

# LAS VIRGENES MUNICIPAL WATER DISTRICT

Adopted 2-Year Budget  
Fiscal Years 20-22



4232 Las Virgenes Road  
Calabasas, CA 91302





[WWW.OURLVTAP.COM](http://WWW.OURLVTAP.COM)

**DRINK  
FROM THE  
SINK**

A photograph of a modern, chrome water tap pouring water into a clear glass held by a hand. The background is a bright, out-of-focus kitchen setting.

**AFFORDABLE**

**SUSTAINABLE**

**CONVENIENT**

**HIGH QUALITY**



## MISSION STATEMENT

DEDICATED TO PROVIDING HIGH-QUALITY WATER SERVICE  
IN A COST-EFFECTIVE AND ENVIRONMENTALLY SENSITIVE MANNER.

### OUR COMMITMENTS ...



HIGH LEVEL OF  
CUSTOMER SATISFACTION



TRANSPARENCY AND  
COMMUNITY ENGAGEMENT



HIGHLY EFFECTIVE  
WORKFORCE



MAXIMUM REUSE AND  
RESOURCE RECOVERY



SOUND FINANCIAL  
MANAGEMENT



RELIABLE WATER  
SUPPLY AND  
SERVICE



SOUND PLANNING AND  
APPROPRIATE INVESTMENT



INNOVATIVE AND  
EFFICIENT OPERATIONS



PROTECTION OF PUBLIC HEALTH  
AND THE ENVIRONMENT



SAFE, HIGH  
QUALITY WATER

[WWW.LVMWD.COM](http://WWW.LVMWD.COM)

Potable water – Wastewater treatment – Recycled water – Composting – Renewable energy

## VISION STATEMENT



VALUING EVERY DROP – BRINGING WATER FULL CIRCLE

WE ARE GUIDED BY THESE VALUES IN  
OUR INTERACTIONS WITH OTHERS ...

INTEGRITY

RESPECT

COMMITMENT

RESPONSIBILITY

COLLABORATION

LEADERSHIP

Potable water – Wastewater treatment – Recycled water – Composting – Renewable energy



**President**  
**Jay Lewitt**  
**Director, Division 5**



**Vice President**  
**Leonard E. Polan**  
**Director, Division 4**



**Treasurer**  
**Lynda Lo-Hill**  
**Director, Division 2**



**Director**  
**Lee Renger**  
**Director, Division 3**



**Secretary**  
**Charles Caspary**  
**Director, Division 1**

**David W. Pedersen, P.E.**  
**General Manager**

**W. Keith Lemieux**  
**Counsel**

**Joe McDermott, P.E.**  
**Director of Resource Conservation and Public Outreach**

**John Zhao, P.E.**  
**Director of Facilities and Operations**

**Donald P. Patterson**  
**Director of Finance and Administration**

**Angela L. Saccareccia CPA**  
**Finance Manager**

# TABLE OF CONTENTS

	<b><u>PAGE</u></b>
<b>SECTION A – EXECUTIVE SUMMARY</b>	
Transmittal Letter	1
Budget Overview	4
Changes in Budget Document	16
Major Issues	16
The Budget Process	20
Fiscal Year 2020-21 & Fiscal Year 2021-22 Tactical Actions and Activities	24
<b>SECTION B – THE DISTRICT</b>	
District Profile	28
District Map	28
Fund Structure	32
Organization Chart	33
Staffing Plan	34
Financial Policies	35
Awards	39
<b>SECTION C – OPERATIONS</b>	
Operating Revenues	41
Operating Expenses	42
Summary of All Units	43
Potable Water Operations Summary	45
Potable Water Sales & Revenues	49
Summary of Potable Water Purchase Costs	50
Potable Water Operations by Business Unit	51
Recycled Water Operations Summary	67
Sanitation Operations Summary	71
<b>SECTION D – INTERNAL SERVICES</b>	
District Organization	75
Internal Service Summary	77
Board and General Manager	80
Engineering and External Affairs	90
Facilities and Operations	114
Finance and Administration	147
<b>SECTION E – CAPITAL IMPROVEMENT PROGRAM</b>	
Introduction	159
Capital Improvement Project Expense Summary	161
FY 2020-22 Capital Improvement Project Detailed List and Summary of Projects	162
<b>SECTION F – JOINT POWERS AUTHORITY – OPERATIONS</b>	
Transmittal Letter	215
Joint Powers Authority Allocated Net Expense Summary	221
FY 2019-20 Allocation of Joint Powers Authority Expenses & FY 2019-20 Sewage	222
Flows FY 2020-21 Allocation of Joint Powers Authority Expenses & FY 2020-21	223
Sewage Flows FY 2021-22 Allocation of Joint Powers Authority Expenses & FY	224
2021-22 Sewage Flows JPA Wholesale Recycled Water sales	225
JPA Wholesale Recycled Water rates	226
Joint Powers Authority Operations Summary	228
Joint Powers Authority Operations by Business Unit	232
<b>APPENDIX</b>	
Budget Process	276
Statistics	286
Glossary	300
Acronyms	305



## Office of the General Manager

**DATE:** June 16, 2020

**TO:** LVMWD Customers  
Board of Directors

It is my privilege to present the proposed operating and capital improvement projects budget plan for Fiscal Years 2020-21 and 2021-22. The preparation of the budget plan corresponds with the coronavirus (COVID-19) pandemic, implementation of the Los Angeles County Safer at Home Order and the associated disruptions to the economy and normal work environment. The budget was developed recognizing that the full impacts of COVID-19 on the District may not be known at this time. To-date, COVID-19 has resulted in a modest increase in the number of delinquent customer accounts and a reduction in commercial water usage. However, increases in residential water usage with the Safer at Home Order have largely offset reduction in commercial usage.

With potential uncertainties regarding the future impacts of COVID-19, staff proposes to proactively monitor the situation and its impact on the District. Additionally, the following cost-saving measures are proposed for implementation as necessary:

- Forego one or more of the optional, additional contributions to other post-employment benefits (four quarterly payments of approximately \$400,000, for a total of \$1.6 million);
- Defer and/or re-prioritize capital improvement projects;
- Implement a temporary hiring freeze for vacant positions;
- Restrict non-essential travel; and/or
- Reduce investments in customer incentive programs for water-use efficiency.

Within the context discussed above, the proposed budget continues to address key District priorities that ensure the continued delivery of high-quality service that the District's customers have come to expect.

### Focus on Developing and Supporting the District's Workforce

In October 2018, the District prepared and implemented a comprehensive Succession Plan to ensure the continuity of leadership for the organization. The Fiscal Years 2020-21 and 2021-22 Budget Plan provides resources to attract the most qualified new employees, retain its high-quality employees and transfer institutional knowledge through training resources and educational reimbursement opportunities. In 2021, the District will begin negotiating the terms of successor Memorandums of Understanding (MOUs) with each of its four represented groups. The MOUs are a key tool to implement the District's strategic objectives. The District will also continue to focus on employee recognition strategies, as well as diversity and inclusion initiatives.

### Improving Water Reliability by Bringing Water Full Circle

In 2020, the District, through its joint powers authority with the Triunfo Water and Sanitation District, completed the Pure Water Demonstration Project that provides for an educational setting, complete with a water tasting station and demonstration garden, to highlight the process of treating recycled water to drinking water standards. The project serves to support the development of the future full-scale Pure Water Project Las Virgenes-Triunfo that will ultimately bring the District's water full circle by treating its effluent from the Tapia Water Reclamation Facility to better than drinking water standards before mixing it with imported water stored in Las Virgenes Reservoir. During this two-year budget cycle, the Pure Water Demonstration Project will be open for tours and educational experiences, while the planning and design for the full-scale project continues.

### Supporting Customers to Meet Water-Use Efficiency Standards

Over the past year, District staff continued to reach out to wasteful and inefficient water users to assess their particular situations and identify means for them to become more efficient. During the upcoming two-year budget period, a portion of penalty revenue that is anticipated has been designated for one-time uses to fund additional conservation programs, specifically \$502,226 for a Weather-Based Irrigation Controller Program and \$22,047 for a Rain Barrel Giveaway Program. Also, \$1.8 million in wasteful water use revenue has been assigned for implementation of a new Automatic Meter Reading/Advanced Metering Infrastructure (AMR/AMI) system that will allow for early detection of leaks and provide customers with near "real-time" access to their water usage data. Future wasteful water use penalties will be used to pay off debt service for a \$10 million installment purchase agreement for the AMR/AMI Project that was secured in June 2020.

### Focus on Efficiency and Financial Resiliency

The District continues to focus on ensuring responsible management of its ratepayers' funds. Over the last five years, reserves for the Potable Water Enterprise were rebuilt to meet all Board-adopted Financial Policies, accomplishing a significant goal of the 2015 rate study. The District had drawn down Potable Water Enterprise reserves for construction of the 1235-foot Backbone Improvement Program via pay-as-you-go funding. The approach, in lieu of debt financing, reduced the overall cost of the capital improvements. During Fiscal Year 2020-21, the District will complete a new five-year rate study for implementation in January 2021.

The District also plans to continue contributing additional quarterly payments towards its unfunded liability for other post-employment benefits (OPEB), totaling about \$1.6 million annually. These payments will pay down the unfunded liability, which will reduce the long-term cost to ratepayers.

### Investments in the Future

The proposed budget also includes investment in a number of important projects to ensure the reliability of the District's service to its customers in the future. Following are examples of those projects:

- Construction of an interconnection with Calleguas Municipal Water District to improve water supply reliability;
- Construction of the Twin Lakes Pump Station Pipeline Project to increase the supply reliability for the Twin Lakes subsystem and enhance capacity to serve the Deerlake Ranch Development;
- Rehabilitation of the Saddle Peak Tank; and



- Planning and design of the Pure Water Project Las Virgenes-Triunfo.

In summary, this budget represents the continued efforts to provide safe, reliable water and sanitation services to customers by focusing on developing and supporting the District's workforce, improving water reliability by bringing water full circle, supporting customers to meet water-use efficiency standards, focusing on efficiency and financial resiliency and investing in the future. The District is well-positioned to improve its financial resiliency and continue to deliver reliable service to its customers.

## **ACKNOWLEDGEMENTS**

This budget document represents the hard work and dedication of many employees throughout the District who thoughtfully and carefully considered the resources needed to achieve the quality of service expected, while remaining stewards of the District's funds.

Very Truly Yours,

A handwritten signature in black ink, appearing to read "David W. Pedersen", with a stylized flourish at the end.

David W. Pedersen, P.E.  
General Manager

# 2020-22 BUDGET OVERVIEW

The following pages present an overview of the District's two-year budget for Fiscal Years 2020-22. The proposed two-year budget plan includes \$88.5 million for Fiscal Year (FY) 2020-21 and \$78.6 million for FY 2021-22. The proposed FY 2020-21 budget is 3.9% higher than the FY 2019-20 budget primarily due to an increase in expenditures for capital improvement projects.

The following major projects are included in the proposed FY 2020-22 budget:

- Pure Water Project Las Virgenes – Triunfo
- Interconnection with Calleguas MWD
- Westlake Filtration Plant-Woolsey Fire
- Stationary Emergency Generators
- Install Automated Meter Reading/Advanced Metering Infrastructure
- Summer Season TMDL Compliance
- Tapia Programmable Logic Controller Upgrades



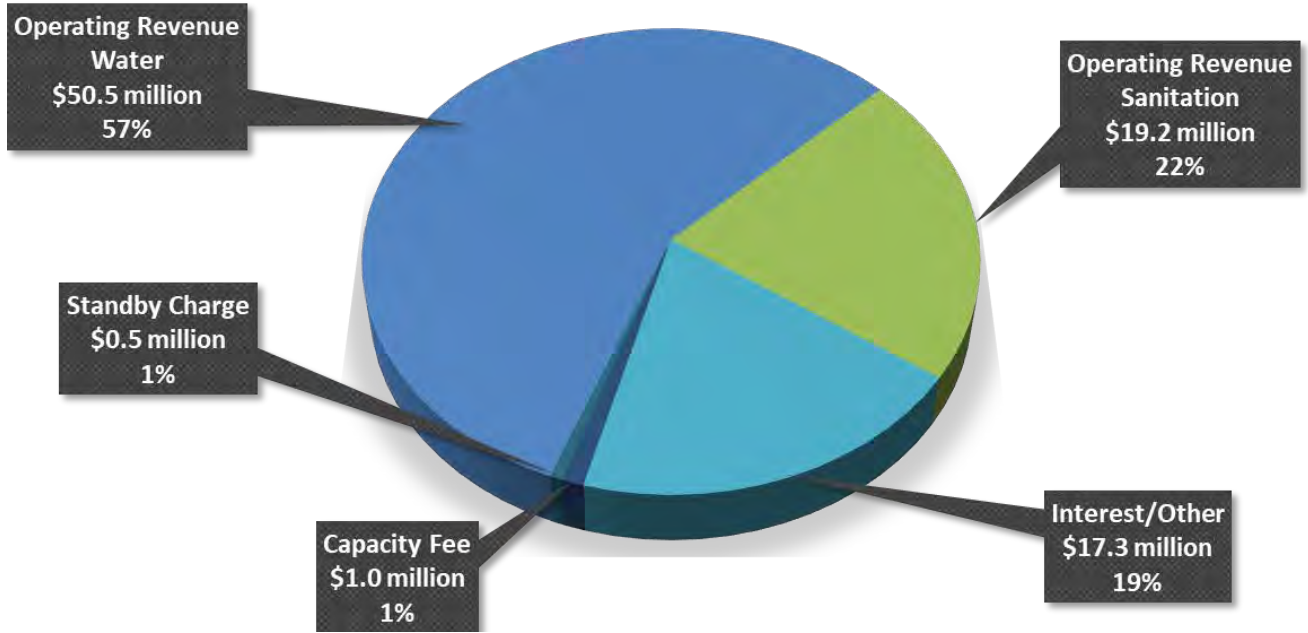
## Las Virgenes Municipal Water District

### Sources of Funds

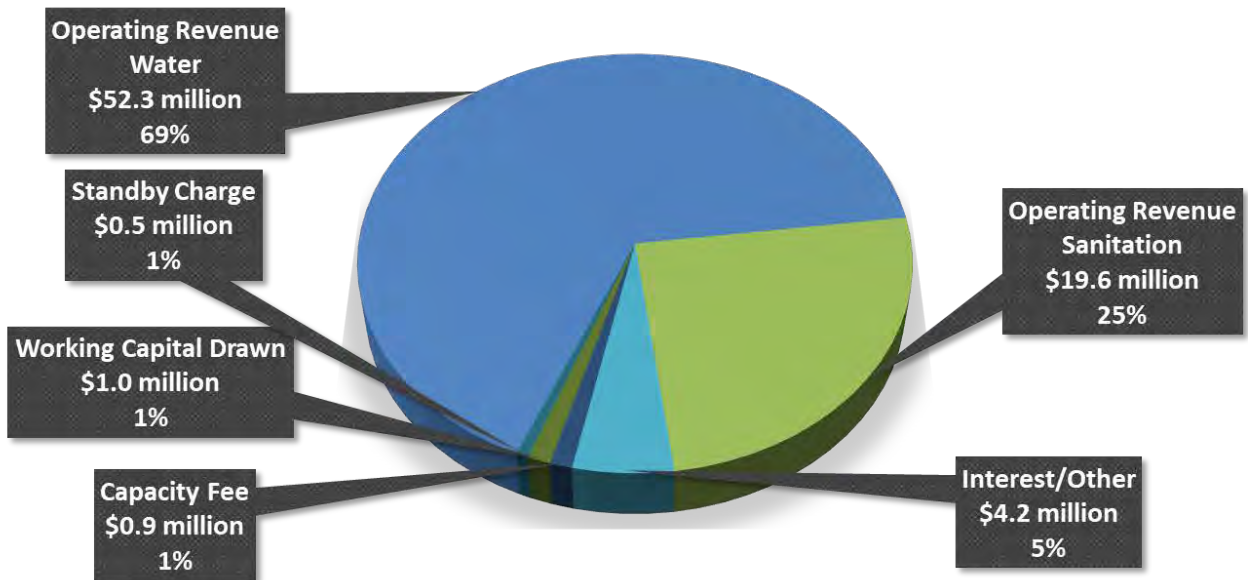
In 2015, the District completed a comprehensive cost of services analysis and rate study that served as the basis for establishing proposed rates. On October 26, 2015, the Board successfully went through the Proposition 218 process and approved the proposed rates for potable water, recycled water and sanitation to become effective annually on January 1, 2016 through 2020. The impact of the rate changes are accounted for in the revenue budget estimates. Capacity fees for potable, recycled water and sanitation are expected to remain constant from the prior year budget. During 2020, the District will be completing a new cost of services analysis.

For all operations, capital investment and debt service, the total sources of funds in the budget for FY2020-21 are projected at \$88.5 million, and for FY 2021-22, \$78.6 million is projected as shown on the following chart.

**Fiscal Year 2020-21  
Sources of Funds  
\$88.5 Million**



**Fiscal Year 2021-22  
Sources of Funds  
\$78.6 Million**



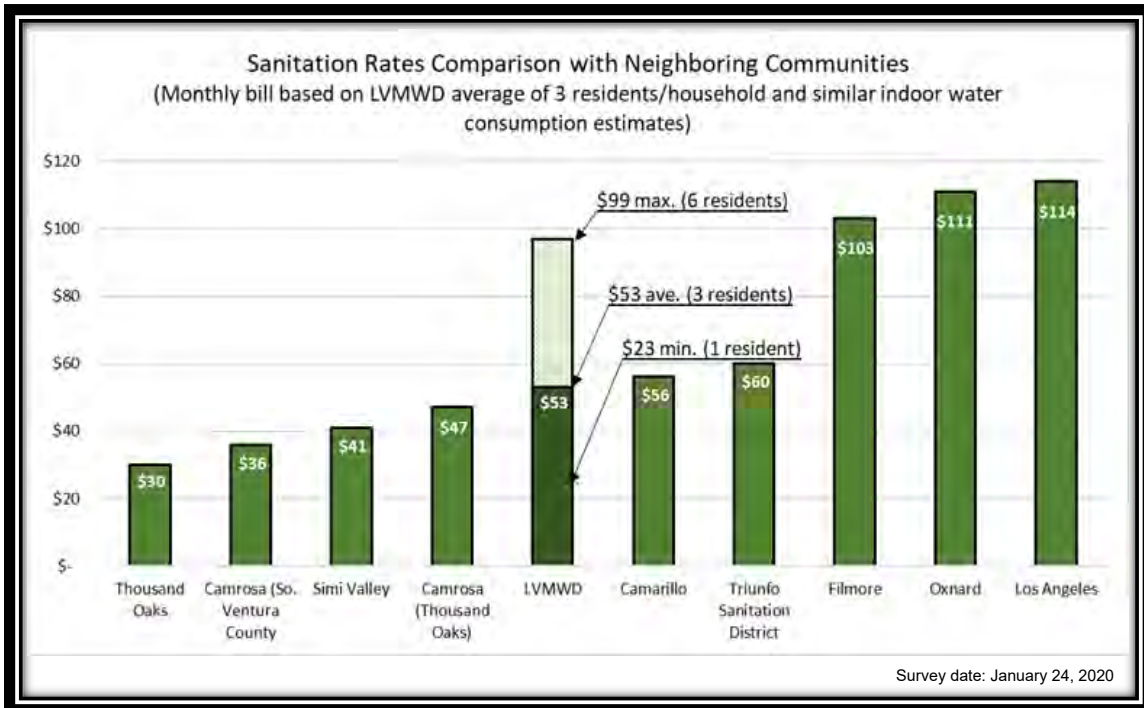
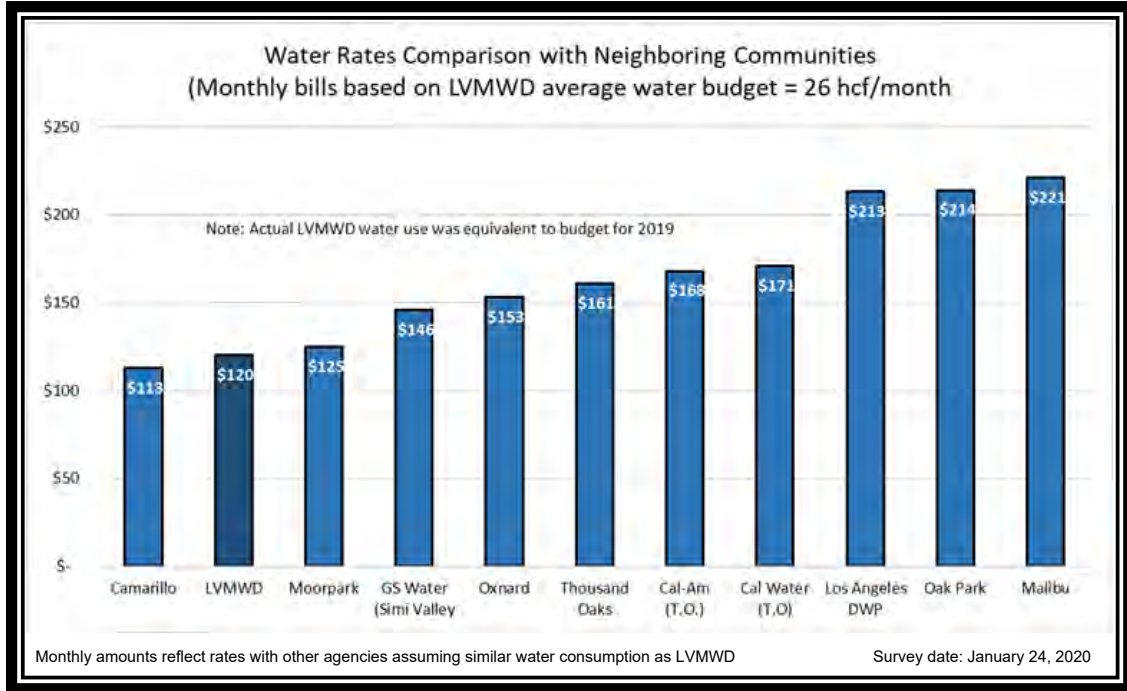
The budget for operating/capital replacement reserves from working capital for District-wide scheduled capital projects for FY 2020-21 the District will not be drawing from working capital reserves for FY 21-22 the District will be drawing \$1.0 M from working capital reserves. Table 1 shows the source of funds by enterprise and by type of revenue.

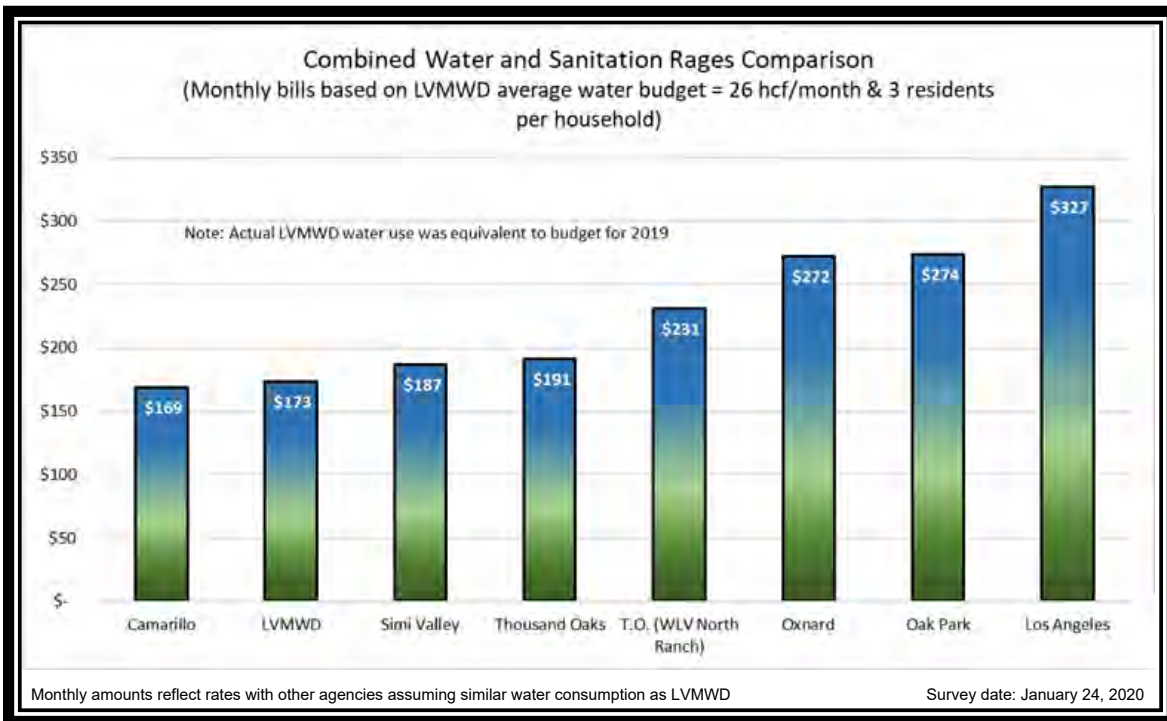
**TABLE 1**  
LAS VIRGENES MUNICIPAL WATER DISTRICT  
SOURCES OF FUNDS

	FY2017-18 ACTUAL	FY2018-19 ACTUAL	FY2019-20 BUDGET	FY2019-20 EST. ACTUAL	FY2020-21 BUDGET	FY2021-22 BUDGET
<b>Operating Revenue</b>						
Potable Water Revenue	42,150,874	40,737,519	48,730,525	44,908,681	43,329,067	44,939,795
Recycled Water Revenue	5,747,996	5,259,646	5,868,394	5,989,673	5,978,168	6,097,491
JPA Recycled Water Revenue-LV Sani Share	977,937	928,513	1,297,388	1,204,501	1,195,367	1,267,378
Sub-Total Recycled Water	<u>6,725,933</u>	<u>6,188,159</u>	<u>7,165,782</u>	<u>7,194,174</u>	<u>7,173,535</u>	<u>7,364,869</u>
Total Water Revenue	<u>48,876,807</u>	<u>46,925,678</u>	<u>55,896,307</u>	<u>52,102,855</u>	<u>50,502,602</u>	<u>52,304,664</u>
Sanitation Revenue	<u>18,818,242</u>	<u>18,922,512</u>	<u>18,777,000</u>	<u>19,237,000</u>	<u>19,237,000</u>	<u>19,616,640</u>
Total Operating Revenue	<u>67,695,049</u>	<u>65,848,190</u>	<u>74,673,307</u>	<u>71,339,855</u>	<u>69,739,602</u>	<u>71,921,304</u>
<b>Capacity Fee</b>						
Potable/Recycled Water	386,226	641,334	394,426	140,771	389,444	390,516
Sanitation	<u>641,334</u>	<u>553,000</u>	<u>169,034</u>	<u>526,568</u>	<u>573,634</u>	<u>551,067</u>
Total Capacity Fee	<u>1,027,560</u>	<u>1,194,334</u>	<u>563,460</u>	<u>667,339</u>	<u>963,078</u>	<u>941,583</u>
<b>Standby Charge Revenue</b>						
Replacement Fund	<u>479,852</u>	<u>486,939</u>	<u>510,000</u>	<u>545,720</u>	<u>504,170</u>	<u>512,276</u>
<b>Interest Revenue</b>	<u>459,665</u>	<u>3,095,752</u>	<u>900,000</u>	<u>3,061,770</u>	<u>2,205,729</u>	<u>625,000</u>
<b>Other</b>						
Rental Income	-	53,474		286,792	300,000	300,000
General 1% Tax Revenue	461,258	475,882	489,643	459,000	450,000	450,000
Rental Charge - Facilities & Vehicles	850,837	912,329	480,244	1,302,921	1,000,000	1,100,000
Insurance/Grant					13,308,503	1,688,537
Miscellaneous	325,926	578,703	58,181	25,000	60,000	60,000
Total Other	<u>1,638,021</u>	<u>2,020,388</u>	<u>1,028,068</u>	<u>2,073,713</u>	<u>15,118,503</u>	<u>3,598,537</u>
<b>Working Capital Drawn</b>						
Operating/Capital Replacement Reserves		-	-	-	-	962,313
Rate Stabilization Reserve	-	-	-	-	-	-
Total Working Capital Drawn	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>962,313</u>
<b>Total Sources of Funds</b>	<u>71,300,147</u>	<u>72,645,604</u>	<u>77,674,834</u>	<u>77,688,397</u>	<u>88,531,082</u>	<u>78,561,013</u>

**How do LVMWD's rates compare with those of nearby agencies?**

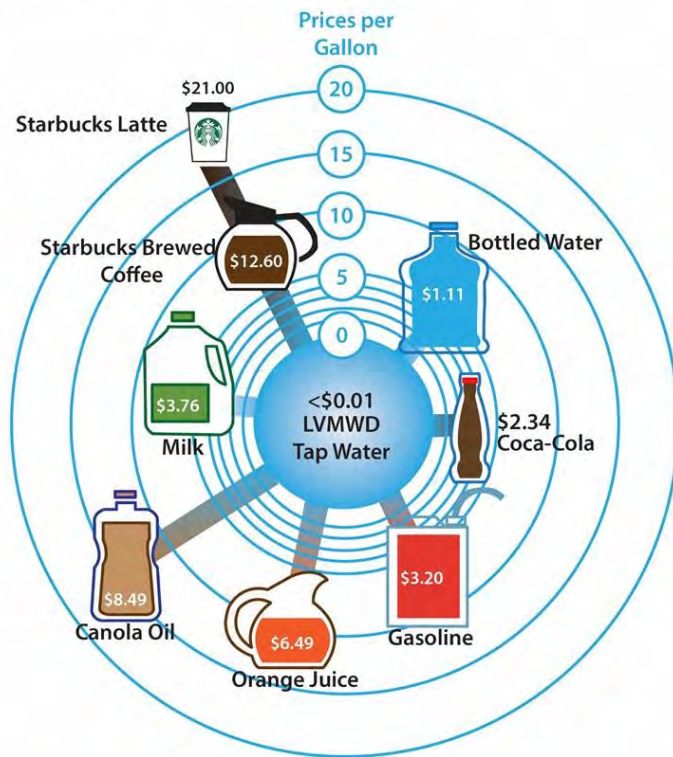
The charts below compare water, sanitation (sewer) and combined water & sewer bills for the “average” LVMWD residential customer.





**How does the price of LVMWD's tap water compare to some everyday products you buy?**

**The Cost of Water**  
 Water is essential to daily life. Comparing water to these every day purchases, water really is a bargain.



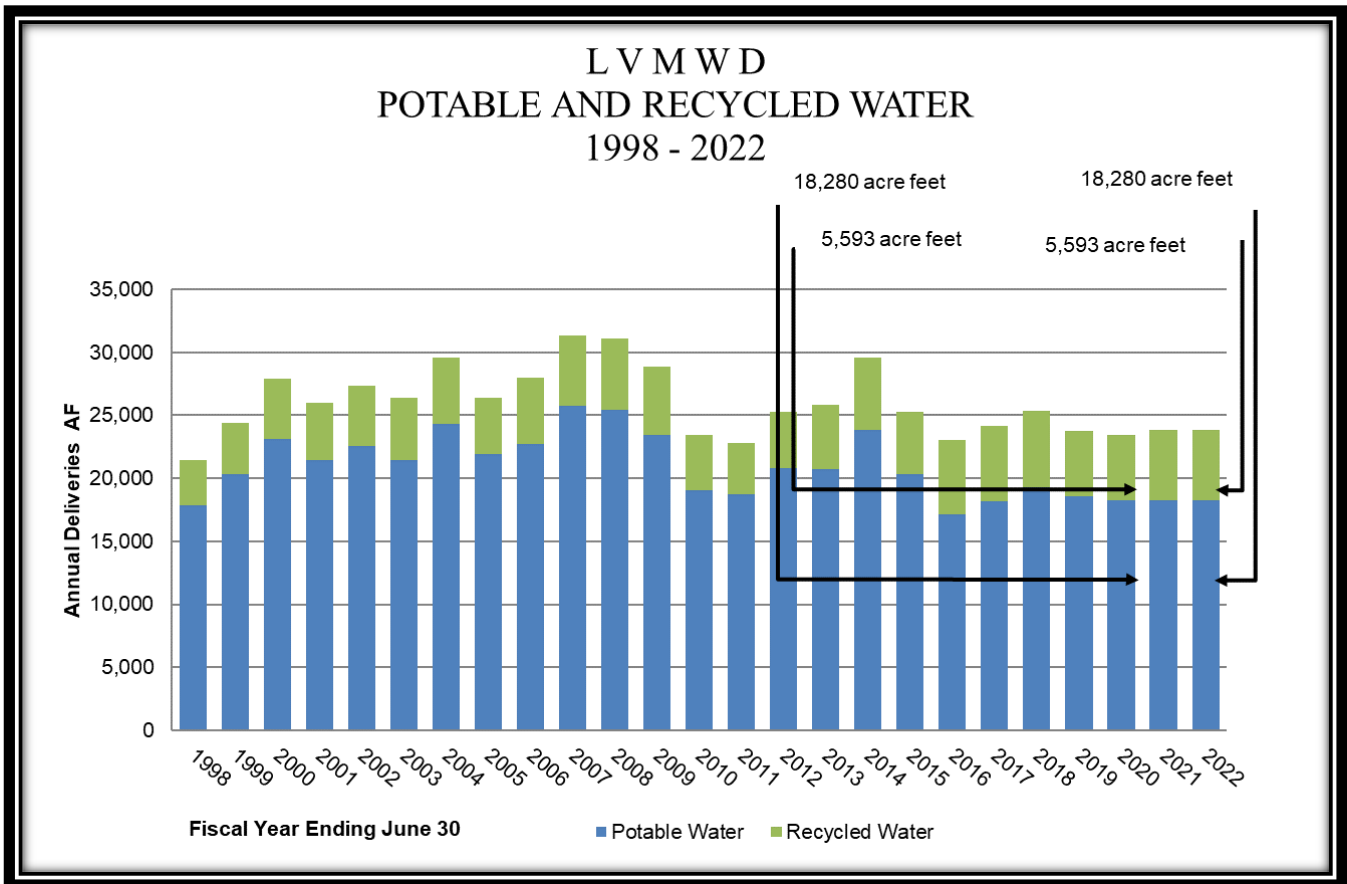
Prices researched on the Internet using Amazon.com, Target, and Walmart, 12/29/2017.

**Uses of Funds**

For all operations, capital investment and debt service, the total uses of funds in the budget for FY2020-21 are projected at \$88.5 million, and for FY 2021-22, \$78.6 million is projected as shown on Table 2.

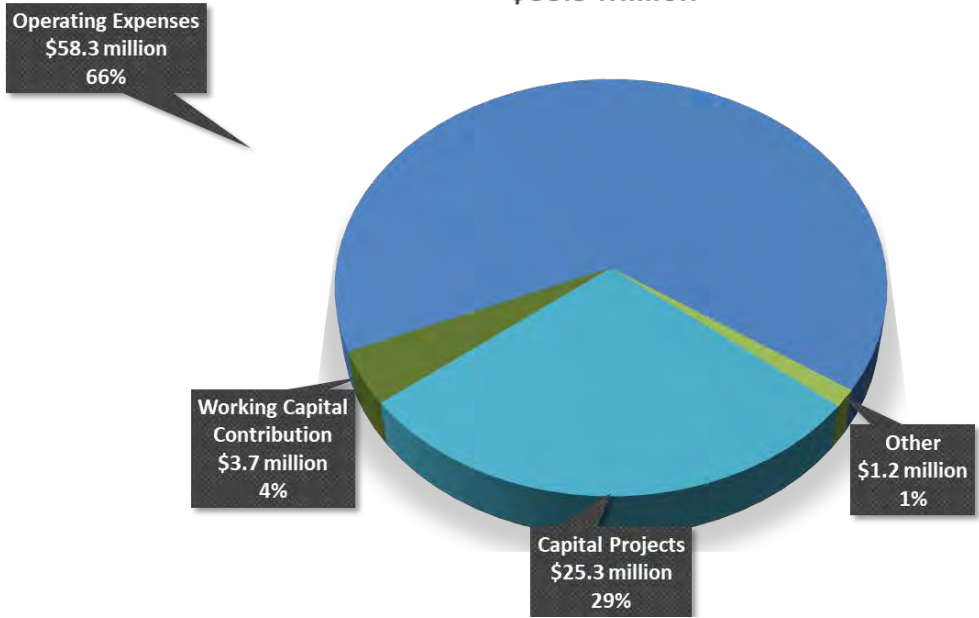
Operating expenses includes \$58.3 million for FY 2020-21 and \$58.7 million for FY 2021-22. FY 2020-21 expenses are projected to increase 2.1% from the previous year’s budget level of \$57.5 million. The projected increase in the FY 2020-21 reflects an increase to salary and benefit costs, insurance, OPEB, and pension costs.

The first graph shows the annual delivered acre-feet (AF) of potable and recycled water since 1998. Sales of potable and recycled water are normally functions of weather, population and the economy. The District’s projected sales are 18,280 AF and 18,280 AF for FY 2020-21 and FY 2021-22 respectively, as we expect a flat growth, primarily from an anticipated impacts of ongoing conservation efforts. In response to the Governor’s Executive Order calling for long-term improvements to local drought preparedness, the State Water Resources Control Board (SWRCB) adopted emergency regulations on May 18, 2016 that recognize persistent yet less severe drought conditions throughout California. The regulation requires water suppliers to ensure a three-year water supply under drought conditions. This is a step back from the SWRCB’s unprecedented top-down target setting approach in previous years. LVMWD anticipates selling 5,593 AF of recycled water in FY 2020-21, and 5,593 AF of recycled water in FY 2021-22. In addition, for FY 2020-21, the District expects to treat an average of 6.18 million gallons per day (MGD) of sewage flow, including 3.90 MGD from LVMWD customers and 2.28 MGD from our joint powers authority partner, Triunfo Water and Sanitation District. In FY 2021-22, the District expects to treat an average of 6.25 million gallons per day (MGD) of sewage flow, including 3.95 MGD from LVMWD customers and 2.30 MGD from our joint powers authority partner, Triunfo Water and Sanitation District.

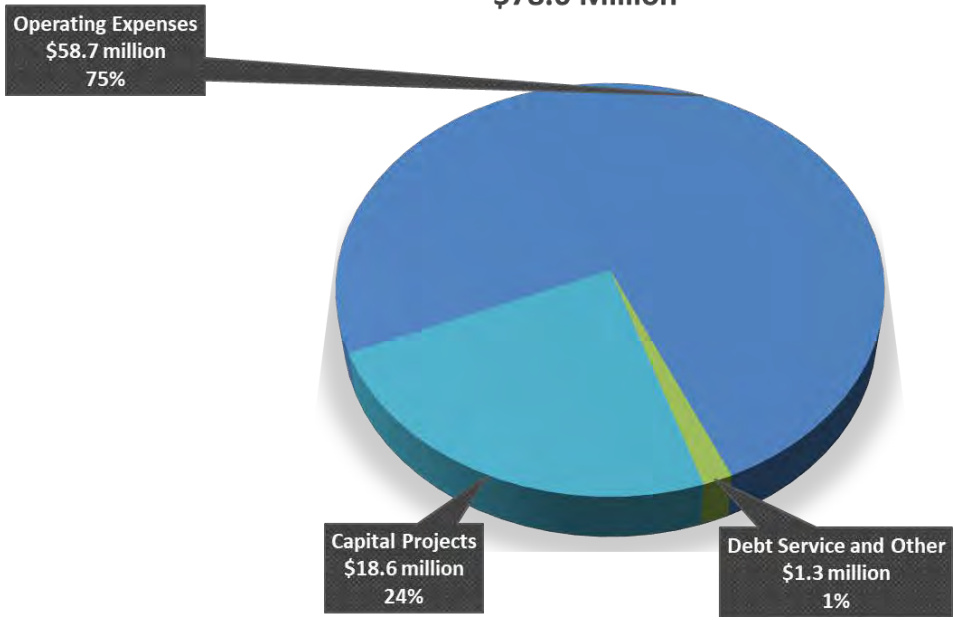


Overall, the budget projects total uses of funds for operating, capital, debt service, and other expenses as shown on the following charts.

**Fiscal Year 2020-21  
Uses of Funds  
\$88.5 Million**



**Fiscal Year 2021-22  
Uses of Funds  
\$78.6 Million**





Projected operating expenses slightly increase in FY 2020-21 and FY 2021-22 when compared to the prior year budgets primarily due to increased salary and benefits costs insurance, OPEB, and pension costs. FY 2020-21 reflects an increase in capital projects that have insurance or grant offsets from current and prior years, the major increase in capital projects in FY 2021-22 is due to several large projects scheduled, as detailed in the capital projects section.

Table 2 shows the uses of funds by enterprise or expense:

**TABLE 2**  
LAS VIRGENES MUNICIPAL WATER DISTRICT  
USES OF FUNDS

	FY2017-18 ACTUAL	FY2018-19 ACTUAL	FY2019-20 BUDGET	FY2019-20 EST. ACTUAL	FY2020-21 BUDGET	FY2021-22 BUDGET
<b>Operating Expenses</b>						
Potable Water	42,150,874	40,737,519	39,988,827	36,905,618	39,147,747	40,073,813
Recycled Water	3,940,539	3,779,115	4,440,570	4,685,202	4,364,889	4,471,790
Sanitation	11,448,738	11,825,968	13,063,730	12,421,346	13,605,982	12,897,765
Las Virgenes Operating Expenses	57,540,151	56,342,602	57,493,127	54,012,166	57,118,618	57,443,368
Add: JPA Revenue LV Sani Share	977,937	928,513	1,297,388	1,204,501	1,195,367	1,267,378
Total LV Operating Expenses	58,518,088	57,271,115	58,790,515	55,216,667	58,313,985	58,710,746
<b>Non-Operating Expenses</b>	833,141	599,759	1,297,388	1,204,501	1,195,367	1,267,378
<b>Capital Projects</b>						
Potable Water Construction Fund	157,915	86,344	627,966	93,355	-	-
Potable Water Replacement Fund	2,013,216	2,137,139	7,084,958	1,106,665	11,404,837	8,836,997
Recycled Water Construction Fund	2,095	456	-	-	-	-
Recycled Water Replacement Fund	454,885	35,443	-	23,889	1,022,025	-
Sanitation Construction	39,630	15,514	391,830	214,474	-	-
Sanitation Replacement	4,513,055	5,207,567	6,646,461	7,975,490	12,902,843	9,745,892
Total Las Virgenes	7,180,796	7,482,463	14,751,215	9,413,873	25,329,705	18,582,889
<b>Debt Service - Revenue Bonds</b>	2,683,039	2,734,029	2,755,450	7,426,089	-	-
<b>Contribution to Working Capital</b>	2,085,083	4,558,237	80,267	4,427,267	3,692,025	-
<b>Total Uses of Funds</b>	71,300,147	72,645,604	77,674,834	77,688,397	88,531,082	78,561,013

Change in working capital is a good way to view the financial health of the District. Working capital is the difference between current assets and current liabilities. If a fund has a positive working capital balance, then the fund has more than enough resources to meet its obligations. However, if the working capital balance is negative, then the fund has more obligations than resources.

The following Table 3 shows changes in working capital for each of the District's three enterprises by operations, replacement and construction funds. The table includes a summary of debt service funds and the working capital reserve, which is a product of the Board-approved Financial Policies. Chart 3(a) reflects a three-year history of the working capital summarized for each of the three enterprises.

The table also shows that overall working capital is expected to increase by \$3.1 million in FY 2021 and increase by \$0.3 million in FY 2021-22 due to the timing of major construction projects scheduled. Potable Water and Recycled Water enterprises continue to build working capital for capital projects, maintenance and debt service payments as projected in the approved 2015 financial plan. The Sanitation enterprise has several construction projects scheduled over next two years and will be utilizing working capital reserves to fund these projects.

**TABLE 3**  
**LAS VIRGENES MUNICIPAL WATER DISTRICT**  
**WORKING CAPITAL SUMMARY: FY19-20 TO FY21-22**

	POTABLE WATER			RECYCLED WATER			SANITATION			Policy Restricted Reserve (Ins/Stab/Bond)	LVMWD TOTAL
	Operations	Construction	Replacement	Operations	Construction	Replacement	Operations	Construction	Replacement		
	101	201	301	102	203	302	130	230	330	ALL FUNDS	
Working Capital 6/30/2019	5,229,761	(4,566,938)	11,861,962	8,343,197	(401,071)	7,450,066	9,579,154	108,943	20,891,509	18,590,186	77,086,769
Operating Revenues(Expenses):	8,003,063			1,480,531			7,096,544				16,580,138
Non-operating Revenues(Expenses):			3,861,299	185,464	15,176	25,417	335,371	59,647	444,567	(1,184,528)	3,742,413
Connection Fees			76,850			53,883			545,720		676,453
Debt Service Principal & Interest									(10,227,789)		(10,227,789)
Capital Projects		(86,344)	(2,137,139)		(456)	(35,443)		(15,514)	(5,207,567)		(7,482,463)
Transfer (to) from Other funds	(1,185,200)		1,185,200				(7,075,004)		7,075,004		-
Working Capital 6/30/2020	12,047,624	(4,653,282)	14,848,172	10,009,192	(386,351)	7,493,923	9,936,065	153,076	13,521,444	17,405,658	80,375,522
Operating Revenues(Expenses):	4,181,320			1,613,279			5,631,018				11,425,617
Non-operating Revenues(Expenses):			15,118,503	145,025	11,867	19,875	262,246	46,641	347,632	86,251	16,038,041
Connection Fees		358,288			31,156			573,634			963,078
Debt Service Principal & Interest											-
Capital Projects			(11,404,837)			(1,022,025)			(12,902,843)		(25,329,705)
Transfer (to) from Other funds	(6,231,737)		6,231,737	(1,521,000)		1,521,000	(7,958,000)		7,958,000		-
Working Capital 6/30/2021	9,997,207	(4,294,994)	24,793,575	10,246,497	(343,329)	8,012,772	7,871,329	773,351	8,924,234	17,491,909	83,472,552
Operating Revenues(Expenses):	4,865,982			1,625,701			6,718,875				13,210,558
Non-operating Revenues(Expenses):		3,598,537	141,439	11,573	19,383	255,761	0	339,036	191,155	103,941	4,706,314
Connection Fees		359,275			31,241			551,067			941,583
Debt Service Principal & Interest									0		0
Capital Projects			(8,836,997)						(9,745,892)		(18,582,889)
Transfer (to) from Other funds	(4,865,982)		4,865,982	(1,654,000)		1,654,000	(6,528,000)		6,528,000		-
Working Capital 6/30/2022	9,997,207	(337,182)	20,963,999	10,229,771	(292,704)	9,922,533	8,062,204	1,663,454	5,897,497	17,595,850	83,748,119

## **Las Virgenes – Triunfo Joint Powers Authority**

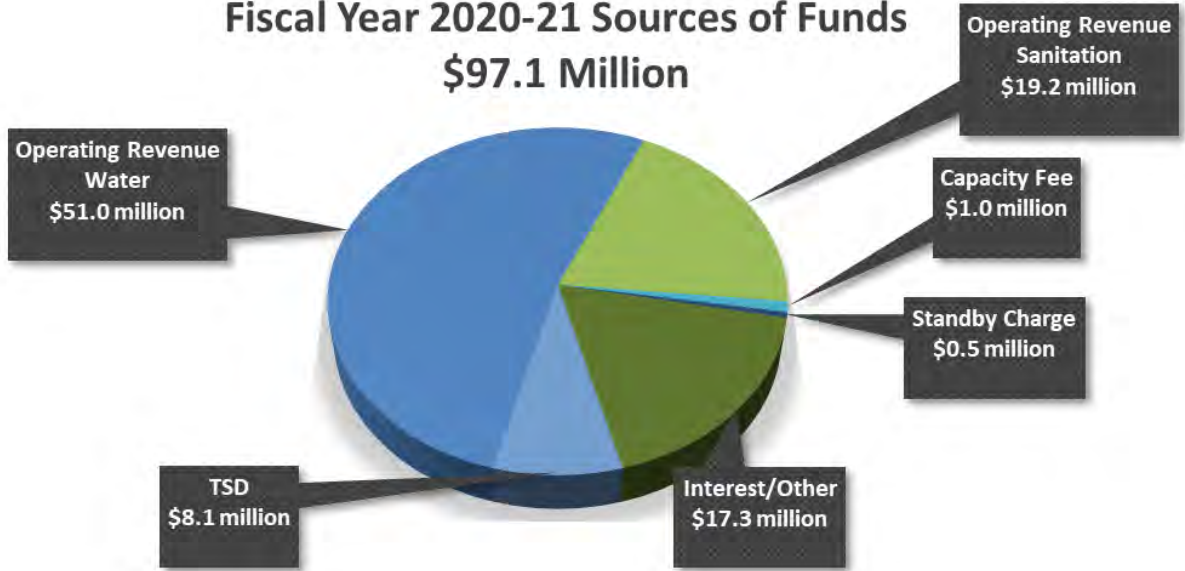
LVMWD partners with Triunfo Water and Sanitation District (Ventura County) in a joint powers authority (JPA) for sanitation operations and capital projects. Because LVMWD is the administering agent of the JPA, looking at the combined sources and uses of funds shows the magnitude of what staff will be doing in the budget year.

For presentation purposes, pie charts showing the combined LVMWD and JPA sources and uses of funds are shown on the following pages. When the JPA is added, the sources and uses of funds increase by \$8.6 million in FY 2020-21 and \$9.2 million in FY 2021-22. The JPA budget, including operations and capital projects, is shown in a separate document for presentation to the JPA board. This total budget represents a 0.9% decrease in FY 2019-20 over the previous fiscal year due to a smaller capital projects budget.

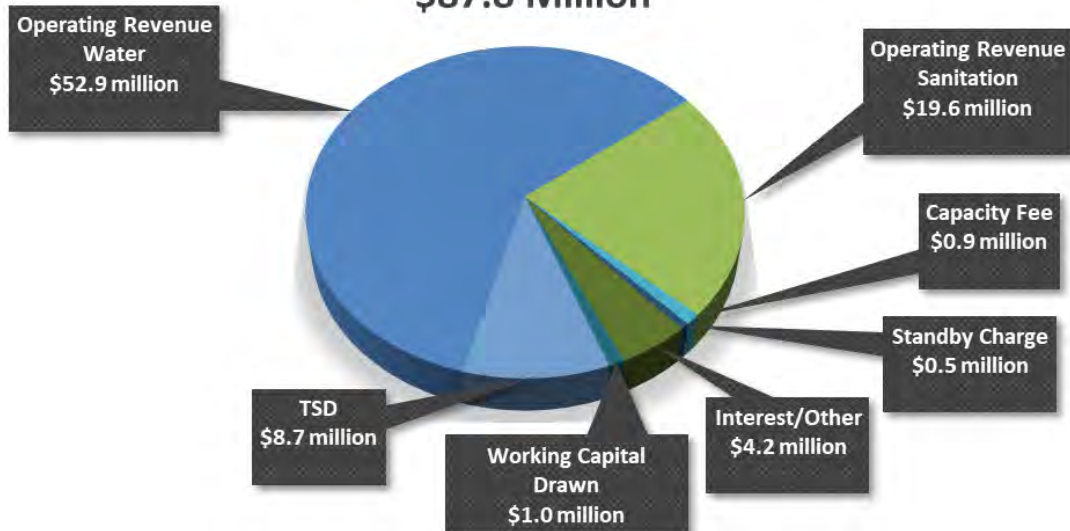


Tapia Water Reclamation Facility  
Operated by Las Virgenes-Triunfo Joint Powers Authority

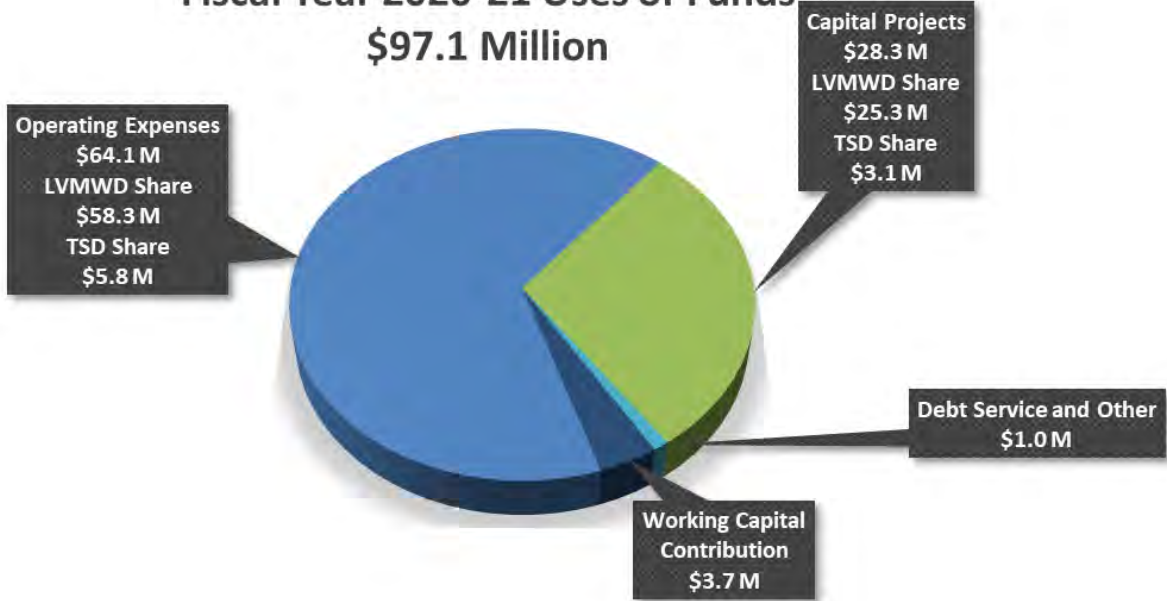
**LVMWD and JPA  
Fiscal Year 2020-21 Sources of Funds  
\$97.1 Million**



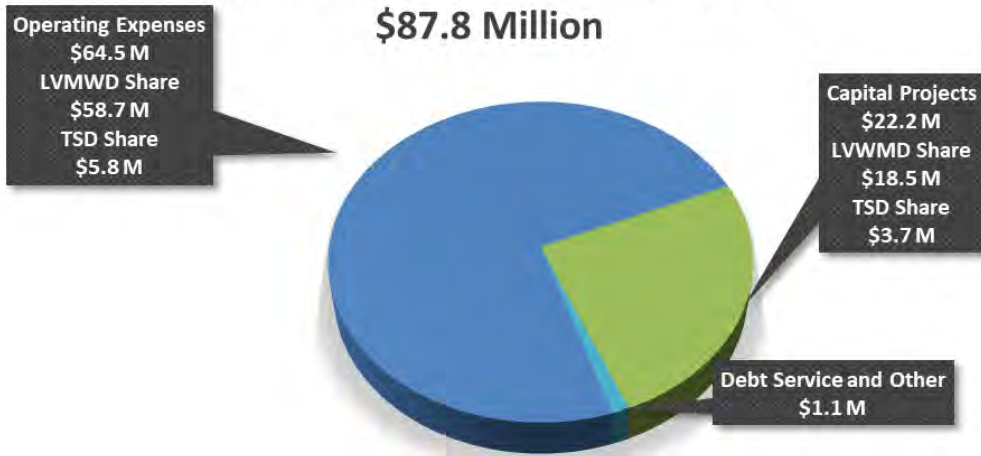
**LVMWD and JPA  
Fiscal Year 2021-22 Sources of Funds  
\$87.8 Million**



**LVMWD and JPA  
Fiscal Year 2020-21 Uses of Funds  
\$97.1 Million**



**LVMWD and JPA  
Fiscal Year 2021-22 Uses of Funds  
\$87.8 Million**



## CHANGES IN BUDGET DOCUMENT

There are no changes in the budget document format from the format of the document that the Board received two years ago.

## MAJOR PRIORITIES AND ISSUES

There are several major priorities and issues that will consume significant staff time and effort in FY2020-21. These include the following:

- Capital Projects
  - Pure Water Project Las Virgenes-Triunfo
  - 4 -Mega Watt Solar Field
  - Facility Rehabilitations and Replacements
  - Interconnection with Calleguas Municipal Water District (CMWD)
  - AMR/AMI Implementation
  - Enterprise Resource Planning (ERP)
- Regulatory Issues
  - Summertime Season Compliance for Malibu Creek Discharges
  - Conservation Measures
- Information Systems Master Plan Implementation
- Labor Contract Negotiations

The District is also closely monitoring the effects of COVID-19. As of June 2020, the District had not seen a decrease in revenue and the area has begun gradual re-opening of closed businesses. The effects of closures of the District's small business base have been offset by increased residential use and decreased cost. The District is closely monitoring the COVID-19 developments and has identified cost savings measures that can be implemented should the effects of COVID-19 continue or experience a resurgence during FY 2020-21.

### Capital Projects

#### **Pure Water Project Las Virgenes – Triunfo**

The Pure Water Project relies on indirect potable reuse, a water supply strategy now adopted by many cities and water agencies in California and across the United States to provide local, reliable water. The project begins with planning and the installation of a pilot or demonstration facility that will serve three main purposes. The demonstration facility will test out and prove the reliability of the advanced treatment process utilizing smaller scale equipment and provide data that will help optimize the design for the full scale system, provide operations staff with the opportunity to become familiar with and proficient with operation and maintenance of the advanced treatment process, and provide a venue for the public to learn more about potable reuse.

During Fiscal Year 2020-21, the JPA is scheduled to complete the Pure Water Demonstration Project. This project produces approximately 15 gpm (22,000 gpd) of advanced treated water through an interactive demonstration center that will offer tours to educate the community on the process of treating recycled water to drinking water standards. Additionally, the facility provides opportunities for operator training, testing of specialized equipment, and provides a platform for sampling and testing of the advanced treated water which will provide important data and research to support the design and permitting of the future full scale advanced water treatment facility. The project also includes a garden demonstrating climate appropriate plants.

The ultimate, full-scale project will minimize the discharging of usable recycled water into Malibu Creek and instead will convert this resource into a viable source for potable, locally-produced water. The full-scale project involves the construction of several pipelines and an advanced treatment plant that will convert recycled water into pure drinking water. The Pure Water Project creates an affordable and reliable local water supply that will be cost-competitive with imported water, help stabilize water rates, safeguard the local economy and significantly reduce the uncertainty of supply associated with importing water due to climate change and long-term and reoccurring drought conditions. The project will require public participation and acceptance, regional leadership, and the funding to move from concept to reality.

The current estimated cost for the project is \$162 million. The majority of costs will be for construction of the full-scale project, which is scheduled to start by 2025 and to be completed and operational by 2030.



#### **4-Mega Watt Solar Field**

The Las Virgenes – Triunfo Joint Powers Authority (JPA) is embarking upon an expansion project to continue the efforts of reducing energy costs through the installation of renewable generating sources. The JPA's current solar array is on the path to provide substantial cost savings while reducing our carbon footprint. The new addition will add up to 20 acres of solar panels and produce between 4 and 5 megawatts of electricity through a Power Purchase Agreement (PPA) to offset the JPA's need for more expensive power sources. This project is estimated to save up to \$10.5.3 million over the 25 year life of the new solar array in reduced electrical costs for operating the wastewater and recycled water systems. The project will take advantage of the Renewable Energy Self-Generation Bill Credit Transfer or RES-BCT tariff. This particular tariff will allow the JPA to produce electricity from the solar energy generation facility and to receive credit that can be used toward the electrical power used at other wastewater and recycled water facilities throughout the service area. Construction of the project is anticipated to be completed in the Fall of 2020. There is no funding in the CIP budget since upfront costs will be borne by the firm that will be selected to install and maintain the solar field. Incidental costs for staff to solicit bids for the project are included in the operating budget.

#### **Facility Rehabilitations and Replacements**

As with any major utility, the District and JPA own and operate many facilities that require maintenance. As facilities age and routine maintenance no longer guarantees continued reliable operation, rehabilitations or even replacements are required. The FY2020-22 budget includes several capital improvement projects that involve the repair or replacement of a variety of facilities. Of the 28 projects in the potable water utility with activity scheduled during the 2-year budget period, nearly half are for facility rehabilitations or replacements. Most notable are several pressure regulator station and water storage tank rehabilitations. Of the 29 projects in the recycled water and

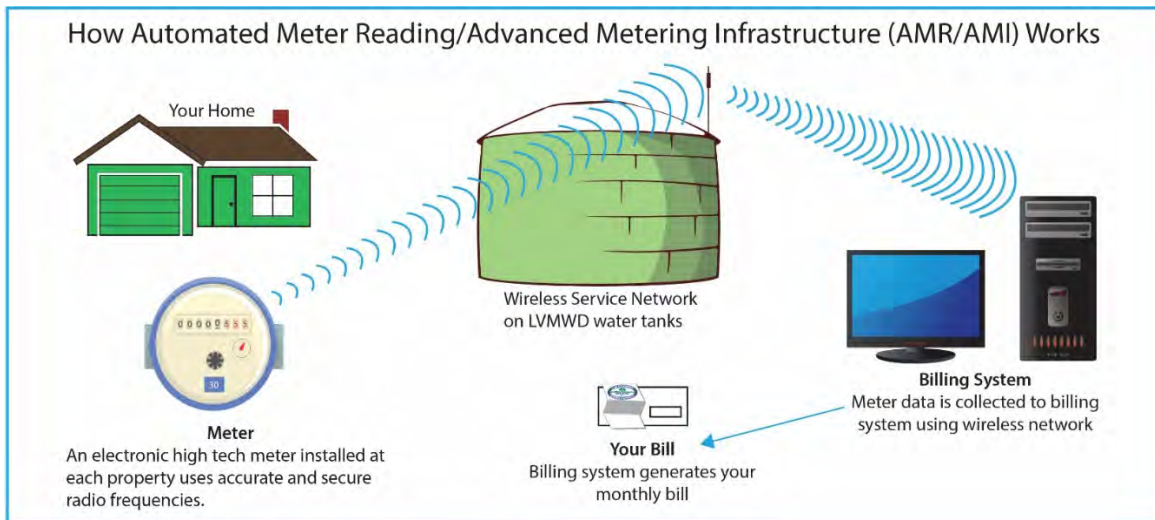
sanitation enterprises, 17 relate to rehabilitations or replacements including several treatment processes at the Tapia Water Reclamation and Rancho Composting Facilities. Funding these improvements is critical to ensuring not only the continued reliable operation of the water, wastewater, recycled water and composting operations, but ultimately for the health and safety of our valued customers and protection of the environment.

### Interconnection with Calleguas Municipal Water District (CMWD)

This continues to be an imperative project that will enhance the reliability of both the District's and CMWD's water supplies. Once completed, this pipeline interconnection between the two agencies will provide a backup supply in the event either agency's main supply source is compromised. The FY2020-22 budget includes over \$7.0 million in funding for the intertie, which will be offset by a grant of just under \$2 million. The interconnection is scheduled to be completed in FY2022. CMWD and the District are working collaboratively on the project, which includes sharing the costs. This cost is being partially offset by a Integrated Regional Water Management Grant.

### AMR/AMI Implementation

Up to 21,828 water meters will be replaced with new Automatic Meter Reading (AMR)/Advanced Metering Infrastructure (AMI) compatible meters. The AMR/AMI system will allow meters to be read automatically via radio transmissions to the District's Headquarters in Calabasas and will provide several advantages over the current manually read meter system. The major advantages include timely leak detection, improved efficiencies in reading meters, improved customer awareness of water use, and enhancements to personnel safety. During FY 2019-20, the District selected Ferguson/Neptune to provide the AMR/AMI meters. The meters are scheduled to be replaced during Fiscal Years 2020-21 and 2021-22. Project costs are estimated to be \$11.5 million. The budget for FY 2020-22 includes the funding necessary to deploy the new system. In June, 2020, the District secured an installment purchase agreement in the amount of \$10 million to fund the project.



### Enterprise Resource Planning (ERP)

The District implemented J.D. Edwards Enterprise Resource Planning (ERP) software in 1996 and it was most recently updated in 2013. Support for the current version of J.D. Edwards is being phased out and the District either had to upgrade or replace the ERP system. After a RFP process, Tyler Munis was selected. The District is planning to finalize implementation in FY20-21 for both Financial and Human Capital Management systems.

### Conservation Measures

Conservation and the efficient use of our limited water supply remains a high priority. California's highly variable precipitation and water supply underscore the need for conservation and efficient use of water. This necessity is



also reflected in the State of California's water conservation legislation and regulations which are collectively part of the regulatory frame work called Making Conservation a California Way of Life. Based upon staff estimates, projected water use will need to be reduced by as much as 3,000 acre-feet per year in order to align with the state mandated budget by the year 2027. These projections also indicate that we are on track to meet new and emerging mandates but will need to continue implementing conservation measures in order to ensure compliance. The FY2020-22 budget includes adequate funding for efforts to continue with the implementation of budget based water rates, as well as education and outreach efforts. The budget also includes funding for continuation of the Weather Based Irrigation Controller (WBIC) program, rain barrel giveaway program and additional conservation efforts to help insure compliance with the mandates of Making Conservation a California Way of Life.



## THE BUDGET PROCESS

### PREPARATION: JANUARY 2020

- Review prior budget process
- Review Tactical Actions and Activities, including goals, objectives, and performance measures
- Distribute budget manual
- Budget kick-off meeting

### PREPARATION: FEBRUARY 2020

- Review major drivers and assumptions
- Develop budget estimates
- Five- Year Infrastructure Investment Plan is presented to the Board

### PREPARATION: APRIL 2020

- Board workshop where preliminary budget is presented to board

### PREPARATION: JUNE 2020

- Board Adoption of Budget and Two-Year Budget Plan

### YEAR TWO: JANUARY- JUNE 2021

- Review Budget for significant changes since adoption
- Budget Workshop for significant changes
- Board Adoption of Second Year

In February, the Board received a five-year Infrastructure Investment Plan and it was incorporated into the FY 2020-22 two-year budget.

In early April 2020, the General Manager met with representatives from each department to discuss and review the budget in detail. The changes made by the General Manager are incorporated in the budget. On April 27th, the Board reviewed the preliminary budget for operating revenue and expenses, projected capacity fees and capital projects.

In June 2020 the Board adopted the FY 2020-21 budget and approved the FY2020-22 Budget Plan.

The budget process for FY 2021-22 will begin in January 2021. Staff will be directed to identify any significant changes between the approved FY 2020-22 Budget Plan and proposed FY 2021-22 Budget. These significant changes will be then incorporated to the FY 2021-22 proposed Budget.

Developing and monitoring the budget is an ongoing process and the estimates that are developed from this process are modified throughout the budget period to respond to unfolding events. Monthly reports of expenses and revenues are compared to the budget and developed to provide a method for ongoing review at the department level. The Board reviews quarterly financial status reports.

By responding quickly to events that impact the budget, the District is able to maintain consistent levels of service provided to our customers as well as safeguard the financial base against erosion from unforeseen events outside the control of the District.

### **Basis of Revenue Estimates**

The major source of revenue for operations is utility user fees. For potable and recycled water, the District charges a fixed meter service charge. Potable commodity rates have four tiers and may also include a pumping charge for those areas at higher elevations that require additional pumping. Recycled water has a three-tiered rate structure and where applicable, elevation pumping charges. Sanitation has a six-tiered rate structure for single family residential units that is based on the number of occupants, and a four-tiered rate for commercial users based upon effluent strength and flow.

The income from water sales is much more dependent on weather and the economy than on the number of customers or price of water. Because it is nearly impossible to predict weather conditions for the budget year, the District traditionally uses a three-year average of usage and current water rates to estimate budget year revenues. Over time this method has proven effective. However, due to the Governor's 2015 executive order to reduce water usage as a result of the persistent drought, and the State Water Resources Control Board emergency regulations; the District must consider whether any adjustments to its conservation efforts are required. For this budget cycle, the District has complied with its mandated water reductions. No further reductions are built into the budget estimates.

The estimated revenue for recycled water is normally based upon a three-year average then increased slightly to recognize new recycled water customers added in the previous year. However, the view of the District is to promote conservation, even with recycled water. The revenue estimates for FY's 2020-22 were based on similar assumptions as the potable water estimates.

The estimated revenue for sanitation is based upon the current number of residential customers factored at the per-person monthly tiered-rate, plus an estimated amount based upon averages of our commercial customers.

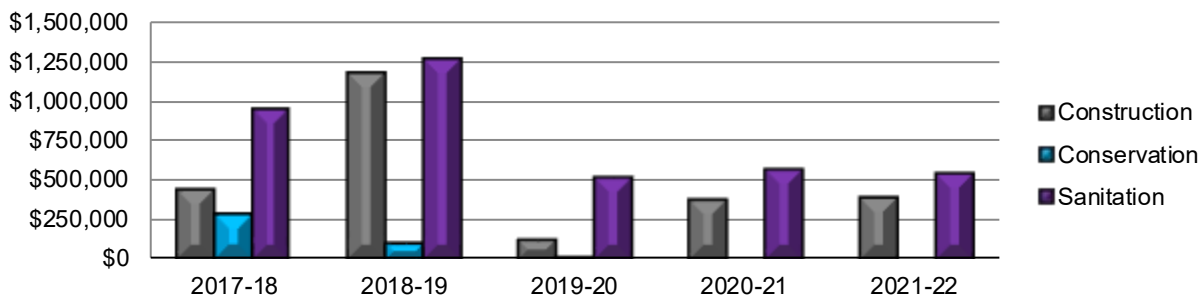
Other operating revenues, such as late fees, are minor and are based upon historical averages. Interest income, which is non-operating revenue, is based upon projected cash balances per fund factored by projected interest rate. The District receives a small amount of property tax that is dedicated to the replacement funds. Property tax is estimated by applying a projected growth factor each year.

Capital improvement projects are financed by those benefiting from the improvement. If the improvement is to provide for future customers, the project is financed from capacity fees which is a buy in to the existing system. If the improvement benefits current customers, the project is financed with operating funds. In some cases, the District receives grant funds from the state or federal government for a project. Some projects that benefit both future and current customers may be paid by a combination of construction, replacement and grant revenue.

Capacity fees for each enterprise are projected based upon deposits from developers and staff appraisal of when the development will be completed so that the deposit can be taken to revenue. Although the District may have deposits on hand, it is very difficult to project when the revenue will become available as the developer may pull the deposit with interest should the development not proceed. The following table shows the capacity fee revenue projected for the current and future years.

**Anticipated Capacity Fee Revenue**

Fiscal Year	Construction	Conservation	Sanitation	Totals
2017-18	448,050	286,418	961,278	1,695,746
2018-19	1,182,676	101,445	1,267,296	2,551,417
2019-20	128,117	12,654	526,568	667,339
2020-21	389,444	-	573,634	963,078
2021-22	390,516	-	551,067	941,583



**Personnel Additions, Deletions or Reclassifications**

The following staffing changes are included:

- Addition of a 12-month limited-term Customer Service representative.
- Reclassification of a Chief Water Treatment Plant Operator to a Water Treatment Supervisor.
- Reclassification of a Water Treatment Plan Operator III to a Senior Water Treatment Plant Operator.
- Addition of two student interns.
- Reclassification of a Systems Analyst to a Principal Technology Analyst.
- Retitling a SCADA Analyst to a Network and SCADA Analyst.
- Addition of a Network and Security Technician.
- Reclassification of a Collections System Technician to a Collection Systems Mechanic I/II.

**Debt Obligations**

In November 2019 the District retired the 2009 Refunding Bonds Revenue Bonds using Sanitation reserves. On June 2, 2020, the Board approved a \$10 million installment purchase agreement for the construction of the Automated Meter Reading/Advanced Metering Infrastructure (AMR/AMI) project.

The budget includes debt service payments for the 2020 AMR/AMI Installment Purchase Agreement as follows:

Year Ending June 30,	Principal	Interest	Total	Outstanding Principal
2021	\$ 440,000.00	\$ 181,718.33	\$ 621,718.33	\$ 9,660,000.00
2022	\$ 995,000.00	\$ 178,668.75	\$ 1,173,668.75	\$ 9,105,000.00
Future Years	\$ 8,665,000.00	\$ 693,371.25	\$ 11,153,758.33	

## **Cost Allocation**

The general and administrative costs of the District are distributed to the three enterprises and capital projects through a cost allocation plan developed in accordance with federal regulations from the Office of Management and Budgets (Circular A-102). By meeting federal requirements, the plan allows the District to allocate overhead to future federal and state grants. The preliminary budget reflects the allocation of general and administrative costs as shown in the cost allocation plan, which was updated in FY 06-07. Since then, staff has acquired the proprietary software, enabling the allocations to be updated for FY 2020-22. Building rental is allocated based upon square footage. Laboratory expense is allocated based upon the number of samples collected and analyzed.

## **Budget Basis and Level of Budgetary Control**

The District operates on the accrual basis of accounting and budgeting, following generally accepted accounting principles (GAAP), which means that revenues and expenses are recorded in the periods in which the transactions occur, regardless of the timing of cash flows. Exceptions to this are:

- Principal payments on long-term debt are applied to the outstanding balance of the debt (GAAP). The working capital schedules in the budget document show the use of working capital when the principal payments are due.
- Capital projects/outlays are recorded as assets when acquired or as projects are completed (GAAP). The working capital schedules in the budget document show the use of working capital as capital improvement projects are projected.
- Depreciation expense is not budgeted, but is recorded annually for GAAP only.

Budgets are monitored at varying levels of classification detail. However, expenditures cannot exceed total appropriations at the department level.

- Department heads may transfer resources within a department and within the same enterprise as they see fit, but transfers between departments or enterprises need approval from the Board.
- If a department experiences an extraordinary unbudgeted expense that may cause it to go over budget by year-end, the General Manager will ask for approval from the Board. This is a frequent occurrence in capital improvement projects and such requests come to the Board in the form of change orders.

Each department and program manager receives a monthly financial status report to monitor and review expenses. The Board reviews a quarterly financial status report.

## **Proposition 4 (Gann) Appropriation Limit**

The District is not subject to the appropriation limit since it did not levy a tax rate greater than \$0.125 per \$100 of assessed valuation and was in existence prior to January 1, 1978.

## **FISCAL YEAR 2020-22 TACTICAL ACTIONS AND ACTIVITIES**

### **Strategic Objective No. 1**

#### **Develop a strategy to maintain a highly effective workforce.**

- Assist in organizational development through improved training and professional development.
- Implement recommendations from various District Committees including but not limited to the Safety Committee and the Ideas Committee/Subcommittees to the extent they are feasible.
- Identify, coordinate and implement cost-effective training programs focused on employee development.
- Update Administrative Policies related to HR to ensure compliance and sound workplace practices.
- Negotiate successor MOUs to promote positive labor relations.
- Continue utilizing recruiting strategies that attract a qualified and diverse talent pool..
- Implement a diversity and inclusion plan focusing on education and engagement of employees.
- Focus on succession planning strategies developed by the committee to ensure efficient transition when experiencing turnover.

### **Strategic Objective No. 2**

#### **Improve LVMWD's water supply reliability.**

- Complete the detailed design for an interconnection with Calleguas Municipal Water District and coordinate with Calleguas on the preparation of a joint-CEQA document. Issue a call for bids and award a construction contract.
- Complete design and construction of a 14-inch pipeline connecting the 30-inch transmission main in Valley Circle to the Twin Lakes Pump station to provide additional capacity and improve water supply reliability to the Twin Lakes subsystem.
- Complete the 2020 Urban Water Management Plan
- Complete the 2020 Watershed Sanitary Survey for Las Virgenes Reservoir
- Obtain approval from the Division of Drinking Water of a revised Potable Water System Permit incorporating the results of the tracer study at the Westlake Filtration Plant.
- Consider and evaluate non-potable water sources to increase the influent of the Pure Water Project such as groundwater, low flow diversions and sewerage of septic systems.
- Implement the IIP project to purchase and install an emergency generator at the Rancho Las Virgenes Composting Facility to power the entire plant during electrical outages.
- Installation of raw water cover at WFP for TTHMS control
- Complete updated Corrosion Control Study
- Installation of stationary generators at strategic pump stations
- Installation of mixing systems inside potable storage tanks to improve water quality

**Strategic Objective No. 3**  
**Support customers to meet water-use efficiency standards.**

- Continue with efforts to help customers manage water use by educating them on their water budgets and providing helpful tips to reduce water use through in person-contact, social media and other outlets..
- Continue with focused outreach for inefficient water users in conjunction with the deployment of the Advanced Metering Infrastructure (AMI or Smart Meters) and the implementation of a plan for providing weather based irrigation controllers and other water saving initiatives.
- Continue with efforts to increase participation in regional and District-administered conservation programs.
- Continue making refinements to customer data for more accurate water budgets.
- Solicit and identify a vendor that will provide a customer interface platform in conjunction with deployment of the AMR/AMI Smart Meter Project.

**Strategic Objective No. 4**  
**Eliminate discharges to Malibu Creek by maximizing beneficial reuse.**

- Have the Independent Advisory Panel complete their review of the mixing and dilution study and act on any recommendations.
- Continue the investigation and evaluation of sources of chloride in the JPA's recycled water to support a Basin Plan Amendment to increase the chloride limit for discharges to the Los Angeles River.
- Complete the evaluation of alternatives for compliance with summer time TMDL discharge limits, select a preferred alternative, and complete preliminary design and environmental analysis.
- Complete the Title XVI Feasibility Study and gain Bureau of Reclamation approval.
- Complete the implementation of a pilot project for low-flow diversion of urban runoff to the sanitary sewer system with the Los Angeles County Department of Public Works.
- Enhance public outreach, regulatory coordination and financial planning for the Pure Water Project Las Virgenes-Triunfo..
- Continue to track and provide comments on important SWRCB policy processes for a Numerical Nutrient Endpoint (NNE) framework, development of biological objectives and toxicity.
- Continue to engage in community outreach programs intended to keep customers informed of Malibu Creek Watershed issues including the use of social media and other outlets.
- Closely monitor local city and county MS4 permit activities.
- Begin study and design of flow equalization at the Tapia WRF to assure consistent effluent quality and provide storage for storm water flow.
- Begin design on a new return activated sludge (RAS) wet well and pumps to assure effective wastewater treatment.
- Perform public outreach, train staff and evaluate available technologies by successfully operating the Pure Water Demonstration project.

**Strategic Objective No. 5**  
**Achieve a high credit rating for LVMSD's three enterprises.**

- Continue to rebuild the potable water enterprise reserves towards stated policy levels.
- Present an annual review of the Investment Policy and Cash and Investment positions to the Board.
- Pursue grant-funding opportunities to offset the cost of major District projects, particularly the Pure Water Project Las Virgenes-Triunfo.
- Continue to receive the GFOA awards for the District's budget, CAFR, and PAFR documents.
- Continue to improve and expand the District's financial reporting to reach a broader audience to increase transparency.
- Ensure the District's financials reflect the most current implementation of GASB standards.
- Continue to evaluate important District operations to ensure that sufficient internal controls are employed to minimize potential financial risk.
- Continue to adhere to the District's bond covenants.
- Continue to promote and further the fiduciary responsibility and integrity of District staff responsible for administration and oversight of public funds.

**Strategic Objective No. 6 Reduce**  
**LVMWD's carbon footprint**

- Issue and evaluate a Request for Proposals for an additional 4 to 5 megawatts of solar power generation capacity in the North Canyon, utilizing the REC-BCT tariff.
- Complete the installation of new process air compressors and diffusers for the Tapia Process Air Improvements Project, which will result in a significant reduction in Tapia's energy usage.
- Implement the lighting retrofit at Rancho including applying for SCE rebates.
- Initiate a study to consider floating PV panels at Implement the Information Systems Las Virgenes Reservoir.
- Continue school education programs focused on conservation and environmental stewardship in addition to adult education opportunities (i.e. landscaping and gardening classes.)

**Strategic Objective No. 7**  
**Provide new/improved customer tools to enhance service delivery.**

- Plan, design, bid and deploy a new Advanced Metering Infrastructure (AMI) system and educate customers on the benefits of AMI along with the proper utilization of its customer interface portal.
- Implement billing enhancements: billing transfers consolidated billing and automatic owner move-ins/outs as part of the new CIS Version 4 Software.
- Implement rain forecast, shutdowns and other useful information with a new Customer Interface Platform and in conjunction with deployment of the AMI Project.
- Conduct a customer satisfaction survey as part of the AMI Project.
- Continue to build and maintain relationships with city and county government officials in the service area.



**Strategic Objective No. 8****Develop a process to act on efficiency improvement suggestions.**

- Continue the Employee Idea Program and act on those ideas that provide the greatest opportunity to the District.

**Strategic Objective No. 9****Enhance LVMWD's asset management programs.**

- Continue to update and improve the District's asset management programs such as the Infrastructure Investment Plan, scheduling of tank coating rehabilitation based on condition and evaluation of the distribution system based on failure history and condition.
- Reevaluate the SCADA communication project and revise the plans and specifications accordingly.
- Proceed with the conversion and replacement of the District's SCADA system field components (PLCs) at Tapia, modernizing obsolete equipment.
- Complete the various rehabilitation/replacement projects identified in the Fiscal Year 2018-19 and 19-20 Budget and Infrastructure Investment Plan.

**Other Important Tactical Actions and Activities:**

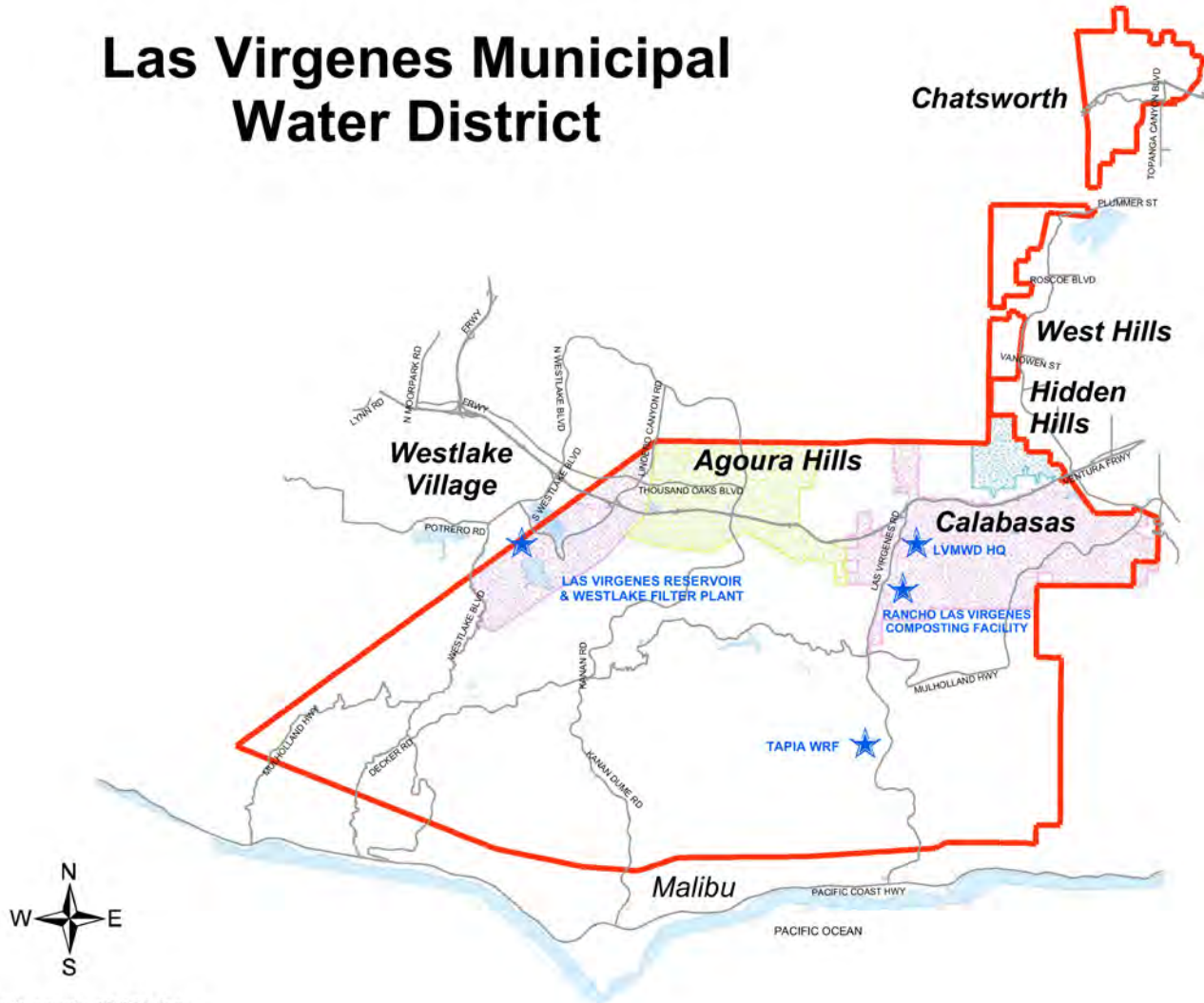
- Evaluate operational strategies to minimize the financial impact of changes to SCE tariff/rate schedules on the cost of the District's energy consumption.
- Continue to participate in the Association of Water Agencies of Ventura County.
- Conduct an emergency response exercise.
- Maintain awareness and interactions with MWD on outreach and legislative initiatives.
- Conduct legislative monitoring and advocacy per the adopted District and JPA Legislative Policy Principles.
- Monitor and implement industry trends in communications, education and outreach programs.
- Conduct outreach for the District's capital improvement projects.
- Utilize speaker's bureau outreach on important District issues.
- Conduct outreach to community groups (HOAs, chambers of commerce and service clubs).
- Sponsor community forums on key water and wastewater issues.
- Conduct tours of MWD, District and JPA facilities.
- Maintain a presence at key community events.
- Continue website enhancements to improve the customer experience in accessing District information.
- Increase social media followers by introducing short, informative and fun-to-watch video clips.
- Update Emergency Response Plan (ERP) with experience gained from the COVID-19 Pandemic emergency.

# DISTRICT PROFILE

## Background

Las Virgenes Municipal Water District (LVMWD) is a California Special District formed by local residents in 1958 to secure a reliable source of high-quality water for the portion of Los Angeles County located between the City of Los Angeles boundary at the west end of the San Fernando Valley, to the Ventura County line to the west and north, and south to the Malibu city limit. The District was created during a drought that saw local wells run dry. LVMWD rose from a grassroots effort to find a water supply without annexing to the City of Los Angeles. Upon its creation by voters, the District sought, and ultimately achieved annexation to the Metropolitan Water District of Southern California, which is currently the only source of potable water to LVMWD's 122 square-mile service area.

## Las Virgenes Municipal Water District



The District provided its first water deliveries to local customers in 1963; the initial connection was to the Agoura Fire Station on Cornell Road. That same year, the District formed a sanitation district to address emerging wastewater issues. In 1964, the Las Virgenes – Triunfo Joint Powers Authority (JPA) was established with Triunfo Water and Sanitation District, which processes a portion of Ventura County. The JPA cooperatively treats wastewater for the region, which lies primarily in the Malibu Creek watershed. With the JPA agreement in place, construction commenced on the wastewater treatment plant that is now the Tapia Water Reclamation Facility.

Serving a relatively small area, Tapia began processing some half-million gallons of wastewater per day in 1965. The treated effluent was sprayed on a nearby hillside and the extracted biosolids were used to fertilize feed crops by local farmers. With these disposal activities, Las Virgenes Municipal Water District began its development of the

beneficial reuse of materials formerly considered “waste.” Three years later, Tapia was expanded to a capacity of two million gallons per day to support the needs of the region’s growing local population.

Because there are no local potable water sources, in 1972, LVMWD completed the Las Virgenes Reservoir in Westlake Village to provide a backup supply of potable water for customers and to provide a means to meet peak-season demands. That same year, the District began the practice of supplying recycled water from Tapia to local landscapes, becoming a pioneer in water reuse. By 1976, due to growth in the region, it was necessary to again expand Tapia, this time to a capacity of six million gallons per day.

Water recycling continued to expand, with the addition of golf courses and school facilities to the list of recycled water irrigation customers. In 1982, Tapia grew to a capacity of eight million gallons per day. That same year, a farm was created on District lands at Rancho Las Virgenes, providing 91 acres for the injection of biosolids extracted from wastewater processed at Tapia, diverting those materials from landfills.

In 1984, the JPA commenced tertiary (three-step) wastewater treatment at Tapia, bringing the plant’s effluent to Department of Public Health Title 22 standards, which certifies the water as safe for full body contact. This step led to the approval of year-round discharges to Malibu Creek, adjacent to Tapia. Four years later, the Tapia Water Reclamation Facility was awarded the United States Environmental Protection Agency’s top national award for operations and maintenance.

When more stringent drinking water regulations were adopted, the need arose to further process already-treated water stored in the open Las Virgenes Reservoir. In 1989, the Westlake Filtration Plant was added at the site to “polish” stored potable water supplies before delivery to customers.

In light of a rapidly-growing local population in the late 1980s and early 1990s, Tapia’s capacity was again expanded in 1993, this time to a capacity of 16 million gallons per day. One year later, the JPA began operations at its Rancho Las Virgenes Composting Facility, which transforms biosolids extracted from wastewater into USEPA “Class A – Exceptional Quality” soil amendment. Rancho’s opening advanced the Districts’ goal of maximizing beneficial reuse.

### **Services Today**

Las Virgenes Municipal Water District has grown considerably from its modest beginnings, today providing water, wastewater, recycled water and biosolids composting services to more than 70,000 residents in its service area. The Las Virgenes – Triunfo Joint Powers Authority serves approximately 100,000 people throughout the District’s service area and extreme western Ventura County.

In addition to the major facilities that include Las Virgenes Reservoir, Westlake Filtration Plant, Tapia Water Reclamation Facility and Rancho Las Virgenes Composting Facility, Las Virgenes Municipal Water District’s potable water system includes 25 storage tanks, 24 pumping stations, and some 396 miles of main water lines; a recycled water system comprised of three storage tanks, four pumping stations, two reservoirs and 66 miles of purple-pipe; and a sanitation system with 2 lift stations and 56 miles of trunk sewer lines.

LVMWD serves approximately 20,000 acre-feet of potable water annually and nearly 5,000 acre-feet of recycled water (one acre-foot = 325,900 gallons). The Tapia WRF receives and treats to an average of 6 million gallons per day (mgd) of sewage, including 3 million gallons per day from Triunfo Water and Sanitation District. The Rancho Las Virgenes Composting Facility produces over 15,000 cubic yards of compost annually, diverting some 80,000 gallons per day of biosolids from our landfills.

### **Governance**

Las Virgenes Municipal Water District is organized under the Municipal Water District Act of 1911 (California Water Code 7100). A five-member board of directors, each elected by geographic divisions, provides governance. Directors serve overlapping four-year terms, and every two years - concurrent with installation of the newly elected board – they select board officers. The board also selects a local representative from LVMWD to serve on the Board of Directors of the Metropolitan Water District of Southern California.

## **Local Economic Conditions and Outlook**

The LVMWD service area includes the cities of Agoura Hills, Calabasas, Hidden Hills and Westlake Village, and adjacent unincorporated portions of western Los Angeles County.

The region is highly desirable for both residences and businesses, with exceptional natural attributes, known to be among the most picturesque areas in southern California. Much of the service area lies within or adjacent to the Santa Monica Mountains, with their associated rugged terrain; wildlife habitat, mountain and ocean views; and moderate Mediterranean climate.

Open space and recreational opportunities abound, with considerable local acreage. Nearly forty percent of the LVMWD service area is permanently dedicated as national and state parkland or privately held open space. Numerous beaches lie within minutes of any location in the area. Varied academic institutions are proximate and easily accessible, including Pepperdine University's Malibu campus; California Lutheran University in Thousand Oaks; California State University, Northridge; California State University, Channel Islands; along with junior colleges; Moorpark College and Pierce College.

The LVMWD service area contains some of the highest assessed values for property in Los Angeles County. Most are relatively new communities with recently-installed infrastructure and an award-winning K-12 school system. A number of private elementary and secondary schools may also be found within the District's boundaries.

Low crime rates and well-managed amenities make the area attractive to residences and businesses. The region has an excellent reputation for safety and security, comparable with the neighboring City of Thousand Oaks, which is consistently rated as one of the safest cities in the nation with a population greater than 100,000. Recreation and parklands abound in the community and there is a strong desire by residents and land use authorities to preserve and maintain open space and environmentally sensitive areas.

Primarily residential, the region is also home to notable corporations and commercial activities. Located within the service area are concentrations of finance, high tech and defense contractors, including the national headquarters of Dole Food Company, Guitar Center, and The Cheesecake Factory, among others. The region is also served by a wide variety of quality hotels and motels, most built recently to serve the expanding business base. The area is statistically shown to be a source of quality jobs, having endured the recent economic downturn with fewer impacts than many other regions.

The prospects for future economic growth in the area are strong. Development is carefully managed by all local cities, and county leadership plays an active role in working to sustain the unique amenities and quality of life that residents have come to expect.

Well-defined zoning, building height restrictions, traffic considerations and architectural standards are some of the criteria employed to assure building and maintaining quality communities. Specialized service niches of local commercial activities are expected to flourish, while offering the strength of diversity, with no single industry dominating the area.

Some of the regional businesses include hospitality, biomedical R & D, financial services, entertainment industry production, medical services, corporate administration, legal services and more. Similarly, regional strengths that have attracted people and companies to the area stand to increase in their lure, as other regions become more fully developed.

Moving forward to locally-source water is both a priority and a commitment for the LVMWD and the JPA. The JPA is implementing a visionary project to enhance local water supply reliability and drought resilience while eliminating wastewater discharges to Malibu Creek.

*The Pure Water Project* relies on indirect potable reuse, a water supply strategy now adopted by many cities and water agencies in California and across the United States to provide local, reliable water supplies.

The project begins with the installation of the infrastructure needed to deliver the recycled water to the proposed advanced water treatment facility where proven, state-of-the-art technology will be used to further purify the water.

The project eliminates the discharging of usable wastewater into Malibu Creek and instead becomes a viable source for potable, locally-produced water. The Pure Water Project creates an affordable and reliable local water supply

that will be cost-competitive with imported water, stabilize water rates, safeguard the local economy and significantly reduce the uncertainty of supply associated with importing water due to climate change and long-term drought conditions.

This critical reliability improvement project will require public participation and acceptance, regional leadership, and the funding to move from concept to reality.

The demographics of the District and its small commercial base, has enabled the District to weather the fallout from COVID-19 with minimal impact. The reduction in commercial usage has been offset by increases in residential usage and overall reductions in cost, primarily electricity, generated as a result of process improvements. The District continues to closely watch the developments of COVID-19 and, more recently, social protest, to identify any changing emerging trends that could affect the District's finances.



## Las Virgenes Municipal Water District Internal Reporting Structure

For internal management purposes, the District maintains separate accounting for certain activities, as summarized below. For outside financial reporting purposes, the accounts are consolidated into one legal reporting entity, which is an enterprise fund.

Operations			
	Potable	Recycled	Sanitation
Business Units:	101xxx	102xxx	130xxx

Internal Services		JPA
Business Units:	701xxx	751xxx

Capital Projects		Other
Replacement	Construction	
Potable Recycled Sanitation JPA	Potable Recycled Sanitation JPA	Debt Service Reserves

**Operations Funds** are used to account for the day to day operations of the District. Rates charged customers are the primary revenue source for these funds.

**Internal Services Fund** is used to account for all costs related to the General Administration of the District. In addition, all personnel related costs, including salaries, benefits, training, etc. are administered through the Internal Services fund.

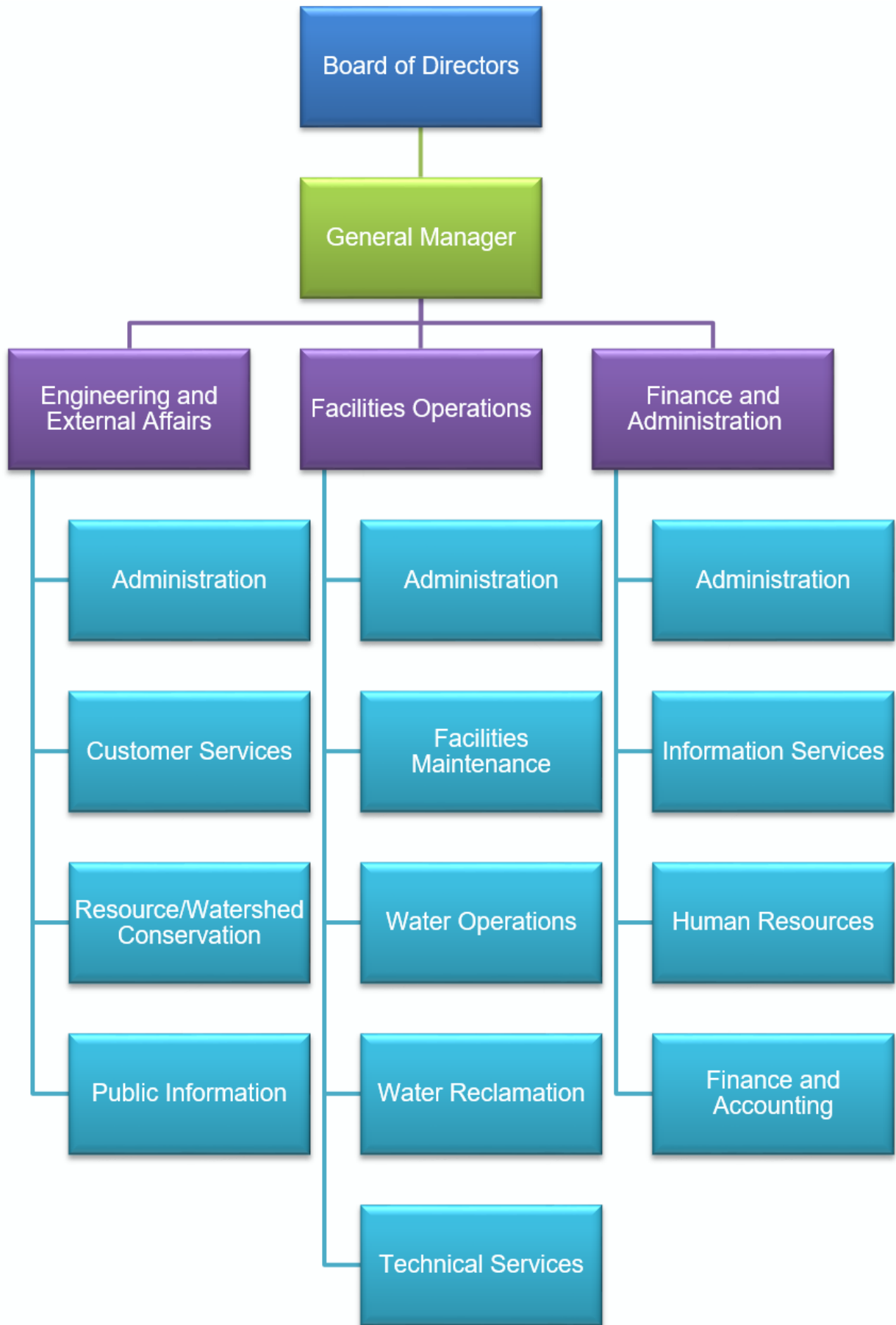
**Joint Powers Authority (JPA) Funds** are used to account for all activities which benefit both participants. Revenue and expenses are shared based on participants' flows and capacity rights, as provided in the joint powers agreement.

**Capital Project Replacement Funds** are used to account for replacement of existing assets and infrastructure that benefit existing customers. Rates charged customers (via a transfer of funds from the operations funds) and grant revenues are the primary revenue sources for these funds.

**Capital Project Construction Funds** are used to account for construction of assets that benefit new or future customers. Connection Fees charged to new customers are the primary revenue source for these funds.

