

# DIVISION SUMMARY

# Division Summaries

## District Organizational Chart



Legend	
<span style="display: inline-block; width: 15px; height: 15px; background-color: #f0c000; border: 1px solid black;"></span>	Board of Directors
<span style="display: inline-block; width: 15px; height: 15px; background-color: #0056b3; border: 1px solid black;"></span>	Board Appointed Officers
<span style="display: inline-block; width: 15px; height: 15px; background-color: #70ad47; border: 1px solid black;"></span>	Chief Operating Officers
<span style="display: inline-block; width: 15px; height: 15px; background-color: #666666; border: 1px solid black;"></span>	Divisions
<span style="display: inline-block; width: 15px; height: 15px; background-color: #808080; border: 1px solid black;"></span>	Department (Unit)

# Division Summaries

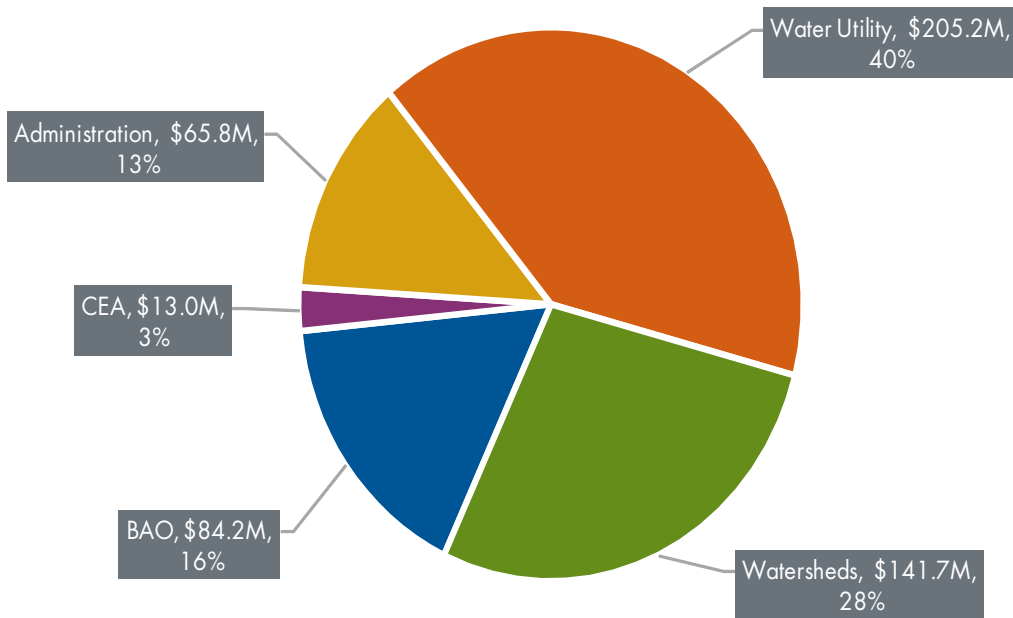
## Description

The Santa Clara Valley Water District 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 the District’s budget. This chapter represents a functional view of the District displaying all expenses that are charged by the organization area, division, and department by project type and account category.

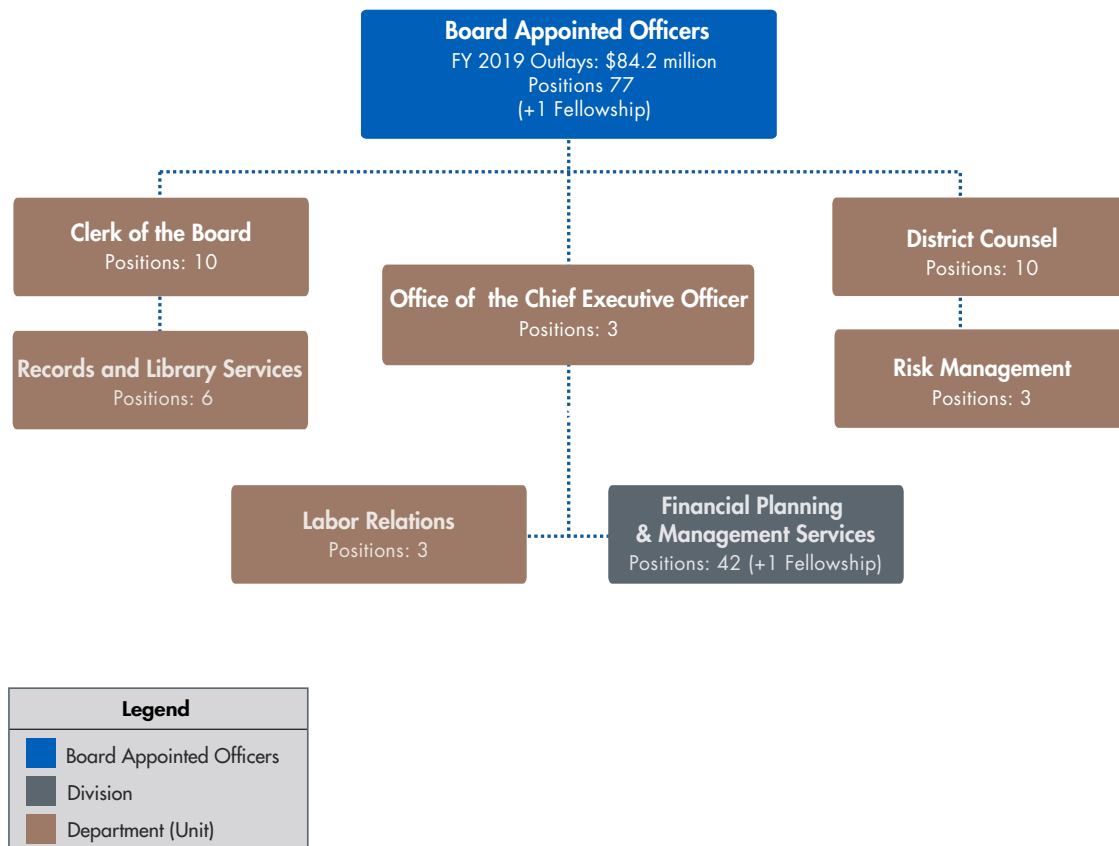
The first financial table that displays expenses by project type includes “Operations” capturing on-going costs and “Operating” capturing one-time, non-capital expenses. The chapter also includes authorized position counts for three fiscal years. Organization areas and their division and departments begin with an organization chart showing the FY 2019 budget and positions. Each area also has an overview of the services they provide, their objectives, accomplishments, and milestones.

**FY 2018-19 Adopted Budget Summary by Org Area, \$509.9 Million**



# Division Summaries

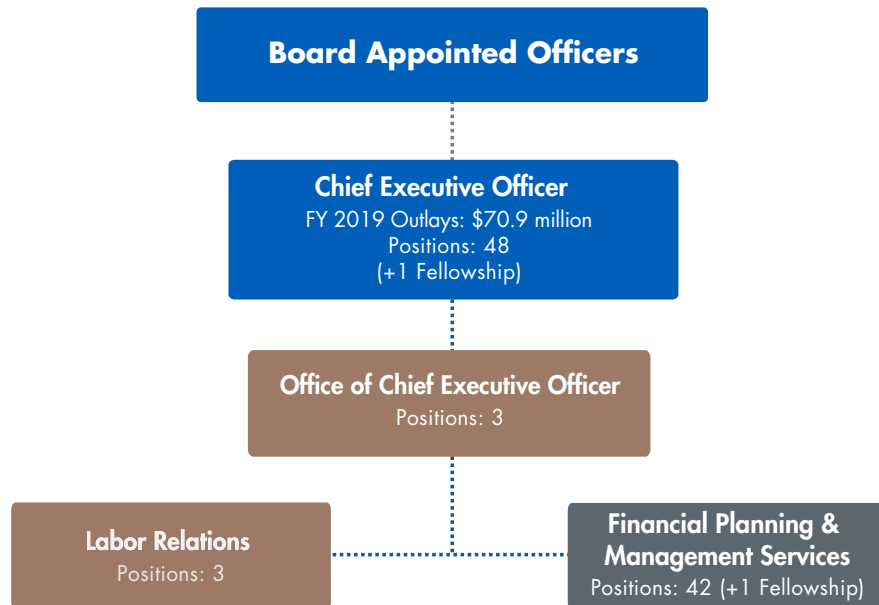
## Board Appointed Officers



## Description

Board Appointed Officers (BAOs) support the mission of the Santa Clara Valley Water District, to provide Silicon Valley safe, clean water for a healthy life, environment, and economy through essential core services for the District, and include the Chief Executive Office, the District Counsel and the Clerk of the Board. The BAOs provide executive leadership of the District; support to the Board of Directors and ensure that the District efficiently implements the Board’s Ends policies in conformance with Executive Limitations policies; high quality trustworthy and responsive legal counsel to the Santa Clara Valley Water District in a manner that creatively assists in accomplishing the District’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



Legend	
<span style="color: blue;">■</span>	Board Appointed Officers
<span style="color: grey;">■</span>	Division
<span style="color: brown;">■</span>	Department (Unit)

### Division Description and Objectives

The Office of the Chief Executive Officer (CEO) provides strategic direction and oversight to lead the District in implementing its mission and achieving its vision; fosters cooperative and collaborative working relationships with other government agencies, retailers, stakeholders, and the community; supports to the Board of Directors to ensure that the District 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 and the 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 District management in all matters involving labor relations. Labor Relations negotiates, interprets, applies, and enforces contracts and

# Division Summaries

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

## FY 2018 Accomplishments

During FY 2018, the Office of the CEO completed the following activities:

- Provided executive leadership to the District and support to the Board of Directors to ensure that the District meets the Board's Ends policies and complies with Boards' Executive Limitations Policies in a transparent, cost-effective, and efficient manner.
- Fostered cooperative and collaborative working relationships with other agencies. Examples include: Developing a Joint Emergency Action Plan with the City of San Jose, an MOU between the District and the City of Milpitas, and continuing to focus on critical projects outlined in the 2018 Board Priorities.
- Maintained transparency by sending out organization-wide communications regarding key Board decisions such as the California WaterFix and P3 Procurement. In addition to organization-wide communications, the Office of the CEO posts to the weekly CEO Corner on aqua.gov to keep staff informed through MLT and Chief's meeting summaries.
- Focused on Diversity and Inclusion efforts through the D&I Program's involvement in the FY19 summer internship program application vetting process during FY18 and quarterly District diversity updates to the Board. Additionally, per Board direction, established the Diversity and Inclusion Ad Hoc Committee.
- Served 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.
- Successfully negotiated a four-year contract (MOU) with all three bargaining units.
- On track for implementation of the District's Classification/Compensation Study results for the Engineers Society and the Employees Association.
- Negotiated process change with the bargaining units regarding new employee orientation per California State Assembly Bill 119.
- Provided access to 10 management workshops to District staff (approximately 100 attendees) through a partnership with Liebert Cassidy Whitmore.
- Negotiated process change with the bargaining units to implement paperless paychecks for the District.

## FY 2019 Milestones

- Ensure organizational fiscal accountability and transparency through June 2019.
- Maintain and ensure approved audit recommendations are fully implemented through June 2019.
- Ensure that a systematic workforce development and succession planning process is implemented by June 2019.
- Monitor and report on Diversity and Inclusion Program implementation by June 2019.
- 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 2019.
- Report on labor relation issues at the Management-Leadership Team meetings (quarterly).
- Collaborate with Workforce Development Unit to develop training programs, as appropriate, by 6/30/19.
- Provide coaching and training to managers according to policies and MOU, as needed, by 6/30/19.

# Division Summaries

## Office of the CEO — Budget Summary

Project Type (Category)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Operations	2,258,785	2,377,378	1,666,720	(710,658)	-30%
Operating	3,836	0	0	0	-30%
<b>Total *</b>	<b>2,262,620</b>	<b>2,377,378</b>	<b>1,666,720</b>	<b>(710,658)</b>	<b>-30%</b>

Department (Unit)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Office of Ethics & Corporate Governance	1,298,628	860,341	0	(860,341)	-100%
Labor Relations	579,013	693,368	702,310	8,942	1%
Office of the CEO	384,980	823,670	964,410	140,740	17%
<b>Total *</b>	<b>2,262,620</b>	<b>2,377,378</b>	<b>1,666,720</b>	<b>(710,658)</b>	<b>-30%</b>

\* Totals do not include intra-district reimbursement charges.

### Authorized Positions (excluding fellowships)

Office of the CEO	13	8	6	(2)**
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\*\* The position change may reflect positions transfer between departments, reorganization, or new positions. New positions are discussed in the Fund Summaries Chapter.

# Division Summaries

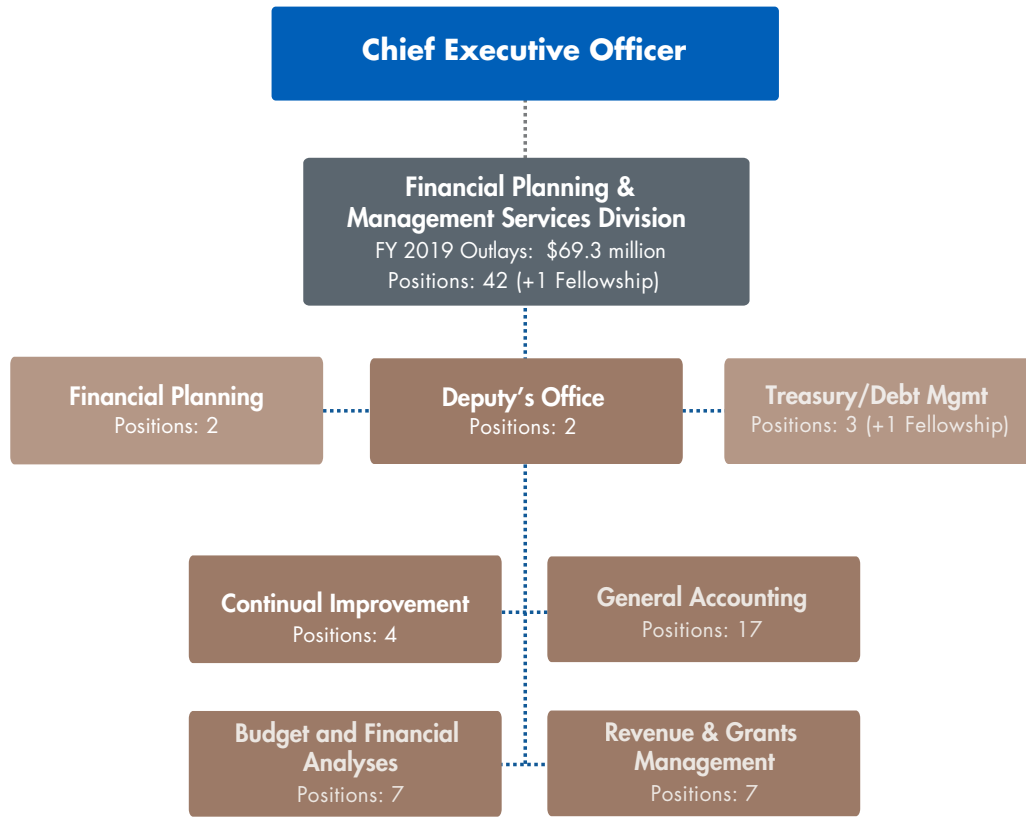
## Operations Budget by Department and Account Category

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Office of the CEO</b>					
	Salaries & Benefits	351,726	676,557	818,110	141,553
	Direct Services	1,746	2,000	2,000	0
	Supplies	1,221	1,300	1,300	0
	Other Expenses	30,286	143,813	143,000	(813)
<b>Office of the CEO (102) Total</b>		<b>384,980</b>	<b>823,670</b>	<b>964,410</b>	<b>140,740</b>
<b>Office of Ethics &amp; Corporate Governance</b>					
	Salaries & Benefits	897,787	612,491	0	(612,491)
	Consultants	244,879	235,000	0	(235,000)
	Direct Services	123,204	2,000	0	(2,000)
	Supplies	8,866	850	0	(850)
	Other Expenses	23,891	10,000	0	(10,000)
<b>Office of Ethics &amp; Corporate Governance (105) Total</b>		<b>1,298,628</b>	<b>860,341</b>	<b>0</b>	<b>(860,341)</b>
<b>Labor Relations</b>					
	Salaries & Benefits	548,044	604,205	647,410	43,205
	Consultants	5,165	40,000	40,000	0
	Direct Services	11,224	33,638	0	(33,638)
	Supplies	3,708	3,400	2,400	(1,000)
	Other Expenses	10,873	12,125	12,500	375
<b>Labor Relations (917) Total</b>		<b>579,013</b>	<b>693,368</b>	<b>702,310</b>	<b>8,942</b>
<b>Operations Total*</b>		<b>2,262,620</b>	<b>2,377,378</b>	<b>1,666,720</b>	<b>(710,658)</b>
<b>Division Total*</b>		<b>2,262,620</b>	<b>2,377,378</b>	<b>1,666,720</b>	<b>(710,658)</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.



## Financial Planning and Management Services Division



Legend	
<span style="color: blue;">■</span>	Chief Executive Officer
<span style="background-color: #444; color: white;">■</span>	Division
<span style="background-color: #808080;">■</span>	Department (Unit)
<span style="background-color: #c0c0c0;">■</span>	Programs

# 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 the District-wide treasury and debt financing programs.

### 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 District 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, which is accomplished through multiple means of organizational performance monitoring. The Continual Improvement department carries out this support through the District'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, District policies and accounting professional standards. Accounts Payable is charged with processing payment disbursements to the District'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.

### Revenue and Grants Management

This department collects water revenue and property taxes/assessments for the District. 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.

# Division Summaries

## 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 2018 Accomplishments

- Assisted with implementing the progressive public-private partnership (P3) project delivery method for the Expedited Purified Water Program and developed the draft P3 Term sheet (ongoing activity)
- Assisted with issuing the Request for Qualification and selected qualified Proposers for the P3 in May 2018
- 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
- Extended municipal financial advisory contract with PRAG to December 31, 2025 (approved by the Board on March 21, 2018).
- Implemented the Socially Responsible Investment Policy, Wells Fargo Bank Suspension to September 2018 (approved by the Board on Dec 12, 2017)
- Renewed the Bank of Tokyo Letter of Credit in the amount of \$150M, effective 2/12/2018 – 2/11/2019 to support the Commercial Paper Program
- Completed 47th annual PAWS report and well owner notices mailed on 2/23/18
- Upgraded its ISO certification to the new ISO 9001:2015 and ISO 14001:2015 requirements. The ISO Program also remained on-track through regular internal audits, monthly management review of CPARs, and District-wide communications
- Initiated and conducted Risk Assessments of operations to plan future audits for Board consideration and direction
- Monitored organizational performance through the quarterly reporting of the achievement of Ends policies
- Received GFOA distinguished budget award for the FY2018 budget document
- Finalized the FY 2016-17 Comprehensive Annual Financial Report in accordance with the Governmental Finance Officers Association standards for excellence
- Continued to grow the accounts for the low income senior exemption for the Safe, Clean Water special parcel tax by having the county include our information on every single tax bill
- Grants Management assisted in the awarding of FEMA funding for Steven's Creek Erosion Repair and Pope/Chaucer Street Bridge Replacement Flood Mitigation projects of approximately \$5M

## FY 2019 Milestones

### **Below are the major milestones for Financial Planning and Management Division's staff:**

- Manage \$500M investment portfolio, \$877M debt portfolio, and provide financial analysis support for California Water Fix, as well as other District-wide capital projects including the public-private-partnership for the \$600M+ Expedited Purified Water Program
- Complete Water Utility bond issuance (Series 2018A/B) to refund outstanding Commercial Paper -expected closing date in September 2018

## Division Summaries

- Timely and accurate billing of water revenue and the appropriate application of property taxes
- Completion of the 48th annual Protection and Augmentation of Water Supplies report and mail well owner notices
- Completion of the FY 2017-18 Comprehensive Annual Financial Report
- Ensure summary budget document is ready for Board adoption on or prior to June 30th
- Review and refine process and procedures for planning, coordinating, and monitoring of CEO and Board-commissioned audits and organizational performance reporting
- Prepare and submit quarterly Ends Policy Performance Reports to the Board through June 30, 2019
- Commence ERP Upgrade Project in 2nd quarter
- Completion of Water Utility Fixed Charge Implementation Study

## Division Summaries

### Financial Planning and Management Services Division — Budget Summary

Project Type (Category)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Operations	9,064,841	8,735,657	9,263,250	527,593	6%
Operating	7,155	0	0	0	6%
Debt Service	34,820,132	49,750,357	59,189,136	9,438,779	19%
Capital	299,723	387,232	825,272	438,040	113%
<b>Total *</b>	<b>44,191,851</b>	<b>58,873,246</b>	<b>69,277,659</b>	<b>10,404,412</b>	<b>18%</b>

Department (Unit)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Office of CFO	36,355,576	51,341,535	61,713,724	10,372,189	20%
Continual Improvement	1,950,854	904,816	1,036,746	131,930	15%
Budget & Financial Analyses	1,469,210	1,844,633	1,697,785	(146,848)	-8%
General Accounting	2,833,314	3,057,723	3,386,714	328,991	11%
Revenue and Grants Management	1,582,896	1,724,539	1,442,690	(281,849)	-16%
<b>Total *</b>	<b>44,191,851</b>	<b>58,873,246</b>	<b>69,277,659</b>	<b>10,404,412</b>	<b>18%</b>

\* Totals do not include intra-district reimbursement charges.

#### Authorized Positions (excluding fellowships)

Financial Planning and Management Division	42	43	42	(1)**
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\*\* 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 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Office of CFO</b>					
	Salaries & Benefits	1,280,236	1,322,563	1,515,385	192,823
	Consultants	20,595	0	0	0
	Direct Services	115,020	143,001	854,080	711,079
	Supplies	887	5,300	5,500	200
	Other Expenses	3,732	8,110	20,650	12,540
<b>Office of CFO (106) Total</b>		<b>1,420,470</b>	<b>1,478,974</b>	<b>2,395,615</b>	<b>916,642</b>
<b>Continual Improvement</b>					
	Salaries & Benefits	912,185	798,516	856,507	57,991
	Consultants	20,000	25,000	164,000	139,000
	Direct Services	22,862	62,700	2,700	(60,000)
	Supplies	4,776	6,400	6,400	0
	Other Expenses	640,400	12,200	7,139	(5,061)
	Cost Sharing & Rebates	350,000	0	0	0
<b>Continual Improvement (120) Total</b>		<b>1,950,223</b>	<b>904,816</b>	<b>1,036,746</b>	<b>131,930</b>
<b>Budget &amp; Financial Analyses</b>					
	Salaries & Benefits	1,224,231	1,369,994	1,413,237	43,242
	Consultants	37,935	210,000	55,000	(155,000)
	Direct Services	41,408	180,800	120,000	(60,800)
	Supplies	994	0	0	0
	Other Expenses	7,799	32,200	15,300	(16,900)
<b>Budget &amp; Financial Analyses (606) Total</b>		<b>1,312,368</b>	<b>1,792,994</b>	<b>1,603,537</b>	<b>(189,458)</b>
<b>General Accounting</b>					
	Salaries & Benefits	2,705,302	2,701,309	2,616,913	(84,396)
	Consultants	2,270	1,600	1,600	0
	Direct Services	80,162	106,600	140,500	33,900
	Supplies	9,794	8,500	9,200	700
	Other Expenses	8,509	16,325	16,450	125
<b>General Accounting (673) Total</b>		<b>2,806,039</b>	<b>2,834,334</b>	<b>2,784,663</b>	<b>(49,671)</b>
<b>Revenue and Grants Management</b>					
	Salaries & Benefits	1,418,904	1,420,539	1,258,290	(162,249)
	Consultants	14,568	9,600	10,000	400
	Direct Services	137,803	287,400	164,400	(123,000)
	Supplies	10,077	2,000	5,000	3,000
	Other Expenses	1,545	5,000	5,000	0
<b>Revenue and Grants Management (683) Total</b>		<b>1,582,896</b>	<b>1,724,539</b>	<b>1,442,690</b>	<b>(281,849)</b>
<b>Operations Total*</b>		<b>9,071,996</b>	<b>8,735,657</b>	<b>9,263,250</b>	<b>527,593</b>

# Division Summaries

## Debt Service Budget by Department and Account Category

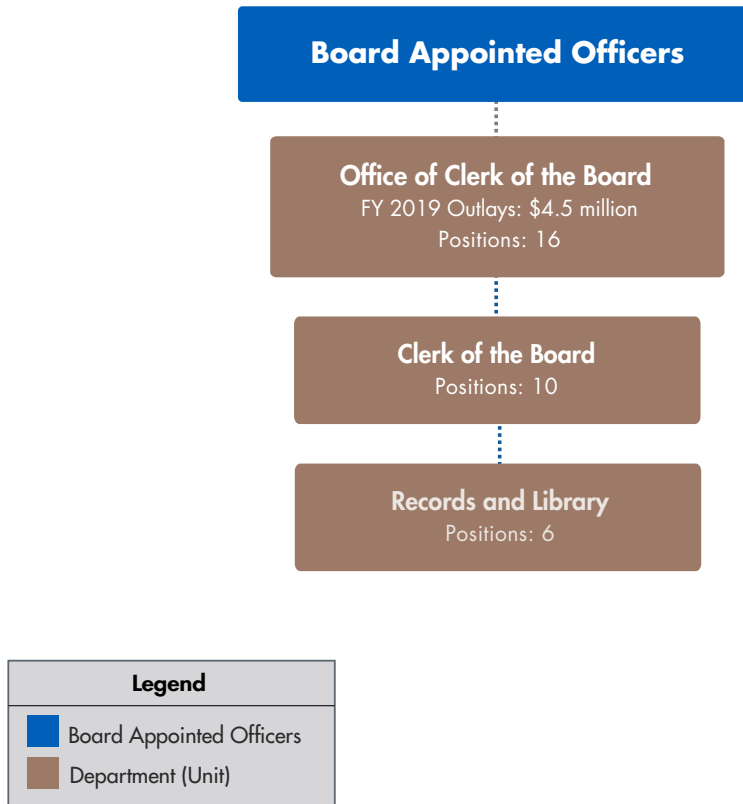
Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Office of CFO</b>					
	Consultants	170,402	200,000	203,429	3,429
	Direct Services	817,682	1,998,870	3,038,530	1,039,660
	Other Expenses	1,823	0	0	0
	Debt	33,830,226	47,551,487	55,947,177	8,395,690
<b>Office of CFO (106) Total</b>		<b>34,820,132</b>	<b>49,750,357</b>	<b>59,189,136</b>	<b>9,438,779</b>
<b>Debt Service Total*</b>		<b>34,820,132</b>	<b>49,750,357</b>	<b>59,189,136</b>	<b>9,438,779</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Office of CFO</b>					
	Salaries & Benefits	78,203	112,205	128,973	16,768
	Consultants	14,010	0	0	0
	Direct Services	22,050	0	0	0
	Other Expenses	711	0	0	0
<b>Office of CFO (106) Total</b>		<b>114,974</b>	<b>112,205</b>	<b>128,973</b>	<b>16,768</b>
<b>Continual Improvement</b>					
	Salaries & Benefits	631	0	0	0
<b>Continual Improvement (120) Total</b>		<b>631</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Budget &amp; Financial Analyses</b>					
	Salaries & Benefits	156,842	51,639	94,248	42,610
<b>Budget &amp; Financial Analyses (606) Total</b>		<b>156,842</b>	<b>51,639</b>	<b>94,248</b>	<b>42,610</b>
<b>General Accounting</b>					
	Salaries & Benefits	26,285	223,389	602,051	378,662
	Other Expenses	990	0	0	0
<b>General Accounting (673) Total</b>		<b>27,275</b>	<b>223,389</b>	<b>602,051</b>	<b>378,662</b>
<b>Capital Total*</b>		<b>299,723</b>	<b>387,232</b>	<b>825,272</b>	<b>438,040</b>
<b>Division Total*</b>		<b>44,191,851</b>	<b>58,873,246</b>	<b>69,277,659</b>	<b>10,404,412</b>

\* Totals reflect the net budget and do not include 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 District's 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 District 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.

