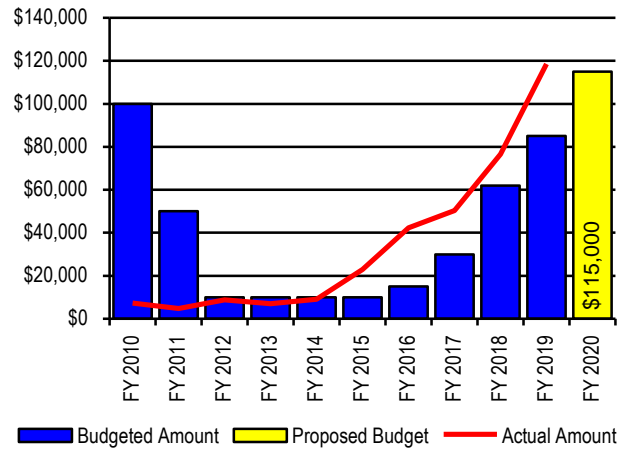
**(02-41121):** This revenue source is generated from late payments of services to the District. The District's late charges are 10% for the first month and 0.5% for any unpaid balance every month thereafter. This late charge is not intended to represent an interest rate or cost of money, but rather a penalty charge for late payment on an account.



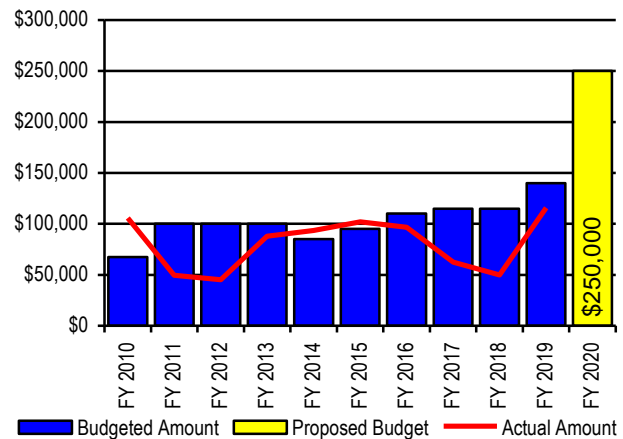
**Management and Accounting Services (02-42123):** This revenue source is a transfer of funds from the wastewater division to the water division to ensure the water and sewer divisions both pay a fair share of expenses related to administration, accounting, and general services.



**Interest Earned (02-43010):** This revenue source is generated from investment interest earnings. The District's investment policy utilizes Local Agency Investment Fund (LAIF) as the predominant investment vehicle. Significantly lesser amounts are invested in the U.S. Securities and money market funds.



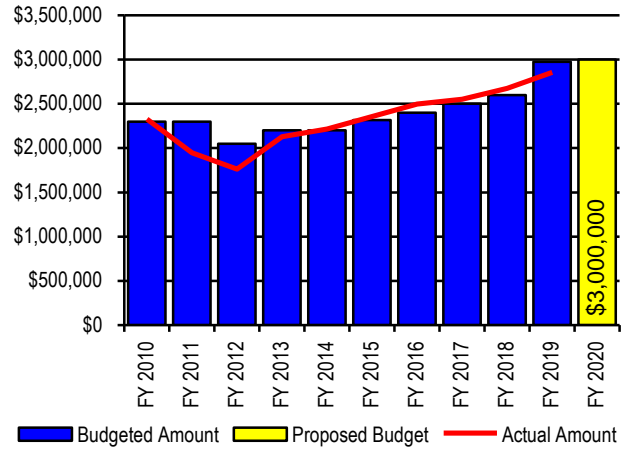
**Property Tax – Unsecured (02-43110):** This revenue source is generated from the unsecured portion of the property tax increment received by the District from properties within the District's service area. Unsecured property taxes are those taxes collected on property that can be relocated and is not real estate. The tax is assessed against such things as business equipment, fixtures, boats and airplanes.



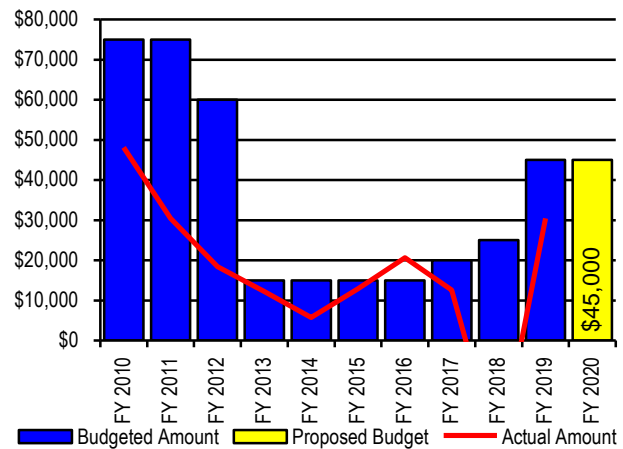


**Property Tax – Secured (02-43120):**

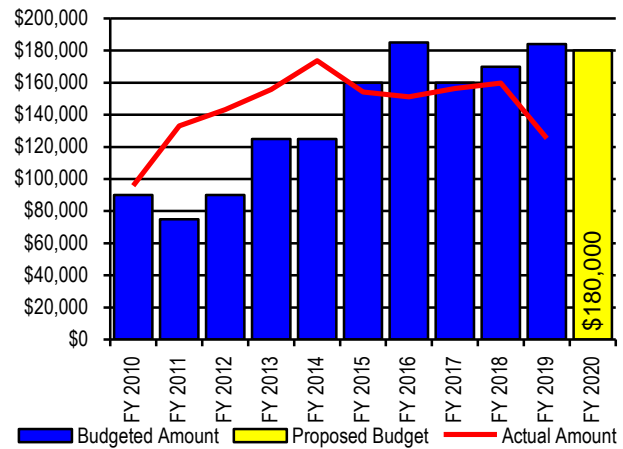
This revenue source is generated from the secured portion of the property tax increment received by the District from properties within the District’s service area. Secured property taxes are those taxes collected on real property such as land and structures.



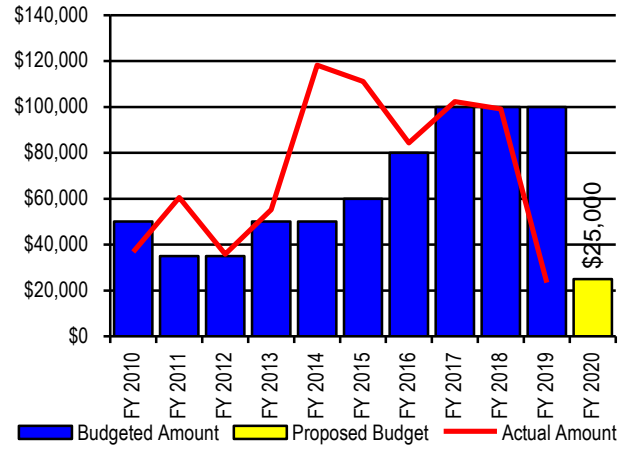
**Tax Collection – Prior (02-43130):** This revenue source is generated from the property tax increment collected from prior years.



**Other Taxes (02-43140):** This revenue account includes other taxes collected and paid to the District.



**Miscellaneous Non-Operating Revenue (02-49150):** This revenue source is used to track unspecified non-operating revenue that is not directly attributable to the revenue categories previously established in the budget such as revenue from recycling materials.



Other sources of operating revenue for the water division include:

- Service Establishment Fee (02-40016)
- Bad Debt Write-Off & Recovery (02-42124)
- Rental Income (02-49110)

# Water Resource Department

Department Description – The Water Resource Department is responsible for maintaining the safe and efficient operation of the potable water sources and recycled water distribution system. This involves monitoring and ensuring the production of potable water from the District's vertical wells and horizontal wells is coordinated with the water processed from the Oak Glen Surface Water Filtration Facility and the Yucaipa Valley Regional Water Filtration Facility. The Water Resource Department also maintains the operation of the recycled water system. The Water Resource Department is responsible for maintaining the vital balance between the seasonal demand for water by our customers and the amount of water produced and pumped to various portions of the water service area.

Departmental Responsibilities – The Water Resource Department is responsible for a total of 32 vertical water production wells, 5 monitoring wells, 6 horizontal water production wells, three separate surface sources, two drinking water filtration facilities, 23 reservoirs, and 10 booster pump stations. Additionally, the Department is responsible for the operation of the recycled water activities of the District.

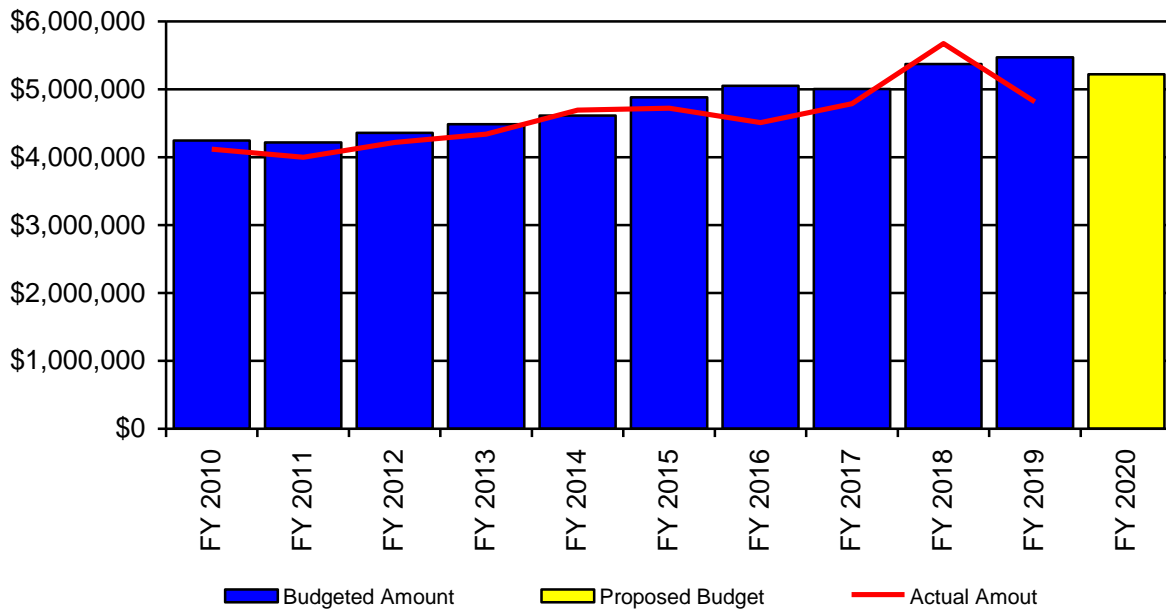
Organizational Structure & Staffing Levels – This year the Water Resources Department has been allocated labor resources of 13.05 Full-Time Equivalent (FTE) employees.

The FTE calculations for this department are as follows:<sup>1</sup>

<b>Title</b>	<b>Range</b>	<b>FTE</b>	<b>Expense</b>
<b>Operations Manager</b>	231	1.45	\$ 165,929
<b>Integrated Senior Plant Operator</b>	124	1.00	\$ 120,909
<b>Senior Plant Operator</b>	114	1.00	\$ 120,143
<b>Integrated Operator III</b>	53	4.00	\$ 369,841
<b>Water Operator IV</b>	50	1.00	\$ 95,993
<b>Integrated Operator II</b>	42	4.50	\$ 341,668
<b>Water Quality Chemist</b>	40	0.10	\$ 8,220
	<b>Total</b>	<b>13.05</b>	<b>\$1,222,703</b>

<sup>1</sup> The positions that are assigned a FTE value of less than 1.0 are involved in the integrated operator program and are cross-trained with the Sewer Division, Treatment Department.

**Budget Overview** – The following illustration shows the amount of funds budgeted and the actual expenses over the past several years.



This year, the Water Resource Department will be allocated \$5,220,192 (not including asset acquisitions & capital improvements), which represents a decrease of \$250,145 as compared to the previous year, or a 5% decrease.

This budget is based largely on the previous year’s water demands and energy costs.

**Anticipated Issues for this Fiscal Year** – The following issues need to be closely monitored during future periods to minimize unexpected financial commitments of District funds. The specific resolution to the issues presented below may need to be further analyzed by District staff and presented to the Board of Directors for the adoption of a specific policy, procurement or other action as deemed necessary.

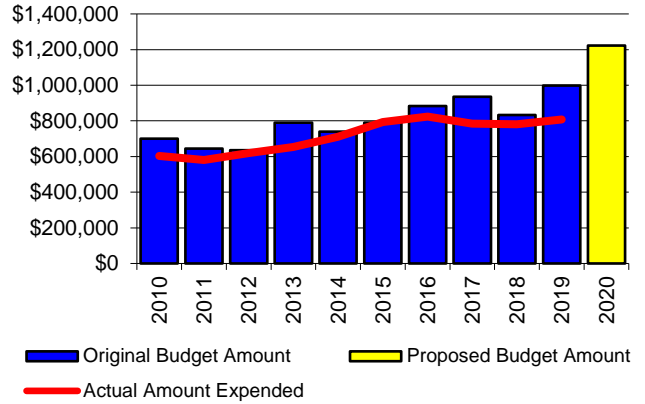
- The District currently needs to review the funding levels for the replacement of water related infrastructure including: wells, reservoirs, pipelines and booster stations. A category of funding has been developed to start the process of project funding. Further evaluation by District staff is necessary to adequately fund the infrastructure replacement needs of the District.

Water Division – Water Resource Department

02-5-01-50010

# Labor

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$789,300	\$653,536
2014	\$740,000	\$710,085
2015	\$789,245	\$792,654
2016	\$884,000	\$824,060
2017	\$935,000	\$784,655
2018	\$832,563	\$781,262
2019	\$997,976	\$807,947



<b>2020</b>	<b>\$1,222,703</b>
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**Description:**

This budget category includes the base salaries, overtime, and standby expenses associated with the water resource department staff members.

**Line Item Detail:**

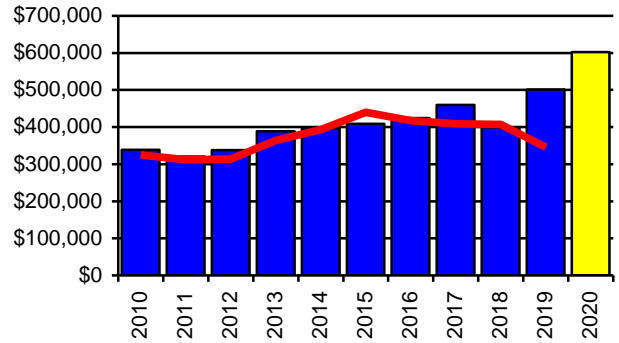
Title	Range	FTE	Expense
Operations Manager	231	1.45	\$ 165,929
Integrated Senior Plant Operator	124	1.00	\$ 120,909
Senior Plant Operator	114	1.00	\$ 120,143
Integrated Operator III	53	4.00	\$ 369,841
Water Operator IV	50	1.00	\$ 95,993
Integrated Operator II	42	4.50	\$ 341,668
Water Quality Chemist	40	0.10	\$ 8,220
<b>Total</b>		<b>13.05</b>	<b><u>\$ 1,222,703</u></b>

Water Division - Water Resource Department

02-5-01-500xx

# Benefits

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$388,985	\$364,132
2014	\$397,000	\$393,244
2015	\$408,800	\$440,194
2016	\$424,200	\$417,260
2017	\$460,150	\$409,095
2018	\$399,337	\$407,192
2019	\$501,361	\$345,453



<b>2020</b>	<b>\$601,989</b>
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■ Original Budget Amount    
 ■ Proposed Budget Amount  
— Actual Amount Expended

**Description:**

This budget category includes the District paid benefits for the staff members of the water resource department.

**Line Item Detail:**

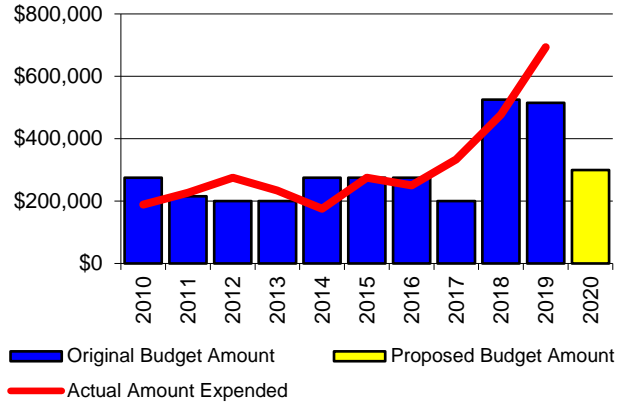
FICA (50013)	\$ 93,537
Life Insurance (50014)	\$ 6,264
Medical, Dental, Vision & Deferred Comp. (50016)	\$ 251,826
Disability Insurance (50017)	\$ 11,004
Workers' Compensation (50019)	\$ 33,013
PERS (50022)	\$ 183,405
Uniforms (50023)	\$ 6,525
Vacation/Sick Leave (50024)	\$ 8,000
Boot Allowance @ \$300/Employee and Incentives (50025)	<u>\$ 8,415</u>
<b>Total</b>	<b><u>\$ 601,989</u></b>

Water Division - Water Resource Department

02-5-01-51003

## Repair & Maintenance - Structures

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$200,000	\$234,083
2014	\$275,000	\$472,434
2015	\$275,000	\$274,632
2016	\$275,000	\$250,521
2017	\$200,000	\$333,125
2018	\$525,000	\$477,122
2019	\$515,000	\$693,295



2020	\$300,000
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**Description:**

This budget category is used for the maintenance and repair of all water source related facilities. This includes the Oak Glen Surface Water Filtration Facility but not the Yucaipa Valley Regional Water Filtration Facility (57040). This budget item is also used for the operation, maintenance and procurement of devices related to the District's Supervisory Control And Data Acquisition (SCADA) system and lubricating oil at various sites.

**Line Item Detail:**

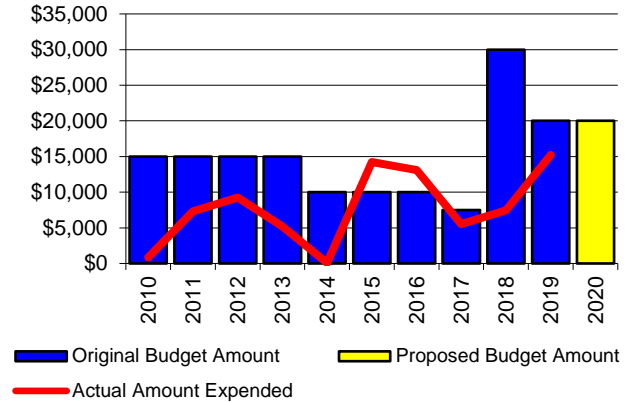
Well and Booster Rehabilitation of Various Facilities	\$ 85,000
Reservoir Repair and Inspections	\$ 140,000
Electrical Repairs	\$ 30,000
Service and Repair Generators	\$ 20,000
SCADA Upgrades and Maintenance	\$ 21,000
Lubricating Oil	\$ 4,000
Total	\$ 300,000

Water Division - Water Resource Department

02-5-01-51011

## Repair & Maintenance – Valves

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$15,000	\$5,216
2014	\$10,000	\$76
2015	\$10,000	\$14,234
2016	\$10,000	\$13,100
2017	\$7,500	\$5,499
2018	\$30,000	\$7,429
2019	\$20,000	\$15,224



<b>2020</b>	<b>\$20,000</b>
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**Description:**

The water resource department has become an integral player in the operation and maintenance of the District's one hundred thirteen specialty valves. This program involves the maintenance of the following types of valves:

- 52 pressure reducing valves;
- 28 pump control valves;
- 22 float control valves; and
- 15 pressure relief valves.

**Line Item Detail:**

Equipment and parts associated with the maintenance of Cla-valves. This does not include the labor from the Water Resources Department, Engineering Department, or Utility Service Department.

\$ 20,000

Total      \$ 20,000

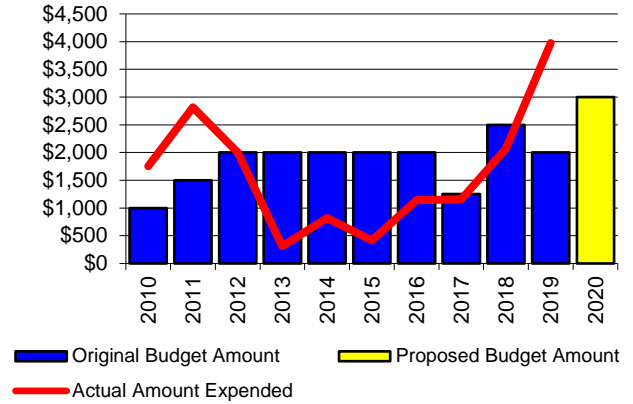


Water Division - Water Resource Department

02-5-01-51140

## General Supplies & Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$2,000	\$312
2014	\$2,000	\$822
2015	\$2,000	\$418
2016	\$2,000	\$1,144
2017	\$1,250	\$1,153
2018	\$2,500	\$2,071
2019	\$2,000	\$3,974



<b>2020</b>	<b>\$3,000</b>
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**Description:**

This budget includes the miscellaneous supplies and expenses related to the operation of the water resources department.

**Line Item Detail:**

General Supplies and Expenses

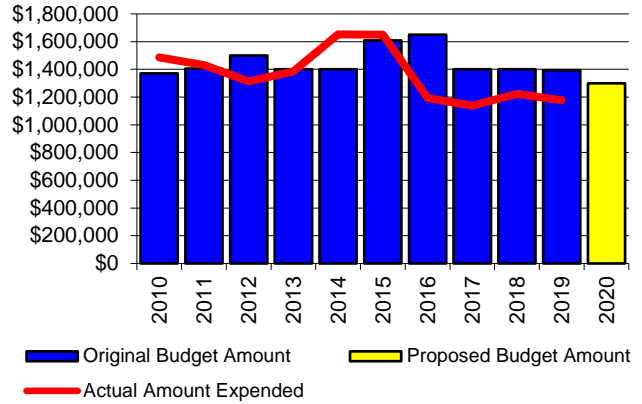
\$ 3,000	
Total	\$ 3,000

Water Division – Water Resource Department

02-5-01-51210

## Power Purchases

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$1,400,000	\$1,385,815
2014	\$1,400,000	\$1,652,335
2015	\$1,608,324	\$1,649,588
2016	\$1,650,000	\$1,192,680
2017	\$1,400,000	\$1,138,243
2018	\$1,400,000	\$1,222,399
2019	\$1,394,000	\$1,177,621



<b>2020</b>	<b>\$1,300,000</b>
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**Description:**

This budget category includes the power consumption charges associated with all of the water production wells and booster facilities. The District has been aggressively modifying our pumping schedules to comply with Time-Of-Use (TOU) and Super-Off-Peak (SOP) pumping schedules offered by Southern California Edison.

**Line Item Detail:**

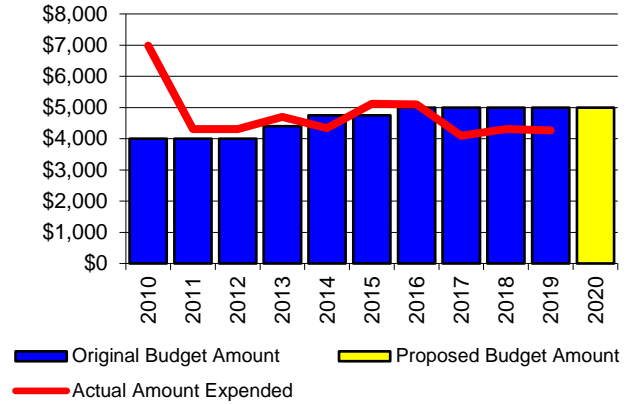
Southern California Edison power purchases for all reservoirs, wells, and booster facilities.	\$ 1,300,000
<b>Total</b>	<b><u>\$ 1,300,000</u></b>

Water Division - Water Resource Department

02-5-01-51211

## Electricity & Fuel

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$4,000	\$4,695
2014	\$4,750	\$4,339
2015	\$4,750	\$5,116
2016	\$5,000	\$5,099
2017	\$5,000	\$4,094
2018	\$5,000	\$4,312
2019	\$5,000	\$4,272



<b>2020</b>	<b>\$5,000</b>
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**Description:**

This budget category was created to track the electrical costs at water facilities for the operation of lights, telecommunication equipment and fuel purchases to run certain non-electrical pumps and motors. This line item also includes fuel purchases for natural gas driven engines. It does not include electrical costs necessary to pump or boost water (see Power Purchases 02-5-01-51210).

**Line Item Detail:**

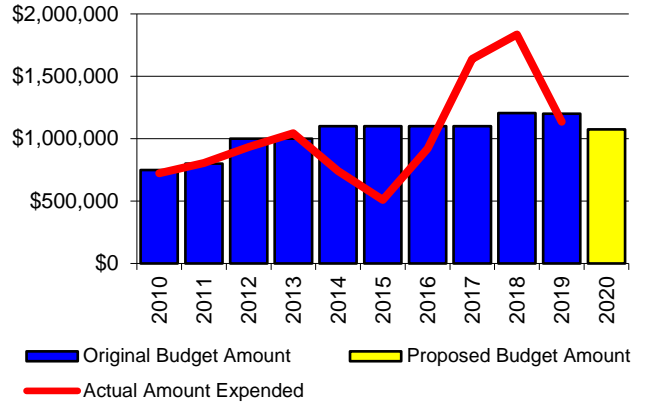
Electrical and Fuel Costs	\$ 5,000
<b>Total</b>	<b><u>\$ 5,000</u></b>

Water Division - Water Resource Department

02-5-01-51316

## Supplemental Source of Supply

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$1,000,000	\$1,043,894
2014	\$1,100,000	\$741,329
2015	\$1,100,000	\$509,584
2016	\$1,100,000	\$920,056
2017	\$1,100,000	\$1,637,696
2018	\$1,206,200	\$1,834,838
2019	\$1,200,000	\$1,135,900



<b>2020</b>	<b>\$1,075,000</b>
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**Description:**

This budget category will be used for the annual purchase of imported water from San Bernardino Valley Municipal Water District and the San Gorgonio Pass Water Agency for the enhancement of our local potable water supplies.

**Line Item Detail:**

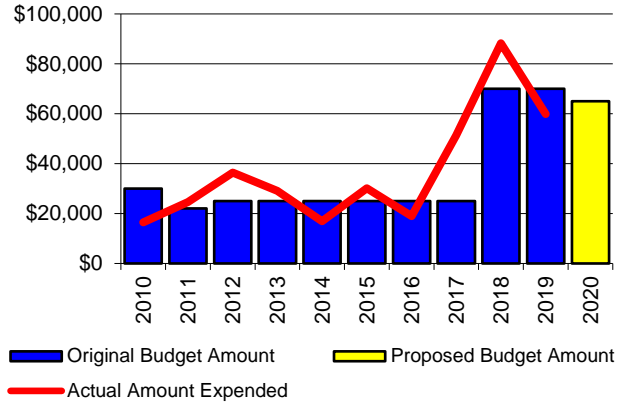
Purchase of Imported Water	\$ 1,075,000
<b>Total</b>	<b><u>\$ 1,075,000</u></b>

Water Division - Water Resource Department

02-5-01-54019

## Licenses & Permits

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$25,000	\$29,129
2014	\$25,000	\$16,866
2015	\$25,000	\$30,134
2016	\$25,000	\$18,948
2017	\$25,000	\$51,283
2018	\$70,000	\$88,237
2019	\$70,000	\$59,839



<b>2020</b>	<b>\$65,000</b>
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**Description:**

This budget category includes the required annual operating permits for various state and local governmental agencies. In most cases, the amounts of the fees are established by regulation.

**Line Item Detail:**

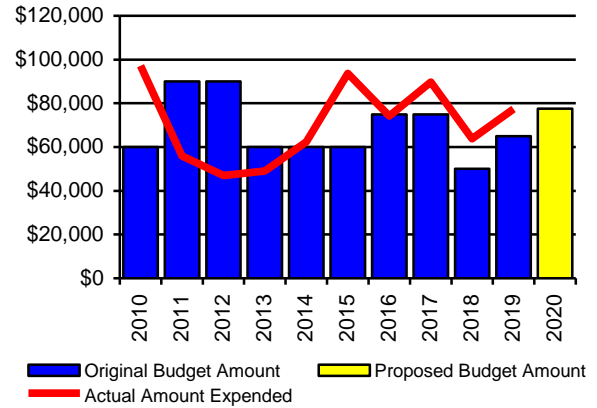
California Department of Drinking Water	\$ 20,000
South Cost Air Quality Management District	\$ 13,000
San Bernardino Valley Municipal Water District	\$ 10,000
San Bernardino County Flood Control District	\$ 10,000
United States Fire Service Permit	\$ 1,000
State Water Resources Control Board Well Recordation	\$ 11,000
<b>Total</b>	<b><u>\$ 65,000</u></b>

Water Division - Water Resource Department

02-5-01-54110

## Laboratory Services and Supplies

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$60,000	\$49,034
2014	\$60,000	\$62,323
2015	\$60,000	\$93,703
2016	\$75,000	\$74,202
2017	\$75,000	\$89,741
2018	\$50,000	\$63,847
2019	\$65,000	\$77,418



<b>2020</b>	<b>\$77,500</b>
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**Description:**

This budget category includes all analytical testing of water supply sources. Such testing includes inorganic, mineral, organic, volatile organic, radioactivity, and bacteriological analyses. A detailed list of the anticipated water quality tests is available upon request.

**Line Item Detail:**

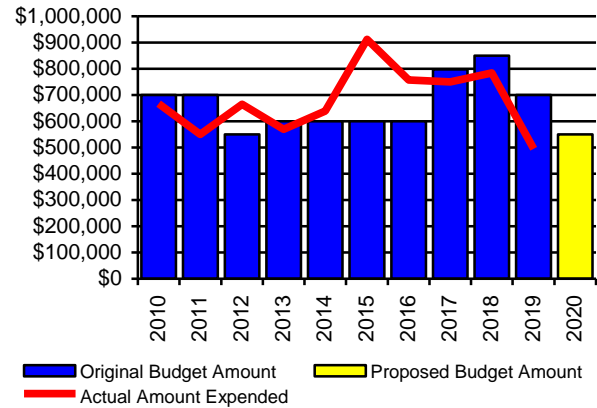
Laboratory Services	\$ 77,500
Total	\$ 77,500

Water Division - Water Resource Department

02-5-01-57040

# Yucaipa Valley Regional Water Filtration Facility Operating Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$600,000	\$570,097
2014	\$600,000	\$639,177
2015	\$600,000	\$911,863
2016	\$600,000	\$751,125
2017	\$797,000	\$750,060
2018	\$850,000	\$784,184
2019	\$700,000	\$494,946



<b>2020</b>	<b>\$550,000</b>
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**Description:**

This line item is associated with the Yucaipa Valley Regional Water Filtration Facility. To determine the true cost associated with water production at this facility, it is necessary to add labor related costs and imported water purchase expenses (which are not included in this line item).

**Line Item Detail:**

Chemicals and Supplies	\$ 175,000
Professional Services	\$ 105,000
Instrumentation and Control System	\$ 80,000
Utilities – Power, Gas, and Trash	\$ 75,000
Equipment Repairs and Maintenance	\$ 75,000
Communications – Telephone & Internet	\$ 40,000
<b>Total</b>	<b><u>\$ 550,000</u></b>

# Public Works Department

Department Description – The Public Works Department provides the routine and emergency maintenance and repair of District water, sewer and recycled water facilities.

Departmental Responsibilities – The Public Works Department is responsible for ensuring that the water, sewer and recycled water service to our customers is always provided in a safe, reliable and cost effective manner. In order to accomplish this goal, the Department is responsible for coordinating routine inspection and maintenance of District facilities. This includes:

- Routine and emergency inspections, operation and maintenance of all water related facilities (valves, fire hydrants, blow-offs, pressure reducing valves, pressure sustaining valves, wells, reservoirs, and booster stations);
- Routine and emergency maintenance of all sewer collection facilities (including manholes, lift stations, sewer mainlines, trench subsidence, sewer laterals, and ancillary facilities at the sewer treatment plant);
- Routine and emergency operation, inspection and maintenance of recycled water facilities (including pipelines, service lines, and meters); and
- Routine maintenance at the Yucaipa Valley Regional Water Filtration Facility and the Wochholz Regional Water Recycling Facility.

Some of the responsibilities provided above will receive additional labor resources from staff members in other departments.

Organizational Structure & Staffing Levels – This year the Public Works Department has been allocated labor resources of 21.75 Full-Time Equivalent (FTE) employees.

The FTE calculation details for this department are as follows:

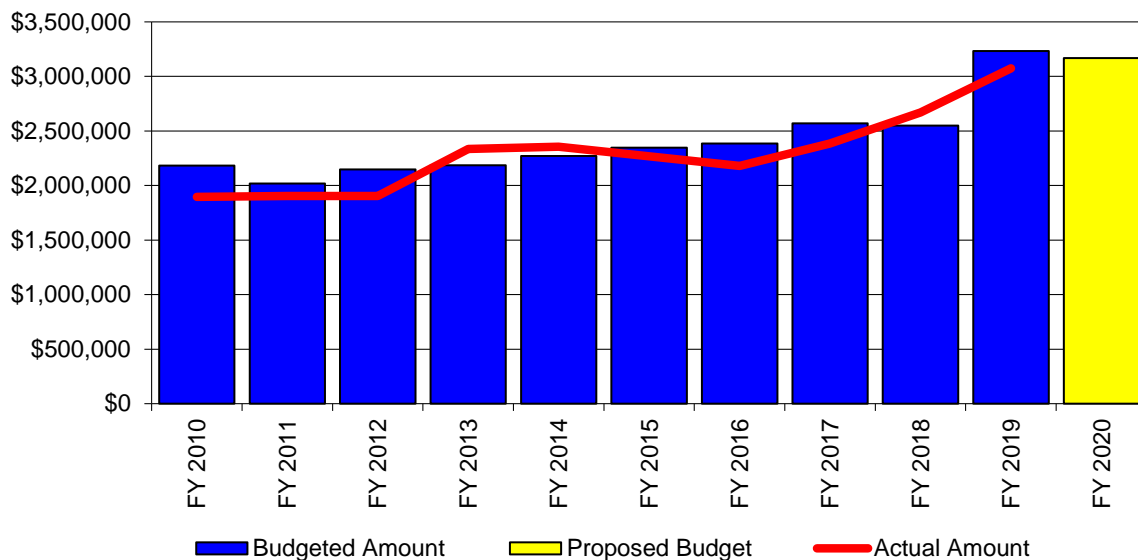
Title	Range	FTE	Expense
Public Works Manager	234	0.75	\$ 95,049
Public Works Supervisors	117	2.80	\$ 313,602
Senior Utility Service Worker	54	1.40	\$ 119,726
Utility Service Worker IV	49	0.70	\$ 54,666
Purchasing Agent	45	0.70	\$ 51,063
Utility Service Worker III	44	2.80	\$ 201,459
Utility Service Worker II	36	4.20	\$ 263,912
Utility Service Worker I	32	8.40	\$ 493,867
<b>Total</b>		<b>21.75</b>	<b>\$1,593,344</b>

The employees of this department generally create four to five crews depending on the tasks to be completed.

This staffing level is critical in order to complete the necessary inspection and maintenance of facilities, as well as maintain an emergency response team available twenty-four (24) hours per day, seven (7) days a week.



**Budget Overview** – The following illustration shows the amount of funds budgeted and the actual expenses for the past several years.



This year, the Public Works Department will be allocated \$3,168,793 (not including asset acquisitions & capital improvements), which represents a decrease of \$65,161 as compared to the previous year, or a 2% decrease.

**Anticipated Issues for This Fiscal Year** – The following issues have been identified for the next fiscal year. The specific resolution to the issues presented below may need to be further analyzed by District staff and presented to the Board of Directors for the adoption of a specific policy, procurement or other action as deemed necessary.

- ❖ The Public Works Department serves a vital role of conducting regular routine inspections, repairs, construction, and non-warranty maintenance work at all District facilities. Based on the results of the inspections, the members of this department generate work orders to ensure that the facilities are properly maintained. Individuals within this department will augment the staff members from other departments on an as needed basis.
- ❖ The following programs<sup>1</sup> will be maintained by the Utility Service Department:
  - Yucaipa Valley Regional Water Filtration Facility – The non-warranty maintenance duties at this facility are performed by individuals in this department. Warranty repairs will be performed by the Water Resource Department. Complex maintenance activities will be contracted to specialty firms under the direction of the Water Resource Department.
  - Wochholz Regional Water Recycling Facility – The non-warranty maintenance duties at this facility are performed by individuals in this department and the Environmental Control Department. Warranty repairs will be performed by the Sewer Treatment Department. Complex maintenance activities will be contracted to specialty firms under the direction of the Sewer Treatment Department.

<sup>1</sup> The large number of the programs listed is mandated by local, State or Federal authorities. All of the programs represent a proactive approach by the District to minimize emergency repairs by maintaining the investment in assets owned by the District.

Valve Maintenance Program – Valve maintenance will be a high priority for this department. The District has approximately 3,000 valves that need to be inspected and exercised every three years. This maintenance function may require repairs and/or replacement of the valve operation equipment.

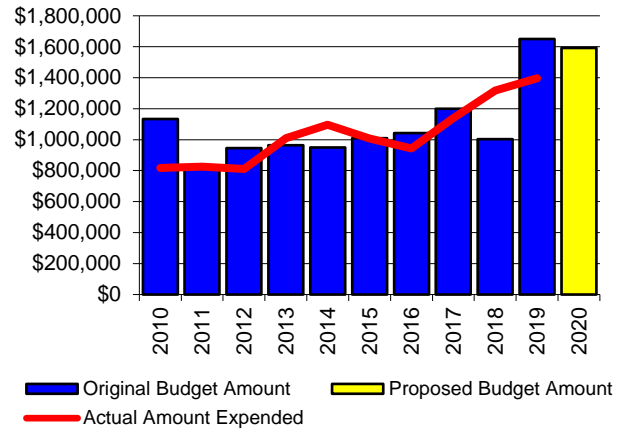
- Fire Hydrant Maintenance Program – Fire hydrant inspections, fire flow tests and pressure readings from the District's fire hydrants will also be a high priority. The fire hydrant maintenance program will be designed throughout the year to inspect all fire hydrants and convey operational data to the Engineering Department for analysis and record keeping. The District has approximately 1,050 fire hydrants.
- Sewer Trench Subsidence Repair – Sewer collection system subsidence repair will need to continue this year. The repairs to the trenches will be the responsibility of the Utility Services Department. The department will work together with local paving contractors to facilitate the repair of District sewer collection system trenches.
- Emergency Water Mainline & Service Repairs – The department staff are the first line responders to emergency water repairs. These individuals generally respond to about 140 water leaks per year.
- Air Release Valve Repair/Replacement Program – The District has several air release valves in the water and sewer system. The operation of these valves is critical to the safe and efficient operation of the District. The department staff members will inspect the existing air release valves and determine if repairs or replacement is necessary.
- Well & Reservoir Site Maintenance – The department will perform the routine maintenance and upkeep of the District's well and reservoir sites. This will include the routine weed abatement, painting, fence repair, structure repair, etc.
- Service Line Replacement Program – This program involves the replacement of approximately 125 water service lines per year.
- Underground Service Alert Program – The USA program involves the marking and identification of water and sewer infrastructure.
- Flushing Program – The flushing program is another important program performed by this department. The flushing program involves the sequential flushing of approximately 300 fire hydrants to make sure the water delivered to our customers is always fresh and clean.
- Manhole Repair Program – The environmental control department continues to perform routine inspection of the District's manholes. All repair work is currently being directed to the utility service department. This Department can expect to receive at least 12 repair requests per month.

Water Division – Public Works Department

02-5-03-50010

# Labor

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$963,140	\$1,010,131
2014	\$950,000	\$1,095,581
2015	\$1,009,764	\$1,008,475
2016	\$1,042,800	\$944,126
2017	\$1,200,000	\$1,139,658
2018	\$1,003,049	\$1,318,307
2019	\$1,650,107	\$1,396,580



<b>2020</b>	<b>\$1,593,344</b>
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**Description:**

This budget category includes the base salaries and anticipated overtime for the public works staff members. This department is responsible for the inspection, maintenance and repair of all existing water, sewer and recycled water facilities.

**Line Item Detail:**

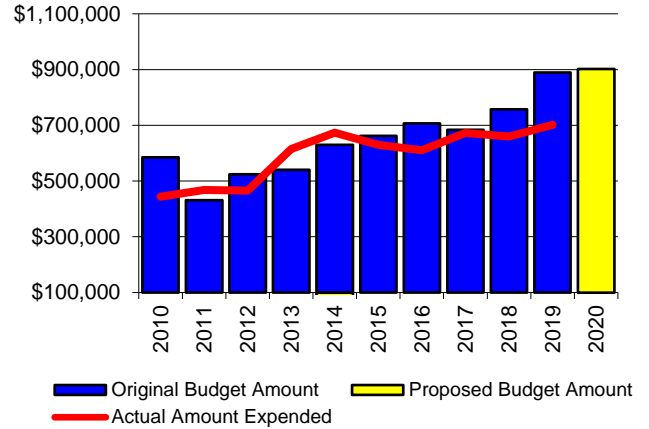
Title	Range	FTE	Expense
Public Works Manager	234	0.75	\$ 95,049
Public Works Supervisor	117	2.80	\$ 313,602
Senior Utility Service Worker	54	1.40	\$ 119,726
Utility Service Worker IV	49	0.70	\$ 54,666
Purchasing Agent	45	0.70	\$ 51,063
Utility Service Worker III	44	2.80	\$ 201,459
Utility Service Worker II	36	4.20	\$ 263,912
Utility Service Worker I	32	8.40	\$ 493,867
<b>Total</b>		<b>21.75</b>	<b><u>\$1,593,344</u></b>

Water Division – Public Works Department

02-5-03-500xx

# Benefits

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$540,800	\$614,496
2014	\$630,250	\$673,044
2015	\$662,000	\$629,581
2016	\$707,000	\$610,409
2017	\$683,500	\$672,238
2018	\$757,180	\$659,527
2019	\$888,847	\$701,623



<b>2020</b>	<b>\$901,449</b>
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**Description:**

This budget category includes the District paid benefits for the staff members of the public works department.

**Line Item Detail:**

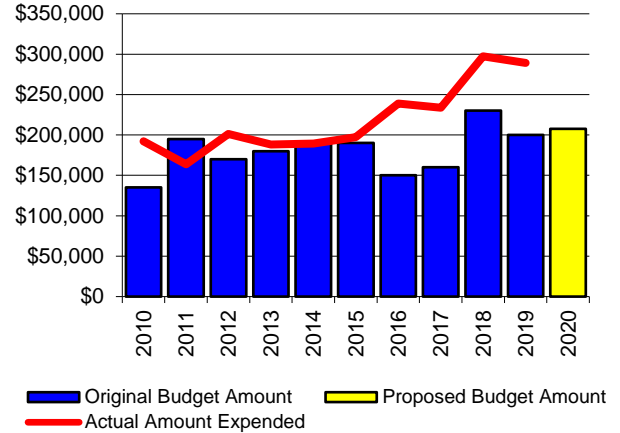
FICA (50013)	\$ 121,891
Life Insurance (50014)	\$ 10,440
Medical, Dental, Vision & Deferred Comp. (50016)	\$ 425,106
Disability Insurance (50017)	\$ 14,340
Workers' Compensation (50019)	\$ 43,020
PERS (50022)	\$ 239,002
Uniforms (50023)	\$ 10,875
Vacation/Sick Leave (50024)	\$ 4,000
Boot Allowance @ \$300/Employee and Incentives (50025)	\$ 32,775
<b>Total</b>	<b><u>\$ 901,449</u></b>

Water Division – Public Works Department

02-5-03-51001

## Repair & Maintenance – Vehicles & Equipment

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$180,000	\$188,160
2014	\$190,000	\$189,322
2015	\$190,000	\$197,506
2016	\$150,000	\$239,042
2017	\$160,000	\$233,571
2018	\$230,000	\$297,349
2019	\$200,000	\$289,268



<b>2020</b>	<b>\$207,500</b>
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**Description:**

This budget category allocates funding for the routine maintenance of the vehicles assigned to individuals in the water, sewer and recycled water divisions.

**Line Item Detail:**

General Repair and Maintenance of Vehicles and Equipment

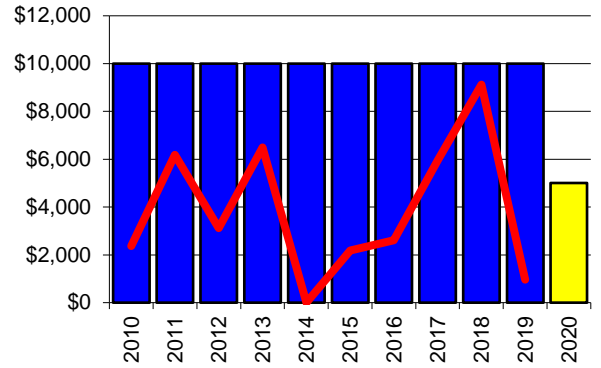
\$ 207,500	
<b>Total</b>	<b><u>\$ 207,500</u></b>

Water Division – Public Works Department

02-5-03-51011

## Repair & Maintenance - Valves

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$10,000	\$6,497
2014	\$10,000	\$0
2015	\$10,000	\$2,175
2016	\$10,000	\$2,615
2017	\$10,000	\$5,949
2018	\$10,000	\$9,119
2019	\$10,000	\$960



■ Original Budget Amount     ■ Proposed Budget Amount  
— Actual Amount Expended

<b>2020</b>	<b>\$5,000</b>
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**Description:**

The purpose of this line item is to pay for the expenses related to the maintenance of water valves. These valves generally range in size from 2 inches to 27 inches. The operation of the valve maintenance program is a requirement of the District’s state health permit which requires each valve to be operated and inspected every three years. There are approximately 3,000 valves in the District’s water system.

**Line Item Detail:**

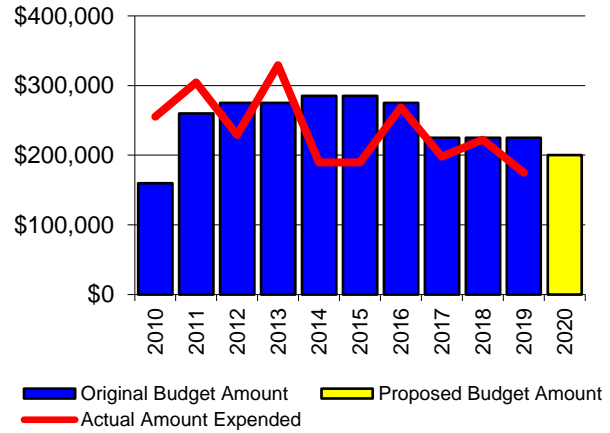
General Repair and Maintenance of Valves	\$ 5,000
Total	<u>\$ 5,000</u>

Water Division – Public Works Department

02-5-03-51020

## Repair & Maintenance - Pipelines

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$275,000	\$329,241
2014	\$285,000	\$189,817
2015	\$275,000	\$150,918
2016	\$275,000	\$268,740
2017	\$225,000	\$197,930
2018	\$225,000	\$222,231
2019	\$225,000	\$174,872



<b>2020</b>	<b>\$200,000</b>
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**Description:**

This budget category represents the annual projected costs associated with maintaining the District’s water transmission and distribution facilities. Costs are reflective of repair and replacement of pipelines and related infrastructure encroachments.

This line item also includes costs associated with the maintenance of air releases and vacuum valves which are a critical part of maintaining the District’s water distribution system.

**Line Item Detail:**

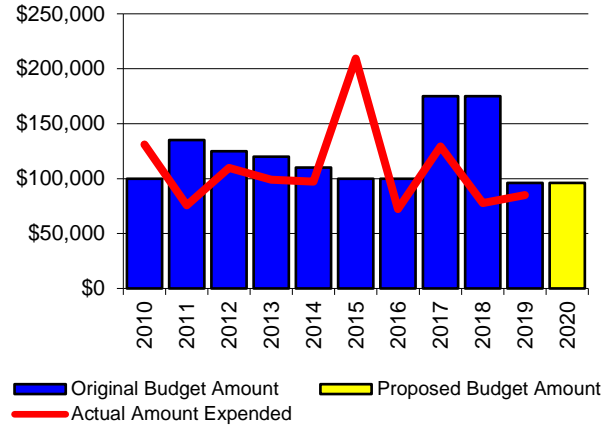
Maintenance of Pipelines (includes paving and outside services)	\$ 170,000
Maintenance of Air Releases and Vacuum Valves	\$ 15,000
Leak Detection Program – Evaluation of approximately 40 miles of existing older distribution system piping	\$ 15,000
<b>Total</b>	<b><u>\$ 200,000</u></b>

Water Division – Public Works Department

02-5-03-51021

## Repair & Maintenance - Service Lines

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$120,000	\$98,947
2014	\$110,000	\$97,174
2015	\$100,000	\$209,283
2016	\$100,000	\$72,262
2017	\$175,000	\$129,403
2018	\$175,000	\$77,632
2019	\$96,000	\$85,043



<b>2020</b>	<b>\$96,000</b>
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**Description:**

This category includes all costs related to the replacement of water service lines. The District maintains roughly 10,000 water service lines. With an anticipated useful life of 25 years, the District will need to begin replacing the oldest service lines at an average rate of 360 per year.

**Line Item Detail:**

Service Line Replacements	\$ 96,000
<b>Total</b>	<b><u>\$ 96,000</u></b>

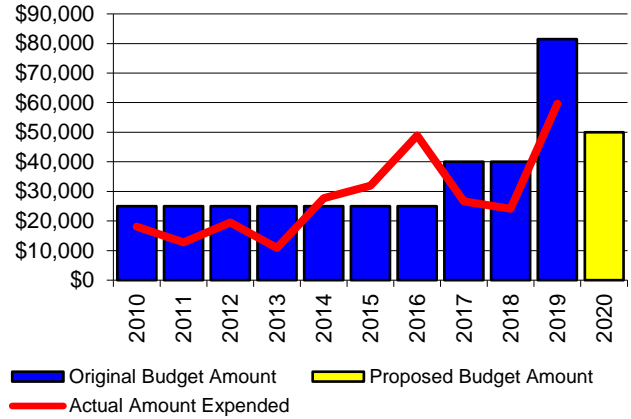


Water Division – Public Works Department

02-5-03-51022

## Repair & Maintenance – Fire Hydrants

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$25,000	\$10,898
2014	\$25,000	\$27,678
2015	\$25,000	\$31,897
2016	\$25,000	\$48,874
2017	\$40,000	\$26,619
2018	\$40,000	\$24,116
2019	\$81,500	\$59,632



<b>2020</b>	<b>\$50,000</b>
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**Description:**

The District has approximately 1,500 fire hydrants that need to be inspected, operated and maintained on a regular basis. The public works department will be inspecting and collecting fire flow data from 350 fire hydrants per year. Roughly twenty percent of the fire hydrants inspected are anticipated to need repair or replacement.

