

MINUTES OF THE  
FISCAL POLICY COMMITTEE OF  
VISTA IRRIGATION DISTRICT

May 17, 2016

A meeting of the Fiscal Policy Committee was held on Tuesday, May 17, 2016, at the offices of the District, 1391 Engineer Street, Vista, California.

**1. CALL TO ORDER**

Chair Vásquez called the meeting to order at 2:00 p.m.

**2. ROLL CALL**

Directors present: Chair Vásquez and Director Miller.

Staff present: Roy Coox, General Manager; Eldon Boone, Assistant General Manager; Brian Smith, Director of Engineering; Frank Wolinski, Operations and Field Services Manager; Marlene Kelleher, Finance Manager; Brett Hodgkiss, Administrative Services Manager; Farrokh Shahamiri, Finance Associate; and Marian Schmidt, Assistant Board Secretary.

**3. APPROVAL OF AGENDA**

The agenda was approved as presented.

**4. PUBLIC COMMENT TIME**

There were no members of the public present.

**5. DRAFT FISCAL YEAR 2017 BUDGET**

See staff report attached hereto.

In his opening comments, Assistant General Manager Eldon Boone advised the Committee that the Fiscal Year 2017 operating budget is lean and noted that the District is spending more money than usual on infrastructure improvements, that are investments in the future of the District. Mr. Boone reviewed the Budget document with Committee, highlighting significant increases and providing clarifications as needed. He explained that the current fiscal year Capital Budget of \$2.5 million is increasing to \$9.2 million for Fiscal Year 2017. Mr. Boone let the Committee know that the increase was primarily related to accelerating the replacement of pipeline (Main Replacement Program) and the rehabilitation of HP Reservoir.

Mr. Boone discussed the HP Reservoir Rehabilitation project, updating the Committee on the structural condition of the reservoir and discussing the evaluation and project alternatives. He said that staff estimated the cost of rehabilitation at \$2.5 to 3 million and the cost to build a new reservoir at around \$5 million. Mr. Boone stated that these projects (Main Replacement Program and HP Reservoir Rehabilitation) are investments in the future that will benefit current and future customers.

The Committee asked why the revenue projection for Investment Income had increased significantly from Fiscal Year 2016. Mr. Boone explained that the methodology used to project Investment Income had changed slightly. In prior years, the District projected Investment Income using a 3-year average interest rate (0.17% for Fiscal Year 2016). For Fiscal Year 2017, the District used the current rate from the Treasurer's Report (0.48%), which increased Investment Income projections by \$95,000.

Mr. Boone informed the Committee of proposed organizational changes, which resulted in a slight decrease to wages. He indicated that the Fiscal Year 2016 Budget included 92 positions compared to 90 positions in the Fiscal Year 2017 Budget. Mr. Boone said that Financial Analyst and Human Resource/Safety Secretary positions were not included in the Budget and that organization restructuring resulted in the elimination of the Administrative Services Manager position and the addition of a Management Analyst position.

Mr. Boone explained that the increase to Contractual Services is primarily due to the cost of upcoming flume repairs (\$350,000 for applying an epoxy coating to Beehive Bench). Mr. Boone also explained that the increase in Consultants is primarily due to the preparation of a Master Plan. He noted that the Master Plan will include an evaluation of the condition District infrastructure (e.g., reservoirs, pipelines, etc.). Mr. Boone informed the Committee that last Master Plan was prepared in 2000.

Mr. Boone let the Committee know that the Budget included the cost of replacing the District's current telephone system which is over 20 years old. He stated that the largest single cost of the system is for purchase of the phone system's computer hardware and software, which is included in the Capital Budget at \$35,000. The Operating Budget also includes \$15,000 for consulting services to help the District implement and install the system and \$20,000 for the new telephone handsets. He said that the total cost of the new telephone system is estimated at \$70,000.

In conclusion, Mr. Boone said that the District is working leaner and running as efficiently as possible. He emphasized that spending money on infrastructure improvements is an investment that benefits current and future customers. Mr. Boone also voiced his appreciation for staff's hard work on the Budget.

The Committee thanked staff for putting together a comprehensive Budget. The Committee recommended that the Fiscal Year 2017 Budget be presented to the Board with minor changes noted.

**6. COMMENTS BY COMMITTEE MEMBERS**

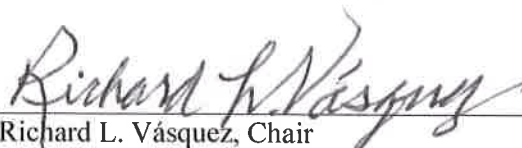
None were presented.

**7. COMMENTS BY GENERAL MANAGER**

None were presented.

**8. ADJOURNMENT**

There being no further business to come before the Committee, at 3:00 p.m. Chair Vásquez adjourned the meeting.

  
Richard L. Vásquez, Chair

ATTEST:

  
Marian Schmidt, Assistant Secretary  
Board of Directors  
VISTA IRRIGATION DISTRICT



**FISCAL POLICY COMMITTEE  
STAFF REPORT**

**Agenda Item: 5**

**Meeting Date:**  
**Prepared By:**  
**Reviewed By:**  
**Approved By:**

**May17, 2016**  
**Marlene Kelleher**  
**Eldon Boone**  
**Roy Coox**

SUBJECT: DRAFT FISCAL YEAR 2017 BUDGET

RECOMMENDATION: Review draft Fiscal Year 2017 Budget.

FISCAL IMPACT: The draft Budget projects revenues of \$47,017,500, operating expenses of \$39,674,500 and capital outlay of \$9,233,300. Capital outlay is nearly \$7 million higher than in the previous year's budget due to infrastructure improvement projects. As a result, nearly \$2 million of the District's reserves will be used to fund the fiscal year 2017 Budget.

SUMMARY: The draft Budget projects 15,100 acre feet of water sales and 11,259 acre feet of water purchases. Local water production from Lake Henshaw is budgeted at a 10-year rolling average of 4,641 acre feet.

The draft Budget includes a service charge increase effective July 1, 2016, which is a result of the "Smooth Water Rate Adjustment" approved by the Board on June 15, 2005 and reaffirmed after a public hearing conducted on October 9, 2013. The increase represents a 1% increase (\$0.98 monthly) on the typical residential customer bill.

DETAILED REPORT: See draft Fiscal Year 2017 Budget.

ATTACHMENTS: Draft Budget – Fiscal Year 2017  
Future Unbudgeted Projects – Fiscal Year 2017



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**BUDGET**  
**Fiscal Year 2017**  
July 1, 2016 to June 30, 2017

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**Draft**  
May 17, 2016

VISTA IRRIGATION DISTRICT

**Table of Contents**

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	<i>Page</i>
BUDGET OVERVIEW .....	1
Budget Summary .....	2
REVENUE BUDGET .....	3
Revenue Account Descriptions.....	4
Revenue Budget Detail .....	6
OPERATING BUDGET.....	7
Operating Account Descriptions.....	9
Operating Budget Detail .....	17
CAPITAL BUDGET .....	21
Capital Budget Detail.....	22
ORGANIZATIONAL PROFILE	
Organization Charts .....	37
Division/Department Mission Statements and Descriptions .....	44

## **Budget Overview**

# **Vista Irrigation District BUDGET OVERVIEW Fiscal Year 2017**

The Vista Irrigation District's (District) 2017 Budget represents a financial plan for the next fiscal year (July 1, 2016 through June 30, 2017). This financial plan exercises cost control in areas in which the District has discretion, and also includes other cost items such as the uncontrollable costs of purchasing imported water and the costs that are essential to support the continued investment in infrastructure maintenance and repair.

The 2017 Budget projects revenues of \$47,017,500, which includes \$28,158,000 (approximately 60%) from Water Sales. Based upon the most recent conservation trends, it is projected that the District will sell 15,100 acre feet of water in fiscal year 2017.

Operating expenses for fiscal year 2017 are projected to be \$39,674,500, which includes \$16,282,500 of Purchased Water Costs. Purchased Water represents 41% of the Operating Budget. Purchased water is the amount paid directly to the water wholesaler, the San Diego County Water Authority (CWA), to provide water to the District. The 2017 Budget estimates that the District will need to purchase 11,259 acre feet of water from the CWA. The Budget also estimates that the District will produce 4,641 acre feet of water from its local water source, Lake Henshaw. The local water production estimate is based upon a 10-year rolling average of historical production.

The Capital Budget for fiscal year 2017 is \$9,233,300. Of this total, approximately 96% has been designated for the Mainline Replacement Program, and other necessary water-related and infrastructure improvement projects.

## **Budget Summary**



**Vista Irrigation District  
BUDGET SUMMARY  
Fiscal Year 2017**

	<u>2016 Budget</u>	<u>2017 Budget</u>	<u>Percentage Change</u>
<b>Source of Funds</b>			
Revenue Budget	\$ 44,355,500	\$ 47,017,500	6.0%
Reserves	-	1,890,300	-
	<u>\$ 44,355,500</u>	<u>\$ 48,907,800</u>	
<b>Use of Funds</b>			
Operating Budget	\$ 38,566,925	\$ 39,674,500	2.9%
Capital Budget	2,454,500	9,233,300	276.2%
Reserves	3,334,075	-	-
	<u>\$ 44,355,500</u>	<u>\$ 48,907,800</u>	

# **Revenue Budget**

**Vista Irrigation District  
REVENUE BUDGET  
Fiscal Year 2017**

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>Six Months Ended 12/31/2015 Actual</u>	<u>2017 Budget</u>
<b>WATER REVENUES</b>					
Water Sales	\$ 31,910,487	\$ 29,177,217	\$ 25,958,000	\$ 13,220,131	\$ 28,158,000
Service Charges/Fees	14,948,156	15,419,283	15,988,000	7,920,501	16,168,000
	<u>46,858,643</u>	<u>44,596,500</u>	<u>41,946,000</u>	<u>21,140,632</u>	<u>44,326,000</u>
<b>OTHER REVENUES</b>					
Other Services	454,842	428,667	400,500	491,702	500,500
System Fees	667,311	853,041	800,000	354,252	950,000
Property Rentals	705,845	738,767	693,000	362,340	691,000
Property Taxes	443,255	381,843	461,000	153,016	400,000
Investment Income	45,451	63,423	55,000	29,802	150,000
Federal & State Assistance	-	42,810	-	-	-
	<u>2,316,704</u>	<u>2,508,551</u>	<u>2,409,500</u>	<u>1,391,112</u>	<u>2,691,500</u>
<b>TOTAL REVENUE BUDGET</b>	<u><b>\$ 49,175,347</b></u>	<u><b>\$ 47,105,051</b></u>	<u><b>\$ 44,355,500</b></u>	<u><b>\$ 22,531,744</b></u>	<u><b>\$ 47,017,500</b></u>
<b>WATER SALES (ACRE FEET)</b>	<u>19,128</u>	<u>17,117</u>	<u>14,833</u>	<u>7,623</u>	<u>15,100</u>

## **Revenue Account Descriptions**

## REVENUE ACCOUNT DESCRIPTIONS

Account Group: <b><u>Water Sales</u></b> Account Number: 60xx	<u>2014</u> Actual	<u>2015</u> Actual	<u>2016</u> Budget	<u>2017</u> Budget
	\$31,910,487	\$29,177,217	\$25,958,000	\$28,158,000

This account group includes revenue from water sales to agricultural, commercial, industrial, single and multi-family residential, mobile home park and government entities. The District projects to sell 15,100 acre feet of water which is based upon recent history including voluntary and mandatory conservation goals. The budget includes the 1/1/16 rate increase from the San Diego County Water Authority, however, it assumes no future rate increases on water sales. The 2017 budget is calculated based upon the following current water usage rates:

- ◆ Tier 1: \$4.04 per Hundred Cubic Fee (Unit)
- ◆ Tier 2: \$4.58 per Hundred Cubic Fee (Unit)

Account Group: <b><u>Service Charges/Fees</u></b> Account Number: 605x	<u>2014</u> Actual	<u>2015</u> Actual	<u>2016</u> Budget	<u>2017</u> Budget
	\$14,948,156	\$15,419,283	\$15,988,000	\$16,168,000

This account group contains revenue from readiness-to-serve fees, infrastructure access charges (IAC), other fees and penalties. The IAC fee is a pass-through charge that the District collects for the San Diego County Water Authority (CWA). The increase in this account group reflects the 1/1/16 IAC fee increase from the CWA and the District's fiscal year 2017 service charge increase effective 7/1/16. This service charge increase is a result of the "Smooth Water Rate Adjustment" adopted by the Board under Minute Order 05-06-49 and reaffirmed after a public hearing conducted on October 9, 2013.

Meter Size	FY 2014	FY 2015	FY 2016	FY 2017
5/8"	\$ 24.89	\$ 25.51	\$ 26.42	\$ 27.17
3/4"	32.85	33.67	34.87	35.85
1"	48.53	49.74	51.51	52.96
1½"	88.11	90.30	93.51	96.15
2"	135.40	138.77	143.70	147.76
3"	261.60	268.12	277.64	285.48
4"	403.47	413.52	428.21	440.30
6"	955.53	979.33	1,014.12	1,042.74
8"	1,271.13	1,302.79	1,349.07	1,387.15
10"	1,902.09	1,949.47	2,018.72	2,075.70

Account Group: <b><u>Other Services</u></b> Account Number: 61xx	<u>2014</u> Actual	<u>2015</u> Actual	<u>2016</u> Budget	<u>2017</u> Budget
	\$454,842	\$428,667	\$400,500	\$500,500

This account group includes revenue from miscellaneous non-construction fees and the installation of water meters, fire hydrants, fire services and service changes.

Account Group: <b><u>System Fees</u></b> Account Number: 62xx	<u>2014</u> Actual	<u>2015</u> Actual	<u>2016</u> Budget	<u>2017</u> Budget
	\$667,311	\$853,041	\$800,000	\$950,000

This account group includes capacity fees, connection fees, annexation and detachment fees. The increase in the 2017 Budget in this account group reflects increased construction activity within the District and is based upon current fiscal year revenues collected.

