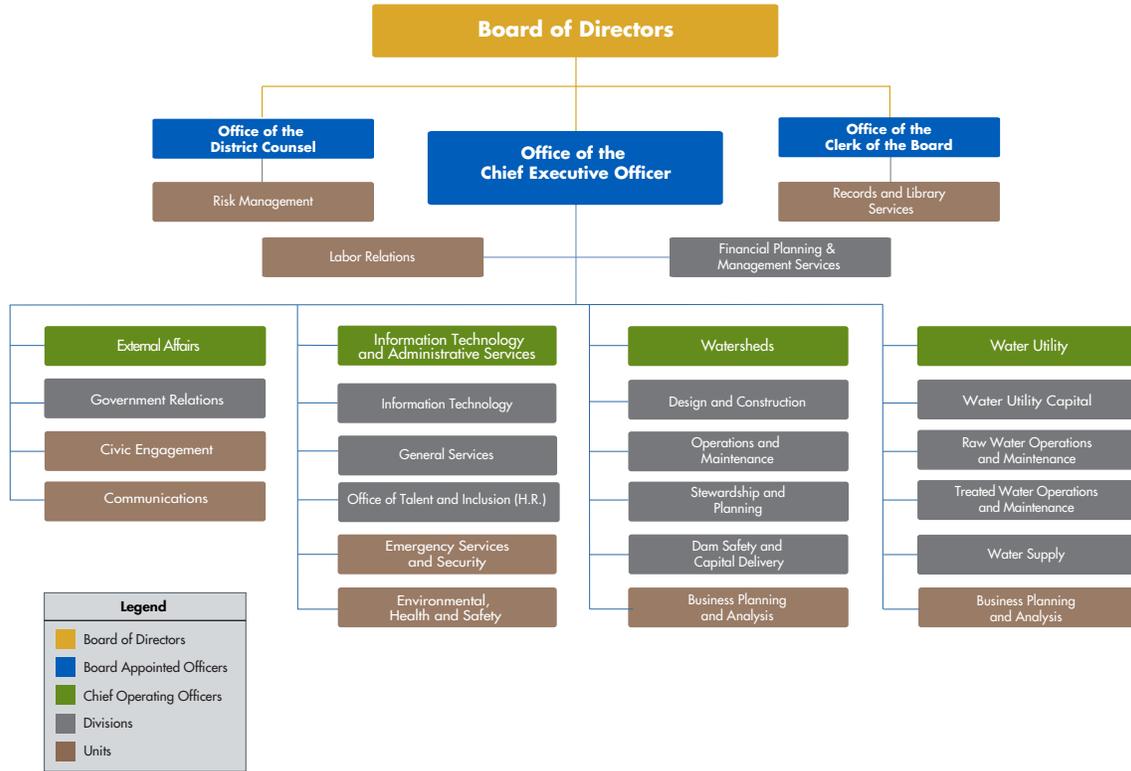


# DIVISION SUMMARIES

# Division Summaries

## Valley Water Organizational Chart



# Division Summaries

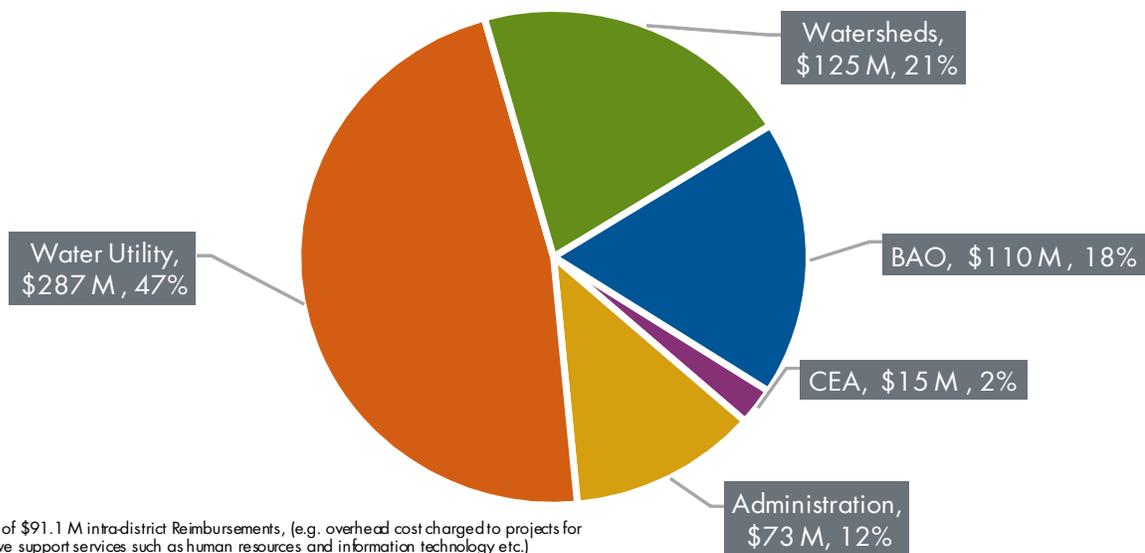
## Description

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

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

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

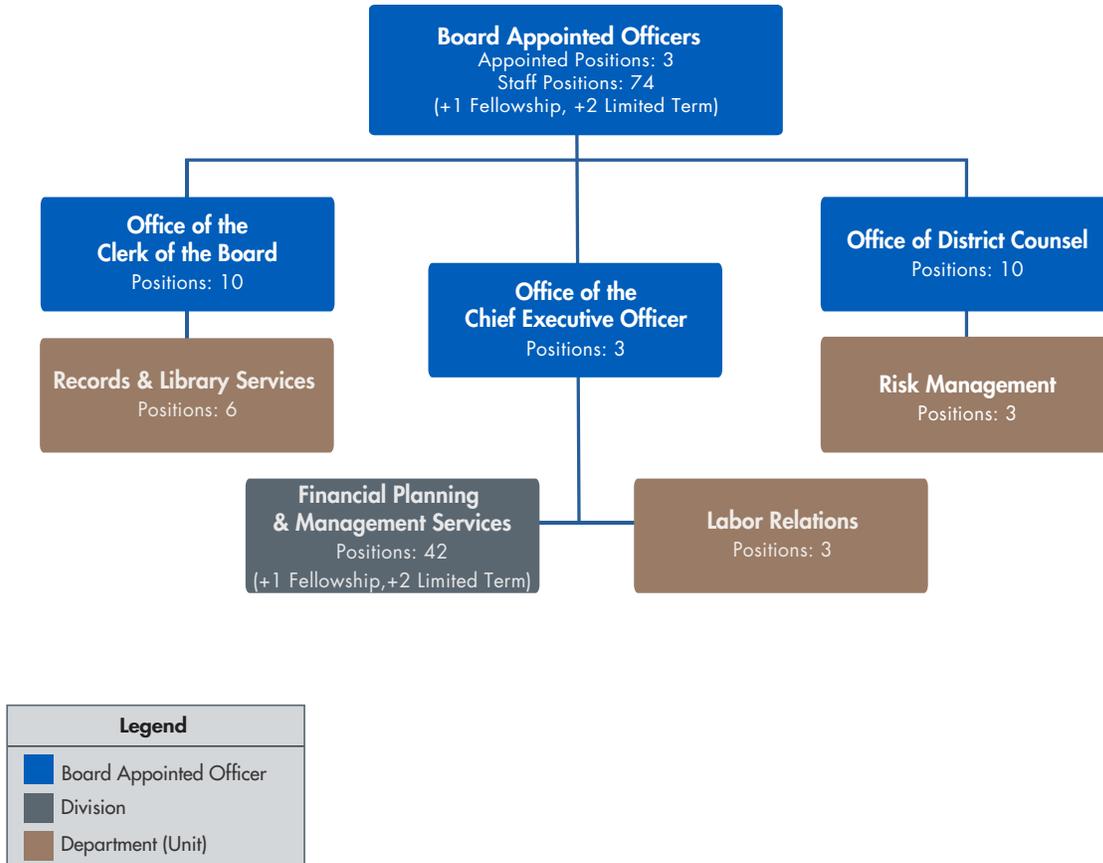
**FY 2020-21 Adopted Budget Summary by Org Area, \$610 Million<sup>1</sup>**



<sup>1</sup>Total is net of \$91.1 M intra-district Reimbursements, (e.g. overhead cost charged to projects for administrative support services such as human resources and information technology etc.)