This line item also includes the annual costs associated with inspection, repair, maintenance, and replacement of the District fire services (meters, valves and vaults).

**Line Item Detail:**

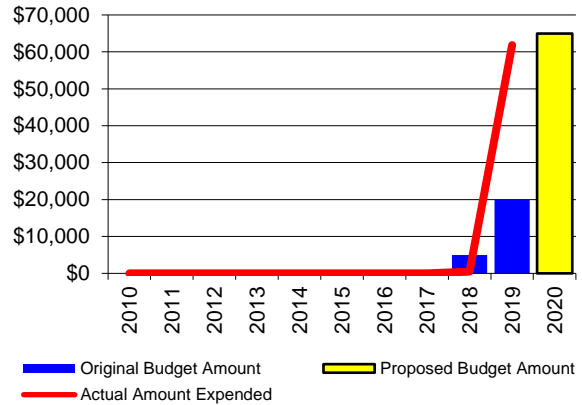
Repair and Maintenance of Fire Hydrants & Services	\$ 50,000
Total	<u>\$ 50,000</u>

Water Division – Public Works Department

02-5-03-51029

## Repair & Maintenance – Backflow

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$0	\$0
2015	\$0	\$0
2016	\$0	\$0
2017	\$0	\$0
2018	\$5,000	\$500
2019	\$20,000	\$61,829



<b>2020</b>	<b>\$65,000</b>
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**Description:**

This budget category represents the annual projected costs associated with maintaining the District’s recycled backflows. In the prior fiscal year, this was included in the Recycled Water Operating budget. However, this expense line item is more appropriately associated with the Water Division.

**Line Item Detail:**

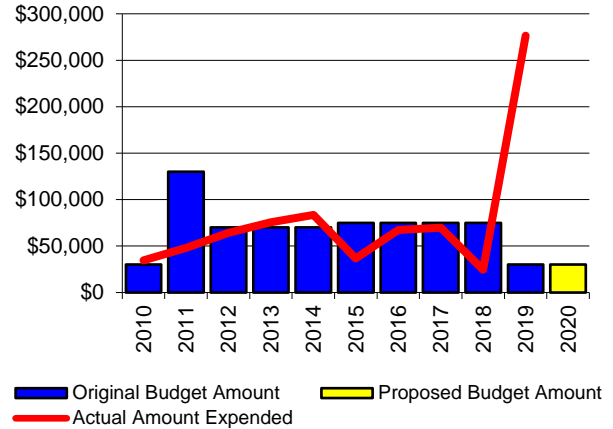
General Maintenance for Backflows	\$ 65,000
	<u>\$65,000</u>

Water Division – Public Works Department

02-5-03-51030

## Repair & Maintenance – Water Meters

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$70,000	\$75,612
2014	\$70,000	\$83,498
2015	\$75,000	\$36,819
2016	\$75,000	\$67,508
2017	\$75,000	\$69,833
2018	\$75,000	\$24,543
2019	\$30,000	\$276,410



<b>2020</b>	<b>\$30,000</b>
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**Description:**

This budget category represents the annual projected costs associated with the maintenance, repair, replacement, testing and calibration of District meters and the routine maintenance of the related facilities.

Beginning in FY 2019 District staff began the replacement of meters district wide. In FY 2020 this is included as a capital improvement project and some of the expenses will be offset with federal funding.

**Line Item Detail:**

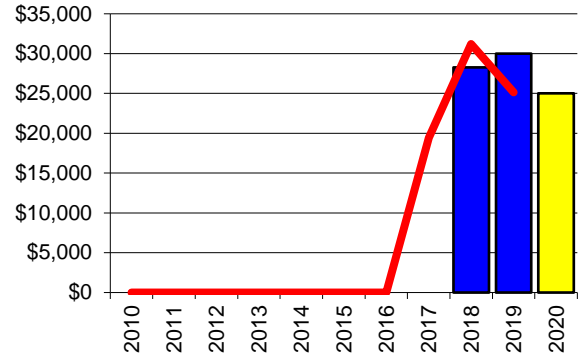
Large Meter Maintenance	\$ 5,000
Construction Meter Maintenance	\$ 3,500
Water Meter Purchase and Installation	\$ 20,000
Miscellaneous Expenditures	\$ 1,500
Total	<u>\$ 30,000</u>

Water Division – Public Works Department

02-5-03-51031

# Fire Flow Testing

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$0	\$0
2015	\$0	\$0
2016	\$0	\$0
2017	\$0	\$19,412
2018	\$28,259	\$31,206
2019	\$30,000	\$25,135



<b>2020</b>	<b>\$25,000</b>
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■ Original Budget Amount    
 ■ Proposed Budget Amount  
— Actual Amount Expended

**Description:**

This budget category consists of charges incurred by having fire flows tested by an outside source. In the future, this network modeling and system calibration will be performed by District staff.

**Line Item Detail:**

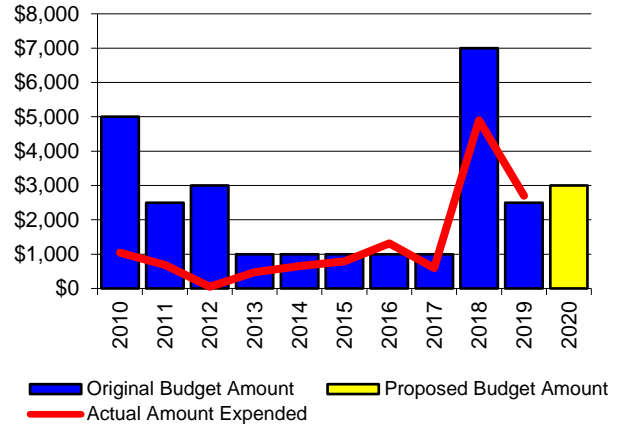
Fire Flow Testing		\$25,000
Total		<u>\$ 25,000</u>

Water Division – Public Works Department

02-5-03-51140

## General Supplies & Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$1,000	\$473
2014	\$1,000	\$647
2015	\$1,000	\$794
2016	\$1,000	\$1,311
2017	\$1,000	\$593
2018	\$7,000	\$4,900
2019	\$2,500	\$2,703



<b>2020</b>	<b>\$3,000</b>
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**Description:**

This budget category includes the supplies and expenses related to the operation of the public works department.

**Line Item Detail:**

Supplies and Expenses

	\$ 3,000
<b>Total</b>	<b><u>\$ 3,000</u></b>

# Administrative Services Department

Department Description – The Administrative Services Department consists of four sub-departments: management; accounting; customer service; and engineering. These sub-departments provide administrative services to the three District enterprises: water, sewer, and recycled water.

Departmental Responsibilities – The Administrative Services Department is responsible for ensuring the following:

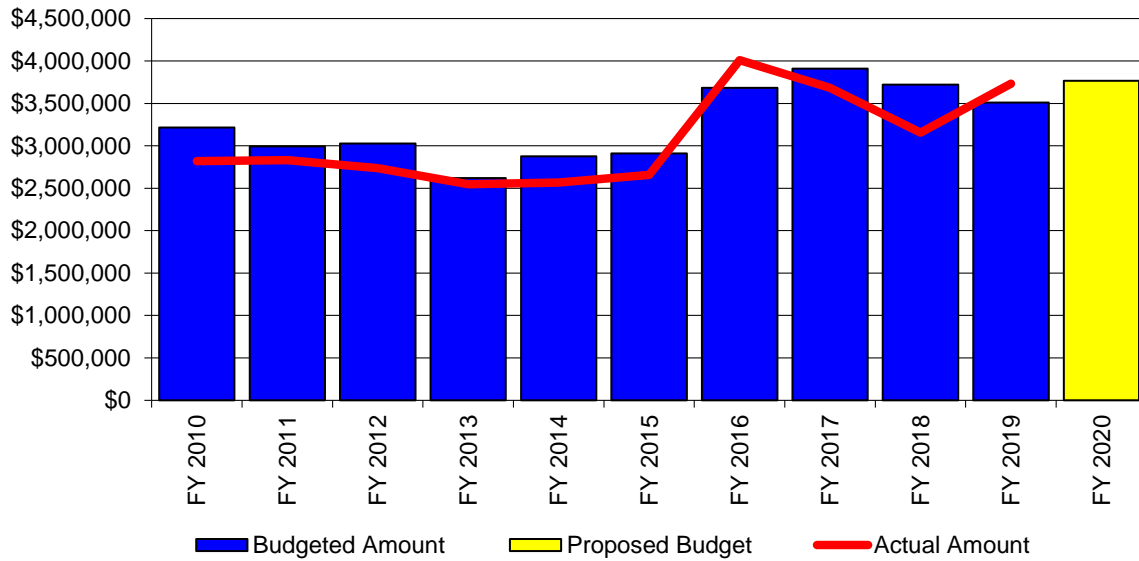
- Management: The individuals in Management are responsible for managing the operational and planning functions of the District. This includes risk management, fund investment, Director information, policy management, human resources, and public relations.
- Accounting: The individuals in Accounting are responsible for all accounting functions which range from tracking District assets to maintaining accounts payable, accounts receivable, and payroll. Accounting is also responsible for maintaining fund balances, tracking of development impact fees, and maintaining the current budget.
- Customer Service: The individuals in Customer Service are responsible for all general customer related activities such as maintaining the customer service database, processing of utility billing, receiving all fees/charges, maintaining service records for the Department of Health Services.
- Engineering: The individuals in Engineering are responsible for all engineering related functions including: water and sewer modeling; GIS studies and applications; consultant and contractor oversight; development of design and construction standards; plan check and inspection services; and performing other related engineering studies and services.

Organizational Structure & Staffing Levels – This year the Administration Department has been allocated labor resources of 6.50 Full-Time Equivalent (FTE) employees.

The FTE calculation details for this department are as follows:

Title	Range	FTE	Expense
General Manager	-	0.45	\$ 100,262
Chief Financial Officer	248	0.45	\$ 64,438
Implementation Manager	236	0.70	\$ 81,685
Water Resource Manager	233	0.35	\$ 48,229
Regulatory Compliance Manager	229	0.35	\$ 36,578
Water Resource Specialist	113	0.35	\$ 32,786
Senior Engineering Technician	110	0.35	\$ 32,013
Administrative Clerk V	39	0.50	\$ 41,435
Administrative Clerk IV	35	1.50	\$ 101,927
Engineering Technician I	33	0.50	\$ 36,908
Administrative Clerk I	23	1.00	\$ 40,034
<b>Total</b>		<b>6.50</b>	<b>\$616,295</b>

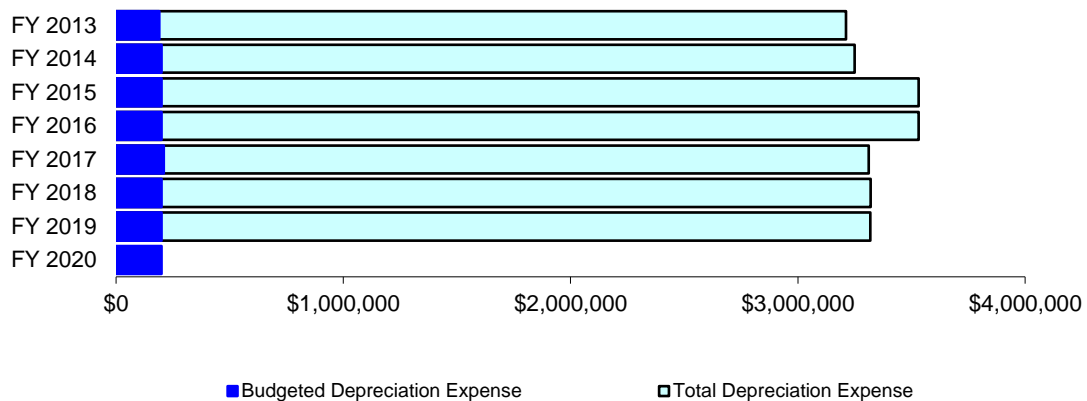
**Budget Overview** – The following illustration shows the amount of funds budgeted and the actual expenses over the past several years.



This year, the Administrative Services Department will be allocated \$3,766,403 (not including asset acquisitions & capital improvements), which represents an increase of \$257,487 as compared to the previous year, or an 8% increase.

**Anticipated Issues for This Fiscal Year** – The following issues have been identified for this fiscal year. The specific resolution to the issues presented below may need to be further analyzed by District staff and presented to the Board of Directors for the adoption of a specific policy, procurement or other action as deemed necessary.

- The District continues to underfund our actual depreciation expenses. This issue is most readily apparent in the annual financial audit which shows the following funded and unfunded depreciation expense.



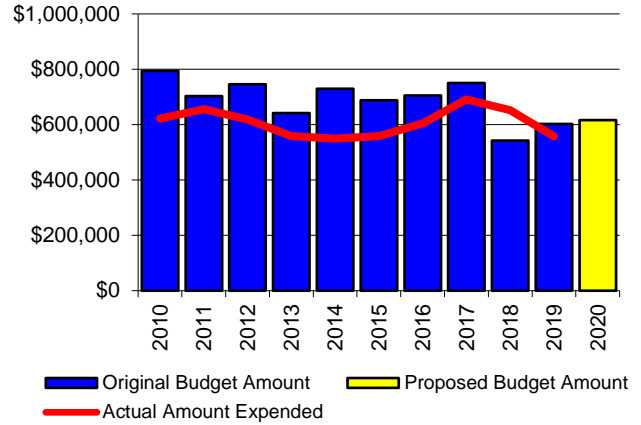
In order to adequately fund the repair and replacement of District facilities, additional funding is necessary.

Water Division – Administrative Services Department

02-5-06-50010

# Labor

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$641,470	\$558,843
2014	\$730,000	\$549,637
2015	\$687,667	\$558,458
2016	\$705,000	\$604,613
2017	\$750,000	\$691,090
2018	\$542,038	\$651,810
2019	\$602,359	\$557,261



<b>2020</b>	<b>\$616,295</b>
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**Description:**

This budget category includes the base salaries and anticipated overtime for the administrative staff members.

**Line Item Detail:**

Title	Range	FTE	Expense
General Manager	--	0.45	\$ 100,262
Chief Financial Officer	248	0.45	\$ 64,438
Implementation Manager	236	0.70	\$ 81,685
Water Resource Manager	233	0.35	\$ 48,229
Regulatory Compliance Manager	229	0.35	\$ 36,578
Water Resource Specialist	113	0.35	\$ 32,786
Senior Engineering Technician	110	0.35	\$ 32,013
Administrative Clerk V	39	0.50	\$ 41,435
Administrative Clerk IV	35	1.50	\$ 101,927
Engineering Technician I	33	0.50	\$ 36,908
Administrative Clerk I	23	1.00	\$ 40,034
<b>Total</b>		<b>6.50</b>	<b><u>\$616,295</u></b>

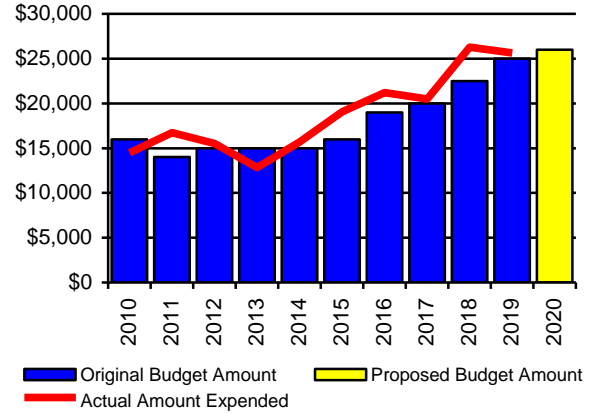


Water Division – Administrative Services Department

02-5-06-50012

## Director Fees

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$15,000	\$12,851
2014	\$15,000	\$15,699
2015	\$16,000	\$19,073
2016	\$19,000	\$21,202
2017	\$20,000	\$20,490
2018	\$22,500	\$26,287
2019	\$25,000	\$25,640



<b>2020</b>	<b>\$26,000</b>
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**Description:**

Director related expenses for meetings, travel, seminars and related events will be expensed to this budget category.

**Line Item Detail:**

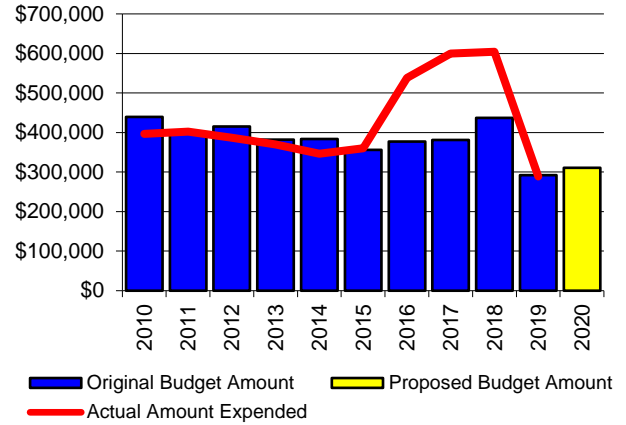
Director Fees, Travel and Other Related Expenses	\$ 26,000
	<u>\$ 26,000</u>

Water Division – Administrative Services Department

02-5-06-500xx

# Benefits

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$382,380	\$369,603
2014	\$383,450	\$349,246
2015	\$356,200	\$360,580
2016	\$377,236	\$538,408
2017	\$381,000	\$599,539
2018	\$437,080	\$604,283
2019	\$291,857	\$288,823



<b>2020</b>	<b>\$311,078</b>
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**Description:**

This budget category includes the District paid benefits for the staff members of the administrative services department including a portion of benefits paid to Directors.

**Line Item Detail:**

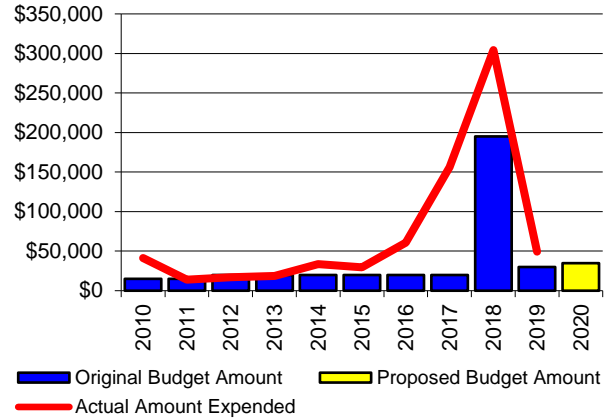
FICA (50013)	\$ 47,147
Life Insurance (50014)	\$ 3,120
Medical, Dental, Vision & Deferred Comp. (50016)	\$ 130,980
Disability Insurance (50017)	\$ 5,547
Workers' Compensation (50019)	\$ 16,640
PERS (50022)	\$ 92,444
Uniforms (50023)	\$ 3,250
Vacation/Sick Leave (50024)	\$ 10,000
Boot Allowance @ \$300/Employee and Incentives (50025)	\$ 1,950
<b>Total</b>	<b><u>\$ 311,078</u></b>

Water Division – Administrative Services Department

02-5-06-51003

## Repair & Maintenance – Structures

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$20,000	\$18,573
2014	\$20,000	\$33,694
2015	\$20,000	\$29,553
2016	\$20,000	\$60,756
2017	\$40,000	\$322,675
2018	\$195,000	\$304,261
2019	\$30,000	\$49,408



<b>2020</b>	<b>\$35,000</b>
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**Description:**

This budget category represents the annual projected costs associated with the maintenance and repair of the District administration building and related facilities. In 2017, the District completed remodeling of the interior of the main office to address the deterioration of the building and organizational restructuring due to the retirement of most of the management staff members. In 2018, the District completed a new exterior building for the field staff. This building includes a new meeting area for staff, breakroom, locker rooms and additional space to house equipment and inventory.

**Line Item Detail:**

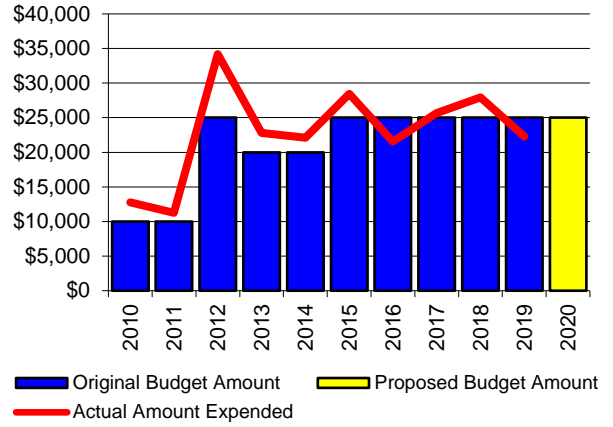
General Maintenance for the Administrative facilities	\$ 35,000
	<u>\$ 35,000</u>

Water Division – Administrative Services Department

02-5-06-51120

## Safety Equipment

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$20,000	\$22,799
2014	\$20,000	\$22,094
2015	\$25,000	\$28,461
2016	\$25,000	\$21,555
2017	\$25,000	\$25,667
2018	\$25,000	\$27,953
2019	\$25,000	\$22,298



<b>2020</b>	<b>\$25,000</b>
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**Description:**

This budget category represents the annual projected costs associated with the purchase of safety equipment necessary to comply with Cal-OSHA, NIOSHA, confined space, Hazmat, and Cal Trans Requirements.

**Line Item Detail:**

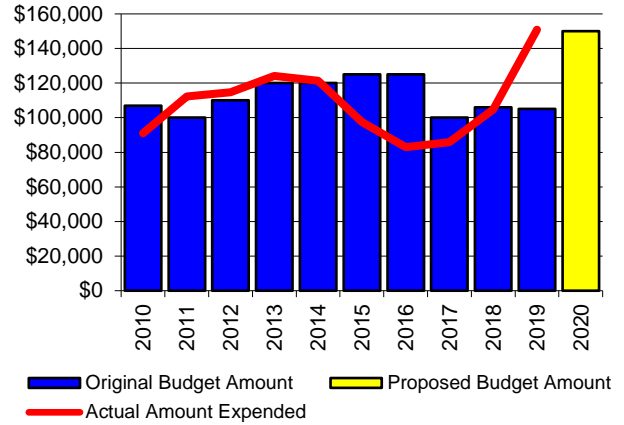
Safety Equipment and Supplies	\$ 25,000
	<u>\$ 25,000</u>

Water Division – Administrative Services Department

02-5-06-51125

## Petroleum Products

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$120,000	\$124,198
2014	\$120,000	\$121,283
2015	\$125,000	\$97,555
2016	\$125,000	\$82,975
2017	\$100,000	\$85,821
2018	\$106,000	\$104,650
2019	\$105,000	\$150,881



<b>2020</b>	<b>\$150,000</b>
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**Description:**

This budget category represents the projected costs associated with the purchase of gasoline, propane, oil and diesel fuel for District vehicles and equipment.

**Line Item Detail:**

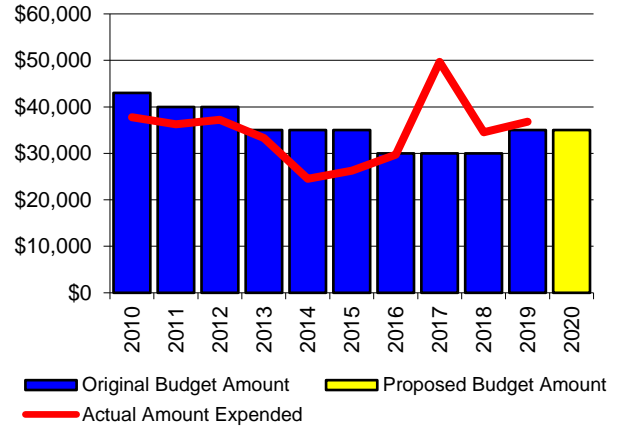
Unleaded Gasoline	\$ 85,500
Propane	\$ 2,000
Diesel Fuel	\$ 60,000
Oil and Disposal Costs	\$ 2,500
	\$ 150,000
<b>Total</b>	<b><u>\$150,000</u></b>

Water Division – Administrative Services Department

02-5-06-51130

## Office Supplies

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$35,000	\$33,264
2014	\$35,000	\$24,528
2015	\$35,000	\$26,301
2016	\$30,000	\$29,742
2017	\$30,000	\$46,689
2018	\$30,000	\$34,556
2019	\$35,000	\$36,781



<b>2020</b>	<b>\$35,000</b>
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**Description:**

This budget category will be used for office supplies for the water division.

**Line Item Detail:**

Office Supplies

\$ 35,000

Total

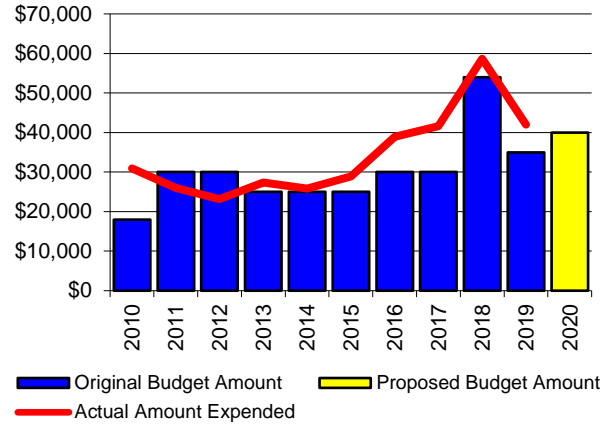
\$ 35,000

Water Division – Administrative Services Department

02-5-06-51140

## General Supplies & Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$25,000	\$27,375
2014	\$25,000	\$25,841
2015	\$25,000	\$28,929
2016	\$30,000	\$38,945
2017	\$30,000	\$41,608
2018	\$54,000	\$58,660
2019	\$35,000	\$41,986



<b>2020</b>	<b>\$40,000</b>
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**Description:**

This budget category includes the supplies and expenses related to the operation of the water division.

**Line Item Detail:**

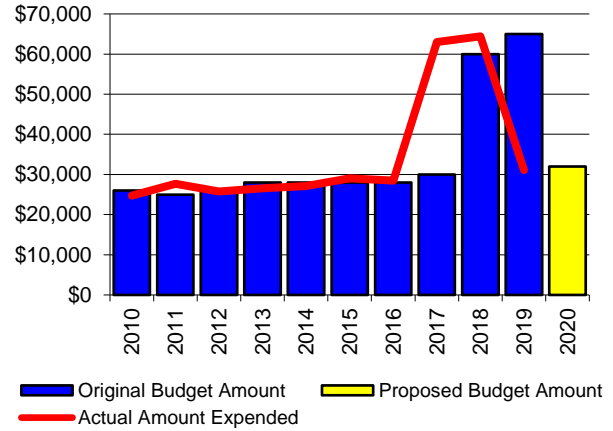
Supplies and Expenses	\$ 40,000
Total	\$ 40,000

Water Division – Administrative Services Department

02-5-06-51211

# Electricity

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$28,000	\$26,579
2014	\$28,000	\$27,145
2015	\$28,000	\$29,020
2016	\$28,000	\$28,469
2017	\$30,000	\$63,007
2018	\$60,000	\$64,411
2019	\$65,000	\$31,125



<b>2020</b>	<b>\$32,000</b>
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**Description:**

This budget category represents the costs associated with general electrical usage by the departments within the water division.

**Line Item Detail:**

Electrical Costs

\$ 32,000

Total

\$ 32,000



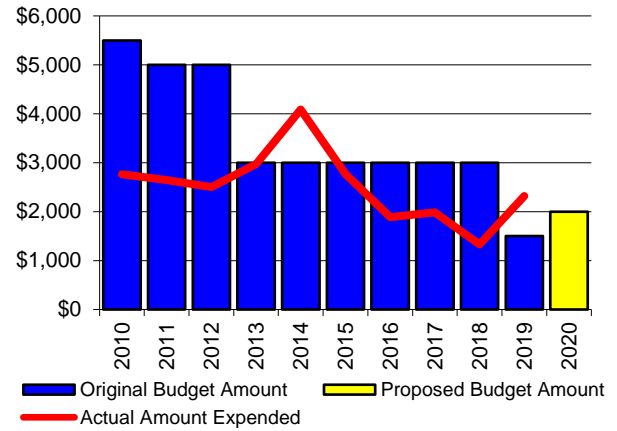
Water Division – Administrative Services Department

02-5-06-51213

## Natural Gas

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$3,000	\$2,972
2014	\$3,000	\$4,087
2015	\$3,000	\$2,152
2016	\$3,000	\$1,888
2017	\$3,000	\$1,983
2018	\$3,000	\$1,330
2019	\$1,500	\$2,320

<b>2020</b>	<b>\$2,000</b>
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**Description:**

This budget category represents the costs associated with natural gas usage by the departments within the water division. This expense is generally associated with heating of District facilities.

**Line Item Detail:**

Natural Gas Costs

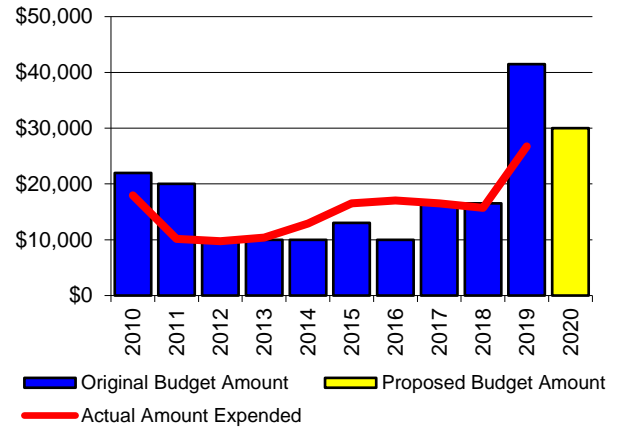
	\$ 2,000
<b>Total</b>	<b><u>\$ 2,000</u></b>

Water Division – Administrative Services Department

02-5-06-54002

## Dues & Subscriptions

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$10,000	\$10,402
2014	\$10,000	\$12,911
2015	\$13,000	\$16,504
2016	\$10,000	\$17,025
2017	\$16,500	\$16,534
2018	\$16,500	\$15,715
2019	\$41,500	\$26,741



<b>2020</b>	<b>\$30,000</b>
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**Description:**

This category includes all costs related to membership dues and periodical subscriptions for the water division during the fiscal year.

**Line Item Detail:**

American Water Works Association (AWWA)	\$ 4,787
Association of California Water Agencies (ACWA)	\$ 400
Association of Environmental Professionals (AEP)	\$ 250
Association of San Bernardino County Special Districts	\$ 138
California Municipal Treasury Association (CMTA)	\$ 155
California Society of Municipal Finance Officers (CSMFO)	\$ 110
California Special Districts Association (CSDA)	\$ 3,421
California Water Environmental Association (CWEA)	\$ 4,700
California Water Efficiency Partnership (CaWEP)	\$ 3,577
Emergency Response Network of the Inland Empire (ERNIE)	\$ 200
Groundwater Resources Association of California	\$ 315
Society for Human Resource Management (SHRM)	\$ 209
Southwest Membrane Operator Association	\$ 375
Water ISAC	\$ 2,099
Other Subscriptions	\$ 9,464

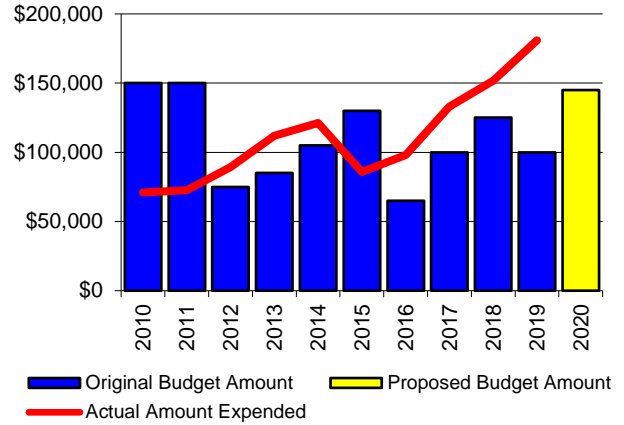
Total \$ 30,000

Water Division – Administrative Services Department

02-5-06-54005

# Computer Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$85,000	\$111,943
2014	\$105,000	\$121,200
2015	\$130,000	\$85,899
2016	\$65,000	\$98,071
2017	\$100,000	\$132,920
2018	\$125,000	\$151,751
2019	\$100,000	\$180,913



<b>2020</b>	<b>\$145,000</b>
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**Description:**

The District staff relies heavily upon the proper operation and integration of our various computer systems. Therefore, this budget category includes the costs related to modifications and improvements in the operation of the computer systems.

**Line Item Detail:**

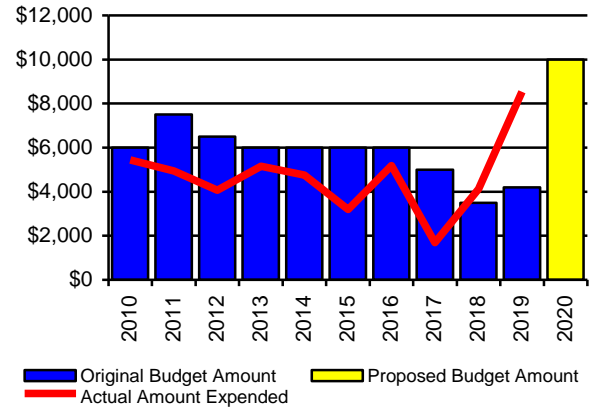
General Accounting and Customer Service Programs	\$ 30,000
Computer and Network Maintenance	\$ 80,000
Hardware and Software	\$ 35,000
	\$ 145,000
<b>Total</b>	<b><u>\$145,000</u></b>

Water Division – Administrative Services Department

02-5-06-54010

# Postage

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$6,000	\$5,150
2014	\$6,000	\$4,755
2015	\$6,000	\$3,197
2016	\$6,000	\$5,190
2017	\$5,000	\$1,693
2018	\$3,500	\$4,120
2019	\$4,200	\$8,535



<b>2020</b>	<b>\$10,000</b>
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**Description:**

This budget category will be used to pay for the cost of postage, envelopes and miscellaneous postage supplies.

In FY 2019 District staff mailed a number of notices to customers regarding public meetings to discuss the increase in rates by the San Gorgonio Pass Water Agency (SGPWA).

**Line Item Detail:**

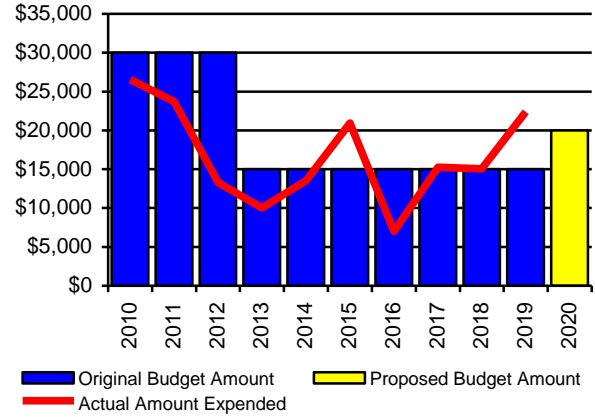
Postage and Overnight Express Charges	<u>\$ 10,000</u>
<b>Total</b>	<b><u>\$ 10,000</u></b>

Water Division – Administrative Services Department

02-5-06-54012

## Education & Training

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$15,000	\$9,999
2014	\$15,000	\$13,533
2015	\$15,000	\$20,937
2016	\$15,000	\$7,002
2017	\$15,000	\$15,235
2018	\$15,000	\$15,029
2019	\$15,000	\$22,393



<b>2020</b>	<b>\$20,000</b>
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**Description:**

This budget category includes the costs associated with training individuals in the water division.

**Line Item Detail:**

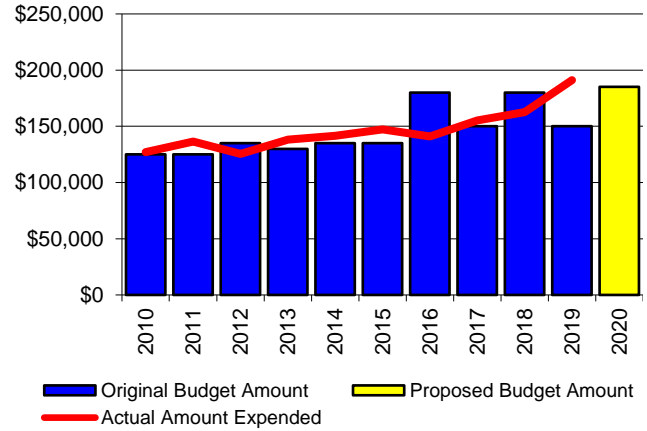
Education and Training Expenses	\$ 20,000
Total	<u>\$ 20,000</u>

Water Division – Administrative Services Department

02-5-06-54013

## Utility Billing Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$130,000	\$138,219
2014	\$135,000	\$141,606
2015	\$135,000	\$147,349
2016	\$180,000	\$141,041
2017	\$150,000	\$157,466
2018	\$180,000	\$162,689
2019	\$150,000	\$191,089



<b>2020</b>	<b>\$185,000</b>
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**Description:**

This budget category represents the costs associated with the production and collection of monthly customer invoices. The postage necessary to mail the monthly utility bills are included in this budget line item. The District waives the credit card fees charged to customers to encourage the use of alternative payment methods.

**Line Item Detail:**

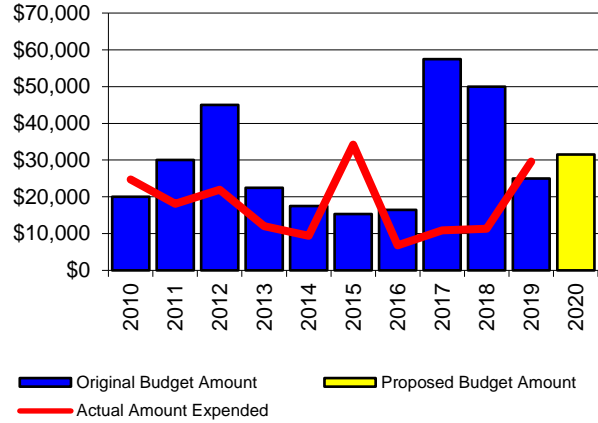
Credit Card Convenience Fees	\$ 30,000
Utility Billing Expenses	\$ 155,000
	\$ 185,000
<b>Total</b>	<b><u>\$ 185,000</u></b>

Water Division – Administrative Services Department

02-5-06-54014

## Public Relations

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$22,500	\$11,989
2014	\$17,500	\$9,432
2015	\$15,325	\$34,211
2016	\$16,500	\$6,813
2017	\$57,500	\$12,516
2018	\$50,000	\$25,998
2019	\$25,000	\$29,564



<b>2020</b>	<b>\$31,500</b>
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**Description:**

This budget category represents the annual projected costs associated with public relations efforts which include public tours and tours for school children as well as all costs associated with printing business forms and public hearing notices and job announcements. In 2017-18, all historical and future budget data for the Printing and Publications budget category (02-5-06-54011) was combined here.

**Line Item Detail:**

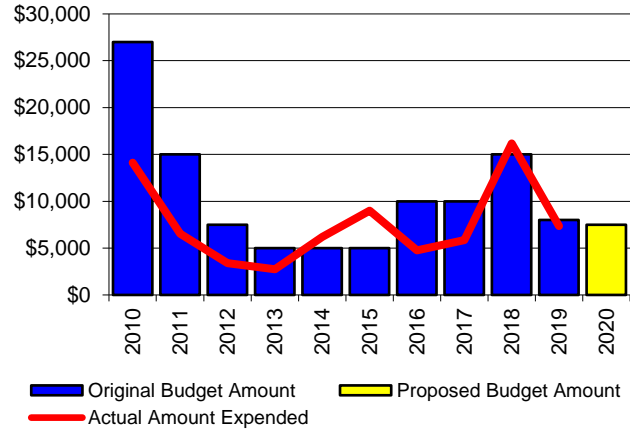
Public Relations	\$ 31,500
Total	<u>\$ 31,500</u>

Water Division – Administrative Services Department

02-5-06-54016

## Travel Related Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$5,000	\$2,741
2014	\$5,000	\$6,205
2015	\$5,000	\$8,995
2016	\$10,000	\$4,697
2017	\$10,000	\$5,852
2018	\$15,000	\$16,175
2019	\$8,000	\$7,352



<b>2020</b>	<b>\$7,500</b>
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**Description:**

This budget category includes travel related expenses associated with the water division.

**Line Item Detail:**

Travel Related Expenses	\$ 7,500
<b>Total</b>	<b><u>\$ 7,500</u></b>

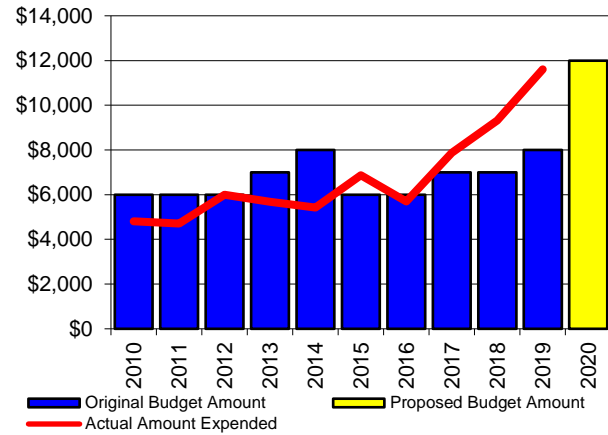


Water Division – Administrative Services Department

02-5-06-54017

## Certifications & Renewals

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$7,000	\$5,674
2014	\$8,000	\$5,423
2015	\$6,000	\$6,867
2016	\$6,000	\$5,702
2017	\$7,000	\$7,873
2018	\$7,000	\$9,318
2019	\$8,000	\$11,605



<b>2020</b>	<b>\$12,000</b>
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**Description:**

This budget category will be used for water division employee certifications.

**Line Item Detail:**

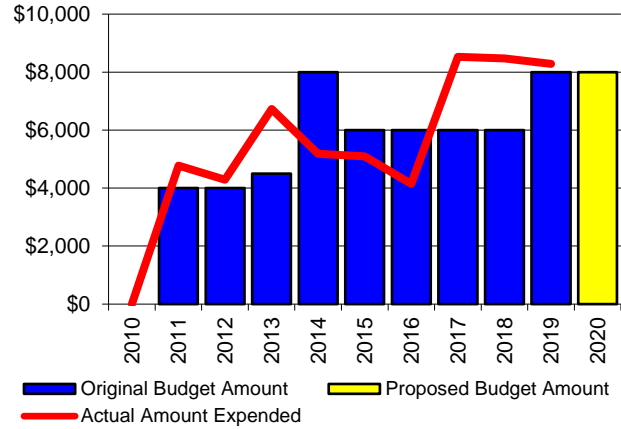
Water Division Certifications		\$ 12,000
Total		\$ 12,000

Water Division – Administrative Services Department

02-5-06-54020

## Meeting Related Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$4,500	\$6,732
2014	\$8,000	\$5,183
2015	\$6,000	\$5,097
2016	\$6,000	\$4,144
2017	\$6,000	\$8,527
2018	\$6,000	\$8,475
2019	\$8,000	\$8,282



<b>2020</b>	<b>\$8,000</b>
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**Description:**

The District hosts numerous meetings throughout the year which include several regional meetings for water industry professionals. This budget category will be used for expenses related to meetings hosted or attended by the District for water related functions.

**Line Item Detail:**

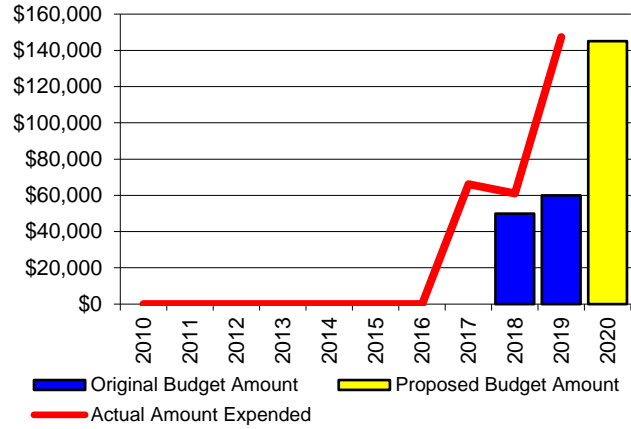
Meeting Related Expenses	\$ 8,000
<b>Total</b>	<b><u>\$ 8,000</u></b>

Water Division – Administrative Services Department

02-5-06-54022

## Utilities – YVWD Services

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$0	\$0
2015	\$0	\$0
2016	\$0	\$0
2017	\$0	\$66,132
2018	\$50,000	\$61,046
2019	\$60,000	\$147,319



<b>2020</b>	<b>\$145,000</b>
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**Description:**

This budget category is used for YVWD water and sewer charges billed to the District.

**Line Item Detail:**

YVWD Services

\$ 145,000

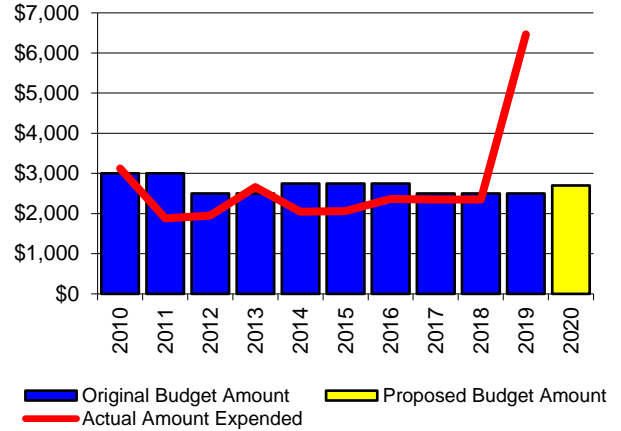
Total      \$ 145,000

Water Division – Administrative Services Department

02-5-06-54024

# Waste Disposal

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$2,500	\$2,661
2014	\$2,750	\$2,050
2015	\$2,750	\$2,060
2016	\$2,750	\$2,362
2017	\$2,500	\$2,351
2018	\$2,500	\$2,347
2019	\$2,500	\$6,463



<b>2020</b>	<b>\$2,700</b>
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**Description:**

This budget category represents the projected costs associated with waste disposal by the departments in the water division.

In FY 2019 District staff requested additional trash services as a result of cleaning and re-organizing the warehouse.

**Line Item Detail:**

Waste Disposal Costs

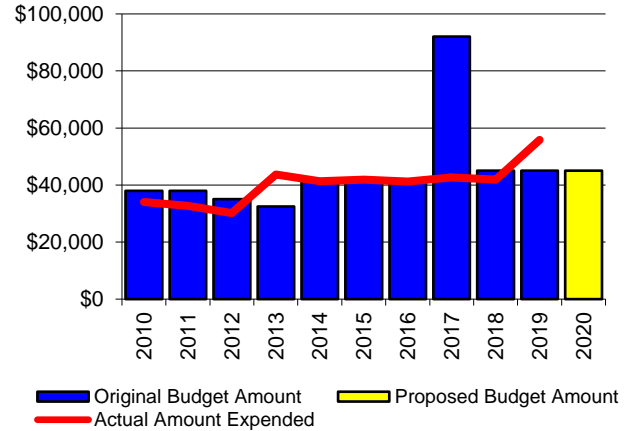
	\$ 2,700
<b>Total</b>	<b><u>\$ 2,700</u></b>

Water Division – Administrative Services Department

02-5-06-54025

## Telephone & Internet

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$32,500	\$43,693
2014	\$42,000	\$41,282
2015	\$42,000	\$41,866
2016	\$42,000	\$41,183
2017	\$92,000	\$42,688
2018	\$45,000	\$41,875
2019	\$45,000	\$55,828



<b>2020</b>	<b>\$45,000</b>
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**Description:**

This budget category represents the projected costs associated with business, cellular telephone, and internet usage by the departments within the water division.

**Line Item Detail:**

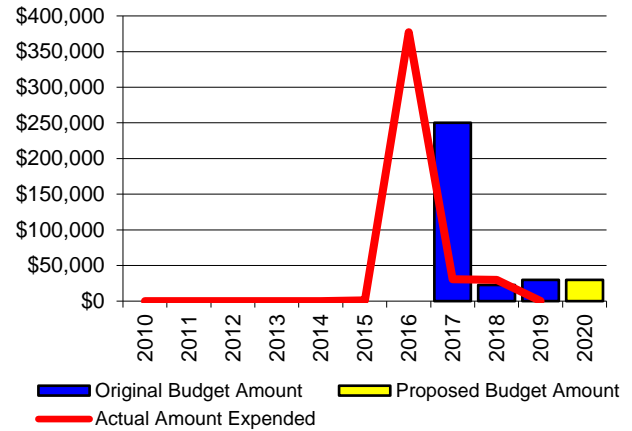
Telephone Services	\$ 13,000
Internet Services	\$ 32,000
	\$ 45,000
<b>Total</b>	<b><u>\$ 45,000</u></b>

Water Division – Administrative Services Department

02-5-06-54099

## Conservation & Rebates

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$0	\$0
2015	\$0	\$1,089
2016	\$0	\$429,198
2017	\$250,000	\$30,643
2018	\$22,800	\$29,661
2019	\$30,000	\$120



<b>2020</b>	<b>\$30,000</b>
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**Description:**

This budget category represents the costs associated with the May 5, 2015, State Water Resources Control Board adopted emergency regulations to achieve a statewide 25% reduction in potable urban water use. These stringent water use regulations required YVWD to achieve a 36% reduction from the amount of drinking water produced in 2013. Going forward, this category will be associated with water conservation in anticipation of future drought conditions.

**Line Item Detail:**

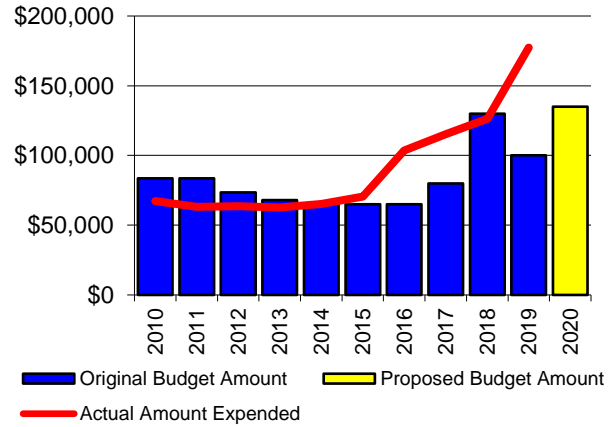
Conservation & Rebates	\$ 30,000
<b>Total</b>	<b><u>\$ 30,000</u></b>

Water Division – Administrative Services Department

02-5-06-54104

## Contractual Services

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$68,000	\$62,702
2014	\$65,000	\$65,318
2015	\$65,000	\$70,617
2016	\$65,000	\$103,556
2017	\$80,000	\$115,345
2018	\$130,000	\$126,188
2019	\$100,000	\$177,360



<b>2020</b>	<b>\$135,000</b>
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**Description:**

This budget category includes all contract service costs for equipment and services within the water division. These services include building security monitoring, copier maintenance, GIS maintenance, printer maintenance, answering service, landscape services, APN database, underground service alert, and other miscellaneous services. FY 2018-19 included one-time charges for WaterTrax set up as well as data migration. In addition, the District utilized temporary staffing for customer service.

