

CRESCENTA VALLEY WATER DISTRICT

2700 FOOTHILL BOULEVARD LA CRESCENTA, CALIFORNIA

Agenda for the Meeting of the Finance Committee of the
Crescenta Valley Water District

To be held on Wednesday, March 03, 2021 at 2:30 p.m.

Posted: Tuesday, March 02, 2021 at 2:00 p.m.

TELECONFERENCING NOTICE

[This meeting will be held by teleconference only.]

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom on March 18, 2020, the public may not attend the meeting in person.

Any member of the public may participate by listening or making comments using a touchtone phone. You may select any of the following phone numbers (there are more than one for increased reliability during this time of increased phone traffic)

(669) 900-6833

(346) 248-7799

(929) 205-6099

(253) 215-8782

(301) 715-8592

(312) 626-6799

Then, enter Access Code: 817 9589 8818

[Pursuant to the above Executive Order, the public may not attend the meeting in person.]

Those members of the public who are able to and would like to additionally participate with a computer through videoconference may access the Zoom videoconferencing tool available at the following link – [https://us02web.zoom.us/j/817 9589 8818](https://us02web.zoom.us/j/81795898818).

Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by contacting the District by phone or in writing at the above email address. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the District to provide the requested accommodation.

Call to Order

Adoption of Agenda

Public Comments

At this time, members of the public shall have an opportunity to address the Committee on items of interest that are within the subject matter jurisdiction of the Committee. This opportunity is non-transferable, and speakers are limited to three (3) minutes each.

Action Item(s)

The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken. This opportunity is non-transferrable, and speakers are limited to one two-minute (2) comment each.

1. Discussion of the District's preliminary budget for FY 2021-22.
2. Open discussion for short and long-term finance goals.

Committee Members' Request for Future Agenda Items

Adjournment

Attachment(s):

1. *Draft preliminary budget for FY 2021-22*
2. *Recent Savings Opportunities*

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CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1
March 03, 2021

To: Finance Committee
From: James Lee – Director of Finance and Administration
Subject: **Preliminary Budget Discussion for FY 2021-22**

ACTION ITEM:

Discussion of the District's preliminary budget for FY 2021-22.

BACKGROUND:

The District's budget is composed of the following primary components – 1) Operating Budget; and 2) Capital Budget. The FY 2022 preliminary budget discussion begins with the Operating Budget, the expenses used to operate and maintain the District – e.g. water purchases, materials and parts for leak repairs, training, emergency supplies, consultants, etc.

Last year's operating budget was defined by uncertainty due to the pandemic, particularly with respect to revenue from rates, as rate increases were suspended, and a moratorium was placed on late fees and shutoffs. Staff cut the budget significantly in areas such as consultants, paving, meter maintenance, and labor and benefits, and identified various savings initiatives.

The upcoming year's operating budget includes a number of operating needs that had been deferred. The following are notable year-over-year proposed changes and their respective percent change from current-year projections.

Proposed increases include:

- Administrative Consultants – A significant increase is proposed based on initiatives that invest in greater long-run efficiency (e.g., Sewer Master Plan, hydraulic modeling) or support other current initiatives (GIS work to supplement AMI); (159% Increase)
- Landscaping – A significant amount of tree trimming and other landscape maintenance around District buildings and reservoirs will require an increased budget; (26% Increase)
- Community Outreach – A larger outreach budget is based on direction from the board and input from the community requesting increased outreach activity; (40% Increase)
- Wastewater Treatment – The City of Los Angeles has provided the District with its estimate of 2022 charges, including pass throughs for operating and capital expenses. (2.4% increase)
- Pipeline Maintenance – In line with our Sewer System Management Plan, the sewer system requires a video inspection of the complete system every ten years. This will be spread over the next few years to smooth out the annual cost; (126% Increase)
- Lateral Leaks & Repairs – An increase in both material costs and occurrences has caused a significant increase in projected costs; (84% Increase)

Proposed decreases include:

- Computers, Network & Software – Streamlining of the District's technology assets and resources has led to significant savings by maximizing use and efficiency, as well as eliminating unnecessary or inefficient technology and associated vendors. (44% Decrease)
- Postage & Stationary – Savings will result from increased customer adoption of paperless billing; (10% Decrease)

- Nitrate Plant – Lower nitrate levels over the past year has led to less groundwater needing to be treated. Based on this, lower costs for treatment and maintenance are projected.; (0%)
- Water Purchases – At this time, the volume of water purchased from FMWD is projected based on meet pre-pandemic levels. Although FMWD's rate increases will still pass through to the District, the overall cost of purchased water is projected to decrease. (4% Decrease)
- Booster Pump Maintenance – Staff's maintenance and replacement schedule for booster pumps has increased their reliability and decreased projected repairs; (17% Decrease)
- Auto/Truck Maintenance – a more proactive fleet management and replacement program will reduce long-term costs, beginning with next year's maintenance expenses; (6% Decrease)

The Operating Budget as enclosed is each department's best representation of what is needed in the upcoming year to continue achieving the District's mission and the Strategic Plan goals that support it. In the budget document are two sets of columns with FY 2021 Budgeted vs. FY 2022 Budgeted and FY 2021 Projected vs. FY 2022 Budgeted. 'FY 2021 Budgeted' refers to the budget as approved last fiscal year. 'FY 2021 Projected' refers to staff's updated expectations of expenditures by the end of January of the current year (as reported in the January Dashboard). Budgeted and Projected are different because of circumstances that change following budget approval.

