



**West Valley  
Water District**

# BUDGET

FISCAL YEAR 2020-2021



**SAFE. HIGH QUALITY. RELIABLE.**

**CHANNING HAWKINS**  
President, District 4

**KYLE CROWTHER**  
Vice President, District 1

**DR. MICHAEL TAYLOR**  
Director, District 2

**DR. CLIFFORD O. YOUNG SR.**  
Director, District 3

**GREG YOUNG**  
Director, District 5



# BUDGET MESSAGE :

Dear Ratepayers and the West Valley Community,

We at West Valley Water District (WVWD) are proud to report that this budget for FY 2020-2021, which covers the period of July 1, 2020 through June 30, 2021, leaves water rates unchanged while continuing to improve WVWD's service capabilities and fiscal health.

I hope that the following budget book, which provides an overview of each department, will allow you to have a better understanding of what your water district does and how it spends your money.

## **FY 2020-21 Revenue and Expenditure Summary**

- *Total Revenues are projected to be \$26,375,404.62*
- *Total Expenditures are projected to be \$26,395,530.32*
- *Total Debt Service is projected to be \$1,062,629.00*
- *Debt Coverage Ratio is projected to be 1.34 (the ratio of pre-debt service revenue to debt, minimum of 1.2 required)*

Anticipating a 10% reduction in revenue due to the pandemic, this budget allows WVWD to meet all of its fiscal responsibilities by eliminating wasteful spending at every opportunity. WVWD's board, department managers, and administration have all worked together to cut waste and renegotiate service contracts in order to prevent any rise in rates; this budget, which protects ratepayers in their time of need, would not have been possible without the full cooperation and trust of the entire West Valley Water District, and I thank everyone, from community members to staff and directors, for their careful input we worked together to craft this budget.

Sincerely,

*Shamindra K. Manbahal*

Chief Financial and Administrative Officer

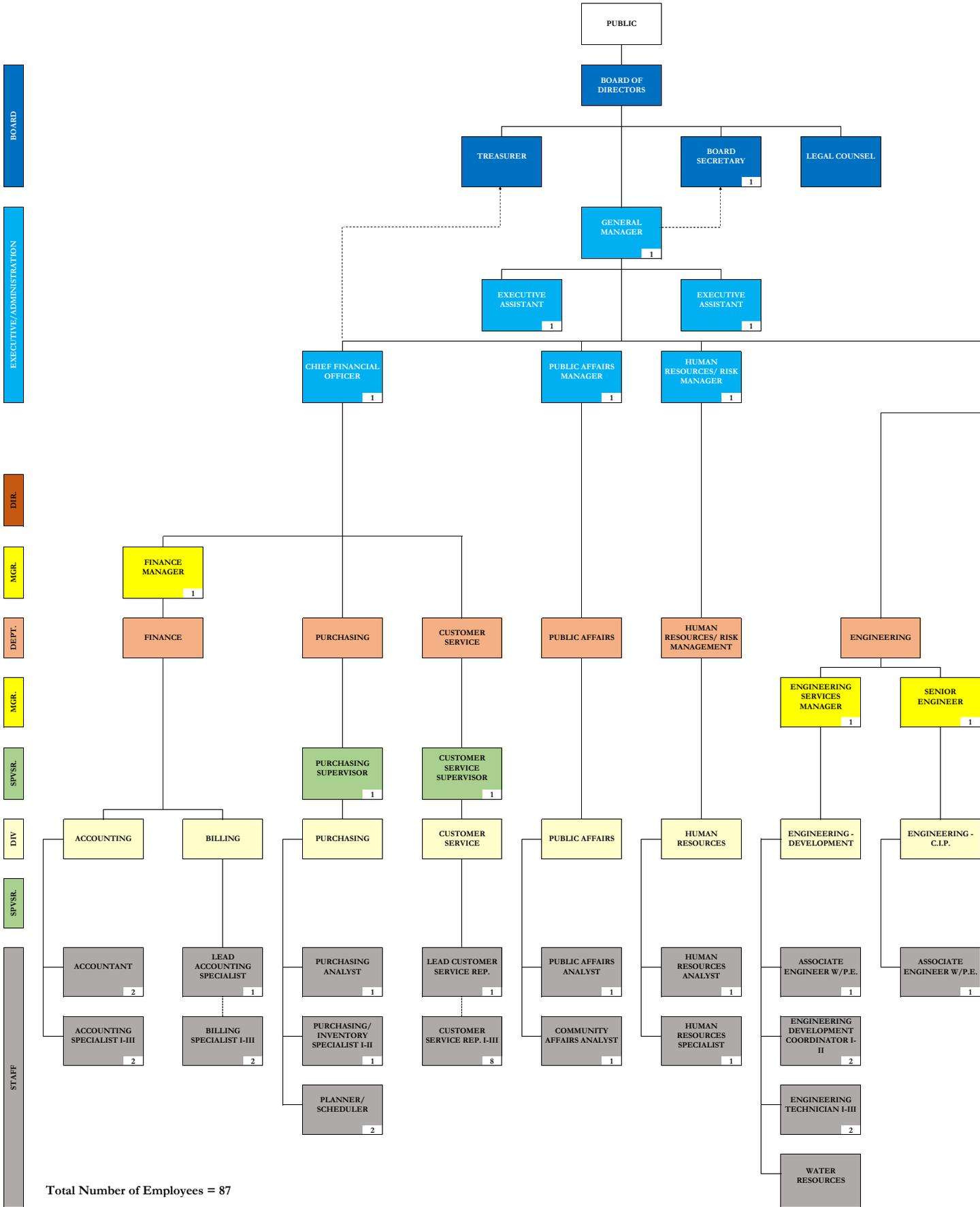


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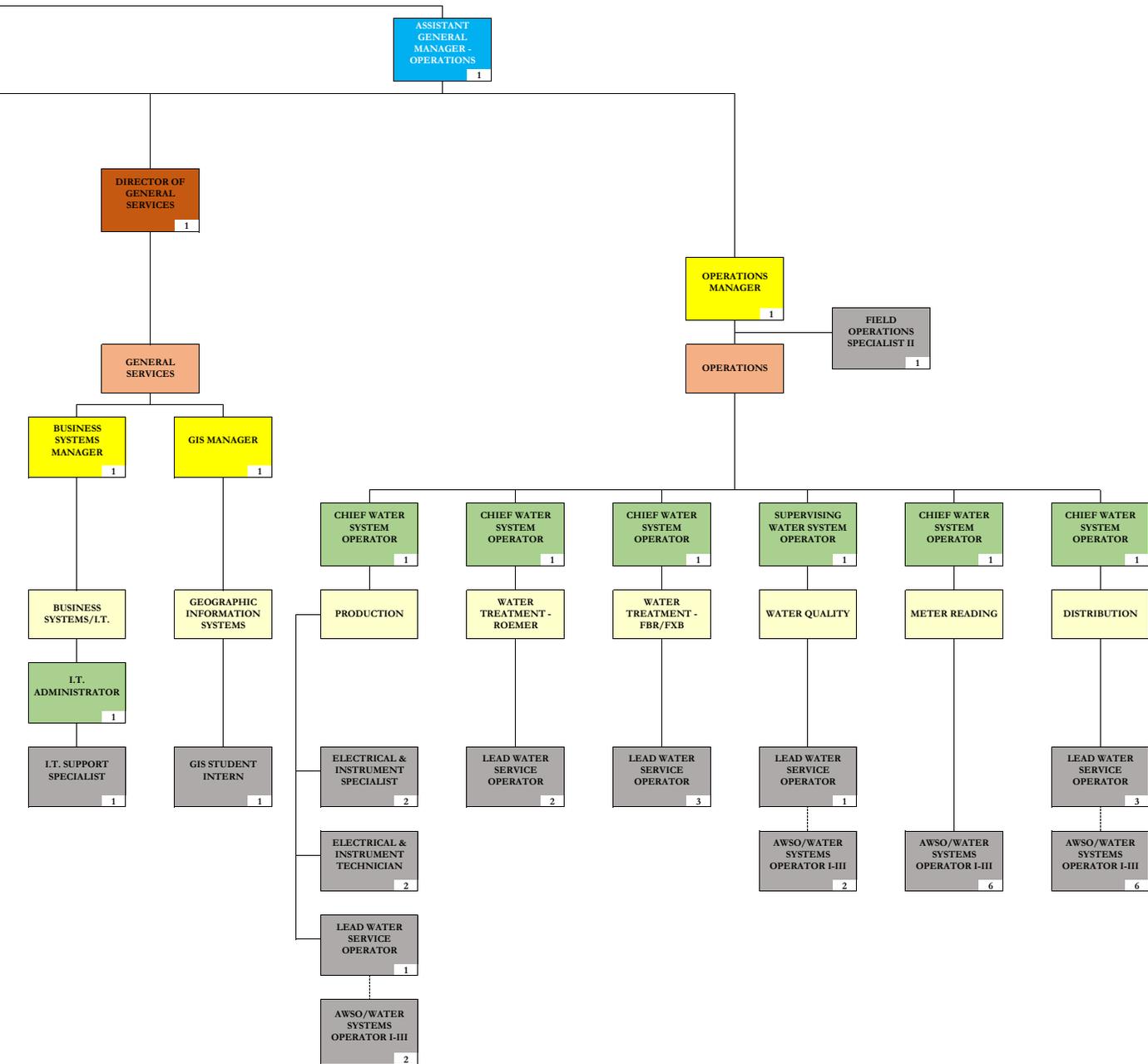
Total Number of Employees = 87



