



**AGENDA**  
**MEETING OF THE FISCAL POLICY COMMITTEE**  
**VISTA IRRIGATION DISTRICT**  
**MONDAY, APRIL 23, 2018 – 9:30 AM**  
**1391 Engineer Street, Vista, CA 92081**

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*In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in the Committee meeting, please contact the Board Secretary during regular business hours at (760) 597-3128. Notification received 48 hours before the meeting will enable the District to make reasonable accommodations.*

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. CONSIDER APPROVAL OF AGENDA**

In the case of an emergency, items may be added to the Agenda by a majority vote of the Committee. An emergency is defined as a work stoppage, a crippling disaster, or other activity that severely imperils public health, safety, or both. Also, items that arise after the posting of the Agenda may be added by a 2/3 vote of the Committee.

**4. PUBLIC COMMENT TIME**

Public comment time on items not appearing on the agenda will be limited to 5 minutes per person and 15 minutes per subject. The Committee may find it necessary to limit total time allowable for all public comment on items not appearing on the agenda at any one meeting to one hour. Persons desiring longer public comment time and/or action on specific items shall contact the Secretary and request that the item be placed on the agenda for the next regular meeting of the Board of Directors.

**5. DRAFT FISCAL YEAR 2019 BUDGET**

*Recommendation: Review draft Fiscal Year 2019 Budget.*

**6. COMMENTS BY COMMITTEE MEMBERS**

*This item is placed on the agenda to enable individual Committee members to convey information not requiring discussion or action.*

**7. COMMENTS BY GENERAL MANAGER**

*Informational report by the General Manager on items not requiring discussion or action.*

**8. ADJOURNMENT**

*NOTE: ITEMS ON THE AGENDA MAY BE TAKEN OUT OF SEQUENTIAL ORDER AS  
THEIR PRIORITY IS DETERMINED BY THE COMMITTEE*

- *The agenda package and materials related to an agenda item submitted after the packet's distribution to the Committee, are available for public review in the lobby of the District office during normal business hours.*
  - *Agendas and minutes are available at [www.vidwater.org](http://www.vidwater.org).*
  - *VID Board meetings are held on the first and third Wednesday of each month.*

**AFFIDAVIT OF POSTING**

I, Lisa R. Soto, Board Secretary of the Vista Irrigation District, hereby certify that I posted a copy of the foregoing agenda in the lobby of the District office at 1391 Engineer Street, Vista, California at least 72 hours prior to the meeting, in accordance with Govt. Code Sec. 54954.2(a).

April 12, 2018

  
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Lisa R. Soto, Board Secretary



**FISCAL POLICY COMMITTEE  
STAFF REPORT**

**Agenda Item: 5**

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

**April 23, 2018**  
**Marlene Kelleher**  
**Brett Hodgkiss**  
**Eldon Boone**

SUBJECT: DRAFT FISCAL YEAR 2019 BUDGET

RECOMMENDATION: Review draft Fiscal Year 2019 Budget.

FISCAL IMPACT: The draft Budget projects revenues of \$53,210,300, operating expenses of \$45,832,700 and capital outlay of \$5,958,000; revenues are projected to exceed operating expenses and capital outlay resulting in a \$1,419,600 being contributed to reserves.

SUMMARY: The draft Budget projects water sales of 16,500 acre feet; 14,207 acre feet of water is projected to be purchased from the San Diego County Water Authority and 3,393 acre feet of local water is projected to come from Lake Henshaw. Local water production is budgeted based on a 10-year rolling average.

Revenue and Operating Budgets are projected to increase by just over 4% primarily as a result of inflationary adjustments made to water rates and charges as well as operating expenses, including purchased water and infrastructure repair and maintenance costs. The Capital Budget is projected to decrease by 16% to \$5,958,000. Approximately 92% of the Capital Budget is designated for the Mainline Replacement Program and other necessary water-related and infrastructure improvement projects; the majority of other Capital Budget items are construction equipment needed to provide direct support to the Mainline Replacement Program.

DETAILED REPORT: See draft Fiscal Year 2019 Budget.

ATTACHMENT: Draft Budget – Fiscal Year 2019



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**BUDGET**  
**Fiscal Year 2019**  
July 1, 2018 to June 30, 2019

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**Draft**  
April 23, 2018

VISTA IRRIGATION DISTRICT

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## **Budget Overview**

# **Vista Irrigation District BUDGET OVERVIEW Fiscal Year 2019**

The Vista Irrigation District's (District) 2019 Budget represents a financial plan for the next fiscal year (July 1, 2018 through June 30, 2019). This financial plan includes the cost of purchasing imported water and other costs that are essential to support the continued investment in infrastructure maintenance and repair.

The 2019 Budget projects revenues of \$53,210,300, which includes \$32,330,000 (approximately 61%) from Water Sales. Based upon the most recent conservation trends, it is projected that the District will sell 16,500 acre feet of water in fiscal year 2019.

Operating expenses for fiscal year 2019 are projected to be \$45,832,700, which includes \$22,552,500 of Purchased Water Costs. Purchased Water represents 49% 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 2019 Budget estimates that the District will need to purchase 14,207 acre feet of water from the CWA. The Budget also estimates that the District will produce 3,393 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 2018 is \$5,958,000. Of this total, approximately 92% 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 2019**

	<u>2018 Budget</u>	<u>2019 Budget</u>	<u>Percentage Change</u>
<b>Source of Funds</b>			
Revenue Budget	<u>\$ 51,088,000</u>	<u>\$ 53,210,300</u>	4.2%
<b>Use of Funds</b>			
Operating Budget	\$ 43,900,775	\$ 45,832,700	4.4%
Capital Budget	7,111,100	5,958,000	(16.2%)
Contribution to Reserves	<u>76,125</u>	<u>1,419,600</u>	
	<u>\$ 51,088,000</u>	<u>\$ 53,210,300</u>	



## **Revenue Budget**

**Vista Irrigation District  
REVENUE BUDGET  
Fiscal Year 2019**

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>Six Months Ended 12/31/2017 Actual</b>	<b>2019 Budget</b>
<b>WATER REVENUES</b>					
Water Sales	\$ 25,389,471	\$ 28,875,753	\$ 31,529,000	\$ 17,936,210	\$ 32,330,000
Service Charges/Fees	15,850,475	16,061,466	16,916,000	8,423,860	17,612,000
	<u>41,239,946</u>	<u>44,937,219</u>	<u>48,445,000</u>	<u>26,360,070</u>	<u>49,942,000</u>
<b>OTHER REVENUES</b>					
Other Services	657,891	645,880	500,000	280,567	550,000
System Fees	622,039	1,029,580	815,000	598,730	1,200,000
Property Rentals	718,075	770,023	738,000	403,943	738,300
Property Taxes	384,960	423,469	400,000	178,354	450,000
Investment Income	129,591	168,777	190,000	124,015	330,000
	<u>2,512,556</u>	<u>3,037,729</u>	<u>2,643,000</u>	<u>1,585,609</u>	<u>3,268,300</u>
<b>TOTAL REVENUE BUDGET</b>	<b><u>\$ 43,752,502</u></b>	<b><u>\$ 47,974,948</u></b>	<b><u>\$ 51,088,000</u></b>	<b><u>\$ 27,945,679</u></b>	<b><u>\$ 53,210,300</u></b>
<b>WATER SALES (ACRE FEET)</b>	<u>14,244</u>	<u>15,335</u>	<u>16,400</u>	<u>9,312</u>	<u>16,500</u>

## **Revenue Account Descriptions**

## REVENUE ACCOUNT DESCRIPTIONS

Account Group: <u>Water Sales</u> Account Number: 60xx	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
	\$25,389,471	\$28,875,753	\$31,529,000	\$32,330,000

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 16,500 acre feet of water which is based upon recent history. The budget includes the 1/1/18 rate increase from the San Diego County Water Authority, however, it assumes no future rate increases on water sales. The 2019 budget is calculated based upon the following current water usage rates:

- ◆ Tier 1: \$4.24 per Hundred Cubic Fee (Unit)
- ◆ Tier 2: \$4.78 per Hundred Cubic Fee (Unit)

Account Group: <u>Service Charges/Fees</u> Account Number: 605x	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
	\$15,850,475	\$16,061,466	\$16,916,000	\$17,612,000

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 1/1/18 IAC fee increase from the CWA and the District's fiscal year 2019 service charge increase effective 7/1/18. 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 2016	FY 2017	FY 2018	FY 2019
5/8"	\$ 26.42	\$ 27.17	\$ 28.08	\$ 29.45
3/4"	34.87	35.85	37.05	38.85
1"	51.51	52.96	54.74	57.40
1½"	93.51	96.15	99.37	104.20
2"	143.70	147.76	152.71	160.14
3"	277.64	285.48	295.05	309.40
4"	428.21	440.30	455.06	477.20
6"	1,014.12	1,042.74	1,077.71	1,130.14
8"	1,349.07	1,387.15	1,433.67	1,503.42
10"	2,018.72	2,075.70	2,145.31	2,249.68

Account Group: <u>Other Services</u> Account Number: 61xx	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
	\$657,891	\$645,880	\$500,000	\$550,000

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: <u>System Fees</u> Account Number: 62xx	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
	\$622,039	\$1,029,580	\$815,000	\$1,200,000

This account group includes capacity fees, annexation and detachment fees. The increase is due to the higher level of construction activity within the District.

## REVENUE ACCOUNT DESCRIPTIONS

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <u>Property Rentals</u>				
Account Number: 6301	\$718,075	\$770,023	\$738,000	\$738,300

This account group includes revenue to the District from the following lease and license agreements:

Hein Hettinga Cattle	\$ 190,000
Department of Defense- Navy	157,500
My Country Club	80,000
Lake Henshaw Resort	56,000
Crown Castle/T-Mobile- Cabrillo Circle	48,300
T-Mobile/Omnipoint- Lupine Hills	48,300
Crown Castle GT Co.	41,100
Cingular Wireless - AT&T	40,400
Verizon Wireless	20,300
Crown Castle - Vista Towers	18,600
Sempra Energy	12,400
Puerta La Cruz	12,300
Mendenhall Cattle Company	9,500
Charles Chester Taylor	1,700
Noll Seeds	1,000
Department of Agriculture - Forestry Service	500
Vallecitos Water District	400
	\$ 738,300

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <u>Property Taxes</u>				
Account Number: 8001	\$384,960	\$423,469	\$400,000	\$450,000

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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <u>Investment Income</u>				
Account Number: 81xx	\$129,591	\$168,777	\$190,000	\$330,000

This account group includes interest income and gains and losses on investments. The increase in the FY 2019 Budget is due to the anticipated continuation of rise in interest rates.