Going forward, staff seeks:

1. The Board's support with regard to the Operating Budget needed for next year and the Board's direction to defer certain initiatives and projects, if needed;
2. The Board's direction with respect to lower and upper limits for rate increases for the Water and Wastewater funds along with any policy considerations such as use of PayGo and bonds or the level to which deferred infrastructure will be addressed. This will determine the Capital Budget, and staff will be able to present an overall budget at subsequent meetings.

RECOMMENDATION

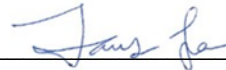
Support the Operating Budget and provide staff direction with respect to lower and upper limits for rate increases for the Water and Wastewater funds.

Prepared by:



Arturo Montes
Finance & Administration Manager

Submitted by:



James Lee
Director of Finance & Administration

Attachment(s): 1) Departmental Operating Budgets; 2) Recent Savings Opportunities

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Description	2021 Budget	2022 Budget	Budgeted V. Budgeted		2021 Projections	2022 Budget	Projected V. Budgeted	
General and Administrative								
	\$ 1,349,656	\$ 1,620,771	\$ 271,115	20% ▲	\$ 1,244,645	\$ 1,620,771	\$ 376,126	30% ▲
Operation Expense								
	\$ 657,902	606,650	\$ (51,252)	8% ▼	\$ 505,743	\$ 606,650	\$ 100,907	20% ▲
Purchased Resources*								
	\$ 5,899,422	6,262,128	\$ 362,706	6% ▲	\$ 6,308,785	\$ 6,262,128	\$ (46,657)	1% ▼
Distribution/Collection								
	\$ 967,399	1,007,780	\$ 40,381	4% ▲	\$ 886,942	1,007,780	\$ 120,838	14% ▲
Non-Operating Expense								
	\$ 18,300	10,500	\$ (7,800)	43% ▼	\$ 12,200	10,500	\$ (1,700)	14% ▼
Total								
	\$ 8,892,679	\$ 9,507,829	\$ 615,151	7% ▲	\$ 8,958,315	9,507,829	\$ 549,515	6% ▲

*This category includes Water Supply, Power Purchases, and Wastewater Treatment

CVWD - Summary Detail

Crescenta Valley Water District FY 2022 Preliminary Budget

Description	2021 Budget	2022 Budget	Budgeted V. Budgeted		2021 Projections	2022 Budget	Projected V. Budgeted	
General and Administrative								
GL, Property, Fidelity Ins	\$ 153,000	134,000	\$ (19,000)	12% ▼	\$ 129,000	134,000	\$ 5,000	4% ▲
Accounting	\$ 19,500	19,500	\$ -		\$ 19,500	19,500	\$ -	
Legal	\$ 120,000	178,000	\$ 58,000	48% ▲	\$ 128,000	178,000	\$ 50,000	39% ▲
Administrative Consultants	\$ 321,499	599,800	\$ 278,301	87% ▲	\$ 231,500	599,800	\$ 368,300	159% ▲
Interns	\$ 9,000	14,100	\$ 5,100	57% ▲	\$ 26,631	14,100	\$ (12,531)	47% ▼
Election Expense	\$ 40,000	0	\$ (40,000)	100% ▼	\$ -	0	\$ -	
Building Maintenance	\$ 59,600	51,000	\$ (8,600)	14% ▼	\$ 42,000	51,000	\$ 9,000	21% ▲
Landscaping Expense	\$ 16,500	21,600	\$ 5,100	31% ▲	\$ 17,100	21,600	\$ 4,500	26% ▲
Office Supplies & Misc Exp	\$ 31,736	27,000	\$ (4,736)	15% ▼	\$ 25,700	27,000	\$ 1,300	5% ▲
Misc Expense - COVID-19	\$ -	7,500	\$ 7,500		\$ 6,502	7,500	\$ 998	15% ▲
Computers & Network	\$ 28,267	25,101	\$ (3,166)	11% ▼	\$ 48,000	25,101	\$ (22,899)	48% ▼
Computer Software	\$ 54,453	70,775	\$ 16,322	30% ▲	\$ 124,000	70,775	\$ (53,225)	43% ▼
Utilities	\$ 51,800	46,300	\$ (5,500)	11% ▼	\$ 44,700	46,300	\$ 1,600	4% ▲
Enterprise Voice Communications	\$ 10,600	18,000	\$ 7,400	70% ▲	\$ 12,000	18,000	\$ 6,000	50% ▲
Wireless Voice & Data	\$ 29,000	18,760	\$ (10,240)	35% ▼	\$ 20,000	18,760	\$ (1,240)	6% ▼
Data Communications - Fiber	\$ 75,300	52,200	\$ (23,100)	31% ▼	\$ 47,500	52,200	\$ 4,700	10% ▲
Printing Postage Stationery	\$ 72,100	65,000	\$ (7,100)	10% ▼	\$ 72,000	65,000	\$ (7,000)	10% ▼
Water System Fees	\$ 60,000	65,000	\$ 5,000	8% ▲	\$ 60,000	65,000	\$ 5,000	8% ▲
Engineering Expense	\$ 14,400	7,500	\$ (6,900)	48% ▼	\$ 14,500	7,500	\$ (7,000)	48% ▼
Water Conservation Expense	\$ 25,500	15,000	\$ (10,500)	41% ▼	\$ 15,000	15,000	\$ -	
Water Conservation Rebates	\$ 5,000	5,000	\$ -		\$ 5,000	5,000	\$ -	
Community Outreach	\$ 20,000	35,000	\$ 15,000	75% ▲	\$ 25,000	35,000	\$ 10,000	40% ▲