# ORGANIZATIONAL STRUCTURE

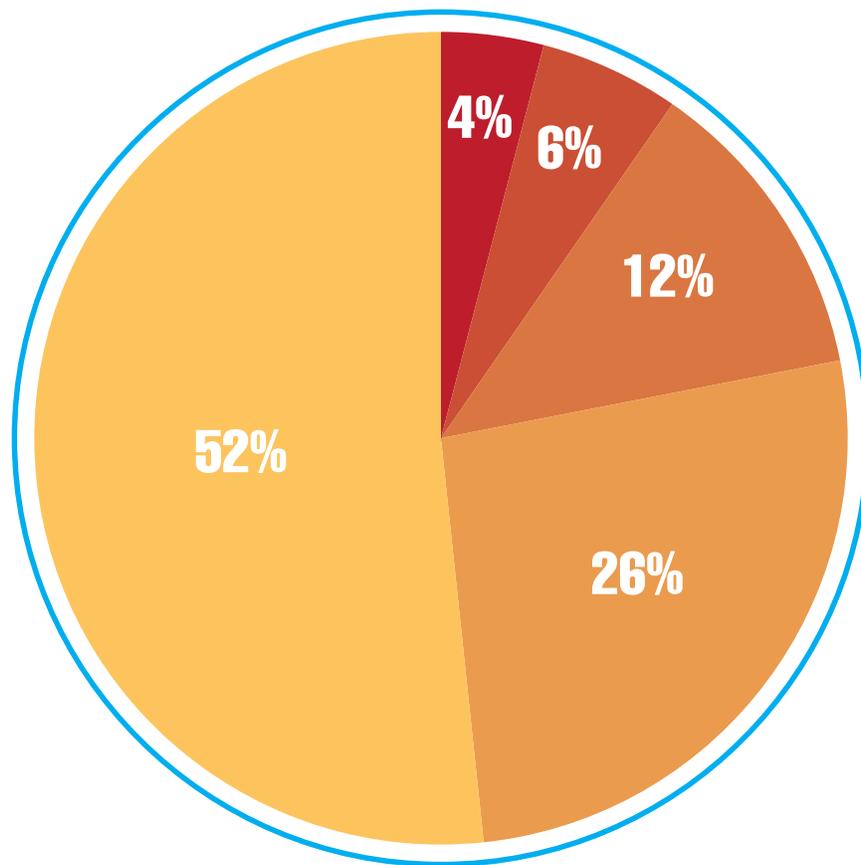
## WEST VALLEY WATER DISTRICT

FISCAL YEAR 2020-2021 BUDGET



# FINANCIAL SUMMARY

## EXPENSES BY FUNCTION



 PUBLIC AFFAIRS

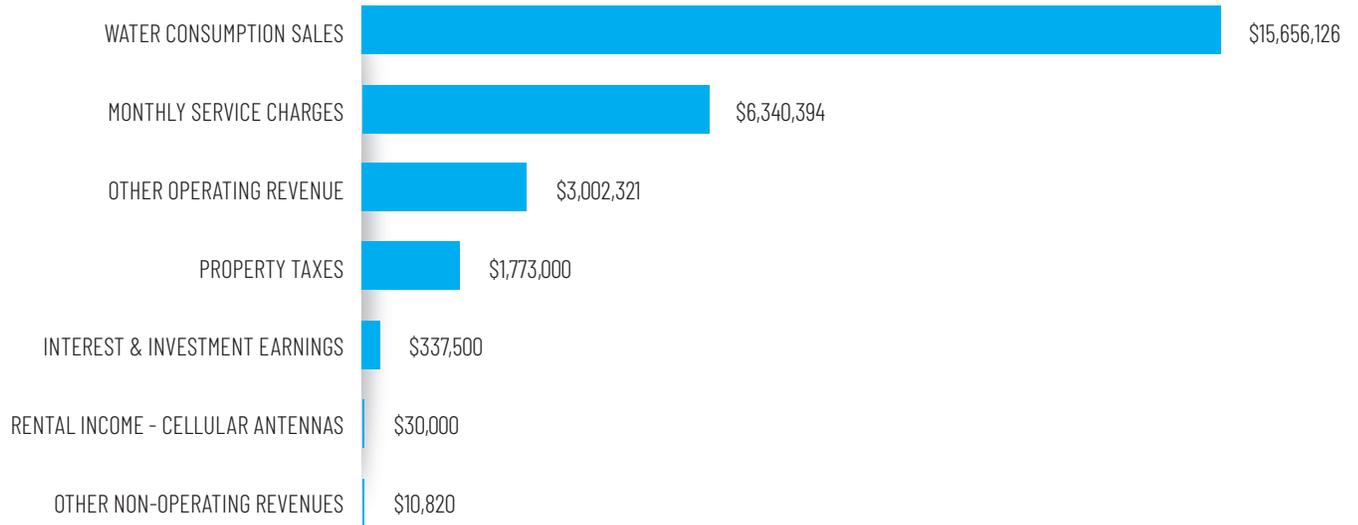
 ENGINEERING

 FINANCE

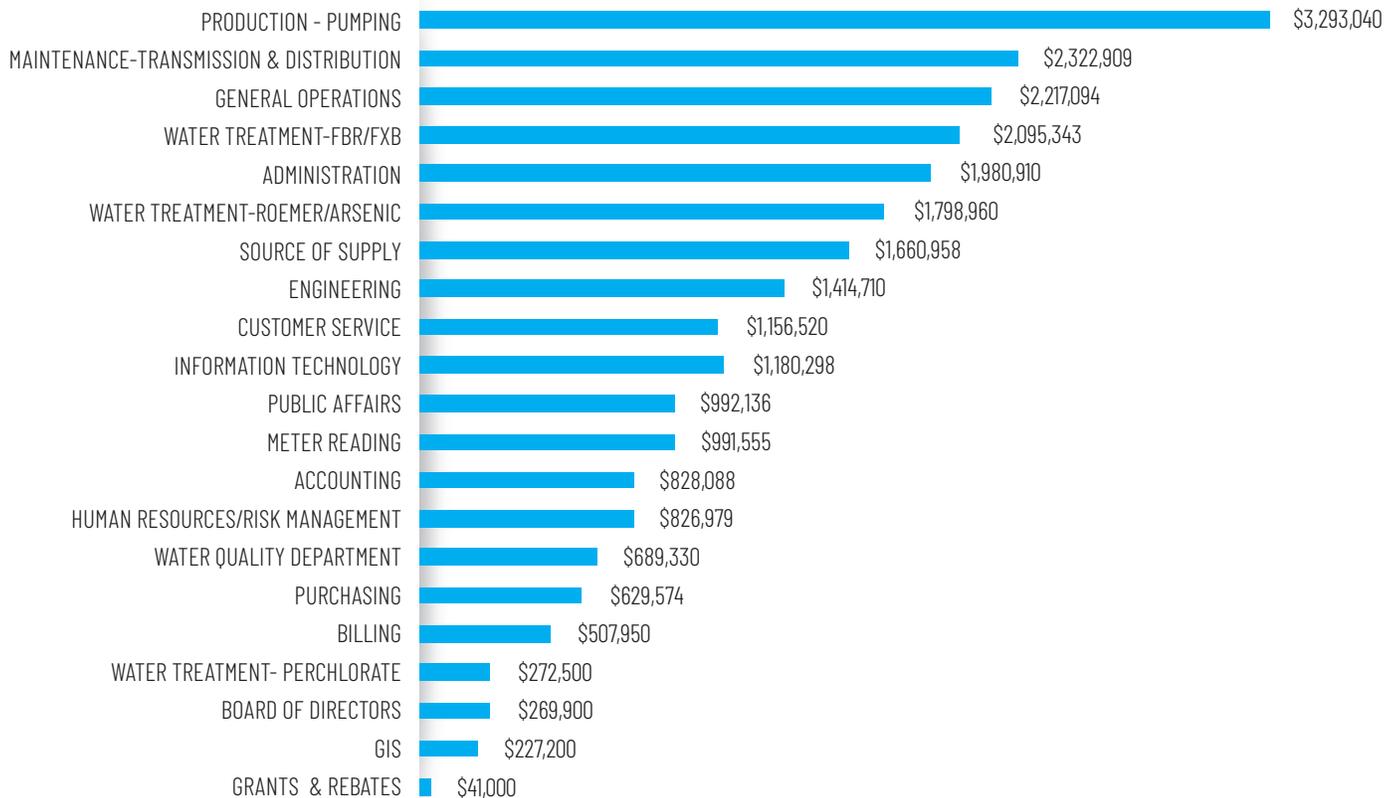
 ADMINISTRATION

 OPERATIONS

# REVENUE FY 2020-2021



# EXPENSES FY 2020-2021



# BUDGET SUMMARY

Account Description	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Amount	%
	Actual	Amended	Projected	Approved	Change	Change
<b>OPERATING REVENUES</b>						
Water Consumption Sales	17,163,673.19	17,077,918.00	17,698,439.00	15,656,126.20	(1,421,791.80)	92%
Monthly Service Charges	7,396,277.02	7,044,882.69	7,506,847.16	6,340,394.42	(704,488.27)	90%
Other Operating Revenue	3,796,812.62	3,637,423.54	3,469,359.01	3,002,320.56	(635,102.98)	83%
<b>Total Operating Revenues</b>	<b>28,356,762.83</b>	<b>27,760,224.23</b>	<b>28,674,645.17</b>	<b>24,998,841.18</b>	<b>(2,761,383.05)</b>	<b>90%</b>
<b>OPERATING EXPENSES</b>						
Source of Supply	1,740,715.90	1,957,292.00	1,676,085.00	1,660,958.00	(296,334.00)	85%
Production - Pumping	3,189,445.14	3,227,110.00	3,416,730.97	3,293,040.00	65,930.00	102%
Water Quality	550,696.49	667,679.00	469,903.76	689,330.00	21,651.00	103%
Water Treatment - Perchlorate	271,346.32	236,600.00	195,405.66	272,500.00	35,900.00	115%
Water Treatment - FBR/FXB	1,628,181.53	1,983,210.00	1,550,337.30	2,095,343.32	112,133.32	106%
Water Treatment - Roemer/Arsenic	1,651,467.92	1,963,730.00	1,750,651.11	1,798,960.00	(164,770.00)	92%
Transmission and Distribution	1,787,611.37	2,661,170.00	2,640,832.61	2,322,909.00	(338,261.00)	87%
Asset Management	110,375.57	409,570.00	414,785.34	-	(409,570.00)	0%
Customer Service	942,025.10	982,550.00	937,792.27	1,156,520.00	173,970.00	118%
Meter Reading	1,031,873.10	1,090,926.00	981,101.35	991,555.00	(99,371.00)	91%
Billing	482,526.11	529,525.00	506,814.54	507,950.00	(21,575.00)	96%
Administration	2,550,035.59	2,495,530.00	2,705,926.44	1,980,910.00	(514,620.00)	79%
General Operations	1,633,070.62	2,719,890.00	2,557,855.93	2,217,094.00	(502,796.00)	82%
Accounting	784,936.02	777,983.00	759,186.38	828,088.00	50,105.00	106%
Engineering Before Reclasses to CIP	1,294,120.63	1,939,620.00	1,528,008.00	1,414,710.00	(524,910.00)	73%
<b>Engineering Labor, Benefits, and Overhead Reclass To CIP</b>	<b>-</b>	<b>(2,099,208.00)</b>		<b>-</b>	<b>2,099,208.00</b>	<b>0%</b>
Engineering	1,294,120.63	(159,588.00)	1,528,008.00	1,414,710.00	1,574,298.00	-886%
Information Technology	950,971.78	1,225,074.00	1,045,535.98	1,180,298.00	(44,776.00)	96%
GIS	-	150,200.00	89,661.75	227,200.00	77,000.00	151%
Board of Directors	239,598.17	257,350.00	231,787.64	269,900.00	12,550.00	105%
Human Resources/Risk Management	523,667.51	817,184.00	1,005,279.43	826,979.00	9,795.00	101%
Purchasing	364,420.07	440,390.00	394,488.12	629,574.30	189,184.30	143%
Public Affairs	1,376,831.39	1,050,452.00	1,530,219.23	992,136.00	(58,316.00)	94%
Grants & Rebates	141,688.20	66,000.00	10,206.63	41,000.00	(25,000.00)	62%
Water Resources Management	-	340,060.00	196,177.21	-	(340,060.00)	0%



HydroSTEM	1,650.15	79,650.00	3,530.79	-	(79,650.00)	0%
Total Operating Expenses	23,247,254.68	25,969,537.00	26,598,303.44	25,396,954.62	(572,582.38)	98%
Operating Surplus(Deficit) Before Depreciation/ Amortization	5,109,508.15	1,790,687.23	2,076,341.73	(398,113.44)	(2,188,800.67)	-22%

#### NON-OPERATING REVENUES

Property Taxes	2,305,151.34	1,970,000.00	2,376,462.59	1,773,000.00	(197,000.00)	90%
Grants and Reimbursements	703,948.09	-	100,329.84	-	-	0%
Interest and Investment Earnings	1,795,521.74	375,000.00	1,910,670.19	337,500.00	(37,500.00)	90%
Rental Income - Cellular Antennas	33,859.92	30,000.00	34,754.23	30,000.00	-	100%
Other Non-Operating Revenues	3,015,463.63	11,800.00	11,100.69	10,820.00	(980.00)	92%
Gain On Sale/Disposition Of Capital Assets	-	-	-	-	-	0%
Total Non-Operating Revenues	7,853,944.72	2,386,800.00	4,433,317.54	2,151,320.00	(235,480.00)	90%

#### NON-OPERATING EXPENSES

Loss On Sale/Disposition Of Capital Assets	-	-	-	-	-	0%
Interest Expense - Long-Term Debt	937,891.96	974,350.00	929,612.26	978,450.00	4,100.00	100%
Amortization Of Deferred Charges	-	-	-	-	-	0%
Change in Contingent Liability	-	-	335,999.00	-	-	0%
Non-Operating Surplus(Deficit)	6,916,052.76	1,412,450.00	3,167,706.28	1,172,870.00	(239,580.00)	83%

#### OPERATING BUDGET SUMMARY

Grand Total Revenues	36,210,707.55	30,147,024.23	33,107,962.71	27,150,161.18	(2,996,863.05)	90%
Grand Total Expenses	24,185,146.64	26,943,887.00	27,863,914.70	26,375,404.62	(568,482.38)	98%
Debt Service (BLF, HydroPlant, Bond Pmt)			1,052,629.00	1,062,629.00		
Reserve Transfer To/(From)			4,191,419.01	(287,872.44)	(287,872.44)	0%

#### DEBT SERVICE

Debt Convenience Ratio Calculation:

Debt Service

Net Revenue	12,963,452.87	4,177,487.23	6,509,659.27	1,753,206.56		
Series 2016A Bond Debt Service	1,345,743.95	1,307,450.00	1,313,450.00	1,310,250.00		
Debt Convenience Ratio (Minimum 1.20)	9.63	3.20	4.96	1.34		

CALCULATION: NET REVENUE ÷ TOTAL DEBT SERVICE

# BUDGET SUMMARY

## BY OBJECT

Object Description	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
	Actual	Amended	Projected	Approved
Labor	7,323,208.59	8,722,300.00	8,897,936.88	8,075,094.30
CIP Burden	-	(2,099,208.00)	-	-
Benefits	3,709,063.16	4,782,440.00	4,672,273.68	4,404,700.00
Expense / OPEB-Retirees	115,763.59	907,000.00	540,400.28	359,444.00
Expense / State Unemployment Ins	15,779.72	18,000.00	17,102.25	18,000.00
Expense / Training	96,021.47	191,214.00	96,214.90	88,050.00
Miscellaneous / Dues & Subscriptions	50,780.37	68,312.00	81,296.77	69,962.00
Miscellaneous / Trans/Meals/Lodging	184,228.31	168,679.00	115,779.53	95,094.00
Purchased Water / City Of San Bernardino	145,104.01	134,992.00	197,772.70	134,992.00
Purchased Water / Fontana Union	5,459.00	4,000.00	3,286.00	2,000.00
Purchased Water / Muni	513,003.94	550,800.00	475,335.30	645,800.00
Purchased Water / State Water Project	360,781.82	772,500.00	547,585.19	770,166.00
Other Miscellaneous / Chino Basin Watermaster	20,418.53	50,000.00	13,949.19	50,000.00
I.E. Utilities Agency	695,948.60	445,000.00	438,156.62	58,000.00
Meter Testing / Lab Tests	2,016.75	2,500.00	1,806.75	2,500.00
Miscellaneous / Bank Account Analysis	66,397.81	60,000.00	58,106.26	60,000.00
Miscellaneous / Insurance-Auto/Gen/Fid	234,816.13	230,000.00	304,350.35	276,000.00
Outside Labor/Contractors / Printing	26,978.48	35,900.00	35,840.55	30,900.00
Outside Labor/Contractors / Remote Site Fees	10,661.78	7,000.00	5,993.00	139,920.00
Outside Labor/Contractors / Telemetering	-	-	991.21	5,000.00
Professional Services / Alarm	31,655.61	45,000.00	34,258.29	35,000.00
Professional Services / Armored Transport	5,392.22	8,500.00	6,252.28	9,500.00
Professional Services / Auditing	64,900.00	37,935.00	25,895.00	46,960.00
Professional Services / Engineering	138,120.56	400.00	400.00	-
Professional Services / Fiscal Agent	3,217.46	9,600.00	4,910.69	9,000.00
Professional Services / Janitorial	62,434.63	76,000.00	73,851.17	81,000.00
Professional Services / Lab Tests	164,936.99	197,076.00	120,268.01	176,000.00
Professional Services / Misc Studies	22,854.47	11,000.00	672.06	30,000.00
Professional Services / Programmer	19,276.50	55,000.00	6,353.00	73,500.00
Professional Services / Sludge Disposal	35,025.04	10,001.00	3,263.04	35,000.00
Professional Services / Telephone Answering Svc	6,282.90	6,000.00	8,919.17	7,000.00
Outside Labor / Contractors	150,943.08	35,000.00	34,498.02	11,000.00

Object Description	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
	Actual	Amended	Projected	Approved
Miscellaneous / Bank Card Expense	158,542.17	175,000.00	183,918.00	170,400.00
Meter Testing	5,105.00	12,000.00	-	12,000.00
Professional Services / Legal	1,004,173.76	736,000.00	1,123,787.48	476,200.00
Professional Services / Other Consultants	963,400.91	1,299,380.00	1,092,855.49	1,319,773.32
Leasing / Vehicle	86,489.27	70,000.00	68,761.82	70,000.00
Rentals / Equipment	14,222.30	15,000.00	15,241.81	45,000.00
Operating Supplies / Chemicals	479,222.83	667,231.00	445,040.56	582,600.00
Operating Supplies / Gasoline & Oil	104,535.61	160,000.00	115,535.63	130,000.00
Operating Supplies / Miscellaneous	7,683.76	11,830.00	2,051.82	16,200.00
Operating Supplies / Resin Exchange	16.14	13,000.00	-	10,000.00
Operating Supplies / Safety	2,699.98	4,650.00	20,564.05	23,700.00
Operating Supplies / Safety Recognition Supply	34,411.13	42,800.00	30,187.45	34,200.00
Operating Supplies / Shop	9,176.16	11,000.00	9,080.25	11,000.00
Operating Supplies / Shop Supplies	74,487.08	100,000.00	67,129.82	95,000.00
Operating Supplies / Stationery & Office	46,900.62	63,000.00	64,400.36	55,000.00
Miscellaneous / Computer Supplies & Maint	125,968.37	142,200.00	130,809.90	130,200.00
Miscellaneous / Printing	84,665.67	24,800.00	21,935.92	50,000.00
Other Expenses / Equipment	-	3,500.00	-	3,500.00
Other Expenses / Furniture & Equipment	14,085.87	25,000.00	9,282.81	15,000.00
Miscellaneous / Election Expense	-	200,130.00	-	-
Miscellaneous / Employee Wellness Program	2,362.21	16,000.00	5,794.34	16,000.00
Miscellaneous / Office	8,313.56	6,020.00	1,283.66	6,020.00
Bad Debt Expense / Water Related	3,035.61	30,000.00	13,599.19	30,000.00
Improvement Projects / Cap. Improvement Proj Exp	68,373.68	50,000.00	393,135.17	50,000.00
Postage & Shipping	130,966.36	163,360.00	125,375.64	144,400.00
Miscellaneous / Permits & Fees	202,661.52	230,200.00	150,719.33	344,350.00
Miscellaneous / Recruitment	21,732.60	18,350.00	11,253.22	14,775.00
Operating Supplies / Uniforms	40,066.71	49,610.00	36,448.42	25,500.00
Miscellaneous / County Collection Fee	386.76	400.00	6.00	200.00
Miscellaneous / Promotional Activities	-	20,400.00	10,639.72	3,000.00
Programs / Outreach Programs	151,238.83	11,100.00	7,872.12	50,000.00
Programs / Rebate	100,513.50	41,000.00	10,206.63	41,000.00

