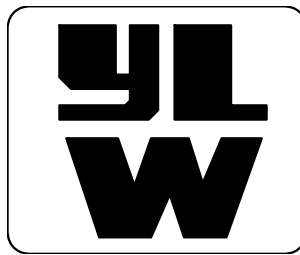


# **Yorba Linda Water District**



## **Budget For Fiscal Years 2007/2009**

**Submitted for Adoption**

**June 28, 2007**

**Board of Directors**

**President**

Ric Collett

**Vice President**

John W. Summerfield

**Director**

Paul R. Armstrong

**Director**

Michael J. Beverage

**Director**

William R. Mills, Jr.

**DISTRICT OFFICERS**

Ric Collett, President  
Michael A. Payne, Secretary  
Diane Cyganik, Auditor  
Ken Vecchiarelli, Assistant Secretary

\*\*\*\*\*

Michael A. Payne  
General Manager

**BOARD OF DIRECTORS  
STANDING COMMITTEES**

**Executive - Administration - Organizational**

Ric Collett, Chair  
John W. Summerfield

**Finance - Accounting**

William R. Mills, Jr., Chair  
Michael J. Beverage

**Personnel - Risk Management**

John W. Summerfield, Chair  
Paul R. Armstrong

**Planning – Engineering - Operations**

Paul R. Armstrong, Chair  
William R. Mills, Jr.

**Public Information**

Ric Collett, Chair  
Michael J. Beverage

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## **Budget Glossary**

**Activity:** A measurable objective to be accomplished as part of a department's programs.

**Benefits:** Expenses related to health care costs and other employee fringe benefits.

**Capital Improvement:** Expenses related to major system improvement projects, building improvements, or acquisition of real estate which expand Water or Sewer service.

**Capital Replacement:** Expenses related to major replacements of existing facilities or systems.

**Catastrophic Restoration:** A fund reserved for the emergency repair of essential system facilities to protect the public health, safety, welfare, or property.

**Collection Agency Fee:** A fee to a consultant to assist the District in collecting delinquent payments. Collection Agency Expenses are identified in account # 855.

**Communications Expenses:** Includes costs for printing materials, advertising, telephones, postage, and freight. Communication expenses are identified in account # 580.

**Contingency:** A reserve fund available to the General Manager which can be used for necessary expenses not included in the budget. Expenditures are subject to the latest Purchasing Policy Resolution adopted by the Board of Directors.

**Contractual Services:** Those services provided by outside companies to the District on a contract basis. Such as alarm service, uniform service, janitorial, paving and concrete, etc. All contract expenses are identified in account # 600.

**Data Processing:** Costs for new computer hardware and upgrades to existing hardware, software and supplies to operate local desktop printers. All data processing expenses are identified in account # 620.

**Dues & Memberships:** Membership costs for directors and staff in professional organizations, including dues, and costs of subscriptions to professional and trade associations. All dues and membership expenses are identified in account # 640.

**Fees and Permits:** All fees and permits the District must pay to other agencies. All fees and permit expenses are identified in account # 645.

**Fringe Benefits (Mandatory Benefits):** Expenses other than salaries and supplemental fringe benefits that are required by law. This includes, but is not limited to: Worker's Compensation premiums, the District's share of retirement costs and payroll employer taxes.

**Fringe Benefits (Supplemental Benefits):** Expenses other than salaries and mandatory fringe benefits that are *not* required by law. This includes, but is not limited to: health, dental, vision and life insurance, long term disability, employee's share of retirement costs, vacation buy and sell, educational reimbursements and car allowances.

**Fuel and Power for Pumping:** Expenses for natural gas and electricity used to produce and distribute water to customers. All fuel and power costs are identified in account # 660.

**Groundwater Replenishment Assessment:** An assessment paid to Orange County Water District based upon the number of acre-feet of groundwater produced by the District. All Replenishment Assessments are identified in account # 680.

**Insurance:** Coverage by contract whereby an insurer undertakes to assume liability and guarantee the District against loss. These expenses are centralized in the Administration Department. All insurance expenses are identified in account # 690.

**Maintenance and Materials:** Costs of maintaining useful life of structures, improvements and equipment (except vehicles) and expenses for such items as pump and engine parts, janitor supplies, hardware, employee activities, etc. All maintenance and materials expenses are identified in account # 710.

**Non-Capital Equipment:** Hand tools, furniture and equipment costing \$5,000 or less. All non-capital expenses are identified in account # 750.

**Office Expenses:** Costs of office supplies. These expenses have been combined and will be centralized in the Business Department. All office expenses are identified in account # 760.

**Professional Development:** Costs associated with employee training for District employees. All training expenses are identified in account # 810.

**Professional Services:** Costs for legal, auditing, engineering, and similar professional services performed under contract. All professional services expenses are identified in account # 780.

**Program:** A major cost center or organizational unit responsible for specific functions.

**Purchased Import Water:** All imported water obtained from Metropolitan Water District of Southern California through the Municipal Water District of Orange County. Also referred to as MWD and MWDOC, respectively. All purchased water expenses are identified in account # 800.

**Purchasing Policy Resolution:** The District's adopted policy regarding procurement limits and procedures.

**Rental Leases:** All leases of buildings or properties needed to conduct District business. All rental lease expenses are identified in account # 790.

**Salaries:** All wages paid to employees, including all types of pay.

**Salaries and Benefits:** The cost for salaries and benefits for employees and Directors.

**Supplies and Services:** The cost of items needed to support the accomplishment of the activities in a department's programs.

**Travel, Conferences & Seminars:** Costs related to conference registration, reimbursement for meals, lodging, and transportation fares. All travel, conferences and seminar expenses are identified in account # 830.

**Uncollectible Accounts:** Includes the write-off of unpaid water and sewer charges. All uncollectible accounts expenses are identified in account # 850.

**Utilities:** Expenses related to telephone, trash, gas and electric service other than fuel and power for pumping. All utility expenses are identified in account # 870.

**Vehicle and Equipment Outlay:** Purchase of assets, such as vehicles, equipment and furniture, which cost over \$5,000 each and are depreciated over their useful life.

**Vehicle Expenses:** All vehicle expenses, including items such as gasoline, parts and maintenance of District vehicles and mileage. All vehicle expenses are identified in account # 890.

## **Abbreviations and Acronyms**

The following Abbreviations and Acronyms are used throughout this Budget report.

ACWA	Association of California Water Agencies
ACWA/JPIA	ACWA/Joint Powers Insurance Authority
af	acre-feet
afy	acre feet per year
avars	Air Vacuum Air Release Systems
basin	Orange County Groundwater basin
BEA	Basin Equity Assessment
BPP	Basin Production Percentage
cfs	Cubic Feet Per Second
CIP	Capital Improvement Project
CRP	Capital Replacement Project
CRWUA	Colorado River Water Users Association
COP's	Certificates of Participations
CPI	Consumer Price Index
District	Yorba Linda Water District
DOT	U.S. Department of Transportation
Fog	Fats, Oils and Greases Program
FY	Fiscal Year
GIS	Geographic Information Systems
GWRS	Ground Water Replenishment System
Hcf	Hundred Cubic Feet
HMI	Human machine interfaces
IDSE	Initial distribution system evaluation plan
I.D. No. 1	Improvement District No. 1
I.D. No. 2	Improvement District No. 2
ISDOC	Independent Special District's of Orange County
LAFCO	Local Agency Formation Commission of Orange County
MCL	Maximum Contaminant Level
mgd	Million Gallons Per Day
MWD	Metropolitan Water District of Southern California
MWDOC	Municipal Water District of Orange County
OCWD	Orange County Water District
RA	Replenishment Assessment
SCADA	Supervisory Control and Data Acquisition
WACO	Water Advisory Committee of Orange County
YLWD	Yorba Linda Water District <u>or</u> District.

## **Budget Authority Guidelines**

The following budget authority guidelines are implemented for use in the administration of this budget:

Board of Directors approval is required for expenditures from reserves. Expenditures for such variable cost components as purchased water, energy and replenishment assessments are exempt from this guideline.

1. Adopting the budget provides the authority for the staff to proceed with programs, activities, purchases and capital projects within the limits of the cash flow and purchasing policy resolution.
2. Significant program changes or service level changes require approval by the Board of Directors.
3. Board approval is required for transferring funds between department budgets.
4. General Manager's approval is required for transferring funds within a department budget.
5. Financial statements will be posted on a monthly basis and a summary presented for consideration by the Board of Directors.
6. Payment of invoices, payroll, refunds and wires are presented to the Board of Directors for consideration at each regular Board meeting.
7. The budget reflects labor agreements approved by the Board of Directors.
8. Resolutions adopted by the Board of Directors are required for authorizing positions in the service of the District and setting salary ranges for those authorized positions.
9. The General Manager is authorized to use savings from vacant authorized positions to retain contract labor to meet District personnel needs.
10. The General Manager is authorized to fill an authorized position that is vacated during the term of this budget with a new employee at a lower or equal classification.
11. Nine percent of selected supplies and services, and salaries and benefits are allocated to the sewer operating fund.
12. Fourteen percent of all employee's salaries and benefits, excluding the operations department personnel, and all direct charges by engineering personnel are allocated to capital projects. Salaries and benefits charged directly to capital projects (by way of job number) are exempt from this allocation.
13. Equipment purchases of \$5,000 or less will be expensed, not depreciated.

# **FUND SUMMARIES**

**FY 2007/09 BUDGET**

## OPERATING FUND SUMMARY

	<u>WATER</u>		<u>SEWER</u>	
	Proposed FY 2007/08 Budget	Proposed FY 2008/09 Budget	Proposed FY 2007/08 Budget	Proposed FY 2008/09 Budget
<b>ESTIMATED REVENUES</b>				
Water Sales <sup>1</sup>	\$17,220,500	17,501,300	0	0
Sewer Charges <sup>2</sup>	0	0	1,243,700	1,249,850
Property taxes <sup>3</sup>	1,187,300	1,200,150	65,100	66,000
Misc. Water Charges <sup>4</sup>	123,400	124,600	0	0
Annexation Revenue <sup>5</sup>	410,700	419,400	0	0
Rental Income <sup>6</sup>	102,100	99,100	0	0
Interest <sup>7</sup>	65,000	47,500	21,000	17,000
Other Revenues	40,000	40,000	5,000	5,000
<b>Sub - total</b>	<b>\$19,149,000</b>	<b>19,432,050</b>	<b>1,334,800</b>	<b>1,337,850</b>
<b>ESTIMATED TRANSFERS</b>	<b>FY 2007/08</b>	<b>FY 2008/09</b>	<b>FY 2007/08</b>	<b>FY2008/09</b>
Labor for Capital Projects	\$979,350	1,034,500	96,850	102,300
Vehicle & Equip Capital Outlay <sup>8</sup>	632,500	481,000	0	0
<b>Sub - total</b>	<b>\$1,611,850</b>	<b>1,515,500</b>	<b>96,850</b>	<b>102,300</b>
<b>TOTAL REVENUE</b>	<b>\$20,760,850</b>	<b>20,947,550</b>	<b>1,431,650</b>	<b>1,440,150</b>

<sup>1</sup> The District will serve an average of 23,390 metered accounts in FY 2007/08 and 23,500 metered accounts in FY 2008/09, respectively. Revenues from water sales are based on current water rates. The water rates will need to be adjusted in the first year of this budget.

<sup>2</sup> The sewer revenues shown throughout this budget are calculated using a monthly sewer rate of \$5.50 per month. The budget is prepared calculated on 14,707 residential, 1,240 multi unit and 1558 connections in the Locke Ranch area. The sewer rates will be discussed in a public hearing scheduled for July 26, 2007. Should the Board of Directors adopt a rate other than \$5.50, the budget revenues will reflect higher or lower depending on the sewer monthly charge approved.

<sup>3</sup> The budget assumes the District will receive 100% of its share of the property tax.

<sup>4</sup> The customer service and developer fees reported in this budget are based on current fees and charges. These fees will be reviewed in FY 2007/08 for adjustment.

<sup>5</sup> This number is based on one year of revenue based on a 40 year spread pursuant to District policy.

<sup>6</sup> Rental Income is based on three leases at various sites for cell towers. These leases are expected to be completed by the fall of 2007.

<sup>7</sup> Yield on investments will average 4.5% during each of the next two fiscal years. Interest earned on the "water fund" investments is allocated to the water operating fund. Interest earned on the "sewer fund" investments is allocated to the sewer operating fund. Interest earned on I.D.-1 and I.D.-2 capital improvement fund investments is allocated to the respective Improvement District capital improvement fund.

<sup>8</sup> Vehicle and Equipment Outlay descriptions and costs are described in each departments detail summary.

	<u>WATER</u>		<u>SEWER</u>	
	Proposed FY 2007/08 Budget	Proposed FY 2008/09 Budget	Proposed FY 2007/08 Budget	Proposed FY 2008/09 Budget
<b>ESTIMATED EXPENDITURES</b>				
Salaries & Benefits <sup>9</sup>	\$6,995,300	7,389,200	691,800	730,800
Supplies & Services <sup>10</sup>	3,740,200	3,773,100	336,600	339,600
Variable Operating <sup>11</sup>	10,520,000	11,156,500	0	0
General Manager Contingency	0	0	0	0
Revenue Bond <sup>12</sup>	677,800	677,500	0	0
Non-operating Expenses	23,600	24,300	6,700	6,900
<b>Sub - total</b>	<b>\$21,956,900</b>	<b>23,020,600</b>	<b>1,035,100</b>	<b>1,077,300</b>

**BEFORE DEPRECIATION**      **(\$1,196,050)**      **(2,073,050)**      **396,550**      **362,850**

	<u>WATER</u>		<u>SEWER</u>	
	Proposed FY 2007/08 Budget	Proposed FY 2008/09 Budget	Proposed FY 2007/08 Budget	Proposed FY 2008/09 Budget
<b>DEPRECIATION</b>				
Vehicle & Equipment	\$437,000	544,500	78,400	73,300
Capital Improvements	2,496,300	3,132,000	366,100	490,900
<b>Sub - total</b>	<b>\$2,933,300</b>	<b>3,676,500</b>	<b>444,500</b>	<b>564,200</b>
<b>BALANCE<sup>13</sup></b>	<b>(\$4,129,350)</b>	<b>(5,749,550)</b>	<b>(47,950)</b>	<b>(201,350)</b>

<sup>9</sup> Salaries and Benefits are based on the terms of the Memorandum of Understanding with the employee groups.

