

***IRVINE RANCH WATER DISTRICT  
OPERATING BUDGET  
FISCAL YEAR 2015-16***



***“ADOPTED”***

***MAY 26, 2015***





# OPERATING BUDGET

## *Assumptions as of May 26, 2015 Fiscal Year 2015-16*

The goal of the District's budgeting process remains to fund the resources required to provide services to the District's customers as cost-efficiently as possible. Over the past few years, the District's operating budget has aggressively pursued reductions in expenses to offset uncontrollable expenses such as pass-through rate increases from outside agencies on which the District depends for the purchase of water, the treatment of wastewater and biosolids, and electricity costs. With significant additional capital facilities in development in FY 2015-16, the recommended increases in the operating budget reflect additional expenses associated with operating or planning for the operation of those facilities.

On April 1, 2015, the Governor issued an Executive Order to direct the State Water Resources Control Board (SWRCB) to impose restrictions to achieve an aggregate statewide 25% reduction in potable urban water use through February 2016. The Executive Order stipulates a 25% reduction in water use as compared to 2013 and has proposed an initial framework. SWRCB's initial proposal considers the relative residential per capita water usage (GPCD) of each water suppliers' area based on the reporting period of Sept 2014 and places each supplier into tiers requiring savings of potable water usage from 2013 ranging between 10-35%. Based on IRWD's 92.3 GPCD, the District would be required to achieve a 16% reduction in potable usage. While the District understands the proposal is preliminary with final regulations to be issued early May, staff has taken this proposal into consideration in preparing the rates for the budget.

This document is a preliminary summary of the major assumptions driving the development of the operating budget for FY 2015-16 for input by the Finance and Personnel Committee and the Board.

### **I. REVENUES**

#### *Growth Estimates:*

Residential development growth included both apartments and single family homes for FY 2015-16. The unit estimate is based on the most current projections received from the major developers throughout the service area. Current estimates identify approximately 4,100 mixed units coming on line in FY 2015-16. As a result, the growth factor for residential development was estimated at 3.0% for FY 2015-16.

The District experienced an increase in commercial volume which is helping to meet a return of the previously lost revenue due to the economy. Current development projections for the commercial/industrial sector identify 105 acres of development occurring in FY 2015-16 as well as 32 acres developing in the current fiscal year. Staff included a 1% growth rate for commercial and industrial development for FY 2015-16. Revenue assumptions used to estimate sewer revenue match the assumptions included for potable water.

#### *Minimizing the Rate Impact:*

The FY 2015-16 budget includes a significant increase in operating expenses, the largest increase in water purchases and it includes higher pass through costs from outside agencies and higher electricity costs. As a result, in order to minimize the rate increases, staff



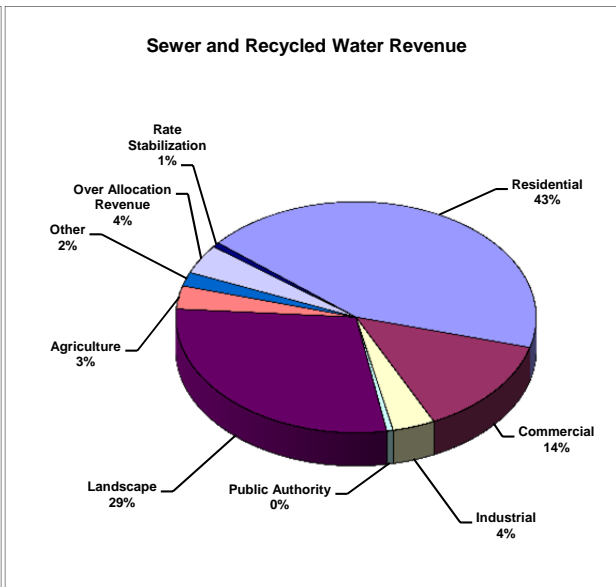
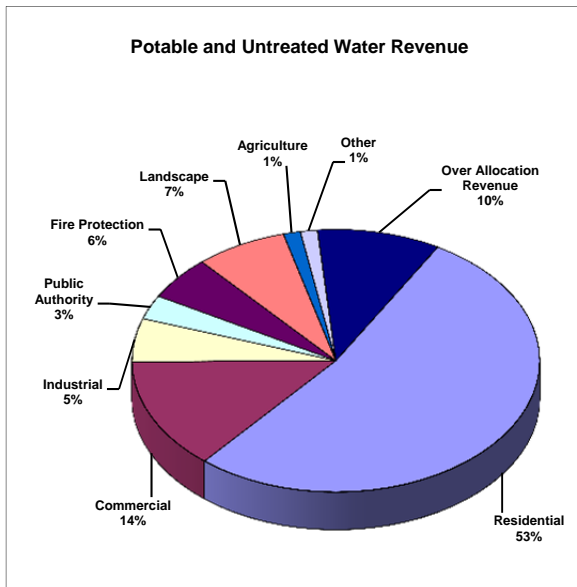
# OPERATING BUDGET

## Assumptions as of March 16, 2015 Fiscal Year 2015-16

recommends allocation of a portion of the projected additional imported water purchases from the over allocation tiers.

*FY 2015-16 Estimate for Operating Revenue Sources, by Customer Type (in thousands):*

Customer Type	Water	Sewer/ Recycled Water	Total
Residential	\$ 37,241	\$ 31,416	\$ 68,657
Commercial	9,668	9,952	19,620
Industrial	3,773	2,766	6,539
Public Authority	2,102	421	2,523
Fire Protection	3,807	0	3,807
Landscape Irrigation	5,131	21,020	26,151
Agriculture Irrigation	959	2,364	3,323
Other	950	1,422	2,372
Over Allocation Revenue	6,897	3,000	9,897
Rate Stabilization/Non Rate Generated	2,046	486	2,532
<b>Total</b>	<b>\$ 72,574</b>	<b>\$ 72,847</b>	<b>\$ 145,421</b>



The projected revenue sources and their respective percentage of the total are presented in the graph above. Total Residential, Landscape, Commercial, and Industrial revenue constitute over approximately 80% of the total operating revenues for both water and sewer. In addition, revenues include the remaining increase for the fixed meter charges approved by the Board in FY 2014-15 budget.



# OPERATING BUDGET

## *Assumptions as of March 16, 2015* *Fiscal Year 2015-16*

The “Other” category in the chart above includes revenue from the following sources in the order of total estimated receipts:

- Construction/Temporary accounts
- United States Department of the Navy contribution for the Shallow Ground Water Unit identified as Irvine Desalter Project (IDP) Reimbursements
- Recycled water sales to the Santa Margarita Water District
- Green Acres Project (GAP) recycled water sales
- Recycled Water Conversion Loan payments

## II. OPERATING EXPENSES

Notable expected changes in operating expenses are addressed below by system and function:

### A. Treated Water

The State Water Resources Control Board (SWRCB) was directed to impose restrictions to achieve an aggregate statewide 25% reduction in potable urban water use through February 2016. The District’s potable water budget has been reduced to match the states directed target.

The approach the SWRCB used to reach the 25% reduction is based on each agency’s GPCD. Based on IRWD’s 92.3 GPCD, the District would be required to achieve a 16% reduction in potable usage from the District’s 2013 total available. This is just under a 9,400 acre foot decrease from the current budget assumption for FY 2015-16. To reach this target, groundwater sources were reduced by 7,050 acre feet and imports were reduced 2,350 acre feet. The preliminary mix identified above takes into consideration maintaining groundwater usage below the BPP.

California continues to face a significant drought and District customers are receiving this messaging from a variety of sources. In addition, the District will continue to make efforts to do its part in encouraging its customers to conserve.

The District intends to continue encouraging conservation through its rate structure, which provides an incentive for customers to limit water use to their base allocation. Last year, the District took steps to change the rate structure to provide additional incentive to customers to conserve:

- The Gallons Per Capita per Day (GPCD) was reduced from 55 to 50 because the average residential customer currently uses less than 55 GPCD; and
- Each of the over allocation tiers for residential customers were tightened by 20% to match the messaging being promoted. Landscape allocations were not changed because they are significantly tighter. Commercial allocations remain unchanged as well.

Other factors that may influence demands within the District include the messaging from outside agencies and changes within rates and charges.

The FY 2014-15 budget anticipated a significant reduction in usage associated with these changes which has not yet occurred. The District is projecting the potable

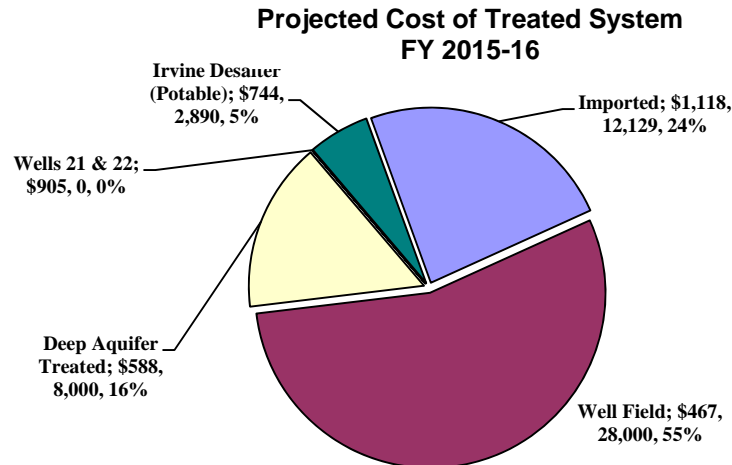


# OPERATING BUDGET

## *Assumptions as of March 16, 2015 Fiscal Year 2015-16*

and untreated demands for FY 2015-16 to be 63,743 acre feet (AF), an increase of approximately 3,600 over the prior year. The state directed change will potentially reduce the total available to 55,468 AF.

The sources used to meet potable demands, their respective cost per AF, inclusive of labor, electricity, chemicals, etc., and their respective share of the total water purchased are identified in the graph:



### **Groundwater Production**

The major assumptions associated with the respective sources of water include the following:

- The Replenishment Assessment (RA) in FY 2014-15 was \$294 per AF and the rate used in FY 2015-16 is \$322 per AF, an increase of 10%. The District's basin production percentage (BPP) is set at a maximum of 70%, per the OCWD / IRWD Annexation Agreement executed in 2013.
- The Dyer Road Well Field (DRWF) pumping costs:
  - Actual energy usage will be factored with a rate increase of 6%.
  - Chemical expense is relatively flat.
- Primary changes in costs include a \$26 per AF estimated rate increase for RA and a 6% increase in energy for the Irvine Desalter Project (IDP), the Potable Treatment Plant (PTP), and the Deep Aquifer Treatment System (DATS).

### **Treated Water – Metropolitan Water District of Southern California (MWD)**

- MWD is expected to increase its rates again on January 1, 2016 by 2% and other components will have a small net increase for the District. Readiness-to-Serve (RTS) will increase by 3% and the capacity charge (CC) will increase by 11%.
  - RTS from \$1.35 million to 1.42 million;
  - CC from \$0.35 million \$0.39 million.



## OPERATING BUDGET

### *Assumptions as of March 16, 2015 Fiscal Year 2015-16*

- Staff assumes no substantial change to the costs associated with the IRWD Reservoir Management Systems.
- Los Alisos rate area demands are met almost entirely from MWD/MWDOC imported water.

#### **Untreated Water**

The sources for untreated water for FY 2015-16 will include purchased water.

- MWDOC purchases, Native Water and Santiago Aqueduct Commission (SAC) water is expected to be used to meet all untreated demands.
- Any MWDOC increases discussed above also apply to purchases for the untreated system.

#### **B. Recycled Water**

Demands for the recycled system continue to increase. Total recycled demand is estimated at 32,810 AF, an increase of approximately 4,000 AF from the FY 2014-15 budget. Sources are as follows:

- Production and storage generated from operations at the Michelson Water Recycling Plant (MWRP) and Los Alisos Water Recycling Plant (LAWRP) are expected to provide 22,300 AF.
- The Irvine Desalter will provide 2,900 AF net of water lost through treatment.
- SAC water will provide 282 AF of water.
- The recycled water system is expected to purchase 9,404 acre-feet of supplemental water from the untreated system.

#### **C. Salaries and Benefits**

- Each year, staff prepares a labor budget based upon the total positions in the organization chart, expected merit and cost of living increases, and promotional allowances.
  - Each salary is identified and included in January and then projected forward adding merit increases that are based on prior review ratings where necessary in order to reach a starting July salary base.
  - New positions and promotions are added and all salaries are projected forward on a month by month basis.
  - In December, a COLA and promotional factor are applied to all salaries - Assumed at 2.0% and 0.9%, respectively.
  - Although staffing is below the current budget, staff anticipates all positions being occupied by FY 2015-16.



# OPERATING BUDGET

## *Assumptions as of March 16, 2015 Fiscal Year 2015-16*

<b>Regular Salaries and Wages</b>	
FY 2014-15	\$29,097
Vacancy Factor	(1,600)
New positions	896
Promotions	161
COLA	321
Merit/Other	209
FY 2015-16	\$29,084

The following table identifies the current and proposed contribution of the District toward employee benefits.

<b>Additional Contributions Provided by the District</b>		
	<b>FY 14-15</b>	<b>FY 15-16</b>
PERS Employer Contribution	17.7%	18.3%
PERS in Excess of ARC	<u>7.3%</u>	<u>6.7%</u>
Combined Total	25.0%	25.0%
District Employee Contribution	1.37%*	0.0%
District's Senior Staff Contribution	0.0%	0.0%
401A Matching Contribution of 3%	2.8%	2.4%

\* reduces to 0% effective March 16, 2015.

### **III. USE OF OTHER FUNDS**

#### **A. Over Allocation Revenue**

Over allocation revenue is used to offset the following expenses:

- The cost associated with additional imported water purchases, \$1,191 per AF for the Irvine Ranch rate area and \$1,047 per AF for the Los Alisos rate area, thereby eliminating the impact to the base rate;
- Customers who receive the \$2 low volume capacity rebate on the fixed service charge;
- District wide conservation expense (all sales);
- Budgeted conservation expenses (Wasteful only); and
- Urban runoff (NTS) and San Joaquin Marsh maintenance expenses (Wasteful only).

Total conservation expense is expected to exceed over allocation revenue in FY 2015-16, thereby reducing the conservation fund balance. The conservation fund is projected to be approximately \$20.0 million at the end of FY 2015-16.





## OPERATING BUDGET

### *Assumptions as of March 16, 2015 Fiscal Year 2015-16*

#### B. Enhancement Fund User Rate Component

The current enhancement fund contribution for both the water and sewer system for FY 2015-16 was a combined \$1.40 per month (\$0.70 for water and \$0.70 for sewer) for the average residential customer. No increase was built into these rates for FY 2015-16. It is estimated that the fund balance will be approximately \$23.0 million at the end of FY 2015-16.

#### C. Replacement Fund User Rate Component

The current replacement sewer service charge of \$6.70 per month for the average residential customer in FY 2015-16 will increase by \$0.65 to \$7.35 to provide additional funding for the biosolids project. A \$0.65 increase to \$1.45 per month was assumed for the water fixed service charge replacement component. The combined replacement contribution for FY 2015-16 will be \$8.80 per month for the average residential customer. It is estimated that the fund balance will be approximately \$160 million as of the end of FY 2015-16.

#### IV. **ALLOCATION OF COSTS BETWEEN IRWD AND LOS ALISOS RATE AREAS**

- A. Costs that are directly related to providing service or are clearly associated with the Irvine Ranch or Los Alisos rate areas for treated water are allocated to the respective system expenses of that rate area.
- B. Those costs that are attributable to system operations but that are not unique to one rate area are allocated based upon the ratio of the budgeted acre-feet.
- C. All direct labor costs are allocated General & Administrative (G&A) charges based upon the budgeted G&A factor.



Irvine Ranch Water District  
Consolidated Operating Budget for All Departments FY 2015-16

Expense Category / Name	2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Regular Labor	\$23,678,697	\$12,826,281	\$29,097,300	\$29,084,900	(\$12,400)
Salaries & Benefits	1,349,558	758,499	1,444,615	1,559,500	114,885
Contract Labor	1,749,578	959,525	1,282,190	1,483,200	201,010
Employee Benefits	12,562,262	6,183,138	15,701,750	15,279,500	(422,250)
<b>Salaries &amp; Benefits Total</b>	<b>39,340,095</b>	<b>20,727,443</b>	<b>47,525,855</b>	<b>47,407,100</b>	<b>(118,755)</b>
Water	35,460,882	18,341,230	31,528,450	34,975,250	3,446,800
Electricity	12,297,774	7,492,953	16,033,150	16,391,400	358,250
Water & Utilities	68,626	310,179	733,800	702,200	(31,600)
Telecommunication	435,488	206,325	418,700	477,100	58,400
Other Utilities	36,220	74,433	137,320	156,300	18,980
<b>Water &amp; Utilities Total</b>	<b>48,298,990</b>	<b>26,425,120</b>	<b>48,851,420</b>	<b>52,702,250</b>	<b>3,850,830</b>
Chemicals	3,001,882	1,214,229	2,133,340	2,015,700	(117,640)
Operating Supplies	924,883	628,406	1,205,660	1,390,600	184,940
Printing	251,293	97,884	337,550	290,700	(46,850)
Postage	548,851	246,589	515,060	517,500	2,440
Materials & Supplies	617,144	471,859	887,075	887,650	575
Permits, Licenses and Fees	79,658	26,638	85,300	112,900	27,600
Office Supplies	162,714	86,338	174,000	200,000	26,000
Duplicating Equipment	85,987	56,356	118,700	131,400	12,700
<b>Materials &amp; Supplies Total</b>	<b>5,672,412</b>	<b>2,828,299</b>	<b>5,456,685</b>	<b>5,546,450</b>	<b>89,765</b>
Rep & Maint Other Agencies	14,260,103	5,706,440	11,419,560	14,188,800	2,769,240
Rep & Maint IRWD	2,707,994	3,006,369	6,967,620	7,581,550	613,930
Insurance	947,446	496,811	984,500	939,900	(44,600)
Legal Fees	364,008	152,786	485,000	480,000	(5,000)
Engineering Fees	401,587	207,635	539,100	669,200	130,100
Professional Services	85,171	17,723	74,500	75,100	600
Accounting Fees	1,260,419	1,048,684	1,625,500	2,662,900	1,037,400
Data Processing	820,084	287,267	968,510	1,093,000	124,490
Personnel Training	26,885	12,731	43,000	43,000	0
Personnel Physicals	1,542,916	967,801	2,361,550	3,048,950	687,400
Other Professional Fees	132,484	66,123	142,000	148,600	6,600
<b>Professional Services Total</b>	<b>22,549,097</b>	<b>11,970,370</b>	<b>25,610,840</b>	<b>30,931,000</b>	<b>5,320,160</b>
Mileage Reimbursement	105	49,390	117,000	132,000	15,000
Collection Fees	14,270	4,183	20,500	20,800	300
Election Expense	15,000	15,000	30,000	30,000	0
Safety	74,646	32,727	96,800	96,400	(400)
Alarm and Patrol Services	100,109	29,212	130,000	130,000	0
Other	254,851	88,418	402,300	151,400	(250,900)
Biosolids Disposals	97,062	53,432	142,000	142,000	0
Commuter Program	110,454	31,733	21,000	23,000	2,000
Computer Backup Storage	1,241,101	641,312	1,272,000	1,350,000	78,000
Contract Meter Reading	11,519	10,191	21,600	21,600	0
Other	855,512	177,923	942,000	1,694,000	752,000
Conservation	2,774,629	1,133,521	3,195,200	3,791,200	596,000
<b>Other Total</b>	<b>2,774,629</b>	<b>1,133,521</b>	<b>3,195,200</b>	<b>3,791,200</b>	<b>596,000</b>
<b>Grand Total</b>	<b>\$ 118,635,223</b>	<b>\$ 63,084,753</b>	<b>\$ 130,640,000</b>	<b>\$ 140,378,000</b>	<b>\$ 9,738,000</b>



# REVENUES AND EXPENSES BY SYSTEM

	<u>Water</u>	<u>Sewer</u>	<u>Recycled</u>	<u>Consolidated</u>
<b>Revenue:</b>				
Commodity	\$ 33,513	\$ -	\$ 16,406	\$ 49,919
Service	30,118	45,628	5,434	81,180
Over Allocation	6,897	-	4,373	11,270
Non Rate Generated	2,046	520	486	3,052
<b>Total Revenues</b>	<b>\$ 72,574</b>	<b>\$ 46,148</b>	<b>\$ 26,699</b>	<b>\$ 145,421</b>
Contribution to Enhancement and Replacement Funds	(5,624)	(17,506)		(23,130)
<b>Net Revenues</b>	<b>\$ 66,950</b>	<b>\$ 28,642</b>	<b>\$ 26,699</b>	<b>\$ 122,291</b>
<b>Expenses:</b>				
Cost of Water	\$ 35,640	\$ -	\$ 18,311	53,951
Labor	5,623	2,931	815	9,369
Materials and Supplies	8,488	9,583	2,541	20,612
General and Admin Expense	10,591	5,472	1,571	17,634
OCSD - O & M		10,195		10,195
General Plant	592	461	461	1,514
Marsh/NTS/Conservation	6,016		3,000	9,016
<b>Total Expenses</b>	<b>\$ 66,950</b>	<b>\$ 28,642</b>	<b>\$ 26,699</b>	<b>122,291</b>
<b>Net Operating Position</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# NON-OPERATING

## SUMMARY OF SOURCES AND USES

*in thousands*

	<u>Total</u>
<b>Non-operating Revenue:</b>	
Property Taxes	\$ 43,466
Investment Income	1,642
Connection Fees	22,000
Real Estate Income	12,556
Other Income	5,915
Total Revenue	<u>\$ 85,579</u>
<b>Non-operating Expenses:</b>	
Interest Expense	\$ 22,056
Real Estate Expense	6,303
Other Expenses	1,174
Total Expense	<u>\$ 29,533</u>
<b>Net Sources &amp; Uses</b>	<u><u>\$ 56,046</u></u>



## Current and Proposed Residential Rates

	Irvine Ranch		Los Alisos	
Current Residential Rates:	Water (1)	Sewer/ Recycled Water (2)	Water (1)	Sewer/ Recycled Water (2)
Commodity Rate	\$1.34	\$1.19	\$2.31	\$1.19
Residential Service	\$10.50	\$19.90	\$10.50	\$19.90
Operations	\$9.00	\$12.50	\$9.00	\$12.50
Replacements	\$0.80	\$6.70	\$0.80	\$6.70
Enhancements	\$0.70	\$0.70	\$0.70	\$0.70
Total Service Charge	\$10.50	\$19.90	\$10.50	\$19.90
<b>Commodity (11 ccf)</b>	\$12.44		\$21.41	
<b>Current Monthly</b>	<b>\$42.84</b>		<b>\$51.81</b>	
<b>Proposed Residential Rate Adjustment:</b>				
<b>Base Commodity Rate</b>	\$1.62	\$1.45	\$2.39	\$1.45
<b>Operations</b>	\$8.15	\$13.80	\$8.15	\$13.80
<b>Replacements</b>	\$1.45	\$7.35	\$1.45	\$7.35
<b>Enhancements</b>	\$0.70	\$0.70	\$0.70	\$0.70
<b>Total Service Charge</b>	\$10.30	\$21.85	\$10.30	\$21.85
<b>Commodity</b>	\$15.27		\$22.54	
<b>Proposed Monthly</b>	<b>\$47.42</b>		<b>\$54.69</b>	
Current Monthly	\$42.84		\$51.81	
Difference	\$4.58		\$2.88	
<b>Change %</b>	<b>10.7%</b>		<b>5.6%</b>	

- (1) Water - District Average usage assumes 12 ccf's per month.
- (2) Sewer - District average usage assumes 6-10 ccf for lowest 3 months.