Object Description	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21
	Actual	Amended	Projected	Approved
Programs / Sponsorships	31,023.60	91,150.00	6,349.00	20,000.00
Other Miscellaneous / District Cost	76,212.91	142,628.00	87,213.59	120,750.00
Miscellaneous / AMR Meter Replacement Program	18,716.08	32,000.00	29,072.91	32,000.00
Repair & Maintenance / Chlorination Equipment	56,850.84	121,981.00	62,550.30	112,000.00
Repair & Maintenance / Communication Equipment	3,143.05	10,000.00	7,860.00	10,000.00
Repair & Maintenance / Contracts And Licensing	198,410.75	313,740.00	220,811.92	229,542.00
Repair & Maintenance / Domestic Mains	357,887.45	400,000.00	581,923.61	400,000.00
Repair & Maintenance / Fire Hydrants	46,743.13	55,000.00	62,740.08	55,000.00
Repair & Maintenance / Major Equip & Gen Plant	6,535.27	15,000.00	17,773.38	20,000.00
Repair & Maintenance / Meters & AMRs	301,005.04	268,776.00	255,065.99	280,000.00
Repair & Maintenance / Office Equipment	17,833.84	25,000.00	13,459.26	21,000.00
Repair & Maintenance / Street Patching	308,149.48	675,000.00	595,168.40	500,000.00
Repair & Maintenance / Structures & Improvements	102,843.70	133,000.00	119,221.48	123,000.00
Repair & Maintenance / Structures/Facility/Equip	636,995.94	718,880.00	649,131.79	693,000.00
Repair & Maintenance / Tools	16,223.50	30,000.00	20,048.44	15,000.00
Repair & Maintenance / Vandalism Repairs	20,574.74	50,000.00	25,741.43	50,000.00
Repair & Maintenance / Vehicle	95,894.59	90,000.00	79,220.14	90,000.00
Communication Services / Telephone	90,976.38	137,200.00	132,462.75	142,000.00
Miscellaneous / High Speed Internet Ser	15,398.70	20,890.00	12,850.56	23,912.00
Utility Services / Electric	2,633,855.54	2,630,000.00	2,590,368.01	2,611,000.00
Utility Services / Gas	2,032.39	2,300.00	2,438.78	2,700.00
Utility Services / Trash	20,049.77	29,000.00	33,182.05	28,200.00
Utility Services / Water	436.14	450.00	412.18	450.00
Utility Services / Water & Sewer	2,763.82	2,640.00	2,693.73	2,800.00
Long Term Debt / Interest Hydro Station	32,765.01	75,000.00	73,031.32	75,000.00
Long Term Debt / Interest	905,126.95	899,350.00	897,198.40	903,450.00
Miscellaneous / Discount On Water Bonds	(40,617.46)	-	(40,617.46)	-
Board Approved / Rate Rebate	-	-	(37.03)	-
Board Approved / Rate Rebate 2018	406.00	-	(54.06)	-
Litigation Loss / Litigation Loss	-	-	335,999.00	-
	24,185,146.64	26,943,887.00	27,863,914.70	26,375,404.62

# SOURCE OF SUPPLY :

The Source of Supply budget represents the purchase of water supplies to meet WVWD's water demand and allow for the local water basin to be replenished. High levels of groundwater pumping due to extended drought have depleted the water basin; by purchasing water from the state aqueduct project, local groundwater levels can be recharged.

## FY 2020-2021 PRIMARY GOAL:

Purchase of 1250 acre-feet of water for groundwater recharge operations.

## FY 2019-2020 PRIMARY ACCOMPLISHMENT:

Ensured that enough water supplies were purchased to meet peak summer usage and community needs.



Account Description	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Amount	%
	Actuals	Amended Budget	Projected	Approved Budget	Change	Change
<b>SOURCE OF SUPPLY - 5110</b>						
Purchased Water / Muni	513,003.94	550,800.00	475,335.30	645,800.00	95,000.00	117%
Purchased Water / State Project Water	360,781.82	772,500.00	547,585.19	770,166.00	(2,334.00)	100%
Purchased Water / City of San Bernardino	145,104.01	134,992.00	197,772.70	134,992.00	-	100%
Purchased Water / Fontana Union	5,459.00	4,000.00	3,286.00	2,000.00	(2,000.00)	50%
Purchased Water / IEUA	695,948.60	445,000.00	438,156.62	58,000.00	(387,000.00)	13%
Other Miscellaneous / Chino Basin Watermaster	20,418.53	50,000.00	13,949.19	50,000.00	-	100%
<b>DEPARTMENT TOTAL - 5110</b>	<b>1,740,715.90</b>	<b>1,957,292.00</b>	<b>1,676,085.00</b>	<b>1,660,958.00</b>	<b>(296,334.00)</b>	<b>85%</b>

# PRODUCTION

The Production Department oversees the construction, maintenance, and repair of water production facilities, from wells and wellheads to ion exchange treatment systems, pumping stations, and emergency power generators.

## FY 2020-2021 PRIMARY GOAL:

Provide emergency response training for production staff and maintain steady and sustainable water production

## FY 2019-2020 PRIMARY ACCOMPLISHMENT:

Completed the Emergency Well Optimization Project, in which the department identified five wells that could develop future issues, took those wells offline, restored them, tested them, and brought them back into full service

Account Description	FY 2018-19 Actuals	FY 2019-20 Amended Budget	FY 2019-20 Projected	FY 2020-21 Approved Budget	Amount Change	% Change
<b>PRODUCTION - PUMPING - 5210</b>						
Salaries & Wages / Full Time	724,244.95	808,650.00	739,189.09	862,500.00	53,850.00	107%
Salaries & Wages / Overtime	42,044.36	50,000.00	49,898.93	50,000.00	-	100%
Salaries & Wages / On Call	3,577.80	4,500.00	3,107.19	4,500.00	-	100%
Benefits / FICA	50,778.15	49,070.00	54,703.26	52,300.00	3,230.00	107%
Benefits / Medicare	12,066.14	11,660.00	13,106.04	12,300.00	640.00	105%
Benefits / Disability Insurance	3,575.69	4,280.00	1,931.28	5,100.00	820.00	119%
Benefits / Life Insurance	2,771.91	3,260.00	5,038.18	3,500.00	240.00	107%
Benefits / Dental	9,228.76	12,340.00	10,902.16	11,600.00	(740.00)	94%
Benefits / Hosp / Med Insurance	149,014.84	197,190.00	184,187.89	200,600.00	3,410.00	102%
Benefits / Vision Care Insurance	1,841.47	2,170.00	2,080.48	2,200.00	30.00	101%
Benefits / EAP	251.45	300.00	292.86	300.00	-	100%
Benefits / Deferred Comp-ER Match	13,093.35	19,500.00	12,523.84	19,500.00	-	100%
Expenses / PERS-Pension Classic	64,463.08	61,050.00	68,697.95	77,100.00	16,050.00	126%
PERS-Pension / Employer PEPR-2nd Tier	4,213.45	13,050.00	8,993.18	10,200.00	(2,850.00)	78%
PERS-Pension / Classic-Epmc Neg. Benefit	47,952.95	41,810.00	47,003.10	48,900.00	7,090.00	117%
Expense / PERS - Pension Expense - GASB 68	28,996.39	-	90,404.64	-	-	0%
Expenses / Training	3,279.95	24,700.00	15,023.36	5,190.00	(19,510.00)	21%
Operating Supplies / Uniforms	2,411.97	4,800.00	3,105.49	2,600.00	(2,200.00)	54%
Miscellaneous / Trans/Meals/Lodging	-	-	-	-	-	0%
Meter Testing	5,105.00	12,000.00	-	12,000.00	-	100%
Professional Services / Lab Tests	2,016.75	2,500.00	1,806.75	2,500.00	-	100%
Professional Services / Alarm	-	-	-	-	-	0%
Operating Supplies / Chemicals	52,318.05	60,000.00	60,582.24	60,000.00	-	100%
Repair & Maintenance / Structures / Facility	333,059.05	200,000.00	208,867.74	197,000.00	(3,000.00)	99%
Outside Labor / Contractors/Telemetry	-	-	991.21	5,000.00	5,000.00	0%
Utility Services / Electric	1,585,721.97	1,600,000.00	1,643,511.48	1,600,000.00	-	100%
Utility Services / Water	436.14	450.00	412.18	450.00	-	100%
Miscellaneous / Permits & Fees	-	2,500.00	-	2,500.00	-	100%
<b>DEPARTMENT TOTAL - 5210</b>	<b>3,189,445.14</b>	<b>3,227,110.00</b>	<b>3,269,327.82</b>	<b>3,293,040.00</b>	<b>65,930.00</b>	<b>102%</b>



# WATER QUALITY

The Water Quality Department is responsible for ensuring that water supplies fully meet state and federal standards by conducting constant water sampling at hundreds of points in the water supply chain, from the reservoir to your water line. This department also oversees the flushing of WVWD water lines to prevent water from becoming stagnant (and thus a health hazard), and makes sure that water lines are not damaged by construction activities.

## FY 2020-2021 PRIMARY GOAL

That WVWD's water continue to meet and exceed all state and federal standards for water quality

## FY 2019-2020 PRIMARY ACCOMPLISHMENT

WVWD's water exceeded all state and federal regulations for water quality

Account Description	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Amount	%
	Actuals	Amended Budget	Projected	Approved Budget	Change	Change
<b>WATER QUALITY DEPARTMENT - 5310</b>						
Salaries & Wages / Full Time	283,819.09	300,090.00	176,668.23	306,600.00	6,510.00	102%
Salaries & Wages / Overtime	13,453.84	13,000.00	11,494.56	13,000.00	-	100%
Salaries & Wages / On Call	3,082.83	3,100.00	2,206.50	3,100.00	-	100%
Benefits / FICA	15,648.70	19,010.00	17,069.84	19,200.00	190.00	101%
Benefits / Medicare	3,659.85	4,450.00	3,992.16	4,500.00	50.00	101%
Benefits / Disability Insurance	807.88	1,670.00	901.98	2,100.00	430.00	126%
Benefits / Life Insurance	685.05	1,290.00	1,810.39	1,400.00	110.00	109%
Benefits / Dental	2,772.14	4,900.00	3,469.38	5,300.00	400.00	108%
Benefits / Hosp / Med Insurance	49,808.36	86,430.00	64,765.42	77,600.00	(8,830.00)	90%
Benefits / Vision Care Insurance	567.93	870.00	635.72	900.00	30.00	103%
Benefits / EAP	77.55	120.00	89.65	100.00	(20.00)	83%
Benefits / Deferred Comp-ER Match	4,646.33	7,800.00	5,540.72	7,800.00	-	100%
Expenses / PERS-Pension Classic	6,632.62	12,470.00	7,585.73	8,300.00	(4,170.00)	67%
PERS-Pension / Employer PEPR-2nd Tier	10,706.09	12,350.00	12,108.55	17,600.00	5,250.00	143%
PERS-Pension / Classic-Epmc Neg. Benefit	4,934.52	8,540.00	5,190.34	5,300.00	(3,240.00)	62%
Expenses / Workers Comp Ins	7,804.01	9,870.00	9,117.17	16,500.00	6,630.00	167%
Expense / PERS - Pension Expense - GASB 68	28,974.97	-	22,917.09	-	-	0%
Expenses / Training	4,439.99	7,680.00	440.00	3,530.00	(4,150.00)	46%
Operating Supplies / Uniforms	1,331.19	1,470.00	1,138.29	2,500.00	1,030.00	170%
Professional Services / Lab Tests	57,362.50	59,476.00	48,093.00	81,000.00	21,524.00	136%
Operating Supplies / Chemicals	7,836.99	9,232.00	4,529.77	9,000.00	(232.00)	97%
Repair & Maintenance / Structures / Facility	17,732.20	51,880.00	14,616.69	52,000.00	120.00	100%
Repair & Maintenance / Equipment	23,911.86	51,981.00	18,225.12	52,000.00	19.00	
<b>DEPARTMENT TOTAL - 5310</b>	<b>550,696.49</b>	<b>667,679.00</b>	<b>432,606.30</b>	<b>689,330.00</b>	<b>21,651.00</b>	<b>103%</b>

# WATER TREATMENT

The Water Treatment Department is responsible for treating all WWD imported water supplies and pumped groundwater before it is distributed to our customers. A variety of treatment methods, from filtration to bioreactors, are used to ensure water is safe and of exceptional quality.