## **Revenue Budget Detail**

## REVENUE BUDGET DETAIL

Account	Description	2017 Actual	2018 Budget	Six Months Ended December 31, 2017	
				Actual	2019 Budget
<b>Water Sales</b>					
6001	Single Family	\$ 14,605,969	\$ 15,133,000	\$ 8,891,531	\$ 16,360,000
6002	Multi Family	5,040,898	6,015,000	2,799,093	5,650,000
6003	Irrigation	3,177,587	3,182,000	2,541,733	3,560,000
6004	Commercial	2,106,458	2,483,000	1,209,223	2,360,000
6005	Agricultural	1,627,310	1,973,000	1,090,432	1,820,000
6006	Government	670,766	592,000	404,764	750,000
6007	Industrial	1,004,177	1,289,000	605,034	1,120,000
6008	Mobile Home	624,695	805,000	394,752	700,000
6009	Contract Water	8,970	49,000	(1,464)	-
6010	Unmetered	8,923	8,000	1,112	10,000
		<u>28,875,753</u>	<u>31,529,000</u>	<u>17,936,210</u>	<u>32,330,000</u>
<b>Service Charges/Fees</b>					
6051	Ready To Serve Fees	14,193,564	15,100,000	7,469,181	15,670,000
6052	Infrastructure Access Charge	1,171,164	1,216,000	613,922	1,282,000
6053	Penalties/Fees	696,738	600,000	340,757	660,000
		<u>16,061,466</u>	<u>16,916,000</u>	<u>8,423,860</u>	<u>17,612,000</u>
<b>Other Services</b>					
6101	Construction Services	314,984	300,000	151,567	300,000
6102	Jobs Gain/(Loss)	33,828	-	2,714	-
6103	Non Construction Services	297,068	200,000	126,286	250,000
		<u>645,880</u>	<u>500,000</u>	<u>280,567</u>	<u>550,000</u>
<b>System Fees</b>					
6201	Capacity Fees	1,018,890	800,000	598,730	1,200,000
6202	Connection Fees	6,512	15,000	-	-
6203	Annexation/Detachment Fees	4,178	-	-	-
		<u>1,029,580</u>	<u>815,000</u>	<u>598,730</u>	<u>1,200,000</u>
<b>Property Rentals</b>					
6301	Property Rentals	770,023	738,000	403,943	738,300
		<u>770,023</u>	<u>738,000</u>	<u>403,943</u>	<u>738,300</u>
<b>Property Taxes</b>					
8001	Property Taxes	423,469	400,000	178,354	450,000
		<u>423,469</u>	<u>400,000</u>	<u>178,354</u>	<u>450,000</u>
<b>Investment Income</b>					
8101	Interest Income	85,821	100,000	39,422	105,000
8102	Investment Gain/Loss	82,956	90,000	84,593	225,000
		<u>168,777</u>	<u>190,000</u>	<u>124,015</u>	<u>330,000</u>
<b>Total Revenue Budget</b>		<u>\$ 47,974,948</u>	<u>\$ 51,088,000</u>	<u>\$ 27,945,679</u>	<u>\$ 53,210,300</u>

# **Operating Budget**



# Vista Irrigation District OPERATING BUDGET Fiscal Year 2019

	2016 Actual	2017 Actual	2018 Budget	Six Months Ended 12/31/2017 Actual	2019 Budget
<b>PURCHASED WATER</b>					
Variable CWA Charges	\$ 13,043,323	\$ 17,583,656	\$ 14,440,000	\$ 7,492,945	\$ 16,020,000
Fixed CWA Charges	5,686,334	6,254,432	6,330,000	3,141,575	6,542,000
Agricultural Rebates	(8,604)	(11,359)	(12,000)	(4,725)	(9,500)
	<u>18,721,053</u>	<u>23,826,729</u>	<u>20,758,000</u>	<u>10,629,795</u>	<u>22,552,500</u>
<b>WAGES</b>	7,937,899	7,971,814	8,152,000	3,883,070	8,220,000
<b>BENEFITS &amp; TAXES</b>	3,932,699	5,520,539	5,107,700	2,919,023	5,465,700
<b>OFFICE &amp; GENERAL</b>					
Fees & Permits	137,894	172,761	162,875	109,144	145,500
Postage	70,949	74,416	75,500	37,716	70,000
Computer Hardware	11,664	19,236	61,500	9,845	95,000
Computer Software	10,000	4,818	24,500	3,902	4,200
Travel	43,618	37,989	39,600	20,129	40,600
Training	50,804	38,194	50,000	26,452	48,100
Dues & Subscriptions	48,111	44,052	47,800	3,726	48,800
Employment Related Expense	61,412	54,636	51,500	23,789	42,700
Office Supplies	39,409	21,513	30,500	4,032	22,700
Printing	7,089	11,259	12,700	5,817	12,500
Award/Contributions	8,597	2,823	8,700	3,000	9,500
	<u>489,547</u>	<u>481,697</u>	<u>565,175</u>	<u>247,552</u>	<u>539,600</u>
<b>DEPRECIATION</b>	2,581,311	2,719,379	2,824,000	1,455,826	3,058,000
<b>CONTRACTUAL SERVICES</b>	4,125,191	3,495,060	4,718,100	1,593,528	4,306,500
<b>SUPPLIES</b>	1,396,166	1,450,699	1,258,600	702,183	1,306,400
<b>POWER</b>	656,238	525,897	558,300	183,247	540,300
<b>PROFESSIONAL FEES</b>					
Audit	12,975	30,065	25,000	15,740	25,000
Legal	534,931	652,015	311,000	114,556	277,800
Consultants	152,583	267,294	248,500	170,765	420,400
	<u>700,489</u>	<u>949,374</u>	<u>584,500</u>	<u>301,061</u>	<u>723,200</u>
<b>INSURANCE</b>	531,811	535,788	484,000	250,310	434,000
<b>COMMUNICATIONS</b>	49,845	56,779	57,400	27,569	58,500
<b>UNCOLLECTIBLE ACCOUNTS</b>	46,789	2,662	33,000	22,849	28,000
<b>BURDEN ALLOCATION</b>	(1,255,779)	(1,422,130)	(1,200,000)	(744,640)	(1,400,000)

**Vista Irrigation District  
OPERATING BUDGET  
Fiscal Year 2019**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>Six Months Ended 12/31/2017 Actual</u>	<u>2019 Budget</u>
<b>LOSS/(GAIN) ON ASSETS</b>	16,209	139,088	-	539	-
<b>LEGAL SETTLEMENT</b>	83,905	66,961	-	-	-
<b>TOTAL OPERATING BUDGET</b>	<u><b>\$ 40,013,373</b></u>	<u><b>\$ 46,320,336</b></u>	<u><b>\$ 43,900,775</b></u>	<u><b>\$ 21,471,912</b></u>	<u><b>\$ 45,832,700</b></u>
 <b>WATER SOURCES (ACRE FEET):</b>					
Water Purchases	14,230	16,332	13,587	6,762	14,207
Local Water	<u>1,582</u>	<u>858</u>	<u>3,813</u>	<u>3,172</u>	<u>3,393</u>
	<u>15,812</u>	<u>17,190</u>	<u>17,400</u>	<u>9,934</u>	<u>17,600</u>

## **Operating Account Descriptions**

## OPERATING ACCOUNT DESCRIPTIONS

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Variable CWA Charges</u></b>				
Account Number: 7001	\$13,043,323	\$17,583,656	\$14,440,000	\$16,020,000

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 3,393 acre feet, which is based upon a 10-year rolling average production of local water. The remaining 14,207 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.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Fixed CWA Charges</u></b>				
Account Number: 7002	\$5,686,334	\$6,254,432	\$6,330,000	\$6,542,000

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	\$ 2,436,000
Infrastructure Access Charge - CWA	1,282,000
Supply Reliability Charge - CWA	1,046,000
Customer Service Charge - CWA	909,000
Readiness-to-Serve Charge, net - MWD	552,000
Capacity Reservation Charge - MWD	317,000
	\$ 6,542,000

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Agricultural Rebates</u></b>				
Account Number: 7003	(\$8,604)	(\$11,359)	(\$12,000)	(\$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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b>Wages</b>				
Account Number: 71xx	\$7,937,899	\$7,971,814	\$8,152,000	\$8,220,000

This account group consists of compensation for labor reflecting the new labor contract effective January 1, 2018. This account group includes the following labor costs:

General	\$ 6,808,485
Vacation	764,909
Holiday	393,350
Sick Leave	237,111
Other Leave	16,145
	\$ 8,220,000

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b>Benefits &amp; Taxes</b>				
Account Number: 72xx	3,932,699	\$5,520,539	\$5,107,700	\$5,465,700

This account group consists of budgeted fringe benefits and taxes. Benefit costs have increased primarily due to higher rates for health insurances and PERS.

Health Insurances (Medical, Dental & Vision)	\$ 2,176,000
Public Employees Retirement System (PERS)	2,090,000
FICA & Medicare	580,000
Worker's Compensation	195,000
Retiree Medical Insurance (GASB 45)	200,000
Deferred Compensation Plan Matching (457 Plan)	95,000
Life and Disability Insurance	89,200
Uniforms (Clothing and Boots)	31,500
Tuition Reimbursement	4,000
EAP Counseling	3,000
Unemployment Insurance	2,000
	\$ 5,465,700

## OPERATING ACCOUNT DESCRIPTIONS

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Fees &amp; Permits</u></b> Account Number: 7301	\$137,894	\$172,761	\$162,875	\$145,500

This account group includes \$73,800 of water-related costs and \$71,700 of non water-related costs. The water-related costs primarily include \$61,500 to the State Water Resources Control Board and to County Health Services for various permits, \$12,100 to the Department of Water Resources for dam fees, etc. The non water-related costs primarily include \$30,000 for LAFCO fees, \$15,000 for District headquarters association dues, \$12,000 for excavation permits, \$5,000 for sewer fees, etc.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Postage</u></b> Account Number: 7302	\$70,949	\$74,416	\$75,500	\$70,000

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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Computer Hardware</u></b> Account Number: 7303	\$11,664	\$19,236	\$61,500	\$95,000

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 planned replacement cost of new desktop computers and monitors.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Computer Software</u></b> Account Number: 7304	\$10,000	\$4,818	\$24,500	\$4,200

This account group consists of various Network and Desktop software.

## OPERATING ACCOUNT DESCRIPTIONS

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Travel</u></b>				
Account Number: 7305	\$43,618	\$37,989	\$39,600	\$40,600

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	\$ 26,000
General Manager Division	7,000
Field Services and Water Resources Division	3,300
Administration	2,500
Engineering Division	1,800
	\$ 40,600

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Training</u></b>				
Account Number: 7306	\$50,804	\$38,194	\$50,000	\$48,100

This account group includes the cost of training and seminars. The largest components of the 2019 training budget include: \$15,000 for various Safety Cal/OSHA required trainings, \$13,000 for training for the Board, \$5,500 for Electrical training and other water related training, \$2,800 for Engineering classes, \$2,000 for various management development and employee training workshops, and etc.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Dues &amp; Subscriptions</u></b>				
Account Number: 7307	\$48,111	\$44,052	\$47,800	\$48,800

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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Employment Related Expense</u></b>				
Account Number: 7308	\$61,412	\$54,636	\$51,500	\$42,700

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

## OPERATING ACCOUNT DESCRIPTIONS

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Office Supplies and Furniture</u></b> Account Number: 7309	\$39,409	\$21,513	\$30,500	\$22,700

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.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Printing</u></b> Account Number: 7310	\$7,089	\$11,259	\$12,700	\$12,500

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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Awards/Contributions</u></b> Account Number: 7311	\$8,597	\$2,823	\$8,700	\$9,500

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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Depreciation</u></b> Account Number: 7401	\$2,581,311	\$2,719,379	\$2,824,000	\$3,058,000

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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Contractual Services</u></b>				
Account Number: 75xx				
	\$4,125,191	\$3,495,060	\$4,718,100	\$4,306,500

The increase in the budget is primarily due to planned repairs to the Flume, Ditches, Dam & Reservoirs. This account group includes contractual services for the following:

