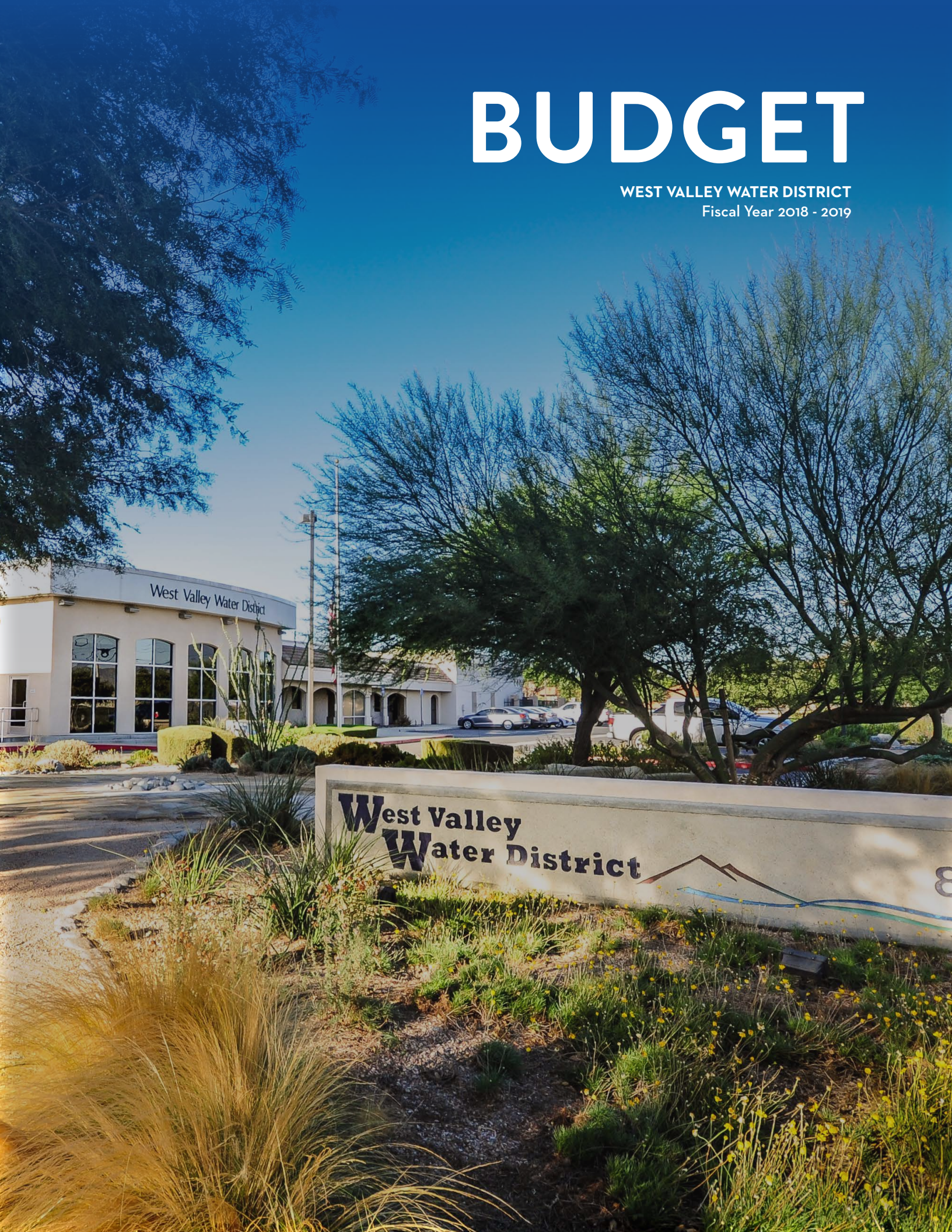


BUDGET

WEST VALLEY WATER DISTRICT
Fiscal Year 2018 - 2019





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

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BUDGET MESSAGE



PRESIDENT, GOVERNING BOARD AND DISTRICT RATEPAYERS OF WEST VALLEY WATER DISTRICT:

I am pleased to present the July 1, 2018 to June 30, 2019 Operating and Capital Budgets. The Fiscal Year 2018-19 Approved Budget is balanced without rate increases, addressing the West Valley Water District's ("District") operating and capital improvement priorities for an aging infrastructure system.

Prior to adopting these budgets, a Special Board Meeting was held on June 2, 2018. The budget process this year was similar to last year's budget process utilizing modified zero-based budgeting principles for all departments and included both management and staff in the process.

FY 2018-19 REVENUE HIGHLIGHTS

Monthly Service Charges reflect the projection of a 5% increase due to additional service connections. New building codes have resulted in 1" service connections on new construction. Water use reflects a 9% reduction in consumption in comparison to the 2013 base year. Contract Revenue reflects the annual reimbursement from United Technologies Corporation (UTC) to fund the Groundwater Wellhead System Project Fluidized Bed Reactor (FBR) plant. FBR cost is reimbursed based on actual operating cost per the terms of the UTC agreement.

West Valley Water District's mission is to provide our customers with safe, high quality and reliable water service at a reasonable rate and in a sustainable manner.



Based on current projections, it is estimated that the District will have net revenues (not inclusive of depreciation) of \$4.7 million at the end of FY 2018-19. The net revenues will help fund critical capital improvement projects next fiscal year.

OPERATIONAL BUDGET HIGHLIGHTS

Personnel Salary and Benefits

Budget recommendations include the continuation of all current benefits, merit increases at the current salary schedule and a limited match to the Districts 457b Deferred Compensation Plan.

Source of Supply

The Source of Supply budget has decreased as additional deliveries of State Water Project water were adjusted to reflect more realistic delivery schedules.

Production

The Production Department budget has increased due to mandatory Arc-Flash study and certification to meet OSHA requirements.

Water Quality

Water Quality expenses have no measurable increase. Funding remains constant and the department will continue replacing broken fire hydrant meters and various system blow-offs to support the distribution flushing program.

Water Treatment

The Water Treatment Department was split into three separate departments. Water Treatment - Perchlorate, Water

Treatment - FBR/FXB, and Water Treatment - Roemer/Arsenic. FY 2018-19 is the first year that FXB will become fully operational. FXB operational costs are speculative since FY 2018-19 is the first full year of operations for FXB. Overall water treatment is up 10.5%. FBR or FXB operational cost will be reimbursed by UTC.

Public Affairs & Conservation

The Public Affairs Department will spend additional money in an effort to achieve grant funding for the District. Department staff has increased from 4 to 6, with the addition of a new Assistant General Manager of Public Affairs and a new Community Affairs Representative. It is expected that grant revenue will offset increased department costs within two years.

Business Systems/I.T.

A new Information Technology Support Specialist position was added to support the District's efforts in implementation of a new enterprise system to replace the District's current financial reporting and utility billing system, and to modernize the District's hardware infrastructure. The District has budgeted \$390,000 for the new enterprise system upgrade.

Engineering

A new District Engineer position has been added to bolster the Capital Improvement

Plan (CIP) program. A new Development Coordinator position is also budgeted to support new development growth occurring in the District.

Finance

Finance includes accounting, billing and purchasing. Finance will have a slight increase in cost primarily resulting from purchasing who will add a Purchasing Specialist to assist with bids, purchase orders, software implementation and data storage.

Customer Service

The Customer Service Department will not add any new personnel; however, realignment of existing positions as a result of vacancies is expected. As the Customer Service lobby will be renovated, accommodations will be made during construction.

Meter Reading

The Meter Reading Department will add one additional staff member to accelerate the replacement of old meters and provide support in areas of new construction.

CAPITAL IMPROVEMENT PLAN BUDGET HIGHLIGHTS

Some notable accomplishments from Fiscal Year (FY) 2017-18 include the following:

For the Fixed-Bed Reactor (FXB) Perchlorate Treatment Project, construction was completed during FY 2017-18 and initial startup testing commenced in early 2018.



The project will provide treatment capacity for 700 gallons per minute of perchlorate removal, or up to 1.0 million gallons per day, adding to the District's existing Fixed Bed Reactor (FBR) project capacity of 1.9 million gallons per day of treatment capacity. The combined capacity of the FBR and FXB projects is up to 2.9 million gallons per day, and an operating permit for the FXB Project is anticipated from the State Division of Drinking Water in fall 2018. In conjunction with the San Bernardino Valley Municipal Water District, the District completed construction of a Hydroelectric Generating Facility at the Oliver P. Roemer Water Filtration Facility. This project will generate electrical power for the Roemer Treatment Plant, and will offset electrical energy demands from Southern California Edison.

Construction of the Pepper Avenue 30-inch Transmission Main Pipeline Project was completed under the I-210 Freeway. This is a critical pipeline to link to provide supply from the Bunker Hill Groundwater Basin and Baseline Feeder Pipeline to the rapidly developing areas within the District's upper pressure zones.

Over 3,000 fire hydrants throughout the District's service area were rehabilitated, including mechanical maintenance, flushing, and painting. Cleaning and coating installation for Reservoir 4-3 was also completed, including interior sandblasting. Four new granular activated carbon (GAC) treatment vessels were installed at the Oliver P. Roemer Water Filtration Facility, and completed maintenance and recoating of existing treatment vessels.

A water-flush conversion system for Well 18-A was installed and in



exchange resin was replaced for perchlorate removal. Six valves from 4 to 12 inches in diameter throughout the District's distribution system were replaced.

The District plans to complete a variety of capital projects for upcoming fiscal year 2018-19. Projects include the following: a new pump station will be constructed at the Districts' Lord Ranch Facility (3 million). Initially, the pump station will be equipped with four pumps. The station can increase to 8 pumps and a flow of 20 million gallons per day (mgd) as demand for water in the upper pressure zones increases.

Bloomington Alley Way main replacement (1.7 million) is phase three of a multi-million dollar project. 6500 lineal feet of 8-inch waterline, 800 lineal feet of 12-inch waterline, relocation of 150 service laterals and installation of 14 fire hydrants are included in this phase of the project.

Other critical projects are also planned such as the customer service foyer renovation, new enterprise system software, pressure deducing stations and large meter vault lid replacements.

CONCLUSION

West Valley Water District will continue to build upon the District's Vision, Mission, and Values adopted by the Board of Directors in April 2017. Innovation, Exceptional Customer Service, Employee Development, Integrity and Transparency, and Environmental Stewardship are values that will be incorporated into further development of the Strategic Plan. The Strategic Plan will include goals and objectives, as well as measures of success, that will further shape and enrich the District in the current future fiscal years.

In closing, I would like to offer a special thank you to the West Valley Water District Board Finance Committee who worked thoroughly to help develop this budget. I also want to thank District staff for the countless hours and diligent work to provide you with this document.

Respectfully,

Naisha Davis
Acting General Manager & CFO



DISTRICT LEADERSHIP

The West Valley Water District Board of Directors consists of five members within the community who are elected at-large. Each Director serves a term of four years, with terms overlapping. The Board of Directors develops the policies that govern the District. The District General Manager is appointed by the Board of Directors to oversee the day-to-day operations of the District.



DR. CLIFFORD YOUNG
PRESIDENT



GREG YOUNG
VICE PRESIDENT



DONALD OLINGER
DIRECTOR



DR. MICHAEL TAYLOR
DIRECTOR



KYLE CROWTHER
DIRECTOR

EXECUTIVE STAFF

NAISHA DAVIS
ACTING GENERAL MANAGER & CFO

DEBORAH MARTINEZ
HUMAN RESOURCES &
RISK MANAGER

GREG GAGE
ASSISTANT GENERAL MANAGER

CRYSTAL ESCALERA
BOARD SECRETARY

RICARDO PACHECO
ASSISTANT GENERAL MANAGER

PATRICIA ROMERO
ASSISTANT TO THE
BOARD SECRETARY



OUR HISTORY

West Valley Water District serves approximately 80,000 people, spanning two counties in Southern California in a 29.5 square-mile area, including portions of the communities of Bloomington, Colton, Fontana, Rialto, San Bernardino, and Jurupa Valley.



As defined by CalEnviroScreen, the majority of our service area is considered a Disadvantaged Community (DAC). Our mission is to provide our customers with safe, high quality and reliable water service at a reasonable rate and in a sustainable manner. Our history began on February 28, 1952, when our forbearer, West San Bernardino County Water District, became the owner and operator of three local mutual water companies. This friendly acquisition saved

the communities' water rights and assets from condemnation. It was in this acquisition that the District became the owner of water rights dating back to 1897. During those early years, the District supplied more water for agricultural purposes than for domestic use. During the 1970's and 1980's, the District grew and homes, businesses and schools soon surpassed agricultural water use. There were other mergers where smaller water companies

became a part of the District. By the end of the 1980's, our water facilities included 180 miles of pipeline, 12 reservoirs and 15 water wells. It was during this time that the District built its office and maintenance yard on Base Line Road in Rialto, where we are still located today. In 1992, the District was a partner in building five miles of new pipeline to bring much needed water from the Bunker Hill Basin in San Bernardino to our area. Continuing the trend of working with our neighbors, in

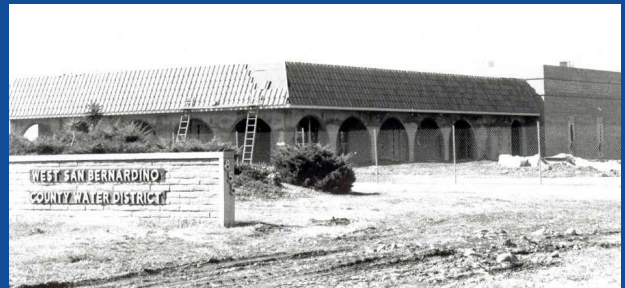
1993, the District partnered with the City of Rialto to build a treatment facility for the water flowing from Lytle Creek. The Oliver P. Roemer Water Filtration Facility has been expanded twice and also accepts and treats State Project Water, which increases the amount of water available for our customers. In 2003, we changed our name to West Valley Water District. Currently, the District has five treatment plants, 360 miles of pipeline, 25 reservoirs, 23 wells, and over 20,000 service connections. Last year, the District made environmental clean-up history, delivering clean drinking water to our customers using our \$23 million Groundwater Wellhead Treatment System, also known as a fluidized bed reactor (FBR), to remove perchlorate from previously contaminated supplies. Using innovative technologies, the District was able to create a safe and clean water supply that is delivered directly to customers, pioneering the future of water treatment. Our customers continue to enjoy safe, affordable drinking water that is still less than a penny a gallon. The District looks forward to serving its customers and the community for many years to come.



The District became the owner of water rights dating back to 1897.



During its early years, the District supplied more water for agricultural purposes than for domestic use.



In the 1970's and 1980's, the District grew and homes, businesses and schools soon surpassed agricultural water use.



In 2003, we changed our name to West Valley Water District from West San Bernardino County Water District.



ORGANIZATIONAL STRUCTURE

West Valley Water District has 85 employees serving in 15 departments: Production, Water Quality, Water Treatment, Maintenance, Public Affairs & Conservation, Customer Service, Meter Reading, Billing, Administration, Accounting, Engineering, Business Systems & I.T., Board of Directors, Human Resources & Risk Management, and Purchasing.

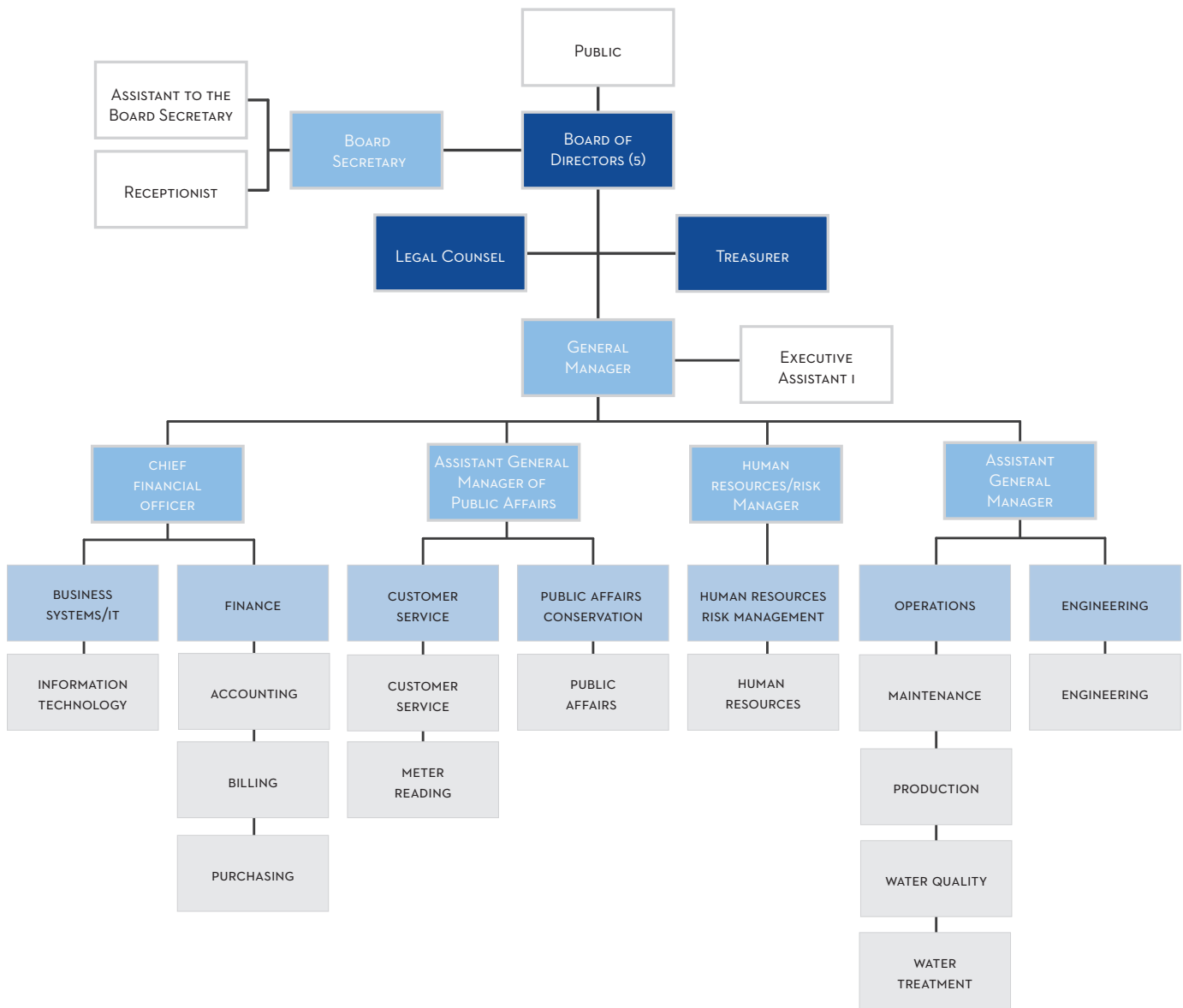


ORGANIZATIONAL GROWTH

Over the past 5 years, the District has grown by 27 employees. Annual totals below represent the number of employees at the end of the fiscal year.