## **FY 2020-2021 PRIMARY GOAL**

Bring the completed advanced bioreactive water treatment plant fully online to be able to treat 2.6 million gallons per day of customer water

## **FY 2019-2020 PRIMARY ACCOMPLISHMENT**

Completed construction and initial testing and system checks of the advanced bioreactive water treatment plant



Account Description	FY 2018-19 Actuals	FY 2019-20 Amended Budget	FY 2019-20 Projected	FY 2020-21 Approved Budget	Amount Change	% Change
<b>WATER TREATMENT - PERCHLORATE - 5320</b>						
Professional Services / Other Consultants	1,080.00	2,500.00	-	2,500.00	-	100%
Utility Services / Electric	211,139.42	160,000.00	154,116.07	175,000.00	15,000.00	109%
Professional Services / Lab Tests	22,314.25	38,100.00	12,169.75	20,000.00	(18,100.00)	52%
Operating Supplies / Chemicals	7,370.42	21,000.00	4,617.26	25,000.00	4,000.00	119%
Repair & Maintenance / Structures / Facility	29,211.01	5,000.00	14,529.42	30,000.00	25,000.00	600%
Repair & Maintenance / Chlorination Equipment	-	10,000.00	9,973.16	20,000.00	10,000.00	200%
<b>DEPARTMENT TOTAL - 5320</b>	<b>271,346.32</b>	<b>236,600.00</b>	<b>195,405.66</b>	<b>272,500.00</b>	<b>35,900.00</b>	<b>115%</b>

Account Description	FY 2018-19 Actuals	FY 2019-20 Amended Budget	FY 2019-20 Projected	FY 2020-21 Approved Budget	Amount Change	% Change
<b>WATER TREATMENT - FBR/FXB - 5350</b>						
Salaries & Wages / Full Time	307,078.99	361,230.00	344,436.71	370,400.00	9,170.00	103%
Salaries & Wages / Overtime	76,844.66	75,000.00	52,998.64	75,000.00	-	100%
Salaries & Wages / On Call	-	3,000.00	905.00	3,000.00	-	100%
Salaries & Wages / Class A Drivers License	602.65	650.00	-	-	(650.00)	0%
Salaries & Wages / Bilingual Compensation	650.00	650.00	657.75	700.00	50.00	108%
Benefits / FICA	26,550.70	21,910.00	27,993.22	22,700.00	790.00	104%
Benefits / Medicare	6,349.93	5,130.00	6,702.74	5,300.00	170.00	103%
Benefits / Disability Insurance	1,550.31	1,680.00	837.59	2,100.00	420.00	125%
Benefits / Life Insurance	1,223.29	1,350.00	2,170.94	1,400.00	50.00	104%
Benefits / Dental	4,600.35	4,900.00	3,931.60	3,400.00	(1,500.00)	69%
Benefits / Hosp / Med Insurance	75,984.65	83,170.00	71,478.80	80,100.00	(3,070.00)	96%
Benefits / Vision Care Insurance	786.74	870.00	860.50	900.00	30.00	103%
Benefits / EAP	107.43	120.00	121.46	100.00	(20.00)	83%
Benefits / Deferred Comp-ER Match	7,824.17	7,800.00	7,992.82	7,800.00	-	100%
Expenses / PERS-Pension Classic	25,682.71	28,210.00	29,453.25	31,700.00	3,490.00	112%
PERS-Pension / Employer PEPR-2nd Tier	4,558.95	4,870.00	6,063.45	5,500.00	630.00	113%
PERS-Pension / Classic-Epmc Neg. Benefit	19,099.41	19,320.00	20,153.14	20,100.00	780.00	104%
Expenses / Workers Comp Ins	19,682.09	19,410.00	18,919.20	19,500.00	90.00	100%
Expenses / Training	4,842.59	3,990.00	3,511.36	1,000.00	(2,990.00)	25%
Professional Services / Other Consultants	228,908.52	196,000.00	129,050.36	369,893.32	173,893.32	189%
Professional Services / Misc Studies	5,305.71	10,000.00	64.08	10,000.00	-	100%
Operating Supplies / Uniforms	2,139.80	2,000.00	1,695.34	2,000.00	-	100%
Utility Services / Electric	310,670.95	340,000.00	216,401.31	310,000.00	(30,000.00)	91%
Communication Services / Telephone	-	10,450.00	-	10,000.00	(450.00)	96%
Other Miscellaneous / District Cost	43,974.46	75,000.00	28,204.84	60,750.00	(14,250.00)	81%
Professional Services / Lab Tests	61,617.31	74,500.00	37,205.71	50,000.00	(24,500.00)	67%
Operating Supplies / Chemicals	234,550.26	348,000.00	174,490.23	288,000.00	(60,000.00)	83%
Operating Supplies / Resin Exchange	16.14	13,000.00	-	10,000.00	(3,000.00)	77%
Repair & Maintenance / Structures / Facility	110,568.96	210,000.00	202,094.45	164,000.00	(46,000.00)	78%
Repair & Maintenance / Chlorination Equipment	18,601.87	30,000.00	8,077.79	20,000.00	(10,000.00)	67%
Equipment Rental	-	-	-	-	-	0%
Miscellaneous / Permits & Fees	25,373.20	30,000.00	29,762.42	150,000.00	120,000.00	500%
Miscellaneous / Trans/Meals/Lodging	2,434.73	1,000.00	33.84	-	(1,000.00)	0%
<b>DEPARTMENT TOTAL - 5350</b>	<b>1,628,181.53</b>	<b>1,983,210.00</b>	<b>1,426,268.54</b>	<b>2,095,343.32</b>	<b>112,133.32</b>	<b>106%</b>

Account Description	FY 2018-19 Actuals	FY 2019-20 Amended Budget	FY 2019-20 Projected	FY 2020-21 Approved Budget	Amount Change	% Change
<b>WATER TREATMENT - ROEMER/ARSENIC - 5390</b>						
Salaries & Wages / Full Time	349,782.59	437,650.00	305,203.31	322,800.00	(114,850.00)	74%
Salaries & Wages / Overtime	107,582.28	80,000.00	73,517.06	80,000.00	-	100%
Salaries & Wages / On Call	-	3,000.00	750.00	3,000.00	-	100%
Salaries & Wages / Class A Drivers License	703.26	650.00	1,305.30	1,300.00	650.00	200%
Salaries & Wages / Bilingual Compensation	1,160.20	1,300.00	1,305.30	2,000.00	700.00	154%
Benefits / FICA	28,267.96	28,270.00	23,255.81	19,500.00	(8,770.00)	69%
Benefits / Medicare	6,801.61	6,620.00	5,882.26	4,600.00	(2,020.00)	69%
Benefits / Disability Insurance	1,638.10	2,440.00	829.10	1,500.00	(940.00)	61%
Benefits / Life Insurance	1,172.51	1,730.00	1,806.42	1,000.00	(730.00)	58%
Benefits / Dental	4,102.65	6,520.00	4,626.21	4,800.00	(1,720.00)	74%
Benefits / Hosp / Med Insurance	68,884.34	113,670.00	69,604.84	76,700.00	(36,970.00)	67%
Benefits / Vision Care Insurance	693.32	1,090.00	621.49	700.00	(390.00)	64%
Benefits / EAP	94.67	150.00	87.53	100.00	(50.00)	67%
Benefits / Deferred Comp-ER Match	6,567.56	9,750.00	5,602.80	5,900.00	(3,850.00)	61%
Expenses / PERS-Pension Classic	32,100.12	45,610.00	31,932.14	34,000.00	(11,610.00)	75%
PERS-Pension / Classic-Epmc Neg. Benefit	23,872.63	31,240.00	21,848.51	21,600.00	(9,640.00)	69%
Expenses / Workers Comp Ins	20,769.12	21,550.00	16,662.62	16,600.00	(4,950.00)	77%
Expenses / Training	1,284.48	3,990.00	1,321.72	2,360.00	(1,630.00)	59%
Professional Services / Other Consultants	42,327.22	68,000.00	12,549.77	76,500.00	8,500.00	113%
Professional Services / Misc Studies	17,548.76	10,000.00	607.98	20,000.00	10,000.00	200%
Operating Supplies / Uniforms	1,271.10	2,000.00	1,564.93	1,500.00	(500.00)	75%
Utility Services / Electric	492,100.92	488,000.00	538,259.46	490,000.00	2,000.00	100%
Utility Services / Trash	2,605.92	4,000.00	2,914.92	3,200.00	(800.00)	80%
Utility Services / Gas	411.97	500.00	471.79	700.00	200.00	140%
Professional Services / Janitorial	4,591.04	6,000.00	5,276.04	6,000.00	-	100%
Communication Services / Telephone	6,318.23	12,000.00	8,857.85	12,000.00	-	100%
Other Miscellaneous / District Cost	32,238.45	30,000.00	59,008.75	60,000.00	30,000.00	200%
Professional Services / Lab Tests	23,642.93	25,000.00	22,799.55	25,000.00	-	100%
Professional Services / Sludge Disposal	35,025.04	35,000.00	3,263.04	35,000.00	-	100%
Operating Supplies / Chemicals	177,147.11	180,000.00	200,821.06	200,600.00	20,600.00	111%
Repair & Maintenance / Structures / Facility	146,424.72	277,000.00	209,023.49	250,000.00	(27,000.00)	90%
Repair & Maintenance / Chlorination Equipment	14,337.11	30,000.00	26,274.23	20,000.00	(10,000.00)	67%
Equipment Rental	-	1,000.00	-	-	(1,000.00)	0%
<b>DEPARTMENT TOTAL - 5390</b>	<b>1,628,181.53</b>	<b>1,983,210.00</b>	<b>1,426,268.54</b>	<b>2,095,343.32</b>	<b>112,133.32</b>	<b>106%</b>

# TRANSMISSION AND DISTRIBUTION SYSTEM

The Transmission and Distribution Department is responsible for maintaining the WVWD's water lines in a good state of repair and ensuring that water is delivered to customers with satisfactory flow and pressure without interruption.

## FY 2020-2021 PRIMARY GOAL

Keep water lines in good repair and avoid service interruptions due to line damage

## FY 2019-2020 PRIMARY ACCOMPLISHMENT

Active maintenance and monitoring prevented the development of large-scale service disruptions

Account Description	FY 2018-19 Actuals	FY 2019-20 Amended Budget	FY 2019-20 Projected	FY 2020-21 Approved Budget	Amount Change	% Change
<b>MAINTENANCE - TRANSMISSION AND DISTRIBUTION - 5410</b>						
Salaries & Wages / Full Time	524,018.03	687,050.00	609,357.30	660,900.00	(26,150.00)	96%
Salaries & Wages / Overtime	72,087.85	105,000.00	89,369.02	80,000.00	(25,000.00)	76%
Salaries & Wages / On Call	16,947.10	25,000.00	19,681.86	20,000.00	(5,000.00)	80%
Salaries & Wages / Class A Drivers License	3,249.18	6,600.00	3,284.87	1,300.00	(5,300.00)	20%
Salaries & Wages / Bilingual Compensation	1,100.00	1,300.00	657.75	700.00	(600.00)	54%
Benefits / FICA	38,879.01	45,920.00	50,287.36	41,100.00	(4,820.00)	90%
Benefits / Medicare	9,092.77	10,740.00	11,760.81	9,600.00	(1,140.00)	89%
Benefits / Disability Insurance	2,593.25	4,990.00	1,477.36	5,100.00	110.00	102%
Benefits / Life Insurance	2,296.08	3,880.00	4,321.66	3,500.00	(380.00)	90%
Benefits / Dental	7,584.11	14,340.00	9,048.52	11,200.00	(3,140.00)	78%
Benefits / Hosp / Med Insurance	142,152.79	252,880.00	167,774.13	198,400.00	(54,480.00)	78%
Benefits / Vision Care Insurance	1,738.21	2,610.00	2,031.83	2,200.00	(410.00)	84%
Benefits / EAP	237.35	360.00	286.48	300.00	(60.00)	83%
Benefits / Deferred Comp-ER Match	9,812.02	23,400.00	11,338.31	19,500.00	(3,900.00)	83%
Expenses / PERS-Pension Classic	27,193.81	52,280.00	31,753.06	34,400.00	(17,880.00)	66%
PERS-Pension / Employer PEPRA-2nd Tier	15,362.75	14,370.00	24,812.21	25,700.00	11,330.00	179%
PERS-Pension / Classic-Epmc Neg. Benefit	20,229.83	35,810.00	21,725.98	21,800.00	(14,010.00)	61%
Expenses / Workers Comp Ins	26,550.10	29,340.00	31,959.22	35,000.00	5,660.00	119%
Expense / PERS - Pension Expense - GASB 68	14,266.26	-	65,821.71	-	-	0%
Expenses / Training	6,898.26	24,100.00	10,983.37	2,209.00	(21,891.00)	9%
Operating Supplies / Uniforms	3,710.57	7,200.00	4,943.28	5,000.00	(2,200.00)	69%
Repair & Maintenance / Domestic Mains	357,887.45	400,000.00	581,923.61	400,000.00	-	100%
Repair & Maintenance / Fire Hydrants	46,743.13	55,000.00	62,740.08	55,000.00	-	100%
Repair & Maintenance / Facilities Repairs	20,574.74	50,000.00	25,741.43	50,000.00	-	100%
Repair & Maintenance / Street Patching	308,149.48	675,000.00	595,168.40	500,000.00	(175,000.00)	74%
Repair & Maintenance / Tools	16,223.50	30,000.00	20,048.44	15,000.00	(15,000.00)	50%
Outside Labor / Contractors	19,569.50	4,000.00	3,497.20	-	(4,000.00)	0%
Rentals / Equipment	12,895.92	10,000.00	13,247.44	40,000.00	30,000.00	400%
Repair & Maintenance / Structures & Improvements	59,568.32	90,000.00	72,823.00	85,000.00	(5,000.00)	94%
<b>DEPARTMENT TOTAL - 5410</b>	<b>1,787,611.37</b>	<b>2,661,170.00</b>	<b>2,547,865.69</b>	<b>2,322,909.00</b>	<b>(338,261.00)</b>	<b>87%</b>



# PUBLIC AFFAIRS :

The Public Affairs Department promotes water conservation and facilitates communication between WVWD and ratepayers, the public, media, key stakeholders, regulatory agencies, and officials

## **FY 2020-2021 PRIMARY GOAL**

Create and adopt a new website in order to better facilitate direct communication with ratepayers as COVID-19 forces outreach efforts to migrate nearly entirely online

## **FY 2019-2020 PRIMARY ACCOMPLISHMENTS**

All board meetings and agendas can be viewed online, with agendas posted on the WVWD website and meetings livestreamed and available for later viewing on Facebook, YouTube, and Zoom.

Worked with the Board of Directors to secure the Special Districts Leadership Foundation's District Transparency Certificate of Excellence and use the award's requirements to guide WVWD's endeavor to be a model of transparency and engagement



Account Description	FY 2018-19 Actuals	FY 2019-20 Amended Budget	FY 2019-20 Projected	FY 2020-21 Approved Budget	Amount Change	% Change
<b>PUBLIC AFFAIRS - 5710</b>						
Salaries & Wages / Full Time	542,091.14	479,140.00	682,652.84	276,900.00	(202,240.00)	58%
Salaries & Wages / Overtime	15,629.75	14,000.00	16,798.71	14,000.00	-	100%
Salaries & Wages / Bilingual Compensation	580.69	650.00	231.81	700.00	50.00	108%
Salaries & Wages / Vehicle Allowance	-	7,200.00	4,200.00	-	(7,200.00)	0%
Benefits / FICA	32,440.45	24,810.00	38,139.19	16,600.00	(8,210.00)	67%
Benefits / Medicare	7,682.41	6,840.00	13,600.03	4,000.00	(2,840.00)	58%
Benefits / Disability Insurance	1,522.30	2,060.00	893.22	1,500.00	(560.00)	73%
Benefits / Life Insurance	1,232.40	1,390.00	2,658.64	1,000.00	(390.00)	72%
Benefits / Dental	3,559.98	4,220.00	4,355.24	4,000.00	(220.00)	95%
Benefits / Hosp / Med Insurance	72,956.17	78,290.00	90,203.65	72,000.00	(6,290.00)	92%
Benefits / Vision Care Insurance	860.50	870.00	1,015.39	700.00	(170.00)	80%
Benefits / EAP	112.80	120.00	142.39	100.00	(20.00)	83%
Benefits / Deferred Comp-ER Match	12,669.17	12,800.00	1,426.45	5,900.00	(6,900.00)	46%
Expenses / PERS-Pension Classic	18,156.43	19,900.00	7,166.12	-	(19,900.00)	0%
PERS-Pension / Employer PEPR-2nd Tier	18,746.79	18,430.00	33,304.49	20,900.00	2,470.00	113%
PERS-Pension / Classic-Epmc Neg. Benefit	13,502.85	13,630.00	4,907.76	-	(13,630.00)	0%
Expenses / Workers Comp Ins	2,584.19	2,770.00	3,035.26	4,900.00	2,130.00	177%
Expense / PERS - Pension Expense - GASB 68	8,167.02	-	47,093.30	-	-	0%
Expenses / Training	6,678.26	13,192.00	3,051.48	8,516.00	(4,676.00)	65%
Operating Supplies / Uniforms	18,203.44	8,500.00	6,941.45	1,000.00	(7,500.00)	12%
Postage & Shipping	8,514.31	14,000.00	14,725.92	12,000.00	(2,000.00)	86%
Miscellaneous / Printing	82,329.93	16,100.00	20,655.72	45,000.00	28,900.00	280%
Miscellaneous / Trans/Meals/Lodging	31,673.10	4,620.00	3,680.35	1,500.00	(3,120.00)	32%
Miscellaneous / Dues & Subscriptions	1,533.86	4,820.00	3,802.00	15,920.00	11,100.00	330%
Professional Services / Other Consultants	294,791.17	276,500.00	320,142.22	415,000.00	138,500.00	150%
Sponsorships	29,373.45	13,500.00	4,849.00	20,000.00	6,500.00	148%
Outreach Programs	151,238.83	12,100.00	5,841.33	50,000.00	37,900.00	413%
<b>DEPARTMENT TOTAL - 5710</b>	<b>1,376,831.39</b>	<b>1,050,452.00</b>	<b>1,335,513.96</b>	<b>992,136.00</b>	<b>(58,316.00)</b>	<b>94%</b>

# GRANTS & REBATES :

The Grants & Rebates Department was established to track conservation rebate program costs and any grant matching requirement costs (typically reimbursable costs) used by ratepayers for approved water conservation and turf replacement projects.