## REVENUE ACCOUNT DESCRIPTIONS

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Property Rentals</u></b> Account Number: 6301	\$705,845	\$738,767	\$693,000	\$691,000

This account group includes income to the District from the following lease agreements:

Hein Hettinga Cattle	\$ 163,000
Department of Defense- Navy	148,100
My Country Club	80,000
Crown Castle/T-Mobile- Cabrillo Circle	45,400
T-Mobile/Omnipoint- Lupine Hills	45,400
Crown Castle GT Co.	38,700
Cingular Wireless - AT&T	38,100
Lake Henshaw Resort	36,500
Verizon Wireless	19,200
Sprint	18,800
Crown Castle - Vista Towers	17,400
Mendenhall Cattle Company	13,900
Puerta La Cruz	11,800
Sempra Energy	11,690
Charles Chester Taylor	1,650
Noll Seeds	1,000
Vallecitos Water District	360
	\$ 691,000

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Property Taxes</u></b> Account Number: 8001	\$443,255	\$381,843	\$461,000	\$400,000

This account group contains various property taxes that the District receives by State Code.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Investment Income</u></b> Account Number: 81xx	\$45,451	\$63,423	\$55,000	\$150,000

This account group includes interest income and gains and losses on investments.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Federal &amp; State Assistance</u></b> Account Number: 8301	\$64,015	\$0	\$0	\$0

This account group contains funds received from Federal or State governments for various grants.

## **Revenue Budget Detail**

## REVENUE BUDGET DETAIL

Account	Description	Six Months Ended			
		2015 Actual	2016 Budget	December 31, 2015 Actual	2017 Budget
<b>Water Sales</b>					
6001	Single Family	\$ 14,628,009	\$ 13,298,000	\$ 6,473,565	\$ 13,782,000
6002	Multi Family	4,858,782	3,734,000	2,327,265	4,956,000
6003	Irrigation	3,377,886	3,466,000	1,432,578	3,051,000
6004	Commercial	2,124,435	1,692,000	981,044	2,089,000
6005	Agricultural	1,646,475	1,464,000	916,035	1,950,000
6006	Government	766,433	871,000	240,579	513,000
6007	Industrial	1,085,510	866,000	500,807	1,066,000
6008	Mobile Home	655,162	503,000	322,541	688,000
6009	Contract Water	29,841	58,000	23,482	58,000
6010	Unmetered	4,684	6,000	2,235	5,000
		<u>29,177,217</u>	<u>25,958,000</u>	<u>13,220,131</u>	<u>28,158,000</u>
<b>Service Charges/Fees</b>					
6051	Ready To Serve Fees	13,627,352	14,200,000	6,998,917	14,400,000
6052	Infrastructure Access Charge	1,165,096	1,163,000	583,886	1,168,000
6053	Penalties/Fees	626,835	625,000	337,698	600,000
		<u>15,419,283</u>	<u>15,988,000</u>	<u>7,920,501</u>	<u>16,168,000</u>
<b>Other Services</b>					
6101	Construction Services	198,380	200,000	144,103	250,000
6102	Jobs Gain/(Loss)	(345)	-	17,000	-
6103	Non Construction Services	230,632	200,500	330,599	250,500
		<u>428,667</u>	<u>400,500</u>	<u>491,702</u>	<u>500,500</u>
<b>System Fees</b>					
6201	Capacity Fees	750,359	800,000	278,937	800,000
6202	Connection Fees	102,682	-	75,315	150,000
		<u>853,041</u>	<u>800,000</u>	<u>354,252</u>	<u>950,000</u>
<b>Property Rentals</b>					
6301	Property Rentals	738,767	693,000	362,340	691,000
		<u>738,767</u>	<u>693,000</u>	<u>362,340</u>	<u>691,000</u>
<b>Property Taxes</b>					
8001	Property Taxes	381,843	461,000	153,016	400,000
		<u>381,843</u>	<u>461,000</u>	<u>153,016</u>	<u>400,000</u>
<b>Investment Income</b>					
8101	Interest Income	34,665	35,000	19,721	100,000
8102	Investment Gain/Loss	28,758	20,000	10,081	50,000
		<u>63,423</u>	<u>55,000</u>	<u>29,802</u>	<u>150,000</u>
<b>Federal &amp; State Assistance</b>					
8301	Federal & State Assistance	42,810	-	-	-
		<u>42,810</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Revenue Budget</b>		<u>\$ 47,105,051</u>	<u>\$ 44,355,500</u>	<u>\$ 22,531,744</u>	<u>\$ 47,017,500</u>



# **Operating Budget**

**Vista Irrigation District  
OPERATING BUDGET  
Fiscal Year 2017**

	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>Six Months Ended 12/31/2015 Actual</b>	<b>2017 Budget</b>
<b>PURCHASED WATER</b>					
Variable CWA Charges	\$ 16,550,949	\$ 14,220,993	\$ 9,567,000	\$ 6,133,979	\$ 9,960,000
Fixed CWA Charges	4,814,562	5,024,916	5,168,000	2,520,567	6,332,000
Agricultural Rebates	(13,577)	(10,423)	(13,100)	(4,768)	(9,500)
	<u>21,351,934</u>	<u>19,235,486</u>	<u>14,721,900</u>	<u>8,649,778</u>	<u>16,282,500</u>
<b>WAGES</b>	7,647,174	7,730,237	8,133,000	3,764,453	8,046,000
<b>BENEFITS &amp; TAXES</b>	4,379,556	4,568,364	5,015,800	2,946,364	5,106,800
<b>OFFICE &amp; GENERAL</b>					
Fees & Permits	104,662	130,380	136,340	70,837	147,200
Postage	81,279	87,067	80,800	35,601	75,800
Computer Hardware	19,979	45,712	15,500	5,160	34,500
Computer Software	5,378	4,483	18,500	2,715	8,900
Travel	36,937	34,051	38,300	24,834	41,000
Training	30,618	35,386	48,500	28,721	48,000
Dues & Subscriptions	45,569	45,275	50,700	5,659	49,000
Employment Related Expense	48,981	50,811	58,910	31,662	59,200
Office Supplies	33,565	35,661	30,200	13,358	31,000
Printing	13,008	13,713	15,300	3,208	12,700
Award/Contributions	24,740	4,971	7,000	3,500	6,700
	<u>444,716</u>	<u>487,510</u>	<u>500,050</u>	<u>225,255</u>	<u>514,000</u>
<b>DEPRECIATION</b>	3,222,382	3,363,263	3,475,000	1,279,435	2,652,000
<b>CONTRACTUAL SERVICES</b>	3,932,249	3,827,299	4,349,480	1,704,917	4,582,500
<b>SUPPLIES</b>	1,369,388	1,309,636	1,248,795	726,546	1,157,000
<b>POWER</b>	603,100	662,164	669,800	335,851	679,600
<b>PROFESSIONAL FEES</b>					
Audit	11,525	27,575	20,000	12,975	20,000
Legal	506,564	560,126	510,000	270,051	495,000
Consultants	116,712	70,915	220,000	63,072	465,000
	<u>634,801</u>	<u>658,616</u>	<u>750,000</u>	<u>346,098</u>	<u>980,000</u>
<b>INSURANCE</b>	476,889	489,750	402,000	263,495	517,000
<b>COMMUNICATIONS</b>	57,814	55,126	61,100	24,973	56,100
<b>UNCOLLECTIBLE ACCOUNTS</b>	60,389	1,690	62,000	14,519	31,000
<b>BURDEN ALLOCATION</b>	(947,821)	(945,126)	(900,000)	(659,594)	(1,000,000)

**Vista Irrigation District  
OPERATING BUDGET  
Fiscal Year 2017**

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>Six Months Ended 12/31/2015 Actual</u>	<u>2017 Budget</u>
<b>LOSS/(GAIN) ON ASSETS</b>	3,819	(30,557)	-	18,198	-
<b>LEGAL SETTLEMENT</b>	94,732	55,173	78,000	66,228	70,000
<b>TOTAL OPERATING BUDGET</b>	<u><b>\$ 43,331,122</b></u>	<u><b>\$ 41,468,631</b></u>	<u><b>\$ 38,566,925</b></u>	<u><b>\$ 19,706,516</b></u>	<u><b>\$ 39,674,500</b></u>
 <b>WATER SOURCES (ACRE FEET):</b>					
Water Purchases	18,439	16,215	11,059	6,963	11,259
Local Water	1,695	1,618	4,596	1,063	4,641
	<u>20,134</u>	<u>17,833</u>	<u>15,655</u>	<u>8,026</u>	<u>15,900</u>

# **Operating Account Descriptions**

## OPERATING ACCOUNT DESCRIPTIONS

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <u>Variable CWA Charges</u>				
Account Number: 7001	\$16,550,949	\$14,220,993	\$9,567,000	\$9,960,000

This account group includes the variable cost of treated and untreated water purchased from the San Diego County Water Authority (CWA) including transportation charges. The budget assumes that local water production will equal 4,641 acre feet, which is based upon a 10-year rolling average production of local water. The remaining 11,259 acre feet of water needed will be purchased from CWA. The budget does not reflect any future rate increases from CWA and it assumes no penalties from CWA for exceeding any imposed water purchase allocation.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <u>Fixed CWA Charges</u>				
Account Number: 7002	\$4,814,562	\$5,024,916	\$5,168,000	\$6,332,000

This account group includes fixed charges from San Diego County Water Authority (CWA) related to water purchases. The budget does not reflect any future rate changes from CWA. The fixed charges are as follows:

Storage Charge - CWA	\$ 2,304,000
Infrastructure Access Charge - CWA	1,168,000
Supply Reliability Charge - CWA	897,000
Customer Service Charge - CWA	878,000
Readiness-to-Serve Charge, net - MWD	751,000
Capacity Reservation Charge - MWD	334,000
	\$ 6,332,000

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <u>Agricultural Rebates</u>				
Account Number: 7003	(\$13,577)	(\$10,423)	(\$13,100)	(\$9,500)

This account group includes rebates received from the San Diego County Water Authority (CWA) for the Special Agricultural Water Rate (SAWR) Program.

## OPERATING ACCOUNT DESCRIPTIONS

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Wages</u></b>				
Account Number: 71xx	\$7,647,174	\$7,730,237	\$8,133,000	\$8,046,000

This account group consists of compensation for labor. This account group includes the following labor costs:

General	\$ 6,687,467
Vacation	753,072
Holiday	389,460
Sick Leave	199,723
Other Leave	16,278
	\$ 8,046,000

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Benefits &amp; Taxes</u></b>				
Account Number: 72xx	4,379,556	\$4,568,364	\$5,015,800	\$5,106,800

This account group consists of budgeted fringe benefits and taxes. The increase in the budget is primarily due to higher rates for PERS.

Public Employees Retirement System (PERS)	\$ 1,822,000
Health Insurances (Medical, Dental & Vision)	1,794,000
FICA & Medicare	580,000
Retiree Medical Insurance (GASB 45)	460,000
Worker's Compensation	240,000
Deferred Compensation Plan Matching (457 Plan)	95,000
Life and Disability Insurance	75,000
Uniforms (Clothing and Boots)	30,000
Unemployment Insurance	5,000
Tuition Reimbursement	3,000
EAP Counseling	2,800
	\$ 5,106,800

## OPERATING ACCOUNT DESCRIPTIONS

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Fees &amp; Permits</u></b> Account Number: 7301	\$104,662	\$130,380	\$136,340	\$147,200

This account group includes \$52,000 of water-related costs and \$95,200 of non water-related costs. The water-related costs primarily include \$38,500 to the State Water Resources Control Board and to County Health Services for various permits, \$11,500 to the Department of Water Resources for dam fees, etc. The non water-related costs primarily include \$26,000 for LAFCO fees, \$38,000 for excavation permits, \$15,000 for District headquarters association dues, \$5,000 for sewer fees, etc.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Postage</u></b> Account Number: 7302	\$81,279	\$87,067	\$80,800	\$75,800

This account group includes postage for water bills and all other District mailings.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Computer Hardware</u></b> Account Number: 7303	\$19,979	\$45,712	\$15,500	\$34,500

This account group consists of computer hardware such as servers, desktop and laptop computers, inkjet and laser printers, scanners, monitors, etc. The increase in the budget is mainly due to the cost of handsets for the new phone system.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Computer Software</u></b> Account Number: 7304	\$5,378	\$4,483	\$18,500	\$8,900

This account group consists of various Network and Desktop software.

## OPERATING ACCOUNT DESCRIPTIONS

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Travel</u></b>				
Account Number: 7305	\$36,937	\$34,051	\$38,300	\$41,000

This account group includes travel expenses related to attending conferences, meetings, training and other District business. The travel budget is organized by the following divisions:

Board of Directors	\$ 25,000
General Manager Division	7,000
Administration	5,200
Field Services and Water Resources Division	3,700
Engineering Division	100
	\$ 41,000

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Training</u></b>				
Account Number: 7306	\$30,618	\$35,386	\$48,500	\$48,000

This account group includes the cost of training and seminars. The largest components of the 2017 training budget include: \$15,000 for various Safety Cal/OSHA required trainings, \$12,000 for training for the Board, \$5,000 for Electrical training and other water related training, \$3,000 for various management development and employee training workshops, \$1,000 for Engineering classes, and etc.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Dues &amp; Subscriptions</u></b>				
Account Number: 7307	\$45,569	\$45,275	\$50,700	\$49,000

This account group covers dues for memberships to professional associations such as AWWA and ACWA, subscriptions to industry periodicals and the purchase of books.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Employment Related Expense</u></b>				
Account Number: 7308	\$48,981	\$50,811	\$58,910	\$59,200

This account group contains costs for first aid/physicals, advertising job openings, water treatment operator certificate fees, annual picnic, professional license fees, background checks, employment testing, benefits fair, employee appreciation event, safety service incentive program, etc.



