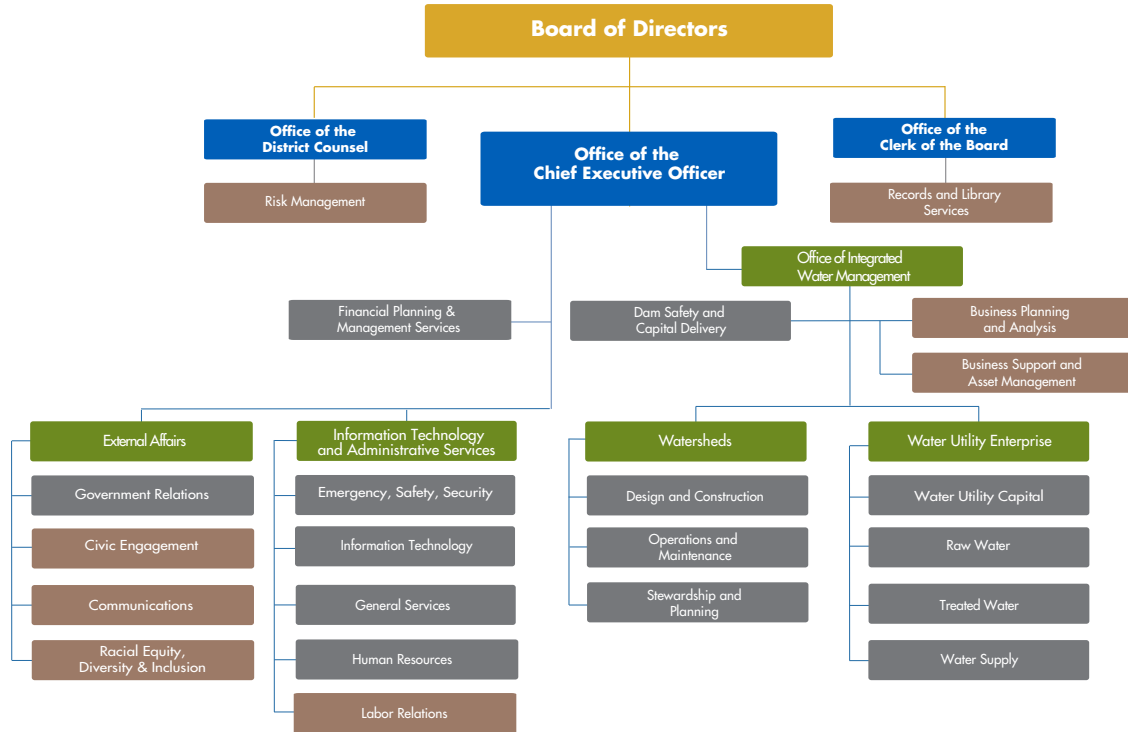


DIVISION SUMMARIES

Division Summaries

Valley Water Organizational Chart



Legend	
■	Board of Directors
■	Board Appointed Officers
■	Chief Operating Officers
■	Divisions
■	Units

Division Summaries

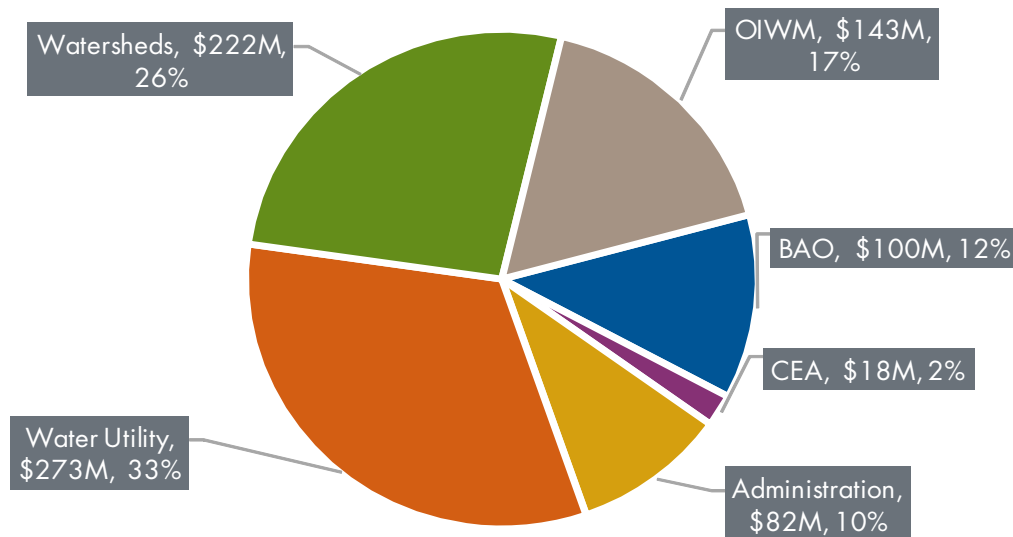
Description

Valley Water utilizes a project-based budget to accurately appropriate budget to the various funds and assess precise water rates. The project-based budget is presented by ends outcomes and at the fund level in chapters 4 and 6.

The Division Summary chapter is another way of looking at Valley Water’s budget. This chapter represents a functional view of Valley Water displaying all expenses that are charged by the organization area, division, and department by project type and account category.

The first financial table that displays expenses by project type includes “Operations” capturing on-going costs and “Operating” capturing one-time, non-capital expenses. The chapter also includes authorized position counts for three fiscal years. Organization areas and their division and departments begin with an organization chart showing the FY 2021-22 budget and positions. Each area also has an overview of the services they provide, their objectives, accomplishments, and milestones.

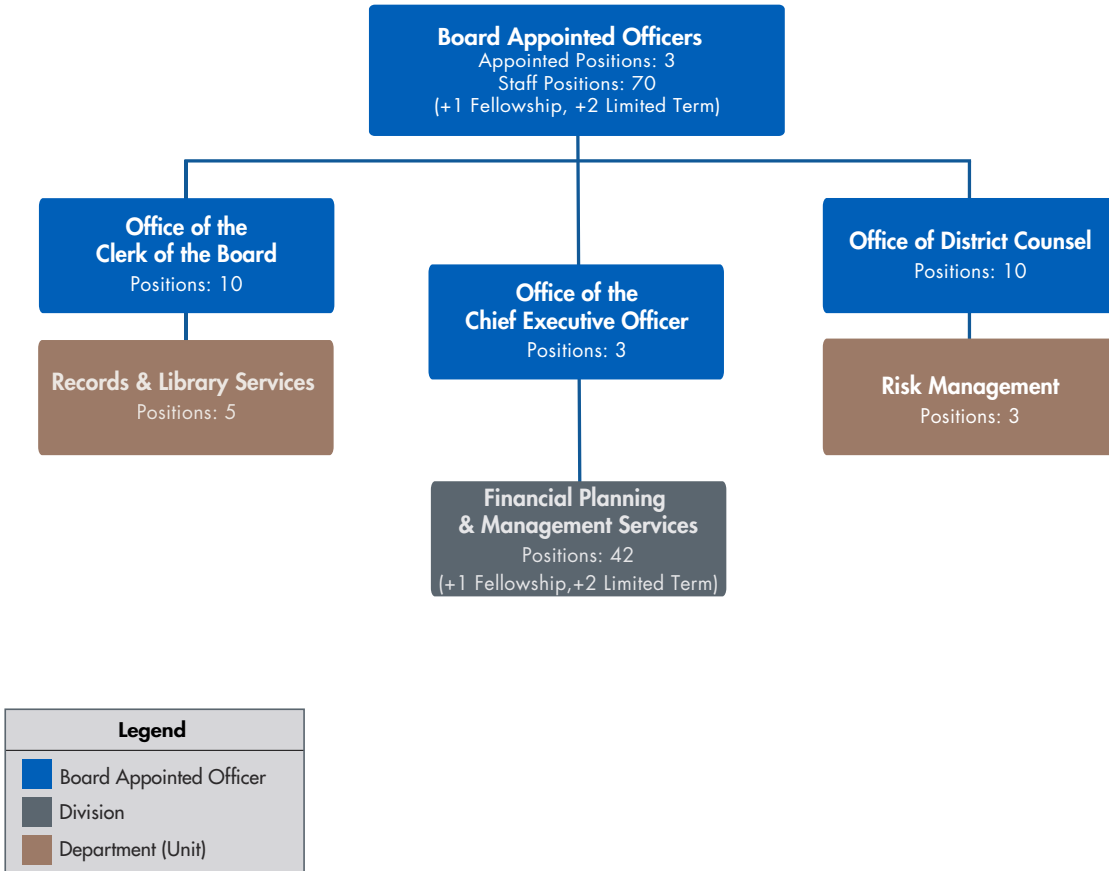
FY 2021-22 Adopted Budget Summary by Org Area, \$838 Million¹



¹Total is net of \$103.3M intradistrict Reimbursements, (e.g. overhead cost chartered to projects for administrative support services such as human resources and information technology etc).

Division Summaries

Board Appointed Officers



Division Summaries

Description

Board Appointed Officers support the mission of Valley Water, to provide Silicon Valley safe, clean water for a healthy life, environment, and economy through essential core services for Valley Water, and include the Chief Executive Officer, the District Counsel, and the Clerk of the Board. Board Appointed Officers provide executive leadership of Valley Water; support to the Board of Directors and ensure that Valley Water efficiently implements the Board's Ends policies in conformance with Executive Limitations policies; high quality trustworthy and responsive legal counsel to Valley Water in a manner that creatively assists in accomplishing Valley Water's mission; and maximize public access to the citizens of Santa Clara County in accordance with the State of California Ralph M. Brown Act.

Division Summaries

Office of the CEO



Legend	
■	Board Appointed Officers
■	Division
■	Department (Unit)

Division Summaries

Division Description and Objectives

The Office of the Chief Executive Officer (CEO) provides strategic direction and oversight to lead Valley Water in implementing its mission and achieving its vision; fosters cooperative and collaborative working relationships with other government agencies, retailers, stakeholders, and the community; supports the Board of Directors to ensure that Valley Water meets the Board's Ends policies and complies with the Boards' Executive Limitations Policies in a transparent, cost-effective, and efficient manner. The Office of the CEO also oversees the Financial Planning and Management Services Division.

FY 2021 Accomplishments

During FY 2021, the Office of the CEO completed the following activities:

- Provided leadership and organizational guidance during the COVID-19 pandemic, ensuring the safety of Valley Water staff, while continuing to provide safe, clean, reliable water to Santa Clara County.
- Ensured organizational fiscal accountability and transparency through an open and transparent budget process.
- Fostered cooperative and collaborative working relationships with other agencies, retailers, stakeholders, and the community.
- Organized the Board of Directors' annual Strategic Planning Retreat to identify strategic priorities and coordinated the development of the Board's Work Plan.
- Held regular Executive Team meetings to engage in dialogue on processes, issues, activities and challenges impacting Valley Water.
- Successfully held Management Leadership Team meetings with all Valley Water managers and supervisors for team building and professional development as well as communication and discussion of real-time issues affecting Valley Water.
- Maintained organizational transparency through hosting regular virtual Town Hall meetings with all employees and through organization-wide communications regarding key Board decisions and major policies and issues.
- Implemented new technological tools that help Valley Water function more efficiently and effectively.
- Established the Office of Racial Equity, Diversity and Inclusion (REDI) to expand equity, diversity and inclusion efforts within Valley Water and in Valley Water's service to the community.

FY 2022 Milestones

- Ensure organizational fiscal accountability and transparency through an open and transparent budget process.
- Ensure a seamless transition to and implementation of a two-year budget.
- Maintain and ensure approved audit recommendations are fully implemented through the end of the fiscal year.
- Further develop and establish working relationships with other agencies, retailers, stakeholders, and the community.
- Continue to hold regular all-employee Town Hall meetings, Management Leadership Team meetings, and Executive Team Meetings to foster open communication, transparency, and information sharing on key updates, projects, and policies pertinent to Valley Water employees.
- Advance workforce development and succession planning programs.
- Implement new technology tools that increase productivity and business efficiency.
- Advance racial equity, diversity and inclusion efforts within Valley Water and with stakeholders and the community.

Division Summaries

Office of the CEO — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	1,141,517	1,286,415	1,364,074	77,659	6%
Total *	1,141,517	1,286,415	1,364,074	77,659	6%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Office of the CEO	1,141,517	1,286,415	1,364,074	77,659	6%
Total *	1,141,517	1,286,415	1,364,074	77,659	6%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Office of the CEO - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions**	3	3	3	0

** Authorized positions exclude limited term positions and management fellows.
For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

Division Summaries

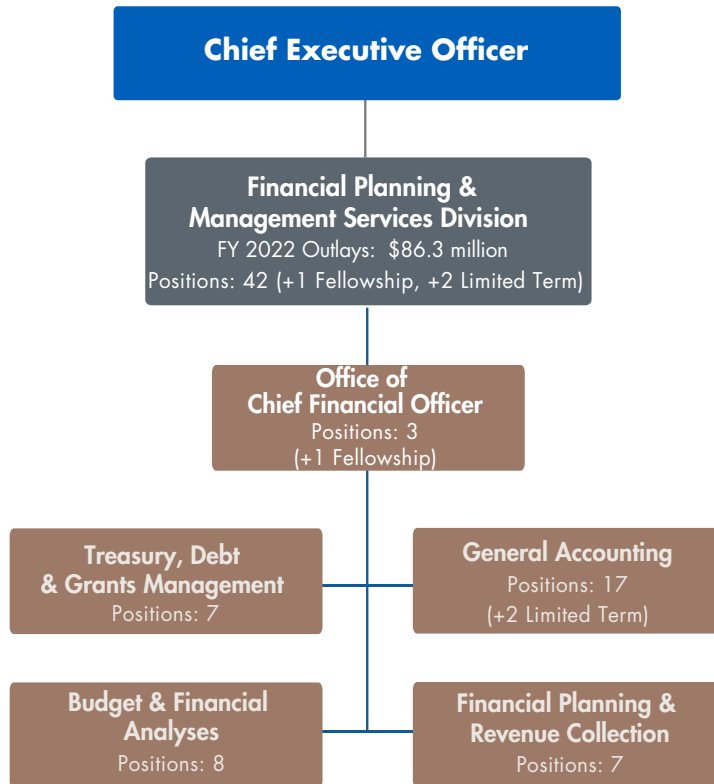
Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Office of the CEO					
	Salaries & Benefits	966,909	999,709	1,046,734	47,025
	Services & Supplies	63,474	137,800	161,800	24,000
	Intra District Charges	111,134	148,905	155,540	6,635
Office of the CEO (102) Total		1,141,517	1,286,415	1,364,074	77,659
Operations Total*		1,141,517	1,286,415	1,364,074	77,659
Division Total*		1,141,517	1,286,415	1,364,074	77,659

* Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Financial Planning and Management Services Division



Legend	
■	Chief Executive Officer
■	Division
■	Department (Unit)

Division Summaries

Division Description and Objectives

Under the direction of the Chief Financial Officer, the Financial Planning and Management Services Division (FPMSD) serves as a partner to assist other departments in achieving their objectives. The primary roles of FPMSD are to facilitate necessary financial transactions, provide analyses and recommendations on decisions brought forth by operations, establish controls that minimize financial risks, and drive change or improvements in business processes or practices in order to improve productivity.

Treasury, Debt, and Grants Management

Treasury, Debt, and Grants Management manages district-wide treasury, debt financing, and grants programs, which includes the investment portfolio with a book value of over \$700 million, a debt portfolio of over \$ 746 million, and annual grants reimbursements in excess of \$20 million. In addition to managing the debt service budget, the department also prepares all legally required reports to meet bond covenants as well as state and federal requirements to ensure compliance with securities laws. Furthermore, working with the external municipal advisor and bond/disclosure counsel, the department leads debt issuance activities to provide the necessary funding to pay for capital projects. The department leads grant management activities, which includes research regarding compliance with grant terms and conditions and grant guidelines, grant application development, and administration of local, state, and federal grants and cost-sharing agreements for capital projects. Finally, the department provides professional financial advisory to support key capital projects such as California Delta Conveyance, Pacheco Reservoir, Los Vaqueros Reservoir, Sites Reservoir, and Recycled and Purified Water Public-Private-Partnership, among others. The department strives to achieve the objectives of maintaining high credit ratings, keeping financing costs low, ensuring the safety, liquidity, and yield of Valley Water's funds and maximizing grant funding opportunities.

Budget and Financial Analyses

Budget and Financial Analyses provides timely and accurate financial information and analyses throughout the fiscal year. The department captures the cost of the resources needed for managing, planning and implementing, districtwide processes that culminate with the production of the annual operating and capital budget document; provides districtwide financial analyses and high-level monitoring of financial results; and ensures that financial information provided to the Board, the public, and staff is accurate, reliable, and in accordance with Valley Water policy.

General Accounting

General Accounting includes the areas of General Ledger, Accounts Payable, Payroll, and Financial Systems. The General Ledger area focuses on accounting and financial reporting in compliance with laws, regulations, Valley Water policies, and accounting professional standards. Accounts Payable is charged with processing payments to Valley Water's contractors, consultants, vendors and staff expense claims, administering petty cash, and filing payment documents. Payroll processes the bi-weekly payroll, employee benefits accounting, payroll tax withholdings, and submission of Federal and State reporting requirements. Financial Systems provides for the maintenance and security of the payroll, benefits, human resources, and financial applications.

Division Summaries

Financial Planning and Revenue Collection

Financial Planning prepares and manages long term financial plans and forecasts and drives the groundwater production charge setting process, which includes the preparation of the annual report on the Protection and Augmentation of Water Supplies (PAWS). Revenue Collection collects water revenue and property taxes/ assessments for Valley Water. Water revenue is comprised of charges for groundwater, treated, recycled, and surface water usage. Property taxes/ assessments collected are the voter-approved Safe Clean Water Special Tax, Flood Control Benefit Assessment, State Water Project levy, and the allocated share of countywide 1% ad valorem property tax receipts.

Continual Improvement

Continual Improvement supports the CEO's ability to lead the organization and ensure the Board is informed and supported in its work. The Continual Improvement team carries out this support through Valley Water's Quality and Environmental Management System, facilitating Board-commissioned, CEO-commissioned, and/or internal audits, and communicating monitoring data to the Board on the status of achieving its Ends Policies.

FY 2021 Accomplishments

During FY 2021, the FPMSD completed the following activities:

- Earned \$8+ million in interest income from the investment portfolio.
- Met all debt compliance legal requirements such as the Annual Continuing Disclosure filing on EMMA as required by the Securities Exchange Commission, and California State Treasurer's Annual Debt Transparency Report.
- Provided ongoing financial support for various projects, such as the Delta Conveyance, Recycled and Purified Water Public-Private-Partnership, Pacheco Reservoir, Sites Reservoir, and Los Vaqueros Reservoir.
- Completed various debt financings: \$150 million Letter of Credit renewal in December 2020; established a \$170 million revolving line of credit reimbursement agreement with U.S. Bank and a syndicate of small, local banks in October 2020; issued \$216M of Water Utility debt at 2.69% true interest cost in Oct 2020 with \$5M FY 2021 budget savings (Series 2020ABCD); submitted \$600M letter of interest (LOI) for the Water Infrastructure Finance and Innovation Act (WIFIA) loan for Pacheco Reservoir and received an invitation from the Environmental Protection Agency (EPA) to submit a formal loan application; and prepared \$100 million WIFIA loan LOI for the Safe, Clean Water Program as well as an additional \$600 million LOI for the Pacheco Reservoir project for submission to the EPA in July 2021.
- Increased local bank investments to \$41 million in compliance with the Board's direction to invest up to 5% of the portfolio in local banks.
- Received a tentative award of \$3.57 million in Measure AA grant funding from the San Francisco Bay Restoration Authority for the Calabazas San Tomas Aquino Creek project, pending contract negotiation and Valley Water Board approval.
- Submitted various non-binding letters of intent needed for completion of grant applications, including the \$9 million Coastal Watershed Risk Reduction Grant from the Department of Water Resources for the Lower Penitencia Creek project; \$3 million California Office of Emergency Services Hazard Mitigation Grant for the Coyote Creek project; \$3.87 million Proposition 1 grant from California Department of Fish and Wildlife for the Calabazas San Tomas Aquino Creek Realignment project
- Managed the capital reimbursement process for grants or cost-share agreements related to 30 capital projects with estimated FY 2020 revenues of \$20 million.
- Delivered PERS/OPEB update to Board on September 22, 2020.

Division Summaries

- Provided leadership and support to the Financial Sustainability Working Group in their effort to recommend the initiation of a Development Impact Fee Study to the full Board of Directors.
- Initiated a Development Impact Fee Study
- Provided leadership and support to the Budget Review Working Group in their effort to complete the following activities: (i) Tracked the local economy and the financial impacts to Valley Water due to COVID-19; (ii) Developed a Retailer Loan program to assist retailers with delinquent customer accounts; (iii) Recommended no mid-year increase to the full Board of Directors.
- Assisted with the development of a proposed Low Income Residential Water Rate Assistance Program.
- Facilitated the management audit of Human Resources.
- Facilitated the QEMS Benchmarking Analysis.
- Facilitated the 2021 Risk Assessment.
- Facilitated solicitation of auditing firms to participate in the Board's Auditor Pool.
- Facilitated solicitation of auditing firms to perform the role of Chief Audit Executive.
- Provided Quarterly Performance Reports related to Outcome Measures.
- Produced and distributed FY 2021-22 Adopted Budget Summary Document prior to June 30, 2021.
- Implemented the Balancing Act budget simulation tool that allows residents to adjust budgets for various Valley Water priorities and align resources with their preferred services.
- Finalized the FY2020 Comprehensive Annual Financial Report in accordance with the Governmental Finance Officers Association standards for excellence.
- Completed the submission of the State Controller's Report by January 2021.
- Completed the prior fiscal year audits for Water Utility Funds and the Advance Water Treatment Facility by June 2021.
- Met State and Federal tax reporting requirements for 1099's by January 2021.
- Completed California, Employment Development Department Independent Contractor Report DE542 by the end of each month.
- Issued employee W-2's and complete 2020 W-2 Tax Reporting by January 31, 2021.
- Submitted 2020 calendar year compensation report to the State Controller's Office by April 2021.
- Continued implementation of Munibilling for groundwater, recycled water, and surface water accounts.
- Completed audit of the District's 2019-2020 parcel tax database to determine if the parcels were assessed/ taxed with the approved assessment methodology.
- Streamlined the Senior Exemption Program. Increased the number of active seniors in the Senior Exemption Program to over 5,000.
- Completed, produced, and filed the 50th Annual Report on the Protection and Augmentation of Water Supplies.

Division Summaries

FY 2022 Milestones

- Actively manage \$700M+ investment portfolio and \$1 billion long-term debt portfolio, \$150 million Commercial Paper Program, and \$170 million Revolving Line of Credit.
- Issue Water Utility Refunding Revenue Bonds, Series 2022A/B with an estimated par amount of \$159 million.
- Apply for WIFIA loans for the Pacheco Reservoir Project (~\$1.2 billion) and the Safe, Clean Water Program (~\$100 million).
- Provide ongoing financial support for various projects, such as the California Delta Conveyance, Countywide Water Reuse Program, Pacheco Reservoir, Sites Reservoir, and Los Vaqueros Reservoir.
- Manage grants, cost-sharing agreements, and State Flood Subvention Program; prepare quarterly reporting and schedule/claims for allowable expenditures.
- Provide PERS/OPEB update to the Board each year.
- Assist with implementation of a Low Income Residential Water Rate Assistance Program.
- Continue to provide leadership and support to the Financial Sustainability Group and the Budget Review Working Group.
- Facilitate completion of the 2021 Risk Assessment to inform the Board's Audit Work Plan.
- Oversee CEO-directed and Board-directed audit contracts and monitor contract expenditures on an ongoing basis.
- Assist the BAC in their selection of the next Chief Audit Executive for the Board of Directors.
- Facilitate update of Outcome Measures to reflect current priorities.
- As directed, prepare reports on the status of audits, including the status of implementation of recommendations and opportunities for improvement that are selected to be completed and accomplished throughout the fiscal year.
- Prepare and submit quarterly Ends Policy Performance Reports to the Board through June 30, 2022.
- Produce a structurally balanced budget throughout the budget process and finalize the Adopted Budget Summary in time for Board Adoption on or prior to June 30, on an annual basis. Additionally, distribute the Adopted Budget Summary within one month after Board Adoption or prior to July 1.
- Address Budget requests during the fiscal year for projects, services, or staff requests that are unbudgeted as part of the Adopted Budget; identify spending offset or funding source at the time of the request and ensure that the request has a net-zero effect, a balanced transaction, on the budget.
- Ensure that all Valley Water Funds shall maintain adequate reserves per the District Reserve policy and maintain prudent financial planning to ensure sufficient resources for current services and obligations, and to prepare for future anticipated funding requirements and unforeseen events. The department will update districtwide reserve schedules within 24 hours of any budget adjustment.
- In preparation for each budget pass, produce position file, overhead, and benefit rates. After each budget pass, produce proforma reports, trend data information on selected items, fund target analysis results, and detail budget files (reports are produced in March, April, and May).
- Produce and support the organization with detailed analysis and presentation materials for senior management and Board of Directors meetings and presentations.
- Ensure, and contribute to, the successful implementation of Enterprise Resource Planning in the Financial Planning and Management Services Division.
- Implement a rolling biennial budget process to be updated annually, which is aligned with the guiding State, District Act and Valley Water Policies, and is conducive to long-term planning while remaining responsive to the dynamic and ever-changing needs of the organization.

Division Summaries

- Load Adopted Budget to Financial System by July 1 and publish on Valley Water's website by July 30. Additionally, annually, prepare and obtain approvals for Purchase Orders and contracts for budget systems by September of each year, monthly financial reports within one week of accounting period closing, and final carryforward budget in October.
- Review Board Agenda materials for accuracy and consistency with financial policy and practices within 24 hours of receipt.
- Finalize the prior fiscal year's Annual Financial Report in accordance with the Governmental Finance Officers Association standards for excellence by the end of December 2021.
- Complete the submission of the State Controller's Report by January 2022.
- Complete the prior fiscal year audits for Water Utility Funds and the Advance Water Treatment Facility by June 2022.
- Print weekly vendor checks by Thursday afternoon, and send them to the mailroom by Friday morning.
- Meet State and Federal tax reporting requirements for 1099's by January 2022.
- Complete California, Employment Development Department Independent Contractor Report DE542 by the end of each month.
- Process and distribute employee paychecks by Thursday morning every other week.
- Issue employee W-2's by the end of January 2022.
- Submit the 2021 calendar year compensation report to the State Controller's Office by April 2022.
- Complete the first phase of Development Impact Fee studies for Water Supply and Flood Protection.
- Complete Annual Report on the Protection and Augmentation of Water Supplies (PAWS) by end of February 2022

Division Summaries

Financial Planning and Management Services Division — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	10,901,823	12,787,214	14,299,295	1,512,080	12%
Debt Service	46,301,288	61,811,513	71,264,693	9,453,180	15%
Capital	177,009	573,011	748,059	175,048	31%
Total *	57,380,120	75,171,739	86,312,047	11,140,308	15%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Budget and Financial Analyses	1,991,312	2,259,970	2,714,235	454,265	20%
Financial Planning and Revenue Collection	2,248,265	2,577,961	2,836,303	258,342	10%
General Accounting	3,752,265	4,304,049	4,368,166	64,116	1%
Office of the CFO	1,835,784	1,877,543	2,128,787	251,244	13%
Treasury, Debt, and Grants Management	47,552,494	64,152,216	74,264,557	10,112,340	16%
Total *	57,380,120	75,171,739	86,312,047	11,140,308	15%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Financial Planning and Management Services Division - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions**	42	42	42	0

** Authorized positions exclude limited term positions and management fellows.

For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Treasury, Debt, and Grants Management					
	Salaries & Benefits	903,922	1,479,153	1,515,757	36,604
	Services & Supplies	210,003	172,700	203,200	30,500
	Intra District Charges	124,913	491,760	532,847	41,088
Treasury, Debt, and Grants Management (106) Total		1,238,837	2,143,613	2,251,804	108,192
Office of the CFO					
	Salaries & Benefits	1,411,183	934,409	1,026,702	92,294
	Services & Supplies	91,646	796,600	946,600	150,000
	Intra District Charges	331,098	146,534	155,484	8,950
Office of the CFO (116) Total		1,833,927	1,877,543	2,128,787	251,244
Budget and Financial Analyses					
	Salaries & Benefits	1,628,293	1,784,146	1,972,565	188,419
	Services & Supplies	144,034	196,500	443,500	247,000
	Intra District Charges	218,985	279,324	298,170	18,846
Budget and Financial Analyses (606) Total		1,991,312	2,259,970	2,714,235	454,265
General Accounting					
	Salaries & Benefits	3,076,167	3,256,102	3,651,896	395,794
	Services & Supplies	137,342	186,250	191,750	5,500
	Intra District Charges	375,973	485,777	524,520	38,743
General Accounting (673) Total		3,589,482	3,928,129	4,368,166	440,037
Financial Planning and Revenue Collection					
	Salaries & Benefits	1,405,466	1,500,300	1,664,776	164,477
	Services & Supplies	219,427	302,500	252,500	(50,000)
	Intra District Charges	623,372	775,161	919,027	143,866
Financial Planning and Revenue Collection (683) Total		2,248,265	2,577,961	2,836,303	258,342
Operations Total*		10,901,823	12,787,214	14,299,295	1,512,080

Debt Service Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Treasury, Debt, and Grants Management					
	Services & Supplies	766,664	3,014,438	3,265,251	250,813
	Debt Service	45,534,624	58,797,075	67,999,442	9,202,367
Treasury, Debt, and Grants Management (106) Total		46,301,288	61,811,513	71,264,693	9,453,180
Debt Service Total*		46,301,288	61,811,513	71,264,693	9,453,180

Division Summaries

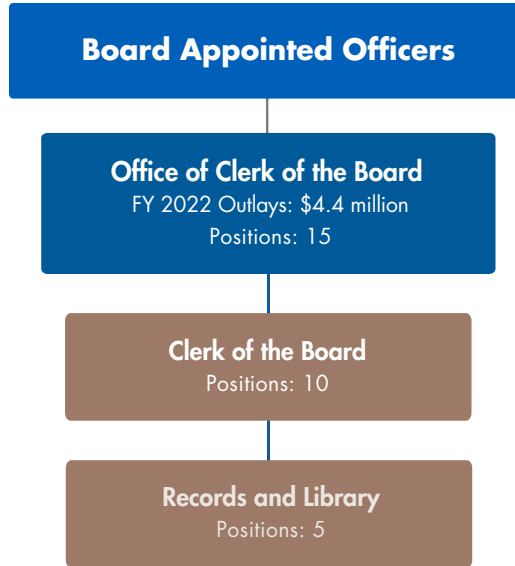
Capital Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Treasury, Debt, and Grants Management					
	Salaries & Benefits	5,303	42,974	61,780	18,805
	Services & Supplies	4,429	130,000	650,000	520,000
	Intra District Charges	2,637	24,116	36,280	12,163
Treasury, Debt, and Grants Management (106) Total		12,369	197,091	748,059	550,969
Office of the CFO					
	Salaries & Benefits	1,223	0	0	0
	Intra District Charges	634	0	0	0
Office of the CFO (116) Total		1,857	0	0	0
General Accounting					
	Salaries & Benefits	109,406	264,400	0	(264,400)
	Intra District Charges	53,377	111,520	0	(111,520)
General Accounting (673) Total		162,783	375,920	0	(375,920)
Capital Total*		177,009	573,011	748,059	175,048
Division Total*		57,380,120	75,171,739	86,312,047	11,140,308

* Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Office of Clerk of the Board



Legend	
■	Board Appointed Officers
■	Department (Unit)

Division Summaries

Division Description and Objectives

The Office of the Clerk of the Board (COB) directly supports the work of the Valley Water Board of Directors, including Board Governance Policy management, Board performance monitoring, lobbyist reporting, and tracking, elections, regulatory, administrative, and liaison support services to the Board, its Advisory, Ad Hoc and Joint Committees with other public agencies, the Safe, Clean Water and Natural Flood Protection Program's Independent Monitoring Committee, Board Appointed Officers, and Valley Water staff.