# REVENUE

## BUDGETED REVENUE SUMMARY BY SYSTEM

<i>(in thousands)</i>	<b>FY 2014-15</b>	<b>Usage Change</b>	<b>Proposed Rate Inc.</b>	<b>FY 2015-16</b>
<b>Water</b>				
Service	\$ 23,233	\$ 4,038 <sup>(1)</sup>	\$ (2,777)	\$ 24,494
Enhancement	1,788	-	-	1,788
Replacement	2,042	-	1,794	3,836
Pumping Surcharge	762	(53)	90	800
Miscellaneous	639	(39)	-	600
Commodity	32,626	(828)	315	32,113
Low Volume	2,412	(2,412)	-	-
Over Allocation Fund	4,016	406	2,475	6,897
Rate Stabilization/ Non-Rate Generated	516	(516)	2,046	2,046
	\$ 68,035	\$ 596	\$ 3,943	\$ 72,574
<b>AF Sales</b>	55,634			52,276
<b>User Type</b>				
Residential	\$ 35,725	\$ 1,861	\$ (345)	37,241
Commercial	9,349	393	(73)	9,668
Industrial	3,583	234	(43)	3,773
Public Authority	2,005	119	(22)	2,102
Construction/Temp.	938	15	(3)	950
Fire Protection	3,807	-	-	3,807
Landscape Irrigation	4,872	318	(59)	5,131
Agriculture Irrigation	813	179	(33)	959
Over Allocation Revenue	6,428	(2,006)	2,475	6,897
Rate Stabilization/ Non-Rate Generated	516	(516)	2,046	2,046
	\$ 68,035	\$ 596	\$ 3,943	\$ 72,574

- (1) Includes \$3.6M increase from the internal cost of service study completed in FY 2014-15.
- (2) The cost associated with the rate difference between the base rate and the LV rate for Los Alisos.



# REVENUE

## BUDGETED REVENUE SUMMARY BY SYSTEM

<i>(in thousands)</i>	<b>FY 2014-15</b>	<b>Usage Change</b>	<b>Proposed Rate Inc.</b>	<b>FY 2015-16</b>
<b>Sewer and Recycled</b>				
Service	\$ 27,792	\$ 529	\$ 4,360	\$ 32,680
Enhancement	1,486	-	-	1,486
Replacement	14,330	-	1,690	16,020
Commodity	13,352	3,427	1,000	17,779
Low Volume	1,298	(1,298)	-	0
Over Allocation Fund	2,660	-	340	3,000
Pumping Surcharge	416	(1)	(150)	265
Miscellaneous	550	50	11	611
IDP Reimbursements	520	-	-	520
Rate Stabilization/ Non- Rate Generated	2,522	(2,522)	486	486
	\$ 64,925	\$ 185	\$ 7,737	\$ 72,847
<b>AF Sales</b>	29,367			32,810
<b>User Type</b>				
Residential	\$ 26,844	\$ 1,418	\$ 3,154	\$ 31,416
Commercial	7,933	1,020	999	9,952
Industrial	3,108	(620)	277	2,766
Public Authority	1,253	(874)	42	421
Landscape Irrigation	16,058	2,852	2,110	21,020
Recycled Loans	1	(1)	-	0
Agriculture Irrigation	1,650	477	237	2,364
Construction/Temp.	1,078	(266)	90	902
IDP Reimbursements	520	-	-	520
Over Allocation Revenue	3,958	(1,298)	340	3,000
Rate Stabilization/ Non- Rate Generated	2,522	(2,522)	486	486
	\$ 64,925	\$ 185	\$ 7,737	\$ 72,847





# COST OF WATER

## BUDGETED COST OF WATER

	FY 2014-15			FY 2015-16			Change	
	Acre Feet	Total	Cost / AF	Acre Feet	Total	Cost / AF	Acre Feet	Total
<i>(in thousands)</i>								
<b>Irvine Ranch Rate Area</b>								
<b><u>TREATED</u></b>								
Purchased from MWDOC	3,488	\$ 4,643	\$1,331	5,988	\$ 7,130	\$1,191	2,500	\$ 2,487
Dyer Road Well Field	28,000	11,968	\$427	28,000	13,079	\$467	-	1,111
Other Wells	0	0	\$0	900	366	\$407	900	366
Deep Aquifer Treatment System	8,400	4,185	\$498	8,000	4,707	\$588	(400)	522
Lost to Production	(168)			(160)			8	
Wells 21 & 22 Desalter	6,300	4,237	\$673	0	520		(6,300)	(3,717)
Lost to Production	(945)			0			945	
Irvine Desalter Project	4,365	2,654	\$608	2,890	2,150	\$744	(1,475)	(504)
Lost to Production	(655)			(434)			222	
Water Banking		646			79		-	(567)
Total Shrinkage	(2,323)			(1,855)			468	
<b><u>UNTREATED</u></b>								
Purchased from MWDOC	7,434	\$ 5,111	\$688	11,637	\$ 7,938	\$682	4,203	\$ 2,827
Native Water	0	0	\$212	400	85	\$212	400	85
Santiago Aqueduct Commissior	180	111	\$618	180	111	\$617	-	(0)
Transfer to RW System	(5,355)	(3,682)	\$688	(9,404)	(6,261)	\$666	(4,049)	(2,579)
Total Shrinkage	(108)			(128)			(20)	
<b>Total Irvine Ranch</b>	<b>48,613</b>	<b>\$ 29,874</b>		<b>46,015</b>	<b>\$ 29,905</b>		<b>(2,598)</b>	<b>\$ 31</b>
<b>Los Alisos Rate Area</b>								
Purchased from MWDOC	6,939	\$ 7,018	\$1,011	6,141	\$ 6,432	\$1,047	(798)	\$ (586)
Well Water	432	23	\$53	432	32	\$75	-	9
Total Shrinkage	(351)			(312)			39	
<b>Total Los Alisos</b>	<b>7,020</b>	<b>\$ 7,041</b>		<b>6,261</b>	<b>\$ 6,465</b>		<b>(759)</b>	<b>\$ (577)</b>
<b>Total Potable and Untreated Water</b>	<b>55,633</b>	<b>\$ 36,916</b>		<b>52,276</b>	<b>\$ 36,369</b>		<b>(3,357)</b>	<b>\$ (546)</b>

**Assumptions:**

OCWD - replenishment assessment estimate - \$322/acre foot.

MWDOC - Includes a 2.1% increase that will be effective January 1, 2016 from MWD.



# COST OF WATER

## BUDGETED COST OF RECYCLED WATER

<i>(in thousands)</i>	FY 2014-15			FY 2015-16			Change	
	Acre Feet	Total	Cost / AF	Acre Feet	Total	Cost / AF	Acre Feet	Total
Groundwater	0	\$ -	\$ -	-	\$ -	\$ -	-	\$ -
Irvine Desalter Project	2,900	1,005	\$347	2,900	1,836	\$633	-	831
Lost to Production	(435)			(435)			-	
SAC Water	282	174	\$617	282	174	\$617	-	0
MWRP / LAW RP Production	22,299	8,228	\$369	22,300	10,480	\$470	1	2,252
Transfer from Untreated System	5,355	3,682	\$688	9,404	6,261	\$666	4,049	2,579
<i>Total Shrinkage</i>	<i>(1,468)</i>			<i>(1,640)</i>			<i>(172)</i>	
<b>Total Recycled</b>	<b>28,933</b>	<b>\$ 13,089</b>		<b>32,810</b>	<b>\$ 18,751</b>		<b>3,877</b>	<b>\$ 5,662</b>
<b>Total Cost of Water for Billed Usage</b>	<b>84,566</b>	<b>\$ 50,005</b>		<b>85,086</b>	<b>\$ 55,120</b>		<b>520</b>	<b>\$ 5,116</b>

### Assumptions:

OCWD - replenishment assessment estimate - \$322/acre foot.

MWDOC - Includes a 2.1% increase that will be effective January 1, 2016 from MWD.



# GENERAL MANAGER'S OFFICE

## OPERATING BUDGET SUMMARY

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### Program Description

The General Manager's Office implements the policies established and direction provided by the Board of Directors and, in so doing, provides overall direction to staff to complete that effort.

The General Manager's office also:

- Provides direct services to and communications with the Board of Directors;
- Produces and distributes Board, Board Committee and Ad Hoc Committee meeting packets;
- Schedules all Board, Board Committee, Ad Hoc Committee and annual/special independent corporation meetings;
- Produces the minutes of all Board meetings;
- Maintains all Board resolutions;
- Schedules other meetings and functions on behalf of the Board members and makes travel arrangements, as needed;
- Maintains records of all inter-agency agreements, deeds and easements;
- Maintains records for the various independent corporations;
- Maintains necessary inter-governmental relations;
- Responds to, or directs response to, all media inquiries; and,
- Responds to all public information requests.

The General Manager's Office works with the Board of Directors and staff to establish the District's strategic vision for all departments. On January 26, 2015, staff reviewed the 2015 Goals and Target Activities with the Board. The Goals and Target Activities described below reflect the *Strategic Objectives*, as well as the *Mission, Vision and Values* of Irvine Ranch Water District as adopted by the Board. The Goals (numbered) and the Target Activities (lettered) for 2015 are summarized as follows:

### Major Goals

1. Optimize and protect local water supply utilization
  - a. Implement near-term recommendations from 2014 Groundwater Work Plan
  - b. Complete construction and commissioning of Baker Water Treatment Plant
  - c. Complete and implement the Irvine Lake Management Plan
  - d. Evaluate the need to reconstruct the Irvine Lake Outlet Tower
  - e. Update potable water supply reliability study
  - f. Coordinate with OCWD on South Basin Clean-up Project
2. Minimize discharge of recyclable water to the ocean
  - a. Complete Sewer/Recycled Water System Strategic Analysis
  - b. Complete design and construction of Irvine Lake Pipeline North Conversion



# GENERAL MANAGER'S OFFICE

## OPERATING BUDGET SUMMARY

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- c. Convert a minimum of 1,000 AF of potable water use to recycled water
  - d. Include recycled water demand in OCWD total demand calculations
  - e. Update Sewage Collections System Master Plan
  - f. Update Sewage Treatment Master Plan
  - g. Complete Salt Management Plan
  - h. Perform CEQA, alternatives analysis and preliminary design for Syphon Reservoir Expansion
  - i. Explore local aquifer storage and recovery of recycled water
3. Bank 88,000 AF of water for IRWD, develop 70 cfs of extraction and additional recharge and storage capacity as needed for IRWD and water banking partners
- a. Certify EIR for Stockdale Integrated Banking Project
  - b. Execute long-term unbalanced exchange agreements for Stockdale
  - c. Execute long-term exchange agreements to facilitate exports of Kern River water
  - d. Investigate land fallowing and water transfer opportunities
  - e. Construct Stockdale recovery facilities
  - f. Construct Drought Relief Project recovery and conveyance facilities
  - g. Secure additional land for recharge and recovery facilities
4. Maximize resource recovery from fully functional biosolids facility
- a. Biosolids Facilities operational
  - b. Complete plan for beneficial use(s) of pellets
5. Optimize energy use and enhance reliability
- a. Maximize generation of renewable energy through Food Waste and Fats Oils and Grease (FOG)
  - b. Develop embedded energy plan
  - c. Update Energy Master Plan
  - d. Maximize participation in the Integrated Demand Side Management Program
  - e. Collaborate in the UCI/IRWD micro-grid program development
6. Maximize urban water treatment and watershed protection
- a. Construct Peters Canyon Channel Water Capture and Reuse Pipeline
  - b. Explore potential conversion of some NTS sites to infiltrate dry weather flows
  - c. Begin discussions with the County of Orange to identify facilities for potential stormwater capture and further expansion of IRWD's role
  - d. Explore diverting MWRP groundwater dewatering flows into MWRP
7. Plan for and implement an asset management program
- a. Complete the Pre-Implementation Phase of the asset management of the District's operating facilities
  - b. Complete the Implementation Phase of the asset management system of the District's operating facilities



# GENERAL MANAGER'S OFFICE

## OPERATING BUDGET SUMMARY

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- c. Resolve outstanding deed and access restrictions related to real property
8. Maintain financial and rate stability
  - a. Complete Cost of Service Study and implement approved policy changes
  - b. Develop a plan for investment revenue generated from the Lake Forest property along with establishing rate parity for IRWD's Lake Forest customers
  - c. Update the Replacement Planning Model
  - d. Complete development and leasing on remaining Sand Canyon campus and other facilities
  - e. Complete financing plan that will support the District's major capital projects
9. Enhance customer satisfaction and communication
  - a. Enhance customer satisfaction through an improved customer web access portal
  - b. Develop and implement next phase of customer drought outreach program
  - c. Develop and implement tap water outreach campaign
  - d. Expand the RightScape program for regional use and benefit
10. Maximize water use efficiency in the community
  - a. Establish the appropriate metrics and quantify conservation targets
  - b. Update Water Supply Contingency Plan
  - c. Evaluate water use efficiency programs and Water Use Efficiency Plan
  - d. Develop guide book on how to implement Budget Based Rate structures
11. Recruit, develop and retain a highly skilled and educated work force
  - a. Redesign and implement new performance evaluation process
  - b. Develop and implement formal staff mentoring program
  - c. Develop and implement District-wide cross training program
  - d. Develop a certification and training database and two-year staff training plan based on the needs of the District
  - e. Expand and formalize internship opportunities with local higher education institutions
  - f. Update June 2007 IRWD Succession Planning document
  - g. Negotiate successor MOU between IRWD & IRWDEA
  - h. Identify and evaluate opportunities to optimize health insurance benefits including Health Savings Accounts
  - i. Develop and implement District Intranet
12. Identify, assess and implement new technologies
  - a. Select and implement Operations Database Management System
  - b. Simplify and optimize financial module to incorporate new ID structure and project management
  - c. Conduct process related new technology opportunity assessment
  - d. Conduct IT related existing/new technology opportunity assessment
  - e. Implement Process Development Steering Committee to identify process improvements and explore new technologies



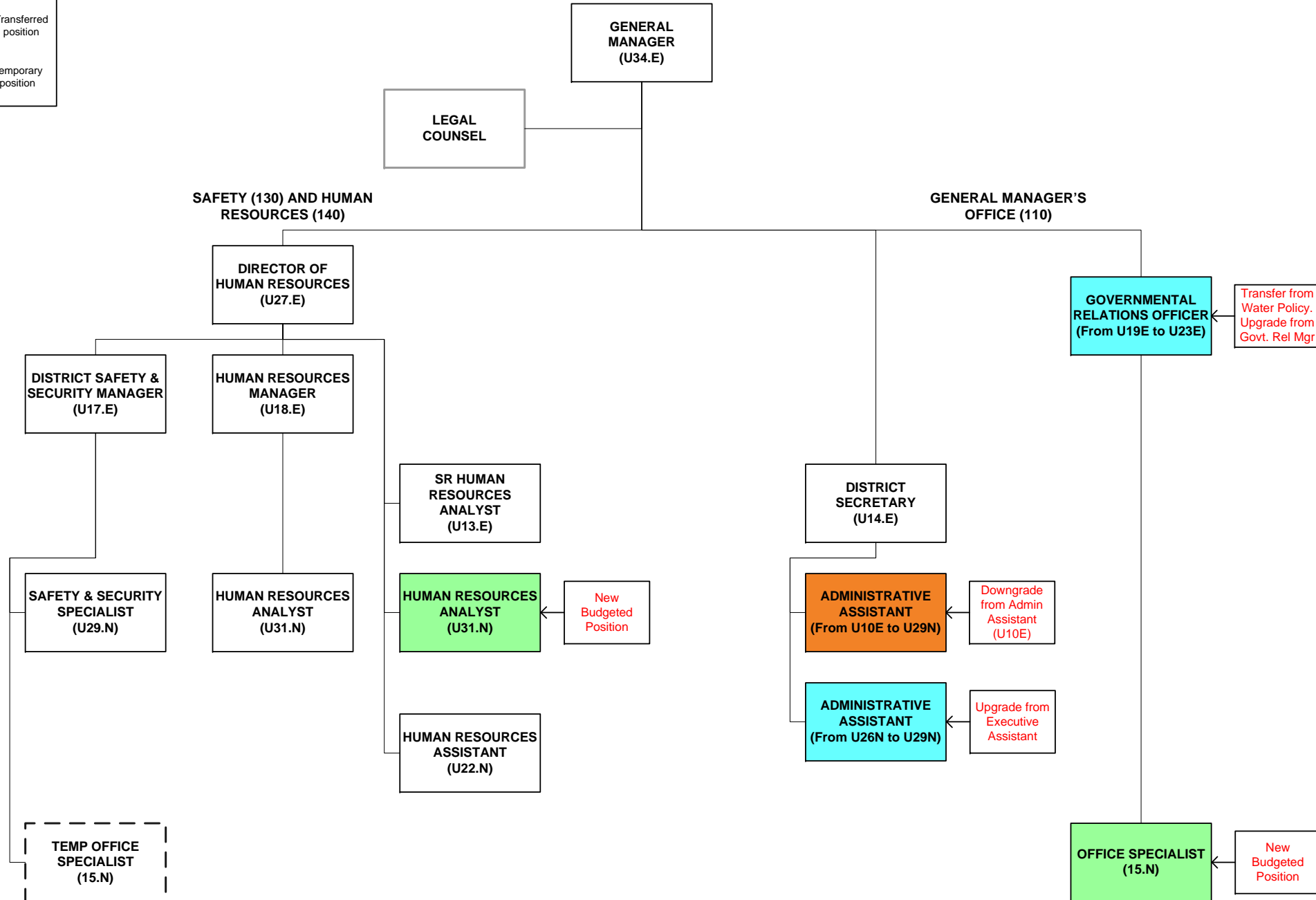
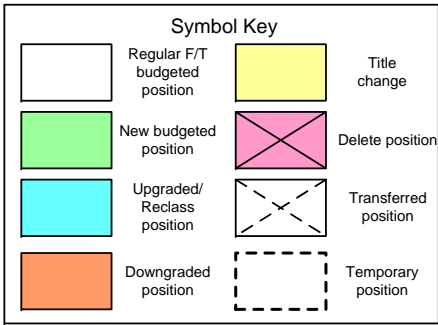
## **GENERAL MANAGER'S OFFICE**

### **OPERATING BUDGET SUMMARY**

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13. Guide and lead local, state and federal policies and legislation
  - a. Provide input to the State Water Resources Control Board to facilitate development of State-wide drought regulations
  - b. Participate in the development of Statewide surface and groundwater storage policies associated with Water Bond Funding
  - c. Seek legislative or regulatory changes promoting recycled water storage
  - d. Provide input to the legislature and administration on revisions to groundwater management related legislation
  - e. Promote policies which encourage energy reliability and efficiency in the water industry
  - f. Promote a "fit for purpose" approach to regulation of recycled water
  - g. Promote policies and regulations that will improve air quality and allow efficient operation of District facilities
  
14. Increase collaboration with other agencies and entities through leadership and innovation
  - a. Develop Orange County Basin conjunctive use and management policy
  - b. Conduct planning level evaluation of potential IRWD and South County shared reliability projects
  - c. Participate in the Orange County Water Supply Reliability Study
  - d. Lead the Groundwater Producers in the evaluation of Ocean Desalination Projects
  - e. Evaluate and promote opportunities for shared services
  - f. Propose to provide sewer services to OCSD's Service Area 7
  - g. Participate as leaders in industry associations
  
15. Evaluate opportunities that enhance safety and emergency preparedness throughout the District
  - a. Complete facility security assessment
  - b. Develop plan and design improvements to eliminate the use of chlorine gas at District facilities
  - c. Implement online interactive safety training where appropriate
  - d. Develop emergency preparation/readiness program

**IRVINE RANCH WATER DISTRICT  
ADMINISTRATION  
PROPOSED FISCAL YEAR 2015-16**



Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2015-16**

Administration		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
110	Regular Labor	549,405	260,656	542,390	568,100	25,710
110	Overtime Labor	560	113	1,000	1,000	0
110	Operating Supplies	48	62	0	0	0
110	Printing	0	0	0	25,000	25,000
110	Postage	65	0	100	100	0
110	Permits, Licenses and Fees	91,528	76,787	94,000	89,000	(5,000)
110	Office Supplies	3,464	2,144	4,000	4,000	0
110	Legal Fees	275,069	137,658	390,000	385,000	(5,000)
110	Personnel Training	210,251	146,072	195,500	250,000	54,500
110	Other Professional Fees	290,511	73,080	260,000	225,000	(35,000)
110	Directors' Fees	125,018	66,123	142,000	148,600	6,600
110	Election Expense	15,000	15,000	30,000	30,000	0
<b>Total . . . General Managers Office</b>		1,560,919	777,695	1,658,990	1,725,800	66,810





# **SAFETY AND SECURITY**

## **OPERATING SUMMARY**

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### **Program Description**

The Safety and Security program provides necessary resources to promote a safe work environment for employees through mandated and pro-active training and education and to ensure the security of all district property and facilities.

With a commitment to provide on-going employee training to facilitate safe job performance and effective security programs to ensure property and facility protection, the Safety and Security function continually monitors and stays abreast of current and pending changes and improvements in the industry for safe work practices and security measures. Appropriate policies are regularly developed or revised to ensure the constant pursuit and maintenance of a safe and secure operational environment, in compliance with all applicable laws and regulations.

Through the use of safety awareness programs, the Safety and Security function works to increase employee involvement at all organizational levels via All Hands Meetings, Tailgate Safety Meetings, classroom and on-site training sessions, workplace evaluations, industrial hygiene evaluations and employee Safety Committee meetings.

The Safety & Security program administers the Commuter Trip Reduction (Ridesharing) program, coordinates emergency preparedness and response operations and oversees the operation of the Emergency Operations Center.

### **Major Goals**

- Evaluate opportunities that enhance District-wide safety, security and emergency preparedness;
- Complete facility security assessment;
- Develop plan and design improvements to eliminate the use of chlorine gas at all facilities;
- Implement web-based interactive safety training programs; and,
- Revise and enhance emergency preparation/readiness program.

## Consolidated Operating Expense Budget for FY 2015-16

Administration		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
130	Regular Labor	196,631	85,659	201,180	194,700	(6,480)
130	Overtime Labor	1,784	1,465	2,500	0	(2,500)
130	Contract Labor	33,639	20,272	54,000	48,000	(6,000)
130	Operating Supplies	78,794	23,979	89,800	88,500	(1,300)
130	Printing	6,321	0	9,400	8,400	(1,000)
130	Postage	77	0	400	400	0
130	Permits, Licenses and Fees	968	13,851	40,000	40,000	0
130	Office Supplies	2,727	867	2,200	2,200	0
130	Rep & Maint IRWD	535	0	5,000	5,000	0
130	Engineering Fees	323	0	0	0	0
130	Personnel Training	61,205	7,302	87,650	79,900	(7,750)
130	Personnel Physicals	17,021	7,147	28,000	28,000	0
130	Other Professional Fees	14,959	1,550	31,000	31,000	0
130	Safety	58,159	17,122	50,000	50,000	0
130	Alarm and Patrol Services	100,109	29,212	130,000	130,000	0
130	Commuter Program	97,062	53,432	142,000	142,000	0
130	Other	11,519	6,800	9,600	9,600	0
<b>Total . . . Safety and Security</b>		<b>681,833</b>	<b>268,658</b>	<b>882,730</b>	<b>857,700</b>	<b>(25,030)</b>



# **HUMAN RESOURCES**

## **OPERATING BUDGET SUMMARY**

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### **Program Description**

The Human Resources function provides comprehensive organizational development and personnel management services to maximize the potential of the District's human resources and overall employee efficiency, effectiveness and satisfaction. The Human Resources program is responsible for attracting and recruiting a highly qualified work force and working in concert with the organization leadership to develop and sustain a motivated productive workforce.

Human Resources ensures the delivery of a competitive compensation and benefits package; continuous improvement through employee training; fair and consistent employee policies, procedures and guidelines; and an ongoing employee reward and recognition program tied to the achievement of stated goals and objectives. Human Resources is responsible for the employee relations and labor relations processes and facilitates communication and trust with staff through collaboration and the open exchange of ideas.