**WEST VALLEY WATER DISTRICT
ORGANIZATIONAL STRUCTURE
FY 2018-19**



LEGEND



VISION, MISSION & VALUES

VISION

The West Valley Water District will continue to be a national model in the water industry for innovation, fiscal responsibility, sound conservation practices, and a relentless commitment to our employees and the community we serve.

MISSION

West Valley Water District's mission is to provide our customers with safe, high quality and reliable water service at a reasonable rate and in a sustainable manner.

VALUES

West Valley Water District believes in five core values to guide our operations:



INNOVATION

WVWD encourages innovation, creativity and ingenuity as we constantly seek to strengthen our services, programs and practices to ensure our customers receive clean, high quality and reliable water service at a competitive rate.



EXCEPTIONAL SERVICE

WVWD demonstrates its daily commitment to exceptional service through respectful, prompt and courteous interactions with our customers and by engaging in partnerships with the community and other agencies that further the public good.



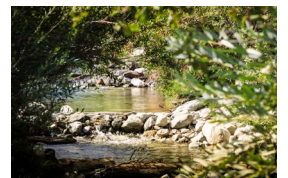
EMPLOYEE DEVELOPMENT

As an agency that offers a diverse and transparent work environment, WVWD encourages the personal & professional growth of our employees so that each can thrive and achieve their potential while earning a competitive compensation package.



INTEGRITY & TRANSPARENCY

WVWD will maintain the highest standards of ethical and honest business practices in all of our operations. We embrace transparency, openness & accountability to ensure clear communications with our customers and the public we have the privilege of serving.



ENVIRONMENTAL STEWARDSHIP

WVWD is dedicated to preserving and enhancing the environment by complying with all regulations & following sound environmental practices. WVWD will continue to educate the public on the role and importance of conservation.

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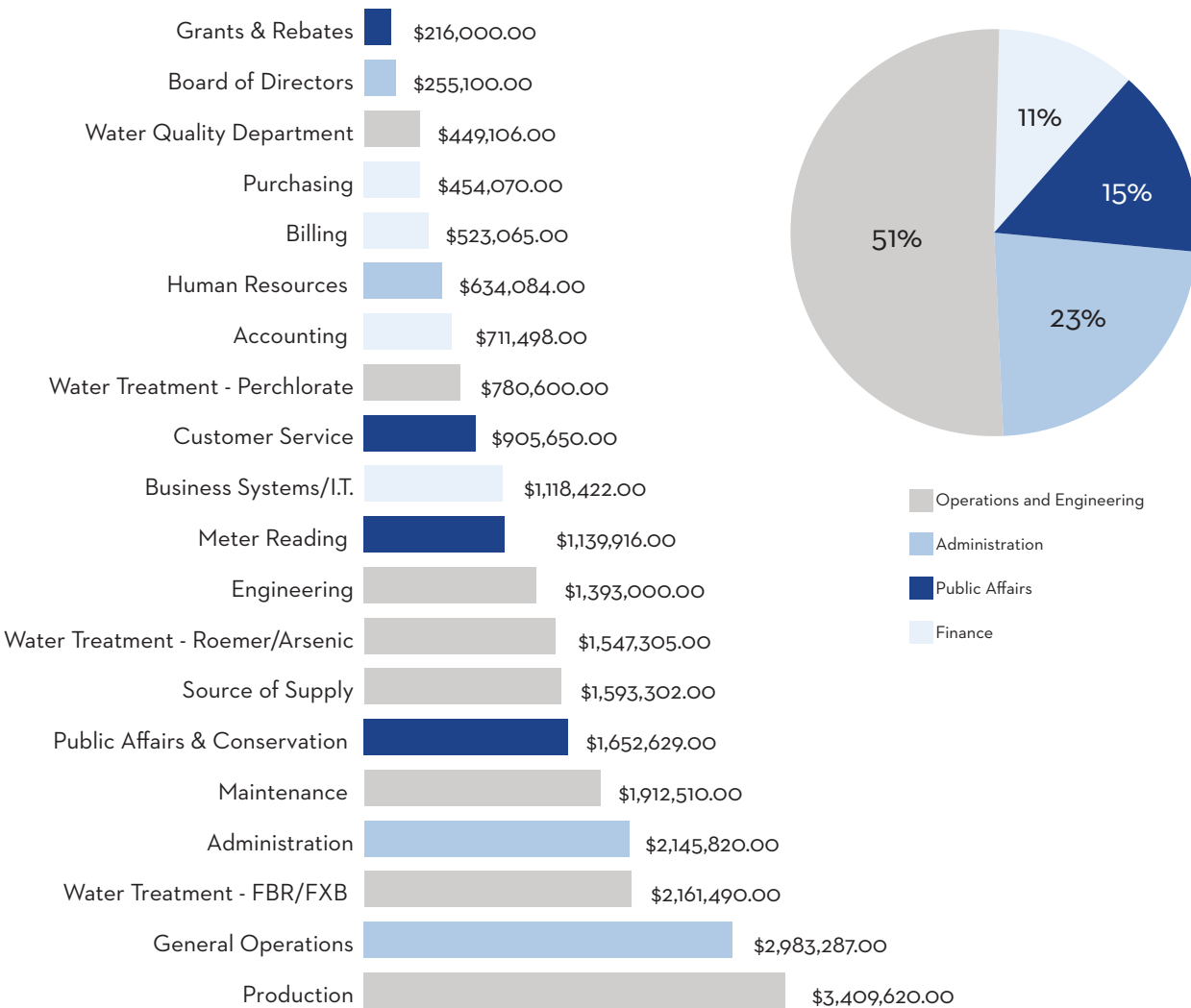
FINANCIAL SUMMARY

WEST VALLEY WATER DISTRICT
Fiscal Year 2018 - 2019



FINANCIAL SUMMARY

West Valley Water District has four divisions for the FY 2018-19 budget: Operations & Engineering (\$13,246,933.00), Administration (\$6,018,291.00), Public Affairs (\$3,914,195.00), and Finance (\$2,807,055.00).



BUDGET SUMMARY

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
REVENUE					
Water Sales	15,632,591	17,913,366	17,389,688	17,502,209	-2%
Monthly Service Charges	7,033,836	7,061,597	7,112,505	7,406,542	5%
Recurring Revenue	1,036,408	1,349,389	1,075,549	1,283,151	-5%
Contract Revenue	2,506,389	1,912,500	1,756,646	2,057,500	8%
Non-recurring Revenue	3,100,924	318,600	824,254	290,139	-9%
Subsidized Revenue	260,713	130,000	262,342	305,000	135%
Property Tax Collections	1,822,878	1,932,113	1,784,600	1,890,082	-2%
Total Revenue	31,393,740	30,617,565	30,205,584	30,734,623	0.38%
DEPARTMENT EXPENDITURES					
Source of Supply	1,307,160	1,760,692	926,693	1,593,302	-10%
Production	2,743,742	3,116,150	2,928,714	3,409,620	9%
Water Quality	376,097	449,380	384,217	449,106	0%
Water Treatment - Perchlorate	3,258,985	673,577	3,221,167	780,600	16%
Water Treatment - FBR/FXB	-	1,909,788	-	2,161,490	13%
Water Treatment - Roemer/Arsenic	-	1,466,424	-	1,547,305	6%
Maintenance	1,757,328	2,203,700	1,820,424	1,912,510	-13%
Public Affairs & Conservation	1,234,273	1,057,065	659,464	1,652,629	56%
Grants & Rebates	-	197,100	448,520	216,000	10%
Customer Service	708,125	848,430	774,575	905,650	7%
Meter Reading	655,317	793,010	708,954	1,139,916	44%
Billing	388,313	507,155	432,785	523,065	3%
Administration	1,853,184	2,042,295	1,902,547	2,145,820	5%
Accounting	584,867	693,949	644,211	711,498	3%
Engineering	892,154	1,205,880	974,504	1,393,000	16%
Business Systems/I.T.	846,145	949,328	863,176	1,118,422	18%
Board of Directors	156,946	222,000	163,619	255,100	15%
Human Resources & Risk Management	509,053	615,749	581,291	634,084	3%
Purchasing	290,061	363,301	345,912	454,070	25%
General Operations	2,884,318	2,942,742	5,469,731	2,983,287	1%
Total Expenditures	20,446,065.97	24,017,715.00	23,250,504.66	25,986,474.00	8.20%
Net Revenue	10,947,674	6,599,850	6,955,080	4,748,149	-32%
DEBT SERVICE					
Interest	515,713	917,400	917,400	907,450	1%
Crestmore Heights AD 97-1	75,000	-	-	-	0%
Series 2006D2 Revenue Bonds	1,130,000	-	-	-	0%
Baseline Feeder Contract Payable	321,529	321,529	321,529	321,529	0%
Roemer Hydroelectric Plant Payable	-	290,000	375,000	375,000	29%
Series 2016A Bond Debt Service	253,921	595,000	595,000	400,000	-14%
Total Debt Service	2,296,163	2,123,929	2,208,929	2,003,979	-6%
Total Expenditures plus Debt Service	22,742,229	26,141,644	25,459,434	27,990,453	7%
Debt Covenant Ratio	4.66	2.68	2.73	1.92	

Notes:

- (1) Prepared on a modified accrual basis for budgetary purposes.
- (2) Debt Service Coverage Ratio = (Net Revenue Less Interest)/Total Debt Service.
- (3) Depreciation estimated at 6.5 million for FY 2018-19 not included in above figures.

BUDGET SUMMARY BY OBJECT

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
Salaries	6,091,694	6,627,050	6,446,012	7,621,347	15%
Benefits	2,788,814	4,104,300	3,788,867	3,987,310	-3%
Board Approved / Rate Rebate	-	-	2,260,644	-	0%
Communication Services / Postage & Shipping	139,709	156,360	111,532	156,360	0%
Communication Services / Telephone	123,237	122,694	94,016	117,600	-4%
Equipment	4,403	2,000	-	11,500	475%
Equipment Rental	-	1,000	-	2,000	100%
Expense / Training	40,285	63,106	44,712	67,363	7%
Expenses / Training	14,569	31,370	6,575	34,671	11%
Improvements Projects / CIP Exp.	202,887	10,000	300,000	20,000	100%
Leasing / Vehicle	121,302	91,000	96,060	89,800	-1%
Meter Testing	-	8,000	-	10,500	31%
Miscellaneous / Advertising	1,764	7,100	750	2,600	-63%
Miscellaneous / AMR Meter Replacement Program	12,580	20,000	23,731	32,000	60%
Miscellaneous / Bank Account Analysis	36,950	30,000	29,344	36,000	20%
Miscellaneous / Bank Card Expense	131,219	150,200	139,611	150,000	0%
Miscellaneous / Computer Supplies & Maint.	82,077	103,495	100,092	144,050	39%
Miscellaneous / Dues & Subscriptions	50,770	51,077	50,945	55,896	9%
Miscellaneous / Election Expense	-	120,000	-	-	-100%
Miscellaneous / Employee Wellness Program	15,120	11,200	1,350	11,850	6%
Miscellaneous / High Speed Internet Service	10,903	11,100	11,862	16,340	47%
Miscellaneous / Insurance-Auto / Gen	214,042	230,000	204,258	370,000	61%
Miscellaneous / Office	17,765	15,000	1,976	14,820	-1%
Miscellaneous / Permits & Fees	284,526	193,127	199,722	221,727	15%
Miscellaneous / Printing	75,917	91,675	8,521	82,990	-9%
Miscellaneous / Promotional Activities	4,426	3,400	1,041	3,400	0%
Miscellaneous / Recruitment	6,987	11,050	11,026	12,300	11%
Miscellaneous / Trans/Meals/Convention	115,673	143,101	61,734	216,944	52%
OPEB	1,005,268	1,108,000	1,200,000	1,200,000	8%
Operating Supplies / Carbon Exchange	221,443	-	-	-	0%
Operating Supplies / Chemicals	446,054	719,200	410,736	788,764	10%
Operating Supplies / Gasoline & Oil	80,825	121,000	104,531	121,000	0%
Operating Supplies / Miscellaneous	2,841	14,150	8,223	17,180	21%
Operating Supplies / Resin Exchange	-	155,900	186,354	182,000	17%
Operating Supplies / Safety	19,386	10,400	3,674	4,650	-55%
Operating Supplies / Safety Recognition Supply	22,591	24,000	21,179	57,100	138%
Operating Supplies / Shop Supplies	75,894	80,700	57,399	91,700	14%
Operating Supplies / Stationery & Office	74,262	67,720	41,431	67,720	0%
Operating Supplies / Uniforms	28,154	45,190	16,509	29,090	-36%
Other Expenses / Furniture & Equipment	43,992	50,234	38,861	34,200	-32%
Other Miscellaneous / Chino Basin Watermaster	55,024	60,000	69,292	50,000	-17%
Other Miscellaneous / County Tax Collection Fee	7,170	400	2	400	0%
Other Miscellaneous / District Cost	220,733	116,495	107,543	95,000	-18%
Outreach Programs	21,501	80,910	101,075	65,500	-19%
Outside Labor / Contractors / Remote Site Fees	6,730	7,200	5,950	9,700	35%
Outside Labor / Contractors/Labor & Contractors	-	40,000	-	10,000	-75%
Outside Labor / Contractors/Printing	13,549	43,980	22,001	43,980	0%
Outside Labor / Contractors/Telemetry	-	20,000	594	-	-100%

BUDGET SUMMARY BY OBJECT: CONTINUED

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
Postage	10,638	32,000	-	35,000	9%
Professional Services / Accounting Assistance	3,311	-	-	-	0%
Professional Services / Alarm	102,697	57,047	60,464	117,840	107%
Professional Services / Armored Transport	(1,792)	8,000	6,420	7,000	-13%
Professional Services / Auditing	30,870	69,000	74,607	36,435	-47%
Professional Services / Consultants	13,963	12,500	7,856	27,000	116%
Professional Services / Engineering	30,879	80,000	5,374	40,000	-50%
Professional Services / Fiscal Agent	13,232	19,800	2,400	19,800	0%
Professional Services / Janitorial	51,297	50,900	57,640	63,100	24%
Professional Services / Lab Tests	142,688	211,478	166,693	244,191	15%
Professional Services / Legal	448,914	468,820	437,287	625,000	33%
Professional Services / Misc. Studies	7,497	33,000	23,153	50,000	52%
Professional Services / Other Consultants	496,118	789,891	375,387	1,075,450	36%
Professional Services / Programmer	5,533	40,300	5,172	36,000	-11%
Professional Services / Sludge Disposal	22,816	65,300	38,666	85,000	30%
Professional Services / Telephone Answering Svc	5,737	5,172	5,539	5,172	0%
Programs / Grants	-	27,600	393,120	-	-100%
Programs / Rebate	364,056	134,500	55,040	131,000	-3%
Programs / Regional Conservation	2,500	-	-	-	0%
Programs / Regional Programs	20,388	30,000	4,712	78,315	161%
Purchased Water / City Of San Bernardino	120,428	135,800	122,504	134,992	-1%
Purchased Water / Fontana Union	7,420	4,000	3,943	4,000	0%
Purchased Water / Muni	365,922	626,392	401,166	631,810	1%
Purchased Water / State Project Water	758,365	932,500	329,788	772,500	-17%
Rentals / Equipment	6,853	26,508	18,997	23,508	-11%
Repair & Maintenance / Chlorination Equipment	7,658	30,000	20,922	70,000	133%
Repair & Maintenance / Communication Equipment	5,033	5,400	1,706	5,400	0%
Repair & Maintenance / Contracts And Licensing	227,668	198,768	229,121	245,720	24%
Repair & Maintenance / Domestic Mains	482,390	650,000	507,436	350,000	-46%
Repair & Maintenance / Equipment	2,520	28,300	5,811	21,961	-22%
Repair & Maintenance / Fire Hydrants	61,221	30,000	36,817	40,600	35%
Repair & Maintenance / Major Equip & Gen Plant	27,688	4,200	5,475	7,000	67%
Repair & Maintenance / Meters & Amr's	58,928	105,450	58,396	318,776	202%
Repair & Maintenance / Office Equipment	22,221	36,280	17,318	23,800	-34%
Repair & Maintenance / Reservoirs & Tanks	7,305	20,000	4,019	-	-100%
Repair & Maintenance / Street Patching	225,732	250,000	212,926	250,000	0%
Repair & Maintenance / Structures & Improvements	91,507	48,320	35,351	46,320	-4%
Repair & Maintenance / Structures / Facility	629,244	311,815	289,154	701,342	125%
Repair & Maintenance / Tools	13,774	52,000	41,519	12,000	-77%
Repair & Maintenance / Vandalism Repairs	5,929	15,000	-	65,000	333%
Repair & Maintenance / Vehicle	118,020	71,200	72,696	71,100	0%
Repair & Maintenance / Structures & Improvements	32,919	117,000	61,245	65,000	-44%
Sponsorships	-	7,500	6,598	28,500	280%
Utility Services / Electric	2,438,584	2,979,000	2,632,227	3,036,000	2%
Utility Services / Gas	1,666	1,700	1,358	500	-71%
Utility Services / Trash	19,827	18,840	21,927	24,200	28%
Utility Services / Water	2,866	2,550	2,819	2,790	9%
Total Expenditures	20,446,066	24,017,715	23,250,505	25,986,474	8%



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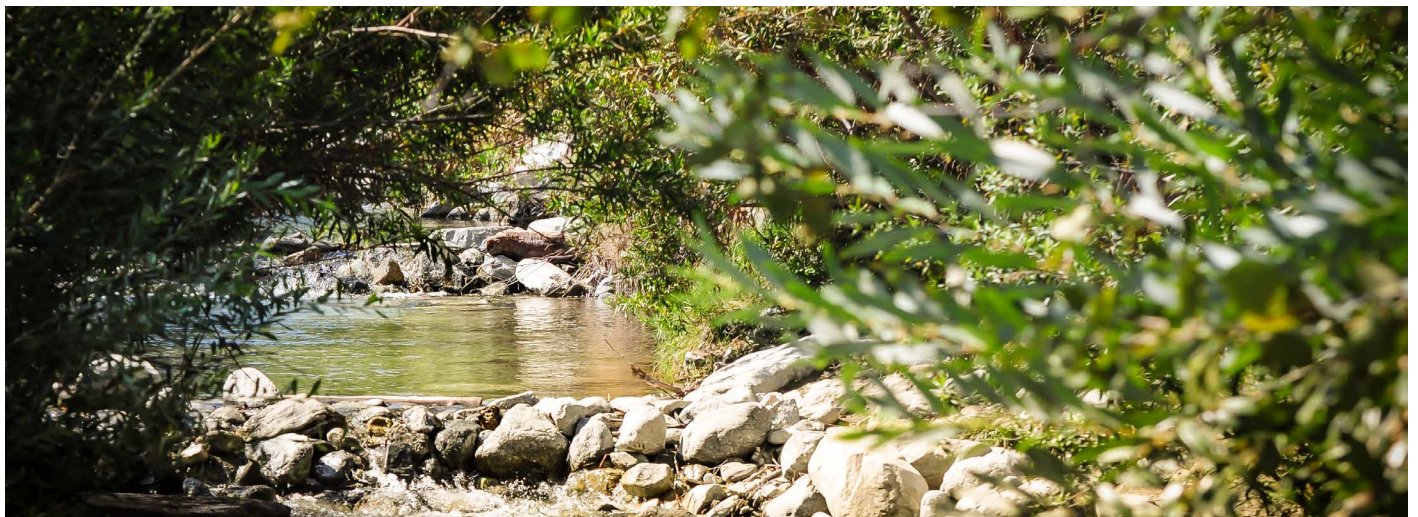
DEPARTMENT SUMMARIES

WEST VALLEY WATER DISTRICT
Fiscal Year 2018 - 2019



SOURCE OF SUPPLY

The Source of Supply budget represents the purchase of water supplies to meet District's water demand and basin recharge obligation.