CVWD - Summary Detail

Crescenta Valley Water District FY 2022 Preliminary Budget

Description	2021 Budget	2022 Budget	Budgeted V. Budgeted		2021 Projections	2022 Budget	Projected V. Budgeted	
Training	\$ 21,000	19,900	\$ (1,100)	5% ▼	\$ 17,150	19,900	\$ 2,750	16% ▲
Conferences & Seminars	\$ 17,000	19,500	\$ 2,500	15% ▲	\$ 7,700	19,500	\$ 11,800	153% ▲
Misc Administration	\$ 5,200	9,000	\$ 3,800	73% ▲	\$ 9,952	9,000	\$ (952)	10% ▼
Memberships/Subscriptions	\$ 35,200	36,235	\$ 1,035	3% ▲	\$ 32,210	36,235	\$ 4,025	12% ▲
Bank Charges	\$ 54,000	60,000	\$ 6,000	11% ▲	\$ 64,000	60,000	\$ (4,000)	6% ▼
General and Administrative	\$ 1,349,656	\$ 1,620,771	\$ 271,115	20% ▲	\$ 1,244,645	\$ 1,620,771	\$ 376,126	30% ▲
Operation Expense								
Taxes-Property	\$ 16,500	20,500	\$ 4,000	24% ▲	\$ 20,000	20,500	\$ 500	3% ▲
Building Maintenance-Plant	\$ 59,600	51,000	\$ (8,600)	14% ▼	\$ 42,000	51,000	\$ 9,000	21% ▲
Landscaping Expenses-Plant	\$ 16,500	21,600	\$ 5,100	31% ▲	\$ 17,100	21,600	\$ 4,500	26% ▲
Utilities-Plant	\$ 51,800	46,300	\$ (5,500)	11% ▼	\$ 44,700	46,300	\$ 1,600	4% ▲
Training-Plant	\$ 21,000	19,900	\$ (1,100)	5% ▼	\$ 17,150	19,900	\$ 2,750	16% ▲
Operator Certifications-Educ	\$ 4,500	8,300	\$ 3,800	84% ▲	\$ 2,500	8,300	\$ 5,800	232% ▲
Tuition Reimbursment	\$ -	4,750	\$ 4,750		\$ -	4,750	\$ 4,750	
Safety & Security	\$ 28,000	23,000	\$ (5,000)	18% ▼	\$ 23,000	23,000	\$ -	
Uniforms	\$ 19,800	18,500	\$ (1,300)	7% ▼	\$ 18,500	18,500	\$ -	
Misc- Administration	\$ 5,200	9,000	\$ 3,800	73% ▲	\$ 9,952	9,000	\$ (952)	10% ▼
Emergency Operations/Repairs	\$ 24,000	16,000	\$ (8,000)	33% ▼	\$ 12,000	16,000	\$ 4,000	33% ▲
Permit & Assessment Fees	\$ -	0	\$ -		\$ 3,000	0	\$ (3,000)	100% ▼
Tools and Eq Maintenance	\$ 35,500	35,300	\$ (200)	1% ▼	\$ 35,300	35,300	\$ -	
Nitrate Plant	\$ 82,500	61,500	\$ (21,000)	25% ▼	\$ 61,500	61,500	\$ -	
Inventory Shrinkage/Overage	\$ 20,000	6,000	\$ (14,000)	70% ▼	\$ 12,000	6,000	\$ (6,000)	50% ▼
Inventory Disposal	\$ -	0	\$ -		\$ 41	0	\$ (41)	100% ▼
Telemetry & Signal System	\$ 28,000	15,000	\$ (13,000)	46% ▼	\$ 17,000	15,000	\$ (2,000)	12% ▼
Lab & Sampling Expense	\$ 100,000	100,000	\$ -		\$ 50,000	100,000	\$ 50,000	100% ▲
Non-Lab & Sampling	\$ 15,000	15,000	\$ -		\$ -	15,000	\$ 15,000	
Water Treatment Expense	\$ 130,000	135,000	\$ 5,000	4% ▲	\$ 120,000	135,000	\$ 15,000	13% ▲
Operation Expense	\$ 657,902	606,650	\$ (51,252)	8% ▼	\$ 505,743	\$ 606,650	\$ 100,907	20% ▲
Purchased Resources								
Water Usage Cost Exp Well 16	\$ 138,960	129,000	\$ (9,960)	7% ▼	\$ 110,000	129,000	\$ 19,000	17% ▲
Purchased Water FMWD	\$ 3,108,762	3,417,108	\$ 308,346	10% ▲	\$ 3,551,322	3,417,108	\$ (134,214)	4% ▼
Power Purchased	\$ 801,800	821,500	\$ 19,700	2% ▲	\$ 797,562	821,500	\$ 23,938	3% ▲
Wastewater System Expense	\$ 1,849,900	1,894,520	\$ 44,620	2% ▲	\$ 1,849,900	1,894,520	\$ 44,620	2% ▲
Purchased Resources	\$ 5,899,422	6,262,128	\$ 362,706	6% ▲	\$ 6,308,785	\$ 6,262,128	\$ (46,657)	1% ▼