Escondido Treatment Plant	\$ 2,000,000
Transmission and Distribution Systems	384,100
Escondido Canal	375,000
General	345,600
Flume	265,000
Weese Treatment Plant	247,000
Buildings and Grounds	226,600
Dam	165,000
Well Field	71,300
Ditches	60,000
Reservoirs	42,500
Garage	41,000
Water Quality	23,400
Fire Hydrants/Fire Services	22,000
SCADA	20,000
Pump Stations	18,000
	\$ 4,306,500

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Supplies</u></b>				
Account Number: 76xx				
	\$1,396,166	\$1,450,699	\$1,258,600	\$1,306,400

This account group includes supplies for the following:

Transmission and Distribution Systems	\$ 611,300
General	170,000
Fuel	140,800
Garage	134,700
Fire Hydrants/Fire Services	100,000
Buildings and Grounds	33,000
SCADA	32,200
Treatment Plant	20,000
Well Field	15,900
Pump Stations	13,000
Water Quality	10,500
Reservoirs	10,500
Flume	10,000
Conservation Programs	2,900
Dam	1,000
Ditches	600
	\$ 1,306,400

## OPERATING ACCOUNT DESCRIPTIONS

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b>Power</b> Account Number: 77xx	\$656,238	\$525,897	\$558,300	\$540,300

This account group includes:

Well Field	\$ 259,200
Pump Stations	140,000
Main Office	133,900
Transmission and Distribution Systems	4,000
Reservoirs	1,800
Water Treatment	1,400
	\$ 540,300

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b>Audit</b> Account Number: 7721	\$12,975	\$30,065	\$25,000	\$25,000

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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b>Legal</b> Account Numbers: 7722 & 7723	\$534,931	\$652,015	\$311,000	\$277,800

This account group includes general legal services and legal services in connection with the Indian lawsuit. The decrease in the budget is primarily due to the reduction in legal services related to the Indian lawsuit.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b>Consultants</b> Account Numbers: 7724 & 7725	\$152,583	\$267,294	\$248,500	\$420,400

This account group includes:

Master Plan / Facilities Study	\$ 250,000
Groundwater Assessment	100,400
Surveying Services & Title Report Services	50,000
Document Management System Upgrade	10,000
Dam Stability Analysis	5,000
Environmental Services	5,000
	\$ 420,400

## OPERATING ACCOUNT DESCRIPTIONS

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Insurance</u></b> Account Number: 7731	\$531,811	\$535,788	\$484,000	\$434,000

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.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Communications</u></b> Account Number: 7741	\$49,845	\$56,779	\$57,400	\$58,500

This account group includes the costs of: telephone service, SCADA/telemetry communication service, radio system, Internet service, cellular phones and pagers.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Uncollectible Accounts</u></b> Account Number: 7751	\$46,789	\$2,662	\$33,000	\$28,000

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 \$13,000 for uncollectible damage to District property.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Burden Allocation</u></b> Account Number: 7799	(\$1,255,779)	(\$1,422,130)	(\$1,200,000)	(\$1,400,000)

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.

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Account Group: <b><u>Legal Settlement</u></b> Account Number: 8501	-	\$66,961	-	-

This account group represents an inflation adjustment on the proposed Indian settlement financial obligation. The elimination of the budget is due to the financial settlement of the Indian law suit.

## **Operating Budget Detail**

## OPERATING BUDGET DETAIL

Account	Description	2017 Actual	2018 Budget	Six Months Ended December 31, 2017 Actual	2019 Budget
<b>Variable CWA Charges</b>					
7001	Purchased Water-CWA Variable	\$ 17,583,656	\$ 14,440,000	\$ 7,492,945	\$ 16,020,000
		17,583,656	14,440,000	7,492,945	16,020,000
<b>Fixed CWA Charges</b>					
7002	Purchased Water-CWA Fixed	6,254,432	6,330,000	3,141,575	6,542,000
		6,254,432	6,330,000	3,141,575	6,542,000
<b>Agricultural Rebates</b>					
7003	Purchased Water-Ag. Rebate	(11,359)	(12,000)	(4,725)	(9,500)
		(11,359)	(12,000)	(4,725)	(9,500)
<b>Wages</b>					
7101	Wages-General	6,620,535	6,747,023	3,255,118	6,808,485
7102	Vacation	770,936	762,575	340,164	764,909
7103	Sick Leave	187,447	231,980	98,321	237,111
7104	Holiday	377,021	394,324	179,675	393,350
7105	Other Leave	15,875	16,098	9,792	16,145
		7,971,814	8,152,000	3,883,070	8,220,000
<b>Benefits &amp; Taxes</b>					
7201	Health Insurance	1,825,318	2,047,000	980,089	2,176,000
7202	PERS	2,479,626	1,876,000	1,261,882	2,090,000
7203	FICA & Medicare	598,011	580,000	280,526	580,000
7204	Retiree Health Insurance	187,068	171,000	207,639	200,000
7205	Workers Compensation	216,624	220,000	94,934	195,000
7206	457 Plan Matching	100,630	95,000	35,711	95,000
7207	Life & Disability Insurance	75,598	80,000	38,243	89,200
7208	Uniforms/Boots	28,889	29,500	15,076	31,500
7209	Unemployment Insurance	-	2,000	-	2,000
7210	EAP Counseling	2,937	3,200	2,905	3,000
7211	Tuition Reimbursement	5,838	4,000	2,018	4,000
		5,520,539	5,107,700	2,919,023	5,465,700

## OPERATING BUDGET DETAIL

Account	Description	2017 Actual	2018 Budget	Six Months Ended December 31, 2017 Actual	2019 Budget
<b>Fees &amp; Permits</b>					
7301	Fees & Permits	172,761	162,875	109,144	145,500
		<u>172,761</u>	<u>162,875</u>	<u>109,144</u>	<u>145,500</u>
<b>Postage</b>					
7302	Postage	74,416	75,500	37,716	70,000
		<u>74,416</u>	<u>75,500</u>	<u>37,716</u>	<u>70,000</u>
<b>Computer Hardware</b>					
7303	Computer Hardware	19,236	61,500	9,845	95,000
		<u>19,236</u>	<u>61,500</u>	<u>9,845</u>	<u>95,000</u>
<b>Computer Software</b>					
7304	Computer Software	4,818	24,500	3,902	4,200
		<u>4,818</u>	<u>24,500</u>	<u>3,902</u>	<u>4,200</u>
<b>Travel</b>					
7305	Travel	37,989	39,600	20,129	40,600
		<u>37,989</u>	<u>39,600</u>	<u>20,129</u>	<u>40,600</u>
<b>Training</b>					
7306	Training	38,194	50,000	26,452	48,100
		<u>38,194</u>	<u>50,000</u>	<u>26,452</u>	<u>48,100</u>
<b>Dues &amp; Subscriptions</b>					
7307	Dues & Subscriptions	44,052	47,800	3,726	48,800
		<u>44,052</u>	<u>47,800</u>	<u>3,726</u>	<u>48,800</u>
<b>Employment Related Expense</b>					
7308	Employment Related Expense	54,636	51,500	23,789	42,700
		<u>54,636</u>	<u>51,500</u>	<u>23,789</u>	<u>42,700</u>
<b>Office Supplies</b>					
7309	Office Supplies and Furniture	21,513	30,500	4,032	22,700
		<u>21,513</u>	<u>30,500</u>	<u>4,032</u>	<u>22,700</u>
<b>Printing</b>					
7310	Printing	11,259	12,700	5,817	12,500
		<u>11,259</u>	<u>12,700</u>	<u>5,817</u>	<u>12,500</u>
<b>Awards/Contributions</b>					
7311	Awards/Contributions	2,823	8,700	3,000	9,500
		<u>2,823</u>	<u>8,700</u>	<u>3,000</u>	<u>9,500</u>
<b>Depreciation</b>					
7401	Depreciation	2,719,379	2,824,000	1,455,826	3,058,000
		<u>2,719,379</u>	<u>2,824,000</u>	<u>1,455,826</u>	<u>3,058,000</u>

## OPERATING BUDGET DETAIL

Account	Description	2017 Actual	2018 Budget	Six Months Ended December 31, 2017 Actual	2019 Budget
<b>Contractual Services</b>					
7501	Services-General	392,858	342,600	179,507	345,600
7502	Services-Buildings & Grounds	182,927	187,500	124,841	226,600
7503	Services-Garage	48,640	41,500	40,946	41,000
7504	Services-T & D Systems	441,729	396,300	179,373	384,100
7505	Services-FireHyd/Fire Services	38,087	50,000	6,472	22,000
7506	Services-Reservoirs	165,063	2,400	5,659	42,500
7507	Services-SCADA	11,075	13,800	7,869	20,000
7508	Services-Pump Stations	7,065	40,500	13,791	18,000
7509	Services-Water Quality Testing	10,319	11,000	4,005	23,400
7511	Services-Flume	6,630	5,000	3,228	265,000
7512	Services-Dam	10,957	12,500	495	165,000
7513	Services-Ditches	10,320	-	-	60,000
7514	Services-Well Field	38,407	150,000	-	71,300
7515	Services-Escondido Canal	365,582	350,000	189,755	375,000
7516	Services-Escondido Plant	1,573,730	2,200,000	795,313	2,000,000
7517	Services-Weese Plant	181,020	165,000	37,918	247,000
7518	Services-Water Rights	-	750,000	-	-
7520	Temporary Agencies	10,651	-	4,356	-
		3,495,060	4,718,100	1,593,528	4,306,500
<b>Supplies</b>					
7601	Supplies-General	176,609	154,750	81,561	170,000
7602	Supplies-Buildings & Grounds	34,964	27,000	17,042	33,000
7603	Supplies-Garage	113,434	136,000	69,210	134,700
7604	Supplies-T & D Systems	725,558	529,900	345,717	611,300
7605	Supplies-FireHyd/Fire Services	112,500	95,000	52,910	100,000
7606	Supplies-Reservoirs	6,368	5,000	2,635	10,500
7607	Supplies-SCADA	34,693	37,100	24,855	32,200
7608	Supplies-Pump Stations	12,488	11,500	5,098	13,000
7609	Supplies-Water Quality Testing	21,028	20,150	6,870	10,500
7610	Supplies-Water Treatment	19,387	28,000	18,891	20,000
7611	Supplies-Flume	8,554	9,500	4,673	10,000
7612	Supplies-Dam	14,249	24,500	2,959	1,000
7613	Supplies-Ditches	-	11,200	-	600
7614	Supplies-Well Field	25,187	24,500	3,785	15,900
7615	Fuel	127,081	142,000	65,973	140,800
7616	Conservation Programs	441	2,500	145	2,900
7697	Inventory Adjustments	18,270	-	-	-
7698	Trade Discounts	(112)	-	(141)	-
		1,450,699	1,258,600	702,183	1,306,400

