



Yucaipa Valley Water District

12770 Second Street, Yucaipa, California 92399

Operating Budget and Capital Improvement Program for Fiscal Year 2021

July 1, 2020 to June 30, 2021

Adopted – June 2, 2020

Table of Contents

CHAPTER ONE

Table of Contents	i
Introduction	1-2
Overview of the Yucaipa Valley Water District	1-3
Land Use within the District	1-3
Governance and Management	1-4
Budget Overview:	
Total Fund Breakdown by Division	1-5
Water Division Expenditures	1-6
Sewer Division Expenditures	1-7
Recycled Water Division Expenditures	1-8
Organizational Structure	1-9
Water Division Line Item Summary:	
Water Division Revenue Detail	1-10
Water Division Expense Detail:	
Water Operations; Public Works	1-11
Administrative Services	1-12
Long-Term Debt	1-13
Sewer Division Line Item Summary:	
Sewer Division Revenue Detail	1-14
Sewer Division Expense Detail:	
Sewer Operations; Administration	1-15
Environmental Control	1-16
Long-Term Debt	1-17
Recycled Water Division Line Item Summary:	
Recycled Water Division Revenue Detail	1-18
Recycled Water Division Expense Detail:	
Operating Expenses	1-18

CHAPTER TWO

Water Division Budget:

Water Division Revenue Analysis	2-2
Drinking Water - Commodity Charges	2-2
Supplemental Water Sales – Riverside County	2-3
Supplemental Water Sales –San Bernardino County.....	2-4
Drinking Water - Commodity Charge Multi-Unit Discount.....	2-4
Water Wholesale Revenue	2-5
Excess Drinking Water Revenue	2-5
Infrastructure Drinking Water Revenue.....	2-6
Drinking Water Service Demand Charge.....	2-6
Drinking Water - Service Charge Multi-Unit Discount.....	2-7
Water Meter & Lateral Installation Charges	2-7
Disconnect & Reconnect Charges	2-8
Delinquent Payment Charges	2-8
Management and Accounting Services	2-9
Interest Earned.....	2-9
Property Tax - Secured.....	2-10
Taxes Other	2-10
Other Sources of Revenue	2-11
 Water Division Expenses	 2-12
 Water Operations Department.....	 2-14
Line Item Expenses.....	2-17
Labor	2-18
Benefits	2-19
Repair & Maintenance – Structures	2-20
Repair & Maintenance – Valves.....	2-21
Laboratory Supplies	2-22
General Supplies & Expenses	2-23
Power Purchases	2-24
Electricity & Fuel	2-25
Supplemental Source of Supply.....	2-26
Education & Training.....	2-27
Licenses & Permits	2-28
Telephone & Internet.....	2-29
Laboratory Services	2-30
Yucaipa Valley Regional Water Filtration Facility Operating Expenses	2-31
 Public Works Department	 2-32
Line Item Expenses.....	2-36
Labor	2-37
Benefits	2-38
Repair & Maintenance – Vehicles & Equipment	2-39

Repair & Maintenance – Valves.....	2-40
Repair & Maintenance – Pipelines.....	2-41
Repair & Maintenance – Service Lines.....	2-42
Repair & Maintenance – Fire Hydrants.....	2-43
Repair & Maintenance – Backflow.....	2-44
Repair & Maintenance – Water Meters.....	2-45
Fire Flow Testing	2-46
General Supplies & Expenses	2-47
Education & Training.....	2-48
Telephone & Internet.....	2-49
 Administrative Service Department.....	 2-51
Line Item Expenses.....	2-55
Labor	2-56
Director Fees.....	2-57
Benefits	2-58
Repair & Maintenance - Structures.....	2-59
Safety Equipment & Supplies	2-60
Petroleum Products.....	2-61
Office Supplies.....	2-62
General Supplies & Expenses	2-63
Electricity	2-64
Natural Gas	2-65
Dues & Subscriptions.....	2-66
Computer Expenses.....	2-67
Postage	2-68
Education & Training.....	2-69
Utility Billing Expenses.....	2-70
Public Relations	2-71
Travel Related Expenses.....	2-72
Certifications & Renewals	2-73
Meeting Related Expenses	2-74
Utilities – YVWD Services.....	2-75
Waste Disposal	2-76
Telephone & Internet.....	2-77
Conservation & Rebates.....	2-78
Contractual Services	2-79
Legal	2-80
Audit & Accounting.....	2-81
Professional Services.....	2-82
Insurance	2-83
Regulatory Compliance.....	2-84
Yucaipa SGMA.....	2-85
Beaumont Basin Watermaster	2-86
San Timoteo SGMA	2-87
Bunker Hill GSC	2-88

Water Division Debt Service	2-90
Debt Service Principal.....	2-91
Debt Service Interest.....	2-92

CHAPTER THREE

Sewer Division Budget:

Revenue Analysis	3-2
Sewer Service Demand Charge	3-3
Sewer Service Demand Charge Multi-Unit Discount	3-3
Penalty Late Charges.....	3-4
Front Footage Fees.....	3-4
Interest Earnings	3-5
Property Tax - Secured	3-5
Other Sources of Revenue	3-6
Sewer Division Expenses.....	3-7
Sewer Operations Department	3-9
Line Item Budget Expenses	3-11
Labor	3-12
Benefits	3-13
Repair & Maintenance – Structures	3-14
Repair & Maintenance - Automation Control	3-15
Chemicals	3-16
Propane.....	3-17
Laboratory Supplies	3-18
General Supplies & Expenses	3-19
Utilities - Power Purchases	3-20
Education & Training.....	3-21
Telephone & Internet.....	3-22
Laboratory Services	3-23
Sewage Waste Disposal - Solids	3-24
Brineline Operating Expenses	3-25
Sewer Administrative Services Department.....	3-26
Line Item Expenses.....	3-30
Labor	3-31
Director Fees.....	3-32
Benefits	3-33
Safety Equipment & Supplies	3-34
Petroleum Products.....	3-35
Office Supplies & Expenses.....	3-36
General Supplies & Expenses	3-37
Dues & Subscriptions.....	3-38
Management & Administrative Services	3-39
Computer Expenses.....	3-40

Education & Training.....	3-41
Public Relations	3-42
Travel Related Expenses	3-43
Certifications & Renewals	3-44
Licenses & Permits	3-45
Meeting Related Expenses	3-46
Utilities – YVWD Services.....	3-47
Waste Disposal	3-48
Telephone & Internet.....	3-49
Contractual Services	3-50
Legal	3-51
Audit & Accounting.....	3-52
Professional Services.....	3-53
Insurance	3-54
Regulatory Compliance.....	3-55
 Environmental Control Department.....	 3-57
Line Item Expenses.....	3-59
Labor	3-60
Benefits	3-61
Sewer & Pipeline Facilities.....	3-62
General Supplies & Expenses	3-63
Lift Station No. 1.....	3-64
Lift Station No. 2.....	3-65
Lift Station No. 3.....	3-66
Lift Station No. 4.....	3-67
Lift Station No. 6.....	3-68
Lift Station No. 8.....	3-69
Education & Training.....	3-70
Pretreatment	3-71
 Sewer Division Debt Service.....	 3-72
Debt Service Summary –WRWRF	3-72
Debt Service Summary – Brineline.....	3-73
Debt Service Summary – W.I.S.E....	3-74
Debt Service Summary – R 10.3 & Booster Station.....	3-75
Debt Service Summary – Crow Street & B-12.1.....	3-76
Debt Service Principal – WRWRF	3-77
Debt Service Principal – Brineline.....	3-78
Debt Service Principal – W.I.S.E.	3-79
Debt Service Principal – R 10.3 & Booster Station.....	3-80
Debt Service Principal – Crow Street & B-12.1	3-81
Debt Service Interest.....	3-82

CHAPTER FOUR

Recycled Water Division Budget:

Revenue Analysis	4-2
Recycled Water - Commodity Charges.....	4-3
Construction Water - Commodity Charges	4-3
Excess Recycled Water Revenue.....	4-4
Infrastructure Recycled Water Revenue	4-4
Recycled Water – Service Demand Charge	4-5
Interest Earnings	4-5
Property Tax - Secured.....	4-6
Other Sources of Revenue	4-6
 Recycled Water Division Expenses	 4-7
 Recycled Water Administrative Services Department	 4-8
Line Item Expenses.....	4-11
Labor	4-12
Director Fees.....	4-13
Benefits	4-14
Repair & Maintenance - Structures.....	4-15
Repair & Maintenance – Valves.....	4-16
Repair & Maintenance – Pipelines.....	4-17
Repair & Maintenance – Service Lines.....	4-18
Repair & Maintenance – Fire Hydrants.....	4-19
Repair & Maintenance – Meters	4-20
General Supplies & Expenses	4-21
Utilities – Power Purchases	4-22
Dues & Subscriptions.....	4-23
Computer Expenses.....	4-24
Education & Training.....	4-25
Public Relations	4-26
Travel Related Expenses	4-27
Certifications & Renewals	4-28
Licenses & Permits	4-29
Meeting Related Expenses	4-30
Utilities – YVWD Services.....	4-31
Telephone & Internet.....	4-32
Contractual Services	4-33
Legal	4-34
Audit & Accounting.....	4-35
Professional Services.....	4-36
Insurance	4-37
Regulatory Compliance.....	4-38
Environmental Compliance	4-39

CHAPTER FIVE

Capital Improvement Program Budget:

Capital Improvement Program	5-1
Summary Table	5-5
Automated Meter Infrastructure (AMI)	5-7
YVRWFF – Design of Reservoir 16.2	5-8
Drain Line for the Existing R-14 Reservoir.....	5-9
YVRWFF - Surveillance Security System Upgrade	5-10
YVRWFF – Perimeter Fencing Upgrade for Intrusion Protection	5-11
YVRWFF – Additional NaOCI Bulk Tank	5-13
YVRWFF – Replace Well 12 Building.....	5-14
WRWRF – Digester Feed Valve and Actuator... ..	5-15
WRWRF – Asphalt Rehabilitation	5-17
WRWRF – Facility Lights Upgrade to LED.....	5-18
WRWRF – Boiler Replacement at Digesters.....	5-20
WRWRF – Belt Press Building Rehab	5-22
WRWRF – Backwash Return Basin Pump Replacement and Relocation.....	5-24
WRWRF – Methane Waste Gas Flare.....	5-26
WRWRF – Salinity and Groundwater Enhancement (SAGE).....	5-28
Recycled Water – Design of RWR 16.2.1 Site and Offsite	5-30
Recycled Water – Calimesa Recycled Water Pipeline Extension.....	5-31
Recycled Water – Wilson Creek Spreading Basin.....	5-32
Recycled Water – Calimesa Lakes and Aquifer Storage and Recovery (ASR) Wells.....	5-33
Public Works - Gateway Plaza – Oak Glen Road and I-10 Freeway Sewer Expansion.....	5-35
Public Works – Oak View Pipeline	5-37
Public Works – Lincoln Drive Pipeline.....	5-39
Public Works - Avenue B, West of 2 nd Street Pipeline	5-41
Public Works – Acacia Lane, East of Douglas Pipeline	5-42
Public Works – Crestview Drive from Douglas Street to Sutter Avenue Pipeline	5-43
Public Works – Panorama Drive (Private Drive) Pipeline	5-45
Public Works – Bella Vista/Leith Way Pipeline	5-47
Public Works – Wildwood Canyon Pipeline	5-49
Public Works – Pipeline Between R-16.2 and Casa Blanca.....	5-51
Water Quality - Well Rehab and Monitoring.....	5-52



Chapter One

Fiscal Year 2021

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.

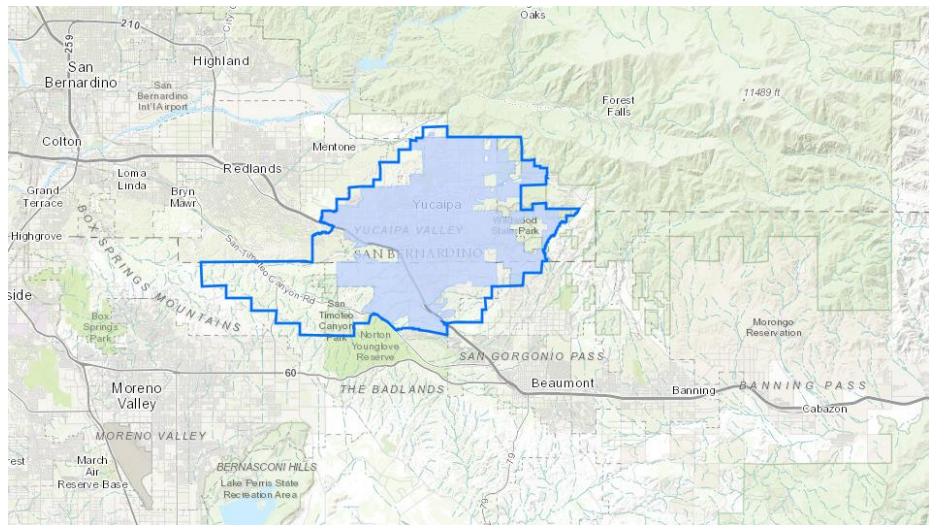
We believe our success depends on every employee knowing and sharing these values and principles

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



Dennis Miller
Division 2



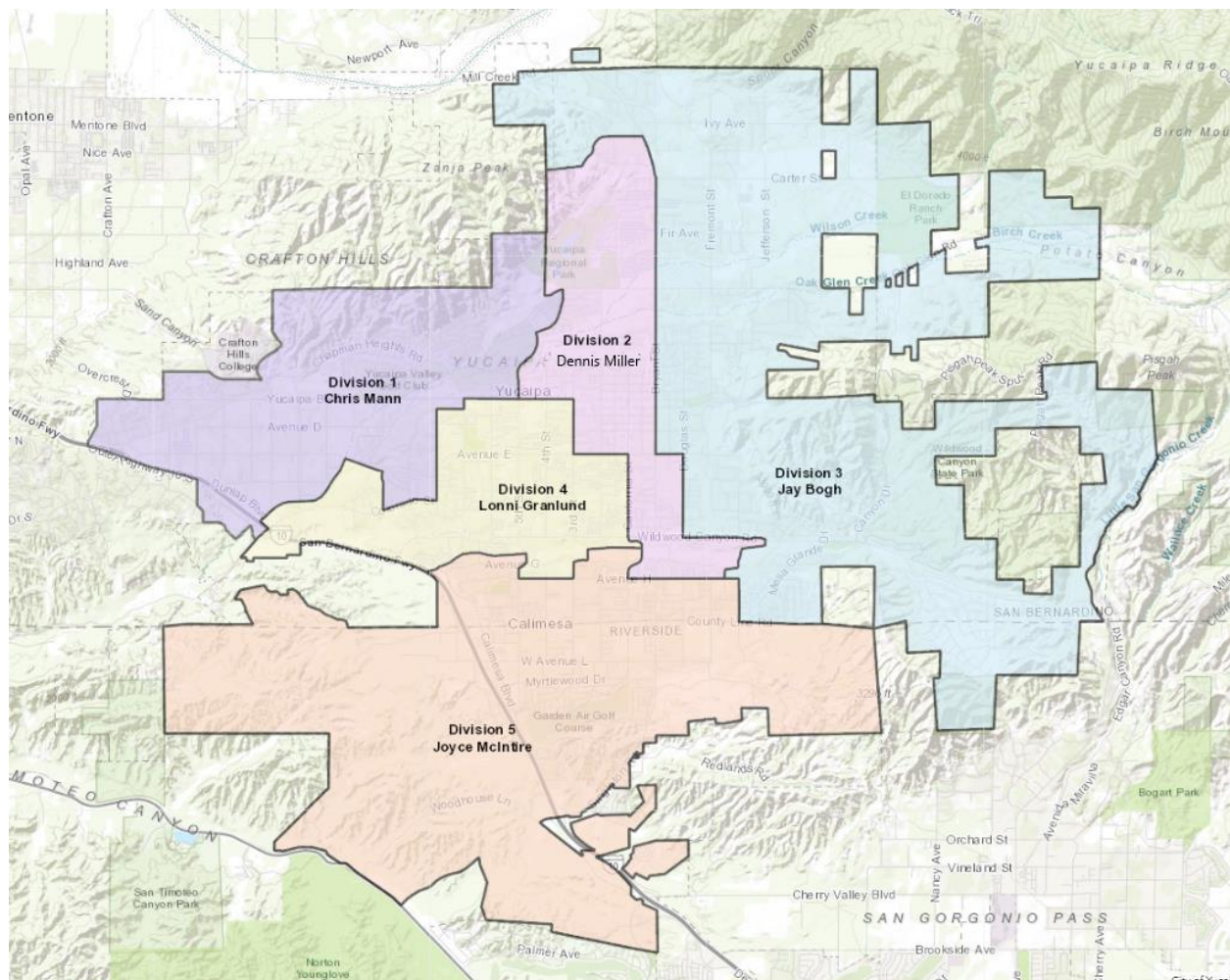
Jay Bogh
Division 3



Lonni Granlund
Division 4

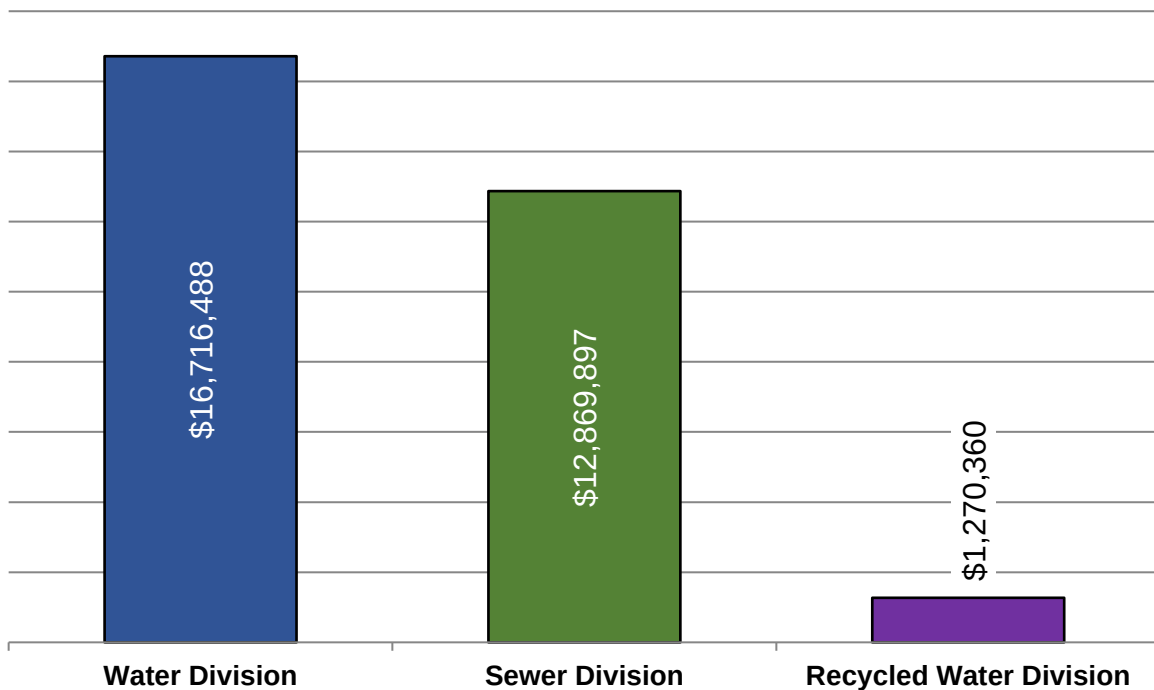
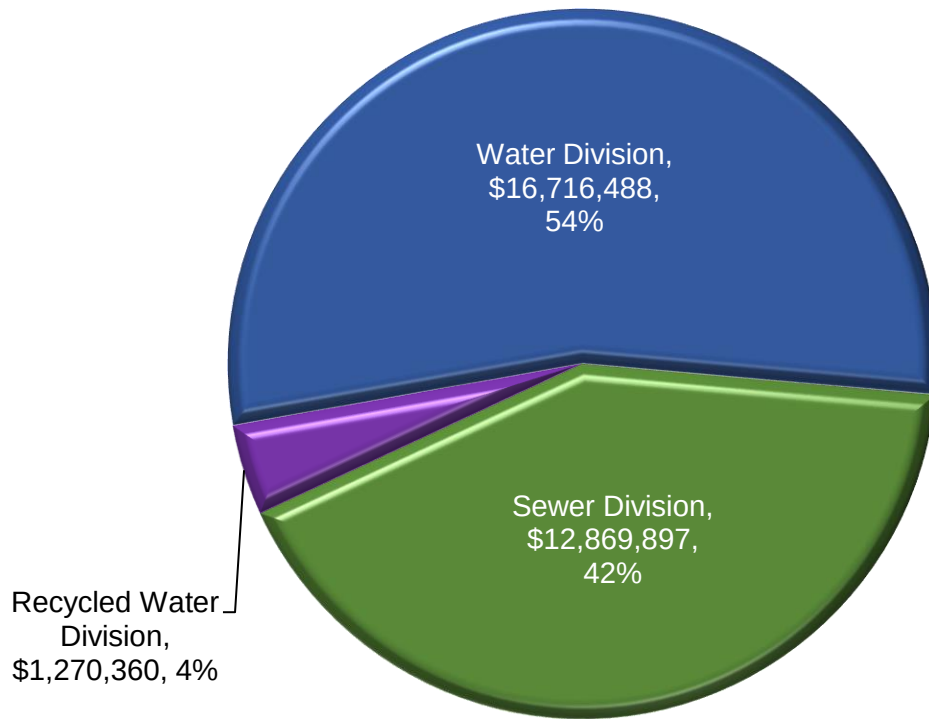


Joyce McIntire
Division 5



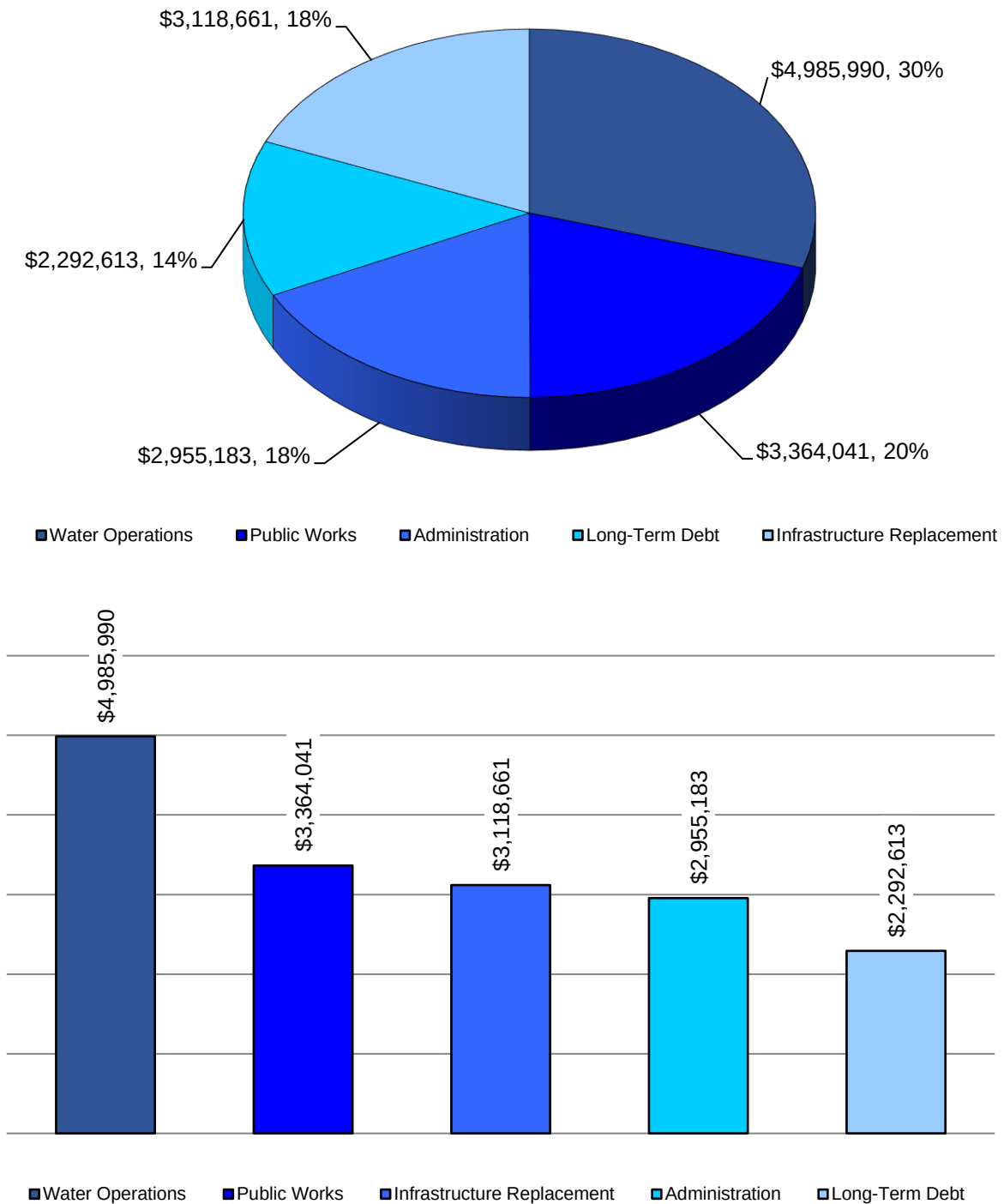
Budget Overview

The Fiscal Year 2021 operating budget totals \$30,856,745 (excluding capital improvement projects) distinguished by the following three enterprise funds.

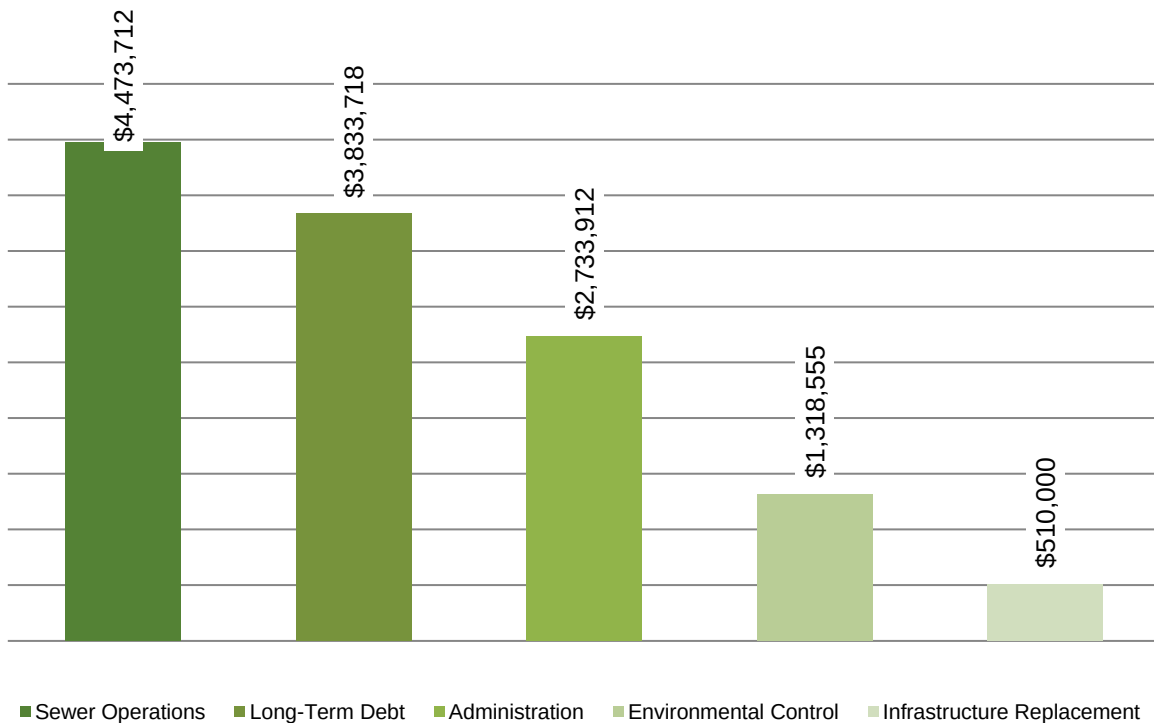
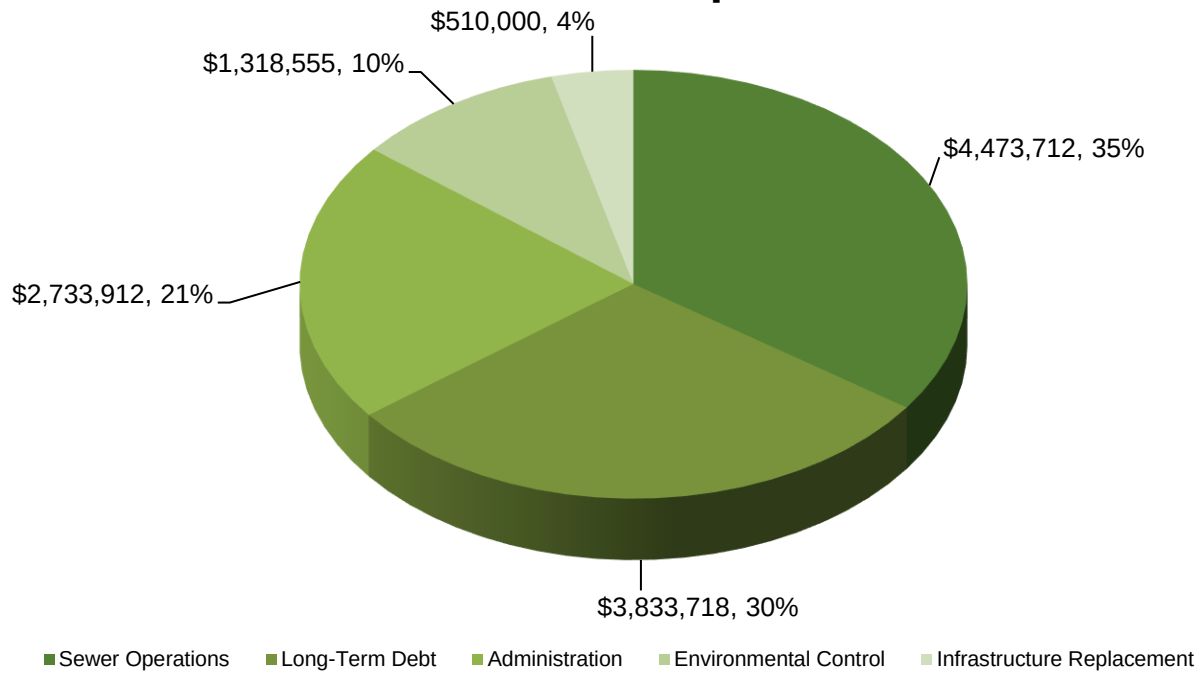


The departmental expenses for each of the enterprise funds are provided below:

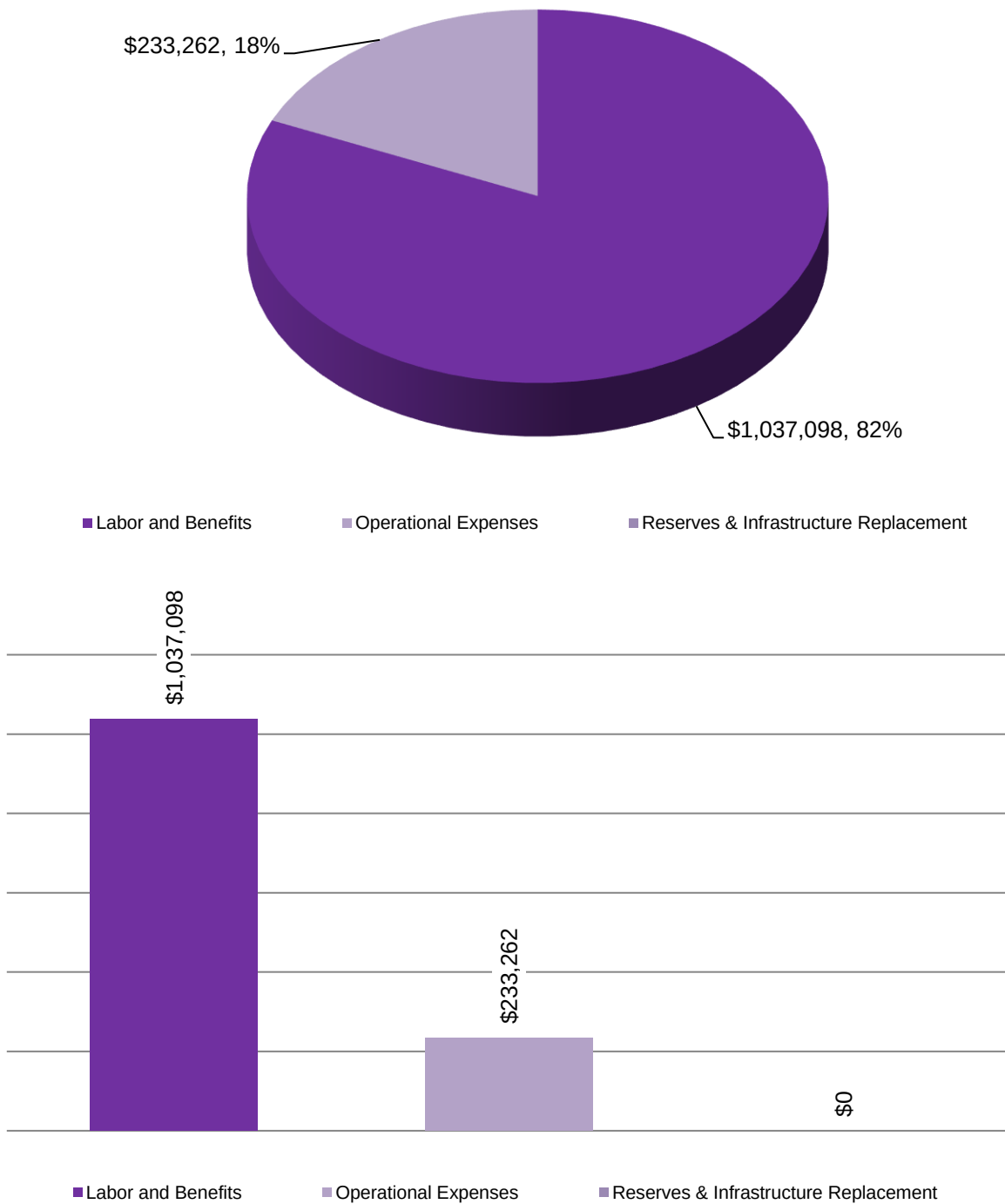
Water Division Expenditures



Sewer Division Expenditures



Recycled Water Division Expenditures



Yucaipa Valley Water District

Organizational Structure and Functional Workgroups

Wednesday, May 27, 2020

Chris Mann
Board Member - Division 1

Dennis Miller
Board Member - Division 2

Jay Bogh
Board Member - Division 3

Lonni Granlund
Board Member - Division 4

Joyce McIntire
Board Member - Division 5

Public Works

John Wrobel
Public Works Manager

James Cansler
Public Works Supervisor

Jeremy Costello
Public Works Supervisor

Matt Flordelis
Public Works Supervisor

Ryan Janisch
Public Works Supervisor

Jesse McCartney
Public Works Supervisor

Steven Molina
Public Works Supervisor

Michael Rivera
Public Works Supervisor

Public Works Supervisor

Ron Elisalda
Senior Utility Service Worker

Todd Madrid
Senior Utility Service Worker

Kyle Westerlin
Senior Utility Service Worker

Steven Eldridge
Utility Service Worker IV

Caleb Nazario
Utility Service Worker IV

Sean Trost
Utility Service Worker IV

Christopher Beard
Utility Service Worker III

Joseph Beltran
Utility Service Worker III

Luis Crespo
Utility Service Worker III

Daniel Hohman
Utility Service Worker III

Marcus Almanza
Utility Service Worker II

Christopher Reeves
Utility Service Worker II

Johnny Shackleford
Utility Service Worker II

Matthew Vara
Utility Service Worker II

Kevin Crocker
Utility Service Worker I

Austin DeSalliers
Utility Service Worker I

Stephan DeYoung
Utility Service Worker I

Robert Mendez
Utility Service Worker I

Michael Murietta
Utility Service Worker I

Christopher Parker
Utility Service Worker I

Alejandro Salinas
Utility Service Worker I

Anthony Seratt
Utility Service Worker I

Jamie Underwood
Utility Service Worker I

Utility Service Worker I

Utility Service Worker I

Utility Service Worker I

Water Resources

Jennifer Ares
Water Resource Manager

Madeline Blua
Resource Specialist

Management Engineering/Information Systems

Joseph Zoba
General Manager

Katie Hallberg
Implementation Manager

Matt Porras
Implementation Manager

Wade Allsup
Information Systems Specialist

Dustin Hochreiter
Senior Engineering Tech

Administration

Allison Edmisten
Chief Financial Officer

Erin Anton
Administrative Supervisor

Denise Howard
Purchasing Agent

Chelsie Fogus
Administrative Assistant I

Tysa Baeumel
Administrative Clerk IV

Sara Onate
Administrative Clerk IV

Josie Saravia
Administrative Clerk I

Allison Barry
Administrative Clerk IV

LaDonna Whittley
Administrative Clerk I

Regulatory Compliance

Ashley Gibson
Regulatory Compliance Manager

Lina Robert
Water Quality Chemist

Integrated Water, Sewer and Recycled Water Operations

Mike Kostelecky
Operations Manager - Water

Tim Mackamul
Operations Manager

Charles Thomas
Operations Manager - Sewer

Ron McCall
Integrated Senior Plant Operator

Michael Newton
Integrated Senior Plant Operator

James Nicholson
Integrated Senior Plant Operator

Dale Fundak
Integrated Operator IV

Jacob Duncan
Integrated Operator III

Sean Ferris
Integrated Operator III

Courtland Gear
Integrated Operator III

Eric Grubert
Integrated Operator III

Matthew Hawken
Integrated Operator III

Daniel Hutchinson
Integrated Operator III

German Padilla
Integrated Operator III

Dayton Reeves
Integrated Operator III

Gilbert Santacruz
Integrated Operator III

Allen Simo
Integrated Operator III

James Abrams
Integrated Operator II

Aaron Blose
Integrated Operator II

Matthew Koker
Integrated Operator II

Geoffrey Risaliti
Integrated Operator II

Kyle Rose
Integrated Operator II

Elected Officials Management – Exempt Employees Supervisory Employees General Employees

WATER DIVISION BUDGET

Department	2019-20 Annual Budget	2020-21 Requested Budget
OPERATING REVENUE		
02-400-40010. Sales-Water & Non Potable	\$ 5,600,000	\$ 5,862,780
02-400-40011. Sales-Construction Water	\$ 100,000	\$ 30,000
02-400-40012. Sales-Supplemental Water-Riv	\$ 250,000	\$ 257,500
02-400-40013. Sales-Supplemental Water-SB	\$ 850,000	\$ 875,500
02-400-40014. Sales-Disc (Multi Unit) Commdy	\$ (110,000)	\$ (110,000)
02-400-40015. Sales-Wholesale Water	\$ 200,000	\$ 115,000
02-400-40016. Sales-Establish Service Fee	\$ 6,000	\$ 6,120
02-400-40017. Sales-Excess Drinking Water	\$ -	\$ 564,756
02-400-40018. Sales-Infrastructure	\$ -	\$ 1,136,669
02-400-41000. Sales-Service Demand Charges	\$ 3,500,000	\$ 3,859,820
02-400-41001. Sales-Fire Srv Standby Fees	\$ 40,000	\$ 40,800
02-400-41003. Sales-Const Water Minimum Chg	\$ 5,000	\$ 5,100
02-400-41005. Sales-Disc (Multi Units)-SC	\$ (135,000)	\$ (128,250)
02-400-41010. Unauthorized Use of Water Chrg	\$ 2,000	\$ 2,040
02-400-41110. Meter/Lateral Installation	\$ 100,000	\$ 200,000
02-400-41112. Fire Flow Test Fees	\$ 4,500	\$ 4,590
02-400-41113. Disconnect & Reconnect Fees	\$ 100,000	\$ 70,000
02-400-41121. Delinquent Payment Charges	\$ 135,000	\$ 139,050
02-400-41124. Bad Debt Write-Off & Recovery	\$ (20,000)	\$ (20,400)
400. CHARGES FOR SERVICES	\$ 10,627,500	\$ 12,911,075
02-421-42122. Revenue - Other, Operating	\$ -	\$ -
02-421-42123. Admin, Management & Acctg Fees	\$ 210,000	\$ 206,550
421. REVENUE - OTHER	\$ 210,000	\$ 206,550
02-430-43010. Interest Earned	\$ 115,000	\$ 70,000
430. INTEREST EARNED	\$ 115,000	\$ 70,000
02-431-43110. Property Tax - Unsecured	\$ 250,000	\$ -
02-431-43120. Property Tax - Secured	\$ 3,000,000	\$ 2,988,863
02-431-43130. Tax Collection - Prior	\$ 45,000	\$ 40,000
02-431-43140. Taxes - Other	\$ 180,000	\$ 180,000
431. PROPERTY TAX	\$ 3,475,000	\$ 3,208,863
02-480-48002. Grants	\$ 700,000	\$ 300,000
02-480-48901. Contrib Cap-Capacity Fees	\$ -	\$ -
02-480-48902. Contrib Cap-Sustainability	\$ -	\$ -
02-480-48903. Contrib Cap-SGPWA Suppl Supply	\$ -	\$ -
02-480-48905. Contrib Cap-Infrastructure	\$ -	\$ -
02-480-48910. Contrib Cap-Scip R-12.4	\$ -	\$ -
480. CAPITAL CONTRIBUTIONS	\$ 700,000	\$ 300,000

WATER DIVISION BUDGET

Department	2019-20 Annual Budget	2020-21 Requested Budget
02-491-49110. Rental Income	\$ 3,000	\$ -
02-491-49150. Revenue - Misc Non-Operating	\$ 45,122	\$ 20,000
491. OTHER NON-OPERATING REV	\$ 48,122	\$ 20,000
TOTAL WATER REVENUE		
	\$ 15,175,622	\$ 16,716,488

OPERATING EXPENSES

02-501-50009. Labor - Overtime	\$ -	\$ 35,447
02-501-50010. Labor	\$ 1,027,703	\$ 1,000,914
02-501-50011. Labor - Credit	\$ -	\$ -
02-501-50013. Benefits-FICA	\$ 73,537	\$ 79,279
02-501-50014. Benefits-Life Insurance	\$ 6,264	\$ 4,899
02-501-50016. Benefits-Health & Def Comp	\$ 211,826	\$ 201,304
02-501-50017. Benefits-Disability Insurance	\$ 11,004	\$ 9,326
02-501-50019. Benefits-Workers Compensation	\$ 23,013	\$ 60,398
02-501-50021. Benefits-PERS Employee	\$ -	\$ -
02-501-50022. Benefits-PERS Employer	\$ 173,405	\$ 75,364
02-501-50023. Benefits-Uniforms	\$ 6,525	\$ 5,050
02-501-50024. Benefits-Vacation & Sick Pay	\$ 8,000	\$ -
02-501-50025. Benefits-Boots	\$ 8,415	\$ 3,330
02-501-51003. R&M - Structures	\$ 300,000	\$ 325,776
02-501-51011. R&M - Valves	\$ 20,000	\$ 20,400
02-501-51115. Laboratory Supplies	\$ -	\$ 2,550
02-501-51140. General Supplies & Expenses	\$ 3,000	\$ 5,000
02-501-51210. Power Purchases	\$ 1,300,000	\$ 1,352,000
02-501-51211. Electricity & Fuel	\$ 5,000	\$ 5,100
02-501-51316. Supplemental Source of Supply	\$ 1,075,000	\$ 1,085,750
02-501-54012. Education & Training	\$ -	\$ 7,303
02-501-54019. Licenses & Permits	\$ 65,000	\$ 66,300
02-501-54025. Telephone & Internet	\$ -	\$ 3,000
02-501-54110. Laboratory Services	\$ 77,500	\$ 76,500
02-501-57040. YVRWFF-Crystal Creek Exp	\$ 567,431	\$ 561,000
501. WATER OPERATIONS	\$ 4,962,623	\$ 4,985,990
02-503-50009. Labor - Overtime	\$ -	\$ 59,434
02-503-50010. Labor	\$ 1,593,344	\$ 1,584,210
02-503-50011. Labor - Credit	\$ -	\$ -
02-503-50013. Benefits-FICA	\$ 121,891	\$ 125,741
02-503-50014. Benefits-Life Insurance	\$ 10,440	\$ 9,991
02-503-50016. Benefits-Health & Def Comp	\$ 425,106	\$ 391,002
02-503-50017. Benefits-Disability Insurance	\$ 14,340	\$ 14,795
02-503-50019. Benefits-Workers Compensation	\$ 43,020	\$ 13,744
02-503-50021. Benefits-PERS Employee	\$ -	\$ -
02-503-50022. Benefits-PERS Employer	\$ 239,002	\$ 120,829
02-503-50023. Benefits-Uniforms	\$ 10,875	\$ 10,850

WATER DIVISION BUDGET

Department	2019-20 Annual Budget	2020-21 Requested Budget
02-503-50024. Benefits-Vacation & Sick Pay	\$ 4,000	\$ -
02-503-50025. Benefits-Boots	\$ 32,775	\$ 6,735
02-503-51001. R&M - Vehicles & Equipment	\$ 207,500	\$ 224,000
02-503-51011. R&M - Valves	\$ 5,000	\$ 5,100
02-503-51020. R&M - Pipelines	\$ 200,000	\$ 204,000
02-503-51021. R&M - Service Lines	\$ 96,000	\$ 97,920
02-503-51022. R&M - Fire Hydrants	\$ 50,000	\$ 51,000
02-503-51029. Repair & Maintenance-Backflow	\$ 65,000	\$ 66,300
02-503-51030. R&M - Meters	\$ 30,000	\$ 330,600
02-503-51031. R&M - Fire Flow Testing	\$ 25,000	\$ 25,500
02-503-51092. Equipment Credits	\$ -	\$ -
02-503-51140. General Supplies & Expenses	\$ 3,000	\$ 3,060
02-503-54012. Education & Training	\$ -	\$ 15,230
02-503-54025. Telephone & Internet	\$ -	\$ 4,000
503. UTILITY SERVICES	\$ 3,176,293	\$ 3,364,041
02-506-50009. Labor - Overtime	\$ -	\$ 12,436
02-506-50010. Labor	\$ 616,295	\$ 655,148
02-506-50011. Labor - Credit	\$ -	\$ -
02-506-50012. Director Fees	\$ 26,000	\$ 27,300
02-506-50013. Benefits-FICA	\$ 47,147	\$ 53,161
02-506-50014. Benefits-Life Insurance	\$ 3,120	\$ 3,964
02-506-50016. Benefits-Health & Def Comp	\$ 130,980	\$ 161,439
02-506-50017. Benefits-Disability Insurance	\$ 5,547	\$ 6,007
02-506-50019. Benefits-Workers Compensation	\$ 16,640	\$ 4,454
02-506-50021. Benefits-PERS Employee	\$ -	\$ -
02-506-50022. Benefits-PERS Employer	\$ 92,444	\$ 53,984
02-506-50023. Benefits-Uniforms	\$ 3,250	\$ 175
02-506-50024. Benefits-Vacation & Sick Pay	\$ 10,000	\$ -
02-506-50025. Benefits-Boots	\$ 1,950	\$ 2,055
02-506-50055. Pension Expense-GASB 68	\$ -	\$ -
02-506-51003. R&M - Structures	\$ 35,000	\$ 40,700
02-506-51091. Expense Credits (overhead)	\$ -	\$ -
02-506-51120. Safety Equipment & Supplies	\$ 25,000	\$ 25,500
02-506-51125. Petroleum Products	\$ 150,000	\$ 153,000
02-506-51130. Office Supplies & Expenses	\$ 35,000	\$ 35,700
02-506-51140. General Supplies & Expenses	\$ 40,000	\$ 40,800
02-506-51199. Disaster Repairs & Incidences	\$ -	\$ -
02-506-51211. Utilities - Electricity	\$ 32,000	\$ 32,640
02-506-51213. Utilities - Natural Gas	\$ 2,000	\$ 2,740
02-506-54002. Dues & Subscriptions	\$ 30,000	\$ 30,600
02-506-54005. Computer Expenses	\$ 145,000	\$ 147,900
02-506-54010. Postage	\$ 10,000	\$ 10,200
02-506-54011. Printing & Publications	\$ -	\$ -
02-506-54012. Education & Training	\$ 20,000	\$ 20,400
02-506-54013. Utility Billing Expenses	\$ 185,000	\$ 197,700

WATER DIVISION BUDGET

Department	2019-20 Annual Budget	2020-21 Requested Budget
02-506-54014. Public Relations	\$ 31,500	\$ 32,130
02-506-54016. Travel Related Expenses	\$ 7,500	\$ 7,650
02-506-54017. Certifications & Renewals	\$ 12,000	\$ 12,240
02-506-54020. Meeting Related Expenses	\$ 8,000	\$ 8,160
02-506-54022. Utilities - YVWD Services	\$ 145,000	\$ 147,900
02-506-54024. Waste Disposal	\$ 2,700	\$ 5,100
02-506-54025. Telephone & Internet	\$ 45,000	\$ 53,000
02-506-54099. Conservation & Rebates	\$ 30,000	\$ 30,600
02-506-54104. Contractural Services	\$ 270,000	\$ 200,700
02-506-54107. Legal	\$ 120,000	\$ 120,000
02-506-54108. Audit & Accounting	\$ 15,000	\$ 15,300
02-506-54109. Professional Fees	\$ 217,691	\$ 168,300
02-506-55500. Depreciation	\$ 1,272,330	\$ 204,000
02-506-55510. Bond Issuance Costs	\$ -	\$ -
02-506-56001. Insurance	\$ 100,000	\$ 122,000
02-506-57030. Regulatory Compliance	\$ 35,000	\$ 35,700
02-506-57090. Election Related Expenses	\$ -	\$ -
02-506-57095. Yucaipa SGMA	\$ 10,000	\$ 10,200
02-506-57096. Beaumont Basin Watermaster	\$ 40,000	\$ 40,800
02-506-57097. San Timoteo SGMA	\$ 5,000	\$ 8,100
02-506-57098. Bunker Hill GSC	\$ 15,000	\$ 15,300
02-506-57099. Prior Year Exp & Rev	\$ -	\$ -
02-506-57199. Suspense	\$ -	\$ -
02-506-57204. Amortized Bond Discount	\$ -	\$ -
02-506-58500. Cap Contrib to Other Gov Agcy	\$ -	\$ -
02-506-59960. Operating Transfers	\$ -	\$ -
506. ADMINISTRATION	\$ 4,044,094	\$ 2,955,183
02-540-57001. Asset Acq. - Water Dept	\$ -	\$ -
02-540-57003. Asset Acq. - US Dept	\$ -	\$ -
02-540-57006. Asset Acq. - Admin Dept	\$ -	\$ -
02-540-57201. Series 2015A Principal	\$ 1,170,000	\$ 1,230,000
02-540-57402. Interest - Bond Repayment	\$ 1,122,612	\$ 1,062,613
02-540-57807. Infrastructure Replacement Fnd	\$ -	\$ 3,118,661
02-540-58010. Loss Or Gain-Asset Disposal	\$ -	\$ -
540. DEBT & CAPITAL OUTLAY	\$ 2,292,612	\$ 5,411,274
TOTAL WATER EXPENSE	\$ 14,475,622	\$ 16,716,488

SEWER DIVISION BUDGET

Department	2019-20 Annual Budget	2020-21 Requested Budget
OPERATING REVENUE		
03-400-40016. Sales-Establish Service Fee	\$ 500	\$ 510
03-400-41000. Sales-Sewer Charges	\$ 12,132,712	\$ 12,424,514
03-400-41005. Sales-Disc (Multi Units)-SC	\$ (200,000)	\$ (200,000)
03-400-41110. Meter/Lateral Installation	\$ 15,000	\$ 15,038
03-400-41121. Penalty - Late Charges	\$ 125,000	\$ 126,250
03-400-41124. Bad Debt Write-Off & Recovery	\$ (15,000)	\$ (15,075)
03-400-41131. Front Footage Fees	\$ 55,000	\$ 55,550
400. CHARGES FOR SERVICES	\$ 12,113,212	\$ 12,406,787
03-421-42122. Revenue - Other, Operating	\$ 2,000	\$ 2,020
421. REVENUE - OTHER	\$ 2,000	\$ 2,020
03-430-43010. Interest Earned	\$ 100,000	\$ 102,000
430. INTEREST EARNED	\$ 100,000	\$ 102,000
03-431-43110. Property Tax - Unsecured	\$ -	\$ -
03-431-43120. Property Tax - Secured	\$ -	\$ 356,540
03-431-43130. Tax Collection - Prior	\$ -	\$ -
03-431-43140. Taxes - Other	\$ -	\$ -
431. PROPERTY TAX	\$ -	\$ 356,540
03-480-48002. Grants	\$ -	\$ -
03-480-48004. Grants-Prop 50 #07-503-550-2	\$ -	\$ -
03-480-48901. Contrib Cap-Capacity Fees	\$ -	\$ -
03-480-48905. Contrib Cap-Infrastructure	\$ -	\$ -
480. CAPITAL CONTRIBUTIONS	\$ -	\$ -
03-491-49150. Revenue - Misc Non-Operating	\$ 1,369,774	\$ 2,550
491. OTHER NON-OPERATING REV	\$ 1,369,774	\$ 2,550
TOTAL SEWER REVENUE	\$ 13,584,986	\$ 12,869,897

SEWER DIVISION BUDGET

Department	2019-20 Annual Budget	2020-21 Requested Budget
OPERATING EXPENSES		
03-502-50009. Labor - Overtime	\$ -	\$ 33,252
03-502-50010. Labor	\$ 1,059,129	\$ 1,033,509
03-502-50013. Benefits-FICA	\$ 81,023	\$ 81,604
03-502-50014. Benefits-Life Insurance	\$ 5,592	\$ 5,136
03-502-50016. Benefits-Health & Def Comp	\$ 224,598	\$ 210,851
03-502-50017. Benefits-Disability Insurance	\$ 9,535	\$ 9,600
03-502-50019. Benefits-Workers Compensatn	\$ 28,596	\$ 71,774
03-502-50021. Benefits-PERS Employee	\$ -	\$ -
03-502-50022. Benefits-PERS Employer	\$ 158,869	\$ 75,557
03-502-50023. Benefits-Uniforms	\$ 5,825	\$ 5,350
03-502-50024. Benefits-Vacation & Sick Pay	\$ 9,000	\$ -
03-502-50025. Benefits-Boots	\$ 7,995	\$ 3,450
03-502-51003. R&M - Structures	\$ 350,000	\$ 357,000
03-502-51010. R&M - Automation Control	\$ 65,000	\$ 75,000
03-502-51106. Chemicals	\$ 600,000	\$ 700,000
03-502-51111. Propane	\$ 500	\$ 510
03-502-51115. Laboratory Supplies	\$ 30,000	\$ 41,000
03-502-51140. General Supplies & Expenses	\$ 5,000	\$ 6,400
03-502-51210. Utilities - Power Purchases	\$ 850,000	\$ 994,553
03-502-54012. Education & Training	\$ -	\$ 7,566
03-502-54025. Telephone & Internet	\$ -	\$ 5,000
03-502-54110. Laboratory Services	\$ 85,000	\$ 114,000
03-502-57031. Sewage Waste Disposal-Solids	\$ 226,000	\$ 234,600
03-502-57034. Brineline Operating Expenses	\$ 396,500	\$ 408,000
502. SEWER OPERATIONS	\$ 4,198,162	\$ 4,473,712
03-506-50009. Labor - Overtime	\$ -	\$ 12,436
03-506-50010. Labor	\$ 616,295	\$ 655,148
03-506-50011. Labor - Credit	\$ -	\$ -
03-506-50012. Director Fees	\$ 26,000	\$ 27,300
03-506-50013. Benefits-FICA	\$ 47,147	\$ 53,161
03-506-50014. Benefits-Life Insurance	\$ 3,120	\$ 3,964
03-506-50016. Benefits-Health & Def Comp	\$ 122,640	\$ 161,439
03-506-50017. Benefits Disability Insurane	\$ 5,547	\$ 6,007
03-506-50019. Benefits-Workers Compensation	\$ 16,640	\$ 4,454
03-506-50021. Benefits-PERS Employee	\$ -	\$ -
03-506-50022. Benefits-PERS Employer	\$ 92,444	\$ 53,984
03-506-50023. Benefits-Uniforms	\$ 3,250	\$ 175
03-506-50024. Benefits-Vacation & Sick Pay	\$ 5,000	\$ -
03-506-50025. Benefits-Boots	\$ 1,950	\$ 2,115

SEWER DIVISION BUDGET

Department	2019-20 Annual Budget	2020-21 Requested Budget
03-506-50055. Pension Expense-GASB 68	\$ -	\$ -
03-506-51120. Safety Equipment & Supplies	\$ 9,500	\$ 9,690
03-506-51125. Petroleum Products	\$ 24,000	\$ 29,000
03-506-51130. Office Supplies & Expenses	\$ 7,000	\$ 9,200
03-506-51140. General Supplies & Expenses	\$ 30,000	\$ 30,600
03-506-51199. Disaster Repairs & Incidences	\$ -	\$ -
03-506-54002. Dues & Subscriptions	\$ 30,000	\$ 41,000
03-506-54003. Management & Admin Services	\$ 210,000	\$ 206,550
03-506-54005. Computer Expenses	\$ 120,000	\$ 122,400
03-506-54011. Printing & Publications	\$ -	\$ -
03-506-54012. Education & Training	\$ 20,000	\$ 20,400
03-506-54014. Public Relations	\$ 25,000	\$ 25,500
03-506-54016. Travel Related Expenses	\$ 10,000	\$ 10,200
03-506-54017. Certifications & Renewals	\$ 10,000	\$ 10,200
03-506-54019. Licenses & Permits	\$ 70,000	\$ 71,400
03-506-54020. Meeting Related Expenses	\$ 5,000	\$ 7,500
03-506-54022. Utilities - YVWD Services	\$ 265,000	\$ 355,000
03-506-54024. Waste Disposal	\$ 14,000	\$ 33,000
03-506-54025. Telephone & Internet	\$ 50,000	\$ 60,000
03-506-54030. Drinking Water	\$ -	\$ -
03-506-54104. Contractural Services	\$ 46,000	\$ 165,000
03-506-54107. Legal	\$ 30,000	\$ 30,600
03-506-54108. Audit & Accounting	\$ 15,000	\$ 15,300
03-506-54109. Professional Fees	\$ 1,567,274	\$ 297,189
03-506-55500. Depreciation	\$ 472,982	\$ -
03-506-56001. Insurance	\$ 130,000	\$ 132,600
03-506-57030. Regulatory Compliance	\$ 70,000	\$ 71,400
03-506-57099. Prior Year Exp & Rev	\$ -	\$ -
03-506-59960. Operating Transfers	\$ -	\$ -
506. ADMINISTRATION	\$ 4,170,789	\$ 2,733,912
03-507-50009. Labor - Overtime	\$ -	\$ 23,890
03-507-50010. Labor	\$ 625,069	\$ 616,937
03-507-50011. Labor - Credit	\$ -	\$ -
03-507-50013. Benefits-FICA	\$ 47,818	\$ 49,025
03-507-50014. Benefits-Life Insurance	\$ 3,864	\$ 3,768
03-507-50016. Benefits-Health & Def Comp	\$ 151,662	\$ 152,863
03-507-50017. Benefits-Disability Insurance	\$ 5,626	\$ 5,768
03-507-50019. Benefits-Workers Compensatio	\$ 16,877	\$ 5,391
03-507-50021. Benefits-PERS Employee	\$ -	\$ -
03-507-50022. Benefit-PERS Employer	\$ 93,760	\$ 49,754

SEWER DIVISION BUDGET

Department	2019-20 Annual Budget	2020-21 Requested Budget
03-507-50023. Benefits-Uniforms	\$ 4,025	\$ 4,050
03-507-50024. Benefits-Vacation & Sick Pay	\$ 40,000	\$ -
03-507-50025. Benefits-Boots	\$ 2,415	\$ 2,475
03-507-51003. Sewer Pipeline & Facilities	\$ 250,000	\$ 250,001
03-507-51140. General Supplies & Expenses	\$ 500	\$ 1,000
03-507-51241. Lift Station #1	\$ 52,500	\$ 52,001
03-507-51242. Lift Station #2	\$ 18,000	\$ 18,001
03-507-51243. Lift Station #3	\$ 3,200	\$ 6,200
03-507-51244. Lift Station #4	\$ 9,500	\$ 9,501
03-507-51246. Lift Station #6	\$ 5,000	\$ 5,001
03-507-51248. Lift Station #8	\$ 2,500	\$ 2,501
03-507-54012. Education & Training	\$ -	\$ 5,428
03-507-54025. Telephone & Internet	\$ -	\$ -
03-507-54111. Pretreatment	\$ 50,000	\$ 55,000
507. ENVIRONMENTAL CONTROL	\$ 1,382,316	\$ 1,318,555
03-540-57002. Asset Acq. - Treatment Dept	\$ -	\$ -
03-540-57006. Asset Acq. - Admin Dept	\$ -	\$ -
03-540-57007. Asset Acq. - EC Dept	\$ -	\$ -
03-540-57009. Plant Support - Sari Line	\$ -	\$ -
03-540-57202. SRF Principal - WWTP	\$ 2,306,368	\$ 2,361,721
03-540-57203. SRF Principal - Brineline	\$ 447,138	\$ 459,211
03-540-57204. SRF Principal - Wise	\$ 136,599	\$ 139,605
03-540-57205. SRF Principal - R 10.3	\$ 40,023	\$ 40,903
03-540-57206. SRF Principal - Crow St	\$ 15,667	\$ 16,012
03-540-57403. Interest - Long Term Debt	\$ 887,924	\$ 816,267
03-540-57807. Infrastructure Replacement Fnd	\$ -	\$ 510,000
03-540-58010. Loss Or Gain-Asset Disposal	\$ -	\$ -
540. DEBT & CAPITAL OUTLAY	\$ 3,833,719	\$ 4,343,718
TOTAL SEWER EXPENSE	\$ 9,751,267	\$ 12,869,897

RECYCLED WATER DIVISION BUDGET

Department	2019-20 Annual Budget	2020-21 Requested Budget
OPERATING REVENUE		
04-400-40010. Sales-Water & Non Potable	\$ 663,947	\$ 1,001,460
04-400-40011. Sales-Construction Water	\$ 45,000	\$ 9,981
04-400-40017. Sales-Excess Drinking Water	\$ -	\$ 8,574
04-400-40018. Sales-Infrastructure	\$ -	\$ 72,642
04-400-41000. Sales-Service Demand Charges	\$ 90,000	\$ 153,641
04-400-41003. Sales-Const Water Minimum Chg	\$ 1,000	\$ 821
04-400-41110. Meter/Lateral Installation	\$ 70,000	\$ 1,020
04-400-41121. Penalty - Late Charges	\$ 5,000	\$ 2,000
04-400-41122. Revenue - Other, Operating	\$ 500	\$ 505
04-400-41124. Bad Debt Write-Off & Recovery	\$ -	\$ -
400. CHARGES FOR SERVICES	\$ 875,447	\$ 1,250,644
04-430-43010. Interest Earned	\$ 25,000	\$ 19,716
430. INTEREST EARNED	\$ 25,000	\$ 19,716
04-431-43110. Property Tax - Unsecured	\$ -	\$ -
04-431-43120. Property Tax - Secured	\$ 400,000	\$ -
04-431-43130. Tax Collection - Prior	\$ -	\$ -
04-431-43140. Taxes - Other	\$ -	\$ -
431. PROPERTY TAX	\$ 400,000	\$ -
04-480-48002. Grants	\$ -	\$ -
04-480-48901. Contrib Cap-Capacity Fees	\$ -	\$ -
04-480-48905. Contrib Cap-Infrastructure	\$ -	\$ -
480. CAPITAL CONTRIBUTIONS	\$ -	\$ -
04-491-49150. Revenue-Misc Non-Operating	\$ 1,000	\$ -
491. OTHER NON-OPERATING REV	\$ 1,000	\$ -
TOTAL RECYCLED WATER REVENUE	\$ 1,301,447	\$ 1,270,360

OPERATING EXPENSES

04-506-50009. Labor - Overtime	\$ -	\$ 18,771
04-506-50010. Labor	\$ 705,207	\$ 718,807
04-506-50011. Labor - Credit	\$ -	\$ -
04-506-50012. Director Fees	\$ 5,000	\$ 5,000
04-506-50013. Benefits-FICA	\$ 53,948	\$ 56,805
04-506-50014. Benefits-Life Insurance	\$ 3,600	\$ 3,735
04-506-50016. Benefits-Health & Def Comp	\$ 143,004	\$ 156,856
04-506-50017. Benefits-Disability Insurance	\$ 6,347	\$ 6,640

RECYCLED WATER DIVISION BUDGET

Department	2019-20 Annual Budget	2020-21 Requested Budget
04-506-50019. Benefits-Workers Compensation	\$ 19,041	\$ 9,080
04-506-50021. Benefits-PERS Employee	\$ -	\$ -
04-506-50022. Benefits-PERS Employer	\$ 105,781	\$ 56,064
04-506-50023. Benefits-Uniforms	\$ 3,750	\$ 3,000
04-506-50024. Benefits-Vacation & Sick Pay	\$ -	\$ -
04-506-50025. Benefits-Boots	\$ 4,750	\$ 2,340
04-506-50055. Pension Expense-GASB 68	\$ -	\$ -
04-506-51003. R&M - Structures	\$ 26,519	\$ 15,300
04-506-51011. R&M - Valves	\$ 500	\$ 510
04-506-51020. R&M - Pipelines	\$ 500	\$ 510
04-506-51021. R&M - Service Lines	\$ 4,000	\$ 2,040
04-506-51022. R&M - Fire Hydrants	\$ 4,000	\$ 2,040
04-506-51030. R&M - Meters	\$ 1,500	\$ 1,530
04-506-51140. General Supplies & Expenses	\$ 7,000	\$ 3,060
04-506-51210. Utilities - Power Purchases	\$ 84,500	\$ 87,880
04-506-51316. Imported Water Purchases	\$ -	\$ -
04-506-54002. Dues & Subscriptions	\$ 3,000	\$ 3,060
04-506-54005. Computer Expenses	\$ 11,000	\$ 5,100
04-506-54011. Printing & Publications	\$ -	\$ -
04-506-54012. Education & Training	\$ 3,500	\$ 5,132
04-506-54014. Public Relations	\$ 4,200	\$ 4,284
04-506-54016. Travel Related Expenses	\$ 1,000	\$ 1,020
04-506-54017. Certifications & Renewals	\$ 500	\$ 510
04-506-54019. Licenses & Permits	\$ 7,500	\$ 7,650
04-506-54020. Meeting Related Expenses	\$ 1,400	\$ 1,428
04-506-54022. Utilities - YVWD Services	\$ 12,500	\$ 12,750
04-506-54025. Telephone & Internet	\$ 1,400	\$ 1,428
04-506-54104. Contractual Services	\$ 10,000	\$ 10,200
04-506-54107. Legal	\$ 500	\$ 510
04-506-54108. Audit & Accounting	\$ 4,000	\$ 4,080
04-506-54109. Professional Fees	\$ 30,000	\$ 30,600
04-506-54110. Laboratory Services	\$ -	\$ -
04-506-55500. Depreciation	\$ -	\$ -
04-506-56001. Insurance	\$ 25,000	\$ 25,500
04-506-57030. Regulatory Compliance	\$ 6,500	\$ 6,630
04-506-57040. Environmental Compliance	\$ 500	\$ 510
04-506-57099. Prior Year Exp & Rev	\$ -	\$ -
04-506-59960. Operating Transfers	\$ -	\$ -
506. ADMINISTRATION	\$ 1,301,447	\$ 1,270,360
TOTAL RECYCLED WATER EXPENSE	\$ 1,301,447	\$ 1,270,360



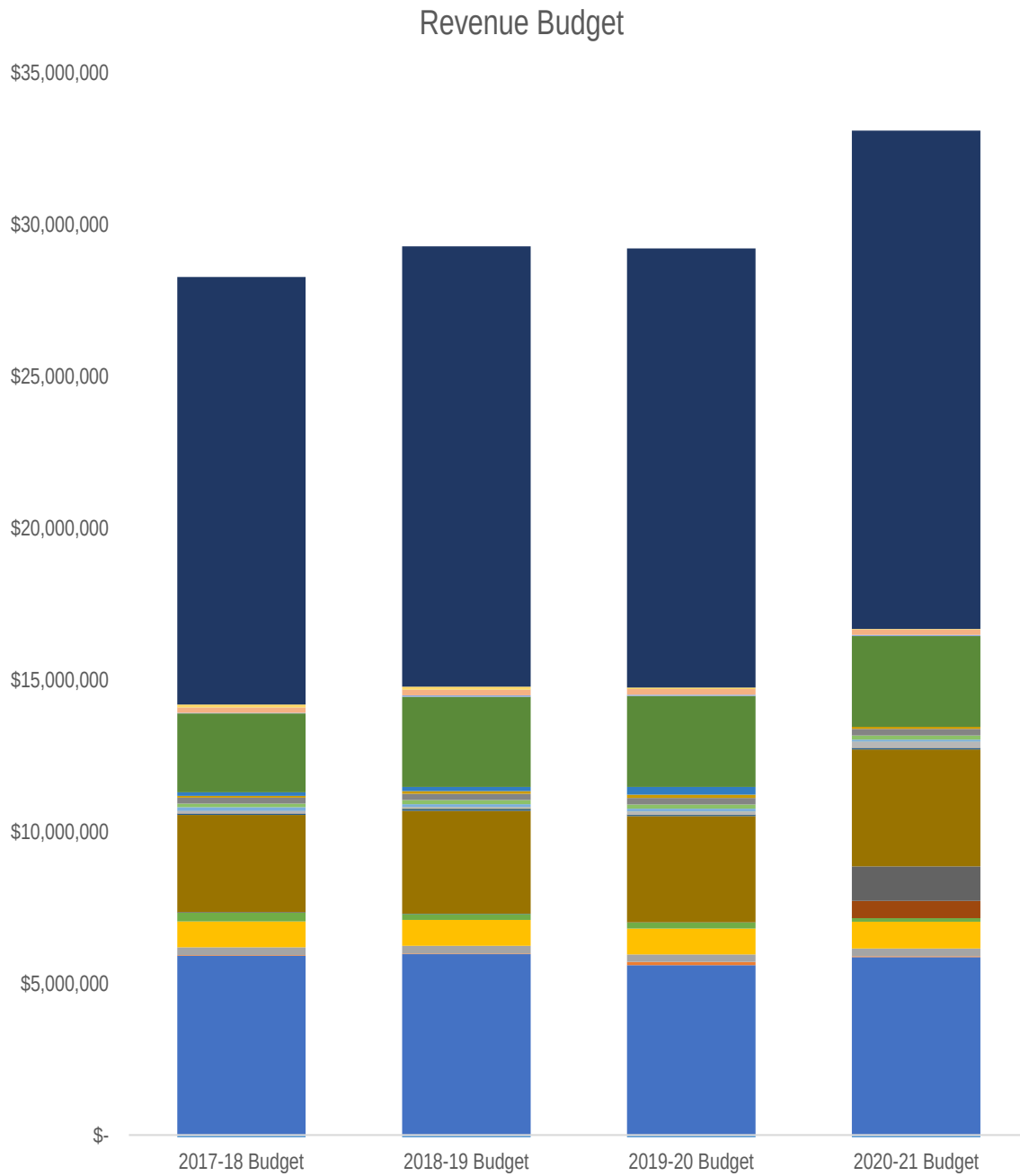
Yucaipa Valley Water District

Chapter Two

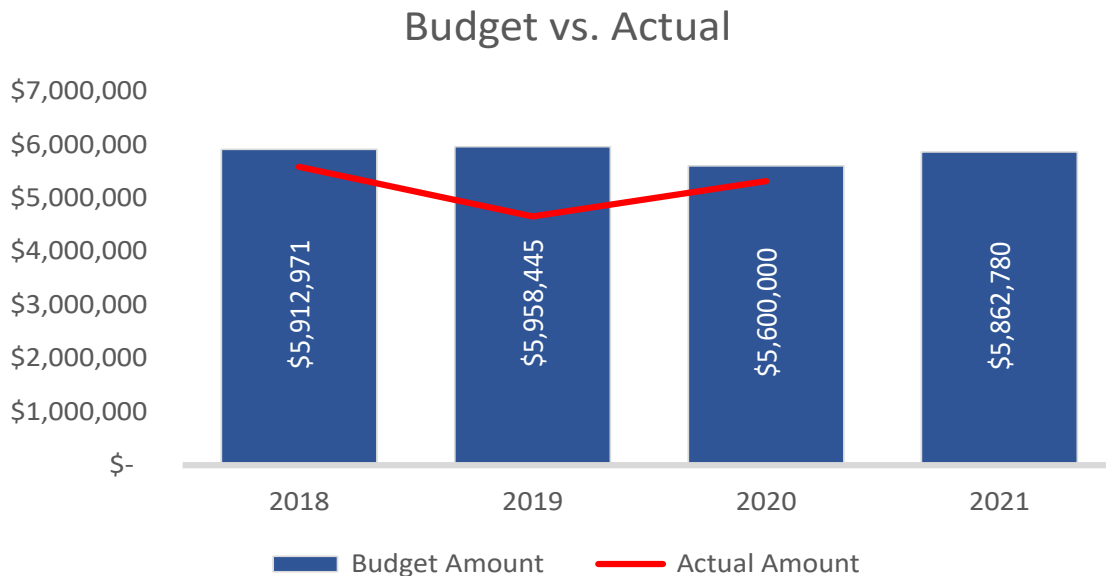
Fiscal Year 2021

Water Division
Operating Budget

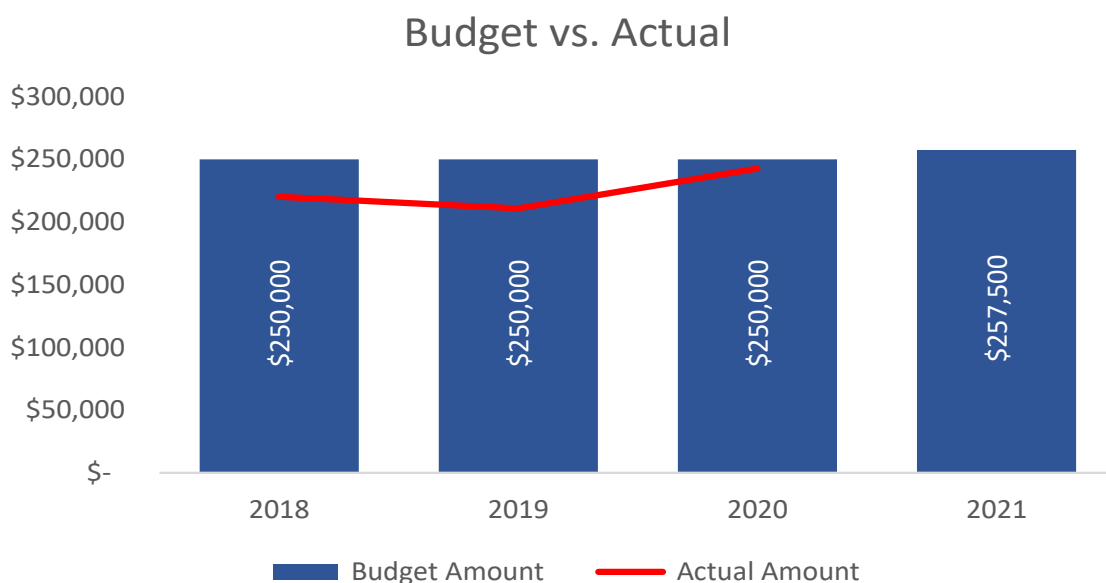
Water Division Revenue Analysis



Drinking Water – Commodity Charge (02-400-40010): This revenue source is the variable component of the drinking water sales that is based on the amount of water consumed by our customers. Water sales represent the largest single revenue sources in the Water Division. Being a variable cost component of the District's drinking water revenue, this revenue source is by its very nature variable and directly dependent on the amount of drinking water consumed. It is highly subject to seasonal variations and climatic changes.

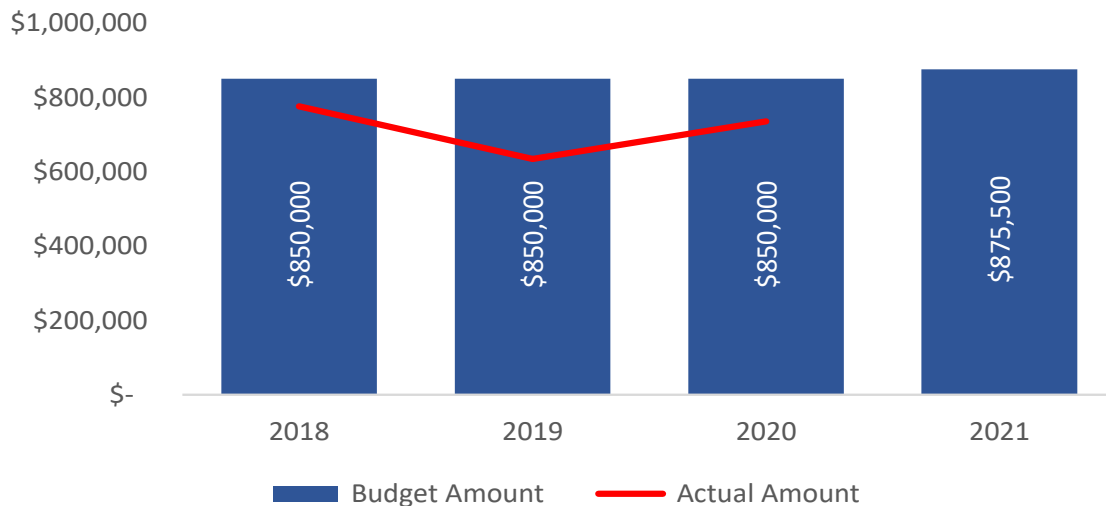


Supplemental Water Sales – Riverside County (02-400-40012): This revenue source applies to all drinking water consumption for the Riverside County portion of the District service area. These funds may be used to acquire, secure, operate, maintain, and obtain a variety of supplemental water sources to augment local water resources. This funding source may be used for drinking water or recycled water capital or operational costs that result in a reduction or replacement of imported water from the State Water Project.



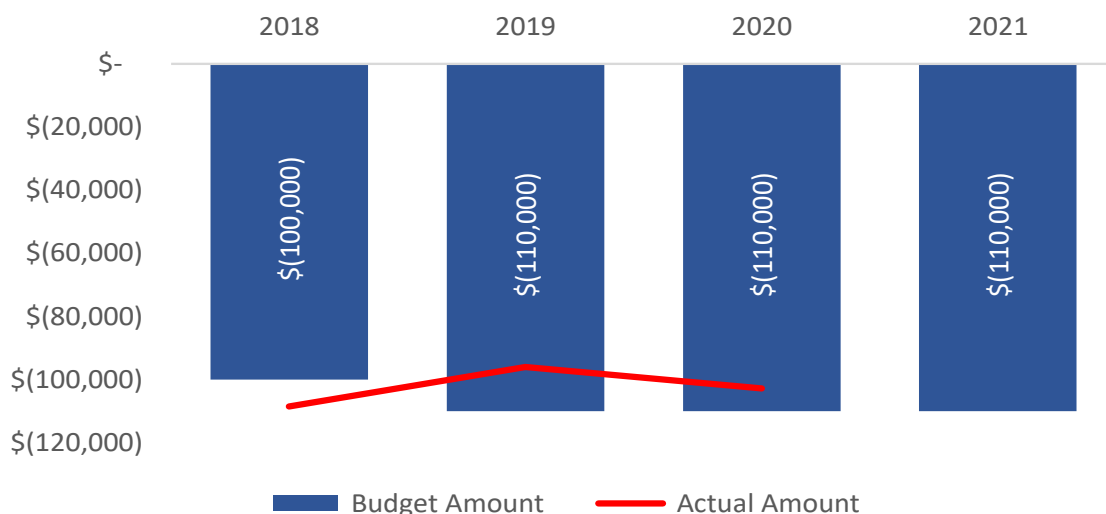
Supplemental Water Sales – San Bernardino County (02-400-40013): This revenue source applies to all drinking water consumption for the San Bernardino County portion of the District service area. These funds may be used to acquire, secure, operate, maintain, and obtain a variety of supplemental water sources to augment local water resources. This funding source may be used for drinking water or recycled water capital or operational costs that result in a reduction or replacement of imported water from the State Water Project.

Budget vs. Actual

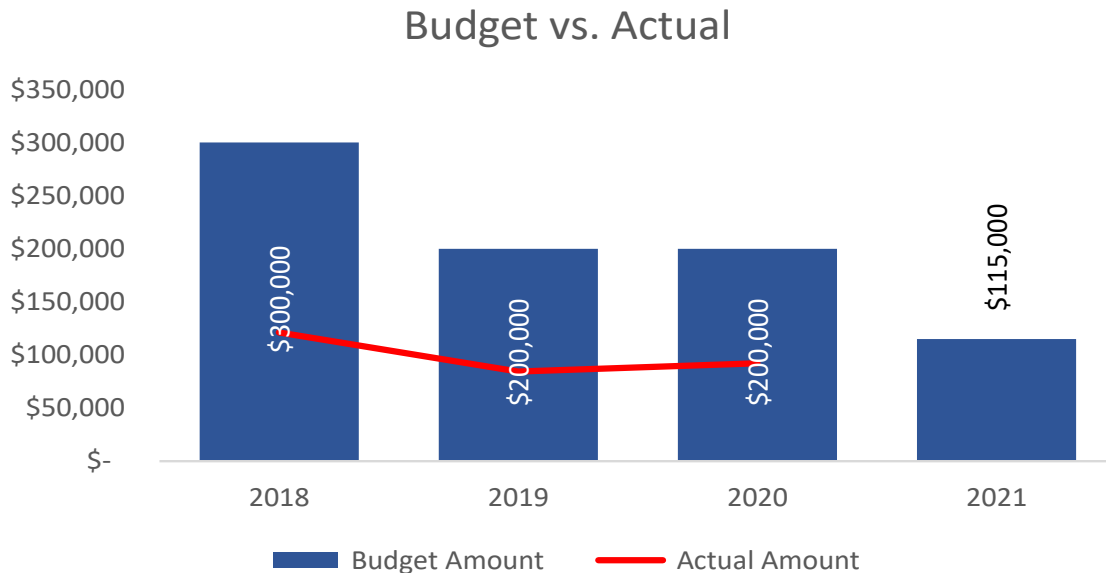


Drinking Water – Commodity Charge Multi-Unit Discount (02-400-40014): The most recent District rate schedule continues to include a discount for the commodity charges for those high-density developments with more than 30 dwelling units constructed prior to March 2005. This discount reflects the differential in service requirements for older high-density developments.

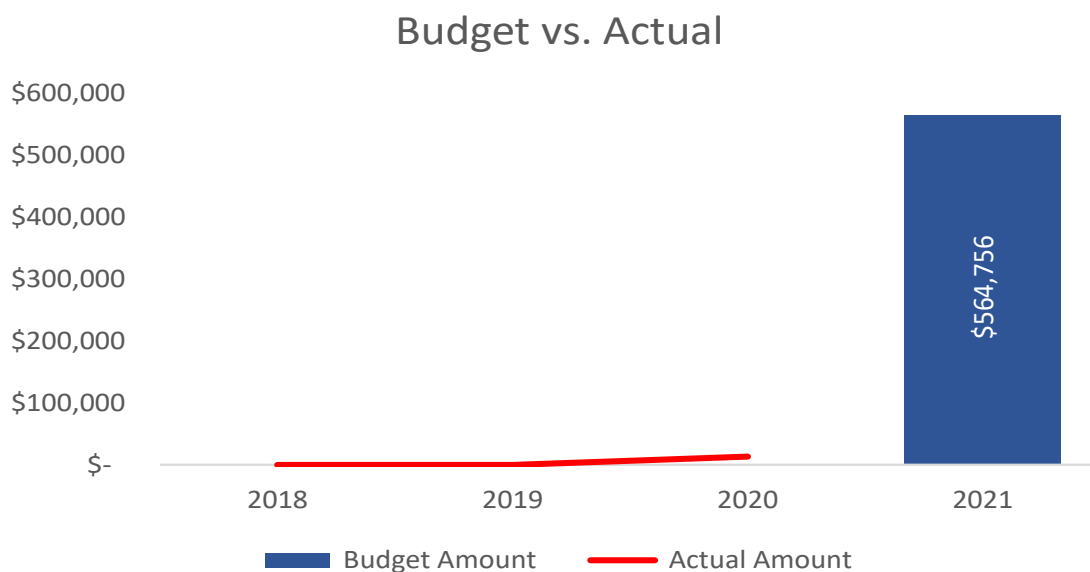
Budget vs. Actual



Water Wholesale Revenue (02-400-40015): 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.

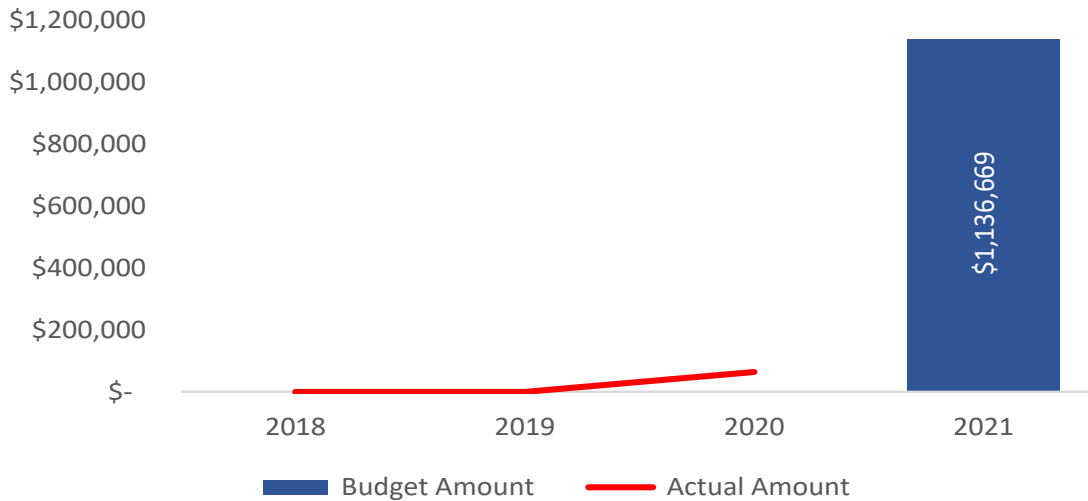


Excess Drinking Water Revenue (02-400-40017): This revenue source is generated from the drinking water used by customers each month that exceeds the quantity of purchased capacity in the system at time the new service was originally established. The excess usage creates additional demand and costs for the operation, repair, maintenance, and replacement of drinking water filtration facilities, pipelines, reservoirs, boosters and groundwater wells. This is a new revenue source beginning in 2019-20.



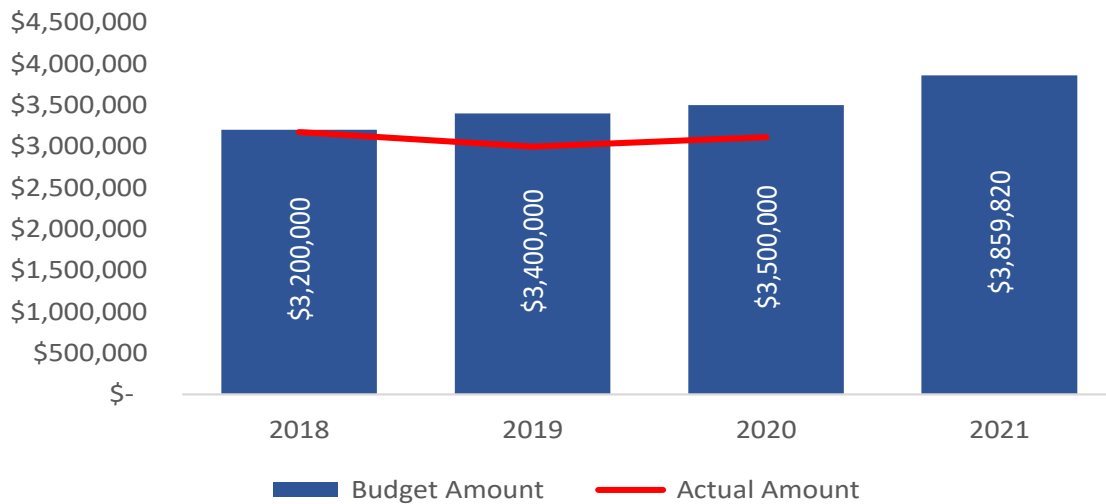
Infrastructure Drinking Water Revenue (02-400-40018): This revenue source applies to each billing unit, or fraction thereof to fund the replacement of infrastructure that supports the drinking water system. This is a new revenue source beginning in 2019-20.

Budget vs. Actual

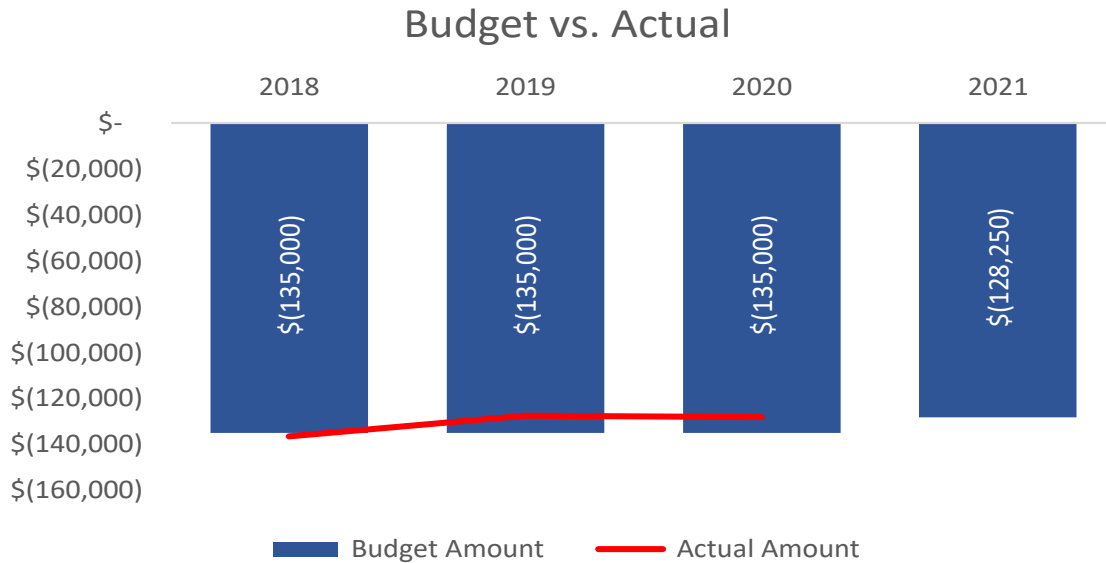


Drinking Water – Service Demand Charge (02-400-41000): This revenue source is the fixed rate component charged to all drinking water customers. Since this is a fixed charge, the estimated amount of revenue derived from this source is fairly constant year to year.

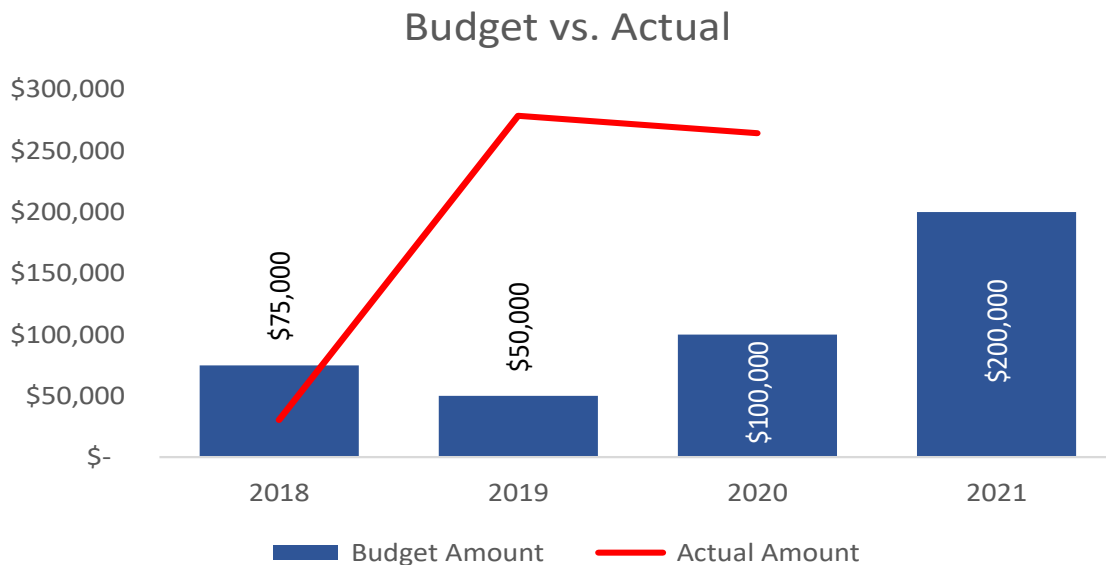
Budget vs. Actual



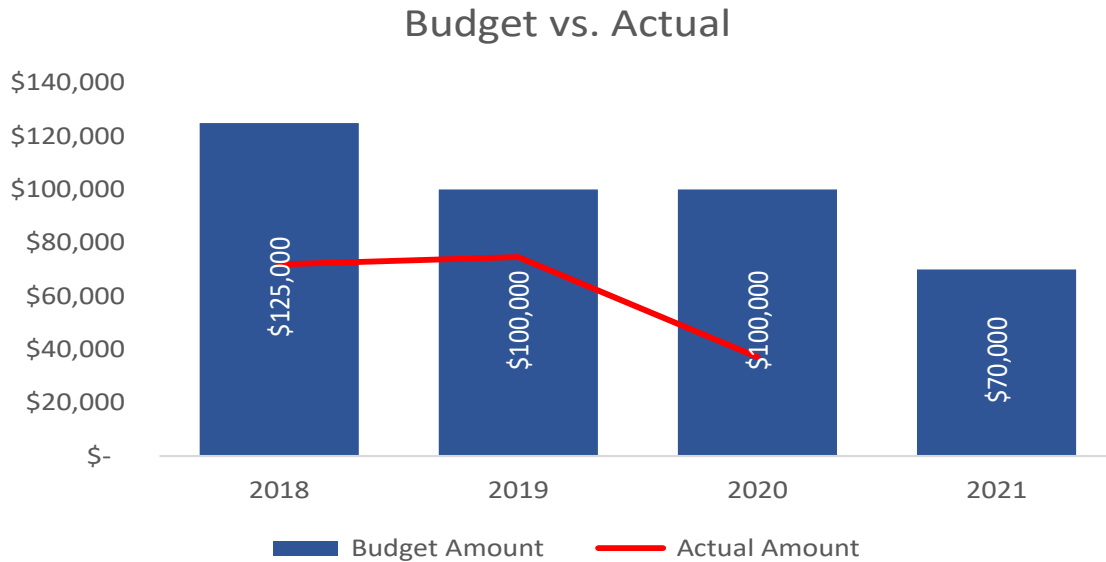
Drinking Water – Service Charge Multi-Unit Discount (02-400-41005): The most recent District rate schedule continues to include a service charge discount for high-density developments with more than 30 dwelling units constructed prior to March 2005. This discount reflects the differential in service requirements for older high-density developments.