### **Major Goals**

- Recruit, develop and retain a highly skilled and educated workforce;
- Redesign and implement improvements to the performance evaluation process;
- Develop and implement formal staff mentoring program;
- Develop a certification and training database and two-year staff training plan;
- Expand and formalize internship opportunities with local higher education institutions;
- Update June 2007 IRWD Succession Planning document;
- Negotiate Successor MOU between IRWD and IRWDEA;
- Identify and evaluate opportunities to optimize health insurance benefit offerings; and,
- Develop and implement District intranet.

**Irvine Ranch Water District**  
**Consolidated Operating Expense Budget for FY 2015-16**

Administration		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
140	Regular Labor	533,016	262,461	565,770	627,200	61,430
140	Overtime Labor	6,637	386	5,000	5,000	0
140	Employee Benefits	12,562,262	6,183,138	15,701,750	15,279,500	(422,250)
140	Contract Labor	0	0	2,500	2,500	0
140	Printing	3,120	1,758	2,500	2,500	0
140	Postage	55	0	0	0	0
140	Office Supplies	5,687	(1,885)	2,500	2,500	0
140	Rep & Maint IRWD	0	0	100	100	0
140	Legal Fees	88,939	15,128	95,000	95,000	0
140	Personnel Training	406,668	71,688	389,700	397,700	8,000
140	Personnel Physicals	9,864	5,584	15,000	15,000	0
140	Other Professional Fees	83,401	27,309	105,500	107,500	2,000
140	Directors' Fees	7,466	0	0	0	0
<b>Total . . . Human Resources</b>		13,707,115	6,565,567	16,885,320	16,534,500	(350,820)
<b>Total . . . Administration</b>		15,949,867	7,611,920	19,427,040	19,118,000	(309,040)



# **FINANCE, TREASURY AND PROCUREMENT**

## **OPERATING BUDGET SUMMARY**

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### **Program Description**

The Finance Department is responsible for ensuring the financial and rate stability of the District. This includes developing rates and fees that support the long term sustainability of the District. Finance maintains the official accounting records of the Irvine Ranch Water District and provides financial management of the District's income and real estate investments, new and existing debt issues, and deferred compensation programs. The department provides a wide range of accounting and financial services including payroll, accounts payable, accounts receivable, project accounting, financial analysis, financial reporting, coordination of the District's annual operating budget and preparation of the Comprehensive Annual Financial Report(CAFR). The Finance Department also oversees risk management and insurance issues.

The mission of the Finance Department is to safeguard assets and provide financial and accounting services in a timely, reliable, and cost-effective manner that meet the requirements of the District's internal and external customers.

### **Major Goals**

#### **ACCOUNTING AND BUDGETING**

- Prepare and submit accurate financial reports and relevant tax returns to federal, state, county and district agencies within established legal deadlines and requirements;
- Prepare and submit accurate and timely financial reports to the Finance and Personnel Committee and the District's Board of Directors;
- Coordinate the District's annual financial statement audit;
- Prepare the CAFR;
- Prepare the Operating Budget for Board of Director approval including setting adequate rates to ensure long term financial strength and stability;
- Ensure user rates are proportional with costs and support the current rate structure;
- Lead customer noticing effort for Proposition 218 compliance (operating budget, rates and charges);
- Ensure all payments and payroll checks are accurate and timely;
- Simplify the District-wide Financial System, including incorporating the recent improvement district consolidations and improved project reporting capabilities; and,
- Identify and implement business intelligence capabilities.

#### **LONG-TERM FINANCIAL PLANNING**

- Continue to refine and update the cash flow strategic model to ensure sufficient funding for future capital needs; and,
- Provide analytical support and analysis to finance, other departments and outside constituents as requested.



# **FINANCE, TREASURY AND PROCUREMENT**

## **OPERATING BUDGET SUMMARY**

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### **INVESTMENTS AND CASH MANAGEMENT**

- Invest District funds in a prudent and professional manner that will provide maximum security of principal, sufficient liquidity to meet working capital requirements and an optimal rate of return;
- Prepare accurate investment reports and the annual investment policy to the Board of Directors and other interested parties within established time frames; and,
- Maintain and enhance short and long-term cash flow models and cash management practices.

### **REAL ESTATE**

- Monitor and report on the performance of all real estate assets;
- Manage leasing and related property management activities for all District commercial and residential real estate investments;
- Complete environmental and final map approval process for property located in Lake Forest; and,
- Continue development of the Sand Canyon office project in Irvine as market conditions warrant.

### **DEBT ISSUANCE AND ADMINISTRATION**

- Issue long-term debt to fund capital projects as needed;
- Prepare and submit continuing disclosure materials on debt issues to appropriate parties;
- Monitor variable interest rates set by remarketing agents on District debt and make adjustments as appropriate; and,
- Execute, monitor and report on interest rate swap transactions as appropriate.

### **INSURANCE**

- Ensure the District has adequate insurance to appropriately safeguard assets; and,
- Manage claims process and coordinate legal matters in a timely manner.

### **PENSION**

- Review additional opportunities to optimize funding of pension and other post-employment benefit obligations; and,
- Maintain and invest Pension Benefits Trust assets and report portfolio performance and recommendations to the Retirement Board.

### **PROCUREMENT**

- Purchase materials, supplies and services in a timely manner with respect to quality and best pricing;
- Process all material/service requests timely and efficiently;
- Maintain warehouse inventory fill rate at 100% and review/adjust slow moving inventory;
- Streamline business procurement processes and documentation while ensuring appropriate controls;
- Provide ongoing customer support for procurement and inventory systems; and,
- Evaluate and expand participation in cooperative purchasing agreements as appropriate.



## Consolidated Operating Expense Budget for FY 2015-16

Finance & Administrative Services		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
210	Regular Labor	2,171,227	1,076,383	2,221,290	2,184,600	(36,690)
210	Overtime Labor	19,726	6,231	30,000	18,000	(12,000)
210	Contract Labor	141,195	13,114	170,000	176,400	6,400
210	Operating Supplies	2,343	3,610	400	500	100
210	Printing	56,141	0	60,000	60,000	0
210	Postage	8,380	4,072	8,000	8,000	0
210	Permits, Licenses and Fees	0	0	10,000	3,000	(7,000)
210	Office Supplies	7,140	715	5,000	5,000	0
210	Insurance	947,274	496,811	984,500	939,900	(44,600)
210	Accounting Fees	85,171	17,723	74,500	75,100	600
210	Data Processing	47,940	23,970	48,000	48,900	900
210	Personnel Training	21,202	8,437	45,000	42,000	(3,000)
210	Other Professional Fees	252,985	80,716	315,500	317,200	1,700
210	Collection Fees	13,632	3,773	20,000	20,000	0
<b>Total . . . Finance and Treasury</b>		3,774,356	1,735,555	3,992,190	3,898,600	(93,590)



## Consolidated Operating Expense Budget for FY 2015-16

Finance & Administrative Services		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
240	Regular Labor	690,662	322,854	700,120	685,000	(15,120)
240	Overtime Labor	7,037	6,343	4,000	4,000	0
240	Contract Labor	4,706	0	4,000	53,000	49,000
240	Operating Supplies	98,093	59,988	111,500	146,500	35,000
240	Printing	6,539	4,291	10,000	11,500	1,500
240	Postage	3,353	1,803	3,500	4,500	1,000
240	Office Supplies	20,464	9,444	24,000	24,000	0
240	Duplicating Equipment	162,714	86,338	174,000	200,000	26,000
240	Equipment Rental	18,738	9,323	20,000	20,000	0
240	Personnel Training	3,198	210	6,500	6,500	0
240	Other Professional Fees	4,301	2,454	2,000	2,000	0
<b>Total . . . Purchasing</b>		1,019,805	503,048	1,059,620	1,157,000	97,380





# **ADMINISTRATIVE SERVICES**

## **OPERATING BUDGET SUMMARY**

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### **Program Description**

The Administrative Services group provides a wide range of support services that include Customer Service and Information Services.

The mission of the Customer Service Department is to provide the highest level of customer satisfaction by providing reliable, courteous and efficient service. The Customer Service Department provides utility billing, account support and mail distribution services.

The mission of the Information Services Department is to research, develop, integrate and support reliable, cost effective information systems that meet the current and future business requirements of customers and provide a high level of customer satisfaction. The Information Services Department provides implementation, management and support for the District's information systems, voice and data communications systems.

### **Major Goals**

#### **CUSTOMER SERVICE**

- Deliver exceptional customer service both internally and externally;
- Review and resolve billing inquiries and adjustments in a timely manner;
- Receive and process all orders for new service and discontinuation of service;
- Process new meter applications;
- Process payments for temporary construction meters, fire flow tests, and customer water bills;
- Coordinate and process all meter reads to ensure accurate billing;
- Process variance requests for additional water allocations;
- Respond to field problems (leaks, no water complaints, high/low pressure, water quality, sewer problems, line breaks, etc.) with a sense of urgency;
- Manage delinquent customer accounts and perform shut-offs as required;
- Distribute customer satisfaction surveys and maintain 90% customer satisfaction; and,
- Receive, route and deliver all District mail, and process all outgoing mail.



# **ADMINISTRATIVE SERVICES**

## **OPERATING BUDGET SUMMARY**

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### INFORMATION SERVICES

- Provide helpful, courteous and timely support to all District staff;
- Provide internal and external software training that meets the needs of District staff;
- Provide a reliable network of servers, personal computers, printers and software applications that meet the needs of District staff;
- Provide reliable voice, data and wireless communications services;
- Develop new and improved existing software applications to meet the requirements of District staff;
- Complete scheduled hardware and software upgrades to District servers, personal computers, tablets, printers, network equipment and software applications;
- Complete the migration of Webdocs document image management system from the legacy AS/400 to Windows platform;
- Complete the Technology Opportunity Assessment;
- Begin implementation of the Water Information Management System (WIMS);
- Begin implementation of the Oracle Improvement District Consolidation/Project Management module; and,
- Begin implementation of the Oracle Business Intelligence Upgrade.

## Consolidated Operating Expense Budget for FY 2015-16

Finance & Administrative Services		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
220	Regular Labor	1,510,077	717,105	1,588,230	1,773,700	185,470
220	Overtime Labor	82,202	39,538	64,500	60,000	(4,500)
220	Contract Labor	456,827	352,838	309,000	290,600	(18,400)
220	Operating Supplies	1,816	1,308	1,000	1,000	0
220	Printing	36,699	40,186	73,500	77,000	3,500
220	Postage	529,379	237,585	491,560	490,300	(1,260)
220	Office Supplies	5,276	2,337	6,400	5,500	(900)
220	Equipment Rental	40,036	31,160	40,000	40,000	0
220	Personnel Training	1,283	28	5,000	8,000	3,000
220	Other Professional Fees	1,241	314	1,900	1,500	(400)
220	Collection Fees	638	410	500	800	300
220	Contract Meter Reading	1,241,101	641,312	1,272,000	1,350,000	78,000
Total . . . Customer Service		3,906,575	2,064,121	3,853,590	4,098,400	244,810

## Consolidated Operating Expense Budget for FY 2015-16

Finance & Administrative Services		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
250	Regular Labor	1,394,776	586,336	1,440,650	1,358,900	(81,750)
250	Overtime Labor	15,982	11,319	10,000	15,000	5,000
250	Contract Labor	738,157	268,087	368,000	429,000	61,000
250	Telecommunication	377,944	176,412	360,900	421,500	60,600
250	Other Utilities	6,224	4,495	8,000	9,500	1,500
250	Operating Supplies	120	0	0	0	0
250	Printing	40,177	4,212	20,000	12,000	(8,000)
250	Postage	83	0	500	500	0
250	Office Supplies	4	0	1,000	1,000	0
250	Rep & Maint IRWD	294,902	105,655	249,700	273,800	24,100
250	Insurance	172	0	0	0	0
250	Data Processing	1,212,479	1,024,714	1,577,500	2,614,000	1,036,500
250	Personnel Training	3,630	7,460	35,800	35,800	0
250	Other Professional Fees	30,910	5,616	2,000	60,000	58,000
250	Computer Backup Storage	20,698	11,081	21,000	23,000	2,000
Total . . . Information Services		4,136,258	2,205,387	4,095,050	5,254,000	1,158,950
Total . . . Finance & Administrative Services		12,836,994	6,508,111	13,000,450	14,408,000	1,407,550



# ENGINEERING

## OPERATING BUDGET SUMMARY

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### Program Description

The Engineering Department provides planning, design and construction coordination to produce the water, sewage and recycled water facilities necessary to provide the highest level of service to the customers of the District. In addition, the Department provides technical support to all other departments.

Planning: The Planning and Technical Services group of the Department is responsible for all master planning, water, sewage and recycled water demand projections, water supply planning, preliminary facility planning studies for new facilities, and preparation of the District's annual and long-term Capital Programs. The Planning group provides GIS services to the other groups of the District, which includes the development and support of GIS based applications, facility and atlas maps, and GIS based analysis and the maintenance of the District's digital record drawings plan system. In addition the Planning group is responsible for managing District property and rights of way.

Capital Projects: The Capital Projects group designs and manages construction of major water, sewage and recycled water treatment, distribution and transmission facilities necessary to improve the quality and reliability of service to existing and future customers of the District. This group is responsible for the expansion and improvement of water and sewage treatment projects; design and construction of wells, pipelines, storage facilities, pump stations, and sewage lift stations; and design and construction of projects to integrate service areas acquired through agency consolidations.

Development Services: The Development Services group facilitates the land development process within the District by designing and bidding the water, sewage and recycle water facilities necessary to support that development. These facilities are coordinated with development schedules so that projects are not impeded by a lack of facilities. Temporary and interim facilities, when necessary, are coordinated through this group. The group also reviews developer submittals for quality and conformance with District specifications and assesses and collects appropriate fees.

Inspection Services: The Inspection Services group provides construction inspection services to other groups of the Department to insure the highest level of constructed quality. These services include constructability review, pre-construction paperwork, progress payment processing, field inspection, change order evaluation and processing, and final acceptance coordination. The group is responsible for coordinating specialized construction support services such as surveying and geotechnical testing and inspection.

Operations Support: The Operations Support group is responsible for providing technical support to the Operations and Water Quality Departments in their projects to expand and rehabilitate existing facilities. This group is also responsible for the design and construction of small to medium size water, sewage and recycled water facilities. This group also includes the process control team that conducts research, develops projects and provides process control support and



## ENGINEERING

### OPERATING BUDGET SUMMARY

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problem solving to enhance the performance of the District's domestic and recycled water supply, treatment, distribution, storage and compliance objectives. It provides similar support to the District's sewage collection/treatment, recycled water and urban runoff treatment systems.

Michelson Water Recycling Plant (MWRP) Construction: The MWRP Construction group is responsible for the construction of the MWRP Biosolids and Energy Recovery Facilities. The group ensures that sewage and biosolids treatment facilities are properly designed and constructed to meet the requirements of the Operations Department. They also work with the Water Quality Department to acquire air permits for the constructed facilities.

### Major Goals

#### Planning

- Water Resources Master Plan update;
- Sewer Collection System Master Plan update;
- Great Park Sub-Area Master Plan update;
- Provide Inter-agency technical support; and,
- Develop alternative water supplies.

#### Capital Projects

- MWRP Biosolids and Energy Recovery Facilities construction;
- Baker Water Treatment Plant and Pump Station construction;
- Peters Canyon Channel Water Capture and Reuse Pipeline construction;
- Stockdale West Wellhead and Conveyance Facilities construction;
- Irvine Lake Pipeline North Conversion to Recycled Water design and construction;
- Rattlesnake Reservoir Chlorine Gas Removal construction;
- Initial Disinfection Facility Chlorine Gas Removal design;
- Sewage Treatment Facility Master Plan update;
- Planning Area 5 Pump Stations design; and,
- Syphon Reservoir Expansion preliminary design.

#### Development Services

- Heritage Fields Infrastructure design and construction;
- Orchard Hills Infrastructure design and construction;
- Baker Ranch Infrastructure design and construction;
- Hidden Canyon Infrastructure design and construction;
- Tustin Legacy Infrastructure design and construction; and,
- Technology Drive Recycled Water Pipeline construction;





# ENGINEERING

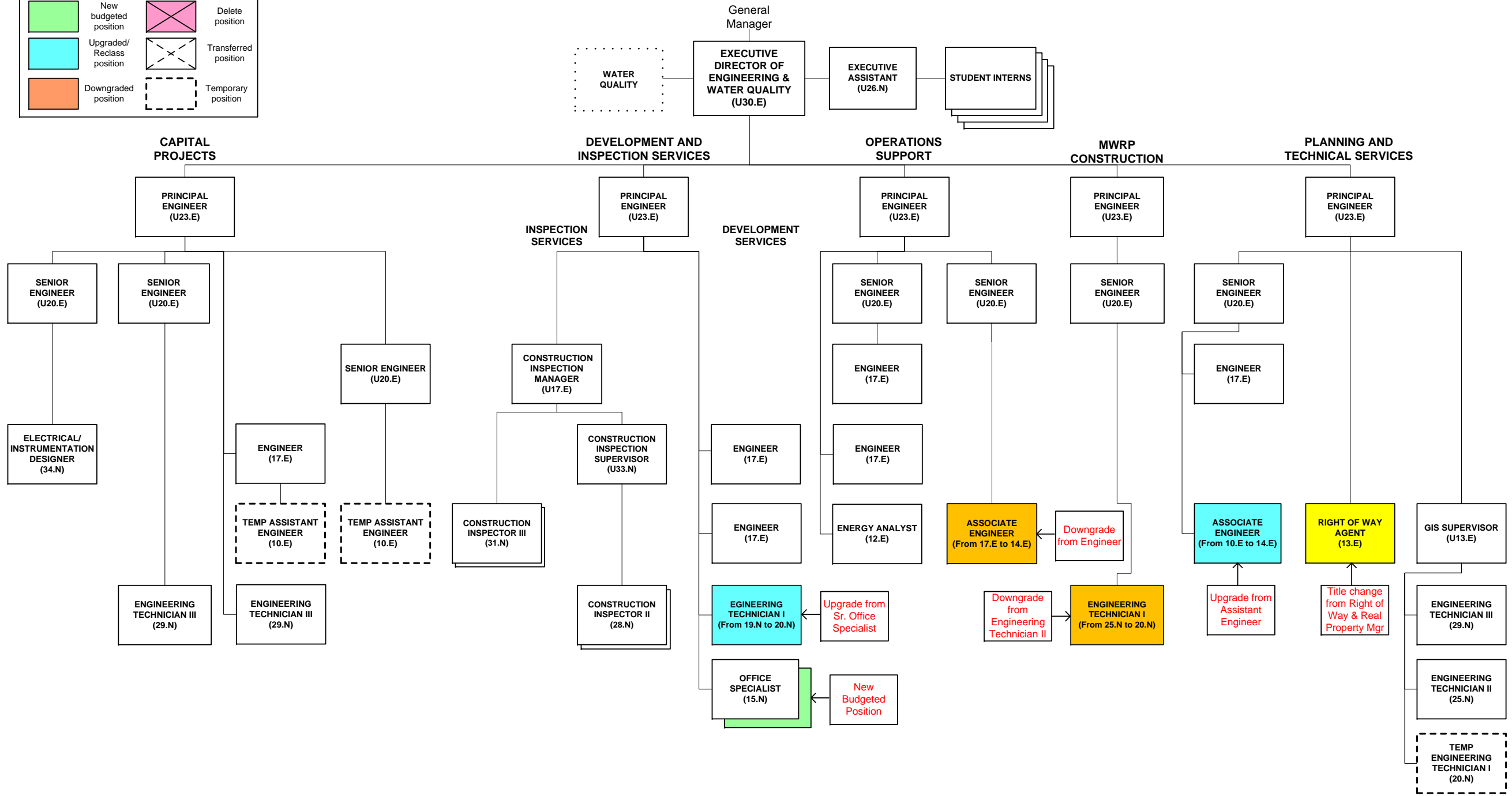
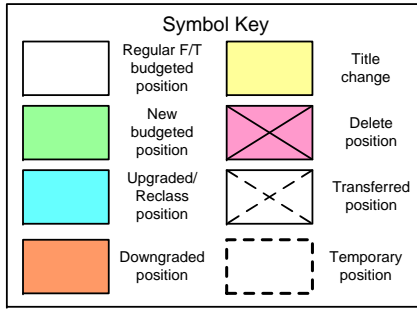
## OPERATING BUDGET SUMMARY

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### Operations Support

- Foothill Zone 6 and Portola Zone 8 Chloramine Booster Stations construction;
- Santiago Dam Outlet Tower Retrofit design;
- Well Rehabilitation design and construction;
- Dyer Road Well Field Surge Tank Replacement design and construction;
- Green Acres Pipeline Cathodic Protection construction;
- Evaluate process control and water quality monitoring data to assess, correct or recommend performance improvement of membrane treatment facilities, including IDP-SGU, IDP-PAP, IDP-PTP, DATS, CATS and the Wells 21/22 Desalter Plant;
- Develop test protocols, standard operating protocols and procedures, operate, perform sample collection and monitoring of bench, pilot and full-scale process facilities, including the Cienega demonstration subsurface filtration project and other applicable pilot and demonstration research projects;
- Actively monitor operation and perform troubleshooting of full scale and partial RMS installed at 19 IRWD domestic water reservoirs;
- Act as a liaison and administer reporting IRWD groundwater extraction and treatment operations for removal of the TCE plume from the Irvine sub-basin groundwater at the IDP Principal Aquifer wells, IDP-PAP and IDP-SGU to the Department of the Navy (DON), local and state regulatory agencies;
- Train Plant and Systems Operations staff on process control procedures, monitoring and troubleshooting in the various water treatment and monitoring applications;
- Develop and analyze alternative approaches for meeting water quality regulations; and,
- Assist in the development and coordinate district wide research, pilot and demonstration projects.

**IRVINE RANCH WATER DISTRICT  
ENGINEERING  
PROPOSED FISCAL YEAR 2015-16**



## Consolidated Operating Expense Budget for FY 2015-16

Engineering		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
300	Regular Labor	4,058,301	1,922,969	4,112,640	4,143,200	30,560
300	Overtime Labor	138,654	73,669	114,000	142,000	28,000
300	Contract Labor	96,214	105,262	152,100	263,600	111,500
300	Operating Supplies	17,843	9,706	5,840	24,900	19,060
300	Printing	11,522	9,433	34,500	28,500	(6,000)
300	Postage	1,428	843	1,000	1,600	600
300	Permits, Licenses and Fees	5,400	0	2,000	2,000	0
300	Office Supplies	10,681	3,799	14,000	14,000	0
300	Rep & Maint IRWD	13,542	(129)	0	0	0
300	Engineering Fees	0	0	6,000	76,000	70,000
300	Personnel Training	19,867	4,210	29,000	28,000	(1,000)
300	Other Professional Fees	1,463	901	4,000	26,600	22,600
Total . . . Engineering		4,374,915	2,130,663	4,475,080	4,750,400	275,320
Total . . . Engineering		4,374,915	2,130,663	4,475,080	4,750,400	275,320





# **WATER QUALITY**

## **OPERATING BUDGET SUMMARY**

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### **Program Description**

The Water Quality Department provides a wide range of support services that include Water Quality Analysis, Regulatory Compliance, and Water Quality Administration.

Water Quality Analysis: The Water Quality Analysis group provides our internal and external customers with high quality data in a professional and timely manner. The Water Quality Analysis group utilizes state-of-the-art, United States Environmental Protection Agency (EPA) and State Water Resources Control Board Division of Drinking Water (DDW) approved analytical methods to provide data for regulatory monitoring and reporting, process control, research projects and capital projects.