# Division Summaries

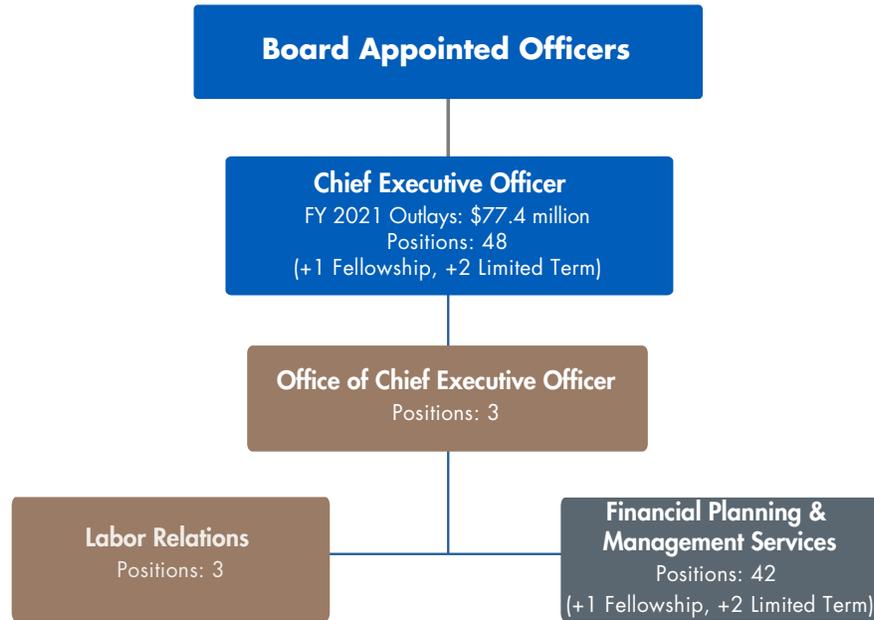
## Board Appointed Officers



## Description

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

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

# Division Summaries

## Labor Relations

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

## FY 2020 Accomplishments

During FY 2020, the Office of the CEO completed the following activities:

- Successfully held monthly Management Leadership Team meetings for management team building and development as well as communication, discussion, and presentations of real-time issues affecting Valley Water.
- Consistently held monthly Leadership Team meetings to engage in dialogue on processes, issues, and activities impacting Valley Water and to inform the Leadership Team of issues and challenges.
- Fostered cooperative and collaborative working relationships with other agencies.
- Maintained transparency by sending out organization-wide communications regarding key Board decisions and major issues. In addition to organization-wide communications, the Office of the CEO posts to the CEO Corner on [aqua.gov](http://aqua.gov) to keep staff informed and respond to staff inquiries.
- Provided bi-weekly updates to the Board through the Board Fact Sheet regarding progress on the Board's FY20 Board Priorities as outlined in the Board Work Plan.
- Ensured organizational fiscal accountability and transparency through an open and transparent budget process.
- Represented Valley Water in meetings and at conferences including Water Solutions Network Annual Retreat, WaterReuse Symposium, CFEE Conference, ACWA Conferences, Annual CUWA Board Workshop, Western Urban Water Coalition Meetings, NAFSMA, CDSA GM Leadership Summit, and AWWA Annual Conference.
- Reviewed expenses to ensure they are within budget allocation.
- Organized a Board Strategic Planning Retreat on February 18, 2020, to identify strategic priorities and develop the FY21 Board Work Plan.
- Provided leadership and organizational guidance during the COVID-19 pandemic and shelter-in-place directive, declaring the State of Emergency for Valley Water and hosting weekly Town Hall Meetings to keep employees regularly informed.
- Developed Individual Classification Study Work Instruction with Human Resources. Negotiated Work Instruction with the Bargaining Units.
- Developed Living Wage Policy Adopted by the Valley Water Board of Directors.
- Worked with Benefits Unit in the development and implementation of new Temporary Promotion/Out of Class Work Instruction.
- Facilitated and negotiated with appropriate bargaining units, multiple re-organizations in Watersheds, Water Utility, and Administration Divisions.
- Worked with the Human Resource staff and District Counsel office to develop a partial service retirement program for designated key staff members.
- Facilitated eleven separate training opportunities for managers and supervisors.
- Hosted/facilitated Board of Directors and Bargaining Unit workshop on pensions.

## Division Summaries

- Developed Management 101 training on Labor Relations issues to managers and supervisors at Valley Water. Training postponed due to COVID-19.
- Worked with Valley Water Board of Director's Capital Improvement Program Committee to develop a Project Labor Agreement recommendation to Valley Water Board of Directors.

### **FY 2021 Milestones**

- Ensure organizational fiscal accountability and transparency through June 2021.
- Maintain and ensure approved audit recommendations are fully implemented through June 2021.
- Update the strategies for achieving the Board Ends Policies by June 2021.
- Ensure that systematic workforce development and succession planning process is implemented by June 2021.
- Establish a process and receive a 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 2021.
- Attend monthly City Manager's Meetings through June 2021.
- Attend monthly meetings in Sacramento – CEO sits on Board for monthly Delta Habitat Conservation and Conveyance Program (DHCCP), State and Federal Contractors Water Agency (SFCWA) meetings, and California Urban Water Agencies (CUWA) bi-monthly meetings through June 2021.
- Attend business related conferences, such as City Managers' conference, Association of California Water Agencies' conferences, and other pertinent conferences through June 2021.
- Review expenses to ensure they are within budget allocations.
- Report on labor relation issues at the Management-Leadership Team meetings (quarterly).
- Collaborate with Workforce Development Department to develop training programs, as appropriate, by June 30, 2021.
- Provide coaching and training to managers according to policies and MOU, as needed, by June 30, 2021.
- Complete preparations for contract negotiations for successor MOU for EA, ES, and PMA, by June 30, 2021.
- Continue working with Valley Water's Capital Improvement Program Committee and Board of Directors regarding potential negotiation/implementation of the Project Labor Agreement.

# Division Summaries

## Office of the CEO — Budget Summary

Project Type (Category)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	2,089,490	1,926,613	2,219,480	292,867	15%
<b>Total *</b>	<b>2,089,490</b>	<b>1,926,613</b>	<b>2,219,480</b>	<b>292,867</b>	<b>15%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Labor Relations	816,904	840,209	933,066	92,857	11%
Office of the CEO	1,272,586	1,086,405	1,286,415	200,010	18%
<b>Total *</b>	<b>2,089,490</b>	<b>1,926,613</b>	<b>2,219,480</b>	<b>292,867</b>	<b>15%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### Office of the CEO - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
<b>Authorized Positions**</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>

