



Board of Directors Special Meeting  
Tuesday, April 20, 2021 at 1:00 PM  
Valley Sanitary District  
45-500 Van Buren Street, Indio, CA 92201

\*\*\*\*\*SPECIAL NOTICE – VIA VIDEOCONFERENCE\*\*\*\*\*

Pursuant to the Governor’s Executive Order N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020; the Board of Directors special meeting will be conducted remotely through Zoom. **Members of the public wanting to participate in the open session of the meeting may do so via the following Zoom registration link:** <https://zoom.us/j/94747806157?pwd=bmRweFBQVlcxMDcyM1NGaEtuV2R5QT09> Meeting ID: 947 4780 6157 or by calling 669-900-9128 or 253-215-8782. Members of the public wanting to address the Board, either during public comment or for a specific agenda item, or both, are requested to send an email notification no later than 12:30 p.m. on the day of the meeting to the Valley Sanitary District’s Clerk of the Board at [hgould@valley-sanitary.org](mailto:hgould@valley-sanitary.org).

Page

**1. CALL TO ORDER**

- 1.1. Roll Call
- 1.2. Pledge of Allegiance

**2. PUBLIC COMMENT**

*This is the time set aside for public comment on any item not appearing on the agenda. Please notify the Secretary in advance of the meeting if you wish to speak on a non-hearing item.*

**3. CONSENT CALENDAR**

*Consent calendar items are expected to be routine and noncontroversial, to be*

*acted upon by the Board of Directors at one time, without discussion. If any Board member requests that an item be removed from the consent calendar, it will be removed so that it may be acted upon separately.*

#### **4. NON-HEARING ITEMS**

- 4.1. Discuss Draft Operations & Maintenance (O&M) and Capital Budget for Fiscal Year 2021/22 and Provide Direction to Staff

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[4.1 Review and Discussion FY22 Budget.pdf](#) 

[Attachment A Budget Presentation V.4.pdf](#) 

[Attachment B Technical Memorandum.pdf](#) 

[Attachment C FY 22 Operating and Capital Budget.pdf](#) 

#### **5. GENERAL MANAGER'S ITEMS**

*General Manager's items not listed are for discussion only; no action will be taken without an urgency vote pursuant to State law.*

#### **6. COMMITTEE REPORTS**

#### **7. DIRECTOR'S ITEMS**

*Director's items not listed are for discussion only; no action will be taken without an urgency vote pursuant to State law.*

#### **8. INFORMATIONAL ITEMS**

#### **9. ADJOURNMENT**

Pursuant to the Brown Act, items may not be added to this agenda unless the Secretary to the Board has at least 72 hours advance notice prior to the time and date posted on this notice.



**Valley Sanitary District  
Board of Directors Meeting  
April 20, 2021**

**TO:** Budget & Finance Committee

**FROM:** Jeanette Juarez, Business Services Manager

**SUBJECT:** Review and Discussion of Valley Sanitary District Draft Fiscal Year 2022 (FY22) Operating & Maintenance (O&M) and Capital Budget

<input type="checkbox"/> Board Action	<input type="checkbox"/> New Budget Approval	<input type="checkbox"/> Contract Award
<input checked="" type="checkbox"/> Board Information	<input type="checkbox"/> Existing FY Approved Budget	<input type="checkbox"/> Closed Session

**Executive Summary**

The purpose of this report is for the Board of Directors to review and discuss the draft FY22 O&M and Capital Budget.

**Strategic Plan Compliance**

This item complies with VSD Strategic Plan Objective 5.1: Align long-term financial planning with strategic priorities.

**Fiscal Impact**

There is no fiscal impact from this report.

**Background**

The action for approval and adoption of the annual budget is completed in June of each calendar year. In preparation for the FY22 budget, staff has prepared a presentation for the Board of Directors to review.

The proposed O&M and capital budgets for FY22 are \$10,967,155 and \$15,912,465, respectively. The O&M budget encompasses such costs as salaries, operating supplies, loan payments, insurance premiums, and other overhead costs to run day-to-day operations. The capital budget incorporates key projects to further advance the District’s Capital Improvement Program (CIP). There are 17 new capital projects requested in FY22. The CIP for fiscal year 2021/22 includes the Reclaimed Water Phase I treatment upgrade project, the Influent Pump Station Rehabilitation Project and the Collection System Sewer Main Rehabilitation and Replacement Program.

This discussion item allows the Board of Directors to review the draft budget and allow for modifications.

**Recommendation**

Recommend that the Board of Directors receive this report for information.

**Attachments**

Attachment A Budget Presentation

Attachment B Technical Memo FY22 Proposed Budget

Attachment C Draft Operating and Capital Budget

# Operating and Capital Budget Fiscal Year 2022 March 30, 2021

Presented By:

Jeanette Juarez, Business Services Manager

Valley Sanitary District

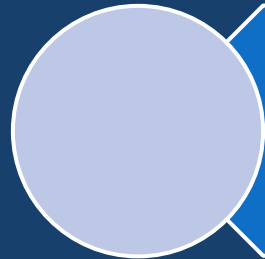


# Agenda

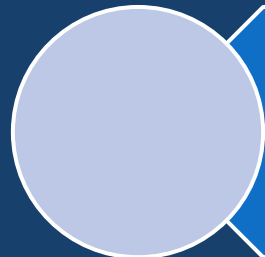
- ▶ Operating Budget
  - ▶ FY21 Milestones
  - ▶ Budget Process and Strategy
  - ▶ Operating Budget Summary
  - ▶ Economic Indicators
  - ▶ FY22 Budget Comparison
  - ▶ Analysis of Expenses
  - ▶ Analysis of Funding
- ▶ Capital Budget
  - ▶ FY21 Milestones
  - ▶ FY22 Goals
  - ▶ Proposed FY22 Capital Budget
  - ▶ Capital Funding Summary
  - ▶ Questions

# ▶ Operating Budget

# FY21 Milestones



Completed Sewer Service Rate Study



Continuation of Strategic Plan



Strong Interdepartmental collaboration



# Budget Process and Strategy



Continue Building  
Momentum



Resource  
Prioritization



Strategic Goal  
Alignment



Sound Financial  
Management



Longevity and  
Growth

# Economic Indicators

- ▶ GDP is expected to have 6.3% growth in 2021, 4.6% growth in 2022, and 2.7% growth in 2023.
- ▶ Unemployment is expected to be at 5.2% in Q4 of 2021, 4.2% in Q4 2022, and 3.7 in Q4 2023.
- ▶ Core Personal Consumption Expenditures (PCE) inflation is projected at 1.9% in 2021, 2% in 2022, and stabilize at 1.9% in 2023.
- ▶ Actual collections from the three (3) largest taxes personal income, corporate, and sales tax were 9% higher than the prior year.
- ▶ Actual collections so far in 2020-21 are 22% (\$11 billion) ahead of budget act assumptions.

# Operating Budget Summary

## Proposed Budget

- ▶ FY22 Budget \$10,967,155
- ▶ Net increase \$1,815,816
- ▶ Percent increase is 19.8%
- ▶ Requesting 3 FTE's
  - ▶ Estimated cost for new positions \$304K

## Operating Expenditures

- ▶ Wages
- ▶ Services
- ▶ Supplies and Materials
- ▶ Loan Payments

# FY22 Budget Comparison

Total Expense by Category	*FY21 Budget	FY22 Budget	Variance	Variance Percentage
Salaries	\$ 2,910,228	\$ 3,287,767	\$ 377,539	13.0%
Services	939,277	1,737,820	798,543	85.0%
Supplies and Materials	1,440,380	1,596,896	156,516	10.9%
Fringe Benefits	1,142,215	1,271,600	129,385	11.3%
Loan Payments	1,021,090	1,018,873	(2,217)	-0.2%
Utilities	660,750	699,353	38,603	5.8%
Casualty and Liability	308,300	411,406	103,106	33.4%
Other	381,805	385,256	3,451	0.9%
Projects	179,644	379,434	199,790	111.2%
Permits and Fees	115,650	126,750	11,100	9.6%
Fuels and Lubricants	52,000	52,000	-	0.0%
<b>Total</b>	<b>\$ 9,151,339</b>	<b>\$ 10,967,155</b>	<b>\$ 1,815,816</b>	<b>19.8%</b>

\*FY21 Budget includes approved mid-year budget adjustment

# FY22 Budget Comparison (continued)

## ▶ *SALARIES*

The increase in wages is attributed to the addition of three (3) Full Time Employees (FTE). Also, the wage schedule was increased to be more competitive with other agencies in the region to address recruitment and retention issues.

## ▶ *SERVICES*

The increase in service costs is due to additional contracted services needed for grant support, advocacy, marketing, media relations, general master plan development, janitorial, and rental services.

## ▶ *SUPPLIES AND MATERIALS*

The increase in supplies and materials is due to additional chemical usage, COVID-19 supplies, repair parts needed for aging fleet vehicles, machinery, and facility.

# FY22 Budget Comparison (continued)

## ▶ *FRINGE BENEFITS*

The increase in fringe benefits is attributed to the addition of three (3) FTE's.

## ▶ *LOAN PAYMENTS*

There is a small decrease in loan payments due to a reduction in loan balances.

## ▶ *UTILITIES*

The increase in utilities is due to increased electricity usage and trash disposal costs.

## ▶ *CASUALTY AND LIABILITY*

The increase in casualty and liability is due to reclassing workers' compensation insurance to the casualty and liability insurance category. Also, there was an increase in insurance premiums for the business policy attributed to the California Sanitation Risk Management Authority (CSRMA) pool. The increase in the pool premiums is due to the losses from the previous year's California wildfires. Additionally, there was a slight increase in the pollution and earthquake insurance premiums.

# FY22 Budget Comparison (continued)

## ▶ *OTHER*

Other expenditures have a slight increase due to increased costs for memberships, training, and certification programs.

## ▶ *PROJECTS*

The increase in projects is due to an increase in costs for the District's share of the recycled water process, Integrated Regional Water Management Plan, and Salt and Nutrient Management Plan. There are also new projects such as the telemetrics for the district vehicles and upgrade of the district alarm system.

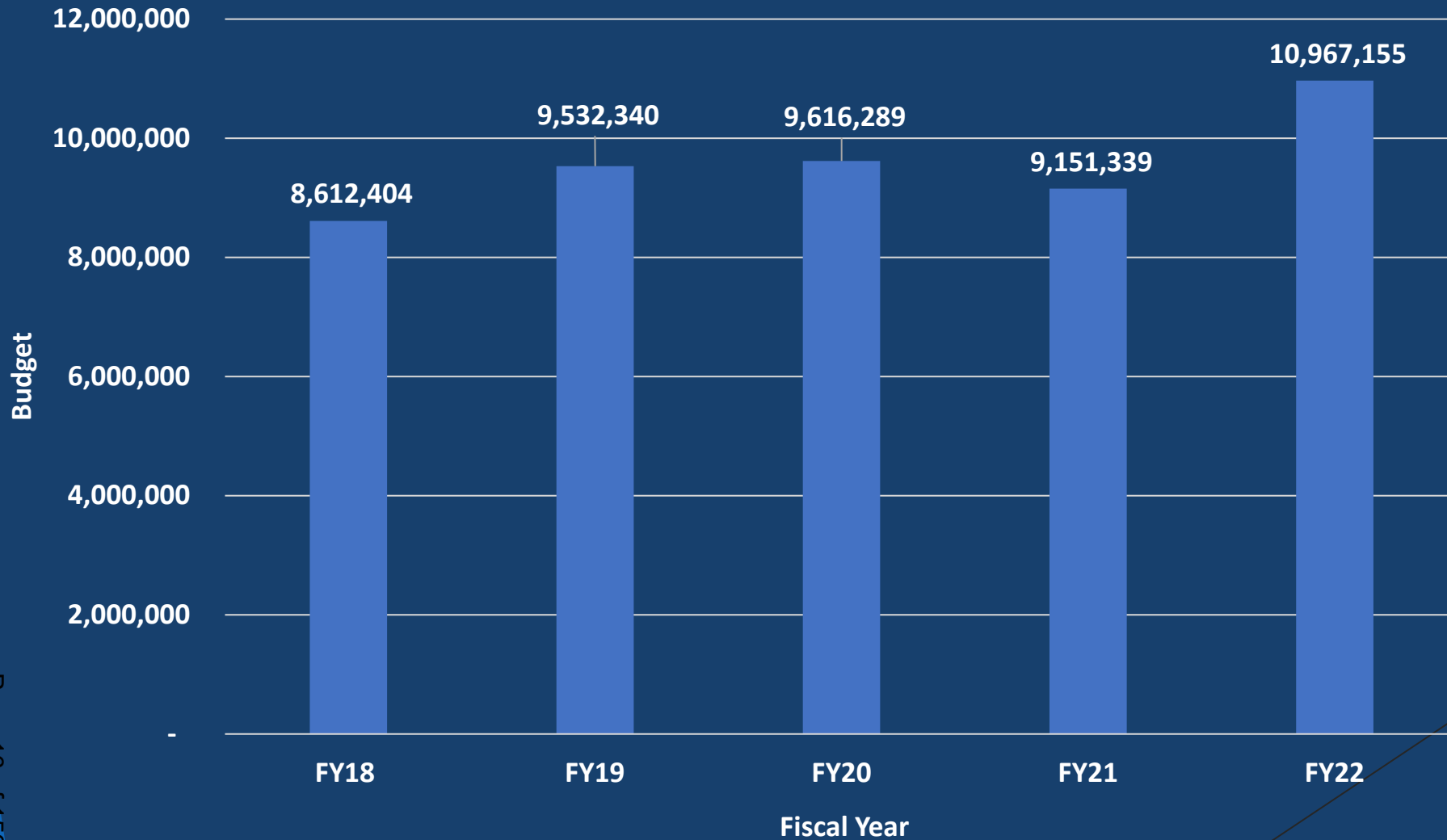
## ▶ *PERMITS AND FEES*

The increase in permits and fee costs is due to higher fees for the Department of Health and the Environmental Laboratory Certification Program (ELAP) and Onsite Assessment (OSA).

## ▶ *FUELS AND LUBRICANTS*

There is no anticipated change to the fuel and lubricants costs.

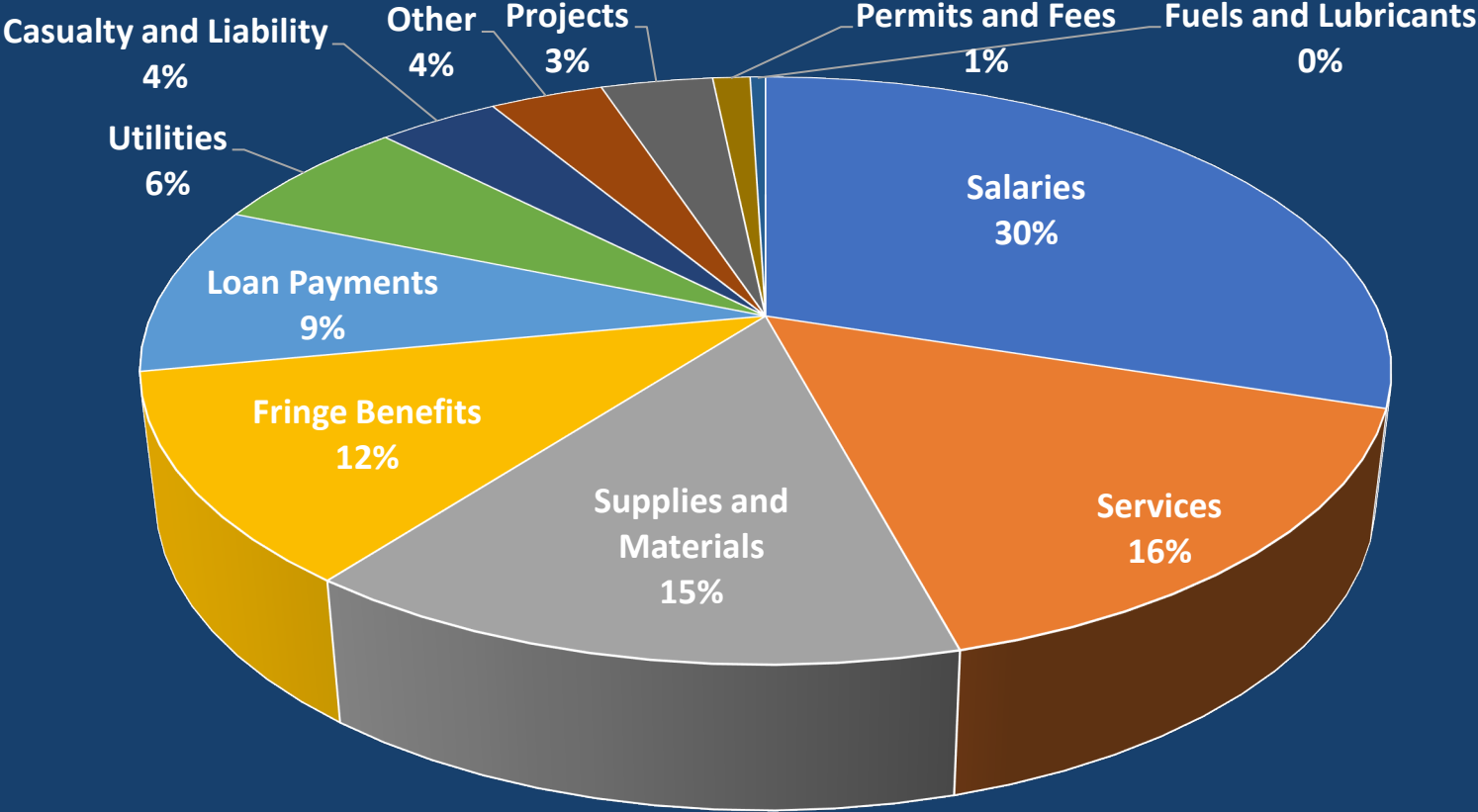
# FY22 Budget Comparison (continued)



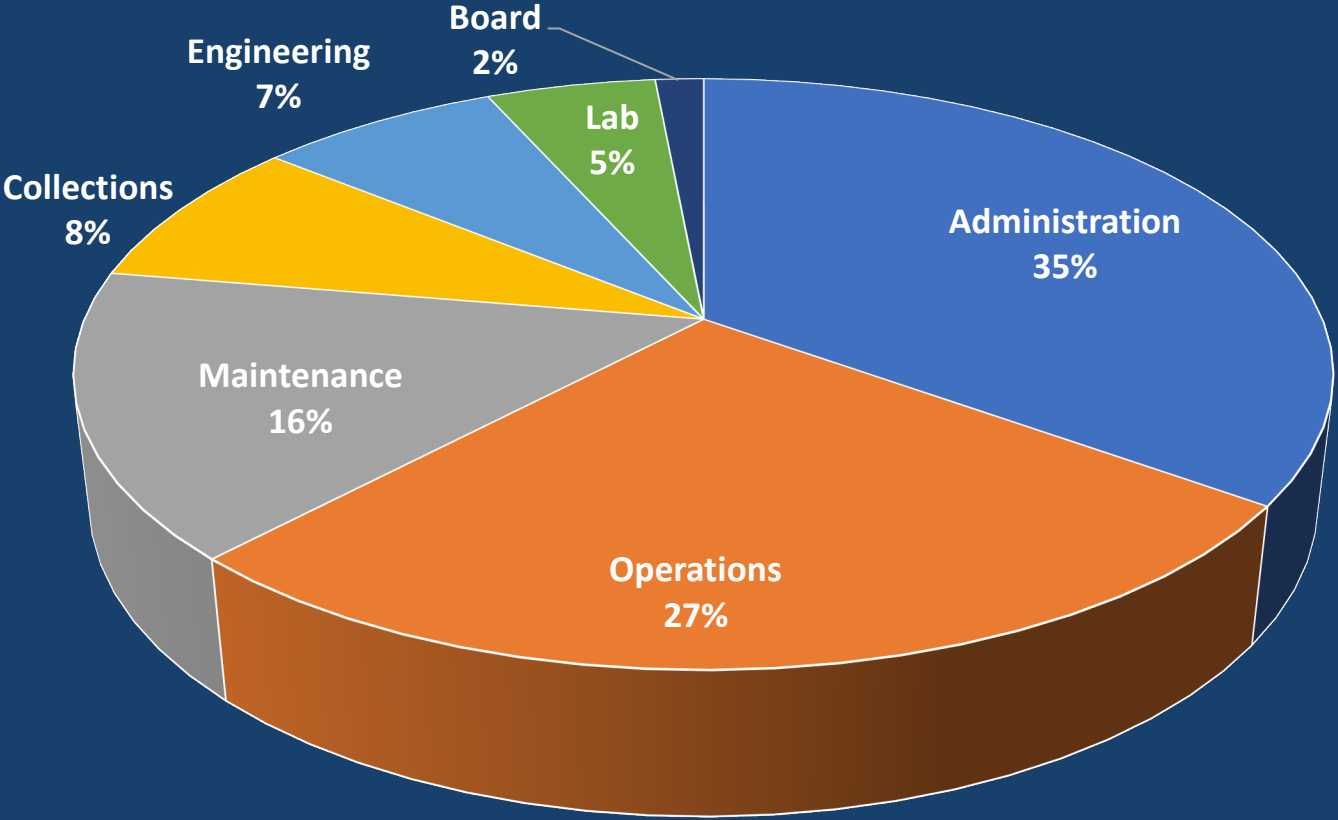


# ▶ Analysis of Expenses

# Expense by Category



# Expense by Department



# FY22 New Proposed Positions

## Accounting Technician Justification

- The Administration Department is going through departmental restructuring and separation of duties. In FY22 the department is separating the Clerk of the Board Duties from the Human Resources Specialist to be a stand-alone position. The Administrative Assistant title will be changed to Clerk of the Board. The department needs a well-rounded Accounting Technician to assist with all financial reporting requirements, increase in AP invoices, purchasing, and internal auditing.

## Engineering Technician Justification

- The District is in the process of completing implementation of the new asset management system. The asset management system will create significantly more work orders for operations and maintenance staff to complete. The District needs an Engineering Technician to oversee the asset management program for both the Wastewater Treatment Plant and Collection System. This individual will work with both the Maintenance Supervisor and the Collection System Supervisor to review the data within the asset management software to plan for needed projects in the repair or replacement of assets.

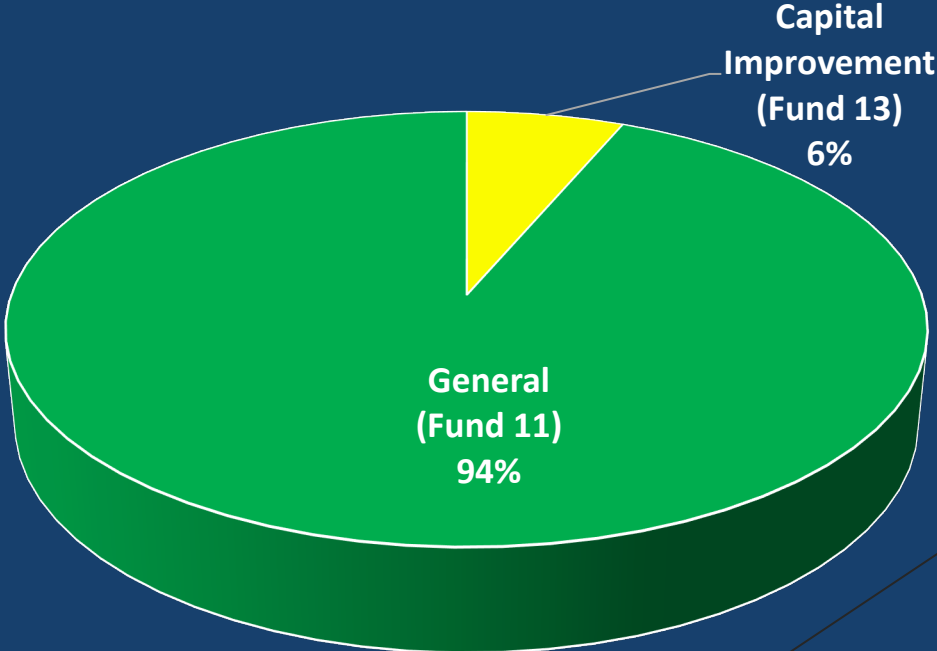
## Maintenance O-I-T Justification

- The district needs an additional maintenance technician to perform and complete work orders created by the new asset management system. Currently, staff is working beyond capacity to transition from a reactive maintenance program to a preventive program. To complete this transition a staff increase is needed. This increase will usher a smoother transition given the upcoming workload of preventative maintenance.

# ▶ Analysis of Funding

# Revenue by Source

General (Fund 11)	\$ 14,833,498
<u>Capital Improvement (Fund 13)</u>	<u>1,016,610</u>
<b>Total</b>	<b>\$ 15,850,108</b>



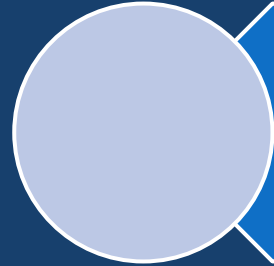
# ▶ Capital Budget

# FY21 Capital Improvement Milestones

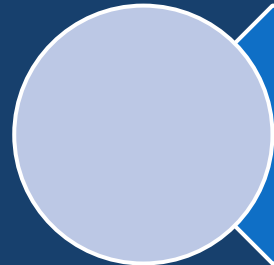
- ▶ Delivered innovative capital projects while managing quality, schedules, and cost controls
- ▶ Improved interdepartmental collaboration
- ▶ Well rounded team that is adaptable to complex challenges and requirements
- ▶ Large projects completed
  - ▶ Cabazon Road Slope Restoration
  - ▶ Indio Boulevard Trunk Sewer Rehabilitation



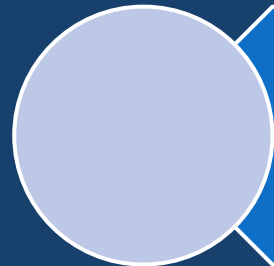
# FY22 Capital Improvement Goals



Continue to Research and Find Alternative Funding Sources for Capital Projects



Continue to Deliver Projects Per Schedule



Maintain a high-quality Wastewater Treatment Plan and Collection System by Continuing to Repair and Replace Items That Have Met Their Useful Life

# Proposed FY22 Capital Budget

Project Name	Total Funds
Influent Pump Station Rehabilitation Project	3,634,476
Sewer Siphon Replacement at Westward Ho Construction	2,241,805
Collection System Repairs/Rehabilitation/Replacement Construction	2,200,000
Reclaimed Water Project Phase I	2,200,000
Laboratory Building Final Design	1,000,000
Office and Training Building Final Design	922,000
Vehicle Equipment Replacement Fund	740,000
Collection System Repairs/Rehabilitation/Replacement Design	700,000
Steel Waterline Replacement	642,000
Additional Parking and Landscaping Project	500,000
Transfer Refunding Bonds	426,926
Sewer Siphon Replacement at Westward Ho Design	320,258
Sewer Emergency Repairs	115,000
Contingency for Emergency Repairs - Admin/Engineering/Operations	100,000
Laboratory Information Management System	70,000
Lateral Grant Program	50,000
Replacement of Clarifier Trofts	50,000
<b>Grand Total</b>	<b>15,912,465</b>

# Long-term Improvement Projects

- ▶ Projects that will be completed over multiple years.