<sup>10</sup> A breakdown of the Supplies and Services Expenditure Summary can be reviewed on page 18 of this report.

<sup>11</sup> Variable includes costs to purchase groundwater, import water, electricity, natural gas and propane to operate the water system.

<sup>12</sup> The figures shown are based on current debt issued for the Highland Replacement project and Richfield Administration building.

<sup>13</sup> It is the policy of the Board of Directors to use reserves to offset the negative balances. This policy must be reviewed in the first year of this budget.

**WATER OPERATING FUND  
REVENUE DETAIL**

	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted for year end FY 2006/07</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
<b>Water Sales<sup>14</sup></b>				
Residential	\$12,544,250	13,906,800	12,803,635	12,991,060
Commercial	1,189,100	1,348,700	1,188,865	1,191,790
Agriculture	34,200	72,100	42,500	45,600
Landscape	2,659,200	2,856,500	2,656,500	2,700,850
Untreated Water - golf course	154,750	195,900	170,000	180,000
Fire Detectors	124,200	122,950	135,000	150,000
Construction water - jumpers	13,900	5,650	6,000	7,000
Construction water - metered	52,734	180,850	165,000	175,000
Outside District metered water	29,250	39,150	45,000	50,000
Damage claims and special billings	43,700	6,500	8,000	10,000
<b>Sub - total</b>	<b>\$16,845,284</b>	<b>18,735,100</b>	<b>17,220,500</b>	<b>17,501,300</b>
<b>Miscellaneous Water Charges<sup>15</sup></b>				
Backflow Charges	\$25,650	46,100	48,400	49,600
Customer Service Charges	69,200	91,700	75,000	75,000
<b>Sub - total</b>	<b>\$94,850</b>	<b>137,800</b>	<b>123,400</b>	<b>124,600</b>
<b>TOTAL WATER REVENUES</b>	<b>\$16,940,134</b>	<b>18,872,900<sup>16</sup></b>	<b>17,343,900</b>	<b>17,625,900</b>

<sup>14</sup> Water Sales Revenues are calculated on current water rates and based on 23,390 metered accounts in FY 2007/08 and 23,500 metered accounts in FY 2008/09.

<sup>15</sup> Miscellaneous Water Sales Charges are based on current Customer Service Fees and Charges.

<sup>16</sup> The forecast of prior year water and sewer operating fund actual revenues and expenses are based on staff projections and are, therefore, subject to change following the annual audit.

**SEWER OPERATING FUND  
REVENUE DETAIL**

<b>Sewer Charges &amp; Assessments</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted for year end FY 2006/07</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
Sewer Maintenance Charges	\$687,900	727,000	1,137,770	1,141,650
Sewer Maintenance (Locke Ranch)	62,200	65,900	102,830	104,900
<b>Sub - total</b>	<b>\$750,100</b>	<b>792,900</b>	<b>1,240,600</b>	<b>1,246,550</b>
<b>Sewer Charges (Outside YLWD)</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted for year end FY 2006/07</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
Placentia Sewer Billing Revenues <sup>17</sup>	\$2,900	2,900	3,100	3,300
<b>Sub - total</b>	<b>\$2,900</b>	<b>2,900</b>	<b>3,100</b>	<b>3,300</b>
<b>TOTAL SEWER REVENUES</b>	<b>\$753,000</b>	<b>795,800</b>	<b>1,243,700</b>	<b>1,249,850</b>

<sup>17</sup> The billing rates charged to the City of Placentia for sewer maintenance will pay the cost of services provided. District customers will not subsidize this function.

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**CAPITAL IMPROVEMENT – REPLACEMENT FUND SUMMARY**


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**Estimated Capital Improvement Fund: Beginning Balance July 1, 2007**

	<b>Water</b>	<b>Sewer</b>	<b>I.D. #1</b>	<b>I.D. # 2</b>
<b>Investments</b>	\$1,933,835	1,000,000	3,102,565	7,832,520
<b>Certificates of Participation</b>	10,232,400	0	0	0
<b>Sub – total</b>	<b>\$12,166,235</b>	<b>1,000,000</b>	<b>3,102,565</b>	<b>7,832,520</b>

**2007/09 Estimated Revenues:**

Fees from Developers	\$1,253,100	500,500		
Interest	(2)	(2)	149,500	691,800
Depreciation Vehicle & Equip.	981,500	151,700		
Depreciation – Capital Imp.	5,628,300	857,000		
<b>Sub – total</b>	<b>\$7,862,900</b>	<b>1,509,200</b>	<b>149,500</b>	<b>691,800</b>

	<b>Water</b>	<b>Sewer</b>	<b>I.D. #1</b>	<b>I.D. # 2</b>
<b>TOTAL CAP IMP FUNDS</b>	<b>\$20,029,135</b>	<b>2,509,200</b>	<b>3,252,065</b>	<b>8,524,320</b>

**FY 2007/09 Estimated Expenditures:**

Capital Improve/Replace	\$40,578,700	185,300	2,753,000	6,371,000
Vehicle & Equipment Outlay	1,502,075	1,360,620	0	0
<b>Sub-total</b>	<b>\$42,080,775</b>	<b>1,545,920</b>	<b>2,753,000</b>	<b>6,371,000</b>

**Capital Improvement Fund:****Ending Balance**

Forecasted as

**of June 30, 2009**

	<b>Water</b>	<b>Sewer</b>	<b>I.D. #1</b>	<b>I.D. # 2</b>
<b>TOTAL</b>	<b>(\$22,051,640)</b>	<b>963,280</b>	<b>499,065</b>	<b>2,153,320</b>

**VEHICLE & EQUIPMENT  
CAPITAL OUTLAY EXPENDITURE SUMMARY**

<b>DESCRIPTION</b>	<b>WATER</b>		<b>SEWER</b>	
	<b>Budget FY 2007/08</b>	<b>Budget FY 2008/09</b>	<b>Budget FY 2007/08</b>	<b>Budget FY 2008/09</b>
Pumping Equipment	\$320,000	230,000	0	0
Computer Software/Hardware	86,000	63,000	0	0
Transportation Equipment	124,500	111,000	0	0
Communications Equipment	12,000	12,000	0	0
Power Operated Equipment	45,000	0	0	0
Miscellaneous Equipment	25,000	20,000	0	0
General Plant Improvements	20,000	45,000	0	0
<b>TOTAL</b>	<b>\$632,500</b>	<b>481,000</b>	<b>0</b>	<b>0</b>

**DEVELOPMENT FEES REVENUE DETAIL**

<b>WATER DEVELOPMENT</b>	<b>Adopted</b>	<b>Forecasted</b>	<b>Proposed</b>	<b>Proposed</b>
	<b>FY 2006/07 Budget</b>	<b>for year end FY 2006/07</b>	<b>FY 2007/08 Budget</b>	<b>FY 2008/09 Budget</b>
Records and Billing	\$141,400	173,000	175,000	192,500
Inspection Fee	124,300	170,000	172,000	189,200
Meter Fee	219,000	142,000	150,000	187,500
Plan Check Fee	30,200	46,000	46,000	50,600
Service Fee	7,550	17,000	17,000	18,700
Administrative Fee	19,200	25,000	26,000	28,600
<b>Water Development Fees</b>	<b>\$541,650</b>	<b>573,000</b>	<b>586,000</b>	<b>667,100</b>

<b>SEWER DEVELOPMENT</b>	<b>Adopted</b>	<b>Forecasted</b>	<b>Proposed</b>	<b>Proposed</b>
	<b>FY 2006/07 Budget</b>	<b>for year end FY 2006/07</b>	<b>FY 2007/08 Budget</b>	<b>FY 2008/09 Budget</b>
Records and Billing	\$59,000	136,000	136,500	136,000
Inspection Fee	38,800	51,000	50,000	51,000
Frontage Charge	62,500	31,300	31,000	31,000
Plan Check Fee	7,200	12,800	12,000	12,500
Service Fee	12,100	13,000	12,000	13,000
Administrative Fee	6,500	7,700	8,000	7,500
<b>Sewer Development Fees</b>	<b>\$186,100</b>	<b>251,800</b>	<b>249,500</b>	<b>251,000</b>

**SUPPLIES AND SERVICES EXPENDITURE SUMMARY**

<b>SUPPLIES &amp; SERVICES</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
AMP Lease <sup>18</sup>	\$27,000	0	0	0
Collection Agency Fee	0	0	1,090	1,090
Communications	233,255	192,284	310,835	274,235
Contractual Services	701,990	654,274	876,340	879,835
Data Processing	289,960	224,697	232,050	307,845
Dues and Memberships	27,205	26,680	33,200	34,430
Election	35,000	0	0	43,600
Fees and Permits	53,600	50,700	45,175	48,635
Insurance	206,800	219,350	331,250	331,305
Maintenance & Materials	452,350	458,164	626,950	652,040
District Activities	34,250	17,400	21,365	21,910
Non-Capital Equipment	146,755	128,151	153,450	228,845
Office Expenses	75,055	59,900	57,905	66,135
Professional Services	389,500	414,343	853,885	678,025
Professional Development	58,700	42,842	87,550	95,535
Rental Leases	6,500	5,900	6,760	0
Travel & Conferences	58,670	50,440	61,135	64,685
Uncollectible Accounts	16,000	16,500	19,620	21,255
Utilities	43,500	41,090	47,795	69,675
Vehicle Expenses	308,615	285,400	310,445	293,620
<b>Supplies &amp; Services Total<sup>19</sup></b>	<b>\$3,164,705</b>	<b>2,888,115</b>	<b>4,076,800</b>	<b>4,112,700</b>

<sup>18</sup> The AMP lease has been paid in full. This line item program will not appear in the next two year budget.

<sup>19</sup> 91% of fixed supplies and services expenditures are allocated to the water operating fund. The remaining nine percent of fixed supplies and services expenditures are allocated to the sewer operating fund.

### VARIABLE OPERATING EXPENDITURE SUMMARY

<b>LOCAL WATER</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
OCWD <sup>20</sup>	\$2,707,200	2,898,000	3,408,000	3,706,500
<b>ENERGY COSTS</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
Edison & Gas <sup>21</sup>	\$981,000	1,127,400	1,312,000	1,350,000
<b>Sub-total</b>	<b>\$3,688,200</b>	<b>4,025,400</b>	<b>4,720,000</b>	<b>5,056,500</b>
<b>IMPORT WATER</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
MWDOC <sup>22</sup>	\$6,581,400	5,417,900	5,800,000	6,100,000
<b>Variable Operating Totals<sup>23</sup></b>	<b>\$10,269,600</b>	<b>9,443,300</b>	<b>10,520,000</b>	<b>11,156,500</b>

<sup>20</sup> OCWD groundwater Replenishment assessments are estimated at \$237 and a BPP of 74% in FY 2007/08 and an RA of \$249 and BPP of 75% in FY 2008/09. These numbers are reviewed and adjusted annually by OCWD.

<sup>21</sup>

<sup>22</sup> The commodity charge for MWD water is projected to be \$478 per af in FY2007/08 and \$508 in FY2008/09. MWD fixed charges will be \$300,000 in FY 2007/08 and \$325,000 in FY 2008/09. Beginning January 2007, the Tier I supply Rate was adjusted to \$73 per af. This rate will remain the same throughout this budget. Beginning January 2007, the Tier II supply is \$169 af and will be increased on January 1, 2008 to \$171 per acre foot.

<sup>23</sup> The District will supply 25,200 afy of water in FY 2007/08 (with 14,740 afy from groundwater and 10,460 afy from imported water) and 23,483 afy of water in FY 2008/09 (with 14,325 af of groundwater and 11,145 acre feet of imported water). Raw water for the Black Gold golf course is included in this estimate at 510 afy for the next two years.

**SUMMARY OF  
OPERATING EXPENDITURES  
BY DEPARTMENT AND PROGRAM**

<b>DEPARTMENTS &amp; PROGRAMS<sup>24</sup></b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
<b><u>BOARD OF DIRECTORS</u></b>				
Board of Directors	\$127,680	162,535	151,210	158,945
Election	35,000	0	0	43,600
<b>TOTAL</b>	<b>\$162,680</b>	<b>162,535</b>	<b>151,210</b>	<b>202,545</b>
<b><u>ADMINISTRATION</u></b>				
Management Services	\$643,157	689,825	975,735	920,745
Risk Management	211,650	239,176	622,695	575,210
Human Resources	116,295	235,085	314,500	314,720
Public Information	207,352	115,435	147,175	108,585
<b>TOTAL</b>	<b>\$1,178,454</b>	<b>1,279,521</b>	<b>2,060,105</b>	<b>1,919,260</b>
<b><u>BUSINESS</u></b>				
Customer Service	\$576,691	498,330	622,845	718,675
Accounting	404,697	458,000	632,095	666,115
Business Administration	178,115	148,650	235,170	154,975
Meter Services <sup>25</sup>	367,348	348,600	371,540	420,745
<b>TOTAL</b>	<b>\$1,526,851</b>	<b>1,453,580</b>	<b>1,861,650</b>	<b>1,960,510</b>
<b><u>ENGINEERING</u></b>				
Administration and Planning	\$417,815	348,700	578,305	514,695
Records	190,781	280,200	117,665	131,750
Construction	454,848	236,750	473,660	554,880
Water Quality	261,389	293,300	301,025	269,830
<b>TOTAL<sup>26</sup></b>	<b>\$1,324,833</b>	<b>1,158,950</b>	<b>1,470,655</b>	<b>1,471,155</b>

<sup>24</sup> All program cost shown above include Vehicle & Equipment Outlay.

<sup>25</sup> The meter installation and replacement costs were transferred from the Vehicle & Equipment Outlay in the Business Department to the Water Operations program.

<sup>26</sup> Expenses for legal and engineering professional services related to capital projects are not in the department budgets.