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

For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

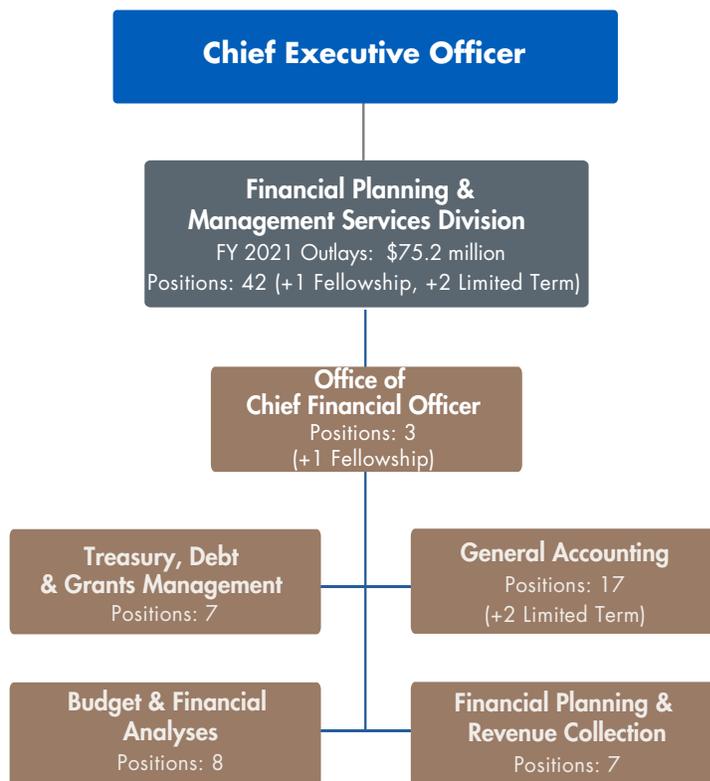
# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Office of the CEO</b>					
	Salaries & Benefits	925,979	846,180	999,709	153,529
	Services & Supplies	242,483	133,700	137,800	4,100
	Intra District Charges	104,125	106,525	148,905	42,381
<b>Office of the CEO (102) Total</b>		<b>1,272,586</b>	<b>1,086,405</b>	<b>1,286,415</b>	<b>200,010</b>
<b>Labor Relations</b>					
	Salaries & Benefits	695,806	690,951	757,821	66,869
	Services & Supplies	36,537	56,985	54,600	(2,385)
	Intra District Charges	84,561	92,272	120,645	28,373
<b>Labor Relations (917) Total</b>		<b>816,904</b>	<b>840,209</b>	<b>933,066</b>	<b>92,857</b>
<b>Operations Total*</b>		<b>2,089,490</b>	<b>1,926,613</b>	<b>2,219,480</b>	<b>292,867</b>
<b>Division Total*</b>		<b>2,089,490</b>	<b>1,926,613</b>	<b>2,219,480</b>	<b>292,867</b>

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

## Financial Planning and Management Services Division



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

### 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

# Division Summaries

processes or practices in order to improve productivity.

## **Treasury, Debt, and Grants Management**

Treasury, Debt, and Grants Management manages districtwide treasury, debt financing, and grants programs, which includes the investment portfolio with a book value of over \$620 million, debt portfolio of over \$600 million, and annual grants reimbursements in excess of \$30 million. In addition to managing the debt service budget, the department also prepares all legally required reports to meet bond covenants as well as state and federal requirements to ensure compliance with securities laws. Furthermore, working with the external municipal advisor and bond/disclosure counsel, the department leads debt issuance activities to provide the necessary funding to pay for capital projects. The department leads grant management activities includes the application and administration of local, state, and federal grants and cost-sharing agreements for capital projects. Finally, the department provides professional financial advisory to support key capital projects such as the California Delta Conveyance Project, Pacheco Reservoir, Los Vaqueros Reservoir, Sites Reservoir, Recycled and Purified Water Public-Private-Partnership, among others. The department strives to achieve the objectives of maintaining high credit ratings, keeping financing costs low, ensuring the safety, liquidity, and yield of Valley Water's funds and maximizing grant funding opportunities.

## **Budget and Financial Analyses**

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

## **General Accounting**

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

## **Financial Planning and Revenue Collection**

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

# Division Summaries

## Continual Improvement

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

## FY 2020 Accomplishments

During FY 2020, the FPMSD completed the following activities:

- Earned \$13 million in interest income from the investment portfolio.
- Met all debt compliance legal requirements such as the Annual Continuing Disclosure filing on EMMA as required by the Securities Exchange Commission, and California State Treasurer's Annual Debt Transparency Report.
- Provided ongoing financial support for various projects, such as the Delta Conveyance, Palo Alto/Mountain View Recycled and Purified Water option analysis, Pacheco Reservoir, Sites Reservoir, and Los Vaqueros Reservoir.
- Completed various debt financings: \$150 million Letter of Credit renewal; \$38 million debt refunding (Series 2019C) which yielded budgetary savings of approximately \$700,000 per year and total net present value budgetary savings of \$9.7 million; replaced two standby letters of credit (LOCs) with new LOCs; issued \$120 million in Commercial Paper, and obtained board approval for solicitation and negotiation of up to \$200 million in revolving line(s) of credit.
- Increased local bank investments to \$28 million, or about 4.5% of the investment portfolio in compliance with the Board's direction to invest up to 5% of the portfolio in local banks.
- Successful completion of FY2019 Single Audit.
- Successful completion of DWR's Flood Control Subventions Program Audit for Lower Silver Creek Watershed Project Claims 86 through 91 by State Controller's Office.
- Successful completion and close-out of the \$25 million grant from the California Department of Water Resources (DWR) for the Stormwater Flood Management Grant Program for the Lower Silver Creek Reaches 4 – 6 and Lake Cunningham Project.
- Developed a cost of service tool that equitably distributes costs based on the proposed Groundwater Benefit Zones that stem from the most recent groundwater benefit study.
- Completed the first half of FY 2020 QEMS internal audits.
- Facilitated completion of QEMS internal Audits.
- Delivered PERS/OPEB update to Board on Nov 26, 2019.
- Provided leadership and support to the Financial Sustainability Group in their effort to complete the activities including, (i) Reviewed opportunities to assess fees related to city/county development plans; (ii) Reviewed and discussed flood protection related ends policies; (iii) Reviewed Redevelopment Agency (RDA) Successor Agency revenue historical actuals and forecast; and (iv) Discussed potential Safe Clean Water renewal effort.
- Produced FY 2020-21 Adopted Summary Document prior to June 30, 2020.
- Distributed FY 2020-21 Adopted Budget Summary prior to July 1, 2020.
- Finalized the FY18-19 Comprehensive Annual Financial Report in accordance with the Governmental Finance Officers Association standards for excellence.

## Division Summaries

- Continued implementation of Munibilling for groundwater, recycled water, and surface water accounts.
- Completed audit of the District's 2018-2019 parcel tax database to determine if the parcels were assessed/taxed with the approved assessment methodology.
- Streamlined the Senior Exemption Program. Increased the number of active seniors in the Senior Exemption Program to 4,755.
- Property Tax totals for FY19/20: Safe Clean Water - \$46.5M, Flood Control Benefit Assessment - \$13.6M.
- Completed, produced, and filed the 49th Annual Report on the Protection and Augmentation of Water Supplies.

## FY 2021 Milestones

- Actively manage \$600M+ investment portfolio, and \$600M long-term debt portfolio and \$150 million Commercial Paper Program.
- Solicit and negotiate up to \$200 million revolving line(s) of credit to provide ongoing liquidity to support the capital improvement plan and eligible purposes.
- Issue Water Utility Refunding Revenue Bonds, Series 2020A/B, and 2021A/B with an estimated par amount of \$122 million and \$131 million respectively.
- Provide ongoing financial support for various projects, such as the California Delta Conveyance, Countywide Water Reuse Program, Pacheco Reservoir, Sites Reservoir, and Los Vaqueros Reservoir.
- Manage grants, cost-sharing agreements, and State Flood Subvention Program; prepare quarterly reporting and schedule/claims for allowable expenditures.
- Facilitate completion of QEMS internal audits.
- Oversee CEO-directed and Board-directed audit contracts and monitor contract expenditures on an ongoing basis.
- Provide PERS/OPEB update to the Board by March of each year.
- Complete Comprehensive Development Impact Fee studies if consultant \$'s are funded.
- Continue to provide leadership and support to the Financial Sustainability Group.
- Produce a structurally balanced budget throughout the budget process and finalize the Adopted Budget Summary in time for Board Adoption on or prior to June 30, on an annual basis. Additionally, distribute the Adopted Budget Summary within one month after Board Adoption or prior to July 1.
- Address Budget requests during the fiscal year for projects, services, or staff requests that are unbudgeted as part of the Adopted Budget; identify spending offset or funding source at the time of the request and ensure that the request has a net-zero effect, a balanced transaction, on the budget.
- Ensure that all Valley Water Funds shall maintain adequate reserves per the District Reserve policy and maintain prudent financial planning to ensure sufficient resources for current services and obligations, and to prepare for future anticipated funding requirements and unforeseen events. The department will update districtwide reserve schedules within 24 hours of any budget adjustment.
- In preparation for each budget pass, produce position file, overhead, and benefit rates. After each budget pass, produce proforma reports, trend data information on selected items, fund target analysis results, and detail budget files (reports are produced in March, April, and May).
- Produce and support the organization with detailed analysis and presentation materials for senior management and Board of Directors meetings and presentations.