Influent Pump Station Rehabilitation Project	\$ 3,634,476
Sewer Siphon Replacement at Westward Ho Construction	2,241,805
Collection System Repairs/Rehabilitation/Replacement Construction	2,200,000
Reclaimed Water Project Phase I	2,200,000
Laboratory Building Final Design	1,000,000
Office and Training Building Final Design	922,000
Collection System Repairs/Rehabilitation/Replacement Design	700,000
Sewer Siphon Replacement at Westward Ho Design	320,258
<b>Total</b>	<b>\$ 13,218,539</b>

# New Projects

▶ Projects anticipated to be completed in FY22

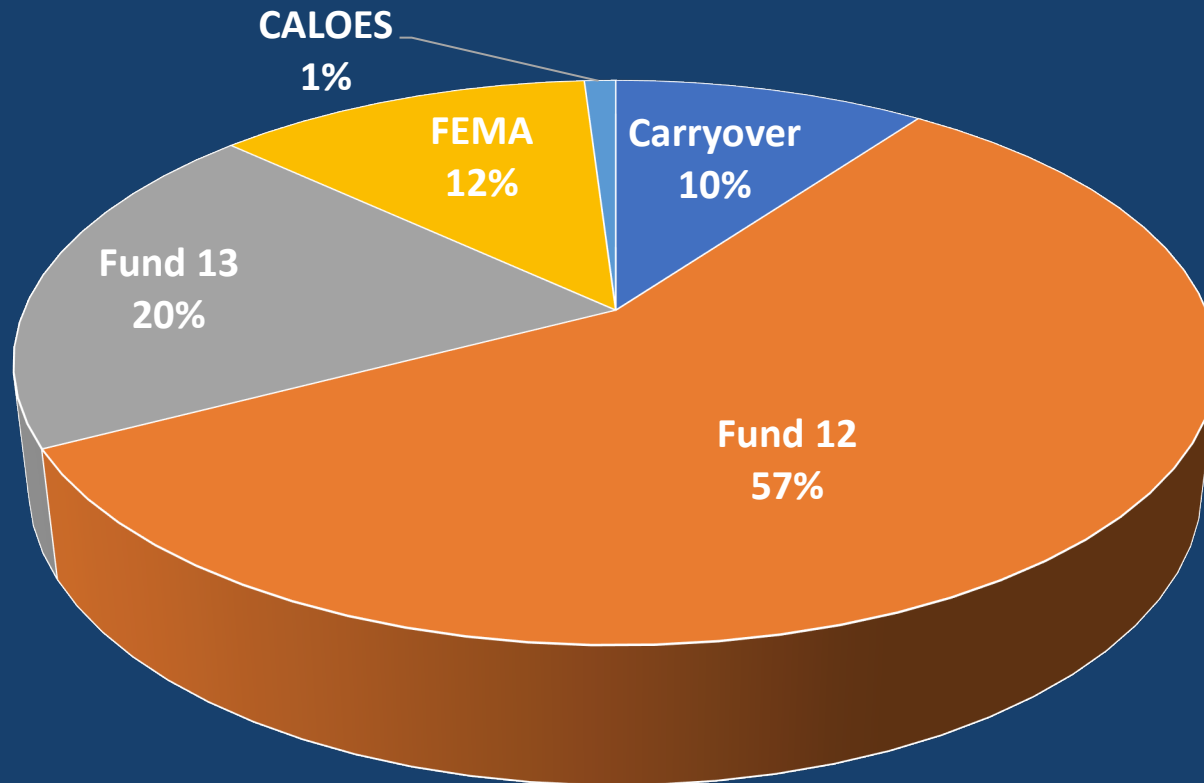
Steel Waterline Replacement	\$ 642,000
Additional Parking and Landscaping Project	500,000
Laboratory Information Management System	70,000
Replacement of Clarifier Trofts	50,000
<b>Total</b>	<b>\$ 1,262,000</b>

# Other Projects

- ▶ This category includes emergency, contingency, replacement, and bond repayment

Contingency for Emergency Repairs - Admin/Engineering/Operations	\$ 100,000
Lateral Grant Program	50,000
Vehicle Equipment Replacement Fund	740,000
Sewer Emergency Repairs	115,000
Transfer Refunding Bonds	426,926
<b>Total</b>	<b>\$ 1,431,926</b>

# Capital Funding Summary





Questions?

# TECHNICAL MEMORANDUM



Directors:  
**Scott Sear**, *President*  
**Dennis Coleman**, *Vice President*  
**Debra Canero**, *Secretary/Treasurer*  
**Mike Duran**, *Director*  
**William Teague**, *Director*  
General Manager:  
**Beverli A. Marshall**

DATE: April 20, 2021  
TO: Board of Directors  
FROM: Jeanette Juarez, Business Services Manager  
RE: Draft FY22 Budget

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Honorable Board of Directors,

The purpose of this technical memorandum is to provide you with additional information regarding the proposed FY22 Operating Budget. At the special Budget and Finance Committee, staff was directed to address the budget increase and needs for FY22. This technical memorandum will discuss the cost drivers for the FY22 and explain the need for the additional resources.

## BUDGET OVERVIEW

This budget is based on the services, goals, and objectives outlined by the Board of Directors in the Strategic Plan. For FY22 the anticipated total operating revenue is \$15.8 million. The proposed Operating and Maintenance (O&M) and Capital budgets are \$10.9 million and \$15.9 million, respectively.

	Budget 2020/21	Proposed Budget 2021/22	Budget Change	Percent Change
O&M Budget	\$ 9,151,339	\$ 10,967,155	\$ 1,815,816	19.8%
Capital Budget	10,395,887	15,912,465	\$ 5,516,578	53.1%
<b>Total Budget</b>	<b>\$ 19,547,226</b>	<b>\$ 26,879,620</b>	<b>\$ 7,332,394</b>	<b>37.5%</b>



# TECHNICAL MEMORANDUM

## EXPENSES BY CATEGORY

The following table depicts the expense by category.

Total Expense by Category	FY21 Budget	FY22 Budget	Variance	Variance Percentage
Salaries	\$ 2,910,228	\$ 3,287,767	\$ 377,539	13.0%
Services	939,277	1,737,820	798,543	85.0%
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Fringe Benefits	1,142,215	1,271,600	129,385	11.3%
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Fuels and Lubricants	52,000	52,000	-	0.0%
<b>Total</b>	<b>\$ 9,151,339</b>	<b>\$ 10,967,155</b>	<b>\$ 1,815,816</b>	<b>19.8%</b>

## VARIANCE SUMMARY

### *SALARIES*

The increase in wages is attributed to the addition of three (3) Full Time Employees (FTE). Also, the wage schedule was increased to be more competitive with other agencies in the region to address recruitment and retention issues.

### *SERVICES*

The increase in service costs is due to additional contracted services needed for grant support, advocacy, marketing, media relations, general master plan development, janitorial, and rental services.

### *SUPPLIES AND MATERIALS*

The increase in supplies and materials is due to additional chemical usage, COVID-19 supplies, repair parts needed for aging fleet vehicles, machinery, and facility.

### *FRINGE BENEFITS*

The increase in fringe benefits is attributed to the addition of three (3) FTE's. Also, the Districted budgeted a 3% increase in the PEMCHA contribution for CalPERS.

### *LOAN PAYMENTS*

There is a small decrease in loan payments due to a reduction in loan balances.

# TECHNICAL MEMORANDUM

## *UTILITIES*

The increase in utilities is due to increased electricity usage and trash disposal costs.

## *CASUALTY AND LIABILITY*

The increase in casualty and liability is due to reclassing workers' compensation insurance to the casualty and liability insurance category. Also, there was an increase in insurance premiums for the business policy attributed to the California Sanitation Risk Management Authority (CSRMA) pool. The increase in the pool premiums is due to the losses from the previous year's California wildfires. Additionally, there was a slight increase in the pollution and earthquake insurance premiums.

## *OTHER*

Other expenditures have a slight increase due to increased costs for memberships, training, and certification programs.

## *PROJECTS*

The increase in projects is due to an increase in costs for the District's share of the recycled water process, Integrated Regional Water Management Plan, and Salt and Nutrient Management Plan. There are also new projects such as the telemetrics for the district vehicles and upgrade of the district alarm system.

## *PERMITS AND FEES*

The increase in permits and fee costs is due to higher fees for the Department of Health and the Environmental Laboratory Certification Program (ELAP) and Onsite Assessment (OSA).

## *FUELS AND LUBRICANTS*

There is no anticipated change to the fuel and lubricants costs.

## **REQUEST FOR ADDITIONAL POSITIONS**

In the adopted Strategic Plan the first goal is **Goal 1: Fully Staffed with a Highly Trained and Motivated Team**. Based on the completed succession plan, the goals, and objectives of the District over the next five (5) years, staff determined that in FY22 the District needs to add three (3) positions to meet changing needs. The three positions are:

- Accounting Technician
- Engineering Technician
- Maintenance Technician in Training

## *JUSTIFICATION*

### Accounting Technician

The Administration Department is going through departmental restructuring and separation of duties. In FY22 the department is separating the Clerk of the Board Duties from the Human Resources Specialist to be a stand-alone position. The Administrative Assistant title will be changed to Clerk of the Board. The department needs a well-rounded Accounting Technician to

## TECHNICAL MEMORANDUM

assist with all financial reporting requirements, increase in AP invoices, purchasing, and internal auditing.

### Engineering Technician

The District is in the process of completing implementation of the new asset management system. The asset management system will create significantly more work orders for operations and maintenance staff to complete. The District needs an Engineering Technician to oversee the asset management program for both the Wastewater Treatment Plant and Collection System. This individual will work with both the Maintenance Supervisor and the Collection System Supervisor to review the data within the asset management software to plan for needed projects in the repair or replacement of assets.

### Maintenance Technician in Training

The District needs an additional maintenance technician to perform and complete work orders created by the new asset management system. Currently, staff is working beyond capacity to transition from a reactive maintenance program to a preventive program. To complete this transition a staff increase is needed. This increase will usher a smoother transition given the upcoming workload of preventative maintenance.

## UPDATE WAGE SCHEDULE

In alignment with the strategic plan Goal 1 and its objectives a change to the wage schedule is proposed in the FY22 Budget.

### **GOAL 1: Fully Staffed with a Highly Trained and Motivated Team**

- OBJECTIVE 1.1: Enough staff to fulfill goals and objectives safely and efficiently.
- OBJECTIVE 1.2: Improve preparation for both unexpected events and planned succession of all key positions.
- OBJECTIVE 1.3: Improve training and professional development.
- OBJECTIVE 1.4: Maintain and build upon strong staff culture.

### Justification

The proposed wage change is to position the District to be more competitive with other agencies in the region and to address recruitment and retention issues. In the wage analysis that was completed in FY20, 13 comparable agencies were reviewed and examined. Some of the key points that were determined from the analysis include lower ratios in Full Time Employee (FTE) count compared to other agencies and lower ration in average wages for key positions. The estimated cost for the change in wage schedule is \$181,135.

### *KEY OPERATIONAL METRIC RESULTS*

- Average number of FTE's = 57 vs 32 at VSD (78% below average)
- Average Wastewater Flow = 3.7 million gallons per day (MGD) vs 5.5 at VSD (33% above average)
- Average Collection System = 113 miles vs 254 miles (55% above average)

## TECHNICAL MEMORANDUM

- Average Population = 71,362 vs 75,135 at VSD (5% above average)
- Ratio FTE to Population = .0008 vs .0004 at VSD (87% below average)

### *KEY POSITION VARIANCES AS OF 1/1/2021 (AFTER APPLYING RETRO COLA)*

- Operator III (4% below average)
- Electrical/Instrumentation Tech III (14% below average)
- Collection System Tech III (7% above average)
- Assistant Engineer (16% below average)
- Development Services Tech III (10% below average)
- Laboratory Tech II (4% above average)
- Accounting Analyst (19% below average)
- Human Resources Specialist (12% below average)
- Operations Supervisor (10% below average)
- Facilities Maintenance Supervisor (6% below average)
- Laboratory Supervisor (9% below average)
- Engineering Services Manager (12% below average)
- Facility Operations Manager (43% below average)
- Business Services Manager (47% below average)
- The wage comparisons do not assume COLA or adjustments that are likely for the comparison agencies based on MOUs.

# TECHNICAL MEMORANDUM

## PROPOSED WAGE SCHEDULE FY22



**Valley Sanitary District**

Wage Schedule, Effective July 1, 2021

Bi-Weekly Rate

Job Title	Steps						
	A	B	C	D	E	F	G
Accounting Technician	2,201	2,311	2,427	2,548	2,675	2,809	2,950
Accounting Analyst	2,793	2,933	3,079	3,233	3,395	3,565	3,743
Administrative Assistant	2,101	2,206	2,316	2,432	2,554	2,681	2,816
Assistant Engineer	3,098	3,253	3,416	3,586	3,766	3,954	4,152
Associate Engineer	3,461	3,634	3,816	4,007	4,207	4,417	4,638
Collection System Tech-in-Training	1,837	1,929	2,025	2,126	2,233	2,344	2,462
Collection System Tech I	2,041	2,143	2,250	2,363	2,481	2,605	2,735
Collection System Tech II	2,245	2,357	2,475	2,599	2,729	2,865	3,009
Collection System Tech III	2,470	2,593	2,723	2,859	3,002	3,152	3,310
Clerk of the Board	2,416	2,537	2,664	2,797	2,937	3,084	3,238
Development Services Tech I	2,387	2,506	2,632	2,763	2,901	3,046	3,199
Development Services Tech II	2,626	2,757	2,895	3,040	3,192	3,351	3,519
Development Services Tech III	2,922	3,068	3,222	3,383	3,552	3,729	3,916
Electrician/Inst Tech-in-Training	2,025	2,126	2,233	2,344	2,461	2,584	2,714
Electrician/Inst Tech I	2,279	2,393	2,513	2,638	2,770	2,909	3,054
Electrician/Inst Tech II	2,475	2,599	2,729	2,865	3,008	3,159	3,317
Electrician/Inst Tech III	2,723	2,859	3,002	3,152	3,309	3,475	3,648
Engineering Technician	2,626	2,757	2,895	3,040	3,192	3,351	3,519
Environmental Comp Tech I	2,240	2,352	2,470	2,593	2,723	2,859	3,002
Environmental Comp Tech II	2,464	2,587	2,717	2,852	2,995	3,145	3,302
Environmental Comp Tech III	2,710	2,846	2,988	3,138	3,295	3,459	3,632
Human Resources Specialist	2,660	2,793	2,933	3,079	3,233	3,395	3,565
Lab Technician-in-Training	2,016	2,117	2,223	2,334	2,450	2,573	2,702
Lab Technician I	2,240	2,352	2,470	2,593	2,723	2,859	3,002
Lab Technician II	2,464	2,587	2,717	2,852	2,995	3,145	3,302
Lab Technician III	2,710	2,846	2,988	3,138	3,295	3,459	3,632
Maintenance Tech-in-Training	1,837	1,929	2,025	2,126	2,233	2,344	2,462
Maintenance Tech I	2,041	2,143	2,250	2,363	2,481	2,605	2,735
Maintenance Tech II	2,245	2,357	2,475	2,599	2,729	2,865	3,009
Maintenance Tech III	2,470	2,593	2,723	2,859	3,002	3,152	3,310
Management Analyst	3,015	3,166	3,324	3,490	3,665	3,848	4,040
Procurement Technician	2,233	2,345	2,462	2,585	2,714	2,850	2,992
Wastewater Operator-in-Training	1,903	1,998	2,098	2,202	2,313	2,428	2,550
Wastewater Operator I	2,114	2,220	2,331	2,447	2,570	2,698	2,833
Wastewater Operator II	2,325	2,442	2,564	2,692	2,827	2,968	3,116
Wastewater Operator III	2,558	2,686	2,820	2,961	3,109	3,265	3,428
Collection System Supervisor	3,003	3,153	3,311	3,476	3,650	3,833	4,024
Development Services Supervisor	3,042	3,194	3,354	3,521	3,698	3,882	4,077
Electrical/Instrumentation Supervisor	3,207	3,367	3,536	3,713	3,898	4,093	4,298
Facilities Maintenance Supervisor	3,207	3,367	3,536	3,713	3,898	4,093	4,298
Laboratory and Compliance Supervisor	3,257	3,420	3,591	3,770	3,959	4,157	4,365
Wastewater Operations Supervisor	3,290	3,455	3,627	3,809	3,999	4,199	4,409
Business Services Manager	4,849	5,091	5,346	5,613	5,894	6,189	6,498
Engineering Services Manager	5,223	5,484	5,758	6,046	6,349	6,666	6,999
Facility Operations Manager	4,700	4,935	5,182	5,441	5,713	5,999	6,298
General Manager (Contract)							9,219

*"Recycling Wastewater Into Safe Water"*



# FISCAL YEAR 2021-22 OPERATING AND CAPITAL BUDGET





# FISCAL YEAR 2021-22 OPERATING AND CAPITAL BUDGET



## Board of Directors

Standing from Left:

Scott Sear | **Board President**

William Teague | **Director**

Dennis Coleman | **Vice President**

Debra Canero | **Secretary/Treasurer**

Mike Duran | **Director**

Senior Administration:

Beverli Marshall | **General Manager**

## Mission Statement

The mission of the Valley Sanitary District is to collect, treat, and reuse wastewater in a safe and cost effective manner as prescribed by state and federal law. The District is dedicated to: maintaining a high standard of operations and maintenance; forward thinking in planning for facility and operational needs, and achieving maximum cost efficiency and effectiveness. The District board and staff are dedicated to having the District be a positive asset to the community.

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# BUDGET MESSAGE





**TO:** Honorable Board of Directors  
Customers Served by Valley Sanitary District

**FROM:** Beverli A. Marshall, General Manager

**DATE:** July 1, 2021

**SUBJECT:** Annual Comprehensive Budget for Fiscal Year 2021/22

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On behalf of the Management Team, I am pleased to present to you the Annual Comprehensive Budget for Fiscal Year 2021/22. The District proudly operates in accordance with all applicable laws and regulations. This budget, which is effective July 1, 2021 through June 30, 2022 provides a financial framework for all District activities. It is balanced and consistent with policy direction from the Board of Directors and priorities identified in the Strategic Plan.

The budget is a guide for the District and establishes a path for staff to follow in making day-to-day decisions as the District strives to stay ahead of changing environmental requirements, maintain critical infrastructure and meet the needs of the communities and citizens that it serves.

### **ECONOMIC CONDITIONS**

To summarize the impacts COVID-19 had on the Coachella Valley, one can quote the Coachella Valley Economic Partnership (CVEP) economic report, “One year ago. Have those words ever meant more?” (P. 5).<sup>1</sup> The last year has been a true test to economic resiliency, not just for the Coachella Valley, but the State of California as a whole. State mandated shutdowns pushed many businesses to close temporarily or close permanently. However, according to the UCLA Anderson Forecast, 2021, quarterly report, as county and state restrictions begin to be lifted California’s economy is expected to recover faster than the rest of the US, post pandemic.

- GDP is expected to have 6.3% growth in 2021, 4.6% growth in 2022, and 2.7% growth in 2023.
- Unemployment is expected to be at 5.2% in Q4 of 2021, 4.2% in Q4 2022, and 3.7 in Q4 2023.
- Core Personal Consumption Expenditures (PCE) inflation is projected at 1.9% in 2021, 2% in 2022, and stabilize at 1.9% in 2023.<sup>2</sup>

A combination of COVID-19 economic relief packages and increased vaccinations contribute to the growth forecast for California. Government action through PPP, extended unemployment insurance, and direct checks provided financial assistance and relief to many. The number of people who have already received the vaccination and those who have recovered from COVID-19 implies that most of the state has some protection from COVID-19 (UCLA Anderson Forecast, 2021).<sup>2</sup> According to COVID19.CA.GOV as of April 11, 2021, 22.9M doses have been administered statewide in California.<sup>3</sup>

The economy in Indio, unincorporated Riverside County, and Coachella continues to face challenges due to the COVID-19 pandemic. According to CVEP (2020), 76% of total employment losses from March 2020 to April 2020 were in the five (5) sectors of; Leisure and Hospitality, Education and Health Services, Professional and Business Services, Retail Trade, and Other Services.<sup>1</sup> There are now signs of recovery as the unemployment in Riverside County has decreased to 8.0% as of February 2021, down from its peak of 15.9% in May 2020.<sup>5</sup>

The California budget assumed the state would face an estimated 15% revenue decline from the three (3) largest taxes; personal income, corporate, and sales tax (Legislative Analyst's Office, 2021).<sup>4</sup> However, according to the Legislative Analyst's Office (2021) website, "actual collections in recent months have been much better than anticipated. Between August and October, collections from the three (3) largest taxes were 9% higher than the prior year. As a result, actual collections so far in 2020-21 are 22% (\$11 billion) ahead of budget act assumptions" (Para 15).<sup>4</sup> This data aligns with the District's own revenue forecast with projections staying on target to full sewer service collection from the Riverside County tax roll for fiscal year 2020-21. Sewer service revenue accounts for 99% of the general fund revenue. The District's connections, roughly 88%, are residential types (single-family, multi-family, mobile home parks, and RV parks). There has also been a slight increase in development activity. Staff will monitor the increase to determine future impact on connection fees.

- 
1. CVEP. (2020). *Greater Palm Springs Economic Report*. [https://cvep.com/wp-content/uploads/2021/02/CVEP-2020-Economic-Report\\_02-01-21.pdf](https://cvep.com/wp-content/uploads/2021/02/CVEP-2020-Economic-Report_02-01-21.pdf)
  2. Feler, L. (2021, March). Robust Economic Growth and Recovery After a Dreadful Year. *UCLA Anderson Forecast*, (), 1-13.
  3. CA.GOV. (2021). *Vaccines*. <https://covid19.ca.gov/vaccines/#California-vaccines-dashboard>
  4. Legislative Analyst's Office. (2021). *California's Fiscal Outlook*. <https://lao.ca.gov/Publications/Report/4297>
  5. YCHARTS. (2021). *Riverside County, CA Unemployment Rate*. [https://ycharts.com/indicators/riverside\\_county\\_ca\\_unemployment\\_rate#:~:text=Riverside%20County%2C%20CA%20Unemployment%20Rate%20is%20at%208.00%25%2C%20compared,month%20and%204.10%25%20last%20year](https://ycharts.com/indicators/riverside_county_ca_unemployment_rate#:~:text=Riverside%20County%2C%20CA%20Unemployment%20Rate%20is%20at%208.00%25%2C%20compared,month%20and%204.10%25%20last%20year).

## BUDGET OVERVIEW

This budget is based on the services, goals, and objectives outlined by the Board of Directors in the Strategic Plan. For Fiscal Year 2021/22, the anticipated total operating revenue is \$15.8 million. The proposed Operating and Maintenance (O&M) and Capital budgets are \$10.9 million and \$15.9 million, respectively.

	Budget 2020/21	Proposed Budget 2021/22	Budget Change	Percent Change
O&M Budget	\$ 9,151,339	\$ 10,967,155	\$ 1,815,816	19.8%
Capital Budget	10,395,887	15,912,465	\$ 5,516,578	53.1%
<b>Total Budget</b>	<b>\$ 19,547,226</b>	<b>\$ 26,879,620</b>	<b>\$ 7,332,394</b>	<b>37.5%</b>

The increase in O&M expenditures is due to:

- regulatory changes requiring new or increased treatment processes;
- increasing utilities, supplies, and contract service costs;
- increasing staff to meet changing needs;
- wage changes to be more competitive with other agencies in the region to address recruitment and retention issues;
- allocating funds to replace and repair equipment as it reaches the end of its useful life; and
- reserves to meet debt service requirements.

The increase in capital improvement program expenditures is due to:

- replacing and repairing collection system main lines;
- upgrading existing treatment equipment and infrastructure to meeting changing regulatory requirements;
- purchasing additional treatment equipment and infrastructure to provide redundancy and service continuity; and,
- implementing a recycled water program to recharge the Coachella Valley aquifer.

The budget reflects an increase of three (3) budgeted full-time positions compared to FY 2020/21. It reflects a transfer funds from the Operating Fund to the Capital Improvement Fund of \$1.0 million toward projects identified in the 5-Year Capital Improvement Plan. The budget also demonstrates the District’s ability to meet debt service requirements by maintaining a debt ratio of no less than 1.25.

## **SEWER USE CHARGE**

The District receives revenue from limited sources, with the Sewer Use Charge (SUC) being the primary source of both operating and capital improvement revenue. The District had sufficient funds from the SUC revenue to support the operating activities. The Capital Improvement Plan identifies approximately \$139 million in capital improvements over the next five (5) years. The SUC rates adopted in 2020 were insufficient to pay for these improvements and maintain operating service levels.