PERSONNEL

No staff assigned.

FY-18 SIGNIFICANT CHANGES

1. NO SIGNIFICANT CHANGES.

SOURCE OF SUPPLY DEPARTMENT BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
OPERATING EXPENSES					
PURCHASED WATER / MUNI	365,922.24	626,392.00	401,166.28	631,810.00	1%
PURCHASED WATER / STATE PROJECT WATER	758,365.19	932,500.00	329,787.60	772,500.00	-17%
PURCHASED WATER / CITY OF SAN BERNARDINO	120,428.34	135,800.00	122,504.04	134,992.00	-1%
OTHER MISCELLANEOUS / CHINO BASIN WATERMASTER	55,024.34	60,000.00	69,291.78	50,000.00	-17%
MAINTENANCE/LYTLTLE CREEK CONSERVATION	-	-	-	-	0%
PURCHASED WATER / FONTANA UNION	7,420.00	4,000.00	3,943.20	4,000.00	0%
REPAIR & MAINT. / STRUCTURES/FACILITY/EQUIP	-	-	-	-	0%
MISCELLANEOUS / PERMITS & FEES	-	2,000.00	-	-	-100%
DEPARTMENT TOTAL - 5110	1,307,160.11	1,760,692.00	926,692.90	1,593,302.00	-10%

FY 2017-18 ACCOMPLISHMENTS

- MET THE BASELINE FEEDER REPLENISHMENT OBLIGATIONS.

FY 2018-19 GOALS

- PURCHASE 5,000 AF OF STATE WATER PROJECT WATER (SWP) FOR DELIVERY THROUGH THE OLIVER P. ROEMER WATER FILTRATION FACILITY.

PRODUCTION

The Production Department oversees water sources, emergency standby power generators, and the construction, installation, testing, calibration, maintenance and repair of electrical systems and process control instrumentation systems.



PERSONNEL

Operations Manager	1
Production Supervisor	1
E&IS Specialist	1
Production Operator II	1
Production Operator I	2
Instrument Technician	1
Field Ops. Specialist	1
Executive Assistant II	1
<i>Total Full-Time Staff</i>	<i>9</i>

FY-18 SIGNIFICANT CHANGES

1. INCREASED OPERATING COSTS ARE PRIMARILY DUE TO THE CHANGES OF CAPITAL PROJECT REQUIREMENTS. UNDER THE DIRECTION OF THE EXECUTIVE STAFF TEAM, ALL ANNUAL REPAIR/REPLACE (R/R) RELATED PROJECTS ARE BUDGETED IN THE OPERATING BUDGET.
2. NEW DEVELOPMENT HAS ADDED SEVERAL MILES OF PIPELINE, ADDITIONAL DEMAND, AND FOUR NEW PRESSURE REDUCING VALVES (PRVS) TO THE NORTH END OF OUR DISTRIBUTION SYSTEM IN ZONES 6, 7, AND 8.

PRODUCTION DEPARTMENT BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
PERSONNEL EXPENSES					
SALARIES & WAGES / FULL TIME	547,763.21	707,000.00	688,403.46	758,900.00	7%
SALARIES & WAGES / OVERTIME	34,427.62	45,000.00	45,304.09	45,000.00	0%
SALARIES & WAGES / ON CALL	3,705.96	3,400.00	5,374.13	4,500.00	32%
BENEFITS	251,630.68	429,260.00	370,544.81	409,000.00	-5%
OPERATING EXPENSES					
EXPENSES / TRAINING	1,324.83	7,200.00	724.27	2,000.00	-72%
OPERATING SUPPLIES / UNIFORMS	1,697.07	4,840.00	1,240.96	3,270.00	-32%
MISCELLANEOUS / TRANS/MEALS/CONVENTION	-	-	-	-	0%
METER TESTING	-	8,000.00	-	10,500.00	31%
PROFESSIONAL SERVICES / LAB TESTS	1,567.25	3,500.00	3,187.50	3,500.00	0%
PROFESSIONAL SERVICES / ALARM	5,206.40	-	580.18	-	0%
OPERATING SUPPLIES / CHEMICALS	24,733.24	65,000.00	48,816.91	60,000.00	-8%
REPAIR & MAINTENANCE / STRUCTURES / FACILITY	191,889.00	70,000.00	47,715.08	310,000.00	343%
OUTSIDE LABOR / CONTRACTORS/TELEMETERING	-	20,000.00	594.00	-	-100%
UTILITY SERVICES / ELECTRIC	1,678,312.58	1,750,000.00	1,715,456.51	1,800,000.00	3%
UTILITY SERVICES / WATER	319.83	450.00	382.39	450.00	0%
MISCELLANEOUS / PERMITS & FEES	1,164.30	2,500.00	390.00	2,500.00	0%
DEPARTMENT TOTAL - 5210	2,743,741.97	3,116,150.00	2,928,714.29	3,409,620.00	9%

FY 2017-18 ACCOMPLISHMENTS

1. INSPECTED AND CLEANED 12 RESERVOIRS.
2. REHABILITATED SYSTEM ASSETS: BOOSTER STATIONS, WELL SITES, AND RESERVOIR SITES.
3. COMPLETED INSTALLATION OF CARTRIDGE FILTRATION/SAND SEPARATOR UNIT AT WELL 54.
4. MODIFIED THE CHLORINATION SYSTEM AT THE EAST COMPLEX.
5. PERFORMED BETA TESTING ON NEWLY DESIGNED PRE-MARKET CHEMICAL FEED PUMPS.
6. INITIATED RESERVOIR 5-1 ASBESTOS ABATEMENT AND ROOF REPLACEMENT.
7. INITIATED RESERVOIR 4-3 INTERIOR REHABILITATION AND EXTERIOR COATING.
8. COMPLETED WELL 18 REHABILITATION AND WATER FLUSH CONVENTION TO SUPPLY WATER TO THE SOUTHERN SERVICE AREA.
9. COMPLETED NEW SECURITY SYSTEM INSTALLATION AND FIRE PANEL MONITORING, MAINTENANCE AND SERVICE.
10. UNIFIED GATE CODE TO ACCESS DISTRICT'S FACILITIES.
11. PROCURED AN ARTICULATED BOOM LIFT, SCISSOR LIFT AND FLAT DECK TRAILER TO OPTIMIZE OPERATIONS MANAGEMENT



FY 2018-19 GOALS

1. INITIATE ARC-FLASH STUDIES AT ALL HIGH VOLTAGE ELECTRICAL PANELS.

2. CONTINUE WORK STARTED ON SITE SECURITY PROJECT AND EXPAND PROJECT TO INCLUDE ADDITIONAL SITES.

3. COMPLETE RESERVOIR 3A1 ASBESTOS ABATEMENT AND ROOF REPLACEMENT PROJECT.

4. CONTINUE WORK STARTED ON SYSTEM ASSET REHABILITATION.

5. COMPLETE FLOW METER TESTING OF ALL ACTIVE PRODUCTION METERS.

6. COMPLETE INSPECTION AND CLEANING OF 6 RESERVOIRS.

7. CONDUCT WELL TEST TO EVALUATE THE AMOUNT OF WATER THAT CAN BE PRODUCED FROM WELL 39.

8. REHABILITATE COATING OF RESERVOIR 5-2 EXTERIOR.

9. COMPLETE ANTENNA TOWER INSTALLATION AT WELL 42.

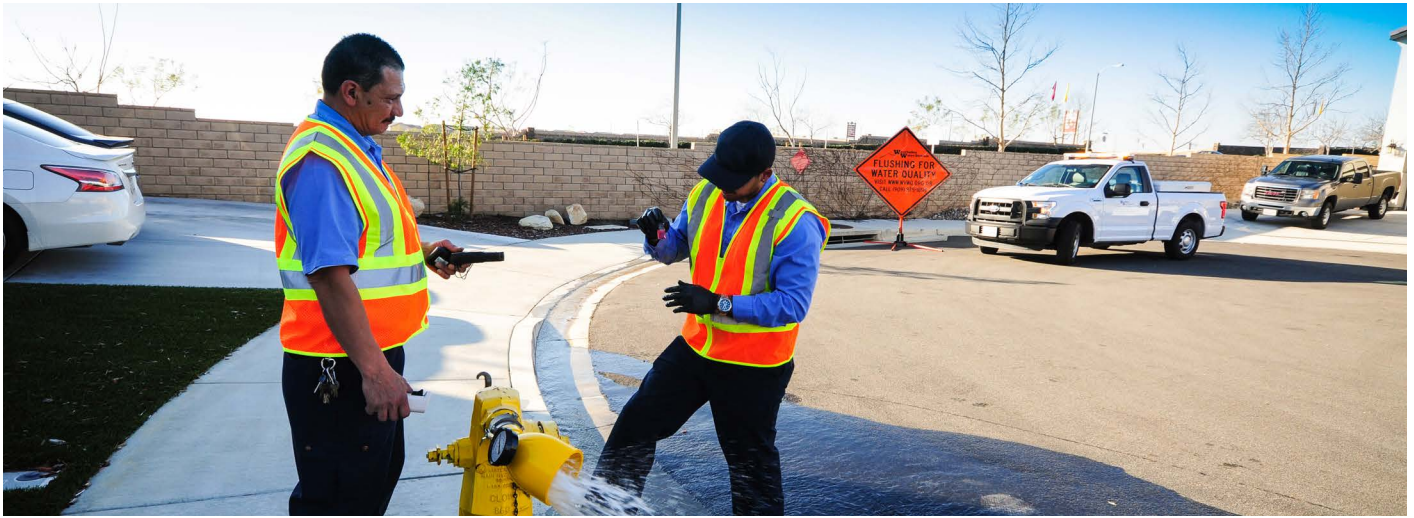




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WATER QUALITY

The Water Quality Department is responsible for routine sampling for water quality and compliance with State and Federal standards and regulations. The District has always met and exceeded these standards.



PERSONNEL

Water Qual. Supervisor	1
Water Qual. Specialist	1
Cross Conn. Rep	1
<i>Total Full-Time Staff</i>	<i>3</i>

FY-18 SIGNIFICANT CHANGES

1. ADDITIONAL LAB COSTS TO COMPLY WITH THE LATEST REGULATIONS ON LEAD TESTING FOR ALL SCHOOLS AND A NEWLY REGULATED CONTAMINANT, 1,2,3-TRICHLOROPROPANE. THE SAMPLING PLAN FOR THE FOURTH ROUND OF UNREGULATED CONTAMINANT MONITORING RULE (UCMR4) WAS REVISED.
2. REPLACE OLD AND INOPERABLE BACKFLOW PREVENTERS AND CONSTRUCTION METERS.

WATER QUALITY DEPARTMENT BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
PERSONNEL EXPENSES					
SALARIES & WAGES / FULL TIME	212,311.38	200,000.00	197,638.28	215,200.00	8%
SALARIES & WAGES / OVERTIME	8,433.08	14,200.00	11,965.90	13,947.00	-2%
SALARIES & WAGES / ON CALL	2,612.64	4,200.00	4,462.42	3,100.00	-26%
BENEFITS	86,144.70	104,090.00	90,702.10	103,000.00	-1%
OPERATING EXPENSES					
EXPENSES / TRAINING	3,888.00	2,400.00	1,885.20	2,851.00	19%
OPERATING SUPPLIES / UNIFORMS	955.96	2,220.00	900.11	1,350.00	-39%
PROFESSIONAL SERVICES / LAB TESTS	39,754.33	54,200.00	47,803.01	58,591.00	8%
OPERATING SUPPLIES / CHEMICALS	2,620.30	7,200.00	5,873.20	10,764.00	50%
REPAIR & MAINTENANCE / STRUCTURES / FACILITY	16,798.78	31,570.00	17,175.77	18,342.00	-42%
REPAIR & MAINTENANCE / EQUIPMENT	2,519.71	28,300.00	5,810.88	21,961.00	-22%
MISCELLANEOUS / TRANS/MEALS/CONVENTION	57.74	1,000.00	-	-	-100%
DEPARTMENT TOTAL - 5310	376,096.62	449,380.00	384,216.87	449,106.00	0%

FY 2017-18 ACCOMPLISHMENTS

1. COMPLETED TWO QUARTERS OF UNREGULATED CONTAMINANT MONITORING.
2. MET AND EXCEEDED FEDERAL AND STATE STANDARDS FOR WATER QUALITY.
3. COMPLETED 2017 CONSUMER CONFIDENCE REPORT (CCR) & APPROVED BY STATE WATER RESOURCES CONTROL BOARD.

FY 2018-19 GOALS

1. MAINTAIN REGULATORY COMPLIANCE AND MEET ALL REGULATORY REPORTING DEADLINES.
2. COMPLETE TRIENNIAL LEAD/COPPER SAMPLING AND LEAD SAMPLING OF SCHOOLS, REQUIRED BY STATE REGULATIONS.
3. INCREASE DISTRIBUTION SYSTEM FLUSHING ACTIVITIES TO ACHIEVE A BIENNIAL FLUSHING FREQUENCY.
4. ASSIST IN PERMITTING PROCESS FOR FIXED BED (FXB) GROUNDWATER TREATMENT PLANT.

WATER TREATMENT

The Water Treatment Department is responsible for treating all District water before it is distributed to our customers. A variety of methods are used to ensure the highest quality and safety of water.



PERSONNEL

Treatment Plant Opr.	2
Treatment Plant Shift Opr.	5
<i>Total Full-Time Staff</i>	<i>7</i>

FY-18 SIGNIFICANT CHANGES

1. INCREASED OPERATING COSTS ARE ANTICIPATED AS PART OF THE FIXED BED (FXB) PERCHLORATE TREATMENT PLANT STARTUP.
2. REHABILITATE AGING INFRASTRUCTURE, TREATMENT PROCESS COMPONENTS AND EQUIPMENT AT THE OLIVER P. ROEMER WATER FILTRATION FACILITY. THE PLANT HAS BEEN IN OPERATION FOR OVER 24 YEARS WITHOUT MAJOR REPAIRS. CRITICAL PLANT VALVES AND ACTUATORS HAVE REACHED THE END OF THEIR SERVICEABLE LIFE.



FY 2017-18 ACCOMPLISHMENTS

1. REHABILITATED SYSTEM ASSETS: WELL SITES, WATER TREATMENT FACILITIES, AND VACANT LOTS.

2. OPTIMIZED AND MODIFIED THE TREATMENT PROCESS OF FLUIDIZED BED REACTOR GROUNDWATER TREATMENT PLANT (FBR) AND INCREASED RELIABILITY AND EFFICIENCY.

3. COMPLETED CACTUS BASIN NO. 2 EMERGENCY MAINTENANCE.

4. AMENDED AGREEMENT WITH SAN BERNARDINO COUNTY TO INCREASE DISCHARGE VOLUME INTO CACTUS BASIN NO. 2.

5. COMPLETED WELL 42 WATER TREATMENT FACILITY PERCHLORATE SELECTIVE RESIN MEDIA REPLACEMENT TO SUPPLY WATER TO SOUTHERN SERVICE AREA.

6. COMPLETED 2018 LYTLE CREEK SANITARY SURVEY UPDATE.

7. COMPLETED EXTERIOR GRANULAR ACTIVATED CARBON (GAC) ABSORBER PRESSURE VESSEL AND ASSOCIATED PIPING COATING AT THE OLIVER P. ROEMER WATER FILTRATION FACILITY (OPR).