CVWD - Summary Detail

Crescenta Valley Water District FY 2022 Preliminary Budget

Description	2021 Budget	2022 Budget	Budgeted V. Budgeted		2021 Projections	2022 Budget	Projected V. Budgeted	
Distribution/Collection								
Backflow Expense	\$ 800	800	\$ -		\$ 500	800	\$ 300	60% ▲
Pipelines - Maintenance	\$ 45,000	106,000	\$ 61,000	136% ▲	\$ 47,000	106,000	\$ 59,000	126% ▲
Pipelines - Paving	\$ 25,000	10,000	\$ (15,000)	60% ▼	\$ 10,000	10,000	\$ -	
Fire Hydrant Repair/Replace	\$ 15,000	20,000	\$ 5,000	33% ▲	\$ 15,000	20,000	\$ 5,000	33% ▲
Pipelines - Leak Detect/Repair	\$ 22,000	25,000	\$ 3,000	14% ▲	\$ 25,000	25,000	\$ -	
Pipelines-Trench Plate Rentals	\$ 2,000	0	\$ (2,000)	100% ▼	\$ -	0	\$ -	
Pipelines - Valves	\$ 6,000	10,000	\$ 4,000	67% ▲	\$ 6,000	10,000	\$ 4,000	67% ▲
Reservoir Maintenance	\$ 94,500	79,500	\$ (15,000)	16% ▼	\$ 91,000	79,500	\$ (11,500)	13% ▼
Reservoir Landscape	\$ 21,000	20,000	\$ (1,000)	5% ▼	\$ 20,000	20,000	\$ -	
Meter Maintenance	\$ 75,000	6,000	\$ (69,000)	92% ▼	\$ 3,900	6,000	\$ 2,100	54% ▲
Meters - Paving	\$ 125,000	115,000	\$ (10,000)	8% ▼	\$ 105,000	115,000	\$ 10,000	10% ▲
Meter Repair/Replace/Upgrade	\$ 8,000	6,000	\$ (2,000)	25% ▼	\$ 69,000	6,000	\$ (63,000)	91% ▼
Lateral Leaks and Repairs	\$ 87,000	160,000	\$ 73,000	84% ▲	\$ 87,000	160,000	\$ 73,000	84% ▲
Meters - Trench Plate Rentals	\$ -	0	\$ -		\$ -	0	\$ -	
D-Job Meters/Hydrants	\$ 75,000	100,000	\$ 25,000	33% ▲	\$ 75,000	100,000	\$ 25,000	33% ▲
Land Lease Well 16	\$ 16,500	16,680	\$ 180	1% ▲	\$ 16,500	16,680	\$ 180	1% ▲
Well Site - Maintenance	\$ 62,000	62,000	\$ -		\$ 62,000	62,000	\$ -	
Well Site - Landscape	\$ 7,000	20,000	\$ 13,000	186% ▲	\$ 7,000	20,000	\$ 13,000	186% ▲
Well Site - Lease Payment	\$ 300	300	\$ -		\$ 300	300	\$ -	
Booster Pumps - Maintenance	\$ 50,000	25,000	\$ (25,000)	50% ▼	\$ 30,000	25,000	\$ (5,000)	17% ▼
Emergency Power Generators	\$ 25,800	26,000	\$ 200	1% ▲	\$ 22,242	26,000	\$ 3,758	17% ▲
Auto/Truck Maintenance	\$ 86,999	78,000	\$ (8,999)	10% ▼	\$ 83,000	78,000	\$ (5,000)	6% ▼
Auto/Truck Maintenance-Gas	\$ 31,600	34,000	\$ 2,400	8% ▲	\$ 31,000	34,000	\$ 3,000	10% ▲
Auto/Truck Maintenance-Diesel	\$ 25,900	28,000	\$ 2,100	8% ▲	\$ 25,500	28,000	\$ 2,500	10% ▲
Sewer Flow Monitoring Expense	\$ 15,000	17,500	\$ 2,500	17% ▲	\$ 19,000	17,500	\$ (1,500)	8% ▼
Sewer Camera Van Inspection	\$ 10,000	8,000	\$ (2,000)	20% ▼	\$ 8,000	8,000	\$ -	
Sewer Interceptor Maintenance	\$ 20,000	20,000	\$ -		\$ 14,000	20,000	\$ 6,000	43% ▲
Sewer Lift Station Maintenance	\$ 15,000	14,000	\$ (1,000)	7% ▼	\$ 14,000	14,000	\$ -	
Distribution/Collection	\$ 967,399	1,007,780	\$ 40,381	4% ▲	\$ 886,942	1,007,780	\$ 120,838	14% ▲
Non-Operating Expense								
Rental Expenses - PA House	\$ 1,500	3,500	\$ 2,000	133% ▲	\$ 2,200	3,500	\$ 1,300	59% ▲
Rental Expenses - Sycamore	\$ 1,800	3,500	\$ 1,700	94% ▲	\$ 1,000	3,500	\$ 2,500	250% ▲
Rental Expenses - Mills	\$ 15,000	3,500	\$ (11,500)	77% ▼	\$ 9,000	3,500	\$ (5,500)	61% ▼

