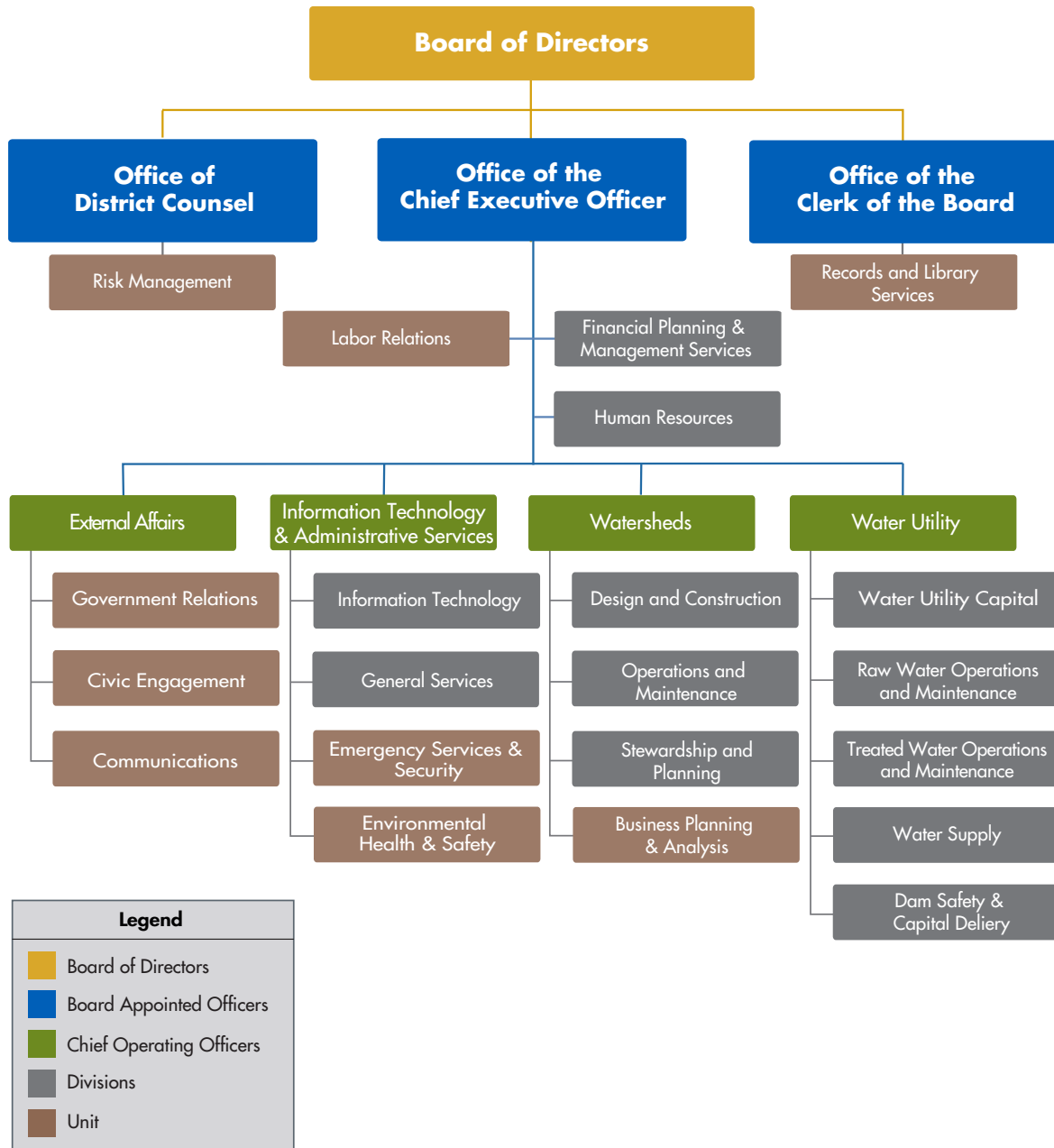


DIVISION SUMMARY

Division Summaries

Valley Water Organizational Chart



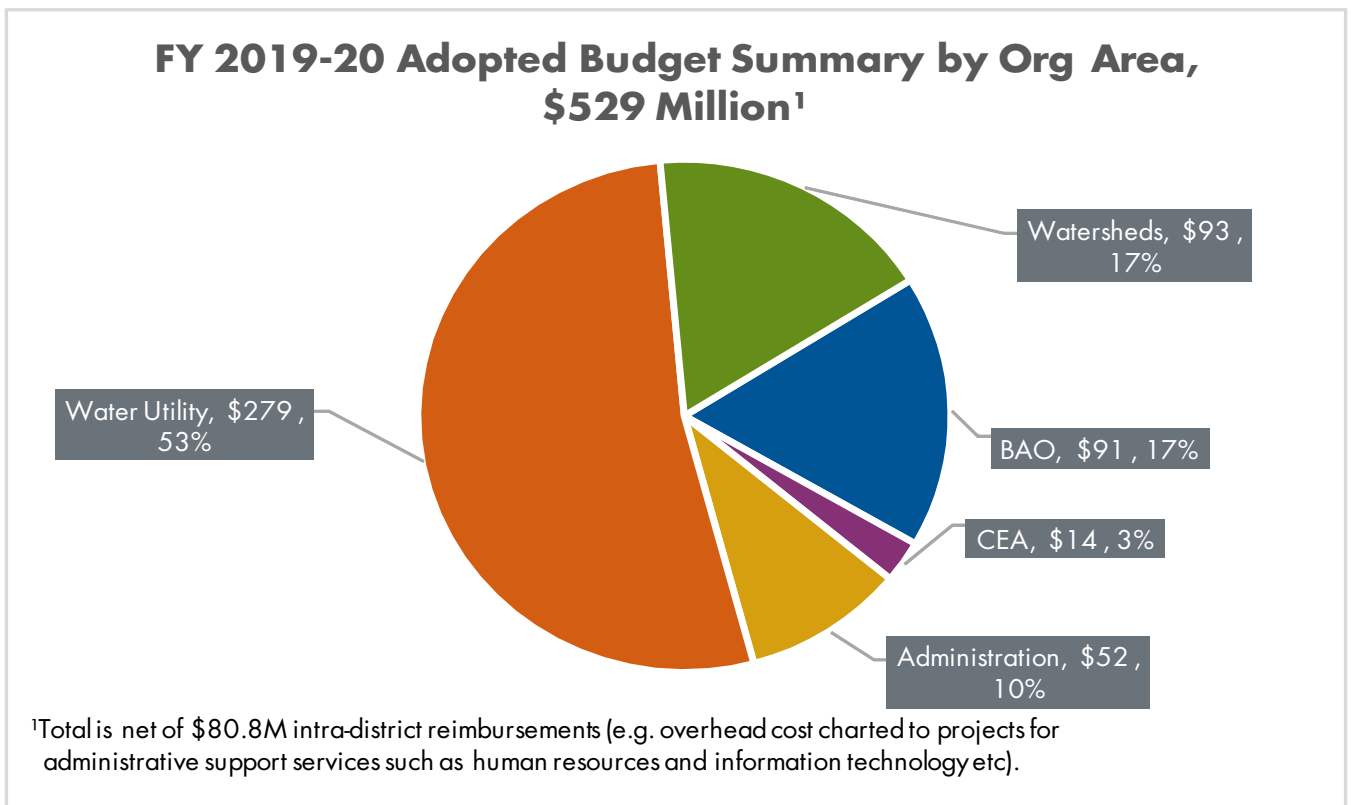
Division Summaries

Description

The Santa Clara Valley Water District (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.

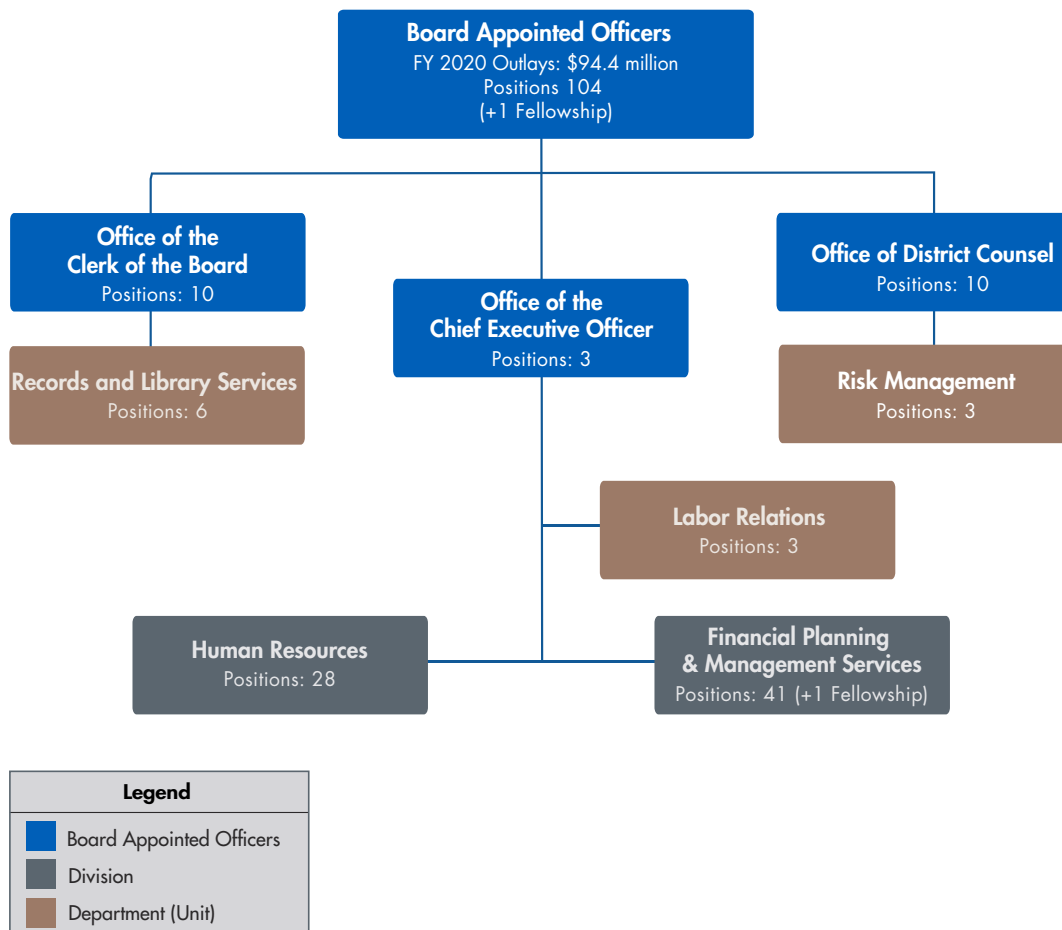
The Division Summary chapter is another way of looking at Valley Water’s budget. This chapter represents a functional view of Valley Water displaying all expenses that are charged by the organization area, division, and department by project type and account category.

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 2020 budget and positions. Each area also has an overview of the services they provide, their objectives, accomplishments, and milestones.



Division Summaries

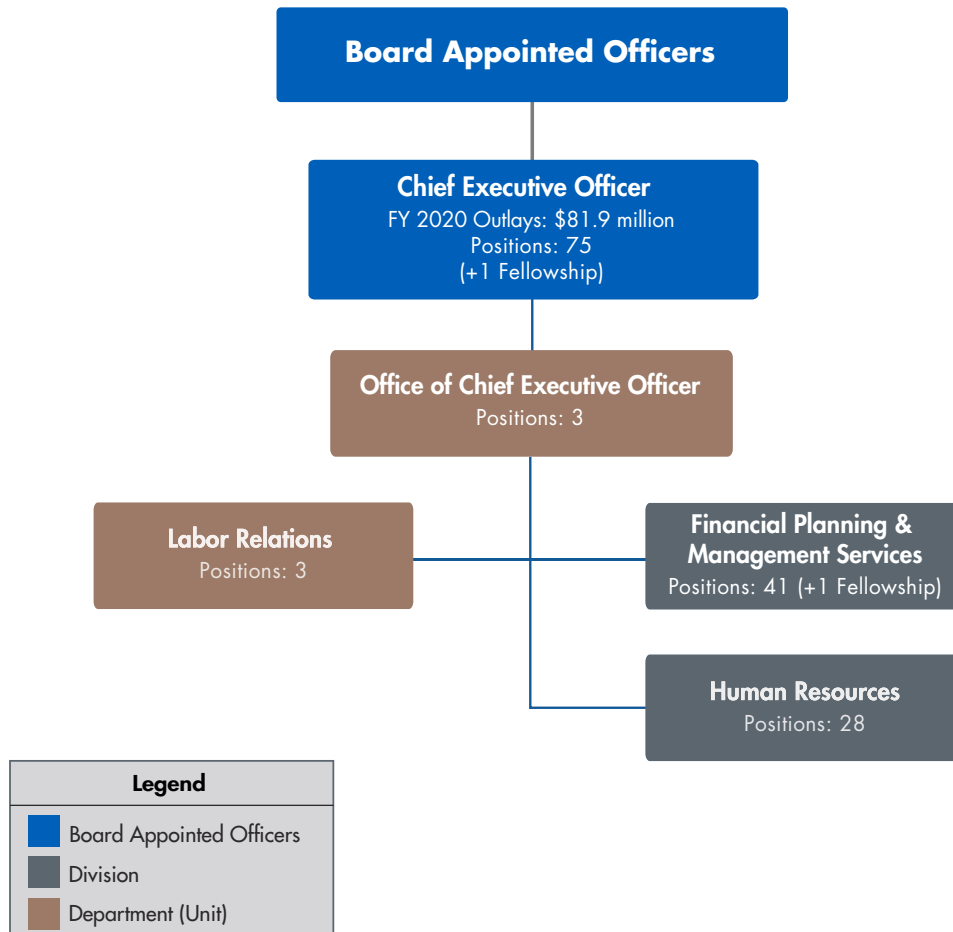
Board Appointed Officers



Description

Board Appointed Officers (BAOs) support the mission of the Santa Clara Valley Water District (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 Office, the District Counsel and the Clerk of the Board. The BAOs 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.

Office of the CEO



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 Boards’ Executive Limitations Policies in a transparent, cost-effective, and efficient manner. The Office of CEO also oversees Labor Relations, Human Resources Division, and Financial Planning and Management Services Division.

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

Division Summaries

contracts and regulations and acts as a resource in the areas of administrative policies and procedures.

FY 2019 Accomplishments

During FY 2019, the Office of the CEO completed the following activities:

- Fostered cooperative and collaborative working relationships with other agencies.
- Maintained transparency by sending out organization-wide communications regarding key Board decisions such as the California WaterFix. In addition to organization-wide communications, the Office of the CEO posts to the CEO Corner on aqua.gov to keep staff informed.
- Provided quarterly updates to the Board regarding progress on the Board's FY20 Board Priorities.
- Ensured organizational fiscal accountability and transparency through an open and transparent budget process.
- Focused on Diversity and Inclusion efforts through the D&I Program's involvement in the FY20 summer internship program application vetting process during FY18 and quarterly Valley Water diversity updates to the Board. Additionally, per Board direction, established the Diversity and Inclusion Ad Hoc Committee.
- Attended meetings in Sacramento – CEO sits on Board for monthly Delta Habitat Conservation and Conveyance Program (DHCCP), State and Federal Contractors Water Agency (SFCWA) meetings, and California Urban Water Agencies (CUWA) bi-monthly meetings.
- Attended business related conferences, such as City Managers' conference, Association of California Water Agencies' conference, WaterReuse symposium, the Association of Metropolitan Water Agencies conference, and other pertinent conferences.
- Held a Board Retreat on September 18, 2018 which provided an opportunity for the Board, staff and public to idea share, discuss, give direction and make decisions on current and long-term issues, opportunities, and processes to better communicate and engage, and get results.
- Held a Board Strategic Planning Session on December 5, 2018 to review the current FY19 Board Work Plan and the goals, strategies and focuses therein, along with the corresponding changes, challenges and opportunities to determine whether the goals, strategies and focuses could carry over to FY20 or needed to be revised. The Board also had the opportunity to identify whether any new goals, strategies or focuses needed to be developed.
- Successfully negotiated process changes and policy updates with three bargaining units regarding the Ethics and Business Conduct Policy.
- Successfully negotiated process changes and an MOU side letter with one bargaining unit regarding removal of Agency Shop language from the MOU per the Janus v. AFSCME case.
- Successfully negotiated process change and side letter with the bargaining units regarding the hiring of limited term staffing in support of the upcoming District-wide ERP upgrade project.
- Through a partnership with Liebert Cassidy Whitmore, provided access to 10 management workshops to Water Valley staff (approximately 100 attendees).
- Successfully negotiated Water Utility Enterprise reorganization, creating the New Dam Safety Delivery Division.
- Successfully negotiated the rollout procedure for Valley Water's 401(a) program for all employees.
- Successfully negotiated the Watershed and Water Utility Environmental Integration reorganization.
- Successfully negotiated process changes and policy updates with the unions regarding the Reasonable Accommodation policy.

Division Summaries

FY 2020 Milestones

- Ensure organizational fiscal accountability and transparency through June 2020.
- Maintain and ensure approved audit recommendations are fully implemented through June 2020.
- Update the strategies for achieving the Board Ends Policies by June 2020.
- Ensure that a systematic workforce development and succession planning process is implemented by June 2020.
- Monitor and report on Diversity and Inclusion Program implementation by June 2020.
- Establish a process and receive half-yearly compliance status memo from Chiefs stating Executive Limitation policy compliance and identification of any known non-compliance issue with corrective action stated through June 2020.
- Attend monthly City Manager's Meetings through June 2020.
- Attend monthly meetings in Sacramento – CEO sits on Board for monthly Delta Habitat Conservation and Conveyance Program (DHCCP), State and Federal Contractors Water Agency (SFCWA) meetings, and California Urban Water Agencies (CUWA) bi-monthly meetings through June 2020.
- Report on labor relation issues at the Management-Leadership Team meetings (quarterly).
- Collaborate with Workforce Development Unit to develop training programs, as appropriate, by 6/30/20.
- Provide coaching and training to managers according to policies and MOU, as needed, by 6/30/20.

Division Summaries

Office of the CEO — Budget Summary

Project Type (Category)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	2,137,588	1,850,036	1,926,613	76,577	4%
Operating	0	0	0	0	4%
Total *	2,137,588	1,850,036	1,926,613	76,577	4%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Office of Ethics & Corporate Governance	557,690	0	0	0	0%
Labor Relations	780,267	786,358	840,209	53,851	7%
Office of the CEO	799,631	1,063,679	1,086,405	22,726	2%
Total *	2,137,588	1,850,036	1,926,613	76,577	4%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

Office of the CEO	8	6	6	0**
-------------------	---	---	---	-----

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

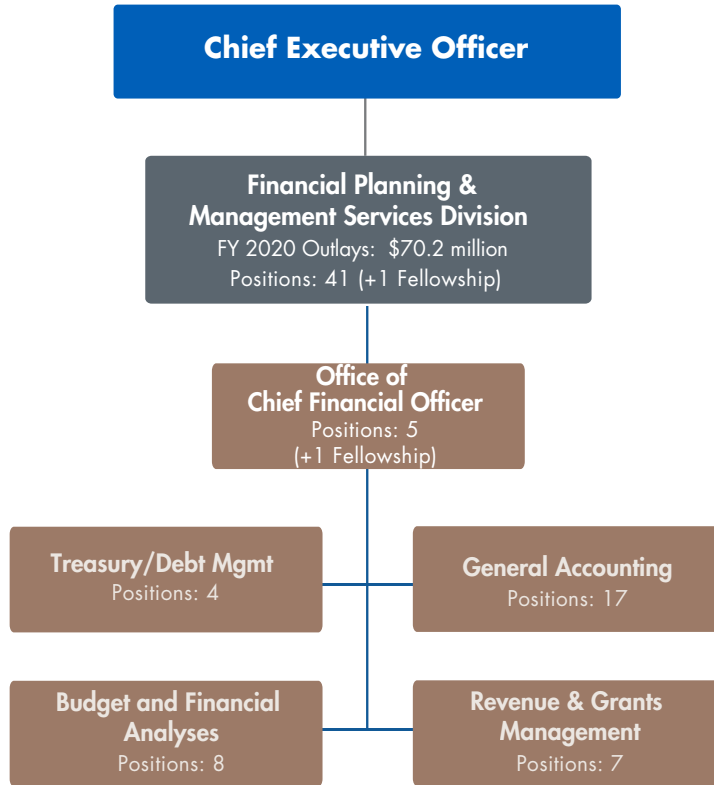
Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Office of the CEO					
	Salaries & Benefits	722,111	818,110	846,180	28,070
	Services & Supplies	33,982	146,300	133,700	(12,600)
	Intra District Charges	43,538	99,269	106,525	7,256
Office of the CEO (102) Total		799,631	1,063,679	1,086,405	22,726
Office of Ethics & Corporate Governance					
	Salaries & Benefits	75,638	0	0	0
	Services & Supplies	472,224	0	0	0
	Intra District Charges	9,828	0	0	0
Office of Ethics & Corporate Governance (105) Total		557,690	0	0	0
Labor Relations					
	Salaries & Benefits	665,399	647,410	690,951	43,541
	Services & Supplies	27,865	54,900	56,985	2,085
	Intra District Charges	87,003	84,047	92,272	8,225
Labor Relations (917) Total		780,267	786,358	840,209	53,851
Operations Total*		2,137,588	1,850,036	1,926,613	76,577
Division Total*		2,137,588	1,850,036	1,926,613	76,577

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

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 Management

Treasury manages district-wide treasury and debt financing programs, which includes the investment portfolio with a book value of over \$620 million as well as the debt portfolio of over \$700 million. In addition to managing the debt service budget, Treasury unit also prepares all legally required reports to meet bond covenants as well as state and federal requirements to ensure compliance with securities laws. Furthermore, Treasury Unit staff, working with external municipal advisor and bond/disclosure counsel, leads debt issuance activities to provide the necessary funding to pay for capital projects. Finally, the Treasury Unit provides professional financial advisory to support key capital projects such as the California Delta Conveyance Project, Pacheco Reservoir, Los Vaqueros Reservoir, Sites Reservoir, Recycled and Purified Water Public-Private-Partnership, among others. The Treasury unit strives to achieve the objectives of maintaining high credit ratings, keeping financing costs low, and ensuring the safety, liquidity and yield of Valley Water's funds.

Budget and Financial Analyses

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

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 department 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.

General Accounting

This department includes the areas of General Ledger, Accounts Payable, Payroll, and Accounting 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 payment disbursements to Valley Water's contractors, consultants, and vendors, 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. Accounting Systems provides for the maintenance and security of the processes and information within the enterprise resource planning software.

Division Summaries

Revenue and Grants Management

This department collects water revenue and property taxes/assessments for Valley Water. Water revenue is comprised of charges for treated, ground, recycled and surface water usage. Property taxes/assessments collected are the voter-approved Safe Clean Water Special Tax, Flood Control Benefit Assessment, and State Water Project levy, and the allocated share of countywide 1% ad valorem property tax receipts. Grants Management manages the application for and administration of local, state and federal grants and cost-sharing agreements for capital projects.

Financial Planning

This team 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).

FY 2019 Accomplishments

During FY 2019, the FPMD completed the following activities:

- Completed the Groundwater Production Charge (GPC) setting process that was adopted on May 14th, 2019
- Produced the 48th annual PAWS report and filed it with the Clerk of the Board on February 22, 2019
- PERS/OPEB update provided to Board on Feb 12, 2019
- Completed alternative revenue sources report for the Board on October 31, 2018
- Earned over \$10 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 California Water Fix, Expedited Purified Water Program Public-Private-Partnership, Pacheco Reservoir, Sites Reservoir, and Los Vaqueros Reservoir.
- Renewed the Bank of Tokyo Letter of Credit in the amount of \$150M through 12/13/2019 at a reduced fee of 0.325% for the Commercial Paper Program
- Refunded approximately \$100 million in outstanding Commercial Paper with the Water Utility Refunding Revenue Bonds, Series 2019A/B at a low all-in true interest cost of 3.8%.
- Finalized the FY17-18 Comprehensive Annual Financial Report in accordance with the Governmental Finance Officers Association standards for excellence
- Completed all year-end tax reporting and State reporting requirements on time
- Coordinated District-wide annual operating budget process for FY 2019-2020.
- Produced FY 2019-20 Adopted Budget Summary Document
- Prepared and presented District-wide FY 2019-20 proposed budget reports and analysis for the Board budget study session
- Received the Distinguished Budget Presentation Award from the Government Finance Officer Association (GFOA) for the Valley Water's FY 2018-19 Operating and Capital Budget document.
- Completed audit of Valley Water's 2018-2019 parcel tax database to determine if the parcels were assessed/taxed with the approved assessment methodology, in preparation for the FY2020 tax roll.

Division Summaries

- Received approximately \$11M in revenue from grants/reimbursements/cost share agreements and State Flood Subvention Program.
- Created a Grant Management Policies and Procedures Manual.

FY 2020 Milestones

- Produce Annual Report on Protection and Augmentation of Water Supplies by first Tuesday in April
- Facilitate adoption of groundwater production and other charges by the Board by May every year
- Facilitate completion of QEMS internal audits by June of each year
- Oversee CEO-directed and Board-directed audit contracts and monitor contract expenditures on an ongoing basis
- Provide PERS/OPEB update to the Board by March of each year
- Complete Comprehensive Development Impact Fee studies
- Actively manage \$600M+ investment portfolio, and \$700M+ debt portfolio
- Ensure timely payments of debt service for each outstanding bond issue in accordance to bond payment schedule
- Prepare annual continuing bond disclosure statement to comply with regulations and submit to the Municipal Securities Rulemaking Board by March
- Provide ongoing financial support for various projects, such as the California Delta Conveyance, Expedited Purified Water Program Public-Private-Partnership, Pacheco Reservoir, Sites Reservoir, and Los Vaqueros Reservoir.
- Issue Water Utility Refunding Revenue Bonds, Series 2020A and 2020B (Taxable) with an estimated par amount of \$90 million.
- Finalize the Comprehensive Annual Financial Report in accordance with the Governmental Finance Officers Association standards for excellence by the end of December 2019, maintaining Valley Water's "Unmodified Audit Opinion" regarding the independent examination of Valley Water Financials
- Meet State and Federal tax reporting requirements for 1099's by January 2020
- Issue employee W-2's and complete 2019 W-2 Tax Reporting by January 31, 2020
- Submit 2019 calendar year compensation report to the State Controller's Office by April 2020
- Prepare and present annual operating budget for Board adoption by June 30 annually
- Complete FY 2020 Adopted Operating and Capital Budget Summary document by July 15, 2019
- Produce District-wide presentation material and agenda memos for board budget workshop
- Assist in the implementation of new ERP financial system
- Submit FY 2020 budget document for award consideration to GFOA by September 30, 2019
- Generate semi-annual and annual groundwater, surface water, and recycled water statements by January and July of each year. Generate monthly groundwater and treated water invoices by the 10th of each month.
- Submit SCW special tax and benefit assessment tax information to county assessor's office by August of each year
- Manage grants, cost sharing agreements, and State Flood Subvention Program; prepare quarterly reporting and schedule/claims for allowable expenditures
- Prepare claim reports on Bond Proceeds/Commercial Paper/Certificates of Participation and Safe.