The public had opportunities to comment on the proposed rate increases during the Board meetings on January 5, January 19, February 16, and March 9, 2021. At its meeting on March 9, 2021, the Board approved the proposed SUC rates to be published for public comment to become effective July 1, 2021 and set the public hearing for May 11, 2021. The District mailed out notices to its customers that it would be considering an increase of the SUC rates each year for the next five (5) years.

The proposed rates are needed to maintain operating service levels, fund critical, high risk projects identified in the 20-Year District-Wide Master Plan, and to meet debt service requirements. In addition to using the additional SUC revenue, the District plans to finance \$165 million through various loan programs to bridge the gap.

## **CHALLENGES**

The District is not immune to increasing costs in key areas such as: utility rates, aging infrastructure and replacement needs, mandatory retirement benefit contributions, health care premiums, post-employment benefits, and regulatory changes. VSD has addressed these challenges through implementation of efficiency methods, installation of a 1 Mega Watt solar power system, and replacement of high-energy use equipment with more efficient equipment.

The District's biggest current challenge is to address its aging infrastructure and changing regulatory requirements. The 20-Year Master Plan indicates a need for over \$260 million in improvements and replacement of assets. The District's rate analysis reflects that the District will need to borrow approximately \$165 million with a 30-year repayment schedule for each loan at a 2.5% interest rate.

The District continues to look for other revenue sources, such as grants and partnerships with private companies, to offset the cost of both operations and capital improvements.

## ACKNOWLEDGEMENTS

I would like to recognize and thank the support, collaboration, and assistance of the Board of Directors in developing a fiscally responsible budget. I would also like to acknowledge District staff whose hard work enabled the smooth and timely completion of the budget process.

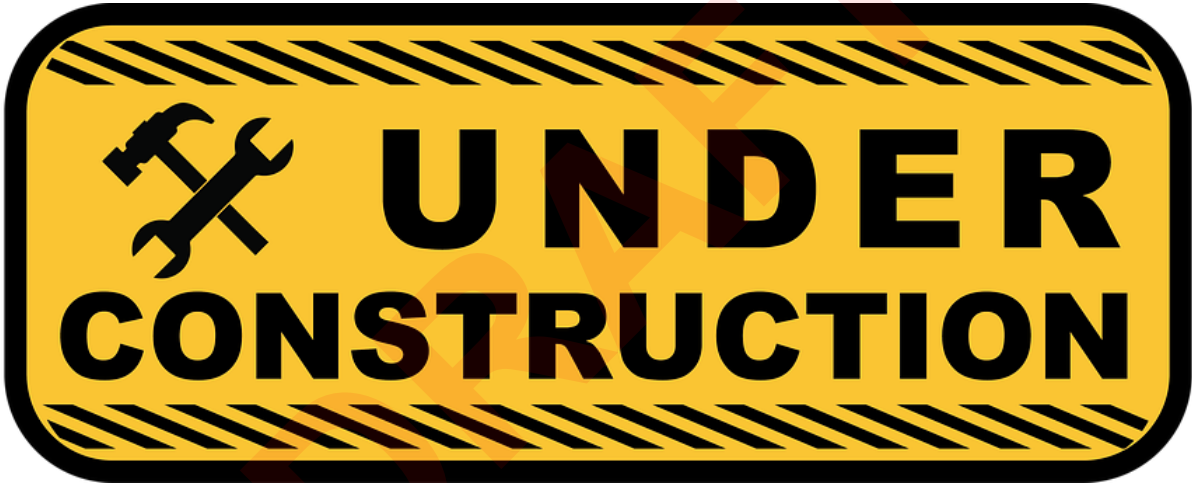
Respectfully submitted,

*Beverli A. Marshall*

Beverli A. Marshall, ICMA-CM, CSDM  
General Manager

DRAFT

# OVERVIEW







# FUND SUMMARY





## **FINANCIAL MANAGEMENT**

The Valley Sanitary District budget conforms to Generally Accepted Accounting Principles as applicable to local governments. While it is an enterprise agency, the accounts of the District are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts which comprise its assets, liabilities, fund balances, revenues and expenditures. The District prepares its budget on a fund accounting basis, which segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with financial related legal and contractual provisions. The District maintains the minimum number of funds consistent with legal and managerial requirements.

## **OPERATING FUND**

This is the general operating fund of the District. The primary revenue source for this fund is derived from fees charged to customers for services provided and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures, fixed charges, and maintenance costs not paid through other funds are paid from this fund.

## **SPECIAL REVENUE FUNDS**

These funds receive support from various sources, mainly in the form of grants, loans and other aid and are restricted to expenditures for specific purposes. Currently, the District has two special revenue funds:

- 2015 Wastewater Revenue Refunding Bonds
- State Water Resources Control Board Revolving Fund Loan

## **FIDUCIARY FUND**

The District reports an Agency Fund. The Agency Fund is purely custodial in nature (assets equal liabilities), and thus does not involve measurement of results of operations. The Agency Fund is used to account for assets for the Assessment District No. 2004 (Shadow Hills Interceptor) for which the District acts as an agent for its debt service activities.

## **CAPITAL IMPROVEMENT FUND**

Indicates the amount allocated for capital expenditures for identified projects.

## **RESTRICTED CIP FUND**

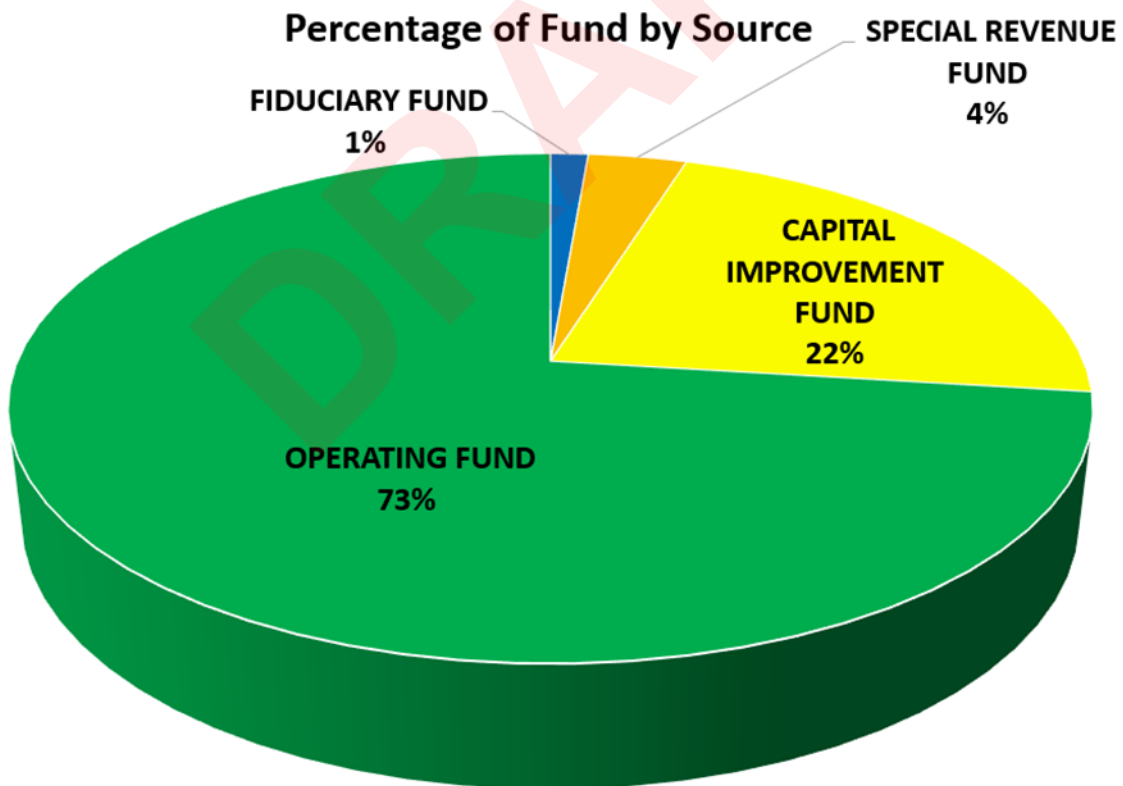
Indicates the current fiscal year resource allocation and amount allocated for capital expenditures for increased capacity-related projects.

# FUND SUMMARY

Resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and how activities are controlled. The overview of each fund provides a detailed explanation of the purpose of the fund and its planned budget for each fiscal year.

## FUND BALANCE

Fund	Unaudited Fund Balance FY21
OPERATING FUND	\$ 22,798,204
SPECIAL REVENUE FUND	1,097,385
FIDUCIARY FUND	418,217
CAPITAL IMPROVEMENT FUND	6,890,485
RESTRICTED CIP FUND	24,728,627
<b>Total</b>	<b>\$ 55,932,918</b>



# FUND SUMMARY

## REVENUE BY SOURCE

The tables below depict the revenues by source.

	Actual	Budget	FY21 Projected	FY22 Budget	Budget Change	Percent Change
<b>OPERATING REVENUES:</b>						
11-00-4010 SEWER SERVICE CHGS-CURRENT	\$ 11,198,100	\$ 11,979,000	\$ 11,979,000	\$ 13,550,998	\$ 1,571,998	13.1%
11-00-4016 PERMIT & INSPECTION FEES	21,225	15,000	25,455	30,355	15,355	102.4%
11-00-4022 PLAN CHECK FEES	9,900	10,000	9,788	11,671	1,671	16.7%
11-00-4025 OTHER SERVICES	3,740	1,800	-	-	(1,800)	-100.0%
11-00-4031 SALE OF SURPLUS PROPERTY	6,996	-	15,191	18,115	18,115	-
<b>Subtotal</b>	<b>\$ 11,239,961</b>	<b>\$ 12,005,800</b>	<b>\$ 12,029,434</b>	<b>\$ 13,611,139</b>	<b>\$ 1,605,339</b>	<b>13.4%</b>
<b>NON-OPERATING REVENUES:</b>						
11-00-4110 TAXES-CURRENT SECURED	\$ 854,968	\$ 700,000	\$ 711,258	\$ 1,002,212	\$ 302,212	43.2%
11-00-4113 TAXES-CURRENT UNSECURED	26,361	25,000	43,479	61,266	36,266	145.1%
11-00-4116 TAXES-PRIOR SECURED	12,601	6,000	-	-	(6,000)	-100.0%
11-00-4119 TAXES-PRIOR UNSECURED	1,074	-	-	-	-	-
11-00-4125 SUPPLE PROP. TAXES-CURRENT	5,146	6,000	6,527	9,196	3,196	53.3%
11-00-4128 SUPPLE PROP. TAXES-PRIOR	2,721	2,000	5,910	8,328	6,328	316.4%
11-00-4131 HOMEOWNERS TAX RELIEF	6,203	6,000	-	-	(6,000)	-100.0%
11-00-4134 OTHER REVENUE	231,657	500	320	451	(49)	-9.8%
11-00-4210 INTEREST INCOME	419,261	300,000	100,000	140,906	(159,094)	-53.0%
<b>Subtotal</b>	<b>\$ 1,559,993</b>	<b>\$ 1,045,500</b>	<b>\$ 867,494</b>	<b>\$ 1,222,359</b>	<b>\$ 176,859</b>	<b>16.9%</b>
<b>Fund 11 Total Revenues by Source</b>	<b>25,599,908</b>	<b>13,051,300</b>	<b>12,896,928</b>	<b>14,833,498</b>	<b>1,782,198</b>	<b>13.7%</b>

Fund 13 (Capital Improvement Fund) Revenues by Source	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget	Budget Change	Percent Change
<b>OPERATING REVENUES:</b>						
13-00-4040 CONNECTION FEES	\$ 832,348	\$ 748,000	\$ 721,271	\$ 991,610	\$ 243,610	32.6%
<b>Subtotal</b>	<b>\$ 832,348</b>	<b>\$ 748,000</b>	<b>\$ 721,271</b>	<b>\$ 991,610</b>	<b>\$ 243,610</b>	<b>32.6%</b>
<b>NON-OPERATING REVENUES:</b>						
13-00-4210 INTEREST INCOME	\$ 144,754	\$ 100,000	\$ (6,098)	\$ 25,000	\$ (75,000)	-75.0%
<b>Subtotal</b>	<b>\$ 144,754</b>	<b>\$ 100,000</b>	<b>\$ (6,098)</b>	<b>\$ 25,000</b>	<b>\$ (75,000)</b>	<b>-75.0%</b>
<b>Fund 13 Total Revenues by Source</b>	<b>\$ 1,954,203</b>	<b>\$ 848,000</b>	<b>\$ 715,173</b>	<b>\$ 1,016,610</b>	<b>\$ 168,610</b>	<b>19.9%</b>
<b>Combined Total Revenues</b>	<b>\$ 27,554,111</b>	<b>\$ 13,899,300</b>	<b>\$ 13,612,101</b>	<b>\$ 15,850,108</b>	<b>\$ 1,950,808</b>	<b>14.0%</b>



## REVENUE DESCRIPTIONS

### *11-00-4010 SEWER SERVICE CHGS-CURRENT*

Sewer service revenue is projected to be 36,300 Equivalent Dwelling Units (EDUs).

### *11-00-4016 PERMIT & INSPECTION FEES*

Fees collected for lateral and mainline inspections.

### *11-00-4022 PLAN CHECK FEES*

Anticipated revenue is based on a \$150 per hour fee with one-hour minimum fee for plan checking.

### *11-00-4025 OTHER SERVICES*

Income for administrative services provided for the VSD 2004 Assessment District.

### *11-00-4031 SALE OF SURPLUS PROPERTY*

Revenue generated from sale of surplus property. Surplus Property is property a government entity no longer needs. Personal property includes assets ranging from office equipment and furniture to scientific equipment, heavy machinery, airplanes, vessels, and vehicles. If this property cannot be donated to a state or public agency, or nonprofit organization, the public can buy it.

### *11-00-4110 TAXES-CURRENT SECURED*

Secured property is generally non-movable property, such as houses, buildings, etc. Revenues are based on general valuation. The portion of revenue designated for special districts is 1%. VSD is estimated to receive 0.00028257% of the general-purpose funds county-wide.

### *11-00-4113 TAXES-CURRENT UNSECURED*

Unsecured property includes items such as motor homes, airplanes, boats and other moveable personal property. The portion of revenue designated for special districts is 1%. Of this 1%, VSD is estimated to receive 0.00028257%

### *11-00-4116 TAXES-PRIOR SECURED*

Prior secured payments are received for prior year taxes, are similar to secured, and the revenue is based on the same formula.



## *11-00-4119 TAXES-PRIOR UNSECURED*

Funds derived from prior unsecured properties are similar to unsecured properties mentioned above; however, these payments are for prior year taxes. The revenue is based on the same formula. Estimated revenue is based on current year activity.

## *11-00-4125 SUPPLEMENTAL PROP. TAXES-CURRENT*

Funds derived from supplemental tax roll changes due to sale of property or new construction. Since July 1983, state law requires the County Assessor to reappraise property as of the date of change in ownership or completion of new construction rather than at the next tax year.

## *11-00-4128 SUPPLEMENTAL PROP. TAXES-PRIOR*

Funds derived from supplemental tax roll changes due to sale of property or new construction from the prior year.

## *11-00-4131 HOMEOWNERS TAX RELIEF*

The portion of tax funds replaced by state resources for tax relief for homeowners. For example, if a homeowner's exemption deducts \$7,000 of the property's valuation for calculating the property owner's tax, the state replaces the taxes that the \$7,000 valuation would have provided to the county.

## *11-00-4134 OTHER REVENUE*

This account includes revenue from other undefined sources.

## *11-00-4210 INTEREST INCOME*

Return on invested funds that are held with the Local Agency Investment Fund (LAIF) and CalTRUST.

## *13-00-4040 CONNECTION FEES*

Connection Capacity Fee: \$5,833 per equivalent dwelling unit (EDU).

## *13-00-4210 INTEREST INCOME*

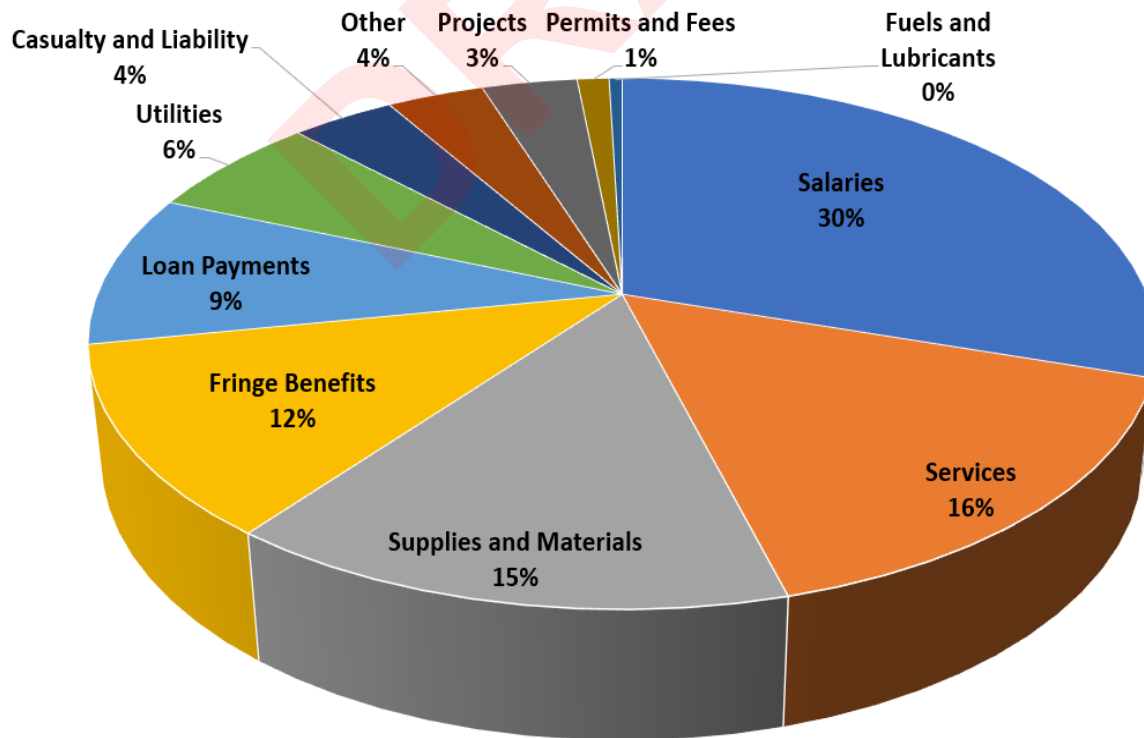
Return on invested funds that are held with the Local Agency Investment Fund (LAIF) and CalTRUST.

# FUND SUMMARY

## EXPENSE BY CATEGORY

The following table depicts the expense by category.

Total Expense by Category	FY21 Budget	FY22 Budget	Variance	Variance Percentage
Salaries	\$ 2,910,228	\$ 3,287,767	\$ 377,539	13.0%
Services	939,277	1,737,820	798,543	85.0%
Supplies and Materials	1,440,380	1,596,896	156,516	10.9%
Fringe Benefits	1,142,215	1,271,600	129,385	11.3%
Loan Payments	1,021,090	1,018,873	(2,217)	-0.2%
Utilities	660,750	699,353	38,603	5.8%
Casualty and Liability	308,300	411,406	103,106	33.4%
Other	381,805	385,256	3,451	0.9%
Projects	179,644	379,434	199,790	111.2%
Permits and Fees	115,650	126,750	11,100	9.6%
Fuels and Lubricants	52,000	52,000	-	0.0%
<b>Total</b>	<b>\$ 9,151,339</b>	<b>\$ 10,967,155</b>	<b>\$ 1,815,816</b>	<b>19.8%</b>







## *SALARIES*

The increase in wages is attributed to the addition of three (3) Full Time Employees (FTE). Also, the wage schedule was increased to be more competitive with other agencies in the region to address recruitment and retention issues.

## *SERVICES*

The increase in service costs is due to additional contracted services needed for grant support, advocacy, marketing, media relations, general master plan development, janitorial, and rental services.

## *SUPPLIES AND MATERIALS*

The increase in supplies and materials is due to additional chemical usage, COVID-19 supplies, repair parts needed for aging fleet vehicles, machinery, and facility.

## *FRINGE BENEFITS*

The increase in fringe benefits is attributed to the addition of three (3) FTE's.

## *LOAN PAYMENTS*

There is a small decrease in loan payments due to a reduction in loan balances.

## *UTILITIES*

The increase in utilities is due to increased electricity usage and trash disposal costs.

## *CASUALTY AND LIABILITY*

The increase in casualty and liability is due to reclassing workers' compensation insurance to the casualty and liability insurance category. Also, there was an increase in insurance premiums for the business policy attributed to the California Sanitation Risk Management Authority (CSRMA) pool. The increase in the pool premiums is due to the losses from the previous year's California wildfires. Additionally, there was a slight increase in the pollution and earthquake insurance premiums.

## *OTHER*

Other expenditures have a slight increase due to increased costs for memberships, training, and certification programs.

## *PROJECTS*

The increase in projects is due to an increase in costs for the District's share of the recycled water process, Integrated Regional Water Management Plan, and Salt and Nutrient Management Plan. There are also new projects such as the telemetrics for the district vehicles and upgrade of the district alarm system.

## FUND SUMMARY

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### *PERMITS AND FEES*

The increase in permits and fee costs is due to higher fees for the Department of Health and the Environmental Laboratory Certification Program (ELAP) and Onsite Assessment (OSA).

### *FUELS AND LUBRICANTS*

There is no anticipated change to the fuel and lubricants costs.

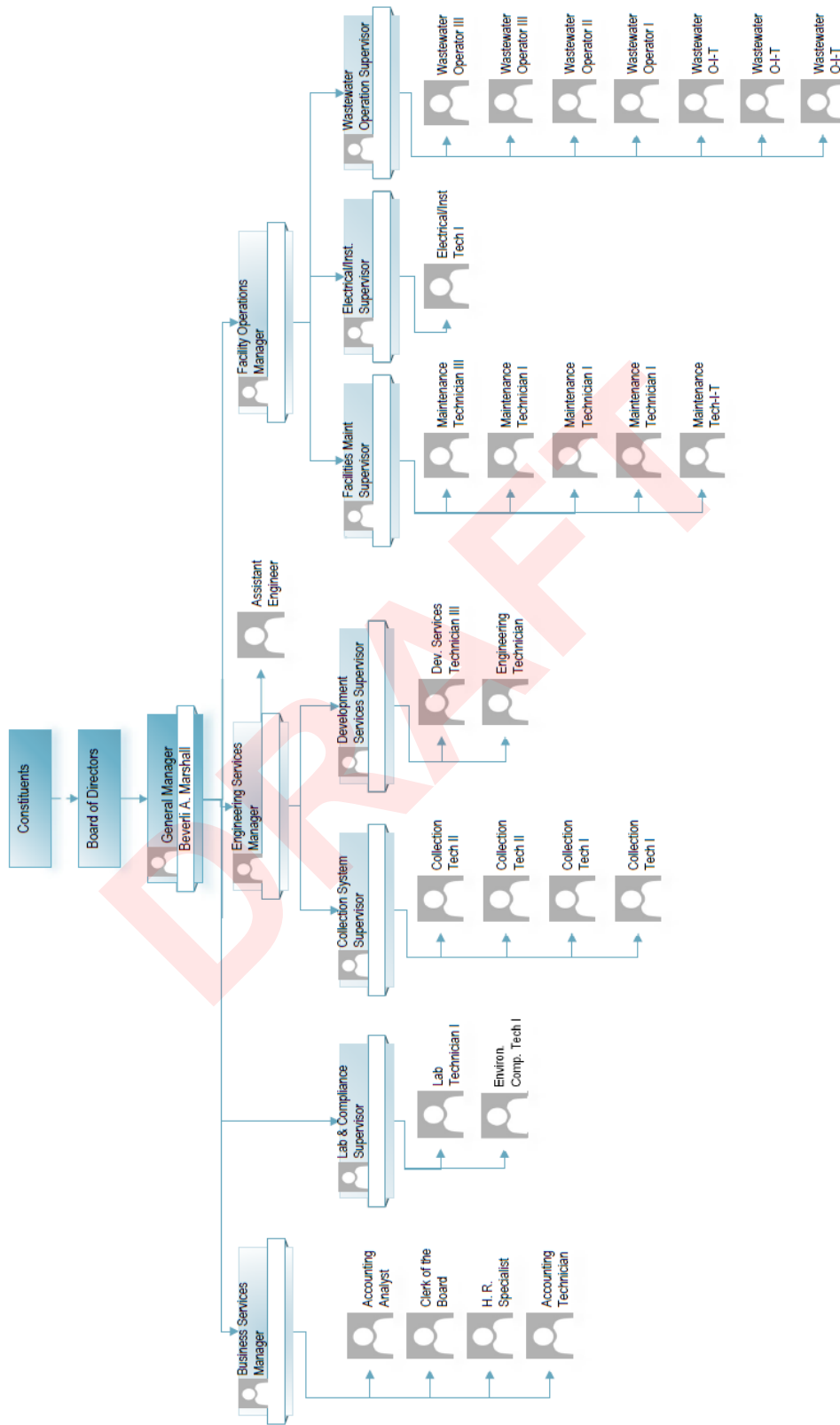
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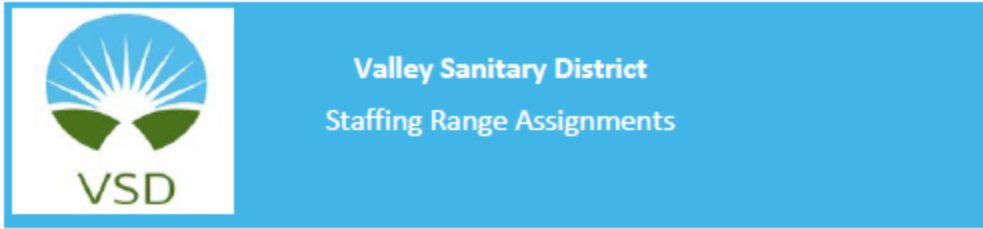
# PERSONNEL SUMMARY