## OPERATING BUDGET DETAIL

Account	Description	2017 Actual	2018 Budget	Six Months Ended December 31, 2017 Actual	2019 Budget
<b>Power</b>					
7701	Power-Buildings/Grounds	117,903	120,800	68,595	133,900
7702	Power-T & D Systems	3,534	4,200	1,922	4,000
7703	Power-Reservoirs	1,958	1,800	992	1,800
7704	Power-Pump Station	114,335	130,000	71,829	140,000
7705	Power-Water Treatment	1,440	1,500	641	1,400
7706	Power-Well Field	286,727	300,000	39,268	259,200
		<u>525,897</u>	<u>558,300</u>	<u>183,247</u>	<u>540,300</u>
<b>Audit</b>					
7721	Audit	30,065	25,000	15,740	25,000
		<u>30,065</u>	<u>25,000</u>	<u>15,740</u>	<u>25,000</u>
<b>Legal</b>					
7722	Legal-General	110,773	166,000	42,099	113,800
7723	Legal-Water Rights	541,242	145,000	72,457	164,000
		<u>652,015</u>	<u>311,000</u>	<u>114,556</u>	<u>277,800</u>
<b>Consultants</b>					
7724	Consultants-General	262,489	248,500	170,765	420,400
7725	Consultants-Water Rights	4,805	-	-	-
		<u>267,294</u>	<u>248,500</u>	<u>170,765</u>	<u>420,400</u>
<b>Insurance</b>					
7731	Insurance	535,788	484,000	250,310	434,000
		<u>535,788</u>	<u>484,000</u>	<u>250,310</u>	<u>434,000</u>
<b>Communications</b>					
7741	Communications	56,779	57,400	27,569	58,500
		<u>56,779</u>	<u>57,400</u>	<u>27,569</u>	<u>58,500</u>
<b>Uncollectible Accounts</b>					
7751	Uncollectible Accounts	2,662	33,000	22,849	28,000
		<u>2,662</u>	<u>33,000</u>	<u>22,849</u>	<u>28,000</u>
<b>Burden Allocation</b>					
7799	Burden Allocation	(1,422,130)	(1,200,000)	(744,640)	(1,400,000)
		<u>(1,422,130)</u>	<u>(1,200,000)</u>	<u>(744,640)</u>	<u>(1,400,000)</u>
<b>Loss/(Gain) on Assets</b>					
8401	Asset Disposal Net Book Value	171,401	-	8,373	-
8402	Asset Disposal Proceeds	(32,313)	-	(7,834)	-
		<u>139,088</u>	<u>-</u>	<u>539</u>	<u>-</u>
<b>Legal Settlement</b>					
8501	Legal Settlement	66,961	-	-	-
		<u>66,961</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Operating Budget</b>		<b><u>\$ 46,320,336</u></b>	<b><u>\$ 43,900,775</u></b>	<b><u>\$ 21,471,912</u></b>	<b><u>\$ 45,832,700</u></b>



# **Capital Budget**

**Vista Irrigation District  
CAPITAL BUDGET  
Fiscal Year 2019**

	<u>Page No.</u>	<u>Budget Item No.</u>	<u>2019 Budget</u>
<b>ENGINEERING:</b>			
FY 2018 Main Replacement Program	22		\$ 2,750,000
HB Reservoir Rehabilitation	23		1,400,000
E Reservoir and Pump Station	24		550,000
Paseo Santa Fe Project - Ocean View to Civic Center Drive	25		300,000
Pechstein Reservoir Rehabilitation	26		175,000
E43 Regulator Relocation and Upgrade	27		<u>135,000</u>
			5,310,000
<b>FIELD SERVICES:</b>			
Generator	28		165,000
Vehicles (2)	29		73,000
Excavator	30		66,000
Equipment trailers (2)	31		50,000
Hydraulic Breaker	32		<u>22,000</u>
			376,000
<b>FINANCE:</b>			
Hyper-Converged Compute and Storage system	33		95,000
Color Laser Printer/Scanners (2)	34		<u>15,000</u>
			110,000
<b>OPERATIONS:</b>			
Flow Control Facility	35		85,000
Regulator	36		21,000
Altitude and Seismic Valve Actuators	37		<u>20,000</u>
			126,000
<b>WATER RESOURCES:</b>			
Tractor Mower	38		<u>36,000</u>
			36,000
<b>TOTAL CAPITAL BUDGET</b>			<u><u>\$ 5,958,000</u></u>

## **Capital Budget Detail**

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	FY 2019 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>	Various pipelines throughout the distribution system.	

<b>Cost Estimate (Whole Dollars only)</b>			
	District Labor & Fringe	Outside Purchases	Total
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2018 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>FY 2019 Budget:</b>	<input type="text" value="1,250,000"/>	<input type="text" value="1,500,000"/>	<input type="text" value="2,750,000"/>
FY 2020 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>Total Projected Amount:</b>	<input type="text" value="1,250,000"/>	<input type="text" value="1,500,000"/>	<input type="text" value="2,750,000"/>

**Requesting Department:** Engineering

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

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	HB Reservoir Rehabilitation	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Design and construction of repairs needed to the HB Reservoir.	
<b>Reason for Request:</b>	The HB Reservoir is a 5 million gallon pre-stressed concrete reservoir constructed in 1963. The first phase will be to perform a detailed inspection and structural analysis of the tank and define the rehabilitation improvements necessary, which may include replacement of pre-stressing wires, seismic retrofit, new roof, and inlet/outlet piping upgrades.	
<b>Asset Being Replaced (If Applicable):</b>	Partial disposal of Asset No. 2191, HB Reservoir Construction, Original Cost & Net Book Value: TBD* Partial disposal of Asset No. 2193, HB Reservoir Hypalon Liner, Original Cost & Net Book Value: TBD* Partial disposal of Asset No. 2203, HB Reservoir Inside Ladders, Original Cost & Net Book Value: TBD* * All partial disposal amounts to be determined after the design has been completed.	

<b>Cost Estimate (Whole Dollars only)</b>			
	District Labor & Fringe	Outside Purchases	Total
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	<input type="text"/>
FY 2018 Budget:	\$ -	\$ 75,000	\$ 75,000
<b>FY 2019 Budget:</b>	\$ -	\$ 1,400,000	\$ 1,400,000
FY 2020 and thereafter:	\$ -	\$ 1,250,000	\$ 1,250,000
<b>Total Projected Amount:</b>	\$ -	\$ 2,725,000	\$ 2,725,000

**Requesting Department:** Engineering

**Budget Item Number:** 18-05

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	E Reservoir and Pump Station	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Design and construction for the replacement of the E Reservoir and new pump station.	
<b>Reason for Request:</b>	E Reservoir is a 1.5 million gallon reinforced concrete reservoir constructed in 1929 and is in need of replacement. It is estimated that the new reservoir will be between 2 and 4 million gallons, depending on the site area and allowance for a new pump station. The new pump station was identified in the Master Plan and will provide a redundant feed from the E Reservoir to the 837 and 984 Zones.	
<b>Asset Being Replaced (If Applicable):</b>	Partial Disposal of Asset No. 2160, Original Cost & Net Book Value: TBD* 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 Asset No. 3044, Seismic Control Device, Original Cost: \$7,448 ; Net Book Value: \$0 * Partial disposal amounts to be determined after the design has been completed.	

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2015 Budget:			
FY 2016 Budget:	\$ -	\$ 50,000	\$ 50,000
FY 2017 Budget:			
FY 2018 Budget:			
<b>FY 2019 Budget:</b>	\$ -	\$ 550,000	\$ 550,000
FY 2020 and thereafter:	\$ -	\$ 7,500,000	\$ 7,500,000
<b>Total Projected Amount:</b>	\$ -	\$ 8,100,000	\$ 8,100,000

**Requesting Department:** Engineering

**Budget Item Number:** 16-04

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Paseo Santa Fe Street Improvements - Ocean View Drive to Civic Center Drive	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Design and installation of approximately 2,700 feet of 18-inch and 1,350 feet of 8-inch pipelines in South Santa Fe Drive from Ocean View Drive to Civic Center Drive.	
<b>Reason for Request:</b>	The City of Vista has completed Phase I street improvements on South Santa Fe Avenue between Main Street and Ocean View Drive and is planning on completing Phases II and III on South Santa Fe Avenue from Ocean View Drive to Civic Center Drive as part of their Downtown Redevelopment project. Replacement and upsizing of existing mains is identified in the District's Master Plan.	
<b>Asset Being Replaced (If Applicable):</b>	Asset No. 1036, 146 feet of 6-inch pipe installed in 1966, Original Cost: \$898 ; Net Book Value: \$0 Asset No. 1036, 2,400 feet of 10-inch pipe installed in 1966, Original Cost: \$14,760 ; Net Book Value: \$0 Asset No. 1203, 135 feet of 6-inch pipe installed in 1967, Original Cost: \$1,097 ; Net Book Value: \$0 Asset No. 1205, 182 feet of 6-inch pipe installed in 1969, Original Cost: \$1,070 ; 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 2015 Budget:			0
FY 2016 Budget:	5,000	15,000	20,000
FY 2017 Budget:	15,000	265,000	280,000
FY 2018 Budget:	50,000	1,200,000	1,250,000
<b>FY 2019 Budget:</b>		300,000	300,000
FY 2020 and thereafter:			
<b>Total Projected Amount:</b>	70,000	1,780,000	1,850,000

**Requesting Department:** Engineering

**Budget Item Number:** 16-05

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Pechstein Reservoir Rehabilitation	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Design and construction of repairs needed to the Pechstein Reservoir.	
<b>Reason for Request:</b>	The Pechstein Reservoir is a 20 million gallon pre-stressed concrete reservoir constructed in 1978. The first phase will be to perform a detailed inspection and structural analysis of the tank and define the rehabilitation improvements necessary, which may include replacement of pre-stressing wires, seismic retrofit, new roof, and inlet/outlet piping upgrades. The analysis will also look at phasing components of the work to limit shut-down periods.	
<b>Asset Being Replaced (If Applicable):</b>	Partial Disposal of Asset No. 2232, Pechstein Reservoir 20 mg, Original Cost & Net Book Value: TBD* Partial Disposal of Asset No. 2233, Overflow Pipes, Original Cost & Net Book Value: TBD* Partial Disposal of Asset No. 2235, Fence and Guard Rails, Original Cost & Net Book Value: TBD* * Partial disposal amounts to be determined after the design has been completed.	