**Debt Service** accounts are used for Debt Service payments.

**Reserve** accounts are used for the District's reserves based on the District's financial policies.



# DISTRICT STAFFING PLAN

**FY 2020-21 - FY 2021-22**

Business Unit	DIVISION Dept/Section	2017-18 Auth Positions	2018-19 Auth Positions	2019-20 Auth Positions	Filled as 6/3/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
	<b>BOARD &amp; GENERAL MANAGER</b>						
701121	Administration	2.0	2.0	2.0	2.0	2.0	2.0
<b>TOTAL GENERAL MANAGER</b>		2.0	2.0	2.0	2.0	2.0	2.0

Business Unit	DIVISION Dept/Section	2017-18 Auth Positions	2018-19 Auth Positions	2019-20 Auth Positions	Filled as 6/3/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
	<b>ENGINEERING &amp; EXTERNAL AFFAIRS</b>						
701210	Administration	2.0	2.0	2.0	2.0	2.0	2.0
701220	Customer Service-Administration	1.0	1.0	1.0	1.0	2.0	2.0
701221	Customer Service Operations	15.0	15.0	15.0	4.0	5.0	5.0
701222	Customer Service Office	-	-	-	10.0	11.0	11.0
701226	Customer Service Programs	3.0	3.0	3.0	-	-	-
701223	Resource/Watershed Conservation	3.0	3.0	3.0	2.0	3.0	3.0
701230	Public Information	3.0	3.0	3.0	3.0	3.0	3.0
701350	Technical Services Division	9.0	9.0	9.0	8.0	9.0	9.0
<b>TOTAL ENGINEERING &amp; EXTERNAL AFFAIRS</b>		36.0	36.0	36.0	30.0	35.0	35.0

Business Unit	DIVISION Dept/Section	2017-18 Auth Positions	2018-19 Auth Positions	2019-20 Auth Positions	Filled as 6/3/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
	<b>FACILITIES &amp; OPERATIONS</b>						
701310	Administration	2.0	2.0	3.0	3.0	3.0	3.0
701320	Facilities Maintenance-Admin	0.7	0.7	0.7	1.0	1.0	1.0
701326	Electrical/Instrumentation-Maint	7.0	7.0	7.0	5.0	6.0	6.0
701321	Facilities Maintenance-Maint	8.0	8.0	8.0	8.0	10.0	10.0
701325	Facilities Maintenance-Fleet	1.0	1.0	1.0	1.0	1.0	1.0
701330	Water Division-Admin	0.3	0.3	0.3	1.0	1.0	1.0
701331	Water Treatment & Production	11.0	11.0	11.0	11.0	12.0	12.0
701322	Construction	6.0	6.0	6.0	4.0	5.0	5.0
701340	Reclamation Division-Admin	3.0	3.0	3.0	3.0	3.0	3.0
701341	Reclamation Division-Lab	6.0	6.0	6.0	6.0	6.0	6.0
701342	Reclamation Division-Treatment	8.0	8.0	8.0	9.0	9.0	9.0
701343	Reclamation Division-Composting	7.0	7.0	7.0	7.0	7.0	7.0
<b>TOTAL FACILITIES &amp; OPERATIONS</b>		60.0	60.0	61.0	59.0	64.0	64.0

Business Unit	DIVISION Dept/Section	2017-18 Auth Positions	2018-19 Auth Positions	2019-20 Auth Positions	Filled as 6/3/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
	<b>FINANCE &amp; ADMINISTRATION</b>						
701410	Administration	2.0	2.0	2.0	1.0	2.0	2.0
701420	Information Systems	6.0	6.0	6.0	7.0	8.0	8.0
701430	Human Resources/Risk Mgmt	2.0	2.0	2.0	2.0	2.0	2.0
701440	Accounting	9.0	9.0	9.0	7.0	9.0	9.0
<b>TOTAL FINANCE &amp; ADMINISTRATION</b>		19.0	19.0	19.0	17.0	21.0	21.0

<b>TOTAL AGENCY STAFF POSITIONS</b>		117.0	117.0	118.0	108.0	122.0	122.0
-------------------------------------	--	-------	-------	-------	-------	-------	-------



# FINANCIAL POLICIES

## **POLICY 1: Restricted Cash**

***The District will maintain cash, to be used solely for its intended purpose, in an amount equal to funds restricted by legal requirements, contractual agreements and trustee requirements.***

The District is limited in the means in which it may use certain cash (“restricted cash”) due to legal and contractual requirements.

Other reserves/funds are unrestricted; they are established by Board direction to address potential needs as defined in the policies that follow. Unrestricted reserves may be adjusted in amount and directed for needs other than those initially contemplated, but funds described in Policy 7 for replacement/major maintenance must be used only for needs of the enterprise from which the funds were generated.

AB 1600 requires that development impact fees (“capacity fees”) and interest generated from such can only be used for capital projects related to expansion, not replacement or enhancement. These funds are maintained separately in the appropriate enterprise **Construction Fund**.

**Vested sick leave** results from contractual obligations with employees. Cash is maintained in an amount equal to the vested sick leave obligation. Upon voluntary termination, retirement or death of an employee, the vested sick leave accrual is paid to the employee or their beneficiary.

**Trust funds** hold cash that has been deposited with the District for future obligations that may or may not occur. These obligations include developer/customer deposits and pre-funding by Triunfo Water and Sanitation District for their portion of JPA capital projects and 3 months operating expense.

A **Bond covenant** is cash held as a surety that the annual bond payment and interest will be made. The official documents of the bond transactions require that funds be deposited and maintained with the trustee until the final bond payment is made or the bond issue is defeased. If the District had to draw on this reserve to pay any portion of the debt service payment before the issue had fully matured, the District would be in technical default and the trustee could require the District to pay off the bondholders at once. The District’s refunding bond reserve has been deposited through the bond trustee, Bank of New York, in the state of California’s Local Agency Investment Fund (“LAIF”). The current bond coverage required for the district is that net operating income must be at least 110% of the maximum annual debt service.

## **POLICY 2: Balanced Budget/Annual Board Review**

***The District will maintain a balanced operating budget for each enterprise fund with annual revenues equal to or greater than annual expenditures. However, the Board may determine that reserves be used to augment operating revenues under certain circumstances. The Board will review annually the working capital, cash, projected income and bond coverage levels to determine the adequacy of each.***

If in any given fiscal year operating expenditures will exceed the operating revenue projected in the same year, causing a budget imbalance, cost cutting measures or revenue enhancements may be addressed before spending *reserves* to support on-going operations. Cost cutting measures may include reductions in capital improvement projects, reductions in staff or reductions in expenditures for materials, services, or supplies. Such expenditure or staff reductions may result in reduced service levels. Alternatively, the Board may determine that circumstances warrant taking money from reserves to offset expenses larger than operating income.

At year-end, net revenue after expenses (“income”) will be transferred to funds as directed by the Board, subject to any legal limitations on the Board’s discretion. Funds balances are addressed annually as part of the budgeting process.

Available cash in the various funds reflects the District’s ability to pay current bills and commitments, as well as underwriting the risk level the District is willing to accept.

**POLICY 3: Rate Stabilization Fund**

***The District will maintain a Rate Stabilization Fund in an amount of \$8 million to maintain rate stability for customers in times when short or mid-term cash needs are volatile.***

The District’s potable water operating revenue *can vary greatly* based on climatic conditions. During periods of heavy rain, potable water revenue drops significantly from the three year average at which revenues are budgeted. During significantly hot, dry periods, a reverse trend is seen wherein significant revenue is generated by higher sales than the three year average. During periods of extended water shortage, when customers are asked to reduce consumption, the impact on potable water revenue is similar to the effect of heavy rain. Rather than raising water rates on a temporary basis to cover expenses during these times, the Rate Stabilization Fund (RSF) allows the Board to balance operating revenue to operating expenses by a transfer.

**POLICY 4: Financing Alternatives**

***As part of the annual Infrastructure Investment Plan (IIP) budgeting process, the District will examine options available to pay for the proposed projects, including the option of financing.***

Each year the Board reviews needs for capital improvements and major maintenance over the next five years (the capital improvement plan “CIP”). Expenditures are projected on an annual basis, but the available fund balance for replacement or major maintenance is not always adequate to cover the need when it arises. The Board favors a pay-as-you-go program for the IIP program, but the District may not have funds available to pay for projects in any given year, or projects anticipated in future years may be of a type that would be difficult to finance. Such considerations may dictate financing as the preferred alternative. If a project requires substantial expenditures over several years and interest rates are low, the District may consider issuing financing now and reserving the available funds for need at times when interest rates are higher.

The Board has determined that debt service should not exceed 15% percent of reliable revenue sources.

**POLICY 5: Fiscal Impact Analysis**

***Staff shall prepare a fiscal impact analysis for each budget appropriation request not included as part of the Annual Budget. Available fund balances are intended to be appropriated only for “one-time” nonrecurring expenditures not covered by the current annual budget.***

When non-budgeted items are brought before the Board for consideration, the resulting fiscal impact will be analyzed. The Board requires all requests for new or supplemental budget appropriations to be accompanied by a fiscal impact statement including:

- Amount of funds requested
- Source of funds requested
  - New revenue
  - Reallocation of existing appropriations
  - Grants
- Impact of Request
  - New rates or fees
  - Decrease in one activity to support another activity
  - Effect on fund balance

**POLICY 6: Operating Funds Cash Requirement**

**The District will maintain cash (net of restricted cash) in the Operations Fund of each enterprise equivalent to 25% of the operating budget (and eliminate the requirement for one-year’s debt service obligation. This change in policy will increase the potable water reserve balance but should be tempered with a requirement to maintain a working capital reserve for operations and one year’s debt service in the sanitation operating fund each year, which would be approximately \$5.2 million.)**

An available cash reserve to cover operating shortfalls is a prudent management practice to be used for both short term cash flow and contingency planning for unforeseen situations. Examples Include:

- Unexpected increases in costs or declines in revenues
- Legislative or judicial mandate to provide a new or expanded service or program
- Natural disaster emergencies which exceed the Emergency/Insurance Fund
- One-time Board approved non-capital expenditures or capital need if the IIP fund is inadequate
- Interruptions in billing process to customers

If such unforeseen circumstances occur, staff will present the Board with options for curing the deficiency, including use of this fund.

**POLICY 7: Replacement and Major Maintenance Fund by Enterprise (potable water, sanitation, recycled water)**

***Each of the District's three enterprises will maintain a Replacement Fund for major maintenance, replacement and improvement of facilities and infrastructure not related to growth. The source of funds will be current user fees. Each Replacement Fund will maintain cash levels equal to the most current three-years of actual depreciation expense. If a replacement fund's cash target is exceeded, the Board will consider using the excess for prepayment of outstanding debt, if appropriate.***

Prudent stewardship of assets requires that maintenance be performed to postpone or decelerate the aging process. As a general rule, maintenance costs for an item become more expensive as the asset ages. Also, changes in technology could result in replacing an asset with one which provides lower operating expenses or greater revenues or replacement of assets may be required due to changes in regulatory standards.

Major maintenance and replacement are on-going operating costs that should be paid for by user fees. Appropriate cash levels within a Replacement Fund enables the District to pay for planned or unplanned projects in any given year.

The water stand-by charge is levied against developed and undeveloped land and is dedicated to maintenance and replacement of potable water infrastructure and facilities. Recognizing that undeveloped land has added value because of the availability of potable water service, these owners have a vested interest in seeing the system maintained.

**POLICY 8: New Construction Fund by Enterprise**

***The District will pay for expansion or new facilities necessitated by growth from capacity fees collected from new development and maintained in the appropriate enterprise's Construction Fund.***

Current ratepayers should not be burdened with costs associated with growth due to new development. The fair share of cost of expansion will be borne by the developers through capacity fees.

The District has a master plan that identifies projected infrastructure and facility needs through build-out and is used as the basis for determining capacity fees. Capacity fees may be pledged for debt service payments, if the need for the expansion occurs before adequate capacity fees can be collected.

Prepaid capacity fees not used are subject to refund with interest, provided the developer has not started his project and the District has not begun construction on the system.

**POLICY 9: Internal Service Replacement Fund for Buildings, Vehicles and Equipment**

***The Internal Service Fund will have revenues (i.e. user charges, interest income and all other income) sufficient to meet operating expenses, maintenance costs, depreciation expense, an inflation factor for other needs not exclusive to one of the three enterprises.***

The District uses the internal service fund as an internal accounting and budget mechanism to equitably distribute general operating costs such as for buildings, vehicle and equipment replacement and maintenance costs among District user programs and to assure that adequate funding is on hand to replace or maintain these assets.

## **POLICY 10: Emergency/Insurance Fund**

***The District will maintain an Emergency/Insurance Fund to cover claims not covered by insurance, fines and penalties imposed by regulatory agencies and disaster repairs and expenses. The target for this Fund is two percent (2%) of the total value of capital assets, including LVMWD's share of the Joint Power's Authority capital assets. The Board must approve any expenditure from this Fund. Self-insurance retentions will be paid out of operating budgets.***

To protect the investment in assets and to ensure continuation of District operations, the District purchases insurance for general liability, property and worker's compensation. The District has the responsibility to pay for deductibles or self-insurance retentions. Also, the District has some risks that may not be economically or actually insured, such as certain types of pollution (odor), flood, and mold. Also, the insurance on District's sewer lines or water lines is limited to the cost of emergency clean-up and does not include the cost of repairing the failure. Because of this potential exposure, the District has established the Emergency/Insurance Fund at two-percent of the value of capital assets less the value of land, which amount will be determined annually after the audit. The Fund can only be used when approved by the Board.

This policy is in line with our experience in having to pay damages that are not covered by insurance and cover expenses that are not reimbursed on a timely basis by FEMA. Like the Rate Stabilization Fund, not having the Emergency/Insurance Fund available in the event of a disaster could significantly impact our cash flow and possibly impact future utility rates during troublesome times.

## **POLICY 11: Assignment or Commitment of Reserves in Excess of Target Balances**

**When the operating reserves for an enterprise fund exceed the amounts required by these Financial Policies, the Board may assign or commit the funds in excess of the established reserve balance targets for use by the Pure Water Project.**

The Board has a policy favoring pay-as-you-go for capital projects. The District considers cash on hand in excess of the reserve levels established by Policy 6 as available for capital or any one-time project. Additionally, GASB 54 establishes specific designations related to the use of fund balance as follows:

- *Assigned Fund Balance* – The assigned fund balance is a designation by the Board or its authorized designated official specifying an intended use of certain funds. These funds are committed for a specific purpose but not necessarily to a specific project or program and its use is not restricted.
- *Committed Fund Balance* – The committed fund balance has stronger restrictions than assigned fund balance in that its use is constrained by the Board and any use of the funds must have explicit approval of the Board, usually in the form of an ordinance or resolution. Committed funds cannot be used for any other purpose without action by the Board.

Funds that are available after the Enterprise has met its requirements for having a cash balance equivalent to 25% of the operating budget and for having funds available for replacement and major maintenance as specified in the annual Infrastructure Investment Plan (reserves equivalent to three years of capital improvement projects) can, at the Board's discretion and upon approval, be assigned or designated for use by the Pure Water Project.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Las Virgenes Municipal Water District  
California**

For the Biennium Beginning

**July 1, 2018**

*Christopher P. Morill*

Executive Director

# Las Virgenes Municipal Water District



## OPERATIONS

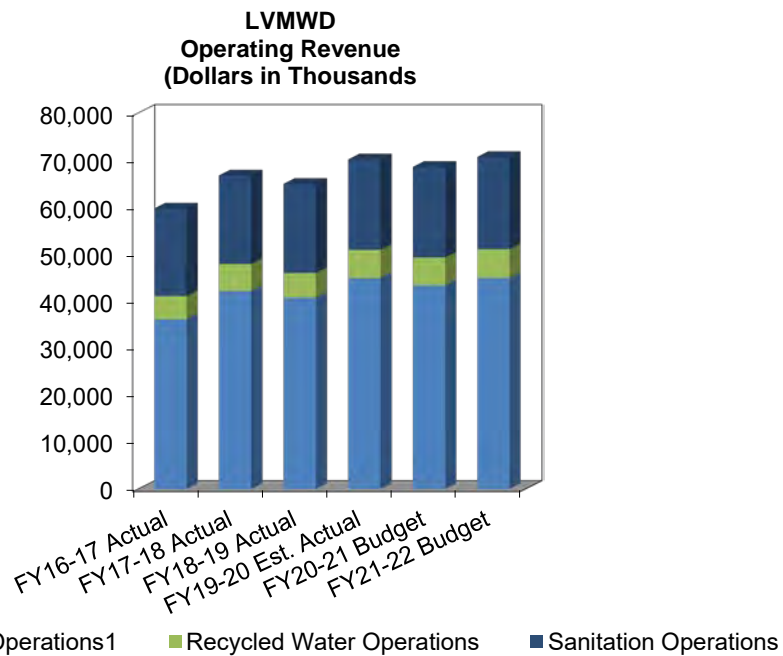
### Sanitation



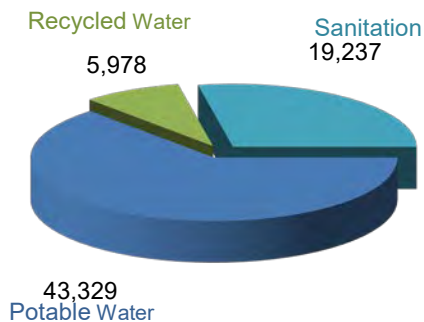
**Las Virgenes Municipal Water District  
Operating Revenue  
(Dollars in Thousands)**

	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Est. Actual	FY20-21 Budget	FY21-22 Budget
<b>Potable Water Operations<sup>1</sup></b>	36,265	42,151	40,738	44,909	43,329	44,940
<b>Recycled Water Operations</b>	4,817	5,748	5,260	5,990	5,978	6,097
<b>Sanitation Operations</b>	18,614	18,818	18,921	19,237	19,237	19,617
<b>Total Operating Revenue</b>	<b>59,696</b>	<b>66,717</b>	<b>64,919</b>	<b>70,136</b>	<b>68,544</b>	<b>70,654</b>

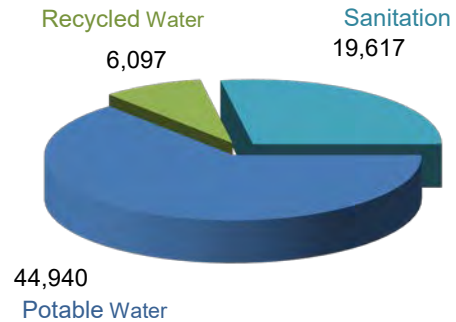
<sup>1</sup> includes Water Conservation Revenue



**LVMWD  
FY 2020-21 Operating Revenue  
(Dollars in Thousands)**



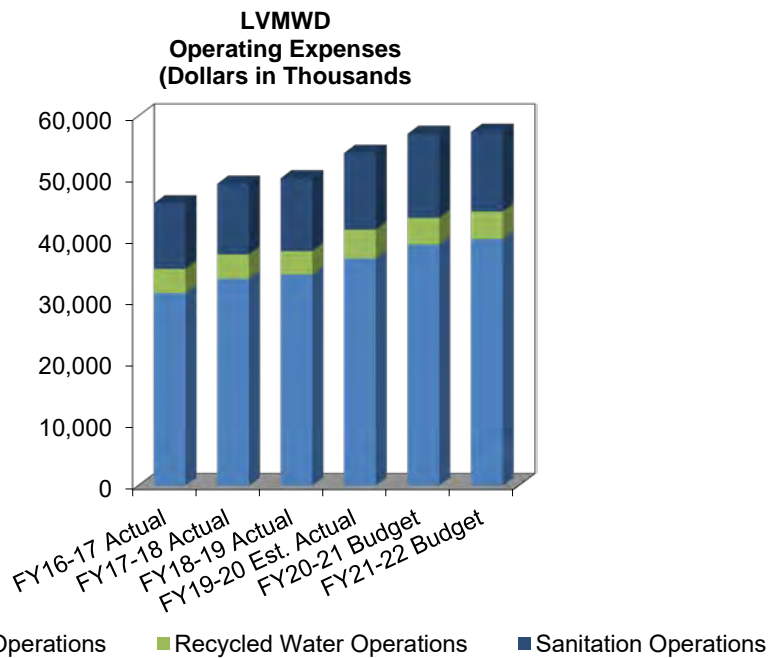
**LVMWD  
FY 2021-22 Operating Revenue  
(Dollars in Thousands)**



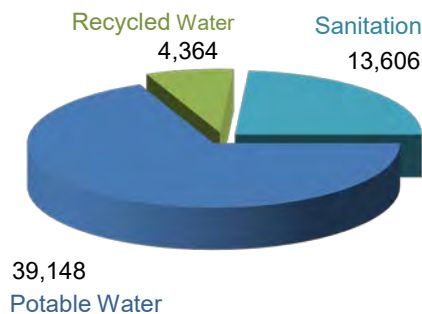
**Las Virgenes Municipal Water District**  
**Operating Expenses**  
(Dollars in Thousands)

	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Est. Actual	FY20-21 Budget	FY21-22 Budget
<b>Potable Water Operations</b>	31,278	33,628	34,318	36,905	39,148	40,074
<b>Recycled Water Operations</b>	3,944	3,941	3,779	4,686	4,364	4,472
<b>Sanitation Operations</b>	10,614	11,449	11,826	12,421	13,606	12,898
<b>Total Operating Expenses</b>	<b>45,836</b>	<b>49,018</b>	<b>49,923</b>	<b>54,012</b>	<b>57,118</b>	<b>57,444</b>

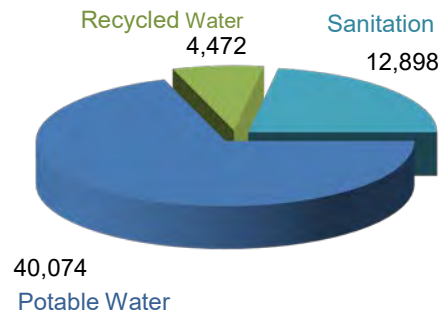
<sup>1</sup> includes Water Conservation Expenses



**LVMWD**  
**FY 2020-21 Operating Expenses**  
(Dollars in Thousands)



**LVMWD**  
**FY 2021-22 Operating Expenses**  
(Dollars in Thousands)





**Las Virgenes Municipal Water District  
Summary of All Units**

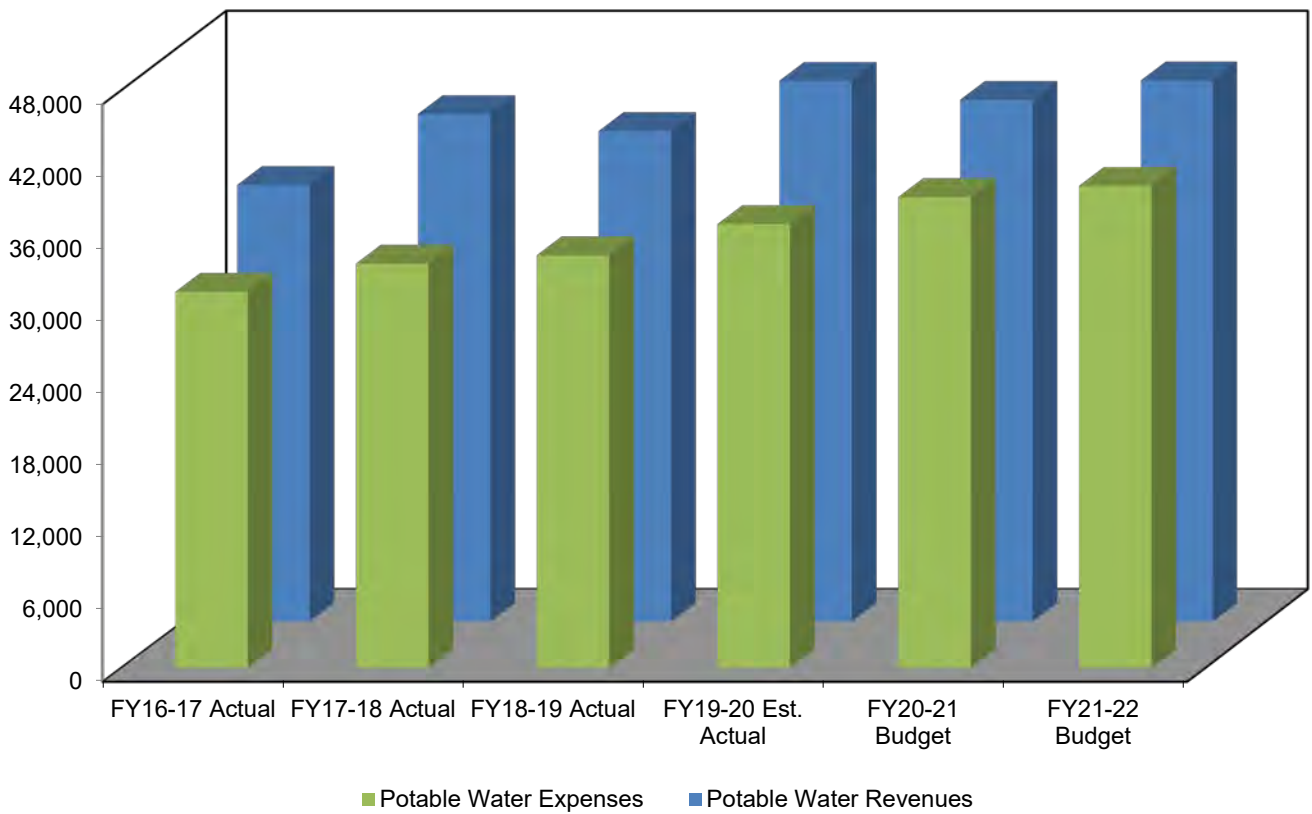
	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATING REVENUES</b>							
4000 Water Sales	\$32,957,152	\$38,520,325	\$37,089,127	\$43,371,654	\$40,730,058	\$41,394,067	\$43,014,275
4151 Conservation Violation Charge	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4152 Penalty for Unsustainable Wtr Use	\$1,066,299	\$1,648,618	\$1,734,539	\$0	\$1,583,843	\$0	\$0
4155 Temporary Meter Fees	2,400	2,800	2,850	3,100	3,100	3,100	3,100
4160 Late Payment Fees	137,499	144,417	120,665	188,000	188,000	188,000	188,000
4170 Water Usage - Accidents	18,491	74,791	47,654	29,600	29,600	29,600	29,600
4175 PW Supplement to RW	1,876,640	1,585,688	1,540,184	1,542,080	1,542,080	1,556,300	1,546,820
4215 RW Sales - Calabasas	566,320	607,966	584,774	612,000	603,600	613,830	626,107
4220 RW Sales - LV Valley	198,427	293,895	252,665	299,000	243,600	277,500	283,050
4225 RW Sales - Calabasas MWD	1,179,349	1,383,462	1,241,766	1,431,000	1,508,400	1,434,120	1,462,802
4230 RW Sales - Western	2,262,085	2,873,297	2,652,126	2,858,000	2,834,400	2,876,010	2,933,530
4260 Sanitation Service Fees	18,338,770	18,569,910	18,680,600	18,522,000	18,982,000	18,982,000	19,361,640
4270 Consol Sewer District Fees	236,004	213,000	213,000	215,000	215,000	215,000	215,000
4400 MWD Conser Credit	19,750	0	0	44,000	0	0	0
4421 Prop 50 - IRWMP	33,451	0	25,219	0	0	0	0
MWD Future Supply Actions Funding	0	0	0	674,000	674,000	0	0
4505 Other Income from Operations	803,221	798,943	734,508	866,394	997,673	974,708	990,002
<b>TOTAL OPERATING REVENUES</b>	<b>\$59,695,858</b>	<b>\$66,717,112</b>	<b>\$64,919,677</b>	<b>\$70,655,828</b>	<b>\$70,135,354</b>	<b>\$68,544,235</b>	<b>\$70,653,926</b>
<b>SOURCE OF SUPPLY</b>							
5000 Purchased Water - MWD	19,848,993	20,516,114	21,950,622	23,794,209	22,160,717	22,809,888	23,505,136
5054 Draw from Reservoir	246,640	1,123,796	(790,045)	854,100	854,100	852,550	926,640
5100 Purchased Water - JPA RWTR	1,369,024	1,603,106	1,503,857	1,838,299	1,882,618	1,838,192	1,954,050
5105 Purchased Water - Ventura Co.	232,797	235,137	185,223	308,388	308,388	316,649	326,726
5110 Purchased Water - Simi Dist. #8	45,800	56,709	55,850	61,269	61,269	62,910	64,912
5115 Purchased Water - Potable Suppl	1,842,516	1,547,136	1,540,184	1,542,080	1,542,080	1,556,300	1,546,820
5125 Water Supply - LVR Adjustment	23,327	492,895	(70,912)	157,941	157,941	169,613	174,397
Sub-total	\$23,609,097	\$25,574,893	\$24,374,779	\$28,556,286	\$26,967,113	\$27,606,102	\$28,498,681
<b>PURCHASED SERVICES</b>							
5735 Share of JPA Net Expenses	9,013,414	9,545,571	9,766,870	10,578,397	9,977,083	10,758,000	10,417,536
5740 City of Los Angeles	380,730	447,386	483,920	581,000	354,466	605,900	531,300
Sub-total	\$9,394,144	\$9,992,957	\$10,250,790	\$11,159,397	\$10,331,549	\$11,363,900	\$10,948,836
<b>OPERATING EXPENSES</b>							
5400 Labor	1,344,331	1,264,386	1,449,919	1,522,396	1,243,286	1,365,000	1,347,000
5405.1 Energy	999,620	1,044,150	975,362	1,152,000	910,291	947,000	972,000
5405.2 Telephone	86,561	79,081	58,472	107,397	56,550	66,600	66,600
5405.3 Gas	12,777	15,721	14,646	20,500	13,189	20,500	20,500
5405.4 Water	11,816	11,293	13,284	10,052	7,898	25,800	25,800
5410 Supplies/Material	200,255	235,700	256,435	207,000	125,898	217,000	217,000
5410.10 Hypochlorite	5,528	21,431	15,416	15,000	6,500	15,000	15,000
5415 Outside Services	91,790	71,184	123,578	110,000	127,200	137,000	204,000
5417 Odor Control	2,280	0	0	2,650	0	0	0
5420 Permits and Fees	125,292	101,550	108,784	85,500	47,684	47,020	47,020
5425 Consulting Services	0	68,159	13,585	0	3,768	5,000	5,000
Sub-total	\$2,880,250	\$2,912,655	\$3,029,481	\$3,232,495	\$2,542,264	\$2,845,920	\$2,919,920
<b>MAINTENANCE EXPENSES</b>							
5500 Labor	952,706	978,017	1,077,441	945,853	938,781	820,593	869,785
5510 Supplies/Material	126,892	163,026	299,135	176,000	171,691	182,500	182,500
5515 Outside Services	210,030	296,562	855,429	341,500	278,120	391,622	462,852
5518 Building Maintenance	13,161	13,172	17,197	20,000	64,776	68,276	69,725
5520 Permits and Fees	13,793	18,398	15,234	25,000	20,000	25,000	25,000
5530 Capital Outlay	0	2,747	8,973	0	40,140	80,000	80,000
Sub-total	\$1,316,582	\$1,471,922	\$2,273,409	\$1,508,353	\$1,513,508	\$1,567,991	\$1,689,862

**Las Virgenes Municipal Water District  
Summary of All Units**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>SPECIALTY EXPENSES</b>							
5700 SCADA Services	111,784	51,030	95,801	130,429	121,008	140,029	145,960
5710.2 Technical Services	35,771	23,652	35,600	81,934	54,876	61,466	68,603
5715.2 Other Lab Services	7,975	12,120	33,739	11,064	1,000	41,800	41,800
5715.3 Tapia Lab Sampling	65,592	75,180	90,697	75,890	80,778	102,044	106,584
5725 Gen Supplies/Small Tools	11,992	3,291	9,294	0	5,800	3,000	3,000
7202 Allocated Lab Expense	186,186	196,840	217,626	221,217	178,341	298,542	312,048
Sub-total	<u>\$419,300</u>	<u>\$362,113</u>	<u>\$482,757</u>	<u>\$520,534</u>	<u>\$441,803</u>	<u>\$646,881</u>	<u>\$677,995</u>
<b>PUBLIC INFORMATION</b>							
6602 School Education Program	174,587	134,873	162,222	231,915	41,749	145,000	145,000
6604 Public Education Program	127,047	88,923	64,038	155,422	2,862	95,000	95,000
6606 Community Group Outreach	1,161	0	484	8,279	3,901	5,745	5,983
6608 Intergovernmental Coordination	3,365	3,258	7	8,269	0	0	0
Sub-total	<u>\$306,160</u>	<u>\$227,054</u>	<u>\$226,751</u>	<u>\$403,885</u>	<u>\$48,512</u>	<u>\$245,745</u>	<u>\$245,983</u>
<b>FIELD CONSERVATION</b>							
6639 Turf Removal Program	755	0	0	0	0	0	0
6640 RainBarrel Program	56,594	0	29,636	64,334	1,181	11,002	11,045
6709 WBIC Irrigation Controller	0	0	311,918	508,836	415,168	251,113	251,161
Sub-total	<u>\$57,349</u>	<u>\$0</u>	<u>\$341,554</u>	<u>\$573,170</u>	<u>\$416,349</u>	<u>\$262,115</u>	<u>\$262,206</u>
<b>COMMUNITY CONSERVATION EDUCATION</b>							
6742 Demonstration Garden Grant	4,565	863	0	16,647	15,500	10,000	10,000
6749 Residential Customer Training	12,154	13,389	0	36,037	20,000	8,000	8,000
Sub-total	<u>\$16,719</u>	<u>\$14,252</u>	<u>\$0</u>	<u>\$52,684</u>	<u>\$35,500</u>	<u>\$18,000</u>	<u>\$18,000</u>
<b>RESOURCE CONSERVATION</b>							
6785 Watershed Programs	13,164	20,818	49,164	49,068	12,397	46,622	46,931
6790 Back Flow Protection	26,412	25,906	54,055	175,451	36,708	121,017	120,535
Sub-total	<u>\$39,576</u>	<u>\$46,724</u>	<u>\$103,219</u>	<u>\$224,519</u>	<u>\$49,105</u>	<u>\$167,639</u>	<u>\$167,466</u>
<b>ADMINISTRATIVE EXPENSES</b>							
6260 Rental Charge - Facility Repl	321,341	302,000	301,063	290,357	290,357	290,357	290,357
6516 Other Professional Services	3,547	23,000	16,400	221,625	181,650	75,000	0
7135.1 Property Insurance	31,115	38,031	43,627	73,991	118,122	0	0
7135.4 Earthquake Insurance	49,969	60,399	64,131	118,192	133,767	0	0
7145 Claims Paid	19,953	77,773	35,213	2,250	900	0	0
7155 Other Expense	3,170	(7,089)	8,319	0	0	0	0
Allocated Insurance	0	0	0	0	0	259,272	272,236
7203 Allocated Building Maint	83,651	89,824	153,010	88,805	92,425	115,393	96,643
7205 Allocated Legal	14,159	17,494	33,915	0	20,000	20,000	20,000
7225 Allocated Support Services	1,936,098	2,095,360	2,338,049	2,585,051	2,728,444	3,122,290	3,062,492
7226 Allocated Operations Services	5,333,194	5,717,446	5,845,681	7,841,532	8,100,798	8,512,012	8,272,691
Sub-total	<u>\$7,796,197</u>	<u>\$8,414,238</u>	<u>\$8,839,408</u>	<u>\$11,221,803</u>	<u>\$11,666,463</u>	<u>\$12,394,324</u>	<u>\$12,014,419</u>
<b>TOTAL OPERATING EXPENSES</b>	<b><u>\$45,835,374</u></b>	<b><u>\$49,016,808</u></b>	<b><u>\$49,922,148</u></b>	<b><u>\$57,453,127</u></b>	<b><u>\$54,012,166</u></b>	<b><u>\$57,118,618</u></b>	<b><u>\$57,443,368</u></b>
<b>NET OPERATING INCOME (LOSS)</b>	<b><u>\$13,860,484</u></b>	<b><u>\$17,700,304</u></b>	<b><u>\$14,997,529</u></b>	<b><u>\$13,202,701</u></b>	<b><u>\$16,123,188</u></b>	<b><u>\$11,425,617</u></b>	<b><u>\$13,210,558</u></b>

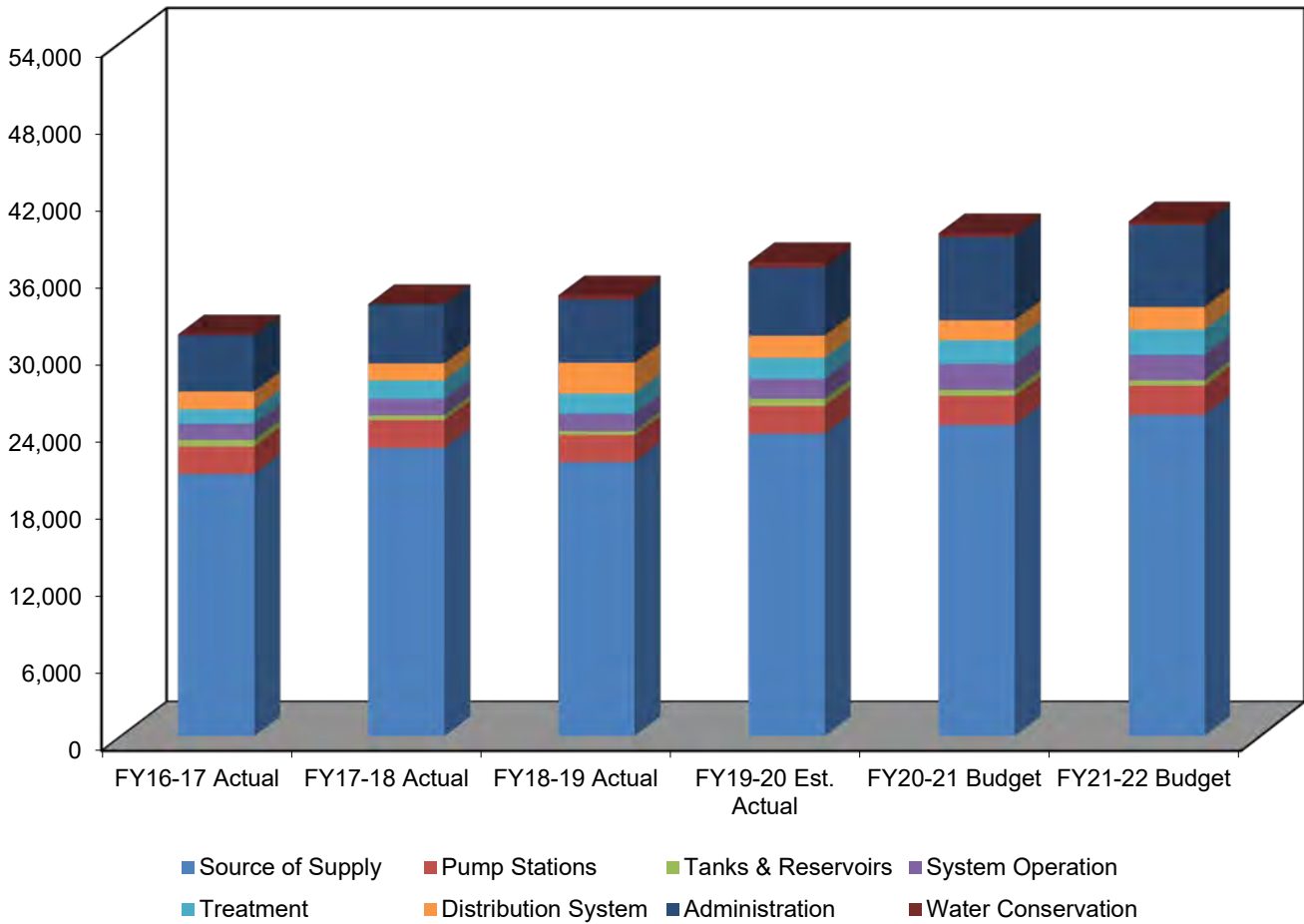
**Las Virgenes Municipal Water District**  
**Potable Water Operations Summary**  
(Dollars in Thousands)

	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Est. Actual	FY20-21 Budget	FY21-22 Budget
<b>Potable Water Revenues</b>	36,265	42,151	40,738	44,909	43,329	44,940
<b>Potable Water Expenses</b>	31,278	33,628	34,318	36,905	39,148	40,074
<b>Net Operating Income</b>	4,987	8,523	6,420	8,004	4,181	4,866



**Las Virgenes Municipal Water District**  
**Potable Water Operating Expense Summary**  
(Dollars in Thousands)

	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Est. Actual	FY20-21 Budget	FY21-22 Budget
<b>Source of Supply</b>	20,398	22,425	21,331	23,542	24,212	24,998
<b>Pump Stations</b>	2,145	2,175	2,103	2,157	2,277	2,273
<b>Tanks &amp; Reservoirs</b>	501	368	296	551	462	416
<b>System Operation</b>	1,278	1,263	1,363	1,547	2,022	1,984
<b>Treatment</b>	1,102	1,456	1,569	1,631	1,835	1,981
<b>Distribution System</b>	1,396	1,322	2,400	1,734	1,557	1,742
<b>Administration</b>	4,374	4,619	4,914	5,283	6,478	6,375
	<b>31,194</b>	<b>33,628</b>	<b>33,976</b>	<b>36,445</b>	<b>38,843</b>	<b>39,769</b>
<b>Water Conservation</b>	84	0	342	460	305	305
<b>Total Potable Water</b>	<b>31,278</b>	<b>33,628</b>	<b>34,318</b>	<b>36,905</b>	<b>39,148</b>	<b>40,074</b>



**Las Virgenes Municipal Water District  
Potable Water Summary**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATING REVENUES</b>							
4000 Water Sales	\$32,957,152	\$38,520,325	\$37,089,127	\$43,369,854	\$40,728,258	\$41,392,267	\$43,012,475
4151 Conservation Violation Charge	0	0	0	0	0	0	0
4152 Penalty for Unsustainable Wtr Use	1,066,299	1,648,618	1,734,539	0	1,583,843	0	0
4155 Temporary Meter Fees	2,400	2,750	2,850	3,000	3,000	3,000	3,000
4160 Late Payment Fees	91,598	103,006	87,556	138,000	138,000	138,000	138,000
4170 Water Usage - Accidents	18,491	74,791	47,654	29,500	29,500	29,500	29,500
4175 PW Supplement to RW	1,876,640	1,585,688	1,540,184	1,542,080	1,542,080	1,556,300	1,546,820
4400 MWD Conser Credit	19,750	0	0	44,000	0	0	0
4421 Prop 50 - IRWMP	33,451	0	25,219	0	0	0	0
MWD Future Supply Actions Funding	0	0	0	674,000	674,000	0	0
4505 Other Income from Operations	199,467	215,696	210,390	210,000	210,000	210,000	210,000
<b>TOTAL OPERATING REVENUES</b>	<b>\$36,265,248</b>	<b>\$42,150,874</b>	<b>\$40,737,519</b>	<b>\$46,010,434</b>	<b>\$44,908,681</b>	<b>\$43,329,067</b>	<b>\$44,939,795</b>
<b>SOURCE OF SUPPLY</b>							
5000 Purchased Water - MWD	19,848,993	20,516,114	21,950,622	23,794,209	22,160,717	22,809,888	23,505,136
5054 Draw from Reservoir	246,640	1,123,796	(790,045)	854,100	854,100	852,550	926,640
5105 Purchased Water - Ventura Co.	232,797	235,137	185,223	308,388	308,388	316,649	326,726
5110 Purchased Water - Simi Dist. #8	45,800	56,709	55,850	61,269	61,269	62,910	64,912
5125 Water Supply - LVR Adjustment	23,327	492,895	(70,912)	157,941	157,941	169,613	174,397
Sub-total	\$20,397,557	\$22,424,651	\$21,330,738	\$25,175,907	\$23,542,415	\$24,211,610	\$24,997,811
<b>OPERATING EXPENSES</b>							
5400 Labor	1,186,872	1,123,104	1,323,520	1,364,776	1,099,101	1,220,000	1,200,000
5405.1 Energy	923,493	968,759	892,947	1,060,500	842,200	855,500	880,500
5405.2 Telephone	68,369	64,622	48,288	77,762	47,050	53,600	53,600
5405.3 Gas	12,777	15,721	14,646	20,500	13,189	20,500	20,500
5405.4 Water	11,036	10,361	12,154	9,252	7,148	25,000	25,000
5410 Supplies/Material	200,255	235,700	256,435	207,000	125,898	217,000	217,000
5410.10 Hypochlorite	5,528	21,431	15,416	15,000	6,500	15,000	15,000
5415 Outside Services	91,790	71,184	123,578	110,000	127,200	137,000	204,000
5420 Permits and Fees	106,471	83,678	94,972	67,500	40,748	41,020	41,020
5425 Consulting Services	0	68,159	13,585	0	3,768	5,000	5,000
Sub-total	\$2,606,591	\$2,662,719	\$2,795,541	\$2,932,290	\$2,312,802	\$2,589,620	\$2,661,620
<b>MAINTENANCE EXPENSES</b>							
5500 Labor	905,204	927,196	1,022,799	881,753	885,757	766,128	812,909
5510 Supplies/Material	122,284	148,241	287,803	164,500	159,291	169,000	169,000
5515 Outside Services	177,667	262,790	827,955	306,500	243,604	338,026	414,380
5518 Building Maintenance	13,161	13,172	17,197	20,000	64,776	68,276	69,725
5520 Permits and Fees	13,793	18,398	15,234	25,000	20,000	25,000	25,000
5530 Capital Outlay	0	2,747	5,520	0	40,140	40,000	40,000
Sub-total	\$1,232,109	\$1,372,544	\$2,176,508	\$1,397,753	\$1,413,568	\$1,406,430	\$1,531,014
<b>SPECIALTY EXPENSES</b>							
5700 SCADA Services	110,966	50,790	95,801	124,048	121,008	140,029	145,960
5710.2 Technical Services	35,771	23,652	35,600	81,934	54,876	61,466	68,603
5715.2 Other Lab Services	7,975	12,120	33,739	11,064	1,000	41,800	41,800
5715.3 Tapia Lab Sampling	65,592	75,180	90,697	75,890	80,778	102,044	106,584
5725 Gen Supplies/Small Tools	11,992	3,291	9,294	0	5,800	3,000	3,000
7202 Allocated Lab Expense	186,186	196,840	217,626	221,217	178,341	298,542	312,048
Sub-total	\$418,482	\$361,873	\$482,757	\$514,153	\$441,803	\$646,881	\$677,995

**Las Virgenes Municipal Water District  
Potable Water Summary**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PUBLIC INFORMATION</b>							
6602 School Education Program	174,587	134,873	162,222	231,915	41,749	145,000	145,000
6604 Public Education Program	127,047	88,923	64,038	155,422	2,862	95,000	95,000
6606 Community Group Outreach	1,161	0	484	8,279	3,901	5,745	5,983
6608 Intergovernmental Coordination	3,365	3,258	7	8,269	0	0	0
Sub-total	\$306,160	\$227,054	\$226,751	\$403,885	\$48,512	\$245,745	\$245,983
<b>FIELD CONSERVATION</b>							
6639 Turf Removal Program	755	0	0	0	0	0	0
6640 RainBarrel Program	56,594	0	29,636	64,334	1,181	11,002	11,045
6709 WBIC Irrigation Controller	0	0	311,918	508,836	415,168	251,113	251,161
Sub-total	\$57,349	\$0	\$341,554	\$573,170	\$416,349	\$262,115	\$262,206
<b>COMMUNITY CONSERVATION EDUCATION</b>							
6742 Demonstration Garden Grant	4,565	863	0	16,647	15,500	10,000	10,000
6749 Residential Customer Training	12,154	13,389	0	36,037	20,000	8,000	8,000
Sub-total	\$16,719	\$14,252	\$0	\$52,684	\$35,500	\$18,000	\$18,000
<b>RESOURCE CONSERVATION</b>							
6785 Watershed Programs	13,164	20,818	49,164	49,068	12,397	46,622	46,931
6790 Back Flow Protection	25,352	22,706	53,710	135,258	32,638	118,017	117,535
Sub-total	\$38,516	\$43,524	\$102,874	\$184,326	\$45,035	\$164,639	\$164,466
<b>ADMINISTRATIVE EXPENSES</b>							
6260 Rental Charge - Facility Repl	273,933	257,557	265,057	255,375	255,375	255,375	255,375
6516 Other Professional Services	3,547	11,500	15,250	221,625	181,650	39,975	0
7135.1 Property Insurance	31,115	38,031	43,627	73,991	118,122	0	0
7135.4 Earthquake Insurance	49,969	60,399	64,131	118,192	133,767	0	0
7145 Claims Paid	19,953	77,773	35,213	0	0	0	0
7155 Other Expense	3,170	(7,089)	8,319	0	0	0	0
Allocated Insurance	0	0	0	0	0	259,272	272,236
7203 Allocated Building Maint	83,651	89,824	153,010	88,805	92,425	115,393	96,643
7205 Allocated Legal	9,709	17,494	33,915	0	20,000	20,000	20,000
7225 Allocated Support Services	1,522,985	1,694,825	1,868,349	2,013,980	2,173,666	2,452,946	2,462,594
7226 Allocated Operations Services	4,206,635	4,280,600	4,373,471	5,982,691	5,674,630	6,459,746	6,407,870
Sub-total	\$6,204,667	\$6,520,914	\$6,860,342	\$8,754,659	\$8,649,634	\$9,602,707	\$9,514,718
<b>TOTAL OPERATING EXPENSES</b>	<b>\$31,278,150</b>	<b>\$33,627,531</b>	<b>\$34,317,065</b>	<b>\$39,988,827</b>	<b>\$36,905,618</b>	<b>\$39,147,747</b>	<b>\$40,073,813</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>\$4,987,098</b>	<b>\$8,523,343</b>	<b>\$6,420,454</b>	<b>\$6,021,607</b>	<b>\$8,003,063</b>	<b>\$4,181,320</b>	<b>\$4,865,982</b>

# Las Virgenes Municipal Water District

## FY 2019-20 Potable Water Sales & Revenues

July - Dec.					Jan.-June				Total	
Tier	Block Rate	Actual Sales (Hcf)	Zone surcharges	Calculated Revs (incd Zones)	Block Rate	Estimated Sales (Hcf)	Zone surcharges	Calculated Revs (incd Zones)	Calculated Revs (incd Zones)	
<b>Residential Single-family Dwelling Customers</b>										
1	\$2.71	713,865	\$0	\$1,934,573	\$2.85	665,191	\$0	\$1,895,794		
2	\$3.41	1,870,669	\$0	\$6,378,982	\$3.50	883,269	\$0	\$3,091,442		
3	\$4.13	591,473	\$0	\$2,442,785	\$4.20	716,870	\$0	\$3,010,854		
4	\$5.14	441,094	\$0	\$2,267,224	\$5.22	534,609	\$0	\$2,790,659		
Subtotal Commodity		3,617,102	\$1,035,733	\$13,023,565		2,799,939	\$575,599	\$10,788,749	\$23,812,314	
Base Meter Service Charges				\$3,506,633					\$7,188,599	
Total Revenues				\$17,565,932					\$15,046,313	\$32,612,245
<b>Commercial Customers</b>										
1	\$2.71	135,040	\$0	\$365,958	\$2.85	108,059	\$0	\$307,968		
2	\$3.41	213,330	\$0	\$727,455	\$3.50	169,673	\$0	\$593,856		
3	\$4.13	44,919	\$0	\$185,515	\$4.20	42,246	\$0	\$177,433		
4	\$5.14	16,144	\$0	\$82,980	\$5.22	17,565	\$0	\$91,689		
Subtotal Commodity		409,433	\$98,397	\$1,361,909		337,543	\$36,143	\$1,170,946	\$2,532,855	
Base Meter Service Charges				\$603,308					\$633,473	\$1,236,781
Total Revenues				\$2,063,614					\$1,840,563	\$3,904,177
<b>Multi-family Dwelling Customers (a)</b>										
1	\$2.71	191,871	\$0	\$519,971	\$2.85	208,887	\$0	\$574,533		
2	\$3.41	32,807	\$0	\$111,872	\$3.50	18,241	\$0	\$64,974		
3	\$4.13	24,951	\$0	\$103,048	\$4.20	13,460	\$0	\$47,645		
4	\$5.14	13,458	\$0	\$69,174	\$5.22	5,675	\$0	\$27,463		
Subtotal Commodity		263,087	\$42,703	\$804,064		246,263	\$39,567	\$714,615	\$1,518,679	
Base Meter Service Charges				\$411,469					\$432,043	\$843,512
Total Revenues				\$1,258,237					\$1,186,225	\$2,444,462
<b>Irrigation Customers</b>										
1	\$2.71	107,409	\$0	\$291,078	\$2.85	61,616	\$0	\$253,181		
2	\$3.41	21,670	\$0	\$73,895	\$3.50	10,278	\$0	\$57,127		
3	\$4.13	32,580	\$0	\$134,555	\$4.20	12,112	\$0	\$79,515		
4	\$5.14	0	\$0	\$0	\$5.22	0	\$0	\$0		
Subtotal Commodity		161,659	\$36,737	\$499,528		84,006	\$13,445	\$389,823	\$889,351	
Base Meter Service Charges				\$98,318					\$103,234	\$201,552
Total Revenues				\$634,583					\$506,502	\$1,141,085
<b>Temporary Customers</b>										
1	\$7.71	0	\$0	\$0	\$7.83	0	\$0	\$0		
2	\$7.71	0	\$0	\$0	\$7.83	0	\$0	\$0		
3	\$7.71	0	\$0	\$0	\$7.83	0	\$0	\$0		
4	\$7.71	21,168	\$0	\$163,205	\$7.83	22,738	\$0	\$171,366		
Subtotal Commodity		21,168	\$16,841	\$163,205		22,738	\$6,724	\$171,366	\$334,571	
Base Meter Charges				\$141,956					\$126,197	\$268,153
Total Temporary Charges				\$322,002					\$304,287	\$626,289
<b>Total Potable Customers</b>										
1	\$2.71	1,148,185	\$0	\$3,111,581	\$2.85	1,043,753	\$0	\$3,031,477		
2	\$3.41	2,138,476	\$0	\$7,292,204	\$3.50	1,081,461	\$0	\$3,807,398		
3	\$4.13	693,923	\$0	\$2,865,904	\$4.20	784,688	\$0	\$3,315,447		
4	\$5.14	491,864	\$0	\$2,582,584	\$5.22	580,587	\$0	\$3,081,177		
Total Potable Water		4,472,449	\$1,230,411	\$15,852,273		3,490,489	\$671,478	\$13,235,499	\$29,087,771	
Base Meter Charges				\$4,761,685					\$4,976,912	\$9,738,597
Grand Total Water Charges				\$21,844,369					\$18,883,889	\$40,728,258
10,267					8,013				18,280	
<b>Estimated Sales - FY 2020-21</b>					<b>18,280 AF</b>				<b>\$40,728,258</b>	
<b>Estimated Revenue Adj from Rate Study</b>									<b>\$0</b>	
<b>MWD Water Cost Passthru</b>									<b>\$664,009</b>	
<b>Estimated Water Revenue FY 2020-21</b>									<b>\$41,392,267</b>	
<b>Estimated Sales - FY 2021-22</b>					<b>18,280 AF</b>				<b>\$41,392,267</b>	
<b>Estimated Revenue Adj from Rate Study</b>									<b>\$827,845</b>	
<b>MWD Water Cost Passthru</b>									<b>\$792,363</b>	
<b>Estimated Water Revenue FY 2021-22</b>									<b>\$43,012,475</b>	

# Las Virgenes Municipal Water District

## Potable Water Demands & MWD Supply Costs

Description	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
<b>Water Customer Demands &amp; Supply Requirements</b>						
Customer Metered Sales (AF/Year)	16,553	19,229	17,195	18,280	18,280	18,280
Estimated Unbilled Water	9.7%	0.3%	6.8%	5.6%	5.6%	5.6%
Subtotal Water Supply Needs	18,162	19,294	18,366	19,308	19,304	19,304
Recycled Water System Supplemer	1,045	1,004	975	976	985	980
Plus Tank Inventories	(3)	(1)	2	0	0	0
Plus LV Reservoir Filling	771	100	1,592	900	850	880
Less LV Reservoir Draw	(294)	(1,337)	(1,198)	(900)	(850)	(880)
Less Non-MWD Supplies (a)	(116)	(120)	(102)	(116)	(113)	(110)
MWD Purchases (AF)	19,565	18,940	19,635	20,168	20,176	20,173
<b>MWD Water Purchase Units</b>						
Tier 1 Annual Limit (Calendar Year)	24,358	24,358	24,358	24,358	24,358	24,358
Water Supply (AF per year)	19,565	18,940	19,635	20,168	20,176	20,173
Tier 1	19,565	18,940	19,635	20,168	20,176	20,173
Tier 2	0	0	0	0	0	0
<b>MWD Unit Rates (\$/AF) - Annualized Weighted Average</b>						
System Access Rate (SAR)	\$271	\$293	\$310	\$334	\$357	\$379
Water Stewardship	\$45	\$53	\$61	\$67	\$39	\$0
System Power	\$132	\$127	\$130	\$131	\$146	\$163
Water Transfer/Delta Surcharge	\$0	\$0	\$0	\$0	\$0	\$0
Treatment Surcharge	\$334	\$316	\$320	\$321	\$325	\$334
Total Unit Rate	\$783	\$789	\$820	\$853	\$866	\$877
Tier 1 Supply Rate (\$/AF)	\$174	\$204	\$209	\$209	\$222	\$243
Tier 2 Supply Rate (\$/AF)	\$292	\$295	\$295	\$295	\$291	\$285
Cap Reserv Charge (CRC, \$/cfs)	\$9,450	\$8,350	\$8,017	\$7,417	\$9,100	\$11,450
<b>MWD Supply Charges</b>						
Variable Charges	\$18,740,994	\$18,851,028	\$20,172,334	\$21,402,635	\$21,959,573	\$22,586,203
Treated Water Fixed Charge	\$0	\$0	\$0	\$0	\$0	\$0
Capacity Reservation Charge	\$435,645	\$384,935	\$395,325	\$341,924	\$419,510	\$527,845
Readiness to Serve Charge	\$1,485,062	\$1,391,928	\$1,386,703	\$1,371,238	\$1,355,945	\$1,376,335
<b>Total MWD Charges</b>	<b>\$20,661,701</b>	<b>\$20,627,891</b>	<b>\$21,954,362</b>	<b>\$23,115,797</b>	<b>\$23,735,028</b>	<b>\$24,490,384</b>
Reservoir Filling	(\$812,708)	(\$109,328)	(\$1,874,250)	(\$955,080)	(\$925,140)	(\$985,248)
Reservoir Draw (\$/AF)	\$839	\$841	\$891	\$949	\$1,003	\$1,053
Reservoir Draw	246,640	1,123,796	1,084,205	854,100	852,550	926,640
Ventura Co Water Works	232,797	235,137	185,223	308,388	316,649	326,726
City of Simi Valley	45,801	56,709	55,850	61,269	62,910	64,912
<b>Net Purchased Expense</b>	<b>20,374,231</b>	<b>21,934,205</b>	<b>21,405,390</b>	<b>23,384,474</b>	<b>24,041,998</b>	<b>24,823,415</b>
Reservoir Adjustment	\$23,327	\$490,446	(\$74,652)	\$157,941	\$169,613	\$174,397
<b>Total Cost of Water</b>	<b>\$20,397,558</b>	<b>\$22,424,651</b>	<b>\$21,330,738</b>	<b>\$23,542,415</b>	<b>\$24,211,611</b>	<b>\$24,997,812</b>
Cost of Water Purchased (\$/AF)	\$1,036	\$1,177	\$1,081	\$1,161	\$1,193	\$1,232
Full Cost of Water (\$/AF)	\$1,722	\$1,743	\$1,868	\$1,987	\$2,051	\$2,118
RW System Supplement Rate (\$/AF)	\$1,796	\$1,580	\$1,580	\$1,580	\$1,580	\$1,580



# POTABLE WATER

## Revenues – 101000

### LINE ITEM EXPLANATIONS

4000 Water Sales – Revenues derived from potable water sales to customers. Potable water sales provide resources to fund the operation and maintenance of the water system and the replacement of infrastructure and other capital assets.

Potable Water sales are projected using the past three years' average demand.

	FY19-20 <u>Budget</u>	FY19-20 <u>Est. Actual</u>	FY20-21 <u>Budget</u>	FY21-22 <u>Budget</u>
Acre Feet Billed	19,447	18,280	18,280	18,280

4152 Penalty for Unsustainable Water Use – Penalties collected from customers for usage exceeding twice the customer's established water budget. For budgeting purposes, it is assumed that there will be no penalties.

4175 PW Supplement to RW – Revenue for potable water used to supplement the recycled water system during peak demand periods.

4505 Other Income from Operations – Revenues derived from miscellaneous fees and charges. Also includes rental revenue from cell sites.

## Source of Supply – 101000

### LINE ITEM EXPLANATIONS

5000 Purchased Water - MWD – Funds to cover all costs to purchase water from Metropolitan Water District. Budgeted costs include 5.0% average rate increase effective January 1, 2021 and 5.0% average rate increase effective January 1, 2021. Volume of purchased water is estimated to increase from 19,138 AF in FY 19-20 to 19,544 AF in FY 20-21. In FY 21-22 volume of purchased water is expected to decrease to 19,311 AF.

5054 Purchased Water - LVR – Funds to purchase water for use in the distribution system from Las Virgenes Reservoir during peak usage months (July - September and May - June).

5105 Purchased Water - Ventura Co. Water Works District – Funds to purchase water from Ventura County to serve district customers in the Woolsey Canyon area of Chatsworth.

	FY19-20 <u>Budget</u>	FY19-20 <u>Est. Actual</u>	FY20-21 <u>Budget</u>	FY21-22 <u>Budget</u>
Acre Feet Purchased-Ventura	100	98	95	92

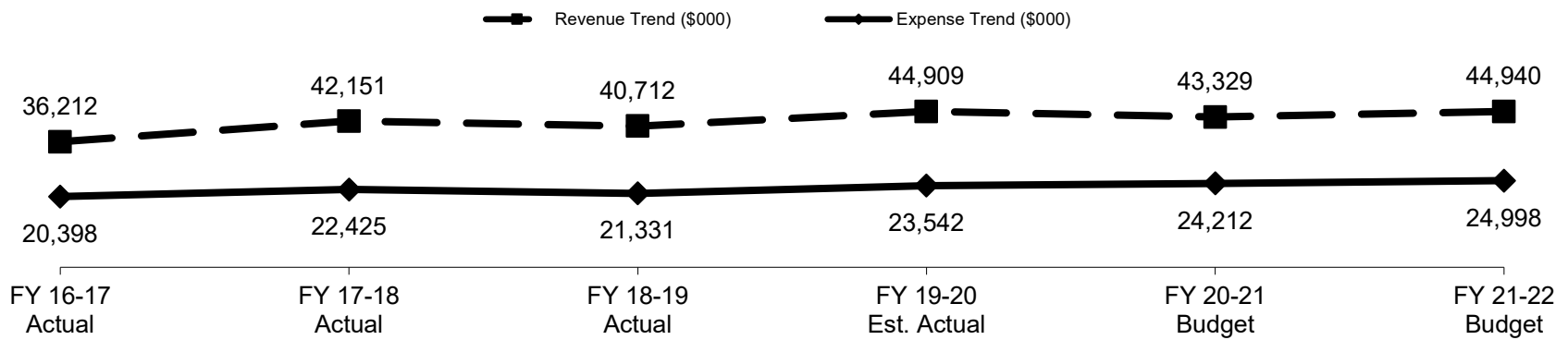
5110 Purchased Water - City of Simi – Funds to purchase water from Ventura County to serve a portion of district customers in the Box Canyon area of Chatsworth.

	FY19-20 <u>Budget</u>	FY19-20 <u>Est. Actual</u>	FY20-21 <u>Budget</u>	FY21-22 <u>Budget</u>
Acre Feet Purchased-Simi	18	18	18	18

5125 Storage Adjustment – The difference between the cost of evaporative loss at Las Virgenes Reservoir and the gain from rainfall or runoff from the watershed. As all the water in the Reservoir is considered inventory and cost is based on average cost per acre-foot, it is necessary to provide a value for inventory lost through evaporation or gained through rainfall.

**Las Virgenes Municipal Water District**  
**Potable Water**  
**Operating Revenues/Source of Supply - 101000**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATING REVENUES</b>							
4000 Water Sales	\$32,957,152	\$38,520,325	\$37,089,127	\$43,369,854	\$40,728,258	\$41,392,267	\$43,012,475
4151 Conservation Violation Charge	0	0	0	0	0	0	0
4152 Penalty for Unsustainable Wtr Use	1,066,299	1,648,618	1,734,539	0	1,583,843	0	0
4155 Temporary Meter Fees	2,400	2,750	2,850	3,000	3,000	3,000	3,000
4160 Late Payment Fees	91,598	103,006	87,556	138,000	138,000	138,000	138,000
4170 Water Usage - Accidents	18,491	74,791	47,654	29,500	29,500	29,500	29,500
4175 PW Supplement to RW	1,876,640	1,585,688	1,540,184	1,542,080	1,542,080	1,556,300	1,546,820
MWD Future Supply Actions Funding	0	0	0	674,000	674,000	0	0
4505 Other Income from Operations	199,467	215,696	210,390	210,000	210,000	210,000	210,000
<b>TOTAL OPERATING REVENUES</b>	<b>\$36,212,047</b>	<b>\$42,150,874</b>	<b>\$40,712,300</b>	<b>\$45,966,434</b>	<b>\$44,908,681</b>	<b>\$43,329,067</b>	<b>\$44,939,795</b>
<b>SOURCE OF SUPPLY</b>							
5000 Purchased Water - MWD	19,848,993	20,516,114	21,950,622	23,794,209	22,160,717	22,809,888	23,505,136
5054 Draw from Reservoir	246,640	1,123,796	(790,045)	854,100	854,100	852,550	926,640
5105 Purchased Water - Ventura Co.	232,797	235,137	185,223	308,388	308,388	316,649	326,726
5110 Purchased Water - Simi Dist. #8	45,800	56,709	55,850	61,269	61,269	62,910	64,912
5125 Water Supply - LVR Adjustment	23,327	492,895	(70,912)	157,941	157,941	169,613	174,397
<b>TOTAL OPERATING EXPENSES</b>	<b>\$20,397,557</b>	<b>\$22,424,651</b>	<b>\$21,330,738</b>	<b>\$25,175,907</b>	<b>\$23,542,415</b>	<b>\$24,211,610</b>	<b>\$24,997,811</b>



# POTABLE WATER

## Pump Stations – 101100

### FUNCTION

To supply adequate water and pressure throughout the potable water distribution system, to provide appropriate training, operating, preventive maintenance, and maintenance and repair programs to ensure pump stations and pressure reducing stations are operated and maintained safely and efficiently, and to preserve district assets.

### SIGNIFICANT CHANGES

Additional funding (\$19,800 per year) is proposed for line item 5515 in FY 20-21 and 21-22.

### OPERATING DIVISION EXPENSE LINE ITEM EXPLANATIONS

5400 Labor – Primarily labor hours worked at pump stations and pressure reducing stations by Water Production

and Treatment Section personnel to test, adjust, operate equipment, address repairs and aesthetic issues, and perform preventive maintenance tasks.

5405.1 Energy – There are twenty-four (24) unique SCE service accounts rolled up into this business unit.

5405.3 Gas – Gas expenses primarily for natural gas powered pump at Cornell pump station. Gas is used during maintenance activities and to reduce electrical usage during peak demand periods.

5410 Supplies/Materials – Funds to purchase materials and supplies for preventive maintenance, repair or replacement of pump control valves, pressure reducing and pressure relief valves and appurtenances for more than 60 pump and pressure reducing stations.

5415 Outside Services – Funds miscellaneous work including graffiti removal, welding, coring, and similar tasks hired out on an “as needed” basis.

5420 Permits/Fees – Funds to pay SCAQMD permits for the potable water system.

### MAINTENANCE DIVISION EXPENSE LINE ITEM EXPLANATIONS

5500 Labor – Primarily labor hours worked at potable pump stations by Maintenance Section personnel to provide

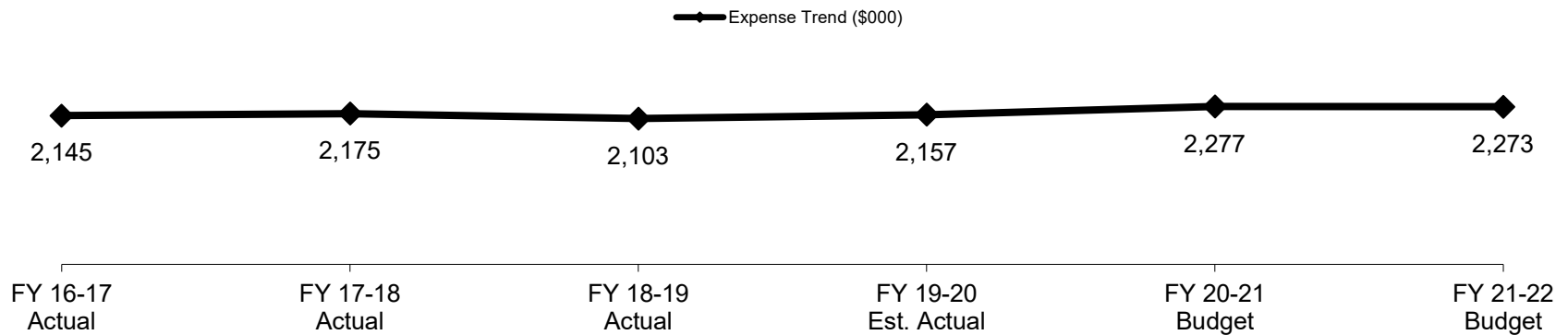
maintenance. Labor hours to assist with major maintenance items at potable pressure reducing stations are also charged here.

5510 Supplies/Materials – Funds to purchase supplies and materials needed to maintain the pump stations.

5515 Outside Services – Funds to hire maintenance providers required to assist in maintaining the pump stations, including HVAC, landscaping and outside mechanical services. Annual air emissions test fees for natural gas engines at Conduit, Cornell, and JBR pump stations and the annual emissions report required by AQMD at Cornell pump station. In FY 20-21 and FY 21-22 additional funds are budgeted (\$19,800) for pump station paintings and coatings.

**Las Virgenes Municipal Water District  
Potable Water  
Pump Stations - 101100**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATING EXPENSES</b>							
5400 Labor	\$285,823	\$289,949	\$237,602	\$334,494	\$195,000	\$250,000	\$200,000
5405.1 Energy	860,525	836,483	775,862	955,000	797,000	750,000	775,000
5405.2 Telephone	37,284	36,157	22,739	35,000	32,000	40,000	40,000
5405.3 Gas	12,257	15,515	13,530	20,000	13,000	20,000	20,000
5405.4 Water	391	461	538	250	300	10,000	10,000
5410 Supplies/Material	143,586	128,515	138,188	70,000	35,809	70,000	70,000
5415 Outside Services	8,692	9,840	17,529	10,000	39,800	35,000	40,000
5420 Permits and Fees	3,012	2,152	2,845	2,500	2,600	3,000	3,000
Sub-total	\$1,351,570	\$1,319,072	\$1,208,833	\$1,427,244	\$1,115,509	\$1,178,000	\$1,158,000
<b>MAINTENANCE EXPENSES</b>							
5500 Labor	223,094	230,959	228,347	204,540	215,456	244,518	255,363
5510 Supplies/Material	28,462	60,680	94,304	30,000	31,000	30,000	30,000
5515 Outside Services	15,162	54,041	83,963	30,000	18,182	50,000	50,000
5530 Capital Outlay	0	2,747	0	0	0	40,000	40,000
Sub-total	\$266,718	\$348,427	\$406,614	\$264,540	\$264,638	\$364,518	\$375,363
<b>SPECIALTY EXPENSES</b>							
5710.2 Technical Services	0	1,281	0	517	0	0	0
Sub-total	\$0	\$1,281	\$0	\$517	\$0	\$0	\$0
<b>ADMINISTRATIVE EXPENSES</b>							
7225 Allocated Support Services	256,725	276,040	289,762	361,497	402,000	385,111	387,683
7226 Allocated Operations Services	270,226	230,021	198,099	332,365	375,000	349,369	351,702
Sub-total	\$526,951	\$506,061	\$487,861	\$693,862	\$777,000	\$734,480	\$739,386
<b>TOTAL OPERATING EXPENSES</b>	<b>\$2,145,239</b>	<b>\$2,174,841</b>	<b>\$2,103,308</b>	<b>\$2,386,163</b>	<b>\$2,157,147</b>	<b>\$2,276,998</b>	<b>\$2,272,749</b>



# POTABLE WATER

## Tanks & Reservoirs – 101200

### FUNCTION

To provide appropriate training, operating, preventive maintenance, and maintenance and repair programs on a timely basis to ensure the tanks and reservoir are operated safely, efficiently, and cost effectively to protect water quality, provide adequate storage for daily and emergency use and ensure fire protection throughout the potable water distribution system.

### SIGNIFICANT CHANGES

No significant changes anticipated for FY 20-21 or FY 21-22.

### OPERATING DIVISION EXPENSE LINE ITEM EXPLANATIONS

5400 Labor – Primarily labor hours worked by Water Production and Treatment personnel to perform operational tasks, do preventive maintenance work, and address minor repair or aesthetic issues at the tank sites.

5405 Utilities – Funds in sub-accounts pay for electrical energy, telephone, and water.

5410 Supplies/Materials – Funds for materials and supplies used in performance of preventive maintenance tasks or minor repairs at potable storage tank, including anodes for cathodic protection.

5415 Outside Services – Funds used to hire outside services to inspect and clean potable water storage tanks to preserve water quality. Dirt road maintenance, asphalt repairs, weed abatement, tree trimming and landscape maintenance are also budgeted in this account.

### MAINTENANCE DIVISION EXPENSE LINE ITEM EXPLANATIONS

5500 Labor – Primarily labor hours worked by Maintenance Section personnel to perform maintenance tasks, including road cleaning, at potable storage tank sites.

5510 Supplies/Materials – Funds to purchase supplies and materials needed to maintain the tanks and reservoirs.

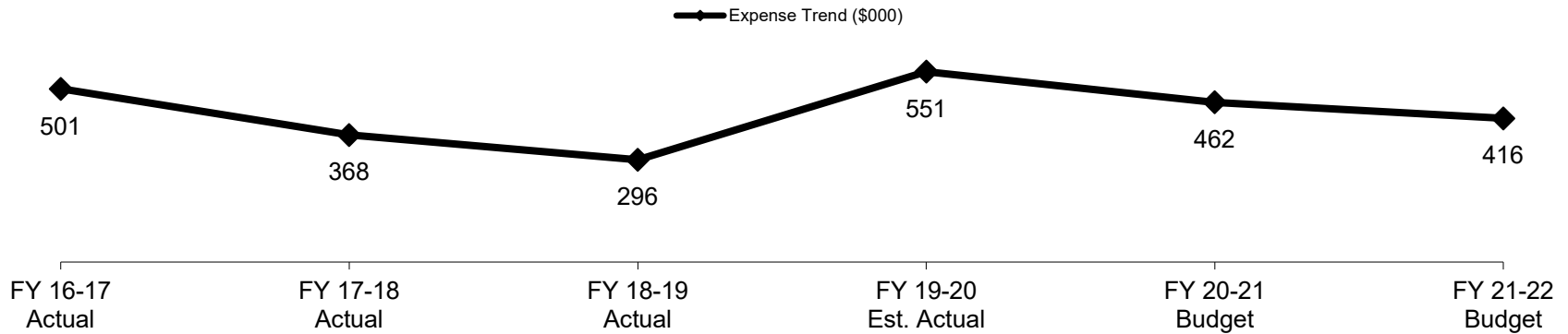
5515 Outside Services – Pest control and landscape services at tank.

### SPECIALTY EXPENSE LINE ITEM EXPLANATIONS

5710.2 Technical Services – The costs for any labor hours by Technical Services personnel for assistance in operating or maintaining tanks/reservoirs are be accumulated in this account.

**Las Virgenes Municipal Water District**  
**Potable Water**  
**Tanks and Reservoirs - 101200**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATING EXPENSES</b>							
5400 Labor	\$139,132	\$134,035	\$83,991	\$158,359	\$99,554	\$110,000	\$75,000
5405.1 Energy	3,139	2,939	2,095	3,000	1,000	3,000	3,000
5405.2 Telephone	397	524	397	400	300	400	400
5405.4 Water	2,407	2,435	2,272	2,500	2,303	5,000	5,000
5410 Supplies/Material	1,234	8,678	3,010	10,000	3,253	10,000	10,000
5415 Outside Services	48,310	5,371	33,909	40,000	20,764	35,000	40,000
5420 Permits and Fees	49	18	18	0	18	20	20
Sub-total	\$194,668	\$154,000	\$125,692	\$214,259	\$127,192	\$163,420	\$133,420
<b>MAINTENANCE EXPENSES</b>							
5500 Labor	58,751	23,815	28,061	39,099	18,736	17,897	18,686
5510 Supplies/Material	4,330	1,685	3,355	2,500	500	2,500	2,500
5515 Outside Services	34,774	30,002	12,586	5,000	4,202	36,526	17,880
Sub-total	\$97,855	\$55,502	\$44,002	\$46,599	\$23,438	\$56,923	\$39,066
<b>SPECIALTY EXPENSES</b>							
5710.2 Technical Services	9,434	9,165	0	4,265	0	0	0
Sub-total	\$9,434	\$9,165	\$0	\$4,265	\$0	\$0	\$0
<b>ADMINISTRATIVE EXPENSES</b>							
7225 Allocated Support Services	89,004	74,992	77,605	111,555	150,000	117,898	118,685
7226 Allocated Operations Services	110,023	74,110	48,507	116,157	250,000	123,769	124,596
Sub-total	\$199,027	\$149,102	\$126,112	\$227,712	\$400,000	\$241,667	\$243,281
<b>TOTAL OPERATING EXPENSES</b>	<b>\$500,984</b>	<b>\$367,769</b>	<b>\$295,806</b>	<b>\$492,835</b>	<b>\$550,630</b>	<b>\$462,010</b>	<b>\$415,767</b>



# POTABLE WATER System

## Operation – 101300

### FUNCTION

To provide appropriate training, operating, preventive maintenance and maintenance and repair programs to ensure preservation of district assets and proper operation of the potable water distribution system, including water quality review, operation of Supervisory Control and Data Acquisition (SCADA) systems and other necessary programs.

### SIGNIFICANT CHANGES

No significant changes are anticipated for FY20-21 or FY21-22.

### OPERATING DIVISION EXPENSE LINE ITEM EXPLANATIONS

- 5400 Labor – Primarily labor hours worked by Water Production and Treatment personnel to monitor and operate the distribution system remotely using the SCADA system or locally at pump stations; for system usage reporting; and for water quality review.
- 5405 Utilities – These sub-accounts provide funds for miscellaneous leased telephone circuits required for operation of the SCADA system.
- 5410 Supplies/Materials – Miscellaneous supplies required to maintain the SCADA system.
- 5415 Outside Services – Costs associated with production of the Consumer Confidence Report (CCR) are charged to this account.
- 5420 Permits/Fees – Funds CA Department of Public Health inspection and permit fees for the potable water system. Also includes funding for new statewide potable water discharge NPDES permit.
- 5425 Consulting Services – Funds in FY20-21 include Urban Water Management Plan, and Nitrification Study. For FY21-22 is a study for a cover at Westlake Reservoir.

### MAINTENANCE DIVISION EXPENSE LINE ITEM EXPLANATIONS

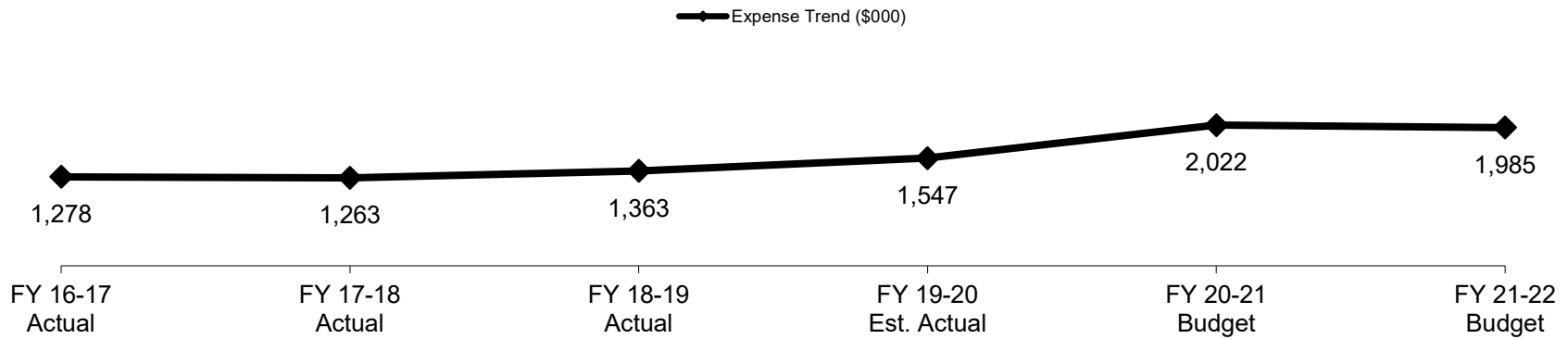
- 5500 Labor – Hours worked by Maintenance Section personnel, primarily the E&I Technicians, to provide maintenance to the SCADA system and to the PLCs located at various District sites.
- 5510 Supplies/Materials – Items purchased by staff necessary to maintain the SCADA and PLC systems.

### SPECIALTY EXPENSE LINE ITEM EXPLANATIONS

- 5700 SCADA Services – Labor and materials costs for services provided by Information Systems to maintain the SCADA system.
- 5710.2 Technical Services – The costs for any labor hours by Technical Services personnel for system operations assistance or hydraulic modeling would be accumulated in this account.
- 5715.2 Other Laboratory Services – Outside laboratory costs for potable water quality testing that cannot be performed by Tapia laboratory are direct charged to this account.
- 5715.3 Tapia Laboratory Sampling – Tapia laboratory staff costs for obtaining water quality samples from the potable water distribution system are direct charged to this account.
- 7202 Allocated Laboratory Expense – Tapia laboratory costs for testing water quality samples. Costs are based on total number of in-house tests performed for system operation divided by total number of tests performed in-house.

**Las Virgenes Municipal Water District  
Potable Water  
System Operation - 101300**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATING EXPENSES</b>							
5400 Labor	\$213,419	\$198,919	\$280,221	\$239,604	\$221,546	\$310,000	\$250,000
5405.2 Telephone	20,757	18,991	12,677	32,362	750	800	800
5410 Supplies/Material	1,943	190	464	2,000	1,500	2,000	2,000
5415 Outside Services	19,463	14,831	7,039	12,000	7,000	22,000	22,000
5420 Permits and Fees	59,593	47,078	48,090	35,000	33,000	35,000	35,000
5425 Consulting Services	0	9,889	0	0	0	0	0
Sub-total	\$315,175	\$289,898	\$348,491	\$320,966	\$263,796	\$369,800	\$309,800
<b>MAINTENANCE EXPENSES</b>							
5500 Labor	150,599	161,097	153,543	117,057	92,762	81,319	84,927
5510 Supplies/Material	52	0	32	1,500	1,200	1,500	1,500
5515 Outside Services	504	0	0	1,500	2,250	1,500	1,500
Sub-total	\$151,155	\$161,097	\$153,575	\$120,057	\$96,212	\$84,319	\$87,927
<b>SPECIALTY EXPENSES</b>							
5700 SCADA Services	21,917	23,835	54,807	74,887	93,284	107,947	112,519
5710.2 Technical Services	0	0	0	0	716	802	895
5715.2 Other Lab Services	7,338	7,313	25,672	9,257	0	40,000	40,000
5715.3 Tapia Lab Sampling	60,412	63,614	77,636	67,759	69,181	87,394	91,282
7202 Allocated Lab Expense	146,692	155,086	171,463	174,292	123,879	235,215	245,856
Sub-total	\$236,359	\$249,848	\$329,578	\$326,195	\$287,060	\$471,358	\$490,552
<b>ADMINISTRATIVE EXPENSES</b>							
7225 Allocated Support Services	140,652	151,352	158,402	227,086	300,000	241,250	242,861
7226 Allocated Operations Services	435,043	410,843	372,567	631,132	600,000	854,961	854,000
Sub-total	\$575,695	\$562,195	\$530,969	\$858,218	\$900,000	\$1,096,211	\$1,096,861
<b>TOTAL OPERATING EXPENSES</b>	<b>\$1,278,384</b>	<b>\$1,263,038</b>	<b>\$1,362,613</b>	<b>\$1,625,436</b>	<b>\$1,547,068</b>	<b>\$2,021,688</b>	<b>\$1,985,140</b>





# POTABLE WATER

## Treatment – 101600

### FUNCTION

To provide appropriate training, operating, preventive maintenance and repair programs to preserve district assets and to ensure Westlake Filtration Plant and Pump Station and Las Virgenes Reservoir operate at optimal performance levels to provide the highest quality drinking water to the potable water distribution system while meeting peak summer demands.

### SIGNIFICANT CHANGES

No significant changes anticipated for FY20-21 or FY21-22.

### OPERATING DIVISION EXPENSE LINE ITEM EXPLANATIONS

- 5400 Labor – Primarily labor hours worked by Water Production and Treatment personnel to operate and provide preventive maintenance at the plant, reservoir and pump station.
- 5405 Utilities – These sub-accounts provide funds for electric and natural gas, telephone and water utilities.
- 5410 Supplies/Materials – Funds used to purchase chemicals (aqueous ammonia, copper sulfate and citric acid), diatomaceous earth (DE) and miscellaneous supplies for plant operations.
  - 5410.10 Sodium Hypochlorite – Used with aqueous ammonia for chloramination of the treated water.
- 5415 Outside Services – Funds for outside services such as tank inspections, dam settlement survey, DE disposal, instrument calibration, weed abatement and other miscellaneous work.
- 5420 Permits/Fees – Funds to pay for SCAQMD permits, Department of Water Resources (DWR) fees for Las Virgenes Reservoir dams and the LA County Fire Department California Accidental Release Program (CAL-ARP) fees.

### MAINTENANCE DIVISION EXPENSE LINE ITEM EXPLANATIONS

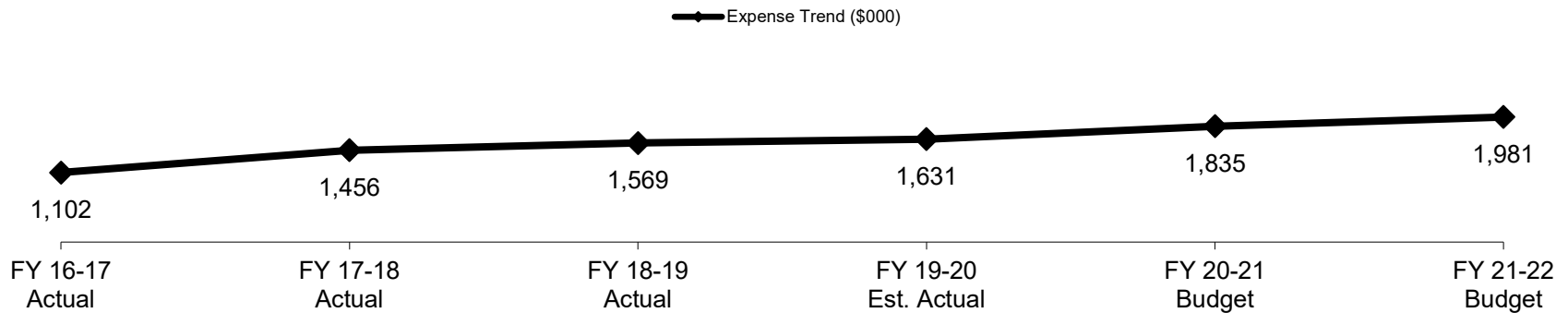
- 5500 Labor – Primarily labor hours worked by Maintenance Section personnel to provide maintenance services.
- 5510 Supplies/Materials – Items purchased by staff necessary to maintain the plant, reservoir and pump station. 5515 Outside Services – Funds to hire any maintenance providers required.
- 5518 Bldg. Maintenance – Costs related to maintaining the basic buildings and site and which are not process related.
- 5530 Capital Outlay

### SPECIALTY EXPENSE LINE ITEM EXPLANATIONS

- 5700 SCADA Services – Labor and materials costs for services provided by Information Systems to maintain the SCADA system.
- 5715.2 Other Laboratory Services – Outside laboratory costs for water quality testing that cannot be performed by Tapia laboratory are direct charged to this account. Additional laboratory testing is anticipated for the reservoir.
- 5715.3 Tapia Laboratory Services – Tapia laboratory costs for water quality sampling of the plant processes and reservoir. Tests include Cryptosporidium and Giardia, MTBE/TOC, TTHM and HAA5.

**Las Virgenes Municipal Water District  
Potable Water  
Treatment - 101600**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATING EXPENSES</b>							
5400 Labor	\$281,992	\$324,880	\$338,329	\$344,310	\$247,589	\$350,000	\$300,000
5405.1 Energy	57,043	126,903	112,778	100,000	43,000	100,000	100,000
5405.2 Telephone	9,931	8,950	12,475	10,000	14,000	12,400	12,400
5405.3 Gas	520	206	1,116	500	189	500	500
5405.4 Water	5,414	4,669	5,729	4,000	4,545	10,000	10,000
5410 Supplies/Material	17,873	70,072	50,966	85,000	40,000	85,000	85,000
5410.10 Hypochlorite	5,528	21,431	15,416	15,000	6,500	15,000	15,000
5410.12 Septum	0	0	0	0	0	0	0
5415 Outside Services	14,920	39,579	58,666	42,000	53,000	35,000	92,000
5420 Permits and Fees	43,817	34,430	44,019	30,000	5,130	3,000	3,000
5425 Consulting Services	0	(895)	0	0	0	0	0
Sub-total	\$437,038	\$630,225	\$639,494	\$630,810	\$413,953	\$610,900	\$617,900
<b>MAINTENANCE EXPENSES</b>							
5500 Labor	66,564	137,234	148,156	99,034	125,362	145,973	152,448
5510 Supplies/Material	8,471	39,137	82,587	50,000	55,000	55,000	55,000
5515 Outside Services	30,346	10,159	54,259	30,000	22,000	40,000	160,000
5518 Building Maintenance	13,161	13,172	17,197	20,000	64,776	68,276	69,725
5530 Capital Outlay	0	0	0	0	40,140	0	0
Sub-total	\$118,542	\$199,702	\$302,199	\$199,034	\$307,278	\$309,249	\$437,173
<b>SPECIALTY EXPENSES</b>							
5700 SCADA Services	89,049	26,955	40,994	49,161	27,724	32,082	33,441
5710.2 Technical Services	0	0	499	0	0	0	0
5715.2 Other Lab Services	637	4,807	8,067	1,807	1,000	1,800	1,800
5715.3 Tapia Lab Sampling	5,180	11,566	13,061	8,131	11,597	14,650	15,302
5725 Gen Supplies/Small Tools	0	984	0	0	0	0	0
7202 Allocated Lab Expense	39,494	41,754	46,163	46,925	54,462	63,327	66,192
Sub-total	\$134,360	\$86,066	\$108,784	\$106,024	\$94,783	\$111,859	\$116,735
<b>ADMINISTRATIVE EXPENSES</b>							
7225 Allocated Support Services	158,947	216,900	226,019	293,196	275,000	310,568	312,643
7226 Allocated Operations Services	252,963	323,577	292,337	412,385	540,000	492,794	496,085
Sub-total	\$411,910	\$540,477	\$518,356	\$705,581	\$815,000	\$803,362	\$808,728
<b>TOTAL OPERATING EXPENSES</b>	<b>\$1,101,850</b>	<b>\$1,456,470</b>	<b>\$1,568,833</b>	<b>\$1,641,449</b>	<b>\$1,631,014</b>	<b>\$1,835,370</b>	<b>\$1,980,536</b>



# POTABLE WATER

## Distribution System – 101700

### FUNCTION

To provide appropriate training, operating, preventive maintenance, and maintenance and repair programs to preserve district assets and to ensure the safe and reliable delivery of potable water to district customers.

### SIGNIFICANT CHANGES

No significant changes anticipated for FY20-21 or FY21-22.

### OPERATING DIVISION EXPENSE LINE ITEM EXPLANATIONS

5400 Labor – Primarily labor hours worked by Water Production and Treatment personnel for maintenance of the potable distribution system.

5405 Utilities – Funds in sub-accounts are to power cathodic protection rectifiers.

5410 Supplies/Materials – Funds to purchase items used during preventive maintenance and repair or replacement of valves, fire hydrants and other appurtenances including supplies for flushing main lines.

5415 Outside Services – Includes funds to hire contractors for services for items such as traffic control, painting for hydrants, raising valve stacks, valve boxes, manhole covers, and maintaining appurtenances.

### MAINTENANCE DIVISION EXPENSE LINE ITEM EXPLANATIONS

5500 Labor – Primarily labor hours worked by the Construction Section to provide maintenance services, pipeline location and vault maintenance services to the potable distribution system. (100 labor hours worked by Field Customer Service personnel for vault repair).

5510 Supplies/Materials – Items in this account are those required to maintain the system, such as valves, pipe, air/vacuum assemblies, etc. Expenditures in this account vary according to the number of PW pipeline breaks in any year.

5515 Outside Services – Funds to hire any maintenance providers such as pipeline contractors to assist in repairs to the system or paving contractors to repair roads following large system repairs. This account should be considered a contingency account as one major emergency job could result in many thousands of dollars in repair costs.

5520 Permits – Local cities have significantly increased their right of way encroachment permits and fees.

### SPECIALTY EXPENSE LINE ITEM EXPLANATIONS

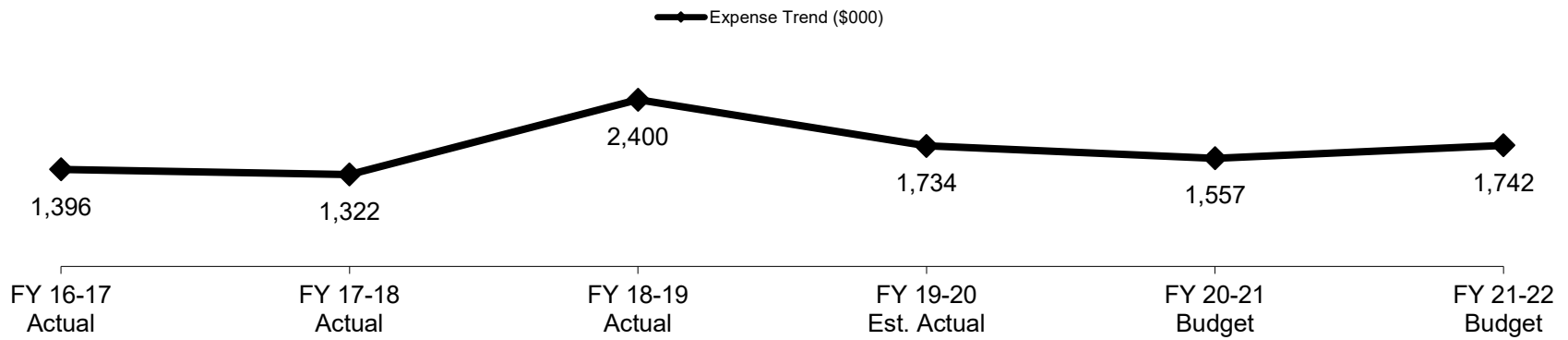
5710.2 Technical Services – The costs for any labor hours by Technical Services personnel for distribution assistance would be accumulated in this account.

### RESOURCE CONSERVATION LINE ITEM EXPLANATIONS

6790 Back Flow Protection – Testing, repair and certification of back flow prevention devices at sites where the potential risk to the potable water system is other than recycled water. The budget increase reflects the increasing number of testable devices, primarily fire system DCDAs for both Commercial and Residential Services. The budget also reflects an intensified effort to identify customers with wells and/or water storage tanks on site, and to ensure the installation of backflow protection assemblies on the water services to these sites for protection of the municipal water supply, including non-reclaimed backflow inspections.

**Las Virgenes Municipal Water District  
Potable Water  
Distribution - 101700**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATING EXPENSES</b>							
5400 Labor	\$266,506	\$175,321	\$383,377	\$288,009	\$335,412	\$200,000	\$375,000
5405.1 Energy	2,786	2,434	2,212	2,500	1,200	2,500	2,500
5410 Supplies/Material	35,619	28,245	63,807	40,000	45,336	50,000	50,000
5415 Outside Services	405	1,563	6,435	6,000	6,636	10,000	10,000
Sub-total	\$305,316	\$207,563	\$455,831	\$336,509	\$388,584	\$262,500	\$437,500
<b>MAINTENANCE EXPENSES</b>							
5500 Labor	405,032	371,561	462,264	418,188	432,304	275,000	300,000
5510 Supplies/Material	80,969	45,834	107,385	80,000	71,591	80,000	80,000
5515 Outside Services	96,463	167,515	676,299	240,000	196,970	210,000	185,000
5520 Permits and Fees	13,793	18,398	15,234	25,000	20,000	25,000	25,000
5530 Capital Outlay	0	0	520	0	0	0	0
Sub-total	\$596,257	\$603,308	\$1,261,702	\$763,188	\$720,865	\$590,000	\$590,000
<b>SPECIALTY EXPENSES</b>							
5710.2 Technical Services	26,337	13,206	35,101	77,152	54,160	60,664	67,708
Sub-total	\$26,337	\$13,206	\$35,101	\$77,152	\$54,160	\$60,664	\$67,708
<b>RESOURCE CONSERVATION</b>							
6790 Back Flow Protection	25,352	22,706	53,710	135,258	32,638	118,017	117,535
Sub-total	\$25,352	\$22,706	\$53,710	\$135,258	\$32,638	\$118,017	\$117,535
<b>ADMINISTRATIVE EXPENSES</b>							
7225 Allocated Support Services	275,037	307,487	318,911	223,719	217,337	240,218	241,822
7226 Allocated Operations Services	167,997	167,562	274,764	247,166	320,000	285,257	287,162
Sub-total	\$443,034	\$475,049	\$593,675	\$470,886	\$537,337	\$525,475	\$528,984
<b>TOTAL OPERATING EXPENSES</b>	<b>\$1,396,296</b>	<b>\$1,321,832</b>	<b>\$2,400,019</b>	<b>\$1,782,993</b>	<b>\$1,733,584</b>	<b>\$1,556,656</b>	<b>\$1,741,727</b>



# **WATER CONSERVATION**

## **Operations – 101800**

### **FUNCTION**

These programs, all of which receive varying level of monetary offsets from MWD and other agencies, provide quantifiable, cost-effective water savings through hardware retrofits and changes in water use practices.

### **SIGNIFICANT CHANGES**

A weather based irrigation controller (WBIC) Program and the renewal of a rain barrel give-away program is budgeted for FY20-21 and FY21-22.

### **LINE ITEM EXPLANATIONS**

#### **REVENUES**

4400 MWD Conservation Credit – This is the amount that we anticipate receiving from Metropolitan Water District to support implementation of various conservation programs.

4421 Reimbursement for Prop. 50 IRWMP funded projects.

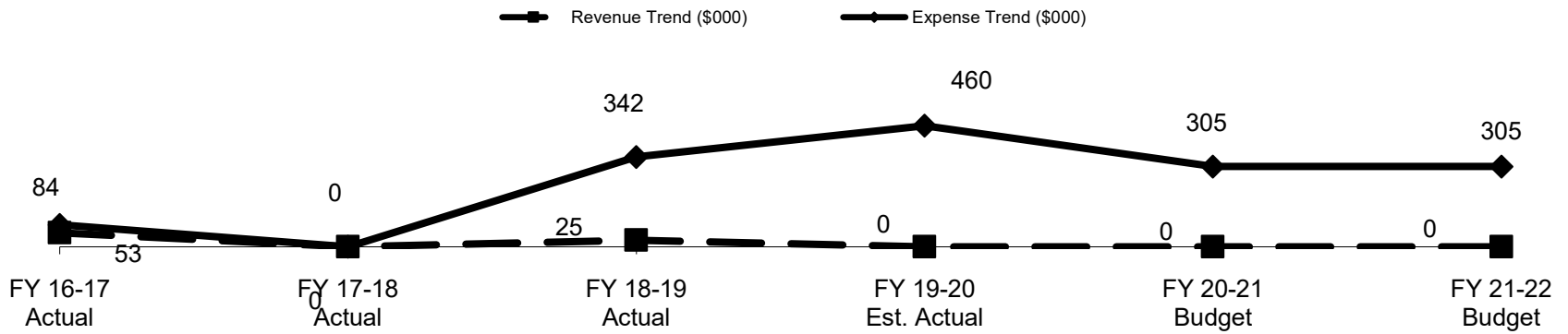
#### **OPERATING EXPENSES**

6640 Rain barrel and Cistern Program – The budgeted amount would provide for giving away up to 500 barrels each year.

6709 Weather Based Irrigation Controller Program – The budgeted amount would provide for furnishing and installing approximately 1,000 controllers each year.