8. COMPLETED FILTER NO. 4 MEDIA REPLACEMENT AND FILTER COATING AT THE OPR.

9. REVISED AND ADOPTED THE OPR OPERATIONS AND MAINTENANCE MANUAL.

10. COMPLETED INSPECTION AND CLEANING OF WATER STORAGE TANKS AT THE OPR.

11. COMMISSIONED NEW GAC ABSORBER PRESSURE VESSELS AT THE OPR.

12. INITIATED AN OPERATOR CROSS-TRAINING PROGRAM FOR WATER TREATMENT DEPARTMENT.

FY 2018-19 GOALS

1. ENSURE 100 PERCENT PERMIT COMPLIANCE WITH ALL REGULATORY AGENCIES.

2. COMPLETE WELL 18A WATER TREATMENT FACILITY PERCHLORATE SELECTIVE RESIN MEDIA REPLACEMENT.

3. ASSIST IN PERMITTING PROCESS FOR FIXED BED (FXB) GROUNDWATER TREATMENT PLANT.

4. CONTINUE WORK STARTED ON SYSTEM ASSET REHABILITATION.

5. EFFECTIVELY AND EFFICIENTLY OPERATE THE NEW FXB GROUNDWATER TREATMENT PLANT.

6. COMPLETE FXB SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) INTEGRATION INTO EXISTING SYSTEM.

7. COMPLETE CONSTRUCTION OF THE FBR OFFICES IN THE WAREHOUSE.

8. PERFORM LONG-TERM MAINTENANCE IN CACTUS BASIN NO. 2.

9. REPLACE AGING CRITICAL VALVES AND ACTUATORS AT THE OPR.

10. CONTINUE TO OPTIMIZE FILTRATION AND DISINFECTION PROCESSES.

11. COMMISSION NEW HYDROELECTRIC POWER PLANT.

WATER TREATMENT PERCHLORATE BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
PERSONNEL EXPENSES					
SALARIES & WAGES / FULL TIME	535,107.79	-	599,499.41	-	0%
SALARIES & WAGES / OVERTIME	113,825.65	-	124,514.21	-	0%
SALARIES & WAGES / ON CALL	8,331.81	-	1,106.28	-	0%
SALARIES & WAGES / CLASS A DRIVERS LICENSE	275.00	-	1,200.00	-	0%
SALARIES & WAGES / BILINGUAL COMPENSATION	-	-	120.00	-	0%
BENEFITS	276,475.46	-	337,252.98	-	0%
OPERATING EXPENSES					
EXPENSES / TRAINING	5,406.79	7,000.00	2,113.98	-	-100%
PROFESSIONAL SERVICES / OTHER CONSULTANTS	102,584.51	(3,959.00)	145,017.36	2,500.00	-163%
PROFESSIONAL SERVICES / MISC STUDIES	7,496.70	(25,000.00)	23,153.33	-	-100%
PROFESSIONAL SERVICES / ALARM	17,436.73	-	3,250.51	-	0%
OPERATING SUPPLIES / UNIFORMS	2,928.32	5,180.00	2,120.12	-	-100%
UTILITY SERVICES / ELECTRIC	729,588.10	300,000.00	892,751.17	450,000.00	50%
UTILITY SERVICES / TRASH	2,614.07	-	2,173.18	-	0%
UTILITY SERVICES / GAS	293.48	-	294.96	-	0%
PROFESSIONAL SERVICES / JANITORIAL	5,760.91	2,000.00	4,365.06	-	-100%
COMMUNICATION SERVICES / TELEPHONE	8,909.62	-	8,878.30	-	0%
OTHER MISCELLANEOUS / DISTRICT COST	220,733.40	26,495.00	107,543.26	-	-100%
PROFESSIONAL SERVICES / LAB TESTS	101,366.80	39,616.00	115,702.18	38,100.00	-4%
PROFESSIONAL SERVICES / SLUDGE DISPOSAL	22,816.47	15,000.00	38,666.05	-	-100%
OPERATING SUPPLIES / CHEMICALS	418,700.55	(5,000.00)	356,046.16	20,000.00	-500%
OPERATING SUPPLIES / RESIN EXCHANGE	-	145,000.00	186,354.02	170,000.00	17%
OPERATING SUPPLIES / CARBON EXCHANGE	221,443.38	-	-	-	0%
REPAIR & MAINTENANCE / STRUCTURES / FACILITY	420,556.17	150,245.00	224,263.43	85,000.00	-43%
REPAIR & MAINTENANCE / CHLORINATION EQUIPMENT	7,657.63	10,000.00	20,922.20	15,000.00	50%
EQUIPMENT RENTAL	-	1,000.00	-	-	-100%
MISCELLANEOUS / COMPUTER SUPPLIES & MAINT	-	-	-	-	0%
MISCELLANEOUS / PERMITS & FEES	25,775.27	-	21,821.04	-	0%
MISCELLANEOUS / TRANS/MEALS/CONVENTION	2,900.00	6,000.00	2,037.37	-	-100%
HYDRO-GENERATION / PERMIT & FEES	-	-	-	-	0%
DEPARTMENT TOTAL - 5320	3,258,984.61	673,577.00	3,221,166.56	780,600.00	16%

WATER TREATMENT FBR/FXB BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
PERSONNEL EXPENSES					
SALARIES & WAGES / FULL TIME	-	247,593.00	-	330,300.00	33%
SALARIES & WAGES / OVERTIME	-	52,500.00	-	50,000.00	-5%
SALARIES & WAGES / ON CALL	-	6,000.00	-	3,000.00	-50%
SALARIES & WAGES / CLASS A DRIVERS LICENSE	-	1,000.00	-	700.00	-30%
SALARIES & WAGES / BILINGUAL COMPENSATION	-	-	-	-	0%
BENEFITS	-	153,683.00	-	186,600.00	21%
OPERATING EXPENSES					
EXPENSES / TRAINING	-	-	-	1,000.00	0%
PROFESSIONAL SERVICES / OTHER CONSULTANTS	-	204,250.00	-	296,000.00	45%
PROFESSIONAL SERVICES / MISC STUDIES	-	25,000.00	-	10,000.00	-60%
PROFESSIONAL SERVICES / ALARM	-	-	-	-	0%
OPERATING SUPPLIES / UNIFORMS	-	-	-	1,940.00	0%
UTILITY SERVICES / ELECTRIC	-	467,000.00	-	470,000.00	1%
UTILITY SERVICES / TRASH	-	-	-	-	0%
UTILITY SERVICES / GAS	-	-	-	-	0%
PROFESSIONAL SERVICES / JANITORIAL	-	1,000.00	-	5,000.00	400%
COMMUNICATION SERVICES / TELEPHONE	-	400.00	-	450.00	13%
OTHER MISCELLANEOUS / DISTRICT COST	-	35,000.00	-	50,000.00	43%
PROFESSIONAL SERVICES / LAB TESTS	-	78,162.00	-	96,000.00	23%
PROFESSIONAL SERVICES / SLUDGE DISPOSAL	-	20,300.00	-	-	-100%
OPERATING SUPPLIES / CHEMICALS	-	500,000.00	-	463,000.00	-7%
OPERATING SUPPLIES / RESIN EXCHANGE	-	10,900.00	-	12,000.00	10%
OPERATING SUPPLIES / CARBON EXCHANGE	-	-	-	-	0%
REPAIR & MAINTENANCE / STRUCTURES / FACILITY	-	60,000.00	-	125,000.00	108%
REPAIR & MAINTENANCE / CHLORINATION EQUIPMENT	-	20,000.00	-	35,000.00	75%
EQUIPMENT RENTAL	-	-	-	1,000.00	0%
MISCELLANEOUS / COMPUTER SUPPLIES & MAINT	-	-	-	-	0%
MISCELLANEOUS / PERMITS & FEES	-	27,000.00	-	22,000.00	-19%
MISCELLANEOUS / TRANS/MEALS/CONVENTION	-	-	-	2,500.00	0%
HYDRO-GENERATION / PERMIT & FEES	-	-	-	-	0%
DEPARTMENT TOTAL - 5350	-	1,909,788.00	-	2,161,490.00	13%

WATER TREATMENT ROEMER/ARSENIC BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
PERSONNEL EXPENSES					
SALARIES & WAGES / FULL TIME	-	360,407.00	-	296,500.00	-18%
SALARIES & WAGES / OVERTIME	-	52,500.00	-	50,000.00	-5%
SALARIES & WAGES / ON CALL	-	6,000.00	-	3,000.00	-50%
SALARIES & WAGES / CLASS A DRIVERS LICENSE	-	-	-	700.00	0%
SALARIES & WAGES / BILINGUAL COMPENSATION	-	-	-	-	0%
BENEFITS	-	224,517.00	-	163,400.00	-27%
OPERATING EXPENSES					
EXPENSES / TRAINING	-	-	-	750.00	0%
PROFESSIONAL SERVICES / OTHER CONSULTANTS	-	71,000.00	-	95,000.00	34%
PROFESSIONAL SERVICES / MISC STUDIES	-	33,000.00	-	40,000.00	21%
PROFESSIONAL SERVICES / ALARM	-	-	-	-	0%
OPERATING SUPPLIES / UNIFORMS	-	-	-	1,455.00	0%
UTILITY SERVICES / ELECTRIC	-	430,000.00	-	280,000.00	-35%
UTILITY SERVICES / TRASH	-	3,000.00	-	4,000.00	33%
UTILITY SERVICES / GAS	-	500.00	-	500.00	0%
PROFESSIONAL SERVICES / JANITORIAL	-	1,500.00	-	5,000.00	233%
COMMUNICATION SERVICES / TELEPHONE	-	8,000.00	-	10,000.00	25%
OTHER MISCELLANEOUS / DISTRICT COST	-	55,000.00	-	45,000.00	-18%
PROFESSIONAL SERVICES / LAB TESTS	-	36,000.00	-	48,000.00	33%
PROFESSIONAL SERVICES / SLUDGE DISPOSAL	-	30,000.00	-	85,000.00	183%
OPERATING SUPPLIES / CHEMICALS	-	152,000.00	-	235,000.00	55%
OPERATING SUPPLIES / RESIN EXCHANGE	-	-	-	-	0%
OPERATING SUPPLIES / CARBON EXCHANGE	-	-	-	-	0%
REPAIR & MAINTENANCE / STRUCTURES / FACILITY	-	-	-	163,000.00	0%
REPAIR & MAINTENANCE / CHLORINATION EQUIPMENT	-	-	-	20,000.00	0%
EQUIPMENT RENTAL	-	-	-	1,000.00	0%
MISCELLANEOUS / COMPUTER SUPPLIES & MAINT	-	-	-	-	0%
MISCELLANEOUS / PERMITS & FEES	-	3,000.00	-	-	-100%
MISCELLANEOUS / TRANS/MEALS/CONVENTION	-	-	-	-	0%
HYDRO-GENERATION / PERMIT & FEES	-	-	-	-	0%
DEPARTMENT TOTAL - 5390	-	1,466,424.00	-	1,547,305.00	6%



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MAINTENANCE

The Maintenance Department is responsible for providing support with daily, emergency, and capital improvement projects.



PERSONNEL

Maintenance Supervisor	1
Water Maint. Lead Worker	2
Water Maint. Worker III	1
Water Maint. Worker II	1
Water Maint. Worker I	6
<i>Total Full-Time Staff</i>	11

FY-18 SIGNIFICANT CHANGES

1. INVENTORY STOCK FOR METER READING WILL NO LONGER BE ALLOCATED TO MAINTENANCE DEPARTMENT, RESULTING IN A COST DECREASE FOR THE DEPARTMENT.

MAINTENANCE DEPARTMENT BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
PERSONNEL EXPENSES					
SALARIES & WAGES / FULL TIME	574,220.70	563,000.00	526,956.94	625,100.00	11%
SALARIES & WAGES / PART TIME	-	-	-	-	0%
SALARIES & WAGES / OVERTIME	33,046.79	50,200.00	39,890.92	50,000.00	0%
SALARIES & WAGES / ON CALL	11,927.48	14,650.00	13,870.97	14,000.00	-4%
SALARIES & WAGES / CLASS A DRIVERS LICENSE	3,654.85	4,000.00	3,205.50	3,300.00	-18%
BENEFITS	296,587.66	399,310.00	347,752.20	404,700.00	1%
OPERATING EXPENSES					
EXPENSES / TRAINING	2,094.00	2,400.00	-	9,250.00	285%
OPERATING SUPPLIES / UNIFORMS	4,985.71	8,140.00	2,538.91	5,060.00	-38%
MISCELLANEOUS / TRANS/MEALS/CONVENTION	177.47	6,500.00	4,403.32	-	-100%
REPAIR & MAINTENANCE / RESERVOIRS & TANKS	7,304.63	20,000.00	4,018.78	-	-100%
REPAIR & MAINTENANCE / DOMESTIC MAINS	482,390.48	650,000.00	507,435.95	350,000.00	-46%
REPAIR & MAINTENANCE / IRRIGATION MAINS	-	-	-	-	0%
REPAIR & MAINTENANCE / FIRE HYDRANTS	61,220.96	30,000.00	36,817.46	40,600.00	35%
REPAIR & MAINTENANCE / VANDALISM REPAIRS	5,929.11	15,000.00	-	65,000.00	333%
REPAIR & MAINTENANCE / STREET PATCHING	225,731.99	250,000.00	212,925.60	250,000.00	0%
REPAIR & MAINTENANCE / TOOLS	12,958.25	52,000.00	41,518.84	12,000.00	-77%
RENTALS / EQUIPMENT	2,179.42	21,500.00	17,843.63	18,500.00	-14%
REPAIR & MAINT. /STRUCTURES & IMPROVEMENTS	32,918.57	117,000.00	61,245.16	65,000.00	-44%
DEPARTMENT TOTAL - 5410	1,757,328.07	2,203,700.00	1,820,424.18	1,912,510.00	-13%

FY 2017-18 ACCOMPLISHMENTS

1. REHABILITATED SYSTEM ASSETS: HEADQUARTERS BUILDINGS, WATER DISTRIBUTION SYSTEM, AND VACANT LOTS.
2. AWARDED CONTRACT FOR THE CONSTRUCTION OF MATERIAL BINS AT LINDEN YARDS FOR RAW MATERIALS STORAGE.
3. COMPLETED FY2017/2018 ANNUAL VALVE REPLACEMENT OF INOPERABLE VALVES IN THE DISTRIBUTION SYSTEM.
4. COMPLETED REHABILITATION OF 3,000 FIRE HYDRANTS.
5. AWARDED CONTRACT FOR SEAL COATING AND STRIPPING HEADQUARTERS PARKING LOT.
6. AWARDED CONTRACT FOR SERVICE LATERAL REPLACEMENT.
7. AWARDED CONTRACT FOR LANDSCAPE MAINTENANCE FOR DISTRICT'S FACILITIES.
8. REPAIRED IDENTIFIED DEFICIENCIES IN THE WATER DISTRIBUTION SYSTEM, KEPT NUMBER OF PENDING LEAK REPAIRS AND SERVICE ORDER REQUESTS TO A MINIMUM.
9. REVISED AND ADOPTED CONFINED SPACE ENTRY PROCEDURES.
10. ASSISTED WATER QUALITY DEPARTMENT WITH DISTRIBUTION SYSTEM FLUSHING ACTIVITIES.
11. PROCURED A PORTABLE AIR COMPRESSOR AND 2-YARD DUMP TRUCK TO OPTIMIZE OPERATIONS MANAGEMENT AND ONGOING UTILITIES INFRASTRUCTURE MAINTENANCE.



FY 2018-19 GOALS

1. CONTINUE TO EFFECTIVELY AND EFFICIENTLY ADMINISTER THE VALVE EXERCISING PROGRAM.

2. PROVIDE TRAINING TO STAFF TO OBTAIN THE COMMERCIAL CLASS A LICENSE TO OPERATE LARGE OR HEAVY VEHICLES.

3. PROVIDE HANDS-ON TRAINING IN TRAFFIC CONTROL AND CONFINED SPACE ENTRY PROCEDURES.

4. INITIATE A CROSS-TRAINING PROGRAM FOR MAINTENANCE STAFF TO ASSIST STAFF COVERAGE FOR BOTH OPERATIONS AND ENGINEERING DEPARTMENTS.

5. ASSIST ENGINEERING GEOGRAPHICAL INFORMATION SYSTEM(GIS) SECTION IN IMPLEMENTING NEW APPLE TABLETS WITH GIS SOFTWARE TO RECORD DATA FOR WATER MAIN BREAKS, WATER SERVICE LEAKS, VALVE LOCATIONS, AND FIRE HYDRANT LOCATIONS.

6. CONTINUE TO ASSIST WATER QUALITY DEPARTMENT WITH DISTRIBUTION SYSTEM FLUSHING ACTIVITIES TO ACHIEVE A BIENNIAL FLUSHING FREQUENCY.





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PUBLIC AFFAIRS

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



PERSONNEL

AGM of Public Affairs	1
Water Resource Analyst	1
Public Affairs Analyst	2
Community Rep.	1

<i>Total Full-Time Staff</i>	5
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FY-18 SIGNIFICANT CHANGES

1. ADDITION OF COMMUNITY AFFAIRS REPRESENTATIVE POSITION.
2. ADDITION OF FUNDS FOR PROFESSIONAL SERVICES CONTRACTS FOR FEDERAL AND STATE ADVOCACY FOR FORMATION OF A NEW DISTRICT GRANT COMMITTEE TO IMPROVE OBTAINING NEW GRANT FUNDING.
3. NEW STATE MANDATES ESTABLISH A PER PERSON WATER USE GOAL. MORE FUNDING HAS BEEN ADDED TO PUBLIC AFFAIRS TO HELP IMPLEMENT THE NEW LEGISLATION



FY 2017-18 ACCOMPLISHMENTS

1. LAUNCHED NEW WEBSITE REDESIGN IN MARCH 2018.

2. PROMOTED 2018 WATER REBATE PROGRAM IN A VARIETY OF MEDIUMS TO REACH CUSTOMERS

3. REDESIGNED CUSTOMER INFORMATION MATERIALS, INCLUDING A NEW CUSTOMER WELCOME PACKET.

4. CONTINUED TO MANAGE STATE DROUGHT REPORTING AND SURPASSED 20 BY 2020 CONSERVATION REQUIREMENTS.

5. UPDATED ANNUAL CONSUMER CONFIDENCE REPORT MICROSITE, SAVING DISTRICT FUNDS OVER PRINT AND MAIL COPIES.

6. ADMINISTERED 25 K-12 WATER CONSERVATION EDUCATION PROGRAMS, 8 ADULT PROGRAMS AND 3 CONSERVATION GARDENS.

7. COMPLETED DISTRICT'S FIRST TEACHER TRAINING WORKSHOP.

8. DISTRIBUTED THREE ISSUES OF DISTRICT'S FIRST QUARTERLY CUSTOMER NEWSLETTER: AQUATALK.

9. DEVELOPED NEW EMPLOYEE NEWSLETTER.

10. JOINED REGIONAL WATER CONSERVATION OUTREACH CAMPAIGN WITH SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT AND ITS RETAIL AGENCIES: DEFEND THE DROP.

11. SPONSORED RIALTO HIGH SCHOOL FOR THE INLAND SOLAR CHALLENGE. DEVELOPED NEW WEBSITE FOR INLANDSOLARCHALLENGE.COM. MANAGED BUDGET FOR THE EVENT.

12. SPONSORED BLOOMINGTON HIGH SCHOOL STUDENTS FOR THE VIRTUAL ENTERPRISES INTERNATIONAL YOUTH BUSINESS SUMMIT.

13. ENHANCED EMAIL COMMUNICATIONS WITH CUSTOMERS, GROWING TO OVER 12,000 EMAIL ADDRESSES.

14. ORGANIZED AND PARTICIPATED IN DISTRICT AND COMMUNITY EVENTS, INCLUDING FLUIDIZED BED REACTOR (FBR) TOURS AND EMPLOYEE/PUBLIC CELEBRATIONS, NATIONAL NIGHT OUT, BLOOMINGTON COMMUNITY HEALTH FAIR AND SIX LANDSCAPE WORKSHOPS.