<b>Cost Estimate (Whole Dollars only)</b>			
	<b>District Labor &amp; Fringe</b>	<b>Outside Purchases</b>	<b>Total</b>
FY 2015 Budget:			
FY 2016 Budget:			
FY 2017 Budget:			
FY 2018 Budget:			
<b>FY 2019 Budget:</b>	\$ -	\$ 175,000	\$ 175,000
FY 2020 and thereafter:	\$ -	\$ 2,825,000	\$ 2,825,000
<b>Total Projected Amount:</b>	\$ -	\$ 3,000,000	\$ 3,000,000

**Requesting Department:** Engineering

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



# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	E43 Regulator Relocation and Upgrade	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Relocate the E43 Regulator from the intersection of South Santa Fe and Postal Way to the intersection of South Santa Fe and Monte Vista Drive, including approximately 1,000 feet of 12-inch pipe.	
<b>Reason for Request:</b>	The existing E43 valves and vault are in need of repair and currently located in an area that is difficult to access. Additionally, the installation of a larger regulator and piping is identified in the Master Plan to provide increased capacity to the 565 Zone.	
<b>Asset Being Replaced (If Applicable):</b>	Asset No. 1613, E43S Regulating Station, Original Cost: \$10,211, Net Book Value: \$0	

<b>Cost Estimate (Whole Dollars only)</b>			
	District Labor & Fringe	Outside Purchases	Total
FY 2010 Budget:	\$ 15,000	\$ -	\$ 15,000
FY 2016 Budget:			
FY 2017 Budget:			
FY 2018 Budget:			
<b>FY 2019 Budget:</b>	\$ -	\$ 135,000	\$ 135,000
FY 2020 and thereafter:	\$ -	\$ 550,000	\$ 550,000
<b>Total Projected Amount:</b>	<b>\$ 15,000</b>	<b>\$ 685,000</b>	<b>\$ 700,000</b>

**Requesting Department:** Engineering

**Budget Item Number:** 10-02

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Generator	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Trailer mounted, 320 kW three phase portable generator with a Tier 4 Final diesel engine.	
<b>Reason for Request:</b>	The existing portable generator was purchased in 2004 to provide emergency power to any of District's primary pump stations during power loss. In 2017, the generator's diesel engine had to be registered as a low use engine, limited to 80 hours or less of operation in a calendar year per the County of San Diego Air Pollution Control District and will have to be retired by the year 2020. Replacement of this generator will ensure power reliability to the primary pump stations that supply water to the District's highest pressure zones.	
<b>Asset Being Replaced (If Applicable):</b>	Asset No. 2948, Original Cost: \$105,437 ; Net Book Value: \$0	

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2018 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>FY 2019 Budget:</b>	<input type="text" value="0"/>	<input type="text" value="165,000"/>	<input type="text" value="165,000"/>
FY 2020 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>Total Projected Amount:</b>	<input type="text" value="0"/>	<input type="text" value="165,000"/>	<input type="text" value="165,000"/>

**Requesting Department:** Field Services

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

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Vehicles (2)	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	(1) Medium Duty Truck w/utility box, Class 3 (\$43,000) (1) Mini Pickup Truck, Class 1 (\$30,000)	
<b>Reason for Request:</b>	The medium duty truck was purchased 17 years ago and has over 100,000 miles. In addition, its utility bed is not outfitted for its current use. The mini pickup truck suffers from a rear main seal oil leak and has over 100,000 miles.	
<b>Asset Being Replaced (If Applicable):</b>	Asset No. 2780, Original Cost: \$20,945 ; Net Book Value: \$0 Asset No. 3122, Original Cost: \$16,878 ; Net Book Value: \$0	

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2015 Budget:			0
FY 2016 Budget:			0
FY 2017 Budget:			0
FY 2018 Budget:			0
<b>FY 2019 Budget:</b>	0	73,000	73,000
FY 2020 and thereafter:			0
<b>Total Projected Amount:</b>	0	73,000	73,000

**Requesting Department:** Field Services

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

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Excavator	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Mini Hydraulic Excavator (5-ton) with a Tier 4 Final compliant diesel engine.	
<b>Reason for Request:</b>	Field Service crews routinely rent mini excavators to install and repair water mains when accessibility with a backhoe is not possible. Purchase of the mini excavator will improve District efficiencies and the ability to install and repair water mains. Staff recommends to trade in or auction off the District's 24-ton backhoe excavator purchased in 2000, which has overlapping capabilities with other District assets.	
<b>Asset Being Replaced (If Applicable):</b>	Asset No. 2668, Backhoe Excavator, Original Cost: \$123,901 ; Net Book Value: \$0	

<b>Cost Estimate (Whole Dollars only)</b>			
	District Labor & Fringe	Outside Purchases	Total
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2018 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>FY 2019 Budget:</b>	<input type="text" value="0"/>	<input type="text" value="66,000"/>	<input type="text" value="66,000"/>
FY 2020 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>Total Projected Amount:</b>	<input type="text" value="0"/>	<input type="text" value="66,000"/>	<input type="text" value="66,000"/>

**Requesting Department:** Field Services

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

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Equipment trailers (2)	<input checked="" type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Two (2) 45,000 GVWR equipment trailers equipped with anti-lock air brakes.	
<b>Reason for Request:</b>	Purchased in 1998, Trailer No. T-5 has too low of a payload capacity (14,400 pounds) for the District's current needs. Also, the replacement components for the electric braking system are difficult to acquire. By purchasing two new equipment trailers, one will replace Trailer No. T-5 and the other will be used with the budgeted excavator.	
<b>Asset Being Replaced (If Applicable):</b>	Asset No. 2535, Trailer T-5, Original Cost: \$11,529 ; Net Book Value: \$0	

<b>Cost Estimate (Whole Dollars only)</b>			
	District Labor & Fringe	Outside Purchases	Total
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2018 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>FY 2019 Budget:</b>	<input type="text" value="0"/>	<input type="text" value="50,000"/>	<input type="text" value="50,000"/>
FY 2020 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>Total Projected Amount:</b>	<input type="text" value="0"/>	<input type="text" value="50,000"/>	<input type="text" value="50,000"/>

**Requesting Department:** Field Services

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

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Hydraulic Breaker	<input checked="" type="checkbox"/> New Item <input type="checkbox"/> Replacement
<b>Description:</b>	Hydraulic impact breaker for excavator.	
<b>Reason for Request:</b>	Construction and maintenance crews routinely have to demolish concrete thrust blocks and rocks while performing maintenance and mainline replacement activities. Currently, the District has to jackhammer or rent a hydraulic breaker to demolish thrust blocks or rocks. Purchasing this attachment would expedite mainline repair, save on rental costs and limit employees' exposure to respirable silica when jackhammering or breaking.	
<b>Asset Being Replaced (If Applicable):</b>		

Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2018 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>FY 2019 Budget:</b>	<input type="text" value="0"/>	<input type="text" value="22,000"/>	<input type="text" value="22,000"/>
FY 2020 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>Total Projected Amount:</b>	<input type="text" value="0"/>	<input type="text" value="22,000"/>	<input type="text" value="22,000"/>

**Requesting Department:** Field Services

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

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Hyper-Converged Compute and Storage system	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	This is a system that integrates computing, storage, networking, and virtualization resources in a single system. This system will host a majority of the District's data and computing power.	
<b>Reason for Request:</b>	Existing infrastructure is aging and due to its core functionality of hosting all critical District data, needs to be replaced. There will also be a significant increase in performance on this new platform due to changes in the technology.	
<b>Asset Being Replaced (If Applicable):</b>	Asset No. 3254, Original Cost: \$9,108 ; Net Book Value: \$0 Asset No. 3255, Original Cost: \$9,108 ; Net Book Value: \$0 Asset No. 3256, Original Cost: \$9,108 ; Net Book Value: \$0 Asset No. 3257, Original Cost: \$9,108 ; Net Book Value: \$0 Asset No. 3295, Original Cost: \$45,931 ; Net Book Value: \$5,178	

<b>Cost Estimate (Whole Dollars only)</b>			
	<b>District Labor &amp; Fringe</b>	<b>Outside Purchases</b>	<b>Total</b>
FY 2015 Budget:			0
FY 2016 Budget:			0
FY 2017 Budget:			0
FY 2018 Budget:			0
<b>FY 2019 Budget:</b>	0	95,000	95,000
FY 2020 and thereafter:			0
<b>Total Projected Amount:</b>	0	95,000	95,000

**Requesting Department:** Finance

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

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Color Laser Printer/Scanner (2)	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Two Xerox color laser printer/scanners have been selected as replacement for two color laser printers and two black and white laser printers. The new color laser printer/scanners will provide lower maintenance costs and better quality prints.	
<b>Reason for Request:</b>	The two current color laser printers and two black and white laser printers in the Administration wing and the Engineering wing will be nearly 7 years old and show signs of quality degradation.	
<b>Asset Being Replaced (If Applicable):</b>	The two color laser printers and two black and white laser printers being replaced did not meet the capital threshold at the time of their purchase.	

<b>Cost Estimate (Whole Dollars only)</b>			
	District Labor & Fringe	Outside Purchases	Total
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2018 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>FY 2019 Budget:</b>	<input type="text" value="0"/>	<input type="text" value="15,000"/>	<input type="text" value="15,000"/>
FY 2020 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>Total Projected Amount:</b>	<input type="text" value="0"/>	<input type="text" value="15,000"/>	<input type="text" value="15,000"/>

**Requesting Department:** Finance

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



# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Flow Control Facility	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Replace 3 inch and 8 inch pressure reducing valves, lateral piping, vault and add telemetry.	
<b>Reason for Request:</b>	Both pressure reducing valves have been in service for over 30 years and have reached the end of their useful lives. Additionally, the vault roof and entry hatch are aged and also in need of replacement. Upgrading the regulators and vault to current District standards will reduce the overall depth of the vault, thus making it safer for employees to access and perform maintenance. The addition of telemetry will provide redundant pressure monitoring of the 637 and 486 zones and site security.	
<b>Asset Being Replaced (If Applicable):</b>	Partial Disposal of Asset No. 1272, Disposal Amount: 21,395 ; Net book value: 2,326	

<b>Cost Estimate (Whole Dollars only)</b>			
	District Labor & Fringe	Outside Purchases	Total
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2018 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>FY 2019 Budget:</b>	<input type="text" value="32,000"/>	<input type="text" value="53,000"/>	<input type="text" value="85,000"/>
FY 2020 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>Total Projected Amount:</b>	<input type="text" value="32,000"/>	<input type="text" value="53,000"/>	<input type="text" value="85,000"/>

**Requesting Department:** Operations

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

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Regulator	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	12 inch pressure reducing valve with anti-cavitation trim at "H" reservoir.	
<b>Reason for Request:</b>	This pressure reducing valve has been in service for over 20 years. Extensive use and cavitation damage from high pressure differentials across the valve necessitate its replacement. Purchasing a new pressure reducing valve with anti-cavitation trim will protect against cavitation.	
<b>Asset Being Replaced (If Applicable):</b>	Partial Disposal of Asset No. 2544 ; Disposal Amount: \$6,500, Net book value: \$0	

<b>Cost Estimate (Whole Dollars only)</b>			
	District Labor & Fringe	Outside Purchases	Total
FY 2015 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2016 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2017 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
FY 2018 Budget:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>FY 2019 Budget:</b>	<input type="text" value="0"/>	<input type="text" value="21,000"/>	<input type="text" value="21,000"/>
FY 2020 and thereafter:	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>Total Projected Amount:</b>	<input type="text" value="0"/>	<input type="text" value="21,000"/>	<input type="text" value="21,000"/>

**Requesting Department:** Operations

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

# Capital Budget Request

<b>Project or Equipment Information</b>		
<b>Title:</b>	Altitude 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 HP reservoir.	
<b>Reason for Request:</b>	The altitude valve and seismic valve actuators have been in service for over 20 years. Both units have had electro-mechanical issues and are antiquated by design and modern control standards.	
<b>Asset Being Replaced (If Applicable):</b>	Asset No. 2181, Original Cost \$12,320 ; Net book value: \$0 Asset No. 2224, Original Cost \$9,062 ; Net book value: \$0	

<b>Cost Estimate (Whole Dollars only)</b>			
	District Labor & Fringe	Outside Purchases	Total
FY 2015 Budget:			0
FY 2016 Budget:			0
FY 2017 Budget:			0
FY 2018 Budget:			0
<b>FY 2019 Budget:</b>	0	20,000	20,000
FY 2020 and thereafter:			0
<b>Total Projected Amount:</b>	0	20,000	20,000

**Requesting Department:** Operations

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

# Capital Budget Request

Project or Equipment Information		
<b>Title:</b>	Tractor Mower	<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replacement
<b>Description:</b>	Four-wheel drive tractor with front bucket and flail mower attachment.	
<b>Reason for Request:</b>	The District's current tractor mower is close to 20 years in age and suffers from low engine compression. It also leaks oil and power steering fluid.	
<b>Asset Being Replaced (If Applicable):</b>	Asset No. 2575, Original Cost: \$19,179 ; Net Book Value: \$0	