**Line Item Detail:**

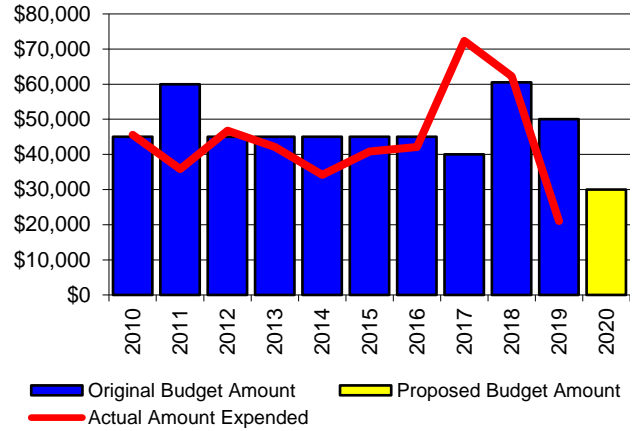
General Contractual Services	\$ 135,000
Total	<u>\$ 135,000</u>

Water Division – Administrative Services Department

02-5-06-54107

# Legal

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$45,000	\$42,107
2014	\$45,000	\$34,205
2015	\$45,000	\$40,845
2016	\$45,000	\$42,118
2017	\$40,000	\$72,325
2018	\$60,500	\$62,203
2019	\$50,000	\$21,041



<b>2020</b>	<b>\$30,000</b>
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**Description:**

This budget category is used for all water related legal costs. Legal fees related to sewer issues will be expensed to the sewer budget (see 03-5-06-54107) and legal fees related to recycled water issues will be expensed to the recycled water budget (see 04-5-06-54107).

**Line Item Detail:**

Legal Expenses	\$ 30,000
	<hr/>
<b>Total</b>	<b><u>\$ 30,000</u></b>

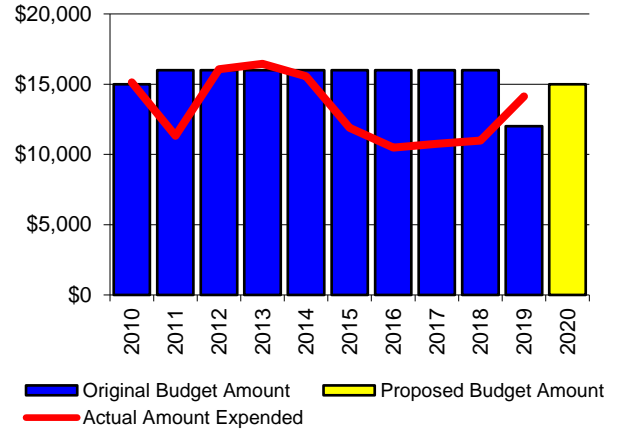


Water Division – Administrative Services Department

02-5-06-54108

## Audit & Accounting

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$16,000	\$16,448
2014	\$16,000	\$15,563
2015	\$16,000	\$11,900
2016	\$16,000	\$10,485
2017	\$16,000	\$10,755
2018	\$16,000	\$10,975
2019	\$12,000	\$14,134



<b>2020</b>	<b>\$15,000</b>
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**Description:**

This budget category will be used for audit services incurred during the fiscal year.

**Line Item Detail:**

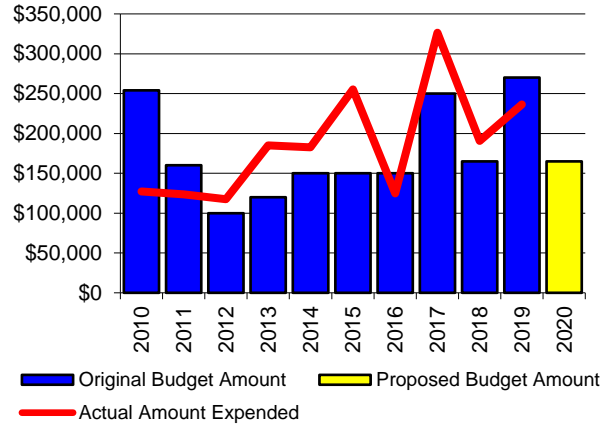
Audit and Accounting Services	\$ 15,000
<b>Total</b>	<b><u>\$ 15,000</u></b>

Water Division – Administrative Services Department

02-5-06-54109

## Professional Services

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$120,000	\$185,126
2014	\$150,000	\$182,465
2015	\$150,000	\$255,161
2016	\$150,000	\$124,895
2017	\$250,000	\$326,413
2018	\$165,000	\$190,805
2019	\$270,000	\$236,217



<b>2020</b>	<b>\$165,000</b>
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**Description:**

This budget category represents the annual projected costs associated with professional fees for the water division. This category will generally be used for labor consulting, legislative consulting, property appraisals, surveying, and specialized engineering studies.

**Line Item Detail:**

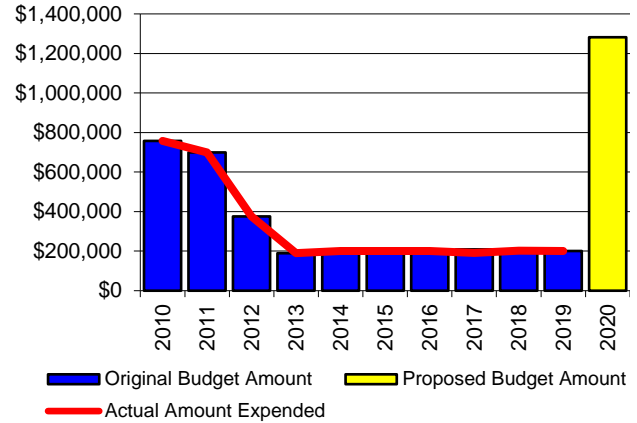
Engineering Services	\$ 91,000
Legislative Consulting Services	\$ 49,000
Labor Consulting Services	\$ 25,000
Total	<u>\$ 165,000</u>

Water Division – Administrative Services Department

02-5-06-55500

## Reserve Funds

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$190,000	\$190,000
2014	\$200,000	\$200,000
2015	\$200,000	\$200,000
2016	\$200,000	\$200,000
2017	\$209,235	\$191,800
2018	\$200,000	\$202,305
2019	\$200,000	\$200,000



<b>2020</b>	<b>\$1,282,330</b>
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**Description:**

Prudent financial planning and fiscal responsibility includes anticipating and preparing for future funding requirements as well as unforeseen and unexpected emergencies, disasters, and other events. The District has established this annual reserve for its long-term organizational and operational stability and to enable the District to minimize significant rate fluctuations due to unforeseen and expected cash flow requirements during the year. This reserve fund is to ensure that the District accumulates, manages, maintains, and uses certain financial resources only for specific purposes.

These funds will be transferred and designated to fund water division depreciation reserves.

**Line Item Detail:**

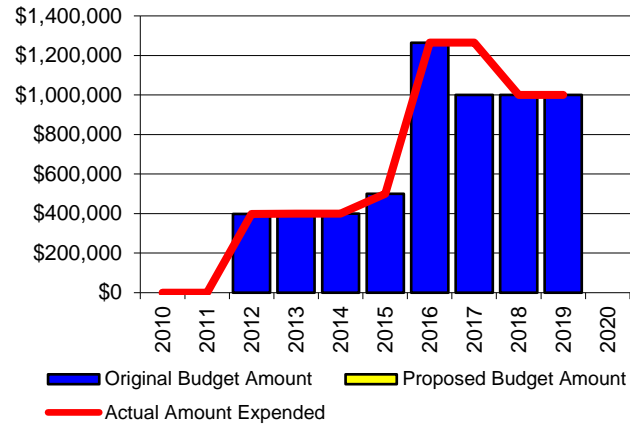
Reserve Funds	\$ 1,282,330
<b>Total</b>	<b><u>\$ 1,282,330</u></b>

Water Division – Administrative Services Department

02-5-06-xxxxx

## Water Infrastructure Replacement

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$400,000	\$400,000
2014	\$400,000	\$400,000
2015	\$500,000	\$500,000
2016	\$1,265,000	\$1,265,000
2017	\$1,000,000	\$1,265,000
2018	\$1,000,000	\$1,000,000
2019	\$1,000,000	\$1,000,000



<b>2020</b>	<b>\$0</b>
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**Description:**

This budget category represents funding necessary to replace depreciated assets of the water division such as wells, reservoirs, boosters, pipelines, services, fire hydrants, meters, structures, buildings, office equipment, shop equipment, radios, construction equipment, and tools relative to the water operations.

Beginning in fiscal year 2019-20, funding for infrastructure reserves will be allocated separately from the operating budget.

**Line Item Detail:**

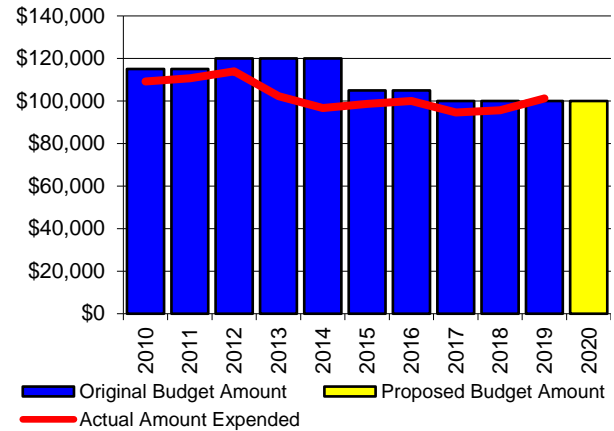
Water Infrastructure Replacement	\$ 0
<b>Total</b>	<b><u>\$ 0</u></b>

Water Division – Administrative Services Department

02-5-06-56001

# Insurance

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$120,000	\$102,260
2014	\$120,000	\$96,722
2015	\$105,000	\$98,685
2016	\$105,000	\$99,933
2017	\$100,000	\$94,597
2018	\$100,000	\$95,617
2019	\$100,000	\$101,148



<b>2020</b>	<b>\$100,000</b>
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**Description:**

This budget category represents the annual projected costs associated with insurance coverage related to general, auto, and property insurance. Costs incurred related to small claims are also assigned to this line item.

**Line Item Detail:**

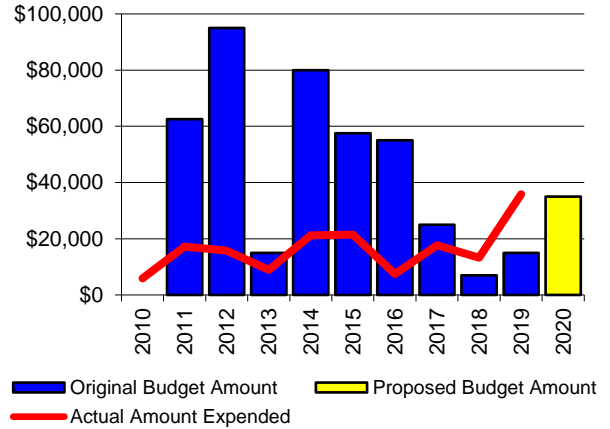
General Liability Insurance	<u>\$ 100,000</u>
<b>Total</b>	<b><u>\$ 100,000</u></b>

Water Division – Administrative Services Department

02-5-06-57030

## Regulatory Compliance

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$15,000	\$8,863
2014	\$80,000	\$21,235
2015	\$57,500	\$21,471
2016	\$55,000	\$7,390
2017	\$25,000	\$17,696
2018	\$7,000	\$13,300
2019	\$15,000	\$35,829



<b>2020</b>	<b>\$35,000</b>
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**Description:**

This budget category will be used for regulatory compliance expenses for the water division.

In fiscal year 2018-19 District staff began working with a consultant on the Hazard Mitigation Plan (HMP). This will continue into fiscal year 2019-20.

**Line Item Detail:**

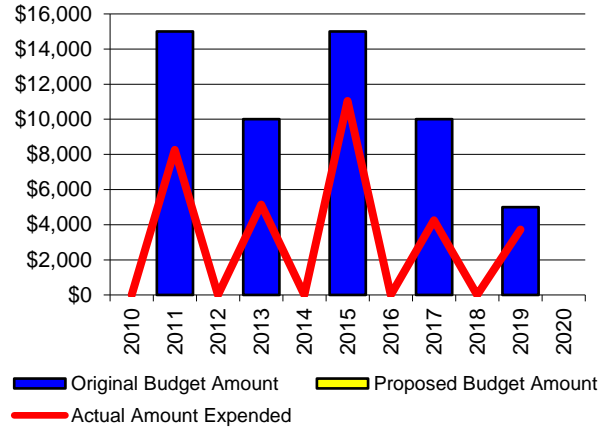
General Regulatory Compliance Expenses	\$ 35,000
<b>Total</b>	<b><u>\$ 35,000</u></b>

Water Division – Administrative Services Department

02-5-06-57090

## Election Related Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$10,000	\$5,141
2014	\$0	\$0
2015	\$15,000	\$11,043
2016	\$0	\$0
2017	\$10,000	\$4,258
2018	\$0	\$0
2019	\$5,000	\$3,729



<b>2020</b>	<b>\$0</b>
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**Description:**

This budget category will be used for expenses related to general elections of the Board.

**Line Item Detail:**

Riverside County & San Bernardino County Election Expenses

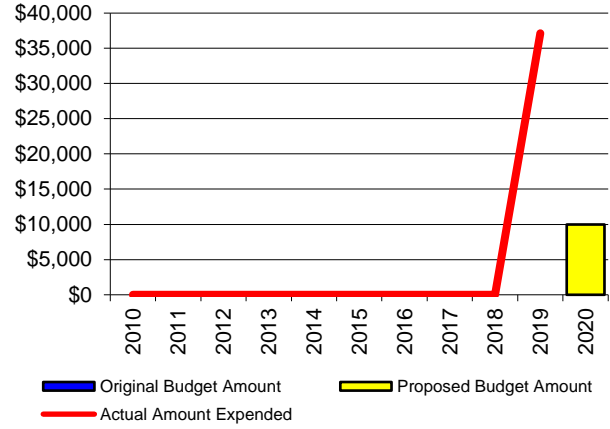
Total	\$ 0
	\$ 0

Water Division – Administrative Services Department

02-5-06-57095

# Yucaipa SGMA

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$0	\$0
2015	\$0	\$0
2016	\$0	\$0
2017	\$0	\$0
2018	\$0	\$0
2019	\$0	\$37,132



<b>2020</b>	<b>\$10,000</b>
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**Description:**

This budget category will be used for expenses related to the Yucaipa SGMA.

This is a newly budgeted line item in FY 2020. The actual expenses for FY 2019 were a result of multiple years, therefore the budget for FY 2020 is sufficient.

**Line Item Detail:**

Yucaipa SGMA

	\$ 10,000
<b>Total</b>	<b><u>\$ 10,000</u></b>

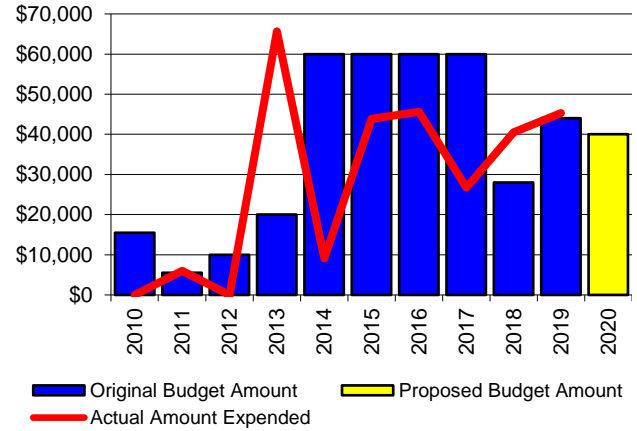


Water Division – Administrative Services Department

02-5-06-57096

## Beaumont Basin Watermaster

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$20,000	\$65,659
2014	\$60,000	\$9,138
2015	\$60,000	\$43,861
2016	\$60,000	\$45,607
2017	\$60,000	\$26,738
2018	\$28,000	\$40,482
2019	\$44,000	\$45,261



<b>2020</b>	<b>\$40,000</b>
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**Description:**

This budget category will be used for expenses related to the Beaumont Basin Watermaster.

**Line Item Detail:**

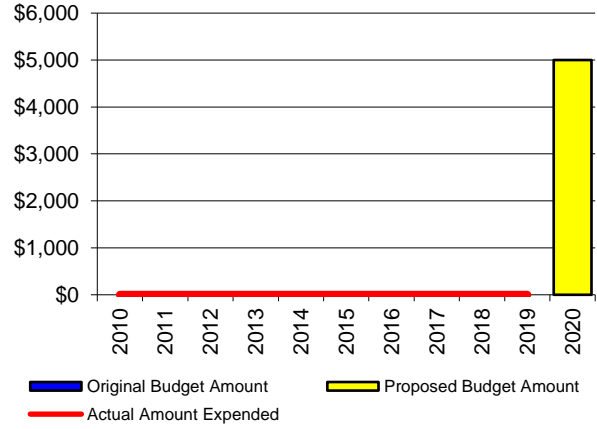
Beaumont Basin Watermaster	\$ 40,000
Total	<u>\$ 40,000</u>

Water Division – Administrative Services Department

02-5-06-57097

## San Timoteo SGMA

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$0	\$0
2015	\$0	\$0
2016	\$0	\$0
2017	\$0	\$0
2018	\$0	\$0
2019	\$0	\$0



<b>2020</b>	<b>\$5,000</b>
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**Description:**

This budget category will be used for expenses related to the San Timoteo SGMA.

This is a newly budgeted line item in FY 2020.

**Line Item Detail:**

San Timoteo SGMA

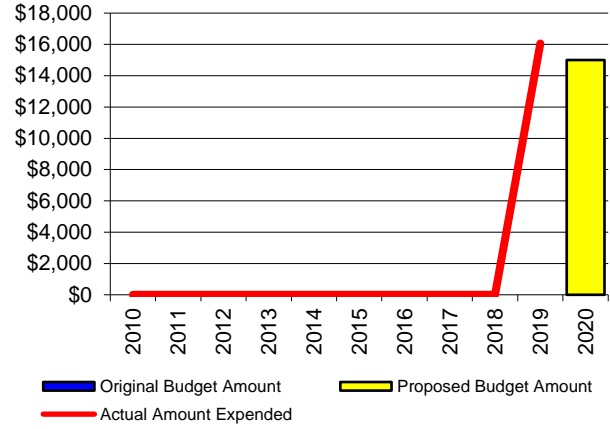
	<u>\$ 5,000</u>
Total	<u>\$ 5,000</u>

Water Division – Administrative Services Department

02-5-06-57098

## Bunker Hill GSC

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$0	\$0
2015	\$0	\$0
2016	\$0	\$0
2017	\$0	\$0
2018	\$0	\$0
2019	\$0	\$16,055



<b>2020</b>	<b>\$15,000</b>
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**Description:**

This budget category will be used for expenses related to the Bunker Hill Groundwater Sustainability Council.

This is a newly budgeted line item in FY 2020.

**Line Item Detail:**

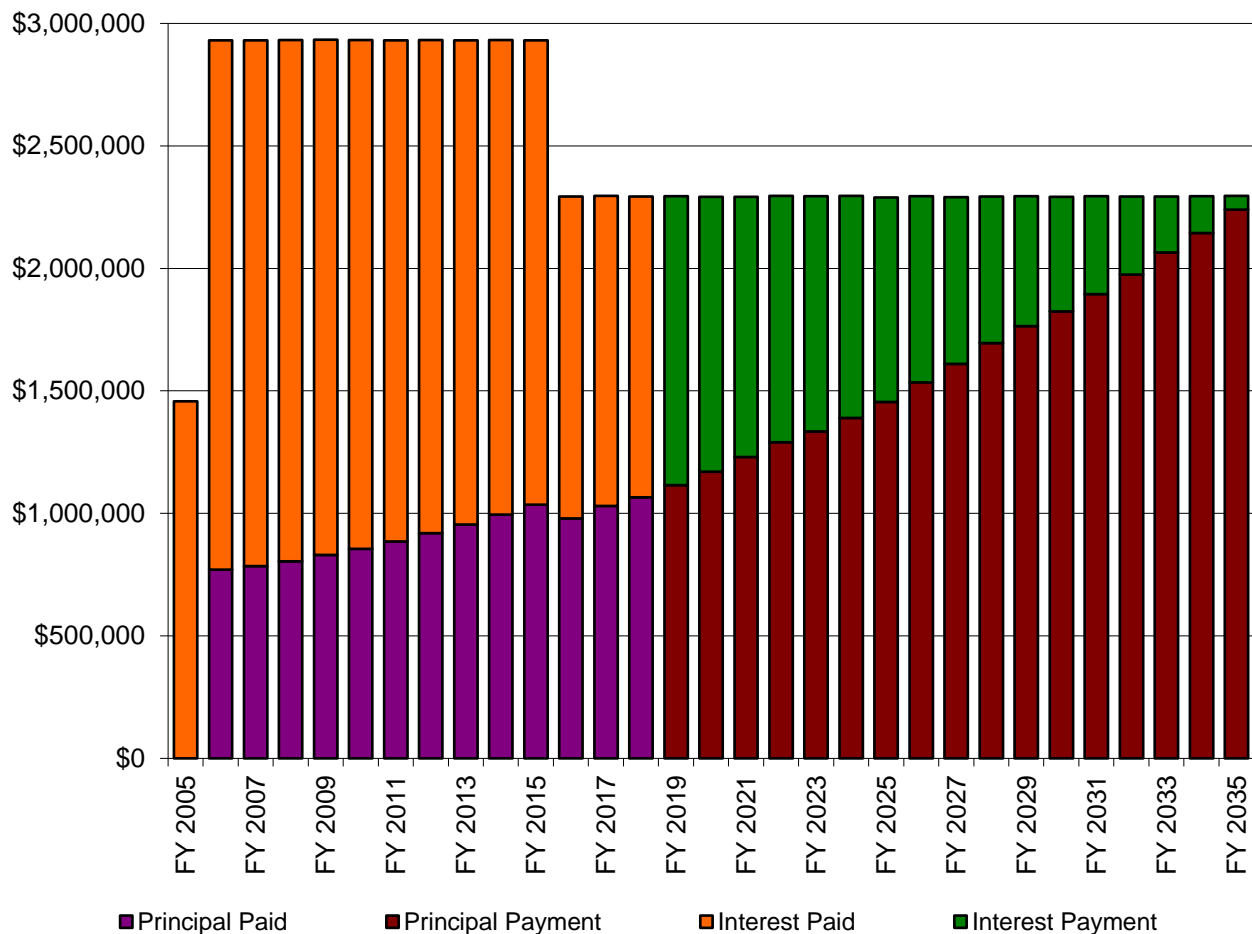
Bunker Hill Groundwater Sustainability Council		\$ 15,000
<b>Total</b>		<b>\$ 15,000</b>

# Water Division Debt Service

Department Description – The Water Debt Service expenditures are associated with the 2004A bond issuance.

Background of Debt Issuance – The Yucaipa Valley Water District Financing Corporation was established on May, 24, 2004 as a nonprofit public benefit corporation organized for the sole purpose of acquiring, constructing, rehabilitating, financing and refinancing of, or providing for the sale or leasing of, facilities, land and equipment for the use, benefit and enjoyment of the public served by public agencies in the State of California and any other purpose incidental thereto. In June 2004, the Yucaipa Valley Water District Financing Corporation issued \$45,730,000 in revenue bonds for the construction of water related facilities related to the Yucaipa Valley Regional Water Filtration Facility. In early 2015, the outstanding debt was refinanced, resulting in lower principal and interest payment for the remaining term of the financing.

The following schedule provides the principal and interest payments through the full term of the financing.

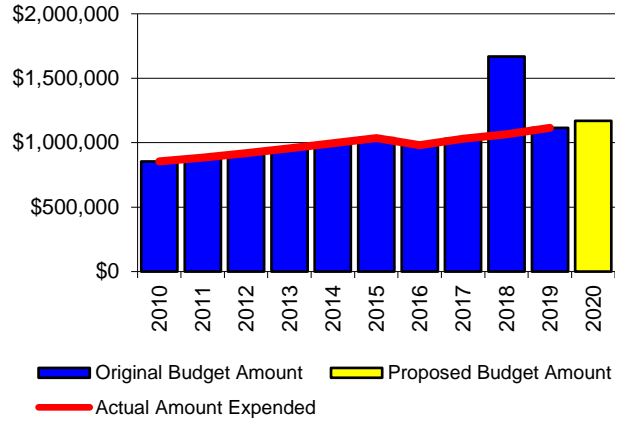


Water Division – Debt Service

02-5-40-57201

## Debt Service Principal

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$955,000	\$955,000
2014	\$995,000	\$995,000
2015	\$1,035,000	\$1,035,000
2016	\$980,000	\$980,000
2017	\$1,030,000	\$1,030,000
2018	\$1,669,000	\$1,065,000
2019	\$1,115,000	\$1,115,000



<b>2020</b>	<b>\$1,170,000</b>
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**Description:**

This budget category is used for expenses related to the principal payment of the 2004A prior to FY 2016 and 2015A Series Revenue Bonds for the water division.

**Line Item Detail:**

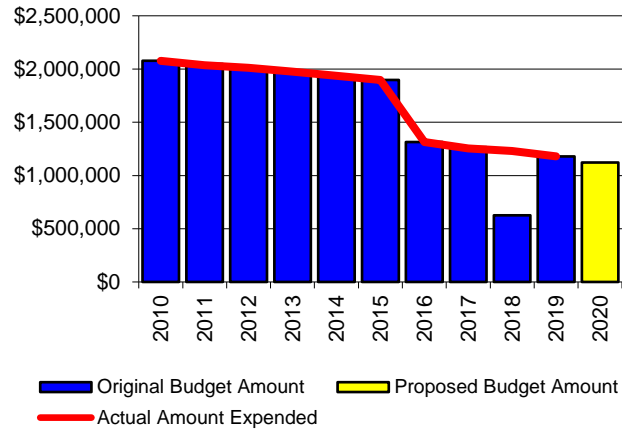
Debt Service Principal Payment	\$ 1,170,000
Total	<u>\$ 1,170,000</u>

Water Division – Debt Service

02-5-40-57402

## Debt Service Interest

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$1,976,025	\$1,976,025
2014	\$1,937,025	\$1,937,025
2015	\$1,896,425	\$1,896,425
2016	\$1,314,014	\$1,314,014
2017	\$1,265,665	\$1,255,363
2018	\$625,665	\$1,228,912
2019	\$1,179,738	\$1,179,738



<b>2020</b>	<b>\$1,122,612</b>
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**Description:**

This budget category is used for expenses related to the interest payment of the 2004A Revenue Bonds prior FY 2016 and 2015A for the water division.

**Line Item Detail:**

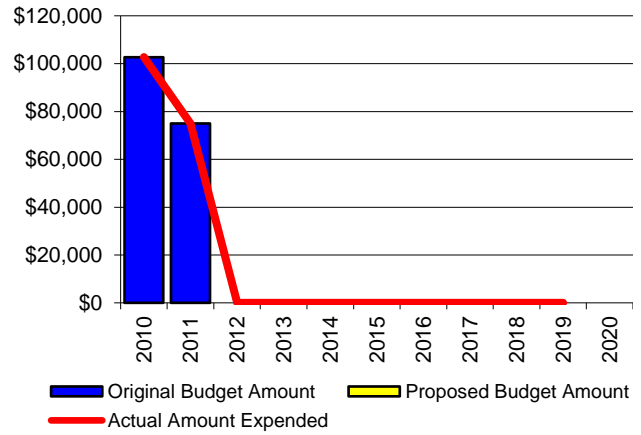
Debt Service Interest Payment	\$ 1,122,612
Total	\$ 1,122,612

Water Division – Debt Service

Line Item Used for Fund Transfer

## Rate Stabilization Fund

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$0	\$0
2015	\$0	\$0
2016	\$0	\$0
2017	\$0	\$0
2018	\$0	\$0
2019	\$0	\$0



<b>2020</b>	<b>\$0</b>
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**Description:**

This budget category will be used to establish a fund for stabilizing water rates in the future.

**Line Item Detail:**

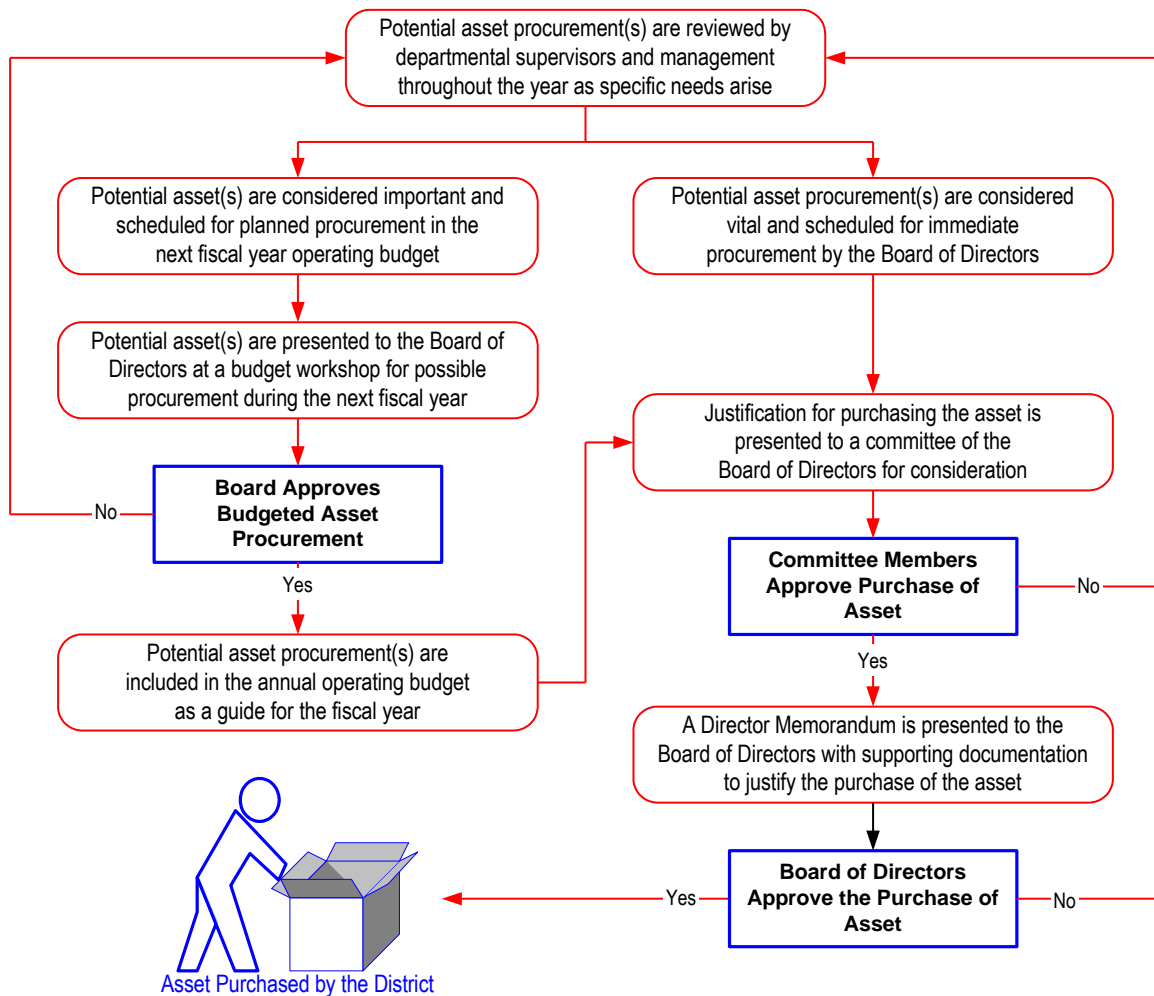
Rate Stabilization Fund Contribution	\$ 0
Total	\$ 0

# Asset Acquisition – Water Division

**BUDGETARY DESCRIPTION** – The Asset Allocation portion of the operating budget is used for the purchase of specific fixed assets which are generally greater than \$5,000.<sup>1</sup> This portion of the budget will be used by the accounting department to appropriately categorize and track the purchase of fixed assets.

**PROCUREMENT METHODOLOGY** – The following schematic diagram illustrates the methodology used by the District staff to secure the purchase of the fixed assets.

## General Procedure for Asset Evaluation & Procurement



<sup>1</sup> Items purchased during the fiscal year that is \$5,000 or less will be expensed at the time of purchase instead of carried as a District asset.



At a minimum, the District staff will present all purchases to a committee of the Board prior to presenting the purchase of an asset to the Board of Directors for consideration. In the case of a planned asset purchase, the entire Board will be able to review the conceptual purchase of an asset at a budget workshop prior to having the item presented to a committee. It is important to recognize that all budget workshops, committee meetings, and board meetings are open to the public.

As a general rule of thumb, asset acquisition will be funded by existing reserve funds. Therefore, the budget will have an offsetting amount of reserve funds added to the revenue portion of the budget for each asset identified below.

BUDGET OVERVIEW – The following summary represents the total acquisition allocation by department for the water division.

Water Division Department Requesting Asset Acquisition	Estimated Cost Associated with the Proposed Asset Acquisitions	Amount of Offsetting Reserve Funds Added to Operating Revenue
Water Resources Department	\$ 0	--
Public Works Department	\$ 0	--
Administrative Department	\$ 0	--
<b>Total</b>	<b>\$ 0</b>	<b>\$ 0</b>

WATER DIVISION – ASSET ACQUISITION

02-5-40-57001

## Water Resources Department

DESCRIPTION:

The following assets have been identified for acquisition by the water resources department.

LINE ITEM DETAIL:

Replacement Vehicles	\$0
<b>Total</b>	<b>\$ 0</b>

WATER DIVISION – ASSET ACQUISITION

02-5-40-57003

## Public Works Department

DESCRIPTION:

The following assets have been identified for acquisition by the public works department.

LINE ITEM DETAIL:

Replacement Vehicles	\$0
<b>Total</b>	<b>\$ 0</b>

WATER DIVISION – ASSET ACQUISITION

02-5-40-57006

## Administration Department

DESCRIPTION:

The following assets have been identified for acquisition by the Administration Department.

LINE ITEM DETAIL:

Replacement Vehicles	\$0
<b>Total</b>	<b>\$ 0</b>





## **Chapter Three**

Fiscal Year 2020

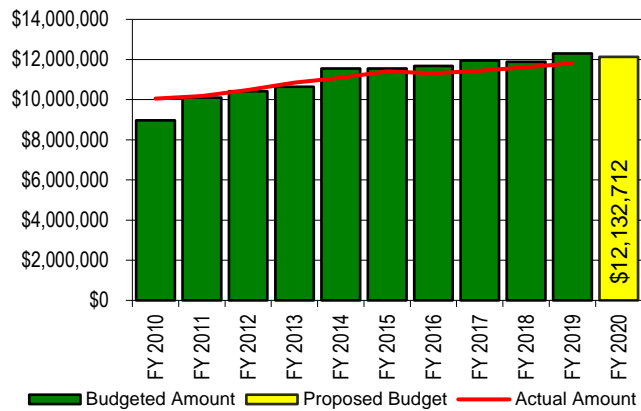
Sewer Division  
Operating Budget

# Sewer Division Revenue Analysis

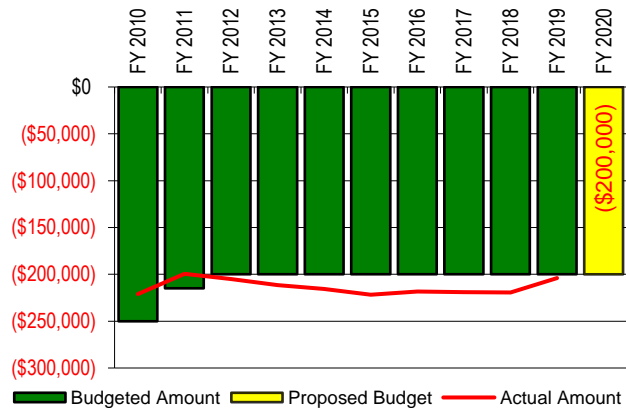
## Sources of Operating Revenue

The sewer division receives operating revenue from a number of different sources with the major sources consisting of the following:

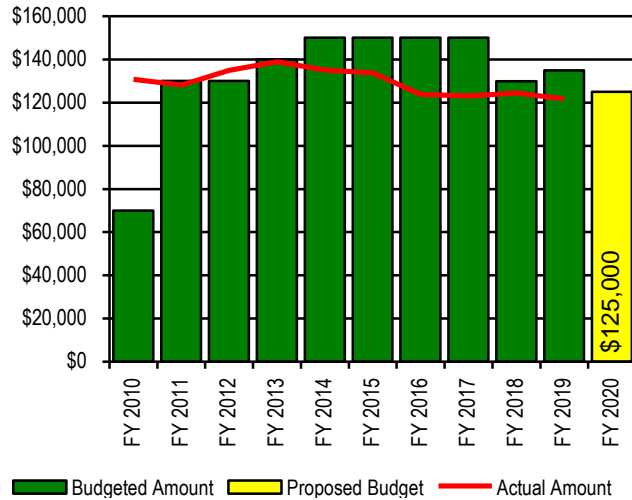
**Sewer Service Demand Charge (03-41000):** This revenue source is the fixed rate component charged to all sewer customers. Since this is a monthly fixed charge, the estimated amount of revenue derived from this source is fairly constant year to year. This is the single largest revenue source for the sewer division.



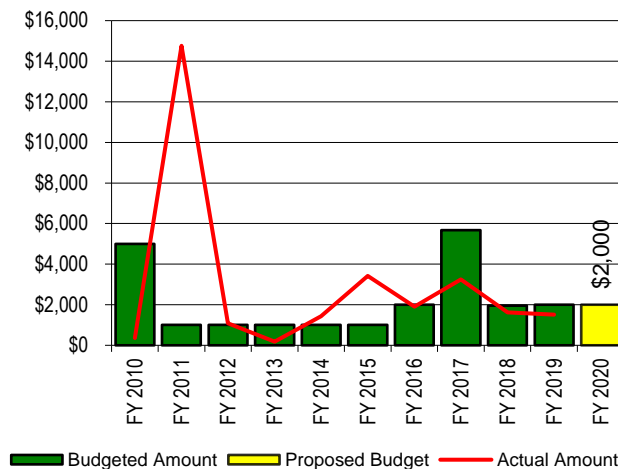
**Sewer Service Demand Charge Multi-Unit Discount (03-41005):** The latest version of the District's rate schedule continues to include a discount for the sewer service demand charges for those high density developments with more than 30 dwelling units constructed prior to March 2005. This discount reflects the differential in service requirements for older high density developments.



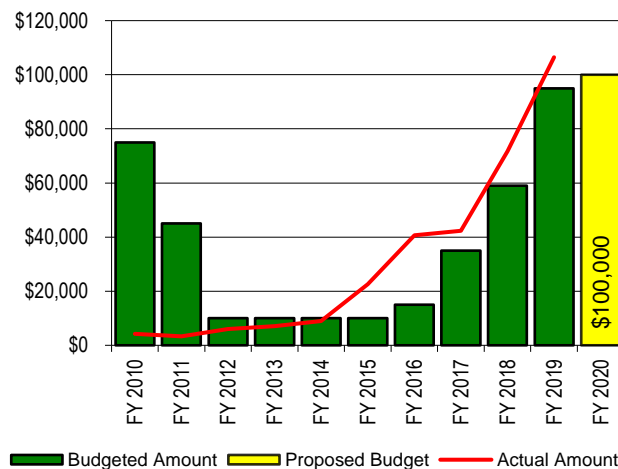
**Penalty Late Charges (03-41121):** This revenue source is generated from late payments of sewer services. The District's late charges are 10% for the first month and 0.5% for any unpaid balance every month thereafter. This late charge is not intended to represent an interest rate or cost of money, but rather a penalty charge for late payment on an account.



**Other Operating Revenue (03-42122):** This revenue source is generated from other operating revenue sources. This category generally includes inspection and permit fees on existing laterals and other miscellaneous sources of revenue.



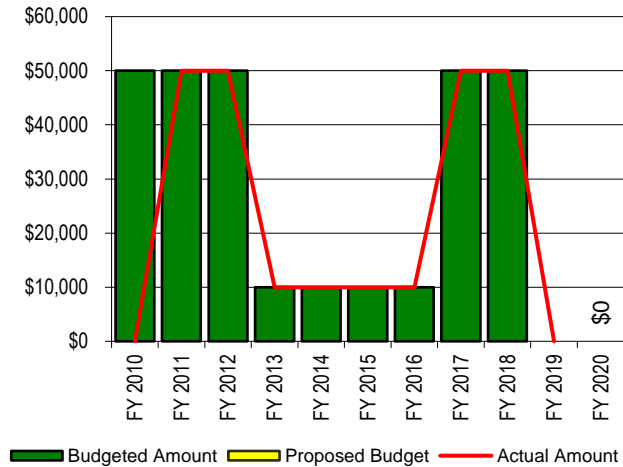
**Interest Earnings (03-43010):** This revenue source is generated from investment interest earnings. The District's investment policy utilizes Local Agency Investment Fund (LAIF) as the predominant investment vehicle. Significantly lesser amounts are invested in the U.S. Securities and money market funds.





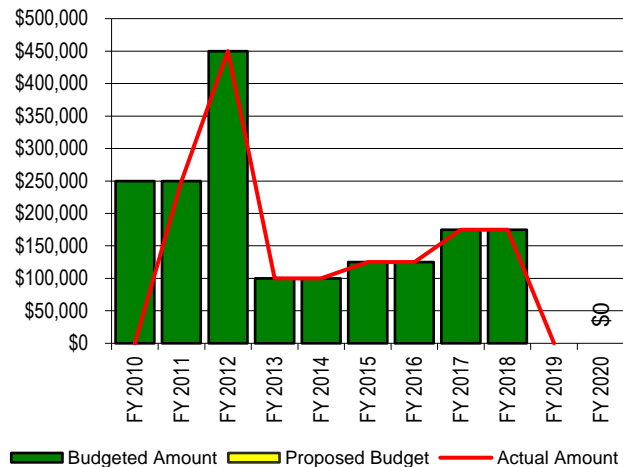
**Property Tax – Unsecured (03-43110):**

This revenue source is generated from the unsecured portion of the property tax increment received by the District from properties within the District’s service area. Unsecured property taxes are those taxes collected on property that can be relocated and is not real estate. The tax is assessed against such things as business equipment, fixtures, boats and airplanes. Beginning in fiscal year 2019-20, the sewer division will no longer be allocated a portion of the property taxes received by the District.



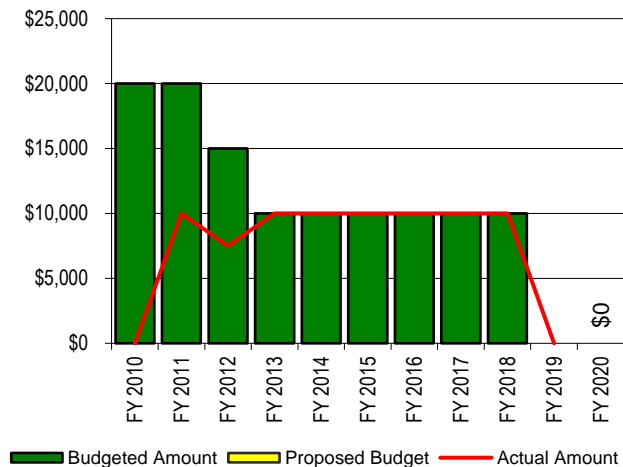
**Property Tax – Secured (03-43120):**

This revenue source is generated from the secured portion of the property tax increment received by the District from properties within the District’s service area. Secured property taxes are those taxes collected on real property such as land and structures. Beginning in fiscal year 2019-20, the sewer division will no longer be allocated a portion of the property taxes received by the District.

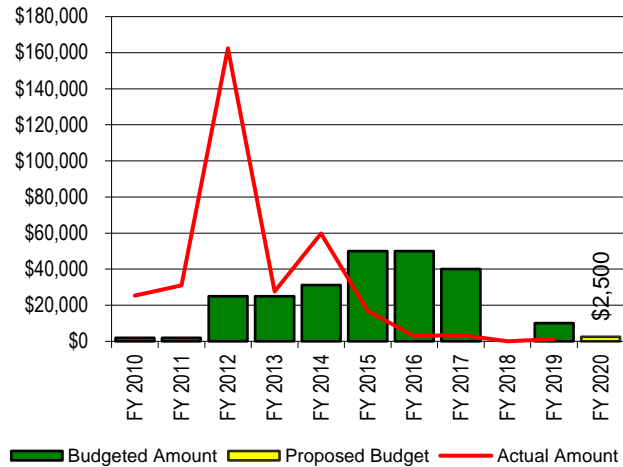


**Tax Collection – Prior (03-43130):**

This revenue source is generated from the property tax increment collected from prior years. Beginning in fiscal year 2019-20, the sewer division will no longer be allocated a portion of the property taxes received by the District.



**Miscellaneous Non-Operating Revenue (03-49150):** This revenue source is used to track unspecified non-operating revenue that is not directly attributable to the revenue categories previously established in the budget such as revenue from recycling materials.



Other sources of operating revenue for the sewer division include:

- Service Establishment Fee (03-40016)
- Sewer Lateral Installation (03-41110)
- Bad Debt Write-Off & Recovery (03-41124)
- Front Footage Fees (03-41131)
- Other Taxes (03-43140)

# Sewer Treatment Department

Department Description – The Sewer Treatment Department is responsible for maintaining the safe and efficient operation of the sewer treatment facility. This involves operating the sewer treatment plant in compliance with all federal, state and local regulations and optimizing the sewer treatment process to maximize the effectiveness of the District's resources.

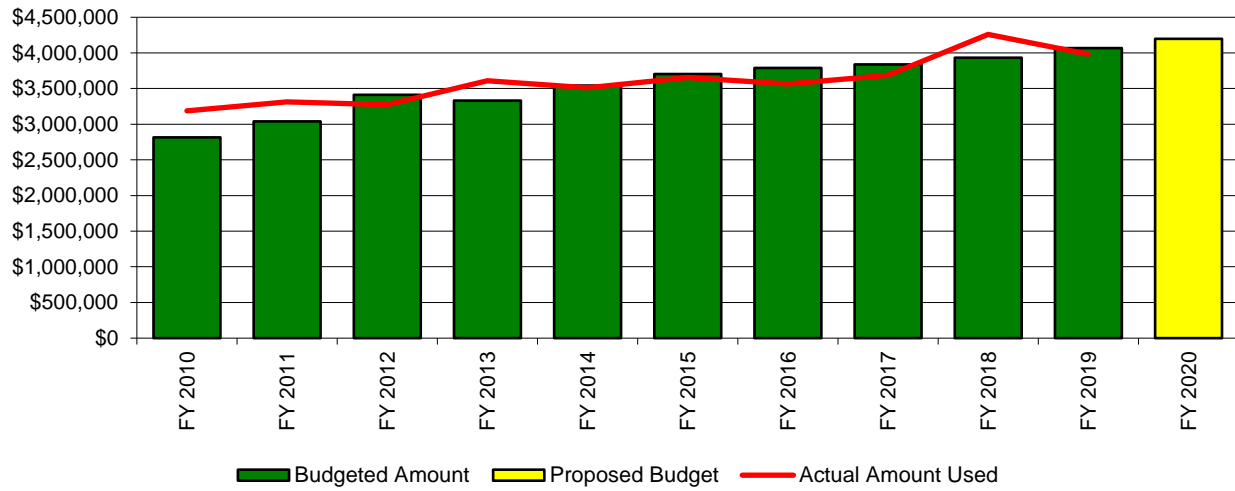
Departmental Responsibilities – The Sewer Treatment Department is responsible for compliance with the conditions of the Clean Water Act, the District's Waste Discharge permit, and with Regional Water Quality Control Board requirements. Responsibilities for this department also include maintaining an on-site laboratory, monitoring the operation of the treatment facility 24 hours a day, and conducting routine maintenance on equipment and at each process necessary to meet the required permits/regulations.

Organizational Structure & Staffing Levels – This year the District has assigned labor resources of 11.65 Full-Time Equivalent (FTE) employees to the Sewer Treatment Department. The FTE calculations for this department are as follows:<sup>1</sup>

Title	Range	FTE	Expense
<b>Operations Manager</b>	231	1.25	\$ 152,715
<b>Integrated Senior Plant Operator</b>	124	1.00	\$ 120,909
<b>Integrated Operator III</b>	53	4.00	\$ 369,840
<b>Integrated Operator II</b>	42	4.50	\$ 341,667
<b>Water Quality Chemist</b>	40	0.90	\$ 73,998
	<b>Total</b>	<b>11.65</b>	<b>\$1,059,129</b>

<sup>1</sup> The positions that are assigned a FTE value of less than 1.0 are involved in the integrated operator program and are cross-trained with the Water Division, Water Resource Department.

**Budget Overview** – The following illustration shows the amount of funds budgeted and the actual expenses over the past several years.



This year, the Sewer Treatment Department will be allocated \$4,198,162 (not including asset acquisitions), which represents an increase of \$132,555 or a 4% increase.

**Anticipated Issues for This Fiscal Year** – The following issues have been identified as important issues for the near future. The specific resolution to some of the issues presented below may need to be further analyzed by District staff and presented to the Board of Directors for the adoption of a specific policy, procurement or other action as deemed necessary.

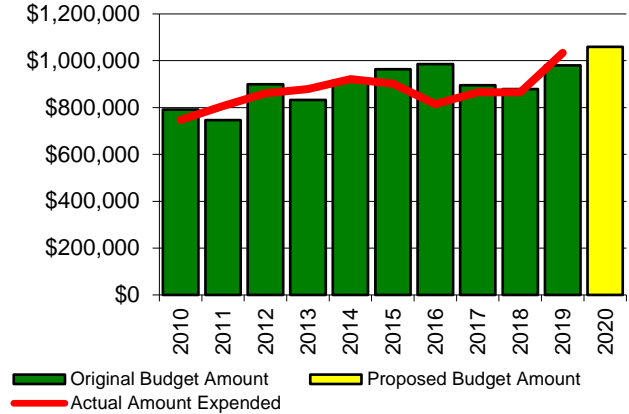
- With the completion of the new biological processes, tertiary membranes, and ultraviolet disinfection process, the District will be able to produce a pristine recycled water supply. The staff members of the Treatment Department are continuing to operate the facilities in conjunction with the newly completed salinity control facilities and associated brineline.