Water Quality Administration: The Water Quality Administration group assists all Water Quality and Environmental group in carrying out their missions; provides Water Quality related support to the operations and maintenance of all water and sewer collections systems; and ensures that all District operations are conducted in a safe, reliable, cost-effective, environmentally sensitive manner to achieve a high level of customer satisfaction.

### **Major Goals**

#### **WATER QUALITY ANALYSIS**

- Perform necessary analyses to determine compliance with all applicable federal, state and local environmental and water quality laws and regulations;
- Provide process control data to assist operating groups in meeting their regulatory requirements;
- Complete and submit all regulatory monitoring data by the specified due dates;
- Complete analyses within specified hold times and meet quality control specifications;
- Research and implement new testing methods where justified, specifically methods routinely sent out to contract laboratories and screening methods for system security and general water quality concerns;
- Maintain the laboratory's Environmental Laboratory Accreditation Program (ELAP) certification by submitting the renewal application by the prescribed due date and successfully completing the site audit and proficiency testing;
- Successfully complete all required water, sewage, hazardous waste and DMR proficiency testing samples and submit the data by the prescribed due date;
- Research and implement, where appropriate, improved means to communicate water quality data to internal and external customers;
- Be environmentally responsible in the selection, procurement and disposal of reagents utilized in the laboratory; and,
- Seek to improve established contacts with regulatory agencies.



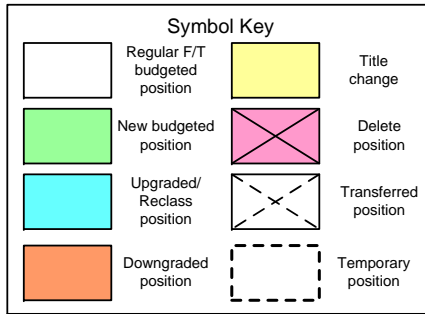
# **WATER QUALITY**

## **OPERATING BUDGET SUMMARY**

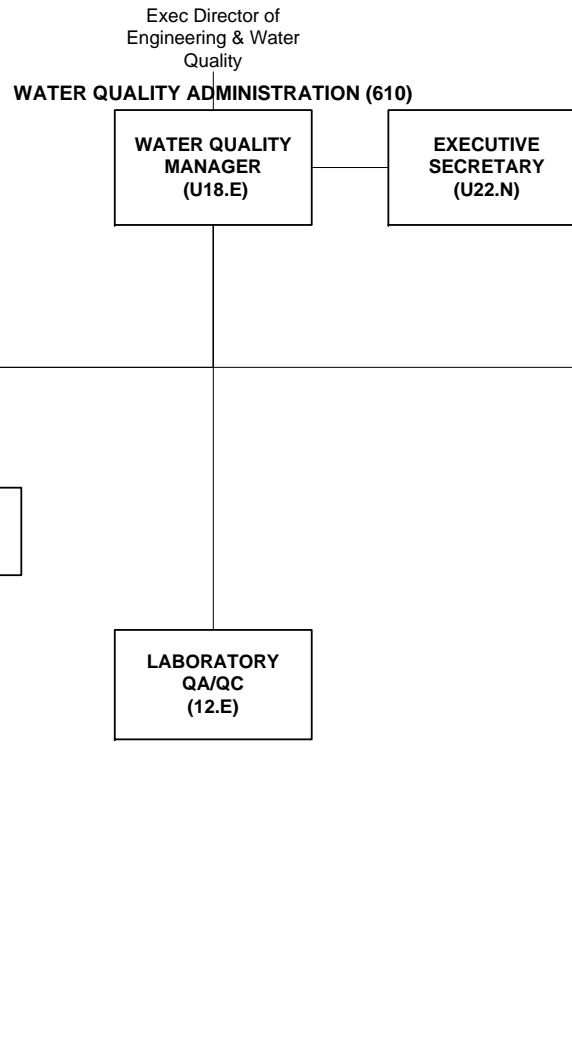
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### WATER QUALITY ADMINISTRATION

- Ensure the District operates in full compliance with all applicable federal, state and local environmental and water quality laws and regulations;
- Monitor the development of potential future regulations that may impact District activities;
- Ensure all compliance monitoring and reporting is completed and submitted by required due dates;
- Review new technologies that may be applicable to operations; and,
- Prepare water quality data for internal and external customers.



**IRVINE RANCH WATER DISTRICT  
WATER QUALITY  
PROPOSED FISCAL YEAR 2015-16**



## Consolidated Operating Expense Budget for FY 2015-16

Water Quality		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
610	Regular Labor	342,225	106,998	308,800	209,500	(99,300)
610	Operating Supplies	3,837	3,167	3,000	0	(3,000)
610	Postage	2,693	330	2,800	1,400	(1,400)
610	Permits, Licenses and Fees	(1,100)	0	0	0	0
610	Office Supplies	3,224	871	3,000	3,000	0
610	Rep & Maint IRWD	2,558	12,532	10,000	0	(10,000)
610	Engineering Fees	69,318	10,810	52,000	0	(52,000)
610	Personnel Training	12,675	3,452	25,200	25,200	0
610	Other Professional Fees	82,924	62,954	98,500	99,000	500
610	Safety	0	0	100	0	(100)
Total . . . Water Quality Administration and Proj		518,354	201,114	503,400	338,100	(165,300)



Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2015-16**

Water Quality		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
630	Regular Labor	1,250,373	609,830	1,351,520	1,398,700	47,180
630	Overtime Labor	33,297	9,782	13,940	21,800	7,860
630	Contract Labor	44,149	37,654	57,690	70,000	12,310
630	Operating Supplies	319,297	141,470	343,300	366,100	22,800
630	Postage	1,483	1,463	6,000	7,000	1,000
630	Permits, Licenses and Fees	6,427	5,975	5,975	6,500	525
630	Equipment Rental	6,004	2,948	6,400	6,400	0
630	Rep & Maint IRWD	182,540	150,561	204,180	215,250	11,070
630	Engineering Fees	111,406	59,354	152,100	164,700	12,600
630	Personnel Training	958	148	2,200	2,200	0
630	Other Professional Fees	238	82	1,200	1,200	0
630	Safety	3,991	1,307	4,000	5,400	1,400
<b>Total . . . Water Quality Analysis</b>		1,960,163	1,020,574	2,148,505	2,265,250	116,745
<b>Total . . . Water Quality</b>		2,478,517	1,221,688	2,651,905	2,603,350	(48,555)





# **WATER OPERATIONS**

## **OPERATING BUDGET SUMMARY**

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### **Program Description**

The mission of the Water Operations Department is to operate and maintain the District's potable water, recycled water and untreated water systems in an efficient, cost effective and environmentally safe manner that provides a high level of customer satisfaction.

The Water Operations Department provides for operation, maintenance and repair of the District's domestic water, recycled water and untreated water systems. These systems include the Dyer Road Wellfield, Deep Aquifer Treatment System, The Wells 21/22 Treatment Plant, Irvine Desalter Project (Potable Treatment Plant, Principal Aquifer Plant and Shallow Groundwater Unit) and Baker Water Treatment Plant.

### **Major Goals**

- Maintain 100% compliance with all regulatory permits;
- Meet the Department's adopted Operations and Maintenance budget;
- Prepare staff for the startup and Commission of the Baker Water Treatment Plant including six or more Water Operators with T-5 certification;
- Coordinate with Finance, Engineering and Planning Departments on water supply and water banking opportunities to optimize cost effective operations;
- Achieve zero lost time accidents;
- Track adopted operational Key Performance Indicators (KPI) to optimize operational efficiency and cost effectiveness;
- Maintain and develop staff competency through a combination of internal and external training;
- Operate and maintain the system to minimize energy consumption;
- Assist with the completion Supervisory Control and Data Acquisition (SCADA) upgrade implementation;
- Maintain the Dyer Road Well Field and Deep Aquifer Treatment System domestic water flows in accordance with the Ground Water Pumping Plan staying within the Basin Pumping Percentage (BPP) when possible;
- Assist the Engineering Department with the design and startup of domestic and recycled water system facilities;
- Operate the Irvine Desalter Project (Potable Treatment Plant, Principal Aquifer Plant and Shallow Groundwater Unit) in accordance with the joint agency agreement and submit required reports;
- Ensure efficient operation of all District pumping and reservoir facilities;
- Ensure safe dam operation through the monitoring and surveillance program;
- Complete all Cross-Connection Control Program annual inspections and back-flow device maintenance in accordance with the California Administrative Code, Title 17, Public Health Department Requirements;

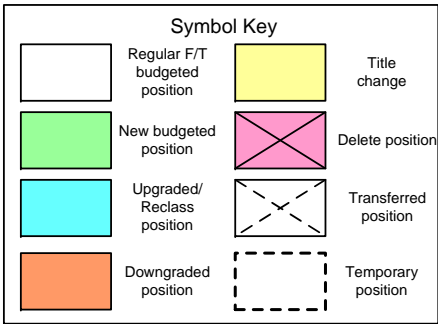


# **WATER OPERATIONS**

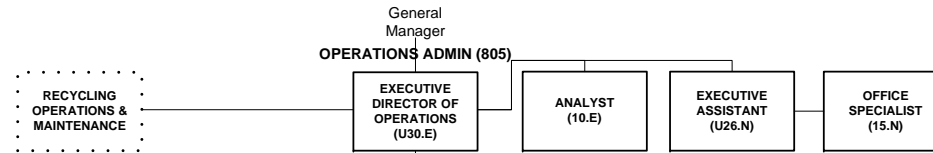
## **OPERATING BUDGET SUMMARY**

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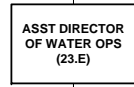
- Provide construction and repair services to internal and external customers in a prompt, safe, efficient, cost effective and environmentally sensitive manner;
- Maintain a high level of customer satisfaction by responding promptly to and repairing water leaks with minimal impact to customers;
- Continue the sewer repair project to improve sewer system reliability;
- Meet all preventive maintenance programs for the distribution system;
- Replace residential and commercial meters on the recommended cycle;
- Mark the District's underground facilities in response to Underground Service Alert (USA) tickets to prevent potential damages to the facilities from construction activities;
- Set and complete annual maintenance goals in accordance with AWWA and industry standards; and,
- Respond promptly to all customer service requests (CSR).



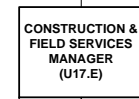
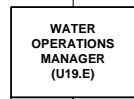
**IRVINE RANCH WATER DISTRICT  
OPERATIONS ADMINISTRATION & WATER OPERATIONS  
PROPOSED FISCAL YEAR 2015-16**



WATER OPERATIONS ADMIN (410)



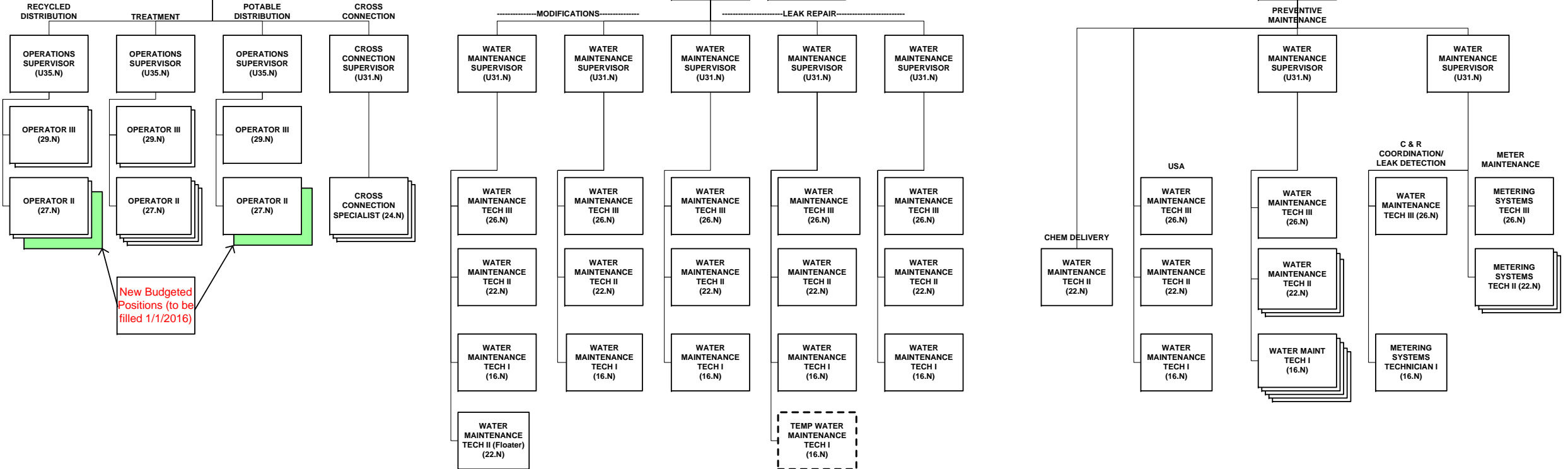
WATER OPERATIONS (420)



CONSTRUCTION SERVICES (430)



FIELD SERVICES (425)



## Consolidated Operating Expense Budget for FY 2015-16

Operations Administration		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
805	Regular Labor	0	145,429	408,640	402,600	(6,040)
805	Operating Supplies	0	3,290	0	10,000	10,000
805	Printing	0	0	0	2,500	2,500
805	Postage	0	24	0	1,000	1,000
805	Office Supplies	0	3,458	4,000	43,500	39,500
805	Personnel Training	0	2,429	5,480	159,200	153,720
805	Other Professional Fees	0	10,751	12,800	119,500	106,700
Total . . . Operations Administration		0	165,381	430,920	738,300	307,380
Total . . . Operations Administration		0	165,381	430,920	738,300	307,380

## Consolidated Operating Expense Budget for FY 2015-16

Water Operations		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
410	Regular Labor	304,067	52,465	141,750	143,800	2,050
410	Contract Labor	10,000	4,074	0	0	0
410	Other Utilities	20,506	11,804	21,020	21,600	580
410	Operating Supplies	290	0	3,000	0	(3,000)
410	Printing	648	0	300	0	(300)
410	Postage	211	0	400	0	(400)
410	Permits, Licenses and Fees	84,395	9,657	87,560	88,600	1,040
410	Office Supplies	8,234	142	4,000	0	(4,000)
410	Equipment Rental	12,350	4,964	0	0	0
410	Rep & Maint Other Agencies	1,340,775	813,420	1,059,600	377,600	(682,000)
410	Engineering Fees	138,706	47,540	92,000	47,000	(45,000)
410	Personnel Training	12,546	7,591	19,720	0	(19,720)
410	Other Professional Fees	7,428	1,760	0	0	0
<b>Total . . . Water Operations Administration</b>		1,940,156	953,417	1,429,350	678,600	(750,750)

**Irvine Ranch Water District**  
**Consolidated Operating Expense Budget for FY 2015-16**

Water Operations		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
420	Water Purchases	35,460,882	18,341,230	31,528,450	34,964,250	3,435,800
420	Regular Labor	1,563,994	744,077	1,683,550	1,674,500	(9,050)
420	Overtime Labor	312,106	152,276	299,000	310,300	11,300
420	Electricity	8,631,875	4,881,308	10,252,850	9,892,000	(360,850)
420	Fuel	16,308	9,939	24,000	24,000	0
420	Telecommunication	42,259	19,915	41,000	41,200	200
420	Other Utilities	9,490	0	9,600	10,000	400
420	Chemicals	890,938	503,976	1,059,600	862,900	(196,700)
420	Operating Supplies	57,051	24,139	61,600	47,600	(14,000)
420	Permits, Licenses and Fees	12,266	10,683	12,000	13,800	1,800
420	Office Supplies	0	752	0	0	0
420	Equipment Rental	5,568	0	9,000	9,000	0
420	Rep & Maint Other Agencies	(39,496)	(17,325)	0	372,000	372,000
420	Rep & Maint IRWD	263,735	80,959	262,000	293,000	31,000
420	Engineering Fees	0	0	0	50,000	50,000
420	Engineering Fees	17,016	0	11,000	11,000	0
420	Personnel Training	4,335	1,196	0	0	0
420	Other Professional Fees	948	1,144	0	50,500	50,500
420	Safety	721	0	3,000	3,000	0
<b>Total . . . Water Operations</b>		47,249,996	24,754,269	45,256,650	48,629,050	3,372,400



## Consolidated Operating Expense Budget for FY 2015-16

Water Operations		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
425	Regular Labor	1,402,665	627,703	1,494,140	1,365,300	(128,840)
425	Overtime Labor	131,643	75,739	127,500	134,000	6,500
425	Contract Labor	18,462	0	0	0	0
425	Chemicals	1,593	228	4,000	500	(3,500)
425	Operating Supplies	76,127	32,747	89,200	73,000	(16,200)
425	Permits, Licenses and Fees	10,184	5,149	11,000	11,000	0
425	Equipment Rental	921	0	0	5,000	5,000
425	Rep & Maint IRWD	371,601	(22,971)	258,000	249,000	(9,000)
425	Personnel Training	425	80	0	0	0
425	Other Professional Fees	2,659	845	0	1,000	1,000
Total . . . Field Services		2,016,280	719,520	1,983,840	1,838,800	(145,040)

**Irvine Ranch Water District**  
**Consolidated Operating Expense Budget for FY 2015-16**

Water Operations		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
430	Regular Labor	1,603,382	759,567	1,695,830	1,577,400	(118,430)
430	Overtime Labor	174,504	94,720	228,000	206,000	(22,000)
430	Contract Labor	767	16,781	0	0	0
430	Chemicals	0	0	740	500	(240)
430	Operating Supplies	126,097	52,652	144,800	162,800	18,000
430	Permits, Licenses and Fees	85,954	14,229	67,000	63,000	(4,000)
430	Equipment Rental	1,522	0	21,000	21,000	0
430	Rep & Maint IRWD	602,601	136,203	667,800	549,000	(118,800)
430	Personnel Training	336	904	0	0	0
430	Other Professional Fees	2,357	592	0	2,000	2,000
<b>Total . . . Construction Services</b>		2,597,520	1,075,648	2,825,170	2,581,700	(243,470)
<b>Total . . . Water Operations</b>		53,803,952	27,502,854	51,495,010	53,728,150	2,233,140



# **RECYCLING OPERATIONS**

## **OPERATING BUDGET SUMMARY**

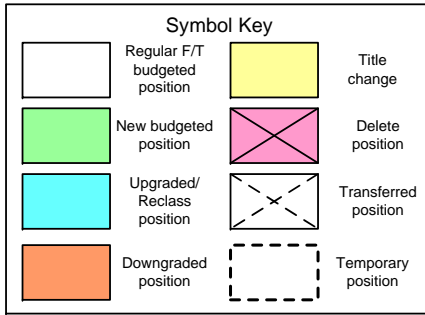
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### **Program Description**

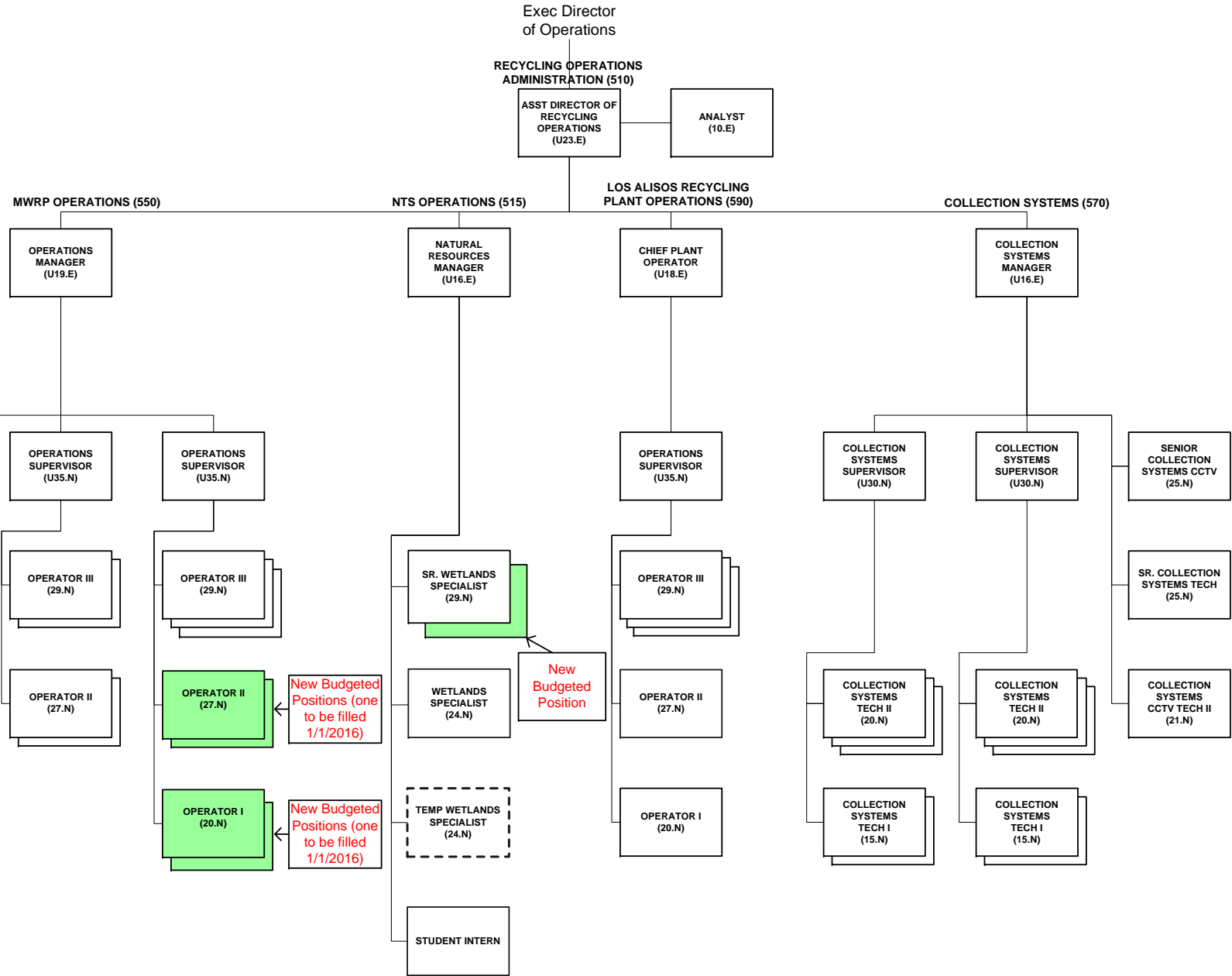
The mission of the Recycling Operations Department is to operate the District's resource recovery systems in a regulatory compliant, efficient, and environmentally safe manner that provides the highest level of customer satisfaction. The Recycling Operations Department provides cost-effective, reliable and compliant operation of the District's Collection Systems, Michelson Water Recycling Plant (MWRP), Los Alisos Water Recycling Plant (LAWRP), and Natural Treatment System (NTS).

### **Major Goals**

- Meet the Department's adopted Operations budget;
- Achieve zero lost time accidents;
- Maintain 100% compliance with all regulatory requirements;
- Refine operational key performance indicators (KPIs) to optimize efficiency and cost effectiveness;
- Transition operational responsibilities for the completed portion of the MWRP Biosolids and Energy Recovery Facilities from construction management to Recycling Operations;
- Complete the phased staffing and training plan for the MWRP Biosolids and Energy Recovery Facilities, and finalize all outsourcing options;
- Maintain and develop staff competency through a combination of internal and external training;
- Evaluate and optimize chemical usage for the collection and recycling facilities systems;
- Finalize options for the marketing and distribution of pellets from the MWRP Biosolids Project;
- Begin developing concepts and partnerships relative to implementing a food waste addition/recycling program at the MWRP once the new solids handling facilities are completed;
- Collaborate with other agencies including Encina Wastewater Authority on lessons learned, O&M, product marketing and distribution, and resource sharing opportunities;
- Discuss potential Orange County Sanitation District (OCSD) participation in MWRP Biosolids facilities on an interim basis;
- Evaluate and implement options for clean and inspect large sewer lines within the IRWD service area
- Implement a new data tracking and management system for the operations department;
- Prepare an Annual Report of NTS Operations including nutrient removal performance at each NTS facility, operational objectives, and recommendations for adaptive changes to the NTS program; and,
- Continue to work with partners in Newport Bay Executive Committee to develop and implement the elements of the Nitrogen Selenium Management Plan.



