

MINUTES OF THE  
FISCAL POLICY COMMITTEE OF  
VISTA IRRIGATION DISTRICT

April 27, 2015

A meeting of the Fiscal Policy Committee was held on Monday, April 27, 2014, at the offices of the District, 1391 Engineer Street, Vista, California.

**1. CALL TO ORDER**

Chair MacKenzie called the meeting to order at 9:33 a.m.

**2. ROLL CALL**

Directors present: Chair MacKenzie and Director Vásquez.

Staff present: Roy Coox, General Manager; Eldon Boone, Assistant General Manager; Don Smith, Director of Water Resources; Brian Smith, Director of Engineering; Frank Wolinski, Operations and Field Services Manager; Marlene Kelleher, Finance Manager; Farrokh Shahamiri, Finance Associate; and Lisa Soto, 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 2016 BUDGET**

See staff report attached hereto.

General Manager Roy Coox commended staff for putting together another excellent Budget document. Mr. Coox said that staff begins the budget process each year from scratch, with nothing automatically carried over from the previous year. Mr. Coox said that he believes that staff has done a good job once again at keeping the Budget lean. Mr. Coox stated that \$15 million of the District's Operating Budget is for purchased water, the cost for which is out of the District's control. Mr. Coox said that when adjusted for uncontrollable expenses such as the cost of purchased water, the remainder of the District's Operating Budget is less than it was the year before.

Mr. Coox said that in light of the drought and recent cutbacks established by the Governor and the State Water Resources Control Board, and with further cutbacks anticipated from the Water Authority, the question most of the District's customers will want to know is how the drought will affect their water rates. Mr. Coox explained that because the District employs a pay-as-you-go philosophy for its capital projects, the District is debt-free and has the ability to scale back projects when needed to avoid raising rates to recoup lost revenue due to decreased water sales.

Director Vásquez noted that the data used for projecting the amount of local water the District will receive from Lake Henshaw in Fiscal Year 2016 is based on a ten-year rolling average. He said that since the District is in its fifth year of drought, it seemed to him that it might be more appropriate to use an average based on the last five years. Assistant General Manager Eldon Boone provided a handout entitled "Vista Irrigation District Local Water Fiscal Years 1960-2014" (attached hereto as Exhibit A). He explained that the difference between the data from the last five years compared to the last ten years is not significant. Chair MacKenzie commented that when budgeting for local water, she believed the most important thing is for the District to be consistent with the data it chooses to use for these calculations. The Committee members agreed that it would be best to continue to use a ten year rolling average for the local water budget projections.

Mr. Boone reviewed the Budget document with the Committee, and the Committee received clarifications as needed. Mr. Boone reviewed the distinctions between the District's water rate Tiers 1, 2 and 3, explaining that Tier 1 recoups the cost of operating the water system, while Tier 2 includes funding for the District's conservation programs, and Tier 3 includes penalties to be paid to the Water Authority. Mr. Boone noted that Tier 3 is only activated when the Water Authority is enforcing penalties.

The Committee discussed matters pertaining to the drought and its effect on the District's water supply, and the District's budget. Chair MacKenzie requested that the District's Water Supply Response Program (WSRP) be presented at an upcoming Board meeting so the Board can review the restrictions associated with each Level. Mr. Coox responded that based on the recent restrictions set forth by the Governor, some amendments will be needed to the District's WSRP. Mr. Coox said that staff is waiting for the Water Authority to announce its allocations, which may trigger certain aspects of the WSRP, and then staff will present an update on the WSRP and any suggested revisions.

Administrative Services Manager Brett Hodgkiss joined the meeting briefly to clarify the rules in the District's Turf Replacement Program. The Committee discussed adding funds to the budget for this Program. The Committee recommended that \$90,000 be added to the District's Conservation budget to expand the reach of the District's Turf Replacement Program.

The Committee recommended that the Fiscal Year 2016 Budget be presented for the Board's consideration at the June 3, 2015 Board meeting with the recommended increase to the water conservation budget.

**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 12:05 p.m. Chair MacKenzie adjourned the meeting.

  
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Jo MacKenzie, Chair

ATTEST:

  
\_\_\_\_\_  
Lisa R. Soto, Secretary  
Board of Directors  
VISTA IRRIGATION DISTRICT



**FISCAL POLICY COMMITTEE  
STAFF REPORT**

**Agenda Item: 5**

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

**April 27, 2015**  
**Marlene Kelleher**  
**Eldon Boone**  
**Roy Coox**

SUBJECT: DRAFT FISCAL YEAR 2016 BUDGET

RECOMMENDATION: Review draft Fiscal Year 2016 Budget.

FISCAL IMPACT: The draft Budget projects revenues of \$44,355,500, operating expenses of \$38,476,925 and capital outlay of \$2,454,500, which results in a projected increase of \$3,424,075 in reserves. The draft Budget has taken into account the recent statewide plan to reduce water use, which affects both the Revenue Budget and the Operating Budget. The Fiscal Year 2016 Operating Budget as compared to the Fiscal Year 2015 Operating Budget, when adjusted for the uncontrollable cost of purchased water, includes a reduction of \$18,595 in Operating Costs.

SUMMARY: The draft Budget projects 14,833 acre feet of water sales and 11,059 acre feet of water purchases. Local water production from Lake Henshaw is budgeted at a 10-year rolling average of 4,596 acre feet.

The draft Budget includes a service charge increase effective July 1, 2015, 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 1.26% increase (\$1.20 monthly) on the typical residential customer bill.

DETAILED REPORT: See draft Fiscal Year 2016 Budget.

ATTACHMENTS:

- Draft Budget – Fiscal Year 2016
- Items Cut From Budget – Fiscal Year 2016



**BUDGET**  
**Fiscal Year 2016**  
July 1, 2015 to June 30, 2016

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**Draft**  
April 27, 2015

VISTA IRRIGATION DISTRICT

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## **Budget Overview**

# **Vista Irrigation District BUDGET OVERVIEW Fiscal Year 2016**

The Vista Irrigation District's (District) 2016 Budget represents a financial plan for the next fiscal year (July 1, 2015 through June 30, 2016). 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 2016 Budget projects revenues of \$44,355,500, which includes \$25,958,000 (approximately 59%) from Water Sales. Based upon the most recent statewide plan to reduce water use and the most recent conservation trends, it is projected that the District will sell 14,833 acre feet of water in fiscal year 2016.

Operating expenses for fiscal year 2016 are projected to be \$38,476,925, which includes \$14,721,900 of Purchased Water Costs, \$15,001,950 of Administration Costs and \$8,753,075 of System Costs.

Purchased Water represents 38% 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 2016 Budget estimates that the District will need to purchase 11,059 acre feet of water from the CWA. The Budget also estimates that the District will produce 4,596 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 2016 is \$2,454,500. Of this total, approximately 78% 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 2016**

	<u>2015 Budget</u>	<u>2016 Budget</u>	<u>Percentage Change</u>
<b>Source of Funds</b>			
Revenue Budget	\$ 49,163,000	\$ 44,355,500	(9.8%)
Reserves	-	-	-
	<u>\$ 49,163,000</u>	<u>\$ 44,355,500</u>	
<b>Use of Funds</b>			
Operating Budget	\$ 41,989,420	\$ 38,476,925	(8.4%)
Capital Budget	4,789,700	2,454,500	(48.8%)
Reserves	<u>2,383,880</u>	<u>3,424,075</u>	-
	<u>\$ 49,163,000</u>	<u>\$ 44,355,500</u>	

# **Revenue Budget**

# Vista Irrigation District REVENUE BUDGET Fiscal Year 2016

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Budget</b>	<b>Six Months Ended 12/31/2014 Actual</b>	<b>2016 Budget</b>
<b>WATER REVENUES</b>					
Water Sales	\$ 30,128,815	\$ 31,910,487	\$ 31,422,000	\$ 16,058,499	\$ 25,958,000
Service Charges/Fees	14,546,825	14,948,156	15,554,000	7,743,158	15,988,000
	<u>44,675,640</u>	<u>46,858,643</u>	<u>46,976,000</u>	<u>23,801,657</u>	<u>41,946,000</u>
<b>OTHER REVENUES</b>					
Other Services	206,602	454,842	400,000	192,581	400,500
System Fees	228,954	667,311	650,000	391,510	800,000
Property Rentals	666,495	705,845	670,000	382,758	693,000
Property Taxes	387,889	443,255	404,000	161,897	461,000
Investment Income	53,471	45,451	63,000	21,054	55,000
Federal & State Assistance	64,015	-	-	30,552	-
	<u>1,607,426</u>	<u>2,316,704</u>	<u>2,187,000</u>	<u>1,180,351</u>	<u>2,409,500</u>
<b>TOTAL REVENUE BUDGET</b>	<b><u>\$ 46,283,066</u></b>	<b><u>\$ 49,175,347</u></b>	<b><u>\$ 49,163,000</u></b>	<b><u>\$ 24,982,008</u></b>	<b><u>\$ 44,355,500</u></b>
<b>WATER SALES (ACRE FEET)</b>	<u>18,904</u>	<u>19,128</u>	<u>18,508</u>	<u>9,453</u>	<u>14,833</u>

## **Revenue Account Descriptions**

## REVENUE ACCOUNT DESCRIPTIONS

Account Group: <b><u>Water Sales</u></b> Account Number: 60xx	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
	Actual	Actual	Budget	Budget
	\$30,128,815	\$31,910,487	\$31,422,000	\$25,958,000

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 14,833 acre feet of water which is based upon a recent statewide plan to reduce water use. The budget includes the 1/1/15 rate increase from the San Diego County Water Authority, however, it assumes no future rate increases on water sales. The 2016 budget is calculated based upon the following current water usage rates:

- ◆ Tier 1: \$3.73 per Hundred Cubic Fee (Unit)
- ◆ Tier 2: \$4.27 per Hundred Cubic Fee (Unit)

Account Group: <b><u>Service Charges/Fees</u></b> Account Number: 605x	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
	Actual	Actual	Budget	Budget
	\$14,546,825	\$14,948,156	\$15,554,000	\$15,988,000

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 1/1/15 IAC fee increase from the CWA and the District's fiscal year 2016 service charge increase effective 7/1/15. 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 2013	FY 2014	FY 2015	FY 2016
5/8"	\$ 24.15	\$ 24.89	\$ 25.51	\$ 26.42
3/4"	31.87	32.85	33.67	34.87
1"	47.09	48.53	49.74	51.51
1½"	85.49	88.11	90.30	93.51
2"	131.37	135.40	138.77	143.70
3"	253.82	261.60	268.12	277.64
4"	391.47	403.47	413.52	428.21
6"	927.12	955.53	979.33	1,014.12
8"	1,233.34	1,271.13	1,302.79	1,349.07
10"	1,845.54	1,902.09	1,949.47	2,018.72

Account Group: <b><u>Other Services</u></b> Account Number: 61xx	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
	Actual	Actual	Budget	Budget
	\$206,602	\$454,842	\$400,000	\$400,500

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>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
	Actual	Actual	Budget	Budget
	\$228,954	\$667,311	\$650,000	\$800,000

This account group includes capacity fees, connection fees, annexation and detachment fees. The increase in the 2016 Budget in this account group reflects increased construction activity within the District and is based upon current fiscal year revenues collected.

## REVENUE ACCOUNT DESCRIPTIONS

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Property Rentals</u></b>				
Account Number: 6301	\$666,495	\$705,845	\$670,000	\$693,000

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

Hein Hettinga Cattle	\$ 177,700
Department of Defense- Navy	146,900
My Country Club	80,000
Crown Castle/T-Mobile- Cabrillo Circle	44,100
T-Mobile/Omnipoint- Lupine Hills	44,100
Crown Castle GT Co.	37,500
Cingular Wireless - AT&T	37,000
Lake Henshaw Resort	31,600
Verizon Wireless	19,100
Sprint	18,700
Crown Castle - Vista Towers	16,800
Mendenhall Cattle Company	13,300
Puerta La Cruz	11,700
Sempra Energy	11,590
Charles Chester Taylor	1,500
Noll Seeds	1,000
Vallecitos Water District	360
Department of Agriculture-Forestry Service	50
	\$ 693,000

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Property Taxes</u></b>				
Account Number: 8001	\$387,889	\$443,255	\$404,000	\$461,000

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

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Investment Income</u></b>				
Account Number: 81xx	\$53,471	\$45,451	\$63,000	\$55,000

This account group includes interest income and gains and losses on investments. The decrease in budget is due to the continued decline in interest rates.