Sewer Division – Treatment Department

03-5-02-50010

# Labor

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$833,200	\$879,201
2014	\$915,000	\$912,311
2015	\$963,424	\$901,086
2016	\$985,300	\$815,417
2017	\$895,000	\$865,335
2018	\$878,548	\$865,315
2019	\$979,711	\$1,033,640



<b>2020</b>	<b>\$1,059,129</b>
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**Description:**

This budget category includes the base salaries, overtime, and standby expenses associated with the sewer treatment department staff members.

**Line Item Detail:**

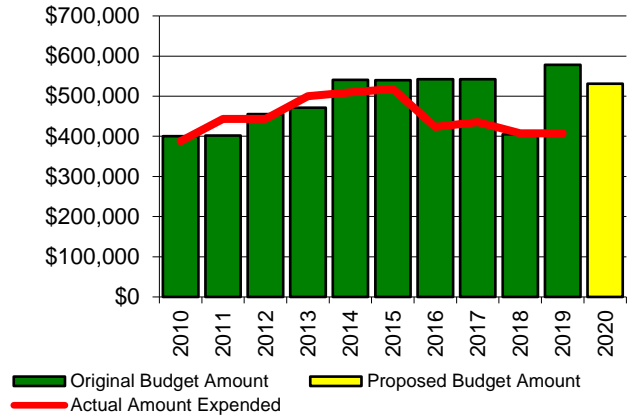
Title	Range	FTE	Expense
Operations Manager	231	1.25	\$ 152,715
Integrated Senior Plant Operator	124	1.00	\$ 120,909
Integrated Operator III	53	4.00	\$ 369,840
Integrated Operator II	42	4.50	\$ 341,667
Water Quality Chemist	40	0.90	\$ 73,998
<b>Total</b>		<b>11.65</b>	<b><u>\$1,059,129</u></b>

Sewer Division – Treatment Department

03-5-02-500xx

# Benefits

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$471,400	\$500,417
2014	\$540,800	\$509,624
2015	\$539,800	\$518,057
2016	\$541,900	\$423,601
2017	\$542,400	\$435,464
2018	\$405,495	\$407,930
2019	\$577,896	\$407,413



<b>2020</b>	<b>\$531,033</b>
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Description:

This budget category includes the District paid benefits for the staff members of the sewer treatment department.

Line Item Detail:

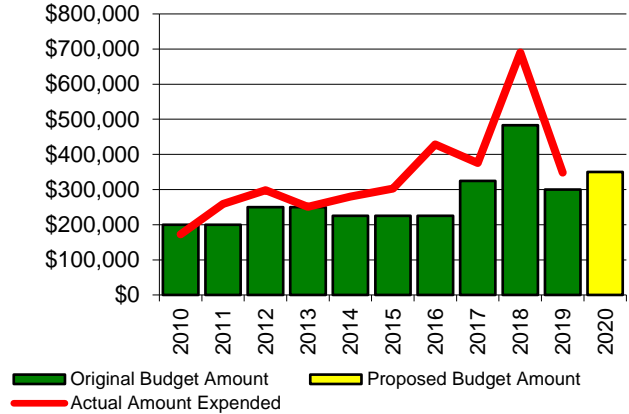
FICA (50013)	\$ 81,023
Life Insurance (50014)	\$ 5,592
Medical, Dental, Vision & Deferred Comp. (50016)	\$ 224,598
Disability Insurance (50017)	\$ 9,535
Workers' Compensation (50019)	\$ 28,596
PERS (50022)	\$ 158,869
Uniforms (50023)	\$ 5,825
Vacation/Sick Leave (50024)	\$ 9,000
Boot Allowance @ \$300/Employee and Incentives (50025)	\$ 7,995
<b>Total</b>	<b><u>\$ 531,033</u></b>

Sewer Division – Treatment Department

03-5-02-51003

## Repair & Maintenance - Structures

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$250,000	\$251,078
2014	\$225,000	\$279,593
2015	\$225,000	\$303,103
2016	\$225,000	\$428,437
2017	\$325,000	\$375,317
2018	\$483,200	\$690,210
2019	\$300,000	\$348,356



<b>2020</b>	<b>\$350,000</b>
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**Description:**

This budget category is used for the maintenance and repair of all sewer treatment plant related facilities.

**Line Item Detail:**

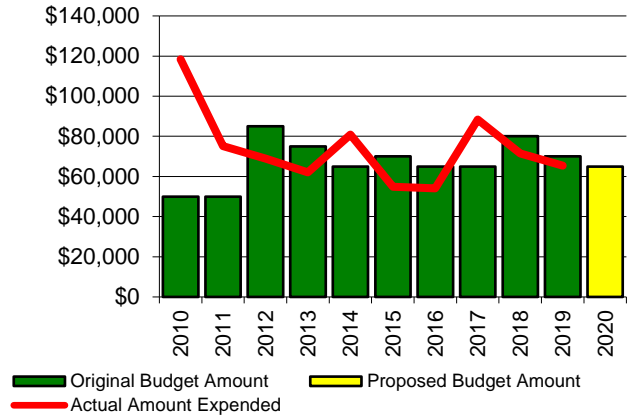
Miscellaneous Repairs and Maintenance		\$ 350,000
Total		\$ 350,000

Sewer Division – Treatment Department

03-5-02-51010

## Automation Control

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$75,000	\$62,018
2014	\$65,000	\$80,944
2015	\$70,000	\$54,841
2016	\$65,000	\$54,089
2017	\$65,000	\$88,402
2018	\$80,000	\$71,440
2019	\$70,000	\$65,447



<b>2020</b>	<b>\$65,000</b>
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**Description:**

Expenses incurred for the upkeep and maintenance of outside instrumentation and computer technicians. Such services include: repair and maintenance of the plant Supervisory Control And Data Acquisition (SCADA) system; repair and calibration of metering equipment; adjustments of electronically actuated valves; and the repair of plant and lift station alarm and electrical systems.

**Line Item Detail:**

Automation Control Expenses	\$ 65,000
Total	\$ 65,000

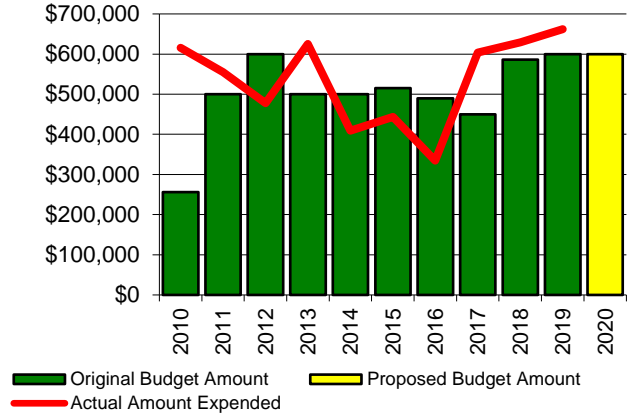


Sewer Division – Treatment Department

03-5-02-51106

# Chemicals

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$500,000	\$625,154
2014	\$500,000	\$409,154
2015	\$515,000	\$443,062
2016	\$490,000	\$330,274
2017	\$450,000	\$603,962
2018	\$586,000	\$629,218
2019	\$600,000	\$661,972



<b>2020</b>	<b>\$600,000</b>
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**Description:**

This budget category is used to provide chemicals necessary in the treatment of sewer.

**Line Item Detail:**

Treatment Chemicals

\$ 600,000

Total

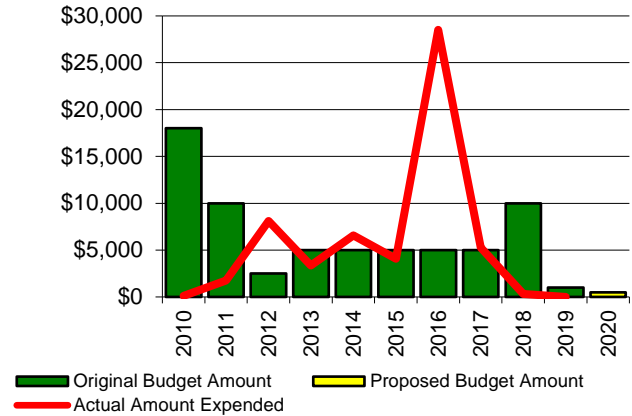
\$ 600,000

Sewer Division – Treatment Department

03-5-02-51111

# Propane

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$5,000	\$3,371
2014	\$5,000	\$6,582
2015	\$5,000	\$4,070
2016	\$5,000	\$28,733
2017	\$5,000	\$5,267
2018	\$10,000	\$316
2019	\$1,000	\$0



<b>2020</b>	<b>\$500</b>
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**Description:**

Propane is sometimes needed to augment the methane gas produced to help maintain a warm operating temperature in the digesters through the winter. Operation requirements and winter temperatures dictate the amount of propane used throughout the year with the majority of the consumption occurring between November and March.

The high propane usage in 2016 is attributed to the Digester Rehab Project.

**Line Item Detail:**

Propane

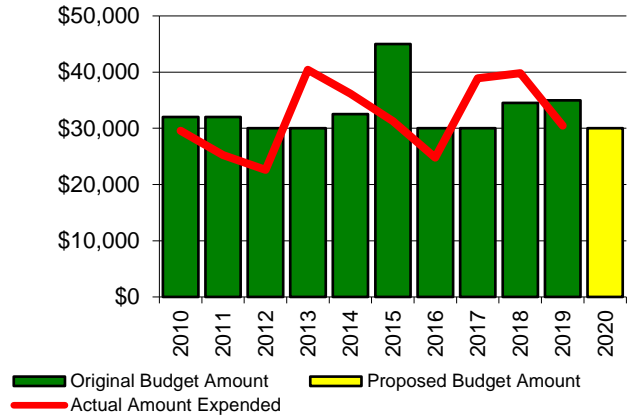
	\$ 500
Total	<u>\$ 500</u>

Sewer Division – Treatment Department

03-5-02-51115

## Laboratory Supplies

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$30,000	\$40,412
2014	\$32,500	\$36,150
2015	\$45,000	\$31,284
2016	\$30,000	\$24,779
2017	\$30,000	\$38,881
2018	\$34,500	\$39,807
2019	\$35,000	\$30,503



<b>2020</b>	<b>\$30,000</b>
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**Description:**

This budget category includes the costs associated with purchasing supplies and equipment for the laboratory at the sewer treatment facility.

**Line Item Detail:**

Laboratory Supplies

\$ 30,000

Total

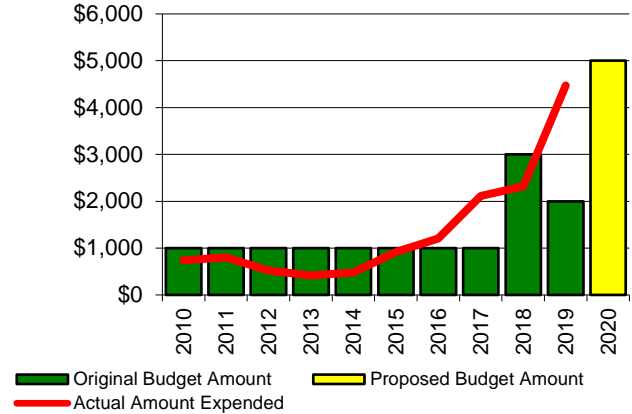
\$ 30,000

Sewer Division – Treatment Department

3-5-02-51140

## General Supplies & Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$1,000	\$415
2014	\$1,000	\$482
2015	\$1,000	\$918
2016	\$1,000	\$1,206
2017	\$1,000	\$1,810
2018	\$3,000	\$2,321
2019	\$2,000	\$4,472



<b>2020</b>	<b>\$5,000</b>
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**Description:**

This budget category includes the miscellaneous supplies and expenses related to the operation of the sewer treatment department.

In FY 2019 expenses were higher than anticipated as a result of re-keying the sewer plant.

**Line Item Detail:**

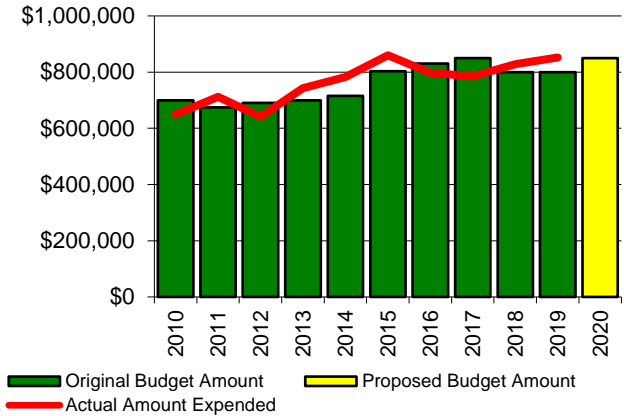
Supplies and Expenses	\$ 5,000
<b>Total</b>	<b><u>\$ 5,000</u></b>

Sewer Division – Treatment Department

03-5-02-51210

## Power Purchases

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$700,000	\$742,794
2014	\$715,000	\$783,106
2015	\$802,860	\$859,939
2016	\$830,000	\$796,947
2017	\$850,000	\$784,821
2018	\$800,000	\$828,714
2019	\$800,000	\$852,505



<b>2020</b>	<b>\$850,000</b>
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**Description:**

This budget category includes all electrical power costs to operate the sewer treatment facility.

**Line Item Detail:**

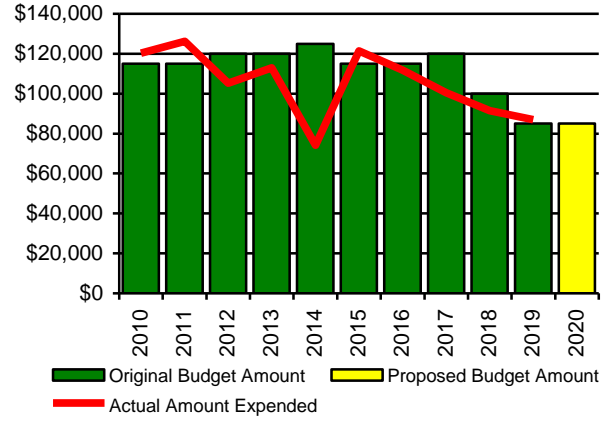
Electrical Power Service for WRWRF Operations	\$ 850,000
<b>Total</b>	<b><u>\$ 850,000</u></b>

Sewer Division – Treatment Department

03-5-02-54110

# Laboratory Services

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$120,000	\$112,918
2014	\$125,000	\$74,161
2015	\$115,000	\$121,498
2016	\$115,000	\$111,837
2017	\$120,000	\$100,404
2018	\$100,000	\$91,487
2019	\$85,000	\$87,041



<b>2020</b>	<b>\$85,000</b>
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**Description:**

This budget category includes the cost of outside laboratory services for all regulatory monitoring requirements including items such as toxicity testing, priority pollutants, special sampling programs, influent/effluent testing and biosolids monitoring.

**Line Item Detail:**

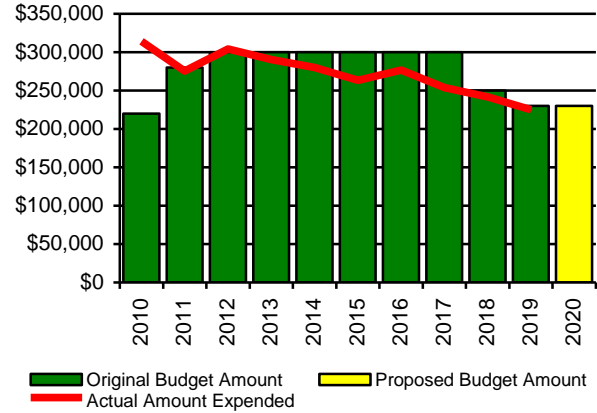
Chemical Analyses Performed by Outside Laboratories	\$ 85,000
<b>Total</b>	<b><u>\$ 85,000</u></b>

Sewer Division – Treatment Department

03-5-02-57031

## Sewage Waste Disposal - Solids

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$300,000	\$290,330
2014	\$300,000	\$280,057
2015	\$300,000	\$263,188
2016	\$300,000	\$276,810
2017	\$300,000	\$253,818
2018	\$250,000	\$241,784
2019	\$230,000	\$225,155



<b>2020</b>	<b>\$226,000</b>
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**Description:**

This budget category includes the required annual operating costs associated with the removal, compost, and disposal of processed biosolids.

**Line Item Detail:**

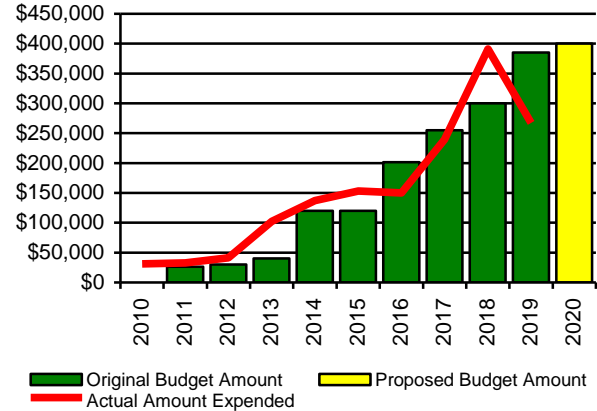
Sewage Waste Disposal - Solids	\$ 226,000
Total	<u>\$ 226,000</u>

Sewer Division – Treatment Department

03-5-02-57034

## Brineline Operating Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$40,000	\$102,375
2014	\$120,000	\$137,044
2015	\$120,000	\$152,990
2016	\$201,616	\$150,194
2017	\$255,000	\$239,682
2018	\$300,000	\$391,033
2019	\$385,000	\$267,558



<b>2020</b>	<b>\$396,500</b>
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**Description:**

This budget category includes the annual costs for maintaining capacity in downstream salt conveyance facilities to Orange County Sanitation District and routine operating costs related to the operation of salt conveyance facilities owned by the District.

**Line Item Detail:**

Salt Conveyance and Permit Fees related to Brineline Operating Expenses	\$ 396,500
<b>Total</b>	<b><u>\$ 396,500</u></b>



# Administrative Services Department

Department Description – The Administrative Services Department is accountable for the overall safe, efficient and reliable operation of the sewer division which includes sewer treatment department and the laboratory. While the expenses related to the environmental control department are contained within the sewer division, the organizational structure is more conducive to have the Environmental Control personnel report to the Public Works Manager.

Departmental Responsibilities – The Administrative Services Department is responsible for ensuring the following:

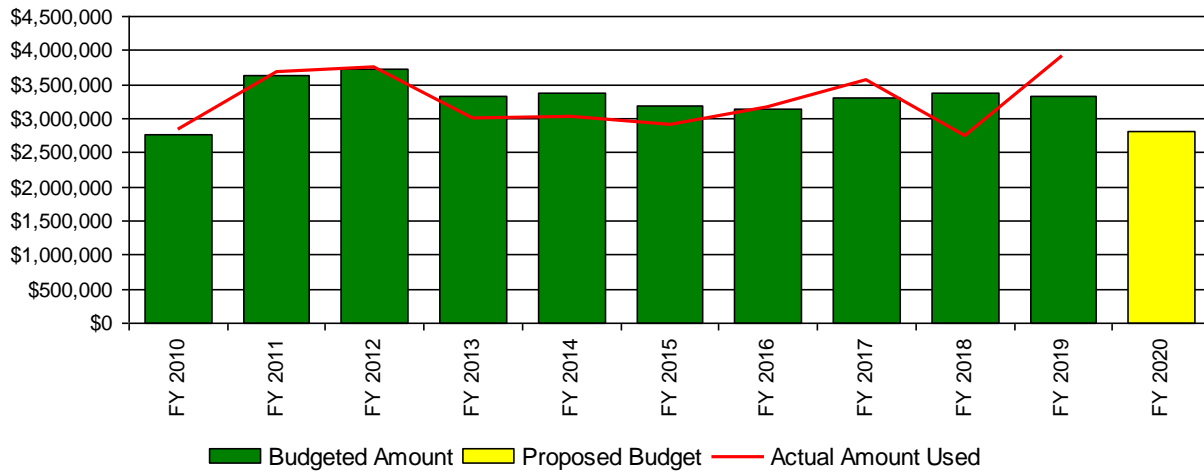
- Management: The individuals in Management are responsible for managing the operational and planning functions of the District. This includes risk management, fund investment, Director information, policy management, human resources, and public relations.
- Accounting: The individuals in Accounting are responsible for all accounting functions which range from tracking District assets to maintaining accounts payable, accounts receivable, and payroll. Accounting is also responsible for maintaining fund balances, tracking of development impact fees, and maintaining the current budget.
- Customer Service: The individuals in Customer Service are responsible for all general customer related activities such as maintaining the customer service database, processing of utility billing, receiving all fees/charges, maintaining service records for the Department of Health Services.
- Engineering: The individuals in Engineering are responsible for all engineering related functions including: water and sewer modeling; GIS studies and applications; consultant and contractor oversight; development of design and construction standards; plan check and inspection services; and performing other related engineering studies and services.

Organizational Structure & Staffing Levels – This year the Administrative Department has been allocated labor resources of 6.50 Full-Time Equivalent (FTE) employees.

The FTE calculation details for this department are as follows:

Title	Range	FTE	Expense
General Manager	--	0.45	\$ 100,261
Chief Financial Officer	248	0.45	\$ 64,437
Implementation Manager	236	0.70	\$ 81,684
Water Resource Manager	233	0.35	\$ 48,228
Regulatory Compliance Manager	229	0.35	\$ 36,577
Water Resource Specialist	113	0.35	\$ 32,785
Senior Engineering Technician	110	0.35	\$ 32,012
Administrative Clerk V	39	0.50	\$ 41,434
Administrative Clerk IV	35	1.50	\$ 101,935
Engineering Technician I	33	0.50	\$ 36,908
Administrative Clerk I	23	1.00	\$ 40,034
<b>Total</b>		<b>6.50</b>	<b>\$ 616,295</b>

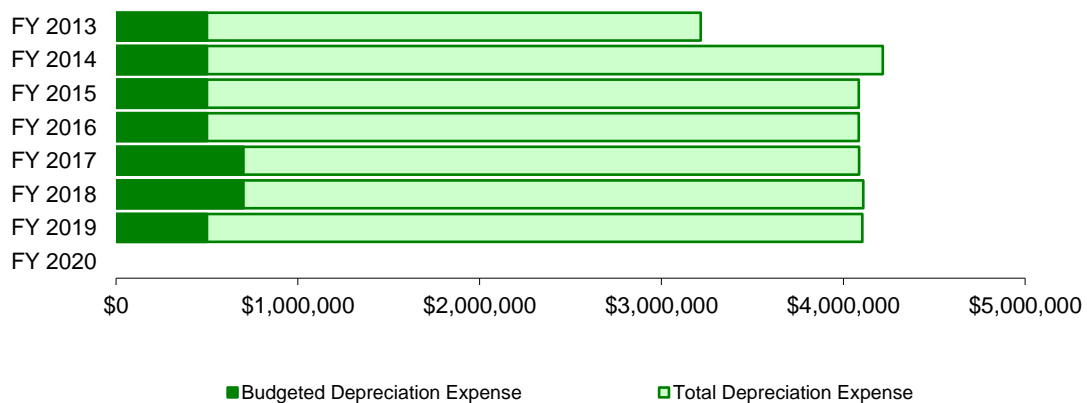
**Budget Overview** – The following illustration shows the amount of funds budgeted and the actual expenses over the past several years.



This year, the Administrative Services Department will be allocated \$2,803,515 (not including asset acquisitions & capital improvements), which represents a decrease of \$527,697 as compared to the previous year, or a 16% decrease.

**Anticipated Issues for This Fiscal Year** – The following issues have been identified for this fiscal year. The specific resolution to the issues presented below may need to be further analyzed by District staff and presented to the Board of Directors for the adoption of a specific policy, procurement or other action as deemed necessary.

- The District continues to underfund our actual depreciation expenses. This issue is most readily apparent in the annual financial audit which shows the following funded and unfunded depreciation expense.



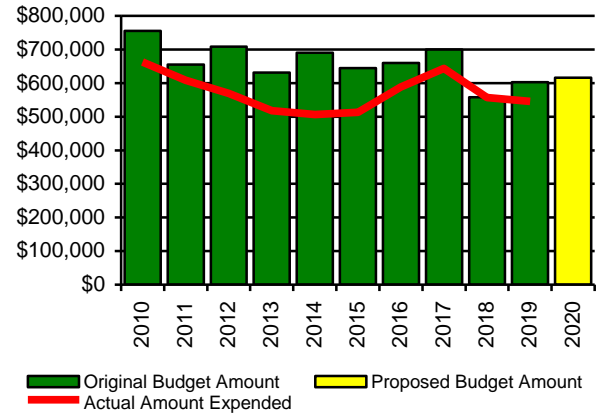
In order to adequately fund the repair and replacement of District facilities, additional funding is necessary.

Sewer Division – Administrative Services Department

03-5-06-50010

# Labor

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$631,600	\$517,369
2014	\$690,000	\$506,497
2015	\$644,309	\$512,969
2016	\$660,000	\$588,771
2017	\$700,000	\$643,864
2018	\$557,579	\$556,779
2019	\$602,359	\$545,212



<b>2020</b>	<b>\$616,295</b>
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**Description:**

This budget category includes the base salaries and anticipated overtime for the administrative staff members.

**Line Item Detail:**

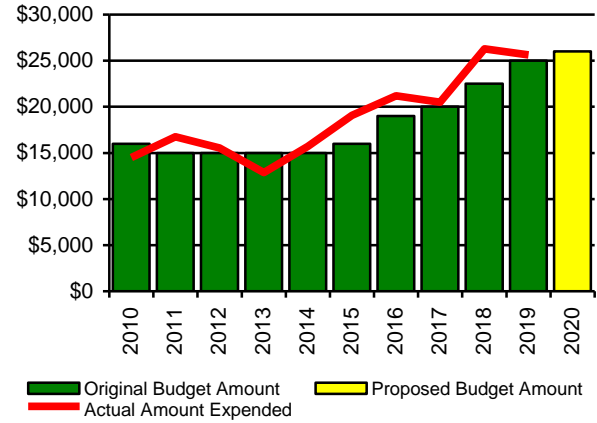
Title	Range	FTE	Expense
General Manager	--	0.45	\$ 100,261
Chief Financial Officer	248	0.45	\$ 64,437
Implementation Manager	236	0.70	\$ 81,684
Water Resource Manager	233	0.35	\$ 48,228
Regulatory Compliance Manager	229	0.35	\$ 36,577
Water Resource Specialist	113	0.35	\$ 32,785
Senior Engineering Technician	110	0.35	\$ 32,012
Administrative Clerk V	39	0.50	\$ 41,434
Administrative Clerk IV	35	1.50	\$ 101,935
Engineering Technician I	33	0.50	\$ 36,908
Administrative Clerk I	23	1.00	\$ 40,034
<b>Total</b>		<b>6.50</b>	<b>\$ 616,295</b>

Sewer Division – Administrative Services Department

03-5-06-50012

## Director Fees

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$15,000	\$12,851
2014	\$15,000	\$15,700
2015	\$16,000	\$19,072
2016	\$19,000	\$21,202
2017	\$20,000	\$20,490
2018	\$22,500	\$26,287
2019	\$25,000	\$25,640



<b>2020</b>	<b>\$26,000</b>
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**Description:**

Director related expenses for meetings, travel, seminars and related events will be expensed to this budget category.

**Line Item Detail:**

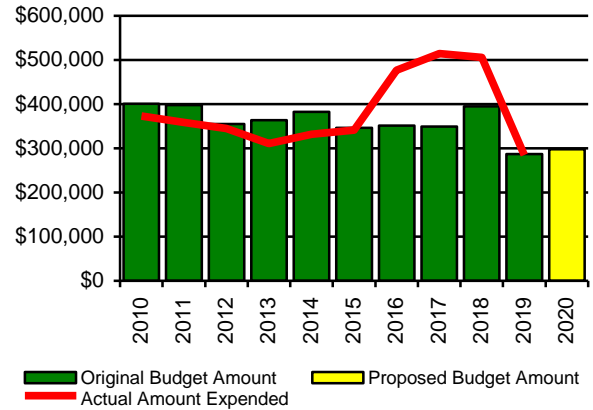
Director Fees, Travel and Other Related Expenses	\$ 26,000
Total	<u>\$ 26,000</u>

Sewer Division – Administrative Services Department

03-5-06-500xx

# Benefits

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$364,020	\$310,791
2014	\$382,340	\$331,547
2015	\$346,340	\$341,452
2016	\$351,340	\$477,108
2017	\$349,250	\$514,457
2018	\$395,074	\$506,069
2019	\$286,857	\$284,778



<b>2020</b>	<b>\$297,738</b>
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Description:

This budget category includes the District paid benefits for the staff members of the administrative services department including a portion of benefits paid to Directors.

Line Item Detail:

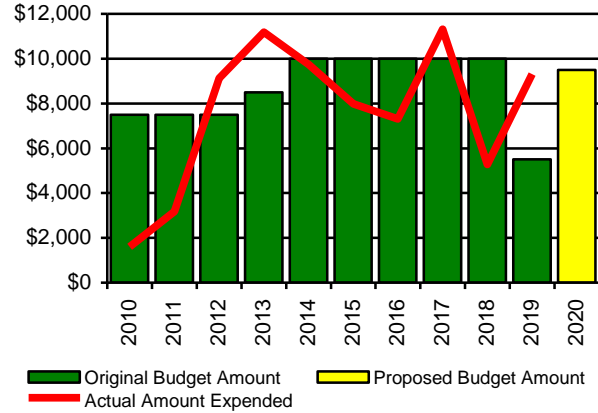
FICA (50013)	\$ 47,147
Life Insurance (50014)	\$ 3,120
Medical, Dental, Vision & Deferred Comp. (50016)	\$ 122,640
Disability Insurance (50017)	\$ 5,547
Workers' Compensation (50019)	\$ 16,640
PERS (50022)	\$ 92,444
Uniforms (50023)	\$ 3,250
Vacation/Sick Leave (50024)	\$ 5,000
Boot Allowance @ \$300/Employee and Incentives (50025)	\$ 1,950
<b>Total</b>	<b><u>\$ 297,738</u></b>

Sewer Division – Administrative Services Department

03-5-06-51120

## Safety Equipment & Supplies

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$8,500	\$11,190
2014	\$10,000	\$9,742
2015	\$10,000	\$7,983
2016	\$10,000	\$7,308
2017	\$10,000	\$11,313
2018	\$10,000	\$5,272
2019	\$5,500	\$9,304



<b>2020</b>	<b>\$9,500</b>
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**Description:**

This budget category represents the annual projected costs associated with the purchase of safety equipment necessary to comply with Cal-OSHA, NIOSHA, confined space, Hazmat, and Cal Trans Requirements.

**Line Item Detail:**

Safety Equipment and Supplies

\$ 9,500

Total

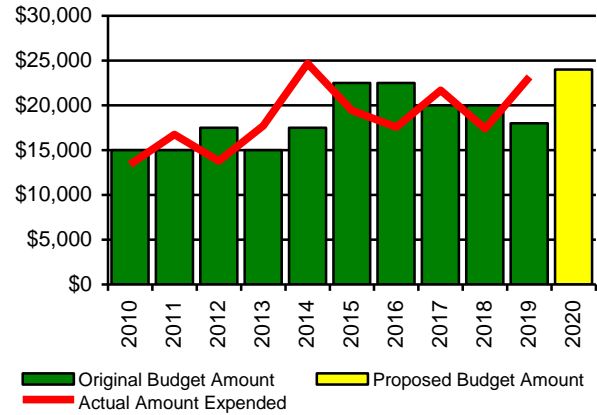
\$ 9,500

Sewer Division – Administrative Services Department

03-5-06-51125

## Petroleum Products

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$15,000	\$17,705
2014	\$17,500	\$24,678
2015	\$22,500	\$19,411
2016	\$22,500	\$17,562
2017	\$20,000	\$21,661
2018	\$20,000	\$17,394
2019	\$18,000	\$23,184



<b>2020</b>	<b>\$24,000</b>
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**Description:**

This budget category represents the projected costs associated with the purchase of gasoline, oil and diesel fuel for District vehicles and equipment.

**Line Item Detail:**

Gasoline, Diesel, and Oil

\$ 24,000

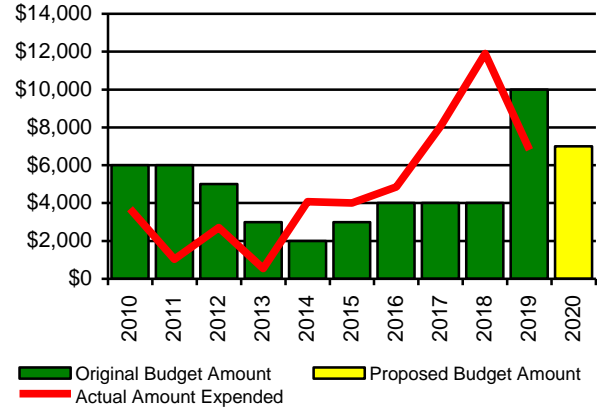
Total      \$ 24,000

Sewer Division – Administrative Services Department

03-5-06-51130

## Office Supplies

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$3,000	\$544
2014	\$2,000	\$4,069
2015	\$3,000	\$4,014
2016	\$4,000	\$4,845
2017	\$4,000	\$8,064
2018	\$4,000	\$11,896
2019	\$10,000	\$6,821



<b>2020</b>	<b>\$7,000</b>
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**Description:**

This budget category will be used for office supplies for the sewer division.

**Line Item Detail:**

Office Supplies

	\$ 7,000
<b>Total</b>	<b><u>\$ 7,000</u></b>

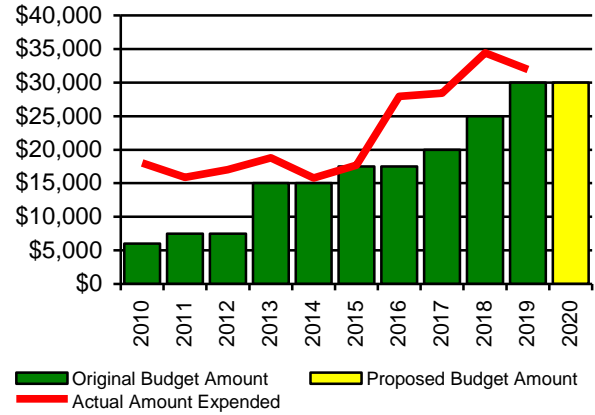


Sewer Division – Administrative Services Department

03-5-06-51140

## General Supplies & Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$15,000	\$18,786
2014	\$15,000	\$15,765
2015	\$17,500	\$17,694
2016	\$17,500	\$27,949
2017	\$20,000	\$28,404
2018	\$25,000	\$34,400
2019	\$30,000	\$31,956



<b>2020</b>	<b>\$30,000</b>
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**Description:**

This budget category includes the supplies and expenses related to the operation of the sewer division.

**Line Item Detail:**

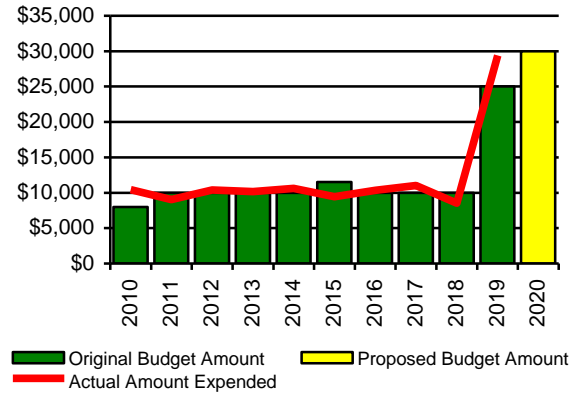
Supplies and Expenses	\$ 30,000
	\$ 30,000
Total	<u>\$ 30,000</u>

Sewer Division – Administrative Services Department

03-5-06-54002

## Dues & Subscriptions

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$10,000	\$10,144
2014	\$10,000	\$10,633
2015	\$11,500	\$9,436
2016	\$10,000	\$10,326
2017	\$10,000	\$11,019
2018	\$10,000	\$8,545
2019	\$25,000	\$29,395



<b>2020</b>	<b>\$30,000</b>
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**Description:**

This budget category includes all costs related to membership dues and periodical subscriptions for the sewer division during the fiscal year.

**Line Item Detail:**

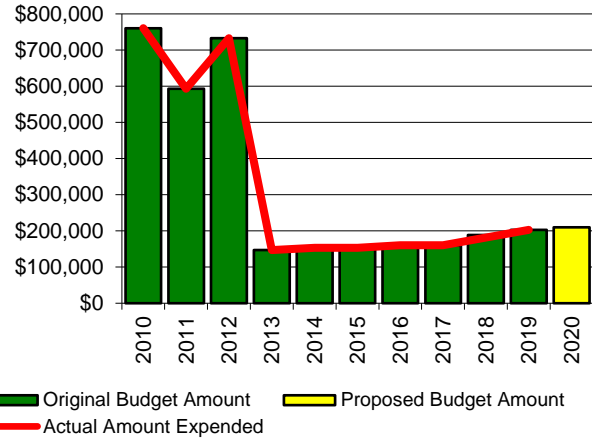
Association of San Bernardino County Special Districts	\$ 137
California Association of Sanitation Agencies (CASA)	\$ 20,000
California Municipal Treasury Association (CMTA)	\$ 77
California Society of Municipal Finance Officers (CSMFO)	\$ 55
California Special Districts Association (CSDA)	\$ 1,710
California Water Environment Association (CWEA)	\$ 600
Emergency Response Network of the Inland Empire (ERNIE)	\$ 200
Society for Human Resource Management (SHRM)	\$ 105
Southern California Alliance of Publicly Owned Treatment Works (SCAP)	\$ 3,616
Southwest Membrane Operator Association	\$ 375
Water Environment Federation (WEF)	\$ 1,300
Water ISAC	\$ 1,000
Western Coalition of Arid States (WESTCAS)	\$ 825
<b>Total</b>	<b><u>\$ 30,000</u></b>

Sewer Division – Administrative Services Department

03-5-06-54003

## Management & Administrative Services

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$147,000	\$147,000
2014	\$153,500	\$153,500
2015	\$153,500	\$153,500
2016	\$160,000	\$160,000
2017	\$160,000	\$160,000
2018	\$189,000	\$181,737
2019	\$202,500	\$202,500



<b>2020</b>	<b>\$210,000</b>
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**Description:**

This category includes management and accounting services related to the operation of the sewer division. The expenses for this year will be considered in future years as a reimbursement to the water division

**Line Item Detail:**

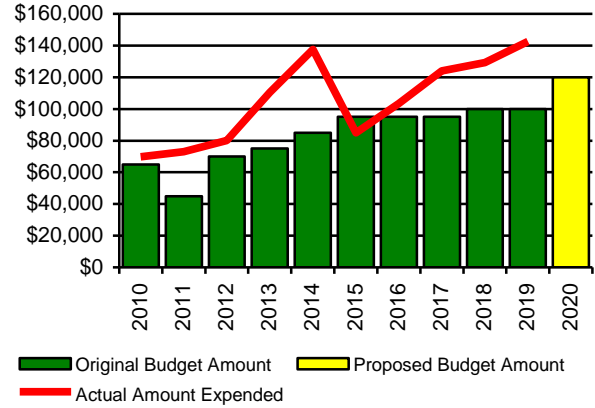
Budget Categories Paid Entirely by the Water Division That Also Provide a Direct Benefit to the Sewer Division	Total Expense Paid by Water Division	Water Division Allocation	Sewer Division Allocation
Admin: Utility Billing Expenses (50%:50%)	\$ 185,000	\$ 92,500	\$ 92,500
Admin: Maintenance - Structures (50%:50%)	\$ 35,000	\$ 17,500	\$ 17,500
Public Works: R & M – Vehicles & Equip (50%:50%)	\$ 200,000	\$ 100,000	\$ 100,000
	<b>\$ 420,000</b>	<b>\$210,000</b>	<b>\$210,000</b>

Sewer Division – Administrative Services Department

03-5-06-54005

# Computer Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$75,000	\$110,384
2014	\$85,000	\$137,530
2015	\$95,000	\$84,904
2016	\$95,000	\$103,462
2017	\$95,000	\$123,980
2018	\$100,000	\$129,227
2019	\$100,000	\$142,663



<b>2020</b>	<b>\$120,000</b>
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**Description:**

The District staff relies heavily upon the proper operation and integration of our various computer systems. Therefore, this budget category includes the costs related to modifications and improvements in the operation of the computer systems.

**Line Item Detail:**

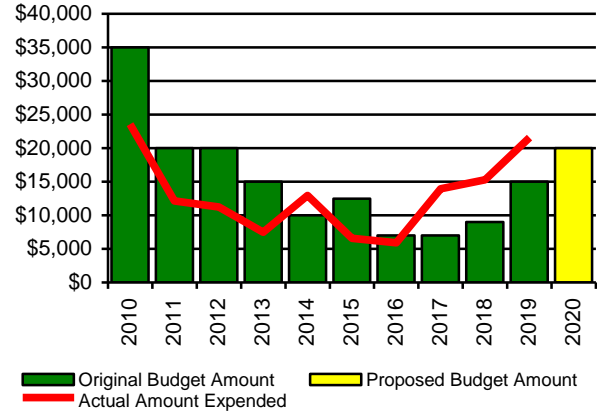
Computer Hardware and Software	<u>\$ 120,000</u>
<b>Total</b>	<b><u>\$ 120,000</u></b>

Sewer Division – Administrative Services Department

03-5-06-54012

## Education & Training

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$15,000	\$7,487
2014	\$10,000	\$12,964
2015	\$12,500	\$6,569
2016	\$7,000	\$5,922
2017	\$7,000	\$13,967
2018	\$9,000	\$15,277
2019	\$15,000	\$21,594



<b>2020</b>	<b>\$20,000</b>
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**Description:**

This budget category includes the costs associated with training individuals in the sewer division.

**Line Item Detail:**

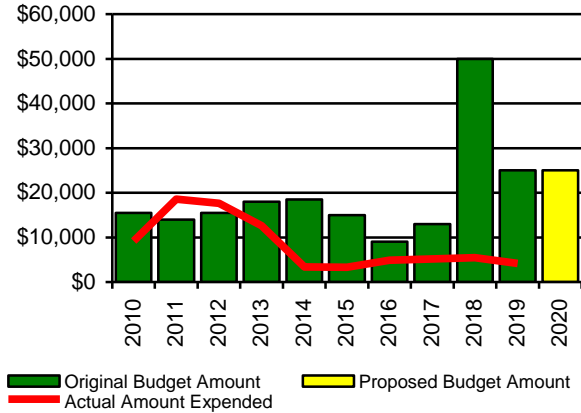
Education and Training Expenses	\$ 20,000
Total	<u>\$ 20,000</u>

Sewer Division – Administrative Services Department

03-5-06-54014

## Public Relations

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$18,000	\$12,593
2014	\$18,500	\$3,338
2015	\$15,000	\$3,330
2016	\$9,000	\$4,876
2017	\$13,000	\$5,181
2018	\$50,000	\$5,476
2019	\$25,000	\$4,137



<b>2020</b>	<b>\$25,000</b>
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**Description:**

This budget category represents the annual projected costs associated with public relations efforts which include public tours and tours for school children, as well as all costs associated with printing business forms and public hearing notices and job announcements. In 2017-18, all historical and future budget data for the Printing and Publications budget category (03-5-06-54011) was combined here.

**Line Item Detail:**

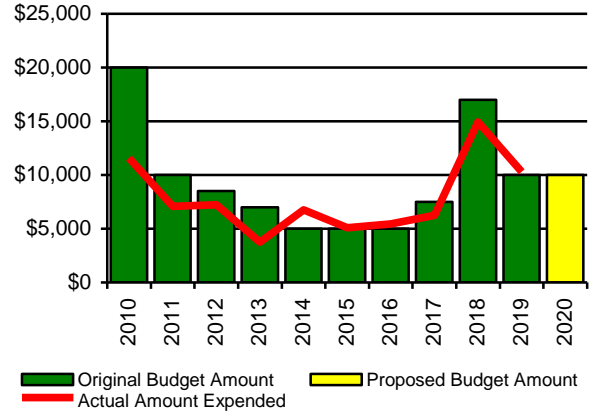
Public Relations	\$ 25,000
Total	<u>\$ 25,000</u>

Sewer Division – Administrative Services Department

03-5-06-54016

## Travel Related Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$7,000	\$3,747
2014	\$5,000	\$6,759
2015	\$5,000	\$5,094
2016	\$5,000	\$5,436
2017	\$7,500	\$6,248
2018	\$17,000	\$14,955
2019	\$10,000	\$10,296



<b>2020</b>	<b>\$10,000</b>
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**Description:**

This budget category includes the travel-related expenses associated with the sewer division.

**Line Item Detail:**

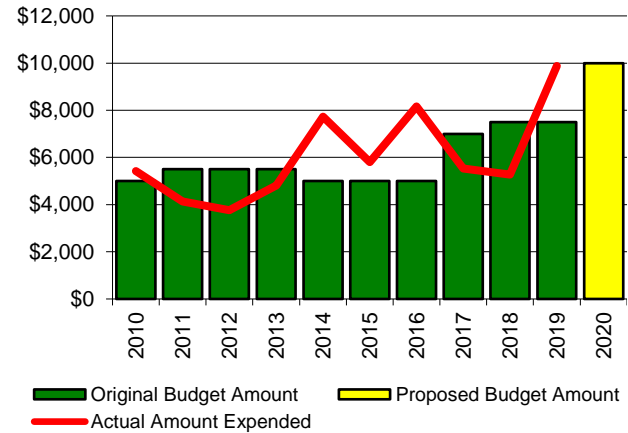
Travel Related Expenses	\$ 10,000
Total	<u>\$ 10,000</u>

Sewer Division – Administrative Services Department

03-5-06-54017

## Certifications & Renewals

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$5,500	\$4,806
2014	\$5,000	\$7,725
2015	\$5,000	\$5,796
2016	\$5,000	\$8,168
2017	\$7,000	\$5,527
2018	\$7,500	\$5,269
2019	\$7,500	\$9,877



<b>2020</b>	<b>\$10,000</b>
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Description:

This budget category will be used for sewer division employee certifications.

Line Item Detail:

Sewer Division Certifications

\$ 10,000

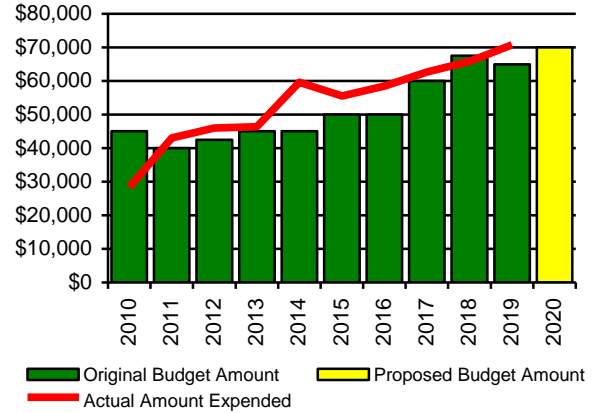
Total

\$ 10,000



## Licenses & Permits

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$45,000	\$46,412
2014	\$45,000	\$59,650
2015	\$50,000	\$55,521
2016	\$50,000	\$58,507
2017	\$60,000	\$62,664
2018	\$67,500	\$65,809
2019	\$65,000	\$70,805



<b>2020</b>	<b>\$70,000</b>
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**Description:**

This budget category represents the projected costs associated with operating licenses and permits required by agencies such as the State Water Resources Control Board and the Air Quality Management District.

**Line Item Detail:**

Licenses and Permits

\$ 70,000

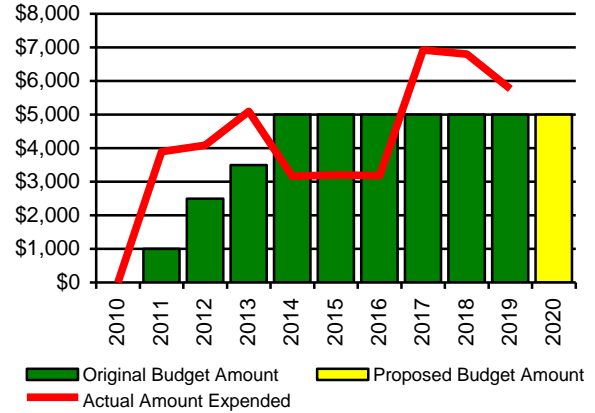
Total      \$ 70,000

Sewer Division – Administrative Services Department

03-5-06-54020

## Meeting Related Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$3,500	\$5,094
2014	\$5,000	\$3,161
2015	\$5,000	\$3,199
2016	\$5,000	\$3,185
2017	\$5,000	\$6,920
2018	\$5,000	\$6,800
2019	\$5,000	\$5,766



<b>2020</b>	<b>\$ 5,000</b>
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**Description:**

The District hosts numerous meetings throughout the year which include several regional meetings for industry professionals. This budget category will be used for expenses related to meetings hosted or attended by the District for sewer related functions.

**Line Item Detail:**

Meeting Related Expenses

\$ 5,000

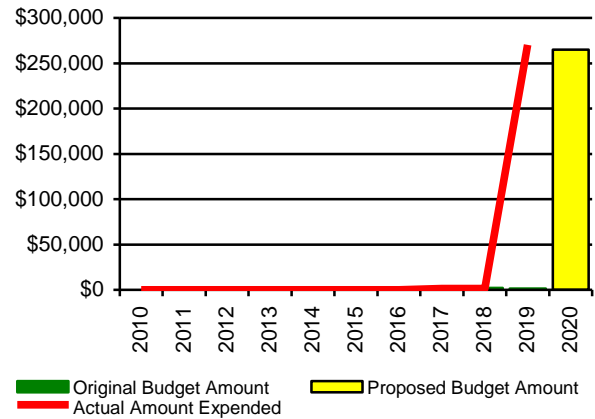
Total \$ 5,000

Sewer Division – Administrative Services Department

03-5-06-54022

## Utilities – YVWD Services

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$0	\$0
2015	\$0	\$0
2016	\$0	\$0
2017	\$0	\$1,570
2018	\$2,000	\$1,358
2019	\$1,500	\$270,443



<b>2020</b>	<b>\$265,000</b>
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**Description:**

This budget category is used for YVWD water and sewer charges billed to the District.

