

AGENDA  
IRVINE RANCH WATER DISTRICT  
FINANCE AND PERSONNEL COMMITTEE MEETING  
APRIL 6, 2021

*Due to COVID-19, this meeting will be conducted as a teleconference pursuant to the provisions of the Governor's Executive Orders N-25-20 and N-29-20, which suspend certain requirements of the Ralph M. Brown Act. Members of the public may not attend this meeting in person.*

Participation by Committee Members will be from remote locations. Public access and participation will only be available telephonically/electronically.

To virtually attend the meeting and to be able to view any presentations or additional materials provided at the meeting, please join online via Webex using the link and information below:

Via Web: <https://irwd.webex.com/irwd/j.php?MTID=m358cec9350ecbfe9d6489470352453fa>

Meeting Number: 146 792 8003

Password: mkXdmJFZ333

After joining the meeting, in order to ensure all persons can participate and observe the meeting, please select the "Call in" option and use a telephone to access the audio for the meeting shown.

Please enter the attendee identification number, which will be provided when you connect to Webex, followed by #.

As courtesy to the other participants, please mute your phone when you are not speaking.

CALL TO ORDER     11:30 a.m., Committee Room, Second Floor, District Office  
15600 Sand Canyon Avenue, Irvine, California

ATTENDANCE     Chair: Peer Swan     \_\_\_\_\_     Member: Steve LaMar     \_\_\_\_\_

<u>ALSO PRESENT</u>	Paul Cook	_____	Cheryl Clary	_____
	Wendy Chambers	_____	Kevin Burton	_____
	Paul Weghorst	_____	Rob Jacobson	_____
	Tom Malone	_____	Allen Shinbashi	_____
	Christopher Smithson	_____	Eileen Lin	_____
	Jennifer Davis	_____	Tiffany Mitcham	_____
	_____	_____	_____	_____

PUBLIC COMMENT NOTICE

If you wish to address the Committee on any item, please submit a request to speak via the "chat" feature available when joining the meeting virtually. Remarks are limited to three minutes per speaker on each subject. You may also submit a public comment in advance of the meeting by emailing comments@irwd.com before 8:00 a.m. on Tuesday, April 6, 2021.

**ALL VOTES SHALL BE TAKEN BY A ROLL CALL VOTE.**

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## COMMUNICATIONS

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1. Notes: Clary
2. Public Comments
3. Determine the need to discuss and/or take action on item(s) introduced, which came to the attention of the District subsequent to the agenda being posted.
4. Determine which items may be approved without discussion.

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## INFORMATION

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5. EMPLOYEE POPULATION AND TURNOVER STATUS REPORT – SRADER / MITCHAM

Recommendation: Receive and file.

6. PERFORMANCE RECOGNITION PROGRAM QUARTERLY UPDATE – HALL / MITCHAM

Recommendation: Receive and file.

7. MONTHLY INVESTMENT AND DEBT REVIEW – DAVIS / JACOBSON / CLARY

Recommendation: Receive and file.

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## ACTION

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8. FISCAL YEARS 2021-22 AND 2022-23 OPERATING BUDGET REVIEW OF RECOMMENDED BUDGETS – PARDEE / SMITHSON / CLARY

Recommendation: That the Committee review and provide comments on the proposed FY 2021-22 and FY 2022-23 Operating Budgets for further review at the Board Workshop on April 12, 2021.

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## OTHER BUSINESS

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9. Directors' Comments

10. Adjournment

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Availability of agenda materials: Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the above-named Committee in connection with a matter subject to discussion or consideration at an open meeting of the Committee are available for public inspection in the District's office, 15600 Sand Canyon Avenue, Irvine, California ("District Office"). If such writings are distributed to members of the Committee less than 72 hours prior to the meeting, they will be available from the District Secretary of the District Office at the same time as they are distributed to Committee Members, except that if such writings are distributed one hour prior to, or during, the meeting, they will be available electronically via the Webex meeting noted. Upon request, the District will provide for written agenda materials in appropriate alternative formats, and reasonable disability-related modification or accommodation to enable individuals with disabilities to participate in and provide comments at public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, or alternative format requested at least two days before the meeting. Requests should be emailed to [comments@irwd.com](mailto:comments@irwd.com). Requests made by mail must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

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April 6, 2021

Prepared by: L. Srader

Submitted by: T. Mitcham

Approved by: Paul A. Cook



FINANCE AND PERSONNEL COMMITTEE

EMPLOYEE POPULATION AND TURNOVER STATUS REPORT

SUMMARY:

Staff has prepared various population and turnover reports for Committee review.

FISCAL IMPACTS:

None.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

RECOMMENDATION:

Receive and file.

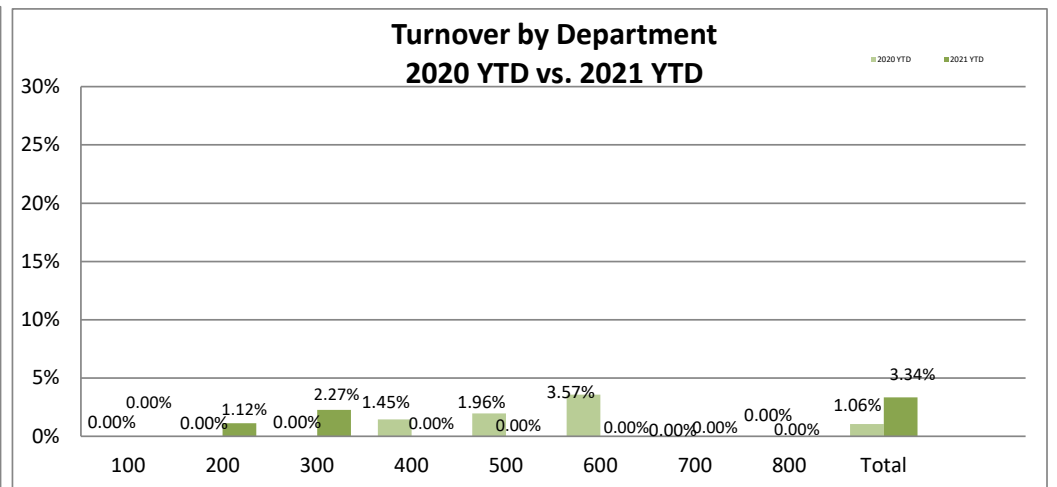
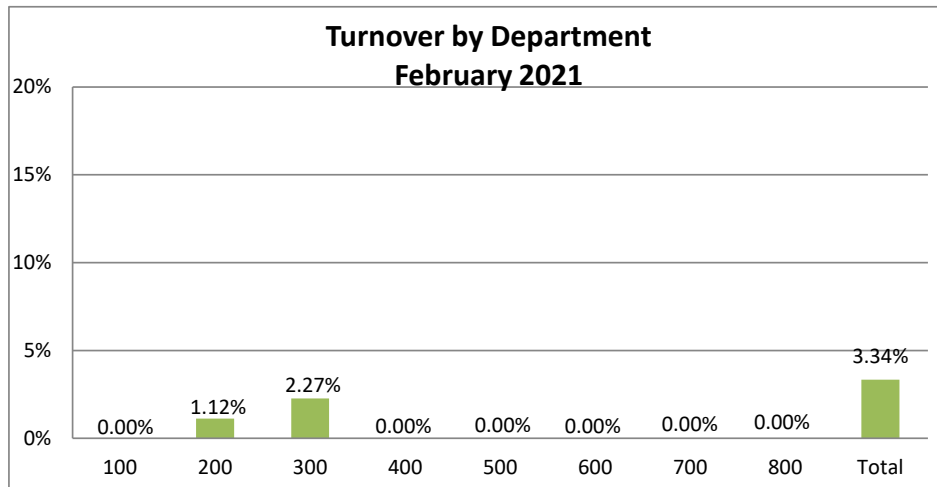
LIST OF EXHIBITS:

Exhibit "A" – Employee Population and Turnover Status Report

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**EXHIBIT A**  
**IRVINE RANCH WATER DISTRICT**  
**EMPLOYEE POPULATION STATUS REPORT**  
**February 2021**

	@ 2/01/21	Current Month Activity							@ 2/28/21		FY 20/21	Avg FYTD	Avg FYTD	Avg FYTD	Internal Turnover		External Turnover	
Dept	Positions Filled	New Hires	Terms		Promo Trnsfr		Lateral Trnsfr		Positions Filled	Positions Unfilled	Budgeted Positions	Filled Budget Positions	Temp Emp FTE	Total Filled Positions	Current	2020	Current	2021
			Vol	Invol	In	Out	In	Out							Period	YTD	Period	YTD
100	15.0	1							16.0	0	16.0	15.4	1.1	16.5	0.00%	0.00%	0.00%	0.00%
200	89.0								89.0	3	92.0	90.0	2.3	92.3	0.00%	0.00%	0.00%	1.12%
300	44.0		1						43.0	1	44.0	43.5	0.0	43.5	0.00%	0.00%	2.27%	2.27%
400	70.0								70.0	3	73.0	69.6	3.3	72.9	0.00%	0.00%	0.00%	0.00%
500	51.0	1							52.0	9	61.0	51.4	1.7	53.1	0.00%	0.00%	0.00%	0.00%
600	31.0								31.0	0	31.0	29.8	5.9	35.7	0.00%	0.00%	0.00%	0.00%
700	33.0								33.0	2	35.0	33.5	4.1	37.6	0.00%	0.00%	0.00%	0.00%
800	56.0								56.0	5	61.0	55.4	0.9	56.2	0.00%	0.00%	0.00%	0.00%
Totals	389	2	1	0	0	0	0	0	390.0	23	413.0	388.5	19.3	407.8	0.00%	0.00%	0.26%	3.34%
2/20	379	2	0	0	0	0	0	0	381	25	406.0	372.3	25.3	397.6	0.00%	0.00%	0.00%	0.53%

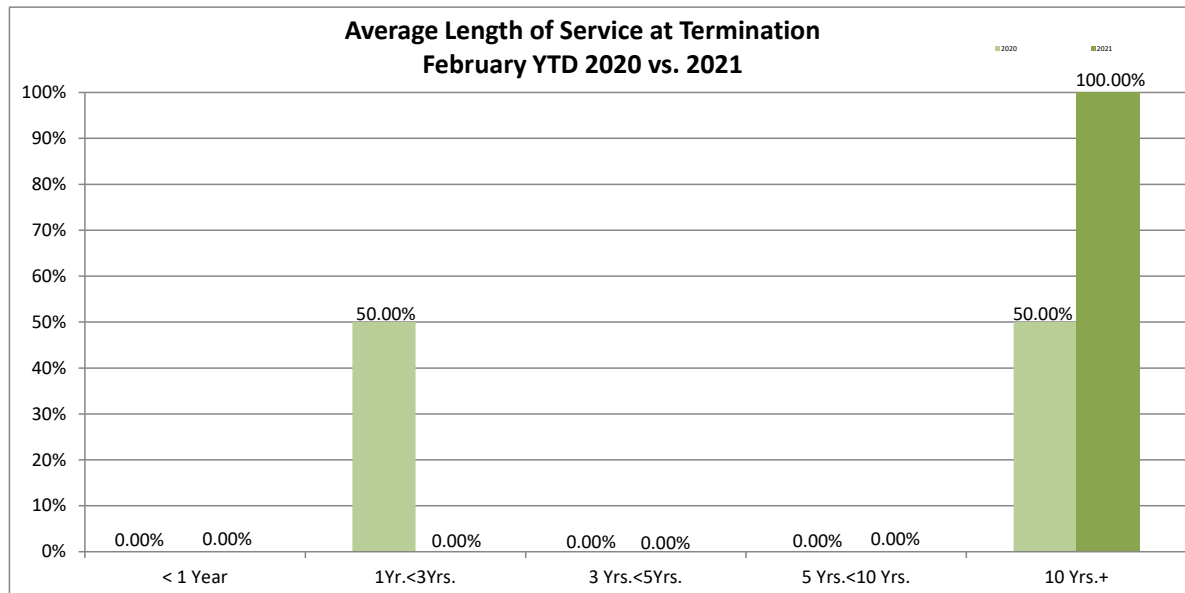


100-GM, HR, Safety; 200-Fin., Cust. Serv., IS, Purch.; 300-Eng.; 400-Water Ops; 500-Recycling; 600-WQ&RC; 700-Water Res., Recyc. Water and Public Affairs; 800-Adm. & Maintenance Ops

**IRVINE RANCH WATER DISTRICT  
TURNOVER LONGEVITY RATIO  
February 2021**

Dept.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD Turnover Longevity Ratio				
														< 1 Year	1Yr.<.3Yrs.	3 Yrs.<5Yrs.	5 Yrs.<10 Yrs.	10 Yrs.+
100													0					
200	1												0					1
300		1											1					1
400													0					
500													0					
600													0					
700													0					
800													0					
2021 Total	1	1	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	2
2020 Data	2	0	2	2	3	1	2	0	1	1	0	4	18					
Percentage of Total Turnover														0.00%	0.00%	0.00%	0.00%	100.00%

2021 Average YTD Length of Service at Termination	21.29 Years
2020 Average YTD Length of Service at Termination	16.33 Years
2019 Average YTD Length of Service at Termination	9.21 Years
2018 Average YTD Length of Service at Termination	13.85 Years
2017 Average YTD Length of Service at Termination	14.35 Years



**IRVINE RANCH WATER DISTRICT  
EMPLOYEE POPULATION STATUS REPORT  
February 2021**

NEW HIRES				
Date	Dept	Employee Name	Position	Comments
02/08/21	500	Dulce Cortez	Wetlands Specialist	
02/16/21	100	Tiffany Mitcham	Director of Human Resources	

TERMINATIONS					
Date	Dept	Employee Name	Position	Reason	Comments
02/25/21	300			Vol	Moved out of state

RETIREMENTS					
Date	Dept	Employee Name	Position	Reason	Comments

PROMOTIONS					
Date	Departing Dept	Employee Name	Departing Position	New Dept	New Position
02/06/21	200	Jennifer Davis	Treasury Analyst	200	Treasury Manager

TRANSFERS					
Effective Date	Departing Dept	Employee Name	Departing Position	New Dept	New Position

CROSS TRAINING					
Effective Date	Departing Dept	Employee Name	Departing Position	New Dept	New Position

**IRVINE RANCH WATER DISTRICT  
EMPLOYEE POPULATION STATUS REPORT  
February 2021**

UNFILED POSITIONS			
Dept	Position	Salary Grade	Comments
200	User Support Administrator	U32.N	Recruiting
200	User Support Manager	U20.E	Recruiting
200	Treasury Analyst	U13.E	Recruiting
300	Development Services Supervisor	U10.E	
400	Field Services Manager	U18.E	
400	Metering Systems Technician I	16.N	
400	Metering Systems Technician II	22.N	
500	Cybersecurity Analyst	U18.E	Recruiting
500	Process Specialist	32.N	
500	Collection Systems Technician I	15.N	Recruiting
500	Collection Systems CCTV Technician	21.N	
500	Operations Supervisor	S35.N	
500	Collection Systems Supervisor	S32.N	
500	Operator II	27.N	Recruiting
500	Operator III	29.N	Recruiting
500	Operator II	27.N	Recruiting
700	Cross Connection Specialist	26.N	Recruiting
700	Director of Public Affairs	U27.E	TBD
800	Reliability Engineer	U20.E	Recruiting
800	Senior Electrical Technician	30.N	Recruiting
800	Senior Instrumentation Technician	30.N	
800	Electrical Technician	28.N	Recruiting
800	Director of Field Operations	U27.E	

**IRVINE RANCH WATER DISTRICT  
EMPLOYEE POPULATION STATUS REPORT  
February 2021**

<b>LEAVE OF ABSENCE</b>					
<b>Type of Leave</b>	<b>Pay Status</b>	<b>Date Leave Began</b>	<b>Anticipated Return Date</b>	<b>Current Length</b>	<b>Comments</b>
WC/FMLA/CFRA	SDI	10/23/2020	5/7/2021	4 months	
FMLA/CFRA	SDI	11/2/2020	2/23/2021	3 months	
FMLA/CFRA	SDI	12/14/2020	2/11/2021	1 month	
AB685	Accruals	1/29/2021	2/10/2021	2 days	
AB685	Accruals	1/22/2021	2/1/2021	1 week	
AB685	Accruals	1/22/2021	2/2/2021	1 week	
FMLA/CFRA	SDI	2/4/2021	3/22/2021	1 month	

<b>Leave</b>	<b>Original Status</b>	<b>Date Leave Began</b>	<b>Return Date</b>	<b>Length</b>	<b>Return Date</b>	<b>Comments</b>
FMLA/CFRA	SDI	1/27/2020	3/9/2020	1 month	03/09/20	Returned
FMLA/CFRA	SDI	9/23/2019	3/2/2020	5 months	03/09/20	Returned
FMLA/CFRA	SDI	1/23/2020	3/9/2020	2 months	03/09/20	Returned
WC/FMLA/CFRA	SDI	2/3/2020	4/13/2020	1 month	04/13/20	Returned
FFCRA/FMLA	SDI	6/26/2020	8/5/2020	1 month	8/5/2020	Returned
FFCRA/FMLA	SDI	6/21/2020	7/6/2020	3 weeks	7/6/2020	Returned
FFCRA/FMLA	SDI	6/22/2020	7/6/2020	3 weeks	7/6/2020	Returned
FMLA/CFRA	SDI	6/20/2020	7/6/2020	3 weeks	7/6/2020	Returned
FMLA/CFRA	SDI	6/2/2020	7/6/2020	1 month	7/6/2020	Returned
FMLA/CFRA	SDI	6/1/2020	7/13/2020	1.5 months	7/13/2020	Returned
FMLA/CFRA	SDI	5/7/2020	7/27/2020	3 months	7/27/2020	Returned
FMLA/CFRA	SDI	7/2/2020	7/28/2020	1 month	7/28/2020	Returned
FMLA/CFRA	SDI	7/29/2020	8/31/2020	1 month	8/31/2020	Returned
FMLA/CFRA	SDI	7/21/2020	9/2/2020	2 weeks	09/02/20	Returned
FMLA/CFRA	SDI	8/4/2020	9/8/2020	1 month	09/08/20	Returned
FMLA/CFRA	SDI	9/22/2020	10/15/2020	1 month	10/15/20	Returned
FFCRA/FMLA	SDI	9/8/2020	10/12/2020	2 months	10/12/20	Returned
FFCRA/FMLA	LVBK	9/8/2020	10/8/2020	1 month	10/08/20	Returned

**IRVINE RANCH WATER DISTRICT  
EMPLOYEE POPULATION STATUS REPORT**

Month	Length of Employment	Termination		Comments
		Vol	Invol	
January	28 years, 9 months	X		Retirement
February	13 years, 10 months	X		Moved out of state
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				



**IRVINE RANCH WATER DISTRICT  
SUMMARY  
AGENCY & DISTRICT TEMPORARY EMPLOYEES**

<b>ACTIVE</b>											
Current Month	FYTD Ave Hours Worked	PERS Enroll- ment	Agency	Dept	Hourly Rate	Est Hours per Month	Est Cost Per Month	Expected Duration (Months)	Actual Worked (Months)	Projected Cost FY' YTD	Actual Cost FY 'YTD
0.42	0.43	Yes	X	130	47.75	84	4,011.00	9	8	32,088.00	28,793.25
0.87	0.47	No		140	40.43	168	6,792.24	8	4	27,168.96	26,117.78
<b>1.28</b>	<b>0.90</b>			<b>100</b>							
0.00	0.00	Yes		200	56.55	84	4,750.20	12	8	38,001.60	311.03
0.89	0.91	Yes		200	22.37	168	3,758.16	12	8	30,065.28	28,421.09
<b>0.89</b>	<b>0.92</b>			<b>200</b>							
0.03	0.24	Yes		300	72.97	84	6,129.48	12	8	49,035.84	23,897.68
0.01	0.05	Yes		300	85.30	84	7,165.20	12	8	57,321.60	5,651.13
0.23	0.43	EXC		300	18.00	84	1,512.00	12	8	12,096.00	10,674.00
0.20	0.25	EXC		300	17.00	84	1,428.00	9	6	8,568.00	5,788.50
<b>0.47</b>	<b>0.96</b>			<b>300</b>							
0.91	0.98	No	X	400	23.92	168	4,018.56	12	8	32,148.48	32,710.60
0.91	0.89	Yes		400	23.92	168	4,018.56	6	8	32,148.48	29,846.18
<b>1.82</b>	<b>1.87</b>			<b>400</b>							
0.87	0.76	Yes	X	500	29.23	168	4,910.64	12	7	34,374.48	30,735.35
0.88	0.20	No		500	33.13	168	5,565.84	3	2	11,131.68	9,044.49
0.87	0.19	No		500	33.13	168	5,565.84	3	2	11,131.68	8,945.10
<b>2.61</b>	<b>1.15</b>			<b>500</b>							
0.89	1.00	No	X	600	32.76	168	5,503.68	11	8	44,029.44	45,644.51
0.91	0.97	No		600	32.76	168	5,503.68	12	8	44,029.44	44,275.14
0.84	0.98	No		600	32.76	168	5,503.68	12	8	44,029.44	44,912.81
0.92	0.96	No		600	32.76	168	5,503.68	12	8	44,029.44	43,648.61
0.28	0.58	EXC		600	15.00	84	1,260.00	12	8	10,080.00	12,120.00
<b>3.84</b>	<b>4.49</b>			<b>600</b>							
0.87	0.96	No	X	700	30.92	168	5,194.56	9	8	41,556.48	41,247.28
0.87	0.82	No		700	30.92	168	5,194.56	9	8	41,556.48	35,171.50
0.87	0.95	Yes		700	30.92	168	5,194.56	9	8	41,556.48	40,721.64
0.49	0.41	EXC		700	14.00	84	1,176.00	9	5	5,880.00	7,896.00
0.87	0.95	Yes		700	30.92	168	5,194.56	9	8	41,556.48	40,938.08
<b>3.95</b>	<b>4.09</b>			<b>700</b>							
<b>0.00</b>	<b>0.00</b>			<b>800</b>							
<b>14.86</b>	<b>14.38</b>										

**IRVINE RANCH WATER DISTRICT  
SUMMARY  
AGENCY & DISTRICT TEMPORARY EMPLOYEES**

<b>TERMINATED</b>											
<b>Current Month FTE</b>	<b>Avg FYTD Temp Emp FTE</b>	<b>Active PERS Y/N *</b>	<b>Agency</b>	<b>Dept</b>	<b>Hourly Rate</b>	<b>Est Hours per Month</b>	<b>Est Cost Per Month</b>	<b>Expected Duration (Months)</b>	<b>Actual Worked (Months)</b>	<b>Projected Cost FYTD</b>	<b>Actual Cost FYTD</b>
0.25	0.24	No	X	140	37.15	168	6,241.20	6	3	18,723.60	12,468.65
<b>0.25</b>	<b>0.24</b>			<b>100</b>							
0.25	0.28	Yes		200	22.37	168	3,758.16	12	3	11,274.48	8,746.67
0.56	0.85	Yes		200	23.92	168	4,018.56	2	4	16,074.24	14,017.12
1.00	0.29	No	X	200	37.73	168	6,338.64	6	2	12,677.28	11,319.00
<b>1.81</b>	<b>1.42</b>			<b>200</b>							
0.93	0.95	Yes		300	37.70	168	6,333.60	6	6	38,001.60	37,436.10
0.98	0.98	EXC		300	37.70	84	3,166.80	6	6	19,000.80	38,265.50
<b>1.91</b>	<b>0.00</b>			<b>300</b>							
0.17	0.46	No	X	400	30.53	168	5,129.04	5	3	15,387.12	9,769.60
1.00	0.93	No	X	400	30.53	168	5,129.04	6	6	30,774.24	29,614.10
<b>1.17</b>	<b>1.39</b>			<b>400</b>							
0.80	0.54	Yes		500	29.23	168	4,910.64	4	4	19,642.56	16,281.11
<b>0.80</b>	<b>0.54</b>			<b>500</b>							
0.80	0.32	Yes		600	32.76	168	5,503.68	2	3	16,511.04	14,840.28
1.61	0.63	No	X	600	52.00	168	8,736.00	5	5	43,680.00	34,190.00
2.41	0.49	EXC		600	16.00	84	1,344.00	6	6	8,064.00	8,196.80
<b>4.83</b>	<b>0.32</b>			<b>600</b>							
<b>0.00</b>	<b>0.00</b>			<b>700</b>							
0.92	0.87	No	X	800	40.00	168	6,720.00	7	7	47,040.00	42,440.00
<b>0.92</b>	<b>0.00</b>			<b>800</b>							
11.70	3.91									1,030,434.72	875,096.66

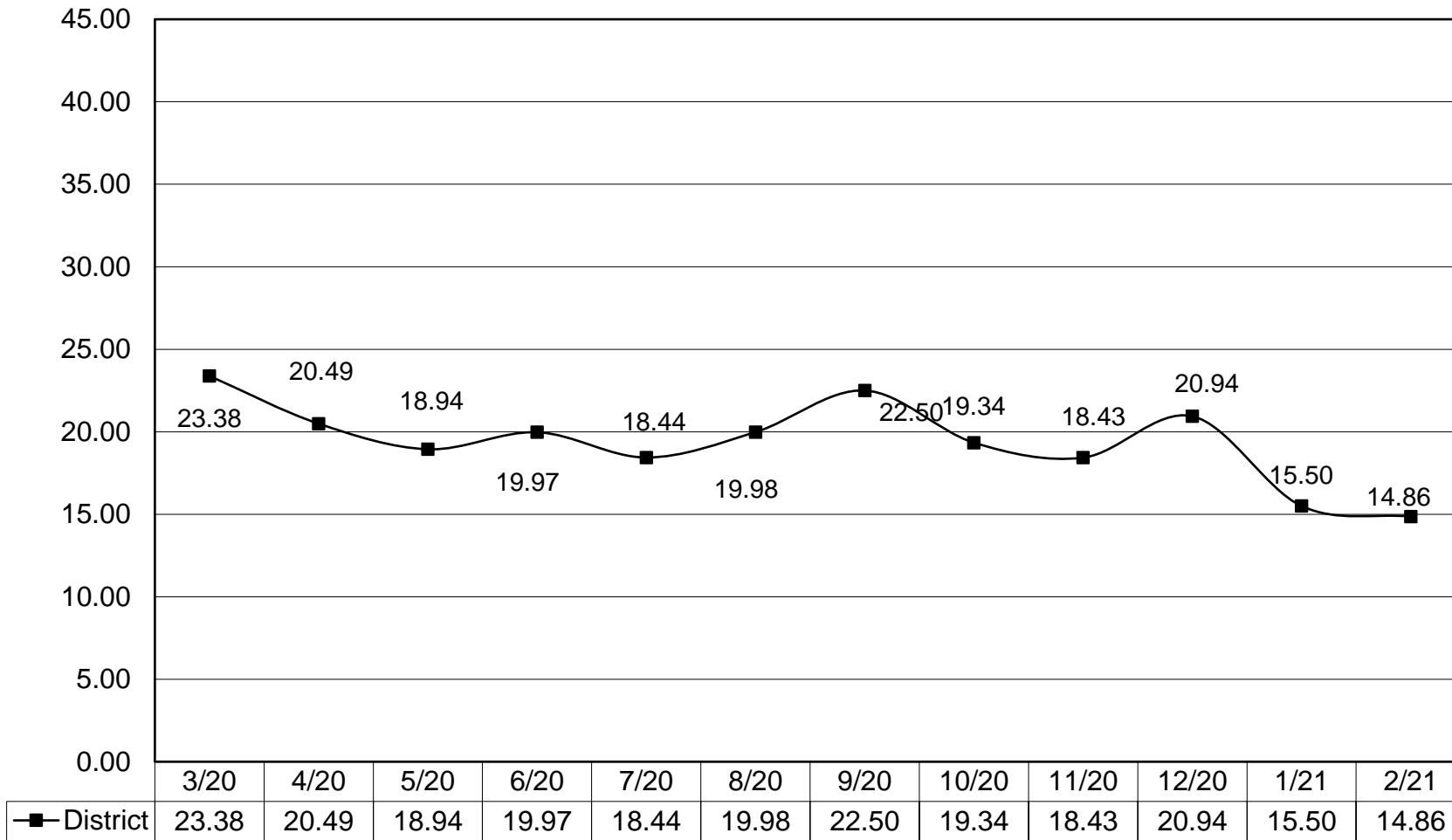
EXC = Exclude from PERS enrollment

Yes= Temporary employee enrolled in PERS Membership

No=Temporary Agency employee

\*Data reported 30 days in arrears

# **Temporary Employees** **Full Time Equivalency** **District Totals as of February 28, 2021**



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April 6, 2021  
Prepared by: A. Hall  
Submitted by: T. Mitcham  
Approved by: Paul A. Cook



## FINANCE AND PERSONNEL COMMITTEE

### PERFORMANCE RECOGNITION PROGRAM QUARTERLY UPDATE

#### SUMMARY:

IRWD's Performance Recognition Program recognizes employees who exhibit outstanding performance which depicts initiative, creativity and/or enthusiasm above and beyond the performance requirements of their positions. Below is an update of activities within the program through the third quarter of Fiscal Year 2020-21.

#### BACKGROUND:

During the third quarter of FY 2020-21, there were 16 Performance Recognition Award nominations totaling \$2,610.00 and involving 57 IRWD employees. As described in Exhibit "A", the awards include employees from the Technical Services, Water Resources and Policy, Operations, Water Quality and Regulatory Compliance, Finance and Administration, Human Resources, and Safety Departments.

As of March 31, 2021, the fiscal year overall Performance Recognition Awards totaled \$7,530 (gross amount).

#### FISCAL IMPACTS:

The District's annual budget for FY 2020-21 is \$170,000 for the Performance Recognition Program, of which \$7,530 was distributed for performance recognition.

#### RECOMMENDATION:

Receive and file.

#### LISTS OF EXHIBITS:

Exhibit "A" – Quarterly Update for Third Quarter of FY 2020-21

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## EXHIBIT A

PERFORMANCE RECOGNITION PROGRAM						
QUARTERLY UPDATE						
Fiscal Year 2020-2021						
Q3 January - March 2021						
QTR.	DATE	EMPLOYEE	PERFORMANCE RECOGNIZED	AWARD	GROSS AMOUNT	NET AMOUNT
3rd Qtr.	1/4/2021	Esther Parker	Recognized for her work on the Comprehensive Annual Financial Report (CAFR). She utilized her skills creating hyperlinks, which allowed the work to be done internally, eliminated the need to outsource the work to an outside graphic designer.	3 Gift Cards	\$30.00	\$30.00
	1/4/2021	Michael Arana	Recognized for their efforts and continued support of the HR team with payroll related issues.	3 Gift Cards	\$30.00	\$30.00
	"	Esther Parker		"	\$30.00	\$30.00
	"	Vladimir Li		"	\$30.00	\$30.00
	"	Sophia Phuong		"	\$30.00	\$30.00
	1/5/2021	Connie Ho	Recognized for her efforts with ongoing changes to the intranet. Connie assisted with time-sensitive updates without hesitation, clearly demonstrating her commitment to customer service.	3 Gift Cards	\$30.00	\$30.00
	1/7/2021	Gregory Cronin	Recognized for his outstanding efforts in performing maintenance on a CS Field Technician's vehicle. He exhibited great customer service by updating the employee via text messaging on the status of his vehicle.	3 Gift Cards	\$30.00	\$30.00
	1/27/2021	Dave Crowe	Recognized for their efforts assisting HR staff, ensuring that social distance measures were being followed during the weekly Covid-19 testing at Ops.	3 Gift Cards	\$30.00	\$30.00
	"	Owen O'Neill		"	\$30.00	\$30.00
	2/11/2021	Eric Akiyoshi	Recognized for his technical expertise, developing a well defined financial analysis for evaluating project alternatives, as part of the Syphon Reservoir Improvement Project. Eric spent extended work hours over many months, as he coordinated several consultant analyses, preparing numerous summaries for the senior management team, organized an extensive presentation, leading the team to a successful outcome.	Payroll Check	\$500.00	\$486.35
	2/19/2021	Somkit Rattan	Recognized for taking the initiative to have mask extenders ordered for the lab employees. The extenders proved to be an asset as they keep the masks in place at all times, minimizing the strain on the ears.	3 Gift Cards	\$30.00	\$30.00
	2/14/2021	Justin Cahatol	Recognized for his efforts volunteering to clean up and properly containerize all the Universal Waste in the storage room at Building 100, ensuring compliance requirements were met.	3 Gift Cards	\$30.00	\$30.00
	2/23/2021	David Crowe	Recognized for their efforts on the 54' ILP Pipeline leak and subsequent repair at Jeffrey and Irvine Blvd.	3 Gift Cards	\$30.00	\$30.00
	"	Nicholas Cook	The pipeline was under repair by contractors working at the adjacent Zone B Booster Pump Station. The clean-up and removal of sludge inside the pipeline required IRWD personnel from multiple departments;	"	\$30.00	\$30.00
	"	Reynaldo Valencia	allowing the contractor to weld pipe joints together along the pipe. The employees went above and beyond their normal duties, working nights and weekends, while adhering to the stress and PPE requirements, hence demonstrating teamwork, while in collaboration with the Construction Inspectors and contractors.	"	\$30.00	\$30.00
	"	Juan Guzman		"	\$30.00	\$30.00
	"	Michael Kulick		"	\$30.00	\$30.00
	"	Marco Cano		"	\$30.00	\$30.00
	"	Nicholas Coleman		"	\$30.00	\$30.00
	"	Earl De Castro		"	\$30.00	\$30.00
	"	Jonathan Villata		"	\$30.00	\$30.00
	"	Gustavo Orozco		"	\$30.00	\$30.00
	"	Nicholas Korneff		"	\$30.00	\$30.00

## EXHIBIT A

PERFORMANCE RECOGNITION PROGRAM						
QUARTERLY UPDATE						
Fiscal Year 2020-2021						
Q3 January - March 2021						
QTR.	DATE	EMPLOYEE	PERFORMANCE RECOGNIZED	AWARD	GROSS AMOUNT	NET AMOUNT
3rd Qtr.	"	Joseph Sciabica		"	\$30.00	\$30.00
	"	Hector Sanchez		"	\$30.00	\$30.00
	"	Garrick Frost		"	\$30.00	\$30.00
	"	Jason Pilgrim		"	\$30.00	\$30.00
	"	Jeffrey Schreck		"	\$30.00	\$30.00
	"	Timothy Koenig		"	\$30.00	\$30.00
	"	Jason Ludwig		"	\$30.00	\$30.00
	"	Cody Cariker		"	\$30.00	\$30.00
	"	Casey Hansen		"	\$30.00	\$30.00
	"	Steven Samaniego		"	\$30.00	\$30.00
	"					
	3/2/2021	Michael Borowski	Recognized for assisting with the Hazen and Sawyer Dyer Wellfield and IDP Well condition assessment project.	3 Gift Cards	\$30.00	\$30.00
	3/3/2021	Ryan Arbogast	Recognized for their response to the MWRP and Biosolids facility after a short, localized utility power outage impacting MWRP, Biosolids, Michelson lift station, HATS, lift station, DATS, and Tustin desalter.	3 Gift Cards	\$30.00	\$30.00
	"	Terrance Schreiner		"	\$30.00	\$30.00
	3/3/2021	Gustavo Barreto	Recognized for their support on the MWRP Primary Clarifiers 1-5 Covers Replacement Project. Multiple issues arose while completing a concrete repair in the pumps gallery; a corroded conduit contained a wire in the ceiling, which required immediate assistance from the Electrical team. The team confirmed the conduit and wires were abandoned and removed them. The existing EC and pH probes located in the influent channel were removed, thus allowing the concrete repairs in the channel to continue.	3 Gift Cards	\$30.00	\$30.00
	"	Michael Borowski		"	\$30.00	\$30.00
	"	Jack Justice		"	\$30.00	\$30.00
	"	Jonnathan Monroy		"	\$30.00	\$30.00
	"	Terrance Schreiner		"	\$30.00	\$30.00
	3/11/2021	Owen O'Neill	Recognized for his efforts coordinating the mobilization/demobilization of the oxidizer, planning and scheduling various departments and materials to facilitate the repair.	Payroll Check	\$250.00	\$243.37
	"	Michelle Breiter	Recognized for her efforts working with AQMD to obtain necessary permits and permission to use a temporary oxidizer to facilitate the repairs, which could have resulted in a shutdown at Biosolids.	"	\$100.00	\$97.37
	"	Lisa Haney	Recognized for her efforts coordinating with Special Counsel to obtain a variance of IRWD's existing AQMD permits.	"	\$100.00	\$97.35
	"	Corey Grier	Recognized for his efforts locating, executing and developing the hook-ups of biogas, natural gas, and electrical utility for the temporary oxidizer, concurrently supporting Owen on the mechanical aspects.	"	\$100.00	\$97.37
	3/11/2021	Alexander Escalante	Recognized for their efforts monitoring repair activities and managing the Biogas System during the repair, including the microturbine operations. The Mechanical Services team was instrumental locating material and producing a stainless support ring to replace the damaged ring in order to complete the repairs.	3 Gift Cards	\$30.00	\$30.00
	"	Brooke Espinoza		"	\$30.00	\$30.00
	"	Gaspar Garza		"	\$30.00	\$30.00
	"	Morgan Jones		"	\$30.00	\$30.00
	"	Dennis Mitchem		"	\$30.00	\$30.00



## EXHIBIT A

			PERFORMANCE RECOGNITION PROGRAM			
			QUARTERLY UPDATE			
			Fiscal Year 2020-2021			
			Q3 January - March 2021			
QTR.	DATE	EMPLOYEE	PERFORMANCE RECOGNIZED	AWARD	GROSS AMOUNT	NET AMOUNT
3rd Qtr.	"	Augustine Nieto		"	\$30.00	\$30.00
	"	Cesar Perez		"	\$30.00	\$30.00
	"	Ricky Ruiz		"	\$30.00	\$30.00
	"	Pablo Saldana		"	\$30.00	\$30.00
	3/15/2021	Allen Shinbashi	Recognized for his efforts, resolving claims filed against the District, by two residents who reside near the DRWF Surge Tanks project. Allen successfully proved the claims had no validity, resulting in both claims being dismissed.	3 Gift Cards	\$30.00	\$30.00
	3/16/2021	Christine Pio	Recognized for her on-going support assisting with existing purchase order changes, creating a new Professional Services Agreement, while providing outstanding customer service and personal accountability.	3 Gift Cards	\$30.00	\$30.00
	16 Awards	57 Recipients	Third Quarter Total Awards		\$2,610.00	\$2,581.81
			FISCAL YEAR TO DATE TOTAL		\$ 7,530.00	\$7,416.32

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April 6, 2021  
Prepared by: J. Davis  
Submitted by: R. Jacobson / C. Clary  
Approved by: Paul A. Cook



## FINANCE AND PERSONNEL COMMITTEE

### MONTHLY INVESTMENT AND DEBT REVIEW

#### SUMMARY:

The following items are submitted for the Committee's review and consideration:

- The Investment Portfolio Summary Report as of March 29, 2021, as outlined in Exhibit "A";
- The U.S. Treasury Yield Curve as of March 29, 2021, as shown in Exhibit "B";
- The Summary of Fixed and Variable Debt as of March 29, 2021, as outlined in Exhibit "C"; and
- The Summary of Variable Rate Debt Rates as of March 29, 2021, as outlined in Exhibit "D".