	2013 Actual	2014 Actual	2015 Budget	2016 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	2014 Actual	2015 Budget	Six Months Ended December 31, 2014 Actual	2016 Budget
<b>Water Sales</b>					
6001	Single Family	\$ 15,975,260	\$ 16,030,000	\$ 8,236,606	\$ 13,298,000
6002	Multi Family	5,014,153	4,505,000	2,312,647	3,734,000
6003	Irrigation	3,835,833	4,100,000	2,146,982	3,466,000
6004	Commercial	2,196,888	2,000,000	1,047,714	1,692,000
6005	Agricultural	1,810,450	1,766,000	906,421	1,464,000
6006	Government	1,276,974	1,318,000	539,455	871,000
6007	Industrial	1,073,542	1,010,000	536,545	866,000
6008	Mobile Home	682,101	626,000	311,617	503,000
6009	Contract Water	39,991	62,000	16,567	58,000
6010	Unmetered	5,295	5,000	3,945	6,000
		<u>31,910,487</u>	<u>31,422,000</u>	<u>16,058,499</u>	<u>25,958,000</u>
<b>Service Charges/Fees</b>					
6051	Ready To Serve Fees	13,159,703	13,800,000	6,857,867	14,200,000
6052	Infrastructure Access Charge	1,129,973	1,129,000	577,523	1,163,000
6053	Penalties/Fees	658,480	625,000	307,768	625,000
		<u>14,948,156</u>	<u>15,554,000</u>	<u>7,743,158</u>	<u>15,988,000</u>
<b>Other Services</b>					
6101	Construction Services	204,280	250,000	92,792	200,000
6102	Jobs Gain/(Loss)	1,097	-	-	-
6103	Non Construction Services	249,465	150,000	99,789	200,500
		<u>454,842</u>	<u>400,000</u>	<u>192,581</u>	<u>400,500</u>
<b>System Fees</b>					
6201	Capacity Fees	667,311	650,000	391,510	800,000
		<u>667,311</u>	<u>650,000</u>	<u>391,510</u>	<u>800,000</u>
<b>Property Rentals</b>					
6301	Property Rentals	705,845	670,000	382,758	693,000
		<u>705,845</u>	<u>670,000</u>	<u>382,758</u>	<u>693,000</u>
<b>Property Taxes</b>					
8001	Property Taxes	443,255	404,000	161,897	461,000
		<u>443,255</u>	<u>404,000</u>	<u>161,897</u>	<u>461,000</u>
<b>Investment Income</b>					
8101	Interest Income	27,006	37,000	16,931	35,000
8102	Investment Gain/Loss	18,445	26,000	4,123	20,000
		<u>45,451</u>	<u>63,000</u>	<u>21,054</u>	<u>55,000</u>
<b>Federal &amp; State Assistance</b>					
8301	Federal & State Assistance	-	-	30,552	-
		<u>-</u>	<u>-</u>	<u>30,552</u>	<u>-</u>
<b>Total Revenue Budget</b>		<u>\$ 49,175,347</u>	<u>\$ 49,163,000</u>	<u>\$ 24,982,008</u>	<u>\$ 44,355,500</u>

# **Operating Budget**

# Vista Irrigation District OPERATING BUDGET Fiscal Year 2016

	2013 Actual	2014 Actual	2015 Budget	Six Months Ended 12/31/2014 Actual	2016 Budget
<b>PURCHASED WATER</b>					
Variable CWA Charges	\$ 14,669,932	\$ 16,550,949	\$ 13,364,000	\$ 7,708,356	\$ 9,567,000
Fixed CWA Charges	4,773,317	4,814,562	4,868,000	2,440,749	5,168,000
Agricultural Rebates	(4,802)	(13,577)	(16,200)	(6,561)	(13,100)
	<u>19,438,447</u>	<u>21,351,934</u>	<u>18,215,800</u>	<u>10,142,544</u>	<u>14,721,900</u>
<b>WAGES</b>	7,577,088	7,647,174	7,980,000	3,748,367	8,133,000
<b>BENEFITS &amp; TAXES</b>	4,325,605	4,379,556	4,876,300	2,182,268	5,015,800
<b>OFFICE &amp; GENERAL</b>					
Fees & Permits	98,325	104,662	111,190	84,328	136,340
Postage	80,345	81,279	85,800	43,402	80,800
Computer Hardware	69,644	19,979	39,400	29,030	15,500
Computer Software	15,774	5,378	12,000	3,050	18,500
Travel	28,237	36,937	35,850	13,015	38,300
Training	49,262	30,618	49,800	17,738	48,500
Dues & Subscriptions	47,044	45,569	51,300	4,674	50,700
Employment Related Expense	43,779	48,981	53,830	28,468	58,910
Office Supplies	27,527	33,565	30,850	17,347	30,200
Printing	13,286	13,008	17,100	6,365	15,300
Award/Contributions	3,150	24,740	5,600	3,690	7,000
Liability Claims	1,327	647	1,000	215	1,000
	<u>477,700</u>	<u>445,363</u>	<u>493,720</u>	<u>251,322</u>	<u>501,050</u>
<b>DEPRECIATION</b>	3,122,974	3,222,382	3,270,000	1,667,441	3,475,000
<b>CONTRACTUAL SERVICES</b>	3,551,800	3,932,249	4,931,750	2,167,622	4,349,480
<b>SUPPLIES</b>	969,997	1,369,388	1,296,550	611,853	1,158,795
<b>POWER</b>	735,024	603,100	634,800	349,548	669,800
<b>PROFESSIONAL FEES</b>					
Audit	19,300	11,525	20,000	20,275	20,000
Legal	596,041	506,564	418,000	364,926	510,000
Consultants	184,168	116,712	215,000	23,166	220,000
	<u>799,509</u>	<u>634,801</u>	<u>653,000</u>	<u>408,367</u>	<u>750,000</u>
<b>INSURANCE</b>	407,580	476,242	441,000	232,159	401,000
<b>COMMUNICATIONS</b>	61,278	57,814	66,500	25,109	61,100
<b>UNCOLLECTIBLE ACCOUNTS</b>	54,046	60,389	60,000	16,993	62,000

**Vista Irrigation District  
OPERATING BUDGET  
Fiscal Year 2016**

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Budget</b>	<b>Six Months Ended 12/31/2014 Actual</b>	<b>2016 Budget</b>
<b>BURDEN ALLOCATION</b>	(934,908)	(947,821)	(1,000,000)	(435,708)	(900,000)
<b>LOSS/(GAIN) ON ASSETS</b>	(9,414)	3,819	-	(19,303)	-
<b>LEGAL SETTLEMENT</b>	57,090	94,732	70,000	71,926	78,000
<b>TOTAL OPERATING BUDGET</b>	<b><u>\$ 40,633,816</u></b>	<b><u>\$ 43,331,122</u></b>	<b><u>\$ 41,989,420</u></b>	<b><u>\$ 21,420,508</u></b>	<b><u>\$ 38,476,925</u></b>
 <b>WATER SOURCES (ACRE FEET):</b>					
Water Purchases	17,398	18,439	15,040	8,916	11,059
Local Water	2,092	1,695	4,527	1,060	4,596
	<u>19,490</u>	<u>20,134</u>	<u>19,567</u>	<u>9,976</u>	<u>15,655</u>

# **Operating Account Descriptions**

## OPERATING ACCOUNT DESCRIPTIONS

	<u>2013</u> <u>Actual</u>	<u>2014</u> <u>Actual</u>	<u>2015</u> <u>Budget</u>	<u>2016</u> <u>Budget</u>
Account Group: <b><u>Variable CWA Charges</u></b>				
Account Number: 7001	\$14,669,932	\$16,550,949	\$13,364,000	\$9,567,000

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 takes into account the recent statewide plan to reduce water use. The budget also assumes that local water production will equal 4,596 acre feet, which is based upon a 10-year rolling average production of local water. The remaining 11,059 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.

	<u>2013</u> <u>Actual</u>	<u>2014</u> <u>Actual</u>	<u>2015</u> <u>Budget</u>	<u>2016</u> <u>Budget</u>
Account Group: <b><u>Fixed CWA Charges</u></b>				
Account Number: 7002	\$4,773,317	\$4,814,562	\$4,868,000	\$5,168,000

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	\$ 2,084,000
Infrastructure Access Charge - CWA	1,163,000
Readiness-to-Serve Charge, net - MWD	878,000
Customer Service Charge - CWA	796,000
Capacity Reservation Charge - MWD	247,000
	<u>\$ 5,168,000</u>

	<u>2013</u> <u>Actual</u>	<u>2014</u> <u>Actual</u>	<u>2015</u> <u>Budget</u>	<u>2016</u> <u>Budget</u>
Account Group: <b><u>Agricultural Rebates</u></b>				
Account Number: 7003	(\$4,802)	(\$13,577)	(\$16,200)	(\$13,100)

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

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b>Wages</b>				
Account Number: 71xx	\$7,577,088	\$7,647,174	\$7,980,000	\$8,133,000

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

General	\$ 6,742,959
Vacation	766,511
Holiday	393,883
Sick Leave	210,926
Other Leave	18,721
	\$ 8,133,000

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b>Benefits &amp; Taxes</b>				
Account Number: 72xx	4,325,605	\$4,379,556	\$4,876,300	\$5,015,800

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)	\$ 1,800,000
Health Insurances (Medical, Dental & Vision)	1,790,000
FICA & Medicare	580,000
Retiree Medical Insurance (GASB 45)	415,000
Worker's Compensation	230,000
Deferred Compensation Plan Matching (457 Plan)	95,000
Life and Disability Insurance	65,000
Uniforms (Clothing and Boots)	30,000
Unemployment Insurance	6,000
EAP Counseling	2,800
Tuition Reimbursement	2,000
	\$ 5,015,800

## OPERATING ACCOUNT DESCRIPTIONS

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Fees &amp; Permits</u></b> Account Number: 7301	\$98,325	\$104,662	\$111,190	\$136,340

This account group includes \$32,400 of water-related costs and \$103,940 of non water-related costs. The water-related costs primarily include \$18,900 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, \$48,000 for excavation permits, \$15,000 for District headquarters association dues, \$5,000 for sewer fees, etc.

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Postage</u></b> Account Number: 7302	\$80,345	\$81,279	\$85,800	\$80,800

This account group includes postage for water bills and all other District mailings. The decrease in the budget is mainly due to the Annual Water Quality Report no longer being mailed to our customers and instead being posted on our web site.

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Computer Hardware</u></b> Account Number: 7303	\$69,644	\$19,979	\$39,400	\$15,500

This account group consists of computer hardware such as servers, desktop and laptop computers, inkjet and laser printers, scanners, monitors, etc. The decrease in the budget is mainly due to one-time expenses included the 2015 budget.

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Computer Software</u></b> Account Number: 7304	\$15,774	\$5,378	\$12,000	\$18,500

This account group consists of various Network and Desktop software. The increase in the budget is primarily due to upgrading of District software.



## OPERATING ACCOUNT DESCRIPTIONS

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Travel</u></b>				
Account Number: 7305	\$28,237	\$36,937	\$35,850	\$38,300

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	\$ 20,000
Field Services and Water Resources Division	7,700
General Manager Division	7,000
Administration	3,500
Engineering Division	100
	\$ 38,300

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Training</u></b>				
Account Number: 7306	\$49,262	\$30,618	\$49,800	\$48,500

This account group includes the cost of training and seminars. The largest components of the 2016 training budget include: \$13,500 for various Safety Cal/OSHA required trainings, \$11,000 for training for the Board, \$6,500 for Electrical training and other water related training, \$3,000 for various management development and employee training workshops, \$1,500 for PC software and network related training, and \$1,000 for Engineering classes.