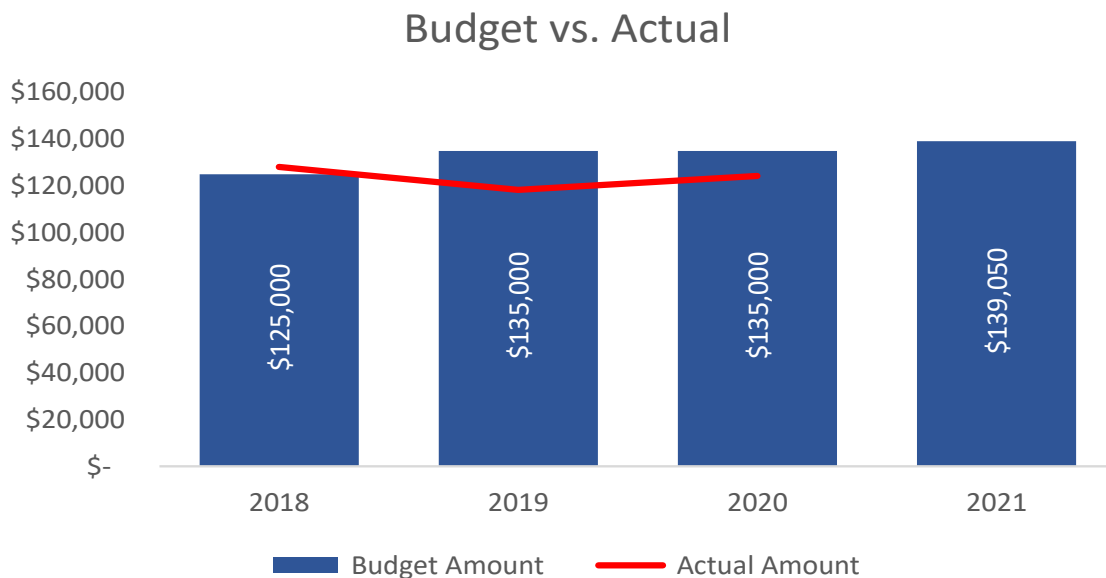
Water Meter & Lateral Installation Charges (02-400-41110): This revenue source is associated with the cost for installing a water meter and service lateral for a new customer. The revenue generated from this source is directly dependent on the number of new water meter installations that occur as a result of development.



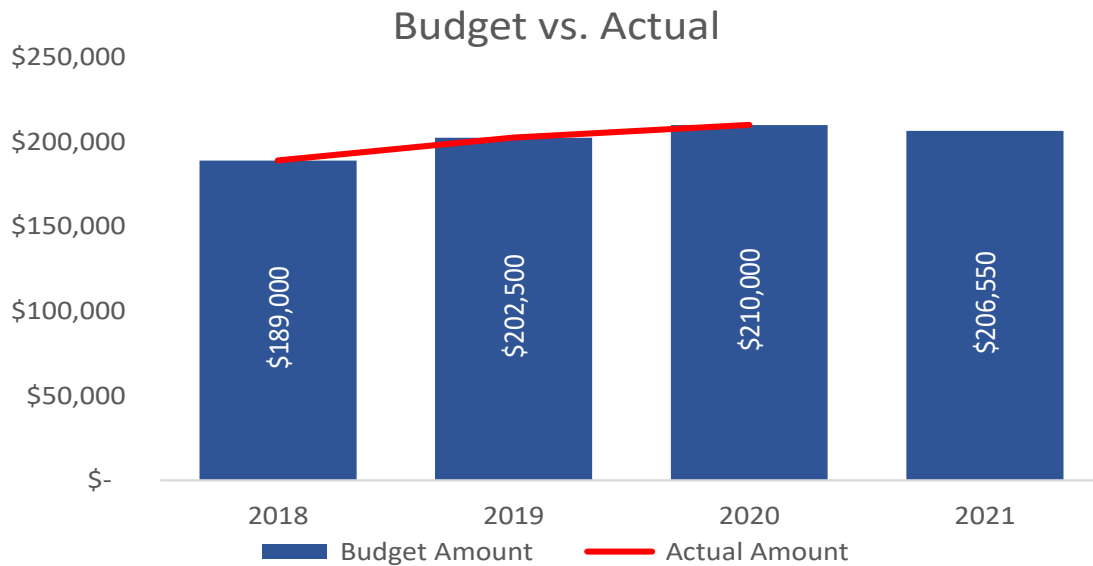
Disconnect & Reconnect Charges (02-400-41113): This revenue source is generated from turning water service off as a result of delinquent payments or closed accounts. This revenue source is generally fairly constant, except for when the costs were adjusted to reflect the true cost of providing this service. Beginning in March 2020, as a result of COVID-19, service disconnections were temporarily suspended until June 30, 2020.



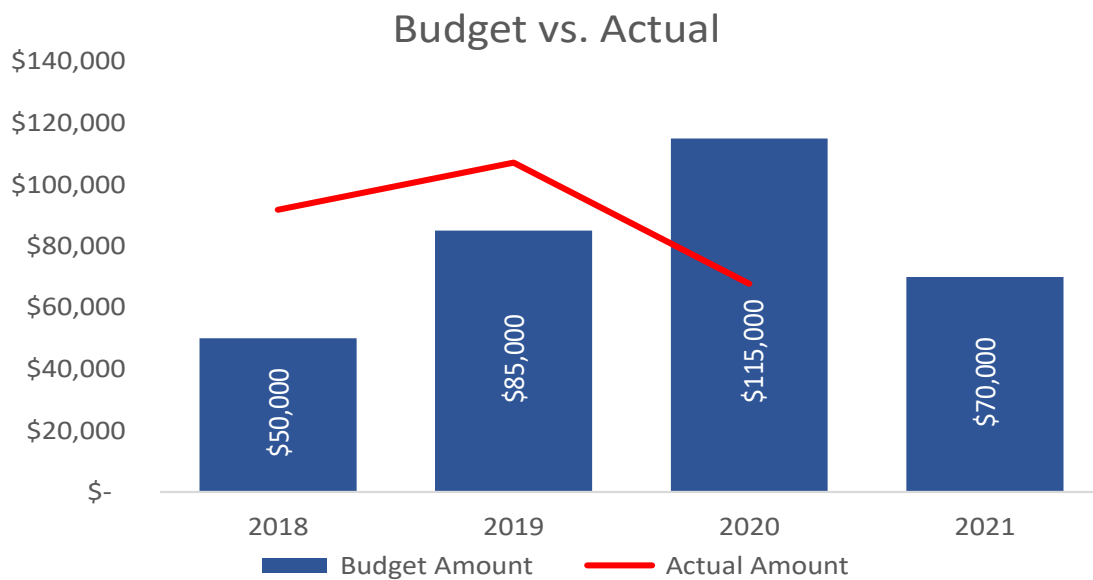
Delinquent Payment Charges (02-400-41121): This revenue source is generated from late payments of drinking water services to the District. The District's late charges are 10% for the first month and 0.5% for any unpaid balance every month thereafter. This late charge is not intended to represent an interest rate or cost of money, but rather a penalty charge for late payment on an account. Beginning in March 2020, as a result of COVID-19, late fees were temporarily suspended until June 30, 2020.



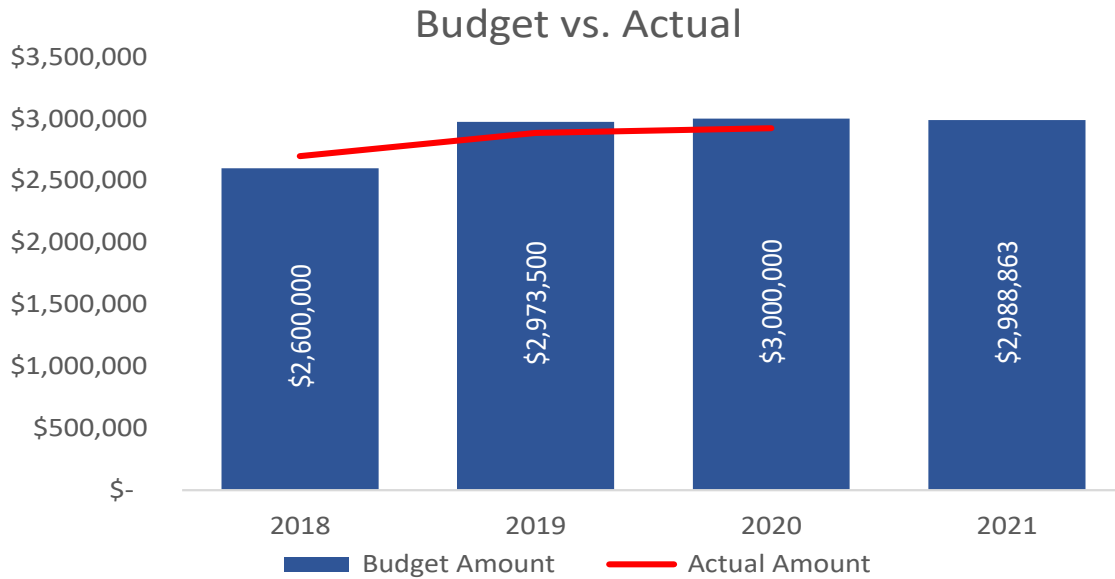
Management & Accounting Services (02-421-42123): This revenue source is a transfer from the sewer division to ensure both the drinking water and sewer divisions pay a fair share of expenses related to administration, accounting and general services.



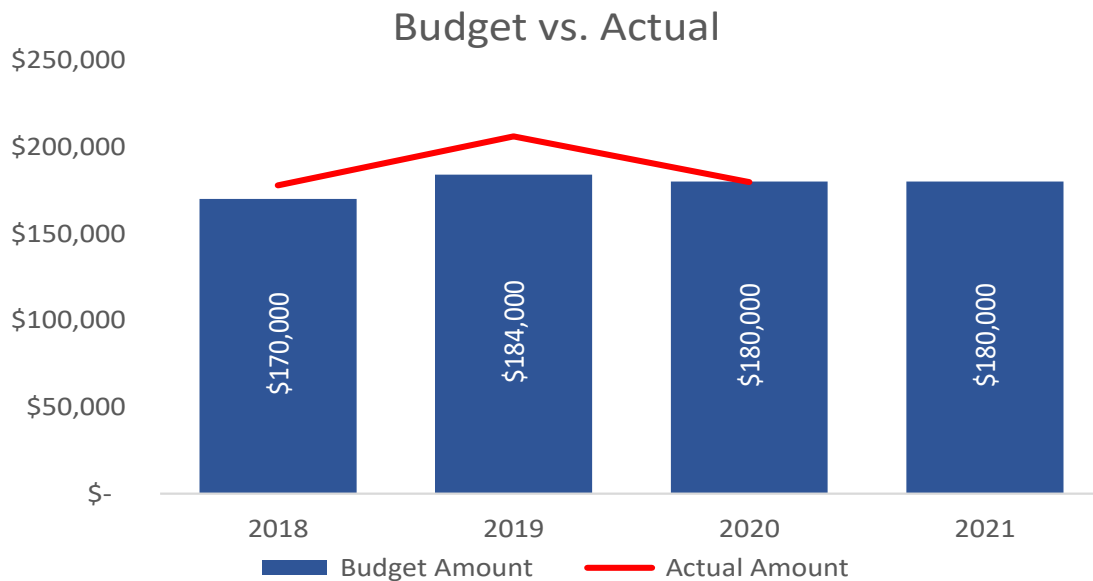
Interest Earned (02-430-43010): This revenue source is generated from the investment interest earnings. The District's investment policy utilizes Local Agency Investment Fund (LAIF) as the predominant investment vehicle. Significantly lesser amounts are invested in the U.S. Securities and money market funds.



Property Tax – Secured (02-431-43120): 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.



Taxes - Other (02-431-43140): This revenue source includes other taxes collected and paid to the District.

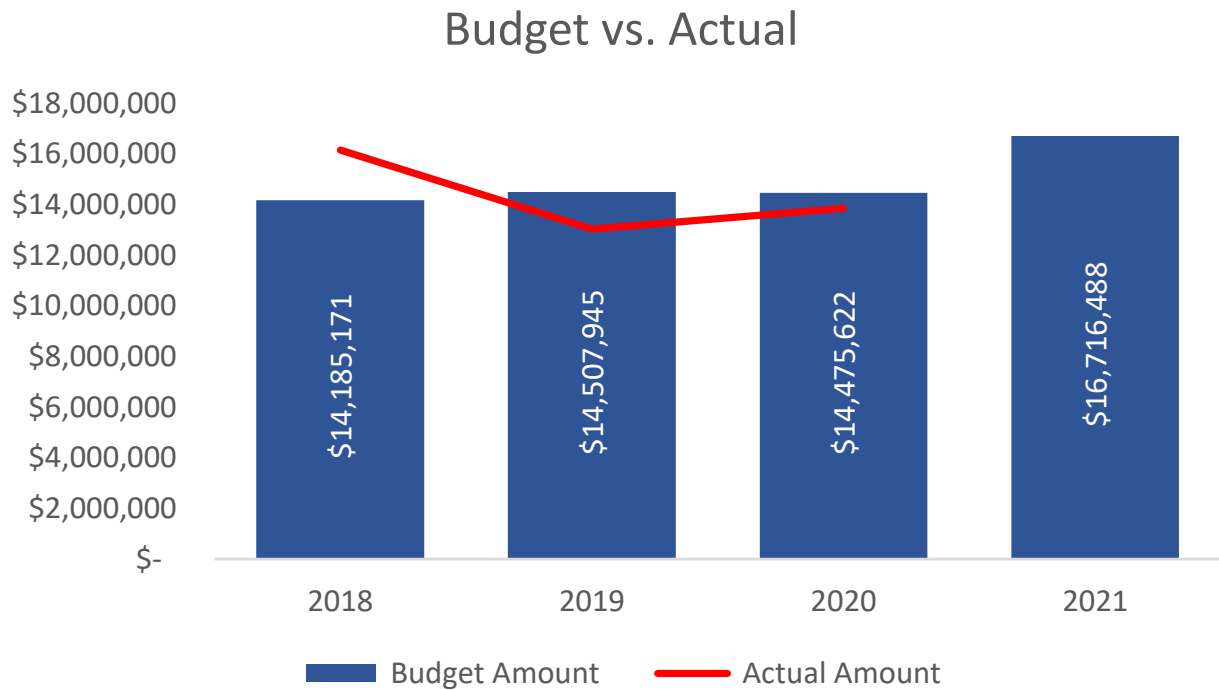


Other sources of operating revenue for the water division include:

- Construction Water – Commodity Charges (02-400-40011)
- Establish Service Fee (02-400-40016)
- Fire Service Standby Fee (02-400-41001)
- Construction Water – Service Charge (02-400-41003)
- Unauthorized Use of Water Charge (02-400-41010)
- Fire Flow Measurements & Reports (02-400-41112)
- Bad Debt Write-Off & Recovery (02-400-41124)
- Revenue – Other, Operating (02-421-42122)
- Property Tax – Unsecured (02-431-43110)
- Rental Income (02-491-49110)
- Revenue – Misc. Non-Operating (02-491-49150)

Water Division Expenses

The Water Division is comprised of three departments: Water Operations, Public Works and Administration. This year, the Water Division will be allocated \$16,716,488 (not including asset acquisitions & capital improvements), which represents an increase of \$2,240,866 as compared to the prior year modified budget, or a 15.5% increase.



	Budget Amount		Actual Amount	
2018	\$	14,185,171	\$	16,153,963
2019	\$	14,507,945	\$	13,033,437
2020	\$	14,475,622	\$	13,854,437
2021	\$	16,716,488		

Organizational Structure & Staffing Levels – This year the Drinking Water Division has been allocated labor resources of 40.50 Full-Time Equivalent (FTE) employees¹, which represents a decrease of 0.80 FTE's as compared to the prior year modified budget.

Title	Range	FTE	Expense
General Manager	-	0.45	\$ 135,497
Chief Financial Officer	248	0.45	\$ 89,783
Implementation Manager	236	0.70	\$ 115,737
Public Works Manager	234	0.75	\$ 134,500
Water Operations Manager	233	0.35	\$ 67,515
Operations Manager	231	1.00	\$ 145,596
Regulatory Compliance Manager	229	0.35	\$ 50,290
Senior Integrated Operator	124	0.50	\$ 83,850
Public Works Supervisor	117	3.50	\$ 517,168
Senior Plant Operator	114	1.00	\$ 169,078
Administrative Supervisor	113	0.50	\$ 67,074
Water Operations Specialist	113	0.35	\$ 44,013
Information Systems Specialist	111	0.45	\$ 53,147
Senior Engineering Technician	110	0.35	\$ 43,917
Integrated Operator IV	60	1.00	\$ 139,926
Senior Utility Service Worker	54	2.10	\$ 252,612
Integrated Operator III	53	4.00	\$ 530,836
Utility Service Worker IV	49	1.40	\$ 158,086
Purchasing Agent	45	0.70	\$ 65,780
Water Quality Chemist	45	0.10	\$ 11,491
Utility Service Worker III	44	2.80	\$ 302,548
Integrated Operator II	42	3.50	\$ 394,534
Administrative Assistant I	39	0.50	\$ 56,246
Utility Service Worker II	36	2.80	\$ 243,037
Administrative Clerk IV	35	1.50	\$ 134,987
Utility Service Worker I	32	8.40	\$ 663,600
Administrative Clerk I	23	1.00	\$ 71,267
Total		40.50	\$ 4,742,115

¹ The positions that are assigned a FTE value of less than 1.0 are involved in other divisions such as the Sewer Division and Recycled Water Division.

Water Operations Department

Department Description – The Water Operations Department is responsible for maintaining the safe and efficient operation of the drinking water system. This involves monitoring and ensuring the production of drinking water from the District's vertical wells and horizontal wells coordinated with the water processed from the Oak Glen Surface Water Filtration Facility, and the Yucaipa Valley Regional Water Filtration Facility. The Water Operations Department also maintains the operation of the recycled water system. The Water Operations Department is responsible for maintaining the 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 Operations Department is responsible for a total of 32 vertical water production wells, nine monitoring wells, six horizontal water production wells, three separate surface sources, two drinking water filtration facilities, 27 reservoirs, and 16 booster pump stations. Additionally, the Department is responsible for the operation of recycled water activities of the District.

Organizational Structure & Staffing Levels – This year the Water Operations Department has been allocated labor Operations of 11.10 Full-Time Equivalent (FTE) employees².

Title	Range	FTE	Expense
Operations Manager	231	1.00	\$ 145,596
Senior Integrated Operator	124	0.50	\$ 83,850
Senior Plant Operator	114	1.00	\$ 169,078
Integrated Operator IV	60	1.00	\$ 139,926
Integrated Operator III	53	4.00	\$ 530,836
Water Quality Chemist	45	0.10	\$ 11,491
Integrated Operator II	42	3.50	\$ 394,534
Total		11.10	\$ 1,475,311

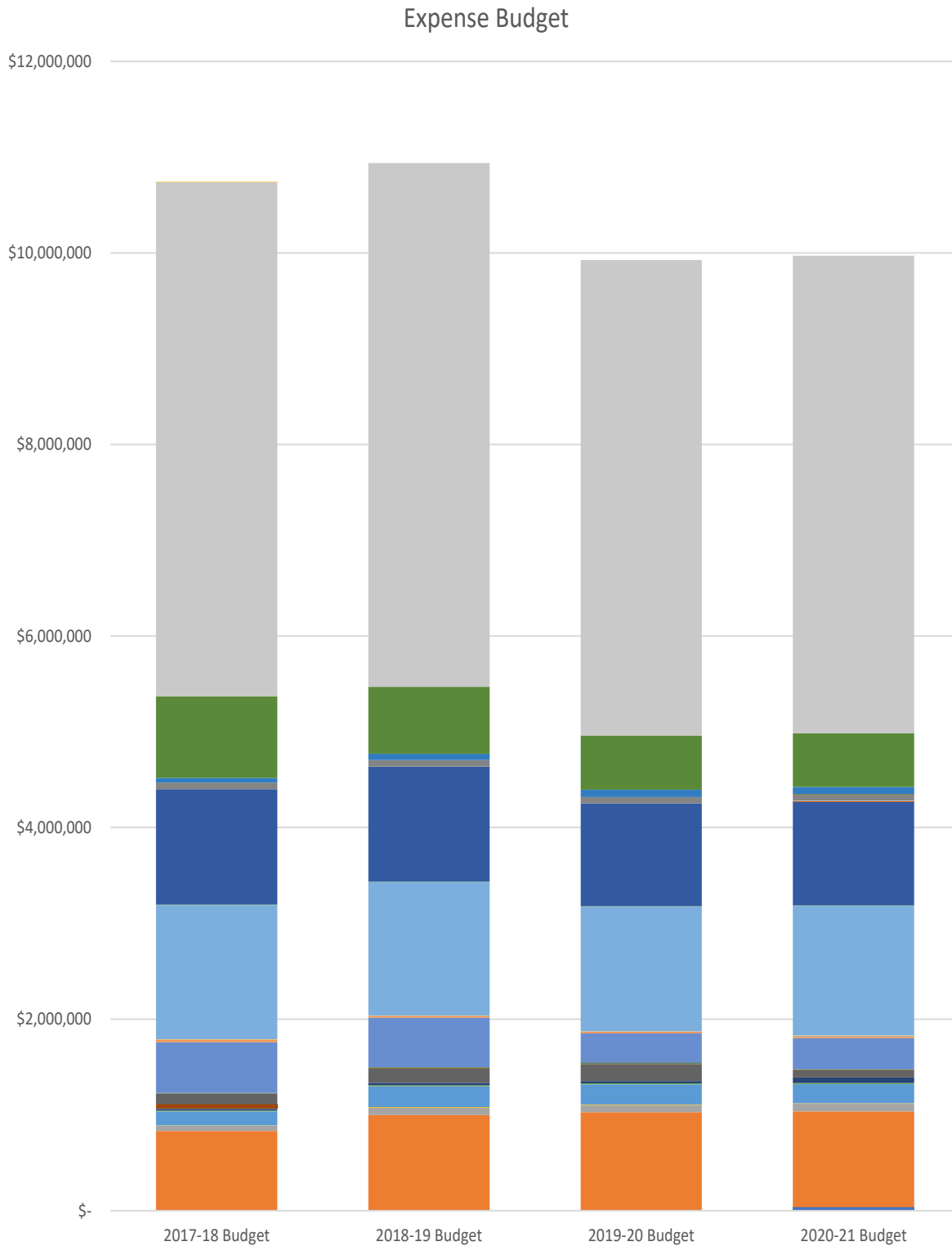
This year, the Water Operations Department will be allocated \$4,985,990 (not including asset acquisitions & capital improvements), which represents an increase of \$23,367 as compared to the prior year modified budget, or a 0.5% increase.

The budget is based largely on the previous year's water demands and energy costs.

Anticipated Issues for this Fiscal Year – Any issues that arise need to be closely monitored during future periods to minimize unexpected financial commitments of District funds. The specific resolution to the issues 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 others action as deemed necessary.

² The positions that are assigned a FTE value of less than 1.0 are involved in other divisions such as the Sewer Division and Recycled Water Division.

Budget Overview – The following illustration shows the budgeted line items for the Water Operations Budget.



Account	2017-18 Budget	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	2019-20 Estimated Actual	2020-21 Budget	Increase (Decrease) in Budget	Increase (Decrease) %
02-501-50009. Labor - Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,914	\$ 35,447	\$ 35,447	
02-501-50010. Labor	\$ 832,563	\$ 806,358	\$ 997,976	\$ 832,239	\$ 1,027,703	\$ 859,303	\$ 1,000,914	\$ (26,789)	-2.6%
02-501-50013. Benefits-FICA	\$ 55,800	\$ 65,340	\$ 76,345	\$ 66,462	\$ 73,537	\$ 72,293	\$ 79,279	\$ 5,742	7.8%
02-501-50014. Benefits-Life Insurance	\$ 3,440	\$ 1,401	\$ 5,568	\$ 1,419	\$ 6,264	\$ 1,777	\$ 4,899	\$ (1,365)	-21.8%
02-501-50016. Benefits-Health & Def Comp	\$ 144,480	\$ 188,484	\$ 218,544	\$ 190,299	\$ 211,826	\$ 228,293	\$ 201,304	\$ (10,522)	-5.0%
02-501-50017. Benefits-Disability Insurance	\$ 6,565	\$ 11,152	\$ 8,982	\$ 11,840	\$ 11,004	\$ 14,350	\$ 9,326	\$ (1,678)	-15.2%
02-501-50019. Benefits-Workers Compensation	\$ 19,693	\$ 27,026	\$ 26,945	\$ 25,655	\$ 23,013	\$ 21,802	\$ 60,398	\$ 37,385	162.5%
02-501-50021. Benefits-PERS Employee	\$ 51,059	\$ 27,603	\$ -	\$ (7,000)	\$ -	\$ -	\$ -	\$ -	
02-501-50022. Benefits-PERS Employer	\$ 106,500	\$ 52,791	\$ 149,696	\$ 54,751	\$ 173,405	\$ 57,168	\$ 75,364	\$ (98,041)	-56.5%
02-501-50023. Benefits-Uniforms	\$ 2,580	\$ 2,680	\$ 5,800	\$ 2,501	\$ 6,525	\$ 4,711	\$ 5,050	\$ (1,475)	-22.6%
02-501-50024. Benefits-Vacation & Sick Pay	\$ 7,500	\$ 33,161	\$ 6,001	\$ 6,294	\$ 8,000	\$ 8,000	\$ -	\$ (8,000)	-100.0%
02-501-50025. Benefits-Boots	\$ 1,720	\$ 1,822	\$ 3,480	\$ 900	\$ 8,415	\$ 2,700	\$ 3,330	\$ (5,085)	-60.4%
02-501-51003. R&M - Structures	\$ 525,000	\$ 668,779	\$ 515,000	\$ 634,641	\$ 300,000	\$ 549,832	\$ 325,776	\$ 25,776	8.6%
02-501-51011. R&M - Valves	\$ 30,000	\$ 7,855	\$ 20,000	\$ 12,687	\$ 20,000	\$ 310	\$ 20,400	\$ 400	2.0%
02-501-51115. Laboratory Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,550	\$ 2,550	
02-501-51140. General Supplies & Expenses	\$ 2,500	\$ 2,011	\$ 2,000	\$ 3,920	\$ 3,000	\$ 5,910	\$ 5,000	\$ 2,000	66.7%
02-501-51210. Power Purchases	\$ -	\$ 1,361,143	\$ 1,394,000	\$ 1,200,436	\$ 1,300,000	\$ 1,174,427	\$ 1,352,000	\$ 52,000	4.0%
02-501-51211. Electricity & Fuel	\$ -	\$ 4,411	\$ 5,000	\$ 4,127	\$ 5,000	\$ 3,495	\$ 5,100	\$ 100	2.0%
02-501-51316. Supplemental Source of Supply	\$ -	\$ 1,372,267	\$ 1,200,000	\$ 1,092,040	\$ 1,075,000	\$ 835,415	\$ 1,085,750	\$ 10,750	1.0%
02-501-54012. Education & Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,788	\$ 7,303	\$ 7,303	
02-501-54019. Licenses & Permits	\$ 70,000	\$ 51,160	\$ 70,000	\$ 53,446	\$ 65,000	\$ 69,349	\$ 66,300	\$ 1,300	2.0%
02-501-54025. Telephone & Internet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,029	\$ 3,000	\$ 3,000	
02-501-54110. Laboratory Services	\$ 50,000	\$ 60,057	\$ 65,000	\$ 74,560	\$ 77,500	\$ 59,898	\$ 76,500	\$ (1,000)	-1.3%
02-501-57040. YVRWFF-Crystal Creek Exp	\$ 850,000	\$ 978,912	\$ 700,000	\$ 611,957	\$ 567,431	\$ 596,649	\$ 561,000	\$ (6,431)	-1.1%
	\$ 2,759,400	\$ 5,724,414	\$ 5,470,337	\$ 4,873,174	\$ 4,962,623	\$ 4,602,413	\$ 4,985,990	\$ 23,367	0.5%

Water Division – Water Operations Department

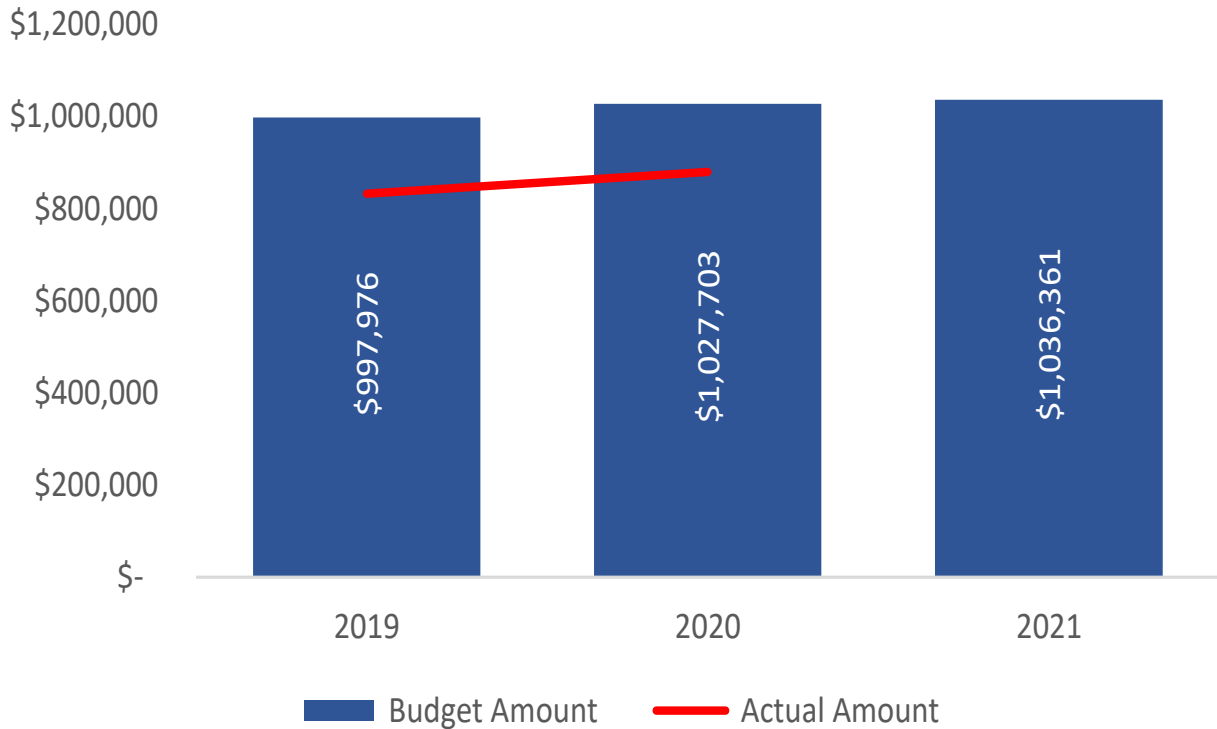
02-501-500xx

Labor

This budget category includes the base salaries, overtime, and standby expenses associated with the Water Operations Department staff members. Fiscal Year 2020-21 is the first time the District has budgeted for overtime separately.

Account	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
02-501-50009. Labor - Overtime	\$ -	\$ -	\$ 20,914	\$ 35,447
02-501-50010. Labor	\$ 806,358	\$ 832,239	\$ 859,303	\$ 1,000,914
	\$ 806,358	\$ 832,239	\$ 880,217	\$ 1,036,361

Budget vs. Actual



Water Division – Water Operations Department

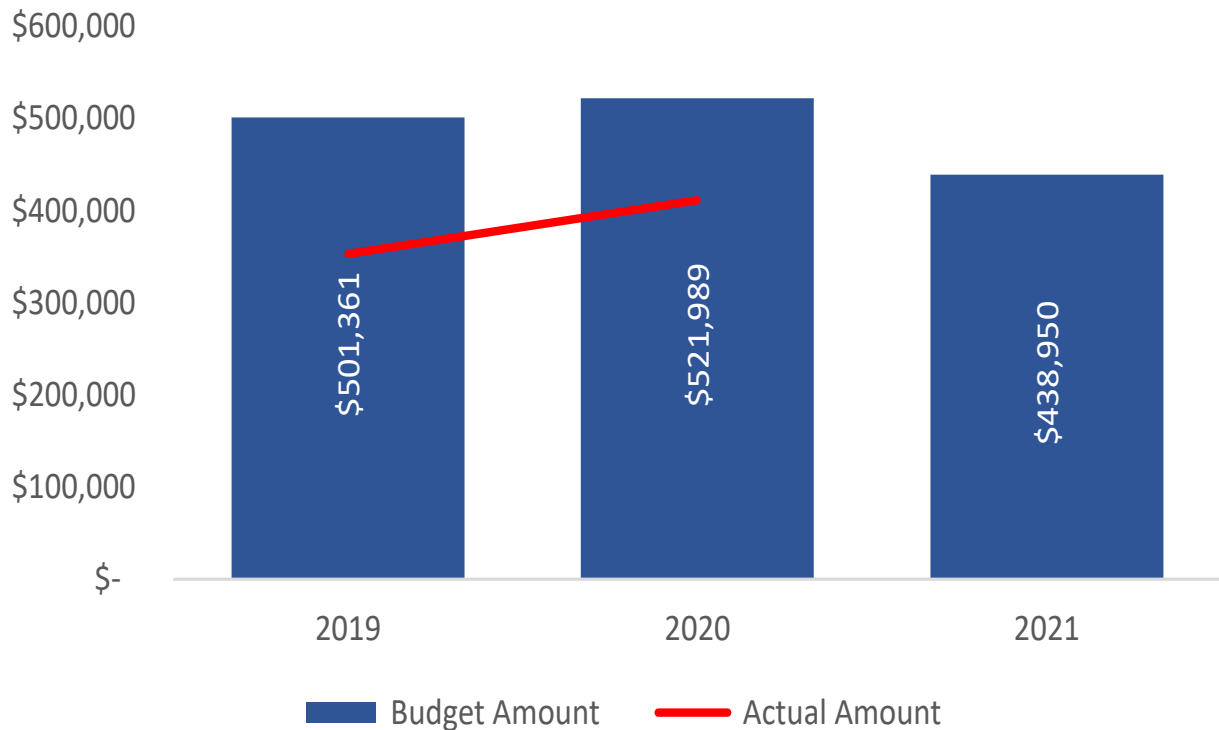
02-501-500xx

Benefits

This budget category includes the District paid benefits for the staff members of the Water Operations Department.

Account	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
02-501-50013. Benefits-FICA	\$ 65,340	\$ 66,462	\$ 72,293	\$ 79,279
02-501-50014. Benefits-Life Insurance	\$ 1,401	\$ 1,419	\$ 1,777	\$ 4,899
02-501-50016. Benefits-Health & Def Comp	\$ 188,484	\$ 190,299	\$ 228,293	\$ 201,304
02-501-50017. Benefits-Disability Insurance	\$ 11,152	\$ 11,840	\$ 14,350	\$ 9,326
02-501-50019. Benefits-Workers Compensation	\$ 27,026	\$ 25,655	\$ 21,802	\$ 60,398
02-501-50021. Benefits-PERS Employee	\$ 27,603	\$ (7,000)	\$ -	\$ -
02-501-50022. Benefits-PERS Employer	\$ 52,791	\$ 54,751	\$ 57,168	\$ 75,364
02-501-50023. Benefits-Uniforms	\$ 2,680	\$ 2,501	\$ 4,711	\$ 5,050
02-501-50024. Benefits-Vacation & Sick Pay	\$ 33,161	\$ 6,294	\$ 8,000	\$ -
02-501-50025. Benefits-Boots	\$ 1,822	\$ 900	\$ 2,700	\$ 3,330
	\$ 411,461	\$ 353,122	\$ 411,094	\$ 438,950

Budget vs. Actual



Water Division – Water Operations Department

02-501-51003

Repair & Maintenance - Structures

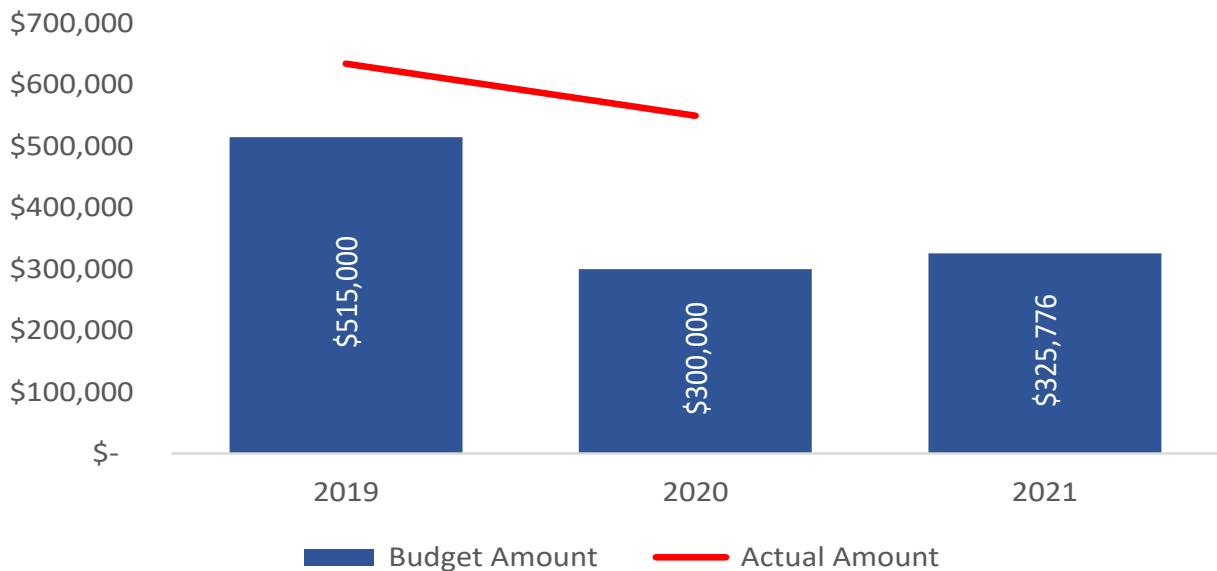
This budget category is used for the maintenance and repair of all water source related facilities. This includes the Oak Glen Surface Water Filtration Facility but not the Yucaipa Valley Regional Water Filtration Facility (02-501-57040). This budget item is also used for the operation, maintenance and procurement of devices related to the District's Supervisory Control and Data Acquisition (SCADA) system and lubricating oil at various sites.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 668,779	\$ 634,641	\$ 549,832	\$ 325,776

Line Item Detail:

Well and Booster Rehabilitation of Various Facilities	\$ 115,000
Maintenance of Facility	\$ 65,776
Reservoir Repair and Inspections	\$ 50,000
Electrical Repairs	\$ 40,000
SCADA Upgrades and Maintenance	\$ 40,000
Service and Repair Generators	\$ 10,000
Lubricating Oil	\$ 5,000
Total	\$ 325,776

Budget vs. Actual



Water Division – Water Operations Department

02-501-51011

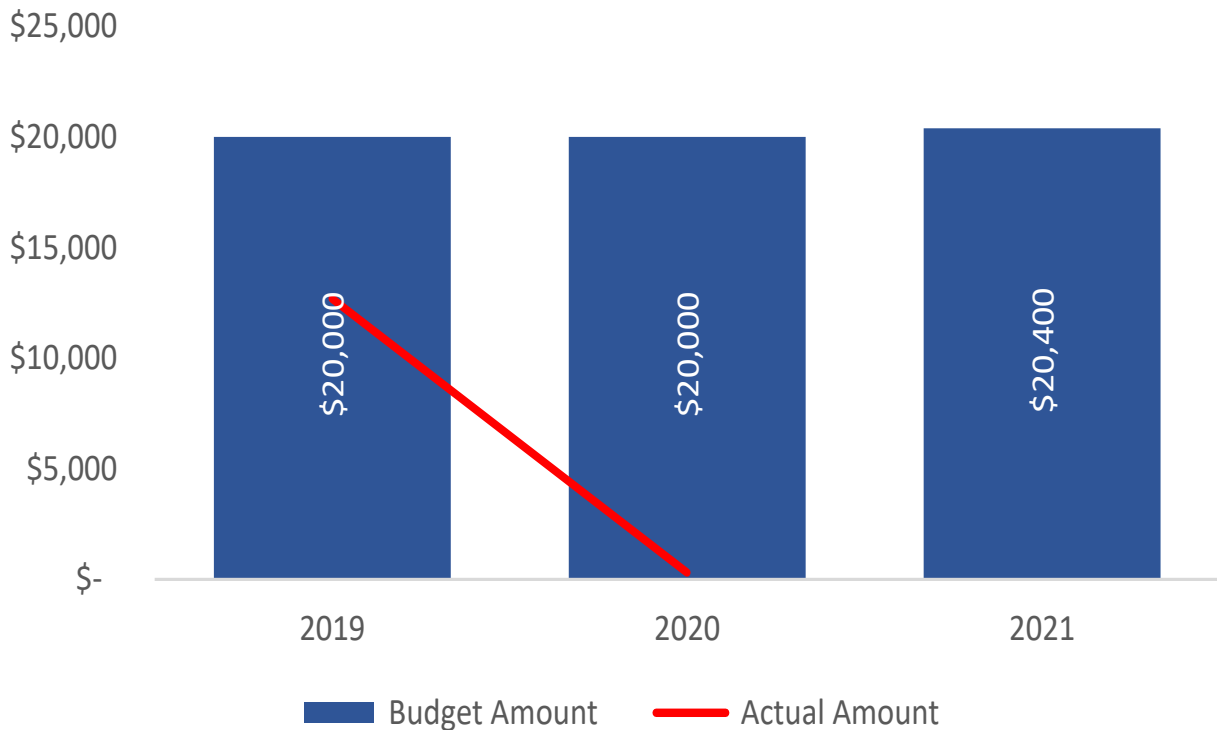
Repair & Maintenance - Valves

The Water Operations Department has become an integral player in the operation and maintenance of the District's 125 specialty valves. This budget category includes all equipment and parts (excludes all labor) associated with the maintenance of Cla-Valves. For fiscal year 2019-20 there were few repair expenses for this program. This program involves the maintenance of the following types of valves:

55	pressure reducing valves
28	pump control valves
25	float control valves
17	pressure relief valves

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 7,855	\$ 12,687	\$ 310	\$ 20,400

Budget vs. Actual



Water Division – Water Operations Department

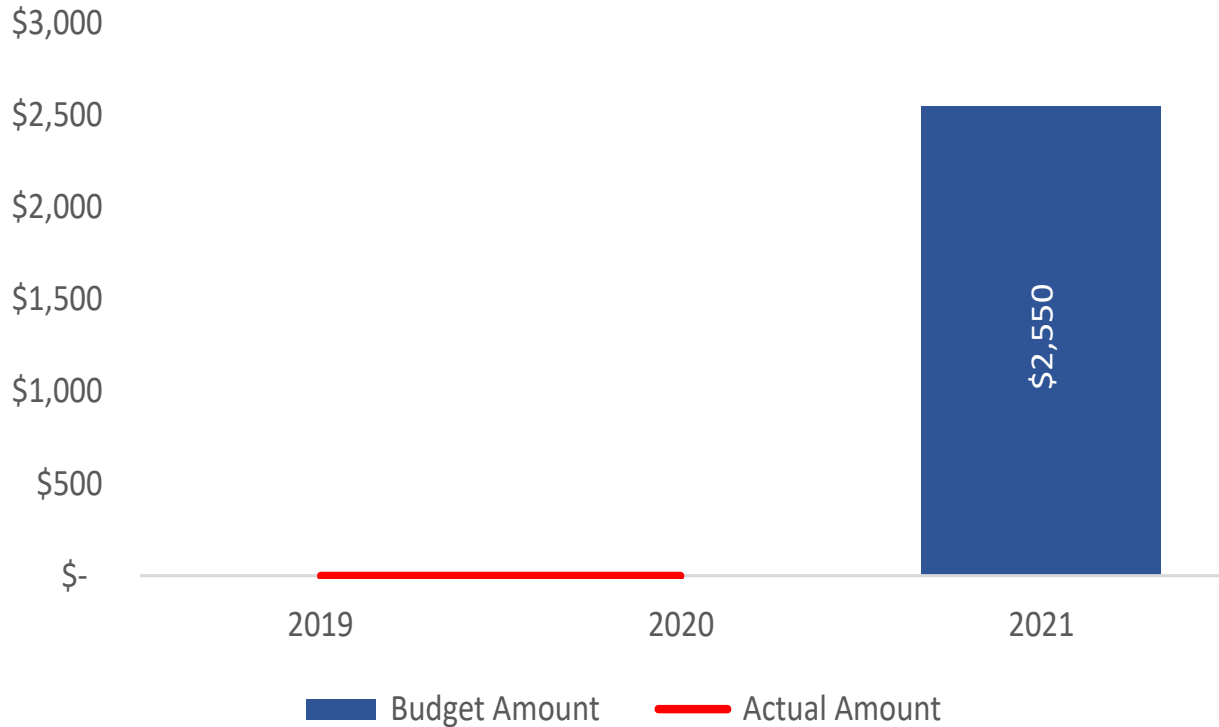
02-501-51115

Laboratory Supplies

This budget includes the supplies and expenses related to the laboratory for the Water Division. In prior years, most laboratory supplies have been allocated to the Sewer Division.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ -	\$ -	\$ 2,550

Budget vs. Actual



Water Division – Water Operations Department

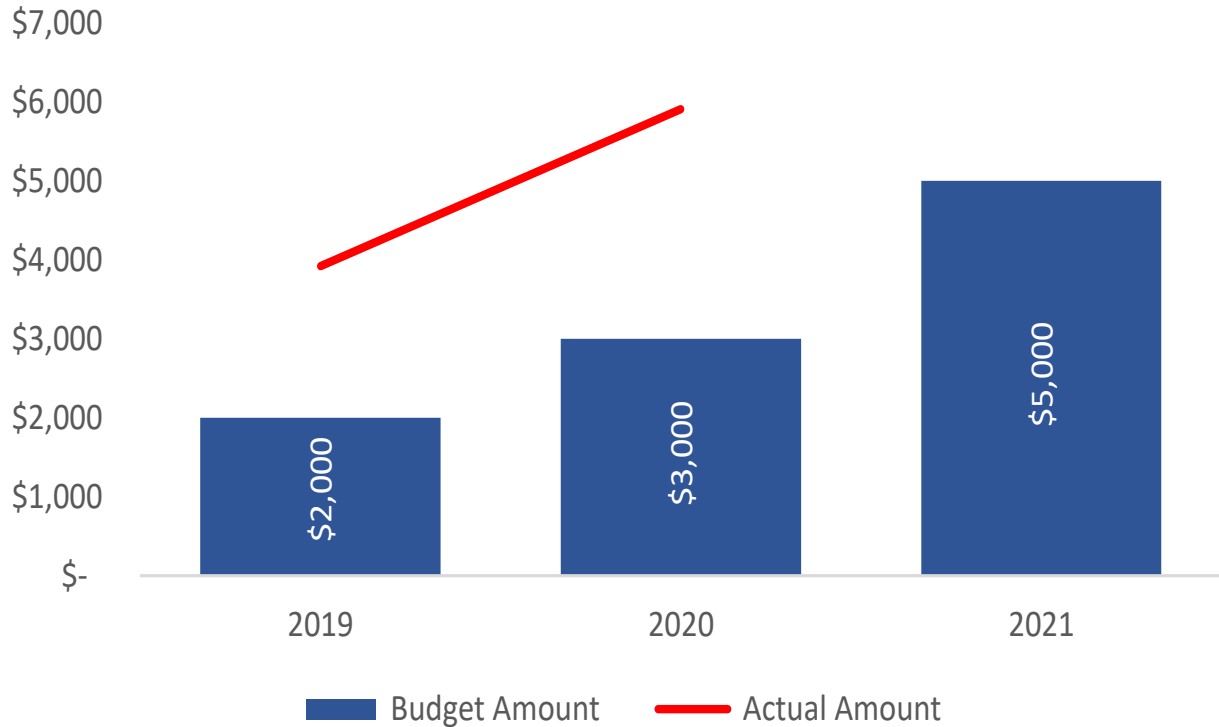
02-501-51140

General Supplies & Expenses

This budget includes the miscellaneous supplies and expenses related to the operation of the Water Operations Department.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 2,011	\$ 3,920	\$ 5,910	\$ 5,000

Budget vs. Actual



Water Division – Water Operations Department

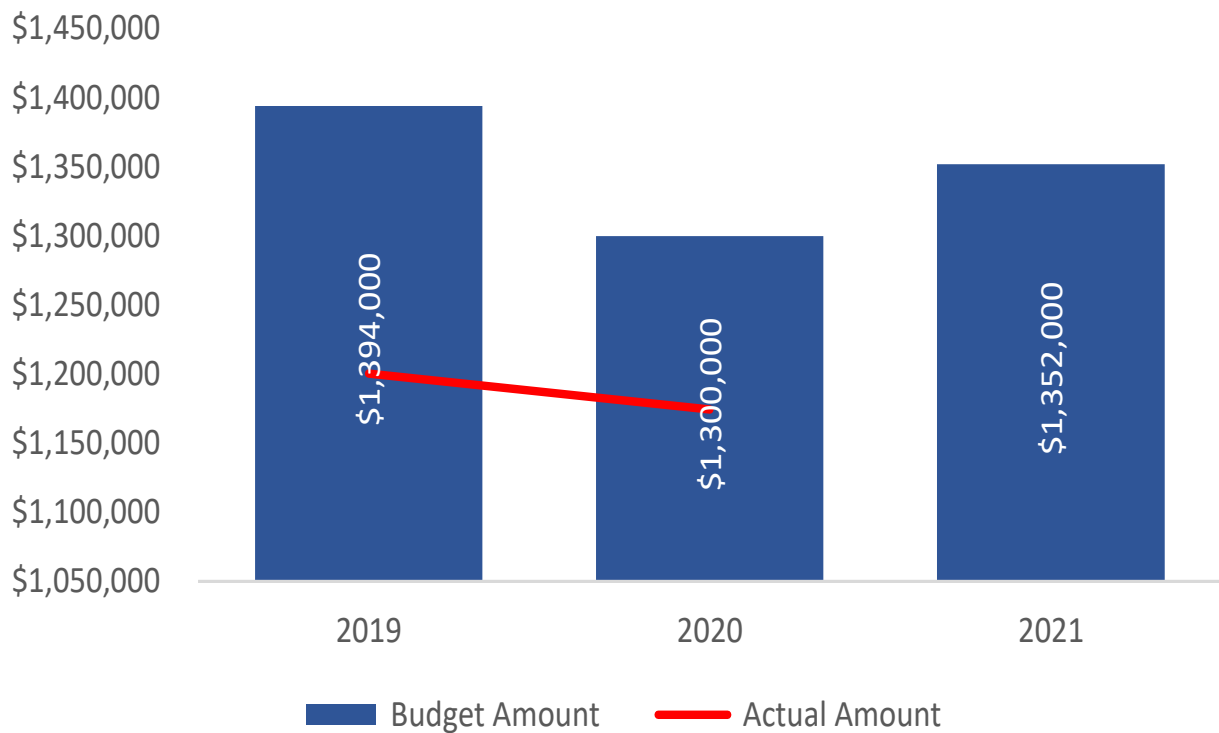
02-501-51210

Power Purchases

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 1,361,143	\$ 1,200,436	\$ 1,174,427	\$ 1,352,000

Budget vs. Actual



Water Division – Water Operations Department

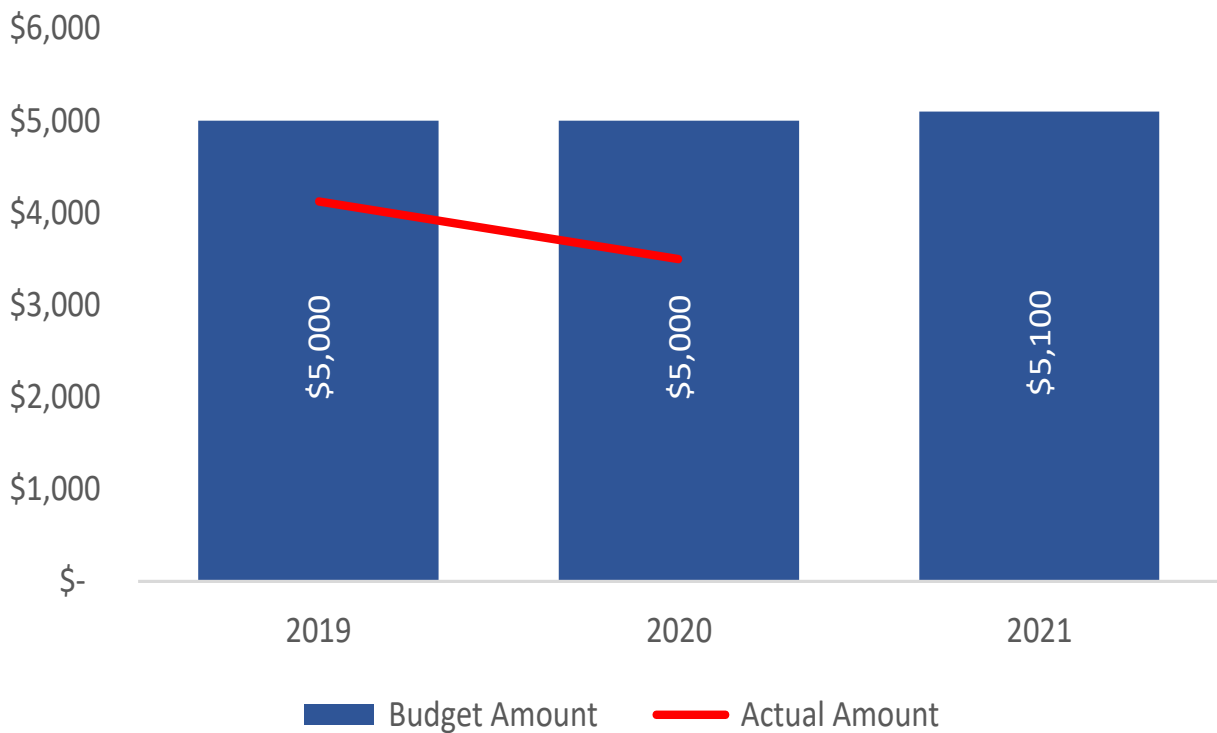
02-501-51211

Electricity & Fuel

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 02-501-51210).

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 4,411	\$ 4,127	\$ 3,495	\$ 5,100

Budget vs. Actual



Water Division – Water Operations Department

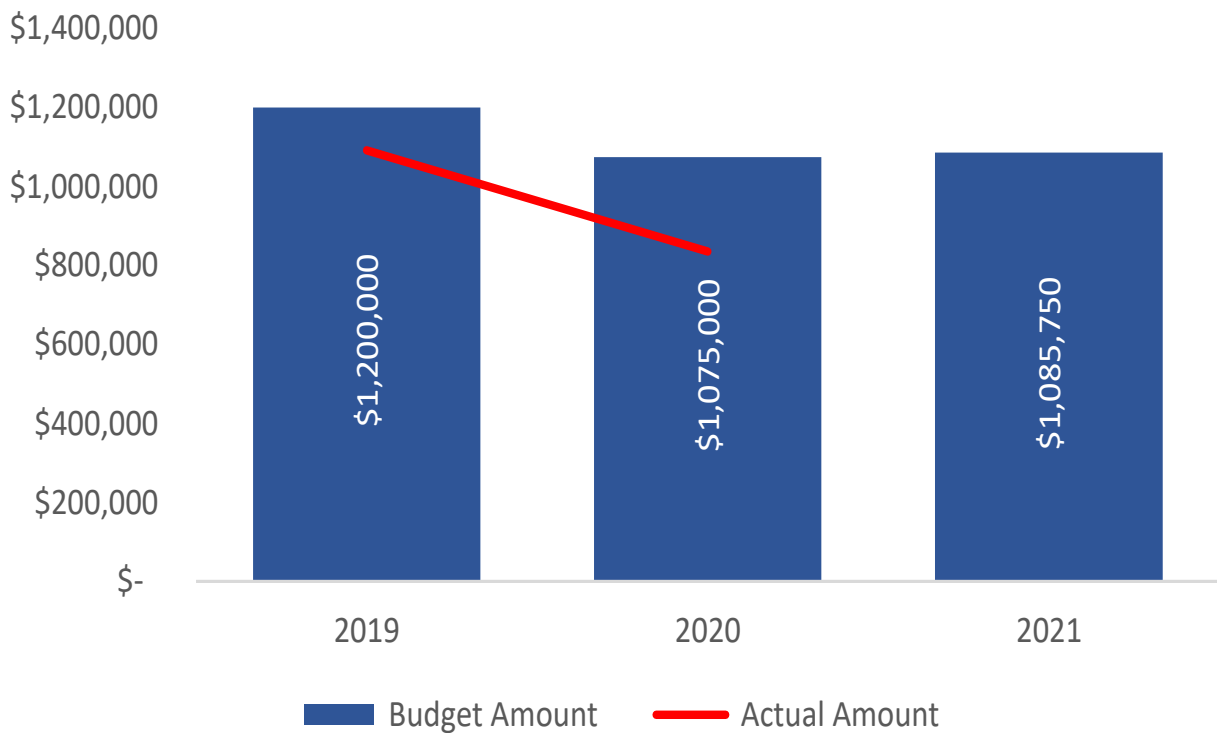
02-501-51316

Supplemental Source of Supply

This budget category is used to acquire, secure, operate, maintain, and obtain a variety of supplemental water sources to augment local water resources. This may be used for drinking water capital or operational costs that result in a reduction or replacement of imported water from the State Water Project.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 1,372,267	\$ 1,092,040	\$ 835,415	\$ 1,085,750

Budget vs. Actual



Water Division – Water Operations Department

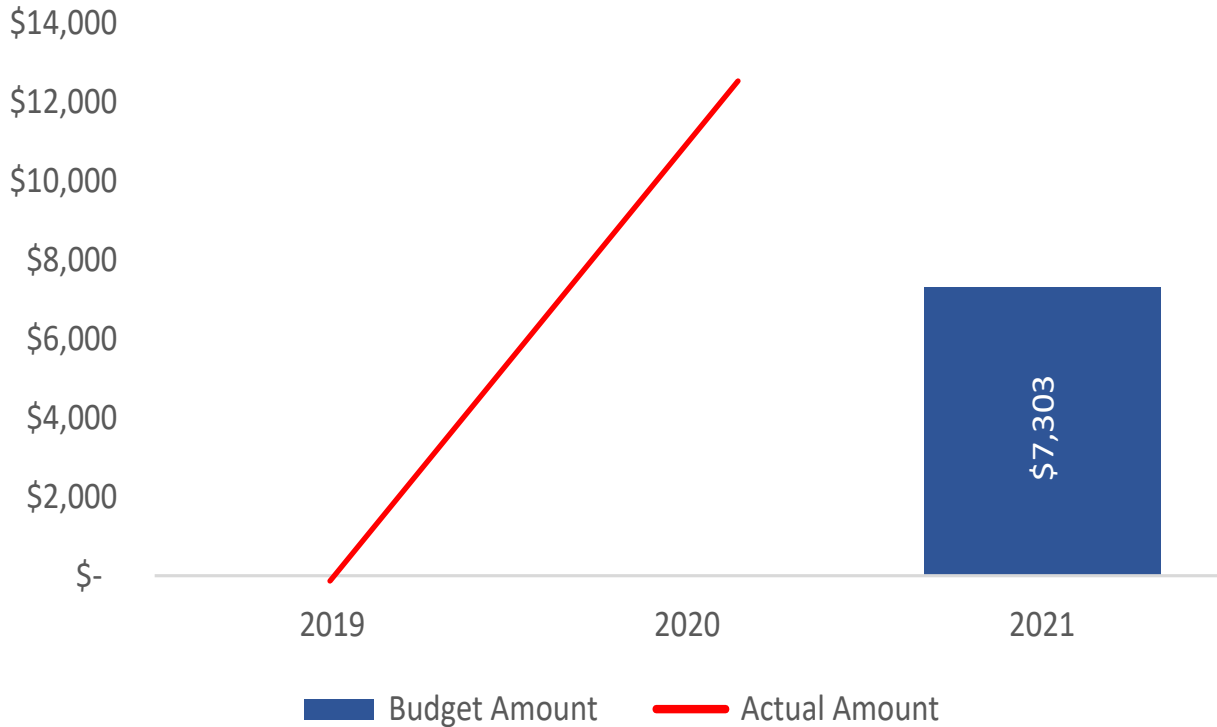
02-501-54012

Education & Training

This budget category is new for Fiscal Year 2020-21. This line item is used for all education and training for employees allocated to the Water Operations Department. Previously, all education and training was budgeted in the Administration Department for each division (02-506-54012).

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ -	\$ 12,788	\$ 7,303

Budget vs. Actual



Water Division – Water Operations Department

02-501-54019

Licenses & Permits

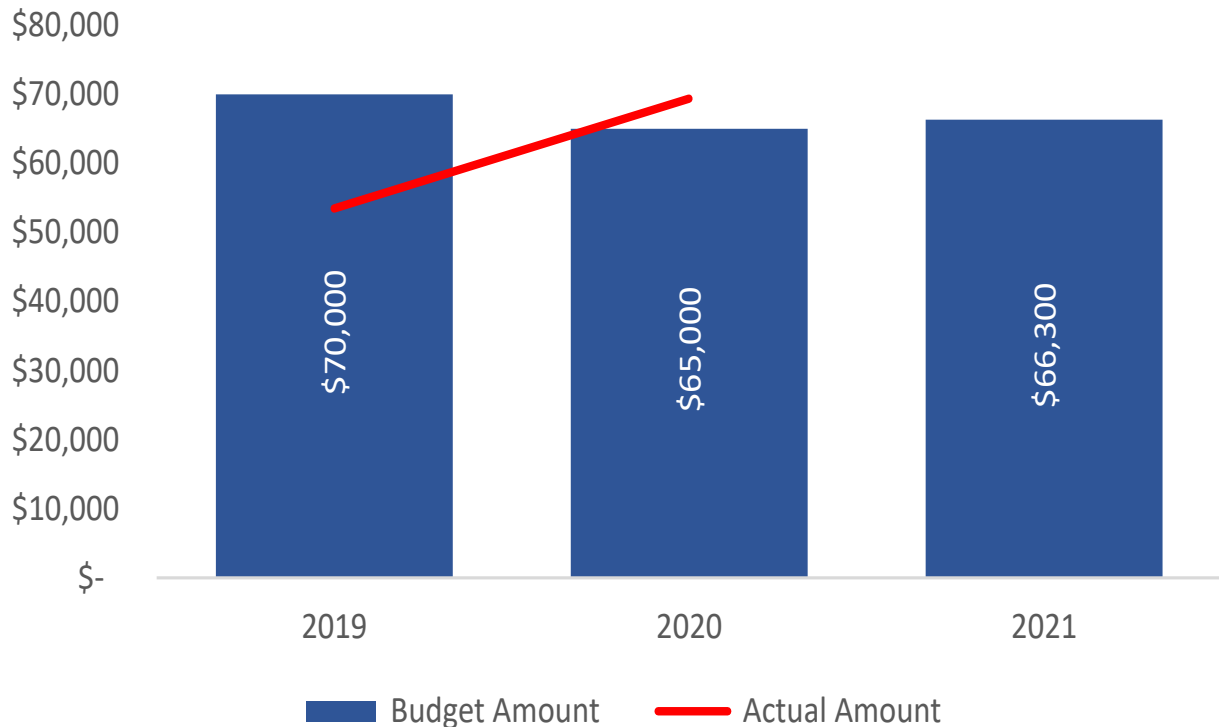
This budget category includes the required annual operating permits for various state and local government agencies. In most cases, the amounts of the fees are established by regulation.

Line Item Detail:

State Water Resources Control Board	\$ 45,000
San Bernardino County Flood Control District	\$ 5,000
San Bernardino Valley Municipal Water District	\$ 5,000
South Coast Air Quality Management District	\$ 5,000
United States Fire Service Permit	\$ 4,000
California Department of Drinking Water	\$ 2,300
Total	\$ 66,300

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 51,160	\$ 53,446	\$ 69,349	\$ 66,300

Budget vs. Actual



Water Division – Water Operations Department

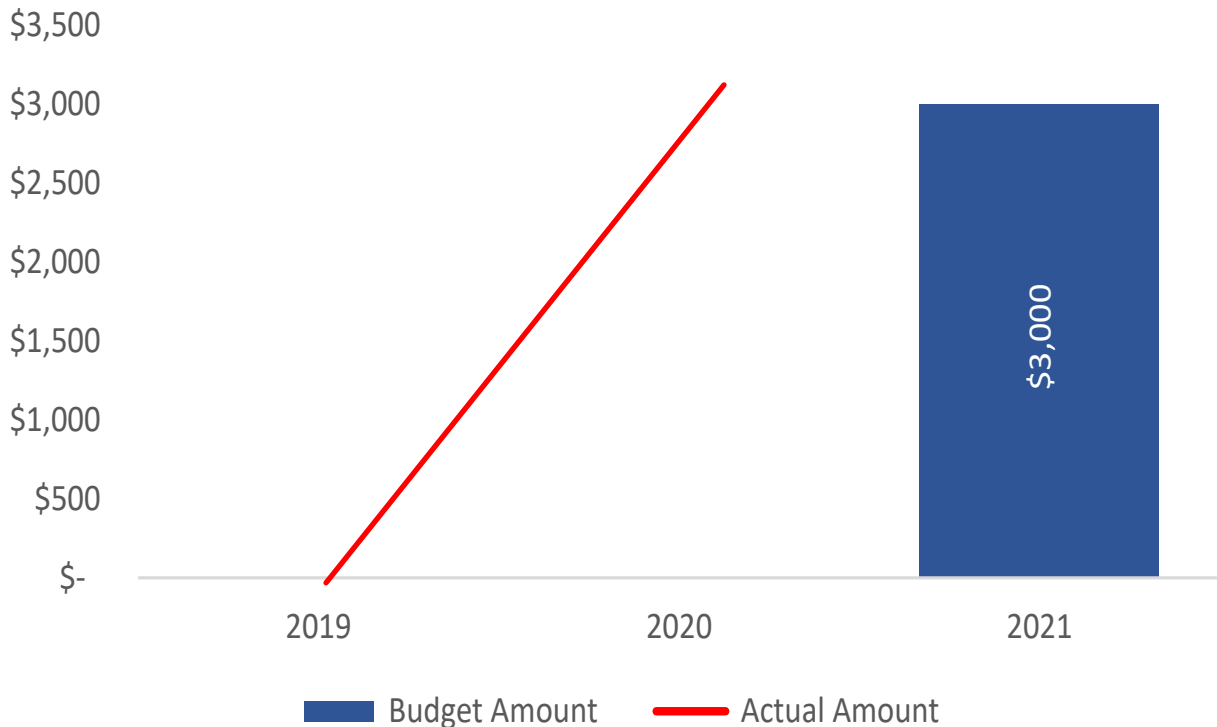
02-501-54025

Telephone & Internet

This budget category is new for Fiscal Year 2020-21. This line item is used for telephone and internet costs allocated to the Water Operations Department. Previously, these costs were budgeted in the Administration Department for each division (02-506-54025).

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ -	\$ 3,029	\$ 3,000

Budget vs. Actual



Water Division – Water Operations Department

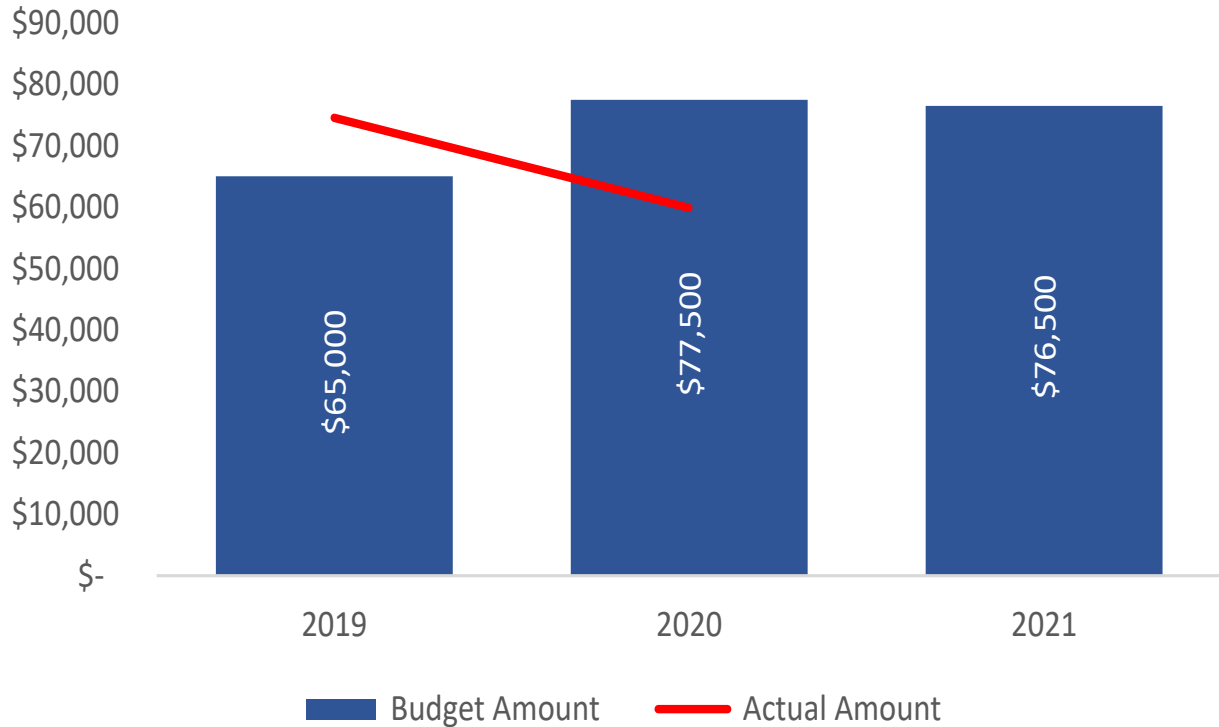
02-501-54110

Laboratory Services

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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 60,057	\$ 74,560	\$ 59,898	\$ 76,500

Budget vs. Actual



Water Division – Water Operations Department

02-501-57040

Yucaipa Valley Regional Water Filtration Facility Operating Expenses

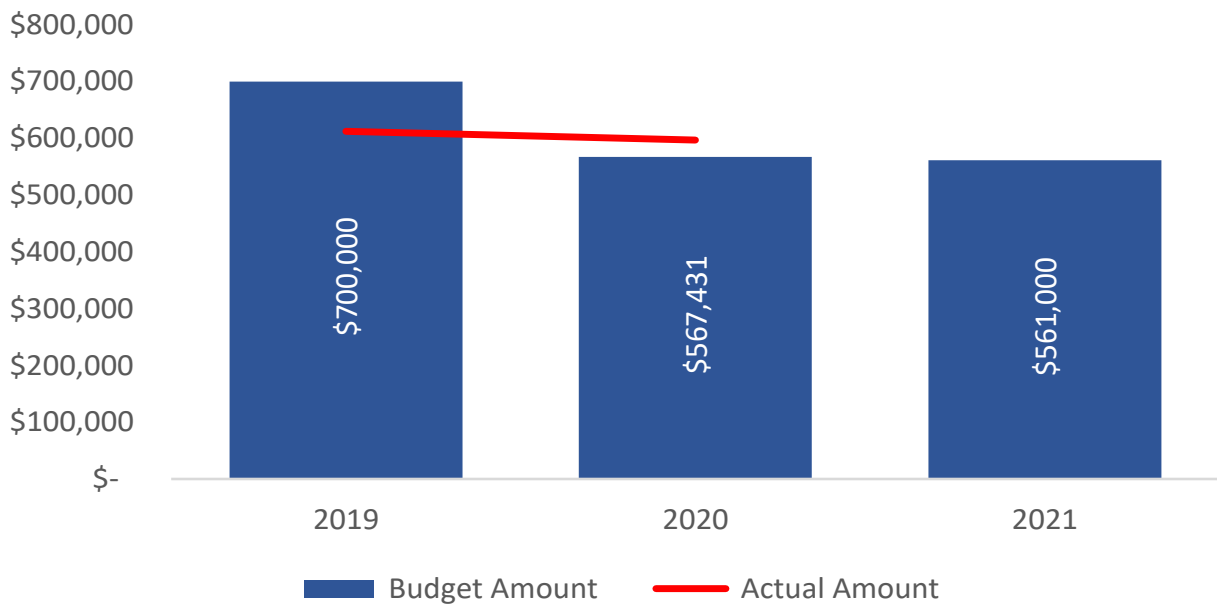
This line item is associated with the Yucaipa Valley Regional Water Filtration Facility. To determine the true cost associated with water production at this facility, it is necessary to add labor related costs and imported water purchase expenses (which are not included in this line item).

Line Item Detail:

Chemicals and Supplies	\$ 175,000
Professional Services	\$ 105,000
Instrumentation and Control System	\$ 80,000
Utilities – Power, Gas, & Trash	\$ 75,000
Equipment Repairs & Maintenance	\$ 75,000
Communications – Telephone & Internet	\$ 51,000
Total	\$ 561,000

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 978,912	\$ 611,957	\$ 596,649	\$ 561,000

Budget vs. Actual



Public Works Department

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

Departmental Responsibilities – The Public Works Department is responsible for ensuring that the drinking 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, hydrants, blow-offs, pressure reducing valves, pressure sustaining valves, wells, reservoirs, and booster stations);
- Routine and emergency maintenance of all sewer collection facilities (including manhole, 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 22.45 Full-Time Equivalent (FTE) employees¹.

Title	Range	FTE	Expense
Public Works Manager	234	0.75	\$ 134,500
Public Works Supervisor	117	3.50	\$ 517,168
Senior Utility Service Worker	54	2.10	\$ 252,612
Utility Service Worker IV	49	1.40	\$ 158,086
Purchasing Agent	45	0.70	\$ 65,780
Utility Service Worker III	44	2.80	\$ 302,548
Utility Service Worker II	36	2.80	\$ 243,037
Utility Service Worker I	32	8.40	\$ 663,600
Total		22.45	\$ 2,337,331

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 24 hours per day, seven days a week.

¹ The positions that are assigned a FTE value of less than 1.0 are involved in other divisions such as the Sewer Division and Recycled Water Division.

This year, the Public Works Department will be allocated \$3,364,041 (not including asset acquisitions & capital improvements), which represents an increase of \$187,748 as compared to the prior year modified budget, or a 5.9% increase.

The budget is based largely on the previous year's water demands and energy costs.

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 others action as deemed necessary.

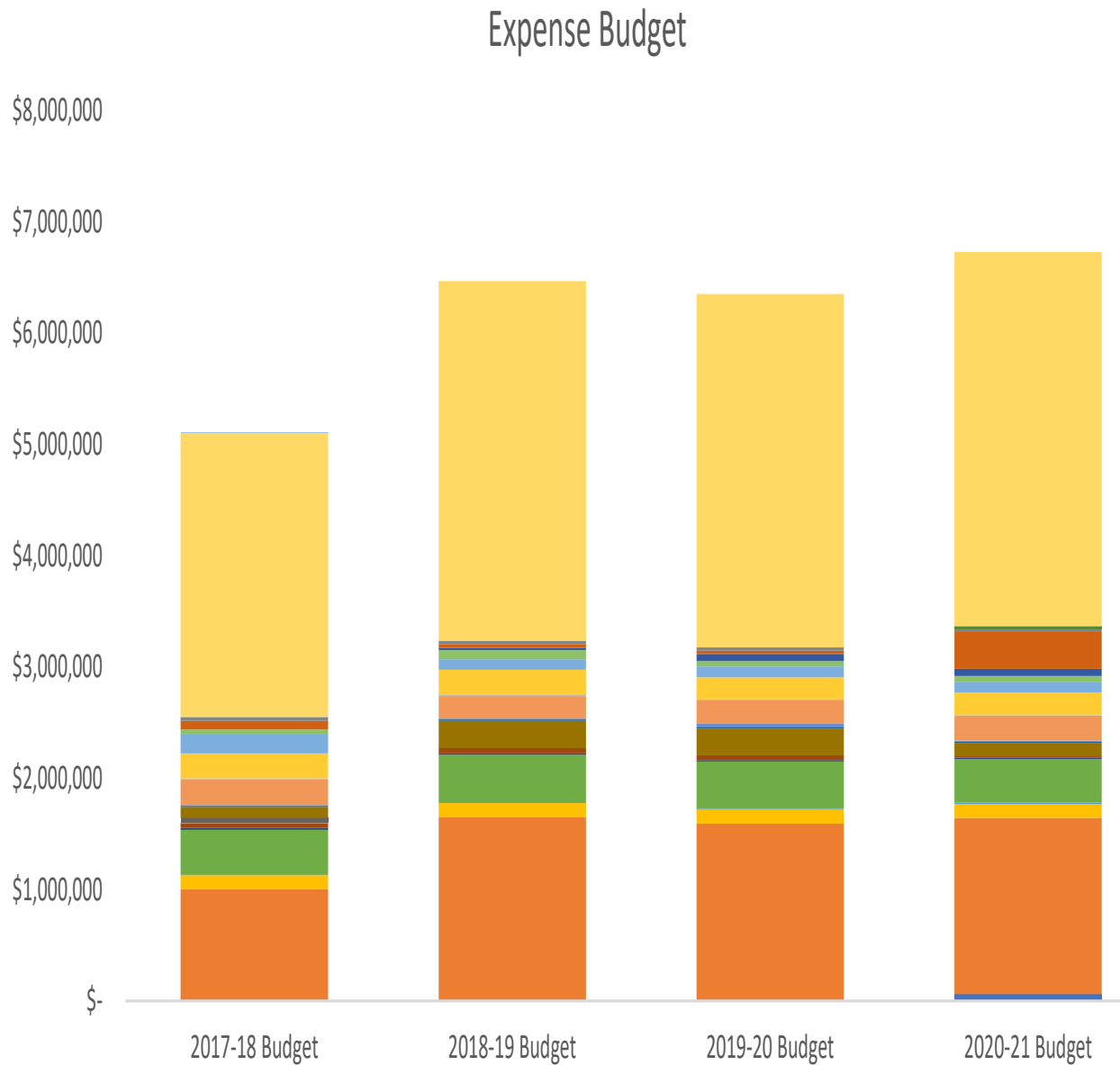
- ❖ The Public Works Department serves a vital role of conducting regular routine inspections, repairs, construction, and non-warranty maintenance work at all District facilities. Based on the results of the inspection, the members of this department generate work orders to ensure that the facilities are properly maintained. Individuals within this department will augment the staff members from other departments on an as needed basis.
- ❖ The following programs² will be maintained by the Public Works 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 Operations Department. Complex maintenance activities will be contracted to specialty firms under the direction of the Water Operations 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 Operations Department. Complex maintenance activities will be contracted to specialty firms under the direction of the Sewer Operations Department.
 - 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 operations 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 Public Works 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

² 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.

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 the 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 Public Works Department. This department can expect to receive at least 12 repair requests per month.

Budget Overview – The following illustration shows the budgeted line items for the Public Works Budget.



Account	2017-18 Budget	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	2019-20 Estimated Actual	2020-21 Budget	Increase (Decrease) in Budget	Increase (Decrease) %
02-503-50009. Labor - Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,534	\$ 59,434	\$ 59,434	
02-503-50010. Labor	\$ 1,003,049	\$ 1,275,758	\$ 1,650,107	\$ 1,393,644	\$ 1,593,344	\$ 1,533,090	\$ 1,584,210	\$ (9,134)	-0.6%
02-503-50011. Labor - Credit	\$ -	\$ (197,998)	\$ -	\$ (10,559)	\$ -	\$ (3,230)	\$ -	\$ -	
02-503-50013. Benefits-FICA	\$ 126,030	\$ 98,649	\$ 126,443	\$ 110,006	\$ 121,891	\$ 126,521	\$ 125,741	\$ 3,850	3.2%
02-503-50014. Benefits-Life Insurance	\$ 9,500	\$ 2,763	\$ 10,776	\$ 3,197	\$ 10,440	\$ 3,806	\$ 9,991	\$ (449)	-4.3%
02-503-50016. Benefits-Health & Def Comp	\$ 399,000	\$ 355,860	\$ 422,958	\$ 441,393	\$ 425,106	\$ 517,319	\$ 391,002	\$ (34,104)	-8.0%
02-503-50017. Benefits-Disability Insurance	\$ 14,900	\$ 17,081	\$ 14,851	\$ 19,839	\$ 14,340	\$ 21,782	\$ 14,795	\$ 455	3.2%
02-503-50019. Benefits-Workers Compensation	\$ 44,500	\$ 27,949	\$ 44,553	\$ 25,967	\$ 43,020	\$ 22,091	\$ 13,744	\$ (29,276)	-68.1%
02-503-50021. Benefits-PERS Employee	\$ 45,000	\$ 23,808	\$ -	\$ (15,473)	\$ -	\$ -	\$ -	\$ -	
02-503-50022. Benefits-PERS Employer	\$ 102,000	\$ 77,161	\$ 247,516	\$ 97,353	\$ 239,002	\$ 105,882	\$ 120,829	\$ (118,173)	-49.4%
02-503-50023. Benefits-Uniforms	\$ 4,000	\$ 10,004	\$ 11,225	\$ 9,574	\$ 10,875	\$ 13,633	\$ 10,850	\$ (25)	-0.2%
02-503-50024. Benefits-Vacation & Sick Pay	\$ 7,500	\$ 102,754	\$ 4,000	\$ 4,639	\$ 4,000	\$ 4,000	\$ -	\$ (4,000)	-100.0%
02-503-50025. Benefits-Boots	\$ 4,750	\$ 6,603	\$ 6,525	\$ 7,200	\$ 32,775	\$ 9,000	\$ 6,735	\$ (26,040)	-79.5%
02-503-51001. R&M - Vehicles & Equipment	\$ 230,000	\$ 312,284	\$ 200,000	\$ 292,242	\$ 207,500	\$ 234,738	\$ 224,000	\$ 16,500	8.0%
02-503-51011. R&M - Valves	\$ 10,000	\$ 22,559	\$ 10,000	\$ 800	\$ 5,000	\$ 2,193	\$ 5,100	\$ 100	2.0%
02-503-51020. R&M - Pipelines	\$ 225,000	\$ 298,353	\$ 225,000	\$ 187,088	\$ 200,000	\$ 290,604	\$ 204,000	\$ 4,000	2.0%
02-503-51021. R&M - Service Lines	\$ 175,000	\$ 135,143	\$ 96,000	\$ 73,882	\$ 96,000	\$ 44,445	\$ 97,920	\$ 1,920	2.0%
02-503-51022. R&M - Fire Hydrants	\$ 40,000	\$ 26,059	\$ 81,500	\$ 52,799	\$ 50,000	\$ 1,210	\$ 51,000	\$ 1,000	2.0%
02-503-51029. Repair & Maintenance-Backflow	\$ -	\$ -	\$ 20,000	\$ 62,142	\$ 65,000	\$ 36,349	\$ 66,300	\$ 1,300	2.0%
02-503-51030. R&M - Meters	\$ 75,000	\$ 279,884	\$ 30,000	\$ 285,466	\$ 30,000	\$ 7,814	\$ 330,600	\$ 300,600	1002.0%
02-503-51031. R&M - Fire Flow Testing	\$ 28,259	\$ 33,035	\$ 30,000	\$ 30,251	\$ 25,000	\$ 25,602	\$ 25,500	\$ 500	2.0%
02-503-51092. Equipment Credits	\$ -	\$ (5,727)	\$ -	\$ (5,263)	\$ -	\$ (4,350)	\$ -	\$ -	
02-503-51140. General Supplies & Expenses	\$ 7,000	\$ 6,864	\$ 2,500	\$ 6,551	\$ 3,000	\$ 2,952	\$ 3,060	\$ 60	2.0%
02-503-54012. Education & Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,447	\$ 15,230	\$ 15,230	
02-503-54025. Telephone & Internet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,107	\$ 4,000	\$ 4,000	
	\$ 2,550,488	\$ 2,908,844	\$ 3,233,954	\$ 3,072,737	\$ 3,176,293	\$ 3,039,539	\$ 3,364,041	\$ 187,748	5.9%

Water Division – Public Works Department

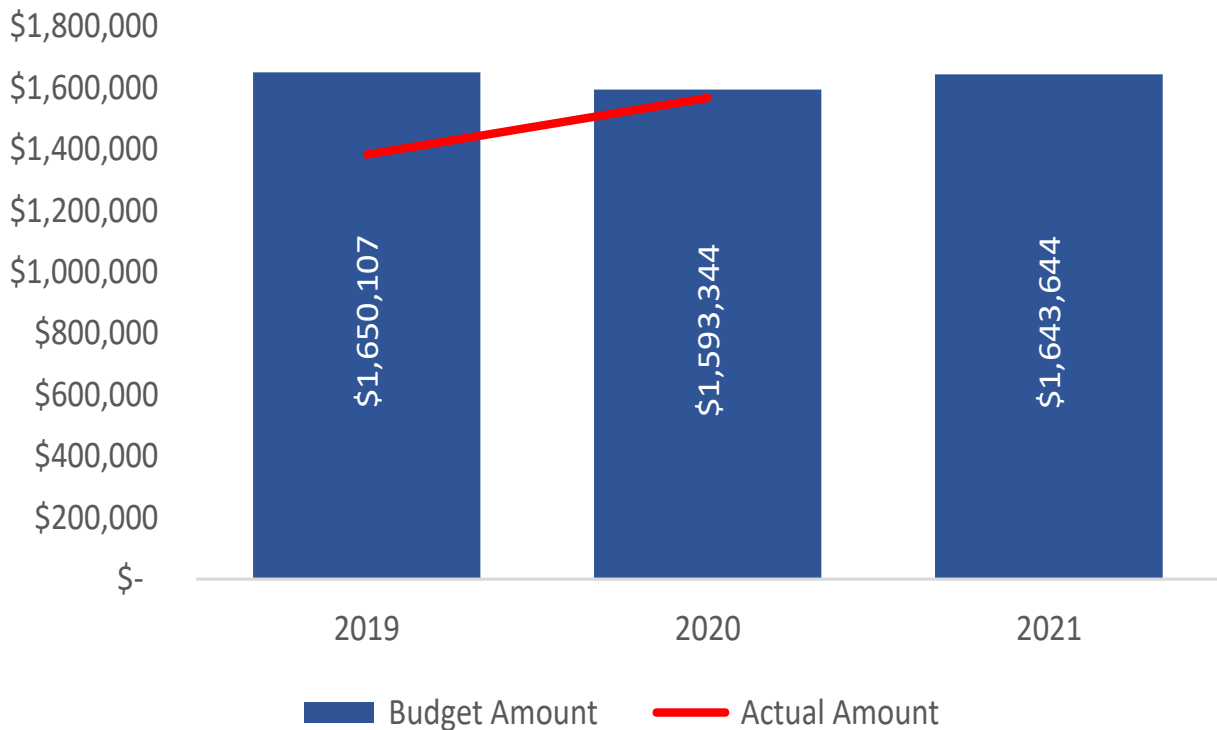
02-503-500xx

Labor

This budget category includes the base salaries, overtime, and standby expenses associated with the Public Works Department staff members. This department is responsible for the inspection, maintenance, and repair of all existing drinking water, sewer and recycled water services. Fiscal Year 2020-21 is the first time the District has budgeted for overtime separately.

Account	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
02-503-50009. Labor - Overtime	\$ -	\$ -	\$ 37,534	\$ 59,434
02-503-50010. Labor	\$ 1,275,758	\$ 1,393,644	\$ 1,533,090	\$ 1,584,210
02-503-50011. Labor - Credit	\$ (197,998)	\$ (10,559)	\$ (3,230)	\$ -
	\$ 1,077,760	\$ 1,383,085	\$ 1,567,394	\$ 1,643,644

Budget vs. Actual



Water Division – Public Works Department

02-503-500xx

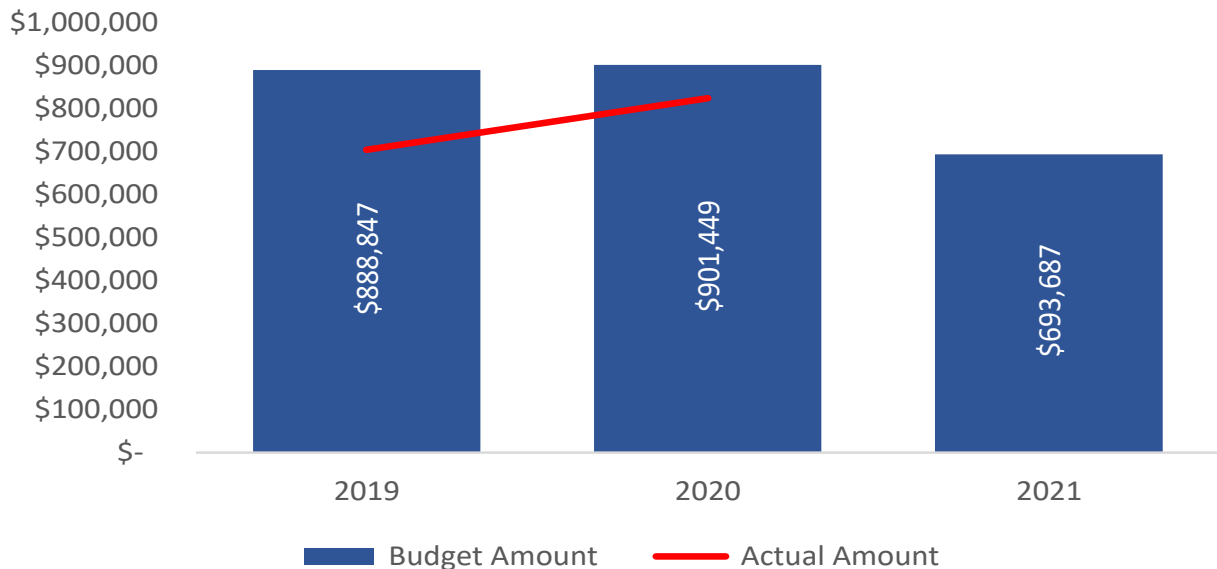
Benefits

This budget category includes the District paid benefits for the staff members of the Public Works Department.

Account	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
02-503-50013. Benefits-FICA	\$ 98,649	\$ 110,006	\$ 126,521	\$ 125,741
02-503-50014. Benefits-Life Insurance	\$ 2,763	\$ 3,197	\$ 3,806	\$ 9,991
02-503-50016. Benefits-Health & Def Comp	\$ 355,860	\$ 441,393	\$ 517,319	\$ 391,002
02-503-50017. Benefits-Disability Insurance	\$ 17,081	\$ 19,839	\$ 21,782	\$ 14,795
02-503-50019. Benefits-Workers Compensation	\$ 27,949	\$ 25,967	\$ 22,091	\$ 13,744
02-503-50021. Benefits-PERS Employee	\$ 23,808	\$ (15,473)	\$ -	\$ -
02-503-50022. Benefits-PERS Employer	\$ 77,161	\$ 97,353	\$ 105,882	\$ 120,829
02-503-50023. Benefits-Uniforms	\$ 10,004	\$ 9,574	\$ 13,633	\$ 10,850
02-503-50024. Benefits-Vacation & Sick Pay	\$ 102,754	\$ 4,639	\$ 4,000	\$ -
02-503-50025. Benefits-Boots	\$ 6,603	\$ 7,200	\$ 9,000	\$ 6,735
	\$ 722,631	\$ 703,693	\$ 824,034	\$ 693,687

As a result of the implementation of the new financial system in July 2019, Benefits are automatically calculated as a result of payroll within the system. This has resulted in various changes to benefit line items that may have been over or under budgeted in prior years.