#### BACKGROUND:

##### Investment Portfolio:

Due to the timing of the Committee meeting, the rate of return for March 2021 is not complete at this time. Preliminary calculations indicate a rate of return for the fixed income investment portfolio of 0.71%, which is a 0.12% decrease from February's rate of 0.83%. The decrease is due to the reinvestment of \$15.0 million at lower interest rates and a decrease in the Local Agency Investment Fund's (LAIF) rate from 0.42% to 0.37%. Including real estate investments, the weighted average rate of return for IRWD's investment portfolio for March 2021 was 2.77%, which was a 0.02% decrease from February's rate of 2.79% due to the decrease in fixed income rates and a reduction in the fixed income average balance.

##### Debt Portfolio:

As of March 29, 2021, IRWD's weighted average all-in variable rate was 0.36%, which was a 0.01% increase from February's rate of 0.35%. Including IRWD's weighted average fixed rate bond issues of 3.69% and the negative cash accruals from fixed payer interest rate swaps, which hedge a portion of the District's variable rate debt, the total average debt rate was 2.86%, a 0.01% decrease from February's rate of 2.87%.

#### FISCAL IMPACTS:

Fiscal impacts are outlined above and included in the exhibits provided.

ENVIRONMENTAL COMPLIANCE:

This item is not a project as defined in the California Environmental Quality Act Code of Regulations, Title 14, Chapter 3, Section 15378.

RECOMMENDATION:

Receive and file.

LIST OF EXHIBITS:

Exhibit “A” – Investment Portfolio Summary as of March 29, 2021

Exhibit “B” – Yield Curve as of March 29, 2021

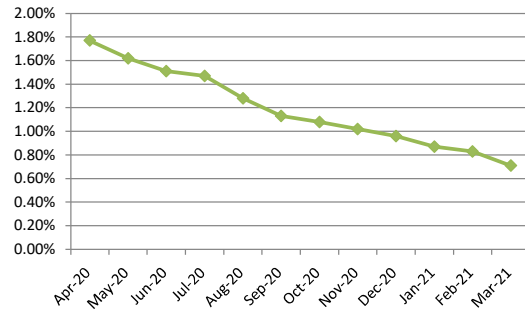
Exhibit “C” – Summary of Fixed and Variable Debt as of March 29, 2021

Exhibit “D” – Summary of Variable Rate Debt Rates as of March 29, 2021

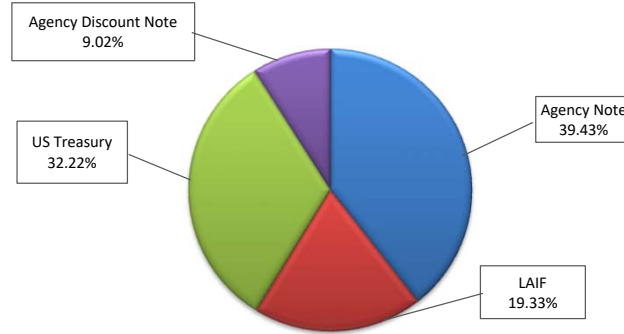
Exhibit "A"

# Irvine Ranch Water District Investment Portfolio Summary March 2021

Monthly Fixed Income Yield



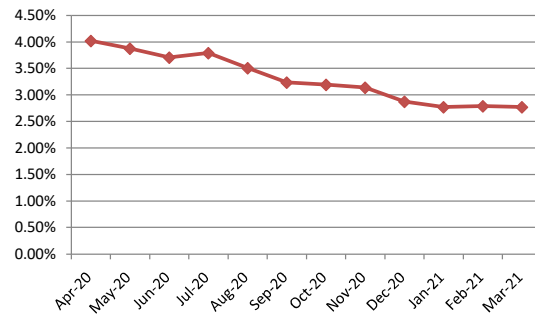
Portfolio Distribution



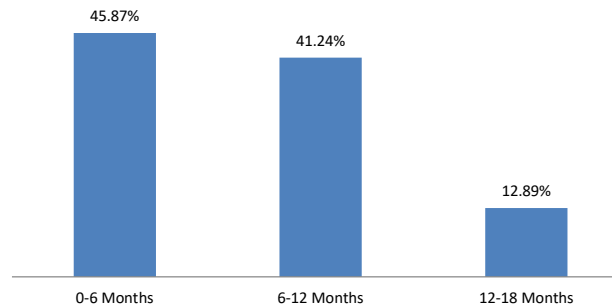
Investment Summary

Type	PAR	Book Value	Market Value
Agency Note	153,000,000	153,418,059	154,081,110
US Treasury	125,000,000	125,520,714	126,257,533
LAIF	75,000,000	75,000,000	75,170,349
Agency Discount Note	35,000,000	34,988,088	34,979,144
Grand Total	388,000,000	388,926,860	390,488,135

Weighted Average Return  
Including Real Estate Portfolio



Maturity Distribution



Top Issuers

Issuer	PAR	% Portfolio
US Treasury	125,000,000	32.22%
Fed Farm Credit Bank	75,000,000	19.33%
State of California Tsy.	75,000,000	19.33%
Fed Home Loan Bank	75,000,000	19.33%
Fed Home Loan Mortgage Corp	20,000,000	5.15%
Fed Natl Mortgage Assoc	18,000,000	4.64%
Grand Total	388,000,000	100.00%

IRVINE RANCH WATER DISTRICT  
INVESTMENT SUMMARY REPORT

03/29/21

SETTLMT	Call Schedule	Initial Call	Maturity Date	Rating	INVESTMENT TYPE	INSTITUTION / ISSUER	PAR Amount	COUPON DISCOUNT	YIELD	ORIGINAL COST	CARRY VALUE	MARKET VALUE <sup>(1)</sup> 3/29/2021	UNREALIZED <sup>(2)</sup> GAIN/(LOSS)
07/24/20			03/30/21		LAIF	State of California Tsy.	\$75,000,000		0.370%	\$75,000,000.00	\$75,000,000.00	75,170,348.85	170,348.85
02/28/20	NA	NA	04/13/21	Aaa/AA+/AAA	FNMA - Note	Fed Natl Mortgage Assoc	3,000,000	2.500%	1.185%	3,043,950.00	3,011,362.68	3,008,610.00	(2,752.68)
11/24/20	NA	NA	04/27/21	NR	FHLB - Discount Note	Fed Home Loan Bank	5,000,000	0.075%	0.076%	4,998,395.83	4,999,729.17	4,998,400.00	(1,329.17)
11/25/20	NA	NA	04/27/21	NR	FHLB - Discount Note	Fed Home Loan Bank	5,000,000	0.075%	0.076%	4,998,406.25	4,999,729.17	4,998,400.00	(1,329.17)
06/14/19	NA	NA	04/30/21	Aaa/AA+/AAA	FNMA - Note	Fed Natl Mortgage Assoc	5,000,000	1.750%	1.913%	4,985,000.00	4,999,365.89	5,013,650.00	14,284.11
12/05/19	NA	NA	04/30/21	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	2.250%	1.650%	5,041,406.25	5,002,345.28	5,018,000.00	15,654.72
09/13/19	NA	NA	05/15/21	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	2.625%	1.757%	5,071,093.75	5,005,128.07	5,026,250.00	21,121.93
11/18/20	NA	NA	05/27/21	NR	FHLB - Discount Note	Fed Home Loan Bank	5,000,000	0.080%	0.081%	4,997,888.89	4,999,377.78	4,999,500.00	122.22
03/02/20	NA	NA	05/31/21	Aaa/NR/AAA	Treasury - Note	US Treasury	10,000,000	2.125%	1.186%	10,115,711.10	10,038,400.83	10,050,900.00	12,499.17
06/11/20	NA	NA	06/09/21	NR	FHLB - Discount Note	Fed Home Loan Bank	5,000,000	0.190%	0.193%	4,990,420.85	4,998,179.17	4,999,300.00	1,120.83
09/18/19	NA	NA	06/11/21	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	5,000,000	2.250%	1.786%	5,039,300.00	5,004,415.03	5,030,350.00	25,934.97
01/16/20	NA	NA	06/30/21	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	1.125%	1.594%	4,966,406.25	4,994,306.14	5,017,950.00	23,643.86
12/31/20	NA	NA	07/01/21	Aaa/NR/AAA	Treasury - Bill	US Treasury	10,000,000	0.090%	0.090%	9,995,450.00	9,997,725.00	9,998,200.00	475.00
01/19/21	NA	NA	07/15/21	Aaa/NR/AAA	Treasury - Bill	US Treasury	5,000,000	0.075%	0.076%	4,998,156.25	4,998,906.25	4,999,050.00	143.75
07/26/19	NA	NA	07/19/21	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	1.875%	1.927%	4,995,000.00	4,999,247.24	5,034,950.00	35,702.76
08/13/20	NA	NA	08/12/21	NR	FFCB - Discount Note	Fed Farm Credit Bank	10,000,000	0.140%	0.142%	9,985,844.44	9,994,827.78	9,985,844.00	(8,983.78)
08/13/20	NA	NA	08/13/21	Aaa/NR/NR	FHLB - Note	Fed Home Loan Bank	10,000,000	0.125%	0.133%	9,999,220.00	9,999,713.64	9,997,300.00	(2,413.64)
08/01/19	NA	NA	08/31/21	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	1.125%	1.816%	4,929,687.50	4,985,955.98	5,026,350.00	40,394.02
03/10/21	NA	NA	09/09/21	NR	Treasury - Bill	US Treasury	10,000,000	0.045%	0.046%	9,997,712.50	9,997,987.50	9,997,712.50	(275.00)
09/17/20	NA	NA	09/17/21	NA	FHLB - Note	Fed Home Loan Bank	5,000,000	0.125%	0.132%	4,999,660.00	4,999,842.58	5,002,300.00	2,457.42
08/13/20	NA	NA	09/30/21	Aaa/AA+/NR	Treasury - Note	US Treasury	10,000,000	1.125%	0.133%	10,112,109.38	10,049,404.13	10,061,700.00	12,295.87
09/30/20	NA	NA	09/30/21	NA	FHLB - Note	Fed Home Loan Bank	10,000,000	0.125%	0.122%	10,000,336.80	10,000,167.94	10,004,800.00	4,632.06
08/13/20	NA	NA	10/07/21	Aaa/AA+/AAA	FNMA - Note	Fed Natl Mortgage Assoc	10,000,000	1.375%	0.143%	10,141,500.00	10,063,675.00	10,077,500.00	13,825.00
10/11/19	NA	NA	10/15/21	Aaa/AA+/NR	Treasury - Note	US Treasury	5,000,000	2.875%	1.540%	5,131,640.63	5,035,283.27	5,087,100.00	51,816.73
10/22/19	NA	NA	10/15/21	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	1.400%	1.642%	4,976,500.00	4,993,605.66	5,041,700.00	48,094.34
10/29/20	NA	NA	10/19/21	Aaa/NR/NR	FHLB - Note	Fed Home Loan Bank	10,000,000	0.125%	0.127%	9,999,800.00	9,999,886.76	10,005,100.00	5,213.24
10/27/20	NA	NA	10/26/21	NR	FFCB - Discount Note	Fed Farm Credit Bank	5,000,000	0.130%	0.132%	4,993,427.78	4,996,244.45	4,997,700.00	1,455.55
11/05/19	NA	NA	11/15/21	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	2.875%	1.610%	5,125,585.94	5,038,641.83	5,098,450.00	59,808.17
11/08/19	NA	NA	11/30/21	Aaa/AA+/NR	Treasury - Note	US Treasury	5,000,000	1.750%	1.680%	5,007,031.25	5,002,269.05	5,062,900.00	60,630.95
03/17/21	NA	NA	11/30/21	Aaa/AA+/NR	Treasury - Note	US Treasury	5,000,000	1.875%	0.057%	5,064,120.00	5,060,392.09	5,064,120.00	3,727.91
09/28/20	NA	NA	12/03/21	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	0.150%	0.120%	5,001,765.00	5,001,007.40	5,002,450.00	1,442.60
10/30/20	NA	NA	12/15/21	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	2.625%	0.127%	5,140,429.69	5,088,152.94	5,100,200.00	12,047.06
04/23/20	NA	NA	12/20/21	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	10,000,000	1.625%	0.309%	10,217,480.00	10,108,381.12	10,125,300.00	16,918.88
11/25/19	NA	NA	12/31/21	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	2.000%	1.619%	5,039,062.50	5,013,954.53	5,079,700.00	65,745.47
11/25/19	NA	NA	01/13/22	Aaa/NA/NR	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	2.375%	1.635%	5,077,250.00	5,028,424.04	5,098,600.00	70,175.96
08/14/20	NA	NA	01/13/22	Aaa/AA+/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	2.375%	0.147%	5,157,297.23	5,087,319.74	5,098,600.00	11,280.26
03/08/19	NA	NA	01/15/22	Aaa/AA+/NR	Treasury - Note	US Treasury	5,000,000	2.500%	2.460%	5,005,468.75	5,001,513.86	5,104,900.00	103,386.14
10/21/20	Continuous after	04/21/21	01/21/22	Aaa/AA+/NR	FFCB - Note	Fed Farm Credit Bank	5,000,000	0.150%	0.150%	5,000,000.00	5,000,000.00	5,000,500.00	500.00
12/19/19	NA	NA	01/31/22	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	1.875%	1.641%	5,024,218.75	5,009,543.56	5,081,450.00	71,906.44
03/21/19	NA	NA	02/03/22	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	2.030%	2.361%	4,954,350.00	4,986,609.33	5,089,350.00	102,740.67
11/13/20	Continuous after	05/04/21	02/04/22	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	0.140%	0.150%	4,999,390.00	4,999,579.26	5,000,350.00	770.74
12/19/19	NA	NA	02/15/22	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	2.500%	1.652%	5,089,453.13	5,036,280.10	5,115,050.00	78,769.90
11/13/20	NA	NA	02/28/22	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	1.875%	0.139%	5,112,304.69	5,079,231.91	5,088,650.00	9,418.09
11/19/20	NA	NA	02/28/22	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	1.750%	0.126%	5,103,710.94	5,074,111.04	5,082,400.00	8,288.96
03/08/19	NA	NA	03/11/22	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	5,000,000	2.500%	2.549%	5,002,750.00	5,000,860.78	5,122,350.00	121,489.22
12/23/20	NA	NA	03/22/22	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	10,000,000	0.090%	0.090%	10,000,000.00	10,000,000.00	9,995,000.00	(5,000.00)
12/19/19	NA	NA	03/31/22	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	1.875%	1.645%	5,025,585.94	5,011,180.41	5,096,500.00	85,319.59
02/21/20	NA	NA	04/14/22	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	1.400%	1.414%	4,998,500.00	4,999,141.76	5,069,550.00	70,408.24
04/23/20	NA	NA	04/21/22	Aaa/AA+/NR	FFCB - Note	Fed Farm Credit Bank	10,000,000	1.580%	0.320%	10,250,200.00	10,135,066.76	10,162,000.00	26,933.24
05/28/20	One Time	05/26/21	05/26/22	Aaa/NR/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	0.270%	0.270%	5,000,000.00	5,000,000.00	5,000,450.00	450.00
01/15/20	NA	NA	07/15/22	Aaa/AA+/NR	FFCB - Note	Fed Farm Credit Bank	5,000,000	1.600%	1.594%	5,000,750.00	5,000,386.51	5,099,000.00	98,613.49
05/28/20	One Time	05/26/21	08/26/22	Aaa/NR/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	0.300%	0.300%	5,000,000.00	5,000,000.00	5,001,350.00	1,350.00

IRVINE RANCH WATER DISTRICT  
INVESTMENT SUMMARY REPORT

03/29/21

SETTLMT	Call Schedule	Initial Call	Maturity Date	Rating	INVESTMENT TYPE	INSTITUTION / ISSUER	PAR Amount	COUPON DISCOUNT	YIELD	ORIGINAL COST	CARRY VALUE	MARKET VALUE <sup>(1)</sup> 3/29/2021	UNREALIZED <sup>(2)</sup> GAIN/(LOSS)
<u>TOTAL INVESTMENTS</u>							<u>\$388,000,000</u>			<u>\$389,900,728.26</u>	<u>\$388,926,860.42</u>	<u>\$390,488,135.35</u>	<u>\$1,561,274.93</u>
					Petty Cash					3,400.00			
					Ck Balance	Bank of America	ECR	0.19%		<u>9,605,742.00</u>			
										<u>\$399,509,870.26</u>			

<sup>(1)</sup> LAIF market value is as of the most recent quarter-end as reported by LAIF.

Security market values are determined using Bank of New York ("Trading Prices"), Bloomberg and/or broker dealer pricing.

<sup>(2)</sup> Gain (loss) calculated against carry value using the trading value provided by Bank of New York/or Brokers

<sup>(3)</sup> Real estate rate of return is based on most recent quarter end return

Outstanding Variable Rate Debt	\$251,100,000
Net Outstanding Variable Rate Debt (Less \$60 million fixed-payer swaps)	\$191,100,000
Investment Balance:	\$399,509,870
Investment to Variable Rate Debt Ratio:	209%
Portfolio - Average Number of Days To Maturity	174

This Investment Summary Report is in conformity with the 2021 Investment Policy and provides sufficient liquidity to meet the next six months estimated expenditures.

\*S - Step up

	Investment Portfolio	Real Estate <sup>(3)</sup> Portfolio	Weighted Avg. Return
March	0.71%	10.96%	2.77%
February	0.83%	10.96%	2.79%
Change	-0.12%		-0.02%

IRVINE RANCH WATER DISTRICT  
SUMMARY OF MATURITIES

03/29/21

DATE	TOTAL	%	LAIF	Agency Notes	Agency Discount Notes	Municipal Bonds	US Treasury
03/21	\$75,000,000	19.33%	\$75,000,000				
04/21	23,000,000	5.93%		8,000,000	10,000,000		5,000,000
05/21	20,000,000	5.15%			5,000,000		15,000,000
06/21	15,000,000	3.87%		5,000,000	5,000,000		5,000,000
07/21	20,000,000	5.15%		5,000,000			15,000,000
08/21	25,000,000	6.44%		10,000,000	10,000,000		5,000,000
09/21	35,000,000	9.02%		15,000,000			20,000,000
10/21	35,000,000	9.02%		25,000,000	5,000,000		5,000,000
11/21	15,000,000	3.87%		-			15,000,000
12/21	25,000,000	6.44%		15,000,000			10,000,000
01/22	25,000,000	6.44%		15,000,000			10,000,000
02/22	25,000,000	6.44%		10,000,000			15,000,000
SUB-TOTAL	\$338,000,000	87.11%	\$75,000,000	\$108,000,000	35,000,000		\$120,000,000
13 Months - 3 YEARS							
3/01/2022 - 5/31/2022	40,000,000	10.31%		35,000,000			5,000,000
06/01/2022 - 8/31/2022	10,000,000	2.58%		10,000,000			
09/01/2022 - 11/30/2022	-						
	-						
	-						
	-						
	-						
	-						
	-						
	-						
TOTALS	\$388,000,000	100.00%	\$75,000,000	\$153,000,000	\$35,000,000		\$125,000,000

% OF PORTFOLIO	19.33%	39.43%	9.02%	32.22%
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Irvine Ranch Water District  
Summary of Real Estate - Income Producing Investments  
12/31/2020

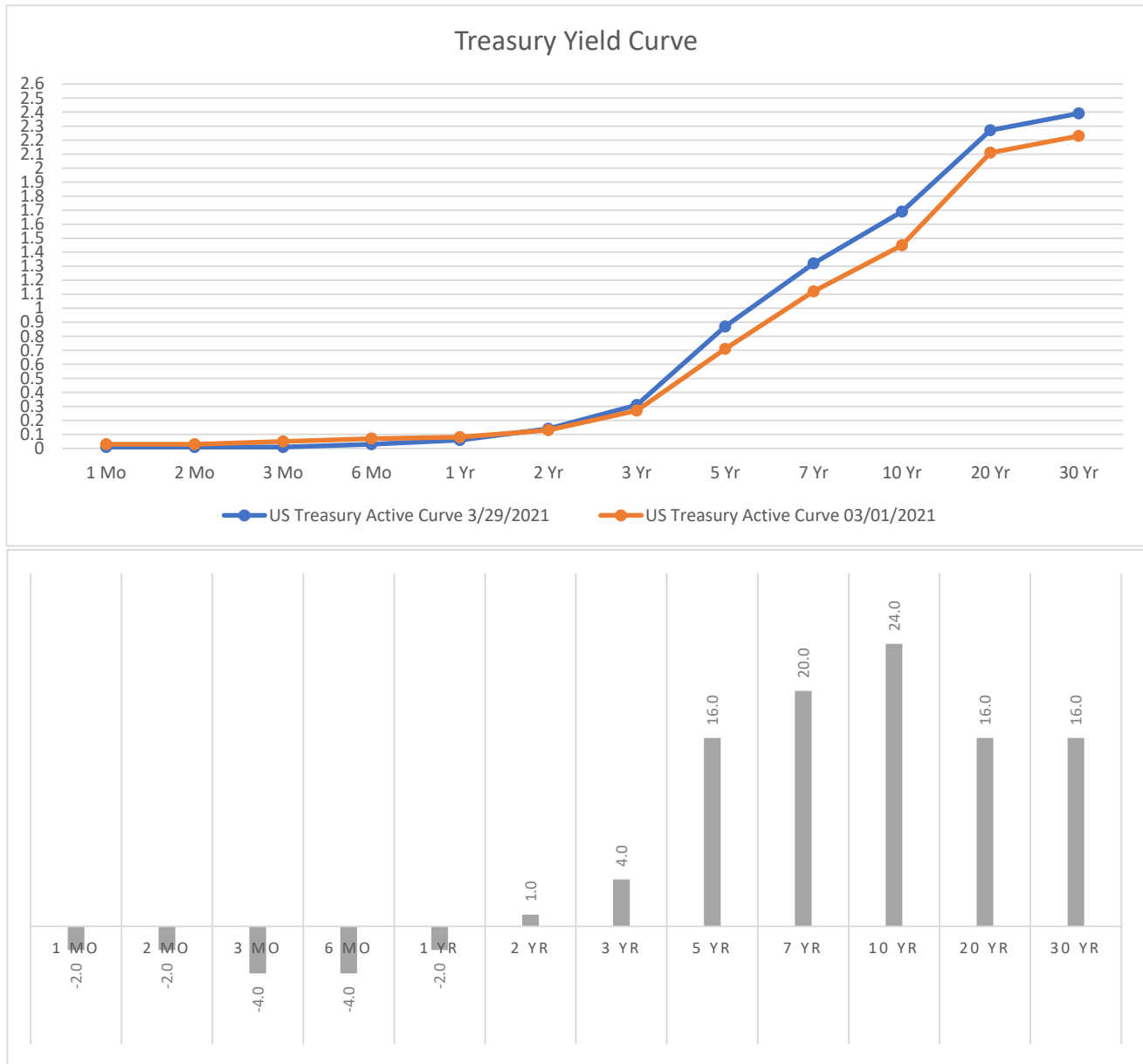
	ACQUISITION DATE	PROPERTY TYPE	OWNERSHIP INTEREST	ORIGINAL COST	MARKET VALUE 6/30/2020	ANNUALIZED RATE OF RETURN QUARTER ENDED 12/31/2020
Sycamore Canyon	Dec-92	Apartments	Fee Simple	\$ 43,550,810	\$ 152,340,625	19.83%
Wood Canyon Villas	Jun-91	Apartments	Limited Partner	\$ 6,000,000	\$ 30,432,947	8.51%
ITC (230 Commerce)	Jul-03	Office Building	Fee Simple	\$ 5,739,845	\$ 11,964,600	9.15%
Waterworks Business Pk.	Nov-08	Research & Dev.	Fee Simple	\$ 8,630,577	\$ 9,363,600	6.73%
Sand Canyon Professional Center - Medical Office	Jul-12	Medical Office	Fee Simple	\$ 8,648,594	\$ 11,444,400	8.76%
Sand Canyon Professional Center - General Office	Sep-20	Office Building	Fee Simple	\$ 25,985,968	\$ 28,770,000	-0.79%
Total - Income Properties				\$ 98,555,794	\$ 244,316,172	10.96%

## Mar-21

## PURCHASES

A - 6

# Exhibit "B"

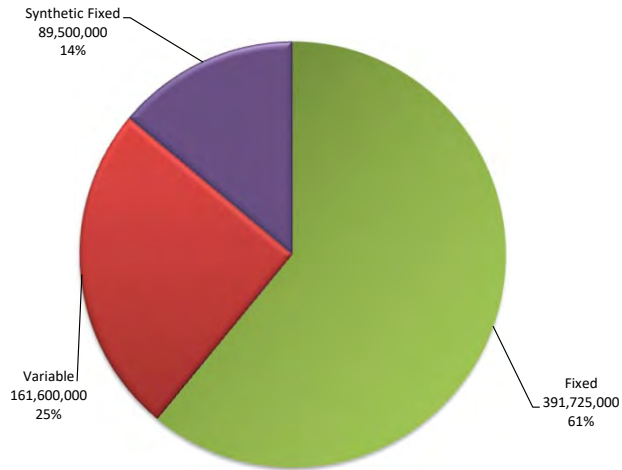


Tenor	US Treasury Active Curve 3/29/2021	US Treasury Active Curve 03/01/2021	Change
1 Mo	0.01	0.03	-2.0
2 Mo	0.01	0.03	-2.0
3 Mo	0.01	0.05	-4.0
6 Mo	0.03	0.07	-4.0
1 Yr	0.06	0.08	-2.0
2 Yr	0.14	0.13	1.0
3 Yr	0.31	0.27	4.0
5 Yr	0.87	0.71	16.0
7 Yr	1.32	1.12	20.0
10 Yr	1.69	1.45	24.0
20 Yr	2.27	2.11	16.0
30 Yr	2.39	2.23	16.0

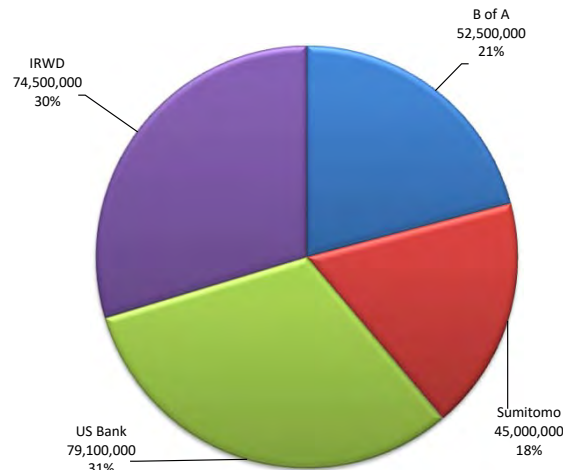
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Exhibit "C"  
**Irvine Ranch Water District**  
**Summary of Fixed and Variable Rate Debt**  
**March 2021**

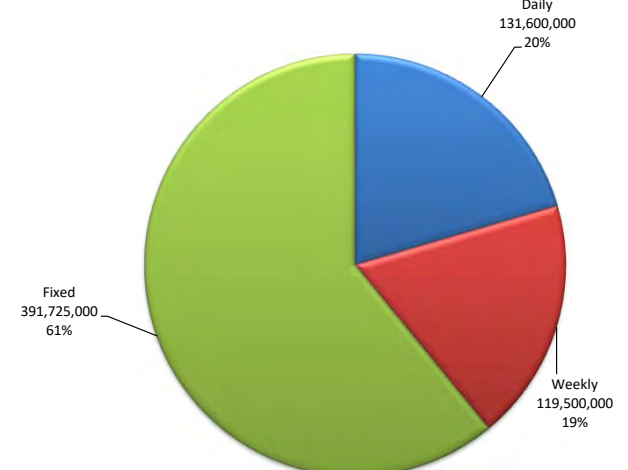
**Current Debt Mix By Type**



**Letters of Credit / Support**



**Current Debt Rate Reset**



**Outstanding Par by Series**

Series	Issue Date	Maturity Date	Remaining Principal	Percent	Letter of Credit/Support	Rmkt Agent	Mode	Reset
Series 1993	05/19/93	04/01/33	\$26,600,000	4.14%	US Bank	BAML	Variable	Daily
Series 2008-A Refunding	04/24/08	07/01/35	\$45,000,000	7.00%	Sumitomo	BAML	Variable	Weekly
Series 2011-A-1 Refunding	04/15/11	10/01/37	\$44,700,000	6.95%	IRWD	Goldman	Variable	Weekly
Series 2011-A-2 Refunding	04/15/11	10/01/37	\$29,800,000	4.64%	IRWD	Goldman	Variable	Weekly
Series 2009 - A	06/04/09	10/01/41	\$52,500,000	8.17%	US Bank	US Bank	Variable	Daily
Series 2009 - B	06/04/09	10/01/41	\$52,500,000	8.17%	B of A	Goldman	Variable	Daily
2016 COPS	09/01/16	03/01/46	\$113,325,000	17.63%	N/A	N/A	Fixed	Fixed
2010 Build America Taxable Bond	12/16/10	05/01/40	\$175,000,000	27.22%	N/A	N/A	Fixed	Fixed
Series 2016	10/12/16	02/01/46	\$103,400,000	16.09%	N/A	N/A	Fixed	Fixed
<b>Total</b>			<b>\$642,825,000</b>	<b>100.00%</b>				

**March-21**

LOC Banks		Breakdown Between Variable & Fixed Rate Mode		
SUMITOMO	45,000,000	Daily Issues	131,600,000	20%
BANK OF AMERICA	52,500,000	Weekly Issues	45,000,000	7%
US BANK	79,100,000	ITN Issues	74,500,000	12%
	<u>176,600,000</u>	Sub-Total	<u>251,100,000</u>	
		Fixed Rate Issues	\$391,725,000	61%
		Sub-Total - Fixed	<u>391,725,000</u>	
		TOTAL DEBT		
		FIXED & VAR.	<u>642,825,000</u>	100%

**Exhibit "D"**  
**IRVINE RANCH WATER DISTRICT**  
**SUMMARY OF DEBT RATES**  
Mar-21

Rmkt Agent	GOLDMAN	GOLDMAN	GOLDMAN	MERRILL LYNCH	US BANK
Mode	DAILY	WEEKLY	WEEKLY	DAILY	DAILY
Bond Issue	2009 - B	2011 A-1	2011 A-2	1993	2008-A
Par Amount	52,500,000	44,700,000	29,800,000	26,600,000	45,000,000
Bank	BOFA	(SIFMA + 3)	(SIFMA + 3)	US BANK	Sumitomo
Reset		Wednesday	Wednesday	Wednesday	
3/1/2021	0.01%	0.06%	0.06%	0.01%	0.02%
3/2/2021	0.01%	0.06%	0.06%	0.01%	0.02%
3/3/2021	0.01%	0.06%	0.06%	0.01%	0.02%
3/4/2021	0.01%	0.07%	0.07%	0.02%	0.03%
3/5/2021	0.01%	0.07%	0.07%	0.02%	0.03%
3/6/2021	0.01%	0.07%	0.07%	0.02%	0.03%
3/7/2021	0.01%	0.07%	0.07%	0.02%	0.03%
3/8/2021	0.01%	0.07%	0.07%	0.02%	0.03%
3/9/2021	0.01%	0.07%	0.07%	0.02%	0.03%
3/10/2021	0.01%	0.07%	0.07%	0.02%	0.03%
3/11/2021	0.02%	0.07%	0.07%	0.02%	0.03%
3/12/2021	0.02%	0.07%	0.07%	0.03%	0.03%
3/13/2021	0.02%	0.07%	0.07%	0.03%	0.03%
3/14/2021	0.02%	0.07%	0.07%	0.03%	0.03%
3/15/2021	0.01%	0.07%	0.07%	0.03%	0.03%
3/16/2021	0.01%	0.07%	0.07%	0.03%	0.03%
3/17/2021	0.01%	0.07%	0.07%	0.03%	0.03%
3/18/2021	0.01%	0.07%	0.07%	0.03%	0.03%
3/19/2021	0.01%	0.07%	0.07%	0.02%	0.03%
3/20/2021	0.01%	0.07%	0.07%	0.02%	0.03%
3/21/2021	0.01%	0.07%	0.07%	0.02%	0.03%
3/22/2021	0.01%	0.07%	0.07%	0.02%	0.03%
3/23/2021	0.02%	0.07%	0.07%	0.02%	0.03%
3/24/2021	0.02%	0.07%	0.07%	0.02%	0.03%
3/25/2021	0.02%	0.08%	0.08%	0.04%	0.05%
3/26/2021	0.03%	0.08%	0.08%	0.05%	0.05%
3/27/2021	0.03%	0.08%	0.08%	0.05%	0.05%
3/28/2021	0.03%	0.08%	0.08%	0.05%	0.05%
3/29/2021	0.04%	0.08%	0.08%	0.06%	0.05%
Avg Interest Rates	0.02%	0.07%	0.07%	0.03%	0.03%
Rmkt Fee	0.10%	0.13%	0.13%	0.10%	0.07%
LOC Fee	0.30%			0.33%	0.32%
<b>All-In Rate</b>	<b>0.42%</b>	<b>0.20%</b>	<b>0.20%</b>	<b>0.46%</b>	<b>0.42%</b>
Par Amount	97,200,000		29,800,000	71,600,000	52,500,000

Interest Rate Mode	Percent of Total Variable Rate Debt	Par Outstanding	Weighted All-In Average Rate	Base Rate Average
Daily	52.41%	131,600,000	0.43%	0.02%
Weekly	47.59%	119,500,000	0.28%	0.06%
	100.00%	<b>\$ 251,100,000</b>	0.36%	0.04%
<b>Fixed</b>				
COPS 2016	29.54%	116,745,000	2.90%	
BABS 2010	44.29%	175,000,000	4.44%	
SERIES 2016	26.17%	103,400,000	3.32%	
	100.00%	<b>\$ 395,145,000</b>	3.69%	
All-In Debt Rate Including \$60 Million Notional Amount of Swaps				<b>2.86%</b>

(1) Rate adjusted up from 4.35% as a result of sequestration reducing BAB's subsidy by 5.7%

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April 6, 2021

Prepared by: D. Pardee / C. Smithson

Submitted by: C. Clary

Approved by: Paul A. Cook



FINANCE AND PERSONNEL COMMITTEE

FISCAL YEARS 2021-22 AND 2022-23 OPERATING BUDGET  
REVIEW OF RECOMMENDED BUDGETS

SUMMARY:

The proposed Fiscal Year (FY) 2021-22 Operating Budget for IRWD is \$180.2 million, representing an increase of \$6.6 million, or 3.8%, when compared to the Operating Budget for FY 2020-21. The proposed FY 2022-23 Operating Budget for IRWD is \$187.7 million, representing an increase of \$7.6 million, or 4.2%, when compared to the proposed Operating Budget for FY 2021-22. The Consolidated Operating Budgets for FY 2021-22 and FY 2022-23 are included as Exhibit "A".

IRWD is in the process of developing rates based on the proposed Operating Budgets. Proposed rate changes are implemented to ensure cost of service equity. Due to the continued economic impact of COVID to IRWD's customers, the District may decide to defer a rate change until after December 31, 2021. IRWD will evaluate the economic impacts of COVID in fall 2021, and then consider a possible rate change to be effective sometime in 2022 for both fiscal years.

BACKGROUND:

There is one change from the budget discussed at the Special Finance and Personnel Committee meeting on March 24, 2021. There was a decrease in professional services of \$0.3 million in FY 2021-22 and an increase of \$0.2 million in FY 2022-23 related to the timing of conservation spending for consultants.

As previously reviewed, the proposed increases over last year's budget is driven primarily by the following items:

Primary Drivers	Variance	
	FY 2020-21 vs. 2021-22	FY 2021-22 vs. 2022-23
Increase in regular labor:	\$1.2M	\$1.6M
- COLA		
- Promotions/upgrades/merit		
- Proposed additions		
Increase in employee benefits:	\$3.8M	\$1.5M
- PERS and health insurance		
Decrease/Increase in purchased water:	(\$2.4M)	\$3.2M
- Pass through rate increases anticipated		
Increase in electricity	\$1.2M	\$0.7M
Increase in IRWD repairs and maintenance	\$1.6M	\$0.4M
Increase in insurance	\$0.8M	\$0.4M
Increase in legal fees	\$0.6M	\$0.2M

Increase in data processing	\$0.8M	-
Decrease in biosolids disposal	(\$0.7M)	-
Other net changes less than \$0.50	(\$0.3M)	(\$0.4M)
<i>Total proposed budget increases in FY 2021-22 and FY 2022-23:</i>	<i>\$6.6M</i>	<i>\$7.6M</i>

Staff will provide a PowerPoint presentation that will include the information requested by the Special Finance and Personnel Committee on March 24, 2021. This includes a review of the potable and recycled sales for wet, normal and dry weather patterns, an analysis of the low volume rate relative to the Replenishment Assessment and sensitivity to increases and decreases in the rate, an update on the fixed service charges collected relative to the cost of the Biosolids project and an explanation of the change in real estate rental expenses in the FY 2022-23 Non-Operating budget.

Staff recommends the Committee review and provide comments on the proposed operating budget which will be incorporated into the first of two Board workshops in April, with the first occurring on April 12, 2021.