# PERSONNEL SUMMARY



# PERSONNEL SUMMARY



DEPARTMENT	CLASSIFICATION	AUTHORIZED POSITIONS
ADMINISTRATION	General Manager	1
	Accounting Analyst	1
	Accounting Technician	1
	Clerk of the Board	1
	Business Services Manager	1
	Human Resources Specialist	1
	<b>Subtotal</b>	<b>6</b>
COLLECTIONS	Collection Systems Supervisor	1
	Collection Systems Tech I	2
	Collection Systems Tech II	2
	<b>Subtotal</b>	<b>5</b>
ENGINEERING	Assistant Engineer	1
	Development Services Supervisor	1
	Development Services Tech III	1
	Engineering Services Manager	1
	Engineering Technician	1
	<b>Subtotal</b>	<b>5</b>
LABORATORY AND COMPLIANCE	Environmental Comp Tech II	1
	Laboratory and Compliance Supervisor	1
	Lab Technician I	1
	<b>Subtotal</b>	<b>3</b>
MAINTENANCE	Electrical Instrumentation Supervisor	1
	Electrical Instrumentation Tech I	1
	Maintenance Supervisor	1
	Maintenance Tech I	3
	Maintenance Tech III	1
	Maintenance Tech-in-Training	1
	<b>Subtotal</b>	<b>8</b>
OPERATIONS	Facility Operations Manager	1
	Wastewater Operations Supervisor	1
	Wastewater Operator I	1
	Wastewater Operator II	1
	Wastewater Operator III	2
	Wastewater Operator-in-Training	3
	<b>Subtotal</b>	<b>9</b>
<b>TOTAL POSITIONS</b>		<b>36</b>

# PERSONNEL SUMMARY



Valley Sanitary District  
Wage Schedule, Effective July 1, 2021  
Bi-Weekly Rate

Job Title	Steps						
	A	B	C	D	E	F	G
Accounting Technician	2,201	2,311	2,427	2,548	2,675	2,809	2,950
Accounting Analyst	2,793	2,933	3,079	3,233	3,395	3,565	3,743
Administrative Assistant	2,101	2,206	2,316	2,432	2,554	2,681	2,816
Assistant Engineer	3,098	3,253	3,416	3,586	3,766	3,954	4,152
Associate Engineer	3,461	3,634	3,816	4,007	4,207	4,417	4,638
Collection System Tech-in-Training	1,837	1,929	2,025	2,126	2,233	2,344	2,462
Collection System Tech I	2,041	2,143	2,250	2,363	2,481	2,605	2,735
Collection System Tech II	2,245	2,357	2,475	2,599	2,729	2,865	3,009
Collection System Tech III	2,470	2,593	2,723	2,859	3,002	3,152	3,310
Clerk of the Board	2,416	2,537	2,664	2,797	2,937	3,084	3,238
Development Services Tech I	2,387	2,506	2,632	2,763	2,901	3,046	3,199
Development Services Tech II	2,626	2,757	2,895	3,040	3,192	3,351	3,519
Development Services Tech III	2,922	3,068	3,222	3,383	3,552	3,729	3,916
Electrician/Inst Tech-in-Training	2,025	2,126	2,233	2,344	2,461	2,584	2,714
Electrician/Inst Tech I	2,279	2,393	2,513	2,638	2,770	2,909	3,054
Electrician/Inst Tech II	2,475	2,599	2,729	2,865	3,008	3,159	3,317
Electrician/Inst Tech III	2,723	2,859	3,002	3,152	3,309	3,475	3,648
Engineering Technician	2,626	2,757	2,895	3,040	3,192	3,351	3,519
Environmental Comp Tech I	2,240	2,352	2,470	2,593	2,723	2,859	3,002
Environmental Comp Tech II	2,464	2,587	2,717	2,852	2,995	3,145	3,302
Environmental Comp Tech III	2,710	2,846	2,988	3,138	3,295	3,459	3,632
Human Resources Specialist	2,660	2,793	2,933	3,079	3,233	3,395	3,565
Lab Technician-in-Training	2,016	2,117	2,223	2,334	2,450	2,573	2,702
Lab Technician I	2,240	2,352	2,470	2,593	2,723	2,859	3,002
Lab Technician II	2,464	2,587	2,717	2,852	2,995	3,145	3,302
Lab Technician III	2,710	2,846	2,988	3,138	3,295	3,459	3,632
Maintenance Tech-in-Training	1,837	1,929	2,025	2,126	2,233	2,344	2,462
Maintenance Tech I	2,041	2,143	2,250	2,363	2,481	2,605	2,735
Maintenance Tech II	2,245	2,357	2,475	2,599	2,729	2,865	3,009
Maintenance Tech III	2,470	2,593	2,723	2,859	3,002	3,152	3,310
Management Analyst	3,015	3,166	3,324	3,490	3,665	3,848	4,040
Procurement Technician	2,233	2,345	2,462	2,585	2,714	2,850	2,992
Wastewater Operator-in-Training	1,903	1,998	2,098	2,202	2,313	2,428	2,550
Wastewater Operator I	2,114	2,220	2,331	2,447	2,570	2,698	2,833
Wastewater Operator II	2,325	2,442	2,564	2,692	2,827	2,968	3,116
Wastewater Operator III	2,558	2,686	2,820	2,961	3,109	3,265	3,428
Collection System Supervisor	3,003	3,153	3,311	3,476	3,650	3,833	4,024
Development Services Supervisor	3,042	3,194	3,354	3,521	3,698	3,882	4,077
Electrical/Instrumentation Supervisor	3,207	3,367	3,536	3,713	3,898	4,093	4,298
Facilities Maintenance Supervisor	3,207	3,367	3,536	3,713	3,898	4,093	4,298
Laboratory and Compliance Supervisor	3,257	3,420	3,591	3,770	3,959	4,157	4,365
Wastewater Operations Supervisor	3,290	3,455	3,627	3,809	3,999	4,199	4,409
Business Services Manager	4,849	5,091	5,346	5,613	5,894	6,189	6,498
Engineering Services Manager	5,223	5,484	5,758	6,046	6,349	6,666	6,999
Facility Operations Manager	4,700	4,935	5,182	5,441	5,713	5,999	6,298
General Manager (Contract)							9,219

# PERSONNEL SUMMARY

## POSITION COUNT BY DEPARTMENT

Department	FY21 Base FTE's	Changes to Base	Proposed New Positions	FY22 Proposed Base FTE's	Variance
<b>Administration</b>					
Administration	5.00	1.00	1.00	6.00	1.00
<b>Development Services</b>					
Collections	5.00	-	-	5.00	-
Engineering	4.00	1.00	1.00	5.00	1.00
<b>Laboratory and Compliance</b>					
Laboratory and Compliance	3.00	-	-	3.00	-
<b>Operations</b>					
Maintenance	7.00	1.00	1.00	8.00	1.00
Operations	9.00	-	-	9.00	-
<b>Total FTEs</b>	<b>33.00</b>	<b>3.00</b>	<b>3.00</b>	<b>36.00</b>	<b>3.00</b>

**Notes:**

- Full Time Employee (FTE)
- Changes to base Full Time Employee (FTE)s are due to inter-department transfers, changes in employee status from part-time (PT) to full-time (FT), changes in grant funded salaries, and allocations to other departments.
- Full-time employees (FTEs) may be less than one (1) due to salaries being allocated to capital projects, or for part time employees.

### Administration Department

- The Administration Department is requesting one (1) FTE Accounting Technician to continue effective monitoring and control of the organization’s financial matters. Also, the department retitled the Administrative Assistant position to Clerk of the Board.

### Engineering Department

- The Engineering Department is requesting one (1) FTE Engineering Technician to administer and manage the District's new asset management system.

### Maintenance Department

- The Maintenance Department is requesting one (1) FTE Maintenance Technician to assist with increased work orders for facility and vehicle maintenance.





# BUDGET BY DEPARTMENT



# BUDGET BY DEPARTMENT

## DEPARTMENT DESCRIPTION

Valley Sanitary District is comprised of seven (7) departments that work in unison to ensure that the District's purpose is fulfilled. In this section each department will be presented individually with its own organizational chart, department description, fiscal year 2021/22 goals, personnel summary, budget summary, and budget detail.

## EXPENSE SUMMARY BY DEPARTMENT

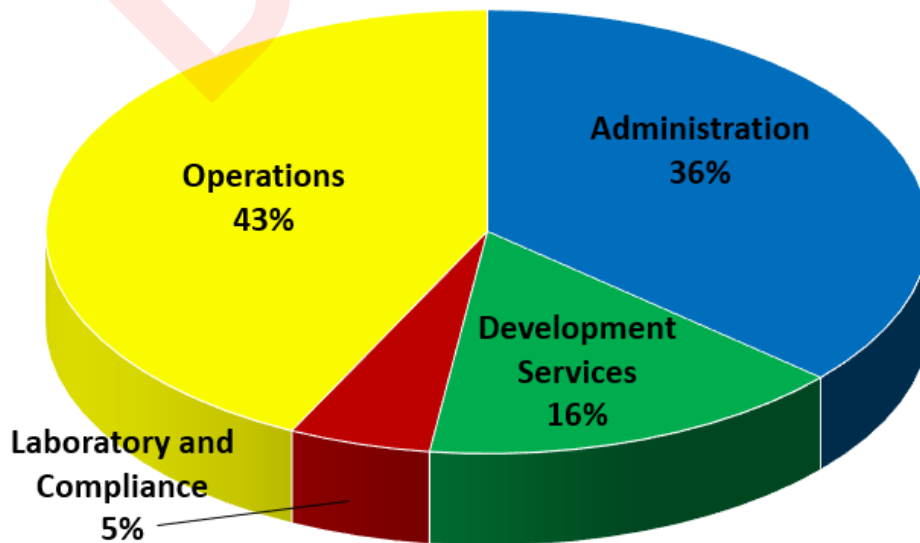
Department	Department Name	FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>ADMINISTRATION</b>				
10	Administration	\$ 3,063,380	\$ 3,831,752	\$ 768,372
20	Board of Directors	-	163,052	163,052
<b>DEVELOPMENT SERVICES</b>				
30	Collections	881,102	904,457	23,355
40	Engineering	605,108	813,384	208,276
<b>LABORATORY AND COMPLIANCE</b>				
50	Laboratory and Compliance	521,385	569,839	48,454
<b>OPERATIONS</b>				
60	Maintenance	1,373,656	1,712,021	338,365
70	Operations	2,706,708	2,972,650	265,942
<b>Total</b>		<b>\$ 9,151,339</b>	<b>\$ 10,967,155</b>	<b>\$ 1,815,816</b>

# BUDGET BY DEPARTMENT

## EXPENSE SUMMARY BY DEPARTMENT (CONTINUED)

Department	FY21 Approved Budget	FY22 Proposed Budget	Percentage of Total FY22 Budget
<b>ADMINISTRATION</b>			
Administration	\$ 3,063,380	\$ 3,831,752	35%
Board of Directors	-	163,052	1%
<b>Subtotal</b>	<b>\$ 3,063,380</b>	<b>\$ 3,994,804</b>	<b>36%</b>
<b>DEVELOPMENT SERVICES</b>			
Collections	\$ 881,102	\$ 904,457	8%
Engineering	605,108	813,384	7%
<b>Subtotal</b>	<b>\$ 1,486,210</b>	<b>\$ 1,717,841</b>	<b>16%</b>
<b>LABORATORY AND COMPLIANCE</b>			
Laboratory and Compliance	\$ 521,385	\$ 569,839	5%
<b>Subtotal</b>	<b>\$ 521,385</b>	<b>\$ 569,839</b>	<b>5%</b>
<b>OPERATIONS</b>			
Maintenance	\$ 1,373,656	\$ 1,712,021	16%
Operations	2,706,708	2,972,650	27%
<b>Subtotal</b>	<b>\$ 4,080,364</b>	<b>\$ 4,684,671</b>	<b>43%</b>
<b>Total Expenses</b>	<b>\$ 9,151,339</b>	<b>\$ 10,967,155</b>	<b>100%</b>

## SUMMARY OF EXPENSES BY DEPARTMENT

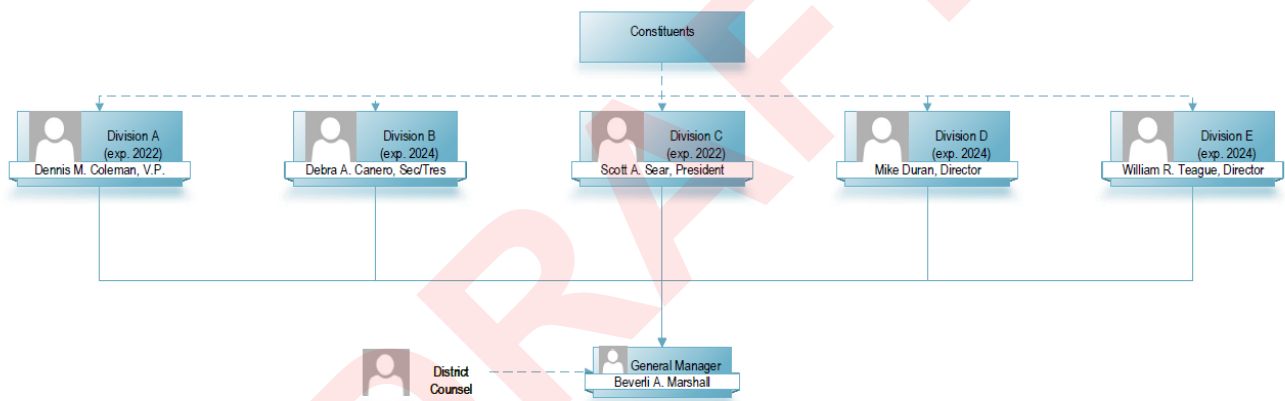




# BOARD OF DIRECTORS



# BOARD OF DIRECTORS



## DEPARTMENT DESCRIPTION

Valley Sanitary District is governed by a five (5) member Board of Directors elected at large from within the District’s service area. Each Director represents a specific geographic area known as a ward. Under California law the Board of Directors establishes and implements policies for the operation of the District. The Board of Directors establishes goals and objectives, manages sound fiscal policy and control, sets rates and fees, approves the annual operating and capital budget, approves capital improvement plans, maintains strong communication between the Board of Directors and the General Manager, and advocates for the District. The Board of Directors makes decisions to serve the best interests of the community. The District’s Board of Directors meet on the second and fourth Tuesday each month. Meetings are publicly noticed and citizens are encouraged to attend.

## FY 2021-2022 GOALS AND OBJECTIVES

- Continue implementation of approved strategic plans, goals, and objectives.
- Ensure that all decisions executed uphold the District’s mission, vision, and values.
- Continue to be a source of support for the community and the District.

## PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
5	Director	5.00	5.00	0.00
<b>5</b>	<b>Total FTE's</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

Notes:

- New Department for FY22



**EXPENSE BUDGET SUMMARY**

General Ledger Code	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget	Budget Change	Percent Change
11-20-5010 SALARIES AND WAGES	-	-	-	\$ 55,756	\$ 55,756	-
11-20-5210 FICA AND MEDICARE	-	-	-	13,171	13,171	-
11-20-5228 HEALTH INSURANCE	-	-	-	900	900	-
11-20-6024 CONTRACTS	-	-	-	25,000	25,000	-
11-20-6034 LEGAL SERVICES	-	-	-	20,625	20,625	-
11-20-6044 OFFICE SUPPLIES	-	-	-	1,500	1,500	-
11-20-6052 OTHER EXPENSES	-	-	-	10,000	10,000	-
11-20-6122 TELEPHONE AND INTERNET	-	-	-	3,600	3,600	-
11-20-6210 CONFERENCES AND MEETINGS	-	-	-	32,500	32,500	-
<b>Total Expenses</b>	-	-	-	<b>\$163,052</b>	<b>\$163,052</b>	-

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**BUDGET DETAIL WORKSHEET**

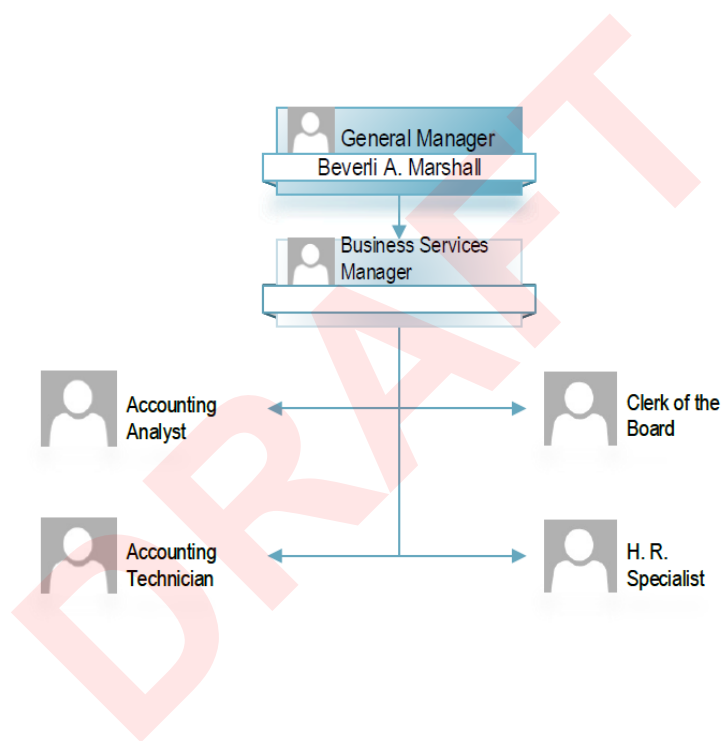
General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-20-5010 SALARIES AND WAGES</b>		\$ -	\$ 55,756	\$ 55,756
<b>11-20-5210 FICA AND MEDICARE</b>		-	13,171	13,171
<b>11-20-5228 HEALTH</b>		-	900	900
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ 69,827</b>	<b>\$ 69,827</b>
<b>11-20-6024 CONTRACTS</b>				
	Professional and Technical Services	\$ -	\$ 25,000	\$ 25,000
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
<b>11-20-6034 LEGAL SERVICES</b>				
	Costs Associated with General Legal Counsel	\$ -	\$ 20,625	\$ 20,625
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ 20,625</b>	<b>\$ 20,625</b>
<b>11-20-6044 OFFICE SUPPLIES</b>				
	Postage, Courier, Letterhead, Envelopes, Business Cards, Copy Paper, Binders, Calendars, File Folders, Pens, Pencils, Pads, Mailing Labels, Etc.	\$ -	\$ 1,500	\$ 1,500
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
<b>11-20-6052 OTHER EXPENSES-BOARD</b>				
	Miscellaneous Expense Contingency Fund	\$ -	\$ 10,000	\$ 10,000
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-20-6122 TELEPHONE/INTERNET</b>				
	Cell Phones-4 Board Members	\$ -	\$ 3,600	\$ 3,600
	<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>
<b>11-20-6210 CONFERENCES/MEETINGS</b>				
	Association of Sanitation Agencies (CASA) and/or the Association of California Water Agencies (ACWA) Conferences Held Two (2) Times a Year, Including Hotel and Travel Expenses Incurred While Attending Meetings, Conferences, and Various Educational Seminars.	\$ -	\$ 32,500	\$ 32,500
	<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 32,500</b>	<b>\$ 32,500</b>
	<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 163,052</b>	<b>\$ 163,052</b>

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# ADMINISTRATION







## DEPARTMENT DESCRIPTION

The Administration Department includes Human Resources, Finance, the Clerk of the Board as well as functional areas including Media Relations, Safety, Drug and Alcohol, and Compliance.

Human Resources manages the recruiting and hiring of qualified talent, onboarding, training, benefit administration, and maintenance of employee records. Human Resources helps employees thrive by managing programs geared toward career growth, continuing education, training and support, and championing health and wellness initiatives.

Finance is responsible for financial accounting and reporting, cash management, payroll, investment portfolio, debt financing structure, contracts, procurement, and materials management. Finance is also responsible for all financial statements, coordination of financial audits, grant management, development and maintenance of the operating and capital budget, and preparation of long and short-term financial plans.

The Clerk of the Board is responsible for preparing and publishing postings, maintaining records of Board actions, processing public records requests, providing administrative support to the Board of Directors, and coordinating required legal filings.

The Administration Department provides the overall management and implementation of policies, goals, and strategic plans for the District.

## FY 2021-2022 GOALS AND OBJECTIVES

- Update the Employee Handbook and Policies and Procedures Manual to reflect current organizational policies and employment laws.
- Successfully complete accounting software conversion.
- Commence cross-training on day-to-day functions involving Accounts Payable, Accounts Receivable, and Financial Reporting.
- Develop and implement an effective public outreach program that will increase public awareness of Valley Sanitary District.

**PERSONNEL SUMMARY**

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
1	General Manager	1.00	1.00	0.00
1	Accounting Analyst	1.00	1.00	0.00
1	Accounting Technician	0.00	1.00	1.00
0	Administrative Assistant	1.00	0.00	(1.00)
1	Business Services Manager	1.00	1.00	0.00
1	Clerk of the Board	0.00	1.00	1.00
1	Human Resources Specialist	1.00	1.00	0.00
<b>6</b>	<b>Total FTE's</b>	<b>5.00</b>	<b>6.00</b>	<b>1.00</b>

Notes:

- Added Accounting Technician
- Added Clerk of the Board
- Deleted Administrative Assistant

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**EXPENSE BUDGET SUMMARY**

General Ledger Code	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget	Budget Change	Percent Change
11-10-5010 SALARIES AND WAGES	\$ 341,073	\$ 579,986	\$ 584,696	\$ 684,410	\$ 104,424	18.0%
11-10-5110 BONUS, AWARDS, AND RECERTIFICATION	-	-	-	1,200	1,200	-
11-10-5119 OVERTIME	2,376	500	4,073	5,000	4,500	900.0%
11-10-5116 LONGEVITY	900	3,000	1,543	3,200	200	6.7%
11-10-5210 FICA AND MEDICARE	21,213	43,600	36,365	55,425	11,825	27.1%
11-10-5213 RETIREMENT CONTRIBUTIONS	33,018	64,900	56,602	76,508	11,608	17.9%
11-10-5216 UNEMPLOYMENT PAYMENTS	(142)	-	(243)	-	-	-
11-10-5225 LIFE INSURANCE	694	1,300	1,189	1,632	332	25.5%
11-10-5228 HEALTH INSURANCE	55,362	106,300	94,906	109,464	3,164	3.0%
11-10-5219 VISION INSURANCE	4,472	3,820	7,666	2,076	(1,744)	-45.7%
11-10-5234 DENTAL INSURANCE	-	-	-	8,004	8,004	-
11-10-5237 LONG TERM DISABILITY	933	1,700	1,599	1,596	(104)	-6.1%
11-00-3280 CSWRCB RESERVE FUND	-	553,361	-	553,361	-	-
11-00-9108 TRANSFER TO FUND 06	-	467,729	-	465,512	(2,217)	-0.5%
11-10-5222 WORKERS' COMPENSATION	796	1,270	1,364	70,413	69,143	5444.3%
11-10-6010 ACCOUNTING SERVICES	-	58,320	-	87,707	29,387	50.4%
11-10-6018 CERTIFICATIONS	-	250	-	-	(250)	-100.0%
11-10-6022 COMPREHENSIVE INSURANCE	179,749	308,300	308,141	340,993	32,693	10.6%
11-10-6024 CONTRACTS	137,703	182,700	236,062	565,744	383,044	209.7%
11-10-6026 COUNTY EXPENSE	19,049	22,000	32,656	22,000	-	-
11-10-6028 ELECTION EXPENSE	-	70,000	-	-	(70,000)	-100.0%
11-10-6034 LEGAL SERVICES	85,804	40,000	147,092	30,000	(10,000)	-25.0%
11-10-6036 MEDICAL SERVICES	-	31,500	-	32,443	943	3.0%
11-10-6038 MEMBERSHIPS	27,494	33,445	47,132	47,107	13,662	40.8%
11-10-6042 MISC. PROFESSIONAL SERVICES	-	82,930	-	95,392	12,462	15.0%
11-10-6044 OFFICE SUPPLIES	7,044	16,000	12,076	17,825	1,825	11.4%
11-10-6046 SUPPLIES	7,167	11,000	12,286	11,000	-	-
11-10-6048 OPEB HEALTH INSURANCE	-	56,325	-	57,253	928	1.6%
11-10-6052 OTHER EXPENSES	7,836	28,000	13,434	10,000	(18,000)	-64.3%
11-10-6056 PERMITS AND FEES	2,944	3,000	5,046	3,000	-	-
11-10-6060 PUBLICATIONS	399	2,000	683	2,500	500	25.0%
11-10-6062 REPAIRS AND MAINTENANCE	1,647	3,500	2,823	13,375	9,875	282.1%
11-10-6070 TUITION REIMBURSEMENT	-	-	-	12,000	12,000	-
11-10-6122 TELEPHONE AND INTERNET	12,248	20,500	20,996	21,655	1,155	5.6%
11-10-6210 CONFERENCES AND MEETINGS	10,371	40,000	17,779	44,523	4,523	11.3%
11-20-6010 DIRECTOR FEE AND PAYROLL TAX-BOARD	24,250	46,500	41,571	-	(46,500)	-100.0%
11-70-7025 GENERAL PLANT FACILITIES	-	179,644	-	345,985	166,341	92.6%
11-10-7035 ADMINISTRATIVE FACILITIES	-	-	-	33,449	33,449	-
<b>Total Expenses</b>	<b>\$ 984,396</b>	<b>\$ 3,063,380</b>	<b>\$ 1,687,536</b>	<b>\$ 3,831,752</b>	<b>\$ 768,372</b>	<b>25.1%</b>