**IRVINE RANCH WATER DISTRICT  
RECYCLING OPERATIONS  
PROPOSED FISCAL YEAR 2015-16**



## Consolidated Operating Expense Budget for FY 2015-16

Recycling Operations		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
510	Regular Labor	309,139	68,047	242,240	234,400	(7,840)
510	Contract Labor	17,827	6,601	14,700	10,000	(4,700)
510	Electricity	2,382,456	0	0	0	0
510	Fuel	15,392	89	0	0	0
510	Telecommunication	1,208	586	1,400	1,400	0
510	Operating Supplies	211	6	500	500	0
510	Printing	0	0	1,000	0	(1,000)
510	Postage	334	50	0	0	0
510	Office Supplies	3,688	141	4,000	0	(4,000)
510	Rep & Maint Other Agencies	12,735,267	3,409,323	2,786,000	4,720,000	1,934,000
510	Rep & Maint IRWD	202,226	(956)	0	0	0
510	Personnel Training	6,453	371	0	0	0
510	Other Professional Fees	1,476	68	0	50,000	50,000
Total . . . Recycling Operations Administration		15,675,677	3,484,326	3,049,840	5,016,300	1,966,460

## Consolidated Operating Expense Budget for FY 2015-16

Recycling Operations		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
515	Regular Labor	0	124,593	250,080	323,700	73,620
515	Overtime Labor	0	989	4,000	4,000	0
515	Contract Labor	0	8,167	30,000	30,000	0
515	Electricity	0	107,719	259,300	261,200	1,900
515	Operating Supplies	0	4,296	17,500	19,000	1,500
515	Postage	0	139	0	0	0
515	Permits, Licenses and Fees	0	0	1,000	1,000	0
515	Equipment Rental	0	2,876	7,000	7,000	0
515	Rep & Maint Other Agencies	0	12,349	19,500	24,000	4,500
515	Rep & Maint IRWD	0	330,974	1,007,160	1,039,400	32,240
515	Engineering Fees	0	5,806	35,000	57,500	22,500
515	Personnel Training	0	(2,616)	1,500	2,800	1,300
515	Other Professional Fees	0	734	0	0	0
515	Safety	0	3,605	6,000	0	(6,000)
515	Other	0	3,391	12,000	12,000	0
<b>Total . . . NTS Operations</b>		0	603,022	1,650,040	1,781,600	131,560

## Consolidated Operating Expense Budget for FY 2015-16

Recycling Operations		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
550	Regular Labor	971,121	482,257	1,207,540	1,368,000	160,460
550	Overtime Labor	139,832	46,972	108,380	108,900	520
550	Electricity	0	1,372,693	3,609,200	4,280,700	671,500
550	Fuel	35,870	2,186	51,800	20,000	(31,800)
550	Chemicals	1,435,720	327,357	489,600	452,600	(37,000)
550	Operating Supplies	19,417	8,611	18,000	18,800	800
550	Office Supplies	38	0	0	0	0
550	Equipment Rental	848	0	6,300	6,000	(300)
550	Rep & Maint Other Agencies	0	1,419,306	7,237,700	8,394,000	1,156,300
550	Rep & Maint IRWD	122,029	78,606	30,360	30,400	40
550	Personnel Training	4,524	0	12,840	800	(12,040)
550	Other Professional Fees	2,440	1,851	2,500	0	(2,500)
550	Safety	9,779	0	5,500	5,500	0
550	Rep & Maint Other Agencies	119,473	49,682	100,000	126,400	26,400
<b>Total . . . MWRP Operations</b>		2,861,091	3,789,521	12,879,720	14,812,100	1,932,380

## Consolidated Operating Expense Budget for FY 2015-16

Recycling Operations		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
570	Regular Labor	1,144,971	530,217	1,124,480	1,096,200	(28,280)
570	Overtime Labor	129,437	54,895	112,300	116,900	4,600
570	Contract Labor	11,191	(2,185)	41,600	0	(41,600)
570	Electricity	88,928	48,954	109,000	113,000	4,000
570	Telecommunication	14,077	9,328	15,000	12,600	(2,400)
570	Chemicals	443,546	213,722	400,000	460,000	60,000
570	Operating Supplies	51,221	34,665	50,800	53,600	2,800
570	Rep & Maint IRWD	318,173	204,628	515,000	590,600	75,600
570	Personnel Training	6,308	936	7,800	0	(7,800)
570	Other Professional Fees	1,901	1,105	1,500	0	(1,500)
570	Safety	1,284	0	5,000	4,000	(1,000)
Total . . . Collections Systems		2,211,037	1,096,265	2,382,480	2,446,900	64,420



## Consolidated Operating Expense Budget for FY 2015-16

Recycling Operations		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
590	Regular Labor	593,040	285,121	598,040	589,500	(8,540)
590	Overtime Labor	65,380	31,215	49,620	61,200	11,580
590	Electricity	875,116	566,392	916,500	1,100,000	183,500
590	Fuel	1,056	155	1,000	1,000	0
590	Telecommunication	0	0	400	400	0
590	Chemicals	230,085	168,946	179,400	239,200	59,800
590	Operating Supplies	15,561	5,228	8,200	6,600	(1,600)
590	Office Supplies	496	191	0	0	0
590	Rep & Maint Other Agencies	222,958	69,367	314,760	299,200	(15,560)
590	Rep & Maint IRWD	134,467	29,295	142,000	100,000	(42,000)
590	Engineering Fees	0	0	0	33,000	33,000
590	Personnel Training	0	50	800	0	(800)
590	Other Professional Fees	958	750	1,240	0	(1,240)
590	Safety	636	520	4,600	1,700	(2,900)
590	Computer Backup Storage	89,756	20,652	0	0	0
590	Rep & Maint Other Agencies	135,378	38,736	302,300	25,000	(277,300)
<b>Total . . . LAWRP Operations</b>		2,364,887	1,216,618	2,518,860	2,456,800	(62,060)
<b>Total . . . Recycling Operations</b>		23,112,692	10,189,752	22,480,940	26,513,700	4,032,760





# **MAINTENANCE**

## **OPERATING BUDGET SUMMARY**

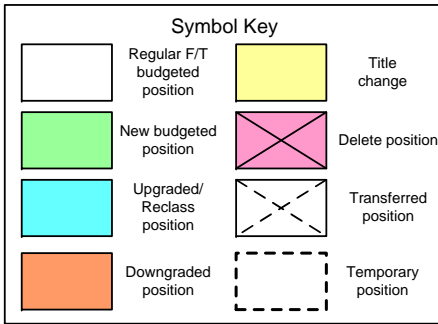
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### **Program Description**

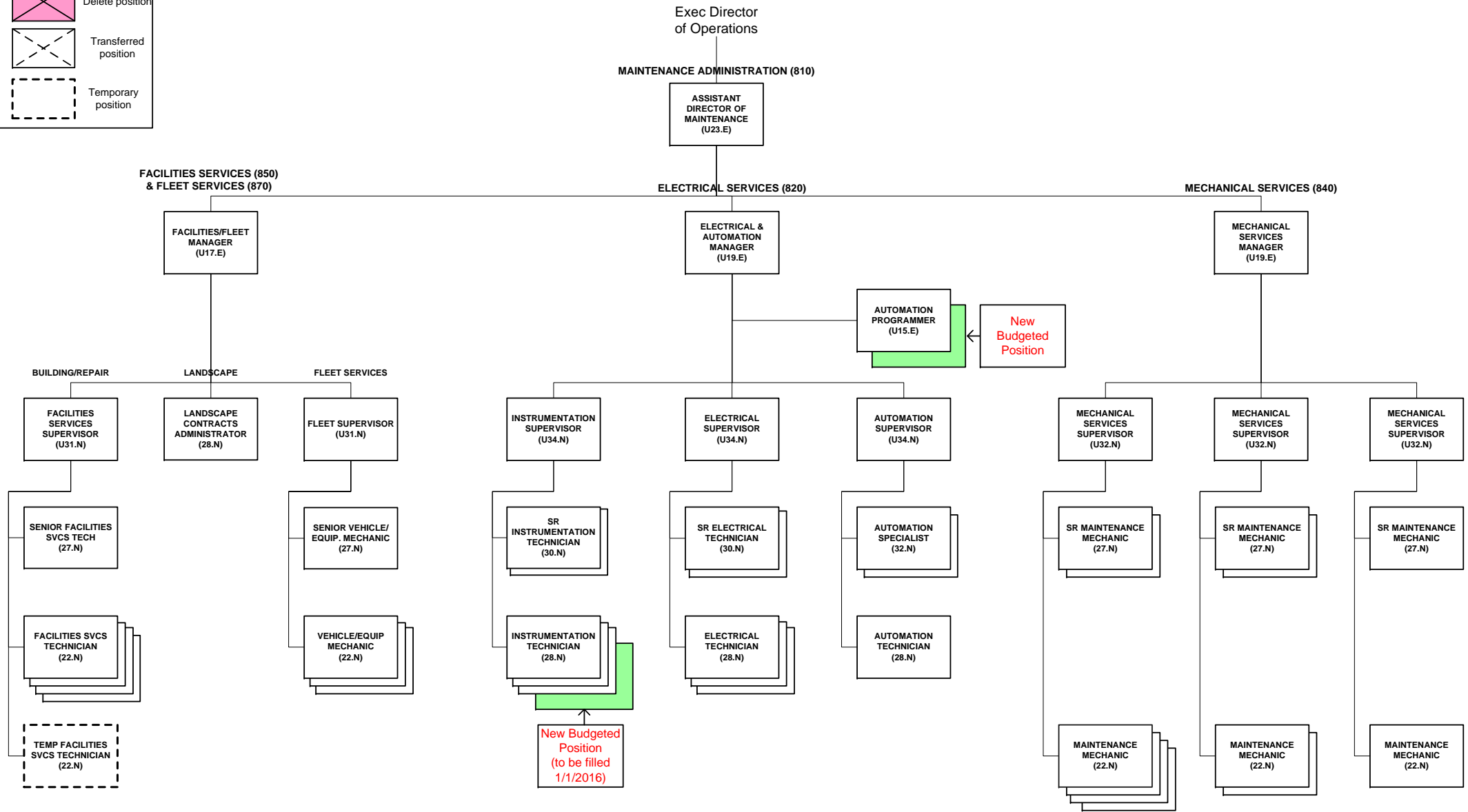
The mission of Maintenance Department is to manage the District's assets to ensure optimal life expectancy, reliability, efficiency and safety that provides the highest level of customer satisfaction. The Maintenance Department provides for asset management of the District's electrical, mechanical, instrumentation, automation, supervisory control and data acquisition (SCADA) system, fleet and facility assets to ensure safe, reliable, and cost effective operation.

### **Major Goals**

- Meet the Department's adopted Maintenance and General Plant budgets;
- Achieve zero lost time accidents;
- Maintain 100% compliance with all regulatory requirements;
- Conduct the pre-implementation activities for the Enterprise Asset Management (EAM) system including data collection, cataloging of assets, developing business processes, and identifying asset criticality protocols;
- Establish and track operational key performance indicators (KPIs) to optimize efficiency and cost effectiveness;
- Complete transition of all maintenance responsibilities for the MWRP Phase II expansion and upgrade project from construction management to maintenance;
- Complete the implementation of the phased staffing:
  - a. Implement the training plan for the MWRP Biosolids and Energy Recovery Facilities and Baker Water Treatment Plant
  - b. Evaluate all outsourcing options
- Maintain and develop staff competency through a combination of internal and external training;
- Investigate and expand the use of new technology to enhance and increase equipment reliability and staff productivity;
- Evaluate the conversion of the District light vehicle fleet to alternative fuel;
- Complete automation upgrades such as the conversion of the Lake Forest area to the District standard SCADA system;
- Provide Engineering support for projects including the Biosolids and Energy Recovery Facilities, Baker Water Treatment Facility, Michelson Lift Station relocation and Orange Park Acres Well 1;
- Optimize predictive maintenance measures through pump efficiency testing, lube oil analysis, vibration analysis, ultrasound detection, and infrared thermography program;
- Provide support regarding evaluation of a short and long term plan for LAWRP; and,
- Perform all required maintenance on schedule to ensure safe and dependable cost effective fleet operation.



**IRVINE RANCH WATER DISTRICT  
MAINTENANCE OPERATIONS  
PROPOSED FISCAL YEAR 2015-16**



## Consolidated Operating Expense Budget for FY 2015-16

Maintenance		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
810	Regular Labor	0	73,485	138,720	143,000	4,280
810	Personnel Training	0	0	5,000	0	(5,000)
810	Other Professional Fees	0	301	0	0	0
Total . . . Maintenance Administration		0	73,786	143,720	143,000	(720)

## Consolidated Operating Expense Budget for FY 2015-16

Maintenance		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
820	Regular Labor	0	622,610	1,477,680	1,658,100	180,420
820	Overtime Labor	0	58,127	117,000	134,900	17,900
820	Operating Supplies	0	41,238	60,400	82,950	22,550
820	Rep & Maint IRWD	0	376,129	633,400	854,300	220,900
820	Personnel Training	0	5,317	10,000	0	(10,000)
820	Other Professional Fees	0	1,171	2,400	2,800	400
820	Mileage Reimbursement	0	50	0	0	0
820	Safety	0	8,448	8,600	16,800	8,200
Total . . . Electrical Services		0	1,113,090	2,309,480	2,749,850	440,370

## Consolidated Operating Expense Budget for FY 2015-16

Maintenance		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
840	Regular Labor	0	510,159	1,208,340	1,187,000	(21,340)
840	Overtime Labor	0	31,175	55,100	82,900	27,800
840	Operating Supplies	0	45,028	50,000	64,600	14,600
840	Equipment Rental	0	0	4,000	4,000	0
840	Rep & Maint IRWD	0	466,683	716,600	873,700	157,100
840	Personnel Training	0	3,828	12,400	0	(12,400)
840	Other Professional Fees	0	727	3,120	200	(2,920)
840	Safety	0	802	8,000	8,000	0
Total . . . Mechanical Services		0	1,058,402	2,057,560	2,220,400	162,840

## Consolidated Operating Expense Budget for FY 2015-16

Maintenance		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
850	Regular Labor	0	156,019	621,980	600,400	(21,580)
850	Overtime Labor	0	5,768	10,400	10,900	500
850	Contract Labor	0	47,957	25,000	25,000	0
850	Telecommunication	0	84	0	0	0
850	Other Utilities	0	16,580	22,200	35,000	12,800
850	Operating Supplies	0	12,713	21,500	21,500	0
850	Rep & Maint IRWD	0	396,493	873,020	942,100	69,080
850	Personnel Training	0	148	0	0	0
850	Other Professional Fees	0	157	0	1,000	1,000
<b>Total . . . Facilities Services</b>		0	635,919	1,574,100	1,635,900	61,800



## Consolidated Operating Expense Budget for FY 2015-16

Maintenance		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
855	Regular Labor	0	25,590	0	0	0
855	Overtime Labor	0	9,152	6,000	6,000	0
855	Electricity	0	93,187	172,000	190,000	18,000
855	Fuel	0	3,598	10,000	10,000	0
855	Other Utilities	0	2,653	5,000	5,000	0
855	Operating Supplies	0	9,395	20,400	20,400	0
855	Rep & Maint IRWD	0	179,915	292,600	303,100	10,500
Total . . . Headquarters Property Services		0	323,490	506,000	534,500	28,500

## Consolidated Operating Expense Budget for FY 2015-16

Maintenance		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
860	Regular Labor	0	84,002	0	0	0
860	Overtime Labor	0	1,748	7,000	7,000	0
860	Electricity	0	84,776	222,900	220,000	(2,900)
860	Fuel	0	4,623	20,000	20,000	0
860	Other Utilities	0	12,903	20,000	20,000	0
860	Operating Supplies	0	15,503	40,000	40,000	0
860	Rep & Maint IRWD	0	163,659	271,500	311,500	40,000
Total . . . Operations Center Property Services		0	367,214	581,400	618,500	37,100

## Consolidated Operating Expense Budget for FY 2015-16

Maintenance		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
870	Regular Labor	0	177,701	356,900	351,800	(5,100)
870	Overtime Labor	0	2,938	7,000	9,000	2,000
870	Contract Labor	0	4,526	0	0	0
870	Fuel	0	289,589	627,000	627,200	200
870	Other Utilities	0	25,998	51,500	55,200	3,700
870	Operating Supplies	0	2,623	7,750	7,800	50
870	Permits, Licenses and Fees	0	1,240	5,340	6,300	960
870	Equipment Rental	0	5,085	5,000	13,000	8,000
870	Rep & Maint IRWD	0	224,601	459,400	479,400	20,000
870	Personnel Training	0	7	0	0	0
870	Mileage Reimbursement	0	49,218	117,000	132,000	15,000
Total . . . Fleet Services		0	783,526	1,636,890	1,681,700	44,810
Total . . . Maintenance		0	4,355,427	8,809,150	9,583,850	774,700





# **WATER POLICY AND RESOURCES**

## **OPERATING BUDGET SUMMARY**

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### **Program Description**

The Water Policy and Resources Department is responsible for developing and implementing water resource supply and demand management programs to enhance the reliability of water supplies for District customers. The department is also responsible for managing the District's environmental compliance programs and regulatory requirements.

Water Use Efficiency: Demand management programs directly offset the need for developing additional water supplies and are critical elements in meeting the District's water resources/reliability objectives. IRWD has provided industry leadership through the development of innovative and aggressive demand management programs focusing on water use efficiency and wastewater recycling. An updated Water Use Efficiency Plan was adopted in December 2013, and staff has continued to implement efforts since then. Staff anticipates those efforts will continue to be ramped up in fiscal year 2015-16, particularly as IRWD assists its customers in responding to the Governor's call for 20% voluntary conservation in response to the statewide drought. Budget requests associated with the Plan are included in various sections of the budget. Conservation programs including the outdoor efficiency RightScape program, WaterSmart reports, tactical and participation in innovative pilots and research that maintain IRWD's leadership position are also incorporated into the fiscal year 2015-16 budget. IRWD will continue to be engaged in the development and implementation of local, regional, state-wide and national water efficiency and demand management policies.

Recycled Water: IRWD is recognized as a national leader in recycled water based in large part on the many years of experience IRWD has with recycled water and the large number of meters served. IRWD currently serves over 5,200 recycled water meters including over 60 commercial dual-plumbed buildings where recycled water is used for flushing toilets and urinals and over 600 single-family lots where recycled water is used for irrigating both the front and back yards. The Recycled Water Group continues to pursue additional uses for recycled water in the service area and is actively pursuing several additional industrial customers which represent large scale customers for IRWD as well as the conversion of several untreated water customers to recycled water. IRWD is also recognized for its support of recycled water through organizations such as WaterReuse, a national recycled water advocacy group. IRWD, in concert with WaterReuse, is active in state-wide policy, legislation, regulation and support for other agencies which face challenges as their programs are initiated or are being expanded. In fiscal year 2015-16, the Recycled Water Group will be conducting studies with key customers to determine the feasibility of using recycled water for industrial applications, expanding the use of recycled water for irrigation by retrofitting potable irrigation areas to recycled water and using recycled water to irrigate orchards that are more sensitive to some constituents found in recycled water.

Government Relations: IRWD strives to develop and advocate for policies at the federal, state and local levels that promote a reliable high quality and cost effective water supply for IRWD customers, and demonstrate the efficient use of resources. These efforts enhance IRWD services



# **WATER POLICY AND RESOURCES**

## **OPERATING BUDGET SUMMARY**

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through federal, state and local government relations and initiatives. The Government Relations staff provides policy leadership and technical expertise to the legislative process, particularly on issue of water recycling, water use efficiency, water supply reliability and governance, among others.

**Regulatory Compliance:** The Regulatory Compliance group plans and manages District-wide programs to ensure the District complies with all environmental regulations governing water, sewage and groundwater discharges. Staff collects all required samples of water, sewage and recycled water from distribution systems, treatment facilities, storage reservoirs, wetland operations and customer facilities to assure quality services and products are served to our customers. This group also responds to customer service issues and concerns regarding water quality. In addition to water-related programs, Regulatory Compliance staff manages other regulatory compliance programs such as Hazardous Waste, Underground Storage Tanks, Aboveground Petroleum Storage Tanks, Universal Waste and Industrial Waste. The Air Quality Program is also managed by Regulatory Compliance and includes all routine reporting, current and draft rule evaluation and permit application coordination and compliance. Regulatory Compliance also participates with the Orange County Sanitation District and South Orange County Wastewater Authority to address watershed and permit issues including environmental evaluation and permitting. Regulatory Compliance is also an active participant in representing IRWD at SCAP and Tri-TAC Committee meetings for Air and Water.

### **Strategic Initiatives for 2015-16**

#### **RECYCLED WATER/NON-POTABLE WATER**

- Convert a minimum of 1,000 AF of potable water use to recycled water;
- Apply for new *Local Resources Program* funding from MWD which provides a “per-acre foot” financial incentive to increase the use of recycled water;
- Assess the feasibility of serving recycled water to UCI for use in their cooling towers;
- Secure LRP funding for the North ILP Project;
- Assist WaterReuse California with its legislative agenda which includes allowing discharge of recycled water from impoundments during storm events;
- Fully develop the Recycled Water Use Site Inspection and Testing Program; and,
- Obtain approvals for dual-plumbing of hotels, condominiums and apartment properties.

#### **WATER USE EFFICIENCY**

- Assist IRWD customers in meeting a voluntary 20% conservation goal through ongoing implementation of enhanced outreach and cost-effective demand management programs;
- Develop partnerships with private and public entities to leverage the effectiveness and reach of water efficiency programs;
- Research and implement, as appropriate, new technologies and innovative programs to assist customers with improving their water use efficiency with a special emphasis on the RightScope outdoor conservation program;



# **WATER POLICY AND RESOURCES**

## **OPERATING BUDGET SUMMARY**

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- Continue to partner with commercial, industrial and institutional customers to implement cost-effective water use efficiency programs;
- Continue to support and expand enhanced customer engagement and reporting as a tool to motivate additional water use efficiency;
- Research and implement, as appropriate, the use of enhanced GIS data to improve customer allocation-setting, outreach and programs targeted toward outdoor water use;
- Actively participate in statewide policy discussions addressing the water-energy nexus;
- Actively engage in statewide policy discussions regarding implementation of SBx7-7 (20 x 2020) and implementation of Demand Management Measures required by the Urban Water Management Planning Act;
- Work with the California Urban Water Conservation Council (CUWCC) on statewide conservation issues, refinements to the Best Management Practices (BMP), including the rates BMP and potential alignment of the CUWCC with state mandated water efficiency targets;
- Continue to work with partners in Newport Bay Executive Committee to develop and implement the elements of the San Diego Creek Watershed Selenium BMP Strategic Plan;
- Establish the appropriate metrics and quantify conservation targets;
- Update Water Supply Contingency Plan;
- Evaluate water use efficiency programs and Water Use Efficiency Plan; and,
- Develop guide book on how to implement Budget Based Rate structures

### **GOVERNMENT RELATIONS**

- Implement the state legislative strategy as developed by staff and discussed with the Water Resource Policy and Communications Committee;
- Conduct advocacy activities on legislation impacting IRWD, the water industry and special district interests;
- Secure federal funding authorization under a re-authorized Water Resources Development Act (WRDA) for Army Corps of Engineering funding for the Syphon Reservoir Recycled Water Storage project;
- Continue to build relationships with federal, state and local elected and appointed officials and their staff members, as well as community leaders to support IRWD initiatives;
- Provide input to the State Water Resources Control Board to facilitate development of State-wide drought regulations;
- Participate in the development of Statewide surface and groundwater storage policies associated with Water Bond Funding;
- Seek legislative or regulatory changes promoting recycled water storage;
- Provide input to the legislature and administration on revisions to groundwater management related legislation;
- Promote policies which encourage energy reliability and efficiency in the water industry;
- Promote a "fit for purpose" approach to regulation of recycled water; and,
- Promote policies and regulations that will improve air quality and allow efficient operation of District facilities.