Division Summaries

- Complete the annual Single Audit by March 31.

Division Summaries

Financial Planning and Management Services Division — Budget Summary

Project Type (Category)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	10,485,028	11,032,765	11,508,565	475,800	4%
Operating	0	0	0	0	4%
Debt Service	38,739,931	59,189,136	58,607,155	(581,981)	-1%
Capital	308,351	1,272,541	126,459	(1,146,082)	-90%
Total *	49,533,311	71,494,442	70,242,179	(1,252,263)	-2%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Office of CFO	0	0	2,436,453	2,436,453	0%
Continual Improvement	1,003,986	1,146,295	0	(1,146,295)	-100%
Budget & Financial Analyses	1,676,898	1,923,715	2,134,557	210,842	11%
General Accounting	3,347,514	3,985,295	3,571,158	(414,137)	-10%
Revenue and Grants Management	2,406,076	2,220,722	2,340,696	119,974	5%
Treasury & Debt Management	41,098,836	62,218,415	59,759,314	(2,459,101)	-4%
Total *	49,533,311	71,494,442	70,242,179	(1,252,263)	-2%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

Financial Planning and Management Division	43	42	41	(1)**
--	----	----	----	-------

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Treasury & Debt Management					
	Salaries & Benefits	1,245,064	1,515,385	749,287	(766,099)
	Services & Supplies	479,597	880,230	176,150	(704,080)
	Intra District Charges	356,074	423,150	100,263	(322,887)
Treasury & Debt Management (106) Total		2,080,735	2,818,765	1,025,700	(1,793,065)
Office of CFO					
	Salaries & Benefits	0	0	1,276,800	1,276,800
	Services & Supplies	0	0	831,400	831,400
	Intra District Charges	0	0	328,254	328,254
Office of CFO (116) Total		0	0	2,436,453	2,436,453
Continual Improvement					
	Salaries & Benefits	817,678	856,507	0	(856,507)
	Services & Supplies	17,452	180,239	0	(180,239)
	Intra District Charges	165,833	109,549	0	(109,549)
	Capital Expenditures	3,023	0	0	0
Continual Improvement (120) Total		1,003,986	1,146,295	0	(1,146,295)
Budget & Financial Analyses					
	Salaries & Benefits	1,386,042	1,413,237	1,734,491	321,255
	Services & Supplies	103,813	190,300	174,500	(15,800)
	Intra District Charges	186,249	175,926	225,566	49,639
Budget & Financial Analyses (606) Total		1,676,105	1,779,463	2,134,557	355,094
General Accounting					
	Salaries & Benefits	2,810,269	2,616,913	2,977,708	360,794
	Services & Supplies	145,903	167,750	205,250	37,500
	Intra District Charges	361,953	282,857	388,201	105,344
General Accounting (673) Total		3,318,126	3,067,520	3,571,158	503,638
Revenue and Grants Management					
	Salaries & Benefits	1,301,301	1,258,290	1,375,649	117,360
	Services & Supplies	319,488	184,400	227,000	42,600
	Intra District Charges	785,287	778,032	738,047	(39,985)
Revenue and Grants Management (683) Total		2,406,076	2,220,722	2,340,696	119,974
Operations Total*		10,485,028	11,032,765	11,508,565	475,800

Division Summaries

Debt Service Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Treasury & Debt Management					
	Services & Supplies	990,787	3,241,959	4,394,440	1,152,481
	Debt Service	37,749,145	55,947,177	54,212,715	(1,734,462)
Treasury & Debt Management (106) Total		38,739,931	59,189,136	58,607,155	(581,981)
Debt Service Total*		38,739,931	59,189,136	58,607,155	(581,981)

Capital Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Treasury & Debt Management					
	Salaries & Benefits	109,958	128,973	81,595	(47,378)
	Services & Supplies	95,322	0	0	0
	Intra District Charges	72,890	81,541	44,864	(36,677)
Treasury & Debt Management (106) Total		278,170	210,514	126,459	(84,055)
Office of CFO					
Office of CFO (116) Total		0	0	0	0
Continual Improvement					
Continual Improvement (120) Total		0	0	0	0
Budget & Financial Analyses					
	Salaries & Benefits	0	94,248	0	(94,248)
	Services & Supplies	793	0	0	0
	Intra District Charges	0	50,004	0	(50,004)
Budget & Financial Analyses (606) Total		793	144,252	0	(144,252)
General Accounting					
	Salaries & Benefits	21,710	602,051	0	(602,051)
	Intra District Charges	7,679	315,724	0	(315,724)
General Accounting (673) Total		29,388	917,775	0	(917,775)
Capital Total*		308,351	1,272,541	126,459	(1,146,082)
Division Total*		49,533,311	71,494,442	70,242,179	(1,252,263)

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

Human Resources Division



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

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: Recruitment and Examination, Classification and Compensation, Benefits and Wellness, Talent Development, Succession Planning, Rotation, Human Resources System Management, Ethics and Equal Employment Opportunity, Reasonable Accommodation, and Diversity and Inclusion.

Division Summaries

Office of Talent & Inclusion

The Office of Talent & Inclusion is responsible for planning, managing, directing and coordinating the staff and operations of the Human Resources Division and providing District-wide assistance in the areas of human resources.

Recruitment and Examination/Classification and Compensation

This program includes Recruitment & Examination, Internship Programs, and Classification & Compensation, and is responsible for providing oversight of the recruitment and selection processes district-wide including year round and summer internship programs, partnering with community organizations and colleges for workforce planning, maintaining accurate classification specifications and job descriptions, conducting compensation surveys, providing classification and compensation advice to management.

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 on-site fitness classes, ongoing employee education on overall various health initiatives, annual well-being fair, lunch and learns, employee rewards, etc.)

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.

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 & Inclusion Unit

The Ethics & Inclusion Unit ensures District-wide compliance with state and federal laws and Valley Water policies regarding discrimination and harassment and applicable ethics laws. The Unit also promotes the effective handling of challenging ethical issues by management and staff and a diverse and talented workforce.

Division Summaries

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).

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).

Diversity and Inclusion

The Diversity and Inclusion Program strengthens Valley Water ability to effectively deliver innovative services and to attract, retain, recognize, and promote a diverse and talented workforce. through implementation of the Valley Water's new Diversity and Inclusion (D&I) Master Plan for FY2020 - FY2022, This program also administers the Employee Recognition Program and the All Employee Meeting and supports all 12 of Valley Water's Employee Resource Groups (ERGs) through both budget and staffing.

FY 2019 Accomplishments

During FY 2019, the Office of the HRD completed the following activities:

- Supported operations with an expedited recruitment process.
- Negotiated and implemented a new reclassification process.
- Implemented the new NeoGov on-boarding module allowing our new hires to complete the necessary forms prior to their official start date.
- Wellbeing is now also embedded into Valley Water's culture, recruitment and retention strategy, and 90% of employees think the wellbeing program make Valley Water a better place to work. Valley Water's commitment to wellbeing has also earned them regional and national recognition. Last year we won 1st place as the healthiest employer in the bay area (500-1999 employees), landed on the list of 100 healthiest workplaces in America and received the Western Regional IPMA-HR Agency Award of Excellence.
- Served on CRB for Valley Water's ERP project vendor selection.
- Continued maintenance and update of Valley Water's performance management system.
- Implemented and administered various employee development programs including, two rotation programs for Engineers Society and Employees Association Bargaining Units.
- Launched an online new employee onboarding module to help automate the collection and management of new-hire paperwork and enhance the overall onboarding experience.

Division Summaries

- Enhanced leadership and management training for supervisors and managers.
- Implemented a new Learning Management System.
- A formalized robust Reasonable Accommodation was developed and launched district-wide to ensure compliance with the ADA and FEHA laws.
- Updated the Ethics and Business Conduct Policy.
- Updated the Form 700 Process for Consultant determinations to expedite the completion.
- Completed the annual Disparate Impact Analysis report

FY 2020 Milestones

- Conduct Employee Development Performance Program (EDPP) reviews with all Human Resources unit managers and direct reports by 7/31/19 to establish goals, February 2020 for Mid-Year Reviews, and August 2020 for Year End Reviews
- Conduct bi-annual AB-1234 training by December 2019
- Conduct Annual Form 700 filing process by April 2020
- Complete an inventory of HR technology
- Work with ERP project team to increase User adoption of new ERP
- Manage the Leadership Programs (Supervisory, Leads Academy, etc.) by June 2020
- Implement new Coaching/Mentoring program by June 2020
- Process all annual health plan renewals and coordinate open enrollment for all active employees, board of directors, retirees and COBRA participants by April 1, 2020
- Coordinate and process the annual flexible spending account (FSA) open enrollment for all active employees and board of directors by January 1, 2020
- Develop and coordinate onsite wellness activities and programs and provide a Wellness Executive Summary to management by June 30, 2020
- Update and implement a new Diversity and Inclusion Master Plan objectives and tactics to replace the existing Master Plan
- Report annually on the implementation progress of the Diversity and Inclusion Master Plan by June 2020
- Coordinate All-Employee Meeting by June 2020
- Coordinate the Employee Recognition Program and Service Awards Events in FY 2020
- Complete and electronically file EEO-4 Survey, no later than September 30 of every even-numbered Fiscal Year through June 30, 2020
- Provide Annual Disparate Impact Analysis Report raw data to external consultant for analysis each calendar year by October 2020

Division Summaries

Human Resources Division — Budget Summary

Project Type (Category)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	6,015,521	7,694,722	9,674,393	1,979,671	26%
Capital	7,800	751,873	0	(751,873)	-100%
Total *	6,023,322	8,446,595	9,674,393	1,227,798	15%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Employee Recruitment and Benefits	3,644,954	4,619,050	0	(4,619,050)	-100%
Office of Talent & Inclusion	1,226,727	1,682,582	7,970,718	6,288,136	374%
Ethics & Equal Opportunity	0	0	1,703,675	1,703,675	374%
Workforce Development	1,151,640	2,144,963	0	(2,144,963)	-100%
Total *	6,023,322	8,446,595	9,674,393	1,227,798	15%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

Human Resources Division	24	25	28	3**
--------------------------	----	----	----	-----

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Workforce Development					
	Salaries & Benefits	720,501	833,531	0	(833,531)
	Services & Supplies	313,445	1,196,450	0	(1,196,450)
	Intra District Charges	117,693	114,982	0	(114,982)
Workforce Development (623) Total		1,151,640	2,144,963	0	(2,144,963)
Office of Talent & Inclusion					
	Salaries & Benefits	871,652	1,213,051	4,582,259	3,369,208
	Services & Supplies	202,385	223,535	2,780,800	2,557,265
	Intra District Charges	152,324	162,697	607,659	444,963
Office of Talent & Inclusion (915) Total		1,226,360	1,599,282	7,970,718	6,371,436
Ethics & Equal Opportunity					
	Salaries & Benefits	0	0	1,027,838	1,027,838
	Services & Supplies	0	0	533,300	533,300
	Intra District Charges	0	0	142,537	142,537
Ethics & Equal Opportunity (919) Total		0	0	1,703,675	1,703,675
Employee Recruitment and Benefits					
	Salaries & Benefits	2,533,612	2,397,093	0	(2,397,093)
	Services & Supplies	777,596	1,263,308	0	(1,263,308)
	Intra District Charges	326,314	290,076	0	(290,076)
Employee Recruitment and Benefits (927) Total		3,637,521	3,950,477	0	(3,950,477)
Operations Total*		6,015,521	7,694,722	9,674,393	1,979,671

Capital Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Workforce Development					
Workforce Development (623) Total		0	0	0	0
Office of Talent & Inclusion					
	Salaries & Benefits	367	53,432	0	(53,432)
	Intra District Charges	0	29,868	0	(29,868)
Office of Talent & Inclusion (915) Total		367	83,300	0	(83,300)
Employee Recruitment and Benefits					
	Salaries & Benefits	4,710	435,870	0	(435,870)

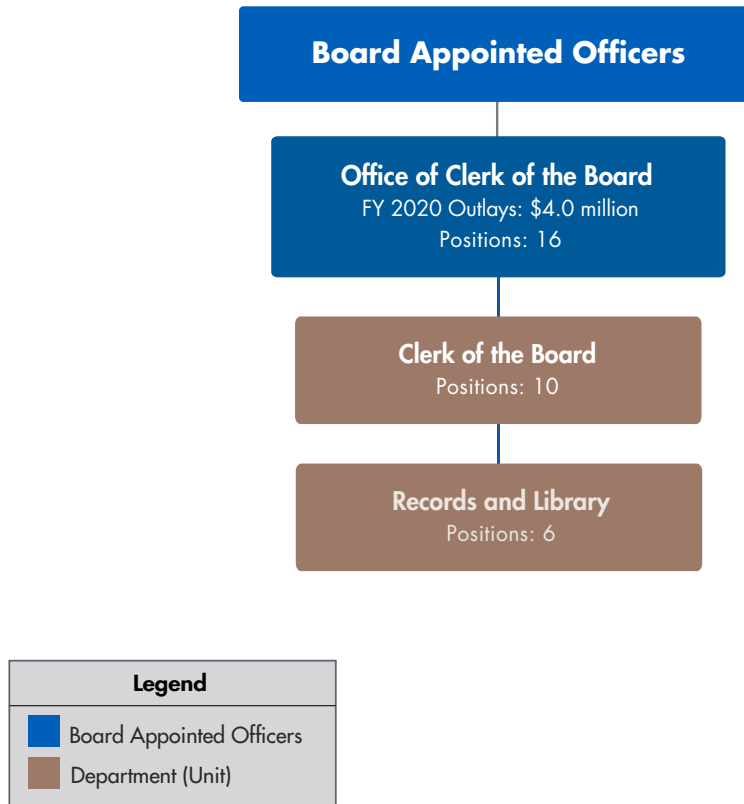
Division Summaries

Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
	Intra District Charges	2,723	232,703	0	(232,703)
Employee Recruitment and Benefits (927) Total		7,433	668,573	0	(668,573)
Capital Total*		7,800	751,873	0	(751,873)
Division Total*		6,023,322	8,446,595	9,674,393	1,227,798

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

Office of Clerk of the Board



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, and 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.

Division Summaries

Records & Library Services

Records & Library Services Unit 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), administration of the Valley Water Records Management Program, and the provision of Valley Water's responses to legal demands for records.

FY 2019 Accomplishments

During FY19, the COB completed the following activities.

- Successfully managed over 40 Regular and Special Board Meeting in accordance with the District Act, Board Policies, and the Ralph M. Brown Act
- Successfully managed over 80 Board Committee Meetings in accordance with Board Policies and the Ralph M. Brown Act
- Successfully scheduled over 1300 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 325 Board Correspondences
- Assigned and tracked approximately 8 Board Member Requests and 12 Individual Board Member Request in accordance with Board Governance Policy EL-2.6
- Successfully scheduled presentation of Board Committee Accomplishment reports in the third quarter of fiscal year
- Supported the redesign and upgrade of our Engineering Drawings Management System
- Supported the redesign of the external website with user search behavior analysis, the development of the "Popular Documents and Data" resource, and enhanced metadata development.
- Developed intranet resource pages to assist staff in locating records relevant to their work needs.
- Developed intranet webpages to provide access to scanned files from 1960s-1970s.
- Upgraded Valley Water digital photo asset management system and developed new catalog for Water Conservation photos.
- Responded to over 400 legal demands for documents

Division Summaries

FY 2020 Milestones

- Schedule presentation of Board Advisory Committee Accomplishment Reports to the Board of Directors by February 2020.
- Coordinate the Surface Water Charge protest and verification process to be completed no later than May 2020.
- Coordinate and present 2020 Board Meeting Compensation information and hearing in January 2020.
- Provide Board of Directors with a report of registered external lobbyists by August 2019 and February 2020.
- 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.

Division Summaries

Office of Clerk of the Board — Budget Summary

Project Type (Category)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	3,397,459	4,856,742	4,008,583	(848,160)	-17%
Operating	0	0	0	0	-17%
Capital	2,279	0	0	0	-17%
Total *	3,399,737	4,856,742	4,008,583	(848,160)	-17%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Office of Clerk of the Board	2,344,245	3,588,325	2,745,322	(843,002)	-23%
Records and Library Services	1,055,493	1,268,418	1,263,260	(5,157)	0%
Total *	3,399,737	4,856,742	4,008,583	(848,160)	-17%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

Office of Clerk of the Board	16	16	16	0**
------------------------------	----	----	----	-----

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

Division Summaries

Operations Budget by Department and Account Category

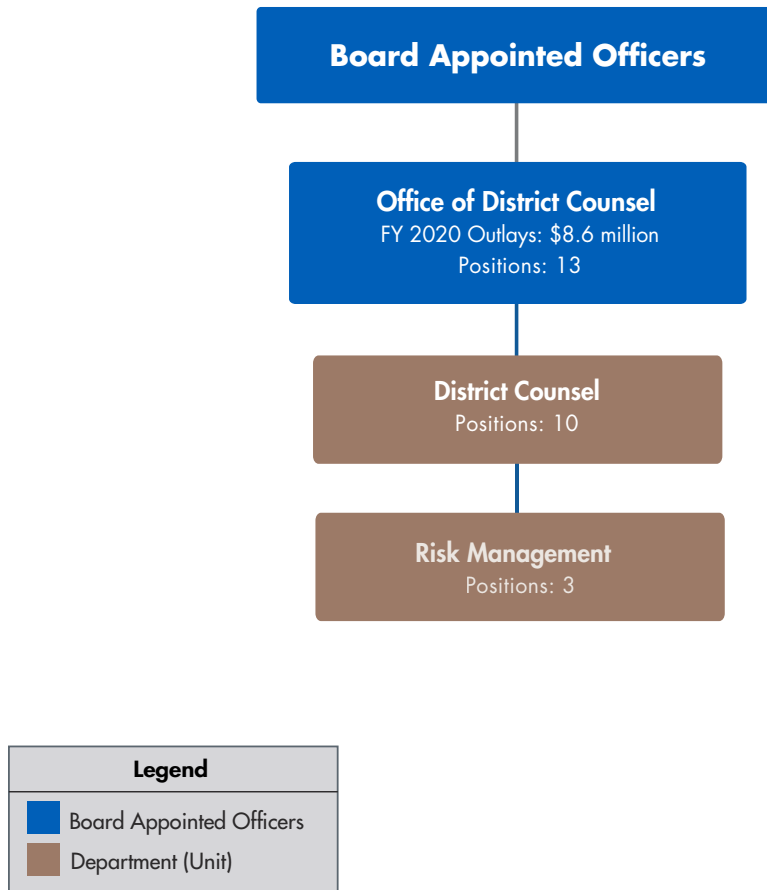
Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Office of Clerk of the Board					
	Salaries & Benefits	1,794,885	1,776,061	1,873,673	97,611
	Services & Supplies	334,282	1,592,501	635,511	(956,990)
	Intra District Charges	215,077	219,762	236,139	16,377
Office of Clerk of the Board (604) Total		2,344,245	3,588,325	2,745,322	(843,002)
Records and Library Services					
	Salaries & Benefits	827,285	998,897	1,023,357	24,461
	Services & Supplies	106,158	139,200	110,660	(28,540)
	Intra District Charges	119,772	130,321	129,243	(1,078)
Records and Library Services (765) Total		1,053,214	1,268,418	1,263,260	(5,157)
Operations Total*		3,397,459	4,856,742	4,008,583	(848,160)

Capital Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Records and Library Services					
	Salaries & Benefits	1,432	0	0	0
	Intra District Charges	847	0	0	0
Records and Library Services (765) Total		2,279	0	0	0
Capital Total*		2,279	0	0	0
Division Total*		3,399,737	4,856,742	4,008,583	(848,160)

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

Office of District Counsel



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 Administration.

Risk Management

The mission of Risk Management 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 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.

Division Summaries

FY 2019 Accomplishments

During FY 2019, the Office of District Counsel completed the following activities:

- Provided timely legal advice to Valley Water, Valley Water Board, officers, and employees
- Provided representation to Valley Water relating to annual groundwater production charges
- Provided environmental legal advice and representation as to the FAHCE complaint
- Provided legal advice regarding imported water matters including water transfer agreements and litigation
- Provided legal advice to Valley Water regarding on-going capital projects
- Provided legal advice to the Human Resources Division regarding on-going personnel and labor relations matters
- Administered the Workers Compensation program in a manner that increased employee awareness of potential dangers and sought to reduce employee injuries and accidents
- Administered the Liability and Property programs in a manner that provided prompt and fair adjustment of claims and losses
- Managed safety, ergonomics and industrial hygiene programs in compliance with regulatory requirements and industry best practices
- Secured triennial Crime Policy by April 1, 2019
- Actuarial reports completed for the Self-Insured WC Program and Liability Program
- Initiated Request for Proposal (RFP) for Property Appraisal for Insurance Valuation Purposes
- Updated all Appendices IV
- Secured drone insurance on an expedited basis effective May 22, 2019.

FY 2020 Milestones

- Provide quarterly Executive Monitoring Report (current litigation) to the Board of Directors
- Placement of Workers Compensation Insurance Policy by February 1, 2020
- Post Cal/OSHA Log 300 February 1 through April 30, 2020
- Report Valley Water injuries/illnesses at monthly Safety Committee meetings
- Organize quarterly W/C claim file review
- Interface with TPA and state governmental entities to ensure Valley Water compliance with new medical set-aside regulations
- Provide periodic comprehensive reports detailing the progress of the W/C program.
- Secure Non-Owned Aircraft Policy by February 1, 2020
- Secure 1st, 2nd, and 3rd Excess Liability Policies by May 1, 2020
- Secure Cyber Liability Policy by June 1, 2020
- Secure Property Insurance Policy by July 1, 2020
- Secure Drone Policy by May 31, 2020
- Review all policies for coverage and accuracy by June 30, 2020.
- Complete Property Appraisal for Insurance Valuation Purposes by June 30, 2020.

Division Summaries

Office of District Counsel — Budget Summary

Project Type (Category)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	5,720,843	8,047,176	7,706,859	(340,316)	-4%
Operating	509,507	500,000	100,000	(400,000)	-80%
Capital	513,066	914,223	813,000	(101,223)	-11%
Total *	6,743,415	9,461,399	8,619,859	(841,540)	-9%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Risk Management	2,856,566	4,136,600	3,177,664	(958,935)	-23%
Office of District Counsel	3,886,849	5,324,799	5,442,195	117,396	2%
Total *	6,743,415	9,461,399	8,619,859	(841,540)	-9%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

Office of District Counsel	13	13	13	0**
----------------------------	----	----	----	-----

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Office of District Counsel					
	Salaries & Benefits	2,637,506	2,550,817	2,780,924	230,107
	Services & Supplies	379,339	1,519,200	1,468,000	(51,200)
	Intra District Charges	356,938	340,560	380,271	39,712
Office of District Counsel (112) Total		3,373,783	4,410,576	4,629,195	218,619
Risk Management					
	Salaries & Benefits	622,607	627,697	668,792	41,095
	Services & Supplies	1,857,958	3,133,550	2,163,500	(970,050)
	Intra District Charges	376,001	375,353	345,372	(29,981)
Risk Management (113) Total		2,856,566	4,136,600	3,177,664	(958,935)
Operations Total*		6,230,349	8,547,176	7,806,859	(740,316)

Capital Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Office of District Counsel					
	Salaries & Benefits	0	49,124	0	(49,124)
	Services & Supplies	513,066	834,000	813,000	(21,000)
	Intra District Charges	0	31,099	0	(31,099)
Office of District Counsel (112) Total		513,066	914,223	813,000	(101,223)
Risk Management					
Risk Management (113) Total		0	0	0	0
Capital Total*		513,066	914,223	813,000	(101,223)
Division Total*		6,743,415	9,461,399	8,619,859	(841,540)

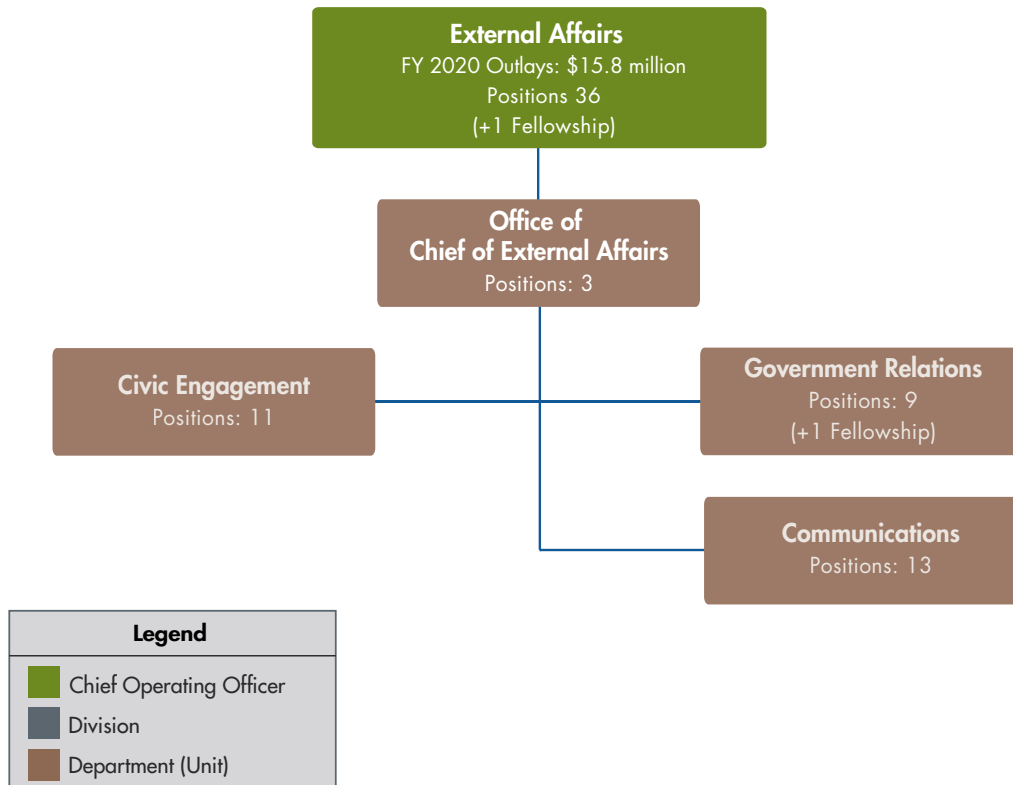
* Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

External Affairs

External Affairs is responsible for programs that increase community awareness and engagement about 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.