15. INTRODUCED NEW BILINGUAL LANDSCAPE CLASSES IN PARTNERSHIP WITH THE CITY OF RIALTO.

16. DESIGNED AND DRAFTED ALL DISTRICT BILL INSERTS & BILL MESSAGES.

17. CONTINUED DATA-INFORMED RESEARCH EFFORTS THROUGH THE SECOND ANNUAL CUSTOMER FEEDBACK SURVEY.

18. CONTINUED DISTRICT'S ANNUAL CONSERVATION CALENDAR AND POSTER CONTEST.

19. CONTINUED TO GROW DISTRICT'S DIGITAL ENGAGEMENT AND SOCIAL MEDIA ACCOUNTS.

20. PROVIDED COMMUNICATIONS AND OUTREACH SUPPORT TO DISTRICT DEPARTMENTS INCLUDING THE FLUSHING PROGRAM, WATER VALVE MAINTENANCE PROGRAM AND VARIOUS SHUTDOWNS.

21. ORGANIZED AND SUBMITTED THE DISTRICT'S FIRST WATER LOSS AUDIT, INCLUDING COLLABORATING WITH OTHER DEPARTMENTS TO ENSURE ACCURACY OF DATA.

22. REDUCED COSTS FOR GRAPHIC DESIGN BY BRINGING PROJECTS IN-HOUSE.

23. MAINTAINED DISTRICT BRAND IDENTITY, CLEARLY ARTICULATING AND ALIGNING MESSAGING WITH THE DISTRICT'S ADOPTED MISSION VISION AND VALUES LEADING TO INCREASED FUNDING FOR DISTRICT PRIORITIES, IMPROVED SERVICES TO THE COMMUNITY, AND ENHANCED EMPLOYEE RECRUITMENT AND RETENTION.

PUBLIC AFFAIRS DEPARTMENT BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
PERSONNEL EXPENSES					
SALARIES & WAGES / FULL TIME	318,756.42	387,000.00	317,781.04	614,700.00	59%
SALARIES & WAGES / PART TIME	-	-	-	-	0%
SALARIES & WAGES / OVERTIME	14,771.43	10,400.00	5,889.12	6,500.00	-38%
SALARIES & WAGES / BILINGUAL COMPENSATION	654.80	1,000.00	628.50	700.00	-30%
BENEFITS	111,667.48	157,110.00	116,559.19	249,400.00	59%
OPERATING EXPENSES					
PROGRAMS / REBATE	364,055.98	-	(360.90)	-	0%
SPONSORSHIPS	-	7,500.00	6,597.96	28,500.00	280%
OUTREACH PROGRAMS	21,500.95	80,910.00	101,074.80	65,500.00	-19%
PROGRAMS / REGIONAL CONSERVATION	2,500.00	-	-	-	0%
MISCELLANEOUS / PRINTING	42,731.51	70,675.00	-	60,500.00	-14%
POSTAGE	10,637.87	32,000.00	-	35,000.00	9%
OPERATING SUPPLIES / UNIFORMS	-	-	-	4,450.00	0%
PROFESSIONAL SERVICES / OTHER CONSULTANTS	312,894.41	292,650.00	102,495.06	540,000.00	85%
EXPENSE / TRAINING	1,120.18	4,980.00	1,452.00	3,000.00	-40%
MISCELLANEOUS / TRANS/MEALS/CONVENTION	28,225.76	7,870.00	4,766.94	29,870.00	280%
MISCELLANEOUS / DUES & SUBSCRIPTIONS	4,755.84	4,970.00	2,579.88	4,509.00	-9%
OUTSIDE LABOR / CONTRACTORS	-	-	-	10,000.00	0%
FEDERAL CONSERV GRANT / IRRIGATION DEVICES	-	-	-	-	0%
DEPARTMENT TOTAL - 5010	1,234,272.63	1,057,065.00	659,463.59	1,652,629.00	56%

FY 2018-19 GOALS

1. LAUNCH NEW PROGRAM TO ENCOURAGE USE OF WEATHER-BASED IRRIGATION CONTROLLERS.
2. DEVELOP AN ANNUAL DISTRICT OPEN HOUSE EVENT.
3. DEVELOPMENT OF DISTRICT STYLE GUIDE.
4. INITIATE ELECTED OFFICIAL TOURS & BRIEFINGS OF DISTRICT FACILITIES.
5. ADVANCE STATE AND FEDERAL LEGISLATIVE AND REGULATORY ADVOCACY PROGRAMS TO IMPROVE GRANT FUNDING.
6. CONTINUE TO PROVIDE COMMUNICATIONS SUPPORT TO DISTRICT DEPARTMENTS.
7. ADOPT DISTRICT COMMUNICATIONS MASTER PLAN.
8. COMPLETE ANNUAL WATER LOSS AUDIT BY OCTOBER 2018.



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GRANTS & REBATES

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



PERSONNEL

No staff assigned.

FY-18 SIGNIFICANT CHANGES

1. DEPARTMENT WAS ESTABLISHED FOR FIRST TIME IN FY 2017-18.

GRANTS & REBATES BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
OPERATING EXPENSES					
PROGRAMS / REBATE	-	134,500.00	55,400.42	131,000.00	-3%
PROGRAMS / GRANTS	-	27,600.00	393,120.00	-	-100%
PROFESSIONAL SERVICES / OTHER CONSULTANTS	-	35,000.00	-	85,000.00	143%
DEPARTMENT TOTAL - 5020	-	197,100.00	448,520.42	216,000.00	10%

FY 2017-18 ACCOMPLISHMENTS

1. COMPLETED PROPOSITION 84 INSTITUTIONAL AND HOME OWNER ASSOCIATION TURF REMOVAL PROGRAM. FIVE ELEMENTARY SCHOOLS HAVE PARTICIPATED: TRAPP, FITZGERALD, KORDYAK, MORGAN, PRESTON.
2. COMPLETED PHASE 1 OF WATER-ENERGY COMMUNITY ACTION NETWORK (WECAN) TURF REPLACEMENT GRANT PROGRAM.
3. WATERSMART TURF REPLACEMENT GRANT PROGRAM REACHED FULL PARTICIPATION AND IS SCHEDULED TO BE COMPLETED IN SEPTEMBER 2018.
4. IMPLEMENTED BOARD'S ACTION TO SUPPORT CUSTOMER IRRIGATION FUNDING FOR TURF-REPLACEMENT GRANT PROJECTS.
5. 64 REBATES TOTALING \$20,866.27 DISTRIBUTED TO CUSTOMERS THROUGH CONSERVATION REBATE PROGRAMS.
6. COMPLETED TURF-REPLACEMENT PROJECT ON CEDAR AVE. AND VALLEY BLVD. INTERSECTION IN PARTNERSHIP WITH SAN BERNARDINO COUNTY AND SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT: TOTAL COST SHARE FOR THE DISTRICT WAS \$4,000.

FY 2018-19 GOALS

1. ESTABLISHED TO TRACK CONSERVATION REBATE PROGRAM COSTS AND ANY GRANT MATCHING REQUIREMENT COSTS (TYPICALLY REIMBURSABLE COSTS) - SIMILAR TO SOURCE OF SUPPLY DEPARTMENT.
2. ENHANCE CUSTOMER ELIGIBILITY FOR TURF REPLACEMENT REBATES (WATERSMART AND WATER-ENERGY COMMUNITY ACTION NETWORK GRANTS) BY PROVIDING SUPPLEMENTAL IRRIGATION SUPPORT.
3. GROW GRANT FUNDING RESOURCES FOR DISTRICT PROJECT AND PROGRAMS.
4. CONTINUE PROVIDING REBATES DIRECTLY TO RATEPAYERS: HIGH-EFFICIENCY TOILETS, HIGH-EFFICIENCY WASHING MACHINES, HIGH-EFFICIENCY WEATHER-BASED SMART IRRIGATION CONTROLLERS, HIGH EFFICIENCY IRRIGATION NOZZLES & TURF REPLACEMENT.

CUSTOMER SERVICE

The Customer Service Department handles approximately 21,500 accounts. Customer Service provides assistance with payments, opening or closing accounts, account information, water consumption and more.



PERSONNEL

Customer Service Sup.	1
Customer Service Rep. III	1
Customer Service Rep. I	6
<i>Total Full-Time Staff</i>	8

FY-18 SIGNIFICANT CHANGES

1. EXTENDED THE CUSTOMER'S BILL DUE DATE FROM 15 DAYS TO 21 DAYS.
2. DISCONTINUED USING CREDITRON FOR MAIL PAYMENTS.

CUSTOMER SERVICE DEPARTMENT BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
PERSONNEL EXPENSES					
SALARIES & WAGES / FULL TIME	357,377.53	387,000.00	365,446.21	432,100.00	12%
SALARIES & WAGES / PART TIME	-	-	-	-	0%
SALARIES & WAGES / OVERTIME	4,219.06	13,000.00	11,204.35	9,000.00	-31%
SALARIES & WAGES / ON CALL	93.52	-	-	-	0%
SALARIES & WAGES / BILINGUAL COMPENSATION	2,647.81	3,000.00	2,682.00	2,600.00	-13%
BENEFITS	202,257.42	269,230.00	241,239.31	274,800.00	2%
OPERATING EXPENSES					
MISCELLANEOUS / BANK CARD EXPENSE	131,219.10	150,200.00	139,611.37	150,000.00	0%
OUTSIDE LABOR / CONTRACTORS / REMOTE SITE FEES	6,730.00	7,200.00	5,949.60	9,700.00	35%
PROFESSIONAL SERVICES / ARMORED TRANSPORT	(1,792.38)	8,000.00	6,419.80	7,000.00	-13%
EXPENSES / TRAINING	472.78	6,650.00	1,354.52	5,000.00	-25%
EQUIPMENT	4,402.86	2,000.00	-	11,500.00	475%
OPERATING SUPPLIES / MISCELLANEOUS	-	1,500.00	-	500.00	-67%
MISCELLANEOUS / TRANS/MEALS/CONVENTION	52.59	650.00	262.74	650.00	0%
OPERATING SUPPLIES / UNIFORMS	-	-	-	2,800.00	0%
PROFESSIONAL SERVICES / OTHER CONSULTANTS	445.04	-	405.55	-	0%
OUTSIDE LABOR / CONTRACTORS/LABOR	-	-	-	-	0%
DEPARTMENT TOTAL - 5510	708,125.33	848,430.00	774,575.45	905,650.00	7%

FY 2017-18 ACCOMPLISHMENTS

1. ADDED AN AUTOMATED PHONE CALL BEFORE A CUSTOMER IS DISCONNECTED DUE TO NON-PAYMENT.
2. COMPLETED CHASE LOCKBOX PAYMENTS.
3. 50% COMPLETE OF SCANNING ALL WATER SERVICE APPLICATIONS IN THE TRIDENT NETWORK.
4. USING CHASE QUICK DEPOSIT FOR CHECK PAYMENTS OVER THE COUNTER, NIGHT DROP, AND MAIL PAYMENTS.
5. TRANSITION BILL PAYMENTS FROM BANK OF AMERICA TO CHASE.
6. CONTINUED CUSTOMER SERVICE TRAINING.

FY 2018-19 GOALS

1. ASSIST ENGINEERING WITH THE CUSTOMER SERVICE LOBBY RENOVATION.
2. UPGRADE CISCO CALL CENTER TO WEB-BASED CALL CENTER.
3. INCREASE ONLINE PAYMENT USERS BY 5% NEXT FISCAL YEAR.
4. SCAN ALL CUSTOMER WATER SERVICE APPLICATIONS IN THE TRIDENT NETWORK.
5. IMPLEMENT CUSTOMER SERVICE TRAINING FOCUSING ON MICROSOFT OFFICE AND TELEPHONE ETIQUETTE.
6. CONTINUE ADEQUATE STAFFING LEVELS.
7. STAFF COMPLETES SPANISH COMPETENCY TRAINING.
8. HAVE THE ABILITY TO USE TABLETS AFTER REPLACING SUPERION (.HTE).
9. IMPLEMENT NEW WELCOME PACKET FOR NEW CUSTOMERS.

METER READING

The Meter Reading Department is responsible for reading, installing and replacing meters, as well as responding to service requests.



PERSONNEL

Meter Service Supervisor	1
Meter Service Opr. III	1
Meter Service Opr. II	1
Meter Service Opr. I	5
<i>Total Full-Time Staff</i>	8

FY-18 SIGNIFICANT CHANGES

1. CREATED BUDGET FOR NEW TRACT/CONSTRUCTION PROJECT METER INSTALLATIONS.

METER READING DEPARTMENT BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
PERSONNEL EXPENSES					
SALARIES & WAGES / FULL TIME	383,899.79	417,000.00	399,412.58	484,100.00	16%
SALARIES & WAGES / PART TIME	-	-	-	-	0%
SALARIES & WAGES / OVERTIME	9,472.95	10,000.00	9,744.22	11,000.00	10%
SALARIES & WAGES / ON CALL	4,037.93	4,500.00	4,200.24	4,500.00	0%
SALARIES & WAGES / BILINGUAL COMPENSATION	870.94	1,000.00	1,132.86	700.00	-30%
BENEFITS	177,507.30	213,200.00	207,548.10	259,200.00	22%
OPERATING EXPENSES					
REPAIR & MAINTENANCE / METERS & AMR'S	58,927.69	105,450.00	58,395.68	318,776.00	202%
MISCELLANEOUS / AMR MTR REPLACEMENT PROGRAM	12,579.57	20,000.00	23,730.65	32,000.00	60%
EXPENSES / TRAINING	1,184.00	4,200.00	340.80	8,400.00	100%
OPERATING SUPPLIES / UNIFORMS	4,270.37	12,660.00	4,448.42	5,240.00	-59%
OPERATING SUPPLIES / SHOP SUPPLIES	-	-	-	11,000.00	0%
MISCELLANEOUS / TRANS/MEALS/CONVENTION	2,566.33	5,000.00	-	5,000.00	0%
DEPARTMENT TOTAL - 5520	655,316.87	793,010.00	708,953.55	1,139,916.00	44%

FY 2017-18 ACCOMPLISHMENTS

1. INSTALLED 1,500 AUTOMATIC METER READING (AMR) METER REPLACEMENTS.
2. UPGRADED TWO LARGE VAULT LIDS.

FY 2018-19 GOALS

1. COMPLETE 3,750 AMR INSTALLATIONS.
2. HIRE ONE TO TWO ADDITIONAL STAFF MEMBERS TO COMPLETE PROPOSED METER REPLACEMENT PROJECTS.
3. UPGRADE THREE TO FOUR METER VAULT LIDS.

BILLING

The Billing Department is responsible for managing all billing data, coordinating with other departments, and ensuring that all customer bills are accurate and sent on time.



PERSONNEL

Billing Lead	1
Billing Specialist III	1
Billing Specialist I	1
<i>Total Full-Time Staff</i>	<i>3</i>

FY-18 SIGNIFICANT CHANGES

1. CUSTOMER'S BILLING STATEMENTS WILL BE EASIER TO READ, HOWEVER MAIL AND PRINT COST WILL BE HIGHER DUE TO STATEMENT REDESIGN; BILLING SENDS OVER 20,000 BILLS MONTHLY.
2. BILLING WILL PLAY A SIGNIFICANT ROLE IN VALIDATION AND TESTING OF NEW SYSTEM SOFTWARE RESULTING IN ADDITIONAL WORK HOURS.

BILLING DEPARTMENT BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
PERSONNEL EXPENSES					
SALARIES & WAGES / FULL TIME	176,346.19	191,000.00	190,734.29	207,000.00	8%
SALARIES & WAGES / PART TIME	-	-	-	-	0%
SALARIES & WAGES / OVERTIME	383.04	2,000.00	-	5,000.00	150%
SALARIES & WAGES / ON CALL	-	-	-	-	0%
SALARIES & WAGES / BILINGUAL COMPENSATION	401.25	1,000.00	628.50	700.00	-30%
BENEFITS	89,435.64	118,090.00	107,676.75	113,900.00	-4%
OPERATING EXPENSES					
COMMUNICATION SERVICES / POSTAGE & SHIPPING	105,731.15	144,360.00	109,874.46	144,360.00	0%
OUTSIDE LABOR / CONTRACTORS/PRINTING	13,549.21	43,980.00	22,001.47	43,980.00	0%
EXPENSES / TRAINING	199.00	1,520.00	156.00	2,420.00	59%
MISCELLANEOUS / TRANS/MEALS/CONVENTION	167.22	555.00	-	555.00	0%
OPERATING SUPPLIES / MISCELLANEOUS	2,100.00	3,150.00	1,713.60	3,150.00	0%
PROFESSIONAL SERVICES / OTHER CONSULTANTS	-	1,500.00	-	1,500.00	0%
OPERATING SUPPLIES / UNIFORMS	-	-	-	500.00	0%
DEPARTMENT TOTAL - 5530	388,312.70	507,155.00	432,785.07	523,065.00	3%

FY 2017-18 ACCOMPLISHMENTS

1. INCREASED CUSTOMER COMMUNICATION THROUGH COURTESY CALLS AND FINAL NOTICES TO REDUCE SERVICE DISCONNECTIONS FOR NONPAYMENT.
2. ACHIEVED 80% COLLECTION RATE ON DELINQUENT ACCOUNTS BY BRINGING COLLECTION EFFORTS IN-HOUSE. SAVED MONEY BY TRANSITIONING FROM AN OUTSIDE COLLECTION AGENCY.

FY 2018-19 GOALS

1. STREAMLINE OUR PROCESSES TO BE PROACTIVE IN ANTICIPATING THE NEEDS OF THOSE WE WORK WITH.
2. ENSURE ALL BILLING PROCESSES ARE COMPLETED ON TIME AND ACCURATELY.
3. INCREASE UTILIZATION OF PAPERLESS BILLING.
4. ESTABLISH THIRD PARTY PAYMENT CENTERS TO PROVIDE MORE CONVENIENT LOCATIONS FOR CUSTOMERS TO MAKE PAYMENTS OUTSIDE OF THE DISTRICT MAIN OFFICE (PAYNEARME).
5. ESTABLISH A POLICY MANUAL FOR ALL DAILY DUTIES OF THE DEPARTMENT.
6. ASSIST WITH THE IMPLEMENTATION OF A NEW UTILITY BILLING SYSTEM.
7. DEVELOP SYSTEMIC CROSS TRAINING PROGRAMS FOR CUSTOMER SERVICE REPRESENTATIVES.
8. ESTABLISH A PROCESS TO BILL PREVIOUS MISCELLANEOUS CHARGES (MISCELLANEOUS ACCOUNTS RECEIVABLE) THAT ARE CUSTOMER ACCOUNT SPECIFIC IN THE UTILITY SYSTEM.