**Line Item Detail:**

YVWD Services

\$ 265,000

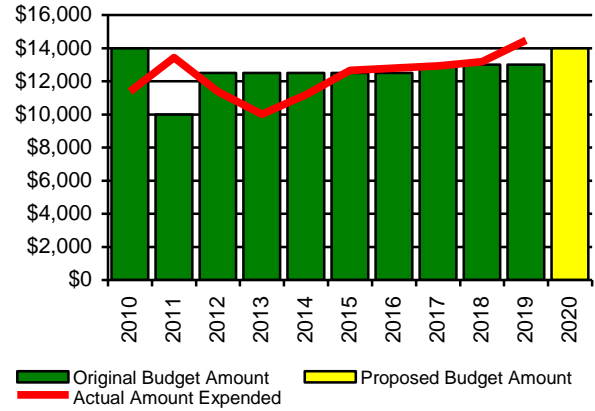
Total      \$ 265,000

Sewer Division – Administrative Services Department

03-5-06-54024

# Waste Disposal

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$12,500	\$10,008
2014	\$12,500	\$11,198
2015	\$12,500	\$12,664
2016	\$12,500	\$12,789
2017	\$13,000	\$12,919
2018	\$13,000	\$13,185
2019	\$13,000	\$14,466



<b>2020</b>	<b>\$14,000</b>
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**Description:**

This budget category represents the projected costs associated with waste disposal by the departments in the sewer division.

**Line Item Detail:**

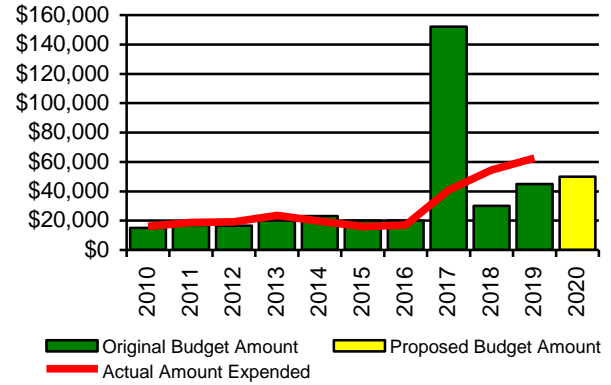
Waste Disposal Costs	<u>\$ 14,000</u>
<b>Total</b>	<b><u>\$ 14,000</u></b>

Sewer Division – Administrative Services Department

03-5-06-54025

## Telephone & Internet

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$20,000	\$23,639
2014	\$23,000	\$19,590
2015	\$20,000	\$15,849
2016	\$20,000	\$17,025
2017	\$152,045	\$40,765
2018	\$30,000	\$54,582
2019	\$45,000	\$62,629



<b>2020</b>	<b>\$50,000</b>
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**Description:**

This budget category represents the projected costs associated with business, cellular telephone, and internet usage by the departments within the sewer division.

**Line Item Detail:**

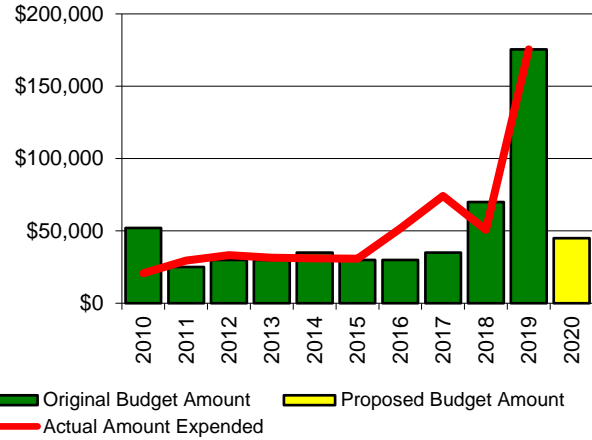
Telephone Services	\$ 20,000
Internet Services	\$ 30,000
	\$ 50,000
<b>Total</b>	<b><u>\$ 50,000</u></b>

Sewer Division – Administrative Services Department

03-5-06-54104

## Contractual Services

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$31,000	\$32,485
2014	\$36,000	\$31,930
2015	\$31,000	\$31,786
2016	\$31,000	\$52,582
2017	\$36,000	\$75,194
2018	\$71,000	\$49,743
2019	\$175,483	\$175,483



<b>2020</b>	<b>\$45,000</b>
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**Description:**

This budget category includes all contract service costs for equipment and services within the sewer division. These services include building security monitoring, copier maintenance, GIS maintenance, printer maintenance, answering service, landscape services, APN database, underground service alert, and other miscellaneous services.

During FY 2019, the District utilized contract labor operators for a period of time until the District was fully staffed with Integrated Operators.

**Line Item Detail:**

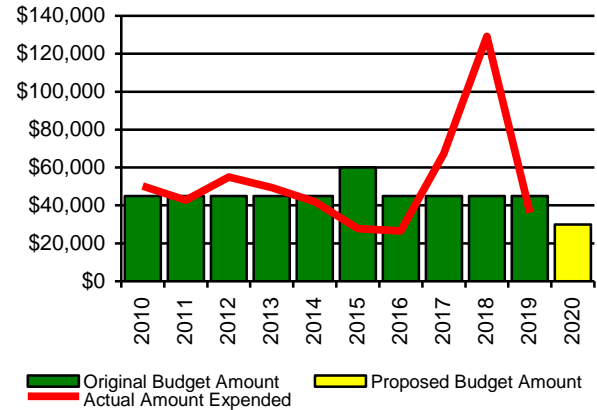
General Contractual Services	\$ 45,000
<b>Total</b>	<b><u>\$ 45,000</u></b>

Sewer Division – Administrative Services Department

03-5-06-54107

# Legal

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$45,000	\$49,452
2014	\$45,000	\$41,877
2015	\$60,000	\$27,694
2016	\$45,000	\$33,268
2017	\$45,000	\$67,342
2018	\$45,000	\$129,186
2019	\$45,000	\$36,104



<b>2020</b>	<b>\$30,000</b>
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**Description:**

This budget category is used for all sewer related legal costs. Legal fees related to water issues will be expensed in the water budget (see 02-5-06-54107) and legal fees related to recycled water issues will be expensed to the recycled water budget (see 04-5-06-54107).

**Line Item Detail:**

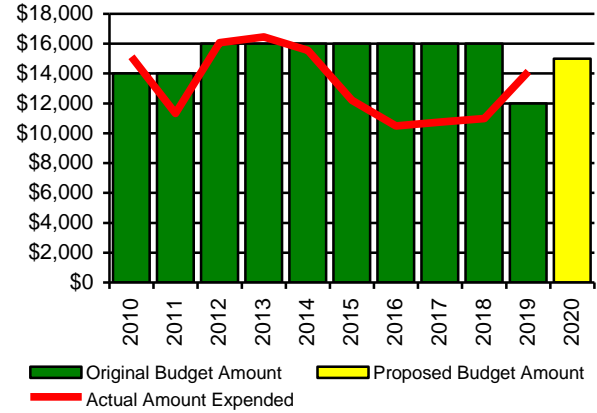
Legal Expenses	\$ 30,000
	<hr/>
<b>Total</b>	<b><u>\$ 30,000</u></b>

Sewer Division – Administrative Services Department

03-5-06-54108

## Audit & Accounting

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$16,000	\$16,448
2014	\$16,000	\$15,563
2015	\$16,000	\$12,200
2016	\$16,000	\$10,485
2017	\$16,000	\$10,755
2018	\$16,000	\$10,975
2019	\$12,000	\$14,134



<b>2020</b>	<b>\$15,000</b>
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**Description:**

This budget category will be used for audit services incurred during the fiscal year.

**Line Item Detail:**

Audit and Accounting Services

\$ 15,000

Total

\$ 15,000

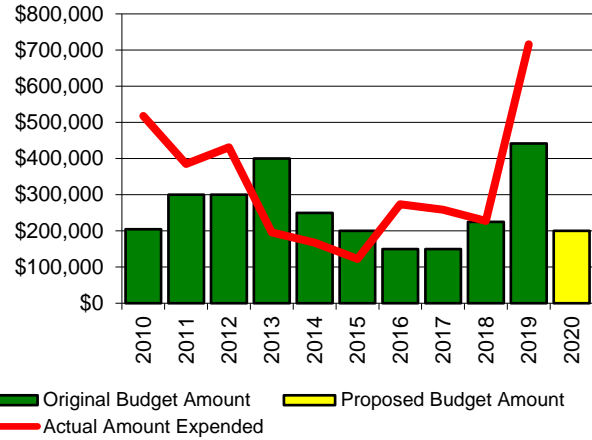


Sewer Division – Administrative Services Department

03-5-06-54109

## Professional Services

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$400,000	\$195,870
2014	\$250,000	\$167,542
2015	\$200,000	\$122,582
2016	\$150,000	\$273,825
2017	\$150,000	\$258,873
2018	\$225,000	\$227,722
2019	\$441,513	\$715,857



<b>2020</b>	<b>\$200,000</b>
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**Description:**

This budget category represents the annual projected costs associated with professional fees for the sewer division. This category will generally be used for labor consulting, legislative consulting, property appraisals, surveying and specialized engineering studies.

In FY 2019, expenses were higher than budgeted as a result of the pilot recharge study, the max benefits monitoring, the MORE project, as well as lift station #6 and #7 design costs.

**Line Item Detail:**

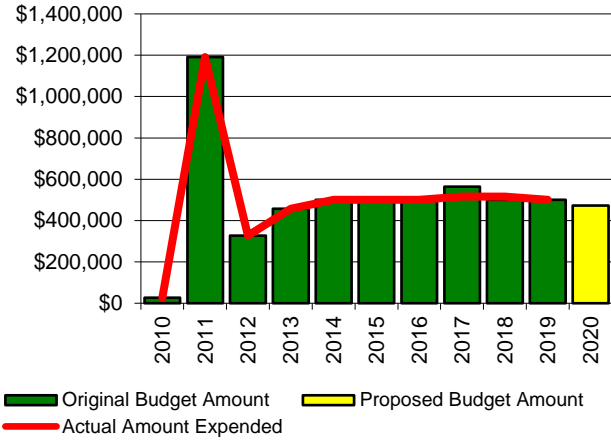
Engineering Services	\$ 122,000
Legislative Consulting Services	\$ 53,000
Labor Consulting Services	\$ 25,000
	\$ 200,000
<b>Total</b>	<b><u>\$ 200,000</u></b>

Sewer Division – Administrative Services Department

03-5-06-55500

## Reserve Funds

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$457,000	\$457,000
2014	\$500,000	\$500,000
2015	\$500,000	\$500,000
2016	\$500,000	\$500,000
2017	\$563,300	\$516,360
2018	\$500,000	\$515,820
2019	\$500,000	\$500,000



<b>2020</b>	<b>\$472,982</b>
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**Description:**

Prudent financial planning and fiscal responsibility includes anticipating and preparing for future funding requirements as well as unforeseen and unexpected emergencies, disasters, and other events. The District has established this annual reserve for its long-term organizational and operational stability and to enable the District to minimize significant rate fluctuations due to unforeseen and expected cash flow requirements during the year. This reserve fund is to ensure that the District accumulates, manages, maintains, and uses certain financial resources only for specific purposes.

These funds will be transferred and designated to fund sewer division depreciation reserves.

**Line Item Detail:**

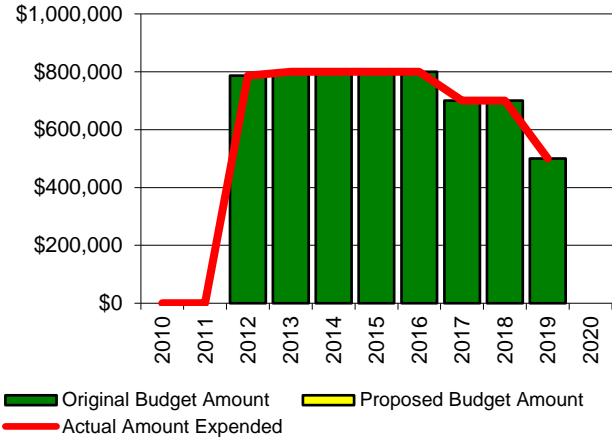
Reserve Funds	\$ 472,982
<b>Total</b>	<b><u>\$ 472,982</u></b>

Sewer Division – Administrative Services Department

03-5-06-xxxxx

## Sewer Infrastructure Replacement

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$800,000	\$800,000
2014	\$800,000	\$800,000
2015	\$800,000	\$800,000
2016	\$800,000	\$800,000
2017	\$700,000	\$800,000
2018	\$700,000	\$700,000
2019	\$500,000	\$500,001



<b>2020</b>	<b>\$0</b>
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**Description:**

This budget category represents funding necessary to replace depreciated assets of the sewer division such as treatment facilities, lift stations, interceptors, mainlines, outfall facilities, structures, buildings, office equipment, shop equipment, radios, construction equipment, and tools relative to the sewer operations.

Beginning in fiscal year 2019-20, funding for infrastructure replacement will be allocated separately from the operating budget.

**Line Item Detail:**

Sewer Infrastructure Replacement

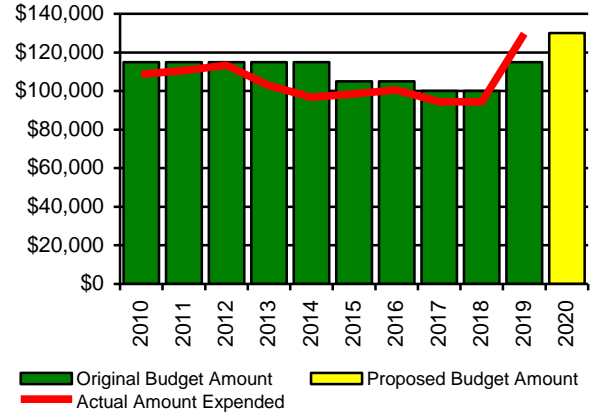
	\$ 0
<b>Total</b>	<b><u>\$ 0</u></b>

Sewer Division – Administrative Services Department

03-5-06-56001

# Insurance

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$115,000	\$102,802
2014	\$115,000	\$96,722
2015	\$105,000	\$98,535
2016	\$105,000	\$100,522
2017	\$100,000	\$94,407
2018	\$100,000	\$94,426
2019	\$115,000	\$129,696



<b>2020</b>	<b>\$130,000</b>
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**Description:**

This budget category represents the annual projected costs associated with insurance coverage related to general, auto, and property insurance. This line item also includes insurance for the brineline and sewer collection system.

**Line Item Detail:**

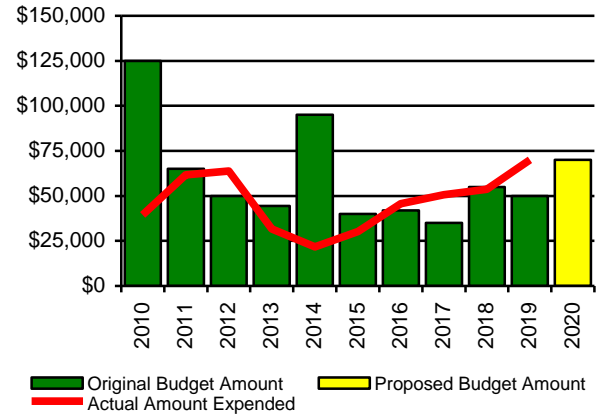
General Liability, Errors and Omission & Automotive	<u>\$ 130,000</u>
<b>Total</b>	<b><u>\$ 130,000</u></b>

Sewer Division – Administrative Services Department

03-5-06-57030

# Regulatory Compliance

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$44,500	\$31,713
2014	\$95,000	\$21,725
2015	\$40,000	\$30,302
2016	\$42,000	\$45,738
2017	\$35,000	\$50,571
2018	\$55,000	\$53,653
2019	\$50,000	\$69,966



<b>2020</b>	<b>\$70,000</b>
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**Description:**

This budget category will be used for regulatory compliance issues within the sewer division.

**Line Item Detail:**

Senate Bill 709 and Senate Bill 2351 Compliance	\$ 10,000
Miscellaneous Regulatory Compliance	\$ 60,000
	\$ 70,000
<b>Total</b>	<b><u>\$ 70,000</u></b>

# Environmental Control Department

Department Description – The Environmental Control Department maintains and inspects the facilities related to the sewer collection system. This involves the routine maintenance and inspection associated with lift stations, sewer mainlines, force mainlines, and manholes, as well as pretreatment activities.

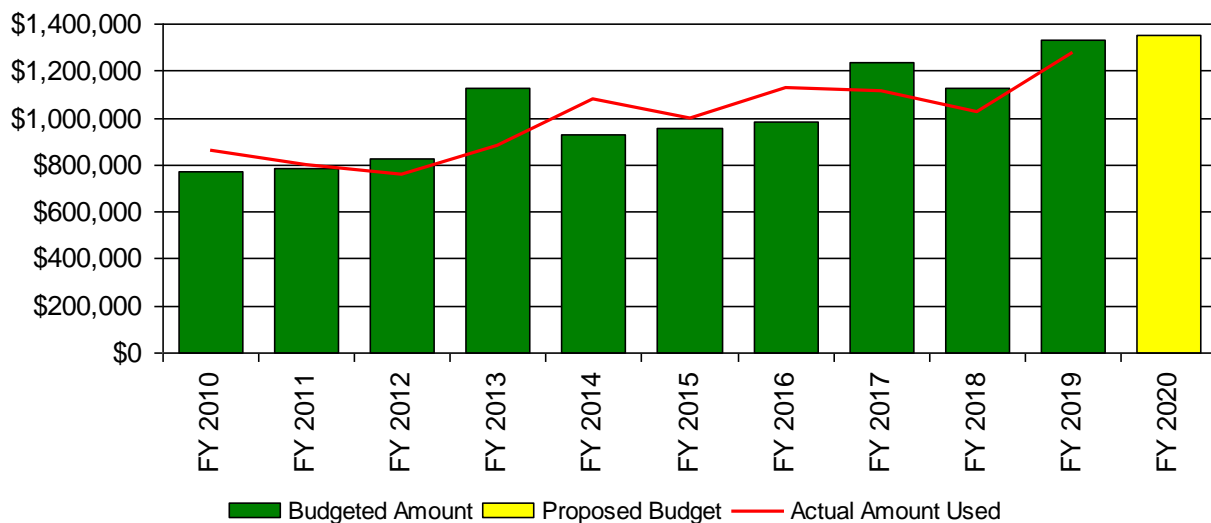
Departmental Responsibilities – The Environmental Control Department is responsible for maintaining the sewer collection system. This includes inspecting each of the District's manholes on a regular basis, preparing the collection system for wet weather conditions, conducting routine cleaning of the collection system, complying with all confined space regulations, and video inspecting sewer mainlines. The Environmental Control Department is also responsible for conducting industrial pretreatment inspections and brine line related activities.

Organizational Structure & Staffing Levels – This year the Environmental Control Department has been allocated labor resources of 8.05 Full-Time Equivalent (FTE) employees.

The FTE calculation details for this department are as follows:

Title	Range	FTE	Expense
Public Works Manager	234	0.15	\$ 19,010
Public Works Supervisor	117	1.70	\$ 184,404
Senior Utility Service Worker	54	0.40	\$ 34,207
Utility Service Worker IV	49	1.20	\$ 98,792
Purchasing Agent	45	0.20	\$ 14,589
Utility Service Worker III	44	0.80	\$ 57,560
Utility Service Worker II	36	1.20	\$ 75,403
Utility Service Worker I	32	2.40	\$ 141,104
	<b>Total</b>	<b>8.05</b>	<b>\$625,069</b>

**Budget Overview** – The following illustration shows the amount of funds budgeted and the actual expenses over the past several years.



This year, the Environmental Control Department will be allocated \$1,382,316 (not including asset acquisitions & capital improvements), which represents an increase of \$49,353 as compared to the previous year, or a 4% increase.

**Anticipated Issues for This Fiscal Year** – The following issues have been identified as important issues for the near future. The specific resolution to some of the issues presented below may need to be further analyzed by District staff and presented to the Board of Directors for the adoption of a specific policy, procurement or other action as deemed necessary.

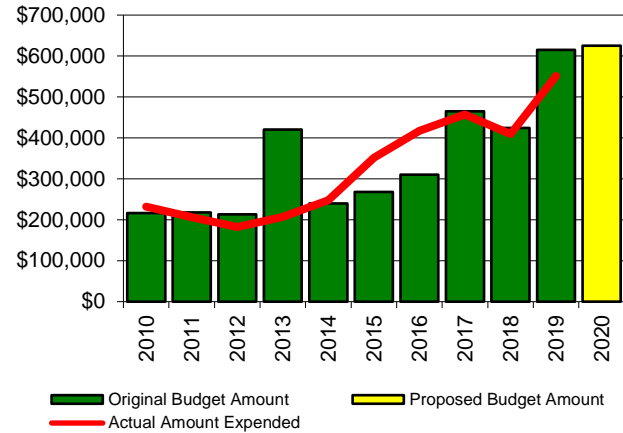
- ❖ The District staff continues to improve our ability to respond to various line maintenance situations. The heavy-duty sewer mainline cleaning vehicles allocated to this department significantly improve the maintenance activities throughout the collection system.
- ❖ The District staff continues to utilize video equipment to conduct routine inspections of the sewer collection system. The Environmental Control staff will be analyzing the costs and benefits of purchasing a video vehicle to be better prepared to inspect the sewer collection system.

Sewer Division – Environmental Control Department

03-5-07-50010

# Labor

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$420,000	\$207,279
2014	\$240,000	\$247,352
2015	\$268,053	\$351,806
2016	\$310,000	\$417,516
2017	\$465,000	\$444,827
2018	\$424,161	\$409,594
2019	\$614,646	\$551,192



<b>2020</b>	<b>\$625,069</b>
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Description:

This budget category includes the base salaries and anticipated overtime for the environmental control staff members. The Environmental Control Officer and pretreatment functions are included within this departmental budget.

Line Item Detail:

Title	Range	FTE	Expense
Public Works Manager	234	0.15	\$ 19,010
Public Works Supervisor	117	1.70	\$ 184,404
Senior Utility Service Worker	54	0.40	\$ 34,207
Utility Service Worker IV	49	1.20	\$ 98,792
Purchasing Agent	45	0.20	\$ 14,589
Utility Service Worker III	44	0.80	\$ 57,560
Utility Service Worker II	36	1.20	\$ 75,403
Utility Service Worker I	32	2.40	\$ 141,104
<b>Total</b>		<b>8.05</b>	<b><u>\$ 625,069</u></b>

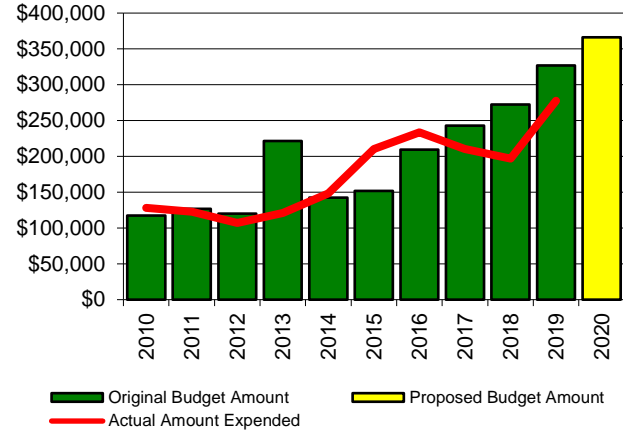


Sewer Division – Environmental Control Department

03-5-07-500xx

# Benefits

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$221,480	\$121,047
2014	\$142,280	\$148,009
2015	\$151,780	\$210,425
2016	\$209,300	\$233,548
2017	\$243,000	\$210,442
2018	\$272,302	\$196,883
2019	\$326,817	\$277,645



<b>2020</b>	<b>\$366,047</b>
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Description:

This budget category includes the District paid benefits for the staff members of the environmental control department.

Line Item Detail:

FICA (50013)	\$ 47,818
Life Insurance (50014)	\$ 3,864
Medical, Dental, Vision & Deferred Comp (50016)	\$ 151,662
Disability Insurance (50017)	\$ 5,626
Workers' Compensation (50019)	\$ 16,877
PERS (50022)	\$ 93,760
Uniforms (50023)	\$ 4,025
Vacation/Sick Leave (50024)	\$ 40,000
Boot Allowance @ \$300/Employee and Incentives (50025)	\$ 2,415

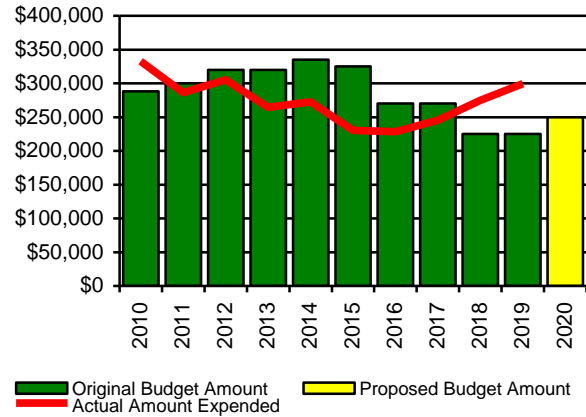
Total \$ 366,047

Sewer Division – Environmental Control Department

03-5-07-51003

## Repair & Maintenance - Structures

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$320,000	\$264,535
2014	\$335,000	\$272,718
2015	\$325,000	\$230,218
2016	\$270,000	\$228,243
2017	\$270,000	\$245,376
2018	\$225,000	\$274,703
2019	\$225,000	\$299,731



<b>2020</b>	<b>\$250,000</b>
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**Description:**

This budget category represents the annual projected costs associated with maintaining the District’s sewer collection facilities. This includes ADS Flow Monitors, repair of manholes, sewer mainlines, trench failures, service laterals and force mainlines.

**Line Item Detail:**

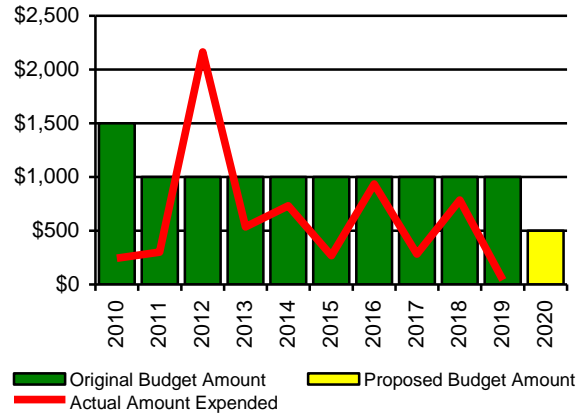
ADS Flow Monitors	\$ 48,000
Manhole Repairs	\$ 50,000
Video Inspections	\$ 75,000
Root Intrusion Control	\$ 30,000
Roadway Subsidence Repair - water division labor and benefits, materials, equipment, and contractor paving services.	\$ 47,000
	<b><u>\$ 250,000</u></b>

Sewer Division – Environmental Control Department

03-5-07-51140

## General Supplies & Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$1,000	\$536
2014	\$1,000	\$731
2015	\$1,000	\$267
2016	\$1,000	\$934
2017	\$1,000	\$282
2018	\$1,000	\$785
2019	\$1,000	\$43



<b>2020</b>	<b>\$500</b>
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**Description:**

This budget category includes the miscellaneous supplies and expenses related to the operation of the environmental control department.

**Line Item Detail:**

Supplies and Expenses

\$500

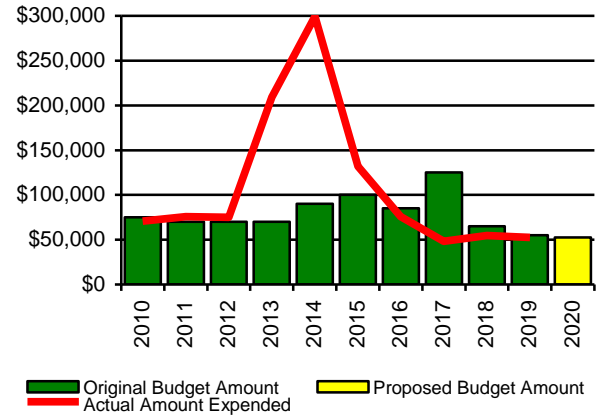
\$500

Sewer Division – Environmental Control Department

03-5-07-51241

## Lift Station No. 1

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$70,000	\$209,307
2014	\$90,000	\$299,224
2015	\$100,000	\$131,989
2016	\$85,000	\$75,667
2017	\$125,000	\$48,284
2018	\$65,000	\$54,566
2019	\$55,000	\$52,679



<b>2020</b>	<b>\$52,500</b>
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**Description:**

Lift Station No. 1 is located on Live Oak Canyon Road, south of Interstate 10. The annual expenses for Lift Station No. 1 include electric service and miscellaneous repairs and maintenance.

In FY 2013 we incurred temporary generator rental and other expenses related the new generator replacement.

In FY 2014 we incurred additional repair and maintenance expenses due to the force main break.

**Line Item Detail:**

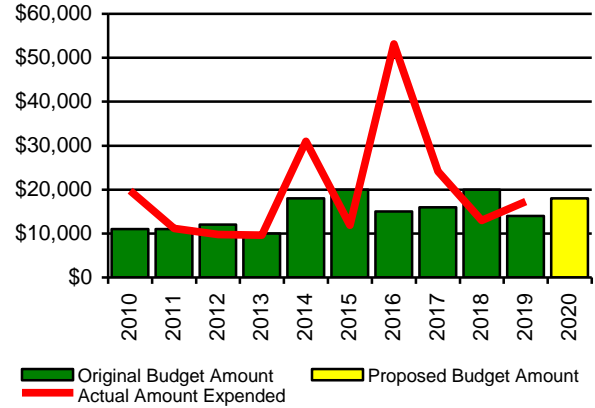
Utilities - Electricity	\$ 30,000
Miscellaneous Improvements	\$ 22,500
	<u>\$ 52,500</u>

Sewer Division – Environmental Control Department

03-5-07-51242

## Lift Station No. 2

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$10,000	\$9,596
2014	\$18,000	\$30,974
2015	\$20,000	\$11,914
2016	\$15,000	\$53,122
2017	\$16,000	\$24,164
2018	\$20,000	\$12,983
2019	\$14,000	\$17,258



<b>2020</b>	<b>\$18,000</b>
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**Description:**

Lift Station No. 2 is located on Calimesa Boulevard between Cherry Valley Boulevard and Singleton Road, north of Interstate 10. The annual expenses for Lift Station No. 2 include electric service and miscellaneous repairs and maintenance.

**Line Item Detail:**

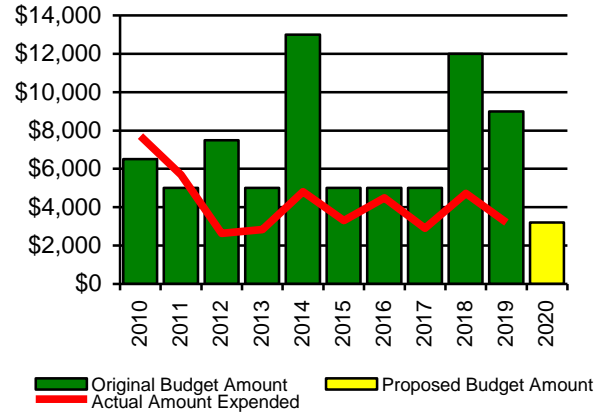
Utilities - Electricity	\$ 9,000
Miscellaneous Supplies and Expenses	\$ 9,000
	\$ 18,000
<b>Total</b>	<b><u>\$ 18,000</u></b>

Sewer Division – Environmental Control Department

03-5-07-51243

### Lift Station No. 3

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$5,000	\$2,838
2014	\$13,000	\$4,813
2015	\$5,000	\$3,297
2016	\$5,000	\$4,492
2017	\$5,000	\$2,904
2018	\$12,000	\$4,730
2019	\$9,000	\$3,200



<b>2020</b>	<b>\$3,200</b>
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**Description:**

Lift Station No. 3 is located west of Villa Calimesa Mobile Home Park. The annual expenses for Lift Station No. 3 include electric service and miscellaneous repairs and maintenance.

**Line Item Detail:**

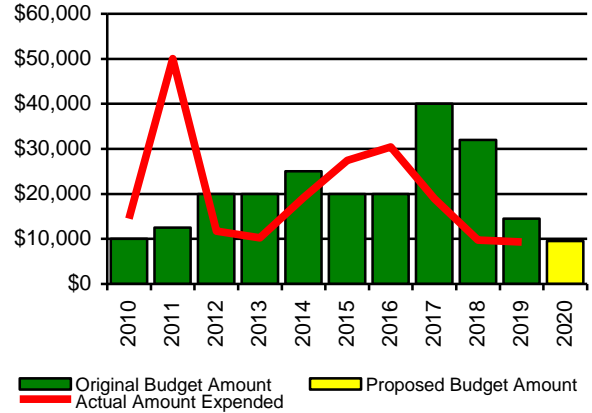
Utilities - Electricity	\$ 1,500
Miscellaneous Supplies and Expenses	\$ 1,700
	\$ 3,200
<b>Total</b>	<b><u>\$ 3,200</u></b>

Sewer Division – Environmental Control Department

03-5-07-51244

## Lift Station No. 4

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$20,000	\$10,246
2014	\$25,000	\$19,216
2015	\$20,000	\$27,447
2016	\$20,000	\$30,445
2017	\$40,000	\$18,941
2018	\$32,000	\$9,715
2019	\$14,500	\$9,299



<b>2020</b>	<b>\$9,500</b>
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**Description:**

Lift Station No. 4 is located on Calimesa Boulevard between Mesa Grande and Sandalwood Drive. The annual expenses for Lift Station No. 4 include electric service and miscellaneous repairs and maintenance.

**Line Item Detail:**

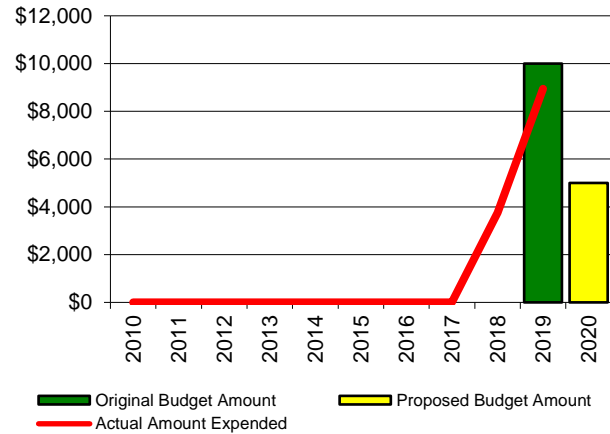
Utilities - Electricity	\$ 7,500
Miscellaneous Supplies and Expenses	\$ 2,000
	\$ 9,500
<b>Total</b>	<b><u>\$ 9,500</u></b>

Sewer Division – Environmental Control Department

03-5-07-51246

## Lift Station No. 6

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$0	\$0
2015	\$0	\$0
2016	\$0	\$0
2017	\$0	\$0
2018	\$0	\$3,749
2019	\$10,000	\$8,944



<b>2020</b>	<b>\$5,000</b>
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**Description:**

Lift Station No. 6 is located in the future Oak Valley Town Center. The annual expenses for Lift Station No. 6 include electric service and miscellaneous repairs and maintenance.

**Line Item Detail:**

Utilities - Electricity	\$ 3,000	
Miscellaneous Supplies and Expenses	\$ 2,000	
<b>Total</b>	<b><u>\$ 5,000</u></b>	

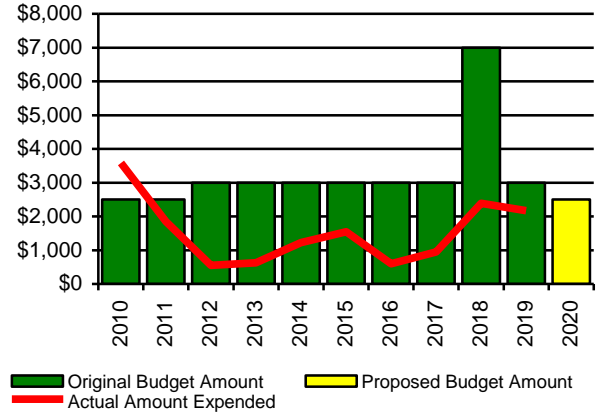


Sewer Division – Environmental Control Department

03-5-07-51248

## Lift Station No. 8

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$3,000	\$623
2014	\$3,000	\$1,226
2015	\$3,000	\$1,549
2016	\$3,000	\$600
2017	\$3,000	\$944
2018	\$7,000	\$2,391
2019	\$3,000	\$2,173



<b>2020</b>	<b>\$2,500</b>
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**Description:**

Lift Station No. 8 was placed into service in Fiscal Year 2007. This facility is located on Hampton Road west of Yucaipa Boulevard in western Yucaipa. The annual expenses for Lift Station No. 8 include electric service and miscellaneous repairs and maintenance.

**Line Item Detail:**

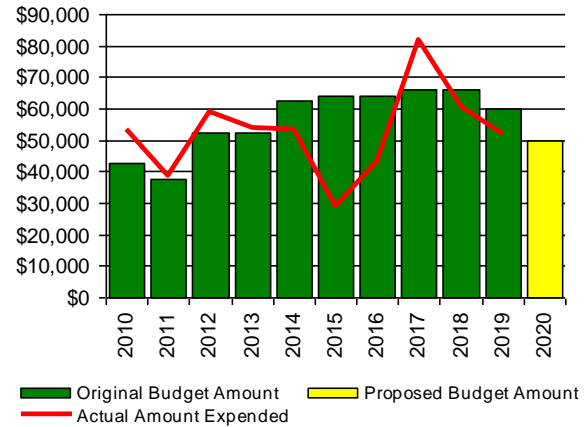
Utilities - Electricity	\$1,500
Miscellaneous Supplies and Expenses	\$1,000
	\$2,500
<b>Total</b>	<b><u>\$ 2,500</u></b>

Sewer Division – Environmental Control Department

03-5-07-54111

## Pretreatment

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$52,500	\$53,712
2014	\$62,500	\$53,480
2015	\$64,000	\$29,113
2016	\$64,000	\$48,283
2017	\$66,000	\$81,945
2018	\$66,000	\$60,735
2019	\$60,000	\$51,806



<b>2020</b>	<b>\$50,000</b>
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**Description:**

This budget category represents the annual projected costs associated with pretreatment for the sewer division. This category includes laboratory services and engineering studies.

This budget line item was new in fiscal year 2017. The history totals are a combination of Professional Services (03-5-07-54109) and Laboratory Services (03-5-07-54110) from prior years.

**Line Item Detail:**

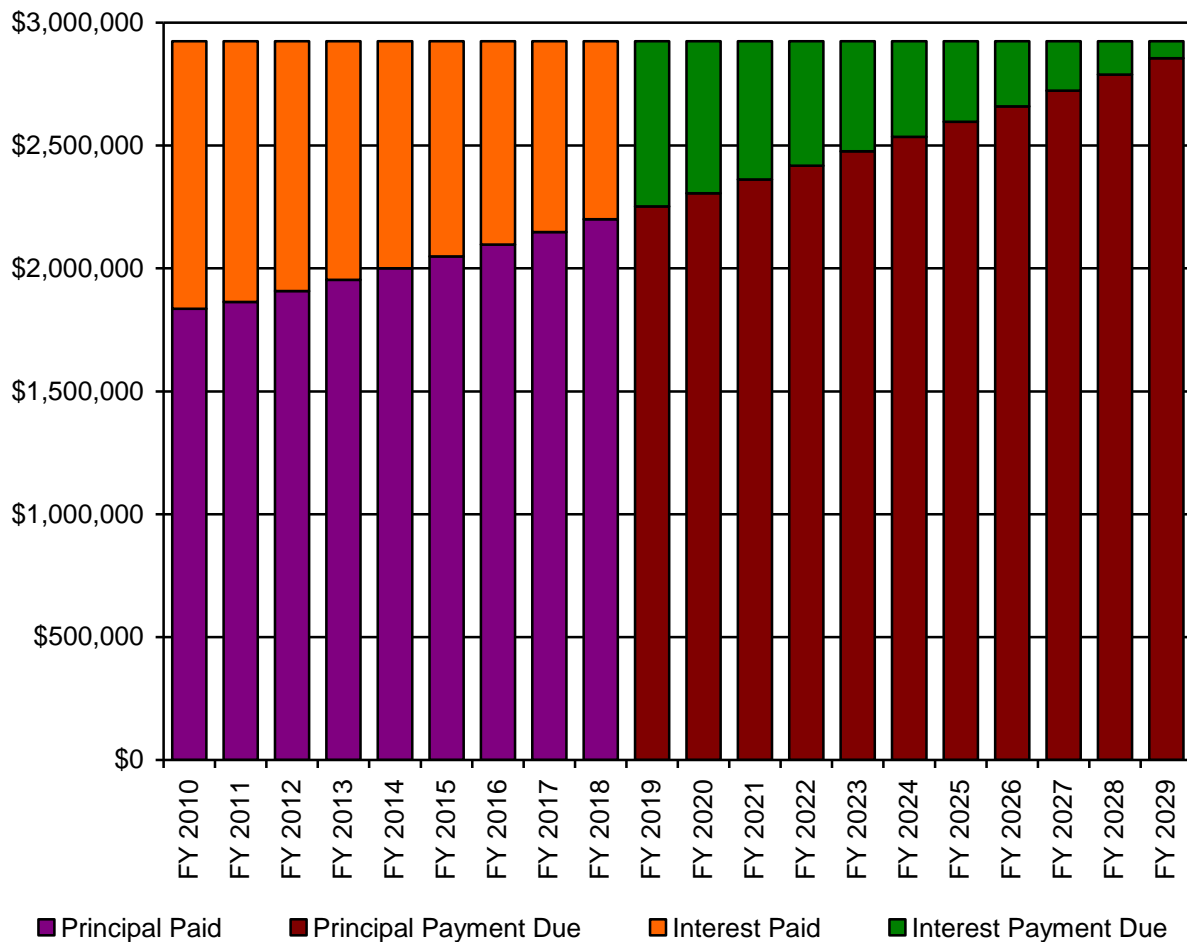
Chemical Analyses Performed by Outside Laboratories	\$ 6,000
Pretreatment Program / Engineering Services	<u>\$ 44,000</u>
<b>Total</b>	<b><u>\$ 50,000</u></b>

# Sewer Division Debt Service

Department Description – The Sewer Debt Service expenditures are associated with the State Revolving Fund (SRF) loan for the expansion and upgrade of the Wochholz Regional Water Recycling Facility and various recycled water facilities.

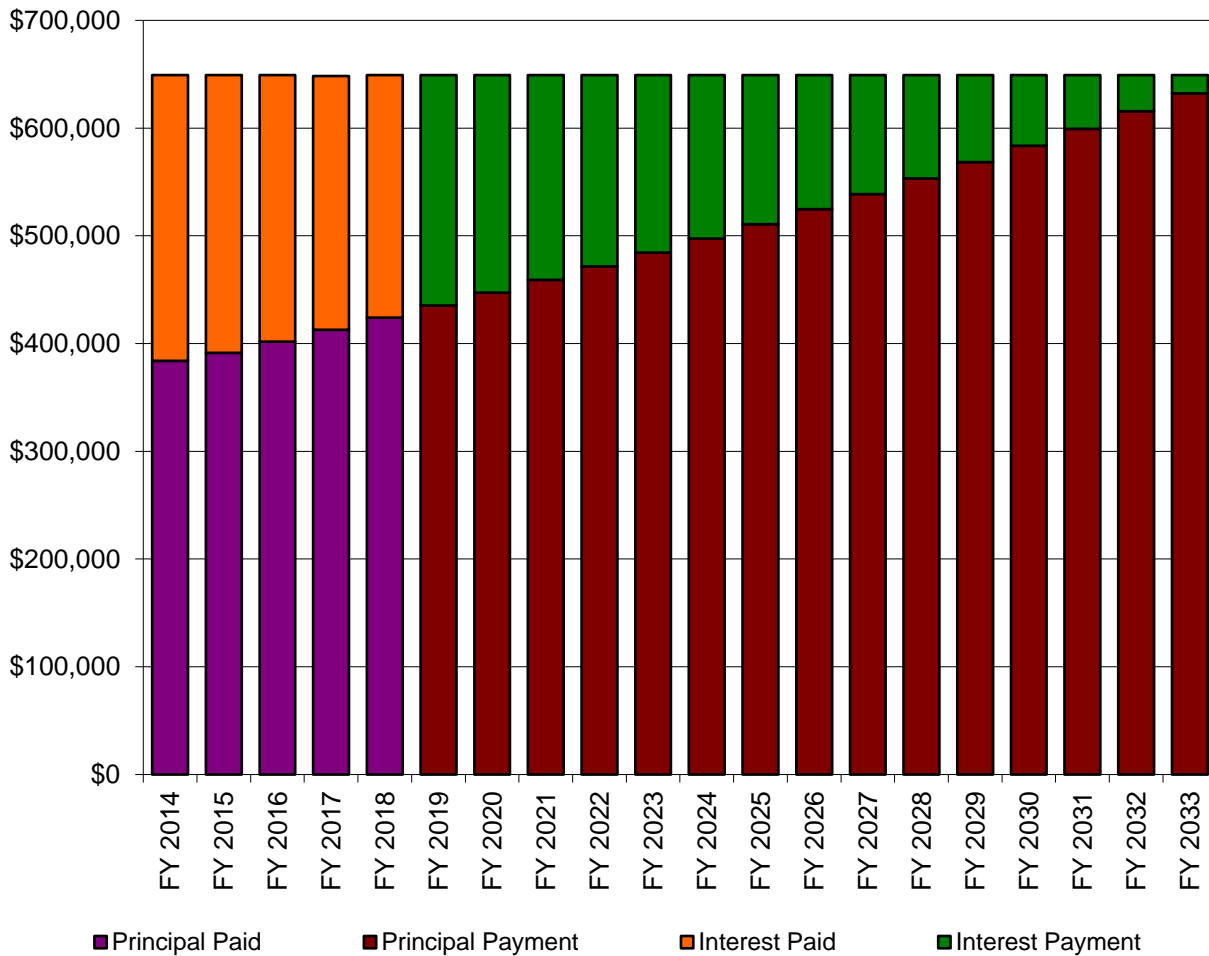
## Background of Debt Issuance

**Wochholz Regional Water Recycling Facility Expansion** - The Yucaipa Valley Water District has secured a \$44,748,356 low interest loan (2.4% interest rate) for the expansion and upgrade of the Wochholz Regional Water Recycling Facility. The District received full disbursement of the loan fund in FY 2009 and annual repayment of \$2,923,669 started in FY 2010 based on the following schedule:



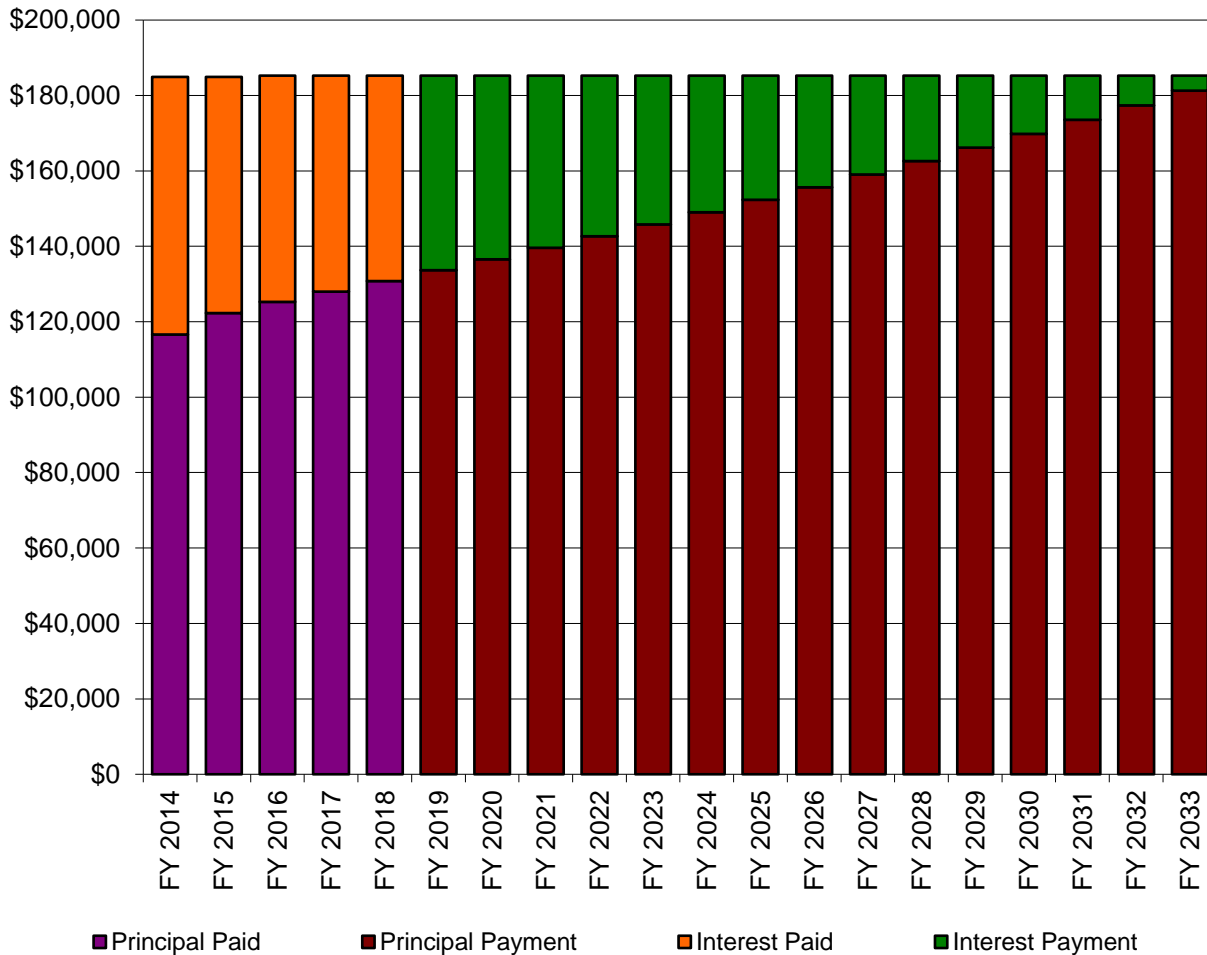
The annual loan payments are due on September 10<sup>th</sup>. The loan extends until September 10, 2028.