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Dues &amp; Subscriptions</u></b>				
Account Number: 7307	\$47,044	\$45,569	\$51,300	\$50,700

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

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Employment Related Expense</u></b>				
Account Number: 7308	\$43,779	\$48,981	\$53,830	\$58,910

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. The increase in the budget is primarily due to continued increase in hiring costs.

## OPERATING ACCOUNT DESCRIPTIONS

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Office Supplies and Furniture</u></b> Account Number: 7309	\$27,527	\$33,565	\$30,850	\$30,200

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.

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Printing</u></b> Account Number: 7310	\$13,286	\$13,008	\$17,100	\$15,300

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.

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Awards/Contributions</u></b> Account Number: 7311	\$3,150	\$24,740	\$5,600	\$7,000

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

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Liability Claims</u></b> Account Number: 7312	\$1,327	\$647	\$1,000	\$1,000

This account group represents claims the District settles without reimbursement from our insurance company. The budget is based upon recent experience.

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Depreciation</u></b> Account Number: 7401	\$3,122,974	\$3,222,382	\$3,270,000	\$3,475,000

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.

## OPERATING ACCOUNT DESCRIPTIONS

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Contractual Services</u></b>				
Account Number: 75xx	\$3,551,800	\$3,932,249	\$4,931,750	\$4,349,480

The decrease in the budget is primarily due to the expected reduction of treatment of raw water at the Escondido Treatment Plant. The expected reduction is part of a recent statewide plan to reduce water use. In addition, the 2016 budget does not include the repair and upgrade costs of two reservoirs which were included in the 2015 budget. This account group includes contractual services for the following:

Escondido Treatment Plant	\$ 1,874,000
Weese Treatment Plant	790,000
General	362,730
Escondido Canal	350,000
Transmission and Distribution Systems	324,650
Buildings and Grounds	219,000
Reservoirs	130,400
Well Field	110,000
Pump Stations	63,500
Garage	57,500
Fire Hydrants/Fire Services	20,000
SCADA	19,700
Water Quality	12,000
Dam	11,000
Flume	5,000
	\$ 4,349,480

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Supplies</u></b>				
Account Number: 76xx	\$969,997	\$1,369,388	\$1,296,550	\$1,158,795

This account group includes supplies for the following:

Transmission and Distribution Systems	\$ 472,000
Fuel	153,000
General	149,500
Garage	116,000
Fire Hydrants/Fire Services	85,000
Well Field	43,000
Pump Stations	28,000
Buildings and Grounds	26,000
SCADA	24,750
Treatment Plant	16,500
Ditches	13,000
Water Quality	10,545
Conservation Programs	10,000
Flume	7,000
Reservoirs	3,500
Dam	1,000
	\$ 1,158,795

## OPERATING ACCOUNT DESCRIPTIONS

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b>Power</b> Account Number: 77xx	\$735,024	\$603,100	\$634,800	\$669,800

This account group includes:

Well Field	\$ 400,000
Pump Stations	140,000
Main Office	121,000
Transmission and Distribution Systems	4,600
Water Treatment	2,200
Reservoirs	2,000
	\$ 669,800

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b>Audit</b> Account Number: 7721	\$19,300	\$11,525	\$20,000	\$20,000

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

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b>Legal</b> Account Numbers: 7722 & 7723	\$596,041	\$506,564	\$418,000	\$510,000

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

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b>Consultants</b> Account Numbers: 7724 & 7725	\$184,168	\$116,712	\$215,000	\$220,000

This account group includes:

Master Plan / Facilities Study	\$ 125,000
Indian Lawsuit- HDR/FERC Relicense	50,000
Recycled Water Study	25,000
Dam Stability Analysis	10,000
Environmental Services	5,000
Henshaw Calculations	5,000
	\$ 220,000

## OPERATING ACCOUNT DESCRIPTIONS

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Insurance</u></b> Account Number: 7731	\$407,580	\$476,242	\$441,000	\$401,000

This account group includes liability, property and dam insurance from the Joint Powers Insurance Authority (JPIA). The decrease in the budget is due to having lower premiums as a result of having fewer losses by the District.

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Communications</u></b> Account Number: 7741	\$61,278	\$57,814	\$66,500	\$61,100

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.

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Uncollectible Accounts</u></b> Account Number: 7751	\$54,046	\$60,389	\$60,000	\$62,000

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 \$40,000 for uncollectible water bills and \$22,000 for uncollectible damage to District property.

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Burden Allocation</u></b> Account Number: 7799	(\$934,908)	(\$947,821)	(\$1,000,000)	(\$900,000)

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.

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Account Group: <b><u>Legal Settlement</u></b> Account Number: 8501	-	\$94,732	\$70,000	\$78,000

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

## **Operating Budget Detail**

## OPERATING BUDGET DETAIL

Account	Description	2014 Actual	2015 Budget	Six Months Ended December 31, 2014 Actual	2016 Budget
<b>Variable CWA Charges</b>					
7001	Purchased Water-CWA Variable	\$ 16,550,949	\$ 13,364,000	\$ 7,708,356	\$ 9,567,000
		16,550,949	13,364,000	7,708,356	9,567,000
<b>Fixed CWA Charges</b>					
7002	Purchased Water-CWA Fixed	4,814,562	4,868,000	2,440,749	5,168,000
		4,814,562	4,868,000	2,440,749	5,168,000
<b>Agricultural Rebates</b>					
7003	Purchased Water-Ag. Rebate	(13,577)	(16,200)	(6,561)	(13,100)
		(13,577)	(16,200)	(6,561)	(13,100)
<b>Wages</b>					
7101	Wages-General	6,387,593	6,597,966	3,185,287	6,742,959
7102	Vacation	682,196	759,067	320,352	766,511
7103	Sick Leave	187,058	218,304	68,378	210,926
7104	Holiday	375,953	384,312	169,973	393,883
7105	Other Leave	14,374	20,351	4,377	18,721
		7,647,174	7,980,000	3,748,367	8,133,000
<b>Benefits &amp; Taxes</b>					
7201	Health Insurance	1,633,276	1,830,000	788,892	1,790,000
7202	PERS	1,459,677	1,600,000	740,971	1,800,000
7203	FICA & Medicare	581,539	556,000	259,491	580,000
7204	Retiree Health Insurance	307,072	400,000	207,189	415,000
7205	Workers Compensation	204,503	284,000	106,305	230,000
7206	457 Plan Matching	97,106	95,000	32,007	95,000
7207	Life & Disability Insurance	63,562	65,000	28,887	65,000
7208	Uniforms/Boots	28,298	31,500	14,779	30,000
7209	Unemployment Insurance	-	10,000	-	6,000
7210	EAP Counseling	2,650	2,800	2,401	2,800
7211	Tuition Reimbursement	1,873	2,000	1,346	2,000
		4,379,556	4,876,300	2,182,268	5,015,800

## OPERATING BUDGET DETAIL

Account	Description	2014 Actual	2015 Budget	Six Months Ended December 31, 2014 Actual	2016 Budget
<b>Fees &amp; Permits</b>					
7301	Fees & Permits	104,662	111,190	84,328	136,340
		<u>104,662</u>	<u>111,190</u>	<u>84,328</u>	<u>136,340</u>
<b>Postage</b>					
7302	Postage	81,279	85,800	43,402	80,800
		<u>81,279</u>	<u>85,800</u>	<u>43,402</u>	<u>80,800</u>
<b>Computer Hardware</b>					
7303	Computer Hardware	19,979	39,400	29,030	15,500
		<u>19,979</u>	<u>39,400</u>	<u>29,030</u>	<u>15,500</u>
<b>Computer Software</b>					
7304	Computer Software	5,378	12,000	3,050	18,500
		<u>5,378</u>	<u>12,000</u>	<u>3,050</u>	<u>18,500</u>
<b>Travel</b>					
7305	Travel	36,937	35,850	13,015	38,300
		<u>36,937</u>	<u>35,850</u>	<u>13,015</u>	<u>38,300</u>
<b>Training</b>					
7306	Training	30,618	49,800	17,738	48,500
		<u>30,618</u>	<u>49,800</u>	<u>17,738</u>	<u>48,500</u>
<b>Dues &amp; Subscriptions</b>					
7307	Dues & Subscriptions	45,569	51,300	4,674	50,700
		<u>45,569</u>	<u>51,300</u>	<u>4,674</u>	<u>50,700</u>
<b>Employment Related Expense</b>					
7308	Employment Related Expense	48,981	53,830	28,468	58,910
		<u>48,981</u>	<u>53,830</u>	<u>28,468</u>	<u>58,910</u>
<b>Office Supplies</b>					
7309	Office Supplies	33,565	30,850	17,347	30,200
		<u>33,565</u>	<u>30,850</u>	<u>17,347</u>	<u>30,200</u>
<b>Printing</b>					
7310	Printing	13,008	17,100	6,365	15,300
		<u>13,008</u>	<u>17,100</u>	<u>6,365</u>	<u>15,300</u>
<b>Contributions</b>					
7311	Contributions	24,740	5,600	3,690	7,000
		<u>24,740</u>	<u>5,600</u>	<u>3,690</u>	<u>7,000</u>
<b>Liability Claims</b>					
7312	Liability Claims	647	1,000	215	1,000
		<u>647</u>	<u>1,000</u>	<u>215</u>	<u>1,000</u>
<b>Depreciation</b>					
7401	Depreciation	3,222,382	3,270,000	1,667,441	3,475,000
		<u>3,222,382</u>	<u>3,270,000</u>	<u>1,667,441</u>	<u>3,475,000</u>



## OPERATING BUDGET DETAIL

Account	Description	2014 Actual	2015 Budget	Six Months Ended December 31, 2014 Actual	2016 Budget
<b>Contractual Services</b>					
7501	Services-General	366,319	295,000	125,639	362,730
7502	Services-Buildings & Grounds	171,158	164,000	67,254	219,000
7503	Services-Garage	36,671	57,500	18,027	57,500
7504	Services-T & D Systems	752,255	316,150	194,314	324,650
7505	Services-FireHyd/Fire Services	14,341	24,000	1,997	20,000
7506	Services-Reservoirs	260,911	360,400	694	130,400
7507	Services-SCADA	13,472	23,700	6,500	19,700
7508	Services-Pump Stations	18,454	45,500	6,373	63,500
7509	Services-Water Qual	18,353	10,000	4,295	12,000
7510	Services-Treatment Plant	-	20,000	-	-
7511	Services-Flume	115,751	6,000	1,167	5,000
7512	Services-Dam	10,392	13,500	-	11,000
7514	Services-Well Field	82,324	110,000	1,227	110,000
7515	Services-Escondido Canal	272,406	335,000	184,014	350,000
7516	Services-Escondido Plant	1,327,177	2,600,000	1,187,282	1,874,000
7517	Services-Weese Plant	461,512	551,000	367,642	790,000
7520	Temporary Agencies	10,753	-	1,197	-
		3,932,249	4,931,750	2,167,622	4,349,480
<b>Supplies</b>					
7601	Supplies-General	168,279	177,100	89,969	149,500
7602	Supplies-Buildings & Grounds	24,549	31,000	7,878	26,000
7603	Supplies-Garage	99,850	126,000	49,112	116,000
7604	Supplies-T & D Systems	599,208	522,700	275,508	472,000
7605	Supplies-FireHyd/Fire Services	72,226	65,000	44,824	85,000
7606	Supplies-Reservoirs	9,805	3,500	1,919	3,500
7607	Supplies-SCADA	17,333	21,250	2,894	24,750
7608	Supplies-Pump Stations	14,333	20,500	7,160	28,000
7609	Supplies-Water Qual	14,924	14,500	8,412	10,545
7610	Supplies-Treatment Plant	12,931	16,500	6,153	16,500
7611	Supplies-Flume	115,250	25,000	1,700	7,000
7612	Supplies-Dam	2,136	1,500	115	1,000
7613	Supplies-Ditches	6,387	13,000	52	13,000
7614	Supplies-Well Field	27,290	54,000	36,163	43,000
7615	Fuel	178,471	193,000	78,899	153,000
7616	Conservation Programs	6,820	12,000	1,141	10,000
7697	Inventory Adjustments	-	-	-	-
7698	Trade Discounts	(404)	-	(46)	-
		1,369,388	1,296,550	611,853	1,158,795