## FY 2020-2021 PRIMARY GOAL

Work with the Public Affairs Department to increase utilization of existing rebate funds to help meet WWWD's water conservation goals

## FY 2019-2020 PRIMARY ACCOMPLISHMENTS

Available rebate funds were reduced to reflect a very low rate of utilization by ratepayers, with enough funds left to sustain a large increase in rebate requests



Account Description	FY 2018-19 Actuals	FY 2019-20 Amended Budget	FY 2019-20 Projected	FY 2020-21 Approved Budget	Amount Change	% Change
<b>GRANTS &amp; REBATES - 5720</b>						
Programs / Rebate	100,513.50	41,000.00	10,206.63	41,000.00	-	100%
<b>DEPARTMENT TOTAL - 5720</b>	<b>141,688.20</b>	<b>66,000.00</b>	<b>10,206.63</b>	<b>41,000.00</b>	<b>(25,000.00)</b>	<b>62%</b>

# CUSTOMER SERVICE

The Customer Service Department provides customers assistance with payments, opening or closing accounts, accessing account and water consumption information. Customer Service also assists customers with developing payment plans, especially important during COVID-19, and guides customers through the rebate process for supported conservation purchases.

## FY 2020-2021 PRIMARY GOAL

Our customer service department is a highly-skilled, focused team responsible for a number of customer-oriented tasks. Customer service now functions primarily in a call center environment. It is responsible for responding to customer open/close requests, customer inquiries, requests for account information, negotiating collection agreements, coordinating service requests, determining the most reflect an effective solution to customer service issues, and maintaining customer accounts.

## FY 2019-2020 PRIMARY ACCOMPLISHMENT

Implemented the technological ability for customer service workers to be able to fully take calls and engage with customers from home due to COVID-19, and completed full renovations of the WVWD customer service lobby.

Account Description	FY 2018-19 Actuals	FY 2019-20 Amended Budget	FY 2019-20 Projected	FY 2020-21 Approved Budget	Amount Change	% Change
<b>CUSTOMER SERVICE - 5510</b>						
Salaries & Wages / Full Time	474,781.84	432,500.00	247,066.63	498,100.00	65,600.00	115%
Salaries & Wages / Overtime	17,313.94	20,000.00	18,620.46	10,000.00	(10,000.00)	50%
Salaries & Wages / On Call	-	-	-	-	-	0%
Salaries & Wages / Bilingual Compensation	2,253.65	2,600.00	1,613.83	2,600.00	-	100%
Benefits / FICA	26,303.15	30,390.00	29,700.73	31,400.00	1,010.00	103%
Benefits / Medicare	6,151.71	7,110.00	6,946.14	7,400.00	290.00	104%
Benefits / Disability Insurance	1,871.21	2,790.00	1,224.73	4,600.00	1,810.00	165%
Benefits / Life Insurance	1,763.58	2,370.00	3,043.35	3,100.00	730.00	131%
Benefits / Dental	7,355.72	9,410.00	8,217.16	9,900.00	490.00	105%
Benefits / Hosp / Med Insurance	142,736.21	173,010.00	149,559.64	182,400.00	9,390.00	105%
Benefits / Vision Care Insurance	1,531.69	1,960.00	1,737.70	2,000.00	40.00	102%
Benefits / EAP	209.15	270.00	244.98	300.00	30.00	111%
Benefits / Deferred Comp-ER Match	4,977.90	17,550.00	6,079.85	17,600.00	50.00	100%
Expenses / PERS-Pension Classic	10,192.55	10,700.00	10,814.48	11,500.00	800.00	107%
PERS-Pension / Employer PEPPRA-2nd Tier	19,556.54	25,700.00	23,778.92	29,800.00	4,100.00	116%
PERS-Pension / Classic-EPMC Neg. Benefit	7,582.96	7,330.00	7,399.36	7,300.00	(30.00)	100%
Expenses / Workers Comp Ins	2,033.70	2,680.00	4,154.74	2,700.00	20.00	101%
Expense / PERS - Pension Expense - GASB 68	22,910.51	-	40,254.32	-	-	0%
Expenses / Training	3,428.24	5,000.00	4,170.04	5,000.00	-	100%
Professional Services / Armored Transport	5,392.22	8,500.00	6,252.28	9,500.00	1,000.00	112%
Professional Services / Other Consultants	-	3,380.00	248.00	4,000.00	620.00	118%
Operating Supplies / Uniforms	2,356.37	1,800.00	936.46	1,500.00	(300.00)	83%
Operating Supplies / Miscellaneous	540.54	1,000.00	511.55	1,500.00	500.00	150%
Equipment	-	3,500.00	-	3,500.00	-	100%
Outside Labor / Contractors/Labor & Contractors	10,899.64	31,000.00	31,000.82	-	(31,000.00)	0%
Outside Labor / Contractors / Remote Site Fees	10,661.78	7,000.00	5,993.00	139,920.00	132,920.00	1999%
Miscellaneous / Bank Card Expense	158,542.17	175,000.00	183,918.00	170,400.00	(4,600.00)	97%
Miscellaneous / Trans/Meals/Lodging	678.13	-	104.47	500.00	500.00	0%
<b>DEPARTMENT TOTAL - 5510</b>	<b>942,025.10</b>	<b>982,550.00</b>	<b>793,591.64</b>	<b>1,156,520.00</b>	<b>173,970.00</b>	<b>118%</b>



# METER READING :



The Meter Reading Department is responsible for reading water meters in order to accurately bill customers for water consumption. Additional duties include installing and replacing meters, and responding to customer service requests regarding meters.

## **FY 2020-2021 PRIMARY GOAL**

Continue to optimize and conduct maintenance and repairs on the brand-new automatic meter reading system

## **FY 2019-2020 PRIMARY ACCOMPLISHMENT**

Finished converting over 20,000 water meters to automatic meters, which allows meters data to be transmitted to meter readers by simply driving by, and condensed meter-reading routes to 13 from 49 routes.



Account Description	FY 2018-19 Actuals	FY 2019-20 Amended Budget	FY 2019-20 Projected	FY 2020-21 Approved Budget	Amount Change	% Change
<b>METER READING - 5520</b>						
Salaries & Wages / Full Time	367,450.82	449,660.00	398,530.46	432,500.00	(17,160.00)	96%
Salaries & Wages / Overtime	14,117.16	15,000.00	12,970.66	15,000.00	-	100%
Salaries & Wages / On Call	6,672.09	5,000.00	5,214.43	5,000.00	-	100%
Salaries & Wages / Bilingual Compensation	125.31	-	656.19	700.00	700.00	0%
Labor / Class A Drivers License	-	-	182.75	-	-	0%
Benefits / FICA	25,150.00	28,850.00	27,463.54	27,300.00	(1,550.00)	95%
Benefits / Medicare	5,881.84	6,750.00	6,422.97	6,400.00	(350.00)	95%
Benefits / Disability Insurance	2,090.76	3,880.00	1,021.65	3,600.00	(280.00)	93%
Benefits / Life Insurance	1,710.45	2,680.00	2,584.06	2,400.00	(280.00)	90%
Benefits / Dental	3,871.22	9,310.00	5,279.92	5,800.00	(3,510.00)	62%
Benefits / Hosp / Med Insurance	86,664.66	157,880.00	83,447.26	101,200.00	(56,680.00)	64%
Benefits / Vision Care Insurance	1,273.54	1,740.00	1,341.86	1,500.00	(240.00)	86%
Benefits / EAP	173.90	230.00	188.95	200.00	(30.00)	87%
Benefits / Deferred Comp-ER Match	5,112.86	15,600.00	6,421.04	13,700.00	(1,900.00)	88%
Expenses / PERS-Pension Classic	21,716.20	35,950.00	13,315.59	13,200.00	(22,750.00)	37%
PERS-Pension / Employer PEPRA-2nd Tier	9,531.12	6,840.00	19,227.51	23,700.00	16,860.00	346%
PERS-Pension / Classic-Epmc Neg. Benefit	16,151.53	24,620.00	9,125.11	8,400.00	(16,220.00)	34%
Expenses / Workers Comp Ins	4,076.26	2,730.00	5,418.05	2,700.00	(30.00)	99%
Expenses / Training	5,199.66	6,320.00	678.96	1,055.00	(5,265.00)	17%
Operating Supplies / Uniforms	3,933.78	5,440.00	4,203.88	4,200.00	(1,240.00)	77%
Operating Supplies / Shop Supplies	9,176.16	11,000.00	9,080.25	11,000.00	-	100%
Repair & Maintenance / Meters & AMR's	301,005.04	268,776.00	255,065.99	280,000.00	11,224.00	104%
Outside Labor/Contractors / Labor & Contractors	120,473.94	-	-	-	-	0%
<b>DEPARTMENT TOTAL - 5520</b>	<b>1,031,873.10</b>	<b>1,090,926.00</b>	<b>897,874.89</b>	<b>991,555.00</b>	<b>(99,371.00)</b>	<b>91%</b>

The Billing Department is responsible for securely managing all customer billing data, and ensuring that bills are both accurate and distributed on time.

## FY 2020-2021 PRIMARY GOAL

Complete staff training for the new payments management system and the underlying Tyler Technologies software

## FY 2019-2020 PRIMARY ACCOMPLISHMENT

Adopted a brand new billing system that allows customers to view their bills and water consumption habits in real time, and makes paper bills easier to read

Account Description	FY 2018-19 Actuals	FY 2019-20 Amended Budget	FY 2019-20 Projected	FY 2020-21 Approved Budget	Amount Change	% Change
<b>BILLING - 5530</b>						
Salaries & Wages / Full Time	223,926.77	214,030.00	141,034.96	218,800.00	4,770.00	102%
Salaries & Wages / Overtime	1,593.74	10,000.00	5,840.02	5,000.00	(5,000.00)	50%
Salaries & Wages / Bilingual Compensation	650.31	650.00	656.19	650.00	-	100%
Benefits / FICA	12,972.77	13,360.00	14,098.19	13,700.00	340.00	103%
Benefits / Medicare	3,034.03	3,130.00	3,297.10	3,200.00	70.00	102%
Benefits / Disability Insurance	1,216.60	1,140.00	569.27	1,500.00	360.00	132%
Benefits / Life Insurance	950.40	1,000.00	1,506.97	1,000.00	-	100%
Benefits / Dental	2,894.28	3,040.00	2,907.94	3,400.00	360.00	112%
Benefits / Hosp / Med Insurance	49,974.78	53,160.00	51,069.71	54,300.00	1,140.00	102%
Benefits / Vision Care Insurance	619.56	660.00	619.56	700.00	40.00	106%
Benefits / EAP	84.60	90.00	87.24	100.00	10.00	111%
Benefits / Deferred Comp-ER Match	1,300.63	5,850.00	1,246.87	5,900.00	50.00	101%
Expenses / PERS-Pension Classic	19,024.54	21,420.00	21,570.28	23,700.00	2,280.00	111%
PERS-Pension / Classic-Epmc Neg. Benefit	14,152.99	14,670.00	14,763.85	15,000.00	330.00	102%
Expenses / Workers Comp Ins	1,020.33	1,190.00	1,023.24	1,200.00	10.00	101%
Expenses / Training	844.62	4,570.00	495.76	3,500.00	(1,070.00)	77%
Professional Services / Other Consultants	1,407.37	1,500.00	-	1,500.00	-	100%
Operating Supplies / Uniforms	514.73	600.00	588.05	-	(600.00)	0%
Operating Supplies / Miscellaneous	687.28	3,150.00	474.23	1,000.00	(2,150.00)	32%
Outside Labor / Contractors/Printing	26,978.48	35,900.00	35,840.55	30,900.00	(5,000.00)	86%
Communication Services / Postage & Shipping	117,820.84	134,360.00	106,372.73	122,400.00	(11,960.00)	91%
Miscellaneous / Trans/Meals/Lodging	856.46	6,055.00	1,000.29	500.00	(5,555.00)	8%
<b>DEPARTMENT TOTAL - 5530</b>	<b>482,526.11</b>	<b>529,525.00</b>	<b>405,063.00</b>	<b>507,950.00</b>	<b>(21,575.00)</b>	<b>96%</b>

# ADMINISTRATION



The Administration Department sets goals, and plans and oversees the use of resources and staff to ensure that WVWD's water continues to be safe, sustainable, high quality, and affordable.