#### Records & Library Services

Records & Library Services Unit provides: the administration of the Records Management Center and the District



# Division Summaries

Library (including secure storage, retrieval, and proper disposition of District's records and reference materials), administration of the District's Records Management Program, and the provision of District's responses to legal demands for records.

## FY 2018 Accomplishments

During FY18, 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 70 Board Committee Meetings in accordance with Board Policies and the Ralph M. Brown Act.
- Successfully scheduled over 1100 meetings for individual Directors.
- Coordinated the Groundwater Production and Surface Water Charge protest and verification process.
- Tracked, monitored and reported on the registration of external lobbyists in accordance with Ordinance 10-01.
- Assigned tracked and monitored approximately 400 Board Correspondences.
- Assigned and tracked approximately 25 Board Member Requests and 10 Individual Board Member Request in accordance with Board Governance Policy EL-2.6.
- Processed approximately 300 requests for records services from District staff.
- Responded to approximately 400 requests for access to or copies of District records from members of the public.
- Processed approximately 1000 Engineering drawings and 200-300 boxes of records.
- 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.
- Supported the redesign and upgrade of our Engineering Drawings Management System

## FY 2019 Milestones

- Schedule presentation of Board Advisory Committee Accomplishment Reports to the Board of Directors by February 2019.
- Coordinate the Groundwater Production Charge protest and verification process to be completed no later than May 2019.
- Provide Board of Directors with a report of registered external lobbyists by August 2018 and February 2019.
- Coordinate and consolidate with County Registrar of Voters office to conduct District Elections in November 2018, for Districts 1, 4, 6, and 7.
- 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.
- Review inventory and policies annually to ensure appropriate disposition of records by June 30.

# Division Summaries

## Office of Clerk of the Board — Budget Summary

Project Type (Category)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Operations	3,111,798	3,187,819	4,506,659	1,318,840	41%
Operating	35,373	0	0	0	41%
Capital	0	17,450	0	(17,450)	-100%
<b>Total *</b>	<b>3,147,171</b>	<b>3,205,269</b>	<b>4,506,659</b>	<b>1,301,390</b>	<b>41%</b>

Department (Unit)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Office of Clerk of the Board	2,205,759	2,138,506	3,368,562	1,230,056	58%
Records and Library Services	941,412	1,066,763	1,138,097	71,334	7%
<b>Total *</b>	<b>3,147,171</b>	<b>3,205,269</b>	<b>4,506,659</b>	<b>1,301,390</b>	<b>41%</b>

\* Totals do not include intra-district reimbursement charges.

### Authorized Positions (excluding fellowships)

Office of Clerk of the Board	14	16	16	0**
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\*\* 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

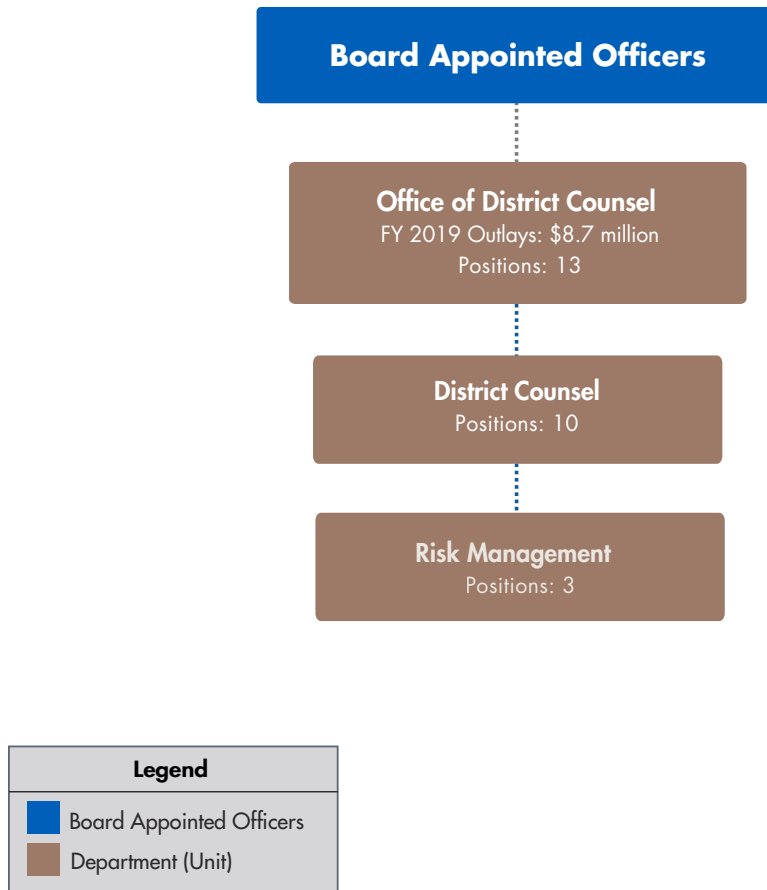
Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Office of Clerk of the Board</b>					
	Salaries & Benefits	1,509,806	1,649,471	1,776,061	126,590
	Consultants	3,109	3,000	3,000	0
	Direct Services	5,414	74,250	79,250	5,000
	Supplies	3,177	5,300	5,300	0
	Other Expenses	684,254	406,485	1,504,951	1,098,466
<b>Office of Clerk of the Board (604) Total</b>		<b>2,205,759</b>	<b>2,138,506</b>	<b>3,368,562</b>	<b>1,230,056</b>
<b>Records and Library Services</b>					
	Salaries & Benefits	807,242	920,753	998,897	78,144
	Consultants	184	0	0	0
	Direct Services	101,100	92,760	102,500	9,740
	Supplies	31,810	33,300	31,500	(1,800)
	Other Expenses	1,076	2,500	5,200	2,700
<b>Records and Library Services (765) Total</b>		<b>941,412</b>	<b>1,049,313</b>	<b>1,138,097</b>	<b>88,784</b>
<b>Operations Total*</b>		<b>3,147,171</b>	<b>3,187,819</b>	<b>4,506,659</b>	<b>1,318,840</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Records and Library Services</b>					
	Salaries & Benefits	0	17,450	0	(17,450)
<b>Records and Library Services (765) Total</b>		<b>0</b>	<b>17,450</b>	<b>0</b>	<b>(17,450)</b>
<b>Capital Total*</b>		<b>0</b>	<b>17,450</b>	<b>0</b>	<b>(17,450)</b>
<b>Division Total*</b>		<b>3,147,171</b>	<b>3,205,269</b>	<b>4,506,659</b>	<b>1,301,390</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

## Office of District Counsel



### Division Description and Objectives

The District Counsel provides for professional, timely, and strategic legal advice to and representation of the District 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 the District. The 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 the District'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 2018 Accomplishments

During FY 2018, the Office of District Counsel completed the following activities:

- Provided timely legal advice to the District, the District Board, officers, and employees
- Provided representation to the District 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 the District 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

## FY 2019 Milestones

- Provide quarterly Executive Monitoring Report (current litigation) to the Board of Directors
- Placement of Workers Compensation Insurance Policy by February 2019
- Provide Public Self Insurer's Annual Report for prior fiscal year by October 1, 2018
- Post Cal/OSHA Log 300 February 1 through April 30, 2019
- Interface with TPA and state governmental entities to ensure District compliance with new medical set-aside regulations
- Secure Non-Owned Aircraft Policy by February 1, 2019
- Secure Crime Policy by April 1, 2019
- Secure 1st, 2nd, and 3rd Excess Liability Policies by May 1, 2019
- Secure Cyber Liability Policy by June 1, 2019; Secure Property Insurance Policy by June 30; Review all policies for coverage and accuracy by June 30 2019
- Provide support for activity with TPA and track costs for Presidents Day Flood

# Division Summaries

## Office of District Counsel — Budget Summary

Project Type (Category)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Operations	4,615,184	6,849,534	7,331,263	481,729	7%
Operating	344,908	2,350,000	500,000	(1,850,000)	-79%
Capital	231,535	165,967	883,124	717,157	432%
<b>Total *</b>	<b>5,191,627</b>	<b>9,365,501</b>	<b>8,714,387</b>	<b>(651,114)</b>	<b>-7%</b>

Department (Unit)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Risk Management	2,113,489	5,288,844	3,761,247	(1,527,597)	-29%
Office of District Counsel	3,078,138	4,076,657	4,953,141	876,484	22%
<b>Total *</b>	<b>5,191,627</b>	<b>9,365,501</b>	<b>8,714,387</b>	<b>(651,114)</b>	<b>-7%</b>

\* Totals do not include intra-district reimbursement charges.

### Authorized Positions (excluding fellowships)

Office of District Counsel	13	13	13	0**
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\*\* 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 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Office of District Counsel</b>					
	Salaries & Benefits	2,530,549	2,471,200	2,550,817	79,616
	Consultants	254,647	1,360,000	1,440,000	80,000
	Direct Services	5,093	500	3,500	3,000
	Supplies	32,836	39,500	35,500	(4,000)
	Other Expenses	23,519	39,490	40,200	710
<b>Office of District Counsel (112) Total</b>		<b>2,846,644</b>	<b>3,910,690</b>	<b>4,070,017</b>	<b>159,326</b>
<b>Risk Management</b>					
	Salaries & Benefits	675,399	592,024	627,697	35,673
	Consultants	479,519	1,935,290	1,437,000	(498,290)
	Direct Services	7,396	72,080	81,100	9,020
	Supplies	2,400	2,700	2,700	0
	Other Expenses	948,734	2,686,750	1,612,750	(1,074,000)
<b>Risk Management (113) Total</b>		<b>2,113,448</b>	<b>5,288,844</b>	<b>3,761,247</b>	<b>(1,527,597)</b>
<b>Operations Total*</b>		<b>4,960,092</b>	<b>9,199,534</b>	<b>7,831,263</b>	<b>(1,368,271)</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Office of District Counsel</b>					
	Salaries & Benefits	0	21,967	49,124	27,157
	Consultants	231,494	144,000	834,000	690,000
<b>Office of District Counsel (112) Total</b>		<b>231,494</b>	<b>165,967</b>	<b>883,124</b>	<b>717,157</b>
<b>Risk Management</b>					
	Salaries & Benefits	41	0	0	0
<b>Risk Management (113) Total</b>		<b>41</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Total*</b>		<b>231,535</b>	<b>165,967</b>	<b>883,124</b>	<b>717,157</b>
<b>Division Total*</b>		<b>5,191,627</b>	<b>9,365,501</b>	<b>8,714,387</b>	<b>(651,114)</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

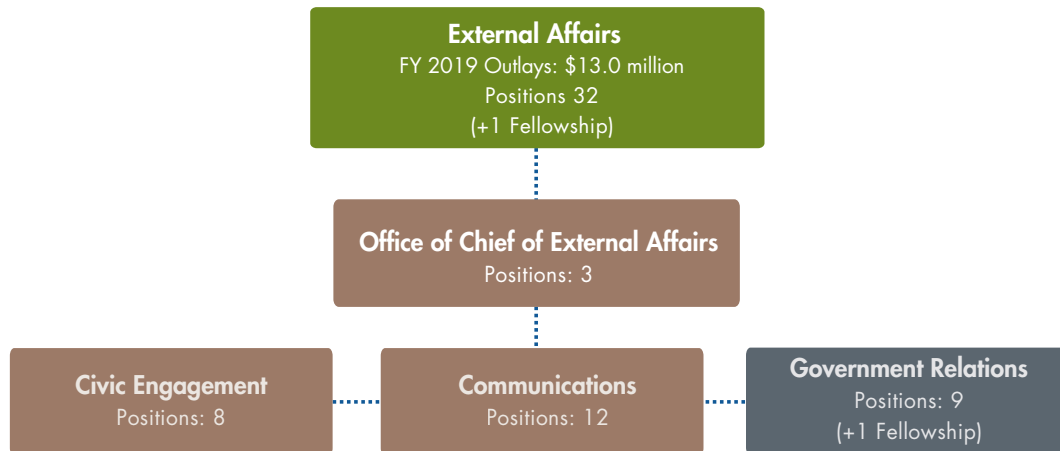
# Division Summaries

## External Affairs

External Affairs is responsible for programs that increase community awareness and engagement about District 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 the District and is responsible for managing the District's relationships with the community, government officials, the media, and other key stakeholders.



## Office of Chief of External Affairs



Legend	
<span style="color: green;">■</span>	Chief Operating Officer
<span style="color: grey;">■</span>	Division
<span style="color: brown;">■</span>	Department (Unit)

### 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. 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 District 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 the District’s goals and mission.

# Division Summaries

## Office of Government Relations

Government Relations serves as the internal and external connection for legislation, development of strategic support and opposition, and supplemental funding opportunities for the District.

## Office of Communications

Communications informs, engages and educates the community and District employees about water supply and quality, flood protection and stream stewardship issues.

## FY 2018 Accomplishments

During FY 2018, External Affairs completed the following activities:

- Youth Commission: Launched new Board Advisory Youth Commission and received over 100 applications from eager high school students throughout the county. Board appointed 21-youth to the commission.
- Creek Stewardship: Through the Creek Cleanup Stewardship programs, volunteers gave a total of 13,116 hours of their time and helped to remove 101,092 pounds of trash from over 133 miles of creeks in Santa Clara County, which included the Coyote Creek Cleanup in September 2017. Volunteers were recognized for all their efforts in the first Volunteer Recognition Event in August 2017.
- Safe, Clean Water Grants & Partnership: District awarded over \$1.5 million in grants and partnerships under the Safe, Clean Water program to support cleanup, outreach, pollution prevention, and access to new trails and open space, including launching a successful new mini-grants program to help fund small scale projects throughout the county.
- First Lego League: supported requests from over 125 First Lego League teams by providing tours of district facilities, research support and presentation panels with access to water experts to support their "Hydrodynamics" research; reached over 500 students and parent coaches.
- Media relations highlights included a successful media tour of invasive plant removal and a news conference commemorating the one-year anniversary of the Coyote Creek flood.
- The external website redesign was launched in January 2018.
- The annual flood awareness campaign was launched and the annual flood plain mailer, in four languages, was delivered.
- Over 4,600 groundwater and surface water mailers were sent at the end of February 2018.
- Worked with Senator Dianne Feinstein, Senator Kamala Harris, and others in the County's Congressional delegation to advocate for the South San Francisco Bay Shoreline Project to receive a Construction New Start Authorization.
- Worked with the County's Congressional delegation to advocate for the South San Francisco Bay Shoreline Project to receive a Construction New Start Authorization, and to advocate for the Fiscal Year 2017 and 2018 funding needs for the District's flood protection projects, including funding for a Coyote Creek study.
- The District secured passage of the District-sponsored bill AB 851 (Caballero) which expands the District's authorization to use design-build contracting.
- Educated, engaged, and advanced support for the Board's and District's priorities with communities across Santa Clara County by facilitating District participation in two dozen community events and sponsorship of over 50 community events that have a nexus to and advance the District's mission, vision, and goals.

# Division Summaries

## FY 2019 Milestones

In addition to division-wide administrative milestones, External Affairs has the following FY 2019 milestones:

- Meeting 100% of the 5-year implementation plan for SCW grants program.
- Development of a District-wide Volunteer Project and Coordinate and implement organized creek stewardship projects (Adopt-A-Creek, National River Cleanup, Coastal Clean-Up Day).
- Reach at least 10,000 students per fiscal year through hands on lessons, field trips, and tours.
- Water conservation campaign is launched by May 2019.
- During the flood awareness campaign, flood tips and resources webpages are viewed at least 20,000 times.
- Achieve at least 250,000 social media impressions, 5,000 engagements and 2,000 link clicks per quarter.
- Advance District-sponsored legislation (including SB 881, SB 1301, and AB 1889).
- Secure federal funding for District flood protection and water supply projects through the FY 18 Work Plan and FY 19 budget process.
- Advance key District projects through advocacy efforts focused on, among others, the Pacheco Reservoir Expansion Project, the Shoreline Project, and the Coyote Creek Feasibility Study.
- Educate, engage, and advance support for the Board's and District's priorities with communities across Santa Clara County by facilitating District participation in and sponsorship of community events.

# Division Summaries

## Office of Chief of External Affairs — Budget Summary

Project Type (Category)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Operations	6,638,792	9,716,480	12,674,906	2,958,426	30%
Operating	40,876	3,679	2,138	(1,541)	-42%
Capital	316,523	239,336	310,918	71,582	30%
<b>Total *</b>	<b>6,996,191</b>	<b>9,959,496</b>	<b>12,987,962</b>	<b>3,028,467</b>	<b>30%</b>

Department (Unit)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Government Relations	2,645,536	2,779,270	3,126,631	347,361	12%
Civic Engagement	285,032	3,182,968	5,381,249	2,198,281	69%
Office of Chief of External Affairs	52,728	590,099	837,741	247,643	42%
District Communications	4,012,895	3,407,159	3,642,341	235,183	7%
<b>Total *</b>	<b>6,996,191</b>	<b>9,959,496</b>	<b>12,987,962</b>	<b>3,028,467</b>	<b>30%</b>

\* Totals do not include intra-district reimbursement charges.

### Authorized Positions (excluding fellowships)

Office of Chief of External Affairs	25	28	32	4**
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\*\* 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 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Office of Chief of External Affairs</b>					
	Salaries & Benefits	51,325	472,599	705,831	233,232
	Direct Services	225	0	5,820	5,820
	Supplies	0	1,500	1,500	0
	Other Expenses	0	116,000	118,500	2,500
<b>Office of Chief of External Affairs (107) Total</b>		<b>51,550</b>	<b>590,099</b>	<b>831,651</b>	<b>241,552</b>
<b>Government Relations</b>					
	Salaries & Benefits	1,618,650	1,713,910	1,938,921	225,011
	Consultants	366,620	494,550	512,550	18,000
	Direct Services	108,055	16,560	16,560	0
	Supplies	20,392	34,400	38,600	4,200
	Other Expenses	518,512	519,850	620,000	100,150
<b>Government Relations (152) Total</b>		<b>2,632,229</b>	<b>2,779,270</b>	<b>3,126,631</b>	<b>347,361</b>
<b>Civic Engagement</b>					
	Salaries & Benefits	223,717	846,771	1,577,551	730,780
	Consultants	0	15,000	294,000	279,000
	Direct Services	34,637	163,267	394,408	231,141
	Supplies	24,088	74,500	103,100	28,600
	Other Expenses	2,591	2,083,430	3,012,190	928,760
<b>Civic Engagement (153) Total</b>		<b>285,032</b>	<b>3,182,968</b>	<b>5,381,249</b>	<b>2,198,281</b>
<b>District Communications</b>					
	Salaries & Benefits	2,062,362	1,839,016	2,015,097	176,081
	Consultants	902,606	797,300	829,400	32,100
	Direct Services	636,035	509,696	460,502	(49,194)
	Supplies	78,113	13,750	6,750	(7,000)
	Other Expenses	31,264	8,060	25,765	17,705
	Fixed Assets	477	0	0	0
<b>District Communications (172) Total</b>		<b>3,710,857</b>	<b>3,167,822</b>	<b>3,337,514</b>	<b>169,692</b>
<b>Operations Total*</b>		<b>6,679,668</b>	<b>9,720,159</b>	<b>12,677,044</b>	<b>2,956,885</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Office of Chief of External Affairs</b>					

# Division Summaries

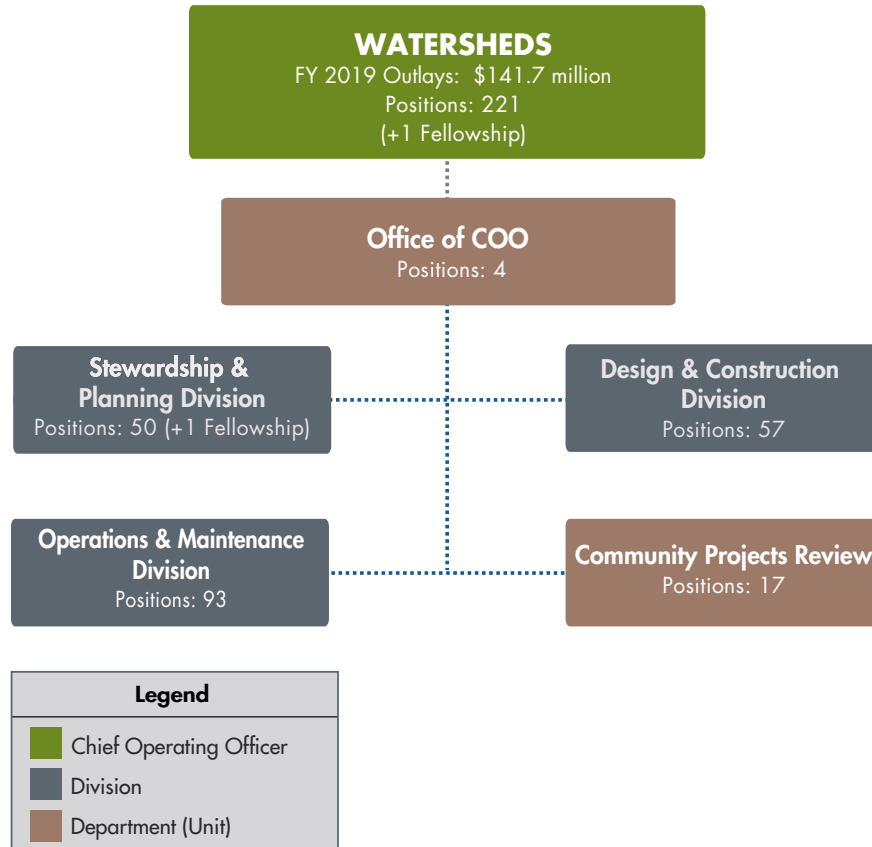
## Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
	Salaries & Benefits	1,178	0	6,091	6,091
<b>Office of Chief of External Affairs (107) Total</b>		<b>1,178</b>	<b>0</b>	<b>6,091</b>	<b>6,091</b>
<b>Government Relations</b>					
	Salaries & Benefits	13,307	0	0	0
<b>Government Relations (152) Total</b>		<b>13,307</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Civic Engagement</b>					
<b>Civic Engagement (153) Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>District Communications</b>					
	Salaries & Benefits	298,230	239,336	304,827	65,491
	Consultants	372	0	0	0
	Direct Services	2,427	0	0	0
	Supplies	840	0	0	0
	Other Expenses	170	0	0	0
<b>District Communications (172) Total</b>		<b>302,039</b>	<b>239,336</b>	<b>304,827</b>	<b>65,491</b>
<b>Capital Total*</b>		<b>316,523</b>	<b>239,336</b>	<b>310,918</b>	<b>71,582</b>
<b>Division Total*</b>		<b>6,996,191</b>	<b>9,959,496</b>	<b>12,987,962</b>	<b>3,028,467</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

# Division Summaries

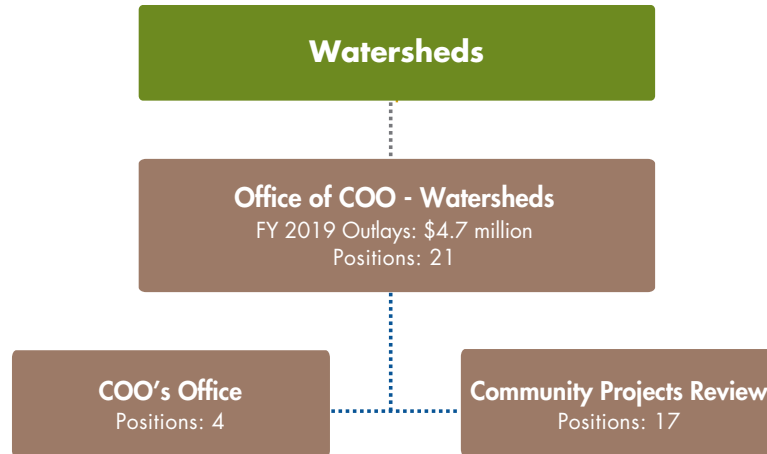
## Watersheds



## 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	
<span style="color: green;">■</span>	Chief Operating Officer
<span style="color: brown;">■</span>	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, 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

## Community Projects Review

The Community Projects Review Department provides for protection of District watershed, water utility assets and interests from external activities and threats as defined by the Water Resources Protection Ordinance through the issuance of approximately 200 to 250 encroachment permits for activities on District 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 3000 tickets per year. The department also reviews proposed developments within the planning stages as they interface with the District mission and interests. The department also includes specialized maintenance and development of approximately 10,000 map pages showing District land rights and flooding and the dissemination of information to the public.