CVWD - Summary Detail

Crescenta Valley Water District FY 2022 Preliminary Budget

Description	2021 Budget	2022 Budget	Budgeted V. Budgeted		2021 Projections	2022 Budget	Projected V. Budgeted	
Non-Operating Expense	\$ 18,300	10,500	\$ (7,800)		\$ 12,200	10,500	\$ (1,700)	14% ▼
Total								
	\$ 8,892,679	\$ 9,507,829	\$ 615,151	7% ▲	\$ 8,958,315	9,507,829	\$ 549,515	6% ▲

Operations

Crescenta Valley Water District FY 2022 Preliminary Budget

		Description		2021 Budget	2022 Budget	Budgeted V. Budgeted		2021 Projections	2022 Budget	Projected V. Budgeted	
Gen'l and Admin E		General and Administrative									
5180-000	E20	Office Supplies & Misc Exp		\$ 19,600	\$ 18,000	\$ (1,600)	8% ▼	\$ 18,000	\$ 18,000	\$ -	
5180-100	E20	Misc Expense - COVID-19		-	4,000	4,000		1,000	4,000	3,000	300% ▲
5320-000	E20	Conferences & Seminars		2,500	7,500	5,000	200% ▲	1,400	7,500	6,100	436% ▲
5355-000	E20	Memberships/Subscriptions		2,000	2,000	-		1,100	2,000	900	82% ▲
		General and Administrative		\$ 24,100	\$ 31,500	\$ 7,400	31% ▲	\$ 21,500	\$ 31,500	\$ 10,000	47% ▲
Operation Expense		Operation Expense									
5150-000	E35	Building Maintenance-Plant		\$ 42,000	\$ 26,000	\$ (16,000)	38% ▼	\$ 31,000	\$ 26,000	\$ (5,000)	16% ▼
5170-000	E35	Landscaping Expenses-Plant		8,000	13,000	5,000	62% ▲	8,900	13,000	4,100	46% ▲
5200-000	E35	Utilities-Plant		19,800	17,800	(2,000)	10% ▼	17,200	17,800	600	3% ▲
5300-000	E35	Training-Plant		14,000	12,700	(1,300)	9% ▼	12,700	12,700	-	
5310-000	E35	Operator Certifications-Educ		4,500	2,500	(2,000)	44% ▼	2,500	2,500	-	
5311-000		Tuition Reimbursment		-	2,000	2,000			2,000	2,000	
5330-000	E35	Safety & Security		28,000	23,000	(5,000)	18% ▼	23,000	23,000	-	
5340-000	E35	Uniforms		19,800	18,500	(1,300)	7% ▼	18,500	18,500	-	
5350-000	E35	Misc- Administration		-	2,500	2,500		452	2,500	2,048	453% ▲
5360-000	E35	Emergency Operations/Repairs		24,000	16,000	(8,000)	33% ▼	12,000	16,000	4,000	33% ▲
5370-000	E35	Permit & Assessment Fees		-	-	-		-	-	-	
5380-000	E35	Tools and Eq Maintenance		35,500	35,300	(200)	1% ▼	35,300	35,300	-	
5390-000	E35	Nitrate Plant		82,500	61,500	(21,000)	25% ▼	61,500	61,500	-	
5441-000	E35	Inventory Shrinkage/Overage		20,000	6,000	(14,000)	70% ▼	12,000	6,000	(6,000)	50% ▼
5442-000	E35	Inventory Disposal		-	-	-		41	-	(41)	100% ▼
5445-100	E35	Telemetry & Signal System		-	15,000	15,000		-	15,000	15,000	
5460-000	E35	Water Treatment Expense		130,000	135,000	5,000	4% ▲	120,000	135,000	15,000	13% ▲
		Operation Expense		\$ 428,102	\$ 386,800	\$ (41,302)	10% ▼	\$ 355,093	\$ 386,800	\$ 31,707	9% ▲