**Las Virgenes Municipal Water District  
Potable Water  
Water Conservation - 101800**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATING REVENUES</b>							
4400 MWD Conser Credit	\$19,750	\$0	\$0	\$44,000	\$0	\$0	\$0
4421 Prop 50 - IRWMP	33,451	0	25,219	0	0	0	0
<b>TOTAL OPERATING REVENUES</b>	<b>\$53,201</b>	<b>\$0</b>	<b>\$25,219</b>	<b>\$44,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FIELD CONSERVATION</b>							
6639 Turf Removal Program	755	0	0	0	0	0	0
6640 RainBarrel Program	56,594	0	29,636	64,334	1,181	11,002	11,045
6709 WBIC Irrigation Controller	0	0	311,918	508,836	415,168	251,113	251,161
Sub-total	\$57,349	\$0	\$341,554	\$573,170	\$416,349	\$262,115	\$262,206
<b>ADMINISTRATIVE EXPENSES</b>							
7225 Allocated Support Services	1,361	0	0	4,456	4,329	4,866	4,899
7226 Allocated Operations Services	25,166	0	0	40,793	39,630	38,071	38,325
Sub-total	\$26,527	\$0	\$0	\$45,249	\$43,958	\$42,937	\$43,224
<b>TOTAL OPERATING EXPENSES</b>	<b>\$83,876</b>	<b>\$0</b>	<b>\$341,554</b>	<b>\$618,419</b>	<b>\$460,307</b>	<b>\$305,052</b>	<b>\$305,430</b>
<b>NET INCOME (LOSS)</b>	<b>(\$30,675)</b>	<b>\$0</b>	<b>(\$316,335)</b>	<b>(\$574,419)</b>	<b>(\$460,307)</b>	<b>(\$305,052)</b>	<b>(\$305,430)</b>



# POTABLE WATER

## Administration – 101900

### FUNCTION

To fund general and administrative expenses that are specific to Potable Water Operations.

### SIGNIFICANT CHANGES

No significant changes anticipated for FY20-21 or FY21-22.

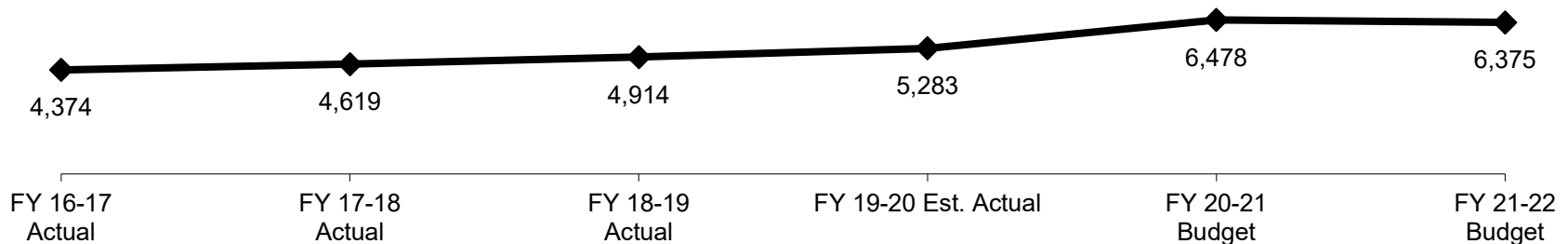
### LINE ITEM EXPLANATIONS

- 5400 Labor – Costs associated with labor hours worked by administrative staff on potable water activities.
- 5425 Consulting Services – Funds for the “Inundation and Emergency Action Plan Update for Westlake Reservoir” and the “Water Supply Outage Evaluation” studies.
- 5500 – 5530 Costs associated with labor and expenses associated with rental facilities.
- 5725 General Supplies/Small Tools – Warehouse items for operational use.
- 6260 Rental Charge - Facilities Replacement – Internal charge to set aside funds for future facilities replacement.
- 6602 School Education Program – Includes LVUSD water science education school initiative; annual primary school poster contest and related calendar; elementary school theatrical presentations and related take-home support materials; secondary school outreach program, the annual library book program, and MWD’s Solar Cup Challenge for participating high schools, and related programs.
- 6604 Public Education Program – Includes water conservation-related display advertising, shut down notifications and other incident-specific notices to customers; conservation education to hotels, restaurants and businesses; chamber directories and “water supply only” District quarterly tours for potable water, production of the annual water quality report, production of the annual “Popular Budget”, construction project notifications and outreach, annual rate change notifications and “robo call” telephone messaging when necessary, and related programs.
- 6606 Community Group Outreach – Includes water-related community group events; brochures, advertising, posters, speaker’s bureau publications and supplies, photos and training materials.
- 6608 Intergovernmental Coordination – Programmed funds include support for intergovernmental activities such as legislative monitoring and activities with the state legislature, county, cities, school districts, federal agencies and regulatory bodies.
- 6741 – 6749 Community Conservation Education – Conservation Education Programs are designed to educate District customers and contractors working in and around the service area on sustainable, water efficient landscape and irrigation design, maintenance and management concepts and practices.
- 6785 Watershed Programs – Active support and leadership in the Integrated Regional Water Management Plan (IRWMP), including participation on the Regional Leadership Committee and subregional steering committee. The objective of this effort is to coordinate water management efforts across the greater Los Angeles County region and secure grant funds for District initiatives through the Prop. 84 bond program (Round 3) and Prop.1.
- 6516 Professional Services – FY19-20 funds provide for Rate Study, Urban Water Management Plan and for the Master Plan updates.
- 7135 General Insurance – Potable Water operation’s share of property insurance premium.

**Las Virgenes Municipal Water District**  
**Potable Water**  
**Administration - 101900**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATING EXPENSES</b>							
5405.4 Water	2,824	2,796	3,615	2,502	0	0	0
5425 Consulting Services	0	59,165	13,585	0	3,768	5,000	5,000
Sub-total	\$2,824	\$61,961	\$17,200	\$2,502	\$3,768	\$5,000	\$5,000
<b>MAINTENANCE EXPENSES</b>							
5500 Labor	1,164	2,530	2,428	3,835	1,137	1,421	1,485
5510 Supplies/Material	0	905	140	500	0	0	0
5515 Outside Services	418	1,073	848	0	0	0	0
5530 Capital Outlay	0	0	5,000	0	0	0	0
Sub-total	\$1,582	\$4,508	\$8,416	\$4,335	\$1,137	\$1,421	\$1,485
<b>SPECIALTY EXPENSES</b>							
5725 Gen Supplies/Small Tools	11,992	2,307	9,294	0	5,800	3,000	3,000
Sub-total	\$11,992	\$2,307	\$9,294	\$0	\$5,800	\$3,000	\$3,000
<b>PUBLIC INFORMATION</b>							
6602 School Education Program	174,587	134,873	162,222	231,915	41,749	145,000	145,000
6604 Public Education Program	127,047	88,923	64,038	155,422	2,862	95,000	95,000
6606 Community Group Outreach	1,161	0	484	8,279	3,901	5,745	5,983
6608 Intergovernmental Coordination	3,365	3,258	7	8,269	0	0	0
Sub-total	\$306,160	\$227,054	\$226,751	\$403,885	\$48,512	\$245,745	\$245,983
<b>COMMUNITY CONSERVATION EDUCATION</b>							
6742 Demonstration Garden Grant	4,565	863	0	16,647	15,500	10,000	10,000
6749 Residential Customer Training	12,154	13,389	0	36,037	20,000	8,000	8,000
Sub-total	\$16,719	\$14,252	\$0	\$52,684	\$35,500	\$18,000	\$18,000
<b>RESOURCE CONSERVATION</b>							
6785 Watershed Programs	13,164	20,818	49,164	49,068	12,397	46,622	46,931
Sub-total	\$13,164	\$20,818	\$49,164	\$49,068	\$12,397	\$46,622	\$46,931
<b>ADMINISTRATIVE EXPENSES</b>							
6260 Rental Charge - Facility Repl	273,933	257,557	265,057	255,375	255,375	255,375	255,375
6516 Other Professional Services	3,547	11,500	15,250	221,625	181,650	39,975	0
7135.1 Property Insurance	31,115	38,031	43,627	73,991	118,122	0	0
7135.4 Earthquake Insurance	49,969	60,399	64,131	118,192	133,767	0	0
7145 Claims Paid	19,953	77,773	35,213	0	0	0	0
7155 Other Expense	3,170	(7,089)	8,319	0	0	0	0
Allocated Insurance	0	0	0	0	0	259,272	272,236
7203 Allocated Building Maint	83,651	89,824	153,010	88,805	92,425	115,393	96,643
7205 Allocated Legal	9,709	17,494	33,915	0	20,000	20,000	20,000
7209 Allocated Rental Property Exp	0	0	0	0	0	0	0
7225 Allocated Support Services	601,259	668,054	797,650	792,471	825,000	1,153,034	1,154,000
7226 Allocated Operations Services	2,945,217	3,074,487	3,187,197	4,202,692	3,550,000	4,315,526	4,256,000
Sub-total	\$4,021,523	\$4,288,030	\$4,603,369	\$5,753,151	\$5,176,339	\$6,158,575	\$6,054,254
<b>TOTAL OPERATING EXPENSES</b>	<b>\$4,373,964</b>	<b>\$4,618,930</b>	<b>\$4,914,194</b>	<b>\$6,265,625</b>	<b>\$5,283,453</b>	<b>\$6,478,363</b>	<b>\$6,374,653</b>

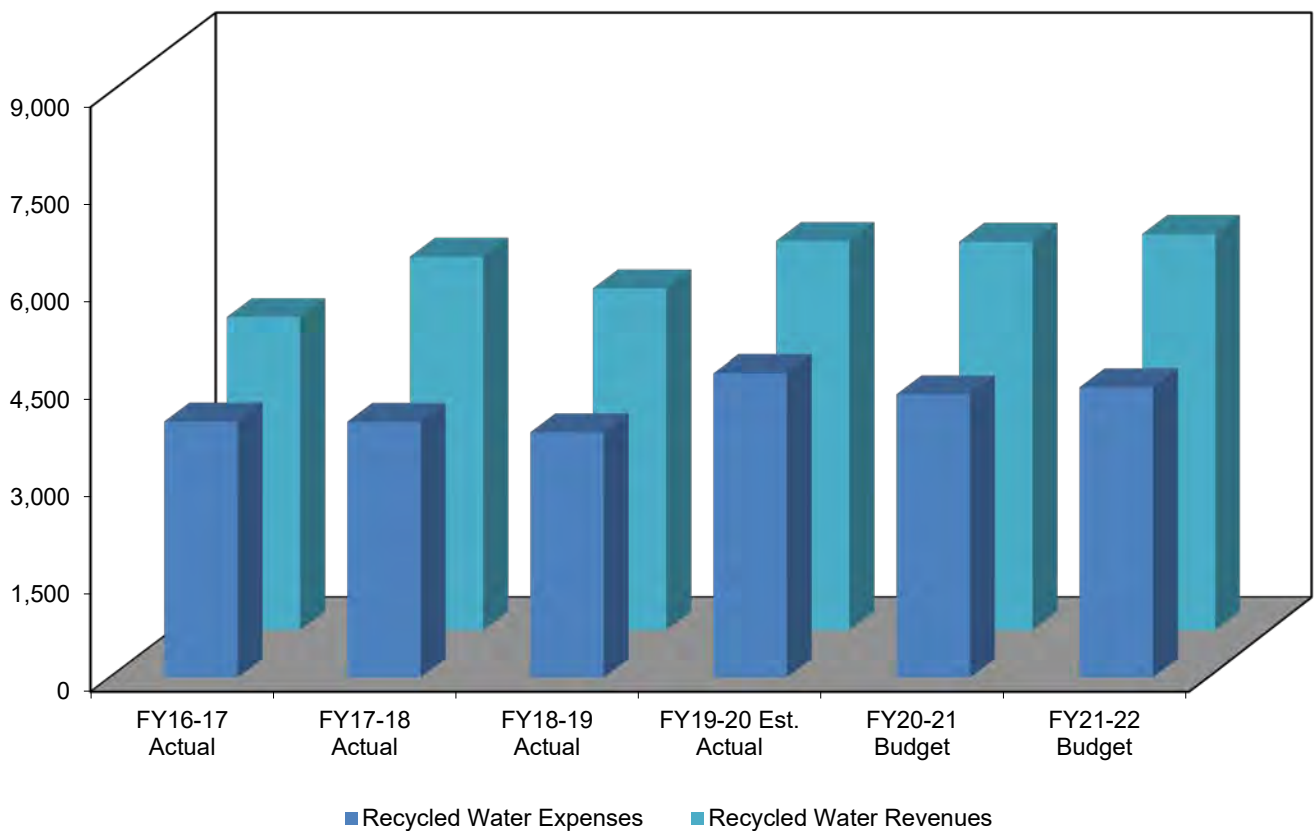
◆ Expense Trend (\$000)





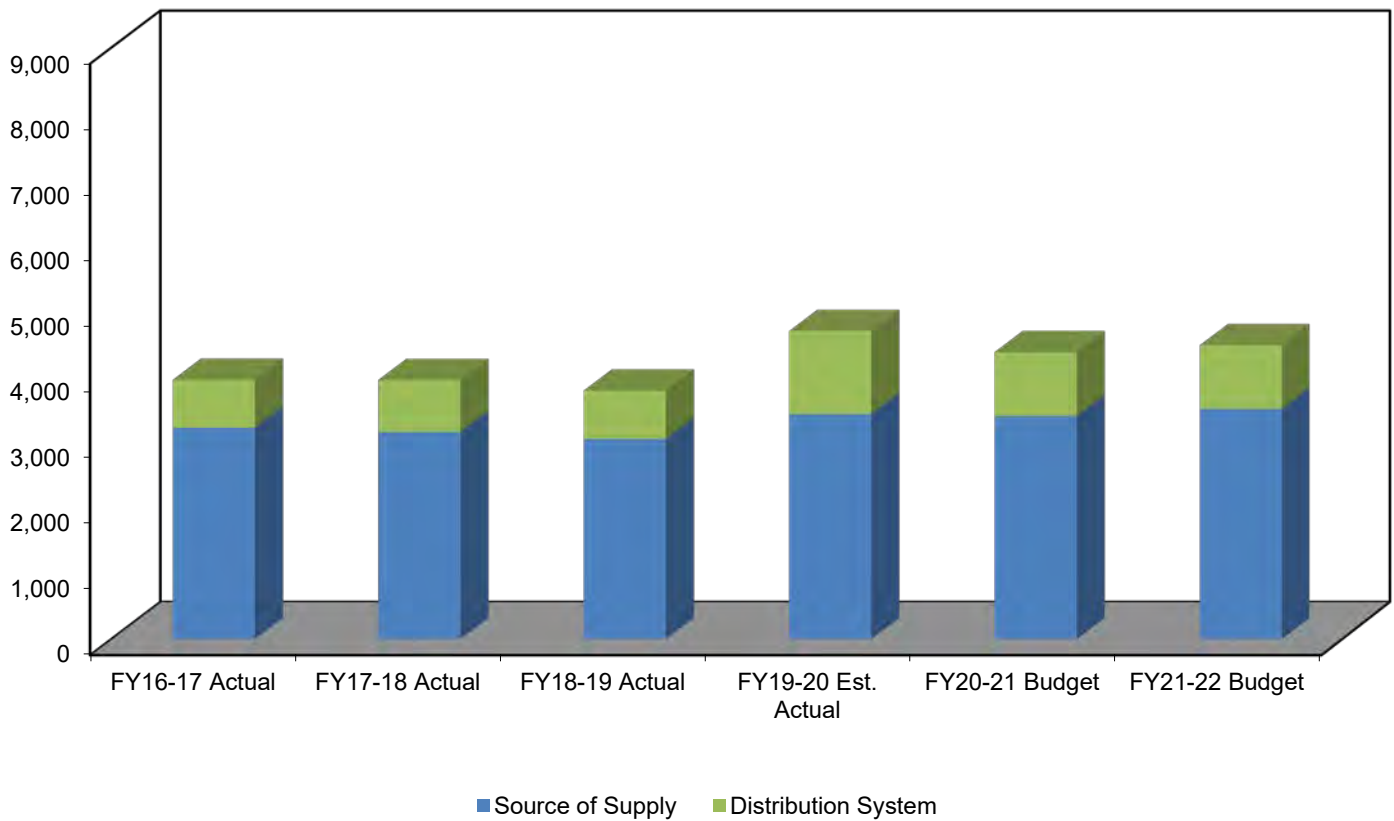
**Las Virgenes Municipal Water District  
Recycled Water Operations Summary**  
(Dollars in Thousands)

	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Est. Actual	FY20-21 Budget	FY21-22 Budget
<b>Recycled Water Revenues</b>	4,817	5,748	5,260	5,990	5,978	6,097
<b>Recycled Water Expenses</b>	3,944	3,941	3,779	4,686	4,364	4,472
<b>Net Operating Income</b>	873	1,807	1,481	1,304	1,614	1,625



**Las Virgenes Municipal Water District**  
**Recycled Water Operating Expense Summary**  
(Dollars in Thousands)

	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Est. Actual	FY20-21 Budget	FY21-22 Budget
<b>Source of Supply</b>	3,212	3,150	3,044	3,425	3,394	3,501
<b>Distribution System</b>	732	791	735	1,261	970	971
<b>Total Recycled Water</b>	3,944	3,941	3,779	4,686	4,364	4,472



# RECYCLED WATER

## Operating Revenues – 102000

### LINE ITEM EXPLANATIONS

4215 to 4230 – These accounts are the revenues derived from retail recycled water sales to customers. They are shown by area as result of requirements for reporting under MWD’s Local Projects Programs. The 2015 rate study projected annual increases of 0% for each of the next 2 years.

		FY19-20	FY19-20	FY20-21	FY21-22
	Acre Feet Billed	Budget	Est. Actual	Budget	Budget
4215	Calabasas	534	439	483	483
4220	LV Valley	317	215	250	250
4225	Calabasas/MWD	1,403	1,232	1,373	1,373
4230	Western	2,576	2,129	2,230	2,230
	<b>Total</b>	<b>4,830</b>	<b>4,015</b>	<b>4,336</b>	<b>4,336</b>

4505 Other Income from Operations – Includes LVMWD’s share of JPA wholesale recycled water revenue received due to the addition of depreciation expense as a component of the JPA wholesale recycled water rate.

### Source of Supply – 102000

### LINE ITEM EXPLANATIONS

5100 Purchased Water – JV RWTR – Wholesale cost to purchase LVMWD’s allocation of recycled water for sale to district customers. Wholesale rates are set by the JPA to recover the costs of operating and administering the Recycled Water backbone distribution system. An additional amount, equal to the value of annual depreciation expense on the recycled water distribution system, is also included in the wholesale recycled water rate.

	Acre Feet Purchased	FY19-20	FY19-20	FY20-21	FY21-22
		Budget	Est. Actual	Budget	Budget
	LV Valley	321	260	277	262
	Calabasas	1,443	1,548	1,407	1,404
	System Western	2,151	1,909	1,937	1,871
	<b>System</b>	<b>3,915</b>	<b>3,717</b>	<b>3,621</b>	<b>3,538</b>

The difference between purchased and billed acre-feet is due to purchased Potable Water Supplement and the timing of customer bills.

5115 Purchased Potable Supplement – Retail cost to purchase potable water supplement from LVMWD for use in the recycled water system as necessary. The cost of potable water supplement is set to recover the full cost of providing potable water.

### Distribution System – 102100

### FUNCTION

To ensure the integrity of the recycled water distribution system, appropriate and legal use of recycled water, and protection against backflow and cross connections. This includes: system surveillance, test and repair of backflow devices, landscape irrigation system plan checks for new services, water quality and system pressure tests to ensure quality of service, training local landscape maintenance and grounds supervisors in cross-connection prevention.

### LINE ITEM EXPLANATIONS

5400 Labor – Surveillance activities (250 hours for FCS to assist with surveillance), including new construction inspections, system checks and negative pressure tests. Includes Water Treatment and Production labor hours to operate the pump station and tank.

5420 Permits and Fees – Expenses for California DPH plan review fees for recycled water expansion plans.

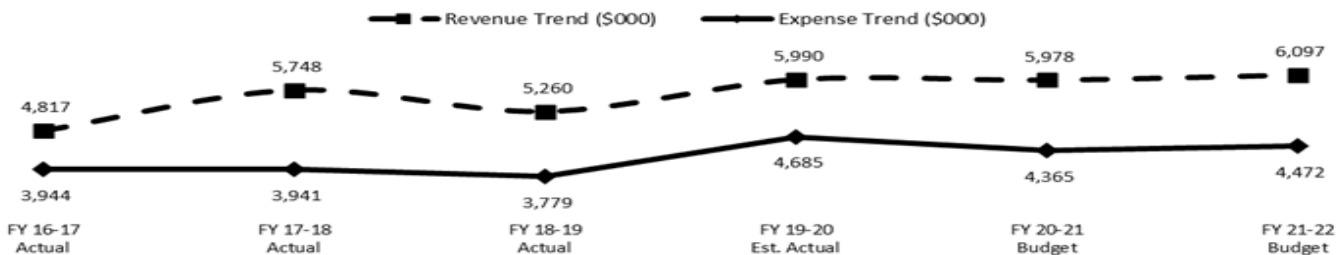
5500 Labor – Labor to install and maintain RW service lines by Construction Section.

5510 Supplies/Materials – Costs to install and maintain RW service lines from the main to the district’s meter, including materials, outside contractor for re-paving, and permit fees for new service installation.

6790 Backflow Protection – Testing and certification of backflow prevention devices at sites where both recycled and potable water are in use.

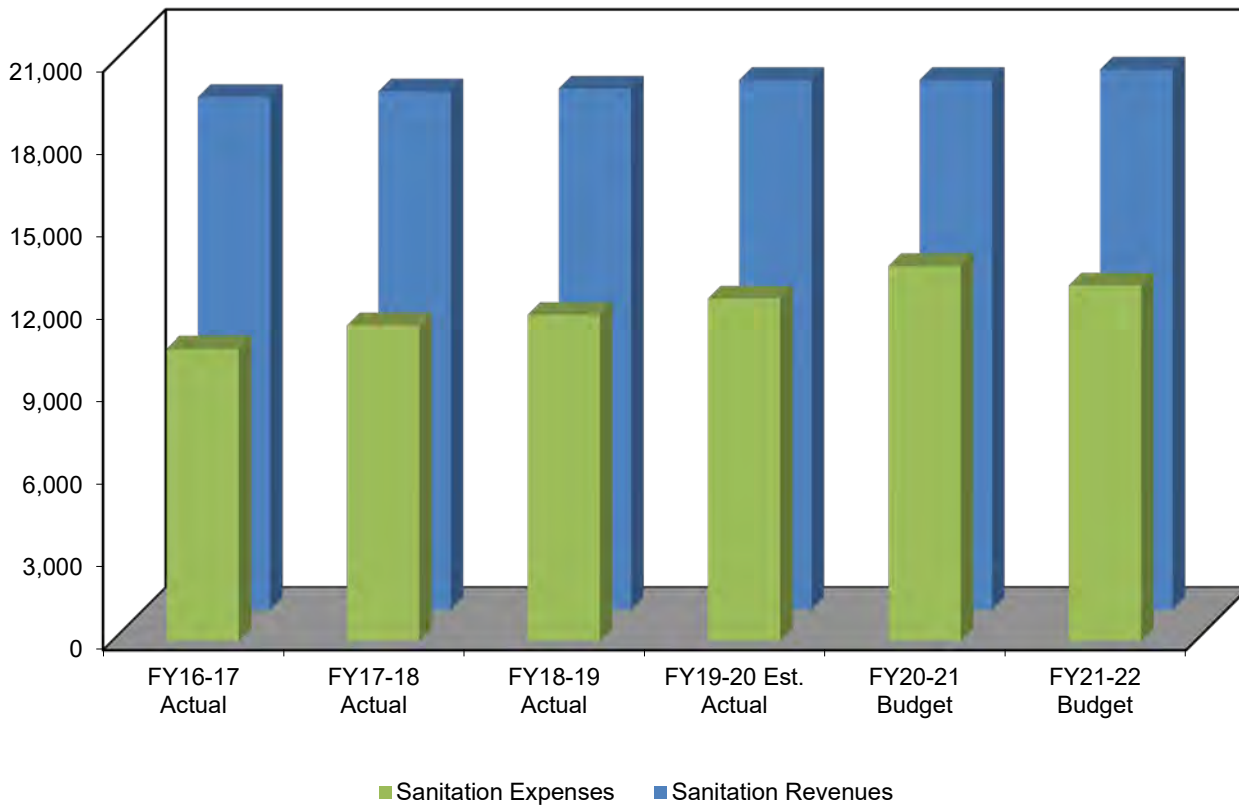
**Las Virgenes Municipal Water District**  
**Recycled Water**  
**Operations - 102000/102100**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATING REVENUES</b>							
4050 Temporary Meter Charge	\$0	\$0	\$0	\$1,800	\$1,800	\$1,800	\$1,800
4155 Temporary Meter Installation Fees	0	50	0	100	100	100	100
4160 Late Payment Fees	6,924	6,079	4,197	10,000	10,000	10,000	10,000
4170 Water Usage - Accidents	0	0	0	100	100	100	100
4215 RW Sales - Calabasas	566,320	607,966	584,774	612,000	603,600	613,830	626,107
4220 RW Sales - LV Valley	198,427	293,895	252,665	299,000	243,600	277,500	283,050
4225 RW Sales - Calabasas MWD	1,179,349	1,383,462	1,241,766	1,431,000	1,508,400	1,434,120	1,462,802
4230 RW Sales - Western	2,262,085	2,873,297	2,652,126	2,858,000	2,834,400	2,876,010	2,933,530
4505 Other Income from Operations	603,754	583,247	524,118	656,394	787,673	764,708	780,002
<b>TOTAL OPERATING REVENUES</b>	<b>\$4,816,859</b>	<b>\$5,747,996</b>	<b>\$5,259,646</b>	<b>\$5,868,394</b>	<b>\$5,989,673</b>	<b>\$5,978,168</b>	<b>\$6,097,491</b>
<b>SOURCE OF SUPPLY</b>							
5100 Purchased Water - JPA RWTR	1,369,024	1,603,106	1,503,857	1,838,299	1,882,618	1,838,192	1,954,050
5115 Purchased Water - Potable Suppl	1,842,516	1,547,136	1,540,184	1,542,080	1,542,080	1,556,300	1,546,820
Sub-total	\$3,211,540	\$3,150,242	\$3,044,041	\$3,380,379	\$3,424,698	\$3,394,492	\$3,500,870
<b>OPERATING EXPENSES</b>							
5400 Labor	145,110	140,697	126,233	143,125	144,185	145,000	147,000
5405.1 Energy	6,329	6,030	5,689	6,500	4,091	6,500	6,500
5420 Permits and Fees	4,267	1,319	6,336	3,000	1,636	3,000	3,000
Sub-total	\$155,706	\$148,046	\$138,258	\$152,625	\$149,912	\$154,500	\$156,500
<b>MAINTENANCE EXPENSES</b>							
5500 Labor	3,484	663	1,986	2,872	2,167	2,607	2,723
5510 Supplies/Material	1,047	3,060	185	1,500	250	1,500	1,500
5515 Outside Services	0	0	0	0	5,516	5,516	0
Sub-total	\$4,531	\$3,723	\$2,171	\$4,372	\$7,933	\$9,623	\$4,223
<b>RESOURCE CONSERVATION</b>							
6790 Back Flow Protection	1,060	3,200	345	40,193	4,070	3,000	3,000
Sub-total	\$1,060	\$3,200	\$345	\$40,193	\$4,070	\$3,000	\$3,000
<b>ADMINISTRATIVE EXPENSES</b>							
6260 Rental Charge - Facility Repl	17,974	16,968	12,842	12,368	12,368	12,368	12,368
6516 Other Professional Services	0	0	0	0	0	1,350	0
7225 Allocated Support Services	143,255	137,392	157,813	162,554	157,916	183,671	184,898
7226 Allocated Operations Services	409,520	480,968	423,645	645,829	927,404	605,884	609,931
Sub-total	\$570,749	\$635,328	\$594,300	\$823,000	\$1,098,588	\$803,273	\$807,197
<b>TOTAL OPERATING EXPENSES</b>	<b>\$3,943,586</b>	<b>\$3,940,539</b>	<b>\$3,779,115</b>	<b>\$4,400,570</b>	<b>\$4,685,202</b>	<b>\$4,364,889</b>	<b>\$4,471,790</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>\$873,273</b>	<b>\$1,807,457</b>	<b>\$1,480,531</b>	<b>\$1,467,824</b>	<b>\$1,304,471</b>	<b>\$1,613,279</b>	<b>\$1,625,701</b>



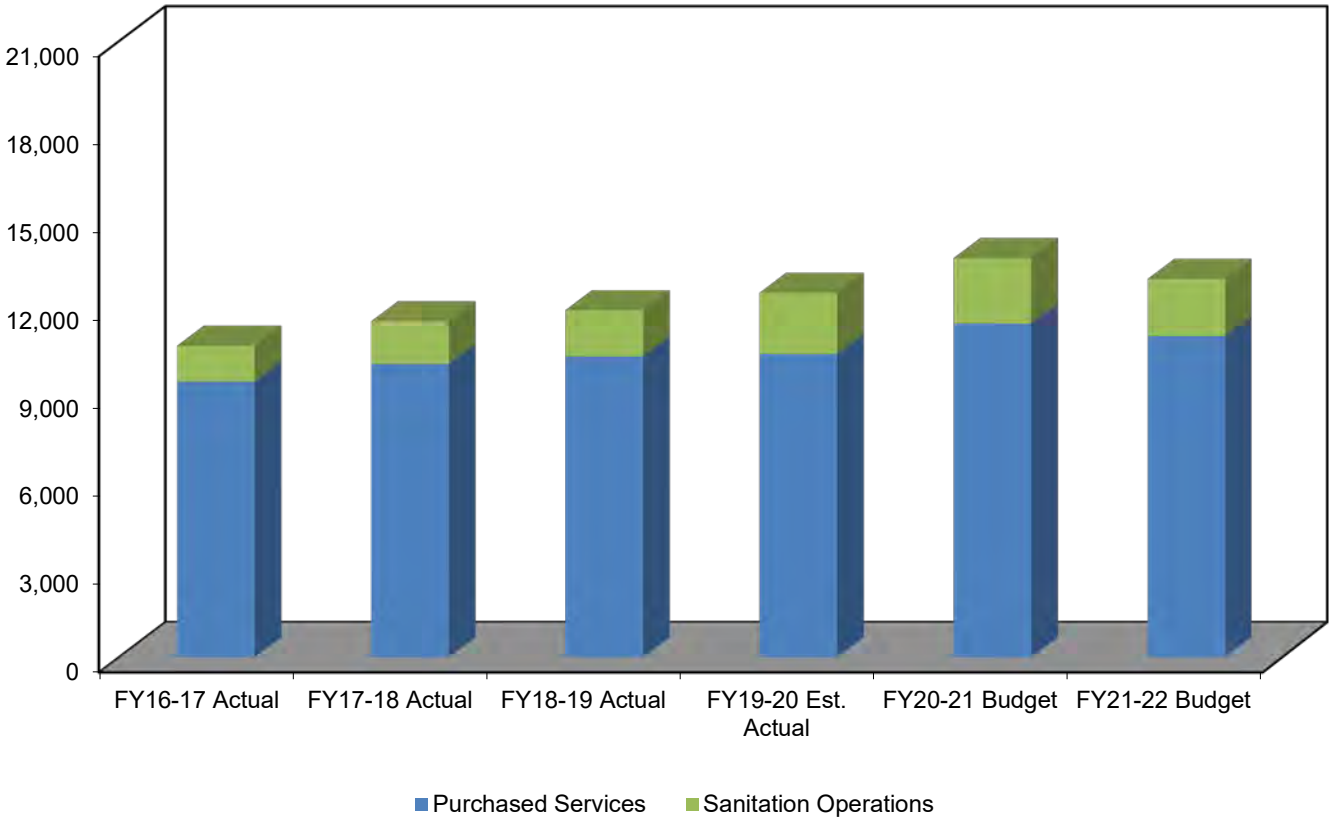
**Las Virgenes Municipal Water District**  
**Sanitation Operations Summary**  
(Dollars in Thousands)

	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Est. Actual	FY20-21 Budget	FY21-22 Budget
<b>Sanitation Revenues</b>	18,614	18,818	18,921	19,237	19,237	19,617
<b>Sanitation Expenses</b>	10,614	11,449	11,826	12,421	13,606	12,898
<b>Net Operating Income</b>	8,000	7,369	7,095	6,816	5,631	6,719



**Las Virgenes Municipal Water District**  
**Sanitation Operating Expense Summary**  
(Dollars in Thousands)

	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Est. Actual	FY20-21 Budget	FY21-22 Budget
<b>Purchased Services</b>	9,394	9,993	10,251	10,332	11,364	10,949
<b>Sanitation Operations</b>	1,220	1,456	1,575	2,089	2,242	1,949
<b>Total Sanitation</b>	10,614	11,449	11,826	12,421	13,606	12,898



# SANITATION

## Operating Revenues – 130000

### LINE ITEM EXPLANATIONS

4260 Sanitation Service Fees – Revenues received from residential and commercial customers within the U-1, U-2, U-3, B and D sanitation districts. Service fees provide resources for the operation of the wastewater treatment facilities and for replacement of sanitation capital assets and infrastructure.

Revenue from residential customers is projected using the approved rate schedule for each active service. For Commercial customers, the three-year average revenue, adjusted to the approved rate schedule and change in Equivalent Residential Units (ERU) is used.

4270 Consolidated Sewer District Fees – Revenues received from Topanga Consolidated Sewer District. These accounts are outside the LVMWD service area and service is provided on a contractual basis.

## Operating Expenses – 130100

### FUNCTION

To provide wastewater services including sewer maintenance and lift station operations and maintenance to District customers in the U-2, U-3 and B Districts.

### SIGNIFICANT CHANGES

There are no significant changes budgeted for FY 20-21 or FY 21-22 that affects the scope or level of service.

### PURCHASED SERVICES LINE ITEM EXPLANATIONS

5735 Share of JPA Net Expenses – The District's share of the net operating expenses of the Joint Powers Authority. See details of the JPA revenue and expense allocations in the JPA Operations section.

5740 City of Los Angeles – This is the annual operations and maintenance costs paid to the City of Los Angeles for U-3, B and a portion of U-2 districts. It also includes rental payments for sewage discharge at the El Canon Intertie. Los Angeles provides a cost estimate for the year which is based on flow from previous years. Estimated billings are as follows:

	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
U-3/B/El Canon Sewage Disposal	\$362,054	\$400,863	\$392,926	\$354,466	\$605,900	\$531,300
Prior Year Reconciliation	17,738	40,220	87,464	0	0	0
El Canon Rental	938	6,303	3,530	0	0	0
Total	\$380,730	\$447,386	\$483,920	\$354,466	\$605,900	\$531,300

### OPERATING EXPENSE LINE ITEM EXPLANATIONS

5400 Labor – Costs involved with operating the Lift Stations by the Reclamation personnel.

5405.1 Electricity – Electrical costs associated with operating the Lift Stations.

5417 Odor Control – Funds for annual replacement of media (carbon) at both Lift Stations.

5420 Permit and Fees – Funds Waste Discharge Requirement (WDR) from the SWRCB for operation of the sewer system, SCAQMD and CUPA permits.

### MAINTENANCE EXPENSE LINE ITEM EXPLANATIONS

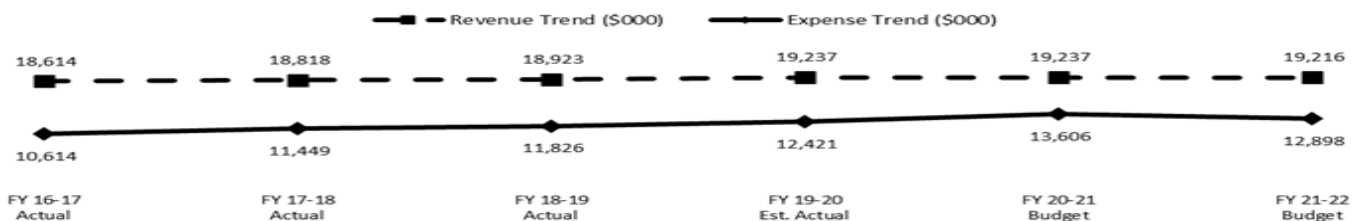
5500 Labor – Labor costs incurred by the Maintenance Section for operating and maintaining lift stations and sewer lines.

5510 Supplies/Materials – Items in this account are those required to maintain lift stations, force mains and sewers. Typical expenditures expected for work on rings, covers and odor mitigation.

5515 Outside Services – Funds to provide for contractors and vendors to assist in the maintenance of the system such as pump repairs, sewer cleaning, wetwell maintenance and emergency generator maintenance.

**Las Virgenes Municipal Water District**  
**Sanitation**  
**Operations - 130000/130100**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATING REVENUES</b>							
4160 Late Payment Fees	\$38,977	\$35,332	\$28,912	\$40,000	\$40,000	\$40,000	\$40,000
4260 Sanitation Service Fees 4270	18,338,770	18,569,910	18,680,600	18,522,000	18,982,000	18,982,000	19,361,640
Consol Sewer District Fees	236,004	213,000	213,000	215,000	215,000	215,000	215,000
<b>TOTAL OPERATING REVENUES</b>	<b>\$18,613,751</b>	<b>\$18,818,242</b>	<b>\$18,922,512</b>	<b>\$18,777,000</b>	<b>\$19,237,000</b>	<b>\$19,237,000</b>	<b>\$19,616,640</b>
<b>PURCHASED SERVICES</b>							
5735 Share of JPA Net Expenses	9,013,414	9,545,571	9,766,870	10,578,397	9,977,083	10,758,000	10,417,536
5740 City of Los Angeles	380,730	447,386	483,920	581,000	354,466	605,900	531,300
Sub-total	\$9,394,144	\$9,992,957	\$10,250,790	\$11,159,397	\$10,331,549	\$11,363,900	\$10,948,836
<b>OPERATING EXPENSES</b>							
5400 Labor	12,349	585	166	14,495	0	0	0
5405.1 Energy	69,798	69,361	76,726	85,000	64,000	85,000	85,000
5405.2 Telephone	18,192	14,459	10,184	29,635	9,500	13,000	13,000
5405.4 Water	780	932	1,130	800	750	800	800
5417 Odor Control	2,280	0	0	2,650	0	0	0
5420 Permits and Fees	14,554	16,553	7,476	15,000	5,300	3,000	3,000
Sub-total	\$117,953	\$101,890	\$95,682	\$147,580	\$79,550	\$101,800	\$101,800
<b>MAINTENANCE EXPENSES</b>							
5500 Labor	44,018	50,158	52,656	61,228	50,857	51,858	54,153
5510 Supplies/Material	3,561	11,725	11,147	10,000	12,150	12,000	12,000
5515 Outside Services	32,363	33,772	27,474	35,000	29,000	48,080	48,472
5530 Capital Outlay	0	0	3,453	0	0	40,000	40,000
Sub-total	\$79,942	\$95,655	\$94,730	\$106,228	\$92,007	\$151,938	\$154,625
<b>SPECIALTY EXPENSES</b>							
5700 SCADA Services	818	240	0	6,381	0	0	0
Sub-total	\$818	\$240	\$0	\$6,381	\$0	\$0	\$0
<b>ADMINISTRATIVE EXPENSES</b>							
6260 Rental Charge - Facility Repl	29,434	27,475	23,164	22,614	22,614	22,614	22,614
6515 Other Professional Services	0	11,500	1,150	0	0	33,675	0
7205 Allocated Legal	4,450	0	0	0	0	0	0
7225 Allocated Support Services	269,858	263,143	311,887	408,517	396,862	485,673	415,000
7226 Allocated Operations Services	717,039	955,878	1,048,565	1,213,013	1,498,764	1,446,382	1,254,890
Sub-total	\$1,020,781	\$1,257,996	\$1,384,766	\$1,644,144	\$1,918,240	\$1,988,344	\$1,692,504
<b>TOTAL OPERATING EXPENSES</b>	<b>\$10,613,638</b>	<b>\$11,448,738</b>	<b>\$11,825,968</b>	<b>\$13,063,730</b>	<b>\$12,421,346</b>	<b>\$13,605,982</b>	<b>\$12,897,765</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>\$8,000,113</b>	<b>\$7,369,504</b>	<b>\$7,096,544</b>	<b>\$5,713,270</b>	<b>\$6,815,654</b>	<b>\$5,631,018</b>	<b>\$6,718,875</b>

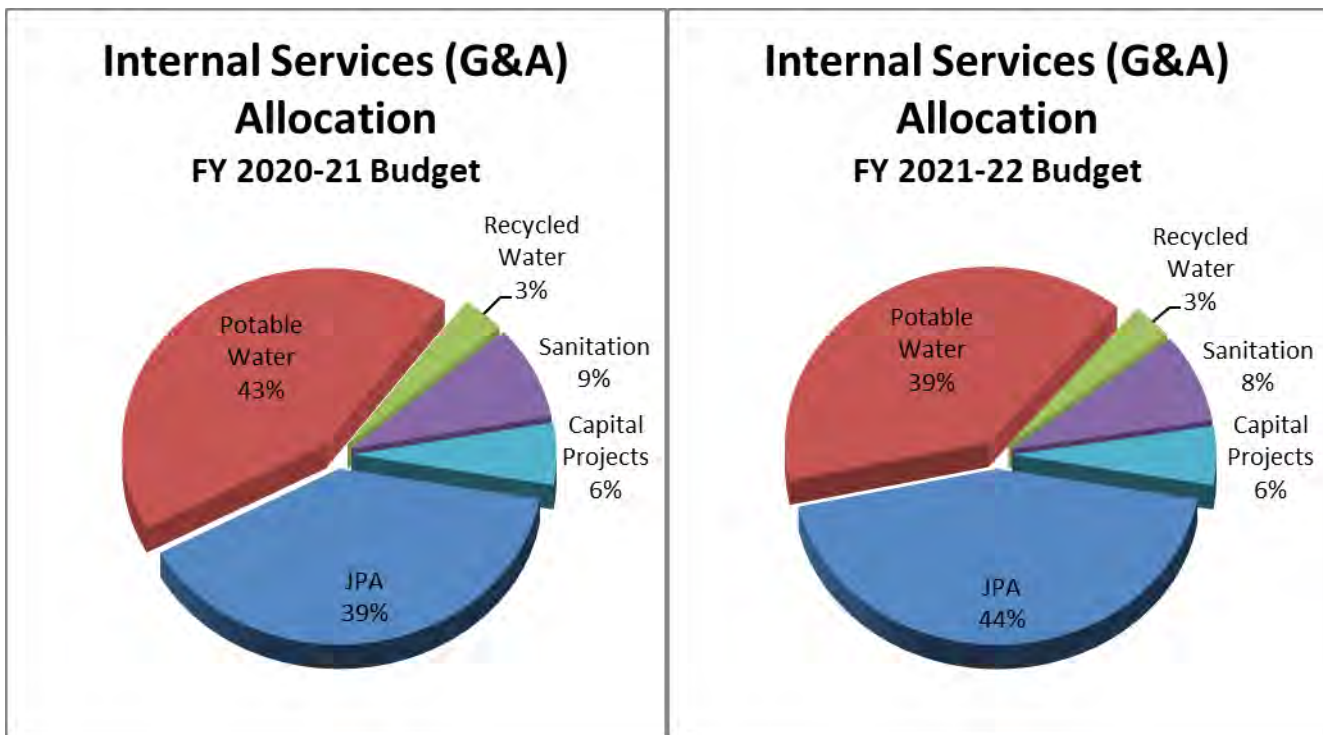




# INTERNAL SERVICES

The Internal Service fund is used to account for all costs related to the General Administration of the District. In addition, all personnel related costs, including salaries, benefits, training, etcetera, are administered through the Internal Service fund. Personnel working in the various enterprises account for their workload distribution through the timekeeping system. Labor costs are charged to each enterprise as determined and credits are posted to the Internal Service fund. All net accumulated costs are allocated to the various enterprise and capital project funds as described below.

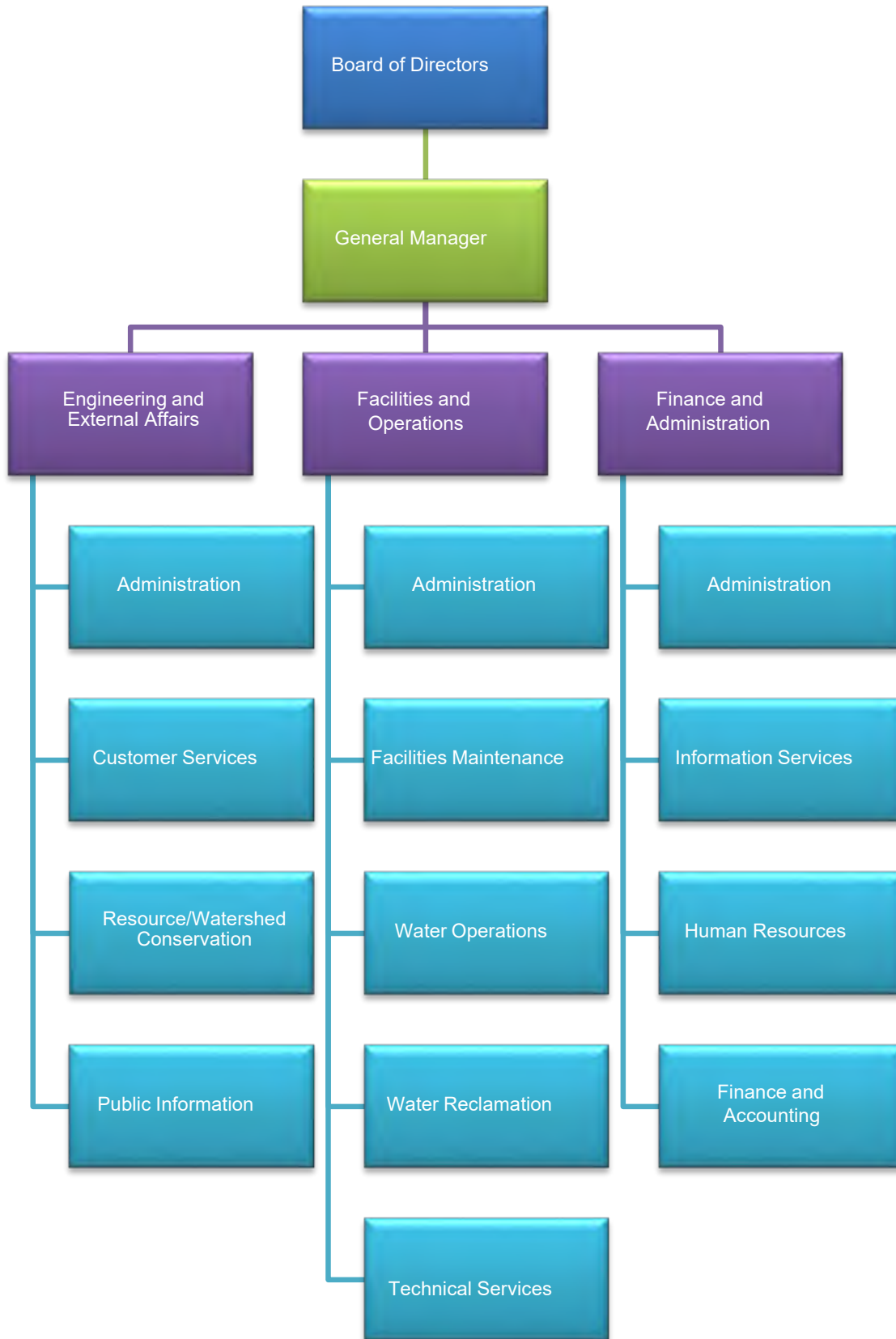
The Joint Powers Authority (JPA) agreement between Las Virgenes Municipal Water District (LV) and Triunfo Water and Sanitation District (TWSD) calls for allocation of General and Administrative costs based on the actual cost of labor. General and administrative costs are defined as accounting, personnel and general management expenses. As such, Internal Service costs which are not related to the function of the JPA are excluded from the allocation process. These excluded costs include all costs for the LV Board of Directors, some of the General Manager's office costs, administration and operation of Customer Service activities, including a portion of Information Services costs, water meter maintenance, water conservation activities and new customer planning and coordination.



All remaining costs are allocated between LV enterprises (potable water, recycled water, and non-JPA sanitation), Capital Improvement Projects, and the JPA operations. The allocation is based on the labor charged through the timekeeping system to each of these operations or projects. The allocation of costs is performed monthly with a final reconciliation at year-end. Each agency's share of the allocated costs for JPA operations is billed monthly as provided in the JPA agreement.

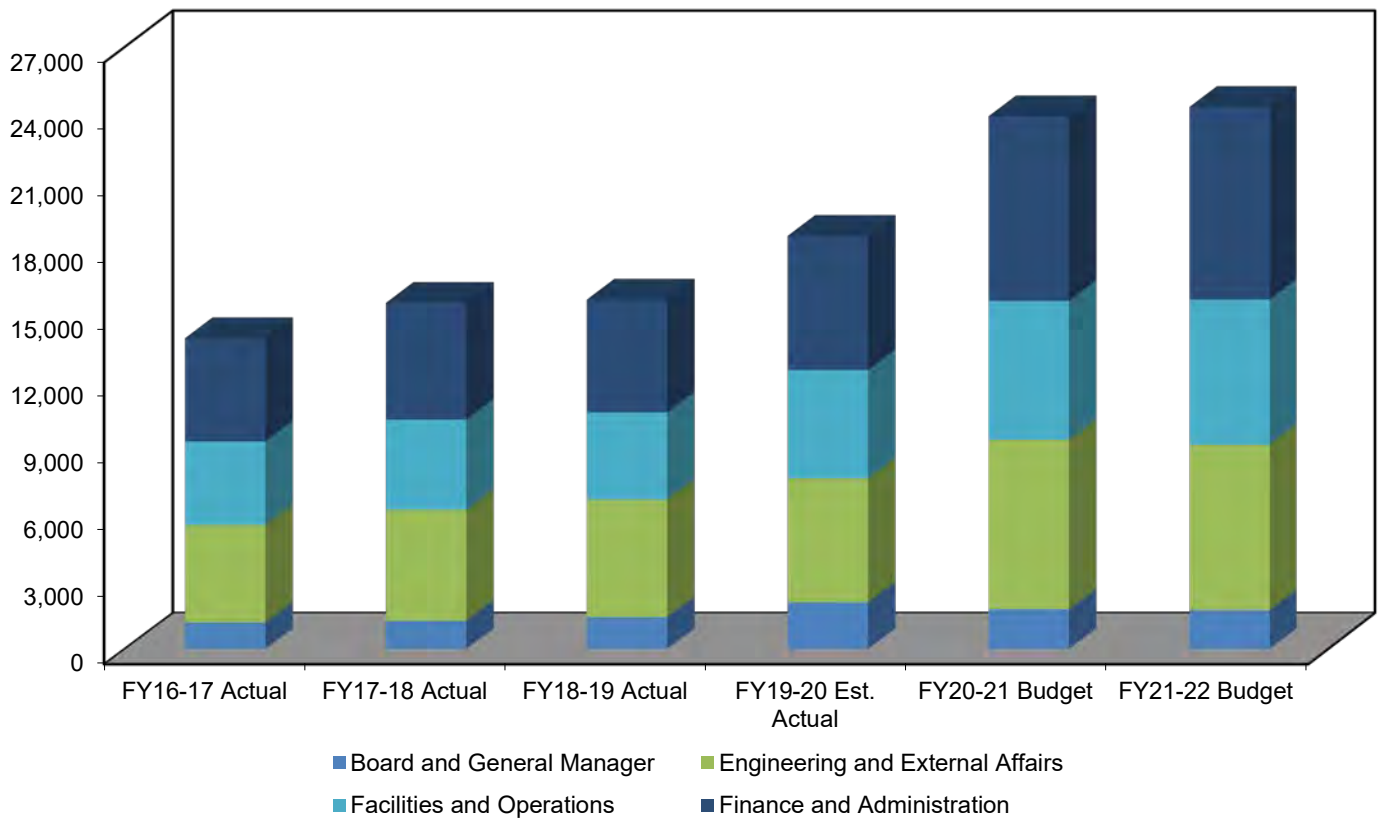
The allocated costs are shown in the budget reports as Allocated Support Services and Allocated Operations Services. Allocated Support Services are costs which originate from cost centers that provide general central service. These cost centers include general management, departmental administration, accounting, payroll, human resources, information systems, and public information administration. Allocated Operations Services are costs which originate in operations related cost centers. These cost centers include water administration, water treatment, facilities maintenance, electrical maintenance, construction services, laboratory services, wastewater treatment, composting, and technical services.

# DISTRICT ORGANIZATION



**Las Virgenes Municipal Water District**  
**Internal Service Summary**  
(Dollars in Thousands)

	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Est. Actual	FY20-21 Budget	FY21-22 Budget
<b>Board and General Manager</b>	1,198	1,278	1,437	2,116	1,798	1,757
<b>Engineering and External Affairs</b>	4,410	5,009	5,306	5,583	7,633	7,452
<b>Facilities and Operations</b>	3,746	4,043	3,910	4,857	6,189	6,472
<b>Finance and Administration</b>	4,593	5,199	5,021	5,977	8,272	8,629
	<b>13,947</b>	<b>15,529</b>	<b>15,674</b>	<b>18,533</b>	<b>23,892</b>	<b>24,310</b>



**Las Virgenes Municipal Water District  
Internal Service Summary**

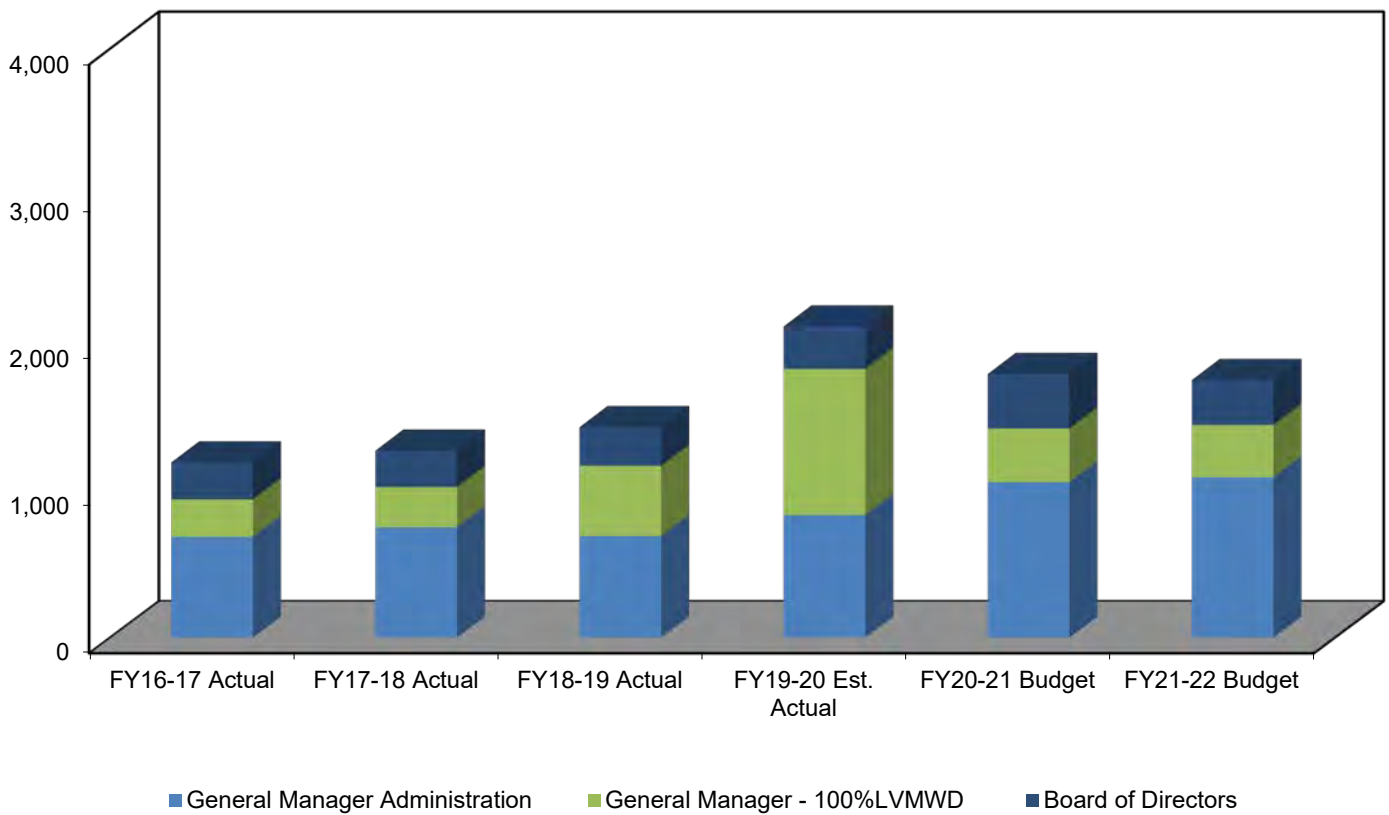
	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>BOARD EXPENSES</b>							
6000 Directors' Fees	\$87,460	\$84,040	\$80,740	\$90,000	\$65,000	\$90,000	\$90,000
6005 Directors' Benefits	79,640	78,735	71,342	93,082	85,952	93,084	90,730
6005.1 OPEB	5,934	8,746	8,706	12,645	11,961	14,684	13,441
6010 Directors' Conference Expenses	32,859	36,053	41,271	30,000	53,000	50,000	50,000
6015 Directors' Miscellaneous	826	92	4,585	0	2,500	5,000	5,000
6020 Election Expense	292	0	296	0	0	50,000	0
Sub-total	\$207,011	\$207,666	\$206,940	\$225,727	\$218,413	\$302,768	\$249,171
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	11,623,948	11,468,916	12,373,782	13,195,227	11,595,488	13,610,739	14,006,095
6102 Staff Overtime	415,792	481,487	641,502	279,216	510,576	298,457	306,286
6105 Staff Benefits	3,452,754	3,798,650	2,592,466	5,567,656	4,634,961	5,769,702	6,174,295
6105.1 OPEB	710,388	1,163,038	1,342,970	1,484,399	1,566,699	1,600,342	1,600,804
6110 Staff Taxes	1,187,653	1,169,346	1,218,658	1,244,749	1,051,782	1,290,276	1,318,976
Sub-total	\$17,786,535	\$18,081,437	\$18,169,378	\$21,771,247	\$19,359,506	\$22,569,517	\$23,406,458
6115 Staff Costs Recovered	(8,178,113)	(7,786,668)	(8,204,046)	(9,425,729)	(7,902,552)	(8,155,438)	(8,337,199)
Net Payroll Expenses	\$9,608,422	\$10,294,769	\$9,965,332	\$12,345,518	\$11,456,954	\$14,414,079	\$15,069,259
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6200 Forms, Supplies & Postage	85,294	70,961	77,917	101,940	77,350	98,040	99,170
6205 Equipment Rental	6,281	6,120	6,465	6,400	6,400	6,400	6,400
6210 Equipment Repairs	1,439	2,813	106	8,000	0	8,000	8,000
6215 Equipment Maintenance	345,890	385,504	404,385	373,366	375,516	449,700	377,700
6220 Outside Services	283,769	350,978	375,591	475,496	352,851	782,762	582,762
6225 Radio Maintenance Expense	31,316	16,065	42,622	20,000	10,000	15,000	15,000
6230 Safety Equipment	35,867	49,829	28,090	19,780	24,616	43,450	28,450
6235 Records Management	44,437	44,041	8,742	50,000	9,350	10,000	10,000
6250 Equipment Interest Expense	6,961	5,469	3,864	2,385	2,385	2,400	2,400
Sub-total	\$841,254	\$931,780	\$947,782	\$1,057,367	\$858,468	\$1,415,752	\$1,129,882
<b>PROFESSIONAL SERVICES</b>							
6500 Legal Services	90,351	97,839	185,294	103,200	138,616	118,000	122,650
6505 Legal Advertising	3,861	2,505	1,935	5,000	2,500	4,000	4,000
6516 Other Professional Services	115,248	75,750	231,483	976,735	726,000	427,000	305,000
6517 Audit Fees	29,055	35,450	30,264	32,000	46,000	47,500	48,900
6522 Management Consultant Fees	60,762	138,265	55,305	57,500	23,000	85,000	85,000
Sub-total	\$299,277	\$349,809	\$504,281	\$1,174,435	\$936,116	\$681,500	\$565,550
<b>RES CONSER/PUBLIC OUTREACH</b>							
6602 School Education Program	20,328	10	3,715	20,990	2,481	17,561	17,618
6604 Public Education Program	222,191	207,658	256,162	252,945	226,773	225,000	225,000
6606 Community Group Outreach	6,321	4,145	6,215	15,247	2,347	52,423	52,477
6608 Intergovernmental Coordination	20,705	16,229	684	25,396	0	12,000	12,000
Sub-total	\$269,545	\$228,042	\$266,776	\$314,578	\$231,601	\$306,984	\$307,095
<b>HUMAN RESOURCES</b>							
6800 Safety	14,306	17,623	23,147	38,000	18,200	38,000	38,000
6810 Recruitment Expenses	14,428	15,965	16,619	10,000	12,000	10,000	10,000
6812 Retired Employee Benefits	866,219	969,522	1,025,356	1,197,516	1,076,668	1,150,830	1,240,511
6815 Employee Recognition Function	12,853	12,686	19,791	15,000	12,900	15,000	15,000
6820 Employee Assistance Program	0	0	0	1,000	0	1,000	1,000
6825 Employee Wellness Program	7,996	21,806	10,972	10,000	4,872	10,000	10,000
6830 Training & Prof. Development	122,559	114,995	142,696	203,553	140,880	290,620	295,620
6840 DOT Testing	1,250	1,120	951	1,000	1,100	1,000	1,000
6850 Unemployment Ins. Benefit	0	4,950	1,350	0	0	0	0
6855 Donated Sick Leave	1,003	0	0	0	0	0	0
6872 Litigation - Outside Services	14,159	18,744	33,915	20,000	20,000	155,000	155,000
Sub-total	\$1,054,773	\$1,177,411	\$1,274,797	\$1,496,069	\$1,286,620	\$1,671,450	\$1,766,131

**Las Virgenes Municipal Water District  
Internal Service Summary**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OTHER G&amp;A EXPENSES</b>							
7100 Provision for Uncollectible Accts	35,797	33,398	310,987	50,000	50,000	50,000	50,000
7105 Dues/Subscriptions/Memberships	141,200	128,813	120,794	115,050	112,950	123,355	123,355
7110 Travel/Misc. Expenses	3,408	13,467	17,289	13,020	11,910	25,535	25,535
7135.1 Property Insurance	33,759	41,262	47,334	33,852	40,691	234,466	269,636
7135.2 Liability Insurance	181,149	173,351	190,448	165,647	190,209	221,402	251,800
7135.3 Automobile Insurance	67,336	67,521	55,543	71,209	93,489	100,054	115,062
7135.4 Earthquake Insurance	54,215	65,530	69,580	36,751	29,567	262,832	302,257
7135.5 Excess Liability Insurance	194,333	198,739	210,879	210,842	667,582	775,627	891,971
7145 Claims Paid	3,459	151,749	0	0	0	0	0
7152 LAFCO Charges	22,050	20,367	19,268	22,000	22,528	23,000	23,000
Sub-total	<u>\$736,706</u>	<u>\$894,197</u>	<u>\$1,042,122</u>	<u>\$718,371</u>	<u>\$1,218,926</u>	<u>\$1,816,271</u>	<u>\$2,052,616</u>
<b>OPERATING EXPENSE</b>							
5400 Labor	379,847	330,417	269,595	438,298	245,421	252,243	257,865
5405.1 Utilities - Energy	103,506	107,401	95,562	114,000	104,500	112,000	112,500
5405.2 Utilities - Telephone	260,880	204,399	114,864	252,421	153,701	156,287	156,325
5405.3 Utilities - Gas	15,962	11,611	15,821	24,500	16,300	20,000	20,000
5405.4 Utilities - Water	17,812	20,110	23,817	15,000	22,300	23,500	23,500
5415 Outside Services	191,407	198,594	217,051	225,000	216,005	225,000	225,000
5430 Capital Outlay	88,481	70,917	56,295	125,500	52,300	123,500	128,500
Sub-total	<u>\$1,057,895</u>	<u>\$943,449</u>	<u>\$796,298</u>	<u>\$1,194,719</u>	<u>\$810,527</u>	<u>\$912,530</u>	<u>\$923,690</u>
<b>MAINTENANCE EXPENSE</b>							
5500 Labor	380,247	321,221	452,153	415,454	502,931	519,025	530,592
5510 Supplies/Materials	271,281	204,845	261,654	328,650	191,150	333,500	333,500
5510.1 Fuel	95,940	82,615	106,575	110,000	117,000	110,000	110,000
5515 Outside Services	428,275	371,815	555,242	362,725	388,381	1,035,096	933,930
5520 Permits/Fee	10,272	14,147	14,496	15,000	14,423	16,300	16,800
5530 Capital Outlay	481	0	0	515	6,541	45,000	10,000
6255 Rental Charge - Vehicles	178,498	197,164	233,648	255,475	255,475	255,475	255,475
Sub-total	<u>\$1,364,994</u>	<u>\$1,191,807</u>	<u>\$1,623,768</u>	<u>\$1,487,819</u>	<u>\$1,475,901</u>	<u>\$2,314,396</u>	<u>\$2,190,297</u>
<b>INVENTORY EXPENSE</b>							
5536 Inventory Adjustment	(4,967)	(7,452)	2,763	9,000	8,385	9,225	10,145
Sub-total	<u>(\$4,967)</u>	<u>(\$7,452)</u>	<u>\$2,763</u>	<u>\$9,000</u>	<u>\$8,385</u>	<u>\$9,225</u>	<u>\$10,145</u>
<b>GEN'L SPECIALTY EXPENSE</b>							
5725 Supplies and Small Tools	30,721	38,933	42,751	40,810	30,500	47,655	47,655
Sub-total	<u>\$30,721</u>	<u>\$38,933</u>	<u>\$42,751</u>	<u>\$40,810</u>	<u>\$30,500</u>	<u>\$47,655</u>	<u>\$47,655</u>
<b>TOTAL EXPENSES</b>	<b><u>\$13,947,701</u></b>	<b><u>\$15,528,966</u></b>	<b><u>\$15,674,951</u></b>	<b><u>\$20,171,515</u></b>	<b><u>\$18,532,411</u></b>	<b><u>\$23,892,610</u></b>	<b><u>\$24,311,491</u></b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED TECHNICAL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ALLOCATED INSURANCE	\$0	\$0	\$0	\$0	\$0	(\$434,403)	(\$456,124)
ALLOCATED CUSTOMER INFO SYSTEMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ALLOCATED LABORATORY EXPENSES	(\$564,200)	(\$596,483)	(\$596,483)	(\$670,354)	(\$778,024)	(\$904,673)	(\$945,601)
ALLOCATED VEHICLE EXPENSES	\$1	\$2	\$2	(\$1)	(\$2)	\$0	(\$3)
ALLOCATED LEGAL EXPENSES	(\$14,159)	(\$17,494)	(\$17,494)	(\$20,000)	(\$20,000)	(\$155,000)	(\$155,000)
ALLOCATED OPS BLDG EXPENSES	(\$167,300)	(\$179,647)	(\$179,647)	(\$177,609)	(\$184,850)	(\$230,786)	(\$193,285)
ALLOCATED INTERNAL G&A	\$8	(\$1)	(\$145,986)	(\$90,545)	(\$7,303)	(\$1,550,028)	\$0
ALLOCATED SUPPORT SERVICES(G&A)	(\$5,640,877)	(\$6,356,153)	(\$6,356,153)	(\$7,826,285)	(\$7,248,636)	(\$7,728,455)	(\$9,570,207)
ALLOCATED OPERATIONS SERVICES(G&A)	(\$7,561,174)	(\$8,379,190)	(\$8,379,190)	(\$11,386,721)	(\$10,293,596)	(\$13,323,668)	(\$13,447,395)
<b>TOTAL ALLOCATED EXPENSES</b>	<b><u>(\$13,947,701)</u></b>	<b><u>(\$15,528,966)</u></b>	<b><u>(\$15,674,951)</u></b>	<b><u>(\$20,171,515)</u></b>	<b><u>(\$18,532,411)</u></b>	<b><u>(\$23,892,610)</u></b>	<b><u>(\$24,311,491)</u></b>

**Las Virgenes Municipal Water District**  
**Board of Directors and General Manager Summary**  
(Dollars in Thousands)

	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Est. Actual	FY20-21 Budget	FY21-22 Budget
<b>General Manager Administration</b>	693	759	699	842	1,065	1,098
<b>General Manager - 100%LVMWD</b>	255	273	477	991	364	355
<b>Board of Directors</b>	250	246	261	283	369	304
	1,198	1,278	1,437	2,116	1,798	1,757

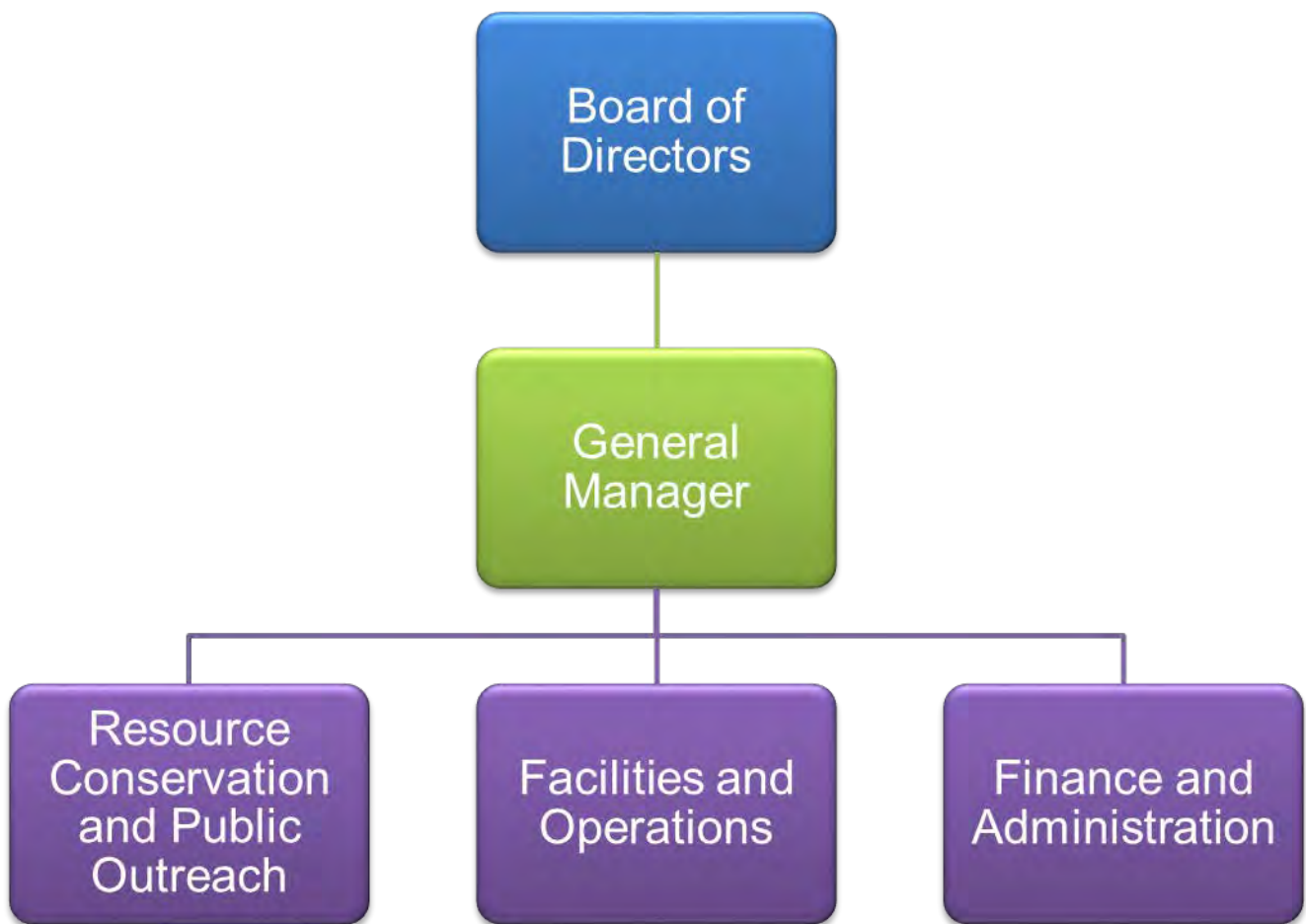


**Las Virgenes Municipal Water District  
Board of Directors and General Manager**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>BOARD EXPENSES</b>							
6000 Directors' Fees	\$87,460	\$84,040	\$80,740	\$90,000	\$65,000	\$90,000	\$90,000
6005 Directors' Benefits	79,640	78,735	71,342	93,082	85,952	93,084	90,730
6005.1 OPEB	5,934	8,746	8,706	12,645	11,961	14,684	13,441
6010 Directors' Conference Expenses	32,859	36,053	41,271	30,000	53,000	50,000	50,000
6015 Directors' Miscellaneous	826	92	4,585	0	2,500	5,000	5,000
6020 Election Expense	292	0	296	0	0	50,000	0
Sub-total	\$207,011	\$207,666	\$206,940	\$225,727	\$218,413	\$302,768	\$249,171
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	378,239	382,215	423,441	402,476	463,374	479,041	494,612
6105 Staff Benefits	85,256	107,811	51,317	162,845	154,198	185,145	197,172
6105.1 OPEB	12,782	39,775	45,893	28,675	27,377	28,325	28,586
6110 Staff Taxes	28,313	28,595	30,769	30,891	26,882	34,112	34,478
Sub-total	\$504,590	\$558,396	\$551,420	\$624,887	\$671,831	\$726,623	\$754,848
Net Payroll Expenses	\$504,590	\$558,396	\$551,420	\$624,887	\$671,831	\$726,623	\$754,848
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6220 Outside Services	0	0	0	0	0	0	0
6235 Records Management	44,437	44,041	8,742	50,000	9,350	10,000	10,000
Sub-total	\$44,437	\$44,041	\$8,742	\$50,000	\$9,350	\$10,000	\$10,000
<b>PROFESSIONAL SERVICES</b>							
6500 Legal Services	84,000	84,005	88,213	88,200	92,616	93,000	97,650
6505 Legal Advertising	3,861	2,505	1,935	5,000	2,500	4,000	4,000
6516 Other Professional Services	12,226	10,100	182,420	728,235	726,000	102,000	65,000
Sub-total	\$100,087	\$96,610	\$272,568	\$821,435	\$821,116	\$199,000	\$166,650
<b>HUMAN RESOURCES</b>							
6812 Retired Employee Benefits	127,164	165,441	175,594	197,808	184,110	196,792	212,127
6815 Employee Recognition Function	3,584	4,573	7,695	5,000	4,000	5,000	5,000
6830 Training & Prof. Development	10,704	7,922	10,682	12,000	12,000	18,500	18,500
6872 Litigation - Outside Services	14,159	18,744	33,915	20,000	20,000	155,000	155,000
Sub-total	\$155,611	\$196,680	\$227,886	\$234,808	\$220,110	\$375,292	\$390,627
<b>OTHER G&amp;A EXPENSES</b>							
7105 Dues/Subscriptions/Memberships	134,877	115,610	112,395	110,000	107,500	116,000	116,000
7110 Travel/Misc. Expenses	1,232	8,226	6,035	5,000	5,000	5,000	5,000
7135.2 Liability Insurance	23,739	21,199	21,828	22,490	27,496	28,122	29,528
7152 LAFCO Charges	22,050	20,367	19,268	22,000	22,528	23,000	23,000
Sub-total	\$181,898	\$165,402	\$159,526	\$159,490	\$162,524	\$172,122	\$173,528
<b>OPERATING EXPENSE</b>							
5400 Labor	313	5,779	7,272	0	9,408	9,709	9,926
5405.2 Utilities - Telephone	3,425	3,965	2,912	4,000	2,500	2,500	2,500
5430 Capital Outlay	0	0	0	0	0	0	0
Sub-total	\$3,738	\$9,744	\$10,184	\$4,000	\$11,908	\$12,209	\$12,426
<b>TOTAL EXPENSES</b>	<b>\$1,197,372</b>	<b>\$1,278,539</b>	<b>\$1,437,266</b>	<b>\$2,120,347</b>	<b>\$2,115,252</b>	<b>\$1,798,014</b>	<b>\$1,757,250</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED VEHICLE EXPENSES	\$5,207	\$5,379	\$5,379	\$6,710	\$6,606	\$7,021	\$7,092
ALLOCATED LEGAL EXPENSES	(\$14,159)	(\$17,494)	(\$17,494)	(\$20,000)	(\$20,000)	(\$155,000)	(\$155,000)
ALLOCATED INTERNAL G&A	(\$125,640)	(\$117,490)	(\$276,217)	(\$747,422)	(\$788,971)	(\$97,031)	(\$45,966)
ALLOCATED SUPPORT SERVICES(G&A)	(\$1,062,780)	(\$1,148,934)	(\$1,148,934)	(\$1,359,635)	(\$1,312,887)	(\$1,553,004)	(\$1,563,376)
ALLOCATED OPERATIONS SERVICES(G&A)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL ALLOCATED EXPENSES</b>	<b>(\$1,197,372)</b>	<b>(\$1,278,539)</b>	<b>(\$1,437,266)</b>	<b>(\$2,120,347)</b>	<b>(\$2,115,252)</b>	<b>(\$1,798,014)</b>	<b>(\$1,757,250)</b>

# BOARD OF DIRECTORS and GENERAL MANAGER

As the District’s chief executive officer, the General Manager implements policies adopted by the elected Board of Directors and oversees the business of the District. The General Manager provides leadership in the administration of District programs; ensures that District services meet the needs of customers; coordinates the effective use of facilities, finances and personnel to achieve District goals and objectives in the Strategic Plan; and keeps the Board fully informed. Three departments report directly to the General Manager.





### **Key Accomplishments from FY 2018-20**

- Met with Members of Congress, their staff, and representatives of administrative agencies with responsibility for federal water policy.
- Worked with Members of the State Legislature to address water-related issues affecting LVMWD.
- Advocated for additional flexibility to operate, test and maintain emergency generators with LVMWD co-sponsoring SB 1099 (Dodd) with the California Municipal Utilities Association.
- Provided LVMWD with leadership in responding to emergencies including the 2018 Woolsey Fire and coronavirus (COVID-19).
- Co-chaired the development of the California WaterReuse Action Plan on behalf of WaterReuse California.
- Hosted the visit of an Israeli delegation of water entrepreneurs to Southern California including stops at LVMWD, Los Angeles Department of Water and Power and Metropolitan Water District of Southern California.
- Participated in California Department of Water Resources (CADWR) initiatives on implementation of long-term water-use efficiency standards.
- Hosted the inaugural Tap-In 2019 Water Business Summit, a luncheon connecting local businesses and water professionals in a discussion about the importance of sustainability to California's economy.
- Continued the implementation of an Employee Idea Program.
- Supported an employee-led process to develop a Succession Plan for LVMWD to ensure the continuity of leadership for the organization.
- Presented to various local organizations on the importance of water recycling and the Pure Water Project Las Virgenes-Triunfo.

### **Notable Goals for FY 2020-22**

- Set a clear path forward for LVMWD, building on its mission and vision.
- Identify and address the opportunities, challenges and needed investments likely to arise during the next 20 years.
- Provide a high-level framework for making decision on the allocation of resources.
- Increase confidence among customers that LVMWD is prepared for the future.
- Establish service commitments for LVMWD's customers.
- Implement a standards-based approach to meet service commitments.
- Establish values for conducting LVMWD's business and interacting with others.
- Identify strategic objectives for action.

# GENERAL MANAGER'S OFFICE

## Administration – 701121

### FUNCTION

To provide overall direction in the administration of District programs, develop policy in accordance with the Board's direction and maintain an open, positive relationship with the community.

### OBJECTIVES

1. To manage the business of the District and provide service to its elected public Board of Directors.
2. To update the District's Action Plan.
3. To support District-wide library and records management programs.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 3/1/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
General Manager	1.0	1.0	1.0	1.0
Executive Assistant/Clerk of the Board	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

### SIGNIFICANT CHANGES

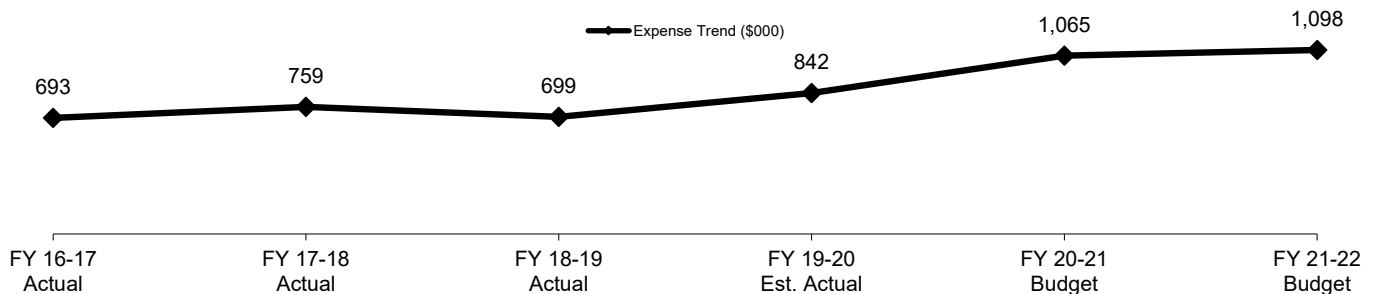
There are no significant changes budgeted for FY20-21 and FY21-22, which affect the scope or level of service.

### LINE ITEM EXPLANATIONS

- 6235 Records Management – District-wide program (5 facilities), library, and off-site storage.
- 6500 Legal Services – Attorneys' retainer fee.
- 6505 Legal Advertising – Misc. notices, call for bids, etc. that are required to be published in the newspaper.
- 6516 Other Professional Services – For General Manager's assistance.
- 6815 Employee Recognition Function – District-wide recognition functions.
- 6830 Training & Professional Development – Training, conference and seminar costs for General Manager and staff.
- 6872 Litigation Outside Services – All litigation, settlements, attorney fees, court costs and legal costs for general litigation that are allocable to both LVMWD and the Joint Powers Authority.
- 7105 Dues, Subscriptions & Memberships – Funds for District-wide organization memberships, dues and subscriptions.
- 7110 Travel/Miscellaneous Staff Expense – Any costs incurred for indirect personnel expenses that are not associated with Training & Professional Development or that cannot be directly charged to an operations/maintenance business unit.

**Las Virgenes Municipal Water District  
General Manager  
Administration - 701121**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$378,239	\$382,215	\$423,441	\$402,476	\$463,374	\$479,041	\$494,612
6102 Staff Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6105 Staff Benefits	85,256	107,811	51,317	162,845	154,198	185,145	197,172
6105.1 OPEB	12,782	39,775	45,893	28,675	27,377	28,325	28,586
6110 Staff Taxes	22,891	23,502	24,976	25,110	21,764	28,331	28,697
Sub-total	\$499,168	\$553,303	\$545,627	\$619,106	\$666,713	\$720,842	\$749,067
6115 Staff Costs Recovered	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Payroll Expenses	\$499,168	\$553,303	\$545,627	\$619,106	\$666,713	\$720,842	\$749,067
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6235 Records Management	44,437	44,041	8,742	50,000	9,350	10,000	10,000
Sub-total	\$44,437	\$44,041	\$8,742	\$50,000	\$9,350	\$10,000	\$10,000
<b>PROFESSIONAL SERVICES</b>							
6500 Legal Services	84,000	84,005	88,213	88,200	92,616	93,000	97,650
6505 Legal Advertising	1,341	1,182	1,380	3,000	1,500	2,000	2,000
6516 Other Professional Services	0	0	0	20,000	0	20,000	20,000
6522 Management Consultant Fees	0	0	0	0	0	0	0
Sub-total	\$85,341	\$85,187	\$89,593	\$111,200	\$94,116	\$115,000	\$119,650
<b>HUMAN RESOURCES</b>							
6815 Employee Recognition Function	3,584	4,573	7,695	5,000	4,000	5,000	5,000
6830 Training & Prof. Development	10,704	7,922	10,682	12,000	12,000	18,500	18,500
6872 Litigation Costs	0	1,250	0	0	0	135,000	135,000
Sub-total	\$14,288	\$13,745	\$18,377	\$17,000	\$16,000	\$158,500	\$158,500
<b>OTHER G&amp;A EXPENSES</b>							
7105 Dues/Subscriptions/Memberships	47,959	49,031	23,455	45,000	41,000	46,000	46,000
7110 Travel/Misc. Expenses	1,232	8,226	6,035	5,000	5,000	5,000	5,000
Sub-total	\$49,191	\$57,257	\$29,490	\$50,000	\$46,000	\$51,000	\$51,000
<b>OPERATING EXPENSE</b>							
5400 Labor	313	5,779	7,272	0	9,408	9,709	9,926
Sub-total	\$313	\$5,779	\$7,272	\$0	\$9,408	\$9,709	\$9,926
<b>TOTAL EXPENSES</b>							
	<b>\$692,738</b>	<b>\$759,312</b>	<b>\$699,101</b>	<b>\$847,306</b>	<b>\$841,587</b>	<b>\$1,065,051</b>	<b>\$1,098,143</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED VEHICLE EXPENSES	\$5,207	\$5,379	\$5,379	\$6,710	\$6,606	\$7,021	\$7,092
ALLOCATED LEGAL EXPENSES	\$0	\$0	\$0	\$0	\$0	(\$135,000)	(\$135,000)
ALLOCATED INTERNAL G&A	(\$136,198)	(\$129,447)	(\$69,236)	(\$132,316)	(\$155,042)	(\$106,113)	(\$133,726)
ALLOCATED SUPPORT SERVICES	(\$561,747)	(\$635,244)	(\$635,244)	(\$721,700)	(\$693,151)	(\$830,959)	(\$836,509)



# **GENERAL MANAGER'S OFFICE**

## **Administration (100% LVMWD) – 701122**

### **FUNCTION**

To accumulate those costs chargeable to the General Manager's Office that are 100% allocable to Las Virgenes Municipal Water District programs.

### **PERSONNEL**

Personnel costs are budgeted in the Administrative Section (701121).

### **SIGNIFICANT CHANGES**

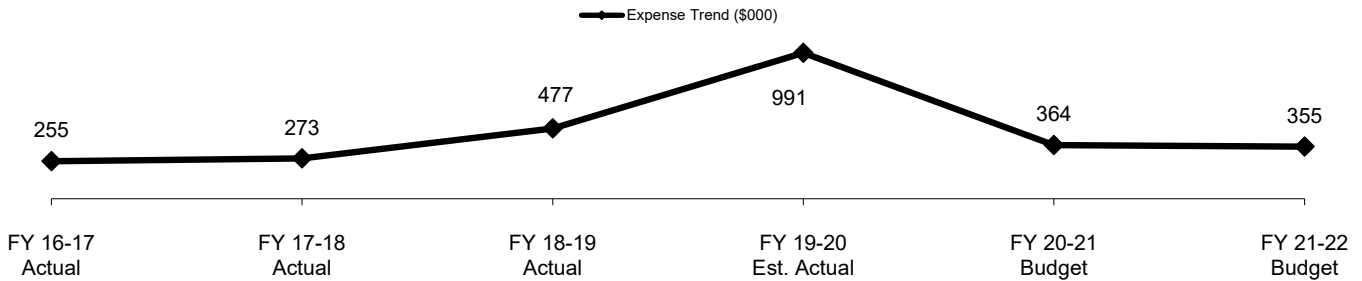
There are no significant changes budgeted for FY20-21 and FY21-22, which affect the scope or level of service.

### **LINE ITEM EXPLANATIONS**

- 6505 Legal Advertising – Misc. notices, call for bids, etc. that are required to be published in the newspaper.
- 6812 Retired Employee Benefits – Separated from staff benefits; change in FY 2014-15 to improve transparency of costs of retired non-JPA staff.
- 6872 Litigation – Outside Services - All litigation, settlements, attorney fees, court costs and legal costs which are allocable 100% to Las Virgenes Municipal Water District.
- 7105 Dues, Subscriptions & Memberships - Dues and membership in ACWA, CASA, and POWER.
- 7152 LAFCO Charges – District's share of LAFCO operating expense, costs vary each year depending on LAFCO calculation.

**Las Virgenes Municipal Water District  
General Manager  
Administration (100% LVMWD) - 701122**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PROFESSIONAL SERVICES</b>							
6505 Legal Advertising	\$2,520	\$1,323	\$555	\$2,000	\$1,000	\$2,000	\$2,000
6516 Other Professional Services	0	0	155,860	694,000	694,000	50,000	25,000
Sub-total	\$2,520	\$1,323	\$156,415	\$696,000	\$695,000	\$52,000	\$27,000
<b>HUMAN RESOURCES</b>							
6812 Retired Employee Benefits	127,164	165,441	175,594	197,808	184,110	196,792	212,127
6872 Litigation - Outside Services	14,159	17,494	33,915	20,000	20,000	20,000	20,000
6874 Litigation - District Cost	0	0	0	0	0	0	0
Sub-total	\$141,323	\$182,935	\$209,509	\$217,808	\$204,110	\$216,792	\$232,127
<b>OTHER G&amp;A EXPENSES</b>							
7105 Dues/Subscriptions/Memberships	86,918	66,579	88,940	65,000	66,500	70,000	70,000
7152 LAFCO Charges	22,050	20,367	19,268	22,000	22,528	23,000	23,000
Sub-total	\$108,968	\$86,946	\$108,208	\$87,000	\$89,028	\$93,000	\$93,000
<b>OPERATING EXPENSE</b>							
5405.2 Utilities - Telephone	1,924	2,181	2,820	2,300	2,500	2,500	2,500
Sub-total	\$1,924	\$2,181	\$2,820	\$2,300	\$2,500	\$2,500	\$2,500
<b>TOTAL EXPENSES</b>	<b>\$254,735</b>	<b>\$273,385</b>	<b>\$476,952</b>	<b>\$1,003,108</b>	<b>\$990,638</b>	<b>\$364,292</b>	<b>\$354,627</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED LEGAL EXPENSES	(\$14,159)	(\$17,494)	(\$17,494)	(\$20,000)	(\$20,000)	(\$20,000)	(\$20,000)
ALLOCATED INTERNAL G&A	\$3,614	\$4,288	(\$199,279)	(\$654,829)	(\$651,724)	\$12,782	\$24,832
ALLOCATED SUPPORT SERVICES	(\$244,190)	(\$260,179)	(\$260,179)	(\$328,279)	(\$318,914)	(\$357,074)	(\$359,459)



# **BOARD OF DIRECTORS**

## **100% LVMWD – 701112**

### **FUNCTION**

To provide policy direction to the administration of the District in order to promote the most cost effective, environmentally sensitive management of potable and recycled water and wastewater processes which will serve the best interests of the community and governmental agencies. The Board of Directors also has oversight responsibility for the financial audits of the District. These costs are accounted in the Finance and Administration Department.

### **DIRECTORS**

President	Jay Lewitt	Division 5
Vice President	Len Polan	Division 4
Secretary	Charles Caspary	Division 1
Treasurer	Lynda Lo-Hill	Division 2
Director	Lee Renger	Division 3

### **SIGNIFICANT CHANGES**

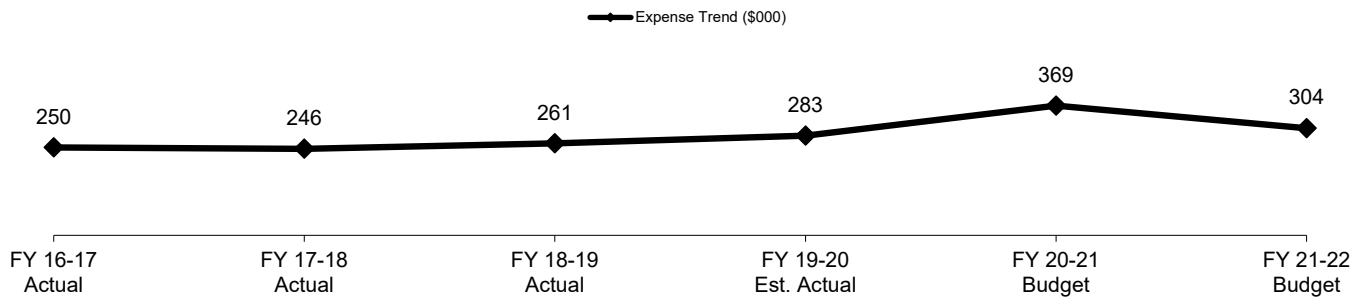
There are no significant changes budgeted for FY 20-21 and FY21-22, which affect the scope or level of service.

### **LINE ITEM EXPLANATIONS**

- 6000 Directors' Per Diem – Per Diem for days worked on behalf of LVMWD.
- 6005 Directors' Benefits – Retirement and medical/dental costs.
- 6010 Directors' Conference Expenses – Costs associated with conference attendance.
- 6015 Directors' Miscellaneous – Costs associated with various special meetings and study sessions.
- 6020 Election Expense – Actual cost is determined by County, based on number of elections held. Budget amount in FY 2020-21 due to anticipated November 2020 elections in Division 1 and Division 4.
- 6516 Other Professional Services – Professional Services which do not benefit the Joint Powers Authority. Video recording of Board meetings by a third-party professional.
- 7135.2 Liability Insurance – Public Officials Liability insurance coverage.
- 5405.2 Telephone – Costs associated with fax machines.

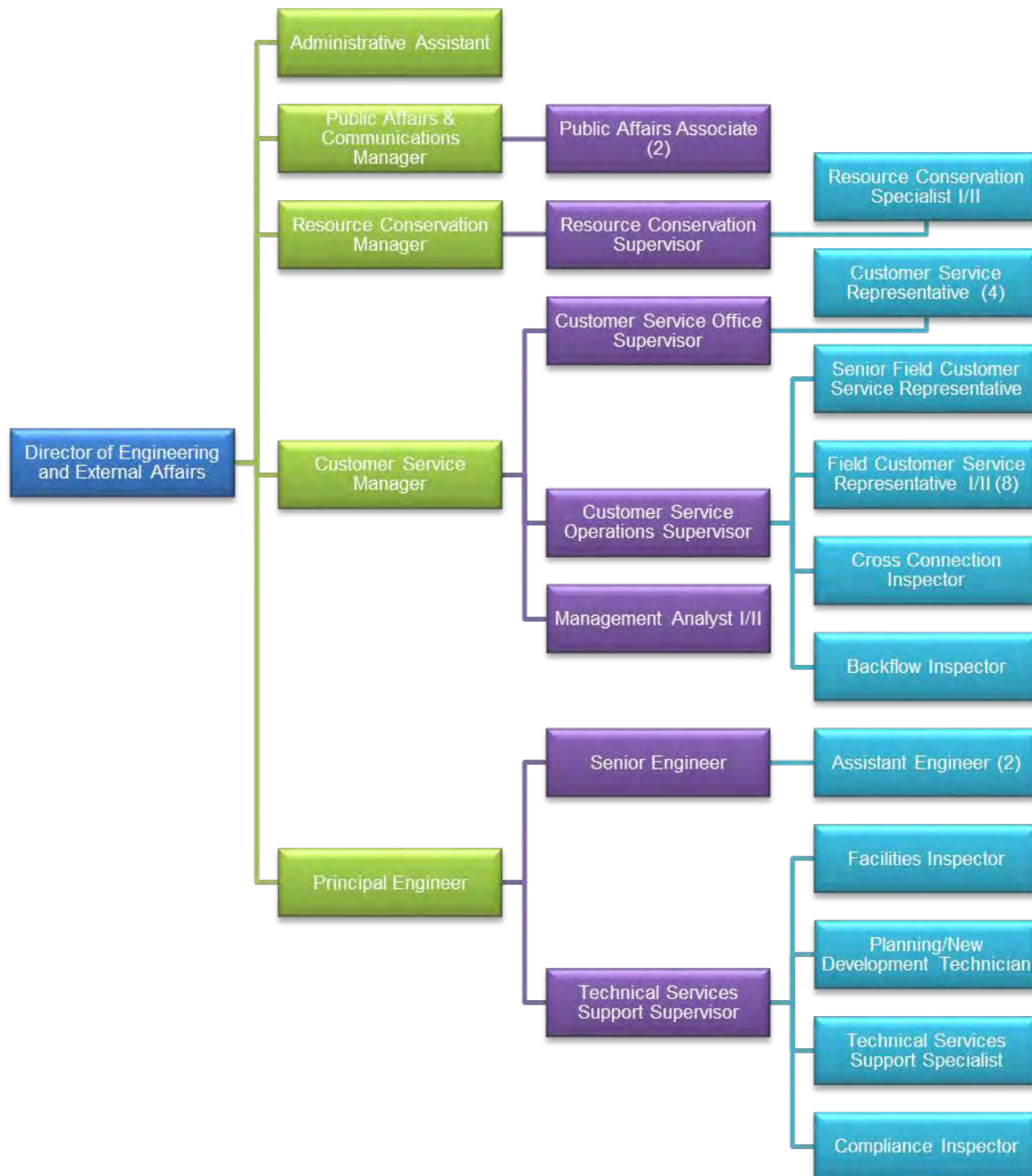
**Las Virgenes Municipal Water District  
Board of Directors  
100% LVMWD - 701112**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>BOARD EXPENSES</b>							
6000 Directors' Fees	\$87,460	\$84,040	\$80,740	\$90,000	\$65,000	\$90,000	\$90,000
6005 Directors' Benefits	79,640	78,735	71,342	93,082	85,952	93,084	90,730
6005.1 OPEB	5,934	8,746	8,706	12,645	11,961	14,684	13,441
6010 Directors' Conference Expenses	32,859	36,053	41,271	30,000	53,000	50,000	50,000
6015 Directors' Miscellaneous	826	92	4,585	0	2,500	5,000	5,000
6020 Election Expense	292	0	296	0	0	50,000	0
Sub-total	\$207,011	\$207,666	\$206,940	\$225,727	\$218,413	\$302,768	\$249,171
<b>PAYROLL EXPENSES</b>							
6110 Staff Taxes	5,422	5,093	5,793	5,781	5,118	5,781	5,781
Sub-total	\$5,422	\$5,093	\$5,793	\$5,781	\$5,118	\$5,781	\$5,781
Net Payroll Expenses	\$5,422	\$5,093	\$5,793	\$5,781	\$5,118	\$5,781	\$5,781
<b>PROFESSIONAL SERVICES</b>							
6516 Other Professional Services	12,226	10,100	26,560	14,235	32,000	32,000	20,000
Sub-total	\$12,226	\$10,100	\$26,560	\$14,235	\$32,000	\$32,000	\$20,000
<b>OTHER G&amp;A EXPENSES</b>							
7135.2 Liability Insurance	23,739	21,199	21,828	22,490	27,496	28,122	29,528
Sub-total	\$23,739	\$21,199	\$21,828	\$22,490	\$27,496	\$28,122	\$29,528
<b>OPERATING EXPENSE</b>							
5405.2 Utilities - Telephone	1,501	1,784	92	1,700	0	0	0
Sub-total	\$1,501	\$1,784	\$92	\$1,700	\$0	\$0	\$0
<b>TOTAL EXPENSES</b>	<b>\$249,899</b>	<b>\$245,842</b>	<b>\$261,213</b>	<b>\$269,933</b>	<b>\$283,027</b>	<b>\$368,671</b>	<b>\$304,480</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED INTERNAL G&A	\$6,944	\$7,669	(\$7,702)	\$39,723	\$17,795	(\$3,701)	\$62,928
ALLOCATED SUPPORT SERVICES	(\$256,843)	(\$253,511)	(\$253,511)	(\$309,656)	(\$300,822)	(\$364,970)	(\$367,408)



# ENGINEERING AND EXTERNAL AFFAIRS

The Engineering and External Affairs Department is responsible for providing engineering and technical services, customer service, community outreach, legislative and regulatory monitoring and public information functions. The Department implements the District’s website, education, conservation and watershed stewardship programs.