The Office of the Clerk of the Board facilitates the public's access to Board information, including Board and committee meetings in accordance with the California Ralph M. Brown Act. Additionally, the COB monitors the Board budget and Board members' expenses in accordance with District Ordinance 02-01, Resolution 11-73, Board Governance Policy GP-10, and maintains the integrity of the Board's legislative records, processes, and actions. The Office of the Clerk of the Board also oversees Records & Library Services.

Records & Library Services

Records & Library Services provides the administration of the Records Management Center and the Valley Water Library (including secure storage, retrieval, and proper disposition of Valley Water records and reference materials); and administration of the Valley Water Records Management Program; and the provision of Valley Water's responses to legal demands for records.

FY 2021 Accomplishments

During FY 2021, the COB completed the following activities.

- Successfully managed over 40 Regular and Special Board meetings in accordance with the District Act, Board Policies, the Ralph M. Brown Act, and the Governor's Executive Order N-29-20 issued on March 17, 2020.
- Successfully managed over 95 Board Committee Meetings in accordance with Board Policies, the Ralph M. Brown Act and Governor's Executive Order N-29-20 issued on March 17, 2020.
- Successfully scheduled over 900 meetings for individual Directors.
- Tracked, monitored, and reported on the registration of external lobbyists in accordance with Ordinance 10- 01.
- Assigned, tracked, and monitored approximately 155 Board Correspondences.
- Assigned and tracked approximately 10 Board Member Requests and 10 Individual Board Member Requests in accordance with Board Governance Policy EL-2.6.
- Provided secure storage, retrieval, and proper disposition of Valley Water records and reference materials as required.
- Processed approximately 300 requests for records services from Valley Water staff.
- Responded to approximately 400 requests for access to or copies of Valley Water records from members of the public.
- Processed over 3000 Engineering drawings and 100-200 boxes of records.
- Developed timeline-based research guides to assist staff in locating historical records relevant to various topics of perennial interest.
- Developed new database and webpages for managing the collection of Administrative Policies to improve accessibility for all staff to these (and closely related) documents.
- Improved access to scanned files formerly stored on microfilm.

Division Summaries

FY 2022 Milestones

- Schedule presentation of Board Advisory Committee Accomplishment Reports to the Board of Directors by February 2022.
- Coordinate the Surface Water Charge protest and verification process to be completed no later than May 2022.
- Coordinate and present Board Meeting Compensation information and hearing in January 2022.
- Provide the Board of Directors with a report of registered external lobbyists by August 2021 and February 2022.
- Assign, track, and monitor Board Member Requests, responses and staff performance to ensure compliance with Governance Policy EL-7.9.
- Assign, track, and monitor Board Correspondence to ensure compliance with Governance Policy EL-2.6.
- Post Board and Board Committee meeting agendas in accordance with District Act, Board Governance Policies, and the Ralph M. Brown Act with 100% compliance.
- Coordinate and present Board Performance Management Report in December 2021 and June 2022.
- Coordinate and present Board Work Plan by May 2021.
- Prepare responses to legal demands for documents to ensure compliance with state and federal requirements.
- Support internal staff research and reference needs, as requested.
- Assess hardcopy collections in Blossom Hill Annex to improve online accessibility of collections in a cost-effective manner by June 30, 2022.

Division Summaries

Office of Clerk of the Board — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	3,912,896	7,903,615	4,424,283	(3,479,332)	-44%
Operating Project	1,859	0	0	0	0%
Total *	3,914,754	7,903,615	4,424,283	(3,479,332)	-44%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Office of Clerk of the Board	2,678,972	6,602,911	3,188,991	(3,413,920)	-52%
Records and Library Services	1,235,782	1,300,704	1,235,291	(65,412)	-5%
Total *	3,914,754	7,903,615	4,424,283	(3,479,332)	-44%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Office of Clerk of the Board - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions**	16	16	15	(1)

** Authorized positions exclude limited term positions and management fellows.
For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

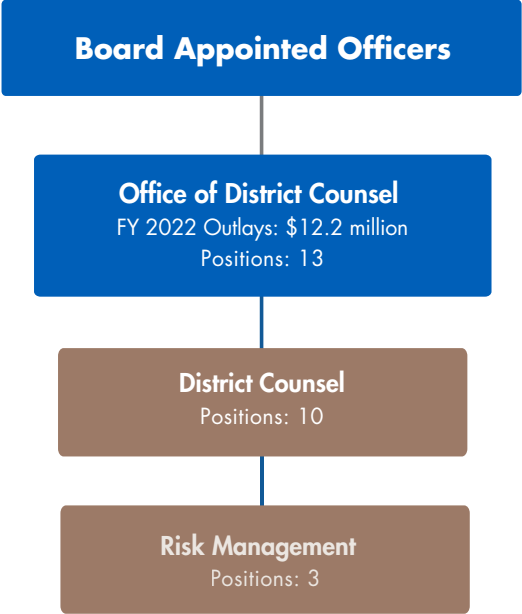
Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Office of Clerk of the Board					
	Salaries & Benefits	1,944,853	2,078,881	2,181,693	102,812
	Services & Supplies	503,033	4,210,922	685,900	(3,525,022)
	Intra District Charges	231,086	313,108	321,398	8,290
Office of Clerk of the Board (604) Total		2,678,972	6,602,911	3,188,991	(3,413,920)
Records and Library Services					
	Salaries & Benefits	980,844	1,043,487	968,765	(74,722)
	Services & Supplies	128,809	98,200	120,200	22,000
	Intra District Charges	126,129	159,016	146,326	(12,690)
Records and Library Services (765) Total		1,235,782	1,300,704	1,235,291	(65,412)
Operations Total*		3,914,754	7,903,615	4,424,283	(3,479,332)

Division Summaries

Office of District Counsel



Legend	
Blue box	Board Appointed Officers
Brown box	Department (Unit)

Division Summaries

Division Description and Objectives

The Office of District Counsel provides for professional, timely, and strategic legal advice to and representation of Valley Water and its officers and employees, and, for the management of the legal services and the related risk management functions. It includes both internal legal services and management of the external legal services provided to Valley Water. The Office of District Counsel also oversees the Risk Management Program.

Risk Management

The mission of Risk Management Program is to protect assets by identifying and evaluating loss exposures and applying effective risk management techniques to reduce or eliminate risk. Specifically, the department is tasked with the management of Valley Water's Workers Compensation program and risk retention (self-insurance) and risk transfer (insurance) programs to cost-effectively maximize coverage and to comply with Board Governance policies.

FY 2021 Accomplishments

During FY 2021, the Office of District Counsel completed the following activities:

- Provided timely legal advice to Valley Water, the Board, and Valley Water's officers and employees when acting in their official capacities.
- Provided representation to Valley Water relating to annual groundwater production charges and to the update of Valley Water's groundwater charge zones.
- Provided environmental legal advice and representation as to the FAHCE complaint.
- Serve as counsel or co-counsel in all Valley Water litigation matters.
- Provided legal advice and services on labor relations matters, including representing management in labor arbitrations.
- Provided legal advice and services on all transactional matters.
- Provided legal review and advice on all Valley Water strategic master plans, including the Urban Water Management Plan and Water Supply Master Plan.
- Provided legal advice regarding imported water matters including, drought impacts, water transfer agreements, and litigation.
- Provided legal advice to Valley Water regarding ongoing capital projects, including litigation support and timely advice to the Board on a bid protest of the Anderson Dam Tunnel Project that allowed the Project to proceed on schedule.
- Provided legal advice to the Office of Talent and Inclusion regarding ongoing personnel and labor relations matters.
- Provided legal advice to Valley Water to mitigate risks from COVID-19 and to comply with COVID-19-related legal requirements.
- Administered the Workers Compensation program in a manner that increased employee awareness of potential dangers and sought to reduce employee injuries and accidents.
- Completed the RFP process for WC TAP and Occupational Health Service Providers.
- Administered the Liability and Property programs in a manner that provided prompt and fair adjustment of claims and losses.
- Drafted Risk Management Manual describing all major functions of Risk Management.
- Actuarial Review of the Self-Insured Liability Program and Self Insured Workers Compensation Program completed
- RFP for Insurance Broker services completed.

Division Summaries

- Redesigned and implemented a new Risk Management database.
- Main Point of Contact between Valley Water and its vendors related to claims.

FY 2022 Milestones

- Continue providing timely legal advice to Valley Water, the Board, and Valley Water's officers and employees when acting in their official capacities.
- Provide continued legal advice and support to Valley Water regarding COVID-19 and return-to-work matters.
- Serve as counsel or co-counsel in all Valley Water litigation matters.
- Provide legal advice and services on labor relations matters, including representing management in labor arbitrations and in negotiations with Valley Water's bargaining units.
- Provide legal advice and services on all transactional matters.
- Implement agreed-upon FY22 measures to address audit findings and recommendations.
- Provide quarterly Executive Monitoring Report (current litigation) to the Board of Directors.
- Placement of Excess Workers Compensation Insurance Policy by February 1, 2022.
- Post Cal/OSHA Log 300 February 1 through April 30, 2022.
- Report Valley Water injuries/illnesses at monthly Safety Committee meetings.
- Organize quarterly W/C claim file reviews.
- Interface with TPA and state governmental entities to ensure Valley Water compliance with new medical set-aside regulations.
- Timely review of proposed federal and state legislation as requested by staff.
- Provide periodic comprehensive reports detailing the progress of the W/C program.
- Secure Non-Owned Aircraft Policy by February 1, 2022.
- Secure Excess Liability Policies by May 1, 2022.
- Secure Drone Policy by May 22, 2022.
- Secure Cyber Liability Policy by June 1, 2022.
- Secure Property Insurance Policy by June 30, 2022.
- Review all policies for coverage and accuracy by June 30, 2022.
- Main Point of Contact between Valley Water and its vendors related to claim activity.

Division Summaries

Office of District Counsel — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	6,632,116	8,694,604	10,194,895	1,500,291	17%
Operating Project	1,093,187	646,000	50,000	(596,000)	-92%
Capital	1,454,814	3,620,000	1,957,000	(1,663,000)	-46%
Total *	9,180,117	12,960,604	12,201,895	(758,709)	-6%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Office of District Counsel	5,557,462	8,810,217	8,272,059	(538,157)	-6%
Risk Management	3,622,655	4,150,387	3,929,835	(220,552)	-5%
Total *	9,180,117	12,960,604	12,201,895	(758,709)	-6%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Office of District Counsel - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions**	13	13	13	0

** Authorized positions exclude limited term positions and management fellows. For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Office of District Counsel					
	Salaries & Benefits	2,914,418	3,113,441	3,432,111	318,671
	Services & Supplies	808,205	1,563,500	2,333,000	769,500
	Intra District Charges	380,024	513,276	549,948	36,672
Office of District Counsel (112) Total		4,102,648	5,190,217	6,315,059	1,124,843
Risk Management					
	Salaries & Benefits	732,412	720,044	768,647	48,603
	Services & Supplies	2,555,266	3,064,200	2,742,300	(321,900)
	Intra District Charges	334,977	366,143	418,889	52,745
Risk Management (113) Total		3,622,655	4,150,387	3,929,835	(220,552)
Operations Total*		7,725,303	9,340,604	10,244,895	904,291

Capital Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Office of District Counsel					
	Services & Supplies	1,454,814	3,620,000	1,957,000	(1,663,000)
Office of District Counsel (112) Total		1,454,814	3,620,000	1,957,000	(1,663,000)
Capital Total*		1,454,814	3,620,000	1,957,000	(1,663,000)
Division Total*		9,180,117	12,960,604	12,201,895	(758,709)

* Totals reflect the gross budget and includes intra-district reimbursement charges.

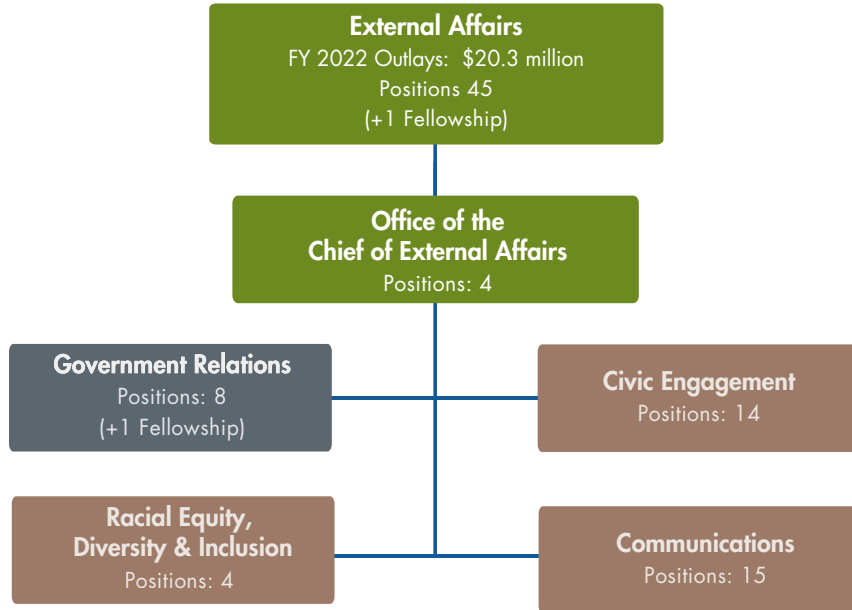
Division Summaries

External Affairs

External Affairs is responsible for programs that increase employee and community awareness and engagement on Valley Water programs, projects, and challenges. External Affairs provides the strategic planning and integration of external policies and legislation as it relates to the business interests of Valley Water and is responsible for managing Valley Water's relationships with the community, government officials, the media, and other key stakeholders. External Affairs is also responsible for managing racial equity, diversity and inclusion efforts.

Division Summaries

Office of Chief of External Affairs



Legend	
■	Chief Operating Officer
■	Division
■	Department (Unit)

Division Summaries

Division Description and Objectives

The Office of External Affairs provides management and strategic planning oversight and integration of the Office of Communication, Office of Civic Engagement, Office of Government Relations and the Office of Racial Equity, Diversity and Inclusion.

Office of Civic Engagement

The Office of Civic Engagement partners with the community through grants, volunteer opportunities, public art projects and educational activities, in addition to supporting a board-appointed advisory youth commission. Its goal is to raise public awareness and interest in water management resource issues, pollution prevention, water conservation and build understanding, trust and support of Valley Water's goals and mission. This office also oversees the county-wide coordination of FEMA's Community Rating System program, an effort to provide flood preparedness and discounts on flood insurance to the community.

Office of Government Relations

The Office of Government Relations advocates at the local, regional, state, and federal levels to promote the water supply, flood protection, revenue enhancement, and environmental stewardship interests of Valley Water and the residents of Santa Clara County, in alignment with the Board's legislative priorities. Major activities include robust advocacy with elected and appointed officials and key advocacy stakeholders, execution of strategic partnerships, and community engagement through events and sponsorships.

Office of Communications

The Office of Communications informs, engages, and educates the community, including Valley Water employees, on water conservation, water supply and quality, flood protection and environmental stream stewardship efforts. In addition to being responsive to the community regarding updates on all Valley Water projects and programs, the office provides timely responses to media inquiries on relevant topics such as Valley Water's approach to extreme drought conditions or its future planning to secure more clean, safe, reliable water in the face of climate change or public emergencies. Through social media platforms, marketing campaigns and public relations efforts, this office highlights the work of Valley Water and its Board of Directors.

Office of Racial Equity, Diversity and Inclusion (REDI)

The Office of REDI strengthens and expands Valley Water's ability to effectively deliver innovative services and to attract, retain and promote a diverse and talented workforce as well as lead Valley Water's efforts on racial equity internally and promoting environmental justice externally to all the communities Valley Water serves. REDI leads all efforts to ensure that racial equity and inclusion are addressed in all existing policies, programs and practices at an interpersonal level, organizational level, and community engagement level. REDI initiates training efforts in diversity & inclusion and unconscious bias and hosts events to inform and engage staff on equity, diversity, and inclusion. Finally, the office of REDI guides and supports all of Valley Water's Employee Resource Groups (ERGs).

Division Summaries

FY 2021 Accomplishments

During FY 2021, External Affairs accomplishments include the following:

- Developed and implemented a Water Infrastructure Tour series that include four stops to educate the public on the comprehensive water system managed by Valley Water, including various capital improvement projects.
- Developed and implemented a comprehensive outreach plan to support the expanded purified water project.
- Facilitated the Youth Commission's completion of its public art project - the design and installation of artwork onto seven Valley Water benches. The revitalized benches now include artwork that conveys Valley Water's stewardship messages and raises awareness of the nearby creeks.
- Worked with Congresswoman Zoe Lofgren and others in the delegation to pressure the U.S. Army Corps of Engineers to move forward with Phase 1 of the South San Francisco Bay Shoreline Project (Economic Impact Area 11), advocate for FY 2021 funding to complete the feasibility study for Phase II of the South San Francisco Bay Shoreline Project (Economic Impact Areas 1-4) and to initiate the feasibility study for Phase III (Economic Impact Areas 5-10).
- Regulation - State Water Board 303(d) Listing of Los Gatos Creek: Secured language to incorporate Valley Water's requested compromise, consisting of the adoption of "special findings" as a part of the State Water Board's 303(d) listing Los Gatos Creek for temperature impairment. The inclusion of the "special findings" in the State Water Board resolution allows for a future change in the Los Gatos Creek listing based on more appropriate science that is reflective of the Bay Area's Mediterranean climate.
- Legislation - SB 98 Excess ERAF Calculation: A key function of the Office of Government Relations is to prevent or reduce negative impacts on Valley Water from legislation or regulation. SB 98, a state budget trailer bill, was originally proposed to retroactively change the calculation method for excess Educational Revenue Augmentation Fund (ERAF) distributions to counties, cities, and special districts. The change may cost Valley Water up to \$2 million annually. Staff worked hard to oppose the ERAF provisions, organizing testimony in opposition, spearheading a coalition letter of opposition from special districts, and distributing floor alerts urging members to remove the most objectionable provisions. The efforts resulted in the removal of penalties for counties, a shift in decision making from the Department of Finance to the State Controller, and retroactivity going back only one year instead of two, saving Valley Water up to \$2 million that would have been clawed back by the state.
- Hosted an "Ask the CEO" virtual meeting series as part of a public engagement opportunity to offer informal discussions with our CEO Rick L. Callender on projects and issues within each of Valley Water's seven districts in Santa Clara County.
- By the beginning of the fourth quarter of FY21, dozens of videos and postings promoting Valley Water virtual public meetings and events were created and have garnered more than 1.6 million views on Facebook alone.
- Utilized social media as a primary way to outreach to the community via organic and paid posts, Valley Water content highlighted on Facebook, Instagram, Twitter, LinkedIn and Nextdoor have generated some 8.43 million impressions and more than 246,000 engagements.
- Launched BeHeard, Valley Water's community engagement online tool, and A Balancing Act, a budget simulation tool.
- Drafted and passed board resolutions addressing 1) racism and promoting equity, and 2) violence and racism against the Asian American and Pacific Islander community.
- Worked with the Board Planning and Policy Committee to draft and finalize the Ends Policy relative to environmental justice.

Division Summaries

FY 2022 Milestones

- Coordinate drought and water conservation outreach and advocacy.
- Develop racial equity diversity and inclusion strategic master plan.
- Develop and implement policies, training, and activities to advance equity, diversity and inclusion throughout the organization and with the community.
- Expand the grants and partnerships program and the public arts program under Measure S.
- Ramp up efforts to regionalize the Community Rating System.
- Increase outreach efforts on the benefits of water reuse and purified water for drinking.
- Pass AB 271 (R. Rivas) to allow the best value contracting for Anderson Dam Seismic Retrofit Project.
- Pass SB 786 (Becker) amends the District Act to reform bond financing mechanisms and provides other updates.
- Drive and implement Valley Water's redistricting efforts.
- Secure funding and authorization for Valley Water flood protection and water supply projects.
- Continue community support and engagement through sponsorships and community events programs.
- Conduct Mayor City Manager meetings and joint meetings with the Valley Water Board of Directors.
- Conduct advocacy trips to Washington D.C. and Sacramento to advance Valley Water priorities (virtually if necessary).
- Continue to inform and seek input from the community on critical infrastructure projects and programs.
- Maintain robust social media engagement.
- Enhance brand identity with refreshed signage, print and media efforts.

Division Summaries

Office of Chief of External Affairs — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	13,000,281	16,614,986	19,935,249	3,320,263	20%
Operating Project	717	0	0	0	0%
Capital	518,991	370,613	353,592	(17,021)	-5%
Total *	13,519,989	16,985,599	20,288,841	3,303,242	19%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Office of Chief of External Affairs	1,910,102	1,483,392	1,557,964	74,573	5%
Office of Civic Engagement	3,646,231	6,281,671	7,390,124	1,108,453	18%
Office of Communications	4,721,836	5,153,912	6,111,638	957,726	19%
Office of Government Relations	3,241,820	4,066,624	3,866,374	(200,250)	-5%
Office of Racial Equity Diversity and Inclusion	0	0	1,362,741	1,362,741	-5%
Total *	13,519,989	16,985,599	20,288,841	3,303,242	19%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Office of Chief of External Affairs - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions **	39	39	45	6

** Authorized positions exclude limited term positions and management fellows.

For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Office of Chief of External Affairs					
	Salaries & Benefits	1,008,960	1,112,609	1,219,519	106,910
	Services & Supplies	790,089	192,700	149,700	(43,000)
	Intra District Charges	111,053	178,083	188,745	10,662
Office of Chief of External Affairs (107) Total		1,910,102	1,483,392	1,557,964	74,573
Office of Government Relations					
	Salaries & Benefits	1,581,284	2,248,734	2,208,496	(40,238)
	Services & Supplies	1,416,863	1,490,760	1,346,380	(144,380)
	Intra District Charges	243,673	327,130	311,498	(15,632)
Office of Government Relations (152) Total		3,241,820	4,066,624	3,866,374	(200,250)
Office of Civic Engagement					
	Salaries & Benefits	1,944,800	2,580,092	2,994,951	414,859
	Services & Supplies	1,024,530	2,761,650	3,255,655	494,005
	Intra District Charges	548,080	857,175	1,050,351	193,176
Office of Civic Engagement (153) Total		3,517,411	6,198,917	7,300,957	1,102,041
Office of Racial Equity Diversity and Inclusion					
	Salaries & Benefits	0	0	902,745	902,745
	Services & Supplies	0	0	316,300	316,300
	Intra District Charges	0	0	143,696	143,696
Office of Racial Equity Diversity and Inclusion (156) Total		0	0	1,362,741	1,362,741
Office of Communications					
	Salaries & Benefits	2,203,433	2,633,064	3,301,576	668,511
	Services & Supplies	1,687,113	1,443,250	1,612,400	169,150
	Intra District Charges	441,118	789,739	933,237	143,498
Office of Communications (172) Total		4,331,665	4,866,054	5,847,212	981,159
Operations Total*		13,000,998	16,614,986	19,935,249	3,320,263

Division Summaries

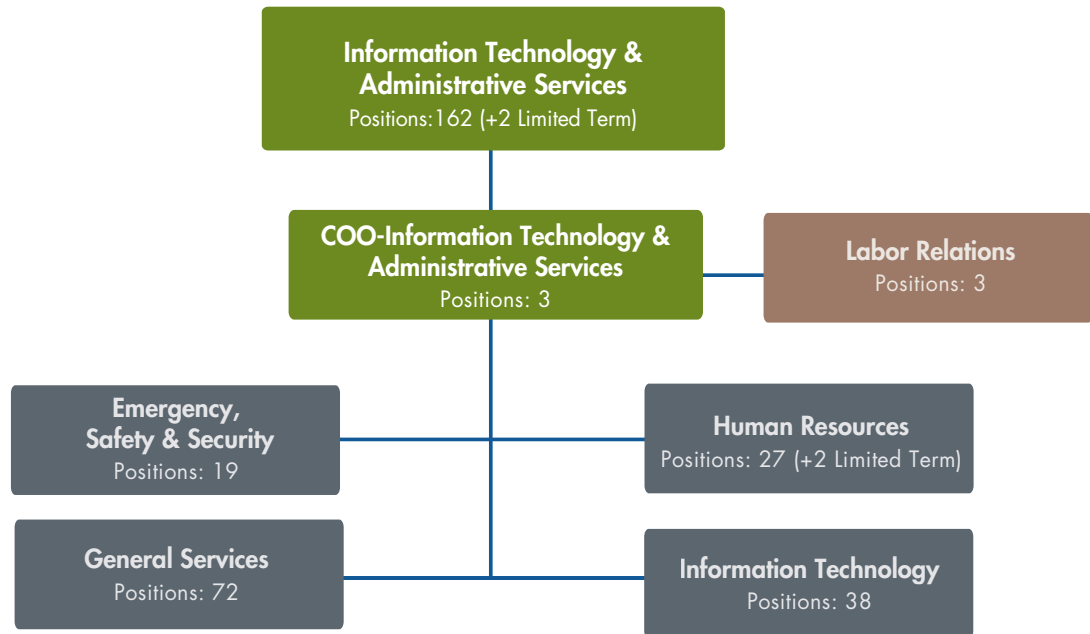
Capital Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Office of Civic Engagement					
	Salaries & Benefits	86,386	43,968	44,282	314
	Services & Supplies	0	18,400	18,400	0
	Intra District Charges	42,434	20,386	26,485	6,098
Office of Civic Engagement (153) Total		128,820	82,755	89,167	6,412
Office of Communications					
	Salaries & Benefits	209,929	93,598	123,774	30,176
	Services & Supplies	75,268	141,100	70,000	(71,100)
	Intra District Charges	104,975	53,160	70,651	17,491
Office of Communications (172) Total		390,171	287,858	264,425	(23,433)
Capital Total*		518,991	370,613	353,592	(17,021)
Division Total*		13,519,989	16,985,599	20,288,841	3,303,242

* Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Administrative Services

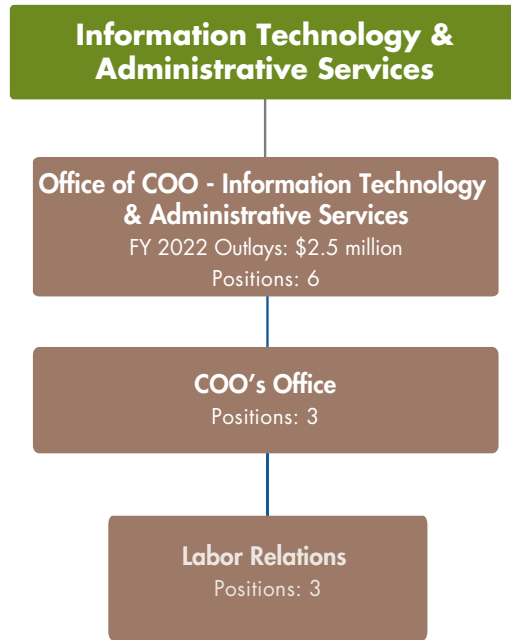


Legend	
■	Chief Operating Officer
■	Division
■	Department (Unit)

The Information Technology & Administrative Services support the mission of Valley Water - to provide Silicon Valley safe, clean water for a healthy life, environment, and economy - by providing essential business services for Valley Water. Information Technology & Administrative Services are vital to Valley Water operations and capital programs. Directed by Chief Operating Officer, Valley Water's Information Technology & Administrative Services (IT & AS) is comprised of four management divisions, each of which includes functional departments that carry out the work of the division.

Division Summaries

Office of COO IT and Administrative Services



Legend	
■	Chief Operating Officer
■	Department (Unit)

Division Summaries

Division Description and Objectives

The Office of the Chief Operating Officer (COO) of Information Technology & Administrative Services (IT & AS) oversees the Emergency, Safety & Security division, General Services division, Human Resources division, Information Technology division, and Labor Relations department. The COO leads and manages the IT & AS to achieve the Board's Ends Goals and Objectives. This includes providing IT & AS the leadership, staff, and funding to conduct the administrative nature of the IT & AS functions. In general, the COO Office provides for management activities that promote communication, human resources development, budgeting, project efficiencies and process improvement, mentoring and recruitment, and supporting district-wide and special events/efforts that benefit the whole organization.

Labor Relations

Labor Relations promotes a proactive, and positive labor relations program, in compliance with legal mandates, negotiated agreements, and constructive management principles. Labor Relations represents Valley Water management in all matters involving labor relations. Labor Relations negotiates, interprets, applies, and enforces contracts and regulations and acts as a resource in the areas of administrative policies and procedures.

FY 2021 Accomplishments

Provided leadership and support for all the administrative needs of Valley Water including oversight over Emergency, Safety & Security, General Services, Information Technology, Human Resources, and Labor Relations. Accomplishments of the Emergency, Safety & Security, General Services, Human Resources, and Information Technology are listed within the budget sections of those departments. The following is the list of accomplishments for the Labor Relations:

- Implemented new On Call Policy for the Silicon Valley Advanced Water Purification Center.
- Implemented Limited Duration Teleworking During an Emergency Policy.
- Worked with Benefits Unit in design and implementation of Major Disaster Leave Donation Program.
- Facilitated and implemented multiple re-organizations in Watersheds, Water Utility and Administration Divisions.
- Worked with Human Resource staff in the implementation of partial service retirement program for designated key staff members.
- Facilitated eleven separate training opportunities for managers and supervisors through Liebert Cassidy Whitmore consortium membership.
- Provided Management 101 training on Labor Relations issues to managers and supervisors at Valley Water.
- Negotiated four Limited Term positions for Construction Services Unit.
- Negotiated and implemented a stipend relief program for employees affected by COVID-19 pandemic.
- Worked with Benefits Unit in the implementation of new Vacation Cash Out Policy.
- Facilitated Management/Bargaining Unit training on Interest Based Bargaining.
- Commenced negotiations for 2022 Memorandum of Understanding (MOUs) with Employees Association, Engineers Society and Professional Managers Association Bargaining Units.

Division Summaries

FY 2022 Milestones

- Report on labor relation issues at the Management-Leadership Team meetings (quarterly).
- Collaborate with Workforce Development Unit to develop training programs, as appropriate.
- Provide coaching and training to managers according to policies and MOU, as needed.
- Complete preparations for contract negotiations for successor MOU for EA, ES and PMA.