# **WATER POLICY AND RESOURCES**

## **OPERATING BUDGET SUMMARY**

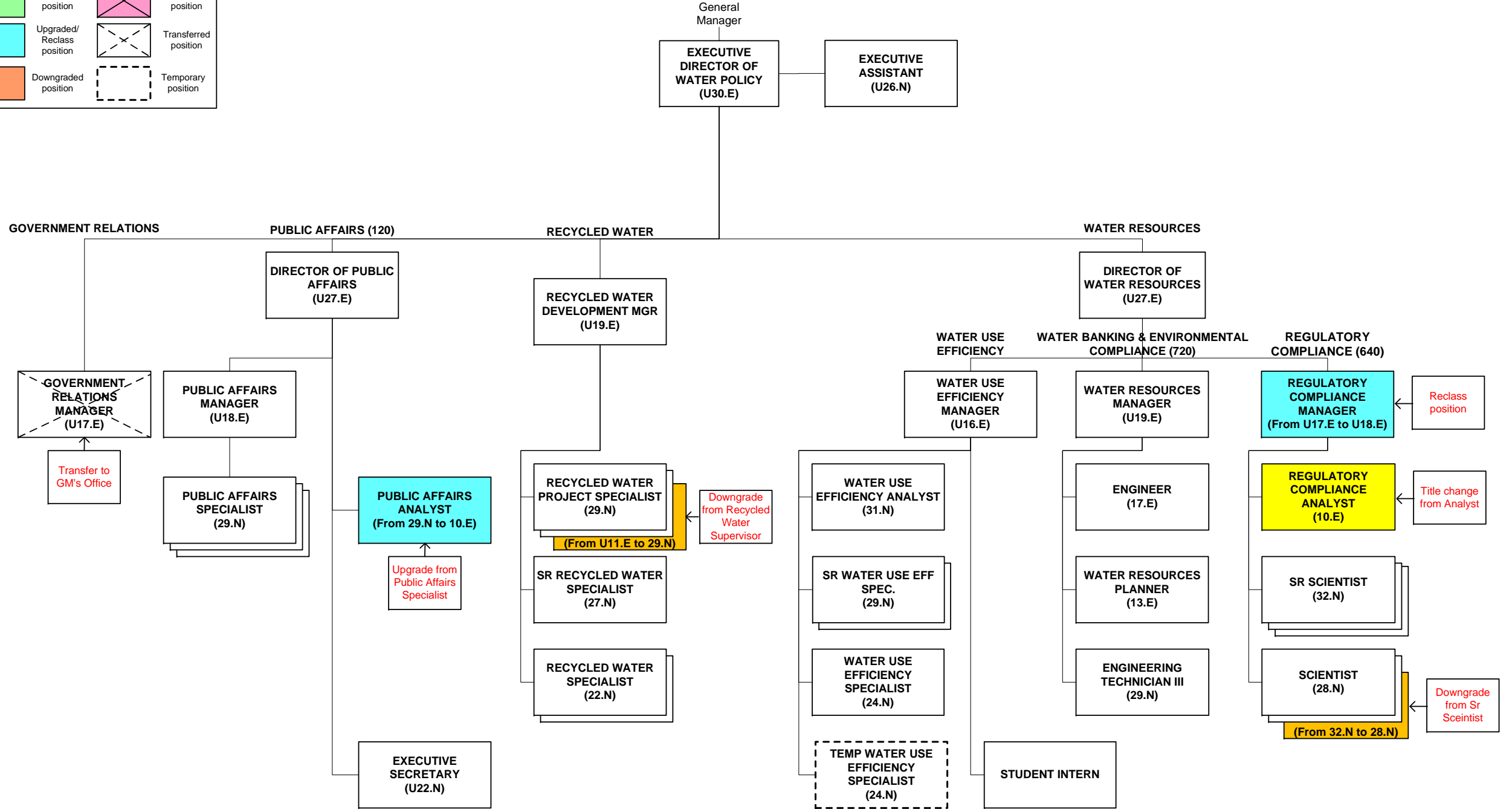
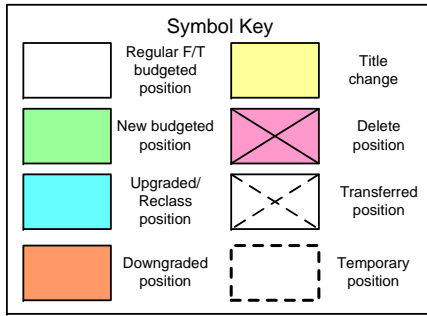
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### REGULATORY COMPLIANCE

- Ensure the District operates in full compliance with all applicable federal, state and local environmental, water and air quality laws and regulations;
- Respond to Water Quality Customer Service Requests and investigate the customer's concern;
- Determine required monitoring programs to address all regulatory requirements for potable, sewage and recycled water;
- Coordinate with other agencies with respect to Industrial Waste Programs and other projects;
- Plan, organize and supervise the work of the Compliance Monitoring Group;
- Collect potable system distribution and storage samples to comply with the DDW monitoring plan and to proactively identify any developing quality issues in the system;
- Collect MWRP and LAWRP samples to assure proper operation of the treatment facilities and compliance with each facilities' NPDES permit;
- Assist and provide resources to other departments with environmental, water and air permitting issues;
- Ensure compliance with all air permit requirements for testing and reporting;
- Participate in industry stakeholder groups for air, water and biosolids regulatory issues;
- Prepare and submit environmental permit applications for routine activities and projects;
- Administer the environmental reporting on the District's wetlands development and operations; and,
- Assist in the development of environmental quality projects and coordinate research and development activities.



IRVINE RANCH WATER DISTRICT  
 WATER RESOURCES AND POLICY  
 PROPOSED FISCAL YEAR 2015-16



## Consolidated Operating Expense Budget for FY 2015-16

Water Resources and Policy		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
710	Regular Labor	1,283,869	588,026	1,416,660	1,341,300	(75,360)
710	Overtime Labor	17,076	10,595	6,400	12,800	6,400
710	Contract Labor	152,446	54,961	35,600	85,100	49,500
710	Operating Supplies	2,638	75,913	3,050	81,150	78,100
710	Printing	5	0	5,500	500	(5,000)
710	Postage	1,201	266	600	2,500	1,900
710	Permits, Licenses and Fees	0	0	65,000	55,000	(10,000)
710	Office Supplies	3,339	533	5,000	1,200	(3,800)
710	Rep & Maint IRWD	25,120	(1,105)	57,900	103,700	45,800
710	Engineering Fees	40,390	60,000	120,000	60,000	(60,000)
710	Personnel Training	29,251	10,946	47,400	32,000	(15,400)
710	Other Professional Fees	403,809	412,879	845,120	1,203,450	358,330
710	Mileage Reimbursement	0	122	0	0	0
710	Conservation	855,512	177,923	942,000	1,694,000	752,000
Total . . . Water Resources and Policy		2,814,656	1,391,059	3,550,230	4,672,700	1,122,470

**Irvine Ranch Water District**  
**Consolidated Operating Expense Budget for FY 2015-16**

Water Resources and Policy		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
740	Regular Labor	623,507	246,568	721,170	645,900	(75,270)
740	Overtime Labor	44,588	18,587	51,975	57,600	5,625
740	Contract Labor	23,998	21,416	18,000	0	(18,000)
740	Operating Supplies	53,413	17,069	52,020	52,100	80
740	Postage	0	14	0	0	0
740	Permits, Licenses and Fees	237,956	272,126	388,700	388,450	(250)
740	Rep & Maint Other Agencies	599	0	2,000	2,000	0
740	Rep & Maint IRWD	48,772	16,632	86,500	86,500	0
740	Engineering Fees	24,428	24,125	71,000	170,000	99,000
740	Personnel Training	2,262	0	3,500	3,500	0
740	Other Professional Fees	597	415	1,500	1,600	100
740	Safety	76	923	2,000	2,000	0
Total . . . Regulatory Compliance		1,060,196	617,875	1,398,365	1,409,650	11,285
Total . . . Water Resources and Policy		6,078,286	3,398,957	7,869,505	8,934,250	1,064,745
GRAND TOTAL . . . . .		118,635,223	63,084,753	130,640,000	140,378,000	9,738,000





## **PUBLIC AFFAIRS**

### **OPERATING BUDGET SUMMARY**

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#### **Program Description**

The Public Affairs Department is responsible for communicating accurate and timely information about Irvine Ranch Water District services, projects, activities and programs. The department uses multiple media platforms, including print, personal contact, education programs, publications, tours, as well as electronic and social media outlets. The IRWD communication program serves the District and our customers by:

- Creating and maintaining credibility and public trust;
- Increasing customer awareness of the services we provide ;
- Promoting the District's value, activities and events of significance;
- Ensuring that accurate and timely information is conveyed to the public regarding incidents; and issues of a controversial and/or sensitive nature; and,
- Promoting transparency and easy to access information

#### **Major Goals**

##### **WATER EFFICIENCY OUTREACH**

- Educate customers on efficient water use practices using multiple outreach platforms including resident tours of IRWD facilities, open houses, print, electronic media, and the internet;
- Educate customers about reducing outdoor water use with the Rightscape program;
- Provide students in the IRWD service area with learning opportunities regarding water supply, water reliability and water use efficiency programs. Promote water education programs to schools in the IRWD service area; and,
- Develop and implement next phase of customer drought outreach program.

##### **COMMUNITY OUTREACH AND MEDIA PROGRAMS**

- Refine, update and create effective multi-pronged social media outreach programs aimed at providing extended information channels for IRWD customers, the media, business partners, IRWD employees and other government entities;
- Develop and implement tap water outreach program;
- Enhance communications with customers through a targeted media outreach and public communications program including consistent and timely updates for construction and maintenance projects; and,
- Provide enhanced customer outreach initiatives based on customer feedback programs.

##### **BUSINESS OUTREACH PROGRAM**

- Develop strong working relationships with the business community by hosting a series of meetings for area businesses and those who are interested in working with IRWD.

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2015-16**

Water Resources and Policy		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
730	Regular Labor	661,397	298,113	687,770	664,700	(23,070)
730	Overtime Labor	28,593	14,541	10,000	29,500	19,500
730	Operating Supplies	666	0	2,100	700	(1,400)
730	Printing	89,871	38,004	120,850	62,800	(58,050)
730	Postage	109	0	200	200	0
730	Office Supplies	5,224	2,881	6,000	6,000	0
730	Personnel Training	9,301	4,349	12,520	12,400	(120)
730	Other Professional Fees	354,288	272,413	653,550	728,100	74,550
730	Mileage Reimbursement	105	0	0	0	0
<b>Total . . . Public Affairs</b>		1,149,554	630,301	1,492,990	1,504,400	11,410



# WATER RESOURCES AND ENVIRONMENTAL COMPLIANCE

## OPERATING BUDGET SUMMARY

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### Program Description

The Water Resources and Environmental Compliance Department is responsible for the development of water supply programs and banking projects outside of the local Orange County area. These programs and projects are increasing the diversity and reliability of the District's water supplies by securing water supplies from sources outside of Orange County during wet periods and storing them for future use in groundwater banking projects in Kern County. The District's efforts in the development of these non-local programs and projects are needed in response to risks of water supply interruptions and continued pressure on water supplies from an expanding statewide population as well as legislative requirements tying water supply with new development.

This department is responsible for the design and construction of the District's water banking projects. In addition, this department is responsible for the negotiation and development of agreements with other agencies and entities throughout the State of California for water transfer and exchanges that facilitate the recharge, storage and recovery of water at the water banking projects. It is also responsible for the negotiation and the development of agreements that facilitate the delivery of water recovered from the water banking projects to IRWD's service area through facilities owned by the California Department of Water Resources, Kern County Water Agency and Metropolitan Water District of Southern California.

Other responsibilities of the Water Resources and Environmental Compliance department include the management of the District's environmental and regulatory compliance programs and managing the District's salt management, energy efficiency and renewable energy planning activities. The environmental and regulatory compliance programs focus on the operation of potable water and wastewater systems operations, facility replacements and the construction of new facilities.

### Major Goals

#### WATER RESOURCES:

- Identify, evaluate, and secure additional land to be incorporated into the District's water banking projects in Kern County for recharge and recovery facilities;
- Negotiate a MWD Policy for the delivery of MWD system water to IRWD's Strand and Stockdale Integrated Banking Projects;
- Implement long-term unbalanced exchange agreements with Carpinteria Valley Water District and/or Antelope Valley-East Kern Water Agency;
- Finalize and execute a long-term exchange agreement with Rosedale for a Joint Integrated Stockdale Water Banking and Exchange Project;
- Award a construction contract for drilling and constructing of wells for the Stockdale Integrated Banking Project;
- Initiate the design of recovery facilities pipelines and wellheads for the Stockdale Integrated Banking Project;



# **WATER RESOURCES AND ENVIRONMENTAL COMPLIANCE**

## **OPERATING BUDGET SUMMARY**

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- Develop and execute a long-term exchange agreement with Buena Vista Water Storage Agreement for pre-1914 Kern River water to be delivered to the Stockdale Integrated Banking Project;
- Develop a business plan for IRWD's water banking projects and programs;
- Execute long term exchange agreements to facilitate exports of Kern River water to IRWD service area;
- Investigate land fallowing and water transfer opportunities;
- Investigate opportunities to purchase State Water Project Table A entitlement;
- Construct Drought Relief Project recovery and conveyance facilities;
- Increase IRWD's amount of water stored in Southern California; and,
- Identify, evaluate and secure land for the additional third property under the Stockdale Integrated Banking Project for joint use with Rosedale.

### **ENVIRONMENTAL COMPLIANCE**

- Complete and certify an Environmental Impact Report for a Joint Integrated Stockdale Water Banking and Exchange Project with Rosedale; and,
- Fulfill the District's environmental and regulatory compliance requirements for capital projects, replacements and operations including the development and approval of Mitigated Negative Declarations, Environmental Impact Reports and Notices of Exemption.

### **ENERGY AND OTHER PLANNING**

- Work to implement Embedded Energy Plan;
- Update Energy Master Plan;
- Seek grant opportunities for District energy projects; and,
- Maximize participation in the Integrated Demand Side Management Program



Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2015-16**

Water Resources and Policy		2013-14 Actual	2014-15 Actual thru 12/31/15	2014-15 Orig Budget	2015-16 Prop Budget	Incr/(Decr)
Dept No	Expense Name					
720	Water Purchases	0	0	0	11,000	11,000
720	Regular Labor	520,852	273,281	589,200	573,700	(15,500)
720	Overtime Labor	520	216	0	800	800
720	Electricity	319,399	337,924	491,400	334,500	(156,900)
720	Printing	250	0	0	0	0
720	Permits, Licenses and Fees	83,166	62,162	97,500	120,000	22,500
720	Office Supplies	(28)	248	200	1,000	800
720	Rep & Maint IRWD	125,193	78,005	225,400	281,700	56,300
720	Personnel Training	3,406	2,724	8,000	7,000	(1,000)
720	Other Professional Fees	1,122	5,162	16,220	17,800	1,580
<b>Total . . . Water Resources and Environmental</b>		1,053,880	759,722	1,427,920	1,347,500	(80,420)





# GENERAL PLANT

## SUMMARY

	Fiscal Year 2015-16	Fiscal Year 2014-15	Increase (Decrease)	% Inc/(Dec)
Information Systems	\$ 1,141,400	\$ 502,400	\$ 639,000	127.19%
Transportation Equipment	543,100	320,200	222,900	69.61%
Other General Plant Including Safety Equipment		86,500	(86,500)	-100.00%
Laboratory Equipment	280,535	385,835	(105,300)	-27.29%
Office Furniture and Equipment	8,000		8,000	
Equipment	871,700	213,433	658,267	308.42%
Structures/Improvements- Sand Canyon.MWRP	50,000	55,900	(5,900)	-10.55%
<b>Sub-Total</b>	<b>\$2,894,735</b>	<b>\$1,564,268</b>	<b>\$1,330,467</b>	<b>45.96%</b>
Less: Vehicle Salvage Value	(22,000)	(22,000)		-
<b>Total General Plant</b>	<b>\$ 2,872,735</b>	<b>\$ 1,542,268</b>	<b>\$ 1,330,467</b>	<b>46.31%</b>

### Fiscal Year 2015-16

Funded by User Charges	\$1,514,635	52.72%
Funded by Capital Funds	1,061,100	36.94%
Funded by Overalllocation Rev	297,000	10.34%
<b>Total Fiscal Year 2015-16</b>	<b>\$2,872,735</b>	<b>100.00%</b>

### Fiscal Year 2014-15

Funded by User Charges	\$ 873,327	56.63%
Funded by Capital Funds	668,941	43.37%
<b>Total Fiscal Year 2014-15</b>	<b>\$ 1,542,268</b>	<b>100.00%</b>



# GENERAL PLANT

## ANALYSIS

Description	Finance & Administrative					Water Policy	Total
	Administration	Services	Engineering & Planning	Operations	Water Policy		
Information Systems	\$ -	\$ 1,126,400	\$ -	\$ 15,000	\$ -	\$ -	\$ 1,141,400
Laboratory Equipment			280,535				280,535
Other General Plant				50,000			50,000
Office Furniture & Equipment		8,000		257,700			265,700
Work Equipment/Class IV, V, VI				629,000			629,000
Transportation Equipment				543,100			543,100
Structures/Improvements - Sand Canyon/MWRP							-
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 1,134,400</b>	<b>\$ 280,535</b>	<b>\$ 1,494,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,909,735</b>
Less Vehicle Salvage Value	-	-	-	(22,000)	-	-	(22,000)
<b>Total Fiscal Year 2015-16</b>	<b>\$ -</b>	<b>\$ 1,134,400</b>	<b>\$ 280,535</b>	<b>\$ 1,472,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,887,735</b>
Total Fiscal Year 2014-15	68,000	486,000	297,835	690,433	-	-	1,542,268
Increase/(Decrease)	\$ (68,000)	\$ 648,400	\$ (17,300)	\$ 782,367	\$ -	\$ -	\$ 1,345,467



# CONSOLIDATED

## GENERAL PLANT BUDGET

<u>TASK</u>	<u>Item Description</u>	<u>Quantity</u>	<u>Price</u>	<u>Proposed 2015-16</u>
<b>Department:</b> INFORMATION SERVICES				
250 8031.250.1	Network Disk Storage Expansion and Replacement	1	\$ 92,000	\$ 92,000
250 8031.250.2	Enterprise Server Replacement	1	200,000	200,000
250 8031.250.3	Network Equipment Replacement	1	291,500	291,500
250 8031.250.4	SCADA Internet Connection Firewall Module	1	2,500	2,500
250 8031.250.5	Tabware Work Orders System Software Upgrade	1	20,000	20,000
250 8031.250.6	Server Virtualization Software	1	24,200	24,200
250 8031.250.7	Application Virtualization, Imaging, and Patch Management	1	39,000	39,000
250 8031.250.8	Oracle Utility Analytics (OUA) Exception Analysis Software	1	36,600	36,600
250 8031.250.9	Document Image Management Software (Webdocs) Upgrade	1	45,000	45,000
250 8031.250.10	Sand Canyon Conference room Audio Visual Equipment	1	8,000	8,000
250 8031.250.11	Auto Save Server Software Upgrade	1	7,800	7,800
250 8031.250.12	Auto Save Software for Unity PLCs	1	11,000	11,000
250 8031.250.13	Wonderware Concurrent Software for Mobile SCADA Devices	5	4,000	20,000
250 8031.250.14	Redundant Alarm Dialer Hardware and Software	1	20,000	20,000
250 8031.250.15	SCADA Server Management Software	1	3,000	3,000
250 8031.250.16	SCADA Antivirus Server Software	1	10,000	10,000
250 8031.250.17	SCADA Server Virtualization Software	1	8,800	8,800
250 8031.250.18	SCADA Enterprise Historian Server Hardware and Software	1	85,000	85,000
250 8031.250.19	SCADA Enterprise Backup Server Hardware and Software	1	35,000	35,000
250 8031.250.1	PC Replacement	46	1,554	71,500
250 8031.250.2	Laptop Computer Replacement	19	1,421	27,000
250 8031.250.3	Tablet Computer Replacement	18	1,861	33,500
250 8031.250.4	GPS Data Collector Device	2	7,500	15,000
250 8031.250.5	Sewer Hydraulic Modeling Software	1	8,500	8,500
250 8031.250.6	Spatial Analysis Software	1	2,500	2,500
250 8031.250.7	Electrical Analysis Software	1	7,000	7,000
250 8031.250.8	Tablet Based Mobile SCADA Devices	5	2,000	10,000
Sub-Total				\$ 1,134,400
<b>Department:</b> WATER QUALITY ADMINISTRATION				
610 8031.610.1	Misc. Laboratory and Field Monitoring Equipment for Unplanned Projects and Regulatory Requirements	1	\$ 43,200	\$43,200
Sub-Total				\$ 43,200
<b>Department:</b> WATER QUALITY ANALYSIS				
630 8036.630.1	Laboratory Instrumentation for Future Biosolids and Energy Recovery Project.	1	\$ 25,000	\$25,000
630 8036.630.2	Existing Laboratory Equipment Replacement	1	127,000	127,000
630 8031.630.1	Laboratory Equipment for Biosolids and Energy Recovery Project.	1	40,000	40,000
Sub-Total				\$ 192,000
<b>Department:</b> REGULATORY COMPLIANCE				
640 8031.640.	Two (2) Portable discrete samplers with pH and conductivity sensor options.	2	\$ 7,668	\$15,335
640 8031.640.	Two (2) YSI Sondes with conductivity, temperature, pH, DO, cables and hand held displays.	2	15,000	30,000



# CONSOLIDATED

## GENERAL PLANT BUDGET

<u>TASK</u>	<u>Item Description</u>	<u>Quantity</u>	<u>Price</u>	<u>Proposed 2015-16</u>
Sub-Total				\$ 45,335
<b>Department:</b>	<b>OPERATIONS</b>			
805 8031.805.1	Mobile Tablets	5	\$ 2,000	\$10,000
Sub-Total				\$ 10,000
<b>Department:</b>				
515 8031.515.1	Flow Meters	1	\$ 60,000	\$ 60,000
515 8031.515.2	Water Monitoring Probes	1	40,000	40,000
515 8031.515.3	Solar Powered Mixer	1	24,000	24,000
515 8031.515.4	Composite Samplers	1	24,000	24,000
515 8031.515.5	Mobile Tablets	1	5,000	5,000
515 8036.515.2	Amphibious Vegetation Trimming Vehicle	1	110,000	110,000
515 8036.515.3	Spatial Analyzer	1	2,500	2,500
515 8055.515.1	4WD Light Duty Pickup Truck	1	31,500	31,500
Sub-Total				\$ 297,000
<b>Department:</b>				
820 8031.820.1	Motor/Circuit Analyzer - Tester	1	\$ 70,000	\$70,000
820 8031.820.1	Time Domain Reflectometer	1	10,000	10,000
Sub-Total				\$ 80,000
<b>Department:</b>				
425 8031.425.1	Self Contained Breathing Units	2	\$ 6,100	\$ 12,200
425 8031.425.2	Confined Space Recovery Equipment	1	15,000	15,000
Sub-Total				\$ 27,200
<b>Department:</b>				
860 8036.860.1	Fitness and Strength Training Equipment	1	\$ 50,000	\$ 50,000
Sub-Total				\$ 50,000
<b>Department:</b>				
870 8036.870.1	Medium Duty Utility Trailer	1	\$ 12,500	\$ 12,500
870 8037.870.1	Motor Fuel Inventory and Management Equipment (Gasboy).	1	44,000	44,000
870 8055.870.1	2WD Light Duty Pickup Truck	1	27,000	27,000
870 8055.870.10	2WD Medium Duty Pickup Truck With Utility Body and Ladder	1	43,200	43,200
870 8055.870.11	2WD Medium Duty Pickup Truck With Utility Body and Ladder	1	43,200	43,200
870 8055.870.12	2WD Medium Duty Pickup Truck With Utility Body, Auto Crane, and Power Pack.	1	78,000	78,000
870 8055.870.13	2WD Medium Duty Pickup Truck With Work Bed and Long Reach Valve operator	1	78,000	78,000
870 8055.870.14	CCTV Truck	1	165,000	165,000
870 8055.870.2	4WD Medium Duty Pickup Truck	1	28,000	28,000
870 8055.870.3	4WD Medium Duty Pickup Truck	1	28,000	28,000
870 8055.870.4	4WD Medium Duty Pickup Truck	1	28,000	28,000
870 8055.870.5	4WD Medium Duty Pickup Truck	1	28,000	28,000
870 8055.870.6	4WD Medium Duty Pickup Truck	1	28,000	28,000
870 8055.870.7	2WD Light Duty Pickup Truck	1	29,500	29,500
870 8055.870.8	2WD Light Duty Pickup Truck	1	29,500	29,500