#### Revenue Requirements:

The following tables show a year-over-year comparison between FY 2020-21 and FY 2021-22 and FY 2021-22 and FY 2022-23 budgets, identifying the revenue requirements by system.

<b>System Requirements</b>					
<b>(in thousands)</b>	<b>Water</b>	<b>Sewer</b>	<b>Recycled</b>	<b>Conserve and NTS</b>	<b>Total</b>
FY 2020-21	\$ 87,443	\$ 55,463	\$ 28,863	\$ 13,637	\$ 185,406
FY 2021-22	87,684	55,611	28,117	13,986	185,398
Revenue Requirement Change	241	148	(746)	349	(8)

<b>System Requirements</b>					
<b>(in thousands)</b>	<b>Water</b>	<b>Sewer</b>	<b>Recycled</b>	<b>Conserve and NTS</b>	<b>Total</b>
FY 2021-22	\$ 87,684	\$ 55,611	\$ 28,117	\$ 13,986	\$ 185,398
FY 2022-23	92,379	58,182	29,532	14,127	194,220
Revenue Requirement Change	4,695	2,571	1,415	141	8,822

As discussed earlier, rate changes will be needed to meet the revenue requirements. Rate changes will be considered in fall 2021.

#### FISCAL IMPACTS:

The FY 2021-22 Proposed Operating Budget reflects an increase of \$6.6 million from the adopted Operating Budget for FY 2020-21. The FY 2022-23 Proposed Operating Budget reflects an increase of \$7.6 million from the Proposed Operating Budget for FY 2021-22. The Committee has reviewed the budget at Finance and Personnel Committee meetings on March 2, 2021 and March 24, 2021. Proposed rate changes will be evaluated at a later time.

ENVIRONMENTAL COMPLIANCE:

This item is not a project as defined in the California Environmental Quality Act Code of Regulations, Title 14, Chapter 3, Section 15378.

RECOMMENDATION:

That the Committee review and provide comments on the proposed FY 2021-22 and FY 2022-23 Operating Budgets for further review at the Board Workshop on April 12, 2021.

LIST OF EXHIBITS:

Exhibit “A” – Draft Updated Operating Budgets for FY 2021-22 and FY 2022-23

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**Exhibit “A”**

***IRVINE RANCH WATER DISTRICT  
OPERATING BUDGET  
FISCAL YEAR 2021-22 and 2022-23***



**Irvine Ranch**  
**WATER DISTRICT**

***“PROPOSED”***

***April 12, 2021***





## BUDGET

### *Key Assumptions* *Fiscal Years 2021-22 and 2022-23*

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. The District aggressively pursues 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, electricity and the treatment of sewage. The District is in the process of developing rates based on the proposed Operating Budgets. Proposed rate increases will be necessary to provide cost of service equity. Due to the continued economic impact of COVID-19 to the District's customers, the District has elected to defer any rate increase until after December 31, 2021. The District will re-evaluate the economic impacts of COVID-19 in the Fall of 2021 and consider a possible rate increase to be effective sometime in 2022 for both fiscal years.

This document is a summary of the major assumptions driving the development of the operating and non-operating budgets for FY 2021-22 and 2022-23.

#### **I. OPERATING REVENUES**

##### *Growth Estimates:*

Residential development growth includes both apartments and single family homes for FY 2021-22 and 2022-23. The unit estimate is based on current projections received from major developers throughout the service area and have been adjusted to recognize changes from economic shifts. Estimates identify approximately 1,800 mixed units coming online in each year for FY 2021-22 and 2022-23. As a result, the growth factor is estimated at 1.5% for FY 2021-22 and 2022-23.

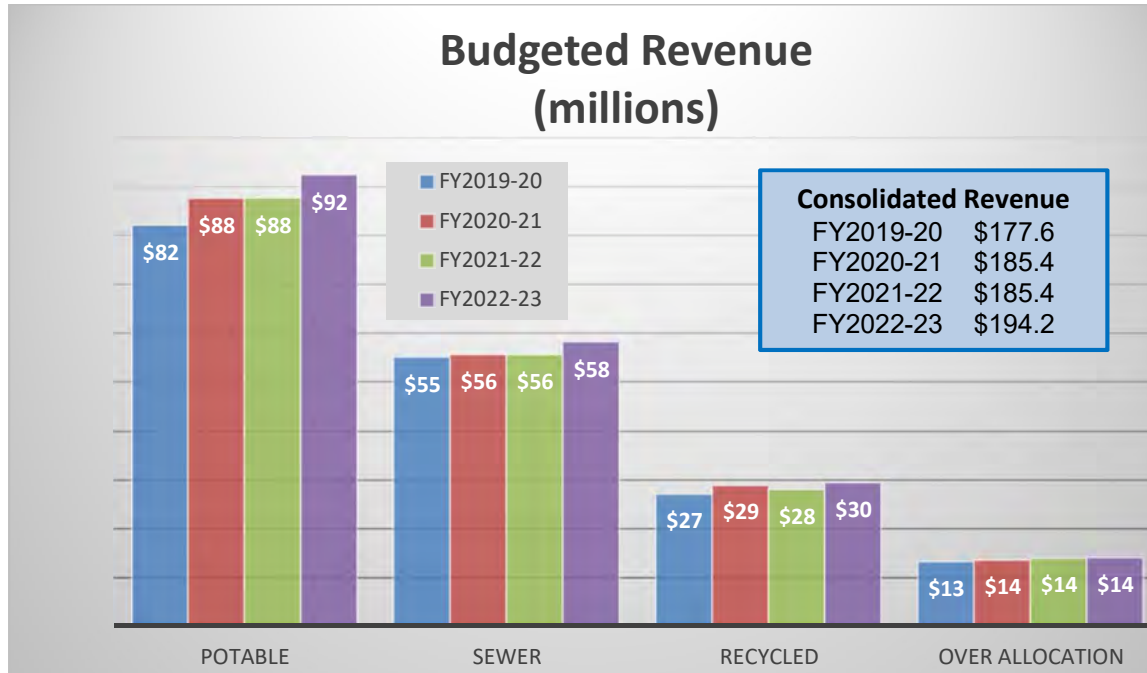
Development projections for the commercial/industrial sector identify 18 acres of development occurring in FY 2021-22 and 2022-23. Revenue assumptions used to estimate sewer revenue are consistent with the assumptions included for potable water.



# BUDGET

## *Key Assumptions* *Fiscal Years 2021-22 and 2022-23*

*FY 2021-22 and 2022-23 Estimate for Operating Revenue Sources, by System (in millions):*



Total Residential, Landscape, Commercial, and Industrial revenue constitute over 85% of the total operating revenues for both water and sewer.

## II. OPERATING EXPENSES

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

### A. Water

The District continues to make efforts in encouraging its customers to conserve. The District will continue to encourage conservation through use of a budgeted allocation. Customers continue to respond well to this messaging.

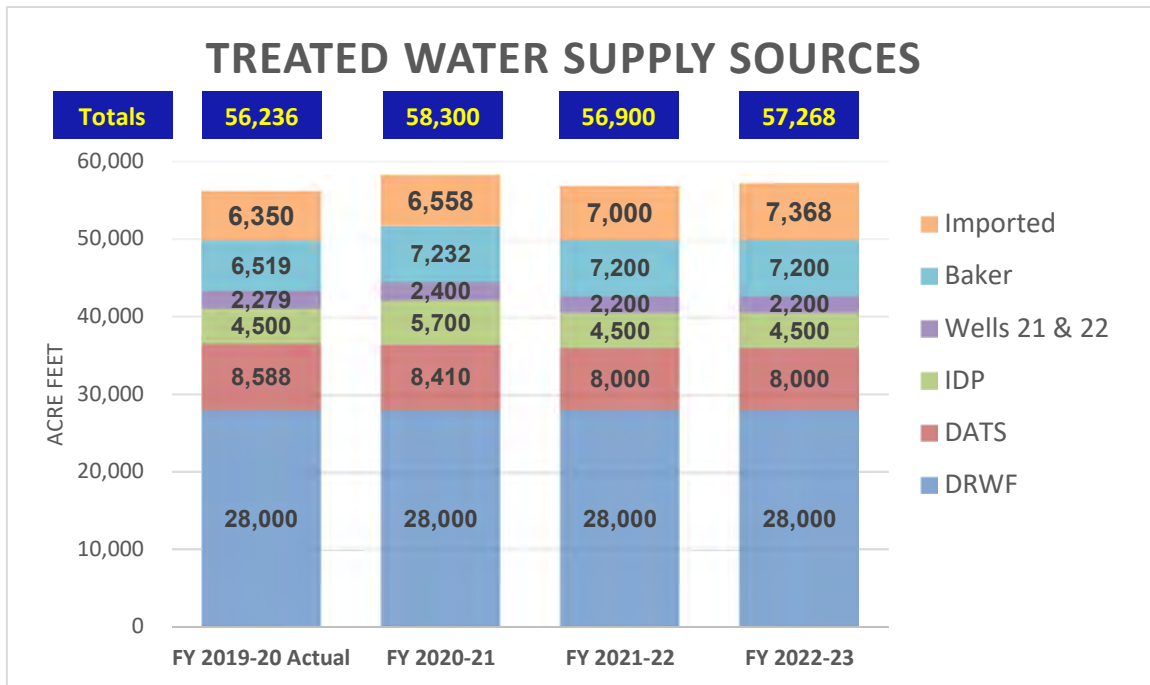
The FY 2021-22 and 2022-23 budget anticipates no significant change in use from FY 2020-21. The assumption is normal rainfall. The District is budgeting potable and untreated sales for FY 2021-22 and 2022-23 of 52,681 acre feet (AF) and 53,511 AF, respectively, compared to a budget of 54,126 AF in FY 2020-21. The additional potable demand will be met with increased imported supply. The water sources, before process loss and shrinkage, used to meet potable sales are:





## BUDGET

### *Key Assumptions Fiscal Years 2021-22 and 2022-23*



The cost for source of supply is one of the District's largest uncontrollable expenses. Groundwater provides over 49,000 acre feet and the District generates nearly 23,000 acre feet of recycled water with the remaining demand coming from imported supply or native water (rainfall and related runoff), as available. The table below identifies the various budgeted sources and associated costs.

Source Cost per Acre Foot (AF)	FY 2020-21	FY 2021-22	FY 2022-23
<b>Orange County Water District (OCWD) Replenishment Assessment (RA)</b>			
<b>Groundwater</b>	\$511	\$509	\$540
<b>Metropolitan Water District (MWD)/MWDOC</b>			
<b>Imported Potable</b>	\$1,110	\$1,124	\$1,166
<b>Imported Nonpotable</b>	\$781	\$790	\$817
<b>Native Water</b>	\$309	\$335	\$345

- No significant change to RA in year 1 and an increase of \$31/AF in year 2. The District's basin production percentage (BPP) is set at a maximum of 70%, per the OCWD / IRWD Annexation Agreement executed in 2013.
- The electricity rate is budgeted to increase 5% in each FY 2021-22 and FY 2022-23.



## BUDGET

### *Key Assumptions* *Fiscal Years 2021-22 and 2022-23*

- MWD is expected to increase its treated and untreated rates on January 1, 2022 and again on January 1, 2023.
- Native water cost will increase annually by 3% based on the Irvine Lake Yield agreement.
- Staff assumes no substantial change to the costs associated with the IRWD Reservoir Management Systems.

#### B. Sewer and Biosolids

The MWRP Biosolids and Energy Recovery Facility was operational in July 2021. Costs associated with operating the facility are included in FY 2021-22 and 2022-23. Previously, biosolids produced at MWRP were sent to the Orange County Sanitation District (OC SAN) for processing. The FY 2021-22 and 2022-23 budget assumes no solids handling expense for OC SAN.

#### 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.

- Salary assumes an increase for merit and projected promotions.
- There are three new positions budgeted in FY 2021-22 and one in FY 2022-23.
- In July of each year, a COLA and promotional factor are applied to salaries - Assumed at 1.6% and 3.0%, respectively.
- Assumes a 6% vacancy factor.
- Paid time off (vacation, sick, and holiday) has been restated from labor to benefits.

The following table reflects salaries and wages included in each budget.

<b>Regular Salaries and Wages</b> (thousands)	
FY 2020-21	\$33,543
FY 2021-22	\$34,770
FY 2022-23	\$36,327

The following table identifies the current and proposed contribution of the District toward employee benefits. The PERS contribution (ARC) and the amount in Excess of ARC will change from the previous Board approved policy based on the 2020 Cost of Service Study. The required ARC contribution is designated by PERS. The ARC is reduced by a proportionate share of a three year average of Pension Trust Fund investment earnings. The proportionate share is based on the PERS's unfunded pension ratio. The PERS in Excess of ARC Contribution will be used to repay the Replacement Fund borrowing which funded the Pension Benefits Trust and will be repaid over a period of twenty years.



## BUDGET

### *Key Assumptions* *Fiscal Years 2021-22 and 2022-23*

Additional Contributions Provided by the District			
	FY 2020-21	FY 2021-22	FY 2022-23
Required PERS Employer Contribution (ARC)	21.2%	26.4%	26.8%
PERS in Excess of ARC	3.8%	5.0%	4.5%
Combined Total	25.0%	31.4%	31.8%
District Direct 401A Match	3.0%	3.0%	3.0%
401A Matching Contribution of 3%	2.8%	2.8%	2.8%

### III. USE OF OVER-ALLOCATION REVENUE

Over-allocation revenue is generated by customers in the inefficient and wasteful tiers. This revenue offsets the following expenses:

- The cost associated with additional imported water purchases;
- Customers who receive the \$2 low volume capacity rebate on the fixed service charge;
- Budgeted conservation expenses including operational expenses (customer service, fleet management, etc.);
- Urban runoff (NTS) and San Joaquin Marsh maintenance expenses;
- Capital projects that support conservation or maintain NTS facilities; and
- Water banking expenses.

### IV. NON-OPERATING REVENUES AND EXPENSES

The District's non-operating revenues are related to income generated from sources other than user rates, which include property taxes, investment income, connection fees, and real estate. A portion of the non-operating revenues pay the debt service for debt issued by the District. Property taxes and connection fees help pay for new infrastructure. Some of the non-operating revenues contribute to the replacement fund, which is used to pay for the inevitable replacement of existing infrastructure. The District sets the replacement fund monies aside in advance to avoid significant potential future rate impacts. The non-operating revenues and expenses exclude non-cash items, fair value changes, and Pension Benefit Trust.

#### A. Revenues

Primary assumptions for FY 2021-22 and 2022-23 for each of the revenue categories are as follows:

- Property taxes – 3.4% and 2.8% growth respectively, in projected assessed values.
- Investment income – 0.55% and 0.70% average interest rate and an average cash balance of \$354.8 million and \$304.3 million, respectively.



## BUDGET

### *Key Assumptions* *Fiscal Years 2021-22 and 2022-23*

- Connection fees – Based on current projections received from major developers.
- Real estate income – 2.0% growth for each fiscal year on commercial and residential income. FY 2021-22 and 2022-23 includes income from the Sand Canyon Professional Center building, half leased for three (3) months and fully leased for nine (9) months, respectively.
- Other income – includes lease revenue and other miscellaneous revenue.

#### B. Expenses

Primary assumptions for FY 2021-22 and 2022-23 are as follows:

- Interest expense – 3.70% average fixed debt rate for each fiscal year. 0.15% and 0.40% average variable debt rate, respectively; and
- Real estate expense – 2.0% growth for each fiscal year excluding depreciation as real estate is based on fair market value. The budget for each fiscal year reflects expenses for the Sand Canyon Professional Center building, including commission expense for leasing the building.



**Irvine Ranch Water District**  
**Consolidated Operating Actual and Budget Variances**  
**Budget for FY 2021-22**

(in thousands)

	<b>Actual</b>		<b>Forecast</b>	<b>Budget</b>		<b>Budget Variances Incr(Decr)</b>	
<b>Expense Name</b>	<b>FY 2019-20</b>	<b>FY 2020-21 (6 months)</b>	<b>FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2020-21 vs 2021-22</b>	<b>% Variance</b>
<b>Salaries &amp; Benefits</b>							
Regular Labor*	\$ 33,929	\$ 17,000	\$ 34,043	\$ 33,543	\$ 34,770	\$ 1,227	3.7%
Overtime Labor	2,660	1,236	2,426	2,426	2,430	3	0.1%
Contract Labor	1,815	861	1,851	1,851	1,411	(440)	(23.8%)
Employee Benefits*	26,277	13,320	29,292	26,692	30,484	3,792	14.2%
<b>Salaries &amp; Benefits Total</b>	<b>\$ 64,681</b>	<b>\$ 32,417</b>	<b>\$ 67,612</b>	<b>\$ 64,512</b>	<b>\$ 69,095</b>	<b>\$ 4,583</b>	<b>7.1%</b>
<b>Purchased Water &amp; Utilities</b>							
Water	42,205	23,156	43,681	44,681	42,330	(2,351)	(5.3%)
Electricity	14,143	10,505	19,337	18,537	19,715	1,178	6.4%
Fuel	772	381	1,074	1,074	1,140	65	6.1%
Telecommunication	695	378	775	775	860	85	11.0%
Other Utilities	207	127	194	194	225	31	16.0%
<b>Purchased Water &amp; Utilities Total</b>	<b>\$ 58,022</b>	<b>\$ 34,546</b>	<b>\$ 65,061</b>	<b>\$ 65,261</b>	<b>\$ 64,270</b>	<b>\$ (991)</b>	<b>(1.5%)</b>
<b>Materials &amp; Supplies</b>							
Chemicals	3,100	1,683	3,829	4,529	4,424	(105)	(2.3%)
Operating Supplies	2,474	1,038	2,407	2,707	2,717	11	0.4%
Printing	259	127	357	357	321	(36)	(10.0%)
Postage	498	315	669	669	416	(253)	(37.8%)
Permits, Licenses and Fees	1,758	1,369	1,872	1,872	2,023	150	8.0%
Office Supplies	147	36	113	113	95	(18)	(15.7%)
Duplicating Equipment	110	61	188	188	153	(35)	(18.6%)
Equipment Rental	58	31	123	123	76	(47)	(38.4%)
<b>Materials &amp; Supplies Total</b>	<b>\$ 8,404</b>	<b>\$ 4,661</b>	<b>\$ 9,557</b>	<b>\$ 10,557</b>	<b>\$ 10,225</b>	<b>\$ (333)</b>	<b>(3.1%)</b>
<b>Professional Services</b>							
Rep & Maint OCSAN & Others	12,344	8,387	13,398	5,398	5,415	17	0.3%
Rep & Maint IRWD	10,318	6,293	11,742	11,742	13,315	1,573	13.4%
Insurance	1,314	715	1,552	1,552	2,363	811	52.2%
Legal Fees	1,735	940	2,240	2,440	3,076	636	26.1%
Engineering Fees	681	554	823	823	1,226	402	48.8%
Accounting Fees	81	48	111	111	97	(14)	(12.6%)
Data Processing	3,147	1,789	3,224	3,224	4,042	818	25.4%
Personnel Training	1,254	489	1,041	1,541	1,462	(79)	(5.1%)
Personnel Physicals	26	33	45	45	27	(18)	(40.0%)
Other Professional Fees	3,404	1,764	4,091	5,391	5,754	363	6.7%
Directors' Fees	157	89	186	186	188	2	1.1%
<b>Professional Services Total</b>	<b>\$ 34,461</b>	<b>\$ 21,101</b>	<b>\$ 38,454</b>	<b>\$ 32,454</b>	<b>\$ 36,965</b>	<b>\$ 4,511</b>	<b>13.9%</b>
<b>Other</b>							
Mileage Reimbursement	177	77	150	150	158	8	5.3%
Collection Fees	1	-	13	13	12	(1)	(10.4%)
Election Expense	150	78	155	155	160	5	3.2%
Safety	133	35	143	143	120	(22)	(15.7%)
Alarm and Patrol Services	756	284	850	850	860	10	1.2%
Biosolids Disposals	31	13	244	1,044	390	(654)	(62.6%)
Commuter Program	142	2	10	260	151	(110)	(42.1%)
Computer Backup Storage	2	1	12	12	-	(12)	(100.0%)
Contract Meter Reading	1,466	622	1,550	1,550	1,550	-	0.0%
Other	117	52	129	129	111	(18)	(13.8%)
Conservation	210	96	203	1,003	718	(285)	(28.4%)
<b>Other Total</b>	<b>\$ 3,185</b>	<b>\$ 1,260</b>	<b>\$ 3,459</b>	<b>\$ 5,309</b>	<b>\$ 4,230</b>	<b>\$ (1,079)</b>	<b>(20.3%)</b>
<b>Total</b>	<b>\$ 168,754</b>	<b>\$ 93,985</b>	<b>\$ 184,144</b>	<b>\$ 178,094</b>	<b>\$ 184,785</b>	<b>\$ 6,692</b>	<b>3.8%</b>
Less: Reimbursements from Baker Partners and Others	(5,580)	(3,198)	(4,518)	(4,518)	(4,627)	(109)	2.4%
<b>Grand Total</b>	<b>\$ 163,173</b>	<b>\$ 90,788</b>	<b>\$ 179,626</b>	<b>\$ 173,576</b>	<b>\$ 180,158</b>	<b>\$ 6,582</b>	<b>3.8%</b>

\* Paid time off restated from labor to employee benefits for FY 2019-20 actual and FY 2020-21 Budget

**Irvine Ranch Water District**  
**Consolidated Operating Actual and Budget Variances**  
**Budget for FY 2022-23**

(in thousands)

	<b>Budget</b>		<b>Budget Variances Incr(Decr)</b>	
<b>Expense Name</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2021-22 vs 2022-23</b>	<b>% Variance</b>
<b>Salaries &amp; Benefits</b>				
Regular Labor	\$ 34,770	\$ 36,327	\$ 1,557	4.5%
Overtime Labor	2,430	2,500	71	2.9%
Contract Labor	1,411	1,380	(31)	(2.2%)
Employee Benefits	30,484	31,981	1,497	4.9%
<b>Salaries &amp; Benefits Total</b>	<b>\$ 69,095</b>	<b>\$ 72,188</b>	<b>\$ 3,093</b>	<b>4.5%</b>
<b>Purchased Water &amp; Utilities</b>				
Water	42,330	45,491	3,160	7.5%
Electricity	19,715	20,393	678	3.4%
Fuel	1,140	1,141	2	0.1%
Telecommunication	860	860	0	0.0%
Other Utilities	225	227	2	0.9%
<b>Purchased Water &amp; Utilities Total</b>	<b>\$ 64,270</b>	<b>\$ 68,113</b>	<b>\$ 3,843</b>	<b>6.0%</b>
<b>Materials &amp; Supplies</b>				
Chemicals	4,424	4,520	96	2.2%
Operating Supplies	2,717	2,778	61	2.2%
Printing	321	347	26	8.0%
Postage	416	496	80	19.3%
Permits, Licenses and Fees	2,023	2,027	4	0.2%
Office Supplies	95	96	1	0.7%
Duplicating Equipment	153	153	-	0.0%
Equipment Rental	76	76	0	0.5%
<b>Materials &amp; Supplies Total</b>	<b>\$ 10,225</b>	<b>\$ 10,493</b>	<b>\$ 268</b>	<b>2.6%</b>
<b>Professional Services</b>				
Rep & Maint OCSAN & Others	5,415	5,417	2	0.0%
Rep & Maint IRWD	13,315	13,668	352	2.6%
Insurance	2,363	2,768	405	17.1%
Legal Fees	3,076	3,247	171	5.6%
Engineering Fees	1,226	1,094	(131)	(10.7%)
Accounting Fees	97	100	3	3.1%
Data Processing	4,042	4,079	37	0.9%
Personnel Training	1,462	1,551	89	6.1%
Personnel Physicals	27	27	-	0.0%
Other Professional Fees	5,754	5,385	(369)	(6.4%)
Directors' Fees	188	202	14	7.4%
<b>Professional Services Total</b>	<b>\$ 36,965</b>	<b>\$ 37,539</b>	<b>\$ 574</b>	<b>1.6%</b>
<b>Other</b>				
Mileage Reimbursement	158	158	-	0.0%
Collection Fees	12	13	1	8.3%
Election Expense	160	165	5	3.1%
Safety	120	120	0	0.0%
Alarm and Patrol Services	860	860	-	0.0%
Biosolids Disposals	390	356	(34)	(8.8%)
Commuter Program	151	220	70	46.2%
Computer Backup Storage	-	-	-	0.0%
Contract Meter Reading	1,550	1,575	25	1.6%
Other	111	111	-	0.0%
Conservation	718	695	(23)	(3.2%)
<b>Other Total</b>	<b>\$ 4,230</b>	<b>\$ 4,273</b>	<b>\$ 43</b>	<b>1.0%</b>
<b>Total</b>	<b>\$ 184,785</b>	<b>\$ 192,606</b>	<b>\$ 7,821</b>	<b>4.2%</b>
Less: Reimbursements from Baker Partners and Others	(4,627)	(4,859)	(232)	5.0%
<b>Grand Total</b>	<b>\$ 180,158</b>	<b>\$ 187,747</b>	<b>\$ 7,589</b>	<b>4.2%</b>



# REVENUES AND EXPENSES BY SYSTEM

**FY 2021-22**

*(in thousands)*

	Water	Recycled	Sewer	Conserve & NTS	Consolidated
<b>Revenue:</b>					
Commodity	\$ 49,645	\$ 20,941	\$ -	\$ -	\$ 70,586
All Other Operating Revenue	38,039	7,176	55,611	13,986	114,812
Total Revenue	\$ 87,684	\$ 28,117	\$ 55,611	\$ 13,986	\$ 185,398
Contribution to Enhancement and Replacement Funds	(9,600)	(1,246)	(23,379)	-	(34,225)
Net Revenues	\$ 78,084	\$ 26,871	\$ 32,232	\$ 13,986	\$ 151,173
<b>Expenses:</b>					
Cost of Water	\$ 49,714	\$ 13,882	\$ -	\$ -	\$ 63,596
OCSAN - O&M	-	-	4,177	-	4,177
All Other Operating Expenses	27,520	12,781	27,298	13,986	81,585
General Plant	850	208	757	-	1,815
Total Expenses	\$ 78,084	\$ 26,871	\$ 32,232	\$ 13,986	\$ 151,173
<b>Net Operating Position</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>





# REVENUES AND EXPENSES BY SYSTEM

**FY 2022-23**

*(in thousands)*

	Water	Recycled	Sewer	Conserve & NTS	Consolidated
<b>Revenue:</b>					
Commodity	\$ 52,352	\$ 22,112	\$ -	\$ -	\$ 74,464
All Other Operating Revenue	40,027	7,420	58,182	14,127	119,756
Total Revenue	\$ 92,379	\$ 29,532	\$ 58,182	\$ 14,127	\$ 194,220
Contribution to Enhancement and Replacement Funds	(10,567)	(1,349)	(24,884)	-	(36,800)
Net Revenues	\$ 81,812	\$ 28,183	\$ 33,298	\$ 14,127	\$ 157,420
<b>Expenses:</b>					
Cost of Water	\$ 52,540	\$ 15,069	\$ -	\$ -	\$ 67,609
OCSAN - O&M	-	-	4,182	-	4,182
All Other Operating Expenses	28,516	12,965	28,433	14,127	84,041
General Plant	756	149	683	-	1,588
Total Expenses	\$ 81,812	\$ 28,183	\$ 33,298	\$ 14,127	\$ 157,420
<b>Net Operating Position</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# NON-OPERATING

*FY 2021-22*

*Net Income\**

<i>(in thousands)</i>	<b>Forecast FY 2020-21</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Change</b>
<b>Non-operating Revenue:</b>				
Property Taxes	\$ 71,000	\$ 68,700	\$ 71,000	\$ 2,300
Investment Income	5,000	10,000	1,930	(8,070)
Connection Fees	12,000	18,000	10,000	(8,000)
Real Estate Income	15,600	16,600	16,190	(410)
Other Income	8,000	8,000	7,000	(1,000)
<b>Total Revenue</b>	<b>\$ 111,600</b>	<b>\$ 121,300</b>	<b>\$ 106,120</b>	<b>\$ (15,180)</b>
<b>Non-operating Expenses:</b>				
Interest Expense	\$ 21,000	\$ 24,900	\$ 21,210	\$ (3,690)
Real Estate Expense	5,900	5,700	6,700	1,000
Other Expenses	2,000	2,000	1,500	(500)
<b>Total Expense</b>	<b>\$ 28,900</b>	<b>\$ 32,600</b>	<b>\$ 29,410</b>	<b>\$ (3,190)</b>
<b>Net Income</b>	<b>\$ 82,700</b>	<b>\$ 88,700</b>	<b>\$ 76,710</b>	<b>\$ (11,990)</b>

\*Excludes non-cash items, fair value changes, and Pension Benefit Trust.



# NON-OPERATING

*FY 2022-23*

*Net Income\**

(in thousands)

	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>Change</u>
<b>Non-operating Revenue:</b>			
Property Taxes	\$ 71,000	\$ 73,000	\$ 2,000
Investment Income	1,930	2,080	150
Connection Fees	10,000	13,000	3,000
Real Estate Income	16,190	18,180	1,990
Other Income	7,000	7,000	-
Total Revenue	<u>\$ 106,120</u>	<u>\$ 113,260</u>	<u>\$ 7,140</u>
<b>Non-operating Expenses:</b>			
Interest Expense	\$ 21,210	\$ 21,280	\$ 70
Real Estate Expense	6,700	6,340	(360)
Other Expenses	1,500	1,500	-
Total Expense	<u>\$ 29,410</u>	<u>\$ 29,120</u>	<u>\$ (290)</u>
<b>Net Income</b>	<u><u>\$ 76,710</u></u>	<u><u>\$ 84,140</u></u>	<u><u>\$ 7,430</u></u>

\*Excludes non-cash items, fair value changes, and Pension Benefit Trust.



# COST OF WATER

## BUDGETED COST OF WATER

(in thousands)	FY 2020-21			FY 2021-22			Change	
	Acre Feet	Total	Cost / AF	Acre Feet	Total	Cost / AF	Acre Feet	Total
<b><u>TREATED</u></b>								
Purchased from MWDOC	6,558	\$8,787	\$1,340	7,000	\$ 9,530	\$1,361	442	\$ 743
Dyer Road Well Field	28,000	18,228	651	28,000	18,545	662	-	317
Deep Aquifer Treatment System	8,400	6,668	794	8,000	6,058	757	(400)	(610)
Lost to Production	(168)			(160)			8	
Wells 21 & 22 Desalter	2,400	2,600	1,083	2,200	2,552	1,160	(200)	(48)
Lost to Production	(360)			(330)			30	
Baker WTP	7,232	7,899	1,092	7,200	7,943	1,103	(32)	44
Lost to Production	(145)			(144)			1	
Irvine Desalter Project	5,700	5,117	898	4,500	4,307	957	(1,200)	(811)
Lost to Production	(855)			(675)			180	
Total Shrinkage	(2,833)			(3,107)			(274)	
Total Treated Sales	53,939	\$ 49,306		52,494	\$ 48,989		(1,445)	\$ (317)
Total Sources	58,300			56,900			(1,400)	
<b><u>UNTREATED</u></b>								
Purchased from MWDOC	4,652	\$ 3,995	\$859	1,491	\$ 1,341	\$899	(3,161)	\$ (2,654)
Native Water	1,500	463	309	2,000	670	335	500	206
Santiago Aqueduct Commission	175	144	821	175	139	796	(0)	(5)
Transfer to RW System	(6,131)	(4,304)	702	(3,460)	(2,481)	717	2,671	1,823
Total Shrinkage	(9)			(19)			(10)	
Total Untreated Sales	187	\$ 298		187	\$ (331)		(1)	\$ (629)
Total Sources	196			206			10	
<b><u>RECYLED</u></b>								
El Toro Groundwater Remediation	4,600	\$ 3,656	\$795	4,600	\$ 3,409	\$741	-	\$ (247)
Lost to Production	(625)			(625)			-	
MWRP / LAWRP Production	22,890	6,564	287	22,890	7,970	348	-	1,406
Transfer from Untreated System	6,131	4,304	702	3,460	2,481	717	(2,671)	(1,823)
Total Shrinkage	(697)			(595)			103	
Total Recycled System	32,299	\$ 14,524		29,731	\$ 13,860		(2,569)	\$ (664)
Total Sources	33,621			30,950			(2,671)	
Total Cost of Water for Billed Usage	86,434	\$ 64,128		82,411	\$ 62,518		(4,015)	\$ (1,611)



# COST OF WATER

## BUDGETED COST OF WATER

(in thousands)	FY 2021-22			FY 2022-23			Change	
	Acre Feet	Total	Cost / AF	Acre Feet	Total	Cost / AF	Acre Feet	Total
<b><u>TREATED</u></b>								
Purchased from MWDOC	7,000	\$ 9,530	\$1,361	7,368	\$ 10,327	\$1,402	368	\$ 798
Dyer Road Well Field	28,000	18,545	662	28,000	19,852	709	-	1,307
Deep Aquifer Treatment System	8,000	6,058	757	8,000	6,464	808	-	406
Lost to Production	(160)			(160)			-	-
Wells 21 & 22 Desalter	2,200	2,552	1,160	2,200	2,687	1,221	-	135
Lost to Production	(330)			(330)			-	-
Baker WTP	7,200	7,943	1,103	7,200	8,343	1,159	-	401
Lost to Production	(144)			(144)			-	-
Irvine Desalter Project	4,500	4,307	957	4,500	4,575	1,017	-	268
Lost to Production	(675)			(675)			-	-
Total Shrinkage	(3,107)			(2,675)			432	-
Total Treated	52,494	\$ 48,989		53,294	\$ 52,304		800	\$ 3,315
Total Sources	56,900			57,268			368	
<b><u>UNTREATED</u></b>								
Purchased from MWDOC	1,491	\$ 1,341	\$899	2,250	\$ 2,063	\$917	759	\$ 722
Native Water	2,000	670	335	2,000	690	345	-	20
Santiago Aqueduct Commission	175	139	796	175	147	840	-	8
Transfer to RW System	(3,460)	(2,481)	717	(4,189)	(3,192)	762	(729)	(711)
Total Shrinkage	(19)			(19)			(1)	-
Total Untreated	187	\$ (331)		217	\$ (293)		29	\$ 38
Total Sources	206			236			30	
<b><u>RECYLED</u></b>								
El Toro Groundwater Remediation	4,600	3,409	741	4,600	3,661	\$796	-	252
Lost to Production	(625)			(625)			-	
MWRP / LAW RP Production	22,890	7,970	348	22,890	8,314	363	-	343
Transfer from Untreated System	3,460	2,481	717	4,189	3,192	762	729	711
Total Shrinkage	(595)			(609)			(14)	
Total Recycled Sales	29,731	\$ 13,860		30,445	\$ 15,167		715	\$ 1,307
Total Sources	30,950			31,679			729	
Total Cost of Water for Billed Usage	82,411	\$ 62,518		83,956	\$ 67,178		1,544	\$ 4,660



## **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 office also includes Government Relations which develops and advocates for policies at the federal, state and local levels that promote a reliable high quality and cost effective water supply for Irvine Ranch Water District (IRWD) customers, and demonstrates the efficient use of resources. The Government Relations staff represents IRWD's policies and provides technical expertise to the legislative process, particularly on issues of water recycling, water use efficiency, water rates, water supply reliability and governance, among others.

The General Manager's Office also:

- Provides direct services to and communications with the Board of Directors;
- Produces and distributes Board and Board Committee meeting packets;
- Schedules all Board and Board 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;
- Shapes, guides and engages on local, state and federal policies, legislation and regulations;
- Manages and coordinates the legal resources utilized by the District;
- Responds to, or directs response to, all media inquiries; and,
- Responds to, or directs response to, all public information requests and subpoenas.

The General Manager's Office works with the Board of Directors and staff to establish the District's strategic vision for all departments. On February 5, 2021, staff reviewed the 2021 Goals and Target Activities with the Board. The Goals 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 District's Major Goals for calendar year 2021 are summarized as follows:

#### **Major Goals**

1. Optimize and protect local groundwater utilization.
2. Evaluate and invest in projects and programs that will enhance future long-term water supply reliability and resiliency to climate change.



## **GENERAL MANAGER'S OFFICE**

### **OPERATING BUDGET SUMMARY**

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3. Optimize use of Irvine Lake as a water resource facility for IRWD and its current and future partners.
4. Develop water banking supplies for IRWD by working with current and future partners.
5. Develop and implement the Kern Fan Groundwater Storage Project.
6. Develop water recycling facilities and applications for optimal benefit.
7. Maximize resource recovery from fully functional biosolids and other resource recovery facilities.
8. Improve energy service reliability, manage demands, control greenhouse gas emissions, and control costs.
9. Maximize watershed protection.
10. Ensure financial and rate stability.
11. Identify, assess and implement new technologies, systems, and facilities to improve operating efficiency.
12. Enhance customer communications.
13. Maximize water use efficiency in the community.
14. Recruit, develop and retain a highly skilled, motivated, and educated work force.
15. Guide and lead local, state and federal policies and legislation.
16. Engage and shape policies and regulations put forth by local, state and federal agencies.
17. Collaborate with other agencies and entities through leadership and innovation.
18. Implement opportunities that enhance safety, security, and emergency preparedness throughout the District.

## ***Irvine Ranch Water District Strategic Objectives***

### **Customer Satisfaction**

Provide reliable, responsive, satisfying service to our customers in all aspects of our operations.

### **Water Reliability**

Provide a continuous, reliable supply of water to our current and future customers that meets their needs and expectations, and accounts for changes in climate variability.

### **Water Quality**

Deliver potable and non-potable water that meets all regulatory standards and customer requirements, and improve the water quality of local urban runoff.

### **Sewer Reliability**

Plan, design, operate and maintain the sewer system in a consistent, reliable, and cost effective manner.

### **Cost Effectiveness**

Optimize all of the District's activities to provide service at the lowest possible cost with high standards of quality and reliability.

### **Employee Satisfaction / Development**

Provide employees with a working environment and the tools needed to optimize performance, productivity, and satisfaction and encourage individual career development and enjoyment.

### **Environmental Commitment**

Conduct our business so that we either enhance our environment or minimize negative impacts.

### **Innovation**

Optimize the use of technology and innovation in order to constantly improve processes to provide the most reliable and cost effective services to our customers.