## OPERATING ACCOUNT DESCRIPTIONS

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Office Supplies and Furniture</u></b> Account Number: 7309	\$33,565	\$35,661	\$30,200	\$31,000

This account group includes items such as pens, pencils, clips, folders, binders, labels, tablets, calculators, copier/fax/printer supplies, paper, computer supplies, and non-capitalized office furniture.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Printing</u></b> Account Number: 7310	\$13,008	\$13,713	\$15,300	\$12,700

This account group includes the cost of printing water bills and notices, letterhead, business cards, the annual report, map books, old drawing restorations, the water quality report and other special printing.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Awards/Contributions</u></b> Account Number: 7311	\$24,740	\$4,971	\$7,000	\$6,700

This account group includes contributions to the San Diego County Department of Education for a mobile science lab and District funded student scholarships.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Depreciation</u></b> Account Number: 7401	\$3,222,382	\$3,363,263	\$3,475,000	\$2,652,000

This account group reflects the current year usage of existing capital assets. These funds are used to replenish construction reserves, which pay for infrastructure replacement. The decrease in the budget is due to District increasing the life expectancy of most assets, thus reducing depreciation.

## OPERATING ACCOUNT DESCRIPTIONS

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Contractual Services</u></b>				
Account Number: 75xx	\$3,932,249	\$3,827,299	\$4,349,480	\$4,582,500

The increase in the budget is primarily due to upcoming Flume repairs and anticipated increase in the amount of treatment of raw water at the Escondido Treatment Plant. This account group includes contractual services for the following:

Escondido Treatment Plant	\$ 2,000,000
Weese Treatment Plant	660,000
Escondido Canal	360,000
Flume	355,000
General	350,200
Transmission and Distribution Systems	329,300
Buildings and Grounds	251,800
Well Field	110,000
Garage	51,500
Reservoirs	40,400
Dam	21,500
Fire Hydrants/Fire Services	20,000
SCADA	12,300
Pump Stations	10,500
Water Quality	10,000
	\$ 4,582,500

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Supplies</u></b>				
Account Number: 76xx	\$1,369,388	\$1,309,636	\$1,248,795	\$1,157,000

The decrease in the budget is primarily due to a decrease in the Conservation Programs. This account group includes supplies for the following:

Transmission and Distribution Systems	\$ 491,500
Fuel	152,000
General	128,800
Garage	116,000
Fire Hydrants/Fire Services	95,000
SCADA	37,000
Buildings and Grounds	29,500
Well Field	24,500
Treatment Plant	17,000
Water Quality	15,300
Dam	14,000
Pump Stations	11,800
Ditches	9,000
Flume	7,000
Conservation Programs	5,100
Reservoirs	3,500
	\$ 1,157,000

## OPERATING ACCOUNT DESCRIPTIONS

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b>Power</b>				
Account Number: 77xx	\$603,100	\$662,164	\$669,800	\$679,600

This account group includes:

Well Field	\$ 400,000
Pump Stations	150,000
Main Office	120,800
Transmission and Distribution Systems	4,600
Water Treatment	2,200
Reservoirs	2,000
	\$ 679,600

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b>Audit</b>				
Account Number: 7721	\$11,525	\$27,575	\$20,000	\$20,000

This account group includes auditing services performed by a Certified Public Accounting firm.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b>Legal</b>				
Account Numbers: 7722 & 7723	\$506,564	\$560,126	\$510,000	\$495,000

This account group includes general legal services and legal services in connection with the Indian lawsuit.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b>Consultants</b>				
Account Numbers: 7724 & 7725	\$116,712	\$70,915	\$220,000	\$465,000

This account group includes:

Master Plan / Facilities Study	\$ 350,000
San Pasqual Undergrounding Environmental	50,000
Dam Stability Analysis	20,000
Phone System	15,000
Recycled Water Coalition	10,000
Surveying Services	10,000
Environmental Services	5,000
Henshaw Calculations	5,000
	\$ 465,000

## OPERATING ACCOUNT DESCRIPTIONS

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Insurance</u></b> Account Number: 7731	\$476,889	\$489,750	\$402,000	\$517,000

This account group includes liability, property and dam insurance from the Joint Powers Insurance Authority (JPIA). The increase in the budget is due to increasing number of liability claims due to water related damage claims.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Communications</u></b> Account Number: 7741	\$57,814	\$55,126	\$61,100	\$56,100

This account group includes the costs of: telephone service, SCADA/telemetry communication service, radio system, Internet service, cellular phones and pagers. The decrease in the budget is primarily due to the reduction of the state contract for telephone and internet services.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Uncollectible Accounts</u></b> Account Number: 7751	\$60,389	\$1,690	\$62,000	\$31,000

This account group represents bills that cannot be collected by the District or its collection agencies and are therefore written off. The budget is based upon the most recent trend analysis. The budget includes \$15,000 for uncollectible water bills and \$16,000 for uncollectible damage to District property.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Burden Allocation</u></b> Account Number: 7799	(\$947,821)	(\$945,126)	(\$900,000)	(\$1,000,000)

The District allocates overhead burden costs to pipeline installation jobs, inspection jobs, fixed fee jobs, damage claims and other small jobs. The overhead burden costs include use of equipment, warehousing, management salaries, benefits, and other overhead expenses. This account group is a reduction (by allocation) of expenses. The change in the budget is primarily due to an increase in emphasis on pipeline replacement.

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Account Group: <b><u>Legal Settlement</u></b> Account Number: 8501	-	\$55,173	\$78,000	\$70,000

This account group represents an inflation adjustment on the proposed Indian settlement financial obligation.

## **Operating Budget Detail**

## OPERATING BUDGET DETAIL

Account	Description	2015 Actual	2016 Budget	Six Months Ended December 31, 2015 Actual	2017 Budget
<b>Variable CWA Charges</b>					
7001	Purchased Water-CWA Variable	\$ 14,220,993	\$ 9,567,000	\$ 6,133,979	\$ 9,960,000
		14,220,993	9,567,000	6,133,979	9,960,000
<b>Fixed CWA Charges</b>					
7002	Purchased Water-CWA Fixed	5,024,916	5,168,000	2,520,567	6,332,000
		5,024,916	5,168,000	2,520,567	6,332,000
<b>Agricultural Rebates</b>					
7003	Purchased Water-Ag. Rebate	(10,423)	(13,100)	(4,768)	(9,500)
		(10,423)	(13,100)	(4,768)	(9,500)
<b>Wages</b>					
7101	Wages-General	6,426,285	6,742,959	3,172,421	6,687,467
7102	Vacation	721,532	766,511	331,480	753,072
7103	Sick Leave	195,639	210,926	79,497	199,723
7104	Holiday	373,754	393,883	172,160	389,460
7105	Other Leave	13,027	18,721	8,895	16,278
		7,730,237	8,133,000	3,764,453	8,046,000
<b>Benefits &amp; Taxes</b>					
7201	Health Insurance	1,659,067	1,790,000	876,294	1,794,000
7202	PERS	1,589,850	1,800,000	1,362,453	1,822,000
7203	FICA & Medicare	576,752	580,000	286,655	580,000
7204	Retiree Health Insurance	316,284	415,000	215,649	460,000
7205	Workers Compensation	233,014	230,000	119,773	240,000
7206	457 Plan Matching	95,255	95,000	35,142	95,000
7207	Life & Disability Insurance	59,098	65,000	31,383	75,000
7208	Uniforms/Boots	27,659	30,000	13,676	30,000
7209	Unemployment Insurance	7,199	6,000	1,841	5,000
7210	EAP Counseling	2,401	2,800	2,401	2,800
7211	Tuition Reimbursement	1,785	2,000	1,097	3,000
		4,568,364	5,015,800	2,946,364	5,106,800

## OPERATING BUDGET DETAIL

Account	Description	2015 Actual	2016 Budget	Six Months Ended December 31, 2015 Actual	2017 Budget
<b>Fees &amp; Permits</b>					
7301	Fees & Permits	130,380	136,340	70,837	147,200
		<u>130,380</u>	<u>136,340</u>	<u>70,837</u>	<u>147,200</u>
<b>Postage</b>					
7302	Postage	87,067	80,800	35,601	75,800
		<u>87,067</u>	<u>80,800</u>	<u>35,601</u>	<u>75,800</u>
<b>Computer Hardware</b>					
7303	Computer Hardware	45,712	15,500	5,160	34,500
		<u>45,712</u>	<u>15,500</u>	<u>5,160</u>	<u>34,500</u>
<b>Computer Software</b>					
7304	Computer Software	4,483	18,500	2,715	8,900
		<u>4,483</u>	<u>18,500</u>	<u>2,715</u>	<u>8,900</u>
<b>Travel</b>					
7305	Travel	34,051	38,300	24,834	41,000
		<u>34,051</u>	<u>38,300</u>	<u>24,834</u>	<u>41,000</u>
<b>Training</b>					
7306	Training	35,386	48,500	28,721	48,000
		<u>35,386</u>	<u>48,500</u>	<u>28,721</u>	<u>48,000</u>
<b>Dues &amp; Subscriptions</b>					
7307	Dues & Subscriptions	45,275	50,700	5,659	49,000
		<u>45,275</u>	<u>50,700</u>	<u>5,659</u>	<u>49,000</u>
<b>Employment Related Expense</b>					
7308	Employment Related Expense	50,811	58,910	31,662	59,200
		<u>50,811</u>	<u>58,910</u>	<u>31,662</u>	<u>59,200</u>
<b>Office Supplies</b>					
7309	Office Supplies	35,661	30,200	13,358	31,000
		<u>35,661</u>	<u>30,200</u>	<u>13,358</u>	<u>31,000</u>
<b>Printing</b>					
7310	Printing	13,713	15,300	3,208	12,700
		<u>13,713</u>	<u>15,300</u>	<u>3,208</u>	<u>12,700</u>
<b>Contributions</b>					
7311	Contributions	4,971	7,000	3,500	6,700
		<u>4,971</u>	<u>7,000</u>	<u>3,500</u>	<u>6,700</u>
<b>Depreciation</b>					
7401	Depreciation	3,363,263	3,475,000	1,279,435	2,652,000
		<u>3,363,263</u>	<u>3,475,000</u>	<u>1,279,435</u>	<u>2,652,000</u>

## OPERATING BUDGET DETAIL

Account	Description	2015 Actual	2016 Budget	Six Months Ended December 31, 2015 Actual	2017 Budget
<b>Contractual Services</b>					
7501	Services-General	308,529	362,730	156,063	350,200
7502	Services-Buildings & Grounds	121,284	219,000	82,690	251,800
7503	Services-Garage	41,562	57,500	32,216	51,500
7504	Services-T & D Systems	392,805	324,650	138,212	329,300
7505	Services-FireHyd/Fire Services	20,804	20,000	10,404	20,000
7506	Services-Reservoirs	2,518	130,400	251	40,400
7507	Services-SCADA	6,500	19,700	19,575	12,300
7508	Services-Pump Stations	34,550	63,500	-	10,500
7509	Services-Water Qual	8,744	12,000	4,485	10,000
7510	Services-Treatment Plant	9,837	-	-	-
7511	Services-Flume	4,097	5,000	2,285	355,000
7512	Services-Dam	7,773	11,000	-	21,500
7513	Services-Ditches	800	-	600	-
7514	Services-Well Field	31,354	110,000	48,805	110,000
7515	Services-Escondido Canal	358,409	350,000	175,957	360,000
7516	Services-Escondido Plant	1,786,546	1,874,000	648,789	2,000,000
7517	Services-Weese Plant	687,380	790,000	335,997	660,000
7520	Temporary Agencies	3,807	-	48,588	-
		3,827,299	4,349,480	1,704,917	4,582,500
<b>Supplies</b>					
7601	Supplies-General	177,851	149,500	79,161	128,800
7602	Supplies-Buildings & Grounds	23,298	26,000	13,966	29,500
7603	Supplies-Garage	100,399	116,000	64,559	116,000
7604	Supplies-T & D Systems	596,527	472,000	303,138	491,500
7605	Supplies-FireHyd/Fire Services	101,318	85,000	45,681	95,000
7606	Supplies-Reservoirs	2,003	3,500	4,508	3,500
7607	Supplies-SCADA	20,717	24,750	18,603	37,000
7608	Supplies-Pump Stations	16,112	28,000	29,011	11,800
7609	Supplies-Water Qual	20,014	10,545	11,411	15,300
7610	Supplies-Water Treatment	9,510	16,500	5,370	17,000
7611	Supplies-Flume	5,037	7,000	38,086	7,000
7612	Supplies-Dam	1,283	1,000	-	14,000
7613	Supplies-Ditches	5,058	13,000	-	9,000
7614	Supplies-Well Field	68,417	43,000	43,853	24,500
7615	Fuel	145,481	153,000	67,020	152,000
7616	Conservation Programs	2,172	100,000	2,188	5,100
7697	Inventory Adjustments	15,488	-	-	-
7698	Trade Discounts	(1,049)	-	(9)	-
		1,309,636	1,248,795	726,546	1,157,000