## OPERATING BUDGET DETAIL

Account	Description	2014 Actual	2015 Budget	Six Months Ended December 31, 2014 Actual	2016 Budget
<b>Power</b>					
7701	Power-Buildings/Grounds	106,818	101,000	63,941	121,000
7702	Power-T & D Systems	4,175	4,600	2,050	4,600
7703	Power-Reservoirs	2,090	2,000	1,128	2,000
7704	Power-Pump Station	122,627	125,000	73,475	140,000
7705	Power-Treatment Plant	1,929	2,200	825	2,200
7706	Power-Well Field	365,461	400,000	208,129	400,000
		<u>603,100</u>	<u>634,800</u>	<u>349,548</u>	<u>669,800</u>
<b>Audit</b>					
7721	Audit	11,525	20,000	20,275	20,000
		<u>11,525</u>	<u>20,000</u>	<u>20,275</u>	<u>20,000</u>
<b>Legal</b>					
7722	Legal-General	226,117	130,000	161,722	180,000
7723	Legal-Water Rights	280,447	288,000	203,204	330,000
		<u>506,564</u>	<u>418,000</u>	<u>364,926</u>	<u>510,000</u>
<b>Consultants</b>					
7724	Consultants-General	61,726	162,000	14,848	170,000
7725	Consultants-Water Rights	54,986	53,000	8,318	50,000
		<u>116,712</u>	<u>215,000</u>	<u>23,166</u>	<u>220,000</u>
<b>Insurance</b>					
7731	Insurance	476,242	441,000	232,159	401,000
		<u>476,242</u>	<u>441,000</u>	<u>232,159</u>	<u>401,000</u>
<b>Communications</b>					
7741	Communications	57,814	66,500	25,109	61,100
		<u>57,814</u>	<u>66,500</u>	<u>25,109</u>	<u>61,100</u>
<b>Uncollectible Accounts</b>					
7751	Uncollectible Accounts	60,389	60,000	16,993	62,000
		<u>60,389</u>	<u>60,000</u>	<u>16,993</u>	<u>62,000</u>
<b>Burden Allocation</b>					
7799	Burden Allocation	(947,821)	(1,000,000)	(435,708)	(900,000)
		<u>(947,821)</u>	<u>(1,000,000)</u>	<u>(435,708)</u>	<u>(900,000)</u>
<b>Loss/(Gain) on Assets</b>					
8401	Asset Disposal Net Book Value	10,604	-	-	-
8402	Asset Disposal Proceeds	(6,785)	-	(19,303)	-
		<u>3,819</u>	<u>-</u>	<u>(19,303)</u>	<u>-</u>
<b>Legal Settlement</b>					
8501	Legal Settlement	94,732	70,000	71,926	78,000
		<u>94,732</u>	<u>70,000</u>	<u>71,926</u>	<u>78,000</u>
<b>Total Operating Budget</b>		<u>\$ 43,331,122</u>	<u>\$ 41,989,420</u>	<u>\$ 21,420,508</u>	<u>\$ 38,476,925</u>

# **Capital Budget**

# Vista Irrigation District CAPITAL BUDGET Fiscal Year 2016

	<b>Budget Item #</b>	<b>2016 Budget</b>
<b>ADMINISTRATIVE SERVICES</b>		
Copier		\$ 10,000
<b>CUSTOMER SERVICE:</b>		
Utility Billing Software		125,000
<b>ENGINEERING:</b>		
FY 2016 Main Replacement Program		1,500,000
E Reservoir		50,000
Paseo Santa Fe Project - Ocean View Drive to Terrace Drive		20,000
		1,570,000
<b>FIELD SERVICES:</b>		
Vehicles (5)		199,000
Backhoe		135,000
Valve Operator		65,000
Locator		6,000
		405,000
<b>FINANCE:</b>		
Tape Autoloader		5,500
<b>OPERATIONS:</b>		
Regulator (2)		114,000
SCADA Control Panel (2)		86,000
Flow Meter		52,000
		252,000
<b>WATER RESOURCES:</b>		
SCADA Control Panels (5)		73,000
Leach Fields (2)		14,000
		87,000
<b>TOTAL CAPITAL BUDGET</b>		<b>\$ 2,454,500</b>

## **Capital Budget Detail**

# Capital Budget Request

## Project or Equipment Information

**Title:** Copier  New Item  
 Replacement

**Description:** Digital black and white copier to replace Canon ImageRunner 5570 located in HR/Safety & Finance. The new copier will be equipped with an auto document feeder, auto duplexing and stapling finisher as well as scanning and printing functions.

**Reason for Request:** This copier has been in service for ten years. The heavy use of this machine over this period has begun to wear out major components and maintenance is required on a more frequent basis. Additionally, parts are becoming more difficult to obtain because of the age of the machine.

**Asset Being Replaced (If Applicable):**  
Asset No. 2980, Canon ImageRunner 5570, Original Cost: \$12,322, Net Book Value: \$-0-

## Cost Estimate (Whole Dollars only)

	District Labor & Fringe	Outside Purchases	Total
FY 2012 Budget:	0	0	0
FY 2013 Budget:	0	0	0
FY 2014 Budget:	0	0	0
FY 2015 Budget:	0	0	0
<b>FY 2016 Budget:</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>
FY 2017 and thereafter:	0	0	0
<b>Total Projected Amount:</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>

**Requesting Department:** Administration

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

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Utility Billing Software	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Utility billing software	
<b>Reason for Request:</b>	<p>The District was notified by DataStream, the District's current utility billing software, that it had been purchased by Springbrook. Soon thereafter, Springbrook advised the District that it would no longer be supporting the DataStream product after June 30, 2016. The Budget amount includes estimated license fees, implementation, data conversion and training costs for a new utility billing software system.</p>	
<b>Asset Being Replaced (If Applicable):</b>	<p>Due to previous accounting rules, the current software was not considered a fixed asset at the time of its purchase.</p>	

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2012 Budget:			0
FY 2013 Budget:			0
FY 2014 Budget:			0
FY 2015 Budget:			0
<b>FY 2016 Budget:</b>	0	125,000	125,000
FY 2017 and thereafter:			0
<b>Total Projected Amount:</b>	0	125,000	125,000

**Requesting Department:** Customer Service

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

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	FY 2016 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>	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.	
<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 2012 Budget:			0
FY 2013 Budget:			0
FY 2014 Budget:			0
FY 2015 Budget:			0
<b>FY 2016 Budget:</b>	750,000	750,000	1,500,000
FY 2017 and thereafter:			0
<b>Total Projected Amount:</b>	750,000	750,000	1,500,000

**Requesting Department:** Engineering

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



# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	E Reservoir	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Design and construction for the replacement of E reservoir.	
<b>Reason for Request:</b>	E reservoir which is located on Edgehill Road, is a 1.49 million gallon oval shaped reservoir that was built in 1929. The reservoir is 18 feet tall and approximately 11 feet of the reservoir is constructed with gunite below grade. Repairs to the floor and roof are a continual effort and the reservoir is in need of replacement. Final sizing of the reservoir will be coordinated with the upcoming Master Plan update.	
<b>Asset Being Replaced (If Applicable):</b>	E Reservoir was constructed in 1929 and was never recorded as a fixed asset. The two known modifications that are currently on records were added on June 30, 1984 and June 30, 1985, respectively, and they are as follows: Asset No. 2169, E Reservoir modification Part I, Original Cost: \$17,366, Net Book Value: \$-0- Asset No. 2171, E Reservoir modification Part II, Original Cost: \$97,167, Net Book Value: \$-0-	

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2012 Budget:			0
FY 2013 Budget:			0
FY 2014 Budget:			0
FY 2015 Budget:			0
<b>FY 2016 Budget:</b>	0	50,000	50,000
FY 2017 and thereafter:		4,750,000	4,750,000
<b>Total Projected Amount:</b>	0	4,800,000	4,800,000

**Requesting Department:** Engineering

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

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Paseo Santa Fe Street Improvements - Ocean View Drive to Terrace Drive	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Design and installation of approximately 800 feet of 18" pipe in South Santa Fe Drive from Ocean View Drive to Terrace Drive	
<b>Reason for Request:</b>	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.	
<b>Asset Being Replaced (If Applicable):</b>	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 2012 Budget:			0
FY 2013 Budget:			0
FY 2014 Budget:			0
FY 2015 Budget:			0
<b>FY 2016 Budget:</b>	5,000	15,000	20,000
FY 2017 and thereafter:	15,000	265,000	280,000
<b>Total Projected Amount:</b>	<b>20,000</b>	<b>280,000</b>	<b>300,000</b>

**Requesting Department:** Engineering

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

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Vehicles (5)	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	(1) 3-Ton Super Duty Commercial Truck, (\$90,000) (1) 2-Ton Super Duty Truck (\$36,000) (1) 4X4 Full Size Pickup Truck, (\$28,000) (1) Mini Pickup Truck (\$21,500) (1) ½-Ton Full Size Pickup Truck (\$23,500)	
<b>Reason for Request:</b>	The super duty commercial truck will replace truck # 30 (Ford F-550), which will remain in fleet as a back-up welding truck. Vehicle No. 02, 65, 23, and 38 are all older vehicles and use and/or leak oil or have suspension issues. Vehicle No. 40 and 72 have in excess of 100,000 miles and both have had a history of electromechanical issues.	
<b>Asset Being Replaced (If Applicable):</b>	Asset No. 1798, Vehicle No. 2, 1994 Chevy 3500, 1-Ton Flatbed Truck, Original Cost: \$12,004, Net Book Value: \$0 Asset No. 2536, Vehicle No. 23, 1998 Chevy 3500, 1-Ton Flatbed Truck, Original Cost: \$16,267, Net Book Value: \$0 Asset No. 1845, Vehicle No. 38, 1992 Chevy c-1500, ½-Ton Pickup Truck, Original Cost: \$14,796, Net Book Value: \$0 Asset No. 2963, Vehicle No. 40, 2005 Ford F-250, 4X4, ¾-Ton Truck, Original Cost: \$27,416, Net Book Value: \$0 Asset No. 2779, Vehicle No. 65, 2001 Chevy S-10, ¼-Ton Pickup Truck, Original Cost: \$15,031, Net Book Value: \$0 Asset No. 3031, Vehicle No. 72, 2007 Ford F-150, 4X4, Pickup Truck, Original Cost: \$14,796, 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 2012 Budget:			0
FY 2013 Budget:			0
FY 2014 Budget:			0
FY 2015 Budget:			0
<b>FY 2016 Budget:</b>	0	199,000	199,000
FY 2017 and thereafter:			0
<b>Total Projected Amount:</b>	0	199,000	199,000

**Requesting Department:** Field Services

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

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Backhoe	<input checked="" type="checkbox"/> New Item <input type="checkbox"/> Replacement
<b>Description:</b>	Diesel powered - rubber tire backhoe	
<b>Reason for Request:</b>	<p>The District currently has a fleet of four in-town backhoe's. On main line replacement projects, a backhoe is frequently substituted for the excavator when it cannot be used. Additionally, a second backhoe is needed on these projects; thus leaving two backhoe's for the remaining construction (maintenance) crews and facilities. At times, other construction projects, leak repair, and general maintenance requiring a backhoe is deferred or a backhoe is rented due to availability issues. Purchase of a new backhoe will enhance our operational capabilities and will increase efficiency.</p>	
<b>Asset Being Replaced (If Applicable):</b>		

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2012 Budget:			0
FY 2013 Budget:			0
FY 2014 Budget:			0
FY 2015 Budget:			0
<b>FY 2016 Budget:</b>	0	135,000	135,000
FY 2017 and thereafter:			0
<b>Total Projected Amount:</b>	0	135,000	135,000

**Requesting Department:** Field Services

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

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Valve Operator	<input checked="" type="checkbox"/> New Item <input type="checkbox"/> Replacement
<b>Description:</b>	Automated valve operator with data logger, GPS and hydro-vacuum system	
<b>Reason for Request:</b>	New automated valve operating system will provide for a full time valve maintenance crew and it will be retrofitted to FY 2016 newly purchased crew vehicle. Existing valve operating truck is utilized for city and county overlay projects, emergency and scheduled shutdowns, pot-holing and is not exclusively dedicated. A dedicated valve truck will enhance the District's current valve maintenance program; thus, meeting recommended standards and improving system reliability and customer service.	
<b>Asset Being Replaced (If Applicable):</b>		

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2012 Budget:			0
FY 2013 Budget:			0
FY 2014 Budget:			0
FY 2015 Budget:			0
<b>FY 2016 Budget:</b>	0	65,000	65,000
FY 2017 and thereafter:			0
<b>Total Projected Amount:</b>	0	65,000	65,000

**Requesting Department:** Field Services

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

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Locator	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Vivax-Metrotech v5000 locating system with a broad signal selection, signal direction indication and a distortion indicator	
<b>Reason for Request:</b>	Existing pipeline locator is of an older technology and it has recently been repaired and serviced on multiple occasions. The new pipeline locator has a built-in Bluetooth wireless communication and an internal GPS with data logging capabilities. The new unit will improve the accuracy of locations and because it has an internal GPS, it will be capable of mapping pipeline infrastructure and exporting data to our GIS.	
<b>Asset Being Replaced (If Applicable):</b>	Existing pipe line locator did not meet capital threshold requirements at the time of purchase.	