### **Resource Recovery**

Maximize the efficient recovery of resources including the recycling of water, recovery of energy, and use of organic materials for the benefit of our customers and the community.

### **Communication**

Provide clear, accurate, transparent, and timely communication of information regarding our services, projects, finances, and activities utilizing multiple disciplinary tools that include educational programs, publications, electronic media and personal contact.

### **Water Policy**

Develop and advocate for policies at the local, state, and federal levels that promote a reliable, high quality, and cost effective water supply for our customers, as well as the efficient use of resources.

### **Climate Change**

Pursue policies and programs that advance IRWD's resilience to climate change.



## **Irvine Ranch Water District**

### **Mission, Vision, and Values**

#### *Mission*

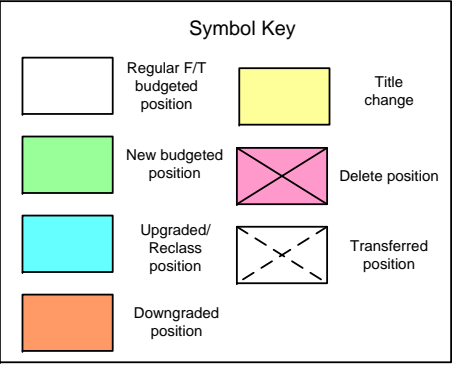
The mission of Irvine Ranch Water District, a public agency, is to provide high quality water and sewer service in an efficient, cost effective, and environmentally sensitive manner that provides a high level of customer satisfaction.

#### *Vision*

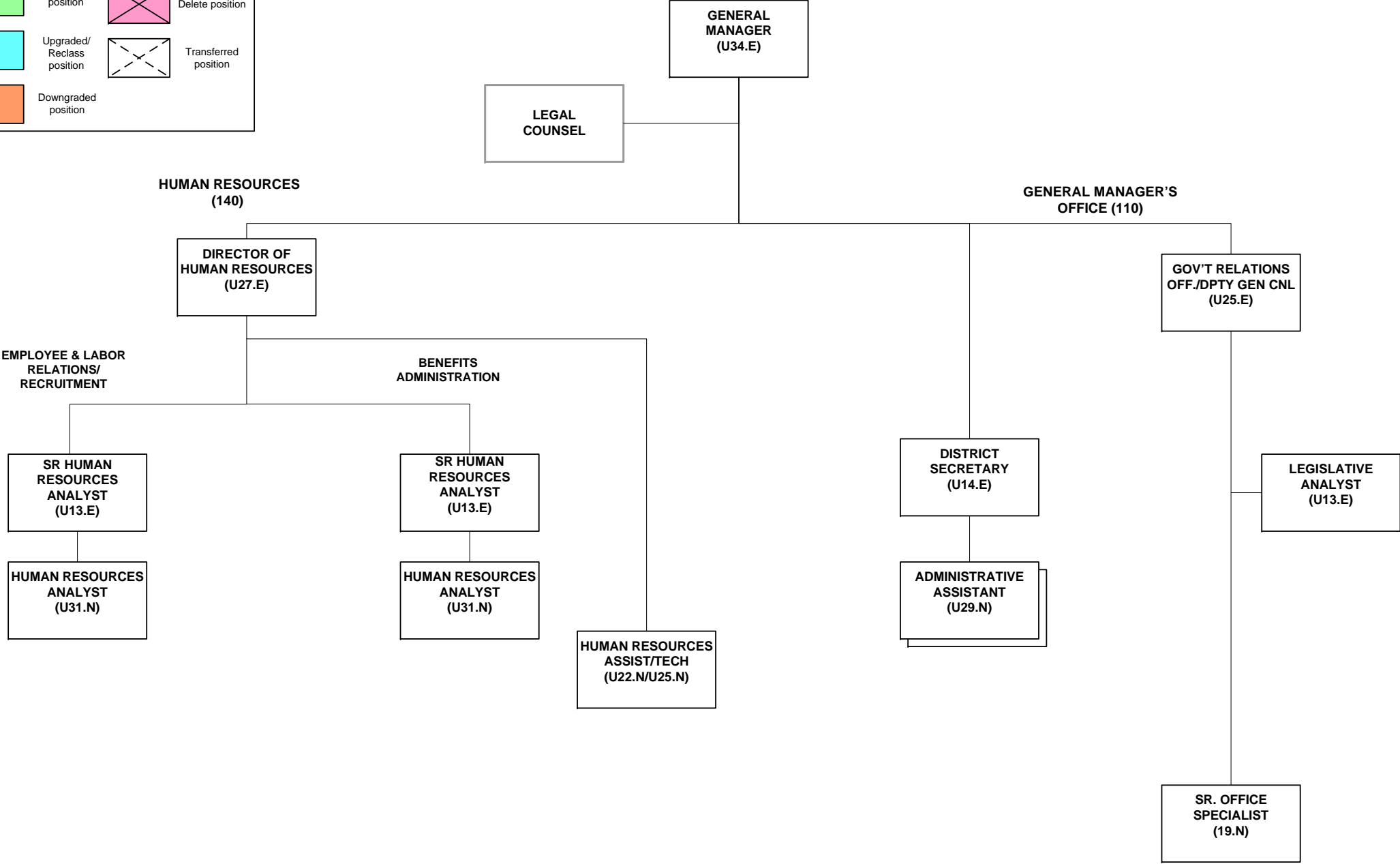
The Irvine Ranch Water District's vision is to achieve greater customer and employee satisfaction, increased reliability and resource conservation, and excellent external relationships with suppliers and others.

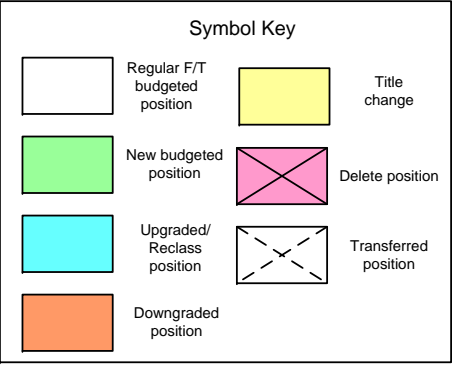
#### *Values*

Customer Service	We are dedicated to delivering superior service to our customers.
Employee Development	We are committed to recruiting and retaining top quality employees and to providing a workplace environment, training, and a recognition and reward system that enhances employee performance and satisfaction.
Resource Management	We are dedicated to providing, conserving, and maximizing the efficient use and reuse of water and renewable resources to the benefit of our customers and to enhance the environment.
Community Leadership	We will share our resources with the community through education, policy leadership and employee involvement.

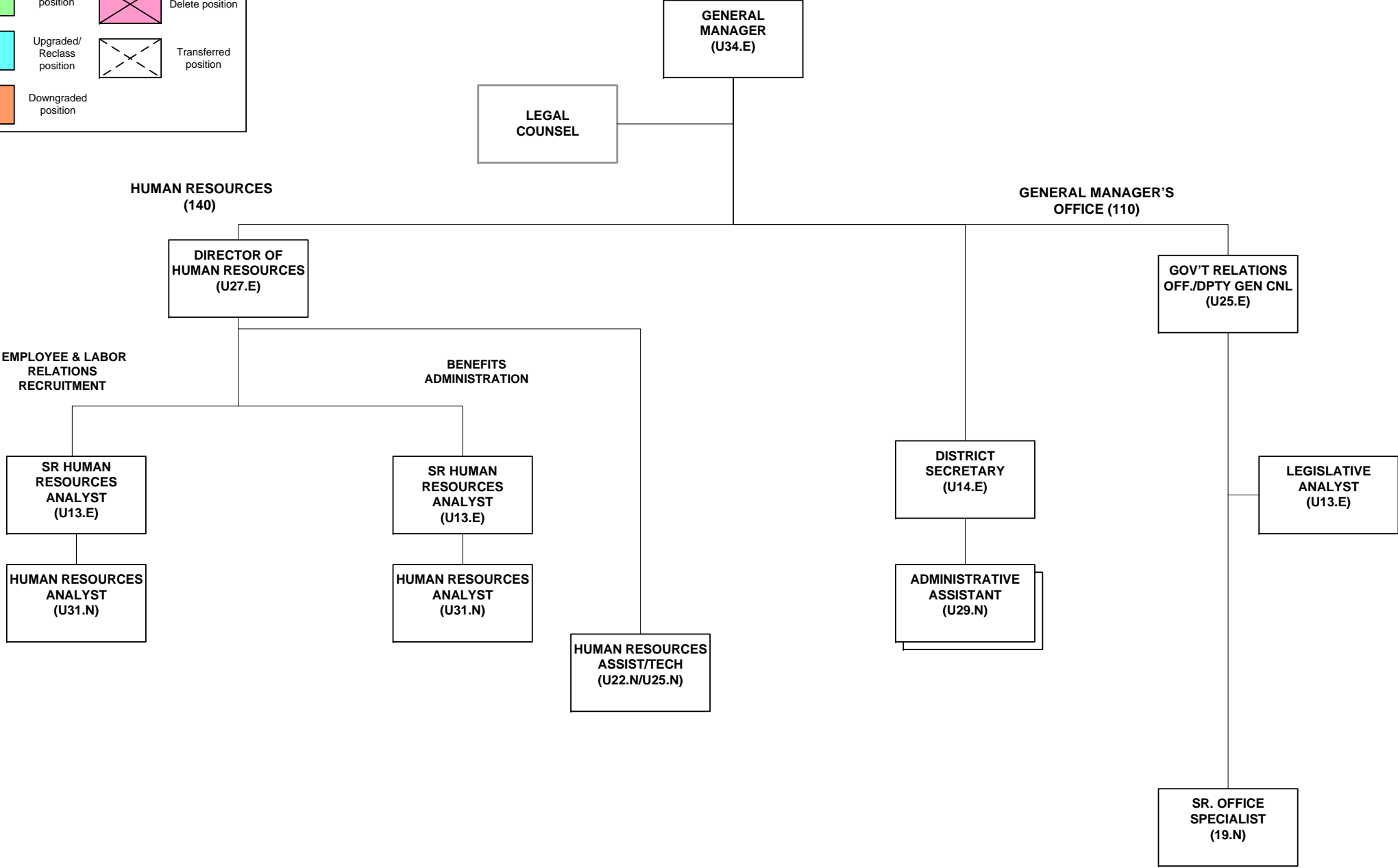


**IRVINE RANCH WATER DISTRICT  
ADMINISTRATION  
FISCAL YEAR 2021-22**





**IRVINE RANCH WATER DISTRICT  
ADMINISTRATION  
FISCAL YEAR 2022-23**



# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2021-22

Administration		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>General Managers Office</u>						
110	Regular Labor	965,325	497,480	829,121	865,000	35,879
110	Overtime Labor	4,297	0	7,800	8,000	200
110	Employee Benefits	325,067	115,482	123,560	626,800	503,240
110	Operating Supplies	8	0	0	0	0
110	Printing	14,774	0	15,000	15,000	0
110	Postage	170	0	251	252	1
110	Permits, Licenses and Fees	50,143	20,054	70,349	72,000	1,651
110	Office Supplies	3,382	109	4,200	4,300	100
110	Rep & Maint IRWD	0	1,860	0	0	0
110	Legal Fees	1,675,237	913,980	2,300,000	2,976,250	676,250
110	Personnel Training	422,816	226,908	465,349	461,850	(3,499)
110	Other Professional Fees	613,577	251,378	916,150	982,400	66,250
110	Directors Fees	156,966	88,500	185,900	188,000	2,100
110	Election Expense	150,000	77,500	154,999	160,000	5,001
<u>Total General Managers Office</u>		<u>4,381,762</u>	<u>2,193,252</u>	<u>5,072,679</u>	<u>6,359,852</u>	<u>1,287,173</u>

# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2022-23

### Administration

<u>Dept No</u>	<u>Expense Name</u>	FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>General Managers Office</u>						
110	Regular Labor	965,325	497,480	865,000	903,600	38,600
110	Overtime Labor	4,297	0	8,000	8,400	400
110	Employee Benefits	325,067	115,482	626,800	660,800	34,000
110	Operating Supplies	8	0	0	0	0
110	Printing	14,774	0	15,000	15,000	0
110	Postage	170	0	252	252	0
110	Permits, Licenses and Fees	50,143	20,054	72,000	72,000	0
110	Office Supplies	3,382	109	4,300	4,400	100
110	Rep & Maint IRWD	0	1,860	0	0	0
110	Legal Fees	1,675,237	913,980	2,976,250	3,147,250	171,000
110	Personnel Training	422,816	226,908	461,850	497,100	35,250
110	Other Professional Fees	613,577	251,378	982,400	1,013,400	31,000
110	Directors Fees	156,966	88,500	188,000	202,000	14,000
110	Election Expense	150,000	77,500	160,000	165,000	5,000
<u>Total General Managers Office</u>		4,381,762	2,193,252	6,359,852	6,689,202	329,350



# ***HUMAN RESOURCES***

## ***OPERATING BUDGET SUMMARY***

---

### **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 organization.

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**

- Update IRWD hiring practices and procedures.
- Partner with management to assess training and development needs of IRWD employees to ensure a continued supply of highly skilled labor; and
- Evaluate District Policies and Procedures.

# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2021-22

Administration		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<b>Human Resources</b>						
140	Regular Labor	557,182	311,669	579,141	569,500	(9,641)
140	Overtime Labor	22,867	17,029	5,000	20,000	15,000
140	Employee Benefits *	20,308,381	10,963,911	21,679,554	5,884,168	(15,795,386)
140	Contract Labor	35,462	30,061	3,000	39,000	36,000
140	Operating Supplies	0	17	0	0	0
140	Postage	241	527	500	800	300
140	Office Supplies	2,529	1,969	2,500	2,500	0
140	Insurance	51,684	0	0	0	0
140	Legal Fees	59,669	25,953	140,000	100,000	(40,000)
140	Personnel Training	323,149	123,245	428,100	442,100	14,000
140	Personnel Physicals	12,697	3,579	37,000	15,000	(22,000)
140	Other Professional Fees	176,915	67,325	225,500	175,500	(50,000)
140	Safety	339	0	0	0	0
140	Commuter Program	191,865	1,877	260,000	150,000	(110,000)
<b>Total Human Resources</b>		21,742,980	11,547,161	23,360,295	7,398,568	(15,961,727)
<b>Total Administration</b>		26,124,742	13,740,413	28,432,974	13,758,420	(14,674,554)

\* Paid time off reallocated to individual departments in FY 2021-22

# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2022-23

Administration		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<b>Human Resources</b>						
140	Regular Labor	557,182	311,669	569,500	592,600	23,100
140	Overtime Labor	22,867	17,029	20,000	20,000	0
140	Employee Benefits	20,308,381	10,963,911	5,884,168	6,084,192	200,024
140	Contract Labor	35,462	30,061	39,000	39,000	0
140	Operating Supplies	0	17	0	0	0
140	Postage	241	527	800	800	0
140	Office Supplies	2,529	1,969	2,500	2,500	0
140	Insurance	51,684	0	0	0	0
140	Legal Fees	59,669	25,953	100,000	100,000	0
140	Personnel Training	323,149	123,245	442,100	462,100	20,000
140	Personnel Physicals	12,697	3,579	15,000	15,000	0
140	Other Professional Fees	176,915	67,325	175,500	176,500	1,000
140	Safety	339	0	0	0	0
140	Commuter Program	191,865	1,877	150,000	220,000	70,000
<b>Total Human Resources</b>		21,742,980	11,547,161	7,398,568	7,712,692	314,124
<hr/>						
<b>Total Administration</b>		26,124,742	13,740,413	13,758,420	14,401,894	643,474





# **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 and Pension Benefit Trust plans. 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 claims and insurance issues as well as District security.

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 annual CAFR;
- Prepare the Operating Budgets for Board of Director approval including setting adequate rates to ensure long-term financial strength and stability;
- Ensure user rates are proportional with costs of service 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;
- Transition vendors to electronic payments as appropriate; and,
- Identify and implement enhanced financial reporting and 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;
- Provide analytical support and analysis to Finance, other departments and outside constituents as requested; and,
- Explore financial modeling for acquisition, financing and construction of major projects.



# **FINANCE, TREASURY AND PROCUREMENT**

## **OPERATING BUDGET SUMMARY**

---

### **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 for 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 investment assets;
- Manage leasing and related property management activities for all District commercial and residential real estate investments;
- Evaluate development and disposition opportunities of other District properties;
- Assist with acquisition and agricultural leasing activities related to water supply reliability properties; and,
- Resolve outstanding deed, access and other contractual restrictions related to real property.

### **DEBT ISSUANCE AND ADMINISTRATION**

- Issue long-term debt to fund capital projects as needed, and evaluate and recommend alternative opportunities for current District debt issues when appropriate;
- Manage District letters of credit supporting variable rate debt; evaluate new credit support opportunities when appropriate;
- Prepare and submit required continuing disclosure materials for District debt issues to appropriate parties;
- Manage variable rate debt portfolio including periodic remarketings, monitoring remarketing agents of District debt and making adjustments as appropriate; and,
- Execute, manage and report on interest rate swap positions and transactions as appropriate.

### **RISK MANAGEMENT/INSURANCE**

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

### **SECURITY**

- Assess and implement measures to ensure the security of District employees, facilities and customers;
- Manage third-party security contractor relationships including monitoring and response to field and incident reports;
- Monitor and enhance alarm/security access systems for all District facilities;
- Respond to reported incidents to provide security assistance as required; and,
- Act as District liaison with law enforcement and federal security agencies.



# ***FINANCE, TREASURY AND PROCUREMENT***

## ***OPERATING BUDGET SUMMARY***

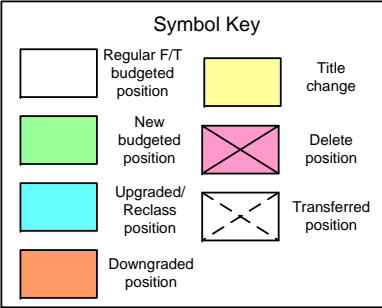
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### **PENSION/DEFERRED COMPENSATION**

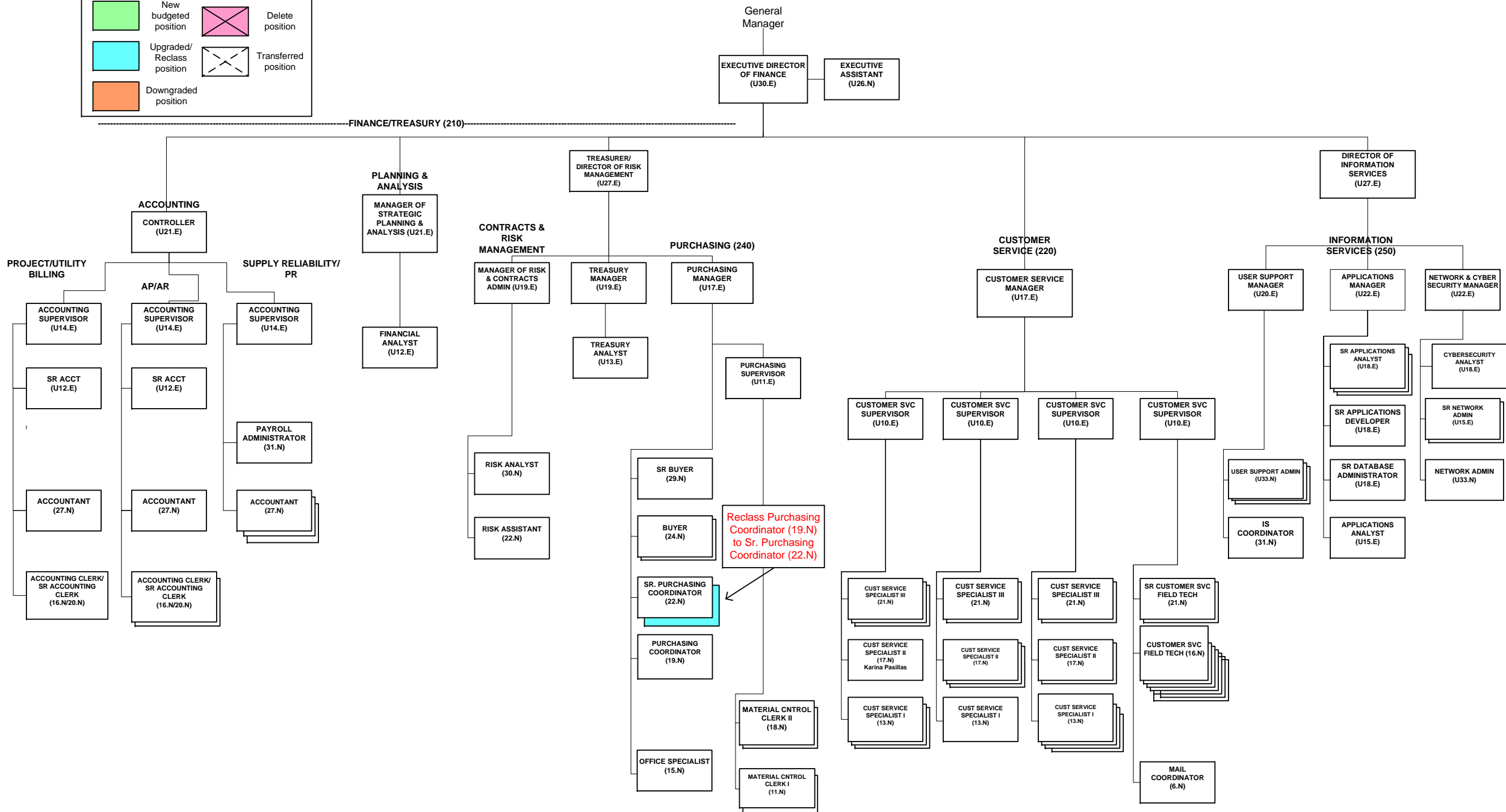
- Maintain and invest Pension Benefits Trust assets and report portfolio performance and recommendations to the Retirement Board;
- Evaluate and monitor Trust Advisor performance; recommend changes in advisory services as appropriate; review additional opportunities to optimize Pension Benefits Trust performance; and,
- Oversee investment performance, reporting and employee education activities related to the District's deferred compensation plans.

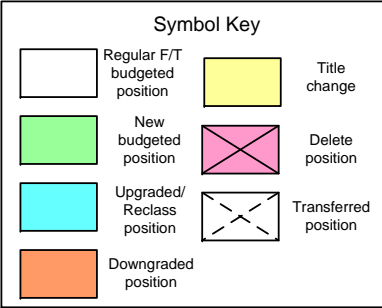
### **PURCHASING**

- Purchase materials, supplies and services in a timely manner with appropriate consideration given to quality and best pricing;
- Process all material/service requests timely and efficiently;
- Optimize Maximo system; maintain appropriate warehouse inventory and review/adjust slow moving inventory;
- Streamline business procurement processes and documentation while ensuring appropriate controls on all warehouses;
- Assist with facilitating the design and construction of warehouse expansion space;
- Lead the District record retention efforts;
- Provide ongoing customer support for procurement and inventory systems; and,
- Evaluate and expand participation in cooperative purchasing agreements as appropriate.

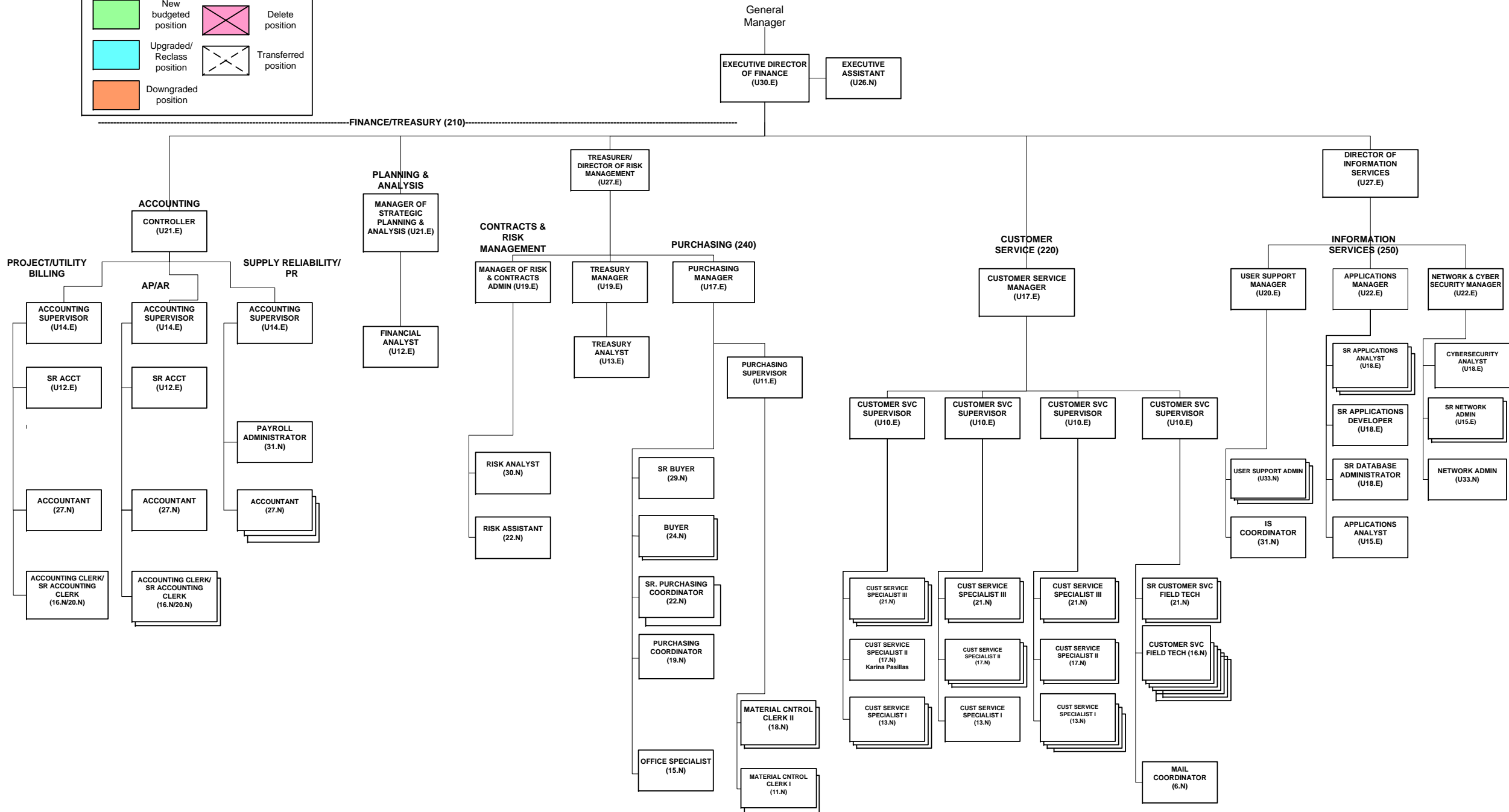


IRVINE RANCH WATER DISTRICT  
FINANCE AND ADMINISTRATION  
FISCAL YEAR 2021-22





IRVINE RANCH WATER DISTRICT  
FINANCE AND ADMINISTRATION  
FISCAL YEAR 2022-23



# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2021-22

Fin & Admin Svcs		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
Dept No	Expense Name					
<b>Finance and Treasury</b>						
210	Regular Labor	2,601,955	1,293,059	2,416,712	2,450,900	34,188
210	Overtime Labor	2,446	3,391	18,100	5,000	(13,100)
210	Employee Benefits	461,516	217,749	358,750	1,800,200	1,441,450
210	Contract Labor	3,175	88,453	12,000	48,750	36,750
210	Telecommunication	1,497	878	0	0	0
210	Operating Supplies	21,579	19,851	1,000	27,000	26,000
210	Printing	4,262	3,011	83,300	5,000	(78,300)
210	Postage	5,657	2,395	6,700	6,700	0
210	Permits, Licenses and Fees	4,206	1,219	7,300	7,300	0
210	Office Supplies	52,176	6,511	7,400	7,500	100
210	Insurance	1,262,718	714,931	1,552,403	2,363,100	810,697
210	Accounting Fees	80,457	47,540	111,000	97,000	(14,000)
210	Data Processing	66,409	33,257	82,400	93,800	11,400
210	Personnel Physicals	0	28,742	0	0	0
210	Personnel Training	31,152	3,735	42,708	46,450	3,742
210	Other Professional Fees	289,045	188,516	251,450	276,252	24,802
210	Equipment Usage	2	0	0	0	0
210	Collection Fees	0	0	11,400	11,000	(400)
210	Alarm and Patrol Services	756,189	283,797	850,000	860,000	10,000
<b>Total Finance and Treasury</b>		5,644,440	2,937,034	5,812,623	8,105,952	2,293,329

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2022-23**

**Fin & Admin Svcs**

<u>Dept No</u>	<u>Expense Name</u>	FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<b>Finance and Treasury</b>						
210	Regular Labor	2,601,955	1,293,059	2,450,900	2,558,400	107,500
210	Overtime Labor	2,446	3,391	5,000	5,000	0
210	Employee Benefits	461,516	217,749	1,800,200	1,894,700	94,500
210	Contract Labor	3,175	88,453	48,750	52,500	3,750
210	Telecommunication	1,497	878	0	0	0
210	Operating Supplies	21,579	19,851	27,000	27,000	0
210	Printing	4,262	3,011	5,000	25,160	20,160
210	Postage	5,657	2,395	6,700	67,670	60,970
210	Permits, Licenses and Fees	4,206	1,219	7,300	4,300	(3,000)
210	Office Supplies	52,176	6,511	7,500	7,720	220
210	Insurance	1,262,718	714,931	2,363,100	2,768,324	405,224
210	Accounting Fees	80,457	47,540	97,000	100,000	3,000
210	Data Processing	66,409	33,257	93,800	96,620	2,820
210	Personnel Physicals	0	28,742	0	0	0
210	Personnel Training	31,152	3,735	46,450	50,050	3,600
210	Other Professional Fees	289,045	188,516	276,252	281,388	5,136
210	Equipment Usage	2	0	0	0	0
210	Collection Fees	0	0	11,000	11,000	0
210	Alarm and Patrol Services	756,189	283,797	860,000	860,000	0
<b>Total Finance and Treasury</b>		5,644,440	2,937,034	8,105,952	8,809,832	703,880

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Fin & Admin Svcs		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<b>Purchasing</b>						
240	Regular Labor	788,717	449,562	898,333	889,700	(8,633)
240	Overtime Labor	59,547	27,683	44,400	51,000	6,600
240	Employee Benefits	140,957	49,858	133,819	636,900	503,081
240	Contract Labor	52,121	0	0	0	0
240	Operating Supplies	145,228	82,572	159,900	222,400	62,500
240	Printing	10,167	3,542	10,400	10,400	0
240	Postage	3,795	3,094	6,000	8,000	2,000
240	Office Supplies	9,399	3,685	12,400	10,000	(2,400)
240	Duplicating Equipment	107,803	59,767	185,000	150,000	(35,000)
240	Equipment Rental	14,021	6,143	20,000	17,000	(3,000)
240	Rep & Maint IRWD	0	145	0	0	0
240	Accounting Fees	50	0	0	0	0
240	Personnel Training	6,140	0	13,000	16,000	3,000
240	Other Professional Fees	26,524	6,217	2,000	2,000	0
240	Equipment Usage	0	0	0	0	0
<b>Total Purchasing</b>		1,364,469	692,267	1,485,252	2,013,400	528,148



Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2022-23**

**Fin & Admin Srvcs**

<u>Dept No</u>	<u>Expense Name</u>	FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<b>Purchasing</b>						
240	Regular Labor	788,717	449,562	889,700	928,000	38,300
240	Overtime Labor	59,547	27,683	51,000	55,000	4,000
240	Employee Benefits	140,957	49,858	636,900	668,500	31,600
240	Contract Labor	52,121	0	0	0	0
240	Operating Supplies	145,228	82,572	222,400	227,400	5,000
240	Printing	10,167	3,542	10,400	11,000	600
240	Postage	3,795	3,094	8,000	9,000	1,000
240	Office Supplies	9,399	3,685	10,000	10,000	0
240	Duplicating Equipment	107,803	59,767	150,000	150,000	0
240	Equipment Rental	14,021	6,143	17,000	17,000	0
240	Rep & Maint IRWD	0	145	0	0	0
240	Accounting Fees	50	0	0	0	0
240	Personnel Training	6,140	0	16,000	16,000	0
240	Other Professional Fees	26,524	6,217	2,000	2,000	0
240	Equipment Usage	0	0	0	0	0
<b>Total Purchasing</b>		1,364,469	692,267	2,013,400	2,093,900	80,500



## **CUSTOMER SERVICE**

### **OPERATING BUDGET SUMMARY**

---

#### **Program Description**

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

#### **Major Goals**

##### **CUSTOMER SERVICE**

- Deliver exceptional customer service both internally and externally;
- Review and resolve billing inquiries and adjustments in a timely manner including education of customers on water budgets;
- Receive and process all orders for new service and discontinuation of service;
- Enhance customer communication and payment options through an improved customer web access portal;
- 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 budgets;
- 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;
- Provide customers with an accurate bill that is easy to read;
- Distribute customer satisfaction surveys and maintain 90% customer satisfaction;
- Remain compliant with all State, Local and Federal laws pertaining to utility billing;
- Ensure that customers have an accurate understanding of the IRWD rate structure; and,
- Maintain accurate customer data to ensure timely billing and notification.

# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2021-22

Fin & Admin Svcs		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
Dept No	Expense Name					
<b>Customer Service</b>						
220	Regular Labor	2,020,307	1,062,142	2,022,900	2,145,700	122,800
220	Overtime Labor	66,789	6,788	60,000	51,000	(9,000)
220	Employee Benefits	204,249	82,262	300,411	1,520,000	1,219,589
220	Contract Labor	233,525	43,435	251,000	154,399	(96,601)
220	Telecommunication	85	0	0	0	0
220	Operating Supplies	2,859	3,089	15,000	0	(15,000)
220	Printing	168,599	98,901	176,800	220,000	43,200
220	Postage	482,398	307,199	645,000	394,000	(251,000)
220	Office Supplies	7,110	3,576	7,700	7,475	(225)
220	Equipment Rental	10,604	10,266	38,000	12,800	(25,200)
220	Rep & Maint IRWD	735	74	0	0	0
220	Personnel Training	2,805	0	12,500	12,500	0
220	Other Professional Fees	1,770	147	2,800	337,500	334,700
220	Collection Fees	1,197	0	2,000	1,000	(1,000)
220	Contract Meter Reading	1,466,186	622,442	1,550,000	1,550,000	0
220	Conservation	(2)	0	2	0	(2)
<b>Total Customer Service</b>		4,669,216	2,240,320	5,084,113	6,406,374	1,322,261

# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2022-23

Fin & Admin Srvcs		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>Customer Service</u>						
220	Regular Labor	2,020,307	1,062,142	2,145,700	2,250,300	104,600
220	Overtime Labor	66,789	6,788	51,000	60,000	9,000
220	Employee Benefits	204,249	82,262	1,520,000	1,607,500	87,500
220	Contract Labor	233,525	43,435	154,399	194,000	39,601
220	Telecommunication	85	0	0	0	0
220	Operating Supplies	2,859	3,089	0	0	0
220	Printing	168,599	98,901	220,000	220,000	0
220	Postage	482,398	307,199	394,000	412,000	18,000
220	Office Supplies	7,110	3,576	7,475	7,700	225
220	Equipment Rental	10,604	10,266	12,800	12,800	0
220	Rep & Maint IRWD	735	74	0	0	0
220	Personnel Training	2,805	0	12,500	12,500	0
220	Other Professional Fees	1,770	147	337,500	337,800	300
220	Collection Fees	1,197	0	1,000	2,000	1,000
220	Contract Meter Reading	1,466,186	622,442	1,550,000	1,575,000	25,000
220	Conservation	(2)	0	0	0	0
<u>Total Customer Service</u>		4,669,216	2,240,320	6,406,374	6,691,600	285,226



# **INFORMATION SERVICES**

## **OPERATING BUDGET SUMMARY**

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### **Program Description**

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

### **Major Goals**

#### **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, mobile devices, printers and software applications that meet the needs of District staff;
- Provide reliable voice, data and wireless communications services;
- Implement new and improve existing software applications to meet the requirements of District staff;
- Ensure District IS assets, including network and applications, are maintained to current cybersecurity standards;
- Pursue and implement appropriate transitions of applications to the cloud;
- Complete scheduled hardware and software upgrades to District servers, personal computers, mobile devices, printers, network equipment and software applications;
- Implement the technical upgrade of Oracle Customer Care and Billing software;
- Implement the technical upgrade to the cloud of Oracle Business Intelligence Enterprise Edition (OBIEE);
- Migrate Micro Focus Open Enterprise Server to Microsoft Active Directory, SharePoint and OneDrive;
- Implement recommendations from the Cyber Security Risk Assessment and Response Plan;
- Implement 8x8 cloud-based Unified Communications (UC) telephony application, including contact center; and,
- Monitor industry trends for best practices and opportunities for improved system related technologies.