## OPERATING BUDGET DETAIL

Account	Description	2015 Actual	2016 Budget	Six Months Ended December 31, 2015 Actual	2017 Budget
<b>Power</b>					
7701	Power-Buildings/Grounds	117,796	121,000	66,912	120,800
7702	Power-T & D Systems	3,920	4,600	1,926	4,600
7703	Power-Reservoirs	2,116	2,000	1,017	2,000
7704	Power-Pump Station	133,523	140,000	74,165	150,000
7705	Power-Water Treatment	1,620	2,200	822	2,200
7706	Power-Well Field	403,189	400,000	191,009	400,000
		<u>662,164</u>	<u>669,800</u>	<u>335,851</u>	<u>679,600</u>
<b>Audit</b>					
7721	Audit	27,575	20,000	12,975	20,000
		<u>27,575</u>	<u>20,000</u>	<u>12,975</u>	<u>20,000</u>
<b>Legal</b>					
7722	Legal-General	230,648	180,000	62,866	181,000
7723	Legal-Water Rights	329,478	330,000	207,185	314,000
		<u>560,126</u>	<u>510,000</u>	<u>270,051</u>	<u>495,000</u>
<b>Consultants</b>					
7724	Consultants-General	44,490	170,000	35,648	415,000
7725	Consultants-Water Rights	26,425	50,000	27,424	50,000
		<u>70,915</u>	<u>220,000</u>	<u>63,072</u>	<u>465,000</u>
<b>Insurance</b>					
7731	Insurance	489,750	402,000	263,495	517,000
		<u>489,750</u>	<u>402,000</u>	<u>263,495</u>	<u>517,000</u>
<b>Communications</b>					
7741	Communications	55,126	61,100	24,973	56,100
		<u>55,126</u>	<u>61,100</u>	<u>24,973</u>	<u>56,100</u>
<b>Uncollectible Accounts</b>					
7751	Uncollectible Accounts	1,690	62,000	14,519	31,000
		<u>1,690</u>	<u>62,000</u>	<u>14,519</u>	<u>31,000</u>
<b>Burden Allocation</b>					
7799	Burden Allocation	(945,126)	(900,000)	(659,594)	(1,000,000)
		<u>(945,126)</u>	<u>(900,000)</u>	<u>(659,594)</u>	<u>(1,000,000)</u>
<b>Loss/(Gain) on Assets</b>					
8401	Asset Disposal Net Book Value	54	-	30,511	-
8402	Asset Disposal Proceeds	(30,611)	-	(12,313)	-
		<u>(30,557)</u>	<u>-</u>	<u>18,198</u>	<u>-</u>
<b>Legal Settlement</b>					
8501	Legal Settlement	55,173	78,000	66,228	70,000
		<u>55,173</u>	<u>78,000</u>	<u>66,228</u>	<u>70,000</u>
<b>Total Operating Budget</b>		<u>\$ 41,468,631</u>	<u>\$ 38,566,925</u>	<u>\$ 19,706,516</u>	<u>\$ 39,674,500</u>

# **Capital Budget**

# Vista Irrigation District CAPITAL BUDGET Fiscal Year 2017

	<b>Budget Item #</b>	<b>2017 Budget</b>
<b>ENGINEERING:</b>		
HP Reservoir Rehabilitation		\$ 3,000,000
FY 2017 Main Replacement Program		2,500,000
Flume Relocation		800,000
AB Line Replacement	11-04	600,000
Paseo Santa Fe Project - Ocean View to Terrace Drive	16-05	280,000
		7,180,000
<b>FIELD SERVICES:</b>		
Vehicles (6)		250,000
Shoring System		30,000
Brush Chipper		25,000
		305,000
<b>FINANCE:</b>		
Phone System		35,000
Data Switch		28,000
Server		15,800
		78,800
<b>OPERATIONS:</b>		
Hydraulic Butterfly Valve and Seismic Actuator		48,000
Altitude and Seismic Valve Actuators		14,000
Backflow Management Software		7,500
		69,500
<b>WATER RESOURCES:</b>		
On-Site Chlorine Generation System	11-12	1,600,000
<b>TOTAL CAPITAL BUDGET</b>		<b>\$ 9,233,300</b>

## **Capital Budget Detail**

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	HP Reservoir Rehabilitation	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Design and construction of repairs needed to HP Reservoir.	
<b>Reason for Request:</b>	HP Reservoir is a 5 million gallon pre-stressed concrete reservoir constructed in 1962. Recently, exterior concrete spalling was found near the base of the tank, exposing pre-stressing wires with signs of corrosion. Rehabilitation efforts may require removal and replacement of the pre-stressing wires. Other improvements that will be evaluated will include seismic retrofit, rehabilitation/replacement of the roof, and upgrade of inlet/outlet piping.	
<b>Asset Being Replaced (If Applicable):</b>	Asset No. 2207, Original Cost: \$210,284, Net Book Value: \$5,609	

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2013 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2014 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>FY 2017 Budget:</b>	<input type="text" value="\$0"/>	<input type="text" value="\$3,000,000"/>	<input type="text" value="\$3,000,000"/>
FY 2018 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Projected Amount:</b>	<input type="text" value="\$0"/>	<input type="text" value="\$3,000,000"/>	<input type="text" value="\$3,000,000"/>

**Requesting Department:** Engineering

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	FY 2017 Main Replacement Program	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	On going program to replace various pipelines throughout the District	
<b>Reason for Request:</b>	<p>The goal of the main replacement program is to replace pipelines before they reach the end of their useful lives and become a maintenance liability or pipelines that need to be replaced due to street realignments and/or improvements. Therefore, replacement of mains is an ongoing project based on analysis of leak history, age and type of pipe material, input from District Field Crews, liability reduction, operational benefit, water quality problem reduction, future street improvement projects and other pertinent factors.</p>	
<b>Asset Being Replaced (If Applicable):</b>	Various pipelines throughout the distribution system	

<b>Cost Estimate (Whole Dollars only)</b>			
	<b>District Labor &amp; Fringe</b>	<b>Outside Purchases</b>	<b>Total</b>
FY 2013 Budget:			
FY 2014 Budget:			
FY 2015 Budget:			
FY 2016 Budget:			
<b>FY 2017 Budget:</b>	<b>\$1,000,000</b>	<b>\$1,500,000</b>	<b>\$2,500,000</b>
FY 2018 and thereafter:			
<b>Total Projected Amount:</b>	<b>\$1,000,000</b>	<b>\$1,500,000</b>	<b>\$2,500,000</b>

**Requesting Department:** Engineering

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Flume Relocation - Little Tunnel, Baumgartner Bench and Baumgartner Siphon	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Construction of approximately 4,000 feet of 36-inch and 42-inch underground piping to replace sections of the Vista Flume known as Little Tunnel, Baumgartner Bench and Baumgartner siphon.	
<b>Reason for Request:</b>	Shea Homes is developing a 179 lot residential subdivision known as Canyon Grove Estates, adjacent to a portion of the Vista Flume. The District and Shea Homes have determined that relocation of the Flume to an underground pipeline through the project is a preferred option and have agreed to share the relocation costs. Shea Homes will pay for the first \$800,000 of the project costs and the District will pay the next \$600,000. Project costs beyond \$1.4 million will be shared equally between the parties. Current estimated construction costs for relocation of the Flume range between \$1.4 to 2.0 million.	
<b>Asset Being Replaced (If Applicable):</b>	Partial disposal of Asset No. 1103, Original Cost: \$37,947, Net Book Value: \$0 Partial disposal of Asset No. 1104, Original Cost: \$117,235, Net Book Value: \$7,121	

<b>Cost Estimate (Whole Dollars only)</b>			
	<b>District Labor &amp; Fringe</b>	<b>Outside Purchases</b>	<b>Total</b>
FY 2013 Budget:			
FY 2014 Budget:			
FY 2015 Budget:			
FY 2016 Budget:			
<b>FY 2017 Budget:</b>	\$0	\$800,000	\$800,000
FY 2018 and thereafter:			
<b>Total Projected Amount:</b>	\$0	\$800,000	\$800,000

**Requesting Department:** Engineering

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	AB Line Replacement	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Design of replacement and/or rehabilitation options for the 14" AB line approximately 2,000 feet upstream and downstream of the AB Regulator located at Esplendido Avenue near Companero Drive. Upgrades and/or relocation of the AB regulator will also be evaluated.	
<b>Reason for Request:</b>	The AB Line is an older steel pipeline that has experienced breaks and is in need of replacement and/or rehabilitation. The alignment of the AB line is partially in District easements through hilly and hard to access locations. Rehabilitation options of slip-lining, cured in place pipe, close-fit pipe will be explored along with replacement alignment options.	
<b>Asset Being Replaced (If Applicable):</b>	Approximately 4,000' of 14" NP steel pipeline (AB Line), Asset No. 1036, Original Cost: \$6,000, Net Book Value: \$0	

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2011 Budget:	<input type="text"/>	<input type="text" value="\$100,000"/>	<input type="text" value="\$100,000"/>
FY 2014 Budget:	<input type="text" value="\$250,000"/>	<input type="text" value="\$150,000"/>	<input type="text" value="\$400,000"/>
<b>FY 2017 Budget:</b>	<input type="text"/>	<input type="text" value="\$600,000"/>	<input type="text" value="\$600,000"/>
FY 2018 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Projected Amount:</b>	<input type="text" value="\$250,000"/>	<input type="text" value="\$850,000"/>	<input type="text" value="\$1,100,000"/>

**Requesting Department:** Engineering

**Budget Item Number:** 11-04



# Capital Budget Request

## Project or Equipment Information

**Title:** Paseo Santa Fe Street Improvements - Ocean View Drive to Terrace Drive  New Item  
 Replacement

**Description:** Design and installation of approximately 800 feet of 18" in South Santa Fe Drive from Ocean View Drive to Terrace Drive

**Reason for Request:** The City of Vista is planning improvements to a portion of South Santa Fe Drive as part of their Downtown Redevelopment plans. Replacement of the existing mains and upsizing of the mains is identified in the District's Master Plan .

**Asset Being Replaced (If Applicable):**  
 Asset No. 1036, 300' of 4" pipe installed in 1954, Original Cost: \$1,410, Net Book Value: \$0  
 Asset No. 1036, 775' of 10" pipe installed in 1955, Original Cost: \$4,768, Net Book Value: \$0  
 Asset No. 1203, 135' of 4" pipe installed in 1967, Original Cost: \$750, Net Book Value: \$0

## Cost Estimate (Whole Dollars only)

	District Labor & Fringe	Outside Purchases	Total
FY 2013 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2014 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2016 Budget:	\$5,000	\$15,000	\$20,000
<b>FY 2017 Budget:</b>	\$15,000	\$265,000	\$280,000
FY 2018 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Projected Amount:</b>	\$20,000	\$280,000	\$300,000

**Requesting Department:** Engineering

**Budget Item Number:** 16-05

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Vehicles (6)	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	1 - Water Truck, Class 7, 2000 gallon (\$85,000) 1 - Cargo Van, Class 2 (\$38,000) 2 - Full Size Truck w/ Utility Bed, Class 2 (\$35,000 each) 1 - Mini Pickup Truck, Class 1 (\$22,000) 1 - SUV, Class 2 (\$35,000)	
<b>Reason for Request:</b>	The current water truck, vehicle No. 25 was purchased used in 2004 and currently has over 110,000 miles. Vehicle No. 58 has a history of mechanical issues and has signs of excessive engine wear. Vehicle No. 42, No. 60, No. 16 and No. 53 each have over 110,000 miles and either leak oil, have worn suspension or chassis issues. Vehicle No. 80 has worn suspension.	
<b>Asset Being Replaced (If Applicable):</b>	Asset No. 2942, Vehicle No. 25, 1979 Chevy Water Truck, Original Cost: \$16,000, Net Book Value: \$0 Asset No. 2579, Vehicle No. 58, 1999 Chevy C-3500, Original Cost: \$20,425, Net Book Value: \$0 Asset No. 2879, Vehicle No. 42, 2003 Ford F-250, Original Cost: \$20,960, Net Book Value: \$0 Asset No. 2998, Vehicle No. 60, 2006 Ford F-250, Original Cost: \$23,998, Net Book Value: \$0 Asset No. 2981, Vehicle No. 16, 2006 Chevy Colorado, Original Cost: \$14,643, Net Book Value: \$0 Asset No. 2572, Vehicle No. 53, 1999 Chevy C-1500, Original Cost: \$24,175, Net Book Value: \$0 Asset No. 2619, Vehicle No. 80, 2000 Ford Explorer, Original Cost: \$21,650, Net Book Value: \$0	

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2013 Budget:			
FY 2014 Budget:			
FY 2015 Budget:			
FY 2016 Budget:			
<b>FY 2017 Budget:</b>	\$0	\$250,000	\$250,000
FY 2018 and thereafter:			
<b>Total Projected Amount:</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$250,000</b>

**Requesting Department:** Field Services

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Shoring System	<input checked="" type="checkbox"/> New Item <input type="checkbox"/> Replacement
<b>Description:</b>	Modular aluminum trench shield system	
<b>Reason for Request:</b>	<p>The District's existing shoring system was purchased in 1990 and is a single configuration box system and is only capable of working 6 feet deep. Some of the District's distribution and transmission mains are buried much deeper than 6 feet and other shoring systems have to be rented to facilitate work or repair. In emergency circumstances this practice is impractical and thus can delay repair and extend water main outages. New modular shoring systems have multiple configurations and capable of working in depths greater than 15 feet.</p>	
<b>Asset Being Replaced (If Applicable):</b>		

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2013 Budget:			
FY 2014 Budget:			
FY 2015 Budget:			
FY 2016 Budget:			
<b>FY 2017 Budget:</b>	\$0	\$30,000	\$30,000
FY 2018 and thereafter:			
<b>Total Projected Amount:</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$30,000</b>

**Requesting Department:** Field Services

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Brush Chipper	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Trailer mounted, 35-horsepower gasoline driven brush chipper with 9" x 14" feed opening.	
<b>Reason for Request:</b>	The District's existing brush chipper was purchased in 1999 and has reached its maximum useful life. The powertrain of the current chipper can no longer process branches and material at the rated capacity of the unit.	
<b>Asset Being Replaced (If Applicable):</b>	Asset # 2578, Vermeer Brush Chipper, Original Cost: \$10,128.50, Net Book Value: \$0	