## **FY 2020-2021 PRIMARY GOAL**

Continue to aggressively target and eliminate administration spending (over \$500,000 in savings thus far) to serve as a model for the other departments

## **FY 2019-2020 PRIMARY ACCOMPLISHMENT**

Secured major victories against prior pending litigation



Account Description	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Amount	%
	Actuals	Amended Budget	Projected	Approved Budget	Change	Change
<b>ADMINISTRATION - 5610</b>						
Salaries & Wages / Full Time	847,736.47	827,700.00	735,545.83	994,500.00	166,800.00	120%
Salaries & Wages / Overtime	13,320.32	22,000.00	25,976.82	7,000.00	(15,000.00)	32%
Salaries & Wages / Bilingual Compensation	425.00	-	-	700.00	700.00	0%
Salaries & Wages / Vehicle Allowance	5,362.20	9,600.00	10,183.00	12,200.00	2,600.00	127%
Benefits / FICA	49,433.62	45,840.00	48,615.71	46,400.00	560.00	101%
Benefits / Medicare	12,458.62	13,620.00	12,993.72	14,200.00	580.00	104%
Benefits / Disability Insurance	2,726.87	3,100.00	1,336.14	3,600.00	500.00	116%
Benefits / Life Insurance	1,956.75	2,280.00	2,948.89	2,400.00	120.00	105%
Benefits / Dental	6,708.46	8,230.00	5,532.36	7,500.00	(730.00)	91%
Benefits / Hosp / Med Insurance	106,608.01	83,870.00	84,934.45	123,500.00	39,630.00	147%
Benefits / Vision Care Insurance	1,359.59	1,520.00	1,239.12	1,500.00	(20.00)	99%
Benefits / EAP	180.95	210.00	175.14	200.00	(10.00)	95%
Benefits / Deferred Comp-ER Match	46,182.26	38,650.00	28,200.33	33,700.00	(4,950.00)	87%
Expenses / PERS-Pension Classic	20,067.49	36,000.00	17,054.48	12,200.00	(23,800.00)	34%
PERS-Pension / Employer PEPRA-2nd Tier	37,884.13	38,290.00	33,378.99	64,500.00	26,210.00	168%
PERS-Pension / Classic-Epmc Neg. Benefit	13,678.66	24,660.00	10,353.66	7,800.00	(16,860.00)	32%
Expenses / Workers Comp Ins	4,323.58	5,550.00	3,838.14	5,500.00	(50.00)	99%
Expense / PERS - Pension Expense - GASB 68	60,993.85	-	58,686.49	-	-	0%
Expenses / Training	8,638.24	6,850.00	10,523.88	5,050.00	(1,800.00)	74%
Operating Supplies / Uniforms	1,130.92	1,000.00	1,026.41	500.00	(500.00)	50%
Miscellaneous / Promotional Activities	-	20,400.00	10,639.72	3,000.00	(17,400.00)	15%
Miscellaneous / Printing	2,335.74	8,700.00	1,280.20	5,000.00	(3,700.00)	57%
Miscellaneous / Trans/Meals/Lodging	95,720.93	91,880.00	88,051.97	67,100.00	(24,780.00)	73%
Miscellaneous / Dues & Subscriptions	40,573.91	35,830.00	66,867.95	39,240.00	3,410.00	110%
Miscellaneous / Office Supplies	8,313.56	6,020.00	1,283.66	6,020.00	-	100%
Miscellaneous / Recruitment	6,825.41	2,600.00	(265.80)	1,400.00	(1,200.00)	54%
Professional Services / Legal	1,004,173.76	736,000.00	1,123,787.48	476,200.00	(259,800.00)	65%
Professional Services / Other Consultants	191,533.75	210,000.00	210,797.47	-	(210,000.00)	0%
Miscellaneous / Election Expense	-	200,130.00	-	-	(200,130.00)	0%
Programs / Regional Programs	-	15,000.00	-	40,000.00	25,000.00	267%
<b>DEPARTMENT TOTAL - 5610</b>	<b>2,550,035.59</b>	<b>2,495,530.00</b>	<b>2,594,986.21</b>	<b>1,980,910.00</b>	<b>(514,620.00)</b>	<b>79%</b>

# : ACCOUNTING

The Accounting Department is responsible for managing the general ledger, bank reconciliation, fixed assets, financial reports, payroll, accounts payable, accounts receivable, annual budget and investment and cash management.

## **FY 2020-2021 PRIMARY GOAL**

Create a new Accounting Manual in order to strengthen internal financial controls and resolve the deficiency created by the lack thereof that was noted in the California State Controller's audit for the previous year's finances, and implementing the Tyler InCode financial system, which allows for electronic processing of time cards, requisition/purchase orders, receipt uploads, and a clear, recorded expense approval process.

## **FY 2019-2020 PRIMARY ACCOMPLISHMENT**

Secured the Government Finance Officers Association's Certificate for Excellence in Financial Reporting for the ninth year in a row (FY2010-2011 to FY 2019-2020, the most recent period).



Account Description	FY 2018-19 Actuals	FY 2019-20 Amended Budget	FY 2019-20 Projected	FY 2020-21 Approved Budget	Amount Change	% Change
<b>ACCOUNTING - 5620</b>						
Salaries & Wages / Full Time	370,218.76	386,890.00	294,170.29	417,100.00	30,210.00	108%
Salaries & Wages / Overtime	8,569.12	15,000.00	15,531.50	10,000.00	(5,000.00)	67%
Salaries & Wages / Bilingual Compensation	1,669.44	1,950.00	1,608.56	1,950.00	-	100%
Benefits / FICA	23,100.38	24,200.00	23,909.66	26,000.00	1,800.00	107%
Benefits / Medicare	5,402.55	5,660.00	5,591.80	6,100.00	440.00	108%
Benefits / Disability Insurance	1,867.92	1,970.00	843.79	2,600.00	630.00	132%
Benefits / Life Insurance	1,553.76	1,640.00	2,266.75	1,700.00	60.00	104%
Benefits / Dental	7,292.16	8,080.00	6,928.40	8,100.00	20.00	100%
Benefits / Hosp / Med Insurance	105,192.84	111,580.00	96,962.30	121,600.00	10,020.00	109%
Benefits / Vision Care Insurance	1,032.60	1,090.00	929.34	1,100.00	10.00	101%
Benefits / EAP	141.00	150.00	130.20	200.00	50.00	133%
Benefits / Deferred Comp-ER Match	4,344.13	9,750.00	5,071.25	9,800.00	50.00	101%
Expenses / PERS-Pension Classic	21,720.82	25,900.00	26,928.25	39,500.00	13,600.00	153%
PERS-Pension / Employer PEPRA-2nd Tier	8,148.67	8,890.00	6,171.27	3,900.00	(4,990.00)	44%
PERS-Pension / Classic-Epmc Neg. Benefit	16,157.74	17,740.00	18,424.44	25,100.00	7,360.00	141%
Expenses / Workers Comp Ins	1,800.86	2,160.00	1,721.57	2,200.00	40.00	102%
Expenses / Training	4,332.01	6,690.00	2,496.04	3,000.00	(3,690.00)	45%
Operating Supplies / Uniforms	387.68	1,200.00	1,186.74	-	(1,200.00)	0%
Miscellaneous / Trans/Meals/Lodging	966.99	6,960.00	3,736.00	500.00	(6,460.00)	7%
Operating Supplies / Miscellaneous	-	1,000.00	369.95	500.00	(500.00)	50%
Miscellaneous / Bank Account Analysis	66,397.81	60,000.00	58,106.26	60,000.00	-	100%
Miscellaneous / Dues & Subscriptions	673.00	2,048.00	922.00	1,478.00	(570.00)	72%
Professional Services / Auditing	64,900.00	37,935.00	25,895.00	46,960.00	9,025.00	124%
Professional Services / Fiscal Agent	3,217.46	9,600.00	4,910.69	9,000.00	(600.00)	94%
Professional Services / Consultants	65,461.56	29,500.00	47,470.39	29,500.00	-	100%
Other Miscellaneous / County Tax Collection Fee	386.76	400.00	6.00	200.00	(200.00)	50%
<b>DEPARTMENT TOTAL - 5620</b>	<b>784,936.02</b>	<b>777,983.00</b>	<b>652,288.44</b>	<b>828,088.00</b>	<b>50,105.00</b>	<b>106%</b>

# ENGINEERING

The Engineering Department is responsible for coordinating the planning, design and construction of Capital Improvement Projects (CIP) to support future growth and enhance existing infrastructure.

## **FY 2020-2021 PRIMARY GOAL**

Begin construction of the ambitious Oliver P. Roemer filtration project, which will add 16 million gallons per day of water treatment capacity in anticipation of the region's exponentially growing population's water needs.

## **FY 2019-2020 PRIMARY ACCOMPLISHMENT**

Completed much of the preliminary work on the Roemer expansion project and installed a 30 inch wide transmission pipeline on Highland Avenue.



Account Description	FY 2018-19 Actuals	FY 2019-20 Amended Budget	FY 2019-20 Projected	FY 2020-21 Approved Budget	Amount Change	% Change
<b>ENGINEERING - 5630</b>						
Salaries & Wages / Full Time	759,000.81	1,188,120.00	785,206.63	845,700.00	(342,420.00)	71%
Salaries & Wages / Part Time	2,909.70	-	9,177.45	-	-	0%
Salaries & Wages / Overtime	3,879.96	5,000.00	4,559.12	5,000.00	-	100%
Salaries & Wages / On Call	-	-	-	-	-	0%
Salaries & Wages / Bilingual Compensation	576.57	650.00	656.18	1,300.00	650.00	200%
Benefits / FICA	46,908.30	67,190.00	59,576.61	51,300.00	(15,890.00)	76%
Benefits / Medicare	11,165.78	16,950.00	14,168.16	12,100.00	(4,850.00)	71%
Benefits / Disability Insurance	3,499.32	5,350.00	1,804.38	4,100.00	(1,250.00)	77%
Benefits / Life Insurance	2,565.90	3,790.00	4,943.33	2,800.00	(990.00)	74%
Benefits / Dental	7,396.69	13,520.00	8,195.46	9,900.00	(3,620.00)	73%
Benefits / Hosp / Med Insurance	124,270.40	230,950.00	141,884.81	174,500.00	(56,450.00)	76%
Benefits / Vision Care Insurance	1,652.16	2,390.00	1,807.05	1,700.00	(690.00)	71%
Benefits / EAP	218.55	330.00	254.45	300.00	(30.00)	91%
Benefits / Deferred Comp-ER Match	12,354.02	26,450.00	14,564.05	15,600.00	(10,850.00)	59%
Expenses / PERS-Pension Classic	41,804.47	96,690.00	51,819.83	53,300.00	(43,390.00)	55%
PERS-Pension / Employer PEPRA-2nd Tier	18,214.43	13,710.00	28,986.08	25,900.00	12,190.00	189%
PERS-Pension / Classic-Epmc Neg. Benefit	31,099.50	66,220.00	35,481.88	33,800.00	(32,420.00)	51%
Expenses / Workers Comp Ins	13,409.96	14,880.00	12,781.32	12,900.00	(1,980.00)	87%
Expenses / Training	4,378.65	14,530.00	8,370.94	5,710.00	(8,820.00)	39%
Operating Supplies / Uniforms	1,943.28	6,500.00	6,474.94	2,300.00	(4,200.00)	35%
Miscellaneous / Trans/Meals/Lodging	65.00	1,000.00	120.42	500.00	(500.00)	50%
Repair & Maintenance / Office Equipment	-	5,000.00	2,451.31	1,000.00	(4,000.00)	20%
Professional Services / Engineering	138,120.56	400.00	400.00	-	(400.00)	0%
Professional Services / Other Consultants	68,686.62	160,000.00	757.00	155,000.00	(5,000.00)	97%
Total Expenses: Engineering Before Reclasses to CIP	1,294,120.63	1,939,620.00	1,194,441.40	1,414,710.00	(524,910.00)	73%
Cap Improvement Projects / Expenses Reclass To CIP	-	(2,099,208.00)	-	-	2,099,208.00	0%
<b>DEPARTMENT TOTAL - 5630</b>	<b>1,294,120.63</b>	<b>(159,588.00)</b>	<b>1,194,441.40</b>	<b>1,414,710.00</b>	<b>1,574,298.00</b>	<b>-886%</b>

# BUSINESS SYSTEMS

The Business Systems and Information Technology (I.T.) Department is responsible for the effective and efficient integration of technology into WVWD's business practices and procedures, and has been particularly instrumental in WVWD's successful transition to a largely remote working environment for non-field employees.

## FY 2020-2021 PRIMARY GOAL

Complete the adoption of the Tyler Technologies InCode software across all departments in order to better track projects and purchases, streamline approvals, and nearly eliminate time-consuming manual or paper processes.

## FY 2019-2020 PRIMARY ACCOMPLISHMENT

Issued telecommuting equipment (phones, computers, and software) and training to ensure that employees could continue WVWD's vital work from the safety and comfort of home amid the COVID-19 pandemic.

Account Description	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Amount	%
	Actuals	Amended Budget	Projected	Approved Budget	Change	Change
<b>INFORMATION TECHNOLOGY - 5640</b>						
Salaries & Wages / Full Time	397,321.86	482,190.00	329,481.04	510,500.00	28,310.00	106%
Salaries & Wages / Overtime	16,698.42	15,000.00	13,523.52	-	(15,000.00)	0%
Benefits / FICA	24,530.54	27,290.00	24,928.96	28,500.00	1,210.00	104%
Benefits / Medicare	6,073.54	6,730.00	6,514.09	7,000.00	270.00	104%
Benefits / Disability Insurance	1,465.56	2,060.00	732.78	2,100.00	40.00	102%
Benefits / Life Insurance	988.20	1,390.00	1,720.98	1,400.00	10.00	101%
Benefits / Dental	4,611.60	6,460.00	4,618.94	6,500.00	40.00	101%
Benefits / Hosp / Med Insurance	63,836.64	94,460.00	65,384.61	96,000.00	1,540.00	102%
Benefits / Vision Care Insurance	619.56	870.00	619.56	900.00	30.00	103%
Benefits / EAP	84.60	120.00	87.24	100.00	(20.00)	83%
Benefits / Deferred Comp-ER Match	4,626.22	7,800.00	4,367.03	7,800.00	-	100%
Expenses / PERS-Pension Classic	34,536.67	46,620.00	40,646.62	52,400.00	5,780.00	112%
PERS-Pension / Employer PEPPRA-2nd Tier	218.73	-	-	-	-	0%
PERS-Pension / Classic-EPMC Neg. Benefit	25,691.09	31,930.00	27,811.16	33,300.00	1,370.00	104%
Expenses / Workers Comp Ins	2,018.65	2,630.00	1,996.98	2,600.00	(30.00)	99%
Expenses / Training	6,529.00	-	-	3,200.00	3,200.00	0%
Miscellaneous / Trans/Meals/Lodging	2,066.58	694.00	165.00	844.00	150.00	122%
Miscellaneous / Computer Supplies & Maint	125,968.37	119,200.00	130,809.90	101,200.00	(18,000.00)	85%
Miscellaneous / High Speed Internet Ser	15,398.70	20,890.00	12,850.56	23,912.00	3,022.00	114%
Professional Services / Programmer	19,276.50	45,000.00	6,353.00	72,500.00	27,500.00	161%
Repair & Maintenance / Contracts And Licensing	198,410.75	313,740.00	220,811.92	229,542.00	(84,198.00)	73%
<b>DEPARTMENT TOTAL - 5640</b>	<b>950,971.78</b>	<b>1,225,074.00</b>	<b>893,423.89</b>	<b>1,180,298.00</b>	<b>(44,776.00)</b>	<b>96%</b>



# BOARD OF DIRECTORS :

The Board of Directors is composed of a five-member, publicly elected body and its associated staff. The Board serves to represent the everyday ratepayers, their communities, and their needs in the WVWD policymaking process by reviewing and approving expenditures and plans.