Budget vs. Actual



Water Division – Public Works Department

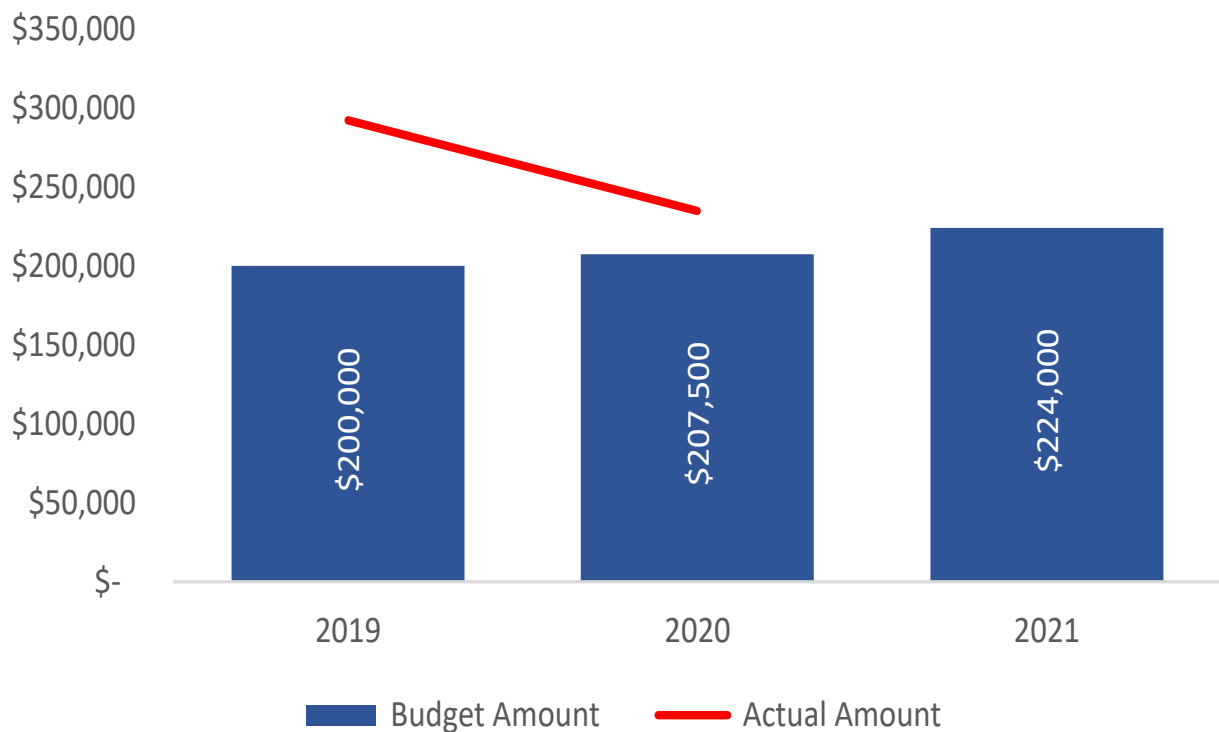
02-503-51001

Repair & Maintenance – Vehicles & Equipment

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 312,284	\$ 292,242	\$ 234,738	\$ 224,000

Budget vs. Actual



Water Division – Public Works Department

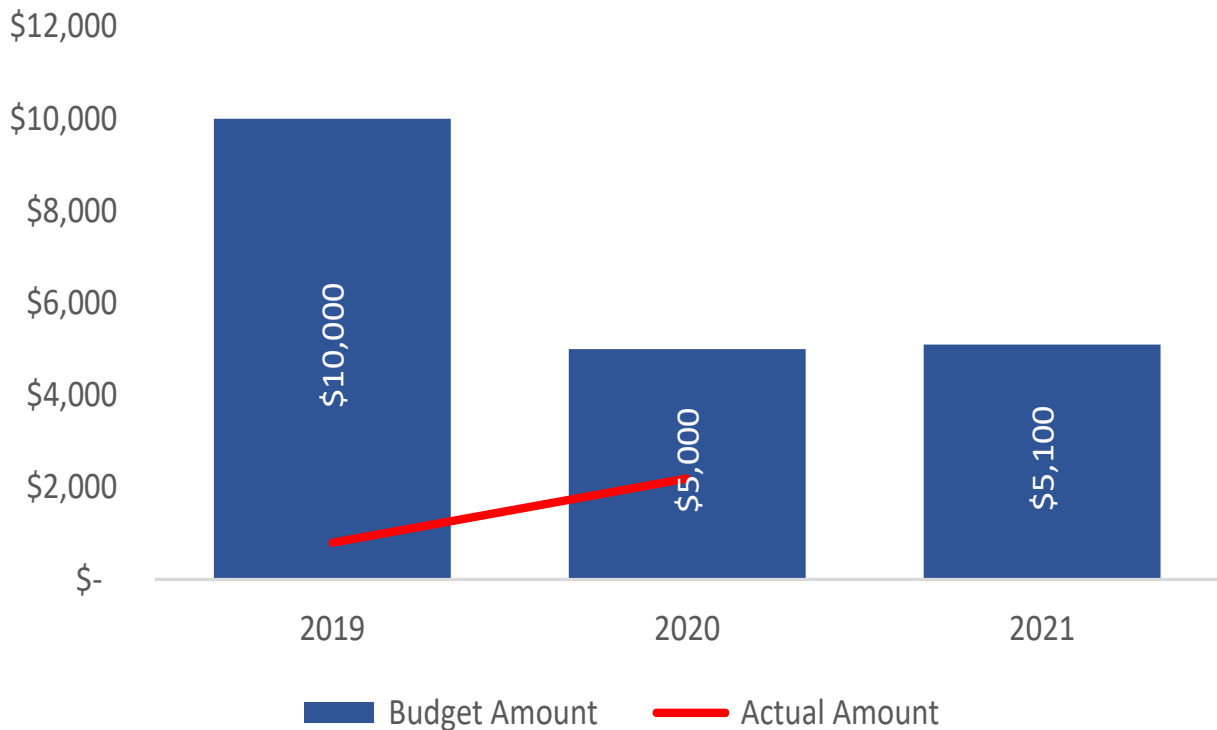
02-503-51011

Repair & Maintenance - Valves

The purpose of this line items is to pay for the expenses related to the maintenance of drinking water valves. These valves generally range in size from two 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 drinking water system.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 22,559	\$ 800	\$ 2,193	\$ 5,100

Budget vs. Actual



Water Division – Public Works Department

02-503-51020

Repair & Maintenance - Pipelines

This budget category represents the annual projected costs associated with maintaining the District's water transmission and distribution facilities. Costs are reflective of the 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.

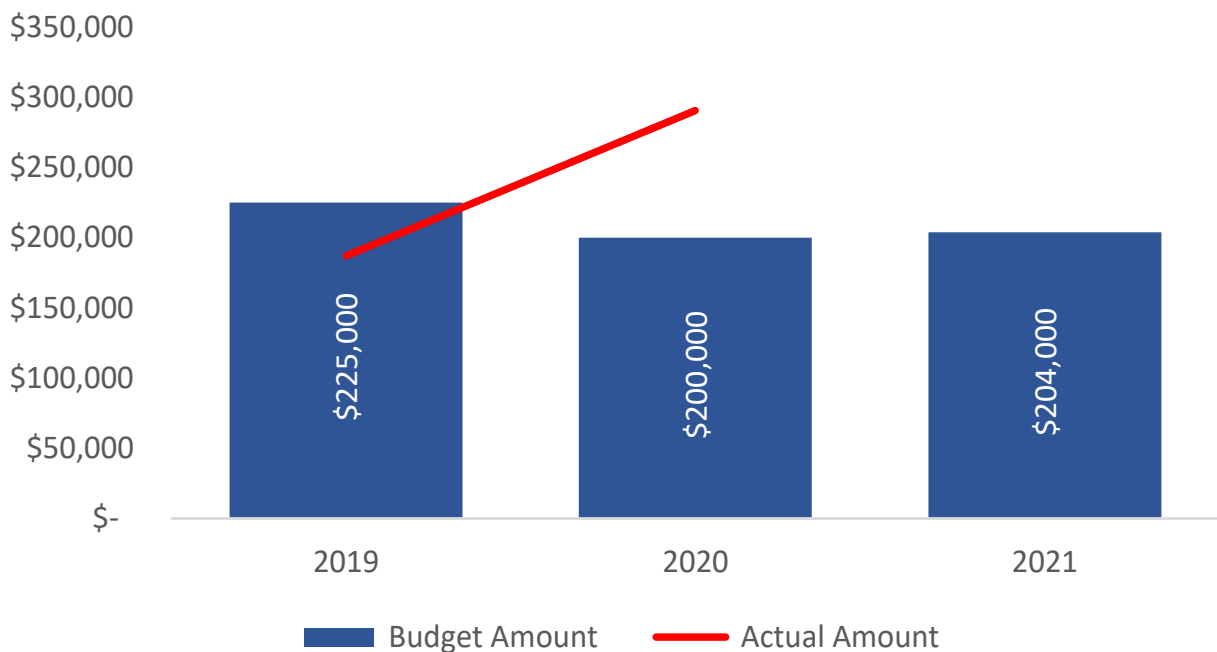
Line Item

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
Total	\$ 200,000

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 298,353	\$ 187,088	\$ 290,604	\$ 204,000

Budget vs. Actual



Water Division – Public Works Department

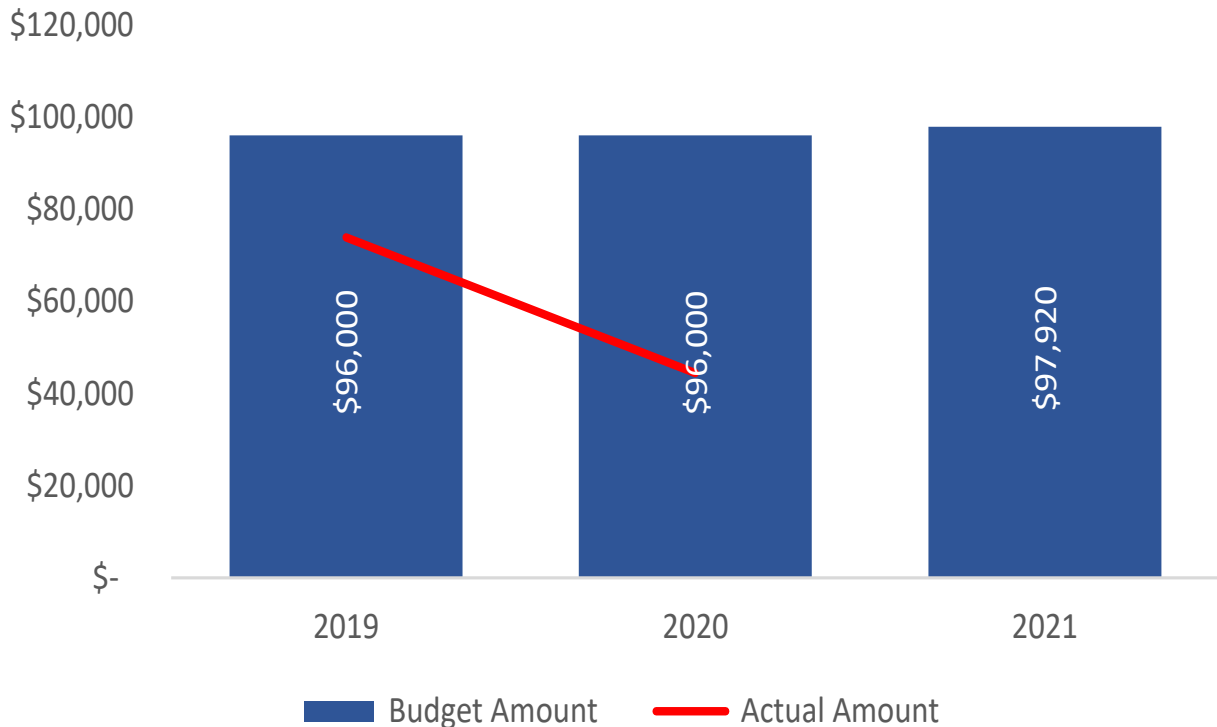
02-503-51021

Repair & Maintenance – Service Lines

This budget 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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 135,143	\$ 73,882	\$ 44,445	\$ 97,920

Budget vs. Actual



Water Division – Public Works Department

02-503-51022

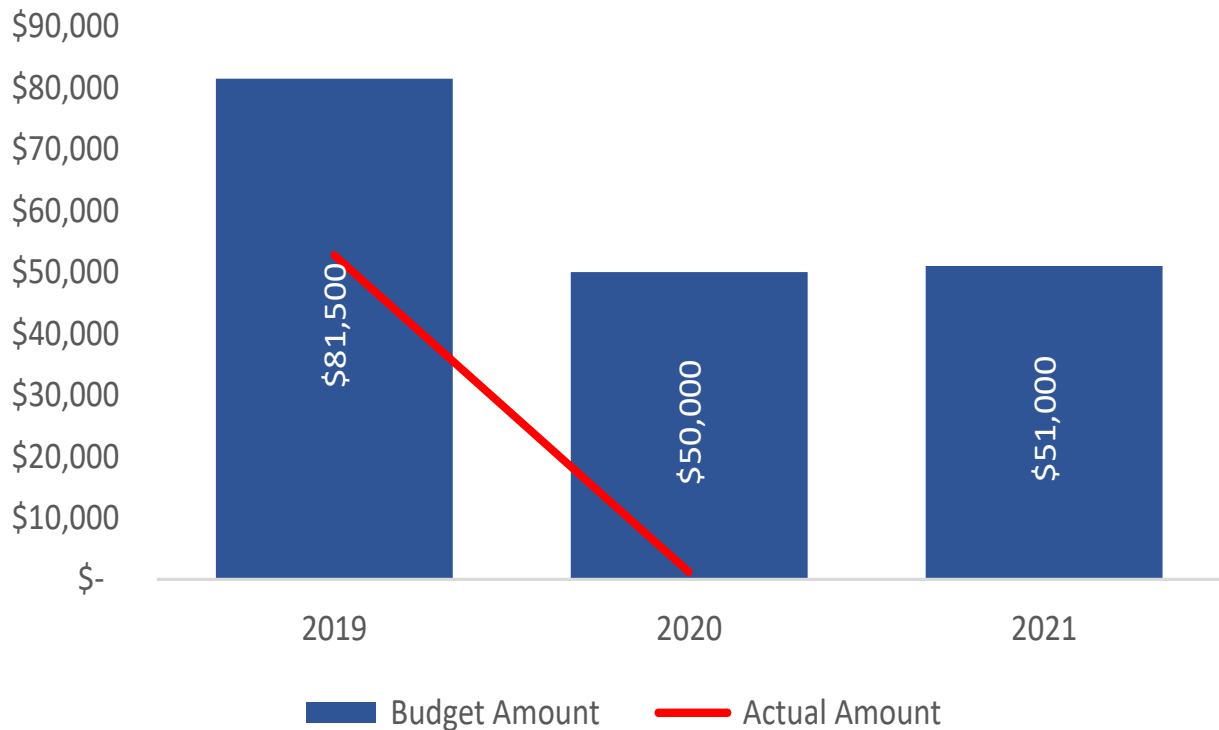
Repair & Maintenance – Fire Hydrants

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. There have been few fire hydrant repairs for fiscal year 2019-20.

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 26,059	\$ 52,799	\$ 1,210	\$ 51,000

Budget vs. Actual



Water Division – Public Works Department

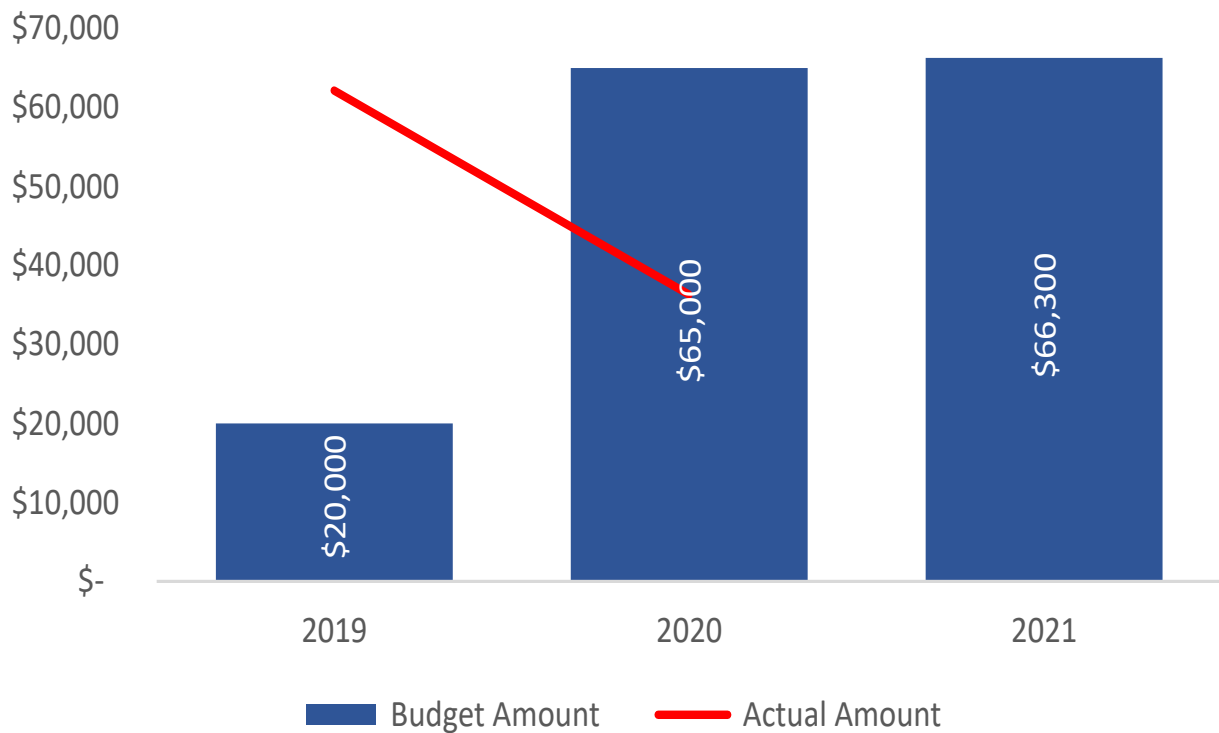
02-503-51029

Repair & Maintenance – Backflow

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ 62,142	\$ 36,349	\$ 66,300

Budget vs. Actual



Water Division – Public Works Department

02-503-51030

Repair & Maintenance – Water Meters

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.

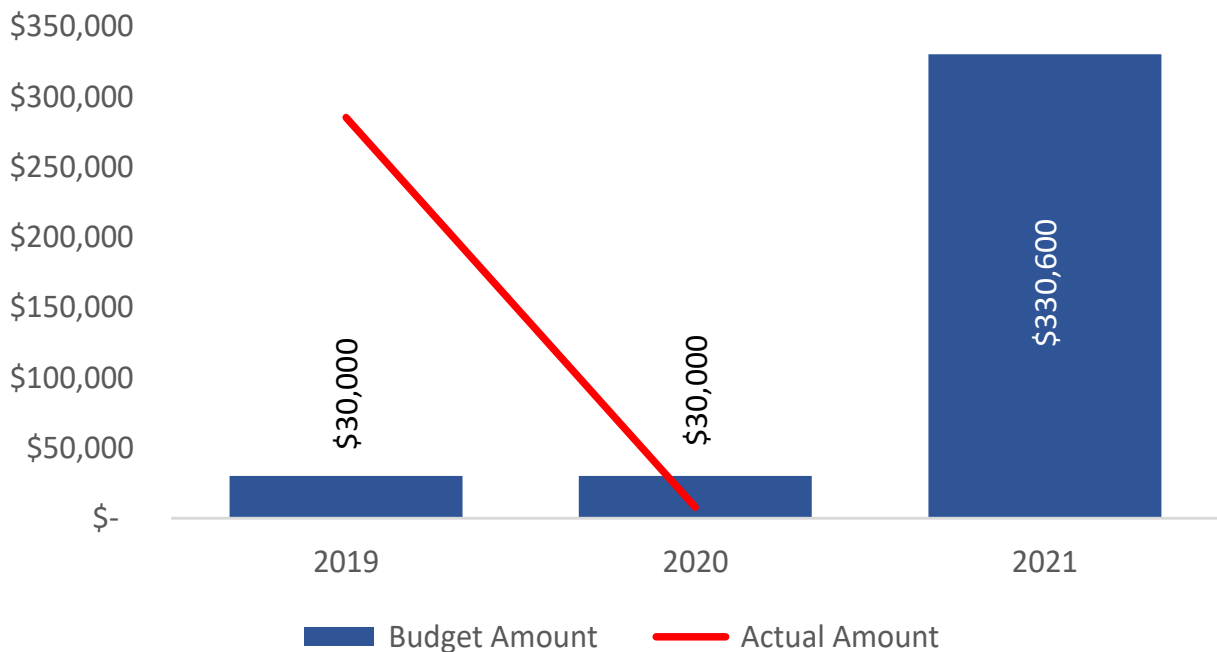
Beginning in fiscal year 2019, District staff began the replacement of meters district wide. In fiscal year 2020 this is included as a capital improvement project and some of the expenses will be offset with federal funding.

Line Item Detail:

Water Meter Purchase and Installation	\$ 320,600
Large Meter Maintenance	\$ 5,000
Construction Meter Maintenance	\$ 3,500
Miscellaneous Expenditures	\$ 1,500
Total	\$ 330,600

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 279,884	\$ 285,466	\$ 7,814	\$ 330,600

Budget vs. Actual



Water Division – Public Works Department

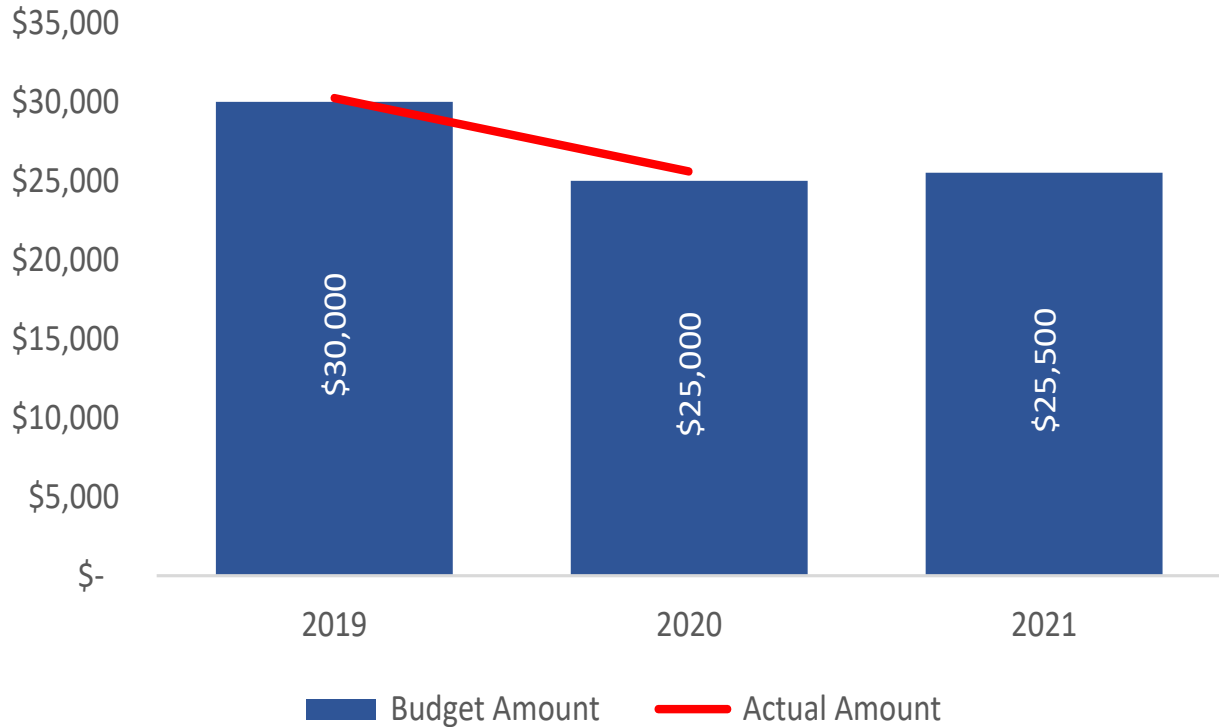
02-503-51031

Fire Flow Testing

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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 33,035	\$ 30,251	\$ 25,602	\$ 25,500

Budget vs. Actual



Water Division – Public Works Department

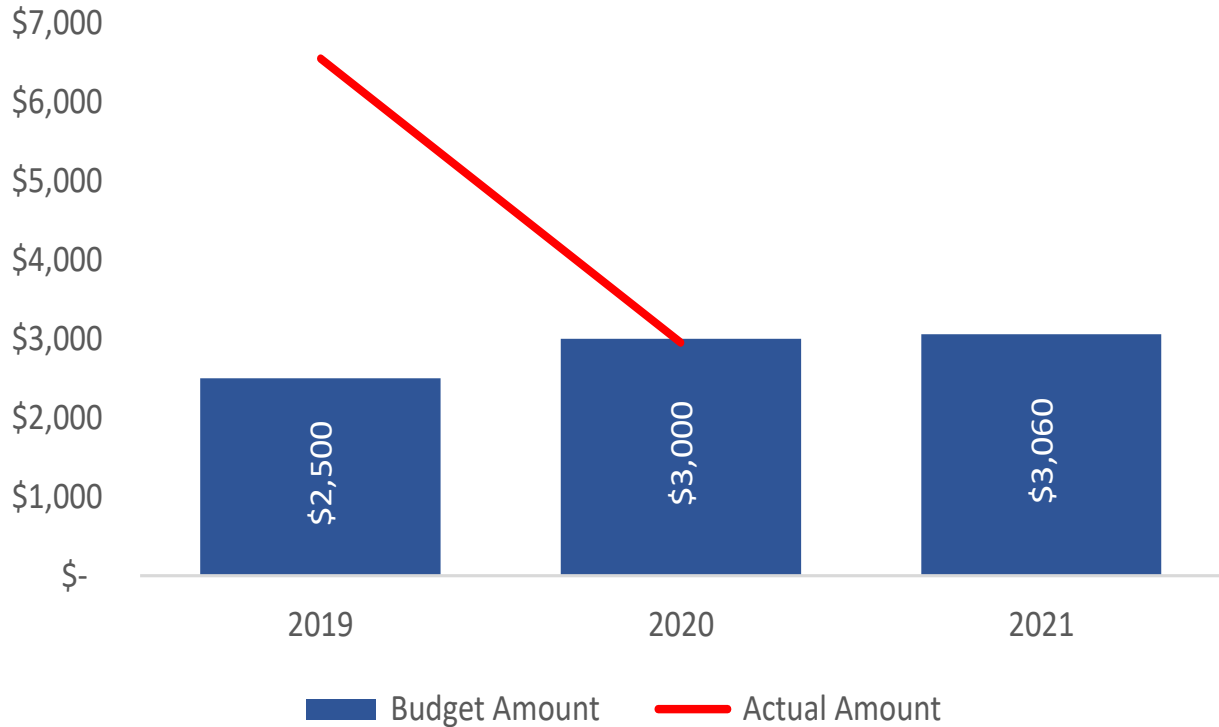
02-503-51140

General Supplies & Expenses

This budget category includes the supplies and expenses related to the operation of the Public Works Department.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 6,864	\$ 6,551	\$ 2,952	\$ 3,060

Budget vs. Actual



Water Division – Public Works Department

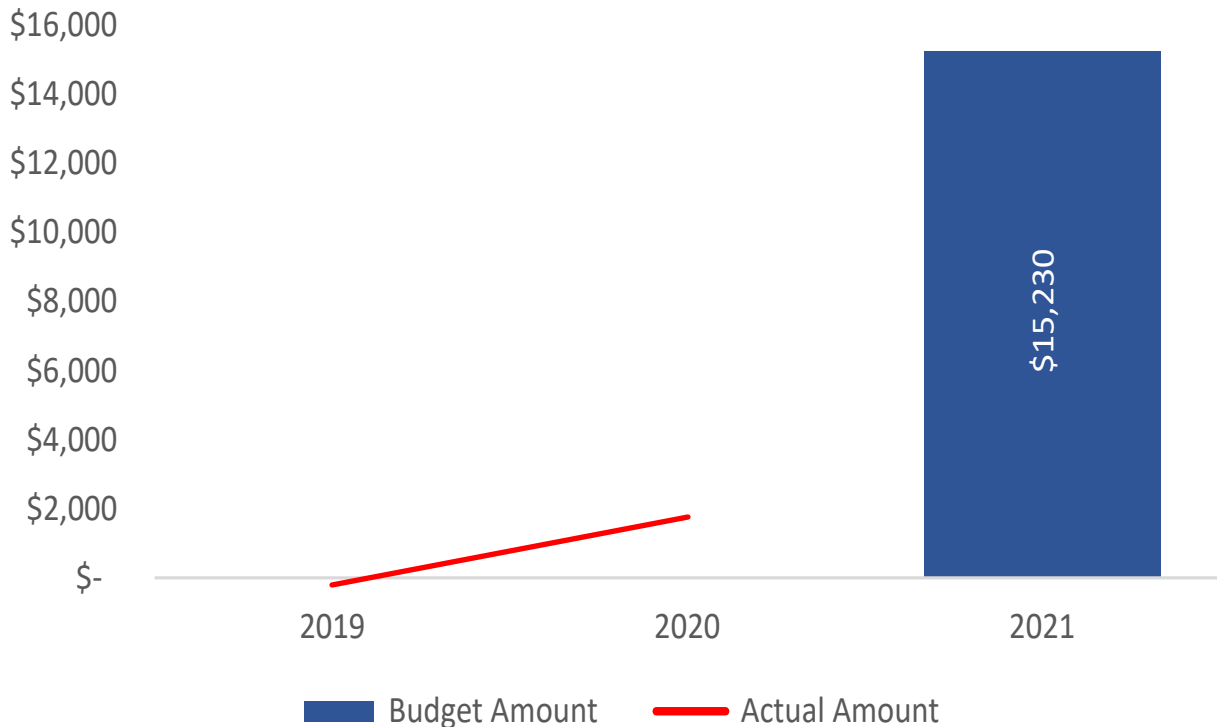
02-503-54012

Education & Training

This budget category is new for Fiscal Year 2020-21. This line item is used for all education and training for employees allocated to the Public Works Department. Previously, all education and training was budgeted in the Administration Department for each division (02-506-54012).

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ -	\$ 2,447	\$ 15,230

Budget vs. Actual



Water Division – Public Works Department

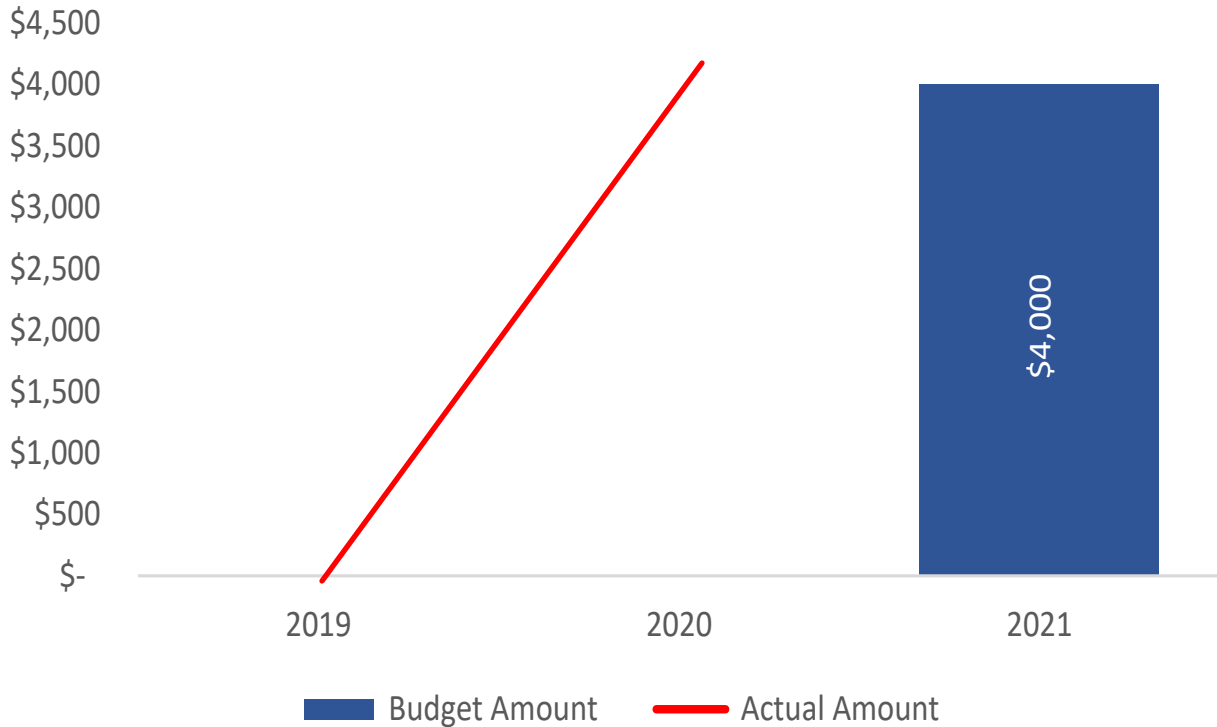
02-503-54025

Telephone & Internet

This budget category is new for Fiscal Year 2020-21. This line item is used for telephone and internet costs allocated to the Public Works Department. Previously, these costs were budgeted in the Administration Department for each division (02-506-54025).

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ -	\$ 4,107	\$ 4,000

Budget vs. Actual



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: drinking 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: drinking 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 6.95 Full-Time Equivalent (FTE) employees¹.

Title	Range	FTE	Expense
General Manager	-	0.45	\$ 135,497
Chief Financial Officer	248	0.45	\$ 89,783
Implementation Manager	236	0.70	\$ 115,737
Administrative Services Manager	233	0.35	\$ 67,515
Regulatory Compliance Manager	229	0.35	\$ 50,290
Administrative Supervisor	113	0.50	\$ 67,074
Administrative Services Specialist	113	0.35	\$ 44,013
Information Systems Specialist	111	0.45	\$ 53,147
Senior Engineering Technician	110	0.35	\$ 43,917
Administrative Assistant I	39	0.50	\$ 56,246
Administrative Clerk IV	35	1.50	\$ 134,987
Administrative Clerk I	23	1.00	\$ 71,267
Total		6.95	\$ 929,473

¹ The positions that are assigned a FTE value of less than 1.0 are involved in other divisions such as the Sewer Division and Recycled Water Division.

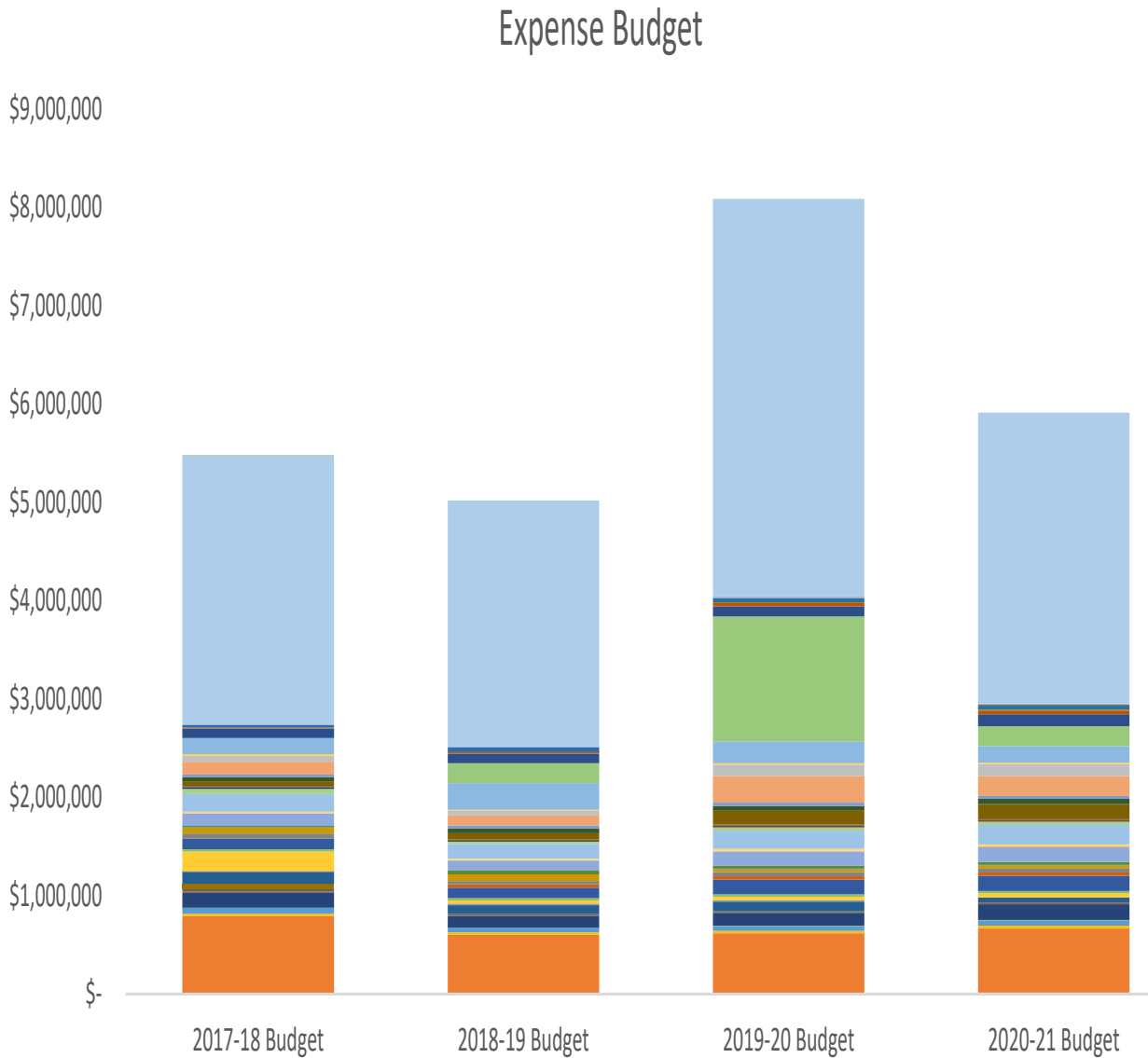
This year, the Administrative Services Department will be allocated \$2,955,183 (not including asset acquisitions & capital improvements), which represents a decrease of \$1,088,911 as compared to the prior year modified budget, or a 26.9% decrease.

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. The underfunded depreciation has been addressed as part of the most recent rate study and will continue to improve over the next few years.

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

Budget Overview – The following illustration shows the budgeted line items for the Administrative Services Budget.



Account	2017-18 Budget	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	2019-20 Estimated Actual	2020-21 Budget	Increase (Decrease) in Budget	Increase (Decrease) %
02-506-50009. Labor - Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,607	\$ 12,436	\$ 12,436	
02-506-50010. Labor	\$ 792,038	\$ 652,877	\$ 602,359	\$ 543,748	\$ 616,295	\$ 601,429	\$ 655,148	\$ 38,853	6.3%
02-506-50011. Labor - Credit	\$ -	\$ (12,220)	\$ -	\$ (556)	\$ -	\$ -	\$ -	\$ -	
02-506-50012. Director Fees	\$ 22,500	\$ 28,791	\$ 25,000	\$ 26,092	\$ 26,000	\$ 25,228	\$ 27,300	\$ 1,300	5.0%
02-506-50013. Benefits-FICA	\$ 62,000	\$ 56,318	\$ 46,080	\$ 45,093	\$ 47,147	\$ 50,099	\$ 53,161	\$ 6,014	12.8%
02-506-50014. Benefits-Life Insurance	\$ 3,740	\$ 1,538	\$ 2,952	\$ 1,195	\$ 3,120	\$ 1,186	\$ 3,964	\$ 844	27.1%
02-506-50016. Benefits-Health & Def Comp	\$ 154,600	\$ 230,322	\$ 115,866	\$ 169,822	\$ 130,980	\$ 201,076	\$ 161,439	\$ 30,459	23.3%
02-506-50017. Benefits-Disability Insurance	\$ 7,300	\$ 8,698	\$ 5,421	\$ 7,179	\$ 5,547	\$ 9,390	\$ 6,007	\$ 460	8.3%
02-506-50019. Benefits-Workers Compensation	\$ 21,900	\$ 13,493	\$ 16,264	\$ 14,350	\$ 16,640	\$ 13,168	\$ 4,454	\$ (12,186)	-73.2%
02-506-50021. Benefits-PERS Employee	\$ 56,700	\$ 23,064	\$ -	\$ (4,427)	\$ -	\$ -	\$ -	\$ -	
02-506-50022. Benefits-PERS Employer	\$ 118,200	\$ 282,563	\$ 90,354	\$ 39,960	\$ 92,444	\$ 49,212	\$ 53,984	\$ (38,460)	-41.6%
02-506-50023. Benefits-Uniforms	\$ 2,800	\$ 2,377	\$ 3,075	\$ 1,997	\$ 3,250	\$ 3,690	\$ 175	\$ (3,075)	-94.6%
02-506-50024. Benefits-Vacation & Sick Pay	\$ 8,000	\$ 27,675	\$ 10,000	\$ 5,242	\$ 10,000	\$ 10,000	\$ -	\$ (10,000)	-100.0%
02-506-50025. Benefits-Boots	\$ 1,840	\$ 1,381	\$ 1,845	\$ 3,435	\$ 1,950	\$ 3,300	\$ 2,055	\$ 105	5.4%
02-506-50055. Pension Expense-GASB 68	\$ -	\$ 152,953	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
02-506-51003. R&M - Structures	\$ 195,000	\$ 240,877	\$ 30,000	\$ 66,196	\$ 35,000	\$ 40,174	\$ 40,700	\$ 5,700	16.3%
02-506-51091. Expense Credits (overhead)	\$ -	\$ (5,156)	\$ -	\$ (10,640)	\$ -	\$ (1,537)	\$ -	\$ -	
02-506-51120. Safety Equipment & Supplies	\$ 25,000	\$ 32,559	\$ 25,000	\$ 35,680	\$ 25,000	\$ 10,354	\$ 25,500	\$ 500	2.0%
02-506-51125. Petroleum Products	\$ 106,000	\$ 112,681	\$ 105,000	\$ 160,758	\$ 150,000	\$ 126,064	\$ 153,000	\$ 3,000	2.0%
02-506-51130. Office Supplies & Expenses	\$ -	\$ 40,037	\$ 35,000	\$ 34,603	\$ 35,000	\$ 17,335	\$ 35,700	\$ 700	2.0%
02-506-51140. General Supplies & Expenses	\$ 54,000	\$ 58,368	\$ 35,000	\$ 38,392	\$ 40,000	\$ 28,168	\$ 40,800	\$ 800	2.0%
02-506-51211. Utilities - Electricity	\$ 60,000	\$ 32,243	\$ 65,000	\$ 30,666	\$ 32,000	\$ 30,604	\$ 32,640	\$ 640	2.0%
02-506-51213. Utilities - Natural Gas	\$ 3,000	\$ 1,374	\$ 1,500	\$ 2,199	\$ 2,000	\$ 2,606	\$ 2,740	\$ 740	37.0%
02-506-54002. Dues & Subscriptions	\$ 16,500	\$ 15,828	\$ 41,500	\$ 22,928	\$ 30,000	\$ 24,650	\$ 30,600	\$ 600	2.0%
02-506-54005. Computer Expenses	\$ 125,000	\$ 143,990	\$ 100,000	\$ 178,771	\$ 145,000	\$ 126,020	\$ 147,900	\$ 2,900	2.0%
02-506-54010. Postage	\$ 3,500	\$ 4,702	\$ 4,200	\$ 7,112	\$ 10,000	\$ 749	\$ 10,200	\$ 200	2.0%
02-506-54011. Printing & Publications	\$ -	\$ 1,870	\$ -	\$ 294	\$ -	\$ -	\$ -	\$ -	
02-506-54012. Education & Training	\$ 15,000	\$ 12,335	\$ 15,000	\$ 20,857	\$ 20,000	\$ 7,194	\$ 20,400	\$ 400	2.0%
02-506-54013. Utility Billing Expenses	\$ 180,000	\$ 186,178	\$ 150,000	\$ 187,221	\$ 185,000	\$ 196,189	\$ 197,700	\$ 12,700	6.9%
02-506-54014. Public Relations	\$ 50,000	\$ 24,128	\$ 25,000	\$ 47,463	\$ 31,500	\$ 12,818	\$ 32,130	\$ 630	2.0%
02-506-54016. Travel Related Expenses	\$ 15,000	\$ 18,794	\$ 8,000	\$ 11,376	\$ 7,500	\$ 13,153	\$ 7,650	\$ 150	2.0%
02-506-54017. Certifications & Renewals	\$ 7,000	\$ 10,184	\$ 8,000	\$ 11,271	\$ 12,000	\$ 7,815	\$ 12,240	\$ 240	2.0%
02-506-54020. Meeting Related Expenses	\$ 6,000	\$ 8,051	\$ 8,000	\$ 9,806	\$ 8,000	\$ 7,727	\$ 8,160	\$ 160	2.0%
02-506-54022. Utilities - YVWD Services	\$ 50,000	\$ 84,675	\$ 60,000	\$ 132,887	\$ 145,000	\$ 71,055	\$ 147,900	\$ 2,900	2.0%
02-506-54024. Waste Disposal	\$ -	\$ 2,522	\$ 2,500	\$ 6,144	\$ 2,700	\$ 5,130	\$ 5,100	\$ 2,400	88.9%
02-506-54025. Telephone & Internet	\$ 45,000	\$ 45,221	\$ 45,000	\$ 59,473	\$ 45,000	\$ 52,696	\$ 53,000	\$ 8,000	17.8%
02-506-54099. Conservation & Rebates	\$ 22,800	\$ 22,735	\$ 30,000	\$ 100	\$ 30,000	\$ 1,000	\$ 30,600	\$ 600	2.0%
02-506-54104. Contractural Services	\$ 130,000	\$ 134,746	\$ 100,000	\$ 174,211	\$ 270,000	\$ 294,769	\$ 200,700	\$ (69,300)	-25.7%
02-506-54107. Legal	\$ 60,500	\$ 69,667	\$ 50,000	\$ 20,341	\$ 120,000	\$ 115,853	\$ 120,000	\$ -	0.0%
02-506-54108. Audit & Accounting	\$ 16,000	\$ 10,975	\$ 12,000	\$ 11,779	\$ 15,000	\$ 15,420	\$ 15,300	\$ 300	2.0%
02-506-54109. Professional Fees	\$ 165,000	\$ 233,334	\$ 270,000	\$ 239,959	\$ 217,691	\$ 238,971	\$ 168,300	\$ (49,391)	-22.7%
02-506-55500. Depreciation	\$ -	\$ 3,318,457	\$ 200,000	\$ 200,000	\$ 1,272,330	\$ 1,272,330	\$ 204,000	\$ (1,068,330)	-84.0%
02-506-56001. Insurance	\$ 100,000	\$ 95,653	\$ 100,000	\$ 100,173	\$ 100,000	\$ 129,879	\$ 122,000	\$ 22,000	22.0%
02-506-57030. Regulatory Compliance	\$ 7,000	\$ 9,018	\$ 15,000	\$ 39,529	\$ 35,000	\$ 33,798	\$ 35,700	\$ 700	2.0%
02-506-57090. Election Related Expenses	\$ -	\$ -	\$ 5,000	\$ 13,280	\$ -	\$ -	\$ -	\$ -	
02-506-57095. Yucaipa SGMA	\$ -	\$ -	\$ -	\$ 37,132	\$ 10,000	\$ 7,496	\$ 10,200	\$ 200	2.0%
02-506-57096. Beaumont Basin Watermaster	\$ 28,000	\$ 40,482	\$ 44,000	\$ 37,717	\$ 40,000	\$ 31,331	\$ 40,800	\$ 800	2.0%
02-506-57097. San Timoteo SGMA	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 8,133	\$ 8,100	\$ 3,100	62.0%
02-506-57098. Bunker Hill GSC	\$ -	\$ -	\$ -	\$ 13,379	\$ 15,000	\$ 15,795	\$ 15,300	\$ 300	2.0%
02-506-57204. Amortized Bond Discount	\$ -	\$ (170,365)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ 2,736,918	\$ 6,305,992	\$ 2,508,916	\$ 2,794,191	\$ 4,044,094	\$ 3,921,124	\$ 2,955,183	\$ (1,088,911)	-26.9%

Water Division – Administrative Services Department

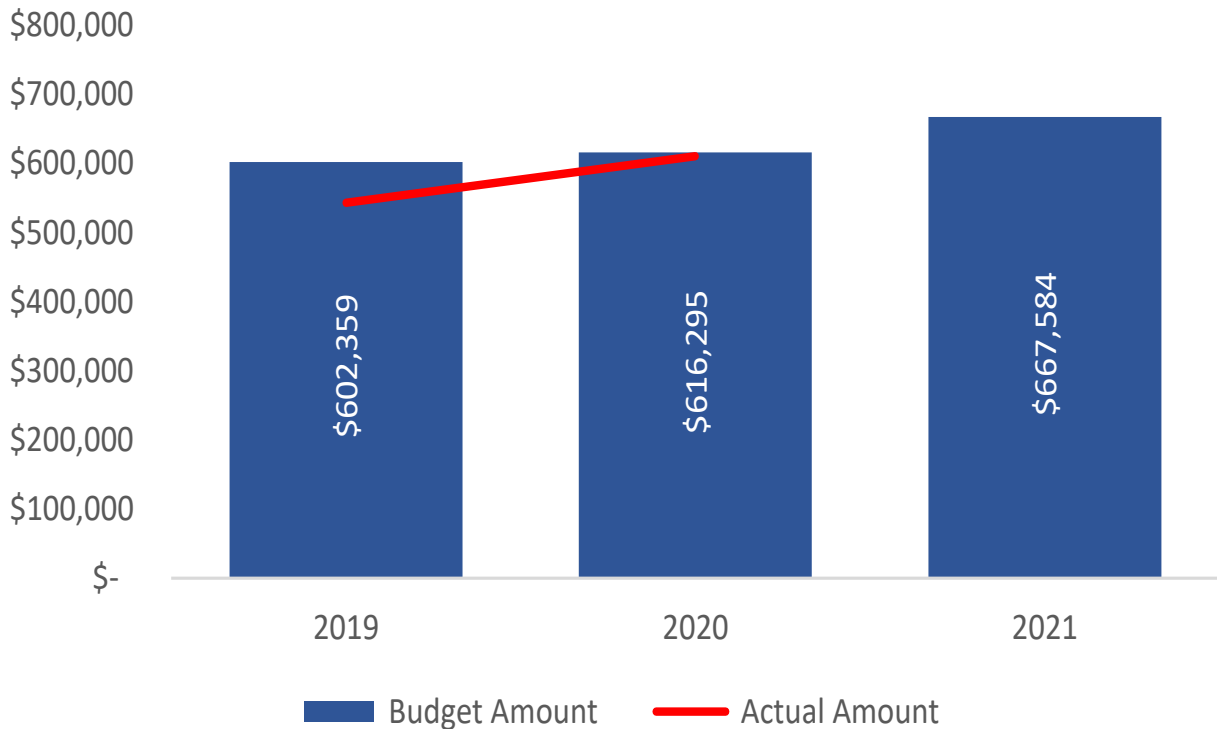
02-506-500xx

Labor

This budget category includes the base salaries and overtime associated with the Administrative Services Department staff members. Fiscal Year 2020-21 is the first time the District has budgeted for overtime separately.

Account	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
02-506-50009. Labor - Overtime	\$ -	\$ -	\$ 9,607	\$ 12,436
02-506-50010. Labor	\$ 652,877	\$ 543,748	\$ 601,429	\$ 655,148
02-506-50011. Labor - Credit	\$ (12,220)	\$ (556)	\$ -	\$ -
	\$ 640,657	\$ 543,192	\$ 611,036	\$ 667,584

Budget vs. Actual



Water Division – Administrative Services Department

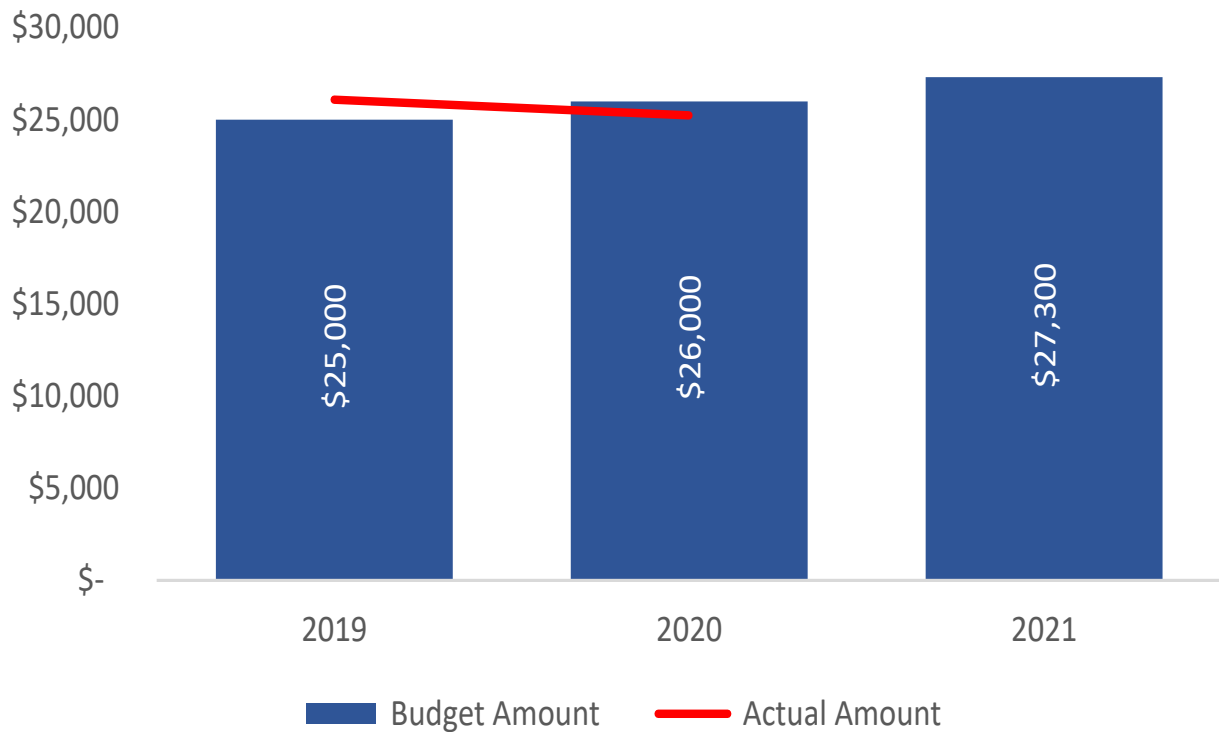
02-506-50012

Director Fees

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 28,791	\$ 26,092	\$ 25,228	\$ 27,300

Budget vs. Actual



Water Division – Administrative Services Department

02-506-500xx

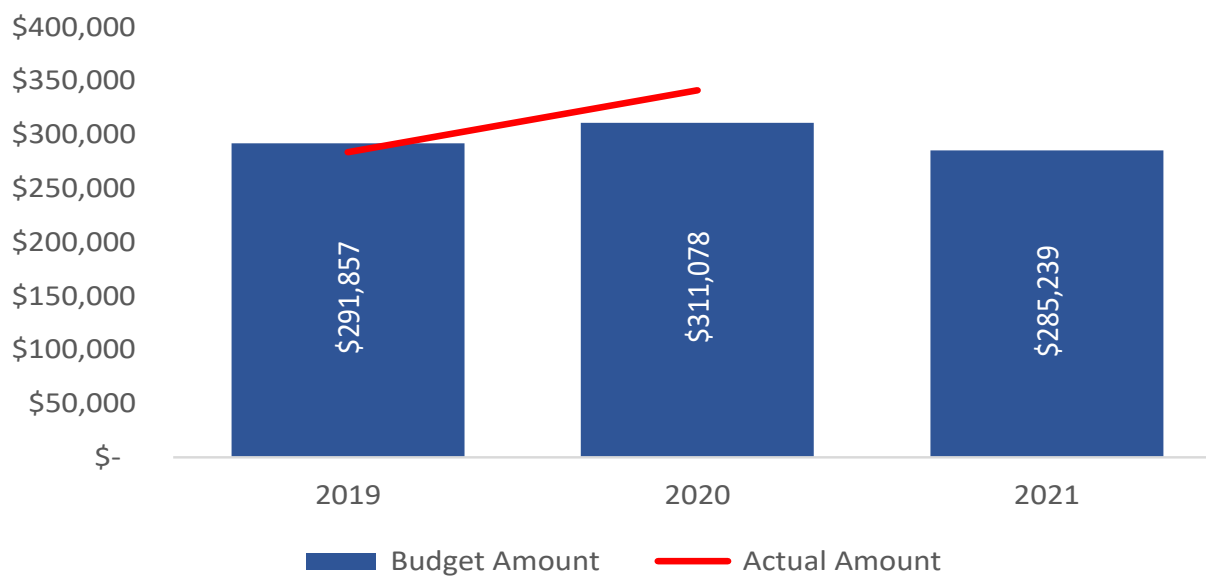
Benefits

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.

Account	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
02-506-50013. Benefits-FICA	\$ 56,318	\$ 45,093	\$ 50,099	\$ 53,161
02-506-50014. Benefits-Life Insurance	\$ 1,538	\$ 1,195	\$ 1,186	\$ 3,964
02-506-50016. Benefits-Health & Def Comp	\$ 230,322	\$ 169,822	\$ 201,076	\$ 161,439
02-506-50017. Benefits-Disability Insurance	\$ 8,698	\$ 7,179	\$ 9,390	\$ 6,007
02-506-50019. Benefits-Workers Compensation	\$ 13,493	\$ 14,350	\$ 13,168	\$ 4,454
02-506-50021. Benefits-PERS Employee	\$ 23,064	\$ (4,427)	\$ -	\$ -
02-506-50022. Benefits-PERS Employer	\$ 282,563	\$ 39,960	\$ 49,212	\$ 53,984
02-506-50023. Benefits-Uniforms	\$ 2,377	\$ 1,997	\$ 3,690	\$ 175
02-506-50024. Benefits-Vacation & Sick Pay	\$ 27,675	\$ 5,242	\$ 10,000	\$ -
02-506-50025. Benefits-Boots	\$ 1,381	\$ 3,435	\$ 3,300	\$ 2,055
	\$ 647,430	\$ 283,847	\$ 341,121	\$ 285,239

As a result of the implementation of the new financial system in July 2019, Benefits are automatically calculated as a result of payroll within the system. This has resulted in various changes to benefit line items that may have been over or under budgeted in prior years.

Budget vs. Actual



Water Division – Administrative Services Department

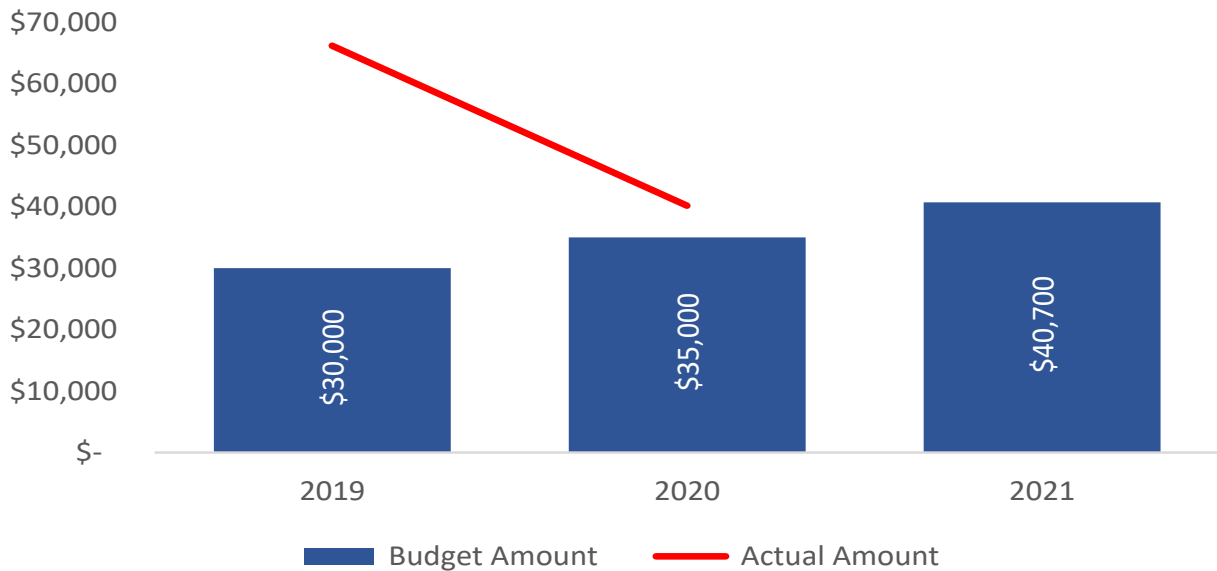
02-506-51003

Repair & Maintenance - Structures

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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 240,877	\$ 66,196	\$ 40,174	\$ 40,700

Budget vs. Actual



Water Division – Administrative Services Department

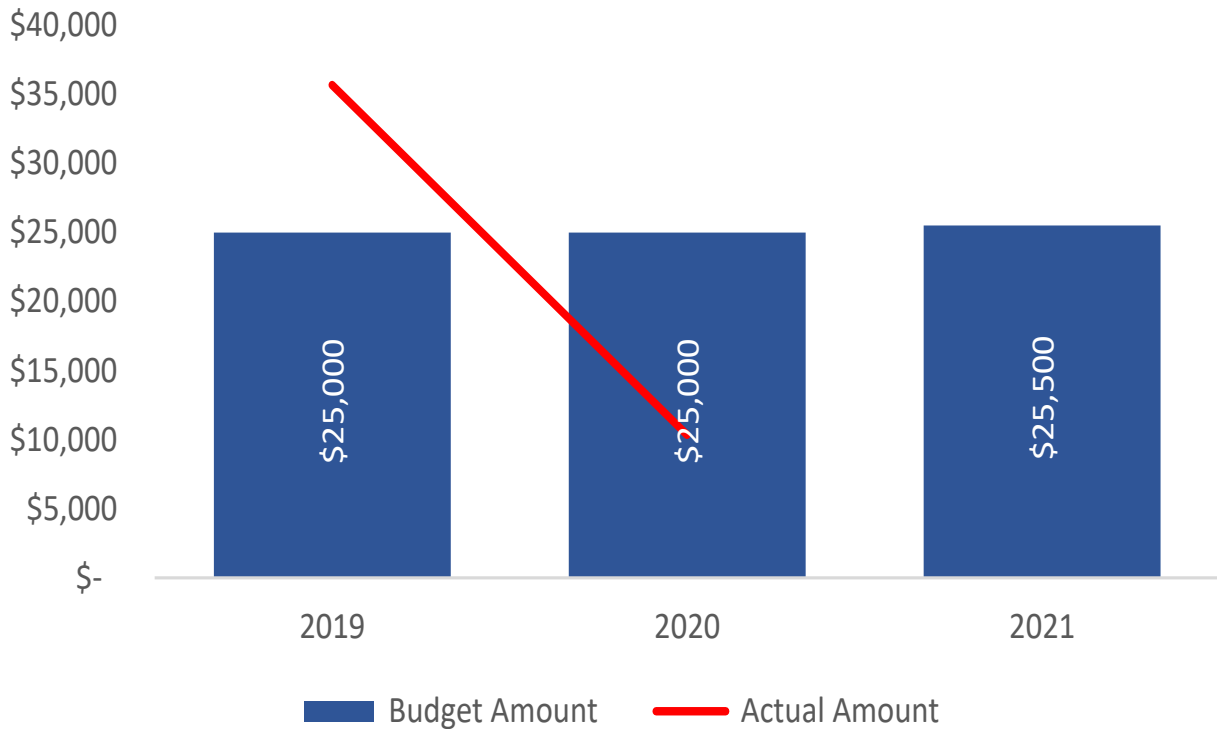
02-506-51120

Safety Equipment & Supplies

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 32,559	\$ 35,680	\$ 10,354	\$ 25,500

Budget vs. Actual



Water Division – Administrative Services Department

02-506-51125

Petroleum Products

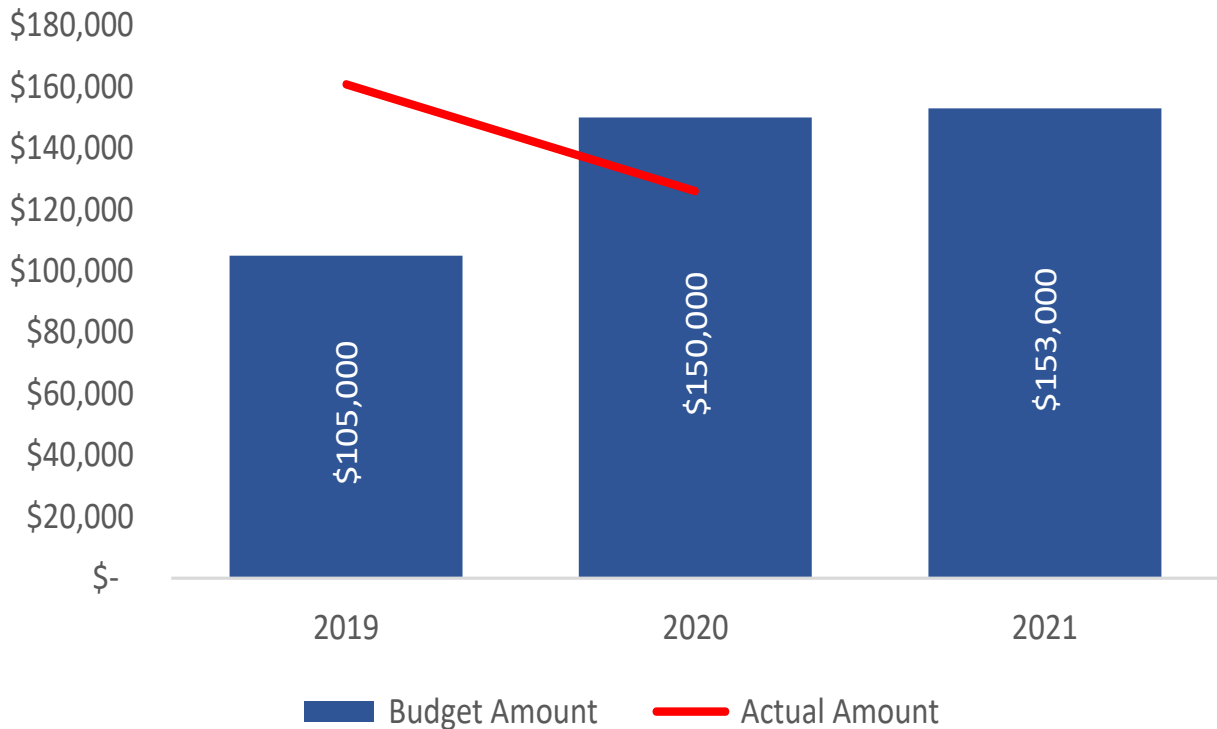
This budget category represents the projected costs associated with the purchase of gasoline, propane, oil and diesel fuel for District vehicles and equipment.

Line Item Detail:

Unleaded Gasoline	\$ 85,500
Diesel Fuel	\$ 60,000
Oil and Disposal Costs	\$ 2,500
Propane	\$ 2,000
Total	\$ 150,000

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 112,681	\$ 160,758	\$ 126,064	\$ 153,000

Budget vs. Actual



Water Division – Administrative Services Department

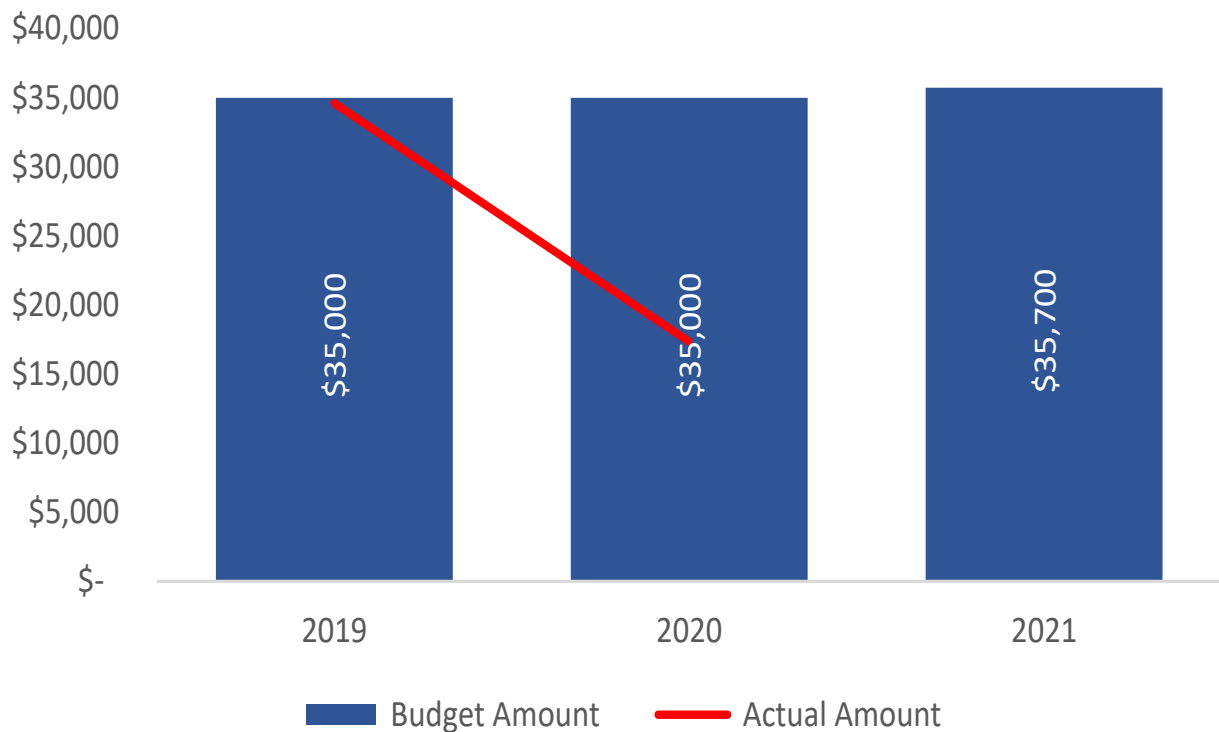
02-506-51130

Office Supplies

This budget category is used for office supplies for the drinking water division.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 40,037	\$ 34,603	\$ 17,335	\$ 35,700

Budget vs. Actual



Water Division – Administrative Services Department

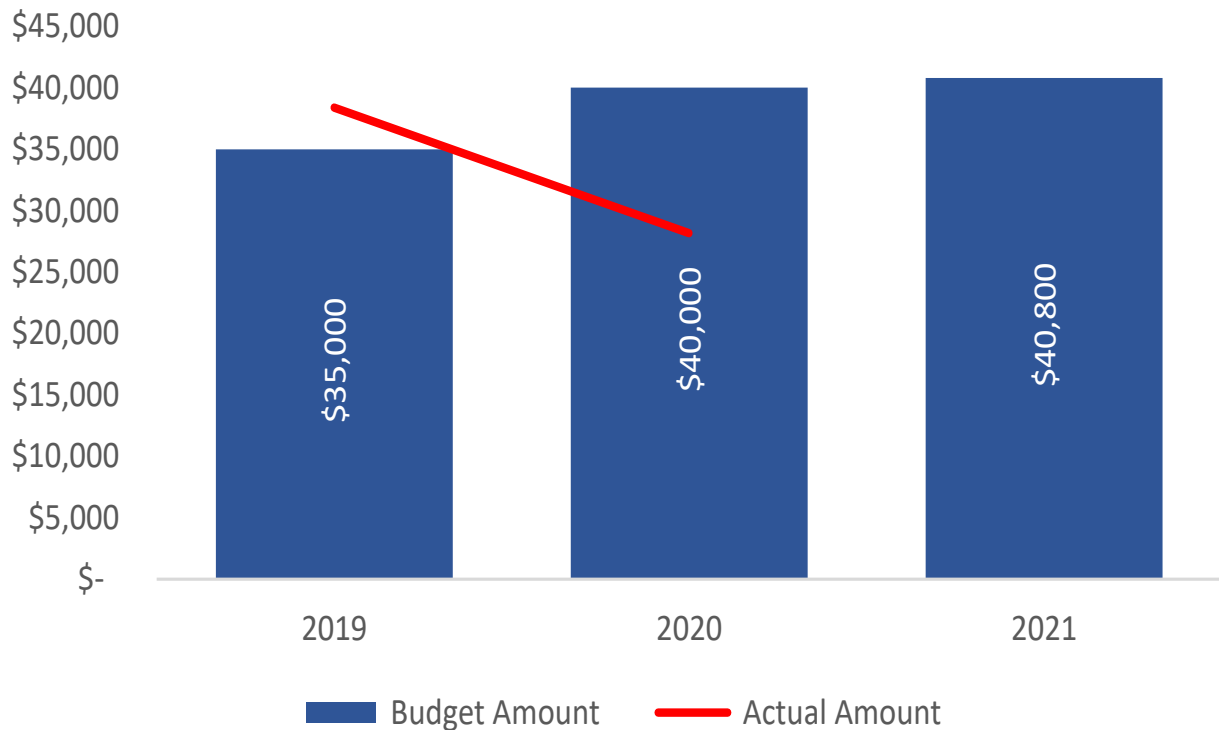
02-506-51140

General Supplies & Expenses

This budget includes the supplies and expenses related to the operation of the Administrative Services Department.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 58,368	\$ 38,392	\$ 28,168	\$ 40,800

Budget vs. Actual



Water Division – Administrative Services Department

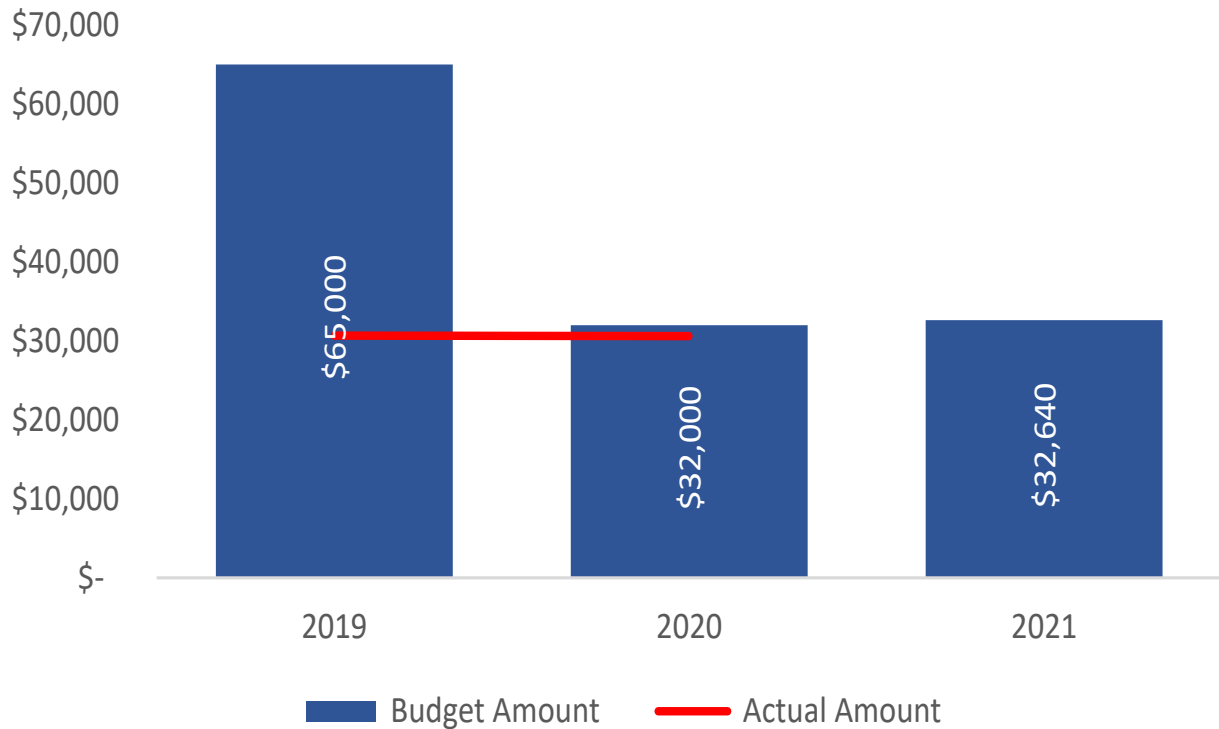
02-506-51211

Electricity

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 32,243	\$ 30,666	\$ 30,604	\$ 32,640

Budget vs. Actual



Water Division – Administrative Services Department

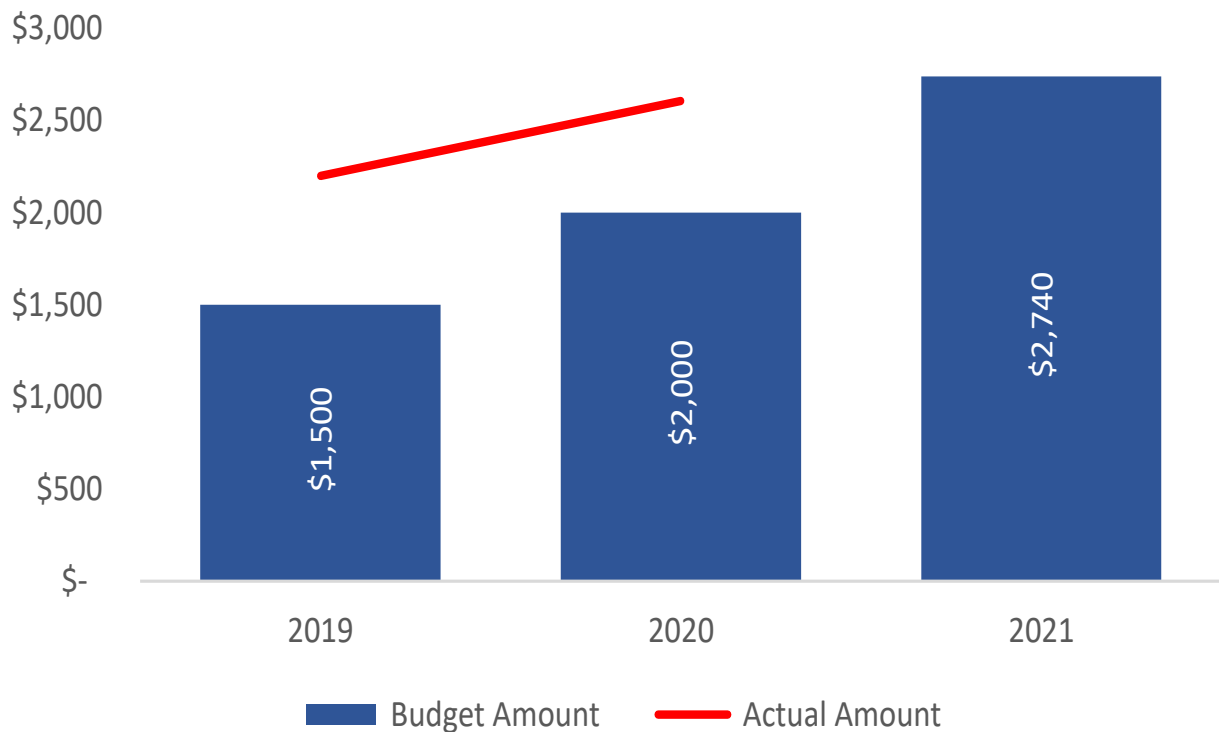
02-506-51213

Natural Gas

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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 1,374	\$ 2,199	\$ 2,606	\$ 2,740

Budget vs. Actual



Water Division – Administrative Services Department

02-506-54002

Dues & Subscriptions

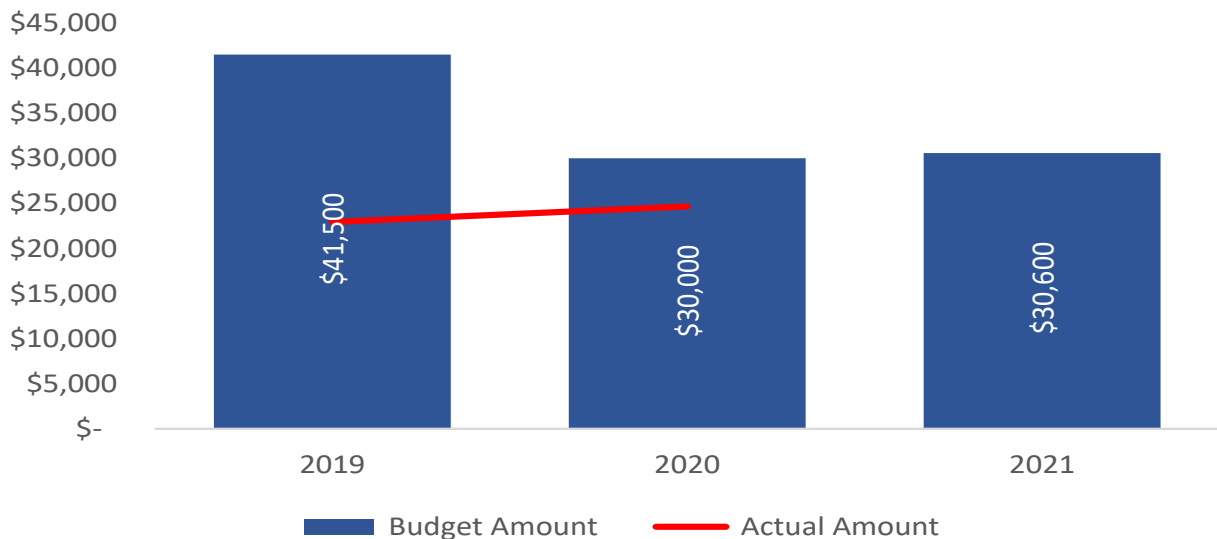
This budget category includes all costs related to membership dues and periodical subscriptions for the water division during the fiscal year.

Line Item Detail:

American Water Works Association (AWWA)	\$ 4,887
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)	\$ 3,521
California Water Environmental Association (CWEA)	\$ 4,800
California Water Efficiency Partnership (CalWEP)	\$ 3,677
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	\$ 30,600

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 15,828	\$ 22,928	\$ 24,650	\$ 30,600

Budget vs. Actual



Water Division – Administrative Services Department

02-506-54005

Computer Expenses

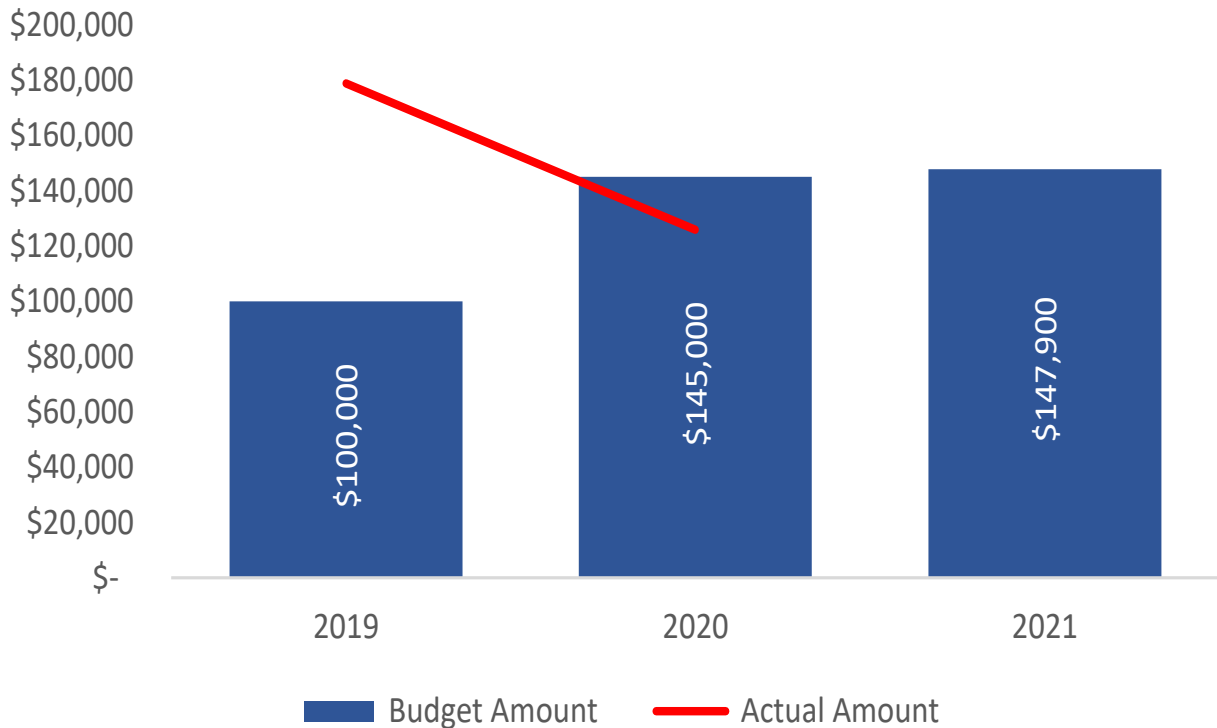
The District staff relies heavily upon the proper orientations and integration of our various computer systems. Therefore, this budget category includes the costs related to modifications and improvements in the operation of the computer systems.

Line Item Detail:

Computer and Network Maintenance	\$ 80,000
Hardware and Software	\$ 35,000
General Accounting and Customer Service Programs	\$ 32,900
Total	<u>\$ 147,900</u>

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 143,990	\$ 178,771	\$ 126,020	\$ 147,900

Budget vs. Actual



Water Division – Administrative Services Department

02-506-54010

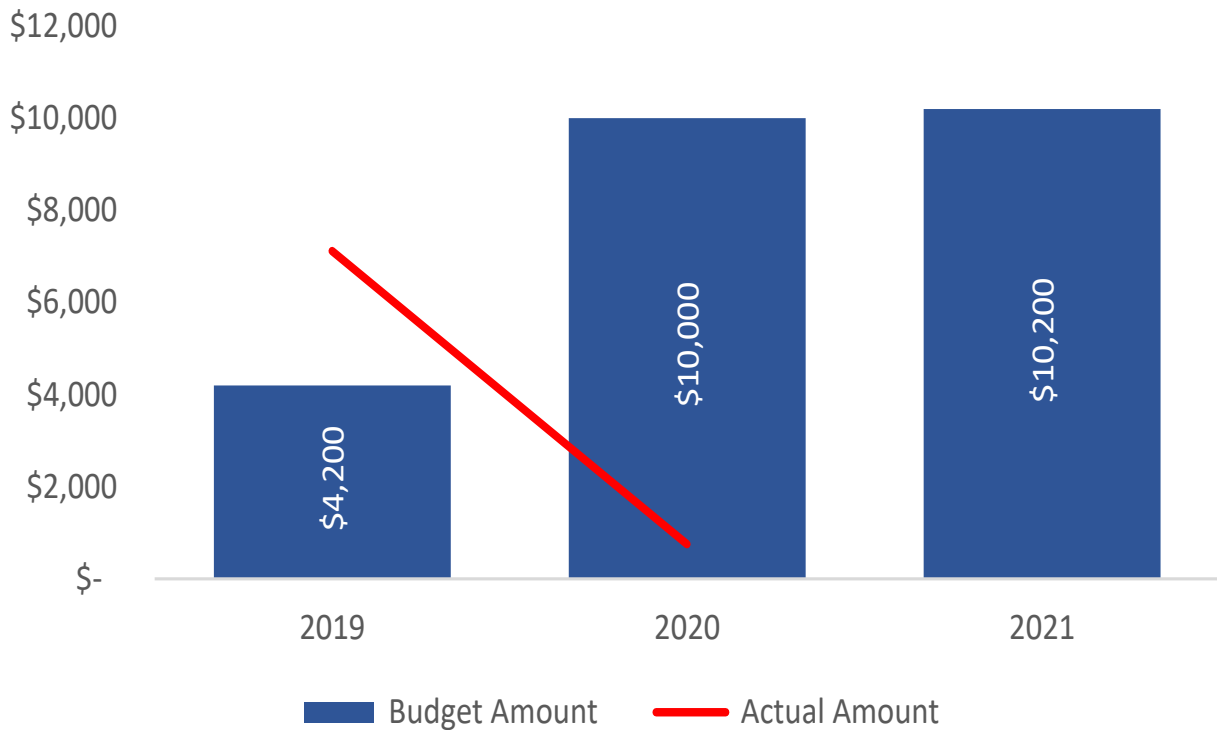
Postage

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

In fiscal year 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).