<b>Cost Estimate (Whole Dollars only)</b>			
	<b>District Labor &amp; Fringe</b>	<b>Outside Purchases</b>	<b>Total</b>
FY 2013 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2014 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>FY 2017 Budget:</b>	<input type="text" value="\$0"/>	<input type="text" value="\$25,000"/>	<input type="text" value="\$25,000"/>
FY 2018 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Projected Amount:</b>	<input type="text" value="\$0"/>	<input type="text" value="\$25,000"/>	<input type="text" value="\$25,000"/>

**Requesting Department:** Field Services

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Phone System	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Phone and Voicemail system	
<b>Reason for Request:</b>	The current phone system is approaching 20 years of age and any hardware failures at this point run the risk of being unfixable due to the fact that parts are not available on the market which could result in catastrophic failure of the system with no real plan for a timely resolution.	
<b>Asset Being Replaced (If Applicable):</b>	Asset No. 2499, Original Cost: \$53,232, Net Book Value: \$0	

<b>Cost Estimate (Whole Dollars only)</b>			
	District Labor & Fringe	Outside Purchases	Total
FY 2013 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2014 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>FY 2017 Budget:</b>	<input type="text" value="\$0"/>	<input type="text" value="\$35,000"/>	<input type="text" value="\$35,000"/>
FY 2018 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Projected Amount:</b>	<input type="text" value="\$0"/>	<input type="text" value="\$35,000"/>	<input type="text" value="\$35,000"/>

**Requesting Department:** Finance

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Data Switch	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	A data switch that uplinks District network data or all systems (servers and workstations).	
<b>Reason for Request:</b>	The data switch is past its reliable life and is out of support.	
<b>Asset Being Replaced (If Applicable):</b>	Asset No. 3142, Original Cost: \$27,402, Net Book Value: \$0	

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2013 Budget:			
FY 2014 Budget:			
FY 2015 Budget:			
FY 2016 Budget:			
<b>FY 2017 Budget:</b>	\$0	\$28,000	\$28,000
FY 2018 and thereafter:			
<b>Total Projected Amount:</b>	<b>\$0</b>	<b>\$28,000</b>	<b>\$28,000</b>

**Requesting Department:** Finance

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Server	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Main onsite backup server that will host 30 days worth of backups while simultaneously streaming older backups to cloud based storage for disaster recovery purposes.	
<b>Reason for Request:</b>	Current backup and disaster recovery solution involves multiple pieces of hardware and software and requires a significant amount of time to maintain. This solution will streamline the process while reducing costs.	
<b>Asset Being Replaced (If Applicable):</b>	Asset No. 1391, Original Cost: \$5,043, Net Book Value: \$0	

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2013 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2014 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>FY 2017 Budget:</b>	<input type="text" value="\$0"/>	<input type="text" value="\$15,800"/>	<input type="text" value="\$15,800"/>
FY 2018 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Projected Amount:</b>	<input type="text" value="\$0"/>	<input type="text" value="\$15,800"/>	<input type="text" value="\$15,800"/>

**Requesting Department:** Finance

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

<b>Project or Equipment Information</b>	
<b>Title:</b>	Hydraulic Butterfly Valve and Seismic Actuator <span style="float: right;"><input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement</span>
<b>Description:</b>	18" hydraulic butterfly valve and seismic actuator at Lupine Hills reservoir
<b>Reason for Request:</b>	The existing 18" hydraulic butterfly valve has been in service for close to 30 years. The actuator cylinder, seals, and mechanical components are fatigued and are no longer available from the manufacturer. The seismic actuator has been in service over 20 years and is antiquated by design and modern control standards.
<b>Asset Being Replaced (If Applicable):</b>	Partial disposal of Asset No. 2228, Original Cost: \$4,500, Net Book Value: \$0 Asset No. 2231, Original Cost: \$12,749, Net Book Value: \$0

<b>Cost Estimate (Whole Dollars only)</b>			
	<b>District Labor &amp; Fringe</b>	<b>Outside Purchases</b>	<b>Total</b>
FY 2013 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2014 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>FY 2017 Budget:</b>	<input type="text" value="\$17,000"/>	<input type="text" value="\$31,000"/>	<input type="text" value="\$48,000"/>
FY 2018 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Projected Amount:</b>	<input type="text" value="\$17,000"/>	<input type="text" value="\$31,000"/>	<input type="text" value="\$48,000"/>

**Requesting Department:** Operations

**Budget Item Number:** \_\_\_\_\_



# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Altitude Valve and Seismic Valve Actuators	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Altitude valve and seismic valve control actuators at "H" reservoir	
<b>Reason for Request:</b>	The altitude valve and seismic valve actuators have been in service for close to 20 years. Over recent years both units have had electro-mechanical issues and both are antiquated by design and modern control standards.	
<b>Asset Being Replaced (If Applicable):</b>	Partial disposal of Asset No. 2544, Original Cost: \$13,000, Net book value: \$0	

<b>Cost Estimate (Whole Dollars only)</b>			
	<b>District Labor &amp; Fringe</b>	<b>Outside Purchases</b>	<b>Total</b>
FY 2013 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2014 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>FY 2017 Budget:</b>	<input type="text" value="\$0"/>	<input type="text" value="\$14,000"/>	<input type="text" value="\$14,000"/>
FY 2018 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Projected Amount:</b>	<input type="text" value="\$0"/>	<input type="text" value="\$14,000"/>	<input type="text" value="\$14,000"/>

**Requesting Department:** Operations

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Backflow Management Software	<input checked="" type="checkbox"/> New Item <input type="checkbox"/> Replacement
<b>Description:</b>	Backflow management software that has comprehensive data management features for customer, backflow assembly and test result information	
<b>Reason for Request:</b>	Backflow management software is currently a component of the District's utility billing software, DataStream. Tyler Technologies is planned to replace DataStream during fiscal year 2017. Migrating to a stand alone backflow management software more suited to the business function will automate more administrative processes and will have greater end user capability.	
<b>Asset Being Replaced (If Applicable):</b>		

<b>Cost Estimate (Whole Dollars only)</b>			
	<b>District Labor &amp; Fringe</b>	<b>Outside Purchases</b>	<b>Total</b>
FY 2013 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2014 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>FY 2017 Budget:</b>	<input type="text" value="\$0"/>	<input type="text" value="\$7,500"/>	<input type="text" value="\$7,500"/>
FY 2018 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Projected Amount:</b>	<input type="text" value="\$0"/>	<input type="text" value="\$7,500"/>	<input type="text" value="\$7,500"/>

**Requesting Department:** Operations

**Budget Item Number:** \_\_\_\_\_

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	On-Site Chlorine Generation System	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	<p>The City of Escondido is replacing their gaseous chlorine storage and disinfection facilities with a system to generate hypochlorite solution on-site, and to perform significant electrical system upgrades at the Escondido-Vista Water Treatment Plant (EVWTP). The District owns 20-percent interest in the capital assets of the EVWTP and pays for 20-percent of all capital related expenses.</p>	
<b>Reason for Request:</b>	<p>While gaseous chlorine disinfection is effective and cost efficient, the potential for an uncontrolled release of gaseous chlorine represents a significant public safety concern. In addition, there are very few suppliers of bulk chlorine gas in the San Diego County raising concerns about the competitiveness of bulk chlorine gas supply bids. The City of Escondido is mitigating this concern by replacing their bulk gaseous chlorine storage and disinfection facilities with on-site chlorine generation. Electrical system upgrades are also being made to include and replace the antiquated motor control centers and procure new and larger emergency power generators.</p>	
<b>Asset Being Replaced (If Applicable):</b>	<p>Partial disposal of Asset No. 1099, Original Cost: \$329,101, Net Book Value: \$0            Partial disposal of Asset No. 1100, Original Cost: \$17,736, Net Book Value: \$0            Partial disposal of Asset No. 1101, Original Cost: \$32,633, Net Book Value: \$0            Partial disposal of Asset No. 2613, Original Cost: \$353,591, Net Book Value: \$128,285            Partial disposal of Asset No. 2689, Original Cost: \$31,082, Net Book Value: \$12,804            Partial disposal of Asset No. 2936, Original Cost: \$20,824, Net Book Value: \$9,255</p>	

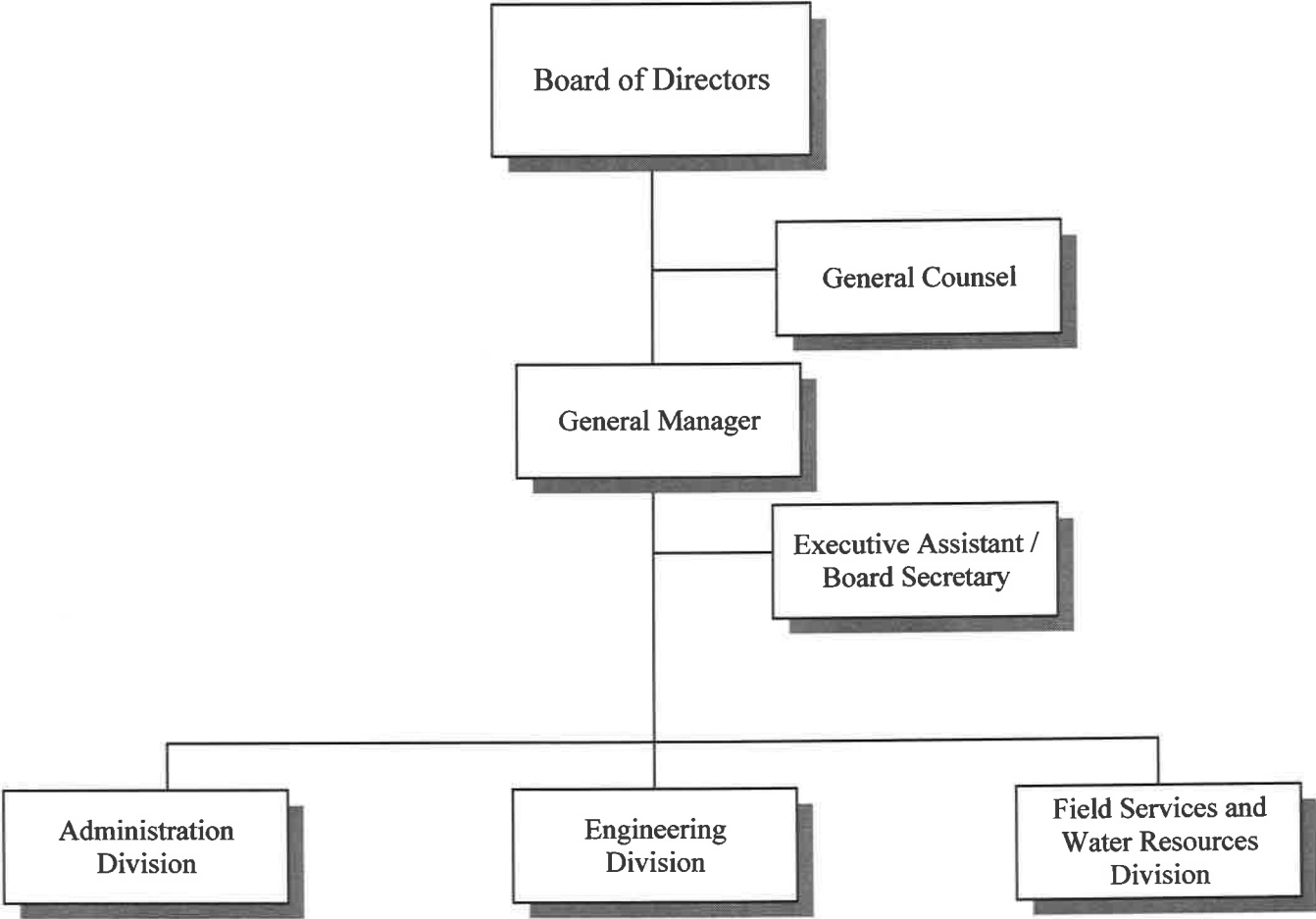
<b>Cost Estimate (Whole Dollars only)</b>			
	<b>District Labor &amp; Fringe</b>	<b>Outside Purchases</b>	<b>Total</b>
FY 2011 Budget:	\$0	\$350,000	\$350,000
FY 2015 Budget:	\$0	\$1,400,000	\$1,400,000
<b>FY 2017 Budget:</b>	\$0	\$1,600,000	\$1,600,000
FY 2018 and thereafter:			
<b>Total Projected Amount:</b>	<b>\$0</b>	<b>\$3,350,000</b>	<b>\$3,350,000</b>