Operations

Crescenta Valley Water District FY 2022 Preliminary Budget

		Description	2021 Budget		2022 Budget		Budgeted V. Budgeted		2021 Projections		2022 Budget		Projected V. Budgeted	
		Purchased Resources												
5400-000	E40	Water Usage Cost Exp Well 16	\$ 138,960	\$ 129,000	\$ (9,960)	7% ▼			\$ 110,000	129,000	\$ 19,000	17% ▲		
5401-000	E40	Purchased Water FMWD	3,108,762	3,417,108	308,346	10% ▲			3,551,322	3,417,108	(134,214)	4% ▼		
5402-000	E40	Power Purchased	801,800	821,500	19,700	2% ▲			797,562	821,500	23,938	3%		
5700-000	E60	Wastewater System Expense	1,849,900	1,894,520	44,620	2% ▲			1,849,900	1,894,520	44,620	2% ▲		
		Purchased Resources	\$ 5,899,422	\$ 6,262,128	\$ 362,706	6% ▲								
Distribution/Collection		Distribution/Collection												
5423-100	E45	Pipelines - Maintenance	\$ 45,000	\$ 106,000	\$ 61,000	136% ▲			\$ 47,000	106,000	59,000	126% ▲		
5423-300	E45	Fire Hydrant Repair/Replace	15,000	20,000	5,000	33% ▲			15,000	20,000	5,000	33% ▲		
5423-500	E45	Pipelines-Trench Plate Rentals	2,000	-	(2,000)	100% ▼			-	-	-			
5423-700	E45	Pipelines - Valves	6,000	10,000	4,000	67% ▲			6,000	10,000	4,000	67% ▲		
5424-100	E45	Reservoir Maintenance	75,000	60,000	(15,000)	20% ▼			75,000	60,000	(15,000)	20% ▼		
5424-200	E45	Reservoir Landscape	21,000	20,000	(1,000)	5% ▼			20,000	20,000	-			
5425-100	E45	Meter Maintenance	75,000	6,000	(69,000)	92% ▼			3,000	6,000	3,000	100% ▲		
5425-300	E45	Meter Repair/Replace/Upgrade	8,000	6,000	(2,000)	25% ▼			69,000	6,000	(63,000)	91% ▼		
5425-400	E45	Lateral Leaks and Repairs	87,000	160,000	73,000	84% ▲			87,000	160,000	73,000	84% ▲		
5425-500	E45	Meters - Trench Plate Rentals	-	-	-				-	-	-			
5431-000	E45	Land Lease Expense Well16	-	-	-				-	-	-			
5432-100	E45	Well Site - Maintenance	62,000	62,000	-				62,000	62,000	-			
5432-200	E45	Well Site - Landscape	7,000	20,000	13,000	186% ▲			7,000	20,000	13,000	186% ▲		
5433-000	E45	Booster Pumps - Maintenance	15,000	25,000	10,000	67% ▲			15,000	25,000	10,000	67% ▲		
5434-000	E45	Emergency Power Generators	25,800	26,000	200	1% ▲			22,242	26,000	3,758	17% ▲		
5440-100	E45	Auto/Truck Maintenance	86,999	78,000	(8,999)	10% ▼			83,000	78,000	(5,000)	6% ▼		
5440-200	E45	Auto/Truck Maintenance-Gas	31,600	34,000	2,400	8% ▲			31,000	34,000	3,000	10% ▲		
5440-300	E45	Auto/Truck Maintenance-Diesel	25,900	28,000	2,100	8% ▲			25,500	28,000	2,500	10% ▲		
5621-000	E55	Sewer Flow Monitoring Expense	-	-	-				4,000	-	(4,000)	100% ▼		
5624-000	E55	Sewer Camera Van Inspection	10,000	8,000	(2,000)	20% ▼			8,000	8,000	-			
5625-000	E55	Sewer Interceptor Maintenance	20,000	20,000	-				14,000	20,000	6,000	43% ▲		
5628-000	E55	Sewer Lift Station Maintenance	15,000	14,000	(1,000)	7% ▼			14,000	14,000	-			
		Distribution/Collection Expense	\$ 633,299	\$ 703,000	\$ 69,701	11% ▲								
			\$ 6,984,923	\$ 7,383,428	\$ 398,505	6% ▲			\$ 7,293,120	\$ 7,383,428	\$ 90,308	1% ▲		

Description	2021 Budget	2022 Budget	Budgeted V. Budgeted		2021 Projections	2022 Budget	Projected V. Budgeted	
General and Administrative								
Administrative Consultants	\$ 147,000	\$ 357,600	\$ 210,600	143% ▲	\$ 110,000	\$ 357,600	\$ 247,600	225% ▲
Interns	-	14,100	14,100		17,320	14,100	(3,220)	19% ▼
Office Supplies & Misc Exp	4,636	3,000	(1,636)	35% ▼	3,000	3,000	-	
Misc Expense - COVID-19	-	1,000	1,000		2,001	1,000	(1,001)	50% ▼
Engineering Expense	14,400	7,500	(6,900)	48% ▼	14,500	7,500	(7,000)	48% ▼
Conferences & Seminars	6,200	4,500	(1,700)	27% ▼	3,500	4,500	1,000	29% ▲
Memberships/Subscriptions	3,200	500	(2,700)	84% ▼	1,610	500	(1,110)	69% ▼
General and Administrative	\$ 175,436	\$ 388,200	\$ 212,764	121% ▲	\$ 151,931	\$ 388,200	\$ 236,269	156% ▲
Operation Expense								
Training	\$ 2,000	\$ 1,200	\$ (800)	40% ▼	\$ 1,150	\$ 1,200	\$ 50	4% ▲
Certifications-Educ	-	5,800	5,800		-	5,800	5,800	
Tuition Reimbursment	-	1,000	1,000		-	1,000	1,000	
Misc- Administration	-	500	500		-	500	500	
Emergency Operations/Repairs	-	-	-		-	-	-	
Permit & Assessment Fees	-	-	-		3,000	-	(3,000)	100% ▼
Telemetrying & Signal System	-	-	-		-	-	-	
Operation Expense	\$ 2,000	\$ 8,500	\$ 6,500	325% ▲	\$ 4,150	\$ 8,500	\$ 4,350	105% ▲