Division Summaries

Office of COO IT and Administrative Services — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	1,747,398	2,783,262	2,517,540	(265,722)	-10%
Total *	1,747,398	2,783,262	2,517,540	(265,722)	-10%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Labor Relations	853,650	933,066	988,868	55,803	6%
Office of COO-IT & Administrative Services	893,748	1,850,196	1,528,672	(321,524)	-17%
Total *	1,747,398	2,783,262	2,517,540	(265,722)	-10%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Office of COO IT and Administrative Services - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions**	8	8	6	(2)

** Authorized positions exclude limited term positions and management fellows. For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

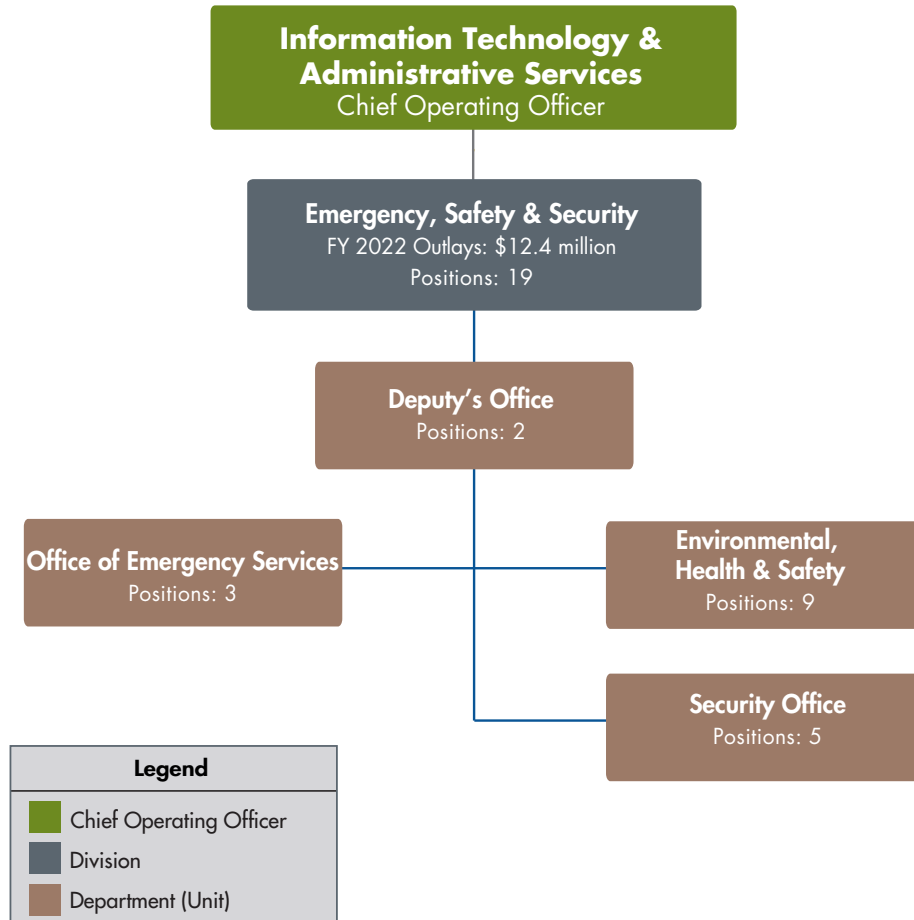
Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Office of COO-IT & Administrative Services					
	Salaries & Benefits	773,097	1,199,118	865,587	(333,531)
	Services & Supplies	22,349	456,650	527,810	71,160
	Intra District Charges	98,302	194,428	135,275	(59,153)
Office of COO-IT & Administrative Services (602) Total		893,748	1,850,196	1,528,672	(321,524)
Labor Relations					
	Salaries & Benefits	737,892	757,821	808,412	50,591
	Services & Supplies	22,473	54,600	54,600	0
	Intra District Charges	93,285	120,645	125,856	5,211
Labor Relations (917) Total		853,650	933,066	988,868	55,803
Operations Total*		1,747,398	2,783,262	2,517,540	(265,722)

Division Summaries

Emergency, Safety and Security Division



Division Summaries

Division Description and Objectives

The Emergency, Safety and Security Division oversees the Office of Emergency Services, the Environmental Health and Safety Unit, and the Security Office. The Division provides executive direction and support to the three departments, as well as a coordinated response to Valley Water emergency, safety or security incidents.

Office of Emergency Services

The Office of Emergency Services (OES) is responsible for ensuring comprehensive, integrated, risk-based, emergency management for the staff and critical infrastructure of Valley Water.

The Office of Emergency Services (OES) manages the Valley Water Emergency Operations Plan (EOP), the Business Continuity Program, the FEMA-approved Local Hazard Mitigation Plan (LHMP), and the development of Stream/Flood Emergency Action Plans (EAPs). OES is also responsible for maintaining inter-agency relationships, Multi-Agency Coordination (MAC) systems, Mutual Aid and Emergency Assistance Agreements, and managing a Training and Exercise Plan (TEP) that meets SEMS/NIMS requirements and promoting California Office of Emergency Services (CALOES) EOC position credentialing. OES also manages a dedicated Emergency Operations Center (EOC) and alternate EOC in high state of readiness.

Environmental, Health & Safety Services

The Environmental, Health & Safety (EH&S) Unit provides services for all Valley Water Divisions and staff. These services cover a wide range of activities including environmental, health and safety written program development and maintenance, technical and behavioral safety training, incident investigation services, ergonomic evaluations and corrective measures, contractor safety program evaluation, inspection and audit services and support, hazard analysis and risk prevention services, fall protection surveys and fall hazard mitigation, Department of Transportation driver safety program, and alcohol and drug abuse prevention and testing services.

The EH&S Unit also provides industrial hygiene services such as lead, asbestos, and mold testing services, building indoor air quality assessments and environmental lab testing services coordination, audiometric testing and workplace sound level surveys, respiratory protection services including on-site respiratory fit testing services, ventilation surveys, and bloodborne pathogens and biological hazard surveys and assessments. The EH&S Unit is responsible for hazardous materials storage management, hazardous waste storage and disposal management, electronic waste and recycling compliance and annual report submittal, underground and above ground storage tank inspections and permitting, Hazardous Materials Business Plans development and submittal, environmental regulatory facilities permit management, 24/7 hazardous materials emergency response capabilities, Spill Prevention Control and Countermeasure oil storage management planning development, California Accidental Release Program management for highly hazardous materials, Portable Equipment Registration Program management, gasoline systems annual air emissions testing coordination.

Additionally, the Environmental, Health and Safety (EH&S) Unit responds to requests from customers for specific health and safety services consultation and program assistance to ensure that Valley Water's health and safety programs are functional and sustainable. EH&S staff also act as Valley Water's liaison with applicable regulatory agencies when required.

Division Summaries

Security Office

The Security Office (SO) provides risk-based security capabilities that are developed through a preparedness cycle of analysis, development, planning, and verification. These capabilities are provided utilizing guard force, patrols, remote monitoring capabilities, and a Security Operations Center to prevent and protect Valley Water's critical infrastructure and staff from terrorism, sabotage, vandalism, theft, violence, and other malicious acts. The SO also provides Valley Water with a liaison to local, regional, state and federal law enforcement and intelligence agencies.

FY2021 Accomplishments

Office of Emergency Services

- Conducted Annual Winter Preparedness Workshop with external stakeholders.
- Developed Pandemic and Infectious Disease Plan to support business continuity during public health emergency.
- Completed Annual Local Hazard Mitigation Plan status report produced.
- Implemented "Do 1 Thing" monthly preparedness communications in NYCU for Valley Water staff.
- Completed annual review and update to Valley Water Emergency Operations Plan.
- Upgraded Emergency Operations Center (EOC) Audio/Video system and expanded primary EOC facility.
- Conducted Annual EOC and Emergency Action Plan (EAP) Training and Exercise events.
- Developed Stream/Flood EAP for San Tomas Aquino Creek.
- Established Emergency Steering Committee for Valley Water.

Environmental, Health & Safety Services

- Completed multiple facility fall protection engineering projects.
- Supported multiple Water Utility Enterprise and Watersheds Field Operations projects by conducting risk assessments, providing training, conducting facility design reviews, aided in the planning and execution of pipe inspections at Santa Teresa Water Treatment Plant.
- Purchased and distributed new safety equipment, conducted multiple occupational noise assessments, and successfully managed the Department of Transportation alcohol and drug testing program.
- Updated Hazardous Materials Business Plans for multiple facilities.
- Created work instructions, and multiple compliance documents to meet Public Health Orders and California Occupational Safety & Health emergency COVID-19 standards and provided staff training for worker protection against COVID-19 exposures.
- Performed facility and work activity risk assessments and implemented identified mitigation and risk reduction protocols to minimize potential COVID-19 exposures to all employees, contractors, vendors and other at Valley Water facilities.
- Participated in the EOC activation response to the COVID-19 pandemic filling dual roles as EOC Safety Officer and EH&S Branch Coordinator within the Operations Section to monitor and adjust practices and protocols based on rapidly changing Public Health Orders during the pandemic.

Division Summaries

Security Office

- Established Threat Response/Active Shooter Awareness Program.
- Developed District Wide Security Plan.
- Completed Annual District Threat Assessment Update.
- Established 24/7 Security Guards and Drinking Water Treatment Plants.
- Established Security Guards posts at Headquarters and Administration Building reception areas.
- Developed Access Management Program for keys and personnel badges.
- Coordinated EOC Activation for two PG&E Public Safety Power Shutoff events in alternate EOC.
- Coordinated EOC Activation for Coronavirus/COVID-19 Pandemic, EOC implemented virtually to support social distancing.

FY 2022 Milestones

Office of Emergency Services

- Develop and deliver exercises as identified in Training and Exercise Plan.
- Begin development of next 5-year FEMA Approved Local Hazard Mitigation Plan.
- Maintain the District's Emergency Operations Center (EOC) and Alternate EOC in a perpetual state of operational readiness.
- Conduct inter-agency Winter Preparation Workshop.
- Support Federal Energy Regulatory Commission (FERC) Anderson Dam Exercise.

Environmental, Health & Safety Services

- Conduct a minimum of 12 Tier II safety inspections by June 30, 2022.
- Complete a minimum of four annual fire evacuation drills at major occupied facilities by June 30, 2022.
- Conduct a minimum of 30 required safety training classes in-house by June 30, 2022.
- Conduct a minimum of 12 Job Safety Assessments by June 30, 2022.
- Provide quarterly updates to the District's Safe Clean Water Project B5 webpage.

Security Office

- Develop plan to upgrade security system capabilities.
- Implement Access Management Program for all Valley Water personnel.
- Review and update post orders for security.
- Continue development of Active Shooter Awareness program.
- Support homeless clean up and abatement in creeks.

Division Summaries

Budget Issues and Constraints

Office of Emergency Services

The Office of Emergency Services (OES) is not tasked with budgeting or development of Field Response, Incident Command Post (ICP) or Watersheds or Water Utility Departmental Operation Center (DOC) capabilities. District OES does not budget for or direct implementation of specific mitigation measures; or response and recovery activities that are unique to the expertise of other District units such as procurement and emergency response and recovery cost accounting, tracking, and reimbursement plans and systems.

Environmental, Health & Safety Services

The efforts required to prepare for, respond to, mitigate, and recover from the increasing spread of COVID-19 were not anticipated and as such create unexpected effort and expense, such as: distribution of district wide safety supplies and personal protective equipment (PPE), updating new policies on COVID-19 prevention, increase in a number training sessions due to reduced student capacity. Annual increases due to inflation for regulatory permit fees and hazardous waste disposal fees are unpredictable and outside the control of Valley Water. Additional issues that can occur, without contingency funds, are associated with arranging new regulatory training for staff, and purchasing/rental of safety equipment used on unanticipated work associated with the unexpected maintenance of equipment, facilities, or field locations.

Security Office

The Security Office (SO) coordinates with Information Technology Services; but does not direct, plan, or implement cyber, SCADA, or computer data security.

Division Summaries

Emergency, Safety and Security Division — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	8,996,420	10,528,762	12,215,944	1,687,181	16%
Capital	112,564	3,347	229,581	226,234	6,759%
Total *	9,108,985	10,532,109	12,445,524	1,913,415	18%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Deputy's Office of Emergency Safety & Security Division	0	0	768,362	768,362	0%
Environmental, Health & Safety	3,516,279	3,776,877	4,161,521	384,644	10%
Office of Emergency Services	5,592,706	6,755,232	2,165,992	(4,589,240)	-68%
Security Office	0	0	5,349,649	5,349,649	-68%
Total *	9,108,985	10,532,109	12,445,524	1,913,415	18%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Emergency, Safety and Security Division - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions **	17	17	19	2

** Authorized positions exclude limited term positions and management fellows.
For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Office of Emergency Services					
	Salaries & Benefits	1,797,915	1,705,584	822,298	(883,286)
	Services & Supplies	3,191,455	4,371,000	927,250	(3,443,750)
	Intra District Charges	491,064	675,301	416,444	(258,857)
Office of Emergency Services (219) Total		5,480,434	6,751,885	2,165,992	(4,585,893)
Deputy's Office of Emergency Safety & Security Division					
	Salaries & Benefits	0	0	485,818	485,818
	Intra District Charges	0	0	282,544	282,544
Deputy's Office of Emergency Safety & Security Division (220) Total		0	0	768,362	768,362
Security Office					
	Salaries & Benefits	0	0	1,242,137	1,242,137
	Services & Supplies	0	0	3,706,300	3,706,300
	Intra District Charges	0	0	171,632	171,632
Security Office (221) Total		0	0	5,120,069	5,120,069
Environmental, Health & Safety					
	Salaries & Benefits	1,876,891	1,895,877	2,102,583	206,706
	Services & Supplies	782,596	846,721	862,455	15,734
	Intra District Charges	856,500	1,034,279	1,196,483	162,204
Environmental, Health & Safety (916) Total		3,515,986	3,776,877	4,161,521	384,644
Operations Total[†]		8,996,420	10,528,762	12,215,944	1,687,181

Division Summaries

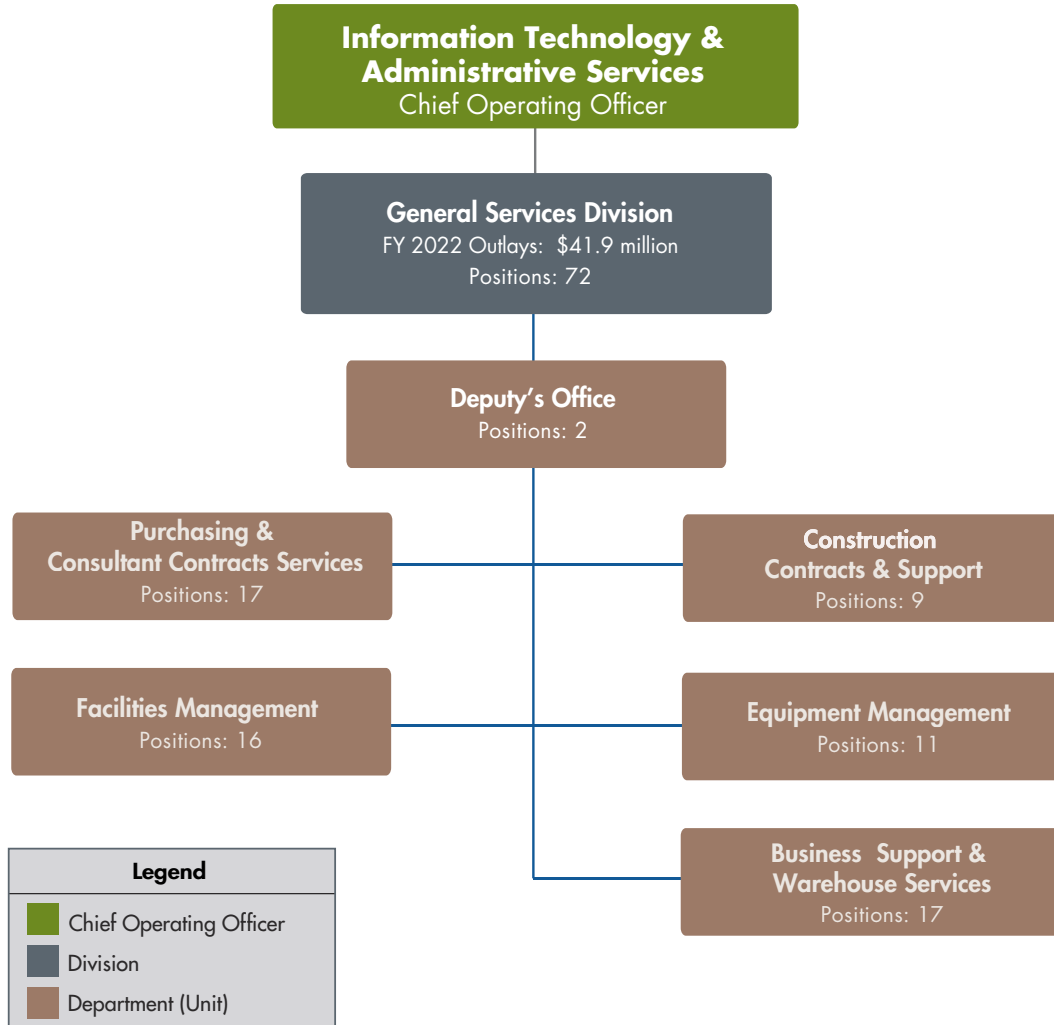
Capital Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Office of Emergency Services					
	Salaries & Benefits	0	2,128	0	(2,128)
	Services & Supplies	112,272	0	0	0
	Intra District Charges	0	1,219	0	(1,219)
Office of Emergency Services (219) Total		112,272	3,347	0	(3,347)
Security Office					
	Salaries & Benefits	0	0	18,573	18,573
	Services & Supplies	0	0	200,000	200,000
	Intra District Charges	0	0	11,007	11,007
Security Office (221) Total		0	0	229,581	229,581
Environmental, Health & Safety					
	Salaries & Benefits	195	0	0	0
	Intra District Charges	98	0	0	0
Environmental, Health & Safety (916) Total		293	0	0	0
Capital Total*		112,565	3,347	229,581	226,234
Division Total*		9,108,985	10,532,109	12,445,524	1,913,415

* Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

General Services Division



Division Summaries

Division Description and Objectives

The General Services Division is responsible for purchasing of goods and consultant services, construction contract award and compliance, facility and fleet management and business support and warehouse services in support of Valley Water's missions, business and operational needs.

Construction Contracts and Support

Construction Contracts and Support Department provides analytical support for both Water Utility Enterprise and Watershed capital projects including benchmarking and status reports. It is responsible for solicitation and contract award of public works projects over \$50,000 and provides labor compliance support during construction.

Business Support, and Warehouse Services

Business Support & Warehouse Department provides operational support including switchboard, mail delivery, reprographic, word processing, forms, and inventory control services. It serves as the central receiving and distribution point for the organization.

Purchasing and Consultant Contracts Services

Purchasing and Consultant Contract Department provides strategic and technical sourcing for the purchase and acquisition of all goods, services, consulting services and contracts. Manages the competitive solicitations for all goods and services exceeding \$50,000 and consulting and contract services exceeding \$225,000 and provides guidance for contract administration and support.

Equipment Management

Equipment Management Department provides District-wide fleet and welding services.

Facilities Management

Facilities Management Department maintains, renews, and upgrades Valley Water buildings and grounds.

FY 2021 Accomplishments

- The Construction Contracts and Support Department developed monthly status reports for construction projects; advertised/bided/awarded for 10 projects with a construction value of over \$750M.
- The Business Support and Warehouse Services Department replaced aging infrastructure with new reprographics production machines to produce higher quality output, implemented digital guest check-in interface for each lobby, Implemented auto-ship for toners for the stand-alone copiers based on usage data exchange with the vendor, and created a plan for streamlining warehouse operations in preparation for the new enterprise resource planning system.
- The Purchasing and Consultant Contracts Department continued to implement new electronic Purchase Requisition forms and eFiling processes. Hosted a Business Open House in August to encourage networking of small and large businesses, and local business community designed to share information on upcoming business opportunities in support of Valley Water projects and programs. Implemented the new Contract Process Improvements in order to streamline and reduce time requirements for contract processing and approvals.

Division Summaries

- The Equipment Management Department surpluses replaced 11 vehicles and 2 pieces of construction equipment in accordance with the 12-year or 125,000-mile replacement criteria and achieved 97.9% preventive maintenance compliance on light duty vehicles. Provided Fleet Management oversight effectively meeting district needs using industry best practices. Met CARB diesel emission replacement requirements ahead of mandate.
- The Facilities Department moved 110-staff from the Maintenance Building to the Administration Building; upgraded Electric Vehicle charging stations, for a total of 12 chargers, one ADA accessible and two fast chargers to the Almaden Campus; completed upgrades to the Cafeteria; selected a new vending services provider; and completed conference room upgrades.

FY 2022 Milestones

Highlights of the General Services Division milestones include the following.

- The Construction Contracts and Support Department will continue develop monthly status reports for all Capital Projects; advertise/bid/award for 10 projects with a construction value of over \$770M.
- The Business Support & Warehouse Department will continue implementing eSignature technology to enable faster processing of forms, produce high-quality word-processing deliverables, eliminate inactive inventory to increase efficiency in the annual physical inventory, and plan and implement ERP Supply Chain.
- The Purchasing and Consultant Contracts Department will implement process improvements to be aligned with best practices for purchasing and contracts work efforts, further leverage the use of technology by aligning business practices with the development of the new ERP, and further explore and implement programs to expand small business outreach efforts in addition to the annual Business Open House. Implement new ERP (Infor), in order to benefit Valley Water Operations and improve management practices.
- The Equipment Management Department will replace 16 vehicles and 2 pieces of construction equipment in accordance with the 12-year or 125,000-mile replacement criteria.
- The Facilities Management Department will continue maximizing workspace to achieve operational efficiencies; implement water, energy & regulatory compliance; implement new On-Call (Mechanical, Electrical and Plumbing) Consultant Contracts for Almaden and various off-site locations project design and construction management support.

Budget Issues and Constraints

Constraints of the General Services Division include funding to address backlog of projects to be completed, for consultant support is needed. Valley Water's facilities are fully occupied thus there is no extra space to locate new employees. This constraint on the space requires that Valley Water consider new approaches taking into consideration cost of adding new workspace, use of technology, new approaches to work to maximize efficiencies. Additional constraints include uncertainty of fuel costs, unexpected natural disasters such as flooding or wildfires to provide support to field operations.

Division Summaries

General Services Division — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	22,357,500	26,796,328	28,235,556	1,439,228	5%
Operating Project	137	6,621	4,764	(1,857)	-28%
Capital	5,447,537	9,850,874	13,651,406	3,800,533	39%
Total *	27,805,174	36,653,823	41,891,726	5,237,903	14%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Business Support and Warehouse	4,402,470	6,001,098	6,108,572	107,474	2%
Construction Contracts and Support	2,172,860	2,661,757	3,490,097	828,340	31%
Deputy's Office of General Services Division	437,300	562,497	627,027	64,529	11%
Equipment and Fleet Management	6,245,669	8,965,050	8,974,452	9,402	0%
Facilities Management	9,936,516	12,914,841	17,364,015	4,449,174	34%
Procurement and Consultant Contracts	4,610,359	5,548,579	5,327,564	(221,016)	-4%
Total *	27,805,174	36,653,823	41,891,726	5,237,903	14%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

General Services Division - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions**	75	76	72	(4)

** Authorized positions exclude limited term positions and management fellows. For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Construction Contracts and Support					
	Salaries & Benefits	134,703	6,904	10,155	3,251
	Services & Supplies	225	0	0	0
	Intra District Charges	68,503	1,113	4,638	3,525
Construction Contracts and Support (335) Total		203,430	8,017	14,793	6,776
Business Support and Warehouse					
	Salaries & Benefits	2,622,834	3,047,130	2,919,905	(127,225)
	Services & Supplies	1,166,619	1,922,138	2,290,675	368,537
	Intra District Charges	611,477	825,832	886,200	60,368
Business Support and Warehouse (775) Total		4,400,930	5,795,100	6,096,780	301,680
Deputy's Office of General Services Division					
	Salaries & Benefits	367,439	464,502	524,610	60,109
	Services & Supplies	10,590	22,400	22,400	0
	Intra District Charges	59,271	75,596	80,016	4,421
Deputy's Office of General Services Division (802) Total		437,300	562,497	627,027	64,529
Procurement and Consultant Contracts					
	Salaries & Benefits	2,944,593	3,572,069	3,436,838	(135,230)
	Services & Supplies	800,246	942,694	1,009,054	66,360
	Intra District Charges	659,460	580,125	526,736	(53,389)
Procurement and Consultant Contracts (820) Total		4,404,299	5,094,887	4,972,628	(122,259)
Equipment and Fleet Management					
	Salaries & Benefits	1,625,775	1,934,832	2,050,394	115,562
	Services & Supplies	1,996,610	2,548,500	2,056,050	(492,450)
	Intra District Charges	700,009	1,003,719	1,107,008	103,290
Equipment and Fleet Management (885) Total		4,322,394	5,487,050	5,213,452	(273,598)
Facilities Management					
	Salaries & Benefits	2,867,637	3,607,177	3,406,201	(200,976)
	Services & Supplies	5,071,327	5,399,995	7,081,079	1,681,084
	Intra District Charges	562,192	728,226	708,360	(19,866)
	Capital Expenditures	88,128	120,000	120,000	0
Facilities Management (887) Total		8,589,284	9,855,398	11,315,640	1,460,242
Operations Total*		22,357,637	26,802,950	28,240,320	1,437,371

Division Summaries

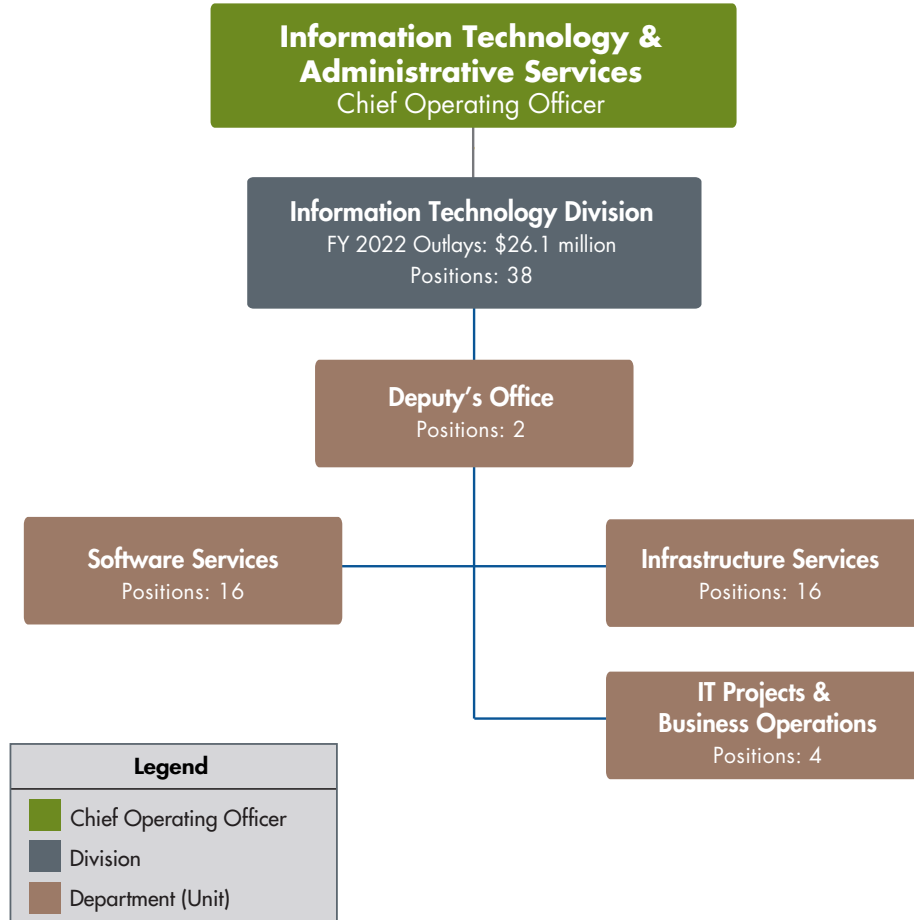
Capital Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Construction Contracts and Support					
	Salaries & Benefits	1,271,156	1,475,395	2,016,733	541,339
	Services & Supplies	56,426	368,000	281,000	(87,000)
	Intra District Charges	641,847	810,346	1,177,570	367,225
Construction Contracts and Support (335) Total		1,969,430	2,653,740	3,475,304	821,563
Business Support and Warehouse					
	Salaries & Benefits	1,324	144,488	7,374	(137,114)
	Services & Supplies	216	0	0	0
	Intra District Charges	0	61,510	4,418	(57,092)
Business Support and Warehouse (775) Total		1,540	205,998	11,792	(194,206)
Procurement and Consultant Contracts					
	Salaries & Benefits	81,791	199,475	223,280	23,806
	Services & Supplies	79,435	0	0	0
	Intra District Charges	44,834	254,217	131,655	(122,562)
Procurement and Consultant Contracts (820) Total		206,060	453,692	354,935	(98,757)
Equipment and Fleet Management					
	Salaries & Benefits	810	0	0	0
	Services & Supplies	0	80,000	0	(80,000)
	Capital Expenditures	1,922,465	3,398,000	3,761,000	363,000
Equipment and Fleet Management (885) Total		1,923,275	3,478,000	3,761,000	283,000
Facilities Management					
	Salaries & Benefits	33,299	29,801	19,214	(10,587)
	Services & Supplies	1,027,314	3,012,000	5,117,000	2,105,000
	Capital Expenditures	279,707	0	900,000	900,000
	Intra District Charges	6,912	17,642	12,161	(5,481)
Facilities Management (887) Total		1,347,232	3,059,443	6,048,375	2,988,932
Capital Total*		5,447,537	9,850,874	13,651,406	3,800,533
Division Total*		27,805,174	36,653,823	41,891,726	5,237,903

* Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Information Technology Division



Division Summaries

Division Description and Objectives

The Information Technology Division Administration provides management oversight, leadership and strategic support for Information Technology Infrastructure, Information Security Services, and Software Services, to ensure operational effectiveness and fiscal accountability. The Information Technology Division serves the technology needs of Valley Water. The division deliver and maintain effective IT services that meet current and future needs of Valley Water. The division also provide oversight of effectiveness, efficiency, and implementation of major Information Technology initiatives.

Administration

The Information Technology Division Administration provides management oversight, leadership and strategic support for Information Technology Infrastructure, Information Security Services, and Software Services, to ensure operational effectiveness and fiscal accountability.

Infrastructure Services

Infrastructure Services is responsible for implementing and maintaining the network and data-center, cyber security posture, telephone systems, radios, cellular devices, tablets, computers, laptops systems software, and connectivity (e.g., servers, networks, WiFi, etc.); first point of contact for staff to report problems and seek answers to questions related to their personal computers, network access, email, personal productivity software, and business application software; and problem triage, resolution, and escalation. Supports Audio/Visual needs enterprise-wide, including Board Room.

Software Services

Software Services develops (where appropriate), supports, and maintains the Valley Water's business applications. These include Enterprise Resources Planning (ERP) system, work and asset management system (Maximo), geographic information system (GIS), in-house applications, and the Valley Water's internet and intranet.

IT Projects and Business Operations

The Information Technology Project and Business Operations Department is responsible for IT project management, strategic planning and alignment, complex analysis, program development, compliance, policy development, budget, reporting and financial planning. The department strives to ensure innovative technologies are effectively utilized across the organization; prioritizes and sequences technology projects; and leads, plans, oversees and participates in the more complex and difficult work of staff responsible for providing administrative, human resources, financial, and compliance support to the Information Technology division.