## **FY 2020-2021 PRIMARY GOAL**

Ensuring that WVWD services continue to be improved and that rates remain steady amidst a decline in projected revenues due to the COVID-19 pandemic by working with managers and staff identify and enact possible spending reductions.

## **FY 2019-2020 PRIMARY ACCOMPLISHMENT**

Conducting a public review of all existing professional contracts and managing WVWD's response to the COVID-19 crisis, including pre-empting the State of California's COVID-19 declaration of state emergency.



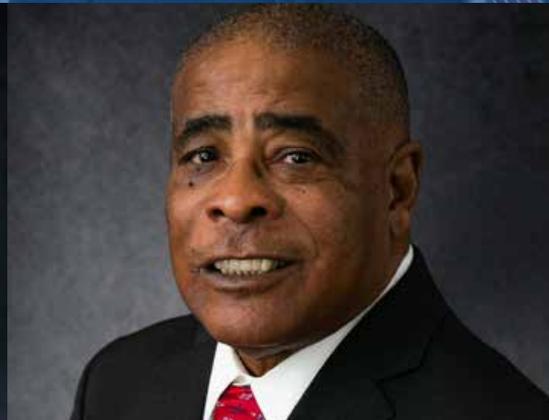
**CHANNING HAWKINS**  
President, District 4



**KYLE CROWTHER**  
Vice President, District 1



**DR. MICHAEL TAYLOR**  
Director, District 2



**DR. CLIFFORD O. YOUNG SR.**  
Director, District 3



**GREG YOUNG**  
Director, District 5

Account Description	FY 2018-19 Actuals	FY 2019-20 Amended Budget	FY 2019-20 Projected	FY 2020-21 Approved Budget	Amount Change	% Change
<b>BOARD OF DIRECTORS - 5650</b>						
Salaries & Wages / Part Time	83,716.50	97,250.00	85,929.22	104,400.00	7,150.00	107%
Benefits / Disability Insurance	183.12	200.00	109.59	200.00	-	100%
Benefits / Life Insurance	214.56	230.00	274.91	300.00	70.00	130%
Benefits / FICA	5,190.35	6,030.00	5,327.56	6,500.00	470.00	108%
Benefits / Medicare	1,214.00	1,410.00	1,246.03	1,500.00	90.00	106%
Benefits / Dental	4,481.16	4,710.00	4,685.48	5,400.00	690.00	115%
Benefits / Hosp / Med Insurance	87,528.24	85,790.00	89,871.55	94,600.00	8,810.00	110%
Benefits / Vision Care Insurance	1,032.60	1,090.00	1,015.39	1,100.00	10.00	101%
Expenses / Workers Comp Ins	470.89	640.00	138.20	700.00	60.00	109%
Professional Services / Other Consultants	25,000.00	31,000.00	31,010.85	31,200.00	200.00	101%
Expenses / Training	-	3,000.00	250.00	3,000.00	-	100%
Operating Supplies / Miscellaneous	-	1,000.00	273.87	1,000.00	-	100%
Miscellaneous / Trans/Meals/Lodging	30,566.75	25,000.00	11,654.99	20,000.00	(5,000.00)	80%
<b>DEPARTMENT TOTAL - 5650</b>	<b>239,598.17</b>	<b>257,350.00</b>	<b>231,787.64</b>	<b>269,900.00</b>	<b>12,550.00</b>	<b>105%</b>

# HUMAN RESOURCES :

The Human Resources Department ensures that WVWD is not only in full compliance with all legal and regulatory workplace requirements, but is a healthy and happy workplace environment.

## **FY 2020-2021 PRIMARY GOAL**

Drafting and adopting a new Human Resources Manual in order to provide employees and management with clear guidelines on hiring and workplace rules and expectations to prevent any potential future misconduct.

## **FY 2019-2020 PRIMARY ACCOMPLISHMENT**

A new, impartial interim Human Resources director was hired to restore confidence and trust in the Human Resources Department and its processes and resolved the entire 36 case backlog of filed employee grievances.



Account Description	FY 2018-19	FY 2019-20	FY 2019-20	FY 2020-21	Amount	%
	Actuals	Amended Budget	Projected	Approved Budget	Change	Change
<b>HUMAN RESOURCES/RISK MANAGEMENT - 5660</b>						
Salaries & Wages / Full Time	285,354.82	360,900.00	356,809.32	300,320.00	(60,580.00)	83%
Salaries & Wages / Overtime	1,176.93	7,500.00	5,631.28	7,500.00	-	100%
Salaries & Wages / Bilingual Compensation	1,298.78	1,300.00	1,207.75	700.00	(600.00)	54%
Salaries & Wages / Vehicle Allowance	6,487.84	6,500.00	5,500.00	-	(6,500.00)	0%
Benefits / FICA	17,626.62	20,350.00	25,070.22	21,400.00	1,050.00	105%
Benefits / Medicare	4,522.34	5,210.00	7,678.18	5,400.00	190.00	104%
Benefits / Disability Insurance	1,038.45	1,270.00	636.18	1,500.00	230.00	118%
Benefits / Life Insurance	741.15	980.00	1,643.15	1,000.00	20.00	102%
Benefits / Dental	2,626.92	3,290.00	3,073.67	4,000.00	710.00	122%
Benefits / Hosp / Med Insurance	42,308.24	59,570.00	56,026.24	70,500.00	10,930.00	118%
Benefits / Vision Care Insurance	481.88	660.00	603.38	700.00	40.00	106%
Benefits / EAP	65.80	90.00	84.81	100.00	10.00	111%
Benefits / Deferred Comp-ER Match	13,896.35	10,850.00	8,450.00	5,900.00	(4,950.00)	54%
Expenses / PERS-Pension Classic	8,406.22	9,590.00	10,166.64	29,600.00	20,010.00	309%
PERS-Pension / Employer PEPR-2nd Tier	12,068.86	17,750.00	13,506.59	7,600.00	(10,150.00)	43%
PERS-Pension / Classic-Epmc Neg. Benefit	6,254.00	6,570.00	6,956.35	18,800.00	12,230.00	286%
Expenses / Workers Comp Ins	1,517.55	1,980.00	1,806.97	10,000.00	8,020.00	505%
Expenses / Training	33,193.13	56,330.00	25,968.08	31,730.00	(24,600.00)	56%
Miscellaneous / Trans/Meals/Lodging	13,452.58	18,750.00	1,412.59	1,500.00	(17,250.00)	8%
Operating Supplies / Safety Recognition Supply	34,411.13	42,800.00	30,187.45	34,200.00	(8,600.00)	80%
Operating Supplies / Safety	2,699.98	4,650.00	20,564.05	23,700.00	19,050.00	510%
Operating Supplies / Miscellaneous	6,455.94	3,680.00	422.22	10,200.00	6,520.00	277%
Miscellaneous / Dues & Subscriptions	7,282.60	24,864.00	8,944.82	11,574.00	(13,290.00)	47%
Miscellaneous / Recruitment	14,907.19	15,750.00	11,519.02	13,375.00	(2,375.00)	85%
Miscellaneous / Employee Wellness Program	2,362.21	16,000.00	5,794.34	16,000.00	-	100%
Professional Services / Other Consultants	3,030.00	120,000.00	215,217.93	199,680.00	79,680.00	166%
<b>DEPARTMENT TOTAL - 5660</b>	<b>523,667.51</b>	<b>817,184.00</b>	<b>824,881.23</b>	<b>826,979.00</b>	<b>9,795.00</b>	<b>101%</b>

# PURCHASING :

The Purchasing Department is responsible for carrying out the WVWD's purchasing policy, soliciting formal and informal bids from vendors and contractors, maintaining inventory, managing facilities contracts, processing requisitions and managing purchase orders.

## **FY 2020-2021 PRIMARY GOAL**

Fully utilizing Tyler Technologies InCode software to allow for a transparent, recorded electronic purchasing approvals process that replaces slow, less secure, and wasteful paper processes with electronic approvals, forms, and receipt uploads

## **FY 2019-2020 PRIMARY ACCOMPLISHMENT**

Integrating the Asset Management Department into the Purchasing Department not only generated significant cost savings, but streamlined operations and enhanced security by eliminating duplicative processes that created conflicting zones of responsibility and control



Account Description	FY 2018-19 Actuals	FY 2019-20 Amended Budget	FY 2019-20 Projected	FY 2020-21 Approved Budget	Amount Change	% Change
<b>PURCHASING - 5680</b>						
Salaries & Wages / Full Time	231,898.74	247,040.00	203,594.56	408,474.30	161,434.30	165%
Salaries & Wages / Overtime	6,687.08	15,500.00	14,931.00	-	(15,500.00)	0%
Salaries & Wages / Class A Drivers License	488.59	650.00	656.66	-	(650.00)	0%
Salaries & Wages / Bilingual Compensation	462.50	650.00	657.75	700.00	50.00	108%
Benefits / FICA	14,511.78	17,580.00	16,807.19	26,800.00	9,220.00	152%
Benefits / Medicare	3,393.96	4,110.00	3,930.77	6,300.00	2,190.00	153%
Benefits / Disability Insurance	1,215.64	1,820.00	569.15	2,600.00	780.00	143%
Benefits / Life Insurance	954.87	1,350.00	1,612.87	1,700.00	350.00	126%
Benefits / Dental	4,391.04	6,460.00	3,775.15	6,300.00	(160.00)	98%
Benefits / Hosp / Med Insurance	63,306.59	97,720.00	59,747.00	105,700.00	7,980.00	108%
Benefits / Vision Care Insurance	636.77	870.00	636.77	1,100.00	230.00	126%
Benefits / EAP	82.25	120.00	89.59	200.00	80.00	167%
Benefits / Deferred Comp-ER Match	4,858.62	7,800.00	4,155.43	9,800.00	2,000.00	126%
Expenses / PERS-Pension Classic	9,062.28	7,350.00	-	17,600.00	10,250.00	239%
PERS-Pension / Employer PEPR-2nd Tier	8,211.43	14,240.00	17,513.18	20,400.00	6,160.00	143%
PERS-Pension / Classic-EPMC Neg. Benefit	6,742.05	5,030.00	-	11,100.00	6,070.00	221%
Expenses / Workers Comp Ins	1,099.50	1,600.00	1,198.35	2,400.00	800.00	150%
Expenses / Training	1,468.00	2,600.00	2,175.86	1,600.00	(1,000.00)	62%
Operating Supplies / Uniforms	656.45	2,100.00	1,223.23	2,400.00	300.00	114%
Miscellaneous / Trans/Meals/Lodging	3,574.93	3,050.00	788.66	650.00	(2,400.00)	21%
Operating Supplies / Miscellaneous	-	2,000.00	-	2,000.00	-	100%
Miscellaneous / Dues & Subscriptions	717.00	750.00	760.00	1,750.00	1,000.00	233%
<b>DEPARTMENT TOTAL - 5680</b>	<b>364,420.07</b>	<b>440,390.00</b>	<b>334,823.17</b>	<b>629,574.30</b>	<b>189,184.30</b>	<b>143%</b>

# GENERAL OPERATIONS :

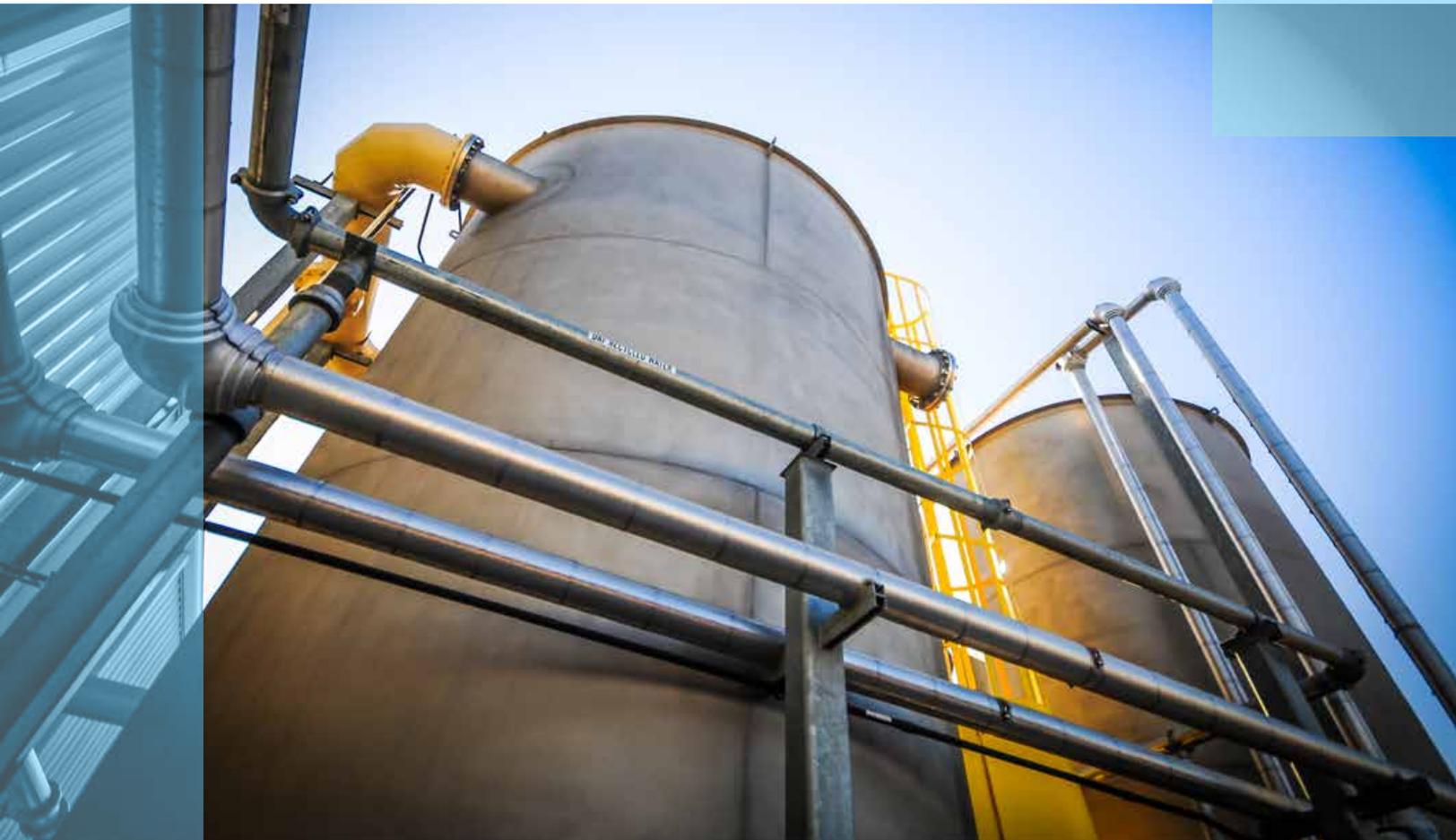
The General Operations Department covers items like permits, fees, janitorial services, and office utility and supply costs that otherwise do not have a specific department to be budgeted under; General Operations has no staff and operates as a catch-all for expenses outside of any single department.