**BUDGET DETAIL WORKSHEET**

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-10-5010 SALARIES AND WAGES</b>		\$ 579,986	\$ 684,410	\$ 104,424
<b>11-10-5110 BONUS, AWARDS, AND RECERTIFICATION</b>		-	1,200	1,200
<b>11-10-5119 OVERTIME</b>		500	5,000	4,500
<b>11-10-#### TOTAL FRINGE BENEFITS</b>		225,890	257,905	32,015
<b>Subtotal</b>		<b>\$ 806,376</b>	<b>\$ 948,515</b>	<b>\$ 142,139</b>
<b>11-00-3280 CSWRCB RESERVE FUND</b>				
Principal and Interest Payment for State Revolving Fund (SRF)		\$ 553,361	\$ 553,361	\$ -
<b>Subtotal</b>		<b>\$ 553,361</b>	<b>\$ 553,361</b>	<b>\$ -</b>
<b>11-00-9108 TRANSFER TO FUND 06</b>				
Principal and Interest Payment for Revenue Refunding Bonds, 2015		\$ 465,229	\$ 463,012	\$ (2,217)
Annual Administrative Expenses for Revenue Refunding Bonds, 2015		2,500	2,500	-
<b>Subtotal</b>		<b>\$ 467,729</b>	<b>\$ 465,512</b>	<b>\$ (2,217)</b>
<b>11-10-5222 WORKERS COMPENSATION</b>				
Workers Compensation Insurance Premium		\$ -	\$ 70,413	\$ 70,413
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ 70,413</b>	<b>\$ 70,413</b>
<b>11-10-6010 ACCOUNTING SERVICES</b>				
Annual Sewer Service Charge Administration Services (NBS)		\$ 18,000	\$ 18,000	\$ -
Annual Software Support (Blackbaud)		16,000	11,000	(5,000)
Annual Audit		15,500	30,810	15,310
Payroll Processing		4,100	5,377	1,277
Timekeeping System (CTE)		3,600	3,600	-
Annual Report Submittal To GFOA		1,120	1,120	-
Budget Report Submittal To GFOA		-	1,000	1,000
Annual Software Support (Caselle)		-	16,800	16,800
<b>Subtotal</b>		<b>\$ 58,320</b>	<b>\$ 87,707</b>	<b>\$ 29,387</b>

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-10-6018 CERTIFICATIONS</b>				
	Certified Public Accountant (CPA) renewal (Business Services Manager)	\$ 250	\$ -	\$ (250)
	<b>Subtotal</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>\$ (250)</b>
<b>11-10-6022 COMPREHENSIVE INSURANCE</b>				
	Earthquake Insurance	\$ 177,000	\$ 192,000	\$ 15,000
	Umbrella Business Insurance (e.g., Liability, Auto, and General)	115,000	125,000	10,000
	Environmental Pollution	16,300	23,993	7,693
	<b>Subtotal</b>	<b>\$ 308,300</b>	<b>\$ 340,993</b>	<b>\$ 32,693</b>
<b>11-10-6024 CONTRACTS</b>				
	Grant Assistance	\$ -	\$ 100,000	\$ 100,000
	Public Relations (e.g., Outreach, Social Media, and Advertising)	-	100,000	100,000
	Plant Security (Superior Protection Consultants)	79,000	79,000	-
	Federal Advocacy	-	75,000	75,000
	Other IT Support	-	39,500	39,500
	Computer Maintenance (Southwest Networks)	25,100	39,444	14,344
	State Advocacy	-	30,000	30,000
	General Consulting for Human Resource Training and Development, Benefits, and Legal Compliance	-	25,000	25,000
	Outreach Newsletter	15,000	25,000	10,000
	Temporary Help Services	-	18,000	18,000
	Services Related to the Shadow Hills and Indio Terrace Assessment Districts (Willdan)	-	10,000	10,000
	Business Continuity Update	-	10,000	10,000
	Backup/Disaster Recovery Storage (Southwest Networks)	8,400	8,400	-
	CalPERS Actuarial Study for GASB 68 Requirements	1,700	1,800	100
	Section 125 Plan	1,000	1,800	800
	CalPERS Health Plan Annual Fee	1,400	1,400	-
	Postage Meter Lease (Pitney Bowes)	700	700	-
	CalPERS 218 Fee (Social Security Agreement)	400	700	300
	Sewer Rate and Capacity Fee Study (NBS)	50,000	-	(50,000)
	<b>Subtotal</b>	<b>\$ 182,700</b>	<b>\$ 565,744</b>	<b>\$ 383,044</b>

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-10-6026 COUNTY EXPENSE</b>				
	County Auditor Fees Special Assessments to the Tax Roll	\$ 11,000	\$ 11,000	\$ -
	County Treasurer Fees for Collection of Special Assessments	11,000	11,000	-
	<b>Subtotal</b>	<b>\$ 22,000</b>	<b>\$ 22,000</b>	<b>\$ -</b>
				-
<b>11-10-6034 LEGAL SERVICES</b>				-
	Costs Associated with General Legal Counsel	\$ 40,000	\$ 30,000	\$ (10,000)
	<b>Subtotal</b>	<b>\$ 40,000</b>	<b>\$ 30,000</b>	<b>\$ (10,000)</b>
<b>11-10-6036 MEDICAL SERVICES</b>				
	Wellness Program	\$ 29,500	\$ 30,000	\$ 500
	Medical Exams-DMV & Pre-Employment	1,000	1,243	243
	Drug/Alcohol Testing Five (5) Employees	500	500	-
	First Aid Medical	500	700	200
	<b>Subtotal</b>	<b>\$ 31,500</b>	<b>\$ 32,443</b>	<b>\$ 943</b>

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General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-10-6038 MEMBERSHIPS</b>				
	California Association of Sanitation Agencies (CASA)	\$ 14,000	\$ 14,000	\$ -
	California Special Districts Association (CSDA)	7,700	7,805	105
	National Association Clean Water Agency (NACWA)	-	7,680	7,680
	Liebert Cassidy Whitmore (LCW)	5,000	5,625	625
	Southern California Allowance of Publicly Owned Treatment Works (SCAP)	5,100	5,100	-
	WaterReuse Membership	-	3,103	3,103
	Greater Coachella Valley Chamber of Commerce	700	760	60
	California Society of Municipal Finance Officers (CSMFO)	220	600	380
	Government Finance Officers Association (GFOA)	-	480	480
	California Public Employer Labor Relations Association (CalPERLA)	-	370	370
	American Water Works Association (AWWA)	300	300	-
	California Clerk of The Board of Supervisors Association (CCBSA)		300	300
	California Association of Public Procurement Officials (CAPPO)	225	225	-
	Society for Human Resource Management (SHRM)	-	219	219
	California Water Environment Association (CWEA)	200	200	-
	Professionals In Human Resources Association (PIHRA)	-	150	150
	Palm Springs Desert Sun Subscription	-	100	100
	Municipal Management Association of Southern California (MMASC)	-	90	90
	<b>Subtotal</b>	<b>\$ 33,445</b>	<b>\$ 47,107</b>	<b>\$ 13,662</b>
<b>11-10-6044 OFFICE SUPPLIES</b>				
	General Office Supplies (e.g., Letterhead, Envelopes, Business Cards, Copy Paper, Binders, Calendars, File Folders, Pens, Pencils)	\$ 14,596	\$ 15,353	\$ 757
	Postage	1,404	1,447	43
	Printed Budget Book	-	449	449
	Printed Employee Handbook	-	576	576
	<b>Subtotal</b>	<b>\$ 16,000</b>	<b>\$ 17,825</b>	<b>\$ 1,825</b>

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-10-6046 SUPPLIES</b>				
	Office Software Upgrades	\$ 7,000	\$ 7,000	\$ -
	Computer Supplies-Printer Cartridges and Toner	4,000	4,000	-
	<b>Subtotal</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>	<b>\$ -</b>
<b>11-10-6048 OPEB HEALTH INSURANCE</b>				
	OPEB Annual Required Contribution (ARC)	\$ 47,825	\$ 43,534	\$ (4,291)
	CalPERS OPEB Health Insurance fees	8,500	10,119	1,619
	Biennial OPEB Actuarial Study (Due in 2021/2022)	-	3,600	3,600
	<b>Subtotal</b>	<b>\$ 56,325</b>	<b>\$ 57,253</b>	<b>\$ 928</b>
<b>11-10-6052 OTHER EXPENSES</b>				
	Miscellaneous Expense Contingency Fund	\$ 28,000	\$ 10,000	\$ (18,000)
	<b>Subtotal</b>	<b>\$ 28,000</b>	<b>\$ 10,000</b>	<b>\$ (18,000)</b>
<b>11-10-6056 PERMITS &amp; FEES</b>				
	The Cortese Knox-Hertzberg Local Government Reorganization Act Of 2000 States that Special Districts are Responsible for Paying One-Third of the Cost of LAFCO.	\$ 3,000	\$ 3,000	\$ -
	<b>Subtotal</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>
<b>11-10-6060 PUBLICATIONS</b>				
	Costs For Publication of Official Notices and Bid Requests in Online Platforms	\$ 2,000	\$ 2,500	\$ 500
	<b>Subtotal</b>	<b>\$ 2,000</b>	<b>\$ 2,500</b>	<b>\$ 500</b>
<b>11-10-6062 REPAIRS AND MAINTENANCE</b>				
	Replacement Computers (3)	\$ -	\$ 6,000	\$ 6,000
	Copier II Lease & Maintenance	-	3,875	3,875
	Innovative Document Solutions - Monthly Maintenance Costs For Copier	2,000	2,000	-
	Miscellaneous	1,500	1,500	-
	<b>Subtotal</b>	<b>\$ 3,500</b>	<b>\$ 13,375</b>	<b>\$ 9,875</b>

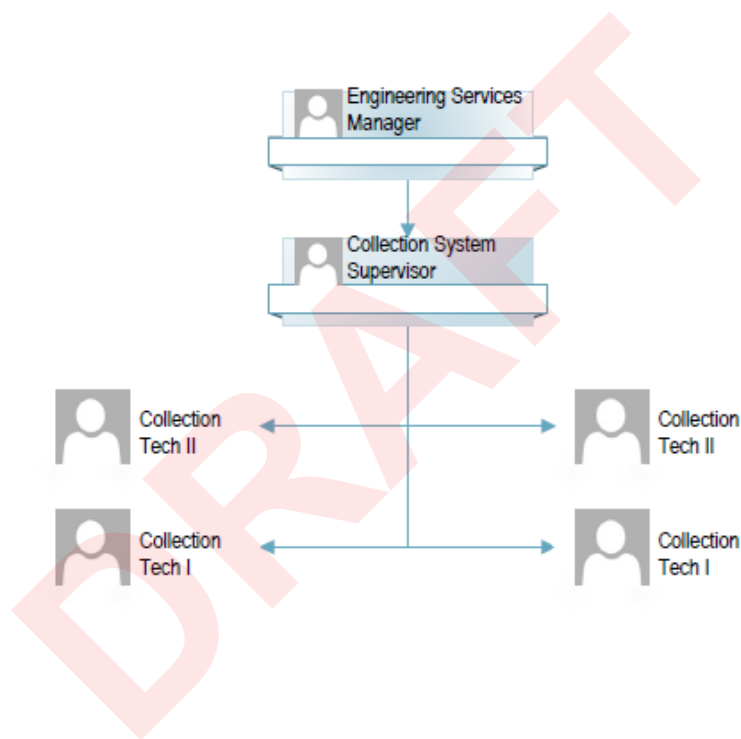
General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-10-6070 TUITION REIMBURSEMENT</b>				
	Tuition Assistance Program	\$ -	\$ 12,000	\$ 12,000
	<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>
<b>11-10-6122 TELEPHONE/INTERNET</b>				
	VOIP Main Telephone System (Spectrum)	\$ 14,000	\$ 14,000	\$ -
	Cell Phones-One (1) Employee (Verizon Wireless)	4,000	4,000	-
	Fire Control Alarms (Frontier)	2,500	3,655	1,155
	<b>Subtotal</b>	<b>\$ 20,500</b>	<b>\$ 21,655</b>	<b>\$ 1,155</b>
<b>11-10-6210 CONFERENCES/MEETINGS</b>				
	Leadership Academy	\$ -	\$ 20,000	\$ 20,000
	Costs Associated with Employee Travel and Training	8,000	12,000	4,000
	Association of California Water Agencies (ACWA)	16,000	4,709	(11,291)
	California Association of Sanitation Agencies (CASA)	16,000	4,709	(11,291)
	CalPERLA	-	2,130	2,130
	Government Finance Officers Association (GFOA)	-	575	575
	(CSMFO)	-	400	400
	<b>Subtotal</b>	<b>\$ 40,000</b>	<b>\$ 44,523</b>	<b>\$ 4,523</b>
<b>11-10-6042 MISC. PROFESSIONAL SERVICES</b>				
	Computer Consulting	\$ 50,000	\$ 70,000	\$ 20,000
	Government Job Listing Service (NeoGov)	7,500	8,139	639
	Office 365 Annual Billing	5,430	5,670	240
	Body Temperature Scanner (Turing Video)	-	3,234	3,234
	Board Meeting Software	-	3,150	3,150
	Video Conferencing	3,000	3,000	-
	Website Annual Service (CivicPlus)	2,000	2,199	199
	Prop 218 Mailing	15,000	-	(15,000)
	<b>Subtotal</b>	<b>\$ 82,930</b>	<b>\$ 95,392</b>	<b>\$ 12,462</b>
<b>11-20-6010 DIRECTOR FEE/PAYROLL TAX-BOARD</b>				
	Day of Service Fees for Five (5) Board Members	\$ 46,500	\$ -	\$ (46,500)
	<b>Subtotal</b>	<b>\$ 46,500</b>	<b>\$ -</b>	<b>\$ (46,500)</b>

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-20-6028 ELECTION EXPENSE</b>				
	Costs Associated Board Member Election	\$ 70,000	\$ -	\$ (70,000)
	<b>Subtotal</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ (70,000)</b>
<b>11-70-7025 GENERAL PLANT FACILITIES</b>				
	Water Reuse Project (EVRA JPA)	\$ 100,000	\$ 200,000	\$ 100,000
	Coachella Valley Integrated Regional Water Management Plan (IRWMP)	40,000	50,000	10,000
	Salt and Nutrient Management Plan (SNMP)	-	50,000	50,000
	Telemetry for District Vehicles	-	20,925	20,925
	District Building Alarm System Replacement	-	16,060	16,060
	Phase 1 Gap Monitoring Well Plan	-	9,000	9,000
	11 Laptops (Includes Warranty, Programming, and Licensing)	18,802	-	(18,802)
	7 Phones for New Cubicles	1,371	-	(1,371)
	COVID-19 Screening Thermal Scanners	9,700	-	(9,700)
	7 Desktops (Includes Warranty, Programming, and Licensing)	9,771	-	(9,771)
	<b>Subtotal</b>	<b>\$ 179,644</b>	<b>\$ 345,985</b>	<b>\$ 166,341</b>
<b>11-10-7035 ADMINISTRATIVE FACILITIES</b>				
	New Time Keeping System	\$ -	\$ 25,000	\$ 25,000
	Server Replacement	-	8,449	8,449
	<b>Subtotal</b>	<b>-</b>	<b>33,449</b>	<b>33,449</b>
	<b>Total Expense</b>	<b>\$ 3,063,380</b>	<b>\$ 3,831,752</b>	<b>\$ 768,372</b>

# COLLECTIONS SYSTEMS







# COLLECTIONS SYSTEMS

## DEPARTMENT DESCRIPTION

The Collections Department services and maintains 254 miles of sewer main with pipe size ranging from 6 to 54 inches. There are four (4) lift stations that consist of a total of eight (8) pumps, wet wells, and dry wells that require periodic maintenance and inspection. There are a total of 4,500 manholes in the collection system that require periodic maintenance and inspections to prevent and/or identify deterioration of the structures.

## FY 2021-2022 GOALS AND OBJECTIVES

- Meet or exceed annual sewer main cleaning production of 130 miles per year in order to complete the 2-year benchmark for cleaning the entire sewer system.
- Meet or exceed annual CCTV production of 30 miles per year in order to complete the 10-year benchmark of inspecting the entire system.
- Meet and exceed the requirements of the Statewide General Waste Discharge Requirements (WDR), Sewer System Management Plan (SSMP) to prevent Sanitary Sewer Overflows (SSO).

## PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
1	Collection System Supervisor	1.00	1.00	0.00
2	Collection System Tech I	2.00	2.00	0.00
2	Collection System Tech II	2.00	2.00	0.00
5	<b>Total FTE's</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

**EXPENSE BUDGET SUMMARY**

General Ledger Code	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget	Budget Change	Percent Change
11-30-5010 SALARIES AND WAGES	\$ 1,276,434	\$ 332,392	\$ 367,025	\$359,757	\$ 27,365	8.2%
11-30-5110 BONUS, AWARDS, AND RECERTIFICATION	-	-	-	1,000	1,000	-
11-30-5113 CALLOUT	3,615	4,000	2,182	2,500	(1,500)	-37.5%
11-30-5119 OVERTIME	5,318	1,600	670	1,600	-	-
11-30-5116 LONGEVITY	16,892	2,500	2,400	4,000	1,500	60.0%
11-30-5122 STANDBY PAY	17,403	18,700	17,724	19,100	400	2.1%
11-30-5210 FICA AND MEDICARE	99,503	26,800	28,757	30,989	4,189	15.6%
11-30-5213 RETIREMENT CONTRIBUTIONS	402,643	30,800	31,224	40,301	9,501	30.8%
11-30-5219 VISION INSURANCE	10,815	4,200	6,987	1,308	(2,892)	-68.9%
11-30-5222 WORKERS' COMPENSATION	27,749	9,000	9,721	-	(9,000)	-100.0%
11-30-5225 LIFE INSURANCE	2,960	950	810	1,244	294	30.9%
11-30-5228 HEALTH INSURANCE	205,092	91,300	88,360	85,704	(5,596)	-6.1%
11-30-5234 DENTAL INSURANCE	-	-	-	6,396	6,396	-
11-30-5237 LONG TERM DISABILITY	5,262	1,100	1,141	1,008	(92)	-8.4%
11-30-6018 CERTIFICATIONS	3,858	4,910	3,029	4,000	(910)	-18.5%
11-30-6024 CONTRACTS	131,894	140,850	27,477	133,700	(7,150)	-5.1%
11-30-6038 MEMBERSHIPS	4,415	2,300	2,469	1,700	(600)	-26.1%
11-30-6046 SUPPLIES	37,693	5,000	986	5,000	-	-
11-30-6052 OTHER EXPENSES	13,028	10,000	2,931	10,000	-	-
11-30-6056 PERMITS AND FEES	15,516	18,500	15,286	18,500	-	-
11-30-6062 REPAIRS AND MAINTENANCE	421,616	146,700	60,025	146,700	-	-
11-30-6068 TOOLS AND EQUIPMENT	24,647	2,000	342	2,000	-	-
11-30-6072 UNIFORM SERVICES	13,061	8,000	6,835	6,950	(1,050)	-13.1%
11-30-6110 ELECTRICITY	3,834	4,000	4,388	4,500	500	12.5%
11-30-6125 WATER	5,673	6,500	5,683	6,500	-	-
11-30-6210 CONFERENCES AND MEETINGS	22,859	9,000	3,090	10,000	1,000	11.1%
<b>Total Expenses</b>	<b>\$ 2,771,780</b>	<b>\$ 881,102</b>	<b>\$ 689,544</b>	<b>\$904,457</b>	<b>\$ 23,355</b>	<b>2.7%</b>

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**BUDGET DETAIL WORKSHEET**

General Ledger Code	FY21	FY22	Variance
	Approved Budget	Proposed Budget	
<b>11-30-5010 SALARIES AND WAGES</b>	\$ 332,392	\$ 359,757	\$ 27,365
<b>11-30-5110 BONUS, AWARDS, AND RECERTIFICATION</b>	-	1,000	1,000
<b>11-30-5113 CALLOUT</b>	4,000	2,500	(1,500)
<b>11-30-5119 OVERTIME</b>	1,600	1,600	-
<b>11-30-5122 STANDBY PAY</b>	18,700	19,100	400
<b>11-30-#### TOTAL FRINGE BENEFITS</b>	166,650	170,950	4,300
<b>Subtotal</b>	<b>\$ 523,342</b>	<b>\$ 554,907</b>	<b>\$ 31,565</b>
<b>11-30-6018 CERTIFICATIONS</b>			
Pipe Assessment Certification Program (PACP) for Two (2) Employees	\$ 2,000	\$ 2,000	\$ -
California Water Environment Association (CWEA) Allowance for Advancement (Certification Testing)	1,400	1,400	-
CWEA Technical Certification Programs Collection System Tech I AND II (4)	400	480	80
CWEA Technical Certification Programs Collection System Supervisor	110	120	10
State Water Resource Control Board (SWRCB) Operator Certification Programs Operator TI	170	-	(170)
SWRCB Operator Certification Programs Operator DI	170	-	(170)
CWEA Technical Certification Programs Development Service Tech I	100	-	(100)
CWEA Technical Certification Programs Development Service Tech II	110	-	(110)
American Water Works Association (AWWA) Grade D4/T3 (District Engineer)	300	-	(300)
Professional Engineer (PE) (District Engineer and Associate Engineer)	150	-	(150)
<b>Subtotal</b>	<b>\$ 4,910</b>	<b>\$ 4,000</b>	<b>\$ (910)</b>

# COLLECTIONS SYSTEMS

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-30-6024 CONTRACTS</b>				
	Roach Control Program (Golden Bell)	\$ 47,500	\$ 49,400	\$ 1,900
	Emergency Contingency Service (Rain for Rent)	25,000	25,000	-
	Asset Management Annual Renewal (Lucity)	15,000	15,000	-
	Root Control Program (Duke's Root Control)	15,000	15,000	-
	Emergency Response Consultant	10,000	10,000	-
	Erica Radio Member Fee (City of Indio)	6,000	6,000	-
	Dig Alerts and Board Fees (Underground Dig Alert)	3,500	3,500	-
	Software Support Fee (Pipelogix)	3,000	3,000	-
	Cell Phones-Four (4) Phones/Devices (Verizon Wireless)	4,000	2,000	(2,000)
	Annual Monitoring Fee/Pump Stations	2,000	2,000	-
	After Hours Answering Service (Around the Clock)	-	1,800	1,800
	Miscellaneous Contractual Services	1,000	1,000	-
	Bentley Enterprise Annual Licensing - Sewergems	4,500	-	(4,500)
	ESRI ARCVIEW 10.0 Annual Renewal	3,000	-	(3,000)
	Autocad Annual Maintenance AND Helpdesk	1,000	-	(1,000)
	Wireless Beepers (SPOK)	350		(350)
	<b>Subtotal</b>	<b>\$ 140,850</b>	<b>\$ 133,700</b>	<b>\$ (7,150)</b>
<b>11-30-6038 MEMBERSHIPS</b>				
	CWEA Membership Renewal	\$ 1,950	\$ 1,350	\$ (600)
	National Association Of Sewer Service Companies; Updates New Criteria Related to PACP Inspection Standards	350	350	-
	<b>Subtotal</b>	<b>\$ 2,300</b>	<b>\$ 1,700</b>	<b>\$ (600)</b>
<b>11-30-6046 SUPPLIES</b>				
	Traffic Control Signs/Cones/Safety Equipment	\$ 3,000	\$ 3,000	\$ -
	Miscellaneous Supplies	2,000	2,000	-
	<b>Subtotal</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>

# COLLECTIONS SYSTEMS

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-30-6052 OTHER EXPENSES</b>				-
	Miscellaneous Expense Contingency Fund	\$ 10,000	\$ 10,000	\$ -
	<b>Subtotal</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>
<b>11-30-6056 PERMITS AND FEES</b>				
	State General Waste Discharge Annual Permit Fee (SWRCB)	\$ 16,000	\$ 16,000	\$ -
	Annual Encroachment Permit (City Of Indio)	1,500	1,500	-
	Miscellaneous Permits and/or Fees	1,000	1,000	-
	<b>Subtotal</b>	<b>\$ 18,500</b>	<b>\$ 18,500</b>	<b>\$ -</b>
<b>11-30-6062 REPAIRS AND MAINTENANCE</b>				
	Vactor Parts/Repairs/Planned Expenditures	\$ 75,200	\$ 75,200	\$ -
	Mainline Repair	20,000	20,000	-
	TV Van Parts and Repair	15,000	15,000	-
	Manhole Covers	15,000	15,000	-
	Pump Station Repairs And Parts	11,000	11,000	-
	Equipment Rentals	8,500	8,500	-
	Equipment Repairs	2,000	2,000	-
	<b>Subtotal</b>	<b>\$ 146,700</b>	<b>\$ 146,700</b>	<b>\$ -</b>
<b>11-30-6068 TOOLS AND EQUIPMENT</b>				
	Miscellaneous Small Tool Acquisition and Replacement	\$ 2,000	\$ 2,000	\$ -
	<b>Subtotal</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>
<b>11-30-6072 UNIFORM SERVICES</b>				
	Uniforms-Five (5) Employees (Cintas)	\$ 4,600	\$ 4,300	\$ (300)
	PPE Gloves/Clothing/Gear	1,400	1,400	-
	Boots-Five (5) Employees	2,000	1,250	(750)
	<b>Subtotal</b>	<b>\$ 8,000</b>	<b>\$ 6,950</b>	<b>\$ (1,050)</b>

# COLLECTIONS SYSTEMS

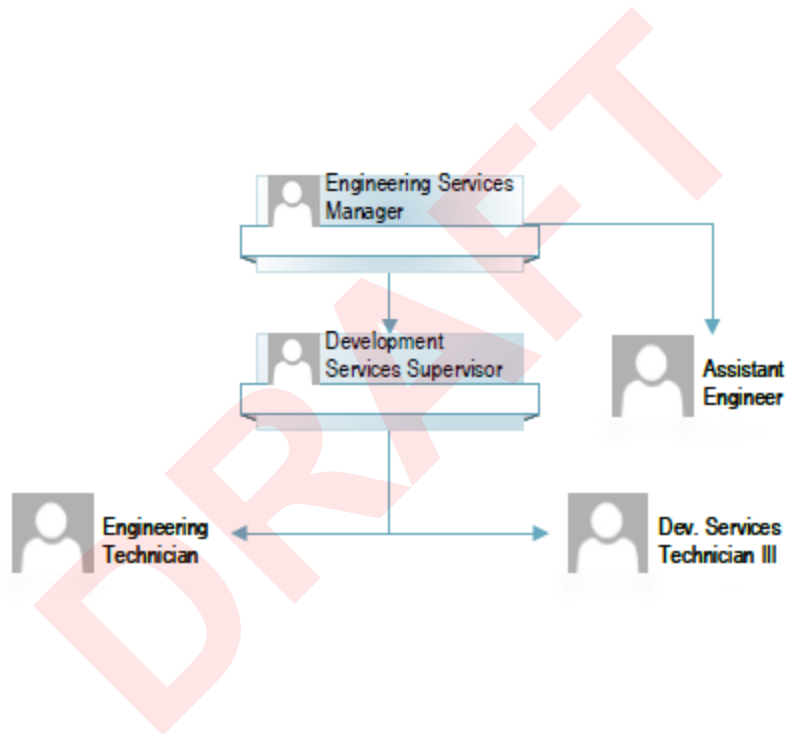
General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-30-6110 ELECTRICITY</b>				
	Imperial Irrigation District (IID)	\$ 4,000	\$ 4,500	\$ 500
	<b>Subtotal</b>	<b>\$ 4,000</b>	<b>\$ 4,500</b>	<b>\$ 500</b>
<b>11-30-6125 WATER</b>				
	Hydrant Water (Indio Water Authority)	\$ 6,500	\$ 6,500	\$ -
	<b>Subtotal</b>	<b>\$ 6,500</b>	<b>\$ 6,500</b>	<b>\$ -</b>
<b>11-30-6210 CONFERENCES/MEETINGS</b>				
	Travel Expenses for Conferences and Training Seminars, Registration Fees, Meals, Lodging and Related	\$ 9,000	\$ 10,000	\$ 1,000
	<b>Subtotal</b>	<b>\$ 9,000</b>	<b>\$ 10,000</b>	<b>\$ 1,000</b>
	<b>Total Expenses</b>	<b>\$ 881,102</b>	<b>\$ 904,457</b>	<b>\$ 23,355</b>

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# ENGINEERING









## DEPARTMENT DESCRIPTION

The Engineering Department is responsible for Development Services and the Capital Improvement Program.