**Crescenta Valley Water District
FY 2022 Preliminary Budget**

Description	2021 Budget	2022 Budget	Budgeted V. Budgeted		2021 Projections	2022 Budget	Projected V. Budgeted	
Distribution/Collection Expense								
Backflow Expense	\$ 800	\$ 800	\$ -		\$ 500	\$ 800	300	60% ▲
Pipelines - Paving	25,000	10,000	(15,000)	60% ▼	10,000	10,000	-	
Pipelines - Leak Detect/Repair	22,000	25,000	3,000	14% ▲	25,000	25,000	-	
Pipeline Maintenance	-		-		-	-	-	
Reservoir Maintenance	19,500	19,500	-		16,000	19,500	3,500	22% ▲
Meter Maintenance	-	-	-		900	-	(900)	100% ▼
Meters - Paving	125,000	115,000	(10,000)	8% ▼	105,000	115,000	10,000	10% ▲
D-Job Meters/Hydrants	75,000	100,000	25,000	33% ▲	75,000	100,000	25,000	33% ▲
Land Lease Well 16	16,500	16,680	180	1% ▲	16,500	16,680	180	1% ▲
Well Site - Lease Payment	300	300	-		300	300	-	
Booster Pumps - Maintenance	35,000	-	(35,000)	100% ▼	15,000	-	(15,000)	100% ▼
Sewer Flow Monitoring Expense	15,000	17,500	2,500	17% ▲	15,000	17,500	2,500	17% ▲
	\$ 334,100	\$ 304,780	\$ (29,320)	9% ▼	\$ 279,200	\$ 304,780	\$ 25,580	9% ▲
	\$ 511,536	701,480	\$ 189,944	37% ▲	\$ 435,281	\$ 701,480	\$ 266,199	61% ▲

**Crescenta Valley Water District
FY 2022 Preliminary Budget**

Description	2021 Budget	2022 Budget	Budgeted V. Budgeted		2021 Projections	2022 Budget	Projected V. Budgeted	
General and Administrative								
Administrative Consultants	\$ 31,000	\$ 40,000	\$ 9,000	29% ▲	\$ 10,000	\$ 40,000	\$ 30,000	300% ▲
Interns	9,000	-	(9,000)	100% ▼	9,000	-	(9,000)	100% ▼
Office Supplies & Misc Expense	1,500		(1,500)	100% ▼	1,200	-	(1,200)	100% ▼
Water Conservation Expense	25,500	15,000	(10,500)	41% ▼	15,000	15,000	-	
Water Conservation Rebates	5,000	5,000	-		5,000	5,000	-	
Community Outreach	20,000	35,000	15,000	75% ▲	25,000	35,000	10,000	40% ▲
Conferences & Seminars	2,500	2,500	-		800	2,500	1,700	213% ▲
Memberships/Subscriptions	-	2,735	2,735		-	2,735	2,735	
General and Administrative	\$ 94,500	\$ 100,235	\$ 5,735	6% ▲	\$ 66,000	\$ 100,235	\$ 34,235	52% ▲
Operation Expense								
Lab & Sampling Expense	\$ 100,000	100,000	\$ -		\$ 50,000	100,000	\$ 50,000	100% ▲
Non-Lab & Sampling	15,000	15,000	-		-	15,000	15,000	
Operation Expense	\$ 115,000	115,000	\$ -		\$ 50,000	\$ 115,000	\$ 65,000	130% ▲
	\$ 209,500	215,235	\$ 5,735	3% ▲	\$ 116,000	\$ 215,235	\$ 99,235	86% ▲

**Crescenta Valley Water District
FY 2022 Preliminary Budget**

Description	2021 Budget	2022 Budget	Budgeted V. Budgeted		2021 Projections	2022 Budget	Projected V. Budgeted	
General and Administrative								
Consultants	\$ 113,000	\$ 188,200	\$ 75,200	67% ▲	\$ 88,000	\$ 188,200	\$ 100,200	114% ▲
Computers & Network	28,267	25,101	(3,166)	11% ▼	48,000	25,101	(22,899)	48% ▼
Computer Software	54,453	70,775	16,322	30% ▲	124,000	70,775	(53,225)	43% ▼
Enterprise Voice Communications	10,600	18,000	7,400	70% ▲	12,000	18,000	6,000	50% ▲
Wireless Voice & Data	29,000	18,760	(10,240)	35% ▼	20,000	18,760	(1,240)	6% ▼
Data Communications - Fiber	75,300	52,200	(23,100)	31% ▼	47,500	52,200	4,700	10% ▲
General and Administrative	\$ 310,620	\$ 373,036	\$ 62,416	20% ▲	\$ 339,500	\$ 373,036	\$ 33,536	10% ▲
Operation Expense								
Telemetry & Signal System	\$ 28,000	\$ -	\$ (28,000)	100% ▼	\$ 17,000	\$ -	\$ (17,000)	100% ▼
SCADA Hardware	5,000	-	(5,000)	100% ▼	16,000	-	(16,000)	100% ▼
SCADA Software	20,000	30,190	10,190	51% ▲	16,000	30,190	14,190	89% ▲
Operation Expense	\$ 53,000	\$ 30,190	\$ (22,810)	43% ▼	\$ 49,000	\$ 30,190	\$ (18,810)	38% ▼
Total								
	\$ 363,620	403,226	\$ 39,606	11% ▲	\$ 388,500	\$ 403,226	\$ 14,726	4% ▲