ADMINISTRATION

The Administration Department plans, directs and oversees District programs, services and resources in accordance with short and long-range goals, policy statements and directives.



PERSONNEL

General Manager	1
Asst. General Manager	1
Board Secretary	1
Chief Financial Officer	1
Executive Assistant	1
Receptionist	1
Board Secretary Asst.	1
<i>Total Full-Time Staff</i>	<i>7</i>

FY-18 SIGNIFICANT CHANGES

1. NO SIGNIFICANT CHANGES.

ADMINISTRATION DEPARTMENT BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
PERSONNEL EXPENSES					
SALARIES & WAGES / FULL TIME	878,923.62	816,000.00	919,188.42	907,400.00	11%
SALARIES & WAGES / PART TIME	-	-	-	-	0%
SALARIES & WAGES / OVERTIME	54.63	-	832.63	-	0%
SALARIES & WAGES / VEHICLE ALLOWANCE	5,250.00	6,000.00	-	-	-100%
BENEFITS	269,083.91	350,170.00	366,229.57	308,800.00	-12%
OPERATING EXPENSES					
PROFESSIONAL SERVICES / LEGAL	448,914.24	465,000.00	437,286.55	625,000.00	34%
PROGRAMS / REGIONAL PROGRAMS	20,388.00	30,000.00	4,712.16	78,315.00	161%
MISCELLANEOUS / DUES & SUBSCRIPTIONS	37,482.05	36,305.00	44,167.15	37,805.00	4%
MISCELLANEOUS / PROMOTIONAL ACTIVITIES	4,425.57	3,400.00	1,040.88	3,400.00	0%
MISCELLANEOUS / TRANS/MEALS/CONVENTION	65,619.24	77,850.00	39,890.22	130,765.00	68%
MISCELLANEOUS / PRINTING	33,185.56	21,000.00	8,520.62	22,490.00	7%
MISCELLANEOUS / OFFICE	17,765.33	15,000.00	1,975.85	14,820.00	-1%
PROFESSIONAL SERVICES / OTHER CONSULTANTS	59,319.42	80,000.00	70,934.96	10,000.00	-88%
EXPENSE / TRAINING	5,401.07	4,320.00	3,856.02	4,425.00	2%
MISCELLANEOUS / ADVERTISING	1,763.97	7,100.00	749.76	2,600.00	-63%
COPYING/OUTSIDE	-	-	-	-	0%
OPERATING SUPPLIES / UNIFORMS	5,607.29	10,150.00	3,162.22	-	-100%
MISCELLANEOUS / ELECTION EXPENSE	-	120,000.00	-	-	-100%
DEPARTMENT TOTAL - 5610	1,853,183.90	2,042,295.00	1,902,547.01	2,145,820.00	5%

FY 2017-18 ACCOMPLISHMENTS

- HIRED CHIEF FINANCIAL OFFICER AND ASSISTANT GENERAL MANAGER OF PUBLIC AFFAIRS IN APRIL 2018
- SUCCESSFULLY ADMINISTERED CLEANUP AND ABATEMENT ACCOUNT REIMBURSEMENTS FOR THE FIXED BED (FXB) PERCHLORATE TREATMENT PLANT CONSTRUCTION.

FY 2018-19 GOALS

- WORK WITH BOARD ON THE DEVELOPMENT AND EXECUTION OF KEY POLICIES IN PURSUIT OF DISTRICT EXCELLENCE IN TRANSPARENCY CERTIFICATE
- CONTINUE TO ASSIST THE BOARD WITH STRATEGIC PLAN ATTAINMENT AND KPI METRICS REFINEMENT
- COMPLETE IMPLEMENTATION OF NEW ENTERPRISE RESOURCE SYSTEM
- REACH SETTLEMENT ON OUTSTANDING LITIGATION

ACCOUNTING

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



PERSONNEL

Accounting Supervisor	1
Accountant	2
Accounting Specialist I	1
Accounting Specialist II	1
<i>Total Full-Time Staff</i>	5

FY-18 SIGNIFICANT CHANGES

1. 3% INCREASE COMPARED TO FY 2017-18, PRIMARILY DUE TO CONTRACTING PROFESSIONAL SERVICES TO COMPLY WITH BOND FEE FILING AND OPTIMIZE INVESTMENT PORTFOLIO

ACCOUNTING DEPARTMENT BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
PERSONNEL EXPENSES					
SALARIES & WAGES / FULL TIME	322,568.97	340,000.00	325,665.43	360,400.00	6%
SALARIES & WAGES / PART TIME	-	-	-	-	0%
SALARIES & WAGES / OVERTIME	8,871.61	13,000.00	7,568.71	13,000.00	0%
SALARIES & WAGES / BILINGUAL COMPENSATION	100.00	2,000.00	630.00	700.00	-65%
BENEFITS	146,403.12	201,140.00	193,321.91	207,300.00	3%
OPERATING EXPENSES					
PROFESSIONAL SERVICES / AUDITING	30,870.00	69,000.00	74,607.00	36,435.00	-47%
MISCELLANEOUS / BANK ACCOUNT ANALYSIS	36,950.40	30,000.00	29,344.15	36,000.00	20%
PROFESSIONAL SERVICES / FISCAL AGENT	13,231.82	19,800.00	2,400.00	19,800.00	0%
PROFESSIONAL SERVICES / CONSULTANTS	13,963.00	12,500.00	7,856.40	27,000.00	116%
EXPENSE / TRAINING	1,122.97	3,880.00	1,746.32	5,060.00	30%
MISCELLANEOUS / TRANS/MEALS/CONVENTION	45.25	291.00	34.48	2,390.00	721%
OTHER MISC. / COUNTY TAX COLLECTION FEE	7,169.50	400.00	1.80	400.00	0%
MISCELLANEOUS / DUES & SUBSCRIPTIONS	259.00	938.00	688.80	1,188.00	27%
OPERATING SUPPLIES / UNIFORMS	-	-	-	825.00	0%
OPERATING SUPPLIES / MISCELLANEOUS	-	1,000.00	345.54	1,000.00	0%
MISCELLANEOUS / SWEEP FEES	-	-	-	-	0%
PROFESSIONAL SERVICES / ACCOUNTING ASSISTANCE	3,311.00	-	-	-	0%
OTHER MISCELLANEOUS / PENALTIES	-	-	-	-	0%
OUTSIDE LABOR / CONTRACTORS/LABOR	-	-	-	-	0%
DEPARTMENT TOTAL - 5620	584,866.64	693,949.00	644,210.54	711,498.00	3%

FY 2017-18 ACCOMPLISHMENTS

- ANNUAL AUDIT COMPLETED WITH NO SIGNIFICANT FINDINGS.
- RECEIVED GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) CERTIFICATE FOR EXCELLENCE IN FINANCIAL REPORTING SEVEN CONSECUTIVE YEARS BEGINNING FY2010-11 TO FY 2016-17.
- COMPLETED CONVERSION OF GENERAL BANKING SERVICES FROM BANK OF AMERICA TO JP MORGAN CHASE.
- SUCCESSFULLY ISSUED OVER 19,000 CHECKS FOR SPECIAL WATER REBATE TOTALING OVER \$2.2 MILLION.
- CREATED BUDGET AND MANAGED REIMBURSEMENT PROCESS WITH THE UNITED TECHNOLOGIES CORPORATION (UTC) FOR GROUNDWATER WELLHEAD TREATMENT SYSTEM AND FLUIDIZED BED REACTOR (FBR) OPERATIONS COSTS.
- STARTED PREFUNDING INTO THE IRREVOCABLE TRUST WITH CALPERS UNDER THEIR CALIFORNIA EMPLOYERS' RETIREE BENEFIT TRUST FUND (CERBT) PROGRAM FOR DISTRICT'S OTHER POST-EMPLOYMENT BENEFITS (OPEB).
- DIVERSIFIED INVESTMENT PORTFOLIO BY CONTRACTING WITH CHANDLER ASSET MANAGEMENT.
- IMPLEMENTED A DEBT MANAGEMENT POLICY AND UPDATED DISTRICT INVESTMENT POLICY ALLOWING GREATER RETURNS ON CASH RESERVES THROUGH AN OPTIMAL INVESTMENT PORTFOLIO.



FY 2018-19 GOALS

1. COMPLETE AUDIT AND ADOPT COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) WITHIN SIX MONTHS OF FISCAL YEAR END.

2. CREATE WRITTEN PROCEDURES MANUALS FOR DAILY ACCOUNTING FUNCTIONS.

3. DEVELOP MONTHLY EXPENDITURES STATUS REPORTS TO HELP DEPARTMENTS MONITOR SPENDING.

4. ASSIST WITH THE IMPLEMENTATION AND ADMINISTRATION OF A NEW ACCOUNTING AND UTILITY BILLING SYSTEM.

5. ATTAIN CERTIFICATE OF EXCELLENCE IN FINANCIAL REPORTING.

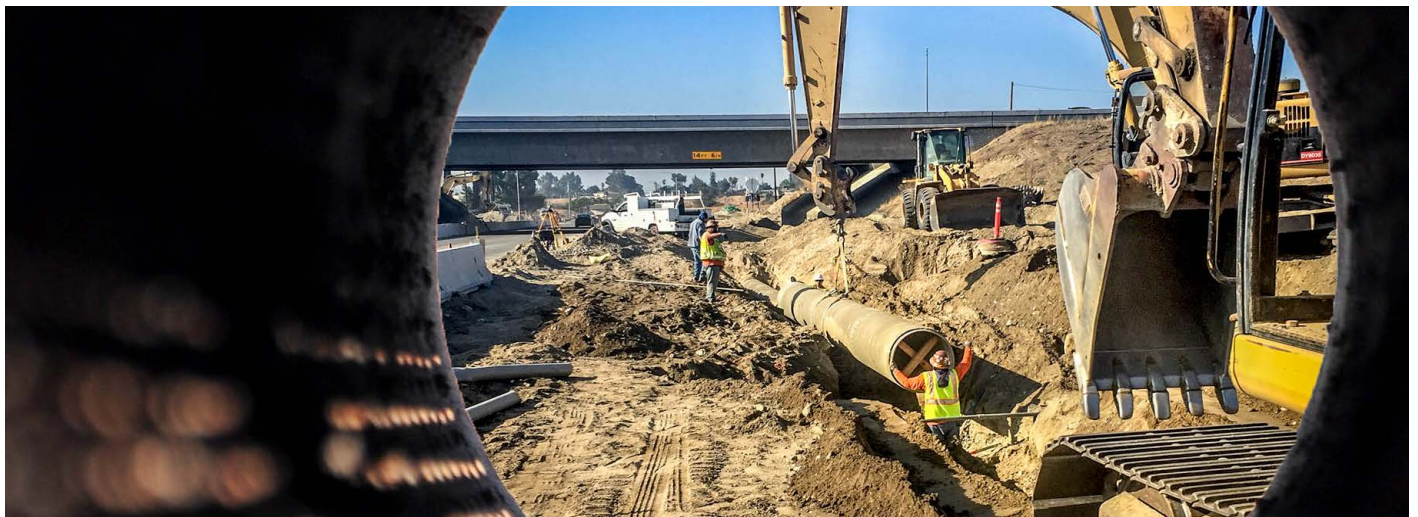




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ENGINEERING

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



PERSONNEL

District Engineer	1
Engineering Manager	1
Development Coordinator	1
Associate Engineer	1
GIS Coordinator	1
Engineering Technician III	1
Engineering Technician II	2
Eng/Ops Coordinator	1
<i>Total Full-Time Staff</i>	9
GIS Student Intern	2
<i>Total Part-Time Staff</i>	2

FY-18 SIGNIFICANT CHANGES

1. ADDED FULL-TIME DISTRICT ENGINEER POSITION.
2. ADDED FULL-TIME DEVELOPMENT COORDINATOR POSITION.

ENGINEERING DEPARTMENT BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
PERSONNEL EXPENSES					
SALARIES & WAGES / FULL TIME	578,439.47	645,000.00	626,054.99	865,200.00	34%
SALARIES & WAGES / PART TIME	9,580.35	40,000.00	31,730.12	76,100.00	90%
SALARIES & WAGES / OVERTIME	1,141.50	1,000.00	616.88	600.00	-40%
SALARIES & WAGES / ON CALL	3,502.68	-	-	-	0%
SALARIES & WAGES / VEHICLE ALLOWANCE	-	-	-	-	0%
BENEFITS	251,007.85	375,230.00	286,901.32	399,600.00	6%
OPERATING EXPENSES					
PROFESSIONAL SERVICES / ENGINEERING	30,879.00	80,000.00	5,373.78	40,000.00	-50%
PROFESSIONAL SERVICES / OTHER CONSULTANTS	7,033.00	45,000.00	16,306.32	-	-100%
EXPENSE / TRAINING	2,623.51	14,200.00	3,624.05	7,000.00	-51%
OPERATING SUPPLIES / UNIFORMS	7,709.67	2,000.00	2,097.94	1,700.00	-15%
REPAIR & MAINTENANCE / OFFICE EQUIPMENT	-	1,000.00	349.20	1,000.00	0%
MISCELLANEOUS / TRANS/MEALS/CONVENTION	236.96	2,450.00	1,449.60	1,800.00	-27%
PROFESSIONAL SERV. / COMPUTER PROGRAMER-GIS	-	-	-	-	0%
PROFESSIONAL SERV. / COMPUTER PROG-WELLHEAD	-	-	-	-	0%
PROFESSIONAL SERVICES / GIS LICENSING	-	-	-	-	0%
DEPARTMENT TOTAL - 5630	892,153.99	1,205,880.00	974,504.20	1,393,000.00	16%

FY 2017-18 ACCOMPLISHMENTS

1. COMPLETED THE 2018 WATER FACILITIES MASTER PLAN.
2. COMPLETED CONSTRUCTION OF HYDROELECTRIC PLANT TO OFFSET ELECTRICAL COSTS AT ROEMER WFF.
3. CREATED A HYDRAULIC WATER MODEL OF THE DISTRICT'S DISTRIBUTION SYSTEM.
4. PREPARED A 5-YEAR CAPITAL IMPROVEMENT PLAN (CIP).
5. COMPLETED THE GEOHYDROLOGY ASSESSMENT OF THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) WELLS.
6. INTEGRATED GIS DISTRICT WIDE WITH FIELD BASED SOLUTIONS, METER QA DASHBOARD AND DIG ALERT APPLICATION.
7. WEB VIEWING IN GIS TO ENABLE FIELD STAFF TO IMPROVE COORDINATION, ACCESS PLANS & DOCUMENT FIELD EDITS.
8. UPDATED DISTRICT WATER SERVICE RULES AND REGULATIONS.
9. COMPLETED DESIGN OF RESERVOIR R2-3 SITE UPGRADES.
10. AWARDED CONSTRUCTION CONTRACT OF WATERLINES & NEW SERVICES IN PERSIMMON AVE., SUMMIT AVE. & LINDEN AVE.
11. COLLECTED OVER \$7.7 MILLION DOLLARS IN DEVELOPER FEES TO SUPPORT CAPITAL IMPROVEMENT PROJECTS.
12. COORDINATED OVER 50 DEVELOPER PROJECTS.



FY 2018-19 GOALS

1. CONSTRUCT A 1.0 MG AERATION TANK AND PUMP STATION AT THE DISTRICT'S LORD RANCH FACILITY.

2. COMPLETE THE DESIGN FOR PIPELINE REPLACEMENT IN VALLEY BLVD. AND POMONA AVE.

3. INSTALL 4 NEW PRESSURE REDUCING VALVES TO SUPPORT DEVELOPMENT GROWTH.

4. FINALIZE DESIGN OF PUMP STATION 7-2.

5. REPLACE PIPELINE IN CASMALIA ST.

6. IVDA WELL 2A REHABILITATION AND EQUIPMENT DESIGN.

7. COMPLETE DESIGN OF PIPELINES TO INCREASE FIRE FLOW POTENTIAL.

8. INSTALL DEARATION TANK AT WELL 54.

9. CONSTRUCT 30-INCH TRANSMISSION MAIN IN HIGHLAND AVE.

10. COMPLETE RESERVOIR 4-3 INTERIOR AND EXTERIOR PAINT RECOATING.

11. INSTALL EMERGENCY GENERATOR AT PUMP STATION 6-2.

12. FINALIZE DESIGN OF WATERLINE IN SANTA ANA AVENUE.

13. COMPLETE THE REMODEL OF THE CUSTOMER SERVICE FOYER.

14. CONSTRUCT NEW WATERLINES, SERVICES AND FIRE HYDRANTS IN PERSIMMON AVE., SUMMIT AVE. AND LINDEN AVE.

15. COMPLETE SITE DRAINAGE IMPROVEMENTS AT RESERVOIR R2-3.

16. IMPLEMENT PHASE 3 OF GIS - FLUSHING FIELD BASED SOLUTION, VALVE TURNING APP. & CONSERVATION DASHBOARD.

17. CONSTRUCT PHASE 3 OF THE BLOOMINGTON WATERLINE RELOCATION PROJECT.





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BUSINESS SYSTEMS

The Business Systems and Information Technology (I.T.) Department is responsible for the effective and efficient integration of technology into the District’s business practices and procedures.