**Yucaipa Valley Regional Brineline** - The Yucaipa Valley Water District has secured a \$9,752,100 low interest loan (2.7% interest rate) for the construction of the Yucaipa Valley Regional Brineline. The construction cost for this facility was \$19,706,156 which was also funded by several grants and cash. The District received full disbursement of the loan fund in FY 2013 and annual repayment of \$649,274 started in FY 2014 based on the following schedule:



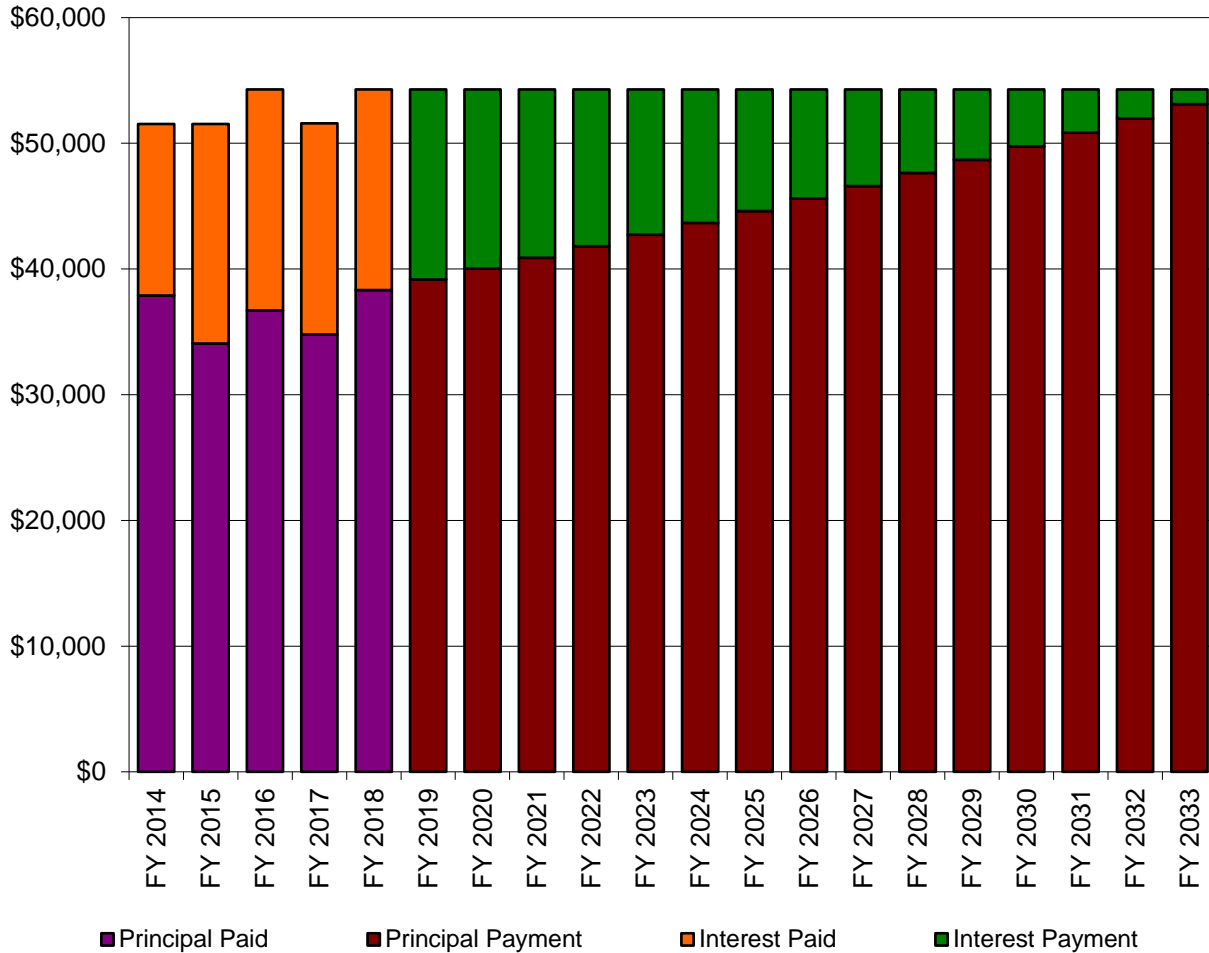
The annual loan payments are due on December 31<sup>st</sup>. The loan extends until December 31, 2032.

**Wochholz Improved Salinity Effluent Project (W.I.S.E.)** - The Yucaipa Valley Water District has secured a \$2,988,095 low interest loan (2.2% interest rate) for the construction of the reverse osmosis equipment at the Wochholz Regional Water Recycling Facility to achieve compliance with the Regional Water Quality Control Board Basin Plan objectives. The construction cost for this facility was \$5,003,170 which was also funded by grants and cash. The District received full disbursement of the loan fund in FY 2015 and annual repayment of \$185,251 started in FY 2014 based on the following schedule:



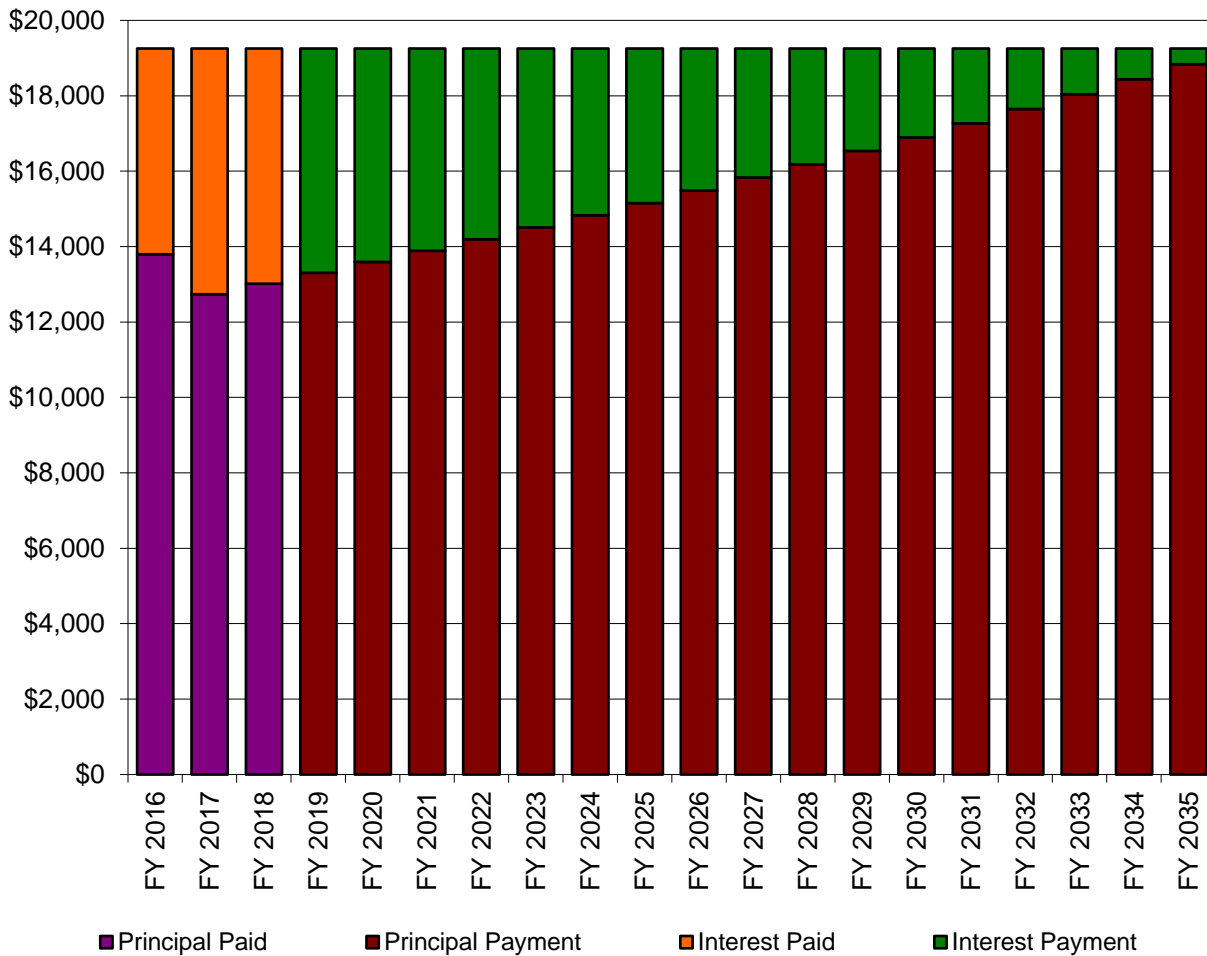
The annual loan payments are due on March 31<sup>st</sup>. The loan extends until March 31, 2033.

**Recycled Water Reservoir R-10.3** - The Yucaipa Valley Water District has secured a \$871,570 low interest loan (2.2% interest rate) for the construction of the Recycled Water Reservoir Complex R-10.3. The construction cost for this facility was \$4,177,087 which was also funded by grants and cash. The District received full disbursement of the loan fund in FY 2014 and annual repayment of \$54,277 started in FY 2014 based on the following schedule:



The annual loan payments are due on March 31<sup>st</sup>. The loan extends until March 31, 2033.

**Crow Street Recycled Water Pipeline and Booster B-12.1** - The Yucaipa Valley Water District has secured a \$310,179 low interest loan (2.2% interest rate) for the construction of the Crow Street Recycled Water Pipeline and Recycled Water Booster Station B-12.1. The construction cost for this facility was \$2,972,167 which was also funded by grants and cash. The District received full disbursement of the loan fund in FY 2015 and annual repayment of \$19,254 started in FY 2016 based on the following schedule:



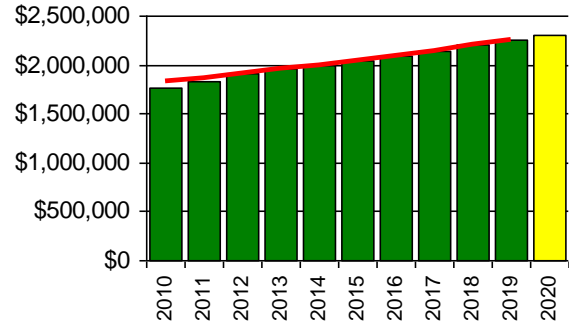
The annual loan payments are due on March 31<sup>st</sup>. The loan extends until March 31, 2035.

Sewer Division – Debt Service

03-5-40-57202

## Debt Service Principal - WRWRF

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$1,953,500	\$1,953,570
2014	\$2,000,455	\$2,000,455
2015	\$2,048,466	\$2,048,466
2016	\$2,097,629	\$2,097,629
2017	\$2,147,975	\$2,147,973
2018	\$2,199,524	\$2,199,524
2019	\$2,252,312	\$2,252,312



<b>2020</b>	<b>\$2,306,368</b>
-------------	--------------------

■ Original Budget Amount    
 ■ Proposed Budget Amount  
— Actual Amount Expended

**Description:**

This budget category is used for expenses related to the principal payment of the State Revolving Fund Loan for the Wochholz Regional Water Recycling Facility. Prior debt service payments were related to the 1995 Refunding Bonds for the construction of the tertiary treatment facilities.

**Line Item Detail:**

Debt Service Principal Payment	\$ 2,306,368
<b>Total</b>	<b><u>\$ 2,306,368</u></b>

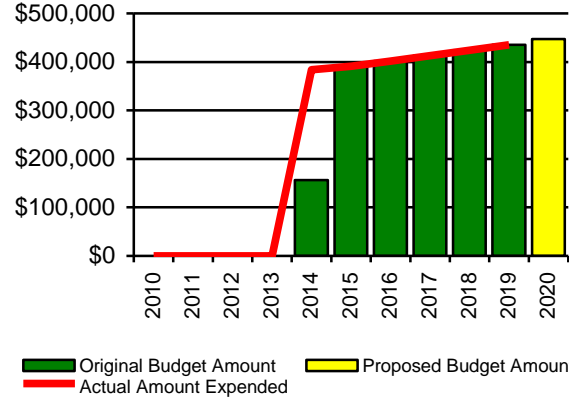


Sewer Division – Debt Service

03-5-40-57203

## Debt Service Principal - Brineline

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$156,395	\$383,889
2015	\$391,372	\$391,372
2016	\$401,939	\$401,939
2017	\$412,790	\$412,791
2018	\$423,936	\$423,936
2019	\$435,383	\$435,383



<b>2020</b>	<b>\$447,138</b>
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**Description:**

This budget category is used for expenses related to the principal payment of the State Revolving Fund Loan for the Brineline Facility.

**Line Item Detail:**

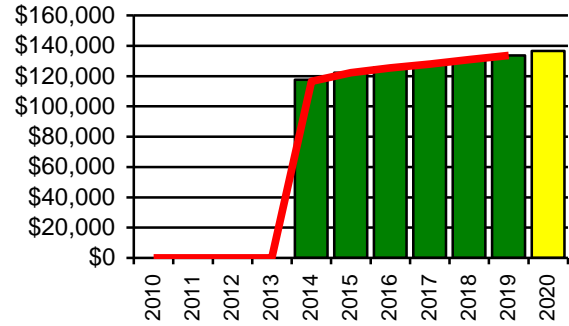
Debt Service Principal Payment	\$ 447,138
<b>Total</b>	<b><u>\$ 447,138</u></b>

Sewer Division – Debt Service

03-5-40-57204

## Debt Service Principal - W.I.S.E.

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$117,482	\$116,576
2015	\$122,303	\$122,303
2016	\$125,600	\$125,283
2017	\$127,970	\$127,966
2018	\$130,782	\$130,782
2019	\$133,659	\$133,659



■ Original Budget Amount     ■ Proposed Budget Amount  
— Actual Amount Expended

<b>2020</b>	<b>\$136,599</b>
-------------	------------------

**Description:**

This budget category is used for expenses related to the principal payment of the State Revolving Fund Loan for the Wochholz Improved Salinity Effluent (WISE) Project.

**Line Item Detail:**

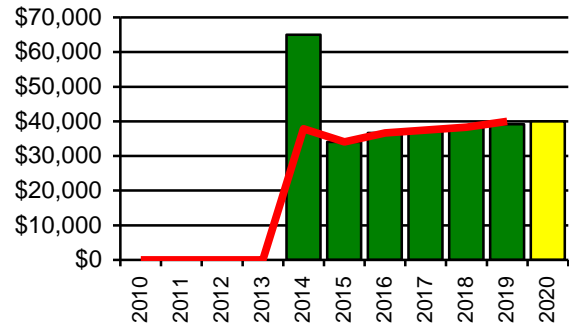
Debt Service Principal Payment	\$ 136,599
Total	<u>\$ 136,599</u>

Sewer Division – Debt Service

03-5-40-57205

## Debt Service Principal – R 10.3 & Booster Station

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$65,000	\$37,887
2015	\$34,080	\$34,080
2016	\$36,663	\$36,691
2017	\$37,495	\$37,493
2018	\$38,318	\$38,318
2019	\$39,161	\$40,023



■ Original Budget Amount    ■ Proposed Budget Amount  
— Actual Amount Expended

<b>2020</b>	<b>\$40,023</b>
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**Description:**

This budget category is used for expenses related to the principal payment of the State Revolving Fund Loan for the Reservoir R 10.3 & Booster Station Project.

**Line Item Detail:**

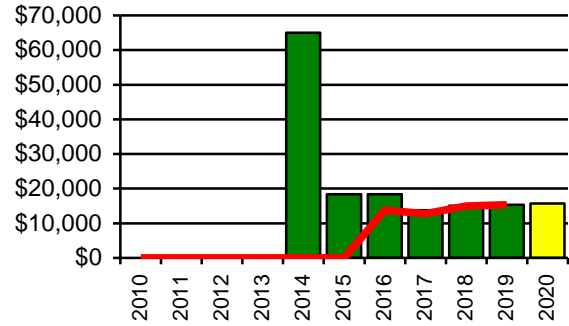
Debt Service Principal Payment	\$ 40,023
<b>Total</b>	<b><u>\$ 40,023</u></b>

Sewer Division – Debt Service

03-5-40-57206

## Debt Service Principal - Crow Street & B-12.1

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$65,000	\$0
2015	\$18,357	\$0
2016	\$18,357	\$13,795
2017	\$13,795	\$12,734
2018	\$15,014	\$14,983
2019	\$15,330	\$15,313



■ Original Budget Amount     ■ Proposed Budget Amount  
— Actual Amount Expended

<b>2020</b>	<b>\$15,667</b>
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**Description:**

This budget category is used for expenses related to the principal payment of the State Revolving Fund Loan for the recycled water pipeline in Crow Street and the recycled water booster B-12.1

**Line Item Detail:**

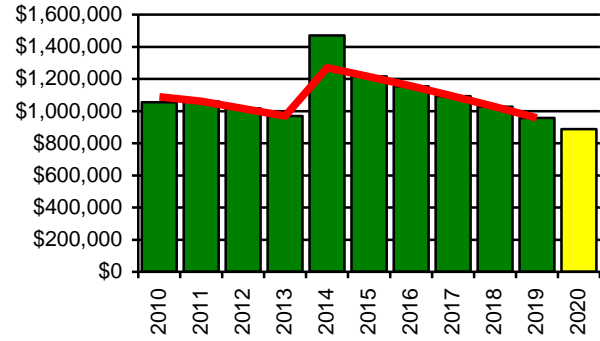
Debt Service Principal Payment	\$ 15,667
<b>Total</b>	<b><u>\$ 15,667</u></b>

Sewer Division – Debt Service

03-5-40-57403

## Debt Service Interest

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$970,100	\$970,099
2014	\$1,469,867	\$1,270,593
2015	\$1,215,856	\$1,213,180
2016	\$1,153,830	\$1,156,388
2017	\$1,091,707	\$1,092,768
2018	\$1,026,707	\$1,026,151
2019	\$957,873	\$957,005



<b>2020</b>	<b>\$887,924</b>
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■ Original Budget Amount     ■ Proposed Budget Amount  
— Actual Amount Expended

**Description:**

This budget category is used for expenses related to the interest payment of the State Revolving Fund loans for the Wochholz Regional Water Recycling facility, the Yucaipa Valley Regional Brineline, the WISE equipment, the R-10.3 and booster station and the Crow Street pipeline and the Booster B-12.1 facility.

**Line Item Detail:**

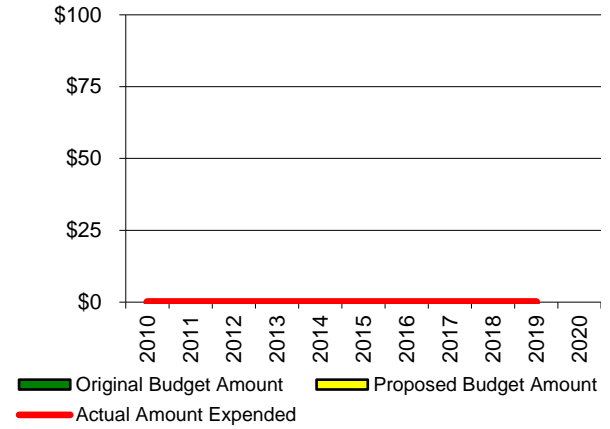
Debt Service Interest Payment - WRWRF	\$ 617,301
Debt Service Interest Payment - Brineline	\$ 202,136
Debt Service Interest Payment - WISE	\$ 48,652
Debt Service Interest Payment – R-10.3 & Booster Station	\$ 14,255
Debt Service Interest Payment - Crow St. & B-12.1	\$ 5,580
<b>Total</b>	<b><u>\$ 887,924</u></b>

Sewer Division – Debt Service

For Use for Fund Transfers

## Rate Stabilization Fund

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$0	\$0
2015	\$0	\$0
2016	\$0	\$0
2017	\$0	\$0
2018	\$0	\$0
2019	\$0	\$0



<b>2020</b>	<b>\$0</b>
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**Description:**

This budget category will be used to establish a fund for stabilizing sewer rates in the future.

**Line Item Detail:**

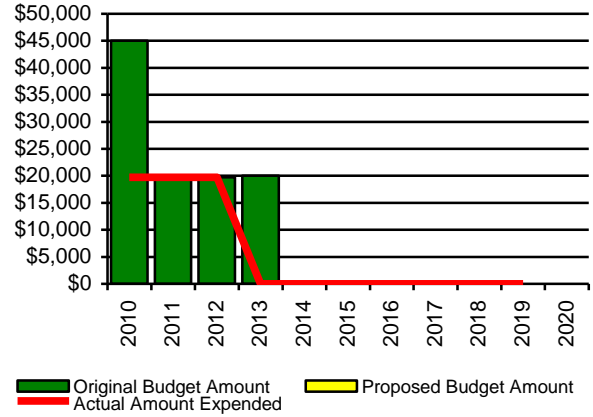
Rate Stabilization Funding	\$ 0
Total	\$ 0

Sewer Division – Debt Service

03-5-40-57009

## Plant Support Facilities

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$20,000	\$0
2014	\$0	\$0
2015	\$0	\$0
2016	\$0	\$0
2017	\$0	\$0
2018	\$0	\$0
2019	\$0	\$0



<b>2020</b>	<b>\$0</b>
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**Description:**

In June 1993, the District entered into a Santa Ana Regional Interceptor (SARI) Discharge Agreement with San Bernardino Valley Municipal Water District. This agreement allocates 108,000 gallons per day of SARI pipeline capacity to Yucaipa Valley Water District. The District has committed to purchase the capacity for a sum of \$394,200, payable in twenty (20) annual installments of \$19,710. The final payment was paid in 2012.

**Line Item Detail:**

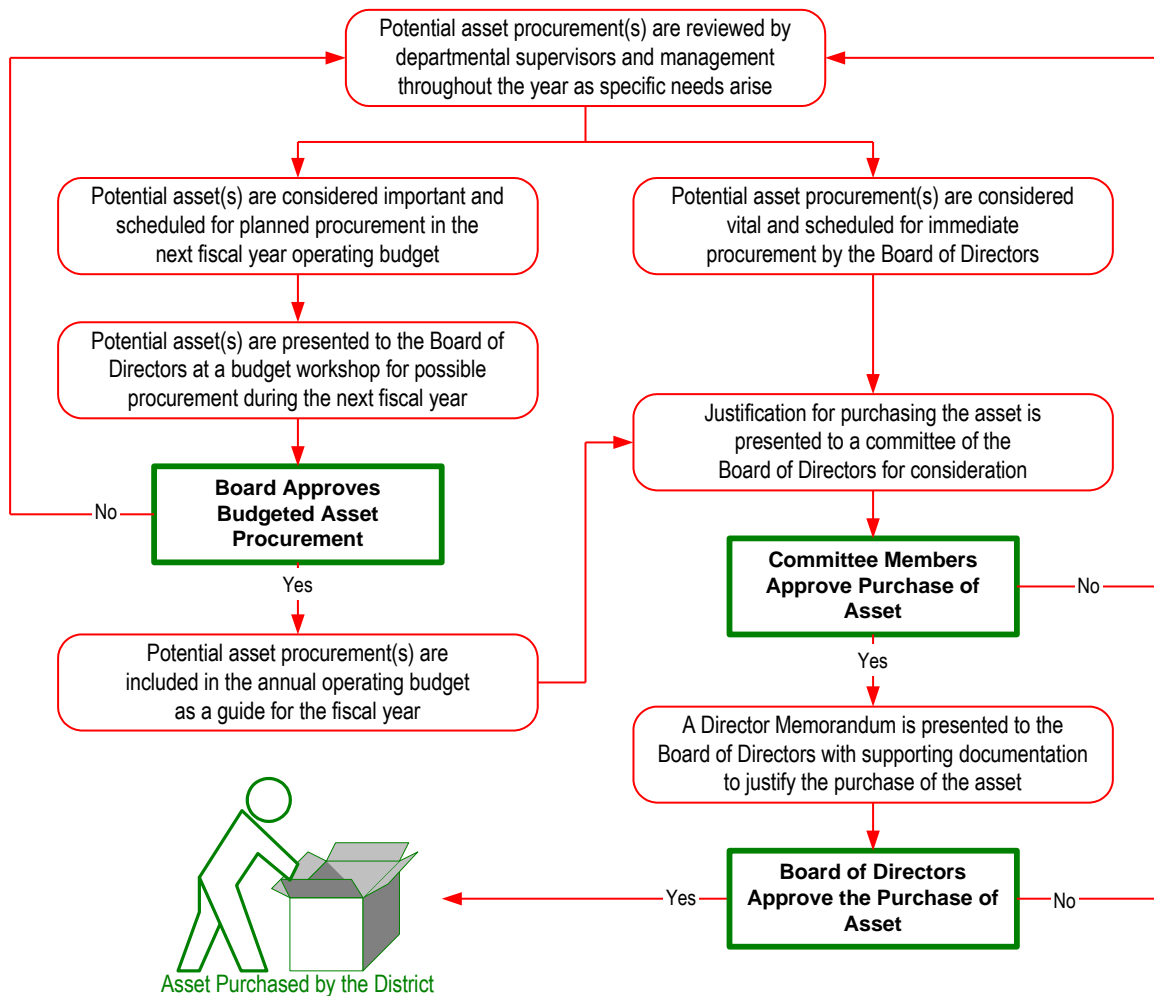
Annual Installment	\$ 0
<b>Total</b>	<b><u>\$ 0</u></b>

# Asset Acquisition – Sewer Division

Budgetary Description – The Asset Allocation portion of the operating budget is used for the purchase of specific fixed assets which are generally greater than \$5,000. This portion of the budget will be used by the accounting department to appropriately categorize and track the purchase of fixed assets.

Procurement Methodology – The following schematic diagram illustrates the methodology used by the District staff to secure the purchase of the fixed assets.

## General Procedure for Asset Evaluation & Procurement



At a minimum, the District staff will present all purchases to a committee of the Board prior to presenting the potential purchase to the Board of Directors for action. In the case of a planned purchase, the entire Board will be able to review the purchase of an asset at a budget workshop prior to being presented to a committee. It is important to recognize that all budget workshops, committee meetings, and board meetings are open to the public.



As a general rule of thumb, asset acquisition will be funded by existing reserve funds. Therefore, the budget will have an offsetting amount of reserve funds added to the revenue portion of the budget for each asset identified below.

Budget Overview – The following summary represents the total acquisition allocation by department for the sewer division.

Sewer Division Department Requesting Asset Acquisition	Estimated Cost Associated with the Proposed Asset Acquisitions
Sewer Treatment Department	\$ 0
Sewer Administrative Services Department	\$ 0
Environmental Control Department	\$ 0
<b>Total</b>	<b>\$ 0</b>

Sewer Division – Asset Acquisition

03-5-40-57002

## Sewer Treatment Department

Description:

The Sewer Treatment Department has identified the following assets for acquisition.

Line Item Detail:

No Assets Anticipated to be Acquired	\$ 0
<b>Total</b>	<b>\$ 0</b>

Sewer Division – Asset Acquisition

03-5-40-57006

## Sewer Administrative Services Department

Description:

The Sewer Administration Department has the following acquisitions planned for the fiscal year.

Line Item Detail:

No Assets Anticipated to be Acquired	\$ 0
<b>Total</b>	<b>\$ 0</b>

Sewer Division – Asset Acquisition

03-5-40-57007

## Environmental Control Department

Description:

The following assets have been identified for acquisition by the Environmental Control department.

Line Item Detail:

No Assets Anticipated to be Acquired	\$ 0
<b>Total</b>	<b>\$ 0</b>





## **Chapter Four**

Fiscal Year 2020

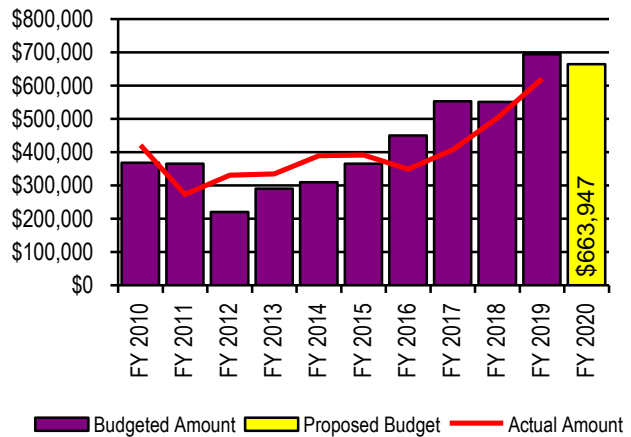
Recycled Water Division  
Operating Budget

## Recycled Water Division Revenue Analysis

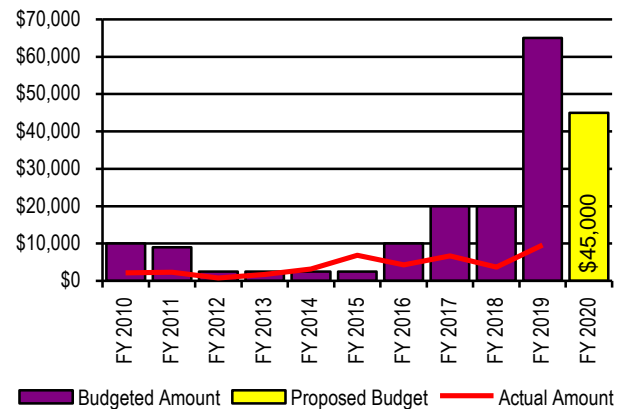
### Sources of Revenue

The recycled water division receives revenue from a number of different sources with the major sources consisting of the following:

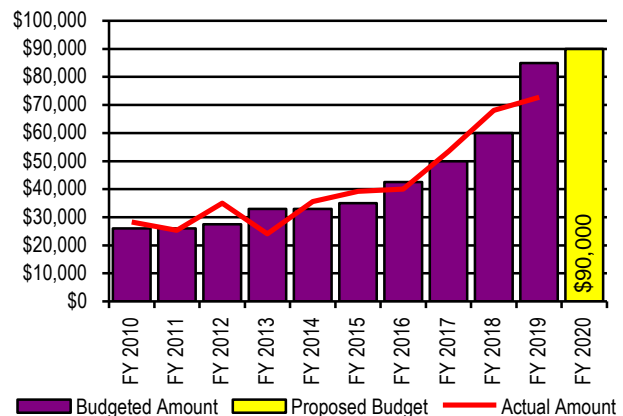
**Recycled Water - Commodity Charges (04-40010):** This revenue source is the variable component of the recycled water sales that is based on the amount of recycled water consumed by our customers. Recycled water sales represent the largest single revenue source in the Recycled Water Division. However, as a variable revenue component, this revenue source is directly dependent on the amount of water consumed. It is highly subject to seasonal variations and climatic changes.



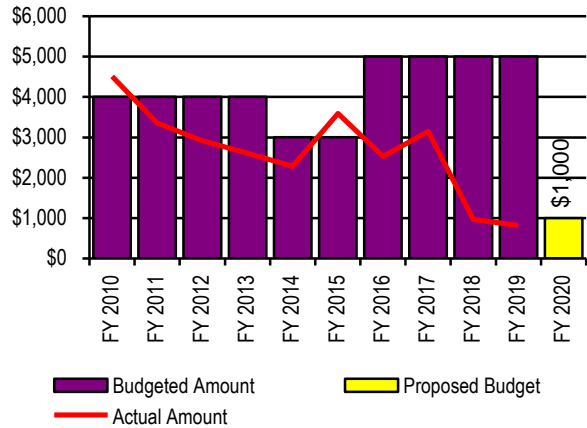
**Construction Water – Commodity Charges (04-40011):** This revenue source is highly variable recycled water consumption revenue collected from developers and contractors for construction purposes. The amount of revenue generated from this source is directly dependent on the timing and magnitude of new construction in our service area. A similar revenue category exists for in the water division for potable water used for construction purposes.



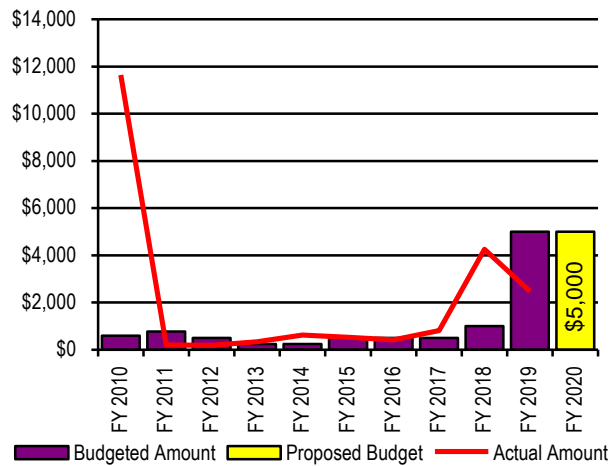
**Recycled Water - Service Demand Charge (04-41000):** This revenue source is the fixed rate component charged to all recycled water customers. Since this is a fixed charge, the estimated amount of revenue derived from this source is fairly constant year to year.



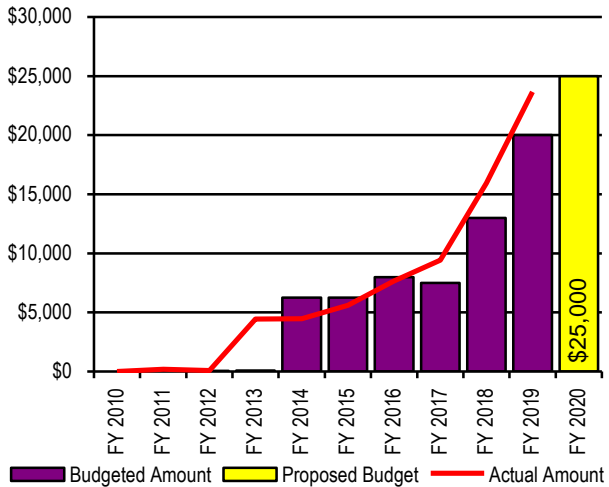
**Construction Water – Minimum Charge (02-41003):** This revenue source is the fixed rate component charged to all customers using recycled water for construction purposes. Like the commodity charge above, since these costs are associated with development, they are also highly variable.



**Penalty Late Charges (04-41121):** This revenue source is generated from late payments of recycled water services. The District’s late charges are 10% for the first month and 0.5% for any unpaid balance every month thereafter. This late charge is not intended to represent an interest rate or cost of money, but rather a penalty charge for late payment on an account.



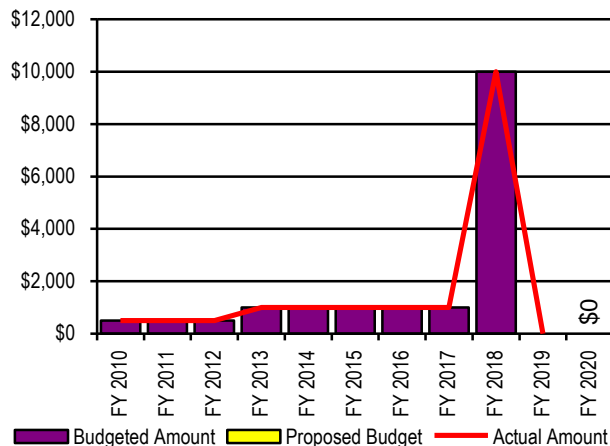
**Interest Earnings (04-43010):** This revenue source is generated from investment interest earnings. The District’s investment policy utilizes Local Agency Investment Fund (LAIF) as the predominant investment vehicle. Significantly lesser amounts are invested in the U.S. Securities and money market funds.





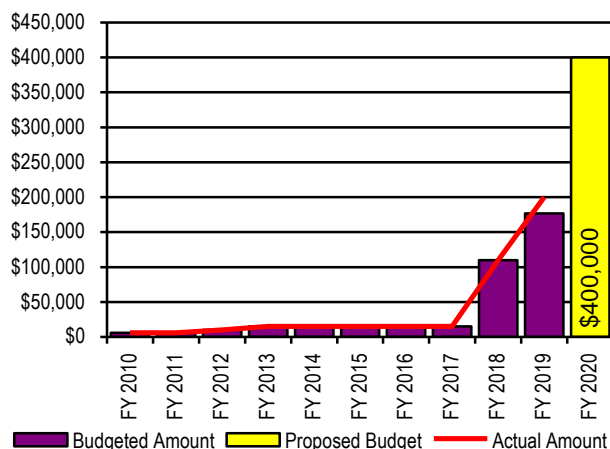
**Property Tax – Unsecured (04-43110):**

This revenue source is generated from the unsecured portion of the property tax increment received by the District from properties within the District’s service area. Unsecured property taxes are those taxes collected on property that can be relocated and is not real estate. The tax is assessed against such things as business equipment, fixtures, boats and airplanes. Beginning in fiscal year 2019-20, the recycled water division will no longer be allocated a portion of the property taxes received by the District.



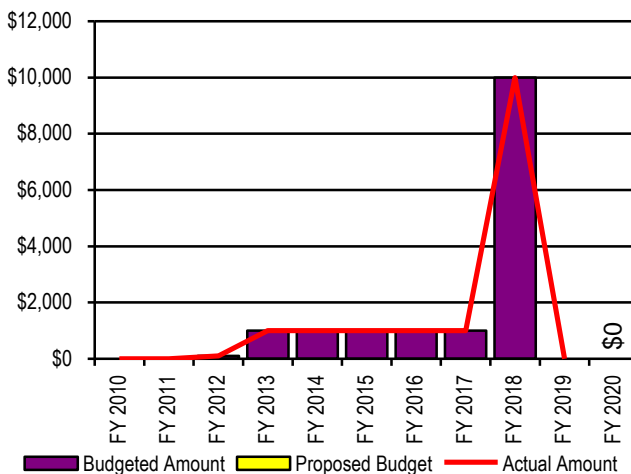
**Property Tax – Secured (04-43120):**

This revenue source is generated from the secured portion of the property tax increment received by the District from properties within the District’s service area. Secured property taxes are those taxes collected on real property such as land and structures.



**Tax Collection – Prior (04-43130):**

This revenue source is generated from the property tax increment collected from prior years. Beginning in fiscal year 2019-20, the recycled water division will no longer be allocated a portion of the property taxes received by the District.



Other sources of operating revenue for the recycled division include:

- Meter/Lateral Installation (04-41110)
- Revenue-Other, Operating (04-41122)
- Other Taxes (04-43140)
- Misc. Non-Operating Revenue (04-49150)

## Recycled Water Department

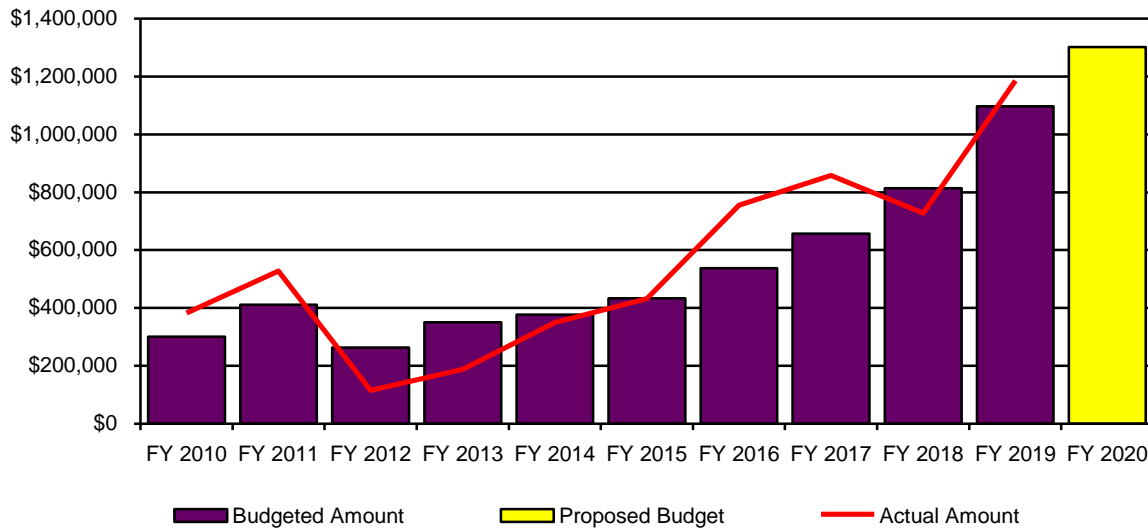
Department Description – The Recycled Water Division consists of individuals assigned to other duties that work together to implement, monitor, inspect, operate and perform the required duties of the recycled water enterprise.

Departmental Responsibilities – The Recycled Water Department is responsible for developing the District's activities related to recycled water service in the community.

Organizational Structure & Staffing Levels – This year the District has assigned labor resources of 7.50 Full-Time Equivalent (FTE) employees for the Recycled Water Division. The FTE calculation details for this department are as follows:

Title	Range	FTE	Expense
General Manager	--	0.10	\$ 22,280
Chief Financial Officer	248	0.10	\$ 14,320
Implementation Manager	236	0.60	\$ 70,016
Public Works Manager	234	0.10	\$ 12,673
Water Resource Manager	233	0.30	\$ 41,339
Operations Manager	231	0.30	\$ 36,651
Regulatory Compliance Manager	229	0.30	\$ 31,352
Public Works Supervisor	117	2.50	\$ 251,792
Water Resource Specialist	113	0.30	\$ 28,102
Senior Engineering Technician	110	0.30	\$ 27,440
Senior Utility Service Worker	54	0.20	\$ 17,104
Utility Service Worker IV	49	0.10	\$ 7,809
Purchasing Agent	45	0.10	\$ 7,295
Utility Service Worker III	44	0.40	\$ 28,779
Utility Service Worker II	36	0.60	\$ 37,702
Utility Service Worker I	32	1.20	\$ 70,553
	<b>Total</b>	<b>7.50</b>	<b>\$705,207</b>

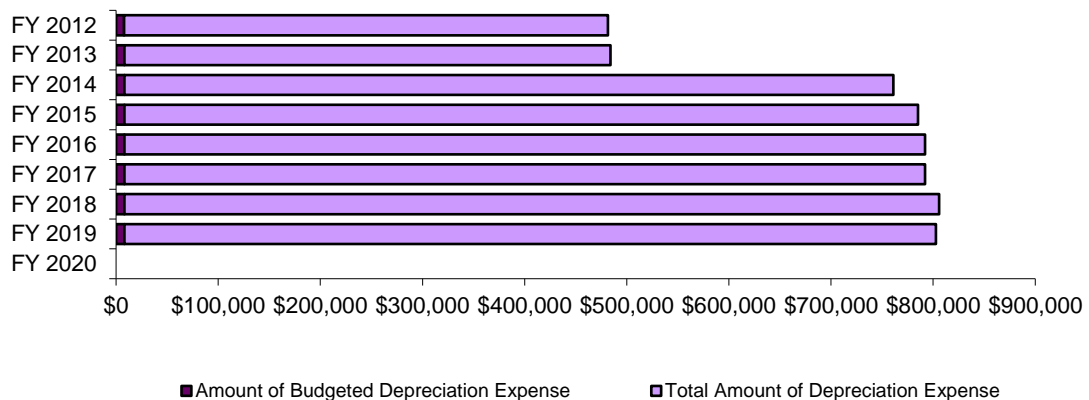
**Budget Overview** – The following illustration shows the amount of funds budgeted and the actual expenses over the past several years.



This year, the administrative service department will be allocated \$1,301,447, which represents an increase of \$204,177 as compared to the previous year, or a 19% increase.

**Anticipated Issues for This Fiscal Year** – The following issues have been identified for this fiscal year. The specific resolution to the issues presented below may need to be further analyzed by District staff and presented to the Board of Directors for the adoption of a specific policy, procurement or other action as deemed necessary.

- The District continues to underfund our actual depreciation expenses. This issue is most readily apparent in the annual financial audit which shows the following portion of funded depreciation expense.



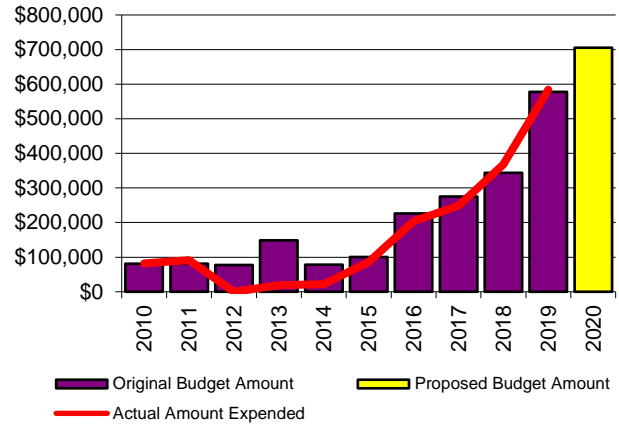
In order to adequately fund the repair and replacement of District facilities, additional funding is necessary in this line item.

Recycled Water Division – Administrative Services Department

04-5-06-50010

# Labor

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$148,162	\$18,839
2014	\$78,400	\$21,572
2015	\$100,632	\$85,272
2016	\$226,630	\$204,284
2017	\$275,000	\$248,846
2018	\$343,507	\$367,521
2019	\$577,931	\$584,123



<b>2020</b>	<b>\$705,207</b>
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Description:

This budget category includes the base salaries and expected overtime for the recycled water division.

Line Item Detail:

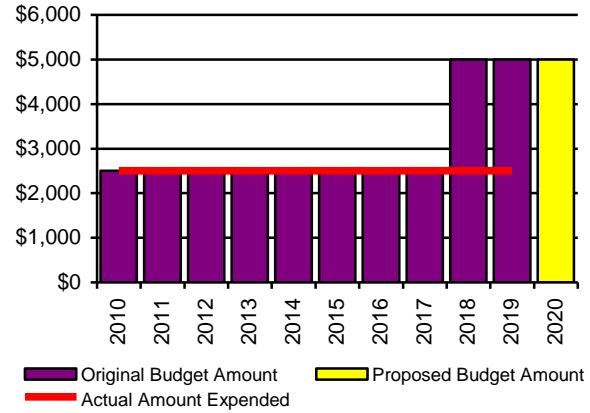
Title	Range	FTE	Expense
General Manager	--	0.10	\$ 22,280
Chief Financial Officer	248	0.10	\$ 14,320
Implementation Manager	236	0.60	\$ 70,016
Public Works Manager	234	0.10	\$ 12,673
Water Resource Manager	233	0.30	\$ 41,339
Operations Manager	231	0.30	\$ 36,651
Regulatory Compliance Manager	229	0.30	\$ 31,352
Public Works Supervisor	117	2.50	\$ 251,792
Water Resource Project Supervisor	113	0.30	\$ 28,102
Senior Engineering Technician	110	0.30	\$ 27,440
Senior Utility Service Worker	54	0.20	\$ 17,104
Utility Service Worker IV	49	0.10	\$ 7,809
Purchasing Agent	45	0.10	\$ 7,295
Utility Service Worker III	44	0.40	\$ 28,779
Utility Service Worker II	36	0.60	\$ 37,702
Utility Service Worker I	32	1.20	\$ 71,553
<b>Total</b>		<b>7.50</b>	<b><u>\$ 705,207</u></b>

Recycled Water Division – Administrative Services Department

04-5-06-50012

## Director Fees

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$2,500	\$2,500
2014	\$2,500	\$2,500
2015	\$2,500	\$2,500
2016	\$2,500	\$2,500
2017	\$2,500	\$2,500
2018	\$5,000	\$2,500
2019	\$5,000	\$2,500



<b>2020</b>	<b>\$5,000</b>
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**Description:**

Director related meeting reimbursement expenses for seminars and related events.

**Line Item Detail:**

Director Fees, Travel, Seminars and Other Expenses \$ 5,000

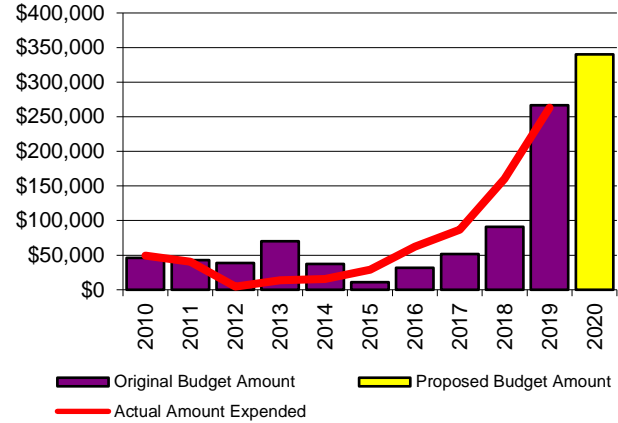
**\$ 5,000**

Recycled Water Division – Administrative Services Department

04-5-06-500xx

# Benefits

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$69,913	\$13,785
2014	\$37,215	\$15,597
2015	\$11,150	\$33,995
2016	\$31,900	\$62,353
2017	\$51,600	\$86,810
2018	\$91,138	\$160,482
2019	\$266,839	\$263,108



<b>2020</b>	<b>\$340,221</b>
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Description:

This budget category includes the District paid benefits for the staff members of the recycled water division including a portion of benefits paid to Directors.

Line Item Detail:

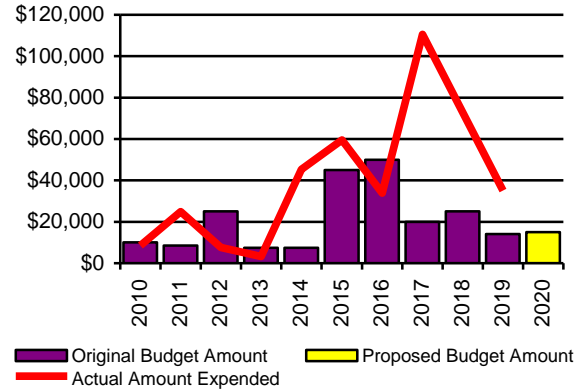
FICA (50013)	\$ 53,948
Life Insurance (50014)	\$ 3,600
Medical, Dental, Vision & Deferred Comp. (50016)	\$ 143,004
Disability Insurance (50017)	\$ 6,347
Workers' Compensation (50019)	\$ 19,041
PERS (50022)	\$ 105,781
Uniforms (50023)	\$ 3,750
Boot Allowance @ \$300/Employee and Incentives (50025)	\$ 4,750
<b>Total</b>	<b><u>\$ 340,221</u></b>

Recycled Water Division – Administrative Services Department

04-5-06-51003

## Repair & Maintenance – Structures

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$7,500	\$3,282
2014	\$7,500	\$45,381
2015	\$45,000	\$59,529
2016	\$50,000	\$21,308
2017	\$20,000	\$110,538
2018	\$25,000	\$72,832
2019	\$14,000	\$35,075



<b>2020</b>	<b>\$15,000</b>
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**Description:**

This budget category represents the annual projected costs associated with the maintenance and repair of recycled water related facilities.

**Line Item Detail:**

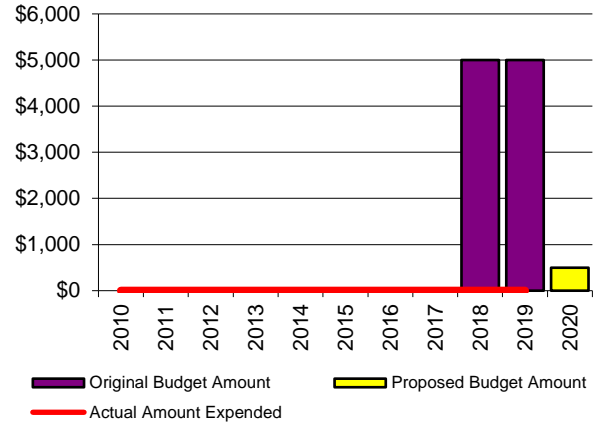
General Maintenance for Recycled Water Facilities	\$ 10,000
Reservoir Inspections	\$ 5,000
	\$ <u>15,000</u>

Recycled Water Division – Administrative Services Department

04-5-06-51011

## Repair & Maintenance – Valves

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$0	\$0
2015	\$0	\$0
2016	\$0	\$0
2017	\$0	\$0
2018	\$5,000	\$0
2019	\$5,000	\$0



<b>2020</b>	<b>\$500</b>
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**Description:**

The Recycled Water Division oversees the operation and maintenance of the District’s twenty-nine recycled water specialty valves. This program involves the maintenance of the following types of valves:

- 12 pressure reducing valves;
- 5 pump control valves;
- 5 float control valves; and
- 7 pressure relief valves.