## Key Accomplishments from FY 2018-20

- Took the lead in public education and outreach efforts for the Pure Water Project Las Virgenes – Triunfo and developed a community-wide survey to gauge support in partnership with Pepperdine University
- Developed and launched a sub-site dedicated to the Pure Water Project Las Virgenes – Triunfo: *Ourpureh2o.com*
- Built a Demonstration/Sustainability Garden at the District Headquarters Facility
- Completed the construction of the Pure Water Demonstration Facility
- Completed the installation of Pure Water Demonstration Facility visitor experience components, including the installation of signage/graphics and commissioning of a wall mural
- Produced the Pure Water Demonstration Facility orientation video
- Completed construction of aeration basin and blower equipment improvements at Tapia Water Reclamation Facility, reducing electricity use at the facility by an estimated 25%
- Enhanced outreach efforts utilizing social media and increased followers/engagement by introducing short, informative and amusing video clips
- Continued to build and maintain relationships with city and county government officials within the service area, as well as state legislatures and their staff
- Organized and hosted the Tap-In 2019 Water Business Summit to raise awareness for water and the environment in our service area
- Attended community events to educate customers on District initiatives
- Continued school education programs focused on conservation and environmental stewardship in addition to adult education opportunities (i.e. landscaping and gardening classes) – enhanced education with Oak Park School District
- Identified and purchased an internal and external communication software system, which includes the capability to text customers if they are behind on their water bill
- Met all water conservation/efficiency targets including the State mandated 20% reduction by 2020 requirement through enhanced education and outreach efforts, one-on-one consultations with customers, refinements to increase the accuracy of water budgets, and water conservation programs
- Installed over 2,000 Weather Based Irrigation Controllers resulting in 141 acre-feet per year in reduced water use
- Conducted over 400 field verifications and consultations for irrigated areas to improve accuracy of water budgets and improve water use efficiency
- Developed and launched the LV Tap campaign to promote drinking of tap water in lieu of plastic bottled water
- Developed and selected an AMR/AMI Smart Meter system
- Completed the upgrade of the Customer Interface System (CIS) software to version 4 and enhanced practices for billing and collections
- Developed and implemented new protocol for compliance with SB 998 – water shut-offs

- Continued to monitor legislation; advocated for any legislation that could provide funding assistance for the Pure Water Project Las Virgenes – Triunfo and opposed legislation in accordance with the Board adopted Legislative Policy Principles
- Co-sponsored Senate Bill 1099 to provide greater flexibility in testing and operating emergency backup generators to facilitate response to Public Safety Power Shutoffs and other emergency events
- Closely monitored and participated in MS4/storm water permit activities and initiatives that could augment water supply for the Pure Water Project
- Organized and hosted meetings for Proposition 1 Integrated Water Resource Management Program funding – applied for a \$1.5 million grant for AMR/AMI

### **Notable Goals for FY 2020-22**

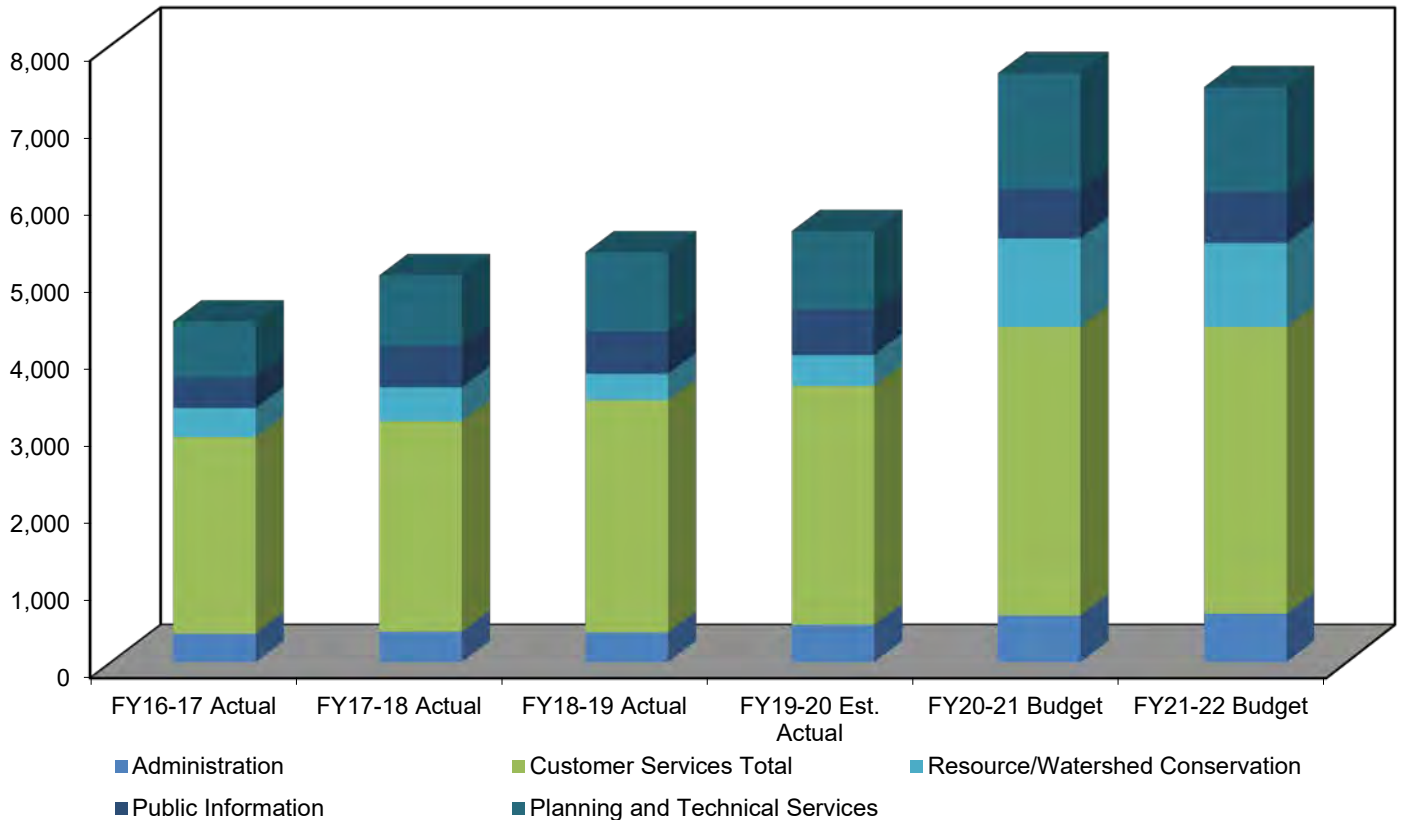
- Complete the community wide survey and compile results for the Pure Water Project in collaboration with Pepperdine University
- Plan and execute a “ribbon cutting”/grand opening for the Pure Water Demonstration Facility
- Complete Preliminary Design and CEQA/NEPA analysis of the Pure Water Project
- Identify sources of water to augment feed water for the Pure Water Project
- Complete the construction of the Calleguas/Las Virgenes Municipal Water District Intertie
- Complete construction of infrastructure for Summer Season Total Maximum Daily Load Compliance for water augmentation to Malibu Creek to support endangered species
- Complete the Stationary Emergency Generator Potable Water Pump Station Project
- Complete repairs to Rancho Composting Facility and Westlake Filtration Plant caused by the Woolsey Fire in 2018
- Complete the 2020 Urban Water Management Plan
- Select and implement a new customer interface platform that will allow customers to monitor their daily water use, receive automatic leak detection alerts and water shutdown notifications, and other benefits
- Develop and distribute a customer satisfaction survey by July 1, 2022
- Continue LV Tap campaign efforts including increased advertisements and partnering with local cities to install fill stations
- Collaborate with Met and member agencies on messaging for PFAS
- Develop and implement the 2020 Tap-In event
- Complete AMR/AMI Smart Meter installations that will provide at least 89% coverage by July 1, 2022 (no more than 11% coverage with AMR/drive-by data acquisition)
- Conduct at least 600 irrigated area field verifications and consultations (300 annually)
- Develop and implement vault inspection program
- Develop and implement regulator inspection program
- Develop and implement large meter (3” – 10”) replacement program
- Develop and initiate a successor program for weather based irrigation controllers

- Complete the development and initiate a regional landscape conversion program in partnership with Mountain Restoration Trust and Tree People
- Develop Land Use Plan for District Open Space Properties
- Implement Fall Water Conservation Plans to minimize penalties for water waste
- Develop Landscape Improvement Plan for District Facilities
- Develop and initiate Erosion Control/Planting Plan for Perimeter of HQ facility
- Continue with coordination and support for Regional Planning Initiatives: Santa Monica Bay Restoration Commission, Safe Clean Drinking Water, IRWMP
- Fulfill Requirements of SB 555 (water loss)



**Las Virgenes Municipal Water District**  
**Engineering and External Affairs Summary**  
(Dollars in Thousands)

	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Est. Actual	FY20-21 Budget	FY21-22 Budget
<b>Administration</b>	369	393	384	482	603	626
<b>Customer Service Administration</b>	217	217	280	199	370	379
<b>Office Customer Svc.</b>	1,253	1,552	1,729	1,123	1,052	1,077
<b>Field Customer Svc.</b>	0	0	0	744	1,326	1,258
<b>Meter Service</b>	851	735	760	791	990	1,001
<b>Customer Service Programs</b>	228	227	245	240	0	0
<b>Customer Services Total</b>	2,549	2,731	3,014	3,097	3,738	3,715
<b>Resource/Watershed Conservation</b>	377	440	340	401	1,146	1,085
<b>Public Information</b>	394	535	546	583	638	654
<b>Planning and Technical Services</b>	721	910	1,022	1,020	1,508	1,372
	4,410	5,009	5,306	5,583	7,633	7,452



**Las Virgenes Municipal Water District  
Engineering and External Affairs**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$3,392,612	\$3,243,737	\$3,360,514	\$3,982,251	\$3,187,634	\$3,858,512	\$3,916,441
6102 Staff Overtime	62,198	95,272	102,980	58,713	87,206	60,179	59,669
6105 Staff Benefits	1,078,393	1,079,003	712,718	1,576,580	1,365,435	1,555,328	1,635,568
6105.1 OPEB	231,080	337,557	364,784	433,940	591,958	481,519	471,666
6110 Staff Taxes	274,404	294,524	289,356	309,380	270,520	305,024	306,843
Sub-total	\$5,434,687	\$5,050,093	\$4,830,352	\$6,360,864	\$5,502,753	\$6,260,563	\$6,390,189
6115 Staff Costs Recovered	(1,777,786)	(1,525,509)	(1,410,022)	(2,167,184)	(1,461,662)	(1,510,193)	(1,543,854)
Net Payroll Expenses	\$3,656,901	\$3,524,584	\$3,420,330	\$4,193,680	\$4,041,091	\$4,750,370	\$4,846,335
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6200 Forms, Supplies & Postage	12,293	6,389	7,145	16,120	11,450	16,570	16,570
6210 Equipment Repairs	0	0	0	500	0	500	500
6215 Equipment Maintenance	1,418	3,327	3,836	1,500	4,650	1,500	1,500
6220 Outside Services	235,665	338,042	361,341	465,500	311,576	774,662	574,662
6230 Safety Equipment	5,423	3,706	3,878	2,250	2,616	2,000	2,000
Sub-total	\$254,799	\$351,464	\$376,200	\$485,870	\$330,292	\$795,232	\$595,232
<b>PROFESSIONAL SERVICES</b>							
6516 Other Professional Services	733	0	0	0	0	0	0
Sub-total	\$733	\$0	\$0	\$0	\$0	\$0	\$0
<b>RES CONSER/PUBLIC OUTREACH</b>							
6602 School Education Program	20,328	10	3,715	20,990	2,481	17,561	17,618
6604 Public Education Program	222,191	207,658	256,162	252,945	226,773	225,000	225,000
6606 Community Group Outreach	6,321	4,145	6,215	15,247	2,347	52,423	52,477
6608 Intergovernmental Coordination	20,705	16,229	684	25,396	0	12,000	12,000
Sub-total	\$269,545	\$228,042	\$266,776	\$314,578	\$231,601	\$306,984	\$307,095
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	35,620	38,736	46,698	52,000	48,006	69,200	72,200
Sub-total	\$35,620	\$38,736	\$46,698	\$52,000	\$48,006	\$69,200	\$72,200
<b>OTHER G&amp;A EXPENSES</b>							
7100 Provision for Uncollectible Accts	35,797	33,398	310,987	50,000	50,000	50,000	50,000
7105 Dues/Subscriptions/Memberships	600	380	1,950	700	1,400	1,700	1,700
7110 Travel/Misc. Expenses	664	2,778	5,630	5,665	4,800	7,635	7,635
Sub-total	\$37,061	\$36,556	\$318,567	\$56,365	\$56,200	\$59,335	\$59,335
<b>OPERATING EXPENSE</b>							
5400 Labor	371,628	309,644	251,085	424,982	214,982	221,862	226,807
5405.2 Utilities - Telephone	10,042	6,887	5,094	11,185	4,976	10,172	10,210
5410 Supplies/Materials	0	0	3,293	0	0	0	0
5415 Outside Services	191,407	198,594	217,051	225,000	216,005	225,000	225,000
5430 Capital Outlay	0	7,104	0	0	0	5,000	0
Sub-total	\$573,077	\$522,229	\$476,523	\$661,167	\$435,963	\$462,034	\$462,017
<b>MAINTENANCE EXPENSE</b>							
5500 Labor	231,847	207,647	279,258	270,715	364,674	376,343	384,731
5510 Supplies/Materials	142,820	73,221	93,808	200,000	75,000	200,000	200,000
5515 Outside Services	1,630	24,412	1,690	50,000	1,585	609,300	522,000
5520 Permits/Fee	0	127	0	0	0	0	0
Sub-total	\$376,297	\$305,407	\$374,756	\$520,715	\$441,259	\$1,185,643	\$1,106,731
<b>GEN'L SPECIALTY EXPENSE</b>							
5725 Supplies and Small Tools	3,409	2,641	2,630	7,155	0	4,155	4,155
Sub-total	\$3,409	\$2,641	\$2,630	\$7,155	\$0	\$4,155	\$4,155
<b>TOTAL EXPENSES</b>	<b>\$4,410,362</b>	<b>\$5,009,659</b>	<b>\$5,305,706</b>	<b>\$6,291,530</b>	<b>\$5,584,412</b>	<b>\$7,632,953</b>	<b>\$7,453,100</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED TECHNICAL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ALLOCATED CUSTOMER INFO SYSTEMS	\$275,293	\$322,424	\$322,424	\$346,517	\$344,034	\$492,822	\$482,592
ALLOCATED VEHICLE EXPENSES	\$98,172	\$101,416	\$101,416	\$126,518	\$124,558	\$132,371	\$133,720
ALLOCATED INTERNAL G&A	\$520,743	\$560,251	\$264,204	\$1,199,722	\$1,258,500	\$533,451	\$815,634
ALLOCATED SUPPORT SERVICES(G&A)	(\$505,059)	(\$649,416)	(\$649,416)	(\$797,719)	(\$672,297)	(\$921,536)	(\$927,691)
ALLOCATED OPERATIONS SERVICES(G&A)	(\$4,799,511)	(\$5,344,334)	(\$5,344,334)	(\$7,166,568)	(\$6,639,207)	(\$7,870,061)	(\$7,957,355)
<b>TOTAL ALLOCATED EXPENSES</b>	<b>(\$4,410,362)</b>	<b>(\$5,009,659)</b>	<b>(\$5,305,706)</b>	<b>(\$6,291,530)</b>	<b>(\$5,584,412)</b>	<b>(\$7,632,953)</b>	<b>(\$7,453,100)</b>

# ENGINEERING AND EXTERNAL AFFAIRS

## Administration – 701210

### FUNCTION

To provide leadership and direction to ensure effective engineering and technical services, customer service, community outreach, public information, media relations, school and public education programs, legislative and regulatory monitoring, planning, conservation, cross-connection control, and watershed activities on behalf of the District.

### OBJECTIVES

1. Support the District's stewardship commitment and leadership role within the Malibu Creek Watershed and Southern California environmental community.
2. Lead community outreach, stakeholder engagement, media relations and customer education, to build understanding and support of District operations and strategic direction.
3. Develop and lead strategies that build and enhance partnerships and accord with local governmental agencies, homeowner associations, business groups, NGOs and community leaders.
4. Promote efficient use of water by customers and comply with state mandates for water conservation.
5. Track legislative and regulatory developments at the Federal, State and local levels, for potential impacts for the district. Provide commentary and advocacy of Board issues and positions, on behalf of the district and its customers.
6. Manage the District library and coordinate District-wide memberships, sponsorships, and subscriptions.
7. Represent the District in state and national forums of water, wastewater, water science and water recycling professionals.
8. Provide oversight of engineering and technical service functions for the development, preservation and replacement of infrastructure.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 3/1/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Director of Engineering and External Affairs	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0
<b>TOTAL</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

### SIGNIFICANT CHANGES

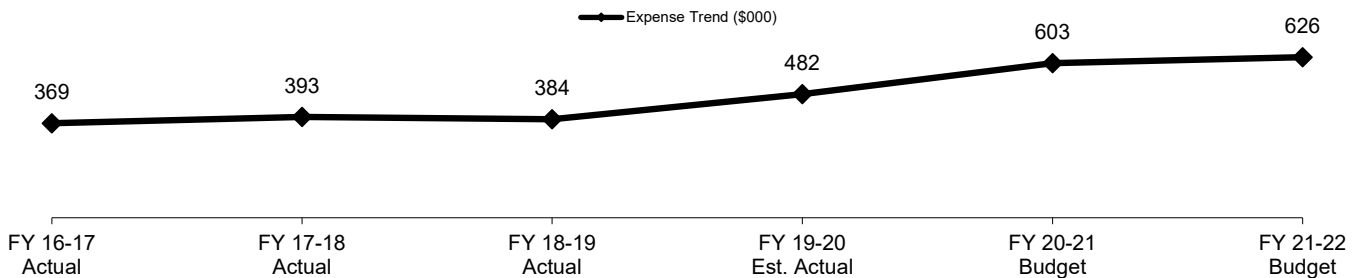
No significant changes are budgeted for FY20-21 or for FY21-22 that affect the scope or level of service.

### LINE ITEM EXPLANATIONS

6830 Training and Professional Development – Includes District share of expenses for staff participation on AWWA, ACWA, CASA, WaterReuse, and CAPIO.

**Las Virgenes Municipal Water District  
Engineering and External Affairs  
Administration - 701210**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$276,522	\$261,298	\$268,553	\$401,000	\$331,145	\$415,077	\$427,505
6102 Staff Overtime	0	0	1,869	0	6,253	0	0
6105 Staff Benefits	57,741	74,490	40,066	110,757	110,809	136,549	146,615
6105.1 OPEB	10,532	27,192	29,103	23,175	22,126	28,325	28,586
6110 Staff Taxes	17,960	26,128	19,740	20,989	15,523	27,138	27,611
Sub-total	\$362,755	\$389,108	\$359,331	\$555,921	\$485,856	\$607,089	\$630,317
6115 Staff Costs Recovered	(313)	0	(8,727)	(187)	(11,919)	(12,300)	(12,574)
Net Payroll Expenses	\$362,442	\$389,108	\$350,604	\$555,734	\$473,937	\$594,789	\$617,743
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6200 Forms, Supplies & Postage	2	12	16	0	0	0	0
6220 Outside Services	0	0	23,226	0	0	0	0
Sub-total	\$2	\$12	\$23,242	\$0	\$0	\$0	\$0
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	4,070	2,959	3,726	2,000	3,856	4,000	4,000
Sub-total	\$4,070	\$2,959	\$3,726	\$2,000	\$3,856	\$4,000	\$4,000
<b>OTHER G&amp;A EXPENSES</b>							
7105 Dues/Subscriptions/Memberships	500	100	325	200	200	200	200
7110 Travel/Misc. Expenses	355	125	5,344	2,430	3,300	3,400	3,400
Sub-total	\$855	\$225	\$5,669	\$2,630	\$3,500	\$3,600	\$3,600
<b>OPERATING EXPENSE</b>							
5405.2 Utilities - Telephone	1,432	539	1,001	800	1,036	1,072	1,110
Sub-total	\$1,432	\$539	\$1,001	\$800	\$1,036	\$1,072	\$1,110
<b>TOTAL EXPENSES</b>							
	<b>\$368,801</b>	<b>\$392,843</b>	<b>\$384,242</b>	<b>\$561,164</b>	<b>\$482,329</b>	<b>\$603,461</b>	<b>\$626,453</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED INTERNAL G&A	(\$136,352)	(\$136,353)	(\$127,752)	(\$159,186)	(\$183,899)	(\$229,657)	(\$250,152)
ALLOCATED SUPPORT SERVICES	(\$232,449)	(\$256,490)	(\$256,490)	(\$401,978)	(\$298,430)	(\$373,804)	(\$376,301)



# ENGINEERING AND EXTERNAL AFFAIRS

## Customer Service Administration – 701220

### FUNCTION

To plan and coordinate field and office customer service and water surveillance functions. Design and implement programs and services to further customer service, conservation goals and objectives, and provide administrative assistance to the department head.

### OBJECTIVES

1. Manage projects and initiatives to assess customer service work processes and identify process improvements, including technology based enhancements to work management, routing, billing, customer information systems and automated meter reading.
2. Manage refinement of customer data for the budget-based water rate structure.
3. Manage the AMR/AMI Implementation Program; provide on-going data analysis and corrective action for AMR/AMI.
4. Provide assistance and support in the immediate and long term water supply situation both regionally and statewide by putting an emphasis on customer contacts, communications, and sustainable conservation.
5. Assist in identifying potential and required changes to business/operations practices and procedures, assists in analyzing and determining how existing jobs and workflow will change, define strategies for transition from old to new procedures, advise and assist personnel in the transition to new software applications or procedures.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 3/1/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Customer Service Manager	1.0	1.0	1.0	1.0
Management Analyst I/II			1.0	1.0
TOTAL	1.0	1.0	2.0	2.0

### SIGNIFICANT CHANGES

For FY20-21 and FY21-22, one staff position is being moved from Customer Service Programs to Customer Service Administration. Annual costs for Customer Interface Portal Software and AMI software and network maintenance fees have been added.

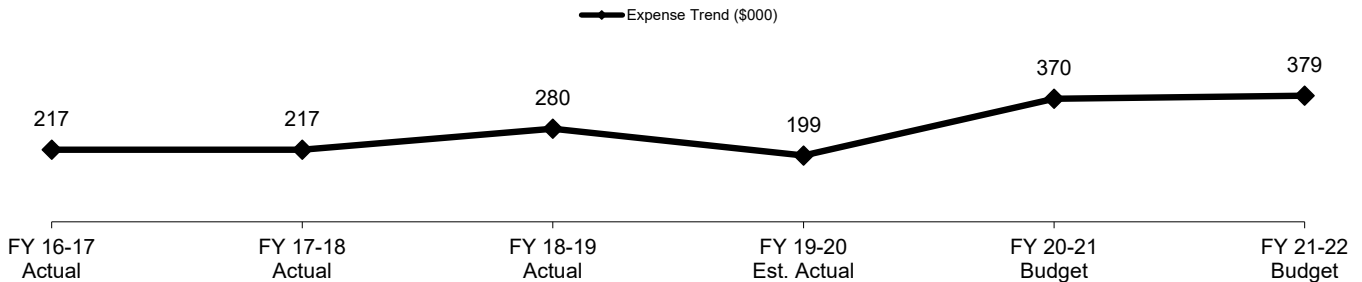
### LINE ITEM EXPLANATIONS

- 6220 Outside Services – Funds for the implementation of enhanced customer products such as consolidated billing, third party notification, and upfront screening of customer applications to prevent fraud and increased uncollectibles. This account also funds the AMR/AMI network maintenance and software cost as well as the annual costs for the customer interface portal.
- 6830 Training/Professional Development in connection with customer service week, CIS Conference, CWEA, AWWA, and miscellaneous training.



**Las Virgenes Municipal Water District  
Engineering and External Affairs  
Customer Service Administration - 701220**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$122,091	\$136,452	\$159,019	\$135,000	\$100,529	\$139,260	\$144,134
6102 Staff Overtime	0	0	0	0	0	0	0
6105 Staff Benefits	62,138	37,022	23,172	48,118	66,678	58,183	62,600
6105.1 OPEB	2,224	14,200	17,288	4,902	4,680	14,162	14,293
6110 Staff Taxes	11,129	11,390	12,235	11,617	10,347	11,810	11,924
Sub-total	\$197,582	\$199,064	\$211,714	\$199,637	\$182,234	\$223,415	\$232,951
6115 Staff Costs Recovered	0	0	0	0	0	0	0
Net Payroll Expenses	\$197,582	\$199,064	\$211,714	\$199,637	\$182,234	\$223,415	\$232,951
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6200 Forms, Supplies & Postage	0	0	0	200	150	200	200
6220 Outside Services	0	0	58,268	50,000	11,576	139,662	139,662
Sub-total	\$0	\$0	\$58,268	\$50,200	\$11,726	\$139,862	\$139,862
<b>PROFESSIONAL SERVICES</b>							
6516 Other Professional Services	0	0	0	0	0	0	0
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	1,497	2,439	3,877	5,000	5,000	6,000	6,000
Sub-total	\$1,497	\$2,439	\$3,877	\$5,000	\$5,000	\$6,000	\$6,000
<b>OPERATING EXPENSE</b>							
5400 Labor	17,200	14,874	5,407	16,085	0	0	0
5405.2 Utilities - Telephone	293	535	519	500	500	500	500
Sub-total	\$17,493	\$15,409	\$5,926	\$16,585	\$500	\$500	\$500
<b>TOTAL EXPENSES</b>							
	<b>\$216,572</b>	<b>\$216,912</b>	<b>\$279,785</b>	<b>\$271,422</b>	<b>\$199,460</b>	<b>\$369,777</b>	<b>\$379,313</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED INTERNAL G&A	(\$216,572)	(\$216,912)	(\$279,785)	(\$294,700)	(\$199,460)	(\$369,777)	(\$290,151)
ALLOCATED OPERATIONS SERVICES	\$0	\$0	\$0	\$23,278	\$0	\$0	(\$89,162)



# ENGINEERING AND EXTERNAL AFFAIRS

## Office Customer Service – 701221

### FUNCTION

Provide exceptional customer service within our District by efficiently answering telephone calls and offering effective resolution to customer issues and concerns. Bill customers for District services and process payments. Process requests to initiate and end service, ensuring all customer orders are completed and satisfactorily resolved. Provide emergency notifications to customers when required.

### OBJECTIVES

1. Enhance use of the Customer Service Information and Billing system to provide enhanced automated services such as e-billing, on-line payment options, and water usage data.
2. Strengthen delivery and efficiency of Customer Service through process improvements for better coordination between office and field functions, as well as other District units, and providing training for staff.
3. Utilize the District's CIS Collection Process, handling of bad debt accounts, and processing of new customer accounts.
4. Implement new methods of contacting customers with past due accounts before disconnecting, including phone calls and text message alerts.
5. Inform and educate customers of options the District offers for customers to pay their bill online or utilize ebill and text services.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 3/1/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Customer Service Office Supervisor	1.0	-	1.0	1.0
Customer Service Representative	4.0	4.0	4.0	4.0
<b>TOTAL</b>	<b>5.0</b>	<b>4.0</b>	<b>5.0</b>	<b>5.0</b>

### SIGNIFICANT CHANGES

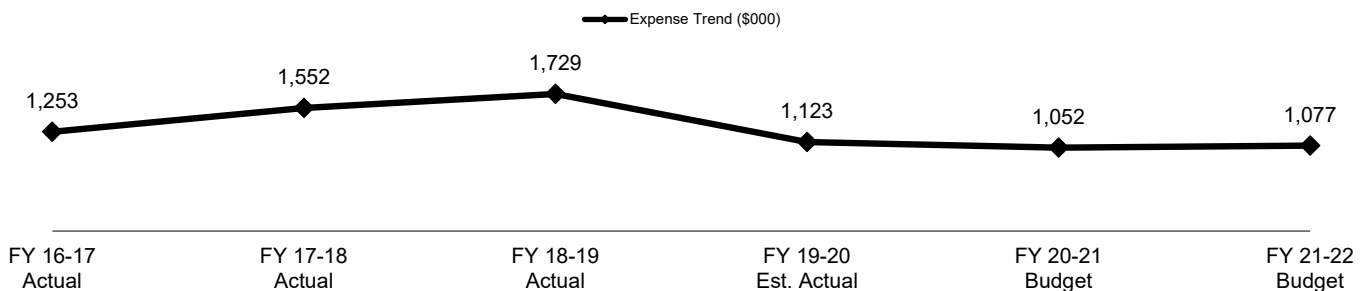
Significant changes for FY20-21 and FY21-22 are the customer service office staff and customer service field staff have been separated and now report to individual supervisors.

### LINE ITEM EXPLANATIONS

- 5400 Labor – Charges for other divisions who provide assistance for coverage in Customer Service, including the cost of standby calls charged to this account by other units.
- 6200 Forms, Supplies and Postage – Includes bill stock, overdue and disconnection notices, Welcome Packets, Water Survey Packets, Customer Service Satisfaction Surveys, and miscellaneous customer notifications, supplies related to the remittance processor and banking.
- 6215 Equipment Maintenance – Yearly maintenance contracts for equipment used in bill and remittance processing, time stamps and other customer service functions.
- 6220 Outside Services – Annual contract to fold, stuff, post and mail bills and delinquent notices, as well as customer newsletters and notifications at the current unit cost. Yearly cost of contract services and online subscriptions used to locate, identify and collect on bad debt accounts. Broadcast notification through an outside vendor to provide immediate notification of emergency situations for either district customers or staff. Monthly cost for providing online billing and payment options. Additional budget includes outside service assistance with implementing the proposed new Customer Interface Portal.
- 6830 Training and Professional Development – Attendance at training courses including the CIS User Conference, certification training and/or professional meetings.
- 7100 Provision for Uncollectible Accts – Annual expense associated with maintaining an appropriate Reserve for uncollectible Accounts Receivable.

**Las Virgenes Municipal Water District  
Engineering and External Affairs  
Office Customer Service - 701221**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$916,632	\$972,278	\$984,766	\$290,000	\$374,005	\$298,865	\$309,325
6102 Staff Overtime	51,559	70,248	67,693	6,122	1,143	5,218	5,401
6105 Staff Benefits	332,930	404,015	300,839	173,637	173,210	140,385	153,056
6105.1 OPEB	85,662	101,179	106,960	76,294	167,686	70,810	71,465
6110 Staff Taxes	84,738	89,335	87,165	30,436	29,674	26,323	27,244
Sub-total	\$1,471,521	\$1,637,055	\$1,547,423	\$576,489	\$745,718	\$541,601	\$566,491
6115 Staff Costs Recovered	(590,910)	(548,125)	(547,402)	0	0	0	0
Net Payroll Expenses	\$880,611	\$1,088,930	\$1,000,021	\$576,489	\$745,718	\$541,601	\$566,491
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6200 Forms, Supplies & Postage	10,165	5,661	4,437	15,000	10,500	15,000	15,000
6210 Equipment Repairs	0	0	0	500	0	500	500
6215 Equipment Maintenance	1,418	3,327	3,836	1,500	4,650	1,500	1,500
6220 Outside Services	235,431	337,977	302,753	415,000	300,000	435,000	435,000
6230 Safety Equip	3,591	2,418	3,089	0	0	0	0
Sub-total	\$250,605	\$349,383	\$314,115	\$432,000	\$315,150	\$452,000	\$452,000
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	7,634	10,519	18,911	5,000	12,000	8,000	8,000
Sub-total	\$7,634	\$10,519	\$18,911	\$5,000	\$12,000	\$8,000	\$8,000
<b>OTHER G&amp;A EXPENSES</b>							
7100 Provision for Uncollectible Accts	35,797	33,398	310,987	50,000	50,000	50,000	50,000
7110 Travel/Misc. Expenses	0	44	0	100	0	100	100
Sub-total	\$35,797	\$33,442	\$310,987	\$50,100	\$50,000	\$50,100	\$50,100
<b>OPERATING EXPENSE</b>							
5400 Labor	71,456	63,920	77,820	0	0	0	0
5405.2 Telephone	5,268	3,634	2,174	0	0	0	0
5410 Supplies/Material	0	0	3,293	0	0	0	0
Sub-total	\$76,724	\$67,554	\$83,287	\$0	\$0	\$0	\$0
<b>GEN'L SPECIALTY EXPENSE</b>							
5725 Supplies and Small Tools	1,497	2,198	1,475	0	0	0	0
Sub-total	1,497	2,198	1,475	0	0	0	0
<b>TOTAL EXPENSES</b>	<b>\$1,252,868</b>	<b>\$1,552,026</b>	<b>\$1,728,796</b>	<b>\$1,063,589</b>	<b>\$1,122,868</b>	<b>\$1,051,701</b>	<b>\$1,076,591</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED TECHNICAL SERVICES	\$89,542	\$93,072	\$93,072	\$91,801	\$113,260	\$167,339	\$152,315
ALLOCATED CUSTOMER INFO SYSTEMS	\$275,293	\$322,424	\$322,424	\$346,517	\$344,034	\$492,822	\$482,592
ALLOCATED VEHICLE EXPENSES	\$67,148	\$69,366	\$69,366	\$0	\$0	\$0	\$0
ALLOCATED INTERNAL G&A	\$332,883	\$339,079	\$162,309	\$1,355,351	\$1,392,601	\$316,946	\$330,787
ALLOCATED OPERATIONS SERVICES	(\$2,017,734)	(\$2,375,967)	(\$2,375,967)	(\$2,857,258)	(\$2,972,763)	(\$2,028,808)	(\$2,042,286)



# ENGINEERING AND EXTERNAL AFFAIRS

## Field Customer Service – 701222

### FUNCTION

Provide exceptional field customer service within our District by efficiently reading meters, providing meter maintenance and repairs, performing water use surveys and evaluating high bill complaints. Respond to service orders by checking for leaks, starting service and stopping service. Process door tag notifications for residents and disconnections for past due accounts.

### OBJECTIVES

1. Enhance Customer Service Field Information by providing accurate meter reads, and customer service communication training.
2. Strengthen delivery and efficiency of Customer Service through process improvements for better coordination between office and field functions, as well as other District units, and providing training for staff.  
  
Inspect and maintain the Districts meter vaults.
3. Inform and educate customers on issues of importance using Customer Welcome Packets, Water-Use Surveys and coordination with Public Outreach staff.
4. Maintain and test backflow prevention devices throughout the district.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 3/1/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Customer Service Operations Supervisor	1.0	1.0	1.0	1.0
Senior Field Customer Service Representative	1.0	1.0	1.0	1.0
Field Customer Service Representative I, II	8.0	7.0	7.0	7.0
Cross Connection Inspector		1.0	1.0	1.0
Backflow Inspector			1.0	1.0
TOTAL	10.0	10.0	11.0	11.0

### SIGNIFICANT CHANGES

For FY20-21 and FY21-22, one staff position, the Cross Connection Inspector is being moved from Customer Service Programs to Field Customer Service. One customer service field staff position is being reclassified to a Backflow Inspector to eliminate contract backflow work for the District. The compliance Inspector positions was moved to Engineering in order to streamline operations. The customer service office staff and customer service field staff have been separated and now report to individual supervisors.

### LINE ITEM EXPLANATIONS

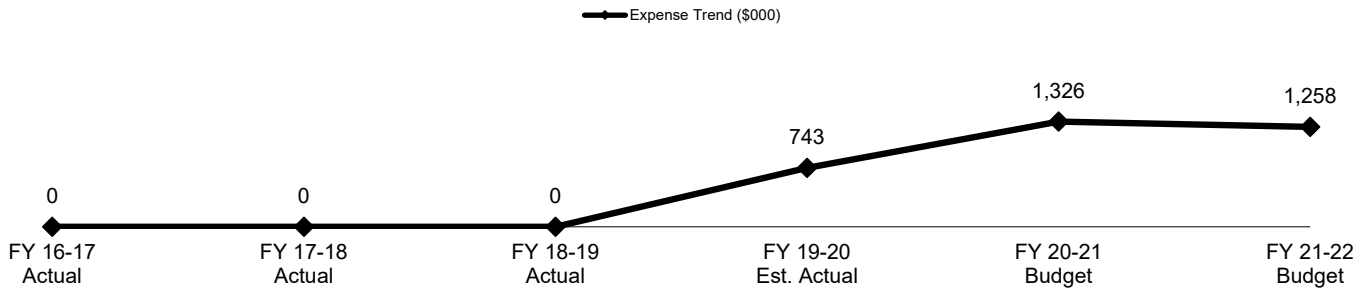
5400 Labor – Installing meters, angle stop change outs, maintenance and repairs.

5725 Supplies and Small Tools - Supplies and Small Tools used for meter maintenance.

6830 Training and Professional Development – Attendance at training courses including preparation for Backflow Certification training and/or professional meetings.

**Las Virgenes Municipal Water District  
Engineering and External Affairs  
Field Customer Service - 701222**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries				\$1,020,647	\$621,496	\$1,098,282	\$1,061,722
6102 Staff Overtime				19,612	45,994	30,153	28,592
6105 Staff Benefits				370,151	306,499	568,814	569,964
6105.1 OPEB				99,345	167,686	169,949	157,221
6110 Staff Taxes				64,433	54,539	97,145	93,557
Sub-total	\$0	\$0	\$0	\$1,574,188	\$1,196,214	\$1,964,343	\$1,911,056
6115 Staff Costs Recovered				(687,634)	(540,154)	(744,340)	(760,930)
Net Payroll Expenses	\$0	\$0	\$0	\$886,554	\$656,060	\$1,220,003	\$1,150,126
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6230 Safety Equip				2,000	2,140	2,000	2,000
Sub-total	\$0	\$0	\$0	\$2,000	\$2,140	\$2,000	\$2,000
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development				10,000	2,500	10,000	10,000
Sub-total	\$0	\$0	\$0	\$10,000	\$2,500	\$10,000	\$10,000
<b>OTHER G&amp;A EXPENSES</b>							
7110 Travel/Misc. Expenses				0	0	0	0
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>OPERATING EXPENSE</b>							
5400 Labor				72,309	80,781	83,366	85,225
5405.2 Telephone				7,000	2,000	7,000	7,000
5410 Supplies/Material				0	0	0	0
Sub-total	\$0	\$0	\$0	\$79,309	\$82,781	\$90,366	\$92,225
<b>GEN'L SPECIALTY EXPENSE</b>							
5725 Supplies and Small Tools				4,000	0	4,000	4,000
Sub-total	0	0	0	4,000	0	4,000	4,000
<b>TOTAL EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$981,863</b>	<b>\$743,481</b>	<b>\$1,326,369</b>	<b>\$1,258,351</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED TECHNICAL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ALLOCATED CUSTOMER INFO SYSTEMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ALLOCATED VEHICLE EXPENSES	\$0	\$0	\$0	\$86,536	\$85,195	\$104,434	\$105,499
ALLOCATED INTERNAL G&A	\$0	\$0	\$0	(\$781,193)	(\$829,676)	\$370,171	\$449,153
ALLOCATED OPERATIONS SERVICES	\$0	\$0	\$0	(\$287,206)	\$1,000	(\$1,800,974)	(\$1,813,003)



# ENGINEERING AND EXTERNAL AFFAIRS

## Meter Service – 701224

### FUNCTION

To obtain accurate meter readings from all meters in the District, verify proper operation and maintain all meters and appurtenances.

### OBJECTIVES

1. Maintain all meters and small regulators to ensure proper operation.
2. To enhance meter reading efficiency.
3. To work with Office Customer Service staff to strengthen coordination in resolving customer issues.

### PERSONNEL

Personnel costs are budgeted in the Customer Service Operations unit. Through the payroll process, staff charges time worked on meter reading to the 5400-Labor account number or time worked on meter maintenance to the 5500-Labor account, as applicable.

### SIGNIFICANT CHANGES

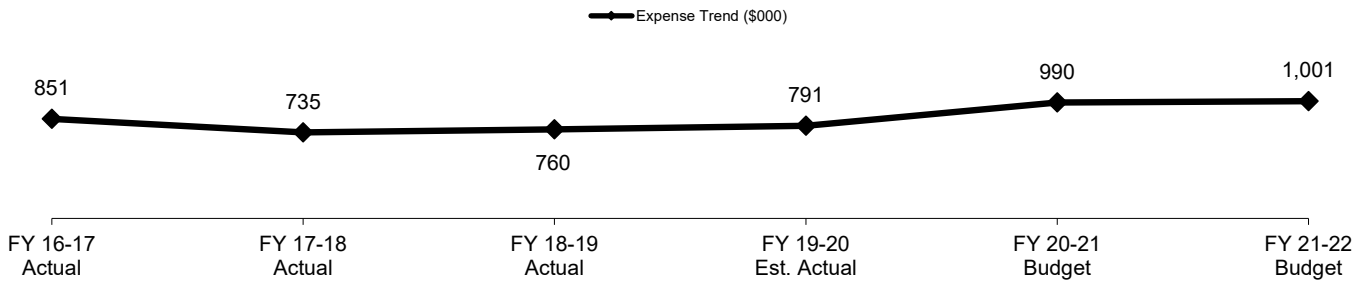
There are reduced costs for the purchase of meters under the regular replacement program due to the deployment of AMR/AMI.

### LINE ITEM EXPLANATIONS

- 5400 Labor – This account is used to accumulate labor costs associated with meter reading.
- 5415 Outside Services – Cost of contracted meter reading services for monthly billing while AMI implementation is being evaluated. The budget for FY19-20 assumes that outside meter reading services will only be required in the first six months.
- 5500 Labor – This account is used to accumulate labor costs to maintain a reliable meter infrastructure for the district through activities such as the meter reading, meter box replacement and vault inspection program.
- 5510 Supplies/Materials – This account covers purchase of supplies which include parts for incidental repairs of meter and vault services, including meter boxes, ball valves, and pressure regulators from 1" thru 2". 500 pressure regulators per year are part of the regulator inspection program. Meter purchases for change program are included in the CIP, cost to purchase meters for replacing damaged, non-functional, etc. are charged to this account. Also funds the replacement of antiquated manual meter reading handhelds which will serve as backup for the AMI system in the future.
- 5515 Outside Services – Funds to hire a contractor to assist in the repairs of vault lids which could include painting, welding or fabrication to bring to OSHA standards, and painting of above ground meters. This account will also cover the testing and replacement process for larger meters.

**Las Virgenes Municipal Water District  
Engineering and External Affairs  
Meter Service - 701224**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATING EXPENSE</b>							
5400 Labor	\$282,972	\$230,850	\$167,858	\$336,588	\$134,201	\$138,496	\$141,582
5415 Outside Services	\$191,407	\$198,594	\$217,051	\$225,000	\$216,005	\$225,000	\$225,000
Sub-total	\$474,379	\$429,444	\$384,909	\$561,588	\$350,206	\$363,496	\$366,582
<b>MAINTENANCE EXPENSE</b>							
5500 Labor	231,847	207,647	279,258	270,715	364,674	376,343	384,731
5510 Supplies/Materials	142,820	73,221	93,808	200,000	75,000	200,000	200,000
5515 Outside Services	1,630	24,412	1,690	50,000	1,585	50,000	50,000
5520 Permits/Fee	0	127	0	0	0	0	0
5530 Capital Outlay	0	0	0	0	0	0	0
Sub-total	\$376,297	\$305,407	\$374,756	\$520,715	\$441,259	\$626,343	\$634,731
<b>TOTAL EXPENSES</b>	<b>\$850,676</b>	<b>\$734,851</b>	<b>\$759,665</b>	<b>\$1,082,303</b>	<b>\$791,465</b>	<b>\$989,839</b>	<b>\$1,001,313</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED INTERNAL G&A	\$116,610	\$114,565	\$89,751	\$166,677	\$421,884	\$131,356	\$127,371
ALLOCATED OPERATIONS SERVICES	(\$967,286)	(\$849,416)	(\$849,416)	(\$1,248,980)	(\$1,213,349)	(\$1,121,195)	(\$1,128,684)



# ENGINEERING AND EXTERNAL AFFAIRS

## Customer Service Programs – 701226

### FUNCTION

To provide project management for a variety of programs that directly relate to customer service functions, District compliance requirements, and analytical responsibilities for data supporting customer service. This would include Backflow Prevention, coordination of the AMR/AMI Implementation Program, emergency and scheduled shutdown coordination, support of the District CIS program, data collection, and analysis of customer service functions.

### OBJECTIVES

1. Maintain and test backflow prevention throughout the district.
2. Support and provide assistance with the project of selecting an AMI/AMR system.
3. Utilize and improve customer service using the CIS system and new technology.
4. Assist in identifying potential and required changes to business/operations practices and procedures, assists in analyzing and determining how existing jobs and workflow will change, define strategies for transition from old to new procedures, advise and assist personnel in the transition to new software applications or procedures.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 3/1/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Customer Service Programs Supervisor	1.0	-	-	-
Compliance Inspector	1.0	-	-	-
Cross Connection Inspector	1.0	-	-	-
TOTAL	3.0	-	-	-

### SIGNIFICANT CHANGES

No significant changes are budgeted for FY20-21 or for FY20-21 that affect the scope or level of service.

### LINE ITEM EXPLANATIONS

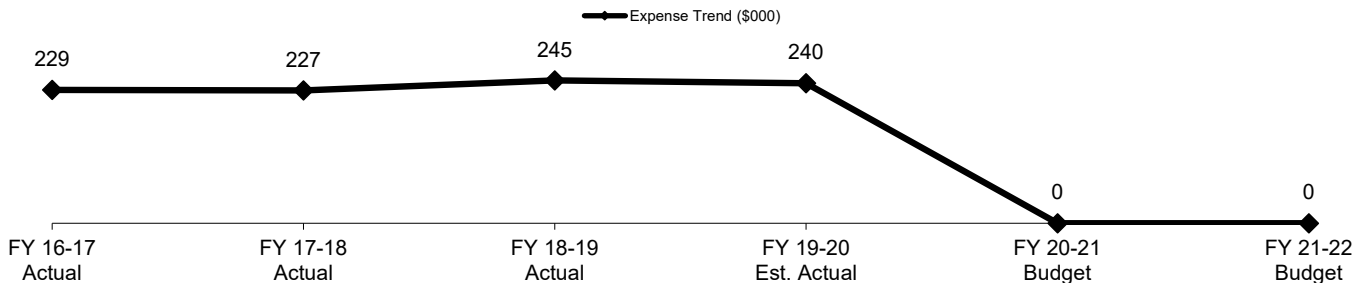
- 5725 Small Tools and Supplies – Funds for purchase of replacement tools used for the repair of backflow prevention assemblies owned by the district.
- 6220 Outside Services - Cost to annually calibrate equipment used to test backflow prevention assemblies.
- 6830 Training and Professional Development – Attendance at training courses/professional meetings.

**\*\*\*Moving to other Programs**



**Las Virgenes Municipal Water District  
Engineering and External Affairs  
Customer Service Programs - 701226**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$276,887	\$281,483	\$307,603	\$294,604	\$251,707	\$0	\$0
6102 Staff Overtime	5,014	9,464	15,036	8,095	6,741	0	0
6105 Staff Benefits	72,801	55,705	36,114	126,754	115,044	0	0
6105.1 OPEB	14,925	29,292	33,332	33,146	26,050	0	0
6110 Staff Taxes	24,933	25,143	27,183	29,212	21,368	0	0
Sub-total	\$394,560	\$401,087	\$419,268	\$491,811	\$420,910	\$0	\$0
6115 Staff Costs Recovered	(169,454)	(174,813)	(176,492)	(190,296)	(181,104)	0	0
Net Payroll Expenses	\$225,106	\$226,274	\$242,776	\$301,515	\$239,806	\$0	\$0
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6200 Forms, Supplies & Postage	0	0	1	250	0	0	0
6220 Outside Services	234	0	320	500	0	0	0
6230 Safety Equip	719	140	389	250	0	0	0
Sub-total	\$953	\$140	\$710	\$1,000	\$0	\$0	\$0
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	0	0	70	1,000	0	0	0
Sub-total	\$0	\$0	\$70	\$1,000	\$0	\$0	\$0
<b>OPERATING EXPENSE</b>							
5400 Labor	0	0	0	0	0	0	0
5405.2 Utilities - Telephone	1,114	985	256	1,000	200	0	0
Sub-total	\$1,114	\$985	\$256	\$1,000	\$200	\$0	\$0
<b>GEN'L SPECIALTY EXPENSE</b>							
5725 Supplies and Small Tools	1,365	65	955	3,000	0	0	0
Sub-total	\$1,365	\$65	\$955	\$3,000	\$0	\$0	\$0
<b>TOTAL EXPENSES</b>	<b>\$228,538</b>	<b>\$227,464</b>	<b>\$244,767</b>	<b>\$307,515</b>	<b>\$240,006</b>	<b>\$0</b>	<b>\$0</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED VEHICLE EXPENSES	\$10,305	\$10,646	\$10,646	\$13,281	\$13,075	\$0	\$0
ALLOCATED INTERNAL G&A	\$114,358	\$119,783	\$102,480	\$214,291	\$266,741	\$0	\$0
ALLOCATED OPERATIONS SERVICES	(\$353,201)	(\$357,893)	(\$357,893)	(\$535,087)	(\$519,822)	\$0	\$0



# ENGINEERING AND EXTERNAL AFFAIRS

## Resource/Watershed Conservation – 701223

### FUNCTION

The Resource Conservation Unit has three primary functions: (1) to develop and implement programs that help customers use water efficiently; (2) to advance the district's watershed stewardship mission; and (3) to manage the effluent disposal program at the Rancho Las Virgenes sprayfields. The unit also provides scientific review and strategic analysis to support scientifically-based watershed management and regulatory compliance.

### OBJECTIVES

1. Support District efforts to improve the health of the watershed that is compatible with the goal of the nutrient TMDL.
2. Partner with other public agencies and community-based organizations to advance watershed stewardship.
3. Create and implement progressive, effective conservation programs to meet IRP and UWMP targets.
4. Provide scientific analysis and strategic guidance for district operations, programs and projects.
5. Ensure district spray fields are responsibly managed to comply with regulatory requirements.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 3/1/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Resource Conservation Manager	1.0	1.0	1.0	1.0
Water Conservation Supervisor	1.0	1.0	1.0	1.0
Resource Conservation Specialist	1.0	-	1.0	1.0
TOTAL	3.0	2.0	3.0	3.0

### SIGNIFICANT CHANGES

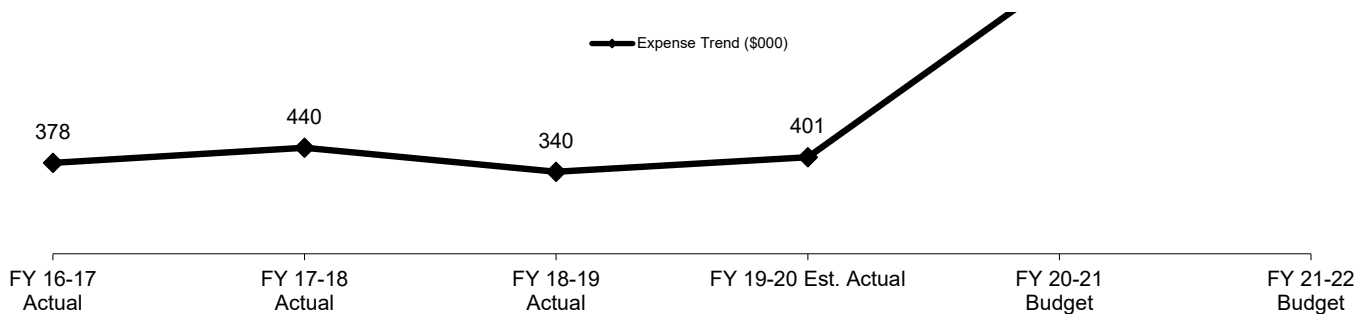
Outside services was created as a new account which includes previously unbudgeted and new services needed to implement the Comprehensive Water Conservation Plan and watershed stewardship mission. These services include funding for state mandated third part validation of water loss audits, land use planning for spray fields once Pure Water is operational, regional coordination planning for landscape conversion efforts and coordinated water conservation and potential improvements and repairs needed for demonstration garden efforts.

### LINE ITEM EXPLANATIONS

- 6830 Training and Professional Development – Attendance at training courses/professional meetings.
- 7105 Dues/Subscriptions/Memberships. Includes up to \$500 for subscription service for online retrieval of professional and scientific journal articles.

**Las Virgenes Municipal Water District  
Engineering and External Affairs  
Resource and Watershed Conservation - 701223**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$327,105	\$343,840	\$317,370	\$389,000	\$290,229	\$402,546	\$416,617
6102 Staff Overtime	132	54	7	5,729	0	3,775	3,907
6105 Staff Benefits	97,534	101,525	54,186	196,188	104,889	174,263	187,169
6105.1 OPEB	18,352	35,782	34,451	53,564	51,139	42,487	42,879
6110 Staff Taxes	28,349	29,513	27,619	35,346	21,817	31,913	32,432
Sub-total	\$471,472	\$510,714	\$433,633	\$679,827	\$468,074	\$654,984	\$683,004
6115 Staff Costs Recovered	(100,558)	(82,971)	(97,364)	(174,449)	(76,621)	(80,828)	(82,631)
Net Payroll Expenses	\$370,914	\$427,743	\$336,269	\$505,378	\$391,453	\$574,156	\$600,373
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6220 Outside Services	0	0	0	0	0	0	0
6230 Safety Equipment	0	0	0	0	0	0	0
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>HUMAN RESOURCES</b>							
6800 Safety	0	0	0	0	0	0	0
6830 Training & Prof. Development	6,279	11,406	3,935	12,000	9,500	12,000	12,000
Sub-total	\$6,279	\$11,406	\$3,935	\$12,000	\$9,500	\$12,000	\$12,000
<b>OTHER G&amp;A EXPENSES</b>							
7105 Dues/Subscriptions/Memberships	0	280	0	500	0	500	500
7110 Travel/Misc. Expenses	20	0	0	0	0	0	0
Sub-total	\$20	\$280	\$0	\$500	\$0	\$500	\$500
<b>OPERATING EXPENSE</b>							
5405.2 Utilities - Telephone	373	378	189	400	200	400	400
Sub-total	\$373	\$378	\$189	\$400	\$200	\$400	\$400
<b>MAINTENANCE EXPENSE</b>							
5515 Outside Services	0	0	0	0	0	559,300	472,000
Sub-total	\$0	\$0	\$0	\$0	\$0	\$559,300	\$472,000
<b>TOTAL EXPENSES</b>	<b>\$377,586</b>	<b>\$439,807</b>	<b>\$340,393</b>	<b>\$518,278</b>	<b>\$401,153</b>	<b>\$1,146,356</b>	<b>\$1,085,273</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED VEHICLE EXPENSES	\$5,207	\$5,379	\$5,379	\$6,710	\$6,606	\$7,021	\$7,092
ALLOCATED INTERNAL G&A	\$120,532	\$136,260	\$235,674	\$296,345	\$377,180	\$87,338	\$86,136
ALLOCATED OPERATIONS SERVICES	(\$503,325)	(\$581,446)	(\$581,446)	(\$821,334)	(\$784,939)	(\$1,240,715)	(\$1,178,501)



# ENGINEERING AND EXTERNAL AFFAIRS

## Public Information – 701230

### FUNCTION

Facilitate community awareness and involvement with issues and challenges related to the reliable delivery of potable water, recycled water and wastewater treatment services. Also includes building the awareness of ratepayers, stakeholders and government agencies to the District's conservation and environmental activities.

### OBJECTIVES

1. Engage the District's residents, commercial enterprises, industries, non-profits, and businesses through outreach initiatives including education, public information, social and business group interaction, multi-media interfacing, and public activities that directly relate to local, regional, state, and federal water conservation initiatives, water reliability issues, water innovation opportunities, climate change, watershed protection, and general environmental and sustainability efforts.
2. Increase interfacing with District constituency, state and federal agencies, and non-profits through the use of video production, multiple social media platforms, traditional media, and in-house produced brochures and newsletters.
3. Further develop governmental relationships with local, regional, state, and federal elected officials, staff, water agencies, and other groups that directly or indirectly impact District initiatives and efforts.
4. Closely monitor, and where appropriate participate in, legislative and regulatory matters important to the District.
5. Promote District initiatives through robust educational and public information outreach efforts to all levels of government, non-profits, community groups, residents, HOA's, and businesses by integrating into and becoming partners of their organizations.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 3/1/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Public Affairs and Communications Manager	1.0	1.0	1.0	1.0
Public Affairs Associate I, II	2.0	2.0	2.0	2.0
TOTAL	3.0	3.0	3.0	3.0

### SIGNIFICANT CHANGES

There are significant changes budgeted for FY19-20 and FY20-21 that affect the scope or level of service. A significant outreach campaign for LV Tap and Pure Water will begin in 2020. Additionally, the annual Tap-In events add to the budget. This effort increases the Public Education Program budget.

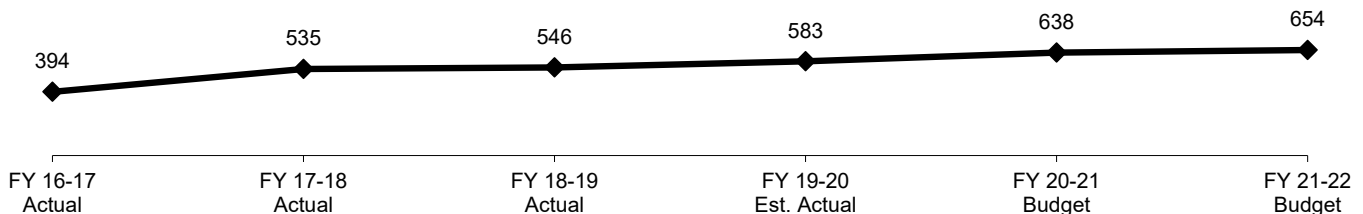
### LINE ITEM EXPLANATIONS

- 6516 Other Professional Services – Technical support using outside photography and video services, technical writing services, business related exhibits, usage rights and artwork when necessary.
- 6602 School Education Program – Staff support for school education programs, including educational materials.
- 6604 Public Education Program – Includes community outreach; community booth events and activities; printing and production of customer newsletters; web site costs; staff costs; District brochures and handout materials, video production costs; digital advertising; ads for television, radio, billboards, movie theatres, restaurant table tops and other venues to promote LV Tap, Pure Water, conservation initiatives, annual Tap-In Event, and all District activities and functions.
- 6606 Community Group Outreach – Includes funding for community forums and workshops; meetings and fees for speaker's bureau, chamber events and luncheons and community liaison expenses.
- 6608 Intergovernmental Coordination – Programmed funds include support for intergovernmental activities such as legislative and regulatory monitoring and activities with the state legislature, county, cities, school districts, federal agencies and regulatory bodies.

**Las Virgenes Municipal Water District  
Engineering and External Affairs  
Public Information - 701230**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$336,975	\$342,840	\$329,451	\$397,000	\$363,615	\$410,980	\$425,364
6102 Staff Overtime	761	986	5,005	4,032	20,825	3,688	3,817
6105 Staff Benefits	88,108	113,799	52,003	166,404	141,236	89,108	96,887
6105.1 OPEB	17,961	35,677	35,695	39,870	38,065	42,487	42,879
6110 Staff Taxes	27,000	30,085	27,943	31,629	27,272	19,803	20,496
Sub-total	\$470,805	\$523,387	\$450,097	\$638,935	\$591,013	\$566,066	\$589,443
6115 Staff Costs Recovered	(358,569)	(234,200)	(184,284)	(412,755)	(251,510)	(259,559)	(265,344)
Net Payroll Expenses	\$112,236	\$289,187	\$265,813	\$226,180	\$339,503	\$306,507	\$324,099
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6200 Forms, Supplies & Postage	317	0	59	300	800	1,000	1,000
Sub-total	\$317	\$0	\$59	\$300	\$800	\$1,000	\$1,000
<b>PROFESSIONAL SERVICES</b>							
6516 Other Professional Services	733	0	0	0	0	0	0
Sub-total	\$733	\$0	\$0	\$0	\$0	\$0	\$0
<b>RES CONSER/PUBLIC OUTREACH</b>							
6602 School Education Program	20,328	10	3,715	20,990	2,481	17,561	17,618
6604 Public Education Program	222,191	207,658	256,162	252,945	226,773	225,000	225,000
6606 Community Group Outreach	6,321	4,145	6,215	15,247	2,347	52,423	52,477
6608 Intergovernmental Coordination	20,705	16,229	684	25,396	0	12,000	12,000
Sub-total	\$269,545	\$228,042	\$266,776	\$314,578	\$231,601	\$306,984	\$307,095
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	10,690	7,716	10,809	12,000	7,650	12,200	15,200
Sub-total	\$10,690	\$7,716	\$10,809	\$12,000	\$7,650	\$12,200	\$15,200
<b>OTHER G&amp;A EXPENSES</b>							
7105 Dues/Subscriptions/Memberships	100	0	1,625	0	1,200	1,000	1,000
7110 Travel/Misc. Expenses	0	2,539	241	3,000	1,500	4,000	4,000
Sub-total	\$100	\$2,539	\$1,866	\$3,000	\$2,700	\$5,000	\$5,000
<b>OPERATING EXPENSE</b>							
5400 Labor	0	0	0	0	0	0	0
5405.2 Utilities - Telephone	850	759	850	1,440	1,040	1,200	1,200
5430 Capital Outlay	0	7,104	0	0	0	5,000	0
Sub-total	\$850	\$7,863	\$850	\$1,440	\$1,040	\$6,200	\$1,200
<b>TOTAL EXPENSES</b>	<b>\$394,471</b>	<b>\$535,347</b>	<b>\$546,173</b>	<b>\$557,498</b>	<b>\$583,294</b>	<b>\$637,891</b>	<b>\$653,594</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED INTERNAL G&A	(\$121,861)	(\$142,421)	(\$153,247)	(\$161,758)	(\$209,427)	(\$90,159)	(\$102,204)
ALLOCATED SUPPORT SERVICES	(\$272,610)	(\$392,926)	(\$392,926)	(\$395,740)	(\$373,867)	(\$547,732)	(\$551,390)

Expense Trend (\$000)



# ENGINEERING AND EXTERNAL AFFAIRS

## Planning and Technical Services – 701350

### FUNCTION

To provide technical and engineering support, facility inspection and project management services in support of all District functions.

### OBJECTIVES

1. Implement, design and construct potable water, recycled water, and sanitation facilities identified in the district's Infrastructure Improvement Plan and those funded in current budgets.
2. Provide technical support to the operating units to accomplish budgeted maintenance and operation capital improvement and outlay projects.
3. Provide design services; plan review, construction inspection, and related administrative services for new development.
4. Provide plan checking and inspection services for commercial developments and tenant improvements for the purpose of verifying compliance with District standards and establishing fees and monthly charges.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 3/1/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Principal Engineer	1.0	1.0	1.0	1.0
Senior Engineer	1.0	-	1.0	1.0
Assistant, Associate Civil Engineer	2.0	2.0	2.0	2.0
Technical Services Support Supervisor	1.0	-	1.0	1.0
Facilities Inspector	1.0	1.0	1.0	1.0
Planning/New Development Technician	1.0	1.0	1.0	1.0
Technical Services Support Specialist	1.0	1.0	1.0	1.0
Compliance Inspector	-	1.0	1.0	1.0
<b>TOTAL</b>	<b>8.0</b>	<b>7.0</b>	<b>9.0</b>	<b>9.0</b>

### SIGNIFICANT CHANGES

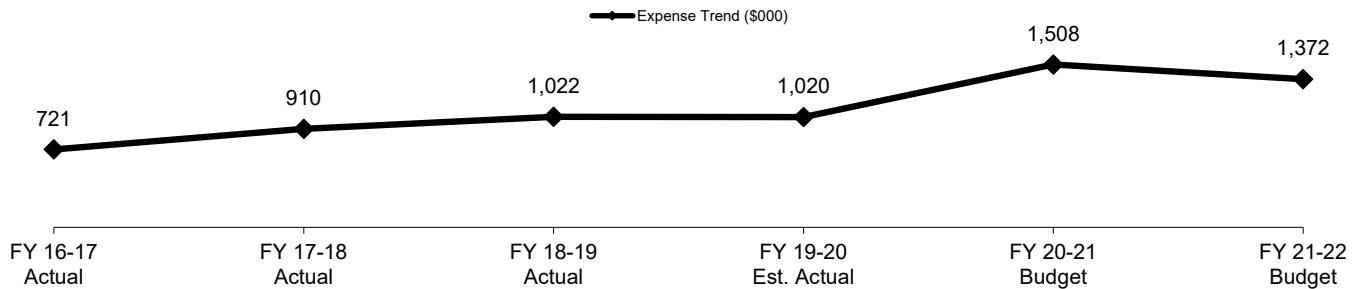
Changes proposed include funding to support the 2020 Urban Water Management Plan and update to the District's standard plans and specifications.

### LINE ITEM EXPLANATIONS

- 6115 Staff Cost Recovered – Direct charge time for managing capital improvement and developer funded projects.
- 6220 Outside Services – Funding for the 2020 Urban Water Management Plan, and to update the District's standard plans & specifications.
- 6830 Training & Prof. Development – Training and professional development related activities.
- 5725 Supplies and Small Tools – Funds to purchase or rent miscellaneous equipment required by the inspectors.

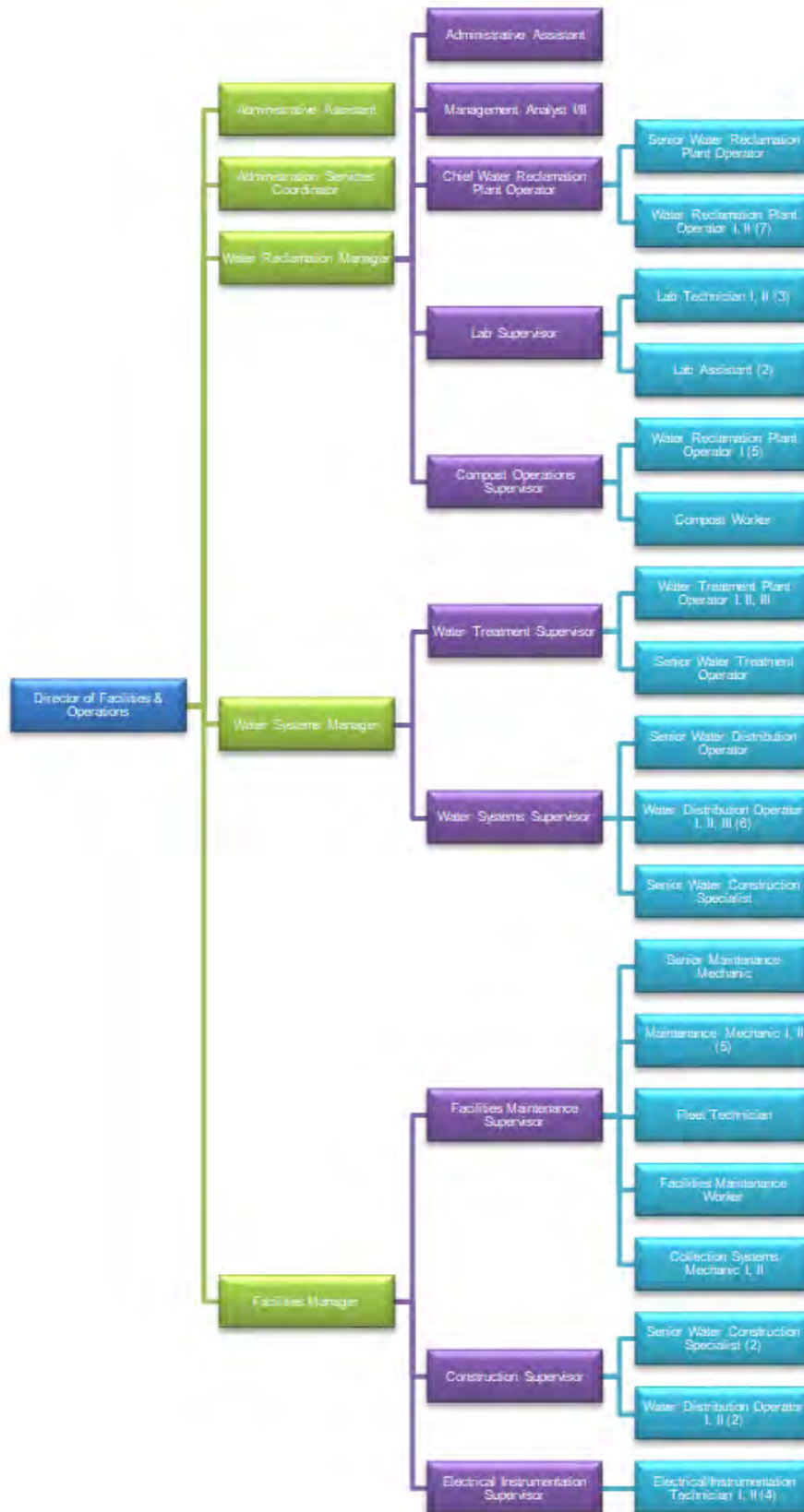
**Las Virgenes Municipal Water District  
Engineering and External Affairs  
Planning and Technical Services - 701350**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$865,861	\$905,546	\$993,752	1,055,000	\$854,908	\$1,093,502	\$1,131,774
6102 Staff Overtime	4,732	14,520	13,370	15,123	6,250	17,345	17,952
6105 Staff Benefits	270,022	292,447	206,338	384,571	347,070	388,026	419,277
6105.1 OPEB	53,082	94,235	107,955	103,643	114,526	113,299	114,343
6110 Staff Taxes	80,295	82,930	87,471	85,718	89,980	90,892	93,579
Sub-total	\$1,273,992	\$1,389,678	\$1,408,886	\$1,644,055	\$1,412,734	\$1,703,065	\$1,776,927
6115 Staff Costs Recovered	(557,982)	(485,400)	(395,753)	(701,863)	(400,354)	(413,166)	(422,375)
Net Payroll Expenses	\$716,010	\$904,278	\$1,013,133	\$942,192	\$1,012,380	\$1,289,899	\$1,354,552
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6200 Forms, Supplies & Postage	645	716	2,632	370	0	370	370
6220 Outside Services	0	65	0	0	0	200,000	0
6230 Safety Equipment	1,113	1,148	400	0	476	0	0
Sub-total	\$1,758	\$1,929	\$3,032	\$370	\$476	\$200,370	\$370
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	1,823	3,697	5,370	5,000	7,500	17,000	17,000
Sub-total	\$1,823	\$3,697	\$5,370	\$5,000	\$7,500	\$17,000	\$17,000
<b>OTHER G&amp;A EXPENSES</b>							
7110 Travel/Misc. Expenses	289	70	45	135	0	135	135
Sub-total	\$289	\$70	\$45	\$135	\$0	\$135	\$135
<b>OPERATING EXPENSE</b>							
5405.2 Utilities - Telephone	423	57	105	45	0	0	0
Sub-total	\$423	\$57	\$105	\$45	\$0	\$0	\$0
<b>GEN'L SPECIALTY EXPENSE</b>							
5725 Supplies and Small Tools	547	378	200	155	0	155	155
Sub-total	\$547	\$378	\$200	\$155	\$0	\$155	\$155
<b>TOTAL EXPENSES</b>	<b>\$720,850</b>	<b>\$910,409</b>	<b>\$1,021,885</b>	<b>\$947,897</b>	<b>\$1,020,356</b>	<b>\$1,507,559</b>	<b>\$1,372,212</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED TECHNICAL SERVICES	(\$89,542)	(\$93,072)	(\$93,072)	(\$91,801)	(\$113,260)	(\$167,339)	(\$152,315)
ALLOCATED VEHICLE EXPENSES	\$15,512	\$16,025	\$16,025	\$19,991	\$19,682	\$20,916	\$21,129
ALLOCATED INTERNAL G&A	\$311,145	\$346,250	\$234,774	\$563,895	\$222,557	\$317,231	\$464,694
ALLOCATED OPERATIONS SERVICES	(\$957,965)	(\$1,179,612)	(\$1,179,612)	(\$1,439,981)	(\$1,149,335)	(\$1,678,367)	(\$1,705,719)



# FACILITIES AND OPERATIONS

The Facilities and Operations Department is responsible for the day-to-day operation, maintenance, regulatory compliance and replacement needs of the District’s potable water, recycled water and sanitation facilities.





### Key Accomplishments from FY 2018-20

- Completed rehabilitation and replacement projects in Sanitation and potable water systems
- Restore Rancho composting operation from Woolsey Fire
- Completed conversion of all District facility lighting to energy saving and long lasting LED lights
- Completed replacement of process air compressors and aeration system at Tapia
- Completed Tapia Control Building Security Improvements
- Team assisted in a successful completion and recommendation of a SCADA Integrator for Tapia
- Made EOC improvements identified during the Woolsey fire.

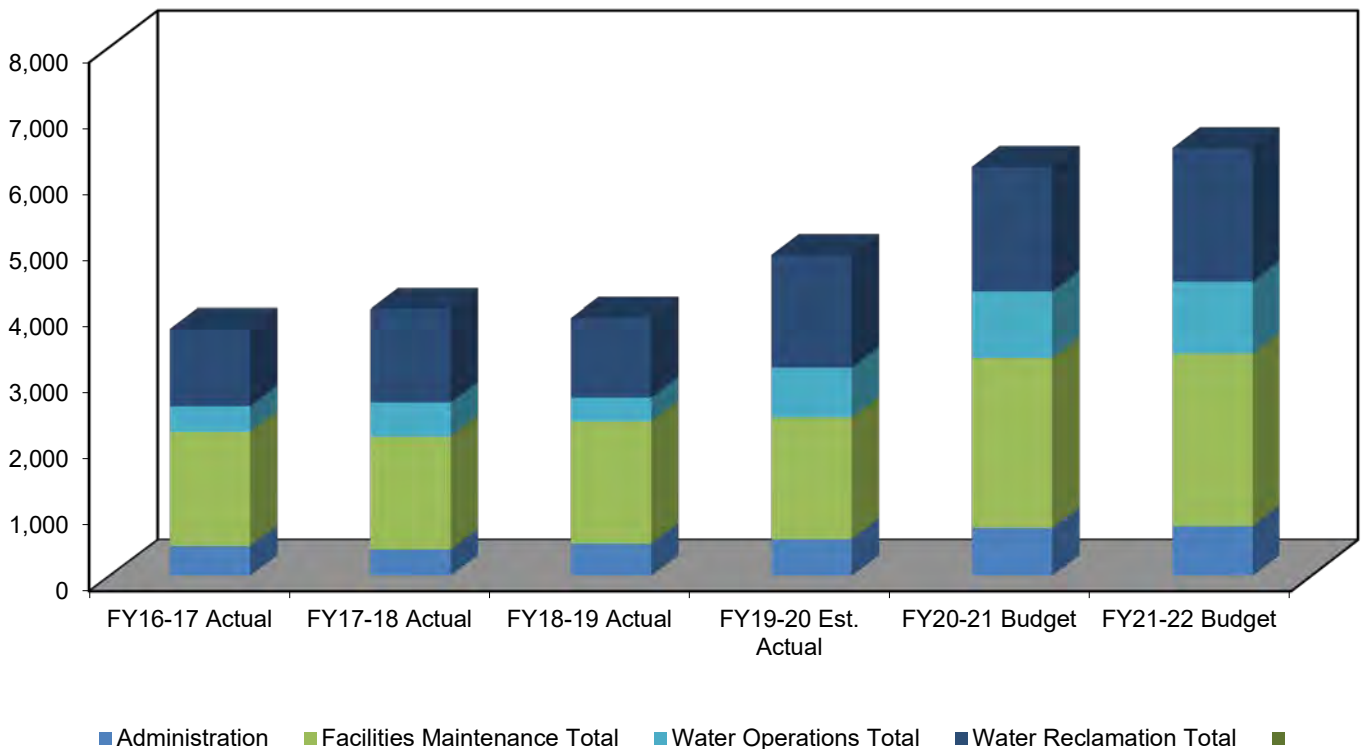
### Notable Goals for FY 2020-22

- Complete American Water Infrastructure Act Study
- Complete Corrosion Control Study
- Complete repairs to fire damaged facilities
- Operation of demonstration facility
- Complete rehabilitation of Digester # 2 at Rancho
- Complete repairs to fire damaged facilities and place them into full service
- Complete the various rehabilitation and replacement projects included in the budget
- Complete Construction Supervisor hiring.
- Perform electrical design and replace with overhead 4160 Volt feeders at effluent PS
- Assist in successful completion of SCADA control system at Tapia.
- Implement work order AMMS mobile system.



**Las Virgenes Municipal Water District**  
**Facilities and Operations Summary**  
(Dollars in Thousands)

	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Est. Actual	FY20-21 Budget	FY21-22 Budget
<b>Administration</b>	455	402	491	559	730	760
<b>Fac. Maintenance Admin.</b>	159	167	138	215	270	281
<b>Electrical/Instrumentation Maint. Maintenance</b>	114	173	154	87	372	388
<b>Building 8 Maintenance</b>	177	218	119	274	545	591
<b>Building 7 Maintenance</b>	577	424	489	399	427	419
<b>Fleet Maintenance</b>	167	180	306	185	231	193
<b>Fleet Maintenance</b>	542	557	652	688	731	739
<b>Facilities Maintenance Total</b>	1,736	1,719	1,858	1,848	2,576	2,611
<b>Water Administration</b>	68	71	29	196	310	322
<b>Water Treatment &amp; Production Construction</b>	175	268	181	299	476	526
<b>Construction</b>	143	175	151	259	211	234
<b>Water Operations Total</b>	386	514	361	754	997	1,082
<b>Reclamation Administration</b>	443	504	506	478	614	640
<b>Laboratory</b>	554	567	584	765	891	932
<b>Wastewater Treatment Facility</b>	71	199	51	231	143	178
<b>Composting Facility</b>	101	138	59	222	238	269
<b>Water Reclamation Total</b>	1,169	1,408	1,200	1,696	1,886	2,019
	3,746	4,043	3,910	4,857	6,189	6,472



**Las Virgenes Municipal Water District  
Facilities and Operations**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$6,051,101	\$5,996,531	\$6,603,992	\$6,314,500	\$5,778,133	\$6,529,344	\$6,756,515
6102 Staff Overtime	336,697	372,107	535,023	193,000	419,781	201,743	208,803
6105 Staff Benefits	1,785,756	2,020,981	1,441,228	2,965,483	2,271,235	2,877,422	3,101,566
6105.1 OPEB	371,530	593,558	716,631	814,375	749,347	849,740	857,573
6110 Staff Taxes	731,610	691,490	727,956	725,598	591,442	718,869	740,327
Sub-total	\$9,276,694	\$9,674,667	\$10,024,830	\$11,012,956	\$9,809,938	\$11,177,118	\$11,664,784
6115 Staff Costs Recovered	(6,258,816)	(6,189,548)	(6,693,594)	(7,093,926)	(6,294,822)	(6,494,503)	(6,639,243)
Net Payroll Expenses	\$3,017,878	\$3,485,119	\$3,331,236	\$3,919,030	\$3,515,116	\$4,682,615	\$5,025,541
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6200 Forms, Supplies & Postage	645	645	2,786	370	100	100	100
6220 Outside Services	37,271	3,016	1,500	0	31,275	5,000	5,000
6225 Radio Maintenance Expense	31,316	16,065	42,622	20,000	10,000	15,000	15,000
6230 Safety Equipment	30,219	45,898	24,212	17,530	21,775	41,225	26,225
Sub-total	\$99,451	\$65,624	\$71,120	\$37,900	\$63,150	\$61,325	\$46,325
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	42,464	27,000	40,091	47,978	22,819	76,700	76,700
Sub-total	\$42,464	\$27,000	\$40,091	\$47,978	\$22,819	\$76,700	\$76,700
<b>OTHER G&amp;A EXPENSES</b>							
7105 Dues/Subscriptions/Memberships	1,648	3,681	2,960	0	50	55	55
7110 Travel/Misc. Expenses	766	1,828	4,404	1,335	1,000	11,500	11,500
Sub-total	\$2,414	\$5,509	\$7,364	\$1,335	\$1,050	\$11,555	\$11,555
<b>OPERATING EXPENSE</b>							
5400 Labor	0	0	0	0	0	0	0
5405.1 Utilities - Energy	103,506	107,401	95,562	114,000	104,500	112,000	112,500
5405.2 Utilities - Telephone	152,152	118,461	57,522	135,886	45,975	28,265	28,265
5405.3 Utilities - Gas	15,962	11,611	15,821	24,500	16,300	20,000	20,000
5405.4 Utilities - Water	17,812	20,110	23,817	15,000	22,300	23,500	23,500
Sub-total	\$289,432	\$257,583	\$192,722	\$289,386	\$189,075	\$183,765	\$184,265
<b>MAINTENANCE EXPENSE</b>							
5500 Labor	148,400	113,574	172,895	144,739	138,257	142,682	145,861
5510 Supplies/Materials	128,461	131,624	167,846	128,650	116,150	133,500	133,500
5510.1 Fuel	95,940	82,615	106,575	110,000	117,000	110,000	110,000
5515 Outside Services	426,645	347,403	553,552	312,725	386,796	425,796	411,930
5520 Permits/Fee	10,272	14,147	14,496	15,000	14,423	16,300	16,800
5530 Capital Outlay	481	0	0	515	6,541	45,000	10,000
6255 Rental Charge - Vehicles	178,498	197,164	233,648	255,475	255,475	255,475	255,475
Sub-total	\$988,697	\$886,527	\$1,249,012	\$967,104	\$1,034,642	\$1,128,753	\$1,083,566
<b>GEN'L SPECIALTY EXPENSE</b>							
5725 Supplies and Small Tools	27,312	36,292	40,121	33,655	30,500	43,500	43,500
Sub-total	27,312	36,292	40,121	33,655	30,500	43,500	43,500
<b>TOTAL EXPENSES</b>	<b>\$3,746,798</b>	<b>\$4,042,082</b>	<b>\$3,909,781</b>	<b>\$5,403,491</b>	<b>\$4,856,352</b>	<b>\$6,188,213</b>	<b>\$6,471,452</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED TECHNICAL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ALLOCATED LABORATORY EXPENSES	(\$564,200)	(\$596,483)	(\$596,483)	(\$670,354)	(\$778,024)	(\$904,673)	(\$945,601)
ALLOCATED VEHICLE EXPENSES	(\$108,585)	(\$112,172)	(\$112,172)	(\$139,939)	(\$137,772)	(\$146,413)	(\$147,907)
ALLOCATED OPS BLDG EXPENSES	(\$167,300)	(\$179,647)	(\$179,647)	(\$177,609)	(\$184,850)	(\$230,786)	(\$193,285)
ALLOCATED INTERNAL G&A	\$609,991	\$593,730	\$726,031	\$655,838	\$830,067	\$1,691,106	\$1,456,864
ALLOCATED SUPPORT SERVICES(G&A)	(\$755,041)	(\$712,654)	(\$712,654)	(\$851,274)	(\$931,383)	(\$1,143,840)	(\$1,151,483)
ALLOCATED OPERATIONS SERVICES(G&A)	(\$2,761,663)	(\$3,034,856)	(\$3,034,856)	(\$4,220,153)	(\$3,654,389)	(\$5,453,607)	(\$5,490,040)
<b>TOTAL ALLOCATED EXPENSES</b>	<b>(\$3,746,798)</b>	<b>(\$4,042,082)</b>	<b>(\$3,909,781)</b>	<b>(\$5,403,491)</b>	<b>(\$4,856,352)</b>	<b>(\$6,188,213)</b>	<b>(\$6,471,452)</b>

# FACILITIES AND OPERATIONS

## Administration – 701310

### FUNCTION

To provide direction in the administration of department programs; to oversee the functions of the Water, Reclamation, Facilities Maintenance and Technical Services divisions. This oversight includes day-to-day operations; strategic planning and goal setting; operations, maintenance and capital improvements budgeting; resolution of technical issues and review of capital facilities planning, design and construction.

### OBJECTIVES

1. Meet all regulatory requirements while providing reliable and high quality service.
2. Provide for on-going fiscal and performance evaluation of operations and maintenance activities.
3. Develop and implement programs that provide for the preservation and replacement of district assets.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 3/1/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Director of Facilities and Operations	1.0	1.0	1.0	1.0
Administrative Services Coordinator	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0
TOTAL	3.0	3.0	3.0	3.0

### SIGNIFICANT CHANGES

No significant changes are proposed for FY 20-21 or FY 21-22.

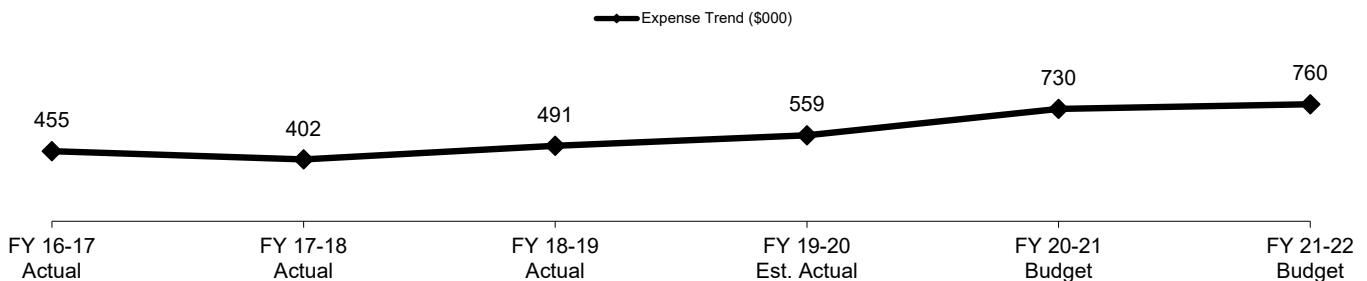
### LINE ITEM EXPLANATIONS

6830 Training & Professional Development – Funds to attend conferences and seminars.

5405.2 Telephone – Funds for Department Head’s cellular phone.

**Las Virgenes Municipal Water District  
Facilities and Operations  
Administration - 701310**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$332,160	\$268,158	\$324,750	\$360,000	\$362,617	\$458,579	\$473,973
6102 Staff Overtime	0	0	0	1,191	2,130	0	0
6105 Staff Benefits	65,393	69,434	74,248	186,483	131,635	187,508	201,099
6105.1 OPEB	13,938	27,906	35,197	44,304	29,456	42,487	42,879
6110 Staff Taxes	32,312	25,723	41,822	28,743	27,281	34,117	34,695
Sub-total	\$443,803	\$391,221	\$476,017	\$620,721	\$553,119	\$722,691	\$752,646
6115 Staff Costs Recovered	0	0	0	0	(1,702)	0	0
Net Payroll Expenses	\$443,803	\$391,221	\$476,017	\$620,721	\$551,417	\$722,691	\$752,646
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6200 Forms, Supplies & Postage	0	0	154	0	100	100	100
6220 Outside Services	0	0	0	0	0	0	0
6230 Safety Equipment	0	0	0	0	0	0	0
Sub-total	\$0	\$0	\$154	\$0	\$100	\$100	\$100
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	8,914	5,070	6,966	6,500	6,500	6,500	6,500
Sub-total	\$8,914	\$5,070	\$6,966	\$6,500	\$6,500	\$6,500	\$6,500
<b>OTHER G&amp;A EXPENSES</b>							
7105 Dues/Subscriptions/Memberships	1,648	3,681	2,960	0	50	55	55
7110 Travel/Misc. Expenses	46	725	3,543	1,200	1,000	1,000	1,000
Sub-total	\$1,694	\$4,406	\$6,503	\$1,200	\$1,050	\$1,055	\$1,055
<b>OPERATING EXPENSE</b>							
5405.2 Utilities - Telephone	1,036	1,149	1,011	1,200	0	0	0
Sub-total	\$1,036	\$1,149	\$1,011	\$1,200	\$0	\$0	\$0
<b>TOTAL EXPENSES</b>							
	<b>\$455,447</b>	<b>\$401,846</b>	<b>\$490,651</b>	<b>\$629,621</b>	<b>\$559,067</b>	<b>\$730,346</b>	<b>\$760,301</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED VEHICLE EXPENSES	\$5,207	\$5,379	\$5,379	\$6,710	\$6,606	\$7,021	\$7,092
ALLOCATED INTERNAL G&A	\$96,775	\$94,799	\$5,994	\$14,921	\$111,580	\$87,189	\$62,671
ALLOCATED SUPPORT SERVICES	(\$557,429)	(\$502,024)	(\$502,024)	(\$651,252)	(\$677,253)	(\$824,556)	(\$830,064)



# FACILITIES AND OPERATIONS

## Facilities Maintenance Administration – 701320

### FUNCTION

To provide administrative, fiscal and budgeting direction and support to the Facilities Maintenance, Electrical/Instrumentation and Fleet Maintenance sections including scheduling, goal setting, project and program management and development.

### OBJECTIVES

1. Focus on infrastructure management, provide day to day oversight and management of the facilities maintenance crews including maintenance, electrical/instrumentation and fleet maintenance activities; manage the Facilities sections' budgets utilizing various methods, including computerized maintenance manager system reports and other financial reports.
2. Provide long range planning of various projects including CIP and "in-house" projects as the District nears build-out and focus shifts to infrastructure and equipment maintenance.
3. Continue to implement CIP Maintenance Programs and preventive maintenance activities.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 3/1/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Facilities Manager	1.0	1.0	1.0	1.0
TOTAL	1.0	1.0	1.0	1.0

### SIGNIFICANT CHANGES

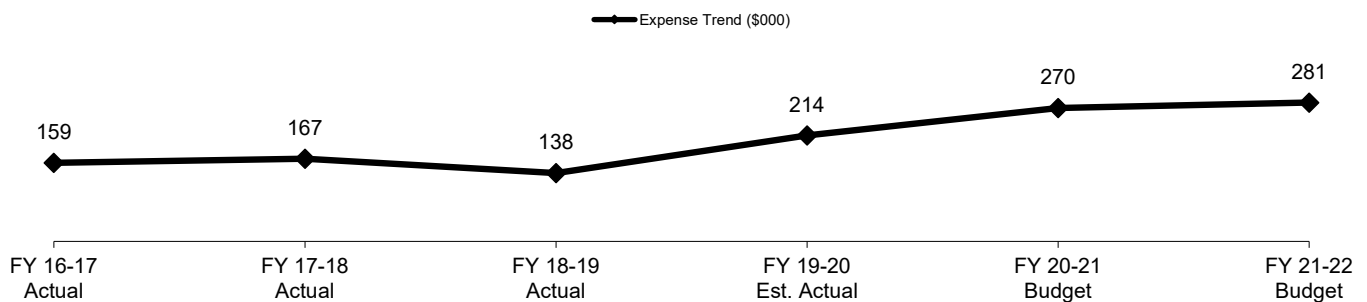
No significant changes are proposed for FY 20-21 or FY 21-22.

### LINE ITEM EXPLANATIONS

6830 Training & Prof. Development – Funds to attend conferences and seminars.

**Las Virgenes Municipal Water District  
Facilities and Operations  
Facilities Maintenance Administration - 701320**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$111,124	\$113,066	\$74,748	\$158,000	\$133,611	\$163,408	\$169,128
6102 Staff Overtime	0	0	0	0	0	0	0
6105 Staff Benefits	30,797	29,184	41,516	33,377	57,040	65,586	70,394
6105.1 OPEB	4,101	11,766	8,084	6,605	8,828	14,162	14,293
6110 Staff Taxes	12,921	12,412	12,522	7,427	13,839	18,652	19,006
Sub-total	\$158,943	\$166,428	\$136,870	\$205,409	\$213,318	\$261,808	\$272,821
6115 Staff Costs Recovered	0	0	0	0	0	0	0
Net Payroll Expenses	\$158,943	\$166,428	\$136,870	\$205,409	\$213,318	\$261,808	\$272,821
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6220 Outside Services	0	0	0	0	0	0	0
6225 Radio Maintenance Expense	0	0	0	0	0	0	0
6230 Safety Equipment	0	229	0	0	0	0	0
Sub-total	\$0	\$229	\$0	\$0	\$0	\$0	\$0
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	60	451	956	400	750	8,000	8,000
Sub-total	\$60	\$451	\$956	\$400	\$750	\$8,000	\$8,000
<b>OTHER G&amp;A EXPENSES</b>							
7110 Travel/Misc. Expenses	40	13	299	0	0	0	0
Sub-total	\$40	\$13	\$299	\$0	\$0	\$0	\$0
<b>OPERATING EXPENSE</b>							
5405.2 Utilities - Telephone	157	160	100	160	160	165	165
Sub-total	\$157	\$160	\$100	\$160	\$160	\$165	\$165
<b>TOTAL EXPENSES</b>							
	<b>\$159,200</b>	<b>\$167,281</b>	<b>\$138,225</b>	<b>\$205,969</b>	<b>\$214,228</b>	<b>\$269,973</b>	<b>\$280,986</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED VEHICLE EXPENSES	\$3,634	\$3,754	\$3,754	\$4,683	\$4,611	\$4,900	\$4,950
ALLOCATED INTERNAL G&A	\$34,778	\$39,595	\$68,651	(\$10,631)	\$35,291	\$44,411	\$35,483
ALLOCATED SUPPORT SERVICES	(\$197,612)	(\$210,630)	(\$210,630)	(\$200,021)	(\$254,130)	(\$319,284)	(\$321,419)



# FACILITIES AND OPERATIONS

## Electrical and Instrumentation – 701326

### FUNCTION

To provide proactive maintenance support and planning for all District physical assets, including the wastewater treatment facilities, potable water treatment facilities, potable water pumping and storage facilities, recycled water pumping and storage facilities, sanitary sewer pumping and transmission facilities, administrative facilities and fleet.

### OBJECTIVES

1. Continue the implementation of an automated maintenance management system (AMMS).
2. Provide cross training, technical training and work or project team opportunities for staff to build employee skills and competencies.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 3/1/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Electrical/Instrumentation Supervisor	1.0	1.0	1.0	1.0
Senior Electrical/Instrumentation Technician	1.0	-	-	-
Electrical/Instrumentation Technician I, II	4.0	4.0	4.0	4.0
Electrician	-	-	1.0	1.0
<b>TOTAL</b>	<b>6.0</b>	<b>5.0</b>	<b>6.0</b>	<b>6.0</b>

### SIGNIFICANT CHANGES

No significant changes proposed for FY20-21 or FY21-22.

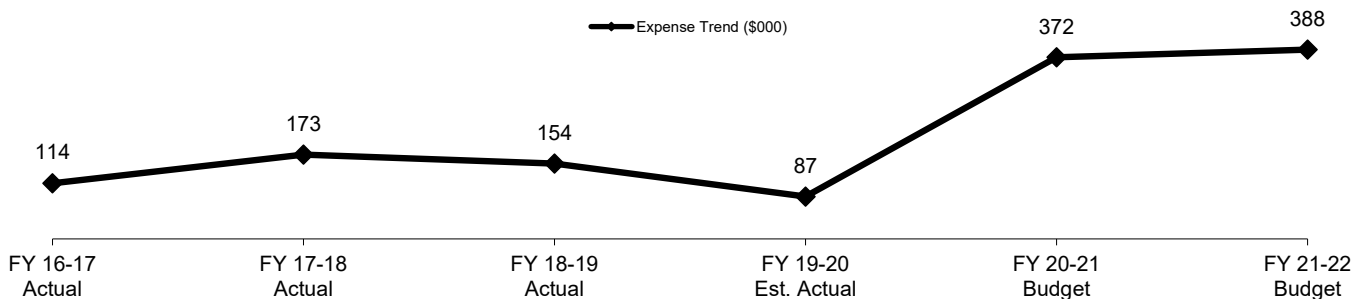
### LINE ITEM EXPLANATIONS

- 6225 Radio Maintenance –Funding for radio system maintenance and repair.
- 6230 Safety Equipment – Used to purchase and maintain safety equipment and electrical safety equipment.
- 6830 Training & Professional Development – Funds to provide training for section employees. Training also includes funds to bring trainers to the District on various maintenance issues.
- 5725 Supplies and Small Tools – Funds to purchase small tools and various consumables used by the staff which need to be allocated to both Las Virgenes and Joint Powers Authority budgets.
- 5405.2 Telephone – Funds for cellular phone equipment and pagers and associated service charges.



**Las Virgenes Municipal Water District  
Facilities and Operations  
Electrical/Instrumentation Maintenance - 701326**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$675,160	\$698,441	\$696,198	\$611,000	\$483,749	\$632,207	\$654,334
6102 Staff Overtime	17,137	15,617	24,979	21,653	8,050	19,476	20,158
6105 Staff Benefits	215,266	233,599	125,165	325,121	196,625	286,369	308,763
6105.1 OPEB	40,499	72,683	75,494	89,465	85,414	84,974	85,757
6110 Staff Taxes	87,987	85,250	80,213	93,611	51,656	81,438	84,262
Sub-total	\$1,036,049	\$1,105,590	\$1,002,049	\$1,140,850	\$825,494	\$1,104,464	\$1,153,274
6115 Staff Costs Recovered	(977,700)	(970,536)	(901,860)	(983,165)	(777,308)	(802,185)	(820,061)
Net Payroll Expenses	\$58,349	\$135,054	\$100,189	\$157,685	\$48,186	\$302,279	\$333,213
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6220 Outside Services	0	0	0	0	9,275	0	0
6225 Radio Maintenance Expense	31,316	16,065	42,622	20,000	10,000	15,000	15,000
6230 Safety Equipment	3,497	1,763	1,962	2,500	4,500	20,000	5,000
Sub-total	\$34,813	\$17,828	\$44,584	\$22,500	\$23,775	\$35,000	\$20,000
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	16,279	9,547	4,523	22,500	4,500	22,000	22,000
Sub-total	\$16,279	\$9,547	\$4,523	\$22,500	\$4,500	\$22,000	\$22,000
<b>OTHER G&amp;A EXPENSES</b>							
7110 Travel/Misc. Expenses	0	0	214	0	0	2,000	2,000
Sub-total	\$0	\$0	\$214	\$0	\$0	\$2,000	\$2,000
<b>OPERATING EXPENSE</b>							
5405.2 Utilities - Telephone	198	927	1,038	1,000	960	1,000	1,000
Sub-total	\$198	\$927	\$1,038	\$1,000	\$960	\$1,000	\$1,000
<b>GEN'L SPECIALTY EXPENSE</b>							
5725 Supplies and Small Tools	4,667	9,404	3,778	10,000	9,500	10,000	10,000
Sub-total	\$4,667	\$9,404	\$3,778	\$10,000	\$9,500	\$10,000	\$10,000
<b>TOTAL EXPENSES</b>	<b>\$114,306</b>	<b>\$172,760</b>	<b>\$154,326</b>	<b>\$213,685</b>	<b>\$86,921</b>	<b>\$372,279</b>	<b>\$388,213</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED VEHICLE EXPENSES	\$30,970	\$31,994	\$31,994	\$39,913	\$39,294	\$41,759	\$42,185
ALLOCATED INTERNAL G&A	\$176,607	\$38,203	\$56,637	\$76,808	\$311,947	\$42,259	\$28,947
ALLOCATED OPERATIONS SERVICES	(\$321,883)	(\$242,957)	(\$242,957)	(\$330,406)	(\$438,162)	(\$456,297)	(\$459,345)



# FACILITIES AND OPERATIONS

## Maintenance – 701321

### FUNCTION

To provide proactive maintenance support and planning for all District physical assets, including the wastewater treatment facilities, potable water treatment facilities, potable water pumping and storage facilities, recycled water pumping and storage facilities, sanitary sewer pumping and transmission facilities, administrative facilities and fleet.

### OBJECTIVES

1. Continue the optimization of the automated maintenance management system (AMMS).
2. Provide cross training, technical training and work or project team opportunities for staff to build employee skills and competencies.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 3/1/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Facilities Maintenance Supervisor	1.0	1.0	1.0	1.0
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0
Maintenance Mechanic I,II	5.0	5.0	5.0	5.0
Facilities Maintenance Worker	1.0	1.0	1.0	1.0
TOTAL	8.0	8.0	8.0	8.0

### SIGNIFICANT CHANGES

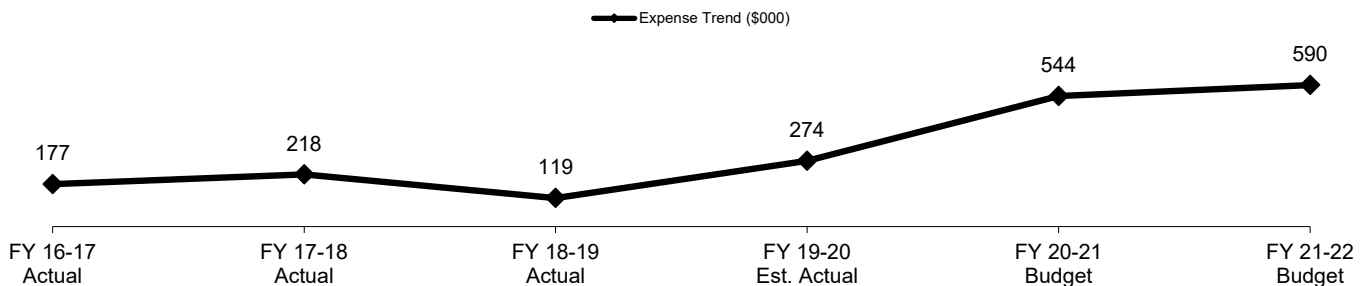
No significant changes proposed for FY20-21 or FY 21-22.