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2012 Budget:			0
FY 2013 Budget:			0
FY 2014 Budget:			0
FY 2015 Budget:			0
<b>FY 2016 Budget:</b>	0	6,000	6,000
FY 2017 and thereafter:			0
<b>Total Projected Amount:</b>	0	6,000	6,000

**Requesting Department:** Field Services

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

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Tape Autoloader	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Tape autoloader	
<b>Reason for Request:</b>	The current backup tape system was purchased in November 2010 and has reached the end of its reliable service life. Tape drive units are used to backup critical District digital data for offsite storage.	
<b>Asset Being Replaced (If Applicable):</b>	Asset No. 3191, HP 1/8 LTO-5 Ultrium Tape Autoloader, Original Cost: \$5,025, Net Book Value: \$0	

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2012 Budget:			0
FY 2013 Budget:			0
FY 2014 Budget:			0
FY 2015 Budget:			0
<b>FY 2016 Budget:</b>	0	5,500	5,500
FY 2017 and thereafter:			0
<b>Total Projected Amount:</b>	0	5,500	5,500

**Requesting Department:** Finance

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

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Regulator (2)	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	An 8" and a 10" pressure reducing valve, vault, lateral piping, and telemetry	
<b>Reason for Request:</b>	Installed in 1955, the existing 8" regulator and associated steel piping has exceeded its life expectancy and is in need of replacement. The addition of telemetry would allow for the remote pressure monitoring of the 900 zone and site security. The current existing 10" pressure reducing valve (Asset No. 1393) has been in service for close to 30 years and the cast steel body is fatigued and cannot be reconditioned or repaired.	
<b>Asset Being Replaced (If Applicable):</b>	The 8" regulator was not recorded as a fixed asset at the time of its purchase. Asset No. 1393, Partial disposal of S Melrose water improvements with the City of Vista, Original Cost: \$4,600, Net Book Value: \$0	

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2012 Budget:			0
FY 2013 Budget:			0
FY 2014 Budget:			0
FY 2015 Budget:			0
<b>FY 2016 Budget:</b>	45,000	69,000	114,000
FY 2017 and thereafter:			0
<b>Total Projected Amount:</b>	45,000	69,000	114,000

**Requesting Department:** Operations

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



# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	SCADA Control Panel (2)	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	One SCADA Control Panel at pump station number 9 and another SCADA Control Panel at the regulator located on Sycamore Avenue.	
<b>Reason for Request:</b>	The existing SCADA hardware at both locations are approximately 16 and 17 years old and some of their components are in limited supply from the manufacturer. Ethernet hardware and software changes to both sites will enhance control capability and site security. Also, communication speed and reliability will be improved due to the migration from serial to an ethernet platform.	
<b>Asset Being Replaced (If Applicable):</b>	Asset No. 2573, SCADA regulating station at Sycamore Ave, Original Cost: \$23,752, Net Book Value: \$0 Asset No. 2580, SCADA Panels at Station No. 9, Original Cost: \$27,372, Net Book Value: \$0	

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2012 Budget:			0
FY 2013 Budget:			0
FY 2014 Budget:			0
FY 2015 Budget:			0
<b>FY 2016 Budget:</b>	21,000	65,000	86,000
FY 2017 and thereafter:			0
<b>Total Projected Amount:</b>	21,000	65,000	86,000

**Requesting Department:** Operations

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

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Flow Meter	<input checked="" type="checkbox"/> New Item <input type="checkbox"/> Replacement
<b>Description:</b>	8" Flow Meter with valves, and piping at the existing un-metered inter-connect with Vallecitos Water District on Buena Creek Road	
<b>Reason for Request:</b>	Currently the inter-connect is only used on an emergency basis to supply the easternmost section (Cassou area) of the 984 pressure zone when the 12" HA main valve is isolated at Buena Creek and Bluebird Canyon Rd. It is anticipated this inter-connect will be used more frequently in the future during Flume rehabilitation efforts, SDCWA shutdowns, etc., thus warranting a meter.	
<b>Asset Being Replaced (If Applicable):</b>		

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2012 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2013 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2014 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>FY 2016 Budget:</b>	<input type="text" value="16,000"/>	<input type="text" value="36,000"/>	<input type="text" value="52,000"/>
FY 2017 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>Total Projected Amount:</b>	<input type="text" value="16,000"/>	<input type="text" value="36,000"/>	<input type="text" value="52,000"/>

**Requesting Department:** Operations

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

# Capital Budget Request

<b>Project or Equipment Information</b>	
<b>Title:</b>	SCADA Control Panels (5) <span style="float: right; margin-left: 20px;"> <input checked="" type="checkbox"/> New Item  <input type="checkbox"/> Replacement                 </span>
<b>Description:</b>	Install SCADA at Wells: 15A, 29A, 31A, 58A, and 91 on the Warner Ranch
<b>Reason for Request:</b>	The addition of these sites to the existing SCADA system will allow Henshaw staff to monitor, troubleshoot and automate control of the pumps and motors. The new system will monitor and record groundwater levels, pump performance, power quality, motor conditions and security. The addition of these panels will extend Mean Time Between Failure (MTBF) for pumps and motors at these locations, which will improve overall operational efficiencies.
<b>Asset Being Replaced (If Applicable):</b>	

<b>Cost Estimate (Whole Dollars only)</b>			
	District Labor & Fringe	Outside Purchases	Total
FY 2012 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2013 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2014 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>FY 2016 Budget:</b>	<input type="text" value="26,000"/>	<input type="text" value="47,000"/>	<input type="text" value="73,000"/>
FY 2017 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>Total Projected Amount:</b>	<input type="text" value="26,000"/>	<input type="text" value="47,000"/>	<input type="text" value="73,000"/>

**Requesting Department:** Water Resources

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

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Leach Fields (2)	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Installation of new leach fields for two of the District's employee houses at Henshaw	
<b>Reason for Request:</b>	The existing leach fields at two of the District's Henshaw houses, referred to as the Dam and Weir houses, are failing. Maintenance activities have failed to alleviate problems. Replacement of these two leach fields are recommended. Each leach field is estimated to cost approximately \$7,000.	
<b>Asset Being Replaced (If Applicable):</b>	The current Leach Fields were not recorded as fixed assets at the time of their purchase and installation.	

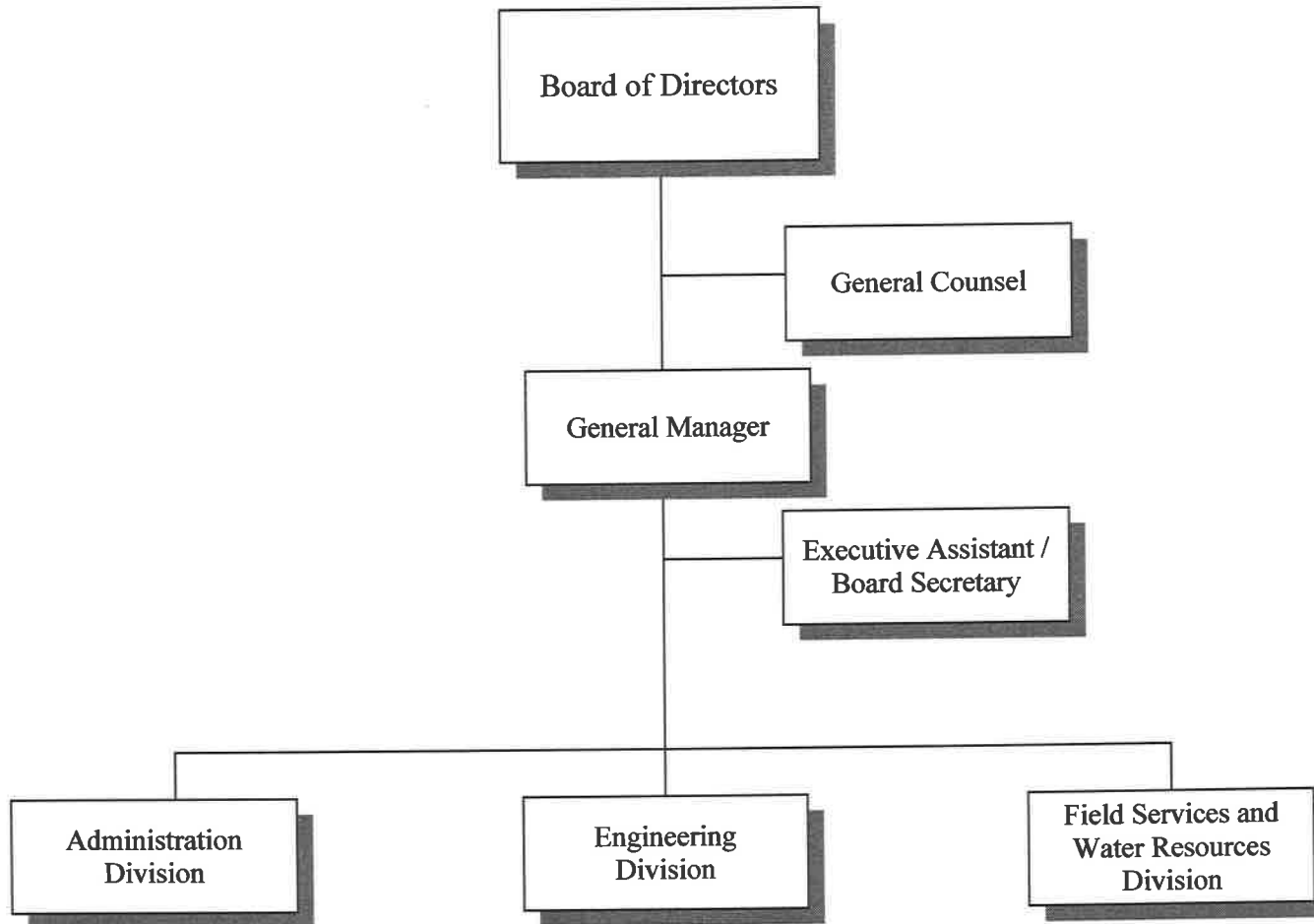
Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2012 Budget:			0
FY 2013 Budget:			0
FY 2014 Budget:			0
FY 2015 Budget:			0
<b>FY 2016 Budget:</b>	0	14,000	14,000
FY 2017 and thereafter:			0
<b>Total Projected Amount:</b>	0	14,000	14,000