PERSONNEL

Business Systems Manager	1
IT Administrator	1
IT Support Specialist	2
<i>Total Full-Time Staff</i>	4

FY-18 SIGNIFICANT CHANGES

1. HIRED NEW IT SUPPORT SPECIALIST.

BUSINESS SYSTEMS DEPARTMENT BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
PERSONNEL EXPENSES					
SALARIES & WAGES / FULL TIME	360,073.94	362,000.00	342,331.87	436,300.00	21%
SALARIES & WAGES / PART TIME	-	-	-	-	0%
SALARIES & WAGES / OVERTIME	16,006.97	15,000.00	15,129.25	17,000.00	13%
BENEFITS	141,983.47	175,090.00	159,402.84	220,300.00	26%
OPERATING EXPENSES					
REPAIR & MAINTENANCE / CONTRACTS AND LICENSING	227,667.76	198,768.00	229,121.00	245,720.00	24%
MISCELLANEOUS / COMPUTER SUPPLIES & MAINT	82,076.68	103,495.00	100,092.29	144,050.00	39%
MISCELLANEOUS / HIGH SPEED INTERNET SER	10,903.28	11,100.00	11,861.74	16,340.00	47%
PROFESSIONAL SERVICES / PROGRAMMER	5,532.50	40,300.00	5,171.96	36,000.00	-11%
EXPENSE / TRAINING	1,900.00	3,500.00	-	2,098.00	-40%
MISCELLANEOUS / TRANS/MEALS/CONVENTION	-	75.00	65.22	614.00	719%
OUTSIDE LABOR / CONTRACTORS/LABOR	-	40,000.00	-	-	-100%
DEPARTMENT TOTAL - 5640	846,144.60	949,328.00	863,176.17	1,118,422.00	18%

FY 2017-18 ACCOMPLISHMENTS

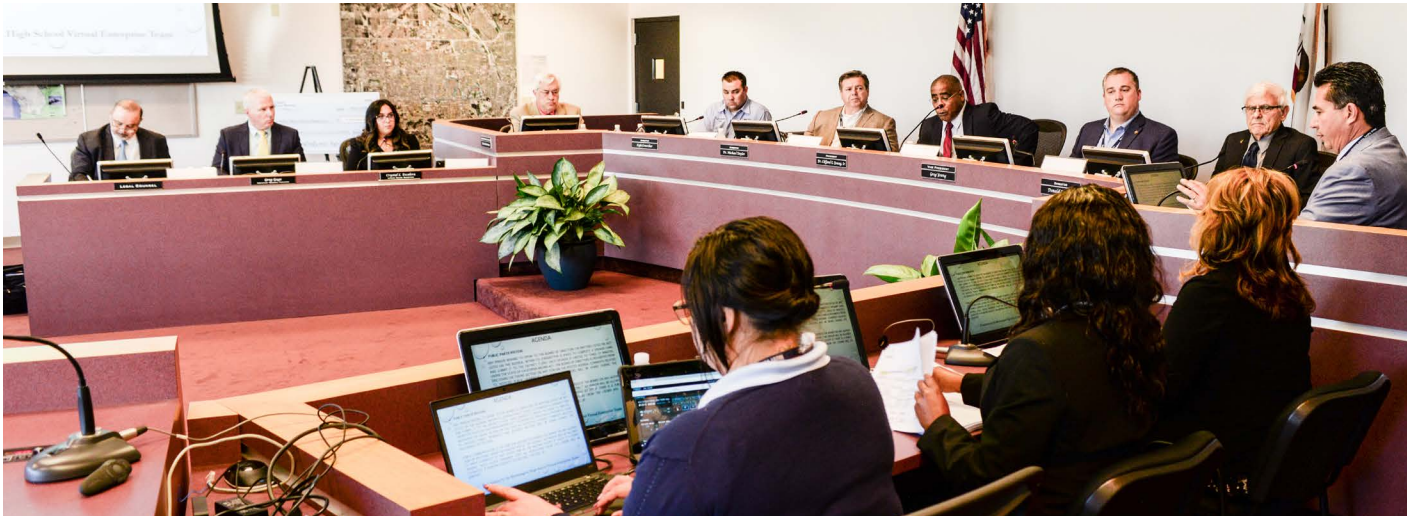
1. UPGRADED THE DISTRICT'S INTERNET SERVICE FROM A 20 MBPS CONNECTION TO A 50 MBPS CONNECTION.
2. UPGRADED THE DISPLAY SYSTEMS IN ALL OF THE DISTRICT'S CONFERENCE ROOMS.
3. DEVELOPED CUSTOM REPORTS AND FILE EXPORTS FOR FINANCIAL REPORTING.
4. IMPLEMENTED A NEW DATA DOMAIN BACKUP SYSTEM.
5. UPGRADED THE DISTRICT'S GIS SERVERS TO IMPROVE PERFORMANCE, AND ALSO IMPLEMENTED A REDESIGNED GIS ARCHITECTURE TO IMPROVE SECURITY.
6. WROTE CUSTOM PROGRAMMING TO IMPLEMENT THE WATER REBATE 2018 PROGRAM.

FY 2018-19 GOALS

1. COMPLETE THE FINAL SELECTION PROCESS FOR A NEW ENTERPRISE SYSTEM TO REPLACE THE DISTRICT'S CURRENT FINANCIAL REPORTING AND UTILITY BILLING SYSTEM.
2. SUCCESSFULLY IMPLEMENT THE SELECTED ENTERPRISE SYSTEM BY JULY 1, 2019.
3. CONTINUE ENHANCEMENTS OF THE CYBER SECURITY PROGRAM
4. IMPLEMENT A MOBILE DEVICE MANAGEMENT PROGRAM TO SECURE THE INCREASING NUMBER OF MOBILE DEVICES.
5. MODERNIZE THE DISTRICT'S SERVER INFRASTRUCTURE BY VIRTUALIZING 85 PERCENT OF THE DISTRICTS SERVERS AND UPGRADING ALL SERVER OPERATING SYSTEMS APPROACHING END-OF-LIFE.

BOARD OF DIRECTORS

The Board of Directors consists of five members within the community who are elected at-large. The Board develops the policies that govern the District.



PERSONNEL

President	1
Vice-President	1
Director	3
<i>Total Part-Time Staff</i>	5

FY-18 SIGNIFICANT CHANGES

1. TWO NEW BOARD MEMBERS ADDED DURING 2017-18.

BOARD OF DIRECTORS DEPARTMENT BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
PERSONNEL EXPENSES					
SALARIES & WAGES / PART TIME	65,961.00	78,000.00	57,859.20	97,200.00	25%
BENEFITS	82,884.45	92,000.00	98,495.79	98,900.00	8%
OPERATING EXPENSES					
MISCELLANEOUS / TRANS/MEALS/CONVENTION	7,532.13	25,000.00	3,510.04	25,000.00	0%
PROFESSIONAL SERVICES / OTHER CONSULTANTS	-	27,000.00	3,754.07	30,000.00	11%
OPERATING SUPPLIES / MISCELLANEOUS	30.44	-	-	1,000.00	0%
EXPENSES / TRAINING	-	-	-	3,000.00	0%
MISCELLANEOUS / ELECTION EXPENSE	-	-	-	-	0%
MISCELLANEOUS / DUES & SUBSCRIPTIONS	538.41	-	-	-	0%
DEPARTMENT TOTAL - 5650	156,946.43	222,000.00	163,619.10	255,100.00	15%

FY 2017-18 ACCOMPLISHMENTS

- 15% REBATE OF CUSTOMERS' WATER CONSUMPTION CHARGES ISSUED. THE REBATE WAS APPROXIMATELY 2.4 MILLION.
- INSTALLED NEW EXECUTIVE LEADERSHIP TEAM.

FY 2018-19 GOALS

- NO CUSTOMER RATE INCREASES.
- ENHANCE THE CUSTOMER SERVICE EXPERIENCE.
- REDISTRICTING AND EXPANSION OF METER CONNECTIONS.
- STUDY OF FUTURE SEWER MANAGEMENT FOR DISTRICT.

HUMAN RESOURCES

The Human Resources Department ensures the District is compliant with all legal and regulatory requirements, as well as a healthy and happy workplace environment.



PERSONNEL

HR & Risk Manager	1
Administrative Assistant	1
HR Analyst	1
<i>Total Full-Time Staff</i>	<i>3</i>

FY-18 SIGNIFICANT CHANGES

1. HIRED NEW HUMAN RESOURCES & RISK MANAGER.
2. RECRUITMENT FOR NEW HUMAN RESOURCES ANALYST.

HUMAN RESOURCES DEPARTMENT BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
PERSONNEL EXPENSES					
SALARIES & WAGES / FULL TIME	275,944.69	317,000.00	317,563.36	316,400.00	0%
SALARIES & WAGES / PART TIME	-	-	-	-	0%
SALARIES & WAGES / OVERTIME	-	-	631.34	-	0%
SALARIES & WAGES / BILINGUAL COMPENSATION	1,051.25	1,000.00	1,258.50	1,300.00	30%
SALARIES & WAGES / VEHICLE ALLOWANCE	-	-	5,100.00	-	0%
BENEFITS	112,978.64	152,090.00	143,190.32	135,900.00	-11%
OPERATING EXPENSES					
PROFESSIONAL SERVICES / LEGAL	-	3,820.00	-	-	-100%
PROFESSIONAL SERVICES / OTHER CONSULTANTS	13,841.85	37,450.00	36,474.00	15,450.00	-59%
MISCELLANEOUS / TRANS/MEALS/CONVENTION	6,397.47	7,360.00	2,672.92	14,750.00	100%
EXPENSE / TRAINING	26,974.31	31,075.00	33,655.57	43,980.00	42%
MISCELLANEOUS / RECRUITMENT	6,986.72	11,050.00	11,026.02	12,300.00	11%
OPERATING SUPPLIES / SAFETY	19,385.77	10,400.00	3,674.21	4,650.00	-55%
OPERATING SUPPLIES / SAFETY RECOGNITION SUPPLY	22,590.77	24,000.00	21,179.44	57,100.00	138%
MISCELLANEOUS / DUES & SUBSCRIPTIONS	7,158.56	8,204.00	3,328.92	11,374.00	39%
OPERATING SUPPLIES / MISCELLANEOUS	622.50	1,100.00	186.62	9,030.00	721%
MISCELLANEOUS / EMPLOYEE WELLNESS PROGRAM	15,120.00	11,200.00	1,350.00	11,850.00	6%
DEPARTMENT TOTAL - 5660	509,052.53	615,749.00	581,291.22	634,084.00	3%

FY 2017-18 ACCOMPLISHMENTS

1. COMPLETED 91% OF HR CONSULTANT'S RECOMMENDATIONS.
2. IMPLEMENTED NEOGOV RECRUITMENT SOFTWARE WHICH HAS IMPROVED TRACKING, APPLICANT EVALUATION PROCESS, AND CREATE ELIGIBILITY LISTS.
3. REDESIGNED PROCESS (SCREENING PANELS, JOB OFFER LETTER, BACKGROUND CHECKS TO EXPEDITE RECRUITMENT PROCESS
4. DEVELOPED AND IMPLEMENTED WATER TECHNOLOGY STUDENT INTERNSHIP PROGRAM.
5. IMPLEMENTED AN EMPLOYEE RECOGNITION PROGRAM TO ENHANCE EMPLOYEE ENGAGEMENT, SATISFACTION AND IMPROVEMENT, AND RECOGNITION.
6. MONTHLY EMPLOYEE NEWSLETTER IS PRODUCED WITH THE PUBLIC AFFAIRS DEPARTMENT.
7. COMPLETED CLASSIFICATION AND COMPENSATION STUDY.



FY 2018-19 GOALS

1. CONTINUE TO ENHANCE AND PROMOTE THE EMPLOYEE WELLNESS PROGRAM.

2. CLASSIFICATION AND COMPENSATION STUDY IMPLEMENTATION OF RECOMMENDATIONS PROCESS.

3. IMPLEMENTATION OF NEOGOV ONBOARDING SOFTWARE.

4. CONTINUE TO DEVELOP STAFF CROSS-TRAINING PROGRAM.

5. PROVIDE ON-GOING SUPERVISOR TRAINING ON TOPICS OF COACHING, GENERATIONS IN THE WORKPLACE, DOCUMENTING DISCIPLINE.

6. CONTINUE IMPLEMENTATION OF HR AUDIT RECOMMENDATIONS.

7. REVIEW AND IMPLEMENT UPDATES TO HUMAN RESOURCES POLICIES AND PROCEDURES AS REQUIRED TO COMPLY WITH REQUIRED LAWS.

8. CONTINUE TO DEVELOP A ROBUST STUDENT INTERNSHIP WATER TECHNOLOGY TRAINING PROGRAM.





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PURCHASING

The Purchasing Department is responsible for carrying out the Purchasing Policy, soliciting formal and informal bids, maintaining inventory, managing facilities contracts, processing requisitions and managing purchase orders.



PERSONNEL

Purchasing Supervisor 1
 Purchasing Analyst 1
 Purchasing Specialist 1
 Purchasing Technician 1

Total Full-Time Staff 4

FY-18 SIGNIFICANT CHANGES

1. CONSTRUCTION COMPLETED FOR PURCHASING DEPARTMENT OFFICES IN SEPTEMBER 2017.

PURCHASING DEPARTMENT BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
PERSONNEL EXPENSES					
SALARIES & WAGES / FULL TIME	199,497.99	229,000.00	220,361.28	283,900.00	24%
SALARIES & WAGES / PART TIME	-	-	-	-	0%
SALARIES & WAGES / OVERTIME	1,148.84	2,500.00	493.15	-	-100%
BENEFITS	86,263.31	120,090.00	115,881.41	161,300.00	34%
OPERATING EXPENSES					
EXPENSE / TRAINING	791.90	1,151.00	377.94	1,800.00	56%
MISCELLANEOUS / TRANS/MEALS/CONVENTION	1,694.69	2,500.00	2,641.30	3,050.00	22%
MISCELLANEOUS / DUES & SUBSCRIPTIONS	575.67	660.00	180.00	1,020.00	55%
OPERATING SUPPLIES / UNIFORMS	-	-	-	500.00	0%
OPERATING SUPPLIES / MISCELLANEOUS	88.33	7,400.00	5,977.07	2,500.00	-66%
DEPARTMENT TOTAL - 5680	290,060.73	363,301.00	345,912.15	454,070.00	25%

FY 2017-18 ACCOMPLISHMENTS

- \$4,000 PER YEAR COST SAVINGS ON EMPLOYEE UNIFORMS THROUGH IMPLEMENTATION OF LEASING AND LAUNDERING PROGRAM WITH UNIFIRST.
- IMPLEMENTED PLANET BIDS, RESULTING IN STREAMLINED BIDDING PROCESS FOR CONTRACTORS AND ENTITIES WISHING TO DO BUSINESS WITH THE DISTRICT.
- DEVELOPED ELECTRONIC FILING SYSTEM FOR CONTRACTS, BIDS, PROPOSALS AND OTHER RELATED PURCHASING DOCUMENTS.
- REDUCED OFFICE SUPPLIES AND COPIER EXPENSE THROUGH STANDARDIZATION AND AGGRESSIVE PRICING NEGOTIATIONS.
- REQUISITIONED AND ISSUED OVER 650 PURCHASE ORDERS TO VENDORS FOR VARIOUS SERVICES AND SUPPLIES FOR DISTRICT.

FY 2018-19 GOALS

- RESEARCH AND NEGOTIATE BETTER PRICING FOR FUEL AND JANITORIAL SERVICES.
- ASSIST IN IMPLEMENTATION OF ENTERPRISE RESOURCE PLANNING SYSTEM.
- UPDATE AND PRE-QUALIFY CONTRACTORS THAT BID ON DISTRICT'S PUBLIC WORKS PROJECTS.
- EFFECTIVELY IMPLEMENT PURCHASING POLICY AND ENSURE ALL PURCHASES FOLLOW AUTHORIZATION TABLE AND REQUIRED JUSTIFICATIONS.

GENERAL OPERATIONS

The General Operations Department reflects common expenses that are generally not attributable to any particular department. Items such as permits, fees, janitorial services and office utility cost are usually placed in this department.



PERSONNEL

No staff assigned.

FY-18 SIGNIFICANT CHANGES

1. FUND OTHER POST-EMPLOYMENT BENEFIT OBLIGATION.

FY 2017-18 ACCOMPLISHMENTS

1. PURCHASED ADDITIONAL FLEET VEHICLES IN LIEU OF CONTINUING LEASE AGREEMENTS DUE TO THE DISTRICT'S CASH POSITION.

FY 2018-19 GOALS

1. CONTINUE TO PURCHASE LEASED VEHICLES TO FURTHER REDUCE EXPENSES.
2. CONTINUE TO LOOK FOR VALUE ADDED SERVICES TO REDUCE COST ON GENERAL OPERATING EXPENSES, I.E. COMPETITIVELY PROCURING FUELS AND OFFICE SUPPLIES.
3. ADD EARTHQUAKE INSURANCE COVERAGE TO PROTECT DISTRICT ASSETS.

GENERAL OPERATIONS DEPARTMENT BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
PERSONNEL EXPENSES					
BENEFITS	31,337.88	351,000.00	351,370.60	-	-100%
POST EMPLOYMENT (GASB 45)	1,005,268.44	1,108,000.00	1,200,000.00	1,200,000.00	8%
EXPENSE / STATE UNEMPLOYMENT INS	12,641.23	9,000.00	3,753.46	9,000.00	0%
EXPENSES / PERS-PENSION CLASSIC	162,875.00	210,000.00	251,044.80	282,210.00	34%
PERS-PENSION / EMPLOYER PEPRA-2ND TIER	-	-	-	-	0%
OPERATING EXPENSES					
MISCELLANEOUS / INSURANCE-AUTO / GEN	214,042.45	230,000.00	204,257.53	370,000.00	61%
OPERATING SUPPLIES / GASOLINE & OIL	80,824.53	121,000.00	104,530.93	121,000.00	0%
LEASING / VEHICLE	121,301.82	91,000.00	96,059.72	89,800.00	-1%
PROFESSIONAL SERVICES / ALARM	80,054.32	57,047.00	56,633.28	117,840.00	107%
COMMUNICATION SERVICES / TELEPHONE	114,326.98	114,294.00	85,138.06	107,150.00	-6%
MISCELLANEOUS / PERMITS & FEES	257,586.35	158,627.00	177,511.19	197,227.00	24%
UTILITY SERVICES / ELECTRIC	30,683.80	32,000.00	24,019.16	36,000.00	13%
OPERATING SUPPLIES / SHOP SUPPLIES	75,894.30	80,700.00	57,399.40	80,700.00	0%
COMMUNICATION SERVICES / POSTAGE & SHIPPING	33,977.48	12,000.00	1,657.81	12,000.00	0%
OPERATING SUPPLIES / STATIONERY & OFFICE	74,261.82	67,720.00	41,430.59	67,720.00	0%
REPAIR & MAINT / STRUCTURES & IMPROVEMENTS	91,506.65	48,320.00	35,351.23	46,320.00	-4%
PROFESSIONAL SERVICES / JANITORIAL	45,536.29	46,400.00	53,275.08	53,100.00	14%
REPAIR & MAINTENANCE / VEHICLE	118,020.09	71,200.00	72,696.13	71,100.00	0%
REPAIR & MAINTENANCE / MAJOR EQUIP & GEN PLANT	27,687.98	4,200.00	5,475.37	7,000.00	67%
REPAIR & MAINTENANCE / OFFICE EQUIPMENT	22,221.07	35,280.00	16,969.00	22,800.00	-35%
REPAIR & MAINTENANCE / COMM EQUIPMENT	5,033.18	5,400.00	1,706.08	5,400.00	0%
UTILITY SERVICES / TRASH	17,212.83	15,840.00	19,753.86	20,200.00	28%
PROFESSIONAL SERVICES / PHONE ANSWERING SVC	5,736.90	5,172.00	5,539.32	5,172.00	0%
RENTALS / EQUIPMENT	4,673.42	5,008.00	1,153.52	5,008.00	0%
OTHER EXPENSES / FURNITURE & EQUIPMENT	43,992.09	50,234.00	38,861.06	34,200.00	-32%
UTILITY SERVICES / WATER	2,546.29	2,100.00	2,436.38	2,340.00	11%
REPAIR & MAINTENANCE / TOOLS	815.30	-	-	-	0%
UTILITY SERVICES / GAS	1,372.37	1,200.00	1,063.52	-	-100%
OUTSIDE LABOR / CONTRACTORS/LABOR	-	-	-	-	0%
BOARD APPROVED / RATE REBATE	-	-	-	-	0%
BOARD APPROVED / RATE REBATE	-	-	2,260,644.31	-	0%
MISCELLANEOUS / LOSS-ASSET SALE / RETRMT	-	-	-	-	0%
MISCELLANEOUS / CAP EXPENDITURE-EQUIP	-	-	-	-	0%
MISCELLANEOUS / CAP EXPENDITURE-IMPROVE	-	-	-	-	0%
IMPROVEMENTS PROJECTS / CAP IMPROV PROJ EXP	202,887.38	10,000.00	300,000.00	20,000.00	100%
DEPARTMENT TOTAL - 8110	2,884,318.24	2,942,742.00	5,469,731.39	2,983,287.00	1%

DEBT SERVICE

Debt funding is used to finance large capital projects. For FY 2018-19, the District has outstanding debt allocated toward the financing of water treatment facilities, infrastructure projects and other improvements.