## Division Summaries

- Load Adopted Budget to Financial System by July 1 and publish on Valley Water's website by July 30. Additionally, annually, prepare and obtain approvals for Purchase Orders and contracts for budget systems by September of each year, monthly financial reports within one week of accounting period closing and final carry forward budget in October.
- Review Board Agenda materials for accuracy and consistency with financial policy and practices within 24 hours of receipt.
- Process month-end close by the 10th of the following month.
- Finalize the Comprehensive Annual Financial Report in accordance with the Governmental Finance Officers Association standards for excellence by the end of December 2020, maintaining the District's "Unmodified Audit Opinion" regarding the independent examination of District Financials.
- Print weekly vendor checks by Thursday afternoon and send to the mailroom by Friday morning.
- Process and distribute employee paychecks by Thursday morning every other week.
- Submit the FY20 Financial Transactions Report to the State Controller's Office by the end of February 2021.
- Submit 2020 calendar year Compensation Report to the State Controller's Office by April 2021.
- Generate semi-annual and annual groundwater, surface water, and recycled water statements by January and July of each year. Generate monthly groundwater and treated water invoices by the 10th of each month.
- Submit SCW special tax and benefit assessment tax information to the county assessor's office by August of each year.
- Compile, produce, and file with the Clerk of the Board the annual report on the Protection and Augmentation of Water Supplies on or before the last Friday in February.
- Implement new INFOR Enterprise Resource Planning (ERP) System by the end of FY21.
- Participate in ERP implementation to ensure accurate data load of budget data to/from the INFOR (New ERP) and Vena (currently the budget system).
- Revise and improve Budget Status reports after the implementation of ERP system.
- Provide Annual SCW financial report and other financial information to be included in the Safe Clean Water and Natural Flood Protection Annual Report.

# Division Summaries

## Financial Planning and Management Services Division — Budget Summary

Project Type (Category)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	11,706,133	11,508,565	12,787,214	1,278,649	11%
Operating Project	0	0	0	0	0%
Debt Service	42,451,281	58,607,155	61,811,513	3,204,358	5%
Capital	43,990	126,459	573,011	446,552	353%
<b>Total *</b>	<b>54,201,404</b>	<b>70,242,179</b>	<b>75,171,739</b>	<b>4,929,560</b>	<b>7%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Office of CEO Support	632,698	0	0	0	0%
Budget and Financial Analyses	1,947,497	2,134,557	2,259,970	125,412	6%
Office of CFO	1,237,061	2,436,453	1,877,543	(558,911)	-23%
Continual Improvement	272,504	0	0	0	-23%
Treasury, Debt, and Grants Management	44,483,527	59,759,314	64,152,216	4,392,902	7%
General Accounting	3,321,042	3,571,158	4,304,049	732,891	21%
Financial Planning and Revenue Collection	2,307,076	2,340,696	2,577,961	237,265	10%
<b>Total *</b>	<b>54,201,404</b>	<b>70,242,179</b>	<b>75,171,739</b>	<b>4,929,560</b>	<b>7%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### Financial Planning and Management Services Division - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
Authorized Positions **	42	41	42	1

\*\* Authorized positions exclude limited term positions and management fellows.  
For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Office of CEO Support</b>					
	Services & Supplies	632,698	0	0	0
<b>Office of CEO Support (105) Total</b>		<b>632,698</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Treasury, Debt, and Grants Management</b>					
	Salaries & Benefits	900,955	749,287	1,479,153	729,866
	Services & Supplies	877,930	176,150	172,700	(3,450)
	Intra District Charges	220,968	100,263	491,760	391,496
<b>Treasury, Debt, and Grants Management (106) Total</b>		<b>1,999,853</b>	<b>1,025,700</b>	<b>2,143,613</b>	<b>1,117,912</b>
<b>Office of CFO</b>					
	Salaries & Benefits	962,955	1,276,800	934,409	(342,391)
	Services & Supplies	75,228	831,400	796,600	(34,800)
	Intra District Charges	186,044	328,254	146,534	(181,720)
<b>Office of CFO (116) Total</b>		<b>1,224,227</b>	<b>2,436,453</b>	<b>1,877,543</b>	<b>(558,911)</b>
<b>Continual Improvement</b>					
	Salaries & Benefits	210,405	0	0	0
	Services & Supplies	28,106	0	0	0
	Intra District Charges	33,669	0	0	0
	Capital Expenditures	323	0	0	0
<b>Continual Improvement (120) Total</b>		<b>272,504</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Budget and Financial Analyses</b>					
	Salaries & Benefits	1,550,260	1,734,491	1,784,146	49,654
	Services & Supplies	218,898	174,500	196,500	22,000
	Intra District Charges	178,339	225,566	279,324	53,758
<b>Budget and Financial Analyses (606) Total</b>		<b>1,947,497</b>	<b>2,134,557</b>	<b>2,259,970</b>	<b>125,412</b>
<b>General Accounting</b>					
	Salaries & Benefits	2,892,756	2,977,708	3,256,102	278,395
	Services & Supplies	108,863	205,250	186,250	(19,000)
	Intra District Charges	319,859	388,201	485,777	97,576
	Capital Expenditures	801	0	0	0
<b>General Accounting (673) Total</b>		<b>3,322,279</b>	<b>3,571,158</b>	<b>3,928,129</b>	<b>356,971</b>
<b>Financial Planning and Revenue Collection</b>					
	Salaries & Benefits	1,376,053	1,375,649	1,500,300	124,650
	Services & Supplies	161,082	227,000	302,500	75,500
	Intra District Charges	769,941	738,047	775,161	37,115
<b>Financial Planning and Revenue Collection (683) Total</b>		<b>2,307,076</b>	<b>2,340,696</b>	<b>2,577,961</b>	<b>237,265</b>
<b>Operations Total*</b>		<b>11,706,133</b>	<b>11,508,565</b>	<b>12,787,214</b>	<b>1,278,649</b>

# Division Summaries

## Debt Service Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Treasury, Debt, and Grants Management</b>					
	Services & Supplies	884,622	4,394,440	3,014,438	(1,380,002)
	Debt Service	41,566,659	54,212,715	58,797,075	4,584,360
<b>Treasury, Debt, and Grants Management (106) Total</b>		<b>42,451,281</b>	<b>58,607,155</b>	<b>61,811,513</b>	<b>3,204,358</b>
<b>Debt Service Total*</b>		<b>42,451,281</b>	<b>58,607,155</b>	<b>61,811,513</b>	<b>3,204,358</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Treasury, Debt, and Grants Management</b>					
	Salaries & Benefits	39,768	81,595	42,974	(38,621)
	Services & Supplies	(32,813)	0	130,000	130,000
	Intra District Charges	25,438	44,864	24,116	(20,748)
<b>Treasury, Debt, and Grants Management (106) Total</b>		<b>32,394</b>	<b>126,459</b>	<b>197,091</b>	<b>70,632</b>
<b>Office of CFO</b>					
	Salaries & Benefits	8,543	0	0	0
	Intra District Charges	4,290	0	0	0
<b>Office of CFO (116) Total</b>		<b>12,833</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Accounting</b>					
	Salaries & Benefits	(1,237)	0	264,400	264,400
	Intra District Charges	0	0	111,520	111,520
<b>General Accounting (673) Total</b>		<b>(1,237)</b>	<b>0</b>	<b>375,920</b>	<b>375,920</b>
<b>Capital Total*</b>		<b>43,990</b>	<b>126,459</b>	<b>573,011</b>	<b>446,552</b>
<b>Division Total*</b>		<b>54,201,404</b>	<b>70,242,179</b>	<b>75,171,739</b>	<b>4,929,560</b>

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

## Office of Clerk of the Board



### Division Description and Objectives

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

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

# Division Summaries

## Records & Library Services

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

## FY 2020 Accomplishments

During FY 2020, the COB completed the following activities.