### LINE ITEM EXPLANATIONS

- 6230 Safety Equipment – Used to purchase and maintain safety equipment such as crane slings.
- 6830 Training & Professional Development – Funds to provide training for section employees.
- 5725 Supplies and Small Tools – Funds to purchase small tools and various consumables used by the maintenance staff which need to be allocated to both Las Virgenes and Joint Powers Authority budgets.
- 5405.2 Telephone – Funds for cellular phone equipment and pagers and associated service charges.

**Las Virgenes Municipal Water District  
Facilities and Operations  
Maintenance - 701321**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$593,390	\$664,364	\$728,080	\$862,000	\$757,292	\$891,999	\$923,219
6102 Staff Overtime	15,563	13,706	24,448	22,653	7,136	28,122	29,106
6105 Staff Benefits	173,980	242,775	181,919	337,387	322,692	417,392	450,066
6105.1 OPEB	45,209	69,137	78,976	99,168	94,678	127,461	128,636
6110 Staff Taxes	73,993	76,879	79,225	86,791	76,726	110,110	113,665
Sub-total	\$902,135	\$1,066,861	\$1,092,648	\$1,407,999	\$1,258,524	\$1,575,084	\$1,644,692
6115 Staff Costs Recovered	(788,815)	(888,903)	(1,003,734)	(978,378)	(1,027,078)	(1,059,941)	(1,083,566)
Net Payroll Expenses	\$113,320	\$177,958	\$88,914	\$429,621	\$231,446	\$515,143	\$561,126
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6220 Outside Services	37,271	2,294	1,500	0	22,000	5,000	5,000
6230 Safety Equipment	12,949	22,798	6,081	5,000	7,000	8,000	8,000
Sub-total	\$50,220	\$25,092	\$7,581	\$5,000	\$29,000	\$13,000	\$13,000
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	4,182	3,304	12,422	5,000	3,500	5,000	5,000
Sub-total	\$4,182	\$3,304	\$12,422	\$5,000	\$3,500	\$5,000	\$5,000
<b>OTHER G&amp;A EXPENSES</b>							
7110 Travel/Misc. Expenses	299	349	0	0	0	0	0
Sub-total	\$299	\$349	\$0	\$0	\$0	\$0	\$0
<b>OPERATING EXPENSE</b>							
5405.2 Utilities - Telephone	2,716	1,093	319	3,000	1,000	1,250	1,250
Sub-total	\$2,716	\$1,093	\$319	\$3,000	\$1,000	\$1,250	\$1,250
<b>MAINTENANCE EXPENSE</b>							
5500 Labor	0	0	0	436	0	0	0
Sub-total	\$0	\$0	\$0	\$436	\$0	\$0	\$0
<b>GEN'L SPECIALTY EXPENSE</b>							
5725 Supplies and Small Tools	6,253	10,199	9,629	10,000	9,500	10,000	10,000
Sub-total	\$6,253	\$10,199	\$9,629	\$10,000	\$9,500	\$10,000	\$10,000
<b>TOTAL EXPENSES</b>	<b>\$176,990</b>	<b>\$217,995</b>	<b>\$118,865</b>	<b>\$453,057</b>	<b>\$274,446</b>	<b>\$544,393</b>	<b>\$590,376</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED VEHICLE EXPENSES	\$103,325	\$106,739	\$106,739	\$133,159	\$131,096	\$139,318	\$140,740
ALLOCATED INTERNAL G&A	\$48,177	(\$11,520)	\$87,610	(\$10,040)	\$6,265	(\$96,575)	(\$140,055)
ALLOCATED OPERATIONS SERVICES	(\$328,492)	(\$313,214)	(\$313,214)	(\$576,176)	(\$411,807)	(\$587,136)	(\$591,061)



# **FACILITIES AND OPERATIONS**

## **Building 8 Maintenance – 701001**

### **FUNCTION**

To provide operations and maintenance services for Building 8 (Headquarters).

### **SIGNIFICANT CHANGES**

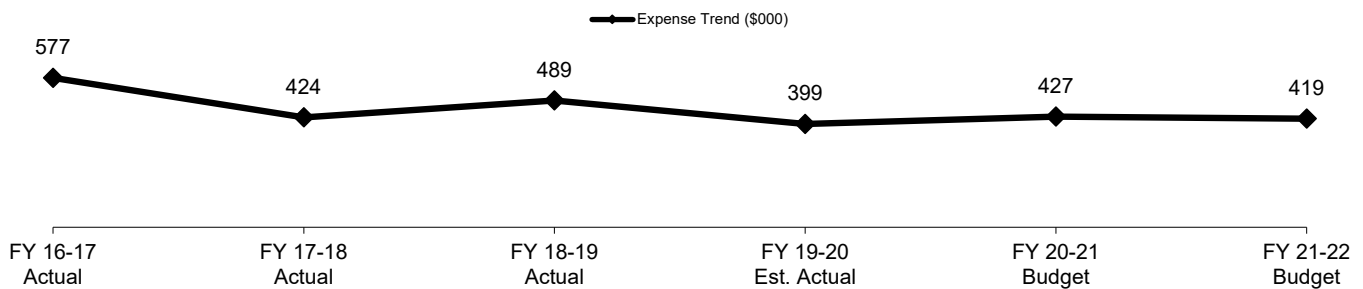
With the replacement of lighting fixtures at the headquarters campus there will be up to 25% savings in energy costs.

### **LINE ITEM EXPLANATIONS**

- 5510 Supplies/Materials – Funds to purchase items necessary to maintain headquarters building.
- 5515 Outside Services – Funds to provide for janitorial service, air conditioning maintenance, computerized building management systems, refuse collection and other services required to maintain the building.
- 5520 Los Angeles County CUPA fire fee.
- 5530 Capital Outlay – Funds in FY 19-20 were for new carpet installation

**Las Virgenes Municipal Water District  
Facilities and Operations  
Building 8 Maintenance - 701001**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATING EXPENSE</b>							
5405.1 Utilities - Energy	\$81,862	\$85,379	\$75,015	\$90,000	\$85,000	\$90,000	\$90,000
5405.2 Utilities - Telephone	131,401	99,100	40,929	118,000	33,970	12,000	12,000
5405.3 Utilities - Gas	12,601	8,708	11,866	15,000	12,000	15,000	15,000
5405.4 Utilities - Water	7,003	7,727	9,344	5,000	8,500	9,500	9,500
Sub-total	\$232,867	\$200,914	\$137,154	\$228,000	\$139,470	\$126,500	\$126,500
<b>MAINTENANCE EXPENSE</b>							
5500 Labor	93,535	64,272	73,393	81,444	60,497	62,434	63,825
5510 Supplies/Materials	20,162	24,987	31,615	25,000	25,500	25,000	25,000
5515 Outside Services	229,963	128,862	242,647	90,000	161,796	187,796	188,930
5520 Permits/Fee	0	4,525	4,562	200	4,723	4,800	4,800
5530 Capital Outlay	0	0	0	0	6,541	20,000	10,000
Sub-total	\$343,660	\$222,646	\$352,217	\$196,644	\$259,057	\$300,030	\$292,555
<b>TOTAL EXPENSES</b>	<b>\$576,527</b>	<b>\$423,560</b>	<b>\$489,371</b>	<b>\$424,644</b>	<b>\$398,527</b>	<b>\$426,530</b>	<b>\$419,055</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED INTERNAL G&A	(\$259,083)	(\$180,987)	(\$246,798)	(\$181,165)	(\$165,906)	(\$193,222)	(\$184,189)
ALLOCATED OPERATIONS SERVICES	(\$317,444)	(\$242,573)	(\$242,573)	(\$243,479)	(\$232,621)	(\$233,308)	(\$234,866)



# **FACILITIES AND OPERATIONS**

## **Building 7 and Yard Maintenance – 701002**

### **FUNCTION**

To provide operations and maintenance services for Building 7 (Operations) and the Operations Yard.

### **SIGNIFICANT CHANGES**

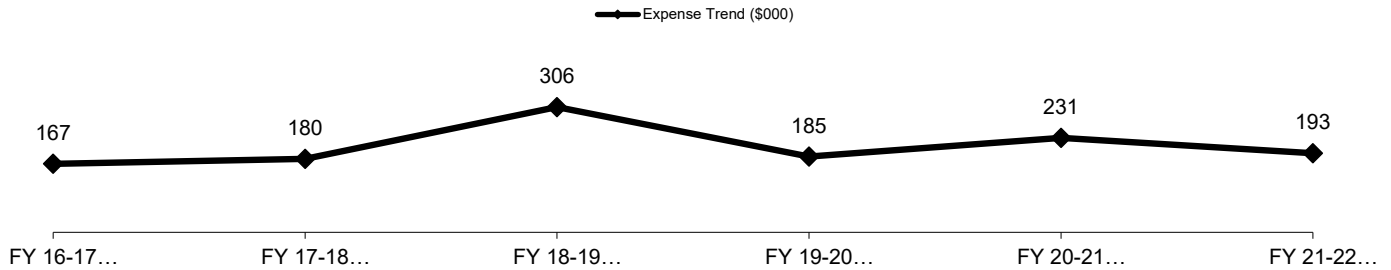
With the replacement of lighting fixtures at the headquarters campus there will be up to 25% savings in energy costs.

### **LINE ITEM EXPLANATIONS**

- 5515 Outside Services – Funds to provide for janitor, air conditioning maintenance, refuse collection and other services required to maintain the building.
- 5520 Permits/Fee – South Coast Air Quality Management District (SCAQMD) fees for internal combustion engine (ICE) backup generators, spray booth, and fuel dispensing system.

**Las Virgenes Municipal Water District  
Facilities and Operations  
Building 7 and Yard Maintenance - 701002**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATING EXPENSE</b>							
5405.1 Utilities - Energy	\$21,644	\$22,022	\$20,547	\$24,000	\$19,500	\$22,000	\$22,500
5405.2 Utilities - Telephone	1,671	1,880	6,386	1,100	2,800	6,000	6,000
5405.3 Utilities - Gas	3,361	2,903	3,955	9,500	4,300	5,000	5,000
5405.4 Utilities - Water	10,809	12,383	14,473	10,000	13,800	14,000	14,000
Sub-total	\$37,485	\$39,188	\$45,361	\$44,600	\$40,400	\$47,000	\$47,500
<b>MAINTENANCE EXPENSE</b>							
5500 Labor	49,152	43,833	88,136	56,009	65,200	67,286	68,785
5510 Supplies/Materials	10,550	7,934	20,778	7,000	9,150	8,500	8,500
5515 Outside Services	65,523	86,111	148,850	65,000	67,500	80,000	65,000
5520 Permits/Fee	4,590	2,580	2,895	5,000	2,600	3,000	3,500
5530 Capital Outlay	0	0	0	0	0	25,000	0
Sub-total	\$129,815	\$140,458	\$260,659	\$133,009	\$144,450	\$183,786	\$145,785
<b>TOTAL EXPENSES</b>	<b>\$167,300</b>	<b>\$179,646</b>	<b>\$306,020</b>	<b>\$177,609</b>	<b>\$184,850</b>	<b>\$230,786</b>	<b>\$193,285</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED OPS BLDG EXPENSES	(\$167,300)	(\$179,647)	(\$179,647)	(\$177,609)	(\$184,850)	(\$230,786)	(\$193,285)
ALLOCATED INTERNAL G&A	\$116,631	\$75,098	(\$51,276)	\$117,154	\$113,811	\$340,844	\$343,120
ALLOCATED OPERATIONS SERVICES	(\$116,631)	(\$75,097)	(\$75,097)	(\$117,154)	(\$113,811)	(\$340,844)	(\$343,120)



# FACILITIES AND OPERATIONS

## Fleet Maintenance – 701325

### FUNCTION

To coordinate and provide preventive maintenance and emergency repairs to the District's fleet of vehicles, motorized equipment and emergency equipment.

### OBJECTIVES

1. Continue to periodically field test emergency equipment such as portable generators to assure readiness.
2. Enhance the use of the computerized fleet maintenance system to allow scheduling of routine maintenance and track costs associated with fleet maintenance.
3. Properly inspect and maintain the district's fuel systems.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 3/1/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Fleet Technician	1.0	1.0	1.0	1.0
TOTAL	1.0	1.0	1.0	1.0

### SIGNIFICANT CHANGES

No significant changes are proposed for FY 20-21 or FY 21-22.

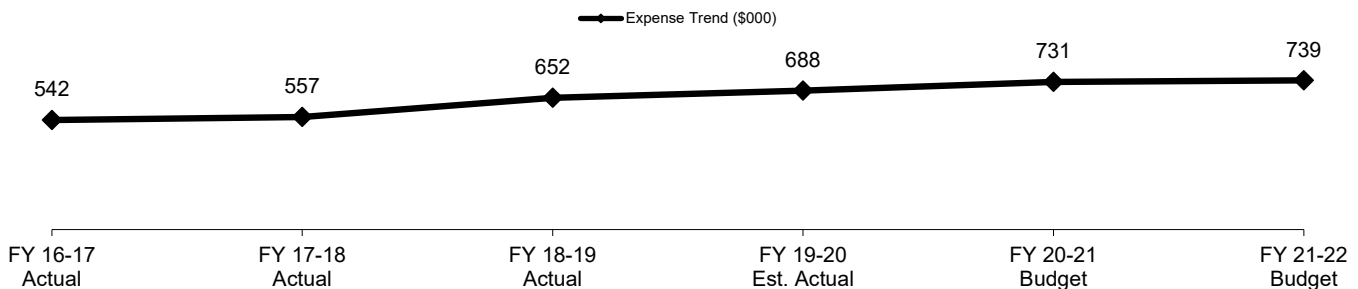
### LINE ITEM EXPLANATIONS

- 6115 Staff Cost Recovered – This account is used to accrue direct charges time by the Fleet Technician when performing service for operating business units.
- 5500 Labor – This account is used to accrue the time general unit employees spend assisting the Fleet Technician, such as chauffeuring vehicles to vendors.
- 5510 Supplies/Materials – Funds are used to purchase supplies and parts, such as oil filters, windshield wipers and tires used on all District vehicles.
- 5510.1 Fuel – Funds are used to purchase gasoline and diesel fuel for District vehicles and equipment. Increased fuel costs reflect retail fuel purchase cost differential while underground fuel tanks are being repaired.
- 5515 Outside Services – Costs for vendors to repair major work on vehicles, such as engine repairs, upholstery, window glass, lifts and compressors, etc.
- 5520 Permits/Fees – Underground storage tank fees, California Highway Patrol vehicle inspections, and vehicle smog tests. This account also includes Los Angeles County Certified Unified Program Agency (CUPA) permit fees).
- 6255 Rental Charge – Vehicles – Internal charge to set aside funds for replacement of District vehicles and radio equipment.



**Las Virgenes Municipal Water District  
Facilities and Operations  
Fleet Maintenance - 701325**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$77,355	\$79,262	\$81,924	\$85,500	\$84,976	\$88,514	\$91,612
6102 Staff Overtime	0	0	174	2,965	0	3,090	3,198
6105 Staff Benefits	10,821	16,236	4,508	28,398	29,205	42,305	45,740
6105.1 OPEB	2,573	8,248	8,830	5,250	5,012	14,162	14,293
6110 Staff Taxes	10,072	9,657	9,213	10,825	9,016	11,447	11,848
Sub-total	\$100,821	\$113,403	\$104,649	\$132,938	\$128,209	\$159,518	\$166,691
6115 Staff Costs Recovered	0	0	(225)	0	0	0	0
Net Payroll Expenses	\$100,821	\$113,403	\$104,424	\$132,938	\$128,209	\$159,518	\$166,691
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6230 Safety Equipment	0	225	225	0	225	225	225
Sub-total	\$0	\$225	\$225	\$0	\$225	\$225	\$225
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	0	10	0	0	0	0	0
Sub-total	\$0	\$10	\$0	\$0	\$0	\$0	\$0
<b>OPERATING EXPENSE</b>							
5405.2 Utilities - Telephone	373	366	101	450	100	150	150
Sub-total	\$373	\$366	\$101	\$450	\$100	\$150	\$150
<b>MAINTENANCE EXPENSE</b>							
5500 Labor	5,713	5,469	11,366	6,850	12,560	12,962	13,251
5510 Supplies/Materials	32,119	34,503	38,245	40,000	22,800	40,000	40,000
5510.1 Fuel	95,940	82,615	106,575	110,000	117,000	110,000	110,000
5515 Outside Services	127,478	121,479	155,911	150,000	150,000	150,000	150,000
5520 Permits/Fee	1,446	1,748	1,745	4,500	1,800	3,000	3,000
5530 Capital Outlay	0	0	0	0	0	0	0
6255 Rental Charge - Vehicles	178,498	197,164	233,648	255,475	255,475	255,475	255,475
Sub-total	\$441,194	\$442,978	\$547,490	\$566,825	\$559,635	\$571,437	\$571,726
<b>TOTAL EXPENSES</b>	<b>\$542,388</b>	<b>\$556,982</b>	<b>\$652,240</b>	<b>\$700,213</b>	<b>\$688,169</b>	<b>\$731,330</b>	<b>\$738,792</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED VEHICLE EXPENSES	(\$542,388)	(\$560,309)	(\$560,309)	(\$698,997)	(\$688,169)	(\$731,330)	(\$738,792)
ALLOCATED INTERNAL G&A	\$0	\$3,327	(\$91,931)	\$0	\$0	\$0	\$0
ALLOCATED OPERATIONS SERVICES	\$0	\$0	\$0	(\$1,216)	\$0	\$0	\$0



# FACILITIES AND OPERATIONS

## Water Administration – 701330

### FUNCTION

To provide administrative direction and support to the Water Treatment and Production Section and the Construction Section including scheduling, goal setting, and research and project development.

### OBJECTIVES

1. Manage operation and maintenance of the potable and recycled water distribution systems, Las Virgenes Reservoir, Westlake Filtration Plant, trunk sewers and associated District facilities.
2. Manage District-wide efforts to ensure compliance with the Malibu Creek discharge prohibition requirements in the NPDES permit.
3. Maintain compliance with existing DPH regulations and manage compliance with new regulations such as the Stage 2 Disinfection By-Products Rule and the Long Term 2 Enhanced Surface Water Treatment Rule.
4. Update documentation required for the water system such as the Operations and Maintenance Manual.
5. Continue efforts to maximize energy management efficiency.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 3/1/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Water Systems Manager	1.0	1.0	1.0	1.0
TOTAL	1.0	1.0	1.0	1.0

### SIGNIFICANT CHANGES

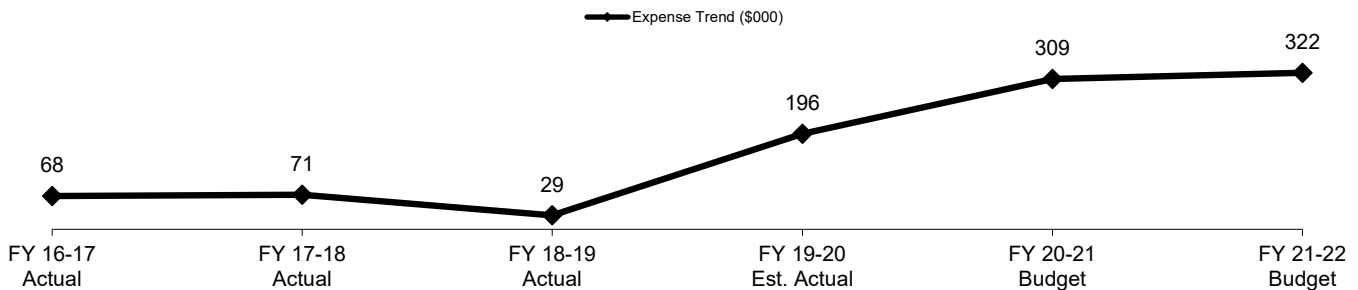
No significant changes proposed for FY 20-21 or FY 21-22.

### LINE ITEM EXPLANATIONS

- 6800 Safety – Funds for safety related videos and other safety training materials for water system and maintenance employees.
- 6830 Training and Professional Development – Funds to attend AWWA and other conferences.
- 7110 Travel/Misc. Expenses – Funds for items such as meals and parking fees incurred by staff.

**Las Virgenes Municipal Water District  
Facilities and Operations  
Water Administration - 701330**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$47,431	\$48,328	\$24,943	\$195,000	\$76,080	\$197,679	\$204,598
6102 Staff Overtime	0	0	0	0	0	0	0
6105 Staff Benefits	13,393	12,098	(1,155)	33,377	28,210	67,771	72,869
6105.1 OPEB	1,741	5,029	2,736	6,604	87,636	14,162	14,293
6110 Staff Taxes	5,299	5,300	2,111	7,427	4,378	20,774	21,202
Sub-total	\$67,864	\$70,755	\$28,635	\$242,408	\$196,304	\$300,386	\$312,962
6115 Staff Costs Recovered	0	0	0	0	0	0	0
Net Payroll Expenses	\$67,864	\$70,755	\$28,635	\$242,408	\$196,304	\$300,386	\$312,962
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6220 Outside Services	0	0	0	0	0	0	0
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>HUMAN RESOURCES</b>							
6800 Safety	0	0	0	0	0	0	0
6830 Training & Prof. Development	340	126	25	200	0	9,000	9,000
Sub-total	\$340	\$126	\$25	\$200	\$0	\$9,000	\$9,000
<b>OTHER G&amp;A EXPENSES</b>							
7110 Travel/Misc. Expenses	0	89	0	0	0	0	0
Sub-total	\$0	\$89	\$0	\$0	\$0	\$0	\$0
<b>OPERATING EXPENSE</b>							
5405.2 Utilities - Telephone	67	104	16	75	0	0	0
Sub-total	\$67	\$104	\$16	\$75	\$0	\$0	\$0
<b>TOTAL EXPENSES</b>							
	<b>\$68,271</b>	<b>\$71,074</b>	<b>\$28,676</b>	<b>\$242,683</b>	<b>\$196,304</b>	<b>\$309,386</b>	<b>\$321,962</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED VEHICLE EXPENSES	\$1,519	\$1,569	\$1,569	\$1,957	\$1,927	\$2,048	\$2,069
ALLOCATED INTERNAL G&A	\$16,380	\$19,538	\$61,936	(\$154,289)	(\$84,867)	\$15,703	\$5,294
ALLOCATED OPERATIONS SERVICES	(\$86,170)	(\$92,181)	(\$92,181)	(\$90,351)	(\$113,364)	(\$327,137)	(\$329,325)



# FACILITIES AND OPERATIONS

## Water Treatment and Production – 701331

### FUNCTION

To properly operate the potable and recycled water distribution systems and Westlake Filtration Plant, to perform maintenance as needed to enhance system reliability and preserve District assets, to meet the needs of District customers for sufficient supplies of potable and recycled water and to meet and maintain water quality standards that comply with regulatory requirements governing potable and recycled water distribution systems.

### OBJECTIVES

1. Coordinate District-wide efforts to ensure compliance with the Malibu Creek discharge prohibition requirements in the NPDES permit.
2. Perform preventive maintenance as scheduled for main line valves, fire hydrants, air vacuum valves, pressure reducing stations, pump stations, storage reservoirs, Westlake Filter Plant and associated District facilities.
3. Enhance employee success by providing opportunities for cross training, technical training and team development and work projects in distribution system operation and water treatment.
4. Conduct distribution system training to assist water system Operation and Maintenance.
5. Continue efforts to maximize energy management efficiency through various pumping and storage strategies.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 4/15/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Water Systems Supervisor	1.0	1.0	1.0	1.0
Water Treatment Supervisor	1.0	1.0	1.0	1.0
Senior Water Treatment Plant Operator	1.0	1.0	1.0	1.0
Water Treatment Plant Operator I/II/III	1.0	-	1.0	1.0
Senior Water Distribution Operator	1.0	1.0	1.0	1.0
Water Distribution Operator III	1.0	1.0	1.0	1.0
Water Distribution Operator I,II	5.0	5.0	5.0	5.0
Senior Water Construction Specialist	-	1.0	1.0	1.0
<b>TOTAL</b>	<b>11.0</b>	<b>11.0</b>	<b>12.0</b>	<b>12.0</b>

### SIGNIFICANT CHANGES

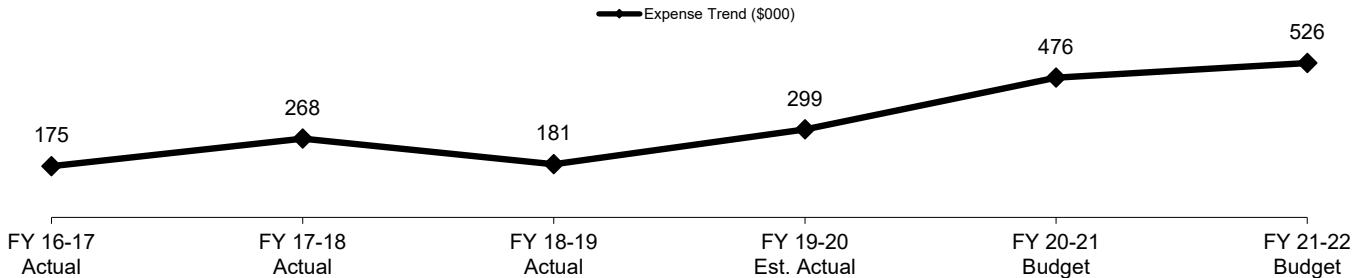
No significant changes proposed for FY 20-21 or FY 21-22.

### LINE ITEM EXPLANATIONS

- 6230 Safety Equipment – Funds used to purchase safety equipment such as rain gear, road signs, respiratory equipment, and other safety items.
- 6830 Training & Professional Development – Funds for conferences, seminars, and training for section employees.
- 5405.2 Telephone – Funds for cellular phone equipment and pagers and associated service charges.
- 5725 Supplies and Small Tools – Funds for miscellaneous small hand tools, which cannot be directly charged to operating/maintenance business units.

**Las Virgenes Municipal Water District  
Facilities and Operations  
Water Treatment & Production - 701331**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$850,158	\$794,833	\$887,526	\$1,200,000	\$995,231	\$1,155,447	\$1,195,863
6102 Staff Overtime	74,655	109,853	140,331	28,835	88,120	43,040	44,547
6105 Staff Benefits	229,868	270,888	252,569	450,429	395,212	447,071	482,929
6105.1 OPEB	62,491	82,714	96,264	138,095	131,842	155,786	157,222
6110 Staff Taxes	125,289	106,481	108,045	116,501	110,347	127,567	131,431
Sub-total	\$1,342,461	\$1,364,769	\$1,484,735	\$1,933,860	\$1,720,752	\$1,928,911	\$2,011,992
6115 Staff Costs Recovered	(1,186,612)	(1,115,457)	(1,325,266)	(1,373,906)	(1,434,911)	(1,480,827)	(1,513,833)
Net Payroll Expenses	\$155,849	\$249,312	\$159,469	\$559,954	\$285,841	\$448,084	\$498,159
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6230 Safety Equipment	2,735	5,892	7,700	2,000	3,800	5,000	5,000
Sub-total	\$2,735	\$5,892	\$7,700	\$2,000	\$3,800	\$5,000	\$5,000
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	2,533	1,509	4,071	3,000	2,800	15,000	15,000
Sub-total	\$2,533	\$1,509	\$4,071	\$3,000	\$2,800	\$15,000	\$15,000
<b>OTHER G&amp;A EXPENSES</b>							
7110 Travel/Misc. Expenses	48	218	24	0	0	0	0
Sub-total	\$48	\$218	\$24	\$0	\$0	\$0	\$0
<b>OPERATING EXPENSE</b>							
5405.2 Utilities - Telephone	9,228	8,439	4,456	6,500	4,500	5,000	5,000
Sub-total	\$9,228	\$8,439	\$4,456	\$6,500	\$4,500	\$5,000	\$5,000
<b>GEN'L SPECIALTY EXPENSE</b>							
5725 Supplies and Small Tools	4,182	2,799	5,618	3,000	2,500	3,000	3,000
Sub-total	\$4,182	\$2,799	\$5,618	\$3,000	\$2,500	\$3,000	\$3,000
<b>TOTAL EXPENSES</b>	<b>\$174,575</b>	<b>\$268,169</b>	<b>\$181,338</b>	<b>\$574,454</b>	<b>\$299,441</b>	<b>\$476,084</b>	<b>\$526,159</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED VEHICLE EXPENSES	\$87,813	\$90,714	\$90,714	\$113,168	\$111,415	\$118,402	\$119,610
ALLOCATED INTERNAL G&A	\$56,160	\$85,883	\$172,714	\$127,413	\$116,562	\$98,147	\$51,490
ALLOCATED OPERATIONS SERVICES	(\$318,548)	(\$444,766)	(\$444,766)	(\$815,035)	(\$527,418)	(\$692,633)	(\$697,259)



# FACILITIES AND OPERATIONS

## Construction – 701322

### FUNCTION

To provide preventive maintenance, emergency response, repair and new facility installation to the District's potable and recycled water distribution and transmission systems and trunk sewers and other piping systems. In addition, this section handles Underground Service Alert locations, large leak detection, trunk sewer oversight and maintenance, and provides specialized construction support to all other operating and maintenance sections.

### OBJECTIVES

1. Provide cross training, technical training and work or project team opportunities for staff to build employee skills and competencies.
2. Provide construction services for the maintenance of distribution system appurtenances identified by Water Operation Division's valve maintenance program.
3. Provide specialized construction support for the facility maintenance and operating divisions.
4. Provide oversight and maintenance to the trunk sewer system.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 3/1/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Construction Supervisor	1.0	-	-	-
Senior Water Construction Specialist	2.0	2.0	2.0	2.0
Water Distribution Operator I,II	2.0	2.0	2.0	2.0
Collection Systems Technician	1.0	1.0	1.0	1.0
TOTAL	6.0	5.0	5.0	5.0

### SIGNIFICANT CHANGES

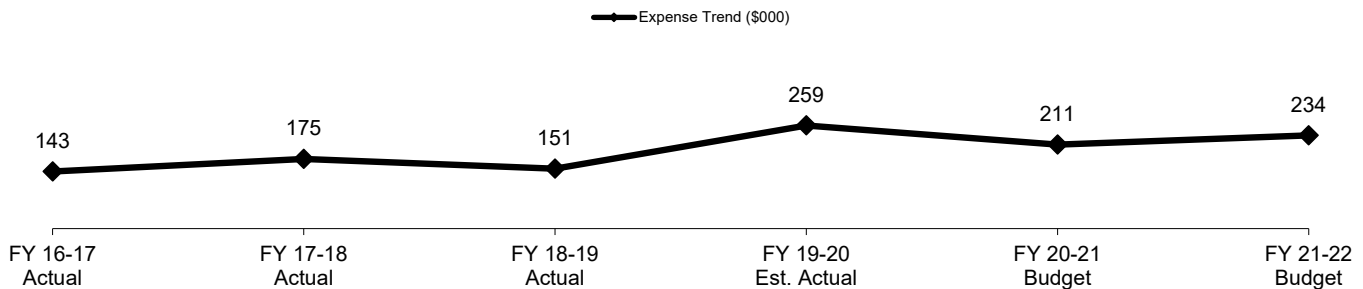
No significant changes are proposed for FY20-21 or FY 21-22.

### LINE ITEM EXPLANATIONS

- 5725 Supplies and Small Tools – Funds for purchase of materials and tools, which cannot be directly charged to an operating and maintenance business unit.
- 6230 Safety Equipment – Funds necessary to purchase safety equipment unique to the section. Typical expenditures in this category include: respirators and cartridges and other miscellaneous safety equipment.
- 6830 Training & Professional Development – Funds to provide training for staff members. Training also includes funds to bring trainers to the District on various maintenance issues.
- 5405.2 Telephone – Funds for cellular phone equipment and pagers and associated service charges.

**Las Virgenes Municipal Water District  
Facilities and Operations  
Construction - 701322**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$457,490	\$422,166	\$510,230	\$463,000	\$525,336	\$479,004	\$495,744
6102 Staff Overtime	65,129	34,001	68,820	15,485	45,329	14,888	15,409
6105 Staff Benefits	140,724	147,555	119,057	225,645	200,857	227,588	245,404
6105.1 OPEB	29,733	43,932	55,346	66,011	63,022	70,812	71,464
6110 Staff Taxes	66,221	54,452	63,556	61,676	59,270	61,388	63,235
Sub-total	\$759,297	\$702,106	\$817,009	\$831,817	\$893,814	\$853,680	\$891,256
6115 Staff Costs Recovered	(635,788)	(548,205)	(695,936)	(639,778)	(648,267)	(669,015)	(683,920)
Net Payroll Expenses	\$123,509	\$153,901	\$121,073	\$192,039	\$245,547	\$184,665	\$207,336
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6230 Safety Equipment	4,049	2,349	4,135	2,500	1,500	2,500	2,500
Sub-total	\$4,049	\$2,349	\$4,135	\$2,500	\$1,500	\$2,500	\$2,500
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	1,741	814	1,592	1,000	900	1,000	1,000
Sub-total	\$1,741	\$814	\$1,592	\$1,000	\$900	\$1,000	\$1,000
<b>OTHER G&amp;A EXPENSES</b>							
7110 Travel/Misc. Expenses	0	0	49	0	0	500	500
Sub-total	\$0	\$0	\$49	\$0	\$0	\$500	\$500
<b>OPERATING EXPENSE</b>							
5405.2 Utilities - Telephone	3,859	4,164	2,911	2,500	2,400	2,500	2,500
Sub-total	\$3,859	\$4,164	\$2,911	\$2,500	\$2,400	\$2,500	\$2,500
<b>GEN'L SPECIALTY EXPENSE</b>							
5725 Supplies and Small Tools	10,198	13,343	20,896	10,000	8,500	20,000	20,000
Sub-total	\$10,198	\$13,343	\$20,896	\$10,000	\$8,500	\$20,000	\$20,000
<b>TOTAL EXPENSES</b>	<b>\$143,356</b>	<b>\$174,571</b>	<b>\$150,656</b>	<b>\$208,039</b>	<b>\$258,847</b>	<b>\$211,165</b>	<b>\$233,836</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED VEHICLE EXPENSES	\$134,296	\$138,733	\$138,733	\$173,072	\$170,391	\$181,077	\$182,925
ALLOCATED INTERNAL G&A	\$44,333	\$57,114	\$81,029	\$85,867	\$39,444	\$46,226	\$24,636
ALLOCATED OPERATIONS SERVICES	(\$321,985)	(\$370,418)	(\$370,418)	(\$466,978)	(\$468,682)	(\$438,468)	(\$441,397)



# FACILITIES AND OPERATIONS

## Reclamation Administration – 701340

### FUNCTION

To provide administrative direction and support to the Wastewater Treatment and Composting Facility Section and the Laboratory including scheduling, goal setting, research and project development.

### OBJECTIVES

1. Manage compliance with all regulatory permits.
2. Support District-wide planning and compliance with the Tapia NPDES Permit.
3. Manage District-wide efforts to ensure compliance with the Malibu Creek discharge prohibition requirements in the NPDES permit.
4. Ensure odor removal facilities are operated efficiently and effectively.
5. Optimize labor, energy and chemical usage at both Tapia and Rancho.
6. Continue the successful and efficient operation of the nutrient reduction facilities.
7. Continue efforts to maximize energy management efficiency.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 4/15/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Water Reclamation Manager	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0
Management Analyst I	1.0	1.0	1.0	1.0
TOTAL	3.0	3.0	3.0	3.0

### SIGNIFICANT CHANGES

No significant changes are proposed for FY 20-21 or FY 21-22.

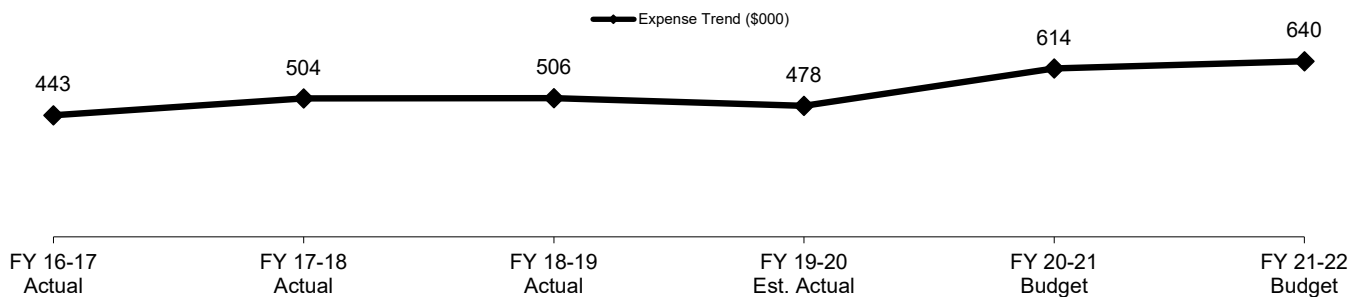
### LINE ITEM EXPLANATIONS

- 6200 Forms, Supplies and Postage – Funds to purchase miscellaneous needs of the division.
- 6830 Training & Prof. Development – Funds for attending CWEA, WEF, US Composting Council, miscellaneous biosolids treatment specialty conferences and administrative skills training classes.
- 7110 Travel/Misc. Expenses – Funds for expenses associated with attending meetings of the LA RWQCB, SCAQMD, CalRecycle, SCAP and other wastewater treatment-related organizations.



**Las Virgenes Municipal Water District  
Facilities and Operations  
Reclamation Administration - 701340**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$303,431	\$265,176	\$360,348	\$357,000	\$306,094	\$369,474	\$382,380
6102 Staff Overtime	1,487	2,129	1,897	3,047	966	2,831	2,930
6105 Staff Benefits	95,108	173,780	74,606	144,252	116,826	162,250	174,474
6105.1 OPEB	15,046	34,151	39,053	33,146	31,645	42,487	42,879
6110 Staff Taxes	29,893	29,049	30,379	30,266	22,389	31,228	32,020
Sub-total	\$444,965	\$504,285	\$506,283	\$567,711	\$477,920	\$608,270	\$634,683
6115 Staff Costs Recovered	(2,359)	(2,062)	(824)	(3,240)	(840)	(867)	(887)
Net Payroll Expenses	\$442,606	\$502,223	\$505,459	\$564,471	\$477,080	\$607,403	\$633,796
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6200 Forms, Supplies & Postage	0	0	0	0	0	0	0
6220 Outside Services	0	0	0	0	0	0	0
6230 Safety Equipment	0	722	0	0	0	0	0
Sub-total	\$0	\$722	\$0	\$0	\$0	\$0	\$0
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	35	832	70	600	500	3,000	3,000
Sub-total	\$35	\$832	\$70	\$600	\$500	\$3,000	\$3,000
<b>OTHER G&amp;A EXPENSES</b>							
7110 Travel/Misc. Expenses	44	84	230	0	0	3,000	3,000
Sub-total	\$44	\$84	\$230	\$0	\$0	\$3,000	\$3,000
<b>OPERATING EXPENSE</b>							
5405.2 Utilities - Telephone	455	420	52	440	85	200	200
Sub-total	\$455	\$420	\$52	\$440	\$85	\$200	\$200
<b>TOTAL EXPENSES</b>	<b>\$443,140</b>	<b>\$504,281</b>	<b>\$505,811</b>	<b>\$565,511</b>	<b>\$477,665</b>	<b>\$613,603</b>	<b>\$639,996</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED VEHICLE EXPENSES	\$10,305	\$10,646	\$10,646	\$13,281	\$13,075	\$13,895	\$14,037
ALLOCATED INTERNAL G&A	(\$203,773)	(\$220,066)	(\$221,596)	(\$246,581)	(\$176,517)	(\$284,414)	(\$308,657)
ALLOCATED OPERATIONS SERVICES	(\$249,672)	(\$294,861)	(\$294,861)	(\$332,211)	(\$314,223)	(\$343,084)	(\$345,376)



# FACILITIES AND OPERATIONS

## Laboratory – 701341

### FUNCTION

To provide certified laboratory services in support of operations, compliance and source control (pre-treatment program) activities in potable water, recycled water, wastewater and watershed programs.

### OBJECTIVES

1. Enhance laboratory operations and services through the on-going implementation of the Laboratory Information Management System (LIMS).
2. Continue to train and assist the Water and Reclamation Divisions in utilizing the LIMS to optimize operation.
3. Continue to provide support for District special projects and studies.
4. Maintain laboratory certification.
5. Maintain the pre-treatment program coordination and compliance activities.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 4/15/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Laboratory Supervisor	1.0	1.0	1.0	1.0
Laboratory Technician I, II	3.0	3.0	3.0	3.0
Laboratory Assistant	2.0	2.0	2.0	2.0
TOTAL	6.0	6.0	6.0	6.0

### SIGNIFICANT CHANGES

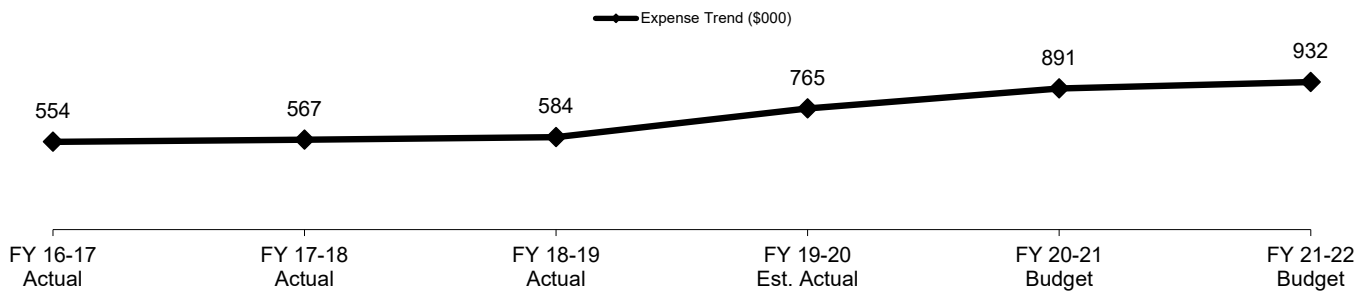
No significant changes proposed for FY 20-21 or FY 21-22.

### LINE ITEM EXPLANATIONS

- 6830 Training & Prof. Development – Funds for attending CWEA, CWEA/AWWA Specialty Conferences/Workshops and special skills (including computer) training classes.
- 7110 Travel/Misc. Expenses – Funds for expenses associated with attending MWD meetings and workshops.
- 5510 Supplies/Materials – Funds to purchase supplies (including safety items such as goggles and gloves), chemicals and glassware used in the laboratory.
- 5515 Outside Services – Funds for laboratory equipment calibration and maintenance.
- 5520 Permits/Fees – Fees associated with the annual California Department of Public Health permit (\$2,800).

**Las Virgenes Municipal Water District  
Facilities and Operations  
Laboratory - 701341**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$443,782	\$437,784	\$499,403	\$567,000	\$563,770	\$586,795	\$607,333
6102 Staff Overtime	15,445	21,102	16,232	14,232	17,596	17,522	18,135
6105 Staff Benefits	131,827	135,009	93,486	212,441	205,507	275,426	297,124
6105.1 OPEB	26,324	45,558	54,226	57,737	55,123	84,974	85,757
6110 Staff Taxes	50,891	48,735	51,402	49,888	55,627	61,528	63,383
Sub-total	\$668,269	\$688,188	\$714,749	\$901,298	\$897,623	\$1,026,245	\$1,071,732
6115 Staff Costs Recovered	(190,598)	(204,987)	(221,635)	(227,192)	(204,424)	(210,967)	(215,668)
Net Payroll Expenses	\$477,671	\$483,201	\$493,114	\$674,106	\$693,199	\$815,278	\$856,064
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6230 Safety Equipment	2,096	3,567	1,045	1,030	250	1,000	1,000
Sub-total	\$2,096	\$3,567	\$1,045	\$1,030	\$250	\$1,000	\$1,000
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	100	250	796	309	0	1,000	1,000
Sub-total	\$100	\$250	\$796	\$309	\$0	\$1,000	\$1,000
<b>MAINTENANCE EXPENSE</b>							
5510 Supplies/Materials	65,630	64,200	77,208	56,650	58,700	60,000	60,000
5515 Outside Services	3,681	10,951	6,144	7,725	7,500	8,000	8,000
5520 Permits/Fee	4,236	5,294	5,294	5,300	5,300	5,500	5,500
5530 Capital Outlay	481	0	0	515	0	0	0
Sub-total	\$74,028	\$80,445	\$88,646	\$70,190	\$71,500	\$73,500	\$73,500
<b>TOTAL EXPENSES</b>	<b>\$553,895</b>	<b>\$567,463</b>	<b>\$583,601</b>	<b>\$745,635</b>	<b>\$764,949</b>	<b>\$890,778</b>	<b>\$931,564</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED LABORATORY EXPENSES	(\$564,200)	(\$596,483)	(\$596,483)	(\$670,354)	(\$778,024)	(\$904,673)	(\$945,601)
ALLOCATED VEHICLE EXPENSES	\$10,305	\$10,646	\$10,646	\$13,281	\$13,075	\$13,895	\$14,037
ALLOCATED INTERNAL G&A	\$352,997	\$348,154	\$332,016	\$491,072	\$477,063	\$1,309,202	\$1,317,946
ALLOCATED OPERATIONS SERVICES	(\$352,997)	(\$329,780)	(\$329,780)	(\$579,634)	(\$477,063)	(\$1,309,202)	(\$1,317,946)



# FACILITIES AND OPERATIONS

## Wastewater Treatment Facility – 701342

### FUNCTION

To properly operate and maintain wastewater treatment processes which meet the needs and requirements of the environment, public, staff, Joint Powers Authority, and regulatory agencies. The section is dedicated to providing technical support necessary to achieve reliable efficiency goals, troubleshoot problems and develop efficient and cost-effective solutions.

### OBJECTIVES

1. Ensure compliance with the NPDES permit.
2. Continue to seek ways to minimize energy, chemical and labor cost.
3. Collaborate with District staff to ensure compliance with creek discharge prohibition requirements.
4. Efficiently operate the nutrient reduction facilities at Tapia and the centrate treatment facilities at Rancho.
5. Continue efforts to maximize energy management efficiency.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 4/15/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Chief Water Reclamation Plant Operator	1.0	1.0	1.0	1.0
Senior Water Reclamation Plant Operator	1.0	1.0	1.0	1.0
Water Reclamation Plant Operator OIT, I, II	7.0	6.0	7.0	7.0
TOTAL	9.0	8.0	9.0	9.0

### SIGNIFICANT CHANGES

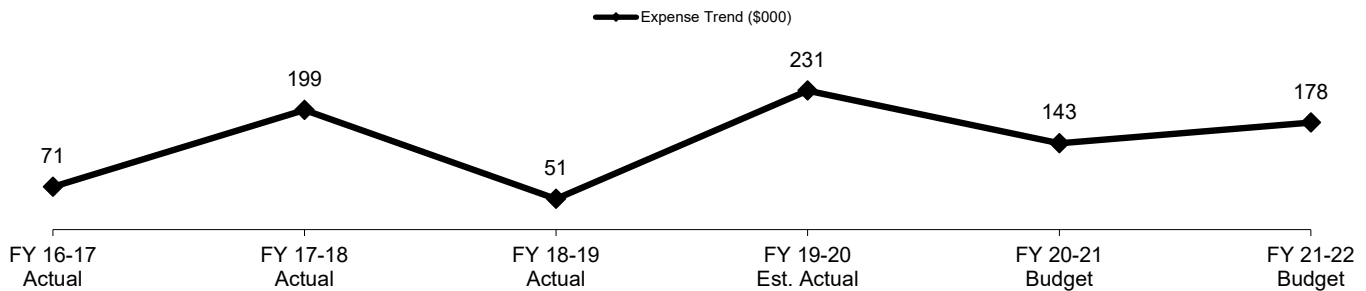
No significant changes proposed for FY 20-21 or FY 21-22.

### LINE ITEM EXPLANATIONS

- 6230 Safety Equipment – Funds used to purchase safety equipment such as rain gear, respirators, filter cartridges, dust masks, etc.
- 6830 Training and Professional Development – Funds for attending CWEA, specialty conferences and workshops, and operational skills training classes.

**Las Virgenes Municipal Water District  
Facilities and Operations  
Wastewater Treatment Facility - 701342**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$744,723	\$762,861	\$817,469	\$825,000	\$836,069	\$853,156	\$882,417
6102 Staff Overtime	118,233	134,985	179,393	52,014	221,053	55,140	57,069
6105 Staff Benefits	203,892	220,208	144,779	332,963	312,183	381,552	411,352
6105.1 OPEB	41,843	79,387	88,802	87,770	83,581	113,299	114,343
6110 Staff Taxes	93,201	92,856	95,523	85,886	95,249	92,260	95,128
Sub-total	\$1,201,892	\$1,290,297	\$1,325,966	\$1,383,633	\$1,548,135	\$1,495,407	\$1,560,309
6115 Staff Costs Recovered	(1,136,549)	(1,096,895)	(1,279,689)	(1,284,791)	(1,321,307)	(1,363,588)	(1,393,979)
Net Payroll Expenses	\$65,343	\$193,402	\$46,277	\$98,842	\$226,828	\$131,819	\$166,330
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6230 Safety Equipment	1,014	3,846	1,542	1,500	1,500	1,500	1,500
Sub-total	\$1,014	\$3,846	\$1,542	\$1,500	\$1,500	\$1,500	\$1,500
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	4,391	1,368	3,077	2,269	2,269	5,000	5,000
Sub-total	\$4,391	\$1,368	\$3,077	\$2,269	\$2,269	\$5,000	\$5,000
<b>OTHER G&amp;A EXPENSES</b>							
7110 Travel/Misc. Expenses	0	61	0	0	0	5,000	5,000
Sub-total	\$0	\$61	\$0	\$0	\$0	\$5,000	\$5,000
<b>OPERATING EXPENSE</b>							
5405.2 Utilities - Telephone	38	0	0	816	0	0	0
Sub-total	\$38	\$0	\$0	\$816	\$0	\$0	\$0
<b>TOTAL EXPENSES</b>							
	<b>\$70,786</b>	<b>\$198,677</b>	<b>\$50,896</b>	<b>\$103,427</b>	<b>\$230,597</b>	<b>\$143,319</b>	<b>\$177,830</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED VEHICLE EXPENSES	\$20,611	\$21,292	\$21,292	\$26,562	\$26,150	\$27,791	\$28,074
ALLOCATED INTERNAL G&A	\$54,866	\$143,330	\$291,111	\$197,043	\$33,517	\$174,284	\$141,797
ALLOCATED OPERATIONS SERVICES	(\$146,263)	(\$363,299)	(\$363,299)	(\$327,033)	(\$290,264)	(\$345,394)	(\$347,701)



# FACILITIES AND OPERATIONS

## Composting Facility – 701343

### FUNCTION

To properly operate and maintain solids handling and compost processes which meet the needs and requirements of the environment, public, staff, Joint Powers Authority, and regulatory agencies. The section is dedicated to providing technical support necessary to achieve reliable efficiency goals, troubleshoot problems and develop efficient and cost-effective solutions.

### OBJECTIVES

1. Continue to seek ways to minimize energy, chemical and labor cost.
2. Operate Rancho odor control facilities efficiently and effectively.
3. Continue to support expansion of the Community Compost Program and compost sales.
4. Continue efforts to maximize energy management efficiency.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 4/15/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Compost Operations Supervisor	1.0	1.0	1.0	1.0
Water Reclamation Plant Operator OIT, I, II	6.0	6.0	6.0	6.0
TOTAL	7.0	7.0	7.0	7.0

### SIGNIFICANT CHANGES

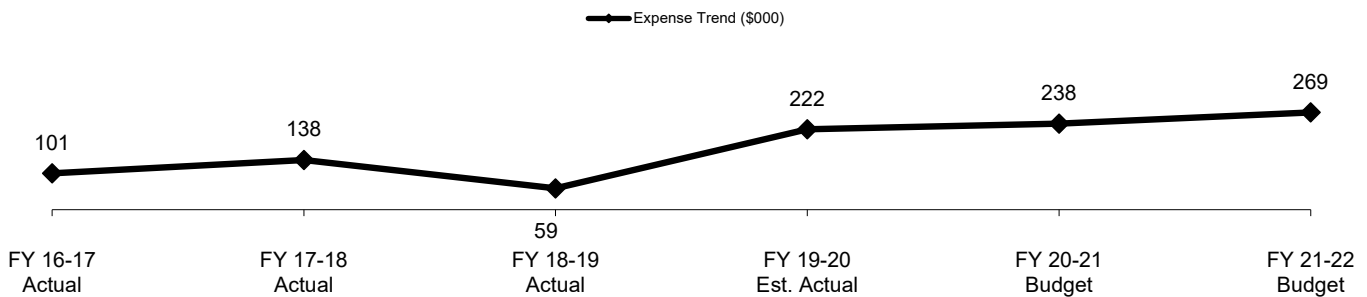
No significant changes proposed for FY20-21 or FY21-22.

### LINE ITEM EXPLANATIONS

- 6230 Safety Equipment – Funds used to purchase safety equipment such as rain gear, respirators, filter cartridges, dust masks, etc.
- 6830 Training and Professional Development – Funds for attending CWEA, specialty conferences and workshops, and operational skills training classes.

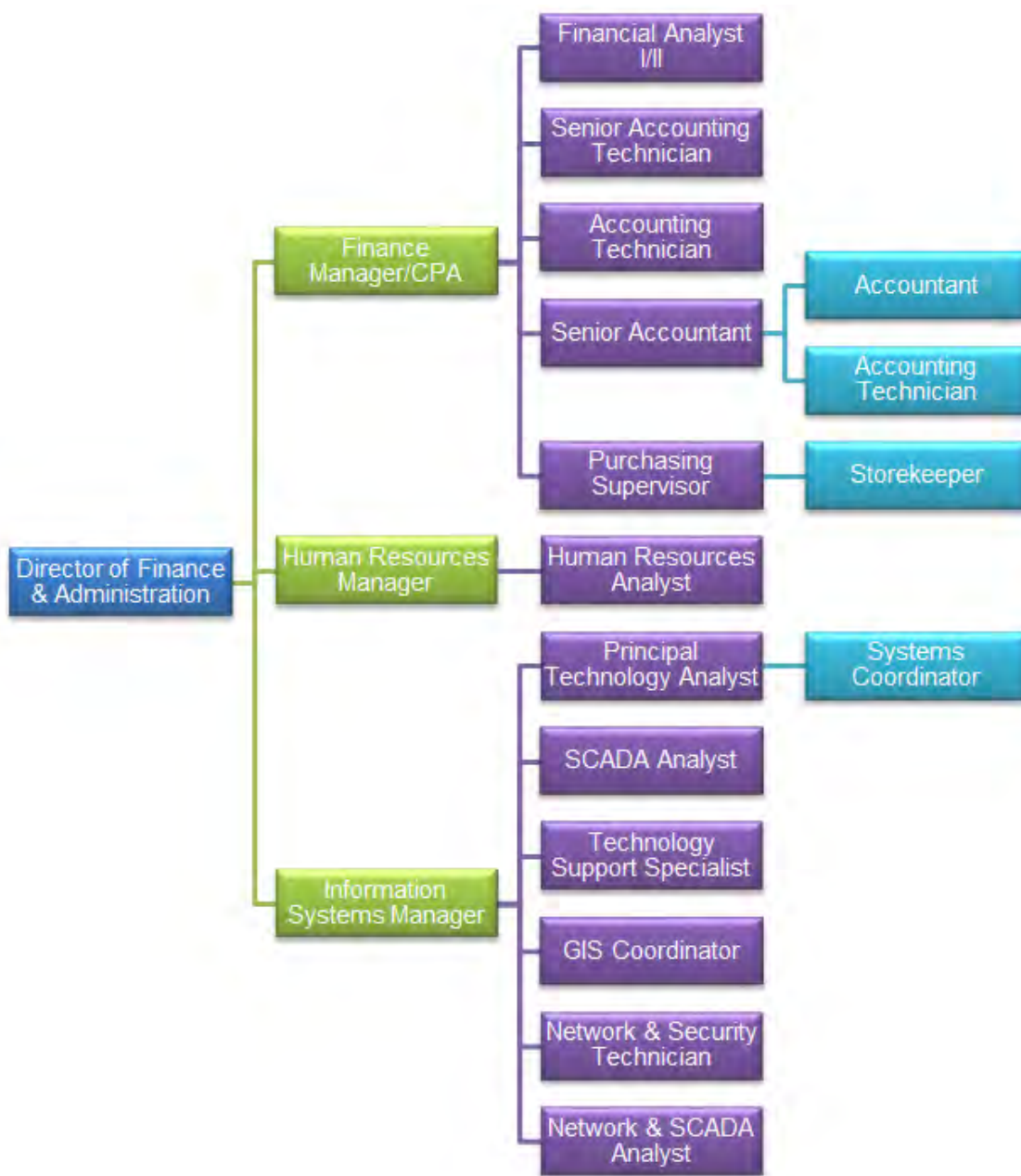
**Las Virgenes Municipal Water District  
Facilities and Operations  
Composting Facility - 701343**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$549,036	\$576,231	\$604,621	\$631,000	\$653,308	\$653,082	\$675,914
6102 Staff Overtime	24,316	35,982	65,379	15,802	\$29,401	17,634	18,251
6105 Staff Benefits	204,665	200,193	124,192	271,039	\$275,243	316,604	341,352
6105.1 OPEB	34,950	59,965	65,668	76,577	\$73,110	84,974	85,757
6110 Staff Taxes	63,236	64,401	66,474	60,839	\$65,664	68,360	70,452
Sub-total	\$876,203	\$936,772	\$926,334	\$1,055,257	\$1,096,726	\$1,140,654	\$1,191,726
6115 Staff Costs Recovered	(782,413)	(804,521)	(868,672)	(901,613)	(878,985)	(907,113)	(927,329)
Net Payroll Expenses	\$93,790	\$132,251	\$57,662	\$153,644	\$217,741	\$233,541	\$264,397
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6230 Safety Equipment	2,766	3,394	1,122	3,000	3,000	3,000	3,000
Sub-total	\$2,766	\$3,394	\$1,122	\$3,000	\$3,000	\$3,000	\$3,000
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	2,066	1,896	223	1,200	1,100	1,200	1,200
Sub-total	\$2,066	\$1,896	\$223	\$1,200	\$1,100	\$1,200	\$1,200
<b>OPERATING EXPENSE</b>							
5405.2 Utilities - Telephone	530	236	98	600	0	0	0
Sub-total	\$530	\$236	\$98	\$600	\$0	\$0	\$0
<b>GEN'L SPECIALTY EXPENSE</b>							
5725 Supplies and Small Tools	1,465	0	0	500	500	500	500
Sub-total	\$1,465	\$0	\$0	\$500	\$500	\$500	\$500
<b>TOTAL EXPENSES</b>							
	<b>\$100,617</b>	<b>\$137,777</b>	<b>\$59,105</b>	<b>\$158,944</b>	<b>\$222,341</b>	<b>\$238,241</b>	<b>\$269,097</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED VEHICLE EXPENSES	\$25,818	\$26,671	\$26,671	\$33,272	\$32,757	\$34,811	\$35,166
ALLOCATED INTERNAL G&A	\$75,143	\$101,262	\$179,934	\$148,264	\$11,877	\$107,052	\$78,380
ALLOCATED OPERATIONS SERVICES	(\$201,578)	(\$265,710)	(\$265,710)	(\$340,480)	(\$266,975)	(\$380,104)	(\$382,643)



# FINANCE AND ADMINISTRATION

The Finance and Administration Department is responsible for providing internal services in support of the District’s mission including financial analysis, budget, investments, staff development and recruitment, and information technology. The department is also in charge of accounts payable, warehousing, purchasing, risk management and other administrative programs.





### **Key Accomplishments from FY 2018-20**

- Implementation of the Information Systems Master Plan.
  - Implemented Customer Information System (CIS) Version 4.
  - Procured and implemented technology to facilitate COVID-19 response.
  - Began multi-site security assessment.
- Received GFOA CAFR Award.
- Received GFOA Budget Award.
- Implementation of new credit card program
- Reduced the Potable Water Deficit by \$8.8 million.
- Successfully negotiated 3 year contracts with represented employees
- Recruited and filled 16 positions.

### **Notable Goals for FY 2020-22**

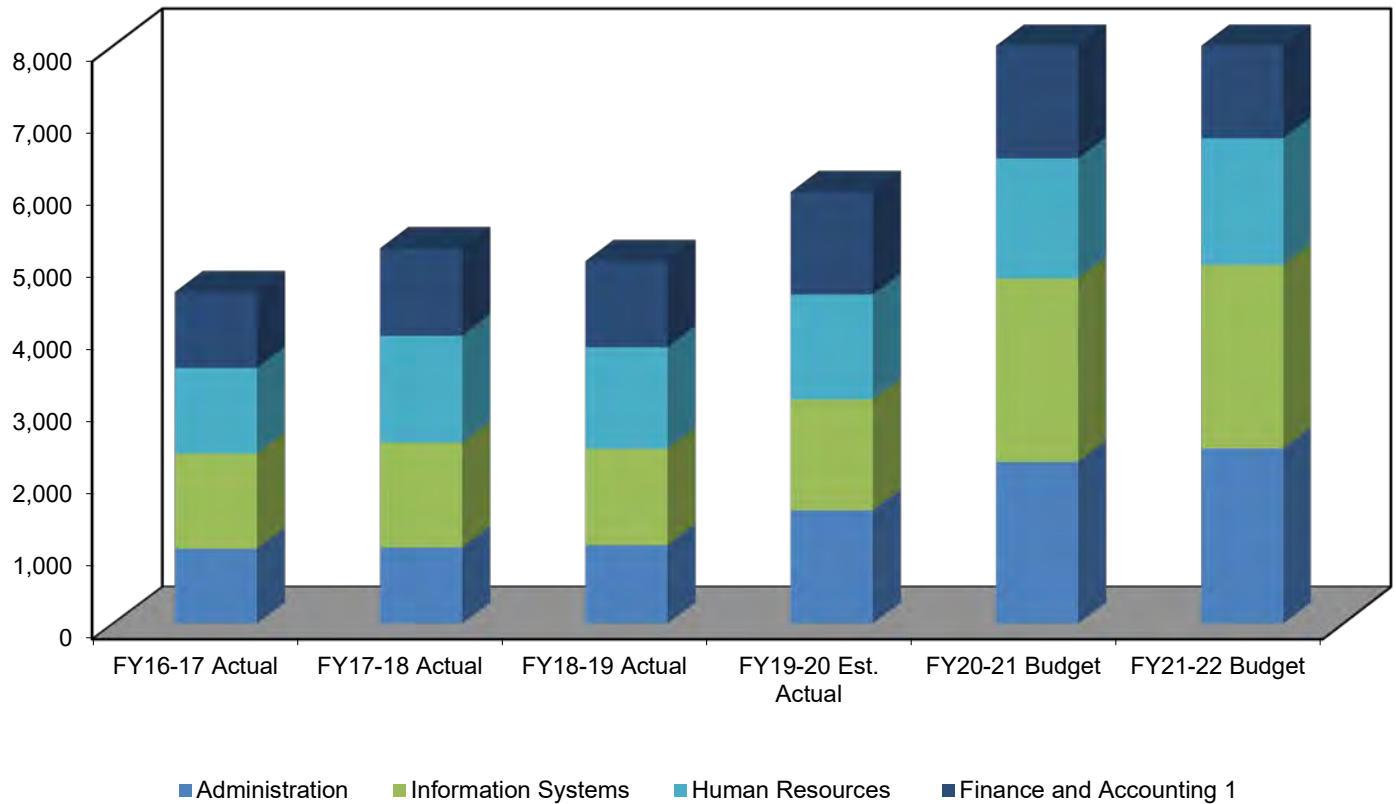
- Implement new Enterprise Resource Management program.
- Complete multi-site security assessment and develop a Districtwide physical security road-map.
- Conduct cybersecurity assessment and establish a cybersecurity protocol for the District.
- Implement Business Intelligence systems for streamlined reporting and data visualization.
- Implement significant secure cloud migration of District software applications and telecommunications infrastructure.
- Implement network and security upgrades.
- Implement digital signature system for contracts and other internal documents.
- Negotiate successor Memorandums of Understanding with 3 represented groups.



**Las Virgenes Municipal Water District  
Finance and Administration Summary**  
(Dollars in Thousands)

	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Est. Actual	FY20-21 Budget	FY21-22 Budget
<b>Administration</b>	1,050	1,068	1,102	1,582	2,253	2,438
<b>Information Systems</b>	1,318	1,452	1,331	1,533	2,530	2,529
<b>Human Resources</b>	1,185	1,477	1,407	1,443	1,659	1,753
<b>Finance and Accounting <sup>1</sup></b>	1,040	1,202	1,181	1,418	1,829	1,908
	<b>4,593</b>	<b>5,199</b>	<b>5,021</b>	<b>5,977</b>	<b>8,272</b>	<b>8,629</b>

<sup>1</sup> includes Inventory Adjustment



**Las Virgenes Municipal Water District  
Finance and Administration**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$1,801,996	\$1,846,433	\$1,985,835	\$2,496,000	\$2,166,347	\$2,743,842	\$2,838,527
6102 Staff Overtime	16,897	14,108	3,499	27,503	3,589	36,535	37,814
6105 Staff Benefits	503,349	590,855	387,203	862,748	844,093	1,151,807	1,239,989
6105.1 OPEB	94,996	192,148	215,662	207,408	198,017	240,758	242,979
6110 Staff Taxes	153,326	154,737	170,577	178,880	162,938	232,271	237,328
Sub-total	\$2,570,564	\$2,798,281	\$2,762,776	\$3,772,539	\$3,374,984	\$4,405,213	\$4,596,637
6115 Staff Costs Recovered	(141,511)	(71,611)	(100,430)	(164,619)	(146,068)	(150,742)	(154,102)
Net Payroll Expenses	\$2,429,053	\$2,726,670	\$2,662,346	\$3,607,920	\$3,228,916	\$4,254,471	\$4,442,535
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6200 Forms, Supplies & Postage	72,356	63,927	67,986	85,450	65,800	81,370	82,500
6205 Equipment Rental	6,281	6,120	6,465	6,400	6,400	6,400	6,400
6210 Equipment Repairs	1,439	2,813	106	7,500	0	7,500	7,500
6215 Equipment Maintenance	344,472	382,177	400,549	371,866	370,866	448,200	376,200
6220 Outside Services	10,833	9,920	12,750	9,996	10,000	3,100	3,100
6230 Safety Equipment	225	225	0	0	225	225	225
6250 Equipment Interest Expense	6,961	5,469	3,864	2,385	2,385	2,400	2,400
Sub-total	\$442,567	\$470,651	\$491,720	\$483,597	\$455,676	\$549,195	\$478,325
<b>PROFESSIONAL SERVICES</b>							
6500 Legal Services	6,351	13,834	97,081	15,000	46,000	25,000	25,000
6516 Other Professional Services	102,289	65,650	49,063	248,500	0	325,000	240,000
6517 Audit Fees	29,055	35,450	30,264	32,000	46,000	47,500	48,900
6522 Management Consultant Fees	60,762	138,265	55,305	57,500	23,000	85,000	85,000
Sub-total	\$198,457	\$253,199	\$231,713	\$353,000	\$115,000	\$482,500	\$398,900
<b>HUMAN RESOURCES</b>							
6800 Safety	14,306	17,623	23,147	38,000	18,200	38,000	38,000
6810 Recruitment Expenses	14,428	15,965	16,619	10,000	12,000	10,000	10,000
6812 Retired Employee Benefits	739,055	804,081	849,762	999,708	892,558	954,038	1,028,384
6815 Employee Recognition Function	9,269	8,113	12,096	10,000	8,900	10,000	10,000
6820 Employee Assistance Program	0	0	0	1,000	0	1,000	1,000
6825 Employee Wellness Program	7,996	21,806	10,972	10,000	4,872	10,000	10,000
6830 Training & Prof. Development	33,771	41,337	45,225	91,575	58,055	126,220	128,220
6840 DOT Testing	1,250	1,120	951	1,000	1,100	1,000	1,000
6850 Unemployment Ins. Benefit	0	4,950	1,350	0	0	0	0
6855 Donated Sick Leave	1,003	0	0	0	0	0	0
Sub-total	\$821,078	\$914,995	\$960,122	\$1,161,283	\$995,685	\$1,150,258	\$1,226,604
<b>OTHER G&amp;A EXPENSES</b>							
7105 Dues/Subscriptions/Memberships	4,075	9,142	3,489	4,350	4,000	5,600	5,600
7110 Travel/Misc. Expenses	746	635	1,220	1,020	1,110	1,400	1,400
7135.1 Property Insurance	33,759	41,262	47,334	33,852	40,691	234,466	269,636
7135.2 Liability Insurance	157,410	152,152	168,620	143,157	162,713	193,280	222,272
7135.3 Automobile Insurance	67,336	67,521	55,543	71,209	93,489	100,054	115,062
7135.4 Earthquake Insurance	54,215	65,530	69,580	36,751	29,567	262,832	302,257
7135.5 Excess Liability Insurance	194,333	198,739	210,879	210,842	667,582	775,627	891,971
Sub-total	\$515,333	\$686,730	\$556,665	\$501,181	\$999,152	\$1,573,259	\$1,808,198
<b>OPERATING EXPENSE</b>							
5400 Labor	7,906	14,994	11,238	13,316	21,031	20,672	21,132
5405.2 Utilities - Telephone	95,261	75,086	49,336	101,350	100,250	115,350	115,350
5430 Capital Outlay	88,481	63,813	56,295	125,500	52,300	118,500	128,500
Sub-total	\$191,648	\$153,893	\$116,869	\$240,166	\$173,581	\$254,522	\$264,982
<b>INVENTORY EXPENSE</b>							
5536 Inventory Adjustment	(4,967)	(7,452)	2,763	9,000	8,385	9,225	10,145
Sub-total	(\$4,967)	(\$7,452)	\$2,763	\$9,000	\$8,385	\$9,225	\$10,145
<b>TOTAL EXPENSES</b>							
	<b>\$4,593,169</b>	<b>\$5,198,686</b>	<b>\$5,022,198</b>	<b>\$6,356,147</b>	<b>\$5,976,395</b>	<b>\$8,273,430</b>	<b>\$8,629,689</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED INSURANCE	\$0	\$0	\$0	\$0	\$0	(\$434,403)	(\$456,124)
ALLOCATED CUSTOMER INFO SYSTEMS	(\$275,293)	(\$322,424)	(\$322,424)	(\$346,517)	(\$344,034)	(\$492,822)	(\$482,592)
ALLOCATED VEHICLE EXPENSES	\$5,207	\$5,379	\$5,379	\$6,710	\$6,606	\$7,021	\$7,092
ALLOCATED INTERNAL G&A	(\$1,005,086)	(\$1,036,492)	(\$860,004)	(\$1,198,683)	(\$1,306,898)	(\$3,677,554)	(\$2,226,532)
ALLOCATED SUPPORT SERVICES(G&A)	(\$3,317,997)	(\$3,845,149)	(\$3,845,149)	(\$4,817,658)	(\$4,332,069)	(\$4,110,075)	(\$5,927,657)
ALLOCATED OPERATIONS SERVICES(G&A)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL ALLOCATED EXPENSES</b>							
	<b>(\$4,593,169)</b>	<b>(\$5,198,686)</b>	<b>(\$5,022,198)</b>	<b>(\$6,356,147)</b>	<b>(\$5,976,395)</b>	<b>(\$8,273,430)</b>	<b>(\$8,629,689)</b>

# FINANCE AND ADMINISTRATION

## Administration – 701410

### FUNCTION

To support the District's mission and General Manager's initiatives and to provide overall supervision and staff assistant support services to finance, information systems, human resources and risk management.

### OBJECTIVES

1. Provide periodic status reports to the Board, including finance, information systems, human resources and risk management.
2. Coordinate administrative services throughout the District.
3. Explore innovations and alternatives in administrative functions that can provide economy, efficiency, integrity or improved customer service for the District.
4. Support other departments and programs in achieving their objectives.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 4/15/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Director of Finance and Administration	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0
TOTAL	2.0	2.0	2.0	2.0

### SIGNIFICANT CHANGES

There are no significant changes budgeted for FY20-21 or FY21-22 that affect the scope or level of service.

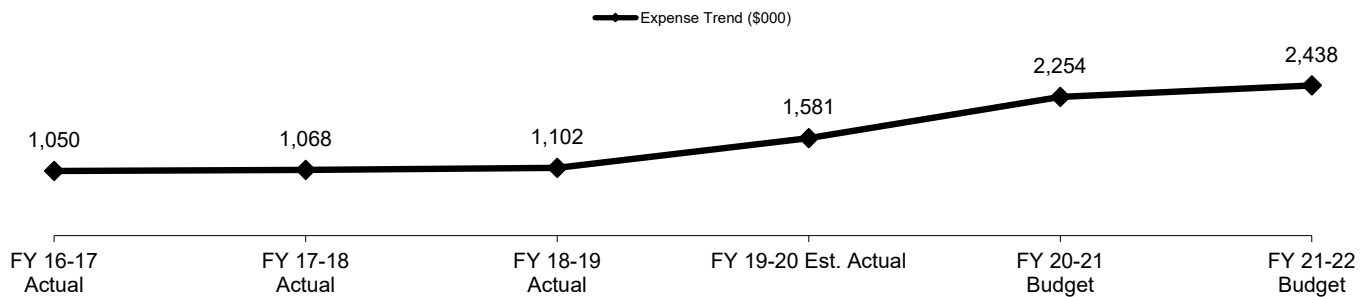
### LINE ITEM EXPLANATIONS

- 6200 Forms, Supplies & Postage – All general District supplies and postage costs are funded from this account.
- 6522 Management Consulting Fees – Consultation with management consultants; including arbitrage calculations, post-employment benefits actuarial study, tax advisory services, and fixed assets valuation study.
- 7135 General Insurance – Total insurance premium for general liability, auto, property and earthquake insurance is projected to be \$1,518,848 in FY20-21 and \$1,594,490 in FY21-22. Potable Water Administrative Division (101900) and Joint Powers Authority Administrative Division (751840) also pay a portion of property and earthquake insurance.

**Las Virgenes Municipal Water District  
Finance and Administration  
Administration - 701410**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$284,957	\$292,268	\$313,860	\$343,000	\$336,799	\$355,102	\$367,531
6102 Staff Overtime	321	1,862	79	1,392	113	1,427	1,477
6105 Staff Benefits	71,801	79,777	52,242	120,052	125,923	135,846	145,912
6105.1 OPEB	11,935	30,415	34,078	26,661	25,454	14,162	14,293
6110 Staff Taxes	18,866	19,302	19,911	20,251	14,749	22,158	22,635
Sub-total	\$387,880	\$423,624	\$420,170	\$511,356	\$503,038	\$528,695	\$551,848
6115 Staff Costs Recovered	(850)	(5,432)	(7,638)	(667)	(9,738)	(10,050)	(10,274)
Net Payroll Expenses	\$387,030	\$418,192	\$412,532	\$510,689	\$493,300	\$518,645	\$541,574
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6200 Forms, Supplies & Postage	52,732	51,926	54,605	58,350	58,500	59,670	60,800
6205 Equipment Rental	3,890	3,579	3,906	4,000	4,000	4,000	4,000
6215 Equipment Maintenance	0	0	0	1,000	0	0	0
6220 Outside Services	6,120	7,247	6,727	6,896	7,500	0	0
Sub-total	\$62,742	\$62,752	\$65,238	\$70,246	\$70,000	\$63,670	\$64,800
<b>PROFESSIONAL SERVICES</b>							
6516 Other Professional Services	1,155	1,005	1,393	1,000	0	75,000	0
6517 Audit Fees	29,055	35,450	30,264	0	0	0	0
6522 Management Consultant Fees	50,633	17,583	30,580	20,000	15,000	20,000	20,000
Sub-total	\$80,843	\$54,038	\$62,237	\$21,000	\$15,000	\$95,000	\$20,000
<b>HUMAN RESOURCES</b>							
6800 Safety	0	250	0	0	0	0	0
6830 Training & Prof. Development	8,487	4,323	7,641	7,000	8,000	8,500	8,500
Sub-total	\$8,487	\$4,573	\$7,641	\$7,000	\$8,000	\$8,500	\$8,500
<b>OTHER G&amp;A EXPENSES</b>							
7105 Dues/Subscriptions/Memberships	1,920	2,310	1,047	950	500	500	500
7110 Travel/Misc. Expenses	473	182	707	320	500	700	700
7135.1 Property Insurance	33,759	41,262	47,334	33,852	40,691	234,466	269,636
7135.2 Liability Insurance	157,410	152,152	168,620	143,157	162,713	193,280	222,272
7135.3 Automobile Insurance	67,336	67,521	55,543	71,209	93,489	100,054	115,062
7135.4 Earthquake Insurance	54,215	65,530	69,580	36,751	29,567	262,832	302,257
7135.5 Excess Liability Insurance	194,333	198,739	210,879	210,842	667,582	775,627	891,971
Sub-total	\$509,446	\$527,696	\$553,710	\$497,081	\$995,042	\$1,567,459	\$1,802,398
<b>OPERATING EXPENSE</b>							
5405.2 Utilities - Telephone	994	808	935	1,100	0	1,100	1,100
Sub-total	\$994	\$808	\$935	\$1,100	\$0	\$1,100	\$1,100
<b>TOTAL EXPENSES</b>	<b>\$1,049,542</b>	<b>\$1,068,059</b>	<b>\$1,102,293</b>	<b>\$1,107,116</b>	<b>\$1,581,342</b>	<b>\$2,254,374</b>	<b>\$2,438,372</b>

<b>ALLOCATED EXPENSES</b>							
ALLOCATED INSURANCE	\$0	\$0	\$0	\$0	\$0	(\$434,403)	(\$456,124)
ALLOCATED INTERNAL G&A	(\$241,890)	(\$229,740)	(\$263,974)	(\$213,984)	(\$755,239)	(\$1,126,220)	(\$647,557)
ALLOCATED SUPPORT SERVICES	(\$807,652)	(\$838,319)	(\$838,319)	(\$893,132)	(\$826,103)	(\$1,128,154)	(\$1,790,815)



# FINANCE AND ADMINISTRATION

## Information Systems – 701420

### FUNCTION

Information Systems provides support and advisory services for all district automated information and communication systems. The Information Systems division provides district-wide support of financial software, customer information software, internet services, office automation, local and wide area networks, phone systems, GIS, and SCADA.

### OBJECTIVES

1. Administer projects and programs identified in the District's Information Systems Master Plan.
2. Provide internal Information Technology support and foster a data-driven culture.
3. Implement systems and programs geared towards enhancing the Information Technology security posture of the District.
4. Continue to coordinate and implement secure mobile access to District Information Technology systems for District staff.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 4/15/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Information Systems Manager	1.0	1.0	1.0	1.0
Systems Analyst	1.0	1.0	-	-
Systems Coordinator	1.0	1.0	1.0	1.0
SCADA Analyst	2.0	2.0	1.0	1.0
GIS Coordinator	1.0	1.0	1.0	1.0
Computer Support Specialist	1.0	-	1.0	1.0
Principal Technology Analyst	-	-	1.0	1.0
Network & SCADA Analyst	-	-	1.0	1.0
Network & Security Technician	-	-	1.0	1.0
<b>TOTAL</b>	<b>7.0</b>	<b>6.0</b>	<b>8.0</b>	<b>8.0</b>

### SIGNIFICANT CHANGES

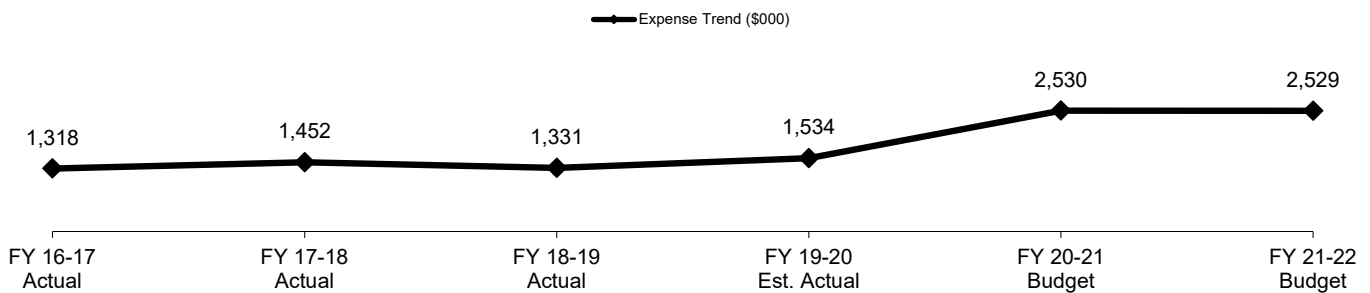
- Staffing changes for FY20-21 and FY21-22 that affect scope and level of service:
  - o Delete Systems Analyst
  - o Add Principal Technology Analyst
  - o Delete one SCADA Analyst FTE
  - o Add Network & SCADA Analyst
  - o Add Network & Security Technician based on 2015 IT Master Plan.

### LINE ITEM EXPLANATIONS

- 6215 Equipment Maintenance – License and maintenance agreements for software and hardware. Largest items are maintenance for GIS software; Customer Information System; disaster recovery for financial and customer information systems; and for Financial, Payroll, HR, Inventory, Payables, and Job Cost software.
- 6516 Other Professional Services – Technical assistance associated with the implementation of system changes. Also includes costs to implement items from the IS Master Plan listed under goals.
- 5405.2 Telephone – Includes cost for Internet, and connections to remote sites.
- 5430 Capital Outlay – Replacement of equipment not capitalized such as printers, computers, servers, network hardware, and phone equipment.

**Las Virgenes Municipal Water District  
Finance and Administration  
Information Systems - 701420**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$562,682	\$593,292	\$602,789	\$833,000	\$711,994	\$1,022,589	\$1,057,673
6102 Staff Overtime	15,636	9,190	3,366	12,239	2,893	19,570	20,255
6105 Staff Benefits	155,360	182,490	109,896	285,279	268,098	432,155	465,322
6105.1 OPEB	33,191	61,740	65,420	73,258	69,941	99,136	100,050
6110 Staff Taxes	52,024	52,996	62,257	60,032	63,998	96,115	98,227
Sub-total	\$818,893	\$899,708	\$843,728	\$1,263,808	\$1,116,924	\$1,669,565	\$1,741,527
6115 Staff Costs Recovered	(136,996)	(62,212)	(91,867)	(160,124)	(135,468)	(139,803)	(142,919)
Net Payroll Expenses	\$681,897	\$837,496	\$751,861	\$1,103,684	\$981,456	\$1,529,762	\$1,598,608
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6200 Forms, Supplies & Postage	18,354	9,916	11,028	25,400	6,000	16,000	16,000
6205 Equipment Rental	2,391	2,541	2,559	2,400	2,400	2,400	2,400
6210 Equipment Repairs	1,439	2,813	106	7,500	0	7,500	7,500
6215 Equipment Maintenance	344,472	382,177	400,549	370,866	370,866	448,200	376,200
6220 Outside Services	0	0	150	0	0	0	0
6230 Safety Equipment	0	0	0	0	0	0	0
6250 Equipment Interest Expense	6,961	5,469	3,864	2,385	2,385	2,400	2,400
Sub-total	\$373,617	\$402,916	\$418,256	\$408,551	\$381,651	\$476,500	\$404,500
<b>PROFESSIONAL SERVICES</b>							
6516 Other Professional Services	101,134	64,645	47,670	247,500	0	250,000	240,000
Sub-total	\$101,134	\$64,645	\$47,670	\$247,500	\$0	\$250,000	\$240,000
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	3,631	11,190	9,912	28,000	20,000	43,500	45,500
Sub-total	\$3,631	\$11,190	\$9,912	\$28,000	\$20,000	\$43,500	\$45,500
<b>OTHER G&amp;A EXPENSES</b>							
7105 Dues/Subscriptions/Memberships	420	527	260	1,000	1,000	600	600
Sub-total	\$420	\$527	\$260	\$1,000	\$1,000	\$600	\$600
<b>OPERATING EXPENSE</b>							
5405.2 Utilities - Telephone	93,835	74,102	48,401	100,000	100,000	114,000	114,000
5430 Capital Outlay	63,828	61,269	55,118	123,000	50,000	116,000	126,000
Sub-total	\$157,663	\$135,371	\$103,519	\$223,000	\$150,000	\$230,000	\$240,000
<b>TOTAL EXPENSES</b>	<b>\$1,318,362</b>	<b>\$1,452,145</b>	<b>\$1,331,478</b>	<b>\$2,011,735</b>	<b>\$1,534,107</b>	<b>\$2,530,362</b>	<b>\$2,529,208</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED CUSTOMER INFO SYSTEMS	(\$275,293)	(\$322,424)	(\$322,424)	(\$346,517)	(\$344,034)	(\$492,822)	(\$482,592)
ALLOCATED VEHICLE EXPENSES	\$5,207	\$5,379	\$5,379	\$6,710	\$6,606	\$7,021	\$7,092
ALLOCATED INTERNAL G&A	(\$313,515)	(\$301,917)	(\$181,250)	(\$429,218)	(\$162,823)	(\$1,296,361)	(\$678,029)
ALLOCATED SUPPORT SERVICES	(\$734,761)	(\$833,183)	(\$833,183)	(\$1,242,710)	(\$1,033,856)	(\$748,200)	(\$1,375,679)



# FINANCE AND ADMINISTRATION

## Human Resources – 701430

### FUNCTION

To recruit, develop, support and motivate a highly qualified and diverse staff by providing competitive compensation and benefits; ensure consistent application of and compliance with District policies and procedures and applicable laws and regulations; ensure a safe, productive and injury free worksite; and to foster a collaborative and inclusive work place and positive labor relations.

### OBJECTIVES

1. Encourage and promote diversity by attracting a workforce that is inclusive, collaborative and engaged.
2. Coordinate and ensure the District's Safety and Health Program meets compliance standards through remaining current on changes in legislature, updating of policies, new training approaches including intranet based training.
3. Develop, revise and implement policies and procedures that ensure compliance and consistency.
4. Negotiate successor MOU's to promote positive labor relations and sustainable employee benefits.
5. Assist in organizational development through improved employee engagement, training, workforce diversity and professional development programs.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 4/15/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Human Resources Manager	1.0	1.0	1.0	1.0
Human Resources Analyst I/II	1.0	1.0	1.0	1.0
TOTAL	2.0	2.0	2.0	2.0

This budget includes 1 part-time Intern position.

### SIGNIFICANT CHANGES

There are no significant changes budgeted for FY20-21 or FY21-22 that affect the scope or level of service.

### LINE ITEM EXPLANATIONS

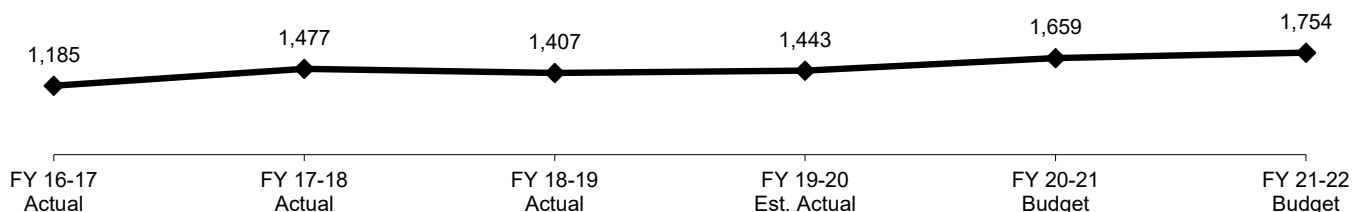
- 6500 Legal Services – Increase budget for FY 20-21 and FY 21-22 to cover increased costs related to employment litigation.
- 6522 Management Consultant – Increase budget for employer relations and labor negotiations that will commence in FY 21-22.
- 6812 Retired Employee Benefits – Retired staff benefits; increase in costs associated with rising premium levels and more retirees in Tier 1.
- 6830 Training & Professional Development – Maintain the same level of budget in FY20-21 & FY 21-22 to focus on succession planning, training and professional development of staff.
- 5400 Labor charges for Intern hours incurred for additional HR support.
- 5430 Capital Outlay – Maintain the same level of budget for ergonomic workstation equipment needs.



**Las Virgenes Municipal Water District  
Finance and Administration  
Human Resources - 701430**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$242,205	\$198,114	\$252,568	\$310,000	\$276,141	\$320,896	\$331,495
6102 Staff Overtime	0	0	0	1,903	0	1,664	1,723
6105 Staff Benefits	60,174	54,884	44,405	103,104	113,718	124,247	133,507
6105.1 OPEB	9,523	20,617	27,362	18,967	18,108	14,162	14,293
6110 Staff Taxes	18,297	15,088	18,822	22,859	17,091	23,737	24,216
Sub-total	\$330,199	\$288,703	\$343,157	\$456,833	\$425,058	\$484,706	\$505,234
6115 Staff Costs Recovered	0	0	0	0	0	0	0
Net Payroll Expenses	\$330,199	\$288,703	\$343,157	\$456,833	\$425,058	\$484,706	\$505,234
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6200 Forms, Supplies & Postage	315	279	370	500	100	500	500
6220 Outside Services	4,230	2,673	5,873	3,100	2,500	3,100	3,100
Sub-total	\$4,545	\$2,952	\$6,243	\$3,600	\$2,600	\$3,600	\$3,600
<b>PROFESSIONAL SERVICES</b>							
6500 Legal Services	6,351	13,834	97,081	15,000	46,000	25,000	25,000
6522 Management Consultant Fees	10,129	120,682	24,725	37,500	8,000	65,000	65,000
Sub-total	\$16,480	\$134,516	\$121,806	\$52,500	\$54,000	\$90,000	\$90,000
<b>HUMAN RESOURCES</b>							
6800 Safety	14,306	17,373	23,147	38,000	18,200	38,000	38,000
6810 Recruitment Expenses	14,428	15,965	16,619	10,000	12,000	10,000	10,000
6812 Retired Employee Benefits	739,055	804,081	849,762	999,708	892,558	954,038	1,028,384
6815 Employee Recognition Function	9,269	8,113	12,096	10,000	8,900	10,000	10,000
6820 Employee Assistance Program	0	0	0	1,000	0	1,000	1,000
6825 Employee Wellness Program	7,996	21,806	10,972	10,000	4,872	10,000	10,000
6830 Training & Prof. Development	17,564	17,277	18,335	45,000	18,480	53,000	53,000
6840 DOT Testing	1,250	1,120	951	1,000	1,100	1,000	1,000
6850 Unemployment Ins. Benefit	0	4,950	1,350	0	0	0	0
6855 Donated Sick Leave	1,003	0	0	0	0	0	0
Sub-total	\$804,871	\$890,685	\$933,232	\$1,114,708	\$956,110	\$1,077,038	\$1,151,384
<b>OTHER G&amp;A EXPENSES</b>							
7105 Dues/Subscriptions/Memberships	1,155	5,425	912	1,000	1,100	1,000	1,000
7110 Travel/Misc. Expenses	26	363	446	500	460	500	500
7145 Claims Paid	3,459	151,749	0	0	0	0	0
Sub-total	\$4,640	\$157,537	\$1,358	\$1,500	\$1,560	\$1,500	\$1,500
<b>OPERATING EXPENSE</b>							
5400 Labor	0	0	0	0	1,000	0	0
5430 Capital Outlay	24,653	2,544	1,177	2,500	2,300	2,500	2,500
Sub-total	\$24,653	\$2,544	\$1,177	\$2,500	\$2,300	\$2,500	\$2,500
<b>TOTAL EXPENSES</b>	<b>\$1,185,388</b>	<b>\$1,476,937</b>	<b>\$1,406,973</b>	<b>\$1,631,641</b>	<b>\$1,442,628</b>	<b>\$1,659,344</b>	<b>\$1,754,218</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED INTERNAL G&A	(\$379,393)	(\$451,634)	(\$381,670)	(\$492,888)	(\$363,567)	(\$566,280)	(\$653,853)
ALLOCATED SUPPORT SERVICES	(\$805,995)	(\$1,025,303)	(\$1,025,303)	(\$1,138,753)	(\$1,079,061)	(\$1,093,064)	(\$1,100,365)

Expense Trend (\$000)



# FINANCE AND ADMINISTRATION

## Finance and Accounting – 701440

### FUNCTION

To maintain financial oversight of all District funds and accounts and to provide accounting, financial, purchasing and warehouse services throughout the District. The Accounting Division is responsible for the processing of accounts payable and payroll, managing cash flow and investments, producing financial reports, performing purchasing and warehousing functions, as well as coordinating the budget process and the annual financial audit.

### OBJECTIVES

1. Continue to provide internal and external financial reporting and receive “Certificate of Achievement for Excellence in Financial Reporting” from Government Finance Officers Association.
2. Continue to submit budget document to receive award from the California Society of Municipal Finance Officers and Government Finance Officers Association.
3. Continue to provide high quality cash management support to all District departments but to also continue technology enhancements that will further improve the payment process for our customers and businesses.

### PERSONNEL

Position Title	2019-20 Authorized Positions	Filled as of 4/15/2020	2020-21 Proposed Positions	2021-22 Proposed Positions
Finance Manager / CPA	1.0	1.0	1.0	1.0
Financial Analyst I/II	1.0	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0	1.0
Accountant	1.0	1.0	1.0	1.0
Sr. Accounting Technician	1.0	-	1.0	1.0
Accounting Technician - Payroll	1.0	1.0	1.0	1.0
Accounting Technician	1.0	1.0	1.0	1.0
Purchasing Supervisor	1.0	1.0	1.0	1.0
Storekeeper	1.0	1.0	1.0	1.0
TOTAL	9.0	8.0	9.0	9.0

### SIGNIFICANT CHANGES

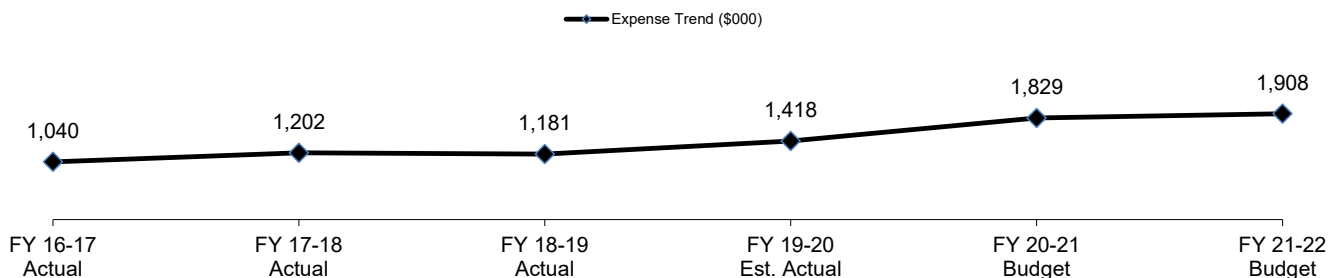
There are no significant changes budgeted for FY20-21 or FY21-22 that affect the scope or level of service.

### LINE ITEM EXPLANATIONS

- 6200 Forms, Supplies & Postage – General accounting, accounts payable and payroll related supplies.
- 6220 Outside Services – Includes armored car service for taking receipts to the bank.
- 6517 Audit Fees – Annual Las Virgenes MWD financial audit expenses.
- 5400 Labor – Support provided by other units for annual inventory and for warehouse receiving.

**Las Virgenes Municipal Water District  
Finance and Administration  
Finance and Accounting - 701440**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>PAYROLL EXPENSES</b>							
6100 Staff Salaries	\$712,152	\$762,759	\$816,618	\$1,010,000	\$841,413	\$1,045,255	\$1,081,828
6102 Staff Overtime	940	3,056	54	11,969	583	13,874	14,359
6105 Staff Benefits	216,014	273,704	180,660	354,313	336,354	459,559	495,248
6105.1 OPEB	40,347	79,376	88,802	88,522	84,514	113,298	114,343
6110 Staff Taxes	64,139	67,351	69,587	75,738	67,100	90,261	92,250
Sub-total	\$1,033,592	\$1,186,246	\$1,155,721	\$1,540,542	\$1,329,964	\$1,722,247	\$1,798,028
6115 Staff Costs Recovered	(3,665)	(3,967)	(925)	(3,828)	(862)	(889)	(909)
Net Payroll Expenses	\$1,029,927	\$1,182,279	\$1,154,796	\$1,536,714	\$1,329,102	\$1,721,358	\$1,797,119
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>							
6200 Forms, Supplies & Postage	955	1,806	1,983	1,200	1,200	5,200	5,200
6220 Outside Services	483	0	0	0	0	0	0
6230 Safety Equip	225	225	0	0	225	225	225
Sub-total	\$1,663	\$2,031	\$1,983	\$1,200	\$1,425	\$5,425	\$5,425
<b>PROFESSIONAL SERVICES</b>							
6517 Audit Fees	0	0	0	32,000	46,000	47,500	48,900
Sub-total	\$0	\$0	\$0	\$32,000	\$46,000	\$47,500	\$48,900
<b>HUMAN RESOURCES</b>							
6830 Training & Prof. Development	4,089	8,547	9,337	11,575	11,575	21,220	21,220
Sub-total	\$4,089	\$8,547	\$9,337	\$11,575	\$11,575	\$21,220	\$21,220
<b>OTHER G&amp;A EXPENSES</b>							
7105 Dues/Subscriptions/Memberships	580	880	1,270	1,400	1,400	3,500	3,500
7110 Travel/Misc. Expenses	247	90	67	200	150	200	200
Sub-total	\$827	\$970	\$1,337	\$1,600	\$1,550	\$3,700	\$3,700
<b>OPERATING EXPENSE</b>							
5400 Labor	7,906	14,994	11,238	13,316	20,031	20,672	21,132
5405.2 Utilities - Telephone	432	176	0	250	250	250	250
Sub-total	\$8,338	\$15,170	\$11,238	\$13,566	\$20,281	\$20,922	\$21,382
<b>INVENTORY EXPENSE</b>							
5536 Inventory Adjustment	(4,967)	(7,452)	2,763	9,000	8,385	9,225	10,145
Sub-total	(\$4,967)	(\$7,452)	\$2,763	\$9,000	\$8,385	\$9,225	\$10,145
<b>TOTAL EXPENSES</b>	<b>\$1,039,877</b>	<b>\$1,201,545</b>	<b>\$1,181,454</b>	<b>\$1,605,655</b>	<b>\$1,418,318</b>	<b>\$1,829,350</b>	<b>\$1,907,891</b>
<b>ALLOCATED EXPENSES</b>							
ALLOCATED INTERNAL G&A	(\$70,288)	(\$53,201)	(\$33,110)	(\$62,593)	(\$25,269)	(\$688,692)	(\$247,093)
ALLOCATED SUPPORT SERVICES	(\$969,589)	(\$1,148,344)	(\$1,148,344)	(\$1,543,062)	(\$1,393,049)	(\$1,140,658)	(\$1,660,798)



# CAPITAL IMPROVEMENT PROJECTS

Each year the District prepares a Five-Year Infrastructure Investment Plan (IIP) as a planning document used to identify the future facility improvements or replacement projects required by the District to maintain and improve the level of service to customers, or to achieve regulatory compliance. Annual funding approval is requested based on funding availability, priority of need and overall justification. Many projects span multiple fiscal years from design through construction and to the acceptance and ultimate use of the facility. The District appropriates funds as needed on an annual basis as detailed in the IIP. If unforeseen delays in work result in an appropriation remaining unspent on a continuing project at the end of the fiscal year, that unspent appropriation will continue to be available for that project until the project is completed or cancelled as specified in the IIP. The projected annual expenditures shown in the following pages represent the total working capital requirements needed to complete the projects as scheduled. The FY20-21 and FY21-22 appropriations amounts represent additional funds needed in each of the upcoming fiscal years.

Each project is funded by one or more Capital Funds. A description of each of the Capital Funds is:

- Potable Water Construction Fund – Provides for increases in capacity/size/capability of component facilities or new systems required to support new development, new demands, or new customers of the potable water system. Primary source of revenue for this Fund is the component of the Water Capacity Fees for new development related to potable water.
- Potable Water Replacement Fund – Provides for the orderly replacement, upgrade, and repair of existing facilities serving present customers of the potable water system. Sources of revenue for this Fund are Potable Water Rates and the Potable Water Standby Charge.
- Recycled Water Conservation Fund – Similar to the Potable Water Construction Fund in nature and use. Provides for construction of new facilities or services to support new users, as well as conservation programs, such as low flow toilet rebates. Source of revenue for this Fund is a component of the Water Capacity Fee for the Water Conservation Fund.
- Recycled Water Replacement Fund – This fund is similar to the Potable Water Replacement Fund. It provides for the repair, upgrade, and replacement of component facilities in the existing recycled water system. Source of revenue for this Fund is Recycled Water Rates.
- Sanitation Construction Fund – Similar to other construction funds, it provides for construction projects related to the Sanitation System to support new demands or requirements. Source of revenue for this Fund is the Sewer Capacity Fee.
- Sanitation Replacement Fund – Similar to other replacement funds, it provides for projects to repair, upgrade and replace component facilities in the Sanitation System. Source of revenue for this Fund is Sewer Rates.