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Fin & Admin Svcs		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
Dept No	Expense Name					
<b>Information Services</b>						
250	Regular Labor	2,055,646	1,108,499	1,764,538	1,867,500	102,962
250	Overtime Labor	14,454	5,051	30,000	15,000	(15,000)
250	Employee Benefits	364,545	117,121	261,249	1,331,200	1,069,951
250	Contract Labor	274,469	19,913	245,000	235,000	(10,000)
250	Telecommunication	606,693	331,709	641,100	756,000	114,900
250	Operating Supplies	33	30	0	0	0
250	Postage	185	0	0	0	0
250	Office Supplies	0	26	1,000	1,000	0
250	Rep & Maint IRWD	233,276	94,222	307,300	261,300	(46,000)
250	Data Processing	3,080,105	1,754,740	3,141,800	3,948,100	806,300
250	Personnel Training	18,457	19,209	61,500	62,500	1,000
250	Other Professional Fees	67,292	24,272	220,000	390,000	170,000
250	Equipment Usage	2	0	0	0	0
250	Mileage Reimbursement	13	0	0	0	0
250	Computer Backup Storage	1,568	1,347	12,000	0	(12,000)
<b>Total Information Services</b>		6,716,738	3,476,138	6,685,487	8,867,600	2,182,113
<b>Total Fin &amp; Admin Svcs</b>		18,394,863	9,345,759	19,067,475	25,393,326	6,325,851

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2022-23**

**Fin & Admin Srvcs**

<u>Dept No</u>	<u>Expense Name</u>	FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<b>Information Services</b>						
250	Regular Labor	2,055,646	1,108,499	1,867,500	1,935,000	67,500
250	Overtime Labor	14,454	5,051	15,000	15,000	0
250	Employee Benefits	364,545	117,121	1,331,200	1,386,600	55,400
250	Contract Labor	274,469	19,913	235,000	245,000	10,000
250	Telecommunication	606,693	331,709	756,000	755,000	(1,000)
250	Operating Supplies	33	30	0	0	0
250	Postage	185	0	0	0	0
250	Office Supplies	0	26	1,000	1,000	0
250	Rep & Maint IRWD	233,276	94,222	261,300	266,700	5,400
250	Data Processing	3,080,105	1,754,740	3,948,100	3,982,400	34,300
250	Personnel Training	18,457	19,209	62,500	67,500	5,000
250	Other Professional Fees	67,292	24,272	390,000	240,000	(150,000)
250	Equipment Usage	2	0	0	0	0
250	Mileage Reimbursement	13	0	0	0	0
250	Computer Backup Storage	1,568	1,347	0	0	0
<b>Total Information Services</b>		6,716,738	3,476,138	8,867,600	8,894,200	26,600
<hr/>						
<b>Total Fin &amp; Admin Srvcs</b>		18,394,863	9,345,759	25,393,326	26,489,532	1,096,206



## **ENGINEERING**

### **OPERATING BUDGET SUMMARY**

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#### **Program Description**

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

Planning: The Planning and Geographic Information Systems (GIS) group of the Department is responsible for all master planning, Capital Improvement Program asset management, and the biennial Capital Budget and Long-Term Capital Programs. The Planning group also oversees water, sewage and recycled water demand projections, water supply planning, and preliminary facility planning studies for developing new, and refurbishing existing, facilities. GIS services are provided to other District departments including the development and support of GIS based applications and facility and atlas maps, maintenance of the District's digital record drawings system, and spatial analysis. The Planning group is also responsible for managing the District's real 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 provide the quality and reliability of service to existing and future customers of the District. The Capital Projects group is responsible for the expansion and improvement of water and sewage treatment facilities; the design and construction of wells, pipelines, storage facilities, pump stations, and sewage lift stations; and the design and construction of integration facilities for areas acquired through agency consolidations.

Development Services: The Development Services group facilitates the land development process within the District by designing the water, sewage and recycled water facilities necessary to support land development. The construction of these facilities is coordinated to ensure that the facilities are available to meet development schedule requirements. Temporary and interim facilities, when necessary, are also coordinated through this group. The Development Services group also reviews developer submittals for quality and conformance with District requirements and assesses and collects appropriate fees.

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





# **ENGINEERING**

## **OPERATING BUDGET SUMMARY**

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Operations Support: The Operations Support group is responsible for providing engineering support to other District departments. The Operations Support group generally focuses on the expansion and rehabilitation of existing District facilities and provides design and construction management 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 and technical support to enhance the performance of the District's domestic and recycled water supply, treatment, distribution, and storage facilities. The process control team also provides similar support to the District's sewage collection/treatment, recycled water and urban runoff treatment systems and supports District-wide regulatory compliance objectives.

### **Major Goals**

#### **PLANNING**

- Implement Capital Improvement Program Asset Management processes and procedures;
- Integrate the Replacement Planning Model with the Financial and Engineering programs;
- Provide Interagency technical support;
- Groundwater Workplan Update; and
- Expand GIS based applications and cloud infrastructure.

#### **CAPITAL PROJECTS**

- LAWRP Modernization Phase 1 design;
- Syphon Reservoir Improvements design;
- Santiago Creek Dam Outlet Tower and Spillway Replacement design;
- SAC Baker Pipeline Relocation design and construction;
- Zone A to Rattlesnake Reservoir Pump Station construction;
- Primary Disinfection Facility Sodium Hypochlorite Storage and Feed construction;
- Santiago Canyon Fleming Reservoir and Pump Station design and construction;
- Lake Forest Zone B-C Recycled Water Pump Station design and construction;
- Well OPA-1 PFAS Treatment design and construction; and
- Well ET-1 PFAS Treatment design and construction.

#### **DEVELOPMENT SERVICES**

- Heritage Fields Infrastructure design and construction;
- Orchard Hills Infrastructure design and construction;
- Innovation Park Infrastructure design and construction;
- Nakase Infrastructure design and construction;
- Tustin Legacy Infrastructure design and construction; and
- Irvine Business Complex Redevelopment Infrastructure design and construction.



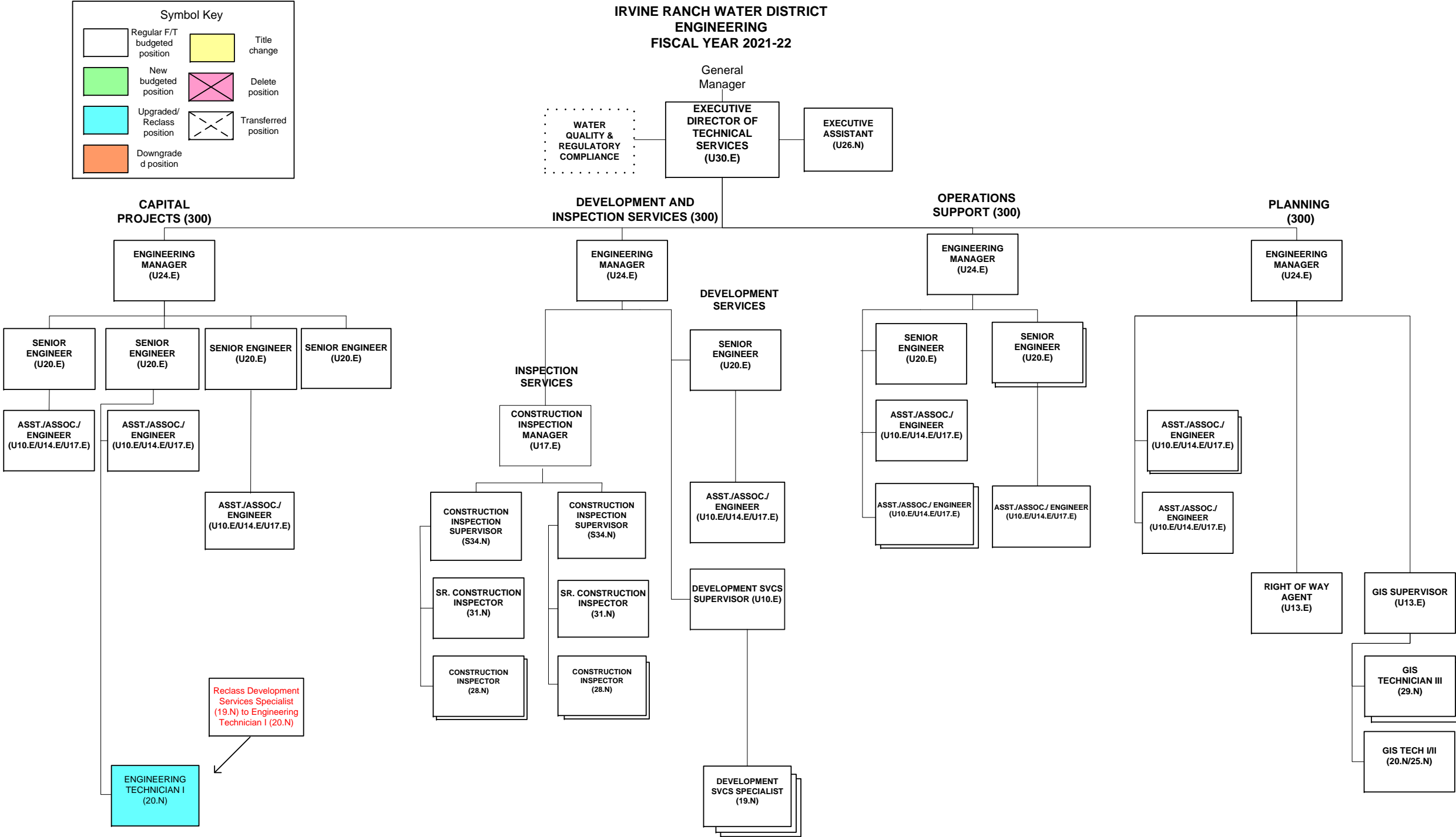
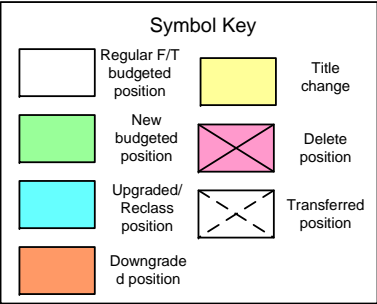
## **ENGINEERING**

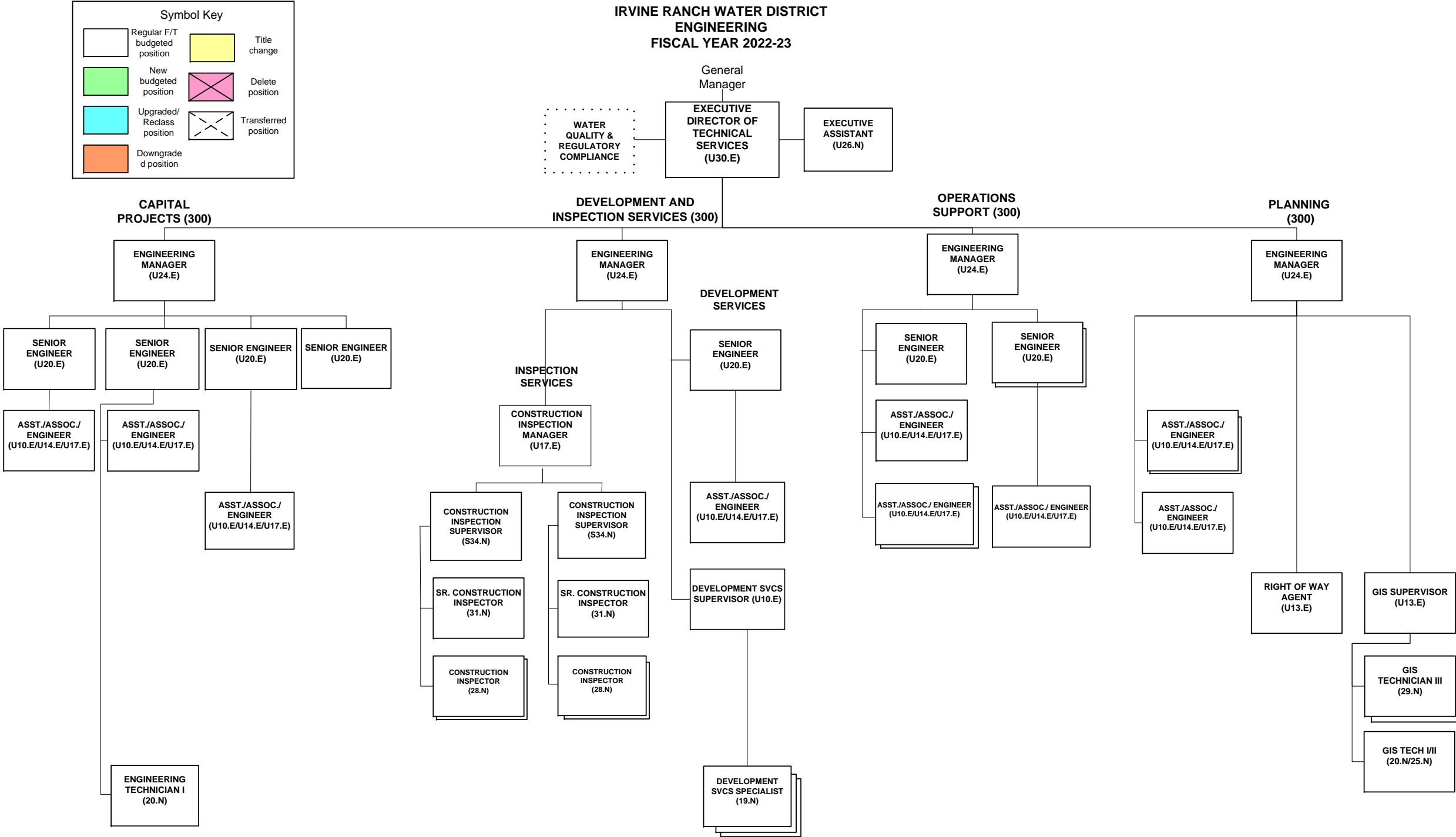
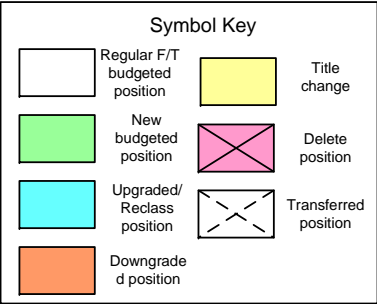
### **OPERATING BUDGET SUMMARY**

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#### OPERATIONS SUPPORT

- Santiago Canyon Area Pump Stations Improvements construction;
- Operations Center CNG, Diesel and Gasoline Fueling Facility design and construction;
- Emergency Fuel Storage design and construction;
- Turtle Rock Reservoir Management System design and construction;
- MWRP Tertiary Treatment Facility Rehabilitation design and construction;
- Operations Center Warehouse Expansion design and construction;
- Well Rehabilitation design and construction;
- Sewer Siphons Improvements construction;
- San Joaquin Recycled Water Reservoir Filtration construction;
- Crystal Cove Recycled Water PRV and Pipeline Improvements design and construction;
- Woodbridge Recycled Water Distribution Pipeline Replacement design and construction;
- Lake Forest Woods Sewer Access Improvements design and construction; and
- Evaluate process control and water quality monitoring data to assess, correct or recommend performance improvement of membrane treatment facilities.





# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2021-22

Engineering		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
Dept No	Expense Name					
<b>Engineering</b>						
300	Regular Labor	4,580,299	2,325,689	4,432,110	4,488,100	55,990
300	Overtime Labor	143,626	49,254	204,000	110,000	(94,000)
300	Employee Benefits	811,860	387,553	657,162	3,252,800	2,595,638
300	Contract Labor	294,543	97,547	245,000	170,000	(75,000)
300	Operating Supplies	983	2,244	5,800	5,800	0
300	Printing	14,621	7,400	8,000	6,000	(2,000)
300	Postage	2,218	745	3,000	2,000	(1,000)
300	Permits, Licenses and Fees	0	0	2,000	2,000	0
300	Office Supplies	7,351	1,805	9,900	9,500	(400)
300	Rep & Maint IRWD	170	0	0	0	0
300	Engineering Fees	11,287	204,778	112,000	232,000	120,000
300	Personnel Training	15,523	3,735	29,000	20,600	(8,400)
300	Other Professional Fees	5,041	359	10,000	8,000	(2,000)
300	Equipment Usage	1	0	0	0	0
300	Mileage Reimbursement	95	0	0	0	0
300	Commuter Program	(457)	0	0	0	0
<b>Total Engineering</b>		5,887,161	3,081,109	5,717,972	8,306,800	2,588,828
<b>Total Engineering</b>		5,887,161	3,081,109	5,717,972	8,306,800	2,588,828

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2022-23**

**Engineering**

<u>Dept No</u>	<u>Expense Name</u>	FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<b>Engineering</b>						
300	Regular Labor	4,580,299	2,325,689	4,488,100	4,664,000	175,900
300	Overtime Labor	143,626	49,254	110,000	120,000	10,000
300	Employee Benefits	811,860	387,553	3,252,800	3,410,300	157,500
300	Contract Labor	294,543	97,547	170,000	170,000	0
300	Operating Supplies	983	2,244	5,800	5,800	0
300	Printing	14,621	7,400	6,000	6,000	0
300	Postage	2,218	745	2,000	2,000	0
300	Permits, Licenses and Fees	0	0	2,000	2,000	0
300	Office Supplies	7,351	1,805	9,500	9,500	0
300	Rep & Maint IRWD	170	0	0	0	0
300	Engineering Fees	11,287	204,778	232,000	82,000	(150,000)
300	Personnel Training	15,523	3,735	20,600	28,600	8,000
300	Other Professional Fees	5,041	359	8,000	10,000	2,000
300	Equipment Usage	1	0	0	0	0
300	Mileage Reimbursement	95	0	0	0	0
300	Commuter Program	(457)	0	0	0	0
<b>Total Engineering</b>		5,887,161	3,081,109	8,306,800	8,510,200	203,400
<hr/>						
<b>Total Engineering</b>		5,887,161	3,081,109	8,306,800	8,510,200	203,400



# **WATER QUALITY and REGULATORY COMPLIANCE**

## **OPERATING BUDGET SUMMARY**

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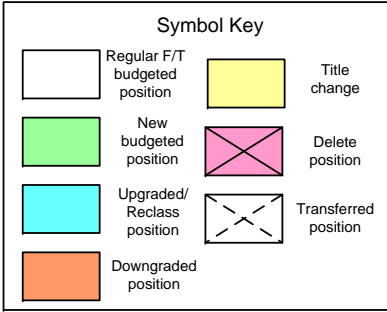
### **Program Description**

The Water Quality and Regulatory Compliance Department provides laboratory and compliance related support to the operations and maintenance of the domestic and recycled water distribution, sewage collection systems, treatment facilities, and biosolids and energy recovery facilities. The department provides internal and external customers with field and facility monitoring, reproducible data of known and documented quality for regulatory monitoring and reporting, process control, research projects and capital projects utilizing state-of-the-art equipment and certified, analytical methods.

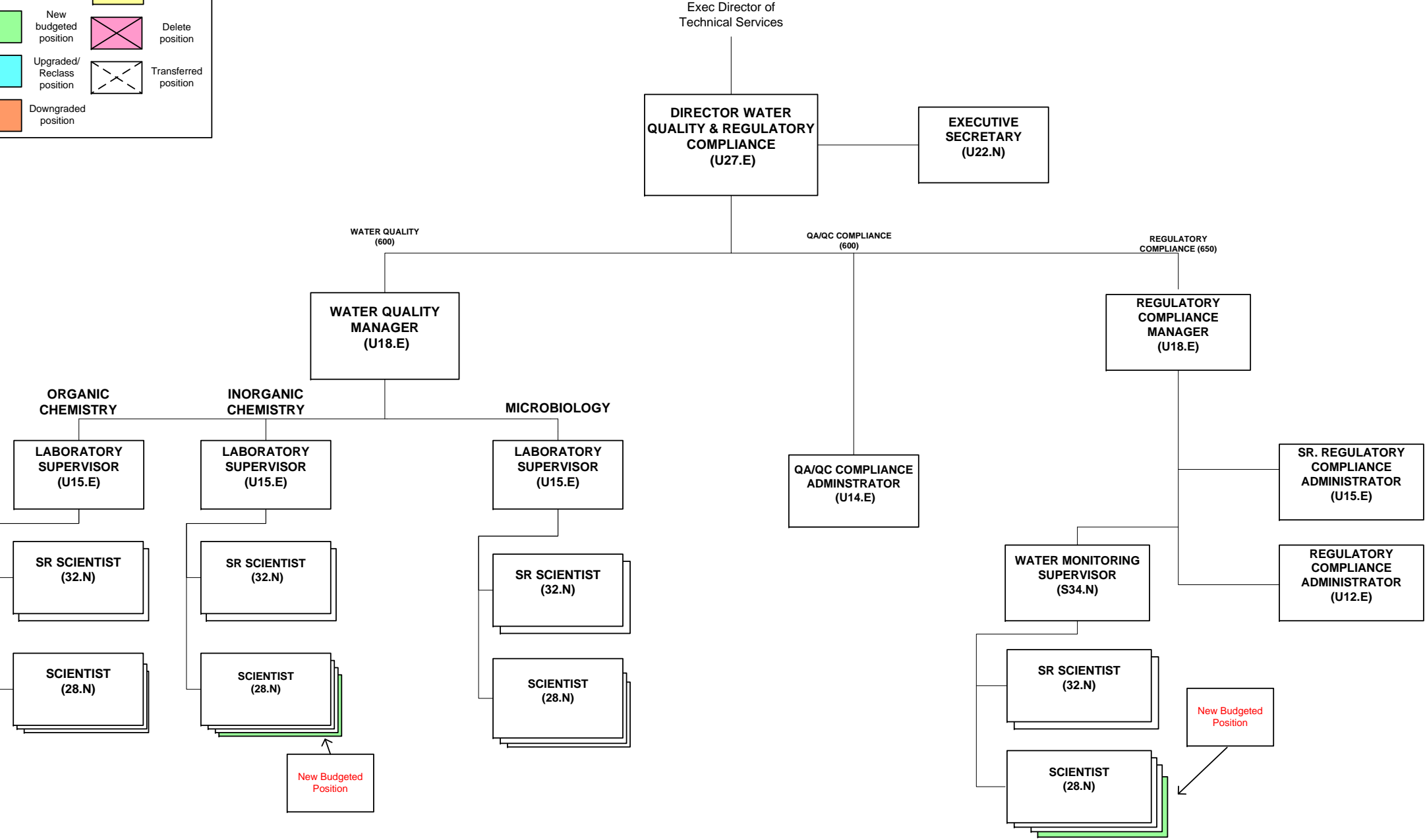
Staff also manages environmental permitting, reporting and compliance covering water, sewage, biosolids, air, hazardous waste, underground and aboveground storage tanks, universal waste, pretreatment program, and Fats, Oils, and Grease (FOG) program. Staff actively participates in association meetings to stay current with developing rules and policies and to advocate on behalf of the District.

### **Major Goals**

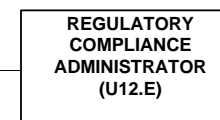
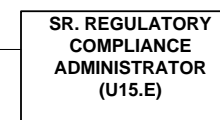
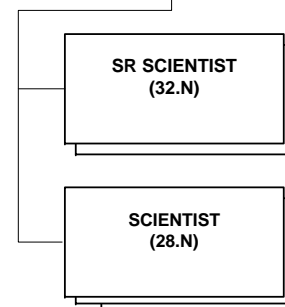
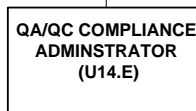
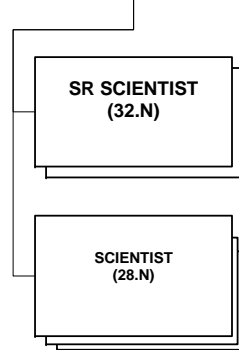
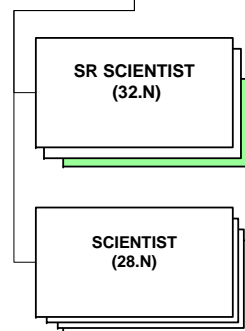
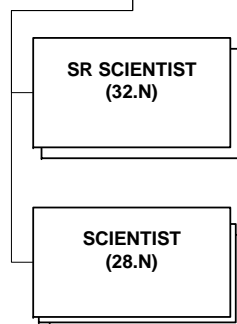
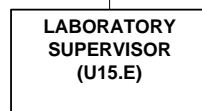
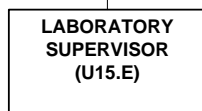
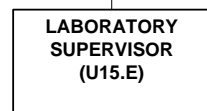
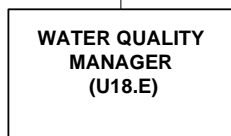
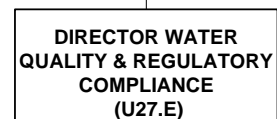
- Perform all monitoring and laboratory analyses to provide data to document the District's compliance status with all applicable federal, state and local environmental laws and regulations and for process control purposes;
- Complete analyses within specified hold times and meet quality control specifications;
- Research and implement new testing methods where justified, specifically when timing, compliance, cost or efficiencies support bringing a method in-house;
- Maintain Environmental Laboratory Accreditation Program (ELAP) certification, and implement the newly adopted standard before the compliance date;
- Implement automation in compliance and process monitoring, laboratory processes, data reporting, quality control measures, staff training, and reporting programs;
- Provide compliance oversight and assistance to other departments, as needed.
- Apply for and maintain all necessary permits to comply with environmental regulations;
- Work with Information Services to create an online knowledge base of all environmental compliance requirements and tools to request assistance from the department;
- Communicate, work collaboratively and provide training on these requirements to appropriate staff and leadership across the District;
- Write and submit compliance reports in an accurate and timely manner;
- Respond to and negotiate with regulators to resolve compliance matters;
- Coordinate with other agencies and conduct appropriate inspections, monitoring and enforcement regarding industrial discharges under the pretreatment program; and,
- Participate in associations addressing laboratory and regulatory compliance issues.



**IRVINE RANCH WATER DISTRICT  
WATER QUALITY & REGULATORY COMPLIANCE  
FISCAL YEAR 2021-22**







Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Wtr Quality & Compliance		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>Water Quality</u>						
600	Regular Labor	1,879,695	928,592	1,997,929	1,981,000	(16,929)
600	Overtime Labor	39,712	20,707	36,350	35,835	(515)
600	Employee Benefits	333,493	113,442	296,712	1,437,500	1,140,788
600	Contract Labor	189,035	120,814	128,100	148,012	19,912
600	Operating Supplies	505,924	195,588	496,460	474,700	(21,760)
600	Postage	539	582	1,115	0	(1,115)
600	Permits, Licenses and Fees	16,561	16,605	19,200	13,500	(5,700)
600	Office Supplies	3,792	1,406	4,000	0	(4,000)
600	Rep & Maint IRWD	224,578	119,655	271,500	203,020	(68,480)
600	Engineering Fees	194,388	127,318	236,400	412,800	176,400
600	Personnel Training	16,162	2,980	41,000	41,000	0
600	Other Professional Fees	4,680	384	25,100	26,141	1,041
600	Mileage Reimbursement	7	0	0	0	0
600	Safety	6,787	1,250	8,600	11,000	2,400
<b>Total Water Quality</b>		3,415,353	1,649,324	3,562,466	4,784,508	1,222,042

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2022-23**

**Wtr Quality & Compliance**

<u>Dept No</u>	<u>Expense Name</u>	FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>Water Quality</u>						
600	Regular Labor	1,879,695	928,592	1,981,000	2,153,200	172,200
600	Overtime Labor	39,712	20,707	35,835	36,545	710
600	Employee Benefits	333,493	113,442	1,437,500	1,570,500	133,000
600	Contract Labor	189,035	120,814	148,012	130,012	(18,000)
600	Operating Supplies	505,924	195,588	474,700	515,200	40,500
600	Postage	539	582	0	0	0
600	Permits, Licenses and Fees	16,561	16,605	13,500	13,500	0
600	Office Supplies	3,792	1,406	0	0	0
600	Rep & Maint IRWD	224,578	119,655	203,020	271,120	68,100
600	Engineering Fees	194,388	127,318	412,800	418,200	5,400
600	Personnel Training	16,162	2,980	41,000	41,000	0
600	Other Professional Fees	4,680	384	26,141	32,181	6,040
600	Mileage Reimbursement	7	0	0	0	0
600	Safety	6,787	1,250	11,000	11,000	0
<b>Total Water Quality</b>		3,415,353	1,649,324	4,784,508	5,192,458	407,950

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Wtr Quality & Compliance		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
Dept No	Expense Name					
<b>Regulatory Compliance</b>						
650	Regular Labor	755,825	397,693	671,141	869,500	198,359
650	Overtime Labor	78,854	32,397	107,600	101,050	(6,550)
650	Employee Benefits	135,153	58,026	100,163	622,900	522,737
650	Contract Labor	137,096	169,764	68,000	124,100	56,100
650	Operating Supplies	65,399	33,182	79,700	93,037	13,337
650	Postage	553	98	2,500	800	(1,700)
650	Permits, Licenses and Fees	581,364	452,230	609,530	707,830	98,300
650	Office Supplies	493	0	500	500	0
650	Rep & Maint OCSD & Other	3,858	446	8,000	23,600	15,600
650	Rep & Maint IRWD	255,043	108,770	202,500	303,000	100,500
650	Engineering Fees	219,201	137,642	316,324	390,000	73,676
650	Personnel Training	8,484	4,680	20,400	23,200	2,800
650	Other Professional Fees	1,889	120	2,000	11,400	9,400
650	Equipment Usage	(1)	38	0	0	0
650	Safety	0	0	1,000	1,000	0
<b>Total Regulatory Compliance</b>		2,243,211	1,395,086	2,189,358	3,271,917	1,082,559
<b>Total Wtr Quality &amp; Compliance</b>		5,658,564	3,044,409	5,751,824	8,056,425	2,304,601

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2022-23**

**Wtr Quality & Compliance**

<u>Dept No</u>	<u>Expense Name</u>	FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>Regulatory Compliance</u>						
650	Regular Labor	755,825	397,693	869,500	900,000	30,500
650	Overtime Labor	78,854	32,397	101,050	102,450	1,400
650	Employee Benefits	135,153	58,026	622,900	649,200	26,300
650	Contract Labor	137,096	169,764	124,100	108,400	(15,700)
650	Operating Supplies	65,399	33,182	93,037	93,697	660
650	Postage	553	98	800	800	0
650	Permits, Licenses and Fees	581,364	452,230	707,830	750,100	42,270
650	Office Supplies	493	0	500	500	0
650	Rep & Maint OCSD & Other	3,858	446	23,600	25,000	1,400
650	Rep & Maint IRWD	255,043	108,770	303,000	311,000	8,000
650	Engineering Fees	219,201	137,642	390,000	402,000	12,000
650	Personnel Training	8,484	4,680	23,200	23,400	200
650	Other Professional Fees	1,889	120	11,400	13,400	2,000
650	Equipment Usage	(1)	38	0	0	0
650	Safety	0	0	1,000	1,000	0
<b>Total Regulatory Compliance</b>		2,243,211	1,395,086	3,271,917	3,380,947	109,030
<b>Total Wtr Quality &amp; Compliance</b>		5,658,564	3,044,409	8,056,425	8,573,405	516,980



# **WATER OPERATIONS**

## **OPERATING BUDGET SUMMARY**

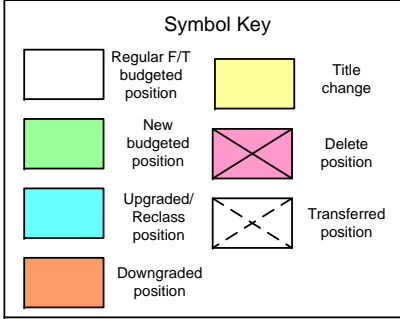
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### **Program Description**

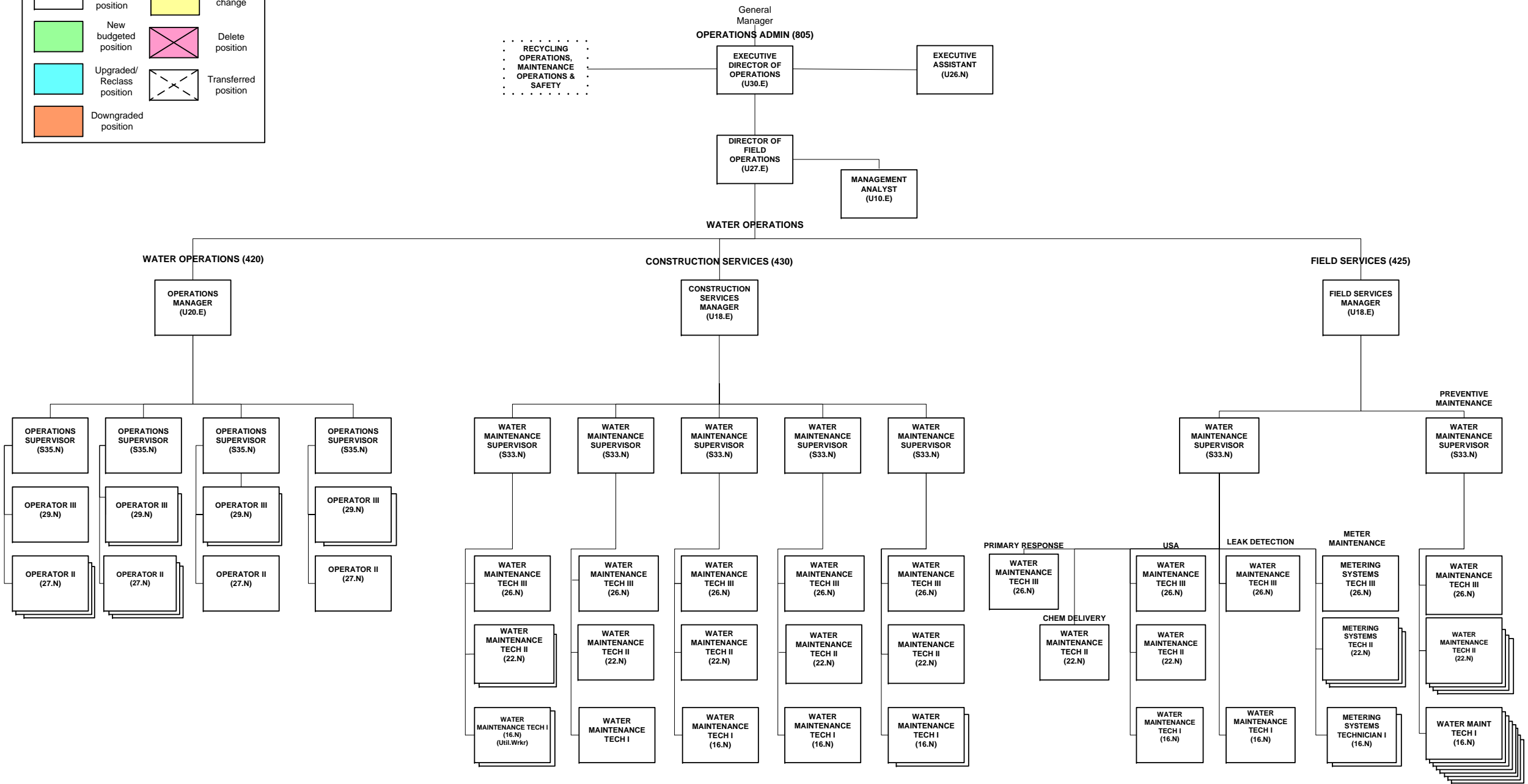
The mission of the Water Operations Department is to operate and maintain the District's potable water, recycled water and untreated water systems in an efficient, cost effective and environmentally safe manner that provides a high level of customer satisfaction. These systems include the Dyer Road Wellfield, Deep Aquifer Treatment System, Wells 21/22 Treatment Plant, Irvine Desalter Project (Potable Treatment Plant, Principal Aquifer Plant and Shallow Groundwater Unit) and Baker Water Treatment Plant.

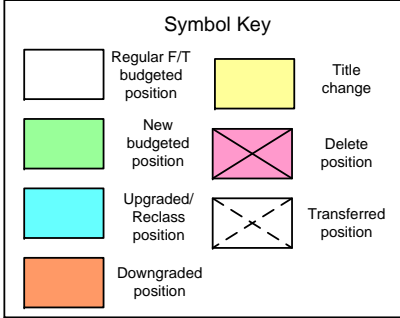
### **Major Goals**

- Maintain 100% compliance with all regulatory permits;
- Meet the Department's adopted Operations and Maintenance budget;
- Maintain 3 or more Water Operators at the T-5 and 5 at the D-5 certification level;
- Coordinate with the Finance, Engineering and Planning Departments on water supply and water banking opportunities to optimize cost effective operations;
- Achieve zero lost time accidents;
- Modify as needed and track adopted Key Performance Indicators (KPI) to optimize operational efficiency and cost effectiveness;
- Develop and maintain staff competency through a combination of internal and external training;
- Operate and maintain all treatment and distribution systems to minimize energy consumption;
- Optimize the recycled water long-term storage supply to reduce imported water usage and to prevent diversion from the Michelson Water Reclamation Plant;
- 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 current Basin Pumping Percentage (BPP) of 70%;
- 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, dam operation, and reservoir facilities;
- Maintain a high level of customer satisfaction by responding promptly to all customer service requests and repair water leaks with minimal impact to customers; and,
- Respond to Underground Service Alert (USA) tickets and identify water pipelines and sewer infrastructure to prevent damage from construction activities.