- Successfully managed over 35 Regular and Special Board meetings in accordance with the District Act, Board Policies, and the Ralph M. Brown Act.
- Successfully managed over 55 Board Committee Meetings in accordance with Board Policies and the Ralph M. Brown Act.
- Successfully scheduled over 900 meetings for individual Directors.
- Tracked, monitored, and reported on the registration of external lobbyists in accordance with Ordinance 10-01.
- Assigned, tracked, and monitored approximately 225 Board Correspondences.
- Assigned and tracked approximately 30 Board Member Requests and 30 Individual Board Member Requests in accordance with Board Governance Policy EL-2.6.
- Successfully revised the Board-approved Board Performance Management process.
- Successfully coordinated and presented Board Work Plan for Board approval.
- Successfully implemented and managed virtual and teleconferenced Board meetings in compliance with COVID-19 Shelter In Place Orders.
- Provided secure storage, retrieval, and proper disposition of Valley Water records and reference materials as required.
- Processed approximately 300 requests for records services from Valley Water staff.
- Responded to approximately 400 requests for access to or copies of Valley Water records from members of the public.
- Processed approximately 1000 Engineering drawings and 200-300 boxes of records.
- Supported the redesign of the external website with user search behavior analysis, and enhanced metadata development.
- Developed intranet resource pages to assist staff in locating records relevant to their work needs.
- Proposed updates to Records Retention Schedules to streamline workflows and enhance the electronic management of various records types.

# Division Summaries

## FY 2021 Milestones

- Schedule presentation of Board Advisory Committee Accomplishment Reports to the Board of Directors by February 2021.
- Coordinate the Surface Water Charge protest and verification process to be completed no later than May 2021.
- Coordinate and present 2021 Board Meeting Compensation information and hearing in January 2021.
- Provide the Board of Directors with a report of registered external lobbyists by August 2020 and February 2021.
- Assign, track, and monitor Board Member Requests, responses and staff performance to ensure compliance with Governance Policy EL-7.9.
- Assign, track, and monitor Board Correspondence to ensure compliance with Governance Policy EL-2.6.
- Post Board and Board Committee meeting agendas in accordance with District Act, Board Governance Policies, and the Ralph M. Brown Act with 100% compliance.
- Coordinate and present Board Performance Management Report in December 2020 and June 2021.
- Coordinate and present Board Work Plan by May 2021.
- Manage Election Process for Districts 2, 3, and 5.
- Review records inventory and administrative policies annually by June 30.

# Division Summaries

## Office of Clerk of the Board — Budget Summary

Project Type (Category)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	3,960,024	4,008,583	7,903,615	3,895,032	97%
Operating Project	0	0	0	0	0%
Capital	1,822	0	0	0	0%
<b>Total *</b>	<b>3,961,846</b>	<b>4,008,583</b>	<b>7,903,615</b>	<b>3,895,032</b>	<b>97%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Office of Clerk of the Board	2,732,667	2,745,322	6,602,911	3,857,588	141%
Records and Library Services	1,229,179	1,263,260	1,300,704	37,444	3%
<b>Total *</b>	<b>3,961,846</b>	<b>4,008,583</b>	<b>7,903,615</b>	<b>3,895,032</b>	<b>97%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### Office of Clerk of the Board - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
Authorized Positions **	16	16	16	0

\*\* Authorized positions exclude limited term positions and management fellows.  
For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

# Division Summaries

## Operations Budget by Department and Account Category

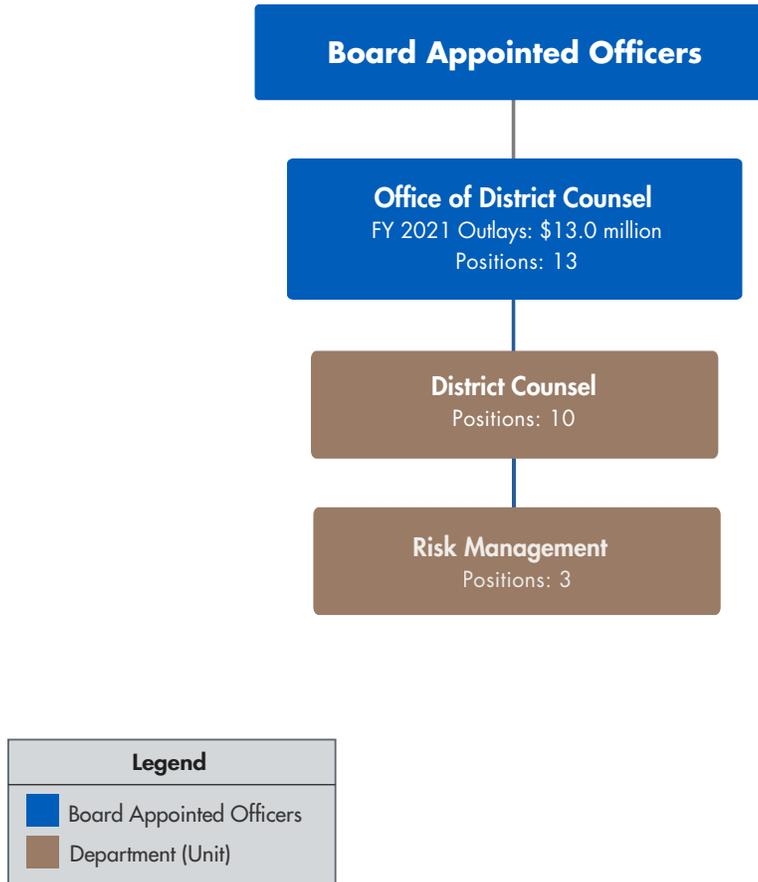
Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Office of Clerk of the Board</b>					
	Salaries & Benefits	1,902,688	1,873,673	2,078,881	205,208
	Services & Supplies	611,606	635,511	4,210,922	3,575,411
	Intra District Charges	218,373	236,139	313,108	76,969
<b>Office of Clerk of the Board (604) Total</b>		<b>2,732,667</b>	<b>2,745,322</b>	<b>6,602,911</b>	<b>3,857,588</b>
<b>Records and Library Services</b>					
	Salaries & Benefits	976,193	1,023,357	1,043,487	20,130
	Services & Supplies	124,278	110,660	98,200	(12,460)
	Intra District Charges	126,886	129,243	159,016	29,774
<b>Records and Library Services (765) Total</b>		<b>1,227,357</b>	<b>1,263,260</b>	<b>1,300,704</b>	<b>37,444</b>
<b>Operations Total*</b>		<b>3,960,024</b>	<b>4,008,583</b>	<b>7,903,615</b>	<b>3,895,032</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Records and Library Services</b>					
	Salaries & Benefits	1,161	0	0	0
	Intra District Charges	661	0	0	0
<b>Records and Library Services (765) Total</b>		<b>1,822</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Total*</b>		<b>1,822</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Division Total*</b>		<b>3,961,846</b>	<b>4,008,583</b>	<b>7,903,615</b>	<b>3,895,032</b>

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

## Office of District Counsel



### Division Description and Objectives

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

#### Risk Management

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

# Division Summaries

## FY 2020 Accomplishments

During FY 2020, the Office of District Counsel completed the following activities:

- Provided timely legal advice to Valley Water, Valley Water's Board, officers, and employees.
- Provided representation to Valley Water relating to annual groundwater production charges.
- Provided environmental legal advice and representation as to the FAHCE complaint.
- Provided legal advice regarding imported water matters including water transfer agreements and litigation.
- Provided legal advice to Valley Water regarding on-going capital projects.
- Provided legal advice to the Office of Talent and Inclusion 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.
- Completed the RFP process for WC TAP and Occupational Health Service Providers.
- Administered the Liability and Property programs in a manner that provided prompt and fair adjustment of claims and losses.
- Draft Risk Management Manual describing all major functions of Risk Management.
- Completed Property Appraisals for all District properties for inclusion in Valley Water property insurance proposals.
- Settlement of almost all non-represented Presidents Day rain event claimant claims.
- Main Point of Contact between District and vendors related to claims.
- Worked with legal counsel, TPA, District Counsel, and staff to develop releases, secure settlement Judge, secure meeting locations, advertise and otherwise prepare for and assist in three separate claim payout dates for unrepresented claimants related to the Presidents' Day Rain Event.
- Conducted claim research to determine eligibility and claim amount related to paying claims of unrepresented claimants.