## FY 2018 Accomplishments

- Creation of the Google coordination meeting to discuss several Google initiated projects
- Initiation of draft High Speed Rail Reimbursement Agreement
- Initiation of three layers in GIS - Joint Use Agreements (JUA) layer, Other Agreements layer, and CIP layer.
- Completion of Alviso Pump Station License Agreement
- Completion of Sonterra Bridge Maintenance Agreement
- Participation in TAC meetings and coordination meetings in the review of several proposed trails on District property.
- Continue to work with neighbors and the County in San Martin to remove unpermitted bridges and fences in a flood-prone area.
- Worked on a new licensing option as a part of the Encroachment Remediation Program scheduled to be presented to the BOD in May.
- Worked with neighbors to remediate hazmat areas and offered District assistance to remove trash in the area.

## FY 2019 Milestones

- CPRU Oracle Upgrade/Replacement Database
- Complete High Speed Reimbursement Agreement.
- Complete at least two GIS layers of the three layers initiated in 2018 accomplishments.
- Complete Residence Inn Land Rights Transfer.
- Implement new licensing option.
- Move forward on remediating encroachments that have been on hold pending policy decision.
- Continue to host the collaborative forum of the Encroachment remediation task force to establish coordinated communication with our neighbors on projects areas containing encroachments.

# Division Summaries

## Office of COO Watersheds — Budget Summary

Project Type (Category)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Operations	3,346,322	4,588,456	4,578,616	(9,840)	0%
Operating	4,159	2,682	3,098	416	16%
Capital	184,266	176,534	159,637	(16,897)	-10%
<b>Total *</b>	<b>3,534,747</b>	<b>4,767,672</b>	<b>4,741,351</b>	<b>(26,320)</b>	<b>-1%</b>

Department (Unit)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Office of COO Watersheds	1,106,213	1,630,899	1,288,160	(342,738)	-21%
Community Projects Review	2,428,534	3,136,773	3,453,191	316,418	10%
<b>Total *</b>	<b>3,534,747</b>	<b>4,767,672</b>	<b>4,741,351</b>	<b>(26,320)</b>	<b>-1%</b>

\* Totals do not include intra-district reimbursement charges.

### Authorized Positions (excluding fellowships)

Office of COO Watershed	20	20	21	1**
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\*\* 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

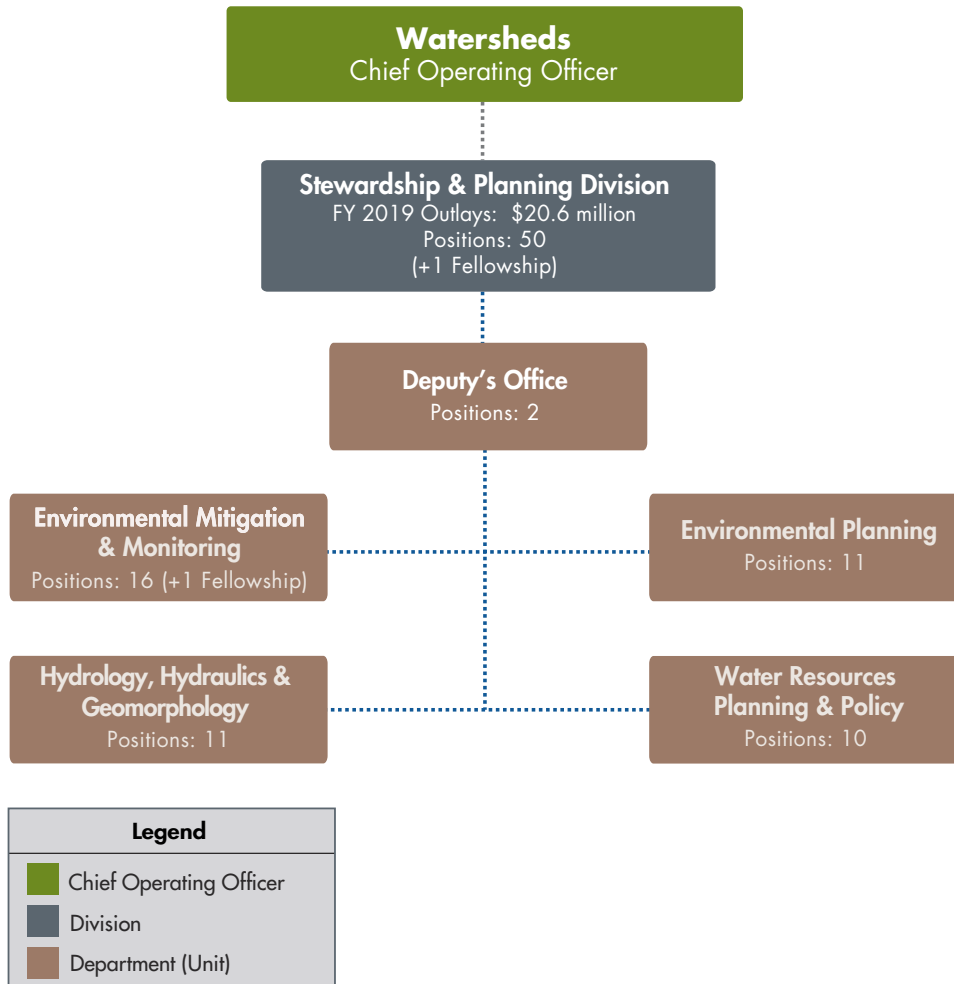
Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Office of COO Watersheds</b>					
	Salaries & Benefits	850,931	1,055,024	978,430	(76,593)
	Consultants	55	0	50,000	50,000
	Direct Services	96,281	1,900	2,500	600
	Supplies	1,398	1,200	12,000	10,800
	Other Expenses	37,083	572,775	245,230	(327,545)
<b>Office of COO Watersheds (215) Total</b>		<b>985,749</b>	<b>1,630,899</b>	<b>1,288,160</b>	<b>(342,738)</b>
<b>Community Projects Review</b>					
	Salaries & Benefits	2,162,515	2,714,160	3,075,544	361,383
	Consultants	1,154	0	0	0
	Direct Services	182,367	189,860	168,860	(21,000)
	Supplies	1,434	2,659	150	(2,509)
	Other Expenses	12,866	18,560	9,000	(9,560)
	Fixed Assets	4,396	35,000	40,000	5,000
<b>Community Projects Review (294) Total</b>		<b>2,364,732</b>	<b>2,960,239</b>	<b>3,293,554</b>	<b>333,314</b>
<b>Operations Total*</b>		<b>3,350,481</b>	<b>4,591,138</b>	<b>4,581,714</b>	<b>(9,424)</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Office of COO Watersheds</b>					
	Salaries & Benefits	120,465	0	0	0
<b>Office of COO Watersheds (215) Total</b>		<b>120,465</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Community Projects Review</b>					
	Salaries & Benefits	63,801	52,795	35,637	(17,158)
	Cost Sharing & Rebates	0	123,739	124,000	261
<b>Community Projects Review (294) Total</b>		<b>63,801</b>	<b>176,534</b>	<b>159,637</b>	<b>(16,897)</b>
<b>Capital Total*</b>		<b>184,266</b>	<b>176,534</b>	<b>159,637</b>	<b>(16,897)</b>
<b>Division Total*</b>		<b>3,534,747</b>	<b>4,767,672</b>	<b>4,741,351</b>	<b>(26,320)</b>

\* Totals reflect the net budget and do not include 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 50 staff members and 1 Fellowship. Lead a cross-organization special initiative called FAHCE to resolve a long-standing water right complaint. Provide key decision making support for the departments to accomplish their goals. Communicate key Board, District 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 District; two ecology oriented Safe Clean Water Programs (D2 and D5); land management and easement monitoring for mitigation lands; oversight of the plant pathogen program; biological subject matter expertise to support over 40 capital projects and long range planning programs; and manages the FAHCE program.

## **Water Resources Planning & Policy**

The Water Resources Policy and Planning Department primarily conducts long range planning for watersheds. The primary tool for that 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 the District. The department also conducts detailed watersheds planning studies for flood protection and environmental stewardship such as: the Salt Ponds A5-11 study to realign Calabazas and San Tomas Aquino Creeks into the restored Salt Ponds; the Upper Penitencia Creek Flood Protection and Stewardship project; and the Coyote Creek Flood Protection and Stewardship project. Additionally, the department is: reporting on policy developments related to watersheds; maintaining the Community Rating System program; conducting the gravel augmentation and large woody debris fisheries study; and coordinating the District 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 to Watershed Capital and Operation and Maintenance, manages the Safe Clean Water Projects B1 and B2, and provides surface water quality expertise.

## **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.

## **FY 2018 Accomplishments**

- Maintained District compliance with all mitigation monitoring requirements.
- Executed 3 long-term MOUs with California Coastal Conservancy, Midpeninsula Regional Open Space District, and the City of San Jose for invasive plant control and habitat restoration under Safe Clean Water D2.
- Coyote Creek Project – Restarted planning study for revised project; planned, designed, and constructed interim flood protection for Rock Springs neighborhood; and developed MOA with US Army Corps of Engineer's for a partnership study.
- Upper Penitencia Creek Project – Held landscape vision session and developed problem definition report.

## Division Summaries

- One Water Project – Completed metrics development and stakeholder outreach for Countywide framework report and developed initial draft Coyote Creek watershed plan.
- 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 (Safe Clean Water Project B1). Received a State grant to develop a Storm Water Resource Plan for the Santa Clara Basin, which will prioritize green stormwater infrastructure projects for future funding (Safe Clean Water Project B2).
- Completed environmental review of Lower Penitencia Creek Improvements, Cunningham Flood Detention Facility Certification, and Coyote Warehouse projects.
- Completed Coyote creek hydrology and hydraulics update for Coyote Watershed Master Plan and Mid-Coyote project.
- Provided technical data and added additional gauge for Coyote Emergency Action Plan.
- Created a new Flood Watch web site to support flood emergency monitor and response.

### FY 2019 Milestones

- Provide biological support for capital projects program during design and construction phases.
- Draft Coyote Creek watershed plan (under One Water framework) by July 2018. Final report by December 2018.
- Feasibility study for the Calabazas and San Tomas Creek realignment project by July 2018.
- Final Gravel Augmentation and Large Woody Debris study for all steelhead creeks by Dec 2018.
- Continue to operate and maintain oxygenation treatment systems in four reservoirs (Safe Clean Water Project B1) by June 2019.
- Collaborate with the City of San Jose on trash mapping and removal for Coyote Creek and Guadalupe River (Safe Clean Water B1) by June 2019.
- Complete Storm Water Resource Plan (Safe Clean Water B2) by December 2018.
- Maintain and improve the District's hydrologic data measurement and management.
- Complete Ross Creek feasibility study by Dec. 2019.
- Continue improving flood forecast system and expand flood forecast points by June 2019.

### Budget Issues and Constraints

The division has overall staffing shortages and adequately supporting the service demands of internal customers is difficult. Retention and recruitment of knowledge specialists has also been challenging. Retirements and departures have left several vacancies, and recent recruitments have not resulted in a high number of competitive candidates.

# Division Summaries

## Watershed Stewardship & Planning Division — Budget Summary

Project Type (Category)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Operations	8,839,740	11,080,497	13,125,975	2,045,478	18%
Operating	2,321,700	2,280,693	2,546,841	266,148	12%
Capital	2,593,111	3,801,095	4,891,400	1,090,306	29%
<b>Total *</b>	<b>13,754,551</b>	<b>17,162,285</b>	<b>20,564,217</b>	<b>3,401,932</b>	<b>20%</b>

Department (Unit)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Safe Clean Water Implementation	30,562	0	0	0	0%
Water Resources Planning & Policy	3,372,899	4,642,799	5,467,385	824,586	18%
Hydrology, Hydraulics & Geomorphology	3,378,639	2,782,141	2,849,821	67,680	2%
Office of WS Stwdship & Planning Div	543,842	697,777	915,458	217,682	31%
Environmental Planning	3,483,559	4,492,079	4,624,913	132,834	3%
Environmental Mitigation & Monitoring	2,945,050	4,547,489	6,706,639	2,159,150	47%
<b>Total *</b>	<b>13,754,551</b>	<b>17,162,285</b>	<b>20,564,217</b>	<b>3,401,932</b>	<b>20%</b>

\* Totals do not include intra-district reimbursement charges.

### Authorized Positions (excluding fellowships)

Watershed Stewardship & Planning Division	45	49	50	1**
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\*\* 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 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Office of WS Stwdship &amp; Planning Div</b>					
	Salaries & Benefits	532,606	679,507	451,688	(227,818)
	Consultants	0	0	430,000	430,000
	Direct Services	846	0	0	0
	Supplies	1,064	1,000	0	(1,000)
	Other Expenses	9,326	17,270	33,770	16,500
<b>Office of WS Stwdship &amp; Planning Div (241) Total</b>		<b>543,842</b>	<b>697,777</b>	<b>915,458</b>	<b>217,682</b>
<b>Environmental Mitigation &amp; Monitoring</b>					
	Salaries & Benefits	1,560,053	2,096,244	2,655,225	558,981
	Consultants	523,720	1,150,000	1,770,000	620,000
	Direct Services	15,095	60,000	263,100	203,100
	Supplies	36,296	55,450	202,000	146,550
	Other Expenses	34,143	89,600	43,650	(45,950)
	Utilities	8,627	6,000	0	(6,000)
	Cost Sharing & Rebates	237,052	450,000	900,000	450,000
<b>Environmental Mitigation &amp; Monitoring (244) Total</b>		<b>2,414,984</b>	<b>3,907,294</b>	<b>5,833,975</b>	<b>1,926,681</b>
<b>Water Resources Planning &amp; Policy</b>					
	Salaries & Benefits	1,350,244	1,399,436	1,156,777	(242,660)
	Consultants	269,444	683,000	845,000	162,000
	Direct Services	59,581	72,000	106,500	34,500
	Supplies	42,341	75,600	75,000	(600)
	Other Expenses	231,052	9,605	12,100	2,495
<b>Water Resources Planning &amp; Policy (245) Total</b>		<b>1,952,663</b>	<b>2,239,641</b>	<b>2,195,377</b>	<b>(44,265)</b>
<b>Safe Clean Water Implementation</b>					
	Direct Services	30,562	0	0	0
<b>Safe Clean Water Implementation (246) Total</b>		<b>30,562</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Environmental Planning</b>					
	Salaries & Benefits	1,049,733	1,361,298	1,488,125	126,826
	Consultants	279,202	415,000	450,000	35,000
	Direct Services	133,373	442,074	442,074	0
	Supplies	8,442	10,650	18,150	7,500
	Other Expenses	18,296	33,600	27,400	(6,200)
	Utilities	0	75,000	100,000	25,000
	Cost Sharing & Rebates	1,421,127	1,433,806	1,433,806	0
	Fixed Assets	28,485	50,000	25,000	(25,000)
<b>Environmental Planning (247) Total</b>		<b>2,938,657</b>	<b>3,821,428</b>	<b>3,984,555</b>	<b>163,126</b>



## Division Summaries

### Operations Budget by Department and Account Category (Continued)

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Hydrology, Hydraulics &amp; Geomorphology</b>					
	Salaries & Benefits	1,780,652	1,880,200	1,976,800	96,600
	Consultants	1,146,352	538,500	464,500	(74,000)
	Direct Services	79,366	109,000	121,716	12,716
	Supplies	49,668	22,990	22,536	(454)
	Other Expenses	17,949	2,500	0	(2,500)
	Cost Sharing & Rebates	93,200	102,860	119,400	16,540
	Fixed Assets	113,545	39,000	38,500	(500)
<b>Hydrology, Hydraulics &amp; Geomorphology (296) Total</b>		<b>3,280,732</b>	<b>2,695,050</b>	<b>2,743,452</b>	<b>48,402</b>
<b>Operations Total*</b>		<b>11,161,440</b>	<b>13,361,190</b>	<b>15,672,816</b>	<b>2,311,626</b>

### Capital Budget by Department and Account Category

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Office of WS Stwdship &amp; Planning Div</b>					
<b>Office of WS Stwdship &amp; Planning Div (241) Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Environmental Mitigation &amp; Monitoring</b>					
	Consultants	1,489	0	30	30
	Supplies	41,524	100,000	100,000	0
	Other Expenses	0	20,000	20,000	0
	Salaries & Benefits	485,558	420,196	652,634	232,439
	Direct Services	1,495	100,000	100,000	0
<b>Environmental Mitigation &amp; Monitoring (244) Total</b>		<b>530,065</b>	<b>640,196</b>	<b>872,664</b>	<b>232,469</b>
<b>Water Resources Planning &amp; Policy</b>					
	Consultants	35,606	1,300,000	2,340,000	1,040,000
	Other Expenses	30,111	1,000	0	(1,000)
	Salaries & Benefits	566,502	601,658	932,009	330,351
	Direct Services	18	0	0	0
	Fixed Assets	3,000	500	0	(500)
	Cost Sharing & Rebates	785,000	500,000	0	(500,000)
<b>Water Resources Planning &amp; Policy (245) Total</b>		<b>1,420,237</b>	<b>2,403,158</b>	<b>3,272,009</b>	<b>868,851</b>
<b>Safe Clean Water Implementation</b>					
<b>Safe Clean Water Implementation (246) Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Environmental Planning</b>					
	Consultants	0	50,000	0	(50,000)

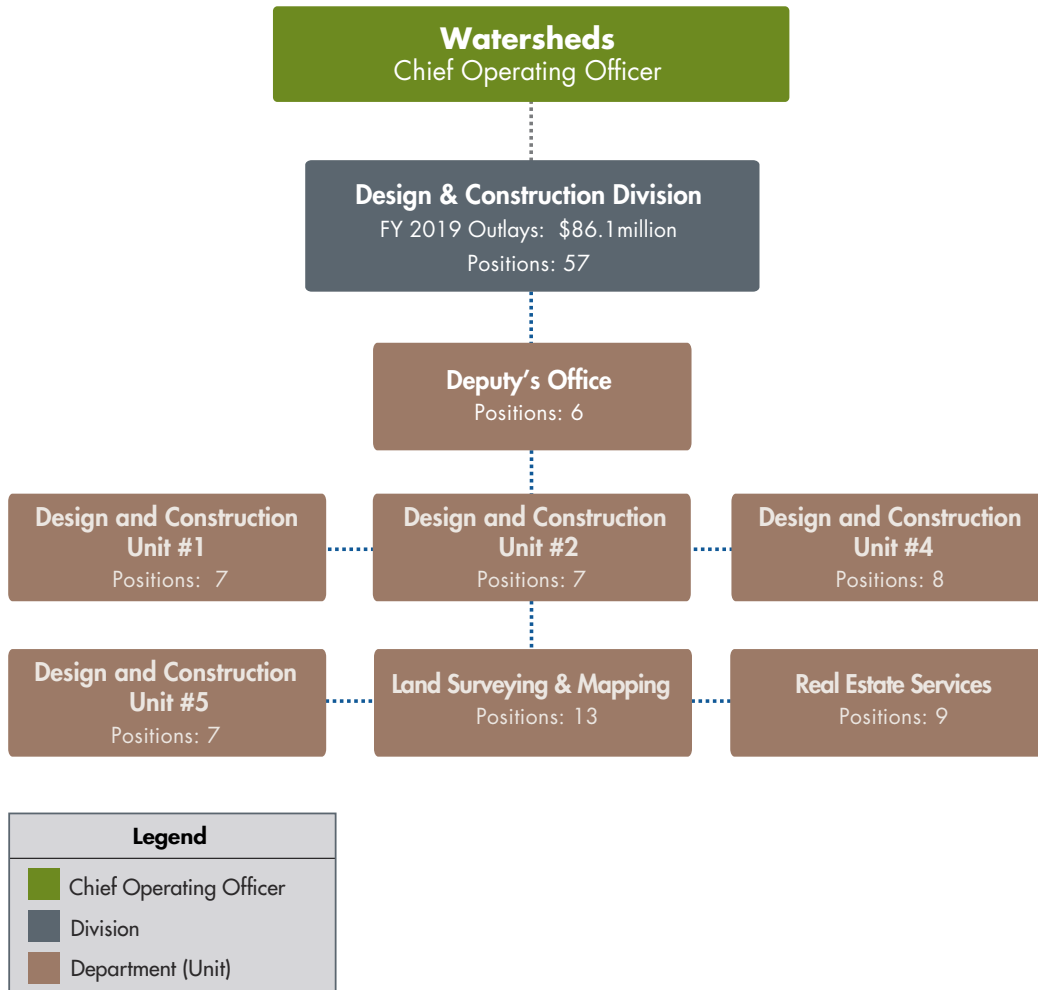
# Division Summaries

## Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
	Other Expenses	2	0	0	0
	Salaries & Benefits	544,652	620,650	630,358	9,708
	Direct Services	247	0	10,000	10,000
<b>Environmental Planning (247) Total</b>		<b>544,902</b>	<b>670,650</b>	<b>640,358</b>	<b>(30,292)</b>
<b>Hydrology, Hydraulics &amp; Geomorphology</b>					
	Salaries & Benefits	97,907	87,091	86,369	(722)
	Fixed Assets	0	0	20,000	20,000
<b>Hydrology, Hydraulics &amp; Geomorphology (296) Total</b>		<b>97,907</b>	<b>87,091</b>	<b>106,369</b>	<b>19,278</b>
<b>Capital Total*</b>		<b>2,593,111</b>	<b>3,801,095</b>	<b>4,891,400</b>	<b>1,090,306</b>
<b>Division Total*</b>		<b>13,754,551</b>	<b>17,162,285</b>	<b>20,564,217</b>	<b>3,401,932</b>

\* Totals reflect the net budget and do not include 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 the District'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

## **Design & Construction Department 1**

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

## **Design & Construction Department 2**

The department is responsible for design and construction of the following projects: Lower Berryessa Creek Phase II, Cunningham Flood Detention Certification, Upper Guadalupe River Flood Protection - Reaches 7-12, Upper Guadalupe River Reach 6, Upper Berryessa Creek - Calaveras / Old Pied Cor, and Upper Berryessa Creek - Calaveras/Old Pied LER.

## **Design & Construction Department 4**

The department is responsible for design and construction of the 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 Department 5**

The department is responsible for design and construction of the following projects: Coyote Creek Levee Rodent Damage Repair downstream of SR 237, Stevens Creek Bank and Access/Trail Road Repair downstream of El Camino Real, Uvas Creek Levee Animal Damage Repair (Watersheds Asset Rehabilitation Program), and design of the Palo Alto Basin Flood Gate Replacement projects.

## **Land Surveying and 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 District water resource facilities. This is accomplished by accurately locating existing and proposed District 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 2018 Accomplishments**

- Completed year one of two of construction of the Permanente Creek Flood Protection Project including channel improvements, Rancho San Antonio Flood Detention Facility, and McKelvey Park Flood Detention Facility.
- Completed year two of three of construction of San Francisquito Creek Flood Protection Project from the Bay to Hwy. 101.
- Completed channel improvements construction for Upper Berryessa Creek Flood Risk Management project, a partnership with the U.S. Army Corps of Engineers (USACE).

## Division Summaries

- Completed the design for the Cunningham Flood Detention Certification Project.
- Completed Final Environmental Impact Report and 60% design for Lower Penitencia Creek Project.
- Completed 90% design and obtained regulatory agency permits for Reach 1 levee construction, completed 30% design of Reaches 2 and 3, and submitted grant application for San Francisco Bay Restoration Authority Measure AA funds for San Francisco Bay Shoreline Project EIA 11.
- Completed construction of the El Camino Storm Drain Emergency Erosion Repair and El Camino Storm Drain Erosion Repair.
- Finalized designs and bid advertisements for Coyote Creek Levee Rodent Damage Repair downstream of SR 237, Coyote Creek Levee Rodent Damage Repair upstream of SR 237, Stevens Creek Bank and Access/Trail Road Repair, and Uvas Creek Levee Animal Damage Rehabilitation from Miller Avenue to end of levee.
- Performed deformation monitoring of Rinconada Water Treatment Plant, Coyote Dam and Tunnel, Vasona Dam, Chesbro Dam, Penitencia Water Treatment Plant Landslide, Anderson Dam, Santa Clara Conduit Fault Crossing, Uvas Dam, Stevens Creek Dam, Almaden Dam and Guadalupe Dam.
- Performed photogrammetric and volumetric surveys of Chesbro and Uvas Reservoirs, and emergency survey of Stevens Creek Trail slide/erosion.
- Completed the sale of 3 excess land parcels and working towards the sale of an additional excess land parcel near the completed Lower Silver Creek Project.
- Completed 36 recorded real estate transactions supporting multiple capital and water utility projects.

## FY 2019 Milestones

- Complete year two construction of channel improvements, Rancho San Antonio Park Detention Facility, and McKelvey Park Detention Facility for Permanente Creek Flood Protection Project.
- Complete year three construction of San Francisquito Creek Flood Protection Project between S.F. Bay and Highway 101 by June 2019.
- Complete design and advertise for bids for Bolsa Fish Passage Modification Project by March 2019.
- Prepare final EIR for San Francisquito Creek Flood Protection Project between Highway 101 and Middlefield Road by December 2018.
- Complete construction of Lower Berryessa Creek Project and complete design and award of construction contract for the Lower Calera Creek Project by December 2018.
- Complete design, obtain permit and award construction contract for Cunningham Flood Detention Certification Project by fourth quarter of FY 19.
- Continue obtaining the necessary right of ways, complete design of bridge extension for of Willow Street and Alma Avenue vehicular bridges and begin gravel placement for Reach 6 for Upper Guadalupe Flood Control Project (Reaches 6-12).
- Complete design, receive regulatory permits, and advertise project for construction on Lower Penitencia Creek Improvements Project by January 2019.
- Complete Final Environmental Impact Report for Almaden Lake Improvements Project by August 2018.
- Complete construction of El Camino Storm Drain Erosion Repair, Coyote Creek rodent damage repair downstream of SR 237, Coyote Creek rodent damage repair upstream of SR 237, and Uvas Creek Levee Rodent Damage Repair by December 2018.
- Complete annual Benchmark Maintenance Area surveying by June 2019.

# Division Summaries

## Budget Issues and Constraints

Annual allocation of federal funding for USACE for the Upper Guadalupe River Flood Protection Project continues to be a challenge. USACE needs additional federal funding to complete design and begin construction of Reaches 7 and 8 that includes bridge extensions of Willow Street Bridge, Alma Avenue Bridge, and channel improvements.