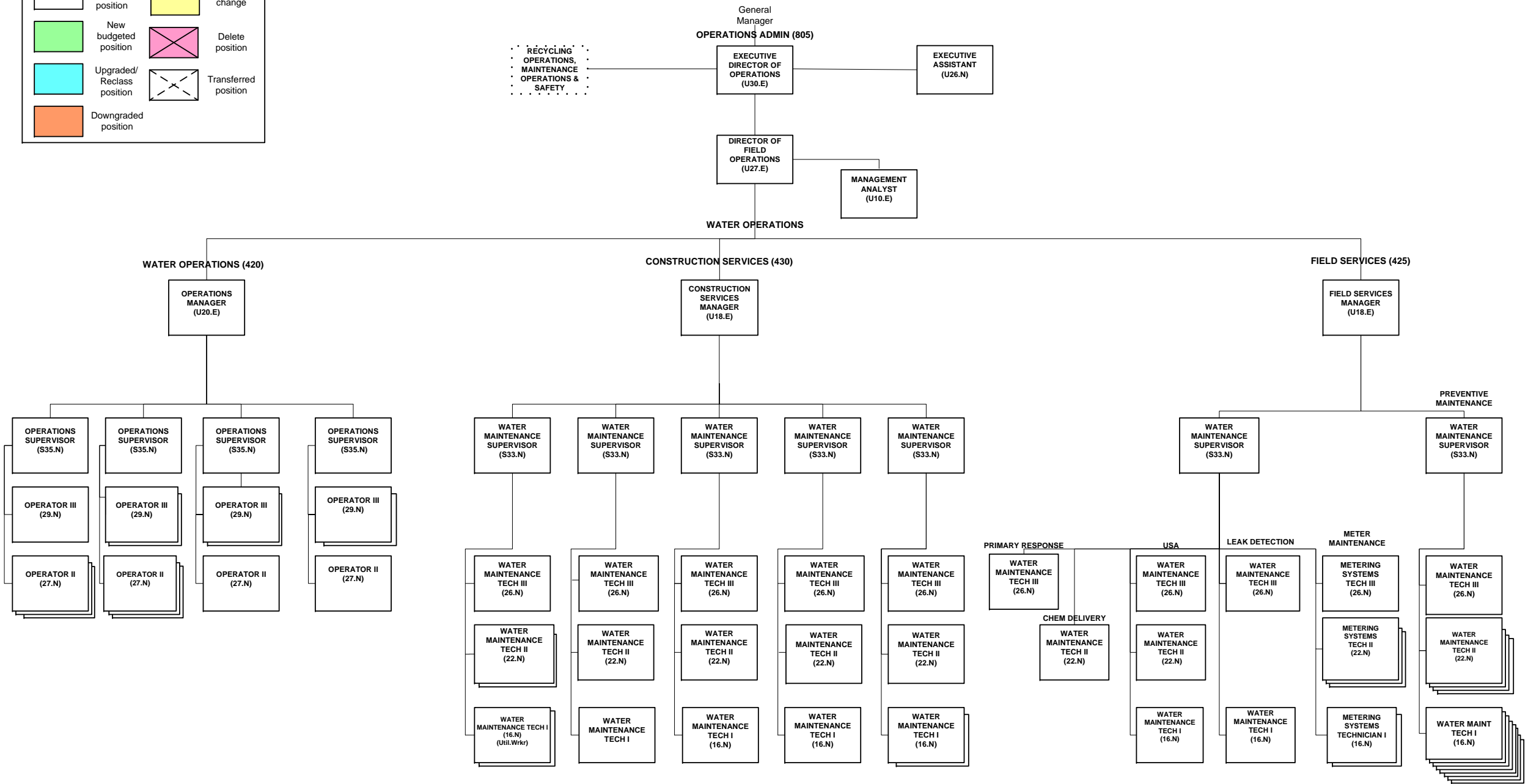


IRVINE RANCH WATER DISTRICT  
OPERATIONS ADMINISTRATION & WATER OPERATIONS  
FISCAL YEAR 2021-22





**IRVINE RANCH WATER DISTRICT  
OPERATIONS ADMINISTRATION & WATER OPERATIONS  
FISCAL YEAR 2022-23**





# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2021-22

Water Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>Water Operations</u>						
420	Water Purchase	42,205,378	23,156,197	44,681,254	42,330,362	(2,350,892)
420	Regular Labor	1,715,501	863,764	1,604,149	1,718,400	114,251
420	Overtime Labor	638,795	281,865	572,260	621,684	49,424
420	Employee Benefits	308,046	119,727	239,860	1,228,400	988,540
420	Electricity	9,808,179	6,789,032	11,313,244	12,925,083	1,611,839
420	Fuel	117,578	33,663	52,100	76,000	23,900
420	Telecommunication	60,452	29,953	84,860	60,900	(23,960)
420	Other Utilities	65,723	45,286	61,300	63,300	2,000
420	Chemicals	1,731,181	989,093	1,900,694	1,950,328	49,634
420	Operating Supplies	61,561	30,982	94,970	103,300	8,330
420	Postage	88	0	0	0	0
420	Permits, Licenses and Fees	201,121	79,914	260,551	222,155	(38,396)
420	Office Supplies	0	0	200	400	200
420	Duplicating Equipment	2,424	1,583	3,000	3,000	0
420	Equipment Rental	25,815	10,900	18,000	18,000	0
420	Rep & Maint OCSD & Other	1,173,588	387,838	930,000	930,000	0
420	Rep & Maint IRWD	890,983	761,719	1,640,265	1,428,973	(211,292)
420	Engineering Fees	169,016	81,037	140,240	171,728	31,488
420	Personnel Training	200	197	6,500	6,500	0
420	Other Professional Fees	7,541	101,069	105,200	155,100	49,900
420	Equipment Usage	0	0	0	0	0
420	Safety	42	0	3,000	3,000	0
420	Commuter Program	(184)	0	200	600	400
<b>Total Water Operations</b>		59,183,027	33,763,819	63,711,847	64,017,213	305,366

# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2022-23

### Water Ops

<u>Dept No</u>	<u>Expense Name</u>	FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>Water Operations</u>						
420	Water Purchase	42,205,378	23,156,197	42,330,362	45,490,612	3,160,250
420	Regular Labor	1,715,501	863,764	1,718,400	1,790,000	71,600
420	Overtime Labor	638,795	281,865	621,684	638,684	17,000
420	Employee Benefits	308,046	119,727	1,228,400	1,295,000	66,600
420	Electricity	9,808,179	6,789,032	12,925,083	13,428,898	503,815
420	Fuel	117,578	33,663	76,000	76,000	0
420	Telecommunication	60,452	29,953	60,900	60,900	0
420	Other Utilities	65,723	45,286	63,300	65,300	2,000
420	Chemicals	1,731,181	989,093	1,950,328	1,993,495	43,167
420	Operating Supplies	61,561	30,982	103,300	103,300	0
420	Postage	88	0	0	50	50
420	Permits, Licenses and Fees	201,121	79,914	222,155	227,950	5,795
420	Office Supplies	0	0	400	400	0
420	Duplicating Equipment	2,424	1,583	3,000	3,000	0
420	Equipment Rental	25,815	10,900	18,000	18,000	0
420	Rep & Maint OCSD & Other	1,173,588	387,838	930,000	930,000	0
420	Rep & Maint IRWD	890,983	761,719	1,428,973	1,613,990	185,017
420	Engineering Fees	169,016	81,037	171,728	171,895	167
420	Personnel Training	200	197	6,500	6,500	0
420	Other Professional Fees	7,541	101,069	155,100	155,200	100
420	Equipment Usage	0	0	0	0	0
420	Safety	42	0	3,000	3,000	0
420	Commuter Program	(184)	0	600	200	(400)
<b>Total Water Operations</b>		59,183,027	33,763,819	64,017,213	68,072,374	4,055,161

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Water Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<b>Field Services</b>						
425	Regular Labor	1,705,735	807,148	1,753,948	1,776,000	22,052
425	Overtime Labor	308,678	132,557	265,100	270,530	5,430
425	Employee Benefits	304,557	86,469	261,310	1,283,900	1,022,590
425	Contract Labor	102,250	34,411	36,000	36,000	0
425	Chemicals	0	0	900	900	0
425	Operating Supplies	84,028	48,163	122,700	101,500	(21,200)
425	Permits, Licenses and Fees	26,903	18,244	19,600	60,000	40,400
425	Equipment Rental	0	0	17,500	0	(17,500)
425	Rep & Maint IRWD	358,745	311,050	264,800	398,700	133,900
425	Personnel Training	437	277	680	680	0
425	Other Professional Fees	62	347	500	0	(500)
425	Equipment Usage	2	0	0	0	0
425	Commuter Program	(184)	0	0	0	0
<b>Total Field Services</b>		2,891,213	1,438,668	2,743,038	3,928,210	1,185,172

# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2022-23

Water Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<b>Field Services</b>						
425	Regular Labor	1,705,735	807,148	1,776,000	1,849,600	73,600
425	Overtime Labor	308,678	132,557	270,530	270,545	15
425	Employee Benefits	304,557	86,469	1,283,900	1,346,600	62,700
425	Contract Labor	102,250	34,411	36,000	36,000	0
425	Chemicals	0	0	900	900	0
425	Operating Supplies	84,028	48,163	101,500	101,500	0
425	Permits, Licenses and Fees	26,903	18,244	60,000	60,000	0
425	Equipment Rental	0	0	0	0	0
425	Rep & Maint IRWD	358,745	311,050	398,700	403,640	4,940
425	Personnel Training	437	277	680	680	0
425	Other Professional Fees	62	347	0	0	0
425	Equipment Usage	2	0	0	0	0
425	Commuter Program	(184)	0	0	0	0
<b>Total Field Services</b>		2,891,213	1,438,668	3,928,210	4,069,465	141,255

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Water Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<b>Construction Services</b>						
430	Regular Labor	1,710,615	806,015	1,702,665	1,768,800	66,135
430	Overtime Labor	428,555	188,768	253,608	317,000	63,392
430	Employee Benefits	305,419	105,650	253,713	1,276,200	1,022,487
430	Contract Labor	31,579	1,347	135,200	36,000	(99,200)
430	Chemicals	0	0	624	0	(624)
430	Operating Supplies	149,099	67,932	166,740	170,120	3,380
430	Permits, Licenses and Fees	88,801	56,781	97,380	109,380	12,000
430	Equipment Rental	0	0	12,000	12,000	0
430	Rep & Maint IRWD	735,376	407,548	455,260	537,020	81,760
430	Personnel Training	4,667	2,398	8,320	8,320	0
430	Other Professional Fees	134	754	0	0	0
430	Equipment Usage	1	0	0	0	0
430	Commuter Program	(184)	0	0	0	0
<b>Total Construction Services</b>		3,454,062	1,637,193	3,085,510	4,234,840	1,149,330
<b>Total Water Ops</b>		65,528,302	36,839,679	69,540,395	72,180,263	2,639,868

# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2022-23

Water Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>Construction Services</u>						
430	Regular Labor	1,710,615	806,015	1,768,800	1,842,500	73,700
430	Overtime Labor	428,555	188,768	317,000	321,000	4,000
430	Employee Benefits	305,419	105,650	1,276,200	1,340,700	64,500
430	Contract Labor	31,579	1,347	36,000	40,000	4,000
430	Chemicals	0	0	0	0	0
430	Operating Supplies	149,099	67,932	170,120	172,920	2,800
430	Permits, Licenses and Fees	88,801	56,781	109,380	113,380	4,000
430	Equipment Rental	0	0	12,000	12,000	0
430	Rep & Maint IRWD	735,376	407,548	537,020	548,020	11,000
430	Personnel Training	4,667	2,398	8,320	0	(8,320)
430	Other Professional Fees	134	754	0	0	0
430	Equipment Usage	1	0	0	0	0
430	Commuter Program	(184)	0	0	0	0
<b>Total Construction Services</b>		3,454,062	1,637,193	4,234,840	4,390,520	155,680
<b>Total Water Ops</b>		65,528,302	36,839,679	72,180,263	76,532,359	4,352,096



# **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 and collection systems in a regulatory compliant, efficient, and environmentally safe manner that provides the highest level of customer satisfaction. This includes the Michelson Water Recycling Plant (MWRP), Los Alisos Water Recycling Plant (LAWRP), Natural Treatment System (NTS), sewer collection system and administrative management of the Automated Process Control System.

### **Major Goals**

- Meet the Department's adopted Operations budget;
- Maintain 100% compliance with all regulatory permits;
- Achieve zero lost time accidents;
- Maintain and develop staff competency through a combination of internal and external training;
- Fully utilize computer maintenance management system software tools and perform all planned and requested tasks through work orders;
- Provide technical support to the asset criticality assessment for the sewer collection system, water recycling facilities, Natural Treatment Systems, and Supervisory Control and Data Acquisition (SCADA) equipment;
- Coordinate with Water Operations to optimize production of recycled water and balance with system storage capacity;
- Evaluate, optimize, and monitor chemical usage using key performance indicators (KPIs) for sewer collection and recycling facilities' systems;
- Develop a plan to introduce FOG and food-waste to the IRWD Biosolids facility;
- Maximize beneficial reuse of biogas through energy production or heat recovery systems;
- Maintain agreements with multiple outlets for Biosolids Class A Pellets and Class B cake;
- Complete study and implement relocation of Woodbridge in-line NTS site;
- Integrate newly constructed Agua Chinon A & B basins into the NTS program;
- Initiate and perform station improvements at El Modena NTS site;
- Improve reliability of the SCADA control system and increase uptime by upgrading stations with legacy Programmable Logic Control hardware and software;
- Apply advanced cybersecurity standards and technologies to the IRWD Industrial Control System (ICS)/SCADA infrastructure;
- Improve SCADA communication reliability by adding redundant communication paths to critical pump stations, lift stations, reservoirs and treatment plants;
- Evaluate artificial intelligence and machine learning to improve process control, efficiency and water quality;



## ***RECYCLING OPERATIONS***

### ***OPERATING BUDGET SUMMARY***

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- Develop and implement a program to conduct sewer lift station bypass testing;
- Evaluate and implement processes for inspection and cleaning of large sewer lines (> 21"); and,
- Manage backlog aging of sewer repairs.



IRVINE RANCH WATER DISTRICT  
RECYCLING OPERATIONS  
FISCAL YEAR 2021-22

Exec Director  
of Operations

OPERATIONS ADMIN (805)

DIRECTOR OF  
RECYCLING  
OPERATIONS  
(U27.E)

MANAGEMENT  
ANALYST  
(U10.E)

RECYCLING OPERATIONS

MWRP OPERATIONS (550)

NTS OPERATIONS (515)

AUTOMATION (530)

COLLECTION SYSTEMS (570)

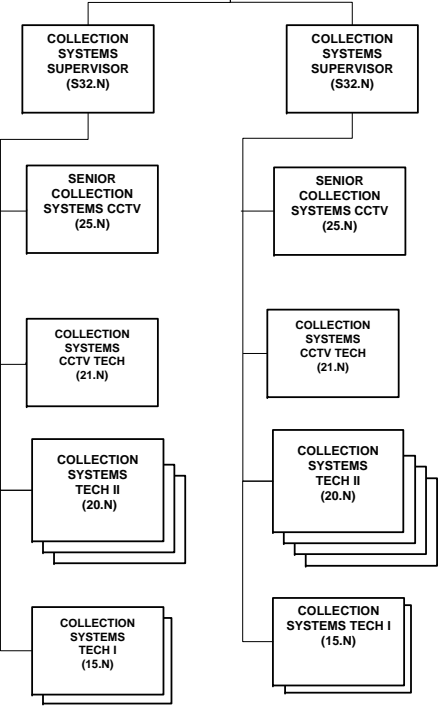
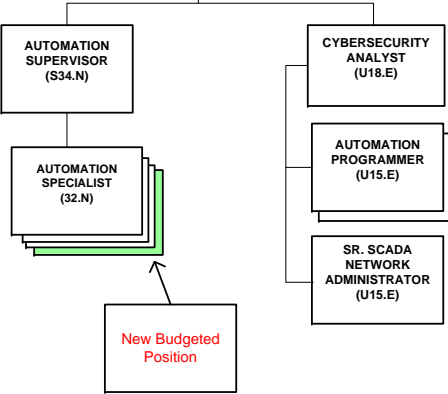
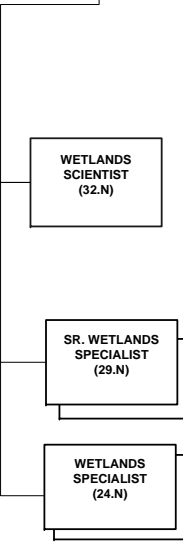
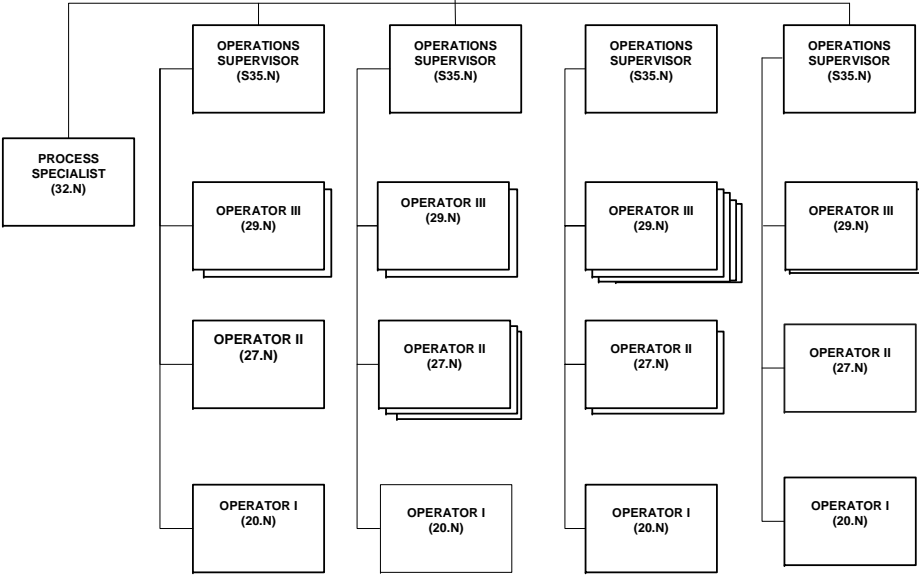
OPERATIONS  
MANAGER  
(U20.E)

NATURAL  
RESOURCES  
MANAGER  
(U18.E)

AUTOMATION  
MANAGER  
(U20.E)

COLLECTION  
SYSTEMS  
MANAGER  
(U18.E)

LAWRP (590)



IRVINE RANCH WATER DISTRICT  
RECYCLING OPERATIONS  
FISCAL YEAR 2022-23

Exec Director  
of Operations

OPERATIONS ADMIN (805)

DIRECTOR OF  
RECYCLING  
OPERATIONS  
(U27.E)

MANAGEMENT  
ANALYST  
(U10.E)

RECYCLING OPERATIONS

MWRP OPERATIONS (550)

NTS OPERATIONS (515)

AUTOMATION (530)

COLLECTION SYSTEMS (570)

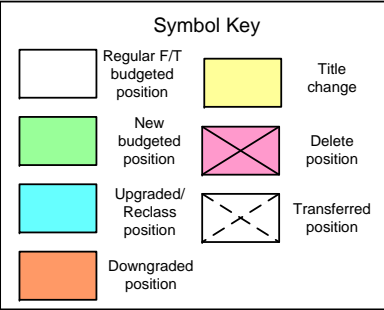
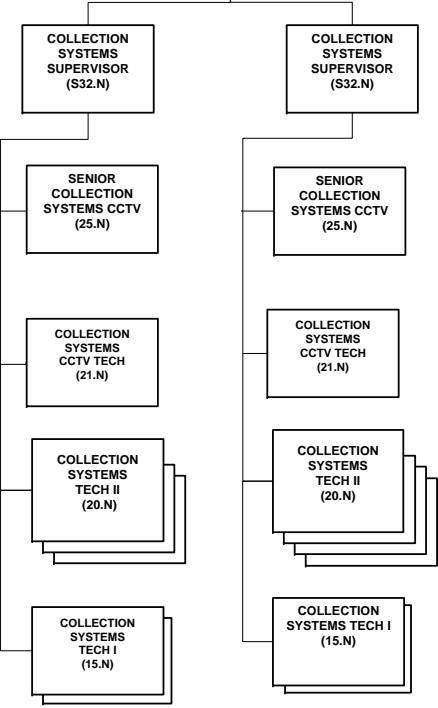
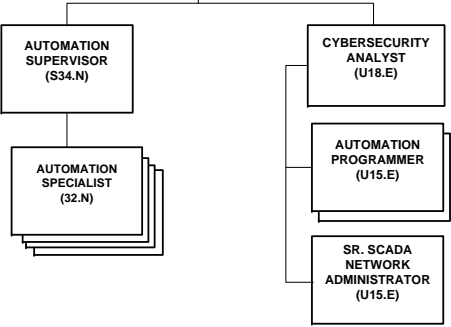
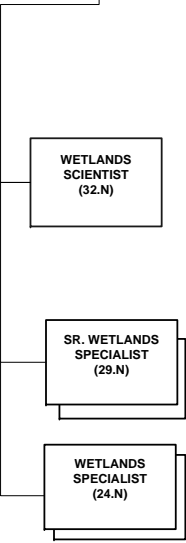
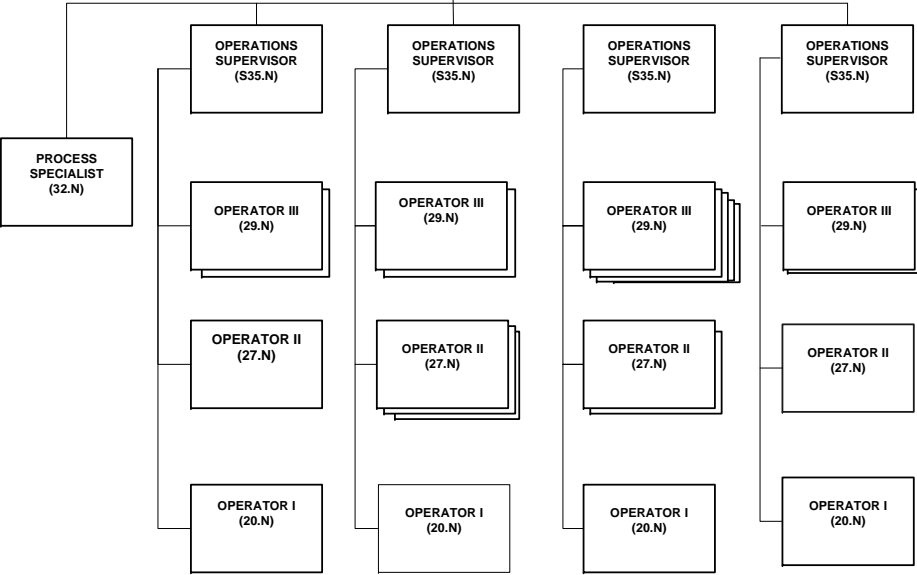
OPERATIONS  
MANAGER  
(U20.E)

NATURAL  
RESOURCES  
MANAGER  
(U18.E)

AUTOMATION  
MANAGER  
(U20.E)

COLLECTION  
SYSTEMS  
MANAGER  
(U18.E)

LAWRP (590)



Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Recycling Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<b>NTS Operations</b>						
515	Regular Labor	441,114	226,642	470,192	509,300	39,108
515	Overtime Labor	1,661	554	4,600	2,000	(2,600)
515	Employee Benefits	70,789	30,137	70,395	361,400	291,005
515	Contract Labor	78,534	44,830	75,900	60,000	(15,900)
515	Electricity	131,888	109,177	218,400	266,450	48,050
515	Telecommunication	7,795	3,728	14,948	9,000	(5,948)
515	Operating Supplies	10,746	10,383	14,260	14,400	140
515	Printing	0	0	1,148	0	(1,148)
515	Postage	20	18	576	300	(276)
515	Permits, Licenses and Fees	3,224	3,229	5,520	4,800	(720)
515	Office Supplies	11	0	0	0	0
515	Equipment Rental	7,454	3,797	9,200	7,800	(1,400)
515	Rep & Maint OCSD & Other	44,781	26,938	23,920	32,000	8,080
515	Rep & Maint IRWD	2,012,475	826,171	1,920,595	2,430,000	509,405
515	Engineering Fees	86,666	3,523	18,400	19,000	600
515	Personnel Training	2,919	0	11,040	9,600	(1,440)
515	Other Professional Fees	157,296	115,073	221,720	204,000	(17,720)
515	Other	16,080	2,855	18,400	0	(18,400)
<b>Total NTS Operations</b>		<b>3,073,452</b>	<b>1,407,056</b>	<b>3,099,214</b>	<b>3,930,050</b>	<b>830,836</b>

# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2022-23

### Recycling Ops

<u>Dept No</u>	<u>Expense Name</u>	FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<b>NTS Operations</b>						
515	Regular Labor	441,114	226,642	509,300	532,500	23,200
515	Overtime Labor	1,661	554	2,000	2,800	800
515	Employee Benefits	70,789	30,137	361,400	380,800	19,400
515	Contract Labor	78,534	44,830	60,000	60,000	0
515	Electricity	131,888	109,177	266,450	171,300	(95,150)
515	Telecommunication	7,795	3,728	9,000	10,200	1,200
515	Operating Supplies	10,746	10,383	14,400	14,544	144
515	Printing	0	0	0	0	0
515	Postage	20	18	300	400	100
515	Permits, Licenses and Fees	3,224	3,229	4,800	4,944	144
515	Office Supplies	11	0	0	0	0
515	Equipment Rental	7,454	3,797	7,800	8,200	400
515	Rep & Maint OCSD & Other	44,781	26,938	32,000	33,000	1,000
515	Rep & Maint IRWD	2,012,475	826,171	2,430,000	2,512,300	82,300
515	Engineering Fees	86,666	3,523	19,000	20,000	1,000
515	Personnel Training	2,919	0	9,600	15,200	5,600
515	Other Professional Fees	157,296	115,073	204,000	216,000	12,000
515	Other	16,080	2,855	0	0	0
<b>Total NTS Operations</b>		3,073,452	1,407,056	3,930,050	3,982,188	52,138

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Recycling Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>Automation</u>						
530	Regular Labor	772,814	423,694	761,707	910,000	148,293
530	Overtime Labor	100,576	42,956	78,200	103,416	25,216
530	Employee Benefits	136,386	46,609	112,839	634,100	521,261
530	Operating Supplies	67,601	37,852	97,000	81,400	(15,600)
530	Rep & Maint IRWD	116,583	32,014	111,000	91,200	(19,800)
530	Personnel Training	394	0	0	0	0
530	Other Professional Fees	124,212	4,200	120,300	120,000	(300)
530	Equipment Usage	(1)	0	0	0	0
530	Safety	1,782	0	3,000	2,000	(1,000)
<b>Total Automation</b>		1,320,347	587,325	1,284,046	1,942,116	658,070

# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2022-23

### Recycling Ops

<u>Dept No</u>	<u>Expense Name</u>	FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>Automation</u>						
530	Regular Labor	772,814	423,694	910,000	946,500	36,500
530	Overtime Labor	100,576	42,956	103,416	106,524	3,108
530	Employee Benefits	136,386	46,609	634,100	664,600	30,500
530	Operating Supplies	67,601	37,852	81,400	83,712	2,312
530	Rep & Maint IRWD	116,583	32,014	91,200	93,940	2,740
530	Personnel Training	394	0	0	0	0
530	Other Professional Fees	124,212	4,200	120,000	123,600	3,600
530	Equipment Usage	(1)	0	0	0	0
530	Safety	1,782	0	2,000	2,060	60
<u>Total Automation</u>		1,320,347	587,325	1,942,116	2,020,936	78,820

# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2021-22

Recycling Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
Dept No	Expense Name					
<b>MWRP Operations</b>						
550	Regular Labor	1,358,307	758,024	1,609,867	1,686,400	76,533
550	Overtime Labor	183,035	159,215	162,220	199,600	37,380
550	Employee Benefits	248,537	85,803	238,485	1,199,700	961,215
550	Contract Labor	0	0	0	165,200	165,200
550	Electricity	2,799,068	2,818,908	5,470,174	4,952,500	(517,674)
550	Fuel	39,958	36,677	361,192	338,736	(22,456)
550	Chemicals	721,613	326,667	1,784,984	1,653,620	(131,364)
550	Operating Supplies	46,728	22,971	121,100	57,200	(63,900)
550	Rep & Maint OCSD & Other	10,979,833	7,821,591	4,173,000	4,120,000	(53,000)
550	Rep & Maint IRWD	3,310	3,687	11,000	511,000	500,000
550	Personnel Training	586	185	2,800	2,800	0
550	Other Professional Fees	91,326	43,432	120,000	140,000	20,000
550	Equipment Usage	0	0	0	0	0
550	Safety	11,639	713	20,000	35,000	15,000
550	Biosolids Disposals	0	0	1,025,452	358,000	(667,452)
550	Commuter Program	(184)	0	0	0	0
550	Other	100,917	49,191	110,600	111,200	600
<b>Total MWRP Operations</b>		16,584,673	12,127,064	15,210,874	15,530,956	320,082

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2022-23**

Recycling Ops

<u>Dept No</u>	<u>Expense Name</u>	FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<b>MWRP Operations</b>						
550	Regular Labor	1,358,307	758,024	1,686,400	1,755,600	69,200
550	Overtime Labor	183,035	159,215	199,600	204,992	5,392
550	Employee Benefits	248,537	85,803	1,199,700	1,253,700	54,000
550	Contract Labor	0	0	165,200	165,200	0
550	Electricity	2,799,068	2,818,908	4,952,500	5,196,299	243,799
550	Fuel	39,958	36,677	338,736	340,328	1,592
550	Chemicals	721,613	326,667	1,653,620	1,697,336	43,716
550	Operating Supplies	46,728	22,971	57,200	57,200	0
550	Rep & Maint OCSD & Other	10,979,833	7,821,591	4,120,000	4,120,000	0
550	Rep & Maint IRWD	3,310	3,687	511,000	511,000	0
550	Personnel Training	586	185	2,800	2,800	0
550	Other Professional Fees	91,326	43,432	140,000	140,000	0
550	Equipment Usage	0	0	0	0	0
550	Safety	11,639	713	35,000	35,000	0
550	Biosolids Disposals	0	0	358,000	323,600	(34,400)
550	Commuter Program	(184)	0	0	0	0
550	Other	100,917	49,191	111,200	111,200	0
<b>Total MWRP Operations</b>		16,584,673	12,127,064	15,530,956	15,914,255	383,299



Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Recycling Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>Collections Systems</u>						
570	Regular Labor	1,134,053	510,803	1,152,709	1,174,800	22,091
570	Overtime Labor	149,036	73,392	128,000	142,500	14,500
570	Employee Benefits	201,902	74,242	171,502	854,200	682,698
570	Contract Labor	25,488	0	6,000	60,000	54,000
570	Electricity	89,479	87,731	137,608	190,100	52,492
570	Telecommunication	16,004	10,521	29,000	29,400	400
570	Chemicals	478,445	229,886	640,000	480,400	(159,600)
570	Operating Supplies	61,234	38,458	72,600	73,000	400
570	Rep & Maint IRWD	465,067	283,062	618,000	673,000	55,000
570	Personnel Training	2,896	2,938	5,000	5,000	0
570	Other Professional Fees	10,043	49,633	75,200	177,700	102,500
570	Equipment Usage	1	0	0	0	0
570	Mileage Reimbursement	516	0	0	0	0
570	Safety	273	20,073	12,000	12,000	0
<b>Total Collections Systems</b>		2,634,437	1,380,738	3,047,619	3,872,100	824,481

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2022-23**

**Recycling Ops**

<u>Dept No</u>	<u>Expense Name</u>	FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>Collections Systems</u>						
570	Regular Labor	1,134,053	510,803	1,174,800	1,225,100	50,300
570	Overtime Labor	149,036	73,392	142,500	146,412	3,912
570	Employee Benefits	201,902	74,242	854,200	895,500	41,300
570	Contract Labor	25,488	0	60,000	60,000	0
570	Electricity	89,479	87,731	190,100	201,000	10,900
570	Telecommunication	16,004	10,521	29,400	29,600	200
570	Chemicals	478,445	229,886	480,400	490,000	9,600
570	Operating Supplies	61,234	38,458	73,000	77,800	4,800
570	Rep & Maint IRWD	465,067	283,062	673,000	673,000	0
570	Personnel Training	2,896	2,938	5,000	5,000	0
570	Other Professional Fees	10,043	49,633	177,700	100,700	(77,000)
570	Equipment Usage	1	0	0	0	0
570	Mileage Reimbursement	516	0	0	0	0
570	Safety	273	20,073	12,000	12,000	0
<b>Total Collections Systems</b>		2,634,437	1,380,738	3,872,100	3,916,112	44,012

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Recycling Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<b>LAWRP Operations</b>						
590	Regular Labor	398,800	148,251	433,021	444,300	11,279
590	Overtime Labor	67,145	45,122	49,060	53,200	4,140
590	Employee Benefits	70,380	30,969	64,147	325,700	261,553
590	Electricity	992,831	470,145	821,756	915,700	93,944
590	Fuel	539	113	824	800	(24)
590	Chemicals	168,807	137,731	201,880	338,400	136,520
590	Operating Supplies	4,519	2,519	8,364	10,500	2,136
590	Rep & Maint OCSD & Other	142,287	150,595	256,000	302,200	46,200
590	Rep & Maint IRWD	85,376	61,559	91,666	33,748	(57,918)
590	Personnel Training	462	277	256	556	300
590	Other Professional Fees	0	0	514	0	(514)
590	Safety	0	0	1,748	2,000	252
590	Biosolids Disposals	30,807	13,032	18,540	32,000	13,460
<b>Total LAWRP Operations</b>		1,961,953	1,060,312	1,947,776	2,459,104	511,328
<hr/>						
Total Recycling Ops		25,574,862	16,562,494	24,589,529	27,734,326	3,144,797

# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2022-23

Recycling Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<b>LAWRP Operations</b>						
590	Regular Labor	398,800	148,251	444,300	463,400	19,100
590	Overtime Labor	67,145	45,122	53,200	53,200	0
590	Employee Benefits	70,380	30,969	325,700	342,400	16,700
590	Electricity	992,831	470,145	915,700	766,500	(149,200)
590	Fuel	539	113	800	800	0
590	Chemicals	168,807	137,731	338,400	338,400	0
590	Operating Supplies	4,519	2,519	10,500	10,500	0
590	Rep & Maint OCSD & Other	142,287	150,595	302,200	302,200	0
590	Rep & Maint IRWD	85,376	61,559	33,748	33,748	0
590	Personnel Training	462	277	556	556	0
590	Other Professional Fees	0	0	0	0	0
590	Safety	0	0	2,000	2,000	0
590	Biosolids Disposals	30,807	13,032	32,000	32,000	0
<b>Total LAWRP Operations</b>		1,961,953	1,060,312	2,459,104	2,345,704	(113,400)
<hr/>						
Total Recycling Ops		25,574,862	16,562,494	27,734,326	28,179,195	444,869



# ***MAINTENANCE OPERATIONS***

## ***OPERATING BUDGET SUMMARY***

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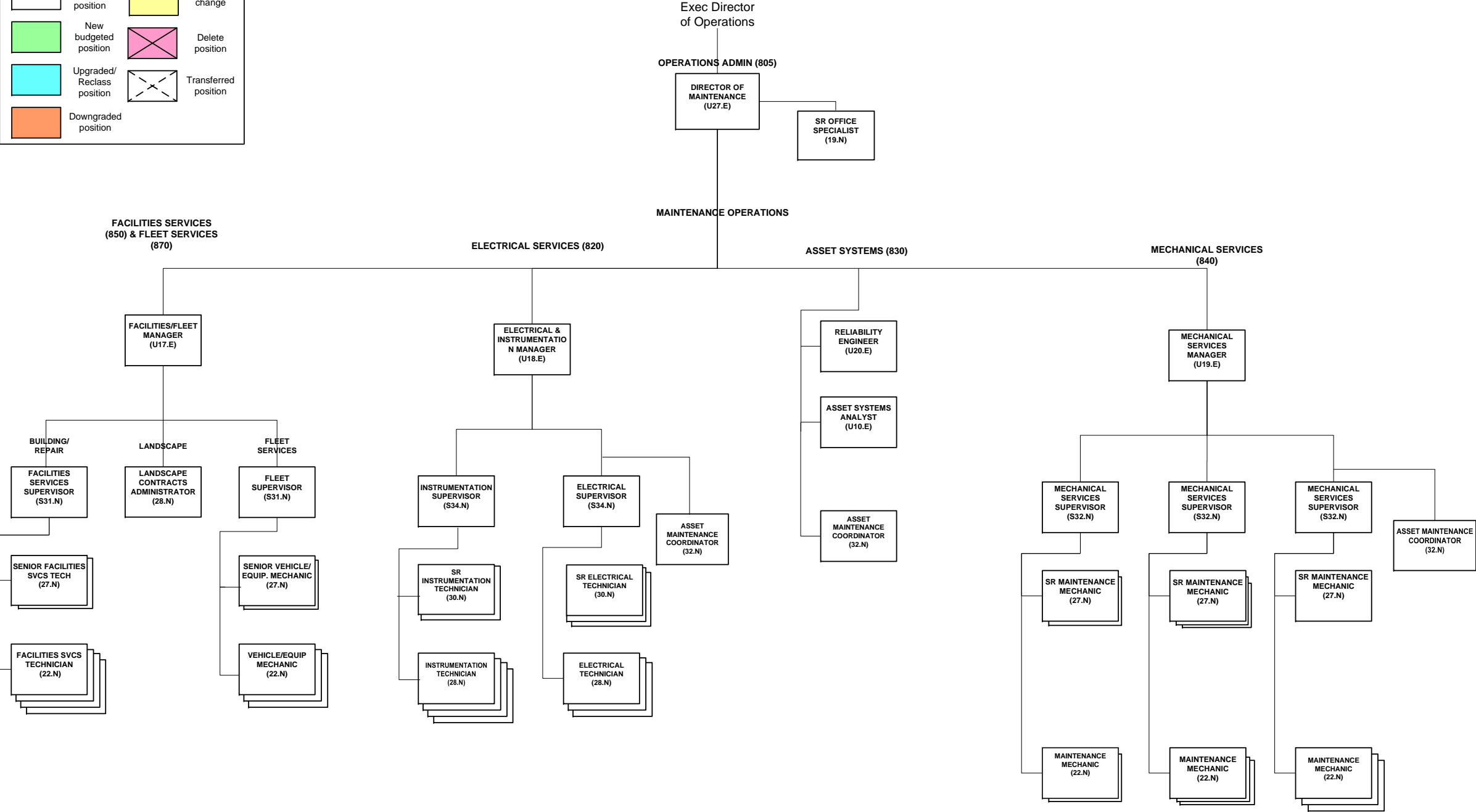
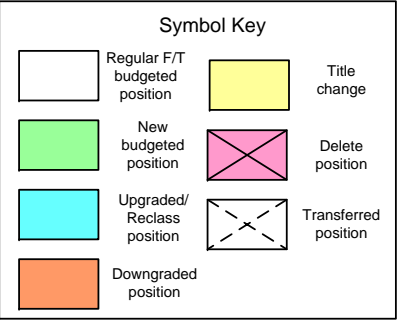
### **Program Description**

The mission of Maintenance Operations is to manage the District's assets to ensure optimal life expectancy, reliability, efficiency and safety goals while providing the highest level of customer satisfaction. Maintenance Operations coordinates the maintenance and repair of the District's electrical, mechanical, instrumentation, fleet and facility assets by utilizing a comprehensive enterprise asset management system to ensure safe, reliable, and cost effective operation.