PERSONNEL

No staff assigned.

FY-18 SIGNIFICANT CHANGES

1. ROEMER HYDROELECTRIC PLAN WILL BE BECOME OPERABLE. THE DISTRICT WILL HAVE A NEW SERVICE PAYMENT FOR THE PLANT.

DEBT SERVICE BUDGET

Account Description	FY 2016-17 Actual	FY 2017-18 Amended	FY 2017-18 Projected	FY 2018-19 Approved	Change
CRESTMORE HEIGHTS AD 97-1					
BOND PAYABLE / CRESTMORE HEIGHTS	75,000.00	-	-	-	0%
CRESTMORE HEIGHTS / INTEREST	1,899.00	-	-	-	0%
SERIES 2006D2 REVENUE BONDS					
BONDS PAYABLE / SERIES 2006D	1,130,000.00	-	-	-	0%
LONG TERM DEBT / INTEREST	513,814.00	-	-	-	0%
BASELINE FEEDER CONTRACT PAYABLE					
LIABILITY / WATER PART RIGHT-CURRENT	321,528.84	321,529.00	321,529.00	321,529.00	0%
ROEMER HYDROELECTRIC PLANT					
LIABILITY	-	375,000.00	290,000.00	375,000.00	29%
SERIES 2016A BONDS					
BONDS PAYABLE / SERIES 2016A	-	595,000.00	595,000.00	400,000.00	-33%
LONG TERM DEBT / INTEREST	253,921.00	917,400.00	917,400.00	907,450.00	-1%
DEBT SERVICE TOTAL	2,296,162.84	2,208,929.00	2,123,929.00	2,003,979.00	-6%

FY 2017-18 ACCOMPLISHMENTS

1. MAINTAINED AA- CREDIT RATING OBTAINED FROM STANDARD & POORS. CASH FLOW SAVINGS ACHIEVED FROM DEBT REFINANCING DURING 2016-17 WERE PUT INTO DISTRICT INFRASTRUCTURE PROJECTS DURING 2017-18.

FY 2018-19 GOALS

1. DISTRICT WILL EXPLORE OTHER FINANCING OPTIONS FOR LARGE-SCALE CAPITAL IMPROVEMENT PROJECTS (CIP) THAT HAVE BEEN IDENTIFIED IN THE 2018 MASTER PLAN UPDATE.



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CAPITAL IMPROVEMENT PLAN

WEST VALLEY WATER DISTRICT
Fiscal Year 2018 - 2019

CAPITAL IMPROVEMENT PLAN

A capital improvement plan (CIP) is a community planning and fiscal management tool used to coordinate the location, timing and financing of capital improvements over a multi-year period.



Capital improvements refer to major, non-recurring physical expenditures such as land, buildings, infrastructure and equipment. Capital improvement projects are identified and prioritized based on the following criteria:

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

PROJECTS COMPLETED IN FY 2017-18

Year Adopted	Project Name	Project Budget	Project Annual
2017	Fixed Bed Reactor Design and Equipment Procurement	497,831	497,831
2017	Annual R/R - SCADA & Metering to Non-Metered Pump	11,865	11,865
2017	Pump Station & Well Buildings Rehabilitation	32,752	32,752
2018	Annual R/R - Yard Piping Recoating	57,700	57,700
2016	Oliver P. Roemer GAC Vessel Expansion	844,968	844,968
2017	Purchasing Offices Construction	79,766	79,766
2018	Scissor Lift	21,224	21,224
2018	Boom Lift	52,304	52,304
2018	2018 Chevy Silverado Vehicle	22,324	22,318
2018	Customer Service Ricoh Copier Machine	5,572	5,572
2018	Omntec Tank Monitor	15,025	15,025
2018	2018 Chevy Equinox Public Affairs Vehicle	23,642	23,635
2015	Pepper Avenue @ I-10 Freeway Zone 2 - 24" Transmission Main Railway - Design	50,000	54,545
2010	Pepper Avenue @ 210 Freeway Zone 4 - 30" Transmission Main - Construction	320,000	320,100
2017	Water Master Plan	145,928	136,985
2018	Annual - Water System & Administration Security Upgrades	146,953	127,374
2018	Roemer WFF Security Upgrades	54,852	54,852
2018	Flat Deck Trailer	7,065	7,593
2017	Backup System for new Virtual Server Environment	6,598	8,104
2017	Engineering Conference Room	14,000	13,039
2018	2018 Chevy Equinox Admin Pool Vehicle	23,000	22,738
2015	Lord Ranch 1.0 MG Aeration Tank	6,000	5,749
2018	District Headquarters	194,747	202,779
2018	Annual R/R - Roemer Facilities	75,000	75,683
2018	Annual R/R - Cla-Vals	50,000	49,999
2018	Annual R/R - Fire Hydrant Replacement	75,000	74,992
2018	Annual R/R - Upgrade Plant Gates to Auto Openers	20,000	17,900
2018	Roemer Effluent Pump Replacement	190,000	185,564
2018	Roemer WFF - Filter Media Replacement	167,884	162,653
2017	Well Characterization Study - Abandoned Wells	179,783	169,998
2017	Zone 3 Distribution Pipeline Replacement - 8" in Valley/Pomona	128,183	118,183
2018	Annual R/R - Booster Pumps	50,000	24,962
2018	Pump Station & Well Buildings Rehabilitation	66,800	35,653
Total		3,636,766	3,534,404

FISCAL YEAR 2018-19 APPROVED FUNDING

Capital Improvement Project Name	General Fund	Capacity Reserve	Total	Description	Comments
Zone 6 - Well 54 - Deaeration Tank	330,000	-	330,000	A major characteristic of the water pumped from Well 54 is entrained air, which causes customer complaints in the Fontana neighborhood. The deaeration tank allows air in water to be released to the atmosphere eliminating these complaints. Additionally, the well pump will be modified, and associated booster pumps will be installed.	New Project
Air Scrubber Replacement - FBR plant replacement	50,000	-	50,000	Replace inoperable air scrubber at the FBR Plant.	New Project
TOC Analyzer	43,000	-	43,000	Purchase an in-line Total Organic Carbon (TOC) analyzer to monitor the TOC levels at the Roemer Plant. TOC Analyzer - \$43,000.	Purchase critical monitoring equipment to monitor contaminants continuously at treatment facilities.
Nitrate Analyzer	25,000	-	25,000	Purchase an in-line nitrate analyzer to monitor the nitrate levels at Well 17 Ion Exchange Water Treatment Facility. Nitrate Analyzer - \$25,000.	Purchase critical monitoring equipment to monitor contaminants continuously at treatment facilities.
Lord Ranch 1.0 MG Aeration Tank - Construction	-	1,905,000	1,905,000	Project involves the construction of a 1.0 MG welded steel reservoir, 32 feet in height and 80 feet in diameter.	This reservoir is required for water supplies to the Districts upper pressure zones.
Well 41 - Ion Exchange Treatment	440,000	110,000	550,000	Project includes the relocation of 2 ion exchange vessels from Reservoir 2-1 site to Well 41. Project also includes potential CEQA, property purchase, fencing and piping needed to install treatment at Well 41. Well 41 requires treatment for perchlorate.	Project will provide additional water supply in pressure zone 2.
Zone 8 - Reservoir 8-3 - Design Modifications and Easement	8,000	72,000	80,000	Project includes changes to the existing design and easement. Reservoir will be constructed in FY 2019/2020.	The proposed project, a 2.0 MG Reservoir's, required as a result of development within the District's highest pressure zone, Zone 8 and fire flow storage.
Total Facilities and Plants	896,000	2,087,000	-		-
Accounting Offices	80,000	-	80,000	New offices will be constructed in area being currently used for construction	Additional employees are being added to assist with district growth.
FBR Offices Construction	30,000	-	30,000	Construct 3 offices in the Fluidized Bed Reactor (FBR) warehouse.	Construct offices in FBR, 2nd floor, to house the treatment staff members.
Total Facilities and Plants Rehabilitation & Replacement	110,000	-	-		-
District Security	460,000	-	460,000	Adding security camera system to the Districts Headquarters.	-

FISCAL YEAR 2018-19 APPROVED FUNDING CONTINUED

Capital Improvement Project Name	General Fund	Capacity Reserve	Total	Description	Comments
Water System Geographical Information Systems (GIS) Application Upgrades - Phase III	80,000	-	80,000	Project involves taking the work accomplished in Phase 1 and 2 implementing mobile field applications. Project includes backflow inspection field based solution and GIS integration, vehicle tracking GPS system, new billing system software integration, and facility mapping.	-
Street Sweeper	62,000	-	62,000	The sweeper machine will be utilized to clean up streets and gutters after distribution system repairs such as water service leaks, main breaks and hit fire hydrants, as well as to clean all District facilities. This will free up staff to work on other maintenance tasks.	Purchase a sweeper to increase productivity.
New Enterprise System Software	40,000	-	40,000	The project would implement a new enterprise system that better meets the District's needs and would integrate with other systems.	The District's current enterprise system, Naviline, is a DB2 database that runs on the IBM iSeries platform. Although it is a robust platform, the system was originally developed about 30 years ago. Many processes do not reflect contemporary best practices, and it supports relatively few application programming interfaces (APIs), (which is a barrier to successful integration with other systems). The water industry as well as the District's needs have evolved significantly since Naviline's original development.
Reduced Pressure Principle Backflow Prevention Assemblies (QTY 62)	40,000	-	40,000	Purchase backflow prevention assemblies to rent out to customers in accordance with the updated water service rules and regulations. This assembly will be installed downstream of the construction meter to prevent non-potable source from entering the distribution system.	New Project
Water Truck (2,000 gallons)	30,000	-	30,000	Existing water truck is custom made, 1,500 gallon capacity and beyond its useful design life.	Existing water truck has reached its end life cycle.
Street Grinder	25,000	-	25,000	City inspectors are requesting the asphalt be grinded around excavated area for proper steel road plates to be installed. Maintenance staff is requesting to purchase an asphalt grinder to perform the needed grinding.	Purchase an asphalt grinder for existing Caterpillar skid steer to grind asphalt around excavation to comply with Cities' street cut requirements.
Total Fleet/ Equipment	737,000	-	-		

FISCAL YEAR 2018-19 APPROVED FUNDING CONTINUED

Capital Improvement Project Name	General Fund	Capacity Reserve	Total	Description	Comments
Annual R/R - Water Meter Replacement	489,758	-	489,758	Project involves the installation of new, modernized water meters with AMR technology to replace aging, inefficient meters.	New meters provide more efficient water metering, increased revenues and more accurate reporting of water usage to the State of California Department of Water Resources. Replacement of aging meters reduces the amount of "water loss" or the difference between metered deliveries and water produced.
Complete SCADA System Replacement Phase 1 of 3. Total costs for all 3 phases - \$650,000. Phase 2 in FY2020 (\$200,000). Phase 3 in FY2021 (250,000).	200,000	-	200,000	To build a new entirely redundant Supervisory Control and Data Acquisition (SCADA) system using a non-proprietary platform to eliminate sole source for SCADA programming. The project consists of converting the existing software, Wonderware, with General Electric's iFix, as well as designing, software programming, and the on-site installation portion of the project.	New Project
Annual R/R - System Valve Replacement	150,000	-	150,000	Numerous valves in distribution system inoperable. Need to replace on an annual basis.	-
Roemer WFF - Valve /Actuator Replacement (QTY 12 Valves and 12 Actuators)	100,000	-	100,000	Replace inoperable critical plant valves and actuators at the Roemer Plant	New Project
Annual R/R - Large Meter Vault Lid Replacement	40,000	-	40,000	Replace meter vault lids on large meters - reduce liability to District from injury claims	Goal is to improve public safety.
Total System Appurtenances Rehabilitation & Replacement	979,758	-	- -		-
Highland Avenue 30" Transmission Main - Pepper Avenue to Oakdale - Construction	-	220,000	220,000	This project includes the construction of approximately 3,900 lineal feet (lf) of 30-inch cement lined and mortar coated steel transmission pipeline within Highland Avenue from Pepper Avenue to Oakdale Avenue. This pipeline will convey Bunker Hill Groundwater from the Lord Ranch Pump Station 4-3 to the Zone 4 reservoirs in the District's upper pressure zone.	This new transmission main is needed to transport the additional water supplies from the Bunker Hill Groundwater Basin to the District's upper pressure zones to support system growth. This Bunker Hill groundwater would be the District's supplemental water supply in the event reduced State Project Water supplies.

FISCAL YEAR 2018-19 APPROVED FUNDING CONTINUED

Capital Improvement Project Name	General Fund	Capacity Reserve	Total	Description	Comments
Zone 7 - Waterline Oversizing - Sierra Avenue	-	120,000	120,000	Project involves the oversizing costs associated with Developer installed facilities as part of their development.	Pipeline needed to supply Tract 18944 on Sierra Avenue in Fontana.
Zone 6 PRV - New PRV on Sierra Avenue	-	104,000	104,000	Construction of pressure reducing stations (PRV) per District Standard W-22A.	Pressure reducing station needed to break water pressure to downstream customers. Required for new development.
Zone 6 PRV - New PRV on Coyote Canyon	-	104,000	104,000	Construction of pressure reducing stations (PRV) per District Standard W-22A.	Pressure reducing station needed to break water pressure to downstream customers. Required for new development.
Zone 7 PRV - New PRV on Lytle Creek Ranch Development	-	104,000	104,000	Construction of pressure reducing stations (PRV) per District Standard W-22A.	Pressure reducing station needed to break water pressure to downstream customers. Required for new development.
Zone 7 PRV - New PRV on Lytle Creek Road	-	104,000	104,000	Construction of pressure reducing stations (PRV) per District Standard W-22A.	Pressure reducing station needed to break water pressure to downstream customers. Required for new development.
Zone 3 - Waterline Oversizing - Cedar Place	-	84,000	84,000	Project involves the oversizing costs associated with Developer installed facilities as part of their development.	Pipeline needed to supply distribution system from District Well 39.
Bloomington Alley Way Main Replacement Phase 3	1,700,000	-	1,700,000	Construct 6,500 LF of 8-inch waterline in 10th St. and 11th St. between Locust Ave. and Linden Ave., and in Linden Ave. between 7th St. and 9th St., and in Maple Ave. from 10th St. to 11th St. construct 800 LF of 12-inch waterline in Cedar Ave. between 7th St. and 9th St. Relocate 150 service laterals and install 14 fire hydrants.	Distribution mains, services and valves serving a portion of the community of Bloomington are located within the rear alleyways of the homes. Over the course of many decades, fences, buildings etc. have been constructed within these alleyways limiting the Districts ability to read meters, locate shut off valves and perform regular and emergency maintenance.
Zone 2 - Fire Flow Pipeline - Holly Street and Wilson Street - Design	60,000	-	60,000	Design of new pipeline in Holly St.	-
Zone 3 - Valley Blvd. Pipeline - Design	50,000	-	50,000	Design of new pipeline in Valley Blvd.	-
Total Water Mains	1,810,000	840,000	-	-	-

FISCAL YEAR 2018-19 APPROVED FUNDING CONTINUED

Capital Improvement Project Name	General Fund	Capacity Reserve	Total	Description	Comments
Lord Ranch 4-3 Pump Station - Construction	-	3,000,000	3,000,000	Construction of a new pump station designed to handle the ultimate flow of 20 million gallons per day (mgd) at the District's Lord Ranch Facility. The pump station will initially be equipped with four pumps. Additional pumps will be installed as demand for water in the upper pressure zones increases. Ultimately the pump station will be equipped with eight pumps (one utilized as a stand-by).	This pump station is required to boost additional Bunker Hill water supplies to the District's upper pressure zones. This Bunker Hill groundwater would be the District's supplemental water supply in the event reduced State Project Water supplies.
Total Pumps and Booster Plants	-	3,000,000	-		-
Annual R/R - Wells and Pumping Equipment	100,000	-	100,000	Project involves the replacement or rehabilitation of booster pumps as a result of mechanical or electrical equipment failure or low wire to water efficiency. Pumps are typically replaced as failures occur, such as impeller degradation or motor rewinds.	New Project
Total Pumps, Boosters & Cla-Val Rehabilitation & Replacement	100,000	-	-		-
Annual R/R - Reservoir Rehabilitation (New roof for 3A1)	400,000	-	400,000	Project involves reservoir inspection, cleaning and repairs. Perform asbestos abatement and replace existing roof on Reservoir 3A1 due to major cracks.	New Project
Total Reservoir Rehabilitation	400,000	-	-		-
IVDA Well 2A - Rehabilitation and Equipping - Design	120,000	30,000	150,000	This project includes the design of processes, equipment and appurtenances needed to bring Well W2A back into service, including site modifications and off-site piping.	The District is investigating various water supply sources. This well once equipped would increase the District's production capacity in the Bunker Hill Groundwater Basin.
Total Source of Supply	120,000	30,000	-		-
Long Term RTU replacements (only if needed)	40,000	-	40,000	Project involves the replacement of remote terminal units as they fail.	New Project
Total Wells and Pumping Equipment Rehabilitation	40,000	-	-		-
Total CIP	5,192,758	5,957,000	11,149,758		
Contingency			557,487.88		



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