## FY 2021 Milestones

- Provide quarterly Executive Monitoring Report (current litigation) to the Board of Directors.
- Placement of Excess Workers Compensation Insurance Policy by February 1, 2021.
- Post Cal/OSHA Log 300 February 1 through April 30, 2021.
- Report Valley Water injuries/illnesses at monthly Safety Committee meetings.
- Organize quarterly W/C claim file reviews.
- Interface with TPA and state governmental entities to ensure District compliance with new medical set-aside regulations.
- Provide periodic comprehensive reports detailing the progress of the W/C program. Secure Non-Owned Aircraft Policy by February 1, 2021.
- Secure 1st, 2nd, and 3rd Excess Liability Policies by May 1, 2021.
- Secure Drone Policy by May 31, 2021.
- Secure Cyber Liability Policy by June 1, 2021.
- Secure Property Insurance Policy by June 30, 2021.

## Division Summaries

- Review all policies for coverage and accuracy by June 30, 2021.
- Main Point of Contact between District and vendors related to claim activity.
- Work with legal counsel, TPA, District Counsel, and staff to provide support for litigation process and ready cases for trial or settlement.

# Division Summaries

## Office of District Counsel — Budget Summary

Project Type (Category)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	7,146,854	7,706,859	8,694,604	987,744	13%
Operating Project	205,478	100,000	646,000	546,000	546%
Capital	524,177	813,000	3,620,000	2,807,000	345%
<b>Total *</b>	<b>7,876,509</b>	<b>8,619,859</b>	<b>12,960,604</b>	<b>4,340,744</b>	<b>50%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Risk Management	3,547,248	3,177,664	4,150,387	972,723	31%
Office of District Counsel	4,329,261	5,442,195	8,810,217	3,368,021	62%
<b>Total *</b>	<b>7,876,509</b>	<b>8,619,859</b>	<b>12,960,604</b>	<b>4,340,744</b>	<b>50%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### Office of District Counsel - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
<b>Authorized Positions**</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>0</b>

\*\* Authorized positions exclude limited term positions and management fellows.  
For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Office of District Counsel</b>					
	Salaries & Benefits	2,706,420	2,780,924	3,113,441	332,517
	Services & Supplies	753,543	1,468,000	1,563,500	95,500
	Intra District Charges	345,121	380,271	513,276	133,005
<b>Office of District Counsel (112) Total</b>		<b>3,805,084</b>	<b>4,629,195</b>	<b>5,190,217</b>	<b>561,021</b>
<b>Risk Management</b>					
	Salaries & Benefits	670,590	668,792	720,044	51,252
	Services & Supplies	2,494,252	2,163,500	3,064,200	900,700
	Intra District Charges	382,407	345,372	366,143	20,771
<b>Risk Management (113) Total</b>		<b>3,547,248</b>	<b>3,177,664</b>	<b>4,150,387</b>	<b>972,723</b>
<b>Operations Total*</b>		<b>7,352,332</b>	<b>7,806,859</b>	<b>9,340,604</b>	<b>1,533,744</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Office of District Counsel</b>					
	Services & Supplies	524,177	813,000	3,620,000	2,807,000
<b>Office of District Counsel (112) Total</b>		<b>524,177</b>	<b>813,000</b>	<b>3,620,000</b>	<b>2,807,000</b>
<b>Capital Total*</b>		<b>524,177</b>	<b>813,000</b>	<b>3,620,000</b>	<b>2,807,000</b>
<b>Division Total*</b>		<b>7,876,509</b>	<b>8,619,859</b>	<b>12,960,604</b>	<b>4,340,744</b>

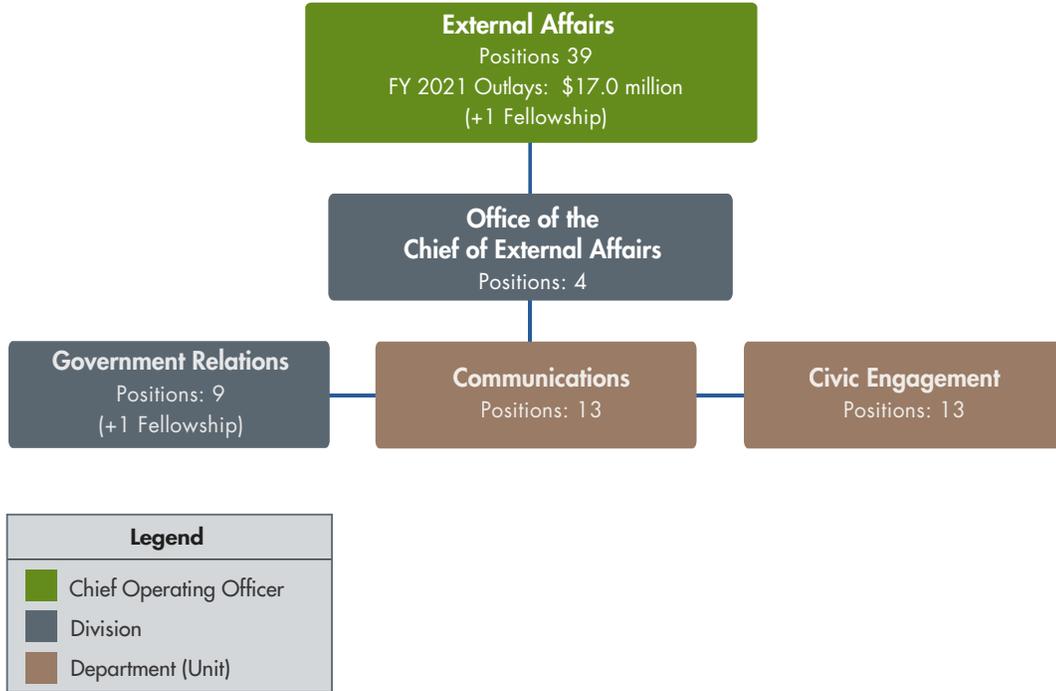
\* Totals reflect the gross budget and includes intra-district reimbursement charges.

# Division Summaries

## External Affairs

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

## Office of Chief of External Affairs



### Division Description and Objectives

The Office of External Affairs provides management and strategic planning oversight and integration of the Office of Communication, Office of Civic Engagement, and Office of Government Relations. The Division is responsible for leading the efforts in developing the strategy and execution of internal and external communications to the media, community, and the public; and community engagement in the areas of education, volunteerism, and through grant programs and community rating system program. In addition, External Affairs leads all government relations efforts in local, regional, state, and federal levels, and is responsible for keeping the CEO, the Board, and other Valley Water staff informed of public policies that directly affect operations. External Affairs also provides executive oversight to the Youth Commission. Finally, External Affairs is leading the exploration of future funding opportunities through the potential renewal of the Safe, Clean Water, and Natural Flood Protection Program measure.