**Requesting Department:** Water Resources

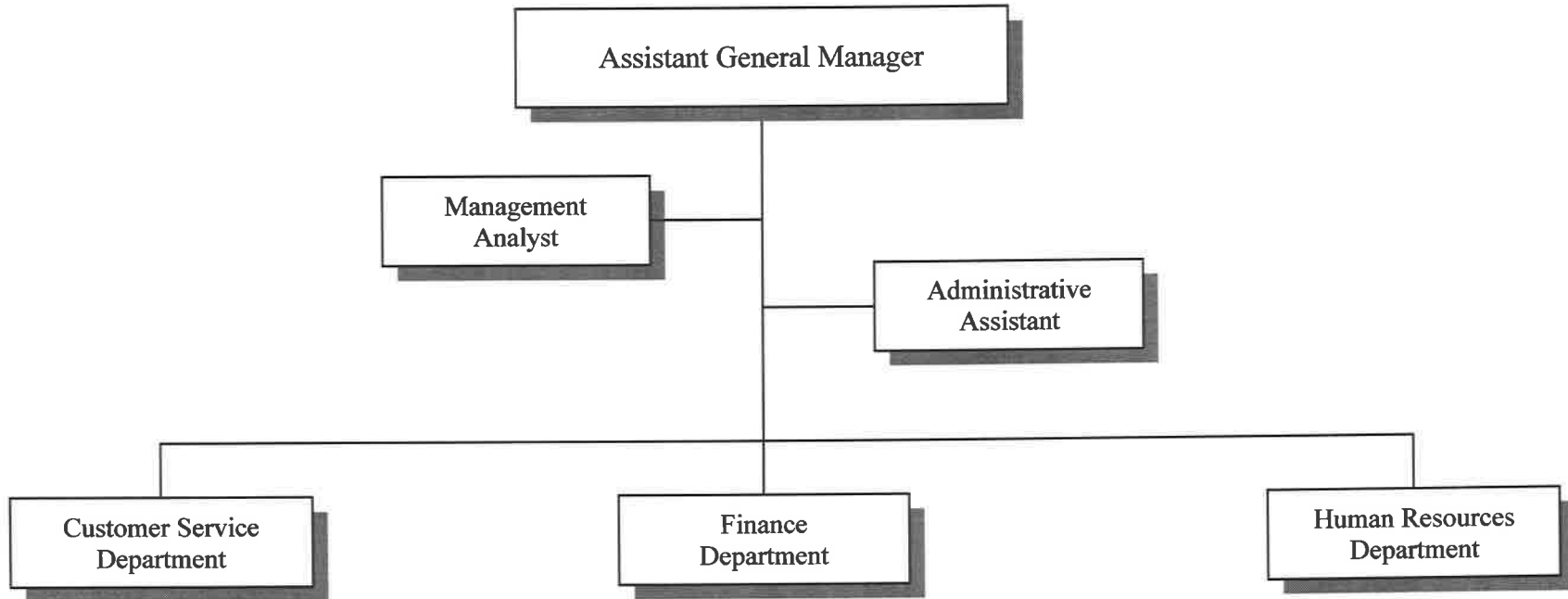
**Budget Item Number:** 11-12

## **Organization Charts**

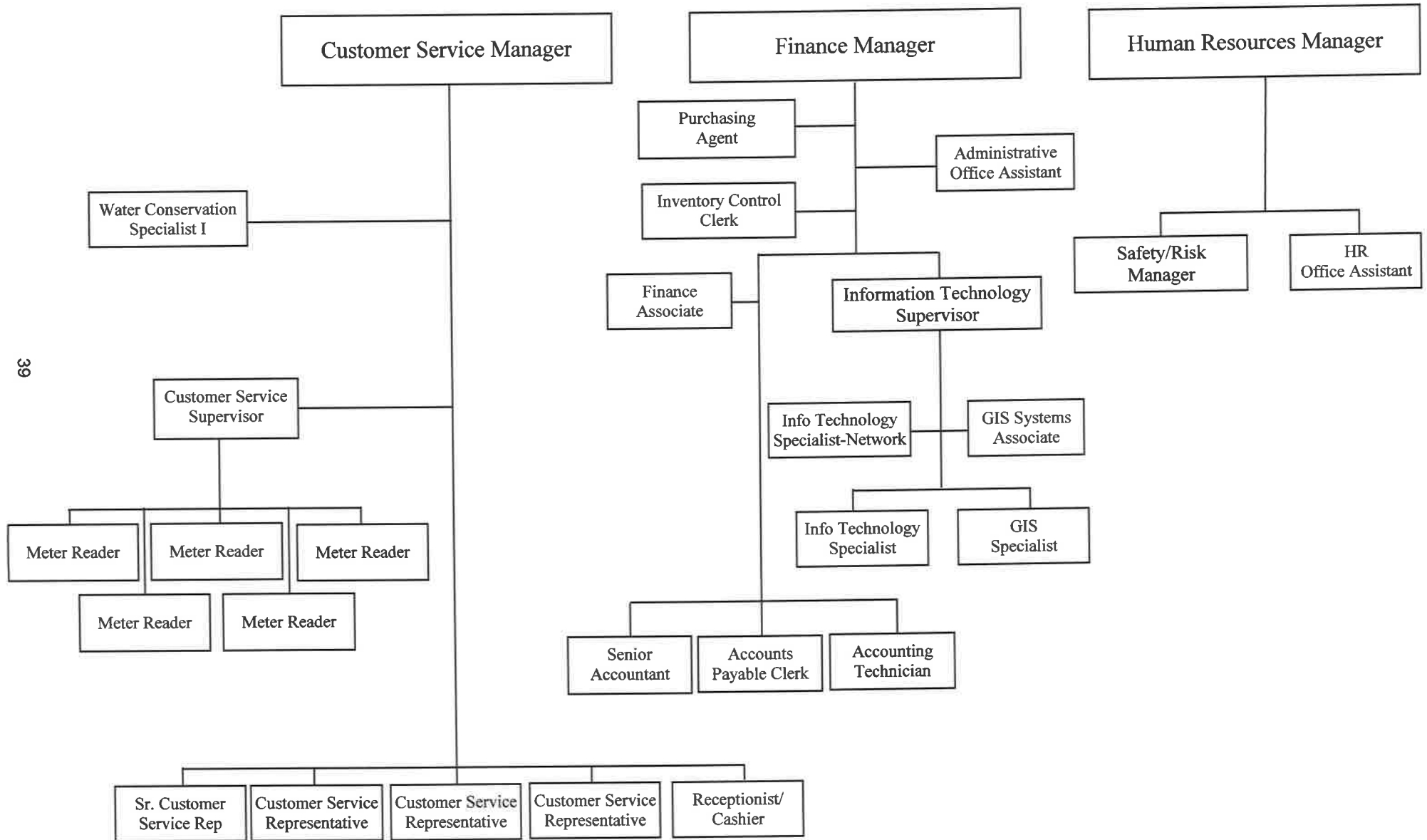
# VID Divisions and Organization



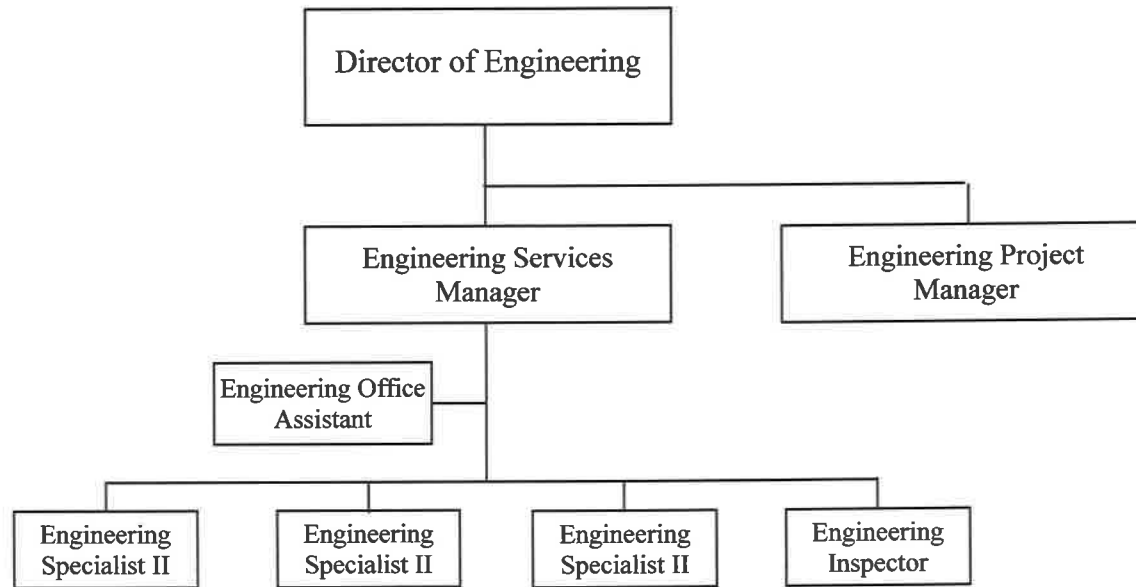
# Administration Division



# Customer Service, Finance, and Human Resources Departments

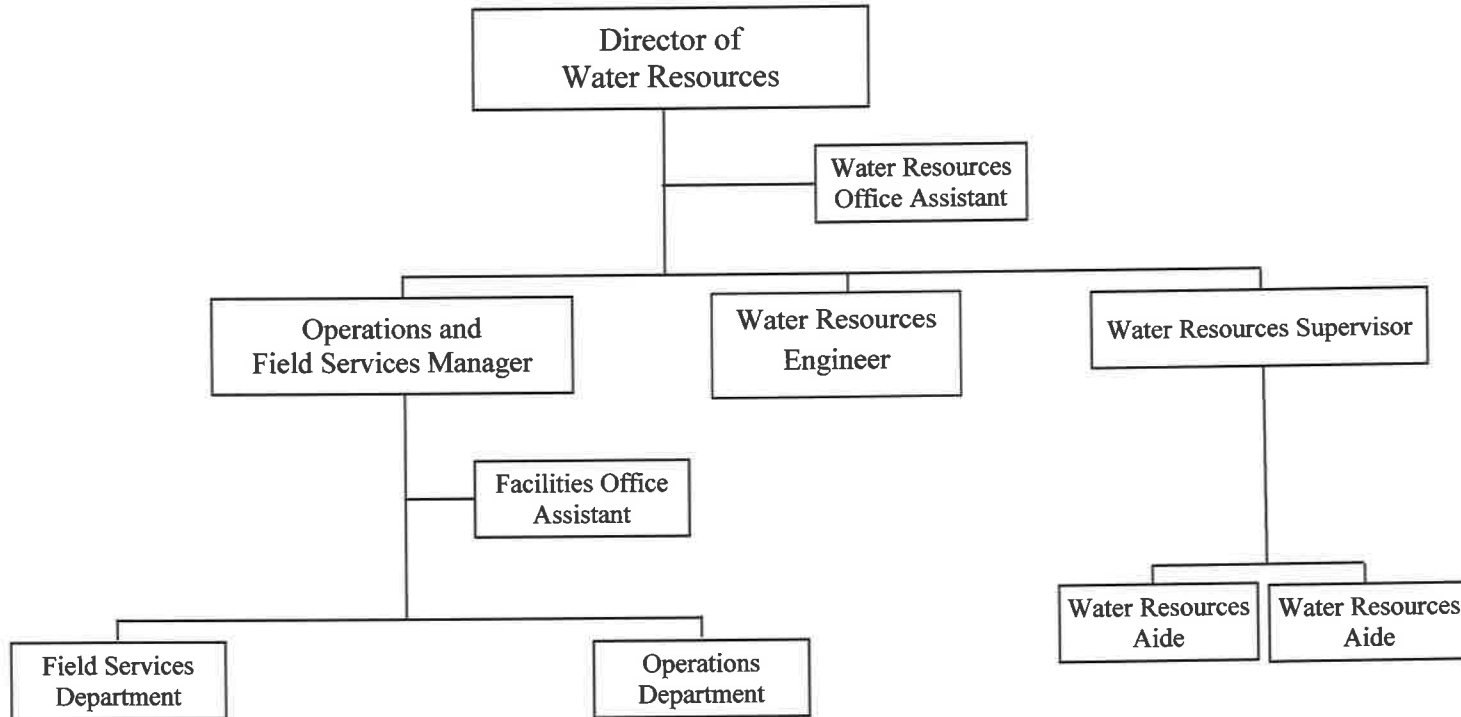


# Engineering Division

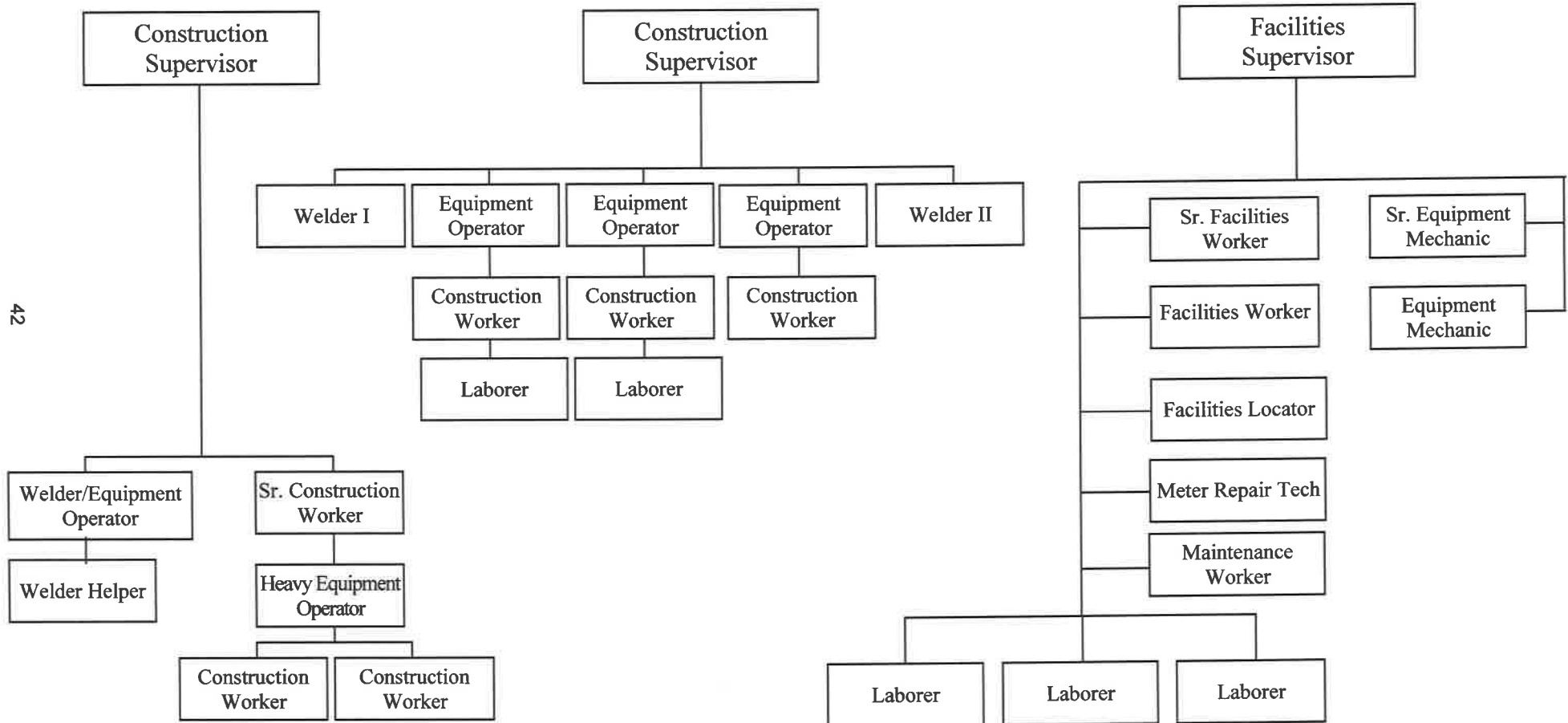




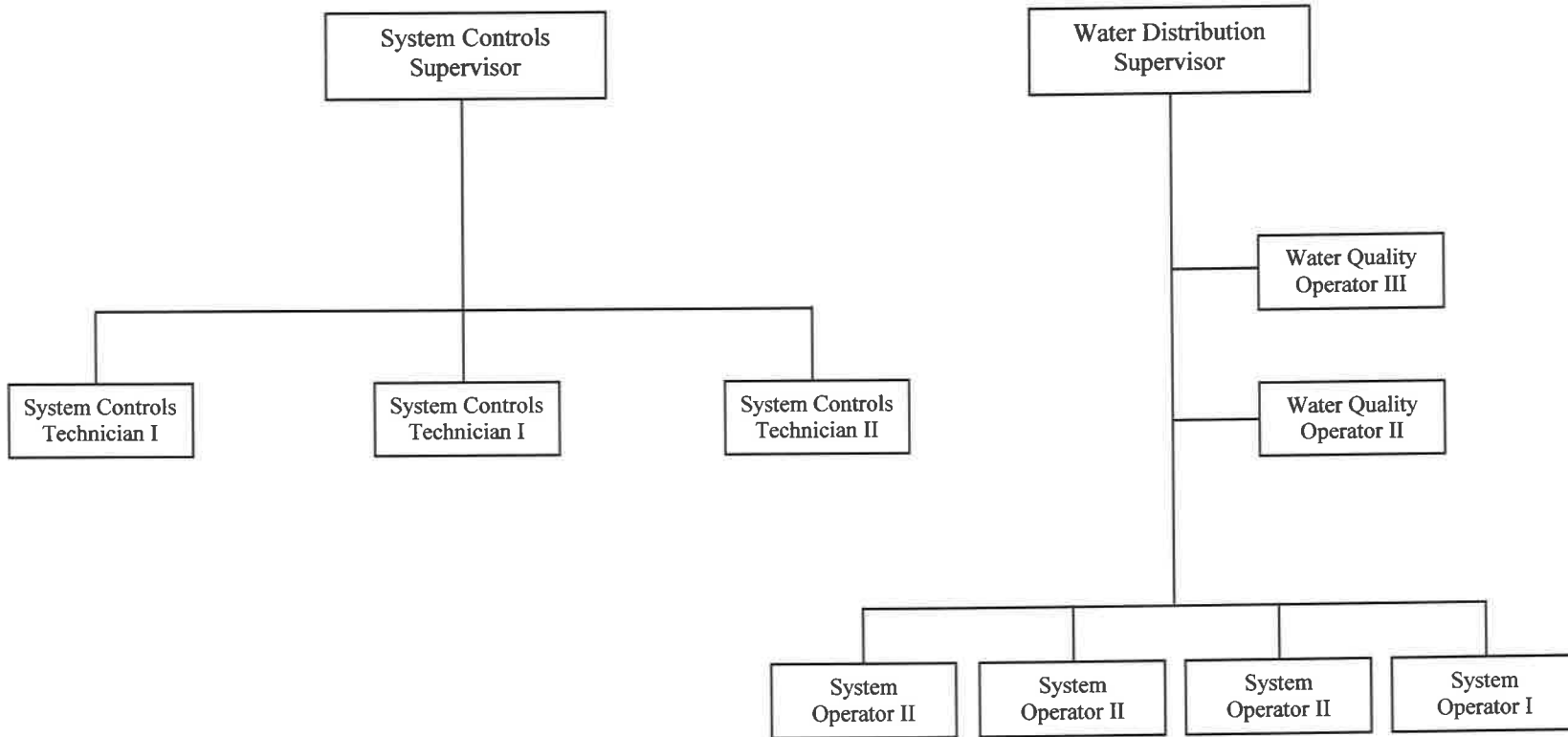
# Field Services and Water Resources Division



# Field Services Department

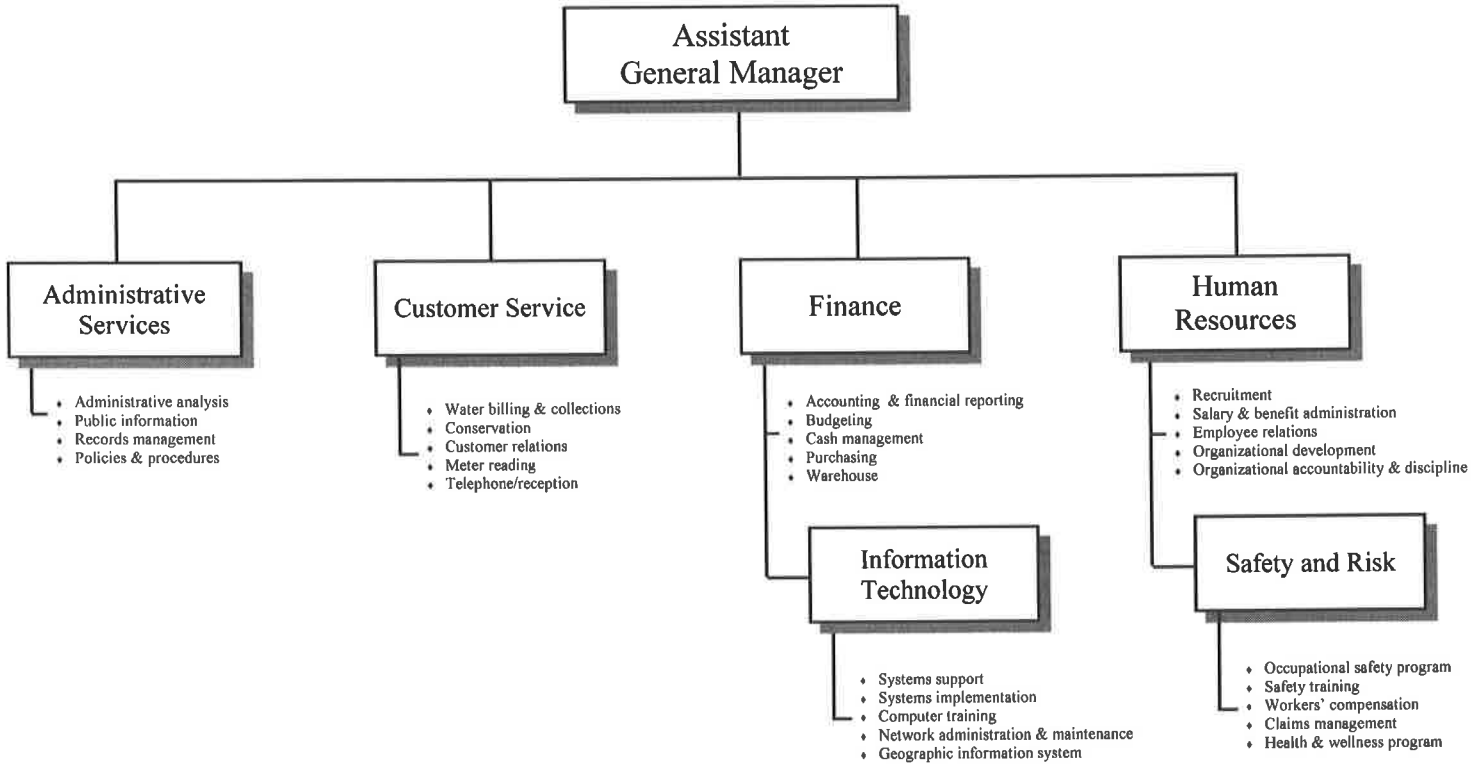


# Operations Department



**Division/Department  
Mission Statements and Descriptions**

# ADMINISTRATION DIVISION



## Mission Statement

The mission of the Administration Division is to provide timely, accurate and useful information to the Board, staff and public; ensure that the District is in compliance with all applicable laws, statutes and reporting requirements; to provide administrative support to all the other divisions and departments in order to help them achieve their individual missions and the overall mission of the District; and to promote a positive and safe working environment for all District employees.

**Number of Positions: 34**

# **ADMINISTRATIVE SERVICES SECTION**

## **Mission Statement**

The mission of the Administrative Services Section is to provide professional and clerical support for all departments so that orderly operation of these departments can be maintained, and to keep the public and the Board informed of important District affairs.

## **Description**

The Administrative Services Section is the clearinghouse for all of the District's policies, procedures, rules and regulations. The Section manages the District's central files and records and retrieves essential documents when needed by other departments. The Section conducts a variety of special studies and projects related to the functions and goals of the District. Additionally, the Section provides the media and the public with information concerning District operations and coordinates the development and maintenance of the District's website and other outreach platforms.

# **CUSTOMER SERVICE DEPARTMENT**

## **Mission Statement**

The mission of the Customer Service Department is to provide the highest quality customer service to the District's 27,000 customers, to promptly account for water used and administer District policies on ownership, tenancy, billing and collection of water revenues, and to provide courteous assistance to customers in understanding their billing and the services provided by the District.

## **Description**

The Customer Service Department is the "Front Line" to the customer and the general public about District policies on water billing, payments and customer service. The Department is responsible for reading water meters and preparing water bills and responding to customer inquiries regarding water accounts. In the cash handling function, the Customer Service Department balances and prepares receipts and bank deposits. Department staff serves as receptionist and telephone operator for the District.

The Department also implements proven water conservation programs that improve the efficient use of water. Staff educates the public on water conservation methods and techniques through workshops, seminars, home visits, school programs and other group and community activities.