# CONSOLIDATED

## GENERAL PLANT BUDGET

<u>TASK</u>	<u>Item Description</u>	<u>Quantity</u>	<u>Price</u>	<u>Proposed 2015-16</u>
870 8055.870.9	2WD Medium Duty Pickup Truck With Utility Body and Ladder	1	43,200	43,200
870 8056.870.1	Combination Sewer Jetter/Vaccum Truck	1	282,500	282,500
Sub-Total				\$ 1,015,600
Total General Plant				\$ 2,894,735
Salvage Value				(22,000)
Total General Plant				<u>\$ 2,872,735</u>

## General Plant Description and Justification

### Proposed Operating Budget FY 2015-16

General Plant Asset	Updated Task	Life (Years)	Dept	Cost	Fund Source		System			Asset Description	Justification
					New	Replace	Conservation	% Water	% Sewer/ Recycle		
Machinery and Equipment	8031.250.1	5	250	\$92,000	50%	50%		50%	50%	Network Disk Storage Expansion and Replacement	Additional storage is needed on the District's storage area network (SAN) system. The SAN supports the majority of the District's Enterprise applications, including Oracle, E-Mail, shared network files, Laboratory Information Management (LIMS), Tabware Work Orders, Geographical Information Systems (GIS), and Fleet Management. As the Oracle system is expanded and transactions are accumulated, additional storage is needed. Expanded E-mail and shared files also require additional storage. The storage requirement for these systems is doubled due to the High Availability system that stores a mirrored copy of the production data at a second location. This provides the District with a swift recovery from a server or storage failure. Replacement storage is needed for the Document Image Management system (Webdocs) for migration from the legacy system.
Machinery and Equipment	8031.250.2	5	250	\$200,000		100%			50%	Enterprise Server Replacement	Replacements are needed for the District's Enterprise Network Server systems purchased between 2010 and 2011 This meets the District's replacement criteria of five years for Network Server systems. These servers are used to support Virtualized Servers System, Security Management System, Password Synchronization System, Patch Management System, Tabware Work Orders, Laboratory Information Management System (LIMS), Document Image Management System (Webdocs), Geographical Information Management System (GIS), and Computer Inventory Management System. The replacement systems will utilize blade based servers, a Storage Area Network (SAN) system, and Server Virtualization that will consolidate multiple servers onto a single server blade.



## General Plant Description and Justification

### Proposed Operating Budget FY 2015-16

General Plant Asset	Updated Task	Life (Years)	Dept	Cost	Fund Source		System			Asset Description	Justification
					New	Replace	Conservation	% Water	% Sewer/ Recycle		
Machinery and Equipment	8031.250.3	5	250	\$291,500		100%		50%	50%	Network Equipment Replacement	Replacements are needed for the District's Enterprise Network Equipment purchased between 2006 and 2007 This meets the District's replacement criteria of five years for Network Equipment. The Enterprise Network Equipment infrastructure, consisting of high speed switches and routers, is the backbone of the District's network, utilized by servers and network attached devices, such as PC work stations, security cameras, telephones, printers, and mobile devices. <b>NEW FUNDS FY ENDING 2016 = \$291,500, MATCHING AMOUNT TO BE BUDGETED IN FY ENDING 2017</b>
Machinery and Equipment	8031.250.4	5	250	\$2,500	100%			50%	50%	SCADA Internet Connection Firewall Module	An additional module is needed for the SCADA Internet Connection Firewall. The module will provide for a redundant connection to an alternate internet circuit. The firewall will automatically fail over if there is an outage on the primary SCADA internet circuit.
Machinery and Equipment	8031.250.5	5	250	\$20,000		100%		50%	50%	Tabware Work Orders System Software Upgrade	An upgrade is needed for the Tabware work orders software system. The software runs on the Microsoft Server 2003 Operating System, for which Microsoft is ending support. The Tabware software must be upgraded in order to run on the new Microsoft Server 2012 Operating system,
Machinery and Equipment	8031.250.6	5	250	\$24,200		100%		50%	50%	Server Virtualization Software	Server virtualization software is needed for server replacement. The servers being replaced are currently running on dedicated hardware, but will be replaced and run on virtualized server hardware,

**General Plant Description and Justification**  
**Proposed Operating Budget FY 2015-16**

General Plant Asset	Updated Task	Life (Years)	Dept	Cost	Fund Source			System		Asset Description	Justification
					New	Replace	Conservation	% Water	% Sewer/ Recycle		
Machinery and Equipment	8031.250.7	5	250	\$39,000	100%			50%	50%	Application Virtualization, Imaging, and Patch Management Software	Additional software is requested to provide applications virtualization on PC's and Laptops. This will allow software that is dependent on specific versions to run without conflict. An example is Oracle software that requires a particular version of Java and Internet explorer browser. Imaging software is needed automated and manage the many PC and Laptop images required by District, Patch management software is needed to automate the distribution and installation of patched to PC's and Laptops. The patches include critical security patches.
Machinery and Equipment	8031.250.8	5	250	\$36,600	100%			50%	50%	Oracle Utility Analytics (OUA) Exception Analysis Software	Additional software is requested for Oracle Utility Analytics to manage and analyze exceptions that occur in the Oracle Customer Care and Billing System. This software will be utilized in managing the collection and billing process. An in-depth analysis of "To-Dos", generated by the system on a daily basis, is also provided.
Machinery and Equipment	8031.250.9	5	250	\$45,000		100%		50%	50%	Document Image Management Software (Webdocs) Upgrade	An upgrade is needed for the District's Document Image Management Software (Webdocs). The upgrade will move the software system and documents from the District's legacy IBM AS/400 system to a Microsoft Windows Server system. This upgrade was identified in the Applications Strategic Plan as a part of the District's strategy to consolidate technology platforms.
Machinery and Equipment	8031.250.10	5	250	\$8,000	100%			50%	50%	Sand Canyon Conference room Audio Visual Equipment	Audio visual equipment is requested for the recently converted Library conference room at the Sand Canyon Headquarters. The equipment will include a LCD Display, a media control module, and a conference phone.

## General Plant Description and Justification

### Proposed Operating Budget FY 2015-16

General Plant Asset	Updated Task	Life (Years)	Dept	Cost	Fund Source		System			Asset Description	Justification
					New	Replace	Conservation	% Water	% Sewer/ Recycle		
Machinery and Equipment	8031.250.11	5	250	\$7,800		100%		50%	50%	Auto Save Server Software Upgrade	The Automation Group is requesting an upgrade to the Auto Save Server software. This software is used to perform backup of the SCADA PLC programs and configurations used at District facilities. A new version is required to support Microsoft Windows 7 and Windows Server 2008.
Machinery and Equipment	8031.250.12	5	250	\$11,000	50%	50%		50%	50%	Auto Save Software for Unity PLCs	The Automation group is requesting additional Auto Save software licenses for the PLCs using the Unity software program. The Unity program is being used for the PLC's at the Baker WTP facility and the Biosolids facility. Existing PLC's will also be converting to the Unity program. A new version of Auto Save is required to support the Unity based PLC's.
Machinery and Equipment	8031.250.13	5	250	\$20,000	100%			50%	50%	Wonderware Concurrent Software for Mobile SCADA Devices	The Automation group is requesting five additional licenses to support SCADA Mobile devices. Additional Wonderware inTouch licenses are required to allow the mobile devices access to the SCADA system.
Machinery and Equipment	8031.250.14	5	250	\$20,000	100%			50%	50%	Redundant Alarm Dialer Hardware and Software	The Automation group is requesting additional Alarm dialer hardware and software to provide redundant SCADA Alarm dialers. The SCADA systems currently rely on one alarm dialer. In the event of a failure, a second alarm dialer would provide a backup and improved reliability.
Machinery and Equipment	8031.250.15	5	250	\$3,000	100%			50%	50%	SCADA Server Management Software	The Automation group is requesting server management software. This software will provide monitoring and reporting of hardware and software problem on the District's SCADA servers. Messages will be sent to the SCADA systems administrator when problems occur, allowing for a timely and proactive response.
Machinery and Equipment	8031.250.16	5	250	\$10,000	100%			50%	50%	SCADA Antivirus Server Software	The Automation group is requesting server antivirus software for SCADA systems. This software will provide monitoring and distribute updates to selected servers and work stations on the SCADA network.

## General Plant Description and Justification

### Proposed Operating Budget FY 2015-16

General Plant Asset	Updated Task	Life (Years)	Dept	Cost	Fund Source		System			Asset Description	Justification
					New	Replace	Conservation	% Water	% Sewer/ Recycle		
Machinery and Equipment	8031.250.17	5	250	\$8,800	100%			50%	50%	SCADA Server Virtualization Software	The Automation group is requesting additional server virtualization software for SCADA systems. This software allows multiple systems to run on one hardware for one server.
Machinery and Equipment	8031.250.18	5	250	\$85,000	100%			50%	50%	SCADA Enterprise Historian Server Hardware and Software	The Automation group is requesting server hardware and SCADA/Tier 2 historian software to accommodate additional tags in the SCADA systems. The historian will meet the demands of additional information requirements on the SCADA network.
Machinery and Equipment	8031.250.19	5	250	\$35,000	100%			50%	50%	SCADA Enterprise Backup Server Hardware and Software	The Automation group is requesting SCADA Enterprise Backup server hardware and software. This server will be used to backup images of the sixty plus servers in the SCADA network. The current backup process is performed manually. The backup server will automate the process and ensure that backups are performed on a timely basis.
Machinery and Equipment	8031.250.1	4	250	\$71,500		100%		50%	50%	PC Replacement	Forty-six personal computers are needed to replace systems purchased between 2011-2012. This meets the District's replacement criteria of four years for personal computer systems. The systems are used for accessing District applications.
Machinery and Equipment	8031.250.2	4	250	\$27,000		100%		50%	50%	Laptop Computer Replacement	Nineteen laptop computers are needed to replace systems purchased between 2011-2012. This meets the District's replacement criteria of four years for personal computer systems. The laptop computer systems are used in the field by Administration, Water Operations, Wastewater Operations, Water Quality, and Water Resources. The systems are used in the office for accessing District applications. In the field, the systems are used to collect data and access the District's SCADA Systems.

**General Plant Description and Justification  
Proposed Operating Budget FY 2015-16**

General Plant Asset	Updated Task	Life (Years)	Dept	Cost	Fund Source		System			Asset Description	Justification
					New	Replace	Conservation	% Water	% Sewer/ Recycle		
Machinery and Equipment	8031.250.3	4	250	\$33,500		100%		50%	50%	Tablet Computer Replacement	Eighteen tablet computers are needed to replace systems purchased between 2011-2012. This meets the District's replacement criteria of four years for tablet computer systems. The tablet computers are used to support a GIS based application used by Operations staff.
Machinery and Equipment	8031.250.4	4	250	\$15,000	100%			50%	50%	GPS Data Collector Device	Two GPS data collector devices are requested by the GIS group that will be used by staff for collecting GPS coordinates for meter GPS data updates.
Machinery and Equipment	8031.250.5	4	250	\$8,500	100%				100%	Sewer Hydraulic Modeling Software	An addition to existing software is requested by the GIS group for Info-Sewer modeling. This software is used for dynamic flow modeling in the Sewer Master Plan.
Machinery and Equipment	8031.250.6	4	250	\$2,500	100%			50%	50%	Spatial Analysis Software	Spatial Analysis software is requested by the Water Resources department. This software will be used to analyze spatial data for water conservation studies.
Machinery and Equipment	8031.250.7	4	250	\$7,000	100%			50%	50%	Electrical Analysis Software	Integrated Electrical Engineering Analysis software is requested by the GIS group. This software will be used to calculate safety gear requirements at District facilities.
Machinery and Equipment	8031.250.8	4	250	\$10,000	100%			50%	50%	Tablet Based Mobile SCADA Devices	The Automation group is requesting five tablet based mobile SCADA devices. These devices will be used in support of the SCADA mobile device program, with the goal of deploying mobile devices to access, monitor, and control SCADA in a secure manner.
Machinery and Equipment	8031.610.1	5	610	\$43,200	50%	50%		33%	67%	Misc. Laboratory and Field Monitoring Equipment for Unplanned Projects and Regulatory Requirements	Laboratory planning and method development associated with new contaminants, more stringent discharge limits, developing new recycled water users, and supporting treatment and supply related projects. Field monitoring equipment for unplanned projects or regulatory requirements. Beginning fiscal year ending 2015 individual line items for Dept. 630 and 640 were consolidated into a single line item in department 610.

## General Plant Description and Justification

### Proposed Operating Budget FY 2015-16

General Plant Asset	Updated Task	Life (Years)	Dept	Cost	Fund Source		System		Asset Description	Justification	
					New	Replace	Conservation	% Water			% Sewer/ Recycle
Machinery and Equipment	8036.630.1	10	630	\$25,000	100%				100%	Laboratory Instrumentation for Future Biosolids and Energy Recovery Project.	A portion of the funds necessary to acquire equipment and instrumentation to implement the proposed monitoring program for the future biosolids and energy recovery facilities. Funds accrued in fiscal years ending 2013, 2014, 2015 and 2016, and carried forward to future fiscal years for expenditure prior to the beginning of facility operations so the laboratory will have method development completed in time to provide process control data when the facility is active. <b>ACCRUED FUNDS THROUGH FY ENDING 2015 = \$225,000, NEW FUNDS FY ENDING 2016 = \$25,000, TOTAL ACCRUED FUNDS FY ENDING 2016 = \$250,000</b>
Machinery and Equipment	8036.630.2	5 to 20	630	\$127,000		100%		50%	50%	Existing Laboratory Equipment Replacement	Existing laboratory instrumentation (such as GC/MSs, LC/ICP/MS, etc.) purchased in prior years with General Plant Capital funds have certain useful life and will ultimately need replacement. The budgeted dollars accrued in this fiscal year will carry forward with funds accrued since FY ending 2013 into future fiscal years with additional funds budgeted each fiscal year to build a pool of funds to purchase replacement equipment as needed, funds to be expended on a first-in-first-out basis. The on- going accumulation of funds over multiple fiscal years will eliminate peaks and valleys in the Department 630 General Plant Capital budget. The amount requested this FY is based on the amount allocated last FY adjusted to current dollars (+1.6%). <b>ACCRUED FUNDS THROUGH FY ENDING 2015 = \$344,800, EXPENDED FUNDS THROUGH FY ENDING 2015 = \$30,141.37, NEW FUNDS FY ENDING 2016 = \$127,000, FUND BALANCE THROUGH FY ENDING 2016 = \$441,658.63</b>

## General Plant Description and Justification

### Proposed Operating Budget FY 2015-16

General Plant Asset	Updated Task	Life (Years)	Dept	Cost	Fund Source		System		Asset Description	Justification	
					New	Replace	Conservation	% Water			% Sewer/ Recycle
Machinery and Equipment	8031.630.1	5	630	\$40,000	100%			100%	Laboratory Equipment for Biosolids and Energy Recovery Project.	A portion of the funds necessary to acquire equipment to implement the proposed process control monitoring program for the future biosolids and energy recovery facilities. Funds accrued in fiscal years ending 2015 and 2016 will be carried forward to purchase general plant capital equipments as needed to meet analytical needs at various project milestones. <b>ACCRUED FUNDS THROUGH FY ENDING 2015 = \$40,000, NEW FUNDS FY ENDING 2016 = \$40,000, TOTAL ACCRUED FUNDS FY ENDING 2016 = \$80,000</b>	
Machinery and Equipment	8031.640.	5	640	\$15,335		100%		100%	Two (2) Portable discrete samplers with pH and conductivity sensor options.	All four (4) of the District's Portable samplers utilized for the Industrial Waste Program are more than five years old, with one being 12 years old, and the manufacturer date of the other three being unknown. Two (2) of the samplers were replaced in FY14/15, and remaining two will need to be replaced FY15/16, especially before the local limits study begins.	
Machinery and Equipment	8031.640.	5	640	\$30,000		100%		100%	Two (2) YSI Sondes with conductivity, temperature, pH, DO, cables and hand held displays.	Our sondes are 10+ years old and we are currently spending money to have them repaired, and the technology is outdated. Sondes are utilized for in-situ monitoring of the recycled water reservoirs for our NPDES permit monitoring and compliance. Thus, as the readings from the sonde are a measure of our compliance that are reported to the Regional Water Quality Control Board, it's important that we replace older sondes to obtain reliable data.	
Mach & Equip 5 Yrs	8031.805.1	5	805	\$10,000	100%			50%	50%	Mobile Tablets	The Operations department is requesting funds to purchase mobile tablets to equip staff members. The tablets will be used to improve staff communications and allow remote access to SCADA system data.

## General Plant Description and Justification

### Proposed Operating Budget FY 2015-16

General Plant Asset	Updated Task	Life (Years)	Dept	Cost	Fund Source		System			Asset Description	Justification
					New	Replace	Conservation	% Water	% Sewer/ Recycle		
Mach & Equip 5 Yrs	8031.515.1	5	515	\$60,000			100%			Flow Meters	In order to more efficiently and accurately account for pollutant removals, NTS is requesting to purchase six additional flow meters. Sites to receive flow meters include Cypress Meadow B, C, D, and Orchard Meadows.
Mach & Equip 5 Yrs	8031.515.2	5	515	\$40,000			100%			Water Monitoring Probes	Staff are requesting water quality monitoring probes to deploy at various NTS sites to more accurately account for pollutant removals. Probes will be installed at the Forge Meadow NTS site
Mach & Equip 5 Yrs	8031.515.3	5	515	\$24,000			100%			Solar Powered Mixer	Staff are requesting this mixer to mitigate odor complaints and water quality issues at the Los Olivos NTS site.
Mach & Equip 5 Yrs	8031.515.4	5	515	\$24,000			100%			Composite Samplers	To provide new permanent samplers at four NTS sites (Lower Eastfoot, Forge Meadow, Orchard Meadow, and Port Culver) These samplers will replace bulky portable units, and standardize equipment across the Natural Treatment System.
Mach & Equip 5 Yrs	8031.515.5	5	515	\$5,000			100%			Mobile Tablets	The Natural Treatment Systems department is requesting funds to purchase mobile tablets to equip staff members. The tablets will be used to improve staff communications and allow remote access to SCADA systems and NTS flow data.
Mach & Equip 10 Yrs	8036.515.2	10	515	\$110,000			100%	50%	50%	Amphibious Vegetation Trimming Vehicle	Staff are requesting a floating trimmer to trim emergent aquatic vegetation in the SJM. Currently, vegetation is not being trimmed, and staff have not found an affordable replacement for a vendor that is no longer in business. Staff are proposing to reduce the operating costs for aquatic vegetation trimming by \$26k per year in order to justify this expense, with a payback time of 5.5 yrs.
Mach & Equip 10 Yrs	8036.515.3	10	515	\$2,500			100%			Spatial Analyzer	This module allows staff to analyze watershed activities through GIS



## General Plant Description and Justification

### Proposed Operating Budget FY 2015-16

General Plant Asset	Updated Task	Life (Years)	Dept	Cost	Fund Source		System			Asset Description	Justification
					New	Replace	Conservation	% Water	% Sewer/ Recycle		
Vehicles 10 Yrs	8055.515.1	10	515	\$31,500			100%			4WD Light Duty Pickup Truck	(New staff member) Staff are requesting funds to purchase a light duty pickup truck for use by a new Natural Treatment Systems Department Staff member. The new position is being requested in the 2015-16 operating budget. The vehicle will be used for maintenance and monitoring of Natural Treatment System field sites.
Mach & Equip 5 Yrs	8031.820.1	5	820	\$70,000	100%			50%	50%	Motor/Circuit Analyzer - Tester	The District is heavily dependent on the performance and reliability of pumping systems throughout the service area. The majority of these pumps are driven by electric motors. The Motor Circuit Analyzer will enable Staff to establish a baseline of motor health, build a performance/health history, predict potential failures, and verify repair work on externally serviced motors.
Mach & Equip 5 Yrs	8031.820.1	5	820	\$10,000	100%			50%	50%	Time Domain Reflectometer	This tool will be used by the Electrical Services Staff to troubleshoot, locate, and repair electrical cable failure. This is critical due to the District's growing, aging, and widespread underground electrical infrastructure.
Mach & Equip 5 Yrs	8031.425.1	5	425	\$12,200		100%		50%	50%	Self Contained Breathing Units	The Preventative Services department is requesting funds to replace two self contained breathing units. These two units are in need of repairs that exceed replacement cost.
Mach & Equip 5 Yrs	8031.425.2	5	425	\$15,000		100%		50%	50%	Confined Space Recovery Equipment	The Preventative Services department is requesting funds to replace an existing confined space recovery unit. The equipment is used to permit entry into confined spaces for inspection and repair. The existing equipment is more than 20 years old.

## General Plant Description and Justification

### Proposed Operating Budget FY 2015-16

General Plant Asset	Updated Task	Life (Years)	Dept	Cost	Fund Source		System		Asset Description	Justification	
					New	Replace	Conservation	% Water			% Sewer/ Recycle
Equipment	8036.860.1	10	860	\$50,000		100%		50%	50%	Fitness and Strength Training Equipment	The fitness equipment in the fitness center at both the Sand Canyon HQ and the Michelson Operations Center is approximately 20 years old. Although the equipment has been well maintained, it is dated and not up to current fitness and safety use standards. Staff recommends that this equipment be replaced over a two year period. This budget request provides funding to upgrade the Michelson Operations Center fitness room with equipment sufficient to meet the exercise and strength training needs of the staff at that location who perform physical labor and strenuous activity as part of their daily job duties. Additional funds will be requested in the 16-17 Fiscal Year budget to replace the equipment in the Sand Canyon HQ fitness center.
Mach & Equip 10 Yrs	8036.870.1	10	870	\$12,500	100%			50%	50%	Medium Duty Utility Trailer	Staff are requesting funds to purchase a new medium duty utility trailer. The new trailer will be used by the Construction and Field Services Department to provide portability for one of the small skid steer loaders.
Mach & Equip 15 Yrs	8037.870.1	15	870	\$44,000		100%		50%	50%	Motor Fuel Inventory and Management Equipment (Gasboy).	Staff are requesting funds to replace existing fuel inventory and management hardware. The existing equipment is greater than thirty years old and is no longer supported for parts and repair services.
Vehicles 10 Yrs	8055.870.1	10	870	\$27,000		100%		50%	50%	2WD Light Duty Pickup Truck	Staff are requesting funds to downsize and replace unit 2110, a 2005 medium duty pickup truck with approximately 148,000 miles. This vehicle requires replacement due to age and condition.
Vehicles 10 Yrs	8055.870.10	10	870	\$43,200	100%			50%	50%	2WD Medium Duty Pickup Truck With Utility Body and Ladder Rack	(New staff member) Staff are requesting funds to purchase a new medium duty pickup truck with utility body and ladder rack. The truck will be used for field work by the by the Sr. Electrical Technician whose position was authorized in the FY 14/15 budget year.