<b>DEPARTMENTS &amp; PROGRAMS</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
<b><u>INFORMATION TECHNOLOGY</u></b>				
Information Systems	\$378,436	278,700	442,545	348,865
SCADA <sup>27</sup>	605,886	298,000	0	0
Technical Support	0	0	136,180	165,805
GIS	889,531	23,000	187,250	247,470
Communication/Security	53,420	36,000	143,290	162,855
<b>TOTAL</b>	<b>\$1,927,273</b>	<b>635,700</b>	<b>909,265</b>	<b>924,995</b>
<b><u>OPERATIONS</u></b>				
Production	\$11,599,288	12,135,000	12,676,140	13,303,870
Water Operations	2,293,775	2,137,000	2,507,000	2,710,190
Sewer Operations	366,047	439,600	475,270	510,220
Operations Administration	404,580	306,000	348,460	450,760
Mechanical Services	221,480	198,000	444,645	436,695
<b>TOTAL</b>	<b>\$14,885,170</b>	<b>15,215,600</b>	<b>16,451,515</b>	<b>17,411,735</b>
<b>ALL DEPARTMENTS</b>	<b>\$21,005,261</b>	<b>19,905,886</b>	<b>22,904,400</b>	<b>23,890,200</b>

<sup>27</sup> The SCADA program was transferred from the Information Technology Department to the Production Department program beginning July 2007.

**REVENUE CERTIFICATES OF PARTICIPATION SUMMARY  
FISCAL YEARS 2007/09**

**Highland Reservoir Replacement Project  
&  
Richfield Administration Building**

**FISCAL YEAR 2007/08 BOND PAYMENTS**

<b>I.</b>	<b>DIRECT EXPENDITURES:</b>	
	A. September 2007	
	Revenue Bond Interest	\$233,531
	Revenue Bonds Principal	210,000
	B. March 2008	
	Revenue Bonds Interest	231,064
	C. Paying Agent Processing Fees	3,200
	<b>DIRECT EXPENDITURES FY 2007/08</b>	<b>\$677,795</b>
<b>II.</b>	<b>REVENUE REQUIREMENT:</b>	
	A. Draw from Water Operating Fund	\$677,795
	<b>TOTAL FY 2007/08 REVENUE REQUIREMENT</b>	<b>\$677,795</b>

**FISCAL YEAR 2008/09 BOND PAYMENTS**

<b>I.</b>	<b>DIRECT EXPENDITURES:</b>	
	A. September 2008	
	Revenue Bond Interest	\$231,064
	Revenue Bonds Principal	215,000
	B. March 2009	
	Revenue Bonds Interest	228,242
	C. Paying Agent Processing Fees	3,200
	<b>DIRECT EXPENDITURES FY 2008/09</b>	<b>\$677,506</b>
<b>II.</b>	<b>REVENUE REQUIREMENT:</b>	
	A. Draw from Water Operating Fund	\$677,506
	<b>TOTAL FY 2008/09 REVENUE REQUIREMENT</b>	<b>\$677,506</b>

# **BOARD OF DIRECTORS**

**&**

# **ADMINISTRATION DEPARTMENT**

**FY 2007/09 BUDGET**

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**Michael A. Payne  
General Manager**

### ADMINISTRATION DEPARTMENT SUMMARY

	Adopted FY 2006/07 Budget	Forecasted FY 2006/07 Year End	Proposed FY 2007/08 Budget	Proposed FY 2008/09 Budget
<b>BUDGET SUMMARY</b>				
Supplies and Services	\$673,475	694,456	1,172,115	1,073,240
Personnel Services	647,659	747,600	1,042,675	1,101,090
Vehicle & Equipment Outlay	20,000	0	60,000	20,000
GM contingency	0	0	0	0
<b>TOTAL</b>	<b>\$1,341,134</b>	<b>1,442,056</b>	<b>2,274,790</b>	<b>2,194,330</b>
	Adopted FY 2006/07 Budget	Forecasted FY 2006/07 Year End	Proposed FY 2007/08 Budget	Proposed FY 2008/09 Budget
<b>PERSONNEL SUMMARY</b>				
Staff positions	5	6	8	8
	Adopted FY 2006/07 Budget	Forecasted FY 2006/07 Year End	Proposed FY 2007/08 Budget	Proposed FY 2008/09 Budget
<b>PROGRAM SUMMARY</b>				
Board of Directors	\$162,680	162,535	151,210	202,545
Management Services	643,157	689,825	979,735	924,540
Risk Management	211,650	239,176	653,345	608,780
Human Resources	116,295	235,085	343,325	347,475
Public Information	207,352	115,435	147,175	110,990
<b>TOTAL</b>	<b>\$1,341,134</b>	<b>1,442,056</b>	<b>2,274,790</b>	<b>2,194,330</b>

## **ADMINISTRATION DEPARTMENT PROGRAMS**

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The Administration Department is responsible for the overall day-to-day management of the District. This involves the continual planning, control, direction and evaluation of the District's programs and resources. The Department researches and prepares recommendations for consideration by the Board of Directors on issues facing the District. Vested in this Department is the primary responsibility for assuring that Board policies, resolutions and ordinances are properly administered. In addition, the Administration Department budget includes funding for professional services, and travel and conferences for the Board of Directors.

### **PROGRAM RESPONSIBILITIES:**

#### **BOARD OF DIRECTORS**

This program accounts for Board of Director's activities related to governing the District, establishing policy through approval of the Budget, Five Year Plan, Resolutions and Ordinances, and participating in community affairs, intergovernmental relations and participation at selected water organization activities. In addition, activities related to Board direction to legal counsel is provided in this program.

#### **ADMINISTRATION**

##### **MANAGEMENT SERVICES**

The Department provides administrative services support to each of the departments. Other department activities include interagency coordination and consultation with department managers regarding various operational and planning issues. Additionally, the department is responsible for facilitating the work of the District's General Counsel.

##### **RISK MANAGEMENT**

Administers the District's insurance, safety and risk management programs including workers compensation, accident, and general liability claims, and ensuring compliance with federal and state laws regarding occupational health and safety.

##### **HUMAN RESOURCES**

Administers the District's personnel rules and regulations and relations with employees. The department also coordinates employee training and all labor relations activities. Other functions include recruiting new employees, processing employee evaluations, maintaining personnel files and coordinating the training of District staff and facilitating employee events.

##### **PUBLIC INFORMATION**

Responsible for the organization and implementation of external and internal communications activities. This includes maintaining relations with the public and news media, coordinating community activities, preparing and disseminating District publications, coordinating water conservation activities, and organizing and conducting tours of District facilities for students, youth groups, and the general public.

**BOARD OF DIRECTORS  
&  
ADMINISTRATION DEPARTMENT PROGRAM DETAILS**

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**BOARD OF DIRECTORS PROGRAM:**

1. Conduct District business at Board of Directors meetings.
2. Work closely with the General Manager to insure that District policy is being carried out.
3. Study and review specific policy issues facing the District through the Board's five standing and two ad hoc committees during the period.
4. Provide Board representation to the Association of California Water Agencies (ACWA), Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA), Colorado River Water Users Association (CRWUA), Water Advisory Committee of Orange County (WACO) and Independent Special District's of Orange County (ISDOC).
5. Attend intergovernmental meetings of Yorba Linda City Council and Yorba Linda City Planning Commission.
6. File Conflict of Interest forms by April 2008 and April 2009.
7. Conduct a Board of Director's goals and strategic plan workshops in March 2008 and 2009.
8. Provide direction to legal counsel on specific policy issues during the budget period.
9. Monitor and seek to influence Municipal Water District of Orange County and Orange County Water District policies that affect water service and/or rates.
10. Monitor and provide direction on the legislative positions.
11. Monitor that District policies are being implemented.

**ADMINISTRATION DEPARTMENT**

**MANAGEMENT SERVICES PROGRAM:**

1. Coordinate, prepare, print and distribute Board of Director agenda packages, and Committee agenda's in accordance with the Brown Act.
2. Facilitate Board goals and strategic plan workshop in March 2008 and 2009.
3. Coordinate, prepare and print final Capital Facilities Improvement and Replacement Five Year Plan by June 2008.
4. Coordinate, prepare and print department's budget by June 2009.
5. Administer the Employee's Deferred Compensation Plan.
6. Prepare recommendations on sewer assessment charge, and water and sewer development fees by August 2007 and August 2008.
7. Prepare study of two year water rate recommendations by September 2007 and final report by December 2007.
8. Administer the adopted records management activity.
9. Facilitate annexation of land to the District and to the Orange County Water District.
10. Facilitate contracts for sewer maintenance with the City of Placentia and City of Yorba Linda.

**MANAGEMENT SERVICES PROGRAM: (Continued)**

11. Facilitate contracts for sewer maintenance billing with the City of Placentia.
12. Attend intergovernmental meetings of MWDOC, OCWD and Yorba Linda City Council and Placentia City Council as necessary.
13. Update written policies into a manual for the Board of Directors and preparing new policies where possible and practical.
14. Monitor the effect of water quality regulations on District customers.
15. Facilitate survey of customer attitudes.
16. Consider sewer extension policies to encourage completion of the sewer system.
17. Monitor all activities identified in this budget.
18. Conduct discussions with the City of Yorba Linda regarding the use of District facilities for recreational activities.
19. Continue involvement in community organizations.
20. Continue involvement in outside committees of other agencies.
21. Participate on Orange County Water District's groundwater producers committee.

**RISK MANAGEMENT PROGRAM:**

1. Conduct a review and update the District's Injury and Illness Prevention Program by June 30, 2008.
2. Implement and maintain a comprehensive Hearing Conservation Program by March 30, 2008.
3. Expand and maintain selection of individualized computer based training programs throughout the budget period.
4. Update and maintain the District's Respiratory Protection Program by November 30, 2007.
5. Provide employee development training to maintain a knowledgeable and capable workforce throughout the budget period.
6. Implement and maintain federal and state safety regulation requirements throughout the budget period.
7. Promote a safe and positive working environment throughout the budget period.
8. Process and monitor liability claims filed against the District.
9. Process and monitor claims and invoices filed against others.
10. Process and monitor workers' compensation claims.
11. Conduct an annual emergency preparedness exercise by May 30, 2008.
12. Review general liability insurance, property insurance, and workers' compensation insurance requirements as needed.
13. Conduct quarterly safety committee meetings throughout the fiscal year.
14. Coordinate the safety committee's review of job injuries and accidents.
15. Update emergency preparedness supplies and conduct an inventory assessment of District supplies and equipment by June 30, 2008.
16. Participate with Water Emergency Response of Orange County.

**HUMAN RESOURCES PROGRAM:**

1. Conduct timely and successful recruitments to maintain an effective workforce throughout the budget period.
2. Conduct appropriate surveys to ensure competitive employee salaries and benefits through CalPacs by March 30, 2008.
3. Assist departments in preparation of appropriate disciplinary actions.

**HUMAN RESOURCES PROGRAM: (Continued)**

4. Update and implement personnel rules, policies and mandated programs by November 30, 2008.
5. Assist management in interpretation of the District's personnel rules and regulations and Memorandum of Understanding through out the budget period.
6. Conduct investigations on complaints regarding harassment allegations.
7. Provide employee assistance through an Employee assistance Program.
8. Coordinate District recognition dinner and other employee events during the upcoming two year period.
9. Prepare and conduct an internal employee survey to assess the benefits desired by the District's workforce by December 30, 2007.
10. Participate in the Liebert Cassidy and Whitmore consortium to provide additional training material to the District's management and supervisory staff.
11. Conduct two (2) separate Financial Planning Workshops by November 30, 2007, presented by the District's deferred compensation providers to assist the District's employees with supplemental retirement planning needs.
12. Administer U.S. Department of Transportation (DOT) drug testing regulations.
13. Participate on ACWA's Salary Survey Subcommittee and Orange County Water Association's Human Resources Committee.

**PUBLIC INFORMATION PROGRAM:**

1. Provide information on District activities, services and related issues to the District's water and sewer service customers, print and electronic media representatives and other public agencies and community organizations.
2. Prepare bi-monthly articles for the "West Coast Magazine."
3. Prepare and provide for distribution of "The Water Works" employee newsletter.
4. Prepare and provide for distribution of "Water Lines" customer newsletter.
5. Prepare and provide for distribution of the District's "Annual Report."
6. Coordinate with the water quality function to prepare and provide for distribution of annual "Consumer Confidence Report."
7. Coordinate with information technology function to monitor and update content of the District's internet web site.
8. Coordinate and conduct a District facilities tour in September of each year.
9. Coordinate and conduct information booth activities at community events including American Cancer Society "Run for Life" and Yorba Linda Fiesta Days Street Fair.
10. Coordinate District participation in Placentia Heritage Days Parade and Yorba Linda Fiesta Days Parade.
11. Coordinate and conduct speaker's bureau and special events for community, youth and school groups.
12. Monitor MWDOC school education program.
13. Monitor activities of Local Agency Formation Commission (LAFCO) as related to the interests of the District.
14. Participate in MWDOC Water Conservation Workgroup and coordinate water conservation activities.
15. Coordinate and consult with public affairs consultant.

### ADMINISTRATION DEPARTMENT SUMMARY

	Adopted FY 2006/07 Budget	Forecasted FY 2006/07 Year End	Proposed FY 2007/08 Budget	Proposed FY 2008/09 Budget
<b>Personnel Services:</b>				
Salaries	\$386,614	459,350	633,775	682,850
BOD	58,500	47,500	59,500	61,740
Mandatory Benefits <sup>28</sup>	36,700	44,200	77,350	82,950
BOD	6,200	4,400	4,650	4,680
Supplemental Benefits <sup>29</sup>	159,645	192,150	267,400	268,870
<b>Sub - total</b>	<b>\$647,659</b>	<b>747,600</b>	<b>1,042,675</b>	<b>1,101,090</b>
<b>Supplies and Services:</b>				
Communications	\$61,200	38,400	102,405	72,840
Contractual Services	29,850	45,600	60,600	53,275
Data Processing	0	675	7,630	5,450
Dues and memberships	17,575	19,156	21,900	22,460
Dues and Memberships - BOD	300	275	490	440
Election	35,000	0	0	43,600
Fees & Permits	0	0	0	0
Fuel and Power for Pumping	0	0	0	0
Groundwater Replenishment	0	0	0	0
Insurance <sup>30</sup>	206,400	219,000	330,870	330,925
Insurance - BOD	400	350	380	380
Maintenance & Materials	4,100	13,600	13,355	13,080
District Activities	34,250	17,400	21,365	21,910
Non-Capital Equipment	0	0	0	0
Office Expenses	0	0	0	0
Professional Services	226,500	297,000	525,920	418,135
Professional Services - BOD	28,000	16,000	52,320	52,320
Purchased Water	0	0	0	0
Rental Leases	0	0	0	0
Professional Development	6,150	8,400	10,570	14,115
Travel, Conferences & Seminars	10,950	10,350	12,320	12,315
Travel & Conferences -BOD	12,800	8,050	11,660	11,665
Utilities	0	0	0	0
Vehicle Expenses	0	200	330	330
<b>Sub - total</b>	<b>\$673,475</b>	<b>694,456</b>	<b>1,172,115</b>	<b>1,073,240</b>

<sup>28</sup> The cost for workers compensation insurance is included in mandatory fringe benefits and not under insurance.