# Division Summaries

## Watershed Design & Construction Division — Budget Summary

Project Type (Category)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Operations	2,124,634	2,337,650	2,490,069	152,418	7%
Operating	326,787	52,104	44,482	(7,621)	-15%
Capital	69,173,988	101,021,118	83,580,982	(17,440,137)	-17%
<b>Total *</b>	<b>71,625,408</b>	<b>103,410,872</b>	<b>86,115,533</b>	<b>(17,295,339)</b>	<b>-17%</b>

Department (Unit)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Design & Construction Unit 1	40,301,192	25,646,596	10,353,372	(15,293,224)	-60%
Design & Construction Unit 5	1,356,215	13,188,788	10,619,829	(2,568,959)	-19%
Design & Construction Unit 2	21,463,797	42,550,916	44,939,141	2,388,225	6%
Office of WS Design & Const Div	1,434,212	1,883,106	2,354,191	471,086	25%
Design & Construction Unit 4	3,081,774	15,591,769	13,154,558	(2,437,212)	-16%
Land Surveying and Mapping	2,338,170	2,820,748	2,972,138	151,391	5%
Real Estate Services	1,650,047	1,728,949	1,722,303	(6,646)	0%
<b>Total *</b>	<b>71,625,408</b>	<b>103,410,872</b>	<b>86,115,533</b>	<b>(17,295,339)</b>	<b>-17%</b>

\* Totals do not include intra-district reimbursement charges.

### Authorized Positions (excluding fellowships)

Watershed Design & Construction Division	57	58	57	(1)**
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\*\* 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 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Office of WS Design &amp; Const Div</b>					
	Salaries & Benefits	227,135	181,841	207,105	25,264
	Consultants	21,026	0	0	0
	Direct Services	22,579	0	35,000	35,000
<b>Office of WS Design &amp; Const Div (316) Total</b>		<b>270,740</b>	<b>181,841</b>	<b>242,105</b>	<b>60,264</b>
<b>Design &amp; Construction Unit 1</b>					
	Salaries & Benefits	20,869	30,440	8,617	(21,823)
	Direct Services	1,091	0	0	0
<b>Design &amp; Construction Unit 1 (331) Total</b>		<b>21,960</b>	<b>30,440</b>	<b>8,617</b>	<b>(21,823)</b>
<b>Design &amp; Construction Unit 2</b>					
	Salaries & Benefits	82,967	15,660	3,968	(11,692)
	Direct Services	396	0	0	0
<b>Design &amp; Construction Unit 2 (332) Total</b>		<b>83,363</b>	<b>15,660</b>	<b>3,968</b>	<b>(11,692)</b>
<b>Design &amp; Construction Unit 4</b>					
	Salaries & Benefits	175,389	134,997	31,154	(103,843)
	Direct Services	900	0	0	0
	Supplies	15	0	0	0
	Other Expenses	17	0	0	0
<b>Design &amp; Construction Unit 4 (334) Total</b>		<b>176,321</b>	<b>134,997</b>	<b>31,154</b>	<b>(103,843)</b>
<b>Design &amp; Construction Unit 5</b>					
	Salaries & Benefits	91,649	18,283	94,182	75,899
	Consultants	17,771	0	0	0
	Direct Services	5,344	0	0	0
	Supplies	0	1,000	0	(1,000)
	Fixed Assets	1,000	0	0	0
<b>Design &amp; Construction Unit 5 (336) Total</b>		<b>115,764</b>	<b>19,283</b>	<b>94,182</b>	<b>74,899</b>
<b>Land Surveying and Mapping</b>					
	Salaries & Benefits	812,636	996,834	1,144,583	147,749
	Consultants	273,025	333,000	352,500	19,500
	Direct Services	89,977	35,000	5,000	(30,000)
	Supplies	0	5,000	7,500	2,500
<b>Land Surveying and Mapping (367) Total</b>		<b>1,175,638</b>	<b>1,369,834</b>	<b>1,509,583</b>	<b>139,749</b>
<b>Real Estate Services</b>					
	Salaries & Benefits	584,350	594,298	589,542	(4,757)
	Direct Services	8,491	42,600	39,600	(3,000)
	Supplies	1,217	0	0	0



## Division Summaries

### Operations Budget by Department and Account Category (Continued)

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
	Other Expenses	0	800	800	0
	Fixed Assets	13,575	0	15,000	15,000
<b>Real Estate Services (369) Total</b>		<b>607,634</b>	<b>637,698</b>	<b>644,942</b>	<b>7,243</b>
<b>Operations Total*</b>		<b>2,451,421</b>	<b>2,389,754</b>	<b>2,534,551</b>	<b>144,797</b>

### Capital Budget by Department and Account Category

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Office of WS Design &amp; Const Div</b>					
	Salaries & Benefits	534,780	873,814	1,254,786	380,972
	Consultants	26,983	800,000	800,000	0
	Direct Services	7,402	0	35,000	35,000
	Supplies	303	250	300	50
	Other Expenses	8,334	27,200	22,000	(5,200)
	Fixed Assets	585,670	0	0	0
<b>Office of WS Design &amp; Const Div (316) Total</b>		<b>1,163,472</b>	<b>1,701,264</b>	<b>2,112,086</b>	<b>410,822</b>
<b>Design &amp; Construction Unit 1</b>					
	Salaries & Benefits	980,691	1,326,730	1,382,955	56,225
	Consultants	36,129,119	21,001	1,250,000	1,228,999
	Direct Services	44,190	31,000	22,000	(9,000)
	Supplies	9,309	10,575	50,000	39,425
	Other Expenses	282,869	166,850	45,800	(121,050)
	Fixed Assets	2,445,233	23,892,000	7,314,000	(16,578,000)
	Utilities	235,820	1	100,000	99,999
	Cost Sharing & Rebates	152,000	168,000	180,000	12,000
<b>Design &amp; Construction Unit 1 (331) Total</b>		<b>40,279,232</b>	<b>25,616,157</b>	<b>10,344,755</b>	<b>(15,271,402)</b>
<b>Design &amp; Construction Unit 2</b>					
	Salaries & Benefits	1,201,159	1,536,456	1,441,372	(95,084)
	Consultants	3,654,953	7,497,200	1,595,000	(5,902,200)
	Direct Services	55,317	479,600	561,000	81,400
	Supplies	28,661	16,500	30,000	13,500
	Other Expenses	91,971	1,450,700	1,752,000	301,300
	Fixed Assets	16,036,200	19,188,000	23,454,000	4,266,000
	Utilities	312,173	366,800	601,800	235,000
	Cost Sharing & Rebates	0	12,000,000	15,500,000	3,500,000
<b>Design &amp; Construction Unit 2 (332) Total</b>		<b>21,380,434</b>	<b>42,535,256</b>	<b>44,935,172</b>	<b>2,399,916</b>

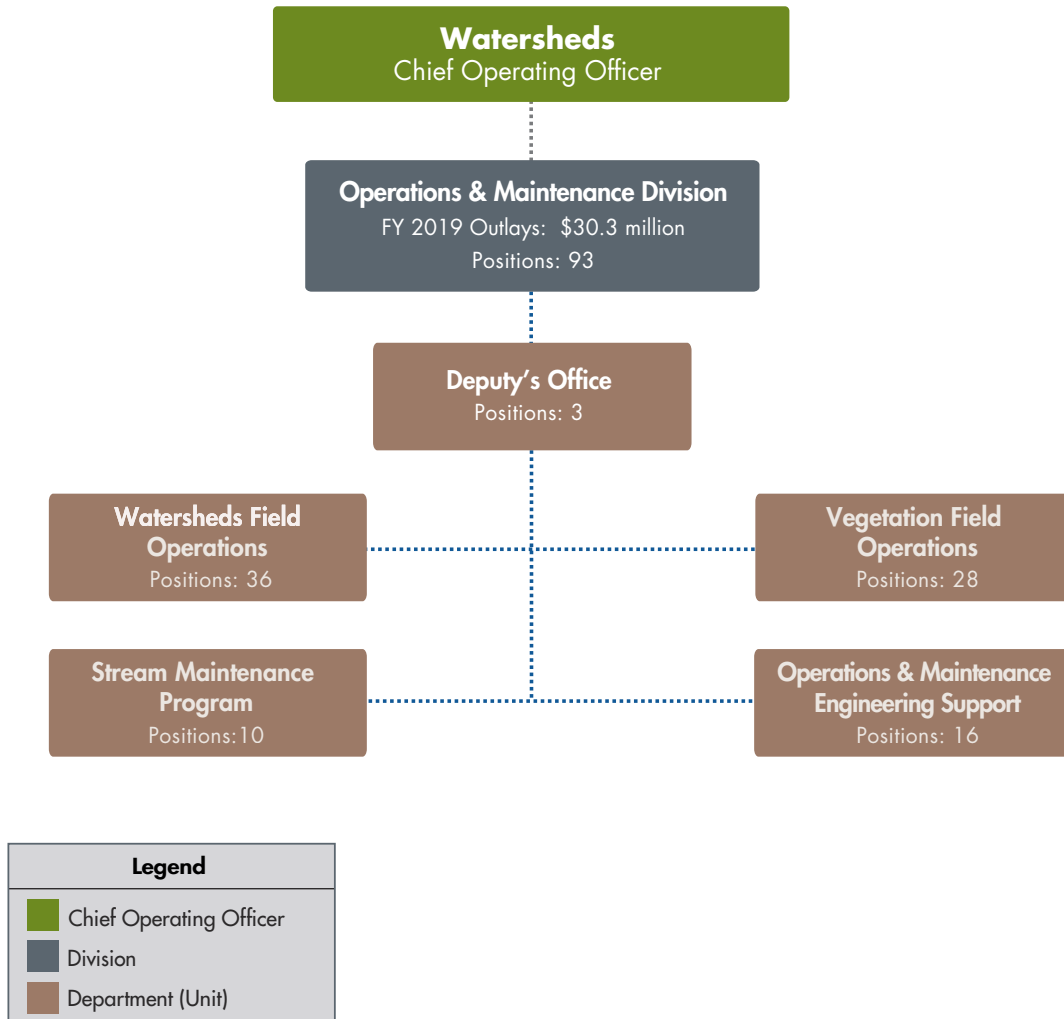
# Division Summaries

## Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Design &amp; Construction Unit 4</b>					
	Salaries & Benefits	1,294,197	1,361,292	1,525,073	163,781
	Consultants	31,122	20,000	25,000	5,000
	Direct Services	32,315	147,000	93,000	(54,000)
	Supplies	320	400	0	(400)
	Other Expenses	1,615	428,080	420,330	(7,750)
	Fixed Assets	500	5,000,000	5,060,000	60,000
	Cost Sharing & Rebates	1,545,384	8,500,000	6,000,000	(2,500,000)
<b>Design &amp; Construction Unit 4 (334) Total</b>		<b>2,905,453</b>	<b>15,456,772</b>	<b>13,123,403</b>	<b>(2,333,369)</b>
<b>Design &amp; Construction Unit 5</b>					
	Salaries & Benefits	1,088,320	1,276,905	1,358,648	81,743
	Consultants	64,058	1,900,000	2,090,000	190,000
	Direct Services	34,968	84,000	70,000	(14,000)
	Supplies	656	48,000	56,000	8,000
	Other Expenses	8,985	260,600	251,000	(9,600)
	Fixed Assets	43,464	9,600,000	6,700,000	(2,900,000)
<b>Design &amp; Construction Unit 5 (336) Total</b>		<b>1,240,451</b>	<b>13,169,505</b>	<b>10,525,648</b>	<b>(2,643,857)</b>
<b>Land Surveying and Mapping</b>					
	Salaries & Benefits	947,820	1,084,713	1,087,755	3,042
	Consultants	60,969	61,000	61,000	0
	Direct Services	83,458	144,800	127,300	(17,500)
	Supplies	51,913	125,900	150,000	24,100
	Other Expenses	18,372	34,500	36,500	2,000
<b>Land Surveying and Mapping (367) Total</b>		<b>1,162,532</b>	<b>1,450,913</b>	<b>1,462,555</b>	<b>11,642</b>
<b>Real Estate Services</b>					
	Salaries & Benefits	1,012,339	1,057,073	1,053,102	(3,971)
	Consultants	910	0	0	0
	Direct Services	769	2,070	90	(1,980)
	Supplies	716	0	0	0
	Other Expenses	24,230	32,108	24,170	(7,938)
	Fixed Assets	3,450	0	0	0
<b>Real Estate Services (369) Total</b>		<b>1,042,413</b>	<b>1,091,251</b>	<b>1,077,362</b>	<b>(13,889)</b>
<b>Capital Total*</b>		<b>69,173,988</b>	<b>101,021,118</b>	<b>83,580,982</b>	<b>(17,440,137)</b>
<b>Division Total*</b>		<b>71,625,408</b>	<b>103,410,872</b>	<b>86,115,533</b>	<b>(17,295,339)</b>

\* Totals reflect the net budget and do not include 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, 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 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 District channels and the structural and functional integrity of District 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 providing engineering support for operations and maintenance activities for streams, levees, and other watersheds assets within Santa Clara County over which SCVWD has responsibility. This work supports the flood protection and watershed stewardship components of SCVWD's mission.

## **FY 2018 Accomplishments**

### *Watershed Field Operations*

- 14 Sediment Removal Projects (36,631 CY)
- 3,881 Linear Feet of Erosion
- 1,028 Cubic Yards Good Neighbor Maintenance
- 85,766 Linear Feet of Levee Maintenance
- 3,755 Linear Feet of Corrective Maintenance
- 4,050 Cubic Yards Debris Removal

### *Vegetation Field Operations*

- 324 Acres of mitigation site maintenance
- 2,976 Acres of upland access maintenance: weed abatement, access pruning, upland herbicide.
- 391 Acres of instream vegetation removal for flow conveyance: hand removal and aquatic herbicide.
- 109 Acres of invasive plant management.

# Division Summaries

- 228 6 - 12" DBH trees removed
- 39 Hazard trees removed
- 218,784 Sandbags made

## *Stream Maintenance Program*

- Approximately 650 Biological Service request for the Division.
- Submitted the (NPW) Notice of Proposed Work.
- Completed the Annual Summary Report.
- Completed 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 785,988 Linear Feet of Creeks and Levees.

## **FY 2019 Milestones**

- 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 five stream maintenance guidelines by December 31.

## **Budget Issues and Constraints**

- Limited funding (Illegal Encampment)
- 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 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Operations	23,591,347	26,582,133	27,322,515	740,382	3%
Operating	2,626,517	1,028,133	2,242,342	1,214,209	118%
Capital	651,392	599,431	695,514	96,083	16%
<b>Total *</b>	<b>26,869,255</b>	<b>28,209,697</b>	<b>30,260,371</b>	<b>2,050,674</b>	<b>7%</b>

Department (Unit)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Vegetation Field Operations	7,102,593	8,300,668	8,300,807	138	0%
Watersheds Field Operations	12,178,255	12,672,754	14,193,389	1,520,635	12%
Stream Maintenance Program	2,505,534	3,162,145	2,696,206	(465,939)	-15%
O&M Engineering Support	4,445,838	3,480,810	4,459,424	978,614	28%
Ofc of Watershed O&M Division	637,035	593,320	610,546	17,226	3%
<b>Total *</b>	<b>26,869,255</b>	<b>28,209,697</b>	<b>30,260,371</b>	<b>2,050,674</b>	<b>7%</b>

\* Totals do not include intra-district reimbursement charges.

### Authorized Positions (excluding fellowships)

Watershed Operations & Maintenance Division	87	92	93	1**
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\*\* 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 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Ofc of Watershed O&amp;M Division</b>					
	Salaries & Benefits	394,932	590,924	609,546	18,622
	Direct Services	241,687	0	0	0
	Supplies	91	500	0	(500)
	Other Expenses	325	1,000	1,000	0
<b>Ofc of Watershed O&amp;M Division (251) Total</b>		<b>637,035</b>	<b>592,424</b>	<b>610,546</b>	<b>18,122</b>
<b>Watersheds Field Operations</b>					
	Salaries & Benefits	5,304,209	5,463,429	5,632,199	168,770
	Consultants	32,480	55,000	185,000	130,000
	Direct Services	4,956,962	5,039,667	5,305,279	265,612
	Supplies	581,918	1,102,050	1,073,500	(28,550)
	Other Expenses	7,840	22,450	19,950	(2,500)
	Fixed Assets	6,000	0	0	0
	Utilities	1,147,930	632,000	1,633,000	1,001,000
<b>Watersheds Field Operations (253) Total</b>		<b>12,037,338</b>	<b>12,314,596</b>	<b>13,848,928</b>	<b>1,534,332</b>
<b>Vegetation Field Operations</b>					
	Salaries & Benefits	3,739,624	4,329,150	4,596,849	267,699
	Consultants	15,000	65,000	13,000	(52,000)
	Direct Services	2,987,921	3,228,662	3,224,500	(4,162)
	Supplies	229,436	492,493	246,350	(246,143)
	Other Expenses	25,047	31,333	28,474	(2,859)
	Fixed Assets	500	0	0	0
	Utilities	42,745	59,000	51,000	(8,000)
<b>Vegetation Field Operations (295) Total</b>		<b>7,040,273</b>	<b>8,205,638</b>	<b>8,160,173</b>	<b>(45,465)</b>
<b>Stream Maintenance Program</b>					
	Salaries & Benefits	1,501,965	1,753,751	1,829,774	76,024
	Consultants	17,878	610,000	210,000	(400,000)
	Direct Services	344,627	499,900	285,000	(214,900)
	Supplies	12,288	6,700	5,000	(1,700)
	Other Expenses	210,337	217,000	270,000	53,000
	Utilities	0	750	750	0
<b>Stream Maintenance Program (297) Total</b>		<b>2,087,096</b>	<b>3,088,101</b>	<b>2,600,524</b>	<b>(487,576)</b>
<b>O&amp;M Engineering Support</b>					
	Salaries & Benefits	2,633,143	2,799,807	2,785,686	(14,121)
	Consultants	1,638,439	85,500	1,096,000	1,010,500
	Direct Services	97,598	311,000	311,000	0
	Supplies	27,957	23,200	22,000	(1,200)

# Division Summaries

## Operations Budget by Department and Account Category (Continued)

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
	Other Expenses	18,184	190,000	130,000	(60,000)
	Fixed Assets	800	0	0	0
<b>O&amp;M Engineering Support (298) Total</b>		<b>4,416,121</b>	<b>3,409,507</b>	<b>4,344,686</b>	<b>935,179</b>
<b>Operations Total*</b>		<b>26,217,863</b>	<b>27,610,265</b>	<b>29,564,857</b>	<b>1,954,591</b>

## Capital Budget by Department and Account Category

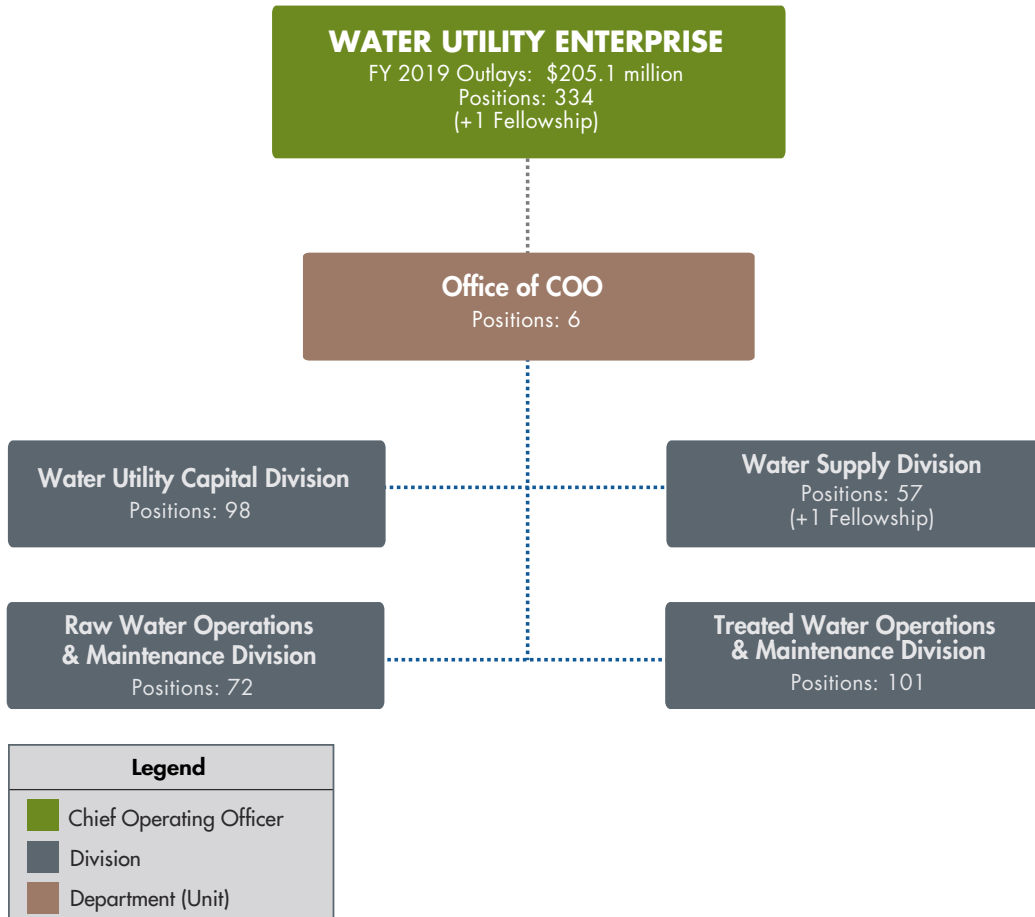
Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Ofc of Watershed O&amp;M Division</b>					
	Salaries & Benefits	0	895	0	(895)
<b>Ofc of Watershed O&amp;M Division (251) Total</b>		<b>0</b>	<b>895</b>	<b>0</b>	<b>(895)</b>
<b>Watersheds Field Operations</b>					
	Salaries & Benefits	107,123	268,158	314,461	46,303
	Direct Services	31,235	50,000	20,000	(30,000)
	Supplies	2,517	40,000	10,000	(30,000)
	Utilities	43	0	0	0
<b>Watersheds Field Operations (253) Total</b>		<b>140,917</b>	<b>358,158</b>	<b>344,461</b>	<b>(13,697)</b>
<b>Vegetation Field Operations</b>					
	Salaries & Benefits	46,415	95,031	134,634	39,603
	Direct Services	15,828	0	6,000	6,000
	Utilities	77	0	0	0
<b>Vegetation Field Operations (295) Total</b>		<b>62,320</b>	<b>95,031</b>	<b>140,634</b>	<b>45,603</b>
<b>Stream Maintenance Program</b>					
	Salaries & Benefits	442	14,044	35,682	21,638
	Other Expenses	417,996	60,000	60,000	0
<b>Stream Maintenance Program (297) Total</b>		<b>418,438</b>	<b>74,044</b>	<b>95,682</b>	<b>21,638</b>
<b>O&amp;M Engineering Support</b>					
	Salaries & Benefits	29,398	71,304	114,738	43,434
	Direct Services	143	0	0	0
	Supplies	176	0	0	0
<b>O&amp;M Engineering Support (298) Total</b>		<b>29,717</b>	<b>71,304</b>	<b>114,738</b>	<b>43,434</b>
<b>Capital Total*</b>		<b>651,392</b>	<b>599,431</b>	<b>695,514</b>	<b>96,083</b>
<b>Division Total*</b>		<b>26,869,255</b>	<b>28,209,697</b>	<b>30,260,371</b>	<b>2,050,674</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.



# Division Summaries

## Water Utility

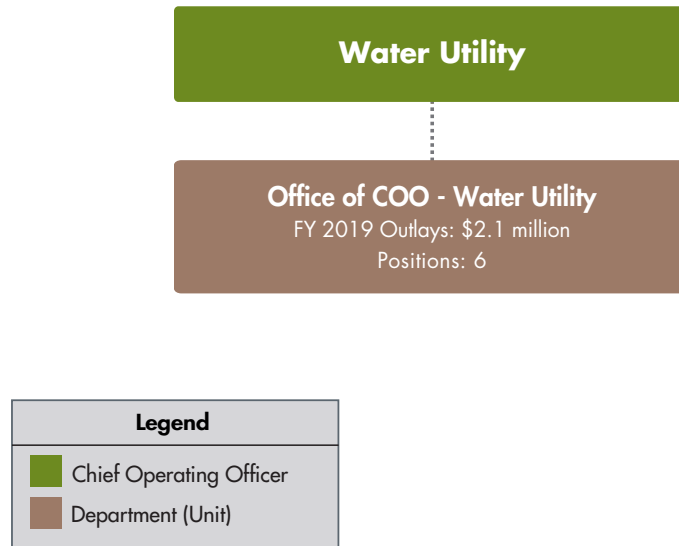


### Description

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

## 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 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Operations	1,501,945	2,876,344	2,100,459	(775,884)	-27%
Operating	2,642	0	0	0	-27%
Capital	2,212	0	0	0	-27%
<b>Total *</b>	<b>1,506,799</b>	<b>2,876,344</b>	<b>2,100,459</b>	<b>(775,884)</b>	<b>-27%</b>

Department (Unit)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Office of COO Water Utility	1,506,799	2,876,344	2,100,459	(775,884)	-27%
<b>Total *</b>	<b>1,506,799</b>	<b>2,876,344</b>	<b>2,100,459</b>	<b>(775,884)</b>	<b>-27%</b>

\* Totals do not include intra-district reimbursement charges.