Office of Chief of External Affairs



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 and Office of Government Relations. The Division is responsible for leading the efforts in developing the strategy and execution of internal and external communications to the media, community, and the public; and community engagement in the areas of education, volunteerism, and through grant programs and community rating system program. In addition, External Affairs leads all government relations efforts in local, regional, state, and federal levels, and is responsible for keeping the CEO, the Board and other Valley Water staff informed of public policies that directly affect operations.

Office of Civic Engagement

The Office of Civic Engagement partners with the community through grants, volunteer opportunities, and educational activities, including staffing a board-appointed advisory youth commission, to raise public awareness and interest in water management resource issues, water pollution prevention, water conservation and build understanding, trust and support of Valley Water’s goals and mission. In addition, this office works to secure FEMA flood insurance discounts which benefits the community.

Division Summaries

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

Communications informs, engages and educates the community and Valley Water employees about water supply and quality, flood protection and stream stewardship issues. In addition to being responsive to the community regarding updates on all Valley Water projects, the office also provides timely responses to media inquiries. Through social media platforms and marketing campaigns, Communications highlights the work of Valley Water and its Board of Directors.

FY 2019 Accomplishments

During FY 2019, External Affairs accomplishments include the following:

- Youth Commission: Collaborated with commissioners to launch a pilot art project to revitalize interpretive benches and facilitated the commission's Job Shadow Day in March 2019.
- Creek Stewardship: Through Coastal Cleanup Day in September 2018, we had 47 registered cleanup sites, recruited 1,931 volunteers, cleaned up 75.25 miles of creek and picked up a total of 56,808 lbs. of trash.
- Safe, Clean Water Grants & Partnership: Established partnership with Santa Clara County Office of Education to support environmental education in underserved school districts, and released \$100,000 for Water Conservation Grants; \$120,000 for Volunteer Cleanup & Education Grants; \$571,000 for Trails & Open Space Grants; and \$200,000 for Mini-Grants.
- Public art and signage: Inventoried over 1,100 signs; collected data on location and condition and began planning process for replacement phase with signage labeled as damaged.
- Launched Water 101 Academy ambassador program and trained 21 board selected ambassadors.
- Water Education: Presented to 4,070 students during first half of fiscal year and hosted more than 1,600 visitors at events and tours of the Silicon Valley Advanced Water Purification Center.
- Community Rating System (CRS) program assembled and distributed 10,000 emergency preparedness starter kits to all cities/county and throughout the community at various booth duty events.
- Worked with Senator Dianne Feinstein, Senator Kamala Harris and others in the county's congressional delegation to advocate for and secure full construction funding for Phase I of the Shoreline Project.
- Advocated for a funding path for the Pacheco Reservoir Expansion Project.
- Secured legislative passage of three Valley Water-sponsored bills, with two signed by the Governor: - AB 1889 (Caballero) District Act Revisions - SB 881 (Wieckowski) Shoreline Project State Subvention Authorization
- Educated, engaged, and bolstered support for the Board's and Valley Water's priorities with communities across Santa Clara County by facilitating Valley Water participation in 28 community events and highlighted water conservation, purified recycled water, and community-specific projects. Conducted a record number of six joint meetings with cities and the county to advance progress on mutual issues of importance to the agencies.

Division Summaries

- Media relations highlights included successful media tour events in July and August of 2018 for the Shoreline Project in Alviso. Hosted celebratory event of the completion of the first phase of the San Francisquito Creek flood protection project in December 2018.
- Design of a new logo, tagline and moniker, approved by the Board of Directors in December 2018.

FY 2020 Milestones

- Evaluate and improve the Community Rating Systems (CRS) program which moved to External Affairs in February 2019; participate in the CRS 5-year verification cycle visit with FEMA's auditor to maintain or improve Valley Water's CRS classification by September 2019.
- Expand District-wide Volunteer Project, including a second Water 101 Academy for up to 21 ambassadors.
- Meeting 100% of the 5-year implementation plan for Safe, Clean Water Grants Program.
- Develop a standard process to monitor and maintain Valley Water owned signage.
- Launch a new social media campaign to further build public support for purified water and potable reuse.
- Enroll a combination of 5 more community organizations, schools and/or corporations to the Adopt-A-Creek Program.
- Register 40 or more cleanup sites for National River Cleanup Day and Coastal Cleanup Day.
- Reach at least 13,000 students per fiscal year through hands on lessons, field trips, and tours.
- Pass AB 707 (Kalra) to increase public works bidding for Valley Water.
- Conduct Mayor City Manager meetings and joint meetings with the Valley Water Board of Directors.
- Secure funding and authorization for Valley Water flood protection and water supply projects.
- Continue community support and engagement through sponsorships and community events program.
- Conduct advocacy trips to Washington DC and Sacramento to advance Valley Water priorities.
- Achieve at least 250,000 social media impressions, 5,000 engagements and 2,000 link clicks per quarter.
- Rebranding rollout is nearly halfway completed, with legacy signage unveiling events planned before end of the 2019 calendar year, along with an August 2019 inaugural all-employee event.
- Conduct two media events/tours per year.

Division Summaries

Office of Chief of External Affairs — Budget Summary

Project Type (Category)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	8,998,858	14,051,504	14,467,428	415,924	3%
Operating	26,677	3,460	0	(3,460)	-100%
Capital	686,206	502,039	1,337,849	835,810	166%
Total *	9,711,741	14,557,003	15,805,277	1,248,274	9%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Government Relations	2,913,942	3,362,582	3,662,544	299,962	9%
Civic Engagement	1,819,886	5,938,608	6,143,832	205,225	3%
Communications	3,858,972	4,324,266	5,009,835	685,569	16%
Office of Chief of External Affairs	1,118,940	931,547	989,065	57,518	6%
Total *	9,711,741	14,557,003	15,805,277	1,248,274	9%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

Office of Chief of External Affairs	28	32	36	4**
-------------------------------------	----	----	----	-----

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Office of Chief of External Affairs					
	Salaries & Benefits	725,250	705,831	751,278	45,447
	Services & Supplies	84,105	125,820	136,100	10,280
	Intra District Charges	80,506	93,002	101,687	8,686
Office of Chief of External Affairs (107) Total		889,861	924,652	989,065	64,413
Government Relations					
	Salaries & Benefits	1,417,493	1,938,921	2,199,970	261,049
	Services & Supplies	1,270,213	1,187,710	1,193,610	5,900
	Intra District Charges	221,545	235,951	261,649	25,697
Government Relations (152) Total		2,909,251	3,362,582	3,655,228	292,646
Civic Engagement					
	Salaries & Benefits	1,062,164	1,577,551	1,971,008	393,457
	Services & Supplies	366,396	3,803,698	3,280,370	(523,328)
	Intra District Charges	376,691	557,359	570,206	12,847
Civic Engagement (153) Total		1,805,251	5,938,608	5,821,584	(117,024)
Communications					
	Salaries & Benefits	1,605,600	2,015,097	2,120,554	105,458
	Services & Supplies	1,415,891	1,322,417	1,443,480	121,063
	Intra District Charges	399,681	491,608	437,516	(54,091)
Communications (172) Total		3,421,173	3,829,122	4,001,551	172,429
Operations Total*		9,025,535	14,054,964	14,467,428	412,464

Capital Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Office of Chief of External Affairs					
	Salaries & Benefits	2,605	6,091	0	(6,091)
	Services & Supplies	225,000	0	0	0
	Intra District Charges	1,474	803	0	(803)
Office of Chief of External Affairs (107) Total		229,079	6,894	0	(6,894)
Government Relations					
	Salaries & Benefits	2,788	0	4,731	4,731
	Intra District Charges	1,904	0	2,585	2,585
Government Relations (152) Total		4,691	0	7,316	7,316

Division Summaries

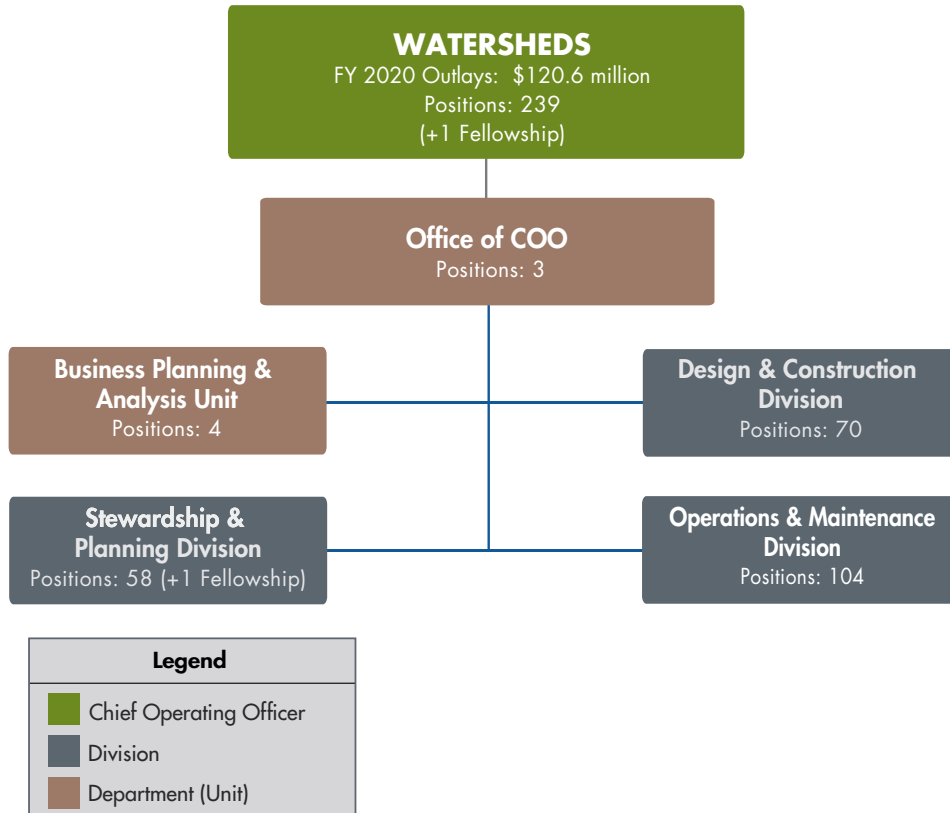
Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Civic Engagement					
	Salaries & Benefits	6,204	0	173,378	173,378
	Services & Supplies	5,414	0	50,000	50,000
	Intra District Charges	3,017	0	98,871	98,871
Civic Engagement (153) Total		14,636	0	322,249	322,249
Communications					
	Salaries & Benefits	231,528	304,827	553,780	248,953
	Services & Supplies	59,146	0	175,400	175,400
	Intra District Charges	147,125	190,317	279,104	88,787
Communications (172) Total		437,800	495,145	1,008,284	513,140
Capital Total*		686,206	502,039	1,337,849	835,810
Division Total*		9,711,741	14,557,003	15,805,277	1,248,274

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

Division Summaries

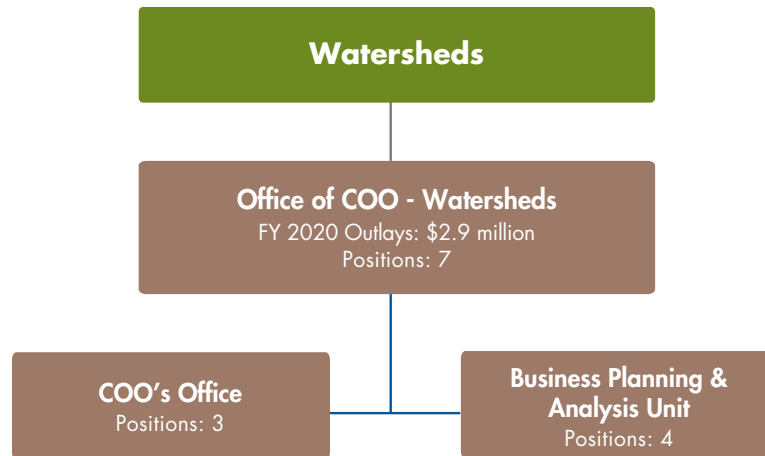
Watersheds



Description

Watersheds Operations (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.

Office of COO Watersheds



Legend	
■	Chief Operating Officer
■	Department (Unit)

Division Description and Objectives

Watersheds Operations (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. Lead and manage Watersheds to achieve the Board's Ends, Goals and Objectives. This includes providing Watersheds the leadership, staff and funding to conduct the administrative nature 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 district-wide and special events/efforts that benefit the whole organization.

Business Planning and Analysis

This recently established unit manages, plans, and oversees the implementation of the Safe, Clean Water and Natural Flood Protection Program (Safe, Clean Water Program); which includes managing reporting for all 38 projects under the Program, implementing the Change Control Process, providing financial oversight to ensure projects do not exceed their 15-year allocations, identifying additional funding sources as required, and supporting

Division Summaries

the role of the Independent Monitoring Committee (IMC). Additionally, this unit will participate in the planning and development of a future funding Measure for voter-approval.

The unit is also responsible for developing and implementing two new programs:

The Lands Management Program to manage Valley Water's maintenance obligations on district-owned lands, lands with easements, and lands with obligations made through contractual commitments. Program activities include researching land rights and maintenance obligations; identifying required maintenance; developing a strategic approach to securing environmental clearances; and coordinating with Watersheds Field Operations and Vegetation Field Operations units to ensure the work is carried out as per the requirements and in a timely manner.

The Watersheds Operations and Maintenance (O&M) Planning Program is being developed in coordination with the Watersheds Field Operations and Vegetation Field Operations units and modeled after the Capital Improvement Program's 5-year plan. Activities include developing rolling 5-year Watershed O&M plans that are critical for the long-term financial planning, specifically for Watersheds Fund 12 resources.

FY 2019 Accomplishments

- New Watersheds Business Unit was created, and three positions were filled.
- All Safe, Clean Water Program FY 2019 Milestones were accomplished.
- The first Draft 5-Year O&M Plan was drafted and utilized as a financial planning tool for the FY 2020 budget development.
- The Lands Management Program was initiated with the first steps focused on developing a framework, gathering data, and beginning research.

FY 2020 Milestones

- Implement the Safe, Clean Water Program Annual Cycle, which includes developing the Program's annual report, providing support for IMC review and report development, developing the staff response to IMC review report, administering Change Control Process, and reviewing Program Priorities and funding to ensure all Priorities have sufficient funding to be accomplished under the Program.
- Develop and implement the Lands Management Program, which includes finalizing the framework for the Program, information and data collection, researching land rights and maintenance obligations, identifying maintenance obligations and providing assistance in prioritization of outstanding obligations, aiding in the development of a strategic approach to securing environmental clearances, and coordinating with O&M units to ensure identified maintenance obligations are included in the 5-year O&M Plan.
- Develop and implement the Watersheds O&M Planning Program, which includes building upon the development of the first Watersheds 5-year O&M Plan for FY 2020 – 2024 and developing a process to annually update the plan in time for the long-term forecast and budget processes. This will require close coordination with Watersheds Field Operations and Vegetation Field Operations Units and Financial Division.

Division Summaries

Budget Issues and Constraints

- The Safe, Clean Water Program funding is limited and to ensure compliance with the Change Control Process requires close monitoring to verify that no project exceeds its 15-year Program allocation without analyzing the impacts to other project's deliverables.

Division Summaries

Office of COO Watersheds — Budget Summary

Project Type (Category)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	1,163,779	1,892,756	2,934,557	1,041,801	55%
Operating	0	0	0	0	55%
Capital	4,491	0	0	0	55%
Total *	1,168,270	1,892,756	2,934,557	1,041,801	55%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Office of COO Watersheds	1,168,270	1,892,756	1,565,999	(326,757)	-17%
Watershed Business Planning & Analysis	0	0	1,368,558	1,368,558	-17%
Total *	1,168,270	1,892,756	2,934,557	1,041,801	55%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

Office of COO Watershed	4	4	7	3**
-------------------------	---	---	---	-----

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

Division Summaries

Operations Budget by Department and Account Category

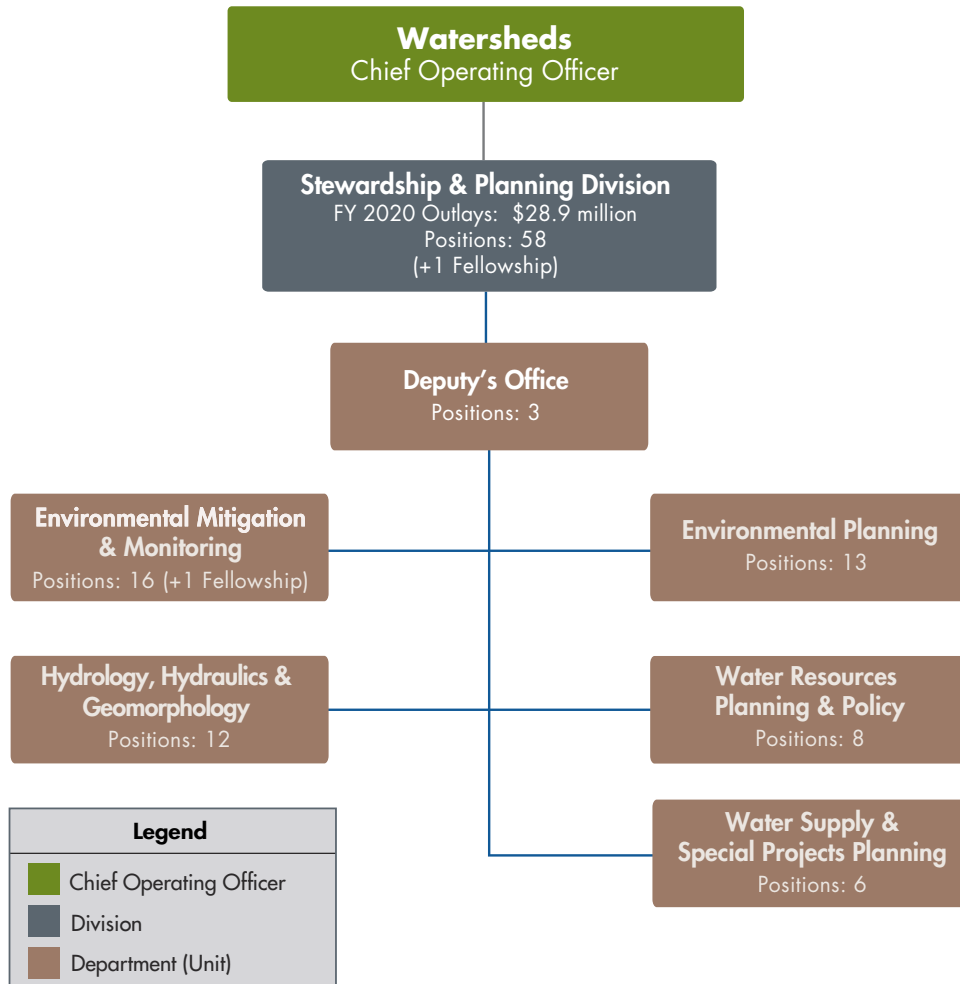
Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Watershed Business Planning & Analysis					
	Salaries & Benefits	0	0	858,674	858,674
	Services & Supplies	0	0	34,500	34,500
	Intra District Charges	0	0	475,384	475,384
Watershed Business Planning & Analysis (214) Total		0	0	1,368,558	1,368,558
Office of COO Watersheds					
	Salaries & Benefits	643,364	978,430	825,475	(152,955)
	Services & Supplies	107,874	309,730	304,125	(5,605)
	Intra District Charges	412,542	604,596	436,399	(168,197)
Office of COO Watersheds (215) Total		1,163,779	1,892,756	1,565,999	(326,757)
Operations Total*		1,163,779	1,892,756	2,934,557	1,041,801

Capital Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Office of COO Watersheds					
	Salaries & Benefits	2,131	0	0	0
	Services & Supplies	1,189	0	0	0
	Intra District Charges	1,171	0	0	0
Office of COO Watersheds (215) Total		4,491	0	0	0
Capital Total*		4,491	0	0	0
Division Total*		1,168,270	1,892,756	2,934,557	1,041,801

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

Watershed Stewardship & Planning Division



Division Description and Objectives

Plan, organize, and manage the Watershed Stewardship & Planning Division, overseeing four departments with approximately 59 staff members. Oversee FAHCE and the Valley Water's watershed enhancement studies. Provide key decision making support for the departments to accomplish their goals. Communicate key Board, Valley Water and Executive goals and provide timely information.

Division Summaries

Environmental Mitigation & Monitoring

The Environmental Mitigation and Monitoring Unit is responsible for: managing all the long-term mitigation monitoring programs for the Valley Water; two ecology-oriented, stewardship Safe Clean Water Programs (D2 and D5); 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 Fish aquatic habitat collaborative effort program. We provide ecological expertise supporting Valley Water activities, projects, and programs to effectively manage natural resources, stewardship, and comply with environmental laws and regulations. The Unit specializes in special-status species, jurisdictional habitats, impact assessments, avoidance and minimization measures, mitigation design and monitoring, and environmental permitting.

Water Resources Planning & Policy

The Water Resources Policy and Planning Department 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. Other planning work includes conducting detailed watersheds planning studies for flood protection and environmental stewardship (for example, 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; and the Coyote Creek Flood and Stewardship project), reporting on policy developments related to watersheds, maintaining the Community Rating System program, developing the gravel augmentation and large woody debris fisheries study, working on the geomorphic restoration project (SCW D6), developing stream corridor priority plans (SCW D3), and coordinating the Valley Water partnership on the Salt Pond Restoration Project.

Environmental Planning

The Environmental Planning Department provides overall project planning, environmental document preparation, CEQA compliance and permitting services in support of Valley Water's Capital Improvement Program. Unit 247 also manages Safe Clean Water Projects; B-1 and B-2, provides surface water quality expertise and manages the Climate Change Action Plan (CCAP) project.

Hydrology, Hydraulics & Geomorphology

The Hydrology, Hydraulics and Geomorphology Department builds the foundation of our flood protection work, and it also provides the essential data for groundwater recharge and reservoir release analysis for environmental purposes. The department 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; developing flood forecast and flood warning system to send flood warning messages to the community for potential flood risks; and the geomorphologic analysis that provides the basis for channel modification that minimizes maintenance needs and sustains long-term stability.

Division Summaries

FY 2019 Accomplishments

- Created a new Flood Watch web site to support flood emergency monitoring and response.
- Completed problem definition report and began alternatives analysis for the Coyote Creek Flood Protection Project, and developed problem definition report for the Upper Penitencia Creek Flood Protection Project.
- Completed Countywide One Water Framework, and developed initial draft Coyote Creek Master Plan, including a hydrology and hydraulics update, to identify priority flood risk reduction and stream stewardship actions.
- Completed environmental review and permitting for the Bolsa Fish Passage Improvement Project, San Francisquito Creek Flood Protection Project, Lower Penitencia Creek Improvements, Cunningham Flood Detention Facility Certification, and Coyote Warehouse projects.
- Met all Safe Clean Water commitments: Executed two new partnership agreements for invasive plant control and habitat restoration, developed gravel and large woody debris studies for eight creeks, and completed plans for one installation in Los Gatos Creek.
- Operated and maintained oxygenation treatment systems in four reservoirs and reduced methylmercury in the bottom of the reservoir by an average of 70% below historical summer concentrations.
- Completed a Storm Water Resource Plan for the Santa Clara Basin, which prioritizes green storm water infrastructure projects for future funding.
- Completed reporting for 10 long-term mitigation monitoring programs and remained in compliance with all mitigation monitoring requirements.
- Provided technical leadership on prevention of soil-borne plant pathogens in regionwide restoration efforts.

FY 2020 Milestones

- Climate Change Action Plan by December 2019.
- One Water plan for the Guadalupe and Pajaro watersheds by July 2020.
- Planning study report for Coyote Creek project by January 2020.
- Final planning study report for the Upper Penitencia Creek project by Sept 2019. Planning to Design report by December 2019.
- Final Gravel Augmentation and LWD study for all steelhead creeks by Dec 2019. Install at Los Gatos Creek in summer of 2019.
- Continue improving flood forecast system and expanding 2 more flood forecast points by June 2020.
- Complete Ross Creek flood feasibility study by Dec. 2019.
- Complete South County Storm Water Resource Plan by summer 2019.
- Collaborate with the City of San Jose on trash mapping and removal for Coyote Creek and Guadalupe River.
- Complete the Stevens Creek Fish Passage Barrier Analysis by September 2019,
- Execute the Ogier Ponds Planning Study partnership agreement by June 2019, initiate Planning Study Report in collaboration with Santa Clara County staff.
- Conduct annual monitoring for capital project mitigation, including managing long-term monitoring programs for the Guadalupe River, Coyote Creek, and the Stream and Watershed Protection Program.

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, and federal funding limits.