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 4,702	\$ 7,112	\$ 749	\$ 10,200

Budget vs. Actual



Water Division – Administrative Services Department

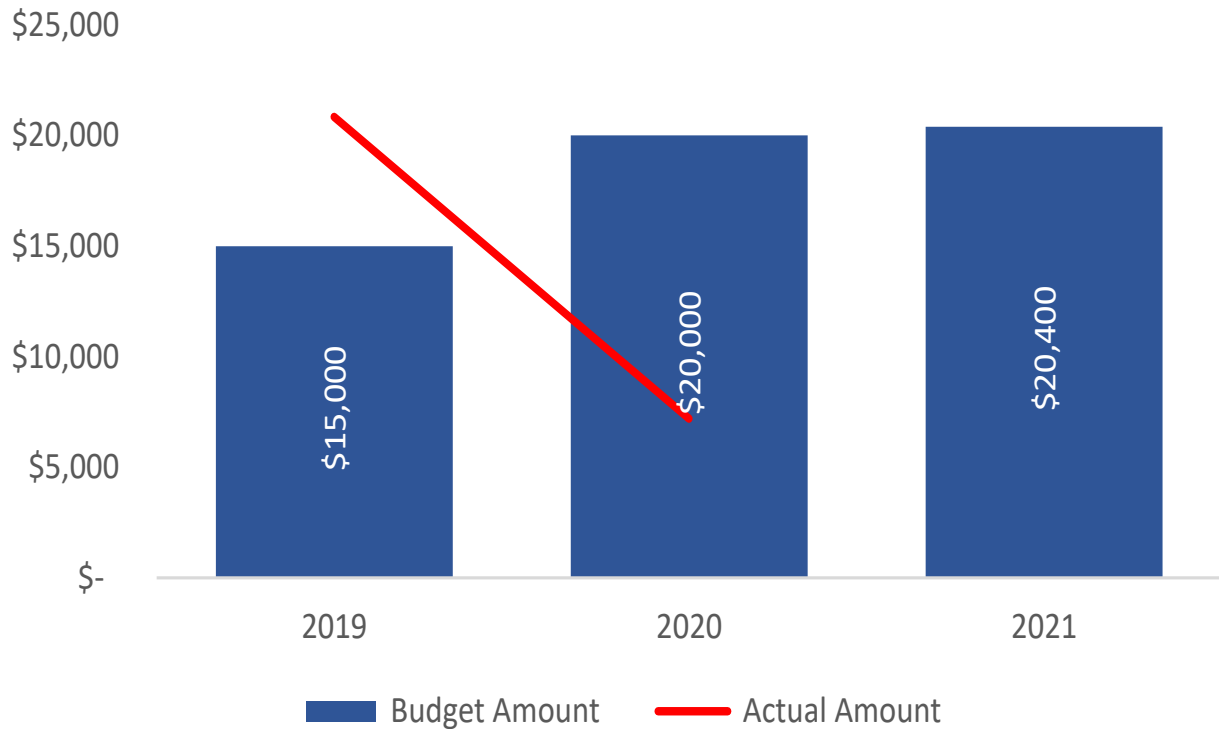
02-506-54012

Education & Training

This budget category was split in Fiscal Year 2020-21 to allocate funding to specific departments within the Water Division. This line item is used for all education and training for employees allocated to the Administrative Services Department.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 12,335	\$ 20,857	\$ 7,194	\$ 20,400

Budget vs. Actual



Water Division – Administrative Services Department

02-506-54013

Utility Billing Expenses

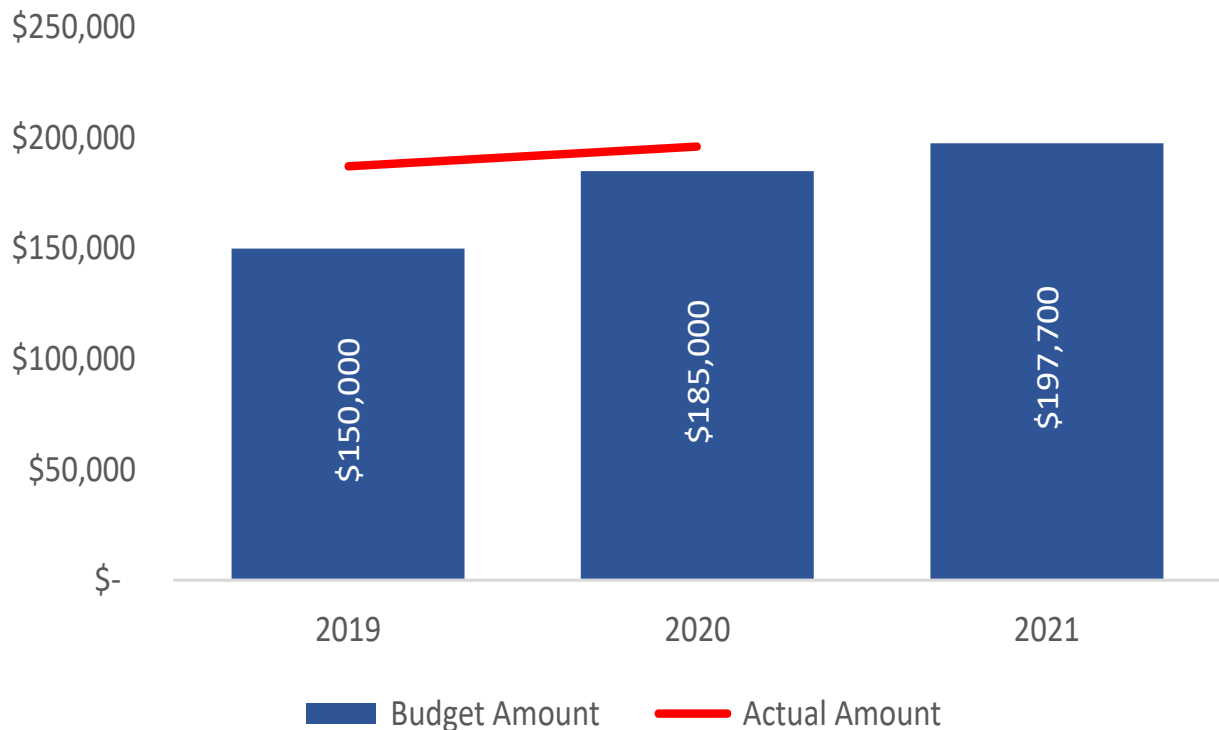
This budget category represents the costs associated with the production and collection of monthly customer invoices. The postage necessary to mail the monthly utility bills are included in this budget line item. The District waives the credit card fees charged to customers to encourage the use of alternative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

Line Item Detail:

Utility Billing Expenses	\$ 157,700
Credit Card Convenience Fees	\$ 40,000
Total	<u>\$ 197,700</u>

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 186,178	\$ 187,221	\$ 196,189	\$ 197,700

Budget vs. Actual



Water Division – Administrative Services Department

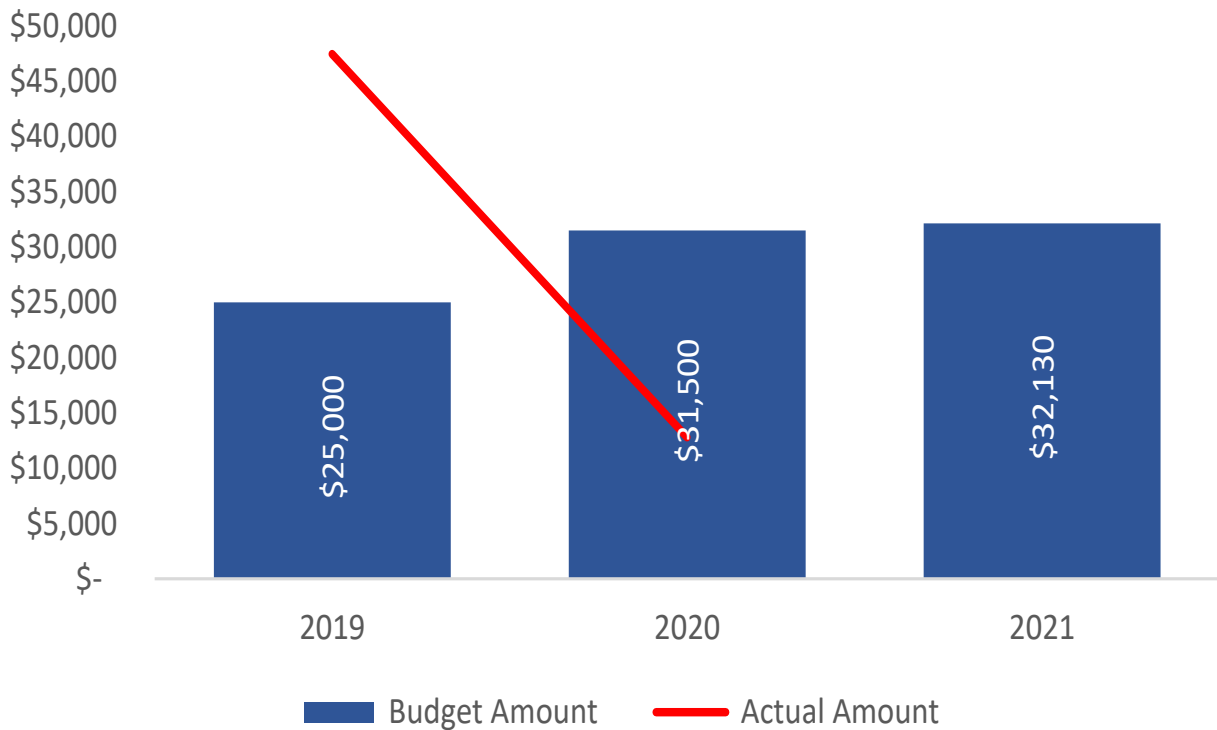
02-506-54014

Public Relations

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 (02-506-54011) was combined here.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 24,128	\$ 47,463	\$ 12,818	\$ 32,130

Budget vs. Actual



Water Division – Administrative Services Department

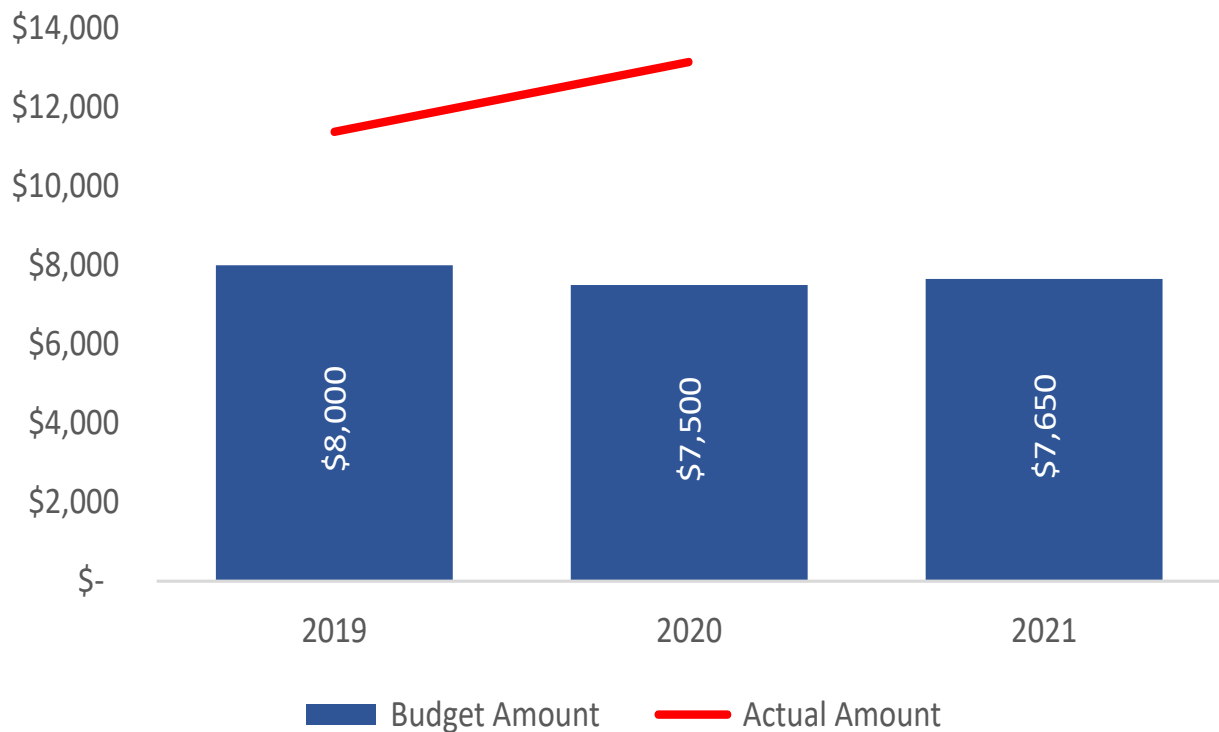
02-506-54016

Travel Related Expenses

This budget category includes travel related expenses associated with the Water Division.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 18,794	\$ 11,376	\$ 13,153	\$ 7,650

Budget vs. Actual



Water Division – Administrative Services Department

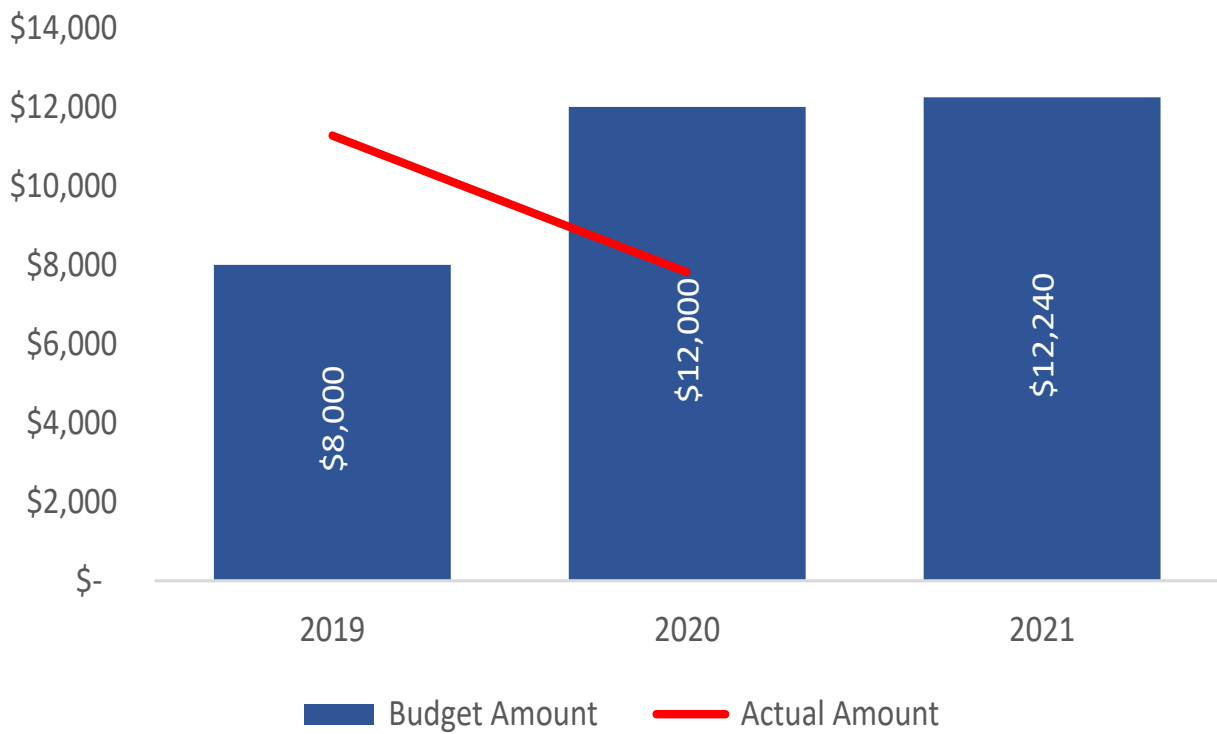
02-506-54017

Certifications & Renewals

This budget category is used for Water Division employee certifications.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 10,184	\$ 11,271	\$ 7,815	\$ 12,240

Budget vs. Actual



Water Division – Administrative Services Department

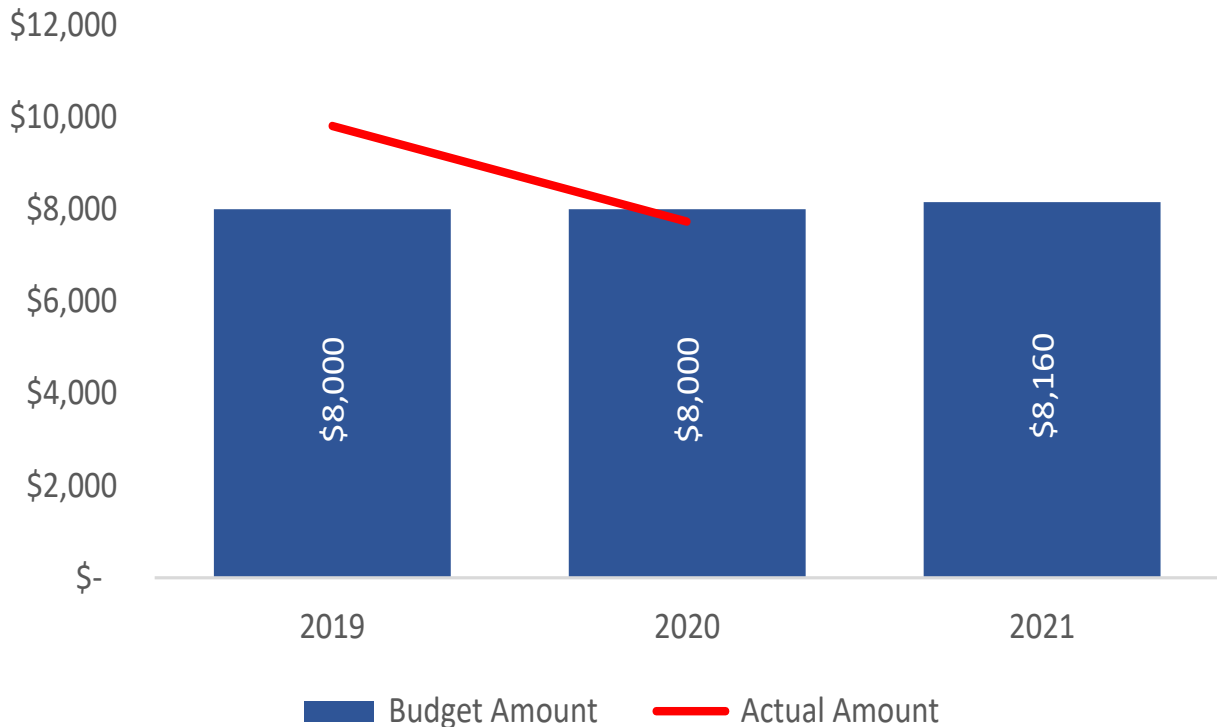
02-506-54020

Meeting Related Expenses

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 8,051	\$ 9,806	\$ 7,727	\$ 8,160

Budget vs. Actual



Water Division – Administrative Services Department

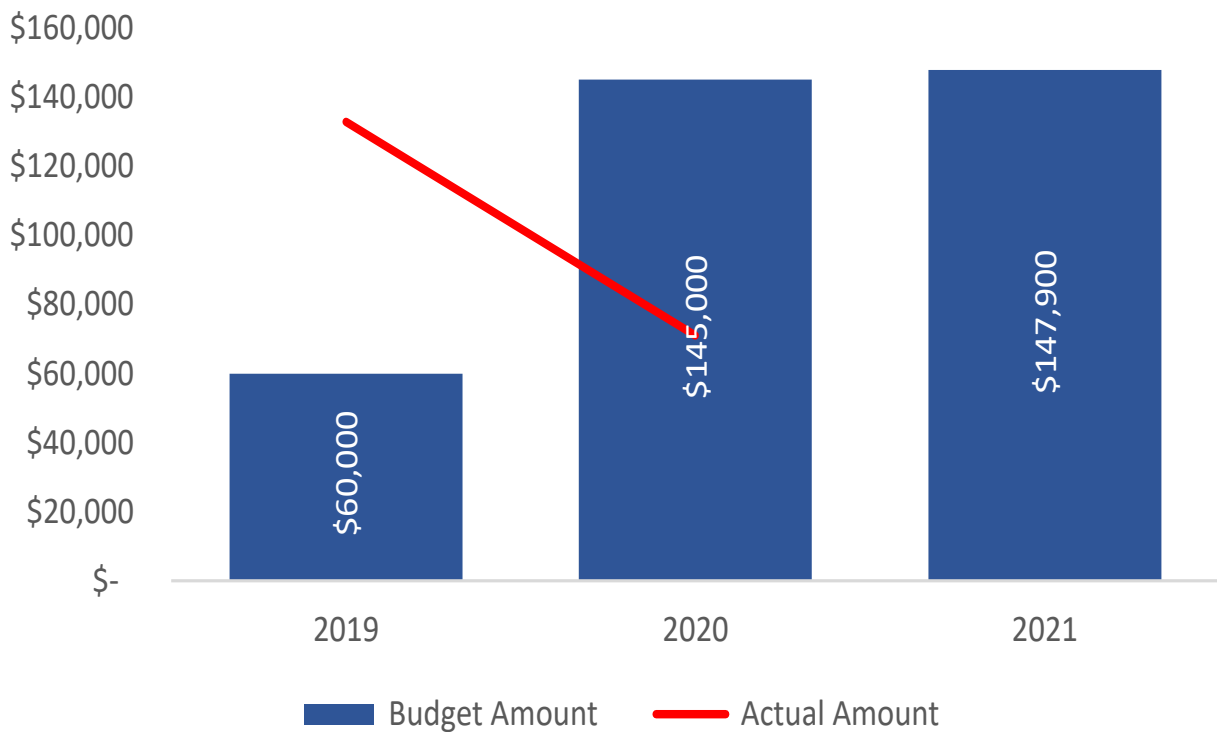
02-506-54022

Utilities – YVWD Services

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 84,675	\$ 132,887	\$ 71,055	\$ 147,900

Budget vs. Actual



Water Division – Administrative Services Department

02-506-54024

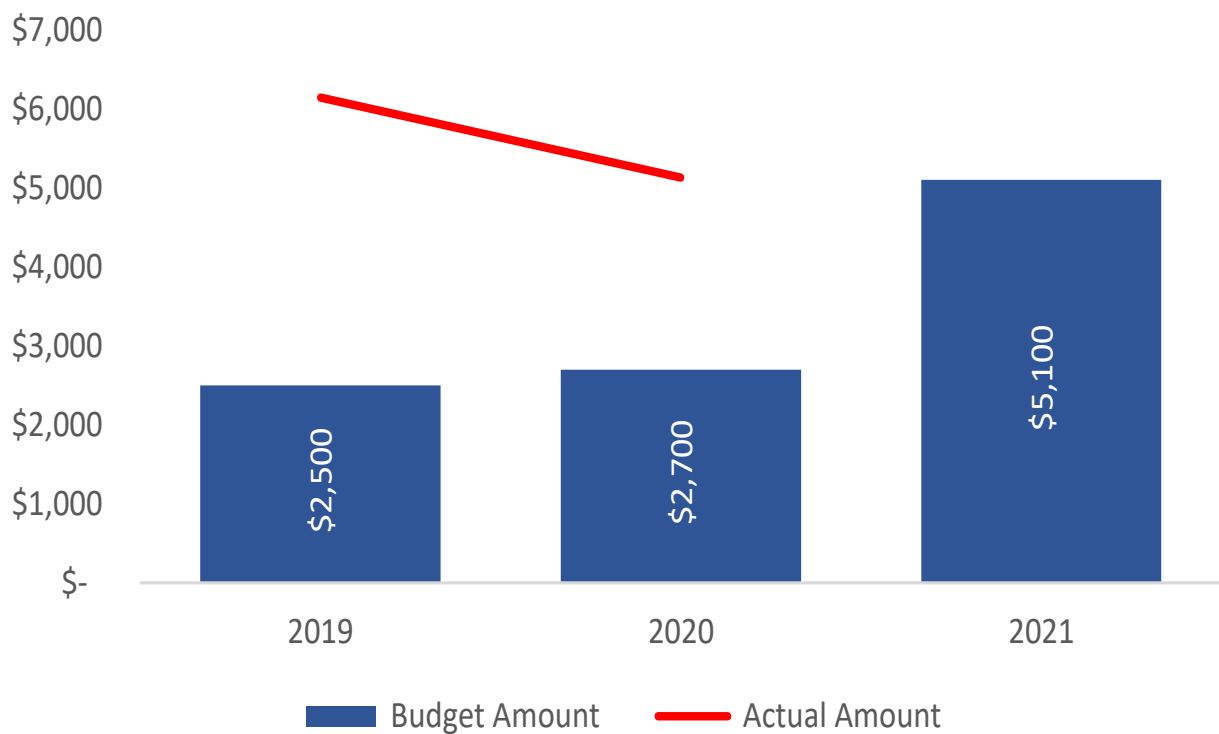
Waste Disposal

This budget category represents the projected costs associated with waste disposal by the departments in the Water Division.

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 2,522	\$ 6,144	\$ 5,130	\$ 5,100

Budget vs. Actual



Water Division – Administrative Services Department

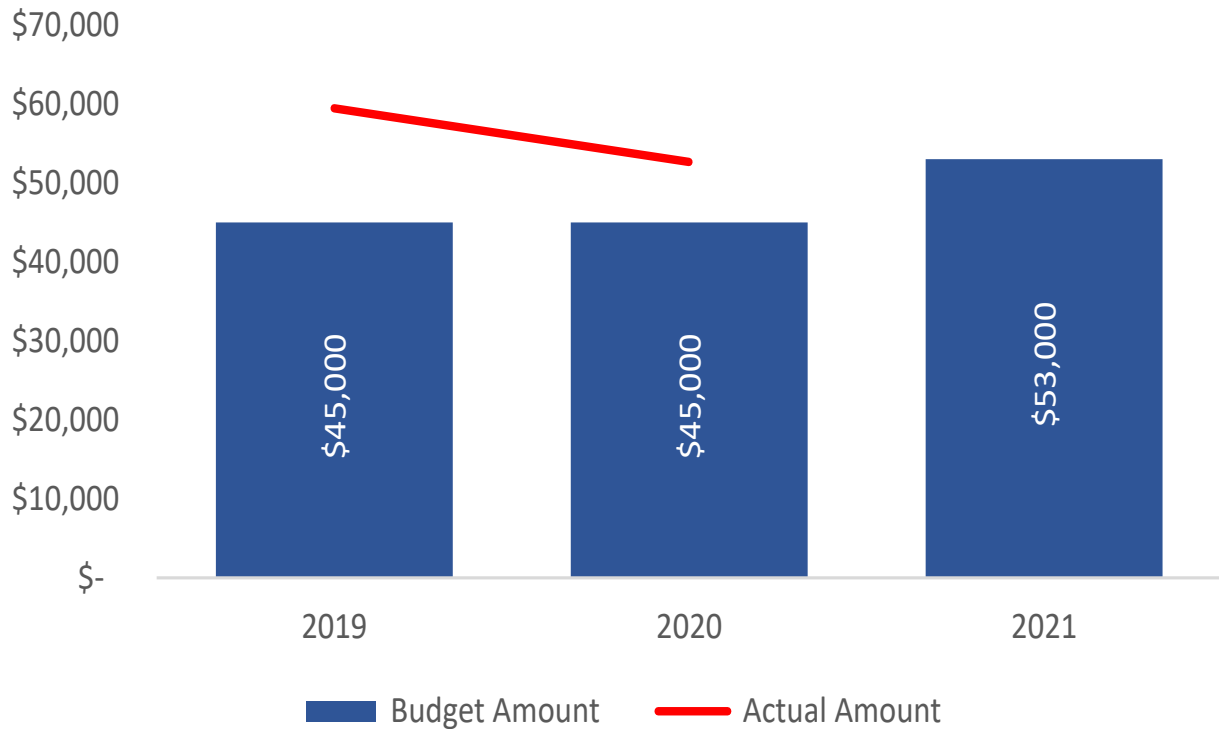
02-506-54025

Telephone & Internet

This budget category was split in Fiscal Year 2020-21 to allocate funding to specific departments within the Water Division. This line item is used for telephone and internet costs allocated to the Administrative Services Department.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 45,221	\$ 59,473	\$ 52,696	\$ 53,000

Budget vs. Actual



Water Division – Administrative Services Department

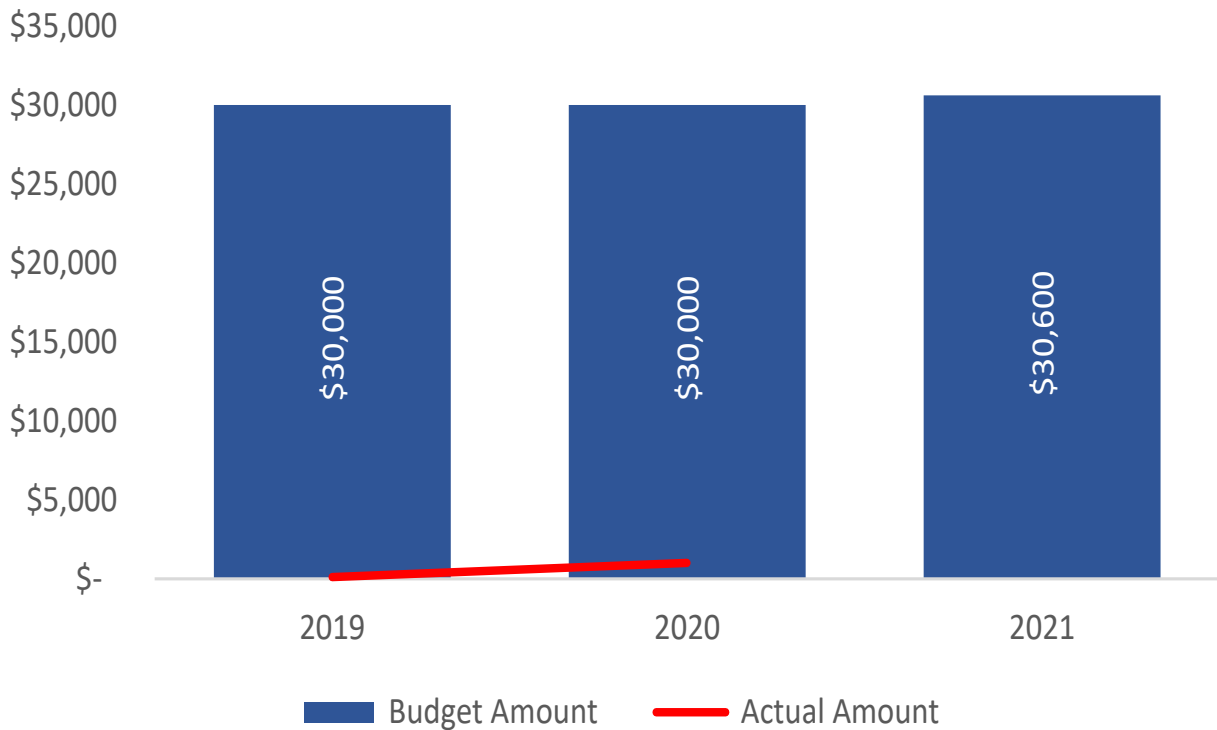
02-506-54099

Conservation & Rebates

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 drinking water urban use. These stringent drinking 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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 22,735	\$ 100	\$ 1,000	\$ 30,600

Budget vs. Actual



Water Division – Administrative Services Department

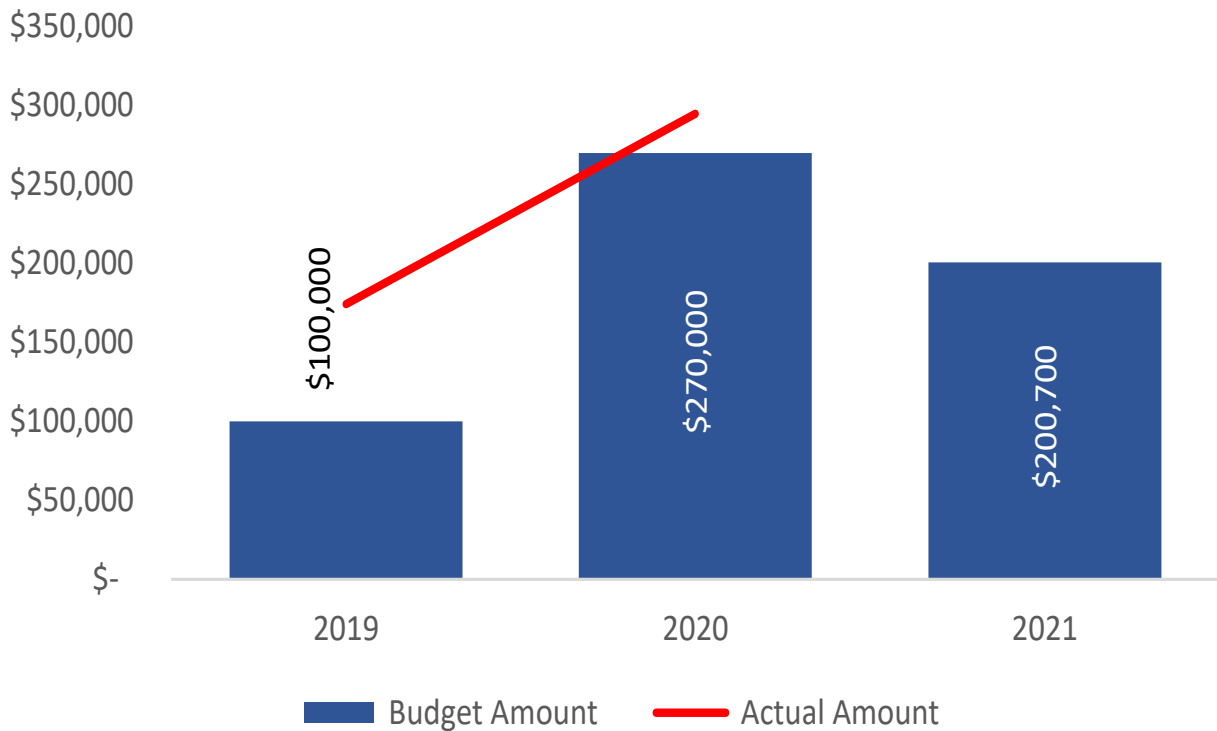
02-506-54104

Contractual Services

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. Fiscal year 2018-19 included charges for WaterTrax, Caselle and Elements as well as data mitigation. In addition, in fiscal year 2018-19 as well as 2019-20, the District utilized temporary staffing for customer service.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 134,746	\$ 174,211	\$ 294,769	\$ 200,700

Budget vs. Actual



Water Division – Administrative Services Department

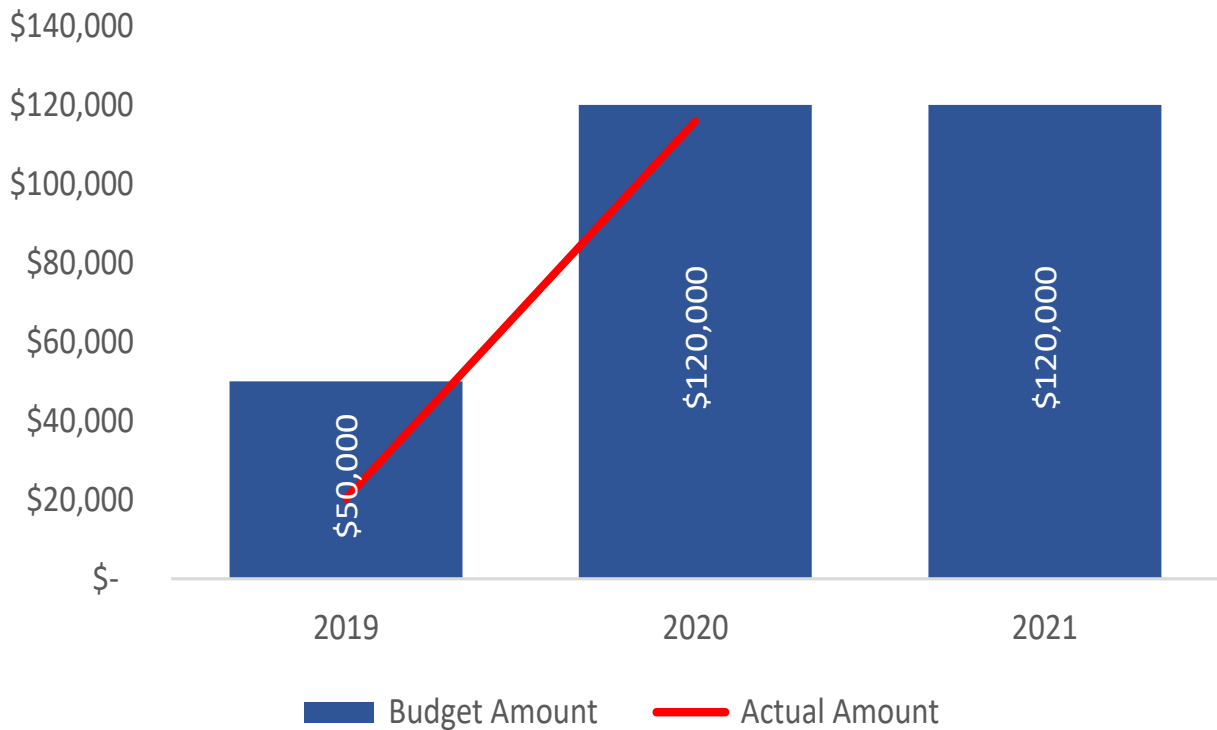
02-506-54107

Legal

This budget category is used for all drinking water related legal costs. Legal fees related to sewer issues will be expensed to the sewer budget (03-506-54107) and legal fees related to recycled water issues will be expensed to the recycled water budget (04-506-54107). In fiscal year 2019-20 there were additional legal expenses for various litigation compared to prior years.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 69,667	\$ 20,341	\$ 115,853	\$ 120,000

Budget vs. Actual



Water Division – Administrative Services Department

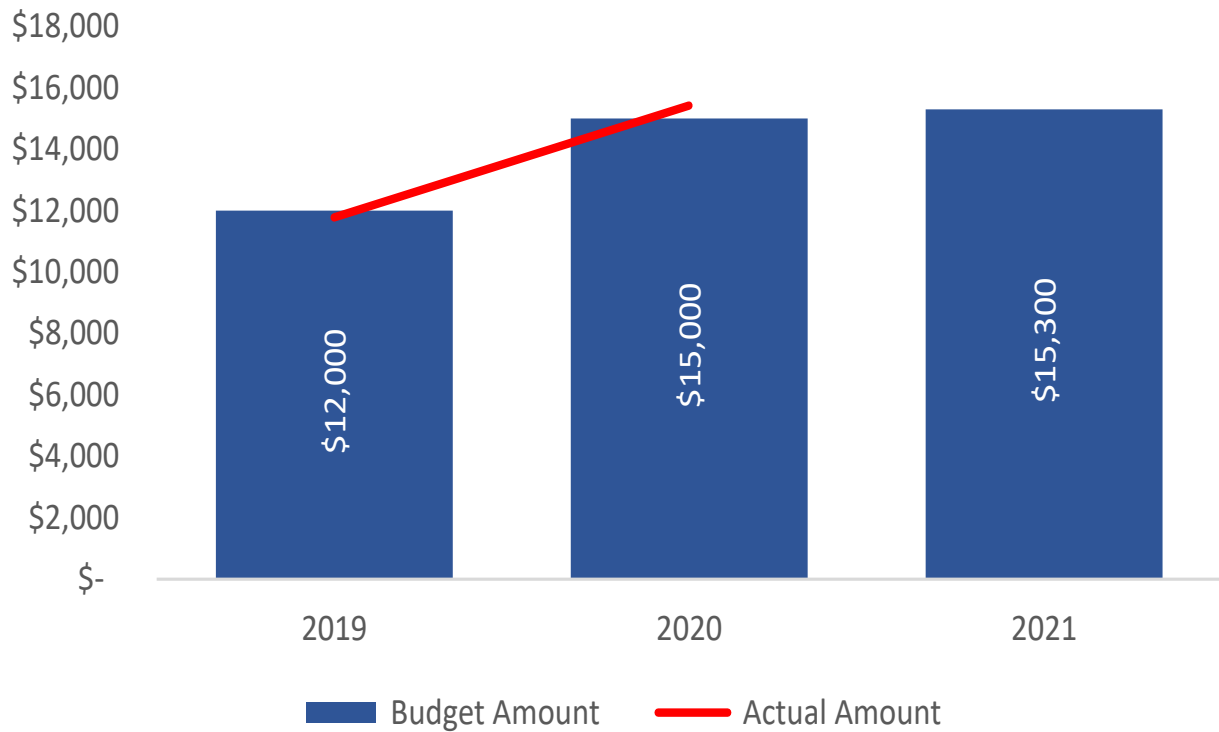
02-506-54108

Audit & Accounting

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 10,975	\$ 11,779	\$ 15,420	\$ 15,300

Budget vs. Actual



Water Division – Administrative Services Department

02-506-54109

Professional Services

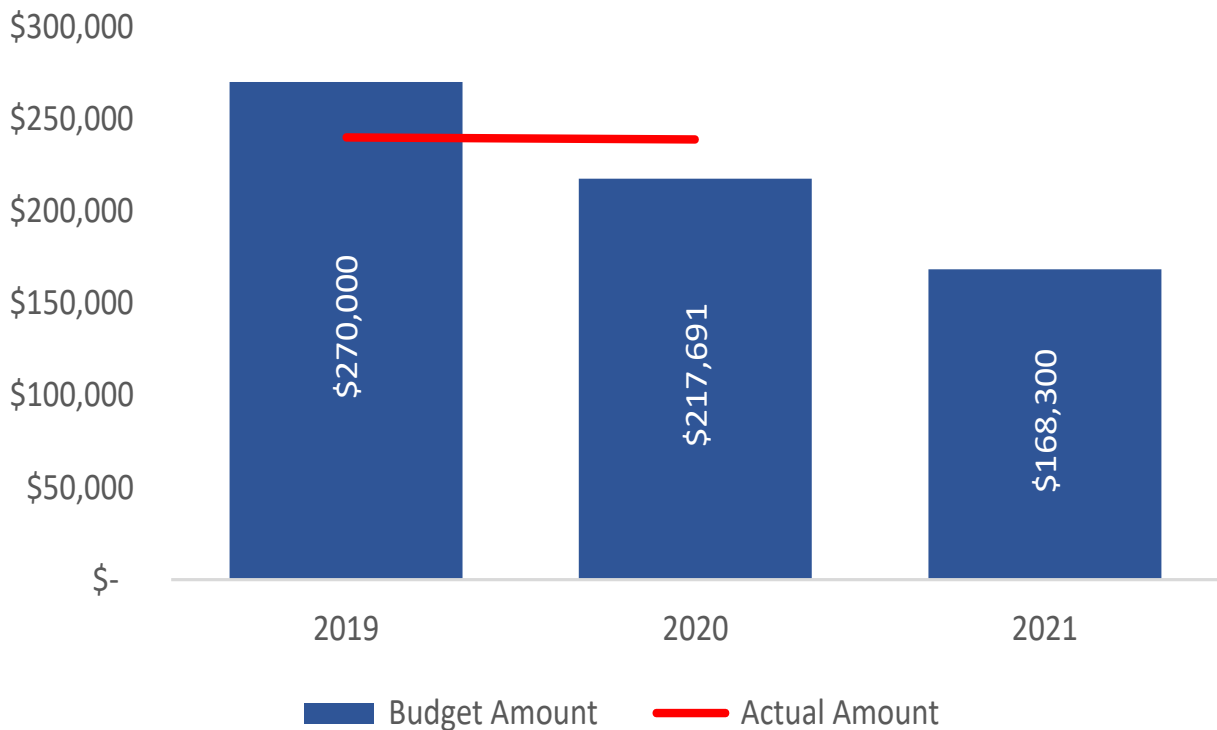
This budget category represents the annual projected costs associated with professional fees for the Water Division. This category will generally be used for labor consulting, legislative consulting, property appraisals, surveying and specialized engineering studies.

Line Item Detail:

Engineering Services	\$ 94,300
Legislative Consulting Services	\$ 49,000
Labor Consulting Services	\$ 25,000
Total	\$ 168,300

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 233,334	\$ 239,959	\$ 238,971	\$ 168,300

Budget vs. Actual



Water Division – Administrative Services Department

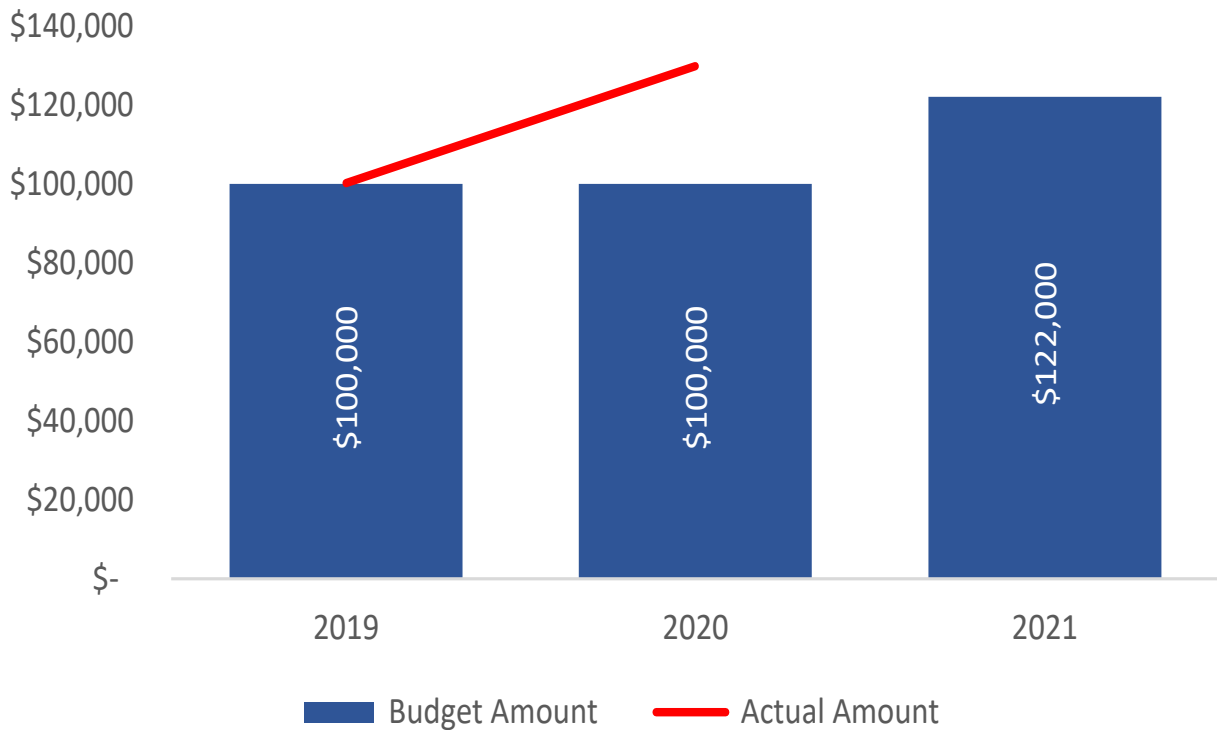
02-506-56001

Insurance

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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 95,653	\$ 100,173	\$ 129,879	\$ 122,000

Budget vs. Actual



Water Division – Administrative Services Department

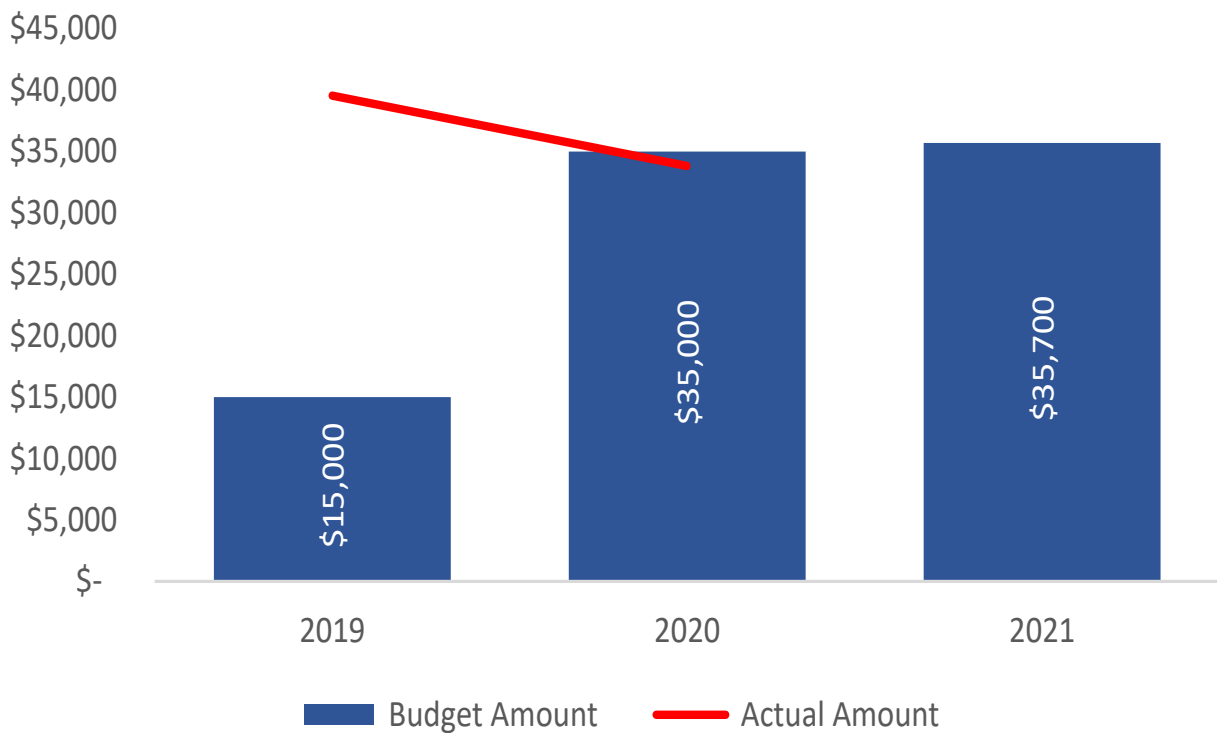
02-506-57030

Regulatory Compliance

This budget category is 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 in fiscal year 2020-21.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 9,018	\$ 39,529	\$ 33,798	\$ 35,700

Budget vs. Actual



Water Division – Administrative Services Department

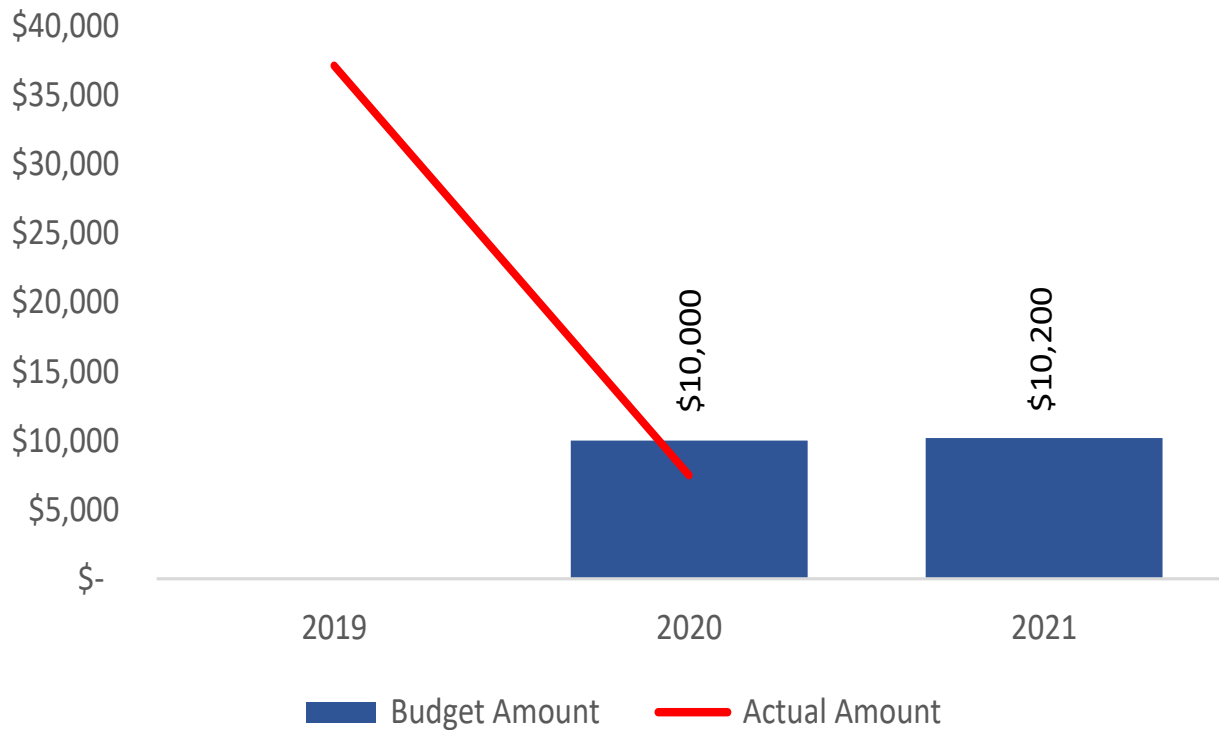
02-506-57095

Yucaipa SGMA

This budget category is used for expenses related to the Yucaipa SGMA. This is a newly budgeted line item for fiscal year 2019-20. The actual expenses for fiscal year 2018-19 were a result of multiple years.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ 37,132	\$ 7,496	\$ 10,200

Budget vs. Actual



Water Division – Administrative Services Department

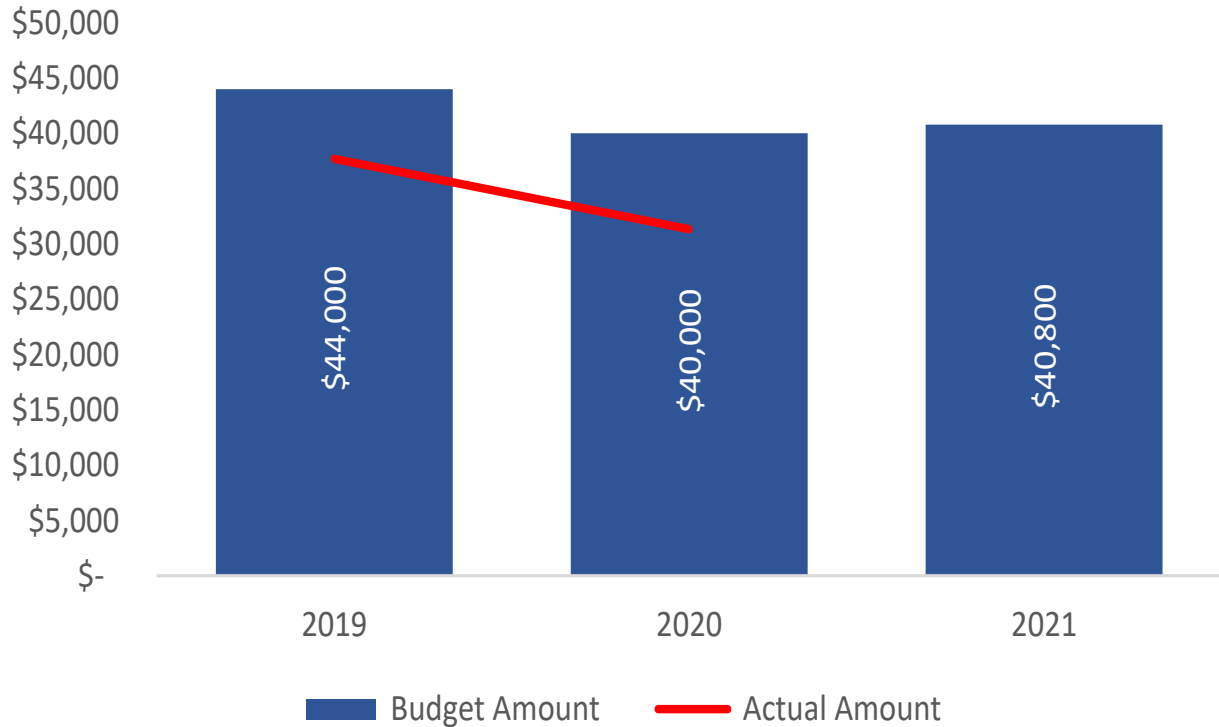
02-506-57096

Beaumont Basin Watermaster

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 40,482	\$ 37,717	\$ 31,331	\$ 40,800

Budget vs. Actual



Water Division – Administrative Services Department

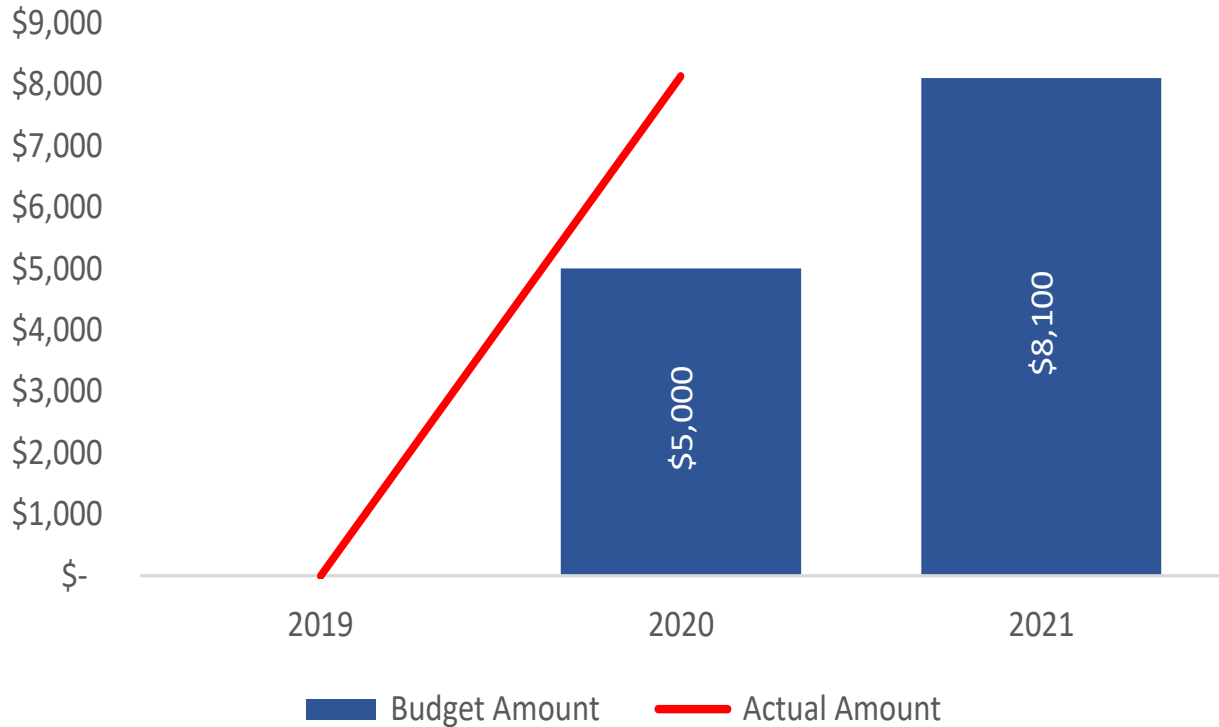
02-506-57097

San Timoteo SGMA

This budget category is used for expenses related to the San Timoteo SGMA. This was a newly budget line item in fiscal year 2019-20.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ -	\$ 8,133	\$ 8,100

Budget vs. Actual



Water Division – Administrative Services Department

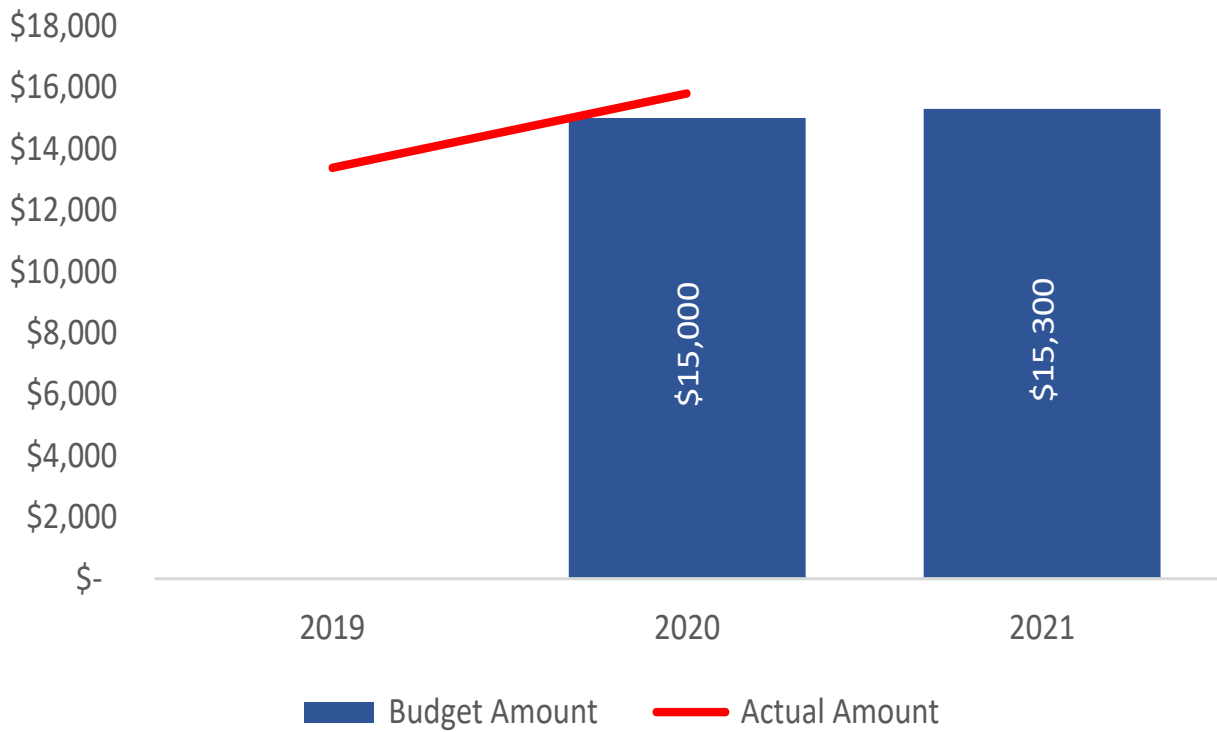
02-506-57098

Bunker Hill GSC

This budget category is used for expenses related to the Bunker Hill Groundwater Sustainability Council. This was a newly budget line item in fiscal year 2019-20.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ 13,379	\$ 15,795	\$ 15,300

Budget vs. Actual

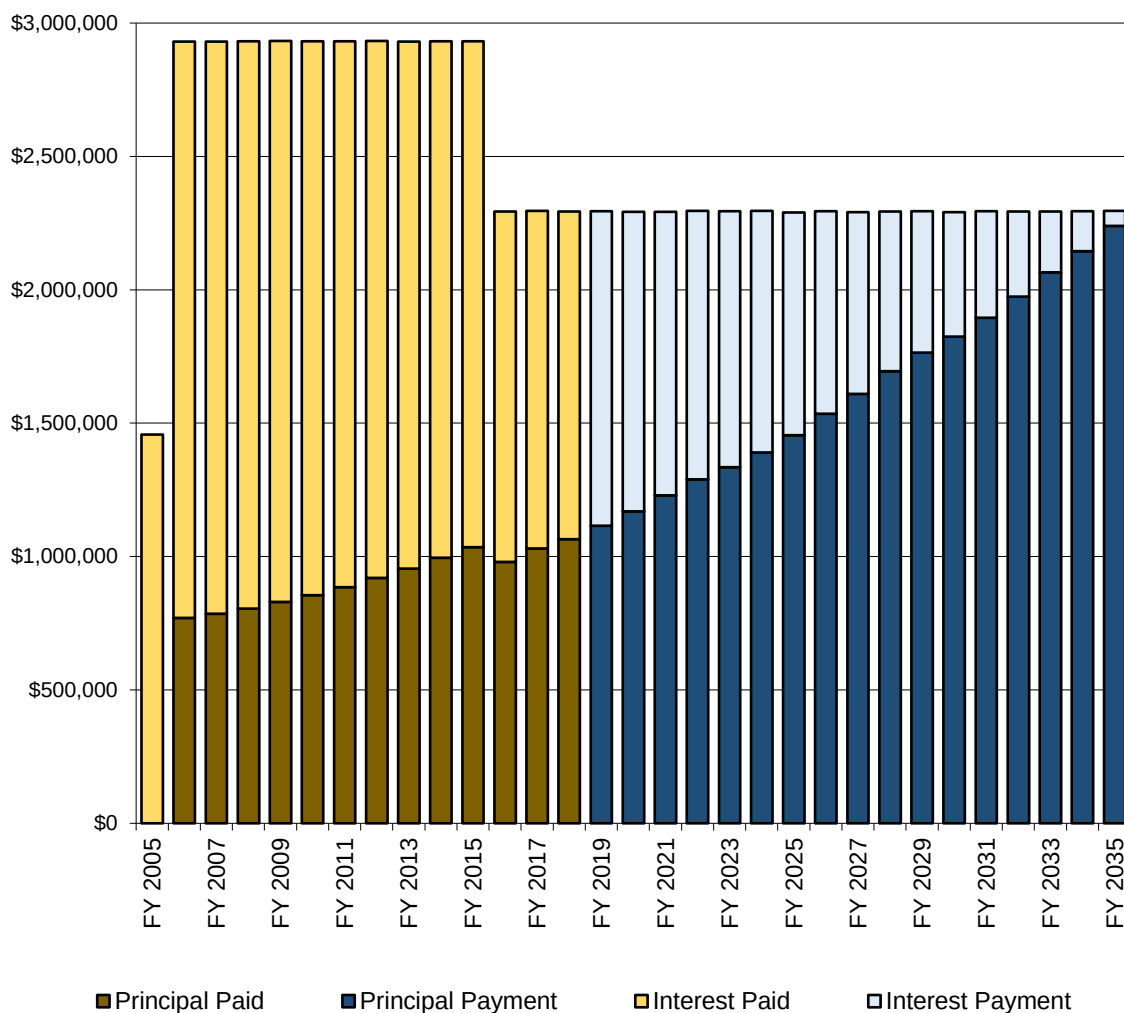


Water Division Debt Service

Department Description – The Drinking 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 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

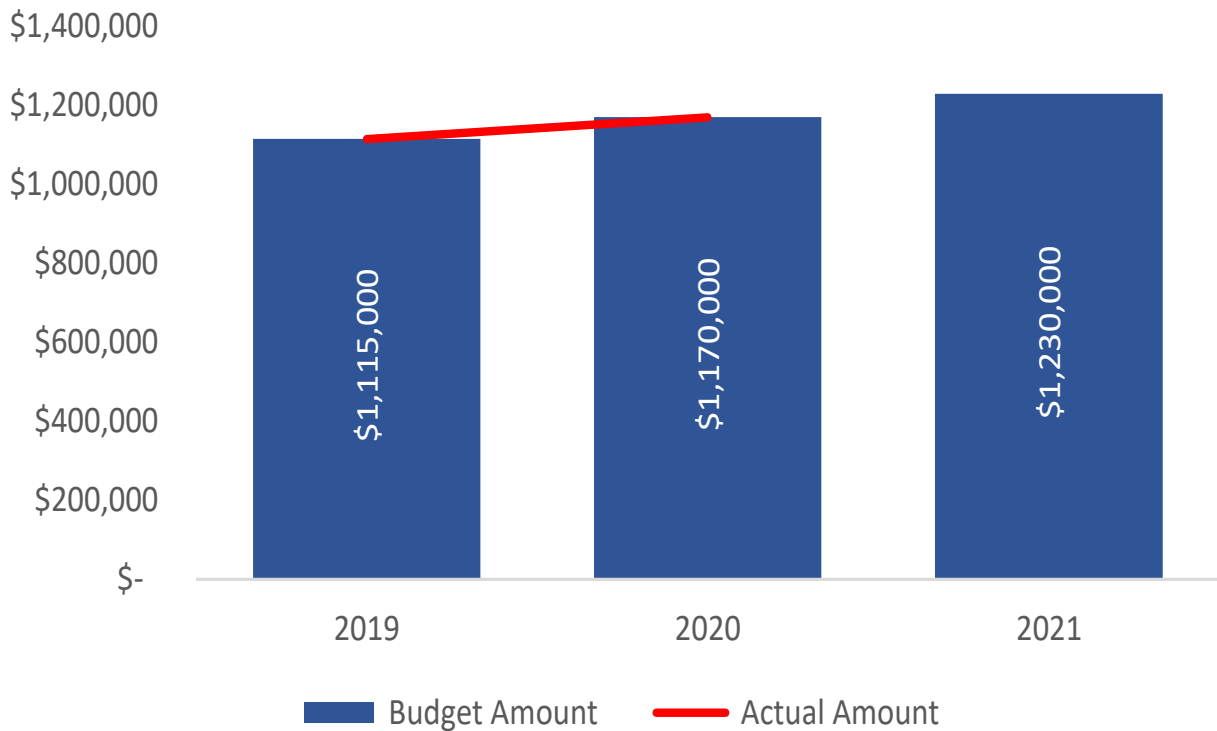
02-540-57201

Debt Service Principal

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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ 1,115,000	\$ 1,170,000	\$ 1,230,000

Budget vs. Actual



Water Division – Debt Service

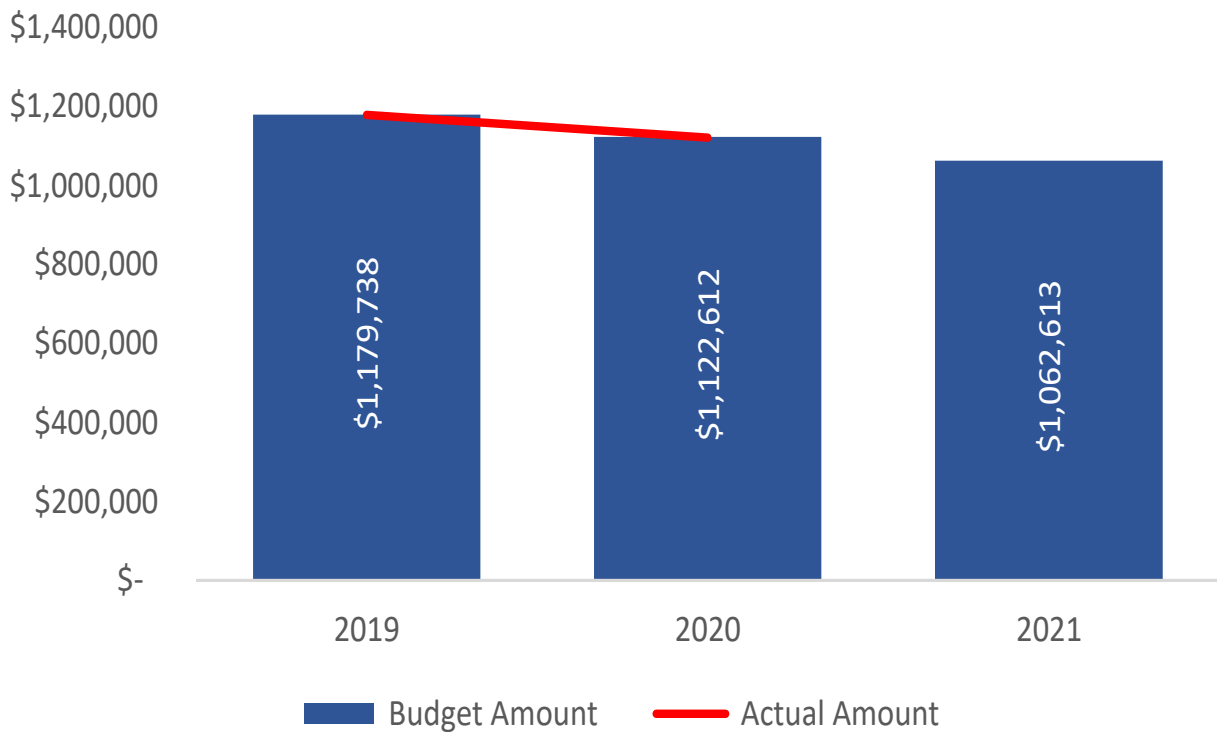
02-540-57402

Debt Service Interest

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 1,214,713	\$ 1,178,335	\$ 1,121,361	\$ 1,062,613

Budget vs. Actual





Yucaipa Valley Water District

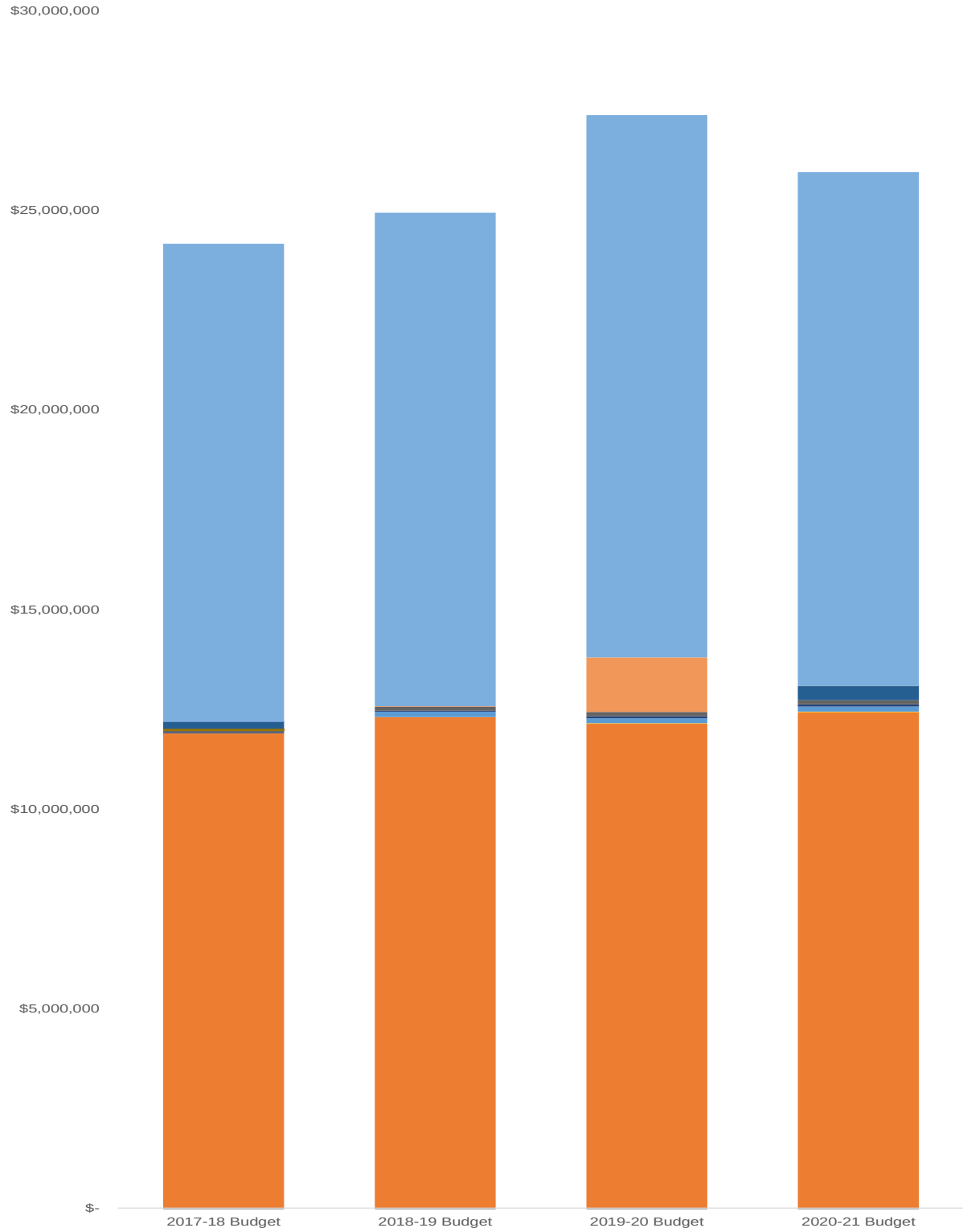
Chapter Three

Fiscal Year 2021

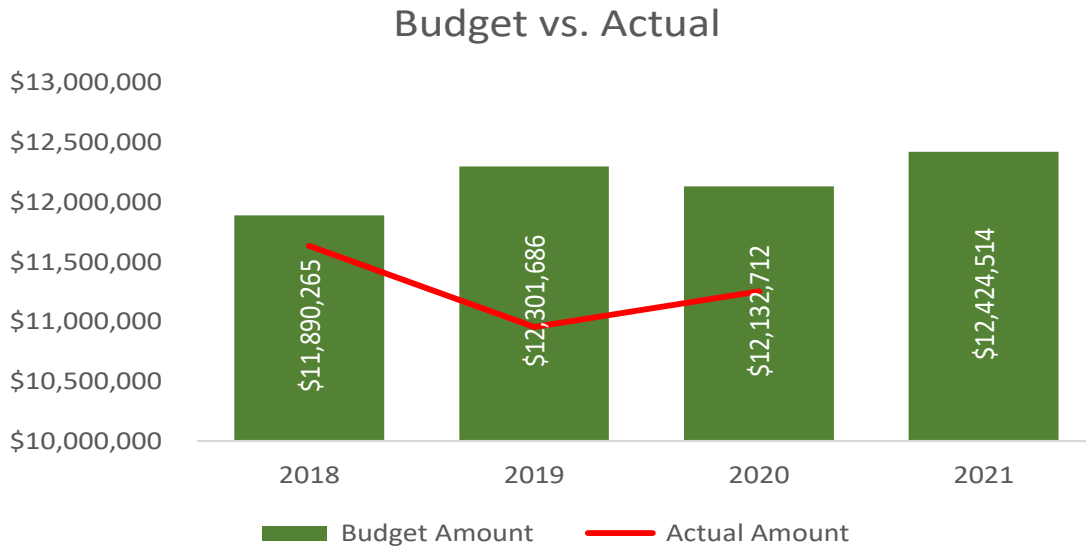
Sewer Division
Operating Budget

Sewer Division Revenue Analysis

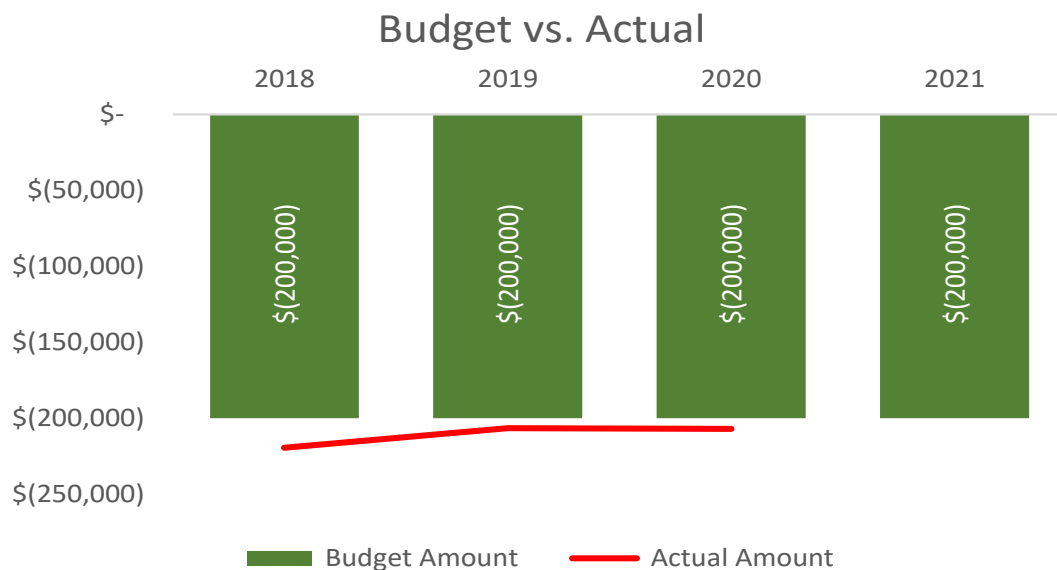
Revenue Budget



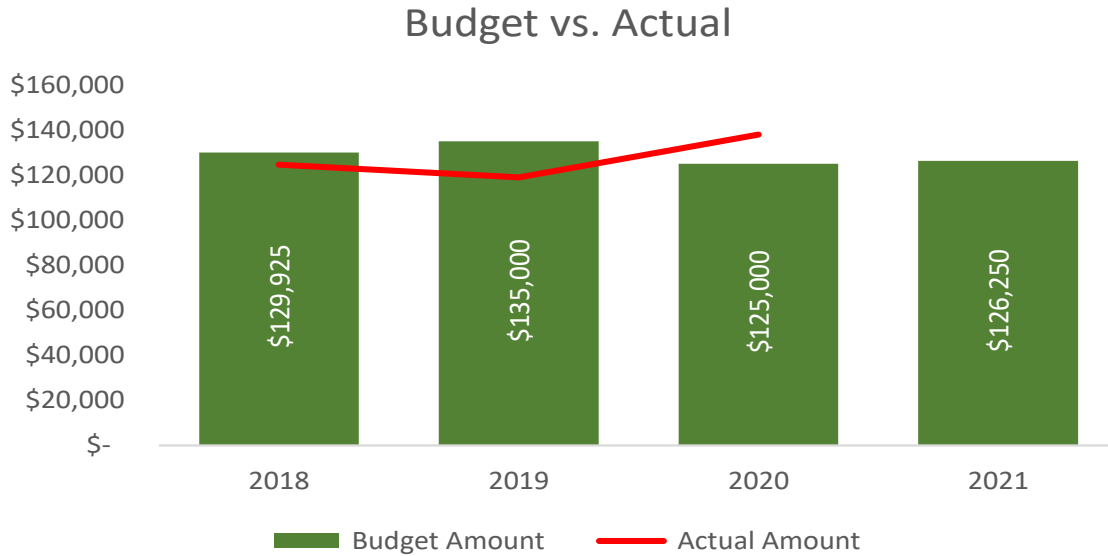
Sewer Service Demand Charge (03-400-41000): This revenue source is the fixed rate component charged to all sewer customers. Since this is a monthly fixed charge, the estimated amount of revenue derived from this source is fairly constant year to year. This is the single largest revenue source for the Sewer Division.



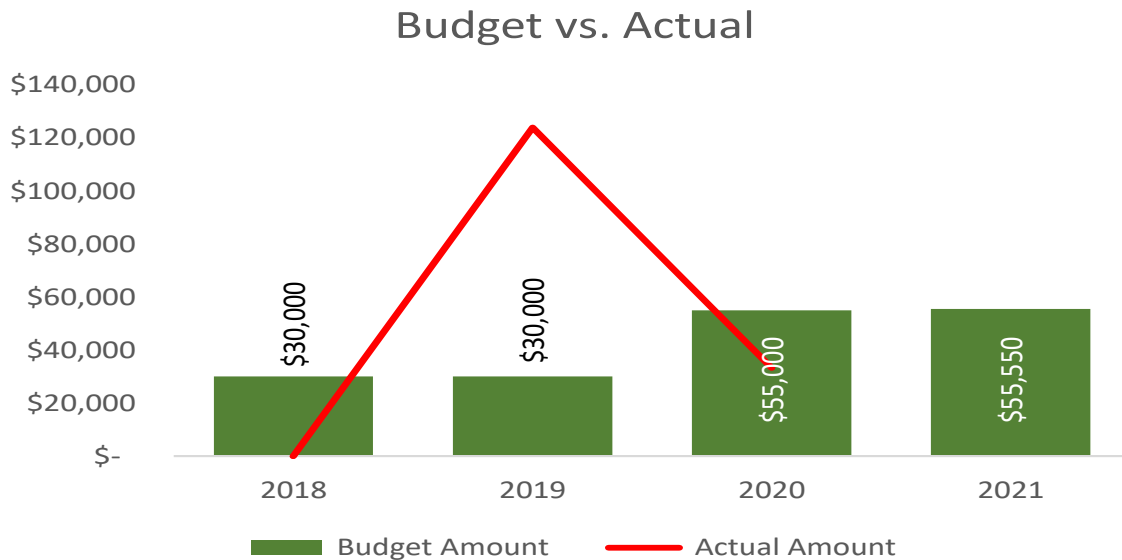
Sewer Service Demand Charge Multi-Unit Discount (03-400-41005): The latest version of the District's rate schedule continues to include a discount for the sewer service demand charges for those high density developments with more than 30 dwelling units constructed prior to March 2005. This discount reflects the differential in service requirements for older high-density developments.



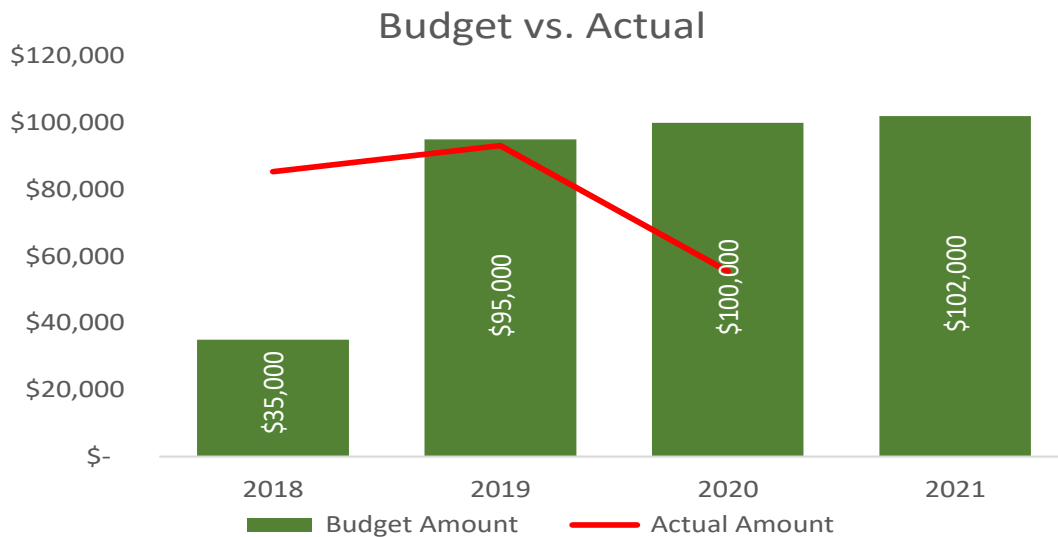
Penalty Late Charges (03-400-41121): This revenue source is generated from late payments of sewer services. The District's late charges are 10% for the first month and 0.5% for any unpaid balance every month thereafter. This late charge is not intended to represent an interest rate or cost of money, but rather a penalty charge for late payment on an account.



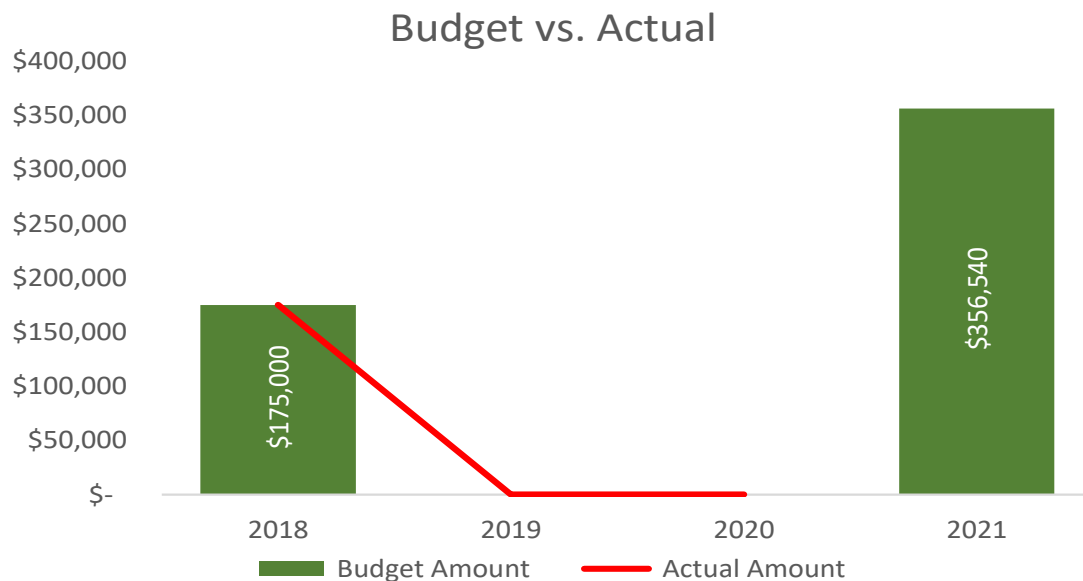
Front Footage Fees (03-400-41131): This revenue source is associated with the cost of a sewer mainline installation based on linear feet in front of the customer's property.



Interest Earnings (03-430-43010): 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 – Secured (03-431-43120): 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.



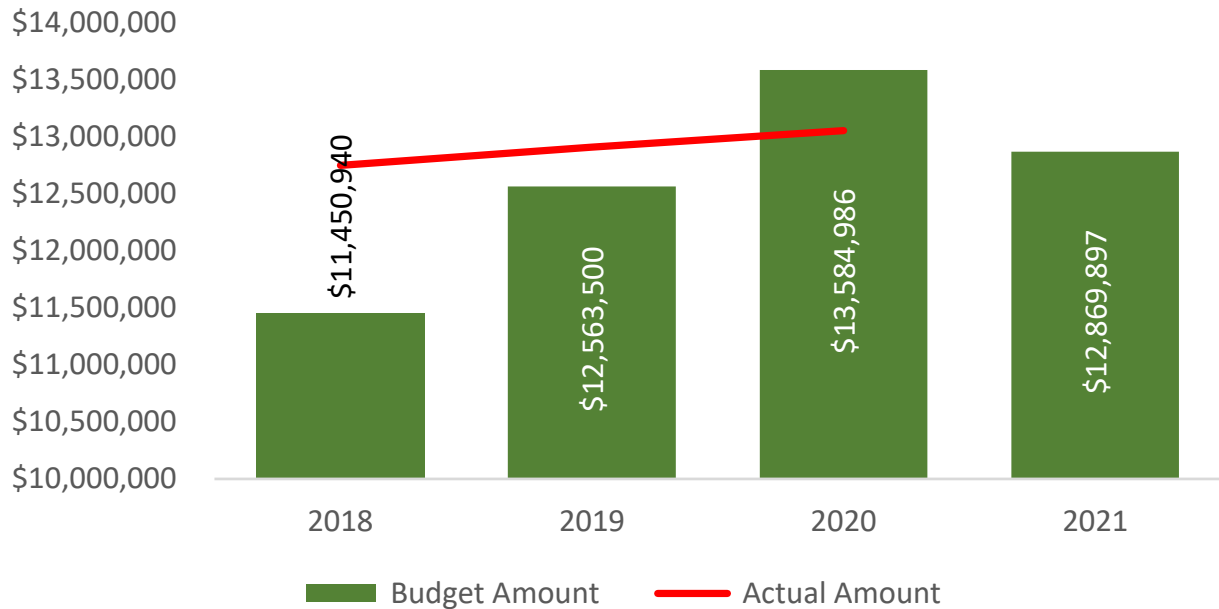
Other sources of operating revenue for the Sewer Division include:

- Establish Service Fee (03-400-40016)
- Meter/Lateral Installation (03-400-41110)
- Bad Debt Write-Off & Recovery (03-400-41124)
- Revenue – Other, Operating (03-421-42122)
- Revenue – Misc. Non-Operating (03-491-49150)

Sewer Division Expenses

The Sewer Division is comprised of three departments: Sewer Operations, Administration and Environmental Control. This year, the Sewer Division will be allocated \$12,869,897 (not including asset acquisitions & capital improvements), which represents a decrease of \$715,089 as compared to the prior year modified budget, or a 5.3% decrease.

Budget vs. Actual



	Budget Amount		Actual Amount	
2018	\$	11,450,940	\$	12,749,244
2019	\$	12,563,500	\$	12,909,793
2020	\$	13,584,986	\$	13,054,090
2021	\$	12,869,897		

Organizational Structure & Staffing Levels – This year the Sewer Division has been allocated labor resources of 26.70 Full-Time Equivalent (FTE) employees¹, which represents an increase of 0.50 FTE's as compared to the prior year modified budget.

Title	Range	FTE	Expense
General Manager	-	0.45	\$ 135,497
Chief Financial Officer	248	0.45	\$ 89,783
Implementation Manager	236	0.70	\$ 115,737
Public Works Manager	234	0.15	\$ 26,900
Water Resource Manager	233	0.35	\$ 67,515
Operations Manager	231	1.60	\$ 277,535
Regulatory Compliance Manager	229	0.35	\$ 50,290
Senior Integrated Operator	124	0.50	\$ 83,850
Public Works Supervisor	117	1.90	\$ 277,847
Administrative Supervisor	113	0.50	\$ 67,074
Water Resource Specialist	113	0.35	\$ 44,013
Information Systems Specialist	111	0.45	\$ 53,147
Senior Engineering Technician	110	0.35	\$ 43,917
Integrated Operator IV	60	1.00	\$ 139,926
Senior Utility Service Worker	54	0.60	\$ 72,178
Integrated Operator III	53	4.00	\$ 530,836
Utility Service Worker IV	49	1.40	\$ 171,553
Purchasing Agent	45	0.20	\$ 18,796
Water Quality Chemist	45	0.90	\$ 103,403
Utility Service Worker III	44	0.80	\$ 86,444
Integrated Operator II	42	3.50	\$ 394,534
Administrative Assistant I	39	0.50	\$ 56,246
Utility Service Worker II	36	0.80	\$ 69,908
Administrative Clerk IV	35	1.50	\$ 134,987
Utility Service Worker I	32	2.40	\$ 190,295
Administrative Clerk I	23	1.00	\$ 71,267
Total		26.70	\$ 3,373,537

¹ The positions that are assigned a FTE value of less than 1.0 are involved in other divisions such as the Sewer Division and Recycled Water Division.

Sewer Operations Department

Department Description – The Sewer Operations 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 Operations 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 Sewer Operations Department has been allocated labor Operations of 11.50 Full-Time Equivalent (FTE) employees².

Title	Range	FTE	Expense
Operations Manager	231	1.60	\$ 277,535
Senior Integrated Operator	124	0.50	\$ 83,850
Integrated Operator IV	60	1.00	\$ 139,926
Integrated Operator III	53	4.00	\$ 530,836
Water Quality Chemist	45	0.90	\$ 103,403
Integrated Operator II	42	3.50	\$ 394,534
Total		11.50	\$ 1,530,083

This year, the Sewer Operations Department will be allocated \$4,473,712 (not including asset acquisitions & capital improvements), which represents an increase of \$275,550 as compared to the prior year modified budget, or a 6.6% 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 others 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 Operations Department are continuing to operate the facilities in conjunction with the newly completed salinity control facilities and associated brineline.

² The positions that are assigned a FTE value of less than 1.0 are involved in other divisions such as the Sewer Division and Recycled Water Division.

The chart displays the following approximate data points for the total budgeted expenses:

Fiscal Year	Total Budgeted Expense (Approx.)
2017-18 Budget	\$5,300,000
2018-19 Budget	\$5,700,000
2019-20 Budget	\$8,300,000
2020-21 Budget	\$5,500,000

Account	2017-18 Budget	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	2019-20 Estimated Actual	2020-21 Budget	Increase (Decrease) in Budget	Increase (Decrease) %
03-502-50009. Labor - Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,160	\$ 33,252	\$ 33,252	
03-502-50010. Labor	\$ 809,289	\$ 870,826	\$ 979,711	\$ 1,035,661	\$ 1,059,129	\$ 1,245,538	\$ 1,033,509	\$ (25,620)	-2.4%
03-502-50013. Benefits-FICA	\$ 62,000	\$ 69,070	\$ 89,559	\$ 81,599	\$ 81,023	\$ 105,448	\$ 81,604	\$ 581	0.7%
03-502-50014. Benefits-Life Insurance	\$ 3,680	\$ 1,512	\$ 6,336	\$ 1,614	\$ 5,592	\$ 2,405	\$ 5,136	\$ (456)	-8.2%
03-502-50016. Benefits-Health & Def Comp	\$ 155,600	\$ 184,300	\$ 248,688	\$ 216,089	\$ 224,598	\$ 325,412	\$ 210,851	\$ (13,747)	-6.1%
03-502-50017. Benefits-Disability Insurance	\$ 7,300	\$ 11,376	\$ 10,536	\$ 13,600	\$ 9,535	\$ 18,644	\$ 9,600	\$ 65	0.7%
03-502-50019. Benefits-Workers Compensatn	\$ 21,900	\$ 27,026	\$ 31,609	\$ 25,655	\$ 28,596	\$ 21,802	\$ 71,774	\$ 43,178	151.0%
03-502-50021. Benefits-PERS Employee	\$ 53,000	\$ 30,466	\$ -	\$ (8,621)	\$ -	\$ -	\$ -	\$ -	
03-502-50022. Benefits-PERS Employer	\$ 92,375	\$ 55,976	\$ 175,607	\$ 66,913	\$ 158,869	\$ 82,115	\$ 75,557	\$ (83,312)	-52.4%
03-502-50023. Benefits-Uniforms	\$ 2,800	\$ 4,685	\$ 6,600	\$ 3,691	\$ 5,825	\$ 5,723	\$ 5,350	\$ (475)	-8.2%
03-502-50024. Benefits-Vacation & Sick Pay	\$ 5,000	\$ 13,178	\$ 5,001	\$ 8,200	\$ 9,000	\$ 9,000	\$ -	\$ (9,000)	-100.0%
03-502-50025. Benefits-Boots	\$ 1,840	\$ 1,944	\$ 3,960	\$ 5,600	\$ 7,995	\$ 4,853	\$ 3,450	\$ (4,545)	-56.8%
03-502-51003. R&M - Structures	\$ 275,000	\$ 692,967	\$ 300,000	\$ 359,859	\$ 350,000	\$ 170,259	\$ 357,000	\$ 7,000	2.0%
03-502-51010. R&M - Automation Control	\$ 80,000	\$ 76,444	\$ 70,000	\$ 64,059	\$ 65,000	\$ 70,040	\$ 75,000	\$ 10,000	15.4%
03-502-51106. Chemicals	\$ 500,000	\$ 624,973	\$ 600,000	\$ 731,609	\$ 600,000	\$ 687,059	\$ 700,000	\$ 100,000	16.7%
03-502-51111. Propane	\$ 10,000	\$ 321	\$ 1,000	\$ -	\$ 500	\$ 86	\$ 510	\$ 10	2.0%
03-502-51115. Laboratory Supplies	\$ 30,000	\$ 46,635	\$ 35,000	\$ 43,102	\$ 30,000	\$ 40,537	\$ 41,000	\$ 11,000	36.7%
03-502-51140. General Supplies & Expenses	\$ 20,000	\$ 3,030	\$ 2,000	\$ 6,764	\$ 5,000	\$ 6,368	\$ 6,400	\$ 1,400	28.0%
03-502-51210. Utilities - Power Purchases	\$ 800,000	\$ 882,912	\$ 800,000	\$ 867,692	\$ 850,000	\$ 948,041	\$ 994,553	\$ 144,553	17.0%
03-502-54012. Education & Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,745	\$ 7,566	\$ 7,566	
03-502-54025. Telephone & Internet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,651	\$ 5,000	\$ 5,000	
03-502-54110. Laboratory Services	\$ 100,000	\$ 91,891	\$ 85,000	\$ 85,906	\$ 85,000	\$ 113,617	\$ 114,000	\$ 29,000	34.1%
03-502-57031. Sewage Waste Disposal-Solids	\$ 250,000	\$ 266,900	\$ 230,000	\$ 229,901	\$ 226,000	\$ 239,849	\$ 234,600	\$ 8,600	3.8%
03-502-57034. Brineline Operating Expenses	\$ 300,000	\$ 377,995	\$ 385,000	\$ 316,248	\$ 396,500	\$ 314,269	\$ 408,000	\$ 11,500	2.9%
	\$ 3,579,784	\$ 4,334,429	\$ 4,065,607	\$ 4,155,143	\$ 4,198,162	\$ 4,444,621	\$ 4,473,712	\$ 275,550	6.6%

Sewer Division – Sewer Operations Department

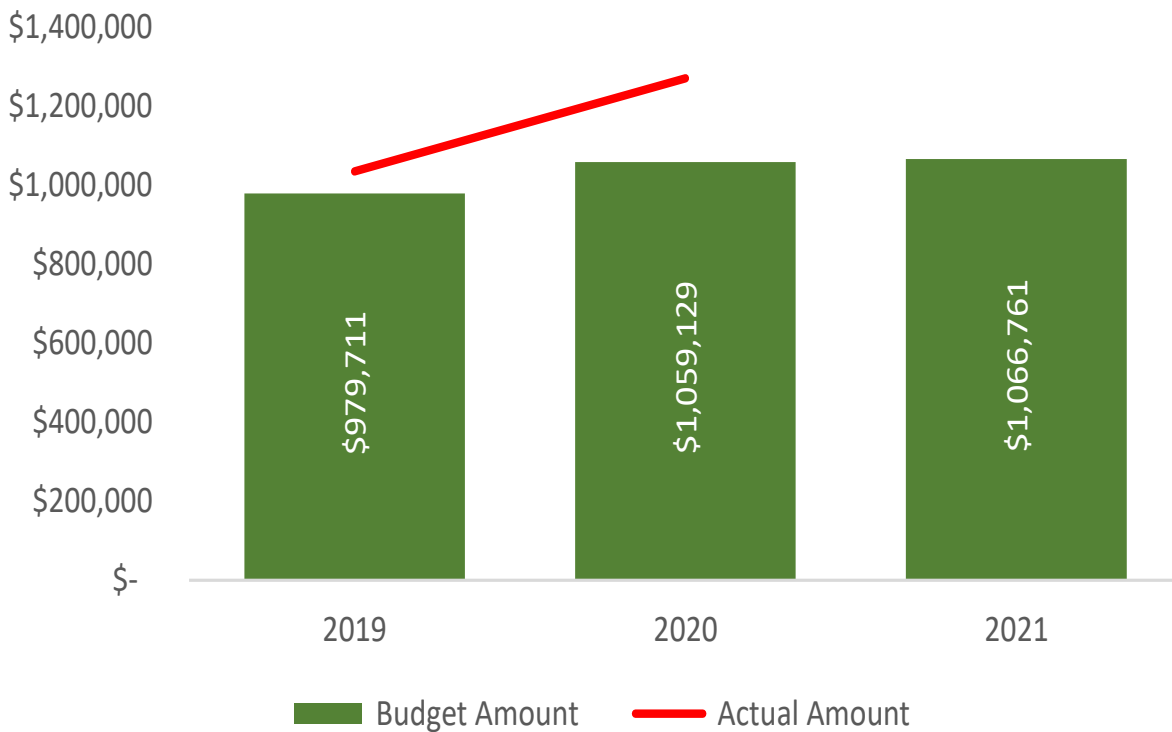
03-502-500xx

Labor

This budget category includes the base salaries, overtime, and standby expenses associated with the Sewer Operations Department staff members. Fiscal Year 2020-21 is the first time the District has budgeted for overtime separately.