### Authorized Positions (excluding fellowships)

Office of COO Water Utility	4	5	6	1 **
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\*\* 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

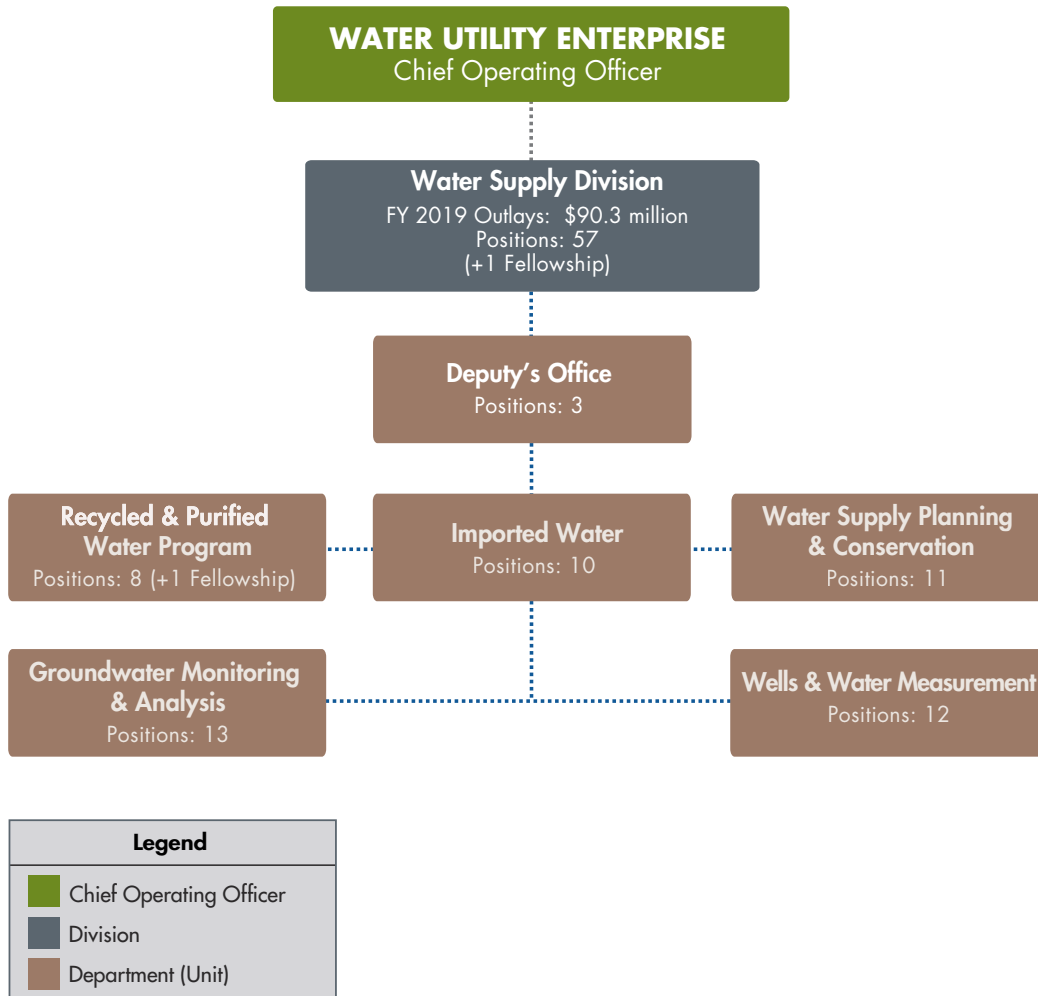
Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Office of COO Water Utility</b>					
	Salaries & Benefits	1,004,155	1,192,844	1,480,959	288,116
	Consultants	172,040	738,500	135,000	(603,500)
	Direct Services	21,071	178,000	0	(178,000)
	Supplies	1,848	257,000	9,000	(248,000)
	Other Expenses	305,473	440,000	475,500	35,500
	Fixed Assets	0	70,000	0	(70,000)
<b>Office of COO Water Utility (402) Total</b>		<b>1,504,587</b>	<b>2,876,344</b>	<b>2,100,459</b>	<b>(775,884)</b>
<b>Operations Total*</b>		<b>1,504,587</b>	<b>2,876,344</b>	<b>2,100,459</b>	<b>(775,884)</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Office of COO Water Utility</b>					
	Salaries & Benefits	1,429	0	0	0
	Supplies	28	0	0	0
	Other Expenses	754	0	0	0
<b>Office of COO Water Utility (402) Total</b>		<b>2,212</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Total*</b>		<b>2,212</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Division Total*</b>		<b>1,506,799</b>	<b>2,876,344</b>	<b>2,100,459</b>	<b>(775,884)</b>

\* Totals reflect the net budget and do not include 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 10 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 the District'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; and,

# Division Summaries

10) Provide 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 Department supports expansion of recycled and purified water in Santa Clara County 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, and the Countywide Recycled and Purified Water Master Plan.

## **Imported Water**

The Imported Water Department protects, manages and develops the District's imported water assets, including the Central Valley Project, State Water Project, and other contract rights; meets current year operational needs for imported supplies; develops water transfers, exchanges and banking agreements; and controls imported water costs.

### **Water Supply Planning and Conservation**

The Water Supply Planning and Conservation Department supports the District mission by developing long-term water supply planning studies to ensure 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 District short-term and long-term water supply reliability goals.

## **Groundwater Monitoring & Analysis**

The Groundwater Management Department supports the District mission to protect and augment local groundwater resources by providing accurate and timely information on current and future groundwater supply conditions, implementing sustainable groundwater management programs, complying with state groundwater sustainability requirements, and assessing potential groundwater impacts from proposed projects and policies.

## **Wells and Water Measurement**

The Wells and Water Measurement Department is responsible for the implementation of two programs: The Well Ordinance Program and Water Measurement Program. The Well Ordinance Program helps protect the District's groundwater resource by providing staff, services, and supplies used for the implementation of the District'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 the District'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.

## **FY 2018 Accomplishments**

- Negotiated and completed Memorandum of Understanding agreements with the cities of Mountain View and Palo Alto for assessing feasibility of water reuse alternatives.
- Initiated Countywide Water Reuse Master Plan Project, including stakeholder workshops.

## Division Summaries

- Prepared and presented four Board Agenda Items on California WaterFix (CWF) leading up to the Board declaring conditional support of CWF.
- Participated in CWF negotiations and development of SCVWD's participation approach.
- Submitted Proposition 1 application to California Water Commission (CWC) for the Pacheco Reservoir Expansion Project requesting \$484.5M in funding Long-term conservation program savings of approximately 74,000 acre-feet in FY18 to stay on target to meet our goal of saving nearly 100,000 acre-feet per year by 2030.
- Completed the Central Valley Project Improvement Act Water Management Plan.
- Held the Annual Landscape Summit Workshop.
- Groundwater storage recovery to pre-drought levels.
- With stakeholders, developed process to regulate pumping under the Sustainable Groundwater Management Act, if needed.
- Completed Zones of Benefit technical report.
- 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.
- Issued 775 Well Permits.

### **FY 2019 Milestones**

- Complete draft Countywide Recycled & Purified Water Master Plan by December 2018.
- Evaluate, plan and implement potable reuse projects from various recent Master Planning efforts in the county; such as the 2014 South Bay Water Recycling Strategic and Master Planning report.
- Identify potential sources of supplemental water.
- Submit initial Central Valley Project and State Water Project delivery schedules by December 2018.
- Complete the update to the district's Water Supply Master Plan by December 2018.
- Provide rebates for the conversion on 500,000 square feet of turf by June 2019.
- Analyze groundwater conditions to support water supply operations and long-term planning efforts. Ensure compliance with state groundwater sustainability requirements.
- 100% of 26 treated water meters at active treated water turnouts are read on a weekly basis.
- 100% of well construction/destruction activities (approximately 1,300 annually) are inspected.

### **Budget Issues and Constraints**

Available resources, hydrology, and imported water availability.

# Division Summaries

## Water Supply Division — Budget Summary

Project Type (Category)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Operations	79,832,635	75,556,992	76,989,129	1,432,137	2%
Operating	1,124,123	57,578	107,422	49,844	87%
Capital	9,831,136	10,098,068	13,243,961	3,145,893	31%
<b>Total *</b>	<b>90,787,894</b>	<b>85,712,638</b>	<b>90,340,512</b>	<b>4,627,874</b>	<b>5%</b>

Department (Unit)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Groundwater Management	2,749,085	2,689,489	2,825,477	135,987	5%
Deputy's Office of Water Supply Division	654,074	634,504	661,641	27,137	4%
Imported Water	72,279,645	69,364,866	70,179,376	814,510	1%
Water Supply Planning and Conservation	7,211,960	6,131,329	7,189,383	1,058,054	17%
Recycled and Purified Water Program	5,707,901	4,641,433	7,106,311	2,464,879	53%
Wells and Water Measurement	2,185,229	2,251,017	2,378,324	127,307	6%
<b>Total *</b>	<b>90,787,894</b>	<b>85,712,638</b>	<b>90,340,512</b>	<b>4,627,874</b>	<b>5%</b>

\* Totals do not include intra-district reimbursement charges.

### Authorized Positions (excluding fellowships)

Water Supply Division	56	57	57	0**
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\*\* 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 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Recycled and Purified Water Program</b>					
	Salaries & Benefits	1,401,833	1,469,711	1,695,740	226,029
	Consultants	1,597,966	2,758,500	2,115,000	(643,500)
	Direct Services	180,078	224,258	284,147	59,889
	Supplies	52,543	0	0	0
	Other Expenses	13,761	14,500	14,500	0
	Utilities	44	0	0	0
	Cost Sharing & Rebates	1,819,327	70,000	40,000	(30,000)
<b>Recycled and Purified Water Program (410) Total</b>		<b>5,065,551</b>	<b>4,536,969</b>	<b>4,149,387</b>	<b>(387,582)</b>
<b>Deputy's Office of Water Supply Division</b>					
	Salaries & Benefits	633,822	630,254	657,391	27,137
	Direct Services	13,547	0	0	0
	Supplies	736	0	0	0
	Other Expenses	5,968	4,250	4,250	0
<b>Deputy's Office of Water Supply Division (415) Total</b>		<b>654,074</b>	<b>634,504</b>	<b>661,641</b>	<b>27,137</b>
<b>Imported Water</b>					
	Salaries & Benefits	1,642,180	1,888,997	2,034,182	145,185
	Consultants	1,399,676	0	0	0
	Direct Services	16,922	31,501	39,500	7,999
	Supplies	1,258	500	500	0
	Other Expenses	194,732	187,750	187,900	150
	Cost Sharing & Rebates	1,122,017	2,667,000	11,994,468	9,327,468
	Water Purchases	58,962,087	54,873,949	45,839,401	(9,034,548)
<b>Imported Water (425) Total</b>		<b>63,338,872</b>	<b>59,649,697</b>	<b>60,095,951</b>	<b>446,254</b>
<b>Water Supply Planning and Conservation</b>					
	Salaries & Benefits	1,897,218	1,912,019	2,057,312	145,293
	Consultants	1,159,791	477,500	477,500	0
	Direct Services	405,613	251,300	338,500	87,200
	Supplies	63,768	84,310	95,300	10,990
	Other Expenses	5,527	19,000	26,970	7,970
	Cost Sharing & Rebates	3,632,012	3,257,850	4,070,000	812,150
<b>Water Supply Planning and Conservation (445) Total</b>		<b>7,163,929</b>	<b>6,001,979</b>	<b>7,065,582</b>	<b>1,063,603</b>
<b>Groundwater Management</b>					
	Salaries & Benefits	2,332,101	2,334,204	2,529,427	195,223
	Consultants	98,712	85,000	98,000	13,000
	Direct Services	44,061	71,000	75,300	4,300
	Supplies	26,730	15,300	17,650	2,350

# Division Summaries

## Operations Budget by Department and Account Category (Continued)

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
	Other Expenses	12,499	34,900	30,000	(4,900)
	Cost Sharing & Rebates	35,000	0	0	0
<b>Groundwater Management (465) Total</b>		<b>2,549,103</b>	<b>2,540,404</b>	<b>2,750,377</b>	<b>209,973</b>
<b>Wells and Water Measurement</b>					
	Salaries & Benefits	2,018,744	2,028,167	2,140,162	111,995
	Consultants	4,485	23,000	74,250	51,250
	Direct Services	73,029	81,100	81,000	(100)
	Supplies	47,317	81,600	57,000	(24,600)
	Other Expenses	860	4,450	4,850	400
	Utilities	431	1,200	600	(600)
	Fixed Assets	40,363	31,500	15,750	(15,750)
<b>Wells and Water Measurement (475) Total</b>		<b>2,185,229</b>	<b>2,251,017</b>	<b>2,373,612</b>	<b>122,595</b>
<b>Operations Total*</b>		<b>80,956,758</b>	<b>75,614,570</b>	<b>77,096,551</b>	<b>1,481,981</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Recycled and Purified Water Program</b>					
	Salaries & Benefits	282,943	104,464	156,924	52,460
	Consultants	0	0	2,800,000	2,800,000
	Cost Sharing & Rebates	359,407	0	0	0
<b>Recycled and Purified Water Program (410) Total</b>		<b>642,350</b>	<b>104,464</b>	<b>2,956,924</b>	<b>2,852,460</b>
<b>Deputy's Office of Water Supply Division</b>					
<b>Deputy's Office of Water Supply Division (415) Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Imported Water</b>					
	Salaries & Benefits	0	0	26,494	26,494
	Water Purchases	8,940,774	9,715,169	10,056,930	341,761
<b>Imported Water (425) Total</b>		<b>8,940,774</b>	<b>9,715,169</b>	<b>10,083,424</b>	<b>368,255</b>
<b>Water Supply Planning and Conservation</b>					
	Salaries & Benefits	48,031	129,350	123,801	(5,549)
<b>Water Supply Planning and Conservation (445) Total</b>		<b>48,031</b>	<b>129,350</b>	<b>123,801</b>	<b>(5,549)</b>
<b>Groundwater Management</b>					
	Salaries & Benefits	180,023	149,085	75,099	(73,986)
	Consultants	10,015	0	0	0

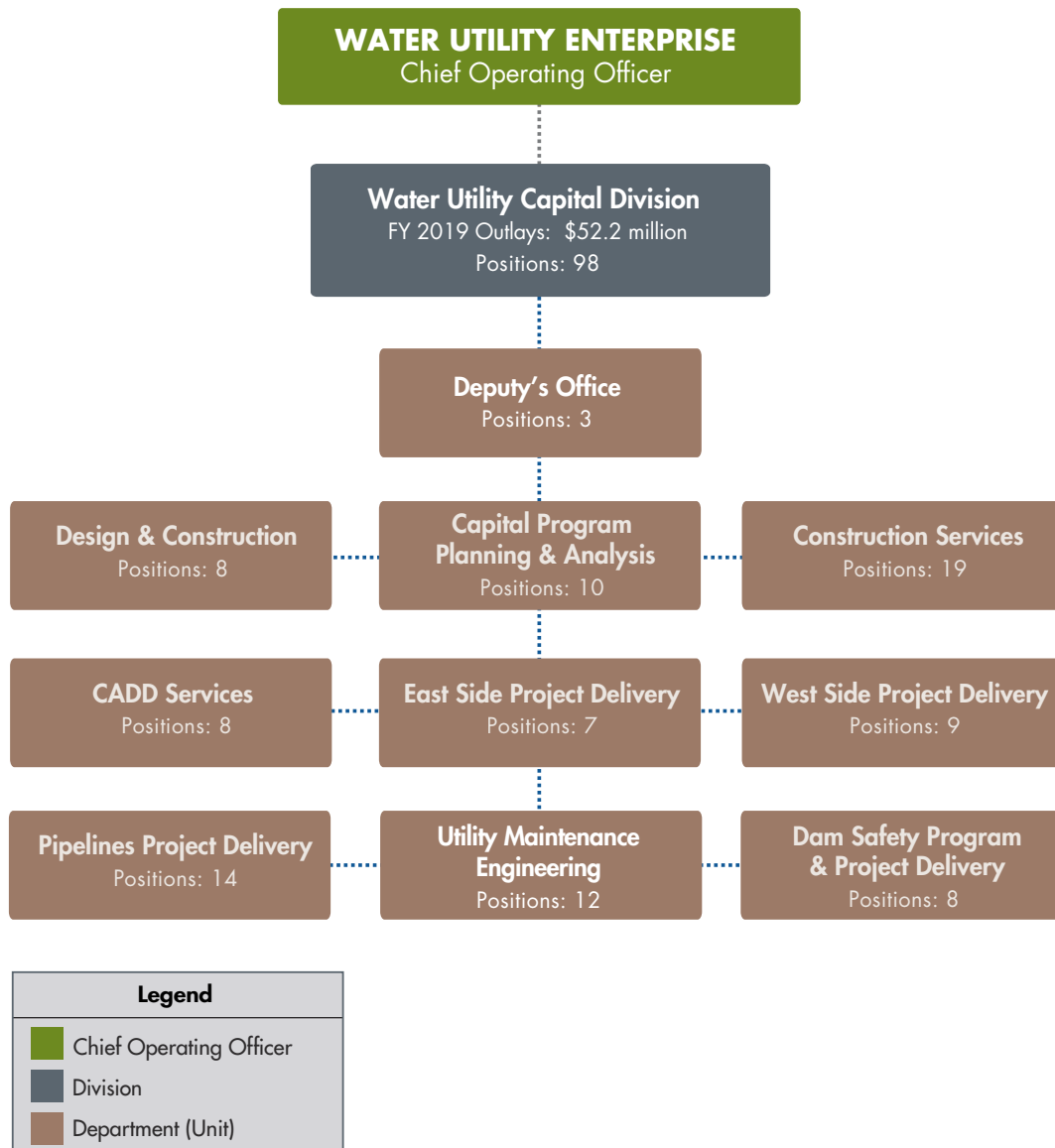
# Division Summaries

## Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
	Direct Services	1,745	0	0	0
	Other Expenses	370	0	0	0
	Supplies	7,828	0	0	0
<b>Groundwater Management (465) Total</b>		<b>199,982</b>	<b>149,085</b>	<b>75,099</b>	<b>(73,986)</b>
<b>Wells and Water Measurement</b>					
	Salaries & Benefits	0	0	4,712	4,712
<b>Wells and Water Measurement (475) Total</b>		<b>0</b>	<b>0</b>	<b>4,712</b>	<b>4,712</b>
<b>Capital Total*</b>		<b>9,831,136</b>	<b>10,098,068</b>	<b>13,243,961</b>	<b>3,145,893</b>
<b>Division Total*</b>		<b>90,787,894</b>	<b>85,712,638</b>	<b>90,340,512</b>	<b>4,627,874</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

## Water Utility Capital Division



### Division Description and Objectives

The Water Utility Capital Division is responsible for planning, implementation and management of the Water Utility's portion of the District's rolling 5-year Capital Improvement Program (CIP). The objective of the Water Utility Capital program is to ensure that there is a reliable, clean water supply for current and future generations.

# Division Summaries

## **Design & Construction**

The Design and Construction Department work on Capital Watershed Projects (Flood Protection and Fish Passage).

## **Capital Program Planning and Analysis**

The Capital Program Planning and Analysis Department provides analytical support for both Water Utility Enterprise and Watershed capital projects including benchmarking and status reports. Runs the advertise and award process for all public works projects over \$25,000 and provides support during construction. Assists with preparing and processing consultant agreements. Develops and produces the annual 5-year CIP including maintaining all backup data, managing the Staff CIP committee and the Board Ad Hoc CIP Committee.

## **Construction Services**

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

## **CADD Services**

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

## **East Side Project Delivery**

The East Side Project Delivery Department supports the implementation of the District's 5-Year Capital Improvement Program. Department staff manage and oversee the planning, design, and construction of various water supply capital projects, including those at the treatment plants and pumping plants.

## **West Side Project Delivery**

The West Side Project Delivery Department provides engineering services for the planning, design and construction of capital projects at the Rinconada Water Treatment Plant and other facilities as needed. In addition, the department prepares annual project and department budget requests and revises and adds to the Five-Year CIP as needed.

## **Pipelines Project Delivery**

The Pipelines Project Delivery Department is responsible for the planning, design and construction of the District's pipeline infrastructure defined in the District's 5 year CIP as well as other District documents. The department also provides structural and geotechnical engineering services and support District-wide. Majority of the staff are comprised of civil, structural and geotechnical engineers.

## **Utility Maintenance Engineering**

The Utility Maintenance Engineering Department provides sound civil and mechanical engineering as well as corrosion control services in support of Water Utility Operations and Maintenance Programs. The department also manages several Capital Projects related to large diameter pipeline inspection and rehabilitation and Pre-stressed Concrete Cylinder Pipe (PCCP) risk mitigation.

# Division Summaries

## **Dam Safety Program and Project Delivery**

The Dam Safety Program and Project Delivery Department manages maintenance, inspections, regulatory compliance, and safety of the District 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 Program (91081007) and the Dams and Reservoirs Maintenance Program (91761099). Capital projects currently being managed by the department include - Anderson Dam Seismic Retrofit Project (91864005), Calero Dam Seismic Retrofit Project (91874004) and the Guadalupe Dam Seismic Retrofit Project (91894002). Other dam-related projects currently managed by the department include Almaden Intake Project (91854001), Dam Safety Evaluation - Phase 1 Project (91084019), and Penitencia Water Treatment Plant Landslide Monitoring (93231007).

## **FY 2018 Accomplishments**

- Geotechnical investigations for the Calero and Guadalupe Dams Seismic Retrofit and Almaden Dam Improvement Projects were completed.
- 60% design plans completed for Anderson and Guadalupe Dams Seismic Retrofit Projects.
- Construction was completed for the Penitencia Delivery and Force Main Seismic Retrofit Project.
- Several construction projects were completed at the Penitencia Water Treatment Plant (PWTP): the seismic retrofit of the operations building; the clearwell recoating and repair; and installation of a fluoridation system.
- A new fluoridation system was installed and brought online at the Santa Teresa Water Treatment Plant.
- The Wolfe Road Recycled Water Facilities Project installed approximately 13,300 lineal feet of 24" inch diameter recycled water pipeline and appurtenances to expand the recycled water distribution system in the City of Sunnyvale and provide recycled water service to the Apple 2 campus.
- Eighty (80) distressed segments of the Almaden Valley Pipeline were successfully repaired using carbon fiber wrap in a 2-month emergency repair period.
- An expanded shortlist for the P3 procurement for the Expedited Purified Water Program was developed through a second RFQ process.

## **FY 2019 Milestones**

- Complete Phase II of the Rinconada Water Treatment Plant Reliability Improvement Project.
- Release Draft Environmental Impact Reports (EIR) for the Anderson and Guadalupe Dams Seismic Retrofit Projects for public review.
- Request Board certification of the Final EIR for the Anderson Dam Seismic Retrofit Project
- Complete 90% design for the Anderson, Calero, and Guadalupe Dam Seismic Retrofit Projects.
- Complete construction of the Main/Madrone Pipelines Restoration Project.
- Complete construction of the Coyote Warehouse.
- Initiate planning and preliminary design of the Vasona Pumping Plant Upgrade and Coyote Pumping Plant Adjustable Speed Drive Projects.
- Continue 10-Year Pipeline Inspection and Rehabilitation Program work.

## Division Summaries

- Complete the RFP process for the Expedited Purified Water Program and execute a Development Period Agreement with the highest-ranked P3 entity.

### **Budget Issues and Constraints**

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

# Division Summaries

## Water Utility Capital Division — Budget Summary

Project Type (Category)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Operations	3,764,570	3,837,469	3,417,932	(419,537)	-11%
Operating	20,416	9,493	7,093	(2,400)	-25%
Capital	95,394,292	51,421,358	48,792,346	(2,629,013)	-5%
<b>Total *</b>	<b>99,179,278</b>	<b>55,268,320</b>	<b>52,217,370</b>	<b>(3,050,950)</b>	<b>-6%</b>

Department (Unit)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Capital Prog Plan and Analysis	1,160,482	(128,365,338)	(111,136,321)	17,229,017	-13%
West Side Project Delivery	45,986,830	62,453,471	50,433,723	(12,019,748)	-19%
Pipelines Project Delivery	19,491,503	15,817,472	29,354,614	13,537,142	86%
Dam Safety Program and project delivery	3,644,347	13,693,909	21,323,850	7,629,941	56%
East Side Project Delivery	4,558,688	6,657,146	15,770,708	9,113,561	137%
Deputy's Office of Water Utility Capital Division	961,215	820,004	1,066,949	246,945	30%
Utility Maintenance Engineering	5,862,796	22,584,698	12,672,823	(9,911,875)	-44%
CADD Services	1,171,958	1,266,307	1,334,206	67,899	5%
Construction Services	3,902,714	6,855,516	7,451,695	596,178	9%
Design & Construction Unit 3	12,438,744	53,485,136	23,945,123	(29,540,013)	-55%
<b>Total *</b>	<b>99,179,278</b>	<b>55,268,321</b>	<b>52,217,370</b>	<b>(3,050,950)</b>	<b>-6%</b>

\* Totals do not include intra-district reimbursement charges.