Division Summaries

Watershed Stewardship & Planning Division — Budget Summary

Project Type (Category)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	16,500,904	19,259,754	19,577,233	317,479	2%
Operating	2,393,838	4,153,171	4,427,170	273,999	7%
Capital	4,619,489	7,521,034	4,905,960	(2,615,074)	-35%
Total *	23,514,231	30,933,959	28,910,363	(2,023,596)	-7%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Water Resources Planning	2,915,442	3,932,717	3,265,346	(667,371)	-17%
Safe Clean Water Implementation	0	0	0	0	-17%
Water Resources Planning & Policy	3,760,477	6,817,703	3,715,858	(3,101,845)	-45%
Hydrology, Hydraulics & Geomorphology	4,280,736	4,183,252	4,975,722	792,470	19%
Office of WS Stwdship & Planning Div	1,144,665	1,193,113	1,213,474	20,362	2%
Environmental Planning	5,395,762	5,975,349	6,735,916	760,567	13%
Environmental Mitigation & Monitoring	6,017,149	8,831,825	9,004,047	172,221	2%
Total *	23,514,231	30,933,959	28,910,363	(2,023,596)	-7%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

Watershed Stewardship & Planning Division	57	58	58	0**
---	----	----	----	-----

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Office of WS Stwdship & Planning Div					
	Salaries & Benefits	569,018	451,688	759,632	307,944
	Services & Supplies	96,775	463,770	31,970	(431,800)
	Intra District Charges	389,978	277,654	421,872	144,218
Office of WS Stwdship & Planning Div (241) Total		1,055,771	1,193,113	1,213,474	20,362
Environmental Mitigation & Monitoring					
	Salaries & Benefits	2,028,851	2,655,225	2,853,406	198,182
	Services & Supplies	1,639,596	3,178,750	3,834,350	655,600
	Intra District Charges	1,335,292	1,704,072	1,567,548	(136,525)
Environmental Mitigation & Monitoring (244) Total		5,003,739	7,538,047	8,255,304	717,257
Water Resources Planning & Policy					
	Salaries & Benefits	1,226,667	1,156,777	937,115	(219,661)
	Services & Supplies	337,148	1,038,600	861,000	(177,600)
	Intra District Charges	767,575	745,368	529,253	(216,114)
	Capital Expenditures	0	0	150,000	150,000
Water Resources Planning & Policy (245) Total		2,331,390	2,940,744	2,477,368	(463,376)
Safe Clean Water Implementation					
Safe Clean Water Implementation (246) Total		0	0	0	0
Environmental Planning					
	Salaries & Benefits	1,143,629	1,488,125	1,626,475	138,350
	Services & Supplies	2,544,016	2,471,430	2,708,774	237,344
	Intra District Charges	734,888	940,946	908,399	(32,546)
	Capital Expenditures	5,754	25,000	25,000	0
Environmental Planning (247) Total		4,428,287	4,925,500	5,268,648	343,148
Hydrology, Hydraulics & Geomorphology					
	Salaries & Benefits	2,044,609	1,976,800	2,168,657	191,857
	Services & Supplies	699,463	728,152	1,003,186	275,034
	Intra District Charges	1,332,515	1,286,183	1,232,666	(53,518)
	Capital Expenditures	80,812	38,500	28,765	(9,735)
Hydrology, Hydraulics & Geomorphology (296) Total		4,157,399	4,029,636	4,433,273	403,638
Water Resources Planning					
	Salaries & Benefits	982,375	942,272	727,530	(214,743)
	Services & Supplies	318,530	1,235,200	1,206,500	(28,700)
	Intra District Charges	617,251	608,413	422,305	(186,107)
Water Resources Planning (412) Total		1,918,156	2,785,885	2,356,335	(429,550)
Operations Total*		18,894,742	23,412,925	24,004,403	591,479

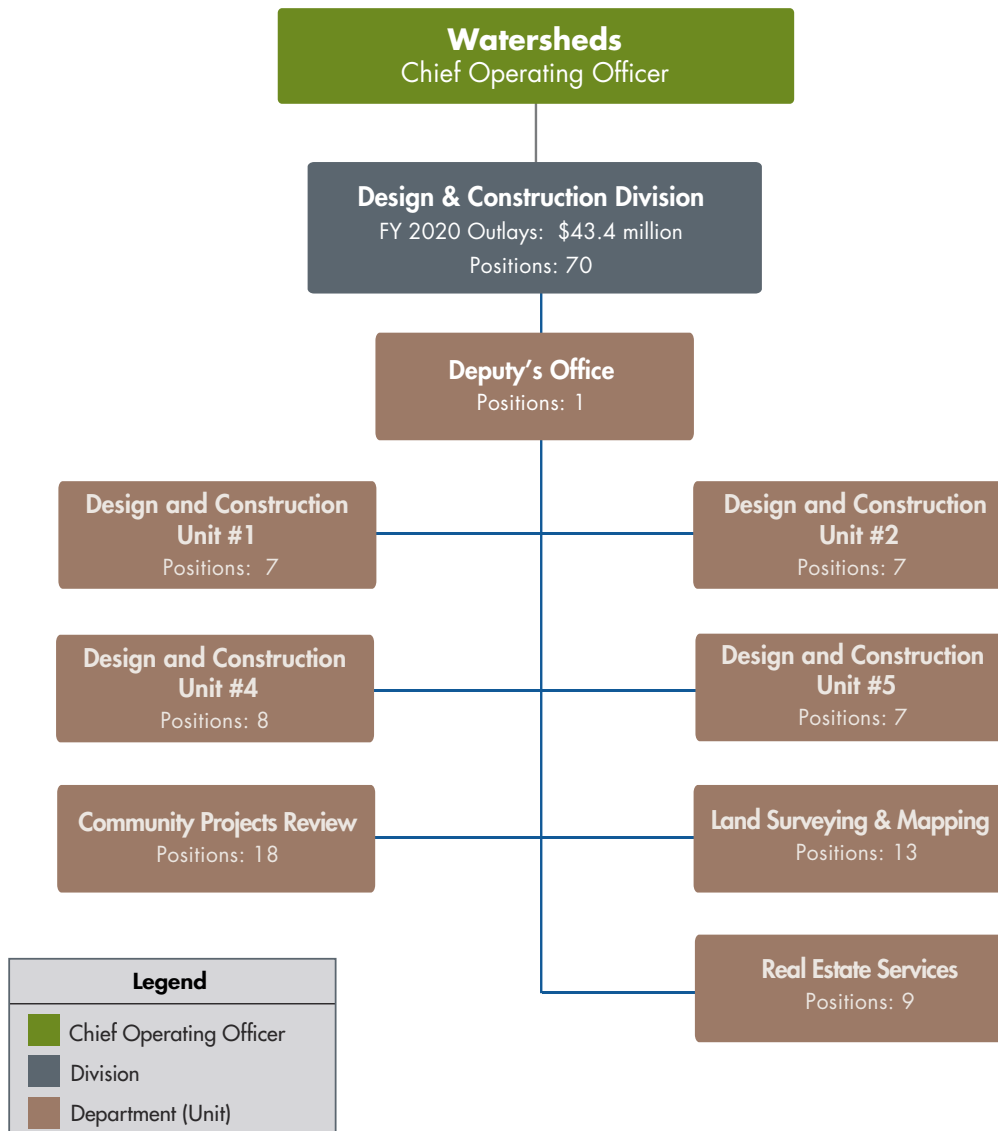
Division Summaries

Capital Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Office of WS Stwdship & Planning Div					
	Services & Supplies	84,394	0	0	0
	Capital Expenditures	4,500	0	0	0
Office of WS Stwdship & Planning Div (241) Total		88,894	0	0	0
Environmental Mitigation & Monitoring					
	Salaries & Benefits	588,855	652,634	564,406	(88,228)
	Services & Supplies	37,099	220,030	(131,537)	(351,567)
	Intra District Charges	387,455	421,114	315,874	(105,240)
Environmental Mitigation & Monitoring (244) Total		1,013,410	1,293,779	748,743	(545,036)
Water Resources Planning & Policy					
	Salaries & Benefits	727,651	932,009	792,480	(139,529)
	Services & Supplies	225,645	2,340,000	(3,302)	(2,343,302)
	Intra District Charges	475,791	604,950	449,312	(155,638)
Water Resources Planning & Policy (245) Total		1,429,087	3,876,959	1,238,490	(2,638,469)
Safe Clean Water Implementation					
Safe Clean Water Implementation (246) Total		0	0	0	0
Environmental Planning					
	Salaries & Benefits	581,713	630,358	940,854	310,495
	Services & Supplies	1,112	10,000	0	(10,000)
	Intra District Charges	384,650	409,490	526,414	116,924
Environmental Planning (247) Total		967,475	1,049,848	1,467,268	417,420
Hydrology, Hydraulics & Geomorphology					
	Salaries & Benefits	72,569	86,369	266,889	180,520
	Services & Supplies	1,099	0	120,000	120,000
	Capital Expenditures	2,941	20,000	0	(20,000)
	Intra District Charges	46,728	47,248	155,560	108,312
Hydrology, Hydraulics & Geomorphology (296) Total		123,337	153,617	542,449	388,832
Water Resources Planning					
	Salaries & Benefits	611,990	686,048	571,443	(114,604)
	Services & Supplies	13,814	47,000	0	(47,000)
	Intra District Charges	371,482	413,784	337,567	(76,217)
Water Resources Planning (412) Total		997,286	1,146,832	909,011	(237,821)
Capital Total*		4,619,489	7,521,034	4,905,960	(2,615,074)
Division Total*		23,514,231	30,933,959	28,910,363	(2,023,596)

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

Watershed Design & Construction Division



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 15-year 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.

Division Summaries

Community Projects Review

The Community Projects Review Department provides for protection of Valley Water watershed, water utility assets and interests from external activities and threats as defined by the Water Resources Protection Ordinance through the review of approximately 800 projects and issuance of approximately 200 encroachment permits for activities on Valley Water rights of way and ordinance enforcement for activities undertaken without appropriate permits. The department projects include implementation of the Underground Service Alert program that entails reviewing approximately 9000 tickets per year. The department also reviews proposed developments within the planning stages as they interface with Valley Water mission and interests. The department also includes specialized maintenance and development of approximately 10,000 map pages showing Valley Water land rights and flooding and the dissemination of information to the public.

Design & Construction Unit #1

The department is responsible for design and construction of the following projects: San Francisquito Creek Flood Protection Project, Permanente Creek Flood Protection Project, Hale Creek Pilot Project, and Bolsa Fish Passage Modification Project.

Design & Construction Unit #2

The department is responsible for design and construction of the following projects: 1) Lower Berryessa Creek Phase II; 2) Cunningham Flood Detention Certification Project; 3) Upper Guadalupe River Flood Protection - Reaches 7-12; 4) Upper Guadalupe River Reach 6; 5) Upper Berryessa Creek - Calaveras / Old Pied Cor; 6) Upper Berryessa Ck - Calaveras/Old Pied LER.

Design & Construction Unit #4

Design and Construction Unit #4 (Unit 334) is responsible for design and construction of the following projects: Lower Penitencia Creek and Almaden Lake Improvements Projects as well as the South San Francisco Bay Shoreline Protection effort along the Santa Clara County shoreline.

Design & Construction Unit #5

Design and Construction Unit #5 (Unit 336) will continue to implement the WARP projects plus PA Basin Tide Gate Structure Project. Plus, we manage monitoring Projects for Lower Berry Phase, Canoas Creek and others. We plan to complete design and start construction for 1) Calabazas Creek 10 banks Repair project, 2) San Thomas Creek concrete bed rehabilitation for 2 miles, .3) Lower Pen from Able St to Great America Parkway bank erosion repair project, and 4) Barren Creek bed repair at Bryant Street.

We plan to complete CEQA docs, final design, plans and spec for the PA Basin Tide Gate Structure after obtaining permits. A new additional resource, Assistant Engineer I/II is requested (unfunded request) to assist the Associate Engineer for PA Basin Tide Gate Structure Project. Other project from the WARP list (30 projects list) by November/December of 2018 for planning, design and construction for FY20 and FY21.

Division Summaries

Land Surveying & Mapping

The responsibilities of the Land Surveying and Mapping Department include professional land surveying and mapping services in support of planning, design, construction, and maintenance of Valley Water water resource 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.

Real Estate Services

The Real Estate Department provides real estate services which includes buying and selling property, database maintenance and reporting, non-residential and residential leasing and licensing program, negotiation, appraisal, title and relocation services. The department also covers administrative support of Real Estate services which include database input, maintenance and reporting.

FY 2019 Accomplishments

- Completion of Alviso Pump Station License Agreement and Sonterra Bridge Maintenance Agreement
- Completed Permanente Creek Channel Improvement construction and McKelvey Detention Basin construction.
- Completed Bolsa Fish Passage Modification Project design and advertised the Bolsa Fish Passage Modification Project construction.
- Completed construction of San Francisquito Creek Flood Protection Project between S.F. Bay to Highway 101.
- Completed 96% of civil work for Lower Berryessa Creek - levee repair work will be completed by the end of 2019.
- Completed final design for Lower Calera Creek Project
- Completed construction of Upper Berryessa Creek Project
- Completed Cunningham Flood Detention construction.
- Completed Admin Draft EIR and 30% design for Almaden Lake Improvements.
- Completed 90% design and received draft CDFWS permit for Lower Penitencia Creek Improvements.
- SF Shoreline EIAs 1-10: 1) Collaborated with Resilient by Design; 2) Collaborated with SBSRP Phase 2 Construction for EIAs 4 & 5 (Mountain View area) and EIA 10 (Pond A8) 3) Provided cost contribution to BRRIT (Bay Restoration Regulatory Integration Team); and 4) Prepare materials for EIAs 1-10 USACE Charrette.
- SF Shoreline EIA 11: 1) USACE received \$177.2 M from Federal Disaster Supplemental funds; 2) Completed Reach 1: 95% design review and awarded a Levee Soil Contract.
- Completed Permanent repair of Stevens Creek bank erosion d/s of El Camino Real following the Emergency Project; 2) Coyote Creek d/s of 237 Rodent damage repair; 3) Coyote Creek d/s of 237 Rodent damage repair; 4) San Tomas Creek 1500 feet of bed repair and Matadero bank repair plus 2000 feet of sediment removal; and 5) Uvas Creek levee outboard damage repair for a mile long from Miller to end of levee the d/s.
- Managed 74 non-residential leases and licenses County wide. A public auction was conducted to sell an excess parcel with a residential house at 110 Sunset Avenue, San Jose.

FY 2020 Milestones

- Complete High Speed Rail Reimbursement Agreement.

Division Summaries

- Complete construction of the Bolsa Fish Passage Modification Project.
- Prepare Final EIR for San Francisquito Creek Flood Protection Project between Highway 101 and Middlefield Road and obtain regulatory permits.
- Begin construction of the San Francisquito Creek Flood Protection Project between Highway 101 and Middlefield Road.
- Begin construction of the Hale Creek Pilot Project Complete construction of Lower Berryessa Creek phase 2.
- Complete the Lower Calera Creek design phase and award the construction contract.
- Complete gravel placement construction for Upper Guadalupe River Reach 6.
- Begin construction of SF Shoreline EIA 11 Reach 1.
- Begin feasibility study of SF Shoreline EIAs 1-10.
- Begin construction of Lower Penitencia Creek Flood Protection.
- Complete Final EIR and 90% design for Almaden Lake Improvements.
- Complete construction of McKelvey Park Flood Detention Basin and Rancho San Antonio Park Flood Detention Basin.
- Complete construction of Uvas Creek Levee Rehabilitation Phase 2 and San Tomas Aquino Creek Erosion Repair.
- Manage 74 non-residential leases and licenses County wide.

Budget Issues and Constraints

None

Division Summaries

Watershed Design & Construction Division — Budget Summary

Project Type (Category)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	7,423,353	9,043,908	9,243,272	199,364	2%
Operating	2,802,826	74,030	178,096	104,067	141%
Capital	71,601,925	89,586,773	33,983,526	(55,603,248)	-62%
Total *	81,828,105	98,704,711	43,404,894	(55,299,817)	-56%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Design & Construction Unit 1	25,043,731	11,246,652	5,695,400	(5,551,251)	-49%
Design & Construction Unit 5	9,811,189	11,542,236	11,217,531	(324,705)	-3%
Design & Construction Unit 2	31,576,162	45,819,252	(958,637)	(46,777,889)	-102%
Community Projects Review	4,309,258	5,409,936	5,572,103	162,167	3%
Office of WS Design & Const Div	2,511,375	3,321,138	1,539,152	(1,781,986)	-54%
Design & Construction Unit 4	2,293,675	14,144,048	13,487,565	(656,483)	-5%
Land Surveying and Mapping	3,585,612	4,484,460	4,113,989	(370,472)	-8%
Real Estate Services	2,697,103	2,736,989	2,737,791	802	0%
Total *	81,828,105	98,704,711	43,404,894	(55,299,817)	-56%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

Watershed Design & Construction Division	74	74	70	(4)**
--	----	----	----	-------

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Community Projects Review					
	Salaries & Benefits	2,579,041	3,075,544	3,462,948	387,405
	Services & Supplies	98,943	178,010	117,660	(60,350)
	Capital Expenditures	0	40,000	35,000	(5,000)
	Intra District Charges	1,622,371	1,934,273	1,873,898	(60,375)
Community Projects Review (294) Total		4,300,355	5,227,826	5,489,506	261,680
Office of WS Design & Const Div					
	Salaries & Benefits	376,096	207,105	0	(207,105)
	Services & Supplies	170,706	35,000	0	(35,000)
	Intra District Charges	243,480	136,004	0	(136,004)
Office of WS Design & Const Div (316) Total		790,281	378,109	0	(378,109)
Design & Construction Unit 1					
	Salaries & Benefits	14,081	8,617	19,480	10,863
	Services & Supplies	1,020	0	0	0
	Intra District Charges	5,528	518	6,257	5,739
Design & Construction Unit 1 (331) Total		20,628	9,135	25,736	16,602
Design & Construction Unit 2					
	Salaries & Benefits	28,497	3,968	1,272	(2,696)
	Services & Supplies	1,705	0	0	0
	Intra District Charges	15,015	519	170	(349)
Design & Construction Unit 2 (332) Total		45,217	4,487	1,442	(3,045)
Design & Construction Unit 4					
	Salaries & Benefits	49,847	31,154	26,059	(5,095)
	Services & Supplies	1,140	0	0	0
	Intra District Charges	14,129	13,961	10,643	(3,318)
Design & Construction Unit 4 (334) Total		65,115	45,115	36,702	(8,413)
Design & Construction Unit 5					
	Salaries & Benefits	304,572	94,182	6,726	(87,456)
	Services & Supplies	876,599	0	0	0
	Capital Expenditures	1,221,330	0	0	0
	Intra District Charges	187,511	51,628	901	(50,728)
Design & Construction Unit 5 (336) Total		2,590,012	145,810	7,627	(138,183)
Land Surveying and Mapping					
	Salaries & Benefits	829,958	1,144,583	1,417,651	273,067
	Services & Supplies	80,855	365,000	63,500	(301,500)

Division Summaries

Operations Budget by Department and Account Category (Continued)

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
	Intra District Charges	537,773	784,780	846,895	62,115
Land Surveying and Mapping (367) Total		1,448,586	2,294,363	2,328,045	33,682
Real Estate Services					
	Salaries & Benefits	576,067	589,542	953,490	363,948
	Services & Supplies	42,047	40,400	40,400	0
	Capital Expenditures	450	15,000	15,000	0
	Intra District Charges	347,421	368,150	523,420	155,270
Real Estate Services (369) Total		965,985	1,013,092	1,532,309	519,217
Operations Total*		10,226,179	9,117,937	9,421,368	303,431

Capital Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Community Projects Review					
	Salaries & Benefits	5,410	35,637	55,899	20,262
	Services & Supplies	0	124,000	0	(124,000)
	Intra District Charges	3,493	22,472	26,698	4,226
Community Projects Review (294) Total		8,903	182,109	82,597	(99,512)
Office of WS Design & Const Div					
	Salaries & Benefits	850,966	1,254,786	341,192	(913,594)
	Services & Supplies	227,700	857,300	1,005,650	148,350
	Intra District Charges	557,871	830,943	192,310	(638,633)
	Capital Expenditures	84,558	0	0	0
Office of WS Design & Const Div (316) Total		1,721,094	2,943,029	1,539,152	(1,403,877)
Design & Construction Unit 1					
	Salaries & Benefits	1,264,679	1,382,955	1,393,870	10,914
	Services & Supplies	(10,093,633)	1,647,800	(6,224,565)	(7,872,365)
	Intra District Charges	844,570	892,762	782,359	(110,403)
	Capital Expenditures	33,007,488	7,314,000	9,718,000	2,404,000
Design & Construction Unit 1 (331) Total		25,023,103	11,237,517	5,669,664	(5,567,853)
Design & Construction Unit 2					
	Salaries & Benefits	1,331,741	1,441,372	1,465,276	23,904
	Services & Supplies	1,944,912	20,039,800	(5,576,797)	(25,616,597)
	Intra District Charges	876,884	879,593	805,942	(73,651)

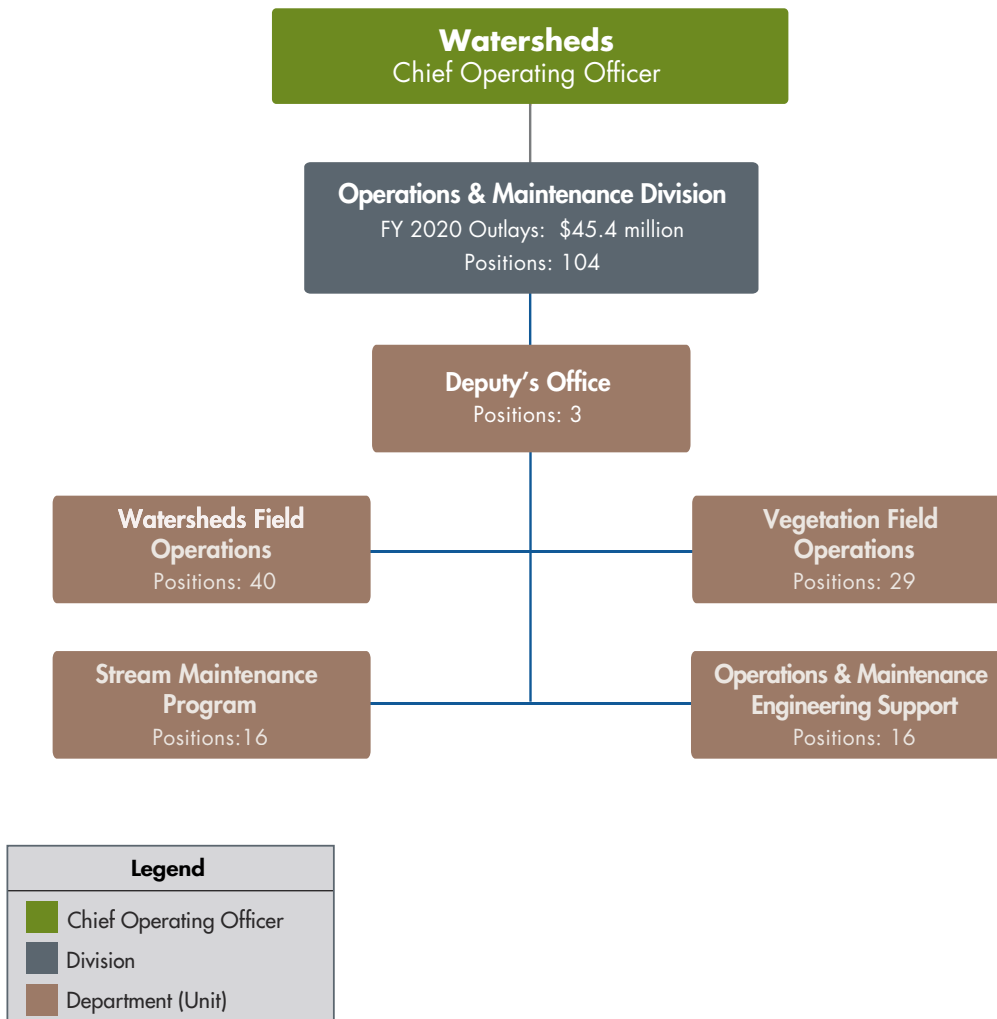
Division Summaries

Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
	Capital Expenditures	27,377,408	23,454,000	2,345,500	(21,108,500)
Design & Construction Unit 2 (332) Total		31,530,945	45,814,765	(960,079)	(46,774,844)
Design & Construction Unit 4					
	Salaries & Benefits	1,291,592	1,525,073	1,547,723	22,650
	Services & Supplies	57,026	6,538,330	3,022,385	(3,515,945)
	Intra District Charges	870,942	975,529	865,755	(109,774)
	Capital Expenditures	9,000	5,060,000	8,015,000	2,955,000
Design & Construction Unit 4 (334) Total		2,228,559	14,098,933	13,450,863	(648,069)
Design & Construction Unit 5					
	Salaries & Benefits	1,021,345	1,358,648	1,529,221	170,574
	Services & Supplies	1,331,724	2,467,000	(2,064,613)	(4,531,613)
	Intra District Charges	667,644	870,778	845,296	(25,482)
	Capital Expenditures	4,200,463	6,700,000	10,900,000	4,200,000
Design & Construction Unit 5 (336) Total		7,221,177	11,396,426	11,209,904	(186,522)
Land Surveying and Mapping					
	Salaries & Benefits	1,125,119	1,087,755	871,622	(216,133)
	Services & Supplies	258,053	374,800	392,300	17,500
	Intra District Charges	753,854	727,542	522,021	(205,521)
Land Surveying and Mapping (367) Total		2,137,026	2,190,097	1,785,943	(404,154)
Real Estate Services					
	Salaries & Benefits	1,054,646	1,053,102	755,836	(297,265)
	Services & Supplies	19,021	24,260	27,425	3,165
	Intra District Charges	657,450	646,536	417,720	(228,816)
	Capital Expenditures	0	0	4,500	4,500
Real Estate Services (369) Total		1,731,118	1,723,897	1,205,482	(518,416)
Capital Total*		71,601,925	89,586,773	33,983,526	(55,603,248)
Division Total*		81,828,105	98,704,711	43,404,894	(55,299,817)

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

Watershed Operations & Maintenance Division



Division Description and Objectives

The division is comprised of four departments that provide field maintenance, engineering support, vegetation management, and management of the Stream Maintenance Program (SMP) in the Guadalupe, Lower Peninsula, West Valley, 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.

Division Summaries

Watershed Field Operations

The Watershed Field Operations Department is responsible for coordination and management of field construction and maintenance activities within the Watersheds and certain Water Utility facilities, budget development, coordination of emergency response services and monitoring of safety procedures. Assure 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 Department is responsible for the budget development, coordination, and management of integrated vegetation management programs, riparian planting and invasive plant management mitigation projects, hazard tree program and the sandbag program in the Lower Peninsula, West Valley, Guadalupe, Coyote, and Uvas/Llagas Watersheds including capital projects and water utility sites.

Stream Maintenance Program

The Stream Maintenance Program (SMP) Department manages and coordinates routine maintenance activities to ensure that stream maintenance work is consistent with the environmental regulatory permits, in a manner that minimizes the environmental impact to the stream systems. This program supports the maintenance of streams to maintain the flow conveyance capacity of Valley Water channels and the structural and functional integrity of Valley Water facilities. This department also provides coordination and delivery of materials, equipment and labor (EML) services for Field Operations; and for validation and processing of related invoices and payments.

Operations & Maintenance Engineering Support

The Watersheds O&M Engineering Support Department 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.