Development Services is responsible for tracking new development within the District’s service area to ensure that all District development standards are being followed. It conducts plan checks for new developments, provides permitting and inspection services for new construction and/or remodeling/tenant improvements involving commercial, industrial, and residential properties.

The District has a robust Capital Improvement Program including the Reclaimed Water Phase 1 Treatment Upgrade project, the Influent Pump Station Rehabilitation project and the Collection System Sewer Main Rehabilitation and Replacement Program as well as many smaller projects.

## FY 2021-2022 GOALS AND OBJECTIVES

- Provide a high quality and customer friendly plan check process.
- Provide high quality and developer friendly inspection services.
- Research and find alternative funding sources for capital projects.
- Continue to deliver projects per schedule.
- Maintain a high-quality wastewater treatment plant and collection system by continuing to repair and replace items that have met their useful life.

## PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21	FY22	
		Base FTE's	Proposed Base FTE's	Variance
1	Engineering Services Manager	1.00	1.00	0.00
1	Assistant Engineer	1.00	1.00	0.00
1	Development Services Supervisor	1.00	1.00	0.00
1	Development Services Technician III	1.00	1.00	0.00
1	Engineering Technician	0.00	1.00	1.00
5	<b>Total FTE's</b>	<b>4.00</b>	<b>5.00</b>	<b>1.00</b>

### Notes:

- Added Engineering Technician

**EXPENSE BUDGET SUMMARY**

General Ledger Code	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget	Budget Change	Percent Change
11-40-5010 SALARIES AND WAGES	\$ 269,890	\$ 465,988	\$ 462,669	\$ 549,295	\$ 83,307	17.9%
11-40-5110 BONUS, AWARDS, AND RECERTIFICATION	-	-	-	1,000	1,000	-
11-40-5116 LONGEVITY	3,462	6,000	5,934	6,600	600	10.0%
11-40-5210 FICA AND MEDICARE	19,012	35,000	49,917	44,552	9,552	27.3%
11-40-5213 RETIREMENT CONTRIBUTIONS	29,118	54,300	32,591	67,578	13,278	24.5%
11-40-5219 VISION INSURANCE	1,221	1,595	2,093	1,908	313	19.6%
11-40-5222 WORKERS' COMPENSATION	680	6,700	1,166	-	(6,700)	-100.0%
11-40-5225 LIFE INSURANCE	582	1,200	998	1,065	(135)	-11.3%
11-40-5228 HEALTH INSURANCE	15,682	32,595	26,883	49,788	17,193	52.7%
11-40-5234 DENTAL INSURANCE	-	-	-	4,836	4,836	-
11-40-5237 LONG TERM DISABILITY	858	1,730	1,471	1,392	(338)	-19.5%
11-40-6018 CERTIFICATIONS	-	-	-	3,470	3,470	-
11-40-6024 CONTRACTS	-	-	-	65,000	65,000	-
11-40-6038 MEMBERSHIPS	-	-	-	1,200	1,200	-
11-40-6052 OTHER EXPENSES	-	-	-	4,000	4,000	-
11-40-6056 PERMITS AND FEES	-	-	-	1,000	1,000	-
11-40-6068 TOOLS AND EQUIPMENT	-	-	-	1,000	1,000	-
11-40-6072 UNIFORM SERVICES	-	-	-	4,700	4,700	-
11-40-6210 CONFERENCES AND MEETINGS	-	-	-	5,000	5,000	-
<b>Total Expenses</b>	<b>\$ 340,505</b>	<b>\$ 605,108</b>	<b>\$ 583,722</b>	<b>\$ 813,384</b>	<b>\$ 208,276</b>	<b>34.4%</b>

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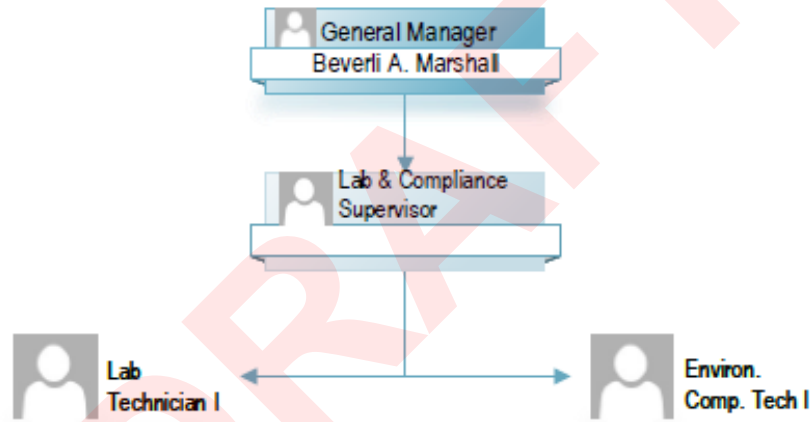
**BUDGET DETAIL WORKSHEET**

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-50-5010 SALARIES AND WAGES</b>		\$ 465,988	\$ 549,295	\$ 83,307
<b>11-50-5110 BONUS, AWARDS, AND RECERTIFICATION</b>		-	1,000	1,000
<b>11-50-5113 CALLOUT</b>		-	-	-
<b>11-50-5119 OVERTIME</b>		-	-	-
<b>11-50-5122 STANDBY PAY</b>		-	-	-
<b>10-50-##### TOTAL FRINGE BENEFITS</b>		139,120	177,719	38,599
<b>Subtotal</b>		<b>\$ 605,108</b>	<b>\$ 728,014</b>	<b>\$ 122,906</b>
<b>11-40-6018 CERTIFICATIONS</b>				
	Pipe Assessment Certification Program (PACP) for Two (2) Employees	\$ -	\$ 2,000	\$ 2,000
	California Water Environment Association (CWEA) Allowance for Advancement (Certification Testing)	-	450	450
	American Water Works Association (AWWA) Grade D4/T3 (District Engineer)	-	300	300
	State Water Resource Control Board (SWRCB) operator Certification Programs Operator TI	-	170	170
	SWRCB Board Operator Certification Programs Operator DI	-	170	170
	Professional Engineer (PE) (District Engineer and Associate Engineer)	-	150	150
	CWEA Technical Certification Programs Development Services Supervisor (CST IV)	-	120	120
	CWEA Technical Certification Programs Development Service Tech III (CST II)	-	110	110
	<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 3,470</b>	<b>\$ 3,470</b>
<b>11-40-6024 CONTRACTS</b>				
	Consultant For General Master Plan		\$ 60,000	\$ 60,000
	ESRI ARCVIEW 10.0 Annual Renewal		3,000	3,000
	Cell Phones-Two (2) Employees (Verizon Wireless)		1,000	1,000
	Autocad Annual Maintenance and Helpdesk		1,000	1,000
	<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-40-6038 MEMBERSHIPS</b>				
	California Water Environment Association (CWEA) Membership Renewal		\$ 1,200	\$ 1,200
	<b>Subtotal</b>	\$ -	\$ 1,200	\$ 1,200
<b>11-40-6052 OTHER EXPENSES</b>				
	Miscellaneous Expense Contingency Fund	\$ -	\$ 4,000	\$ 4,000
	<b>Subtotal</b>	\$ -	\$ 4,000	\$ 4,000
<b>11-40-6056 PERMITS AND FEES</b>				
	Miscellaneous Permits and/or Fees	\$ -	\$ 1,000	\$ 1,000
	<b>Subtotal</b>	\$ -	\$ 1,000	\$ 1,000
<b>11-40-6068 TOOLS AND EQUIPMENT</b>				
	Small Tool Acquisition and Replacement	\$ -	\$ 1,000	\$ 1,000
	<b>Subtotal</b>	\$ -	\$ 1,000	\$ 1,000
<b>11-40-6072 UNIFORM SERVICES</b>				
	Uniforms-Three (3) Employees (Cintas)	\$ -	\$ 2,700	\$ 2,700
	Boots-Three (3) Employees	-	1,000	1,000
	Gloves	-	1,000	1,000
	<b>Subtotal</b>	\$ -	\$ 4,700	\$ 4,700
<b>11-40-6210 CONFERENCES/MEETINGS</b>				
	Travel Expenses for Conferences and Training Seminars, Registration Fees, Meals, Lodging and Related	\$ -	\$ 5,000	\$ 5,000
	<b>Subtotal</b>	\$ -	\$ 5,000	\$ 5,000
	<b>Total Expenses</b>	\$ 605,108	\$ 813,384	\$ 208,276

# LABORATORY







## DEPARTMENT DESCRIPTION

The Laboratory & Compliance Department is comprised of the Environmental Laboratory Accreditation Program (ELAP) accredited Laboratory and the Pretreatment Program. The mission of the department is to be an active leader in the preservation, protection, and promotion of health of the public at large, through the creation of a healthy, sustainable environment. The pretreatment program is a component of the National Pollutant Discharge Elimination System (NPDES) program and is a cooperative effort of federal, state, and local environmental regulatory agencies established to protect water quality. The pretreatment division regulates industrial users of the sanitary system in accordance with the Clean Water Act. Inspectors survey, inspect, and monitor wastewater from District-zoned businesses to prevent toxic or harmful substances from entering the sewer collection system and reaching the Treatment plant. The department supports the environmental protection functions of state government by performing chemical and bacteriological analyses of environmental wastewater samples. The Laboratory ensures that testing capacity is available to support the District and environmental protection objectives of the state. The goal of the department is to assure the public that the accredited laboratory meets the minimum quality standards and are not only competent at generating data of known quality but strive for excellence. The department supports its team members through mutual respect and constructive feedback and celebrate its successes while learning from mistakes.

## FY 2021-2022 GOALS AND OBJECTIVES

- Improve interdepartmental relationships through implementation of monthly reviews with various departments.
- Procure and implement a Laboratory Information Management System (LIMS) to conform to the new elements of the ELAP-TNI regulations.
- Standardizing forms and documents to improve efficiency and streamline the program to make them more available to the public, commercial, and industrial users.

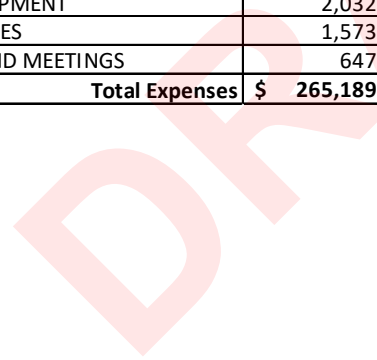
## PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
1	Environmental Technician I	1.00	1.00	0.00
1	Lab & Compliance Supervisor	1.00	1.00	0.00
1	Lab Technician I	1.00	1.00	0.00
<b>3</b>	<b>Total FTE's</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>



**EXPENSE BUDGET SUMMARY**

General Ledger Code	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget	Budget Change	Percent Change
11-50-5010 SALARIES AND WAGES	\$ 146,426	\$ 228,390	\$ 251,016	\$252,612	\$ 24,222	10.6%
11-50-5110 BONUS, AWARDS, AND RECERTIFICATION		-	-	600	600	-
11-50-5113 CALLOUT	560	2,100	364	-	(2,100)	-100.0%
11-50-5119 OVERTIME	212	3,300	960	3,300	-	-
11-50-5122 STANDBY PAY	1,840	3,200	3,154	-	(3,200)	-100.0%
11-50-5116 LONGEVITY	692	1,200	1,187	1,200	-	-
11-50-5210 FICA AND MEDICARE	10,862	17,800	18,621	20,353	2,553	14.3%
11-50-5213 RETIREMENT CONTRIBUTIONS	10,504	17,750	18,007	22,524	4,774	26.9%
11-50-5216 UNEMPLOYMENT PAYMENTS	-	-	-	-	-	-
11-50-5219 VISION INSURANCE	1,394	-	2,391	864	864	-
11-50-5222 WORKERS' COMPENSATION	3,688	6,200	6,322	-	(6,200)	-100.0%
11-50-5225 LIFE INSURANCE	321	615	550	732	117	19.0%
11-50-5228 HEALTH INSURANCE	18,387	32,175	31,521	31,440	(735)	-2.3%
11-50-5234 DENTAL INSURANCE	-	1,580	-	3,216	1,636	103.5%
11-50-5237 LONG TERM DISABILITY	442	850	758	948	98	11.5%
11-50-6018 CERTIFICATIONS	192	1,100	329	1,250	150	13.6%
11-50-6024 CONTRACTS	700	17,850	1,200	14,450	(3,400)	-19.0%
11-50-6038 MEMBERSHIPS	1,192	1,925	2,043	3,100	1,175	61.0%
11-50-6046 SUPPLIES	12,777	30,100	21,904	52,000	21,900	72.8%
11-50-6052 OTHER EXPENSES	611	10,000	1,047	10,000	-	-
11-50-6056 PERMITS AND FEES	4,654	5,700	7,979	9,700	4,000	70.2%
11-50-6062 REPAIRS AND MAINTENANCE	10,616	25,000	18,199	25,000	-	-
11-50-6064 RESEARCH AND MONITORING	34,866	100,000	59,770	100,000	-	-
11-50-6068 TOOLS AND EQUIPMENT	2,032	8,000	3,484	8,000	-	-
11-50-6072 UNIFORM SERVICES	1,573	3,550	2,696	4,050	500	14.1%
11-50-6210 CONFERENCES AND MEETINGS	647	3,000	1,109	4,500	1,500	50.0%
<b>Total Expenses</b>	<b>\$ 265,189</b>	<b>\$ 521,385</b>	<b>\$ 454,611</b>	<b>\$569,839</b>	<b>\$ 48,454</b>	<b>9.3%</b>



**BUDGET DETAIL WORKSHEET**

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-50-5010 SALARIES AND WAGES</b>		\$ 228,390	\$ 252,612	\$ 24,222
<b>11-50-5110 BONUS, AWARDS, AND RECERTIFICATION</b>		-	600	600
<b>11-50-5113 CALLOUT</b>		2,100	-	(2,100)
<b>11-50-5119 OVERTIME</b>		3,300	3,300	-
<b>11-50-5122 STANDBY PAY</b>		3,200	-	(3,200)
<b>11-50-#### TOTAL FRINGE BENEFITS</b>		78,170	81,277	3,107
<b>Subtotal</b>		<b>\$ 315,160</b>	<b>\$ 337,789</b>	<b>\$ 22,629</b>
<b>11-50-6018 CERTIFICATIONS</b>				
	California Water Environment Association (CWEA) Allowance for Advancement (Certification Testing)	\$ 800	\$ 800	\$ -
	State Water Resources Control Board (SWRCB) Wastewater Operator	-	150	150
	CWEA Lab Analyst/Coordinator	100	100	-
	CWEA Lab Technician	100	100	-
	Environmental Compliance Inspector	100	100	-
	<b>Subtotal</b>	<b>\$ 1,100</b>	<b>\$ 1,250</b>	<b>\$ 150</b>
<b>11-50-6024 CONTRACTS</b>				
	Lab Information Management System (LIMS) Annual Support (WaterTrax)	\$ 8,500	\$ 6,000	\$ (2,500)
	Hazardous Waste Disposal	-	5,000	5,000
	Calibration/Replacement of Class I Scale Weights	1,300	1,300	-
	Calibration/Certification of Fume Hood	1,000	1,000	-
	Scale Calibration Service (2 Balances)	750	750	-
	Calibration of NIST Certified Thermometer	300	400	100
	Third Party Assessor Authority (TPAA for On-Site Assessment (OSAs)	6,000	-	(6,000)
	<b>Subtotal</b>	<b>\$ 17,850</b>	<b>\$ 14,450</b>	<b>\$ (3,400)</b>

# LABORATORY

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-50-6038 MEMBERSHIPS</b>				
	Coalition of Accredited Laboratories (CAL)	\$ 1,000	\$ 2,000	\$ 1,000
	California Water Environment Association (CWEA) Membership Renewal	600	600	-
	Water Environment Federation	250	400	150
	TNI (NELAC) Association	75	100	25
	<b>Subtotal</b>	<b>\$ 1,925</b>	<b>\$ 3,100</b>	<b>\$ 1,175</b>
<b>11-50-6046 SUPPLIES</b>				
	Laboratory Chemicals, Reagents, Detergents, Filters, Glassware, Instrument Batteries, Dissolved Oxygen (DO) Probe Modules, Buffers, Storage Solutions, Medias, Quality Controls and Miscellaneous Supplies	\$ 20,000	\$ 25,000	\$ 5,000
	Field Ammonia Sensors and DO Sensor Probe Replacements	-	16,900	16,900
	Distilled Water for Laboratory	5,000	5,000	-
	Miscellaneous Small Tools, Torches, Pliers, Small Air Pumps, etc.	2,000	2,000	-
	Outreach Materials for Distribution for Public Relations Efforts	1,600	1,600	-
	Laptop/Tablet With Printer for Field Work	1,500	1,500	-
	<b>Subtotal</b>	<b>\$ 30,100</b>	<b>\$ 52,000</b>	<b>\$ 21,900</b>
<b>11-50-6052 OTHER EXPENSES</b>				
	Miscellaneous Expense Contingency Fund	\$ 10,000	\$ 10,000	\$ -
	<b>Subtotal</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>
<b>11-50-6056 PERMITS AND FEES</b>				
	Environmental Laboratory Certification Program (ELAP) + Onsite Assessment (OSA)	\$ 4,000	\$ 8,000	\$ 4,000
	Quality Assurance Proficiency Testing Required by the Health and Safety Code §100870	1,500	1,500	-
	Miscellaneous	200	200	-
	<b>Subtotal</b>	<b>\$ 5,700</b>	<b>\$ 9,700</b>	<b>\$ 4,000</b>

# LABORATORY

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-50-6062 REPAIRS AND MAINTENANCE</b>				
	Laboratory Instrument Replacement	\$ 15,000	\$ 15,000	\$ -
	Contingency for Instrument Repairs AND Maintenance	5,000	5,000	-
	Meter and Probe Replacement	5,000	5,000	-
	<b>Subtotal</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>
<b>11-50-6064 RESEARCH AND MONITORING</b>				
	Contingency for Two (2) Toxicity Identification Evaluation Ph. I, Ph. II AND III Base Line, Estimated Ten (10) Accelerated Monitoring of Bioassays, and Grit/Screening Samples	\$ 35,000	\$ 35,000	\$ -
	Monthly EFF-001C Plant Effluent Testing (Caltest)	15,000	15,000	-
	Biosolids Testing for Sludge 12 Samples (E S Babcock)	15,000	15,000	-
	Bioassay Monitoring (Nautilus Environmental)	10,000	10,000	-
	Pretreatment IU Sampling Requirements	6,000	6,000	-
	Delivery for Lab Samples (Fed Ex)	5,000	5,000	-
	Additional Testing - Laboratory Reserve	4,000	4,000	-
	California Toxics Rule (CTR) Annually	4,000	4,000	-
	Quarterly Testing (RSW-002, EFF-001C, INF, Etc. (E S Babcock)	4,000	4,000	-
	Additional Testing as Required by Permit Overlimit Regulations	2,000	2,000	-
	<b>Subtotal</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>
<b>11-50-6068 TOOLS AND EQUIPMENT</b>				
	Composite Sampler Supplies	\$ 5,000	\$ 5,000	\$ -
	Sampling Bottles	2,000	2,000	-
	Replacement	1,000	1,000	-
	<b>Subtotal</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ -</b>

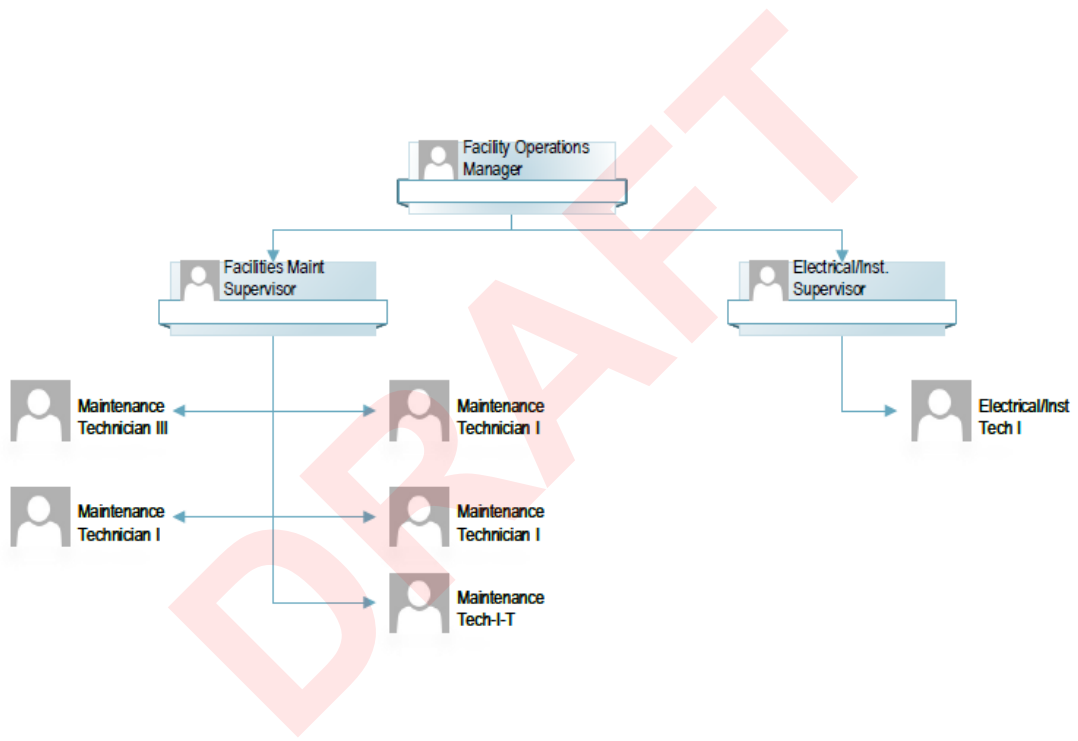
# LABORATORY

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-50-6072 UNIFORM SERVICES</b>				
	Uniforms-Three (3) Employees (Cintas)	\$ 2,500	\$ 3,000	\$ 500
	Boots-Three (3) Employees	750	750	-
	Gloves, Ear Plugs, Safety Items-Three (3) Employees	300	300	-
	<b>Subtotal</b>	<b>\$ 3,550</b>	<b>\$ 4,050</b>	<b>\$ 500</b>
<b>11-50-6210 CONFERENCES/MEETINGS</b>				
	Travel Expenses for Conferences and Training Seminars, Registration Fees, Meals, Lodging and Related Expenses	\$ 3,000	\$ 4,500	\$ 1,500
	<b>Subtotal</b>	<b>\$ 3,000</b>	<b>\$ 4,500</b>	<b>\$ 1,500</b>
	<b>Total Expenses</b>	<b>\$ 521,385</b>	<b>\$ 569,839</b>	<b>\$ 48,454</b>

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# MAINTENANCE





## DEPARTMENT DESCRIPTION

The Maintenance Department is responsible for all mechanical equipment at the District’s main plant and assists with the four (4) lift stations located throughout the community. The department performs necessary preventative maintenance on all equipment located throughout the facility including office and plant buildings. The department is also responsible for the maintenance of all fleet and construction equipment such as trucks, tractors, and heavy-duty equipment. The department works closely with all departments to ensure safety and compliance with all federal, state and local regulatory agencies.

## FY 2021-2022 GOALS AND OBJECTIVES

- Complete implementation of the new asset management system, Lucity.
- Reduce reactive maintenance through new work order processes.
- Increase departmental communication by encouraging information sharing, input, and education.

## PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
1	Electrical/Inst. Supervisor	1.00	1.00	0.00
1	Electrical/Inst. Technician I	1.00	1.00	0.00
1	Facilities Maintenance Supervisor	1.00	1.00	0.00
1	Maintenance Tech-I-T	0.00	1.00	1.00
2	Maintenance Technician I	3.00	3.00	0.00
1	Maintenance Technician III	1.00	1.00	0.00
<b>7</b>	<b>Total FTE's</b>	<b>7.00</b>	<b>8.00</b>	<b>1.00</b>

Notes:

- Added Maintenance Tech I-T



**EXPENSE BUDGET SUMMARY**

General Ledger Code	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget	Budget Change	Percent Change
11-60-5010 SALARIES AND WAGES	\$ 268,490	\$ 519,283	\$ 536,979	\$ 616,118	\$ 96,835	18.6%
11-60-5110 BONUS, AWARDS, AND RECERTIFICATION	-	-	-	1,600	1,600	-
11-60-5113 CALLOUT	378	600	756	1,000	400	66.7%
11-60-5119 OVERTIME	442	2,400	884	5,000	2,600	108.3%
11-60-5122 STANDBY PAY	1,702	3,200	3,404	3,820	620	19.4%
11-60-5116 LONGEVITY	4,800	9,600	9,600	9,700	100	1.0%
11-60-5210 FICA AND MEDICARE	20,992	39,500	41,985	50,699	11,199	28.4%
11-60-5213 RETIREMENT CONTRIBUTIONS	26,140	52,650	52,281	68,574	15,924	30.2%
11-60-5219 VISION INSURANCE	4,367	5,341	8,735	2,292	(3,049)	-57.1%
11-60-5222 WORKERS COMPENSATION	7,178	14,250	14,356	-	(14,250)	-100.0%
11-60-5225 LIFE INSURANCE	634	1,390	1,268	2,124	734	52.8%
11-60-5228 HEALTH INSURANCE	55,077	113,630	110,154	128,712	15,082	13.3%
11-60-5234 DENTAL INSURANCE	-	-	-	10,092	10,092	-
11-60-5237 LONG TERM DISABILITY	870	1,920	1,741	1,764	(156)	-8.1%
11-60-6018 CERTIFICATIONS	372	2,850	744	4,830	1,980	69.5%
11-60-6024 CONTRACTS	26,840	126,117	53,681	215,281	89,164	70.7%
11-60-6038 MEMBERSHIPS	175	1,875	350	2,635	760	40.5%
11-60-6046 SUPPLIES	17,761	38,500	35,522	59,240	20,740	53.9%
11-60-6052 OTHER EXPENSES	1,541	10,000	3,083	10,000	-	-
11-60-6056 PERMITS AND FEES	-	2,500	-	2,800	300	12.0%
11-60-6062 REPAIRS AND MAINTENANCE	198,867	321,150	397,734	371,120	49,970	15.6%
11-60-6068 TOOLS AND EQUIPMENT	1,684	22,500	3,367	25,000	2,500	11.1%
11-60-6072 UNIFORM SERVICES	3,072	8,400	6,145	14,620	6,220	74.0%
11-60-6073 COVID-19 SUPPLIES	-	44,000	-	64,000	20,000	45.5%
11-60-6210 CONFERENCES AND MEETINGS	846	32,000	1,691	41,000	9,000	28.1%
<b>Total Expenses</b>	<b>\$ 642,229</b>	<b>\$ 1,373,656</b>	<b>\$ 1,284,459</b>	<b>\$ 1,712,021</b>	<b>\$ 338,365</b>	<b>24.6%</b>



# MAINTENANCE

## BUDGET DETAIL WORKSHEET

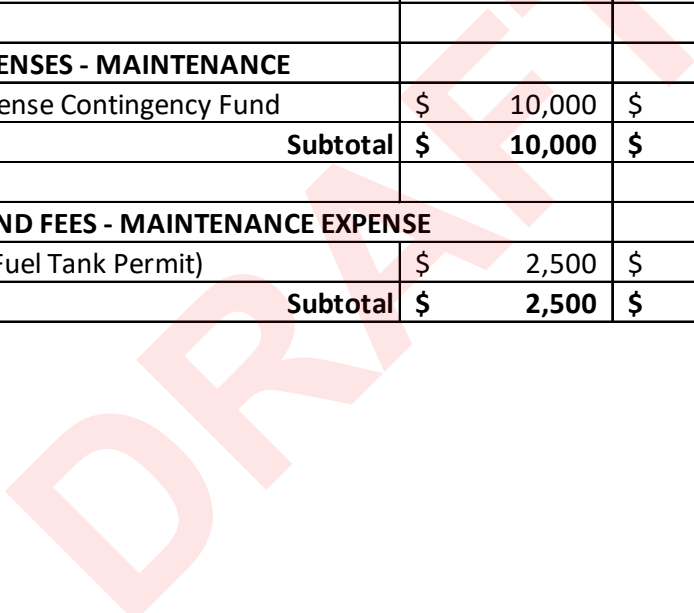
General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-60-5010 SALARIES AND WAGES</b>		\$ 519,283	\$ 616,118	\$ 96,835
<b>11-60-5110 BONUS, AWARDS, AND RECERTIFICATION</b>		-	1,600	1,600
<b>11-60-5113 CALLOUT</b>		600	1,000	400
<b>11-60-5119 OVERTIME</b>		2,400	5,000	2,600
<b>11-60-5122 STANDBY PAY</b>		3,200	3,820	620
<b>11-60-#### TOTAL FRINGE BENEFITS</b>		238,281	273,957	35,676
<b>Subtotal</b>		<b>\$ 763,764</b>	<b>\$ 901,495</b>	<b>\$ 137,731</b>
<b>11-60-6018 CERTIFICATIONS</b>				
	California Water Environment Association (CWEA) Allowance For Advancement (Certification Testing)	\$ 1,400	\$ 3,200	\$ 1,800
	CWEA Maintenance Tech I (3)	300	360	60
	State Water Resource Control Board (SWRCB) Operator III	300	300	-
	SWRCB Operator TI	170	170	-
	SWRCB Operator DI	170	170	-
	CWEA Electrical Instrumentation Supervisor	110	150	40
	CWEA Collection System Tech I (1)	100	120	20
	CWEA Maintenance Supervisor (1)	100	120	20
	CWEA Maintenance Tech III (1)	100	120	20
	CWEA Electrical/Instrumentation Technician (1)	100	120	20
<b>Subtotal</b>		<b>\$ 2,850</b>	<b>\$ 4,830</b>	<b>\$ 1,980</b>

# MAINTENANCE

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-60-6024 CONTRACTS</b>				
	Janitorial and Landscaping Services (Desert Arc)	\$ 28,936	\$ 60,000	\$ 31,064
	COVID-19 Cubicle Rentals	35,781	35,781	-
	Trailer Rental	-	25,000	25,000
	Central Square EAM Asset Management	-	17,500	17,500
	Tree Trimming and Spraying	15,000	15,000	-
	Boiler Maintenance Service Contract	14,000	14,000	-
	Annual Fire Suppression Service for Sodium Hypochlorite Facility	4,000	8,000	4,000
	My Safety Officer	5,200	7,000	1,800
	Offsite Restroom Rental	-	6,000	6,000
	Parts, Washer Service, Light Bulb Disposal and Batteries (Safety Kleen)	4,500	5,000	500
	Building Alarm Monitoring (Alliance)	4,500	5,000	500
	Pest Control Service for Building and Facilities (Rudy's)	2,700	4,000	1,300
	Annual AQMD Test (Western Pump)	2,500	3,500	1,000
	Annual Fire Extinguisher Service	2,800	2,800	-
	Gantry Crane Service	2,000	2,500	500
	Fire Alarm Monitoring (Pyro Comm)	1,750	1,750	-
	Used Oil Filter Disposal (Safety Kleen)	1,050	1,050	-
	Miscellaneous Contractual Services	1,000	1,000	-
	Recycling (Desert Arc)	400	400	-
	<b>Subtotal</b>	<b>\$ 126,117</b>	<b>\$ 215,281</b>	<b>\$ 89,164</b>
<b>11-60-6038 MEMBERSHIPS</b>				
	California Water Environment Association (CWEA) Membership Renewal	\$ 1,400	\$ 1,760	\$ 360
	National Fire Protection Association (NFPA)	475	475	-
	Water Environmental Federation (WEF)	-	400	400
	<b>Subtotal</b>	<b>\$ 1,875</b>	<b>\$ 2,635</b>	<b>\$ 760</b>

# MAINTENANCE

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-60-6046 SUPPLIES</b>				
	Mats, Shop Towels, Etc. (Cintas)	\$ 17,600	\$ 20,240	\$ 2,640
	Landscaping Supplies	12,500	12,500	-
	Drinking Water Service	-	12,000	12,000
	55-Gallon Cleaning Concentrates, Cleaning Supplies, Paper Towels, Toilet Paper, Cups, Soap, and Cleaners	6,400	7,000	600
	First Aid	-	5,000	5,000
	Miscellaneous Supplies	2,000	2,500	500
	<b>Subtotal</b>	<b>\$ 38,500</b>	<b>\$ 59,240</b>	<b>\$ 20,740</b>
<b>11-60-6052 OTHER EXPENSES - MAINTENANCE</b>				
	Miscellaneous Expense Contingency Fund	\$ 10,000	\$ 10,000	\$ -
	<b>Subtotal</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>
<b>11-60-6056 PERMITS AND FEES - MAINTENANCE EXPENSE</b>				
	Fire Department (Fuel Tank Permit)	\$ 2,500	\$ 2,800	\$ 300
	<b>Subtotal</b>	<b>\$ 2,500</b>	<b>\$ 2,800</b>	<b>\$ 300</b>



# MAINTENANCE

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-60-6062 REPAIRS AND MAINTENANCE</b>				
	Routine Miscellaneous Repairs And Maintenance Contingency	\$ 70,000	\$ 85,000	\$ 15,000
	Rebuild Ras Pumps	35,000	35,000	-
	Boiler Maintenance	30,000	30,000	-
	General Facility Maintenance	27,000	27,000	-
	Rebuild Two (2) Influent Pumps	25,000	25,000	-
	Equipment Rentals	20,000	25,000	5,000
	Flare Parts	-	20,000	20,000
	Belt Press Building Maintenance Parts	15,000	15,000	-
	Service Generators 2,3 and 4	12,000	15,000	3,000
	Dredge Panel and Spare Parts	14,000	14,000	-
	Aerator Maintenance	10,000	10,000	-
	Safety Equipment for Confined Space Entry	8,200	8,200	-
	Vehicle Repairs and Smog Checks	8,000	8,000	-
	Clean District Flooring	7,000	7,000	-
	Turblex Blower Parts	7,000	7,000	-
	Cat Tractor and Dump Truck Repairs	5,000	5,000	-
	Fleet Vehicle Operating Supplies	5,000	5,000	-
	Gas Detectors for Confined Space Entry	5,000	5,000	-
	Check Valves for Drainage Pumps	4,500	4,500	-
	90 Day Bit Inspections	-	4,000	4,000
	Irrigation Repairs and Maintenance	3,000	3,000	-
	Road Base for All Dirt Roads Around Treatment Plant	2,750	3,000	250
	Arc Flash Safety Equipment	2,700	2,750	50
	Replacement of Facilities Equipment	-	2,500	2,500
	Hose Replacement	2,000	2,100	100
	Replace Hose Reel Swivels	2,000	1,900	(100)
	Gallery Sump Pump Replacements	1,000	1,170	170
	<b>Subtotal</b>	<b>\$ 321,150</b>	<b>\$ 371,120</b>	<b>\$ 49,970</b>
<b>11-60-6068 TOOLS AND EQUIPMENT</b>				
	Safety Guarding Fabrication Tooling	\$ -	\$ 12,500	\$ 12,500
	Miscellaneous Small Tool Acquisition and Replacement	10,000	12,500	2,500
	Electrical Conduit Bender	12,500	-	(12,500)
	<b>Subtotal</b>	<b>\$ 22,500</b>	<b>\$ 25,000</b>	<b>\$ 2,500</b>

# MAINTENANCE

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-60-6072 UNIFORM SERVICES</b>				
	Uniforms-eight (8) Employees (Cintas)	\$ 5,950	\$ 7,820	\$ 1,870
	VSD Uniform UV Exposure PPE	-	4,000	4,000
	Boots Eight (8) Employees	1,750	2,000	250
	Gloves Eight (8) Employees	700	800	100
	<b>Subtotal</b>	<b>\$ 8,400</b>	<b>\$ 14,620</b>	<b>\$ 6,220</b>
<b>11-60-6073 COVID-19 SUPPLIES</b>				
	Personal Protective Equipment (PPE)	\$ -	\$ 20,000	\$ 20,000
	COVID-19 Compliance Expenditures	44,000	44,000	-
	<b>Subtotal</b>	<b>\$ 44,000</b>	<b>\$ 64,000</b>	<b>\$ 20,000</b>
<b>11-60-6210 CONFERENCES/MEETINGS</b>				
	Safety Training	\$ 25,000	\$ 25,000	\$ -
	Allowance for Eight (8) Employees	7,000	16,000	9,000
	<b>Subtotal</b>	<b>\$ 32,000</b>	<b>\$ 41,000</b>	<b>\$ 9,000</b>
	<b>Total Expenses</b>	<b>\$ 1,373,656</b>	<b>\$ 1,712,021</b>	<b>\$ 338,365</b>

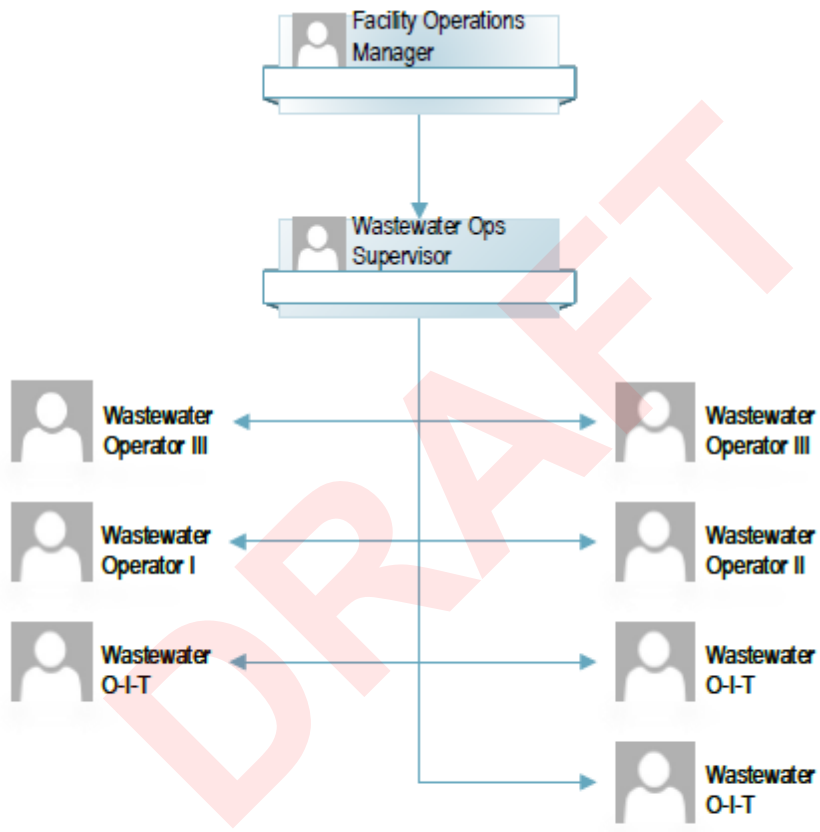
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# OPERATIONS







## DEPARTMENT DESCRIPTION

The Operations Department operates its own water reclamation facility to treat wastewater within its 19.5 square mile service area. The District complies with all federal, state, and local regulations and develops and maintains a sustainable environmental process to safeguard the public health and safety.

The treatment plant treats approximately 5.5 – 6.5 Million Gallons per Day (MGD) of wastewater. The wastewater is treated through either the activated sludge process or the oxidation ponds.

The activated sludge process treats most of the wastewater that enters the treatment plant. The activated sludge process currently has a maximum treatment capacity of 10 MGD.

The oxidation ponds receive all waste solids and approximately 0.5 million gallons of wastewater each day. The maximum treatment capacity of the oxidation ponds is 2.5 MGD.

The combination of the two treatment processes gives the treatment plant a total treatment capacity of 12.5 MGD. The treated wastewater is discharged into the Whitewater Storm Channel and becomes a source of freshwater replenishment to the Salton Sea.

## FY 2021-2022 GOALS AND OBJECTIVES

- Strive for 100% compliance of the National Pollutant Discharge Elimination System (NPDES) permit effluent requirements.
- Continue to develop operator skills and knowledge through education, training, experience, and certification advancement.
- Continue staff involvement with the treatment plant upgrades.

## PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
1	Facility Operation Manager	1.00	1.00	0.00
3	Wastewater O-I-T	3.00	3.00	0.00
1	Wastewater Operator I	1.00	1.00	0.00
1	Wastewater Operator II	1.00	1.00	0.00
2	Wastewater Operator III	2.00	2.00	0.00
1	Wastewater Ops Supervisor	1.00	1.00	0.00
9	<b>Total FTE's</b>	<b>9.00</b>	<b>9.00</b>	<b>0.00</b>

**EXPENSE BUDGET SUMMARY**

General Ledger Code	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget	Budget Change	Percent Change
11-70-5010 SALARIES AND WAGES	\$ 422,979	\$ 706,689	\$ 670,757	\$ 737,785	\$ 31,096	4.4%
11-70-5110 BONUS, AWARDS, AND RECERTIFICATION	-	-	-	1,800	1,800	-
11-70-5113 CALLOUT	2,188	9,500	4,103	6,000	(3,500)	-36.8%
11-70-5119 OVERTIME	9,266	16,000	12,793	18,000	2,000	12.5%
11-70-5122 STANDBY PAY	8,280	12,400	14,320	15,270	2,870	23.1%
11-70-5116 LONGEVITY	8,954	15,600	15,508	16,900	1,300	8.3%
11-70-5210 FICA AND MEDICARE	31,712	53,600	55,057	63,660	10,060	18.8%
11-70-5213 RETIREMENT CONTRIBUTIONS	42,556	77,000	73,815	93,745	16,745	21.7%
11-70-5219 VISION INSURANCE	3,747	3,930	6,311	2,712	(1,218)	-31.0%
11-70-5222 WORKERS' COMPENSATION	10,842	18,600	18,982	-	(18,600)	-100.0%
11-70-5225 LIFE INSURANCE	856	1,575	1,511	1,680	105	6.7%
11-70-5228 HEALTH INSURANCE	47,014	93,709	80,992	107,436	13,727	14.6%
11-70-5234 DENTAL INSURANCE	-	-	-	7,620	7,620	0.0%
11-70-5237 LONG TERM DISABILITY	1,264	2,340	2,234	1,968	(372)	-15.9%
11-70-6018 CERTIFICATIONS	346	3,700	692	7,185	3,485	94.2%
11-70-6020 CHEMICALS	237,852	427,560	424,461	464,521	36,961	8.6%
11-70-6024 CONTRACTS	56,655	180,185	100,532	326,750	146,565	81.3%
11-70-6032 GAS, OIL AND FUEL	19,220	52,000	34,571	52,000	-	-
11-70-6038 MEMBERSHIPS	576	1,950	1,152	2,500	550	28.2%
11-70-6046 SUPPLIES	70,844	130,600	105,889	113,600	(17,000)	-13.0%
11-70-6052 OTHER EXPENSES	1,520	49,000	3,040	20,000	(29,000)	-59.2%
11-70-6056 PERMITS AND FEES	12,202	63,950	24,405	69,750	5,800	9.1%
11-70-6062 REPAIRS AND MAINTENANCE	76,774	107,770	152,260	115,015	7,245	6.7%
11-70-6068 TOOLS AND EQUIPMENT	-	1,000	-	1,000	-	-
11-70-6072 UNIFORM SERVICES	3,978	7,800	6,789	10,400	2,600	33.3%
11-70-6110 ELECTRICITY	348,557	603,750	600,826	633,988	30,238	5.0%
11-70-6113 NATURAL GAS	2,118	6,000	2,946	6,000	-	-
11-70-6116 GRIT AND SCREENING REMOVAL	17,489	25,500	30,345	31,865	6,365	25.0%
11-70-6125 WATER	7,629	15,000	13,493	16,500	1,500	10.0%
11-70-6210 CONFERENCES AND MEETINGS	3,702	20,000	6,905	27,000	7,000	35.0%
<b>Total Expenses</b>	<b>\$ 1,449,120</b>	<b>\$ 2,706,708</b>	<b>\$ 2,464,688</b>	<b>\$ 2,972,650</b>	<b>\$ 265,942</b>	<b>11.9%</b>

**BUDGET DETAIL WORKSHEET**

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-70-5010 SALARIES AND WAGES</b>		\$ 706,689	\$ 737,785	\$ 31,096
<b>11-70-5110 BONUS, AWARDS, RECERTIFICATION</b>		-	1,800	1,800
<b>11-70-5113 CALLOUT</b>		9,500	6,000	(3,500)
<b>11-70-5119 OVERTIME</b>		16,000	18,000	2,000
<b>11-70-5122 STANDBY PAY</b>		12,400	15,270	2,870
<b>11-70-#### TOTAL FRINGE BENEFITS</b>		266,354	295,721	29,367
<b>Subtotal</b>		<b>\$ 1,010,943</b>	<b>\$ 1,074,576</b>	<b>\$ 63,633</b>
<b>11-70-6018 CERTIFICATIONS</b>				
	Allowance for Advancement (Certification Testing)	\$ 2,500	\$ 2,515	\$ 15
	State Water Resource Control Board (SWRCB) Certification Application	-	1,920	1,920
	California Water Environment Association (CWEA) Technical Certification (Test)	-	1,800	1,800
	CWEA Technical Certification (Renewal)	-	500	500
	SWRCB Operator III (Renewal)	600	300	(300)
	SWRCB Operator II (Renewal)	150	150	-
	SWRCB Operator IV (Renewal)	150	-	(150)
	SWRCB Operator I (Renewal)	300	-	(300)
<b>Subtotal</b>		<b>\$ 3,700</b>	<b>\$ 7,185</b>	<b>\$ 3,485</b>
<b>11-70-6020 CHEMICALS</b>				
	Sodium Hypochlorite (Univar)	\$ 236,740	\$ 279,217	\$ 42,477
	Sodium Bisulfite (Univar)	126,110	114,231	(11,879)
	Ferric Chloride (Univar)	59,710	66,073	6,363
	Calcium Hypochlorite (Univar)	5,000	5,000	-
<b>Subtotal</b>		<b>\$ 427,560</b>	<b>\$ 464,521</b>	<b>\$ 36,961</b>

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-70-6024 CONTRACTS</b>				
	Sludge Disposal And Transportation (Denali)	\$ 60,000	\$ 90,000	\$ 30,000
	Contractor Contingency		50,000	50,000
	Trimax Treatment Plant Upgrades for SCADA System	45,000	45,000	-
	Trimax PLC Upgrades		40,000	40,000
	Temporary Help Service	-	36,000	36,000
	Piping and Instrumentation Diagram Drawing Updates		32,000	32,000
	IT Upgrades	15,000	15,000	-
	Switchboard "S" Cleaning and Testing		10,000	10,000
	MCR Technologies - Annual Calibrations	5,000	5,000	-
	Cell Phones-Five (5) Employees (Verizon Wireless)	3,750	3,750	-
	After Hours Answering Service (Around the Clock)	1,800	-	(1,800)
	Dredge CPU and Input/Output Modules (Trimax)	14,000	-	(14,000)
	Auto Dialer Installation (Trimax)	13,975	-	(13,975)
	Ammonia Analyzer Equipment and Programming (Trimax)	9,500	-	(9,500)
	Low Fire Programming (Trimax)	7,500	-	(7,500)
	Waste Valve Programming (Trimax)	4,660	-	(4,660)
	<b>Subtotal</b>	<b>\$ 180,185</b>	<b>\$ 326,750</b>	<b>\$ 146,565</b>
<b>11-70-6032 GAS, OIL AND FUEL</b>				
	Gas, Oil, and Fuel for all District Vehicles (SC Fuels)	\$ 52,000	\$ 52,000	\$ -
	<b>Subtotal</b>	<b>\$ 52,000</b>	<b>\$ 52,000</b>	<b>\$ -</b>
<b>11-70-6038 MEMBERSHIPS</b>				
	California Water Environment Association (CWEA) Membership Renewal	\$ 1,600	\$ 2,100	\$ 500
	Water Environment Federation	350	400	50
	<b>Subtotal</b>	<b>\$ 1,950</b>	<b>\$ 2,500</b>	<b>\$ 550</b>

# OPERATIONS

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-70-6046 SUPPLIES</b>				
	Polymer for Belt Press 18 Totes at \$3,700 per Tote (Polydyne)	\$ 48,000	\$ 66,600	\$ 18,600
	Miscellaneous Operating Supplies Including Reagents for Chlorination and Dechlorination Analyzers	19,000	20,000	1,000
	Four (4) Belts for Belt Press at \$3,750 per Belt	15,000	15,000	-
	Miscellaneous Small Tools, Torches, Pliers, Small Air Pumps, Etc.	2,000	7,000	5,000
	Lock Out/Tag Out Supplies	-	3,000	3,000
	Student Materials for Distribution for Public Relations Efforts	1,600	2,000	400
	Three (3) Reagentless CL2 Analyzers	35,000	-	(35,000)
	One (1) Self Dumping Hopper for the Grit Chamber	8,000	-	(8,000)
	First-Aid Supplies	2,000	-	(2,000)
	<b>Subtotal</b>	<b>\$ 130,600</b>	<b>\$ 113,600</b>	<b>\$ (17,000)</b>
<b>11-70-6052 OTHER EXPENSES</b>				
	Miscellaneous Expense Contingency Fund	\$ 49,000	\$ 20,000	\$ (29,000)
	<b>Subtotal</b>	<b>\$ 49,000</b>	<b>\$ 20,000</b>	<b>\$ (29,000)</b>
<b>11-70-6056 PERMITS AND FEES</b>				
	Annual Npdes Permit Fee (SWRCB)	\$ 45,000	\$ 47,000	\$ 2,000
	South Coast Air Quality Management District (SCAQMD) Facility Permits	15,500	15,500	-
	Dept of Environmental Health		3,500	3,500
	Fire Service Permit (City of Indio)	2,000	2,000	-
	Alarm System Permit (City of Indio)	500	500	-
	Occupational Lead Poisoning Prevention/Toxic Substance	500	500	-
	Miscellaneous	200	500	300
	Hot Spot Program (SCAQMD)	250	250	-
	<b>Subtotal</b>	<b>\$ 63,950</b>	<b>\$ 69,750</b>	<b>\$ 5,800</b>