Account	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
03-502-50009. Labor - Overtime	\$ -	\$ -	\$ 25,160	\$ 33,252
03-502-50010. Labor	\$ 870,826	\$ 1,035,661	\$ 1,245,538	\$ 1,033,509
	<u>\$ 870,826</u>	<u>\$ 1,035,661</u>	<u>\$ 1,270,698</u>	<u>\$ 1,066,761</u>

Budget vs. Actual



Sewer Division – Sewer Operations Department

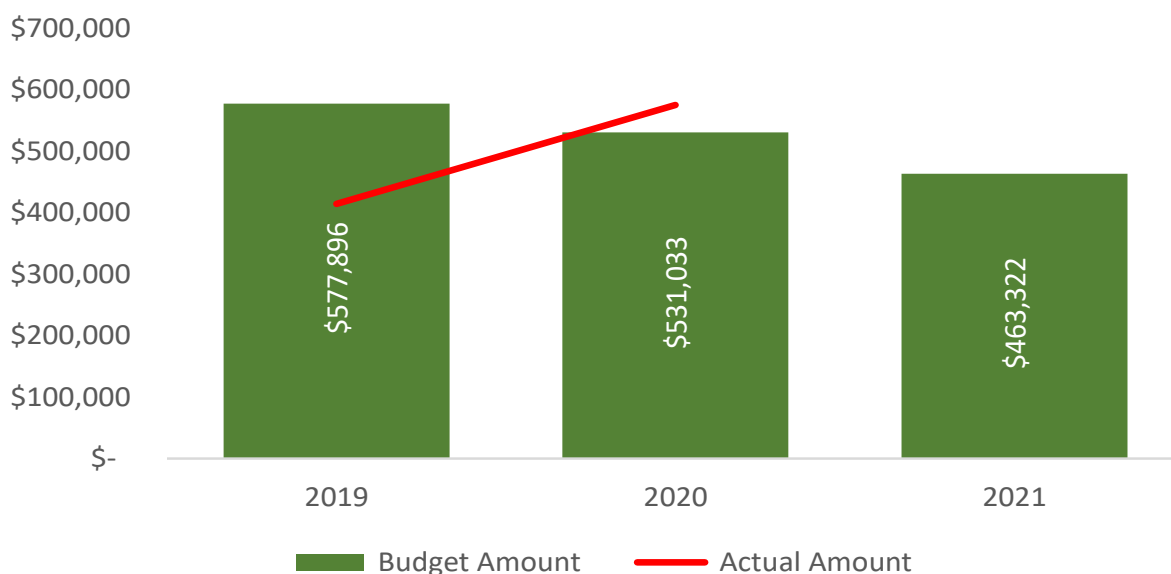
03-502-500xx

Benefits

This budget category includes the District paid benefits for the staff members of the Sewer Operations Department.

Account	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
03-502-50013. Benefits-FICA	\$ 69,070	\$ 81,599	\$ 105,448	\$ 81,604
03-502-50014. Benefits-Life Insurance	\$ 1,512	\$ 1,614	\$ 2,405	\$ 5,136
03-502-50016. Benefits-Health & Def Comp	\$ 184,300	\$ 216,089	\$ 325,412	\$ 210,851
03-502-50017. Benefits-Disability Insurance	\$ 11,376	\$ 13,600	\$ 18,644	\$ 9,600
03-502-50019. Benefits-Workers Compensatn	\$ 27,026	\$ 25,655	\$ 21,802	\$ 71,774
03-502-50021. Benefits-PERS Employee	\$ 30,466	\$ (8,621)	\$ -	\$ -
03-502-50022. Benefits-PERS Employer	\$ 55,976	\$ 66,913	\$ 82,115	\$ 75,557
03-502-50023. Benefits-Uniforms	\$ 4,685	\$ 3,691	\$ 5,723	\$ 5,350
03-502-50024. Benefits-Vacation & Sick Pay	\$ 13,178	\$ 8,200	\$ 9,000	\$ -
03-502-50025. Benefits-Boots	\$ 1,944	\$ 5,600	\$ 4,853	\$ 3,450
	\$ 399,534	\$ 414,341	\$ 575,402	\$ 463,322

Budget vs. Actual



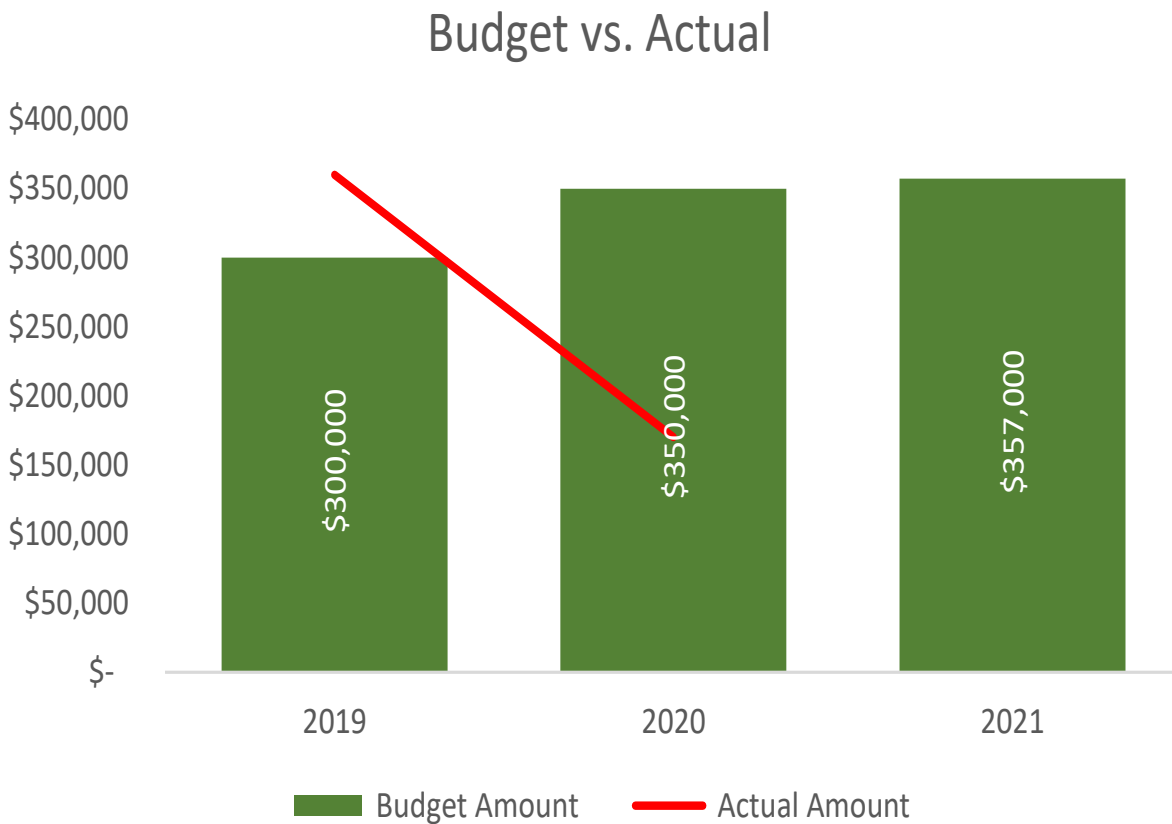
Sewer Division – Sewer Operations Department

03-502-51003

Repair & Maintenance - Structures

This budget category is used for the maintenance and repair of all sewer treatment plant related facilities. In fiscal year 2018-19, the department replaced many of the MF modules.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 692,967	\$ 359,859	\$ 170,259	\$ 357,000



Sewer Division – Sewer Operations Department

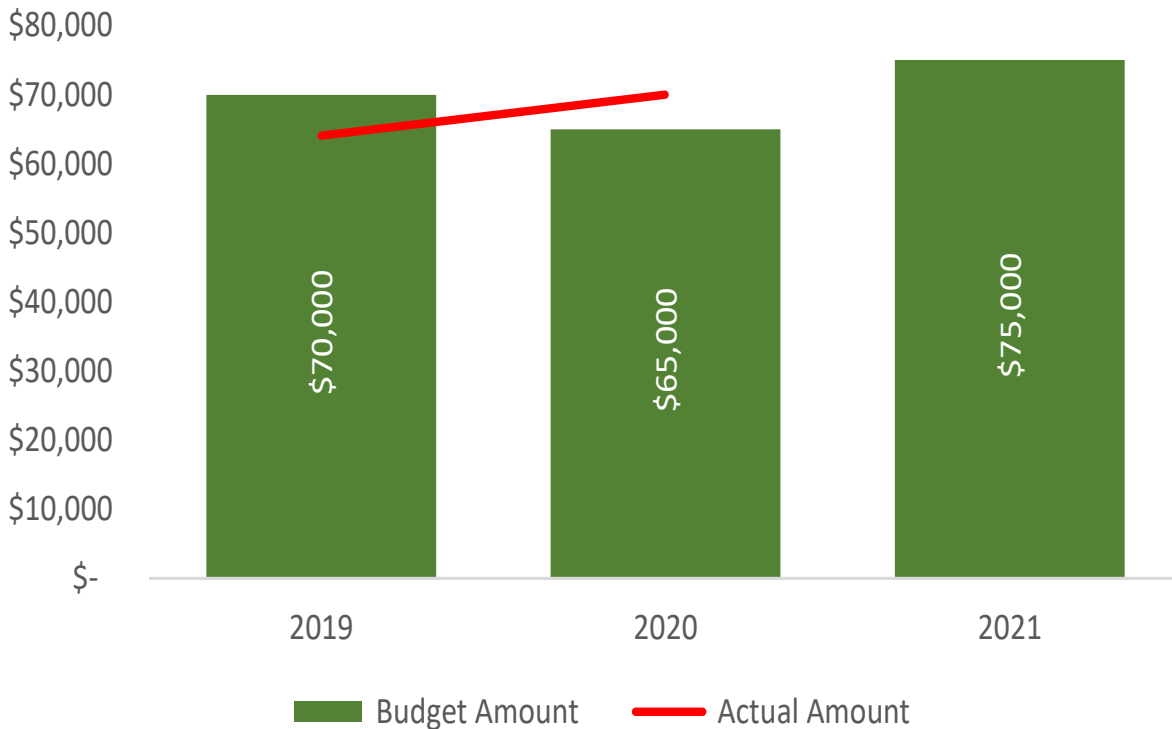
02-501-51010

Repair & Maintenance - Automation Control

This budget category is for 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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 76,444	\$ 64,059	\$ 70,040	\$ 75,000

Budget vs. Actual



Sewer Division – Sewer Operations Department

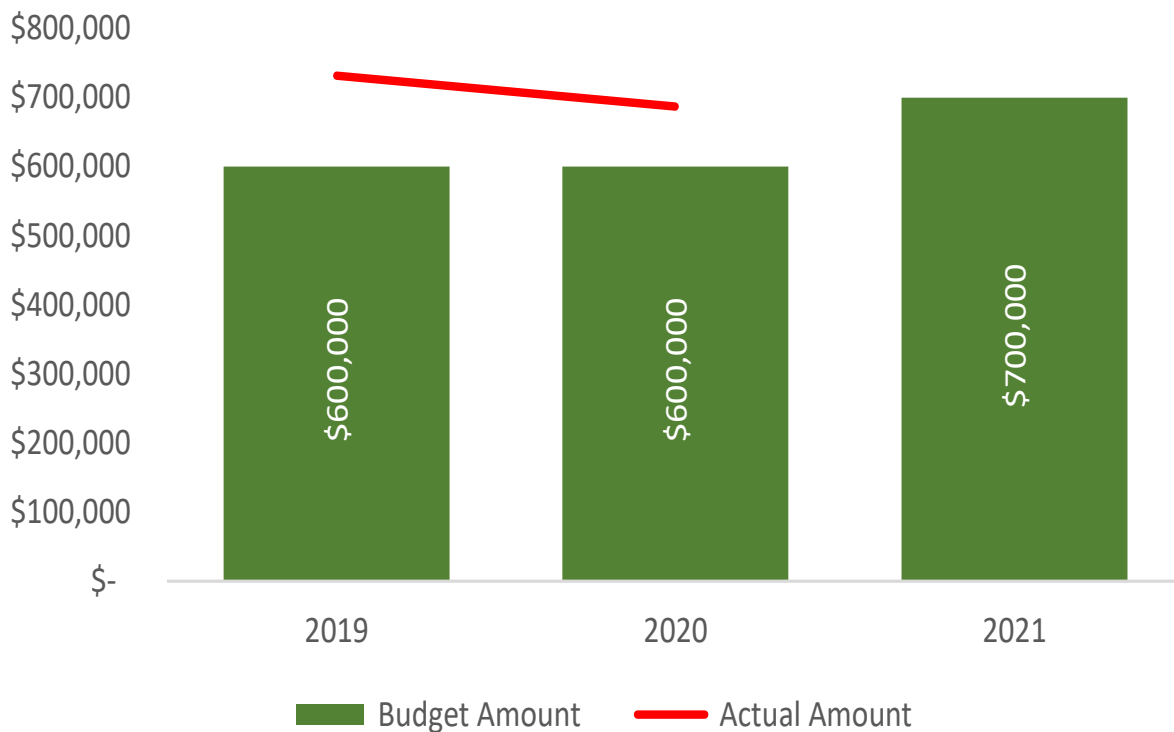
03-502-51106

Chemicals

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 624,973	\$ 731,609	\$ 687,059	\$ 700,000

Budget vs. Actual



Sewer Division – Sewer Operations Department

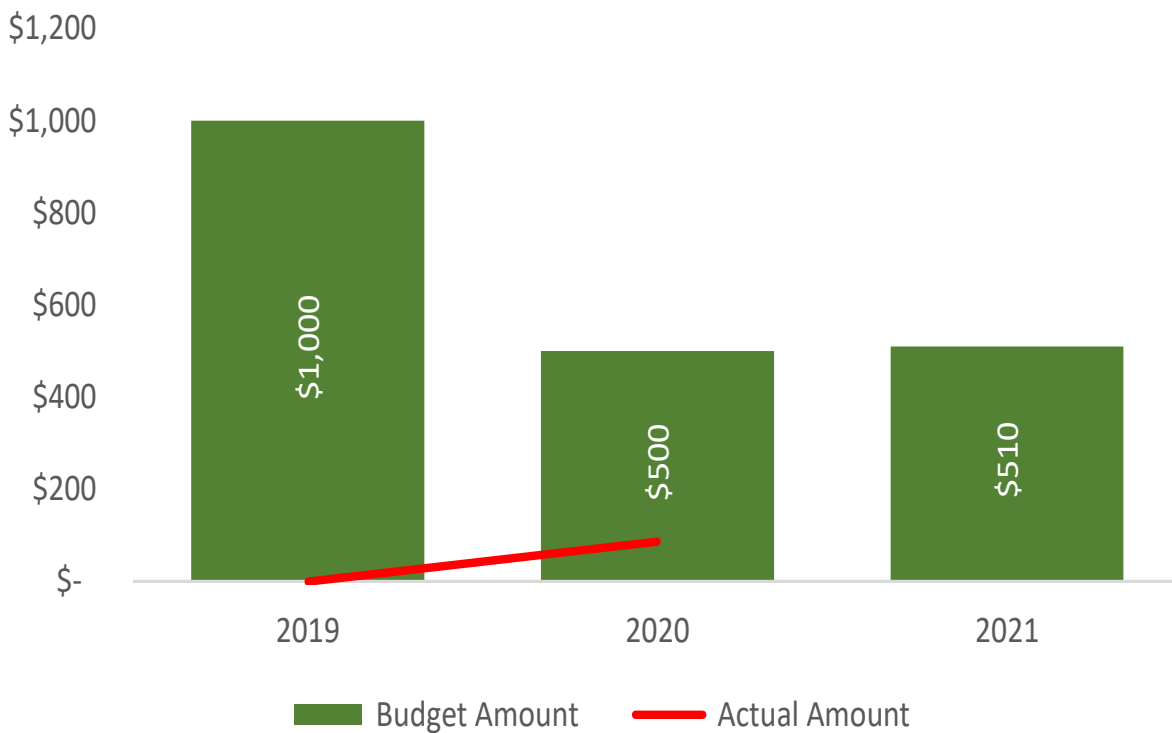
03-502-51111

Propane

Propane is occasionally 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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 321	\$ -	\$ 86	\$ 510

Budget vs. Actual



Sewer Division – Sewer Operations Department

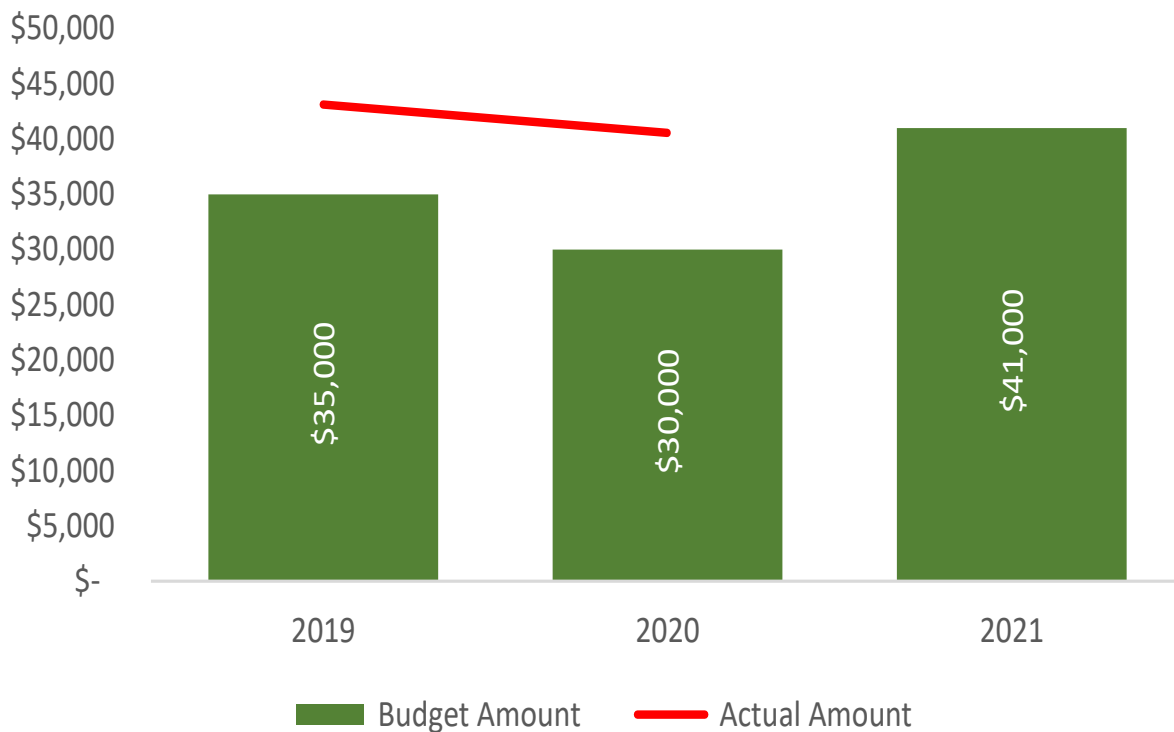
03-502-51115

Laboratory Supplies

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 46,635	\$ 43,102	\$ 40,537	\$ 41,000

Budget vs. Actual



Sewer Division – Sewer Operations Department

03-502-51140

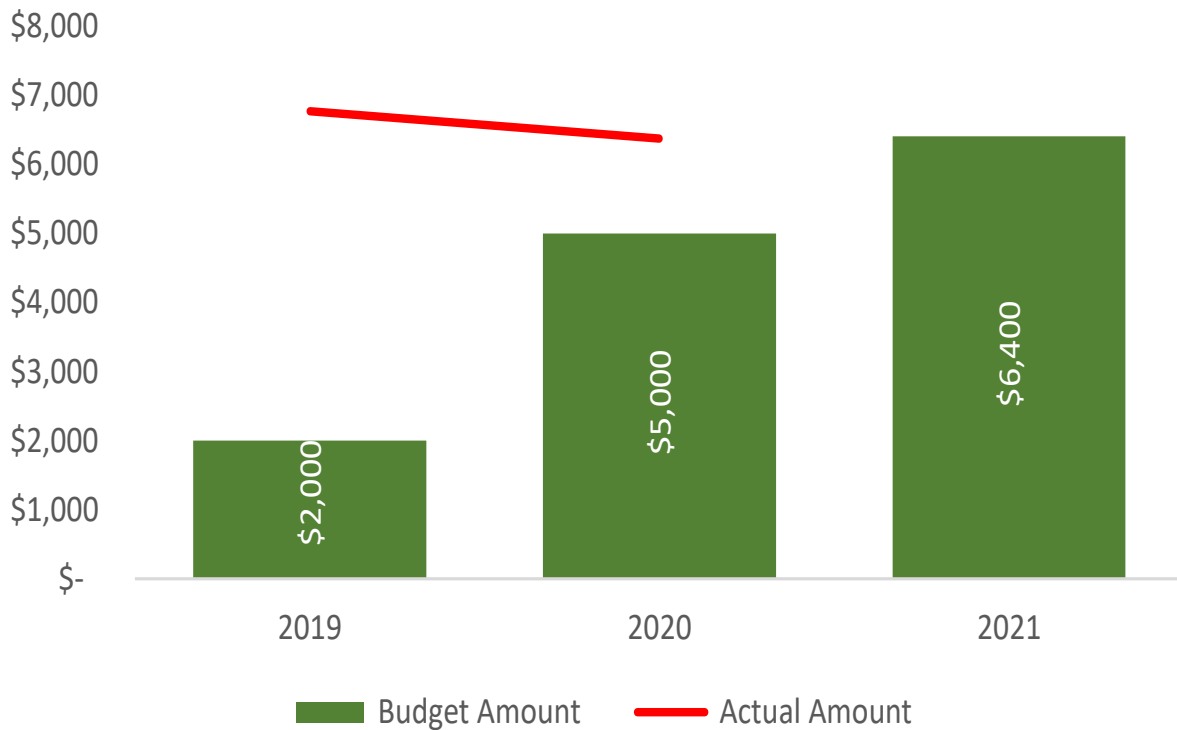
General Supplies & Expenses

This budget category includes the miscellaneous supplies and expenses related to the operation of the Sewer Operations Department.

In fiscal year 2018-19, expenses were higher than anticipated as a result of re-keying the sewer plant.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 3,030	\$ 6,764	\$ 6,368	\$ 6,400

Budget vs. Actual



Sewer Division – Sewer Operations Department

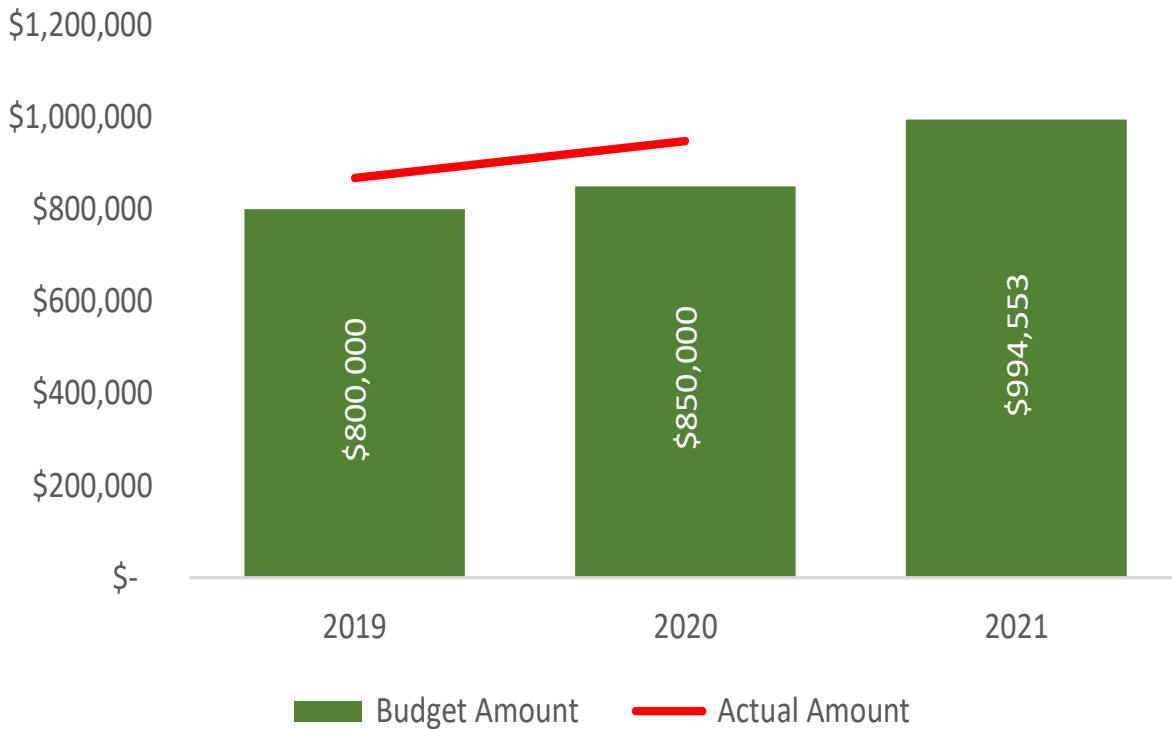
03-502-51210

Utilities - Power Purchases

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 882,912	\$ 867,692	\$ 948,041	\$ 994,553

Budget vs. Actual



Sewer Division – Sewer Operations Department

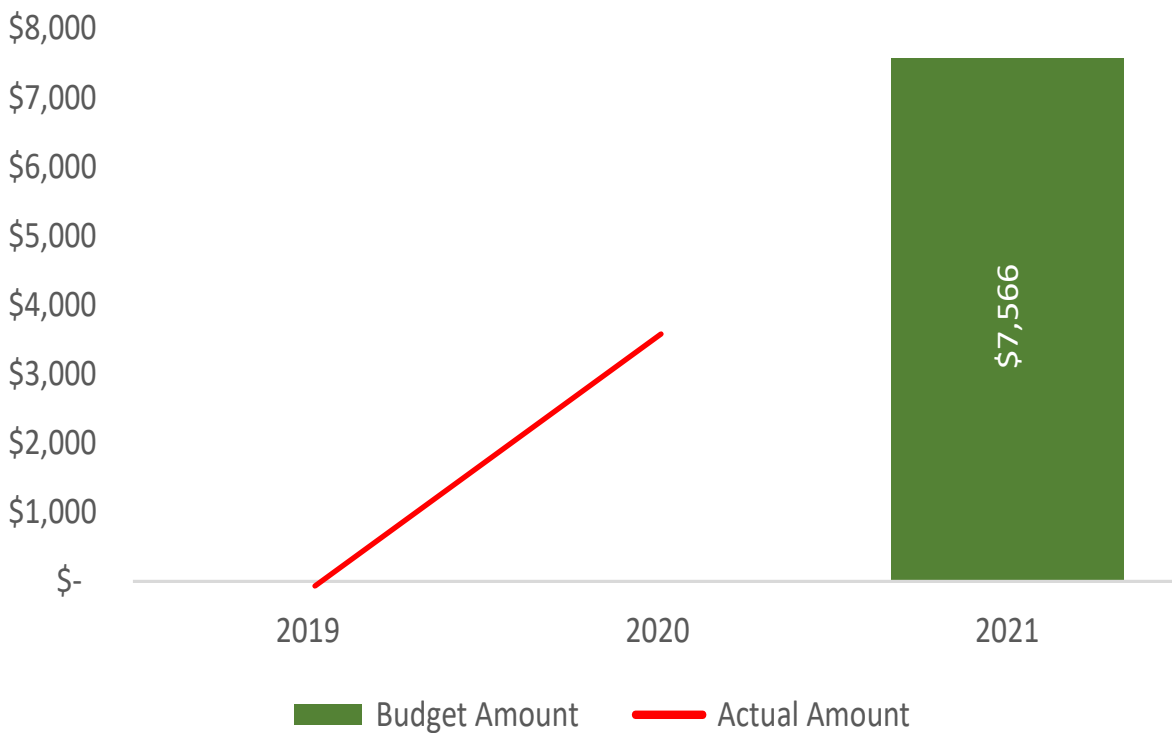
03-502-54012

Education & Training

This budget category is new for Fiscal Year 2020-21. This line item is used for all education and training for employees allocated to the Sewer Operations Department. Previously, all education and training was budgeted in the Administration Department for each division (03-506-54012).

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ -	\$ 3,745	\$ 7,566

Budget vs. Actual



Sewer Division – Sewer Operations Department

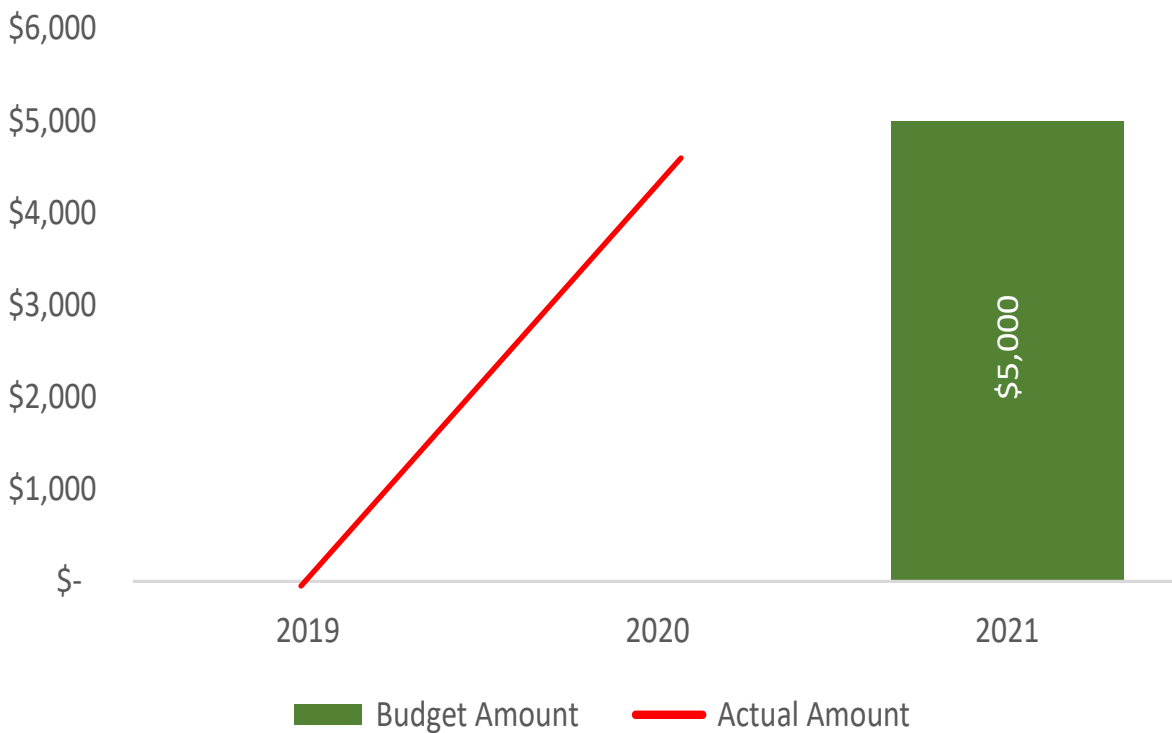
03-502-54025

Telephone & Internet

This budget category is new for Fiscal Year 2020-21. This line item is used for telephone and internet costs allocated to the Sewer Operations Department. Previously, these costs were budgeted in the Administration Department for each division (03-506-54025).

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ -	\$ 4,651	\$ 5,000

Budget vs. Actual



Sewer Division – Sewer Operations Department

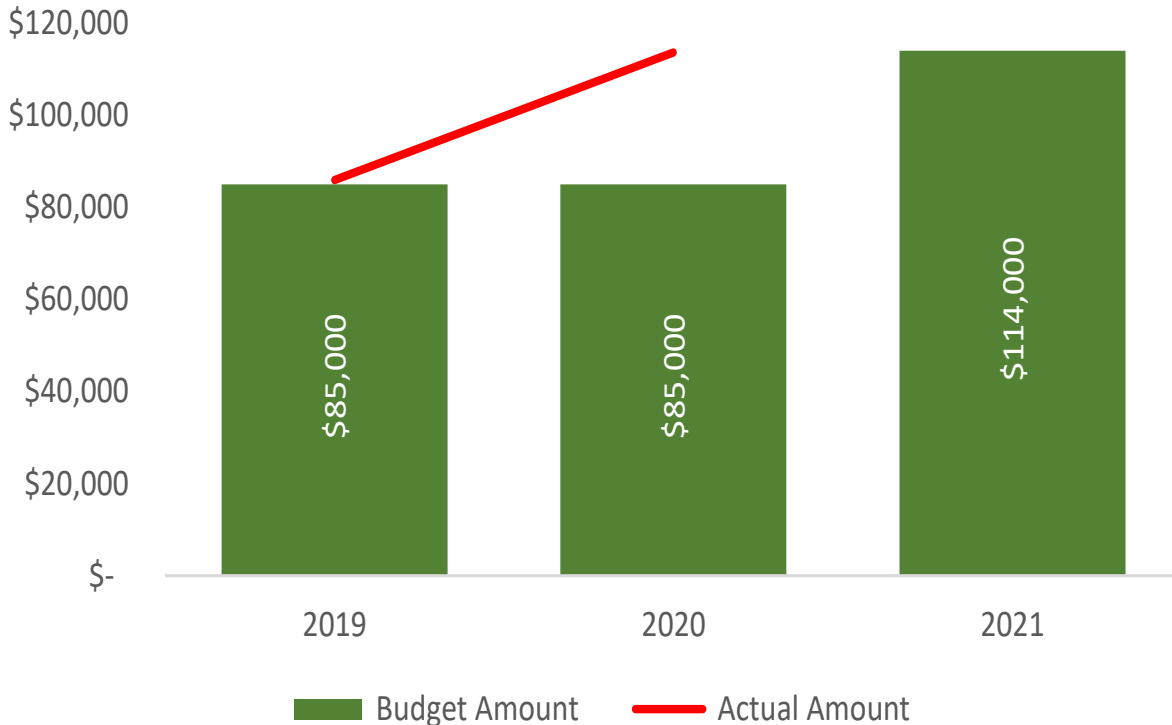
03-502-54110

Laboratory Services

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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 91,891	\$ 85,906	\$ 113,617	\$ 114,000

Budget vs. Actual



Sewer Division – Sewer Operations Department

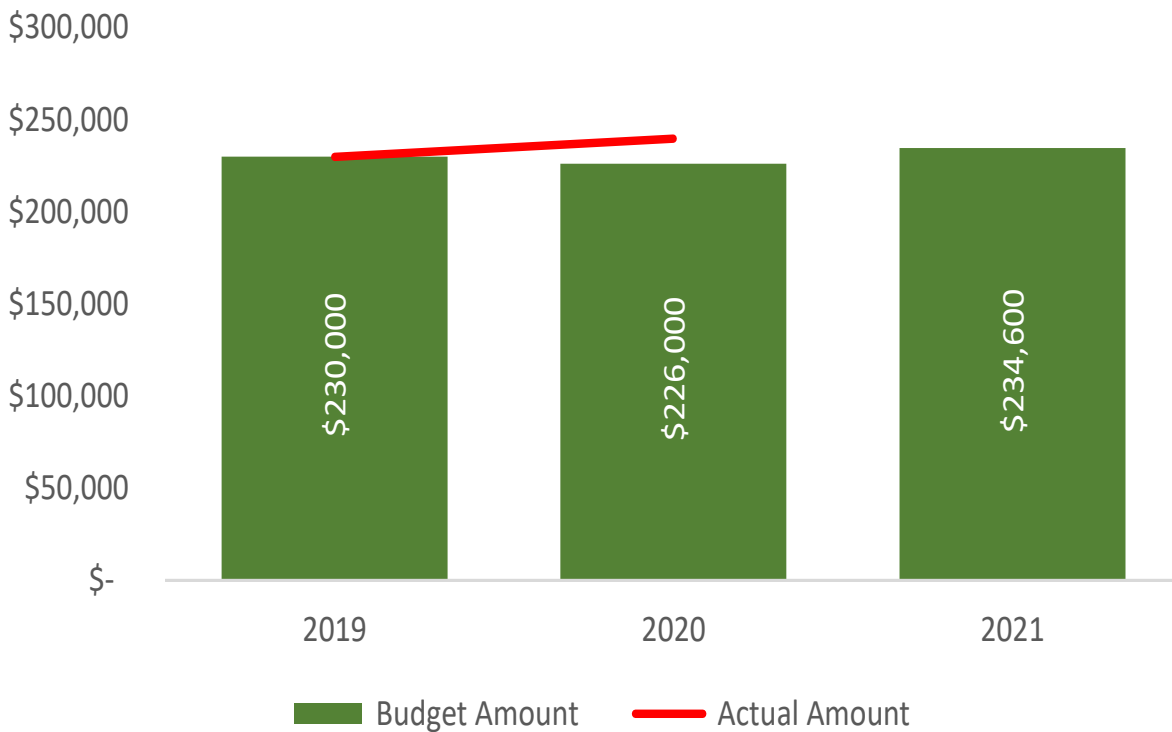
02-501-57031

Sewage Waste Disposal - Solids

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 266,900	\$ 229,901	\$ 239,849	\$ 234,600

Budget vs. Actual



Sewer Division – Sewer Operations Department

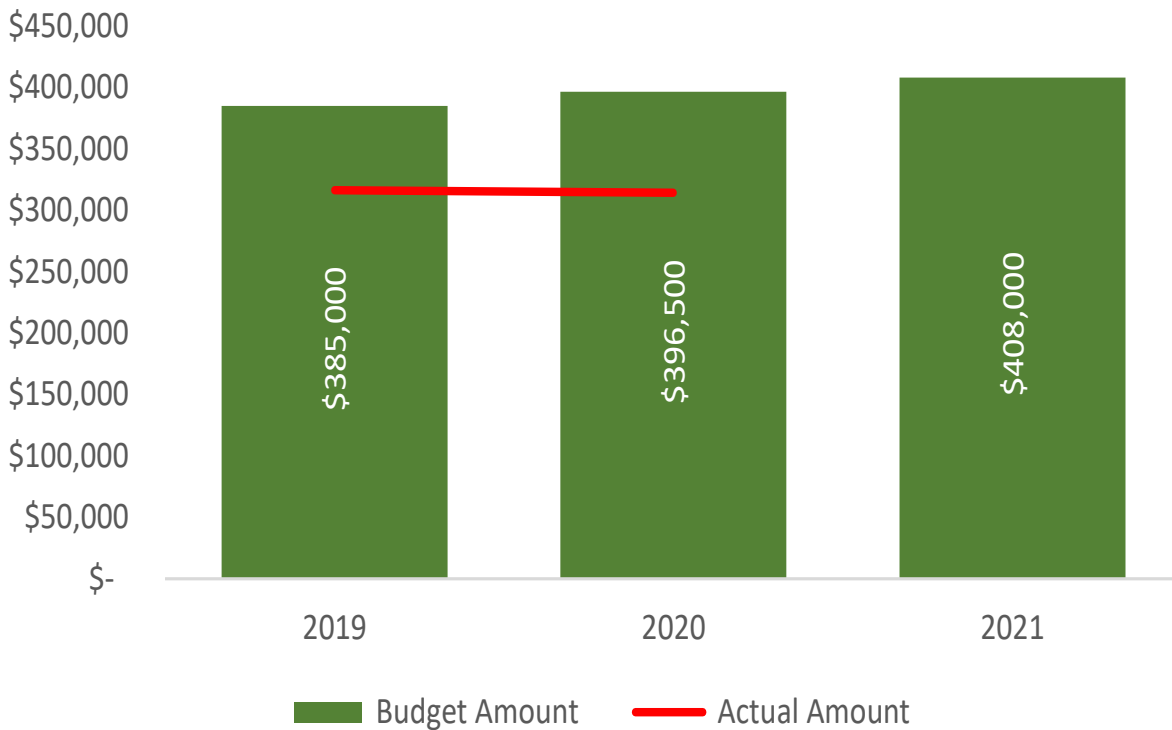
02-501-57034

Brineline Operating Expenses

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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 377,995	\$ 316,248	\$ 314,269	\$ 408,000

Budget vs. Actual



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: drinking 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: drinking 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 6.95 Full-Time Equivalent (FTE) employees¹.

Title	Range	FTE	Expense
General Manager	-	0.45	\$ 135,497
Chief Financial Officer	248	0.45	\$ 89,783
Implementation Manager	236	0.70	\$ 115,737
Water Resource Manager	233	0.35	\$ 67,515
Regulatory Compliance Manager	229	0.35	\$ 50,290
Administrative Supervisor	113	0.50	\$ 67,074
Water Resource Specialist	113	0.35	\$ 44,013
Information Systems Specialist	111	0.45	\$ 53,147
Senior Engineering Technician	110	0.35	\$ 43,917
Administrative Assistant I	39	0.50	\$ 56,246
Administrative Clerk IV	35	1.50	\$ 134,987
Administrative Clerk I	23	1.00	\$ 71,267
Total		6.95	\$ 929,533

¹ The positions that are assigned a FTE value of less than 1.0 are involved in other divisions such as the Sewer Division and Recycled Water Division.

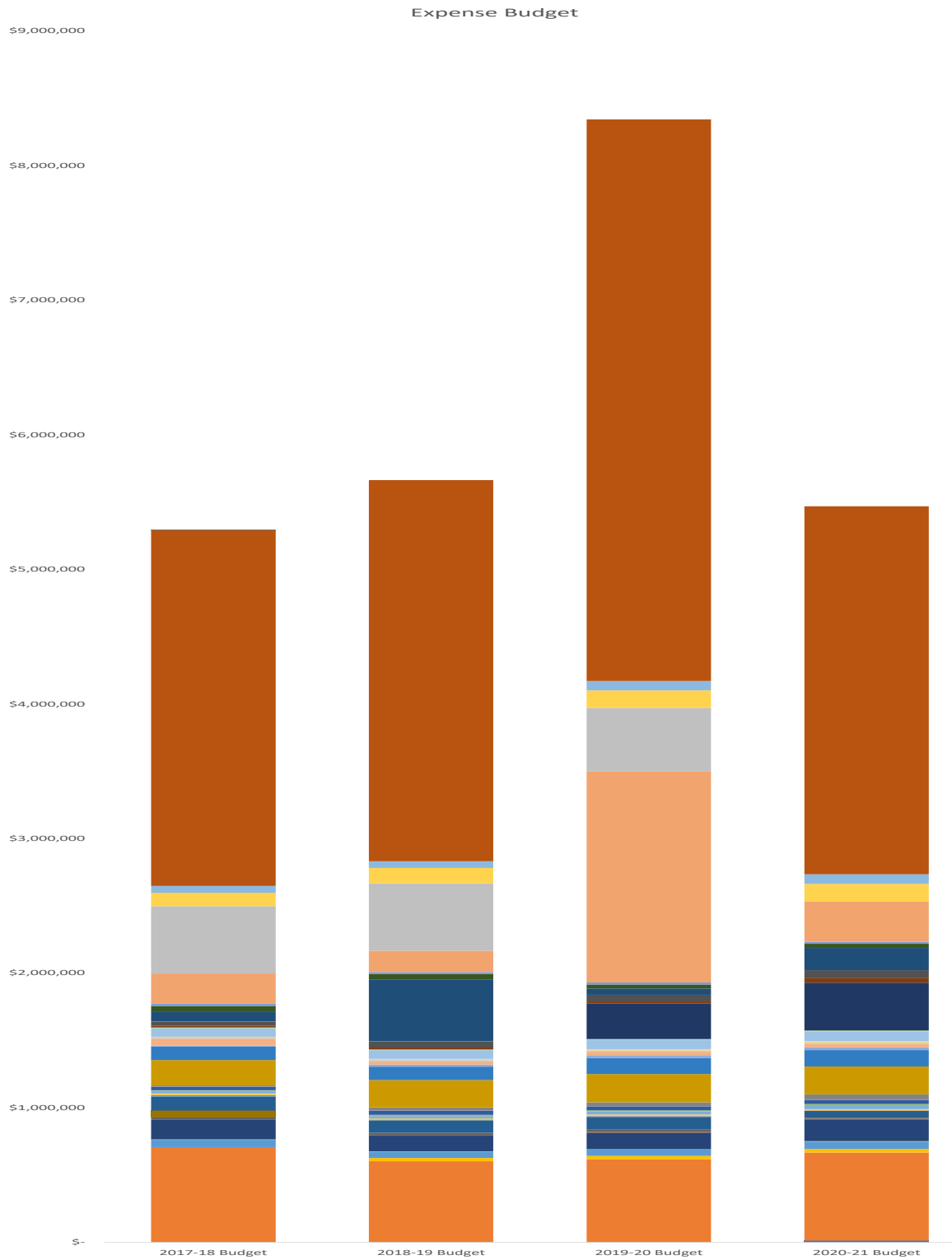
This year, the Administrative Services Department will be allocated \$2,733,912 (not including asset acquisitions & capital improvements), which represents a decrease of \$1,436,877 as compared to the prior year modified budget, or a 34.5% decrease.

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. The underfunded depreciation has been addressed as part of the most recent rate study and will continue to improve over the next few years.

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

Budget Overview – The following illustration shows the budgeted line items for the Administrative Services Budget.



Account	2017-18 Budget	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	2019-20 Estimated Actual	2020-21 Budget	Increase (Decrease) in Budget	Increase (Decrease) %
03-506-50009. Labor - Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,607	\$ 12,436	\$ 12,436	
03-506-50010. Labor	\$ 707,579	\$ 539,332	\$ 602,359	\$ 533,707	\$ 616,295	\$ 515,672	\$ 655,148	\$ 38,853	6.3%
03-506-50011. Labor - Credit	\$ -	\$ 859	\$ -	\$ -	\$ -	\$ 365	\$ -	\$ -	
03-506-50012. Director Fees	\$ -	\$ 28,791	\$ 25,000	\$ 26,092	\$ 26,000	\$ 25,228	\$ 27,300	\$ 1,300	5.0%
03-506-50013. Benefits-FICA	\$ 54,200	\$ 47,214	\$ 46,080	\$ 44,304	\$ 47,147	\$ 42,223	\$ 53,161	\$ 6,014	12.8%
03-506-50014. Benefits-Life Insurance	\$ 3,500	\$ 1,391	\$ 2,952	\$ 1,177	\$ 3,120	\$ 1,054	\$ 3,964	\$ 844	27.1%
03-506-50016. Benefits-Health & Def Comp	\$ 144,700	\$ 203,065	\$ 115,866	\$ 167,934	\$ 122,640	\$ 179,194	\$ 161,439	\$ 38,799	31.6%
03-506-50017. Benefits Disability Insurane	\$ -	\$ 7,255	\$ 5,421	\$ 7,032	\$ 5,547	\$ 7,266	\$ 6,007	\$ 460	8.3%
03-506-50019. Benefits-Workers Compensation	\$ 19,100	\$ 16,493	\$ 16,264	\$ 17,715	\$ 16,640	\$ 13,168	\$ 4,454	\$ (12,186)	-73.2%
03-506-50021. Benefits-PERS Employee	\$ 49,600	\$ 19,106	\$ -	\$ (3,769)	\$ -	\$ -	\$ -	\$ -	
03-506-50022. Benefits-PERS Employer	\$ 103,300	\$ 215,441	\$ 90,354	\$ 39,547	\$ 92,444	\$ 43,209	\$ 53,984	\$ (38,460)	-41.6%
03-506-50023. Benefits-Uniforms	\$ 2,564	\$ 1,089	\$ 3,075	\$ 271	\$ 3,250	\$ 273	\$ 175	\$ (3,075)	-94.6%
03-506-50024. Benefits-Vacation & Sick Pay	\$ 10,000	\$ 26,107	\$ 5,000	\$ 5,242	\$ 5,000	\$ 5,000	\$ -	\$ (5,000)	-100.0%
03-506-50025. Benefits-Boots	\$ 1,710	\$ -	\$ 1,845	\$ -	\$ 1,950	\$ 300	\$ 2,115	\$ 165	8.5%
03-506-50055. Pension Expense-GASB 68	\$ -	\$ 11,964	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
03-506-51120. Safety Equipment & Supplies	\$ 10,000	\$ 10,821	\$ 5,500	\$ 11,020	\$ 9,500	\$ 7,366	\$ 9,690	\$ 190	2.0%
03-506-51125. Petroleum Products	\$ 20,000	\$ 16,741	\$ 18,000	\$ 22,320	\$ 24,000	\$ 28,309	\$ 29,000	\$ 5,000	20.8%
03-506-51130. Office Supplies & Expenses	\$ 4,000	\$ 12,882	\$ 10,000	\$ 8,624	\$ 7,000	\$ 9,142	\$ 9,200	\$ 2,200	31.4%
03-506-51140. General Supplies & Expenses	\$ 25,000	\$ 37,008	\$ 30,000	\$ 26,771	\$ 30,000	\$ 14,482	\$ 30,600	\$ 600	2.0%
03-506-51199. Disaster Repairs & Incidences	\$ -	\$ -	\$ -	\$ 16,086	\$ -	\$ (13,093)	\$ -	\$ -	
03-506-54002. Dues & Subscriptions	\$ 10,000	\$ 11,627	\$ 25,000	\$ 29,475	\$ 30,000	\$ 40,058	\$ 41,000	\$ 11,000	36.7%
03-506-54003. Management & Admin Services	\$ 189,000	\$ 189,000	\$ 202,500	\$ 202,500	\$ 210,000	\$ 210,000	\$ 206,550	\$ (3,450)	-1.6%
03-506-54005. Computer Expenses	\$ 100,000	\$ 122,095	\$ 100,000	\$ 166,834	\$ 120,000	\$ 97,282	\$ 122,400	\$ 2,400	2.0%
03-506-54011. Printing & Publications	\$ -	\$ 741	\$ -	\$ 274	\$ -	\$ -	\$ -	\$ -	
03-506-54012. Education & Training	\$ 9,000	\$ 13,326	\$ 15,000	\$ 22,648	\$ 20,000	\$ 14,013	\$ 20,400	\$ 400	2.0%
03-506-54014. Public Relations	\$ 50,000	\$ 11,035	\$ 25,000	\$ 4,039	\$ 25,000	\$ 5,232	\$ 25,500	\$ 500	2.0%
03-506-54016. Travel Related Expenses	\$ 7,000	\$ 19,046	\$ 10,000	\$ 13,644	\$ 10,000	\$ 12,740	\$ 10,200	\$ 200	2.0%
03-506-54017. Certifications & Renewals	\$ 7,500	\$ 6,000	\$ 7,500	\$ 10,341	\$ 10,000	\$ 5,477	\$ 10,200	\$ 200	2.0%
03-506-54019. Licenses & Permits	\$ 62,500	\$ 67,321	\$ 65,000	\$ 71,071	\$ 70,000	\$ 43,759	\$ 71,400	\$ 1,400	2.0%
03-506-54020. Meeting Related Expenses	\$ 5,000	\$ 6,369	\$ 5,000	\$ 6,253	\$ 5,000	\$ 7,450	\$ 7,500	\$ 2,500	50.0%
03-506-54022. Utilities - YVWD Services	\$ 2,000	\$ 1,655	\$ 1,500	\$ 293,681	\$ 265,000	\$ 353,159	\$ 355,000	\$ 90,000	34.0%
03-506-54024. Waste Disposal	\$ 13,000	\$ 13,201	\$ 13,000	\$ 14,327	\$ 14,000	\$ 32,882	\$ 33,000	\$ 19,000	135.7%
03-506-54025. Telephone & Internet	\$ 30,000	\$ 55,717	\$ 45,000	\$ 62,010	\$ 50,000	\$ 59,351	\$ 60,000	\$ 10,000	20.0%
03-506-54030. Drinking Water	\$ 1,000	\$ 1,075	\$ 1,250	\$ 940	\$ -	\$ -	\$ -	\$ -	
03-506-54104. Contractural Services	\$ 70,000	\$ 48,687	\$ 456,746	\$ 258,436	\$ 46,000	\$ 161,170	\$ 165,000	\$ 119,000	258.7%
03-506-54107. Legal	\$ 45,000	\$ 180,805	\$ 45,000	\$ 32,334	\$ 30,000	\$ 13,262	\$ 30,600	\$ 600	2.0%
03-506-54108. Audit & Accounting	\$ 16,000	\$ 10,975	\$ 12,000	\$ 11,779	\$ 15,000	\$ 15,420	\$ 15,300	\$ 300	2.0%
03-506-54109. Professional Fees	\$ 225,000	\$ 224,113	\$ 159,000	\$ 809,637	\$ 1,567,274	\$ 819,111	\$ 297,189	\$ (1,270,085)	-81.0%
03-506-55500. Depreciation	\$ 500,000	\$ 4,104,399	\$ 500,000	\$ 500,000	\$ 472,982	\$ 472,982	\$ -	\$ (472,982)	-100.0%
03-506-56001. Insurance	\$ 100,000	\$ 94,461	\$ 115,000	\$ 130,327	\$ 130,000	\$ 154,391	\$ 132,600	\$ 2,600	2.0%
03-506-57030. Regulatory Compliance	\$ 50,000	\$ 69,828	\$ 50,000	\$ 72,026	\$ 70,000	\$ 75,982	\$ 71,400	\$ 1,400	2.0%
	\$ 2,647,253	\$ 6,447,031	\$ 2,831,212	\$ 3,636,648	\$ 4,170,789	\$ 3,482,486	\$ 2,733,912	\$ (1,436,877)	-34.5%

Sewer Division – Administrative Services Department

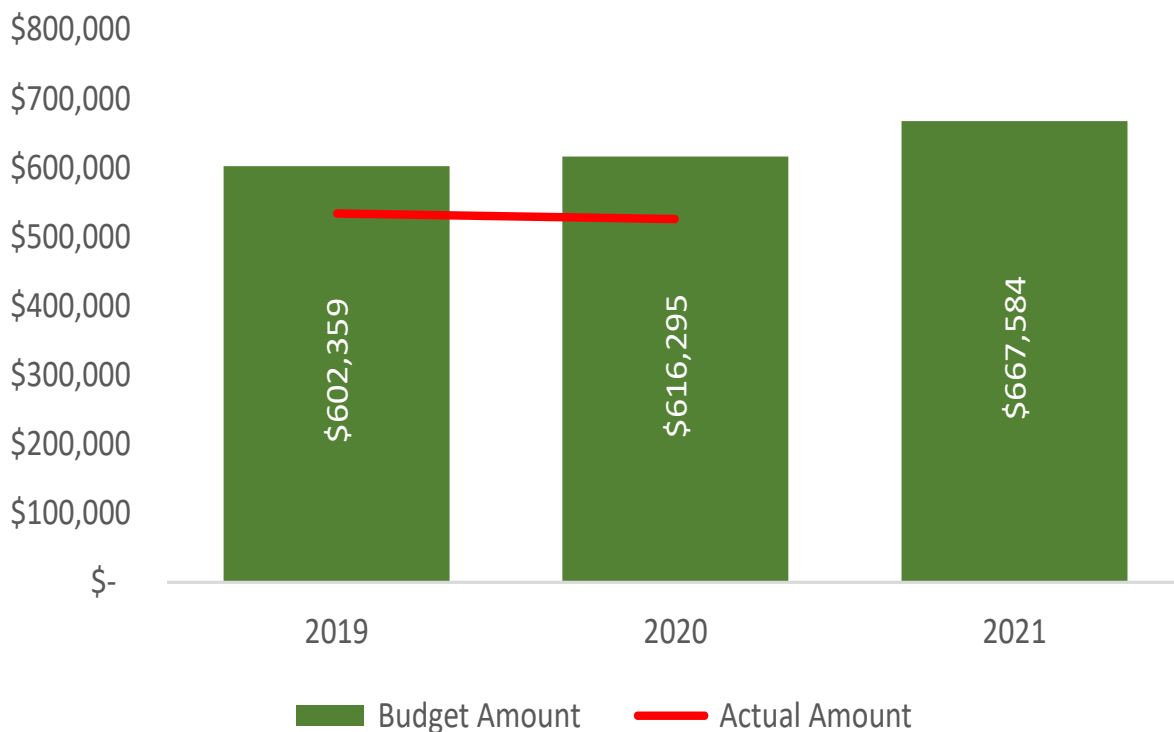
03-506-500xx

Labor

This budget category includes the base salaries and overtime associated with the Administrative Services Department staff members. Fiscal Year 2020-21 is the first time the District has budgeted for overtime separately.

Account	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
03-506-50009. Labor - Overtime	\$ -	\$ -	\$ 9,607	\$ 12,436
03-506-50010. Labor	\$ 539,332	\$ 533,707	\$ 515,672	\$ 655,148
03-506-50011. Labor - Credit	\$ 859	\$ -	\$ 365	\$ -
	\$ 540,191	\$ 533,707	\$ 525,644	\$ 667,584

Budget vs. Actual



Sewer Division – Administrative Services Department

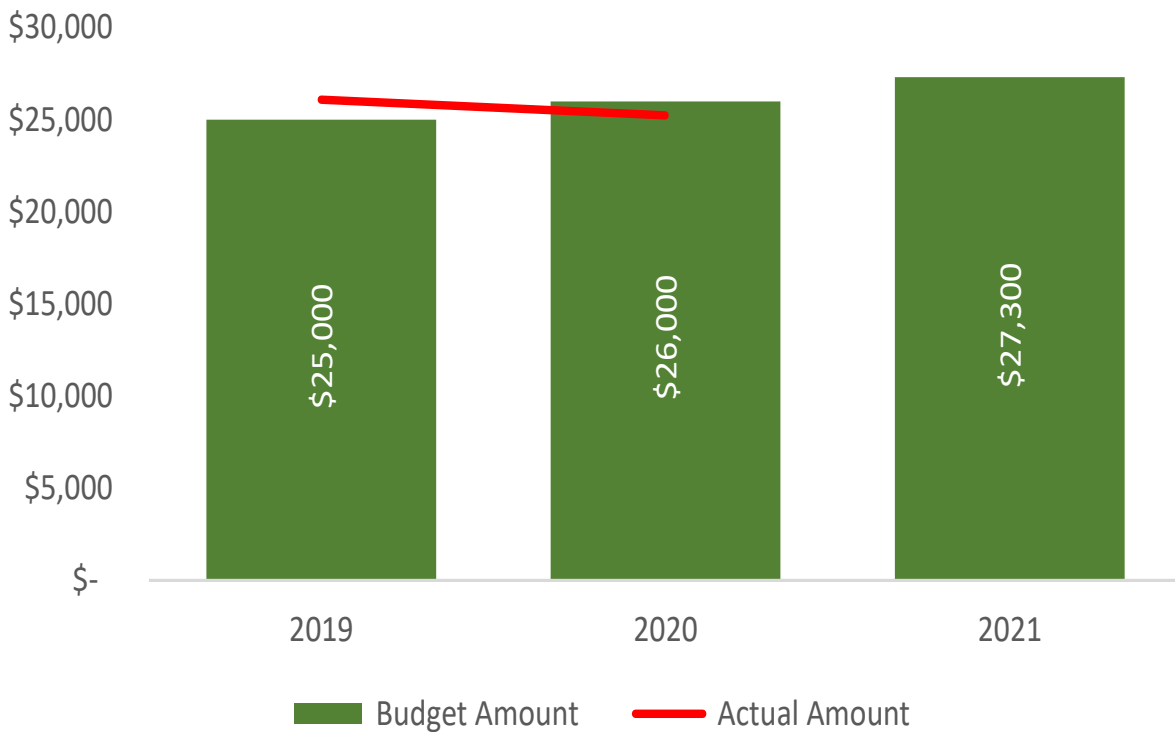
03-506-50012

Director Fees

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 28,791	\$ 26,092	\$ 25,228	\$ 27,300

Budget vs. Actual



Sewer Division – Administrative Services Department

03-506-500xx

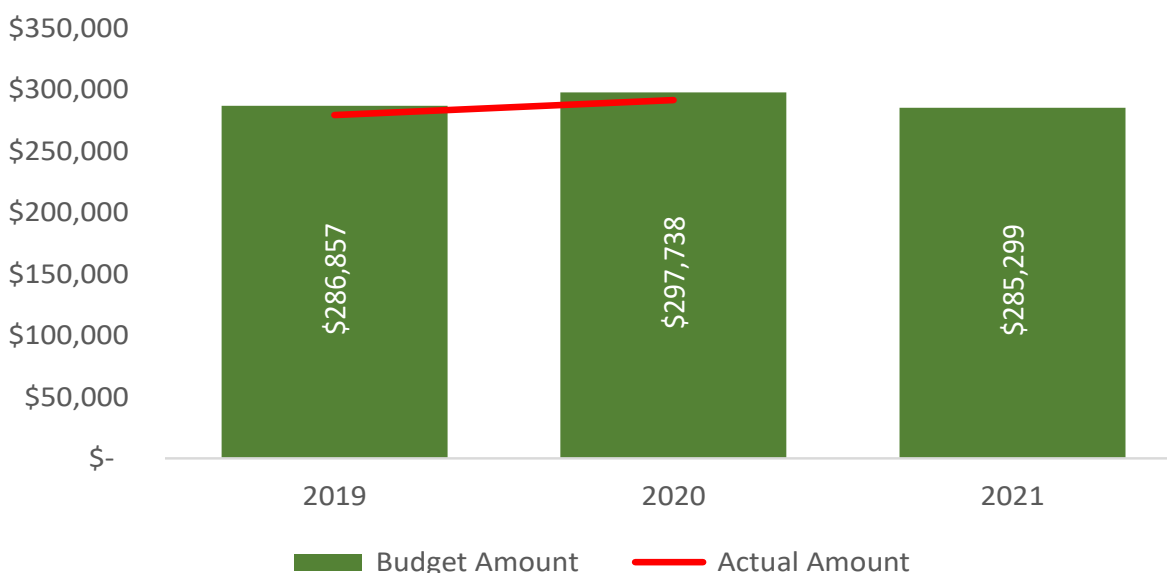
Benefits

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.

Account	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
03-506-50013. Benefits-FICA	\$ 47,214	\$ 44,304	\$ 42,223	\$ 53,161
03-506-50014. Benefits-Life Insurance	\$ 1,391	\$ 1,177	\$ 1,054	\$ 3,964
03-506-50016. Benefits-Health & Def Comp	\$ 203,065	\$ 167,934	\$ 179,194	\$ 161,439
03-506-50017. Benefits Disability Insurane	\$ 7,255	\$ 7,032	\$ 7,266	\$ 6,007
03-506-50019. Benefits-Workers Compensation	\$ 16,493	\$ 17,715	\$ 13,168	\$ 4,454
03-506-50021. Benefits-PERS Employee	\$ 19,106	\$ (3,769)	\$ -	\$ -
03-506-50022. Benefits-PERS Employer	\$ 215,441	\$ 39,547	\$ 43,209	\$ 53,984
03-506-50023. Benefits-Uniforms	\$ 1,089	\$ 271	\$ 273	\$ 175
03-506-50024. Benefits-Vacation & Sick Pay	\$ 26,107	\$ 5,242	\$ 5,000	\$ -
03-506-50025. Benefits-Boots	\$ -	\$ -	\$ 300	\$ 2,115
	\$ 537,160	\$ 279,452	\$ 291,687	\$ 285,299

As a result of the implementation of the new financial system in July 2019, Benefits are automatically calculated as a result of payroll within the system. This has resulted in various changes to benefit line items that may have been over or under budgeted in prior years.

Budget vs. Actual



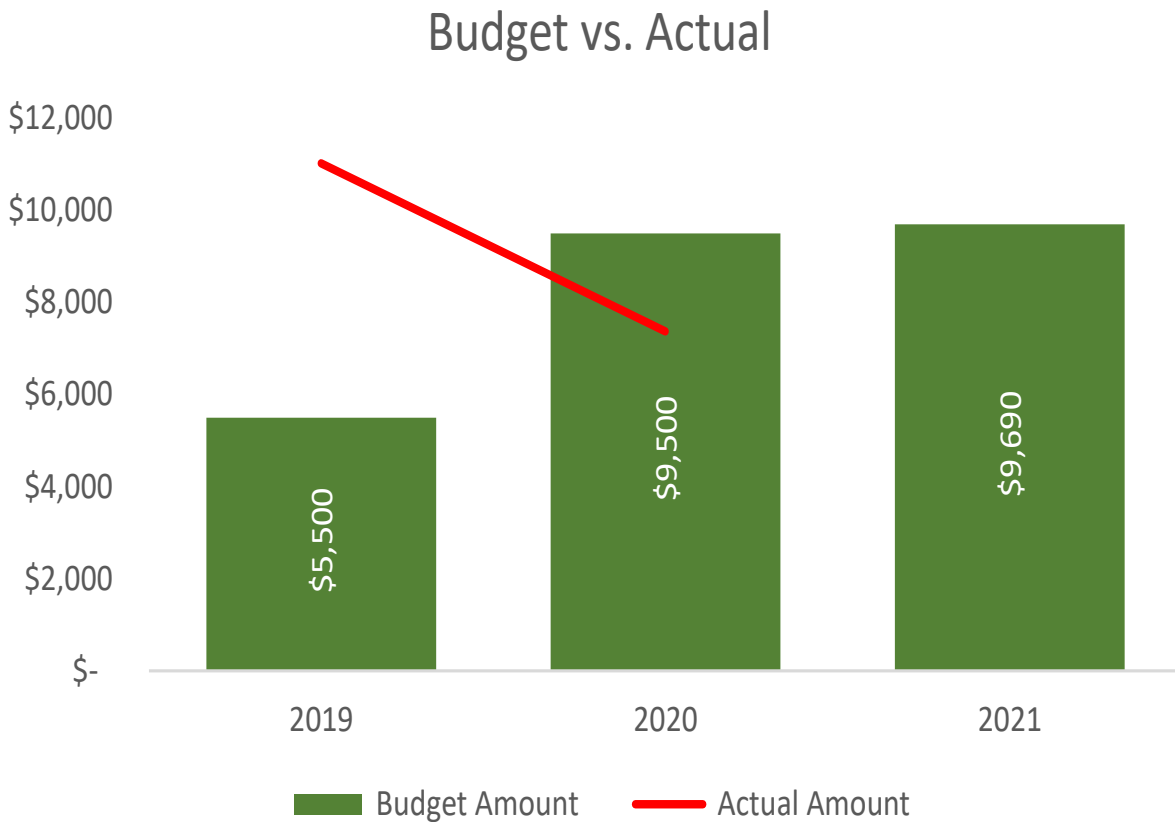
Sewer Division – Administrative Services Department

03-506-51120

Safety Equipment & Supplies

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 10,821	\$ 11,020	\$ 7,366	\$ 9,690



Sewer Division – Administrative Services Department

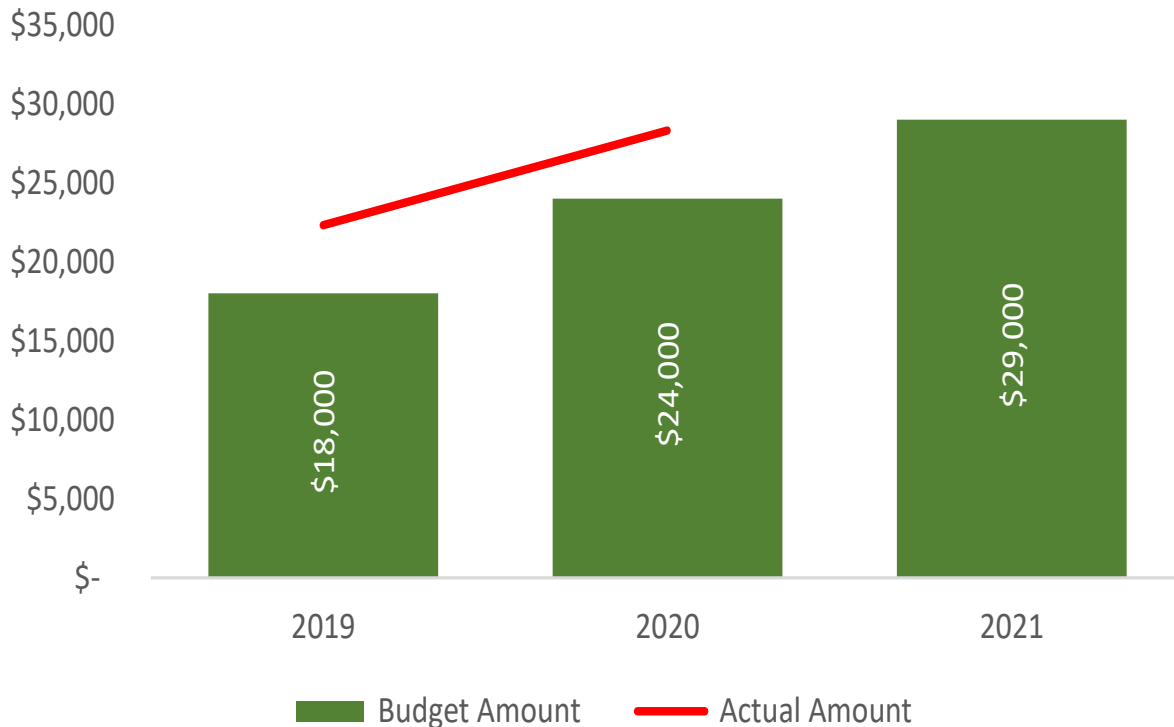
03-506-51125

Petroleum Products

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 16,741	\$ 22,320	\$ 28,309	\$ 29,000

Budget vs. Actual



Sewer Division – Administrative Services Department

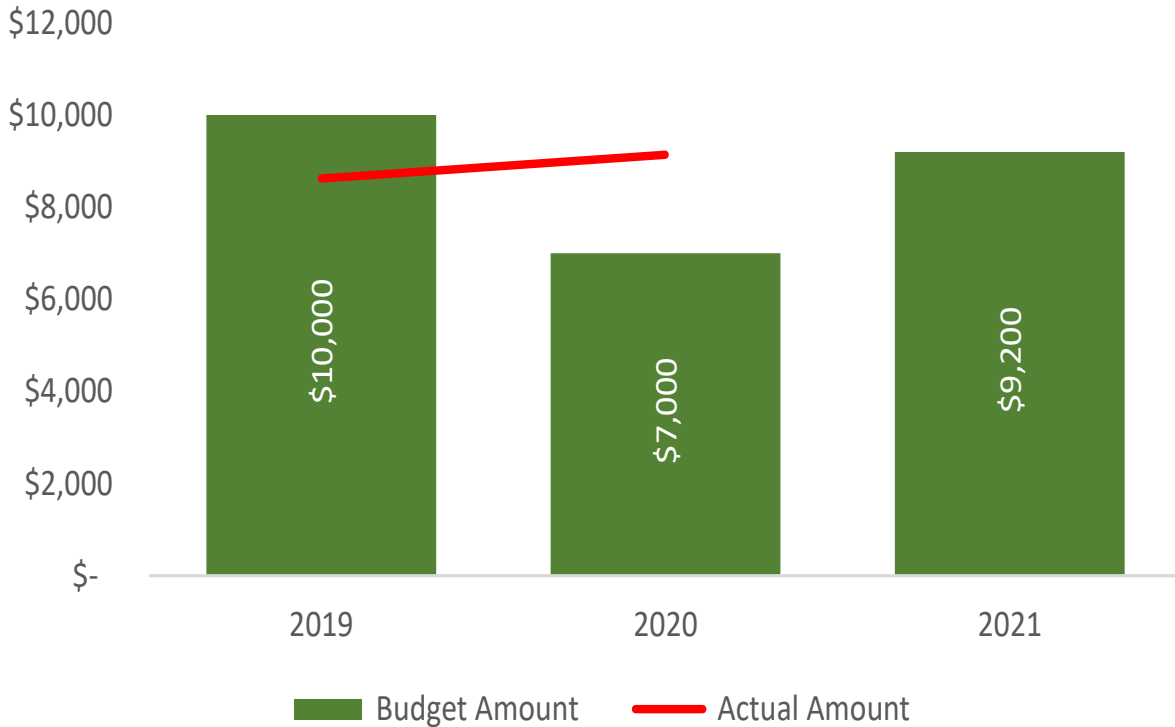
03-506-51130

Office Supplies & Expenses

This budget category is used for office supplies for the sewer division.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 12,882	\$ 8,624	\$ 9,142	\$ 9,200

Budget vs. Actual



Sewer Division – Administrative Services Department

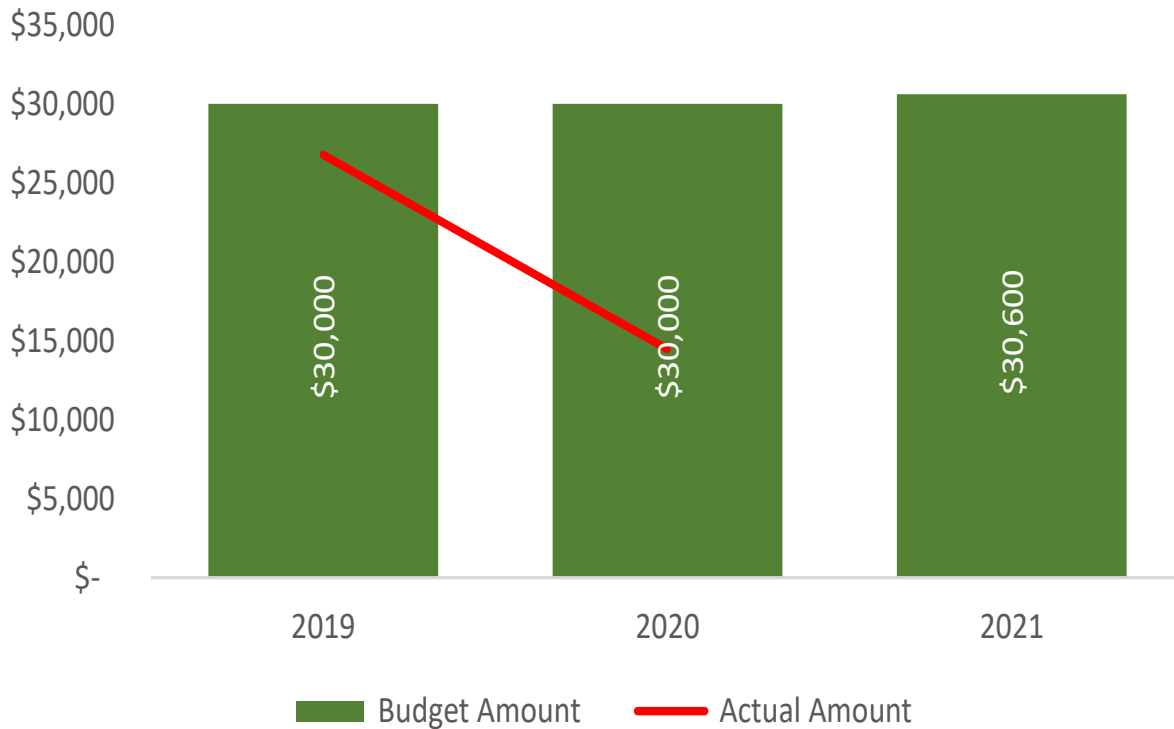
03-506-51140

General Supplies & Expenses

This budget includes the supplies and expenses related to the operation of the Administrative Services Department.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 37,008	\$ 26,771	\$ 14,482	\$ 30,600

Budget vs. Actual



Sewer Division – Administrative Services Department

03-506-54002

Dues & Subscriptions

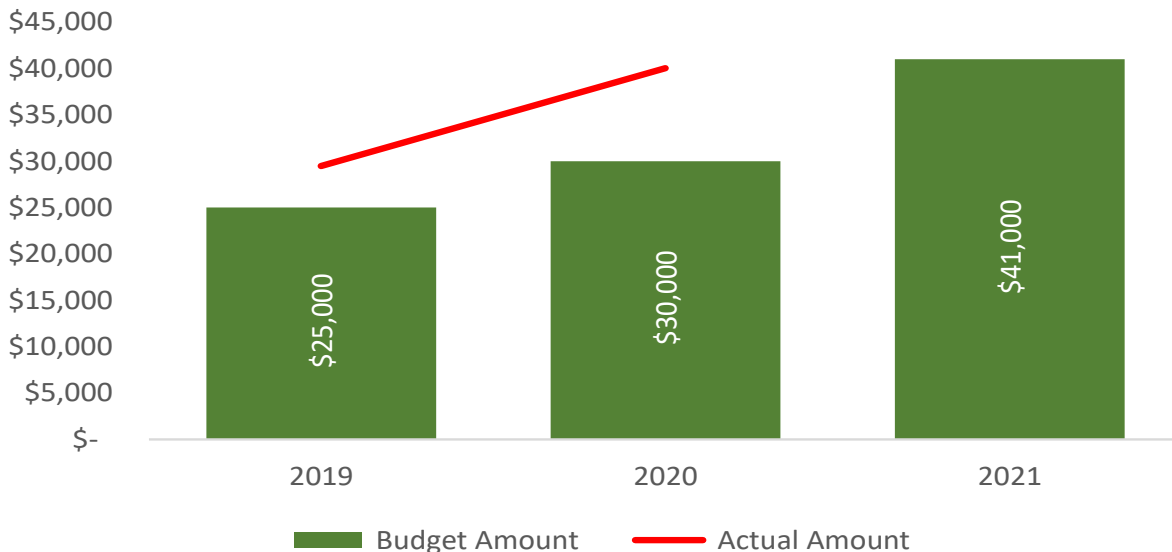
This budget category includes all costs related to membership dues and periodical subscriptions for the sewer division during the fiscal year.

Line Item
Detail:

Association of San Bernardino County Special Districts	\$ 138
California Association of Sanitation Agencies (CASA)	\$ 20,000
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
Emergency Response Network of the Inland Empire (ERNIE)	\$ 200
Society for Human Resource Management (SHRM)	\$ 209
Southern California Alliance of Publicly Owned Treatment Works (SCAP)	\$ 3,616
Southwest Membrane Operator Association	\$ 375
Water Environment Federation (WEF)	\$ 1,300
Water ISAC	\$ 2,099
Western Coalition of Arid States (WESTCAS)	\$ 4,677
Total	\$ 41,000

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 11,627	\$ 29,475	\$ 40,058	\$ 41,000

Budget vs. Actual



Sewer Division – Administrative Services Department

02-506-54003

Management & Admin Services

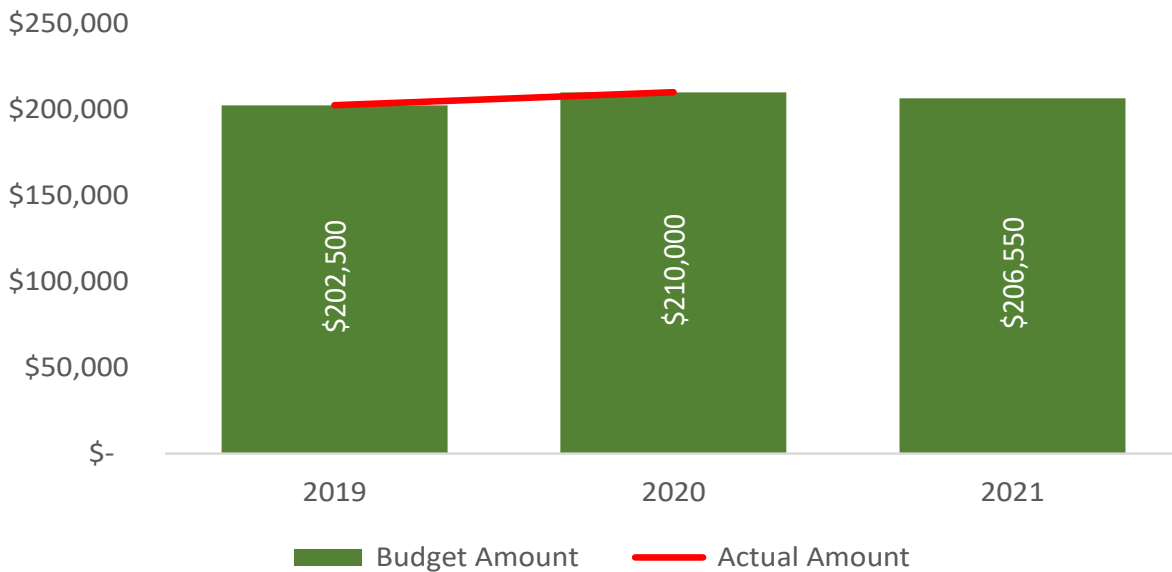
This category includes management and accounting services related to the operation of the Sewer Division. The expenses for this year will be considered in future years as a reimbursement to the Water Division.

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 (55%:45%)	\$ 197,700	\$ 108,735	\$ 88,965
	Admin: Maintenance-Structures (55%:45%)	\$ 40,700	\$ 22,385	\$ 18,315
	Public Works: R&M-Vehicles & Equipment (56%:44%)	\$ 224,000	\$ 124,730	\$ 99,270
		\$ 462,400	\$ 255,850	\$ 206,550

2017-18 Actual	2018-19 Actual	2019-20 Actual
\$ 189,000	\$ 202,500	\$ 210,000

2020-21 Budget
\$ 206,550

Budget vs. Actual



Sewer Division – Administrative Services Department

03-506-54005

Computer Expenses

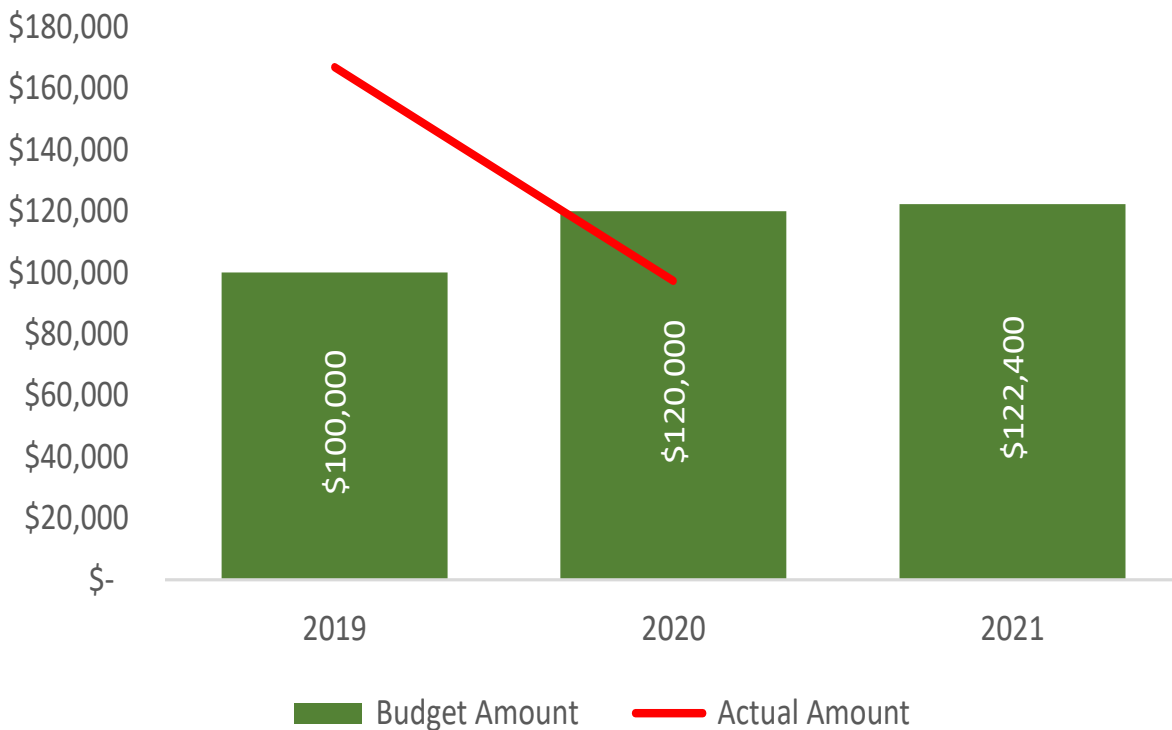
The District staff relies heavily upon the proper orientations and integration of our various computer systems. Therefore, this budget category includes the costs related to modifications and improvements in the operation of the computer systems.