## **FY 2020-2021 PRIMARY GOAL**

Continue to aggressively target and eliminate general operations spending (over \$500,000 in savings thus far) to serve as a model for the other departments

## **FY 2019-2020 PRIMARY ACCOMPLISHMENT**

Secured daily antiviral deep-cleaning services for WWWD facilities to limit the spread of COVID-19



Account Description	FY 2018-19 Actuals	FY 2019-20 Amended Budget	FY 2019-20 Projected	FY 2020-21 Approved Budget	Amount Change	% Change
<b>GENERAL OPERATIONS - 5615</b>						
Benefits / Medicare Part B	-	-	-	-	-	0%
Benefits / Dental-Retired	-	-	-	-	-	0%
Benefits / Med-Retired	-	-	-	-	-	0%
Benefits / Vision-Retired	-	-	-	-	-	0%
Expense / Emp. Health Care Cost Implied Subsidy	(41,241.00)	-	(41,000.00)	-	-	0%
Expenses / PERS-Pension	282,210.00	367,000.00	366,305.00	431,000.00	64,000.00	117%
Expense / State Unemployment Ins	15,779.72	18,000.00	17,102.25	18,000.00	-	100%
Post Employment OPEB	157,004.59	907,000.00	581,400.28	359,444.00	(547,556.00)	40%
Professional Services / Telephone Answering Svc	6,282.90	6,000.00	8,919.17	7,000.00	1,000.00	117%
Professional Services / Alarm	31,655.61	45,000.00	34,258.29	35,000.00	(10,000.00)	78%
Operating Supplies / Stationery & Office	46,900.62	63,000.00	64,400.36	55,000.00	(8,000.00)	87%
Operating Supplies / Gasoline & Oil	104,535.61	160,000.00	115,535.63	130,000.00	(30,000.00)	81%
Operating Supplies / Shop Supplies	74,487.08	100,000.00	67,129.82	95,000.00	(5,000.00)	95%
Other Expenses / Furniture & Equipment	14,085.87	25,000.00	9,282.81	15,000.00	(10,000.00)	60%
Utility Services / Electric	34,222.28	42,000.00	38,079.69	36,000.00	(6,000.00)	86%
Utility Services / Trash	17,443.85	25,000.00	30,267.13	25,000.00	-	100%
Utility Services / Water	2,763.82	2,640.00	2,693.73	2,800.00	160.00	106%
Utility Services / Gas	1,620.42	1,800.00	1,966.99	2,000.00	200.00	111%
Professional Services / Janitorial	57,843.59	70,000.00	68,575.13	75,000.00	5,000.00	107%
Repair & Maintenance / Office Equipment	17,833.84	20,000.00	11,007.95	20,000.00	-	100%
Repair & Maintenance / Communication Equipment	3,143.05	10,000.00	7,860.00	10,000.00	-	100%
Repair & Maintenance / Vehicle	95,894.59	90,000.00	79,220.14	90,000.00	-	100%
Leasing / Vehicle	86,489.27	70,000.00	68,761.82	70,000.00	-	100%
Miscellaneous / Insurance-Auto / Gen	234,816.13	230,000.00	304,350.35	276,000.00	46,000.00	120%
Communication Services / Telephone	84,426.93	114,750.00	123,604.90	120,000.00	5,250.00	105%
Communication Services / Postage & Shipping	4,631.21	12,000.00	4,276.99	10,000.00	(2,000.00)	83%
Improvements Projects / Cap Improvement Proj Exp	68,373.68	50,000.00	393,135.17	50,000.00	-	100%
Rentals / Equipment	1,326.38	5,000.00	1,994.37	5,000.00	-	100%
Repair & Maintenance / Structures & Improvements	43,275.38	43,000.00	46,398.48	38,000.00	(5,000.00)	88%
Repair & Maintenance / Major Equip & Gen Plant	6,535.27	15,000.00	17,773.38	20,000.00	5,000.00	133%
Miscellaneous / Permits & Fees	177,288.32	197,700.00	120,956.91	191,850.00	(5,850.00)	97%
Bad Debt Expense / Water Related	3,035.61	30,000.00	13,599.19	30,000.00	-	100%
<b>DEPARTMENT TOTAL - 5615</b>	<b>1,633,070.62</b>	<b>2,719,890.00</b>	<b>2,557,855.93</b>	<b>2,217,094.00</b>	<b>(502,796.00)</b>	<b>82%</b>

# GEOGRAPHIC INFORMATION SYSTEMS

The Geographic Information Systems Department was created to oversee the implementation and maintenance of GIS electronic systems that facilitate the use of location-based services that can range from pinpointing service requests at the push of a button to issuing warning and notices only to affected customers in a certain area

## FY 2020-2021 PRIMARY GOAL

Complete a new WVWD in-browser online application that integrates that would allow customers to report leaks and service issues with the exact location and upload pictures to ensure that field employees can be dispatched in a matter of hours instead of days

## FY 2019-2020 PRIMARY ACCOMPLISHMENT

Working with the Information Technologies Department to integrate Tyler Technologies InCode with WVWD's GIS system to expedite and automate workflow processes

Account Description	FY 2018-19 Actuals	FY 2019-20 Amended Budget	FY 2019-20 Projected	FY 2020-21 Approved Budget	Amount Change	% Change
<b>GIS - 5645</b>						
Salaries & Wages / Full Time	-	85,960.00	44,537.81	91,400.00	5,440.00	106%
Salaries & Wages / Part Time	-	-	585.60	38,100.00	38,100.00	0%
Benefits / FICA	-	5,350.00	2,220.95	7,900.00	2,550.00	148%
Benefits / Medicare	-	1,260.00	519.42	1,900.00	640.00	151%
Benefits / Disability Insurance	-	480.00	122.13	500.00	20.00	104%
Benefits / Life Insurance	-	350.00	82.35	300.00	(50.00)	86%
Benefits / Dental	-	450.00	106.25	400.00	(50.00)	89%
Benefits / Hosp / Med Insurance	-	7,860.00	1,228.11	8,100.00	240.00	103%
Benefits / Vision Care Insurance	-	220.00	51.63	200.00	(20.00)	91%
Benefits / EAP	-	30.00	7.71	-	(30.00)	0%
Benefits / Deferred Comp-ER Match	-	1,950.00	525.00	2,000.00	50.00	103%
PERS-Pension / Employer PEPRA-2nd Tier	-	5,900.00	2,041.99	6,800.00	900.00	115%
Expenses / Workers Comp Ins	-	490.00	170.29	700.00	210.00	143%
Expenses / Training	-	3,900.00	2,299.99	2,400.00	(1,500.00)	62%
Miscellaneous / Trans/Meals/Lodging	-	3,000.00	1,255.96	1,500.00	(1,500.00)	50%
Miscellaneous / Computer Supplies & Maint	-	3,000.00	-	29,000.00	26,000.00	967%
Professional Services / Programmer	-	30,000.00	-	36,000.00	6,000.00	120%
<b>DEPARTMENT TOTAL - 5645</b>	-	150,200.00	55,755.19	227,200.00	77,000.00	151%

# DEBT SERVICE

Debt funding is used to finance large capital projects. For FY 2019-20, the District has outstanding debt allocated toward the financing of water treatment facilities, infrastructure projects and other improvements.



Account Description	FY 2018-19 Actuals	FY 2019-20 Amended Budget	FY 2019-20 Projected	FY 2020-21 Approved Budget	Amount Change	% Change
<b>DEBT SERVICE</b>						
Debt Covenance Ratio Calculation:	-	-	-	-	-	0%
Debt Service						
Net Revenue	12,963,452.87	4,177,487.23	6,509,659.27	1,753,206.56		
Series 2016A Bond Debt Service	1,345,743.95	1,307,450.00	1,313,450.00	1,310,250.00		
<b>DEBT COVENANCE RATIO (MINIMUM 1.20)</b>	<b>9.63</b>	<b>3.20</b>	<b>4.96</b>	<b>1.34</b>		

# CAPITAL IMPROVEMENT :

A capital improvement plan (CIP) is a community planning and fiscal management tool used to coordinate the location, timing and financing of capital improvements over a multi-year period. Capital improvements refer to major, non-recurring physical expenditures such as land, buildings, infrastructure and equipment. Capital improvement projects are identified and prioritized based on the following criteria:

- Safety, restoration of service, immediate obligation, Board directed, or critical system need.
- System upgrades or requirements to maintain system reliability in the near future.
- Need to meet the future growth of the system. The CIP is a working document that is reviewed and updated by staff regularly to reflect changing community needs, priorities and funding opportunities.



PROJECT NUMBER	PROJECT DESCRIPTION	FY 2019-20 CARRYOVER BUDGET	FY 2020-21 APPROVED BUDGET	TOTAL CURRENT BUDGET
<b>REPLACEMENT / REHABILITATION OF SYSTEM ASSETS</b>				
<b>WELLS AND PUMPING EQUIPMENT REHABILITATION</b>				
W19002	Well 41 - Ion Exchange Treatment	38,084		38,084
W19038	Lower Well 36 to meet summer demand Perform CEQA	45,050		45,050
W21001	Annual R/R - Wells and Pumping Equipment FY21		50,000	50,000
<b>WATER MAIN REPLACEMENT</b>				
W17011	Water Main Replacements - Casmalia	323,954		323,954
W17012	Bloomington Alley Way Main Replacement Phase 3, 4 and 5 & Zone 2 24" Transmission Main	72,850		72,850
W17034	Zone 3 Distribution Pipeline Replacement - 8" in Valley/ Pomona	5,321		5,321
W19055	I-10 Cedar Avenue Interchange improvement project	47,929		47,929
<b>SYSTEM APPURTENANCES REHABILITATION &amp; REPLACEMENT</b>				
W20009	Purchase Two (2) Interior Mixing/Blending Units to install in Reservoirs 8-1 and 8-2 to maintain water quality	20,000	40,000	60,000
W20010	Connect Flush-to-Waste Pipe from Well 54 to Storm Drain or Sewage Line in Fontana	100,000		100,000
W20011	Meter Vault Lid Retro Fits (QTY 6) FY2020	29,500		29,500
W20012	Meters and MXU's (QTY 1,700) FY2020	96,256		96,256
W21002	Annual R/R - System Valve Replacement FY2021		150,000	150,000
W21003	Annual R/R - Meter Vault Lid Retro Fits (QTY 6) FY2021		40,100	40,100
W21004	Annual R/R - Meters and MXU's (QTY 1,700) FY2021		250,000	250,000
W21005	Annual R/R - Analyzer(s) and/or Flow Meter(s) FY2021		50,000	50,000
<b>FACILITIES AND PLANTS REHABILITATION &amp; REPLACEMENT</b>				
W20025	FBR Filters Rehab	327,552		327,552
W21006	GAC Vessel Media replacement - Roemer		360,000	360,000
<b>SUBTOTAL FOR REPLACEMENT / REHABILITATION OF SYSTEM ASSETS</b>		<b>1,106,495</b>	<b>940,100</b>	<b>2,046,596</b>
<b>NEW SYSTEM ASSETS</b>		<b>1,106,495</b>	<b>940,100</b>	<b>2,046,596</b>
<b>SOURCE OF SUPPLY</b>				
W19041	OPR WFF - 16 mgd Treatment Plant Expansion	3,080,347		3,080,347
W20001	Property Investigation for Bunker Hill Wells and Pump Station	188,428		188,428
<b>PUMPS AND BOOSTER PLANTS</b>				
W15004	Lord Ranch 4-3 Pump Station	2,846,192		2,846,192
W18021	Pump Station 7-2 - Design & Construction	88,747		88,747
W18022	Emergency Generators Zone 6	494,007		494,007
<b>PRESSURE REDUCING VALVES</b>				

W19003	Zone 6 PRV - New PRV on Sierra Avenue	104,000		104,000
W19006	Zone 7 PRV - New PRV on Lytle Creek Road	32,600	170,000	202,600
<b>RESERVOIRS</b>				
W15003	Lord Ranch 1.0 MG Aeration Tank	1,905,000		1,905,000
W19008	Zone 8 - Reservoir 8-3	60,000	4,000,000	4,060,000
<b>WATER MAINS</b>				
W15008	Pepper Avenue @ I-10 Freeway Zone 2 - 24" Transmission Main Railway - Design & Construction	17,647		17,647
W17035	Zone 2 & 3 Transmission Main - 12", 16" and 20" in Santa Ana Avenue	9,503	1,474,333	1,483,836
W20024	Zone #4 30" Transmission Line @ El Rancho Verde	-	2,600,000	2,600,000
W21007	Zone 7 - 18" Transmission main within future ROW from Citrus Ave to Lytle Creek Rd		100,000	100,000
<b>FACILITIES AND PLANTS</b>				
W15006	Lord Ranch facility - Grading and Site Work - Design & Construction	201,120		201,120
<b>CAPITAL OUTLAY - FLEET/EQUIPMENT</b>				
W19017	Water System Geographical Information Systems (GIS) Application Up-grades - Phase III	55,424		55,424
W17039	Wireless Upgrade Replace 5 Access Points	5,365		5,365
W18035	New enterprise system software Tyler Incode 10	51,632		51,632
W19043	3 New Work Trucks for Proposed new positions for Operations, \$30,000/ each	300,000		300,000
W19047	1 New 2-Yard Dump Truck for the Maintenance Department	50,000		50,000
W20019	GIS and Tyler Integration	25,000		25,000
<b>SUBTOTAL FOR NEW SYSTEM ASSETS</b>		9,515,011	8,344,333	17,859,345
<b>GRAND TOTAL</b>		10,621,506	9,284,433	19,905,941
<b>CIP BUDGET SUMMARY</b>				
Subtotal Replacement Assets:		1,106,495	940,100	2,046,596
Subtotal New Assets:		9,515,011	8,344,333	17,859,345
<b>TOTALS:</b>		10,621,506	9,284,433	19,905,941
<b>CIP DISTRICT FUNDING SOURCE SUMMARY</b>				
Operating Revenue (Transfer from O&M Surplus)		-	-	-
Replacement Reserves		1,760,371	940,100	2,700,472
Capacity Charges		8,533,583	8,344,333	16,877,917
Reimbursement Agreement		327,552	-	327,552
Revenue Bonds/Loans		-	-	-
<b>TOTALS:</b>		10,621,506	9,284,433	19,905,941





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**OUR MISSION IS TO PROVIDE OUR  
CUSTOMERS WITH SAFE, HIGH QUALITY  
AND RELIABLE WATER SERVICE  
AT A REASONABLE RATE AND IN A  
SUSTAINABLE MANNER.**

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