### Authorized Positions (excluding fellowships)

Water Utility Capital Division	100	97	98	1**
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\*\* 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 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Deputy's Office of Water Utility Capital Division</b>					
	Salaries & Benefits	118,275	150,684	2,346	(148,338)
	Direct Services	1,821	0	0	0
	Supplies	89	0	0	0
	Other Expenses	304	0	0	0
<b>Deputy's Office of Water Utility Capital Division (315) Total</b>		<b>120,489</b>	<b>150,684</b>	<b>2,346</b>	<b>(148,338)</b>
<b>Design &amp; Construction Unit 3</b>					
	Salaries & Benefits	4,113	19,608	8,022	(11,586)
	Direct Services	11,915	0	0	0
	Supplies	19	0	0	0
<b>Design &amp; Construction Unit 3 (333) Total</b>		<b>16,047</b>	<b>19,608</b>	<b>8,022</b>	<b>(11,586)</b>
<b>Capital Prog Plan and Analysis</b>					
	Salaries & Benefits	33,685	28,622	5,317	(23,305)
<b>Capital Prog Plan and Analysis (335) Total</b>		<b>33,685</b>	<b>28,622</b>	<b>5,317</b>	<b>(23,305)</b>
<b>Construction Services</b>					
	Salaries & Benefits	132,061	21,901	43,915	22,014
	Direct Services	10,821	0	0	0
	Supplies	465	0	0	0
	Consultants	3,230	23,000	0	(23,000)
<b>Construction Services (351) Total</b>		<b>146,576</b>	<b>44,901</b>	<b>43,915</b>	<b>(986)</b>
<b>CADD Services</b>					
	Salaries & Benefits	239,433	165,601	158,839	(6,762)
	Direct Services	44,314	49,000	56,000	7,000
	Supplies	0	500	300	(200)
<b>CADD Services (366) Total</b>		<b>283,747</b>	<b>215,101</b>	<b>215,139</b>	<b>38</b>
<b>East Side Project Delivery</b>					
	Salaries & Benefits	198,976	70,235	61,651	(8,585)
<b>East Side Project Delivery (375) Total</b>		<b>198,976</b>	<b>70,235</b>	<b>61,651</b>	<b>(8,585)</b>
<b>West Side Project Delivery</b>					
	Salaries & Benefits	57,065	6,020	5,125	(895)
	Direct Services	2,700	0	0	0
<b>West Side Project Delivery (376) Total</b>		<b>59,765</b>	<b>6,020</b>	<b>5,125</b>	<b>(895)</b>
<b>Pipelines Project Delivery</b>					
	Salaries & Benefits	39,231	92,140	32,073	(60,066)
	Direct Services	7,327	0	0	0

# Division Summaries

## Operations Budget by Department and Account Category (Continued)

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
	Supplies	285	0	0	0
<b>Pipelines Project Delivery (385) Total</b>		<b>46,842</b>	<b>92,140</b>	<b>32,073</b>	<b>(60,066)</b>
<b>Utility Maintenance Engineering</b>					
	Salaries & Benefits	1,329,828	1,474,904	1,101,813	(373,092)
	Direct Services	200,280	62,500	44,000	(18,500)
	Supplies	15,507	71,500	5,000	(66,500)
	Other Expenses	68,087	5,000	10,000	5,000
	Consultants	55,281	260,000	0	(260,000)
	Utilities	13,397	11,400	3,200	(8,200)
<b>Utility Maintenance Engineering (435) Total</b>		<b>1,682,380</b>	<b>1,885,304</b>	<b>1,164,013</b>	<b>(721,292)</b>
<b>Dam Safety Program and project delivery</b>					
	Salaries & Benefits	719,032	638,866	831,093	192,227
	Direct Services	195,259	304,300	374,650	70,350
	Supplies	24,284	42,000	42,000	0
	Other Expenses	222,097	214,180	254,680	40,500
	Consultants	35,012	135,000	385,000	250,000
	Utilities	794	0	0	0
<b>Dam Safety Program and project delivery (595) Total</b>		<b>1,196,478</b>	<b>1,334,346</b>	<b>1,887,423</b>	<b>553,077</b>
<b>Operations Total*</b>		<b>3,784,986</b>	<b>3,846,962</b>	<b>3,425,024</b>	<b>(421,938)</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Deputy's Office of Water Utility Capital Division</b>					
	Salaries & Benefits	745,132	659,519	820,503	160,983
	Consultants	994	0	0	0
	Direct Services	18,322	0	0	0
	Supplies	1,400	600	1,400	800
	Other Expenses	73,409	9,200	242,700	233,500
	Fixed Assets	1,469	0	0	0
<b>Deputy's Office of Water Utility Capital Division (315) Total</b>		<b>840,726</b>	<b>669,319</b>	<b>1,064,603</b>	<b>395,283</b>
<b>Design &amp; Construction Unit 3</b>					
	Salaries & Benefits	1,375,956	1,527,378	1,645,001	117,623
	Consultants	4,556,310	2,680,000	6,987,000	4,307,000
	Direct Services	78,857	659,000	1,387,000	728,000
	Supplies	298,853	5,100	30,000	24,900

# Division Summaries

## Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
	Other Expenses	177,094	30,531,550	2,978,100	(27,553,450)
	Fixed Assets	5,852,284	17,257,500	10,710,000	(6,547,500)
	Utilities	83,342	805,000	200,000	(605,000)
<b>Design &amp; Construction Unit 3 (333) Total</b>		<b>12,422,697</b>	<b>53,465,528</b>	<b>23,937,101</b>	<b>(29,528,427)</b>
<b>Capital Prog Plan and Analysis</b>					
	Salaries & Benefits	1,099,496	1,760,004	1,873,955	113,952
	Consultants	18,107	3,500	22,500	19,000
	Direct Services	2,967	2,500	3,000	500
	Supplies	804	1,200	1,100	(100)
	Other Expenses	5,423	(130,161,163)	(113,042,193)	17,118,970
<b>Capital Prog Plan and Analysis (335) Total</b>		<b>1,126,797</b>	<b>(128,393,959)</b>	<b>(111,141,637)</b>	<b>17,252,322</b>
<b>Construction Services</b>					
	Salaries & Benefits	3,163,344	3,406,315	3,853,079	446,764
	Consultants	370,976	3,291,000	3,350,000	59,000
	Direct Services	211,539	89,300	185,500	96,200
	Supplies	1,206	5,000	5,000	0
	Other Expenses	9,072	19,000	14,200	(4,800)
<b>Construction Services (351) Total</b>		<b>3,756,137</b>	<b>6,810,615</b>	<b>7,407,779</b>	<b>597,164</b>
<b>CADD Services</b>					
	Salaries & Benefits	884,076	1,047,906	1,113,417	65,511
	Supplies	56	100	400	300
	Other Expenses	4,079	3,200	5,250	2,050
<b>CADD Services (366) Total</b>		<b>888,211</b>	<b>1,051,206</b>	<b>1,119,067</b>	<b>67,861</b>
<b>East Side Project Delivery</b>					
	Salaries & Benefits	1,360,037	1,428,411	1,487,257	58,846
	Consultants	286,804	694,800	13,430,100	12,735,300
	Direct Services	48,964	130,000	140,000	10,000
	Supplies	25,265	40,400	40,400	0
	Other Expenses	47,072	166,000	104,000	(62,000)
	Fixed Assets	2,591,481	4,127,300	507,300	(3,620,000)
	Utilities	88	0	0	0
<b>East Side Project Delivery (375) Total</b>		<b>4,359,712</b>	<b>6,586,911</b>	<b>15,709,057</b>	<b>9,122,146</b>
<b>West Side Project Delivery</b>					
	Salaries & Benefits	1,273,432	1,623,451	1,797,597	174,146
	Consultants	3,772,736	12,225,000	10,464,000	(1,761,000)
	Direct Services	517,254	100,000	785,000	685,000
	Supplies	121,684	42,000	0	(42,000)

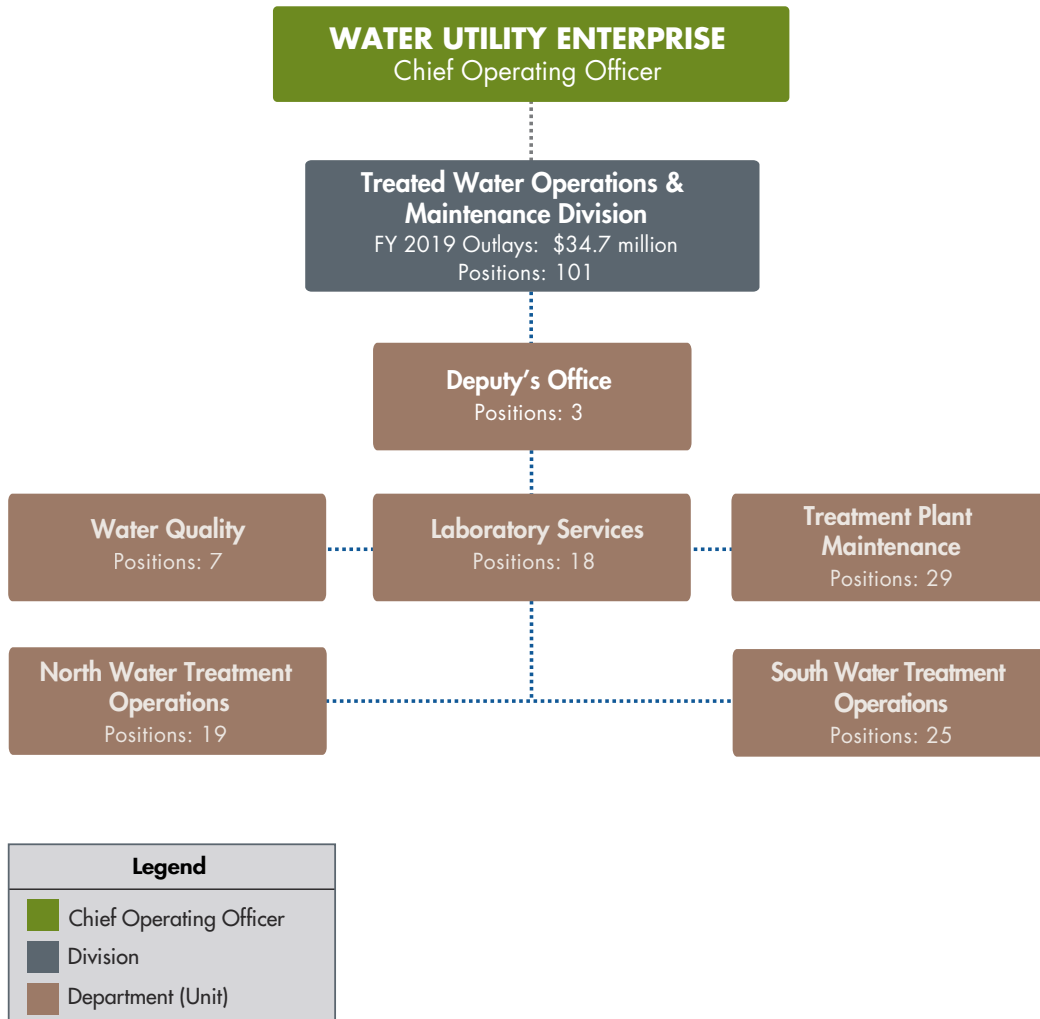
# Division Summaries

## Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
	Other Expenses	20,376	0	12,000	12,000
	Fixed Assets	40,218,482	48,457,000	37,370,000	(11,087,000)
	Utilities	3,101	0	0	0
<b>West Side Project Delivery (376) Total</b>		<b>45,927,065</b>	<b>62,447,451</b>	<b>50,428,597</b>	<b>(12,018,854)</b>
<b>Pipelines Project Delivery</b>					
	Salaries & Benefits	2,064,741	2,333,107	2,516,016	182,909
	Consultants	8,488,915	1,200,000	2,720,000	1,520,000
	Direct Services	89,462	75,325	604,625	529,300
	Supplies	1,172	700	700	0
	Other Expenses	73,493	41,200	171,200	130,000
	Fixed Assets	8,720,753	12,075,000	23,310,000	11,235,000
	Utilities	6,125	0	0	0
<b>Pipelines Project Delivery (385) Total</b>		<b>19,444,661</b>	<b>15,725,332</b>	<b>29,322,541</b>	<b>13,597,209</b>
<b>Utility Maintenance Engineering</b>					
	Salaries & Benefits	674,362	805,994	1,271,810	465,817
	Consultants	2,568,565	4,956,000	3,545,000	(1,411,000)
	Direct Services	13,215	11,798,500	4,100,000	(7,698,500)
	Supplies	540,129	3,052,500	2,400,000	(652,500)
	Other Expenses	48,645	86,400	192,000	105,600
	Fixed Assets	335,501	0	0	0
<b>Utility Maintenance Engineering (435) Total</b>		<b>4,180,417</b>	<b>20,699,394</b>	<b>11,508,810</b>	<b>(9,190,583)</b>
<b>Dam Safety Program and project delivery</b>					
	Salaries & Benefits	914,677	1,117,362	1,258,301	140,939
	Consultants	1,493,170	10,122,000	15,235,326	5,113,326
	Direct Services	6,073	85,200	28,800	(56,400)
	Supplies	306	0	0	0
	Other Expenses	33,643	85,000	2,064,000	1,979,000
	Fixed Assets	0	950,000	850,000	(100,000)
<b>Dam Safety Program and project delivery (595) Total</b>		<b>2,447,869</b>	<b>12,359,562</b>	<b>19,436,427</b>	<b>7,076,865</b>
<b>Capital Total*</b>		<b>95,394,292</b>	<b>51,421,358</b>	<b>48,792,346</b>	<b>(2,629,013)</b>
<b>Division Total*</b>		<b>99,179,278</b>	<b>55,268,320</b>	<b>52,217,370</b>	<b>(3,050,950)</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

## Treated Water Operations & Maintenance Division



### Division Description and Objectives

The Treated Water Operations and Maintenance Division operates and maintains the District's three drinking Water Treatment Plants (WTP) – 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 200,000 tests annually; 140 miles of large transmission pipelines; 400 acres of ponds that recharge the groundwater basin, which is our storage facility, and holds more water than our 10 reservoirs combined; and a three 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 Department has eight full-time staff made up of a manager, water quality engineers and a water quality specialist. The main focus of the Department is to provide process engineering support to our drinking water treatment plants and source water protection and monitoring to ensure quality drinking water for our customers.

## **Laboratory Services**

The Laboratory Services Department purchases of all necessary laboratory supplies and equipment to meet water quality monitoring requirements. It supports all sampling and analysis 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 certification with the California Regional Water Quality Control Board, Environmental Laboratory Accreditation Program.

## **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 District'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 efficient operations and management of the District's Rinconada Water Treatment Plant (RWTP) and Santa Teresa Water Treatment Plant (STWTP) and the Campbell Well Field.

## **FY 2018 Accomplishments**

- Startup of fluoridation at our Penitencia Water Treatment Plant.
- Completed updated ELAP lab certification to comply with the more stringent revised standards.
- Completed a disinfection of the joint SFPUC/District Intertie Pump Station.
- Completed preventive maintenance activities as prescribed and all high priority CM's.
- STWTP completed critical repair activities for the aqueous ammonia and sodium hypochlorite chemical systems during the shutdown from October 2017 to March 2018.
- Modified the microeffluent pumps at SVAWPC to resolve resonant vibration issues.
- Reviewed, updated and created new emergency response standard operating procedures for PWTP, STWTP, and RWTP in line with recommendations from the Infrastructure Reliability Project.
- 100% of treated water met drinking water standards (No water quality violation or unplanned treated water delivery interruption). Overall retailer survey results were good or excellent

## Division Summaries

- RWTP completed a second year of operation without any plant interruptions or water quality violations while undergoing Reliability Improvement Project construction.

### **FY 2019 Milestones**

- Supply approximately 110,000 acre-feet of treated water by contract annually to 7 treated water retailers.
- 100% of treated water meets or surpasses drinking water standards.
- Surface Water Treatment Rule Monitoring report is submitted to Division of Drinking Water (DDW) on time - by the 10th of each month.
- Submit annual Source & Treated Water reports to WUE staff, treated water retailers, and DDW by 2/15/2018. This includes the Consumer Confidence Report (CCR).
- Maintain state certification through the California Environmental Laboratory Accreditation Program (CA ELAP) for all fields of testing, including performance testing, by 11/2019.
- Complete review of the Water Treatment Plants' Operations Plans for Rinconada, Santa Teresa, Penitencia and the SVAWPC by February of each year and update as needed and submit to DDW by June of each year.
- Complete and submit the annual reservoir monitoring report to the DDW annually by August 31 of each year.
- Work with Santa Clara County Parks to maintain an ongoing invasive mussel vessel inspection program on District reservoirs.
- Operate the SFPUC-SCVWD Intertie during emergencies or when needed for maintenance activities for both parties. Treated water is traded and water balance is kept to a minimum at the end of each year.
- Supply purified water that has been treated by microfiltration, reverse osmosis and ultraviolet light disinfection, up to 8-million gallons per day, to South Bay Water Recycling in accordance with the Operations and Maintenance Agreement with the City of San Jose.

### **Budget Issues and Constraints**

Maintenance resources continue to be constrained as a result of staff support necessary for capital projects under construction such as the Reliability Improvement Project and Residuals Management Project. The impact of the resource constraint is that completion rates for preventive maintenance, corrective maintenance and planned work under the Annual Maintenance Work Plan may come in below the target of 90%, 80%, and 100%, respectively.

# Division Summaries

## Treated Water Operations & Maintenance Division — Budget Summary

Project Type (Category)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Operations	27,982,385	30,375,817	31,146,323	770,506	3%
Operating	4,416	0	0	0	3%
Capital	1,822,475	3,424,037	3,569,527	145,490	4%
<b>Total *</b>	<b>29,809,276</b>	<b>33,799,854</b>	<b>34,715,850</b>	<b>915,996</b>	<b>3%</b>

Department (Unit)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Water Quality	2,181,672	2,497,972	1,861,041	(636,932)	-25%
Deputy's Office of WU Operations & Maintenance Div	803,034	812,996	723,904	(89,092)	-11%
South Water Treatment Operations	9,042,768	10,549,695	10,933,012	383,318	4%
Treatment Plant Maintenance	7,844,343	8,484,411	9,574,253	1,089,841	13%
North Water Treatment Operations	6,266,863	7,262,512	7,139,291	(123,221)	-2%
Laboratory Services	3,670,596	4,192,268	4,484,349	292,081	7%
<b>Total *</b>	<b>29,809,276</b>	<b>33,799,854</b>	<b>34,715,850</b>	<b>915,996</b>	<b>3%</b>

\* Totals do not include intra-district reimbursement charges.

### Authorized Positions (excluding fellowships)

Treated Water Operations & Maintenance Division	101	101	101	0**
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\*\* 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 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Deputy's Office of WU Operations &amp; Maintenance Div</b>					
	Salaries & Benefits	604,043	730,300	640,946	(89,354)
	Direct Services	8,055	0	0	0
	Supplies	3,440	0	0	0
	Other Expenses	5,286	6,850	6,850	0
<b>Deputy's Office of WU Operations &amp; Maintenance Div (515) Total</b>		<b>620,824</b>	<b>737,150</b>	<b>647,796</b>	<b>(89,354)</b>
<b>Water Quality</b>					
	Salaries & Benefits	1,335,552	1,409,531	1,341,485	(68,046)
	Consultants	194,080	6,200	3,200	(3,000)
	Direct Services	53,675	65,280	52,000	(13,280)
	Supplies	4,424	4,750	2,000	(2,750)
	Other Expenses	80,751	104,050	104,050	0
	Cost Sharing & Rebates	464,390	485,000	0	(485,000)
<b>Water Quality (525) Total</b>		<b>2,132,872</b>	<b>2,074,811</b>	<b>1,502,735</b>	<b>(572,076)</b>
<b>Laboratory Services</b>					
	Salaries & Benefits	2,781,933	2,879,934	3,271,197	391,263
	Consultants	119,909	85,000	88,000	3,000
	Direct Services	211,548	218,160	252,320	34,160
	Supplies	345,826	310,000	327,750	17,750
	Other Expenses	20,503	27,400	12,000	(15,400)
	Cost Sharing & Rebates	0	0	475,000	475,000
	Fixed Assets	52,277	49,500	49,500	0
<b>Laboratory Services (535) Total</b>		<b>3,531,995</b>	<b>3,569,994</b>	<b>4,475,767</b>	<b>905,773</b>
<b>Treatment Plant Maintenance</b>					
	Salaries & Benefits	4,193,245	4,310,212	4,330,275	20,063
	Consultants	378,846	0	0	0
	Direct Services	471,835	698,000	928,000	230,000
	Supplies	1,554,684	1,545,000	1,533,000	(12,000)
	Other Expenses	759	0	1,000	1,000
	Cost Sharing & Rebates	0	25,000	25,000	0
	Fixed Assets	3,072	10,000	10,000	0
<b>Treatment Plant Maintenance (555) Total</b>		<b>6,602,441</b>	<b>6,588,212</b>	<b>6,827,275</b>	<b>239,063</b>
<b>North Water Treatment Operations</b>					
	Salaries & Benefits	3,178,757	3,683,250	3,712,791	29,542
	Consultants	112,261	193,000	230,000	37,000
	Direct Services	194,589	217,000	230,500	13,500
	Supplies	2,218,231	1,934,500	1,783,500	(151,000)

# Division Summaries

## Operations Budget by Department and Account Category (Continued)

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
	Other Expenses	5,926	33,500	33,500	0
	Utilities	558,916	1,178,000	1,149,000	(29,000)
<b>North Water Treatment Operations (565) Total</b>		<b>6,268,680</b>	<b>7,239,250</b>	<b>7,139,291</b>	<b>(99,958)</b>
<b>South Water Treatment Operations</b>					
	Salaries & Benefits	4,320,008	4,316,700	4,547,758	231,058
	Consultants	10,734	12,500	12,500	0
	Direct Services	82,819	218,778	189,000	(29,778)
	Supplies	2,779,527	4,121,422	4,071,200	(50,222)
	Other Expenses	9,945	51,000	27,000	(24,000)
	Utilities	1,626,955	1,446,000	1,706,000	260,000
<b>South Water Treatment Operations (566) Total</b>		<b>8,829,988</b>	<b>10,166,400</b>	<b>10,553,458</b>	<b>387,058</b>
<b>Operations Total*</b>		<b>27,986,801</b>	<b>30,375,817</b>	<b>31,146,323</b>	<b>770,506</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Deputy's Office of WU Operations &amp; Maintenance Div</b>					
	Salaries & Benefits	182,210	75,845	76,108	263
<b>Deputy's Office of WU Operations &amp; Maintenance Div (515) Total</b>		<b>182,210</b>	<b>75,845</b>	<b>76,108</b>	<b>263</b>
<b>Water Quality</b>					
	Salaries & Benefits	42,929	148,161	108,306	(39,856)
	Consultants	5,871	275,000	250,000	(25,000)
<b>Water Quality (525) Total</b>		<b>48,800</b>	<b>423,161</b>	<b>358,306</b>	<b>(64,856)</b>
<b>Laboratory Services</b>					
	Salaries & Benefits	3,296	2,274	8,582	6,308
	Other Expenses	720	0	0	0
	Fixed Assets	134,585	620,000	0	(620,000)
<b>Laboratory Services (535) Total</b>		<b>138,601</b>	<b>622,274</b>	<b>8,582</b>	<b>(613,692)</b>
<b>Treatment Plant Maintenance</b>					
	Salaries & Benefits	458,388	520,199	976,977	456,778
	Consultants	13,570	0	0	0
	Direct Services	63,064	68,000	264,000	196,000
	Supplies	636,798	413,000	906,000	493,000
	Other Expenses	40	0	0	0

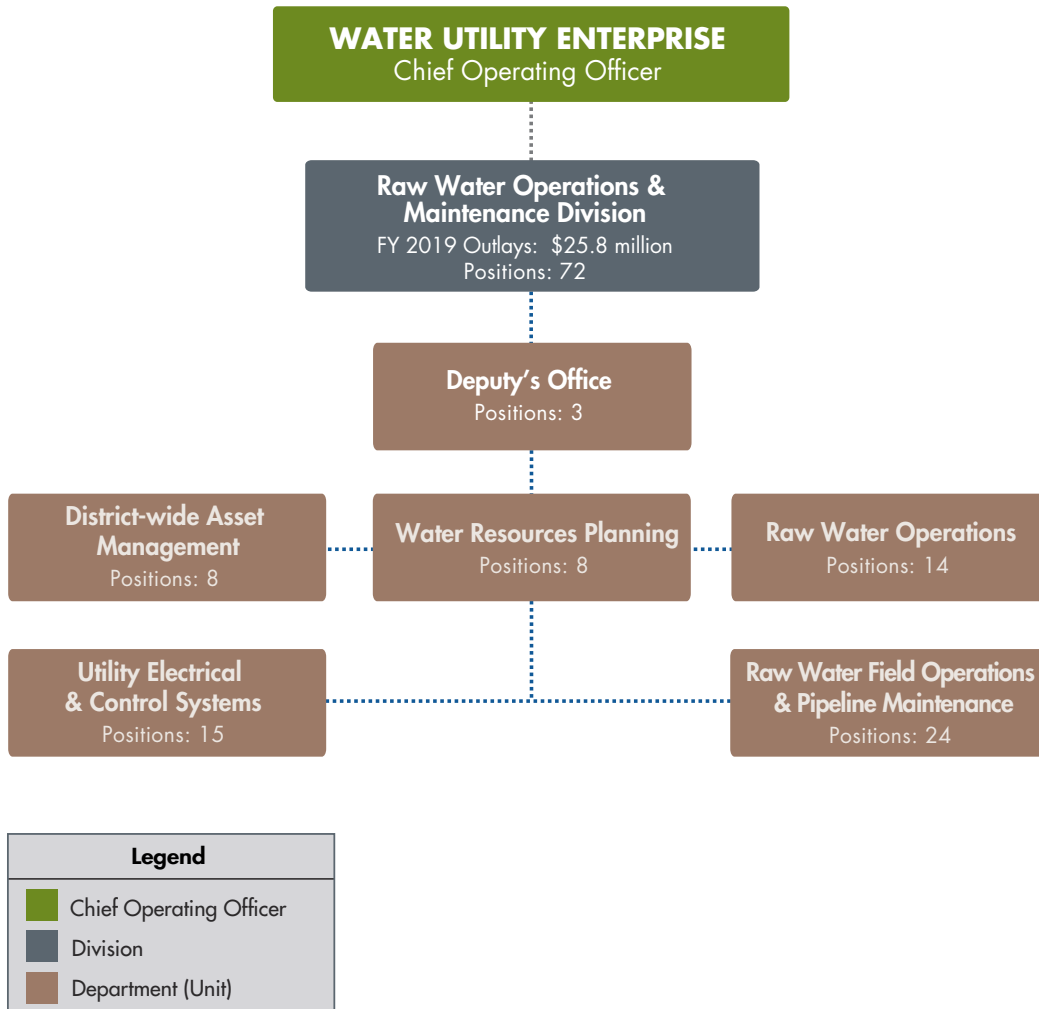
# Division Summaries

## Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
	Fixed Assets	70,041	895,000	600,000	(295,000)
<b>Treatment Plant Maintenance (555) Total</b>		<b>1,241,902</b>	<b>1,896,199</b>	<b>2,746,977</b>	<b>850,778</b>
<b>North Water Treatment Operations</b>					
	Salaries & Benefits	685	23,263	0	(23,263)
	Supplies	(2,502)	0	0	0
<b>North Water Treatment Operations (565) Total</b>		<b>(1,817)</b>	<b>23,263</b>	<b>0</b>	<b>(23,263)</b>
<b>South Water Treatment Operations</b>					
	Salaries & Benefits	211,339	383,295	379,554	(3,741)
	Direct Services	1,440	0	0	0
<b>South Water Treatment Operations (566) Total</b>		<b>212,780</b>	<b>383,295</b>	<b>379,554</b>	<b>(3,741)</b>
<b>Capital Total*</b>		<b>1,822,475</b>	<b>3,424,037</b>	<b>3,569,527</b>	<b>145,490</b>
<b>Division Total*</b>		<b>29,809,276</b>	<b>33,799,854</b>	<b>34,715,850</b>	<b>915,996</b>

\* Totals reflect the net budget and do not include 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 to enable the continued operation of critical District Facilities. The Division manages the District's Asset Management programs for Water Utility, Watershed, and Administration.

The Division also oversees the Computerized Maintenance Management System (CMMS), and the Environmental

## Division Summaries

Services program for the Water Utility Enterprise (WUE) to ensure coordinated compliance with provisions of the California Environmental Quality Act (CEQA), as well as applicable regulatory requirements and permitting. This also includes supervision of District compliance with the Valley Habitat Plan permit, which provides ESA and CESA clearance for Water Utility operations, maintenance and capital projects. The Division's District-wide Energy Management program effectively reduces electricity costs by approximately one million dollars annually.