Line Item Detail:

Computer and Network Maintenance	\$ 57,400
Hardware and Software	\$ 35,000
General Accounting and Customer Service Programs	\$ 30,000
Total	\$ 122,400

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 122,095	\$ 166,834	\$ 97,282	\$ 122,400

Budget vs. Actual



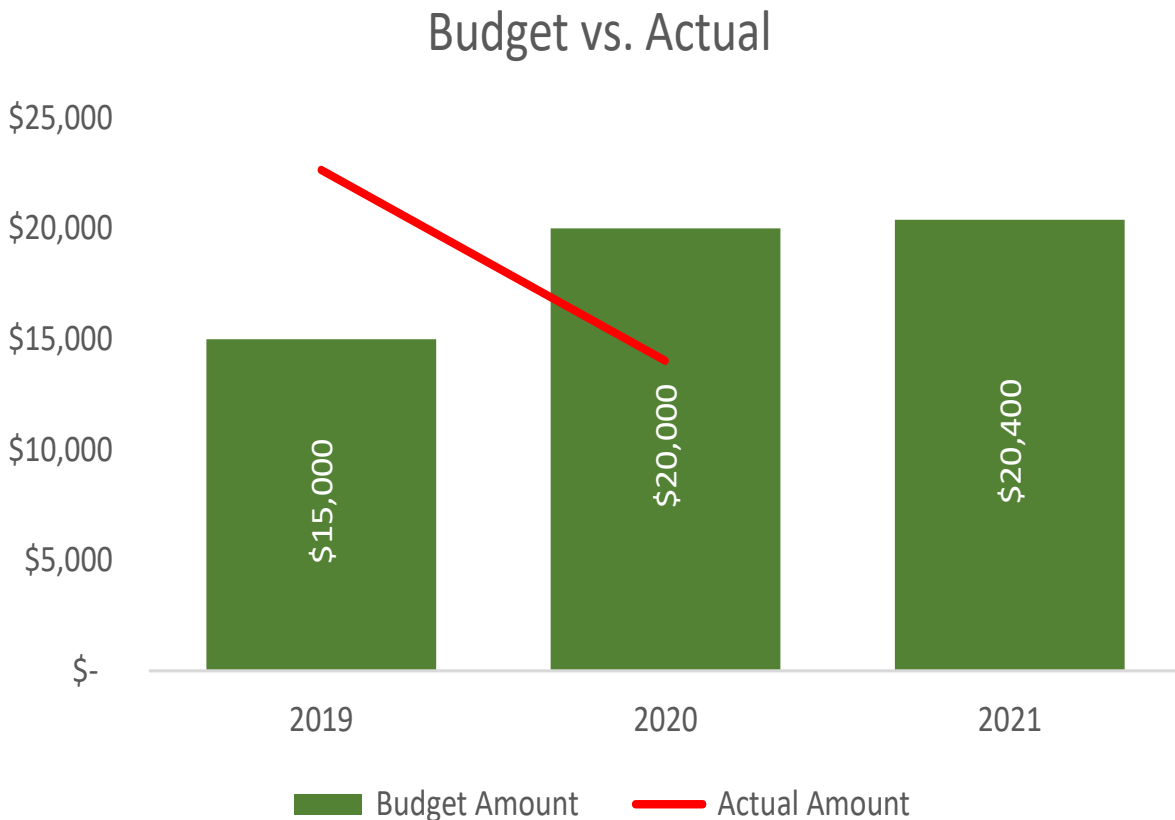
Sewer Division – Administrative Services Department

03-506-54012

Education & Training

This budget category was split in Fiscal Year 2020-21 to allocate funding to specific departments within the Sewer Division. This line item is used for all education and training for employees allocated to the Administrative Services Department.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 13,326	\$ 22,648	\$ 14,013	\$ 20,400



Sewer Division – Administrative Services Department

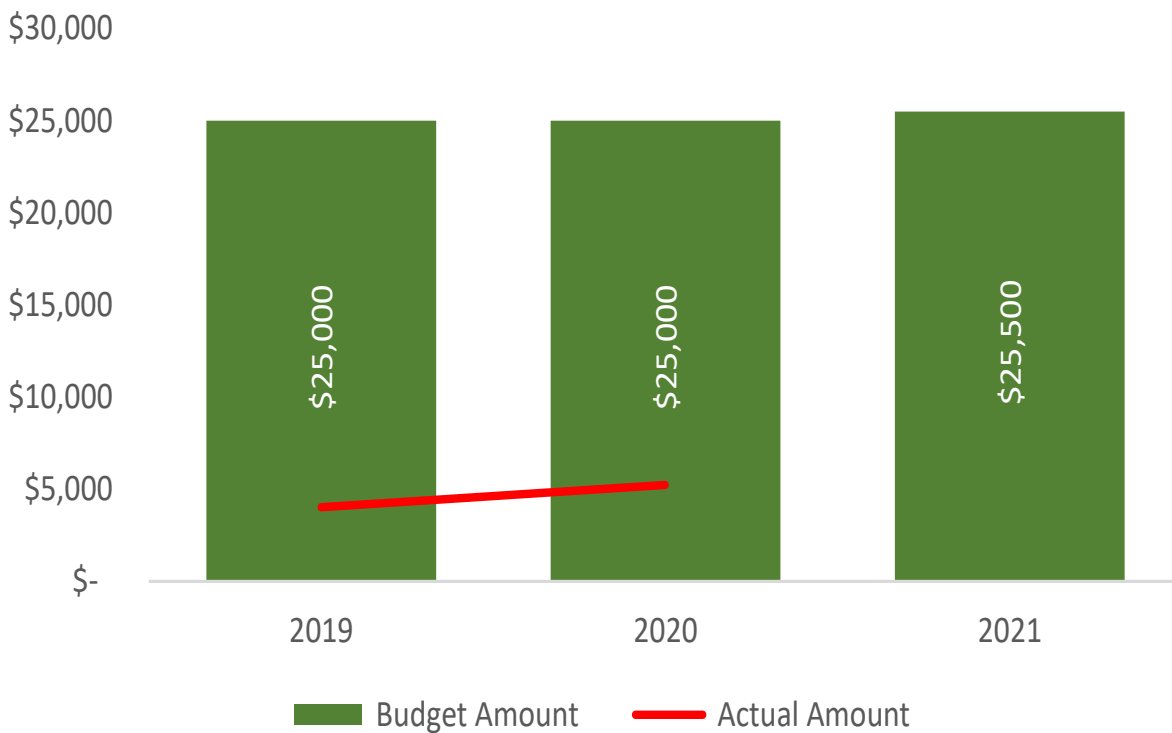
03-506-54014

Public Relations

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 (03-506-54011) was combined here.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 11,035	\$ 4,039	\$ 5,232	\$ 25,500

Budget vs. Actual



Sewer Division – Administrative Services Department

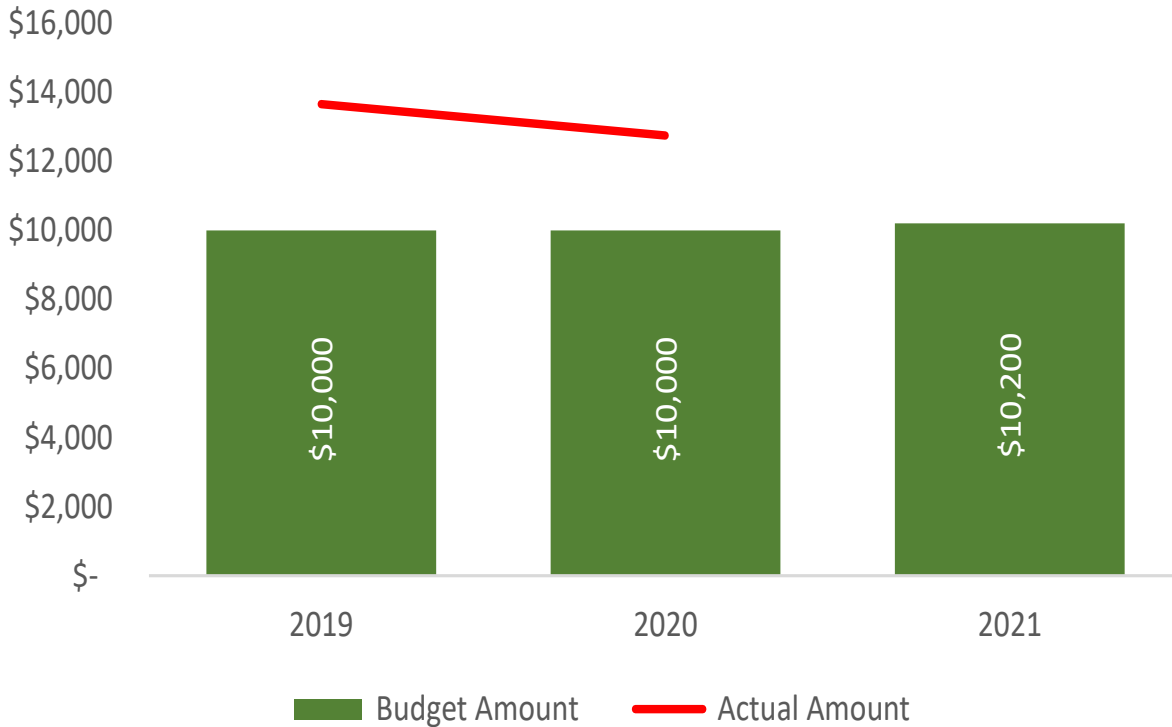
03-506-54016

Travel Related Expenses

This budget category includes travel related expenses associated with the Sewer Division.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 19,046	\$ 13,644	\$ 12,740	\$ 10,200

Budget vs. Actual



Sewer Division – Administrative Services Department

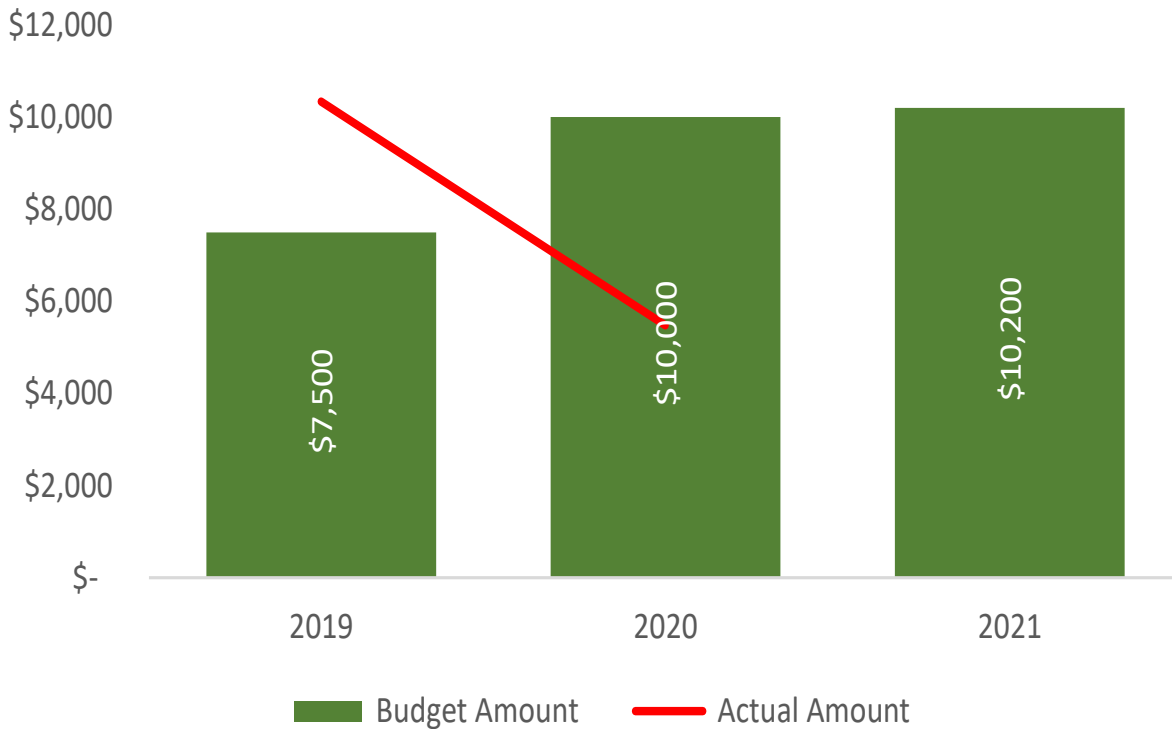
03-506-54017

Certifications & Renewals

This budget category will be used for Sewer Division employee certifications.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 6,000	\$ 10,341	\$ 5,477	\$ 10,200

Budget vs. Actual



Sewer Division – Administrative Services Department

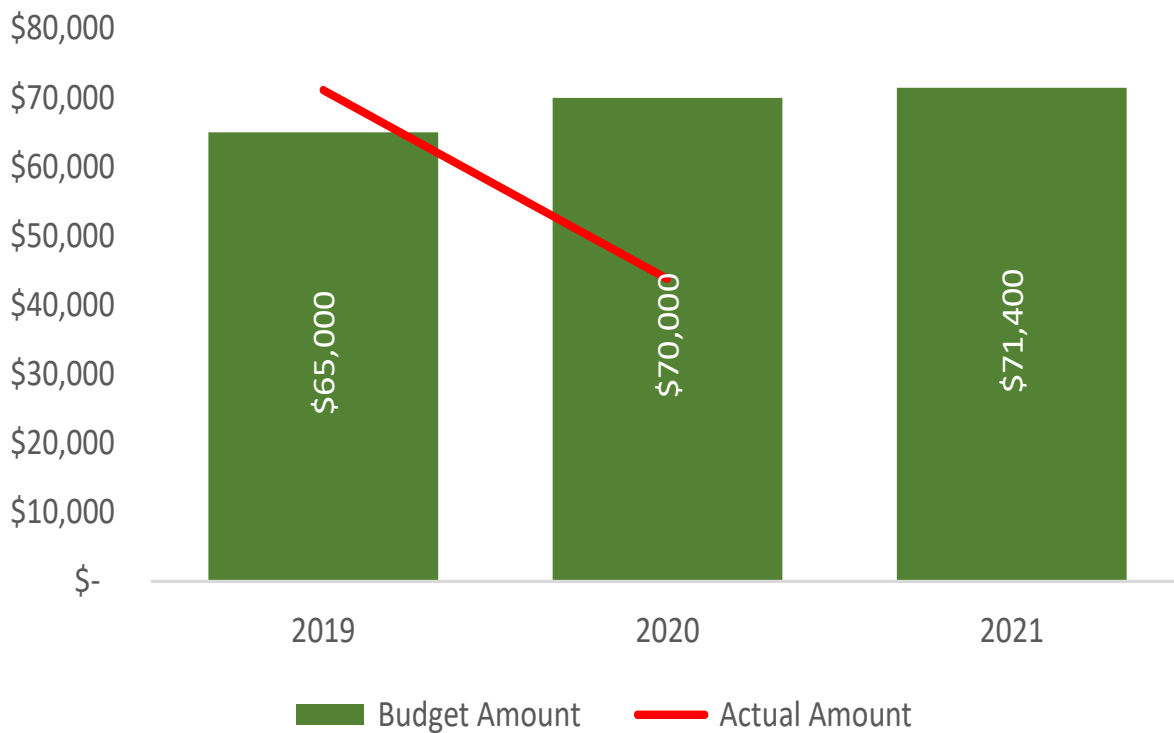
03-506-54019

Licenses & Permits

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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 67,321	\$ 71,071	\$ 43,759	\$ 71,400

Budget vs. Actual



Sewer Division – Administrative Services Department

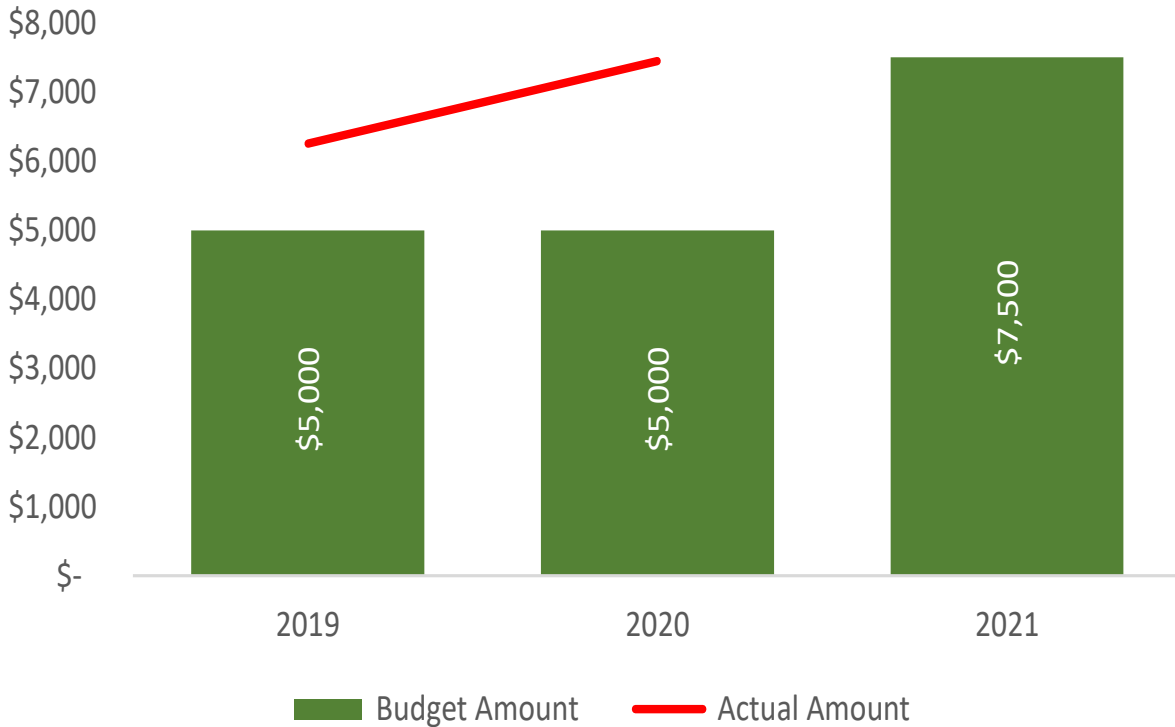
03-506-54020

Meeting Related Expenses

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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 6,369	\$ 6,253	\$ 7,450	\$ 7,500

Budget vs. Actual



Sewer Division – Administrative Services Department

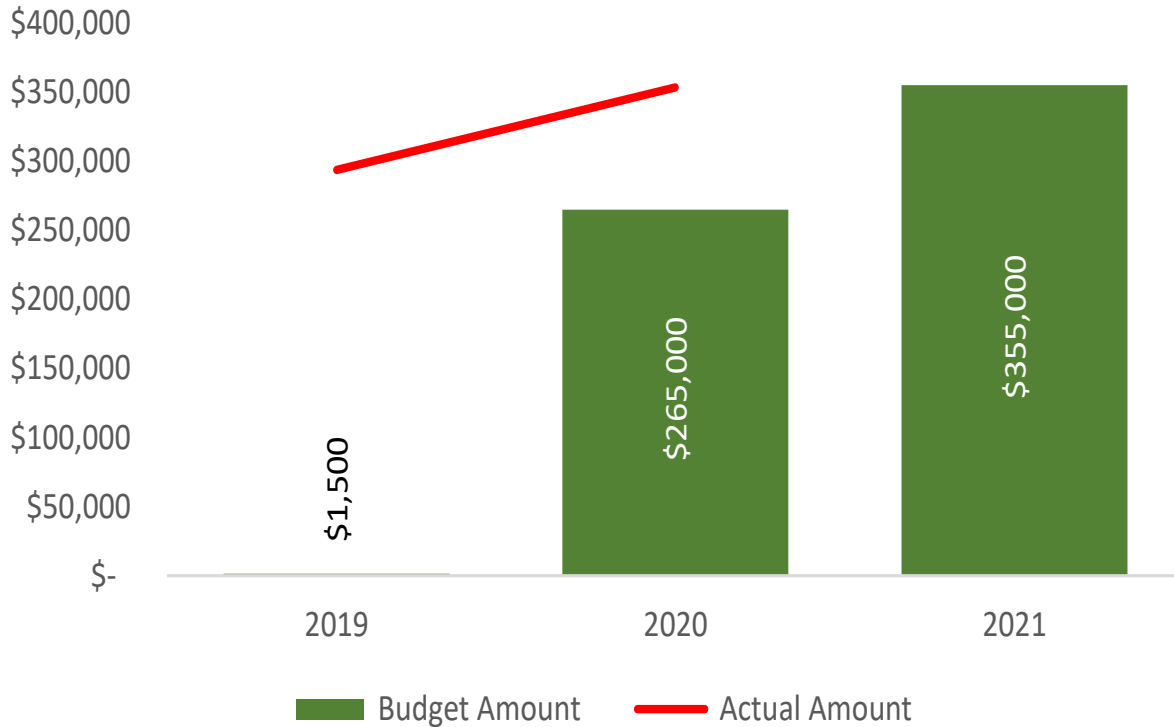
03-506-54022

Utilities – YVWD Services

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 1,655	\$ 293,681	\$ 353,159	\$ 355,000

Budget vs. Actual



Sewer Division – Administrative Services Department

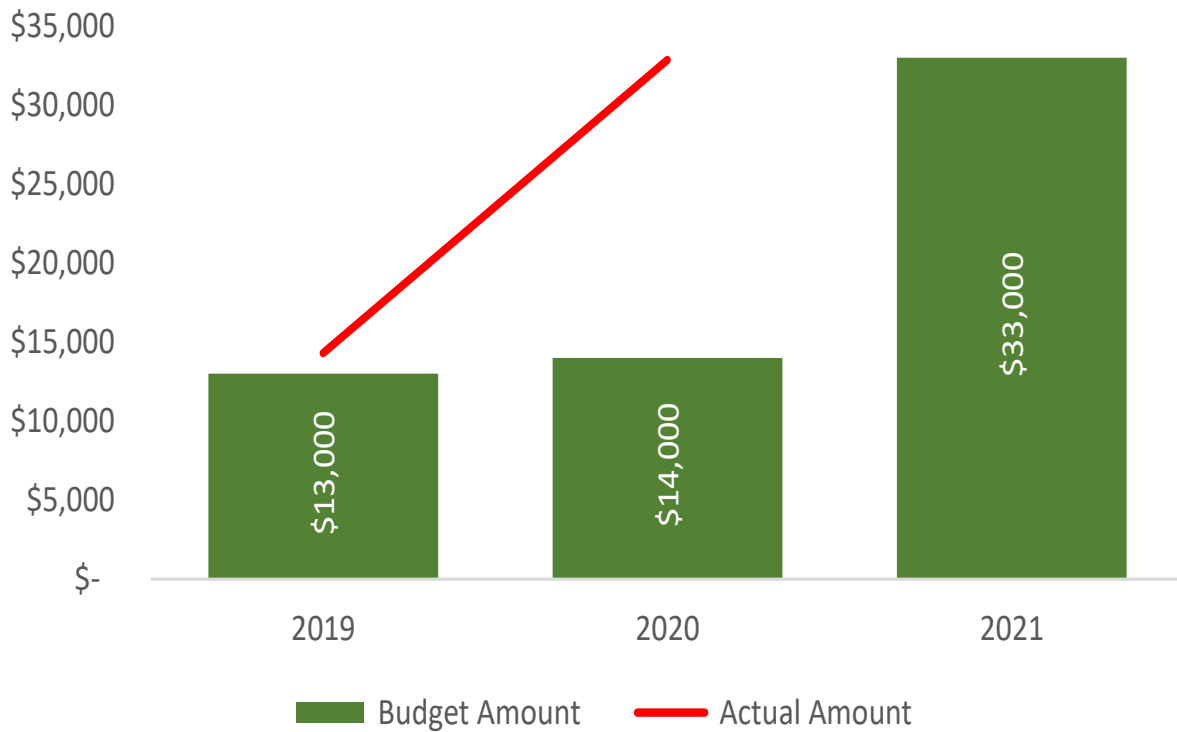
03-506-54024

Waste Disposal

This budget category represents the projected costs associated with waste disposal by the departments in the Sewer Division.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 13,201	\$ 14,327	\$ 32,882	\$ 33,000

Budget vs. Actual



Sewer Division – Administrative Services Department

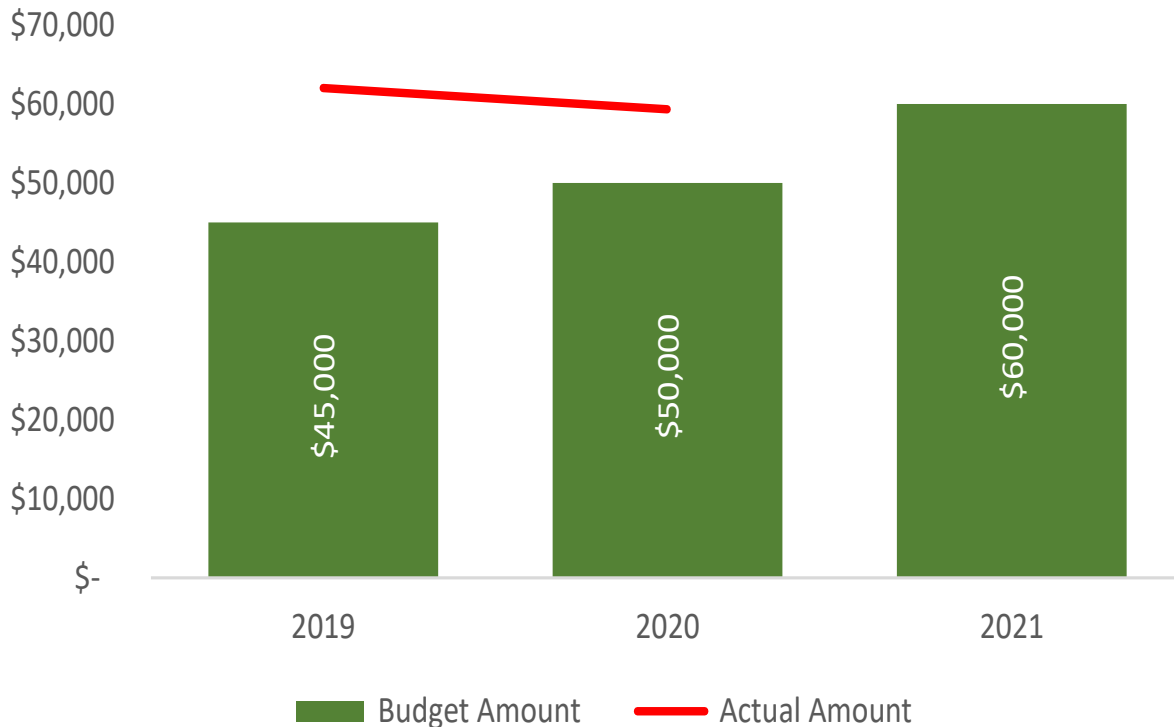
03-506-54025

Telephone & Internet

This budget category was split in Fiscal Year 2020-21 to allocate funding to specific departments within the Sewer Division. This line item is used for telephone and internet costs allocated to the Administrative Services Department.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 55,717	\$ 62,010	\$ 59,351	\$ 60,000

Budget vs. Actual



Sewer Division – Administrative Services Department

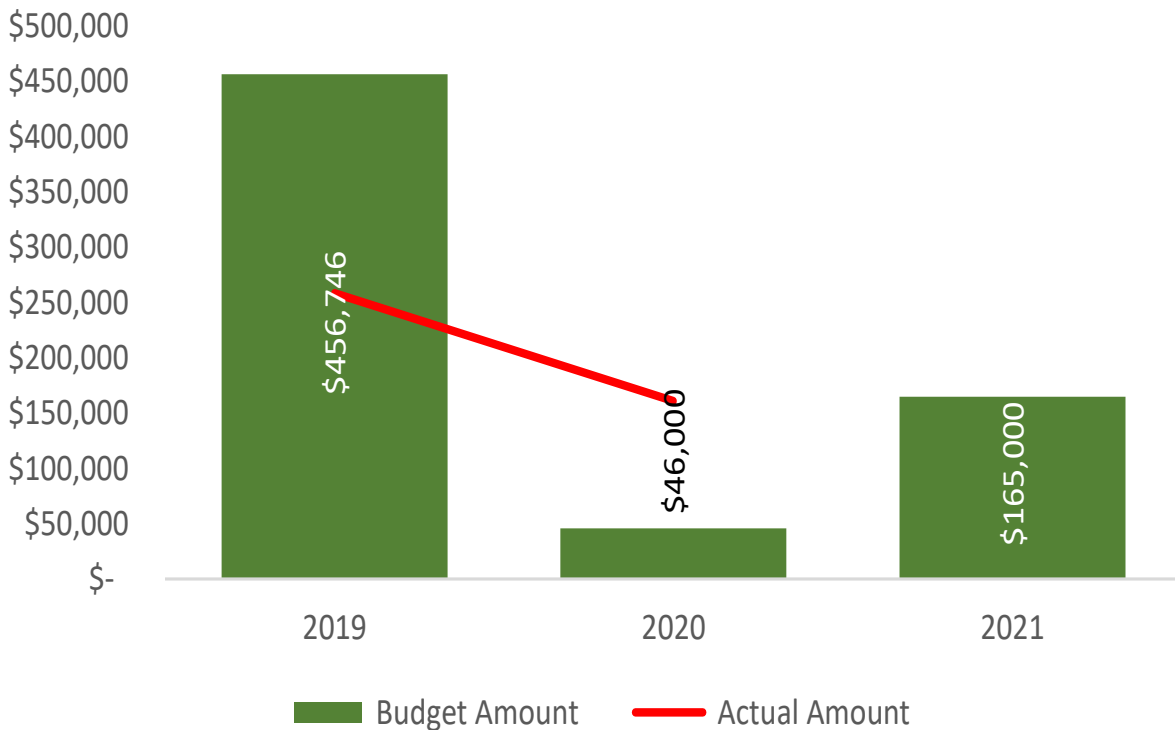
03-506-54104

Contractual Services

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. Fiscal year 2018-19 included one-time charges for WaterTrax set up as well as data mitigation. In addition, the District utilized temporary staffing for customer service as well as contract labor operators for a period of time until the District was fully staffed with Integrated Operators.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 48,687	\$ 258,436	\$ 161,170	\$ 165,000

Budget vs. Actual



Sewer Division – Administrative Services Department

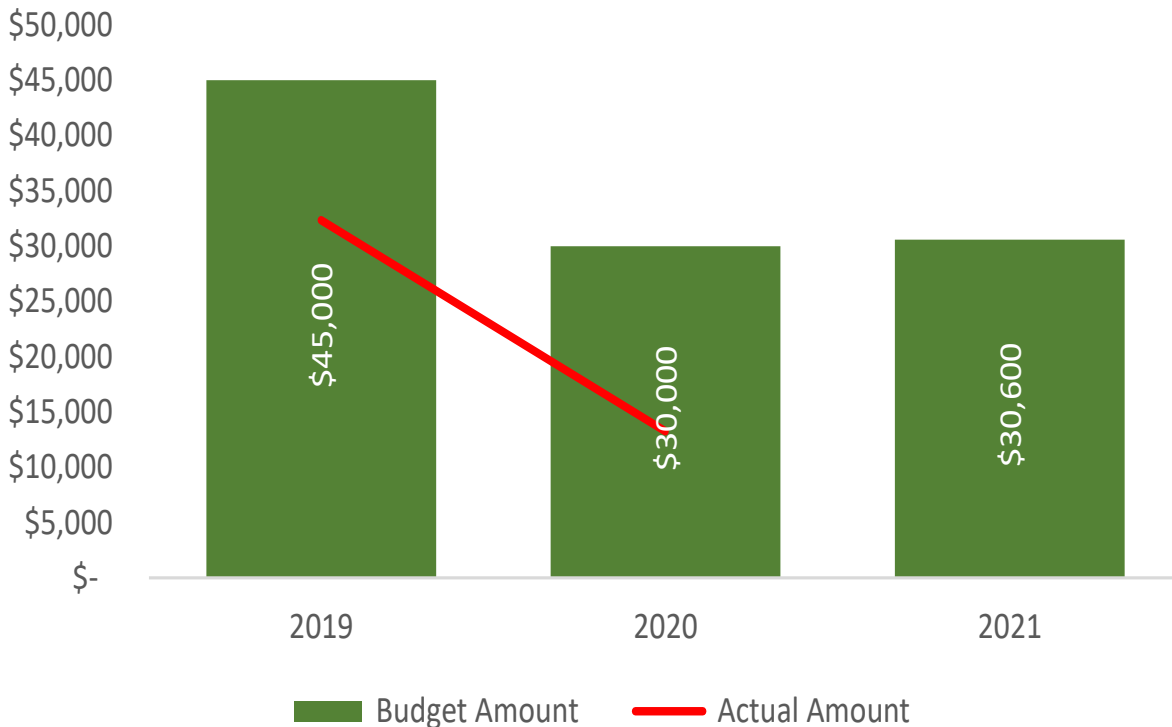
03-506-54107

Legal

This budget category is used for all sewer related legal costs. Legal fees related to drinking water issues will be expensed to the water budget (02-506-54107) and legal fees related to recycled water issues will be expensed to the recycled water budget (04-506-54107).

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 180,805	\$ 32,334	\$ 13,262	\$ 30,600

Budget vs. Actual



Sewer Division – Administrative Services Department

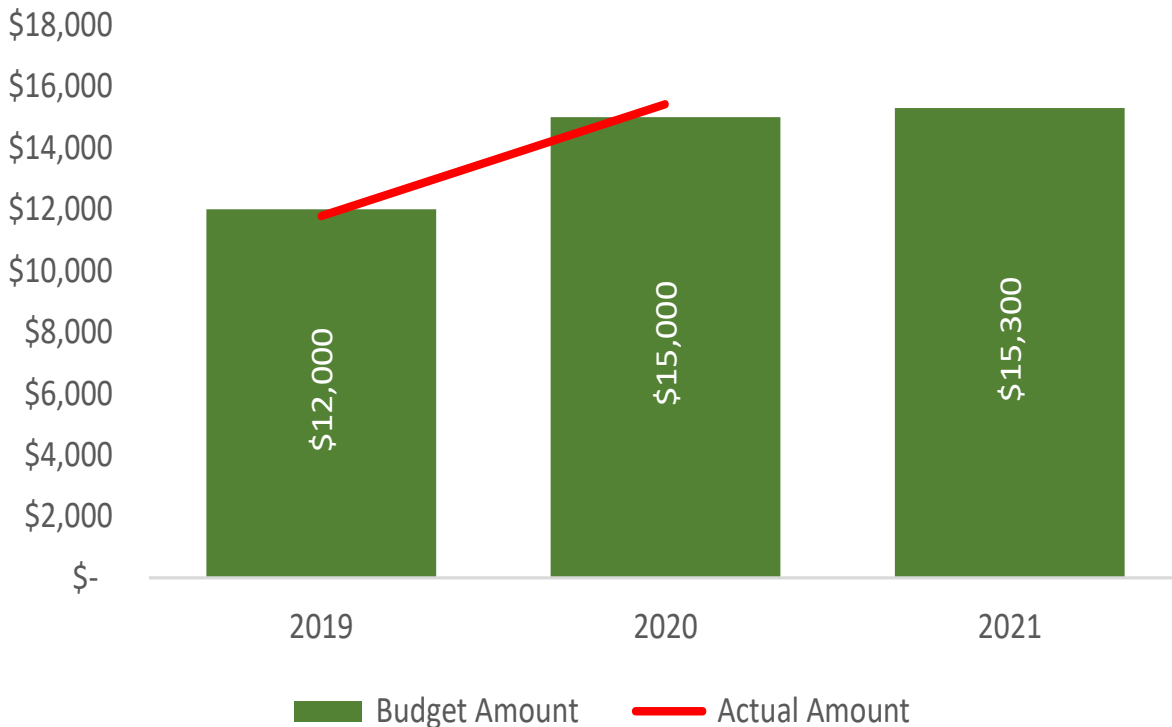
03-506-54108

Audit & Accounting

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 10,975	\$ 11,779	\$ 15,420	\$ 15,300

Budget vs. Actual



Sewer Division – Administrative Services Department

03-506-54109

Professional Services

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 fiscal year 2018-19, 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.

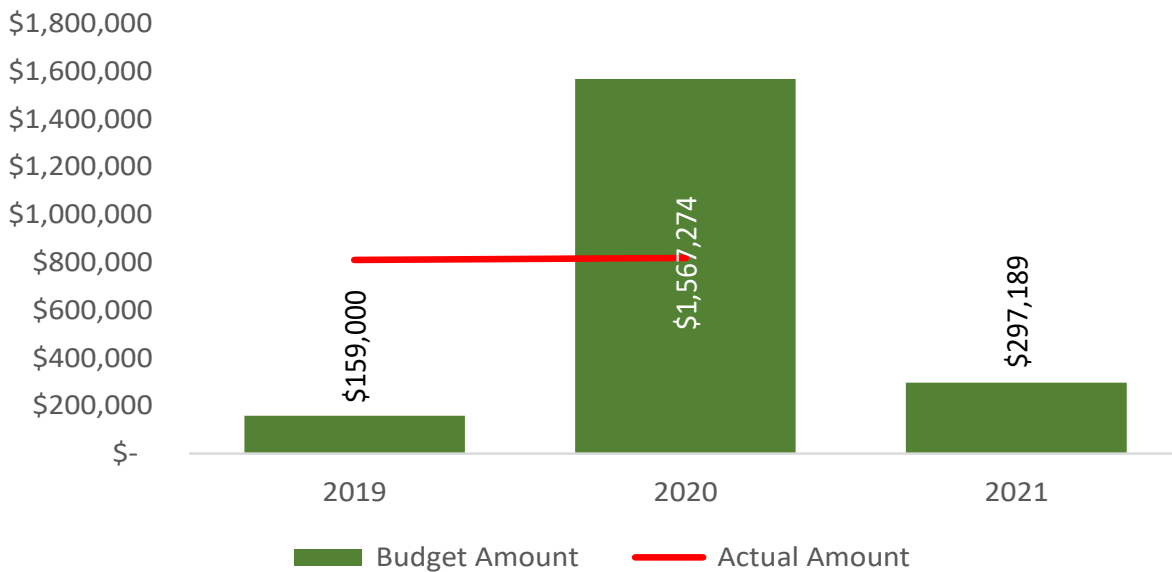
In fiscal year 2019-20 the budget was increased mid-year as a result of transferring reserve funding to this line item for Board approved projects.

Line Item Detail:

Engineering Services	\$ 219,189
Legislative Consulting Services	\$ 53,000
Labor Consulting Services	\$ 25,000
Total	\$ 297,189

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 224,113	\$ 809,637	\$ 819,111	\$ 297,189

Budget vs. Actual



Sewer Division – Administrative Services Department

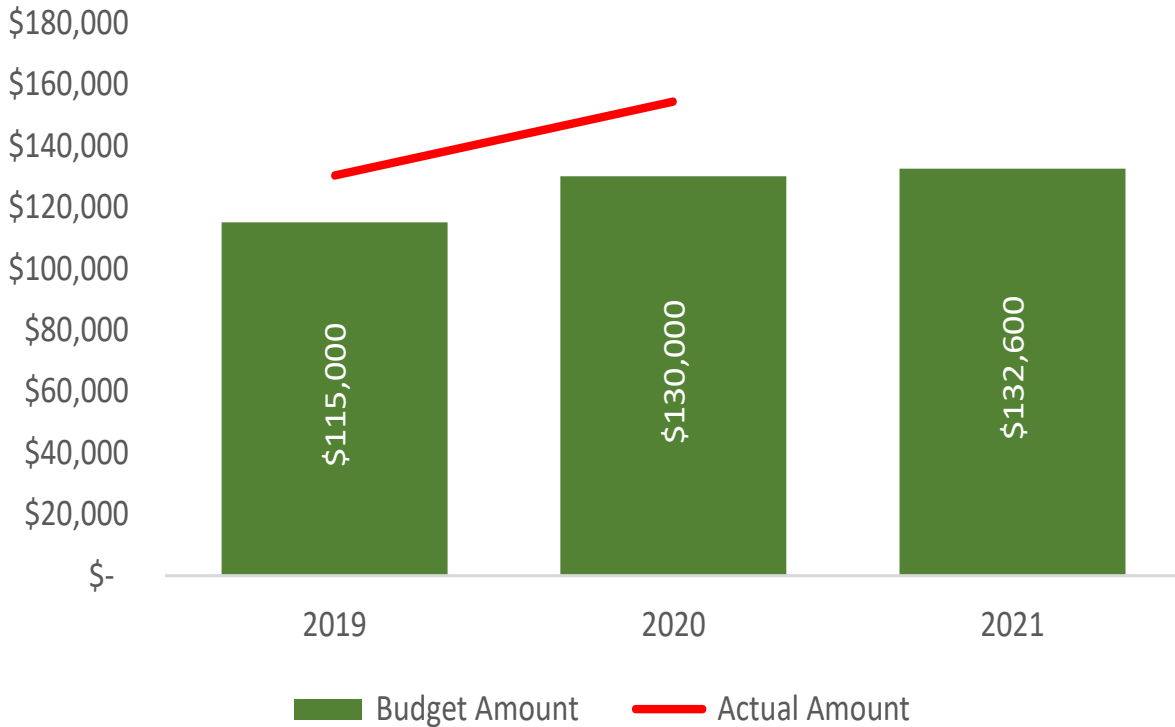
03-506-56001

Insurance

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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 94,461	\$ 130,327	\$ 154,391	\$ 132,600

Budget vs. Actual



Sewer Division – Administrative Services Department

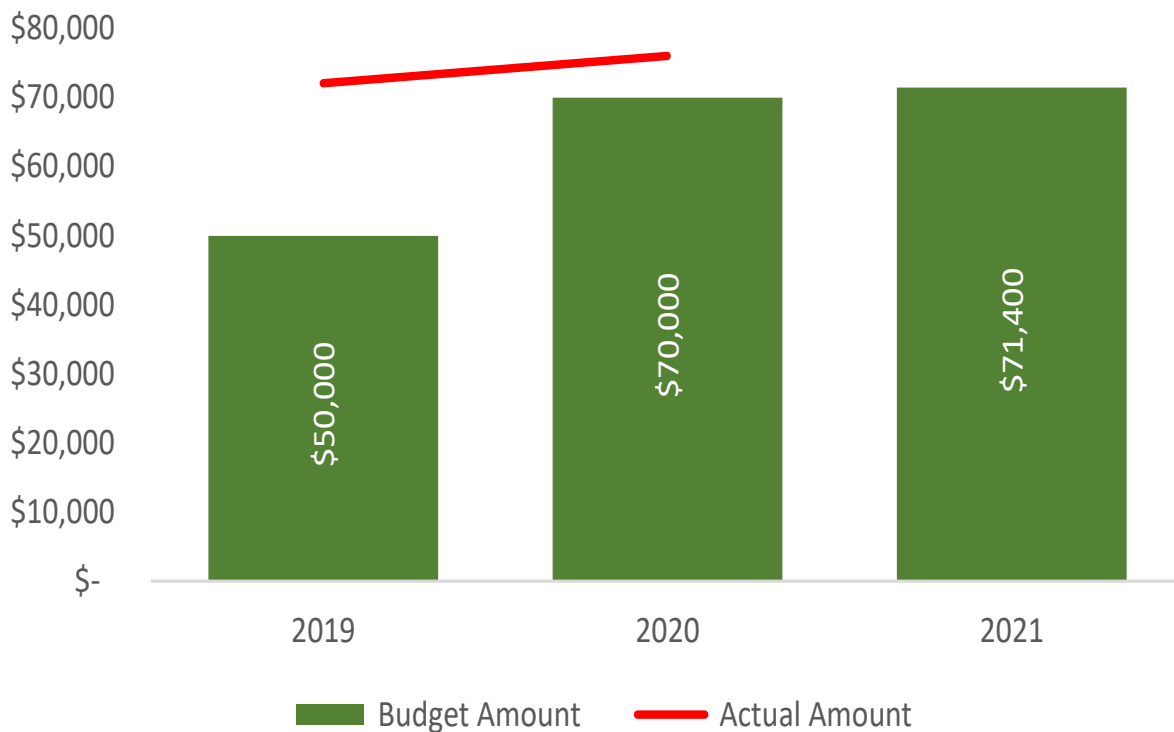
03-506-57030

Regulatory Compliance

This budget category is used for regulatory compliance expenses for the Sewer Division.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 69,828	\$ 72,026	\$ 75,982	\$ 71,400

Budget vs. Actual



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. 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 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 Operations of 8.25 Full-Time Equivalent (FTE) employees¹.

Title	Range	FTE	Expense
Public Works Manager	234	0.15	\$ 26,900
Public Works Supervisor	117	1.90	\$ 277,847
Senior Utility Service Worker	54	0.60	\$ 72,178
Utility Service Worker IV	49	1.40	\$ 171,553
Purchasing Agent	45	0.20	\$ 18,796
Utility Service Worker III	44	0.80	\$ 86,444
Utility Service Worker II	36	0.80	\$ 69,908
Utility Service Worker I	32	2.40	\$ 190,295
Total		8.25	\$ 913,921

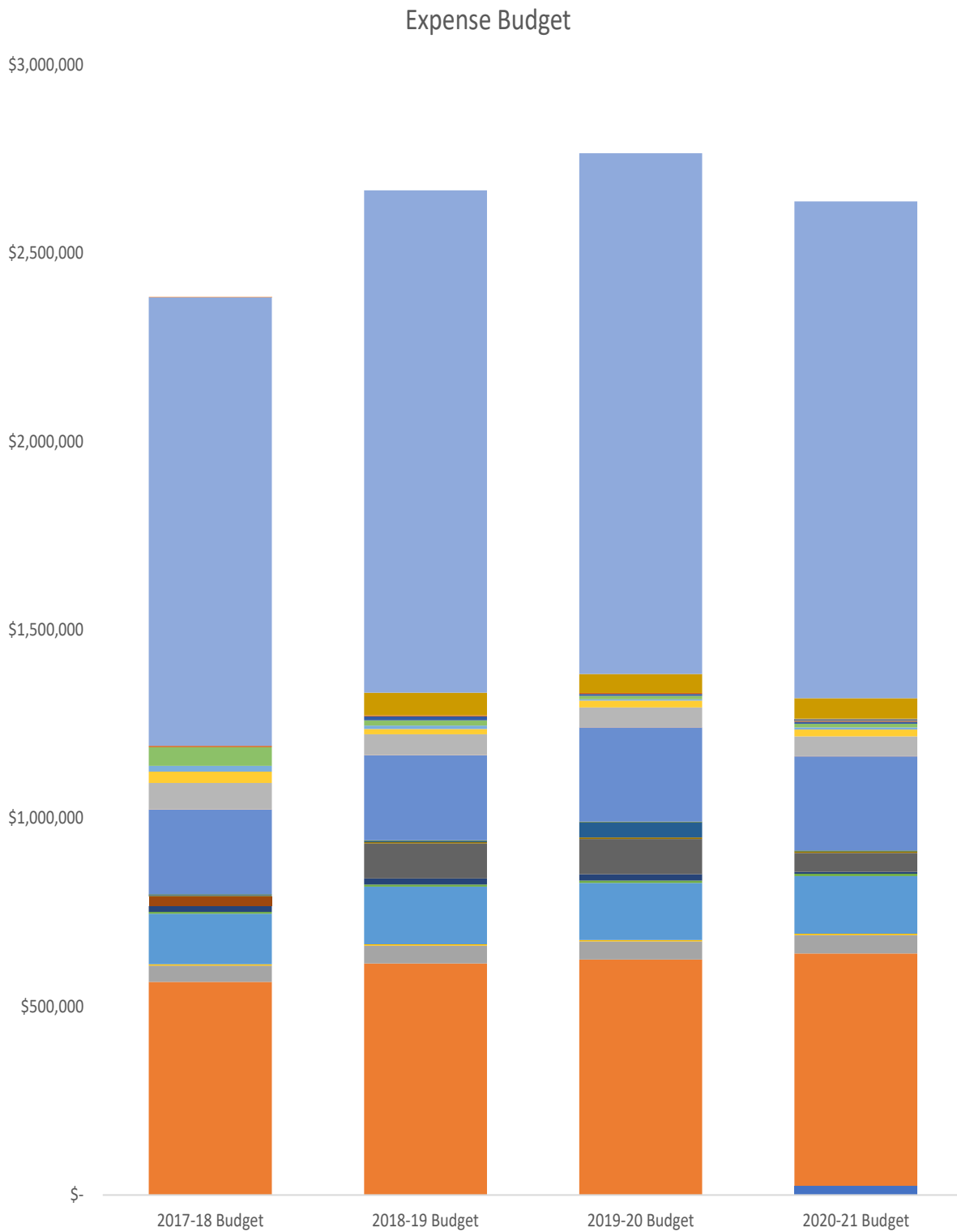
This year, the Environmental Control Department will be allocated \$1,318,555 (not including asset acquisitions & capital improvements), which represents a decrease of \$63,761 as compared to the prior year modified budget, or a 4.6% decrease.

Anticipated Issues for this Fiscal Year – The following issues have been identified as important issues for the near future. 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 others 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. These vehicles are reaching the end of their useful life and District staff will be researching replacement options for fiscal year 2020-21.
- ❖ 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.

¹ The positions that are assigned a FTE value of less than 1.0 are involved in other divisions such as the Sewer Division and Recycled Water Division.

Budget Overview – The following illustration shows the budgeted line items for the Environmental Control Budget.



Account	2017-18 Budget	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	2019-20 Estimated Actual	2020-21 Budget	Increase (Decrease) in Budget	Increase (Decrease) %
03-507-50009. Labor - Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,073	\$ 23,890	\$ 23,890	
03-507-50010. Labor	\$ 565,420	\$ 386,212	\$ 614,646	\$ 548,192	\$ 625,069	\$ 546,175	\$ 616,937	\$ (8,132)	-1.3%
03-507-50013. Benefits-FICA	\$ 43,302	\$ 29,798	\$ 47,020	\$ 42,533	\$ 47,818	\$ 48,879	\$ 49,025	\$ 1,207	2.5%
03-507-50014. Benefits-Life Insurance	\$ 3,200	\$ 775	\$ 3,888	\$ 1,189	\$ 3,864	\$ 1,411	\$ 3,768	\$ (96)	-2.5%
03-507-50016. Benefits-Health & Def Comp	\$ 134,400	\$ 99,212	\$ 152,604	\$ 164,365	\$ 151,662	\$ 189,752	\$ 152,863	\$ 1,201	0.8%
03-507-50017. Benefits-Disability Insurance	\$ 5,100	\$ 5,006	\$ 5,532	\$ 7,815	\$ 5,626	\$ 8,652	\$ 5,768	\$ 142	2.5%
03-507-50019. Benefits-Workers Compensatio	\$ 15,300	\$ 22,360	\$ 16,595	\$ 22,191	\$ 16,877	\$ 21,802	\$ 5,391	\$ (11,486)	-68.1%
03-507-50021. Benefits-PERS Employee	\$ 25,000	\$ 9,575	\$ -	\$ (4,506)	\$ -	\$ -	\$ -	\$ -	
03-507-50022. Benefit-PERS Employer	\$ -	\$ 25,155	\$ 92,197	\$ 37,103	\$ 93,760	\$ 42,610	\$ 49,754	\$ (44,006)	-46.9%
03-507-50023. Benefits-Uniforms	\$ 2,400	\$ 2,812	\$ 4,050	\$ 3,126	\$ 4,025	\$ 3,635	\$ 4,050	\$ 25	0.6%
03-507-50024. Benefits-Vacation & Sick Pay	\$ 2,000	\$ (59,253)	\$ 2,501	\$ 3,880	\$ 40,000	\$ 40,000	\$ -	\$ (40,000)	-100.0%
03-507-50025. Benefits-Boots	\$ 1,600	\$ 458	\$ 2,430	\$ 600	\$ 2,415	\$ 800	\$ 2,475	\$ 60	2.5%
03-507-51003. Sewer Pipeline & Facilities	\$ 225,000	\$ 285,004	\$ 225,000	\$ 285,442	\$ 250,000	\$ 209,495	\$ 250,001	\$ 1	0.0%
03-507-51140. General Supplies & Expenses	\$ 1,000	\$ 1,468	\$ 1,000	\$ 70	\$ 500	\$ 1,195	\$ 1,000	\$ 500	100.0%
03-507-51241. Lift Station #1	\$ 70,000	\$ 72,934	\$ 55,000	\$ 68,596	\$ 52,500	\$ 50,800	\$ 52,001	\$ (499)	-1.0%
03-507-51242. Lift Station #2	\$ 30,000	\$ 17,200	\$ 14,000	\$ 17,406	\$ 18,000	\$ 15,397	\$ 18,001	\$ 1	0.0%
03-507-51243. Lift Station #3	\$ 15,000	\$ 10,092	\$ 9,000	\$ 3,962	\$ 3,200	\$ 6,190	\$ 6,200	\$ 3,000	93.8%
03-507-51244. Lift Station #4	\$ 50,000	\$ 13,943	\$ 14,500	\$ 9,880	\$ 9,500	\$ 23,101	\$ 9,501	\$ 1	0.0%
03-507-51246. Lift Station #6	\$ -	\$ 3,749	\$ 10,000	\$ 7,931	\$ 5,000	\$ 4,984	\$ 5,001	\$ 1	0.0%
03-507-51248. Lift Station #8	\$ 3,000	\$ 7,092	\$ 3,000	\$ 10,955	\$ 2,500	\$ 1,723	\$ 2,501	\$ 1	0.0%
03-507-54012. Education & Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 333	\$ 5,428	\$ 5,428	
03-507-54111. Pretreatment	\$ -	\$ 57,152	\$ 60,000	\$ 53,579	\$ 50,000	\$ 55,257	\$ 55,000	\$ 5,000	10.0%
	\$ 1,191,722	\$ 990,744	\$ 1,332,963	\$ 1,284,308	\$ 1,382,316	\$ 1,293,264	\$ 1,318,555	\$ (63,761)	-4.6%

Sewer Division – Environmental Control Department

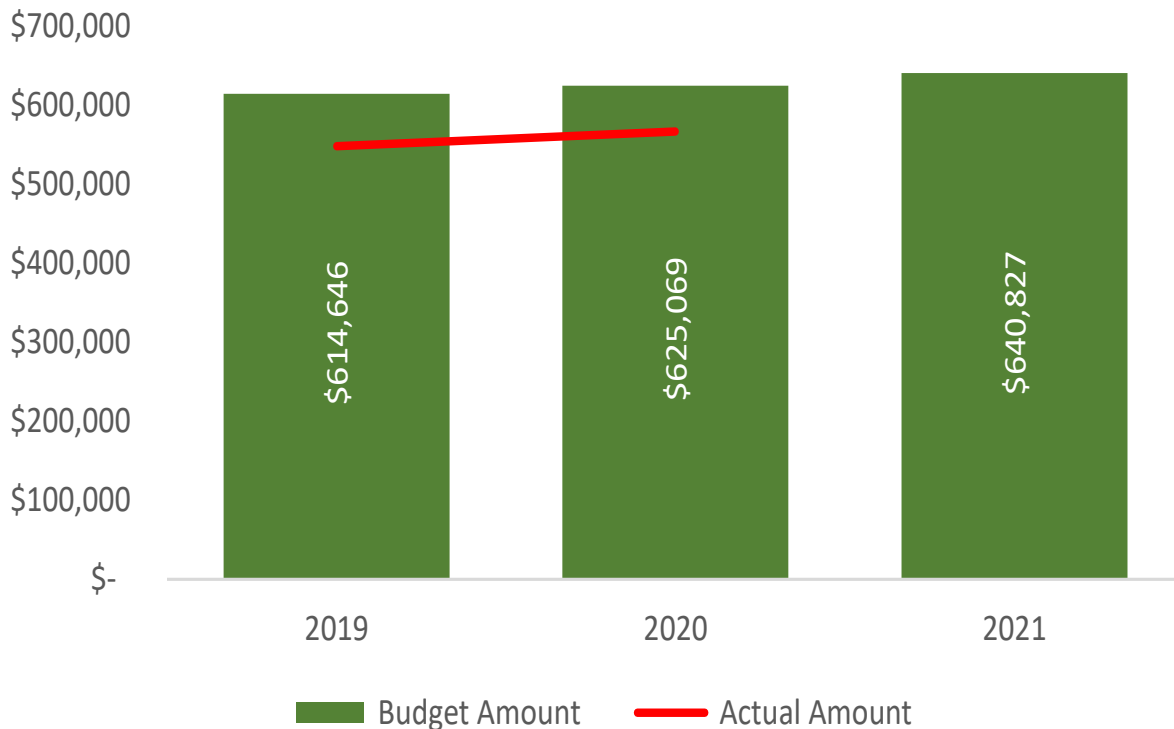
03-507-500xx

Labor

This budget category includes the base salaries, overtime, and standby expenses associated with the Environmental Control Department staff members. Fiscal Year 2020-21 is the first time the District has budgeted for overtime separately.

Account	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
03-507-50009. Labor - Overtime	\$ -	\$ -	\$ 21,073	\$ 23,890
03-507-50010. Labor	\$ 386,212	\$ 548,192	\$ 546,175	\$ 616,937
	<u>\$ 386,212</u>	<u>\$ 548,192</u>	<u>\$ 567,248</u>	<u>\$ 640,827</u>

Budget vs. Actual



Sewer Division – Environmental Control Department

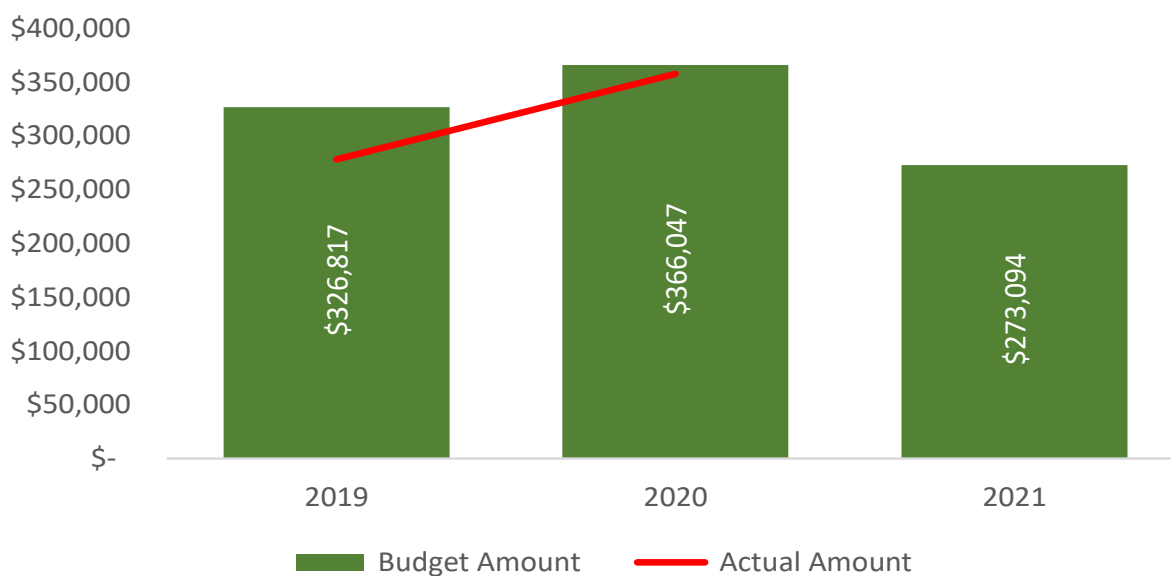
03-507-500xx

Benefits

This budget category includes the District paid benefits for the staff members of the Environmental Control Department.

Account	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
03-507-50013. Benefits-FICA	\$ 29,798	\$ 42,533	\$ 48,879	\$ 49,025
03-507-50014. Benefits-Life Insurance	\$ 775	\$ 1,189	\$ 1,411	\$ 3,768
03-507-50016. Benefits-Health & Def Comp	\$ 99,212	\$ 164,365	\$ 189,752	\$ 152,863
03-507-50017. Benefits-Disability Insurance	\$ 5,006	\$ 7,815	\$ 8,652	\$ 5,768
03-507-50019. Benefits-Workers Compensatio	\$ 22,360	\$ 22,191	\$ 21,802	\$ 5,391
03-507-50021. Benefits-PERS Employee	\$ 9,575	\$ (4,506)	\$ -	\$ -
03-507-50022. Benefit-PERS Employer	\$ 25,155	\$ 37,103	\$ 42,610	\$ 49,754
03-507-50023. Benefits-Uniforms	\$ 2,812	\$ 3,126	\$ 3,635	\$ 4,050
03-507-50024. Benefits-Vacation & Sick Pay	\$ (59,253)	\$ 3,880	\$ 40,000	\$ -
03-507-50025. Benefits-Boots	\$ 458	\$ 600	\$ 800	\$ 2,475
	\$ 135,897	\$ 278,295	\$ 357,541	\$ 273,094

Budget vs. Actual



Sewer Division – Environmental Control Department

03-507-51003

Sewer Pipeline & Facilities

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

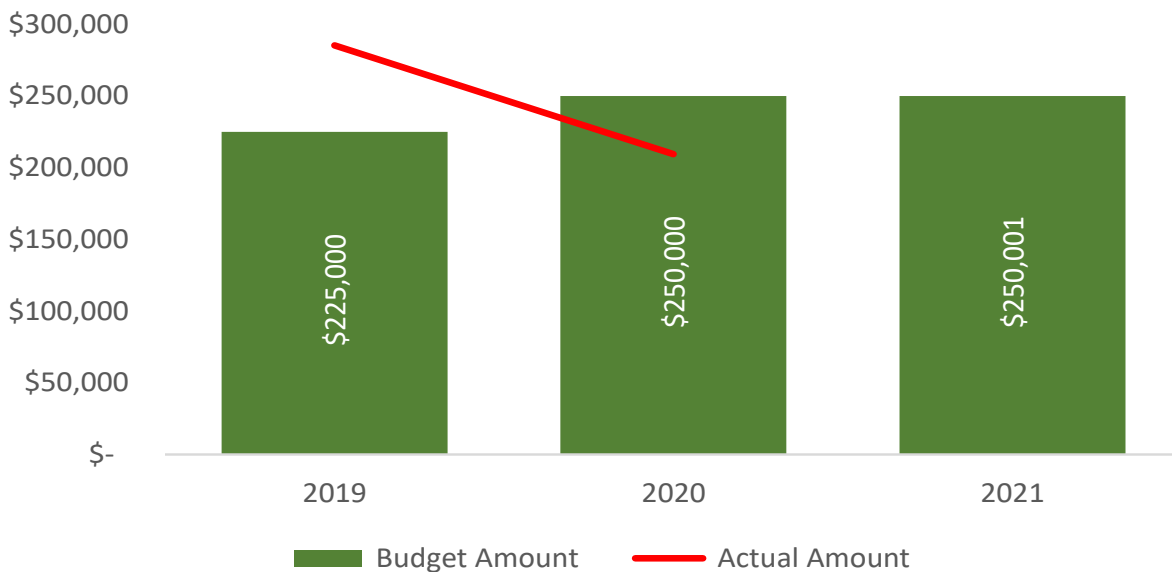
Detail:

Video Inspections	\$ 75,000
Manhole Repairs	\$ 50,000
ADS Flow Monitors	\$ 48,000
Roadway Subsidence Repair – Water Division labor and benefits, materials, equipment and contractor paving services.	\$ 47,000
Root Intrusion Control	\$ 30,001
Total	\$250,001

2017-18 Actual	2018-19 Actual	2019-20 Actual
\$ 285,004	\$ 285,442	\$ 209,495

2020-21 Budget
\$ 250,001

Budget vs. Actual



Sewer Division – Environmental Control Department

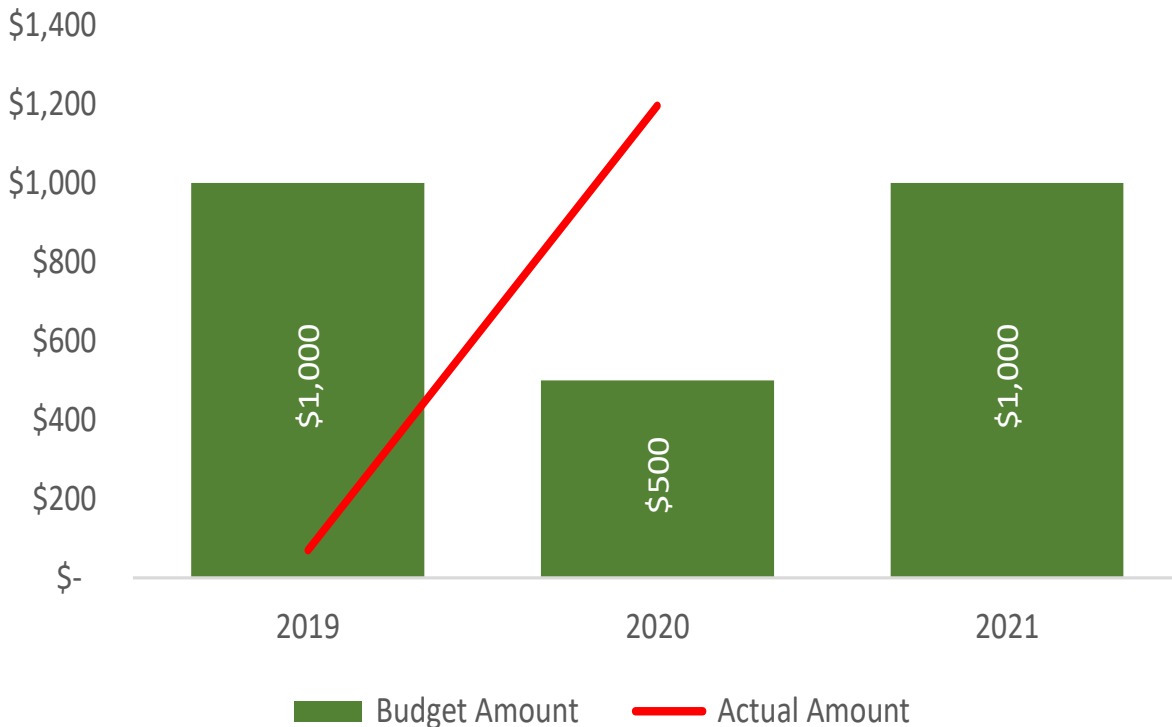
03-507-51140

General Supplies & Expenses

This budget includes the miscellaneous supplies and expenses related to the operation of the Environmental Control Department.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 1,468	\$ 70	\$ 1,195	\$ 1,000

Budget vs. Actual



Sewer Division – Environmental Control Department

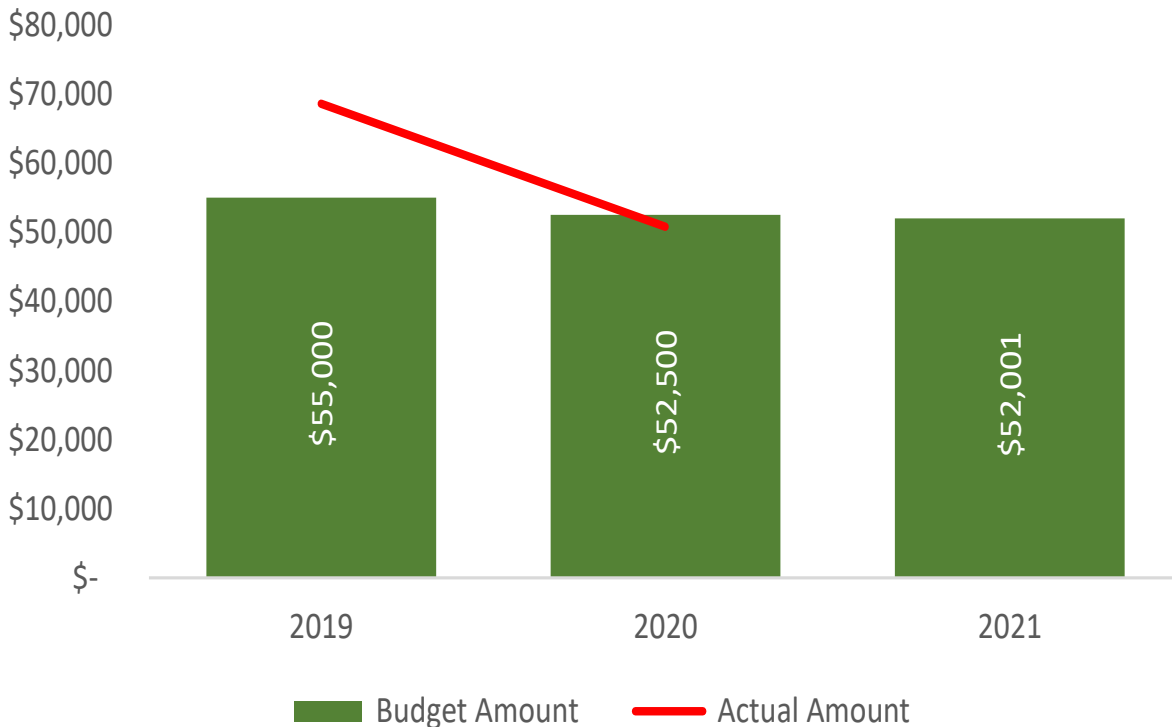
03-507-51241

Lift Station No. 1

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 72,934	\$ 68,596	\$ 50,800	\$ 52,001

Budget vs. Actual



Sewer Division – Environmental Control Department

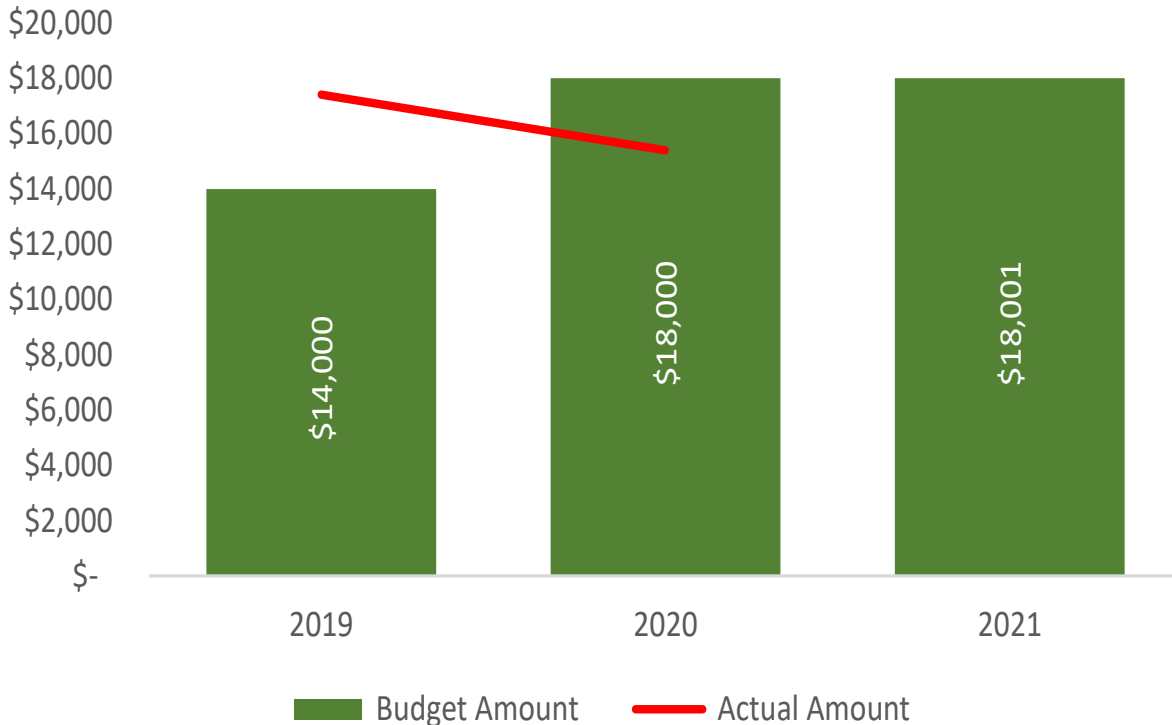
03-507-51242

Lift Station No. 2

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 approximately half the costs related to electric service and the other half for miscellaneous repairs and maintenance.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 17,200	\$ 17,406	\$ 15,397	\$ 18,001

Budget vs. Actual



Sewer Division – Environmental Control Department

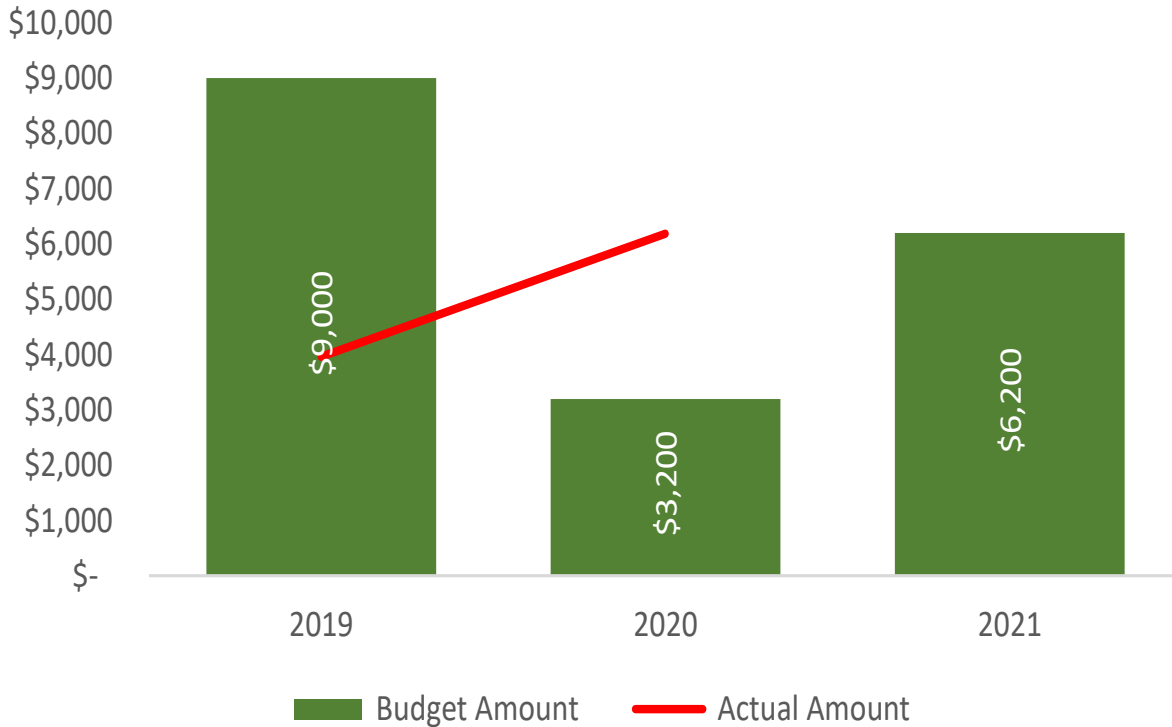
03-507-51243

Lift Station No. 3

Lift Station No. 3 is located west of Villa Calimesa Mobile Home Park. The annual expenses for Lift Station No. 3 include approximately half the costs related to electric service and the other half for miscellaneous repairs and maintenance.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 10,092	\$ 3,962	\$ 6,190	\$ 6,200

Budget vs. Actual



Sewer Division – Environmental Control Department

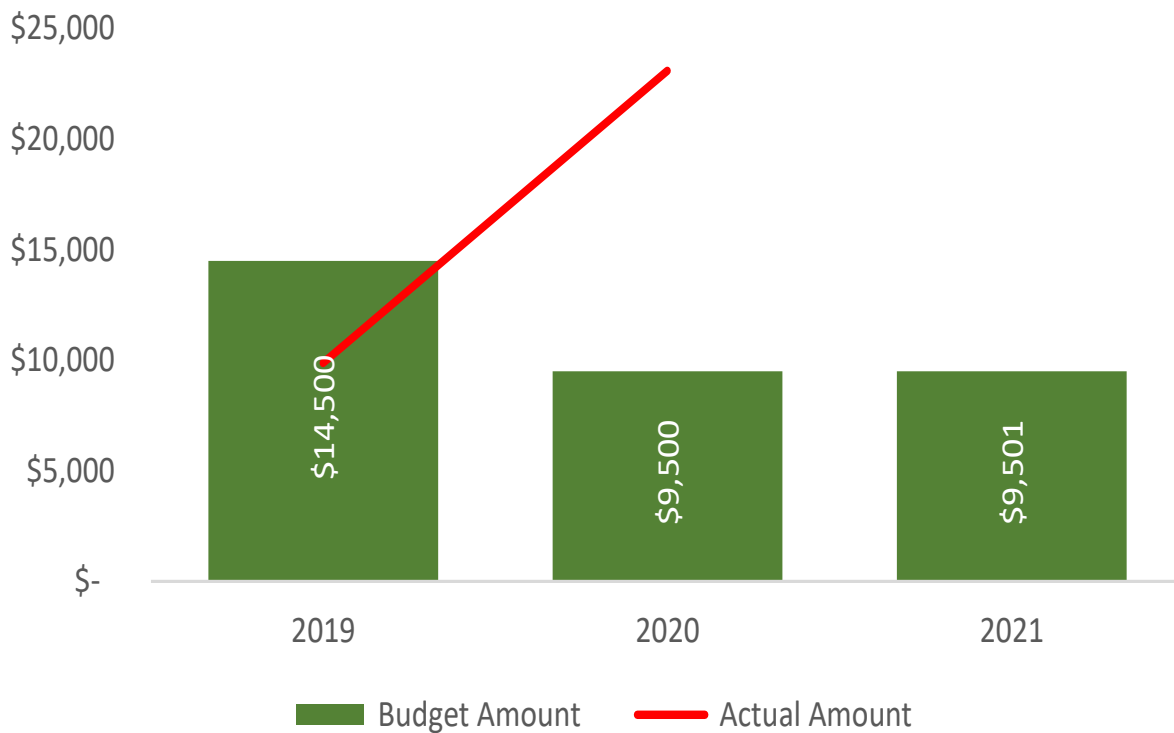
03-507-51244

Lift Station No. 4

Lift Station No. 4 is located on Calimesa Boulevard between Mesa Grande and Sandalwood Drive. The annual expenses for Lift Station No. 4 include the majority of the costs related to electric service and the remainder for miscellaneous repairs and maintenance.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 13,943	\$ 9,880	\$ 23,101	\$ 9,501

Budget vs. Actual



Sewer Division – Environmental Control Department

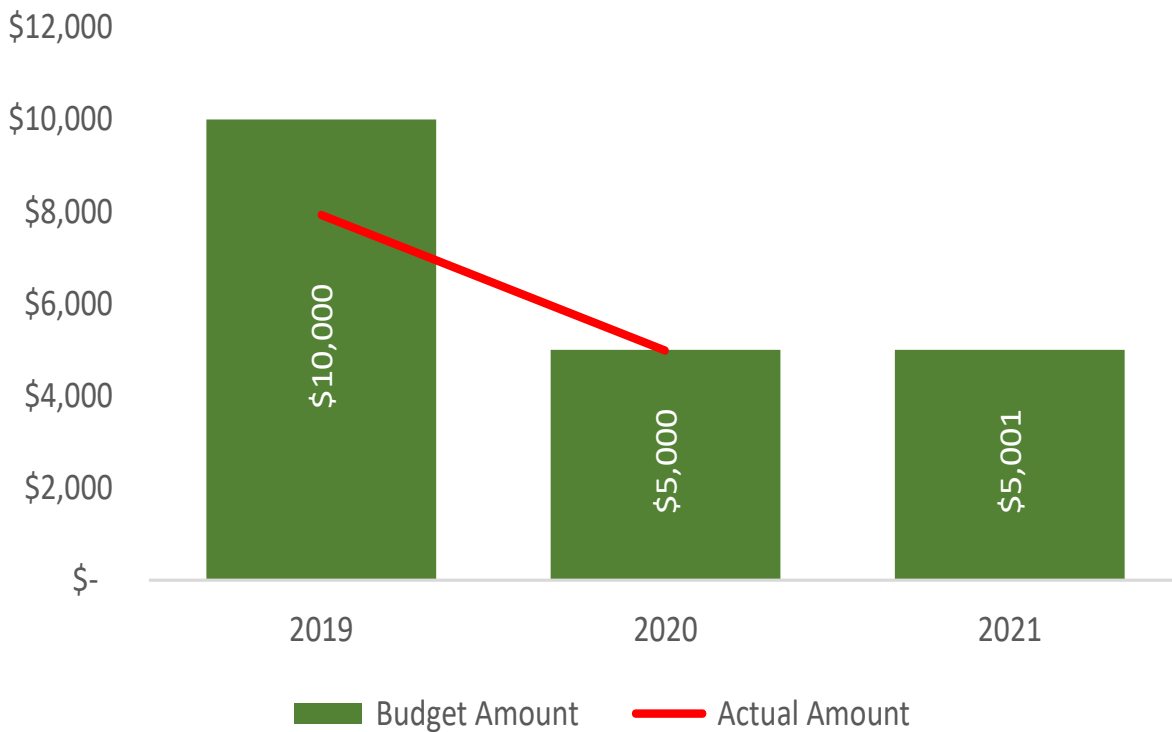
03-507-51246

Lift Station No. 6

Lift Station No. 6 is located in the future Oak Valley Town Center. The annual expenses for Lift Station No. 6 include approximately half of the costs related to electric service and the other half for miscellaneous repairs and maintenance.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 3,749	\$ 7,931	\$ 4,984	\$ 5,001

Budget vs. Actual



Sewer Division – Environmental Control Department

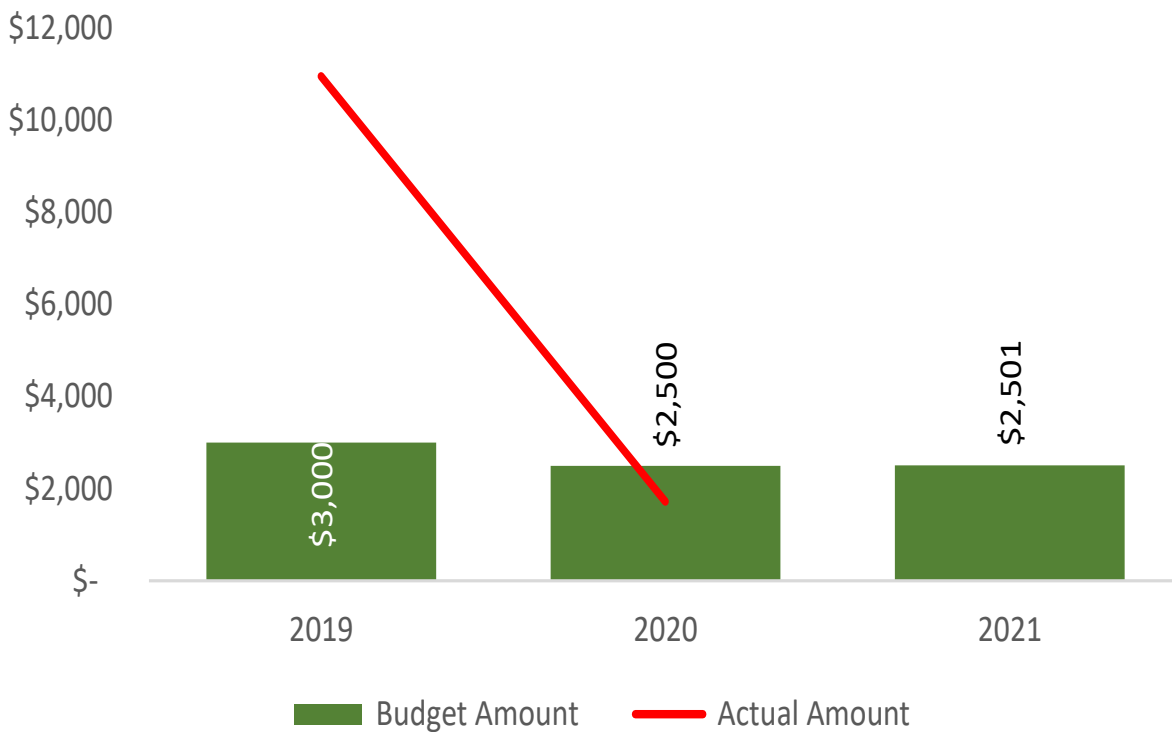
03-507-51248

Lift Station No. 8

Lift Station No. 8 is located on Hampton Road west of Yucaipa Boulevard in western Yucaipa. The annual expenses for Lift Station No. 8 include approximately half of the costs related to electric service and the other half for miscellaneous repairs and maintenance.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 7,092	\$ 10,955	\$ 1,723	\$ 2,501

Budget vs. Actual



Sewer Division – Environmental Control Department

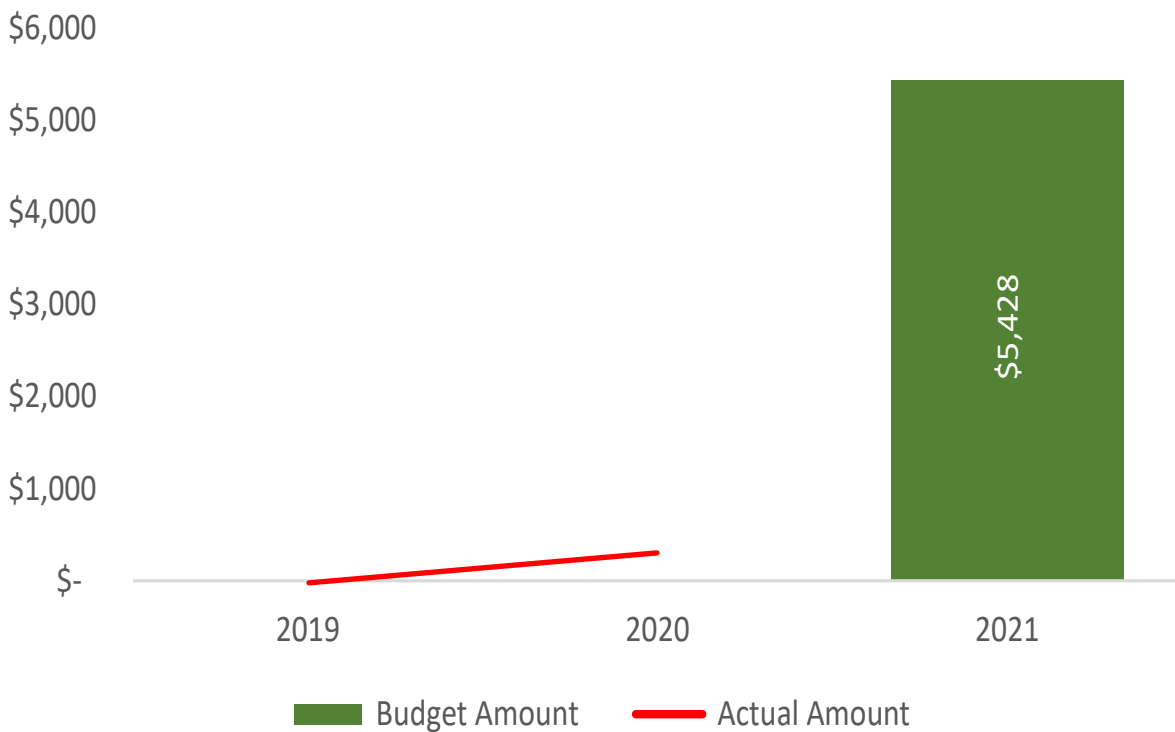
03-507-54012

Education & Training

This budget category is new for Fiscal Year 2020-21. This line item is used for all education and training for employees allocated to the Environmental Control Department. Previously, all education and training was budgeted in the Administration Department for each division (03-506-54012).

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ -	\$ 333	\$ 5,428

Budget vs. Actual



Sewer Division – Environmental Control Department

03-507-54111

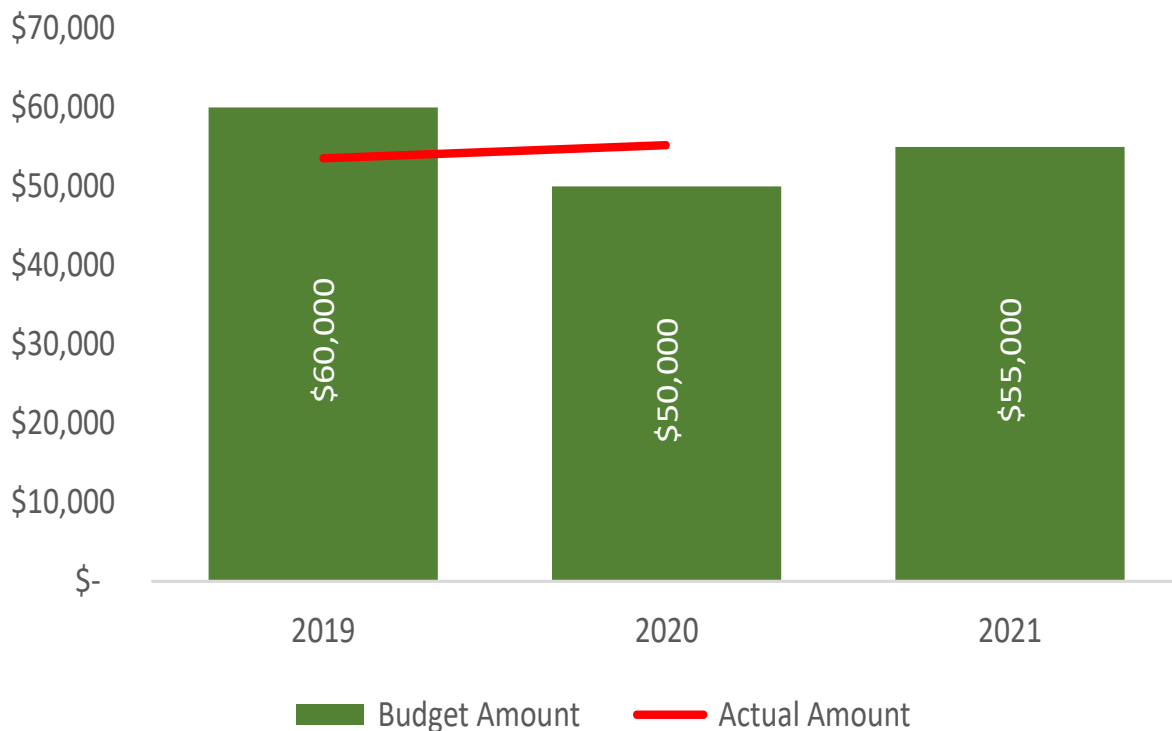
Pretreatment

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 2016-17. The history totals are a combination of Professional Services (03-507-54109) and Laboratory Services (03-507-54110) from prior years.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 57,152	\$ 53,579	\$ 55,257	\$ 55,000

Budget vs. Actual

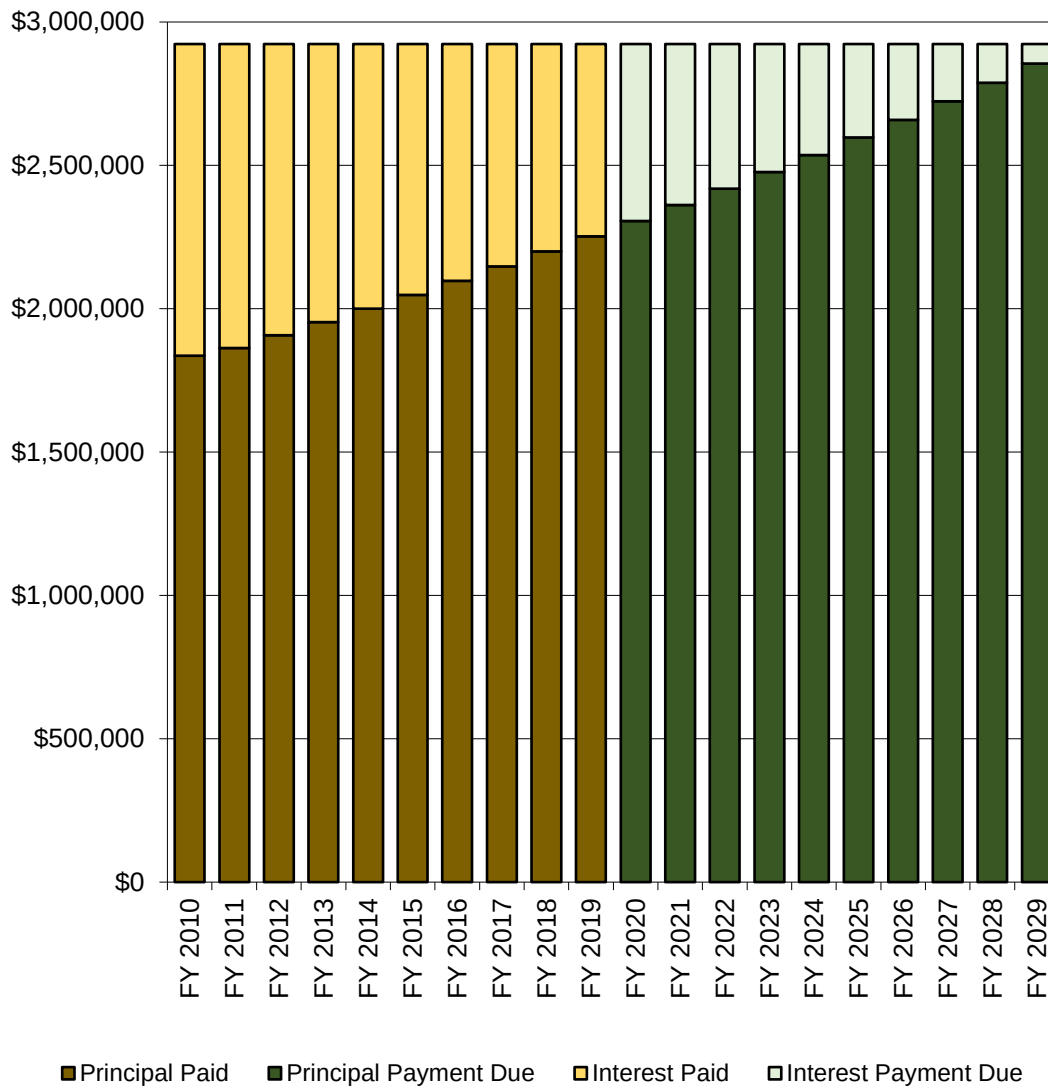


Sewer Division Debt Service

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.

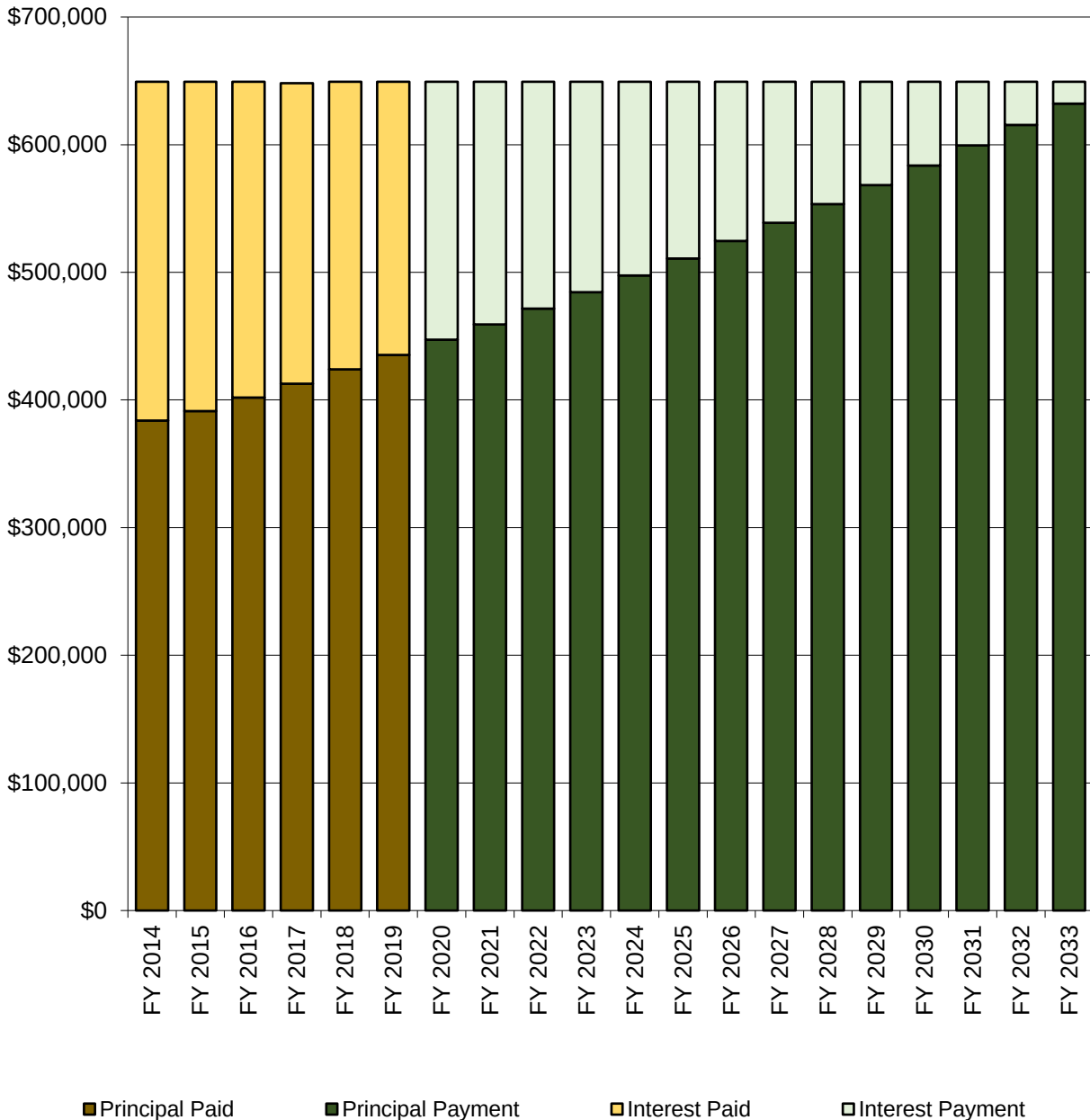
Background of Debt Issuance

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 fiscal year 2009 and annual repayment of \$2,923,669 started in fiscal year 2010 based on the following schedule:



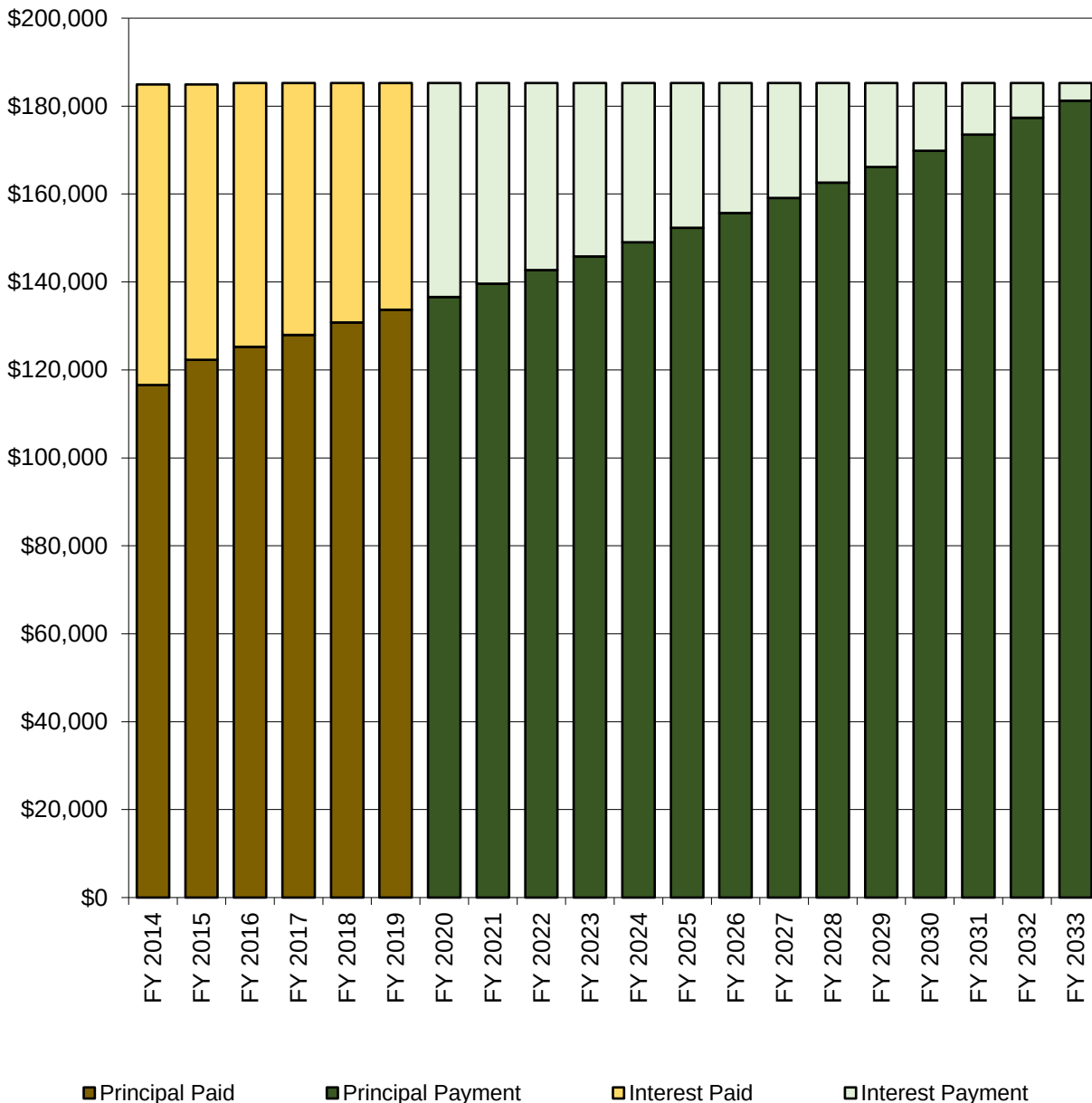
The annual loan payments are due on September 10th. The loan extends until September 10, 2028.

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 fiscal year 2013 and annual repayment of \$649,274 started in fiscal year 2014 based on the following schedule:



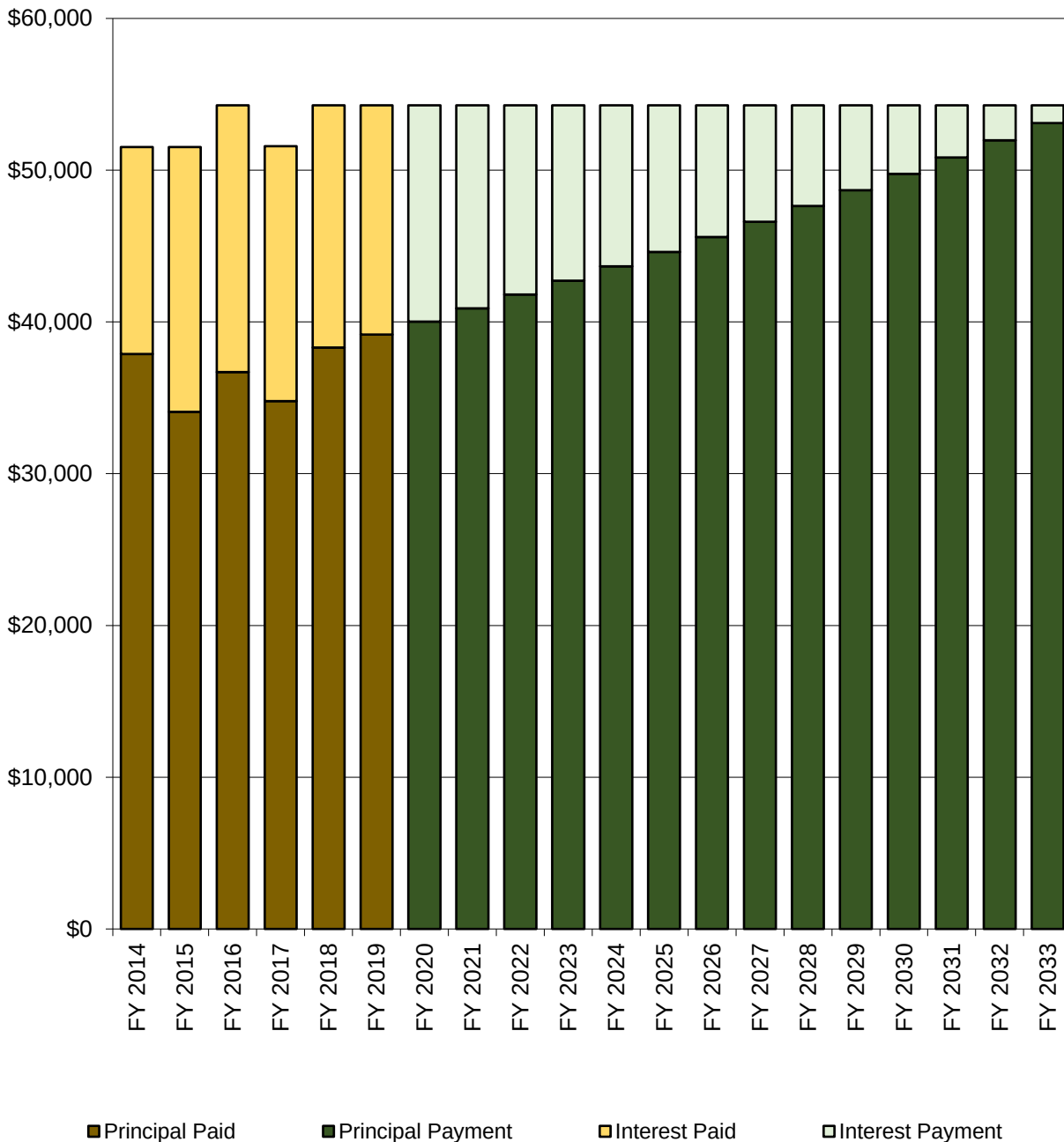
The annual loan payments are due on December 31st. The loan extends until December 31, 2032.