**Line Item Detail:**

Equipment and parts associated with the maintenance of Cla-valves. This does not include the labor from the Water Resources Department, Engineering Department or Utility Service Department.

\$ 500

\$ 500

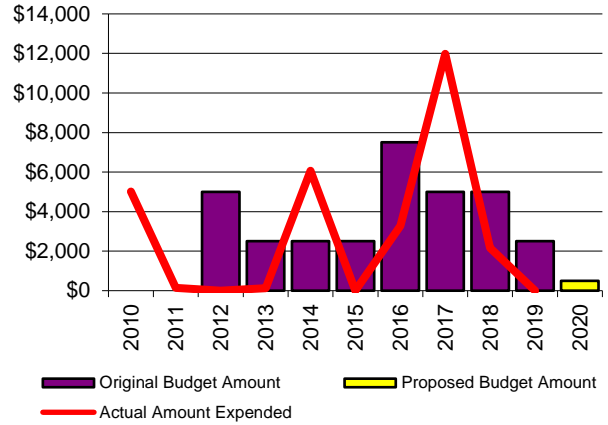


Recycled Water Division – Administrative Services Department

04-5-06-51020

## Repair & Maintenance – Pipelines

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$2,500	\$132
2014	\$2,500	\$6,064
2015	\$2,500	\$0
2016	\$7,500	\$3,282
2017	\$5,000	\$11,981
2018	\$5,000	\$2,162
2019	\$2,500	\$0



<b>2020</b>	<b>\$500</b>
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**Description:**

This budget category represents the annual projected costs associated with maintaining the District’s recycled transmission and distribution facilities. Costs are reflective of repair and replacement of recycled pipelines and related infrastructure encroachments.

**Line Item Detail:**

General Maintenance for Recycled Water Pipelines \$ 500

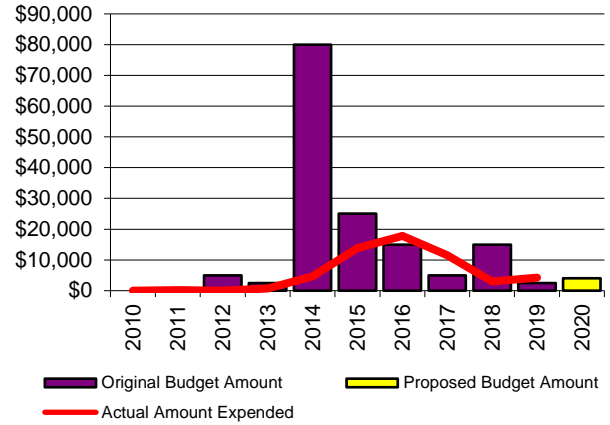
\$ 500

Recycled Water Division – Administrative Services Department

04-5-06-51021

## Repair & Maintenance – Service Lines

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$2,500	\$667
2014	\$80,000	\$4,684
2015	\$25,000	\$13,766
2016	\$15,000	\$17,806
2017	\$5,000	\$11,557
2018	\$15,000	\$2,999
2019	\$2,500	\$4,238



<b>2020</b>	<b>\$4,000</b>
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**Description:**

This budget category represents the annual projected costs associated with maintaining the District’s recycled water service lines.

**Line Item Detail:**

General Maintenance for Recycled Water Service Lines

\$ 4,000

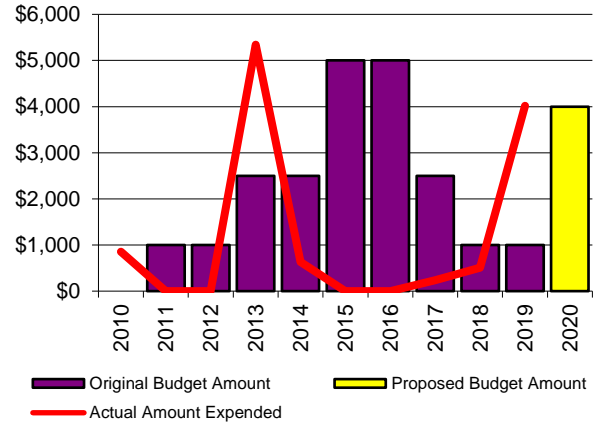
\$ 4,000

Recycled Water Division – Administrative Services Department

04-5-06-51022

## Repair & Maintenance – Fire Hydrants

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$2,500	\$5,343
2014	\$2,500	\$632
2015	\$5,000	\$0
2016	\$5,000	\$0
2017	\$5,000	\$238
2018	\$1,000	\$510
2019	\$1,000	\$4,017



<b>2020</b>	<b>\$4,000</b>
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**Description:**

This budget category represents the annual projected costs associated with maintaining the District’s recycled water fire hydrants.

**Line Item Detail:**

General Maintenance for Recycled Water Fire Hydrants

\$ 4,000

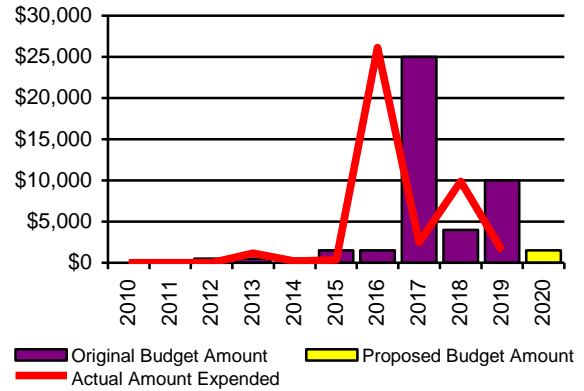
\$ 4,000

Recycled Water Division – Administrative Services Department

04-5-06-51030

## Repair & Maintenance – Meters

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$500	\$1,162
2014	\$500	\$179
2015	\$1,500	\$365
2016	\$1,500	\$26,113
2017	\$25,000	\$2,500
2018	\$4,000	\$9,873
2019	\$10,000	\$1,462



<b>2020</b>	<b>\$1,500</b>
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**Description:**

This budget category represents the annual projected costs associated with maintaining the District's recycled water meters.

**Line Item Detail:**

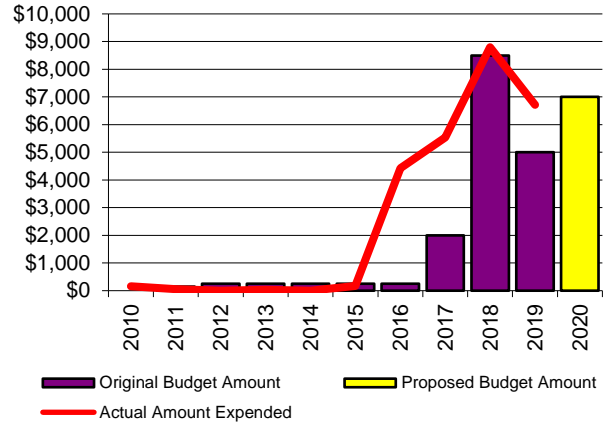
General Maintenance for Recycled Water Meters	\$ 1,500
	<u>\$1,500</u>

Recycled Water Division – Administrative Services Department

04-5-06-51140

## General Supplies & Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$250	\$27
2014	\$250	\$0
2015	\$250	\$174
2016	\$250	\$4,426
2017	\$2,000	\$5,597
2018	\$8,500	\$8,795
2019	\$5,000	\$6,711



<b>2020</b>	<b>\$7,000</b>
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**Description:**

This budget category includes the supplies and expenses related to the operation of the recycled division.

**Line Item Detail:**

Supplies and Expenses

\$ 7,000

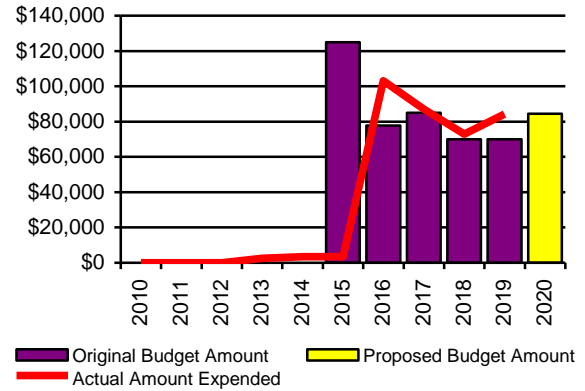
\$ 7,000

Recycled Water Division – Administrative Services Department

04-5-06-51210

## Utilities – Power Purchases

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$2,524
2014	\$0	\$3,459
2015	\$124,968	\$3,459
2016	\$77,720	\$103,162
2017	\$85,000	\$87,064
2018	\$70,000	\$72,982
2019	\$70,000	\$84,363



<b>2020</b>	<b>\$84,500</b>
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**Description:**

This budget category includes all electrical power costs related to the operation of the recycled division.

**Line Item Detail:**

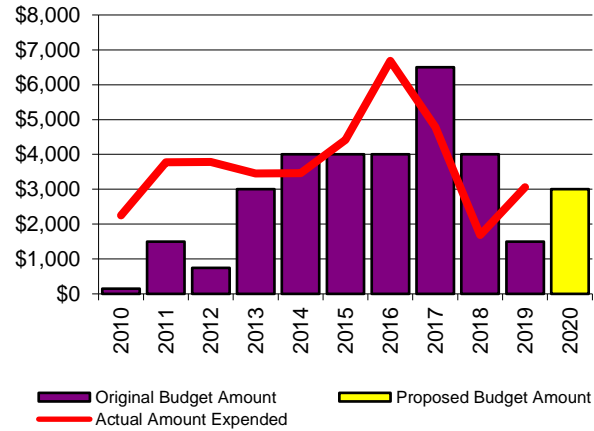
Electrical Power Costs	\$ 84,500
	<u>\$ 84,500</u>

Recycled Water Division – Administrative Services Department

04-5-06-54002

## Dues & Subscriptions

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$3,000	\$3,453
2014	\$4,000	\$3,461
2015	\$4,000	\$4,417
2016	\$4,000	\$3,556
2017	\$6,500	\$4,784
2018	\$4,000	\$1,688
2019	\$1,500	\$3,062



<b>2020</b>	<b>\$3,000</b>
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**Description:**

This category includes all costs related to membership dues and periodical subscriptions for the recycled water division during the fiscal year.

**Line Item Detail:**

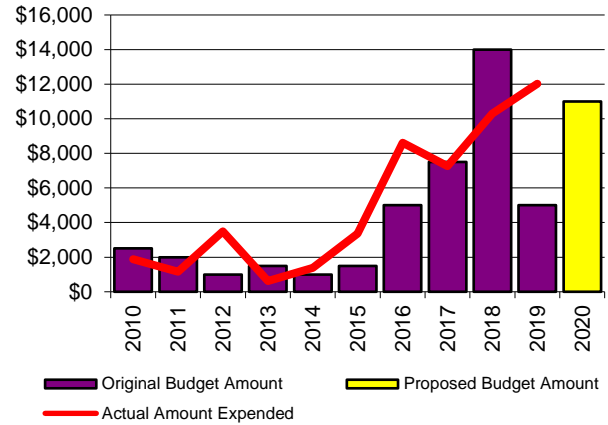
WateReuse Association	\$ 1,700
Other Subscriptions	\$ 1,300
	\$ 3,000
<b>Total</b>	<b><u>\$3,000</u></b>

Recycled Water Division – Administrative Services Department

04-5-06-54005

# Computer Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$1,500	\$620
2014	\$1,000	\$1,375
2015	\$1,500	\$3,361
2016	\$5,000	\$8,621
2017	\$7,500	\$7,258
2018	\$14,000	\$10,298
2019	\$5,000	\$12,024



<b>2020</b>	<b>\$11,000</b>
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**Description:**

This budget category has been established to include the costs related to modifications and improvements in the operation of the computer systems.

**Line Item Detail:**

Computer Purchases and Network Maintenance	<u>\$ 11,000</u>
<b>Total</b>	<b><u>\$ 11,000</u></b>

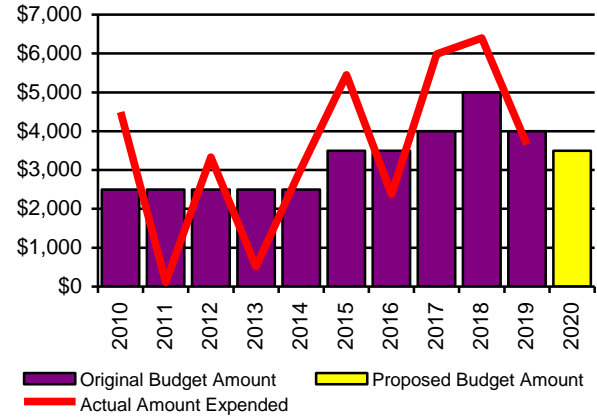


Recycled Water Division – Administrative Services Department

04-5-06-54012

## Education & Training

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$2,500	\$512
2014	\$2,500	\$3,036
2015	\$3,500	\$5,453
2016	\$3,500	\$2,375
2017	\$4,000	\$5,987
2018	\$5,000	\$6,400
2019	\$4,000	\$3,658



<b>2020</b>	<b>\$3,500</b>
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**Description:**

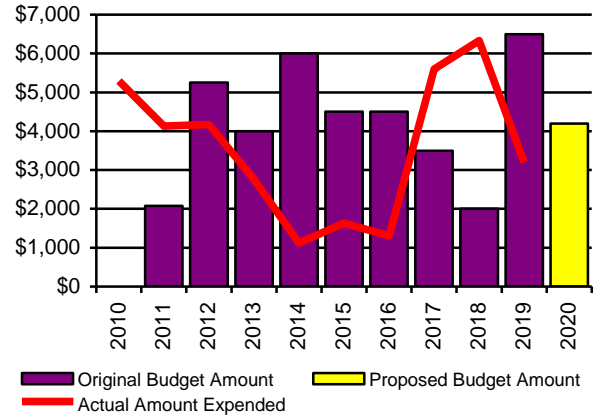
This budget category includes the costs associated with training individuals in the recycled water division.

**Line Item Detail:**

Education and Training Expenses	\$ 3,500
<b>Total</b>	<b><u>\$ 3,500</u></b>

## Public Relations

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$4,000	\$2,763
2014	\$6,000	\$1,118
2015	\$4,500	\$1,636
2016	\$4,500	\$1,301
2017	\$3,500	\$5,600
2018	\$2,000	\$6,329
2019	\$6,500	\$3,200



<b>2020</b>	<b>\$4,200</b>
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**Description:**

This budget category represents the annual projected costs associated with public relations efforts, as well as all costs associated with printing business forms, public hearing notices and job announcements. In 2017-18, all historical and future budget data for the Printing and Publications budget category (04-5-06-54011) was combined here.

**Line Item Detail:**

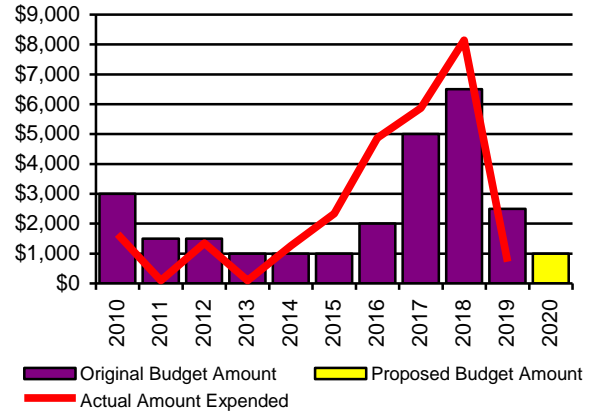
Public Relations		\$ 4,200
Total		\$ 4,200

Recycled Water Division – Administrative Services Department

04-5-06-54016

## Travel Related Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$1,000	\$96
2014	\$1,000	\$1,265
2015	\$1,000	\$2,336
2016	\$2,000	\$4,879
2017	\$5,000	\$5,875
2018	\$6,500	\$8,140
2019	\$2,500	\$728



<b>2020</b>	<b>\$1,000</b>
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**Description:**

This budget category represents the estimated costs for travel related expenses for the recycled water division.

**Line Item Detail:**

Travel Related Expenses

\$ 1,000

Total

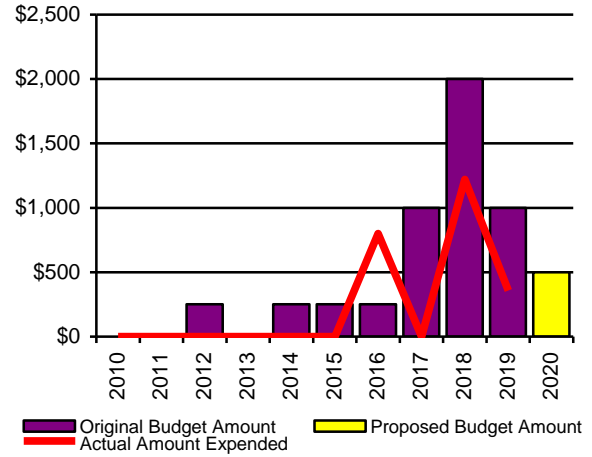
\$ 1,000

Recycled Water Division – Administrative Services Department

04-5-06-54017

## Certifications & Renewals

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$250	\$0
2015	\$250	\$0
2016	\$250	\$800
2017	\$1,000	0
2018	\$2,000	\$1,221
2019	\$1,000	\$359



<b>2020</b>	<b>\$500</b>
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**Description:**

This budget category will be used for recycled water division employee certifications.

**Line Item Detail:**

Backflow Certifications

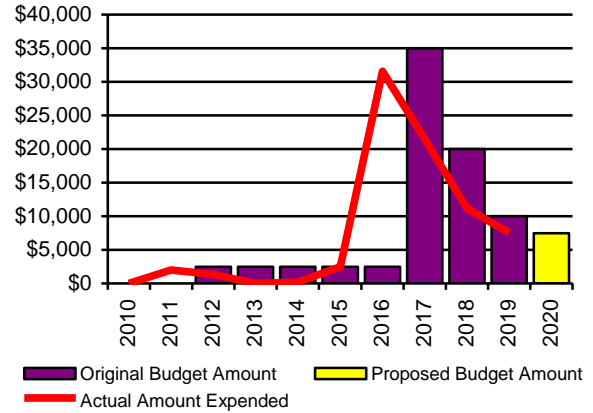
_____	<b>\$ 500</b>
<b>Total</b>	<b><u>\$ 500</u></b>

Recycled Water Division – Administrative Services Department

04-5-06-54019

## Licenses & Permits

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$2,500	\$0
2014	\$2,500	\$189
2015	\$2,500	\$2,496
2016	\$2,500	\$31,564
2017	\$35,000	\$21,472
2018	\$20,000	\$11,156
2019	\$10,000	\$7,546



<b>2020</b>	<b>\$7,500</b>
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**Description:**

This budget category includes the required annual operating permits for various state and local governmental agencies. In most cases, the amounts of the fees are established by regulation.

**Line Item Detail:**

Recycled Division Licenses & Permits

\$ 7,500

Total

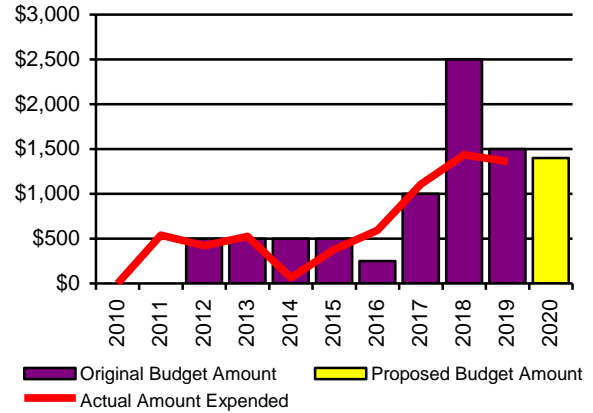
\$ 7,500

Recycled Water Division – Administrative Services Department

04-5-06-54020

## Meeting Related Expenses

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$500	\$526
2014	\$500	\$64
2015	\$500	\$378
2016	\$250	\$594
2017	\$1,000	\$1,107
2018	\$2,500	\$1,437
2019	\$1,500	\$1,362



<b>2020</b>	<b>\$1,400</b>
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**Description:**

The District hosts numerous meetings throughout the year which include public tours, tours for school children, and several regional meetings for recycled industry professionals. This budget category will be used for expenses related to meetings hosted or attended by the District for recycled water functions.

**Line Item Detail:**

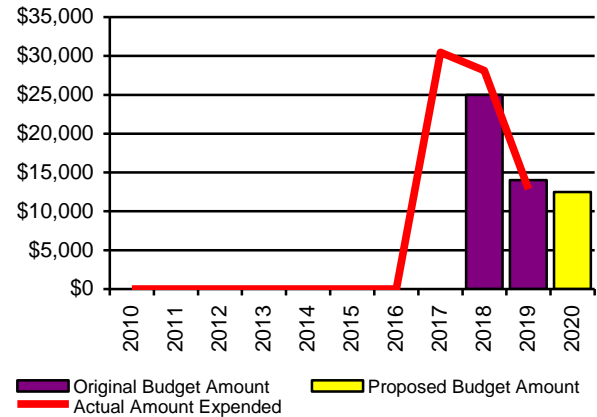
Recycled Division Meeting Related Expenses	\$ 1,400
<b>Total</b>	<b>\$ 1,400</b>

Recycled Water Division – Administrative Services Department

04-5-06-54022

## Utilities – YVWD Services

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$0	\$0
2015	\$0	\$0
2016	\$0	\$0
2017	\$0	\$30,475
2018	\$25,000	\$28,122
2019	\$14,000	\$12,842



<b>2020</b>	<b>\$12,500</b>
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**Description:**

This budget category is used for YVWD recycled water charges billed to the District.

**Line Item Detail:**

YVWD Services

\$ 12,500

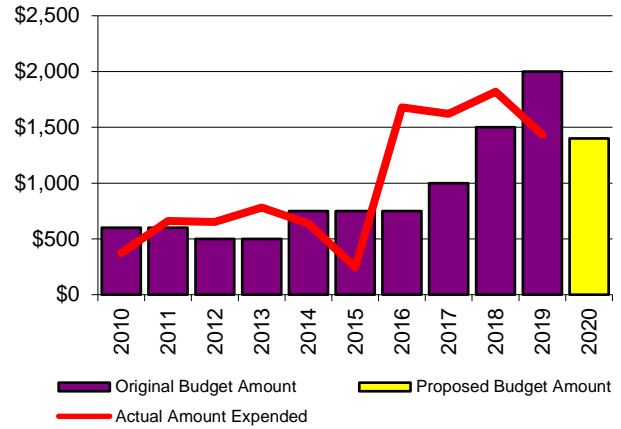
Total      \$ 12,500

Recycled Water Division – Administrative Services Department

04-5-06-54025

## Telephone & Internet

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$500	\$781
2014	\$750	\$637
2015	\$750	\$245
2016	\$750	\$1,678
2017	\$1,000	\$1,620
2018	\$1,500	\$1,819
2019	\$2,000	\$1,436



<b>2020</b>	<b>\$1,400</b>
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Description:

This budget category will be used for telephone related expenses.

Line Item Detail:

Telephone & Internet

\$ 1,400

Total \$ 1,400

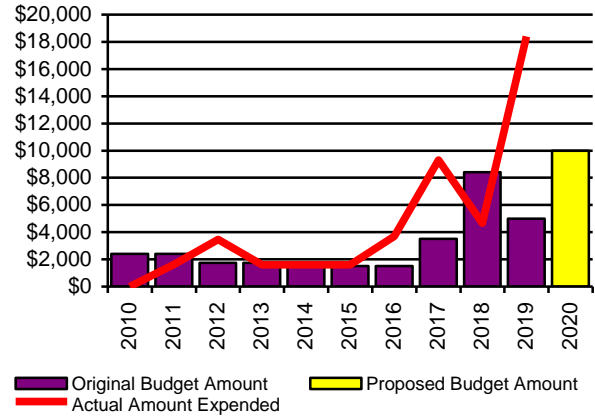


Recycled Water Division – Administrative Services Department

04-5-06-54104

## Contractual Services

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$1,750	\$1,605
2014	\$1,750	\$1,605
2015	\$1,500	\$1,605
2016	\$1,500	\$3,690
2017	\$3,500	\$9,311
2018	\$8,400	\$4,661
2019	\$5,000	\$18,396



<b>2020</b>	<b>\$10,000</b>
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**Description:**

This budget category includes the general contractual services allocated to the recycled water division.

FY 2019 expenses were higher than budgeted as a result of the new WaterTrax software being implemented as well as other software licenses.

**Line Item Detail:**

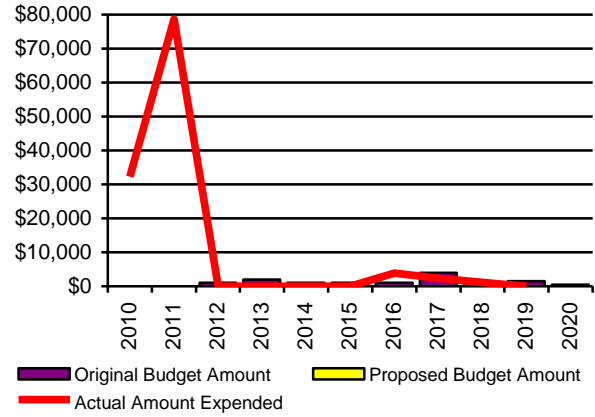
Contractual Services	\$ 10,000
Total	\$ 10,000

Recycled Water Division – Administrative Services Department

04-5-06-54107

# Legal

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$2,000	\$0
2014	\$1,000	\$0
2015	\$1,000	\$0
2016	\$1,000	\$3,825
2017	\$4,000	\$2,363
2018	\$1,250	\$1,088
2019	\$1,500	\$0



<b>2020</b>	<b>\$500</b>
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**Description:**

This budget category is used for all recycled water related legal costs.

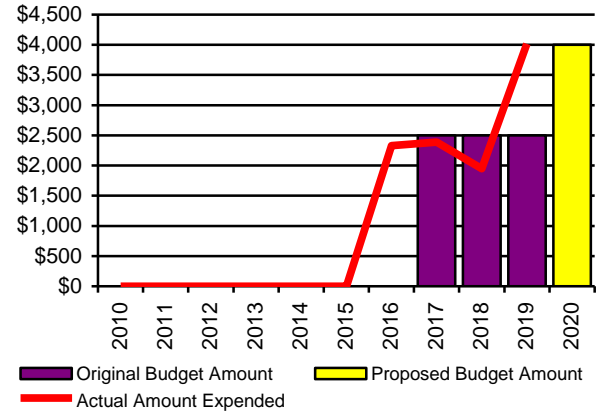
**Line Item Detail:**

Legal Expenses

	<b>\$ 500</b>
<b>Total</b>	<b><u>\$ 500</u></b>

# Audit & Accounting

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$0	\$0
2015	\$0	\$0
2016	\$0	\$2,330
2017	\$2,500	\$2,390
2018	\$2,500	\$1,950
2019	\$2,500	\$4,017



<b>2020</b>	<b>\$4,000</b>
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**Description:**

This budget category will be used for audit services incurred during this fiscal year.

**Line Item Detail:**

Audit and Accounting Services

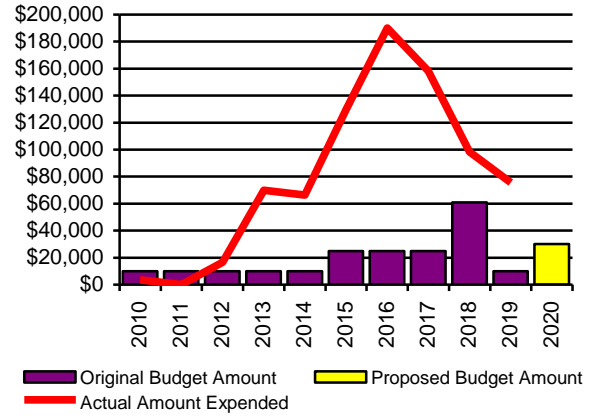
\$ 4,000	
<b>Total</b>	<b>\$ 4,000</b>

Recycled Water Division – Administrative Services Department

04-5-06-54109

## Professional Services

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$10,000	\$69,957
2014	\$10,000	\$66,252
2015	\$25,000	\$129,635
2016	\$25,000	\$190,089
2017	\$25,000	\$158,302
2018	\$61,000	\$98,243
2019	\$10,000	\$75,482



<b>2020</b>	<b>\$30,000</b>
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**Description:**

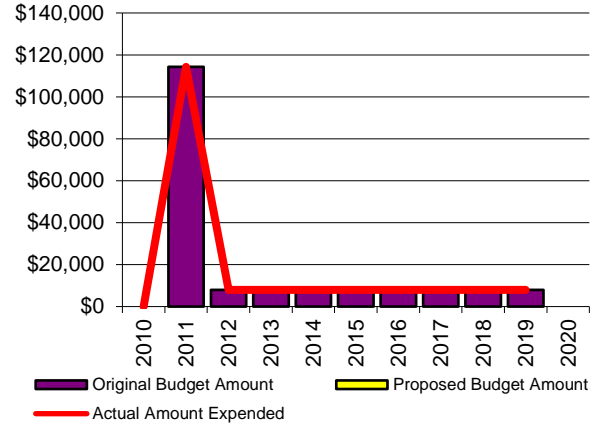
This budget category represents the costs associated with miscellaneous professional fees related to engineering type services for this division.

**Line Item Detail:**

Professional Fees	\$ 30,000
<b>Total</b>	<b><u>\$ 30,000</u></b>

## Reserve Funds

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$8,000	\$8,000
2014	\$8,000	\$8,000
2015	\$8,000	\$8,000
2016	\$8,000	\$8,000
2017	\$8,000	\$8,000
2018	\$8,000	\$8,000
2019	\$8,000	\$8,004



<b>2020</b>	<b>\$0</b>
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**Description:**

Prudent financial planning and fiscal responsibility includes anticipating and preparing for future funding requirements as well as unforeseen and unexpected emergencies, disasters, and other events. The District has established this annual reserve for its long-term organizational and operational stability and to enable the District to minimize significant rate fluctuations due to unforeseen and expected cash flow requirements during the year. This reserve fund is to ensure that the District accumulates, manages, maintains, and uses certain financial resources only for specific purposes.

In FY 2020 there will not be any allocation for reserves in this fund.

**Line Item Detail:**

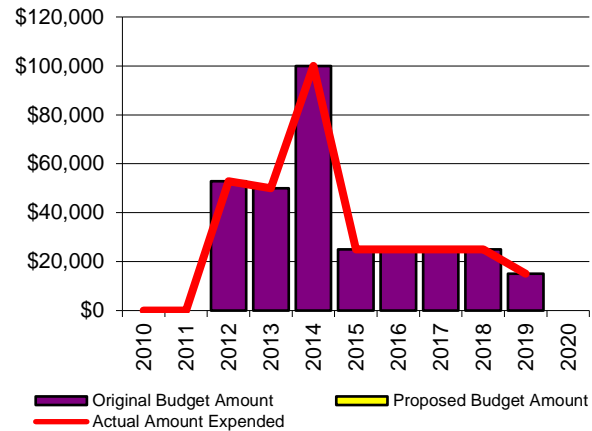
Reserve Funds	\$ 0
<b>Total</b>	<b><u>\$ 0</u></b>

Recycled Water Division – Administrative Services Department

04-5-06-xxxxx

## Recycled Water Infrastructure Replacement

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$50,000	\$50,000
2014	\$100,000	\$100,000
2015	\$25,000	\$25,000
2016	\$25,000	\$25,000
2017	\$25,000	\$25,000
2018	\$25,000	\$25,000
2019	\$15,000	\$15,000



<b>2020</b>	<b>\$0</b>
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**Description:**

This budget category represents funding necessary to replace depreciated assets of the recycled water division such as reservoirs, boosters, pipelines, services, fire hydrants, meters, structures, buildings, trucks, shop equipment, computers, radios, construction equipment, and tools relative to the recycled water operations.

Beginning in fiscal year 2019-20, funding for depreciation will be allocated separately from the operating budget.

**Line Item Detail:**

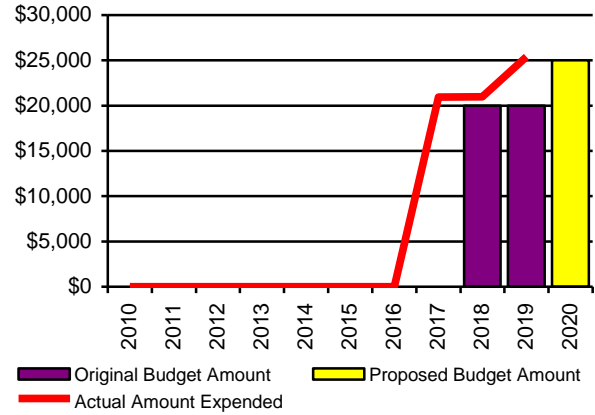
Recycled Water Infrastructure Replacement		\$ 0
Total		\$ 0

Recycled Water Division – Administrative Services Department

04-5-06-56001

# Insurance

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$0	\$0
2014	\$0	\$0
2015	\$0	\$0
2016	\$0	\$0
2017	\$0	\$20,957
2018	\$20,000	\$20,978
2019	\$20,000	\$25,412



<b>2020</b>	<b>\$25,000</b>
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**Description:**

This budget category represents the annual projected costs associated with insurance coverage related to general, auto, and property insurance.

**Line Item Detail:**

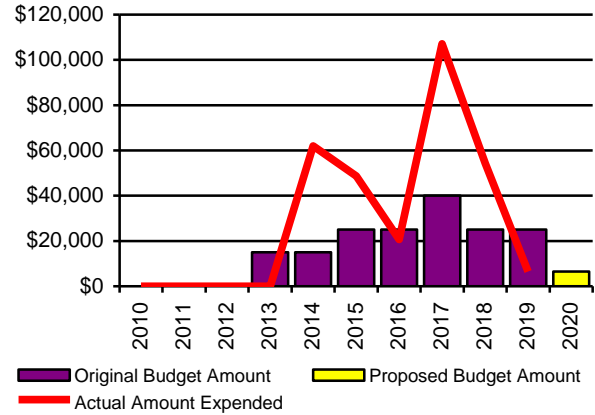
General Liability, Errors and Omission & Automotive	<u>\$ 25,000</u>
Total	<u>\$ 25,000</u>

Recycled Water Division – Administrative Services Department

04-5-06-57030

## Regulatory Compliance

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$15,000	\$0
2014	\$15,000	\$62,003
2015	\$25,000	\$48,671
2016	\$25,000	\$20,696
2017	\$40,000	\$107,058
2018	\$25,000	\$54,328
2019	\$25,000	\$6,499



<b>2020</b>	<b>\$6,500</b>
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**Description:**

This budget category will be used for regulatory compliance issues within the recycled water division.

**Line Item Detail:**

Regulatory Compliance including DPH and Regional Board

\$ 6,500

Total \$ 6,500

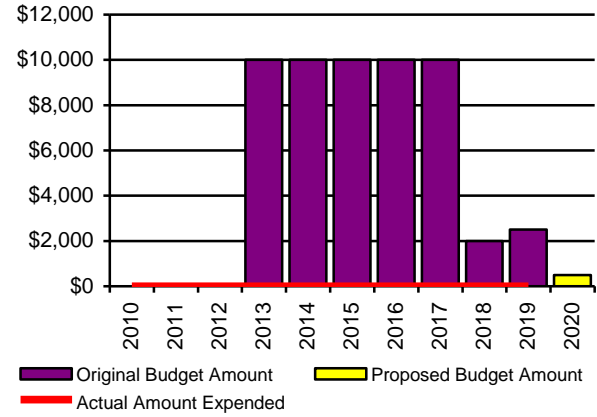


Recycled Water Division – Administrative Services Department

04-5-06-57040

## Environmental Compliance

Prior Year Financial Comparison		
Fiscal Year	Budget Amount	Actual Amount
2013	\$10,000	\$0
2014	\$10,000	\$0
2015	\$10,000	\$0
2016	\$10,000	\$0
2017	\$10,000	\$0
2018	\$2,000	\$0
2019	\$2,500	\$0



<b>2020</b>	<b>\$500</b>
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**Description:**

This budget category will be used for environmental compliance issues within the recycled water division.

**Line Item Detail:**

Environmental Compliance

\$ 500

Total

\$ 500



# **Chapter Five**

Fiscal Year 2020

Capital Improvement Budget

## Capital Improvement Program

A systematic, organized approach to planning capital facilities provides several benefits:

Using taxpayers' dollars wisely. Advance planning and scheduling of infrastructure may avoid costly mistakes. The effort put into deliberate assessment of the need for repair, replacement or expansion of existing infrastructure, as well as careful evaluation of the need and timing of new facilities can provide savings. Project timing may be improved to better use available personnel, expensive equipment and construction labor by scheduling related major activities over a longer period. Coordination of construction of several projects may affect savings in construction costs (a newly paved street may not have to be torn up to replace utility lines). Overbuilding or underbuilding usually can be avoided. Needed land can be purchased at lower cost well in advance of construction.

Focusing on community needs and capabilities. District projects should reflect the community's needs, objectives, expected growth and financial capability. With limitations for funding capital facilities, planning ahead will help assure that high priority projects will be built first.

Obtaining community support. Citizens tend to be more receptive toward projects which are part of a community-wide analysis. A high priority project which is part of an overall plan is less suspect as being someone's "pet project". Where the public participates in the planning of community facilities the citizens are better informed about the community needs and the priorities. A capital improvement program reduces the pressure on elected officials to fund projects which may be of low priority.

Encouraging economic development. Typically, a firm considering expansion or relocation is attracted to a community which has well planned and well managed facilities in place. Also, a capital improvement program allows private investors to understand a community's tax loads and service costs and reflects the fact that the community has completed advance planning to minimize the costs of capital facilities.

More efficient administration. Coordination of capital improvements construction among city, county and special districts can reduce scheduling problems, conflicts and overlapping of projects. Also, work can be scheduled more effectively when it is known in advance what, where and when projects are to be undertaken. A capital improvements program allows a community to anticipate lead times necessary to conduct bond elections and bond sales, prepare design work and let contract bids.

Maintaining a stable financial program. Abrupt changes in the tax structure and bonded indebtedness may be avoided when construction projects are spaced over a number of years. Major expenditures can be anticipated, resulting in the maintenance of a sound financial standing through a more balance program of bonded indebtedness. Where there is ample time for planning, the most economical methods of financing each project can be selected in advance. Keeping planned projects within the financial capacity of the community helps to preserve its credit and bond rating and makes the area more attractive to business and industry.

Federal and state grant and loan programs. A capital improvements program places the community in a better position to take advantage of federal and state grant programs, because plans can be made far enough in advance to utilize matching funds, both anticipated and

unanticipated. Most federal and state grant/loan programs either require prior facilities planning, or favor, in ranking applications, applicants which have conducted such planning.

The Yucaipa Valley Water District Capital Improvement Program is a planning tool used to identify projects and their corresponding costs. This program is necessary to provide for the orderly replacement and expansion of existing facilities; the construction of new facilities; and the development of project revenue and financing sources.

The Yucaipa Valley Water District Capital Improvements Program is a blueprint for planning the capital expenditures by coordinating planning, financial capacity and physical infrastructure construction.

The Capital Improvement Program is composed of two parts -- a capital budget and a capital program. The capital budget is the upcoming year's spending plan for capital items. The capital program is a plan for capital expenditures that extends five years beyond the capital budget.

## Capital Improvement Program Summary

The Yucaipa Valley Water District Capital Improvement Program identifies those proposed projects to be undertaken by the District to improve services, upgrade facilities and replace physical plants. This report contains a summary of those projects. It should be noted that the cost estimates should only be used as a general guide. Actual costs may vary greatly based on such factors as when the project is built, specific design considerations, environmental mitigation, and actual construction bids.

Substantial financial resources will be needed to carry out the Capital Improvement Program. Revenue and expenditures over the next five-year period need to be reviewed in order to determine the District's ability to implement the Capital Improvement Program.

## Criteria for Prioritizing Capital Improvement Projects

Capital Improvement Projects will be evaluated and prioritized by being placed into one of three categories. The three categories are as follows:

- **Critical**
  - Reduce Dependency on Imported Water
    - Well Construction
    - Maximize Local Water
    - Recycled Water Development
  - Regulatory Requirements
  - Contractual Obligations
- **Important**
  - Community Needs
  - Minimization of Operational Costs
  - System Reliability
- **Necessary**
  - Future Growth

## Capital Improvement Categories

The District currently maintains several separate categories to better define capital improvement projects. These categories are used primarily to identify internal funding sources, but such categories can also be useful for assessing the importance of a particular project.

The District uses the following categories:

- Contractual Obligation
- Drinking Water Source of Supply
- Drinking Water System Improvement
- Drinking Water Treatment Facility Construction/Improvement
- Drinking Water Well Improvement
- Groundwater Monitoring Improvement
- Groundwater Recharge Facility Improvement
- Land Acquisition
- Recycled Water Source of Supply
- Recycled Water System Improvement
- Regulatory Requirement
- Sewer Collection System Improvement
- Sewer Lift Station Improvement
- Sewer Treatment Facility Construction/Improvement
- Other

### Purpose of Capital Improvement Program

By establishing the Capital Improvement Program, it becomes clear that the District must maximize revenue sources to support the construction of required facilities. The District's ability to obtain long-term financing for the Capital Improvement Program is largely dependent on the financial strength and revenue stream of the District. To keep this high investment grade rating for future projects, the District must maintain adequate fee structures and reserve funds.

Finally, it is imperative that the operating costs of the water, sewer and recycled water divisions remain fully self-supported by user fees in order to maximize other revenue sources for support of the Capital Improvement Program.

In the operating budget, the water, sewer and recycled water divisions receive property taxes that are used to fund depreciation/reserves. This is consistent with a fiduciary approach that invests heavily in the replacement of aged infrastructure instead of subsidizing water and sewer rates. This approach will continue to make the water, sewer and recycled water operating funds self-sufficient while investing in improving the efficiency of the District while providing for the orderly replacement and expansion of existing facilities. This fiduciary philosophy of investing in the replacement of old infrastructure greatly enhances the overall value of the District while improving the quality of life for our customers.

YVWD-Capital Improvement Projects		Project Type	Proposed Capital Improvement Project Funding by Fiscal Year												2032 - 2042 10 Year Projected Cost	Estimated Project Cost		
			FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31			FY 2031-32	
YVRWFF	Automated Meter Infrastructure – Meter Replacement and Retrofit	New	\$1,000,000	\$1,000,000	\$1,000,000												\$0	\$ 3,000,000
YVRWFF	R-18.4 / Power Project	New	\$150,000														\$0	\$ 150,000
YVRWFF	Drain Line for the Existing R-14 Reservoir	New	\$70,000														\$0	\$ 70,000
YVRWFF	Surveillance System Upgrades - YVRWFF with Intrusion Notification	New	\$175,000														\$0	\$ 175,000
YVRWFF	Upgrade Fencing for YVRWFF for Intrusion Protection	Rehab	\$100,000														\$0	\$ 100,000
YVRWFF	Automatic Backwashable Strainers (3)	Replace/New	\$155,000														\$0	\$ 155,000
YVRWFF	Booster 20.2.1 Installation	New		\$200,000													\$0	\$ 200,000
YVRWFF	Surveillance System Upgrades - Production and Distribution Site	New		\$100,000													\$0	\$ 100,000
YVRWFF	Booster 13.2.2 Installation	New		Pending													\$0	\$ -
YVRWFF	Microfiltration Module Replacement Racks 1-5	Replace		\$1,140,000													\$0	\$ 1,140,000
YVRWFF	Oak Glen Filtration Facility Rehabilitation	Rehab		\$200,000													\$0	\$ 200,000
YVRWFF	Additional NaOCl Bulk Tank	New		\$20,000													\$0	\$ 20,000
YVRWFF	Colored Coating Paint for all Piping and Tank	Rehab		\$245,000													\$0	\$ 245,000
YVRWFF	Microfiltration EFM Heater Installation	New			\$100,000												\$0	\$ 100,000
YVRWFF	Rehab R-16.6	Rehab			\$350,000												\$0	\$ 350,000
YVRWFF	Booster 15.1.1 Installation	New			\$300,000												\$0	\$ 300,000
YVRWFF	Booster Facility at R-15.1 - Design and Construction	New			\$925,000												\$0	\$ 925,000
YVRWFF	Salinity/Concentrate Reduction and Minimization (SCRAM)	New				\$526,620	\$526,620	\$526,620	\$526,620	\$526,620	\$526,620	\$526,620	\$526,620	\$526,620	\$526,620	\$5,266,200	\$ 10,532,400	
YVRWFF	Rehab Well 12	Rehab				\$40,000											\$0	\$ 40,000
YVRWFF	Rehab R-16.2	Rehab				\$86,949											\$0	\$ 86,949
YVRWFF	Booster No. B-16.2	New				\$425,000											\$0	\$ 425,000
YVRWFF	Rehab Wells 72, 73, & 75	Rehab					\$100,000										\$0	\$ 100,000
YVRWFF	Booster 15.2.1 Replacement	Replace					\$30,000										\$0	\$ 30,000
YVRWFF	1.5 MG Reservoir R-17.2 - Design and Construction	New					\$250,000	\$1,620,000									\$0	\$ 1,870,000
YVRWFF	1.5 MG Reservoir R-16.2 - Design and Construction	New					\$640,000	\$4,560,000									\$0	\$ 5,200,000
YVRWFF	Booster B-13.2	New						\$1,975,000									\$0	\$ 1,975,000
YVRWFF	YVRWFF Chemical Trench Rehabilitation	Rehab							\$50,000								\$0	\$ 50,000
YVRWFF	Booster 16.2.1 Installation	New							\$300,000								\$0	\$ 300,000
YVRWFF	Booster 17.2.1 Replacement	Replace								\$30,000							\$0	\$ 30,000
YVRWFF	Booster 16.2.2 Installation	New								\$350,000							\$0	\$ 350,000
WRWRF	Primary Clarifier Chain and Sprocket Replacement	Replace	\$500,000														\$0	\$ 500,000
WRWRF	Primary Flights Refurbishing and Replacements	Replace	\$150,000														\$0	\$ 150,000
WRWRF	Digester Feed Valve and Actuator	Replace	\$21,500														\$0	\$ 21,500
WRWRF	Asphalt Rehabilitation	Rehab	\$75,000														\$0	\$ 75,000
WRWRF	Facility Lights Upgrade to LED	Replace	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000										\$0	\$ 50,000
WRWRF	In Plant Sewer Pump #4 Replacement (District Project)	Replace	\$10,000														\$0	\$ 10,000
WRWRF	Laboratory Rehabilitation	Rehab	\$125,000														\$0	\$ 125,000
WRWRF	Boiler Replacement at Digesters	Replace		Pending													\$0	\$ -
WRWRF	Belt Press Building Rehab	Rehab		\$50,000													\$0	\$ 50,000
WRWRF	Backwash Return Basin Pump Replacement and Relocation	Replace		Pending													\$0	\$ -
WRWRF	Methane Waste Gas Flare	New		\$1,300,000													\$0	\$ 1,300,000
WRWRF	Salinity and Groundwater Enhancement (SAGE)	Replace		\$1,811,004	\$1,811,004	\$1,811,004	\$1,811,004	\$1,811,004	\$1,811,004	\$1,811,004	\$1,811,004	\$1,811,004	\$1,811,004	\$1,811,004	\$1,811,004	\$14,488,032	\$ 36,220,080	
WRWRF	Clarifier Three Drain Valve Broken	Rehab			\$5,000												\$0	\$ 5,000
WRWRF	Belt Press Building Roof Replacement	Replace			\$60,000												\$0	\$ 60,000
WRWRF	Compactor Discharge Shoot Modification	Rehab			\$5,000												\$0	\$ 5,000
WRWRF	Retaining Wall Improvements	Rehab			\$5,000												\$0	\$ 5,000
WRWRF	Pressurized Pump into the DAFT Replacement	Replace			\$6,000												\$0	\$ 6,000
WRWRF	Daft Drive Sweep Assembly Replacement	Replace			Pending												\$0	\$ -
WRWRF	Thicken Sludge Pump (2) Replacements	Replace			\$10,000												\$0	\$ 10,000
WRWRF	Recirculation Pumps at Digesters (6)	Replace				\$30,000											\$0	\$ 30,000
WRWRF	Relocate and Replace Scum Pump	Replace				\$7,500											\$0	\$ 7,500
WRWRF	MPM Building Eve Replacement	Replace				\$5,000											\$0	\$ 5,000
WRWRF	North and South Pond Liner Replacement	Replace															\$0	\$ -
WRWRF	Primary Project Rehabilitation	Rehab															\$0	\$ -
WRWRF	Methanol Tank Replacement or Additional Tankage Added	Replace															\$0	\$ -
WRWRF	Primary Pond Liner Replacement	Replace						Pending									\$0	\$ -
WRWRF	Aeration Basins Air Control Valve Relocation	New						Pending									\$0	\$ -
WRWRF	Secondary Clarifier Stucco Repair and Repaint	Rehab						\$50,000									\$0	\$ 50,000
WRWRF	Channel Coating	Rehab						Pending									\$0	\$ -
WRWRF	Membrane Replacement	Replace							\$1,375,000								\$0	\$ 1,375,000
WRWRF	Surveillance System Upgrades - WRWRF w/ Intrusion	New							\$170,000								\$0	\$ 170,000
WRWRF	Oak Glen Road Booster Pipeline, 20.2-22.1	New							\$500,000								\$0	\$ 500,000
WRWRF	Surveillance System Upgrades - WRWRF Bridges	New								\$55,000							\$0	\$ 55,000
WRWRF	Hydro pneumatic Tank Removal	Remove								Pending							\$0	\$ -
WRWRF	Surveillance System Upgrades - Lift Station No. 1	New								\$30,000							\$0	\$ 30,000
WRWRF	Surveillance System Upgrades - Network Infrastructure	New								\$55,000							\$0	\$ 55,000
WRWRF	Lift Station No. 1 Relocation	Relocate										\$6,550,000					\$0	\$ 6,550,000
WRWRF	Brine Line Manhole Additions	New										\$738,000					\$0	\$ 738,000
RW	24" Calimesa Recycled Water Pipeline	New	\$5,025,000														\$0	\$ 5,025,000
RW	Wilson Creek Spreading	New	\$700,000														\$0	\$ 700,000
RW	Calimesa Lakes and Spreading Basins	New	\$6,000,000														\$0	\$ 6,000,000
PW	Gateway Plaza - Oak Glen Road x I-10 Freeway Sewer Expansion	New	\$1,000,000														\$0	\$ 1,000,000
PW	Acacia Lane East of Douglas Street; Water Main (District Project)	Replace	\$194,000														\$0	\$ 194,000
PW	Lincoln Drive; Water Main (District Project)	Replace	\$80,000														\$0	\$ 80,000
PW	Crestview Drive from Douglas Street to Sutter Avenue (District Project)	Replace	\$242,000														\$0	\$ 242,000
PW	Ruby Court; Water Main (District Project)	Replace	\$44,000														\$0	\$ 44,000
PW	Fencing at WRWRF Exit to Live Oak Canyon Rd.	New	\$100,000														\$0	\$ 100,000
PW	Nebraska Lane from 6th to Colorado Street (District Project)	Replace		\$155,000													\$0	\$ 155,000
PW	Bella Vista and Leith Way; Water Main (District Project)	Replace		\$450,000													\$0	\$ 450,000

YVWD-Capital Improvement Projects		Project Type	Proposed Capital Improvement Project Funding by Fiscal Year													2032 - 2042 10 Year Projected Cost	Estimated Project Cost	
			FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32			
PW	Bryant Street from Ivy Avenue North to Kadota Street, Ivy Avenue East to Juniper Avenue, Juniper Avenue North to Bryant Street; Water Main,	Replace			\$1,300,000												\$0	\$ 1,300,000
PW	Date Avenue from 2 <sup>nd</sup> Street to 3 <sup>rd</sup> Street, includes Oak Lane, Indio Court, Kent Lane, and Preston Lane; Water Main	Replace			\$497,000												\$0	\$ 497,000
PW	Additional Radio Tower and Base Station	New			\$35,000												\$0	\$ 35,000
PW	30" Cross-Town Drinking Water Transmission Main	New				\$1,750,000											\$0	\$ 1,750,000
PW	Peach Tree Circle / 4 <sup>th</sup> Street Pipeline	Replace				\$470,000											\$0	\$ 470,000
PW	Lift Station 2	New					\$1,200,000										\$0	\$ 1,200,000
PW	Pipeline 4th St. / Yucaipa Boulevard / 5th Street	New					\$938,000										\$0	\$ 938,000
PW	Calimesa Blvd. - Phase II - Design and Construction	New					\$440,000										\$0	\$ 440,000
PW	Bryant St. Upsizing	Replace						\$350,000									\$0	\$ 350,000
PW	Lift Station 3	New						\$1,200,000									\$0	\$ 1,200,000
PW	Wildwood Canyon Streets; Water Main, Services and Fire Hydrants	Replace						\$1,166,667	\$1,166,667	\$1,166,666							\$0	\$ 3,500,000
PW	Lift Station 4	New							\$1,200,000								\$0	\$ 1,200,000
PW	Pipeline Between R15.1 and R-16.2 - Design and Cost	New							\$1,200,000								\$0	\$ 1,200,000
PW	Oak Hills Estates Streets; Water Main, Services and Fire Hydrants	Replace							\$1,033,333	\$1,033,333	\$1,033,334						\$0	\$ 3,100,000
PW	Pressure Zone 13 - 30" Cross Town Conveyance	New								\$5,245,000							\$0	\$ 5,245,000
PW	Removal of District Out Buildings	Remove								\$150,000							\$0	\$ 150,000
PW	Pipeline Between R16.2 and R-17.2 - Design and Cost	New									\$1,350,000						\$0	\$ 1,350,000
WR	Well Rehab and Monitoring	New	\$105,000														\$0	\$ 105,000
Admin	Virtual Private Network Improvements	Rehab	\$50,000														\$0	\$ 50,000
Admin	Public Works Department Relocation	New		\$250,000	\$250,000	\$250,000	\$250,000										\$0	\$ 1,000,000
Admin	Surveillance System Upgrades - Network Infrastructure	New		\$135,000													\$0	\$ 135,000
Admin	Surveillance System Upgrades- District Office	New					\$130,000										\$0	\$ 130,000
	<b>Total</b>		\$ 16,081,500	\$ 7,066,004	\$ 6,669,004	\$ 5,412,073	\$ 6,375,624	\$ 15,254,291	\$ 7,342,624	\$ 10,397,623	\$ 4,720,958	\$ 9,625,624	\$ 2,337,624	\$ 2,337,624	\$ 2,337,624	\$ 19,754,232	\$ 115,712,429	

## YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

<b>Project</b>	AMI – Meter Replacement and Retrofit			
<b>Division</b>	YVRWFF/Public Works	<b>Project Priority</b>	2019/2022 - 1	
<b>Category</b>	System Improvements	<b>Projected Start Date</b>		
<b>Phase</b>	Planning	Design	Environmental	Construction

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 0
Environmental	\$ 0	Development Impact Fees	\$ 3,000,000
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 1,000,000
Labor, Equipment, Administration	\$ 4,000,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total	\$ 4,000,000	Total	\$ 4,000,000

**Project Description:** The District has approximately 6,000 Automated Meter Infrastructure (AMI) capable consumption meters of the approximately 13,000 total consumption meters. The 6,000 AMI capable meters must be retrofitted with a radio transceiver and special meter box lid. The remaining 7,000 consumption meters will need to be replaced with AMI capable meters and receive the same radio and meter box lid as the retrofits.