# **FINANCE DEPARTMENT**

## **Mission Statement**

The mission of the Finance Department is to safeguard the financial integrity and assets of the District.

## **Description**

The Finance Department is responsible for day-to-day accounting and financial operations of the District. Following the principles of governmental accounting, the District is accounted for on an accrual basis, as an Enterprise Fund. Internal accounting controls, as required under generally accepted accounting principles, are strictly enforced in safeguarding the District's property and in preparing financial statements. Additionally, the Department produces the District's annual audited financial statements and other financial management reports, prepares and monitors the District's annual operating and capital budgets, assists other departments with procuring supplies, equipment and services and operates the District's warehouse.



# INFORMATION TECHNOLOGY SECTION

## **Mission Statement**

The mission of the Information Technology Section is to install, maintain and support the District's computers, software and automated systems and to train District employees in their use.

## **Description**

Information Technology Section is responsible for managing and coordinating the implementation of the District's Strategic Information Technology Plan. In addition, staff provides facility information by use of a computerized geographic information system. Staff provides overall project management for the implementation, integration and maintenance of the District's automated information systems and provides technical support and coordination for the district's hardware, software, network, and telephone systems. Staff also provides appropriate staff training in computer skills.

# **HUMAN RESOURCES DEPARTMENT**

## **Mission Statement**

The mission of the Human Resources Department is to recruit, develop, and retain a highly qualified staff and to develop and maintain organizational systems that value safety, quality performance, professional ethics, and personal integrity.

## **Description**

The Human Resources Department is responsible for position classification, recruitment, compensation, organizational development, employee and dependent benefits, employee/employer relations, organizational accountability and workforce retention and succession planning efforts.

Following generally accepted and legally mandated human resources practices in public sector agencies, the Human Resources Department also administers the District's programs and policies for equal employment, employee benefits, performance evaluations, labor negotiations, and discipline proceedings.

In addition, Human Resources conducts job classification and salary surveys; recommends salaries based on internal equity and job market indicators; serves as an internal consultant to District employees, and as a business partner with supervisors and managers on human resources and organization development issues. Moreover, Human Resources develops and monitors memorandums of agreement and develops and administers all District personnel policies and procedures.

# **SAFETY AND RISK MANAGEMENT SECTION**

## **Mission Statement**

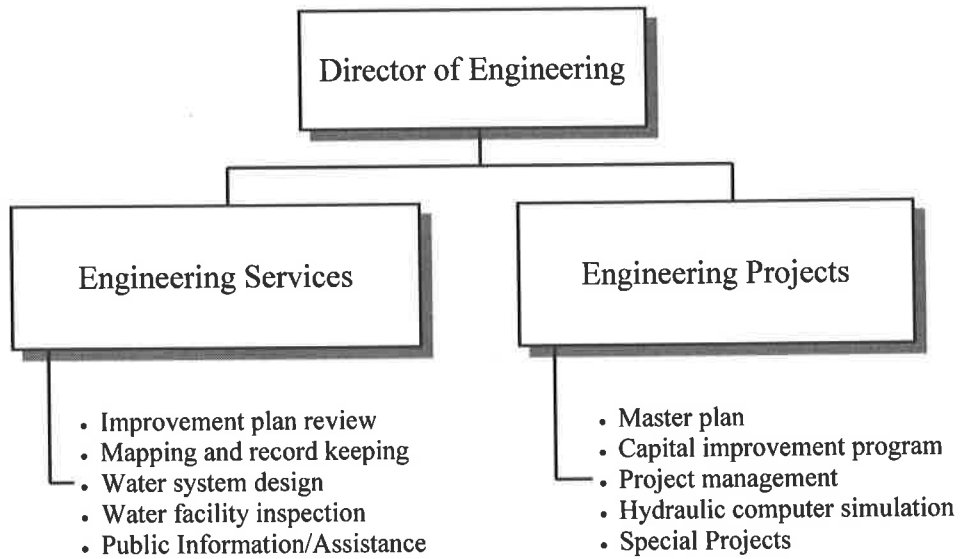
The mission of the Safety and Risk Management Section is to assist in the identification and prevention of events that cause harm to people, property or the environment.