FY 2019 Accomplishments

Watersheds Field Operations

- 16 Sediment Removal Projects (19,935 CY)
- 826 Linear Feet of Erosion repaired
- 406 Cubic Yards Good Neighbor Maintenance
- 23,478 Linear Feet of Levee Maintenance
- 1,824 Cubic Yards Debris Removal

Division Summaries

Vegetation Field Operations

- 331 Acres of mitigation site maintenance
- 3,476 Acres of upland access maintenance: weed abatement, access pruning, upland herbicide.
- 470 Acres of instream vegetation removal for flow conveyance: hand removal and aquatic herbicide.
- 110 Acres of invasive plant management.
- 230 6 - 12" DBH trees removed
- 81 Hazard trees removed
- 86,000 Sandbags made

Stream Maintenance Program

- Approximately 535 Biological Service requests for the Division.
- Submitted the Notice of Proposed Work (NPW).
- Completed the Annual Summary Report.
- Completed Stream Maintenance Program (SMP) Manual Update.

Operations and Maintenance Engineering Support

- Engineering support and construction oversight for the Stream Maintenance Program (SMP).
- Responded to Creekside customers and others via Access Valley Water within five days or less.
- Inspected Creeks and Levees for which Valley Water has ownership or maintenance responsibility.

FY 2020 Milestones

Watersheds Field Operations

- Complete annual SMP projects by 10/15
- Complete routine Watershed 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. 30th annually.

Stream Maintenance Program

- Submit regulatory required reports in a timely manner, conduct internal, training, participate in Multi-agency meetings, and administer and renew the multi-agency permits.
- Development and update of contracts specifications and terms and conditions to insure contracts for subsequent fiscal year are in place on time for Watersheds Field Operation's needs. SMP – Receive regulatory permits for remaining 5 years of SMP
- Complete CEQA & Obtain permits for hazardous tree removals

Division Summaries

- Submit application for Incidental Take Permit

Operations and Maintenance Engineering Support

- 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.
- 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).
- Research and respond to customer requests via Access Valley Water (AVW) communications system (ongoing).
- Prepare work orders for corrective and preventive stream maintenance activities (ongoing).
- Engineering support for Stream Maintenance Program (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

- Limited funding for Encampment Cleanups.
- The extent of maintenance work completed annually is constrained by staff resources, funding and regulatory permit requirements.

Division Summaries

Watershed Operations & Maintenance Division — Budget Summary

Project Type (Category)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	36,393,972	38,471,048	42,298,009	3,826,961	10%
Operating	1,113,019	2,757,591	1,680,883	(1,076,708)	-39%
Capital	986,740	1,176,132	1,411,398	235,266	20%
Total *	38,493,731	42,404,772	45,390,290	2,985,518	7%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Vegetation Field Operations	11,591,448	11,832,206	13,056,265	1,224,060	10%
Watersheds Field Operations	17,392,836	19,397,781	18,189,169	(1,208,612)	-6%
Stream Maintenance Program	3,644,225	3,885,649	7,304,650	3,419,001	88%
O&M Engineering Support	4,883,248	6,310,834	5,868,624	(442,210)	-7%
Ofc of Watershed O&M Division	981,974	978,302	971,581	(6,721)	-1%
Total *	38,493,731	42,404,772	45,390,290	2,985,518	7%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

Watershed Operations & Maintenance Division	92	93	104	11**
---	----	----	-----	------

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Ofc of Watershed O&M Division					
	Salaries & Benefits	605,521	609,546	635,471	25,925
	Services & Supplies	1,134	1,000	1,000	0
	Intra District Charges	375,319	367,756	335,110	(32,646)
Ofc of Watershed O&M Division (251) Total		981,974	978,302	971,581	(6,721)
Watersheds Field Operations					
	Salaries & Benefits	5,460,622	5,632,199	6,784,143	1,151,944
	Services & Supplies	6,700,207	8,216,729	5,693,497	(2,523,232)
	Intra District Charges	4,579,699	4,919,044	5,231,586	312,542
Watersheds Field Operations (253) Total		16,740,528	18,767,972	17,709,226	(1,058,746)
Vegetation Field Operations					
	Salaries & Benefits	4,150,754	4,596,849	4,850,277	253,429
	Services & Supplies	4,307,995	3,563,324	4,627,150	1,063,826
	Intra District Charges	3,036,190	3,432,610	3,256,208	(176,402)
Vegetation Field Operations (295) Total		11,494,940	11,592,783	12,733,635	1,140,852
Stream Maintenance Program					
	Salaries & Benefits	1,754,493	1,829,774	3,041,325	1,211,551
	Services & Supplies	621,061	770,750	2,168,300	1,397,550
	Intra District Charges	1,119,643	1,166,327	1,673,918	507,591
Stream Maintenance Program (297) Total		3,495,197	3,766,852	6,883,543	3,116,691
O&M Engineering Support					
	Salaries & Benefits	2,697,871	2,785,686	2,911,482	125,797
	Services & Supplies	399,289	1,559,000	1,168,000	(391,000)
	Intra District Charges	1,697,192	1,778,046	1,601,425	(176,621)
O&M Engineering Support (298) Total		4,794,352	6,122,732	5,680,907	(441,824)
Operations Total*		37,506,991	41,228,640	43,978,892	2,750,252

Capital Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Ofc of Watershed O&M Division					
Ofc of Watershed O&M Division (251) Total		0	0	0	0
Watersheds Field Operations					
	Salaries & Benefits	216,263	314,461	186,497	(127,964)

Division Summaries

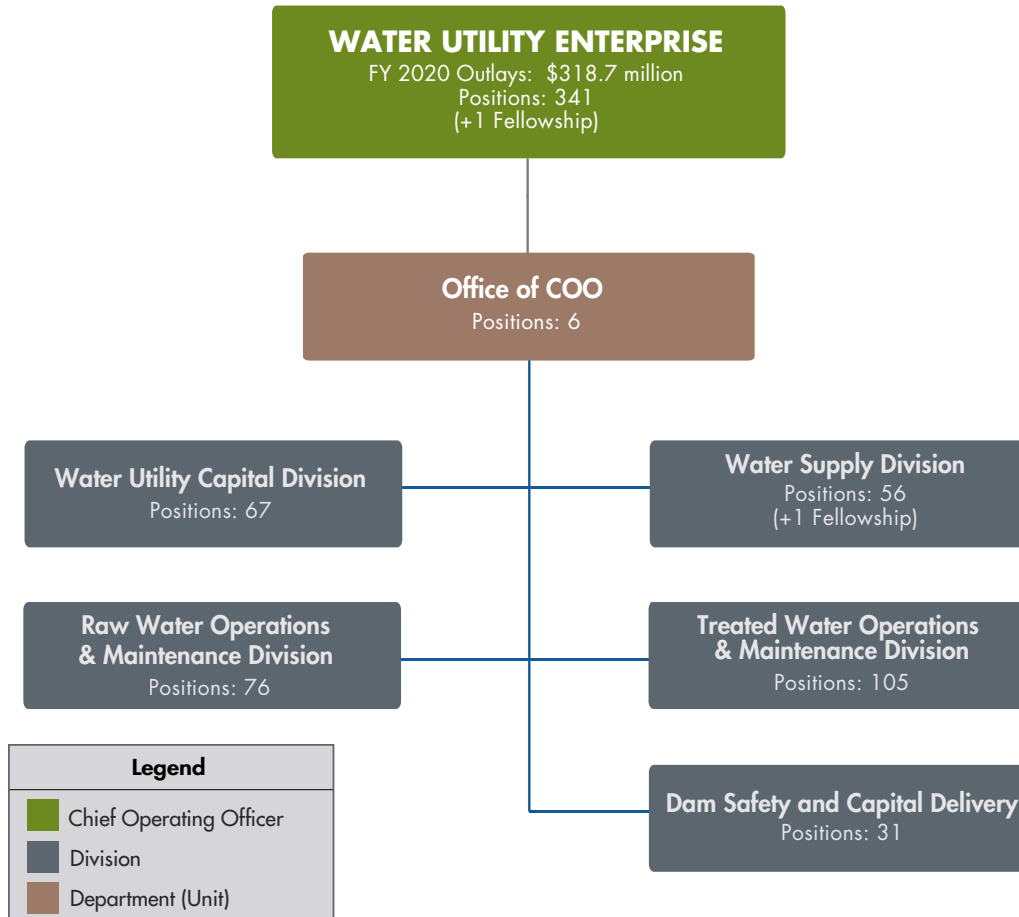
Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
	Intra District Charges	192,844	285,349	163,447	(121,902)
	Services & Supplies	243,201	30,000	130,000	100,000
Watersheds Field Operations (253) Total		652,308	629,810	479,944	(149,866)
Vegetation Field Operations					
	Salaries & Benefits	46,655	134,634	190,114	55,480
	Intra District Charges	34,354	98,789	127,516	28,727
	Services & Supplies	15,499	6,000	5,000	(1,000)
Vegetation Field Operations (295) Total		96,508	239,423	322,630	83,207
Stream Maintenance Program					
	Salaries & Benefits	8,250	35,682	209,772	174,090
	Intra District Charges	4,778	23,116	117,336	94,220
	Services & Supplies	136,000	60,000	94,000	34,000
Stream Maintenance Program (297) Total		149,028	118,798	421,108	302,310
O&M Engineering Support					
	Salaries & Benefits	39,694	114,738	120,621	5,884
	Intra District Charges	25,190	73,364	67,095	(6,269)
	Services & Supplies	24,012	0	0	0
O&M Engineering Support (298) Total		88,896	188,102	187,716	(386)
Capital Total*		986,740	1,176,132	1,411,398	235,266
Division Total*		38,493,731	42,404,772	45,390,290	2,985,518

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

Division Summaries

Water Utility

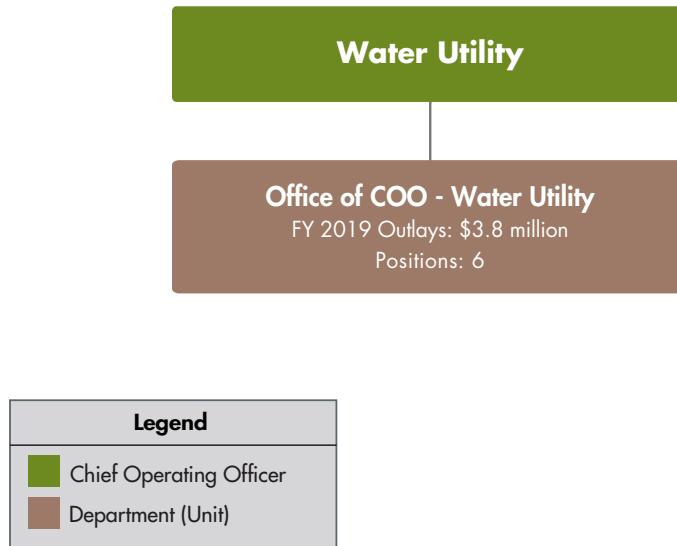


Description

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

Office of COO Water Utility



The Office of the Chief Operating Officer Water Utility oversees Water Utility Capital, Water Supply, Raw Water Operations & Maintenance and Treated Water Operations & Maintenance 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 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 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	2,145,093	2,996,484	2,803,293	(193,191)	-6%
Operating	0	0	0	0	-6%
Capital	0	0	972,917	972,917	-6%
Total *	2,145,093	2,996,484	3,776,210	779,726	26%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Office of COO Water Utility	2,145,093	2,996,484	3,776,210	779,726	26%
Total *	2,145,093	2,996,484	3,776,210	779,726	26%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

Office of COO Water Utility	5	6	6	0**
-----------------------------	---	---	---	-----

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

Division Summaries

Operations Budget by Department and Account Category

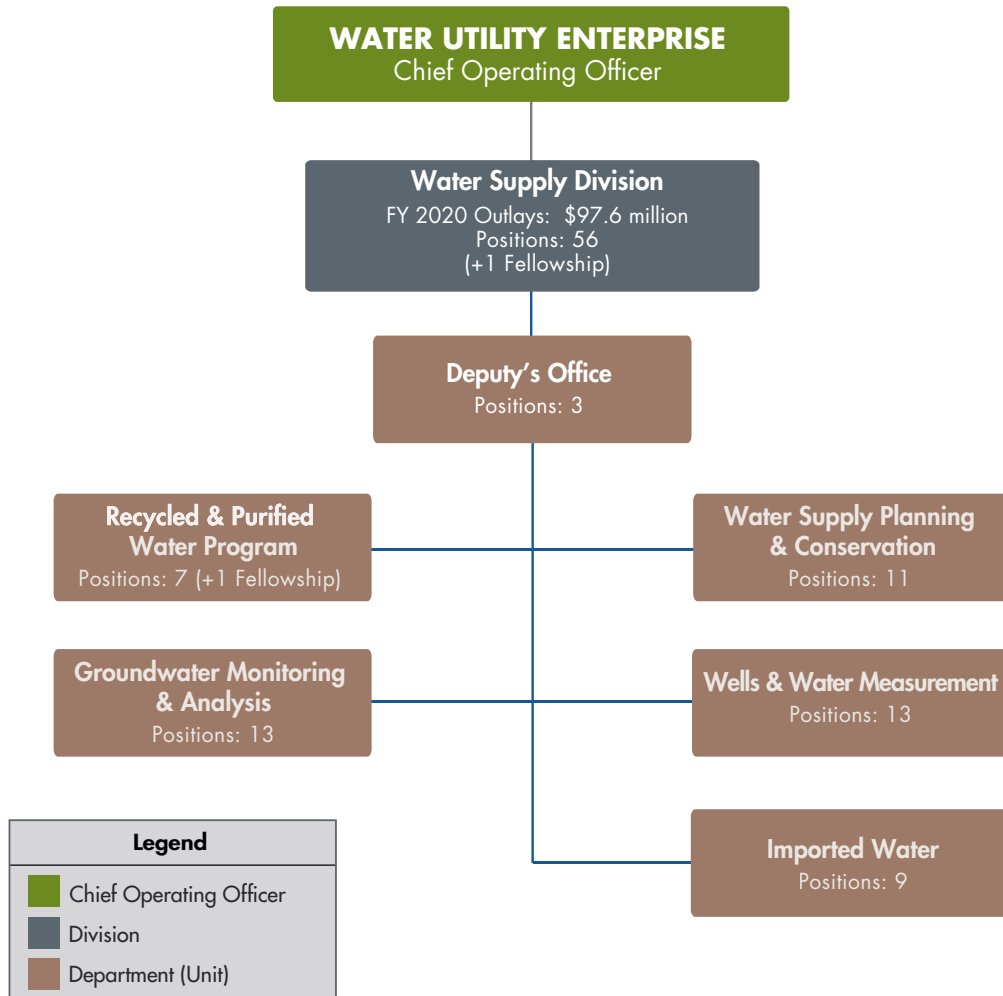
Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Office of COO Water Utility					
	Salaries & Benefits	999,598	1,480,959	1,354,118	(126,841)
	Services & Supplies	581,809	619,500	732,000	112,500
	Intra District Charges	563,686	896,025	717,175	(178,850)
Office of COO Water Utility (402) Total		2,145,093	2,996,484	2,803,293	(193,191)
Operations Total*		2,145,093	2,996,484	2,803,293	(193,191)

Capital Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Office of COO Water Utility					
	Salaries & Benefits	0	0	137,074	137,074
	Services & Supplies	0	0	760,000	760,000
	Intra District Charges	0	0	75,843	75,843
Office of COO Water Utility (402) Total		0	0	972,917	972,917
Capital Total*		0	0	972,917	972,917
Division Total*		2,145,093	2,996,484	3,776,210	779,726

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

Water Supply Division



Division Description and Objectives

The Water Supply Division is responsible for identifying future water supply needs, managing the groundwater basins and imported water supplies, and implementing water conservation and recycled water programs. The objectives of the Water Supply Division are to 1) Sustain future drought proof, reliable water supply, 2) Expand and develop recycled and purified water projects, 3) Manage annual imported water supplies, 4) Minimize imported water costs, 5) Participate and complete various water supply reliability planning studies, 6) Implement programs and provide support needed to maximize water conservation/demand management to reach Valley Water’s goal of saving nearly 100,000 acre-feet per year by 2030 and any short-term reduction called for by the Board, 7) Provide accurate and timely information on current and future groundwater supply conditions, 8) Comply with state sustainable groundwater management requirements, 9) Protect the quality and quantity of the county’s groundwater resources by ensuring that wells are constructed, destroyed, modified and maintained per policy, 10) Provide

Division Summaries

accurate and dependable water measuring devices for verifying water production for groundwater, surface water, treated water and recycled water accounts.

Recycled and Purified Water Program

The Recycled and Purified Water Program supports Valley Water's mission through expansion and development of recycled and purified water in Santa Clara County. This is achieved by collaborating, negotiating and executing long-term agreements with various partners, and by leading various planning and research studies such as the Reverse Osmosis Concentrate Management Plan; the Countywide Recycled and Purified Water Master Plan; demonstration test plan for Water Reuse; and Bottling and Taste Testing of Purified Water.

Imported Water

The Imported Water Unit protects, manages and develops Valley Water's imported water assets, including the Central Valley Project, State Water Project, 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; coordinates with water supply planning to evaluate and make recommendations regarding participation in water supply projects; develops water transfers, exchanges and banking agreements; and, manages imported water costs.

Water Supply Planning and Conservation

The Water Supply Planning & Conservation Unit supports Valley Water's mission by developing long-term water supply plans for ensuring there is a 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.

Groundwater Monitoring & Analysis

The Groundwater Management Unit supports Valley Water's mission to protect and augment local groundwater resources by providing sound information on current and projected groundwater supply conditions, implementing sustainable groundwater management programs, complying with state groundwater sustainability requirements, and working to influence proposed projects, policies, and regulations affecting groundwater resources.

Wells and Water Measurement

The Wells and Water Measurement Unit is responsible for the implementation of two programs: 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 2019 Accomplishments

- Initiated Countywide Water Reuse Master Plan Project, including stakeholder workshops.
- Began Reverse Osmosis Concentrate Management Project, including two workshops with cities and regulators.
- On July 24, 2018, the California Water Commission awarded Valley Water the full \$484.55 million requested for the Pacheco Reservoir Expansion Project and \$24.2 million in early funding for planning purposes.
- Participation in discussions and the submittal of comments relating to the State Water Board's Phase 1 amendments for the Bay Delta Plan.
- Secured Board approval and executed the Gap Funding Agreement for preconstruction planning costs for the California WaterFix, with a contribution of approximately \$1.1 million.
- Participated in the Sites Reservoir Phase 2 negotiations resulting in Board approval and execution of the Sites Reservoir Phase 2 Project Agreement.
- Coordinated the review and development of the Feasibility Study and Admin Draft Environmental Impact Report/Environmental Impact Statement for the San Luis Low Point Improvement Project.
- Submitted comments on the project description and provided a letter of support to the State Water Board related to the Voluntary Agreements under the Bay Delta Plan amendment process.
- Executed a cooperating agency Memorandum of Understanding with the U.S. Bureau of Reclamation for the Re-initiation of Consultation on Long Term Operations of the Central Valley Project. Submitted comments on Reclamation's First Admin Draft Environmental Impact Statement and U.S. Fish and Wildlife Service's Draft Effects Analysis of the Long-Term Operations.
- Long-term conservation program savings of approximately 77,000 acre-feet in CY18.
- Developing update to Valley Water's Water Supply Master Plan Board approval of process developed with stakeholders to regulate pumping under the Sustainable Groundwater Management Act, if needed.
- Compliance with state groundwater sustainability requirements for data and report submittal.
- Issued 850 well permits; completed 770 well inspections; issued 36 violation letters; completed 3,853 meter reads; completed 172 meter tests; completed 175 meter maintenance events; installed 5 new meters; completed 93 backflow prevention device tests; completed 13 backflow prevention device repairs.

FY 2020 Milestones

- Complete Draft Countywide Recycled & Purified Water Master Plan by Q2 2019.
- Complete report on Reverse Osmosis Concentrate management alternatives by Q4 2019.
- Identify potential sources of supplemental water by January 1, 2020 and provide timely support for the annual water supply planning process.
- Provide monthly updates to the Board and public on imported water management agreements through the Water Tracker.
- Provide rebates for the conversion of 500,000 square feet of turf by June 2020.
- Coordinate with water retailers and land use agencies on demand projections for the 2020 Urban Water Management Plan.
- Collect and analyze groundwater level, quality, and subsidence data and present related findings in the annual groundwater report.
- Collaborate with water retailers, land use and regulatory agencies, and basin stakeholders on groundwater management issues.

Division Summaries

- 95% of well permit applications (approximately 1,600 annually) are processed within 10 working days.
- 100% of meters are read based on current set schedule.

Budget Issues and Constraints

Budget issues and constraints for the Division include: insufficient staff 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.

Division Summaries

Water Supply Division — Budget Summary

Project Type (Category)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	84,741,058	84,078,647	86,910,802	2,832,155	3%
Operating	793,245	121,705	0	(121,705)	-100%
Capital	13,091,184	13,481,028	10,694,950	(2,786,078)	-21%
Total *	98,625,487	97,681,380	97,605,753	(75,628)	0%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Groundwater Management	4,391,184	4,505,790	4,492,384	(13,406)	0%
Deputy's Office of Water Supply Division	1,276,579	1,033,525	1,262,725	229,200	22%
Imported Water	72,137,907	71,478,138	72,670,808	1,192,671	2%
Water Supply Planning and Conservation	6,223,208	8,592,796	10,219,074	1,626,278	19%
Recycled and Purified Water Program	10,806,059	8,285,455	5,068,384	(3,217,070)	-39%
Wells and Water Measurement	3,790,548	3,785,677	3,892,377	106,700	3%
Total *	98,625,487	97,681,380	97,605,753	(75,628)	0%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

Water Supply Division	57	57	56	(1)**
-----------------------	----	----	----	-------

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Recycled and Purified Water Program					
	Salaries & Benefits	1,598,168	1,695,740	1,600,588	(95,152)
	Services & Supplies	5,095,139	2,453,647	2,595,000	141,353
	Intra District Charges	1,036,817	1,078,659	874,263	(204,396)
Recycled and Purified Water Program (410) Total		7,730,124	5,228,046	5,069,851	(158,195)
Deputy's Office of Water Supply Division					
	Salaries & Benefits	788,277	657,391	799,927	142,536
	Services & Supplies	36,373	4,250	9,500	5,250
	Intra District Charges	451,929	371,885	428,172	56,287
Deputy's Office of Water Supply Division (415) Total		1,276,579	1,033,525	1,237,599	204,073
Imported Water					
	Salaries & Benefits	1,628,603	2,034,182	1,890,510	(143,672)
	Services & Supplies	59,766,061	58,061,769	59,243,964	1,182,195
	Intra District Charges	1,027,772	1,295,055	1,079,769	(215,286)
Imported Water (425) Total		62,422,436	61,391,007	62,214,243	823,236
Water Supply Planning and Conservation					
	Salaries & Benefits	1,975,323	2,057,312	2,202,189	144,877
	Services & Supplies	2,850,120	5,008,270	6,662,160	1,653,890
	Intra District Charges	1,242,927	1,323,032	1,222,214	(100,819)
Water Supply Planning and Conservation (445) Total		6,068,370	8,388,614	10,086,563	1,697,949
Groundwater Management					
	Salaries & Benefits	2,401,138	2,529,427	2,629,202	99,774
	Services & Supplies	296,750	220,950	336,400	115,450
	Intra District Charges	1,548,356	1,630,933	1,444,568	(186,365)
Groundwater Management (465) Total		4,246,244	4,381,311	4,410,170	28,859
Wells and Water Measurement					
	Salaries & Benefits	2,058,263	2,140,162	2,402,008	261,846
	Services & Supplies	333,579	217,700	91,520	(126,180)
	Intra District Charges	1,384,496	1,404,237	1,383,099	(21,138)
	Capital Expenditures	14,211	15,750	15,750	0
Wells and Water Measurement (475) Total		3,790,548	3,777,849	3,892,377	114,527
Operations Total*		85,534,303	84,200,352	86,910,802	2,710,450

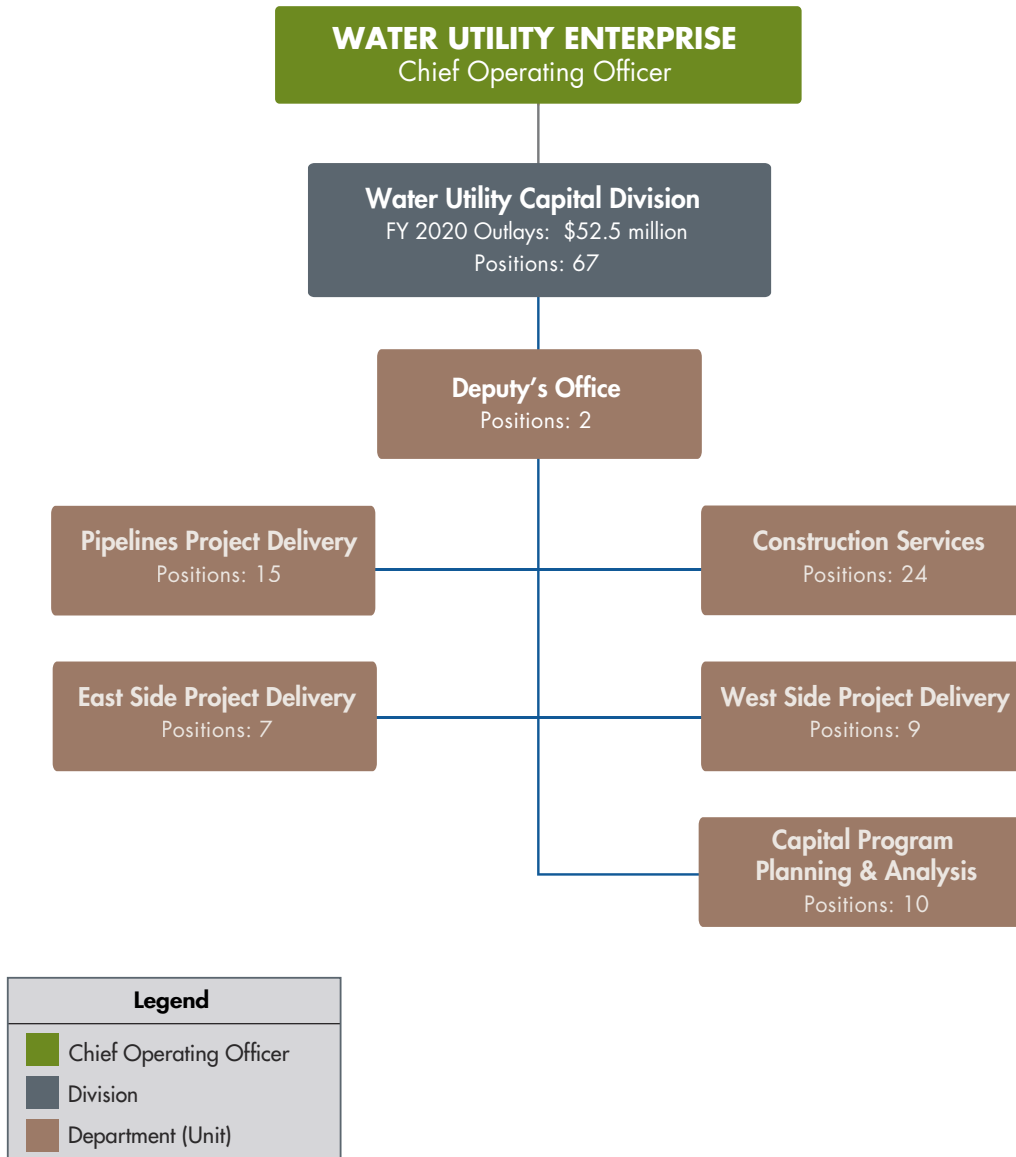
Division Summaries

Capital Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Recycled and Purified Water Program					
	Salaries & Benefits	61,553	156,924	51,138	(105,786)
	Services & Supplies	2,974,749	2,800,000	(80,688)	(2,880,688)
	Intra District Charges	39,633	100,485	28,083	(72,402)
Recycled and Purified Water Program (410) Total		3,075,935	3,057,409	(1,467)	(3,058,875)
Deputy's Office of Water Supply Division					
	Salaries & Benefits	0	0	16,357	16,357
	Intra District Charges	0	0	8,770	8,770
Deputy's Office of Water Supply Division (415) Total		0	0	25,127	25,127
Imported Water					
	Salaries & Benefits	255	26,494	29,141	2,646
	Services & Supplies	9,715,169	10,056,930	10,410,713	353,783
	Intra District Charges	47	3,707	16,712	13,005
Imported Water (425) Total		9,715,471	10,087,131	10,456,565	369,434
Water Supply Planning and Conservation					
	Salaries & Benefits	94,367	123,801	85,107	(38,694)
	Intra District Charges	60,470	80,381	47,404	(32,977)
Water Supply Planning and Conservation (445) Total		154,838	204,181	132,511	(71,671)
Groundwater Management					
	Salaries & Benefits	87,476	75,099	52,715	(22,385)
	Intra District Charges	57,464	49,380	29,499	(19,880)
Groundwater Management (465) Total		144,940	124,479	82,214	(42,265)
Wells and Water Measurement					
	Salaries & Benefits	0	4,712	0	(4,712)
	Intra District Charges	0	3,115	0	(3,115)
Wells and Water Measurement (475) Total		0	7,828	0	(7,828)
Capital Total*		13,091,184	13,481,028	10,694,950	(2,786,078)
Division Total*		98,625,487	97,681,380	97,605,753	(75,628)

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

Water Utility Capital Division



Division Summaries

Division Description and Objectives

Water Utility Capital

The Water Utility Capital Division (315) is responsible for planning, design and construction of Water Utility capital projects in Valley Water's rolling 5-year Capital Improvement Program (CIP).