Description	2021 Budget	2022 Budget	Budgeted V. Budgeted		2021 Projections	2022 Budget	Projected V. Budgeted	
General and Administrative								
GL, Property, Fidelity Ins	\$ 153,000	\$ 134,000	\$ (19,000)	12% ▼	\$ 129,000	\$ 134,000	\$ 5,000	4% ▲
Accounting	19,500	19,500	-		19,500	19,500	-	
Legal	120,000	178,000	58,000	48% ▲	128,000	178,000	50,000	39% ▲
Administrative Consultants	30,499	14,000	(16,499)	54% ▼	23,500	14,000	(9,500)	40% ▼
Interns	-	-	-		311	-	(311)	100% ▼
Election Expense	40,000	-	(40,000)	100% ▼	-	-	-	
Building Maintenance	17,600	25,000	7,400	42% ▲	11,000	25,000	14,000	127% ▲
Landscaping Expense	8,500	8,600	100	1% ▲	8,200	8,600	400	5% ▲
Office Supplies & Misc Expense	6,000	6,000	-		3,500	6,000	2,500	71% ▲
Misc Expense - COVID-19	-	2,500	2,500		3,501	2,500	(1,001)	29% ▼
Utilities	32,000	28,500	(3,500)	11% ▼	27,500	28,500	1,000	4% ▲
Printing Postage Stationery	72,100	65,000	(7,100)	10% ▼	72,000	65,000	(7,000)	10% ▼
Water System Fees	60,000	65,000	5,000	8% ▲	60,000	65,000	5,000	8% ▲
Training	5,000	6,000	1,000	20% ▲	3,300	6,000	2,700	82% ▲
Conferences & Seminars	5,800	5,000	(800)	14% ▼	2,000	5,000	3,000	150% ▲
Tuition Reimbursment	-	1,750	1,750			1,750	1,750	
Misc Administration	5,200	6,000	800	15% ▲	9,500	6,000	(3,500)	37% ▼
Memberships/Subscriptions	30,000	31,000	1,000	3% ▲	29,500	31,000	1,500	5% ▲
Bank Charges	54,000	60,000	6,000	11% ▲	64,000	60,000	(4,000)	6% ▼
General and Administrative	\$ 659,199	\$ 655,850	\$ (3,349)	1% ▼	\$ 594,312	\$ 655,850	\$ 61,538	10% ▲
Operation Expense								
Taxes-Property	\$ 16,500	\$ 20,500	\$ 4,000	24% ▲	\$ 20,000	\$ 20,500	\$ 500	3% ▲
Operation Expense	\$ 16,500	\$ 20,500	\$ 4,000	24% ▲	\$ 20,000	\$ 20,500	\$ 500	3% ▲

Description	2021 Budget	2022 Budget	Budgeted V. Budgeted		2021 Projections	2022 Budget	Projected V. Budgeted	
Non-Operating Expense								
Rental Expenses - PA House	1,500	3,500	2,000	133% ▲	2,200	3,500	1,300	59% ▲
Rental Expenses - Sycamore	1,800	3,500	1,700	94% ▲	1,000	3,500	2,500	250% ▲
Rental Expenses - Mills	15,000	3,500	(11,500)	77% ▼	9,000	3,500	(5,500)	61% ▼
Non-Operating Expense	\$ 18,300	\$ 10,500	\$ (7,800)	43% ▼	\$ 12,200	\$ 10,500	\$ (1,700)	14% ▼
Total								
	\$ 693,999	\$ 686,850	\$ (7,149)	1% ▼	\$ 626,512	\$ 686,850	\$ 60,338	10% ▲

Attachment 2

Recent Savings Implemented	One-Time Savings	Annual Savings
Oak Creek Reservoir - perform repairs in-house	\$200,000+	
IT Dept - contract services out		\$275,000 - \$325,000
Energy Study - optimize billing codes		\$10,000 - \$15,000
Utility Billing - switch provider		\$6,000 - \$10,000
Simplar Systems - cancel service		\$6,000
ARC Plotting Printer - renegotiate contract		\$6,000
Waste Services - update agreement		\$4,800
AC Service - cancelled annual maintenance contract		\$3,000
Mills House - cancel communication lines		\$2,900
Fire Hydrant Repairs - update repair method		\$1,500
Audit - negotiated fees	\$1,750	
Excavator - replace tracks in-house	\$1,250	
Totals:	\$203,000	\$315,200 - \$374,200