<sup>29</sup> Health insurance for retirees is included in the Administration benefits costs.

<sup>30</sup> A budget of \$5,000 is maintained to settle small damage claims filed against the District. Claims will continue to be processed in accordance with Board policy. The balance is for Liability and property insurance.

**BOARD OF DIRECTOR'S & ADMINISTRATION  
EXPENDITURE SUMMARY**

<b>EXPENDITURES:</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
General Manager Contingency	\$0	0	0	0
<b>Vehicle &amp; Equipment Outlay</b>	<b>\$20,000</b>	<b>0</b>	<b>60,000</b>	<b>20,000</b>
<b>Department Totals</b>	<b>\$1,341,134</b>	<b>1,442,056</b>	<b>2,274,790</b>	<b>2,194,330</b>

**BOARD OF DIRECTOR’S & ADMINISTRATION DETAIL SUMMARY**

<b>Personnel Services:</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
Board of Directors	5	5	5	5
General Manager	1	1	1	1
Executive Secretary	1	1	1	1
Human Resources Manager	1	1	1	1
Human Resources Analyst	0	1	1	1
Assistant Administrator II	1	1	0	0
Management Analyst	0	0	1	1
Assistant Administrator I	1	1	1	1
Personnel Technician	0	0	1	1
Safety and Training Officer	0	0	1	1
<b>Sub - total</b>	<b>5</b>	<b>6</b>	<b>8</b>	<b>8</b>

**VEHICLE & EQUIPMENT OUTLAY DETAIL**

**FISCAL YEAR 2007/08**

**1. Document Imaging System**

Estimated Outlay: \$60,000

Outlay Description: Capital outlay for a computerized records management system consisting of computer and special high speed scanning hardware, and records management database software. Package is the next step in automating records retention and since records are scanned and archived onto CD disks, it will reduce the space requirements for paper documents.

**FISCAL YEAR 2008/09**

**1. Document Imaging System**

Estimated Outlay: \$20,000

Outlay Description: Capital outlay for a computerized records management system consisting of computer and special high speed scanning hardware, and records management database software. Package is final phase in automating records retention and since records are scanned and archived onto CD disks, it will reduce the space requirements for paper documents.

# **BUSINESS DEPARTMENT**

**FY 2007/09 BUDGET**

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**Diane Cyganik  
Finance Director**

**BUSINESS DEPARTMENT SUMMARY**


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	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
<b>BUDGET SUMMARY:</b>				
Personnel Services	\$1,070,896	1,101,050	1,268,900	1,354,140
Supplies and Services	455,955	352,530	519,550	508,695
Vehicle & Equipment Outlay	0	0	25,000	20,000
<b>TOTAL</b>	<b>\$1,526,851</b>	<b>1,453,580</b>	<b>1,813,450</b>	<b>1,882,835</b>
	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
<b>PERSONNEL SUMMARY:</b>				
Positions	16	16	16	16
	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
<b>PROGRAM SUMMARY:</b>				
Customer Service	\$576,691	498,330	643,000	682,825
Accounting	404,697	458,000	638,350	624,290
Business Administration	178,115	148,650	146,040	154,975
Meter Services	367,348	348,600	386,060	420,745
<b>TOTAL</b>	<b>\$1,526,851</b>	<b>1,453,580</b>	<b>1,813,450</b>	<b>1,882,835</b>

## **BUSINESS DEPARTMENT PROGRAMS**

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The Business Department is responsible for the management and accounting of the District's financial resources as well as providing effective customer services.

### **PROGRAM RESPONSIBILITIES:**

#### **BUSINESS ADMINISTRATION PROGRAM**

The administration of the Department includes the day-to-day supervision of personnel assigned to the department, facilitating of the budget, managing the deferred compensation plan, managing the cash flow and investment funds.

#### **CUSTOMER SERVICE PROGRAM**

The Customer Service Department assists customers with all areas of water and sewer monthly billing services. In addition, the department administers the Meter Department in reading of meters within the District's boundaries. They also assist customers with general questions concerning the daily operations of the District.

#### **ACCOUNTING PROGRAM**

The Department tracks and records all the financial transactions of the District. In addition, the Department processes payroll, financial statements, and construction in progress and payables.

#### **METER SERVICES PROGRAM**

The meter staff provides services related to reading meters and repairing/replacing broken meters, lids and boxes. Handles all customer service orders for water service turn on, turn off, read and re-reads. Interacts with customers in the field with questions concerning their water bills and other water related issues.

**BUSINESS DEPARTMENT  
PROGRAM ACTIVITIES FOR THIS PERIOD**

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**BUSINESS ADMINISTRATION PROGRAM:**

1. Assist in preparing the District's budget by June 2009.
2. Prepare departmental budget by May 2009.
3. Assist in preparing the five year capital improvement and capital replacement plan by May 2009.
4. Coordinate fiscal year 2007/08 and 2008/09 annual audits for presentation to the Board of Directors.
5. Coordinate with the Human Resources department on the monthly administration of the deferred compensation plan for District employees.
6. Coordinate the installation and conversion of the data for general ledger and accounts payable for computer updates.
7. Conduct departmental meetings on a monthly basis.
8. Present the District's investment policy to Board of Directors for annual review, and modify when deemed necessary.
9. Invest the District's funds in safe, liquid and high yielding accounts in accordance with the District's investment policy.
10. Administer the District's financial requirements for the payment of approximately 24 check registers and 26 payrolls each year.
11. Prepare the required county, state and federal financial reports on a timely schedule:
  - ✓ Replenishment Assessment by August 2007 and 2008.
  - ✓ County Budget report by July 2007 and 2008.
  - ✓ Payroll reports by July 2007 and 2008.
  - ✓ Statement of financial conditions by September 2007 and 2008.
  - ✓ Ad-Valorem property tax report by September 2007 and 2008.
  - ✓ Wastewater collection, transport, and/or Treatment Agencies Survey by December 2007 and 2008.
12. Coordinate and investigate ways to improve accounting and billing procedures.
13. Prepare monthly financial statements and investment portfolio reports.
14. Coordinate and assist with the accounting conversion installation.
15. Coordinate and assist with the bar scanning installation and conversion for the inventory warehouse.

**CUSTOMER SERVICE PROGRAM:**

1. Administer monthly billing program.
2. Sign on new customers for service and administer approximately 2,900 changes in existing services each year.
3. Respond to approximately 10,000 customer inquiries each year, research accounts and update files.
4. Deliver notices of termination to approximately 80 customers weekly.
5. Contact approximately 400 customers by telephone that is subject to termination during the year.

**CUSTOMER SERVICE PROGRAM: (continued)**

6. Disconnect approximately 125 services due to nonpayment during the year.
7. Process approximately 200 returned checks during the fiscal year.
8. Perform receptionist duties for the water district.
9. Process customer payments and deposit money on a daily basis.
10. Process approximately 2,500 collection accounts each year.
11. Continue analyzing customer accounts.
12. Purchase billing supplies, arrange for any billing equipment needing repairs.
13. Process billing format changes as needed. Audit bills for accuracy after changes are made.
14. Prepare billing of approximately 60 customers per month for constructions, meters, jumpers, damages and outside services.
15. Research alternative payment plan options such as level pay plan and automated clearing house.

**ACCOUNTING PROGRAM:**

1. Account for the daily receipts and disbursements of the District.
2. Maintain inventory in approximately 400 categories and perform a physical inventory count by June 30, each year.
3. Maintain daily cash flow balance.
4. Purchase all office supplies, computer and billing supplies, arrange for returns of any office equipment needing repairs.
5. Issue approximately 1,200 purchase orders each year.
6. Prepare and keep track of reports sent to other agencies.
7. Process accounts payable for approximately 800 vendors and prepares 24 billboards each year.
8. Post and balance eight subsidiary ledgers monthly.
9. Post and balance fixed assets ledger monthly.
10. Process payroll for District employees on a biweekly basis.
11. Prepare monthly material recap.
12. Prepare and post journal entries each month.
13. Reconcile all bank accounts on a monthly basis.
14. Research, balance and close approximately two construction jobs each month.
15. Prepare the agricultural credit report monthly.
16. Prepare and file form 5500 at year-end for 125 Plan.
17. Process refunds for accounts receivable and job closings.
18. Reconcile balance sheet items to general ledger each month.
19. Account for all insurance premiums for COBRA participants and retirees.
20. Complete approximately 10 vendor credit applications per year.
21. Assist with annual audit.
22. Assist the installation and conversion of general ledger and accounts payable.

**WATER METER SERVICES PROGRAM:**

1. Read water meters on assigned routes. Records data into computerized meter reader.
2. Performs rereads on misreads or billings questioned by customers.
3. Tag delinquent customers and shut-off delinquent accounts
4. Test and repair broken residential and construction meters, lids boxes, and registers.

**WATER METER SERVICES PROGRAM: (Continued)**

5. Respond to customer inquiries.
6. Maintain the meter recycling program.
7. Maintain and read construction water meters on a monthly basis.
8. Create new accounts for services.
9. Establish new routes and methods to make reading more efficient.
10. Install water meters on new services.
11. Assist other departments on meter locations.
12. Coordinate with the Water Quality department on location of backflow devices within the District.

### BUSINESS DEPARTMENT SUMMARY

	Adopted FY 2006/07 Budget	Forecasted FY 2006/07 Year End	Proposed FY 2007/08 Budget	Proposed FY 2008/09 Budget
<b>Personnel Services:</b>				
Salaries	\$786,136	829,550	883,300	934,705
Mandatory Benefits	73,265	86,000	115,250	121,590
Supplemental Benefits	211,495	185,500	270,350	297,845
<b>Sub - total</b>	<b>\$1,070,896</b>	<b>1,101,050</b>	<b>1,268,900</b>	<b>1,354,140</b>
<b>Supplies and Services:</b>				
Communications	\$104,525	87,200	113,720	108,835
Contractual Services	83,935	59,500	106,145	112,775
Data Processing	46,200	12,280	31,610	30,520
Dues and Memberships	1,665	700	1,440	1,610
Fuel and Power For Pumping	0	0	0	0
Groundwater Replenishment	0	0	0	0
Insurance	0	0	0	0
Maintenance & Materials	4,750	4,450	4,575	5,670
Non-Capital Equipment	4,425	400	4,770	5,420
Office Expenses	75,055	59,900	57,905	65,810
Professional Development	10,350	2,350	15,260	15,260
Professional Services	54,750	72,600	114,720	110,910
Purchase Import Water	0	0	0	0
Travel, Conferences & Seminars	3,900	2,700	4,605	6,485
Rental Leases	0	0	0	0
Uncollectible Accounts	15,000	16,500	19,620	21,255
Collection Agency Fees	1,000	0	1,090	1,090
Utilities	19,850	17,450	21,800	0
Vehicle Expenses	30,550	16,500	22,290	23,055
<b>Sub - total</b>	<b>\$455,955</b>	<b>352,530</b>	<b>519,550</b>	<b>508,695</b>
<b>Vehicle &amp; Equipment:</b>	<b>\$0</b>	<b>0</b>	<b>25,000</b>	<b>20,000</b>
<b>Sub - total</b>	<b>\$0</b>	<b>0</b>	<b>25,000</b>	<b>20,000</b>
<b>Department Totals</b>	<b>\$1,526,851</b>	<b>1,453,580</b>	<b>1,813,450</b>	<b>1,882,835</b>

### BUSINESS DEPARTMENT DETAIL SUMMARY

<b>PERSONNEL DETAIL:</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
Finance Director	1	1	1	1
Customer Service Supervisor	1	1	1	1
Customer Service Rep III	2	2	2	2
Customer Service Rep II	1	1	1	1
Customer Service Rep I	1	1	1	1
Accounting Assistant II	2	2	2	2
Accounting Assistant I	1	1	1	1
Meter Services Representative	1	1	1	1
Meter Services Technician <sup>31</sup>	1	1	0	0
Meter Reader II	2	2	2	2
Meter Reader I	1	2	2	2
Receptionist	1	0	0	0
Financial Analyst	0	0	1	1
Warehouse Assistant	0	0	0	0
Storekeeper	1	1	1	1
<b>Total</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>

### VEHICLE & EQUIPMENT OUTLAY DETAIL

#### FISCAL YEAR 2007/08

##### 1. **Bar Scanning System**

Estimated Capital Outlay: \$25,000

Outlay Description: Purchase a bar scanning system to automate the inventory warehouse to a paperless system. This will provide more efficient, accurate and timely inventory information. This system will also reduce on hand inventory levels and provide an accurate snapshot of work in progress.

#### FISCAL YEAR 2008/09

##### 1. **Mail Extractor Opener**

Estimated Capital Outlay: \$20,000

Outlay Description: Purchase a mail opener/ extractor to open the mail and remove payments from inside the envelope. This will assist with mail being opened quicker and will reduce the risk of workers compensation injuries.

<sup>31</sup> This position will be transferred to the Operations Department in FY 2007/08 as part of a reorganization plan.