#### Office of Civic Engagement

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

# Division Summaries

## Office of Government Relations

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

## Office of Communications

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

## FY 2020 Accomplishments

During FY 2020, External Affairs accomplishments include the following:

- Worked with Congresswoman Zoe Lofgren and others in the delegation to advocate for and secure: (i) \$600,000 in USACE FY 2020 funding to continue the feasibility study for Phase II of the South San Francisco Bay Shoreline Project; and (ii) \$1.5 million in USACE Work Plan funding to complete a General Reevaluation Report for the Upper Guadalupe River Flood Protection Project.
- Secured legislative passage of two Valley Water sponsored bills, with one ultimately signed by the Governor: (i) AB 707 (Kalra) Valley Water Contracting Threshold – Signed by Governor – Increases our agency's cost threshold above which a formal bidding process is required from \$25,000 to \$50,000; and (ii) SB 268 (Wiener) Enhanced Transparency for Local Tax Measures – Vetoed by Governor – The bill would have fixed several unintended consequences stemming from recently-enacted ballot label requirements that create problems for local bonds and tiered-rate taxes, including Valley Water's Safe, Clean Water parcel tax.
- Conducted the annual VIP Water Walk Tour of several priority project sites and the Advanced Water Purification Center for more than 40 elected officials and staff, as well as key advocacy stakeholders throughout the community, and coordinated Valley Water's participation in more than 30 events across Santa Clara County prior to the countywide shelter in place order.
- State Flood Control Subventions Funding – Successfully worked with the Department of Water Resources (DWR) to complete the administrative process to qualify the Shoreline Project for State Subventions funding.
- Launched the Water Infrastructure Bus Tour.
- Launched the Pilot Adopt-a-Bench Art Project with Youth Commission.
- Launched virtual programs for Education Outreach and Water Supply Outreach in response to the COVID-19 pandemic.
- From July 1, 2019 through March 2020, we garnered millions of social media impressions/engagements and video views, including more than 18 million Facebook, Instagram, and Twitter total impressions/engagements and 1,051,000 video views.

## Division Summaries

- Successful continuation of Valley Water’s new brand identity implementation. The new design rollout has been incorporated to our website, collateral material, letterhead, and a working group was formed to address all the upcoming new brand identity items. After our Valley Water logo was emphasized during our all-employee Valley Water Night San Jose Giants event in August of 2019, we’ve unveiled three project legacy signs with our new brand identity so far.
- Robust community outreach on projects/programs that include Coyote Creek Flood Protection Project, Saratoga Creek Hazardous Tree Removal and Vegetation, Zone of Benefits, Upper Llagas Creek Flood Protection Project, Lake Cunningham Flood Detention Project, X-Band Radar event and McKelvey Ballpark ribbon cutting, including notable efforts like our annual flood awareness campaign which was enhanced with community outreach to areas prone to potential flooding, with targeted Get Flood Ready presentations/updates.

### **FY 2021 Milestones**

- Board consideration and potential adoption of potential new Safe Clean Water program plan and potential placement of measure on 2020 ballot by end of July 2020.
- Pass AB 3005 (Rivas) the Expedited Dam Safety for Silicon Valley Act to expedite the Anderson Dam Seismic Retrofit Project.
- Conduct Mayor City Manager meetings and joint meetings with the Valley Water Board of Directors.
- Secure funding and authorization for Valley Water flood protection and water supply projects, utilizing stimulus and bond efforts as available.
- Continue community support and engagement through sponsorships and community events program.
- Conduct advocacy trips to Washington DC and Sacramento to advance Valley Water priorities (virtually if necessary).
- Partner with Silicon Valley Bicycle Coalition to identify and inventory Valley Water signs.
- Expand the Community Rating System Program.
- Grow the Year-Round Volunteer Program.
- Maintain robust social media engagement through the establishment of more creative content that highlights the mission of Valley Water, via our programs, capital project support activities, and our board of directors’ work.
- Enhance brand identity with strategic signage strategy, including legacy signage rollout and other key updates to strengthen the name recognition of Valley Water throughout Santa Clara County.
- Continue keeping the community informed about Valley Water through ongoing public awareness campaigns that enhance our work, such as public awareness, flood awareness, water conservation, and other efforts that underscore the work of Valley Water.

# Division Summaries

## Office of Chief of External Affairs — Budget Summary

Project Type (Category)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	13,472,924	14,467,428	16,614,986	2,147,558	15%
Operating Project	17,490	0	0	0	0%
Capital	767,717	1,337,849	370,613	(967,236)	-72%
<b>Total *</b>	<b>14,258,130</b>	<b>15,805,277</b>	<b>16,985,599</b>	<b>1,180,322</b>	<b>7%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Office of Communications	4,526,384	5,009,835	5,153,912	144,077	3%
Office of Civic Engagement	5,623,217	6,143,832	6,281,671	137,839	2%
Office of Chief of External Affairs	979,327	989,065	1,483,392	494,326	50%
Office of Government Relations	3,129,202	3,662,544	4,066,624	404,080	11%
<b>Total *</b>	<b>14,258,130</b>	<b>15,805,277</b>	<b>16,985,599</b>	<b>1,180,322</b>	<b>7%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### Office of Chief of External Affairs - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
<b>Authorized Positions**</b>	<b>34</b>	<b>36</b>	<b>39</b>	<b>3</b>

\*\* Authorized positions exclude limited term positions and management fellows. For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Office of Chief of External Affairs</b>					
	Salaries & Benefits	784,984	751,278	1,112,609	361,331
	Services & Supplies	98,533	136,100	192,700	56,600
	Intra District Charges	95,730	101,687	178,083	76,396
<b>Office of Chief of External Affairs (107) Total</b>		<b>979,247</b>	<b>989,065</b>	<b>1,483,392</b>	<b>494,326</b>
<b>Office of Government Relations</b>					
	Salaries & Benefits	1,505,392	2,199,970	2,248,734	48,764
	Services & Supplies	1,382,122	1,193,610	1,490,760	297,150
	Intra District Charges	241,688	261,649	327,130	65,481
<b>Office of Government Relations (152) Total</b>		<b>3,129,202</b>	<b>3,655,228</b>	<b>4,066,624</b>	<b>411,396</b>
<b>Office of Civic Engagement</b>					
	Salaries & Benefits	1,499,916	1,971,008	2,580,092	609,084
	Services & Supplies	3,548,178	3,280,370	2,761,650	(518,720)
	Intra District Charges	569,897	570,206	857,175	286,969
<b>Office of Civic Engagement (153) Total</b>		<b>5,617,991</b>	<b>5,821,584</b>	<b>6,198,917</b>	<b>377,333</b>
<b>Office of Communications</b>					
	Salaries & Benefits	1,919,597	2,120,554	2,633,064	512,510
	Services & Supplies	1,431,857	1,443,480	1,443,250	(230)
	Intra District Charges	412,519	437,516	789,739	352,223
<b>Office of Communications (172) Total</b>		<b>3,763,973</b>	<b>4,001,551</b>	<b>4,866,054</b>	<b>864,503</b>
<b>Operations Total*</b>		<b>13,490,414</b>	<b>14,467,428</b>	<b>16,614,986</b>	<b>2,147,558</b>