Many of the projects identified in the Recycled Water Funds and Sanitation Funds have shared funding responsibility of the District and Triunfo Water and Sanitation District consistent with the Joint Powers Authority Agreement. Allocation of costs between the two agencies for Joint Powers Authority construction or replacement costs is typically governed by the JPA agreement and is based on capacity rights, flow amounts and other defined criteria.

Each project is assigned a priority in order to develop a vocabulary of time and need sensitivity of projects relative to each other. The higher priority projects reflect projects that typically are driven by external needs, events, or regulation, rather than district needs. It is not the intent to fund only Priority 1 or Priority 2 projects and defer the Priority 3 projects. Rather the intent is to achieve a blend of projects in all Priorities consistent with fund availability.

## Priority 1 – Essential Projects

- Required by law, regulation or court mandate to be accomplished immediately.
- Disaster recovery work needed to restore service.
- Emergency repairs to maintain/restore service reliability, or to resolve or correct a hazardous situation.

#### Priority 2 – Necessary Projects

- High need for scheduled repair, replacement or upgrade to maintain or improve service reliability.
- Safety improvement to protect life or property.
- Improvement to protect facilities, equipment and structures.
- Cost related efficiency improvements.
- Conservation of resources.
- Water quality improvement – no regulatory requirement.
- Matching funding available (like grants).
- Current demand related improvements.

#### Priority 3 – Desirable or Deferrable Projects

- Routine improvements or repairs to systems.
- No direct cost benefit.
- Cosmetic improvements.
- Future demand related improvements.

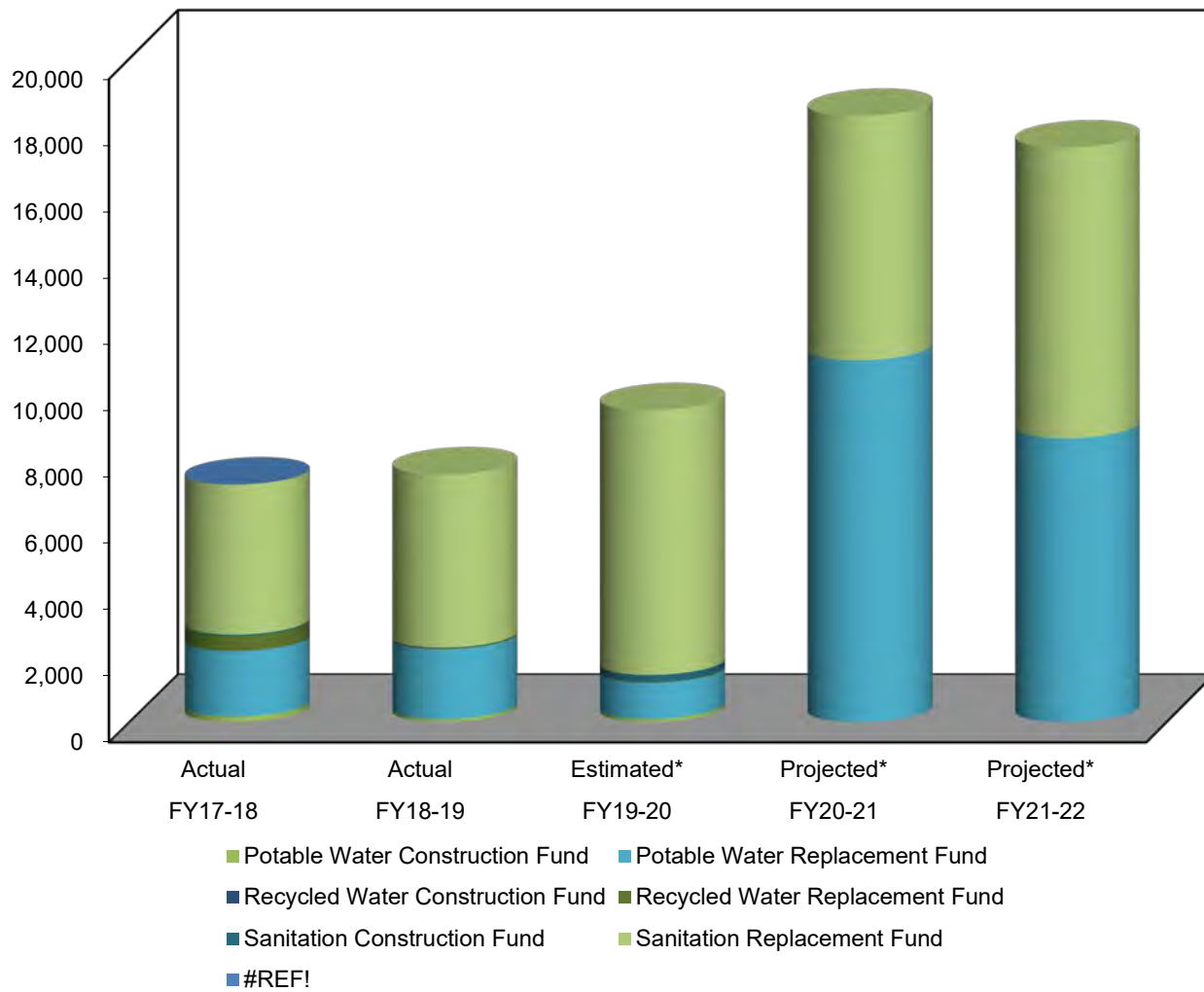
Over the last several years the District has made a significant financial commitment in the maintenance and replacement of its existing infrastructure. This focus is a result in the shift of capital planning from construction of facilities to meet new service demands, to the maintenance of infrastructure that serves existing customers. In addition, the nutrient reduction plans consistent with the current adopted NPDES Permit required significant, high-cost projects in recent years. Successful completion of the projects is accomplished by the coordination of project managers (engineers or operation managers) and outside contractors.

Replacing aging/ailing equipment and facilities, especially when there have been advances in technology and design, can reduce or defer annual maintenance and repair expenses. Efficiencies in operations may be realized by the completion of these projects, even when the direct benefit is not quantified.

The District has actively pursued funding for capital projects from various Federal, State and County government agencies. Currently the Los Angeles County Flood Control District has secured State of California Proposition 84 funding for the LVMWD-CMWD Interconnection project up to the amount of \$1,975,517. No other grant funds are currently approved for the proposed capital improvements. The District has also plans to apply to the State of California Clean Water State Revolving Loan fund to borrow an anticipated \$7.8 million to defer the costs of the AMR/AMI Implementation project.

**Las Virgenes Municipal Water District  
Capital Improvement Projects  
Annual Expenditures  
(Dollars in Thousands)**

	FY17-18 Actual	FY18-19 Actual	FY19-20 Estimated*	FY20-21 Projected*	FY21-22 Projected*
<b>Potable Water Construction Fund</b>	158	86	93	-	-
<b>Potable Water Replacement Fund</b>	2,013	2,137	1,107	10,919	8,573
<b>Recycled Water Construction Fund</b>	2	0	-	-	-
<b>Recycled Water Replacement Fund</b>	455	35	24	-	-
<b>Sanitation Construction Fund</b>	40	16	214	-	-
<b>Sanitation Replacement Fund</b>	4,513	5,208	7,975	7,347	8,740
<b>Total LVMWD Funds</b>	<b>7,181</b>	<b>7,482</b>	<b>9,414</b>	<b>18,266</b>	<b>17,313</b>



\*Estimated and Projected expenditures represent working capital requirements for each fiscal year.

**CIP Projects FY 2020-21 and FY 2021-22**

**Potable Water**

**Twin Lakes Pump Station Pipeline Project-10430**

Project Description: Construct a new 4,145 foot 14" steel pipeline from the 30" pipeline at Valley Circle and Andora Street along Valley Circle to Germain Street. Plans and specifications were completed but the route alignment changed due to the discovery of a hazardous material zone in the previously recommended alignment. Plans and specifications will be developed for the new route and CEQA determination will be required based on the final alignment.	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>		
	652,715.06	1,611,458.00	958,742.94		
<b>Potable Water-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	151,257.06	1,110,000.00	1,110,000.00	-	
<b>TWSD Share Amount (29.4%)</b>		-	-	-	
<b>Project Totals</b>	151,257.06	1,110,000.00	1,110,000.00	-	2,872,715.06

**SCADA System Communication Upgrades (LV Only)-10521**

Project Description: Migration of the existing communication system from a serial radio network to an Ethernet based radio network. Provide redundant data paths for uninterrupted communication. Eliminate need to rely on telephone company equipment	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>		
	141,496.00	1,387,232.00	1,245,826.00		
<b>Potable Water-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	(403,826.00)	842,000.00	-	-	
<b>TWSD Share Amount (29.4%)</b>		-	-	-	
<b>Project Totals</b>	(403,826.00)	842,000.00	0.00	-	983,496.00

**Interconnection With CMWD-10556**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Migration of the existing communication system form a serial readio network to an Ethernet based radio network. Provide redundant data paths for uninterrupted communication. Eliminate need to rely on telephone company equipment	908,816.00	5,206,566.00	4,297,750.00

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
Potable Water-100 %					
LV Share Amount (70.6%)	297,250.00	4,595,000.00	1,500,000.00	-	
TWSD Share Amount (29.4%)		-	-	-	
Project Totals	297,250.00	4,595,000.00	1,500,000.00	-	7,003,816.00
Project Offset	(2,000,000.00)	(2,000,000.00)			
				Net Project	5,003,816.00

**Tank Renovation: Equestrian Tank-10651**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Repairs of converse columns in Equestrian Tank	-	-	-

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
Potable Water-100 %					
LV Share Amount (70.6%)	170,475.00	170,475.00	-	-	
TWSD Share Amount (29.4%)		-	-	-	
Project Totals	170,475.00	170,475.00	-	-	170,475.00



**Cornell Pump Station Upgrades-10655**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>		
Project Description:					
Upgrades to the Cornell Pump Station in anticipation of the long MWD shutdown scheduled for 2023. An additional amount of \$100,000 is added for construction management and inspection allocated in Design.	348,726.00	348,726.00	-		
<b>Potable Water-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
LV Share Amount (70.6%)	-	-	500,000.00	3,496,000.00	
TWSD Share Amount (29.4%)	-	-	-	-	
<b>Project Totals</b>	-	-	500,000.00	3,496,000.00	4,344,726.00

**AMR Implementation-10660**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>		
Project Description:					
Install Automated Meter Reading/Advanced Metering Infrastructure (AMR/AMI) for 2-inch and smaller meters including reclaimed system meters.	91,659.00	585,000.00	493,341.00		
<b>Potable Water-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
LV Share Amount (70.6%)	2,520,659.00	3,014,000.00	5,328,000.00	2,699,754.21	
TWSD Share Amount (29.4%)	-	-	-	-	
<b>Project Totals</b>	2,520,659.00	3,014,000.00	5,328,000.00	2,699,754.21	11,133,413.21
<b>Project Offset</b>	(3,014,000.00)	(3,014,000.00)	(5,328,000.00)	(2,699,754.00)	
			Net Project	91,659.21	

**AMR Debt Service-202003**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
Project Description:					
Anticipated outside financing program.	-	-	-		
<b>Potable Water-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
LV Share Amount (70.6%)	-	-	1,100,000.00	1,100,000.00	
TWSD Share Amount (29.4%)	-	-	-	-	
<b>Project Totals</b>	-	-	1,100,000.00	1,100,000.00	2,200,000.00

**ERP System-10663**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
Project Description:					
Replacement of the Enterprise Resources Planning Program (ERP). This project will select and implement a new ERP program.	267,384.00	1,500,000.00	1,232,616.00		
<b>Potable Water-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
LV Share Amount (70.6%)	(829,616.00)	403,000.00	-	-	
TWSD Share Amount (29.4%)	-	-	-	-	
<b>Project Totals</b>	(829,616.00)	403,000.00	-	-	670,384.00

**Saddle Peak Tank Rehabilitation-10671**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Rehabilitation including interior and exterior coating, valve and appurtence upgrades and replacements, restoration of deterioriated asphalt, and work to ensure up-to-date compliance for safety and water quality equipment	57,782.00	1,028,880.00	971,098.00

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	337,096.00	1,308,194.00	-	-	
TWSD Share Amount (29.4%)		-	-	-	
<b>Project Totals</b>	<b>337,096.00</b>	<b>1,308,194.00</b>	<b>-</b>	<b>-</b>	<b>1,365,976.00</b>

**Stationary Emergency Generator- PW Pump Station-10672**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Stationary Emergency Generators at Jed Smith PS, Cold Canyon PS, Twin Lakes PS, and Seminole PS. An additional amount of \$100,000 is added for construction management and inspection allocated in Design.	365,995.00	387,868.00	21,873.00

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	3,308,127.00	3,330,000.00	-	-	
TWSD Share Amount (29.4%)		-	-	-	
<b>Project Totals</b>	<b>3,308,127.00</b>	<b>3,330,000.00</b>	<b>-</b>	<b>-</b>	<b>3,695,995.00</b>
<b>Project Offset</b>	<b>(3,330,000.00)</b>	<b>(3,330,000.00)</b>			
			Net Project	365,995.00	

**Pressure Reducing Station #45 (Kimberly) Rehabilitation-10674**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Install new supply piping, pressure reducing valves (Cla-Val) and isolation valves with corrosion control coatings applied	65,355.00	287,514.00	222,159.00

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	222,159.00	180,000.00	-	
TWSD Share Amount (29.4%)	-	-	-	-	
<b>Project Totals</b>	-	222,159.00	180,000.00	-	467,514.00

**Pressure Reducing Station #32 (Old Chimney) Rehabilitation-10675**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Install new supply piping , pressure reducing valves (Cla-Val) and isolation valves with corrosion control coatings applied.	67,639.00	345,337.00	277,698.00

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	277,698.00	180,000.00	-	
TWSD Share Amount (29.4%)	-	-	-	-	
<b>Project Totals</b>	-	277,698.00	180,000.00	-	525,337.00

**New Fire Panel for Building #8- 10679**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Replace existing fire panel and all attached devices.	-	110,000.00	110,000.00

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	(21,000.00)	89,000.00	-	-	
TWSD Share Amount (29.4%)		-	-	-	
<b>Project Totals</b>	<b>(21,000.00)</b>	<b>89,000.00</b>	<b>-</b>	<b>-</b>	<b>89,000.00</b>

**Boardroom Audio/Visual Upgrade-10683**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Upgrade the boardroom audio/visual system	11,938.00	60,000.00	48,062.00

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	48,062.00	-	-	
TWSD Share Amount (29.4%)		-	-	-	
<b>Project Totals</b>	<b>-</b>	<b>48,062.00</b>	<b>-</b>	<b>-</b>	<b>60,000.00</b>

**Upper Oaks Pump Station Electrical Upgrade-10684**

**Project Description:**

The Upper Oaks Pump Station capacity was increased to meet high demands in the subsystem. However, the increased capacity limits the number of pumps that can be operated due to the increased electrical draw. This project will analyze and increase the electrical service to the pump station.

Prior Year Expenditures	Prior Year Appropriations	Carryforward
-	10,000.00	10,000.00

**Potable Water-100 %**

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	10,000.00	122,000.00	-	
TWSD Share Amount (29.4%)	-	-	-	-	
<b>Project Totals</b>	-	10,000.00	122,000.00	-	132,000.00

**Deerlake Tank Construction-10685**

**Project Description:**

Subproject of 10678-Deerlake Tank

Prior Year Expenditures	Prior Year Appropriations	Carryforward
369,508.00	369,508.00	-

**Potable Water-100 %**

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	171,000.00	171,000.00	1,000,867.00	-	
TWSD Share Amount (29.4%)	-	-	-	-	
<b>Project Totals</b>	171,000.00	171,000.00	1,000,867.00	-	1,541,375.00

**Twin Lakes P/S Improvement- 10686**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>		
Project Description: Subproject of 10678-Deerlake Tank	287,684.00	287,684.00	-		
<b>Potable Water-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	LV Share Amount (70.6%)	350,000.00	350,000.00	359,620.00	-
	TWSD Share Amount (29.4%)		-	-	-
	<b>Project Totals</b>	350,000.00	350,000.00	359,620.00	-
					997,304.00

**Westlake Filter Plant-Woolsey Fire-10690**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>		
Project Description: Repair fire damage to building arcade, roof repair, electrical/mechanical repair, rebuild chemical pump and irrigation system. Landscaping on Westlake Filter Plant and Torchwood Tank.	85,120.00	2,016,925.00	1,931,805.00		
<b>Potable Water-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	LV Share Amount (70.6%)	1,910,598.75	3,842,403.75	-	-
	TWSD Share Amount (29.4%)		-	-	-
	<b>Project Totals</b>	1,910,598.75	3,842,403.75	-	-
	<b>Project Offset</b>	(3,842,404.00)	(3,842,404.00)		
				Net Project	85,119.75

**Woolsey Fire-Repair LV Facilities-10691**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Repair damaged HQ irrigation, irrigation adjacent to Dog Park, clean debris basin, and repair guardrails.	122,105.00	908,493.00	786,388.00

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	(443,188.00)	343,200.00	-	-	
TWSD Share Amount (29.4%)		-	-	-	
<b>Project Totals</b>	(443,188.00)	343,200.00	-	-	465,305.00
<b>Project Offset</b>	(343,200.00)	(343,200.00)			
			Net Project	122,105.00	

**Building No. 8 Office Space Rehabilitation-10694**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Replace carpet, paint, and other interior features are showing wear and have reached their useful life. Fiscal Year (FY) 2019-20 activity will focus on the Board Room, while FY 2020-21 work will focus on Building 8 staff and	-	426,100.00	426,100.00

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	131,900.00	558,000.00	-	-	
TWSD Share Amount (29.4%)		-	-	-	
<b>Project Totals</b>	131,900.00	558,000.00	-	-	558,000.00



**Troutdale Pipeline - Woolsey Fire- 10700**

**Project Description:**

Water main break/failure due to LA County bridge collapse. Permanent repair requires 215 feet of steel pipe across bridge.

Prior Year Expenditures	Prior Year Appropriations	Carryforward
	330,000.00	330,000.00

**Potable Water-100 %**

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	324,000.00	654,000.00	-	-	
TWSD Share Amount (29.4%)		-	-	-	
<b>Project Totals</b>	324,000.00	654,000.00	-	-	654,000.00
<b>Project Offset</b>	(654,000.00)	(654,000.00)			
			Net Project	-	

**Electronic Document Management System-10701**

**Project Description:**

Water main break/failure due to LA County bridge collapse. Permanent repair requires 215 feet of steel pipe across bridge.

Prior Year Expenditures	Prior Year Appropriations	Carryforward
-	100,000.00	100,000.00

**Potable Water-100 %**

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	100,000.00	-	-	
TWSD Share Amount (29.4%)		-	-	-	
<b>Project Totals</b>	-	100,000.00	-	-	100,000.00

**Pressure Regulating Station Rehabilitation #55 -10705**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Install new piping and isolation valves with corrosion control coatings applied.	100,000.00	180,000.00	80,000.00

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	80,000.00	20,000.00	237,600.00	
TWSD Share Amount (29.4%)	-	-	-	-	
<b>Project Totals</b>	-	80,000.00	20,000.00	237,600.00	437,600.00

**Mobility Review-10706**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Identify mobility requirements to support secure remote access to District's applications	-	-	-

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	50,000.00	50,000.00	50,000.00	-	
TWSD Share Amount (29.4%)	-	-	-	-	
<b>Project Totals</b>	50,000.00	50,000.00	50,000.00	-	100,000.00

**Business Intelligence Tools-10710**

Project Description:  
 Implement management dashboards to display performance indicators

**Prior Year Expenditures      Prior Year Appropriations      Carryforward**

-    -    -

**Potable Water-100 %**

	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
LV Share Amount (70.6%)	5,000.00	5,000.00	125,400.00	-	
TWSD Share Amount (29.4%)		-	-	-	
<b>Project Totals</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>125,400.00</b>	<b>-</b>	<b>130,400.00</b>

**Vehicle Replacement Program-10713**

Project Description:  
 Annual fleet vehicle replacements.

**Prior Year Expenditures      Prior Year Appropriations      Carryforward**

-    -    -

**Potable Water-100 %**

	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
LV Share Amount (70.6%)	50,000.00	50,000.00	50,000.00	200,000.00	
TWSD Share Amount (29.4%)		-	-	-	
<b>Project Totals</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>200,000.00</b>	<b>300,000.00</b>

**IT Capital Purchases-10714**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
Project Description: Purchase of Information Technology related software and equipment.	-	-	-

<b>Potable Water-100 %</b>	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	LV Share Amount (70.6%)	75,000.00	75,000.00	75,000.00	75,000.00
	TWSD Share Amount (29.4%)	-	-	-	-
	<b>Project Totals</b>	75,000.00	75,000.00	75,000.00	225,000.00

**JBR Pump Station 2 Rehabilitation-10715**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
Project Description: Replace horizontal split case at JBR Pump Station	-	-	-

<b>Potable Water-100 %</b>	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	LV Share Amount (70.6%)	39,600.00	-	-	-
	TWSD Share Amount (29.4%)	-	-	-	-
	<b>Project Totals</b>	39,600.00	-	-	39,600.00

**Potable Water System Rehabilitation- 10716**

**Project Description:**

Programatic identification and replacement of portions of the potable water system. The goals of this program is to repair and replace portions of the system to prevent system failures.

<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
--------------------------------	----------------------------------	---------------------

-	-	-
---	---	---

**Potable Water-100 %**

	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	100,000.00	100,000.00	100,000.00	264,000.00	
<b>TWSD Share Amount (29.4%)</b>		-	-	-	
<b>Project Totals</b>	100,000.00	100,000.00	100,000.00	264,000.00	464,000.00

**PW System Small Valve Replacement-10717**

**Project Description:**

Replacement of potable water system feeder valves. The activity for FY 20-21 is for valve replacement in the Calabasas portion of the potable water system. Activity in fiscal years 2022-2030 are typically 16" and larger.

<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
--------------------------------	----------------------------------	---------------------

-	-	-
---	---	---

**Potable Water-100 %**

	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	100,000.00	100,000.00	100,000.00	264,000.00	
<b>TWSD Share Amount (29.4%)</b>		-	-	-	
<b>Project Totals</b>	100,000.00	100,000.00	100,000.00	264,000.00	464,000.00

### Cla-Val Repair Truck-201850

Project Description:	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Specialized piece of equipment for reparir of Cla-Val valves.	-	-	-

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	-	-	200,000.00	
TWSD Share Amount (29.4%)		-	-	-	
Project Totals	-	-	-	200,000.00	200,000.00

### Three Inch (3")& Larger Meter Replacement-10718

Project Description:	Prior Year Expenditures	Prior Year Appropriations	Carryforward
The scope of work is to replace all 3''-10'' meters in preparation for automated meter reading infrastructure integration. Their are approximately 40 three inch (3") meters; 26 four inch (4") meters; 22 six inch (6") meters; four (4) eight inch (8") meters; and two (2) ten inch (10") meters that will be replaced as part of this program.	-	-	-

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	75,000.00	75,000.00	75,000.00	-	
TWSD Share Amount (29.4%)		-	-	-	
Project Totals	75,000.00	75,000.00	75,000.00	-	150,000.00

**Meter Vault Upgrades-10719**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
Project Description:					
Meter vault upgrades. Raising meters above grade and upgrading area safety.	-	-	-		
<b>Potable Water-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	LV Share Amount (70.6%)	66,000.00	66,000.00	66,000.00	-
	TWSD Share Amount (29.4%)		-	-	-
	<b>Project Totals</b>	<b>66,000.00</b>	<b>66,000.00</b>	<b>66,000.00</b>	<b>-</b>
					<b>132,000.00</b>

**Multi Site Security Assessment and Improvement- LV Only- 10723**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
Project Description:					
Security assessment of various District sites and facilities. This will include access control and security camera installations and improvements.	78,000.00	78,000.00	-		
<b>Potable Water-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	LV Share Amount (70.6%)	74,250.00	74,250.00	74,250.00	-
	TWSD Share Amount (29.4%)		-	-	-
	<b>Project Totals</b>	<b>74,250.00</b>	<b>74,250.00</b>	<b>74,250.00</b>	<b>-</b>
					<b>226,500.00</b>

**Building No.7 Air Conditioner Repair-10722**

Project Description:

Remove and dispose of old condensing unit and replace with new air handler and air cooled condensing unit.

Prior Year Expenditures      Prior Year Appropriations      Carryforward

-      -      -

Potable Water-100 %

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	175,100.00	175,100.00	-	-	
TWSD Share Amount (29.4%)		-	-	-	
<b>Project Totals</b>	<b>175,100.00</b>	<b>175,100.00</b>	<b>-</b>	<b>-</b>	<b>175,100.00</b>

**Water Tank Rehab- Upper Oaks and Dardenne-201867**

Project Description:

Rehabilitation of Upper Oaks and Dardenne Tanks

Prior Year Expenditures      Prior Year Appropriations      Carryforward

-      -      -

Potable Water-100 %

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	-	250,000.00	1,132,285.00	
TWSD Share Amount (29.4%)		-	-	-	
<b>Project Totals</b>	<b>-</b>	<b>-</b>	<b>250,000.00</b>	<b>1,132,285.00</b>	<b>1,382,285.00</b>



**Roadside Bridge Waterline Relocation-10709**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Reimbursable cost to City of Agoura Hills for waterline relocation.	-	136,000.00	136,000.00

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	136,000.00	-	-	
TWSD Share Amount (29.4%)	-	-	-	-	
<b>Project Totals</b>	-	136,000.00	-	-	136,000.00

**Wildlife Corridor Utility Relocation- 10725**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Relocation of District's 30-inch potable water pipeline (700 linear feet).	-	-	-

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	50,000.00	50,000.00	264,000.00	-	
TWSD Share Amount (29.4%)	-	-	-	-	
<b>Project Totals</b>	50,000.00	50,000.00	264,000.00	-	364,000.00
<b>Project Offset</b>	(50,000.00)	(50,000.00)	(264,000.00)		
			Net Project	50,000.00	

**Surge Tanks- 10726**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
Project Description: Replace the surge protection vessel at Warner Pump Station that has run past its useful life.	-	-	-

<b>Potable Water-100 %</b>	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	LV Share Amount (70.6%)	105,600.00	105,600.00	-	-
	TWSD Share Amount (29.4%)	-	-	-	-
	<b>Project Totals</b>	105,600.00	105,600.00	-	105,600.00

**Stunt Road Pump Station Improvements-10727**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
Project Description: Rehabilitate/replace existing pump cans that have deteriorated due to corrosion.	-	-	-

<b>Potable Water-100 %</b>	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	LV Share Amount (70.6%)	324,000.00	324,000.00	-	-
	TWSD Share Amount (29.4%)	-	-	-	-
	<b>Project Totals</b>	324,000.00	324,000.00	-	324,000.00

**Potable Water System Pipe Rehabilitation and Replacement Program-10728**

**Project Description:**

FY 20/21: Condition assessment , study and master plan to identify replacement priorities.FY 21/22 - FY 29/30: Design and construction phases based on study (phased over 10-years).

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
	-	-	-		
<b>Potable Water-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	300,000.00	300,000.00	-	32,616,000.00	
<b>TWSD Share Amount (29.4%)</b>		-	-	-	
<b>Project Totals</b>	300,000.00	300,000.00	-	32,616,000.00	32,916,000.00

**Mobile Generators- 10729**

**Project Description:**

Two (2) 100 kW mobile generators with paralleling capability. Paralleling capability will allow for connection to District's pump stations.

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
	-	-	-		
<b>Potable Water-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	150,000.00	150,000.00	-	-	
<b>TWSD Share Amount (29.4%)</b>		-	-	-	
<b>Project Totals</b>	150,000.00	150,000.00	-	-	150,000.00

**Mobile Crane Replacement-10730**

**Project Description:**

This program is for the replacement of a 15-ton mobile crane that is beyond useful life.

<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
------------------------------------	--------------------------------------	---------------------

-	-	-
---	---	---

**Potable Water-100 %**

	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	200,000.00	200,000.00	-	-	
<b>TWSD Share Amount (29.4%)</b>		-	-	-	
<b>Project Totals</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>-</b>	<b>-</b>	<b>200,000.00</b>

**Westlake Treatment Plant and Pump Station Access Road Paving and Drainage-10731**

**Project Description:**

Rehabilitate asphalt road at Westlake. useful life.

<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
------------------------------------	--------------------------------------	---------------------

-	-	-
---	---	---

**Potable Water-100 %**

	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	50,000.00	50,000.00	-	417,000.00	
<b>TWSD Share Amount (29.4%)</b>		-	-	-	
<b>Project Totals</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>-</b>	<b>417,000.00</b>	<b>467,000.00</b>

**Latigo and Seminole Pax Mixers for Tanks-10732**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Mixers will improve water quality stored in tanks.	-	-	-

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	144,000.00	144,000.00	-	-	
TWSD Share Amount (29.4%)		-	-	-	
<b>Project Totals</b>	<b>144,000.00</b>	<b>144,000.00</b>	<b>-</b>	<b>-</b>	<b>144,000.00</b>

**CIS Mobile Capability-10733**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Provide funding for tablets/laptops with vehicle mounts for CIS Mobile usage.	-	-	-

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	16,500.00	16,500.00	16,500.00	-	
TWSD Share Amount (29.4%)		-	-	-	
<b>Project Totals</b>	<b>16,500.00</b>	<b>16,500.00</b>	<b>16,500.00</b>	<b>-</b>	<b>33,000.00</b>

**JBR Pump Station Valve Replacements-10734**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
Project Description: Replace six (6) malfunctioning main line valves.	-	-	-

<b>Potable Water-100 %</b>	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	LV Share Amount (70.6%)	-	-	154,200.00	-
	TWSD Share Amount (29.4%)	-	-	-	-
	<b>Project Totals</b>	-	-	154,200.00	-
					154,200.00

**Agoura Pump Station Onsite Generator-201894**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
Project Description: Improve water supply reliability during electric utility shutdowns.	-	-	-

<b>Potable Water-100 %</b>	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	LV Share Amount (70.6%)	-	-	-	277,000.00
	TWSD Share Amount (29.4%)	-	-	-	-
	<b>Project Totals</b>	-	-	-	277,000.00
					277,000.00

**Conduit Pressure Regulating (PR) Station Rehabilitation-201896**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: The Conduit PR station needs rehabilitation to extend its useful life.	-	-	-

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	-	303,400.00	-	
TWSD Share Amount (29.4%)	-	-	-	-	
<b>Project Totals</b>	-	-	303,400.00	-	303,400.00

**Pressure Regulating Station Valve Replacement (Multiple Stations)-201897**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Project to replace isolation valves that are no longer functioning properly.	-	-	-

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	39,600.00	39,600.00	-	5,772,000.00	
TWSD Share Amount (29.4%)	-	-	-	-	
<b>Project Totals</b>	39,600.00	39,600.00	-	5,772,000.00	5,811,600.00

**"Iwater" Program- 10735**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Data collection program for valve maintenance, flushing, cathodic protection and protective structure inspections.	-	-	-

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	32,000.00	32,000.00	-	-	
TWSD Share Amount (29.4%)		-	-	-	
<b>Project Totals</b>	32,000.00	32,000.00	-	-	32,000.00

**Three Springs VFD Pump Station Project-201899**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Improve power efficiency at the Three Springs pump station.	-	-	-

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	-	223,000.00	-	
TWSD Share Amount (29.4%)		-	-	-	
<b>Project Totals</b>	-	-	223,000.00	-	223,000.00



**Emergency Pipeline Construction Repair and Replacements-10736**

**Project Description:**

This project consists of responding to emergency repair and replacement of existing pipelines repair on ancillary paving and concrete caused for pipeline leaks and failures

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
	-	-	-		
<b>Potable Water-100 %</b>				<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>
				396,000.00	396,000.00
				<b>LV Share Amount (70.6%)</b>	396,000.00
				<b>TWSD Share Amount (29.4%)</b>	-
				<b>Project Totals</b>	396,000.00
					<b>FY 21-22 Appropriations</b>
					396,000.00
					<b>Future Year Appropriations</b>
					3,168,000.00
					<b>Project Total</b>
					3,960,000.00

**Electrtic Vehicle Charging Stations-10740**

**Project Description:**

Install bank of electric vehicle charging stations at District Headquarters. Cost to develop facilities will be offset by grants and through electric vehicle charging fees.

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
	-	-	-		
<b>Potable Water-100 %</b>				<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>
				72,600.00	72,600.00
				<b>LV Share Amount (70.6%)</b>	72,600.00
				<b>TWSD Share Amount (29.4%)</b>	-
				<b>Project Totals</b>	72,600.00
					<b>FY 21-22 Appropriations</b>
					-
					<b>Future Year Appropriations</b>
					-
					<b>Project Total</b>
					72,600.00

**Construction Services Truck Replacement-10744**

**Project Description:**

Replacement vehicle #833 (Construction Services Truck - 1999 Chevrolet C7500 Diesel). Vehicle #833 is no longer compliant with current emissions requirements.

<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
--------------------------------	----------------------------------	---------------------

-	-	-
---	---	---

**Potable Water-100 %**

	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	175,000.00	175,000.00	-	-	
<b>TWSD Share Amount (29.4%)</b>		-	-	-	
<b>Project Totals</b>	175,000.00	175,000.00	-	-	175,000.00

**Raw Water Reservoir Cover (Westlake)-10746**

**Project Description:**

Assess feasibility of design and construction of approximately 3,500 square foot roof over the raw water tank at the Westlake Filter plant. There is currently no roof covering the tank. The goal is to create a reduction in Total Trihalomethane (TTHM) formation in the drinking water coming from the Plant when it's on-line. This occurs when the sunlight hits the raw water and reacts with the chlorine that's added to de-activate pathogens. The cover will shield the raw water from the sunlight so that less chlorine is used, thus reducing the TTHM levels.

<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
--------------------------------	----------------------------------	---------------------

-	-	-
---	---	---

**Potable Water-100 %**

	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	79,000.00	79,000.00	-	150,000.00	
<b>TWSD Share Amount (29.4%)</b>		-	-	-	
<b>Project Totals</b>	79,000.00	79,000.00	-	150,000.00	229,000.00

**Dump Truck Replacement-201935**

**Project Description:**

Replace District's dump truck to meet new emission requirements. The dump truck is a 2001 model year with 50,249 miles.

**Prior Year Expenditures      Prior Year Appropriations      Carryforward**

-                                      -                                      -

**Potable Water-100 %**

	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
LV Share Amount (70.6%)	-	-	110,000.00	-	
TWSD Share Amount (29.4%)	-	-	-	-	
<b>Project Totals</b>	-	-	110,000.00	-	110,000.00

**Westlake Filter Plant PLC Upgrade- 99991**

**Project Description:**

Upgrade the aging programmable logic controller (PLC) system at the Westlake Filter Plant with updated technology that matches the newly upgraded backbone SCADA system.

**Prior Year Expenditures      Prior Year Appropriations      Carryforward**

-                                      -                                      -

**Potable Water-100 %**

	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
LV Share Amount (70.6%)	-	-	188,760.00	-	
TWSD Share Amount (29.4%)	-	-	-	-	
<b>Project Totals</b>	-	-	188,760.00	-	188,760.00

**Water Systems PLC Upgrade Phase 2- 99998**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Upgrade half of the potable water system programmable logic controllers (PLC's) to replace old PLC's that are no longer supported.	-	-	-

Potable Water-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	-	143,000.00	-	
TWSD Share Amount (29.4%)	-	-	-	-	
Project Totals	-	-	143,000.00	-	143,000.00

**Potable Water Summary**

	Carryforward	FY 20-21 Project Offsets	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Project Offsets	FY 21-22 Appropriations
LV Share Amount (70.6%)	13,719,548.94	(13,233,604.00)	10,918,982.81	11,404,837.75	(264,000.00)	8,836,997.00
TWSD Share Amount (29.4%)				-		-

**Sanitation**

**SCADA System Communications Upgrade-10520**

**Project Description:**

Migration of the existing communication system from a serial radio network to an Ethernet based radio network. Provide redundant data paths for uninterrupted communication. Eliminate need to rely on telephone company equipment.

<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
32,447.00	93,100.00	60,653.00

**Sanitation-100 %**

	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	-	42,821.02	-	527,942.56	
<b>TWSD Share Amount (29.4%)</b>		17,831.98	-	219,851.44	
<b>Project Totals</b>	-	60,653.00	-	747,794.00	901,547.00

**Tapia Programmable Logic Controller Upgrades-10567**

**Project Description:**

This project replaces programmable logic controllers (PLC's) with newer PLCs and provides necessary equipment upgrades (fiber optics, network switches and programming) to complete the installation. This is a program project which addresses Tapia in the first two years and centrate treatment in the third year. Design will occur in the first year for all facilities.

<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
136,665.00	1,311,560.00	1,174,895.00

**Sanitation-100 %**

	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	839,038.64	1,668,514.51	-	-	
<b>TWSD Share Amount (29.4%)</b>	349,401.36	694,820.49	-	-	
<b>Project Totals</b>	1,188,440.00	2,363,335.00	-	-	2,500,000.00

**Summer Season TMDL Compliance-10619**

**Project Description:**

In February 2017 the SWRCB adopted the Implementation Plan for the 2013 TMDL. The plan provides for compliance with summer time limits within five years. The options for compliance include a "side stream" treatment plant, the use of potable water and nutrient trading in the watershed. This CIP funds the selection, preliminary studies, outreach, CEQA analysis, preliminary design and final design for summer time compliance. Project 10611 (Duct Bank Infrastructure Upgrade) was added to this program for the FY19-20 planning period. Construction of a 1 MGD "side stream" treatment facility at Tapia to treat potable water for stream flow augmentation. Project is currently in 80% final design.

Prior Year Expenditures	Prior Year Appropriations	Carryforward
318,175.00	1,449,985.00	1,131,810.00

**Sanitation-100 %**

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	1,050,097.34	1,849,155.20	-	-	
TWSD Share Amount (29.4%)	437,292.66	770,044.80	-	-	
<b>Project Totals</b>	<b>1,487,390.00</b>	<b>2,619,200.00</b>	<b>-</b>	<b>-</b>	<b>2,937,375.00</b>

**Pure Water Project-10635**

**Project Description:**

This project funds preliminary studies, outreach, CEQA analysis, preliminary design and final design. The 2018 project cost estimate (\$121M) was updated using an annual inflationary factor of 3%.

Prior Year Expenditures	Prior Year Appropriations	Carryforward
648,654.00	3,456,482.00	2,807,828.00

**Sanitation-100 %**

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	2,959,673.43	4,942,000.00	5,824,156.88	-	
TWSD Share Amount (29.4%)	1,232,498.57	2,058,000.00	2,425,357.12	-	
<b>Project Totals</b>	<b>4,192,172.00</b>	<b>7,000,000.00</b>	<b>8,249,514.00</b>	<b>146,243,486.00</b>	<b>162,141,654.00</b>
<b>Project Offset</b>			(1,424,537.15) Net Project	160,717,116.85	

**A/B Bus Electrical Modification-10661**

**Project Description:**

Study the feasibility of reconfiguring the Tapia electrical switch gear and then hire electrical team to make the modifications. Construction cost estimates will be developed following the completion of the feasibility study.

Prior Year Expenditures	Prior Year Appropriations	Carryforward
-	100,000.00	100,000.00

**Sanitation-100 %**

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)		70,600.00	-	-	
TWSD Share Amount (29.4%)		29,400.00	-	-	
<b>Project Totals</b>	-	100,000.00	-	-	100,000.00

**Rancho Las Virgenes Storm Water Diversion-10668**

**Project Description:**

Replacement of two storm water diversion structures at the Rancho Las Virgenes Composting Facility. Structures have lifted and need to be addressed. The drainage from the V-ditch goes to a discharge point in Las Virgenes Creek. There is a concern that sludge and/or reclaimed water entering into the V-ditch could enter the creek via the drainage from the V-ditch. An Open/Close valve should be installed at the drainage area so that operators control the contents of the V-ditch. A sump pump system with discharge piping should also be included so that the contents can be pumped either to the field or offsite.

Prior Year Expenditures	Prior Year Appropriations	Carryforward
3,746.00	41,767.00	38,021.00

**Sanitation-100 %**

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	74,154.71	100,997.54	83,025.60	-	
TWSD Share Amount (29.4%)	30,880.29	42,058.46	34,574.40	-	
<b>Project Totals</b>	105,035.00	143,056.00	117,600.00	-	264,402.00

**Develop Seating Area at Tapia-10669**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Develop tour seating area and climate appropriate landscaping at Tapia adjacent to the control building.	14,035.00	25,000.00	10,965.00

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	7,741.29	-	-	
TWSD Share Amount (29.4%)	-	3,223.71	-	-	
<b>Project Totals</b>	-	10,965.00	-	-	25,000.00

**Centrate 24" Valve Replacement-10670**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Replace two (2) buried 24-inch Miliken valves at the centrate facility.	-	264,000.00	264,000.00

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	17,650.00	204,034.00	-	-	
TWSD Share Amount (29.4%)	7,350.00	84,966.00	-	-	
<b>Project Totals</b>	25,000.00	289,000.00	-	-	289,000.00



**Rancho Las Virgenes Digester Cleaning and Repair-10680**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Rehabilitation and repair of Digester No. 2 at Rancho Compost Facility.	2,235,428.00	2,235,428.00	-

Sanitation-100 %		FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
	LV Share Amount (70.6%)	438,468.36	438,468.36	-	-	
	TWSD Share Amount (29.4%)	182,591.64	182,591.64	-	-	
	<b>Project Totals</b>	<b>621,060.00</b>	<b>621,060.00</b>	<b>-</b>	<b>-</b>	<b>2,856,488.00</b>

**Rancho Fire Repair- Woolsey Fire-10689**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Repair compost and cure building, fire damaged windows and roofing, mechanical equipment, irrigation system, electrical, architectural facade, biofilter and other damaged items.	682,985.00	1,989,455.00	1,306,470.00

Sanitation-100 %		FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
	LV Share Amount (70.6%)	125,385.60	1,047,753.42	-	-	
	TWSD Share Amount (29.4%)	52,214.40	436,316.58	-	-	
	<b>Project Totals</b>	<b>177,600.00</b>	<b>1,484,070.00</b>	<b>-</b>	<b>-</b>	<b>2,167,055.00</b>
	<b>Project Offset</b>		-	-		
				Net Project	2,167,055.00	

**JPA Facility Repairs-Woolsey Fire-10692**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Repair JPA owned fire damaged facilities, property and equipment. Damage include irrigation systems at Rancho Compost Facility and Reservoir 2. Budget for design under CIP# 10691.	3,864.00	878,612.00	874,748.00

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	617,572.09	-	-	
TWSD Share Amount (29.4%)	-	257,175.91	-	-	
<b>Project Totals</b>	-	874,748.00	-	-	878,612.00
<b>Project Offset</b>		-	-		
			Net Project	878,612.00	

**Tapia Effluent Pump Station-10702**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Remove or abandon in place existing 4160 volt feeders currently suspended from the top slab of the Effluent Pump Station wet well, underneath the existing MCCs. Perform electrical design and replace the overhead 4160 volt feeders. Ensure coordination with 480 volt switch gear improvements.	-	100,000.00	100,000.00

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	70,600.00	279,576.00	-	
TWSD Share Amount (29.4%)	-	29,400.00	116,424.00	-	
<b>Project Totals</b>	-	100,000.00	396,000.00	-	496,000.00

**Tapia Tertiary Filter Rehab-10703**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Tertiary Filters concrete rehabilitation. Approximately 25 locations that require a 1 square foot patching with rebar repair. Replace 45 metal plates (2' X 4') on the filter deck and fix concrete around the plates with proper joint sealer. Also include the repair of an electrical panel in the Filter gallery. Replace existing electric actuators at filter structure with new electric actuators. Program plant control system to function with both remote PLC control of actuators and local actuator control. Upgrade local controls to replace old filter annunciator panels which are currently located on the top	-	60,000.00	60,000.00

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	-	-	55,915.20	
TWSD Share Amount (29.4%)	-	-	-	23,284.80	
<b>Project Totals</b>	-	-	-	79,200.00	79,200.00

**Rancho Reliability Improvements-10711**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Replace or rehabilitate facilities and equipment at the Rancho facility based on failure, beyond useful life, or obsolescence. Specific projects are identified for each fiscal year.	-	-	-

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	93,192.00	93,192.00	93,192.00	-	
TWSD Share Amount (29.4%)	38,808.00	38,808.00	38,808.00	-	
<b>Project Totals</b>	132,000.00	132,000.00	132,000.00	1,056,000.00	1,320,000.00

**Tapia Water Reclamation Facility Improvements-10712**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
Project Description:					
Replace or rehabilitate facilities and equipment at the Tapia Water Reclamation facility based on failure, end of useful life, or obsolescence. Specific projects are identified for each fiscal year.	-	-	-		
<b>Sanitation-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	93,192.00	93,192.00	93,192.00	-	
<b>TWSD Share Amount (29.4%)</b>	38,808.00	38,808.00	38,808.00	-	
<b>Project Totals</b>	132,000.00	132,000.00	132,000.00	1,056,000.00	1,320,000.00

**Tapia Influent Pump Replacement-201854**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
Project Description:					
Replacement of two (2) influent pumps with dry pit submersible pumps. Dry pit submersible pumps will improve staff's ability to maintain and improve staff safety when performing maintenance. This project was identified in the 2017 Carollo study.	-	-	-		
<b>Sanitation-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	-	-	279,576.00	-	
<b>TWSD Share Amount (29.4%)</b>	-	-	116,424.00	-	
<b>Project Totals</b>	-	-	396,000.00	924,000.00	1,320,000.00

**Lift Station No.1 Pump Replacement-201855**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
Project Description: Replacement of (3) pumps	-	-	-		
<b>Sanitation-100 %</b>	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
LV Share Amount (70.6%)	-	-	279,576.00	-	
TWSD Share Amount (29.4%)	-	-	116,424.00	-	
<b>Project Totals</b>	-	-	396,000.00	-	396,000.00

**Lift Station No.2 Pump Replacement-201856**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
Project Description: Replacement of (3) pumps	-	-	-		
<b>Sanitation-100 %</b>	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
LV Share Amount (70.6%)	-	-	279,576.00	-	
TWSD Share Amount (29.4%)	-	-	116,424.00	-	
<b>Project Totals</b>	-	-	396,000.00	-	396,000.00

**Tapia Hypochlorite Tank Replacement-10720**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
Project Description:					
Replace the three fiberglass sodium hypochlorite tanks at Tapia. They are over 20 years old and beyond their expected life span. Leaks have been frequently developing and repairs are costly and difficult.	-	-	-		
<b>Sanitation-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	LV Share Amount (70.6%)	136,399.20	136,399.20	-	-
	TWSD Share Amount (29.4%)	56,800.80	56,800.80	-	-
	<b>Project Totals</b>	<b>193,200.00</b>	<b>193,200.00</b>	<b>-</b>	<b>-</b>

**Tapia Secondary Clarifier Rehab-201858**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
Project Description:					
Repair the secondary clarifiers. The current launders are leaking and need to have the wall seal repaired. Replacement on the inlet diffusers and skimming tubes is also necessary as they are corroded and leaking. Re-caulking the expansion joints and structural repairs to catwalks are needed as they are separating from the wall.	-	-	-		
<b>Sanitation-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	LV Share Amount (70.6%)	-	-	198,386.00	-
	TWSD Share Amount (29.4%)	-	-	82,614.00	-
	<b>Project Totals</b>	<b>-</b>	<b>-</b>	<b>281,000.00</b>	<b>281,000.00</b>

**Tapia Effluent Meter Replacement-10721**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>	
--	------------------------------------	--------------------------------------	---------------------	--

Project Description:  
 With the summertime compliance project being constructed next year, the 001 out fall meter will be removed. Additionally, the Tapia groundwater meter has aged out and the 003 meter needs to be replaced. These meters are regulatory required. This project replaces the 001, 003 and the Tapia groundwater effluent meters.

<b>Sanitation-100 %</b>		<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	<b>LV Share Amount (70.6%)</b>	23,298.00	23,298.00	-	-	
	<b>TWSD Share Amount (29.4%)</b>	9,702.00	9,702.00	-	-	
	<b>Project Totals</b>	33,000.00	33,000.00	-	-	33,000.00

**Tapia Sludge Wet Well Re-Circulation-201860**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>	
--	------------------------------------	--------------------------------------	---------------------	--

Project Description:  
 The re-circulation (mixing) piping at the Tapia sludge wet wells is corroded and develops leaks. This project replaces this piping.

<b>Sanitation-100 %</b>		<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	<b>LV Share Amount (70.6%)</b>	-	-	44,336.80	-	
	<b>TWSD Share Amount (29.4%)</b>	-	-	18,463.20	-	
	<b>Project Totals</b>	-	-	62,800.00	-	62,800.00

**Tapia Air Line Repair-201861**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
--	--------------------------------	----------------------------------	---------------------

Project Description:  
 The air line which conveys compressed air to the treatment process has leaks which not only allow air to escape, but also allow contaminants to enter into the pipeline and potentially the air diffusers. A large portion of this line was repaired, however a section of the pipeline was not addressed. This section needs to be addressed to stop leakage and protect the diffuser membranes.

<b>Sanitation-100 %</b>	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	-	-	35,300.00	-	
<b>TWSD Share Amount (29.4%)</b>	-	-	14,700.00	-	
<b>Project Totals</b>	-	-	50,000.00	-	50,000.00

**Rancho Valving In Street Replacement- 201862**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
--	--------------------------------	----------------------------------	---------------------

Project Description:  
 Replace the broken or damaged R.E.W. and Potable Water valving throughout the facility.

<b>Sanitation-100 %</b>	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	-	-	178,971.00	-	
<b>TWSD Share Amount (29.4%)</b>	-	-	74,529.00	-	
<b>Project Totals</b>	-	-	253,500.00	-	253,500.00



**Multi Site Security Assessment and Improvement- JPA-10724**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
Project Description: Security Assessment of various District sites and facilities. This will include access controls and security camera installations and improvements.	26,000.00	26,000.00	-

<b>Sanitation-100 %</b>	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	<b>LV Share Amount (70.6%)</b>	22,870.16	22,870.16	22,610.71	-
	<b>TWSD Share Amount (29.4%)</b>	9,523.84	9,523.84	9,415.79	-
	<b>Project Totals</b>	32,394.00	32,394.00	32,026.50	-

**Tapia Gantry Crane-201875**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
Project Description: Design, build and construct gantry crane for future maintenance of aeration basin diffusers.	-	-	-

<b>Sanitation-100 %</b>	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	<b>LV Share Amount (70.6%)</b>	-	-	81,613.36	-
	<b>TWSD Share Amount (29.4%)</b>	-	-	33,986.40	-
	<b>Project Totals</b>	-	-	115,599.76	-

**Tapia Flow Equalization-10737**

		<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>		
Project Description:		-	-	-		
This project consists of the development of a preliminary design report to evaluate the storage and conveyance of Tapia primary effluent to help store and equalize the diurnal peak flows that Tapia sees between dry and wet weather events. This maximizes effluent available for the AWT and also improves and provides consistent water quality for the feed water to the						
<b>Sanitation-100 %</b>		<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	<b>LV Share Amount (70.6%)</b>	70,600.00	70,600.00	176,500.00	4,878,460.00	
	<b>TWSD Share Amount (29.4%)</b>	29,400.00	29,400.00	73,500.00	2,031,540.00	
	<b>Project Totals</b>	100,000.00	100,000.00	250,000.00	6,910,000.00	7,260,000.00

**Tapia HVAC Replacement-10738**

		<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>		
Project Description:		-	-	-		
Replace existing 40-year old HVAC at Tapia.						
<b>Sanitation-100 %</b>		<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	<b>LV Share Amount (70.6%)</b>	214,624.00	214,624.00	-	-	
	<b>TWSD Share Amount (29.4%)</b>	89,376.00	89,376.00	-	-	
	<b>Project Totals</b>	304,000.00	304,000.00	-	-	304,000.00

**Rancho Generator Study and Purchase-10739**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
Project Description:					
Commission study/design of backup generator requirements followed by purchase and installation of recommended equipment	-	-	-		
<b>Sanitation-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	214,624.00	214,624.00	194,390.04	-	
<b>TWSD Share Amount (29.4%)</b>	89,376.00	89,376.00	80,949.96	-	
<b>Project Totals</b>	<b>304,000.00</b>	<b>304,000.00</b>	<b>275,340.00</b>	<b>-</b>	<b>579,340.00</b>

**Concrete Corrosion/Crack Repair-Tapia-10741**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
Project Description:					
Repair failing concrete at the Tapia Water Reclamation Facility	-	-	-		
<b>Sanitation-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	46,596.00	46,596.00	46,596.00	-	
<b>TWSD Share Amount (29.4%)</b>	19,404.00	19,404.00	19,404.00	-	
<b>Project Totals</b>	<b>66,000.00</b>	<b>66,000.00</b>	<b>66,000.00</b>	<b>66,000.00</b>	<b>198,000.00</b>

**Lift Station Improvements- 10742**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
Project Description:					
Repair and rehabilitate aging lift stations.	-	-	-		
<b>Sanitation-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	105,900.00	105,900.00	783,660.00	-	
<b>TWSD Share Amount (29.4%)</b>	44,100.00	44,100.00	326,340.00	-	
<b>Project Totals</b>	150,000.00	150,000.00	1,110,000.00	1,110,000.00	2,370,000.00

**Fire Hardening- JPA Facilities-10743**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
Project Description:					
Fire hardening strategy for JPA facilities includes preventative measures and protection systems for both internal and external sources of fire. Potential facility improvements include: 1) Employing advanced detectors and utilizing a plant fire safety systems; and 2) evaluation and, if feasible, installation of a perimeter fire defense system. Fire Hardening also includes creating larger defensible space around critical structures and providing wider access roads and preventative improvements to facilities.	-	-	-		
<b>Sanitation-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	186,384.00	186,384.00	186,384.00	-	
<b>TWSD Share Amount (29.4%)</b>	77,616.00	77,616.00	77,616.00	-	
<b>Project Totals</b>	264,000.00	264,000.00	264,000.00	2,112,000.00	2,640,000.00

**Discharge Point Rehab-10745**

<p>Project Description:            Evaluate and repair failed 003 Discharge point pipeline (into Malibu Creek).            Contract for inspection, an engineering study and a design report to            determine the most cost effective means to repair failed 24" potable water            pipeline from the Tapia Water Reclamation Facility to Malibu Creek. The            pipeline will be used to supply potable supplement to the Malibu Creek            during low flow periods. Approximately one (1) mile of pipeline needs to be            and preventative improvements to facilities.</p>	<b>Prior Year</b>	<b>Prior Year</b>				
	<b>Expenditures</b>	<b>Appropriations</b>	<b>Carryforward</b>			
	-	-	-			
<b>Sanitation-100 %</b>	<b>FY 20-21</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>Future Year</b>		
	<b>Appropriations</b>	<b>Budget</b>	<b>Appropriations</b>	<b>Appropriations</b>	<b>Project Total</b>	
	<b>LV Share Amount (70.6%)</b>	543,125.80	543,125.80	-	-	
	<b>TWSD Share Amount (29.4%)</b>	226,174.20	226,174.20	-	-	
	<b>Project Totals</b>	769,300.00	769,300.00	-	-	769,300.00

**Grit Chamber Mixing System Replacement-60030**

<p>Project Description:            Replace grit chamber mixing system with a more efficient mixing system.</p>	<b>Prior Year</b>	<b>Prior Year</b>				
	<b>Expenditures</b>	<b>Appropriations</b>	<b>Carryforward</b>			
	-	-	-			
<b>Sanitation-100 %</b>	<b>FY 20-21</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>Future Year</b>		
	<b>Appropriations</b>	<b>Budget</b>	<b>Appropriations</b>	<b>Appropriations</b>	<b>Project Total</b>	
	<b>LV Share Amount (70.6%)</b>	-	-	-	93,898.00	
	<b>TWSD Share Amount (29.4%)</b>	-	-	-	39,102.00	
	<b>Project Totals</b>	-	-	-	133,000.00	133,000.00

**New RAS Wet Well and Pumps-10747**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
Project Description:					
Replace RAS wet well and pumps to increase pumping capacity and reliability.	-	-	-		
<b>Sanitation-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	84,720.00	84,720.00	-	790,720.00	
<b>TWSD Share Amount (29.4%)</b>	35,280.00	35,280.00	-	329,280.00	
<b>Project Totals</b>	120,000.00	120,000.00	-	1,120,000.00	1,240,000.00

**Centrate Tank Inspection and Rehabilitation Assesment-10748**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
Project Description:					
Tank inspections and recommendations for rehabilitation.	-	-	-		
<b>Sanitation-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
<b>LV Share Amount (70.6%)</b>	7,060.00	7,060.00	-	-	
<b>TWSD Share Amount (29.4%)</b>	2,940.00	2,940.00	-	-	
<b>Project Totals</b>	10,000.00	10,000.00	-	-	10,000.00

**Trunk Sewer System Improvements-99983**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Replace or rehabilitate trunk sewer system components based on CCTV, condition assessment & SSMP, end of useful life, or obsolescence. Specific projects are identified for each fiscal year (see project 201877 for FY 20-21 related activity).	-	-	-

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	-	783,660.00	-	
TWSD Share Amount (29.4%)	-	-	326,340.00	-	
<b>Project Totals</b>	-	-	1,110,000.00	-	1,110,000.00

**Sanitation Summary**

	7,869,300.00		FY 20-21 Project Offsets	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Project Offsets	FY 21-22 Appropriations
Carryforward							
LV Share Amount (70.6%)	5,555,725.80	-	-	7,347,053.25	12,902,842.59	(1,005,723.23)	9,745,892.39
TWSD Share Amount (29.4%)	2,313,574.20	-	-	3,059,537.75	5,373,138.41	(418,813.92)	4,058,487.87
	7,869,300.00	-	-	10,406,591.00	18,275,981.00	(1,424,537.15)	13,804,380.26

**Recycled Water**

**Canyon Oaks Park RW Main Extension-10629**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
Project Description: Extension to serve the City of Westlake Village's Oak Canyon Park and eliminate a long private service line to Yerba Buena School. Funding from Prop 84 IRWM 2015.	7,451.00	399,780.00	392,329.00

<b>Recycled-100 %</b>	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	LV Share Amount (70.6%)	-	276,984.27	-	-
	TWSD Share Amount (29.4%)	-	115,344.73	-	-
	<b>Project Totals</b>	-	392,329.00	-	399,780.00
	<b>Project Offset</b>		(106,090.00)	Net Project	293,690.00

**Cordillera Tank Rehab-10665**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
Project Description: Rehabilitation of Cordillera Tank including interior and exterior coating, valve and appurtenance upgrades and replacements, restoration of deteriorated asphalt, and work to ensure up-to-date compliance for safety and water quality equipment.	39,879.00	1,201,267.00	1,161,388.00

<b>Recycled-100 %</b>	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	LV Share Amount (70.6%)	-	819,939.93	-	-
	TWSD Share Amount (29.4%)	-	341,448.07	-	-
	<b>Project Totals</b>	-	1,161,388.00	-	1,201,267.00

**Recycled Water Summary**

	<b>Carryforward</b>	<b>FY 20-21 Project Offsets</b>	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Project Offsets</b>	<b>FY 21-22 Appropriations</b>
	LV Share Amount (70.6%)	1,096,924.20	(74,899.54)	-	1,022,024.66	-
	TWSD Share Amount (29.4%)	456,792.80	(31,190.46)	-	425,602.34	-
		1,553,717.00	(106,090.00)	-	1,447,627.00	-



**Potable Water Summary**

	Carryforward	FY 20-21 Project Offsets	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Project Offsets	FY 21-22 Appropriations
<b>LV Share Amount (70.6%)</b>	13,719,548.94	(13,233,604.00)	10,918,982.81	11,404,837.75	(264,000.00)	8,836,997.00
<b>TWSD Share Amount (29.4%)</b>			-	-		

**Recycled Water Summary**

	Carryforward	FY 20-21 Project Offsets	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Project Offsets	FY 21-22 Appropriations
<b>LV Share Amount (70.6%)</b>	1,096,924.20	(74,899.54)	-	1,022,024.66	-	-
<b>TWSD Share Amount (29.4%)</b>	456,792.80	(31,190.46)	-	425,602.34	-	-
	1,553,717.00	(106,090.00)	-	1,447,627.00	-	

**Santitation Summary**

	Carryforward	FY 20-21 Project Offsets	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Project Offsets	FY 21-22 Appropriations
<b>LV Share Amount (70.6%)</b>	5,555,725.80	-	7,347,053.25	12,902,842.59	(1,005,723.23)	9,745,892.39
<b>TWSD Share Amount (29.4%)</b>	2,313,574.20	-	3,059,537.75	5,373,138.41	(418,813.92)	4,058,487.87
	7,869,300.00	-	10,406,591.00	18,275,981.00	(1,424,537.15)	13,804,380.26

**Grand Total**

	Carryforward	FY 20-21 Project Offsets	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Project Offsets	FY 21-22 Appropriations
<b>LV Share Amount (70.6%)</b>	20,372,198.94	(13,308,503.54)	18,266,036.06	25,329,705.00	(1,269,723.23)	18,582,889.39
<b>TWSD Share Amount (29.4%)</b>	2,770,367.00	(31,190.46)	3,059,537.75	5,798,740.75	(418,813.92)	4,058,487.87
	23,142,565.94	(13,339,694.00)	21,325,573.81	31,128,445.75	(1,688,537.15)	22,641,377.26

THIS PAGE INTENTIONALLY LEFT BLANK



# Las Virgenes – Triunfo Joint Powers Authority

FY 2020-21  
and  
FY 2021-22  
Budget

**Las Virgenes – Triunfo  
Joint Powers Authority**

Fiscal Year 2020-21  
And  
Fiscal Year 2021-22

**Triunfo Water & Sanitation District**

James Wall - Vice Chair  
Raymond Tjulander  
Jane Nye  
Janna Orkney  
Leon Shapiro

Mark Norris – General Manager

**Las Virgenes Municipal Water District**

Jay Lewitt - Chair  
Leonard Polan  
Charles Caspary  
Lynda Lo-Hill  
Lee Renger

David Pedersen – General Manager

Administering Agency:  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, CA 91302-1994  
818.251.2100  
[www.lvmwd.com](http://www.lvmwd.com)



**DATE:** June 1, 2020

**TO:** Las Virgenes-Triunfo Joint Powers Authority (JPA) Board of Directors

On June 1, 2020, the Board adopted the Fiscal Year 2020-21 JPA Budget and approved the Fiscal Years 2020-22 JPA Budget Plan. The proposed Fiscal Year 2020-21 Operating Budget of \$17,807,859 represents a net increase of 1.29% over the adopted Fiscal Year 2019-20 Budget, and the proposed Fiscal Year 2021-22 Budget of \$17,884,300 represents an increase of 0.43% over the proposed Fiscal Year 2020-21 Budget. Labor costs represent the largest component of the increase to the operating budgets. New capital appropriations of \$10,406,591 in Fiscal Year 2020-21 and \$12,379,843 in Fiscal Year 2021-22 will provide resources necessary for the Pure Water Project Las Virgenes-Triunfo, as well as necessary facility maintenance to ensure continued delivery of high-quality service. The increases in capital expenditures defray some of the increases from labor and other general and administrative (G&A) costs that would have otherwise been allocated to the operating budget.

During Fiscal Years 2020-22, the JPA will move forward with efforts to maximize its use of recycled water, reduce discharges to Malibu Creek, achieve long-term compliance with environmental regulations and renew aging infrastructure. The proposed budget addresses these and other key JPA priorities to ensure the continued delivery of high-quality services to its customers. The following key issues and initiatives are among those addressed in the budget:

Pure Water Project Las Virgenes-Triunfo: On August 1, 2016, the JPA Board selected Scenario No. 4, indirect potable reuse using Las Virgenes Reservoir, as the preferred alternative to maximize the JPA's beneficial use of recycled water and effectively eliminate discharges to Malibu Creek. Subsequently, the effort was renamed the Pure Water Project Las Virgenes-Triunfo. The project development process will continue through the two-year budget period.

During Fiscal Year 2020-21, the JPA will begin operations of the Pure Water Demonstration Project. This interactive facility will provide visitors with a close-up view of the treatment processes to purify recycled water to meet drinking water standards and will provide an opportunity to taste the new source of high-quality water. Additionally, staff anticipates that the JPA will engage a firm to provide owner's advisor/program management services to the JPA for the Pure Water Project Las Virgenes-Triunfo.

Investments in the Future: The Fiscal Year 2020-22 Budget Plan also includes investments in a number of important projects to ensure the reliability of the JPA's services to its customers in the future. Following are examples of those projects:

- Completion of repairs for damages caused by the Woolsey Fire;
- Summer season TMDL compliance;
- SCADA system communication upgrades; and
- Tapia programmable logic controller upgrades.

In summary, the JPA is well-positioned for the challenges in the years ahead. The JPA will address upcoming permit requirements by reducing discharges to Malibu Creek, while creating a locally-sourced, treated and used water source. The budget provides for the solution to move forward with minimal changes to the operating budget, ensuring sufficient resources are dedicated to continue delivering high-quality, reliable services to the JPA's customers for many years to come.

## **ACKNOWLEDGEMENTS**

This budget document represents the hard work and dedication of many employees who thoughtfully and carefully considered the resources needed to achieve the quality of services expected by customers, while remaining stewards of the JPA's funds.

Very Truly Yours,

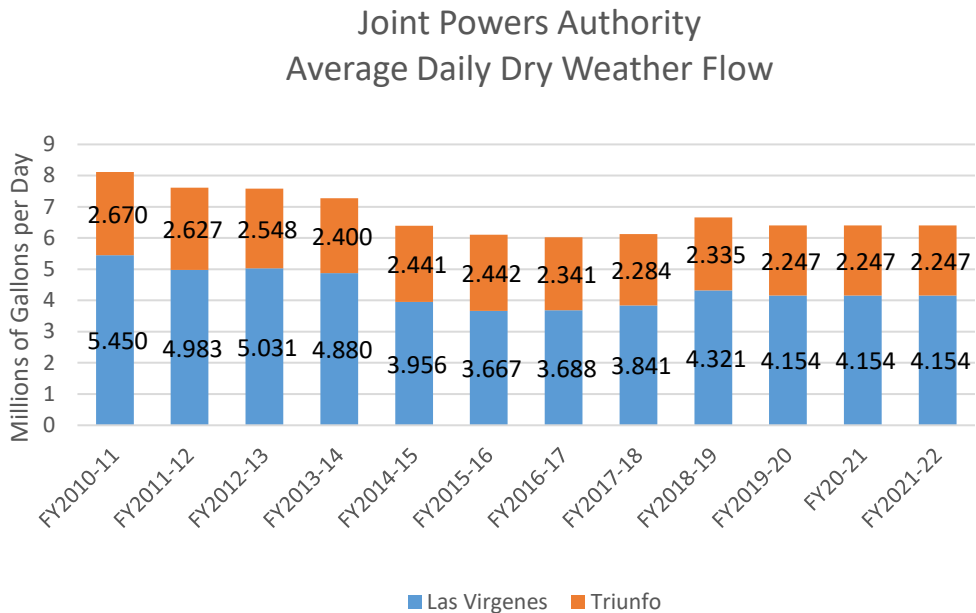
A handwritten signature in black ink, appearing to read "David W. Pedersen". The signature is fluid and cursive, with a long horizontal stroke at the end.

David W. Pedersen, P.E.  
Administering Agent/General Manager

## BUDGET OVERVIEW

The following pages present an overview of the Fiscal Year 2020-22 Joint Powers Authority Budget created within the terms of the Joint Powers Authority agreement.

The following graph shows the participant's sewage flows since FY 2010-11. The reduction in flows reflects low growth policies of cities within the watershed, diversion of some sewage to the City of Los Angeles, water allocations to customers within the respective sewer service areas of the Joint Powers Authority partners, and conservation efforts due to the on-going statewide drought for the last several years. The budgeted flows in FY 2020-22 assume no increase as the impacts of the drought are expected to level off.

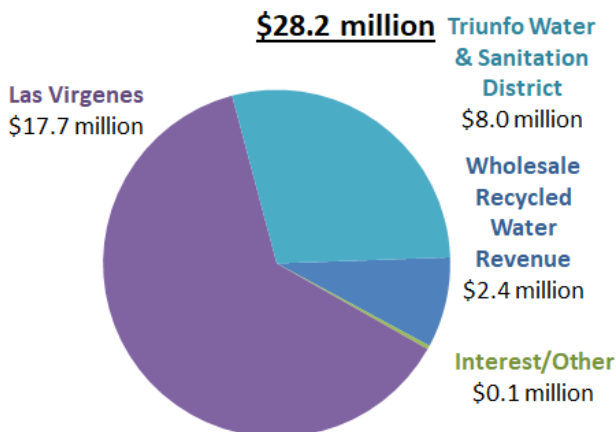


### Source of Joint Powers Authority Funds

The Joint Powers Authority (JPA) receives revenue from sales of recycled water, compost sales and from interest revenue, but the JPA partners contribute most of the funds for the JPA, as shown below.

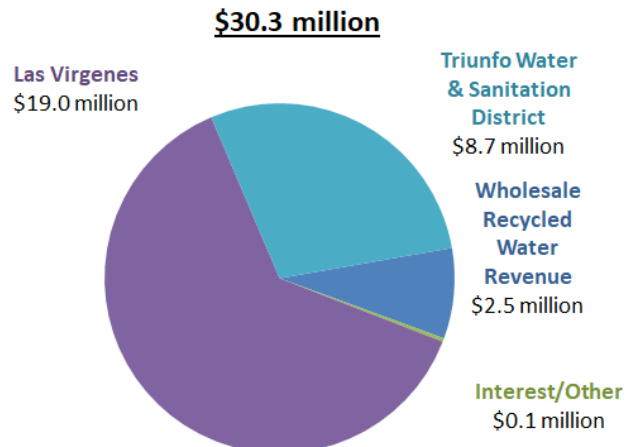
**JOINT POWERS AUTHORITY  
FY 2020-21 SOURCES OF FUNDS**

**\$28.2 million**



**JOINT POWERS AUTHORITY  
FY 2021-22 SOURCES OF FUNDS**

**\$30.3 million**



The operating expenses of the JPA are allocated to the participants in four ways, depending upon the type of expenses. The basis of allocation is:

- Participants' reserve capacity rights in the trunk sewer (FY 2020-21 and FY 2021-22: LVMWD 39.4%; TWSD 60.6%),
- Participants' reserve capacity rights in the treatment plant and recycled water system (FY 2020-21 and FY 2021-22: LVMWD 70.6%; TWSD 29.4%),
- Participants' flow into the treatment plant (varies monthly – FY 2020-21: projected to be LVMWD 63.1%; TWSD 36.9%, and FY 2021-22: projected to be LVMWD 63.1%; TWSD 36.9%), or
- Equal shares by participants for audit and meter station expense.

Because allocation of expense varies by type of expense, the overall percentage allocated to each participant changes from year to year. The total anticipated contribution from partners in FY 2020-21 is estimated to be \$0.6 million more than budgeted in FY 2019-20 for operations contribution and \$0.7 million more in capital projects contribution. For FY 2021-22, operations contribution is estimated to be \$0.1 million less than budgeted in FY2020-21 and \$1.9 million more in capital projects contribution.

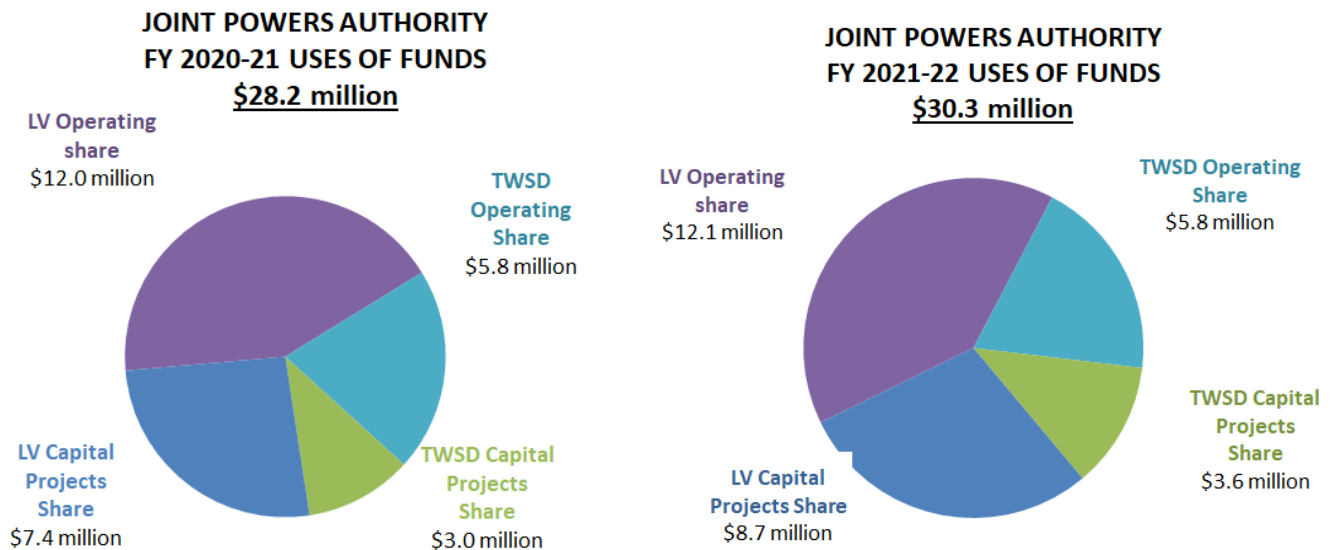
LAS VIRGENES - TRIUNFO JOINT POWERS AUTHORITY  
WORKING CAPITAL ANALYSIS - SOURCES OF FUNDS

	FY2017-18 ACTUAL	FY2018-19 ACTUAL	FY2019-20 BUDGET	FY2019-20 EST. ACTUAL	FY2020-21 BUDGET	FY2021-22 BUDGET
<b>Operating Revenue</b>						
Recycled Water Revenue						
Las Virgenes Municipal Water District	1,603,106	1,503,857	1,838,299	1,882,618	1,838,192	1,954,050
Triunfo Water & Sanitation District	678,150	564,870	849,097	579,991	540,397	573,984
Total Recycled Water Revenue	<u>2,281,256</u>	<u>2,068,727</u>	<u>2,687,396</u>	<u>2,462,609</u>	<u>2,378,589</u>	<u>2,528,034</u>
MWD Incentive - Local Projects	-	-	-	-	-	-
Other	64,477	46,547	80,000	65,000	80,000	80,000
Total Operating Revenue	<u>2,345,733</u>	<u>2,115,274</u>	<u>2,767,396</u>	<u>2,527,609</u>	<u>2,458,589</u>	<u>2,608,034</u>
<b>Interest &amp; Other Revenue</b>	<u>69,273</u>	<u>164,219</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
<b>Participant's Contribution</b>						
Las Virgenes Municipal Water District						
Operations	8,954,214	9,251,780	9,918,452	9,571,594	10,323,097	10,235,773
Capital Projects	4,305,115	5,809,903	6,818,691	5,009,664	7,347,053	8,740,169
Total Las Virgenes Triunfo	<u>13,259,329</u>	<u>15,061,683</u>	<u>16,737,143</u>	<u>14,581,258</u>	<u>17,670,150</u>	<u>18,975,942</u>
Water & Sanitation District						
Operations	4,309,989	4,458,738	4,874,758	4,552,173	5,006,173	5,020,493
Capital Projects	1,792,781	2,419,422	2,839,512	2,086,177	3,059,538	3,639,674
Total Triunfo	<u>6,102,770</u>	<u>6,878,160</u>	<u>7,714,270</u>	<u>6,638,350</u>	<u>8,065,711</u>	<u>8,660,167</u>
<b>Total Sources of Funds</b>	<u>21,777,105</u>	<u>24,219,336</u>	<u>27,238,809</u>	<u>23,767,217</u>	<u>28,214,450</u>	<u>30,264,143</u>



## Use of Joint Powers Authority Funds

For operations and capital improvement projects, the use of funds in the proposed budget is \$28.2 million for FY 2020-21, and \$30.3 million for FY 2021-22, as shown below.



The proposed operating expenses for FY 2020-21 are approximately \$247 thousand or 1.41% higher than the adopted budget for FY 2019-20. The main drivers for the increased operating expenses are projected increases of allocated labor and support costs offset by decreases in electricity costs. Capital projects have increased by \$0.7 million for FY 2020-21. For FY 2021-22 operating expenses are \$76 thousand more than budgeted in FY2020-21 primarily due to increased allocated labor and support costs offset by decreases in electricity costs.

The proposed capital improvement project (CIP) budget for FY 2020-21 is approximately \$0.7 million higher than the budget for FY2019-20. This variance is detailed in the capital improvement projects detailed listing and varies from year-to-year based on the approved CIP and the timing of project completion. For FY 2021-22, capital improvement projects budget is approximately \$2.7 million more than budgeted in FY 2020-21.

### LAS VIRGENES - TRIUNFO JOINT POWERS AUTHORITY WORKING CAPITAL ANALYSIS - USES OF FUNDS

	FY2017-18 ACTUAL	FY2018-19 ACTUAL	FY2019-20 BUDGET	FY2019-20 EST. ACTUAL	FY2020-21 BUDGET	FY2021-22 BUDGET
<b>Operating Expenses</b>						
Las Virgenes Municipal Water District	10,583,466	10,793,257	11,866,909	11,253,179	12,020,305	12,071,903
Triunfo Water & Sanitation District	5,095,743	5,196,754	5,713,697	5,418,197	5,787,554	5,812,397
Total Operating Expenses	15,679,209	15,990,011	17,580,606	16,671,376	17,807,859	17,884,300
<b>Non-Operating Expenses</b>						
Las Virgenes Municipal Water District	-	-	-	-	-	-
Triunfo Water & Sanitation District	-	-	-	-	-	-
Total Non-Operating Expenses	-	-	-	-	-	-
<b>Capital Projects</b>						
Las Virgenes Municipal Water District	4,305,115	5,809,903	6,818,691	5,009,664	7,347,053	8,740,169
Triunfo Water & Sanitation District	1,792,781	2,419,422	2,839,512	2,086,177	3,059,538	3,639,674
Total Capital Projects	6,097,896	8,229,325	9,658,203	7,095,841	10,406,591	12,379,843
<b>Total Uses of Funds</b>	21,777,105	24,219,336	27,238,809	23,767,217	28,214,450	30,264,143

## **Wholesale Recycled Water Rates**

At the JPA meeting on June 6, 2011, the joint board approved a new formula for determining the wholesale price of recycled water, that is, the price that the JPA charges to its two customers—Las Virgenes Municipal Water District and Triunfo Water & Sanitation District. Previously, the wholesale rate for recycled water was based upon the operating costs for recycled water reservoirs, system operations and pump stations (only for areas in which pumping is necessary). This represents the operating costs of recycled water. The new formula, effective July 1, 2011, used the operating costs and added the administrative overhead for recycled water operations and a depreciation expense for recycled water capital assets. The July 1, 2020 proposed wholesale rate for recycled water with pumping is \$429.91 per acre foot, which is lower than the previous rate of \$480.53 per acre foot. The July 1, 2021 proposed wholesale rate for recycled water with pumping is \$456.63 per acre foot, which is higher than the previous rate of \$429.91 per acre foot. For FY 2020-21 wholesale recycled water delivered to the Las Virgenes Valley, which does not require additional pumping, the proposed rate of \$326.32 per acre foot is a decrease from \$346.65 per acre foot in the prior year. For FY 2021-22 wholesale recycled water delivered to the Las Virgenes Valley, which does not require additional pumping, the proposed rate of \$353.04 per acre foot is an increase from \$326.32 per acre foot in FY 2020-21.

## **Allocation of General and Administrative Costs**

The general and administrative costs of Las Virgenes Municipal Water District are distributed among its three enterprises (potable water, recycled water and sanitation), its capital improvement projects, and the operations of the JPA. In accordance with the original Joint Powers Authority agreement, the general and administrative costs are distributed to the JPA based upon direct labor hours.

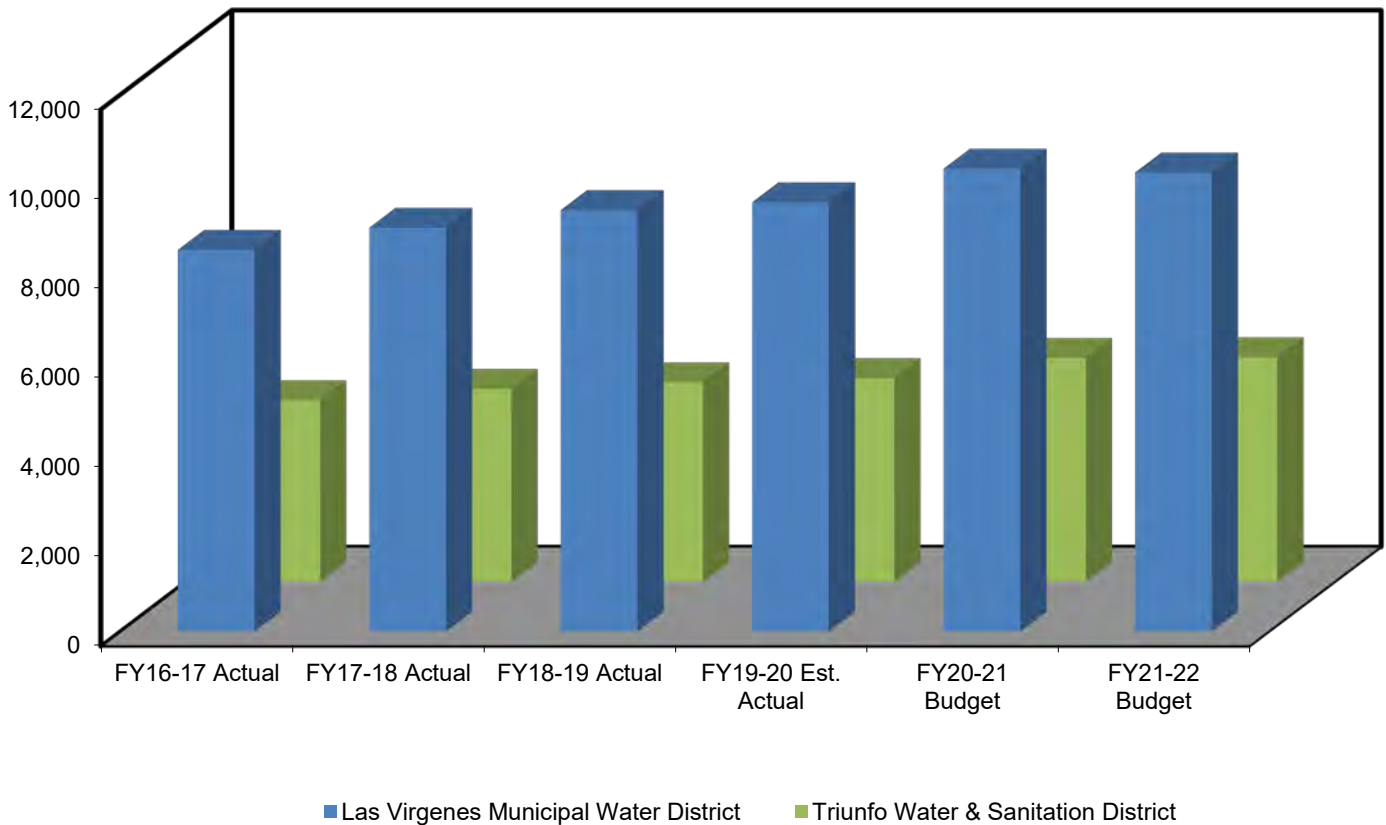
## **Capital Improvement Projects**

The Capital improvement projects are shown by enterprise (Recycled Water and Sanitation) and by project number. This corresponds to the classification of the funding by LVMWD and agrees with the JPA capital budget.

**Las Virgenes - Triunfo  
Joint Powers Authority  
Allocated Net Expense Summary  
(Dollars in Thousands)**

	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Est. Actual	FY20-21 Budget	FY21-22 Budget
<b>JPA Revenues</b>	2,168	2,346	2,115	2,528	2,459	2,608
<b>JPA Expenses</b>	14,755	15,679	15,990	16,671	17,808	17,884
<b>Net Operating Expense</b>	12,587	13,333	13,875	14,143	15,349	15,276

	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Est. Actual	FY20-21 Budget	FY21-22 Budget
<b>Las Virgenes Municipal Water District</b>	8,528	9,023	9,416	9,592	10,343	10,256
<b>Triunfo Water &amp; Sanitation District</b>	4,059	4,310	4,459	4,552	5,006	5,020
<b>Total Allocated Expenses</b>	12,587	13,333	13,875	14,144	15,349	15,276



**FISCAL YEAR 2019-20 ESTIMATED ACTUAL**  
**ESTIMATED ACTUAL FY 2019-20**

EXPENSES (REVENUES)	JPA EXPENSES BY ALLOCATION GROUPS					
	A	B	C	D	E	TOTAL
SEWER EXPENSE	160,110	0	0	0	0	160,110
TREATMENT RECLAMATION	0	6,106,094	2,633,922	0	0	8,740,016
TREATMENT COMPOSTING	0	3,814,086	1,466,499	0	0	5,280,585
TREATMENT INJECTION	0	152,197	93,677	0	0	245,874
PUMP STATIONS	0	1,112,158	0	0	0	1,112,158
TANKS/RESERVOIR WELLS	0	56,789	0	0	0	56,789
SYSTEM OPERATION	0	9,145	0	0	0	9,145
WATER SYSTEM	0	95,730	0	0	0	95,730
ADMINISTRATIVE EXPENSES	0	965,469	0	6,000	0	971,469
PWP DEMO	0	0	0	0	0	0
REVENUES	0	(2,527,609)	0	0	0	(2,527,609)
	A	B	C	D	E	TOTAL

	%		\$		%		\$		%		\$		TOTAL
U-1 SANITATION DISTRICT	36.3%	58,120	53.1%	5,644,264	43.3%	1,816,044	25.0%	1,500	82.2%	0	53.2%	7,519,928	
U-2 SANITATION DISTRICT	3.1%	4,963	17.5%	1,860,162	20.5%	859,790	25.0%	1,500	0.0%	0	19.3%	2,726,415	
RECYCLED WATER FUND			(656,394)								-4.6%	(656,394)	
TOTAL LVMWD	39.4%	63,083	70.6%	6,848,032	63.8%	2,675,834	50.0%	3,000	82.2%	0	67.9%	9,589,949	
TRIUNFO WSD	60.6%	97,027	29.4%	2,936,027	36.2%	1,518,264	50.0%	3,000	17.8%	0	32.1%	4,554,318	
	A	B	C	D	E	TOTAL							

**GROUP**

- A** Basis of allocation to each participant is participant's reserve capacity rights in the trunk sewer.
- B** Basis of allocation to each participant is participant's reserve capacity rights in the treatment plant and recycled water system.
- C** Basis of allocation to each participant is participant's flow into the treatment plant.
- D** Each participant is allocated an equal share.
- E** Basis of allocation is each participant's average monthly cash balance.

**JOINT POWERS AUTHORITY**  
**PARTICIPANT SEWAGE FLOWS and EXPENSE ALLOCATION**  
**ESTIMATED ACTUAL FY 2019-20**

PARTICIPANT	PROJECTED SEWAGE FLOWS			ALLOCATION OF TOTAL EXPENSES TO PARTICIPANTS		
	MILLION GALLONS PER DAY (MGD)	MILLION GALLONS PER YEAR (MG)	PERCENT BASED ON FLOWS	TOTAL EXP	\$ PER MG	%
	(A)	(B)	(C)	(D)	(D) / (B)	
U-1 SANITATION DISTRICT	2.74	1,001	43.3%	7,026,238	7,019	49.7%
U-2 SANITATION DISTRICT	1.30	473	20.5%	2,563,711	5,420	18.1%
LVMWD	4.04	1,474	63.8%	9,589,949	6,506	67.8%
TRIUNFO WSD	2.30	838	36.2%	4,554,318	5,435	32.2%
TOTAL ALL PARTICIPANTS	6.33	2,312	100.0%	14,144,267	6,118	100.0%
RETURN FLOWS	1.04	380				
WESTLAKE WELLS	0.24	89				
	7.62	2,781				

**FISCAL YEAR 2020-21 OPERATING BUDGET**  
**ALLOCATION OF JOINT POWERS EXPENSES TO PARTICIPANTS**

EXPENSES (REVENUES)	JPA EXPENSES BY ALLOCATION GROUPS					
	A	B	C	D	E	TOTAL
SEWER EXPENSE	213,049	0	0	0	0	213,049
TREATMENT RECLAMATION	0	5,792,291	2,490,609	0	0	8,282,900
TREATMENT COMPOSTING	0	3,806,205	1,825,857	0	0	5,632,062
TREATMENT INJECTION	0	174,102	133,343	0	0	307,445
PUMP STATIONS	0	1,116,120	0	0	0	1,116,120
TANKS/RESERVOIR WELLS	0	75,036	0	0	0	75,036
SYSTEM OPERATION	0	18,002	0	0	0	18,002
WATER SYSTEM	0	108,842	0	0	0	108,842
ADMINISTRATIVE EXPENSES	0	1,058,981	0	6,000	0	1,064,981
PWP DEMO	0	989,422	0	0	0	989,422
REVENUES	0	(2,458,589)	0	0	0	(2,458,589)
TOTAL EXPENSES	213,049	10,680,412	4,449,809	6,000	0	15,349,269
	A	B	C	D	E	TOTAL

PARTICIPANTS SHARE	ALLOCATION OF EACH GROUP TO PARTICIPANTS											
	%	\$	%	\$	-1	\$	%	\$	%	\$		
U-1 SANITATION DISTRICT	36.3%	77,337	53.1%	6,120,227	42.1%	1,873,370	25.0%	1,500	82.2%	0	52.6%	8,072,434
U-2 SANITATION DISTRICT	3.1%	6,605	17.5%	2,017,024	21.0%	934,460	25.0%	1,500	0.0%	0	19.3%	2,959,589
RECYCLED WATER FUND				(688,926)							-4.5%	(688,926)
TOTAL LVMWD	39.4%	83,942	70.6%	7,448,325	63.1%	2,807,830	50.0%	3,000	82.2%	0	67.4%	10,343,097
TRIUNFO WSD	60.6%	129,107	29.4%	3,232,087	36.9%	1,641,979	50.0%	3,000	17.8%	0	32.6%	5,006,173
TOTAL ALLOCATION	100.0%	213,049	100.0%	10,680,412	100.0%	4,449,809	100.0%	6,000	100.0%	0	100.0%	15,349,269
	A		B		C		D		E		TOTAL	

**GROUP**

- A** Basis of allocation to each participant is participant's reserve capacity rights in the trunk sewer.
- B** Basis of allocation to each participant is participant's reserve capacity rights in the treatment plant and recycled water system.
- C** Basis of allocation to each participant is participant's flow into the treatment plant.
- D** Each participant is allocated an equal share.
- E** Basis of allocation is each participant's average monthly cash balance.

**JOINT POWERS AUTHORITY**  
**PARTICIPANT SEWAGE FLOWS and EXPENSE ALLOCATION**  
**FY 2020-21**

PARTICIPANT	PROJECTED SEWAGE FLOWS			ALLOCATION OF TOTAL EXPENSES TO PARTICIPANTS		
	MILLION GALLONS PER DAY (MGD)	MILLION GALLONS PER YEAR (MG)	PERCENT BASED ON FLOWS	TOTAL EXP	\$ PER MG	%
	(A)	(B)	(C)	(D)	(D) / (B)	
U-1 SANITATION DISTRICT	2.60	949	42.1%	7,554,276	7,960	49.2%
U-2 SANITATION DISTRICT	1.30	474	21.0%	2,788,821	5,884	18.2%
LVMWD	3.90	1,423	63.1%	10,343,097	7,269	67.4%
TRIUNFO WSD	2.28	833	36.9%	5,006,173	6,010	32.6%
TOTAL ALL PARTICIPANTS	6.18	2,256	100.0%	15,349,269	6,804	100.0%
RETURN FLOWS	1.13	414				
WESTLAKE WELLS	0.27	100				
	7.59	2,770				

**FISCAL YEAR 2021-22 OPERATING BUDGET**  
**ALLOCATION OF JOINT POWERS EXPENSES TO PARTICIPANTS**

EXPENSES (REVENUES)	JPA EXPENSES BY ALLOCATION GROUPS					
	A	B	C	D	E	TOTAL
SEWER EXPENSE	214,960	0	0	0	0	214,960
TREATMENT RECLAMATION	0	5,832,047	2,555,935	0	0	8,387,982
TREATMENT COMPOSTING	0	3,851,648	1,818,464	0	0	5,670,112
TREATMENT INJECTION	0	175,536	134,371	0	0	309,907
PUMP STATIONS	0	1,247,995	0	0	0	1,247,995
TANKS/RESERVOIR WELLS	0	73,273	0	0	0	73,273
SYSTEM OPERATION	0	19,818	0	0	0	19,818
WATER SYSTEM	0	118,646	0	0	0	118,646
ADMINISTRATIVE EXPENSES	0	1,049,628	0	6,000	0	1,055,628
PWP DEMO	0	785,978	0	0	0	785,978
REVENUES	0	(2,608,034)	0	0	0	(2,608,034)
TOTAL EXPENSES	214,960	10,546,536	4,508,770	6,000	0	15,276,266
	A	B	C	D	E	TOTAL

PARTICIPANTS SHARE	ALLOCATION OF EACH GROUP TO PARTICIPANTS											
	%	\$	%	\$	1	\$	%	\$	%	\$		
U-1 SANITATION DISTRICT	36.3%	78,031	53.1%	6,049,139	42.4%	1,911,718	25.0%	1,500	82.2%	0	52.6%	8,040,388
U-2 SANITATION DISTRICT	3.1%	6,664	17.5%	1,993,596	20.8%	937,824	25.0%	1,500	0.0%	0	19.2%	2,939,584
RECYCLED WATER FUND				(724,199)							-4.7%	(724,199)
TOTAL LVMWD	39.4%	84,695	70.6%	7,318,536	63.2%	2,849,542	50.0%	3,000	82.2%	0	67.1%	10,255,773
TRIUNFO WSD	60.6%	130,265	29.4%	3,228,000	36.8%	1,659,228	50.0%	3,000	17.8%	0	32.9%	5,020,493
TOTAL ALLOCATION	100.0%	214,960	100.0%	10,546,536	100.0%	4,508,770	100.0%	6,000	100.0%	0	100.0%	15,276,267
	A		B		C		D		E		TOTAL	

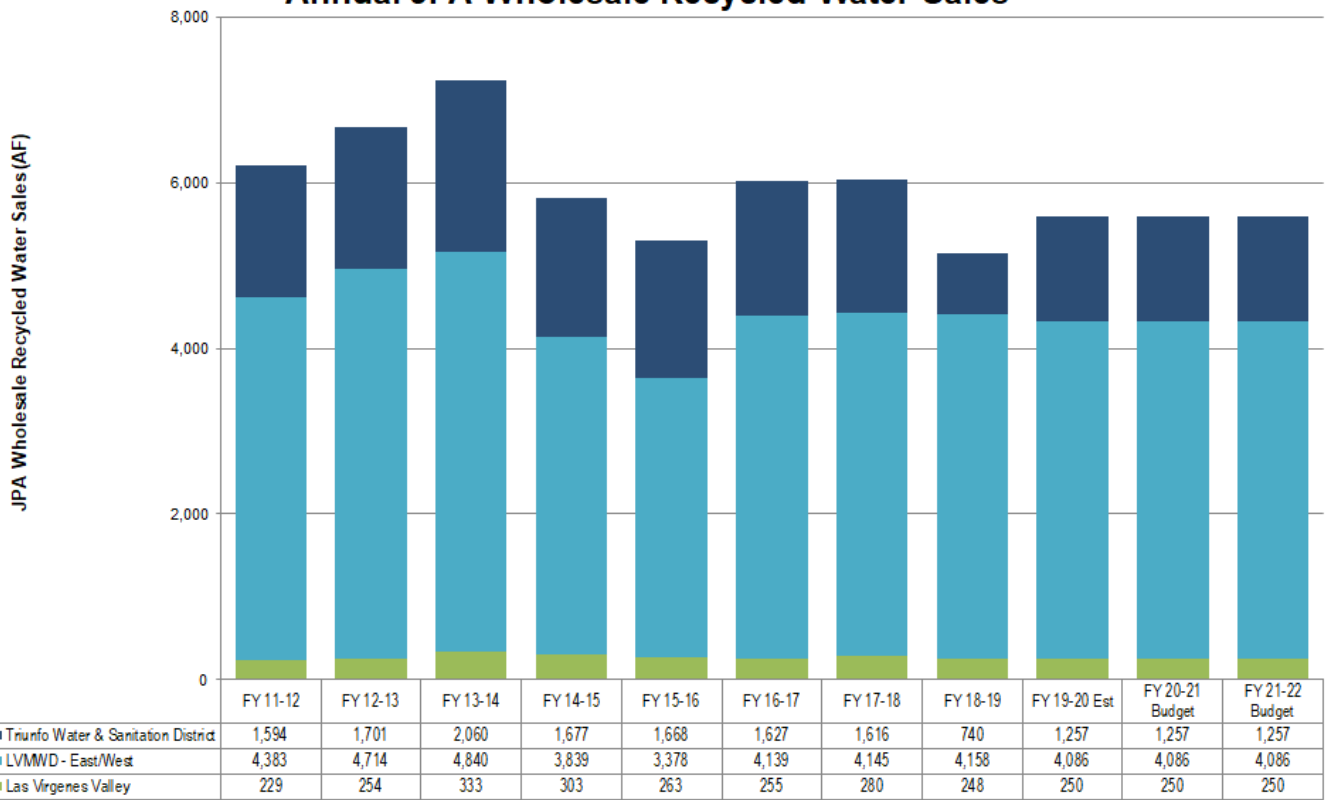
**GROUP**

- A** Basis of allocation to each participant is participant's reserve capacity rights in the trunk sewer.
- B** Basis of allocation to each participant is participant's reserve capacity rights in the treatment plant and recycled water system.
- C** Basis of allocation to each participant is participant's flow into the treatment plant.
- D** Each participant is allocated an equal share.
- E** Basis of allocation is each participant's average monthly cash balance.