# **ENGINEERING DEPARTMENT**

**FY 2007/09 BUDGET**

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**Ken Vecchiarelli  
Assistant General Manager**

### ENGINEERING DEPARTMENT SUMMARY

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<b>BUDGET SUMMARY:</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
Personnel Services	\$1,139,058	1,011,950	1,224,400	1,280,340
Supplies and Services	185,775	147,000	227,755	206,885
Vehicle and Equipment Outlay	0	0	28,500	0
<b>TOTAL</b>	<b>\$1,324,833</b>	<b>1,158,950</b>	<b>1,480,655</b>	<b>1,487,255</b>

<b>PERSONNEL SUMMARY:</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
Positions	14	12	13	13

<b>PROGRAM SUMMARY:</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
Administration and Planning	\$417,815	348,700	588,305	530,765
Records	190,781	280,200	117,665	131,750
Construction	454,848	236,750	473,660	554,880
Water Quality	261,389	293,300	301,025	269,830

<b>TOTAL</b>	<b>\$1,324,833</b>	<b>1,158,950</b>	<b>1,480,655</b>	<b>1,487,225</b>
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## **ENGINEERING DEPARTMENT PROGRAMS**

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The Engineering Department is responsible for preparing and maintaining engineering records, planning for and managing subdivision construction related work, capital improvements and replacement projects, inspecting system improvements, managing the water quality testing program, and administering the procurement of capital projects.

### **PROGRAM RESPONSIBILITIES**

#### **ENGINEERING ADMINISTRATION PROGRAM**

Overall departmental administration and general planning for capital projects, subdivision work, water quality and technical records are the focus of this program.

#### **RECORDS PROGRAM**

This program provides funding to maintain files on facilities, subdivision construction projects; accomplish as-built documentation; and respond to underground service alert requests.

#### **CONSTRUCTION PROGRAM**

The construction program provides for the Department's activities associated with the project management, design, plan check, inspection and testing of all District capital projects and developer related subdivision construction projects.

#### **WATER QUALITY PROGRAM**

This program provides funding to implement, maintain, and comply with all water quality and environmental regulations and programs which include monitoring, analysis, and documentation of all water quality compliance sampling and testing required by local, state, and federal regulations. In addition, this includes funding for the program to monitor all backflow devices and fire detector check assemblies as required by California law to ensure that they are designed and functioning properly.

**ENGINEERING DEPARTMENT  
PROGRAM ACTIVITIES FOR THIS PERIOD**

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**ENGINEERING ADMINISTRATION:**

1. Update the District's water and sewer rules and regulations by August of each year.
2. Assist in the preparation of the District's five year plan by May 2009.
3. Assist in the preparation of the District's budget by June 2009.
4. Administer an update of the District's water and sewer master plan.
5. Administer the update and revisions of the District's Standard Plans and Specifications for construction of water and sewer facilities.
6. Administer a pipeline corrosion monitoring program for bonded and protected pipelines and valves throughout the District.
7. Improve staff skill level in the areas of water and sewer design, safety practices and cross connection principals.
8. Plan transmission and distribution facilities for subdivision construction activities on approximately 25 projects each year.
9. Facilitate completion of projects identified in the capital project budget.
10. Conduct monthly staff meetings with department employees.
11. Review plans, and set terms and conditions for approximately 25 subdivision projects each year.
12. Administer pre-annexation agreements throughout each year.
13. Assist in the planning required for annexations to the District throughout each year.
14. Assist in the strategic planning and an implementation plan for the District's geographic information systems project.
15. Administer sewer charges to the County of Orange for those properties connected to the District's sewer system by July of each year.
16. Research grant and low interest loan programs for water and sewer system improvements.

**RECORDS PROGRAM:**

1. Maintain computerized databases to track equipment, fire hydrants, fire detector check assemblies and backflow devices throughout each year.
2. Establish files for approximately twenty-five new subdivision construction water projects each year.
3. Establish files for approximately five new sewer construction projects each year.
4. Measure and record as-built information for approximately 30 projects (including subdivisions and CIP's) onto the water and sewer plat maps throughout each year.
5. Maintain and review underground service alert files and locate facilities in the field on an average of approximately 75 requests per week.
6. Provide information about District facilities, procedures and water quality to the District's customers and other governmental agencies throughout each year.

**RECORDS PROGRAM: (continued)**

7. Facilitate digital conversion of the District's water and sewer atlas maps for back up storage and retrieval.
8. Update and maintain the District's computer based water distribution network modeling system.
9. Develop a computer based sewer system model for support of the Sewer Master Plan update.
10. Assist and support implementation of the District's proposed GIS project with population of the database.

**CONSTRUCTION PROGRAM:**

1. Administer construction of a new office building and supporting offsite improvements at the Richfield Plant for occupancy by July 2008.
2. Complete the design of the Highland Reservoir Replacement project. Award a construction project by February 2008.
3. Design and construct the Hidden Hills Reservoir with construction starting November 2007.
4. Perform a feasibility study and action plan for the rehabilitation or replacement of old cast iron and steel pipelines.
5. Administer reimbursement agreements for construction of production, storage, transmission facilities, and trunk sewer projects by June of each year.
6. Monitor the design and construction of developer dedicated water production, storage, and transmission facilities throughout each year.
7. Monitor the design and construction of developer dedicated off-site sewer facilities throughout each year.
8. Secure and process current job closing documents for 20 projects throughout each year.
9. Conduct pre-job conferences with developers and contractors prior to construction for 25 projects during each year.
10. Inspect, test and approve materials used for 25 sewer and water jobs during each year.

**WATER QUALITY PROGRAM:**

1. Monitor, analyze, document and file physical, microbial, and arsenic and manganese well water samples test results on the District's wells.
2. Monitor, analyze, document and file a minimum of 37 bacteriological and disinfection residual water samples test results taken throughout the distribution system each week.
3. Monitor, analyze, document and file 12 disinfection by-products samples on a quarterly basis for trihalomethanes, haloacetic acids, chlorate, chlorite, and 16 Stage 2 Disinfectant and Disinfection By-Products samples in compliance with the approved initial distribution system evaluation plan (IDSE).
4. Monitor, analyze, document and file 9 weekly samples for physical water quality parameters in the distribution system.

**WATER QUALITY PROGRAM: (Continued)**

5. Perform sampling, analyze, document and file results of weekly monitoring for water quality parameters for prevention and control of nitrification in 14 reservoirs.
6. Perform the triennial lead and copper distribution system sampling during the summer of 2009. Analyze, document and file the appropriate reports with the State Department of Health Services.
7. Monitor, analyze, document and file reports for approximately 477 fire detector double check assemblies throughout each year.
8. Monitor the inspection of new backflow device installations. Document and file reports on approximately 2,100 existing devices throughout each fiscal year. Conduct on-site inspection of water users with potentially hazardous contamination potential.
9. Prepare the District's Annual Consumer Confidence Report by June of each year.
10. Review and monitor all proposed and upcoming federal and state regulations related to drinking water quality matters.
11. Monitor annual testing of nearby underground fuel storage systems.
12. Assist in the development and calibration of computer-based water quality modeling using the District's hydraulic analysis software system.
13. Oversee the arsenic and manganese blending operation of Well 15 with other District wells to ensure compliance with drinking water standards.
14. Investigates and resolve water quality-related complaints, and respond to customers and backflow testers request for backflow device information.

### ENGINEERING DEPARTMENT SUMMARY

	Adopted FY 2006/07 Budget	Forecasted FY 2006/07 Year End	Proposed FY 2007/08 Budget	Proposed FY 2008/09 Budget
<b>Personnel Services:</b>				
Salaries	\$871,583	778,000	860,000	887,370
Mandatory Benefits	83,105	74,300	132,050	140,060
Supplemental Benefits	184,370	159,650	232,350	252,910
<b>Sub - total</b>	<b>\$1,139,058</b>	<b>1,011,950</b>	<b>1,224,400</b>	<b>1,280,340</b>
<b>Supplies and Services:</b>				
Communications	\$4,250	5,200	6,540	6,105
Contractual Services	72,110	70,000	98,370	90,580
Data Processing	7,300	6,850	9,700	9,700
Dues and Memberships	6,315	5,050	7,085	7,360
Fees and Permits	15,000	10,500	16,350	19,620
Fuel and Power For Pumping	0	0	0	0
Groundwater Replenishment	0	0	0	0
Insurance	0	0	0	0
Maintenance & Materials	15,050	14,200	15,370	14,495
Non-Capital Equipment	12,580	5,500	6,320	8,230
Office Expenses	0	0	0	325
Professional Services	13,000	500	25,070	14,170
Purchase Import Water	0	0	0	0
Rental Leases	6,500	5,900	6,760	0
Professional Development	6,400	3,200	12,425	10,790
Travel, Conferences & Seminars	2,370	4,500	8,175	8,175
Uncollectible Accounts	0	0	0	0
Utilities	0	0	0	0
Vehicle Expenses	24,900	15,600	15,590	17,335
<b>Sub - total</b>	<b>\$185,775</b>	<b>147,000</b>	<b>227,755</b>	<b>206,885</b>
<b>Vehicle &amp; Equipment:</b>	<b>\$0</b>	<b>0</b>	<b>28,500</b>	<b>0</b>
<b>Sub - total</b>	<b>\$0</b>	<b>0</b>	<b>28,500</b>	<b>0</b>
<b>Department Totals</b>	<b>\$1,324,833</b>	<b>1,158,950</b>	<b>1,480,655</b>	<b>1,487,225</b>

### ENGINEERING DEPARTMENT DETAIL SUMMARY

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<b>PERSONNEL DETAIL</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
Assistant General Manager	1	1	1	1
Senior Project Engineer	2	1	2	2
Project Manager	2	2	2	2
Water Quality Engineer	1	1	1	1
Engineering Technician II	5	5	5	5
Construction Inspector	1	0	0	0
Water Quality Technician	1	1	1	1
Secretary	1	1	1	1
<b>Total</b>	<b>14</b>	<b>12</b>	<b>13</b>	<b>13</b>

### **VEHICLE & EQUIPMENT OUTLAY DETAIL**

#### **FISCAL YEAR 2007/08**

**1. Sedan**

Estimated Capital Outlay: \$28,500

Outlay Description: Purchase one sedan as identified in the approved Vehicle and Equipment Program.

#### **FISCAL YEAR 2008/09**

**1. None**

# **INFORMATION TECHNOLOGY DEPARTMENT**

**FY 2007/09 BUDGET**

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**Art Vega  
Acting I.T. Director**

### INFORMATION TECHNOLOGY DEPARTMENT SUMMARY

<b>BUDGET SUMMARY:</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
Personnel Services	\$474,888	332,700	572,450	596,990
Supplies and Services	387,385	286,000	329,315	287,000
Vehicle and Equipment Outlay	1,065,000	17,000	7,500	43,000
<b>Total</b>	<b>\$1,927,273</b>	<b>635,700</b>	<b>909,265</b>	<b>926,990</b>

<b>PERSONNEL SUMMARY:</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
Staff positions	6	3	6	6

<b>PROGRAM SUMMARY:</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
Information Systems	\$378,436	278,700	442,545	345,400
SCADA <sup>32</sup>	605,886	298,000	0	0
Technical Support	0	0	136,180	174,240
GIS <sup>33</sup>	889,531	23,000	187,250	247,795
Communication/Security	53,420	36,000	143,290	159,555
<b>Total</b>	<b>\$1,927,273</b>	<b>635,700</b>	<b>909,265</b>	<b>926,990</b>

<sup>32</sup> This position is being transferred to Operations Department in FY 2007/08 as part of an overall reorganization plan.

<sup>33</sup> The funds for this program have been assigned to a job number.

## **INFORMATION TECHNOLOGY DEPARTMENT PROGRAMS**

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The Information Technology Department Provides a variety of specialized services to other departments and the District at large. Providing access to information through integrated databases, across a local and wide area network are included in this program, along with management of the District's telephone, facsimile, voice and electronic mail systems. This department also includes SCADA which is the information system that allows operators to control and monitor District facilities. A newly created program will establish a Geographical Information System for analyzing and creating maps of the District's water and sewer system.

### **PROGRAM RESPONSIBILITIES**

#### **INFORMATION SYSTEMS PROGRAM**

The information system program administers the development and maintenance of the District's Information Systems and computer network. It consists of the following, excluding GIS and SCADA: billing, accounting, operations and engineering related information systems. This program provides planning, employee technical training and coordinating services with contract consultants.

#### **TECHNICAL SUPPORT PROGRAM**

The technical support program assists other departments with technology related issues by providing help desk support. This program provides user computer installations and configuration, technical support and coordinating services with support contract consultants

#### **GEOGRAPHICAL INFORMATION SYSTEM PROGRAM**

This program is charged with building and maintaining the layers of graphic data used by the District to produce visual representations and analysis for informed decision making in the water and sewer system. This is accomplished by maintaining the Geographic Information System (GIS), performing geospatial analysis of data and display data on GIS maps; preparing charts, graphs and displays; coordinating system needs with other departments; defining requirements for end users; coordinating services with contract consultants for maintenance agreements; researching information from records, surveys and assessor maps; performing field data collection; programming and scripting for customization of software applications.

#### **COMMUNICATIONS/SECURITY PROGRAM**

This program is responsible for telephones, cell phones, walkie-talkies, facsimiles, voice mail, routers, switches, VPN and firewalls. This program is also responsible for internet and intranet connections; developing and maintaining the [www.ylwd.com](http://www.ylwd.com) web-site; monitoring and securing the District's computer network data traffic.

## **INFORMATION TECHNOLOGY DEPARTMENT PROGRAM ACTIVITIES FOR THIS PERIOD**

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### **INFORMATION SYSTEMS PROGRAM:**

1. Administer all Information Systems for the District except GIS & SCADA
2. Conduct training on personal computers
3. Administer vender and reseller agreements.
4. Maintain an inventory of all necessary computer supplies and technical support manuals.
5. Develop new template forms and reports and modify existing reports.
6. Study and research new technology that would benefit the district.
7. Administer district IS servers including voice mail server.
8. Setup user environments and access restriction on servers.
9. Implement district information sharing strategy on network.
10. Coordinate network backups.
11. Administering the implementation of new information systems and related software and hardware.

### **TECHNICAL SUPPORT PROGRAM:**

1. Troubleshoot hardware and software problems on PC's.
2. Maintain personal computers by installing software updates and running diagnostic utilities.
3. Provide users with support for software or operating system on PC's including installation and setup of new PC's.
4. Maintain and troubleshoot network printers.
5. Install software upgrades when feasible and available.
6. Install hardware and software updates or upgrades.
7. Troubleshoot network problems.
8. Setup users for network, e-mail, and voice mail servers including passwords.
9. Assist other departments with troubleshooting technical related issues.