## **Description**

In the area of occupational safety, the Section is responsible for developing, maintaining, and implementing comprehensive safety and health programs, educational materials, and procedures designed to increase knowledge of employees and reduce injuries. The Section identifies safety training needs, schedules competent trainers, and tracks and maintains records of completed training. The Section conducts post incident injuries, vehicle or equipment incident investigations. Section staff participates on the District Safety Committee that discusses, solves and implements safety issues. The Section is also responsible for serving as a liaison for workers' compensation matters and return to work opportunities.

In the area of Risk Management, the Section is responsible for case management of claims pertaining to damage or liability against the District, conducting field investigations on claims, obtaining estimates for repairs, informing claimant of legal requirements for filing a claim, and keeps claimant informed. The Section is also responsible for informing the insurance carrier of the incident details and operates within the guidelines of the contract. The Section recommends the denial or acceptance of claims to the General Manager and negotiates with claimants and settles claims within limits of authority, as necessary.

# ENGINEERING DIVISION



## Mission Statement

The mission of the Engineering Division is to provide our customers with a reliably designed distribution system that will deliver the needed quantity and quality of water in the most economically and environmentally sensitive manner and to provide courteous and professional assistance to the public, while insuring policies of the District are followed.

**Number of Positions: 8**

# **ENGINEERING SERVICES DEPARTMENT**

## **Mission Statement**

The mission of the Engineering Services Department is to insure the efficient and orderly extension of the District's distribution system and clearly relate and administer District policies to customers so that the appropriate level of water service can be provided.

## **Description**

The Engineering Services Department is responsible for day-to-day engineering activities of the District. The department interacts with customers, developers and other public agencies regarding water system improvements and extensions. The Department also designs, checks, inspects and ensures proper mapping of improvements to the system as well as processes contracts, legal documents and service applications.

# **ENGINEERING PROJECTS SECTION**

## **Mission Statement**

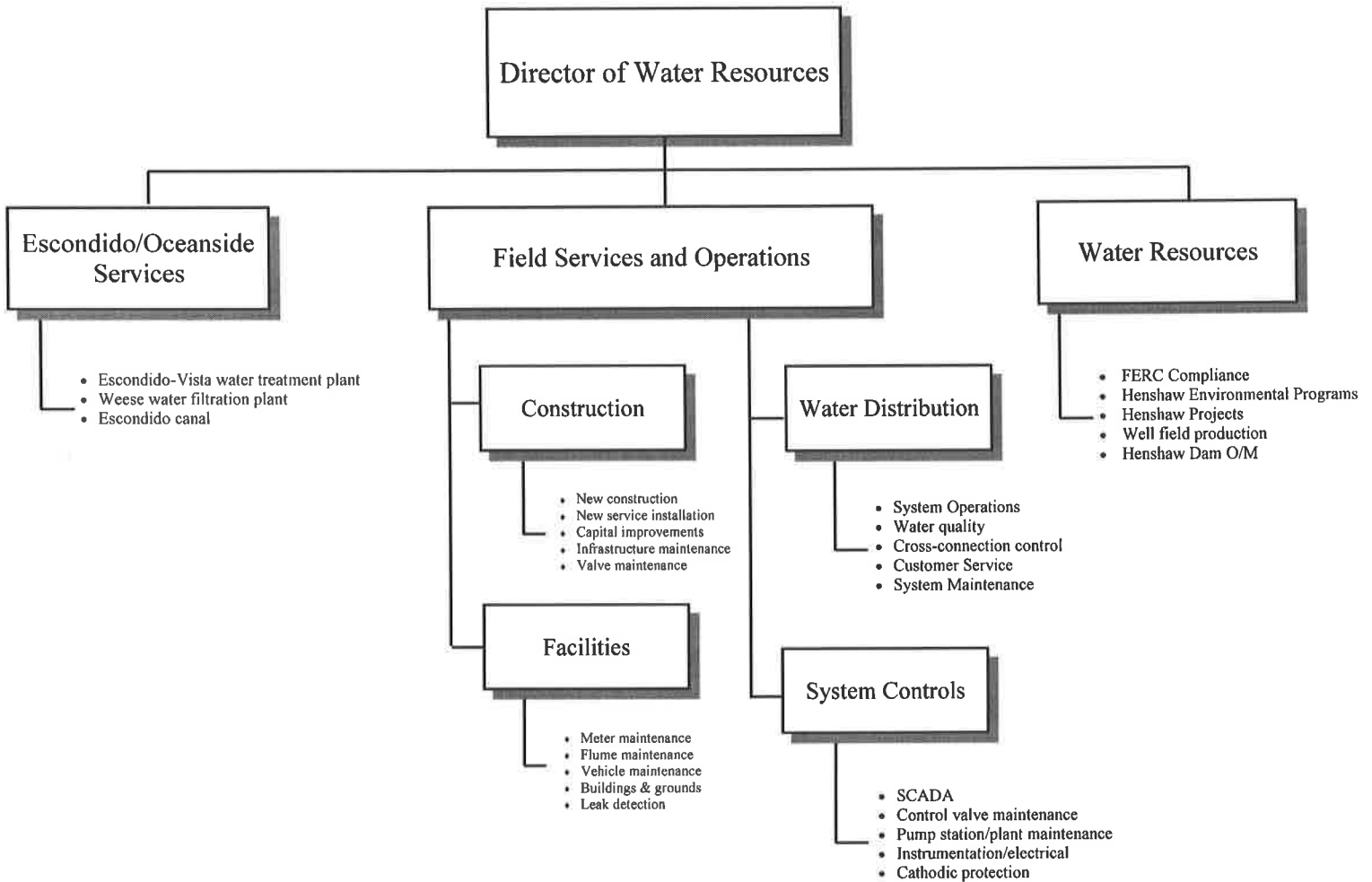
The mission of the Engineering Projects Section is to plan and coordinate the long and short-range water supply and facility needs of the District by developing a master plan of facilities and planning and implementing of a capital improvements program.

## **Description**

The Engineering Projects Section utilizes available data and a computerized hydraulic analysis model to develop and update a master plan of facilities needed for the District's distribution system. This information is used to plan, develop, budget and implement a capital improvements program. Staff provides fire flow and water facility sizing analysis for proposed developments and extensions to the District's facilities.

The Engineering Projects Section also assists in special project needs of the Engineering Services Department and other District departments, as well as providing design, project management and coordination of District capital improvement projects.

# FIELD SERVICES AND WATER RESOURCES DIVISION



## Mission Statement

The mission of the Field Services and Water Resources Division is to effectively produce, treat, monitor and distribute a safe, reliable, potable water supply to our customers throughout the District's service area; to manage and promote the cost effective and safe operation of the District's construction and maintenance activities; to operate and maintain the District's equipment and facilities in a professional and workman like manner; to provide reliability of service to our customers; to provide for a safe and efficient local water supply; and to husband the resources of the Warner Ranch, including its watershed and aquifers, in a cost effective and environmentally responsible manner.

**Number of Positions: 48**

# **ESCONDIDO/OCEANSIDE SERVICES**

## **Mission Statement**

The District's mission in procuring the services of the City of Escondido is to convey local water from Lake Henshaw through the San Luis Rey River to the headworks of the Escondido/Vista Water Treatment Plant. The District's mission in procuring services from the cities of both Escondido and Oceanside is also to treat local and/or imported raw water supplies in an environmentally and economically responsible manner.

## **Description**

The City of Escondido owns and operates the Escondido Canal and other facilities which divert water out of the San Luis Rey River and convey it to the headworks of the Escondido/Vista Water Treatment Plant. The Vista Irrigation District has rights to 50 percent of the capacity of these conveyance facilities and pays for 50 percent of the operation and maintenance. The City and District jointly own the Escondido/Vista Water Treatment Plant (80% - 20% respectively), which is operated by the City on behalf of both parties. The City and District jointly contribute to the cost of operation and maintenance, and cooperate to plan for and implement improvement projects to meet water production and water quality objectives, including water quality standards as mandated by the State of California.

The City of Oceanside owns and operates the Robert A. Weese Filtration Plant which treats imported water from the San Diego County Water Authority (CWA). The District contracts with the City of Oceanside to treat raw water procured by the District from CWA facilities.



# **FIELD SERVICES AND OPERATIONS DEPARTMENT**

## **Mission Statement**

The mission of the Field Services and Operations Department is to manage, oversee, and support the Construction Section and Facilities Section, and also to distribute a safe, reliable potable water supply throughout the District's service area.

# CONSTRUCTION SECTION

## **Mission Statement**

The mission of the Construction Section is to support the District's distribution system through new construction, system expansion and maintenance using available resources in a safe and efficient manner.

## **Description**

The Construction Section performs a wide variety of maintenance functions to the District's underground infrastructure as well as system expansions through new construction projects. The Section's responsibilities include the maintenance of the District's ever-growing 473 miles of pipelines and services. The staff handles an assortment of repairs and new installations within the District. In cooperation with the District's Engineering Division, the Construction Section work schedules include coordination with developers, contractors, other utilities and public agencies to meet the water demands of a growing community. Maintaining the gate valves throughout the distribution system is also another task the Construction Section performs in order to assure maximum operational efficiency.

# **FACILITIES SECTION**

## **Mission Statement**

The mission of the Facilities Section is to utilize predictive and preventive maintenance procedures to keep the District's equipment and above ground facilities and grounds in a safe, workman like and professional working order, and to detect and repair problems before they lead to expensive and disruptive breakdowns.

## **Description**

Facilities staff provides a variety of maintenance functions. Employees provide twenty four hours of on-call emergency response coverage for facility repairs and maintenance. Staff maintains and repairs the District's buildings, reservoirs, pumping stations, water treatment plants, and 13 miles of Vista Flume which includes roadways and culverts. The Section has a leak detection program and provides pipeline locating for District staff and contractors. Weeding and brush control programs have been put in place at District facilities to minimize fire hazards and potential liabilities. The Garage provides maintenance to over 63 trucks and sedans and a wide variety of light and heavy construction equipment. The Meter Shop provides special meter reading, meter accuracy and maintenance programs. The Maintenance Shop is kept equipped to perform special building projects as required in a timely manner.

# **SYSTEM CONTROLS SECTION**

## **Mission Statement**

The mission of the System Controls Section is: to leverage the capabilities of the District's operators to monitor and operate the water production and distribution systems through remote sensing and control systems; to construct and maintain the electrical control systems of the District's water storage, pumping and conveyance facilities; and to provide for the proactive maintenance of the District's pumps, hydraulic control valves and cathodic protection systems; all to ensure the safe, reliable and efficient operation the District's water distribution system.

## **Description**

The System Controls Section performs predictive, preventive, and corrective maintenance on pumps, motors, regulators, chlorination plants, seismic control valves, water quality monitoring equipment, motor control and cathodic protection systems. Controls staff also maintains and supports the development of the District's Supervisory Control and Data Acquisition (SCADA) system and 900 MHz wireless radio communication network. Additionally, the section upgrades various control systems, in accordance with District standards and safety requirements, to meet modern criteria and to enhance distribution system monitoring and performance.

# **WATER DISTRIBUTION SECTION**

## **Mission Statement**

The mission of the Water Distribution Section is to efficiently operate the District's water distribution system to ensure a safe, reliable water supply throughout the District's service area while maintaining the highest standards of customer service.

## **Description**

The Water Distribution Section is responsible for anticipating water supply needs and ordering sufficient water volumes to meet system demands and storage needs for normal and emergency operations. The Section is also responsible for maintaining water quality, system, facility and infrastructure monitoring, cross-connection control, documentation, reporting, safe work practices and maintenance and operation of its state-certified laboratory. The Section responds to customer inquiries regarding water supply, water pressure and water quality issues, and coordinates system operation during planned and unplanned outage events. The Section has the responsibility to ensure that the District remains in compliance with federal, state and local regulations, including those promulgated by: State Water Resources Control Board; The Regional Water Quality Control Board; Environmental Laboratory Accreditation Program; County Health Department; Office of Environmental Health Hazard Assessments; Occupational Safety and Health Administration; and California Code of Regulations - Title 17 and 22.

# **WATER RESOURCES SECTION**

## **Mission Statement**

The mission of the Water Resources Section is to provide for the safety and security of Henshaw Dam; to meet the local water production goals of the District; and to husband the resources of the Warner Ranch, including its watershed and aquifers, in a cost effective and environmentally responsible manner.

## **Description**

The Section's goal is to meet the local water supply needs for the District. The focus in dry or low runoff years is pumping water from the well field into the lake to sustain a given monthly average of produced water. Section personnel maintain pipelines and open ditches that deliver water to the lake. Our operations entail efficiently pumping and keeping the water supply routes open and clear to the lake, and supplying water to the lessee (cattle company).

In a wet year, our concentration shifts to maintenance pertaining to facilities at the dam, buildings and grounds on the ranch, servicing the wells and upgrading our roads and culverts.

In wet or dry cycles, the collection of operational, meteorological, and hydrologic data is an important aspect of the Section's mission.

**Vista Irrigation District  
FUTURE UNBUDGETED PROJECTS  
Fiscal Year 2017**

<b>Priority Order</b>	<b>Description</b>	<b>Estimated Amount</b>
1	Office with Restroom-Ranch	\$ 120,000
2	Replace Current Server Room UPS	60,000
3	Secondary Storage Area Network Device	64,000
4	Water Quality Monitoring Wells (2)	200,000
5	Henshaw Siphon Extension	850,000
6	Warner Ranch Master Plan	100,000
7	Rehabilitation of Well 9A	50,000
8	Landscape Demonstration Garden - Phase II	138,000
<b>TOTAL FUTURE UNBUDGETED PROJECTS</b>		<b><u><u>\$ 1,582,000</u></u></b>