## General Plant Description and Justification

### Proposed Operating Budget FY 2015-16

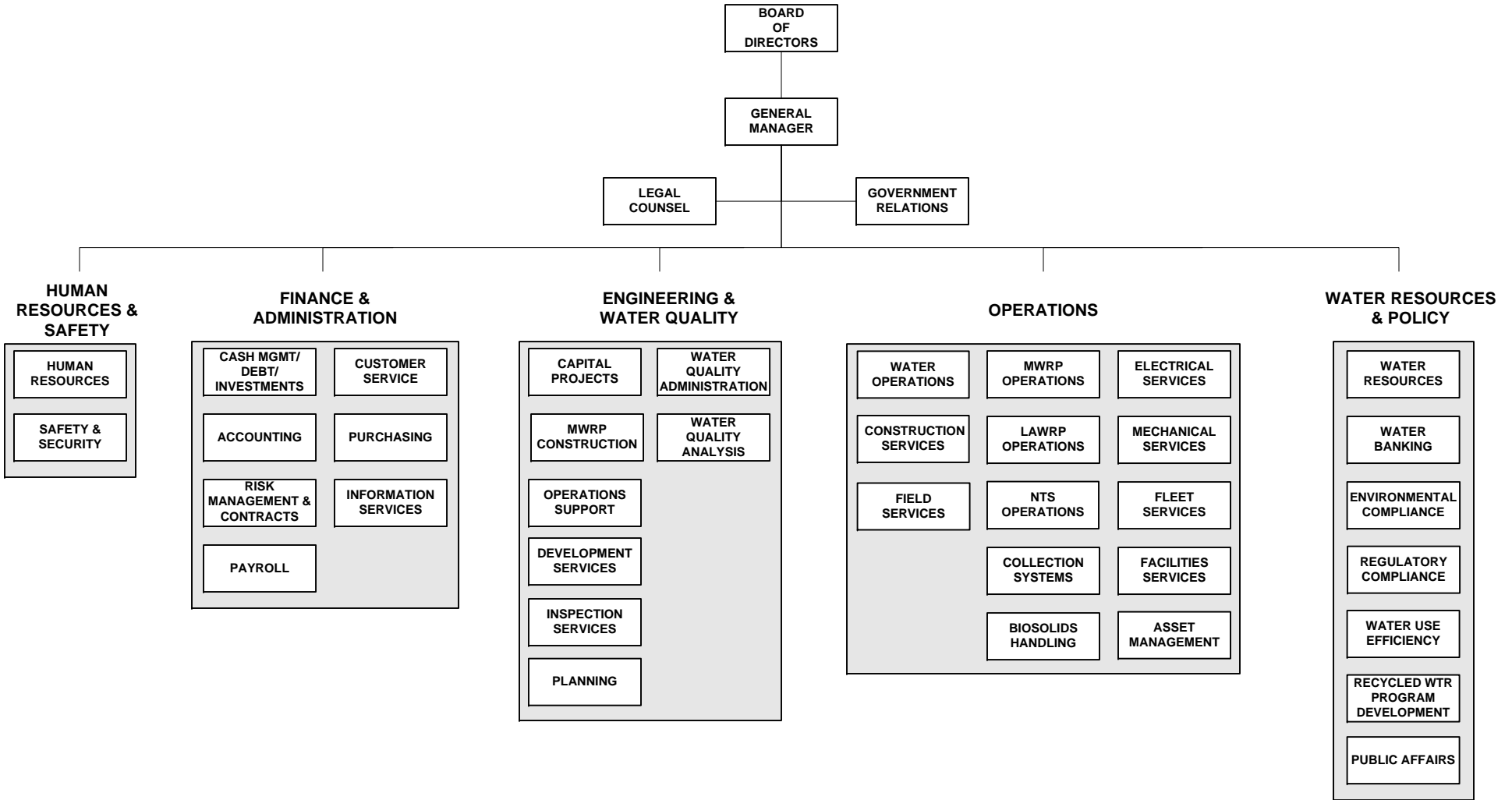
General Plant Asset	Updated Task	Life (Years)	Dept	Cost	Fund Source		System			Asset Description	Justification
					New	Replace	Conservation	% Water	% Sewer/ Recycle		
Vehicles 10 Yrs	8055.870.11	10	870	\$43,200	100%			50%	50%	2WD Medium Duty Pickup Truck With Utility Body and Ladder Rack	(New staff member) Staff are requesting funds to purchase a new medium duty pickup truck with utility body and ladder rack. The truck will be used for field work by the by the Sr. Instrumentation Technician whose position was authorized in the FY 14/15 budget year.
Vehicles 10 Yrs	8055.870.12	10	870	\$78,000	100%			50%	50%	2WD Medium Duty Pickup Truck With Utility Body, Auto Crane, and Power Pack.	(New staff member) Staff is requesting funds to purchase a new medium duty pickup truck with utility body and ladder rack. The truck will be used for field work by the Mechanical Maintenance Mechanic whose position was authorized in the FY 14/15 budget year.
Vehicles 10 Yrs	8055.870.13	10	870	\$78,000	100%			50%	50%	2WD Medium Duty Pickup Truck With Work Bed and Long Reach Valve operator	Staff is requesting funds to purchase a new medium duty pickup truck with work bed and hydraulically driven long reach valve operator. The truck will in the Preventative Services Department to improve productivity and efficiency.
Vehicles 10 Yrs	8055.870.14	10	870	\$165,000	100%				100%	CCTV Truck	To ensure compliance with the District's Sanitary Sewer management Plan, staff are requesting funds to purchase a new medium duty vehicle equipped with a closed circuit sewer inspection camera. The truck will be used to increase the frequency of sewer system monitoring and inspection.
Vehicles 10 Yrs	8055.870.2	10	870	\$28,000		100%		50%	50%	4WD Medium Duty Pickup Truck	Staff are requesting funds to replace unit 2008, a 2005 medium duty pickup truck with approximately 136,000 miles. This vehicle requires replacement due to age and condition.
Vehicles 10 Yrs	8055.870.3	10	870	\$28,000		100%		50%	50%	4WD Medium Duty Pickup Truck	Staff are requesting funds to replace unit 2079, a 2006 medium duty pickup truck with approximately 132,000 miles. This vehicle requires replacement due to age and condition.

## General Plant Description and Justification

### Proposed Operating Budget FY 2015-16

General Plant Asset	Updated Task	Life (Years)	Dept	Cost	Fund Source		System			Asset Description	Justification
					New	Replace	Conservation	% Water	% Sewer/ Recycle		
Vehicles 10 Yrs	8055.870.4	10	870	\$28,000		100%		50%	50%	4WD Medium Duty Pickup Truck	Staff are requesting funds to replace unit 2137, a 2007 medium duty pickup truck with approximately 131,000 miles. This vehicle requires replacement due to age and condition.
Vehicles 10 Yrs	8055.870.5	10	870	\$28,000		100%		50%	50%	4WD Medium Duty Pickup Truck	Staff are requesting funds to replace unit 2017, a 2005 medium duty pickup truck with approximately 126,000 miles. This vehicle requires replacement due to age and condition.
Vehicles 10 Yrs	8055.870.6	10	870	\$28,000		100%		50%	50%	4WD Medium Duty Pickup Truck	Staff are requesting funds to replace unit 2115, a 2006 medium duty pickup truck with approximately 125,000 miles. This vehicle requires replacement due to age and condition.
Vehicles 10 Yrs	8055.870.7	10	870	\$29,500	100%			50%	50%	2WD Light Duty Pickup Truck	Staff are requesting funds to purchase a light duty pickup truck for use by the Collections Supervisor. The vehicle will be used for supervision and direction of field crews.
Vehicles 10 Yrs	8055.870.8	10	870	\$29,500	100%			50%	50%	2WD Light Duty Pickup Truck	Staff are requesting funds to purchase a light duty pickup truck for use by the Collections Supervisor. The vehicle will be used for supervision and direction of field crews.
Vehicles 10 Yrs	8055.870.9	10	870	\$43,200	100%			50%	50%	2WD Medium Duty Pickup Truck With Utility Body and Ladder Rack	(New staff member) Staff are requesting funds to purchase a new medium duty pickup truck with utility body and ladder rack. The truck will be used for field work by the by the Automation Specialist whose position was authorized in the FY 14/15 budget year.
Vehicles 15 Yrs	8056.870.1	10	870	\$282,500		100%			100%	Combination Sewer Jetter/Vaccum Truck	To ensure continued compliance with the Sanitary Sewer Master Plan, staff is requesting funds to replace unit 3066, a 1997 heavy duty combination sewer jetter/vaccum truck with approximately 10,000 operating hours. This vehicle requires replacement due to age and condition. <b>NEW FUNDS FY ENDING 2016 \$ 282,500 MATCHING AMOUNT TO BE BUDGETED IN FY ENDING 2017.</b>

**Irvine Ranch Water District  
Organizational Chart  
(By Function)  
Fiscal Year 2015-16**





# LABOR

## THREE YEAR PERSONNEL COMPARISON

Department	Authorized Positions		
	2013-14	2014-15	2015-16
<b>Administration</b>			
Number of Positions	12.0	11.0	14.0
% change from prior year	(7.7) %	(8.3) %	27.3 %
<b>Finance and Administrative Services</b>			
Number of Positions	71.0	71.0	75.0
% change from prior year	2.9 %	0.0 %	5.6 %
<b>Engineering</b>			
Number of Positions	41.0	38.0	39.0
% change from prior year	2.5 %	(7.3) %	2.6 %
<b>Water Quality</b>			
Number of Positions	26.0	28.0	29.0
% change from prior year	0.0 %	7.7 %	3.6 %
<b>Water Policy</b>			
Number of Positions	26.0	27.0	26.0
% change from prior year	0.0 %	3.8 %	(3.7) %
<b>Water Operations</b>			
Number of Positions	69.0	70.0	71.0 **
% change from prior year	4.5 %	1.4 %	1.4 %
<b>Recycling Operations</b>			
Number of Positions	40.0	43.0	48.0
% change from prior year	2.6 %	7.5 %	11.6 %
<b>Maintenance</b>			
Number of Positions	38.0	48.0	50.0 *
% change from prior year	5.6 %	26.3 %	4.2 %
Total Number of Positions	323.0	336.0	352.0
Number of Changed Positions	<u>7.0</u>	<u>13.0</u>	<u>16.0</u>
% Change From Prior Year	<u>2.2 %</u>	<u>4.0 %</u>	<u>4.8 %</u>

\* Five positions in budget not anticipated being filled until January 2016. The budgeted labor dollars anticipates 1/2 year of salaries; the position count identifies the additional bodies.

\*\* Operations Administration is part of Water Operations



# LABOR

## SUMMARY OF SALARIES AND WAGES

(in thousands)

	Total	Administration	Finance & Administrative Services	Engineering	Water Quality	Water Policy	Water Operations	Recycling Operations	Maintenance
Current Authorized:									
Gross Pay	\$27,196	\$1,226	\$5,586	\$3,959	\$2,099	\$2,485	\$4,916	\$3,246	\$3,680
Annual Increase	917	35	172	134	66	95	178	101	136
Sub-Total Regular Salaries & Wages	28,113	1,261	5,758	4,093	2,165	2,580	5,094	3,347	3,816
New Positions:									
Gross Pay	971	129	244	50	89	0	70	265	125
Total Regular Salaries & Wages	29,084	1,390	6,002	4,143	2,254	2,580	5,164	3,612	3,940
Health Insurance and Workers Comp	6,392	300	1,292	900	500	600	1,100	800	900
Employment Tax & PERS Contributions	8,428	400	1,828	1,200	700	700	1,500	1,000	1,100
Total Regular Salaries & Wages, health Insurance and employment taxes	\$43,904	\$2,090	\$9,122	\$6,243	\$3,454	\$3,880	\$7,764	\$5,412	\$5,940
Employee Count:	352	13	75	40	28	27	71	48	50

### Regular Salaries and Wages

FY 2014-15 Labor	\$29,097
Forecasted adjustment for Vacancies	(1,600)
Additions	896
Promotions	161
COLA	321
Merit/Other	209
<b>FY 2015-16 Labor</b>	<b>\$29,084</b>



# BENEFITS AND EMPLOYMENT TAX

## *HEALTH INSURANCE AND EMPLOYER CONTRIBUTIONS*

	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>Change</b>
<b>Insurance and Benefits</b>			
Health Ins Actives	\$4,574,700	\$4,447,000	(\$127,700)
Dental Premiums	440,500	406,500	(34,000)
Wrkrs Comp Premiums	564,000	645,000	81,000
Wrkrs Comp Paid Claims	291,800	400,000	108,200
Life Ins Actives	201,500	198,000	(3,500)
LT Disability Premiums	134,500	96,500	(38,000)
Medical Premiums - Retirees	121,500	111,000	(10,500)
Vision Benefit Premiums	77,500	76,000	(1,500)
Life Ins Retirees	14,000	12,200	(1,800)
	<b>\$6,420,000</b>	<b>\$6,392,200</b>	<b>(\$27,800)</b>
<b>Employment Tax and PERS</b>			
PERS Employer Portion	\$5,161,000	\$5,333,000	\$172,000
PERS In Excess Of ARC	2,113,400	1,940,200	(173,200)
401A Employer Portion	800,200	698,300	(101,900)
PERS Employee Portion	398,600	0	(398,600)
Medicare Tax	406,200	406,900	700
St Unemployment Tax	20,000	50,000	30,000
	<b>\$8,899,400</b>	<b>\$8,428,400</b>	<b>(\$471,000)</b>



**FY 2015/16 Budget  
Summary of Proposed Budgeted Personnel Changes**

<b>Proposed Changes to Existing Budgeted Positions</b>						
<b>Dept</b>	<b>Job Title</b>	<b>Current Sal Grade</b>	<b>Proposed Action</b>	<b>Proposed Job Title</b>	<b>Proposed Sal Grade</b>	<b>Salary Costs</b>
110	Executive Assistant	U26.N	Upgrade 1 Position	Administrative Assistant	U29.N	\$4,776
110	Government Relations Manager	U19.E	Upgrade 1 Position	Governmental Relations Officer	U23.E	\$9,120
120	Public Affairs Specialist	29.N	Upgrade 1 Position	Public Affairs Analyst	10.E	\$3,204
250	Applications Analyst	U15.E	Upgrade 1 Position	Senior Applications Developer	U18.E	\$10,488
250	Applications Analyst	U15.E	Upgrade 1 Position	Senior Database Administrator	U18.E	\$10,488
300	Engineering Technician II	25.N	Downgrade 1 Position	Engineering Technician I	20.N	-\$3,324
300	Senior Office Specialist	19.N	Upgrade 1 Position	Engineering Technician I	20.N	\$636
300	Engineer	17.E	Downgrade 1 Position	Associate Engineer	14.E	-\$6,720
300	Assistant Engineer	10.E	Upgrade 1 Position	Associate Engineer	14.E	\$7,356
300	Right of Way & Real Property Manager	13.E	Title Change only	Right of Way Agent	13.E	\$0
640	Regulatory Compliance Manager	U17.E	Reclass 1 Position	Regulatory Compliance Manager	U18.E	\$2,220
640	Analyst	10.E	Title Change only	Regulatory Compliance Analyst	10.E	\$0
640	Senior Scientist	31.N	Downgrade 1 Position	Scientist	26.N	-\$3,984
710	Recycled Water Supervisor	U11.E	Downgrade 1 Position	Recycled Water Project Specialist	29.N	-\$8,856
<b>Subtotal</b>						<b><u>\$25,404</u></b>

<b>Proposed Eliminated Positions</b>			
<b>Dept</b>	<b>Job Title</b>	<b>Sal Grade</b>	<b>Salary Costs</b>
430	Asst Construction Services Manager	U15.E	-\$95,256
<b>Subtotal</b>			<b><u>-\$95,256</u></b>

<b>Proposed New Positions</b>				
<b>Dept</b>	<b>Job Title</b>	<b>Sal Grade</b>	<b>Salary Costs</b>	
110	Office Specialist	15.N	\$50,208	
140	Human Resources Analyst	U31.N	\$78,516	
220	Customer Service Supervisor	U10.E	\$80,088	
220	Customer Service Specialist III	21.N	\$58,680	
220	Customer Service Specialist II	17.N	\$52,728	
220	Customer Service Specialist II	17.N	\$52,728	
300	Office Specialist	15.N	\$50,208	
420	Operator II	27.N	\$34,926	Hire 1/1/2016
420	Operator II	27.N	\$34,926	Hire 1/1/2016
515	Senior Wetlands Specialist	29.N	\$74,028	
550	Operator II	27.N	\$69,852	
550	Operator II	27.N	\$34,926	Hire 1/1/2016
550	Operator I	20.N	\$57,000	
550	Operator I	20.N	\$28,500	Hire 1/1/2016
630	Laboratory Supervisor	U13.E	\$88,836	
820	Automation Programmer	13.E	\$88,836	
820	Instrumentation Technician	28.N	\$35,958	Hire 1/1/2016
<b>Subtotal</b>			<b><u>\$970,944</u></b>	



# LABOR

## *PROPOSED LABOR CHANGES*

### **Proposed Personnel Budget Changes Reflected in the FY 2015/16 Operating Budget**

#### **Title and Salary Grade Changes for Existing Positions/Job Titles:**

##### ***General Manager's Office (110):***

Executive Assistant (Salary Grade U26.N) ➔ Administrative Assistant (Salary Grade U29.N)

This position upgrade is being requested to more properly reflect the higher level duties and responsibilities of the position.

Government Relations Manager (Salary Grade U19.E) ➔ Governmental Relations Officer (Salary Grade U23.E)

This title change, upgrade, and department transfer is being requested to more properly reflect the higher level duties and responsibilities of this position.

##### ***Public Affairs (120):***

Public Affairs Specialist (Salary Grade 29.N) ➔ Public Affairs Analyst (Salary Grade 10.E)

This position upgrade is being requested to more properly reflect the higher level duties and responsibilities of the position.

##### ***Information Services (250):***

Applications Analyst (Salary Grade U15.E) ➔ Sr. Applications Developer (Salary Grade U18.E)

This position upgrade is being requested to more properly reflect the duties and responsibilities of the position and meet the business needs of the department.

Applications Analyst (Salary Grade U15.E) ➔ Sr. Database Administrator (Salary Grade U18.E)

This position upgrade is being requested to more properly reflect the duties and responsibilities of this position and meet the business needs of the department.



# LABOR

## *PROPOSED LABOR CHANGES*

### **Engineering (300):**

Sr. Office Specialist (Salary Grade 19.N) ➔ Engineering Technician I (Salary Grade 20.N)

This position upgrade is being requested to more properly reflect the duties and responsibilities of this position and meet the staffing needs of the department.

Engineering Technician II (Salary Grade 25.N) ➔ Engineering Technician I (Salary Grade 20.N)

This position downgrade is being requested to more properly reflect the duties and responsibilities of this position and meet the staffing needs of the department.

Assistant Engineer (Salary Grade 10.E) ➔ Associate Engineer (Salary Grade 14.E)

This position upgrade is being requested to allow the position to be flexibly staffed at either the Assistant or Associate level.

Engineer (Salary Grade 17.E) ➔ Associate Engineer (Salary Grade 14.E)

This position upgrade is being requested to allow the position to be flexibly staffed at either the Assistant or Associate level.

Right of Way and Real Property Manager (Salary Grade 13.E) ➔ Right of Way Agent (Salary Grade 13.E)

This title change is being requested to more properly reflect the duties and responsibilities of this position.

### **Regulatory Compliance (640):**

Regulatory Compliance Manager (From Salary Grade U17.E to Salary Grade U18.E)

This reclassification is being requested to more properly reflect the increased duties and new responsibilities of this position.

Analyst (Salary Grade 10.E) ➔ Regulatory Compliance Analyst (Salary Grade 10.E)

This title change is being requested to more properly reflect the duties and responsibilities of this position.

Senior Scientist (Salary Grade 31.N) ➔ Scientist (Salary Grade 26.N)

This position downgrade is being requested to more properly reflect the duties and responsibilities of this position.



# LABOR

## *PROPOSED LABOR CHANGES*

### ***Recycled Water (710):***

Recycled Water Supervisor (Salary Grade U11.E) → Recycled Water Project Specialist (Salary Grade 29.N)

This position downgrade is being requested to more properly reflect the duties and responsibilities of this position and to meet the staffing needs of the department.

### **Eliminated Positions:**

#### ***Constructions Services (430):***

Assistant Construction Services Manager (Salary Grade U15.E)

This position was originally created for succession planning purposes to prepare the incumbent for a manager-level position. The incumbent was recently promoted and this position is not needed for the upcoming fiscal year.

### **New Positions:**

#### ***General Manager's Office (110):***

Office Specialist (Salary Grade 15.N) – one position

This position will be used for records retention for the GM's office, Engineering, and Finance.

#### ***Human Resources (140):***

Human Resources Analyst (Salary Grade U31.N) – one position

This position will be designated to the recruitment and employment function in the HR department.

#### ***Customer Service (220):***

Customer Service Supervisor (Salary Grade U10.E) – one position

This position will allow department to balance the number of employees per supervisor for better span of control for employee development, coaching, and mentoring.

Customer Service Specialist III (Salary Grade 21.N) – one position

This position is required to process new accounts, construction applications, billing, and adjustment in CC&B, all requiring higher level skills.

Customer Service Specialist II (Salary Grade 17.N) – two positions

These positions are required to reduce customer wait times and to handle commercial billing calls, field problems and increased customer contact due to growing customer base.



# LABOR

## *PROPOSED LABOR CHANGES*

### ***Engineering (300):***

Office Specialist (Salary Grade 15.N) – one position

This position is needed due to an increase in workload in the development services group with the implementation of CC&B and accompanying new duties.

### ***Water Operations (420):***

Operator II (Salary Grade 27.N) – two positions

These positions were originally reviewed by the E & O Committee as part of the Baker Water Treatment Plant staffing plan. These positions will not be needed until January 2016.

### ***NTS Operations (515):***

Senior Wetlands Specialist (Salary Grade 29.N) – one position

This position is required for proper operations and oversight due to the increasing numbers of NTS sites.

### ***Recycling Operations (550):***

Operator II (Salary Grade 27.N) – two positions

These positions were originally reviewed by the E & O Committee as part of the Biosolids and Energy Recovery Facilities staffing plan. One of these positions will be filled in July 2015. The other position will not be needed until January 2016.

Operator I (Salary Grade 20.N) – two positions

These positions were originally reviewed by the E & O Committee as part of the Biosolids and Energy Recovery Facilities staffing plan. One of these positions will be filled in July 2015. The other position will not be needed until January 2016.

### ***Water Quality Analysis (630):***

Laboratory Supervisor (Salary Grade U13.E) – one position

This position will allow department to balance the number of employees per supervisor for better span of control. With the addition of this position, the chemistry section will be split into inorganic and organic chemistry. This position will help handle the new analytics associated with new facilities currently being constructed.

### ***Electrical Services (820):***

Automation Programmer (Salary Grade 13.E) – one position

This position will fulfill staffing needs associated with the growing responsibilities required for planning, maintenance, administration, and implementation of the SCADA system.



# LABOR

## *PROPOSED LABOR CHANGES*

Instrumentation Technician (Salary Grade 28.N) – one position

This position was originally reviewed by the E & O Committee as part of the Baker Water Treatment Plant staffing plan. This position will not be needed until January 2016.