### **GEOGRAPHIC INFORMATION SYSTEMS PROGRAM:**

1. Coordinates activities related to the implementation, deployment and use of GIS and related technologies
2. Installs, configures, upgrades, and administers GIS software including databases.
3. Provides specifications for, configures and administers GIS workstations, servers and related hardware in cooperation with IT division.
4. Codes, install, test, and administer custom GIS applications using appropriate code.
5. Create maps and graphs using GIS software and related equipment
6. Meet with users to define data needs, project requirements, required outputs, or to develop applications.

**GEOGRAPHIC INFORMATION SYSTEMS PROGRAM: (Continued)**

7. Gather, analyze, and integrate spatial data from staff and determine how best the information can be displayed using GIS
8. Analyze spatial data for geographic statistics to incorporate into documents and reports.
9. Analyze geographic relationships among varying types of data.
10. Prepare metadata and other documentation
11. Operate and maintain GIS system hardware, software, plotter, digitizer, color printers and related equipment.
12. Develop and implement procedures to share GIS database information with other district databases.
13. Identify potential GIS applications to improve operational efficiency and make available geography-based information to other district departments
14. Establish procedures and methods for data entry into GIS databases and sharing information with district employee

**COMMUNICATIONS/SECURITY PROGRAM:**

1. Administer internet connections with service provider.
2. Maintain point-to-point T-1 connection with the yard
3. Maintain and administer wireless communications with district networks and related hardware.
4. Phone servicing and repairs
5. Cell phones and walkie-talkie
6. Maintaining district web site.
7. Network traffic monitoring for intrusion detection
8. Network Security
9. Maintain and administer district switches, hubs, modems, cabling (CAT 5, 5e, 6) and firewall.

### INFORMATION TECHNOLOGY DEPARTMENT SUMMARY

	Adopted FY 2006/07 Budget	Forecasted FY 2006/07 Year End	Proposed FY 2007/08 Budget	Proposed FY 2008/09 Budget
<b>Personnel Services:</b>				
Salaries	\$374,258	269,200	435,400	452,700
Mandatory Benefits	35,890	28,650	51,400	54,120
Supplemental Benefits	64,740	34,850	85,650	90,170
<b>Sub - total</b>	<b>\$474,888</b>	<b>332,700</b>	<b>572,450</b>	<b>596,990</b>
<b>Supplies and Services:</b>				
Communications	\$10,980	9,200	15,195	11,990
Contractual Services	33,995	22,000	58,865	50,415
Data Processing	138,960	113,500	134,440	101,370
Dues and Memberships	150	368	250	275
Fees & Permits	0	0	0	0
Fuel and Power For Pumping	0	0	0	0
Groundwater Replenishment	0	0	0	0
Insurance	0	0	0	0
Maintenance & Materials	5,500	3,000	9,265	9,480
Non-Capital Equipment	117,500	109,000	68,025	61,475
Office Expenses	0	0	0	0
Other Expenses	0	0	0	0
Professional Services	51,000	12,000	15,260	17,440
Purchase Import Water	0	0	0	0
Professional Development	19,000	12,592	19,945	24,310
Rental Leases	0	0	0	0
Travel, Conferences & Seminars	10,300	4,340	7,410	9,590
Uncollectible Accounts	0	0	0	0
Utilities	0	0	0	0
Vehicle Expenses	0	0	660	655
<b>Sub - total</b>	<b>\$387,385</b>	<b>286,000</b>	<b>329,315</b>	<b>287,000</b>
<b>Vehicles &amp; Equipment:</b>	<b>\$1,065,000</b>	<b>17,000</b>	<b>7,500</b>	<b>43,000</b>
<b>Sub - total</b>	<b>\$1,065,000</b>	<b>17,000</b>	<b>7,500</b>	<b>43,000</b>
<b>Department Totals</b>	<b>\$1,927,273</b>	<b>635,700</b>	<b>909,265</b>	<b>926,990</b>

**INFORMATION TECHNOLOGY DEPARTMENT DETAIL SUMMARY**

<b>PERSONNEL DETAIL:</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
Information Technology Director	1	0	1	1
Information Systems Administrator	1	1	1	1
Information Systems Technician II	0	0	1	1
Information Systems Technician I	1	1	1	1
SCADA Administrator	1	1	0	0
GIS Analyst	1	0	1	1
GIS Technician	1	0	1	1
<b>Total</b>	<b>6</b>	<b>3</b>	<b>6</b>	<b>6</b>

**VEHICLE & EQUIPMENT OUTLAY DETAIL**

**FISCAL YEAR 2007/08**

**1. Computer Server.**

Estimated Capital Outlay: \$7,500

Outlay Description: Purchase a new email server for the District.

**FISCAL YEAR 2008/09**

**1. Computer Servers.**

Estimated Capital Outlay: \$15,000

Outlay Description: Purchase a replacement server for Great Plains and a Utility server for the District information systems.

**2. Storage Array.**

Estimated Capital Outlay: \$15,000

Outlay Description: Purchase of a storage array to meet the ever increasing digital file storage needs of the District. The Storage Array will replace the District's file server.

**3. Backup Tape Library.**

Estimated Capital Outlay: \$13,000

Outlay Description: Purchase a Backup Tape Library system device to fully backup the District's Storage Array.

# **OPERATIONS DEPARTMENT**

**FY 2007/09 BUDGET**

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**Lee Cory  
Operations Manager**

### OPERATIONS DEPARTMENT SUMMARY

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	Adopted FY 2006/07 Budget	Forecasted FY 2006/07 Year End	Proposed FY 2007/08 Budget	Proposed FY 2008/09 Budget
<b>BUDGET SUMMARY:</b>				
Supplies and Services	\$1,462,115	1,408,169	1,828,065	2,036,880
Variable Operating Cost	10,269,600	11,007,731	10,520,000	11,156,500
Personnel Services	2,704,455	2,674,700	3,578,675	3,787,440
Vehicle & Equipment Outlay	449,000	125,000	499,500	418,000
<b>TOTAL</b>	<b>\$14,885,170</b>	<b>15,215,600</b>	<b>16,426,240</b>	<b>17,398,820</b>
	Adopted FY 2006/07 Budget	Forecasted FY 2006/07 Year End	Proposed FY 2007/08 Budget	Proposed FY 2008/09 Budget
<b>PERSONNEL SUMMARY:</b>				
Full Time Employees	36	32	40	40
	Adopted FY 2006/07 Budget	Forecasted FY 2006/07 Year End	Proposed FY 2007/08 Budget	Proposed FY 2008/09 Budget
<b>PROGRAM SUMMARY:</b>				
Production	\$11,599,288	12,135,000	12,671,145	13,294,135
Water Operations	2,293,775	2,137,000	2,500,100	2,719,020
Sewer Operations	366,047	439,600	475,320	510,220
Operations Administration	404,580	306,000	341,345	443,345
Mechanical Services	221,480	198,000	438,330	432,100
<b>TOTAL</b>	<b>\$14,885,170</b>	<b>15,215,600</b>	<b>16,426,240</b>	<b>17,398,820</b>

## OPERATIONS DEPARTMENT PROGRAMS

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The Operations Department is delegated the responsibilities of maintaining and overseeing the District's water storage, production, pumping and distribution systems; sewer collection systems; operation of wells and related water production equipment; fleet and equipment maintenance. These responsibilities are achieved through the following programs.

### **PROGRAM RESPONSIBILITIES:**

#### **WATER PRODUCTION**

The Department is responsible for the operation of the District's water supply which includes sodium hypochlorite, booster pump stations, wells and imported water supplies to meet customer water demands on a daily basis. Activities include maintenance of the wells, pressure reducing and booster stations, and monitoring of the District's reservoir levels and the under-drain systems of reservoirs. Water Production also includes the Supervisory Control and Data Acquisition system (SCADA). SCADA involves the development, interfacing, programming, and upgrading of the SCADA system, including the human machine interface (HMI). This program includes technical support and planning of the SCADA system and the wide area network communication systems, working with contractors of new booster stations and reservoirs to bring the new controls into the District's control system. The program also provides on-going maintenance repair and control changes to the District's remote telemetry systems, programmable logical controllers (PLC's) and related control devices, and instrumentation.

#### **WATER OPERATIONS AND MAINTENANCE**

The Department undertakes the maintenance and repair of all water distribution facilities. This program also includes ongoing programs such as the fire hydrant maintenance; valve turning programs; the meter installation and replacement program, and the maintenance of the District's Air Vacuum and Air Release systems.

#### **SEWER OPERATIONS AND MAINTENANCE**

The Department is responsible for the inspection, maintenance and cleaning of all sewer collection facilities, owned by the District. This program also includes assessments system for sewer replacements, managing Waste Discharge Requirements such as the fats, oils and greases activities.

#### **OPERATIONS ADMINISTRATION**

Activities of the operations administration include the day-to-day supervision and administration of maintenance, production and inventory work. The department's safety and risk management program are undertaken in this program.

#### **MECHANICAL SERVICES**

The Department carries out the maintenance on the District's fleet of vehicles, heavy equipment, and natural gas fired booster engines and small equipment.

## **OPERATIONS DEPARTMENT PROGRAM ACTIVITIES FOR THIS PERIOD**

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### **WATER PRODUCTION PROGRAM:**

1. Provide necessary supply of local and imported water to meet customer needs.
2. Conduct combined daily and weekly on-site plant inspections of production facilities.
3. Oversee weed abatement program at reservoir and booster sites.
4. Assist in the annual upgrade of the computer telemetry system.
5. Perform maintenance on approximately 100 pressure reducing station valves per year.
6. Monitor and report on energy prices and usage.
7. Ensure proper performance of well, booster and CL2 systems.
8. Assess the Cathodic Protection system.
9. Provide for continuous and reliable operation of the District's telemetry system.
10. Maintain the SCADA system programmable logic controllers (PLC's) and communications systems.
11. Increase the reliability and improve security of the SCADA systems.
12. Maintain the SCADA system historian, protect the data, and provide the stored data to the District's Departments as needed.
13. Replace obsolete PLC hardware.
14. Interface and build human machine interfaces (HMI) to newly constructed facilities.
15. Maintain human machine interfaces (HMI) and program changes to meeting operational requirements or changes.
16. Maintain instrumentation & perform calibrations (i.e. flow meters, pressure meters, and level transmitters).

### **WATER OPERATION AND MAINTENANCE PROGRAM:**

1. Replace approximately 1,500 water meters each year as part of the meter replacement program.
2. Respond to approximately 380 meter repair work orders each year.
3. Respond to approximately 510 leak repairs work orders each year.
4. Respond to approximately 180 customer complaints per month.
5. Respond to approximately 310 air vacuum & air release assemblies
6. Continue system valve maintenance & replacement program.
7. Repair or replace fire hydrants on an as needed basis.
8. Flush approximately 460 dead-ends twice (2) each year.
9. Inspect and service fire hydrants for correct operation.
10. Respond to contractor emergency problems as necessary.
11. Assist engineering in pipeline shut-downs for construction jobs.
12. Assist engineering in water quality program activities. Installing new sampling stations and maintaining approximately 37 existing stations.

**SEWER OPERATION AND MAINTENANCE PROGRAM:**

1. Check and service sewer lift station once per week.
2. Clean approximately 16,000 linear feet of sewer lines per week.
3. Respond to approximately six sewer complaints per month.
4. Respond to approximately six contractor emergency problems each year.
5. Comply with mandated Waste Discharge Regulation, by responding to all compliance rules and best management practices as dictated by the RWQCB.
6. Monitor, analyze, document and file waste water discharge test results to the Regional Water Quality Control Board throughout each year.

**OPERATIONS ADMINISTRATION PROGRAM:**

1. Conduct bi-weekly safety meetings.
2. Conduct building and yard safety inspections.
3. Assist in implementing phase III of the Richfield Plant renovation.
4. Administer the operations department budget.
5. Administer the sale of surplus equipment.
6. Administer mandated personnel training during the fiscal year.
7. Administer the 9/80 work schedule.
8. Interact with regulatory agencies as required.
9. Administer regulatory programs assigned to the Operations Department

**MECHANICAL SERVICES PROGRAM:**

1. Conduct routine service on the District's rolling stock and major equipment.
2. Conduct routine service on the District's 11 stationary natural gas engines.
3. Conduct routine service on the District's small equipment.
4. Assist in development of specifications for vehicles and equipment used by District.
5. Assist in the purchase of budgeted vehicles and equipment.

### OPERATIONS DEPARTMENT SUMMARY

	Adopted FY 2006/07 Budget	Forecasted FY 2006/07 Year End	Proposed FY 2007/08 Budget	Proposed FY 2008/09 Budget
<b>Personnel Services:</b>				
Salaries	\$1,956,595	1,934,450	2,504,825	2,641,245
Mandatory Benefits	248,750	256,100	404,450	423,765
Supplemental Benefits	499,110	484,150	669,400	722,430
<b>Sub - total</b>	<b>\$2,704,455</b>	<b>2,674,700</b>	<b>3,578,675</b>	<b>3,787,440</b>
<b>Supplies and Services:</b>				
AMP Lease <sup>34</sup>	\$27,000	0	0	0
Communications	52,300	52,284	72,975	74,465
Contractual services	482,100	457,174	552,360	572,790
Data Processing	97,500	91,392	48,670	160,805
Dues and Memberships	1,200	1,131	2,035	2,285
Fees and Permits	38,600	40,200	28,825	29,015
Insurance	0	0	0	0
Maintenance & Materials	422,950	422,914	584,385	609,315
Non-Capital Equipment	12,250	13,251	74,335	153,720
Office Expenses	0	0	0	0
Professional Development	16,800	16,300	29,350	31,060
Professional Services	16,250	16,243	120,595	65,050
Rental Leases	0	0	0	0
Travel, Conferences & Seminars	18,350	20,500	16,965	16,455
Uncollectible Accounts	0	0	0	0
Utilities	23,650	23,640	25,995	69,675
Vehicle Expenses	253,165	253,140	271,575	252,245
<b>Sub - total</b>	<b>\$1,462,115</b>	<b>1,408,169</b>	<b>1,828,065</b>	<b>2,036,880</b>
<b>Variable Operating</b>				
Fuel and Power For Pumping	\$981,000	1,045,013	1,312,000	1,350,000
Groundwater Replenishment	2,707,200	2,877,369	3,408,000	3,706,500
Purchase Import Water	6,581,400	7,085,349	5,800,000	6,100,000
<b>Sub - total</b>	<b>\$10,269,600</b>	<b>11,007,731</b>	<b>10,520,000</b>	<b>11,156,500</b>
Vehicle & Equipment Outlay	\$449,000	125,000	499,500	418,000
<b>Sub - total</b>	<b>\$449,000</b>	<b>125,000</b>	<b>499,500</b>	<b>418,000</b>
<b>Department Totals</b>	<b>\$14,885,170</b>	<b>15,215,600</b>	<b>16,426,240</b>	<b>17,398,820</b>

<sup>34</sup> The AMP lease has been paid in full. This line item program will not appear in the next two year budget.