**JOINT POWERS AUTHORITY**  
**PARTICIPANT SEWAGE FLOWS and EXPENSE ALLOCATION**  
**FY 2021-22**

PARTICIPANT	PROJECTED SEWAGE FLOWS			ALLOCATION OF TOTAL EXPENSES TO PARTICIPANTS		
	MILLION GALLONS PER DAY (MGD)	MILLION GALLONS PER YEAR (MG)	PERCENT BASED ON FLOWS	TOTAL EXP	\$ PER MG	%
	(A)	(B)	(C)	(D)	(D) / (B)	
U-1 SANITATION DISTRICT	2.65	967	42.4%	7,495,700	7,751	49.1%
U-2 SANITATION DISTRICT	1.30	475	20.8%	2,760,073	5,811	18.1%
LVMWD	3.95	1,442	63.2%	10,255,773	7,112	67.2%
TRIUNFO WSD	2.30	838	36.8%	5,020,493	5,991	32.8%
TOTAL ALL PARTICIPANTS	6.25	2,280	100.0%	15,276,267	6,700	100.0%
RETURN FLOWS	1.12	409				
WESTLAKE WELLS	0.27	97				
	7.63	2,786				

## Annual JPA Wholesale Recycled Water Sales



## JPA Wholesale Recycled Water rates



## RW WHOLESALE RATE COMPUTATIONS

FY 2020-21 Budgeted Costs	Total Cost	Base Cost	Add'l Pumping	East-West Cost
Pump Stations	1,117,771	564,271	553,500	
Reservoirs	75,169	75,169		
System Operations	18,020	18,020		
Distribution	109,056	109,056		
RW Operations	<u>1,320,016</u>			
RW Ops/JPA Ops	7.9%			
Total JPA Admin	1,046,346			
RW Administration	82,766	82,766		
subtotal:Operations & Admin	<u>1,402,782</u>	<u>849,282</u>		
Depreciation FY18-19	975,816	975,816	-	
<b>Total Cost</b>	<b>\$ 2,378,598</b>	<b>\$ 1,825,098</b>	<b>\$ 553,500</b>	

Costs per Acre Foot	\$ 326.32	\$ 103.59	\$ 429.91
---------------------	-----------	-----------	-----------

### FY 2020-21 Estimated Deliveries

	Acre Feet	Rate	
LV Valley	250	\$ 326.32 /AF	\$ 81,580.00
LVMWD East	1,856	\$ 429.91 /AF	\$ 797,912.96
LVMWD West	2,230	\$ 429.91 /AF	\$ 958,699.30
Total LVMWD	<u>4,336</u>		<u>\$ 1,838,192.26</u>
TWSD	1,257	\$ 429.91 /AF	\$ 540,396.87
	<u>5,593</u>		<u>\$ 2,378,589.13</u>



## RW WHOLESALE RATE COMPUTATIONS

FY 2021-22 Budgeted Costs	Total Cost	Base Cost	Add'l Pumping	East-West Cost
Pump Stations	1,249,507	696,007	553,500	
Reservoirs	73,395	73,395		
System Operations	19,836	19,836		
Distribution	118,842	118,842		
RW Operations	<u>1,461,580</u>			
RW Ops/JPA Ops	8.7%			
Total JPA Admin	1,037,019			
RW Administration	90,635	90,635		
subtotal:Operations & Admin	<u>1,552,215</u>	<u>998,715</u>		
Depreciation FY18-19	975,816	975,816	-	
<b>Total Cost</b>	<b>\$ 2,528,031</b>	<b>\$ 1,974,531</b>	<b>\$ 553,500</b>	

Costs per Acre Foot	\$ 353.04	\$ 103.59	\$ 456.63
---------------------	-----------	-----------	-----------

### FY 2020-21 Estimated Deliveries

	Acre Feet	Rate	
LV Valley	250	\$ 353.04 /AF	\$ 88,260.00
LVMWD East	1,856	\$ 456.63 /AF	\$ 847,505.28
LVMWD West	2,230	\$ 456.63 /AF	\$ 1,018,284.90
Total LVMWD	<u>4,336</u>		<u>\$ 1,954,050.18</u>
TWSD	1,257	\$ 456.63 /AF	\$ 573,983.91
	<u>5,593</u>		<u>\$ 2,528,034.09</u>

**Las Virgenes - Triunfo  
Joint Powers Authority  
Operations Summary**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATING REVENUES</b>							
4235 RW Sales - LVMWD	\$1,369,024	\$1,603,106	\$1,503,857	\$1,838,299	\$1,882,618	\$1,838,192	\$1,954,050
4240 RW Sales - TWSD	688,676	678,150	564,870	849,097	579,991	540,397	573,984
4245 MWD Incentive - Local Projects	0	0	0	0	0	0	0
4505 Other Income from Operations	96,197	55,595	45,736	65,000	65,000	65,000	65,000
4510 Compost Sales	14,161	8,882	811	15,000	0	15,000	15,000
<b>TOTAL OPERATING REVENUES</b>	<b>\$2,168,058</b>	<b>\$2,345,733</b>	<b>\$2,115,274</b>	<b>\$2,767,396</b>	<b>\$2,527,609</b>	<b>\$2,458,589</b>	<b>\$2,608,034</b>
<b>SOURCE OF SUPPLY</b>							
5115 Purchased Water - Potable Suppl	34,124	0	0	0	30,020	0	0
<b>OPERATIONS DIVISION EXPENSE</b>							
5400 Labor	1,986,771	1,972,298	2,201,788	2,263,114	2,245,774	2,346,619	2,397,826
5405.1 Electricity	2,101,399	2,270,433	1,895,554	2,509,986	1,836,813	1,737,800	1,915,300
5405.2 Telephone	52,977	20,075	31,719	43,228	35,500	33,000	32,000
5405.3 Natural Gas	21,443	16,244	15,712	21,413	16,000	21,400	21,400
5405.4 Water	7,956	11,493	11,949	9,066	11,428	12,500	12,300
5410 Supplies/Material	72,756	80,218	81,596	79,648	73,430	80,950	80,950
5410.1 Fuel	26,208	20,065	17,805	29,298	12,000	30,050	30,100
5410.5 Ferric Chloride	42,204	37,853	35,505	54,456	49,000	60,000	60,000
5410.6 Defoamer/Deodorant	6,082	7,079	3,981	4,120	3,000	4,120	4,120
5410.7 Polymer	120,588	117,798	149,870	108,876	81,000	147,000	147,000
5410.8 Amendment	142,893	101,919	48,336	123,600	21,000	135,000	135,000
5410.9 Alum	6,864	6,917	11,127	9,489	14,000	12,000	12,000
5410.10 Sodium Hypochlorite	212,248	184,319	297,177	208,274	225,000	230,000	230,000
5410.11 Sodium Bisulfite	77,498	98,766	91,143	115,936	91,000	115,936	115,936
5410.13 Aqua Ammonia	31,675	27,657	30,616	31,669	19,000	31,699	31,699
5415 Outside Services	57,168	58,373	335,694	58,400	288,525	555,650	246,650
5417 Odor Control	143,703	141,619	75,610	200,850	57,000	185,000	185,000
5420 Permits and Fee	193,347	174,028	182,576	191,295	205,031	220,100	220,200
5425 Consulting Services	0	96,515	46,286	4,302	37,000	180,000	90,000
5430 Capital Outlay	23,994	0	98,630	65,000	88,000	155,000	155,000
Sub-total	\$5,327,774	\$5,443,669	\$5,662,674	\$6,132,020	\$5,409,501	\$6,293,824	\$6,122,481
<b>MAINTENANCE DIVISION EXPENSE</b>							
5500 Labor	1,211,888	1,228,843	1,231,514	1,400,989	1,215,833	1,252,844	1,274,732
5510 Supplies/Material	396,570	380,410	431,805	483,500	278,250	294,000	304,000
5515 Outside Services	437,628	350,741	362,045	341,450	351,700	374,450	437,450
5518 Building Maintenance	88,631	105,941	130,815	116,000	247,677	282,177	283,645
5520 Permits and Fee	580	1,211	0	500	0	500	500
5525 Consulting Services	2,252	0	0	0	0	0	0
5530 Capital Outlay	45,774	161,552	26,094	95,000	88,000	65,000	70,000
Sub-total	\$2,183,323	\$2,228,698	\$2,182,273	\$2,437,439	\$2,181,460	\$2,268,971	\$2,370,327
<b>INVENTORY EXPENSES</b>							
5536 Inventory Adjustment	(2,393)	6,134	153,421	4,840	2,200	5,000	5,000
Sub-total	(\$2,393)	\$6,134	\$153,421	\$4,840	\$2,200	\$5,000	\$5,000
<b>PUBLIC INFORMATION</b>							
6602 School Education Program	22,535	14,394	2,586	20,971	814	20,000	20,000
6604 Public Education Program	70,275	45,330	29,554	67,722	23,627	20,069	20,842
6606 Community Group Outreach	1,182	2,911	0	6,028	0	8,000	8,000
6608 Intergovernmental Coordination	4,146	1,098	411	5,298	0	5,000	5,000
Sub-total	\$98,138	\$63,733	\$32,551	\$100,019	\$24,441	\$53,069	\$53,842
<b>RESOURCE CONSERVATION</b>							
6788 District Sprayfield	251,449	283,186	314,316	321,779	250,000	270,000	275,000
6789 005 Discharge	277	387	10,917	400	400	400	400
6785 Watershed Programs	60,773	17,097	1,800	46,594	14,000	20,000	20,000
Sub-total	\$312,499	\$300,670	\$327,033	\$368,773	\$264,400	\$290,400	\$295,400

**Las Virgenes - Triunfo  
Joint Powers Authority  
Operations Summary**

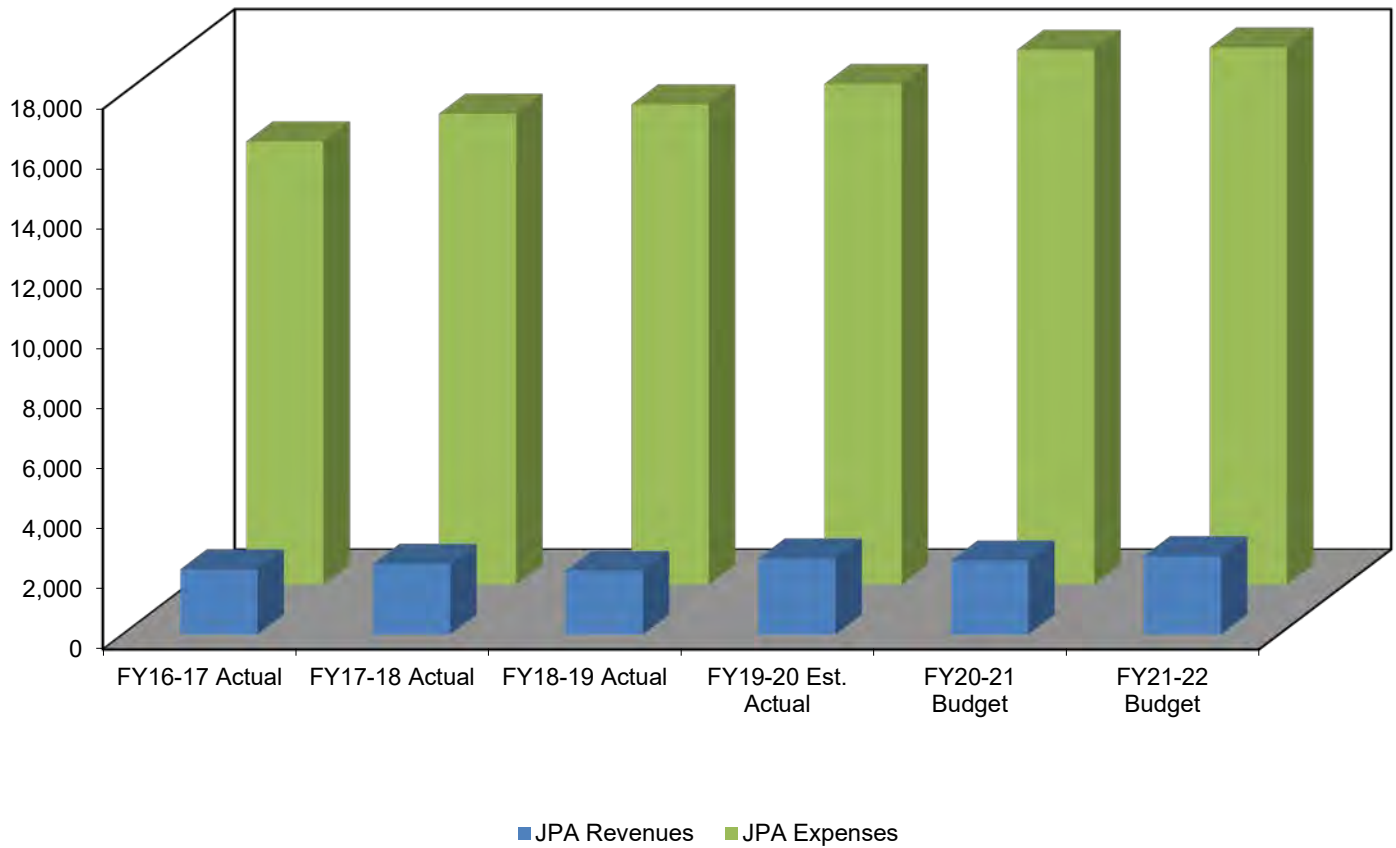
	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>SPECIALTY EXPENSES</b>							
5700 SCADA Services	49,624	38,646	56,005	114,310	51,916	62,104	62,786
5710.2 Technical Services	0	0	1,313	646	12,287	13,763	16,164
5712 Compost Sales/Use Tax	2,922	3,246	2,989	4,000	4,000	4,000	4,000
5715.2 Other Lab Services	141,224	154,291	158,532	156,855	145,000	184,000	184,000
5715.3 Tapia Lab Sampling	125,705	130,352	131,436	151,302	123,246	187,269	193,001
7202 Allocated Lab Expense	378,015	399,644	441,847	449,138	521,277	529,280	531,736
Sub-total	\$697,490	\$726,179	\$792,122	\$876,251	\$857,726	\$980,416	\$991,687
<b>ADMINISTRATIVE EXPENSES</b>							
6872 Litigation/Outside Services*	83,990	49,115	206,946	25,000	135,000	0	0
6874 Litigation/District Costs*	0	0	0	0	0	0	0
6516 Other Professional Services	95,007	167,843	266,417	137,000	156,600	156,600	156,600
6517 Audit Fees	3,395	3,395	3,377	3,700	6,000	6,000	6,000
7110 Travel/Misc Staff Expense	248	0	0	0	0	0	0
7135.1 Property Insurance**	56,955	69,614	79,858	59,779	80,859	0	0
7135.4 Earthquake Insurance**	91,466	110,557	117,389	95,559	92,073	0	0
7145 Claims Paid	122,451	21,000	0	0	0	0	0
7153 TWSD Staff Services	0	0	0	5,000	5,500	6,000	6,000
7155 Other Expense	54,029	9,000	0	0	0	0	0
6260 Rental Charge - Facility Repl	371,357	351,674	377,618	363,316	355,453	363,316	363,316
6350 Allocated Insurance**	0	0	0	0	0	175,131	183,888
6351 Allocated Legal Services*	0	0	0	0	0	135,000	135,000
7203 Allocated Building Maint	83,651	89,824	153,010	88,804	92,424	115,392	96,642
7225 Allocated Support Services	3,528,201	4,099,146	3,906,942	4,713,915	4,691,661	4,825,693	4,908,437
7226 Allocated Operations Services	1,613,325	1,938,958	1,728,380	2,169,190	2,286,559	2,133,047	2,189,680
Sub-total	\$6,104,075	\$6,910,126	\$6,839,937	\$7,661,264	\$7,902,128	\$7,916,179	\$8,045,563
<b>TOTAL EXPENSES</b>	<b>\$14,755,030</b>	<b>\$15,679,209</b>	<b>\$15,990,011</b>	<b>\$17,580,606</b>	<b>\$16,671,876</b>	<b>\$17,807,859</b>	<b>\$17,884,300</b>
<b>NET OPERATING EXPENSE</b>	<b>\$12,586,972</b>	<b>\$13,333,476</b>	<b>\$13,874,737</b>	<b>\$14,813,210</b>	<b>\$14,144,267</b>	<b>\$15,349,269</b>	<b>\$15,276,266</b>

\* Litigation was moved to Allocated Legal Services

\*\* Property and Liability Insurance was moved to Allocated Insurance

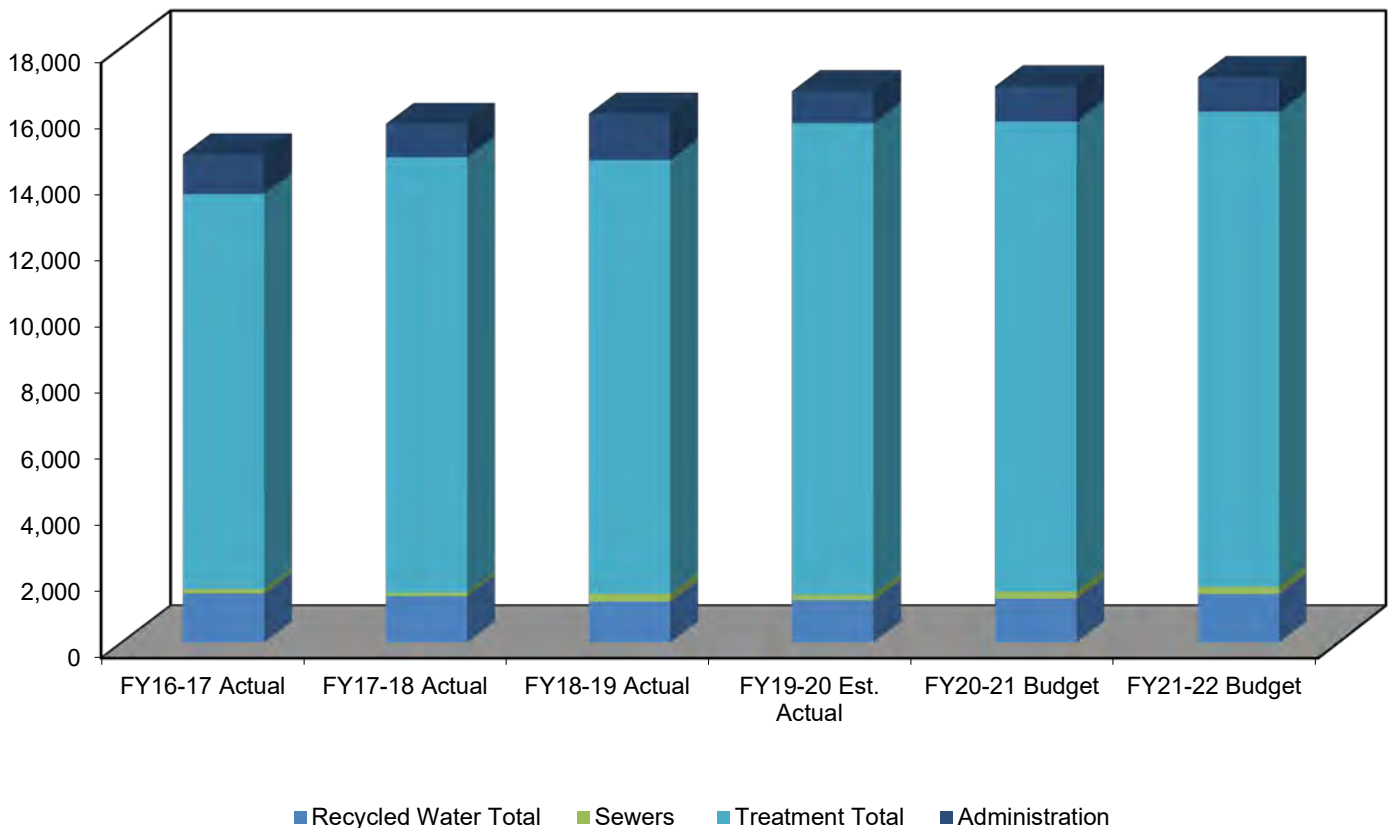
**Las Virgenes - Triunfo  
Joint Powers Authority  
Operations Summary  
(Dollars in Thousands)**

	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Est. Actual	FY20-21 Budget	FY21-22 Budget
<b>JPA Revenues</b>	2,168	2,346	2,115	2,528	2,459	2,608
<b>JPA Expenses</b>	14,755	15,679	15,990	16,671	17,808	17,884
<b>Net Operating Expense</b>	12,587	13,333	13,875	14,143	15,349	15,276



**Las Virgenes - Triunfo  
Joint Powers Authority  
Operating Expense Summary  
(Dollars in Thousands)**

	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Est. Actual	FY20-21 Budget	FY21-22 Budget
<b>Pump Stations</b>	1,214	1,189	1,113	1,112	1,116	1,248
<b>Tank, Res, Wells</b>	117	86	74	56	75	73
<b>System Ops</b>	28	20	15	9	18	20
<b>Distribution</b>	113	97	27	96	109	119
<b>Recycled Water Total</b>	1,472	1,392	1,229	1,273	1,318	1,460
<b>PWP - Demonstration Proj.</b>	0	0	0	0	989	786
<b>Sewers</b>	135	109	230	160	213	215
<b>Reclamation</b>	7,192	7,967	7,662	8,740	8,283	8,388
<b>Composting</b>	4,463	4,962	5,194	5,281	5,632	5,670
<b>Centrate Treatment</b>	297	245	271	246	307	310
<b>Treatment Total</b>	11,952	13,174	13,127	14,267	14,222	14,368
<b>Administration</b>	1,196	1,005	1,405	971	1,065	1,056
<b>Total JPA Operations</b>	14,755	15,680	15,991	16,671	17,807	17,885



# JOINT POWERS AUTHORITY

## Operating Revenues – 751000

### LINE ITEM EXPLANATIONS

4235 Recycled Water Sales - LVMWD – Wholesale recycled water sales to Las Virgenes Municipal Water District. Wholesale rates are set to recover the costs of operating and administering the Recycled Water backbone distribution system. An additional amount, equal to the value of annual depreciation expense on the recycled water distribution system, is included in the wholesale recycled water rate.

Annual sales to each JPA partner is projected using the prior 3 years' average purchases by each JPA partner and adjusted as necessary for weather and outage conditions. For FY 2020-21 sales are projected to be 5,001 AF. For FY 2021-22 sales are projected to be 4,835 AF.

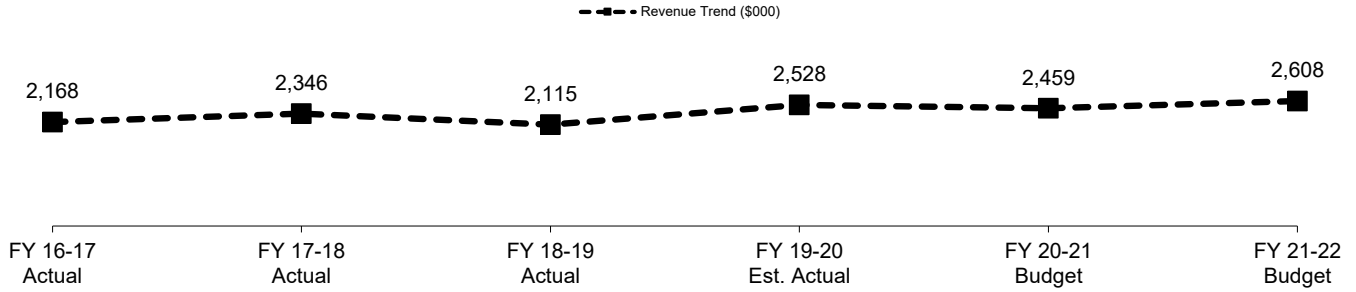
4240 Recycled Water Sales - TWSD – Wholesale recycled water sales to Triunfo Water and Sanitation District. Wholesale rates are set in the same manner as described above.

4505 Other Income from Operations – Primarily rental of tank sites to cellular telephone providers.

4510 Compost Sales – Commercial sales of compost produced at the Rancho Las Virgenes Composting Facility.

**Las Virgenes - Triunfo  
Joint Powers Authority  
Operating Revenues**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATING REVENUES</b>							
4235 RW Sales - LVMWD	\$1,369,024	\$1,603,106	\$1,503,857	\$1,838,299	\$1,882,618	\$1,838,192	\$1,954,050
4240 RW Sales - TWSD	688,676	678,150	564,870	849,097	579,991	540,397	573,984
4505 Other Income from Operations	96,197	55,595	45,736	65,000	65,000	65,000	65,000
4510 Compost Sales	14,161	8,882	811	15,000	0	15,000	15,000
<b>TOTAL OPERATING REVENUES</b>	<b>\$2,168,058</b>	<b>\$2,345,733</b>	<b>\$2,115,274</b>	<b>\$2,767,396</b>	<b>\$2,527,609</b>	<b>\$2,458,589</b>	<b>\$2,608,034</b>



# **JOINT POWERS AUTHORITY**

## **RW Pump Stations – 751100**

### **FUNCTION**

To provide appropriate training, operating, preventive maintenance and maintenance and repair programs to preserve Joint Powers Authority (JPA) assets and to ensure the Effluent, East and West recycled water pump stations are operated and maintained safely, efficiently and cost-effectively to supply adequate water throughout the recycled water distribution system.

### **SIGNIFICANT CHANGES**

No significant changes are anticipated for FY20-21 or FY21-22.

### **OPERATING EXPENSE LINE ITEM EXPLANATIONS**

- 5400 Labor – Primarily labor hours worked by Water Treatment and Production and Water Reclamation personnel to operate and provide preventive maintenance to equipment and facilities at the various Joint Powers Authority pump stations.
- 5405.1 Energy – Energy costs for recycled water pump stations. Energy costs include electrical pumping charges from the Tapia plant (SCE), recycled water pump station electrical pumping charges (SCE), and the purchase of lower cost solar generated electricity from Solar City.
- 5410 Supplies/Materials – Funds to purchase supplies and materials used during annual preventive maintenance on JPA RW pump control valves.
- 5430 Funds to purchase valve parts and recycled water pump station related capital items.

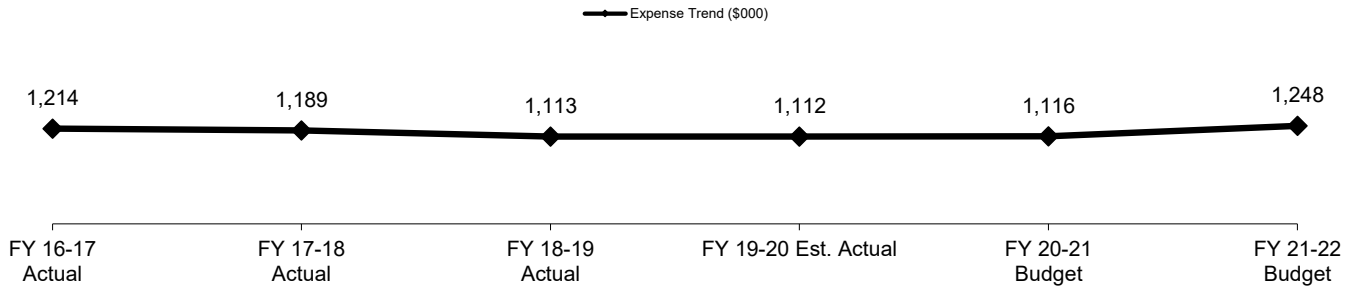
### **MAINTENANCE EXPENSE LINE ITEM EXPLANATIONS**

- 5500 Labor – Primarily labor hours worked by Maintenance Section personnel to perform major maintenance and repair tasks to pumps, motors, and other equipment at Joint Powers Authority (JPA) recycled water pump stations.
- 5510 Supplies/Materials – Funds to purchase supplies and materials used by staff for maintenance of JPA recycled water pump stations.
- 5515 Outside Services – Funds to hire any maintenance providers required to assist in maintaining the JPA recycled water pump stations. Expense is primarily related to pest control activities at JPA RW pump stations. Additional funding for FY 21-22 is for recycled water pump station paintings and coatings work.



**Las Virgenes - Triunfo  
Joint Powers Authority  
RW Pump Stations - 751100**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATIONS DIVISION EXPENSE</b>							
5400 Labor	\$32,759	\$33,838	\$26,909	\$38,222	\$24,037	\$30,763	\$28,287
5405.1 Electricity	975,191	1,039,925	848,108	1,167,000	874,000	800,000	900,000
5405.2 Telephone	0	53	0	0	0	0	0
5405.4 Water	161	417	265	0	150	200	0
5410 Supplies/Material	20,775	23,848	7,031	14,000	13,500	14,000	14,000
5415 Outside Services	4,923	985	600	0	3,025	8,000	8,000
5430 Capital Outlay	0	0	0	15,000	0	15,000	15,000
Sub-total	\$1,033,809	\$1,099,066	\$882,913	\$1,234,222	\$914,712	\$867,963	\$965,287
<b>MAINTENANCE DIVISION EXPENSE</b>							
5500 Labor	32,937	5,849	66,279	28,434	59,476	52,924	55,271
5510 Supplies/Material	45,414	11,600	15,822	7,000	4,500	7,000	7,000
5515 Outside Services	10,973	508	20,718	1,250	750	1,250	34,250
Sub-total	\$89,324	\$17,957	\$102,819	\$36,684	\$64,726	\$61,174	\$96,521
<b>ADMINISTRATIVE EXPENSES</b>							
7225 Allocated Support Services	62,378	48,561	87,263	74,106	90,894	118,613	118,108
7226 Allocated Operations Services	28,523	23,118	39,584	34,102	41,826	68,370	68,079
Sub-total	\$90,901	\$71,679	\$126,847	\$108,208	\$132,720	\$186,983	\$186,187
<b>TOTAL EXPENSES</b>	<b>\$1,214,034</b>	<b>\$1,188,702</b>	<b>\$1,112,579</b>	<b>\$1,379,114</b>	<b>\$1,112,158</b>	<b>\$1,116,120</b>	<b>\$1,247,995</b>



# **JOINT POWERS AUTHORITY**

## **RW Tanks, Reservoirs and Wells – 751200**

### **FUNCTION**

To provide appropriate training, operating, preventive maintenance and maintenance and repair programs on a timely basis to preserve Joint Powers Authority (JPA) assets and to ensure Joint Powers Authority tanks, reservoirs, and wells are operated safely, efficiently and cost-effectively to provide adequate storage for daily and emergency uses of recycled water.

### **SIGNIFICANT CHANGES**

No significant changes are anticipated for FY 20-21 or FY 21-22

### **SOURCE OF SUPPLY**

5115 Purchased Water – Potable water supplement required in the Joint Powers Authority distribution system for maintenance needs. During the rehabilitation of Reservoir 2 in FY 14-15, 89.06 acre-feet of potable water was purchased to meet the operational challenges presented by the temporary loss of storage capacity.

### **OPERATING EXPENSE LINE ITEM EXPLANATIONS**

5400 Labor – Funds for labor hours worked by Water Treatment and Production employees and Water Reclamation staff to operate and provide preventive maintenance at recycled water storage tanks and reservoirs and at well sites used to supplement inflow to Tapia WRF.

5405.1 Electricity – Funds for electrical energy used to power equipment at Cordillera Tank and to operate Westlake Wells 1 and 2.

5405.2 Telephone – Funds for a SCADA communications used at Cordillera Tank site.

5410 Supplies and Material – Funds miscellaneous supplies and materials for system operation including erosion/runoff control, weed control and maintenance supplies.

5415 Outside Services – Funds to hire appropriate outside service providers to assist with the annual cleaning of Cordillera, Indian Hills, Reservoir 2 and Reservoir 3 to maintain the quality of the water within the recycled water distribution system. Includes funds for weed abatement and landscape maintenance.

5420 Permits and Fees – Well 1 & 2 water rights.

### **MAINTENANCE EXPENSE LINE ITEM EXPLANATIONS**

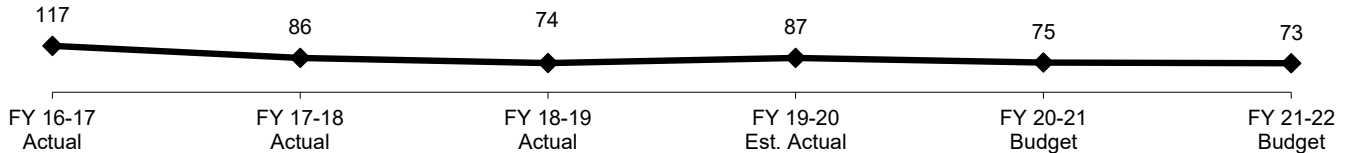
5500 Labor – Primarily labor hours worked by Maintenance Section personnel to provide maintenance.

5510 Supplies/Materials – Items required by staff to maintain the tanks, reservoirs and wells in the recycled water system.

**Las Virgenes - Triunfo  
Joint Powers Authority  
RW Tanks, Reservoirs and Wells - 751200**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>SOURCE OF SUPPLY</b>							
5115 Purchased Water - Potable Suppl	\$34,124	\$0	\$0	\$0	30,020	\$0	\$0
<b>OPERATIONS DIVISION EXPENSE</b>							
5400 Labor	10,863	11,915	8,202	17,715	5,975	7,982	7,183
5405.1 Electricity	16,025	15,038	15,426	18,000	14,700	16,000	16,000
5405.2 Telephone	1,343	855	0	1,000	1,000	1,000	0
5405.4 Water	133	174	265	0	278	300	300
5410 Supplies/Material	1,352	2,412	523	2,500	1,600	2,500	2,500
5415 Outside Services	23,500	19,656	28,681	25,000	19,500	25,000	25,000
5420 Permits and Fee	0	900	0	0	100	0	100
Sub-total	\$53,216	\$50,950	\$53,097	\$64,215	\$43,153	\$52,782	\$51,083
<b>MAINTENANCE DIVISION EXPENSE</b>							
5500 Labor	5,081	12,357	1,057	14,598	2,000	6,000	6,000
5510 Supplies/Material	18	0	59	0	0	0	0
5515 Outside Services	1,155	1,073	4,617	1,200	950	1,200	1,200
Sub-total	\$6,254	\$13,430	\$5,733	\$15,798	\$2,950	\$7,200	\$7,200
<b>ADMINISTRATIVE EXPENSES</b>							
7225 Allocated Support Services	16,195	14,985	11,302	36,419	7,318	9,550	9,509
7226 Allocated Operations Services	7,405	7,132	3,771	16,759	3,368	5,505	5,481
Sub-total	\$23,600	\$22,117	\$15,073	\$53,178	\$10,686	\$15,054	\$14,990
<b>TOTAL EXPENSES</b>	<b>\$117,194</b>	<b>\$86,497</b>	<b>\$73,903</b>	<b>\$133,191</b>	<b>\$86,809</b>	<b>\$75,036</b>	<b>\$73,273</b>

Expense Trend (\$000)



# **JOINT POWERS AUTHORITY**

## **RW System Operation – 751300**

### **FUNCTION**

To provide appropriate training, operating, preventive maintenance, and maintenance and repair programs to ensure preservation of district assets and proper operation of the recycled water distribution system, including water quality review, operation of Supervisory Control and Data Acquisition (SCADA) systems, water usage data collection and storage and other necessary programs.

### **SIGNIFICANT CHANGES**

No significant changes are anticipated for FY20-21 or FY21-22.

### **OPERATING EXPENSE LINE ITEM EXPLANATIONS**

5400 Labor – Primarily labor hours worked by Water Treatment and Production personnel to operate the distribution system, provide system reporting, and operate the SCADA system as these tasks relate to recycled water.

5420 Permits/Fees –This line item also includes bridge rental fees from the County of Los Angeles.

### **MAINTENANCE EXPENSE LINE ITEM EXPLANATIONS**

5500 Labor – Primarily labor hours worked by Maintenance Section personnel to provide maintenance and electronic services.

### **SPECIALTY EXPENSE LINE ITEM EXPLANATIONS**

5700 SCADA Services – Labor and materials costs for services provided by Information Systems to maintain the SCADA system.

5710.2 Technical Services – The costs for any labor hours by Technical Services personnel for general assistance would be accumulated in this account.

**Las Virgenes - Triunfo  
Joint Powers Authority  
RW System Operations - 751300**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATIONS DIVISION EXPENSE</b>							
5400 Labor	\$11,093	\$6,479	\$6,550	\$15,044	\$6,200	\$6,000	\$7,000
5420 Permits and Fee	88	88	88	100	88	100	100
Sub-total	\$11,181	\$6,567	\$6,638	\$15,144	\$6,288	\$6,100	\$7,100
<b>MAINTENANCE DIVISION EXPENSE</b>							
5500 Labor	291	212	0	261	851	784	803
5510 Supplies/Material	0	10	0	1,000	500	8,000	8,000
Sub-total	\$291	\$222	\$0	\$1,261	\$1,351	\$8,784	\$8,803
<b>SPECIALTY EXPENSES</b>							
5700 SCADA Services	0	192	0	3,238	0	1,000	1,000
5710.2 Technical Services	0	0	0	0	0	0	803
Sub-total	\$0	\$192	\$0	\$3,238	\$0	\$1,000	\$1,803
<b>ADMINISTRATIVE EXPENSES</b>							
7225 Allocated Support Services	11,601	8,547	5,563	19,141	1,031	1,343	1,340
7226 Allocated Operations Services	5,304	4,071	2,523	8,808	475	774	772
Sub-total	\$16,905	\$12,618	\$8,086	\$27,949	\$1,506	\$2,118	\$2,112
<b>TOTAL EXPENSES</b>	<b>\$28,377</b>	<b>\$19,599</b>	<b>\$14,724</b>	<b>\$47,592</b>	<b>\$9,145</b>	<b>\$18,002</b>	<b>\$19,818</b>

Expense Trend (\$000)



# **JOINT POWERS AUTHORITY**

## **RW Distribution System – 751700**

### **FUNCTION**

To provide appropriate training, operating, preventive maintenance, and maintenance and repair programs to preserve Joint Powers Authority assets and to ensure the safe and reliable delivery of recycled water to the two Joint Powers Authority customers, Las Virgenes and Triunfo.

### **SIGNIFICANT CHANGES**

No significant changes are anticipated for FY20-21 or FY21-22.

### **OPERATING EXPENSE LINE ITEM EXPLANATIONS**

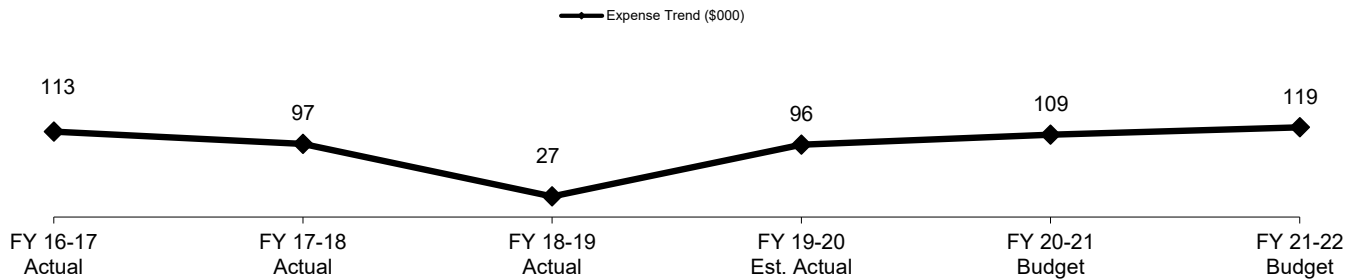
- 5400 Labor – Labor hours performed by Water Treatment and Production employees to perform preventive maintenance work associated with the recycled water distribution system. Preventive maintenance includes operating, testing, and overhauling recycled water main line valves, blow-offs, and air-vacuum valves.
- 5410 Supplies/Materials – Funds to purchase items needed during minor preventive maintenance tasks within the distribution system.
- 5415 Outside Services – Funds for raising valve boxes, manhole covers, and maintaining appurtenances.

### **MAINTENANCE EXPENSE LINE ITEM EXPLANATIONS**

- 5500 Labor – Primarily labor hours worked by Construction Section personnel to provide maintenance and pipeline location in the recycled water distribution pipeline system.
- 5510 Supplies/Materials – Items required by staff to maintain the recycled water distribution system, such as valves, pipe, slurry backfill, etc. and to purchase materials for emergency repairs.
- 5515 Outside Services – Funds to hire any maintenance providers required to assist in maintaining the recycled water distribution system and to provide for emergency repairs as required.
- 5520 Permits/Fees – Funds to pay for various public works encroachment permits for repairs and inspections required by the cities and other regulatory agencies.

**Las Virgenes - Triunfo  
Joint Powers Authority  
RW Distribution System - 751700**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATIONS DIVISION EXPENSE</b>							
5400 Labor	\$484	\$1,803	\$1,433	\$1,324	\$1,936	\$2,586	\$2,327
5410 Supplies/Material	60	945	0	500	100	500	500
5415 Outside Services	0	0	0	0	0	0	10,000
Sub-total	\$544	\$2,748	\$1,433	\$1,824	\$2,036	\$3,086	\$12,827
<b>MAINTENANCE DIVISION EXPENSE</b>							
5500 Labor	29,625	17,700	6,793	26,724	7,637	8,087	8,250
5510 Supplies/Material	5,689	3,262	2,070	4,000	1,900	8,000	8,000
5515 Outside Services	31,469	40,614	4,688	20,000	67,000	65,000	65,000
5520 Permits and Fee	580	1,211	0	500	0	500	500
Sub-total	\$67,363	\$62,787	\$13,551	\$51,224	\$76,537	\$81,587	\$81,750
<b>ADMINISTRATIVE EXPENSES</b>							
7225 Allocated Support Services	30,934	21,063	8,431	32,984	11,750	15,332	15,268
7226 Allocated Operations Services	14,143	10,027	3,825	15,176	5,407	8,838	8,801
Sub-total	\$45,077	\$31,090	\$12,256	\$48,160	\$17,157	\$24,169	\$24,069
<b>TOTAL EXPENSES</b>	<b>\$112,984</b>	<b>\$96,625</b>	<b>\$27,240</b>	<b>\$101,208</b>	<b>\$95,730</b>	<b>\$108,842</b>	<b>\$118,646</b>



# **JOINT POWERS AUTHORITY**

## **Pure Water Demonstration Project – 751750**

### **FUNCTION**

The Pure Water Demonstration Project will be a nominal 100 gallon per minute (gpm) facility that will test fully advanced treatment processes of microfiltration (MF), reverse osmosis (RO), ultraviolet disinfection (UV) and advanced oxidation (AOP) on the JPA's tertiary treated recycled water to produce purified water suitable for surface water augmentation.

### **SIGNIFICANT CHANGES**

The demonstration project will initiate operations in FY 20-21.

### **REVENUES**

4421 Metropolitan Water District (artificial intelligence study: \$35,000; Bureau of Reclamation Grant: \$300,000) in Fiscal Year 20-21.

### **OPERATING EXPENSE LINE ITEM EXPLANATIONS**

5400 Labor – Primarily labor hours worked by Water Treatment, Production, and Water Reclamation personnel to operate and provide preventive maintenance to demonstration project equipment.

5405.2 Energy – Energy costs to power pumps, filtration, and disinfection processes.

5410 Supplies/Materials – Funds to purchase items used during preventative maintenance and demonstration project equipment.

5415 Funds for research and testing and for artificial intelligence (A.I.) study (\$70,000 in FY 20-21).

### **MAINTENANCE EXPENSE LINE ITEM EXPLANATIONS**

5500 Labor – Primarily labor hours worked by Maintenance Section personnel to perform maintenance and repair tasks to pumps, motors, and other equipment and to develop maintenance protocols for full-scale water purification facility.

5510 Supplies/Materials – Funds to purchase supplies and materials used by staff for maintenance of the pure water demonstration facility.

5515 Outside Services – Funds to hire

5518 Building Maintenance

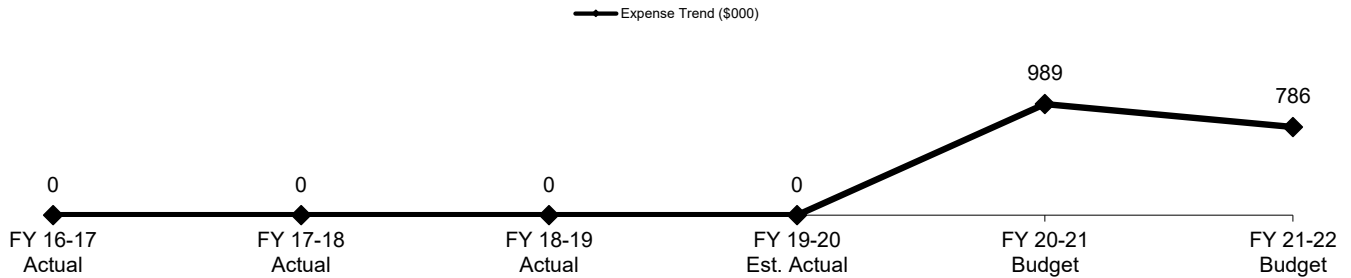
5715.2 Other Laboratory Serv

5715.3 Tapia Lab Sampling



**Las Virgenes - Triunfo  
Joint Powers Authority  
Pure Water Demonstration Project- 751750**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATIONS DIVISION EXPENSE</b>							
5400 Labor	\$0	\$0	\$0	\$0	\$0	\$79,400	\$124,000
5405.1 Electricity	0	0	0	0	0	39,000	39,000
5410.1 Fuel	0	0	0	0	0	5,100	5,100
5415 Outside Services	0	0	0	0	0	370,000	50,000
5425 Consulting Services	0	0	0	0	0	50,000	50,000
Sub-total	\$0	\$0	\$0	\$0	\$0	\$543,500	\$268,100
<b>MAINTENANCE DIVISION EXPENSE</b>							
5500 Labor	0	0	0	0	0	75,000	75,000
5510 Supplies/Material	0	0	0	0	0	10,000	10,000
5515 Outside Services	0	0	0	0	0	20,000	20,000
5518 Building Maintenance	0	0	0	0	0	20,000	20,000
Sub-total	\$0	\$0	\$0	\$0	\$0	\$125,000	\$125,000
<b>SPECIALTY EXPENSES</b>							
5715.2 Other Lab Services	0	0	0	0	0	30,000	30,000
5715.3 Tapia Lab Sampling	0	0	0	0	0	10,000	10,000
Sub-total	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000
<b>ADMINISTRATIVE EXPENSES</b>							
7225 Allocated Support Services	0	0	0	0	0	192,390	241,670
7226 Allocated Operations Services	0	0	0	0	0	88,532	111,208
Sub-total	\$0	\$0	\$0	\$0	\$0	\$280,922	\$352,878
<b>TOTAL EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$989,422</b>	<b>\$785,978</b>



# **JOINT POWERS AUTHORITY**

## **Sewers – 751800**

### **FUNCTION**

To provide sewer maintenance service in those portions of the trunk sewer system which are shared by Las Virgenes Municipal Water District and Triunfo Water and Sanitation District.

### **SIGNIFICANT CHANGES**

Funding of \$100,000 in line item 5515 for Sanitary Sewer Monitoring Program is included for FY 20-21.

### **OPERATING EXPENSE LINE ITEM EXPLANATIONS**

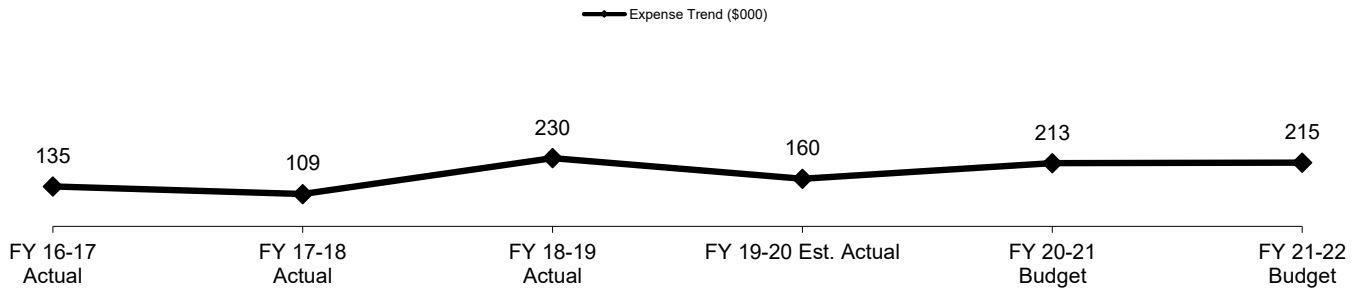
- 5400 Labor – Account used to accrue labor hours worked by Reclamation Treatment personnel for oversight of sewer system located within the Joint Powers Authority (U-1 Sanitation District) area.
- 5405 Utilities – These sub-accounts provide funds for the utilities used at the metering stations.
- 5420 Permits – Anticipated fees include County of Los Angeles pipeline rental fee and state water board permit fees .

### **MAINTENANCE EXPENSE LINE ITEM EXPLANATIONS**

- 5500 Labor – Primarily labor hours worked by maintenance personnel in the Joint Powers Authority sewers located within the Joint Powers Authority (U-1 Sanitation District) area.
- 5510 Supplies/Materials – Items required by staff in maintaining the trunk sewer system. Increased funding is to replace manhole rings and covers.
- 5515 Outside Services – Funds to hire maintenance providers for emergency clean up and repairs, sewer flow monitoring, line cleaning and video inspection services. For FY 20-21 \$100,000 is included for sanitary sewer monitoring and closed circuit television (CCTV) work.

**Las Virgenes - Triunfo  
Joint Powers Authority  
Sewers - 751800**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATIONS DIVISION EXPENSE</b>							
5400 Labor	\$535	\$0	\$2,787	\$227	\$3,488	\$3,888	\$4,029
5405.1 Electricity	293	295	254	350	113	300	300
5405.4 Water	0	0	0	200	0	0	0
5420 Permits and Fee	472	472	472	472	472	8,000	8,000
Sub-total	\$1,300	\$767	\$3,513	\$1,249	\$4,303	\$12,188	\$12,329
<b>MAINTENANCE DIVISION EXPENSE</b>							
5500 Labor	41,066	31,495	55,165	41,873	43,442	45,375	47,438
5510 Supplies/Material	286	196	238	2,500	350	2,000	2,000
5515 Outside Services	30,230	27,192	80,804	30,000	24,000	30,000	30,000
Sub-total	\$71,582	\$58,883	\$136,207	\$74,373	\$67,792	\$77,375	\$79,438
<b>SPECIALTY EXPENSES</b>							
5710.2 Technical Services	0	0	1,313	0	1,789	2,004	2,237
5715.2 Other Laboratory Services	0	0	0	0	0	0	0
Sub-total	\$0	\$0	\$1,313	\$0	\$1,789	\$2,004	\$2,237
<b>ADMINISTRATIVE EXPENSES</b>							
7225 Allocated Support Services	42,533	33,401	61,043	49,566	59,052	77,062	76,729
7226 Allocated Operations Services	19,449	15,902	27,690	22,807	27,174	44,420	44,228
Sub-total	\$61,982	\$49,303	\$88,733	\$72,373	\$86,226	\$121,482	\$120,956
<b>TOTAL EXPENSES</b>	<b>\$134,864</b>	<b>\$108,953</b>	<b>\$229,766</b>	<b>\$147,995</b>	<b>\$160,110</b>	<b>\$213,049</b>	<b>\$214,960</b>



# JOINT POWERS AUTHORITY

## Treatment/Reclamation – 751810

### FUNCTION

To properly operate and maintain the wastewater treatment process in order to meet regulatory requirements and protect public health.

### SIGNIFICANT CHANGES

No significant changes are anticipated for FY20-21 or FY21-22.

### OPERATING EXPENSE LINE ITEM EXPLANATIONS

- 5400 Labor – Primarily labor hours worked by treatment personnel to operate and maintain the plant.
- 5410.10 Sodium Hypochlorite – Usage expected to be at same levels.
- 5410.11 Sodium Bisulfite – Usage contingent upon discharge flows to Malibu Creek.
- 5410.13 Aqua Ammonia – Bulk deliveries to District facilities result in cost savings.
- 5415 Outside Services – Funds for maintenance and specialty services for safety equipment, instruments, grit and rags disposal, service contracts for analyzers, etc.
- 5417 Odor Control – Carbon replacement
- 5420 Permits/Fees – Funds NPDES and Non-NPDES permits from Regional Water Quality Control Board and SCAQMD permits for general plant operation, generators and air pollution control devices. Includes miscellaneous permits from other agencies.
- 5425 Consulting Services – Funds for consultant's assistance during permit process.
- 5430 Capital Outlay – Funds for filter media replacement .

### MAINTENANCE EXPENSE LINE ITEM EXPLANATIONS

- 5500 Labor – Primarily labor hours worked by Maintenance Section personnel to provide maintenance services.
- 5510 Supplies/Materials – Items required for staff for maintenance of plant facilities and equipment.
- 5515 Outside Services – Funding for repair and maintenance of mechanical equipment including generators, blowers and switchgears.
- 5518 Bldg. Maintenance – Costs related to maintaining the basic buildings and site and which are not process related.
- 5525 Consulting Services – Funds for assistance in maintaining PLCs.
- 5530

### EFFLUENT DISPOSAL LINE ITEM EXPLANATIONS

- 6788 District Sprayfields – Contractor, equipment, supply, and staff costs associated with maintaining farm fields, catch basins, roads, fences and equipment, disposing of effluent as needed due to permit requirements or distribution system upsets, and harvesting vegetation to remove nitrogen applied via irrigation on the Rancho Farm fields.
- 6789 005 Discharge – Pumping, energy and lab costs associated with disposal of effluent through 005. Due to the high turbidity of water available from RW Reservoir #2, the District did not discharge through 005. Following completion of Reservoir #2 improvements discharge through 005 will resume as needed.

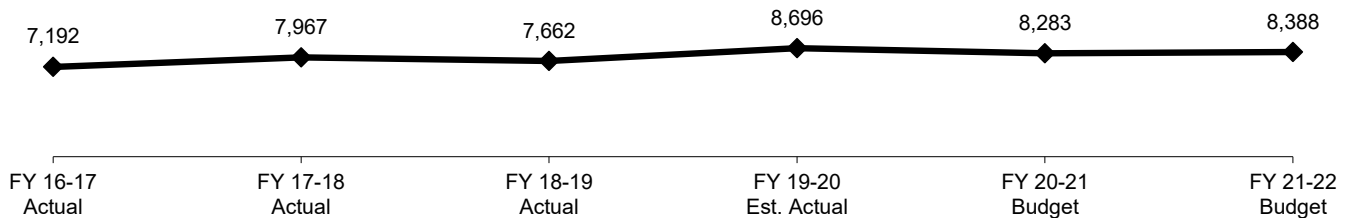
### SPECIALTY EXPENSE LINE ITEM EXPLANATIONS

- 5700 SCADA Services – Labor and materials costs for services provided by Information Systems to maintain the SCADA system.
- 5715.2 Other Laboratory Services – Reflects outside laboratory testing. Increase due to annual bioassessment for Malibu Creek and Los Angeles River as required by the NPDES permit.
- 5715.3 Tapia Lab Sampling – Tapia laboratory staff costs for obtaining samples from the reclamation process.
- 7202 Allocated Lab Expense – Tapia laboratory costs for testing samples. Costs are based on total number of in-house tests performed for treatment divided by total number of tests performed in-house.

**Las Virgenes - Triunfo  
Joint Powers Authority  
Treatment/Reclamation - 751810**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATIONS DIVISION EXPENSE</b>							
5400 Labor	\$1,129,884	\$1,102,930	\$1,279,747	\$1,273,237	\$1,331,612	\$1,336,000	\$1,335,000
5405.1 Electricity	699,722	797,216	648,935	877,204	653,000	487,500	525,000
5405.2 Telephone	22,609	3,137	17,199	19,568	22,000	20,000	20,000
5405.3 Natural Gas	9,741	8,743	11,395	10,082	12,000	10,000	10,000
5405.4 Water	3,747	5,263	5,837	3,392	5,000	5,500	5,500
5410 Supplies/Material	20,786	26,337	43,442	35,020	34,000	35,000	35,000
5410.1 Fuel	18,979	16,598	10,558	20,600	10,000	17,000	17,000
5410.5 Ferric Chloride	42,204	37,853	35,505	54,456	49,000	60,000	60,000
5410.6 Defoamer/Deodorant	6,082	7,079	3,981	4,120	3,000	4,120	4,120
5410.9 Alum	6,864	6,917	11,127	9,489	14,000	12,000	12,000
5410.10 Sodium Hypochlorite	212,248	184,319	297,177	208,274	225,000	230,000	230,000
5410.11 Sodium Bisulfite	77,498	98,766	91,143	115,936	91,000	115,936	115,936
5410.13 Aqua Ammonia	31,675	27,657	30,616	31,669	19,000	31,699	31,699
5415 Outside Services	28,745	37,732	48,133	30,900	57,000	120,650	120,650
5417 Odor Control	41,963	42,226	38,596	46,350	33,000	40,000	40,000
5420 Permits and Fee	91,189	89,767	91,082	101,365	101,300	102,000	102,000
5425 Consulting Services	0	96,515	46,286	4,302	37,000	40,000	40,000
5430 Capital Outlay	23,994	0	98,630	50,000	88,000	100,000	100,000
Sub-total	\$2,467,930	\$2,589,055	\$2,809,389	\$2,895,964	\$2,784,912	\$2,767,405	\$2,803,905
<b>MAINTENANCE DIVISION EXPENSE</b>							
5500 Labor	604,558	665,960	488,598	704,929	554,198	550,000	542,000
5510 Supplies/Material	210,976	192,150	180,230	240,000	198,000	130,000	140,000
5515 Outside Services	205,253	213,480	94,820	137,000	121,000	125,000	135,000
5518 Building Maintenance	37,573	51,195	87,276	60,000	151,304	160,804	166,630
5530 Capital Outlay	9,774	28,462	26,094	55,000	88,000	65,000	70,000
Sub-total	\$1,068,134	\$1,151,247	\$877,018	\$1,196,929	\$1,112,502	\$1,030,804	\$1,053,630
<b>EFFLUENT DISPOSAL</b>							
6788 District Sprayfield	251,449	283,186	314,316	321,779	250,000	270,000	275,000
6789 005 Discharge	277	387	10,917	400	400	400	400
Sub-total	\$251,726	\$283,573	\$325,233	\$322,179	\$250,400	\$270,400	\$275,400
<b>SPECIALTY EXPENSES</b>							
5700 SCADA Services	46,631	32,454	44,094	91,618	51,916	61,104	61,786
5710.2 Technical Services	0	0	0	517	3,460	3,875	4,325
5715.2 Other Lab Services	135,739	147,436	149,325	146,294	143,000	143,000	143,000
5715.3 Tapia Lab Sampling	114,536	120,856	120,068	139,344	110,210	160,000	165,000
7202 Allocated Lab Expense	344,163	363,855	402,279	408,917	474,596	475,000	475,000
Sub-total	\$641,069	\$664,601	\$715,766	\$786,690	\$783,182	\$842,979	\$849,111
<b>ADMINISTRATIVE EXPENSES</b>							
7225 Allocated Support Services	1,896,260	2,228,931	2,045,414	2,508,634	2,530,000	2,437,656	2,454,968
7226 Allocated Operations Services	867,096	1,049,788	889,119	1,154,400	1,235,000	933,656	950,968
Sub-total	\$2,763,356	\$3,278,719	\$2,934,533	\$3,663,034	\$3,765,000	\$3,371,312	\$3,405,936
<b>TOTAL EXPENSES</b>	<b>\$7,192,215</b>	<b>\$7,967,195</b>	<b>\$7,661,939</b>	<b>\$8,864,796</b>	<b>\$8,695,996</b>	<b>\$8,282,900</b>	<b>\$8,387,982</b>

Expense Trend (\$000)



# JOINT POWERS AUTHORITY

## Treatment/Composting – 751820

### FUNCTION

To provide for the operation and maintenance of facilities for the conversion of biosolids to a reusable compost product while meeting all state and federal regulatory requirements and the goal of conserving resources.

### SIGNIFICANT CHANGES

Funding for biofilter monitoring (\$90,000 in line 5425) is included for FY 20-21.

### OPERATING EXPENSE LINE ITEM EXPLANATIONS

- 5400 Labor – Primarily labor hours worked at the Composting Facility by Composting Facility personnel to operate and provide preventive maintenance.
- 5405 Utilities – These sub-accounts provide funds for electric and natural gas, telephone and water.
- 5410 Supplies/Material – Funds for miscellaneous chemicals and supplies required to operate the Composting Facility. Significant increase in citric acid cost as well as additional dewatering due to an increase in solids.
- 5410.7 Polymer used in the dewatering process.
- 5410.8 Amendment – Amendment usage increased due to extended dewatering and centrifuge run time. Amendment cost based on purchase of materials from new vendor.
- 5415 Outside Services – Funds for emissions monitoring services. Costs in FY 18-19 and FY 19-20 included biosolids disposal services.
- 5417 Odor Control – Bio filter media changes out annually.
- 5420 Permits/Fees – SCAQMD permit fees for general plant operation and LA County Department of Public Health solid waste fees.

### MAINTENANCE EXPENSE LINE ITEM EXPLANATIONS

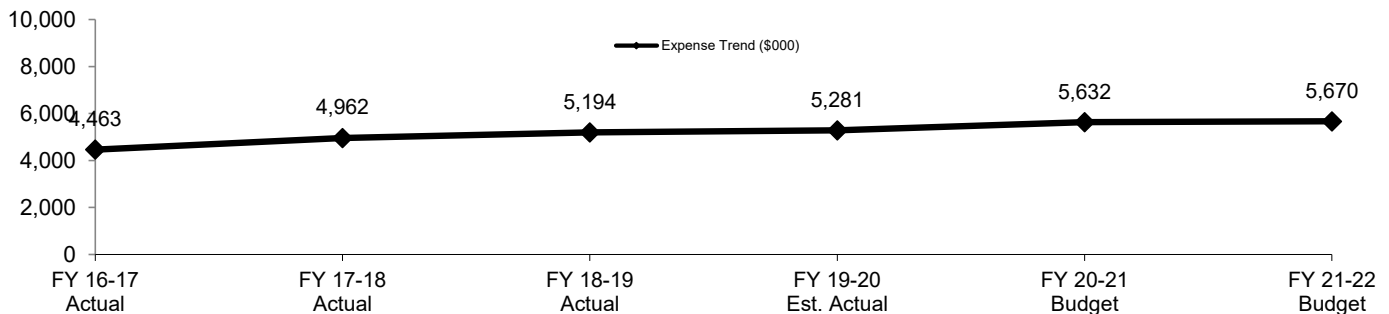
- 5500 Labor – Primarily labor hours worked by Maintenance Section personnel to provide maintenance services. Includes hours for RCPO staff to manage landscape contract.
- 5510 Supplies/Materials – Items required for staff to maintain plant facilities and equipment. FY16-17 budget includes funding to maintain facilities at current levels.
- 5515 Outside Services – Funds to hire any maintenance providers to assist in maintaining plant facilities including annual gas monitoring and facility maintenance.
- 5518 Bldg. Maintenance – Costs related to maintaining the basic buildings and site and which are not process related.

### SPECIALTY EXPENSE LINE ITEM EXPLANATIONS

- 5700 SCADA Services – Labor and materials costs for services provided by Information Systems to maintain the DCS system.
- 5710.2 Technical Services – The costs for any labor hours by Technical Services personnel.
- 5712 Sales/Use Tax Expense – Required tax remittance on imputed value of RLV Community Compost supplied.
- 5715.2 Other Laboratory Services – Reflects outside laboratory testing associated with marketing compost.
- 5715.3 Tapia Lab Sampling – Tapia laboratory staff costs for obtaining samples from the composting process are direct charged to this account.
- 7202 Allocated Lab Expense – Tapia laboratory costs for testing samples. Costs are based on total number of in-house tests performed for composting divided by total number of tests performed in-house.

**Las Virgenes - Triunfo  
Joint Powers Authority  
Treatment/Composting - 751820**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATIONS DIVISION EXPENSE</b>							
5400 Labor	\$799,729	\$815,333	\$876,160	\$912,831	\$872,526	\$880,000	\$890,000
5405.1 Electricity	351,883	353,173	317,993	375,950	231,000	325,000	365,000
5405.2 Telephone	29,025	16,030	14,520	22,660	12,500	12,000	12,000
5405.3 Natural Gas	11,702	7,501	4,317	11,331	4,000	11,400	11,400
5405.4 Water	2,712	4,209	3,909	4,469	4,000	4,800	4,800
5410 Supplies/Material	28,982	25,794	29,724	27,628	24,000	28,450	28,450
5410.1 Fuel	7,229	1,253	4,338	4,807	1,000	4,950	5,000
5410.7 Polymer	120,588	117,798	149,870	108,876	81,000	147,000	147,000
5410.8 Amendment	142,893	101,919	48,336	123,600	21,000	135,000	135,000
5415 Outside Services	0	0	258,280	2,500	209,000	32,000	33,000
5417 Odor Control	101,740	99,393	37,014	154,500	24,000	145,000	145,000
5420 Permits and Fee	32,271	13,460	15,047	19,858	16,000	20,000	20,000
5430 Capital Outlay	0	0	0	0	0	40,000	40,000
Sub-total	\$1,628,754	\$1,555,863	\$1,759,508	\$1,769,010	\$1,500,026	\$1,875,600	\$1,836,650
<b>MAINTENANCE DIVISION EXPENSE</b>							
5500 Labor	459,605	481,074	594,660	555,759	542,588	508,000	533,000
5510 Supplies/Material	130,135	161,371	230,902	214,000	71,000	114,000	114,000
5515 Outside Services	134,053	57,778	133,943	135,000	134,000	115,000	135,000
5518 Building Maintenance	51,058	54,746	43,539	56,000	96,373	101,373	97,015
5525 Consulting Services	2,252	0	0	0	0	0	0
5530 Capital Outlay	36,000	133,090	0	40,000	0	0	0
Sub-total	\$813,103	\$888,059	\$1,003,044	\$1,000,759	\$843,961	\$838,373	\$879,015
<b>SPECIALTY EXPENSES</b>							
5700 SCADA Services	2,993	6,000	11,911	19,454	0	0	0
5710.2 Technical Services	0	0	0	129	7,038	7,884	8,799
5712 Compost Sales/Use Tax	2,922	3,246	2,989	4,000	4,000	4,000	4,000
5715.2 Other Lab Services	3,525	4,334	8,093	7,440	0	8,000	8,000
5715.3 Tapia Lab Sampling	769	884	498	638	0	800	800
7202 Allocated Lab Expense	11,284	11,930	13,189	13,407	15,560	18,093	18,912
Sub-total	\$21,493	\$26,394	\$36,680	\$45,068	\$26,598	\$38,777	\$40,511
<b>ADMINISTRATIVE EXPENSES</b>							
7225 Allocated Support Services	1,372,144	1,688,044	1,648,049	1,781,118	1,954,000	1,924,656	1,941,968
7226 Allocated Operations Services	627,437	803,187	746,318	819,609	956,000	954,656	971,968
Sub-total	\$1,999,581	\$2,491,231	\$2,394,367	\$2,600,727	\$2,910,000	\$2,879,312	\$2,913,936
<b>TOTAL EXPENSES</b>	<b>\$4,462,931</b>	<b>\$4,961,547</b>	<b>\$5,193,599</b>	<b>\$5,415,564</b>	<b>\$5,280,585</b>	<b>\$5,632,062</b>	<b>\$5,670,112</b>



# **JOINT POWERS AUTHORITY**

## **Centrate Treatment – 751830**

### **FUNCTION**

To operate the centrate treatment facilities to allow Tapia WRF to meet its effluent nutrient requirements in the NPDES permit. The farm remains available for biosolids injection in emergency conditions.

### **SIGNIFICANT CHANGES**

No significant changes are anticipated for FY20-21 or FY 21-22.

### **OPERATING EXPENSE LINE ITEM EXPLANATIONS**

5400 Labor – Labor hours for farm operations including centrate treatment and potential biosolids injection.

5410.1 Fuel – Diesel fuel for use on site.

5420 Permits and Fees – RWQCB permit fees for biosolids injection and SCAQMD permits for the generator, carbon scrubber, and biofilter..

### **MAINTENANCE EXPENSE LINE ITEM EXPLANATIONS**

5500 Labor – Primarily labor hours worked by Maintenance Section personnel to provide maintenance services.

5515 Outside Services – Funds to hire any maintenance providers required to assist in building maintenance such as janitor, alarms, trash collection, etc. Increased funding due to maintenance of equipment associated with centrate treatment. Other services include compressor maintenance; refuse disposal, pest control and security services.

### **SPECIALTY EXPENSE LINE ITEM EXPLANATIONS**

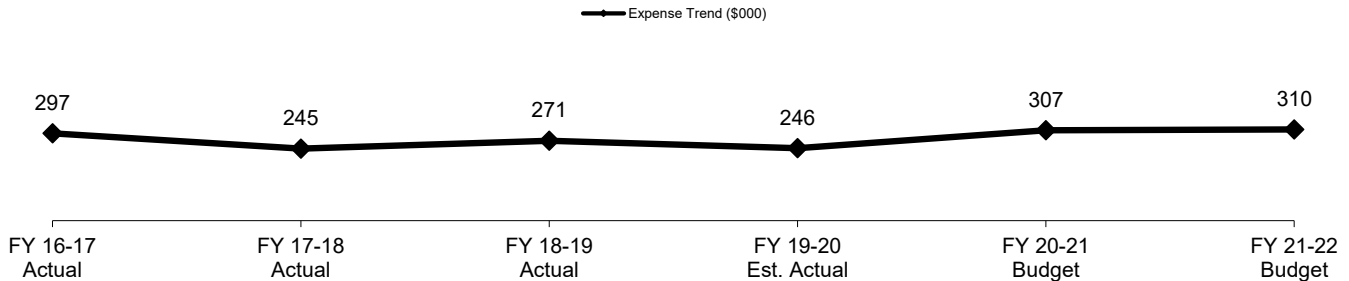
5710.2 Technical Services – The costs for any labor hours by Technical Services personnel for assistance would be accumulated in this account.

5715 Laboratory Services – Tapia Laboratory service and outside laboratory service costs are charged to these accounts.



**Las Virgenes - Triunfo  
Joint Powers Authority  
Treatment/Centrated Treatment - 751830**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATIONS DIVISION EXPENSE</b>							
5400 Labor	\$0	\$0	\$0	\$3,797	\$0	\$0	\$0
5405.1 Electricity	58,285	64,786	64,838	71,482	64,000	70,000	70,000
5405.4 Water	1,203	1,430	1,673	1,005	2,000	1,700	1,700
5410 Supplies/Material	801	882	876	0	0	500	500
5410.1 Fuel	0	2,214	2,909	3,891	1,000	3,000	3,000
5420 Permits and Fee	69,327	69,341	75,887	69,500	87,071	90,000	90,000
Sub-total	\$129,616	\$138,653	\$146,183	\$149,675	\$154,071	\$165,200	\$165,200
<b>MAINTENANCE DIVISION EXPENSE</b>							
5500 Labor	38,725	14,196	18,962	28,411	5,641	6,674	6,970
5510 Supplies/Material	4,052	11,821	2,484	15,000	2,000	15,000	15,000
5515 Outside Services	24,495	10,096	22,455	17,000	4,000	17,000	17,000
Sub-total	\$67,272	\$36,113	\$43,901	\$60,411	\$11,641	\$38,674	\$38,970
<b>SPECIALTY EXPENSES</b>							
5715.2 Other Lab Services	1,960	2,521	1,114	3,121	2,000	3,000	3,000
5715.3 Tapia Lab Sampling	10,400	8,612	10,870	11,320	13,036	16,469	17,201
7202 Allocated Lab Expense	22,568	23,859	26,379	26,814	31,121	36,187	37,824
Sub-total	\$34,928	\$34,992	\$38,363	\$41,255	\$46,157	\$55,656	\$58,025
<b>ADMINISTRATIVE EXPENSES</b>							
7225 Allocated Support Services	44,433	24,240	31,110	48,489	23,289	30,395	30,266
7226 Allocated Operations Services	20,316	10,797	11,573	22,312	10,717	17,520	17,446
Sub-total	\$64,749	\$35,037	\$42,683	\$70,801	\$34,005	\$47,915	\$47,712
<b>TOTAL EXPENSES</b>	<b>\$296,565</b>	<b>\$244,795</b>	<b>\$271,130</b>	<b>\$322,142</b>	<b>\$245,874</b>	<b>\$307,445</b>	<b>\$309,907</b>



# JOINT POWERS AUTHORITY

## Administration – 751840

### FUNCTION

To fund general and administrative expenses specific to Joint Powers Authority operations.

### SIGNIFICANT CHANGES

No significant changes are anticipated for FY20-21 or FY21-22.

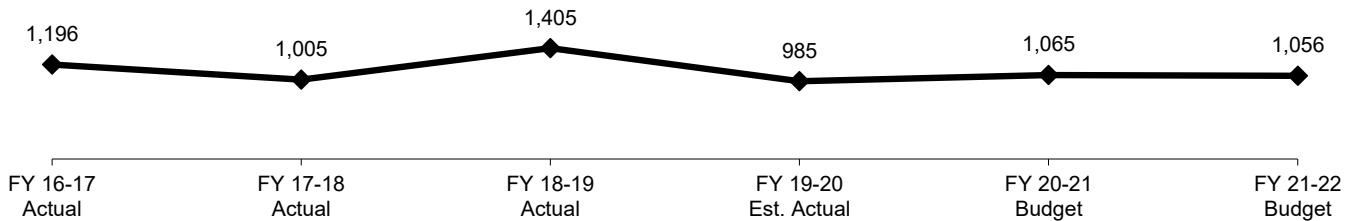
### LINE ITEM EXPLANATIONS

- 5400 Labor – The costs for any labor hours worked on administrative function.
- 6602 School Education Program – Wastewater education initiatives, programs and tours. Also includes programs designed to accommodate home-school students.
- 6604 Public Education Program – Quarterly tours of Rancho/Tapia; Malibu Creek Watershed and regulatory issue outreach; JPA activities and display advertising related to watershed, compost promotion, pharmaceutical disposal education, etc.
- 6606 Community Group Outreach – JPA related publications and community group outreach related to watershed stewardship and NPDES permit, and speaker's bureau expenses.
- 6608 Intergovernmental Coordination – Programmed funds include support for intergovernmental activities such as legislative monitoring and activities with the state legislature, county, cities, school districts, federal agencies and regulatory bodies.
- 6785 Watershed Programs – Watershed Management: Staff participation and technical assistance managing water resources (primarily surface water quality) in the Malibu Creek and upper Los Angeles River watersheds. Also includes funding for Collaborative Research projects related to the Malibu Creek TMDL issue.
- 6872 Litigation – Outside Services – All litigation, settlements, attorney fees, court costs and legal costs for general litigation that are solely for the Joint Powers Authority.
- 6874 Litigation – District Costs – Costs for employee depositions, trial appearance, etc. for Joint Powers Authority lawsuit cases.
- 6516 Other Professional Services – Federal and State Regulatory Advocacy for securing funding and providing input on regulatory issues.
- 6517 Audit Fees – Joint Powers Authority's share of costs related to financial statement audit.
- 7110 Travel/Misc. Staff Expense – Travel and other expenses directly incurred in support of JPA issues.
- 7135 General Insurance – Property insurance costs.
- 6260 Rental Charge – Facilities Replacement – Internal charge to set aside funds for future facilities replacement.

**Las Virgenes - Triunfo  
Joint Powers Authority  
Administration - 751840**

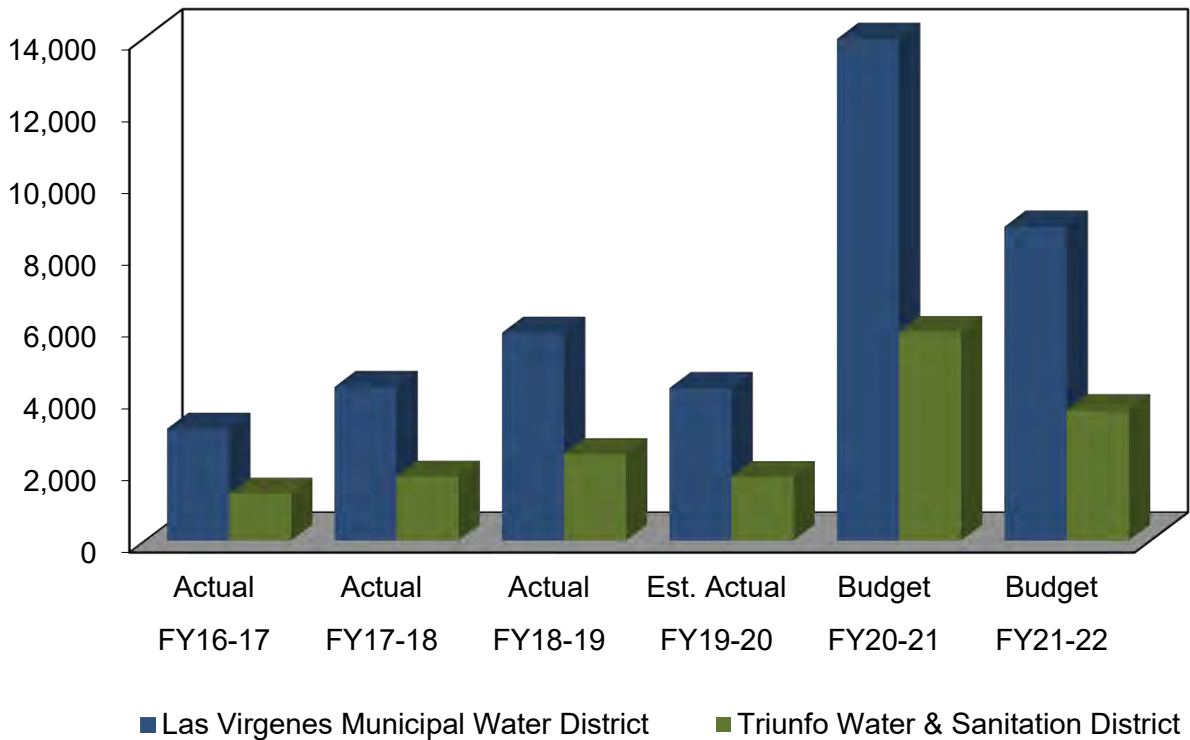
	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Est. Actual	FY 20-21 Budget	FY 21-22 Budget
<b>OPERATIONS DIVISION EXPENSE</b>							
5400 Labor	\$1,424	\$0	\$0	\$717	\$0	\$0	\$0
Sub-total	\$1,424	\$0	\$0	\$717	\$0	\$0	\$0
<b>INVENTORY EXPENSES</b>							
5536 Inventory Adjustment	(2,393)	6,134	153,421	4,840	2,200	5,000	5,000
Sub-total	(\$2,393)	\$6,134	\$153,421	\$4,840	\$2,200	\$5,000	\$5,000
<b>PUBLIC INFORMATION</b>							
6602 School Education Program	22,535	14,394	2,586	20,971	814	20,000	20,000
6604 Public Education Program	70,275	45,330	29,554	67,722	23,627	20,069	20,842
6606 Community Group Outreach	1,182	2,911	0	6,028	0	8,000	8,000
6608 Intergovernmental Coordination	4,146	1,098	411	5,298	0	5,000	5,000
Sub-total	\$98,138	\$63,733	\$32,551	\$100,019	\$24,441	\$53,069	\$53,842
<b>RESOURCE CONSERVATION</b>							
6785 Watershed Programs	60,773	17,097	1,800	46,594	14,000	20,000	20,000
Sub-total	\$60,773	\$17,097	\$1,800	\$46,594	\$14,000	\$20,000	\$20,000
<b>ADMINISTRATIVE EXPENSES</b>							
6872 Litigation/Outside Services	83,990	49,115	206,946	25,000	135,000	0	0
6516 Other Professional Services	95,007	167,843	266,417	137,000	156,600	156,600	156,600
6517 Audit Fees	3,395	3,395	3,377	3,700	6,000	6,000	6,000
7110 Travel/Misc Staff Expense	248	0	0	0	0	0	0
7135.1 Property Insurance	56,955	69,614	79,858	59,779	80,859	0	0
7135.4 Earthquake Insurance	91,466	110,557	117,389	95,559	92,073	0	0
7145 Claims Paid	122,451	21,000	0	0	0	0	0
7153 TWSD Staff Services	0	0	0	5,000	5,500	6,000	6,000
7155 Other Expense	54,029	9,000	0	0	0	0	0
6260 Rental Charge - Facility Repl	371,357	351,674	377,618	363,316	355,453	363,316	363,316
Allocated Insurance	0	0	0	0	0	175,131	183,888
Allocated Legal Services	0	0	0	0	0	135,000	135,000
7203 Allocated Building Maint	83,651	89,824	153,010	88,804	92,424	115,392	96,642
7225 Allocated Support Services	51,723	31,374	8,767	163,458	14,326	18,696	18,612
7226 Allocated Operations Services	23,652	14,936	3,977	75,217	6,592	10,777	10,728
Sub-total	\$1,037,924	\$918,332	\$1,217,359	\$1,016,834	\$944,828	\$986,912	\$976,786
<b>TOTAL EXPENSES</b>	<b>\$1,195,866</b>	<b>\$1,005,296</b>	<b>\$1,405,131</b>	<b>\$1,169,004</b>	<b>\$985,469</b>	<b>\$1,064,981</b>	<b>\$1,055,628</b>

Expense Trend (\$000)



**Las Virgenes - Triunfo  
Joint Powers Authority  
Capital Improvement Projects  
Annual Expenditures  
(Dollars in Thousands)**

	FY16-17 Actual	FY17-18 Actual	FY18-19 Actual	FY19-20 Est. Actual	FY20-21 Budget	FY21-22 Budget
<b>Las Virgenes MWD</b>	3,125	4,287	5,793	4,256	13,957	8,740
<b>Triunfo WSD</b>	1,308	1,785	2,412	1,772	5,812	3,639
	4,433	6,072	8,205	6,028	19,769	12,379



\*Estimated and Projected expenditures represent working capital requirements for each fiscal year.

**CIP Projects FY 2020-21 and FY 2021-22**

**Sanitation**

**SCADA System Communications Upgrade-10520**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
Project Description: Migration of the existing communication system from a serial radio network to an Ethernet based radio network. Provide redundant data paths for uninterrupted communication. Eliminate need to rely on telephone company equipment.	32,447.00	93,100.00	60,653.00

<b>Sanitation-100 %</b>		<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	<b>LV Share Amount (70.6%)</b>	-	-	-	527,942.56	
	<b>TWSD Share Amount (29.4%)</b>	-	-	-	219,851.44	
	<b>Project Totals</b>	-	-	-	747,794.00	840,894.00

**Tapia Programmable Logic Controller Upgrades-10567**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
Project Description: This project replaces programmable logic controllers (PLC's) with newer PLCs and provides necessary equipment upgrades (fiber optics, network switches and programming) to complete the installation. This is a program project which addresses Tapia in the first two years and centrate treatment in the third year. Design will occur in the first year for all facilities.	136,665.00	1,311,560.00	1,174,895.00

<b>Sanitation-100 %</b>		<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	<b>LV Share Amount (70.6%)</b>	839,038.64	1,668,514.51	-	-	
	<b>TWSD Share Amount (29.4%)</b>	349,401.36	694,820.49	-	-	
	<b>Project Totals</b>	1,188,440.00	2,363,335.00	-	-	2,500,000.00

**Summer Season TMDL Compliance-10619**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
<b>Project Description:</b> In February 2017 the SWRCB adopted the Implementation Plan for the 2013 TMDL. The plan provides for compliance with summer time limits within five years. The options for compliance include a "side stream" treatment plant, the use of potable water and nutrient trading in the watershed. This CIP funds the selection, preliminary studies, outreach, CEQA analysis, preliminary design and final design for summer time compliance. Project 10611 (Duct Bank Infrastructure Upgrade) was added to this program for the FY19-20 planning period. Construction of a 1 MGD "side stream" treatment facility at Tapia to treat potable water for stream flow augmentation. Project is currently in 80% final design.	318,175.00	1,449,985.00	1,131,810.00

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
<b>Sanitation-100 %</b>					
LV Share Amount (70.6%)	1,050,097.34	1,849,155.20	-	-	
TWSD Share Amount (29.4%)	437,292.66	770,044.80	-	-	
<b>Project Totals</b>	<b>1,487,390.00</b>	<b>2,619,200.00</b>	<b>-</b>	<b>-</b>	<b>2,937,375.00</b>

**Pure Water Project-10635**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
<b>Project Description:</b> This project funds preliminary studies, outreach, CEQA analysis, preliminary design and final design. The 2018 project cost estimate (\$121M) was updated using an annual inflationary factor of 3%.	648,654.00	3,456,482.00	2,807,828.00

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
<b>Sanitation-100 %</b>					
LV Share Amount (70.6%)	2,959,673.43	4,942,000.00	5,824,156.88	-	
TWSD Share Amount (29.4%)	1,232,498.57	2,058,000.00	2,425,357.12	-	
<b>Project Totals</b>	<b>4,192,172.00</b>	<b>7,000,000.00</b>	<b>8,249,514.00</b>	<b>146,243,486.00</b>	<b>162,141,654.00</b>
<b>Project Offset</b>			(1,424,537.15)		
			Net Project	160,717,116.85	

**A/B Bus Electrical Modification-10661**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Study the feasibility of reconfiguring the Tapia electrical switch gear and then hire electrical team to make the modifications. Construction cost estimates will be developed following the completion of the feasibility study.	-	100,000.00	100,000.00

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
<b>Sanitation-100 %</b>					
LV Share Amount (70.6%)		70,600.00	-	-	
TWSD Share Amount (29.4%)		29,400.00	-	-	
<b>Project Totals</b>	-	100,000.00	-	-	100,000.00

**Rancho Las Virgenes Storm Water Diversion-10668**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Replacement of two storm water diversion structures at the Rancho Las Virgenes Composting Facility. Structures have lifted and need to be addressed. The drainage from the V-ditch goes to a discharge point in Las Virgenes Creek. There is a concern that sludge and/or reclaimed water entering into the V-ditch could enter the creek via the drainage from the V-ditch. An Open/Close valve should be installed at the drainage area so that operators control the contents of the V-ditch. A sump pump system with discharge piping should also be included so that the contents can be pumped either to the field or offsite.	3,746.00	41,767.00	38,021.00

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
<b>Sanitation-100 %</b>					
LV Share Amount (70.6%)	74,154.71	100,997.54	83,025.60	-	
TWSD Share Amount (29.4%)	30,880.29	42,058.46	34,574.40	-	
<b>Project Totals</b>	105,035.00	143,056.00	117,600.00	-	264,402.00

**Develop Seating Area at Tapia-10669**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Develop tour seating area and climate appropriate landscaping at Tapia adjacent to the control building.	14,035.00	25,000.00	10,965.00

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	7,741.29	-	-	
TWSD Share Amount (29.4%)	-	3,223.71	-	-	
Project Totals	-	10,965.00	-	-	25,000.00

**Centrate 24" Valve Replacement-10670**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Replace two (2) buried 24-inch Miliken valves at the centrate facility.	-	264,000.00	264,000.00

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	17,650.00	204,034.00	-	-	
TWSD Share Amount (29.4%)	7,350.00	84,966.00	-	-	
Project Totals	25,000.00	289,000.00	-	-	289,000.00



**Rancho Las Virgenes Digester Cleaning and Repair-10680**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Rehabilitation and repair of Digester No. 2 at Rancho Compost Facility.	2,235,428.00	2,235,428.00	-

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
Sanitation-100 %					
LV Share Amount (70.6%)	438,468.36	438,468.36	-	-	
TWSD Share Amount (29.4%)	182,591.64	182,591.64	-	-	
Project Totals	621,060.00	621,060.00	-	-	2,856,488.00

**Rancho Fire Repair- Woolsey Fire-10689**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Repair compost and cure building, fire damaged windows and roofing, mechanical equipment, irrigation system, electrical, architectural facade, biofilter and other damaged items.	682,985.00	1,989,455.00	1,306,470.00

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
Sanitation-100 %					
LV Share Amount (70.6%)	125,385.60	1,047,753.42	-	-	
TWSD Share Amount (29.4%)	52,214.40	436,316.58	-	-	
Project Totals	177,600.00	1,484,070.00	-	-	2,167,055.00
Project Offset		-	-		
			Net Project	2,167,055.00	

**JPA Facility Repairs-Woolsey Fire-10692**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Repair JPA owned fire damaged facilities, property and equipment. Damage include irrigation systems at Rancho Compost Facility and Reservoir 2. Budget for design under CIP# 10691.	3,864.00	878,612.00	874,748.00

Sanitation-100 %		FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
	LV Share Amount (70.6%)	-	617,572.09	-	-	
	TWSD Share Amount (29.4%)	-	257,175.91	-	-	
	Project Totals	-	874,748.00	-	-	878,612.00
	Project Offset		-	-		
				Net Project	878,612.00	

**Tapia Effluent Pump Station-10702**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Remove or abandon in place existing 4160 volt feeders currently suspended from the top slab of the Effluent Pump Station wet well, underneath the existing MCCs. Perform electrical design and replace the overhead 4160 volt feeders. Ensure coordination with 480 volt switch gear improvements.	-	100,000.00	100,000.00

Sanitation-100 %		FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
	LV Share Amount (70.6%)	-	70,600.00	279,576.00	-	
	TWSD Share Amount (29.4%)	-	29,400.00	116,424.00	-	
	Project Totals	-	100,000.00	396,000.00	-	496,000.00

**Tapia Tertiary Filter Rehab-10703**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Tertiary Filters concrete rehabilitation. Approximately 25 locations that require a 1 square foot patching with rebar repair. Replace 45 metal plates (2' X 4') on the filter deck and fix concrete around the plates with proper joint sealer. Also include the repair of an electrical panel in the Filter gallery. Replace existing electric actuators at filter structure with new electric actuators. Program plant control system to function with both remote PLC control of actuators and local actuator control. Upgrade local controls to replace old filter annunciator panels which are currently located on the top	-	60,000.00	60,000.00

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	-	-	55,915.20	
TWSD Share Amount (29.4%)	-	-	-	23,284.80	
<b>Project Totals</b>	-	-	-	79,200.00	79,200.00

**Rancho Reliability Improvements-10711**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Replace or rehabilitate facilities and equipment at the Rancho facility based on failure, beyond useful life, or obsolescence. Specific projects are identified for each fiscal year.	-	-	-

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	93,192.00	93,192.00	93,192.00	-	
TWSD Share Amount (29.4%)	38,808.00	38,808.00	38,808.00	-	
<b>Project Totals</b>	132,000.00	132,000.00	132,000.00	1,056,000.00	1,320,000.00

**Tapia Water Reclamation Facility Improvements-10712**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Replace or rehabilitate facilities and equipment at the Tapia Water Reclamation facility based on failure, end of useful life, or obsolescence. Specific projects are identified for each fiscal year.	-	-	-

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	93,192.00	93,192.00	93,192.00	-	
TWSD Share Amount (29.4%)	38,808.00	38,808.00	38,808.00	-	
<b>Project Totals</b>	<b>132,000.00</b>	<b>132,000.00</b>	<b>132,000.00</b>	<b>1,056,000.00</b>	<b>1,320,000.00</b>

**Tapia Influent Pump Replacement-201854**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Replacement of two (2) influent pumps with dry pit submersible pumps. Dry pit submersible pumps will improve staff's ability to maintain and improve staff safety when performing maintenance. This project was identified in the 2017 Carollo study.	-	-	-

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	-	279,576.00	-	
TWSD Share Amount (29.4%)	-	-	116,424.00	-	
<b>Project Totals</b>	<b>-</b>	<b>-</b>	<b>396,000.00</b>	<b>924,000.00</b>	<b>1,320,000.00</b>

**Lift Station No.1 Pump Replacement-201855**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Replacement of (3) pumps	-	-	-

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
Sanitation-100 %					
LV Share Amount (70.6%)	-	-	279,576.00	-	
TWSD Share Amount (29.4%)	-	-	116,424.00	-	
Project Totals	-	-	396,000.00	-	396,000.00

**Lift Station No.2 Pump Replacement-201856**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Replacement of (3) pumps	-	-	-

	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
Sanitation-100 %					
LV Share Amount (70.6%)	-	-	279,576.00	-	
TWSD Share Amount (29.4%)	-	-	116,424.00	-	
Project Totals	-	-	396,000.00	-	396,000.00

**Tapia Hypochlorite Tank Replacement-10720**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
Project Description: Replace the three fiberglass sodium hypochlorite tanks at Tapia. They are over 20 years old and beyond their expected life span. Leaks have been frequently developing and repairs are costly and difficult.	-	-	-

<b>Sanitation-100 %</b>		<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	<b>LV Share Amount (70.6%)</b>	136,399.20	136,399.20	-	-	
	<b>TWSD Share Amount (29.4%)</b>	56,800.80	56,800.80	-	-	
	<b>Project Totals</b>	193,200.00	193,200.00	-	-	193,200.00

**Tapia Secondary Clarifier Rehab-201858**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
Project Description: Repair the secondary clarifiers. The current launders are leaking and need to have the wall seal repaired. Replacement on the inlet diffusers and skimming tubes is also necessary as they are corroded and leaking. Re-caulking the expansion joints and structural repairs to catwalks are needed as they are separating from the wall.	-	-	-

<b>Sanitation-100 %</b>		<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	<b>LV Share Amount (70.6%)</b>	-	-	-	198,386.00	
	<b>TWSD Share Amount (29.4%)</b>	-	-	-	82,614.00	
	<b>Project Totals</b>	-	-	-	281,000.00	281,000.00

**Tapia Effluent Meter Replacement-10721**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: With the summertime compliance project being constructed next year, the 001 out fall meter will be removed. Additionally, the Tapia groundwater meter has aged out and the 003 meter needs to be replaced. These meters are regulatory required. This project replaces the 001, 003 and the Tapia groundwater effluent meters.	-	-	-

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	23,298.00	23,298.00	-	-	
TWSD Share Amount (29.4%)	9,702.00	9,702.00	-	-	
Project Totals	33,000.00	33,000.00	-	-	33,000.00

**Tapia Sludge Wet Well Re-Circulation-201860**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: The re-circulation (mixing) piping at the Tapia sludge wet wells is corroded and develops leaks. This project replaces this piping.	-	-	-

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	-	-	44,336.80	-	
TWSD Share Amount (29.4%)	-	-	18,463.20	-	
Project Totals	-	-	62,800.00	-	62,800.00

**Tapia Air Line Repair-201861**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description:			
The air line which conveys compressed air to the treatment process has leaks which not only allow air to escape, but also allow contaminants to enter into the pipeline and potentially the air diffusers. A large portion of this line was repaired, however a section of the pipeline was not addressed. This section needs to be addressed to stop leakage and protect the diffuser membranes.	-	-	-

Sanitation-100 %		FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
	LV Share Amount (70.6%)	-	-	35,300.00	-	
	TWSD Share Amount (29.4%)	-	-	14,700.00	-	
	<b>Project Totals</b>	-	-	50,000.00	-	50,000.00

**Rancho Valving In Street Replacement- 201862**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description:			
Replace the broken or damaged R.E.W. and Potable Water valving throughout the facility.	-	-	-

Sanitation-100 %		FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
	LV Share Amount (70.6%)	-	-	178,971.00	-	
	TWSD Share Amount (29.4%)	-	-	74,529.00	-	
	<b>Project Totals</b>	-	-	253,500.00	-	253,500.00



**Multi Site Security Assessment and Improvement- JPA-10724**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Security Assessment of various District sites and facilities. This will include access controls and security camera installations and improvements.	26,000.00	26,000.00	-

Sanitation-100 %		FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
	LV Share Amount (70.6%)	22,870.16	22,870.16	22,610.71	-	
	TWSD Share Amount (29.4%)	9,523.84	9,523.84	9,415.79	-	
	<b>Project Totals</b>	32,394.00	32,394.00	32,026.50	-	90,420.50

**Tapia Gantry Crane-201875**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Design, build and construct gantry crane for future maintenance of aeration basin diffusers.	-	-	-

Sanitation-100 %		FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
	LV Share Amount (70.6%)	-	-	81,613.36	-	
	TWSD Share Amount (29.4%)	-	-	33,986.40	-	
	<b>Project Totals</b>	-	-	115,599.76	-	115,599.76

**Tapia Flow Equalization-10737**

Project Description:

This project consists of the development of a preliminary design report to evaluate the storage and conveyance of Tapia primary effluent to help store and equalize the diurnal peak flows that Tapia sees between dry and wet weather events. This maximizes effluent available for the AWT and also improves and provides consistent water quality for the feed water to the

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
	-	-	-		
<b>Sanitation-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
LV Share Amount (70.6%)	70,600.00	70,600.00	176,500.00	4,878,460.00	
TWSD Share Amount (29.4%)	29,400.00	29,400.00	73,500.00	2,031,540.00	
<b>Project Totals</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>250,000.00</b>	<b>6,910,000.00</b>	<b>7,260,000.00</b>

**Tapia HVAC Replacement-10738**

Project Description:

Replace existing 40-year old HVAC at Tapia.

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
	-	-	-		
<b>Sanitation-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
LV Share Amount (70.6%)	214,624.00	214,624.00	-	-	
TWSD Share Amount (29.4%)	89,376.00	89,376.00	-	-	
<b>Project Totals</b>	<b>304,000.00</b>	<b>304,000.00</b>	<b>-</b>	<b>-</b>	<b>304,000.00</b>

**Rancho Generator Study and Purchase-10739**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Commission study/design of backup generator requirements followed by purchase and installation of recommended equipment	-	-	-

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	214,624.00	214,624.00	194,390.04	-	
TWSD Share Amount (29.4%)	89,376.00	89,376.00	80,949.96	-	
Project Totals	304,000.00	304,000.00	275,340.00	-	579,340.00

**Concrete Corrosion/Crack Repair-Tapia-10741**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Repair failing concrete at the Tapia Water Reclamation Facility	-	-	-

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	46,596.00	46,596.00	46,596.00	-	
TWSD Share Amount (29.4%)	19,404.00	19,404.00	19,404.00	-	
Project Totals	66,000.00	66,000.00	66,000.00	66,000.00	198,000.00

**Lift Station Improvements- 10742**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Repair and rehabilitate aging lift stations.	-	-	-

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	105,900.00	105,900.00	783,660.00	-	
TWSD Share Amount (29.4%)	44,100.00	44,100.00	326,340.00	-	
<b>Project Totals</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>1,110,000.00</b>	<b>1,110,000.00</b>	<b>2,370,000.00</b>

**Fire Hardening- JPA Facilities-10743**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Fire hardening strategy for JPA facilities includes preventative measures and protection systems for both internal and external sources of fire. Potential facility improvements include: 1) Employing advanced detectors and utilizing a plant fire safety systems; and 2) evaluation and, if feasible, installation of a perimeter fire defense system. Fire Hardening also includes creating larger defensible space around critical structures and providing wider access roads and preventative improvements to facilities.	-	-	-

Sanitation-100 %	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
LV Share Amount (70.6%)	186,384.00	186,384.00	186,384.00	-	
TWSD Share Amount (29.4%)	77,616.00	77,616.00	77,616.00	-	
<b>Project Totals</b>	<b>264,000.00</b>	<b>264,000.00</b>	<b>264,000.00</b>	<b>2,112,000.00</b>	<b>2,640,000.00</b>

**Discharge Point Rehab-10745**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
Project Description:					
Evaluate and repair failed 003 Discharge point pipeline (into Malibu Creek). Contract for inspection, an engineering study and a design report to determine the most cost effective means to repair failed 24" potable water pipeline from the Tapia Water Reclamation Facility to Malibu Creek. The pipeline will be used to supply potable supplement to the Malibu Creek during low flow periods. Approximately one (1) mile of pipeline needs to be and preventative improvements to facilities.	-	-	-		
<b>Sanitation-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
LV Share Amount (70.6%)	543,125.80	543,125.80	-	-	
TWSD Share Amount (29.4%)	226,174.20	226,174.20	-	-	
Project Totals	769,300.00	769,300.00	-	-	769,300.00

**Grit Chamber Mixing System Replacement-60030**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
Project Description:					
Replace grit chamber mixing system with a more efficient mixing system.	-	-	-		
<b>Sanitation-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
LV Share Amount (70.6%)	-	-	-	93,898.00	
TWSD Share Amount (29.4%)	-	-	-	39,102.00	
Project Totals	-	-	-	133,000.00	133,000.00

**New RAS Wet Well and Pumps-10747**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Replace RAS wet well and pumps to increase pumping capacity and reliability.	-	-	-

Sanitation-100 %		FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
	LV Share Amount (70.6%)	84,720.00	84,720.00	-	790,720.00	
	TWSD Share Amount (29.4%)	35,280.00	35,280.00	-	329,280.00	
	<b>Project Totals</b>	<b>120,000.00</b>	<b>120,000.00</b>	<b>-</b>	<b>1,120,000.00</b>	<b>1,240,000.00</b>

**Centrate Tank Inspection and Rehabilitation Assesment-10748**

	Prior Year Expenditures	Prior Year Appropriations	Carryforward
Project Description: Tank inspections and recommendations for rehabilitation.	-	-	-

Sanitation-100 %		FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations	Future Year Appropriations	Project Total
	LV Share Amount (70.6%)	7,060.00	7,060.00	-	-	
	TWSD Share Amount (29.4%)	2,940.00	2,940.00	-	-	
	<b>Project Totals</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>-</b>	<b>-</b>	<b>10,000.00</b>

**Trunk Sewer System Improvements-99983**

Project Description:  
 Replace or rehabilitate trunk sewer system components based on CCTV, condition assessment & SSMP, end of useful life, or obsolescence. Specific projects are identified for each fiscal year (see project 201877 for FY 20-21 related activity).