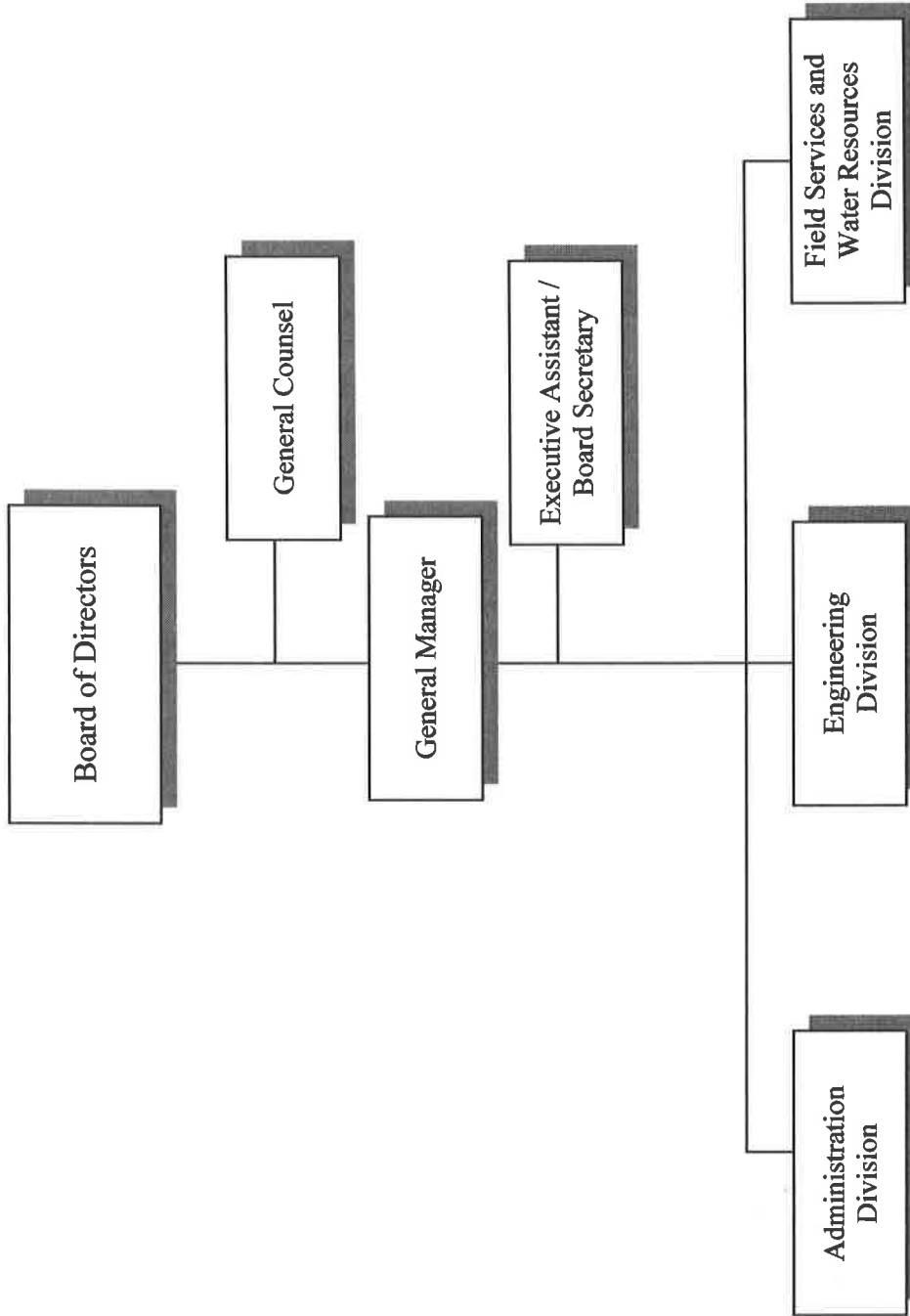
Cost Estimate (Whole Dollars only)			
	District Labor & Fringe	Outside Purchases	Total
FY 2015 Budget:			0
FY 2016 Budget:			0
FY 2017 Budget:			0
FY 2018 Budget:			0
<b>FY 2019 Budget:</b>	0	36,000	36,000
FY 2020 and thereafter:			0
<b>Total Projected Amount:</b>	0	36,000	36,000