**OPERATIONS DEPARTMENT DETAIL SUMMARY**

<b>PERSONNEL DETAIL:</b>	<b>Adopted FY 2006/07 Budget</b>	<b>Forecasted FY 2006/07 Year End</b>	<b>Proposed FY 2007/08 Budget</b>	<b>Proposed FY 2008/09 Budget</b>
Operations Manager	1	1	1	1
Water Maintenance	1	0	0	0
Maintenance Superintendent	1	1	1	1
Chief Plant Operator	1	1	1	1
Dispatcher	0	0	0	0
Instrumentation Technician <sup>35</sup>	0	0	1	1
Senior Fleet Mechanic	1	1	1	1
Sr. Maintenance Dist. Operator	4	4	4	4
Maintenance Distribution Op. III	5	5	5	5
Maintenance Distribution Op. II	7	4 <sup>36</sup>	7	7
Maintenance Worker I	8	8	8	8
Mechanic III	0	1	1	1
Mechanic II	1	0	0	0
Mechanic I	0	0	1	1
Meter Technician <sup>37</sup>	0	0	1	1
Plant Operator II	3	3	4	4
Senior Plant Operator	1	1	1	1
Facilities Maintenance	1	1	1	1
SCADA Administrator <sup>38</sup>	0	0	1	1
Operations Secretary	1	1	1	1
<b>Total</b>	<b>36</b>	<b>32</b>	<b>40</b>	<b>40</b>

**VEHICLE AND EQUIPMENT OUTLAY DETAIL**

**Fiscal Year 2007/08<sup>39</sup>**

**1. Vehicles:**

**a. 1 - 1/2 Ton Truck**

Estimated Capital Outlay: \$60,000

Outlay Description: Purchase One and One Half Ton Truck for the Mechanical Program.

<sup>35</sup> This is a new position assigned to the Production department

<sup>36</sup> The 3 vacant positions are currently being recruited. It is anticipated that all positions will be filled in July 2007.

<sup>37</sup> This position was in the Business Department program in FY 2006/07.

<sup>38</sup> This position was in the Information Technology Department in FY 2006/08. It is being moved to Operations in FY 2007/08 as part of a reorganization plan.

<sup>39</sup> The District will not have to build an on-site treatment plant to comply with the surface water treatment rules during this budget.

**VEHICLE AND EQUIPMENT OUTLAY DETAIL (Continued)**

- b. 2 - 1/2 Ton Light Duty Trucks**  
Estimated Capital Outlay: \$36,000  
Outlay Description: Purchase two light duty trucks as approved in the Vehicle and Equipment Program for the Operations.
- 2. 2 - Computer Replacement Servers**  
Estimated Capital Outlay: \$18,500  
Outlay Description: Purchase 2 servers to replace the existing servers that serve the SCADA system. The existing servers have served their life expectancy.
- 3. 5 Ton Salt Brine Tank for the Highland Plant**  
Estimated Capital Outlay: \$20,000  
Outlay Description: Purchase and install salt brine storage tank for chlorine generation unit. Tank reduces the need to hand mix 50 lb. bags of salt.
- 4. Control Panel**  
Estimated Capital Outlay: \$20,000  
Outlay Description: Purchase and install a new Control Panel for the Timber Ridge Booster station. This will improve operations from the natural gas engine.
- 5. Valve Turning Machine and Vacuum**  
Estimated Capital Outlay: \$45,000  
Outlay Description: Purchase a Valve Turning Machine and Vacuum for the Water Operations Program.
- 6. Mobile Generator**  
Estimated Capital Outlay: \$150,000  
Outlay Description: Purchase an emergency mobile generator for use at pumping stations through out the service area.
- 7. Trailer Mounted Pump**  
Estimated Capital Outlay: \$150,000  
Outlay Description: Purchase a trailer mounted portable pump for use in pumping operations.
- 8. Trailer Mounted Message Board**  
Estimated Capital Outlay: \$12,000  
Outlay Description: Purchase trailer mounted message board to be used to display messages, lane closures and public information messages.

**VEHICLE AND EQUIPMENT OUTLAY DETAIL (Continued)****Fiscal Year 2008-2009:**

- 1. Vehicles:**
  - a. 3/4 Ton Truck (1)**

Estimated Capital Outlay: \$30,000  
Outlay Description: Purchase a 3/4 ton truck with service body as approved in the Vehicle and Equipment Program for Operations.
  - b. 1/2 Ton Pickup Truck (1)**

Estimated Capital Outlay: \$21,000  
Outlay Description: Purchase 1/2 ton pickup trucks with covered toolboxes identified in the approved Vehicle and Equipment Program for the Operations Department.
  - c. Dump Truck (1)**

Estimated Capital Outlay: \$60,000  
Outlay Description: Purchase one 5 cubic yard Dump Truck identified in the approved Vehicle and Equipment Program. This vehicle will replace dump truck No. 97
- 2. Upgrade Highland Boosters No. 1 & 2**

Estimated Capital Outlay: \$80,000  
Outlay Description: Upgrade pumps to meet new system demands.
- 3. Pressure Reducing Station Vault Modifications**

Estimated Capital Outlay: \$45,000  
Outlay Description: Purchase and install vault access doors for approximately six stations
- 4. Portable Message Board**

Estimated Capital Outlay: \$12,000  
Outlay Description: Purchase trailer mounted message board to be used by Operation.
- 5. Portable Pump**

Estimated Capital Outlay: \$150,000  
Outlay Description: Purchase a trailer mounted portable pump for use in pumping operations.

**CAPITAL PROJECTS LIST ( 2 yr Budget cycle, 05/06 - 06/07)**  
**Organized Based on Priority**

L.A. (ENR CCI) 1/05 = 4156, 7/06 = 4405 ( 6% incr.)		Est	Total		Priority	Cumulative	Legend and Descriptions		
ID	Acc	Aug. 06 cost	Benefit	Rating	Cost, \$M				
1.	Highland Reservoir Replacement (6MG)	E	\$10,154,000	Eliminates risk of possible reservoir failure.	High (CR)	\$10.15			<b>High Priority</b>
3.	Lakeview Reservoir (8MG)	E	\$15,600,000	Reliability of District's "Hub" storage. Fire Protection (FI)	High (FI)	\$25.75			ROI 3 years or less
8.	Lakeview Booster (5000 GPM)	E	\$4,400,000	Facilitates import water into Zones 2 and 3.	High	\$30.15			Public safety imperative
13.	Well 19 Long Term Stor. Prog. (Dist. Imprv. \$)	B	\$100,000	Adds additional supply. Small financial participation of District adds incentive	High	\$30.25			Property protection imperative
16.	OC-51 Upgrade	B	\$242,000	Incr. capacity of import. Co- dependent w/high priority projects	High	\$30.50			Water quality w/respect to regulations required
22.	2005 C.I. Replace (Ohio/Buena Vista/Grandview)	C	\$3,700,000	Reduces maintenance problems and improves water quality.	High (CR)	\$34.20			Aesthetics have been diverted too long
28.	Fire Flow Improvement (Via Sereno & Ohio)	B	\$125,000	Increase fire flow capacity in this area	High	\$34.32			Co-dependency w/ High priority project
30.	Zone 4C Reconfiguration	B	\$1,070,000	Increase pressure and level of service	High	\$35.39			Politically very sensitive
38.	Meter Replacement Program	C	\$2,804,000	Increases revenue. Short ROI	High (CR)	\$38.20			
37.	Administration Building; Miraloma Ext; Richfield Rd. Widwning; Pole Relocations	C	\$7,700,000	Expands work environment for 2/3 of District's staff	High (CR) (FI)	\$45.90			<b>Medium Priority</b>
41.	Miraloma Storm Drain Pipeline	C	\$525,000	Necessary requirement for new administration building.	High (CR) (FI)	\$46.42			Service level enhanced
2.	Hidden Hills Reservoir (2MG) and Santiago Booster Upgrades	E	\$6,400,000	Fire Protection and normalize pressures. Bond specific project.	High	\$52.30			ROI 3 to 7 years
19.	Central Yorba Linda Pipeline Project	C	\$4,100,000	Increases capacity and efficiency of groundwater delivery	High	\$56.40			
					<b>High Subtotal</b>	<b>\$56.40</b>			<b>Low Priority</b>
34.	Zone 2 and Zone 1A reconfiguration	B	\$230,000	Increase pressure and level of service	Medium	\$56.63			Aesthetics
35.	Zone 2 extension	B	\$227,000	Increase and stabilize pressure	Medium	\$56.85			ROI 8 years or greater
36.	Foxtail Drive Pipeline	B	\$215,000	Restoration of looped system, increasing reliability and water quality	Medium	\$57.07			
9.	Palm Ave. BS Upgrade & YL Blvd Pipelines	B	\$5,400,000	Facilitates water transfer to east end and stabilizes pressure in Zone 3.	Medium	\$62.47			<del>Strikethrough = Completed</del>
10.	Zone 5 Booster Station	B	\$960,000	Allows increase of ggw use in I.D 1 and 2 and backs up import water.	Medium	\$63.43			Completed awaiting reimbursement
11.	Fairmont Booster Upgrades & Connection Pipeline	B	\$380,000	Allows more efficient pumping of gw from zone 3 to zone 4.	Medium	\$63.81			Currently in design phase
14.	Groundwater Capacity Restoration	B	\$1,000,000	Will increase production but alternatives should be considered.	Medium	\$64.81			Currently in construction phase
15.	Well No. 20	B	\$2,000,000	Will increase production but alternatives should be considered.	Medium	\$66.81			High Priority
					<b>Med Subtotal</b>	<b>\$10.41</b>			<b>red characters =</b> change since last printing
4.	Elk Mountain Res. Site Improvements	B	\$300,000	Aesthetics facilitating joint use.	Low	\$67.11			accuracy level
5.	Fairmont Res. Site Improvements	B	\$300,000	Aesthetics facilitating joint use. Equip. storage and parking impr.	Low	\$67.41			D = Decision level estimate 25% to 30%
17.	Sampling Taps Retrofit on YLWD Reservoirs	B	\$567,000	Increases efficiency of sampling; protects reservoir, samples from contamination	Low	\$67.97			B = Budgetary or Planning level est. 20% to 25%
18.	Reservoir Inlet/Outlet Modification	B	\$1,600,000	Improves mixing. Same effect may be achieved through ops. changes	Low	\$69.57			E = Engineering level estimate 15% to 20%
26.	Tedford Wy Pipe Abandon.& Serv. Lines Relocat.	B	\$100,000	Maintenance	Low	\$69.67			C = Construction level estimate 10% to 15%
27.	Anaheim Intertie Improvements	B	\$250,000	Emergency inter-tie	Low	\$69.92			
29.	Kellogg Drive Check Valve	B	\$20,000	Allows improvement in the service of water from zone 2	Low	\$69.94			CR = Capital Replacement
31.	PRS for S&S sub-zone South of Yorba Linda Blvd.	B	\$230,000	Eliminate need for individual regulators and improve pressures	Low	\$70.17			FI = Facility Improvement
33.	Feather Avenue Re-configuration	B	\$39,000	Increase pressure and level of service	Low	\$70.21			
39.	High Priority Security Upgrades	B	\$1,100,000	Fencing, access and alarm installations	Low	\$71.31			
40.	Medium Security Upgrades	B	\$1,250,000	Security monitoring, surveillance. Construction	Low	\$72.56			
	<i>Below projects are partially developer funded. Cost indicated is District's portion</i>				<b>Low Subtotal</b>	<b>\$5.76</b>			
23.	Zone 3 Transmission S&S, R 5 (18 inch)	E	\$400,000	Facilitates the transfer of more groundwater to eastern part of District	High	\$72.96			
24.	Zone 4 Transmission S&S, R 5 (36 inch)	E	\$1,300,000	Has role in back-up of eastern part of District	High	\$74.26			<b>Notes:</b>
32.	Sub-zone extension	N.A	\$933,000	Increase pressure and level of service	Eliminate				1- Capital Replacement projects need to be established as part of District policy. As such they should be identified (CR) and considered "High Priority". These are projects replacing facilities at the end of their useful life.
7.	Highland Booster upgrade, Shell	N.A	\$1,950,000	Increases capacity and efficiency of groundwater delivery	N.A.				
20.	Zone 3 Transmission Pulte, R 4	N.A	\$267,000	Connects import sources and provides increased system reliability	N.A.				
21.	Zone 4 Transmission Pulte, R 4	N.A	\$585,000	Connects import sources and provides increased system reliability	N.A.				
6.	Pacific Holding Reservoir (4MG)	N.A	\$6,000,000	Project predicated on future land development	N.A.				
12.	Pacific Holding Booster (900GPM)	N.A	\$950,000	Project predicated on future land development.	N.A.				2 - Facility Improvement projects, although many times are the replacement of existing facilities, should be identified as improvements (FI) and are generally classified as "Medium Priority" or " Low Priority". If improvement and benefit is dramatic, they may be classified as " High Priority".
25.	Pacific Holding Transmission (10,000 l.f. - 12")	N.A	\$1,800,000	Project predicated on future land development.	N.A.				
	<b>Total Water Projects (minus completed projects)</b>		<b>\$80,371,000</b>		<b>GRAND TOTAL</b>	<b>\$74.26</b>			
2.	S&S TTM 16209 Downstream Improvements	E	\$75,000	Additional downstream capacity required for new development	High				
3.	S&S TTM 16208 Downstream Improvements	E	\$384,000	Additional downstream capacity required for new development	High				
4.	Grandview Sewer	E	\$206,000	Extension of sewer	High				
1.	Pulte Downstream Improvements	E	\$1,700,000	N.A (Completed)	N.A.				
	<b>Total Sewer Projects</b>		<b>\$2,365,000</b>						