### **District-wide 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 the District's Water Utility, Watershed, and Administration Asset management programs, and supports the users of the District's Computerized Maintenance Management System (CMMS), Maximo.

### **Water Resources Planning**

The Water Resources Planning Department provides the environmental services program for the Water Utility Enterprise (WUE). The services ensure coordinated compliance with provisions of the California Environmental Quality Act (CEQA), applicable regulatory requirements, and managing District compliance with the Valley Habitat Plan permit which provides ESA and CESA clearance for WUE operations, maintenance and capital projects. These services include environmental planning and review, preparation of CEQA documents, regulatory permit acquisition and monitoring, biological support and CEQA mitigation monitoring.

### **Raw Water Operations**

The Raw Water Operations Department performs the day-to-day operations planning and remote operations of the District'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 the District'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 2018 Accomplishments**

- Completed FY 19-23 Water Utility Maintenance Work Plan.
- Reported quarterly on environmental and biological review and permit requirements.
- Planned and executed on work projects identified in the 5 Year Maintenance Work Plan.
- Maintained reliable raw water and pipeline facilities by performing scheduled preventative maintenance.

## **FY 2019 Milestones**

- Complete FY 20-24 Water Utility Maintenance Work Plan.
- Report quarterly on environmental and biological review and permit requirements.
- 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.

## **Budget Issues and Constraints**

Limited resources and an increase in operational, maintenance and regulatory requirements which escalate the demands on staff time and resources.

# Division Summaries

## Raw Water Operations & Maintenance Division — Budget Summary

Project Type (Category)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Operations	17,835,679	17,081,093	18,909,505	1,828,412	11%
Operating	145,158	0	1,000,000	1,000,000	11%
Capital	2,469,713	4,896,587	5,930,367	1,033,780	21%
<b>Total *</b>	<b>20,450,550</b>	<b>21,977,679</b>	<b>25,839,872</b>	<b>3,862,193</b>	<b>18%</b>

Department (Unit)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Water Resources Planning	3,758,337	1,824,751	2,910,520	1,085,769	60%
District-wide Asset Management	2,060,939	2,234,420	2,968,757	734,337	33%
Raw Water Operations	3,223,435	3,279,907	3,575,257	295,351	9%
Utility Electrical & Control Systems	3,630,656	4,344,764	4,470,050	125,286	3%
Deputy's Office of Raw Water Ops & Maint Division	404,294	643,459	629,992	(13,466)	-2%
Raw Wtr Field Ops & Pipe Maint	7,372,889	9,650,379	11,285,296	1,634,917	17%
<b>Total *</b>	<b>20,450,550</b>	<b>21,977,679</b>	<b>25,839,872</b>	<b>3,862,193</b>	<b>18%</b>

\* Totals do not include intra-district reimbursement charges.

### Authorized Positions (excluding fellowships)

Raw Water Operations & Maintenance Division	72	72	72	0**
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\*\* 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 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Deputy's Office of Raw Water Ops &amp; Maint Division</b>					
	Salaries & Benefits	400,468	639,659	623,992	(15,666)
	Consultants	261	0	0	0
	Direct Services	321	0	1,000	1,000
	Supplies	2,363	300	0	(300)
	Other Expenses	790	3,500	5,000	1,500
<b>Deputy's Office of Raw Water Ops &amp; Maint Division (408) Total</b>		<b>404,201</b>	<b>643,459</b>	<b>629,992</b>	<b>(13,466)</b>
<b>District-wide Asset Management</b>					
	Salaries & Benefits	1,652,834	1,618,058	1,599,723	(18,335)
	Consultants	339,995	415,000	1,015,000	600,000
	Direct Services	36,667	150,000	150,000	0
	Supplies	14,021	10,000	60,000	50,000
	Other Expenses	11,694	16,000	17,500	1,500
	Fixed Assets	0	10,000	0	(10,000)
<b>District-wide Asset Management (411) Total</b>		<b>2,055,212</b>	<b>2,219,058</b>	<b>2,842,223</b>	<b>623,165</b>
<b>Water Resources Planning</b>					
	Salaries & Benefits	1,060,173	1,098,068	942,272	(155,796)
	Consultants	516,259	0	0	0
	Direct Services	117,739	188,000	188,000	0
	Supplies	3,091	4,000	4,000	0
	Other Expenses	1,591,341	4,000	3,200	(800)
	Cost Sharing & Rebates	0	40,000	1,040,000	1,000,000
<b>Water Resources Planning (412) Total</b>		<b>3,288,604</b>	<b>1,334,068</b>	<b>2,177,472</b>	<b>843,404</b>
<b>Raw Water Operations</b>					
	Salaries & Benefits	2,616,763	2,823,257	3,034,239	210,982
	Consultants	95,314	20,000	25,000	5,000
	Direct Services	14,173	82,500	87,500	5,000
	Supplies	17,067	36,000	13,500	(22,500)
	Other Expenses	34,274	30,850	34,850	4,000
	Fixed Assets	4,647	0	0	0
	Utilities	431,041	287,300	362,300	75,000
<b>Raw Water Operations (455) Total</b>		<b>3,213,279</b>	<b>3,279,907</b>	<b>3,557,389</b>	<b>277,482</b>
<b>Utility Electrical &amp; Control Systems</b>					
	Salaries & Benefits	2,433,935	2,577,179	2,720,855	143,676
	Consultants	65,365	239,600	580,000	340,400
	Direct Services	321,374	532,664	510,250	(22,414)
	Supplies	3,775	0	0	0



## Division Summaries

### Operations Budget by Department and Account Category (Continued)

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
	Other Expenses	36,247	29,000	30,000	1,000
	Fixed Assets	13	0	0	0
	Utilities	58,622	0	0	0
<b>Utility Electrical &amp; Control Systems (545) Total</b>		<b>2,919,332</b>	<b>3,378,443</b>	<b>3,841,105</b>	<b>462,662</b>
<b>Raw Wtr Field Ops &amp; Pipe Maint</b>					
	Salaries & Benefits	3,981,944	3,694,799	4,256,964	562,165
	Consultants	177,650	152,000	164,000	12,000
	Direct Services	620,005	1,209,000	1,209,000	0
	Supplies	883,587	842,500	842,500	0
	Other Expenses	360,980	20,000	20,000	0
	Cost Sharing & Rebates	0	30,000	96,000	66,000
	Utilities	76,042	277,860	272,860	(5,000)
<b>Raw Wtr Field Ops &amp; Pipe Maint (585) Total</b>		<b>6,100,208</b>	<b>6,226,159</b>	<b>6,861,324</b>	<b>635,165</b>
<b>Operations Total*</b>		<b>17,980,837</b>	<b>17,081,093</b>	<b>19,909,505</b>	<b>2,828,412</b>

### Capital Budget by Department and Account Category

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Deputy's Office of Raw Water Ops &amp; Maint Division</b>					
	Supplies	92	0	0	0
<b>Deputy's Office of Raw Water Ops &amp; Maint Division (408) Total</b>		<b>92</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>District-wide Asset Management</b>					
	Salaries & Benefits	5,727	15,362	126,534	111,171
<b>District-wide Asset Management (411) Total</b>		<b>5,727</b>	<b>15,362</b>	<b>126,534</b>	<b>111,171</b>
<b>Water Resources Planning</b>					
	Salaries & Benefits	448,206	443,683	686,048	242,364
	Direct Services	21,527	47,000	47,000	0
<b>Water Resources Planning (412) Total</b>		<b>469,733</b>	<b>490,683</b>	<b>733,048</b>	<b>242,364</b>
<b>Raw Water Operations</b>					
	Salaries & Benefits	10,155	0	17,869	17,869
<b>Raw Water Operations (455) Total</b>		<b>10,155</b>	<b>0</b>	<b>17,869</b>	<b>17,869</b>
<b>Utility Electrical &amp; Control Systems</b>					
	Salaries & Benefits	533,915	876,321	628,945	(247,376)
	Direct Services	51,894	10,000	0	(10,000)

# Division Summaries

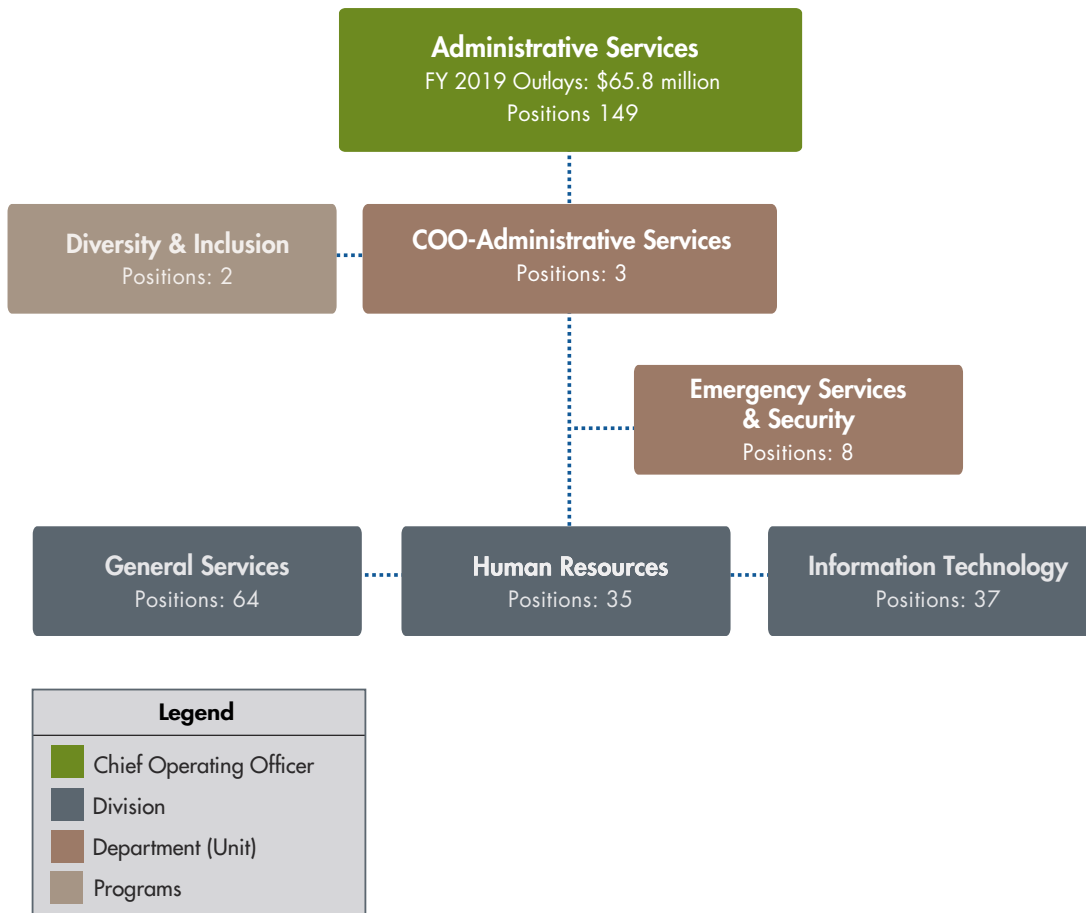
## Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
	Consultants	125,000	80,000	0	(80,000)
	Other Expenses	515	0	0	0
<b>Utility Electrical &amp; Control Systems (545) Total</b>		<b>711,325</b>	<b>966,321</b>	<b>628,945</b>	<b>(337,376)</b>
<b>Raw Wtr Field Ops &amp; Pipe Maint</b>					
	Supplies	570,619	740,000	250,000	(490,000)
	Salaries & Benefits	207,125	620,220	238,972	(381,248)
	Direct Services	405,284	1,989,000	2,660,000	671,000
	Consultants	87,491	75,000	875,000	800,000
	Other Expenses	0	0	400,000	400,000
	Utilities	2,162	0	0	0
<b>Raw Wtr Field Ops &amp; Pipe Maint (585) Total</b>		<b>1,272,681</b>	<b>3,424,220</b>	<b>4,423,972</b>	<b>999,752</b>
<b>Capital Total*</b>		<b>2,469,713</b>	<b>4,896,587</b>	<b>5,930,367</b>	<b>1,033,780</b>
<b>Division Total*</b>		<b>20,450,550</b>	<b>21,977,679</b>	<b>25,839,872</b>	<b>3,862,193</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

# Division Summaries

## Administrative Services

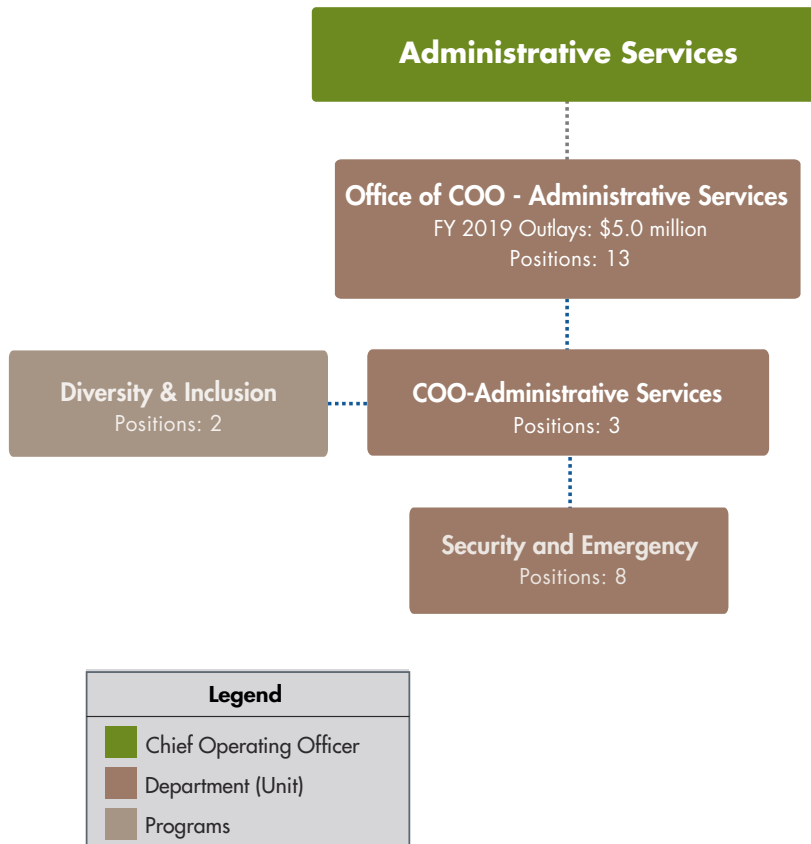


### Description

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 the District including general services such as equipment and facilities maintenance, human resources programs and services, and information technology services and support. Administrative Services are vital to District operations and capital programs.

# Division Summaries

## Office of COO Administrative Services



### Division Description and Objectives

The Office of the Chief Operating Officer (COO) of Administrative Services (AS) provides executive leadership and direct oversight to District administrative business areas including Human Resources, General Services, and Information Technology. Office of the COO-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-AS administers the Diversity & Inclusion program and oversees the Emergency and Security Services.

# Division Summaries

## **Diversity & Inclusion Program**

The Diversity & Inclusion Program fosters diversity and inclusion in the workforce through various avenues including providing data on industry best practices, providing expertise on outreach efforts, and engaging the District's workforce. The Program supports the eleven Employee Resource Groups which provide information sharing, support, educational opportunities and career development as well as the promotion of cultural awareness. The Program also implements a variety of inclusion and recognition programs including Service Awards, the Employee Recognition Program, and the All Employee Meeting.

## **Emergency Services and Security**

The Emergency Services is responsible for ensuring comprehensive, integrated, emergency management for the staff and critical infrastructure of the Santa Clara Valley Water District. Emergency Services also leads the Districtwide development of applicable preparedness capabilities across prevention, preparedness, hazard mitigation, response, and recovery. The Security function provides risk-based security capabilities to protect the District's critical infrastructure and staff from terrorism, sabotage, vandalism, theft, violence, and other malicious acts.

## **FY 2018 Accomplishments**

- Provided leadership and support for all the administrative needs of the District including oversight over Human Resources, Information Technology, General Services, Emergency Management and Security Services, and Diversity and Inclusion.
- Coordinated development of Joint EAP for Coyote Creek between City of San Jose and the District.
- Renewed StormReady Certification and conducted annual inter-agency Winter Preparedness Workshop.
- Obtained FEMA Approval for current Local Hazard Mitigation Plan.
- Conducted EOC Section Training for all positions (Management, Planning and Intelligence, Operations, Logistics, Finance and Administration).
- Completed vulnerability assessments for Anderson Dam, Santa Teresa Water Treatment Plant, Pacheco Pass Pumping Plant, Coyote Pumping Plant, Penitencia Water Treatment Plant, Silicon Valley Advanced Water Treatment Plant, and Vasona Metering Station.
- Created the physical security measure plan for the Winfield Warehouse Trailers, Nature Quality Site, and Coyote Warehouse.
- Complied with written FERC security requirements for Anderson Dam.
- Executed the All Employee Meeting which gathered all staff to hear from the Board and Chiefs on the direction of the organization.
- Executed the Employee Recognition Program, Service Awards, FLOW awards and other employee recognition.

# Division Summaries

## FY 2019 Milestones

- Review, approve and present the status of Administrative Services quarterly performance.
- Complete Annual Employee Evaluations.
- Complete mid-year reviews of employee work plans.
- Review and revise the Chief Operating Officer of Administrative Services' work plan and ensure alignment with Deputies work plans.
- Review EAPs for possible updates or development and establish strategy for completing
- Develop and deliver EAP and EOC exercises as identified in Training and Exercise Plan
- Maintain the District's Emergency Operations Center (EOC) and Alternate EOC in a perpetual state of operational readiness
- Conduct inter-agency Winter Preparation Workshop
- Complete assessment of current access control and monitoring system
- Complete vulnerability assessment of Vasona Pumping Plant, and other facilities as identified and prioritized

# Division Summaries

## Office of COO Administrative Services — Budget Summary

Project Type (Category)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Operations	3,474,004	4,862,905	4,980,984	118,079	2%
Operating	31,026	0	0	0	2%
Capital	0	0	10,000	10,000	2%
<b>Total *</b>	<b>3,505,030</b>	<b>4,862,905</b>	<b>4,990,984</b>	<b>128,079</b>	<b>3%</b>

Department (Unit)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Security & Emergency Services	2,519,241	3,023,784	3,581,522	557,738	18%
Office of COO-Administrative Services	985,788	1,839,122	1,409,462	(429,659)	-23%
<b>Total *</b>	<b>3,505,030</b>	<b>4,862,905</b>	<b>4,990,984</b>	<b>128,079</b>	<b>3%</b>

\* Totals do not include intra-district reimbursement charges.

### Authorized Positions (excluding fellowships)

Office of Chief Administrative Officer	8	12	13	1**
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\*\* 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 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Security &amp; Emergency Services</b>					
	Salaries & Benefits	941,085	1,145,746	1,547,422	401,676
	Consultants	74,610	214,000	240,000	26,000
	Direct Services	1,307,439	1,268,738	1,333,000	64,262
	Supplies	185,887	374,300	424,500	50,200
	Other Expenses	10,220	21,000	26,600	5,600
<b>Security &amp; Emergency Services (219) Total</b>		<b>2,519,241</b>	<b>3,023,784</b>	<b>3,571,522</b>	<b>547,738</b>
<b>Office of COO-Administrative Services</b>					
	Salaries & Benefits	776,614	1,206,822	1,009,812	(197,009)
	Consultants	145,065	328,500	100,000	(228,500)
	Direct Services	8,122	1,600	1,600	0
	Supplies	22,559	112,500	88,550	(23,950)
	Other Expenses	33,428	189,700	209,500	19,800
<b>Office of COO-Administrative Services (602) Total</b>		<b>985,788</b>	<b>1,839,122</b>	<b>1,409,462</b>	<b>(429,659)</b>
<b>Operations Total*</b>		<b>3,505,030</b>	<b>4,862,905</b>	<b>4,980,984</b>	<b>118,079</b>

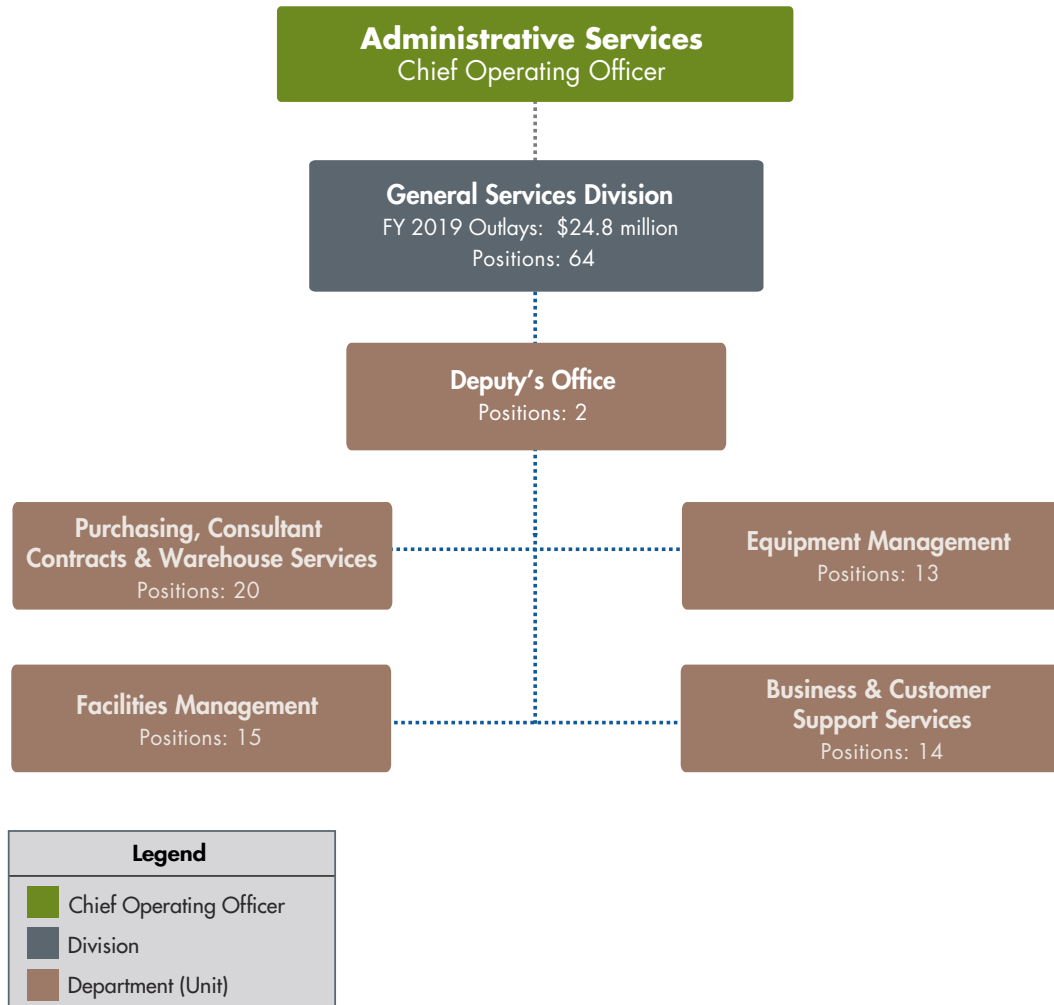
## Capital Budget by Department and Account Category

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Security &amp; Emergency Services</b>					
	Supplies	0	0	10,000	10,000
<b>Security &amp; Emergency Services (219) Total</b>		<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>
<b>Capital Total*</b>		<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>
<b>Division Total*</b>		<b>3,505,030</b>	<b>4,862,905</b>	<b>4,990,984</b>	<b>128,079</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.



## General Services Division



### Division Description and Objectives

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

#### **Business and Customer Support Services**

Business and Customer Support Services provides receptionist/switchboard, mail delivery, reprographic, word processing and forms management services.

#### **Purchasing, Consultant Contracts and Warehouse Services**

Purchasing, Consultant Contract and Warehouse Services Department purchases all goods and services, procures consultant contracts, and serves as the central receiving and distribution point for the organization.

# Division Summaries

## Equipment Management

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

## Facilities Management

Facilities Management Department maintains, renews, and upgrades District buildings and grounds.

## FY 2018 Accomplishments

- The Business and Customer Support Department provided business services efficiently to support District business needs.
- The Purchasing, Consultant Contract and Warehouse Services Department hosted Business Open House in August 2017 to share information on upcoming business opportunities in support of District projects and programs. The Warehouse Team helped support the Levanta Puerto Rico organization to secure the pick-up and storage of 23 pallets of provisions, which were later shipped to Puerto Rico to assist with recovery efforts from Hurricane Maria.
- The Equipment Management Department surpluses, replaced 15 vehicles and 28 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's one-time small capital improvement projects included: continued major work on new Employee Workspace project; expansion of 8 electric vehicle charging stations; Sacramento office remodel and expansion; Completion of Santa Teresa office renovations and moved 44 district staff; mobile workspaces for staff at Winfield; new furniture for Rinconada Water treatment Operations building and repair of sinkhole in driveway of the Water Quality Lab.

## FY 2019 Milestones

*Highlights of the General Services Division milestones include the following.*

- The Business Services Department will produce high quality reprographics and word processing deliverables per customer deadlines.
- Purchasing and Contracts Services Department will continue to host the annual Business Open House and continue to promote the District's business opportunities at vendor outreach events.
- The Warehouse program will continue to improve the current storage process and conduct the annual physical inventory.
- The Equipment Management Department will surplus and replace 12 vehicles and 23 pieces of construction equipment in accordance with the 12-year or 125,000-mile replacement criteria.
- The Facilities Management Unit for FY2019 include Facilities and Heating Ventilation Air Conditioning preventative maintenance and district space activities. Construction of hot water loop at Headquarters Building. Design phase of HQ generator replacement project. Construction for security fencing in corporation yard & along Almaden Expressway. Completion of repairs to Rinconada Water Treatment Plant controls building roof. Evaluate Winfield property as to best use of land. Collection of rent on all residential properties monthly and conduct periodic inspection of homes. Produce an annual report of earnings & expenses as of June 30, 2018 to be reported by Sept 30, 2018.