**Requesting Department:** Water Resources

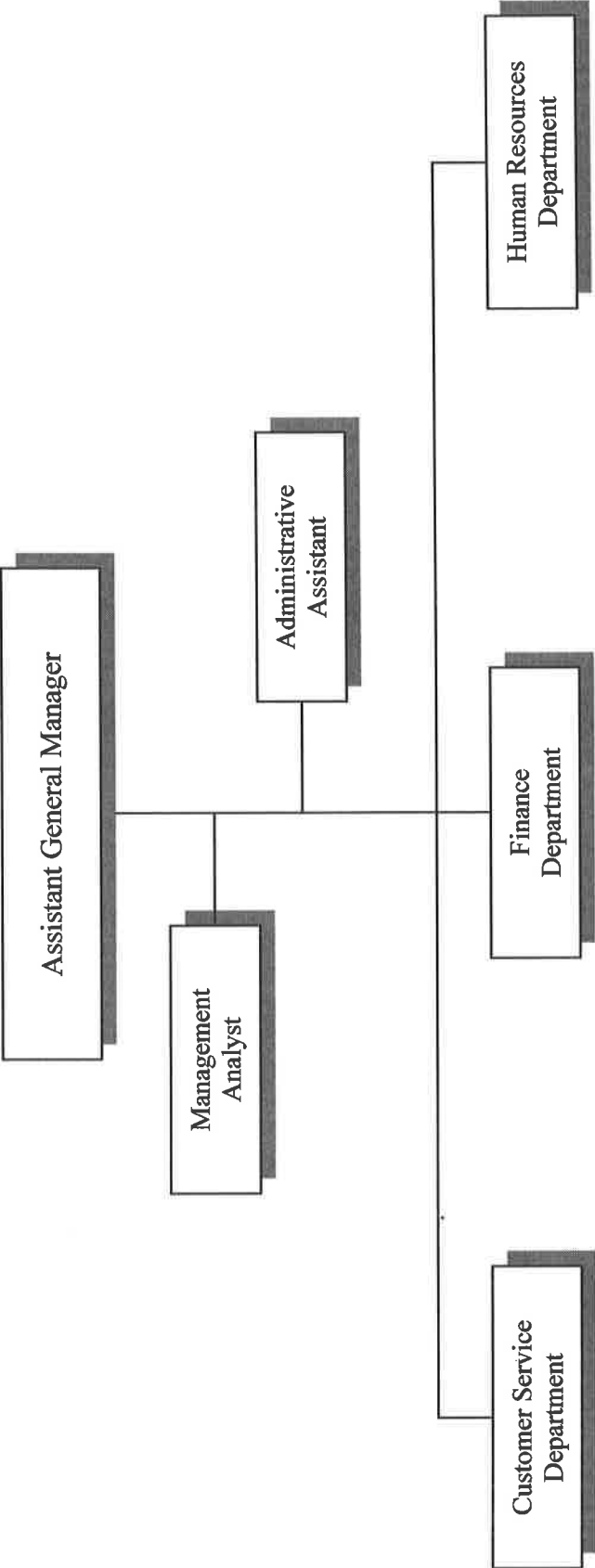
**Budget Item Number:** \_\_\_\_\_

## **Organization Charts**

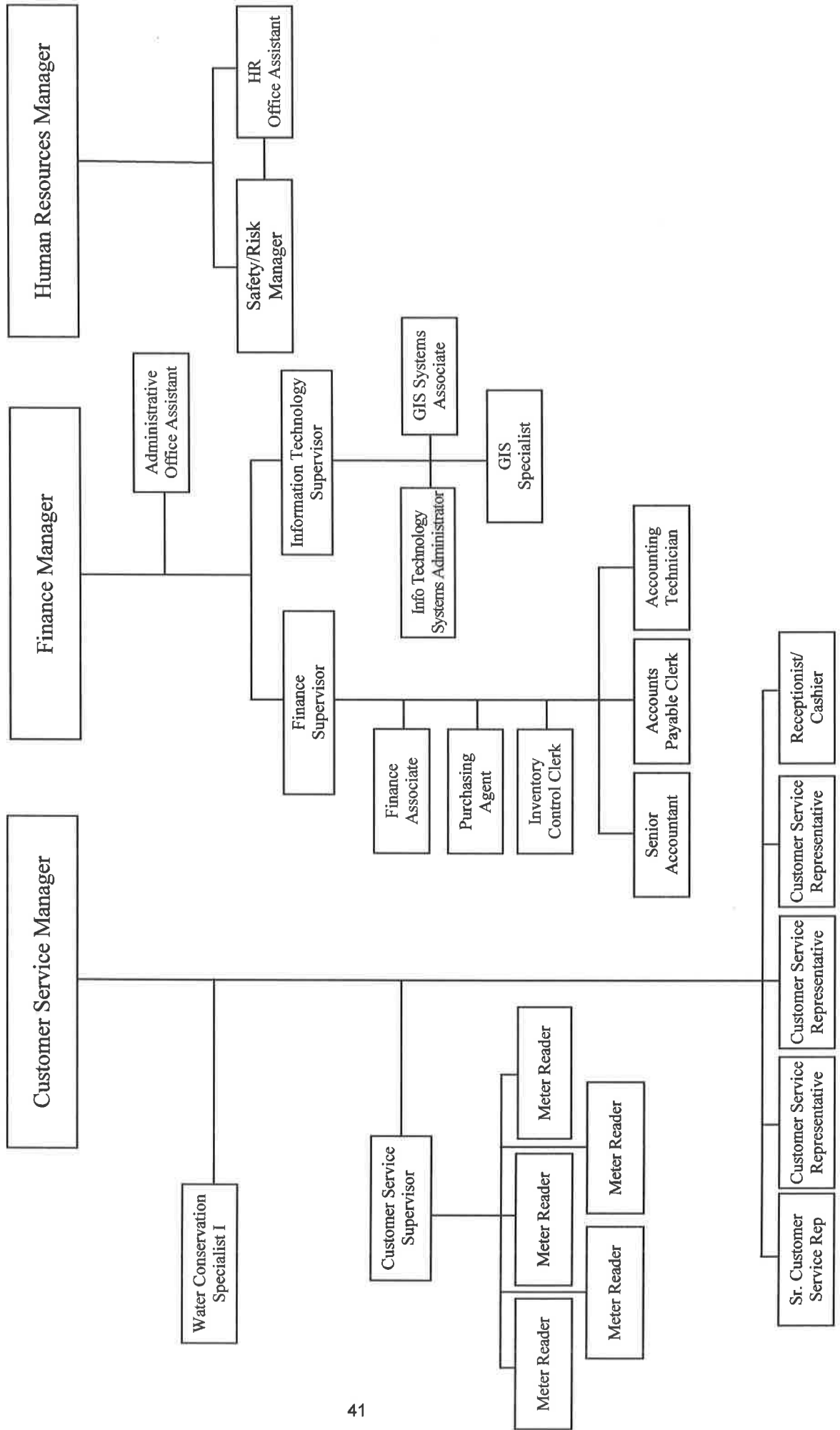
# VID Divisions and Organization



# Administration Division

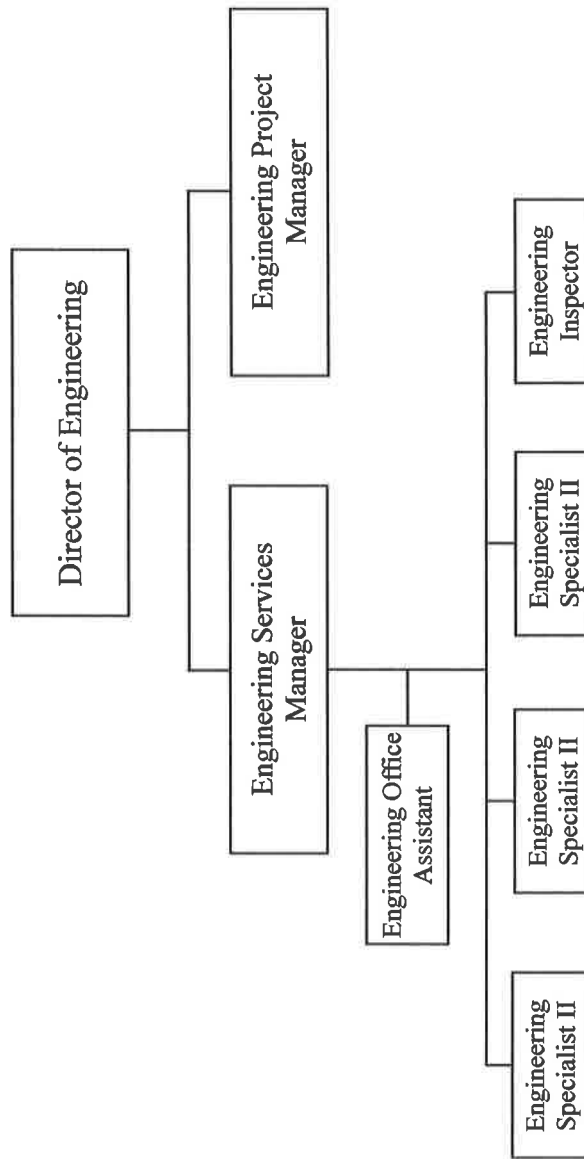


# Customer Service, Finance, and Human Resources Departments

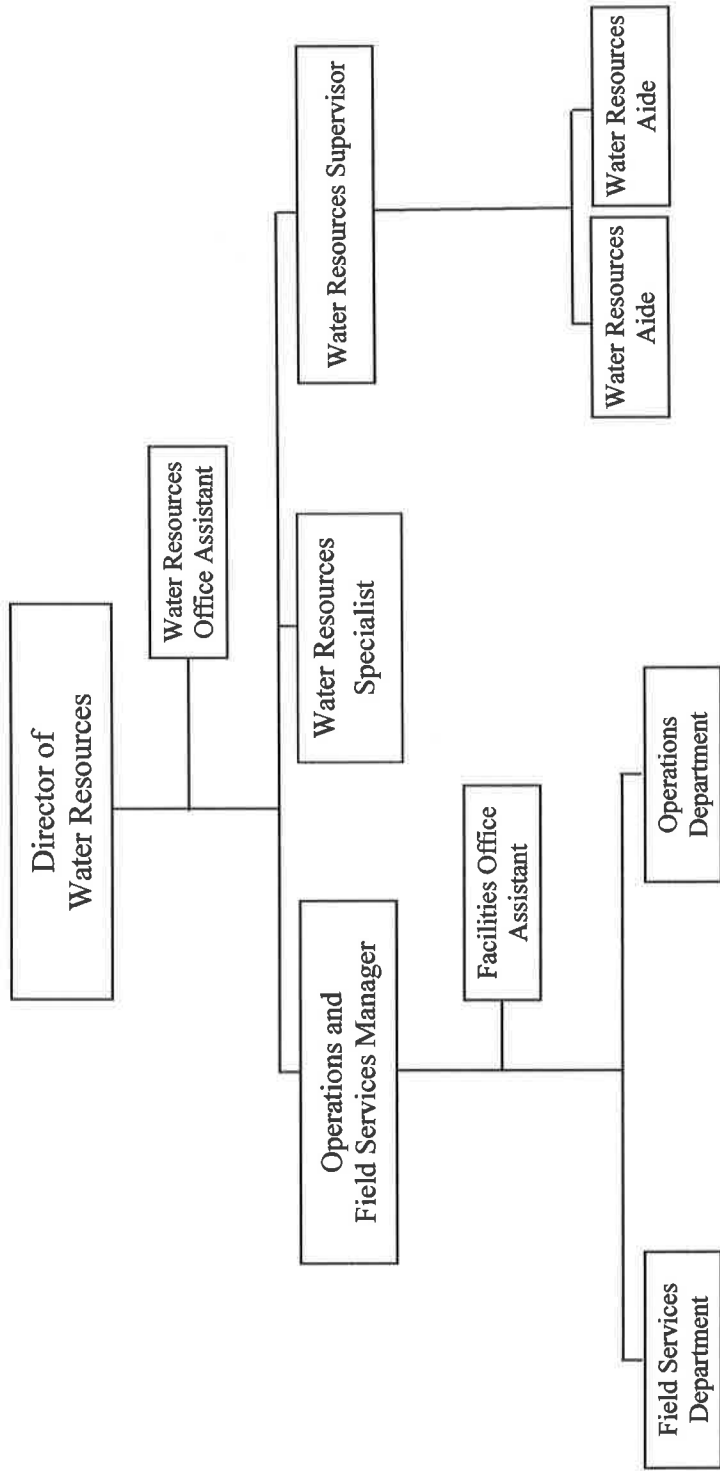




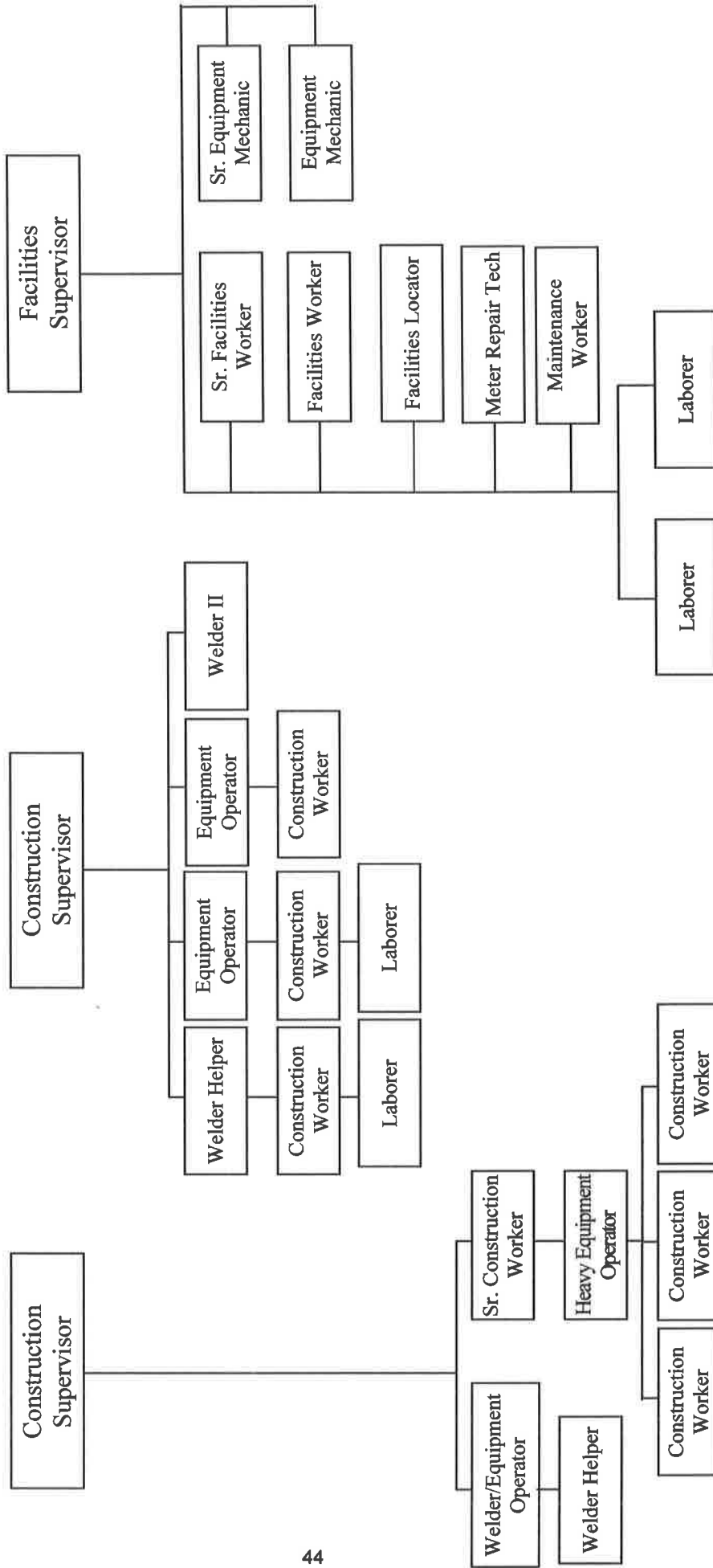
# Engineering Division



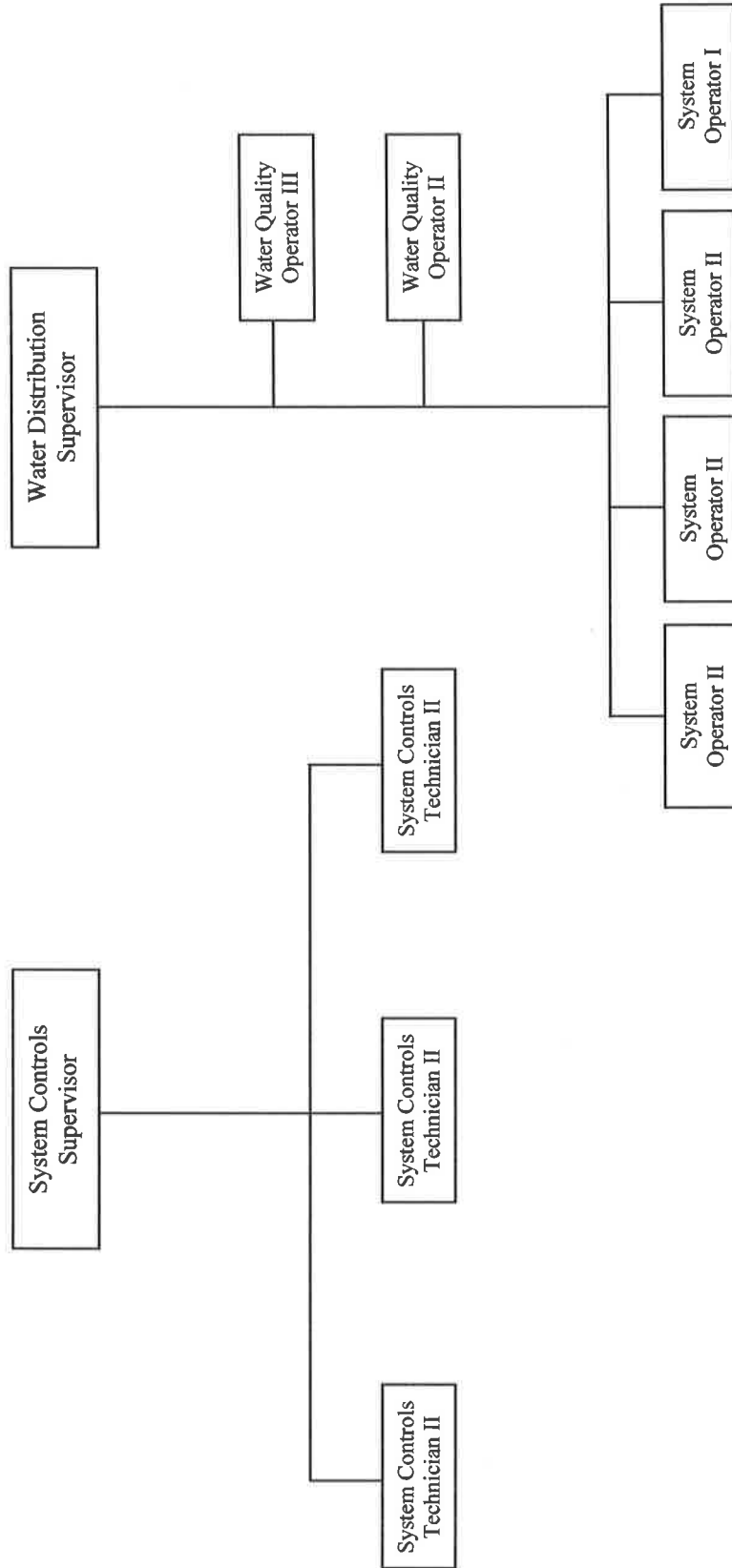
# Field Services and Water Resources Division