FY 2021 Accomplishments

- Continued implementation of IT Strategic Plan. Approx. 2/3 of the 3-year program goals are in progress or complete.
- Provided management support for the operational work of the departments.
- Initiated conversion to Voice Over IP Communications.
- Initiated Hyland OnBase CRM POC for two departments.
- Completed SCADA Server POC.
- Completed Disaster Readiness Assessment and Gap Analysis.

Division Summaries

FY 2022 Milestones

- Implement IT Strategic Plan: (1) Complete the creation of IT Governance structure; (2) Implement Business-IT Liaison program; (3) Develop a communication strategy and plan, and work with division staff to execute; (4) Provide management oversight and support for other projects in the IT Strategic Plan as they are executed by the Infrastructure and Software Services Department of the Division.
- Complete implementation of Infor ERP Project.
- Continue implementing various Capital Projects including VOIP, IT Disaster Recovery, CRM and more.
- Provide management support for the operational work of the IT Division.

Budget Issues and Constraints

Organizational willingness and readiness to change business processes to leverage the new technology, and to jointly own technology projects with the IT Division.

Valley Water is many years behind on Information Technology. A combination of a lack of human resources combined with a large amount of technical debt (requirements to support legacy, dated and overlapping applications) creates staffing challenges for modernization projects. Many projects overlap with each other, centralized IT governance and approval of projects is needed.

Division Summaries

Information Technology Division — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	15,291,412	19,302,708	22,950,919	3,648,211	19%
Operating Project	2,593	0	0	0	0%
Capital	9,047,388	5,439,624	3,174,170	(2,265,454)	-42%
Total *	24,341,394	24,742,331	26,125,088	1,382,757	6%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Deputy's Office of IT Division	7,097,382	5,200,397	1,370,733	(3,829,665)	-74%
Infrastructure Services	10,078,267	13,170,768	13,119,003	(51,765)	0%
IT Projects & Business Operations	0	934,185	1,545,247	611,062	65%
Software Services	7,165,745	5,436,981	10,090,106	4,653,124	86%
Total *	24,341,394	24,742,331	26,125,088	1,382,757	6%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Information Technology Division - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions**	36	36	38	2

** Authorized positions exclude limited term positions and management fellows. For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Deputy's Office of IT Division					
	Salaries & Benefits	802,179	472,793	529,242	56,448
	Services & Supplies	69,623	236,500	243,500	7,000
	Intra District Charges	300,579	202,009	238,464	36,455
Deputy's Office of IT Division (715) Total		1,172,381	911,302	1,011,205	99,903
Software Services					
	Salaries & Benefits	3,313,221	3,347,887	3,795,476	447,589
	Services & Supplies	1,993,216	3,826,907	4,149,094	322,187
	Intra District Charges	1,231,810	1,432,528	1,727,995	295,467
	Capital Expenditures	1,791	0	0	0
Software Services (725) Total		6,540,038	8,607,322	9,672,565	1,065,243
Infrastructure Services					
	Salaries & Benefits	2,713,797	2,849,265	3,231,622	382,357
	Services & Supplies	3,946,241	4,794,566	6,083,000	1,288,434
	Intra District Charges	912,326	1,206,067	1,407,279	201,212
	Capital Expenditures	9,222	0	0	0
Infrastructure Services (735) Total		7,581,586	8,849,898	10,721,901	1,872,003
IT Projects & Business Operations					
	Salaries & Benefits	0	640,127	973,313	333,186
	Services & Supplies	0	11,000	116,000	105,000
	Intra District Charges	0	283,058	455,934	172,876
IT Projects & Business Operations (745) Total		0	934,185	1,545,247	611,062
Operations Total*		15,294,005	19,302,708	22,950,919	3,648,211

Capital Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Deputy's Office of IT Division					
	Services & Supplies	5,925,000	4,289,095	359,527	(3,929,568)
Deputy's Office of IT Division (715) Total		5,925,000	4,289,095	359,527	(3,929,568)
Software Services					
	Salaries & Benefits	28,601	329,398	131,554	(197,844)
	Services & Supplies	380,837	(3,745,054)	225,000	3,970,053
	Capital Expenditures	204,600	100,000	0	(100,000)
	Intra District Charges	11,670	145,315	60,987	(84,328)
Software Services (725) Total		625,707	(3,170,341)	417,541	3,587,882

Division Summaries

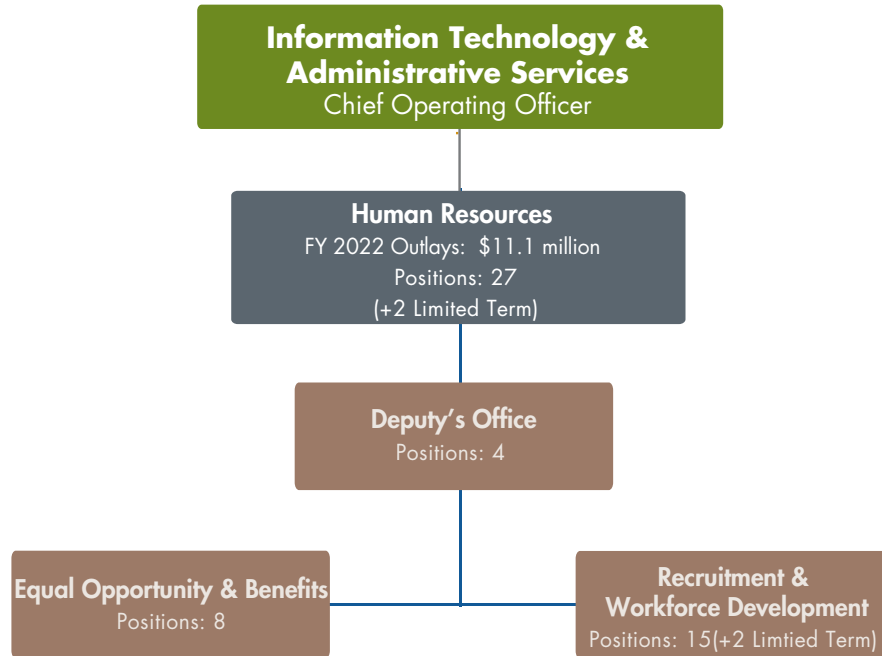
Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Infrastructure Services					
	Salaries & Benefits	99,824	211,623	290,946	79,322
	Services & Supplies	656,265	348,737	129,760	(218,976)
	Capital Expenditures	1,702,647	3,671,000	1,851,000	(1,820,000)
	Intra District Charges	37,945	89,510	125,396	35,886
Infrastructure Services (735) Total		2,496,681	4,320,870	2,397,102	(1,923,768)
Capital Total*		9,047,388	5,439,624	3,174,170	(2,265,454)
Division Total*		24,341,394	24,742,331	26,125,088	1,382,757

* Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Human Resources Division



Legend	
■	Chief Operating Officer
■	Division
■	Department (Unit)

Division Summaries

Division Description and Objectives

The Human Resources Division is responsible for planning, managing, directing, and coordinating Division staff and providing District-wide assistance in the areas of human resources. The Division includes functional units and the following programs: Human Resources Systems Management, Ethics and Equal Opportunity, Benefits and Wellness, Reasonable Accommodation, and Diversity and Inclusion, Recruitment and Examination, Classification and Compensation, Talent Development, Succession Planning, and Rotation.

Human Resource Systems Management

This program has ownership of HR technology to align technology strategy with key HR and Valley Water goals by providing technology planning and support for all HR programs, and will lead and drive efforts for continuous improvement by selecting technology that facilitates sharing of data across multiple systems and ensuring that the selected technology is leveraged to improve efficiency, effectiveness and add value.

Ethics and Equal Opportunity

Ethics and Equal Opportunity Program (EEOP) implements Valley Water's Equal Opportunity complaint resolution process and is designed to ensure that Valley Water is free from discrimination, harassment, disparate treatment, and retaliation based on race, gender, age, religion, and other protected categories. This program also helps ensure Valley Water policies and practices support an ethical and accountable business culture and sustains the highest standards of ethical conduct by employees in all Valley Water dealings.

The EEOP implements, monitors, and provides oversight for compliance with mandated Ethics training for Form 700 filers (AB 1234) and the mandated Sexual Harassment Prevention training for Valley Water managers, supervisors and leads (AB 1825) and all employees (SB 1343).

Benefits and Wellness

This program is responsible for the administration of employee and retiree benefit plans, conducting new hire orientations and separations, processing payroll and HR transactions, and administration of the award-winning Wellness Program (includes fitness reimbursement, ongoing employee education on overall various health initiatives, annual well-being fair, lunch and learns, employee rewards, etc.)

Reasonable Accommodation

The Reasonable Accommodation Program ensures District-wide compliance with state and federal laws regarding reasonable accommodations for staff and qualified applicants with physical and/or psychological disabilities, including: The Federal Americans with Disabilities Act (ADA), The ADA Amendments Act (ADAAA) and California's Fair Employment and Housing Act (FEHA).

Recruitment and Examination

This program includes Recruitment & Examination for all full time Valley Water positions, in addition to leading and directing the Internship Programs, and Classification & Compensation administering the temporary staffing program, and is responsible for providing oversight of the recruitment and selection processes district-wide including year round and summer internship programs, in addition to the partnering with community organizations and colleges for workforce planning.

Division Summaries

Talent Development, Succession Planning and Rotation

This program administers the District-wide Talent Development Program and Rotation Programs established to provide a capable workforce by meeting the training and professional development needs of Valley Water. The program will equip employees with the tools to promote continuous learning and professional growth. The program also provides leadership development and leadership consultations, performance management training, succession development, general training and general training consultations. The program also administers the Learning Management System (LMS) which hosts training data, Health & Safety training data, and other compliance related data.

FY 2021 Accomplishments

- Conducted Employee Development Performance Program (EDPP) reviews with all Human Resources unit managers and direct reports by 7/31/21 to establish goals and Year End Reviews.
- Developed Valley Water's ten-year strategic workforce plan.
- Conducted bi-annual AB-1234 training by December 2020.
- Conducted Annual Form 700 filing process by April 2021.
- Managed Leadership Programs (Supervisory, Leads Academy, etc.) by December 2020.
- Processed all annual health plan renewals and coordinate open enrollment for all active employees, board of directors, retirees, and COBRA participants by April 1, 2021.
- Coordinated and processed the annual flexible spending account (FSA) open enrollment for all active employees and board of directors by January 1, 2021.
- Developed and coordinated virtual wellness activities and programs and provided a Wellness Executive Summary to management by June 30, 2021.
- Coordinated the Employee Recognition Program and Service Awards Events in FY 2021.

FY 2022 Milestones

- Conduct Employee Development Performance Program (EDPP) reviews with all Human Resources unit managers and direct reports by July to establish goals and August for Year End Reviews.
- Lead HR Infor Team through all phases of ERP project setup and implementation. The project will institute best business practices for HR functions.
- Conduct Ethics Training by December 2022.
- Conduct Annual Form 700 filing process by April 2022.
- Manage the Leadership Programs (Supervisory, Leads Academy, etc.) by June 2022.
- Process all annual health plan renewals and coordinate open enrollment for all active employees, board of directors, retirees, and COBRA participants by April 1, 2022.
- Coordinate and process the annual flexible spending account (FSA) open enrollment for all active employees and board of directors by January 1, 2022.
- Develop and coordinate onsite wellness activities and programs and provide a Wellness Executive Summary to management by June 30, 2022.
- Coordinate All-Employee Meeting by June 2022.
- Coordinate the Employee Recognition Program and Service Awards Events in FY 2022.
- Implement position career ladders to enable staff to advance throughout their career at Valley Water.

Division Summaries

- Reduce vacancy rate by successfully attracting, recruiting, and selecting a diverse and qualified workforce.

Division Summaries

Human Resources Division — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	7,541,410	9,068,576	11,019,216	1,950,640	22%
Capital	213,862	1,003,786	103,535	(900,250)	-90%
Total *	7,755,271	10,072,362	11,122,751	1,050,389	10%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Employee Recruitment and Benefits	462,608	0	0	0	0%
Equal Opportunity & Benefits	1,274,629	3,104,359	2,388,708	(715,651)	-23%
Office of Human Resources Division	4,767,787	1,428,236	1,217,343	(210,893)	-15%
Recruitment and Talent Development	1,204,808	5,539,767	7,516,700	1,976,933	36%
Workforce Development	45,439	0	0	0	36%
Total *	7,755,271	10,072,362	11,122,751	1,050,389	10%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Human Resources Division - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions **	26	26	27	1

** Authorized positions exclude limited term positions and management fellows.

For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Workforce Development					
	Services & Supplies	45,439	0	0	0
Workforce Development (623) Total		45,439	0	0	0
Office of Human Resources Division					
	Salaries & Benefits	3,135,009	933,381	1,036,985	103,604
	Services & Supplies	1,039,804	72,900	18,600	(54,300)
	Intra District Charges	539,871	148,355	161,758	13,403
Office of Human Resources Division (915) Total		4,714,684	1,154,636	1,217,343	62,707
Equal Opportunity & Benefits					
	Salaries & Benefits	916,948	2,219,969	1,816,862	(403,107)
	Services & Supplies	201,511	322,600	295,400	(27,200)
	Intra District Charges	134,121	351,688	276,446	(75,242)
Equal Opportunity & Benefits (919) Total		1,252,580	2,894,257	2,388,708	(505,549)
Recruitment and Talent Development					
	Salaries & Benefits	916,487	2,120,169	3,365,454	1,245,285
	Services & Supplies	116,592	2,556,850	3,409,210	852,360
	Intra District Charges	33,135	342,664	638,501	295,838
Recruitment and Talent Development (926) Total		1,066,213	5,019,683	7,413,165	2,393,482
Employee Recruitment and Benefits					
	Salaries & Benefits	36,409	0	0	0
	Services & Supplies	424,558	0	0	0
	Intra District Charges	1,526	0	0	0
Employee Recruitment and Benefits (927) Total		462,493	0	0	0
Operations Total*		7,541,410	9,068,576	11,019,216	1,950,640

Division Summaries

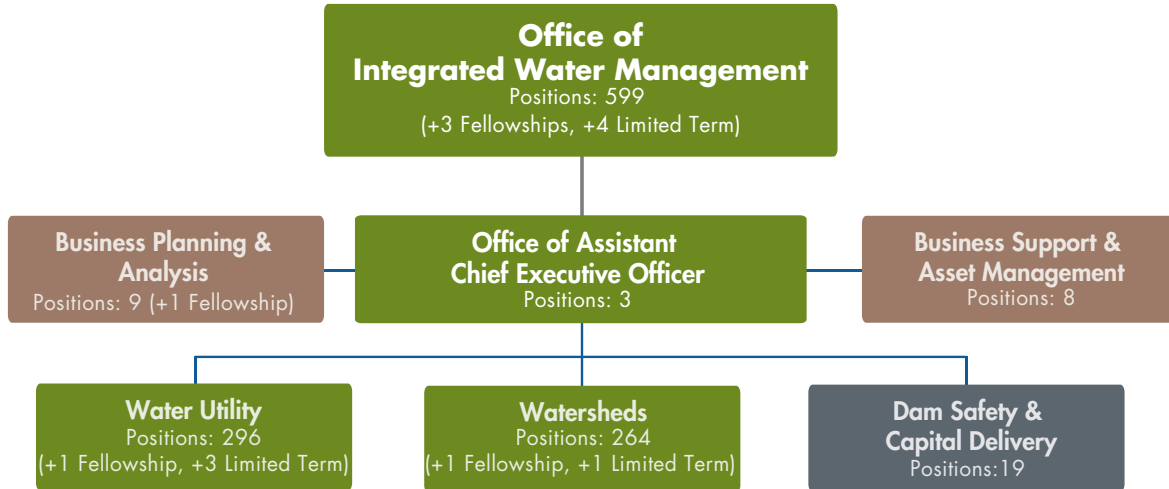
Capital Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Office of Human Resources Division					
	Salaries & Benefits	32,580	188,951	0	(188,951)
	Intra District Charges	20,523	84,649	0	(84,649)
Office of Human Resources Division (915) Total		53,103	273,599	0	(273,599)
Equal Opportunity & Benefits					
	Salaries & Benefits	15,097	145,515	0	(145,515)
	Intra District Charges	6,861	64,587	0	(64,587)
	Services & Supplies	91	0	0	0
Equal Opportunity & Benefits (919) Total		22,049	210,102	0	(210,102)
Recruitment and Talent Development					
	Salaries & Benefits	96,252	358,919	70,422	(288,497)
	Intra District Charges	42,342	161,165	33,113	(128,052)
Recruitment and Talent Development (926) Total		138,595	520,084	103,535	(416,549)
Employee Recruitment and Benefits					
	Services & Supplies	115	0	0	0
Employee Recruitment and Benefits (927) Total		115	0	0	0
Capital Total*		213,862	1,003,786	103,535	(900,250)
Division Total*		7,755,271	10,072,362	11,122,751	1,050,389

* Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Office of Integrated Water Management



Legend	
	Chief Operating Officer
	Division
	Department (Unit)

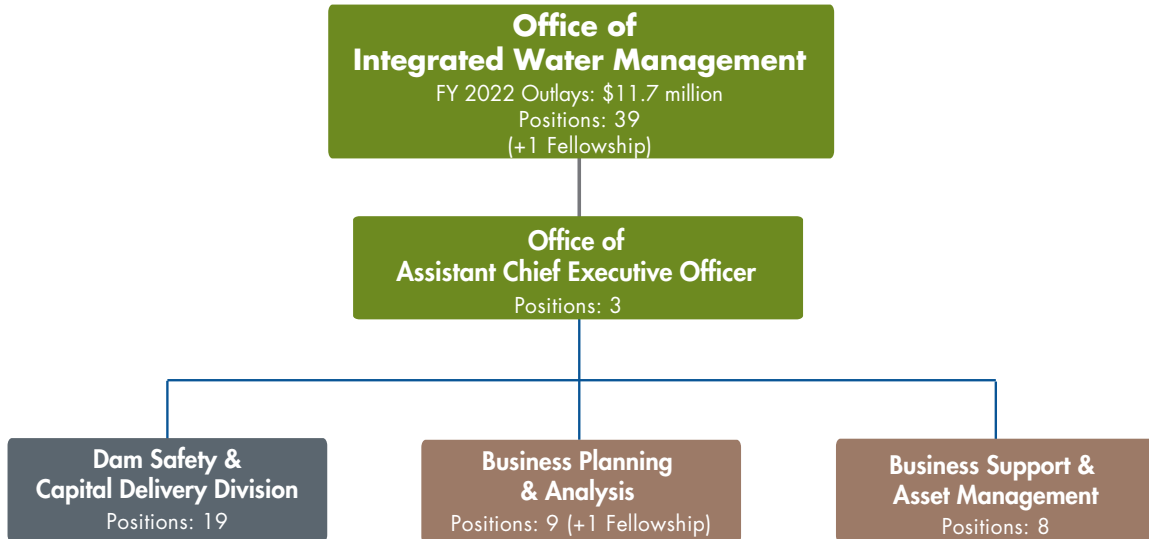
Division Summaries

Description

The Office of Integrated Water Management (OIWM) oversees Valley Water’s Watersheds and Water Utility business areas and includes the Office of the Assistant Chief Executive Officer, which contains three district-wide capital and operations support units, as well as the Dam Safety and Capital Delivery Division. OIWM provides focused leadership to ensure a cohesive working relationship between the two major business areas.

Division Summaries

Office of Assistant Chief Executive Officer



Legend	
■	Chief Operating Officer
■	Division
■	Department (Unit)

Division Summaries

Division Description and Objectives

The Office of the Assistant Chief Executive Officer leads and manages Valley Water's Office of Integrated Water Management and facilitates coordination between the Watersheds and Water Utility business areas to achieve the Board's Ends, Goals, and Objectives. This department provides managerial and administrative support to ensure Valley Water's projects and programs are achieved in an efficient and effective manner.

Business Planning and Analysis

The Business Planning and Analysis unit manages, plans, and oversees three major programs as well as the implementation of new project management software. This unit is responsible for Valley Water's annual rolling five-year Capital Improvement Program (CIP), which provides a budget and projected funding plan for Valley Water's capital projects. Implementation of the new Project Management Information System (PMIS) software will provide a tool for more effective management of the CIP and CIP projects. This unit also ensures the delivery of Valley Water's Safe, Clean Water and Natural Flood Protection Program (Safe, Clean Water Program) as a whole. This includes producing implementation plans and program reports, managing the Change Control Process, supporting the Independent Monitoring Committee, and monitoring the progress of each Safe, Clean Water Program project as it moves towards delivering its Key Performance Indicators (KPIs). Finally, this unit continues the implementation of Valley Water's Lands Management Program to establish and maintain a centralized framework to integrate the management of maintenance obligations on Valley Water-owned lands and easements, as well as those made through contractual commitments.

District-Wide Asset Management

The District-Wide Asset Management unit implements a comprehensive asset management program to optimize infrastructure investment strategies and enhance related financial planning for Valley Water assets. The unit manages the Water Utility, Watersheds, and Administration Asset Management Programs and supports the users of Maximo—Valley Water's Computerized Maintenance Management System (CMMS).

CADD Services

The CADD (Computer Aided Design and Drafting) Services unit is responsible for the production of Valley Water-wide engineering drafting and design work, field investigations, and management of CADD related software in support of Valley Water's water resources facilities, flood management and pipeline infrastructure, and watershed management facilities. At the time of the FY 2021-22 Budget Adoption, OIWM did not include the CADD Services unit. The CADD Services Unit was subsequently moved to OIWM after the adoption of the FY 2021-22 Budget and, therefore, the budget for these services is reflected in the Watersheds Design and Construction Division.

Division Summaries

FY 2021 Accomplishments

- Developed the FY 2022-26 CIP.
- Developed the PMIS functional requirements and request for proposals and evaluated potential vendors.
- Successfully concluded the FY 2019-20 review cycle of the 2012 Safe, Clean Water Program, which included developing the FY 2020 Annual Report and coordinating and facilitating the Independent Monitoring Committee (IMC) and its sub-committee meetings.
- Participated in the development of the renewed Safe, Clean Water Program approved by voters in November 2020; and prepared the Draft 5-Year Implementation Plan for the renewed Safe, Clean Water Program approved by the Board in June 2021.
- Developed a program framework document and centralized multiple agency-wide processes for the Lands Management Program.
- Developed the FY 2022-26 Watershed and Water Utility Operations and Maintenance Plans.
- Completed 25 creek Level of Service documents.
- Completed a pilot continuous condition monitoring trial for critical pumps.
- Implemented Maximo Watershed Site Phase 1 and completed integration with the Stream Maintenance Program database.
- Updated Treatment Plant risk scores, pipeline risk model, and equipment condition assessment forms for mobile implementation.

FY 2022 Milestones

- Develop the FY 2023-27 CIP.
- Develop the FY 2020-21 Safe, Clean Water Annual Report and conclude the 2012 Safe, Clean Water Program review cycle and coordinate and facilitate the review cycle with the IMC.
- Update Valley Water GIS with Lands Management Program data.
- Begin implementation of the PMIS.
- Complete the FY 2023-27 Watershed and Water Utility Operations and Maintenance Plans and develop a pilot Facilities Operations and Maintenance Plan.
- Update 10 creek Level of Service documents.
- Complete comprehensive update of asset risk scores and values in support of a district-wide Asset Management Plan update; and complete one high priority creek Asset Management Plan.
- Complete Maximo mobile implementation.
- Complete analysis of 30 creeks with hydraulics, asset management, and operations and maintenance data for Safe, Clean Water Project F8: Sustainable Creek Infrastructure.

Budget Issues and Constraints

- Lack of staff resources is a constraint for the Safe, Clean Water Program.

Division Summaries

Office of Assistant Chief Executive Officer — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	4,678,916	6,833,074	7,928,308	1,095,234	16%
Capital	549,395	1,508,874	3,735,771	2,226,897	148%
Total *	5,228,311	8,341,948	11,664,079	3,322,131	40%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Business Planning and Analysis	2,468,213	4,414,866	5,272,113	857,246	19%
Business Support and Asset Management	2,760,098	3,927,082	4,472,672	545,590	14%
Office of Integrated Water Management	0	0	1,919,295	1,919,295	14%
Total *	5,228,311	8,341,948	11,664,079	3,322,131	40%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Office of Assistant Chief Executive Officer - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions**	19	19	20	1

** Authorized positions exclude limited term positions and management fellows. For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Office of Integrated Water Management					
	Salaries & Benefits	0	0	948,683	948,683
	Services & Supplies	0	0	413,300	413,300
	Intra District Charges	0	0	557,312	557,312
Office of Integrated Water Management (211) Total		0	0	1,919,295	1,919,295
Business Planning and Analysis					
	Salaries & Benefits	804,538	790,027	1,163,036	373,010
	Services & Supplies	54,367	207,900	135,900	(72,000)
	Intra District Charges	405,667	450,422	665,900	215,478
Business Planning and Analysis (214) Total		1,264,572	1,448,349	1,964,836	516,487
Business Support and Asset Management					
	Salaries & Benefits	1,557,967	1,718,798	1,776,473	57,675
	Services & Supplies	411,802	1,056,500	1,193,800	137,300
	Intra District Charges	789,991	978,798	1,073,904	95,106
Business Support and Asset Management (411) Total		2,759,760	3,754,096	4,044,177	290,081
Business Planning and Analysis					
	Salaries & Benefits	455,164	629,436	0	(629,436)
	Services & Supplies	8,160	652,000	0	(652,000)
	Intra District Charges	191,259	349,193	0	(349,193)
Business Planning and Analysis (416) Total		654,583	1,630,629	0	(1,630,629)
Operations Total*		4,678,916	6,833,074	7,928,308	1,095,234

Capital Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Business Planning and Analysis					
	Salaries & Benefits	312,756	726,868	1,152,424	425,555
	Services & Supplies	9,008	67,700	1,498,223	1,430,523
	Intra District Charges	147,408	416,082	656,630	240,549
Business Planning and Analysis (214) Total		469,172	1,210,650	3,307,277	2,096,627
Business Support and Asset Management					
	Salaries & Benefits	222	110,112	266,504	156,393
	Intra District Charges	115	62,874	161,990	99,116
Business Support and Asset Management (411) Total		338	172,986	428,495	255,509

Division Summaries

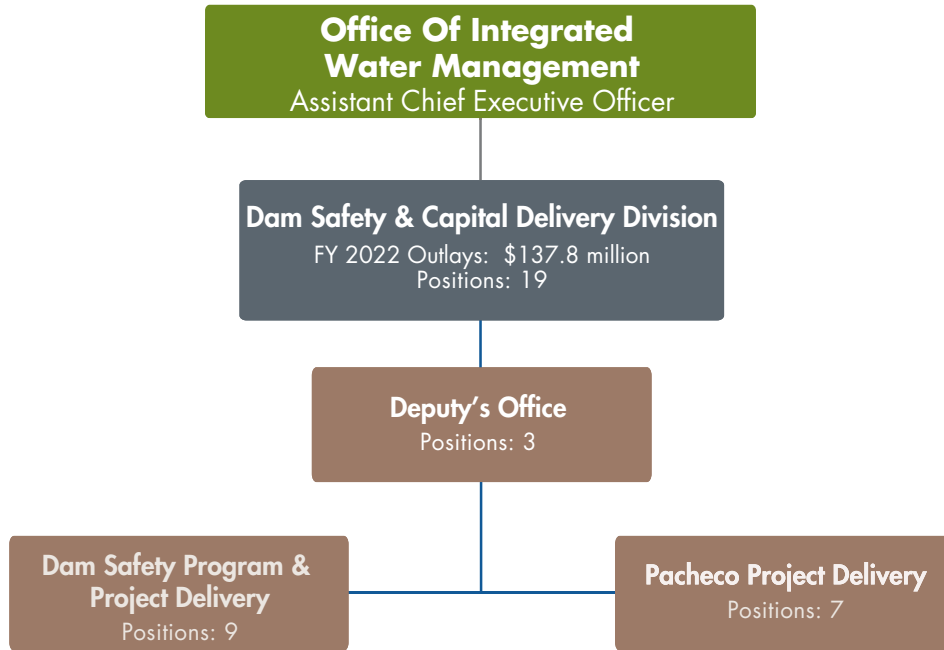
Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Business Planning and Analysis					
	Salaries & Benefits	55,994	263,812	0	(263,812)
	Services & Supplies	0	(287,448)	0	287,448
	Intra District Charges	23,891	148,875	0	(148,875)
Business Planning and Analysis (416) Total		79,885	125,239	0	(125,239)
Capital Total*		549,395	1,508,874	3,735,771	2,226,897
Division Total*		5,228,311	8,341,948	11,664,079	3,322,131

* Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Dam Safety and Capital Delivery Division



Legend	
■	Chief Operating Officer
■	Division
■	Department (Unit)

Division Summaries

Division Description and Objectives

The Dam Safety and Capital Delivery Division is responsible for planning, implementation, and management of the portion of Valley Water's 5-year Capital Improvement Program (CIP) associated with dam construction and maintenance. This Division consists of two units—the Dam Safety Program and Project Delivery unit and the Pacheco Project Delivery unit. The Division was moved under the Office of Integrated Water Management during FY 2020-21. Dams continue to be Water Utility Enterprise (WUE) assets and all post-construction operations will remain the responsibility of the WUE business area.

Pacheco Project Delivery

The Pacheco Project Delivery unit is responsible for implementation of the Pacheco Reservoir Expansion Project, including capital efforts of planning, design, and environmental documentation and permitting. The Pacheco Reservoir Expansion Project will expand the existing Pacheco reservoir to provide up to 140,000 acre-feet of storage capacity. This expansion will provide emergency water supply, fisheries habitat improvement, operational flexibility for managing Valley Water's federal imported water supplies, and incidental flood risk reduction. Unit staff coordinate with the California Water Commission, the U.S. Bureau of Reclamation, and other agencies regarding funding and partnering opportunities for the project.

Dam Safety Program & Project Delivery

The Dam Safety Program and Project Delivery unit manages maintenance, inspections, regulatory compliance, and safety of the twelve Valley Water dams. In addition, the unit also delivers all capital projects related to the dams. The dam safety and dam maintenance activities are carried out through the unit's Dam Safety Program and the Dams and Reservoirs Maintenance Program. Capital projects currently managed by the unit include Anderson Dam Seismic Retrofit Project (ADSRP) and Guadalupe Dam Seismic Retrofit Project. Other dam-related projects currently managed by the unit include the Almaden Intake Project, Dam Safety Evaluation – Phase 1 Project.

FY 2021 Accomplishments

Pacheco Reservoir Expansion Project accomplishments:

- Completion of Phase 1 Geotechnical Field Investigations.
- Significant progress on environmental investigations and data gathering to support project planning efforts.
- Continued support and coordination with the U.S. Bureau of Reclamation and the San Luis Low Point Improvement Project efforts as an expanded Pacheco reservoir has become the National Economic Development (NED) preferred project alternative.
- Coordination with permitting agencies including United States Fish and Wildlife Service (USFWS), California Department of Fish and Wildlife (CDFW), National Marine Fisheries Service (NMFS), United States Army Corps of Engineers (USACE), and California
- Department of Water Resources (DWR).
- Preparation of Problem Definition Report, Project Alternatives Analysis, preliminary designs, and cost analysis in support of planning deliverables

Division Summaries

Anderson Dam Seismic Retrofit Project (ADSRP) accomplishments:

- Completed 60% design for the ADSRP.
- Continued development of the ADSRP Project Description, Dewatering Plan, and Draft Environmental document.
- Began formal consultation with USFWS, NMFS, USACE, CDFW, and California State Water Resources Control Board on required regulatory permits
- Instituted additional pre-construction Interim Risk Reduction Measures, including expedited design of the Anderson Dam Tunnel Project (ADTP).
- Completed 100% design of the ADTP.
- Awarded the ADTP construction contract.