Capital Program Planning & Analysis

The Capital Program Planning and Analysis Unit provides analytical support for both Water Utility Enterprise and Watershed capital projects including benchmarking and status reports; it manages the advertise and award process for all public works projects over \$25,000 and provides support during construction; unit staff assist with preparing and processing consultant agreements; unit staff develops and produces the annual 5-year CIP including maintaining all backup data, managing the Staff CIP Group and coordinating the agendas for the Board CIP Committee.

Construction Services

The Construction Services Unit provides construction management and inspection for capital construction projects.

East Side Project Delivery

The East Side Project Delivery Unit supports the implementation of Valley Water's 5-Year Capital Improvement Program for Water Utility projects on the east side of Santa Clara County. Unit staff manages and performs the planning and design, and provides engineering support services during construction of various water supply capital projects, including east side treatment plants and pump stations.

West Side Project Delivery

The West Side Project Delivery Unit supports the implementation of Valley Water's 5-Year Capital Improvement Program for Water Utility projects on the west side of Santa Clara County. Unit staff manages and performs the planning and design, and provides engineering support services during construction of various water supply capital projects at the Rinconada Water Treatment Plant and other facilities, as needed.

Pipelines Project Delivery

The Pipelines Project Delivery Unit is responsible for the planning and design, and providing engineering support services during construction of Valley Water's pipeline infrastructure projects defined in Valley Water's 5-year CIP as well as other District documents. Unit staff plan, design, and support construction of the Water Utility Small Capital Projects to support the Water Utility's Asset Management Program. Unit staff also provides structural engineering services for capital and operations projects throughout Valley Water.

Division Summaries

FY 2019 Accomplishments

- Construction was completed for the Penitencia Delivery Main and Force Main Seismic Retrofit Project.
- Construction was initiated for the Main Avenue/Madrone Pipeline Restoration Project.
- Design Plans were prepared and permits obtained to inspect and rehabilitate the Cross Valley and Calero Pipelines.
- Design was initiated for the installation of four additional line valves in large-diameter pipelines for added resiliency after a seismic event.
- Completed the planning phase to identify a cost-effective remediation plan for the Rinconada Water Treatment Plant Residuals Management Project.
- Continued overseeing the progress of the 5-year construction Reliability Improvement Project at the Rinconada Water Treatment Plant.
- Secured a consultant to perform the planning phase work for the Coyote Pumping Plant Adjustable Speed Drive Replacement Project.
- Secured a consultant to perform the planning phase work for the Vasona Pumping Plant Upgrade Project.
- Advertised and awarded the Coyote Warehouse Project.
- Developed the FY 2020-2024 Five- Year CIP for approval by the Board;
- Developed monthly Status reports for all Capital Projects;

FY 2020 Milestones

- Complete Phase 2 of the Rinconada Water Treatment Plant Reliability Improvement Project.
- Complete construction of the Main/Madrone Pipelines Restoration Project.
- Complete construction of the Coyote Warehouse.
- Continue with planning phase work and prepare documentation for a design-build delivery for the Vasona Pumping Plant Upgrade and Coyote Pumping Plant Adjustable Speed Drive Projects.
- Perform inspection and rehabilitation on the Cross Valley and Calero Pipelines.
- Prepare design plans to inspect and rehabilitate Central Pipeline
- Prepare design plans for the Rinconada Water Treatment Plant Residuals Remediation Project.
- Continue with design of four additional line valves for Valley Water's pipeline system.
- Complete the construction of several small capital improvement projects: Pacheco Pumping Plant Fire Alarm Suppression System; Vasona Pumping Plant Fence and Gates Replacement; Santa Teresa Water Treatment Plant Air Wash Pipeline Replacement; and SVAWPC Storage Building
- Meet all deadlines for the preparation of the FY 2021-2025 Five-Year CIP.

Budget Issues and Constraints

None

Division Summaries

Water Utility Capital Division — Budget Summary

Project Type (Category)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	684,075	226,551	473,741	247,190	109%
Operating	(28,857)	0	0	0	109%
Capital	83,792,655	416,405	52,074,814	51,658,409	12,406%
Total *	84,447,873	642,956	52,548,555	51,905,599	8,073%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Capital Prog Plan and Analysis	2,526,258	(109,941,679)	3,032,272	112,973,951	-103%
West Side Project Delivery	52,004,689	51,499,948	13,814,153	(37,685,794)	-73%
Pipelines Project Delivery	17,377,845	30,961,394	21,268,492	(9,692,902)	-31%
East Side Project Delivery	2,811,993	16,656,291	3,511,965	(13,144,326)	-79%
Deputy's Office of Water Utility Capital Division	4,134,834	1,547,869	2,765,926	1,218,058	79%
Construction Services	5,592,254	9,919,134	8,155,747	(1,763,387)	-18%
Total *	84,447,873	642,956	52,548,555	51,905,599	8,073%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

Water Utility Capital Division	61	62	67	5**
--------------------------------	----	----	----	-----

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Deputy's Office of Water Utility Capital Division					
	Salaries & Benefits	138,523	2,346	167,028	164,682
	Services & Supplies	1,800	0	0	0
	Intra District Charges	78,104	377	82,410	82,032
Deputy's Office of Water Utility Capital Division (315) Total		218,427	2,724	249,438	246,714
Capital Prog Plan and Analysis					
	Salaries & Benefits	59,791	5,317	26,824	21,507
	Services & Supplies	974	0	0	0
	Intra District Charges	22,374	709	3,653	2,945
Capital Prog Plan and Analysis (335) Total		83,139	6,026	30,477	24,452
Construction Services					
	Salaries & Benefits	91,687	43,915	10,737	(33,178)
	Services & Supplies	10,863	0	0	0
	Intra District Charges	53,710	23,729	5,522	(18,207)
Construction Services (351) Total		156,261	67,644	16,259	(51,385)
East Side Project Delivery					
	Salaries & Benefits	62,812	61,651	72,482	10,831
	Services & Supplies	96	0	0	0
	Intra District Charges	28,645	36,458	38,415	1,958
East Side Project Delivery (375) Total		91,554	98,109	110,897	12,789
West Side Project Delivery					
	Salaries & Benefits	17,442	5,125	3,074	(2,051)
	Services & Supplies	5,710	0	0	0
	Intra District Charges	10,100	678	419	(258)
West Side Project Delivery (376) Total		33,252	5,803	3,494	(2,309)
Pipelines Project Delivery					
	Salaries & Benefits	45,302	32,073	49,089	17,015
	Services & Supplies	11,164	0	0	0
	Intra District Charges	16,120	14,173	14,088	(86)
Pipelines Project Delivery (385) Total		72,585	46,247	63,177	16,930
Operations Total*		655,218	226,551	473,741	247,190

Division Summaries

Capital Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Deputy's Office of Water Utility Capital Division					
	Salaries & Benefits	705,339	820,503	411,074	(409,428)
	Services & Supplies	2,808,906	244,100	1,906,500	1,662,400
	Intra District Charges	402,161	480,542	198,914	(281,628)
Deputy's Office of Water Utility Capital Division (315) Total		3,916,407	1,545,145	2,516,488	971,344
Capital Prog Plan and Analysis					
	Salaries & Benefits	1,474,848	1,873,955	1,912,561	38,605
	Services & Supplies	53,056	(113,015,593)	32,350	113,047,943
	Intra District Charges	915,215	1,193,933	1,056,884	(137,049)
Capital Prog Plan and Analysis (335) Total		2,443,119	(109,947,705)	3,001,795	112,949,499
Construction Services					
	Salaries & Benefits	3,094,671	3,853,079	4,888,301	1,035,221
	Services & Supplies	409,974	3,554,700	599,652	(2,955,048)
	Capital Expenditures	6,250	0	0	0
	Intra District Charges	1,925,098	2,443,711	2,651,536	207,825
Construction Services (351) Total		5,435,993	9,851,491	8,139,488	(1,712,002)
East Side Project Delivery					
	Salaries & Benefits	1,405,435	1,487,257	1,471,649	(15,608)
	Services & Supplies	443,728	13,714,500	(1,662,847)	(15,377,347)
	Capital Expenditures	19,709	507,300	2,776,200	2,268,900
	Intra District Charges	851,568	849,125	816,066	(33,059)
East Side Project Delivery (375) Total		2,720,439	16,558,182	3,401,068	(13,157,115)
West Side Project Delivery					
	Salaries & Benefits	1,508,320	1,797,597	1,868,079	70,481
	Services & Supplies	12,859,705	11,261,000	791,056	(10,469,944)
	Capital Expenditures	36,654,370	37,370,000	10,105,000	(27,265,000)
	Intra District Charges	949,042	1,065,547	1,046,525	(19,022)
West Side Project Delivery (376) Total		51,971,437	51,494,145	13,810,660	(37,683,485)
Pipelines Project Delivery					
	Salaries & Benefits	1,844,298	2,516,016	2,701,812	185,797
	Services & Supplies	2,981,995	3,496,525	3,854,945	358,420
	Capital Expenditures	11,265,349	23,310,000	13,155,500	(10,154,500)

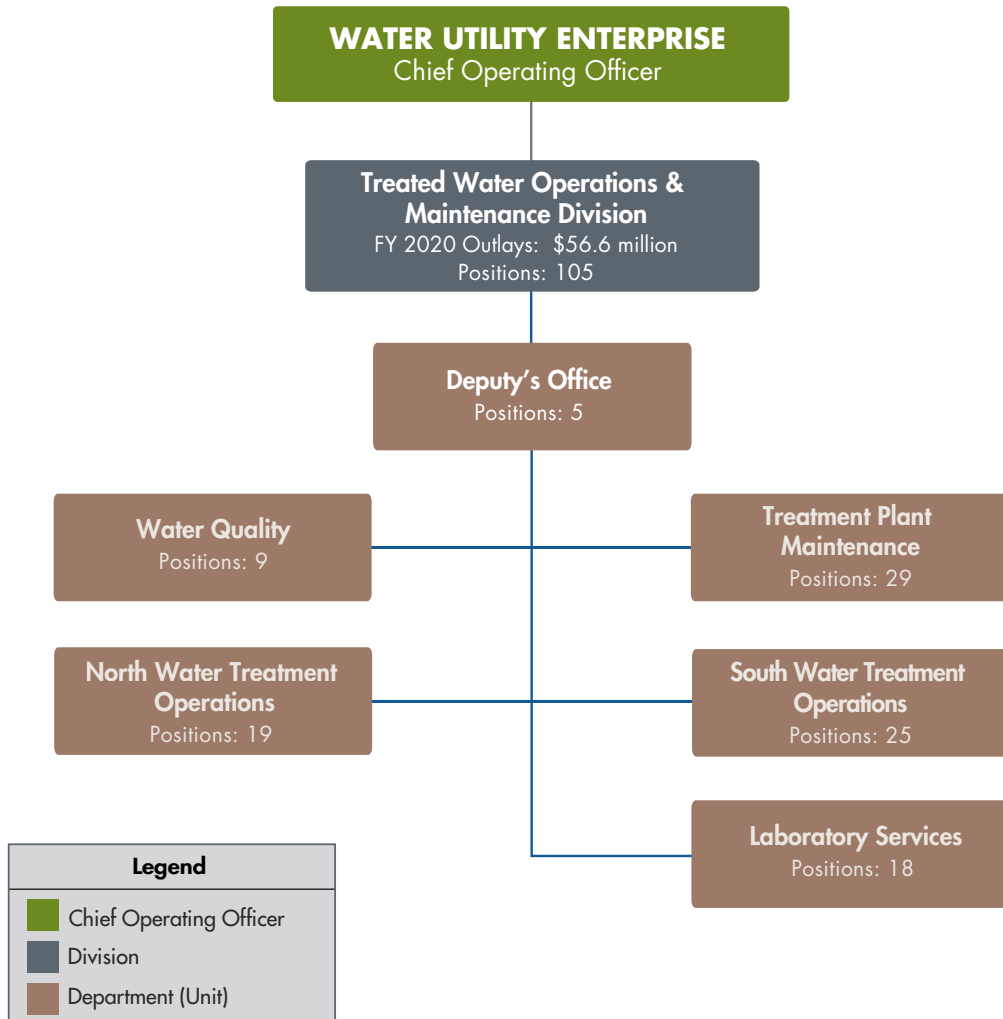
Division Summaries

Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
	Intra District Charges	1,213,618	1,592,607	1,493,058	(99,549)
Pipelines Project Delivery (385) Total		17,305,260	30,915,147	21,205,315	(9,709,832)
Capital Total*		83,792,655	416,405	52,074,814	51,658,409
Division Total*		84,447,873	642,956	52,548,555	51,905,599

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

Treated Water Operations & Maintenance Division



Division Description and Objectives

The Treated Water Operations and Maintenance Division operates and maintains Valley Water’s 3 drinking water treatment plants – 100 MGD Santa Teresa WTP in south San Jose, 40 MGD Penitencia WTP in east San Jose and 80 MGD Rinconada WTP in Los Gatos; an advanced water purification center in North San Jose; a state-of-the-art water quality laboratory that performs close to 175,000 tests annually; and, a 3 MGD wellfield in Campbell that is can be used to supplement treated water from Rinconada. The division is also the operator of a 40 MGD joint intertie facility in Milpitas co-owned with the San Francisco Public Utilities Commission.

Division Summaries

Water Quality

The Water Quality Unit's focus is to provide process engineering support to our drinking water treatment plants to ensure quality drinking water that meets or surpasses all applicable State and Federal drinking water regulatory standards and is aesthetically pleasing for our customers. The unit has the responsibility to work with the Water Utility Capital Division and the Operations staff to prepare and submit any water treatment permit amendments required by modifications to the treatment plants. It also is responsible for source water quality management and invasive species (such as mussels) prevention program.

Laboratory Services

The Laboratory Services Unit supports all sampling and analysis needs of surface and treated water, transmission & distribution systems, recycled water, process control for treatment plants, local groundwater basins, and groundwater recharge facilities, for State regulatory compliance. It also maintains lab accreditation with the California Environmental Laboratory Accreditation Program. The Unit purchases of all necessary laboratory supplies and equipment to meet water quality monitoring requirements.

Treatment Plant Maintenance

The Treatment Plant Maintenance Department has skilled-craft maintenance staff, service contracts, parts and equipment required to sustain operations of the Santa Teresa (STWTP), Penitencia (PWTP), Rinconada (RWTP) water treatment plants, Campbell Well Field (CWF), and San Francisco Intertie (SFI) to produce drinking water.

North Water Treatment Operations

The North Water Treatment Operations Department is responsible for operating one of Valley Water's drinking water treatment plant (Penitencia Water Treatment Plant), the joint intertie facility with San Francisco Public Utilities Commission (SFPUC), as well as operations and maintenance of the Silicon Valley Advanced Water Purification Center (SVAWPC).

South Water Treatment Operations

The South Water Treatment Operations Department is responsible for the safe and efficient operations and management of Valley Water's two water treatment plants (Rinconada and Santa Teresa) and one wellfield (Campbell Well Field).

FY 2019 Accomplishments

- Managed the effective operation and maintained the STWTP, PTWTP and RWTP, Valley Water Intertie facility, the Campbell Well Field, and the 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.
- Effectively maintained all treated water facilities with (Target of 90%) 80% completion of preventative maintenance work orders (PMs) and kept corrective maintenance (CM) to 5% (Target < 15%).
- 100% of the purified water produced from Silicon Valley Advanced Water Purification Center (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 175,000 analyses to support ongoing Valley Water operations by the Water Quality Lab.

Division Summaries

- Continued to support Rinconada Reliability Improvement Project and Residuals Remediation Project (ongoing FY2019).
- Provided regular communication with the retailers on pertinent water quality activities/operational issues and hold successful quarterly Water Retailer Meetings.
- Provided regular communications with the Division of Drinking Water (DDW) on pertinent water quality activities. Held a successful annual meeting with the Division of Drinking Water in November 2018.
- Complete the Membrane Selection Pilot for the Silicon Valley Advanced Water Purification Center and support membrane replacement efforts (ongoing FY2019).
- Successful development of an SOP and definition of roles and responsibilities, training to operations staff and plan coordination with multiple units to oversee the Water Truck operations.
- Became the first California agency with non-infested waterbodies to get its Mussel Prevention Plan officially approved by CDFW.
- Met with all Water Retailer Customers one on one to address any concerns and provide an update on WUE priorities and activities.

FY 2020 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 Division of Drinking Water, and Valley Water operational needs. Timely submittal of all operational and compliance reports to Division of Drinking Water, Valley Water Retailers, and internal stakeholders, as required, and upon request.
- Transition & Maintain laboratory accreditation with California Environmental Laboratory Accreditation Program (CA ELAP).
- Host a Cyanotoxin Response Plan tabletop exercise with regulators and retailers to address communications during a harmful algal bloom episode.
- Provide support to Rinconada's capital project and work diligently to obtain all the necessary regulatory clearances from DDW.
- Provide regular communications with the retailers on pertinent water quality issues (taste and odor, distribution system water quality), conduct at least quarterly Water Retailer meetings and receive an average of good or better rating in the annual retailer surveys.

Budget Issues and Constraints

Ongoing staffing and resources assignment constraints to support capital and large projects.

Division Summaries

Treated Water Operations & Maintenance Division — Budget Summary

Project Type (Category)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	41,811,198	42,184,026	44,118,544	1,934,519	5%
Operating	0	0	0	0	5%
Capital	2,813,706	4,664,319	12,479,895	7,815,576	168%
Total *	44,624,904	46,848,345	56,598,440	9,750,095	21%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Water Quality	3,032,146	2,786,023	3,708,396	922,372	33%
Deputy's Office of WU Operations & Maintenance Div	1,396,198	1,192,363	1,946,632	754,269	63%
South Water Treatment Operations	12,444,402	13,737,640	13,722,710	(14,930)	0%
Treatment Plant Maintenance	11,654,381	13,197,743	21,419,003	8,221,260	62%
North Water Treatment Operations	9,571,014	9,358,375	9,097,572	(260,802)	-3%
Laboratory Services	6,526,762	6,576,201	6,704,127	127,926	2%
Total *	44,624,904	46,848,345	56,598,440	9,750,095	21%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

Treated Water Operations & Maintenance Division	101	101	105	4**
---	-----	-----	-----	-----

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Deputy's Office of WU Operations & Maintenance Div					
	Salaries & Benefits	876,371	640,946	1,208,028	567,082
	Services & Supplies	15,337	6,850	40,000	33,150
	Intra District Charges	440,483	418,597	669,322	250,725
Deputy's Office of WU Operations & Maintenance Div (515) Total		1,332,191	1,066,393	1,917,350	850,957
Water Quality					
	Salaries & Benefits	1,492,205	1,341,485	1,658,411	316,926
	Services & Supplies	525,006	161,250	681,670	520,420
	Intra District Charges	938,520	855,724	917,906	62,182
Water Quality (525) Total		2,955,731	2,358,459	3,257,986	899,528
Laboratory Services					
	Salaries & Benefits	3,116,601	3,271,197	3,458,105	186,908
	Services & Supplies	706,478	1,155,070	673,000	(482,070)
	Intra District Charges	2,007,266	2,086,308	1,909,577	(176,731)
	Capital Expenditures	100,276	49,500	49,500	0
Laboratory Services (535) Total		5,930,621	6,562,075	6,090,182	(471,893)
Treatment Plant Maintenance					
	Salaries & Benefits	4,575,678	4,330,275	4,834,161	503,885
	Services & Supplies	2,147,512	2,487,000	2,837,000	350,000
	Intra District Charges	3,135,704	2,897,457	2,930,261	32,804
	Capital Expenditures	57,979	10,000	10,000	0
Treatment Plant Maintenance (555) Total		9,916,873	9,724,733	10,611,422	886,689
North Water Treatment Operations					
	Salaries & Benefits	3,636,791	3,712,791	3,639,733	(73,058)
	Services & Supplies	2,806,255	3,426,500	3,467,000	40,500
	Intra District Charges	2,287,968	2,219,083	1,990,839	(228,244)
	Capital Expenditures	840,000	0	0	0
North Water Treatment Operations (565) Total		9,571,014	9,358,375	9,097,572	(260,802)
South Water Treatment Operations					
	Salaries & Benefits	4,471,844	4,547,758	4,662,269	114,511
	Services & Supplies	4,943,492	6,005,700	6,185,700	180,000
	Intra District Charges	2,689,432	2,560,534	2,296,063	(264,471)
South Water Treatment Operations (566) Total		12,104,769	13,113,992	13,144,032	30,040
Operations Total*		41,811,198	42,184,026	44,118,544	1,934,519

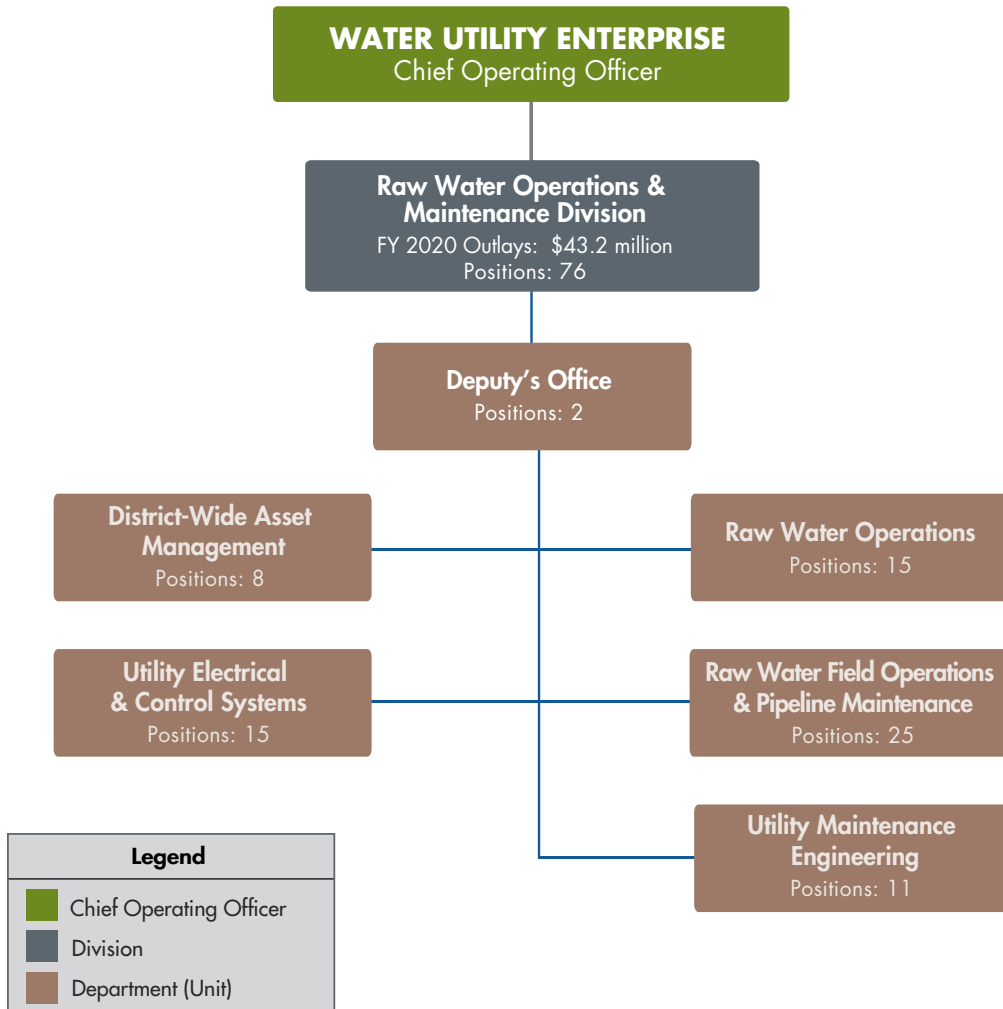
Division Summaries

Capital Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Deputy's Office of WU Operations & Maintenance Div					
	Salaries & Benefits	42,273	76,108	18,823	(57,285)
	Intra District Charges	21,734	49,863	10,459	(39,404)
Deputy's Office of WU Operations & Maintenance Div (515) Total		64,008	125,971	29,282	(96,689)
Water Quality					
	Salaries & Benefits	46,626	108,306	289,733	181,427
	Intra District Charges	29,789	69,259	160,676	91,418
	Services & Supplies	0	250,000	0	(250,000)
Water Quality (525) Total		76,415	427,565	450,409	22,845
Laboratory Services					
	Salaries & Benefits	1,959	8,582	8,948	366
	Intra District Charges	987	5,544	4,997	(547)
	Capital Expenditures	593,196	0	600,000	600,000
Laboratory Services (535) Total		596,141	14,125	613,945	599,819
Treatment Plant Maintenance					
	Salaries & Benefits	294,261	976,977	749,673	(227,305)
	Intra District Charges	207,195	726,033	492,909	(233,124)
	Services & Supplies	1,210,076	1,170,000	7,465,000	6,295,000
	Capital Expenditures	25,976	600,000	2,100,000	1,500,000
Treatment Plant Maintenance (555) Total		1,737,508	3,473,011	10,807,581	7,334,571
North Water Treatment Operations					
North Water Treatment Operations (565) Total		0	0	0	0
South Water Treatment Operations					
	Salaries & Benefits	210,024	379,554	372,575	(6,980)
	Intra District Charges	129,610	244,093	206,103	(37,990)
South Water Treatment Operations (566) Total		339,633	623,648	578,678	(44,970)
Capital Total*		2,813,706	4,664,319	12,479,895	7,815,576
Division Total*		44,624,904	46,848,345	56,598,440	9,750,095

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

Raw Water Operations & Maintenance Division



Division Description and Objectives

The Raw Water Operations and Maintenance Division maintains and/or operates 142 miles of large diameter transmission pipelines including 85 miles of raw water pipelines, three pumping plants and 393 acres of ponds used to recharge the groundwater basin. The use of local and imported raw water supplies are maximized to meet treated water, groundwater recharge and environmental needs.