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 fiscal year 2015 and annual repayment of \$185,251 started in fiscal year 2014 based on the following schedule:



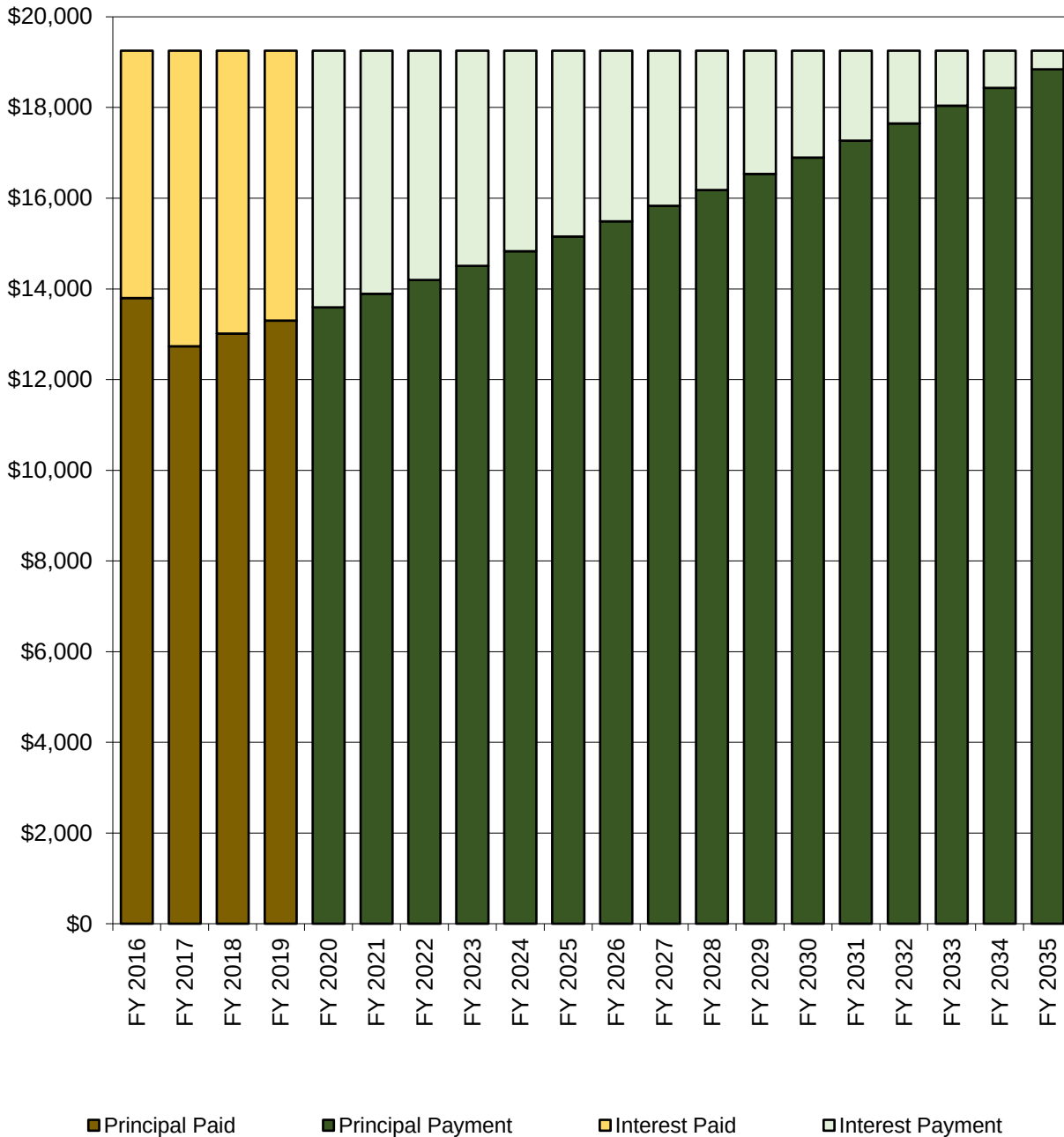
The annual loan payments are due on March 31st. The loan extends until March 31, 2033.

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 fiscal year 2014 and annual repayment of \$54,277 started in fiscal year 2014 based on the following schedule:



The annual loan payments are due on March 31st. 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 fiscal year 2015 and annual repayment of \$19,254 started in fiscal year 2016 based on the following schedule:



The annual loan payments are due on March 31st. The loan extends until March 31, 2035.

Sewer Division – Debt Service

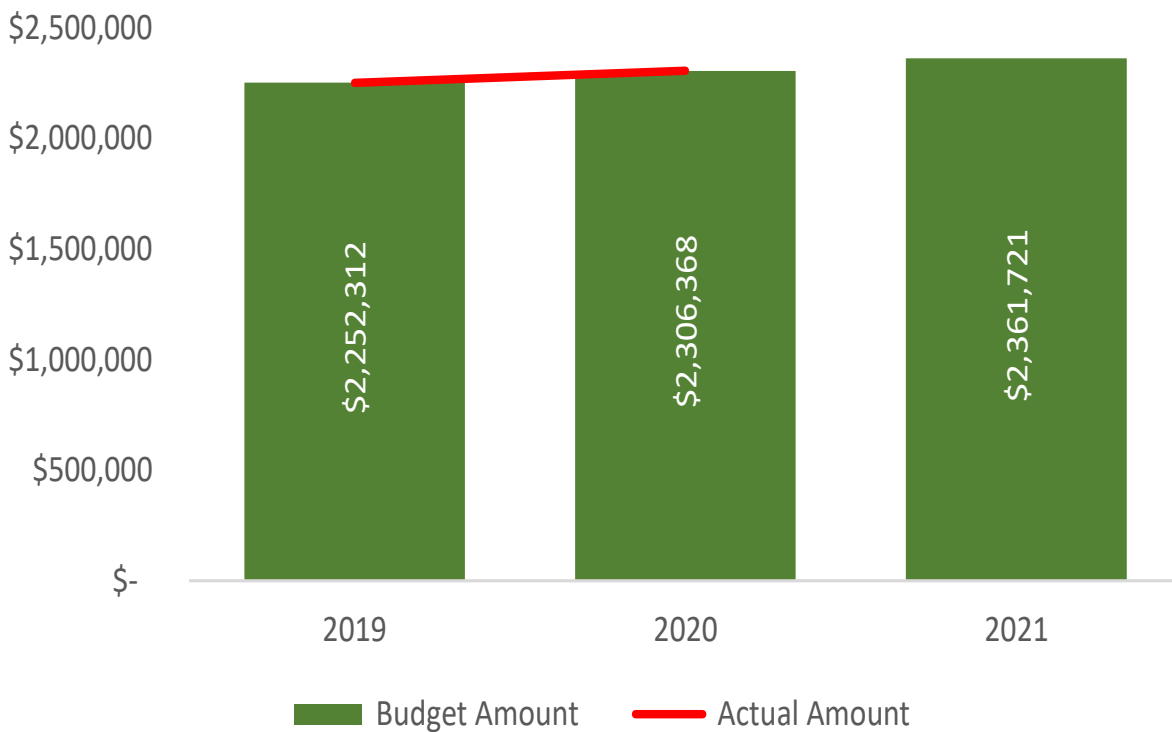
03-540-57202

Debt Service Principal - WRWRF

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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ 2,252,312	\$ 2,306,368	\$ 2,361,721

Budget vs. Actual



Sewer Division – Debt Service

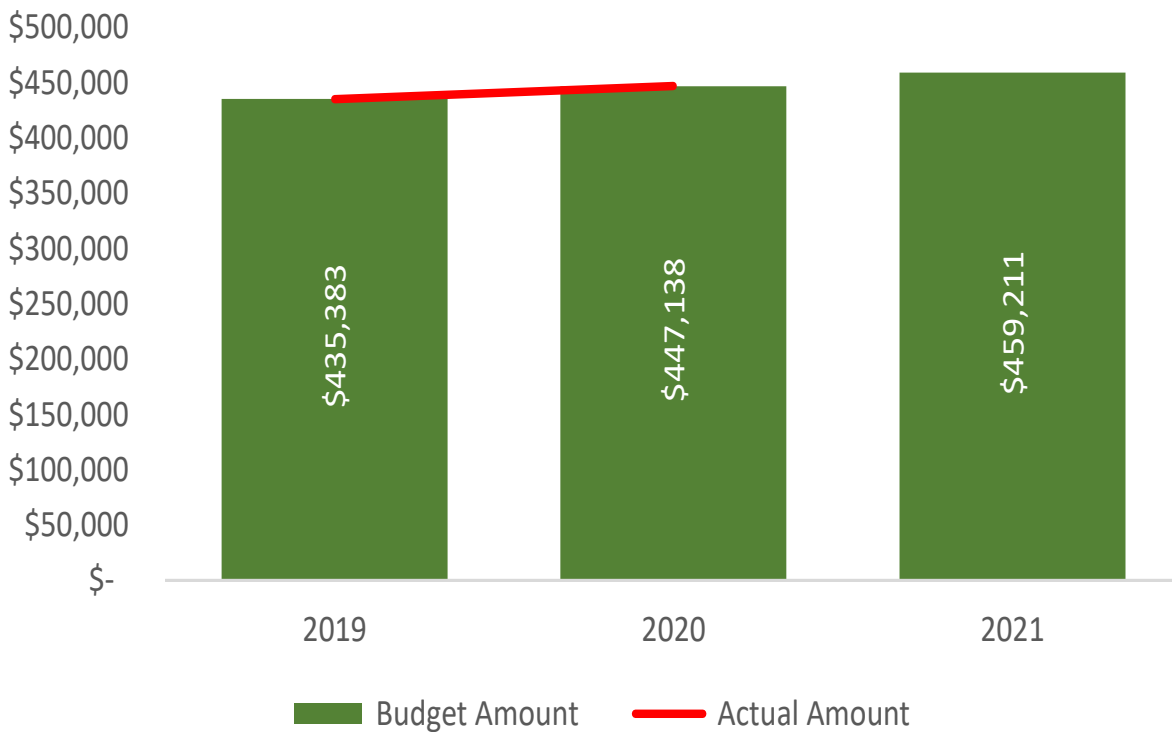
03-540-57203

Debt Service Principal - Brineline

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ 435,383	\$ 447,138	\$ 459,211

Budget vs. Actual



Sewer Division – Debt Service

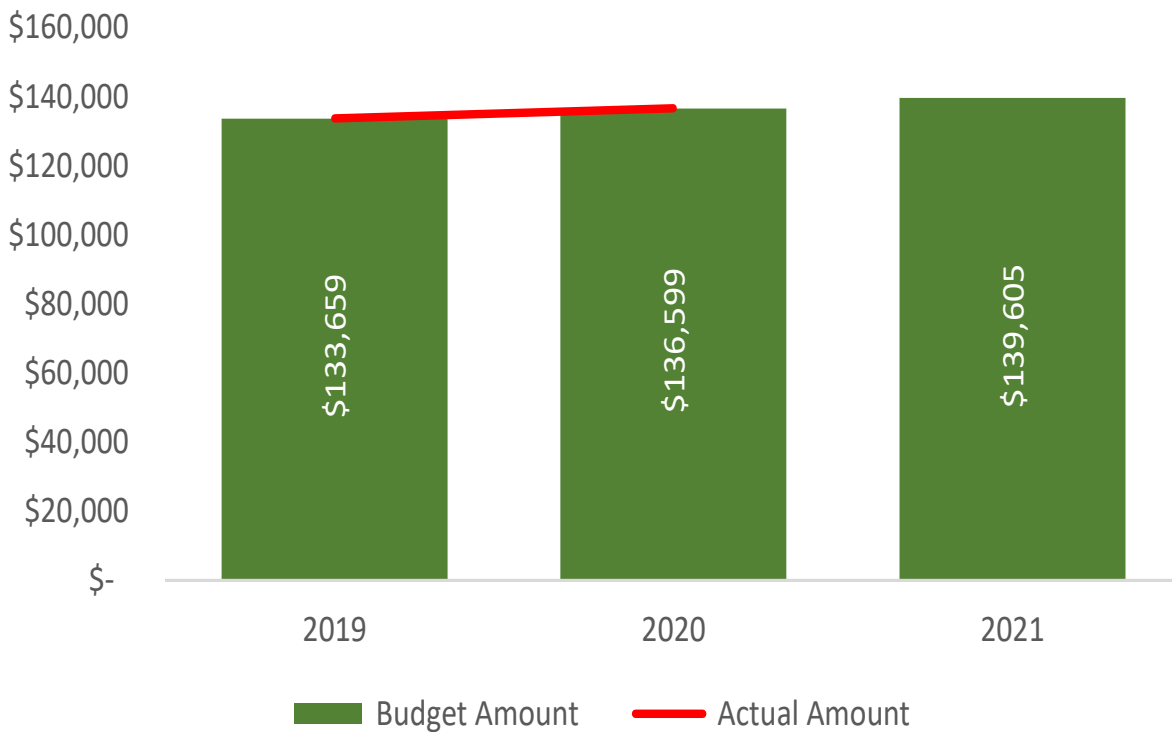
03-540-57204

Debt Service Principal – W.I.S.E.

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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ 133,659	\$ 136,599	\$ 139,605

Budget vs. Actual



Sewer Division – Debt Service

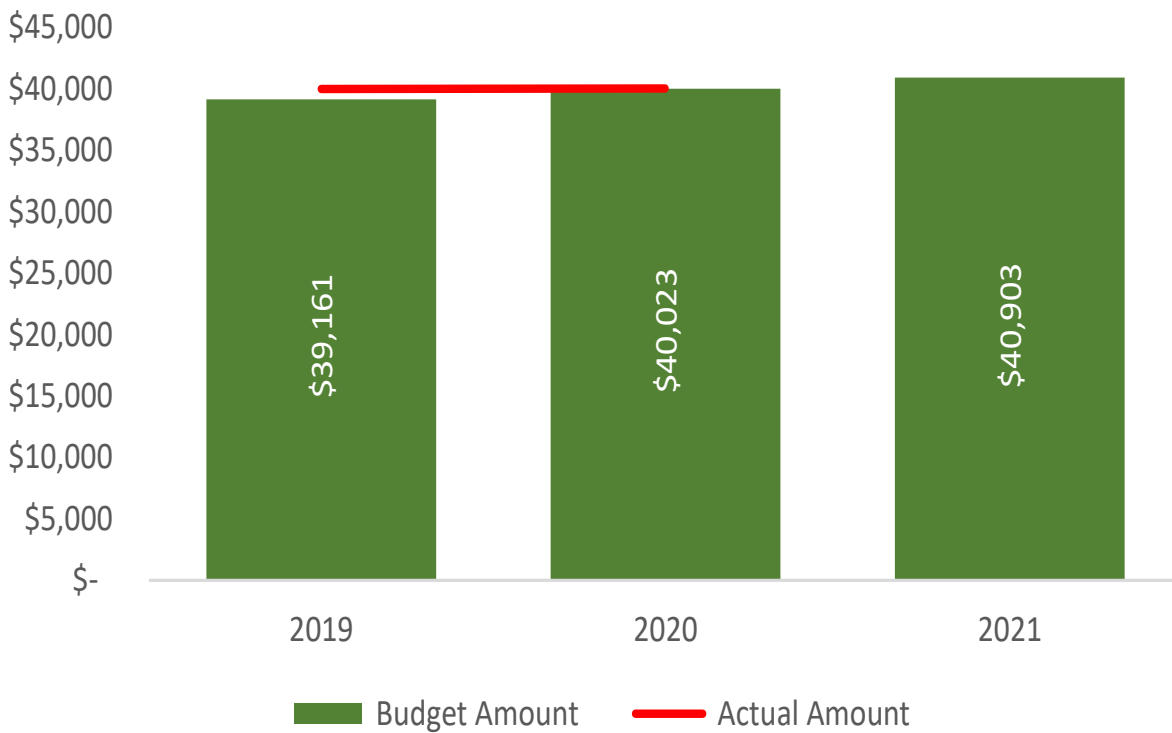
03-540-57205

Debt Service Principal – R 10.3 & Booster Station

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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ 40,023	\$ 40,023	\$ 40,903

Budget vs. Actual



Sewer Division – Debt Service

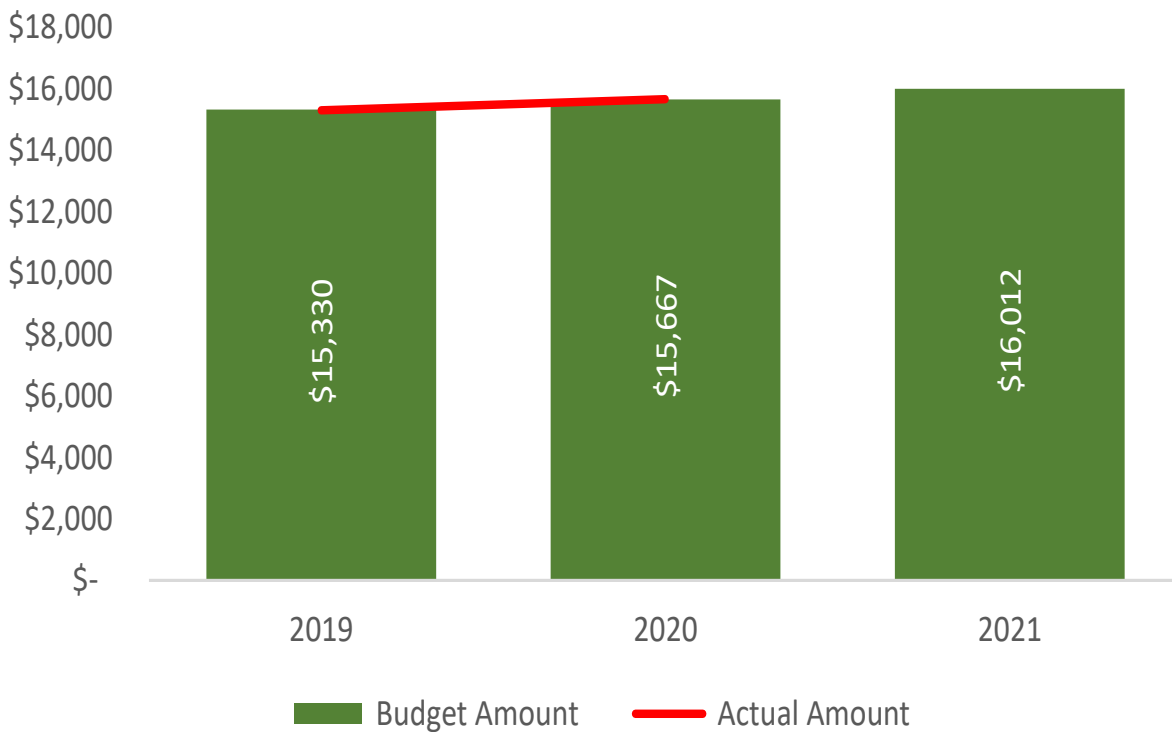
03-540-57206

Debt Service Principal – Crow Street & B-12.1

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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ 15,313	\$ 15,667	\$ 16,012

Budget vs. Actual



Sewer Division – Debt Service

03-540-57403

Debt Service Interest

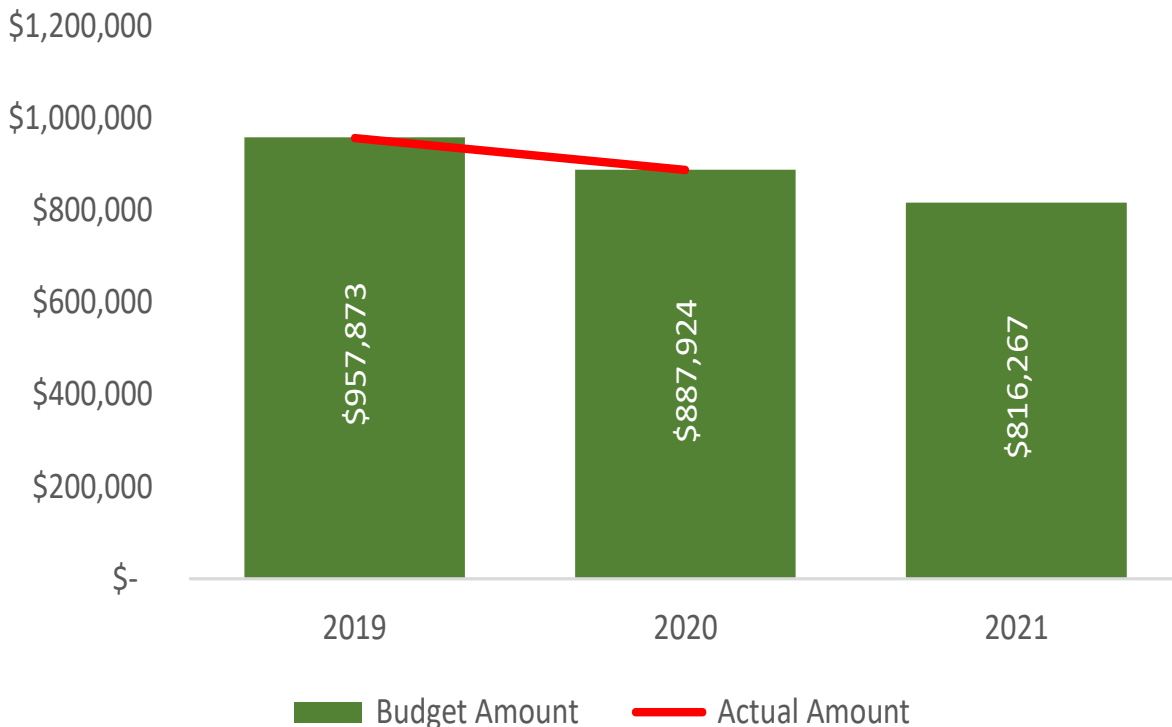
This budget category is used for expenses related to the interest payment of the State Revolving Fund Loans for the Wochholz Regional Water Recycling Facility, the Yucaipa Valley Regional Brineline, the WISE equipment, the R-10.3 and booster station and the Crow Street pipeline and the Booster B-12.1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

Line Item Detail:

Debt Service Interest Payment - WRWRF	\$ 561,948
Debt Service Interest Payment – Brineline	\$ 190,063
Debt Service Interest Payment – WISE	\$ 45,647
Debt Service Interest Payment – R-10.3 & Booster Station	\$ 13,374
Debt Service Interest Payment – Crow Street & B-12.1	\$ 5,235
Total	\$ 816,267

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 977,041	\$ 957,005	\$ 887,924	\$ 816,267

Budget vs. Actual





Yucaipa Valley Water District

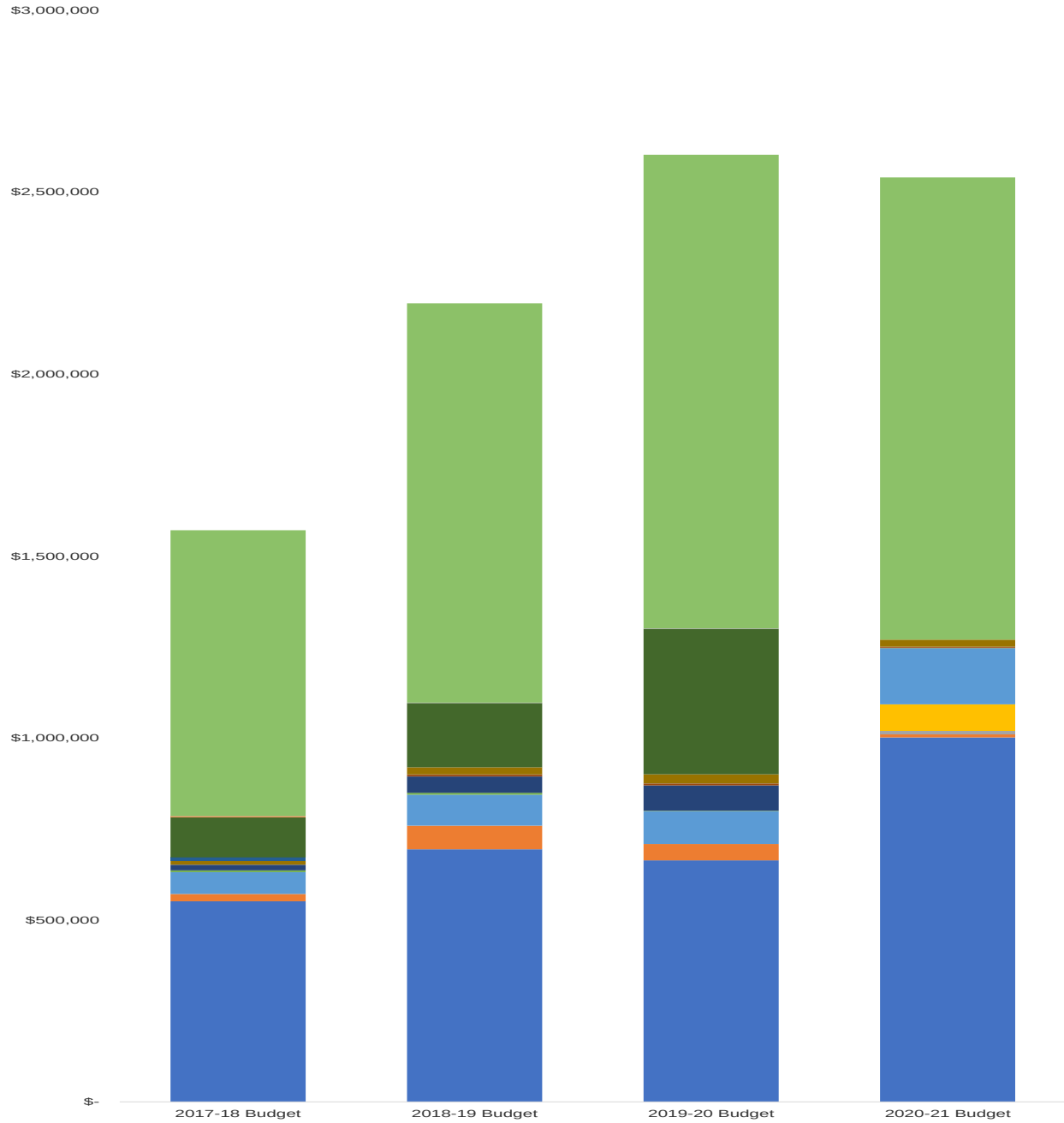
Chapter Four

Fiscal Year 2021

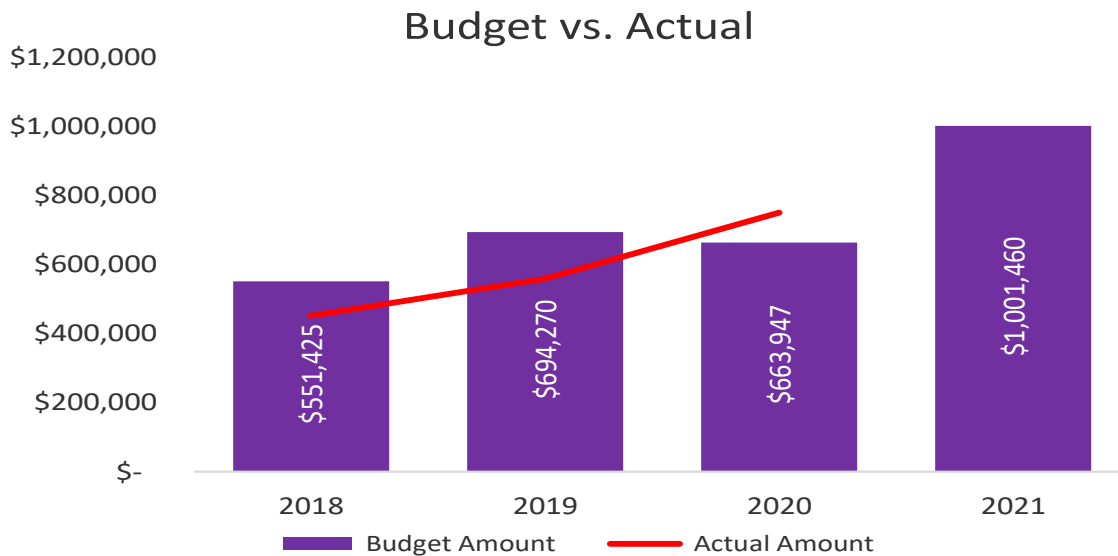
Recycled Water Division
Operating Budget

Recycled Water Division Revenue Analysis

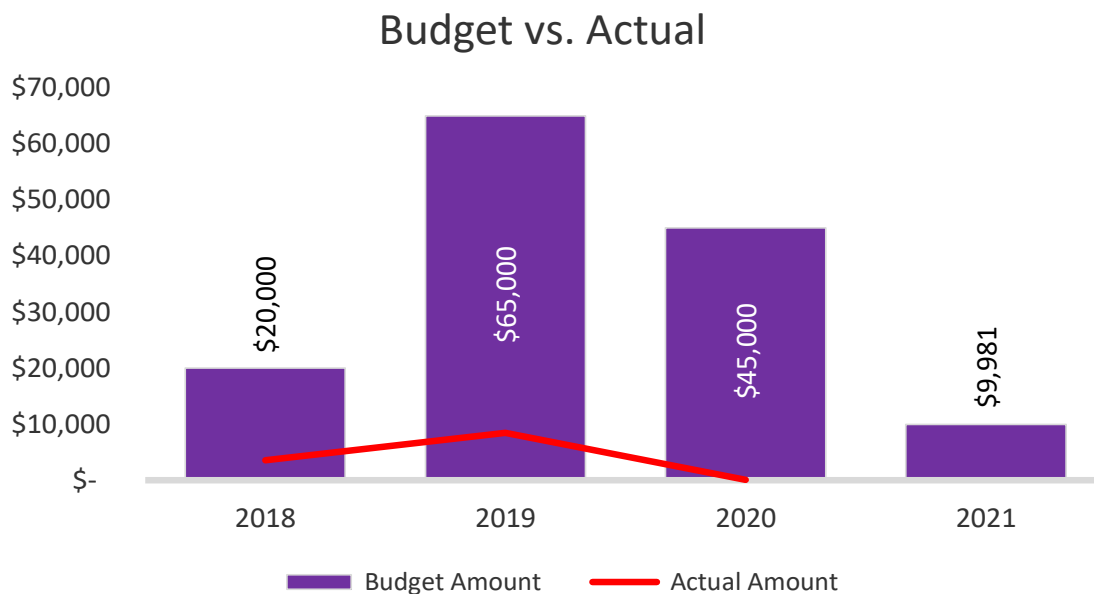
Revenue Budget



Recycled Water – Commodity Charge (04-400-40010): 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. Being a variable cost component of the District's recycled water revenue, this revenue source is by its very nature variable and directly dependent on the amount of recycled water consumed. It is highly subject to seasonal variations and climatic changes.

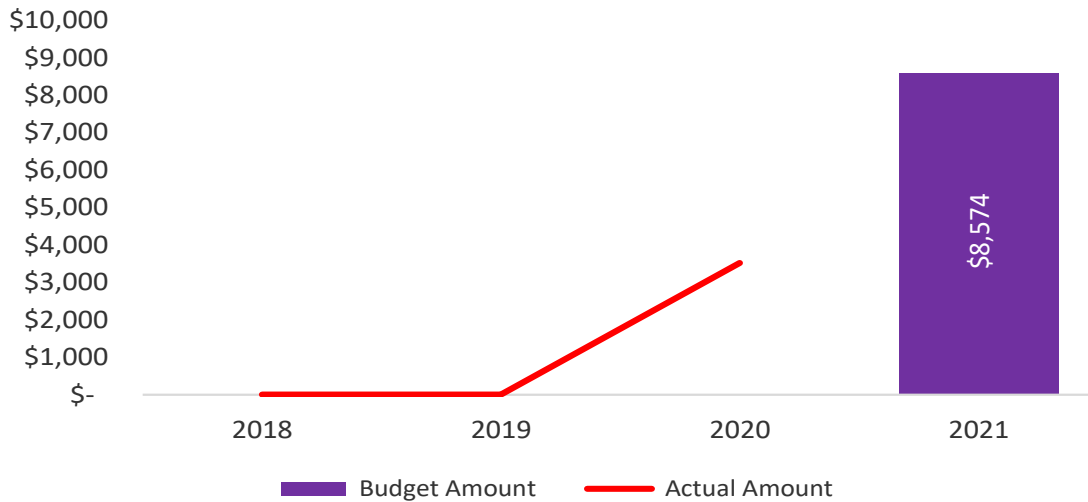


Construction Water – Commodity Charges (04-400-40011): This revenue source is highly variable recycled water consumption revenue collected from developers and contractors for construction purposes. The amount of revenue generated from this source is directly dependent on the timing and magnitude of new construction in our service area. A similar revenue category exists in the drinking water division for potable water used for construction purposes.



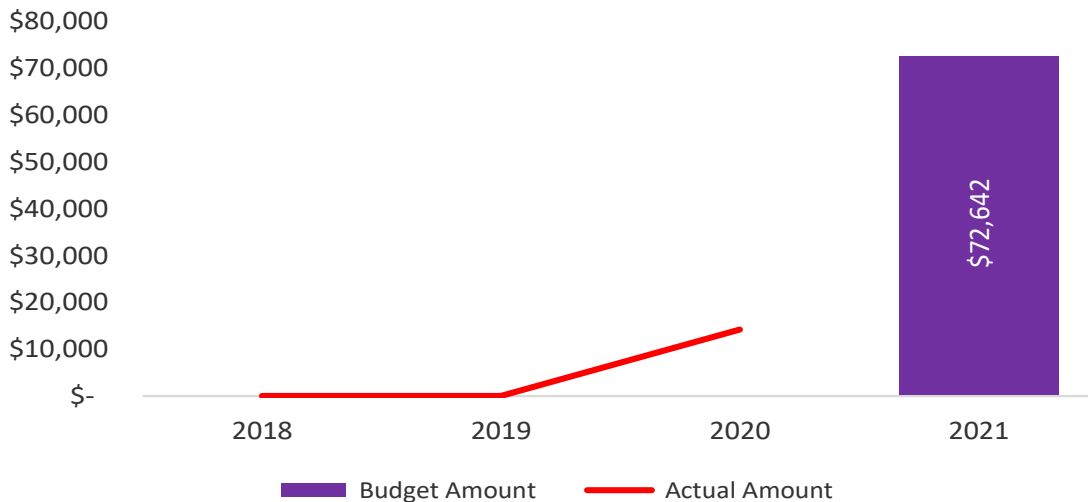
Excess Recycled Water Revenue (04-400-40017): This revenue source is generated from the recycled water used by customers each month that exceeds the quantity of purchased capacity in the system at time the new service was originally established. The excess usage creates additional demand and costs for the operation, repair, maintenance, and replacement of recycled water filtration facilities, pipelines, reservoirs and boosters. This is a new revenue source beginning in 2019-20.

Budget vs. Actual



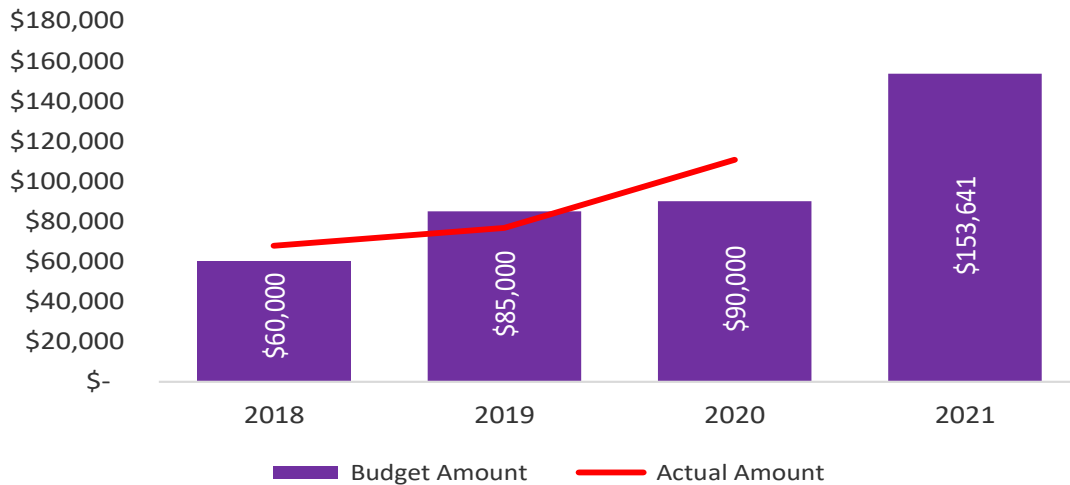
Infrastructure Recycled Water Revenue (04-400-40018): This revenue source applies to each billing unit, or fraction thereof to fund the replacement of infrastructure that supports the recycled water system. This is a new revenue source beginning in 2019-20.

Budget vs. Actual



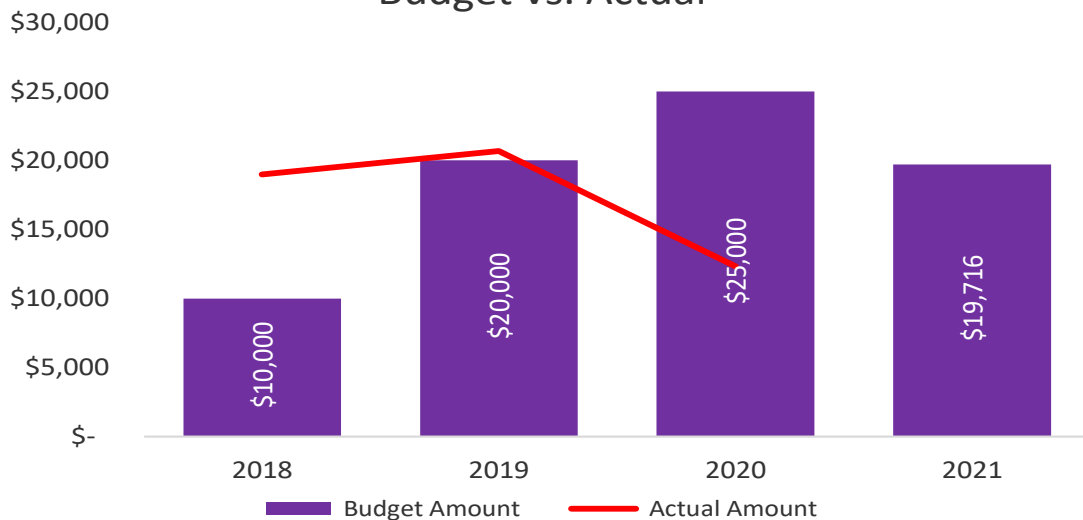
Recycled Water – Service Demand Charge (04-400-41000): This revenue source is the fixed rate component charged to all recycled water customers. Since this is a fixed charge, the estimated amount of revenue derived from this source is fairly constant year to year.

Budget vs. Actual

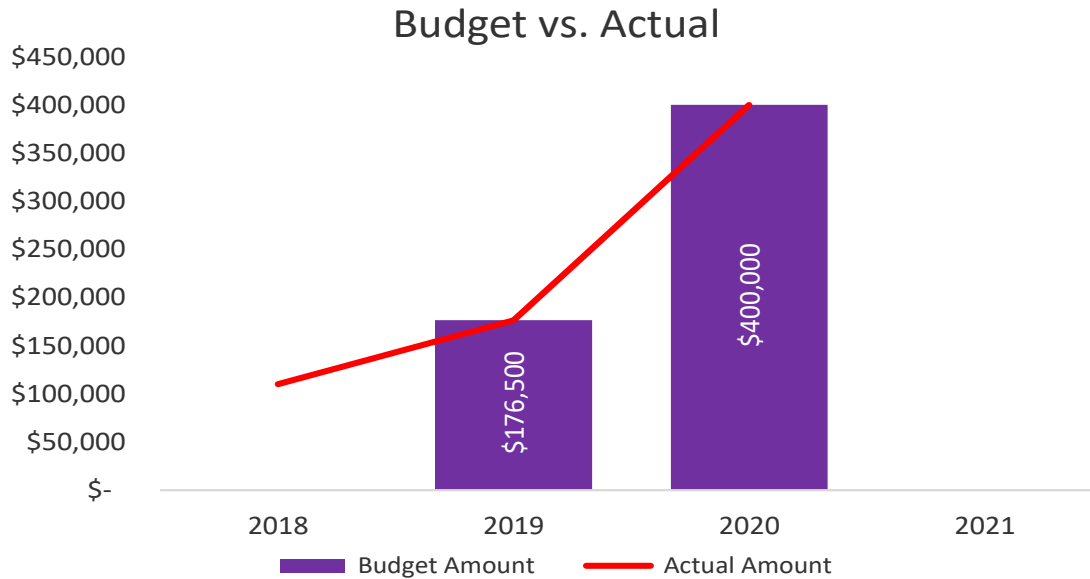


Interest Earned (04-430-43010): This revenue source is generated from the investment interest earnings. The Districts investment policy utilizes Local Agency Investment Fund (LAIF) as the predominant investment vehicle. Significantly lesser amounts are invested in the U.S. Securities and money market funds.

Budget vs. Actual



Property Tax – Secured (04-431-43120): 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.

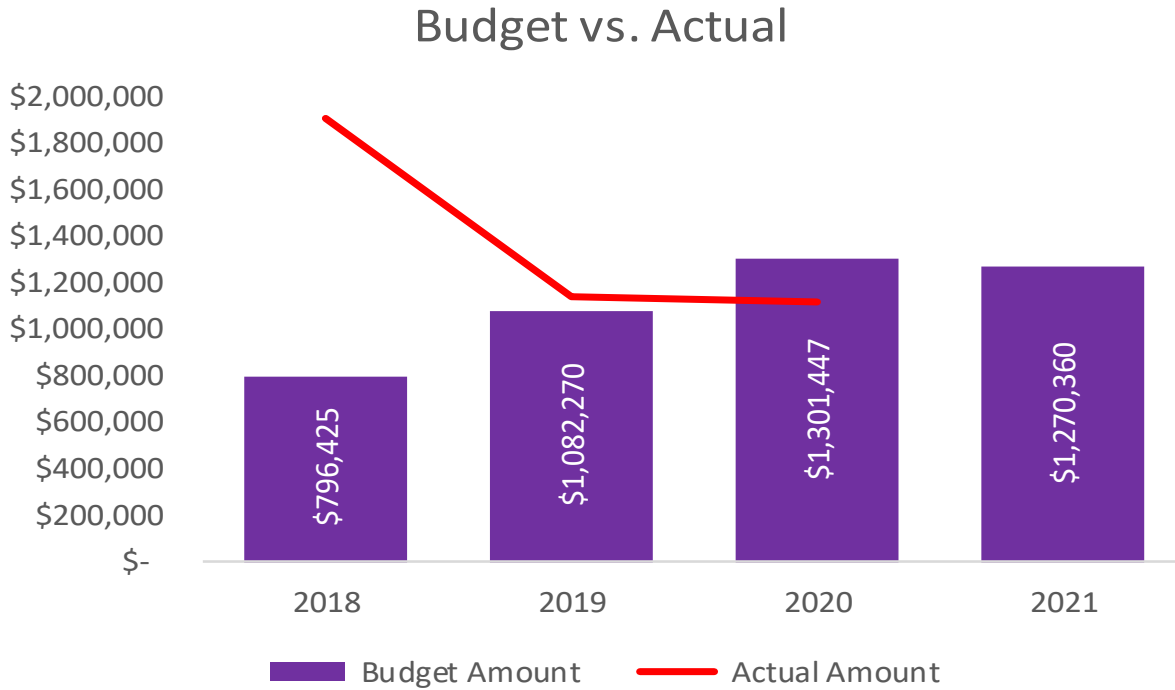


Other sources of operating revenue for the recycled water division include:

- Construction Water – Service Charge (04-400-41003)
- Meter/Lateral Installation (04-400-41110)
- Penalty/Late Charges (04-400-41121)
- Revenue – Other, Operating (02-400-41122)

Recycled Water Division

The Recycled Water Division is currently comprised of only one department, Recycled Water Administration. Below is a historical view of prior years budgeted expenses compared to actual expenses.



	Budget Amount		Actual Amount	
2018	\$	796,425	\$	1,910,758
2019	\$	1,082,270	\$	1,138,375
2020	\$	1,301,447	\$	1,120,801
2021	\$	1,270,360		

Recycled Water Department

Department Description – The Recycled Water Department 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 Recycled Water Department has been allocated labor resources of 7.80 Full-Time Equivalent (FTE) employees¹.

Title	Range	FTE	Expense
General Manager	-	0.10	\$ 30,118
Chief Financial Officer	248	0.10	\$ 19,951
Implementation Manager	236	0.60	\$ 99,202
Public Works Manager	234	0.10	\$ 17,933
Water Resource Manager	233	0.30	\$ 57,869
Operations Manager	231	0.40	\$ 69,383
Regulatory Compliance Manager	229	0.30	\$ 43,107
Public Works Supervisor	117	2.60	\$ 362,321
Water Resource Specialist	113	0.30	\$ 37,876
Information Systems Specialist	111	0.10	\$ 11,810
Senior Engineering Technician	110	0.30	\$ 37,643
Senior Utility Services Worker	54	0.30	\$ 36,086
Utility Service Worker IV	49	0.20	\$ 22,584
Purchasing Agent	45	0.10	\$ 9,395
Utility Service Worker III	44	0.40	\$ 43,224
Utility Service Worker II	36	0.40	\$ 34,722
Utility Service Worker I	32	1.20	\$ 94,799
Total		7.80	\$ 1,028,023

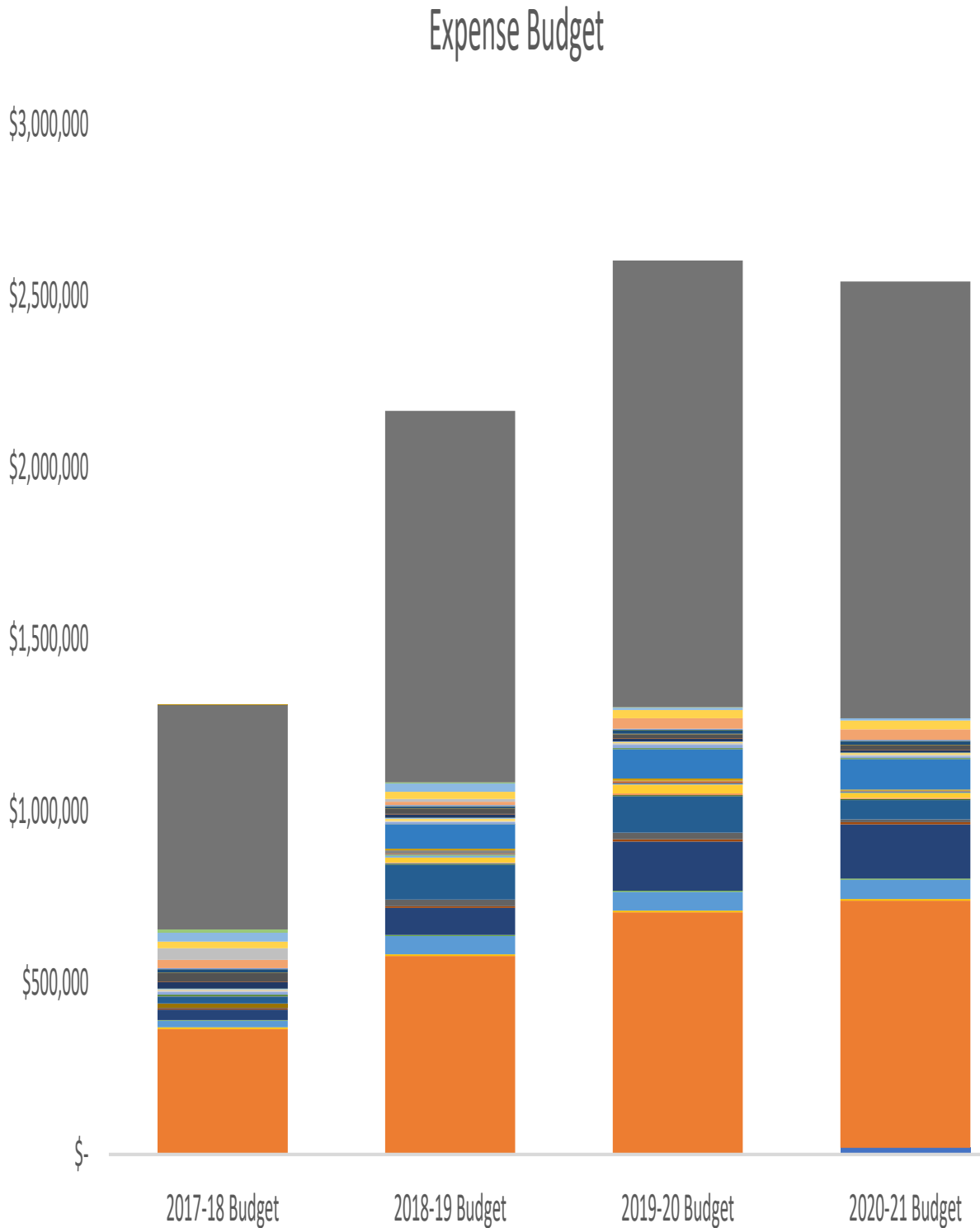
This year, the Recycled Water Department will be allocated \$1,270,360 (not including asset acquisitions & capital improvements), which represents a decrease of \$31,087 as compared to the prior year modified budget, or a 2.3% decrease.

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. The underfunded depreciation has been addressed as part of the most recent rate study and will continue to improve over the next few years. In order to adequately fund the repair and replacement of District facilities, additional funding is necessary.

¹ The positions that are assigned a FTE value of less than 1.0 are involved in other divisions such as the Sewer Division and Recycled Water Division.

Budget Overview – The following illustration shows the budgeted line items for the Recycled Water Budget.



Account	2017-18 Budget	2017-18 Actual	2018-19 Budget	2018-19 Actual	2019-20 Budget	2019-20 Estimated Actual	2020-21 Budget	Increase (Decrease) in Budget	Increase (Decrease) %
04-506-50009. Labor - Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500	\$ 18,771	\$ 18,771	
04-506-50010. Labor	\$ 364,137	\$ 383,074	\$ 577,931	\$ 580,236	\$ 705,207	\$ 587,748	\$ 718,807	\$ 13,600	1.9%
04-506-50011. Labor - Credit	\$ -	\$ 191	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
04-506-50012. Director Fees	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%
04-506-50013. Benefits-FICA	\$ 20,000	\$ 29,326	\$ 51,862	\$ 44,591	\$ 53,948	\$ 45,823	\$ 56,805	\$ 2,857	5.3%
04-506-50014. Benefits-Life Insurance	\$ 1,820	\$ 668	\$ 3,528	\$ 1,077	\$ 3,600	\$ 1,206	\$ 3,735	\$ 135	3.8%
04-506-50016. Benefits-Health & Def Comp	\$ 30,000	\$ 93,295	\$ 78,474	\$ 158,711	\$ 143,004	\$ 173,472	\$ 156,856	\$ 13,852	9.7%
04-506-50017. Benefits-Disability Insurance	\$ 3,300	\$ 4,915	\$ 6,101	\$ 7,959	\$ 6,347	\$ 8,215	\$ 6,640	\$ 293	4.6%
04-506-50019. Benefits-Workers Compensation	\$ 4,000	\$ 13,633	\$ 18,304	\$ 12,109	\$ 19,041	\$ 13,310	\$ 9,080	\$ (9,961)	-52.3%
04-506-50021. Benefits-PERS Employee	\$ 11,000	\$ 11,147	\$ -	\$ (3,512)	\$ -	\$ -	\$ -	\$ -	
04-506-50022. Benefits-PERS Employer	\$ 18,243	\$ 47,185	\$ 101,690	\$ 41,994	\$ 105,781	\$ 46,800	\$ 56,064	\$ (49,717)	-47.0%
04-506-50023. Benfits-Uniforms	\$ 1,365	\$ 777	\$ 3,675	\$ 592	\$ 3,750	\$ 2,102	\$ 3,000	\$ (750)	-20.0%
04-506-50024. Benefits-Vacation & Sick Pay	\$ 500	\$ 510	\$ 1,000	\$ 654	\$ -	\$ -	\$ -	\$ -	
04-506-50025. Benefits-Boots	\$ 910	\$ 260	\$ 2,205	\$ 600	\$ 4,750	\$ 1,600	\$ 2,340	\$ (2,410)	-50.7%
04-506-50055. Pension Expense-GASB 68	\$ -	\$ 146,601	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
04-506-51003. R&M - Structures	\$ 25,000	\$ 52,208	\$ 14,000	\$ 29,671	\$ 26,519	\$ 30,791	\$ 15,300	\$ (11,219)	-42.3%
04-506-51011. R&M - Valves	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 500	\$ -	\$ 510	\$ 10	2.0%
04-506-51020. R&M - Pipelines	\$ 5,000	\$ 5,111	\$ 2,500	\$ -	\$ 500	\$ 1,766	\$ 510	\$ 10	2.0%
04-506-51021. R&M - Service Lines	\$ 15,000	\$ 3,343	\$ 2,500	\$ 3,531	\$ 4,000	\$ -	\$ 2,040	\$ (1,960)	-49.0%
04-506-51022. R&M - Fire Hydrants	\$ 1,000	\$ 3,516	\$ 1,000	\$ 3,348	\$ 4,000	\$ -	\$ 2,040	\$ (1,960)	-49.0%
04-506-51030. R&M - Meters	\$ 4,000	\$ 9,203	\$ 10,000	\$ 1,219	\$ 1,500	\$ -	\$ 1,530	\$ 30	2.0%
04-506-51140. General Supplies & Expenses	\$ 2,500	\$ 8,855	\$ 5,000	\$ 5,699	\$ 7,000	\$ 6,074	\$ 3,060	\$ (3,940)	-56.3%
04-506-51210. Utilities - Power Purchases	\$ 85,000	\$ 80,841	\$ 70,000	\$ 83,869	\$ 84,500	\$ 74,053	\$ 87,880	\$ 3,380	4.0%
04-506-54002. Dues & Subscriptions	\$ 4,000	\$ 1,688	\$ 1,500	\$ 2,552	\$ 3,000	\$ 4,600	\$ 3,060	\$ 60	2.0%
04-506-54005. Computer Expenses	\$ 9,000	\$ 11,310	\$ 5,000	\$ 10,020	\$ 11,000	\$ 11,000	\$ 5,100	\$ (5,900)	-53.6%
04-506-54011. Printing & Publications	\$ -	\$ 152	\$ -	\$ 65	\$ -	\$ -	\$ -	\$ -	
04-506-54012. Education & Training	\$ 4,000	\$ 4,492	\$ 4,000	\$ 3,756	\$ 3,500	\$ 988	\$ 5,132	\$ 1,632	46.6%
04-506-54014. Public Relations	\$ 2,000	\$ 3,156	\$ 6,500	\$ 3,833	\$ 4,200	\$ 3,165	\$ 4,284	\$ 84	2.0%
04-506-54016. Travel Related Expenses	\$ 2,500	\$ 5,363	\$ 2,500	\$ 1,357	\$ 1,000	\$ 861	\$ 1,020	\$ 20	2.0%
04-506-54017. Certifications & Renewals	\$ 500	\$ 1,371	\$ 1,000	\$ 315	\$ 500	\$ -	\$ 510	\$ 10	2.0%
04-506-54019. Licenses & Permits	\$ 20,000	\$ 11,156	\$ 10,000	\$ 7,146	\$ 7,500	\$ 15,864	\$ 7,650	\$ 150	2.0%
04-506-54020. Meeting Related Expenses	\$ 1,000	\$ 1,401	\$ 1,500	\$ 1,584	\$ 1,400	\$ 1,158	\$ 1,428	\$ 28	2.0%
04-506-54022. Utilities - YVWD Services	\$ 25,000	\$ 24,068	\$ 14,000	\$ 11,748	\$ 12,500	\$ 5,614	\$ 12,750	\$ 250	2.0%
04-506-54025. Telephone & Internet	\$ 1,500	\$ 2,059	\$ 2,000	\$ 1,379	\$ 1,400	\$ 1,717	\$ 1,428	\$ 28	2.0%
04-506-54104. Contractural Services	\$ 8,400	\$ 4,184	\$ 5,000	\$ 14,071	\$ 10,000	\$ 14,995	\$ 10,200	\$ 200	2.0%
04-506-54107. Legal	\$ 1,250	\$ -	\$ 1,500	\$ -	\$ 500	\$ -	\$ 510	\$ 10	2.0%
04-506-54108. Audit & Accounting	\$ 2,500	\$ 1,950	\$ 2,500	\$ 4,018	\$ 4,000	\$ 3,427	\$ 4,080	\$ 80	2.0%
04-506-54109. Professional Fees	\$ 25,000	\$ 97,338	\$ 10,000	\$ 62,481	\$ 30,000	\$ 16,793	\$ 30,600	\$ 600	2.0%
04-506-55500. Depreciation	\$ 33,000	\$ 794,665	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	
04-506-56001. Insurance	\$ 20,000	\$ 20,991	\$ 20,000	\$ 28,237	\$ 25,000	\$ 25,966	\$ 25,500	\$ 500	2.0%
04-506-57030. Regulatory Compliance	\$ 25,000	\$ 30,753	\$ 25,000	\$ 5,468	\$ 6,500	\$ 10,193	\$ 6,630	\$ 130	2.0%
04-506-57040. Environmental Compliance	\$ 9,000	\$ -	\$ 2,500	\$ -	\$ 500	\$ -	\$ 510	\$ 10	2.0%
	\$ 796,425	\$ 1,910,758	\$ 1,082,270	\$ 1,138,375	\$ 1,301,447	\$ 1,120,801	\$ 1,270,360	\$ (31,087)	-2.4%

Recycled Water Division

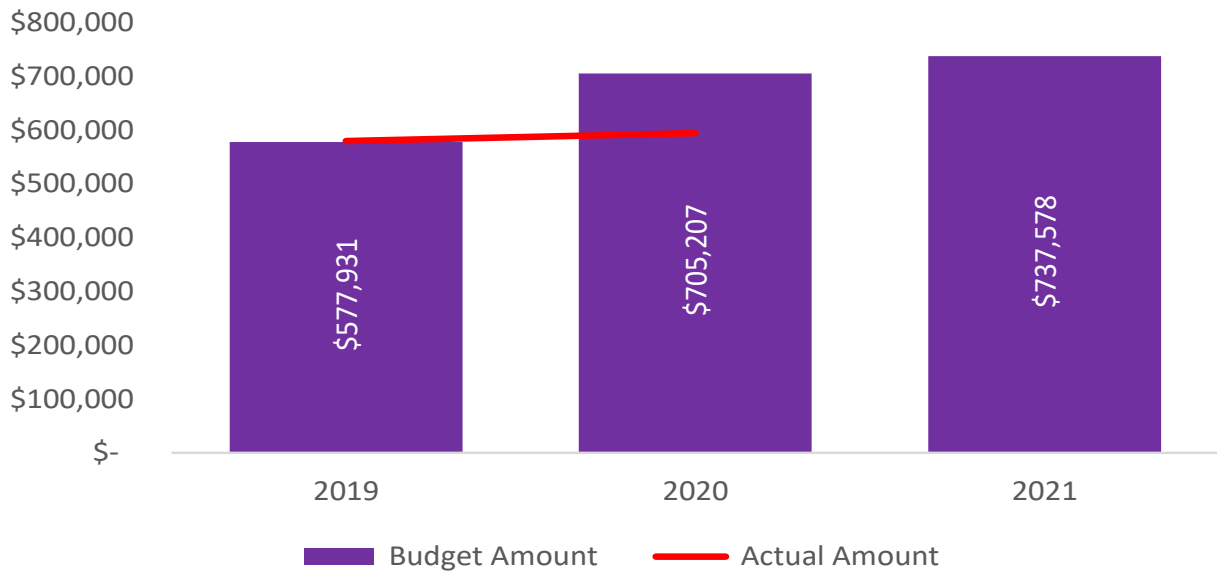
04-506-500xx

Labor

This budget category includes the base salaries and overtime associated with the department staff members. Fiscal Year 2020-21 is the first time the District has budgeted for overtime separately.

Account	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
04-506-50009. Labor - Overtime	\$ -	\$ -	\$ 6,500	\$ 18,771
04-506-50010. Labor	\$ 383,074	\$ 580,236	\$ 587,748	\$ 718,807
04-506-50011. Labor - Credit	\$ 191	\$ -	\$ -	\$ -
	\$ 383,265	\$ 580,236	\$ 594,248	\$ 737,578

Budget vs. Actual



Recycled Water Division

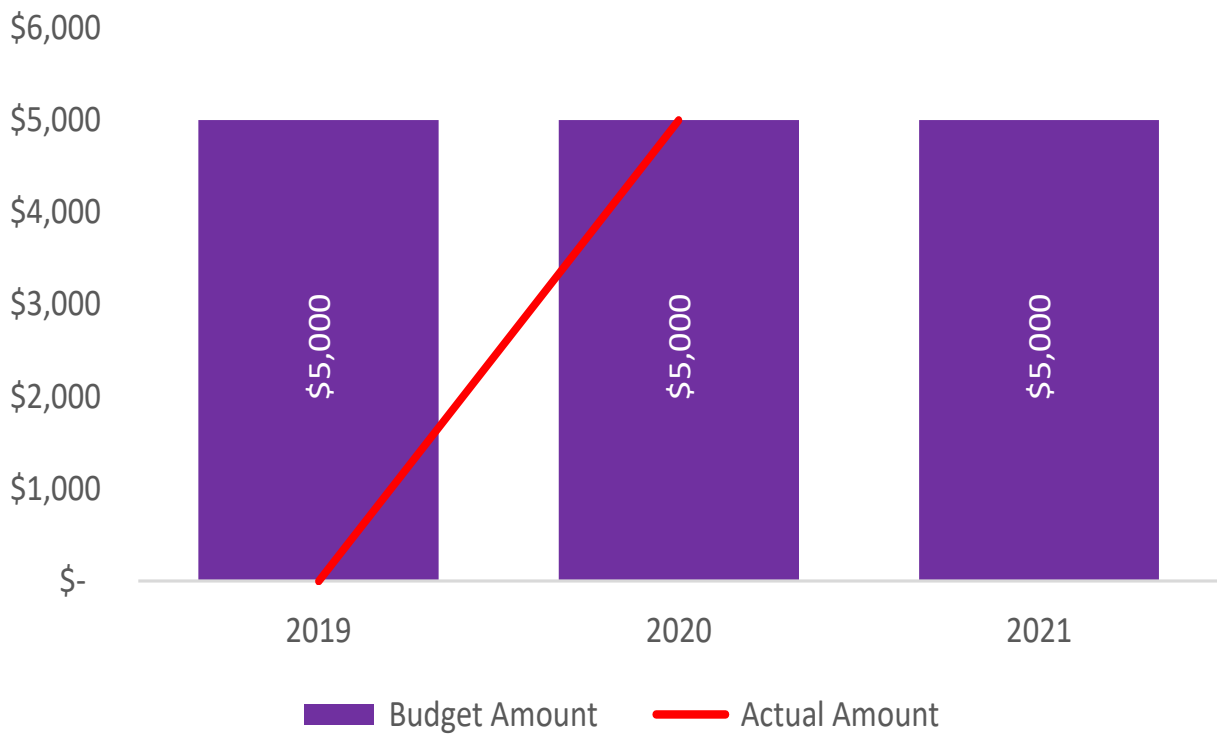
04-506-50012

Director Fees

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ -	\$ 5,000	\$ 5,000

Budget vs. Actual



Recycled Water Division

04-506-500xx

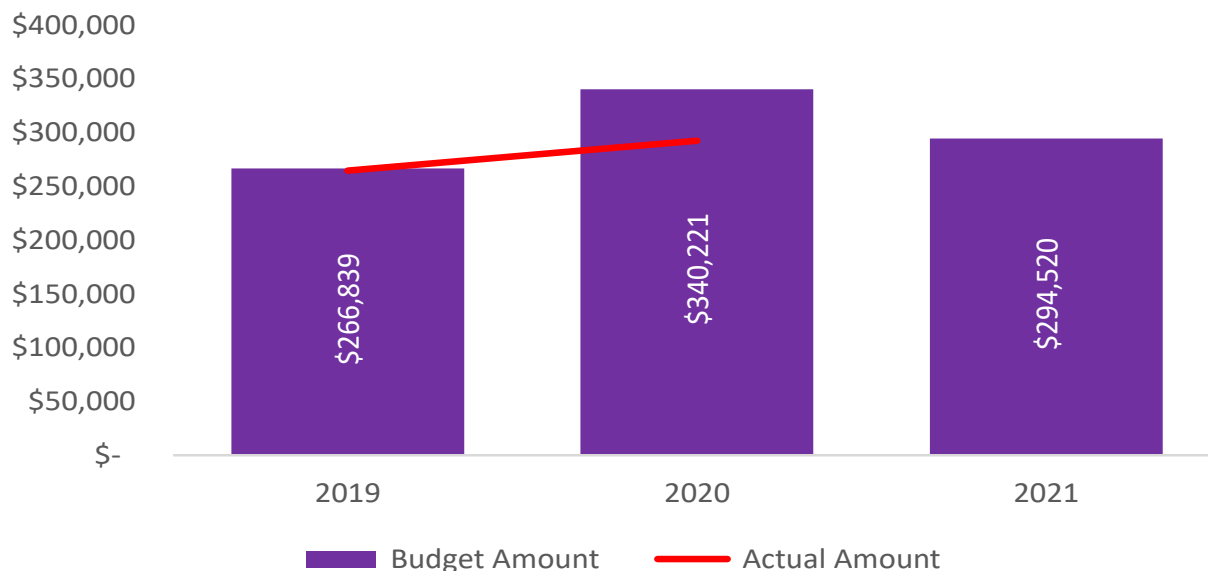
Benefits

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

Account	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
04-506-50013. Benefits-FICA	\$ 29,326	\$ 44,591	\$ 45,823	\$ 56,805
04-506-50014. Benefits-Life Insurance	\$ 668	\$ 1,077	\$ 1,206	\$ 3,735
04-506-50016. Benefits-Health & Def Comp	\$ 93,295	\$ 158,711	\$ 173,472	\$ 156,856
04-506-50017. Benefits-Disability Insurance	\$ 4,915	\$ 7,959	\$ 8,215	\$ 6,640
04-506-50019. Benefits-Workers Compensation	\$ 13,633	\$ 12,109	\$ 13,310	\$ 9,080
04-506-50021. Benefits-PERS Employee	\$ 11,147	\$ (3,512)	\$ -	\$ -
04-506-50022. Benefits-PERS Employer	\$ 47,185	\$ 41,994	\$ 46,800	\$ 56,064
04-506-50023. Benefits-Uniforms	\$ 777	\$ 592	\$ 2,102	\$ 3,000
04-506-50024. Benefits-Vacation & Sick Pay	\$ 510	\$ 654	\$ -	\$ -
04-506-50025. Benefits-Boots	\$ 260	\$ 600	\$ 1,600	\$ 2,340
	\$ 201,717	\$ 264,774	\$ 292,528	\$ 294,520

As a result of the implementation of the new financial system in July 2019, Benefits are automatically calculated as a result of payroll within the system. This has resulted in various changes to benefit line items that may have been over or under budgeted in prior years.

Budget vs. Actual



Recycled Water Division

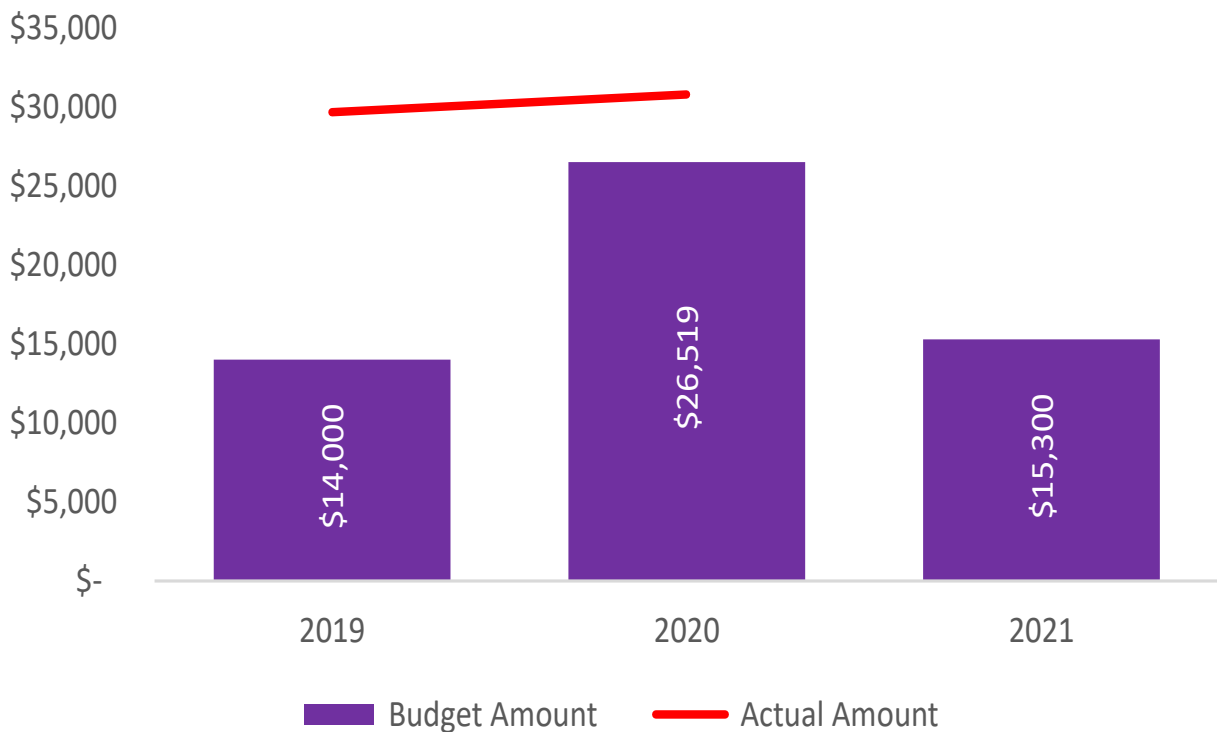
04-506-51003

Repair & Maintenance - Structures

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 52,208	\$ 29,671	\$ 30,791	\$ 15,300

Budget vs. Actual



Recycled Water Division

04-506-51011

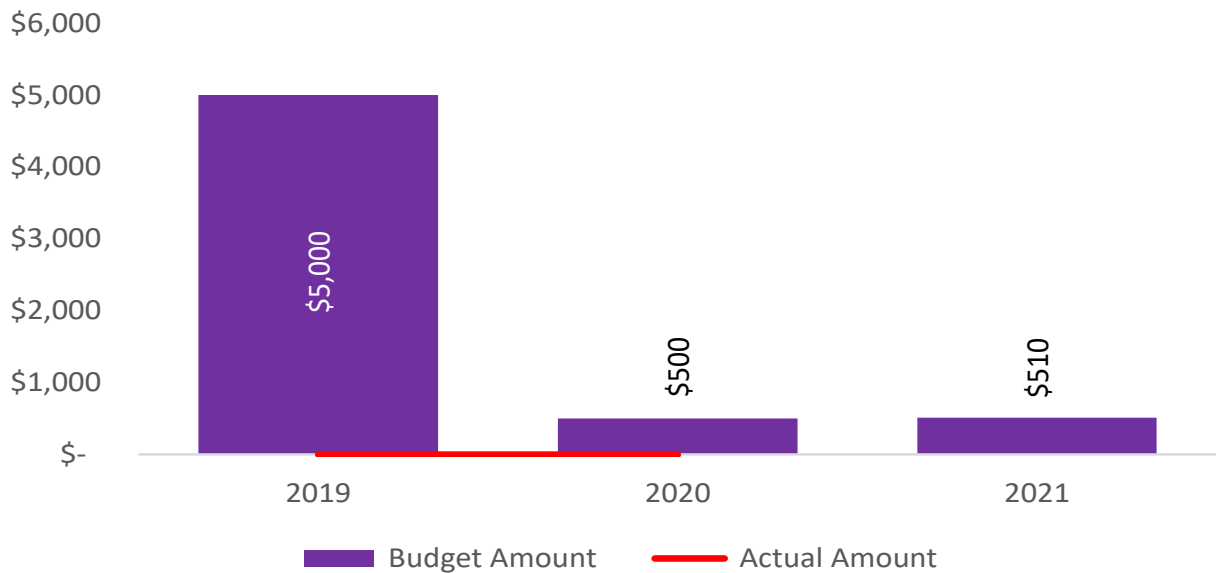
Repair & Maintenance - Valves

The Recycled Water Division oversees the operation and maintenance of the District's 29 recycled water specialty valves as well as equipment and parts associated with the maintenance of Cla-valves. This does not include the labor from the Water Operations Department, Engineering Department or Public Works Department. This program involves the maintenance of the following types of valves:

- 12 pressure reducing valves
- 5 pump control valves
- 5 float control valves
- 7 pressure relief valves

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ -	\$ -	\$ 510

Budget vs. Actual



Recycled Water Division

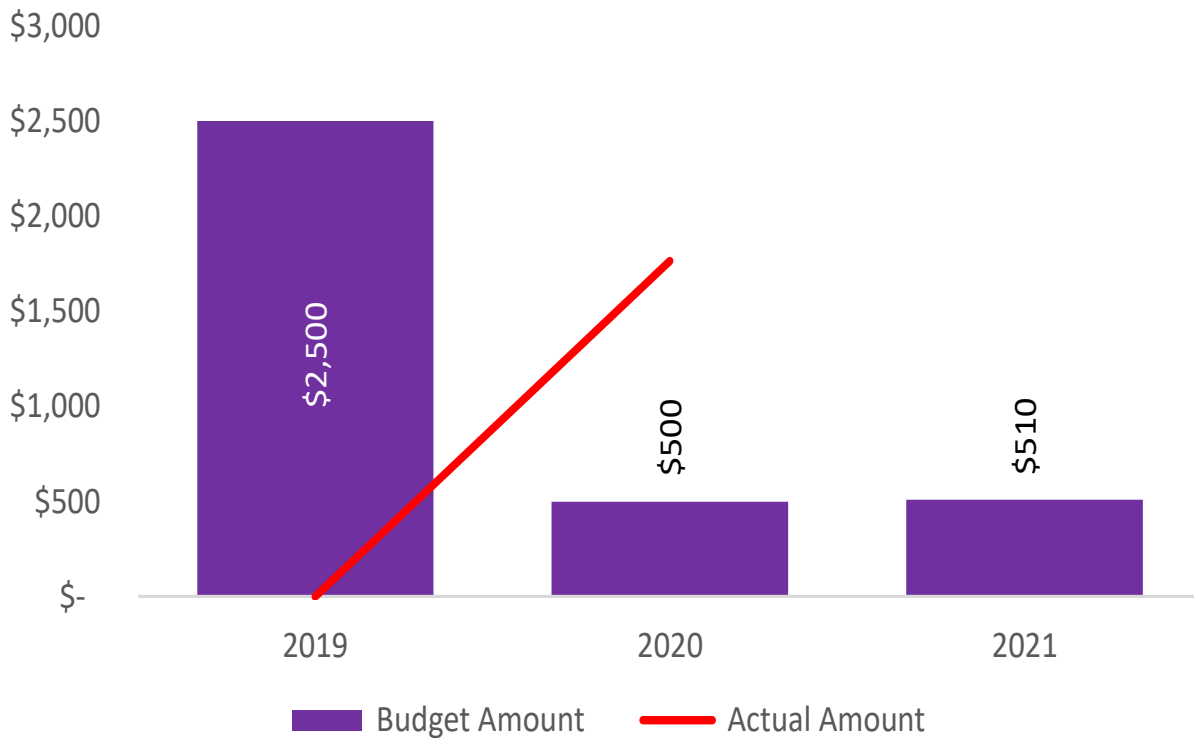
04-506-51020

Repair & Maintenance - Pipelines

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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 5,111	\$ -	\$ 1,766	\$ 510

Budget vs. Actual



Recycled Water Division

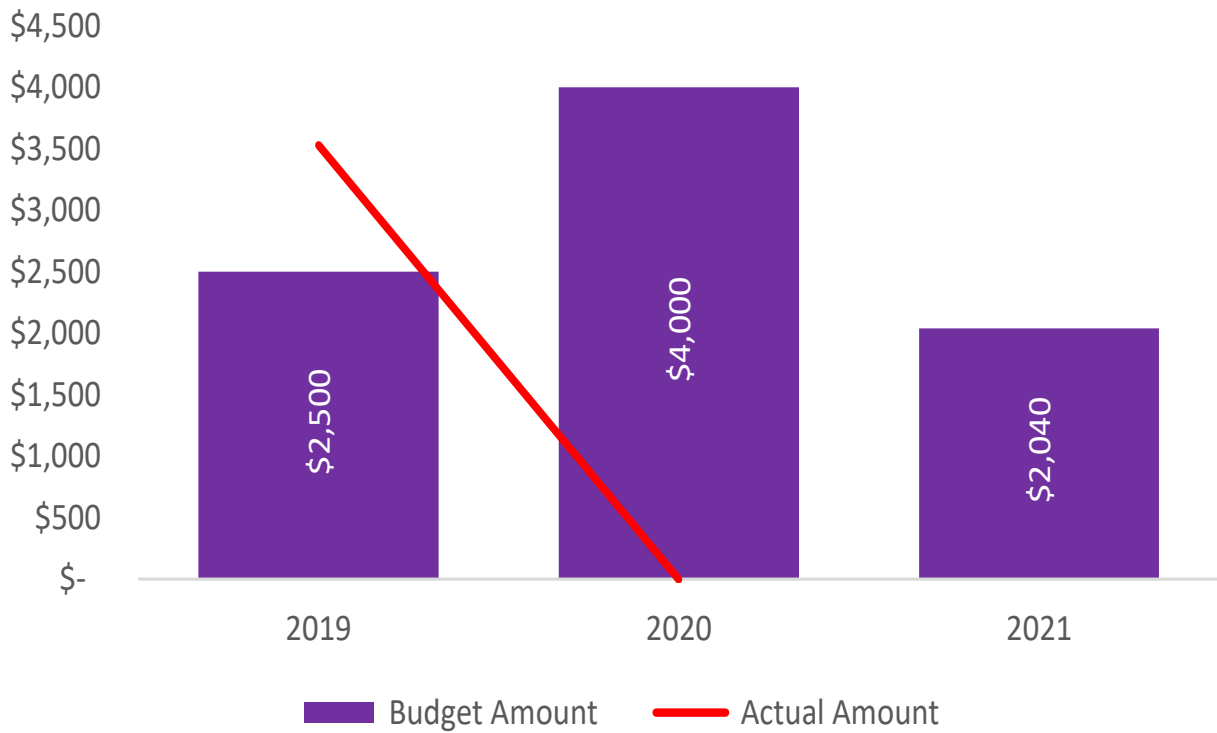
04-506-51021

Repair & Maintenance – Service Lines

The budget category represents the annual projected costs associated with maintaining the District's recycled water service lines. For fiscal year 2019-20, there have not been any expenses for this line item.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 3,343	\$ 3,531	\$ -	\$ 2,040

Budget vs. Actual



Recycled Water Division

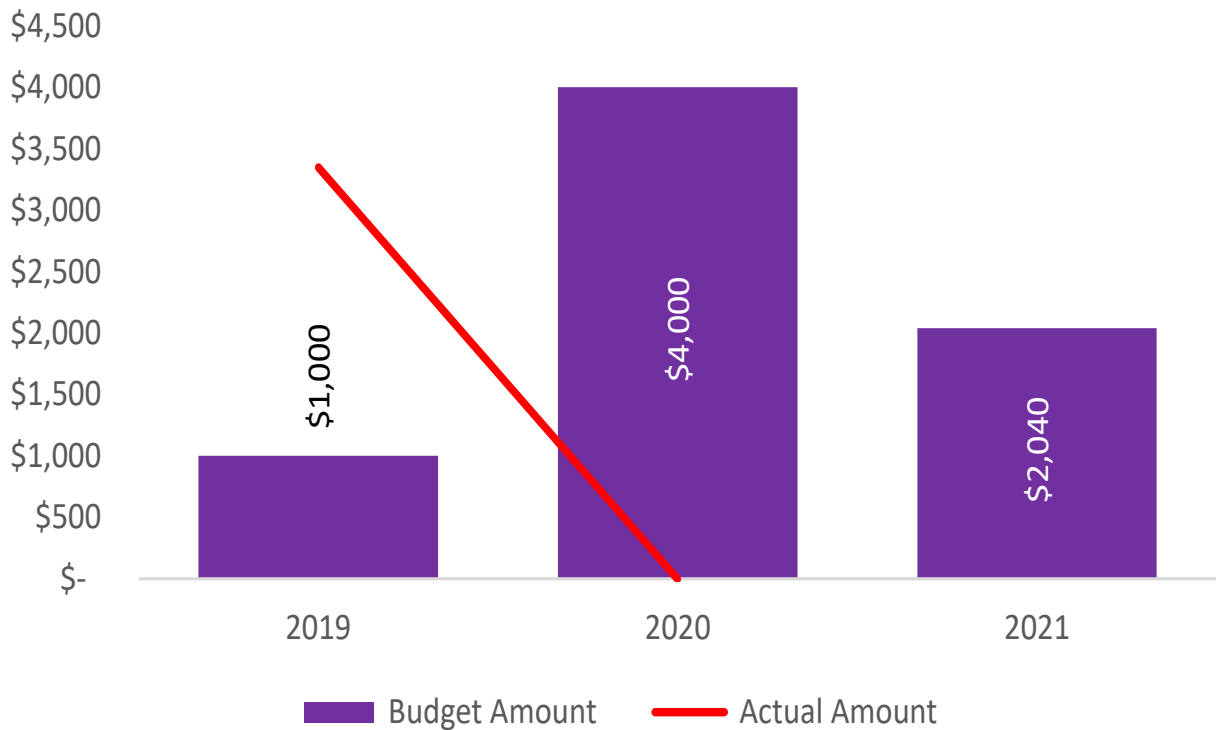
04-506-51022

Repair & Maintenance – Fire Hydrants

The budget category represents the annual projected costs associated with maintaining the District's recycled water fire hydrants. For fiscal year 2019-20, there have not been any expenses for this line item.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 3,516	\$ 3,348	\$ -	\$ 2,040

Budget vs. Actual



Recycled Water Division

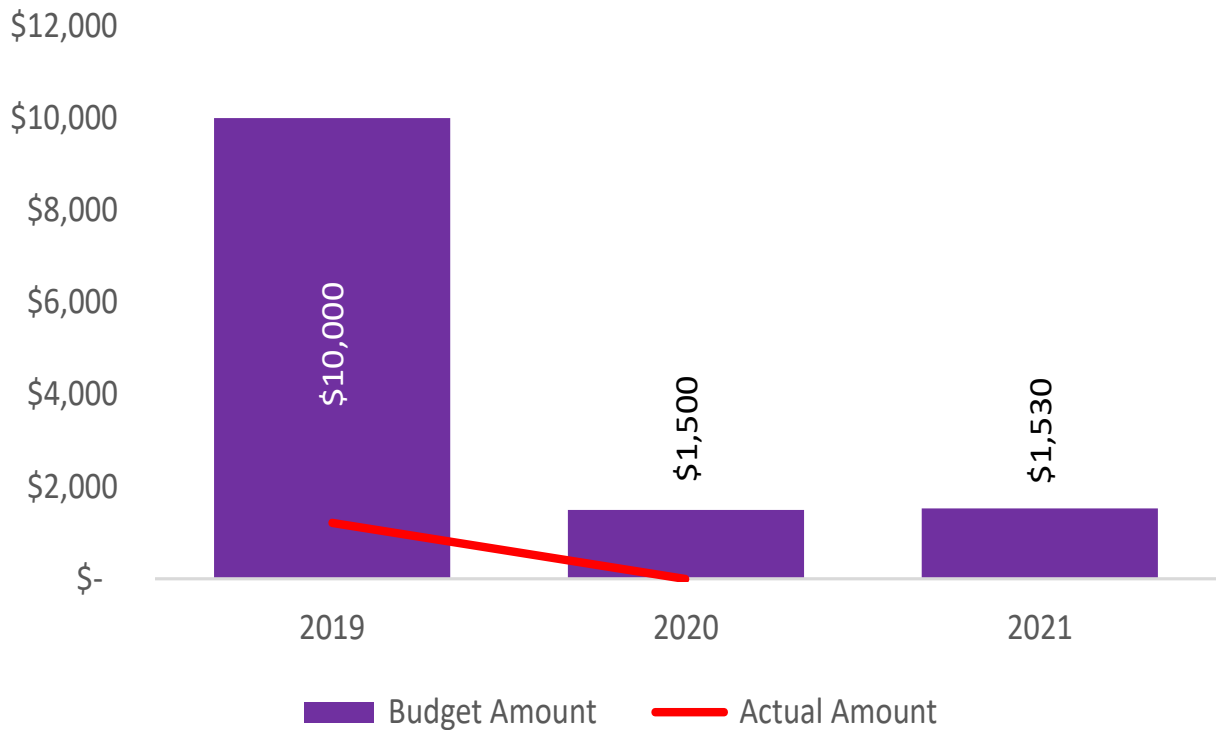
04-506-51030

Repair & Maintenance – Meters

The budget category represents the annual projected costs associated with maintaining the District's recycled water meters. For fiscal year 2019-20, there have not been any expenses for this line item.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 9,203	\$ 1,219	\$ -	\$ 1,530

Budget vs. Actual



Recycled Water Division

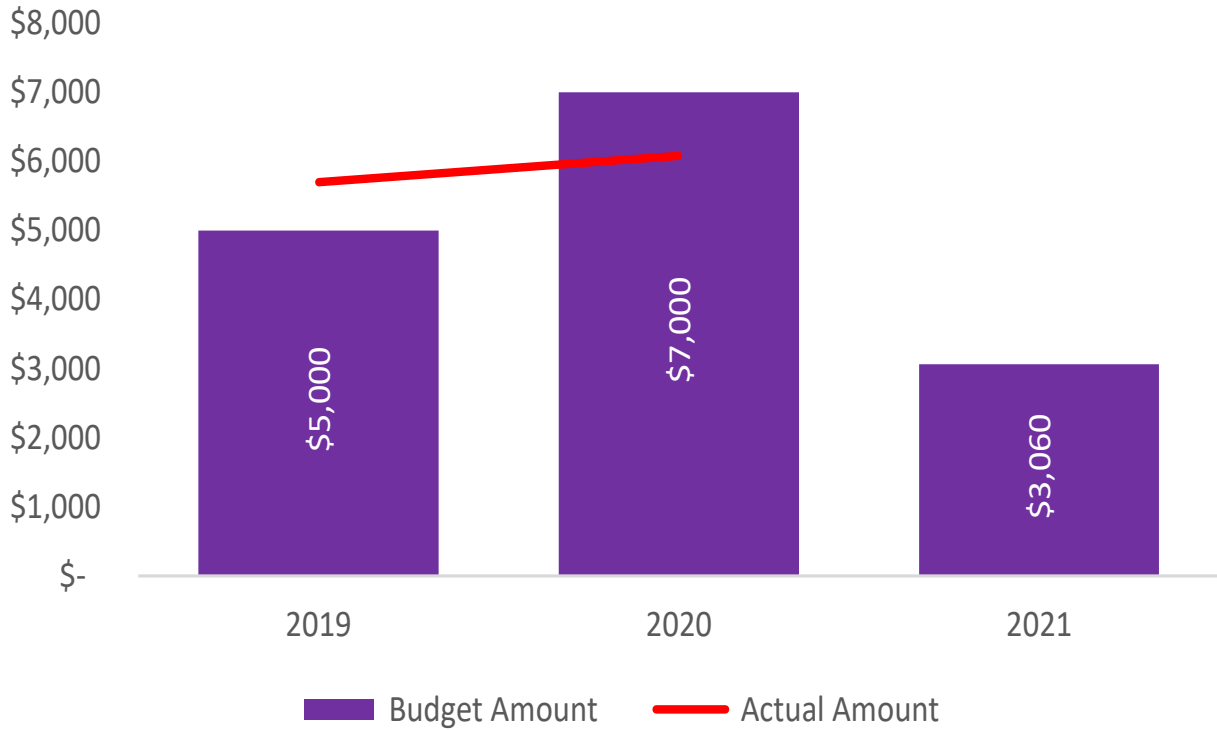
04-506-51140

General Supplies & Expenses

This budget includes the supplies and expenses related to the operation of the Recycled Water Division.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 8,855	\$ 5,699	\$ 6,074	\$ 3,060

Budget vs. Actual



Recycled Water Division

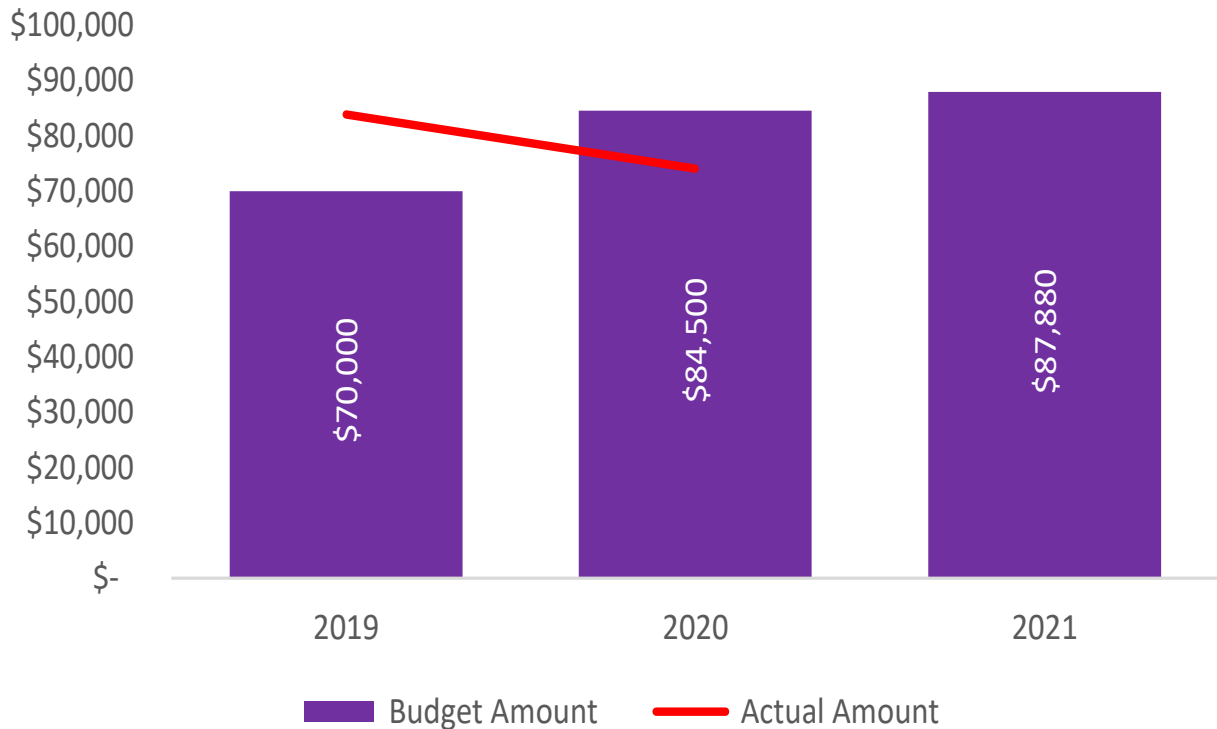
02-506-51210

Utilities – Power Purchases

This budget category includes all electrical power costs related to the operation of the Recycled Water Division.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 80,841	\$ 83,869	\$ 74,053	\$ 87,880

Budget vs. Actual



Recycled Water Division

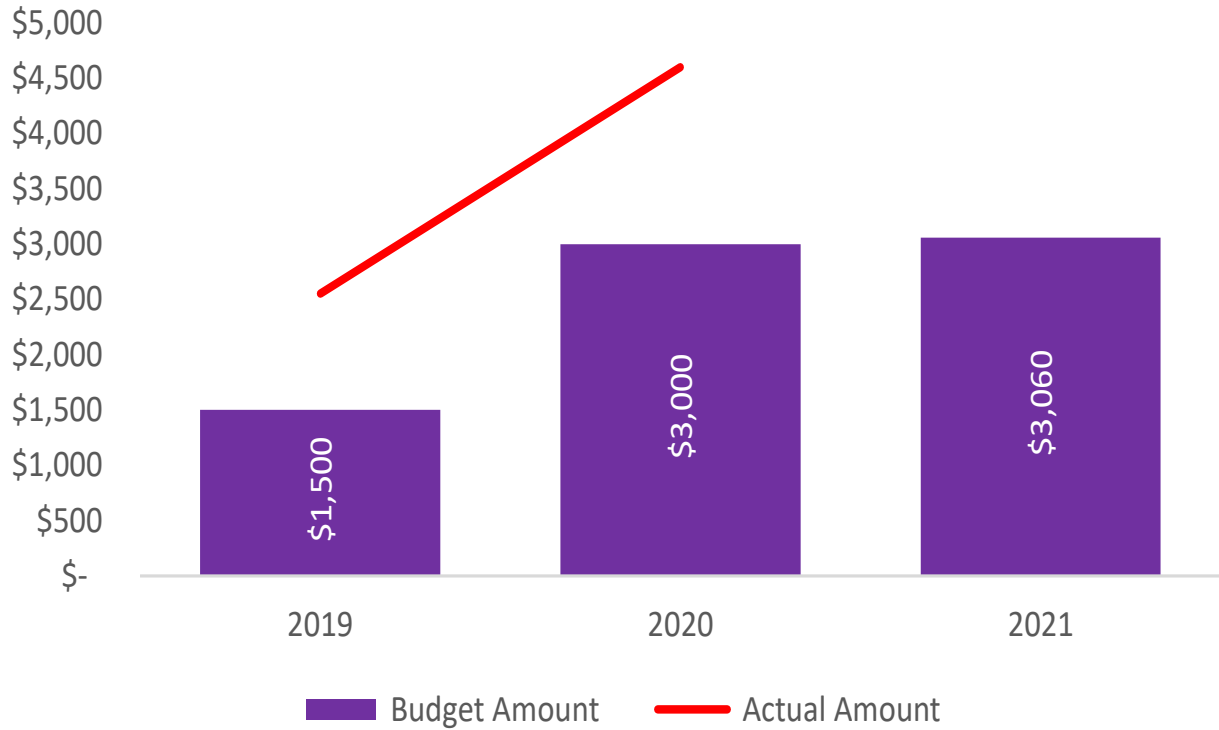
04-506-54002

Dues & Subscriptions

This budget category includes all costs related to membership dues and periodical subscriptions for the Recycled Water Division during the fiscal year.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 1,688	\$ 2,552	\$ 4,600	\$ 3,060