Other Dam Seismic Retrofit Project Accomplishments:

- Completed geotechnical investigations for the Calero and Guadalupe Dams Seismic Retrofit Projects and Almaden Dam Improvement Project.
- Completed 60% design plans for Guadalupe Dam Seismic Retrofit Project.

FY 2022 Milestones

- Release draft Environmental Impact Reports (EIR) for the ADSRP and the Guadalupe Dam Seismic Retrofit Project for public review.
- Request Board certification of the Final EIR for the ADSRP.
- Complete 90% design for the Anderson and Guadalupe Dam Seismic Retrofit Projects.
- Produce annual Federal Energy Regulatory Commission (FERC)/California Division of Safety of Dams (DSOD) reports summarizing dam surveillance/monitoring results; participate in FERC/DSOD annual inspections and address maintenance issues identified during these inspections, accomplish capital project milestones outlined in project plans.
- Prepare 30% design for Pacheco Reservoir Expansion Project.
- Complete Planning Study Report for Pacheco Reservoir Expansion Project.
- Development of an Allocation Plan with San Benito County Water District.
- Negotiation and execution of administering agency agreements with CDFW and DWR for Pacheco Reservoir Expansion Project.
- Complete Alternatives Assessment for Pacheco Reservoir Expansion Project; Complete environmental investigations and draft reports; prepare administrative draft environmental documents.

Budget Issues and Constraints

- Progress on all projects can be greatly affected by external forces such as coordination with external agencies and regulatory bodies, securing permits, and negotiation of various agreements between Valley Water and other agencies or regulators. Projects are faced with compressed timelines. Staffing challenges, both within the Division and support from other Valley Water units may present obstacles to the achievement of Division objectives.

Division Summaries

Dam Safety and Capital Delivery Division — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	1,824,339	2,750,059	3,206,588	456,529	17%
Capital	43,150,210	37,645,122	134,608,199	96,963,077	258%
Total *	44,974,549	40,395,181	137,814,787	97,419,606	241%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Dam Safety Program and Project Delivery	9,408,266	13,009,308	107,476,309	94,467,001	726%
Deputy's Office of Dam Safety & Capital Delivery Division	1,178,055	1,414,864	1,583,582	168,718	12%
Pacheco Project Delivery	34,388,229	25,971,010	28,754,897	2,783,887	11%
Total *	44,974,549	40,395,181	137,814,787	97,419,606	241%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Dam Safety and Capital Delivery Division - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions **	19	20	19	(1)

** Authorized positions exclude limited term positions and management fellows.
For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Deputy's Office of Dam Safety & Capital Delivery Division					
	Salaries & Benefits	10,284	9,838	13,508	3,670
	Services & Supplies	673	1,000	1,850	850
	Intra District Charges	1,568	5,682	19,391	13,708
Deputy's Office of Dam Safety & Capital Delivery Division (313) Total		12,525	16,521	34,749	18,229
Pacheco Project Delivery					
	Salaries & Benefits	108,330	79,848	124,173	44,326
	Services & Supplies	3,810	153,600	160,400	6,800
	Intra District Charges	55,672	46,665	70,461	23,796
Pacheco Project Delivery (377) Total		167,812	280,113	355,035	74,922
Dam Safety Program and Project Delivery					
	Salaries & Benefits	512,660	669,239	901,660	232,421
	Services & Supplies	871,063	1,403,880	1,372,225	(31,655)
	Intra District Charges	260,280	380,306	542,919	162,613
Dam Safety Program and Project Delivery (595) Total		1,644,002	2,453,425	2,816,804	363,379
Operations Total*		1,824,339	2,750,059	3,206,588	456,529

Capital Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Deputy's Office of Dam Safety & Capital Delivery Division					
	Salaries & Benefits	763,515	874,599	950,012	75,413
	Services & Supplies	4,894	19,500	22,000	2,500
	Capital Expenditures	11,800	0	0	0
	Intra District Charges	385,321	504,244	576,821	72,576
Deputy's Office of Dam Safety & Capital Delivery Division (313) Total		1,165,529	1,398,343	1,548,833	150,490
Pacheco Project Delivery					
	Salaries & Benefits	854,085	1,499,870	1,656,901	157,031
	Services & Supplies	32,894,876	23,314,366	25,714,595	2,400,229
	Capital Expenditures	2,500	0	50,000	50,000
	Intra District Charges	468,957	876,660	978,366	101,705
Pacheco Project Delivery (377) Total		34,220,417	25,690,897	28,399,862	2,708,965

Division Summaries

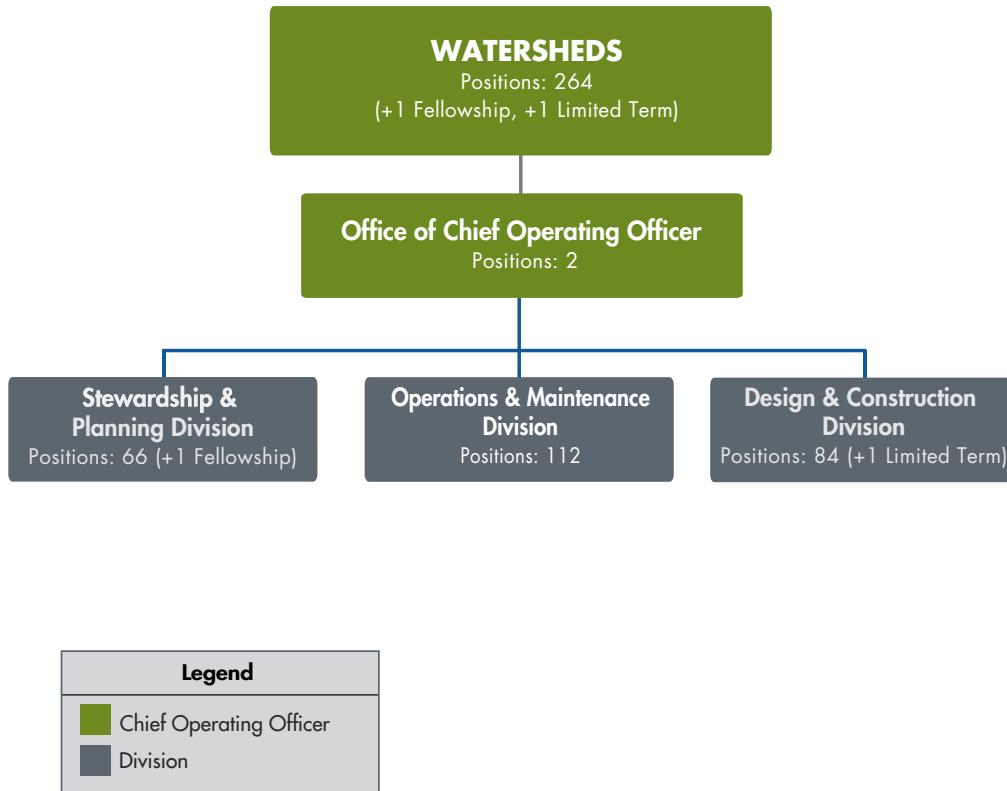
Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Dam Safety Program and Project Delivery					
	Salaries & Benefits	1,332,721	1,645,218	1,446,538	(198,680)
	Services & Supplies	4,940,136	7,967,606	18,239,840	10,272,234
	Capital Expenditures	804,000	0	84,100,000	84,100,000
	Intra District Charges	687,406	943,059	873,126	(69,933)
Dam Safety Program and Project Delivery (595) Total		7,764,264	10,555,882	104,659,504	94,103,622
Capital Total[†]		43,150,210	37,645,122	134,608,199	96,963,077
Division Total[*]		44,974,549	40,395,181	137,814,787	97,419,606

^{*} Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

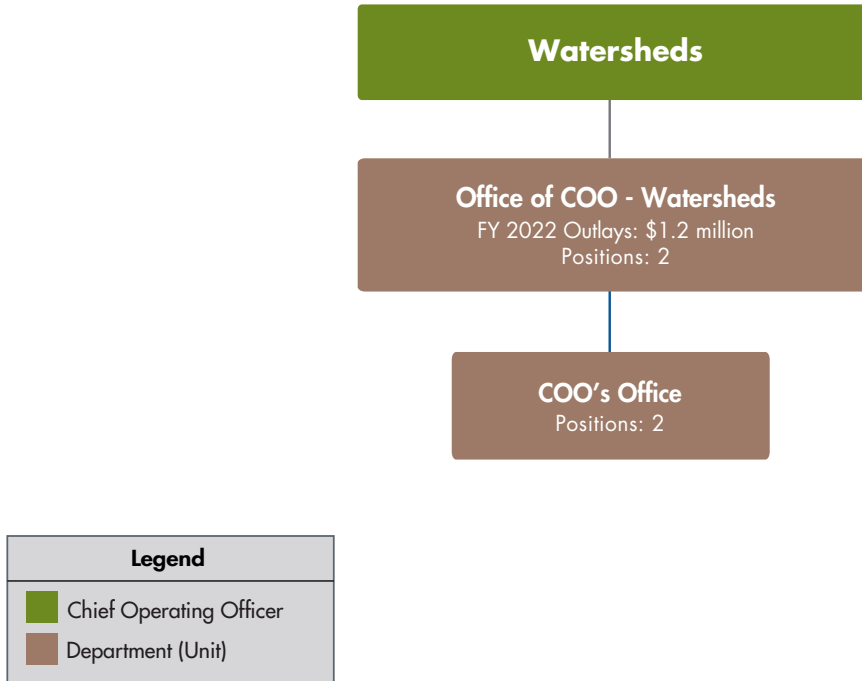
Watersheds



Watersheds oversees five distinct watershed areas in Santa Clara County and is responsible for overall stewardship of these geographic areas, providing flood protection and field operations and mitigating environmental impacts, while enhancing positive environmental aspects.

Division Summaries

Office of COO Watersheds



The Office of the Chief Operating Officer leads and manages Watersheds to achieve the Board's Ends, Goals, and Objectives. This includes providing Watersheds the leadership, staff, and funding to conduct the administrative aspects of Watersheds functions. In general, this provides for management activities that promote communication, human resources development, budgeting, project efficiencies and process improvement, mentoring and recruitment, and supporting Valley Water-wide and special events/efforts that benefit the whole organization.

Division Summaries

Office of COO Watersheds — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	1,420,430	1,653,528	1,232,352	(421,176)	-25%
Total *	1,420,430	1,653,528	1,232,352	(421,176)	-25%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Office of COO Watersheds	1,420,430	1,653,528	1,232,352	(421,176)	-25%
Total *	1,420,430	1,653,528	1,232,352	(421,176)	-25%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Office of COO Watersheds - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions **	3	3	2	(1)

** Authorized positions exclude limited term positions and management fellows.
For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

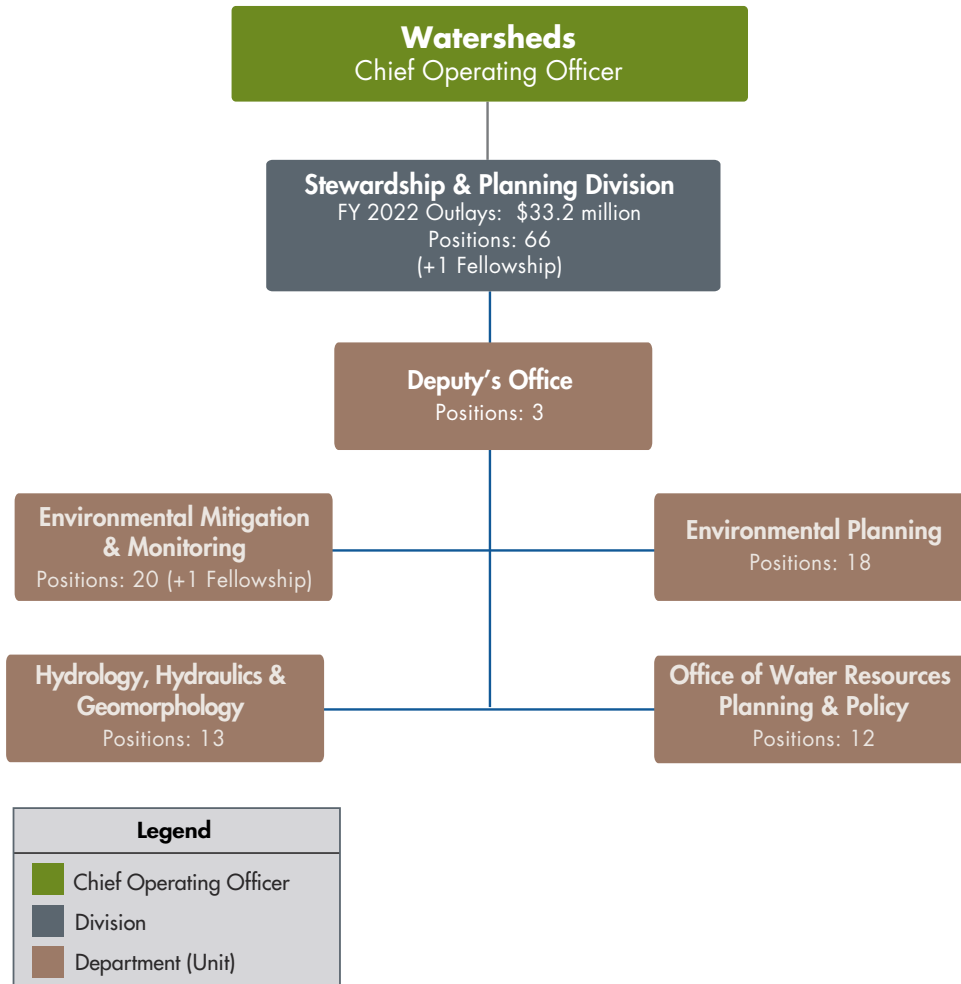
Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Office of COO Watersheds					
	Salaries & Benefits	879,521	852,322	651,343	(200,979)
	Services & Supplies	143,833	334,985	225,035	(109,950)
	Intra District Charges	397,077	466,221	355,974	(110,247)
Office of COO Watersheds (215) Total		1,420,430	1,653,528	1,232,352	(421,176)
Operations Total*		1,420,430	1,653,528	1,232,352	(421,176)

Division Summaries

Watershed Stewardship & Planning Division



Division Summaries

Division Description and Objectives

The Watershed Stewardship and Planning Division oversees four units with approximately 66 staff members. The Division provides project and long-range planning for flood protection and stewardship; develops and oversees the integration of biological, hydrological, water quality, and geomorphological data into the planning, design, and construction of capital projects and operational programs; provides environmental planning, permitting, and monitoring services; and ensures Valley Water's compliance with the regional stormwater quality permit. In addition, the unit co-leads the Fisheries and Aquatic Habitat Collaborative Effort (FAHCE) and the Climate Change Action Plan, and ensures timely completion of Key Performance Indicators for the Safe, Clean Water and Natural Flood Protection Program's surface water quality, environmental monitoring, and habitat enhancement and restoration priorities.

Environmental Mitigation & Monitoring

The Environmental Mitigation and Monitoring unit is responsible for: managing long-term mitigation monitoring programs for Valley Water; implementing three ecology-oriented Safe, Clean Water Program projects (D2, D5, and D7); administering two on-call biological services consultant agreements; land management and easement monitoring for mitigation lands; oversight of the plant pathogen program; providing biological subject matter expertise to support over 30 capital projects and long range planning programs; and managing the Fisheries and Aquatic Habitat Collaborative Effort (FAHCE). This unit provides ecological and biological expertise supporting Valley Water activities, projects, and programs to effectively manage natural resources, stewardship, and compliance with environmental laws and regulations. The unit specializes in special-status species, jurisdictional habitats, impact and habitat function assessments, avoidance and minimization measures, mitigation design and monitoring, environmental permitting, and stewardship.

Water Resources Planning & Policy

The Water Resources Planning and Policy unit conducts all phases of project planning for Watersheds. The primary tool for long term planning is the integrated water resources master plan (One Water Plan), which attempts to develop an integrated watershed-based plan to enhance water resources management for Valley Water. Specific project planning and feasibility study work includes conducting detailed watersheds planning studies for flood protection and environmental stewardship (for example, the Ogier and Metcalf Creek/Lake Separation Projects, the Salt Ponds A5-11 study to realign Calabazas and San Thomas Aquino creeks into the restored Salt Ponds; the Upper Penitencia Creek Flood and Stewardship project; the Coyote Creek Flood Protection Project, and the Guadalupe River Tasman to Hwy 880 Project), reporting on policy developments related to watersheds, developing the gravel augmentation and large woody debris fisheries study, working on the geomorphic restoration project, developing stream corridor priority plans, and coordinating the Valley Water partnership on the Salt Pond Restoration Project.

Environmental Planning

The Environmental Planning unit provides environmental planning and documentation, California Environmental Quality Act (CEQA) compliance, and permitting services for both Water Utility and Watersheds capital projects and programs. This unit's objective is to meet the requirements of federal, state, and local environmental laws and regulations—seeking to minimize environmental impacts of proposed projects and develop options for meaningful mitigation of unavoidable impacts. This unit ensures that environmental regulations are appropriately applied and provides technical expertise for legislative items pertaining to environmental review and permit streamlining, serving as Valley Water's technical expert

Division Summaries

in legislative and multi-agency proceedings.

Hydrology, Hydraulics & Geomorphology

The Hydrology, Hydraulics and Geomorphology unit builds the foundation of Valley Water's flood protection work and provides the essential data for groundwater recharge and reservoir release analysis for environmental purposes. The unit begins with the measurement of rainfall and stream flow gauge data, the analysis of which provides the flood flow frequency that determines the flood-control projects' design basis. Routing the flood flow through the creeks then determines the creek size and height of levees and floodwalls. The unit manages a flood forecast and flood warning system to send flood warning messages to the community for potential flood risks; and it develops the geomorphologic analysis that provides the basis for channel modification to minimize maintenance needs and sustain long-term stability.

FY 2021 Accomplishments

- Completed Coyote Creek hydrology and hydraulics update for the Coyote Watershed Master Plan and Mid-Coyote project.
- Created a new Flood Watch website to support flood emergency monitor and response.
- Created the online Stream Corridor Priority Plan for Coyote Creek (CCNEET).
- Completed environmental review for the Palo Alto Flood Basin Tide Gate Replacement Project, Calabazas Creek Flood Protection Project, Rancho Canada de Pala, multiple pipeline projects and water transfers, and continued support for Anderson Dam Seismic
- Anderson Dam Seismic Retrofit Project (ADSRP) and Pacheco Reservoir Expansion Project.
- Developed a comprehensive water supply, hydraulic, and biological evaluation model for the Fisheries FAHCE and ADSRP Environmental Impact Report (EIR) analysis.
- Began close coordination on EIR and permitting efforts for FAHCE and ADSRP.
- Completed Climate Change Action Plan and began implementation program.
- Completed planning for the Coyote Creek, Upper Penitencia, and Lower Guadalupe River Flood Protection Projects.
- Completed One Water Countywide Framework report and draft Coyote Creek Watershed Plan.
- Met or exceeded all Safe Clean Water Key Performance Indicators.

FY 2022 Milestones

- Release draft EIR for ADSRP.
- Support capital project and program environmental review, permitting, and monitoring for projects such as FAHCE, Palo Alto Flood Basin Tide Gate Replacement, Purified Water Project, San Francisco Bay Shoreline Study, and Upper Llagas Creek Flood Protection Project.
- Complete drafts of One Water Plans for the Guadalupe and Pajaro watersheds.
- Complete Coyote Creek and Upper Penitencia Creek Flood Protection Projects Planning-to-Design reports by August 2021.
- Develop two additional flood forecast points as part of the Flood Warning System.
- Complete San Tomas and Llagas Creek Floodplain studies.
- Complete feasibility study for Metcalf Ponds.
- Complete draft EIR for Pacheco Reservoir Expansion Project.

Division Summaries

Budget Issues and Constraints

- Water right complaints and associated draft settlement agreement, regulatory permits, external party requests for reevaluations, external partner funding limitations, federal funding limits.

Division Summaries

Watershed Stewardship & Planning Division — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	14,394,081	17,708,919	21,447,799	3,738,880	21%
Operating Project	8,849,850	3,477,955	3,419,336	(58,619)	-2%
Capital	12,148,866	9,926,798	8,341,292	(1,585,506)	-16%
Total *	35,392,797	31,113,671	33,208,427	2,094,755	7%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Deputy's Office of Stewardship & Planning Division	1,568,216	1,322,285	1,502,727	180,442	14%
Environmental Mitigation & Monitoring	7,271,646	8,983,579	10,981,161	1,997,582	22%
Environmental Planning	0	4,376,459	9,191,283	4,814,824	110%
Environmental Planning #1	10,666,525	4,013,119	0	(4,013,119)	-100%
Hydrology, Hydraulics & Geomorphology	4,628,438	5,436,593	5,887,821	451,228	8%
Water Resources Planning	7,046,137	0	0	0	8%
Water Resources Planning & Policy	4,211,836	6,981,635	5,645,434	(1,336,201)	-19%
Total *	35,392,797	31,113,671	33,208,427	2,094,755	7%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Watershed Stewardship & Planning Division - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions**	64	64	66	2

** Authorized positions exclude limited term positions and management fellows. For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Deputy's Office of Stewardship & Planning Division					
	Salaries & Benefits	821,796	827,503	928,682	101,179
	Services & Supplies	57,003	30,000	21,555	(8,445)
	Intra District Charges	405,828	464,782	552,490	87,708
Deputy's Office of Stewardship & Planning Division (241) Total		1,284,627	1,322,285	1,502,727	180,442
Environmental Mitigation & Monitoring					
	Salaries & Benefits	2,429,209	3,010,182	3,098,084	87,902
	Services & Supplies	1,732,158	2,196,000	3,291,500	1,095,500
	Intra District Charges	1,196,284	1,691,398	1,821,548	130,150
Environmental Mitigation & Monitoring (244) Total		5,357,651	6,897,580	8,211,132	1,313,552
Water Resources Planning & Policy					
	Salaries & Benefits	591,840	1,153,346	2,030,567	877,221
	Services & Supplies	365,195	779,000	591,400	(187,600)
	Capital Expenditures	0	200,000	0	(200,000)
	Intra District Charges	283,018	670,369	1,200,695	530,326
Water Resources Planning & Policy (245) Total		1,240,054	2,802,715	3,822,662	1,019,947
Environmental Planning #1					
	Salaries & Benefits	1,265,347	681,495	0	(681,495)
	Services & Supplies	2,156,371	21,480	0	(21,480)
	Capital Expenditures	39,225	0	0	0
	Intra District Charges	644,499	388,209	0	(388,209)
Environmental Planning #1 (247) Total		4,105,442	1,091,184	0	(1,091,184)
Environmental Planning					
	Salaries & Benefits	0	820,964	1,982,657	1,161,693
	Services & Supplies	0	2,713,300	2,666,268	(47,032)
	Capital Expenditures	0	25,000	25,000	0
	Intra District Charges	0	489,466	1,189,296	699,830
Environmental Planning (248) Total		0	4,048,731	5,863,221	1,814,490
Hydrology, Hydraulics & Geomorphology					
	Salaries & Benefits	2,096,897	2,392,057	2,781,570	389,513
	Services & Supplies	902,947	1,194,908	926,068	(268,840)
	Capital Expenditures	116,376	35,700	64,500	28,800
	Intra District Charges	1,106,752	1,401,714	1,695,254	293,540
Hydrology, Hydraulics & Geomorphology (296) Total		4,222,972	5,024,378	5,467,392	443,014

Division Summaries

Operations Budget by Department and Account Category (Continued)

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Water Resources Planning					
	Services & Supplies	7,033,186	0	0	0
Water Resources Planning (412) Total		7,033,186	0	0	0
Operations Total*		23,243,931	21,186,874	24,867,135	3,680,261

Capital Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Deputy's Office of Stewardship & Planning Division					
	Salaries & Benefits	191,973	0	0	0
	Intra District Charges	91,616	0	0	0
Deputy's Office of Stewardship & Planning Division (241) Total		283,589	0	0	0
Environmental Mitigation & Monitoring					
	Salaries & Benefits	1,265,543	1,338,088	1,658,870	320,782
	Services & Supplies	4,663	(18,351)	119,000	137,351
	Intra District Charges	643,789	766,262	992,159	225,897
Environmental Mitigation & Monitoring (244) Total		1,913,995	2,085,999	2,770,029	684,030
Water Resources Planning & Policy					
	Salaries & Benefits	1,588,708	1,540,021	909,663	(630,358)
	Services & Supplies	559,457	1,737,334	373,248	(1,364,085)
	Intra District Charges	823,618	901,566	539,861	(361,705)
Water Resources Planning & Policy (245) Total		2,971,783	4,178,920	1,822,772	(2,356,148)
Environmental Planning #1					
	Salaries & Benefits	1,306,974	1,827,426	0	(1,827,426)
	Services & Supplies	4,567,666	35,000	0	(35,000)
	Intra District Charges	686,443	1,059,509	0	(1,059,509)
Environmental Planning #1 (247) Total		6,561,083	2,921,935	0	(2,921,935)
Environmental Planning					
	Salaries & Benefits	0	205,095	2,076,517	1,871,421
	Intra District Charges	0	122,634	1,251,546	1,128,912
Environmental Planning (248) Total		0	327,729	3,328,062	3,000,333

Division Summaries

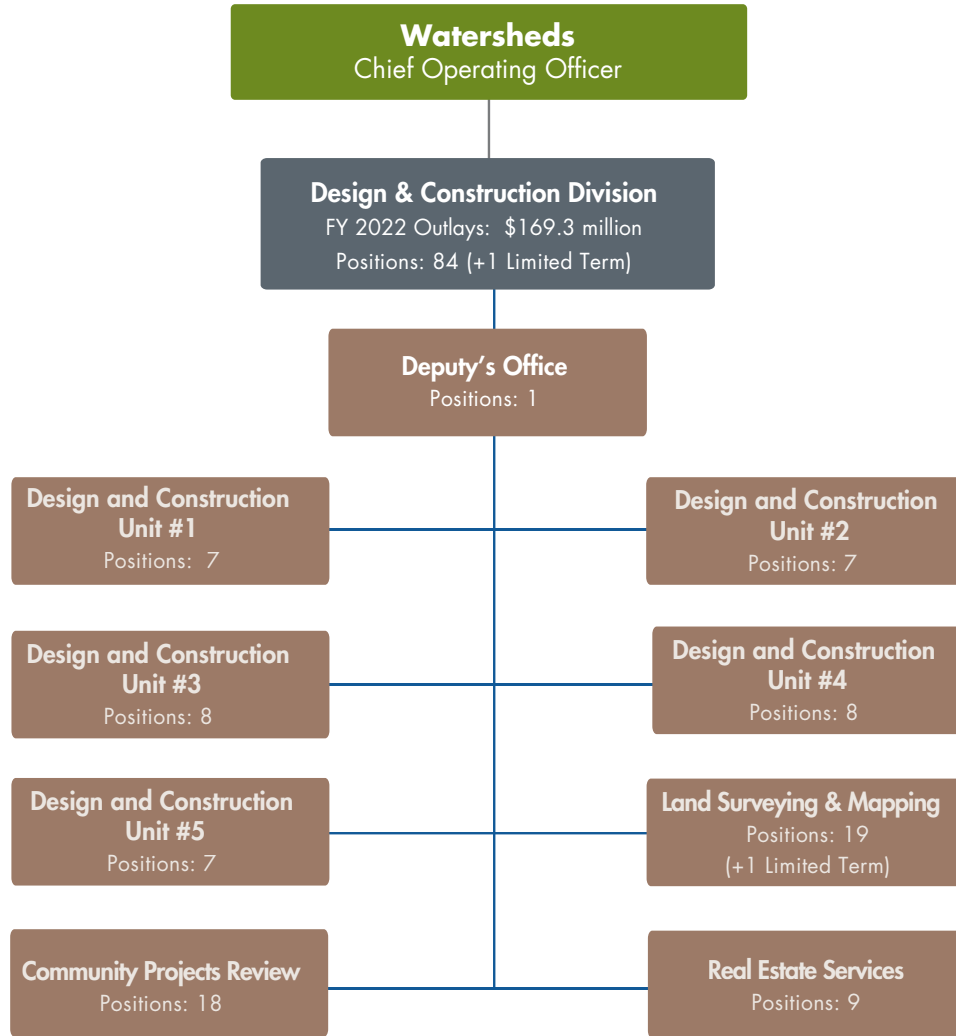
Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Hydrology, Hydraulics & Geomorphology					
	Salaries & Benefits	152,629	182,894	196,676	13,783
	Services & Supplies	147,267	120,000	100,000	(20,000)
	Capital Expenditures	20,283	0	0	0
	Intra District Charges	85,288	109,321	123,753	14,432
Hydrology, Hydraulics & Geomorphology (296) Total		405,466	412,215	420,429	8,214
Water Resources Planning					
	Services & Supplies	12,951	0	0	0
Water Resources Planning (412) Total		12,951	0	0	0
Capital Total*		12,148,866	9,926,798	8,341,292	(1,585,506)
Division Total*		35,392,797	31,113,671	33,208,427	2,094,755

* Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Watershed Design & Construction Division



Legend	
■	Chief Operating Officer
■	Division
■	Department (Unit)

Division Summaries

Division Description and Objectives

The Watersheds Design and Construction Division plans, designs, and constructs capital projects related to Watersheds operations. This includes delivery of projects in Valley Water's rolling 5-year Capital Improvement Program and Safe, Clean Water and Natural Flood Protection Program. The objectives of the Watersheds Design and Construction Division are to provide natural flood protection for residents, businesses, and visitors; and to protect and restore creek, bay, and other aquatic ecosystems. This Division also provides district-wide services support from the Surveying, CADD, Real Estate, and Community Project Review Units.

Community Projects Review

The Community Projects Review unit provides for protection of Valley Water Watersheds and Water Utility assets and interests from external activities and threats as defined by the Water Resources Protection Ordinance through the review of approximately 950 projects, issuance of approximately 200 encroachment permits, and ordinance enforcement for activities undertaken without appropriate permits. Staff also negotiates joint use agreements for trails, cost sharing agreements, and land rights transactions in conjunction with development proposals. Unit projects include implementation of the Underground Service Alert program that entails reviewing approximately 9,000 tickets per year. The unit also reviews proposed developments within the planning stages as they interface with Valley Water's mission and interests and disseminates a wide variety of information to the public.

Design & Construction Unit #1

The Design and Construction Unit #1 is responsible for design and construction of the following projects: San Francisquito Creek Flood Protection Project; Permanente Creek Flood Protection Project; Hale Creek Enhancement Pilot Project; Bolsa Fish Passage Modification Project; Upper Penitencia Creek Project; Coyote Creek Flood Protection Project; and Coyote Creek Flood Management Measures Project as part of the FERC Order Compliance Project (FOCP).