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-70-6062 REPAIRS AND MAINTENANCE</b>				
	Contingency	\$ 5,000	\$ 35,000	\$ 30,000
	Iron Sponge Media and Nets	18,500	18,500	-
	Mcc A and F Breaker Upgrades	-	15,000	15,000
	Mcc-Power Meters	-	12,000	12,000
	Activated Sludge Plant Flow Meters	-	7,515	7,515
	Flare Parts	-	7,500	7,500
	Analyzer Parts	-	7,500	7,500
	Clarifier Density Meter	-	4,800	4,800
	Mag-Flow Meter for the Belt Press	4,500	4,700	200
	Bar Screen Panel Upgrades	-	2,500	2,500
	Blower Relays, Starters and Fuses	18,370	-	(18,370)
	Pond Building Electrical Equipment Upgrade	10,000	-	(10,000)
	MCC-B And MCC-C Breaker Upgrade	9,400	-	(9,400)
	Boiler Panel	8,000	-	(8,000)
	Two (2) Replacement VFD'S for the Belt Press	8,000	-	(8,000)
	Replacement Power Meters	8,000	-	(8,000)
	Valve	6,500	-	(6,500)
	Influent Pump Leak and Temp Sensor Relays	3,500	-	(3,500)
	Ultra-Violet Scanner for Flare	3,500	-	(3,500)
	Bubbler Level Control Upgrade at Grit Chamber	2,500	-	(2,500)
	Influent Pump 4 and 5 Relay Replacement	2,000	-	(2,000)
	<b>Subtotal</b>	<b>\$ 107,770</b>	<b>\$ 115,015</b>	<b>\$ 7,245</b>
<b>11-70-6068 TOOLS AND EQUIPMENT</b>				
	Miscellaneous Small Tool Acquisition and Replacement	\$ 1,000	\$ 1,000	\$ -
	<b>Subtotal</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>
<b>11-70-6072 UNIFORM SERVICES</b>				
	Uniforms-Nine (9) Employees	\$ 5,000	\$ 6,500	\$ 1,500
	Boots - Nine (9) Employees	2,000	3,000	1,000
	Gloves, Ear Plugs, Safety Items-Nine (9) Employees	800	900	100
	<b>Subtotal</b>	<b>\$ 7,800</b>	<b>\$ 10,400</b>	<b>\$ 2,600</b>

# OPERATIONS

General Ledger Code		FY21 Approved Budget	FY22 Proposed Budget	Variance
<b>11-70-6110 ELECTRICITY</b>				
	Imperial Irrigation District (IID)	\$ 483,000	\$ 507,200	\$ 24,200
	Tesla PPA	120,750	126,788	6,038
	<b>Subtotal</b>	<b>\$ 603,750</b>	<b>\$ 633,988</b>	<b>\$ 30,238</b>
<b>11-70-6113 NATURAL GAS</b>				
	Natural Gas Usage for the Administration, Laboratory, Operations Buildings and Digester Boiler (SoCalGas)	\$ 6,000	\$ 6,000	\$ -
	<b>Subtotal</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ -</b>
<b>11-70-6116 GRIT AND SCREENING REMOVAL</b>				
	Screenings and Grit Hauling to Lambs Canyon, California (Burrtec)	\$ 25,500	\$ 31,865	\$ 6,365
	<b>Subtotal</b>	<b>\$ 25,500</b>	<b>\$ 31,865</b>	<b>\$ 6,365</b>
<b>11-70-6125 WATER</b>				
	Potable Water (Indio Water Authority)	\$ 15,000	\$ 16,500	\$ 1,500
	<b>Subtotal</b>	<b>\$ 15,000</b>	<b>\$ 16,500</b>	<b>\$ 1,500</b>
<b>11-70-6210 CONFERENCES/MEETINGS</b>				
	Conferences, Training Seminars, Lodging and Related Expenses	\$ 8,000	\$ 13,500	\$ 5,500
	Safety Training	10,000	10,000	-
	National Fire Protection Agency (NFPA) and NEC Training	2,000	3,500	1,500
	<b>Subtotal</b>	<b>\$ 20,000</b>	<b>\$ 27,000</b>	<b>\$ 7,000</b>
	<b>Total Expenses</b>	<b>\$ 2,706,708</b>	<b>\$ 2,972,650</b>	<b>\$ 265,942</b>



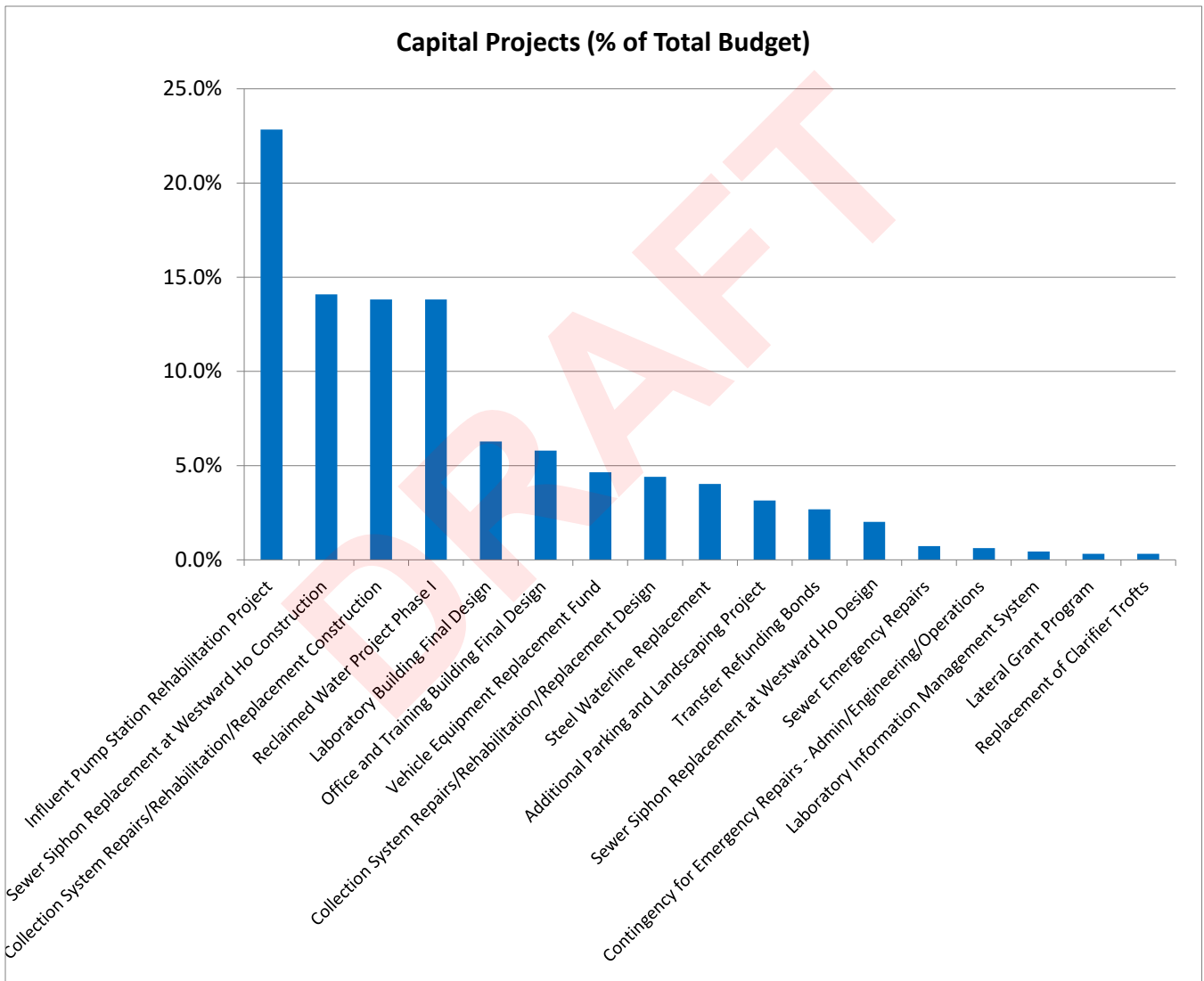


# CAPITAL BUDGET



## SUMMARY OF CAPITAL PROJECTS

The capital budget incorporates key projects to further advance the District’s Capital Improvement Program (CIP). There are seventeen (17) new capital projects requested in fiscal year 2021/22 for a total value of \$15,912,465. The CIP for fiscal year 2021/22 includes the Reclaimed Water Phase I Treatment Upgrade project, the Influent Pump Station Rehabilitation project, and the Collection System Sewer Main Rehabilitation and Replacement Program.



# CAPITAL BUDGET

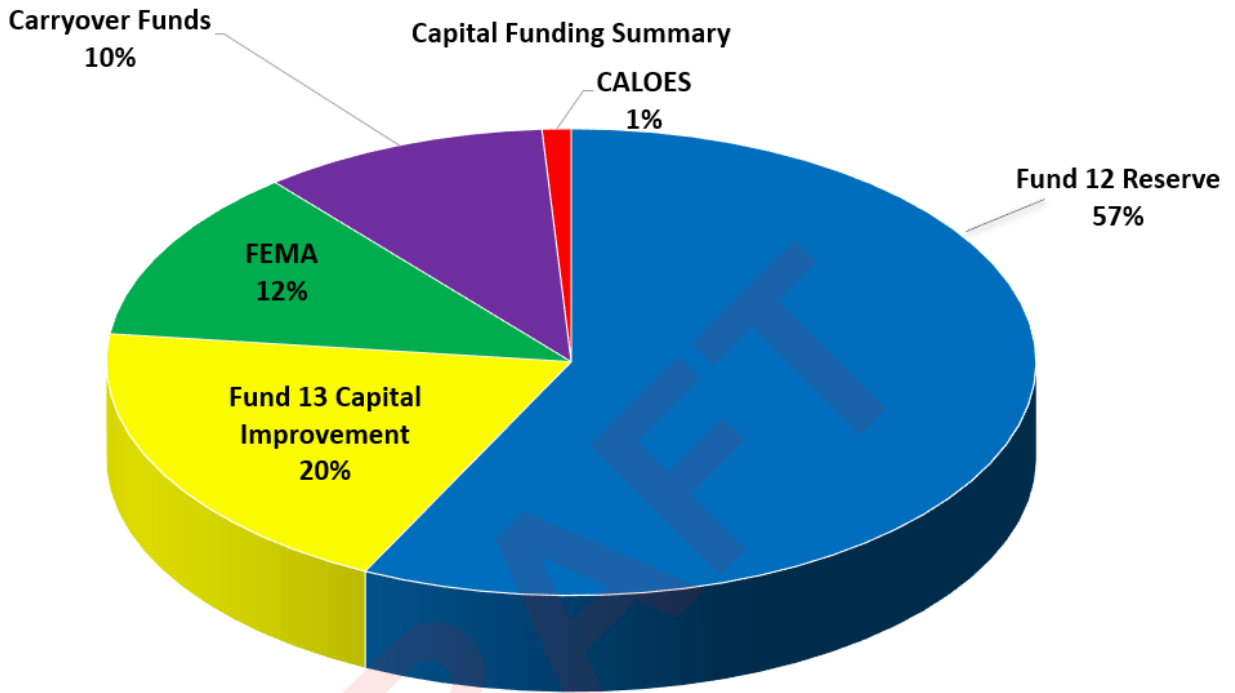
## CAPITAL BUDGET SUMMARY

Project Name	FY 22 Requested Budget	Estimated Project Costs at Completion
Influent Pump Station Rehabilitation Project	3,634,476	3,634,476
Sewer Siphon Replacement at Westward Ho Construction	2,241,805	2,241,805
Collection System Repairs/Rehabilitation/Replacement Construction	2,200,000	2,200,000
Reclaimed Water Project Phase I	2,200,000	2,200,000
Laboratory Building Final Design	1,000,000	1,000,000
Office and Training Building Final Design	922,000	922,000
Vehicle Equipment Replacement Fund	740,000	740,000
Collection System Repairs/Rehabilitation/Replacement Design	700,000	700,000
Steel Waterline Replacement	642,000	642,000
Additional Parking and Landscaping Project	500,000	500,000
Transfer Refunding Bonds	426,926	426,926
Sewer Siphon Replacement at Westward Ho Design	320,258	320,258
Sewer Emergency Repairs	115,000	115,000
Contingency for Emergency Repairs - Admin/Engineering/Operations	100,000	100,000
Laboratory Information Management System	70,000	70,000
Lateral Grant Program	50,000	50,000
Replacement of Clarifier Trofts	50,000	50,000
<b>TOTAL</b>	<b>15,912,465</b>	<b>15,912,465</b>

# CAPITAL BUDGET

## FUNDING SUMMARY

Valley Sanitary District will use five (5) funding sources for the fiscal year 2021/22 capital budget.



Funding Source	FY 22 Proposed Budget
Fund 12 Reserve	\$ 9,116,788.81
Fund 13 Capital Improvement	3,122,000
FEMA	1,921,547
Carryover Funds	1,592,000
CALOES	160,129
<b>Total Funds Requested by Fiscal Year</b>	<b>\$ 15,912,465.00</b>

# CAPITAL BUDGET

## FUNDING BY SOURCE

Project Name	Project Number	Fund 12	Fund 13	FEMA	Carryover Funds	CALOES	FY22 Proposed Budget
Vehicle Equipment Replacement Fund	21-0001	\$ 740,000	\$ -	\$ -	\$ -	\$ -	\$ 740,000
Lateral Grant Program	21-0002	50,000	-	-	-	-	50,000
Sewer Emergency Repairs	21-0003	115,000	-	-	-	-	115,000
Contingency for Emergency Repairs - Admin/Engineering/Operations	21-0004	100,000	-	-	-	-	100,000
Collection System Repairs/Rehabilitation/Replacement Design	21-0005	700,000	-	-	-	-	700,000
Collection System Repairs/Rehabilitation/Replacement Construction	21-0006	2,200,000	-	-	-	-	2,200,000
Reclaimed Water Project Phase I	21-0007	1,320,000	880,000	-	-	-	2,200,000
Sewer Siphon Replacement at Westward Ho Design	21-0008	60,048	-	240,194	-	20,016	320,258
Sewer Siphon Replacement at Westward Ho Constructio	21-0009	420,338	-	1,681,354	-	140,113	2,241,805
Influent Pump Station Rehabilitation Project	21-0010	2,434,476	-	-	1,200,000	-	3,634,476
Office and Training Building Final Design	21-0011	-	922,000	-	-	-	922,000
Laboratory Building Final Design	21-0012	-	1,000,000	-	-	-	1,000,000
Laboratory Information Management System	21-0013	-	70,000	-	-	-	70,000
Replacement of Clarifier Trofts	21-0014	50,000	-	-	-	-	50,000
Steel Waterline Replacement	21-0015	500,000	-	-	142,000	-	642,000
Additional Parking and Landscaping Project	21-0016	-	250,000	-	250,000	-	500,000
Transfer Refunding Bonds	21-0017	426,926	-	-	-	-	426,926
<b>Total</b>		<b>\$ 9,116,789</b>	<b>\$ 3,122,000</b>	<b>\$ 1,921,547</b>	<b>\$ 1,592,000</b>	<b>\$ 160,129</b>	<b>\$ 15,912,465</b>
<b>Total FY22 Proposed Budget</b>							<b>\$ 15,912,465</b>



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0001

**Project Name:** Vehicle and Equipment Replacement Fund

**Category:** Equipment – Heavy Duty  
Vehicle – Truck, Heavy Duty (Hydro, Vactor, Dump, etc.)

**Sub-Category:** Replacement

**Project Description:** This fund is used to replace District vehicles and significant, higher cost equipment. The annual contribution is based on data collected on all vehicles and equipment using a 10 to 20 year replacement schedule. The total cost is calculated over a 20 year window using an estimated

**Project Justification:** This fund is necessary in order to maintain an efficient vehicle fleet and equipment to proper specifications.

**Project Schedule:**

<b>Start Date</b>	<b>Completion Date</b>
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-80-7025	2021/22	\$ 688,500
<b>Total</b>			<b>\$ 688,500</b>



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0002

**Project Name:** Lateral Grant Program

**Category:** Infrastructure – Sewer Lines

**Sub-Category:** Replacement - Private Lateral

**Project Description:** The Private Lateral Replacement Grant Program is designed to help the property owner defray a portion of the costs required to replace or repair their lateral. The maximum amount of assistance for any one (1) private sewer lateral replacement or repair is 50% of the approved cost up to a maximum reimbursement of \$4,000.

**Project Justification:** This grant program is offered to customers to help offset the major cost of repairing or replacing a sewer lateral.

**Project Schedule:**

<b>Start Date</b>	<b>Completion Date</b>
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-30-7015	2021/22	\$ 50,000
<b>Total</b>			<b>\$ 50,000</b>





**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0003

**Project Name:** Sewer Emergency Repairs

**Category:** Infrastructure – Sewer Lines

**Sub-Category:** Emergency Repairs

**Project Description:** This fund is to repair sewer mains that are in need of emergency repair such as holes or severe cracks which could lead to sinkholes or cause other damage.

**Project Justification:** Video inspection of sewer pipelines may reveal deficiencies that include severe cracks or holes that require immediate attention or may create further damage to the sewer main or street above.

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-30-7015	2021/22	\$ 115,000
Total			\$ 115,000



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0004

**Project Name:** Contingency for Emergency Repairs

**Category:** Improvements – General

**Sub-Category:** Emergency Repairs

**Project Description:** There are no anticipated expenditures to be funded from this category; however, this account provides a contingency amount in the Capital Improvement Program for replacement of critical equipment or systems which could unexpectedly fail during the fiscal year.

**Project Justification:** Contingency fund needed to pay for the repair or replacement of critical equipment or systems

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-30-7015	2021/22	\$ 50,000
12 Replacement Fund	12-80-7025	2021/22	\$ 25,000
12 Replacement Fund	12-10-7035	2021/22	\$ 25,000
Total			\$ 100,000



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0005

**Project Name:** Collection System Repairs/Rehabilitation/Replacement Design:

**Category:** Infrastructure – Sewer Lines

**Sub-Category:** Rehabilitation/Improvement

**Project Description:** This is a 12-year repair, rehabilitation and replacement program for the collections system. The purpose of this project is to repair, rehabilitate, replace and/or realign aging or defective pipelines and/or segments projected to reach capacity within the foreseeable future.

**Project Justification:** Defective sewer mains lead to sewer overflows, sink holes and other costly issues and may lead to regulatory violations. Maintaining the sewer collection system requires repairing, rehabilitation and/or replacement of sewer mains and manholes.

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2026

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-30-7015	2021/22	\$ 650,000
<b>Total</b>			<b>\$ 650,000</b>



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0006

**Project Name:** Collection System Repairs/Rehabilitation/Replacement Construction:

**Category:** Infrastructure – Sewer Lines

**Sub-Category:** Rehabilitation/Improvement

**Project Description:** This is a 12-year repair, rehabilitation and replacement program for the collections system. The purpose of this project is to repair, rehabilitate, replace and/or realign aging or defective pipelines and/or segments projected to reach capacity within the foreseeable future.

**Project Justification:** Defective sewer mains lead to sewer overflows, sink holes and other costly issues and may lead to regulatory violations. Maintaining the sewer collection system requires repairing, rehabilitation and/or replacement of sewer mains and manholes.

**Project Schedule:**

<b>Start Date</b>	<b>Completion Date</b>
July 2021	June 2026

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-30-7015	2021/22	\$ 2,200,000
<b>Total</b>			<b>\$ 2,200,000</b>



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0007

**Project Name:** Reclaimed Water Project Phase 1

**Category:** Infrastructure – Treatment Plant

**Sub-Category:** Expansion

**Project Description:** Reclaimed Water Project Phase 1 will replace an aging and capacity restricting grit chamber, and provide redundancy by adding a second digester, expanding the bar screens, adding a biofilter, a sludge holding tank and a sludge thickener.

**Project Justification:** These improvements are necessary in order to meet future regulations and produce reclaimed water.

**Project Schedule:**

Start Date	Completion Date
July 2021	January 2025

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-70-7020	2021/22	\$ 1,320,000
13 Capital Improvement	13-30-7010	2021/22	\$ 880,000
Total			\$ 2,200,000



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0008

**Project Name:** Sewer Siphon Replacement at Westward Ho Design

**Category:** Infrastructure – Sewer Lines

**Sub-Category:** Replacement

**Project Description:** Replace the sewer siphon crossing the Coachella Stormwater Channel at Westward Ho Drive damaged and exposed by the flooding event on February 14, 2019.

**Project Justification:** The existing siphon is only slightly buried and would be damaged beyond repair during the next flood event. The new siphon will be constructed below the new scour depth of the channel to avoid the sewer main becoming exposed during future storm events.

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-30-7015	2021/22	\$ 320,258
Total			\$ 320,258



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0009

**Project Name:** Sewer Siphon Replacement at Westward Ho Construction

**Category:** Infrastructure – Sewer Lines

**Sub-Category:** Replacement

**Project Description:** Replace the sewer siphon crossing the Coachella Stormwater Channel at Westward Ho Drive damaged and exposed by the flooding event on February 14, 2019.

**Project Justification:** The existing siphon is only slightly buried and would be damaged beyond repair during the next flood event. The new siphon will be constructed below the new scour depth of the channel to avoid the sewer main becoming exposed during future storm events.

**Project Schedule:**

Start Date	Completion Date
July 2021	February 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-30-7015	21/22	\$ 2,241,805
<b>Total</b>			<b>\$ 2,241,805</b>



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0010

**Project Name:** Influent Pump Station Rehabilitation Project

**Category:** Infrastructure – Treatment Plant

**Sub-Category:** Rehabilitation/Improvement

**Project Description:** Rehabilitate the Influent Pump Station to allow for proper operation and extend it's lifecycle. Proposed improvements to the pump station include: repair/replacement of leaking and broken valves, repair of interior concrete coating, installation of new valves for proper isolation/drainage, installation of a new jockey pump in the empty pump bay.

**Project Justification:** The Influent Pump Station structure is showing significant signs of deterioration and is in need of improvements.

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-70-7020	21/22	\$ 3,634,476
<b>Total</b>			<b>\$ 3,634,476</b>





**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0011

**Project Name:** Office and Training Building - Final Design

**Category:** Buildings – Office Buildings

**Sub-Category:** Expansion

**Project Description:** SGH Architects is developing the initial design for a new Office and Training building to be located southeast of the existing Operations building.

**Project Justification:** The District is need of additional office space to meet staffing needs. The existing training room is also used as a desk area for a number of employees. This creates challenges when employees need to use their desk when training is in session.

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
13 Capital Improvement	13-30-7025	2021/22	\$ 922,000
Total			\$ 922,000



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0012

**Project Name:** Laboratory Building - Final Design

**Category:** Buildings – Office Buildings

**Sub-Category:** Expansion

**Project Description:** SGH Architects is developing the initial design for a new laboratory building to be located south of the existing laboratory building and next to Operations.

**Project Justification:** The current laboratory cannot maintain proper temperature and humidity as required by lab standards. It will cost more to repair the current lab than to replace it.

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
13 Capital Improvement	13-30-7025	2021/22	\$ 1,000,000
<b>Total</b>			<b>\$ 1,000,000</b>



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0013

**Project Name:** Laboratory Information Management System (LIMS)

**Category:** Software

**Sub-Category:** Systems

**Project Description:** Laboratory Information Management System (LIMS) is a type of software designed to improve laboratory productivity and efficiency by keeping track of data associated with samples, experiments, laboratory workflows and instruments.

**Project Justification:** Environmental Laboratory Accreditation Program (ELAP) regulations are adopting the TNI 2016 Standard. The updated regulations require additional documentation and management of inventory, equipment maintenance, consumables, samples, and scientific data and results. Utilizing LIMS software can act as an additional staff member by automating workflows and tracking important information, data, and QA/QC that the laboratory generates daily.

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2023

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
13 Capital Improvement	13-30-7020	2021/22	\$70,000
Total			



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0014

**Project Name:** Replacement of Clarifier Weirs & Trofts

**Category:** Infrastructure – Treatment Plant

**Sub-Category:** Replacement

**Project Description:** The weirs and trofts on each of the three (3) clarifiers are reaching their useful lives and need to be replaced.

**Project Justification:** Replacement of the weirs and trofts will maintain the efficiency and extend the useful life of the clarifiers.

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-70-7020	2021/22	\$ 50,000
Total			\$ 50,000



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0015

**Project Name:** Steel Waterline Replacement

**Category:** Infrastructure – Treatment Plant

**Sub-Category:** Replacement

**Project Description:** Replace the above ground, steel waterline adjacent to the aeration basins and activated sludge tank including adjacent piping and froth sprayers.

**Project Justification:** The steel waterline and adjacent pipelines are old and prone to leaks, especially at the grooved joints, and has outlived its useful life. The new steel waterline will have traditional joints that will provide a longer life.

**Project Schedule:**

<b>Start Date</b>	<b>Completion Date</b>
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-70-7020	2021/22	\$ 642,000
<b>Total</b>			<b>\$ 642,000</b>



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0016

**Project Name:** Additional Parking and Landscaping Project

**Category:** Improvements – General

**Sub-Category:** Expansion

**Project Description:** Staff proposes to remove the lawn at the front of the property and replace it with additional parking and drought tolerant landscaping.

**Project Justification:** The District is need of additional parking for employees, customers, vendors, and contractors.

**Project Schedule:**

<b>Start Date</b>	<b>Completion Date</b>
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
13 Capital Improvement	13-30-7025	2021/22	\$ 500,000
<b>Total</b>			<b>\$ 500,000</b>



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0017

**Project Name:** Transfer Refunding Bonds

**Category:** Improvements – General

**Sub-Category:** Expansion

**Project Description:** Principal and interest payment for Revenue Refunding Bonds, 2015

**Project Justification:** On August 5, 2006 the District issued \$12,915,000 Certificates of Participation to fund Phase I of the District's treatment Plant Expansion. The bonds were refinanced on June 1, 2015 for \$7,540,000 at 2.4% interest payable semi-annually on December 1 and June 1, commencing December 1, 2015.

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-00-9106	2021/22	\$ 426,926
<b>Total</b>			<b>\$ 426,926</b>







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