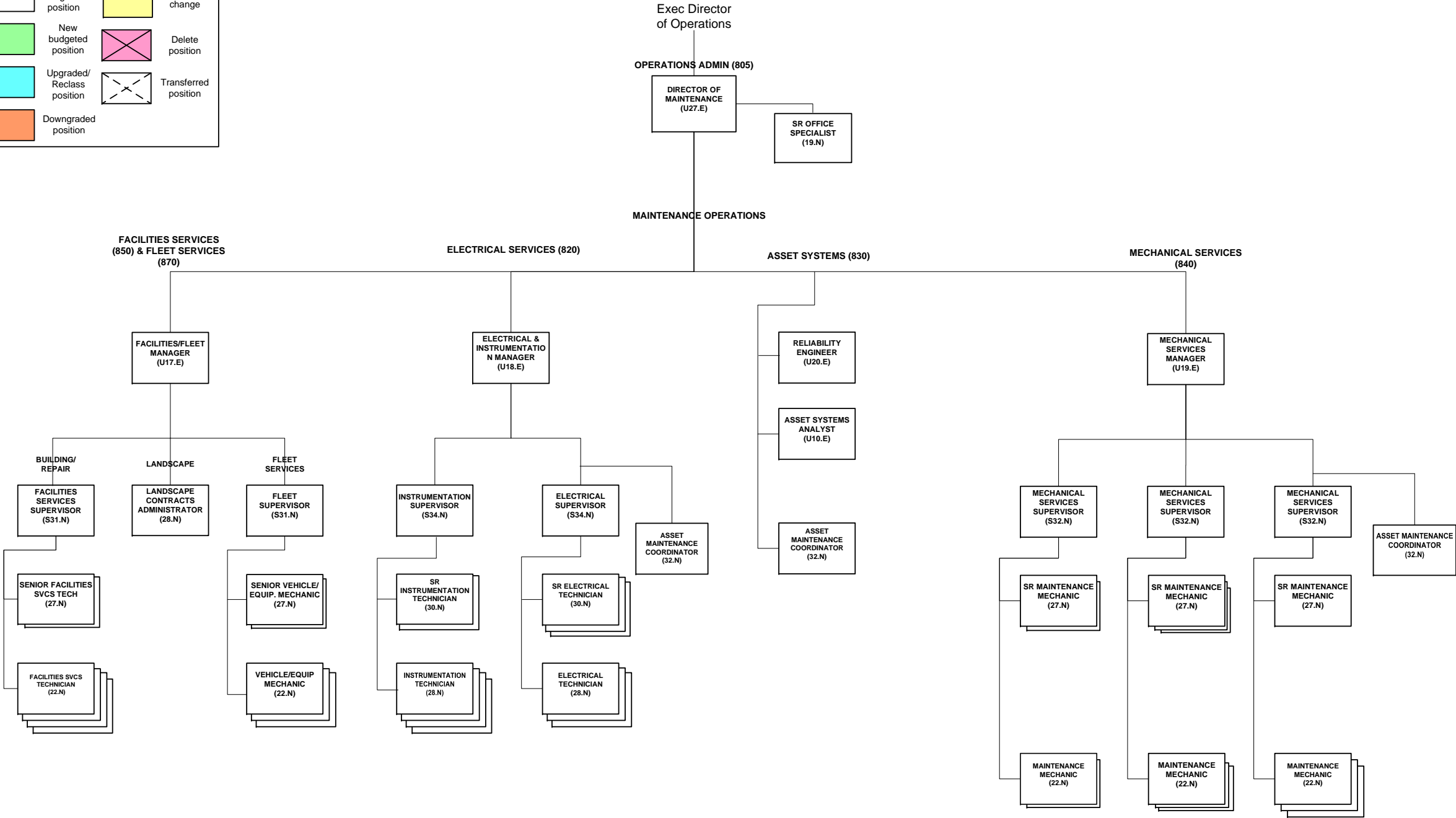
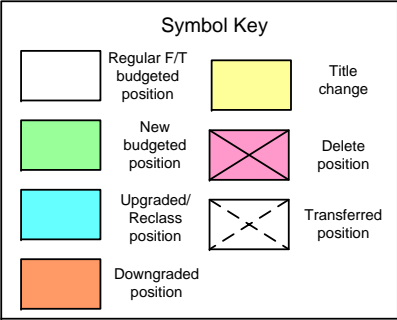
### **Major Goals**

- Meet the Department's adopted Maintenance and General Plant budgets;
- Achieve zero lost time accidents;
- Maintain 100% compliance with all regulatory requirements;
- Identify and track operational Key Performance Indicators (KPIs) to optimize efficiency and cost effectiveness;
- Maintain and develop staff competency through a combination of internal and external training;
- Expand and optimize predictive maintenance processes;
- Maintain all District buildings and facilities to ensure that expected life cycles are reached and building systems function as designed;
- Perform all required maintenance on schedule to provide a safe, reliable, and cost-effective fleet operation;
- Develop annual schedule/plan for complex maintenance of District assets;
- Optimize and expand the Preventative Maintenance Program;
- Perform condition assessment for rehabilitation and reinvestment projects;
- Initiate the development of plans to install a modified Operations Center that can serve as a "hub" for day to day operations and support emergency operations when needed; and,
- Establish maintenance strategies for water pipelines and sewers and incorporate facility criticality into existing maintenance plans for treatment plants, wells and pump/lift stations.

IRVINE RANCH WATER DISTRICT  
MAINTENANCE OPERATIONS  
FISCAL YEAR 2021-22



IRVINE RANCH WATER DISTRICT  
MAINTENANCE OPERATIONS  
FISCAL YEAR 2022-23



Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Maint Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>Operations Administration</u>						
805	Regular Labor	998,306	432,968	951,097	976,300	25,203
805	Overtime Labor	100	0	0	0	0
805	Employee Benefits	177,946	56,985	141,636	688,700	547,064
805	Electricity	14,322	(14,322)	0	0	0
805	Telecommunication	2,119	835	4,620	4,700	80
805	Operating Supplies	3,691	2,234	9,700	6,750	(2,950)
805	Printing	51	0	3,500	1,000	(2,500)
805	Postage	305	0	1,000	1,000	0
805	Office Supplies	10,068	6,268	15,000	12,000	(3,000)
805	Rep & Maint IRWD	953	284	0	0	0
805	Personnel Training	57,167	3,899	99,200	40,500	(58,700)
805	Other Professional Fees	27,830	6,072	63,150	17,800	(45,350)
805	Equipment Usage	1	0	0	0	0
805	Commuter Program	(69)	0	0	0	0
<b>Total Operations Administration</b>		1,292,790	495,223	1,288,903	1,748,750	459,847



# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2022-23

Maint Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>Operations Administration</u>						
805	Regular Labor	998,306	432,968	976,300	1,023,100	46,800
805	Overtime Labor	100	0	0	0	0
805	Employee Benefits	177,946	56,985	688,700	729,400	40,700
805	Electricity	14,322	(14,322)	0	0	0
805	Telecommunication	2,119	835	4,700	4,700	0
805	Operating Supplies	3,691	2,234	6,750	6,750	0
805	Printing	51	0	1,000	1,000	0
805	Postage	305	0	1,000	1,000	0
805	Office Supplies	10,068	6,268	12,000	12,000	0
805	Rep & Maint IRWD	953	284	0	0	0
805	Personnel Training	57,167	3,899	40,500	51,000	10,500
805	Other Professional Fees	27,830	6,072	17,800	27,800	10,000
805	Equipment Usage	1	0	0	0	0
805	Commuter Program	(69)	0	0	0	0
<u>Total Operations Administration</u>		1,292,790	495,223	1,748,750	1,856,750	108,000

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Maint. Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<b>Electrical Services</b>						
820	Regular Labor	1,201,017	543,027	1,243,537	1,259,300	15,763
820	Overtime Labor	131,328	62,416	169,356	166,900	(2,456)
820	Employee Benefits	214,308	79,327	184,217	897,300	713,083
820	Contract Labor	28,917	53,043	295,008	0	(295,008)
820	Operating Supplies	498,542	228,083	543,700	543,500	(200)
820	Rep & Maint IRWD	567,478	567,803	1,473,292	1,296,624	(176,668)
820	Personnel Training	74	0	0	0	0
820	Equipment Usage	7	0	0	0	0
820	Safety	2,667	619	18,400	18,400	0
<b>Total Electrical Services</b>		2,644,339	1,534,318	3,927,510	4,182,024	254,514

# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2022-23

Maint. Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>Electrical Services</u>						
820	Regular Labor	1,201,017	543,027	1,259,300	1,306,100	46,800
820	Overtime Labor	131,328	62,416	166,900	166,900	0
820	Employee Benefits	214,308	79,327	897,300	939,100	41,800
820	Contract Labor	28,917	53,043	0	0	0
820	Operating Supplies	498,542	228,083	543,500	543,500	0
820	Rep & Maint IRWD	567,478	567,803	1,296,624	1,356,374	59,750
820	Personnel Training	74	0	0	0	0
820	Equipment Usage	7	0	0	0	0
820	Safety	2,667	619	18,400	18,400	0
<u>Total Electrical Services</u>		2,644,339	1,534,318	4,182,024	4,330,374	148,350

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Maint. Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>Asset Systems</u>						
830	Regular Labor	284,108	133,868	453,408	440,100	(13,308)
830	Overtime Labor	2,715	0	3,500	0	(3,500)
830	Employee Benefits	47,786	10,386	67,167	316,900	249,733
830	Operating Supplies	42	6	200	1,650	1,450
830	Personnel Training	200	15	3,600	8,600	5,000
830	Other Professional Fees	88,631	0	200,000	200,000	0
830	Equipment Usage	0	0	0	0	0
<b>Total Asset Systems</b>		423,483	144,276	727,875	967,250	239,375

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2022-23**

Maint. Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>Asset Systems</u>						
830	Regular Labor	284,108	133,868	440,100	460,700	20,600
830	Overtime Labor	2,715	0	0	0	0
830	Employee Benefits	47,786	10,386	316,900	332,300	15,400
830	Operating Supplies	42	6	1,650	1,650	0
830	Personnel Training	200	15	8,600	12,600	4,000
830	Other Professional Fees	88,631	0	200,000	200,000	0
830	Equipment Usage	0	0	0	0	0
<b>Total Asset Systems</b>		423,483	144,276	967,250	1,007,250	40,000

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Maint. Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>Mechanical Services</u>						
840	Regular Labor	1,124,885	636,728	1,304,321	1,309,300	4,979
840	Overtime Labor	143,373	54,637	110,450	128,500	18,050
840	Employee Benefits	198,520	50,683	193,221	936,200	742,979
840	Contract Labor	0	0	80,000	0	(80,000)
840	Operating Supplies	573,673	167,286	500,200	553,000	52,800
840	Rep & Maint IRWD	1,115,041	658,778	1,112,600	1,486,000	373,400
840	Personnel Training	832	454	0	0	0
840	Equipment Usage	4	(38)	0	0	0
840	Safety	5,208	0	5,000	5,000	0
840	Commuter Program	(369)	0	0	0	0
<b>Total Mechanical Services</b>		3,161,167	1,568,527	3,305,792	4,418,000	1,112,208

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2022-23**

Maint. Ops

<u>Dept No</u>	<u>Expense Name</u>	FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>Mechanical Services</u>						
840	Regular Labor	1,124,885	636,728	1,309,300	1,368,100	58,800
840	Overtime Labor	143,373	54,637	128,500	128,500	0
840	Employee Benefits	198,520	50,683	936,200	982,800	46,600
840	Contract Labor	0	0	0	0	0
840	Operating Supplies	573,673	167,286	553,000	553,000	0
840	Rep & Maint IRWD	1,115,041	658,778	1,486,000	1,486,000	0
840	Personnel Training	832	454	0	0	0
840	Equipment Usage	4	(38)	0	0	0
840	Safety	5,208	0	5,000	5,000	0
840	Commuter Program	(369)	0	0	0	0
<u>Total Mechanical Services</u>		3,161,167	1,568,527	4,418,000	4,523,400	105,400

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Maint. Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<b>Facilities Services</b>						
850	Regular Labor	779,120	343,487	689,739	709,300	19,561
850	Overtime Labor	46,302	22,364	42,000	0	(42,000)
850	Employee Benefits	137,499	46,918	102,177	505,000	402,823
850	Contract Labor	24,737	0	0	0	0
850	Electricity	307,329	244,011	420,000	449,983	29,983
850	Fuel	32,228	11,267	20,000	20,000	0
850	Other Utilities	74,370	42,554	69,000	82,000	13,000
850	Operating Supplies	48,826	13,051	54,000	55,200	1,200
850	Postage	49	0	0	0	0
850	Rep & Maint OCSD & Other	0	0	7,200	7,200	0
850	Rep & Maint IRWD	1,980,945	1,112,976	1,957,400	2,109,604	152,204
850	Engineering Fees	0	175	0	0	0
850	Personnel Training	685	92	120	200	80
850	Equipment Usage	2	0	0	0	0
850	Mileage Reimbursement	8,959	516	0	0	0
850	Conservation	(1)	0	0	0	0
<b>Total Facilities Services</b>		3,441,050	1,837,412	3,361,636	3,938,487	576,851



# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2022-23

Maint. Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>Facilities Services</u>						
850	Regular Labor	779,120	343,487	709,300	738,700	29,400
850	Overtime Labor	46,302	22,364	0	0	0
850	Employee Benefits	137,499	46,918	505,000	528,600	23,600
850	Contract Labor	24,737	0	0	0	0
850	Electricity	307,329	244,011	449,983	472,569	22,586
850	Fuel	32,228	11,267	20,000	20,000	0
850	Other Utilities	74,370	42,554	82,000	82,000	0
850	Operating Supplies	48,826	13,051	55,200	55,200	0
850	Postage	49	0	0	0	0
850	Rep & Maint OCSD & Other	0	0	7,200	7,200	0
850	Rep & Maint IRWD	1,980,945	1,112,976	2,109,604	2,126,804	17,200
850	Engineering Fees	0	175	0	0	0
850	Personnel Training	685	92	200	200	0
850	Equipment Usage	2	0	0	0	0
850	Mileage Reimbursement	8,959	516	0	0	0
850	Conservation	(1)	0	0	0	0
<b>Total Facilities Services</b>		<b>3,441,050</b>	<b>1,837,412</b>	<b>3,938,487</b>	<b>4,031,273</b>	<b>92,786</b>

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Maint. Ops		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<b>Fleet Services</b>						
870	Regular Labor	441,186	217,470	409,541	445,700	36,159
870	Overtime Labor	7,925	1,824	8,000	8,000	0
870	Employee Benefits	79,625	34,504	61,410	312,200	250,790
870	Fuel	581,717	298,839	640,000	704,000	64,000
870	Other Utilities	66,759	39,182	64,000	80,000	16,000
870	Operating Supplies	18,600	616	7,700	7,700	0
870	Permits, Licenses and Fees	3,416	2,145	13,500	13,500	0
870	Equipment Rental	0	0	8,000	8,000	0
870	Rep & Maint IRWD	480,385	342,573	640,000	700,000	60,000
870	Personnel Training	930	554	1,700	1,700	0
870	Equipment Usage	0	0	0	0	0
870	Mileage Reimbursement	167,692	76,917	150,000	158,000	8,000
<b>Total Fleet Services</b>		1,848,235	1,014,624	2,003,851	2,438,800	434,949
<hr/>						
<b>Total Maint. Ops</b>		12,811,064	6,594,379	14,615,567	17,693,311	3,077,744

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2022-23**

**Maint. Ops**

<u>Dept No</u>	<u>Expense Name</u>	FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<b>Fleet Services</b>						
870	Regular Labor	441,186	217,470	445,700	464,800	19,100
870	Overtime Labor	7,925	1,824	8,000	8,000	0
870	Employee Benefits	79,625	34,504	312,200	328,900	16,700
870	Fuel	581,717	298,839	704,000	704,000	0
870	Other Utilities	66,759	39,182	80,000	80,000	0
870	Operating Supplies	18,600	616	7,700	7,700	0
870	Permits, Licenses and Fees	3,416	2,145	13,500	13,500	0
870	Equipment Rental	0	0	8,000	8,000	0
870	Rep & Maint IRWD	480,385	342,573	700,000	700,000	0
870	Personnel Training	930	554	1,700	1,700	0
870	Equipment Usage	0	0	0	0	0
870	Mileage Reimbursement	167,692	76,917	158,000	158,000	0
<b>Total Fleet Services</b>		1,848,235	1,014,624	2,438,800	2,474,600	35,800
<hr/>						
<b>Total Maint. Ops</b>		12,811,064	6,594,379	17,693,311	18,223,647	530,336



# **SAFETY**

## **OPERATING BUDGET SUMMARY**

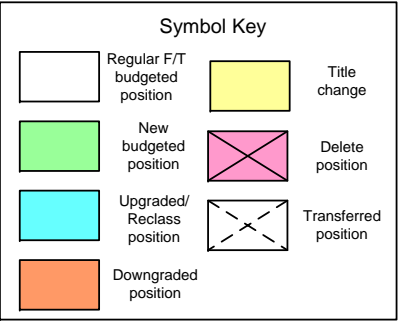
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### **Program Description**

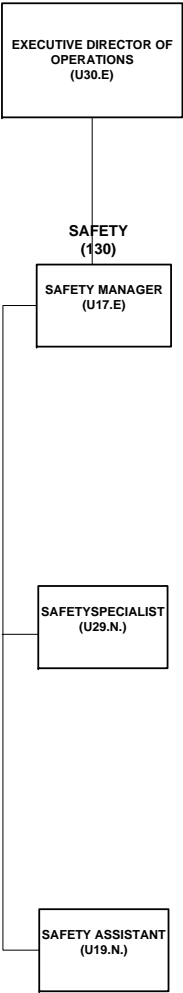
The mission of the Safety Department is to administer a Safety Program that supports the District's efforts to provide a safe work environment for employees. The Safety Department administers training, maintains and updates Safe Work Practices (SWP's), supports incident investigations by capturing pertinent data for analysis, coordinates emergency preparedness, submits regulatory reports and provides safety expertise and advice.

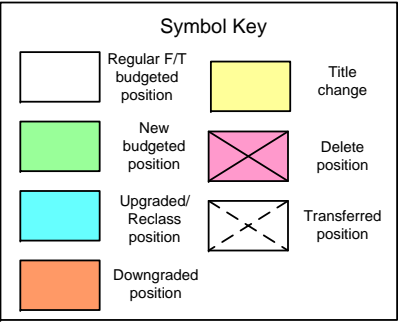
### **Major Goals**

- Meet the Department's adopted Safety budget;
- Improve the District's Accident Investigation program by implementing a "5 Whys" approach. This approach will seek to find the root cause of accidents so that programs can be developed and implemented that educate employees and help minimize recurring errors;
- Train management and employees on safe work practices;
- Conduct an evaluation to assess Senior Staff and Management on practices and characteristics linked to safety climate, culture, and outcomes. Implement customized leadership training to bridge gaps and enhance individual and team safety performance;
- Revitalize the "near miss" reporting program by renaming it the "Good Catch Program." This will be an action-oriented reporting process where employees are rewarded for preventing accidents;
- Implement an internal fall protection and competent person equipment inspections program;
- Solicit feedback on eight (8) SWP's and improve procedures when necessary;
- Utilize the General Safety Committee to update the physical conditions checklists;
- Continue to improve emergency preparedness by updating procedures, performing drills and employing tools to aid in communications;
- Develop, implement and maintain a Hazard Mitigation Plan which will identify, assess, and reduce long-term risk to life and property; and,
- Replace the CodeRed communication system with an intuitive and comprehensive emergency alert, mass notification and incident reporting system.

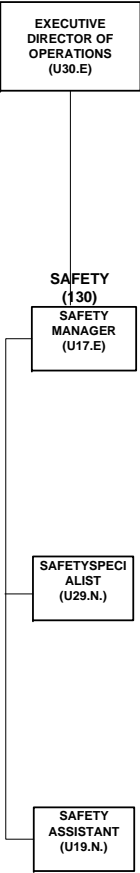


**IRVINE RANCH WATER DISTRICT**  
**SAFETY**  
**FISCAL YEAR 2021-22**





IRVINE RANCH WATER DISTRICT  
SAFETY  
FISCAL YEAR 2022-23



Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Safety		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<b>Safety</b>						
130	Regular Labor	222,330	127,428	246,138	243,100	(3,038)
130	Overtime Labor	(15,014)	2,634	14,000	6,000	(8,000)
130	Employee Benefits	39,237	9,659	36,463	169,500	133,037
130	Contract Labor	25,186	19,769	76,400	60,000	(16,400)
130	Operating Supplies	93,437	29,638	124,700	108,705	(15,995)
130	Printing	16,691	309	4,000	4,000	0
130	Postage	411	511	500	500	0
130	Permits, Licenses and Fees	30,783	25,613	55,000	35,500	(19,500)
130	Office Supplies	42,368	8,265	39,000	31,000	(8,000)
130	Data Processing	0	1,146	0	0	0
130	Personnel Training	300,479	90,840	240,000	203,500	(36,500)
130	Personnel Physicals	13,646	611	8,000	12,000	4,000
130	Other Professional Fees	420,387	153,022	343,000	225,000	(118,000)
130	Equipment Usage	0	0	0	0	0
130	Safety	104,418	12,281	70,000	31,000	(39,000)
130	Commuter Program	(48,053)	(154)	0	0	0
<b>Total Safety</b>		1,246,305	481,572	1,257,201	1,129,805	(127,396)
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<b>Total Safety</b>		1,246,305	481,572	1,257,201	1,129,805	(127,396)

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2022-23**

**Safety**

<u>Dept No</u>	<u>Expense Name</u>	FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<b>Safety</b>						
130	Regular Labor	222,330	127,428	243,100	253,700	10,600
130	Overtime Labor	(15,014)	2,634	6,000	6,120	120
130	Employee Benefits	39,237	9,659	169,500	177,200	7,700
130	Contract Labor	25,186	19,769	60,000	60,000	0
130	Operating Supplies	93,437	29,638	108,705	113,450	4,745
130	Printing	16,691	309	4,000	4,000	0
130	Postage	411	511	500	500	0
130	Permits, Licenses and Fees	30,783	25,613	35,500	35,500	0
130	Office Supplies	42,368	8,265	31,000	31,000	0
130	Data Processing	0	1,146	0	0	0
130	Personnel Training	300,479	90,840	203,500	203,500	0
130	Personnel Physicals	13,646	611	12,000	12,000	0
130	Other Professional Fees	420,387	153,022	225,000	200,000	(25,000)
130	Equipment Usage	0	0	0	0	0
130	Safety	104,418	12,281	31,000	31,000	0
130	Commuter Program	(48,053)	(154)	0	0	0
<b>Total Safety</b>		1,246,305	481,572	1,129,805	1,127,970	(1,835)
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<b>Total Safety</b>		1,246,305	481,572	1,129,805	1,127,970	(1,835)





# **RECYCLED WATER USE and CROSS-CONNECTION CONTROL**

## **OPERATING BUDGET SUMMARY**

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### **Program Descriptions**

The Water Resources and Policy Department is responsible for developing and implementing water resource supply and demand management programs to enhance the reliability of water supplies for District customers. This is, in part, accomplished by expanding the use of recycled water in compliance with State and local requirements. To ensure the protection of the public water supply, including at recycled water use sites, Cross-Connection plays an important role by implementing programs to protect public health.

Recycled Water Development: IRWD is recognized as a national leader in recycled water based on the many years of experience IRWD has with recycled water, the large number of meters served, and groundbreaking projects IRWD has completed. IRWD currently serves almost 6,200 recycled water meters including:

- More than 125 commercial dual-plumbed buildings where recycled water is used for flushing toilets and urinals,
- More than 25 cooling towers, and
- More than 675 single-family lots where recycled water is used for irrigating both the front and back yards.

IRWD continues to work to add new recycled water customers by connecting sites which are the result of new construction and by converting existing potable or untreated water customers to recycled water.

IRWD is also recognized for its support of recycled water through organizations such as the WaterReuse Association, a national recycled water advocacy group. IRWD, in concert with WaterReuse California, 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. On a regional level, IRWD had a lead role in working with other water recycling agencies and the regulatory agencies in Orange County to establish standards for on-going inspection and testing of recycled water use sites.

Recycled Water Use Site Inspection and Testing: Ensuring the safe and proper use of recycled water is important not only to our customers but the community as well. This is accomplished by implementing a use site inspection and testing program. During the development process, staff reviews project plans and inspects for compliance with State and local requirements. Once the sites are activated, IRWD has the responsibility to monitor those sites for on-going compliance with State and local requirements. This is done by having a recycled water use site inspection and testing program where each site is periodically inspected for proper system identification, hours of operation, avoiding runoff, to determine that there are no cross connections, and to ensure that Site Supervisors understand their roles and responsibilities. This work is currently accomplished by both staff and contractors but a transition is underway. As full build-out of the service area



# **RECYCLED WATER USE and CROSS-CONNECTION CONTROL**

## **OPERATING BUDGET SUMMARY**

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approaches and fewer new recycled water use sites are added, staff will gradually shift its focus to a more active role in conducting the on-going recycled water use site inspection and testing aspects of IRWD's program. This will correspond to a reduction in work by our contractors.

Cross-Connection Control: Title 17 of the California Code of Regulations requires that water agencies protect the public water system from contamination. This is done by implementing a cross-connection control program. IRWD's program includes periodically surveying properties to determine what hazards, if any, exist and what type of backflow prevention device is required to protect the public system. Once a backflow prevention device is installed, annual testing is required to make sure it functions properly. These tests are performed by Orange County Health Care Agency certified backflow device technicians hired by the property owners. IRWD sends letters to property owners with testable backflow prevention devices notifying them that their devices are to be tested. IRWD provides the list of certified technicians to property owners. Once a device is tested, the technician is required to submit documentation to IRWD. There are currently more than 20,000 testable devices in IRWD's service area.

To confirm for on-going compliance at customer sites, IRWD staff conducts periodic field inspections to monitor for hazardous conditions and to determine if field conditions have changed that would warrant a change to the backflow requirements. These periodic field inspections are prioritized based on the types of activities conducted at customer sites.

IRWD itself has more than 150 backflow prevention devices at its properties that also require testing. These devices are tested by IRWD staff. If maintenance or repairs on IRWD's devices is required, that work is performed by IRWD staff.

The State of California requires water agencies have a cross-connection program in compliance with Title 17 of the California Code of Regulations. The State Water Resources Control Board (SWRCB) will be replacing Title 17 with a Policy Handbook which is currently being drafted by SWRCB staff. Staff will work with SWRCB staff during the public input process. Once the document has been adopted, staff will review IRWD's cross-connection program and revise as necessary.

## **Major Goals**

### **RECYCLED WATER DEVELOPMENT**

- Expand the use of recycled water consistent with Title 22 of the California Code of Regulations;
- Convert a minimum of 100 acre-feet of imported water use to recycled water;
- Pursue a new *Local Resources Program* funding agreement with MWD which provides a "per-acre foot" financial incentive to increase the use of recycled water;
- Assist WaterReuse California with its legislative agenda which includes allowing discharge of recycled water from impoundments during storm events;



# **RECYCLED WATER USE and CROSS-CONNECTION CONTROL**

## **OPERATING BUDGET SUMMARY**

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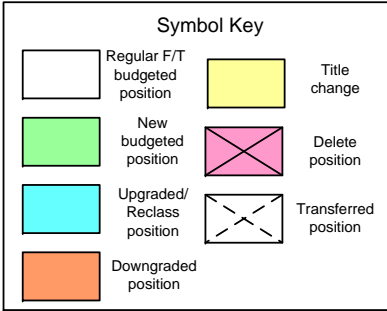
- Remain active in the Orange County Chapter of WaterReuse California; and,
- Seek opportunities to dual-plumb commercial buildings, hotels, condominiums, and apartment properties.

### **RECYCLED WATER USE SITE INSPECTION & TESTING**

- Conduct periodic visual inspections, cross-connection tests, and Site Supervisor training at more than 1,500 recycled water use sites;
- Inform property owners of the things that need to be done to bring the site into compliance with State and local requirements; and,
- Keep records of the site inspection, site testing and Site Supervisor training.

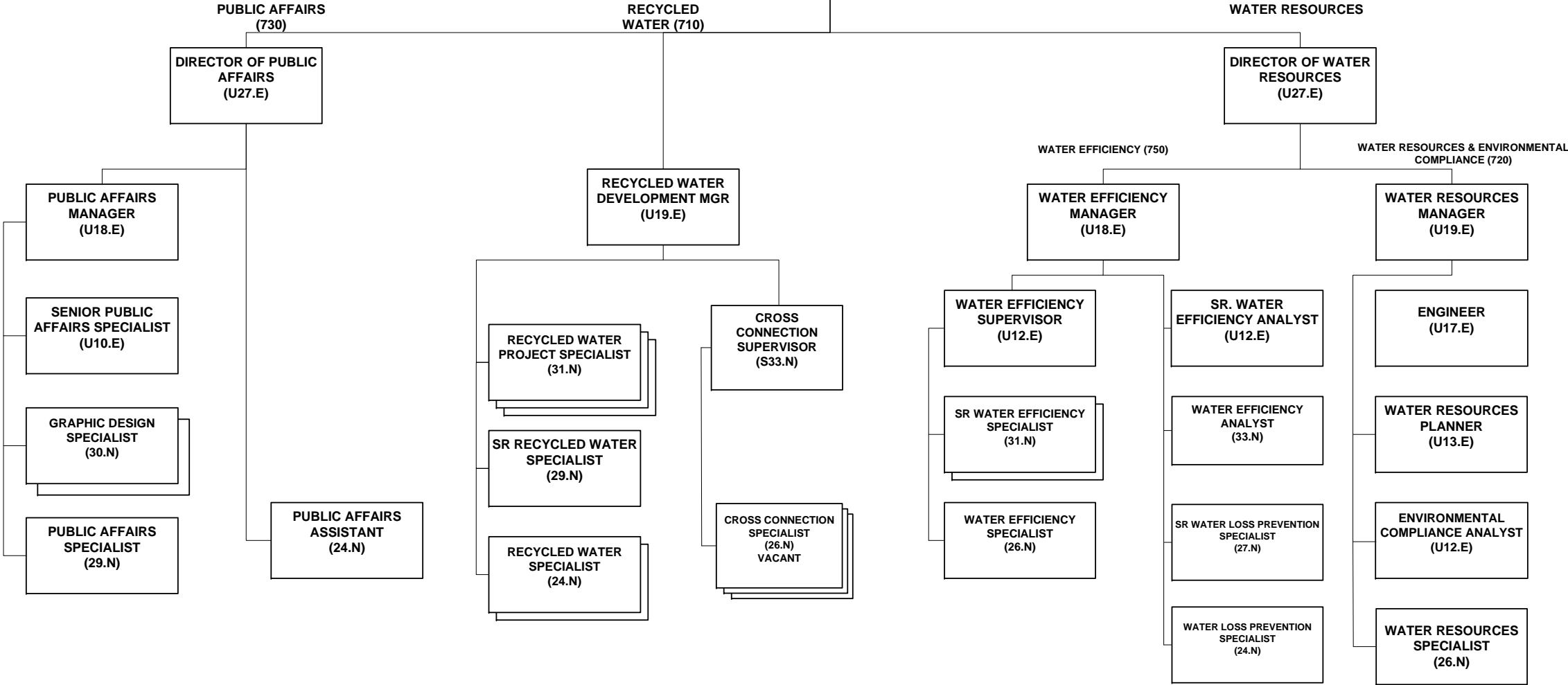
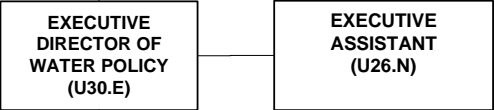
### **CROSS-CONNECTION CONTROL**

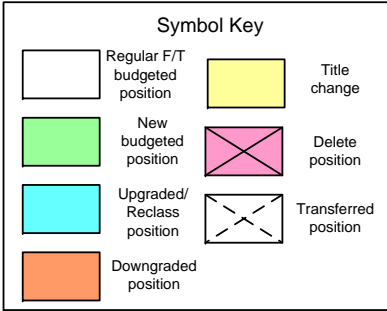
- Send notifications to customers requesting they have their backflow prevention device(s) tested and if necessary, repaired. There are more than 20,000 testable backflow prevention devices in IRWD's service area;
- Conduct periodic inspections of customer sites to ensure the proper backflow prevention device(s) are in place;
- Compile a list of high-, medium-, and low-hazard sites in IRWD's service area that will be the basis for future inspections based on level of risk;
- Test IRWD owned backflow prevention devices and repair as necessary; and,
- Monitor progress of the SWRCB's development of the Policy Handbook (which replaces Title 17), provide input during the process, and revise IRWD's cross-connection program as necessary.



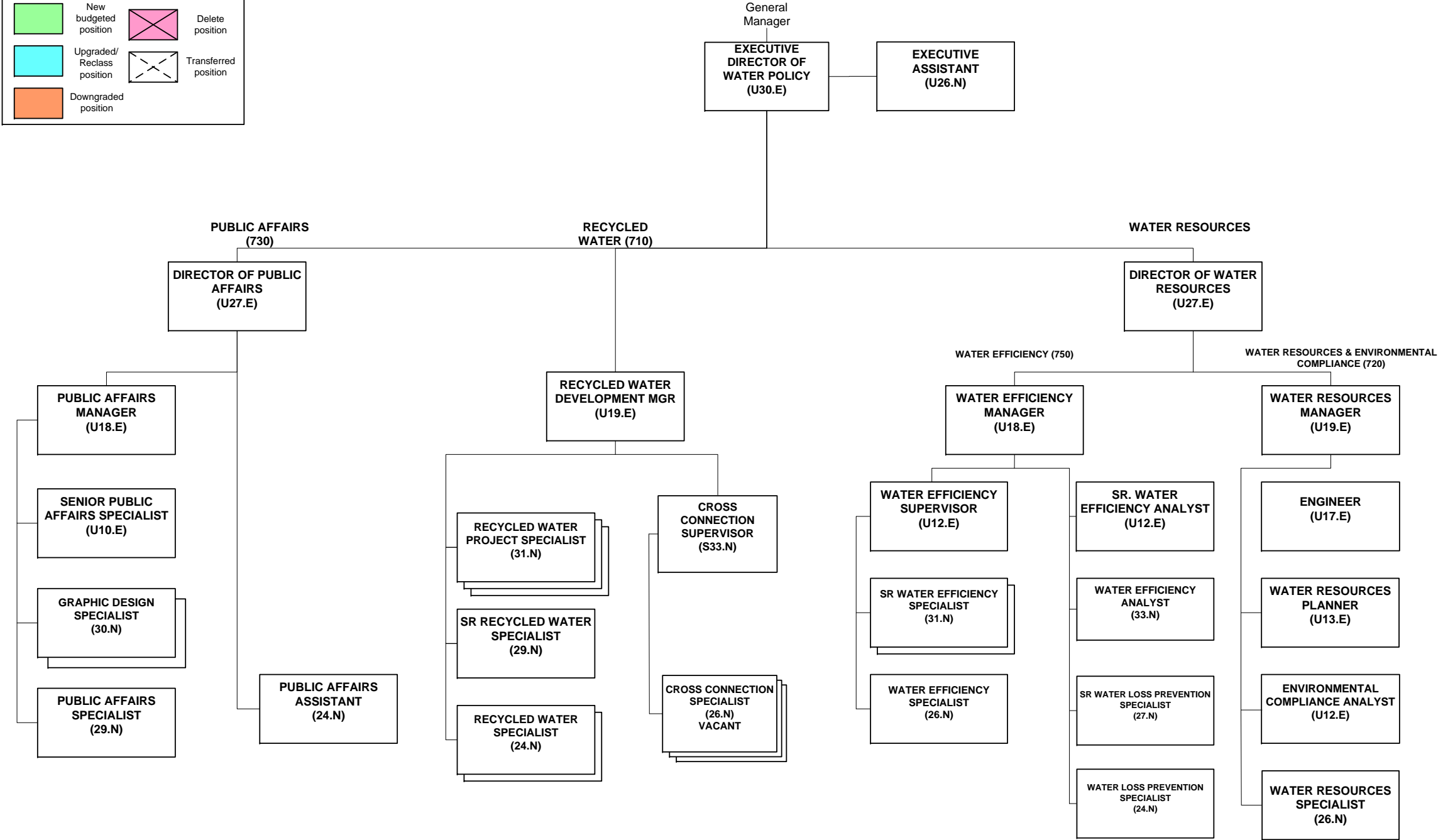
IRVINE RANCH WATER DISTRICT  
WATER RESOURCES AND POLICY  
FISCAL YEAR 2021-22

General Manager





IRVINE RANCH WATER DISTRICT  
WATER RESOURCES AND POLICY  
FISCAL YEAR 2022-23



Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Wtr Policy		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>Water Resources and Policy</u>						
710	Regular Labor	1,178,645	558,320	752,503	1,186,200	433,697
710	Overtime Labor	1,708	2,243	5,400	5,300	(100)
710	Employee Benefits	493,662	221,675	225,913	871,500	645,587
710	Contract Labor	0	0	16,500	0	(16,500)
710	Operating Supplies	8,108	1,100	5,000	3,200	(1,800)
710	Postage	839	224	1,200	1,200	0
710	Permits, Licenses and Fees	36,009	13,576	60,000	40,000	(20,000)
710	Office Supplies	3,219	528	2,800	2,700	(100)
710	Rep & Maint IRWD	12,955	838	2,500	11,400	8,900
710	Personnel Training	7,245	(6)	15,300	11,000	(4,300)
710	Other Professional Fees	308,831	146,972	442,800	408,050	(34,750)
710	Equipment Usage	1	0	0	0	0
<b>Total Water Resources and Policy</b>		2,051,222	945,473	1,529,917	2,540,550	1,010,633

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2022-23**

Wtr Policy

<u>Dept No</u>	<u>Expense Name</u>	FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>Water Resources and Policy</u>						
710	Regular Labor	1,178,645	558,320	1,186,200	1,235,300	49,100
710	Overtime Labor	1,708	2,243	5,300	4,400	(900)
710	Employee Benefits	493,662	221,675	871,500	913,300	41,800
710	Contract Labor	0	0	0	0	0
710	Operating Supplies	8,108	1,100	3,200	3,200	0
710	Postage	839	224	1,200	1,200	0
710	Permits, Licenses and Fees	36,009	13,576	40,000	40,000	0
710	Office Supplies	3,219	528	2,700	2,800	100
710	Rep & Maint IRWD	12,955	838	11,400	11,400	0
710	Personnel Training	7,245	(6)	11,000	15,000	4,000
710	Other Professional Fees	308,831	146,972	408,050	383,800	(24,250)
710	Equipment Usage	1	0	0	0	0
<u>Total Water Resources and Policy</u>		2,051,222	945,473	2,540,550	2,610,400	69,850



# **WATER RESOURCES AND ENVIRONMENTAL COMPLIANCE**

## **OPERATING BUDGET SUMMARY**

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### **Program Description**

The Water Resources and Policy 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 water banking programs, environmental compliance activities, and energy efficiency and renewable energy programs.