Design & Construction Unit #2

The Design and Construction Unit #2 is responsible for design and construction of the following projects: Lower Berryessa Creek Phase II (including Lower Calera Creek); Cunningham Flood Detention Certification Project; Upper Guadalupe River Flood Protection - Reaches 7-12; Upper Guadalupe River Reach 6; Upper Berryessa Creek Flood Protection; Guadalupe River - Tasman Drive to I-880; and Coyote Percolation Dam Replacement Project.

Design & Construction Unit #3

The Design and Construction Unit #3 is responsible for design and construction of the following projects: Upper Llagas Creek Flood Protection Project, Sunnyvale East and West Channels Flood Protection Project, and Lower Silver Creek Flood Protection Project.

Design & Construction Unit #4

The Design and Construction Unit #4 is responsible for design and construction of the following projects: Lower Penitencia Creek Project; Almaden Lake Improvement Project; and the South San Francisco Bay Shoreline Project effort along the Santa Clara County shoreline.

Division Summaries

Design & Construction Unit #5

The Design and Construction Unit #5 is responsible for implementation of the Watersheds Asset Rehabilitation Program (WARP) projects plus Palo Alto Flood Basin Tide Gate Structure Replacement Project. The unit also manages monitoring projects for Lower Berryessa, Stevens Creek, Uvas Creek rodent damage repair, El Camino Real erosion repair, Coyote Creek rodent damage repair downstream of 237, Coyote Creek rodent damage repair upstream of 237, and others. Under the WARP, this unit plans to complete design and start construction in FY22 for Calabazas Creek Bank Repair Project and Piedmont Creek U-frame Wall Repair, subject to obtaining permits from the regulatory agencies.

Land Surveying & Mapping

The Land Surveying and Mapping unit is responsible for professional land surveying and mapping services in support of planning, design, construction, and maintenance of Valley Water facilities. This is accomplished by accurately locating existing and proposed Valley Water facilities, providing graphical representations of land features, boundaries, and fixed works, and complying with applicable state and local laws and ordinances. At the time of the FY 2021-22 Budget Adoption, this unit also included CADD (Computer Aided Design and Drafting) Services. The CADD Services Unit was subsequently moved to the OIWM (Office of Integrated Water Management) Division after the adoption of the FY 2021-22 Budget and, therefore, the budget for CADD services is included in this unit's budget in the Watersheds Design and Construction Division. The CADD Services unit is responsible for the production of Valley Water-wide engineering drafting and design work, field investigations, and management of CADD related software in support of Valley Water's water resources facilities, flood management and pipeline infrastructure, and watershed management facilities.

Real Estate Services

The Real Estate Services unit is responsible for real estate services such as buying and selling property, managing the residential and non-residential leasing and licensing program, negotiation, appraisal, title, and relocation services. The unit also provides administrative support of Real Estate services including database input, maintenance, and reporting.

FY 2021 Accomplishments

- Continued work with County of Santa Clara and neighbors in San Martin to remove unpermitted bridges and fences in a flood-prone area.
- Worked toward implementing a licensing option as a part of the Encroachment Remediation Program.
- Closed out civil construction stage for Lower Berryessa Creek Flood Protection Project.
- Completed construction of the Rancho San Antonio Detention Basin element of the Permanente Creek Flood Protection Project as well as the San Francisquito Creek Mitigation Planting Project from San Francisco Bay to Highway 101.
- Continued construction of Upper Llagas Creek Flood Protection – Phase 1.
- Completed design for the Hale Creek Enhancement Pilot Project, Lower Calera Creek Flood Protection Project, Upper Guadalupe River Aquatic Habitat Project, Upper Llagas Creek Flood Protection – Phase 2A, and Lower Penitencia Creek Improvements Project.
- Began design of the Coyote Percolation Dam Replacement Project and completed design stages for the Sunnyvale East-West Flood Protection Project (95%), Almaden Lake Improvement Project (60%), and the Palo Alto Flood Basin Tide Gate Structure Replacement Project (60%).

Division Summaries

- Completed Department of Water Resources (DWR) audit and Project Completion Report for Lower Silver Creek Flood Protection Project; closed out DWR Proposition 1E grant for Lower Berryessa Creek Flood Protection, Upper Berryessa Creek Flood Protection, and Lower Penitencia Creek Improvements projects.
- Presented final Environmental Impact Report to the Board for Almaden Lake Improvement Project.
- Completed the Mitigated Negative Declaration document for the Palo Alto Flood Basin Tide Gate Structure Replacement Project
- San Francisco Bay Shoreline Protection Project: Collaborated with South Bay Salt Pond Restoration Project on Phase 2 Feasibility for Economic Impact Areas (EIA) 1, 2, and 3 in the Palo Alto area; re-advertised construction for Phase 1, EIA 11, Reaches 1-3.
- Completed final plans and specifications for Piedmont Creek U-frame Wall Repair and Calabazas Creek Bank Repair under the Watersheds Asset Rehabilitation Program (WARP).
- Survey staff performed deformation monitoring of Rinconada Water Treatment Plant, Coyote Dam and Tunnel, Vasona Dam, Chesbro Dam, Penitencia Water Treatment Plant Landslide, Anderson Dam, Santa Clara Conduit Fault Crossing, Uvas Dam, Stevens Creek Dam, Almaden Dam and Guadalupe Dam.
- Completed Cross Valley Level Circuit Subsidence Survey (100+ miles of precise levels).
- Performed right-of-way survey and digital terrain model for erosion repair of Calabazas Creek from Blaney Road to Miller Road (approx. 2 miles of creek).
- Managed 84 non-residential leases and licenses county-wide.

FY 2022 Milestones

- Complete High-Speed Rail Reimbursement Agreement.
- Complete cost sharing, land rights transactions and operation and maintenance agreements for Google's Caribbean improvement project on Sunnyvale West Channel.
- Implement Encroachment Remediation Program licensing option and move forward on remediating encroachments with coordinated communication with our neighbors.
- Complete design for Almaden Lake Improvements, Sunnyvale East-West Flood Protection Project, Guadalupe River - Tasman Drive to I-880 Project (preliminary), San Francisquito Creek Upstream Flood Protection Project (creek widening sites), and the Coyote Percolation Dam Project (60%).
- Advertise the following projects for construction: Hale Creek Enhancement Pilot Project, Bolsa Fish Passage Modification Project, and Calabazas Creek Bank Repair.
- Begin construction of the following projects: San Francisco Bay Shoreline Protection - Phase I; Lower Calera Creek Flood Protection; Upper Llagas Creek Flood Protection - Phase 2A; Lower Penitencia Creek Improvements; Upper Guadalupe River, Reach 6, Aquatic Habitat Project; Palo Alto Flood Basin Tide Gate Structure Replacement Project (trail work); and Piedmont Creek U-frame Wall Repair.
- Close out the Lower Silver Creek Flood Protection Project and the Rancho San Antonio Detention Basin element of the Permanente Creek Flood Protection Project.
- Produce an annual report with the results of level circuit subsidence monitoring.
- Complete rental rate adjustments and renewals as required per terms of lease/license agreements each fiscal year.

Budget Issues and Constraints

- Constraints include the availability of outside funding sources and timely receipt of permits from environmental regulatory agencies.

Division Summaries

Watershed Design & Construction Division — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	8,227,331	10,241,177	10,241,611	434	0%
Operating Project	42,277	158,098	115,993	(42,105)	-27%
Capital	77,195,248	70,185,136	158,929,350	88,744,214	126%
Total *	85,464,856	80,584,411	169,286,953	88,702,543	110%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
CADD Services	1,067,523	0	0	0	0%
Community Projects Review	5,037,519	5,937,055	6,943,532	1,006,477	17%
Deputy's Office of Watershed D&C Division	591,080	620,233	717,767	97,534	16%
Design & Construction Unit 1	7,915,927	(1,806,999)	35,172,071	36,979,070	-2,046%
Design & Construction Unit 2	3,002,028	(1,015,738)	15,425,278	16,441,016	-1,619%
Design & Construction Unit 3	40,173,360	46,144,884	56,025,134	9,880,249	21%
Design & Construction Unit 4	17,802,665	18,539,641	31,714,097	13,174,456	71%
Design & Construction Unit 5	2,919,094	2,206,086	12,474,151	10,268,064	465%
Land Surveying and Mapping	4,501,707	6,576,999	6,970,991	393,992	6%
Real Estate Services	2,438,919	3,382,250	3,843,934	461,684	14%
West & Guad Watershed Projects	15,035	0	0	0	14%
Total *	85,464,856	80,584,411	169,286,953	88,702,543	110%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Watershed Design & Construction Division - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions**	85	84	84	0

** Authorized positions exclude limited term positions and management fellows.

For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Community Projects Review					
	Salaries & Benefits	3,230,781	3,638,041	3,608,777	(29,264)
	Services & Supplies	68,075	153,260	112,810	(40,450)
	Capital Expenditures	4,500	20,000	20,000	0
	Intra District Charges	1,629,433	2,009,471	2,102,699	93,228
Community Projects Review (294) Total		4,932,789	5,820,773	5,844,286	23,514
Deputy's Office of Watershed D&C Division					
	Services & Supplies	682	0	0	0
Deputy's Office of Watershed D&C Division (316) Total		682	0	0	0
Design & Construction Unit 1					
	Salaries & Benefits	22,940	7,281	4,700	(2,581)
	Services & Supplies	2,896	0	2,700	2,700
	Intra District Charges	1,634	430	0	(430)
Design & Construction Unit 1 (331) Total		27,470	7,711	7,400	(311)
Design & Construction Unit 2					
	Salaries & Benefits	74,028	66,615	1,388	(65,227)
	Services & Supplies	975	0	0	0
	Intra District Charges	5,296	36,990	212	(36,778)
Design & Construction Unit 2 (332) Total		80,299	103,604	1,600	(102,004)
Design & Construction Unit 3					
	Salaries & Benefits	23,026	10,432	8,978	(1,454)
	Services & Supplies	1,125	0	1,875	1,875
	Intra District Charges	2,564	3,847	2,958	(890)
Design & Construction Unit 3 (333) Total		26,714	14,280	13,811	(468)
Design & Construction Unit 4					
	Salaries & Benefits	21,687	14,843	1,074	(13,770)
	Services & Supplies	600	0	600	600
	Intra District Charges	2,922	4,370	640	(3,730)
Design & Construction Unit 4 (334) Total		25,210	19,213	2,314	(16,900)
Design & Construction Unit 5					
	Salaries & Benefits	35,001	1,770	11,469	9,698
	Services & Supplies	4,561	0	1,650	1,650
	Intra District Charges	2,126	280	6,728	6,448
Design & Construction Unit 5 (336) Total		41,688	2,050	19,846	17,796

Division Summaries

Operations Budget by Department and Account Category (Continued)

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
CADD Services					
	Salaries & Benefits	93,369	0	0	0
	Services & Supplies	59,460	0	0	0
	Intra District Charges	25,139	0	0	0
CADD Services (366) Total		177,968	0	0	0
Land Surveying and Mapping					
	Salaries & Benefits	1,158,913	1,229,967	1,203,556	(26,411)
	Services & Supplies	73,211	231,200	293,125	61,925
	Intra District Charges	583,127	704,279	699,423	(4,856)
Land Surveying and Mapping (367) Total		1,815,251	2,165,446	2,196,104	30,659
Real Estate Services					
	Salaries & Benefits	705,249	1,069,632	1,044,454	(25,178)
	Services & Supplies	87,166	589,189	613,275	24,086
	Capital Expenditures	0	15,000	15,000	0
	Intra District Charges	349,122	592,377	599,514	7,137
Real Estate Services (369) Total		1,141,537	2,266,198	2,272,242	6,044
Operations Total*		8,269,608	10,399,275	10,357,604	(41,671)

Capital Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Community Projects Review					
	Salaries & Benefits	68,771	78,903	462,949	384,045
	Services & Supplies	883	0	369,200	369,200
	Intra District Charges	35,076	37,379	267,097	229,718
Community Projects Review (294) Total		104,730	116,282	1,099,246	982,963
Deputy's Office of Watershed D&C Division					
	Salaries & Benefits	386,931	392,529	467,413	74,884
	Services & Supplies	491	4,050	5,080	1,030
	Capital Expenditures	100	0	0	0
	Intra District Charges	202,876	223,653	245,274	21,620
Deputy's Office of Watershed D&C Division (316) Total		590,398	620,233	717,767	97,534
West & Guad Watershed Projects					
	Services & Supplies	15,035	0	0	0
West & Guad Watershed Projects (326) Total		15,035	0	0	0

Division Summaries

Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Design & Construction Unit 1					
	Salaries & Benefits	1,324,879	1,455,286	1,616,264	160,978
	Services & Supplies	1,752,285	(12,438,474)	1,979,078	14,417,552
	Capital Expenditures	4,115,268	8,320,000	30,620,000	22,300,000
	Intra District Charges	696,025	848,477	949,329	100,852
Design & Construction Unit 1 (331) Total		7,888,456	(1,814,710)	35,164,671	36,979,381
Design & Construction Unit 2					
	Salaries & Benefits	1,320,737	1,488,137	1,656,369	168,233
	Services & Supplies	760,463	(5,948,525)	2,266,899	8,215,424
	Capital Expenditures	187,760	2,510,359	10,540,000	8,029,641
	Intra District Charges	652,770	830,687	960,410	129,723
Design & Construction Unit 2 (332) Total		2,921,730	(1,119,342)	15,423,678	16,543,020
Design & Construction Unit 3					
	Salaries & Benefits	1,547,670	1,757,014	1,922,685	165,671
	Services & Supplies	8,354,562	(545,033)	(4,545,786)	(4,000,753)
	Capital Expenditures	29,438,232	43,922,000	57,508,000	13,586,000
	Intra District Charges	806,181	996,624	1,126,424	129,800
Design & Construction Unit 3 (333) Total		40,146,646	46,130,605	56,011,323	9,880,718
Design & Construction Unit 4					
	Salaries & Benefits	1,463,022	1,621,402	1,808,449	187,047
	Services & Supplies	14,904,896	(141,491)	4,739,240	4,880,732
	Capital Expenditures	633,355	16,101,000	24,086,000	7,985,000
	Intra District Charges	776,182	939,517	1,078,094	138,576
Design & Construction Unit 4 (334) Total		17,777,455	18,520,428	31,711,783	13,191,356
Design & Construction Unit 5					
	Salaries & Benefits	1,464,994	1,588,548	1,722,196	133,648
	Services & Supplies	581,292	(19,770,249)	(4,978,294)	14,791,956
	Capital Expenditures	69,533	19,500,000	14,700,000	(4,800,000)
	Intra District Charges	761,587	885,738	1,010,402	124,664
Design & Construction Unit 5 (336) Total		2,877,406	2,204,036	12,454,304	10,250,268
CADD Services					
	Salaries & Benefits	631,525	0	0	0
	Services & Supplies	931	0	0	0
	Intra District Charges	257,099	0	0	0
CADD Services (366) Total		889,555	0	0	0

Division Summaries

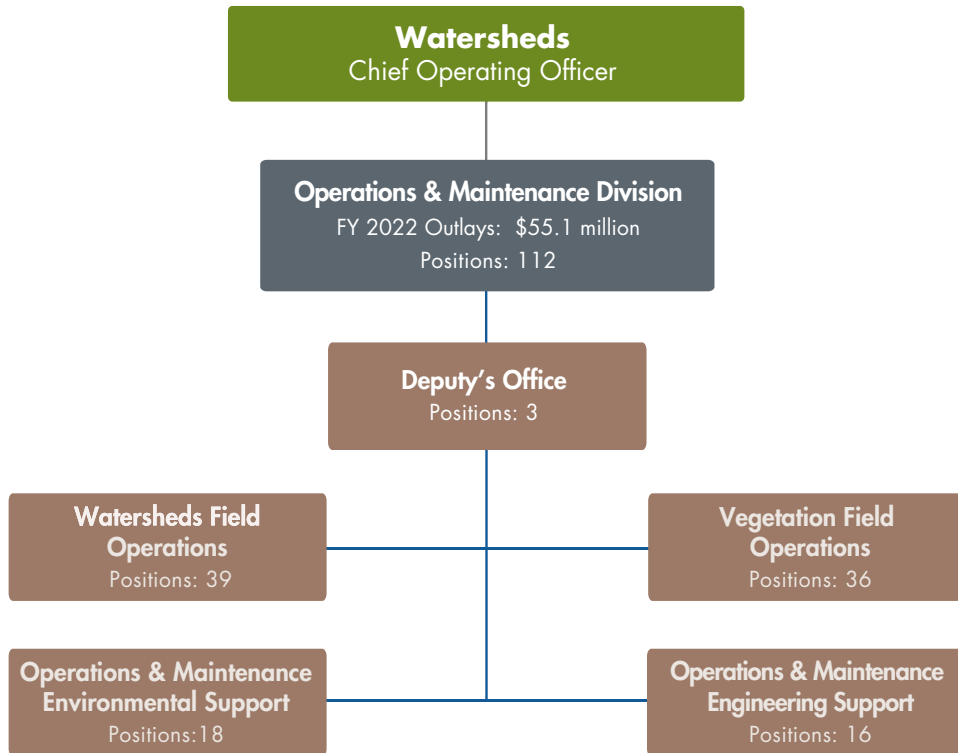
Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Land Surveying and Mapping					
	Salaries & Benefits	1,549,924	2,167,642	2,649,748	482,106
	Services & Supplies	298,299	943,710	514,700	(429,010)
	Intra District Charges	838,232	1,300,201	1,610,438	310,237
Land Surveying and Mapping (367) Total		2,686,456	4,411,553	4,774,887	363,333
Real Estate Services					
	Salaries & Benefits	841,805	699,072	904,166	205,093
	Services & Supplies	13,363	23,950	141,835	117,885
	Capital Expenditures	7,733	1,500	2,000	500
	Intra District Charges	434,480	391,530	523,691	132,162
Real Estate Services (369) Total		1,297,381	1,116,052	1,571,692	455,640
Capital Total*		77,195,248	70,185,136	158,929,350	88,744,214
Division Total*		85,464,856	80,584,411	169,286,953	88,702,543

* Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Watershed Operations & Maintenance Division



Legend	
■	Chief Operating Officer
■	Division
■	Department (Unit)

Division Summaries

Division Description and Objectives

The Watersheds Operations and Maintenance Division is composed of four units that provide field maintenance, engineering support, vegetation management, and environmental services management for Water Utility Facilities and the Stream Maintenance Program (SMP) in the Lower Peninsula, West Valley, Guadalupe, Coyote, and Uvas/Llagas watersheds. The office of Watersheds Operations and Maintenance provides administrative leadership and support for the four units that comprise the Division. The Division objective is to assure that maintenance work is performed in accordance with regulatory permits and maintenance guidelines and is coordinated and consistent throughout the Division.

Watershed Field Operations

The Watersheds Field Operations unit is responsible for coordination and management of field construction and maintenance activities on Water Utility and Watersheds facilities, budget development, coordination of emergency response services, and monitoring of safety procedures. The unit ensures that work is performed efficiently, effectively, with minimal environmental impact, and with the highest regard for the safety of the public and staff.

Vegetation Field Operations

The Vegetation Field Operations unit is responsible for the budget development, coordination, and management of integrated vegetation management programs; riparian planting and invasive plant management mitigation projects and mitigation monitoring and reporting; the Hazard Tree Program; and the Sandbag Program within the Lower Peninsula, West Valley, Guadalupe, Coyote, and Uvas/Llagas Watersheds including capital projects and water utility sites.

Operations & Maintenance Environmental Support

The Operations and Maintenance Environmental Support unit provides environmental and logistics support to Valley Water operations and maintenance (O&M) activities in both Watersheds and Water Utility Enterprise. The unit supports the Stream Maintenance Program, Hazard Tree Program, Dam Maintenance Program and Pipeline Maintenance Program, as well as numerous other O&M activities that occur outside these major programs. Environmental support includes preparation of California Environmental Quality Act (CEQA) analysis, permitting, and mitigation monitoring and reporting. Logistics support includes implementation of the Equipment Material and Labor program, as well as delivery of Valley Water-wide services such as sediment and water quality sampling/ testing, rodent control, archeological consulting, and landfill disposal.

Operations & Maintenance Engineering Support

The Watersheds Operations and Maintenance Engineering Support unit is responsible for conducting creek and levee inspections, preparing work orders, and providing engineering support for operations and maintenance activities for streams, levees, and other watersheds assets within Santa Clara County over which Valley Water has responsibility. This work supports the flood protection and watershed stewardship components of Valley Water's mission.

Division Summaries

FY 2021 Accomplishments

Watersheds Field Operations

- 11 sediment removal projects (56,992 cubic yards).
- 2 minor maintenance sediment removal jobs (50 cubic yards).
- 3,693 linear feet of erosion repaired.
- 727 cubic yards of trash removed through the Good Neighbor Maintenance program.
- 611 cubic yards debris removal.

Vegetation Field Operations

- 281.91 acres of mitigation site maintenance
- 1,583 acres of upland access maintenance: weed abatement, access pruning, upland herbicide.
- 475.19 acres of instream vegetation removal for flow conveyance: hand removal and aquatic herbicide 102.56 acres of invasive plant management.
- 103 6 - 12" DBH (diameter at breast-height) trees removed for purposes such as flow conveyance, creek capacity, and access.
- 73 hazard trees removed.
- 75,000 sandbags made.

Operations & Maintenance Environmental Support

- Completed the Notice of Proposed Work (NPW) for the Stream Maintenance Program (SMP).
- Completed the Annual Summary Report for the SMP.
- Finalized permits for SMP-2.5.

Operations and Maintenance Engineering Support

- Engineering support and construction oversight for SMP.
- Inspected creeks and levees for which Valley Water has ownership or maintenance responsibility.

FY 2022 Milestones

Watersheds Field Operations

- Complete annual SMP projects by Oct. 15.
- Complete routine Watersheds and Water Utility work order as requested.

Vegetation Field Operations

- Provide vegetation management for 6,120 acres along levee and maintenance roads through 2028.
- Complete a minimum of 2,900 acres of upland and in-stream vegetation management in all watersheds annually.
- Management of at least 300 acres of existing revegetation projects in all watersheds annually.
- 100% of pesticide products used in lowest toxicity category.
- 40,000 filled sandbags stocked by Nov. 30 annually.

Division Summaries

Operations & Maintenance Environmental Support

- Submit required regulatory reports in a timely manner, conduct internal training, participate in multi-agency meetings, and administer and renew multi-agency permits.
- Develop and update contracts specifications and terms and conditions to ensure contracts for subsequent fiscal year are in place on time for Watershed Field Operation needs.
- Begin SMP-3 planning and analysis.
- Complete CEQA & obtain permits for hazardous tree removals.
- Submit application for Incidental Take Permit.

Operations and Maintenance Engineering Support

- For U.S. Army Corps of Engineers (USACE)-constructed reaches of Guadalupe River, Coyote Creek, and Uvas Creek: (a) Conduct semi-annual inspections by November 1 and May 30; (b) Prepare and submit annual inspection reports to USACE by August 1.
- For Natural Resources Conservation Service (NRCS)-constructed reaches of Lower Llagas Creek Flood Protection Project (PL-566): (a) Conduct annual inspections; (b) Prepare and submit annual inspection reports to NRCS.
- Conduct inspections of creeks and levees (ongoing).
- Prepare work orders for corrective and preventive stream maintenance activities (ongoing).
- Engineering support for SMP projects: (a) Prepare necessary information to ensure SMP annual Notice of Proposed Work occurs by April 15; (b) Provide engineering and construction support for SMP bank protection, sediment removal, vegetation management, and levee maintenance projects (generally between June 15 and October 15); (c) Prepare necessary information to ensure SMP Annual Summary Report occurs by January 31.
- Update/develop fifteen stream maintenance guidelines by June 30.

Budget Issues and Constraints

- The extent of maintenance work completed annually is constrained by staff resources, funding, and regulatory permit requirements.
- Encampment abatement work came to a halt due to CDC recommendation to suspend cleanups during the COVID-19 pandemic.

Division Summaries

Watershed Operations & Maintenance Division — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	42,490,566	46,878,422	51,521,843	4,643,421	10%
Operating Project	1,702,110	1,816,003	2,116,776	300,773	17%
Capital	1,174,616	1,373,229	1,442,687	69,458	5%
Total *	45,367,292	50,067,654	55,081,306	5,013,652	10%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Deputy's Office of Watershed O&M Division	991,563	1,102,252	1,276,594	174,342	16%
Operations & Maintenance Engineering Support	5,304,739	5,698,449	6,510,179	811,730	14%
Operations & Maintenance Environmental Support	6,406,659	8,466,840	8,280,506	(186,334)	-2%
Vegetation Field Operations	13,863,564	14,024,320	18,101,714	4,077,394	29%
Watersheds Field Operations	18,800,767	20,775,792	20,912,311	136,519	1%
Total *	45,367,292	50,067,654	55,081,306	5,013,652	10%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Watershed Operations & Maintenance Division - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions **	104	104	112	8

** Authorized positions exclude limited term positions and management fellows.

For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Deputy's Office of Watershed O&M Division					
	Salaries & Benefits	649,368	713,493	809,901	96,408
	Services & Supplies	18,181	1,000	3,681	2,681
	Intra District Charges	324,015	387,759	463,012	75,253
Deputy's Office of Watershed O&M Division (251) Total		991,563	1,102,252	1,276,594	174,342
Watersheds Field Operations					
	Salaries & Benefits	5,987,280	7,111,606	6,967,287	(144,318)
	Services & Supplies	7,629,088	7,269,753	7,410,630	140,877
	Intra District Charges	4,614,937	5,762,810	5,653,168	(109,642)
Watersheds Field Operations (253) Total		18,231,306	20,144,168	20,031,085	(113,083)
Vegetation Field Operations					
	Salaries & Benefits	4,944,752	5,152,183	6,916,631	1,764,448
	Services & Supplies	5,727,104	4,763,650	6,262,725	1,499,075
	Intra District Charges	2,997,919	3,742,431	4,670,952	928,521
Vegetation Field Operations (295) Total		13,669,775	13,658,264	17,850,308	4,192,044
Operations & Maintenance Environmental Support					
	Salaries & Benefits	2,968,097	3,428,632	4,064,971	636,339
	Services & Supplies	1,677,633	2,962,596	1,634,000	(1,328,596)
	Intra District Charges	1,415,849	1,886,863	2,446,618	559,755
Operations & Maintenance Environmental Support (297) Total		6,061,579	8,278,091	8,145,589	(132,502)
Operations & Maintenance Engineering Support					
	Salaries & Benefits	3,187,229	3,095,726	3,317,834	222,108
	Services & Supplies	460,823	639,000	1,050,850	411,850
	Intra District Charges	1,590,401	1,776,923	1,966,358	189,435
Operations & Maintenance Engineering Support (298) Total		5,238,453	5,511,649	6,335,042	823,393
Operations Total*		44,192,676	48,694,425	53,638,618	4,944,194

Capital Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Watersheds Field Operations					
	Salaries & Benefits	237,169	297,987	445,357	147,370
	Intra District Charges	196,340	271,637	385,870	114,233
	Services & Supplies	135,951	62,000	50,000	(12,000)
Watersheds Field Operations (253) Total		569,461	631,624	881,226	249,603

Division Summaries

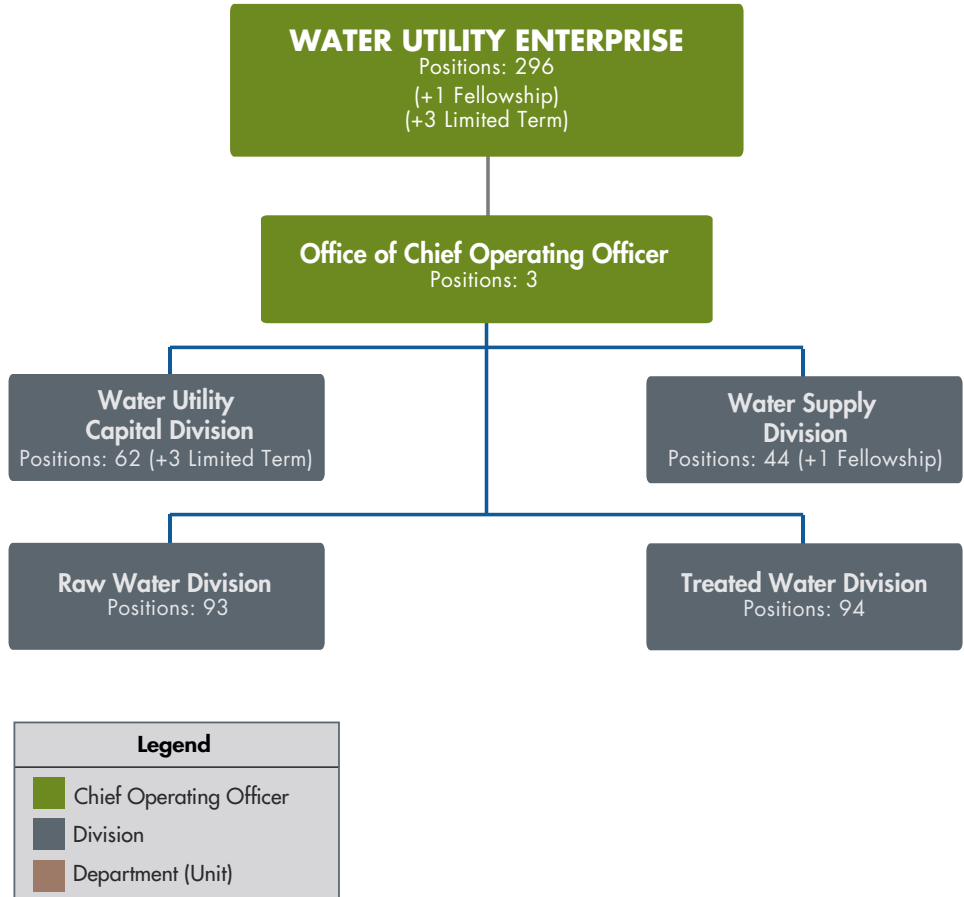
Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Vegetation Field Operations					
	Salaries & Benefits	84,747	201,521	129,982	(71,539)
	Intra District Charges	54,437	144,536	86,425	(58,111)
	Services & Supplies	54,605	20,000	35,000	15,000
Vegetation Field Operations (295) Total		193,789	366,057	251,406	(114,650)
Operations & Maintenance Environmental Support					
	Salaries & Benefits	78,730	63,221	34,231	(28,990)
	Intra District Charges	39,113	35,528	20,686	(14,842)
	Services & Supplies	227,237	90,000	80,000	(10,000)
Operations & Maintenance Environmental Support (297) Total		345,080	188,749	134,917	(53,832)
Operations & Maintenance Engineering Support					
	Salaries & Benefits	43,759	118,028	110,031	(7,997)
	Intra District Charges	22,111	68,772	65,106	(3,666)
	Services & Supplies	415	0	0	0
Operations & Maintenance Engineering Support (298) Total		66,286	186,800	175,137	(11,663)
Capital Total*		1,174,616	1,373,229	1,442,687	69,458
Division Total*		45,367,292	50,067,654	55,081,306	5,013,652

* Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Water Utility

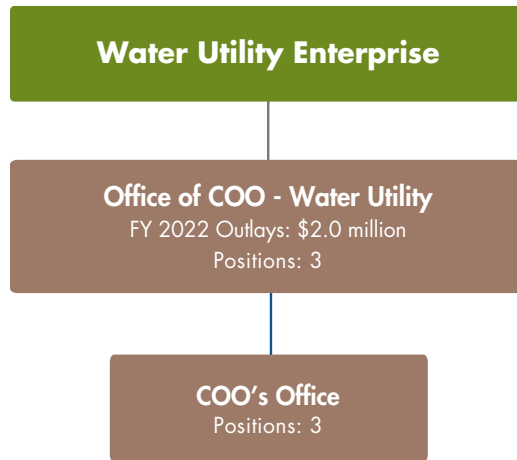


The Water Utility Enterprise is primarily responsible for carrying out the core services related to Ends Policy 2 - There is a reliable, clean water supply for current and future generations.