	Prior Year Expenditures	Prior Year Appropriations	Carryforward		
	-	-	-		
<b>Sanitation-100 %</b>					
	<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
LV Share Amount (70.6%)	-	-	783,660.00	-	
TWSD Share Amount (29.4%)	-	-	326,340.00	-	
Project Totals	-	-	1,110,000.00	-	1,110,000.00

**Sanitation Summary**

	7,869,300.00			
	<b>Carryforward</b>	<b>Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>
LV Share Amount (70.6%)	5,555,725.80	7,347,053.25	12,860,021.57	8,740,169.16
TWSD Share Amount (29.4%)	2,313,574.20	3,059,537.75	5,355,306.43	3,639,673.95
	7,869,300.00	10,406,591.00	18,215,328.00	12,379,843.11

**Recycled Water**

**Canyon Oaks Park RW Main Extension-10629**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
Project Description: Extension to serve the City of Westlake Village's Oak Canyon Park and eliminate a long private service line to Yerba Buena School. Funding from Prop 84 IRWM 2015.	7,451.00	399,780.00	392,329.00

<b>Recycled-100 %</b>		<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	<b>LV Share Amount (70.6%)</b>	-	276,631.98	-	-	
	<b>TWSD Share Amount (29.4%)</b>	-	115,198.02	-	-	
	<b>Project Totals</b>	-	391,830.00	-	-	399,281.00
	<b>Project Offset</b>		(106,090.00)	Net Project	293,191.00	

**Cordillera Tank Rehab-10665**

	<b>Prior Year Expenditures</b>	<b>Prior Year Appropriations</b>	<b>Carryforward</b>
Project Description: Rehabilitation of Cordillera Tank including interior and exterior coating, valve and appurtenance upgrades and replacements, restoration of deteriorated asphalt, and work to ensure up-to-date compliance for safety and water quality equipment.	39,879.00	1,201,267.00	1,161,388.00

<b>Recycled-100 %</b>		<b>FY 20-21 Appropriations</b>	<b>FY 20-21 Budget</b>	<b>FY 21-22 Appropriations</b>	<b>Future Year Appropriations</b>	<b>Project Total</b>
	<b>LV Share Amount (70.6%)</b>	-	819,939.93	-	-	
	<b>TWSD Share Amount (29.4%)</b>	-	341,448.07	-	-	
	<b>Project Totals</b>	-	1,161,388.00	-	-	1,201,267.00



**Recycled Water Summary**

	Carryforward	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations
LV Share Amount (70.6%)	1,022,024.66	-	1,096,571.91	-
TWSD Share Amount (29.4%)	425,602.34	-	456,646.09	-
	1,447,627.00	-	1,553,218.00	

**Santitation Summary**

	Carryforward	Appropriations	FY 20-21 Budget	FY 21-22 Appropriations
LV Share Amount (70.6%)	5,555,725.80	7,347,053.25	12,860,021.57	8,740,169.16
TWSD Share Amount (29.4%)	2,313,574.20	3,059,537.75	5,355,306.43	3,639,673.95
	7,869,300.00	10,406,591.00	18,215,328.00	12,379,843.11

**Grand Total**

	Carryforward	FY 20-21 Appropriations	FY 20-21 Budget	FY 21-22 Appropriations
LV Share Amount (70.6%)	6,577,750.46	7,347,053.25	13,956,593.48	8,740,169.16
TWSD Share Amount (29.4%)	2,739,176.54	3,059,537.75	5,811,952.52	3,639,673.95
	9,316,927.00	10,406,591.00	19,768,546.00	12,379,843.11

***THIS PAGE INTENTIONALLY LEFT BLANK***

## Las Virgenes Municipal Water District Summary of Operating Indicators

### Potable Water Operations

Function: To provide high quality, reliable water and deliver adequate water supplies.

Capital Assets:	2016	2017	2018	2019	2020
Water Main (miles)	388.8	389.2	392.4	392.6	392.6
Fire Hydrants (#)	3,171	3,175	3,205	3,210	3,211
Valves (#)	4,472	4,447	4,496	4,499	4,503
Water Treatment Plant (#)	1	1	1	1	1
Water Tanks (#)	25	25	25	25	25
Pump Stations (#)	26	26	26	26	26
Water Reservoirs (#)	1	1	1	1	1
Storage Capacity (millions of gallons)					
Reservoirs	3,100	3,100	3,100	3,100	3,100
Tanks	38.8	38.8	38.8	38.8	38.8

Operating Indicators:	2016	2017	2018	2019	2020
New Connections	7	11	37	112	21
Water Main Leak Repairs	67	48	51	63	60
Water Meter Replaced (#)	301	265	160	251	83
Average Daily Consumption (thousands of gallons)	15,316	16,202	18,629	15,950	14,684

### Recycled Water Operations

Function: To provide recycled water services to the District's customers for irrigation, landscape and encourage water conservation.

Capital Assets:	2016	2017	2018	2019	2020
Recycled Water Main (miles)	65.5	68.1	68.1	68.1	68.1
Valves (#)	344	365	371	371	371
Recycled Water Tanks (#)	3	3	3	3	3
Recycled Water Pump Stations (#)	4	4	4	4	4
Recycled Water Reservoirs (#)	3	3	3	3	3
Storage Capacity (millions of gallons)					
Reservoirs	19.3	19.3	19.3	19.3	19.3
Tanks	5.6	5.6	5.6	5.6	5.6

Operating Indicators:	2016	2017	2018	2019	2020
Recycled Water Acre Feet Billed	4,192	4,086	4,425	4,407	4,635

### Sanitation Operations

Function: To provide wastewater services including sewer maintenance and lift station operations to District customers in the U-2, U-3 and B districts.

Capital Assets:	2016	2017	2018	2019	2020
Sanitary Sewers (miles)	56.9	56.9	56.9	56.9	56.9
Treatment Capacity (mgd)	16	16	16	16	16
Lift Stations (#)	2	2	2	2	2
Waste Water Treatment Plant (#)	1	1	1	1	1
Composting Plant (#)	1	1	1	1	1

Operating Indicators:	2016	2017	2018	2019	2020
Average Daily Sewage Treatment (thousands of gallons)	6,109	6,029	7,609	7,821	7,514

# FINANCIAL PLANNING PROCESS

The District implements a number of planning processes throughout the year to project the available financial resources and the required operating and capital investment expenditures needed to successfully carryout our Mission. These processes result in this budget document, but also are used to provide guidance beyond the current period. The long-term financial plan reflects the requirements of the District's strategic plan, Infrastructure Investment Plan, and projected service level requirements.

In July 2014, the District contracted with Raftelis Financial Consultants, Inc. (RFC) to provide a Financial Analysis and Rate Study. The data developed and used by RFC is consistent with the budget and provides the basis for long-term forecasts of expected revenues and expenditures. In August 2015, the District held a rate workshop to consider rate adjustments proposed by RFC. In October 2015 a public hearing was held and changes to potable water, recycled water, and sanitation service rates through the calendar year 2020 was approved. In addition to increasing rates to meet current and projected costs of operating, maintaining, repairing and upgrading the potable water, recycled water, and sanitation systems; the District also adopted a budget-based rate structure for potable water. The District is under contract to complete a new financial plan and rate plan for calendar years 2021 through 2025. It is expected that analysis will be completed by end of 2020.

As with any long-term forecast, a number of unknown factors can influence the accuracy of the forecast. Currently the most significant factor is the severity and the duration of California's current drought. This influences the Potable Water funds most significantly, and demand for water declined by more than 25% from 2013 to 2015. Using demand patterns from previous drought cycles, the demand is expected to rebound by 2.8% in each of the next 2 years, resuming a normal pattern of growth due to population projections. The projected revenue also includes rate adjustments, in Potable Water and Recycled Water funds, to provide the District with the resources to meet the projected demands. Annual changes in Recycled water demand is projected to be insignificant in each of the next 2 years.

# Las Virgenes Municipal Water District

## Potable Water Demands & MWD Supply Costs

Description	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
<b>Water Customer Demands &amp; Supply Requirements</b>						
Customer Metered Sales (AF/Year)	16,553	19,229	17,195	18,280	18,280	18,280
Estimated Unbilled Water	9.7%	0.3%	6.8%	5.6%	5.6%	5.6%
Subtotal Water Supply Needs	18,162	19,294	18,366	19,308	19,304	19,304
Recycled Water System Supplemer	1,045	1,004	975	976	985	980
Plus Tank Inventories	(3)	(1)	2	0	0	0
Plus LV Reservoir Filling	771	100	1,592	900	850	880
Less LV Reservoir Draw	(294)	(1,337)	(1,198)	(900)	(850)	(880)
Less Non-MWD Supplies (a)	(116)	(120)	(102)	(116)	(113)	(110)
MWD Purchases (AF)	19,565	18,940	19,635	20,168	20,176	20,173
<b>MWD Water Purchase Units</b>						
Tier 1 Annual Limit (Calendar Year)	24,358	24,358	24,358	24,358	24,358	24,358
Water Supply (AF per year)	19,565	18,940	19,635	20,168	20,176	20,173
Tier 1	19,565	18,940	19,635	20,168	20,176	20,173
Tier 2	0	0	0	0	0	0
<b>MWD Unit Rates (\$/AF) - Annualized Weighted Average</b>						
System Access Rate (SAR)	\$271	\$293	\$310	\$334	\$357	\$379
Water Stewardship	\$45	\$53	\$61	\$67	\$39	\$0
System Power	\$132	\$127	\$130	\$131	\$146	\$163
Water Transfer/Delta Surcharge	\$0	\$0	\$0	\$0	\$0	\$0
Treatment Surcharge	\$334	\$316	\$320	\$321	\$325	\$334
Total Unit Rate	\$783	\$789	\$820	\$853	\$866	\$877
Tier 1 Supply Rate (\$/AF)	\$174	\$204	\$209	\$209	\$222	\$243
Tier 2 Supply Rate (\$/AF)	\$292	\$295	\$295	\$295	\$291	\$285
Cap Reserv Charge (CRC, \$/cfs)	\$9,450	\$8,350	\$8,017	\$7,417	\$9,100	\$11,450
<b>MWD Supply Charges</b>						
Variable Charges	\$18,740,994	\$18,851,028	\$20,172,334	\$21,402,635	\$21,959,573	\$22,586,203
Treated Water Fixed Charge	\$0	\$0	\$0	\$0	\$0	\$0
Capacity Reservation Charge	\$435,645	\$384,935	\$395,325	\$341,924	\$419,510	\$527,845
Readiness to Serve Charge	\$1,485,062	\$1,391,928	\$1,386,703	\$1,371,238	\$1,355,945	\$1,376,335
<b>Total MWD Charges</b>	<b>\$20,661,701</b>	<b>\$20,627,891</b>	<b>\$21,954,362</b>	<b>\$23,115,797</b>	<b>\$23,735,028</b>	<b>\$24,490,384</b>
Reservoir Filling	(\$812,708)	(\$109,328)	(\$1,874,250)	(\$955,080)	(\$925,140)	(\$985,248)
Reservoir Draw (\$/AF)	\$839	\$841	\$891	\$949	\$1,003	\$1,053
Reservoir Draw	246,640	1,123,796	1,084,205	854,100	852,550	926,640
Ventura Co Water Works	232,797	235,137	185,223	308,388	316,649	326,726
City of Simi Valley	45,801	56,709	55,850	61,269	62,910	64,912
<b>Net Purchased Expense</b>	<b>20,374,231</b>	<b>21,934,205</b>	<b>21,405,390</b>	<b>23,384,474</b>	<b>24,041,998</b>	<b>24,823,415</b>
Reservoir Adjustment	\$23,327	\$490,446	(\$74,652)	\$157,941	\$169,613	\$174,397
<b>Total Cost of Water</b>	<b>\$20,397,558</b>	<b>\$22,424,651</b>	<b>\$21,330,738</b>	<b>\$23,542,415</b>	<b>\$24,211,611</b>	<b>\$24,997,812</b>
Cost of Water Purchased (\$/AF)	\$1,036	\$1,177	\$1,081	\$1,161	\$1,193	\$1,232
Full Cost of Water (\$/AF)	\$1,722	\$1,743	\$1,868	\$1,987	\$2,051	\$2,118
RW System Supplement Rate (\$/AF)	\$1,796	\$1,580	\$1,580	\$1,580	\$1,580	\$1,580

# OPERATING REVENUES

The District uses a variety of methods to estimate the Operating Revenues generated by its various enterprises. Major sources of income are reviewed closely, to allow current trends and activities to appropriately influence each estimate. These sources are detailed in the following paragraphs. Known contractual receipts, such as rental income, are estimated at their current known value. Other minor receipts are estimated based on the average collection for the previous three-year period.

## **Potable Water**

Potable water sales are normally projected using the prior three years' retail sales volume, adjusted for growth and approved rates. Weather is a primary factor in the demand for potable water. Consequently, the actual sales volume may differ significantly from the projection in any fiscal period. In response to the Governor's executive order in 2015 to reduce potable water usage, the District was mandated by the State Water Resources Control Board to reduce its potable water use by 36%. Future water demand is expected to increase modestly in each of the two budget years.

In January 2016 the District implanted a budget-based rate structure. Individual customer water budgets promote an efficiency ethic to promote water conservation and provide long-term financial stability for the District. The rates also included increases needed to meet the ongoing costs of providing safe, reliable water service.

## **Recycled Water**

Recycled water sales are normally estimated using the prior three years' retail sales volume, adjusted for distribution system growth and approved rates, similar to the Potable water delivery estimates. Weather is the primary factor in the demand for recycled water. The District is currently unable to distribute all of the recycled water available and has not implemented use restrictions due to the water shortage. However, customers appear to be responding to water conservation requests by reducing use of recycled water as well as potable water. Recycled water demand is projected to mirror the annual demand pattern forecast for Potable water use. The rates implemented in January 2016 also include an annual increase of 2% to offset projected operating costs and capital improvements.

## **Sanitation**

Sanitation revenues are derived primarily from a fixed bi-monthly customer charge. The number of Equivalent Residential Units (ERUs) does not vary significantly from one period to the next. Past history has shown the change in ERUs to be less than 1% annually, for FY 2020-21 and FY 2021-22 the District is projecting a 0% increase in ERUs. The rates implemented in January 2016 also include an annual increase of 2% to offset projected operating costs and capital improvements.

## **Joint Powers Authority**

The Joint Powers Authority(JPA) treats wastewater collected from the District and from Triunfo Sanitation District(TSD). The tertiary treatment of wastewater results in a high quality recycled water, which is made available to each agency in proportion to the volume of wastewater collected from each district. Wholesale rates are set to recover the operations and maintenance costs of the JPA's recycled water backbone distribution system. Beginning in July 2011, the rate changed to recover costs related to the administration of, and depreciation on, the JPA recycled water system. Projected demand from each district is normally based on the prior three years' average demand. For FY 2020-21 and FY 2021-22, the JPA is projecting no increase in sales. The JPA also produces high quality garden compost which is available to the public at no cost and may be sold for commercial applications.

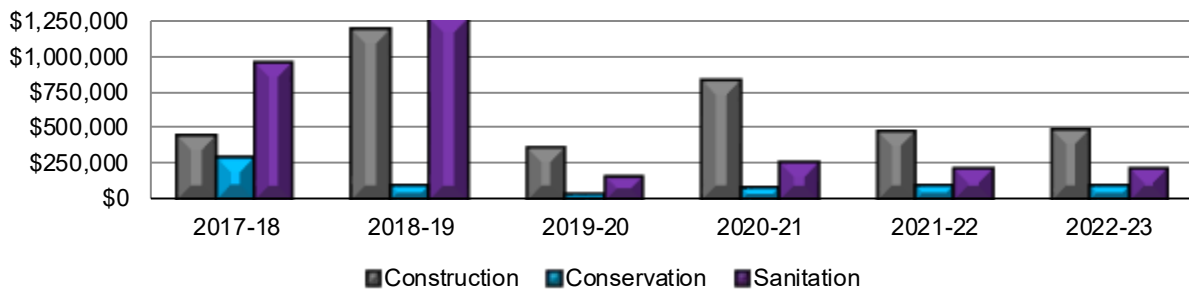
# CAPACITY FEES

The District imposes capacity fees when a customer requests a new service connection or connections to the potable water and/or sanitation system. Capacity Fee funds are used by the District to plan, design and construct new facilities to support the additional demand placed on the water and sanitation systems by the new service connections. Fees received are held on deposit until the District determines that the service has commenced. Determination of a service commencement may be triggered by the acceptance by the District of a developer-installed water system, installation of a water meter for new service, or commencement of sewer service. Collected fees are transferred to the appropriate water or sanitation construction fund at this time.

Capacity Fees for the water system contain components for the Potable Water Construction Fund and the Water Conservation Fund. Capacity Fees for the sanitation system connections contain the component for the Sanitation Construction Fund for growth-related improvements in the wastewater treatment system, including Tapia Water Reclamation Facility and Rancho Las Virgenes Biosolids Handling and Composting Facility.

## Anticipated Capacity Fee Revenue

Fiscal Year	Construction	Conservation	Sanitation	Totals
2017-18	448,050	286,418	961,278	1,695,746
2018-19	1,182,676	101,445	1,267,296	2,551,417
2019-20	358,970	35,456	169,034	563,460
2020-21	823,977	81,435	268,098	1,173,510
2021-22	471,166	92,846	220,777	784,789
2022-23	485,301	95,631	227,400	808,332



Water capacity fees are collected to fund the costs of installing additional water treatment, transmission, distribution, and storage projects identified in the District's 20-year Master Plan. Funds from Capacity Fees provide for future additions to the system, and pay any Debt Service costs of previous expansions of the system.

The Water Conservation fee funds water conservation measures and extensions to the Recycled Water System. Developers are required to extend and/or build new recycled water systems to relieve the demand that landscape irrigation places on the potable water system. Developers may apply for cost reimbursement by the District, up to half the Water Conservation fees component of the Water Capacity Fee paid to the District. The District does not anticipate any reimbursement to developers in current budget.

Sanitation Capacity Fees are collected to fund the costs of expanding the sanitary, water reclamation treatment facilities, and bio-solids handling and composting facilities. Debt service on previous expansions, and projected capacity requirements in the 20-year Master Plan determine the projected capital needs of the systems. Sanitation Capacity Fees are imposed based on Equivalent Residential Units (ERUs) to standardize the commercial and industrial connections with residential connections for new services.

The recognition of capacity fee revenue is dependent upon the rate of real property development occurring in the District. While it is possible to recognize long-term development trends, the completion of individual projects is at the discretion of the property owner or developer. The District reviews service applications, development plans, and construction activity to project capacity fee revenue for the current and next five fiscal years.

# GENERAL AND ADMINISTRATIVE (G&A) EXPENSE ALLOCATION

The District utilizes a Full-Cost Central Services Costs Allocation Plan (FCAP) to identify the costs of central support services (Internal Services) provided to the Operating, Capital Projects and other Business Units of the District and the Joint Powers Authority (JPA). The allocation of these central services costs is shown throughout the budget as Allocated Support Services for general administrative services, and as Allocated Operations Services for operations and maintenance services.

The current plan was prepared using actual costs and allocation bases for FY 2004-05. From this adopted plan, the District will periodically update the plan, consistent with the current operations of the District and JPA. In addition to updating the allocation bases and estimated indirect costs, the District has adjusted the allocations to the JPA in order to comply with the current JPA agreement. The JPA agreement requires that general and administrative costs be based on the cost of labor. Since the FCAP does not provide for allocation based strictly on labor, an initial allocation is performed on allowed costs, using the ratio of direct charged labor to the JPA vs. direct charged labor to other District enterprises. The remaining unallocated costs are distributed using the methodology in the FCAP.

The following selections from the FY 2004-05 FCAP summarize the methodology and procedure used by the District to allocate Internal Services.

LAS VIRGENES MUNICIPAL WATER DISTRICT



## INTRODUCTION

The FY 2005 Full-Cost Central Services Costs Allocation Plan (FCAP) identifies the costs of central support services provided by central service departments of the Las Virgenes Municipal Water District (LVMWD) to its operating departments, special funds and other entities of the LVMWD. The FCAP is based on actual expenditures for the fiscal year ending June 30, 2005. MAXIMUS, Inc. has prepared the FCAP at the request of the LVMWD.

The FCAP has been prepared in compliance with generally accepted accounting principles (GAAP) as recognized by the Governmental Accounting Standards Board (GASB). Incorporated within GAAP are three basic principles related to the allocation of central service support costs to operating departments which have been adhered to in the preparation of the FCAP. First, costs should be necessary and reasonable for proper performance of a program. Second, costs should be charged or allocated to programs in accordance with relative benefits received. A program should only be charged for services it utilizes or benefits from, and should only be charged in relation to benefits derived from the service. Third, costs should be accorded consistent treatment as either direct or indirect. A cost should not be charged to a program as a direct cost if any other cost incurred for the same purpose in like circumstances have been allocated to the program as indirect costs.

The Full-Cost Allocation Plan is presented in the following sections:

- ❑ **LVMWD Expenditures** - Schedule of FY 2005 total LVMWD expenditures by fund and department.
- ❑ **Reconciliation of Indirect Costs** - A schedule identifying the adjustments for direct charges made in the Plan.
- ❑ **Adjusted Expenditures** - A schedule detailing adjustments for direct labor and supplies charges made to the Plan.
- ❑ **Comparison of Allocated Expenditures** - A schedule identifying the additional indirect cost reduction.
- ❑ **Summary of Allocated Costs** - Summary schedule providing a reconciliation of costs allocated in the Central Service Cost Allocation Plan to the LVMWD's total budgeted expenditures. Schedule A in the Central Service Cost Allocation Plan provides allocated costs detail to support this schedule.
- ❑ **Central Services Cost Allocation Plan** - Detailed analysis and allocation of the costs of central service departments.

FULL-COST COST ALLOCATION PLAN FY 2005





## CENTRAL SERVICES COST ALLOCATION PLAN

The Central Services Cost Allocation Plan has been prepared in accordance with generally accepted accounting principles. A consistent approach has been followed in the treatment of costs as direct or indirect costs. In no case have costs charged as direct costs to programs been included as indirect costs. Expenditure information utilized in the Plan was obtained from the LVMWD's financial reports for fiscal year ending June 30, 2005. Statistics used to allocate costs are from full years' FY 2005 data.

### Methodology

A multiple allocation base methodology has been utilized to prepare the Plan. This methodology acknowledges that the utilization of central administration and support (indirect) services by users varies by type of service. The cost of each indirect service or activity of a service is allocated to users based on an appropriate allocation base related to the service performed. For example, accounts payable activities have been allocated on the number of accounts payable transactions processed; personnel activities have been allocated on the cost of labor adjustments for an 80% productivity standard; and purchasing has been allocated on the number of purchase orders processed. In selecting an allocation base to be used, the objective has been to utilize a base for each service which is available and reasonably results in the allocation of a service to users based on the relative benefit they receive or derive.

### Procedure

A double step-down allocation procedure has been used to distribute costs among central services and to other departments and funds that receive benefits. The double step-down procedure initially requires a sequential ordering of agencies. Department indirect cost allocations are then made in the order selected to all benefiting programs, including cross allocations to other central services. To insure that the cross-benefit of services among central services is fully recognized, a second step down allocation for each central service is made. Costs allocated of each central service, consist of the following:

First Allocation - the actual operating expenditures for the central service unit, plus all allocated costs from other central service units which have been identified up to this point.

Second Allocation - costs from other central service units made subsequent to that central service unit's first allocation. With respect to the double step-down methodology, two important points should be noted:

- (1) the initial sequencing of central service units was made in consideration of the ordering which maximizes the benefits of services, and
- (2) after the second allocation of each central service unit, that unit was "closed" and could not receive any additional allocation from other central services.

To ease comprehension and to avoid unnecessary bulk in the plan, the first and second allocations are shown on the same schedule within the plan.

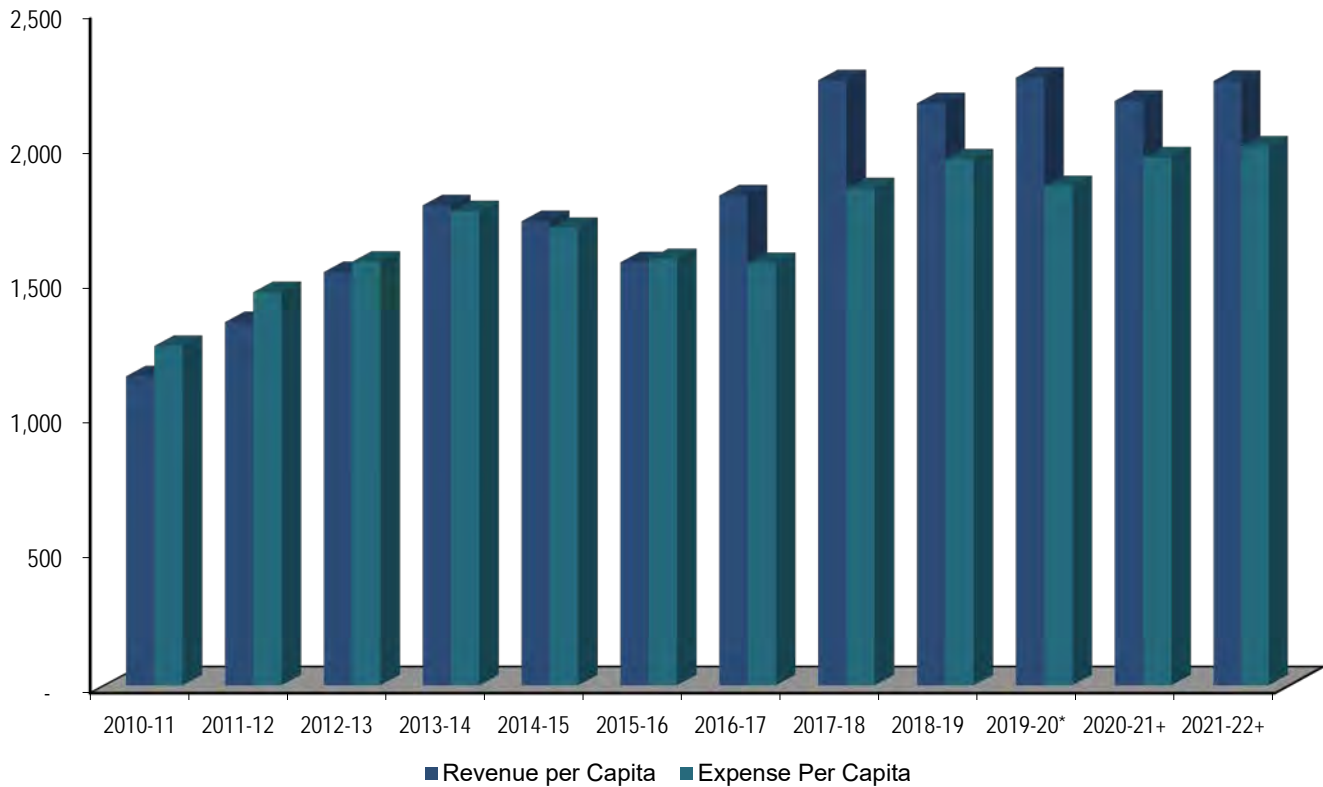
**Las Virgenes Municipal Water District  
Summary of Allocated Internal Service Costs  
FY 2020-21 Budget**

				Cost Recipient				
	Total Costs	Direct Allocations	Allocated G&A Costs	JPA	Total LVMWD Operations	Capital Projects	Internal G&A Allocated/ (Received)	Total Allocations
Central Service Provider								
General Manager	1,065,051	(127,979)	937,072	609,929	243,911	10,446	72,785	937,072
General Manager-100% LVMWD	364,292	(20,000)	344,292	-	371,396	-	(27,104)	344,292
Board of Directors	368,671	-	368,671	-	379,608	-	(10,937)	368,671
<b>Board of Directors &amp; GM</b>	<b>1,798,014</b>	<b>(147,979)</b>	<b>1,650,035</b>	<b>609,929</b>	<b>994,915</b>	<b>10,446</b>	<b>34,745</b>	<b>1,650,035</b>
EEA Administration	603,461	-	603,461	343,326	45,470	-	214,665	603,461
Customer Service Admin	369,777	-	369,777	-	-	-	369,777	369,777
Office Customer Service	1,051,701	660,161	1,711,862	-	1,506,952	2,323	(399,155)	1,110,121
Field Customer Service	1,326,369	104,434	1,430,803	-	1,873,206	-	(442,403)	1,430,803
Meter Service	989,839	-	989,839	-	1,166,163	-	(176,324)	989,839
Customer Service Programs	-	-	-	-	-	-	-	-
Resource/Watershed Conservation	1,146,356	7,021	1,153,377	-	712,758	79,195	361,424	1,153,377
Public Information	637,891	-	637,891	476,146	77,442	16,111	68,191	637,891
Planning & Technical Services	1,507,559	(146,423)	1,361,136	774,385	185,530	959,816	(391,257)	1,528,474
<b>Engineering and External Affairs</b>	<b>7,632,953</b>	<b>625,193</b>	<b>8,258,146</b>	<b>1,593,857</b>	<b>5,567,522</b>	<b>1,057,446</b>	<b>(395,083)</b>	<b>7,823,743</b>
Facilities & Operations Admin	730,346	7,021	737,367	419,509	361,577	76,541	(120,260)	737,367
Facilities Maint/Const Admin	269,973	4,900	274,873	156,383	145,438	30,788	(57,736)	274,873
Electrical	372,279	41,759	414,038	235,555	238,669	374	(60,560)	414,038
Maintenance	544,393	139,318	683,711	388,984	222,220	-	72,507	683,711
Building 8 Maintenance	426,530	-	426,530	242,665	-	-	183,865	426,530
Building 7 Maintenance	230,786	(230,786)	-	105,121	249,393	-	(354,514)	-
Construction	211,165	181,077	392,242	223,160	232,894	-	(63,812)	392,242
Fleet Maintenance	731,330	(731,330)	-	-	-	-	-	-
Water Administration	309,386	2,048	311,434	177,182	163,596	-	(29,343)	311,434
Water Treatment & Production	476,084	118,402	594,486	338,220	381,463	729	(125,926)	594,486
Reclamation Administration	613,603	13,895	627,498	357,000	-	-	270,498	627,498
Laboratory	890,778	(890,778)	-	565,709	796,002	-	(1,361,711)	-
Wastewater Treatment Facility	143,319	27,791	171,110	97,349	261,898	-	(188,137)	171,110
Composting Facility	238,241	34,811	273,052	155,346	240,003	-	(122,297)	273,052
<b>Facilities &amp; Operations</b>	<b>6,188,213</b>	<b>(1,281,872)</b>	<b>4,906,341</b>	<b>3,462,184</b>	<b>3,293,152</b>	<b>108,432</b>	<b>(1,957,427)</b>	<b>4,906,341</b>
Finance & Administration Admin	2,254,374	-	2,254,374	500,000	653,347	-	1,101,027	2,254,374
Information Systems	2,530,362	(485,801)	2,044,561	500,000	213,696	44,458	1,286,407	2,044,561
Human Resources	1,659,344	-	1,659,344	944,047	159,644	33,213	522,440	1,659,344
Finance & Accounting	1,829,350	-	1,829,350	500,000	595,988	78,686	654,676	1,829,350
<b>Finance &amp; Administration</b>	<b>8,273,430</b>	<b>(485,801)</b>	<b>7,787,629</b>	<b>2,444,047</b>	<b>1,622,674</b>	<b>156,357</b>	<b>3,564,550</b>	<b>7,787,629</b>
<b>Total Allocated G&amp;A Costs</b>	<b>23,892,610</b>	<b>(1,290,459)</b>	<b>22,602,151</b>	<b>8,110,017</b>	<b>11,478,263</b>	<b>1,332,682</b>	<b>1,246,785</b>	<b>22,167,748</b>
Direct Allocations								
Allocated Insurance				175,131	259,272	-	-	434,403
Allocated Laboratory Expenses				606,132	298,542	-	-	904,674
Allocated Ops Bldg Expenses				115,392	115,393	-	-	230,785
Allocated Legal Expenses				135,000	20,000	-	-	155,000
<b>Total Direct Allocations</b>				<b>1,031,655</b>	<b>693,207</b>	<b>-</b>	<b>-</b>	<b>1,724,862</b>
<b>Total all Allocated Costs</b>				<b>9,141,672</b>	<b>12,171,470</b>	<b>1,332,682</b>	<b>1,246,785</b>	<b>23,892,610</b>

**Las Virgenes Municipal Water District  
Summary of Allocated Internal Service Costs  
FY 2021-22 Budget**

				Cost Recipient				
	Total Costs	Direct Allocations	Allocated G&A Costs	JPA	Total LVMWD Operations	Capital Projects	Internal G&A Allocated/ (Received)	Total Allocations
Central Service Provider								
General Manager	1,098,143	(127,908)	970,235	603,321	241,269	10,333	115,311	970,235
General Manager-100% LVMWD	354,627	(20,000)	334,627	-	367,372	-	(32,745)	334,627
Board of Directors	304,480	-	304,480	-	375,495	-	(71,015)	304,480
<b>Board of Directors &amp; GM</b>	<b>1,757,250</b>	<b>(147,908)</b>	<b>1,609,342</b>	<b>603,321</b>	<b>984,136</b>	<b>10,333</b>	<b>11,551</b>	<b>1,609,342</b>
EEA Administration	626,453	-	626,453	339,606	44,978	-	241,869	626,453
Customer Service Admin	379,313	-	379,313	-	-	-	379,313	379,313
Office Customer Service	1,076,591	634,907	1,711,498	-	2,034,917	2,298	(376,210)	1,661,005
Field Customer Service	1,258,351	105,499	1,363,850	-	1,852,913	-	(489,063)	1,363,850
Meter Service	1,001,313	-	1,001,313	-	1,153,530	-	(152,217)	1,001,313
Customer Service Programs	-	-	-	-	-	-	-	-
Resource/Watershed Conservation	1,085,273	7,092	1,092,365	-	705,037	78,337	308,991	1,092,365
Public Information	653,594	-	653,594	470,988	76,603	15,937	90,066	653,594
Planning & Technical Services	1,372,210	(131,186)	1,241,024	765,996	183,520	949,418	(505,595)	1,393,339
<b>Engineering and External Affairs</b>	<b>7,453,100</b>	<b>616,312</b>	<b>8,069,410</b>	<b>1,576,590</b>	<b>6,051,497</b>	<b>1,045,991</b>	<b>(502,846)</b>	<b>8,171,232</b>
Facilities & Operations Admin	760,301	7,092	767,393	414,964	357,660	75,712	(80,943)	767,393
Facilities Maint/Const Admin	280,986	4,950	285,936	154,689	143,862	30,454	(43,070)	285,936
Electrical	388,213	42,185	430,398	233,004	236,084	369	(39,059)	430,398
Maintenance	590,376	140,740	731,116	384,770	219,813	-	126,533	731,116
Building 8 Maintenance	419,055	-	419,055	240,036	-	-	179,019	419,055
Building 7 Maintenance	193,285	(193,285)	-	103,983	246,691	-	(350,673)	-
Construction	233,836	182,925	416,761	220,743	230,371	-	(34,352)	416,761
Fleet Maintenance	738,792	(738,792)	-	-	-	-	-	-
Water Administration	321,962	2,069	324,031	175,262	161,823	-	(13,055)	324,031
Water Treatment & Production	526,159	119,610	645,769	334,556	377,331	721	(66,839)	645,769
Reclamation Administration	639,996	14,037	654,033	353,133	-	-	300,900	654,033
Laboratory	931,564	(931,564)	-	559,580	787,378	-	(1,346,959)	-
Wastewater Treatment Facility	177,830	28,074	205,904	96,294	259,061	-	(149,451)	205,904
Composting Facility	269,097	35,166	304,263	153,663	237,402	-	(86,803)	304,263
<b>Facilities &amp; Operations</b>	<b>6,471,452</b>	<b>(1,286,793)</b>	<b>5,184,659</b>	<b>3,424,677</b>	<b>3,257,476</b>	<b>107,257</b>	<b>(1,604,751)</b>	<b>5,184,659</b>
Finance & Administration Admin	2,438,372	(456,124)	1,982,248	1,183,967	646,269	-	608,135	2,438,372
Information Systems	2,529,208	(475,500)	2,053,708	1,150,605	211,381	43,977	647,746	2,053,708
Human Resources	1,754,218	-	1,754,218	933,820	157,914	32,853	629,631	1,754,218
Finance & Accounting	1,907,891	-	1,907,891	1,029,992	589,531	77,834	210,534	1,907,891
<b>Finance &amp; Administration</b>	<b>8,629,689</b>	<b>(931,624)</b>	<b>7,698,065</b>	<b>4,298,385</b>	<b>1,605,095</b>	<b>154,663</b>	<b>2,096,046</b>	<b>8,154,189</b>
<b>Total Allocated G&amp;A Costs</b>	<b>24,311,491</b>	<b>(1,750,013)</b>	<b>22,561,476</b>	<b>9,902,973</b>	<b>11,898,205</b>	<b>1,318,244</b>	<b>(0)</b>	<b>23,119,422</b>
Direct Allocations								
Allocated Insurance				183,888	272,236	-	-	456,124
Allocated Laboratory Expenses				531,736	312,048	-	-	843,784
Allocated Ops Bldg Expenses				96,642	96,643	-	-	193,285
Allocated Legal Expenses				135,000	20,000	-	-	155,000
<b>Total Direct Allocations</b>				<b>947,266</b>	<b>700,927</b>	<b>-</b>	<b>-</b>	<b>1,648,193</b>
<b>Total all Allocated Costs</b>				<b>10,666,351</b>	<b>12,326,896</b>	<b>1,318,244</b>	<b>(0)</b>	<b>24,311,491</b>

**Las Virgenes Municipal Water District  
FY 2020-22 Budget  
Potable Water Revenue/Operating Expense Per Capita**



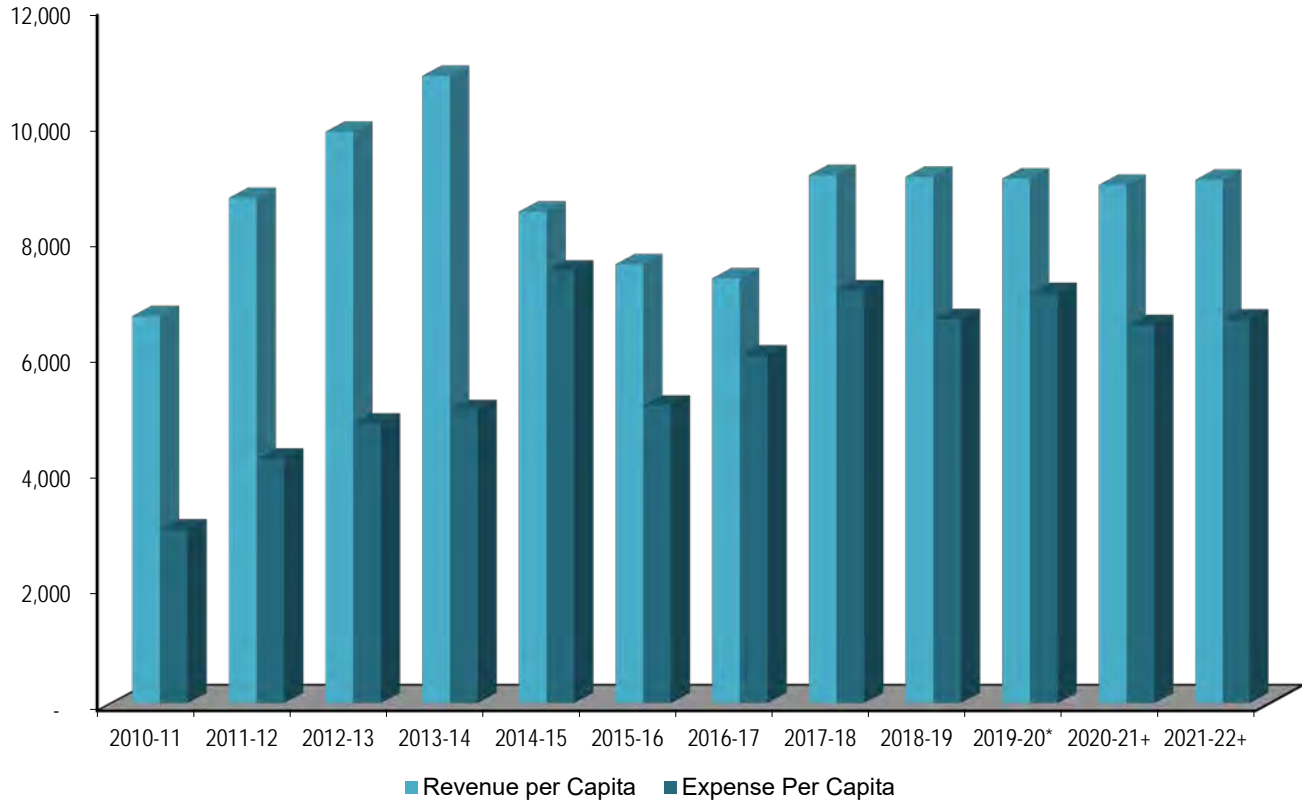
<b>Fiscal Year</b>	<b>Customers</b>	<b>Operating Revenue (000)</b>	<b>Revenue per Capita</b>	<b>Operating Expense (000)</b>	<b>Expense Per Capita</b>
2010-11	20,240	23,220	1,147	25,487	1,259
2011-12	19,854	26,753	1,347	28,955	1,458
2012-13	19,879	30,472	1,533	31,228	1,571
2013-14	19,893	35,402	1,780	34,965	1,758
2014-15	19,935	34,306	1,721	33,800	1,696
2015-16	19,953	31,302	1,569	31,537	1,581
2016-17	19,970	36,265	1,816	31,278	1,566
2017-18	20,028	44,909	2,242	36,905	1,843
2018-19	20,086	43,329	2,157	39,148	1,949
2019-20*	19,944	44,909	2,252	36,905	1,850
2020-21+	20,004	43,329	2,166	39,148	1,957
2021-22+	20,064	44,940	2,240	40,074	1,997

Source: LVMWD Accounting Department

\* Estimated

+ Budget

**Las Virgenes Municipal Water District  
FY 2020-22 Budget  
Recycled Water Revenue/Operating Expense Per Capita**



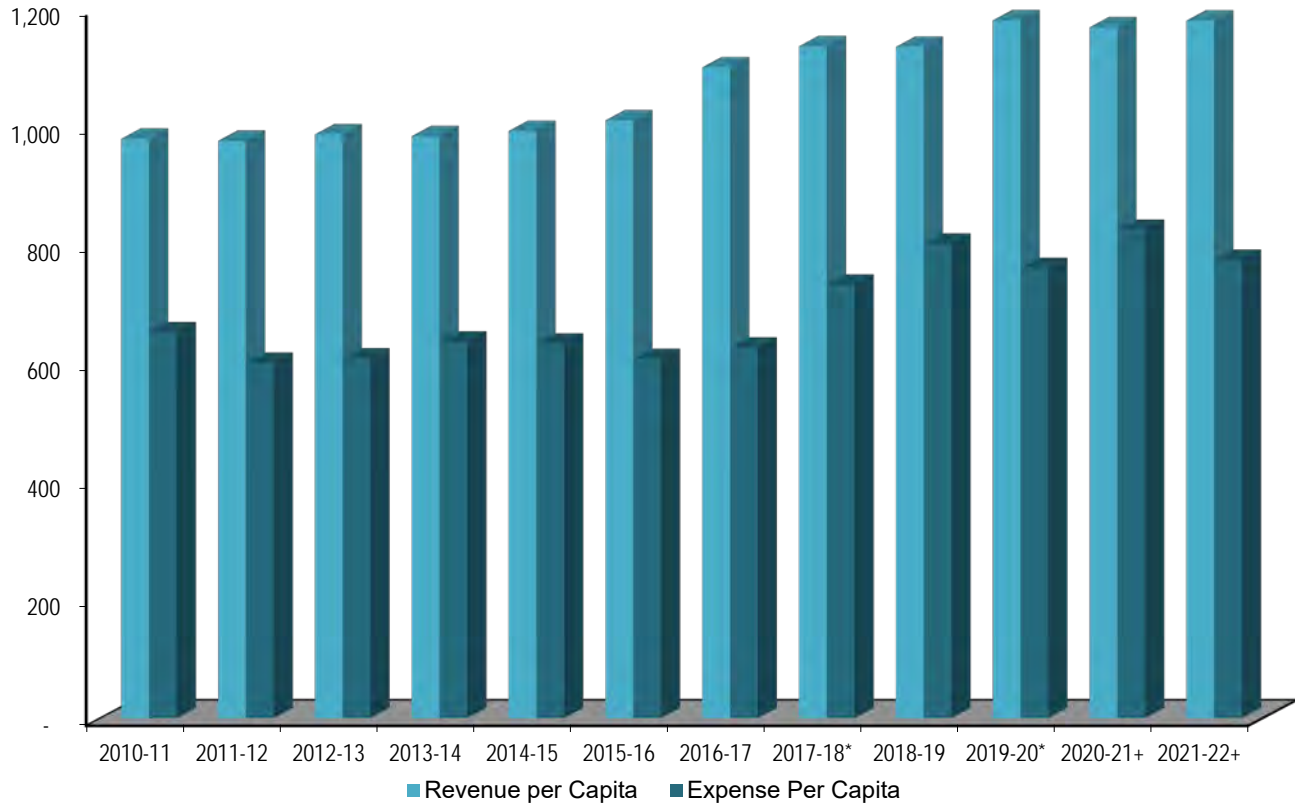
<b>Fiscal Year</b>	<b>Customers</b>	<b>Operating Revenue (000)</b>	<b>Revenue per Capita</b>	<b>Operating Expense (000)</b>	<b>Expense Per Capita</b>
2010-11	582	3,888	6,680	1,750	3,007
2011-12	591	5,151	8,716	2,499	4,228
2012-13	609	6,002	9,856	2,942	4,831
2013-14	616	6,663	10,817	3,119	5,063
2014-15	607	5,147	8,479	4,530	7,463
2015-16	608	4,602	7,574	3,123	5,140
2016-17	657	4,817	7,332	3,944	6,003
2017-18	658	5,990	9,108	4,686	7,125
2018-19	658	5,978	9,081	4,364	6,629
2019-20*	662	5,990	9,048	4,686	7,079
2020-21+	669	5,978	8,941	4,364	6,527
2021-22+	675	6,097	9,028	4,472	6,622

Source: LVMWD Accounting Department

\* Estimated

+ Budget

**Las Virgenes Municipal Water District  
FY 2020-22 Budget  
Sanitation Revenue/Operating Expense Per Capita**



<b>Fiscal Year</b>	<b>Customers</b>	<b>Operating Revenue (000)</b>	<b>Revenue per Capita</b>	<b>Operating Expense (000)</b>	<b>Expense Per Capita</b>
2010-11	16,740	16,402	980	10,934	653
2011-12	16,792	16,394	976	10,104	602
2012-13	16,802	16,587	987	10,235	609
2013-14	16,817	16,552	984	10,722	638
2014-15	16,845	16,726	993	10,680	634
2015-16	16,868	17,050	1,011	10,260	608
2016-17	16,917	18,614	1,100	10,614	627
2017-18*	16,934	19,237	1,136	12,421	733
2018-19	16,951	19,237	1,135	13,606	803
2019-20*	16,309	19,237	1,180	12,421	762
2020-21+	16,472	19,237	1,168	13,606	826
2021-22+	16,637	19,617	1,179	12,898	775

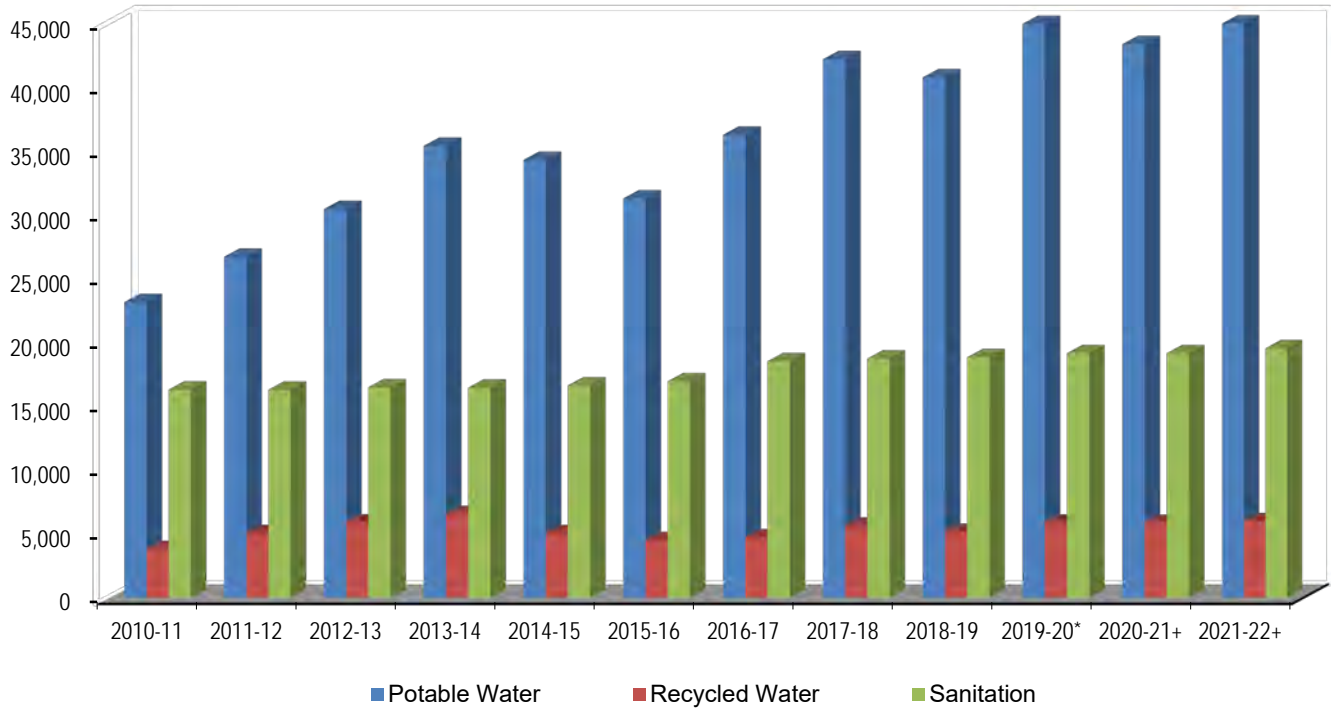
Source: LVMWD Accounting Department

\* Estimated

+ Budget

**Las Virgenes Municipal Water District  
FY 2020-22 Budget  
Financial Trend Information  
Operating Revenues by Source**

(Dollars in Thousands)



**OPERATING REVENUE**

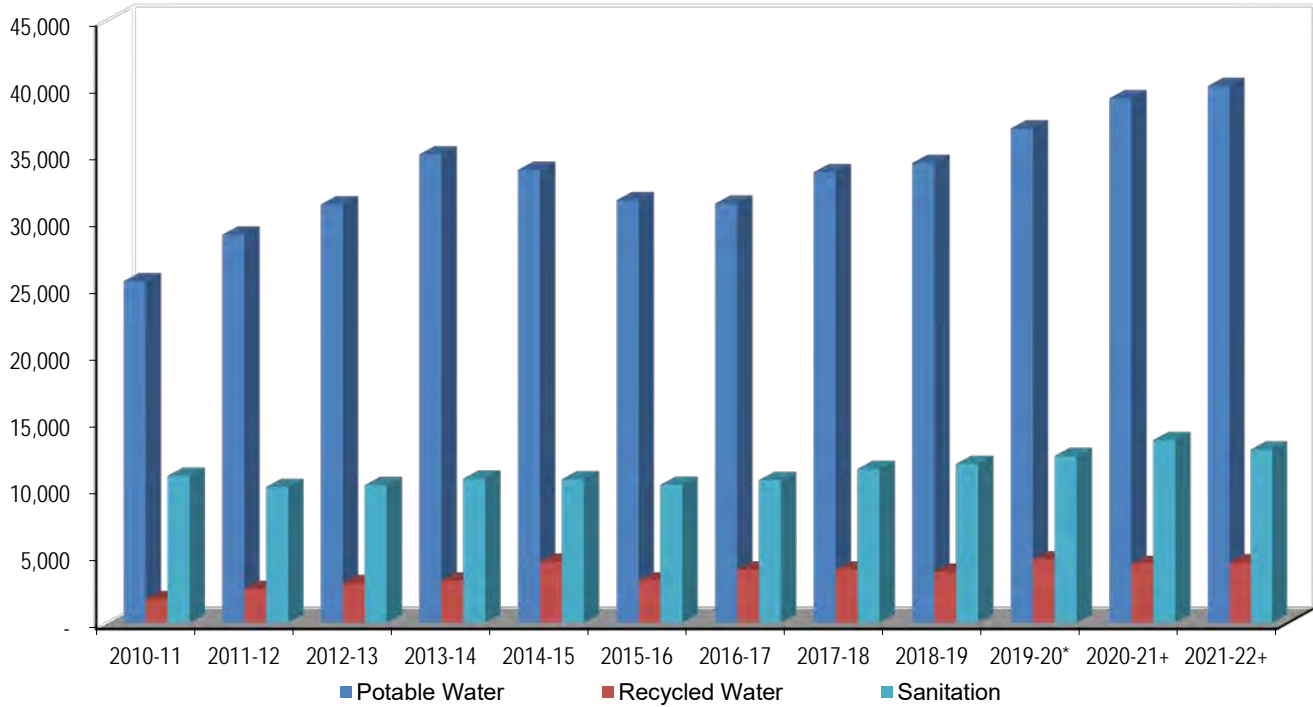
FISCAL YEAR	POTABLE WATER	RECYCLED WATER	SANITATION	TOTAL
2010-11	23,220	3,888	16,402	43,510
2011-12	26,753	5,151	16,394	48,298
2012-13	30,472	6,002	16,587	53,061
2013-14	35,402	6,663	16,552	58,617
2014-15	34,306	5,147	16,726	56,179
2015-16	31,302	4,602	17,050	52,954
2016-17	36,265	4,817	18,614	59,696
2017-18	42,151	5,748	18,818	66,717
2018-19	40,738	5,260	18,921	64,919
2019-20*	44,909	5,990	19,237	70,136
2020-21+	43,329	5,978	19,237	68,544
2021-22+	44,940	6,097	19,617	70,654

\*Estimated  
+Budget

Source: LVMWD Accounting Department

**Las Virgenes Municipal Water District  
FY 2020-22 Budget  
Financial Trend Information  
Operating Expenses by Source**

(Dollars in Thousands)



**OPERATING EXPENSE**

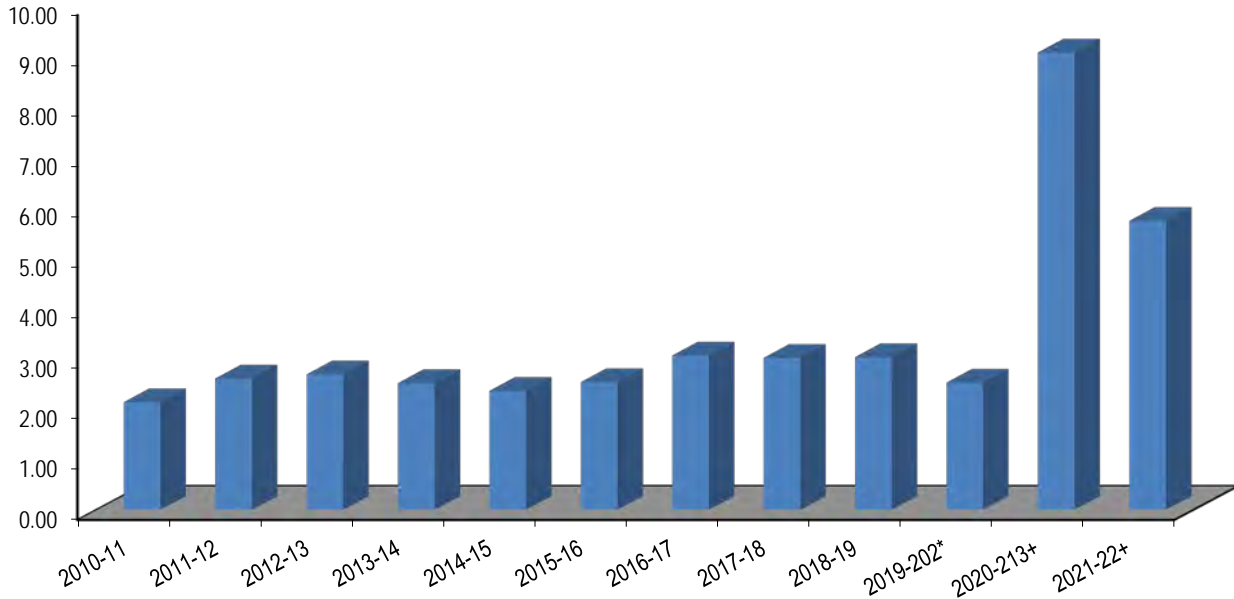
FISCAL YEAR	POTABLE WATER	RECYCLED WATER	SANITATION	TOTAL
2010-11	25,487	1,750	10,934	38,171
2011-12	28,955	2,499	10,104	41,558
2012-13	31,228	2,942	10,235	44,405
2013-14	34,965	3,119	10,722	48,806
2014-15	33,800	4,530	10,680	49,010
2015-16	31,537	3,123	10,260	44,920
2016-17	31,278	3,944	10,614	45,836
2017-18	33,628	3,941	11,449	49,018
2018-19	34,318	3,779	11,826	49,923
2019-20*	36,905	4,686	12,421	54,012
2020-21+	39,148	4,364	13,606	57,118
2021-22+	40,074	4,472	12,898	57,444

Source: LVMWD Accounting Department  
\*Estimated  
+Budget



**Las Virgenes Municipal Water District  
FY 2020-22 Budget  
Ratio of Annual Debt Service**

**(Dollars in Thousands)**



Fiscal Year	Principal	Interest	Total Debt Service	Available Revenue	Net Coverage
2010-11	\$ 1,650	\$ 1,103	\$ 2,753	\$ 5,916	2.15
2011-12	\$ 1,690	\$ 1,065	\$ 2,755	\$ 7,209	2.62
2012-13	\$ 1,725	\$ 1,031	\$ 2,756	\$ 7,437	2.70
2013-14	\$ 1,765	\$ 987	\$ 2,752	\$ 6,955	2.53
2014-15	\$ 1,840	\$ 903	\$ 2,743	\$ 6,508	2.37
2015-16	\$ 1,925	\$ 830	\$ 2,755	\$ 7,014	2.55
2016-17	\$ 2,025	\$ 731	\$ 2,756	\$ 8,466	3.07
2017-18	\$ 2,125	\$ 628	\$ 2,753	\$ 8,330	3.03
2018-19	\$ 2,210	\$ 541	\$ 2,751	\$ 8,362	3.04
2019-20 <sup>2*</sup>	\$ 2,305	\$ 450	\$ 2,755	\$ 6,985	2.54
2020-21 <sup>3+</sup>	\$ 440	\$ 182	\$ 622	\$ 5,631	9.05
2021-22+	\$ 995	\$ 179	\$ 1,174	\$ 6,719	5.72

\*Estimated

+Budget

<sup>1</sup>1998 Installment Purchase Refunding Revenue Bonds was refunded by 2009 Sanitation System Refunding Revenue Bonds, along with a contribution from the District to pay off water funds' obligation. Net Available Revenue from January 2010 and going forward includes sanitation system revenue only.

<sup>2</sup>2009 Sanitation System Refunding Revenue Bonds were retired early in November 2020 using Sanitation reserves.

<sup>3</sup>In June 2020 the Board approved a \$10 million installment purchase agreement for the construction of the Automated

**Las Virgenes Municipal Water District  
FY 2020-22 Budget  
Trend Information  
Summary of District Customers**

Year	Water					Sewer		
	Residential	Commercial	Irrigation	Total	Recycled Water	Residential	Commercial	Total
2012	18,799	814	241	19,854	591	16,093	699	16,792
2013	18,806	818	255	19,879	609	16,100	702	16,802
2014	18,820	820	253	19,893	616	16,113	704	16,817
2015	18,853	825	257	19,935	607	16,133	712	16,845
2016	18,873	825	255	19,953	608	16,157	711	16,868
2017	18,881	832	257	19,970	657	16,202	715	16,917
2018	18,938	833	257	20,028	658	16,218	716	16,934
2019	18,994	834	258	20,086	658	16,234	716	16,951
2020*	18,839	841	264	19,944	662	16,309	731	17,040
2021*	18,896	844	265	20,004	669	16,472	738	17,210
2022*	18,952	846	266	20,064	675	16,637	746	17,383

Source: LVMWD Accounting Department

\* Estimated

**Las Virgenes Municipal Water District  
FY 2020-22 Budget  
Trend Information  
Sanitation System - Average Daily Dry Weather Flow  
(In Millions of Gallons Per Day)**

Year	Total Tapia Flow	District Flow*	Triunfo Flow
2012	7.610	4.983	2.627
2013	7.579	5.031	2.548
2014	7.280	4.880	2.400
2015	6.397	3.956	2.441
2016	6.109	3.667	2.442
2017	6.029	3.688	2.341
2018	6.240	3.930	2.310
2019	6.080	3.760	2.320
2020*	6.340	4.040	2.300
2021+	6.180	3.900	2.280
2022+	6.250	3.950	2.300

Source: LVMWD Operations Department

\* Some flow diverted to City of Los Angeles

# Estimated

+ Budget

**Las Virgenes Municipal Water District  
FY 2020-22 Budget  
Trend Information  
History of Potable Water Connections and Deliveries**

<u>Fiscal Year</u>	<u>Connections</u>	<u>Potable Water Deliveries (acre-feet)</u>	<u>Potable Water Deliveries/Connection (acre-feet)</u>
2010-11	20,240	18,988	0.938
2011-12	19,854	20,806	1.048
2012-13	19,879	22,264	1.120
2013-14	19,893	23,867	1.200
2014-15	19,935	20,307	1.019
2015-16	19,953	17,153	0.860
2016-17	19,970	18,162	0.909
2017-18	20,028	19,464	0.972
2018-19	20,086	20,101	1.001
2019-20*	19,944	18,280	0.917
2020-21+	20,004	18,280	0.914
2021-22+	20,064	18,280	0.911

**Las Virgenes Municipal Water District  
FY 2020-22 Budget  
Trend Information  
Realized Water and Sanitation Capacity Fees**

<u>Fiscal Year</u>	<u>Water Capacity Fees</u>	<u>Sanitation Capacity Fees</u>	<u>Total</u>
2008-09	772,170	282,250	1,054,420
2009-10	823,836	537,800	1,361,636
2010-11	283,662	448,350	732,012
2011-12	282,454	918,600	1,201,054
2012-13	513,062	1,085,000	1,598,062
2013-14	359,934	1,124,550	1,484,484
2014-15	342,868	462,000	804,868
2015-16	143,068	224,000	367,068
2016-17	130,733	465,590	596,323
2017-18	734,468	961,278	1,695,746
2018-19	1,284,121	1,267,296	2,551,417
2019-20*	128,117	526,568	654,685
2020-21+	389,444	573,634	963,078
2021-22+	390,516	551,067	941,583

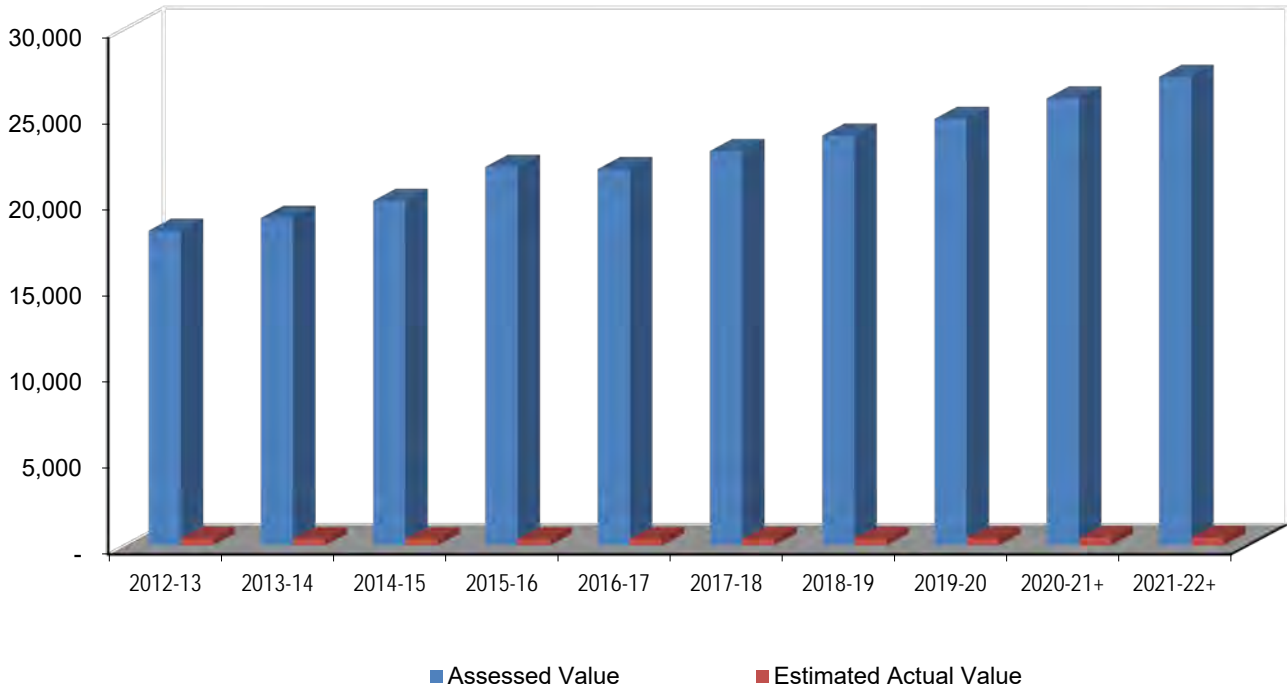
Source: LVMWD Accounting Department

\* Estimated

+ Budget

**Las Virgenes Municipal Water District  
FY 2020-22 Budget  
Trend Information  
Assessed and Estimated Actual Value of Taxable Property**

(Dollars in Millions)



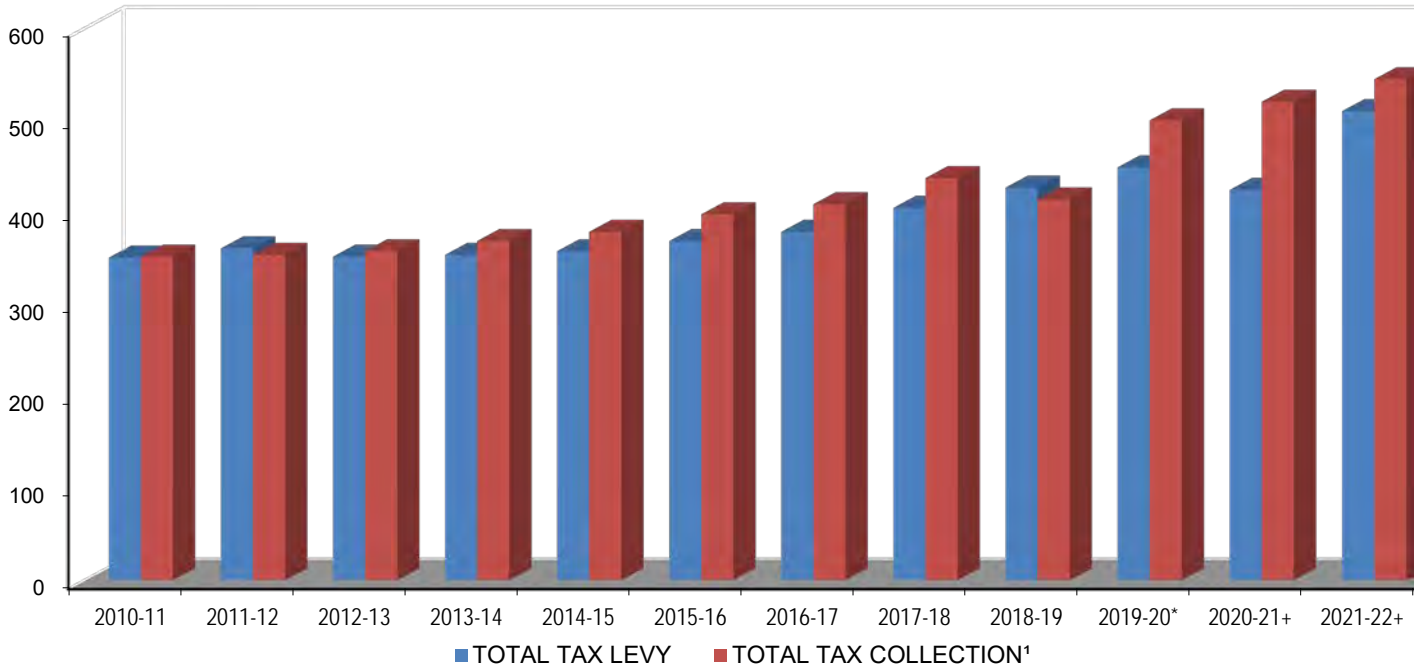
FISCAL YEAR	SECURED PROPERTY		UNSECURED PROPERTY		TOTALS		% OF TOTAL ASSESSED TO EST VALUE
	ASSESSED VALUE	EST ACTUAL VALUE	ASSESSED VALUE	EST ACTUAL VALUE	ASSESSED VALUE	EST ACTUAL VALUE	
2010-11	18,107	18,107	426	426	18,533	18,533	100%
2011-12	18,184	18,184	444	444	18,628	18,628	100%
2012-13	18,296	18,296	391	391	18,687	18,687	100%
2013-14	19,037	19,037	364	364	19,401	19,401	100%
2014-15	20,024	20,024	362	362	20,386	20,386	100%
2015-16	21,999	21,999	366	366	22,365	22,365	100%
2016-17	21,868	21,868	382	382	22,250	22,250	100%
2017-18	22,916	22,916	389	389	23,305	23,305	100%
2018-19	23,813	23,813	398	398	24,211	24,211	100%
2019-20	24,776	24,776	419	419	25,195	25,195	100%
2020-21+	25,965	25,965	436	436	26,401	26,401	100%
2021-22+	27,212	27,212	457	457	27,669	27,669	100%

+Budget

Source: Los Angeles County Assessor

**Las Virgenes Municipal Water District  
FY 2020-22 Budget  
Trend Information  
Property Tax Levies and Collections**

(Dollars in Thousands)



FISCAL YEAR	TOTAL TAX LEVY	COLLECTED IN FISCAL YEAR OF LEVY	% OF LEVY COLLECTED	COLLECTED IN SUBSEQUENT YEARS	TOTAL TAX COLLECTION <sup>1</sup>	% OF TOTAL TAX COLLECTION TO LEVY
2008-09	351	322	91.74%	29	351	100.00%
2009-10 <sup>3</sup>	361	333	92.24%	28	361	100.00%
2010-11	352	328	93.18%	24	352	100.00%
2011-12	354	324	91.53%	30	354	100.00%
2012-13	358	345	96.37%	13	358	100.00%
2013-14	369	360	97.56%	9	369	100.00%
2014-15	379	377	99.47%	2	379	100.00%
2015-16	405	396	97.78%	2	398	98.27%
2016-17	427	409	95.78%	-	409	95.78%
2017-18	449	437	97.39%	-	437	97.39%
2018-19	424	414	97.60%	-	414	97.60%
2019-20*	510	500	98.04%	-	500	98.04%
2020-21+	534	520	97.32%	-	520	97.32%
2021-22+	560	545	97.23%	-	545	97.23%

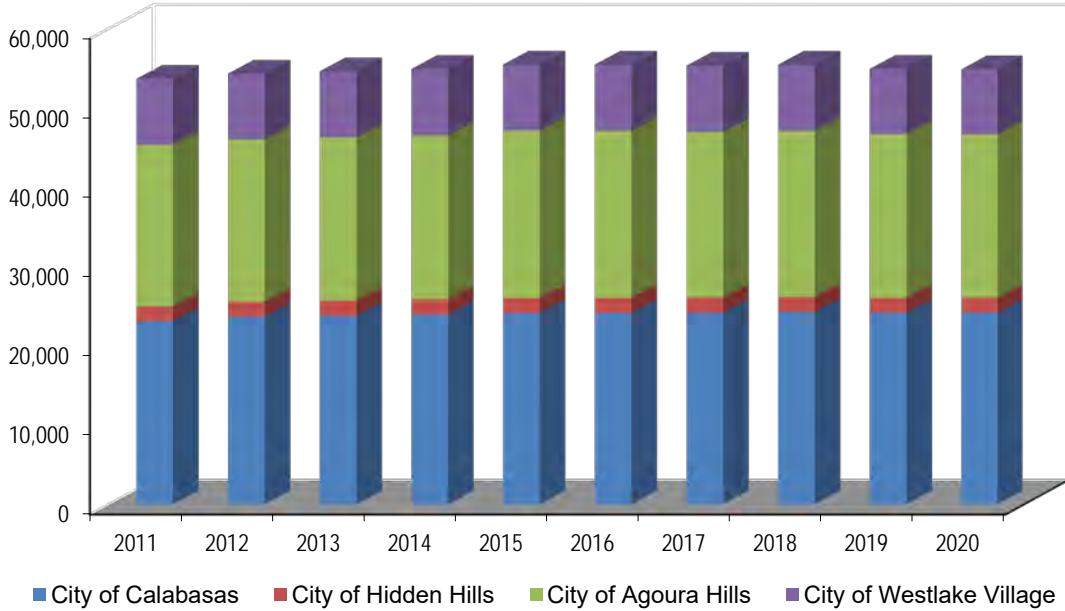
\*Estimated

+Budget

<sup>1</sup>Total tax collection does not include standby charge direct assessments.

<sup>3</sup>Tax Levy and Collection amounts before Prop 1A Borrowing, (\$30K).

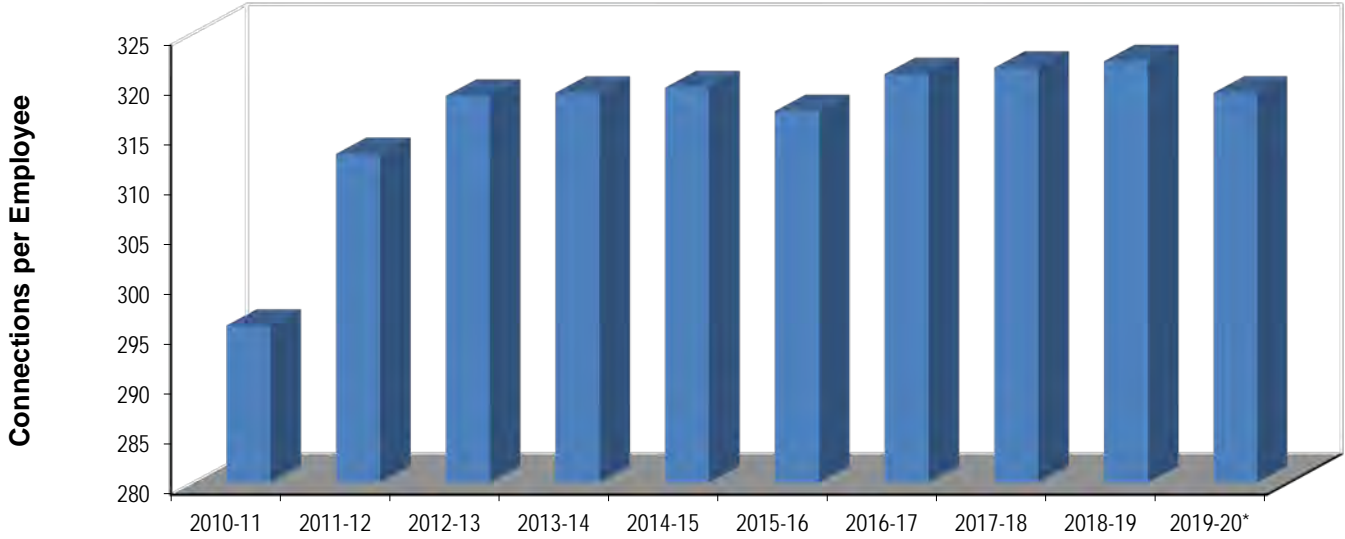
**Las Virgenes Municipal Water District  
FY 2020-22 Budget  
Demographic Statistics - Population**



	<b>City of Calabasas</b>	<b>City of Hidden Hills</b>	<b>City of Agoura Hills</b>	<b>City of Westlake Village</b>
2011	23,109	1,868	20,371	8,284
2012	23,695	1,870	20,424	8,304
2013	23,816	1,889	20,528	8,347
2014	23,953	1,902	20,635	8,389
2015	24,164	1,860	21,068	8,351
2016	24,168	1,876	21,015	8,370
2017	24,183	1,900	20,858	8,353
2018	24,296	1,892	20,878	8,358
2019	24,183	1,862	20,622	8,227
2020	24,195	1,868	20,566	8,212

Source: California Department of Finance, Demographic Research Unit

**Las Virgenes Municipal Water District  
FY 2020-22 Budget  
Trend Information  
Service Connections per Employee**

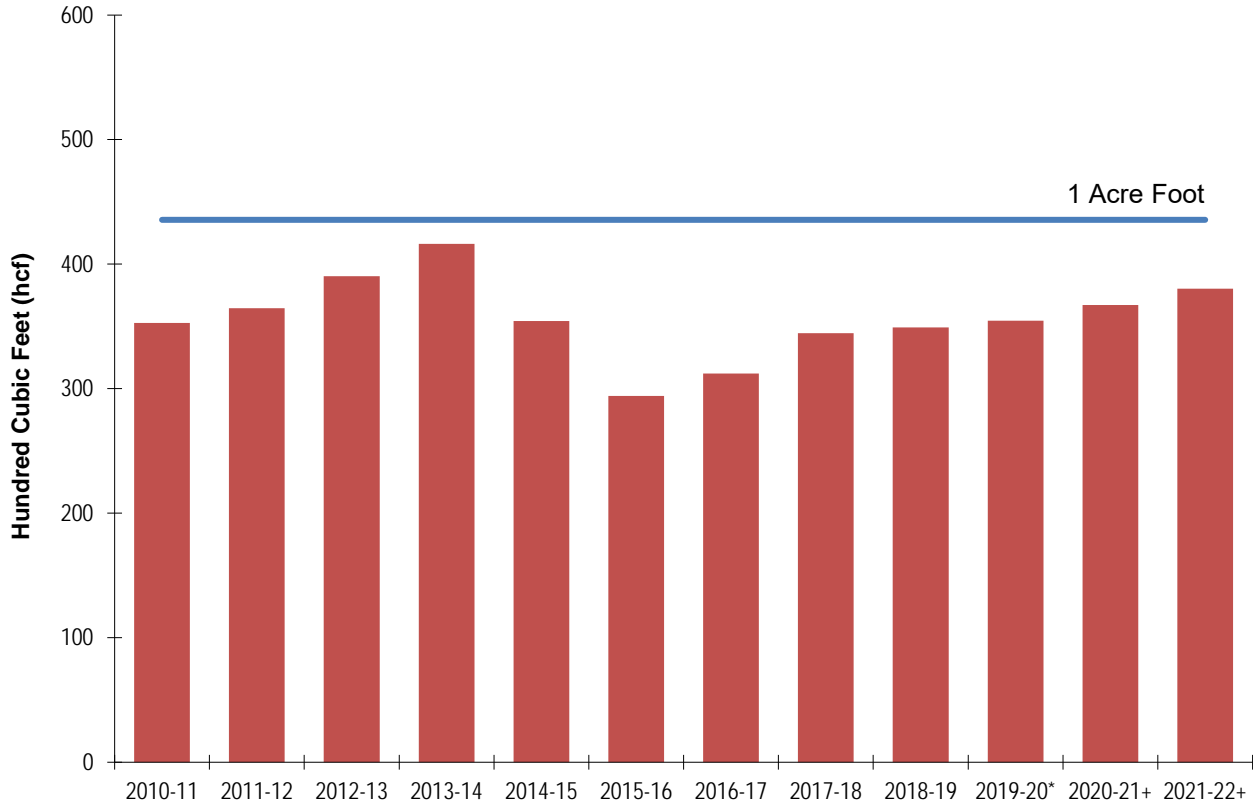


<u>Fiscal Year</u>	<u>Connections-all Services</u>	<u>Authorized Positions</u>	<u>Connections per Employee</u>
2010-11	37,562	127	295.76
2011-12	37,237	119	312.92
2012-13	37,290	117	318.72
2013-14	37,326	117	319.03
2014-15	37,387	117	319.55
2015-16	37,429	118	317.19
2016-17	37,544	117	320.89
2017-18	37,619	117	321.53
2018-19	37,695	117	322.18
2019-20*	37,646	118	319.03
2020-21+	37,883	123	307.99
2021-22+	38,122	123	309.93

\*Estimated  
+Budget

Source: LVMWD Accounting Department

**Las Virgenes Municipal Water District  
 FY 2020-22 Budget  
 Trend Information  
 Single Family Residential Water Annual Usage per Household**



<u>Fiscal Year</u>	<u>Connections</u>	<u>Potable Water Deliveries (hcf)</u>	<u>Potable Water Deliveries/Connection (hcf)</u>
2010-11	18,235	6,432,393	352.750
2011-12	18,246	6,654,719	364.722
2012-13	18,253	7,126,211	390.413
2013-14	18,267	7,606,335	416.398
2014-15	18,300	6,486,116	354.433
2015-16	18,320	5,391,295	294.285
2016-17	18,328	5,723,570	312.286
2017-18	18,385	6,336,755	344.677
2018-19	18,441	6,439,042	349.161
2019-20*	18,286	6,482,605	354.512
2020-21+	18,343	6,735,427	367.203
2021-22+	18,399	6,998,109	380.348

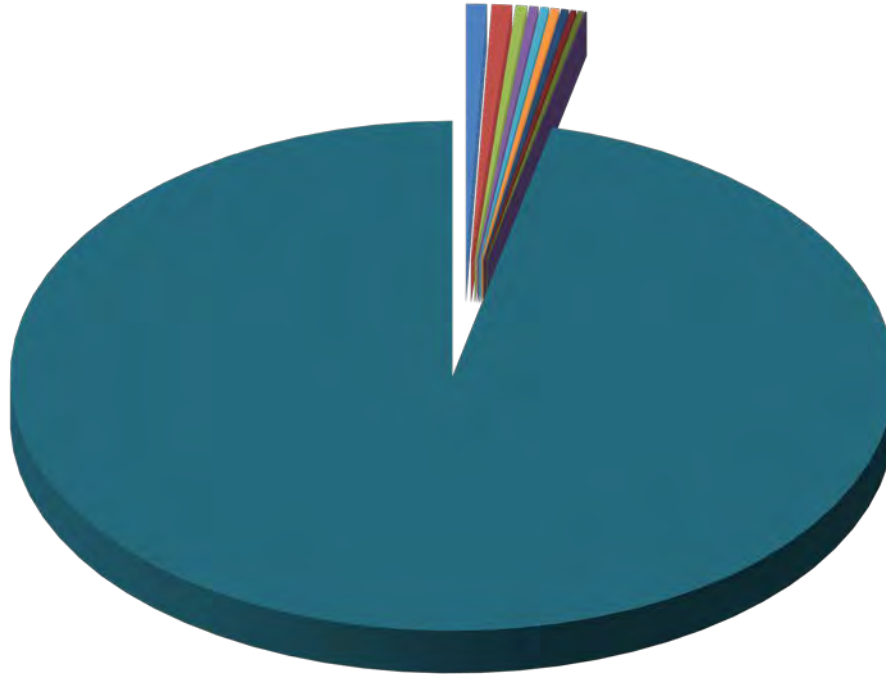
Source: LVMWD Accounting Department

\* Estimated

+ Budget



**Las Virgenes Municipal Water District  
 FY 2020-22 Budget  
 Principal Customers  
 For Fiscal Year Ended June 30, 2020\***



- WESTLAKE WELLBEING PROPERTIES LLC
  - CALABASAS CREST, LTD
  - TOWN AND COUNTRY HOA
  - WESTPARK CONDOMINIUMS
  - KAHNNA ENTERPRISES
  - ALL OTHERS
- SUMMIT MOBILE HOME PARK
  - SEMINOLE SPRINGS MOBILE HOME PARK
  - THE CHEESECAKE FACTORY
  - OAK PARK CALABASAS, HOA
  - INDIAN HILLS MOBILE HOMES VLG

Customer Name	Total Revenue	% of Total Operating Revenue
WESTLAKE WELLBEING PROPERTIES LLC	\$ 462,057	0.75%
SUMMIT MOBILE HOME PARK	\$ 452,656	0.74%
CALABASAS CREST, LTD	\$ 246,316	0.40%
SEMINOLE SPRINGS MOBILE HOME PARK	\$ 203,927	0.33%
TOWN AND COUNTRY HOA	\$ 186,405	0.30%
THE CHEESECAKE FACTORY	\$ 186,274	0.30%
WESTPARK CONDOMINIUMS	\$ 174,854	0.28%
OAK PARK CALABASAS, HOA	\$ 135,718	0.22%
KAHNA ENTERPRISES	\$ 130,561	0.21%
INDIAN HILLS MOBILE HOMES VLG	\$ 46,688	0.08%
ALL OTHERS	\$ 59,258,445	96.38%
<b>TOTAL</b>	<b>\$ 61,483,901</b>	<b>100.00%</b>

Source: LVMWD Accounting Department  
 \* Estimated

# GLOSSARY

**005** – Alternate effluent discharge point for treated wastewater from Tapia WRF.

**Account** – A record of a business transaction; a reckoning of money received or paid.

**Accounting System** – The total structure of records and procedures that discover, record, classify, summarize, and report information on the financial position and results of operations of a government entity.

**Accounts Payable** – Purchase of services and supplies as of or prior to June 30 but not yet paid at June 30.

**Accounts Receivable** – General bills due from customers.

**Accrual** – The recognition of a revenue or expense in a budget year even though the actual cash may not be received or paid until the following budget year.

**Acre-Foot of Water (AF)** – The volume of water that would cover one acre to a depth of one foot.

**Adoption** – Formal action by the Board of Directors, which sets the spending limits for the fiscal year.

**Advance Refunding** – A defeasance of outstanding debt prior to the date the bonds can be called by depositing cash and/or securities.

**American Water Works Association (AWWA)** – An international nonprofit scientific and educational society dedicated to the improvement of water quality and supply.

**Amortization** – Gradual reduction, redemption, or liquidation of the balance of an account; according to a specified schedule of times and amounts.

**Appropriation** – A funding authorization made by the Board, which permits the District to incur obligations and to make expenditures of resources.

**Aqueduct** – A canal for conveying a large amount of water.

**Assets** – Resources owned or held by the enterprise as a result of past events and from which future economic benefits are expected to flow to the enterprise.

**Association of California Water Agencies (ACWA)** – Association representing over 400 public water agencies consisting of municipal, irrigation, county and California water districts, and a number of special purpose agencies. ACWA also represents non-profit and non-public mutual water companies. Members provide the link between local, state and federal water projects, and ultimate water consumers.

**Audit** – Performed by the District's independent certified public accountant (CPA), with the objective to determine if the District's financial statements present fairly the District's financial position and results of operations in conformity with generally accepted accounting principles (GAAP).

**Automatic Meter Reading (AMR)** – Automatic collection of water meter data using remote reading devices.

**Biosolids** – Nutrient-rich solid materials that are produced from the organic residuals that are a byproduct of the treatment of domestic wastewater in a wastewater treatment plant.

**Bond Call** – Bonds that are redeemable by the issuer prior to the specified maturity date at a specified price at or above par.

**Budget** – The District's financial plan balancing proposed expenditures for a certain period of time to the expected income or revenue for that same period.

**California Association of Sanitation Agencies (CASA)** – An organization of various municipal agencies that provide wastewater collection, treatment, transportation and disposal in California.

**California Environmental Quality Act (CEQA)** – Legislation passed in 1969 to implement Federal law establishing environmental standards. Turbidity and other standards were established for treated wastewater discharges into public streams and rivers.

**California Public Utilities Commission (CPUC)** – Commission governing the business operations of private utilities in so much as they affect the rates of the services sold.

**Capacity Fee** – Fee imposed when a customer requests a new service connection. Capacity fee funds are used by the District to plan, design and construct new facilities to support the additional demand placed by on the water and sanitation systems by the new service connections.

**Capital Assets** – Assets of a long-term nature such as land, buildings, machinery, furniture, plants and transmission and distribution infrastructure, and other equipment. The District has defined such assets as those with an expected life in excess of three years and an acquisition cost in excess of \$5,000.

**Capital Improvement Program (CIP)** – A plan to provide for the maintenance or replacement of existing assets, infrastructure, and equipment and for the construction or acquisition of new facilities and equipment.

**Capital Improvement Program-Labor Reimbursement** – Salaries are budgeted 100% in the District's operating budget. Labor expended on capital improvement projects is then reimbursed to the operating budget from the project budget.

**Capital Improvement Project Funds** – Funds used to account for financial resources used for the acquisition or construction of major capital facilities, as approved in the five year Capital Improvement Plan.

**Capitalized Interest** – Funds provided from the proceeds of a bond issue, used to cover interest payments until revenue sources to repay the debt are available.

**Certificates of Participation (COP)** – Form of lease-purchase financing used to construct or acquire capital facilities and equipment.

**Coverage** – A margin of safety for payment of debt service, reflecting the number of times by which earnings for a period of time exceed debt service payable in such a period.

**Current Assets** – Cash, bank deposits, investments, accounts and other amounts receivable. Assets which can be converted to cash, consumed or sold within one year.

**Current Liabilities** – Accounts, contracts, deposits and other payables due within one year.

**Customer Information System (CIS)** – A system maintaining customer data including usage, billing and payment information.

**Customer Water Budget** – Volumetric allotments of water based on a set indoor demand volume and weather-adjusted outdoor demand.

**Debt** – An obligation resulting from the borrowing of money or from the purchase of goods and services. These include bonds and accounts payable.

**Debt Service** – Interest and principal payments on bond issues and Certificates of Participation. Also included are the issuance costs related to bond funding.

**Defeasance** – To set aside sufficient money to retire outstanding debt when due. A full defeasance results in release from covenants and contractual obligations contained in the bond documents.

**Deficiency** – A general term indicating the amount by which anything falls short of some requirement of expectation.

**Deficit** – The excess of expenditures over revenues during an accounting period.

**Depreciation** – An element of cost resulting from the service of long-lived assets in an economic organization and represents the loss in asset value because of wear, deterioration, obsolescence or action of the physical elements.

**Drought** – A period of drier-than-normal conditions that results in water-related problems.

**Effluent** – Treated wastewater discharged from wastewater treatment plants.

**Emergency Action Plan (EAP)** – Emergency Action Plan as required by the Federal Energy Regulatory Commission (FERC) as it applies to dams and reservoirs of high or moderate hazard potential to life and property. The EAP consists typically of notification procedures to alert the appropriate authorities in the event of a hazardous condition developing and also includes continuous monitoring of the facility to provide an early warning to the operator.

**Enterprise Fund** – A fund established to account for the financing of self-supporting enterprises, such as a utility fund, which render services primarily to the public.

**Entity** – The basic unit upon which accounting and/or financial reporting activities focus.

**Equivalent Residential Unit (ERU)** – Water usage equivalent to a typical single-family dwelling.

**Expenses** – Decreases in economic benefits during the accounting period in the form of outflows or depletions of assets or incurrences of liabilities that result in decreases in equity.

**Fiscal Year** – The beginning and ending period for recording financial transactions. The District has specified July 1 to June 30 as its fiscal year.

**Full Time Equivalent (FTE)** – An FTE equates to one full-time employee working 2,080 hours per year.

**Fund** – An accounting entity that records all financial transactions for specific activities or government functions.

**Geographic Information System (GIS)** – A system combining computer hardware, software, and geographic data for collecting, storing, analyzing and displaying geographically referenced information.

**Generally Accepted Accounting Principles (GAAP)** – Accounting standards and financial reporting practices promulgated by several national committees and boards. Primary sources for governmental accounting are the National Council on Governmental Accounting, producing governmental accounting, auditing and financial reporting (GAAFR), the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

**Governmental Accounting Standards Board (GASB)** – National advisory board of accounting standards for public agencies. Identifies procedures, methods and standards for presenting the financial condition of public agencies.

**Hundred Cubic Feet (HCF)** – The base billing unit used to charge customers for water service, equal to one hundred cubic feet of water. Also used to express Customer Water Budget volumes.

**Infrastructure** – The accumulated pipelines, treatment plants and storage facilities of the District, including all meters, valves, pumps, filters and other appurtenances, whether constructed by the District or dedicated by private entities.

**Internal Service Funds** – Internal Service Funds are used to account for the financing of goods or services provided by one or more departments to other operating departments of the District on a cost reimbursement basis.

**Joint Powers Authority (JPA)** – A joint powers agreement between the District and Triunfo Sanitation District for the purpose of constructing, operating, maintaining and providing for the replacement of a joint sewer system.

**Liabilities** – Present obligations of the enterprise arising from past events.

**Line Item** – Expenditure classifications established to account for and budget the appropriations approved.

**Local Agency Investment Funds (LAIF)** – An investment fund established by the California State Treasurer for the benefit for public agencies. The District, per its investment policy may invest up to the maximum permitted under State law (California Government Code Section 16429.1).

**Maintenance** – The upkeep of physical properties in condition for use or occupancy. Examples are the inspection of equipment to detect defects and the making of repairs.

**Metropolitan Water District (MWD)** – A consortium of 26 cities and water districts that provides drinking water to nearly 18 million people in parts of Los Angeles, Orange, San Diego, Riverside, San Bernardino and Ventura counties.

**Municipal** – In its broadest sense, an adjective, which denotes the state and all subordinate units of government.

**Net Assets** – The excess of assets over liabilities, represents the cumulative effect of revenues and other financing sources over expenses and other financing uses.

**NPDES** – National Pollution Discharge Elimination System

**O&M** – Operations and Maintenance

**Obligations** – Amounts that a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

**Operating Expenses** – All costs associated with the day-to-day business of the District, which are not considered capital improvements or debt repayments.

**Operating Revenue** – Revenue generated from the day-to-day business of the District.

**Potable Water** – Water that is suitable for drinking.

**Projected** – An estimate of revenues and expenditures based on past trends, the present economic situation and future financial forecasts.

**Proposition 218** – The “Right to Vote on Taxes Act”. Limits the methods by which local governments can create or increase taxes, fees and charges without taxpayer consent. Proposition 218 requires taxpayer approval of property related assessments and fees.

**Proposition 50** – The Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002.

**Proprietary Fund** – A method of accounting for a government’s ongoing activities that is similar to those often found in the private sector.

**Public Employees Retirement System (PERS)** – An agent, multiple-employer, public retirement system to which the District contributes that acts as a common investment and administrative agent for participating public entities within the State of California.

**Pump Station** – Mechanical devices installed in sewer or water systems or other liquid-carrying pipelines that moves the liquids to a higher level.

**Recycled Water** – Treated wastewater of a quality suitable for nonpotable applications, such as landscape irrigation, decorative water features, and nonfood crops.

**Regional Water Quality Control Board (RWQCB)** – Statewide Regional Water Control Boards that work to preserve California water.

**Reserves** – An amount set aside in an account for future use.

**Reservoir** – A pond, lake, tank, or basin (natural or engineered) where water is collected and stored.

**Resolution** – A special or temporary order of a legislative body; an order to a legislative body requiring less legal formality than an ordinance or statute.

**Revenue** – An inflow of assets, not necessarily in cash, in exchange for services rendered.

**Revenue Bond** – A bond payable solely from net or gross non ad valorem tax revenues derived from general fund revenues, tax increment revenues, or tolls, charges or rents paid by users of the facility constructed with the proceeds of the bond issue.

**Right of Way** – A legal right of passage over another person’s ground.

**Sanitation Service** – The collection, treatment, reuse and disposal of wastewater.

**Sewage** – Word used interchangeably with wastewater.

**Standby Charge** – Fee collected for the maintenance and upkeep of the District’s Potable Water Infrastructure.

**Supervisory Control and Data Acquisition (SCADA)** – The Supervisory Control and Data Acquisition system collects operational data from remote units to monitor and control water and wastewater systems and facilities throughout the District service area.

**Tapia Effluent Alternatives (TEA)** – Study funded by the JPA to identify alternatives to effluent discharge into Malibu Creek.

**Title 22** – Title 22 of the California Code of Regulations sets state environmental health standards for potable and non-potable water. When “Title 22” is referenced in conjunction with reclaimed wastewater, this means a tertiary wastewater effluent that has been filtered and disinfected and meets California State Health Department standards for full human body contact.

**Total Maximum Daily Load (TMDL)** – The maximum amount of a given pollutant that a receiving body of water can assimilate without violating water quality standards.

**Wastewater** – Word used interchangeably with sewage. Any water that has come into contact with, or contains biological contaminants, particulate contaminants, or inorganic or organic solutes.

**Water Budget** – Same as Customer Water Budget.

**Water Reclamation Facility (WRF)** – A facility that controls and filters out raw sewage and water-treating both to meet standards set by state and federal guidelines for the discharge of the effluent into streams and rivers or for reuse, and for the proper disposal of the sludge.

**Water Treatment Plant (WTP)** – A facility that monitors and controls the quality of water, to include purity and turbidity as required by state and federal guidelines.

**Watershed** – A geographic area, surrounded by the highest ridgelines, which drains into a river, river system, or body of water.

**Working Capital** – The difference between current assets and current liabilities. Represents the amount available for operations or other expenditures.

## ACRONYMS

<b>ACWA</b>	Association of California Water Agencies
<b>AF</b>	Acre Feet
<b>AMMS</b>	Automated Maintenance Management System
<b>AMR/AMI</b>	Automated Meter Reading/Advanced Metering Infrastructure
<b>AWWA</b>	American Water Works Association
<b>CAFR</b>	Comprehensive Annual Financial Report
<b>CAL-ARP</b>	California Accidental Release Program
<b>CASA</b>	California Association of Sanitations Agencies
<b>CCR</b>	Consumer Confidence Report
<b>CEQA</b>	California Environmental Quality Act
<b>CIP</b>	Capital Improvement Program
<b>CIS</b>	Customer Information System
<b>CUPA</b>	Certified Unified Program Agency
<b>CWEA</b>	California Water Environment Association
<b>DCDA</b>	Double Check Detector Assembly
<b>DCS</b>	Distributed Control System
<b>DE</b>	Diatomaceous Earth
<b>DPH</b>	Department of Public Health
<b>DWR</b>	Department of Water Resources
<b>ERP</b>	Enterprise Resources Planning software
<b>ERU</b>	Equivalent Residential Unit
<b>FTE</b>	Full Time Equivalent
<b>GAAP</b>	Generally Accepted Accounting Principles
<b>GASB</b>	Governmental Accounting Standards Board
<b>GFOA</b>	Government Finance Officers Association
<b>GIS</b>	Geographical Information Systems
<b>HAA5</b>	Haloacetic acids five
<b>HCF</b>	Hundred Cubic Feet
<b>HOA</b>	Home Owners Association
<b>HVAC</b>	Heating, Ventilation and Air Conditioning
<b>IIP</b>	Infrastructure Investment Plan
<b>IRP</b>	Integrated Resources Plan
<b>IRWMP</b>	Integrated Regional Water Management Plan
<b>JPA</b>	Joint Powers Authority
<b>LAFCO</b>	Local Agency Formation Commission
<b>LAIF</b>	Local Agency Investment Fund
<b>LIMS</b>	Laboratory Information Management System
<b>LVMWD</b>	Las Virgenes Municipal Water District
<b>LVR</b>	Las Virgenes Reservoir
<b>LVUSD</b>	Las Virgenes Unified School District
<b>MGD</b>	Million gallons per day

<b>MOU</b>	Memorandum of Understanding
<b>MS4</b>	Municipal Separate Storm Sewer System
<b>MTBE/TOC</b>	Methyl Tertiary Butyl Ether/Total Organic Compound
<b>MWD</b>	Metropolitan Water District
<b>NGO</b>	Non Government Organization
<b>NNE</b>	Numerical Nutrient Endpoint
<b>NPDES</b>	National Pollution Discharge Elimination System
<b>OPEB</b>	Other Post Employment Benefits
<b>OSHA</b>	Occupational Safety and Health Administration
<b>PAFR</b>	Popular Annual Financial Report
<b>PLC</b>	Programmable Logic Controller
<b>POWER</b>	Political Officials for Water and Environmental Reform
<b>PPA</b>	Power Purchase Agreement
<b>PW</b>	Potable Water
<b>RAS</b>	Return Activated Sludge
<b>RCPO</b>	Resource Conservation and Public Outreach
<b>REC-BCT</b>	Renewable Energy Self-Generation Bill Credit Transfer
<b>RFP</b>	Request For Proposal
<b>RLV</b>	Rancho Las Virgenes
<b>RW</b>	Recycled Water
<b>RWQCB</b>	Regional Water Quality Control Board
<b>SCADA</b>	Supervisory Control and Data Acquisition
<b>SCAP</b>	Southern California Association of Publicly-Owned Treatment Works
<b>SCAQMD</b>	South Coast Air Quality Management District
<b>SCE</b>	Southern California Edison
<b>SWRCB</b>	State Water Resources Control Board
<b>TMDL</b>	Total Maximum Daily Load
<b>TN</b>	Total Nitrogen
<b>TP</b>	Total Phosphorous
<b>TTHM</b>	Total trihalomethanes
<b>TWSD</b>	Triunfo Water and Sanitation District
<b>ULFT</b>	Ultra Low Flush Toilet
<b>UWMP</b>	Urban Water Management Plan
<b>VFD</b>	Variable Frequency Drive
<b>WBIC</b>	Weather Based Irrigation Controller
<b>WDR</b>	Waste Discharge Requirement
<b>WEF</b>	Water Environment Federation
<b>WIMS</b>	Water Information Management Software
<b>WRF</b>	Water Reclamation Facility
<b>WTP</b>	Water Treatment Plant