This project will be allocated over the next three years by District staff.



**YUCAIPA VALLEY WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM**

<b>Project</b>	DWR 18.4/Power Project		
<b>Division</b>	Water	<b>Project Priority</b>	Important
<b>Category</b>	System Improvements	<b>Projected Start Date</b>	2019-2
<b>Phase</b>	Planning	Design	Environmental
			Construction

<b>COST BY TYPE</b>	
Preliminary Engineering/Design	\$ 0
Environmental	\$ 0
Right-of-Way/Land Acquisition	\$ 0
Labor, Equipment, Administration	\$ 0
Contract Construction	\$ 150,000
Construction Engineering	\$ 0
Other: Environmental/Permitting/Misc	\$ 0
<b>Total</b>	<b>\$ 150,000</b>

<b>FUNDING SOURCE</b>	
Reserves/Depreciation	\$ 0
Development Impact Fees	\$ 150,000
Federal Participation	\$ 0
State Participation	\$ 0
Bond Financing	\$ 0
Local Matching	\$ 0
Other Funds	\$ 0
<b>Total</b>	<b>\$ 150,000</b>

**Project Description:**

Drinking Water Reservoir 18.4 is currently a SCADA network solar site with the original panels. Power would also allow for possible site security additions.

**YUCAIPA VALLEY WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM**

<b>Project</b>	Drain Line for the Existing R-14 Reservoir			
<b>Division</b>	Water		<b>Project Priority</b>	Important
<b>Category</b>	Asset Rehabilitation		<b>Projected Start Date</b>	2019-3
<b>Phase</b>	Quote	Design	Implementation	Project Completion

<b>COST BY TYPE</b>		<b>FUNDING SOURCE</b>	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 70,000
Environmental	\$ 500	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 8,500	State Participation	\$ 0
Contract Construction	\$ 61,000	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total	\$ 70,000	Total	\$ 70,000

**Project Description:**

This project involves the construction of a drain line to facilitate drainage at the existing R-14 Reservoir site. The drainage will greatly extend the life of the reservoir structure.

**YUCAIPA VALLEY WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM**

<b>Project</b>	Surveillance Security System Upgrade - YVRWFF			
<b>Division</b>	Water		<b>Project Priority</b>	Important
<b>Category</b>	Security		<b>Projected Start Date</b>	2019-4
<b>Phase</b>	Quote	Design	Implementation	Project Completion

<b>COST BY TYPE</b>	
Preliminary Engineering/Design	\$ 0
Environmental	\$ 0
Right-of-Way/Land Acquisition	\$ 0
Labor, Equipment, Administration	\$ 175,000
Contract Construction	\$ 0
Construction Engineering	\$ 0
Other: Environmental/Permitting/Misc	\$ 0
<b>Total</b>	<b>\$ 175,000</b>

<b>FUNDING SOURCE</b>	
Reserves/Depreciation	\$ 0
Development Impact Fees	\$ 175,000
Federal Participation	\$ 0
State Participation	\$ 0
Bond Financing	\$ 0
Local Matching	\$ 0
Other Funds	\$ 0
<b>Total</b>	<b>\$ 175,000</b>

**Project Description:**

The Yucaipa Valley Regional Water Filtration Facility (YVRWFF) is in need of a security system upgrade to ensure the safety of the District's drinking water customers. The current system is twelve years old and not working to the desired level of protection. This quote covers the full property and all processes.

## YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

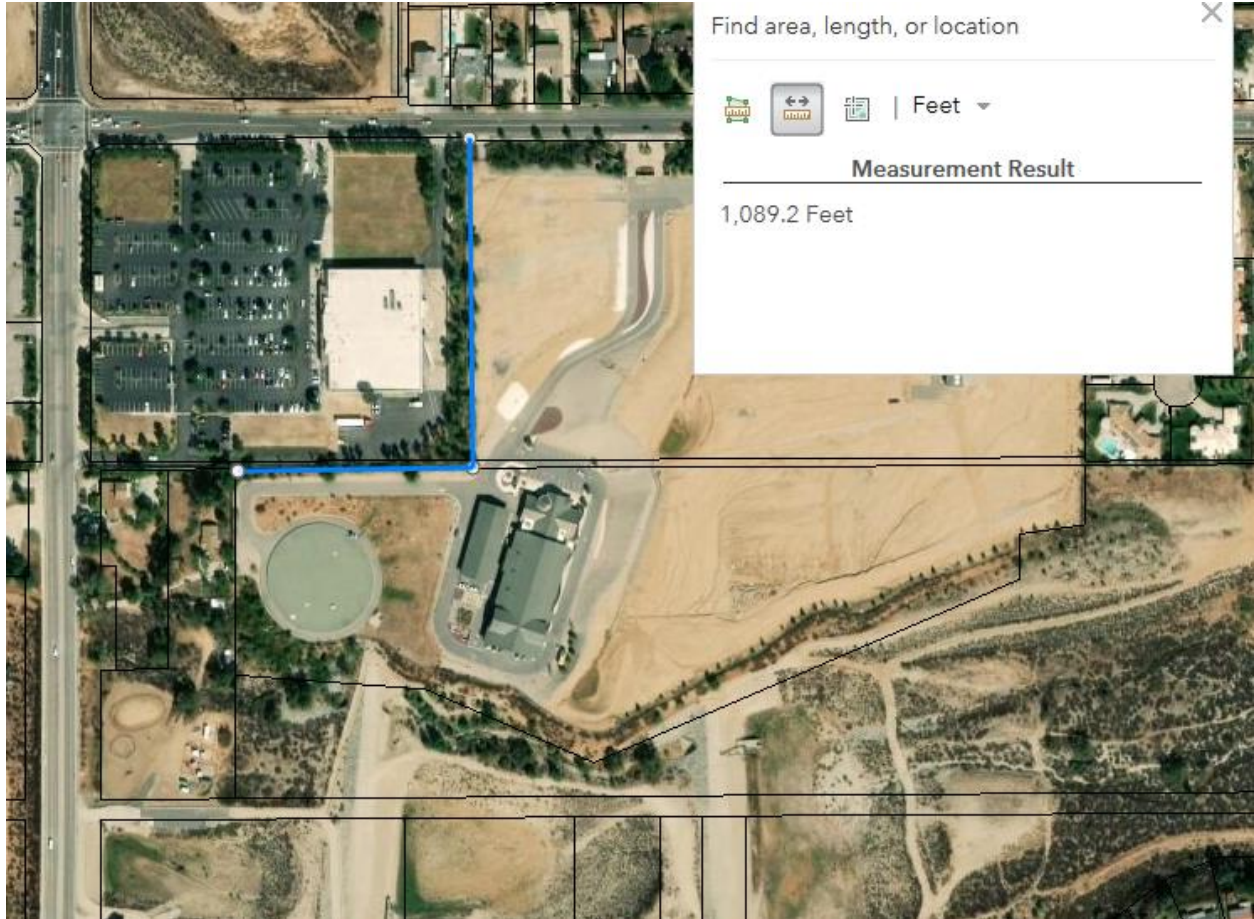
<b>Project</b>	YVRWFF – Perimeter Fencing Upgrade for Intrusion Protection			
<b>Division</b>	Water		<b>Project Priority</b>	Important
<b>Category</b>	Facility Improvement		<b>Projected Start Date</b>	2019-6
<b>Phase</b>	Planning	Design	Environmental	Construction

COST BY TYPE	
Preliminary Engineering/Design	\$ 0
Environmental	\$ 0
Right-of-Way/Land Acquisition	\$ 0
Labor, Equipment, Administration	\$ 100,000
Contract Construction	\$ 0
Construction Engineering	\$ 0
Other: Environmental/Permitting/Misc	\$ 0
Total	\$ 100,000

FUNDING SOURCE	
Reserves/Depreciation	\$ 0
Development Impact Fees	\$ 100,000
Federal Participation	\$ 0
State Participation	\$ 0
Bond Financing	\$ 0
Local Matching	\$ 0
Other Funds	\$ 0
Total	\$ 100,000

**Project Description:**

The property line that is in conjunction with the Stater Bros. property directly adjacent to the YVRWFF has had multiple intrusions from the low block wall that belongs to Stater Bros. We've reached out to Stater Bros. to allow the District to heighten the block wall to 8 ft. Depending on the grade the addition of 2 to 4 ft. of block will need to be added.



## YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

<b>Project</b>	YVRWFF- Microfiltration Influent Strainer Upgrade			
<b>Division</b>	Water		<b>Project Priority</b>	Important
<b>Category</b>	Replace/New		<b>Projected Start Date</b>	2020-1
<b>Phase</b>	Quote	Design	Implementation	Project Completion

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 155,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 155,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total	\$ 155,000	Total	\$ 155,000

### Project Description:

The Yucaipa Valley Regional Water Filtration Facility currently utilizes two manual strainers in the microfiltration influent. With the possible addition to plant capacity, an additional strainer would be necessary. To maximize efficiency, replacing the existing labor-intensive strainers to an automated option would be greatly beneficial.

**YUCAIPA VALLEY WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM**

<b>Project</b>	Public Works – Wildwood Creek Sewer Replacement and Realignment			
<b>Division</b>	Wastewater		<b>Project Priority</b>	Important
<b>Category</b>	Rehabilitation and Realignment		<b>Projected Start Date</b>	2019-7
<b>Phase</b>	Planning	Design	Environmental	Construction

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 475,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 0	State Participation	\$ 0
Contract Construction	\$ 475,000	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total	\$ 475,000	Total	\$ 475,000

**Project Description:**

The Wildwood Creek Sewer pipeline was damaged during a storm on February 16, 2019. The sewer mainline will be realigned into Wildwood Canyon Road. There are potential funding opportunities from the State Office of Emergency Services (OES).







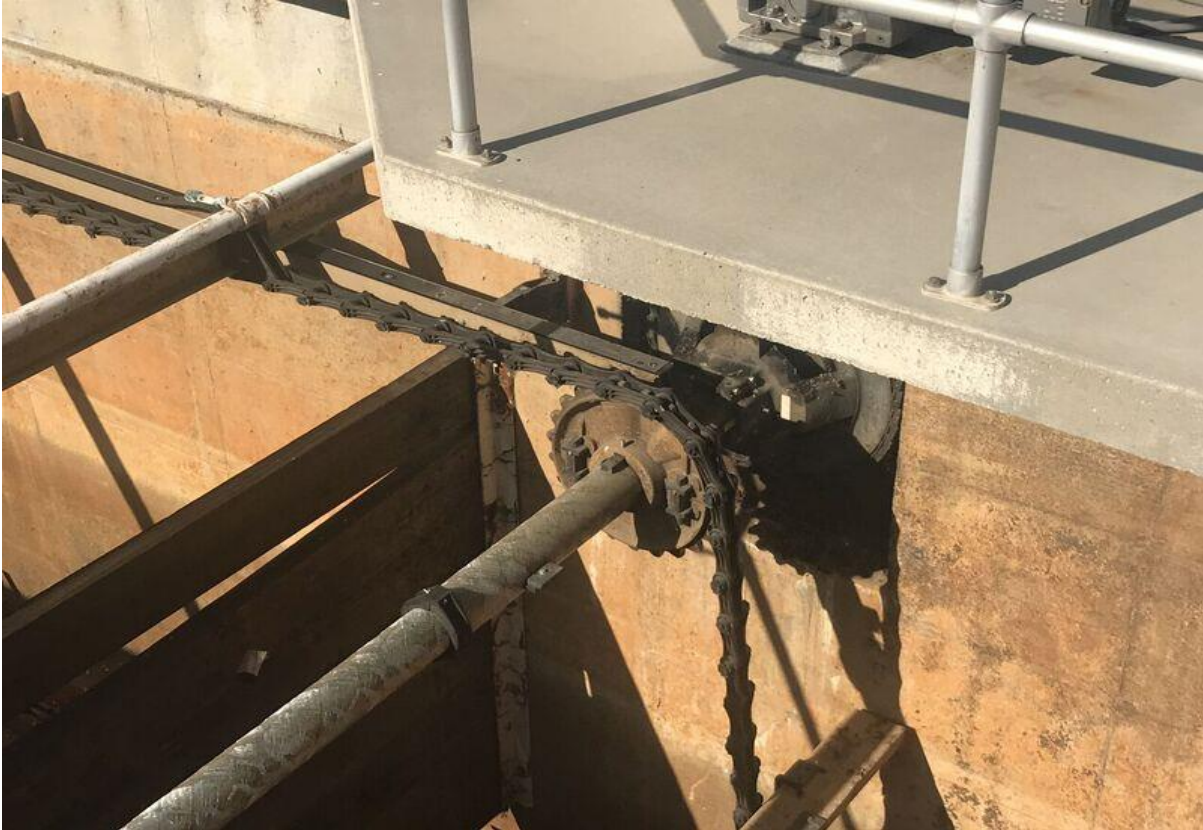
**YUCAIPA VALLEY WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM**

<b>Project</b>	WRWRF – Primary Clarifier Chain and Sprocket Replacement			
<b>Division</b>	Wastewater		<b>Project Priority</b>	Important
<b>Category</b>	Asset Rehabilitation		<b>Projected Start Date</b>	2019-1
<b>Phase</b>	Planning	Design	Environmental	Construction

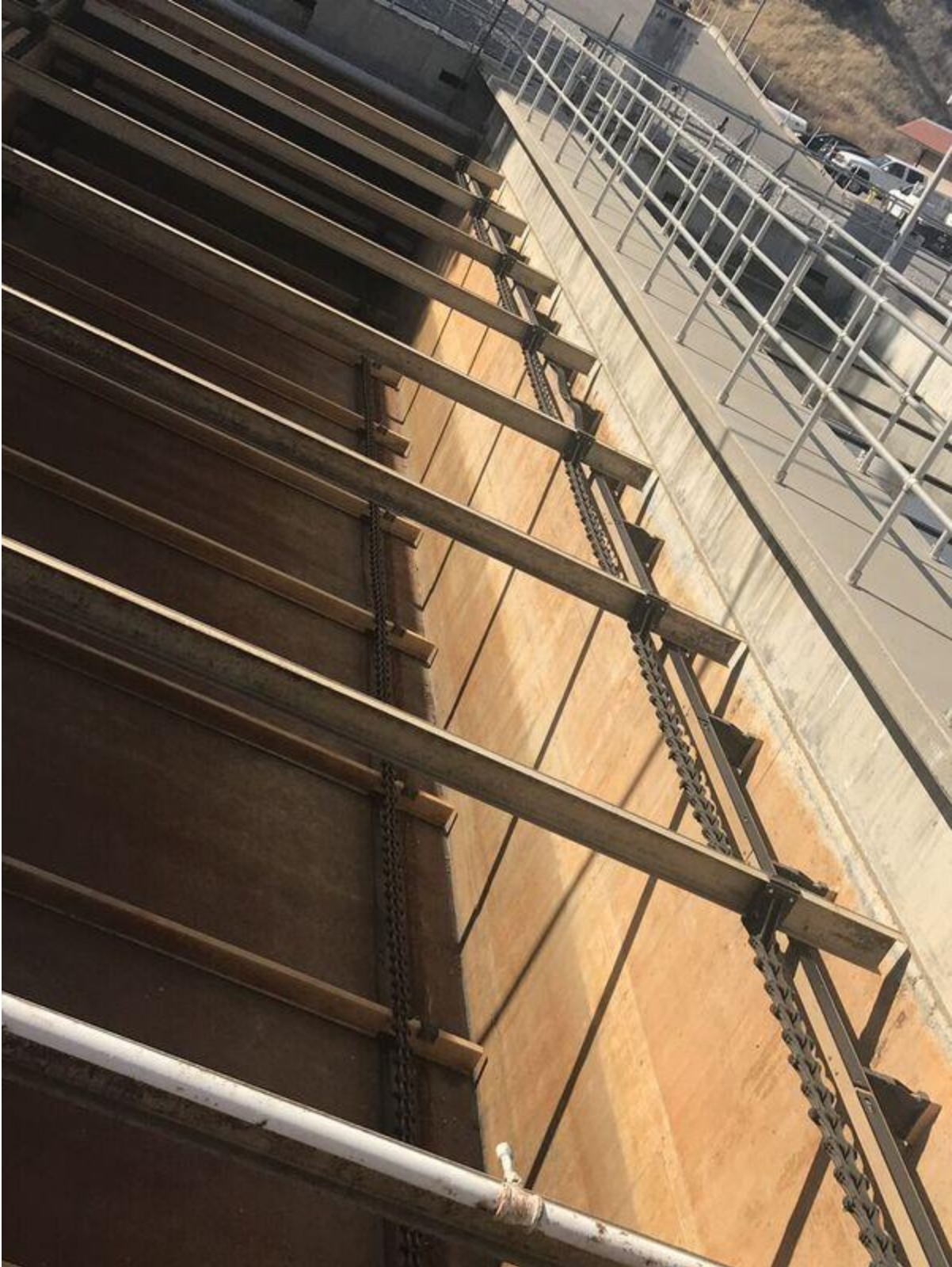
<b>COST BY TYPE</b>		<b>FUNDING SOURCE</b>	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 500,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 500,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
<b>Total</b>	<b>\$ 500,000</b>	<b>Total</b>	<b>\$ 500,000</b>

**Project Description:**

Replacement of clarifier chain and sprockets for the primary clarifier. These are becoming weathered and cracked.









## YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

<b>Project</b>	WRWRF – Primary Flights Refurbishing and Replacements			
<b>Division</b>	Wastewater		<b>Project Priority</b>	Important
<b>Category</b>	Asset Rehabilitation		<b>Projected Start Date</b>	2019-2
<b>Phase</b>	Planning	Design	Environmental	Construction

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 150,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 150,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total	\$ 150,000	Total	\$ 150,000

**Project Description:**

Concrete refinishing and coating replacement of primary effluent launder. Primary metal launder needs to be replaced with fiberglass launder. Launderers need concrete coating replacement and door and hinge refurbishing. Metal doors need to be refurbished and hinges replaced due to rot.















**YUCAIPA VALLEY WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM**

<b>Project</b>	WRWRF – Digester Feed Valve and Actuator			
<b>Division</b>	Wastewater		<b>Project Priority</b>	Important
<b>Category</b>	Asset Rehabilitation		<b>Projected Start Date</b>	2019-3
<b>Phase</b>	Planning	Design	Environmental	Construction

<b>COST BY TYPE</b>		<b>FUNDING SOURCE</b>	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 21,500
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 21,500	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
<b>Total</b>	<b>\$ 21,500</b>	<b>Total</b>	<b>\$ 21,500</b>

**Project Description:**

Eight in total, only seven total valve and actuators needing to be converted to Auma. This project will be completed by District staff.





**YUCAIPA VALLEY WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM**

<b>Project</b>	WRWRF – Asphalt Rehabilitation			
<b>Division</b>	Wastewater		<b>Project Priority</b>	Important
<b>Category</b>	Facility Maintenance		<b>Projected Start Date</b>	2019-4
<b>Phase</b>	Planning	Design	Environmental	Construction

<b>COST BY TYPE</b>		<b>FUNDING SOURCE</b>	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 75,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 75,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
<b>Total</b>	<b>\$ 75,000</b>	<b>Total</b>	<b>\$ 75,000</b>

**Project Description:**

Asphalt is 10 years old and small cracks have begun to appear. Asphalt needs be filled and sealed.

**YUCAIPA VALLEY WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM**

<b>Project</b>	WRWRF – Facility Lights Upgrade to LED			
<b>Division</b>	Wastewater		<b>Project Priority</b>	Important
<b>Category</b>	Facility Improvements		<b>Projected Start Date</b>	2019-5
<b>Phase</b>	Planning	Design	Environmental	Construction

<b>COST BY TYPE</b>		<b>FUNDING SOURCE</b>	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 50,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 50,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
<b>Total</b>	<b>\$ 50,000</b>	<b>Total</b>	<b>\$ 50,000</b>

**Project Description:**

Current facility lighting is halogen with a mixture of different lighting structures. Numerous lights need replacement of bulbs. The last replacement was 8 years ago. The intent is to replace as needed per year with LED's. This project will be phased out over 5 years.





## YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

<b>Project</b>	WRWRF – In Plant Sewer Pump #4 Replacement			
<b>Division</b>	Wastewater		<b>Project Priority</b>	Important
<b>Category</b>	Asset Replacement		<b>Projected Start Date</b>	2019-6
<b>Phase</b>	Planning	Design	Environmental	Construction

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 10,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 10,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total	\$ 10,000	Total	\$ 10,000

**Project Description:**

In plant sewer pump #4 is currently leaking and is in need of replacement. This project will be completed by District Staff.





## YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

<b>Project</b>	WRWRF – Laboratory Rehabilitation			
<b>Division</b>	Wastewater		<b>Project Priority</b>	Necessary
<b>Category</b>	System Improvement		<b>Projected Start Date</b>	2019-7
<b>Phase</b>	Planning	Design	Environmental	Construction

COST BY TYPE	
Preliminary Engineering/Design	\$ 0
Environmental	\$ 0
Right-of-Way/Land Acquisition	\$ 0
Labor, Equipment, Administration	\$ 125,000
Contract Construction	\$ 0
Construction Engineering	\$ 0
Other: Environmental/Permitting/Misc	\$ 0
Total	\$ 125,000

FUNDING SOURCE	
Reserves/Depreciation	\$ 125,000
Development Impact Fees	\$ 0
Federal Participation	\$ 0
State Participation	\$ 0
Bond Financing	\$ 0
Local Matching	\$ 0
Other Funds	\$ 0
Total	\$ 125,000

**Project Description:**

Laboratory rehabilitation and upgrades.



**Yucaipa Valley Water Dist**

**Cost Breakdown . Proposal #**

May 2, 2019

Description	Cost \$
1 General Conditions & Supervision	1,541
2 Demolition	5,563
3 Concrete and Masonry	-
4 Rough & Finish Carpentry & Misc. Metals	2,163
5 Roofing, Flashing, Insulation & Caulking	-
6 Doors & Windows	-
7 Metal Stud Walls	-
8 Architectural Finishes (floor, clng, paint, etc.)	9,989
9 Laboratory Equipment & Casework	53,127
10 Spec Conditions	-
11 Fire Protection	-
12 Plumbing	6,022
13 Heating, Ventilating & Air Conditioning	8,012
14 Electrical	3,875
15 Controls	-
16 Allowances	-
17 Safety Training	1,840
<b>CONSTRUCTION SUBTOTAL</b>	<b>92,132</b>
10.0% Overhead & Profit	9,213
0.00% Liability Insurance	-
0% Contingency	-
<b>TOTAL CONSTRUCTION COST</b>	<b>\$101,345</b>
Architect & Engineering Services	21,000
Plan Check and Construction Permit Allowance	0
<b>TOTAL PROJECT COST</b>	<b>\$122,345</b>
<b>ALTERNATES</b>	
<b>TOTAL ALTERNATES</b>	<b>-</b>



PEACE OF MIND. PERFECTED.

# PROPOSAL

**To:** Ashley Gibson  
**Company Name:** Yucaipa Valley Water District  
**Address:** 12770 2nd St  
 Yucaipa CA 92399  
**Direct No:** 909-790-3311  
**Email:**

**Submitted By:** Jimmy Grimes  
**Proposal #:** 41-07-158  
**Project Name:** Chrstal Creek Facility  
**Address:** 35477 Oak Glen RD  
 Yucaipa , CA 92399  
**Date:** 5/2/2019

## SCOPE OF WORK

1. Remove hood and plumbing , electrical , ductwork make ready for new layout.
2. Remove flooring , ceiling and metal casework leave one Labconco fume hood.
3. Remove all storage room shelves and dispose of in the proper manner.
4. Provide one new 10ft VWR Kewaunee chemical fume hood .
5. Fume hood to consist of lights, plugs, alarm., gas, air, water, vac , drain, dished top.
6. Fume hood cabinets to have one new 2ft basic one door and one new 4ft acid.
7. Owner supplied flammable cabinet to complete 10ft hood elevation.
8. Provide plumbing, electrical, and mechanical to new 10ft fume hood POC within 10ft
9. Provide new casework and tops for one 10ft Island and two 6ft wall elevations.
10. Provide new vct floor tile for main lab , storage, small lab, office.
11. Provide new exhaust system for new 10ft fume hood using the remaining electrical.
12. Provide new standard latex paint for main lab, stoage, small lab, office.
13. Provide electrical relocation for plugs and dishwasher.
14. Provide exhaust for for new oven location.  
 Casework Island to have power pole for one single phase electrical curcuit  
 10ft Hood to have a distalation rack and DI water
15. Provide one corrison resistant floor containment area.
16. Provide galvanized duct for new laboratory exhaust system.
17. Provide plumbing services with same type of material.

**WE WILL PERFORM THIS SCOPE OF WORK FOR A COST OF : \$ 122,345.00**

### ACCEPTED

Upon Owner's acceptance, the below terms shall supersede any terms to the contrary incorporated into Owner's purchase orders

[Signature line]

Accepted

[Signature line]

Date

LCS Constructors, Inc.  
License No: C-640058

15205 Alton Parkway, Irvine, California 92618  
Tel: (949)870-4500 Fax: (949)870-4501

Page 1



PEACE OF MIND. PERFECTED.

**Exclusions and Clarifications**

1. This proposal is good for 30 days.
2. This proposal assumes access to the facility from 6:00 am – 4:30 pm business hours.
3. Temporary construction utilities (i.e. sanitary, water, power, telephone, etc.) are excluded.
4. All electrical circuits are existing and no new circuits are included.
5. There is no allowance in this proposal for engineering or permitting.
6. Dumpster by owner
7. LCS will conform with Owner's safety programs.
8. All plumbing final connections to be within 10 ft

**Terms of Payment**

For jobs less than thirty (30) days in duration, LCS will submit an invoice upon completion of the work, which shall be due and payable in twenty (20) days of the invoice date. For projects in excess of thirty (30) days in duration, LCS will invoice a 10% mobilization fee upon execution of the contract or issuance of a purchase order, which shall be payable within twenty (20) days of receipt. Upon commencement of the work, LCS will deliver an Application for Payment (Invoice) to the Owner on a monthly basis due and payable within twenty (20) days, with each such Invoice reflecting an amount equal to the percentage of completion for the work within the monthly billing period. Any remaining final payment shall be due within thirty (30) days after completion of the work or Owner's occupancy, whichever occurs first.

Upon Owner's acknowledgment, the above terms shall supersede any terms to the contrary incorporated into Owner's purchase orders or other agreements that may be issued for the performance of the work.

Thank you for selecting LCS Constructors, Inc. for your construction and maintenance needs.



**NATIONAL BUSINESS FURNITURE**

**Quote # QL230562 (v2)**

National Business Furniture, LLC  
 770 South 70th Street Milwaukee, WI 53214  
 Phone (888) 634-9764 x3558 Fax (800) 329-9349

**Ship-To Address** agibson@yvwd.us  
 ASHLEY GIBSON  
 RC MANAGER  
 YUCAIPA VALLEY WATER DISTRICT  
 880 W COUNTY LINE RD  
 YUCAIPA, CA 92399  
 (909) 795-2491 ext 4  
 Source: 99  
 Cat: 46  
 Cus#: AV77172

**Bill-To Address** agibson@yvwd.us  
**SAME**

Item #	Qty	Description	Options	Lead Time	Catalog Price	Discount Price	Total Merch
14517	1	U-Desk with File & Bookcase	Dark Chocolate & White Chocolate Laminate	1-2 Wks	\$1,070.00	\$1,016.50	\$1,016.50
56848	1	High Back Mesh Chair	Black Pro-grid Back/Black Fabric Seat/Black Base	Ships Today	\$249.00	\$236.55	\$236.55
91495	1	Height Adj Desktop Riser	Black PVC	1-2 Wks	\$367.00	\$367.65	\$367.65
	1	<b>LIFETIME GUARANTEE</b>			<b>FREE</b>		

**Important Information:**

DELIVERY LEVEL - TAIL GATE DELIVERY, YOU WILL NEED PERSONNEL OR EQUIPMENT TO LOWER THE ITEMS FROM THE TRUCK AND BRING THEM INSIDE. PLEASE CONTACT US IF INSIDE DELIVERY IS REQUIRED

Price reflects quoted discount, valid for 30 days from 4/24/2019, exceptions may apply with pending US tariffs.  
 Sales Tax will be included only for shipments into locations where we are registered to collect sales tax. Customer may be liable for self-assessment if shipment is into a location where we are not registered to collect tax. If you feel any taxes are charged in error, please make sure we have received the proper exemption documentation. All documentation will be reviewed to ensure it meets state & local requirements prior to removing any taxes.

Customer PO#:	Quoted By: STEVE STEPHENS	Ext: 3558	On: 04/24/19	Page 1	Order Total	\$2,053.99
					Merchandise	\$1,706.00
					Total Discount	85.30
					Merchandise Subtotal	1,620.70
					Shipping & Handling	285.56
					Subtotal	1,906.26
					Total Tax	147.73

Quotations & Drawings property of National Business Furniture - LA. Copyright 2019.



**YUCAIPA VALLEY WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM**

<b>Project</b>	Recycled Water – Calimesa Recycled Water Pipeline Extension			
<b>Division</b>	Recycled Water		<b>Project Priority</b>	Important
<b>Category</b>	Recycled Water Conveyance		<b>Projected Start Date</b>	2019-1
<b>Phase</b>	Planning	Design	Environmental	Construction

<b>COST BY TYPE</b>	
Preliminary Engineering/Design	\$ 150,000
Environmental	\$ 50,000
Right-of-Way/Land Acquisition	\$ 0
Labor, Equipment, Administration	\$ 200,000
Contract Construction	\$ 6,100,000
Construction Engineering	\$ 400,000
Other: Environmental/Permitting/Misc	\$ 0
<b>Total</b>	<b>\$ 6,900,000</b>

<b>FUNDING SOURCE</b>	
Reserves/Depreciation	\$ 3,450,000
Development Impact Fees	\$ 0
Federal Participation	\$ 0
State Participation	\$ 0
Bond Financing	\$ 0
Local Matching	\$ 0
Other Funds	\$ 3,450,000
<b>Total</b>	<b>\$ 6,900,000</b>

**Project Description:**

The Calimesa Recycled Water Conveyance Pipeline Project that will consist of approximately 18,500 linear feet of 24” recycled water pipeline that will provide recycled water to the Summerwind Development.

**YUCAIPA VALLEY WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM**

<b>Project</b>	Recycled Water – Wilson Creek Spreading Basin			
<b>Division</b>	Recycled Water		<b>Project Priority</b>	Important
<b>Category</b>	Pipeline Expansion		<b>Projected Start Date</b>	2019-2
<b>Phase</b>	Planning	Design	Environmental	Construction

COST BY TYPE	
Preliminary Engineering/Design	\$ 0
Environmental	\$ 0
Right-of-Way/Land Acquisition	\$ 0
Labor, Equipment, Administration	\$ 360,000
Contract Construction	\$ 300,000
Construction Engineering	\$ 40,000
Other: Environmental/Permitting/Misc	\$ 0
<b>Total</b>	<b>\$ 700,000</b>

FUNDING SOURCE	
Reserves/Depreciation	\$ 700,000
Development Impact Fees	\$ 0
Federal Participation	\$ 0
State Participation	\$ 0
Bond Financing	\$ 0
Local Matching	\$ 0
Other Funds	\$ 0
<b>Total</b>	<b>\$ 700,000</b>

**Project Description:**

The Wilson Creek Basin Water Recharge project will enable the District to recharge Recycled Water at the Wilson Creek Basin facility.

The project would provide additional recharge of the Yucaipa groundwater sub basin by surface application of highly treated recycled water from the Wochholz Regional Water Recycling Facility (WRWRF) at the Wilson Creek Basins (Basins), as well as surface application of surplus water from the State Water Project (SWP) delivered via the SWP East Branch Extension. The Yucaipa sub basin is located within the Upper Santa Ana Valley groundwater basin, and currently serves as a local source of drinking water that is recharged by natural underflow from upgradient groundwater sub basins, as well as by deep percolation of precipitation and streambed infiltration. The Wilson Creek Basins are currently used to recharge SWP water and have a 7,000 AF/year recharge capacity. If SWP water is unavailable, additional diluent may be provided by applying potable water to the Wilson Creek Basins from the Yucaipa Valley Regional Water Filtration Facility (YVRWFF), located adjacent to the spreading basins. A new pipeline will be constructed to convey recycled water from the District’s existing recycled water distribution system to the Wilson Creek Basins, as well as a new booster pump station and up to two monitoring wells.



**YUCAIPA VALLEY WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM**

<b>Project</b>	Recycled Water – Calimesa Lake			
<b>Division</b>	Recycled Water		<b>Project Priority</b>	Important
<b>Category</b>	Water Storage		<b>Projected Start Date</b>	2019-3
<b>Phase</b>	Planning	Design	Environmental	Construction

<b>COST BY TYPE</b>	
Preliminary Engineering/Design	\$ 0
Environmental	\$ 0
Right-of-Way/Land Acquisition	\$ 0
Labor, Equipment, Administration	\$ 0
Contract Construction	\$ 6,000,000
Construction Engineering	\$ 0
Other: Environmental/Permitting/Misc	\$ 0
<b>Total</b>	<b>\$ 6,000,000</b>

<b>FUNDING SOURCE</b>	
Reserves/Depreciation	\$ 6,000,000
Development Impact Fees	\$ 0
Federal Participation	\$ 0
State Participation	\$ 0
Bond Financing	\$ 0
Local Matching	\$ 0
Other Funds	\$ 0
<b>Total</b>	<b>\$ 6,000,000</b>

**Project Description:**

The District staff has been studying the creation of the Calimesa Lake and Spreading Basin Project. This project will utilize recycled water for groundwater recharge with provisions for augmentation with imported water when available.

This project will be located in the Oak Valley Commercial Development and will consist of a lined pond with adjacent spreading basins and storm water capture basin.



**YUCAIPA VALLEY WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM**

<b>Project</b>	Public Works - Gateway Plaza - Oak Glen Rd x 1-10 Fwy. Sewer Expansion			
<b>Division</b>	Wastewater		<b>Project Priority</b>	Important
<b>Category</b>	Wastewater Collection		<b>Projected Start Date</b>	2019-1
<b>Phase</b>	Planning	Design	Environmental	Construction

<b>COST BY TYPE</b>	
Preliminary Engineering/Design	\$ 0
Environmental	\$ 0
Right-of-Way/Land Acquisition	\$ 0
Labor, Equipment, Administration	\$ 1,000,000
Contract Construction	\$ 0
Construction Engineering	\$ 0
Other: Environmental/Permitting/Misc	\$ 0
<b>Total</b>	<b>\$ 1,000,000</b>

<b>FUNDING SOURCE</b>	
Reserves/Depreciation	\$ 0
Development Impact Fees	\$ 1,000,000
Federal Participation	\$ 0
State Participation	\$ 0
Bond Financing	\$ 0
Local Matching	\$ 0
Other Funds	\$ 0
<b>Total</b>	<b>\$ 1,000,000</b>

**Project Description:**

Gateway plaza regional sewer expansion, jack and bore under the I-10 freeway.





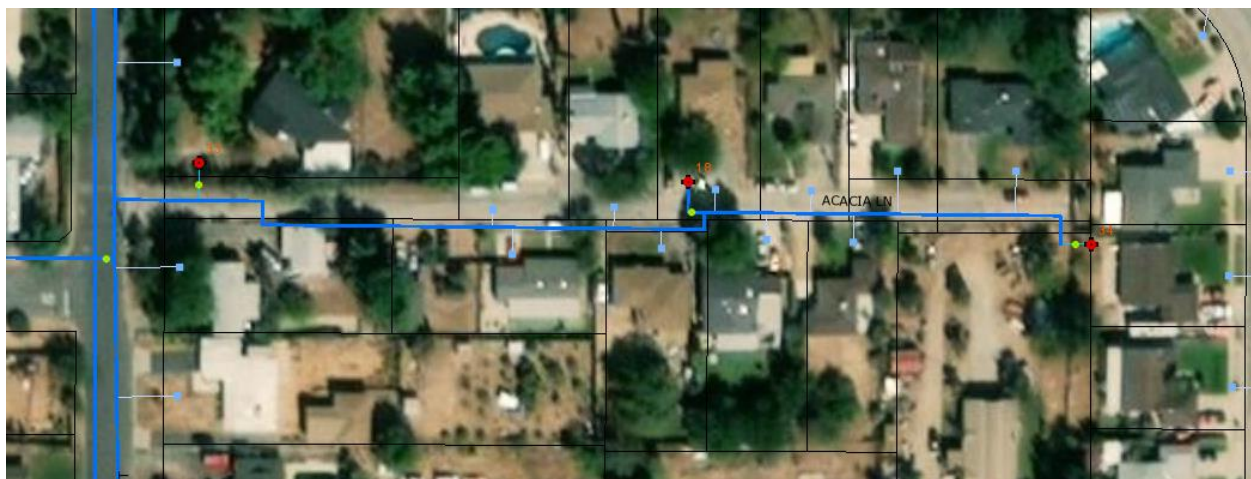
## YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

<b>Project</b>	Public Works – Acacia Lane, East of Douglas			
<b>Division</b>	Public Works		<b>Project Priority</b>	Important
<b>Category</b>	Pipeline Improvements		<b>Projected Start Date</b>	2019-2
<b>Phase</b>	Planning	Design	Environmental	Construction

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 194,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 0	State Participation	\$ 0
Contract Construction	\$ 194,000	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
<b>Total</b>	<b>\$ 194,000</b>	<b>Total</b>	<b>\$ 194,000</b>

**Project Description:**

This project consists of replacing 970 linear feet of water main, 20 services and 3 fire hydrants on Acacia Lane. District staff to complete.



**YUCAIPA VALLEY WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM**

<b>Project</b>	Public Works – Lincoln Drive		
<b>Division</b>	Public Works	<b>Project Priority</b>	Important
<b>Category</b>	Pipeline Improvements	<b>Projected Start Date</b>	2019-3
<b>Phase</b>	Planning	Design	Environmental Construction

<b>COST BY TYPE</b>	
Preliminary Engineering/Design	\$ 0
Environmental	\$ 0
Right-of-Way/Land Acquisition	\$ 0
Labor, Equipment, Administration	\$ 0
Contract Construction	\$ 80,000
Construction Engineering	\$ 0
Other: Environmental/Permitting/Misc	\$ 0
<b>Total</b>	<b>\$ 80,000</b>

<b>FUNDING SOURCE</b>	
Reserves/Depreciation	\$ 80,000
Development Impact Fees	\$ 0
Federal Participation	\$ 0
State Participation	\$ 0
Bond Financing	\$ 0
Local Matching	\$ 0
Other Funds	\$ 0
<b>Total</b>	<b>\$ 80,000</b>

**Project Description:**

This project consists of replacing 400 linear feet of drinking water main, 10 water services and 1 fire hydrant. This will be completed by District staff.



**YUCAIPA VALLEY WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM**

<b>Project</b>	Public Works – Crestview Drive from Douglas Street to Sutter Avenue			
<b>Division</b>	Public Works		<b>Project Priority</b>	Important
<b>Category</b>	Pipeline Improvements		<b>Projected Start Date</b>	2019-4
<b>Phase</b>	Planning	Design	Environmental	Construction

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 242,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 0	State Participation	\$ 0
Contract Construction	\$ 242,000	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total	\$ 242,000	Total	\$ 242,000

**Project Description:**

This project consists of replacing 690 linear feet of water main, 14 services and 2 fire hydrants on Crestview Drive, 260 linear feet of water main, 7 water services and 1 fire hydrant on Crestview Court, and 260 linear feet of water main, 5 water services, and 1 fire hydrant on Sutter Avenue. This will be completed by District staff.





**YUCAIPA VALLEY WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM**

<b>Project</b>	Public Works – Ruby Court			
<b>Division</b>	Public Works		<b>Project Priority</b>	Important
<b>Category</b>	Pipeline Improvements		<b>Projected Start Date</b>	2019-5
<b>Phase</b>	Planning	Design	Environmental	Construction

<b>COST BY TYPE</b>	
Preliminary Engineering/Design	\$ 0
Environmental	\$ 0
Right-of-Way/Land Acquisition	\$ 0
Labor, Equipment, Administration	\$ 0
Contract Construction	\$ 44,000
Construction Engineering	\$ 0
Other: Environmental/Permitting/Misc	\$ 0
<b>Total</b>	<b>\$ 44,000</b>

<b>FUNDING SOURCE</b>	
Reserves/Depreciation	\$ 44,000
Development Impact Fees	\$ 0
Federal Participation	\$ 0
State Participation	\$ 0
Bond Financing	\$ 0
Local Matching	\$ 0
Other Funds	\$ 0
<b>Total</b>	<b>\$ 44,000</b>

**Project Description:**

This project consists of replacing 220 linear feet of water main, 4 services and 1 fire hydrant. This will be completed by District staff.



**YUCAIPA VALLEY WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM**

<b>Project</b>	WRWRF – Perimeter Fencing Upgrade for Intrusion Protection			
<b>Division</b>	Wastewater		<b>Project Priority</b>	Important
<b>Category</b>	Facility Improvement		<b>Projected Start Date</b>	2019-6
<b>Phase</b>	Planning	Design	Environmental	Construction

<b>COST BY TYPE</b>	
Preliminary Engineering/Design	\$ 0
Environmental	\$ 0
Right-of-Way/Land Acquisition	\$ 0
Labor, Equipment, Administration	\$ 100,000
Contract Construction	\$ 0
Construction Engineering	\$ 0
Other: Environmental/Permitting/Misc	\$ 0
<b>Total</b>	<b>\$ 100,000</b>

<b>FUNDING SOURCE</b>	
Reserves/Depreciation	\$ 0
Development Impact Fees	\$ 100,000
Federal Participation	\$ 0
State Participation	\$ 0
Bond Financing	\$ 0
Local Matching	\$ 0
Other Funds	\$ 0
<b>Total</b>	<b>\$ 100,000</b>

**Project Description:**

Fencing for the exit of the WRWRF to Live Oak Canyon Road.



**YUCAIPA VALLEY WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM**

<b>Project</b>	Public Works – Oak Grove and Oak View Pipelines			
<b>Division</b>	Public Works	<b>Project Priority</b>	Necessary	
<b>Category</b>	Pipeline Replacement	<b>Projected Start Date</b>	2019-11	
<b>Phase</b>	Planning	Design	Environmental	Construction

<b>COST BY TYPE</b>	
Preliminary Engineering/Design	\$ 0
Environmental	\$ 0
Right-of-Way/Land Acquisition	\$ 0
Labor, Equipment, Administration	\$ 670,000
Contract Construction	\$ 0
Construction Engineering	\$ 0
Other: Environmental/Permitting/Misc	\$ 0
<b>Total</b>	<b>\$ 670,000</b>

<b>FUNDING SOURCE</b>	
Reserves/Depreciation	\$ 670,000
Development Impact Fees	\$ 0
Federal Participation	\$ 0
State Participation	\$ 0
Bond Financing	\$ 0
Local Matching	\$ 0
Other Funds	\$ 0
<b>Total</b>	<b>\$ 670,000</b>

**Project Description:**

This project will be phased from 2019 to 2020. Replacement of the drinking water pipeline.



## YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

<b>Project</b>	Water Quality – Well Rehab and Monitoring			
<b>Division</b>	Water Quality		<b>Project Priority</b>	Important
<b>Category</b>	System Improvement		<b>Projected Start Date</b>	2019-1
<b>Phase</b>	Planning	Design	Environmental	Construction

COST BY TYPE	
Preliminary Engineering/Design	\$ 0
Environmental	\$ 70,000
Right-of-Way/Land Acquisition	\$ 0
Labor, Equipment, Administration	\$ 0
Contract Construction	\$ 0
Construction Engineering	\$ 0
Other: Environmental/Permitting/Misc	\$ 0
Total	\$ 70,000

FUNDING SOURCE	
Reserves/Depreciation	\$ 70,000
Development Impact Fees	\$ 0
Federal Participation	\$ 0
State Participation	\$ 0
Bond Financing	\$ 0
Local Matching	\$ 0
Other Funds	\$ 0
Total	\$ 70,000

**Project Description:**

Rehabilitation of monitoring wells.

**YUCAIPA VALLEY WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM**

<b>Project</b>	Administration – Virtual Private Network Improvements			
<b>Division</b>	Administration		<b>Project Priority</b>	Important
<b>Category</b>	Rehabilitation		<b>Projected Start Date</b>	2019-7
<b>Phase</b>	Planning	Design	Environmental	Construction

<b>COST BY TYPE</b>	
Preliminary Engineering/Design	\$ 0
Environmental	\$ 0
Right-of-Way/Land Acquisition	\$ 0
Labor, Equipment, Administration	\$ 50,000
Contract Construction	\$ 0
Construction Engineering	\$ 0
Other: Environmental/Permitting/Misc	\$ 0
<b>Total</b>	<b>\$ 50,000</b>

<b>FUNDING SOURCE</b>	
Reserves/Depreciation	\$ 50,000
Development Impact Fees	\$ 0
Federal Participation	\$ 0
State Participation	\$ 0
Bond Financing	\$ 0
Local Matching	\$ 0
Other Funds	\$ 0
<b>Total</b>	<b>\$ 50,000</b>

**Project Description:**

Upgrade the District Virtual Private Network.