Directed by the Chief Operating Officer, Valley Water’s Water Utility Enterprise (WUE) is comprised of four management divisions, each of which includes functional departments that carry out the work of the division and the enterprise.

Division Summaries

Office of COO Water Utility



Legend	
■	Chief Operating Officer
■	Department (Unit)

Division Summaries

Division Description and Objectives

The Office of the Chief Operating Officer Water Utility oversees the Water Utility Capital, Water Supply, Raw Water, and Treated Water divisions. The Water Utility Enterprise (WUE) is primarily responsible for carrying out the core services related to Ends Policy 2 - There is a reliable, clean water supply for current and future generations. The Chief Operating Officer (COO) leads and manages the WUE to achieve the Board's Ends Goals and Objectives. This includes providing WUE the leadership, staff, and funding to conduct the administrative nature of the WUE functions. In general, the COO office provides for management activities that promote communication, human resources development, budgeting, project efficiencies and process improvement, mentoring and recruitment, and supporting district-wide and special events/efforts that benefit the whole organization.

Division Summaries

Office of COO Water Utility — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	1,982,015	1,985,985	1,982,838	(3,147)	0%
Operating Project	0	0	0	0	0%
Capital	0	15,000	0	(15,000)	-100%
Total *	1,982,015	2,000,985	1,982,838	(18,147)	-1%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Office of COO Water Utility	1,982,015	2,000,985	1,982,838	(18,147)	-1%
Total *	1,982,015	2,000,985	1,982,838	(18,147)	-1%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Office of COO Water Utility - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions **	3	3	3	0

** Authorized positions exclude limited term positions and management fellows.
For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Office of COO Water Utility					
	Salaries & Benefits	993,794	891,888	941,920	50,032
	Services & Supplies	495,319	627,280	527,280	(100,000)
	Intra District Charges	492,902	466,817	513,638	46,821
Office of COO Water Utility (402) Total		1,982,015	1,985,985	1,982,838	(3,147)
Operations Total*		1,982,015	1,985,985	1,982,838	(3,147)

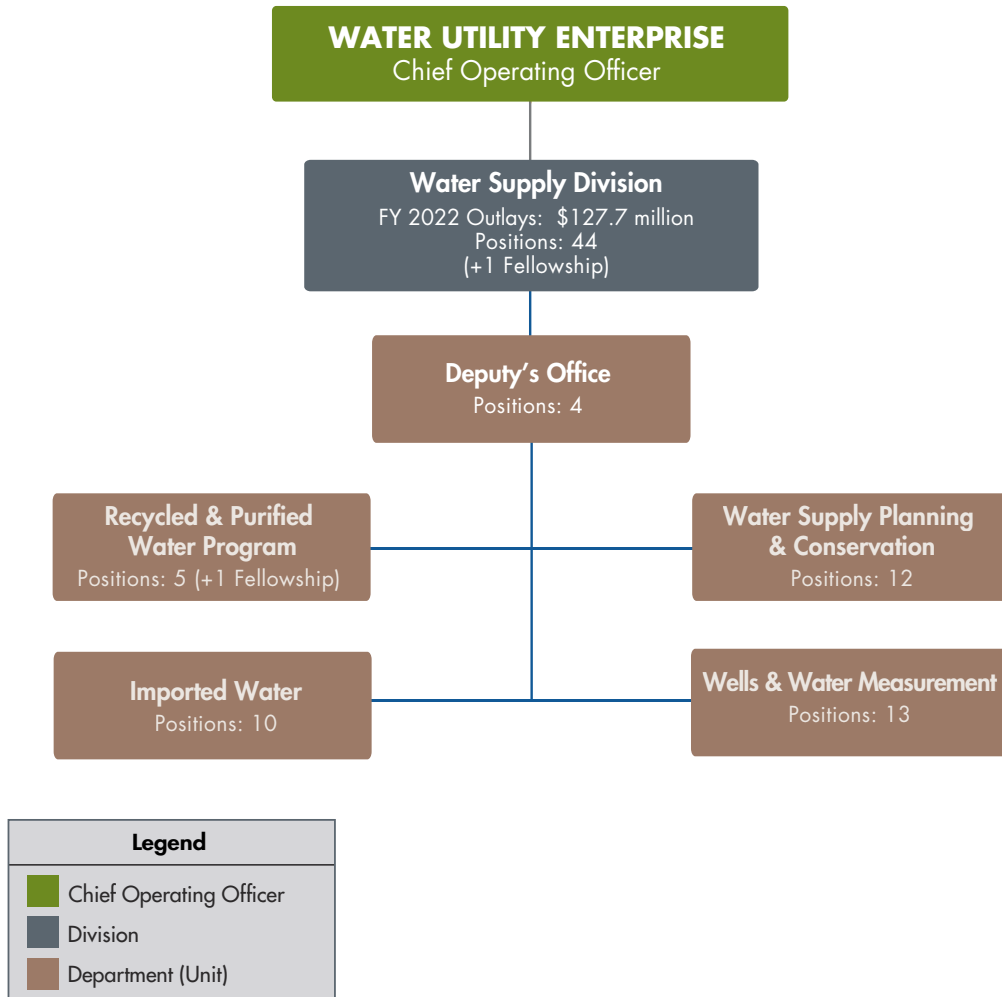
Capital Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Office of COO Water Utility					
	Services & Supplies	0	15,000	0	(15,000)
Office of COO Water Utility (402) Total		0	15,000	0	(15,000)
Capital Total*		0	15,000	0	(15,000)
Division Total*		1,982,015	2,000,985	1,982,838	(18,147)

* Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Water Supply Division



Division Summaries

Division Description and Objectives

The Water Supply Division is responsible for identifying future water supply needs, managing imported water supplies, implementing water conservation and recycled water programs, and managing well ordinance and water measurement programs. The Division is comprised of the Recycled & Purified Water, Imported Water, Water Supply Planning & Conservation, and Wells & Water Measurement Departments.

Recycled & Purified Water Program

The Recycled and Purified Water (R&PW) Department supports expansion and development of recycled and purified water in Santa Clara County by leading Valley Water's Purified Water expansion project through a Public-Private Partnership (P3) process, collaborating, negotiating and executing long-term agreements with various partners, and by leading various planning and research studies such as the Reverse Osmosis (RO) Concentrate Management plan, Countywide Water Reuse Master Plan, Potable Reuse related research and evaluation studies, and running pilot projects to test efficacy of various treatment systems for purification and RO Concentrate (ROC). The R&PW Department also works on direct potable reuse by evaluating feasible projects and being involved in the pertinent regulatory and legislative processes.

Imported Water Program

The Imported Water Department protects, manages and develops Valley Water's imported water assets, including the Central Valley Project (CVP), State Water Project (SWP), and other contract rights; meets current year operational needs for imported supplies; represents Valley Water in joint efforts to develop statewide and regional water supply projects; manages and develops Valley Water's groundwater banking programs, evaluates and makes recommendations regarding participation in water supply planning projects; develops water transfers, exchanges and banking agreements; and controls imported water costs.

Water Supply Planning & Conservation

The Water Supply Planning & Conservation Department supports Valley Water's mission by developing long-term water supply plans to ensure there is reliable water supply by participating in various regional water supply planning efforts, and by designing, implementing, and evaluating demand management programs to meet Valley Water's short-term and long-term water supply reliability goals.

Wells & Water Measurement

The Wells and Water Measurement Department is responsible for the Well Ordinance Program and Water Measurement Program. The Well Ordinance Program helps protect Valley Water's groundwater resource by providing staff, services, and supplies used for the implementation of Valley Water's Well Ordinance (Ordinance 90-1). Implementation of the well ordinance includes well permitting, well inspection, well data management, and violation enforcement for all wells located in Santa Clara County. The Water Measurement Program provides staff time, services, and supplies for the operation of Valley Water's meter test facility, for meter reading, for meter installation, for the test and overhaul of meters, and for the preventative and corrective maintenance of approximately 1,000 groundwater, treated water, and raw water meters.

Division Summaries

FY 2021 Accomplishments

- Negotiated and completed an agreement with the cities of Mountain View and Palo Alto for design and construction of the small and large purification facilities.
- Finalized a preliminary design report for an advanced RO facility with Palo Alto to enhance the recycled water quality.
- Coordinated an agreement with City of Gilroy for \$3 million in reimbursements to install 8,500 feet of recycled water pipelines.
- Completed Reverse Osmosis Concentrate Management Project, including one workshop with cities and regulators.
- Completed one pilot project on Reverse Osmosis (RO) Concentrate and received \$250k Grant (Proposition 1 Water Recycling Research) from the State of California State Water Resources Control Board.
- Effectively managed imported water supplies in FY21 and negotiated drought emergency water purchases.
- Executed CVP Second Amendment to add South Bay Aqueduct as a point of delivery for our CVP supplies
- Executed WIIN Act Contract Conversion converting our CVP water service contract into a repayment contract with no termination date.
- Executed SWP Water Management Tools Amendment with DWR
- Provided leadership role in the Collaborative Science & Adaptive Management Program and participated in Voluntary Agreement discussions.
- Sustainable Groundwater Management Act (SGMA) risk review and development of new water banking opportunities.
- Saved approximately 74,200 acre-feet in FY20 from long-term program (baseline year is 1992).
- Participated in Safe, Clean Water funded Water Conservation Research Grant Program.
- Completed first Monitoring and Assessment Plan report.
- Continued support of the Fisheries and Aquatic Habitat Collaborative Effort (FAHCE) modeling and analysis efforts.
- Issued 450 well permits; completed 550 well inspections; issued 40 violation letters; completed 3,900 meter reads; completed 150 meter tests; completed 175 meter maintenance events; installed 5 new meters; completed 89 backflow prevention device tests; and completed 15 backflow prevention device repairs.

FY 2022 Milestones

- Plan for and respond to emerging drought conditions by monitoring Central Valley Project and State Water Project system conditions, coordinating demand management programs, and securing imported water supplies.
- Complete the Countywide Water Reuse Master Plan and develop the pertinent programmatic EIR by December 2021.
- Conduct various ongoing planning and research studies/pilot evaluations to expand recycled and purified water supplies, including collaboration with Water Research Foundation on Direct Potable Initiative of California.
- Provide ongoing public outreach to support potable reuse supply projects, including technical tours at the Silicon Valley Advanced Water Purification Center.
- Collaborate, negotiate, execute, and implement long-term agreements with various partners to expand recycled and purified water projects, including agreements with cities of Palo Alto/Mountain View, San Jose/Santa Clara, and Sunnyvale, the San Francisco Public Utilities Commission, and the Bay Area Water Supply and Conservation Agency.
- Secure funding necessary to support potable reuse projects (including grants, low interest loans, bonds).
- Evaluate, plan and implement potable reuse projects from the Master Planning report.
- Work with Cities of Gilroy and Morgan Hill in collaboration with South County Regional Wastewater Authority to expand recycled water in South County.

Division Summaries

- Identify potential sources of supplemental water by January 1, 2022 and provide timely support for the annual water supply planning process (ISO Process #Q710W02 Managing Water Supplies to Meet Current Demand).
- Provide monthly updates to the Board and public on imported water management agreements through the Water Tracker (EL-5.1.6 compliance).
- Submit initial Central Valley Project and State Water Project delivery schedules by December 2021.
- Update and maintain FY22 San Felipe Division Deliveries, Imported Water-South Bay Aqueduct, and State Water Project Costs expenditure forecasts at least quarterly.
- Process all imported water invoices per Contract/Agreement terms.
- Complete Monitoring and Assessment Plan (MAP) report and present to the Board in Summer FY22.
- Submit Central Valley Project Improvement Act (CVPIA) plan to the U.S. Bureau of Reclamation (USBR).
- Participate in Bay Area and Pajaro Watershed Integrated Regional Water Management (IRWM) activities.
- Provide irrigation technical assistance program to farmers through June 2022 and rebates for the conversion of 500,000 square feet of turf by June 2022.
- 95% of well permit applications (approximately 1,600 annually) processed within 10 working days and 100% of well construction/destruction activities (approximately 1,300 annually) inspected and well enforcement actions completed according to tracking deadlines.
- 100% of 26 treated water meters at active treated water turnouts, approximately 240 retailer and other large volume groundwater facilities, and approximately 750 metered semi-annual groundwater facilities are read based on current set schedule.
- Perform 90 percent of preventative maintenance work orders on water measuring devices according to MAXIMO PM schedule.

Budget Issues and Constraints

Budget issues and constraints for the Division include insufficient resources to achieve all proposed Division goals; complex and lengthy negotiations with external agencies that can cause unexpected delays; and, managing regulatory requirements while trying to meet compressed schedules. In particular, as drought conditions continue, staffing for the water conservation program will be critical to meet heightened conservation targets; and, increased budget may be necessary to purchase additional emergency imported water supplies.

Division Summaries

Water Supply Division — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	70,872,839	88,411,262	113,427,179	25,015,916	28%
Operating Project	54,806	0	0	0	0%
Capital	10,588,808	12,849,815	14,313,621	1,463,806	11%
Total *	81,516,453	101,261,077	127,740,800	26,479,723	26%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Deputy's Office of Water Supply Division	1,345,698	1,410,221	225,450	(1,184,771)	-84%
Imported Water	64,373,778	79,059,851	95,804,416	16,744,565	21%
Recycled & Purified Water Program	4,225,307	5,366,408	12,976,886	7,610,478	142%
Water Supply Planning and Conservation	7,843,474	11,392,555	14,331,303	2,938,748	26%
Wells and Water Measurement	3,728,195	4,032,041	4,402,745	370,704	9%
Total *	81,516,453	101,261,077	127,740,800	26,479,723	26%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Water Supply Division - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions**	43	44	44	0

** Authorized positions exclude limited term positions and management fellows.

For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Recycled & Purified Water Program					
	Salaries & Benefits	1,729,319	1,721,420	1,308,106	(413,314)
	Services & Supplies	1,579,463	2,710,000	8,740,900	6,030,900
	Capital Expenditures	2,322	0	0	0
	Intra District Charges	871,280	952,115	742,160	(209,956)
Recycled & Purified Water Program (410) Total		4,182,385	5,383,535	10,791,165	5,407,630
Deputy's Office of Water Supply Division					
	Salaries & Benefits	884,352	890,391	962,183	71,792
	Services & Supplies	32,621	24,200	28,875	4,675
	Intra District Charges	428,726	481,855	556,577	74,722
Deputy's Office of Water Supply Division (415) Total		1,345,698	1,396,446	1,547,635	151,189
Imported Water					
	Salaries & Benefits	1,745,847	2,234,766	2,479,234	244,468
	Services & Supplies	51,288,896	64,727,600	80,628,905	15,901,305
	Intra District Charges	926,954	1,313,891	1,498,962	185,070
Imported Water (425) Total		53,961,697	68,276,257	84,607,100	16,330,843
Water Supply Planning and Conservation					
	Salaries & Benefits	2,012,200	2,209,706	2,693,076	483,370
	Services & Supplies	4,694,899	5,827,500	7,795,650	1,968,150
	Intra District Charges	1,003,584	1,285,777	1,600,904	315,127
Water Supply Planning and Conservation (445) Total		7,710,682	9,322,983	12,089,630	2,766,647
Wells and Water Measurement					
	Salaries & Benefits	2,337,865	2,440,062	2,591,939	151,877
	Services & Supplies	73,154	99,370	125,100	25,730
	Capital Expenditures	48,537	15,750	71,500	55,750
	Intra District Charges	1,267,627	1,476,859	1,603,109	126,250
Wells and Water Measurement (475) Total		3,727,184	4,032,041	4,391,648	359,607
Operations Total*		70,927,645	88,411,262	113,427,179	25,015,916

Division Summaries

Capital Budget by Department and Account Category

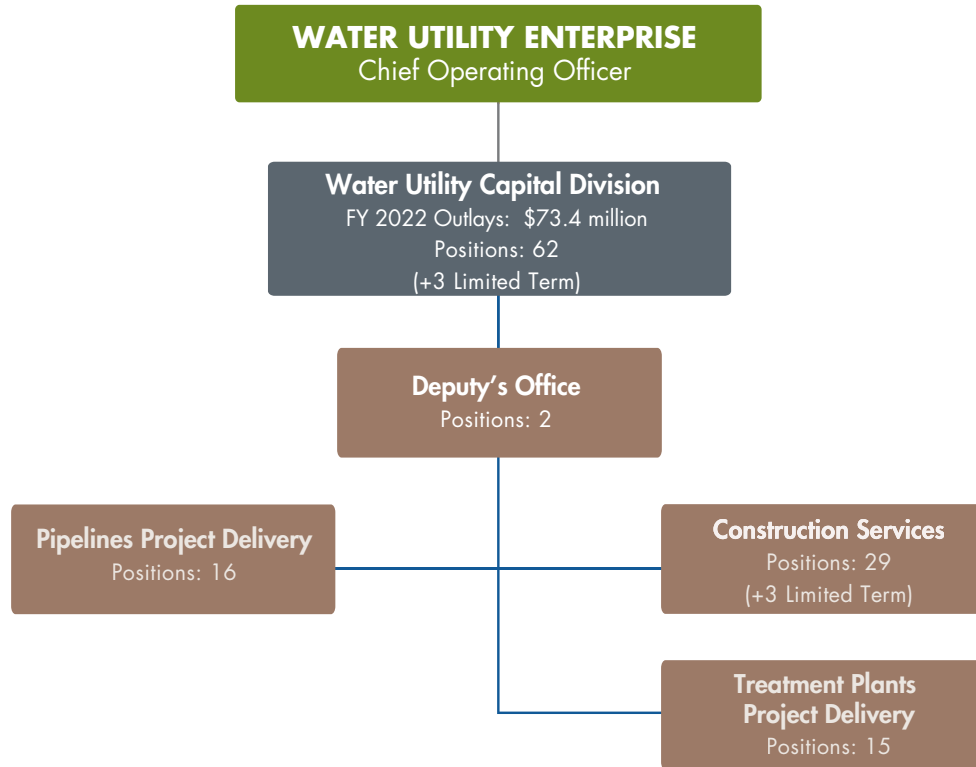
Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Recycled & Purified Water Program					
	Salaries & Benefits	28,482	81,346	201,647	120,301
	Services & Supplies	0	(143,458)	1,869,693	2,013,151
	Intra District Charges	14,441	44,985	114,380	69,395
Recycled & Purified Water Program (410) Total		42,923	(17,127)	2,185,720	2,202,847
Deputy's Office of Water Supply Division					
	Salaries & Benefits	0	8,940	282,238	273,299
	Services & Supplies	0	0	(1,768,039)	** (1,768,039)
	Intra District Charges	0	4,835	163,616	158,780
Deputy's Office of Water Supply Division (415) Total		0	13,775	(1,322,185)	(1,335,960)
Imported Water					
	Salaries & Benefits	903	4,189	25,721	21,532
	Services & Supplies	10,410,713	10,776,941	11,156,053	379,112
	Intra District Charges	466	2,464	15,543	13,078
Imported Water (425) Total		10,412,081	10,783,594	11,197,316	413,722
Water Supply Planning and Conservation					
	Salaries & Benefits	86,962	43,928	39,453	(4,475)
	Services & Supplies	0	2,000,000	2,178,479	178,479
	Intra District Charges	45,831	25,644	23,740	(1,904)
Water Supply Planning and Conservation (445) Total		132,792	2,069,573	2,241,673	172,100
Wells and Water Measurement					
	Salaries & Benefits	647	0	6,926	6,926
	Intra District Charges	364	0	4,171	4,171
Wells and Water Measurement (475) Total		1,012	0	11,097	11,097
Capital Total*		10,588,808	12,849,815	14,313,621	1,463,806
Division Total*		81,516,453	101,261,077	127,740,800	26,479,723

* Totals reflect the gross budget and includes intra-district reimbursement charges.

**Negative amounts in Dept 415 reflects an offsets to Services and Supplies budget in Dept 410.

Division Summaries

Water Utility Capital Division



Legend	
■	Chief Operating Officer
■	Division
■	Department (Unit)

Division Summaries

Division Description and Objectives

The Water Utility Capital (WUC) Division is responsible for planning, design and construction of Water Utility capital projects in Valley Water's rolling 5-year Capital Improvement Program (CIP). This division also works across the agency with other departments, executives and elected officials, and coordinates with various local, state and federal agencies. Below are the units that the Water Utility Capital Division oversees.

Construction Services

The Construction Services Unit is responsible for management, inspection, and administration of Capital construction projects included in the Water Utility and Watershed Capital Improvement Program. Unit staff ensures contractors construct improvements that comply with the contract requirements, including environmental and operational conditions, for our water treatment, transmission, storage, and flood control facilities.

Treatment Plants Project Delivery

The Treatment Plants Project Delivery Unit provides the implementation of Valley Water's Capital Improvement Program for Water Utility projects at all treatment plants and pump stations throughout the District. Unit staff manage and perform the planning, design, and engineering support services during construction for various water supply capital projects including expansion and rehabilitation of treatment plants and pump stations, major maintenance, and other improvements.

Pipelines Project Delivery

The Pipelines Project Delivery Unit is responsible for the planning, design, and engineering support services during construction of Valley Water's pipeline infrastructure projects defined in Valley Water's Capital Improvement Program, and provides expert pipeline design services for both the Watersheds and Dam Safety Division projects. Duties also include managing the 10-Year Pipeline Inspection and Rehabilitation Project to ensure critical pipeline infrastructure is maintained which provides potable water supply for 2 million residents of Silicon Valley. Unit staff also provides specialty Structural Engineering services for capital and operations projects across Valley Water divisions and manages Water Utility Small Capital Projects to support the Water Utility's Asset Management Program.

FY 2021 Accomplishments

- Completed the Main Avenue and Madrone Pipeline Restoration Project (a Safe Clean Water program project).
- Completed Cross Valley and Calero Pipeline (10-Year Pipeline Program) Rehabilitation Project.
- Completed design and awarded construction of the Central and Parallel East Pipeline (10-Year Pipeline) Inspection and Rehabilitation Projects.
- Completed design of the Santa Clara Conduit (10-Year Pipeline) Inspection and Rehabilitation Project.
- Started the planning of the Almaden Valley Pipeline Replacement Project.
- Completed the design and NEPA for the South County Recycled Water Pipeline Projects.
- Completed design and awarded construction of the Pacheco Pumping Plant Fire Alarm Suppression System.
- Completed construction of Coyote Warehouse.
- Rinconada Water Treatment Plant Reliability Improvement Project was completed per negotiated scope of Amendment No. 1, which included construction of new facilities such as flocculation/sedimentation basins, ozone contactor, a wash water recovery facility and electrical improvements.

Division Summaries

- Completed design and awarded construction contract for the Santa Teresa Water Treatment Plant Air Wash Pipeline Replacement Project.

Provided construction management and inspection services for aforementioned WUC projects and the following Watershed and emergency projects:

- Upper Llagas Creek, Phase 1
- Lower Berryessa Creek, Phase 2
- Permanente Creek at Rancho San Antonio
- Almaden Valley Pipeline Emergency Response
- Milpitas Pipeline Emergency Response

FY 2022 Milestones

- Complete construction of Central & Parallel East (10-Year Pipeline) Inspection and Rehabilitation Projects.
- Complete the construction of the Pacheco Pumping Plant Fire Alarm Suppression System.
- Begin construction of the Santa Clara Conduit (10-Year Pipeline) Inspection and Rehabilitation Project.
- Begin construction of the South County Recycled Water Pipeline Projects.
- Complete construction of the Interim Phase Rinconada Water Treatment Plant Improvements.
- Award the Design-Builder agreement for the Coyote Pumping Plant ASD Replacement Project.
- Complete design of the Santa Teresa Water Treatment Plant Filter Media Replacement Project.
- Begin construction of the Rinconada Water Treatment Plant Residuals Remediation Project.
- Complete construction of the Santa Teresa Water Treatment Plant Air Wash Pipeline Replacement Project.
- Initiate design of the Water Treatment Plant Electrical Improvement Project.
- Complete planning and initiate preliminary design of the Vasona Pumping Plant Upgrade Project.
- Initiate preliminary design of the Penitencia Water Treatment Plant Residuals Management Project.

Provide construction management and inspection services for aforementioned WUC projects and the following Watershed, Maintenance, and Dam & Safety Division projects:

- Upper Llagas Creek
- Anderson Dam Tunnel Project (C0663)
- PWTP Flocculation & Sedimentation Basin Project
- Lower Calera Flood Protection Project
- Lower Penitencia Flood Protection Project
- Hale Creek Enhancement Pilot Project
- Upper Guadalupe Reach 6 Gravel Replacement Project
- WARP Rehabilitation Projects

Division Summaries

Budget Issues and Constraints

The amount of funding available, derived from groundwater production charges in both North and South County, will determine the number of Capital Projects which will be funded in a given year. Current staffing levels will preclude the implementation of projects not already identified within the 5-year CIP. Staff availability and support outside of the Water Utility Capital Division is also a factor affecting completion of the projected milestones and the volume of work that can be accomplished. Project progress can be greatly affected by external factors outside of Valley Water (i.e., securing permits; obtaining timely reviews and approvals of project deliverables; timely development and execution of agreements with external agencies).

Division Summaries

Water Utility Capital Division — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	536,355	111,963	99,102	(12,861)	-11%
Operating Project	0	2,479	0	(2,479)	-100%
Capital	60,363,963	91,998,029	73,325,727	(18,672,303)	-20%
Total *	60,900,318	92,112,472	73,424,828	(18,687,643)	-20%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Construction Services	6,657,575	9,741,343	14,878,256	5,136,914	53%
Deputy's Office of Water Utility Capital Division	2,646,767	27,773,772	936,549	(26,837,223)	-97%
East Side Project Delivery	3,260,298	0	0	0	-97%
Pipelines Project Delivery	15,926,242	15,556,117	30,853,848	15,297,732	98%
Purified Water Project Delivery	0	374,778	0	(374,778)	-100%
Treatment Plants Project Delivery	32,409,436	38,666,462	26,756,175	(11,910,287)	-31%
Total *	60,900,318	92,112,472	73,424,828	(18,687,643)	-20%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Water Utility Capital Division - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions**	57	55	62	7

** Authorized positions exclude limited term positions and management fellows. For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Deputy's Office of Water Utility Capital Division					
	Salaries & Benefits	160,823	28,431	12,680	(15,750)
	Services & Supplies	525	0	0	0
	Intra District Charges	56,019	12,808	6,333	(6,475)
Deputy's Office of Water Utility Capital Division (315) Total		217,367	41,238	19,013	(22,225)
Construction Services					
	Salaries & Benefits	38,603	8,273	5,702	(2,571)
	Services & Supplies	14,254	0	0	0
	Intra District Charges	10,169	2,198	977	(1,221)
Construction Services (351) Total		63,025	10,471	6,680	(3,792)
East Side Project Delivery					
	Salaries & Benefits	3,239	0	0	0
	Intra District Charges	1,537	0	0	0
East Side Project Delivery (375) Total		4,777	0	0	0
Treatment Plants Project Delivery					
	Salaries & Benefits	19,922	10,230	2,720	(7,510)
	Services & Supplies	2,775	0	0	0
	Intra District Charges	5,716	1,710	429	(1,281)
Treatment Plants Project Delivery (376) Total		28,412	11,941	3,149	(8,792)
Pipelines Project Delivery					
	Salaries & Benefits	161,112	37,216	51,421	14,205
	Services & Supplies	578	0	300	300
	Intra District Charges	61,084	13,576	18,538	4,963
Pipelines Project Delivery (385) Total		222,773	50,792	70,260	19,468
Operations Total*		536,355	114,442	99,102	(15,340)

Capital Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Deputy's Office of Water Utility Capital Division					
	Salaries & Benefits	529,339	570,365	605,189	34,824
	Services & Supplies	1,689,603	1,888,583	9,800	(1,878,783)
	Capital Expenditures	0	25,000,000	0	(25,000,000)
	Intra District Charges	210,458	273,585	302,546	28,961
Deputy's Office of Water Utility Capital Division (315) Total		2,429,400	27,732,534	917,536	(26,814,998)

Division Summaries

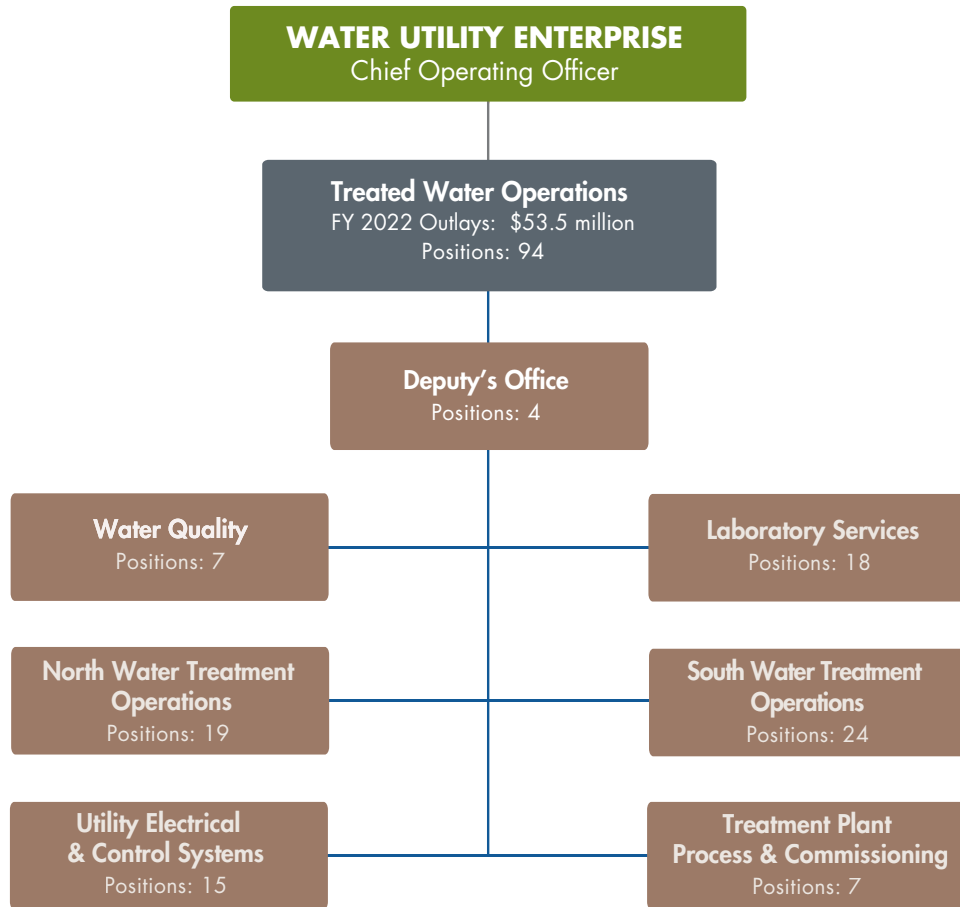
Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Construction Services					
	Salaries & Benefits	4,077,396	5,077,871	7,383,075	2,305,204
	Services & Supplies	380,581	628,200	3,283,500	2,655,300
	Capital Expenditures	0	1,145,644	0	(1,145,644)
	Intra District Charges	2,136,572	2,879,156	4,205,001	1,325,845
Construction Services (351) Total		6,594,550	9,730,871	14,871,576	5,140,705
East Side Project Delivery					
	Salaries & Benefits	300,794	0	0	0
	Services & Supplies	549,994	0	0	0
	Capital Expenditures	2,268,900	0	0	0
	Intra District Charges	135,833	0	0	0
East Side Project Delivery (375) Total		3,255,521	0	0	0
Treatment Plants Project Delivery					
	Salaries & Benefits	2,169,700	2,704,224	3,273,667	569,442
	Services & Supplies	14,212,434	(18,999,992)	(190,832)	18,809,160
	Capital Expenditures	14,921,600	53,384,788	21,726,254	(31,658,534)
	Intra District Charges	1,077,289	1,565,500	1,943,937	378,437
Treatment Plants Project Delivery (376) Total		32,381,024	38,654,521	26,753,026	(11,901,495)
Purified Water Project Delivery					
	Salaries & Benefits	0	235,374	0	(235,374)
	Intra District Charges	0	139,404	0	(139,404)
Purified Water Project Delivery (378) Total		0	374,778	0	(374,778)
Pipelines Project Delivery					
	Salaries & Benefits	2,232,131	3,070,070	3,464,100	394,029
	Services & Supplies	1,086,328	(10,244,560)	4,294,595	14,539,156
	Capital Expenditures	11,239,453	20,924,671	20,969,300	44,629
	Intra District Charges	1,145,558	1,755,144	2,055,594	300,450
Pipelines Project Delivery (385) Total		15,703,469	15,505,325	30,783,588	15,278,264
Capital Total*		60,363,963	91,998,029	73,325,727	(18,672,303)
Division Total*		60,900,318	92,112,472	73,424,828	(18,687,643)

* Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Treated Water Division



Legend	
■	Chief Operating Officer
■	Division
■	Department (Unit)

Division Summaries

Division Description and Objectives

The Treated Water Division (Division) manages Valley Water's three conventional drinking water treatment plants, providing a reliable, high-quality drinking water supply to Santa Clara County. In addition, the Division operates the Campbell Well Field to provide emergency backup supply to the treated water system, and the Silicon Valley Advanced Water Purification Center to advance the quality and use of recycled water in the county. The Division also manages units that provide laboratory testing, water quality, treatment plant process and commissioning, and SCADA and electrical engineering services and support across Valley Water as a whole. The Division provides technical expertise and leadership for all commissioning-related work to improve overall safety, quality, and reliability upon handover to Operations and Maintenance (O&M). In addition, the Division communicates regularly with water retailers, and maintains communication and conducts annual check-ins with the State Water Resources Control Board (SWRCB) - Division of Drinking Water (DDW) which includes tracking ongoing and annual updates to drinking water regulations.