The Division also provides District-wide electrical, control and SCADA systems engineering as well as civil and mechanical engineering and corrosion control services in support of Water Utility Operations and Maintenance Programs and Projects. The Division manages Valley Water's Asset Management programs for Water Utility, Watershed, and Administration, oversees the Computerized Maintenance Management System (CMMS) and the

Division Summaries

Division's District-wide Energy Management program effectively reduces electricity costs by approximately one million dollars annually.

Asset Management

The District-wide Asset Management Department implements and continually improves asset management standards and information systems based on industry best practices. The Department manages Valley Water's water utility, watershed, and administration asset management programs, and supports the users of Valley Water's Computerized Maintenance Management System (CMMS), Maximo.

Utility Maintenance Engineering

The Utility Maintenance Engineering Unit provides civil and mechanical engineering as well as corrosion control services in support of Water Utility Operations and Maintenance 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 Prestressed Concrete Cylinder Pipe (PCCP) as well as the development of seismic and risk management tools for pipelines. The Unit also provides engineering support at the three treatment plants and the SVAWPC.

Raw Water Operations

The Raw Water Operations Department performs the day-to-day operations planning and remote operations of Valley Water's Raw Water System consisting of:

- 10 water supply reservoirs with a combined storage capacity of about 169,000 acre-feet
- 3 Raw Water Pump Stations with over 37,000 combined horsepower
- 1 hydro-electric facility
- 94 miles of large diameter raw water pipelines and tunnels
- 99 groundwater recharge ponds
- 86 miles of streams managed for groundwater recharge.

The department also performs the required water right and regulatory compliance reporting to maintain and protect local water supply operations.

Utility Electrical & Control Systems

The Utility Electrical & Control Systems Department provides electrical and control systems engineering services to Valley Water's treated water facilities: Penitencia, Santa Teresa, and Rinconada water treatment plants, 40 miles of treated water pipelines, the Campbell Well Field, and a pump station jointly owned and operated with the San Francisco Public Utilities Commission. Service is also provided to the Silicon Valley Advanced Water Purification Center and the following raw water facilities, 10 reservoirs, three pumping plants, 94 miles of large transmission pipelines and 393 acres of groundwater recharge ponds. The department manages the District-wide energy management program.

Division Summaries

Raw Water Field Operations & Pipeline Maintenance

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

FY 2019 Accomplishments

- Completed the FY20-24 Water Utility Maintenance Workplan and FY18 Water Utility Maintenance Workplan Review Report.
- Completed a Piedmont Creek Asset Management Plan.
- Successful implementation of Water Utility Raw Water Maximo site and new facilities request system in Maximo.
- Completed level of service documentation for ten creeks.
- Completed the Almaden Valley Pipeline Inspection and Rehabilitation Project and Emergency Repairs.
- Prepared six (6) new reservoir elevation-area-capacity curves for implementation at the beginning of water year 2019.

FY 2020 Milestones

- Complete the FY 21-25 Water Utility Maintenance Work Plan.
- Plan and execute on work projects identified in the 5 Year Maintenance Work Plan.
- Maintain reliable raw water and pipeline facilities by performing scheduled preventative maintenance.
- Implement watershed program site in Maximo.
- Complete raw and treated water system hydraulic models. Complete the Cross Valley, Calero, and Central Pipeline Inspections.

Budget Issues and Constraints

The limited pool of journey level applicants in specialized fields such as electrical, controls, mechanical, and corrosion control has greatly limited the ability to fill critical positions.

Division Summaries

Raw Water Operations & Maintenance Division — Budget Summary

Project Type (Category)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	26,427,210	27,717,508	28,462,060	744,552	3%
Operating	8,040	0	0	0	3%
Capital	28,957,012	18,172,640	14,699,033	(3,473,607)	-19%
Total *	55,392,262	45,890,147	43,161,093	(2,729,055)	-6%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
District-wide Asset Management	3,181,661	4,091,466	3,419,087	(672,379)	-16%
Raw Water Operations	4,825,946	5,351,614	5,652,603	300,989	6%
Utility Electrical & Control Systems	5,813,741	6,569,845	6,112,792	(457,052)	-7%
Utility Maintenance Engineering	26,220,296	14,241,026	8,298,999	(5,942,027)	-42%
Deputy's Office of Raw Water Ops & Maint Division	1,050,602	1,032,821	684,881	(347,939)	-34%
Raw Wtr Field Ops & Pipe Maint	14,300,016	14,603,376	18,992,729	4,389,354	30%
Total *	55,392,262	45,890,147	43,161,093	(2,729,055)	-6%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

Raw Water Operations & Maintenance Division	76	76	76	0**
---	----	----	----	-----

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Deputy's Office of Raw Water Ops & Maint Division					
	Salaries & Benefits	629,013	623,992	434,264	(189,728)
	Services & Supplies	5,383	6,000	7,000	1,000
	Intra District Charges	416,206	402,829	243,618	(159,211)
Deputy's Office of Raw Water Ops & Maint Division (408) Total		1,050,602	1,032,821	684,881	(347,939)
District-wide Asset Management					
	Salaries & Benefits	1,618,010	1,599,723	1,702,719	102,996
	Services & Supplies	519,353	1,242,500	687,500	(555,000)
	Intra District Charges	1,044,298	1,039,969	951,549	(88,420)
District-wide Asset Management (411) Total		3,181,661	3,882,192	3,341,768	(540,424)
Utility Maintenance Engineering					
	Salaries & Benefits	1,223,167	1,101,813	1,681,993	580,180
	Services & Supplies	358,851	62,200	682,000	619,800
	Intra District Charges	763,803	734,953	982,650	247,697
Utility Maintenance Engineering (435) Total		2,345,821	1,898,965	3,346,643	1,447,677
Raw Water Operations					
	Salaries & Benefits	2,714,719	3,034,239	3,209,027	174,788
	Services & Supplies	351,873	523,150	676,750	153,600
	Intra District Charges	1,651,199	1,766,464	1,690,539	(75,925)
Raw Water Operations (455) Total		4,717,790	5,323,853	5,576,316	252,463
Utility Electrical & Control Systems					
	Salaries & Benefits	2,485,371	2,720,855	2,661,094	(59,761)
	Services & Supplies	885,419	1,120,250	997,800	(122,450)
	Intra District Charges	1,562,418	1,742,341	1,484,079	(258,262)
Utility Electrical & Control Systems (545) Total		4,933,208	5,583,446	5,142,973	(440,473)
Raw Wtr Field Ops & Pipe Maint					
	Salaries & Benefits	4,062,883	4,256,964	4,465,033	208,070
	Services & Supplies	3,295,153	2,604,360	2,958,360	354,000
	Intra District Charges	2,848,132	3,134,907	2,946,086	(188,821)
Raw Wtr Field Ops & Pipe Maint (585) Total		10,206,168	9,996,231	10,369,479	373,249
Operations Total*		26,435,250	27,717,508	28,462,060	744,552

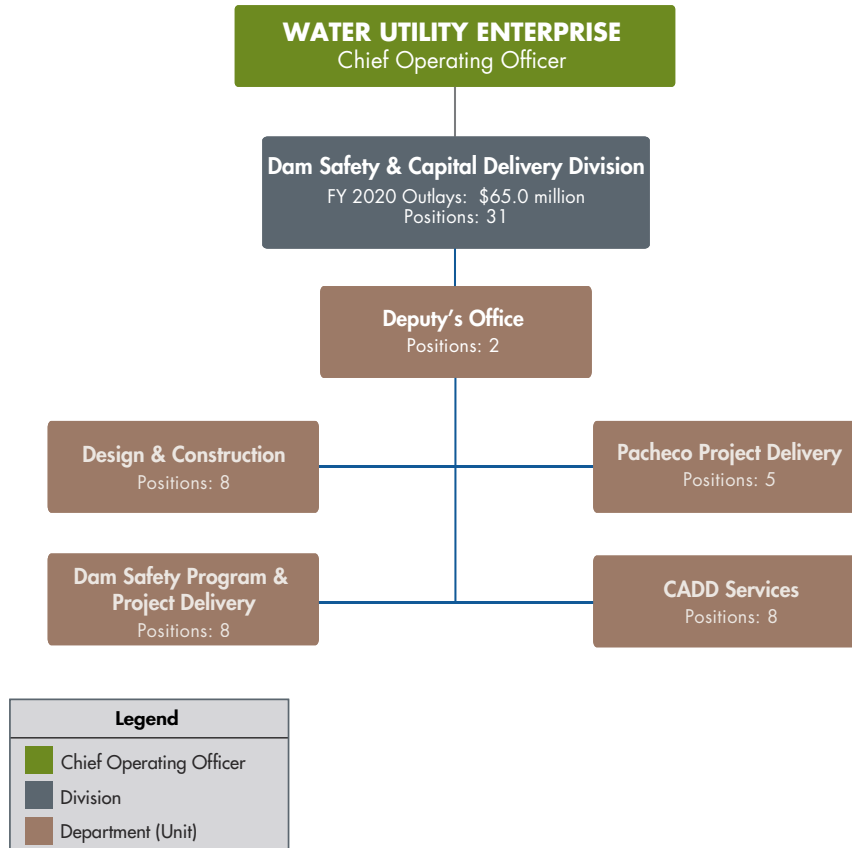
Division Summaries

Capital Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Deputy's Office of Raw Water Ops & Maint Division					
Deputy's Office of Raw Water Ops & Maint Division (408) Total		0	0	0	0
District-wide Asset Management					
	Salaries & Benefits	0	126,534	49,431	(77,103)
	Intra District Charges	0	82,741	27,889	(54,852)
District-wide Asset Management (411) Total		0	209,274	77,320	(131,954)
Utility Maintenance Engineering					
	Services & Supplies	8,918,468	10,237,000	4,055,000	(6,182,000)
	Salaries & Benefits	1,046,237	1,271,810	565,148	(706,663)
	Intra District Charges	638,891	833,250	332,209	(501,041)
	Capital Expenditures	13,270,879	0	0	0
Utility Maintenance Engineering (435) Total		23,874,476	12,342,061	4,952,357	(7,389,704)
Raw Water Operations					
	Services & Supplies	50,381	0	0	0
	Salaries & Benefits	35,696	17,869	49,403	31,534
	Intra District Charges	22,080	9,892	26,885	16,992
Raw Water Operations (455) Total		108,156	27,761	76,287	48,526
Utility Electrical & Control Systems					
	Services & Supplies	1,748	0	0	0
	Salaries & Benefits	539,098	628,945	619,146	(9,798)
	Intra District Charges	339,686	357,454	350,673	(6,781)
Utility Electrical & Control Systems (545) Total		880,532	986,399	969,820	(16,579)
Raw Wtr Field Ops & Pipe Maint					
	Services & Supplies	3,533,322	4,185,000	6,906,500	2,721,500
	Salaries & Benefits	337,544	238,972	346,421	107,449
	Intra District Charges	222,982	183,173	244,329	61,156
	Capital Expenditures	0	0	1,126,000	1,126,000
Raw Wtr Field Ops & Pipe Maint (585) Total		4,093,848	4,607,145	8,623,250	4,016,105
Capital Total*		28,957,012	18,172,640	14,699,033	(3,473,607)
Division Total*		55,392,262	45,890,147	43,161,093	(2,729,055)

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

Dam Safety and Capital Delivery



Division Description and Objectives

Dam Safety and Capital Delivery

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 and specific flood protection projects.

Design & Construction Unit #3

Design and Construction Department 3 is responsible for design and construction of the following Capital Watershed Projects: Lower Silver Creek Flood Protection Project (Reaches 3-6), Sunnyvale East Channel and West Channel Flood Protection Project, and the Upper Llagas Creek Flood Protection Project.

Division Summaries

CADD Services

The responsibilities of the CADD Department include the production of engineering drafting and design work, field investigations, and management of CADD related software, in support of Valley Water's water resources facilities, flood control and pipeline infrastructure, and watershed management.

Pacheco Project Delivery

The Pacheco Project Delivery Department is responsible for implementation of the Pacheco Reservoir Expansion Project, including the Capital efforts of planning, design, and environmental documentation. Department staff also coordinate with the California Water Commission (CWC), 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 Department manages maintenance, inspections, regulatory compliance, and safety of Valley Water dams. In addition, the department also delivers all capital projects related to the dams. The dam safety and dam maintenance activities are carried out through the department's Dam Safety and the Dams and Reservoirs Maintenance Programs. Capital projects currently being managed by the department include - Anderson Dam Seismic Retrofit Project, Calero Dam Seismic Retrofit Project, and the Guadalupe Dam Seismic Retrofit Project. Other dam-related projects currently managed by the department include Almaden Intake Project and Dam Safety Evaluation - Phase 1 Project.

FY 2019 Accomplishments

- Negotiation and award of consultant agreements for Planning, Design, Environmental Documentation and Permitting services, and for Program Management services, on the Pacheco Reservoir Expansion Project. Conditional award of \$484.55 million in Prop 1 grant funding from the CWC and negotiation and execution of the \$24.5 million Early Funding agreement with CWC for the Pacheco Reservoir Expansion Project.
- The CADD Services Department has processed and completed (July 2018 thru May 2019) approximately 322 CADD requests submitted for 33 of 48 budgeted projects, and an additional 35 unplanned projects for which CADD services or support were requested. CADD Services has maintained a customer SATISFACTION rating of 93% and an ON-TIME COMPLETION rating of 88%. Targets are 80%.
- Completed 60% design for Anderson, Guadalupe, and Calero Dam Seismic Retrofit Projects
- Completed Phase 5 Geotechnical Investigation for Anderson Dam Seismic Retrofit Project.
- Received the final Environmental Impact Statement (EIS), acquired ~100 parcels required for Phase 1 and 2 construction, received the Record of Decision and 404 permit, and Valley Water's Board authorized advertisement for construction of Phase 1 of the Upper Llagas Creek Flood Protection Project.
- Completed draft 99% construction drawings, acquired all rights-of-way, and completed CLOMR application to FEMA, for the Sunnysvale E-W Channel Flood Protection Project.

FY 2020 Milestones

- Completion of Phase 1 Geotechnical Field Investigations for the Pacheco Reservoir Expansion Project.

Division Summaries

- Development of an Allocation Plan with San Benito County Water District for the Pacheco Reservoir Expansion Project.
- Revise and release the latest version of the CADD Unit and the consultant drawing standards.
- Complete formal inspection of Valley Water's six dams with Division of Safety of Dams (DSOD) and Federal Energy Regulatory Commission (FERC) and submit surveillance and monitoring reports as required.
- Initiate condition evaluation, and complete field evaluation of spillways, of Lenihan and Steven's Creek dam spillways.
- Initiate Phase 6 Geotechnical Investigation at Anderson Dam.
- Complete 90% design for the Anderson, Calero, and Guadalupe Dam Seismic Retrofit Projects
- Complete Phase 2 design, right-of-way acquisitions, and advertise for Construction on the Upper Llagas Creek Flood Protection Project.
- Integrate agreed upon project modifications, acquire permits, finalize construction documents and advertise for construction on the Sunnyvale E-W Flood Protection Project.
- Continue the 3-year plant establishment period, provide comments on, and finalize, the Operations and Maintenance Manual (Reaches 1-6 including Lake Cunningham) and continue review, approve and submit DWR claims for the Lower Silver Creek Flood Protection Project.

Budget Issues and Constraints

Resource constraints within the Division may impact the ability to successfully complete the listed milestones within the time frame outlined. 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). Funding shortfalls may also delay construction of several projects resulting in cost inflation and/or project revalidation. Board consultation and direction may be required upon project revalidation to confirm conformance with previous Board direction, current prioritization, and Board policy.

Division Summaries

Dam Safety and Capital Delivery — Budget Summary

Project Type (Category)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	1,961,943	2,526,572	2,629,142	102,570	4%
Operating	53,314	11,298	9,993	(1,306)	-12%
Capital	26,256,908	46,987,944	62,377,659	15,389,716	33%
Total *	28,272,164	49,525,813	65,016,794	15,490,980	31%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Dam Safety Program and project delivery	13,050,886	22,453,982	7,045,405	(15,408,578)	-69%
CADD Services	1,997,391	2,066,897	2,046,959	(19,938)	-1%
Deputy's Office of Dam Safety&Capital Delivery Division	0	0	793,818	793,818	-1%
Design & Construction Unit 3	13,223,888	25,004,934	15,165,208	(9,839,727)	-39%
Pacheco Project Delivery	0	0	39,965,405	39,965,405	-39%
Total *	28,272,164	49,525,813	65,016,794	15,490,980	31%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

Dam Safety and Capital Delivery	24	24	31	7**
---------------------------------	----	----	----	-----

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Deputy's Office of Dam Safety&Capital Delivery Division					
	Services & Supplies	0	0	500	500
Deputy's Office of Dam Safety&Capital Delivery Division (313) Total		0	0	500	500
Design & Construction Unit 3					
	Salaries & Benefits	3,878	8,022	4,979	(3,043)
	Services & Supplies	996	0	0	0
	Intra District Charges	716	2,709	669	(2,040)
Design & Construction Unit 3 (333) Total		5,591	10,731	5,648	(5,083)
CADD Services					
	Salaries & Benefits	222,380	158,839	153,867	(4,972)
	Services & Supplies	46,368	56,300	66,200	9,900
	Intra District Charges	108,216	58,020	53,995	(4,025)
CADD Services (366) Total		376,964	273,159	274,061	902
Pacheco Project Delivery					
	Salaries & Benefits	0	0	67,806	67,806
	Services & Supplies	0	0	2,500	2,500
	Intra District Charges	0	0	38,623	38,623
Pacheco Project Delivery (377) Total		0	0	108,930	108,930
Dam Safety Program and project delivery					
	Salaries & Benefits	655,470	831,093	633,360	(197,733)
	Services & Supplies	568,630	1,056,330	1,266,080	209,750
	Intra District Charges	405,916	366,557	348,390	(18,167)
	Capital Expenditures	2,686	0	2,165	2,165
Dam Safety Program and project delivery (595) Total		1,632,701	2,253,980	2,249,995	(3,985)
Operations Total*		2,015,257	2,537,870	2,639,134	101,264

Capital Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Deputy's Office of Dam Safety&Capital Delivery Division					
	Salaries & Benefits	0	0	507,611	507,611
	Services & Supplies	0	0	4,500	4,500
	Intra District Charges	0	0	281,206	281,206
Deputy's Office of Dam Safety&Capital Delivery Division (313) Total		0	0	793,318	793,318

Division Summaries

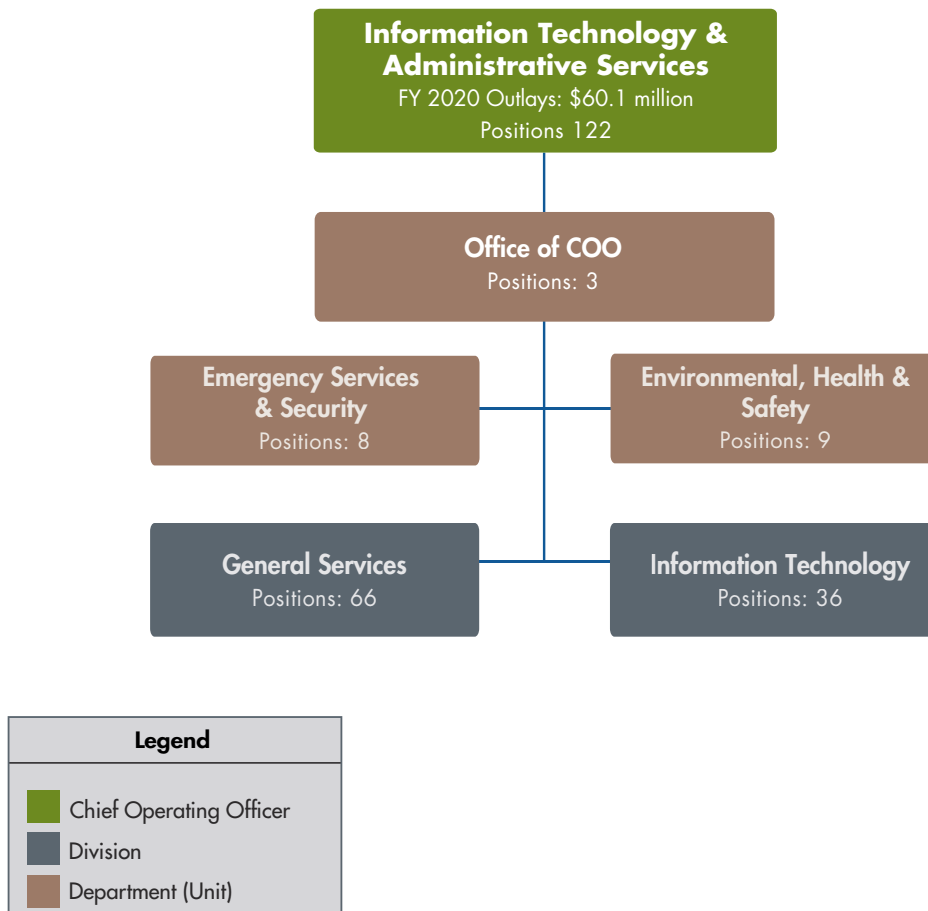
Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Design & Construction Unit 3					
	Salaries & Benefits	1,424,526	1,645,001	1,712,953	67,952
	Services & Supplies	1,512,790	11,582,100	(46,393,264)	(57,975,364)
	Intra District Charges	938,741	1,057,102	947,871	(109,231)
	Capital Expenditures	9,342,239	10,710,000	58,892,000	48,182,000
Design & Construction Unit 3 (333) Total		13,218,297	24,994,203	15,159,559	(9,834,644)
CADD Services					
	Salaries & Benefits	1,012,168	1,113,417	1,167,286	53,869
	Services & Supplies	5,600	5,650	5,700	50
	Intra District Charges	602,659	674,671	599,911	(74,760)
CADD Services (366) Total		1,620,426	1,793,738	1,772,898	(20,841)
Pacheco Project Delivery					
	Salaries & Benefits	0	0	1,139,292	1,139,292
	Services & Supplies	0	0	38,070,725	38,070,725
	Intra District Charges	0	0	646,459	646,459
Pacheco Project Delivery (377) Total		0	0	39,856,475	39,856,475
Dam Safety Program and project delivery					
	Salaries & Benefits	964,713	1,258,301	1,219,496	(38,805)
	Services & Supplies	9,853,184	17,328,126	2,894,253	(14,433,873)
	Intra District Charges	600,127	763,575	681,660	(81,915)
	Capital Expenditures	161	850,000	0	(850,000)
Dam Safety Program and project delivery (595) Total		11,418,185	20,200,002	4,795,409	(15,404,593)
Capital Total*		26,256,908	46,987,944	62,377,659	15,389,716
Division Total*		28,272,164	49,525,813	65,016,794	15,490,980

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

Division Summaries

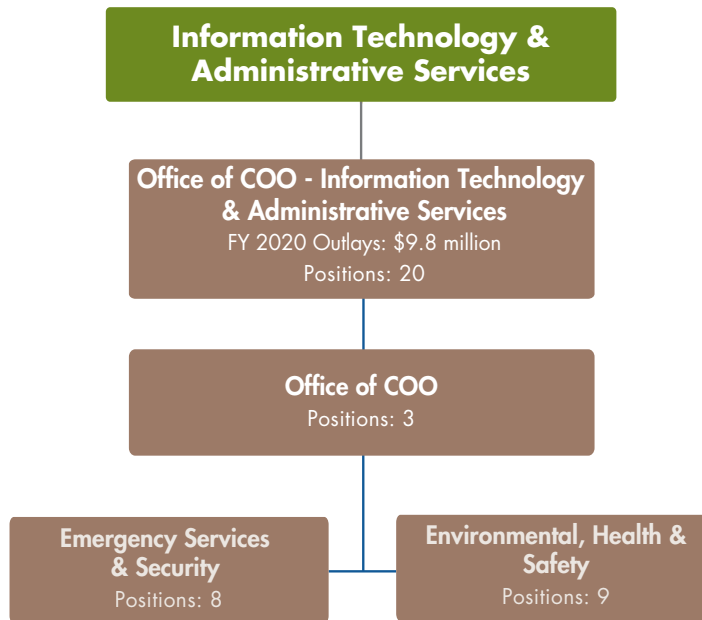
Administrative Services



Description

Information Technology & Administrative Services support the mission of the Santa Clara Valley Water District - to provide Silicon Valley safe, clean water for a healthy life, environment, and economy - by providing essential business services for Valley Water including general services such as Procurement and Contracting; Fleet equipment and facilities maintenance; Emergency Services and Security; Environmental Health & Safety; Business Customer Service and Warehouse and Information Technology services and support. Information Technology & Administrative Services are vital to Valley Water operations and capital programs.