**FY 2007-12 FIVE YEAR CAPITAL PROJECTS**

	<b>WATER SYSTEM CAPITAL IMPROVEMENTS</b>	<b>Cost Estimate</b>	<b>Cumulative</b>	<b>District Cost</b>	<b>District Cost</b>	<b>District Cost</b>	<b>District Cost</b>	<b>District Cost</b>
<b>No.</b>	<b>Project Name</b>	<b>\$</b>	<b>Cost, \$M</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>
24.	New Administration Building	\$7,700,000	\$7.70	\$7,700,000	-	-	-	-
5.	Lakeview Booster Pump Station (5000 GPM)	\$4,500,000	\$12.20	\$1,800,000	-	-	-	-
20.	Meter Replacement Program, Phase 1	\$2,804,000	\$15.00	\$841,200	-	-	-	-
13.	2005 C.I. Replace (Ohio/Buena Vista/Grandview)	\$2,600,000	\$17.60	\$260,000	-	-	-	-
15.	Zone 4 Transmission S&S, R 5 (36 inch)	\$1,700,000	\$19.30	\$1,190,000	-	-	-	-
9.	Well No. 19 Long Term Storage Program	\$1,200,000	\$20.50	\$100,000	-	-	-	-
14.	Zone 3 Transmission S&S, R 5 (18 inch)	\$1,000,000	\$21.50	\$380,000	-	-	-	-
28.	Miraloma Storm Drain Pipeline	\$525,000	\$22.03	\$525,000	-	-	-	-
25.	Edison Power Pole Relocations	\$250,000	\$22.28	\$30,000	-	-	-	-
3.	Lakeview Reservoir (8MG)	\$12,500,000	\$34.78	\$7,500,000	\$5,000,000	-	-	-
1.	Highland Reservoir Replacement (6MG)	\$10,200,000	\$44.98	\$6,120,000	\$4,080,000	-	-	-
18.	Zone 4C Reconfiguration	\$1,070,000	\$46.05	\$267,500	\$802,500	-	-	-
21.	Water Meter Replacement Project, Phase 2	\$1,000,000	\$47.05	\$500,000	\$500,000	-	-	-
29.	GIS Implementation Project	\$700,000	\$47.75	\$380,000	\$320,000	-	-	-
26.	Richfield Road Widening	\$350,000	\$48.10	\$315,000	\$35,000	-	-	-
27.	Miraloma Through Street Improvements	\$250,000	\$48.35	\$225,000	\$25,000	-	-	-
23.	Fairmont Booster Pump Station Site Improvements	\$300,000	\$48.65	\$200,000	\$100,000	-	-	-
12.	OC-51 Upgrade	\$242,000	\$48.89	\$60,500	\$181,500	-	-	-
22.	Radio Read Water Meter Conversion Project, Phase 1	\$160,000	\$49.05	\$80,000	\$80,000	-	-	-
2.	Hidden Hills Reservoir (2MG) and Santiago Booster Upgrades	\$6,400,000	\$55.45	\$2,240,000	\$2,880,000	\$1,280,000	-	-
6.	Palm Ave. BS Upgrade & YL Blvd Pipelines	\$5,400,000	\$60.85	\$540,000	\$2,160,000	\$2,700,000	-	-
10.	Well No. 20	\$2,000,000	\$62.85	\$500,000	\$1,300,000	\$200,000	-	-
11.	Groundwater Capacity Restoration	\$1,000,000	\$63.85	\$150,000	\$550,000	\$300,000	-	-
16.	Anaheim Intertie Connection Improvements	\$500,000	\$64.35	-	\$62,500	\$187,500	-	-
7.	Zone 5 (1000) Booster Station	\$1,080,000	\$65.43	-	\$270,000	\$270,000	\$540,000	-
8.	Fairmont Booster Pump station Reconfiguration	\$400,000	\$65.83	-	-	\$200,000	\$200,000	-
19.	Foxtail Drive Pipeline	\$245,000	\$66.08	-	-	\$49,000	\$196,000	-
4.	Elk Mountain Res. Site Improvements	\$300,000	\$66.38	-	-	-	\$300,000	-
17.	Fire Flow Improvement (Via Sereno & Ohio)	\$125,000	\$66.50	-	-	-	\$25,000	\$100,000
	<b>Total Water Projects</b>	<b>\$66,501,000</b>		<b>\$31,904,200</b>	<b>\$18,346,500</b>	<b>\$5,186,500</b>	<b>\$1,261,000</b>	<b>\$100,000</b>
							<b>Water CIP's</b>	<b>\$56,798,200</b>
	<b>SEWER SYSTEM CAPITAL IMPROVEMENTS</b>							
1.	S&S TTM 16209 Downstream Improvements (Rio del Oro)	\$93,000	\$0.09	\$9,300	-	-	-	-
2.	YLWD/S&S Kellogg Sewer Improvements	\$1,500,000	\$1.59	\$150,000	-	-	-	-
3.	Grandview Sewer	\$260,000	\$1.85	\$26,000	-	-	-	-
4.	Lakeview Sewer Lift station Upgrades	\$200,000	\$2.05	\$200,000	-	-	-	-
	<b>Total Sewer Projects</b>	<b>\$2,053,000</b>		<b>\$385,300</b>			<b>Sewer CIP's</b>	<b>\$385,300</b>

Projects in Construction Phase   
 Projects in Design Phase

Note: Project Number corresponds to location in Project Description List

**FY 2007-09 CAPITAL PROJECTS BY FUND**

<b>WATER SYSTEM CAPITAL IMPROVEMENTS</b>		<b>Cost Estimate</b>	<b>Cumulative</b>				
<b>No.</b>	<b>Project Name</b>	<b>\$</b>	<b>Cost, \$M</b>	<b>Water Fund</b>	<b>Sewer Fund</b>	<b>ID 1 Fund</b>	<b>ID 2 Fund</b>
24.	New Administration Building	\$7,700,000	\$7.70	\$7,700,000	-	-	-
5.	Lakeview Booster Pump Station (5000 GPM)	\$4,500,000	\$12.20	\$1,800,000	-	-	-
20.	Meter Replacement Program, Phase 1	\$2,804,000	\$15.00	\$841,200	-	-	-
13.	2005 C.I. Replace (Ohio/Buena Vista/Grandview)	\$2,600,000	\$17.60	\$260,000	-	-	-
15.	Zone 4 Transmission S&S, R 5 (36 inch)	\$1,700,000	\$19.30	-	-	\$595,000	\$595,000
9.	Well No. 19 Long Term Storage Program	\$1,200,000	\$20.50	\$100,000	-	-	-
14.	Zone 3 Transmission S&S, R 5 (18 inch)	\$1,000,000	\$21.50	-	-	\$190,000	\$190,000
28.	Miraloma Storm Drain Pipeline	\$525,000	\$22.03	\$525,000	-	-	-
25.	Edison Power Pole Relocations	\$250,000	\$22.28	\$30,000	-	-	-
3.	Lakeview Reservoir (8MG)	\$12,500,000	\$34.78	\$12,500,000	-	-	-
1.	Highland Reservoir Replacement (6MG)	\$10,200,000	\$44.98	\$10,200,000	-	-	-
18.	Zone 4C Reconfiguration	\$1,070,000	\$46.05	-	-	\$1,070,000	-
21.	Water Meter Replacement Project, Phase 2	\$1,000,000	\$47.05	\$1,000,000	-	-	-
29.	GIS Implementation Project	\$700,000	\$47.75	\$700,000	-	-	-
26.	Richfield Road Widening	\$350,000	\$48.10	\$350,000	-	-	-
27.	Miraloma Through Street Improvements	\$250,000	\$48.35	\$250,000	-	-	-
23.	Fairmont Booster Pump Station Site Improvements	\$300,000	\$48.65	\$300,000	-	-	-
12.	OC-51 Upgrade	\$242,000	\$48.89	-	-	\$121,000	\$121,000
22.	Radio Read Water Meter Conversion Project, Phase 1	\$160,000	\$49.05	\$160,000	-	-	-
2.	Hidden Hills Reservoir (2MG) and Santiago Booster Upgrades	\$6,400,000	\$55.45	-	-	-	\$5,120,000
6.	Palm Ave. BS Upgrade & YL Blvd Pipelines	\$5,400,000	\$60.85	\$1,350,000	-	\$675,000	\$675,000
10.	Well No. 20	\$2,000,000	\$62.85	\$1,800,000	-	-	-
11.	Groundwater Capacity Restoration	\$1,000,000	\$63.85	\$700,000	-	-	-
16.	Anaheim Intertie Connection Improvements	\$500,000	\$64.35	\$62,500	-	-	-
7.	Zone 5 (1000) Booster Station	\$1,080,000	\$65.43	-	-	\$270,000	-
8.	Fairmont Booster Pump station Reconfiguration	\$400,000	\$65.83	-	-	-	-
19.	Foxtail Drive Pipeline	\$245,000	\$66.08	-	-	-	-
4.	Elk Mountain Res. Site Improvements	\$300,000	\$66.38	-	-	-	-
17.	Fire Flow Improvement (Via Sereno & Ohio)	\$125,000	\$66.50	-	-	-	-
<b>Total Water Projects</b>		<b>\$66,501,000</b>		<b>\$40,628,700</b>	-	<b>\$2,921,000</b>	<b>\$6,701,000</b>
				<b>Total Water Projects FY 2007-09</b>		<b>\$50,250,700</b>	
<b>SEWER SYSTEM CAPITAL IMPROVEMENTS</b>							
1.	S&S TTM 16209 Downstream Improvements (Rio del Oro)	\$93,000	\$0.09	-	\$9,300	-	-
2.	YLWD/S&S Kellogg Sewer Improvements	\$1,500,000	\$1.59	-	\$150,000	-	-
3.	Grandview Sewer	\$260,000	\$1.85	-	\$26,000	-	-
4.	Lakeview Sewer Lift station Upgrades	\$200,000	\$2.05	-	\$200,000	-	-
<b>Total Sewer Projects</b>		<b>\$2,053,000</b>		<b>Total Sewer Projects FY 2007-09</b>		<b>\$385,300</b>	

Projects in Construction Phase   
 Projects in Design Phase

Note: Project Number corresponds to location in Project Description List

# **BUDGET RESOLUTIONS**

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**RESOLUTION NO. 07-09**

**RESOLUTION OF THE BOARD OF DIRECTORS OF YORBA LINDA WATER DISTRICT ADOPTING THE BUDGET FOR FISCAL YEARS 2007/09 AND RESCINDING RESOLUTION NO. 05-02**

**WHEREAS,** the Yorba Linda Water District has prepared a two year budget for fiscal years 2007/09; and,

**WHEREAS,** on June 7, 2007, the proposed "Draft" budget for fiscal years 2007/09 was presented and reviewed by the Board of Directors of the District at a Regular meeting; and,

**WHEREAS,** the "Final" budget for fiscal years 2007/09 was presented and considered by the Board of Directors at a Regular meeting on June 21, 2007; and,

**WHEREAS,** it is the desire of the Board of Directors to adopt the budget for the fiscal years of 2007/09, and rescind Resolution No. 05-02 at a regularly scheduled Board meeting held today June 28, 2007.

**NOW THEREFORE BE IT RESOLVED** by the Board of Directors of the Yorba Linda Water District as follows:

- Section 1. That the budget for fiscal years 2007/09, set forth in Exhibit "A" attached hereto, is hereby approved and adopted.
- Section 2. The budget for fiscal years 2007/09, including the budget authority guidelines recommended to administer the budget, is in full force and effect beginning on July 1, 2007, and continuing until this Resolution is rescinded by the Board of Directors.
- Section 3. That Resolution No. 05-02 and all conflicting minute orders are hereby rescinded effective July 1, 2007.

**PASSED AND ADOPTED** this 28th day of June, 2007, by the following called vote:

Ayes:  
Noes:  
Absent:  
Abstain:

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President, Ric Collett  
Yorba Linda Water District

**RESOLUTION NO. 07-10**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE YORBA LINDA WATER DISTRICT  
APPROVING THE NUMBER OF AUTHORIZED POSITIONS  
FOR FISCAL YEARS 2007/09  
AND RESCINDING RESOLUTION NO. 06-06**

**WHEREAS**, the Board of Directors of the Yorba Linda Water District adopted Resolution No. 80-11 on May 8, 1980 the "Yorba Linda County Water District Personnel Rules"; and,

**WHEREAS**, the "Personnel Rules", as amended, direct that the number of Authorized Positions and Salary Ranges are subject to approval by the Board of Directors; and,

**WHEREAS**, the Board has by Resolution No. 06-06, adopted September 28, 2006 approving the number of Authorized Positions for fiscal years 2006/07; and,

**WHEREAS**, it is the desire of the Board of Directors to adopt Authorized Positions for Fiscal Years 2007/09, as set forth in Exhibit "A", attached hereto and rescind Resolution No. 06-06.

**NOW THEREFORE BE IT RESOLVED** by the Board of Directors of the Yorba Linda Water District as follows:

Section 1. The number of Authorized Positions as set forth in Exhibit "A" attached hereto is approved and adopted for Fiscal Years 2007/09.

Section 2. The General Manager is hereby authorized to employ up to the number of employees authorized in each fiscal year without further approval of the Board of Directors.

Section 3. The General Manager is hereby authorized to fill an authorized position that is vacated while this Resolution is active with a new employee at a lower or equal classification. The General Manager is further authorized to fill an authorized position with a part time employee or contract staff.

Section 4. That Resolution No. 06-06 and all conflicting minute orders are hereby rescinded effective July 1, 2007.

**PASSED AND ADOPTED** this 28th day of June, 2007, by the following called vote:

Ayes:

Noes:

Absent:

Abstain:

\_\_\_\_\_

Ric Collett  
President  
Yorba Linda Water District

ATTEST:

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Michael A. Payne  
Secretary  
Yorba Linda Water District