Laboratory Services

The Laboratory Services Unit is responsible for providing analytical and sampling services to the Water Utility Enterprise. Our state-of-the-art laboratory is accredited with the California Environmental Laboratory Accreditation Program (ELAP) and tests water produced from each of our drinking water treatment plants, the Silicon Valley Advanced Water Purification Center, surface water reservoirs, and groundwater basins.

Water Quality

The Water Quality Unit is responsible for providing water quality operational, process, and project support directly to the treated water managers and water treatment plant supervisors and operators. The unit is also responsible for tracking drinking water-related regulatory development, providing recommendations for regulatory compliance strategy, and communicating with DDW on various regulatory issues. In addition, the unit oversees Source Water Quality Management and Invasive Mussel Prevention Programs.

Treatment Plant Process and Commissioning

The Treatment Plant Process and Commissioning Unit leads the commissioning and start-up activities at Valley Water's treatment facilities and treated water pipelines, and the implementation of major treatment process changes. The unit also leads the development of implementation plans related to water treatment plants, Supervisory Control and Data Acquisition (SCADA), and distribution systems.

North Water Treatment Operations

The North Water Treatment Operations Unit provides safe, clean, and high-quality drinking water to Valley Water's three (3) treated water retailers along the East/Milpitas Pipelines, including San Jose Water Company, City of San Jose, and City of Milpitas. The unit is responsible for providing safe and cost-effective operations (24 hours a day, 7 days a week) and management of the Penitencia Water Treatment Plant (PWTP), the joint San Francisco Public Utilities Commission (SFPUC)-Valley Water (VW) Intertie facility, and the East/Milpitas Pipeline turnouts. The unit is also responsible for cost-effective operations and maintenance of the Silicon Valley Advanced Water Purification Center (SVAWPC).

Division Summaries

South Water Treatment Operations

The South Water Treatment Operations Unit provides safe, clean, and high-quality drinking water and a backup supply of drinking water to Valley Water's seven (7) treated water retailers, and ultimately to the residents of Santa Clara County. The unit is responsible for providing a safe and cost-effective operations (24 hours a day, 7 days a week) and management of the Santa Teresa Water Treatment Plant (STWTP), the Rinconada Water Treatment Plant (RWTP), the Campbell Well Field, and the West and Snell/East Pipeline turnouts.

Utility Electrical and Control Systems Engineering

The Utility Electrical and Control Systems Engineering Unit provides electrical, control systems, Supervisory Control and Data Acquisition (SCADA), and imported electricity management engineering services, including direct technical services, in support of Valley Water's critical infrastructure and systems used in the day-to-day (24 hours a day, 7 days a week) operations and maintenance of its complex, countywide raw and treated water conveyance system (including three raw water pump stations and pipelines), three drinking water treatment plants, one advanced purified water processing plant, the headquarters office campus and watershed facilities. The imported electricity management saves Valley Water approximately \$2,000,000 in annual electrical energy expenditures and is 100 percent carbon-free.

FY 2021 Accomplishments

- Managed the effective operation and maintained the STWTP, PWTP, RWTP, SFPUC-Valley Water Intertie facility, Campbell Well Field, and East and West Pipeline turnouts to deliver treated water to our customers which met and/or surpassed all applicable primary drinking water quality regulatory standards.
- Timely submittal of operational and compliance reports to DDW, water retailers, and internal stakeholders, as required, and upon request.
- Effectively maintained SVAWPC with over 90% completion of preventative maintenance work orders (PMs) (Target of 90%) and kept corrective maintenance (CM) to 5% (Target < 15%).
- 100% of the purified water produced from SVAWPC met Title 22 recycled water standards and O&M agreement targets.
- ELAP requirements for recertification, quality control, and proficiency testing were met as well as successful completion of over 175,000 tests to support ongoing Valley Water operations by the Water Quality Lab.
- Implemented a web-based document management system to organize, maintain, and update laboratory standard operating procedures; and track employee trainings and electronic signatures.
- Successful upgrade of Laboratory Information Management System (LIMS) and implementation of new Environmental Information Management (EIM) System.
- Successfully completed the startup and commissioning of the Rinconada Reliability Improvement Project Phase 2. Continued to support Rinconada Reliability Improvement Project remaining phase work and Residuals Remediation Project.
- Provided regular communication with water retailers on pertinent water quality activities, operational issues, and held successful, quarterly Water Retailer Meetings.
- Provided regular communications with DDW on pertinent water quality activities and regulatory compliance. Held a successful annual meeting with DDW in December 2020.
- Successful development of a standard operating procedure and definition of roles and responsibilities, training to operations staff, and plan coordination with multiple units to oversee water truck operations.

Division Summaries

- Met with water retailers on a regular basis during various emergencies to address any concerns and provide operational updates.
- Hosted an Anderson Dam Operational Impact Contingency Planning Workshop with water retailers to discuss operational scenarios and contingency planning while Anderson Reservoir is unavailable as a water supply source.
- Provided electrical, instrumentation and control, and SCADA engineering support for all water treatment plants, Campbell Well Field, SFPUC-Valley Water Intertie, pump stations, and pipelines to support day-to-day operations and maintenance, capital improvements and upgrades, and master planning.
- Continued to operate during COVID-19 restrictions, with no major impact to plant operations or treated water delivery.
- During wildfire season, safely evacuated PWTP, prepared for PSPS events, and continued to provide uninterrupted services.
- When California ISO declared Stage 2 Emergency, switched and operated PWTP and RWTP on backup generator power to minimize load on the state's electrical grid.
- Continued to successfully manage treatment plant operations and address water quality issues during the draining of Anderson Reservoir.
- Received 99.7% passing score on annual performance evaluation in wide variety of chemical and microbiological analyses for Water Quality Lab.
- Received amended domestic water supply permit from DDW for Rinconada Water Treatment Plant.
- Represented Valley Water on ACWA panel related to PFAS.
- Hosted a water treatment plant/pipeline workshop with water retailers to discuss upcoming work, conduct tabletop exercises to identify and mitigate potential impacts, and to enhance communications.

FY 2022 Milestones

- Ensure that 100% of the treated water delivered to our customers meets all applicable primary drinking water regulatory standards.
- Meet all sampling and reporting requirements established by DDW, and Valley Water operational needs. Timely submittal of all operational and compliance reports to DDW, water retailers, and internal stakeholders, as required, and upon request.
- Transition and maintain laboratory accreditation with ELAP.
- Provide support to capital improvement efforts at Rinconada Water Treatment Plant.
- Provide regular communications with water retailers on pertinent water quality issues (taste and odor, distribution system water quality), conduct quarterly water retailer meetings, and receive an average of "good" to "excellent" rating in the annual retailer surveys.
- Lead and manage the development of the water treatment plant, SCADA, and distribution systems implementation plans.

Division Summaries

Budget Issues and Constraints

- Aging infrastructure and potential water quality challenges that threaten uninterrupted operations.
- Ongoing staffing and resources assignment constraints to support capital and large projects.
- Ongoing staffing and resources assignment constraints to keep up with increasing regulatory requirements, and track regulatory compliance related to PFAS and others.
- Maintain adequate level of operational service and keep employees safe during the COVID-19 pandemic, wildfire events, and Public Safety Power Shutoffs (PSPS) events.
- Limited pool of journey-level electrical and control system/SCADA, and process engineering talent available locally.

Division Summaries

Treated Water Division — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	37,481,075	42,493,793	45,185,023	2,691,230	6%
Operating Project	8,743	0	0	0	0%
Capital	2,973,603	5,874,091	8,293,793	2,419,702	41%
Total *	40,463,420	48,367,884	53,478,815	5,110,932	11%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Deputy's Office of Treated Water Division	1,784,646	1,641,112	1,898,873	257,761	16%
Laboratory Services	6,653,245	6,663,179	7,381,333	718,154	11%
North Water Treatment Operations	9,122,038	10,333,492	10,980,963	647,471	6%
South Water Treatment Operations	13,217,975	14,810,438	15,614,665	804,226	5%
Treatment Plant Process & Commissioning	687,644	3,137,305	4,898,466	1,761,161	56%
Utility Electrical & Control Systems	6,057,680	7,570,843	8,933,247	1,362,405	18%
Water Quality	2,940,192	4,211,515	3,771,269	(440,246)	-10%
Total *	40,463,420	48,367,884	53,478,815	5,110,932	11%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Treated Water Division - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions**	94	94	94	0

** Authorized positions exclude limited term positions and management fellows.
For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Deputy's Office of Treated Water Division					
	Salaries & Benefits	932,777	1,022,071	1,150,645	128,574
	Services & Supplies	234,330	40,000	70,225	30,225
	Intra District Charges	464,784	579,041	678,003	98,961
Deputy's Office of Treated Water Division (515) Total		1,631,890	1,641,112	1,898,873	257,761
Treatment Plant Process & Commissioning					
	Salaries & Benefits	187,713	343,241	517,076	173,835
	Services & Supplies	792	19,400	22,625	3,225
	Intra District Charges	76,969	194,064	306,697	112,633
Treatment Plant Process & Commissioning (516) Total		265,474	556,705	846,398	289,693
Water Quality					
	Salaries & Benefits	1,448,644	1,525,398	1,599,152	73,754
	Services & Supplies	570,640	1,457,020	1,047,200	(409,820)
	Intra District Charges	724,112	877,930	941,863	63,933
Water Quality (525) Total		2,743,396	3,860,348	3,588,215	(272,132)
Laboratory Services					
	Salaries & Benefits	3,490,311	3,630,717	3,846,852	216,134
	Services & Supplies	896,000	780,000	919,600	139,600
	Intra District Charges	1,726,724	2,043,979	2,265,077	221,098
	Capital Expenditures	23,171	49,500	49,500	0
Laboratory Services (535) Total		6,136,206	6,504,197	7,081,029	576,832
Utility Electrical & Control Systems					
	Salaries & Benefits	2,559,403	2,562,008	2,830,469	268,461
	Services & Supplies	877,211	1,013,900	1,040,000	26,100
	Intra District Charges	1,204,580	1,438,265	1,621,496	183,232
Utility Electrical & Control Systems (545) Total		4,641,194	5,014,173	5,491,965	477,793
North Water Treatment Operations					
	Salaries & Benefits	3,910,520	3,877,671	4,155,632	277,962
	Services & Supplies	3,291,415	4,320,000	4,321,250	1,250
	Intra District Charges	1,920,102	2,114,287	2,395,087	280,800
North Water Treatment Operations (565) Total		9,122,038	10,311,958	10,871,970	560,012
South Water Treatment Operations					
	Salaries & Benefits	5,166,359	4,981,893	5,339,694	357,801
	Services & Supplies	5,442,470	7,040,500	7,159,350	118,850
	Intra District Charges	2,340,793	2,582,908	2,907,530	324,622
South Water Treatment Operations (566) Total		12,949,621	14,605,301	15,406,573	801,272
Operations Total*		37,489,818	42,493,793	45,185,023	2,691,230

Division Summaries

Capital Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Deputy's Office of Treated Water Division					
	Salaries & Benefits	100,373	0	0	0
	Services & Supplies	413	0	0	0
	Intra District Charges	51,970	0	0	0
Deputy's Office of Treated Water Division (515) Total		152,756	0	0	0
Treatment Plant Process & Commissioning					
	Salaries & Benefits	300,920	1,009,595	1,287,949	278,354
	Services & Supplies	166	1,000,000	2,000,000	1,000,000
	Intra District Charges	121,083	571,005	764,119	193,114
Treatment Plant Process & Commissioning (516) Total		422,170	2,580,600	4,052,068	1,471,468
Water Quality					
	Salaries & Benefits	83,498	222,691	114,802	(107,889)
	Services & Supplies	70,887	0	0	0
	Intra District Charges	42,411	128,476	68,251	(60,225)
Water Quality (525) Total		196,797	351,167	183,053	(168,114)
Laboratory Services					
	Salaries & Benefits	1,916	5,726	62,981	57,255
	Intra District Charges	914	3,256	37,324	34,068
	Capital Expenditures	514,209	150,000	200,000	50,000
Laboratory Services (535) Total		517,040	158,982	300,305	141,322
Utility Electrical & Control Systems					
	Salaries & Benefits	956,368	997,933	967,358	(30,575)
	Services & Supplies	1,240	1,000,000	1,694,950	694,950
	Intra District Charges	458,878	558,737	578,975	20,237
	Capital Expenditures	0	0	200,000	200,000
Utility Electrical & Control Systems (545) Total		1,416,486	2,556,670	3,441,282	884,612
North Water Treatment Operations					
	Salaries & Benefits	0	13,682	67,506	53,825
	Intra District Charges	0	7,852	41,487	33,635
North Water Treatment Operations (565) Total		0	21,534	108,994	87,460

Division Summaries

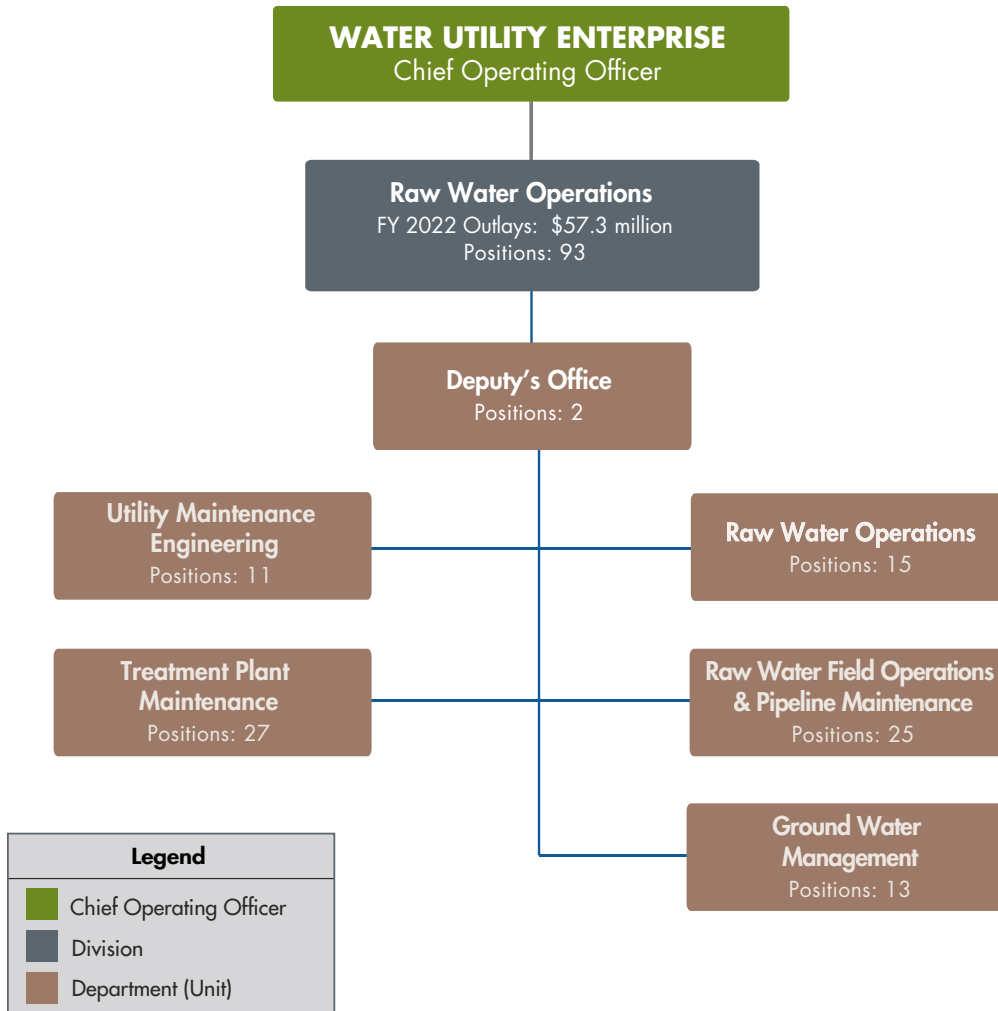
Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
South Water Treatment Operations					
	Salaries & Benefits	202,538	130,327	130,467	140
	Intra District Charges	65,817	74,810	77,624	2,814
South Water Treatment Operations (566) Total		268,354	205,137	208,091	2,954
Capital Total*		2,973,603	5,874,091	8,293,793	2,419,702
Division Total*		40,463,420	48,367,884	53,478,815	5,110,932

* Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Raw Water Division



Division Summaries

Division Description and Objectives

The Raw Water Division (Division) maintains the Water Utility infrastructure, operates the Raw Water System and ensures continued groundwater sustainability. This includes the operations and maintenance of Valley Water's 10 reservoirs, three raw water pump stations, 94 miles of large diameter raw water transmission pipelines and tunnels, and a multifaceted groundwater recharge system including 91 miles of managed creeks and 102 off stream recharge ponds. The Division also maintains Valley Water's three treatment plants, Advanced Purification Center, Campbell Well Field, and the 40-plus miles of large diameter treated water transmission pipelines. The Division provides civil and mechanical engineering and corrosion control services in support of maintenance of these facilities. The Division also performs the Annual Water Supply Operations Plan for the water supply of the County, performs planning and analysis for the operations of the Raw Water System, manages Valley Water's groundwater basins and local water rights, and submits the regulatory reports needed for operation of the Raw Water System and Sustainable Groundwater Management Act (SGMA) compliance.

Groundwater Management

The Groundwater Management Unit helps ensure continued groundwater sustainability by providing accurate and timely information on current and forecasted groundwater conditions; ensuring Valley Water compliance with SGMA requirements; and implementing programs to protect groundwater resources. Related programs include groundwater level, groundwater quality, and land subsidence monitoring; evaluation of groundwater data and the use of numerical models to inform operational decisions and long-term water supply planning; activities to protect groundwater quality; and the maintenance and implementation of a comprehensive groundwater management plan for compliance with the District Act and SGMA.

Raw Water Operations Unit

The Raw Water Operations Unit performs the day-to-day operations planning and 24/7 remote operations of Valley Water's Raw Water System as described above. In addition, the unit administers the untreated surface water program. The unit also performs the required water right and regulatory compliance reporting to maintain and protect local water supply operations.

Utility Maintenance Engineering Unit

The Utility Maintenance Engineering Unit provides civil, mechanical and corrosion control engineering in support of Water Utility Operations, Maintenance and Capital Programs and Projects. The unit also supports the 10-year pipeline rehabilitation capital project and oversees the implementation of the management strategy for large diameter water conveyance and transmission pipelines. This includes the inspection of Welded Steel and Pre-stressed Concrete Cylinder Pipe (PCCP) as well as the development of seismic and risk management tools for pipelines. In addition, the unit provides engineering support for the three water treatment plants, Silicon Valley Advanced Water Purification Center (SVAWPC), three pump stations, SFPUC Intertie and other related infrastructure and facilities.

Division Summaries

Raw Water/Field Operations and Pipeline Maintenance Unit

The Raw Water Field Operations and Pipeline Maintenance Unit is responsible for the mechanical, electrical, and raw water control system. This includes the preventive, corrective, and rehabilitative maintenance of the pipeline infrastructure, which includes three pump stations, Pacheco, Coyote and Vasona and over 142 miles of pipelines. Also included is the operation and maintenance of recharge and water distribution systems for groundwater basins, reservoirs, canals and other water supply infrastructure.

Treatment Plant Maintenance Unit

The Treatment Plant Maintenance Unit conducts predictive, preventive, corrective, and rehabilitative maintenance required to sustain operations of the Santa Teresa Water Treatment Plant, Penitencia Water Treatment Plant, Rinconada Water Treatment Plant, Advanced Purification Center, Campbell Well Field, and San Francisco Intertie to produce and distribute treated water.

FY 2021 Accomplishments

- Completed the FY21-25 Water Utility Maintenance Workplan.
- Compliance with Sustainable Groundwater Management Act reporting requirements.
- Completed the Central Pipeline and Parallel East Pipeline Rehabilitation Project.
- Maintained reliable raw water and pipeline facilities by performing scheduled preventative maintenance.
- Prepared two new reservoir elevation-area-capacity curves for implementation at the beginning of water year 2021.
- Commenced the implementation of the FAHCE Plus Pilot Study.
- Completed the evaluation of groundwater benefit zones, resulting in new and modified zones.
- Completed the Rainbow Turnout flowmeter replacement.
- Completed biennial electrical testing and repairs associated to any findings at all Valley Water facilities.
- Supported Asset Management unit with the Mobile Maximo implementation.
- Established a second raw water control center at Vasona Pump Station in order to distance day- and night-shift control system operators during the COVID-19 pandemic.
- Collaborated with CalFire during the SCU Complex Fire.

FY 2022 Milestones

- Complete the FY 22-26 Water Utility Maintenance Work Plan.
- Plan and execute work projects identified in the 5-Year Maintenance Work Plan.
- Maintain reliable raw water and pipeline facilities by performing scheduled preventative maintenance.
- Perform condition assessments of pre-determined facilities.
- Management of Cathodic Protection and Corrosion Control Systems (maintenance, surveys, troubleshooting and repairs).
- Operate recharge facilities, canals, ditches, and low-pressure pipelines as required by the operations plan and regulatory agency requirements.
- Operate the Almaden Calero Canal during the storm season to transfer excess water from Almaden Reservoir to Calero Reservoir.
- Complete recharge pond maintenance.

Division Summaries

- Complete the updated Groundwater Management Plan for SGMA compliance.

Budget Issues and Constraints

- Aging infrastructure, dry conditions, and potential water quality challenges that threaten uninterrupted operations and groundwater management.
- Regulatory requirements for Water Supply Operations, including the FERC order to draw down Anderson to deadpool.
- Ongoing staffing and resources assignment constraints to support operations, maintenance, capital and large projects.
- Ongoing staffing and resources assignment constraints to track and engage on contaminants that may affect groundwater supplies, including PFAS and others.
- Ongoing staffing and resources assignment constraints to continue supporting the FAHCE program and the coordination effort with regulatory agencies.
- Limited pool of journey-level electrical and mechanical trade talent available regionally.
- Maintain adequate level of operational service and keep employees safe during the COVID-19 pandemic, wildfire events, and Public Safety Power Shutoffs (PSPS) events.

Division Summaries

Raw Water Division — Budget Summary

Project Type (Category)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Operations	32,712,067	38,120,909	40,203,578	2,082,669	5%
Operating Project	66,178	61,856	66,066	4,209	7%
Capital	9,802,888	7,466,468	17,025,393	9,558,926	128%
Total *	42,581,134	45,649,233	57,295,037	11,645,804	26%

Department (Unit)	FY 2020 Budgetary Actuals	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Change \$	FY 2022 Change %
Deputy's Office of Raw Water Division	820,331	811,147	893,089	81,942	10%
Groundwater Monitoring & Analysis	4,263,323	4,954,456	5,813,311	858,854	17%
Raw Water Field Ops & Pipeline Maintenance	11,583,145	14,659,106	18,066,886	3,407,780	23%
Raw Water Operations	5,455,894	6,101,185	6,949,346	848,160	14%
Treatment Plant Maintenance	12,244,742	14,033,209	19,942,356	5,909,148	42%
Utility Maintenance Engineering	8,213,699	5,090,129	5,630,049	539,920	11%
Total *	42,581,134	45,649,233	57,295,037	11,645,804	26%

* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2020 and FY 2021 department expenditures are presented according to the FY 2022 Division Organizational Chart.

Raw Water Division - Position Summary

	FY 2020 Adjusted Budget	FY 2021 Adopted Budget	FY 2022 Adopted Budget	FY 2022 Position Change
Authorized Positions**	93	93	93	0

** Authorized positions exclude limited term positions and management fellows. For comparison purposes, FY 2020 and FY 2021 positions count lists all positions in the division budget according to the FY 2022 Division Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Deputy's Office of Raw Water Division					
	Salaries & Benefits	605,972	520,451	559,058	38,607
	Services & Supplies	2,360	11,000	12,250	1,250
	Intra District Charges	212,000	279,697	321,782	42,085
Deputy's Office of Raw Water Division (408) Total		820,331	811,147	893,089	81,942
Utility Maintenance Engineering					
	Salaries & Benefits	1,633,484	1,745,806	1,837,660	91,854
	Services & Supplies	662,082	1,304,200	1,474,325	170,125
	Intra District Charges	814,174	1,049,373	1,128,042	78,669
	Capital Expenditures	2,948	0	0	0
Utility Maintenance Engineering (435) Total		3,112,688	4,099,380	4,440,027	340,648
Raw Water Operations					
	Salaries & Benefits	3,272,270	3,347,211	3,592,268	245,057
	Services & Supplies	528,928	772,850	1,014,675	241,825
	Intra District Charges	1,509,927	1,771,112	1,993,387	222,275
Raw Water Operations (455) Total		5,311,125	5,891,174	6,600,330	709,157
Groundwater Monitoring & Analysis					
	Salaries & Benefits	2,690,599	2,822,139	3,072,220	250,081
	Services & Supplies	210,645	528,600	862,225	333,625
	Intra District Charges	1,357,762	1,582,726	1,801,044	218,318
	Capital Expenditures	50	0	0	0
Groundwater Monitoring & Analysis (465) Total		4,259,056	4,933,465	5,735,488	802,023
Treatment Plant Maintenance					
	Salaries & Benefits	4,716,158	5,091,088	5,181,051	89,963
	Services & Supplies	1,983,269	2,522,600	2,449,000	(73,600)
	Intra District Charges	2,721,846	3,369,428	3,331,487	(37,941)
	Capital Expenditures	12,746	60,000	60,000	0
Treatment Plant Maintenance (555) Total		9,434,020	11,043,116	11,021,538	(21,578)
Raw Water Field Ops & Pipeline Maintenance					
	Salaries & Benefits	4,763,665	4,684,541	4,947,280	262,739
	Services & Supplies	2,269,406	3,120,510	3,173,960	53,450
	Intra District Charges	2,806,580	3,599,434	3,457,930	(141,503)
	Capital Expenditures	1,374	0	0	0
Raw Water Field Ops & Pipeline Maintenance (585) Total		9,841,025	11,404,485	11,579,171	174,686
Operations Total*		32,778,246	38,182,766	40,269,644	2,086,878

Division Summaries

Capital Budget by Department and Account Category

Department	Account Category	FY 2020 Budgetary Actual	FY 2021 Adopted \$	FY 2022 Adopted \$	FY 2022 Change \$
Utility Maintenance Engineering					
	Salaries & Benefits	690,557	617,287	733,470	116,183
	Services & Supplies	3,788,623	0	0	0
	Intra District Charges	336,390	373,463	456,552	83,089
	Capital Expenditures	285,442	0	0	0
Utility Maintenance Engineering (435) Total		5,101,011	990,750	1,190,022	199,272
Raw Water Operations					
	Salaries & Benefits	96,805	134,926	219,395	84,469
	Intra District Charges	47,963	75,086	129,621	54,535
Raw Water Operations (455) Total		144,768	210,012	349,015	139,004
Groundwater Monitoring & Analysis					
	Salaries & Benefits	2,787	13,354	48,733	35,380
	Intra District Charges	1,481	7,638	29,089	21,451
Groundwater Monitoring & Analysis (465) Total		4,267	20,991	77,822	56,831
Treatment Plant Maintenance					
	Salaries & Benefits	273,268	431,675	774,037	342,362
	Services & Supplies	2,381,485	2,250,000	7,600,000	5,350,000
	Intra District Charges	155,970	308,418	546,781	238,363
Treatment Plant Maintenance (555) Total		2,810,722	2,990,093	8,920,818	5,930,725
Raw Water Field Ops & Pipeline Maintenance					
	Salaries & Benefits	280,957	398,109	505,430	107,321
	Services & Supplies	1,295,096	2,527,763	5,329,666	2,801,903
	Intra District Charges	166,067	328,749	368,620	39,871
	Capital Expenditures	0	0	284,000	284,000
Raw Water Field Ops & Pipeline Maintenance (585) Total		1,742,120	3,254,621	6,487,716	3,233,094
Capital Total*		9,802,888	7,466,468	17,025,393	9,558,926
Division Total*		42,581,134	45,649,233	57,295,037	11,645,804

* Totals reflect the gross budget and includes intra-district reimbursement charges.