Budget vs. Actual



Recycled Water Division

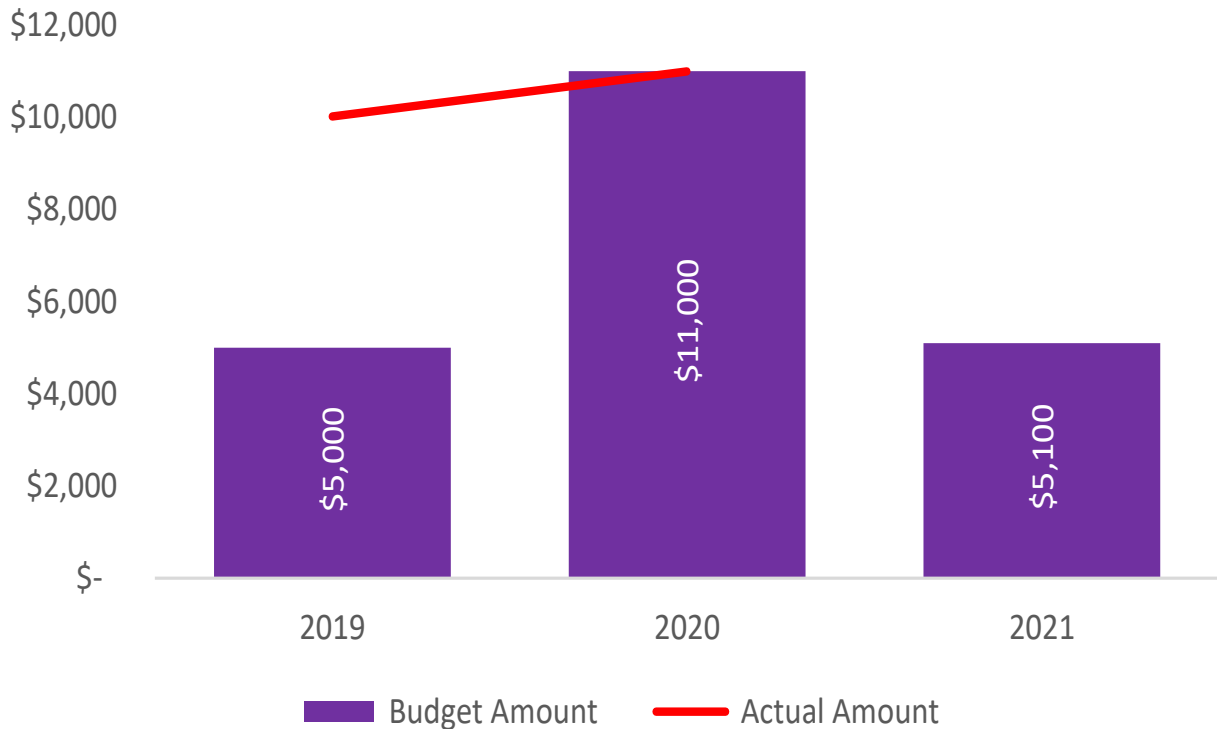
04-506-54005

Computer Expenses

The District staff relies heavily upon the proper orientations 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.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 11,310	\$ 10,020	\$ 11,000	\$ 5,100

Budget vs. Actual



Recycled Water Division

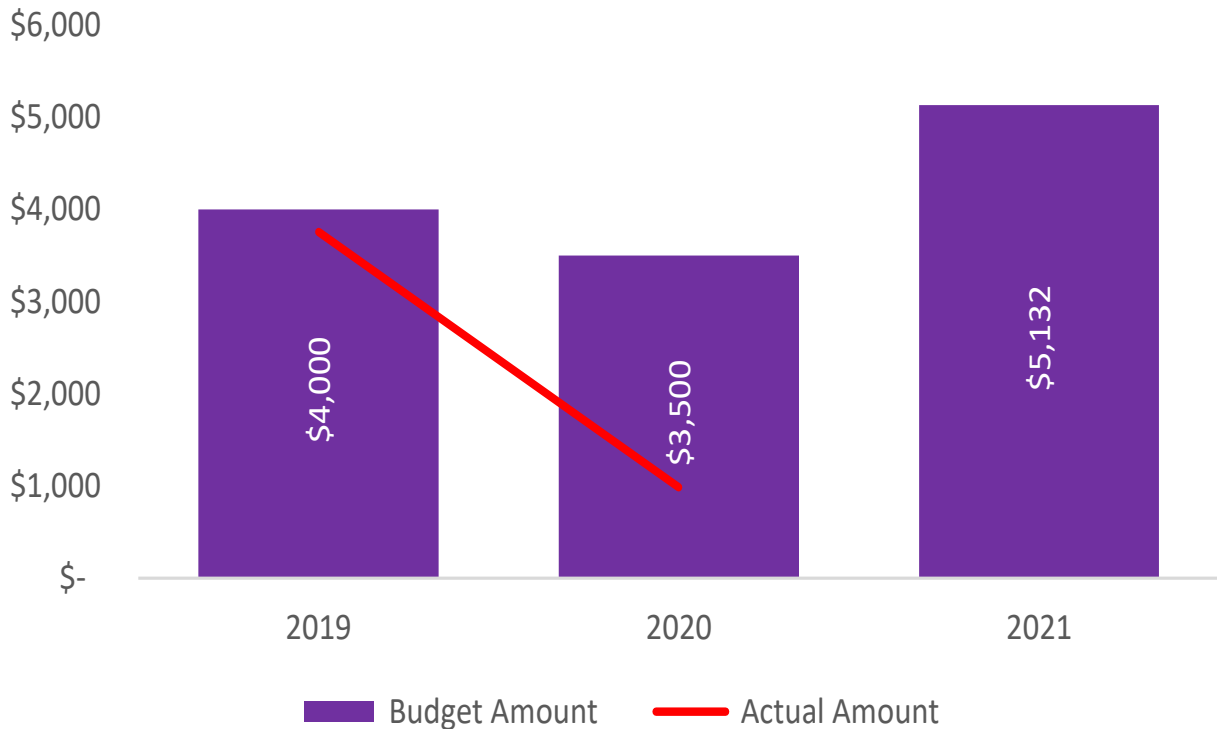
04-506-54012

Education & Training

This budget category includes the costs associated with training individuals in the Recycled Water Division.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 4,492	\$ 3,756	\$ 988	\$ 5,132

Budget vs. Actual



Recycled Water Division

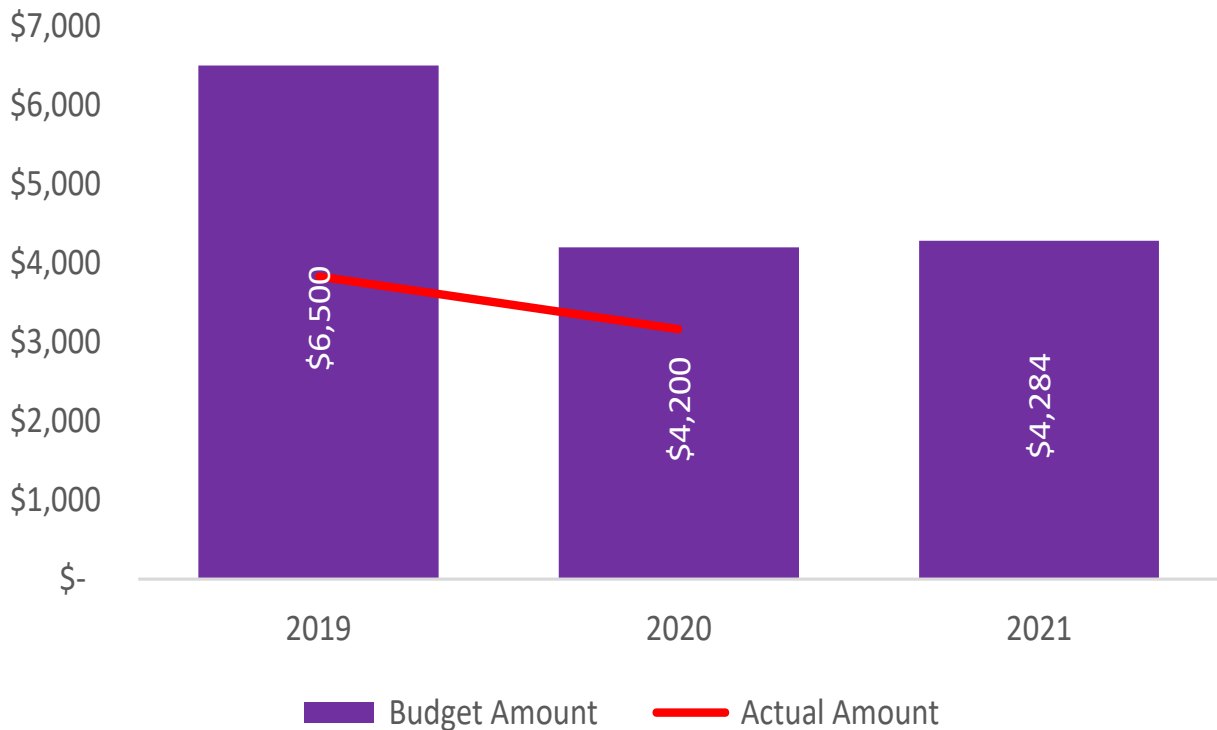
04-506-54014

Public Relations

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 (02-506-54011) was combined here.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 3,156	\$ 3,833	\$ 3,165	\$ 4,284

Budget vs. Actual



Recycled Water Division

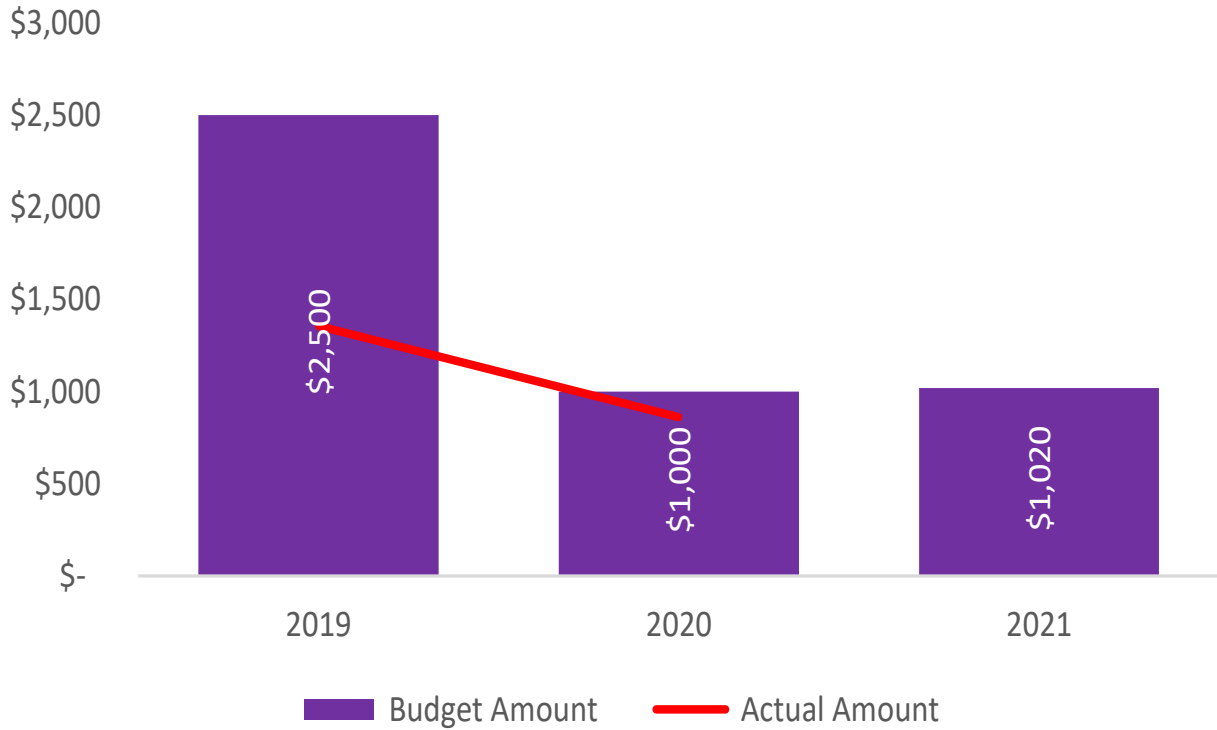
04-506-54016

Travel Related Expenses

This budget category includes travel related expenses associated with the Recycled Water Division.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 5,363	\$ 1,357	\$ 861	\$ 1,020

Budget vs. Actual



Recycled Water Division

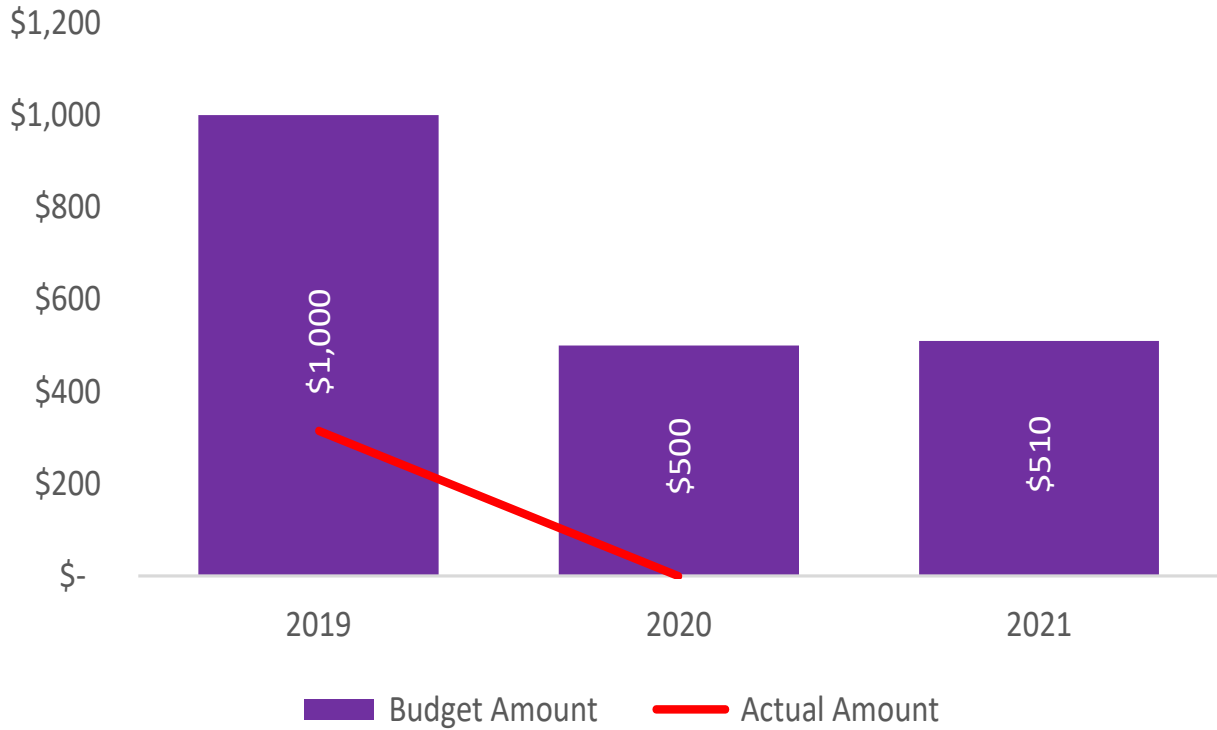
04-506-54017

Certifications & Renewals

This budget category is used for Recycled Water Division employee certifications.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 1,371	\$ 315	\$ -	\$ 510

Budget vs. Actual



Recycled Water Division

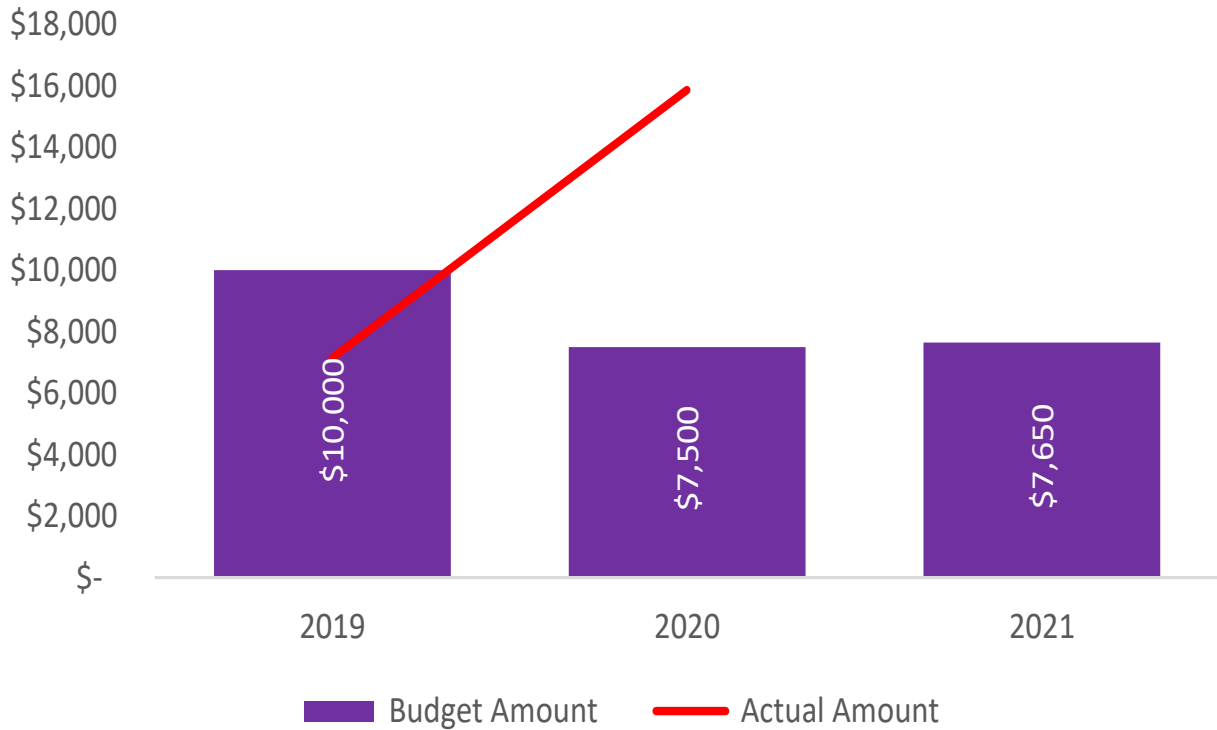
04-506-54019

Licenses & Permits

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. In fiscal year 2019-20 costs for the State Water Resources Control Board were higher than budgeted.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 11,156	\$ 7,146	\$ 15,864	\$ 7,650

Budget vs. Actual



Recycled Water Division

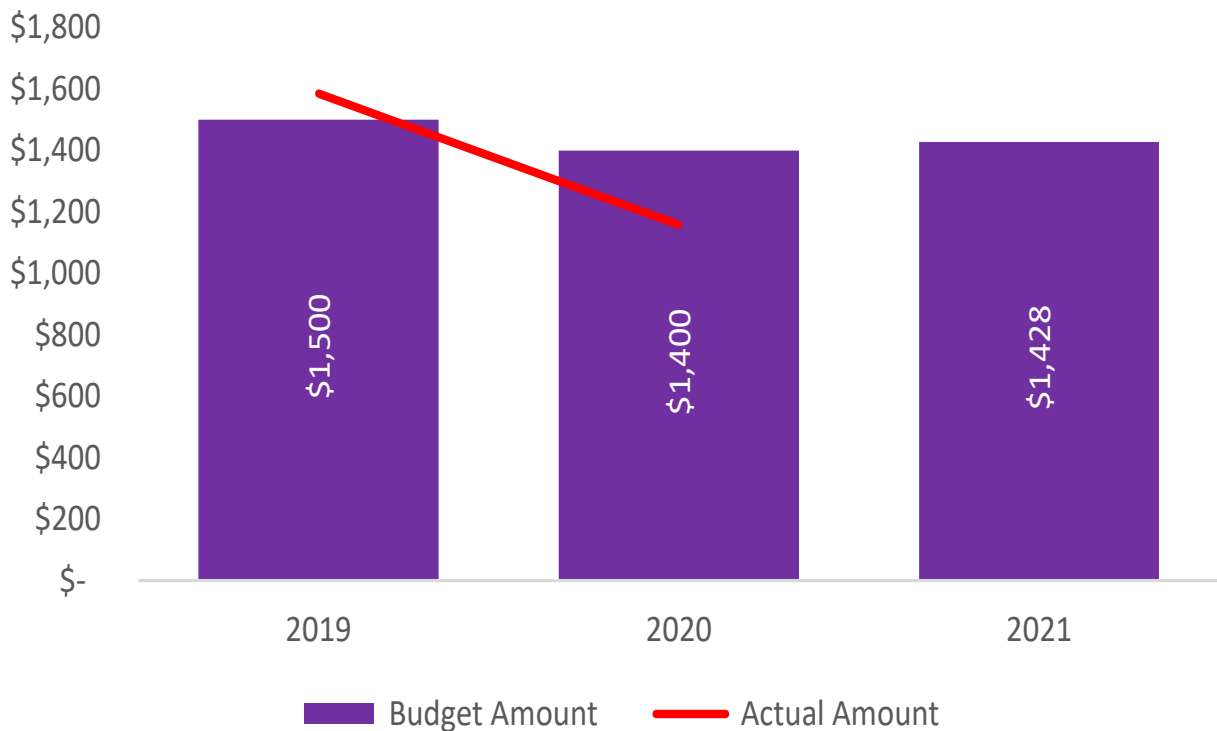
04-506-54020

Meeting Related Expenses

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 1,401	\$ 1,584	\$ 1,158	\$ 1,428

Budget vs. Actual



Recycled Water Division

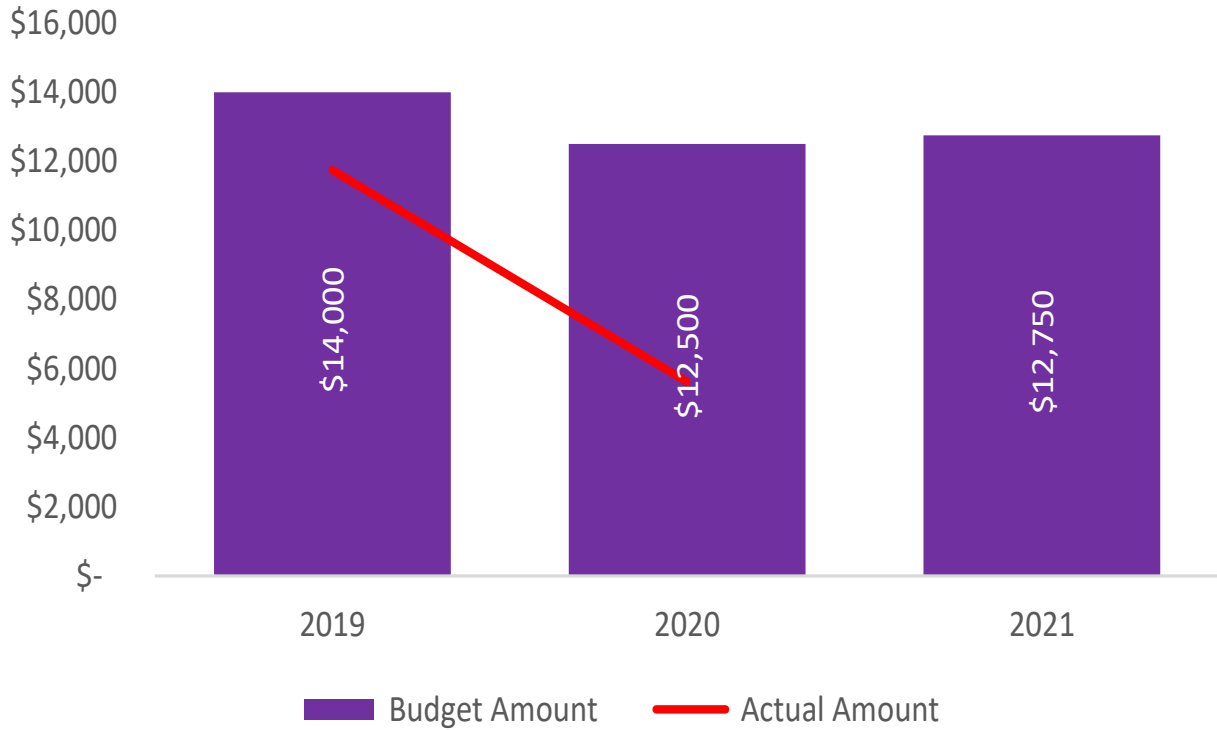
04-506-54022

Utilities – YVWD Services

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 24,068	\$ 11,748	\$ 5,614	\$ 12,750

Budget vs. Actual



Recycled Water Division

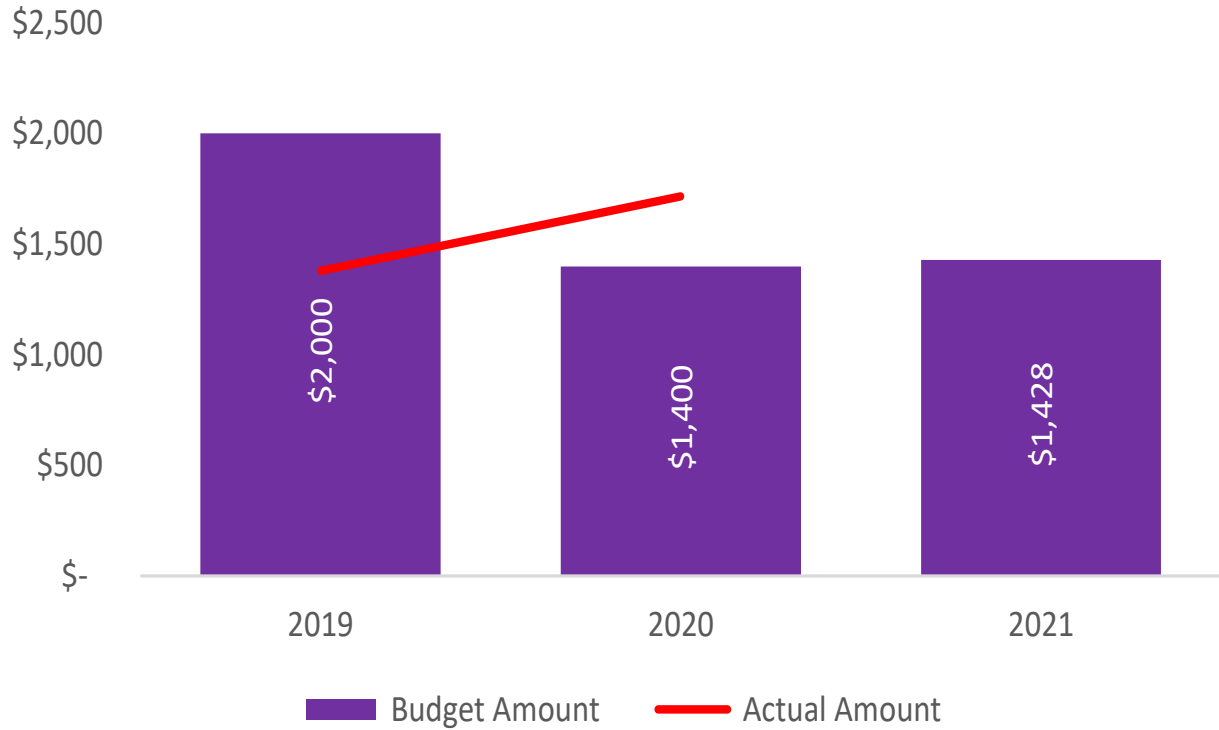
04-506-54025

Telephone & Internet

This line item is used for telephone and internet costs allocated to the Recycled Water Division.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 2,059	\$ 1,379	\$ 1,717	\$ 1,428

Budget vs. Actual



Recycled Water Division

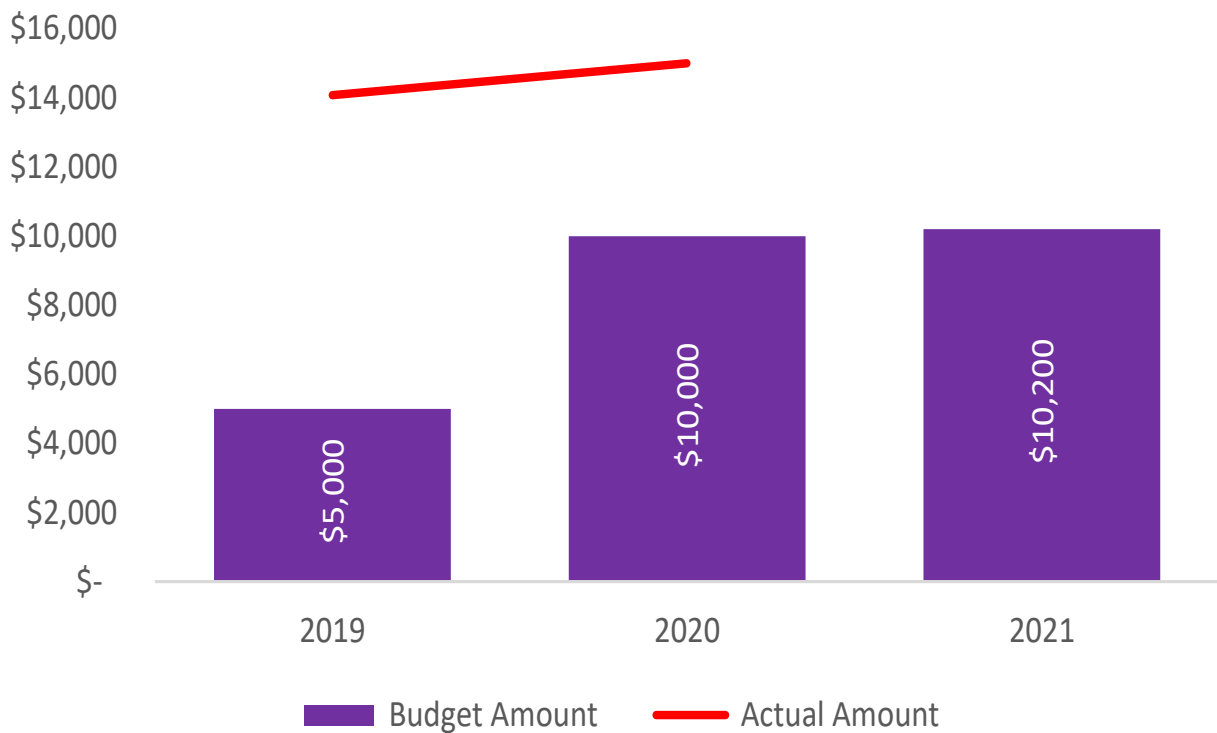
04-506-54104

Contractual Services

This budget category includes the general contract service costs for equipment and services within the Recycled Water Division. Fiscal year 2018-19 included one-time charges for WaterTrax, Caselle and Elements, as well as data mitigation.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 4,184	\$ 14,071	\$ 14,995	\$ 10,200

Budget vs. Actual



Recycled Water Division

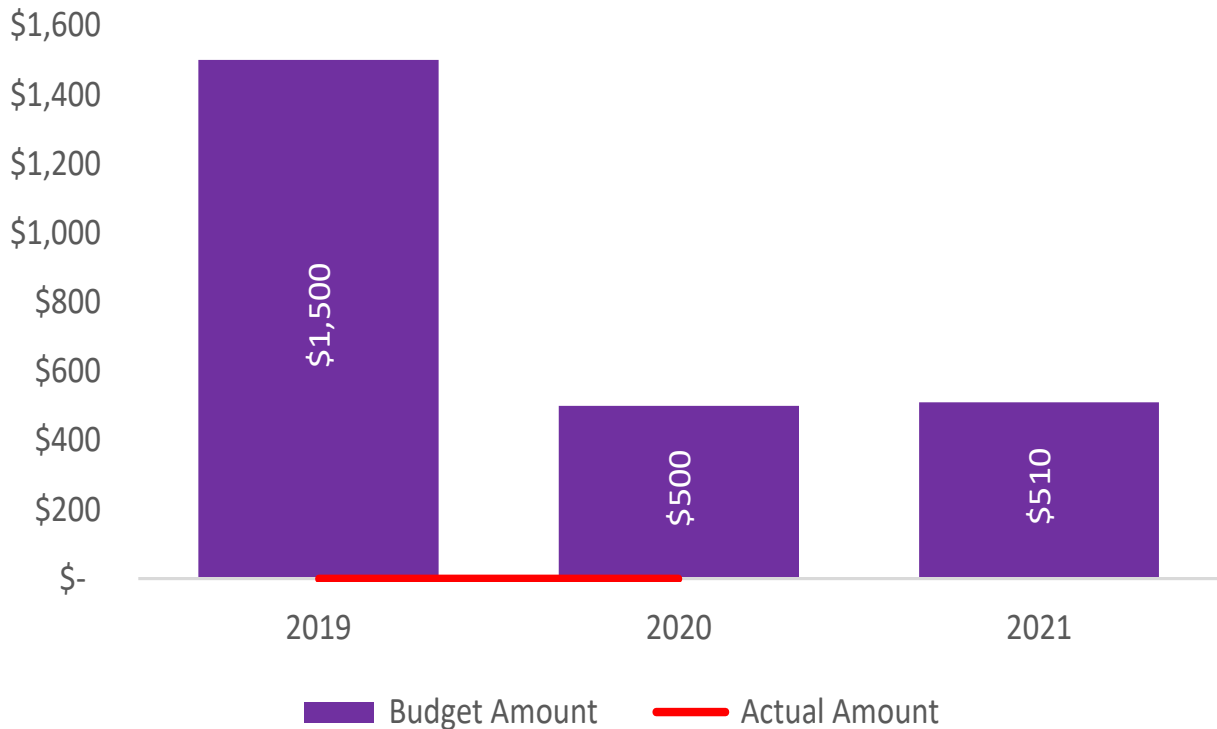
04-506-54107

Legal

This budget category is used for all recycled water related legal costs. Legal fees related to drinking water issues will be expensed to the drinking water budget (02-506-54107) and legal fees related to sewer issues will be expensed to the sewer budget (03-506-54107).

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ -	\$ -	\$ 510

Budget vs. Actual



Recycled Water Division

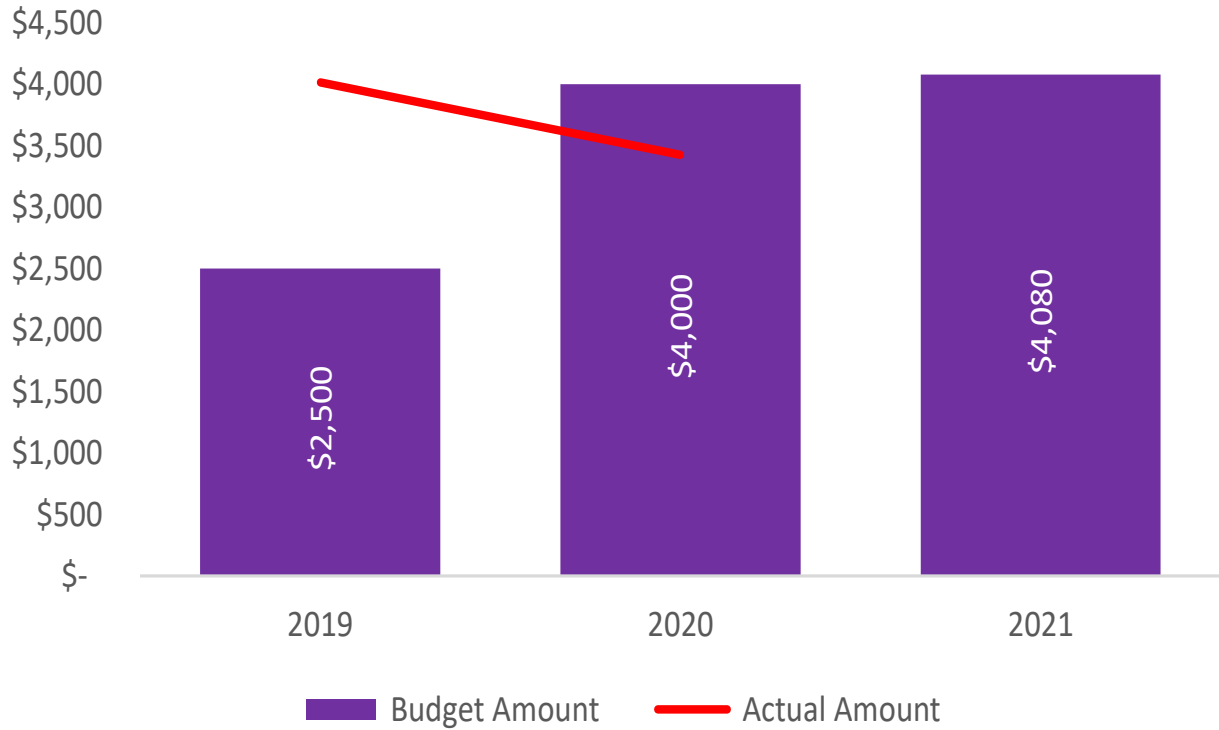
04-506-54108

Audit & Accounting

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 1,950	\$ 4,018	\$ 3,427	\$ 4,080

Budget vs. Actual



Recycled Water Division

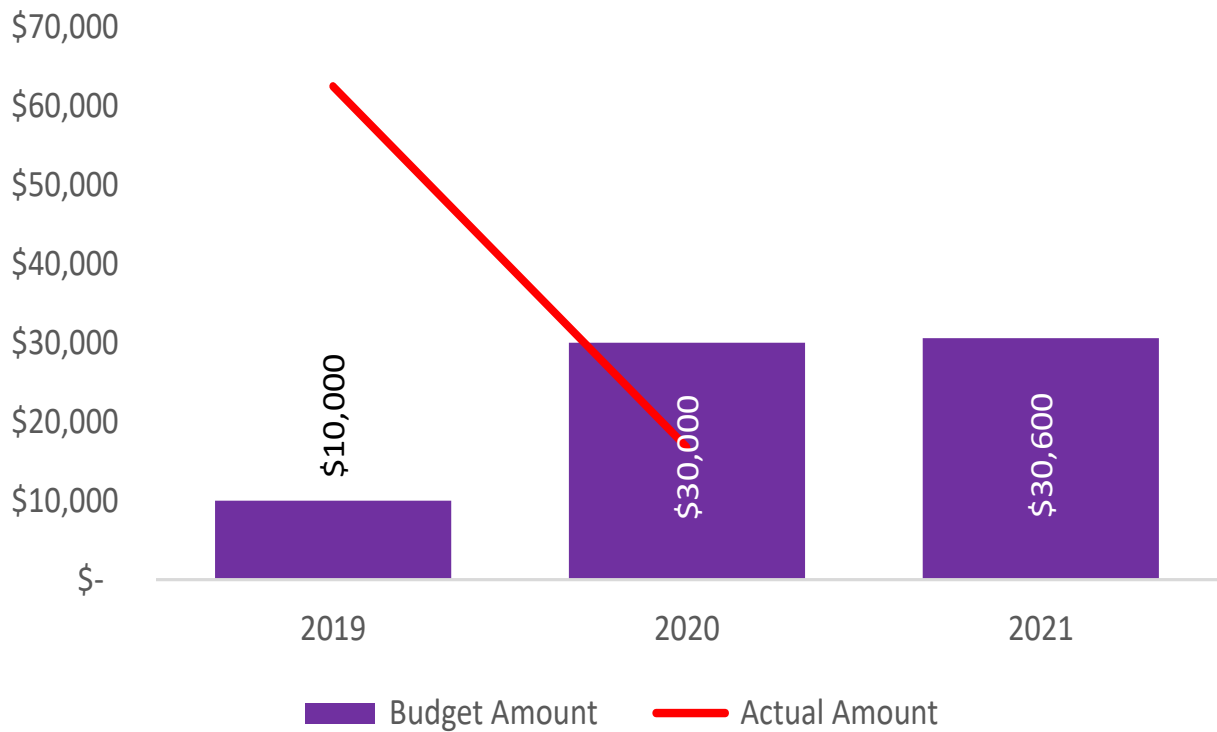
04-506-54109

Professional Services

This budget category represents the annual projected costs associated with professional fees for engineering type services for this division.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 97,338	\$ 62,481	\$ 16,793	\$ 30,600

Budget vs. Actual



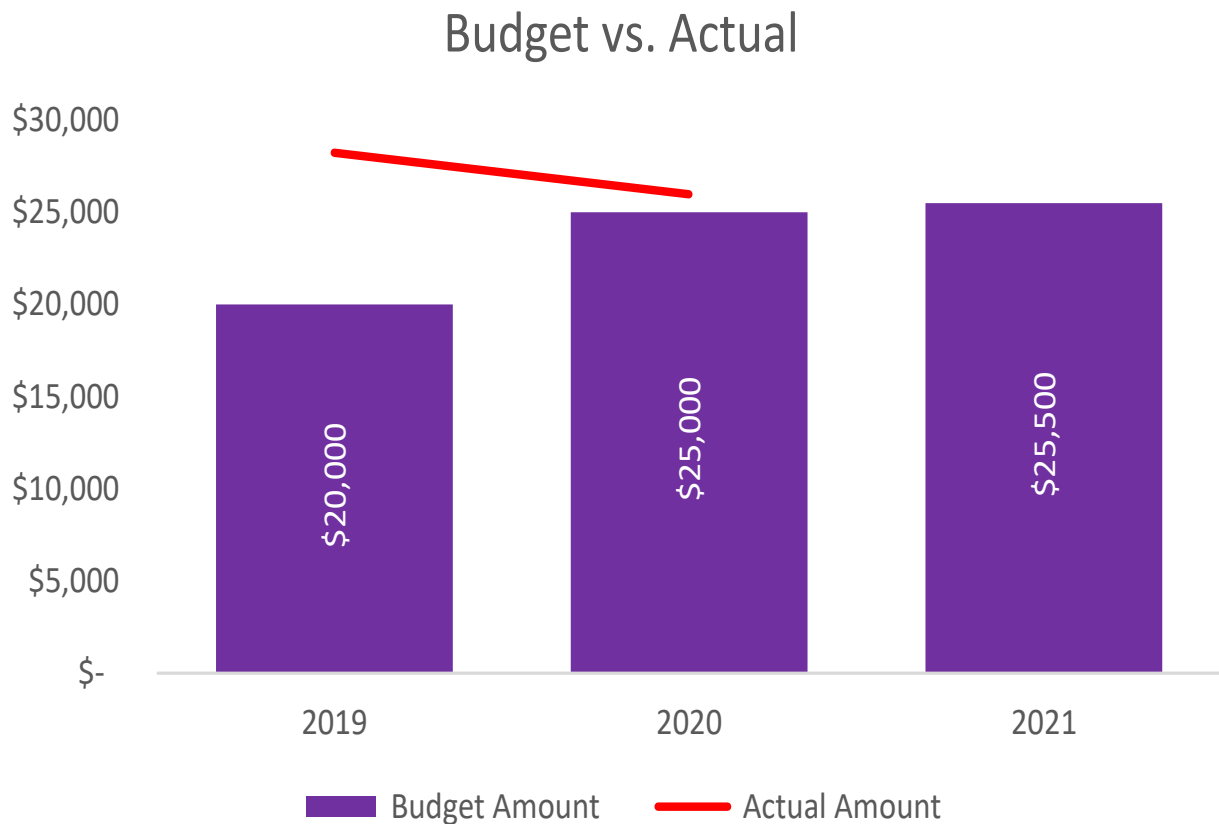
Recycled Water Division

04-506-56001

Insurance

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

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 20,991	\$ 28,237	\$ 25,966	\$ 25,500



Recycled Water Division

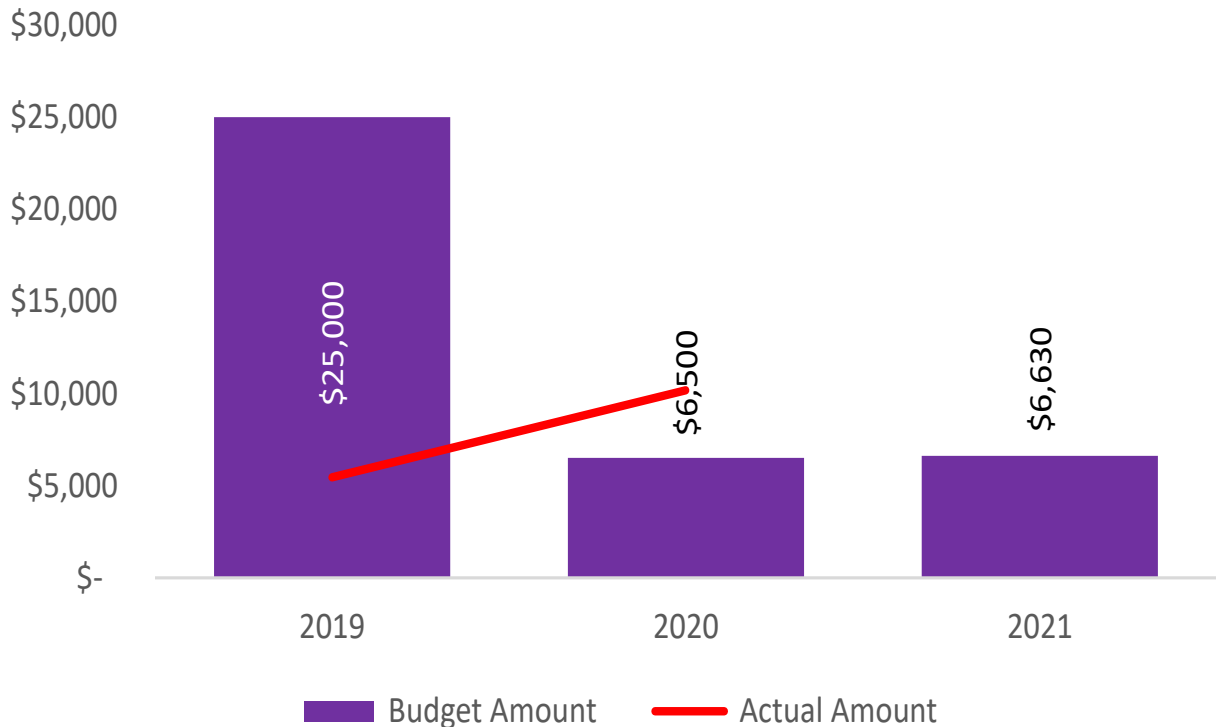
04-506-57030

Regulatory Compliance

This budget category is used for regulatory compliance expenses for the Recycled Water Division. In fiscal year 2018-19, District staff began working with a consultant on the Hazard Mitigation Plan (HMP). This will continue in fiscal year 2020-21.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ 30,753	\$ 5,468	\$ 10,193	\$ 6,630

Budget vs. Actual



Recycled Water Division

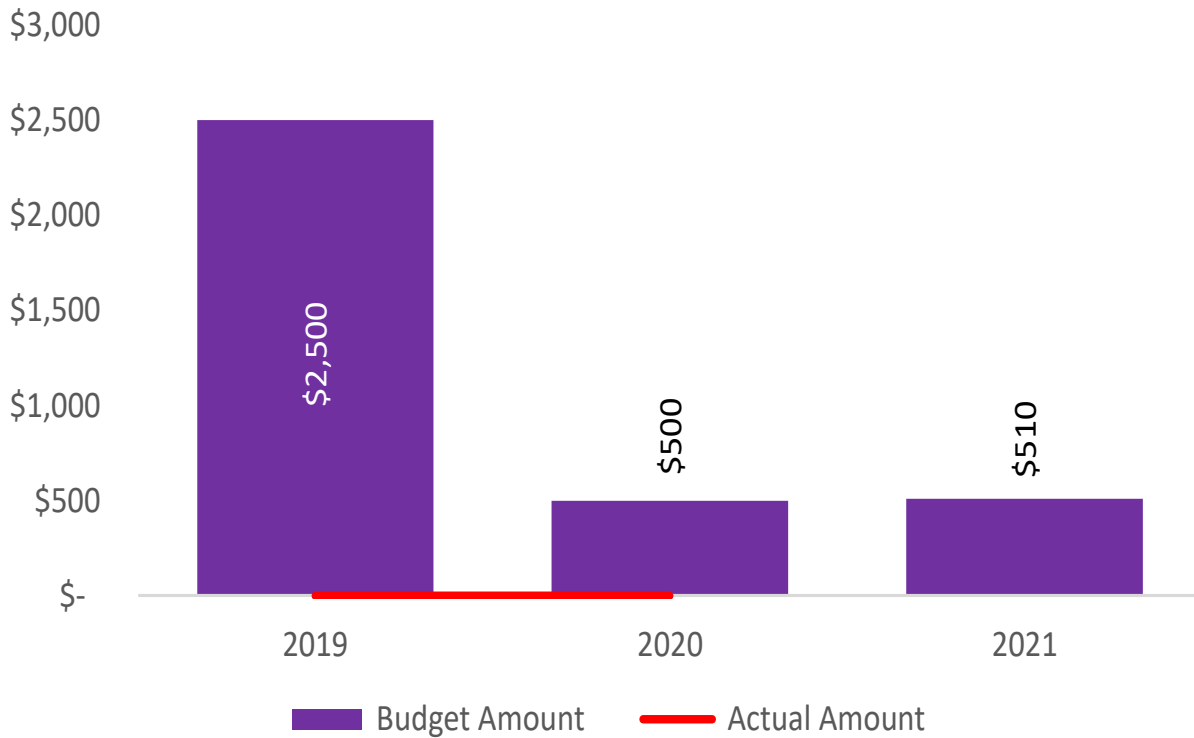
04-506-57040

Environmental Compliance

This budget category is used for environmental compliance issues within the Recycled Water Division.

2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Budget
\$ -	\$ -	\$ -	\$ 510

Budget vs. Actual





Chapter Five

Fiscal Year 2021

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 a 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 improvement 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 improvement program allows a community to anticipate lead times necessary to conduct bond elections and bond sales, prepare design work and obtain 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 balanced 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 Improvement 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 drinking 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 drinking water, sewer and recycled water divisions revenue that is 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 drinking 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	Actual Cost 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	Automatic Backwashable Strainers (3)	Replace/New	\$ 155,000	\$ 325,000													\$ -	\$ 325,000	
YVRWFF	Booster 20.2.1 Installation	New	\$ 200,000	\$ 20,000													\$ -	\$ 20,000	
YVRWFF	Microfiltration Module Replacement Racks 1-5	Replace	\$ 1,400,000	\$ 450,000													\$ -	\$ 450,000	
YVRWFF	R-18.4 / Power Project	New	\$ 150,000	\$ 82,000													\$ -	\$ 82,000	
YVRWFF	Rehab Well 12	Rehab		\$ 84,000													\$ -	\$ 84,000	
YVRWFF	Rehab R-16.6	Rehab		\$ 600,000													\$ -	\$ 600,000	
YVRWFF	Automated Meter Infrastructure – Meter Replacement and Retrofit	New	\$ 1,000,000	\$ 1,225,428	\$ 1,000,000	\$ 600,000											\$ -	\$ 2,825,428	
YVRWFF	Design Entire R-16.2 Site	New			\$ 182,700												\$ -	\$ 182,700	
YVRWFF	Drain Line for the Existing R-14 Reservoir	New			\$ 70,000												\$ -	\$ 70,000	
YVRWFF	Surveillance System Upgrades - YVRWFF with Intrusion Notification	New			\$ 175,000												\$ -	\$ 175,000	
YVRWFF	Upgrade Fencing for YVRWFF for Intrusion Protection	Rehab			\$ 100,000												\$ -	\$ 100,000	
YVRWFF	Additional NaOCl Bulk Tank	New			\$ 30,000												\$ -	\$ 30,000	
YVRWFF	Replace Well 12 Building	Rehab			\$ 40,000												\$ -	\$ 40,000	
YVRWFF	Surveillance System Upgrades - Production and Distribution Site	New				\$ 100,000											\$ -	\$ 100,000	
YVRWFF	Booster 13.2.2 Installation	New				\$ 5,000,000											\$ -	\$ 5,000,000	
YVRWFF	Oak Glen Filtration Facility Rehabilitation	Rehab				\$ 200,000											\$ -	\$ 200,000	
YVRWFF	Colored Coating Paint for all Piping and Tank	Rehab				\$ 245,000											\$ -	\$ 245,000	
YVRWFF	Microfiltration EFM Heater Installation	New				\$ 100,000											\$ -	\$ 100,000	
YVRWFF	0.5 MG R-16.2.1, 0.5 MG R-16.2.2	New				\$ 1,500,000	\$ 1,500,000										\$ -	\$ 3,000,000	
YVRWFF	Booster 15.1.1 Installation	New					\$ 300,000										\$ -	\$ 300,000	
YVRWFF	Booster Facility at R-15.1 - Design and Construction	New					\$ 925,000										\$ -	\$ 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 Wells 72, 73, & 75	Rehab					\$ 100,000										\$ -	\$ 100,000	
YVRWFF	Booster 15.2.1 Replacement	Replace					\$ 30,000										\$ -	\$ 30,000	
YVRWFF	1.5 MG Reservoir R-17.2 - Design and Construction	New					\$ 250,000	\$ 1,620,000									\$ -	\$ 1,870,000	
YVRWFF	Booster B-13.2	New						\$ 1,975,000									\$ -	\$ 1,975,000	
YVRWFF	YVRWFF Chemical Trench Rehabilitation	Rehab							\$ 50,000								\$ -	\$ 50,000	
YVRWFF	Booster 17.2.1 Replacement	Replace								\$ 30,000							\$ -	\$ 30,000	
WRWRF	Primary Clarifier Chain and Sprocket Replacement	Replace	\$ 500,000	\$ 175,000													\$ -	\$ 175,000	
WRWRF	Primary Flights Refurbishing and Replacements	Replace	\$ 150,000	\$ 125,000													\$ -	\$ 125,000	
WRWRF	Primary Clarifiers Epoxy Coating	Rehab	\$ 27,800	\$ 27,800													\$ -	\$ 27,800	
WRWRF	Laboratory Rehabilitation	Rehab	\$ 125,000	\$ 93,322													\$ -	\$ 93,322	
WRWRF	Membrane Replacement	Replace	\$ 1,375,000	\$ 842,783													\$ -	\$ 842,783	
WRWRF	In Plant Sewer Pump #4 Replacement (District Project)	Replace	\$ 10,000	\$ 15,397													\$ -	\$ 15,397	
WRWRF	Digester Feed Valve and Actuator	Replace			\$ 215,000												\$ -	\$ 215,000	
WRWRF	Asphalt Rehabilitation	Rehab			\$ 75,000												\$ -	\$ 75,000	
WRWRF	Facility Lights Upgrade to LED	Replace			\$ 10,000	\$ 10,000	\$ 10,000										\$ -	\$ 40,000	
WRWRF	Boiler Replacement at Digesters	Replace			Pending												\$ -	\$ -	
WRWRF	Belt Press Building Rehab	Rehab			\$ 50,000												\$ -	\$ 50,000	
WRWRF	Backwash Return Basin Pump Replacement and Relocation	Replace			Pending												\$ -	\$ -	
WRWRF	Methane Waste Gas Flare	New			\$ 1,300,000												\$ -	\$ 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											\$ -	\$ 5,000	
WRWRF	Belt Press Building Roof Replacement	Replace				\$ 60,000											\$ -	\$ 60,000	
WRWRF	Compactor Discharge Shoot Modification	Rehab				\$ 5,000											\$ -	\$ 5,000	
WRWRF	Retaining Wall Improvements	Rehab				\$ 5,000											\$ -	\$ 5,000	
WRWRF	Pressurized Pump into the DAFT Replacement	Replace				\$ 6,000											\$ -	\$ 6,000	
WRWRF	Daft Drive Sweep Assembly Replacement	Replace				Pending											\$ -	\$ -	
WRWRF	Thicken Sludge Pump (2) Replacements	Replace				\$ 10,000											\$ -	\$ 10,000	
WRWRF	Recirculation Pumps at Digesters (6)	Replace				\$ 30,000											\$ -	\$ 30,000	
WRWRF	Relocate and Replace Scum Pump	Replace				\$ 7,500											\$ -	\$ 7,500	
WRWRF	MPM Building Eve Replacement	Replace				\$ 5,000											\$ -	\$ 5,000	
WRWRF	North and South Pond Liner Replacement	Replace					Pending										\$ -	\$ -	
WRWRF	Primary Project Rehabilitation	Rehab					Pending										\$ -	\$ -	
WRWRF	Methanol Tank Replacement or Additional Tankage Added	Replace					Pending										\$ -	\$ -	
WRWRF	Primary Pond Liner Replacement	Replace					Pending										\$ -	\$ -	
WRWRF	Aeration Basins Air Control Valve Relocation	New					Pending										\$ -	\$ -	
WRWRF	Secondary Clarifier Stucco Repair and Repaint	Rehab					\$ 50,000										\$ -	\$ 50,000	
WRWRF	Channel Coating	Rehab					Pending										\$ -	\$ -	
WRWRF	Surveillance System Upgrades - WRWRF w/ Intrusion	New						\$ 170,000									\$ -	\$ 170,000	
WRWRF	Oak Glen Road Booster Pipeline, 20.2-22.1	New					\$ 500,000										\$ -	\$ 500,000	
WRWRF	Surveillance System Upgrades - WRWRF Bridges	New							\$ 55,000								\$ -	\$ 55,000	
WRWRF	Hydro pneumatic Tank Removal	Remove							Pending								\$ -	\$ -	
WRWRF	Surveillance System Upgrades - Lift Station No. 1	New									\$ 30,000						\$ -	\$ 30,000	
WRWRF	Surveillance System Upgrades - Network Infrastructure	New									\$ 55,000						\$ -	\$ 55,000	
WRWRF	Lift Station No. 1 Relocation	Relocate										\$ 6,550,000					\$ -	\$ 6,550,000	
WRWRF	Brine Line Manhole Additions	New										\$ 738,000					\$ -	\$ 738,000	
RW	Design of RWR 16.2.1 Site and Offsite	New			\$ 185,000												\$ -	\$ 185,000	
RW	24" Calimesa Recycled Water Pipeline	New			\$ 5,025,000												\$ -	\$ 5,025,000	
RW	Calimesa Lakes and ASR Wells	New			\$ 2,000,000	\$ 2,000,000											\$ -	\$ 6,000,000	
RW	RWR 16.2.1 Site and Offsite Construction	New						\$ 3,000,000									\$ -	\$ 3,000,000	
PW	Oak Grove Drinking Water Pipeline	Replace	\$ 230,000	\$ 184,000													\$ -	\$ 184,000	
PW	Gateway Plaza - Oak Glen Road x I-10 Freeway Sewer Expansion	New			\$ 1,000,000												\$ -	\$ 1,000,000	
PW	Oak View Drinking Water Pipeline	Replace			\$ 230,000												\$ -	\$ 230,000	
PW	Lincoln Drive; Water Main (District Project)	Replace			\$ 110,000												\$ -	\$ 110,000	
PW	Avenue B, West of 2nd Street (District Project)	Replace			\$ 170,000												\$ -	\$ 80,000	
PW	Acacia Lane East of Douglas Street; Water Main (District Project)	Replace			\$ 259,000												\$ -	\$ 259,000	
PW	Crestview Drive from Douglas Street to Sutter Avenue (District Project)	Replace			\$ 327,000												\$ -	\$ 327,000	
PW	Panorama Drive (Private Drive) (District Project)	Replace			\$ 165,000												\$ -	\$ 100,000	
PW	Bella Vista and Leith Way; Water Main (District Project)	Replace			\$ 600,000												\$ -	\$ 600,000	

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	Actual Cost 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	Wildwood Canyon Streets; Water Main, Services and Fire Hydrants	Replace			\$ 405,000												\$ -	\$ 405,000
PW	Pipeline Between R-16.2 and Casa Blanca	New			\$ 450,000												\$ -	\$ 450,000
PW	Pipeline Relocation 16 Inch 2nd Street in Wilson Breek	Relocation				\$ 250,000												
PW	Fencing at WRWRF Exit to Live Oak Canyon Rd.	New				\$ 100,000											\$ -	\$ 100,000
PW	Acacia Avenue West of Douglas Street; Water Main (District Project)	Replace				\$ 100,000											\$ -	\$ 100,000
PW	Ruby Court; Water Main (District Project)	Replace				\$ 50,000											\$ -	\$ 50,000
PW	Nebraska Lane from 6th to Colorado Street (District Project)	Replace				\$ 155,000											\$ -	\$ 155,000
PW	Bryant Street from Ivy Avenue North to Kadota Street, Ivy Avenue East to Juniper Avenue, Juniper Avenue North to Bryant Street; Water Main, Services and Fire Hydrants	Replace				\$ 1,300,000											\$ -	\$ 1,300,000
PW	Date Avenue from 2 nd Street to 3 rd Street, includes Oak Lane, Indio Court, Kent Lane, and Preston Lane; Water Main	Replace				\$ 497,000											\$ -	\$ 497,000
PW	Additional Radio Tower and Base Station	New				\$ 35,000											\$ -	\$ 35,000
PW	30" Cross-Town Drinking Water Transmission Main	New					\$ 1,750,000										\$ -	\$ 1,750,000
PW	Peach Tree Circle / 4 th Street Pipeline	Replace					\$ 470,000										\$ -	\$ 470,000
PW	Lift Station 2	New						\$ 1,200,000									\$ -	\$ 1,200,000
PW	Pipeline 4th St. / Yucaipa Boulevard / 5th Street	New						\$ 938,000									\$ -	\$ 938,000
PW	Callimesa Blvd. - Phase II - Design and Construction	New						\$ 440,000									\$ -	\$ 440,000
PW	Bryant St. Upsizing	Replace							\$ 350,000								\$ -	\$ 350,000
PW	Lift Station 3	New							\$ 1,200,000								\$ -	\$ 1,200,000
PW	Lift Station 4	New								\$ 1,200,000							\$ -	\$ 1,200,000
PW	Oak Hills Estates Streets; Water Main, Services and Fire Hydrants	Replace								\$ 1,033,333	\$ 1,033,333	\$ 1,033,334					\$ -	\$ 3,100,000
PW	Pressure Zone 13 - 30" Cross Town Conveyance	New									\$ 5,245,000						\$ -	\$ 5,245,000
PW	Removal of District Out Buildings	Remove									\$ 150,000						\$ -	\$ 150,000
PW	Pipeline Between R16.2 and R-17.2 - Design and Cost	New										\$ 1,350,000					\$ -	\$ 1,350,000
WR	Well Rehab and Monitoring	New			\$ 105,000												\$ -	\$ 105,000
Admin	Virtual Private Network Improvements	New	\$ 50,000	\$ 64,184													\$ -	\$ 64,184
Admin	Surveillance System Upgrades - Network Infrastructure	New				\$ 135,000											\$ -	\$ 135,000
Admin	Surveillance System Upgrades- District Office	New						\$ 130,000									\$ -	\$ 130,000
	Total		\$ 5,372,800	\$ 4,313,914	\$ 16,089,704	\$ 14,279,004	\$ 9,335,124	\$ 8,485,624	\$ 8,152,624	\$ 4,675,957	\$ 8,880,957	\$ 4,720,958	\$ 9,625,624	\$ 2,337,624	\$ 2,337,624	\$ 2,337,624	\$ 19,754,232	\$ 135,080,826

YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	YVRWFF - AMI/Meter Replacement and Retrofit			
Division	YVRWFF/Public Works		Project Priority	Important
Category	System Improvements		Projected Start Date	2019-2021
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 0
Environmental	\$ 0	Development Impact Fees	\$ 1,900,000
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 1,000,000
Labor, Equipment, Administration	\$ 2,900,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total		Total	\$ 2,900,000

Project Description:

The District has approximately 8,000 Automated Meter Infrastructure (AMI) capable consumption meters of the approximately 13,000 total consumption meters currently functioning and providing automatic reads. There are an additional 5,000 meters to be retrofitted with a radio transceiver and AMI capable meter box lid.

This project began in March of 2019 and is schedule to be completed in three years by District staff. The project is currently ahead of schedule.

YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	YVRWFF - Design of Reservoir 16.2			
Division	Water		Project Priority	Important
Category	Replacement		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 182,700
Environmental	\$ 0	Development Impact Fees	
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 0	State Participation	\$ 0
Contract Construction	\$ 182,700	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total		Total	\$ 182,700

Project Description:

Drinking Water Reservoir 16.2 design will include a new 0.5 MG R-16.2.1, 0.5 MG R-16.2.2, and booster stations.

YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	YVRWFF - Drain Line for the Existing R-14 Reservoir			
Division	Water		Project Priority	Important
Category	Asset Rehabilitation		Projected Start Date	2020
Phase	Quote	Design	Implementation	Project Completion
Notes				

COST BY TYPE		FUNDING SOURCE	
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

Project	YVRWFF - Surveillance Security System Upgrade			
Division	Water		Project Priority	Important
Category	Security		Projected Start Date	2020
Phase	Quote	Design	Implementation	Project Completion
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 0
Environmental	\$ 0	Development Impact Fees	\$ 175,000
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 175,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total		Total	\$ 175,000

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.

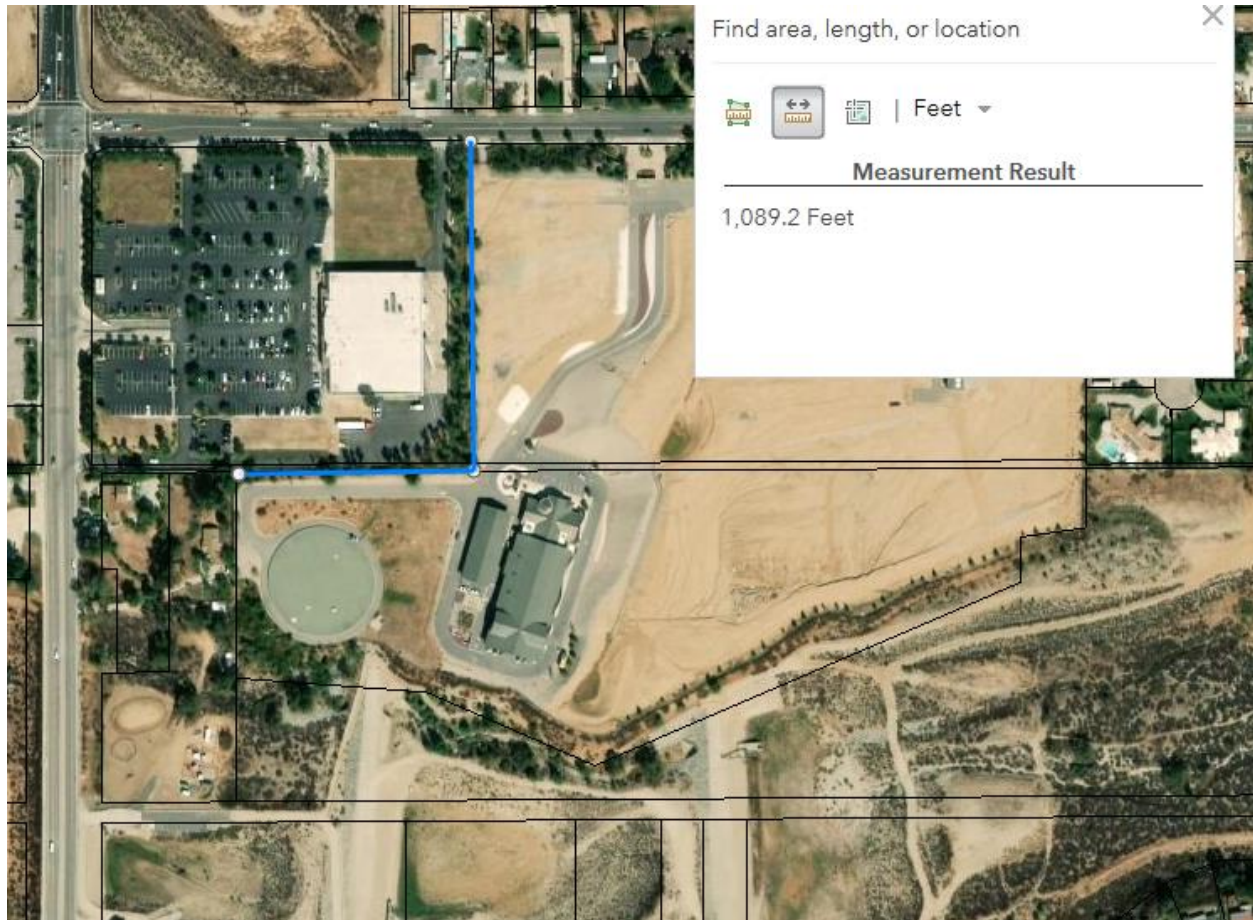
YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	YVRWFF - Perimeter Fencing Upgrade for Intrusion Protection			
Division	Water		Project Priority	Important
Category	Facility Improvement		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 0
Environmental	\$ 0	Development Impact Fees	\$ 100,000
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 100,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total		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

Project	YVRWFF - Additional NaOCI Bulk Tank			
Division	Water	Project Priority	Important	
Category	New	Projected Start Date	2020	
Phase	Quote	Design	Implementation	Project Completion
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 30,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 0	State Participation	\$ 0
Contract Construction	\$ 30,000	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total	\$ 30,000	Total	\$ 30,000

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

Project	YVRWFF - Replace Well 12 Building			
Division	Water		Project Priority	Important
Category	Replace		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 40,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 0	State Participation	\$ 0
Contract Construction	\$ 40,000	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total		Total	\$ 40,000

Project Description:

Well 12 building replacement for security purposes.

YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	WRWRF - Digester Feed Valve and Actuator			
Division	Wastewater		Project Priority	Important
Category	Asset Rehabilitation		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 215,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 215,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total		Total	\$ 215,000

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

Project	WRWRF - Asphalt Rehabilitation			
Division	Wastewater		Project Priority	Important
Category	Facility Maintenance		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
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
Total		Total	\$ 75,000

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

Project	WRWRF - Facility Lights Upgrade to LED			
Division	Wastewater		Project Priority	Important
Category	Facility Improvements		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
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
Total		Total	\$ 50,000

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 in \$10,000 increments.



YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	WRWRF - Boiler Replacement at Digesters			
Division	Wastewater		Project Priority	Important
Category	Asset Replacement		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes	Cost Pending			

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 0
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 0	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total	\$ 0	Total	\$ 0

Project Description:

This project does not have a cost associated as it has not been quoted and requires a full replacement. The current boilers cannot be refurbished.



YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	WRWRF - Belt Press Building Rehab			
Division	Wastewater		Project Priority	Important
Category	Facility Maintenance		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
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	\$ 0	State Participation	\$ 0
Contract Construction	\$ 50,000	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total		Total	\$ 50,000

Project Description:

Belt press building rehab. Building interior walls, structures, casing and pipes need to be repainted.



YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	WRWRF - Backwash Return Basin Pump Replacement and Relocation			
Division	Wastewater		Project Priority	Medium
Category	Asset Rehabilitation		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes	Cost Pending			

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 0
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 0	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total	\$ 0	Total	\$ 0

Project Description:

Backwash return basin pump replacement and increase sizing from 2 inches to 4 inches. Relocation to a more accessible location. As we return more water to backwash return basin pump size will need to increase to handle anymore flow. We will need to evaluate for SAGE project.



YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	WRWRF - Methane Waste Gas Flare			
Division	Wastewater		Project Priority	Medium
Category	Asset Rehabilitation		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes	To meet new AQMD rules.			

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 20,000	Reserves/Depreciation	\$ 1,300,000
Environmental	\$ 10,000	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 1,250,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 20,000	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total	\$ 1,300,000	Total	\$ 1,300,000

Project Description:

Methane waste gas flare replacement. New AQMD flare rules. New NOX limits of 0.06 or 0.024.



YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	WRWRF - Salinity and Groundwater Enhancement (SAGE)			
Division	Wastewater		Project Priority	Important
Category	System Improvement		Projected Start Date	2020/2025
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 3,100,000	Reserves/Depreciation	\$ 0
Environmental	\$ 2,000	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 6,000,000
Labor, Equipment, Administration	\$ 24,110,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 21,212,000
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total	\$ 27,212,000	Total	\$ 27,212,000

Project Description:

The primary objectives of the proposed project include the following:

- Expand the WRWRF from a 6 mgd plant to an 8 mgd plant
- Expand the RO system from 2.25 mgd to a full 7.0 mgd.
- Add Advanced Oxidation Processes to produce recycled water that will meet Groundwater Recharge Regulation Article 5.2
- Increase RO concentration recovery from 80 percent to 92 percent
- Treat and reuse wastewater for multiple beneficial uses to meet existing and future needs within the YVWD's service area
- Increase groundwater replenishment opportunities in the Yucaipa subbasin with recycled water resources
- Increase the use of recycled water to continue efforts toward resolving regional water supply challenges in a cost effective and environmentally responsible manner
- Increase local water supply operational flexibility within the upper Santa Ana River watershed region to advance the integrated water management objectives of the YVWD and the region

The construction of the Salinity and Groundwater Enhancement project will occur in two phases. Phase 1 will include the necessary modification in facilities, buildings and associated equipment for operation at a capacity of up to 6.0 mgd. Phase 2 will increase to operating capacity to 8.0 mgd. YVWD estimates Phase 1 will be complete by September 2020 to meet this grants requirement and therefore, YVWD is applying for 25 percent of Phase 1, Phase 2 will take an additional 18 to 24 months to complete. This project will increase the production of recycled water from 2.25 mgd to 4 mgd, producing an additional 1,680 acre-feet of recycled water annually at the completion of the SAGE project. As development growth continues the estimated recycled water production is estimated to be 3,428 acre-feet annually in 10 years. At maximum capacity of wastewater treatment, the WRWRF plant production of recycled water is estimated to be 5,040 acre-feet annually.

YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	Recycled Water - Design of RWR 16.2.1 Site and Offsite			
Division	Recycled Water		Project Priority	Important
Category	Recycled Water Conveyance		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 185,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 0	State Participation	\$ 0
Contract Construction	\$ 185,000	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total		Total	\$ 185,000

Project Description:

Design drawings for Recycled Water Reservoir 16.2.1 onsite and offsite facilities and pipelines.

YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	Recycled Water - Calimesa Recycled Water Pipeline Extension			
Division	Recycled Water		Project Priority	Important
Category	Recycled Water Conveyance		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 150,000	Reserves/Depreciation	\$ 2,512,500
Environmental	\$ 50,000	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 200,000	State Participation	\$ 0
Contract Construction	\$ 4,225,000	Bond Financing	\$ 0
Construction Engineering	\$ 400,000	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 2,512,500
Total	\$ 5,025,000	Total	\$ 5,025,000

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

Project	Recycled Water - Wilson Creek Spreading Basin			
Division	Recycled Water		Project Priority	Important
Category	Pipeline Expansion		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 700,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 360,000	State Participation	\$ 0
Contract Construction	\$ 300,000	Bond Financing	\$ 0
Construction Engineering	\$ 40,000	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total		Total	\$ 700,000

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

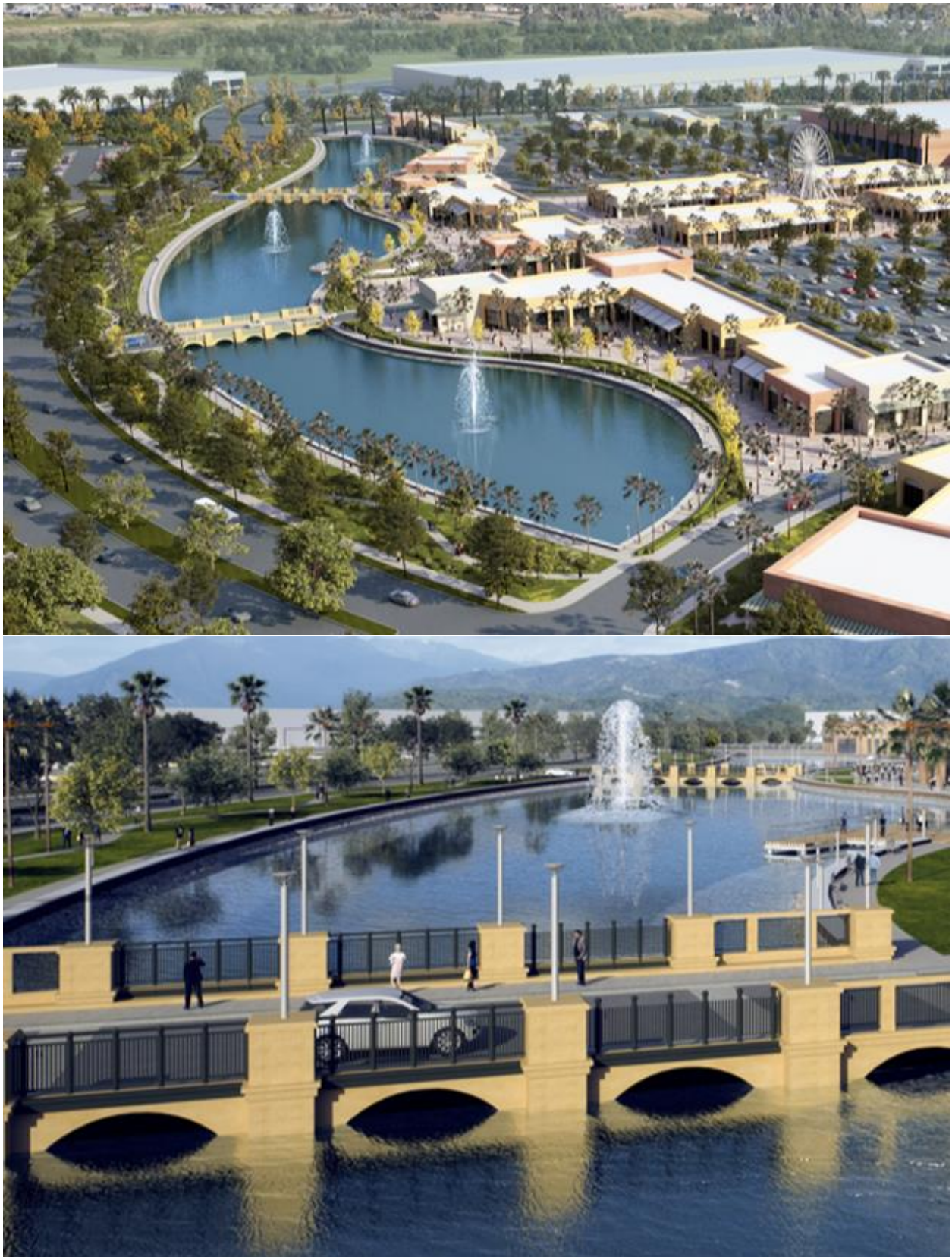
Project	Recycled Water - Calimesa Lakes and Aquifer Storage and Recovery (ASR) Wells			
Division	Recycled Water		Project Priority	Important
Category	Water Storage		Projected Start Date	2020-2022
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 6,000,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 0	State Participation	\$ 0
Contract Construction	\$ 6,000,000	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total	\$ 6,000,000	Total	\$ 6,000,000

Project Description:

The District staff has been studying the creation of the Calimesa Lakes and Aquifer Storage and Recovery (ASR) Wells 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 Aquifer Storage and Recovery (ASR) Wells. This project will be completed over three years, with an estimated cost of two million a year.



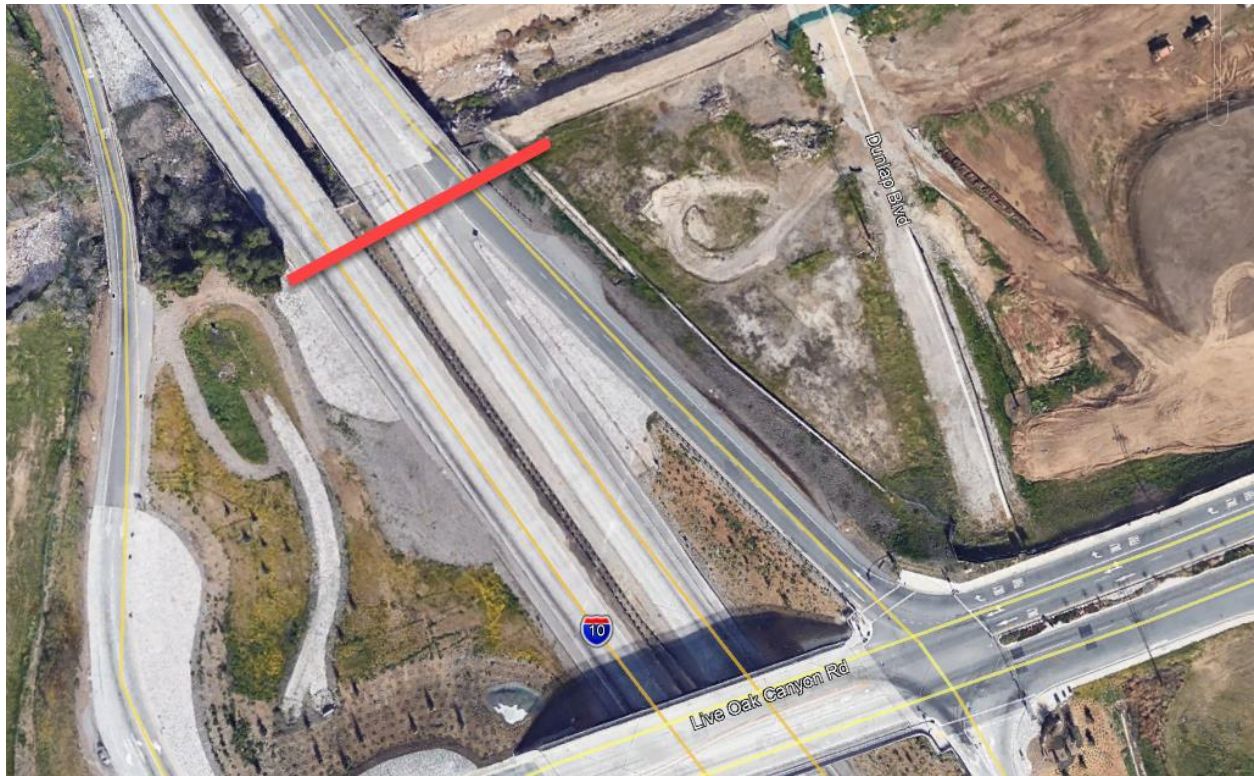
YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	Public Works - Gateway Plaza - Oak Glen Rd x 1-10 Fwy. Sewer Expansion			
Division	Wastewater		Project Priority	Important
Category	Wastewater Collection		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 0
Environmental	\$ 0	Development Impact Fees	\$ 1,000,000
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 0	State Participation	\$ 0
Contract Construction	\$ 1,000,000	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total	\$ 1,000,000	Total	\$ 1,000,000

Project Description:

Gateway plaza regional sewer expansion, jack and bore under the I-10 freeway.



YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	Public Works - Oak View Pipeline			
Division	Public Works		Project Priority	Important
Category	Pipeline Replacement		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 230,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 230,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total		Total	\$ 230,000

Project Description:

Replacement of 900 linear feet of drinking water pipeline, water services and fire hydrants. This will be completed by District staff.



YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	Public Works - Lincoln Drive			
Division	Public Works		Project Priority	Important
Category	Pipeline Improvements		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 110,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 110,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total		Total	\$ 110,000

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

Project	Public Works - Avenue B, West of 2 nd Street			
Division	Public Works		Project Priority	Important
Category	Pipeline Replacement		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 170,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 170,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total		Total	\$ 170,000

Project Description:

Replacement of the drinking water pipeline 650 linear feet, 12 services and 2 fire hydrants. This will be completed by District staff.



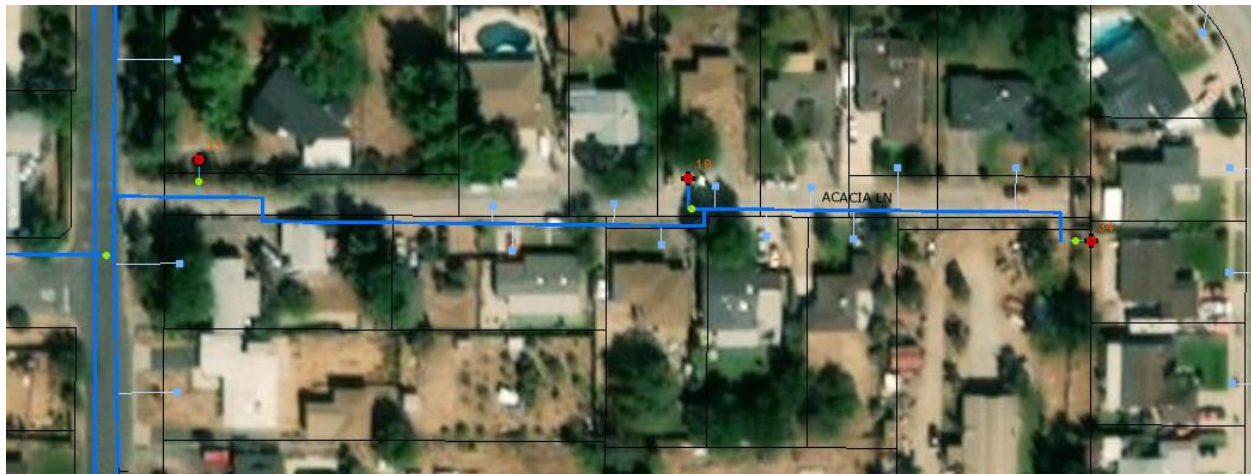
YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	Public Works - Acacia Lane, East of Douglas to Sutter Street			
Division	Public Works		Project Priority	Important
Category	Pipeline Improvements		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 259,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 259,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total		Total	\$ 259,000

Project Description:

This project consists of replacing 970 linear feet of water main, 20 services and 3 fire hydrants on Acacia Lane. This will be completed by District staff.



YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	Public Works - Crestview Drive from Douglas Street to Sutter Avenue			
Division	Public Works		Project Priority	Important
Category	Pipeline Improvements		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 327,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 327,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total		Total	\$ 327,000

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.



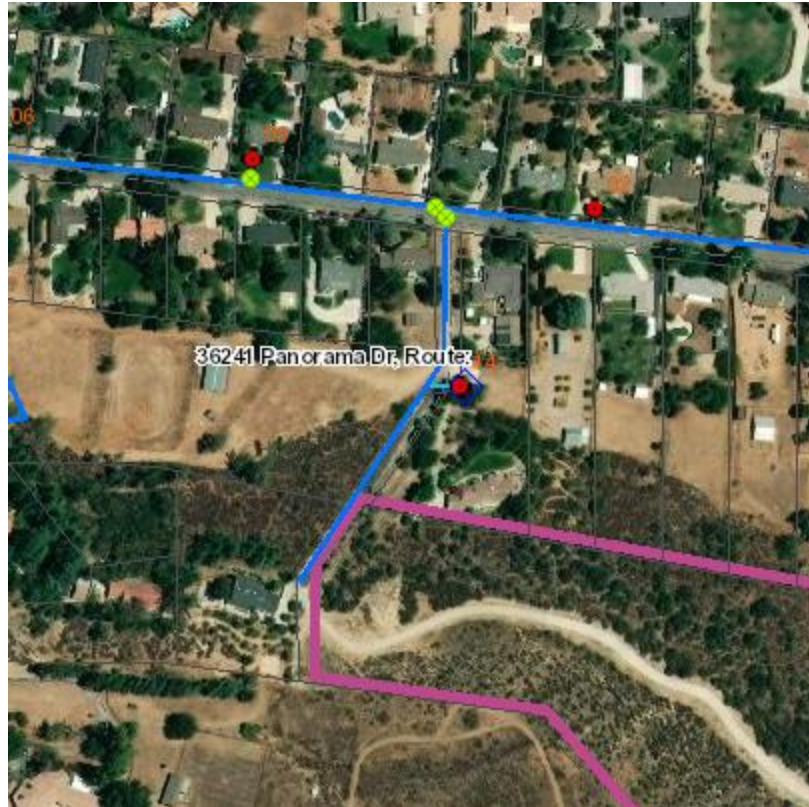
YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	Public Works - Panorama Drive (Private Drive)			
Division	Public Works		Project Priority	Important
Category	Pipeline Improvements		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 165,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 165,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total	\$ 165,000	Total	\$ 165,000

Project Description:

This project consists of replacing 700 linear feet of drinking water main, 6 water services and 2 fire hydrants. This will be completed by District staff.



YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	Public Works - Bella Vista/Leith Way			
Division	Public Works		Project Priority	Important
Category	Pipeline Improvements		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 600,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 600,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total	\$ 600,000	Total	\$ 600,000

Project Description:

This project consists of replacing 2,250 linear feet of drinking water main, 50 water services and 5 fire hydrants. This will be completed by District staff.



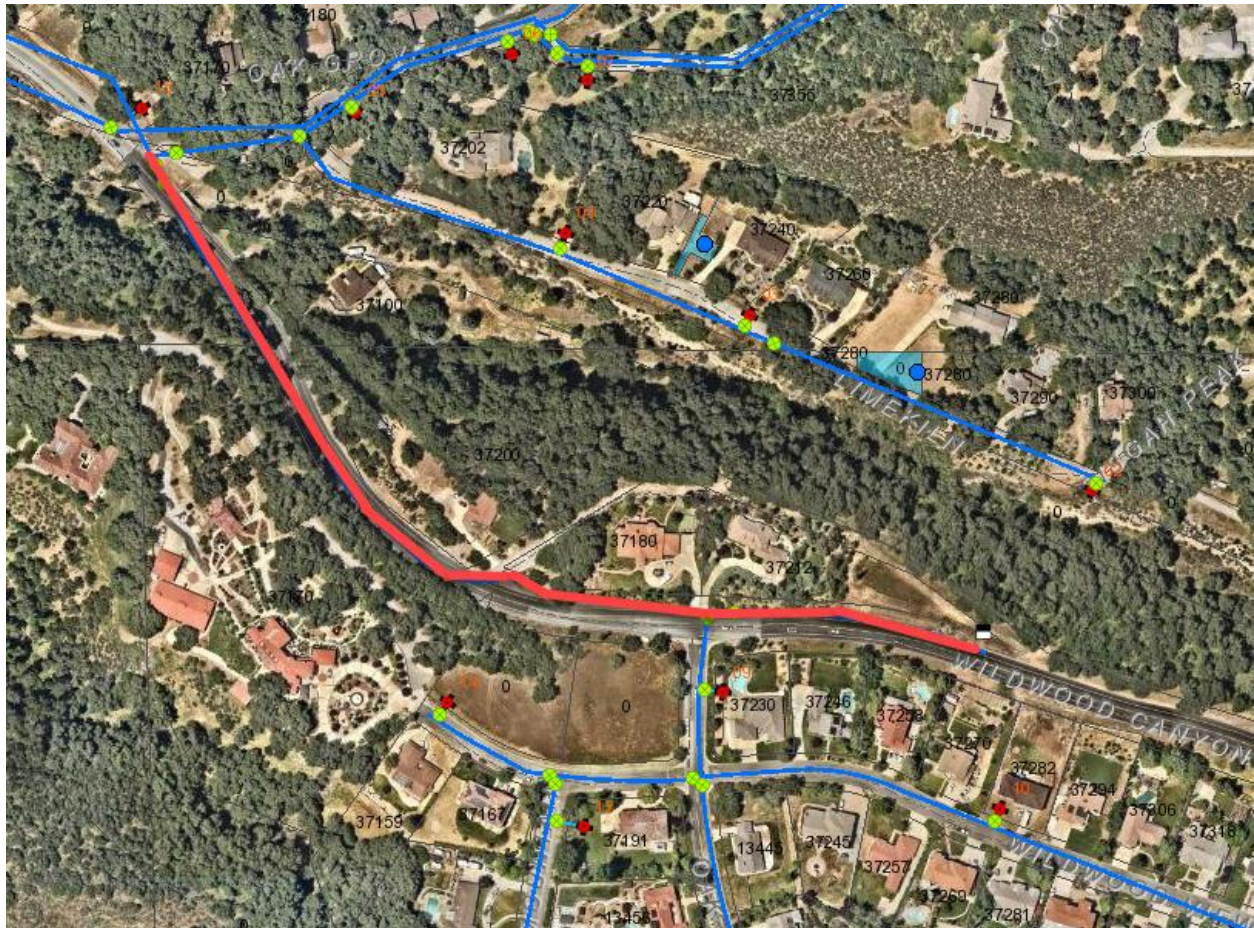
YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	Public Works - Wildwood Canyon Pipeline			
Division	Public Works		Project Priority	Important
Category	Pipeline Replacement		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 405,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 405,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total		Total	\$ 405,000

Project Description:

Replacement of the 1900 linear feet drinking water pipeline, 3 services and 3 fire hydrants. This will be completed by District staff.



YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	Public Works - Pipeline Between R-16.2 and Casa Blanca			
Division	Public Works		Project Priority	Important
Category	Pipeline Replacement		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 450,000
Environmental	\$ 0	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 450,000	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total		Total	\$ 450,000

Project Description:

Placement of 1700 linear feet of drinking water pipeline with 3 fire hydrants.



YUCAIPA VALLEY WATER DISTRICT CAPITAL IMPROVEMENT PROGRAM

Project	Water Quality - Well Rehab and Monitoring			
Division	Water Quality		Project Priority	Important
Category	System Improvement		Projected Start Date	2020
Phase	Planning	Design	Environmental	Construction
Notes				

COST BY TYPE		FUNDING SOURCE	
Preliminary Engineering/Design	\$ 0	Reserves/Depreciation	\$ 105,000
Environmental	\$ 105,000	Development Impact Fees	\$ 0
Right-of-Way/Land Acquisition	\$ 0	Federal Participation	\$ 0
Labor, Equipment, Administration	\$ 0	State Participation	\$ 0
Contract Construction	\$ 0	Bond Financing	\$ 0
Construction Engineering	\$ 0	Local Matching	\$ 0
Other: Environmental/Permitting/Misc	\$ 0	Other Funds	\$ 0
Total	\$ 105,000	Total	\$ 105,000

Project Description:

Rehabilitation of monitoring wells.