**Requesting Department:** Water Resources

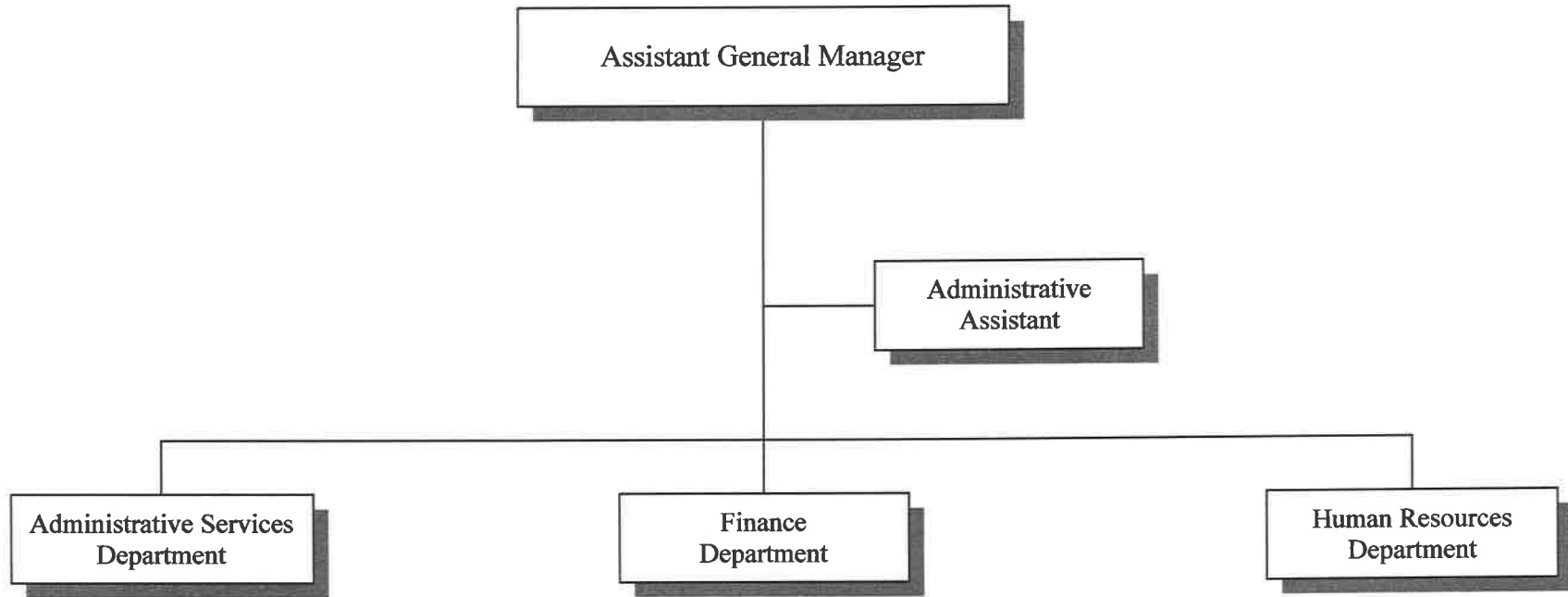
**Budget Item Number:** \_\_\_\_\_

# **Organization Charts**

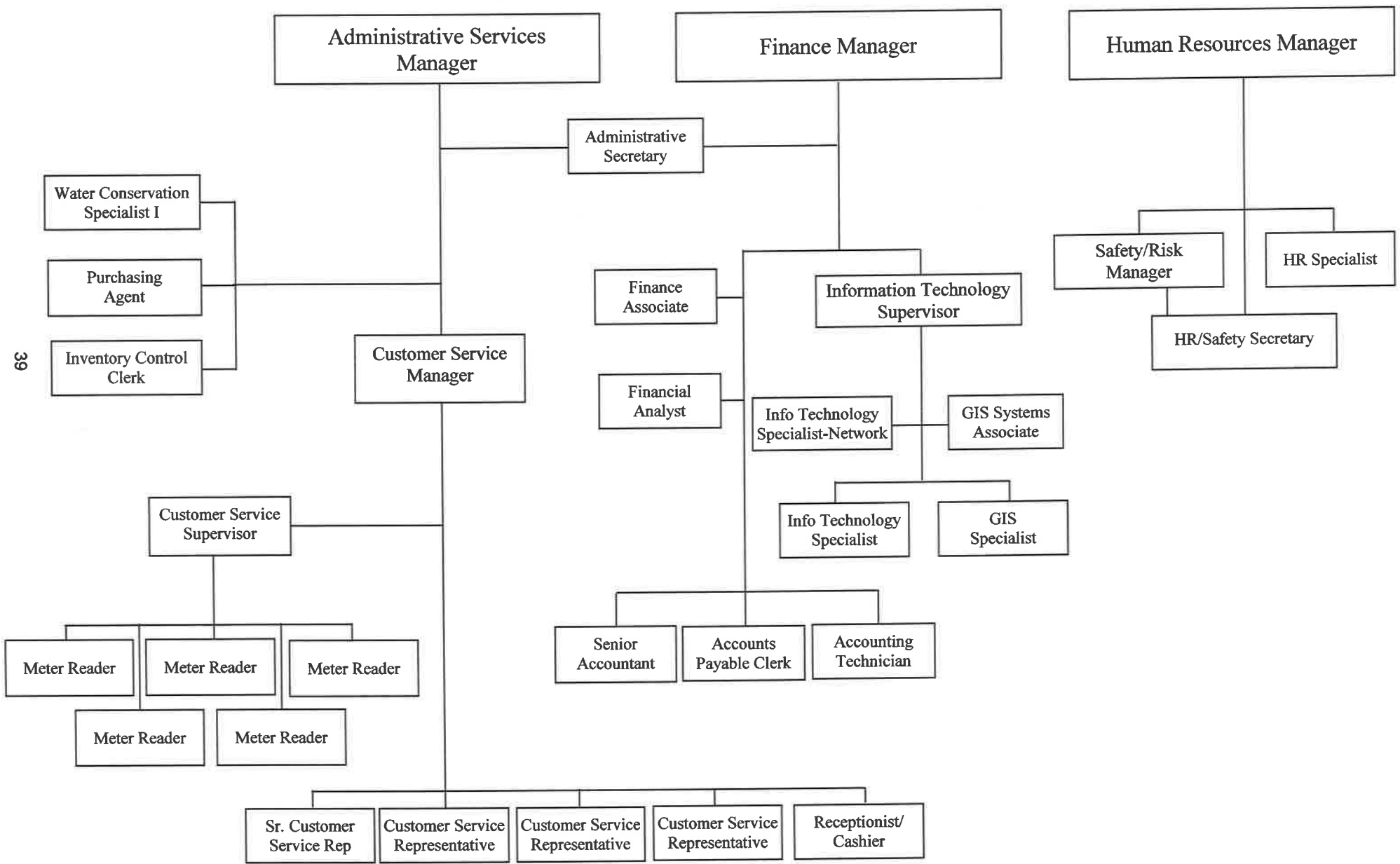
# VID Divisions and Organization



# Administration Division

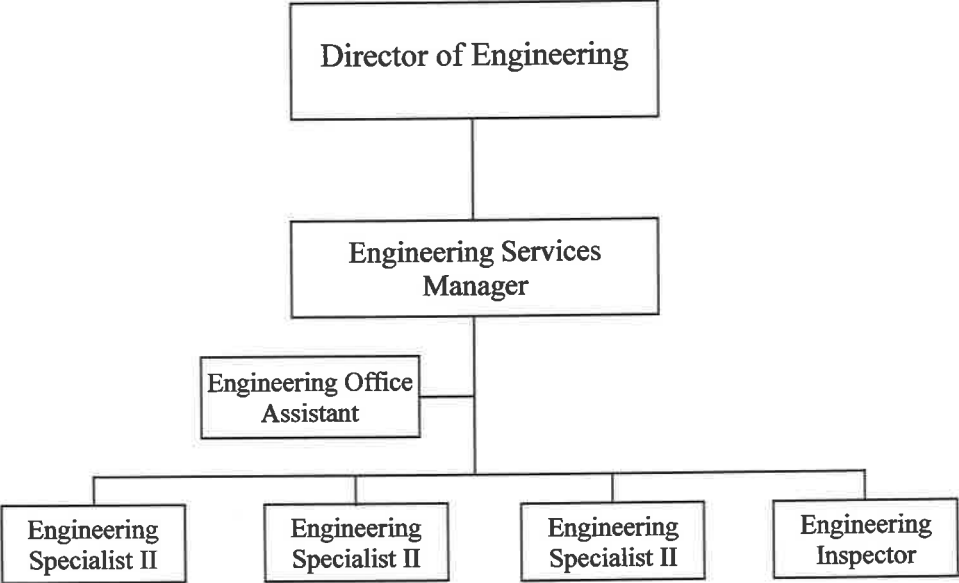


# Administrative Services, Finance, and Human Resources Departments

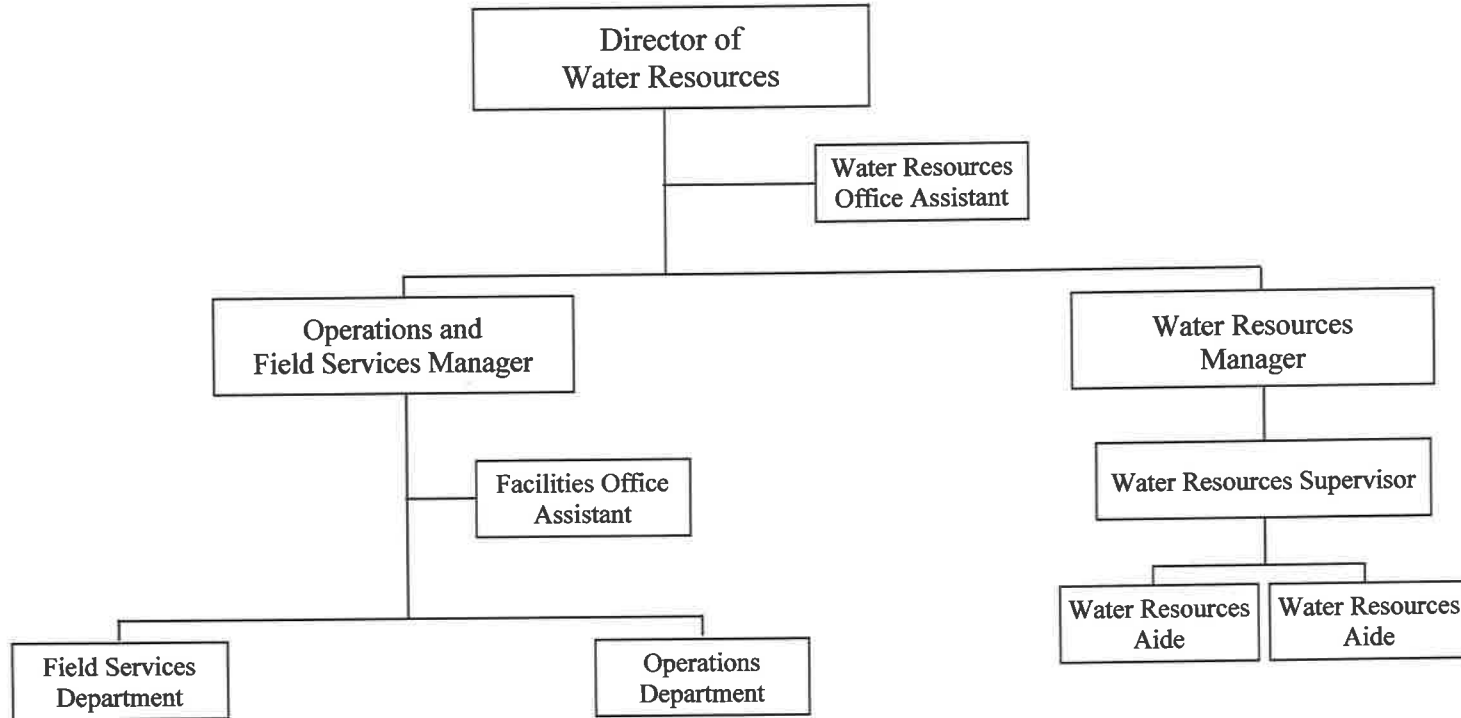




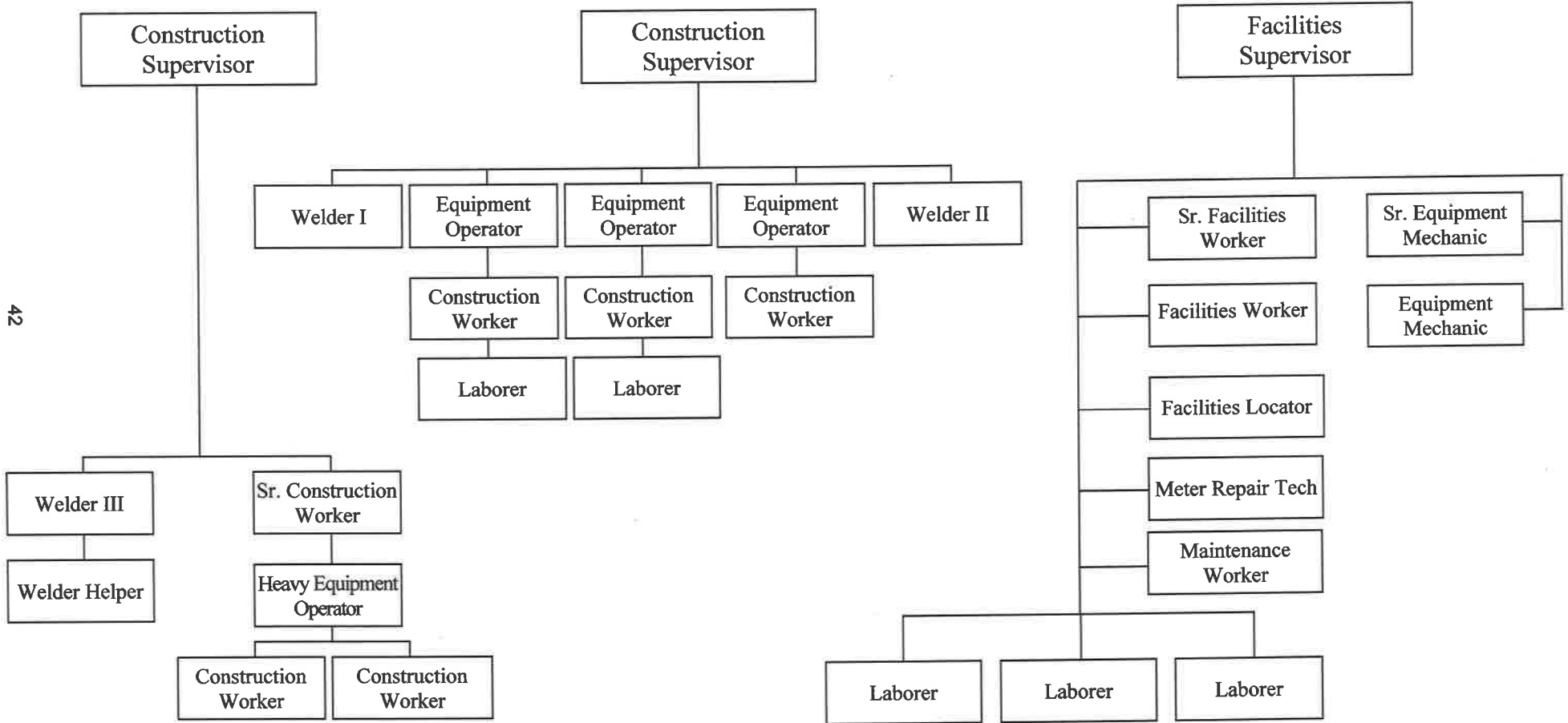
# Engineering Division



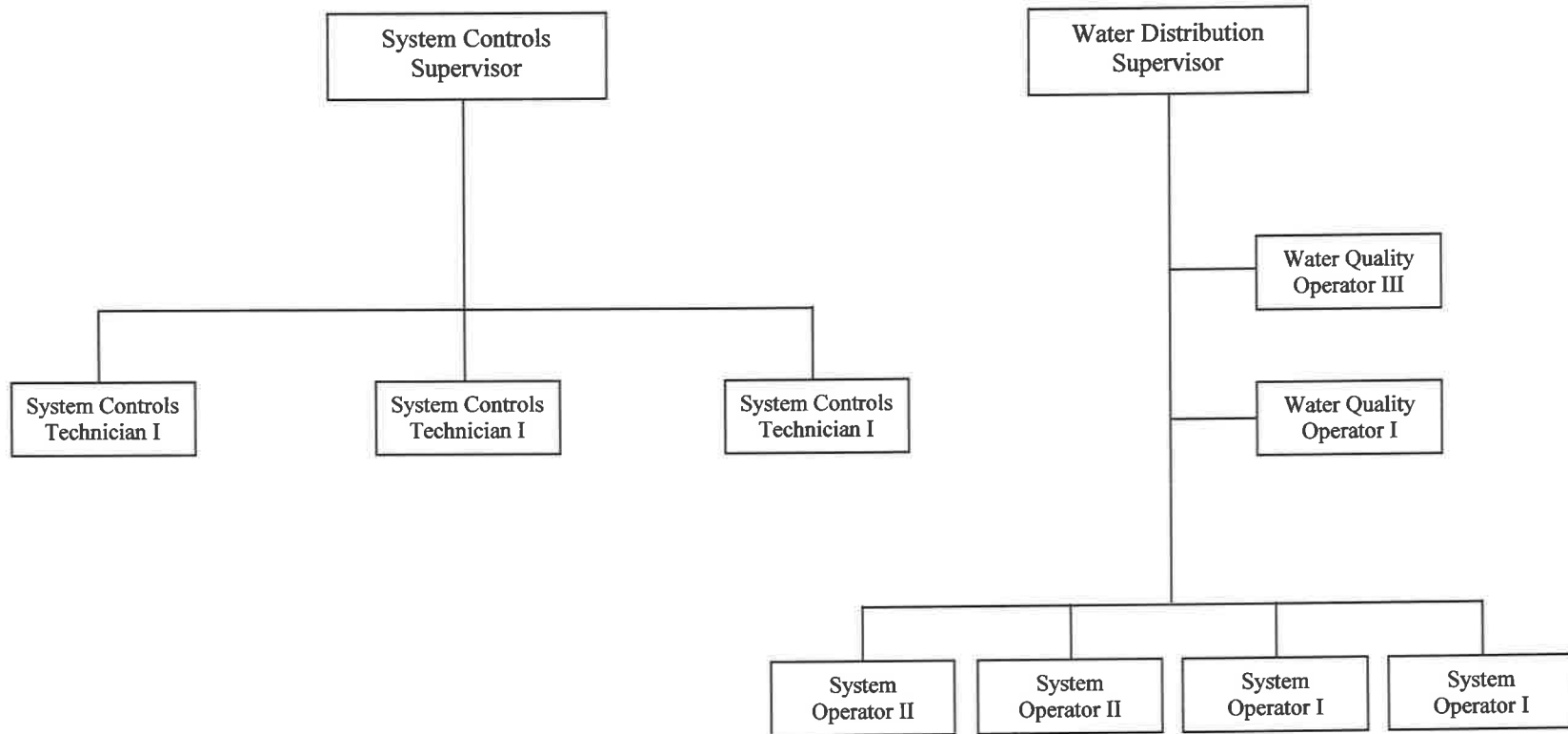
# Field Services and Water Resources Division



# Field Services Department

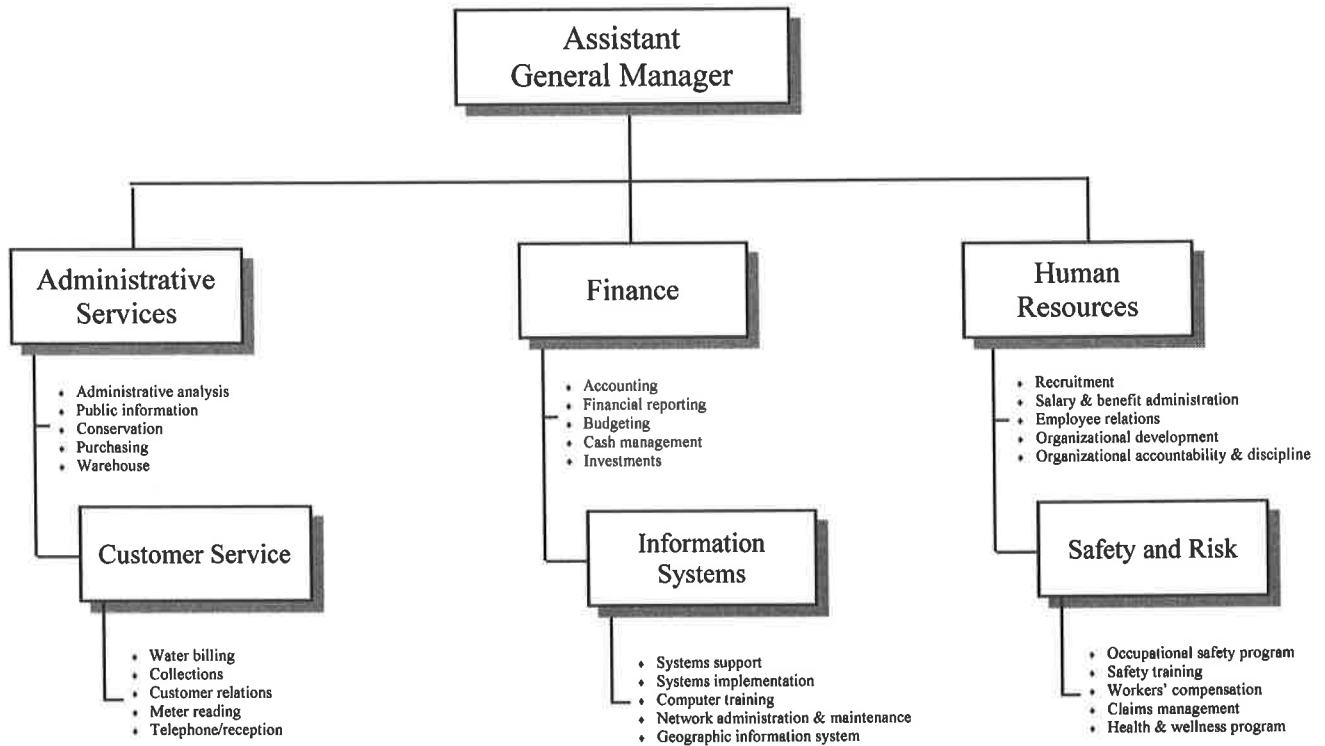


# Operations Department



**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: 36**

# ADMINISTRATION DEPARTMENT

## **Mission Statement**

The mission of the Administration Department 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 Administration Department is the clearinghouse for all of the District's policies, procedures, rules and regulations. The Department manages the District's central files and records and retrieves essential documents when needed by other departments. The Department administers the requirements of the Local Agencies Formation Commission relating to the organized, logical adjustments to District boundaries. Additionally, the Department assists other departments with procuring supplies, equipment and services, and operates the District's warehouse.

The Department provides the media and the public with information concerning District operations. 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.

# **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 the review and accuracy of meter reads and preparing of the water bills. Answering inquiries and complaints regarding water accounts are a big part of this department. In the cash handling function, the Customer Service Department balances and prepares receipts and bank deposits. The Department serves as receptionist and telephone operator for the District.



# **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. The department produces the District's annual audited financial statements and other financial management reports. The Finance Department prepares and monitors the District's annual operating and capital budgets.