# Division Summaries

## **Budget Issues and Constraints**

Constraints of the General Services Division include funding to address deferred small capital projects. The District's facilities are fully occupied thus there is absolutely no extra space to locate new employees. This constraint on the space requires that the District consider new approaches taking into consideration cost of adding new work space, use of technology, new approaches to work including remote-work and telecommuting. 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 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Operations	16,431,539	18,384,280	19,467,005	1,082,725	6%
Operating	24,260	0	0	0	6%
Capital	6,753,026	3,814,114	5,380,817	1,566,703	41%
<b>Total *</b>	<b>23,208,824</b>	<b>22,198,394</b>	<b>24,847,822</b>	<b>2,649,428</b>	<b>12%</b>

Department (Unit)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Facilities Management	8,347,250	8,197,485	10,072,443	1,874,958	23%
Business and Customer Support Services	2,457,261	2,978,148	3,112,946	134,798	5%
Deputy's Office of General Services Division	255,119	446,384	440,460	(5,924)	-1%
Equipment Management	8,005,296	5,632,403	6,058,369	425,966	8%
Purchasing, Consultant Contracts Warehouse Services	4,143,899	4,943,973	5,163,604	219,631	4%
<b>Total *</b>	<b>23,208,824</b>	<b>22,198,394</b>	<b>24,847,822</b>	<b>2,649,428</b>	<b>12%</b>

\* Totals do not include intra-district reimbursement charges.

### Authorized Positions (excluding fellowships)

General Services Division	63	65	64	(1)**
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\*\* 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 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Business and Customer Support Services</b>					
	Salaries & Benefits	1,790,233	1,986,705	1,991,240	4,535
	Consultants	198	0	0	0
	Direct Services	637,744	966,506	1,099,481	132,975
	Supplies	7,628	9,410	9,500	90
	Other Expenses	1,635	11,450	12,725	1,275
	Fixed Assets	17,652	0	0	0
<b>Business and Customer Support Services (775) Total</b>		<b>2,455,089</b>	<b>2,974,071</b>	<b>3,112,946</b>	<b>138,875</b>
<b>Deputy's Office of General Services Division</b>					
	Salaries & Benefits	253,363	412,049	421,960	9,911
	Direct Services	525	0	0	0
	Supplies	1,231	3,050	4,500	1,450
	Other Expenses	0	12,000	14,000	2,000
<b>Deputy's Office of General Services Division (802) Total</b>		<b>255,119</b>	<b>427,099</b>	<b>440,460</b>	<b>13,361</b>
<b>Purchasing, Consultant Contracts Warehouse Services</b>					
	Salaries & Benefits	3,072,926	2,740,431	3,036,839	296,408
	Consultants	64,578	55,000	55,000	0
	Direct Services	167,320	471,527	487,925	16,398
	Supplies	806,519	1,063,000	1,012,000	(51,000)
	Other Expenses	15,045	55,997	53,620	(2,377)
<b>Purchasing, Consultant Contracts Warehouse Services (820) Total</b>		<b>4,126,388</b>	<b>4,385,955</b>	<b>4,645,384</b>	<b>259,429</b>
<b>Equipment Management</b>					
	Salaries & Benefits	1,862,486	1,897,093	2,040,201	143,108
	Direct Services	690,066	918,275	948,178	29,903
	Supplies	896,723	1,229,946	1,230,990	1,044
	Other Expenses	17,235	18,849	22,000	3,151
<b>Equipment Management (885) Total</b>		<b>3,466,510</b>	<b>4,064,163</b>	<b>4,241,369</b>	<b>177,206</b>
<b>Facilities Management</b>					
	Salaries & Benefits	2,209,003	2,450,621	2,562,527	111,906
	Consultants	89,964	185,000	185,000	0
	Direct Services	2,540,278	2,201,433	2,384,785	183,352
	Supplies	181,519	153,950	188,750	34,800
	Other Expenses	366,821	520,908	526,608	5,700
	Fixed Assets	68,458	100,000	120,000	20,000
	Utilities	696,649	921,080	929,287	8,207

# Division Summaries

## Operations Budget by Department and Account Category (Continued)

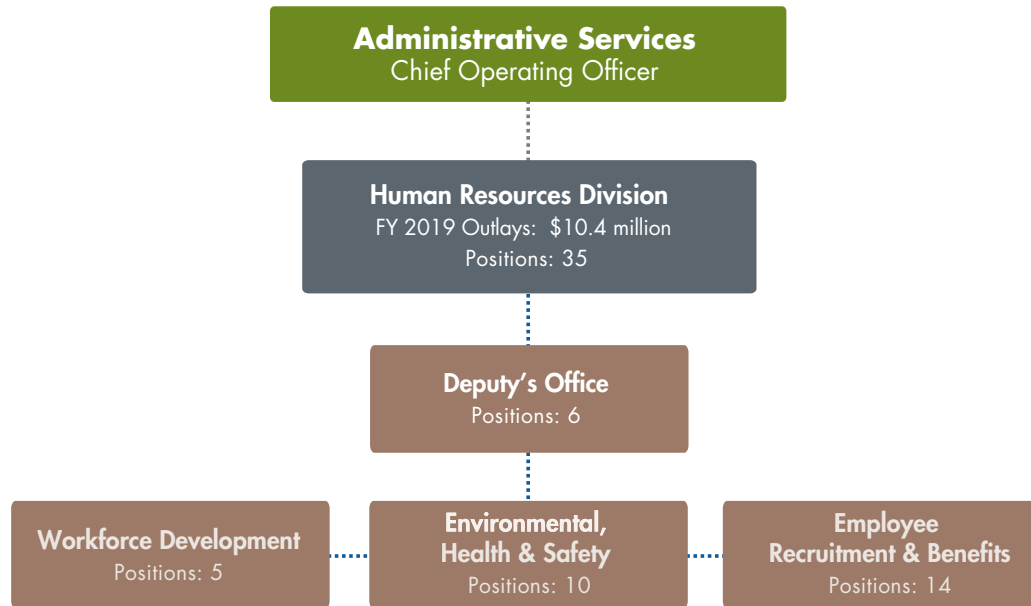
Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
	Cost Sharing & Rebates	0	0	129,889	129,889
<b>Facilities Management (887) Total</b>		<b>6,152,692</b>	<b>6,532,992</b>	<b>7,026,846</b>	<b>493,854</b>
<b>Operations Total*</b>		<b>16,455,799</b>	<b>18,384,280</b>	<b>19,467,005</b>	<b>1,082,725</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Business and Customer Support Services</b>					
	Salaries & Benefits	2,132	4,078	0	(4,078)
	Other Expenses	40	0	0	0
<b>Business and Customer Support Services (775) Total</b>		<b>2,172</b>	<b>4,078</b>	<b>0</b>	<b>(4,078)</b>
<b>Deputy's Office of General Services Division</b>					
	Salaries & Benefits	0	19,285	0	(19,285)
<b>Deputy's Office of General Services Division (802) Total</b>		<b>0</b>	<b>19,285</b>	<b>0</b>	<b>(19,285)</b>
<b>Purchasing, Consultant Contracts Warehouse Services</b>					
	Salaries & Benefits	17,511	558,018	518,220	(39,798)
<b>Purchasing, Consultant Contracts Warehouse Services (820) Total</b>		<b>17,511</b>	<b>558,018</b>	<b>518,220</b>	<b>(39,798)</b>
<b>Equipment Management</b>					
	Salaries & Benefits	23,034	22,629	0	(22,629)
	Fixed Assets	4,515,752	1,485,612	1,757,000	271,388
	Supplies	0	60,000	60,000	0
<b>Equipment Management (885) Total</b>		<b>4,538,786</b>	<b>1,568,241</b>	<b>1,817,000</b>	<b>248,759</b>
<b>Facilities Management</b>					
	Salaries & Benefits	61,806	69,819	36,997	(32,822)
	Fixed Assets	11,608	0	0	0
	Supplies	(302)	0	0	0
	Consultants	45,214	0	0	0
	Direct Services	2,076,232	1,594,674	3,008,600	1,413,926
<b>Facilities Management (887) Total</b>		<b>2,194,557</b>	<b>1,664,493</b>	<b>3,045,597</b>	<b>1,381,104</b>
<b>Capital Total*</b>		<b>6,753,026</b>	<b>3,814,114</b>	<b>5,380,817</b>	<b>1,566,703</b>
<b>Division Total*</b>		<b>23,208,824</b>	<b>22,198,394</b>	<b>24,847,822</b>	<b>2,649,428</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

## Human Resources Division



Legend	
<span style="color: green;">■</span>	Chief Operating Officer
<span style="color: grey;">■</span>	Division
<span style="color: brown;">■</span>	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 the following programs: Recruitment, Classification and Compensation, Benefits, Talent Management, Environmental Health and Safety, and Equal Employment Opportunity.

# Division Summaries

## **Workforce Development**

This department administers the District-wide Talent Management Program and Rotation Programs established to provide a capable workforce by meeting the training and professional development needs of the District. The program will equip employees with the tools to promote continuous learning and professional growth. The program also provides leadership development, performance management, succession development, general training, health and safety training, and the administration of training records in compliance with QEMS ISO processes.

## **Environmental, Health & Safety**

As part of the District's Administration function, the Environmental, Health & Safety Unit provides services for all District Divisions and staff. These services cover a wide range of activities including environmental, health and safety written program development and maintenance, incident investigation services, inspection and audit services and support, hazard analysis and risk prevention services, alcohol and drug abuse prevention and testing services, hazardous materials and hazardous waste management, regulatory permit compliance management, 24/7 hazardous materials emergency response capabilities, ergonomic evaluations and workspace modifications, and liaison with regulatory agencies when required. Additionally, the Environmental, Health and Safety (EH&S) Unit responds to requests from customers for specific health and safety services or program assistance to ensure that the District's health and safety programs are functional and sustainable.

## **Employee Recruitment and Benefits**

This department includes Recruitment & Examination, Internship Programs, Benefits & Wellness, and Classification & Compensation. These units are 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, 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.)

## **FY 2018 Accomplishments**

- Created and launched several programs geared towards employee development including, Coaching, Competency Training and Emerging Leaders Certification Program.
- Improved internal processes, forms, and websites to provide a more efficient and streamlined service to employees & managers.
- Upgraded the District's online training portal to provide updated training content and maintain employee training records.
- Implemented a new Memorandum of Understanding for each of the three Bargaining Units.
- Completed the classification and compensation studies for the Engineers Society and Employees Association Bargaining Units.
- Received several awards for the Wellness program and reached 82% employee engagement.



## Division Summaries

- Completed annual Disparate Impact Analysis and Form 700 filings.
- EH&S effectively responded to a fuel spill at Canoas Creek San Jose and oversaw cleanup activities.
- EH&S addressed numerous fall protection hazards and rolled out mitigation efforts including providing enhanced training for field maintenance staff.
- Increased recruitment efforts to reach underserved members of the community by participating in recruitment events such as Bay Area Silicon Valley Bilingual & Diversity Job fair, San Jose State University 's Diversity Career Fair and MESA SJSU Mock Interviews.
- Increased summer internships, both college and high school, for a total of 65 internships.

### **FY 2019 Milestones**

- Implement and administer various employee development programs including, two rotation programs for Engineers Society and Employees Association Bargaining Units.
- Launch an online new employee onboarding module to help automate the collection and management of new-hire paperwork.
- Conduct regulatory HR compliance training.
- Enhance leadership and management training for supervisors and managers.
- Implement a new Learning Management System.
- Conduct a minimum of 30 required safety training classes in-house.
- Prepare two, biannual, District environmental compliance reports.

### **Budget Issues and Constraints**

The workload in Human Resources has increased significantly in all units due to a high volume of retirements and the business need to develop our current employees for management positions. This has resulted in unplanned work with the existing staff.

# Division Summaries

## Human Resources Division — Budget Summary

Project Type (Category)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Operations	7,693,313	9,450,479	9,901,957	451,477	5%
Operating	461	0	0	0	5%
Capital	10,790	225,760	494,100	268,340	119%
<b>Total *</b>	<b>7,704,564</b>	<b>9,676,239</b>	<b>10,396,056</b>	<b>719,818</b>	<b>7%</b>

Department (Unit)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Employee Recruitment and Benefits	3,078,006	3,459,745	4,096,271	636,526	18%
Deputy's Office of HR division	1,071,918	1,401,353	1,490,017	88,664	6%
Workforce Development	1,172,883	2,212,210	2,029,981	(182,229)	-8%
Environmental, Health & Safety	2,381,757	2,602,931	2,779,787	176,856	7%
<b>Total *</b>	<b>7,704,563</b>	<b>9,676,239</b>	<b>10,396,056</b>	<b>719,818</b>	<b>7%</b>

\* Totals do not include intra-district reimbursement charges.

### Authorized Positions (excluding fellowships)

Human Resources Division	33	34	35	1**
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\*\* 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 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Workforce Development</b>					
	Salaries & Benefits	770,172	811,998	833,531	21,533
	Consultants	152,511	351,600	480,000	128,400
	Direct Services	172,511	184,500	224,500	40,000
	Supplies	14,520	60,750	67,450	6,700
	Other Expenses	63,168	772,300	424,500	(347,800)
<b>Workforce Development (623) Total</b>		<b>1,172,883</b>	<b>2,181,148</b>	<b>2,029,981</b>	<b>(151,167)</b>
<b>Deputy's Office of HR division</b>					
	Salaries & Benefits	1,013,460	1,125,379	1,213,051	87,672
	Consultants	25,000	150,000	160,000	10,000
	Direct Services	14,049	61,750	50,100	(11,650)
	Supplies	4,902	7,200	7,000	(200)
	Other Expenses	12,073	4,060	6,435	2,375
<b>Deputy's Office of HR division (915) Total</b>		<b>1,069,484</b>	<b>1,348,389</b>	<b>1,436,586</b>	<b>88,197</b>
<b>Environmental, Health &amp; Safety</b>					
	Salaries & Benefits	1,698,712	1,887,367	1,931,078	43,711
	Consultants	156,092	232,948	291,540	58,592
	Direct Services	183,320	118,375	175,625	57,250
	Supplies	247,243	279,441	291,946	12,505
	Other Expenses	92,709	84,800	84,800	0
<b>Environmental, Health &amp; Safety (916) Total</b>		<b>2,378,076</b>	<b>2,602,931</b>	<b>2,774,989</b>	<b>172,058</b>
<b>Employee Recruitment and Benefits</b>					
	Salaries & Benefits	2,239,980	2,265,917	2,397,093	131,176
	Consultants	169,433	52,000	167,000	115,000
	Direct Services	536,568	799,344	889,058	89,714
	Supplies	4,419	21,000	12,000	(9,000)
	Other Expenses	122,930	179,750	195,250	15,500
<b>Employee Recruitment and Benefits (927) Total</b>		<b>3,073,331</b>	<b>3,318,011</b>	<b>3,660,401</b>	<b>342,390</b>
<b>Operations Total*</b>		<b>7,693,774</b>	<b>9,450,479</b>	<b>9,901,957</b>	<b>451,477</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Workforce Development</b>					

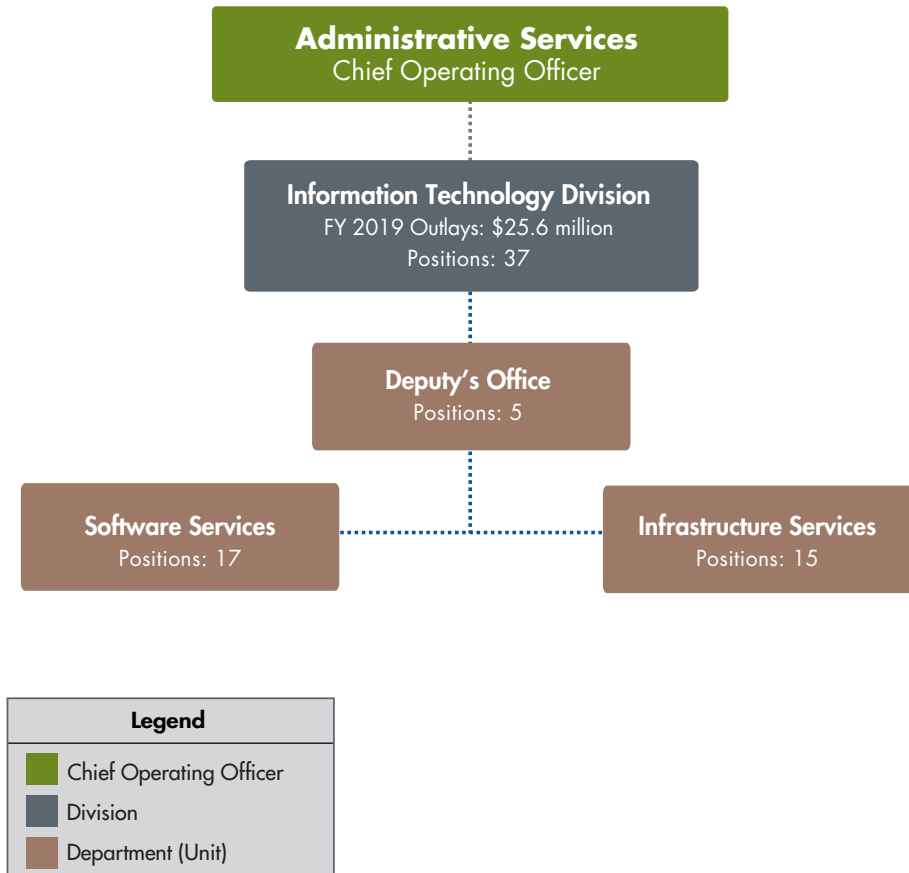
# Division Summaries

## Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
	Salaries & Benefits	0	31,062	0	(31,062)
<b>Workforce Development (623) Total</b>		<b>0</b>	<b>31,062</b>	<b>0</b>	<b>(31,062)</b>
<b>Deputy's Office of HR division</b>					
	Salaries & Benefits	2,434	52,965	53,432	467
<b>Deputy's Office of HR division (915) Total</b>		<b>2,434</b>	<b>52,965</b>	<b>53,432</b>	<b>467</b>
<b>Environmental, Health &amp; Safety</b>					
	Salaries & Benefits	3,681	0	4,798	4,798
<b>Environmental, Health &amp; Safety (916) Total</b>		<b>3,681</b>	<b>0</b>	<b>4,798</b>	<b>4,798</b>
<b>Employee Recruitment and Benefits</b>					
	Salaries & Benefits	4,554	141,733	435,870	294,137
	Supplies	121	0	0	0
<b>Employee Recruitment and Benefits (927) Total</b>		<b>4,675</b>	<b>141,733</b>	<b>435,870</b>	<b>294,137</b>
<b>Capital Total*</b>		<b>10,790</b>	<b>225,760</b>	<b>494,100</b>	<b>268,340</b>
<b>Division Total*</b>		<b>7,704,563</b>	<b>9,676,239</b>	<b>10,396,056</b>	<b>719,818</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

## Information Technology Division



### Division Description and Objectives

The Information Technology Division serves the technology needs of the District, 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 the District's: (1) physical technology infrastructure; (2) cyber security posture; and (3) software application portfolio.

The Division's objectives are:

- Effectively manage the delivery of District's technology services;
- Guide technology decision-making to ensure consistency with the District'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, District'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 develops (where appropriate), supports, and maintains the District's business applications. These include Enterprise Resources Planning (ERP) system, work and asset management system (Maximo), geographic information system (GIS), in-house applications, and the District's internet and intranet.

## FY 2018 Accomplishments

- Upgraded the board room audio visual environment and systems.
- Supported Office of Communications to modernize the District website.
- Completed SMP2 application enhancements. Generated Annual Summary Report and Notice of Proposed Work.
- Completed Flood Forecast/Warning application enhancements.
- Redesigned existing system for housing water supply and consumption data for flexible reporting and better planning and modeling; validated and consolidated data.
- Recommended to the Board and received Board's direction to stop the PeopleSoft upgrade project; and begin the RFP process to implement a new Enterprise Resource Planning (ERP) system.
- Supported the Budget Office to complete Vena system's enhancements for the District's Budgeting module; supported Capital Program department to complete the implementation of the Capital Planning module to replace the obsolete Capital Dashboard tool.
- Expanded and developed the environmental database with Fisheries module and migrate historical data into Wildlife.
- Reviewed the findings of the Cyber Security Vulnerability Assessment report and progressively implemented the recommendations, thereby improving the security of the District network.
- Implemented Proof of Concept for water utility engineering technical infrastructure network upgrade.

# Division Summaries

## FY 2019 Milestones

- Develop and acquire resources to begin implementing a three-year IT strategic plan.
- Complete the RFP process, finalize the selection of a Consultant and an Enterprise Resource Planning (ERP) system, and begin the implementation of the system.
- Support Finance department to implement the Financial Forecasting module within the Vena system.
- Implement geographic information system (GIS) roadmap Phase 1 and 2.
- Complete implementation of e-litigation and e-discovery system.
- Support Records Management Office and begin the RFP process for an Electronic Content Management (ECM) system implementation.
- Complete the last phase of a multiyear wireless networking project, providing wireless networking at all District facilities.
- Prepare plans and implement IT disaster recovery systems and real-time cutover in the event of a major disaster.
- Expanded wireless network to Santa Teresa Water Treatment Plant, Vasona Pump Plant, and Coyote Pump Plant.
- Continue to replace desktop computers based on a four-year computer replacement cycle, upgrading the operating systems to the latest standards.
- Continue addressing the findings of the Cyber Security Vulnerability Assessment report and implement the recommendations, thereby improving the security of the District network.
- Complete upgrade for water utility engineering technical infrastructure network.

## 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 the District:

- Having sufficient and appropriate staffing resources to support the District's growing technology infrastructure and to become a more digital organization.
- Having sufficient and appropriate staffing resources to support the District's cyber security improvement program.
- Engagement and capacity of business partners to support planned projects.
- Decision-making support to balance a demanding and growing project portfolio.

# Division Summaries

## Information Technology Division — Budget Summary

Project Type (Category)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Operations	9,938,743	11,150,518	12,241,400	1,090,882	10%
Operating	195,808	0	0	0	10%
Capital	4,605,478	16,364,632	13,331,962	(3,032,670)	-19%
<b>Total *</b>	<b>14,740,029</b>	<b>27,515,150</b>	<b>25,573,362</b>	<b>(1,941,788)</b>	<b>-7%</b>

Department (Unit)	FY 2017 Budgetary Actuals	FY 2018 Adopted Budget	FY 2019 Adopted Budget	FY 2019 Change \$	FY 2019 Change %
Software Services	4,653,979	5,494,807	5,954,476	459,669	8%
Infrastructure Services	8,552,702	12,780,551	10,372,824	(2,407,728)	-19%
Deputy's Office of Information Technology Division	1,533,348	9,239,792	9,246,062	6,271	0%
<b>Total *</b>	<b>14,740,029</b>	<b>27,515,150</b>	<b>25,573,362</b>	<b>(1,941,788)</b>	<b>-7%</b>

\* Totals do not include intra-district reimbursement charges.

### Authorized Positions (excluding fellowships)

Information Technology Division	38	39	37	(2)**
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\*\* 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 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Deputy's Office of Information Technology Division</b>					
	Salaries & Benefits	669,184	657,278	643,884	(13,394)
	Consultants	0	58,000	0	(58,000)
	Direct Services	4,039	50,720	25,793	(24,927)
	Supplies	2,608	1,030	1,050	20
	Other Expenses	18,609	30,800	39,000	8,200
<b>Deputy's Office of Information Technology Division (715) Total</b>		<b>694,440</b>	<b>797,828</b>	<b>709,727</b>	<b>(88,101)</b>
<b>Software Services</b>					
	Salaries & Benefits	3,040,951	2,950,836	3,221,948	271,112
	Consultants	259,518	500,000	720,000	220,000
	Direct Services	926,593	1,044,033	1,131,827	87,794
	Supplies	1,531	0	0	0
	Other Expenses	28,957	50,000	50,000	0
<b>Software Services (725) Total</b>		<b>4,257,551</b>	<b>4,544,869</b>	<b>5,123,775</b>	<b>578,906</b>
<b>Infrastructure Services</b>					
	Salaries & Benefits	2,438,028	2,346,730	2,474,388	127,659
	Consultants	185,893	546,750	972,000	425,250
	Direct Services	2,305,320	2,589,175	2,725,675	136,500
	Supplies	30,742	39,750	51,000	11,250
	Other Expenses	220,592	285,416	184,835	(100,581)
	Fixed Assets	1,986	0	0	0
<b>Infrastructure Services (735) Total</b>		<b>5,182,560</b>	<b>5,807,821</b>	<b>6,407,898</b>	<b>600,078</b>
<b>Operations Total*</b>		<b>10,134,551</b>	<b>11,150,518</b>	<b>12,241,400</b>	<b>1,090,882</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
<b>Deputy's Office of Information Technology Division</b>					
	Salaries & Benefits	258,347	271,567	350,439	78,872
	Consultants	24,900	6,913,396	6,913,396	0
	Direct Services	553,312	1,150,000	1,165,500	15,500
	Other Expenses	2,348	5,000	5,000	0
	Fixed Assets	0	102,000	102,000	0
<b>Deputy's Office of Information Technology Division (715) Total</b>		<b>838,908</b>	<b>8,441,963</b>	<b>8,536,335</b>	<b>94,372</b>
<b>Software Services</b>					

# Division Summaries

## Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2017 Budgetary Actual	FY 2018 Adopted \$	FY 2019 Adopted \$	FY 2019 Change \$
	Salaries & Benefits	193,693	574,938	355,701	(219,237)
	Consultants	198,450	375,000	475,000	100,000
	Direct Services	4,286	0	0	0
<b>Software Services (725) Total</b>		<b>396,428</b>	<b>949,938</b>	<b>830,701</b>	<b>(119,237)</b>
<b>Infrastructure Services</b>					
	Salaries & Benefits	189,664	503,761	238,425	(265,336)
	Consultants	267,840	942,670	125,000	(817,670)
	Direct Services	200,925	695,600	278,600	(417,000)
	Other Expenses	21	0	0	0
	Fixed Assets	2,711,692	4,830,700	3,322,900	(1,507,800)
<b>Infrastructure Services (735) Total</b>		<b>3,370,142</b>	<b>6,972,731</b>	<b>3,964,925</b>	<b>(3,007,806)</b>
<b>Capital Total*</b>		<b>4,605,478</b>	<b>16,364,632</b>	<b>13,331,962</b>	<b>(3,032,670)</b>
<b>Division Total*</b>		<b>14,740,029</b>	<b>27,515,150</b>	<b>25,573,362</b>	<b>(1,941,788)</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.