Water Resources and Environmental Compliance: Water Resources and Environmental Compliance is responsible for the planning and development of water supply programs and banking projects primarily 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. Water Resources and Environmental Compliance is also responsible for exploring and developing potential local water supply reliability opportunities. The District's efforts in the development of these programs and projects are needed in response to stressors on water supply reliability such as environmental pressures in the Delta, climate change, risks of major earthquakes, expanding statewide population, climate change, and expanding regulatory requirements.

In addition, Water Resources and Environmental Compliance is responsible for the negotiation and development of agreements with other agencies, banking partners 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 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 (MWD). It is also responsible for the management of water supplies allocated to District-owned lands within the Dudley Ridge Water District and for the management of IRWD-owned lands located in the Palo Verde Irrigation District (PVID) including the participation of these lands in the PVID/MWD existing fallowing program and any new water conservation related programs that PVID and MWD implement in the future.

Other responsibilities of Water Resources and Environmental Compliance include managing the District's environmental compliance programs, and overseeing the District's salt management plan, the Sustainable Groundwater Management Act (SGMA) compliance, energy efficiency, greenhouse gas reporting and verification, and renewable energy planning activities. The environmental compliance programs focus on fulfilling the District's compliance requirements for the operation of potable and recycled water and wastewater systems operations, facility replacements and the construction of new facilities.





# **WATER RESOURCES AND ENVIRONMENTAL COMPLIANCE**

## **OPERATING BUDGET SUMMARY**

---

### **Major Goals**

#### **WATER RESOURCES**

- Bank supplemental water for IRWD, develop extraction and additional recharge and storage capacity as needed for IRWD and its water banking partners;
- Manage the completion of planning and feasibility studies as well as the development of the agreements needed for the implementation of the Kern Fan Groundwater Storage Project (Kern Fan Project);
- Work with the Groundwater Banking Joint Powers Authority in the design, construction and operation of the Kern Fan Project;
- Negotiate a MWD Policy for the delivery of MWD system water to IRWD's Kern County Banking Projects;
- Prepare the District's Urban Water Management Plan for 2020 for Board adoption in June 2021;
- Evaluate the long term costs and benefits of the District's potential participation in the Sites Reservoir Project and the Delta Conveyance Project;
- Finalize agreements for a pilot program through which other Orange County water agencies can participate in IRWD's water banking program;
- Implement long-term unbalanced exchange agreements with Central Coast Water Authority, Mojave Water Agency and others for IRWD's water banking program;
- Monitor IRWD's SGMA compliance for its Strand Ranch and Stockdale West properties under the Kern Groundwater Authority Groundwater Sustainability Agency;
- Evaluate options to optimize the benefit of IRWD's State Water Project (SWP) supply allocated through the Dudley Ridge Water District under the 2020 SWP Contract Amendment;
- Finalize a business plan for IRWD's water banking projects and programs;
- Implement existing long-term exchange program to facilitate exports of Kern River water to IRWD service area;
- Participate in water conservation programs implemented by MWD and Palo Verde Irrigation District, such as land fallowing, which can make water available for other uses;
- Investigate cost effective opportunities to purchase State Water Project Table A entitlement; and,
- Prepare and submit grant funding applications for eligible IRWD capital projects including Reclamation's WaterSMART funding.

#### **ENVIRONMENTAL COMPLIANCE**

- Complete the work and studies associated with the EIR for the Syphon Reservoir Improvement Project; and,



# **WATER RESOURCES AND ENVIRONMENTAL COMPLIANCE**

## **OPERATING BUDGET SUMMARY**

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- Fulfill the District's environmental 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**

- Update the District's Salt Management Model and Plan in coordination with the District's Sewer Treatment Master Plan;
- Update the District's Energy and Greenhouse Gas Masterplan;
- Evaluate the impact of varying water supplies on maintaining the District's salt balance;
- Seek grant opportunities for District energy projects;
- Monitor and evaluate IRWD's participation in SCE's Direct Access Program;
- Evaluate opportunities for IRWD participation in a Community Choice Aggregation Program; and,
- Maximize participation in Phase 2 of the SCE Water-Energy Pilot Program by jointly working with SCE on evaluating and implementing beneficial energy projects.

# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2021-22

Wtr Policy		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>Water Resources and Environmental Compliance</u>						
720	Regular Labor	661,045	334,511	1,071,480	658,400	(413,080)
720	Overtime Labor	1,470	1,576	400	400	0
720	Employee Benefits	116,661	36,553	158,728	490,600	331,872
720	Electricity	0	0	155,700	15,000	(140,700)
720	Postage	194	0	0	100	100
720	Permits, Licenses and Fees	715,443	679,706	652,450	734,900	82,450
720	Office Supplies	75	737	0	100	100
720	Rep & Maint IRWD	751,916	588,251	632,549	812,000	179,451
720	Personnel Training	4,023	(369)	0	3,000	3,000
720	Other Professional Fees	209,386	62,494	148,800	153,100	4,300
<u>Total Water Resources and Environmental Compliance</u>		2,460,213	1,703,458	2,820,107	2,867,600	47,493

# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2022-23

Wtr Policy		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>Water Resources and Environmental Compliance</u>						
720	Regular Labor	661,045	334,511	658,400	690,000	31,600
720	Overtime Labor	1,470	1,576	400	400	0
720	Employee Benefits	116,661	36,553	490,600	517,300	26,700
720	Electricity	0	0	15,000	156,700	141,700
720	Postage	194	0	100	100	0
720	Permits, Licenses and Fees	715,443	679,706	734,900	689,800	(45,100)
720	Office Supplies	75	737	100	100	0
720	Rep & Maint IRWD	751,916	588,251	812,000	720,000	(92,000)
720	Personnel Training	4,023	(369)	3,000	3,000	0
720	Other Professional Fees	209,386	62,494	153,100	159,200	6,100
<b>Total Water Resources and Environmental Compliance</b>		<b>2,460,213</b>	<b>1,703,458</b>	<b>2,867,600</b>	<b>2,936,600</b>	<b>69,000</b>



## ***PUBLIC AFFAIRS***

### ***OPERATING BUDGET SUMMARY***

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#### **Program Description**

The Water Resources and Policy 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 program, regulatory requirements and public affairs.

Public Affairs: Public Affairs is responsible for communicating accurate and timely information about Irvine Ranch Water District services, projects, activities and programs, and for promoting the District's water use efficiency initiatives. Public Affairs uses multiple platforms, including websites, print, video, personal contact, education programs, publications, tours, and social media. The IRWD communication program serves the District and its 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;
- Conveying accurate, timely information to the public on sensitive and controversial issues; and,
- Promoting transparency and easy-to-access information.

#### **Major Goals**

The COVID-19 pandemic has created new needs — and new opportunities — for customer and community outreach. Public Affairs will focus on outreach that will serve customers and the District during and after the pandemic. Elements of the communication program developed during the pandemic will continue to be of value as life returns to normal.

#### **WATER EFFICIENCY OUTREACH**

- Develop and implement an overarching message to educate customers about water efficiency;
- Reach customers spending more time at home by educating them about the beauty of water-efficient landscape and IRWD rebates that can help them replace their lawn;
- Upgrade the RightScapeNow.com website with tools to make it easier for customers to take advantage of opportunities to transform their landscapes;
- Enhance water efficiency webinars to make content engaging and useful on multiple platforms;
- Promote water efficiency events to reach more customers, and those who haven't participated;
- Educate the public about the value of recycled water and storage reservoirs;
- Provide students in the IRWD service area with learning opportunities regarding water supply, water reliability, tap water, and water use efficiency programs. Promote water education programs to schools in the IRWD service area. Develop videos and interactive tools to permit learning from home;
- Conduct outreach to customers who regularly exceed their monthly water budget; and



## ***PUBLIC AFFAIRS***

### ***OPERATING BUDGET SUMMARY***

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- Teach customers how to save water and money by understanding their water bill.

#### **COMMUNITY OUTREACH**

- Develop and implement virtual tour videos and programs for socially distanced customer education and return to in-person tours when able;
- Through transparency and education, assure customers of the quality of IRWD water;
- Develop educational displays for District facilities;
- Create, update and refine multi-pronged social media outreach channels to inform IRWD customers, the media, business partners, IRWD employees and other government entities;
- Refine and execute tap water quality programs and infrastructure outreach programs;
- Enhance public trust by promoting customer service and answering customer questions;
- Enhance communications with customers regarding construction and maintenance projects;
- Develop an up-to-date crisis communication plan;
- Enhance public trust and employee safety by helping customers access IRWD customer service remotely; and
- Provide enhanced customer outreach initiatives based on customer feedback programs.

#### **INTERNAL COMMUNICATIONS**

- Improve employee communication by making the intranet and other tools more accessible, particularly to staff outside the office.

# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2021-22

Wtr Policy		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<b>Public Affairs</b>						
730	Regular Labor	728,076	378,773	683,084	676,700	(6,384)
730	Overtime Labor	8,935	1,154	8,000	0	(8,000)
730	Employee Benefits	130,256	50,216	101,932	488,300	386,368
730	Operating Supplies	29	0	400	400	0
730	Printing	30,101	13,717	55,000	60,000	5,000
730	Postage	77	30	200	200	0
730	Office Supplies	4,552	715	6,000	6,000	0
730	Personnel Training	7,922	2,359	13,052	15,052	2,000
730	Other Professional Fees	615,033	530,447	1,700,352	1,560,600	(139,752)
730	Equipment Usage	2	0	0	0	0
<b>Total Public Affairs</b>		1,524,983	977,411	2,568,020	2,807,252	239,232

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2022-23**

Wtr Policy

<u>Dept No</u>	<u>Expense Name</u>	FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<b>Public Affairs</b>						
730	Regular Labor	728,076	378,773	676,700	704,500	27,800
730	Overtime Labor	8,935	1,154	0	0	0
730	Employee Benefits	130,256	50,216	488,300	512,400	24,100
730	Operating Supplies	29	0	400	400	0
730	Printing	30,101	13,717	60,000	65,000	5,000
730	Postage	77	30	200	200	0
730	Office Supplies	4,552	715	6,000	6,000	0
730	Personnel Training	7,922	2,359	15,052	15,052	0
730	Other Professional Fees	615,033	530,447	1,560,600	1,442,600	(118,000)
730	Equipment Usage	2	0	0	0	0
<b>Total Public Affairs</b>		1,524,983	977,411	2,807,252	2,746,152	(61,100)





# **WATER EFFICIENCY**

## **OPERATING BUDGET SUMMARY**

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### **Program Description**

The Water Resources and Policy 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 Water Efficiency Programs.

Water Efficiency: Demand management programs directly offset the need for developing additional water supplies and are a critical element 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 sewage resource recycling. Water efficiency programs focused on outdoor water efficiency, compliance with new state requirements, tactical incentives and participation in innovative pilots and research that maintain IRWD's leadership position are incorporated into the two-year fiscal 2021-23 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.

### **Major Goals**

#### **WATER EFFICIENCY**

- Update the Water Efficiency Implementation Plan to include new programs and projects that will be offered during Fiscal Years 2021-22 and 2022-23.
- 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 outdoor efficiency programs;
- 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;
- Continue to support and expand educational programs for the professional landscape industry;
- Implement 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 discussions with the State Water Resources Control Board, the California Department of Water Resources and other stakeholders on implementation of the State's Conservation as a California Way of Life legislation for efficient water use that balances local conditions, supplies, use of recycled water, prior conservation, growth and other equity adjustments;
- Establish the appropriate metrics and quantify water efficiency targets; and,
- Develop a Water Loss Audit Data Management Report.

Irvine Ranch Water District  
**Consolidated Operating Expense Budget for FY 2021-22**

Wtr Policy		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2020-21 Budget	FY 2021-22 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>Water Efficiency</u>						
750	Regular Labor	868,727	374,638	637,626	750,700	113,074
750	Overtime Labor	20,799	0	39,000	7,800	(31,200)
750	Employee Benefits	(89,566)	38,553	95,198	531,800	436,602
750	Contract Labor	278,962	137,590	178,000	75,000	(103,000)
750	Operating Supplies	1,944	79	5,700	3,000	(2,700)
750	Postage	63	0	0	0	0
750	Office Supplies	0	32	0	0	0
750	Rep & Maint IRWD	26,773	10,366	30,000	28,652	(1,348)
750	Personnel Training	17,301	165	20,000	19,000	(1,000)
750	Other Professional Fees	156,739	12,102	194,000	183,375	(10,625)
750	Conservation	209,519	95,679	1,003,000	718,000	(285,000)
<b>Total Water Efficiency</b>		1,491,261	669,204	2,202,524	2,317,327	114,803
<b>Total Wtr Policy</b>		7,527,678	4,295,545	9,120,568	10,532,729	1,412,161

# Irvine Ranch Water District

## Consolidated Operating Expense Budget for FY 2022-23

Wtr Policy		FY 2019-20 Actual	FY 2020-21 Actual thru 12/31/20	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget	Incr/(Decr)
<u>Dept No</u>	<u>Expense Name</u>					
<u>Water Efficiency</u>						
750	Regular Labor	868,727	374,638	750,700	791,600	40,900
750	Overtime Labor	20,799	0	7,800	19,500	11,700
750	Employee Benefits	(89,566)	38,553	531,800	568,000	36,200
750	Contract Labor	278,962	137,590	75,000	20,000	(55,000)
750	Operating Supplies	1,944	79	3,000	3,000	0
750	Postage	63	0	0	0	0
750	Office Supplies	0	32	0	0	0
750	Rep & Maint IRWD	26,773	10,366	28,652	28,652	0
750	Personnel Training	17,301	165	19,000	20,000	1,000
750	Other Professional Fees	156,739	12,102	183,375	129,500	(53,875)
750	Conservation	209,519	95,679	718,000	694,750	(23,250)
<u>Total Water Efficiency</u>		<u>1,491,261</u>	<u>669,204</u>	<u>2,317,327</u>	<u>2,275,002</u>	<u>(42,325)</u>
<hr/>						
Total Wtr Policy		7,527,678	4,295,545	10,532,729	10,568,154	35,425



# GENERAL PLANT

## *SUMMARY* *FY 2021-22*

*(in thousands)*

	Fiscal Year 2020-21	Fiscal Year 2021-22	Increase (Decrease)
Information Systems	\$ 329	\$ 619	\$ 291
Transportation Equipment	355	455	101
Laboratory Equipment	264	672	408
Work Equipment	1,089	695	(394)
Sub-Total	2,036	2,441	405
Less: Vehicle Salvage Value	(54)	(68)	(14)
<b>Total General Plant *</b>	<b>1,982</b>	<b>2,373</b>	<b>391</b>

### Fiscal Year 2021-22

Funded by User Charges	\$ 1,815	76.49%
Funded by Capital Funds	558	23.51%
Funded by Overallocation Rev	-	0.00%
<b>Total Fiscal Year 2019-20</b>	<b>\$ 2,373</b>	<b>100.00%</b>

### Fiscal Year 2020-21

Funded by User Charges	\$ 1,679	84.71%
Funded by Capital Funds	168	8.45%
Funded by Overallocation Rev	135	6.83%
<b>Total Fiscal Year 2021-22</b>	<b>\$ 1,982</b>	<b>100.00%</b>

\* The asset listing detail is included in the Capital Budget book. Staff will continue to include a summary that identifies the funding source in the Operating Budget.



# GENERAL PLANT

## *SUMMARY* *FY 2022-23*

*(in thousands)*

	Fiscal Year 2020-21	Fiscal Year 2022-23	Increase (Decrease)
Information Systems	\$ 619	\$ 407	\$ (212)
Transportation Equipment	455	388	(67)
Laboratory Equipment	672	237	(435)
Work Equipment	695	650	(45)
Sub-Total	2,441	1,682	(759)
Less: Vehicle Salvage Value	(68)	(77)	(9)
<b>Total General Plant *</b>	<b>2,373</b>	<b>1,605</b>	<b>(768)</b>

### Fiscal Year 2022-23

Funded by User Charges	\$ 1,588	98.94%
Funded by Capital Funds	17	1.06%
Funded by Overallocation Rev	-	0.00%
<b>Total Fiscal Year 2019-20</b>	<b>\$ 1,605</b>	<b>100.00%</b>

### Fiscal Year 2021-22

Funded by User Charges	\$ 1,815	76.49%
Funded by Capital Funds	558	23.51%
Funded by Overallocation Rev	-	0.00%
<b>Total Fiscal Year 2022-23</b>	<b>\$ 2,373</b>	<b>100.00%</b>

\* The asset listing detail is included in the Capital Budget book. Staff will continue to include a summary that identifies the funding source in the Operating Budget.



(in thousands)

# GENERAL PLANT

## ANALYSIS BY DEPARTMENT

*FY 2021-22*

Description	Finance and Administrative Services	Engineering	Recycling and Water Operations	Water Quality and Regulatory Compliance	Water Policy	Maintenance	Total
Information Systems and Technology	\$ 619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 619
Laboratory Equipment	-	-	-	672	-	-	672
Work Class Equipment	-	-	-	-	-	695	695
Transportation	-	-	-	-	-	455	455
Subtotal	\$ 619	\$ -	\$ -	\$ 672	\$ -	\$ 1,150	\$ 2,441
Less Vehicle Salvage Value	-	-	-	-	-	(68)	(68)
<b>Total Fiscal Year 2021-22</b>	<b>\$ 619</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 672</b>	<b>\$ -</b>	<b>\$ 1,082</b>	<b>\$ 2,373</b>
Total Fiscal Year 2020-21	353	49	1,306	264	-	10	1,982
Increase/(Decrease)	\$ 266	\$ (49)	\$ (1,306)	\$ 408	\$ -	\$ 1,072	\$ 391



(in thousands)

# GENERAL PLANT

## ANALYSIS BY DEPARTMENT

*FY 2022-23*

Description	Finance and Administrative Services	Engineering	Recycling and Water Operations	Water Quality and Regulatory Compliance	Water Policy	Maintenance	Total
Information Systems and Technology	\$ 407	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 407
Laboratory Equipment	-	-	-	237	-	-	237
Work Class Equipment	-	-	-	-	-	650	650
Transportation	-	-	-	-	-	388	388
Subtotal	\$ 407	\$ -	\$ -	\$ 237	\$ -	\$ 1,038	\$ 1,682
Less Vehicle Salvage Value	-	-	-	-	-	(77)	(77)
<b>Total Fiscal Year 2022-23</b>	<b>\$ 407</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 237</b>	<b>\$ -</b>	<b>\$ 961</b>	<b>\$ 1,605</b>
Total Fiscal Year 2021-22	619	-	-	672	-	1,082	2,373
Increase/(Decrease)	\$ (212)	\$ -	\$ -	\$ (435)	\$ -	\$ (121)	\$ (768)



# GENERAL PLANT

## GENERAL PLANT BUDGET DETAIL FY 2021-22

TASK	Item Description	Quantity	Price	FY 2021-22
<b>Department:</b>	<b>INFORMATION SERVICES</b>			
250 8031.250.02	2 Servers for LAWRP	2	\$ 20,000	\$ 40,000
250 8031.250.03	22 Cisco Switches	22	7,273	\$ 160,000
250 8031.250.09	Network Load Balancer	1	50,000	\$ 50,000
250 8031.250.14	Board Room and Conference Room Technology Refresh	1	150,000	\$ 150,000
250 8041.250.01	5 New and 15 Replacement Tablets (IPAD) - old SCADA	5	1,000	\$ 5,000
250 8041.250.06	PC/Laptop/peripherals Replacement	215	930	\$ 200,000
250 8041.250.08	2 additional full user licenses each FY (4 total for this two year budget cycle) for the Laboratory Information Management System (LIMS) software.	2	6,825	\$ 13,650
Sub-Total				\$ 618,650
<b>Department:</b>	<b>WATER QUALITY &amp; REGULATORY COMPLIANCE</b>			
600 8036.600.16	Existing Laboratory Equipment Replacement	1	237,450	237,450
600 8036.600.17	Liquid Chromatograph-Tandem Mass Spectrometer	1	435,000	435,000
Sub-Total				\$ 672,450
<b>Department:</b>	<b>FLEET SERVICES</b>			
870 8037.870.19	Backhoe Loader	1	\$ 135,000	\$ 135,000
870 8037.870.20	Backhoe Loader	1	\$ 135,000	\$ 135,000
870 8038.870.21	Truck Mounted Crane	1	\$ 380,000	\$ 380,000
870 8037.870.22	Forklift 11,000 Lb.	1	\$ 44,500	\$ 44,500
870 8055.870.23	Medium Duty Pickup Truck w/Utility Body	1	\$ 54,000	\$ 54,000
870 8055.870.24	Medium Duty Pickup Truck w/Utility Body	1	\$ 54,000	\$ 54,000
870 8055.870.25	Medium Duty Pickup Truck w/Utility Body	1	\$ 54,000	\$ 54,000
870 8055.870.26	Medium Duty Pickup Truck w/Utility Body	1	\$ 54,000	\$ 54,000
870 8055.870.27	Medium Duty Pickup Truck w/Utility Body	1	\$ 54,000	\$ 54,000
870 8055.870.28	Medium Duty Utility Van	1	\$ 62,500	\$ 62,500
870 8055.870.29	Medium Duty Pickup Truck	1	\$ 44,500	\$ 44,500
870 8055.870.30	Medium Duty Pickup Truck	1	\$ 39,000	\$ 39,000
870 8055.870.31	Medium Duty Pickup Truck	1	\$ 39,000	\$ 39,000
Sub-Total				\$ 1,149,500
Total General Plant				\$ 2,440,600



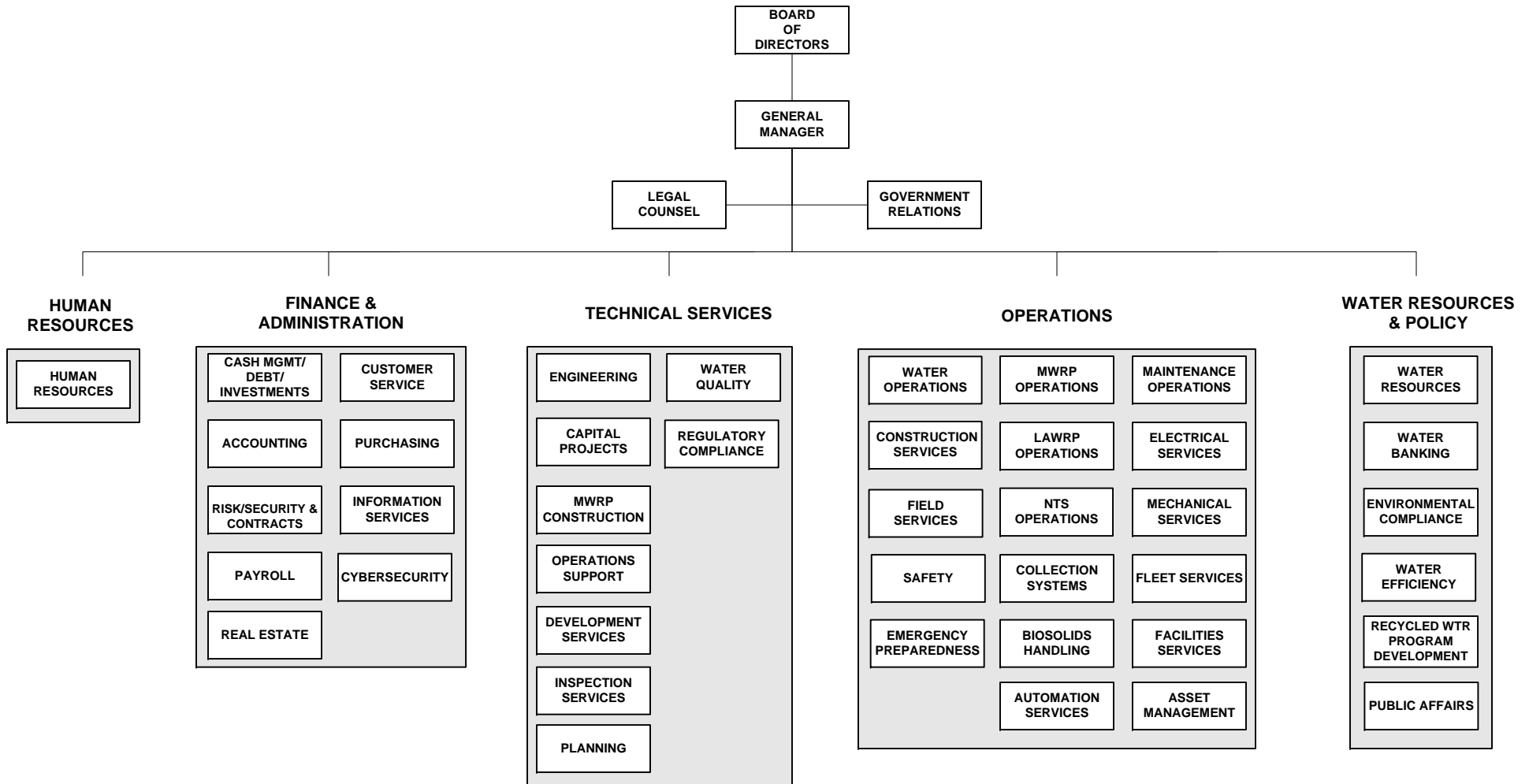


# GENERAL PLANT

## GENERAL PLANT BUDGET DETAIL FY 2022-23

TASK	Item Description	Quantity	Price	FY 2022-23
<b>Department:</b> INFORMATION SERVICES				
250 8031.250.14	Board Room and Conference Room Technology Refresh	1	\$ 150,000	\$ 150,000
250 8041.250.01	5 New and 15 Replacement Tablets (IPAD) - old SCADA	15	\$ 1,000	\$ 15,000
250 8041.250.04	10 Industrial SCADA Desktop	10	\$ 1,200	\$ 12,000
250 8041.250.05	8 Dedicated SCADA Laptops for Automation Staff	8	\$ 2,000	\$ 16,000
250 8041.250.06	PC/Laptop/peripherals Replacement	1	\$ 200,000	\$ 200,000
250 8041.250.08	2 additional full user licenses each FY (4 total for this two year budget cycle) for the Laboratory Information Management System (LIMS) software.	2	\$ 6,825	\$ 13,650
Sub-Total				406,650
<b>Department:</b> WATER QUALITY & REGULATORY COMPLIANCE				
600 8036.600.16	Existing Laboratory Equipment Replacement	1	237,450	237,450
Sub-Total				237,450
<b>Department:</b> FLEET SERVICES				
870 8037.870.32	Backhoe Loader	1	\$ 135,000	\$ 135,000
870 8037.870.34	Backhoe Loader	1	135,000	135,000
870 8038.870.35	Truck Mounted Crane	1	380,000	380,000
870 8055.870.36	Medium Duty Pickup Truck W/Utility Body	1	62,000	62,000
870 8055.870.37	Light Duty Pickup Truck	1	37,000	37,000
870 8055.870.38	Light Duty Pickup Truck	1	37,000	37,000
870 8055.870.39	Light Duty Pickup Truck	1	37,000	37,000
870 8055.870.40	Light Duty Pickup Truck	1	37,000	37,000
870 8055.870.41	Medium Duty Pickup Truck	1	44,500	44,500
870 8055.870.42	Medium Duty Pickup Truck	1	44,500	44,500
870 8055.870.43	Medium Duty Pickup Truck	1	44,500	44,500
870 8055.870.44	Medium Duty Pickup Truck	1	44,500	44,500
Sub-Total				1,038,000
Total General Plant				<u>\$ 1,682,100</u>

**Irvine Ranch Water District  
Organizational Chart  
(By Function)**





# POSITIONS BY COST CENTER

## *FOUR YEAR PERSONNEL COMPARISON*

Department	Budget		Proposed	
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Administration				
Number of Positions*	13.0	13.0	13.0	13.0
% change from prior year	0.0 %	0.0 %	0.0 %	0.0 %
Safety				
Number of Positions*	3.0	3.0	3.0	3.0
% change from prior year	0.0 %	0.0 %	0.0 %	0.0 %
Finance and Administrative Services				
Number of Positions*	88.0	92.0	92.0	92.0
% change from prior year	4.1 %	2.3 %	0.0 %	0.0 %
Engineering				
Number of Positions	44.0	44.0	44.0	44.0
% change from prior year	0.0 %	0.0 %	0.0 %	0.0 %
Water Operations				
Number of Positions	80.0	81.0	81.0	81.0
% change from prior year	(2.4) %	1.3 %	0.0 %	0.0 %
Recycling Operations				
Number of Positions	59.0	60.0	61.0	61.0
% change from prior year	5.4 %	1.7 %	1.7 %	0.0 %
Water Quality and Regulatory Compliance				
Number of Positions	29.0	31.0	33.0	34.0
% change from prior year	0.0 %	6.9 %	6.5 %	3.0 %
Water Policy				
Number of Positions	35.0	35.0	35.0	35.0
% change from prior year	11.1 %	0.0 %	0.0 %	0.0 %
Maintenance				
Number of Positions	53.0	53.0	53.0	53.0
% change from prior year	1.9 %	0.0 %	0.0 %	0.0 %
Total Number of Positions	404.0	412.0	415.0	416.0
Number of Changed Positions	10.0	8.0	3.0	1.0
% Change From Prior Year	2.7 %	4.2 %	0.7 %	0.2 %

\* Prior years restated to reflect organizational changes



# SALARIES AND WAGES

## SUMMARY OF SALARIES AND WAGES

*FY 2021-22*

(in thousands)

	Total	Administration	Safety	Finance and Administrative Services	Engineering	Water Operations	Recycling Operations	Water Quality and Regulatory Compliance	Water Policy	Maintenance
Current Authorized:										
Gross Pay	\$ 33,955	\$ 1,410	\$ 239	\$ 7,231	\$ 4,413	\$ 6,135	\$ 4,562	\$ 2,654	\$ 3,217	\$ 4,094
Annual Increase	579	24	4	123	75	105	78	45	55	70
Sub-Total Regular Salaries & Wages	\$ 34,534	\$ 1,434	\$ 243	\$ 7,354	\$ 4,488	\$ 6,240	\$ 4,640	\$ 2,699	\$ 3,272	\$ 4,164
New Positions:										
Gross Pay	236	-	-	-	-	-	85	151	-	-
Total Regular Salaries & Wages	\$ 34,770	\$ 1,434	\$ 243	\$ 7,354	\$ 4,488	\$ 6,240	\$ 4,725	\$ 2,850	\$ 3,272	\$ 4,164
Insurance and Benefits	15,740	649		3,329	2,032	2,825	2,139	1,290	1,481	1,885
Employment Tax & PERS Contributions	14,744	608		3,118	1,903	2,646	2,004	1,209	1,387	1,766
Total Regular Salaries & Wages, health Insurance and employment taxes	\$ 65,254	\$ 2,691		\$ 13,801	\$ 8,423	\$ 11,711	\$ 8,868	\$ 5,349	\$ 6,140	\$ 7,815
Employee Count:	415	13	3	92	44	81	61	33	35	53



# SALARIES AND WAGES

## SUMMARY OF SALARIES AND WAGES

*FY 2022-23*

(in thousands)

	Total	Administration	Safety	Finance and Administrative Services	Engineering	Water Operations	Recycling Operations	Water Quality and Regulatory Compliance	Water Policy	Maintenance
Current Authorized:										
Gross Pay	\$35,125	\$ 1,450	\$ 246	\$ 7,433	\$ 4,519	\$ 6,305	\$ 4,773	\$ 2,880	\$ 3,315	\$ 4,204
Annual Increase	1,117	46	8	238	145	202	150	88	106	134
Sub-Total Regular Salaries & Wages	\$36,241	\$ 1,496	\$ 254	\$ 7,671	\$ 4,664	\$ 6,506	\$ 4,923	\$ 2,968	\$ 3,421	\$ 4,338
New Positions:										
Gross Pay	86	-	-	-	-	-	-	86	-	-
Total Regular Salaries & Wages	\$36,327	\$ 1,496	\$ 254	\$ 7,671	\$ 4,664	\$ 6,506	\$ 4,923	\$ 3,054	\$ 3,421	\$ 4,338
Insurance and Benefits	16,558	682		3,496	2,126	2,965	2,244	1,392	1,559	1,977
Employment Tax & PERS Contributions	15,423	635		3,257	1,980	2,762	2,090	1,297	1,452	1,842
Total Regular Salaries & Wages, health Insurance and employment taxes	\$68,308	\$ 2,813		\$ 14,424	\$ 8,770	\$ 12,233	\$ 9,257	\$ 5,743	\$ 6,432	\$ 8,157
Employee Count:	416	13	3	92	44	81	61	34	35	53



# BENEFITS AND EMPLOYMENT TAX

## *HEALTH INSURANCE AND EMPLOYER CONTRIBUTIONS FY 2021-22*

	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Change</b>
<b>Insurance and Benefits</b>			
Health Ins Actives	\$ 6,478	\$ 7,096	\$ 618
Paid Time Off *	5,099	5,185	86
Dental Premiums	488	511	23
Wrkrs Comp Premiums	763	750	(13)
Wrkrs Comp Paid Claims	772	772	-
Life Ins Actives	174	180	6
LT Disability Premiums	155	174	19
Medical Premiums - Retirees	177	425	248
Vision Benefit Premiums	85	98	13
RHCAP Payments - OPEB	575	351	(224)
Life Ins Retirees	13	13	-
Other	186	185	(1)
	<b>\$ 14,965</b>	<b>\$ 15,740</b>	<b>\$ 775</b>
<b>Employment Tax and PERS</b>			
PERS Employer Portion	\$ 8,319	\$ 10,690	\$ 2,371
PERS In Excess Of ARC	1,445	2,024	579
401A Employer Match Portion	973	1,006	33
401A Employer Direct Portion	387	402	15
Medicare Tax	553	572	19
St Unemployment Tax	50	50	-
	<b>\$ 11,727</b>	<b>\$ 14,744</b>	<b>\$ 3,017</b>
<b>Total Insurance, Benefits, and Taxes</b>	<b>\$ 26,692</b>	<b>\$ 30,484</b>	<b>\$ 3,792</b>

\* Paid time off restated from labor to employee benefits in FY 2020-21



# BENEFITS AND EMPLOYMENT TAX

## *HEALTH INSURANCE AND EMPLOYER CONTRIBUTIONS FY 2022-23*

	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Change</b>
<b>Insurance and Benefits</b>			
Health Ins Actives	\$ 7,096	\$ 7,450	\$ 354
Paid Time Off	5,185	5,559	374
Dental Premiums	511	524	13
Wrkrs Comp Premiums	750	825	75
Wrkrs Comp Paid Claims	772	772	-
Life Ins Actives	180	180	-
LT Disability Premiums	174	174	-
Medical Premiums - Retirees	425	425	-
Vision Benefit Premiums	98	98	-
RHCAP Payments - OPEB	351	351	-
Life Ins Retirees	13	13	-
Other	185	187	2
	<b>\$ 15,740</b>	<b>\$ 16,558</b>	<b>\$ 818</b>
<b>Employment Tax and PERS</b>			
PERS Employer Portion	\$ 10,690	\$ 11,388	\$ 698
PERS In Excess Of ARC	2,024	1,914	(110)
401A Employer Match Portion	1,006	1,052	46
401A Employer Direct Portion	402	421	19
Medicare Tax	572	598	26
St Unemployment Tax	50	50	-
	<b>\$ 14,744</b>	<b>\$ 15,423</b>	<b>\$ 679</b>
<b>Total Insurance, Benefits, and Taxes</b>	<b>\$ 30,484</b>	<b>\$ 31,981</b>	<b>\$ 1,497</b>

**FY 2021/22 Budget  
Summary of Proposed Budgeted Personnel Changes**

Proposed Changes to Existing Budgeted Positions						
Dept	Job Title	Current Sal Grade	Proposed Action	Proposed Job Title	Proposed Sal Grade	Salary Costs
240	Purchasing Coordinator	19.N	Reclass 1 Position	Senior Purchasing Coordinator	22.N	\$5,832
300	Development Services Specialist	19.N	Reclass 1 Position	Engineering Technician I	20.N	\$1,884
					Subtotal	\$7,716

Proposed New Positions				
Dept	Job Title	Sal Grade	Salary Costs	Number of Positions
530	Automation Specialist	32.N	\$92,772	1
600	Scientist	28.N	\$82,572	1
650	Scientist	28.N	\$82,572	1
Subtotal			<u>\$257,916</u>	<u>3</u>
Total			<u>\$265,632</u>	





# LABOR

## ***PROPOSED LABOR CHANGES FY 2021/22***

### **Proposed Personnel Budget Changes as Reflected in the FY 2021/22 Operating Budget**

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

##### ***Purchasing (240):***

Purchasing Coordinator (Salary Grade 19.N) to Senior Purchasing Coordinator (Salary Grade 22.N)

This position's reclassification is being requested to meet the needs of the department.

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

Development Services Specialist (Salary Grade 19.N) to Engineering Technician I (Salary Grade 20.N)

This position's reclassification is being requested to accurately reflect the specific duties and responsibilities of the position.

#### **New Positions**

##### ***Automation (530):***

Automation Specialist (Salary Grade 32.N) – 1 position

This new position is required to assist with the growing complexity of SCADA and Biosolids.

##### ***Water Quality (600):***

Scientist (Salary Grade 28.N) – 1 position

This position is required to assist with the increased workload due to Biosolids.

##### ***Regulatory Compliance (650):***

Scientist (Salary Grade 28.N) – 1 position

This position is required to assist with the increased workload due to Biosolids.

**FY 2022/23 Budget**  
**Summary of Proposed Budgeted Personnel Changes**

Proposed New Positions				
Dept	Job Title	Sal Grade	Salary Costs	Number of Positions
600	Senior Scientist	32.N	\$92,772	1
		Subtotal	<u>\$92,772</u>	<u>1</u>
		Total	<u>\$92,772</u>	



# LABOR

## ***PROPOSED LABOR CHANGES FY 2022/23***

### **Proposed Personnel Budget Changes as Reflected in the FY 2022/23 Operating Budget**

#### **New Positions**

##### ***Water Quality (600):***

Senior Scientist (Salary Grade 32.N) – 1 position

This position is required to assist with the increased workload due to PFAS.