# **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. They provide overall project management for the implementation, integration and maintenance of the District's automated information systems and provide technical support and coordination for the district's hardware, software, network, and telephone systems. They also provide 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 DEPARTMENT**

## **Mission Statement**

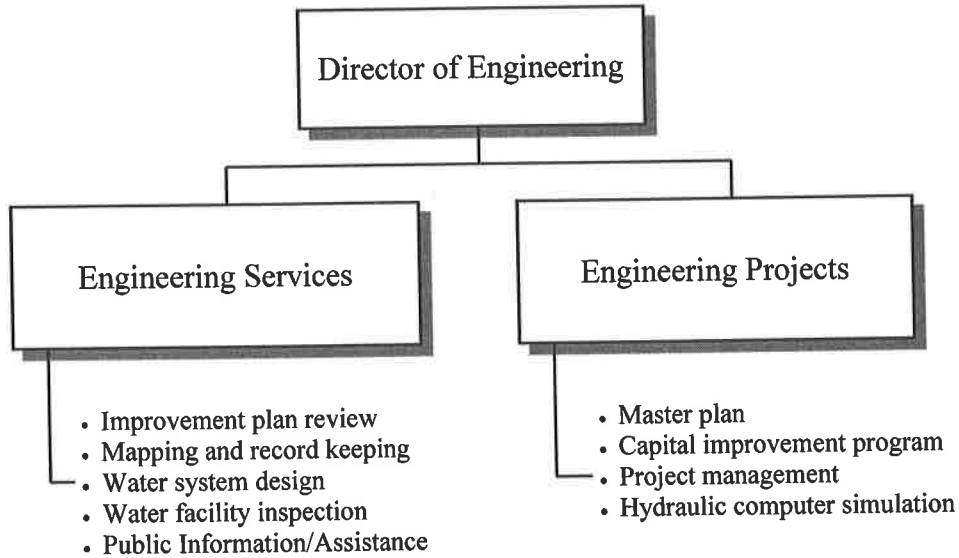
The mission of the Safety and Risk Management Department is to assist in the identification and prevention of events that cause harm to people, property or the environment.

## **Description**

In the area of occupational Safety, the Department 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 Department identifies safety training needs, schedules competent trainers, and tracks and maintains records of completed training. The Department conducts post incident injuries, vehicle or equipment incident investigations. Department personnel participate on the District Safety Committee that discusses, solves and implements safety issues. The Department is also responsible for serving as a liaison for workers' compensation matters and return to work opportunities.

In the area of Risk Management, the department 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 Department is also responsible for informing the insurance carrier of the incident details and operates within the guidelines of the contract. The Department 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: 7**

# **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**

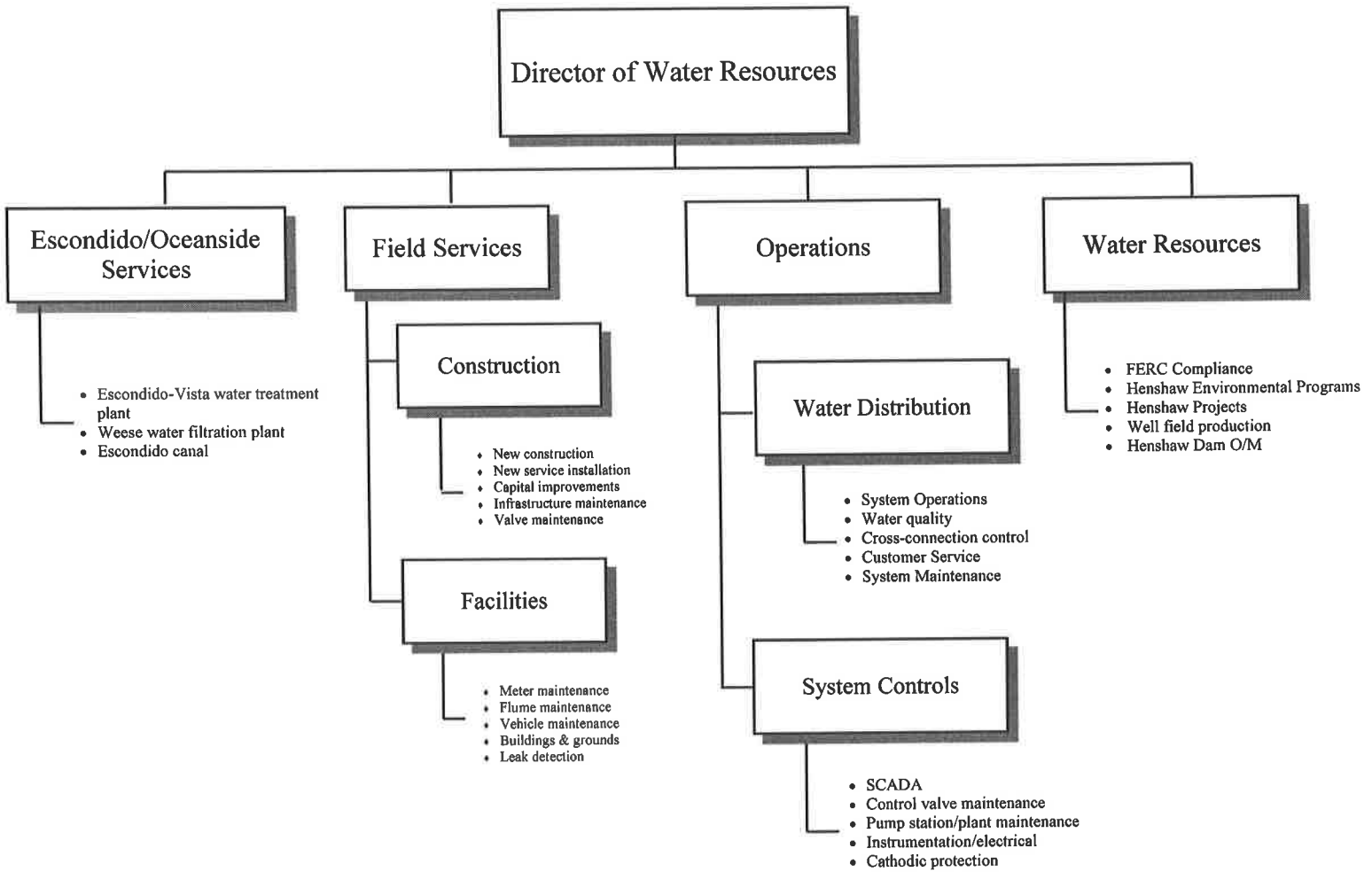
The mission of the Engineering Projects Section is to plan and coordinate the long and short-range water supply and facility needs of the District by developing a master plan of facilities and planning and implementing of a capital improvements program.

## **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 (SDCWA). The District contracts with the City of Oceanside to treat raw water procured by the District from SDCWA facilities.

# **FIELD SERVICES DEPARTMENT**

## **Mission Statement**

The mission of the Field Services Department is to manage, oversee, and support the Construction Section and Facilities Section by using proven operations planning and execution.

# 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. They maintain and repair the District's buildings, reservoirs, pumping stations, water treatment plants, and 13 miles of Vista Flume which includes roadways and culverts. They have a leak detection program and provide 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.

# OPERATIONS DEPARTMENT

## **Mission Statement**

The mission of the Operations Department is to distribute a safe, reliable, potable water supply throughout the District's service area.

# **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.

# **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 RESOURCES DEPARTMENT**

## **Mission Statement**

The mission of the Water Resources Department 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 Department'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. Department 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 Department's mission.



**Vista Irrigation District  
ITEMS CUT FROM BUDGET  
(deferred to later date)  
Fiscal Year 2016**

<b>Priority Order</b>	<b>Description</b>	<b>Estimated Amount</b>
1	Upgrade Diskeeper for Virtual Server <i>(FY 2014)</i>	8,300
2	Replace Current Server Room UPS <i>(FY 2014)</i>	60,000
3	Latex membrane for Dams 2 and 3 <i>(FY 2011)</i>	4,000
4	Henshaw Siphon Extension <i>(FY 2013)</i>	850,000
5	Water Quality Monitoring Wells (2) <i>(FY 2011)</i>	200,000
6	Replace 3 Lexmark Printers <i>(FY 2014)</i>	9,000
7	Replace Server FAX1 <i>(FY 2014)</i>	8,000
8	Board Room Monitors <i>(FY 2013)</i>	4,200
9	Secondary Storage Area Network Device <i>(FY 2011)</i>	64,000
10	Replace Training Room Projector <i>(FY 2015)</i>	1,200
11	Telephone Switch & Voicemail System <i>(FY 2011)</i>	100,000
12	Office with Restroom-Ranch <i>(FY 2011)</i>	120,000
13	Rehabilitation of Well 9A <i>(FY 2012)</i>	50,000
14	Landscape Demonstration Garden - Phase II <i>(FY 2010)</i>	138,000
15	Warner Ranch Master Plan <i>(FY 2012)</i>	100,000
16	Habitat Conservation Plan <i>(FY 2011)</i>	1,000,000
<b>TOTAL ITEMS CUT FROM BUDGET</b>		<b><u><u>\$ 2,716,700</u></u></b>

Vista Irrigation District  
**LOCAL WATER**  
 Fiscal Years 1960-2014

EXHIBIT A

Fiscal Year	Actual - AF	5-Yr Rolling Avg - AF	10-Yr Rolling Avg - AF	15-Yr Rolling Avg - AF	Cumulative Avg - AF
2014	1,695	4,266	4,596	4,269	6,615
2013	2,092	5,186	4,527	5,089	6,706
2012	6,547	5,217	4,475	5,460	6,793
2011	7,097	4,920	4,223	5,667	6,798
2010	3,899	5,472	3,980	6,086	6,792
2009	6,296	4,926	4,270	6,594	6,850
2008	2,245	3,867	5,041	7,078	6,861
2007	5,062	3,734	5,581	7,627	6,957
2006	9,856	3,527	6,041	7,560	6,997
2005	1,170	2,488	6,393	7,220	6,935
2004	1,003	3,615	7,427	7,365	7,063
2003	1,578	6,215	8,683	8,023	7,201
2002	4,026	7,429	9,574	8,151	7,332
2001	4,664	8,555	9,577	8,736	7,410
2000	6,804	10,298	9,587	9,299	7,477
1999	14,001	11,240	9,240	9,586	7,494
1998	7,649	11,151	8,927	9,642	7,327
1997	9,659	11,720	8,511	9,930	7,319
1996	13,377	10,599	8,826	9,670	7,256
1995	11,513	8,875	8,800	9,506	7,086
1994	13,559	7,240	8,759	9,248	6,959
1993	10,491	6,703	8,888	9,002	6,765
1992	4,057	5,303	9,035	8,583	6,652
1991	4,755	7,053	9,206	8,557	6,733
1990	3,336	8,724	9,822	8,503	6,797
1989	10,878	10,279	10,253	8,416	6,913
1988	3,489	11,072	10,152	8,135	6,776
1987	12,809	12,768	10,223	8,298	6,893
1986	13,110	11,358	9,309	7,730	6,674
1985	11,108	10,919	8,392	7,495	6,427
1984	14,845	10,226	7,484	7,561	6,239
1983	11,966	9,231	6,667	7,226	5,881
1982	5,760	7,677	6,064	6,693	5,616
1981	10,918	7,259	5,917	6,719	5,610
1980	7,642	5,864	5,783	6,137	5,357
1979	9,868	4,742	6,229	5,781	5,243
1978	4,199	4,103	6,224	5,341	4,999
1977	3,670	4,450	6,201	5,316	5,044
1976	3,942	4,574	6,449	5,266	5,124
1975	2,030	5,701	6,273	5,228	5,198
1974	6,673	7,716	6,300	5,409	5,409
1973	5,935	8,345	5,960	NA	5,319
1972	4,289	7,952	5,749	NA	5,272
1971	9,578	8,324	5,612	NA	5,354
1970	12,106	6,845	4,991	NA	4,970
1969	9,817	4,885	4,256	NA	4,256
1968	3,969	3,576	NA	NA	3,638
1967	6,149	3,547	NA	NA	3,597
1966	2,185	2,900	NA	NA	3,232
1965	2,303	3,136	NA	NA	3,407
1964	3,272	3,627	NA	NA	3,627
1963	3,826	NA	NA	NA	3,716
1962	2,916	NA	NA	NA	3,680
1961	3,365	NA	NA	NA	4,062
1960	4,758	NA	NA	NA	4,758

### Local Water