# Field Services Department

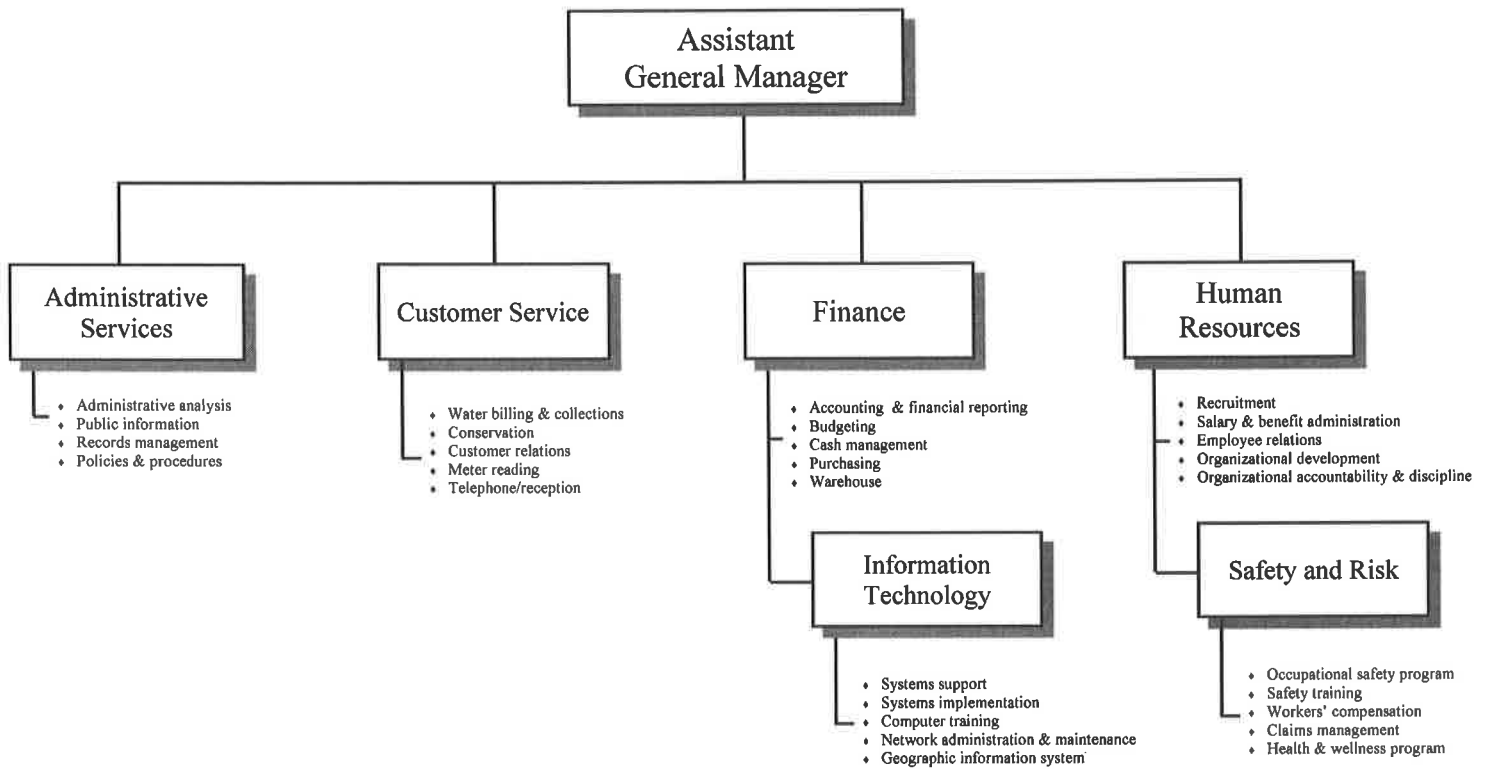


# Operations Department



**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 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**

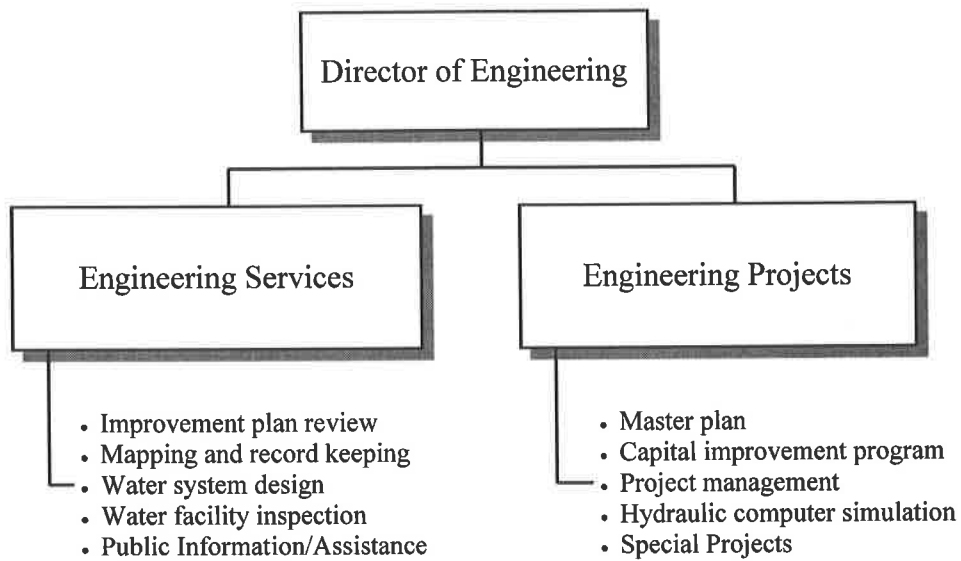
The mission of the Safety and Risk Management Section is to assist in the identification and prevention of events that cause harm to people, property or the environment.

## **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**

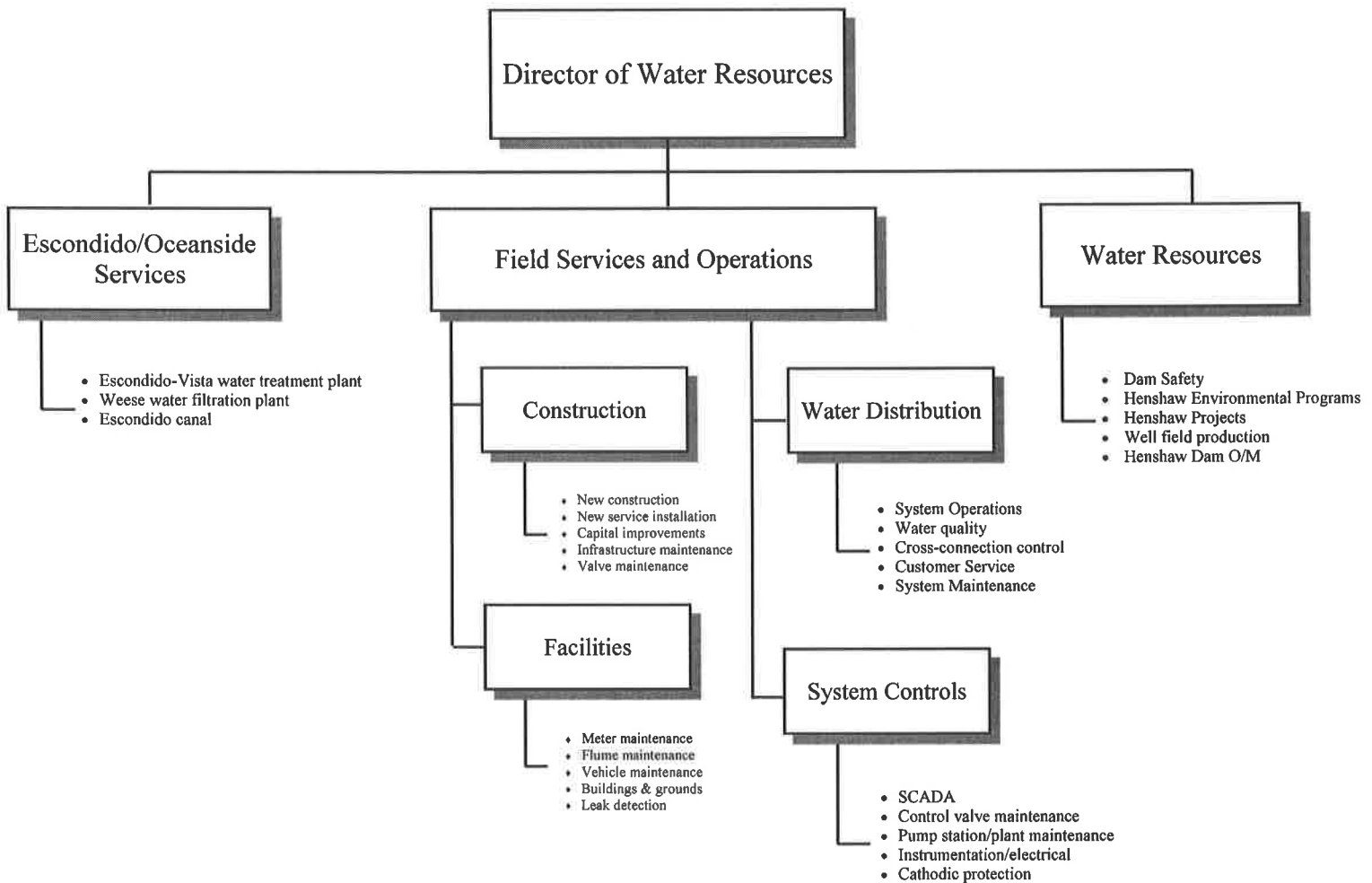
The mission of the Engineering Projects Section is to plan and coordinate the long and short-range water supply and facility needs of the District by developing a master plan of facilities and planning and implementing of a capital improvements program.

## **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: 47**



# **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 hour 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.