Office of COO Administrative Services



Legend	
■	Chief Operating Officer
■	Department (Unit)

Division Description and Objectives

The Office of the Chief Operating Officer (COO) of Information Technology & Administrative Services (IT & AS) provides executive leadership and direct oversight to administrative business areas including General Services, and Information Technology. The Office of the COO - IT & AS is responsible for ensuring that administrative functions are operated efficiently and effectively, in accordance with the goals and policies established by the Board of Directors and the Chief Executive Officer. The COO - IT & AS also oversees Emergency & Security Services, and administers Environmental, Health & Safety.

Division Summaries

Emergency Services and Security

This department includes the Office of Emergency Services and the Security Office. The Office of Emergency Services (OES) is responsible for ensuring comprehensive, integrated, risk-based, emergency management for the staff and critical infrastructure of the Santa Clara Valley Water District. OES also leads District-wide development of applicable preparedness capabilities across prevention, preparedness, hazard mitigation, business continuity, response, and recovery.

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. SO also provides Valley Water with a liaison to local, regional, state and federal law enforcement and intelligence agencies.

Environmental, Health & Safety

As part of Valley Water's Administration function, 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

FY 2019 Accomplishments

- Provided leadership and support for all the administrative needs of Valley Water including oversight over Information Technology, General Services, Emergency Management and Security Services, and Environmental, Health & Safety.
- Emergency Operations Plan underwent major update and was adopted by the Board of Directors 8/14/18
- EOC Responder Handbook developed
- Conducted Annual Winter Preparedness Workshop
- Activated 2 storm related EOC activations on 2/1/19 and 2/13/19
- Joint EAP with San Jose updated, which now includes annexes for Guadalupe, Ross and Canoas Creeks
- Led Emerging Leaders team in development of Stream/Flood EAPs for West Little Llagas Creek and Uvas Creek
- Threat Assessment developed based on data from 2017 and 2018
- Conducted district-wide assessment of physical security system
- Developed a situational awareness reporting system for field personnel
- Completed 1st phase of Threat Hazard Identification and Risk Analysis (THIRA), based on natural hazards
- Updated the Almaden Campus Post Orders for security
- Updated emergency evacuation program, including installation of new assembly area signage and the creation of a new training video.
- Brought online a new Chemical Safety Data Sheet and Inventory System.
- Purchased a new safety equipment inventory system to track equipment and inspection dates.
- Created a new risk assessment tool for Job Safety Assessments and incident investigations.

FY 2020 Milestones

- Review, approve and present the status of Information Technology & Administrative Services annual performance.
- Develop Flood/Stream EAP for San Tomas Aquino Creek
- Develop and deliver exercises as identified in Training and Exercise Plan
- Maintain Valley Water's Emergency Operations Center (EOC) and Alternate EOC in a perpetual state of operational readiness
- Conduct inter-agency Winter Preparation Workshop
- Based on district wide assessment of physical security system, develop plan to upgrade or replace current system
- Develop and conduct Security Exercise for Anderson Dam, based on Anderson Dam Security Plan
- Develop 2nd phase of THIRA, based on man-made hazards
- Update Water Treatment Plan Post Orders for security
- Conduct a minimum of 12 Tier II safety inspections by June 30.
- Complete a minimum of four annual fire evacuation drills at major occupied facilities by June 30.
- Conduct a minimum of 30 required safety training classes in-house by June 30.
- Conduct a minimum of 12 Job Safety Assessments by June 30.

Division Summaries

- Provide quarterly updates to Valley Water's Safe Clean Water Project B5 webpage.

Division Summaries

Office of COO Administrative Services — Budget Summary

Project Type (Category)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	8,607,637	9,660,279	9,712,598	52,319	1%
Operating	0	0	0	0	1%
Capital	31,762	17,908	106,002	88,095	492%
Total *	8,639,399	9,678,187	9,818,601	140,414	1%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Security & Emergency Services	3,564,755	4,195,447	5,241,835	1,046,388	25%
Environmental, Health & Safety	3,390,894	3,942,352	3,516,841	(425,511)	-11%
Office of COO-IT & Administrative Services	1,683,750	1,540,387	1,059,924	(480,463)	-31%
Total *	8,639,399	9,678,187	9,818,601	140,414	1%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

Office of Chief Administrative Officer	22	23	20	(3)**
--	----	----	----	-------

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Security & Emergency Services					
	Salaries & Benefits	1,057,465	1,547,422	1,578,936	31,514
	Services & Supplies	2,038,554	2,024,100	2,951,837	927,737
	Capital Expenditures	5,112	0	0	0
	Intra District Charges	456,070	613,925	605,060	(8,865)
Security & Emergency Services (219) Total		3,557,200	4,185,447	5,135,833	950,386
Office of COO-IT & Administrative Services					
	Salaries & Benefits	1,231,338	1,009,812	723,224	(286,588)
	Services & Supplies	243,608	399,650	237,850	(161,800)
	Intra District Charges	208,611	130,925	98,850	(32,075)
Office of COO-IT & Administrative Services (602) Total		1,683,556	1,540,387	1,059,924	(480,463)
Environmental, Health & Safety					
	Salaries & Benefits	1,634,166	1,931,078	1,772,749	(158,329)
	Services & Supplies	766,383	843,911	808,121	(35,790)
	Intra District Charges	966,332	1,159,455	935,971	(223,484)
Environmental, Health & Safety (916) Total		3,366,880	3,934,444	3,516,841	(417,603)
Operations Total*		8,607,637	9,660,279	9,712,598	52,319

Capital Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Security & Emergency Services					
	Salaries & Benefits	0	0	3,850	3,850
	Services & Supplies	7,555	10,000	100,000	90,000
	Intra District Charges	0	0	2,152	2,152
Security & Emergency Services (219) Total		7,555	10,000	106,002	96,002
Office of COO-IT & Administrative Services					
	Salaries & Benefits	194	0	0	0
Office of COO-IT & Administrative Services (602) Total		194	0	0	0
Environmental, Health & Safety					
	Salaries & Benefits	16,290	4,798	0	(4,798)

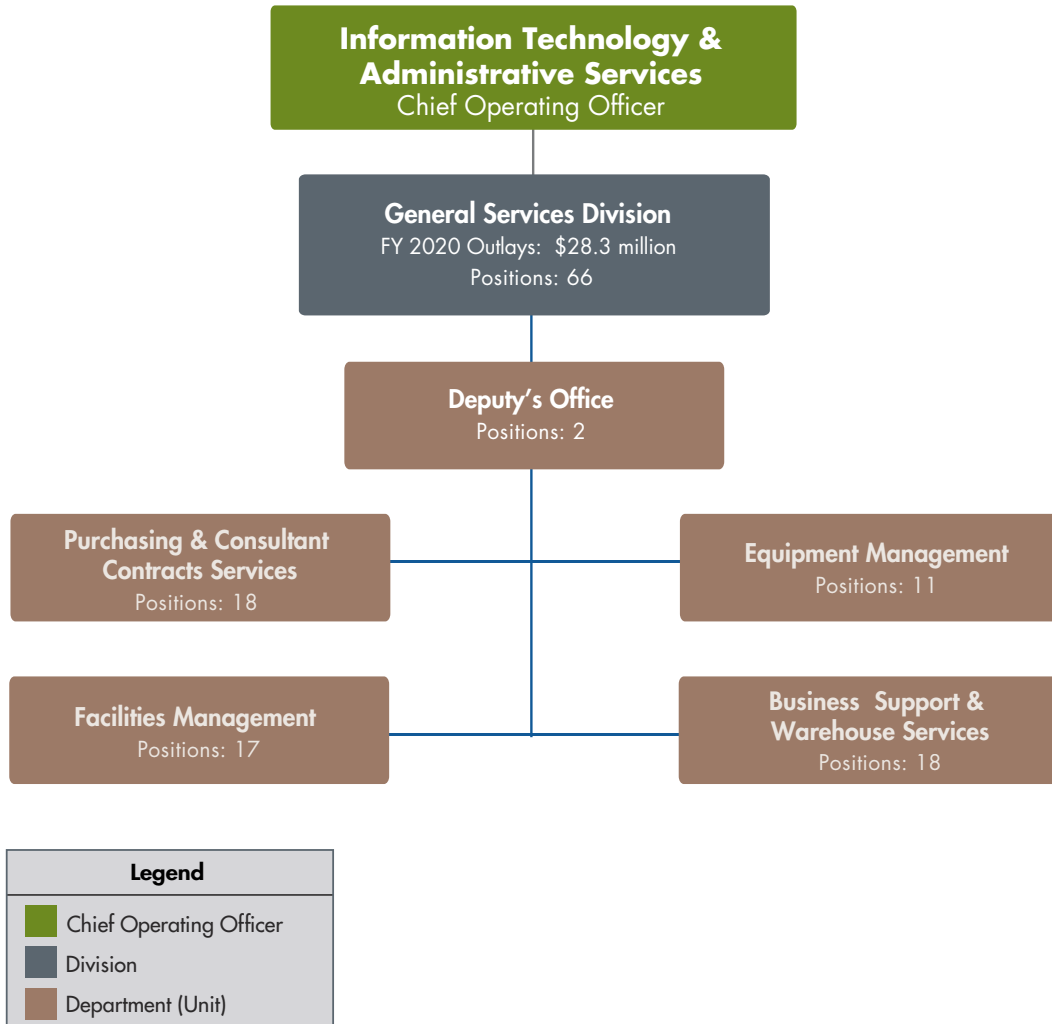
Division Summaries

Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
	Intra District Charges	7,724	3,109	0	(3,109)
Environmental, Health & Safety (916) Total		24,014	7,908	0	(7,908)
Capital Total*		31,762	17,908	106,002	88,095
Division Total*		8,639,399	9,678,187	9,818,601	140,414

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

General Services Division



Division Description and Objectives

The General Services Division provides management and administration of the following departments:

Business Support, and Warehouse Services

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

Division Summaries

Purchasing and Consultant Contracts Services

Purchasing, Consultant Contract department purchases all goods and services, procures consultant contracts serves.

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 2019 Accomplishments

- The Business Support and Warehouse Services Department replaced aging infrastructure with new reprographics production machines to produce higher quality output, transitioned to a digital guest check-in interface for each lobby, and created a plan for streamlining warehouse operations in preparation for the new enterprise resource planning system.
- The Purchasing and , Consultant Contracts Department implemented new electronic Purchase Requisition forms and eFiling processes, hosted a Business Open House in August 2018 to encourage networking of small and large businesses, and , which is a networking event with the 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.
- The Equipment Management Department surpluses, replaced 14 vehicles and 22 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.
- The Facilities Department identified recommendations for the Employee Workspace project to achieve maximizing work space and achieving operational facilities related efficiencies; upgraded the electric-vehicle charging stations on the Almaden Campus; conducted South County Yard seismic and building condition assessments; transitioned to a new Cafeteria Services Vendor, including carrying out cafeteria equipment and facility upgrades; completed the build-out of the Santa Teresa Office to prepare for staffing of the Enterprise Resource Project; completed the installation and staff moves to the new Winfield Vegetation Trailers; completed all planning and implementation of workspaces for approximately 65 new college and high school interns; planned and initiated various upgrades to frequently used conference rooms; initiated the development of 2 high-impact processes for Work Order Management and Space Planning; and designed and implemented a new on-line intake system for customer service requests.

Division Summaries

FY 2020 Milestones

Highlights of the General Services Division milestones include the following.

- The Business Support & Warehouse Department will transition to eSignature technology to enable faster processing of forms, produce high quality word processing deliverables for a heavy CIP year, and will eliminate inactive inventory to increase efficiency in the annual physical inventory.
- 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.
- The Equipment Management Department will surplus and replace 11 vehicles and 20 pieces of construction equipment in accordance with the 12-year or 125,000-mile replacement criteria.
- The Facilities Management Unit will continue planning for and initiating 110-staff moves from the Maintenance Building to the Administration Building; complete upgrades to the Cafeteria; plan for and transition to a new vending services provider; and complete conference room upgrades.

Budget Issues and Constraints

Constraints of the General Services Division include funding to address deferred small capital projects. 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 work space, 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 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	19,974,397	22,362,794	24,112,766	1,749,972	8%
Operating	0	0	0	0	8%
Capital	2,856,334	5,754,966	4,215,766	(1,539,199)	-27%
Total *	22,830,731	28,117,759	28,328,532	210,773	1%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Purchasing, Consultant Contracts Services	5,057,536	6,399,804	4,786,413	(1,613,390)	-25%
Business Support and Warehouse	3,333,615	3,359,722	5,132,406	1,772,684	53%
Facilities Management	8,376,484	10,583,477	10,563,694	(19,783)	0%
Deputy's Office of General Services Division	396,096	495,980	535,518	39,538	8%
Equipment Management	5,667,000	7,278,777	7,310,501	31,724	0%
Total *	22,830,731	28,117,759	28,328,532	210,773	1%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

General Services Division	65	64	66	2**
---------------------------	----	----	----	-----

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Business Support and Warehouse					
	Salaries & Benefits	1,644,686	1,991,240	2,707,351	716,111
	Services & Supplies	1,386,590	1,121,706	1,726,088	604,382
	Capital Expenditures	8,816	0	0	0
	Intra District Charges	292,566	246,777	688,174	441,397
Business Support and Warehouse (775) Total		3,332,658	3,359,722	5,121,613	1,761,890
Deputy's Office of General Services Division					
	Salaries & Benefits	343,708	421,960	462,347	40,387
	Services & Supplies	4,882	18,500	10,100	(8,400)
	Intra District Charges	47,506	55,520	63,070	7,551
Deputy's Office of General Services Division (802) Total		396,096	495,980	535,518	39,538
Purchasing, Consultant Contracts Services					
	Salaries & Benefits	2,928,384	3,036,839	3,399,098	362,258
	Services & Supplies	1,226,886	1,608,545	676,414	(932,131)
	Capital Expenditures	2,944	0	0	0
	Intra District Charges	877,034	870,378	678,196	(192,182)
Purchasing, Consultant Contracts Services (820) Total		5,035,247	5,515,762	4,753,707	(762,055)
Equipment Management					
	Salaries & Benefits	1,792,097	2,040,201	1,818,340	(221,861)
	Services & Supplies	1,791,358	2,201,168	2,366,700	165,532
	Intra District Charges	1,089,519	1,220,408	928,462	(291,946)
Equipment Management (885) Total		4,672,974	5,461,777	5,113,501	(348,276)
Facilities Management					
	Salaries & Benefits	2,246,588	2,562,527	3,116,326	553,799
	Services & Supplies	3,761,592	4,344,319	4,767,664	423,345
	Capital Expenditures	86,939	120,000	120,000	0
	Intra District Charges	442,302	502,707	584,437	81,731
Facilities Management (887) Total		6,537,421	7,529,553	8,588,427	1,058,874
Operations Total*		19,974,397	22,362,794	24,112,766	1,749,972

Capital Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Business Support and Warehouse					

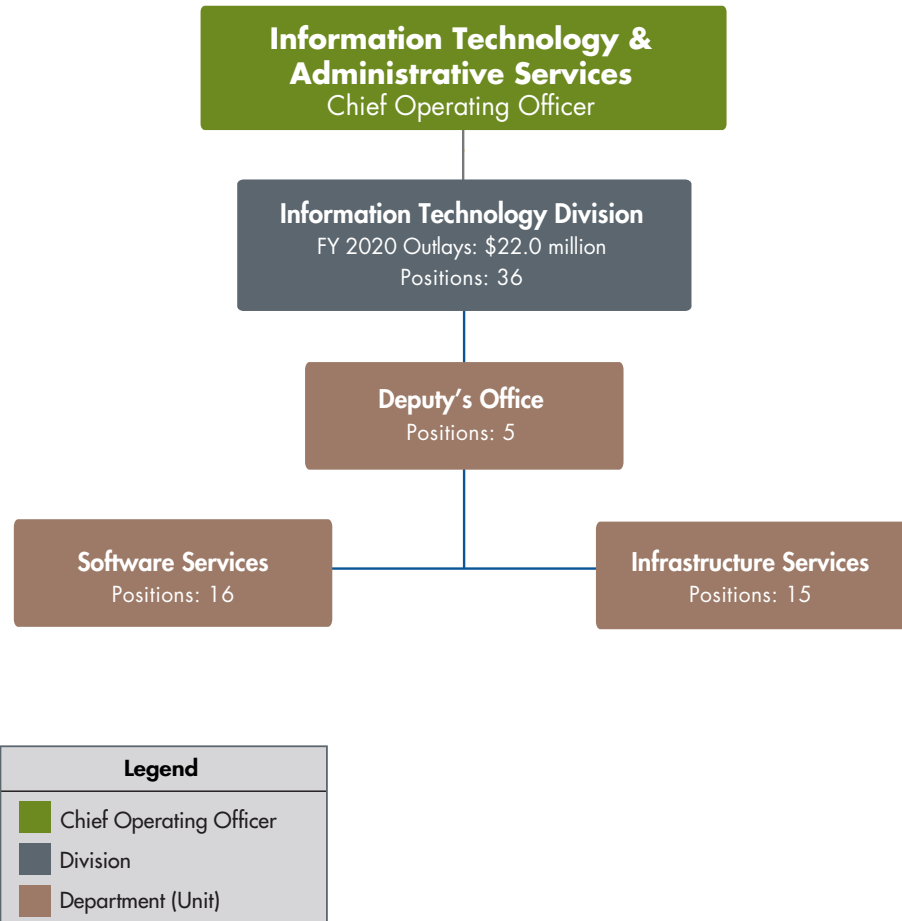
Division Summaries

Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
	Salaries & Benefits	957	0	7,068	7,068
	Intra District Charges	0	0	3,725	3,725
Business Support and Warehouse (775) Total		957	0	10,794	10,794
Deputy's Office of General Services Division					
Deputy's Office of General Services Division (802) Total		0	0	0	0
Purchasing, Consultant Contracts Services					
	Salaries & Benefits	14,402	518,220	11,573	(506,647)
	Intra District Charges	7,887	365,822	21,133	(344,688)
Purchasing, Consultant Contracts Services (820) Total		22,289	884,042	32,706	(851,335)
Equipment Management					
	Salaries & Benefits	9,102	0	0	0
	Services & Supplies	14,013	60,000	60,000	0
	Intra District Charges	2,525	0	0	0
	Capital Expenditures	968,386	1,757,000	2,137,000	380,000
Equipment Management (885) Total		994,025	1,817,000	2,197,000	380,000
Facilities Management					
	Salaries & Benefits	86,620	36,997	28,811	(8,187)
	Services & Supplies	1,712,941	3,008,600	1,929,690	(1,078,910)
	Intra District Charges	16,661	8,327	16,766	8,439
	Capital Expenditures	22,841	0	0	0
Facilities Management (887) Total		1,839,063	3,053,924	1,975,267	(1,078,657)
Capital Total*		2,856,334	5,754,966	4,215,766	(1,539,199)
Division Total*		22,830,731	28,117,759	28,328,532	210,773

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

Information Technology Division



Division Description and Objectives

The Information Technology Division serves the technology needs of Valley Water, enabling business users to carry out their work efficiently, effectively, and securely. We do so by providing planning, design, and operational support and maintenance of Valley Water's: (1) physical technology infrastructure; (2) cyber security posture; and (3) software application portfolio.

The Division's objectives are:

- Effectively manage the delivery of Valley Water's technology services;
- Guide technology decision-making to ensure consistency with Valley Water's business direction;
- Ensure a skilled, responsive, and innovative workforce that keeps current with critical evolving business technologies; and
- Provide high quality customer service.

Division Summaries

Administration

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

Infrastructure Services

Infrastructure Services is responsible for: (1) implementing and maintaining the network and data center, cyber security posture, Valley Water's computers, systems software, and connectivity (e.g., servers, networks, etc.); (2) serving as the 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 (3) triaging, resolving, and escalating problems.

Software Services

Software Services sources, develops (where appropriate), supports, and maintains 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 Valley Water's web site and intranet.

FY 2019 Accomplishments

- Completed 3-5 year IT Strategic Plan and began to use it as a blue print for operations and new initiatives.
- Completed RFP for new the Enterprise Resource Planning System (ERP) and began preparing for implementation.
- Designed and implemented the fisheries module of the Environmental Monitoring and Information Management System (EM-IMS) and began work on the vegetation module.
- Completed Raw Water Maintenance Maximo site implementation.
- Completed Water Supply Planning Database.
- Completed Board Room Audio/Visual upgrades.
- Completed conference room computer and screen/projector upgrades and installed Evoko conference room scheduling touchscreens.
- Rolled out a new smartphone program to Valley Water users.
- Completed POC and began implementing e-litigation and e-discovery system.
- Began work to retire Valley Water's email archival system and migrate email to Exchange Online.
- Began requirement process to replace Valley Water's outdated phone system with Voice Over IP Telephones.

FY 2020 Milestones

- Implement planned projects in the IT strategic plan.
- Implement the new ERP for Finance, Human Capital, Procurement, and Contract Services.
- Implement vegetation module of the Environmental Monitoring and Information Management System (EM-IMS).
- Complete retirement of the email archival system and migration of email to Exchange Online.
- Complete POC of Water Utility Server Virtualization.

Division Summaries

- Begin conversion to Voice Over IP Telephones.
- Roll out collaboration suite software.
- Implement Network Operations Center.
- Begin implementation of new Customer Relationship Management (CRM) system.
- Begin implementation of pilot Enterprise Content Management (ECM) system.
- Evaluate desktop and web application needs and provided solutions (Ongoing).

Budget Issues and Constraints

The Information Technology Division budget issues and constraints pertain to balancing resources to accomplish both short- and long-term goals of Valley Water:

- Having sufficient and appropriate staffing resources to support Valley Water's growing technology infrastructure and to become a more digital organization.
- Organizational willingness and readiness to change business processes to leverage the new technology, and to jointly own technology projects with the IT Division.

Division Summaries

Information Technology Division — Budget Summary

Project Type (Category)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Operations	11,578,324	15,564,118	17,710,740	2,146,623	14%
Operating	21,950	0	10,181	10,181	14%
Capital	5,714,065	13,852,862	4,252,076	(9,600,787)	-69%
Total *	17,314,338	29,416,980	21,972,998	(7,443,983)	-25%

Department (Unit)	FY 2018 Budgetary Actuals	FY 2019 Adopted Budget	FY 2020 Adopted Budget	FY 2020 Change \$	FY 2020 Change %
Software Services	5,717,330	7,859,985	8,875,409	1,015,424	13%
Infrastructure Services	9,961,935	11,768,245	12,025,820	257,575	2%
Deputy's Office of Information Technology Division	1,635,074	9,788,751	1,071,769	(8,716,982)	-89%
Total *	17,314,338	29,416,980	21,972,998	(7,443,983)	-25%

* Totals includes intra-district reimbursement charges.

Authorized Positions (excluding fellowships)

Information Technology Division	39	37	36	(1)**
---------------------------------	----	----	----	-------

** The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Deputy's Office of Information Technology Division					
	Salaries & Benefits	658,997	643,884	1,093,130	449,246
	Services & Supplies	125,450	65,843	139,850	74,007
	Intra District Charges	87,578	345,584	484,890	139,307
Deputy's Office of Information Technology Division (715) Total		872,024	1,055,311	1,717,870	662,560
Software Services					
	Salaries & Benefits	3,196,930	3,221,948	3,183,446	(38,502)
	Services & Supplies	1,422,281	1,901,827	2,836,478	934,651
	Intra District Charges	521,861	1,710,269	1,421,605	(288,664)
Software Services (725) Total		5,141,072	6,834,044	7,441,530	607,486
Infrastructure Services					
	Salaries & Benefits	2,481,520	2,474,388	2,592,106	117,717
	Services & Supplies	2,769,489	3,933,510	4,840,460	906,950
	Intra District Charges	334,196	1,266,865	1,128,956	(137,909)
	Capital Expenditures	1,973	0	0	0
Infrastructure Services (735) Total		5,587,178	7,674,763	8,561,522	886,759
Operations Total*		11,600,274	15,564,118	17,720,922	2,156,804

Capital Budget by Department and Account Category

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
Deputy's Office of Information Technology Division					
	Salaries & Benefits	273,931	350,439	0	(350,439)
	Services & Supplies	327,110	8,083,896	(646,101)	(8,729,997)
	Capital Expenditures	0	102,000	0	(102,000)
	Intra District Charges	162,008	197,105	0	(197,105)
Deputy's Office of Information Technology Division (715) Total		763,049	8,733,440	(646,101)	(9,379,541)
Software Services					
	Salaries & Benefits	226,798	355,701	924,182	568,481
	Services & Supplies	216,514	475,000	283,671	(191,329)
	Capital Expenditures	0	0	100,000	100,000
	Intra District Charges	132,946	195,239	126,026	(69,214)
Software Services (725) Total		576,258	1,025,940	1,433,879	407,938
Infrastructure Services					

Division Summaries

Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2018 Budgetary Actual	FY 2019 Adopted \$	FY 2020 Adopted \$	FY 2020 Change \$
	Salaries & Benefits	247,955	238,425	304,095	65,670
	Services & Supplies	1,169,941	403,600	1,115,083	711,483
	Capital Expenditures	2,822,114	3,322,900	1,906,400	(1,416,500)
	Intra District Charges	134,747	128,556	138,720	10,163
Infrastructure Services (735) Total		4,374,757	4,093,482	3,464,298	(629,184)
Capital Total*		5,714,065	13,852,862	4,252,076	(9,600,787)
Division Total*		17,314,338	29,416,980	21,972,998	(7,443,983)

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