# Division Summaries

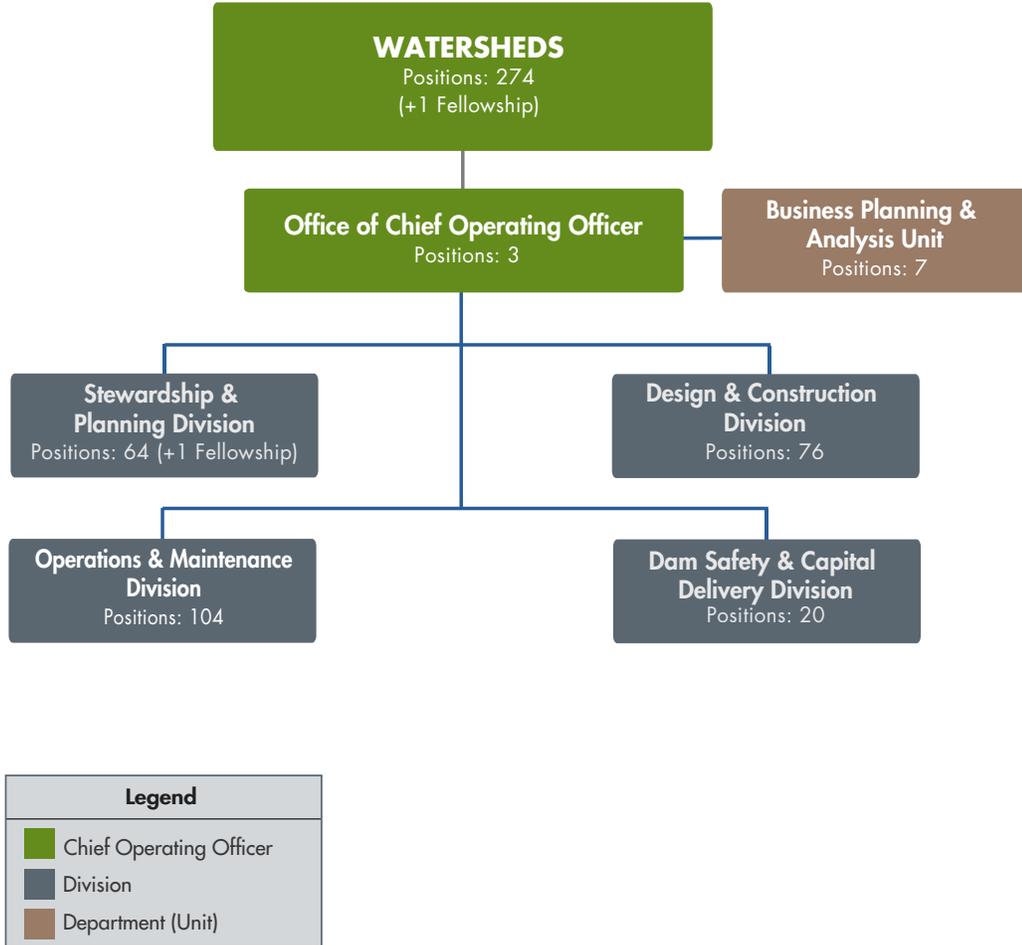
## Capital Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Office of Chief of External Affairs</b>					
	Salaries & Benefits	80	0	0	0
<b>Office of Chief of External Affairs (107) Total</b>		<b>80</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Office of Government Relations</b>					
	Salaries & Benefits	0	4,731	0	(4,731)
	Intra District Charges	0	2,585	0	(2,585)
<b>Office of Government Relations (152) Total</b>		<b>0</b>	<b>7,316</b>	<b>0</b>	<b>(7,316)</b>
<b>Office of Civic Engagement</b>					
	Salaries & Benefits	3,115	173,378	43,968	(129,410)
	Services & Supplies	244	50,000	18,400	(31,600)
	Intra District Charges	1,867	98,871	20,386	(78,484)
<b>Office of Civic Engagement (153) Total</b>		<b>5,226</b>	<b>322,249</b>	<b>82,755</b>	<b>(239,494)</b>
<b>Office of Communications</b>					
	Salaries & Benefits	381,726	553,780	93,598	(460,182)
	Services & Supplies	153,616	175,400	141,100	(34,300)
	Intra District Charges	227,068	279,104	53,160	(225,945)
<b>Office of Communications (172) Total</b>		<b>762,411</b>	<b>1,008,284</b>	<b>287,858</b>	<b>(720,426)</b>
<b>Capital Total*</b>		<b>767,717</b>	<b>1,337,849</b>	<b>370,613</b>	<b>(967,236)</b>
<b>Division Total*</b>		<b>14,258,130</b>	<b>15,805,277</b>	<b>16,985,599</b>	<b>1,180,322</b>

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

# Division Summaries

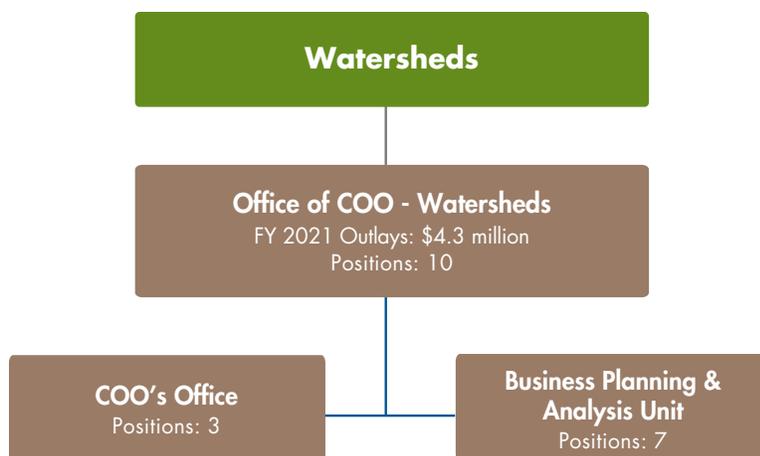
## Watersheds



## Description

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

## Office of COO Watersheds



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

## Division Description and Objectives

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

### Business Planning and Analysis

This department manages, plans, and oversees the Capital Improvement Program and implementation of the Safe, Clean Water and Natural Flood Protection Program (Safe, Clean Water Program).

In addition to managing the Capital Improvement Program and the Safe, Clean Water Program, the department is also responsible for continuing the development and implementation of two new programs:

The Valley Water Lands Management Program fills an existing gap in the way the Valley Water manages its

## Division Summaries

maintenance obligations on Valley Water-owned lands, easements, and those made through contractual commitments. Currently, there is no single repository for all of Valley Water's land rights and required maintenance. Developing this program will require research of land rights and maintenance obligations; Valley Water-wide coordination to identify required maintenance; working with environmental services staff to develop a strategic approach to securing environmental clearances; and coordinating with the Watersheds Field Operations and Vegetation Field Operations Units to ensure the work is included in their 5-year Operations and Maintenance plans and scheduled for completion as required.

The Operations and Maintenance Program (OMP) will be developed in coordination with the Watersheds Field Operations and Vegetation Field Operations departments and modeled after the Capital Improvement Program's 5-year plan. Developing rolling 5-year plans for O&M is critical to the long-term financial planning for Valley Water, specifically for the Watershed and Stream Stewardship Fund resources.

### **FY 2020 Accomplishments**

- The Capital Improvement Program (CIP) was transferred into the Watersheds Business Planning & Analysis Unit.
- All Safe, Clean Water Program FY 2020 Milestones were accomplished.
- Staff held a Watersheds Workshop for the Board which reviewed the 5-Year O&M Plan, Safe, Clean Water Program Funding Scenarios for flood protection projects, and the Preliminary FY 2021-2025 CIP for the Watershed and Stream Stewardship Fund and the Safe, Clean Water Fund.

### **FY 2021 Milestones**

- Develop the FY 2022-2026 CIP to project Valley Water's capital funding requirements for planned capital projects for the next 5-year cycle.
- Implement the Safe, Clean Water Program Annual Cycle, which includes developing the Program's Year 7 Annual Report, providing support for IMC review and report development, developing the staff response to IMC review report, administering the Change Control Process, and reviewing Program Priorities and funding to ensure all Priorities have sufficient funding to be accomplished under the Program.
- Continue implementation of the Lands Management Program and update Valley Water GIS database with Lands Management Program data.
- Develop the FY 2022-2026 Watersheds O&M Plan in time for the long-term forecast and budget processes. This will require close coordination with Watersheds Field Operations and Vegetation Field Operations Units and Financial Division.

### **Budget Issues and Constraints**

- The Safe, Clean Water Program funding is limited and to ensure compliance with the Change Control Process requires close monitoring to verify that no project exceeds its 15-year Program allocation without analyzing the impacts to other projects' deliverables.
- Staff resources are a primary constraint, as both the CIP and Lands Management Program have unfunded staff needs.

# Division Summaries

## Office of COO Watersheds — Budget Summary

Project Type (Category)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	1,740,704	2,934,557	3,101,877	167,320	6%
Operating Project	0	0	0	0	0%
Capital	0	0	1,210,650	1,210,650	0%
<b>Total *</b>	<b>1,740,704</b>	<b>2,934,557</b>	<b>4,312,527</b>	<b>1,377,970</b>	<b>47%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Office of COO Watersheds	1,468,710	1,565,999	1,653,528	87,530	6%
Business Planning and Analysis	271,993	1,368,558	2,658,999	1,290,440	94%
<b>Total *</b>	<b>1,740,704</b>	<b>2,934,557</b>	<b>4,312,527</b>	<b>1,377,970</b>	<b>47%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### Office of COO Watersheds - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
<b>Authorized Positions**</b>	<b>4</b>	<b>7</b>	<b>10</b>	<b>3</b>

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

For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

# Division Summaries

## Operations Budget by Department and Account Category

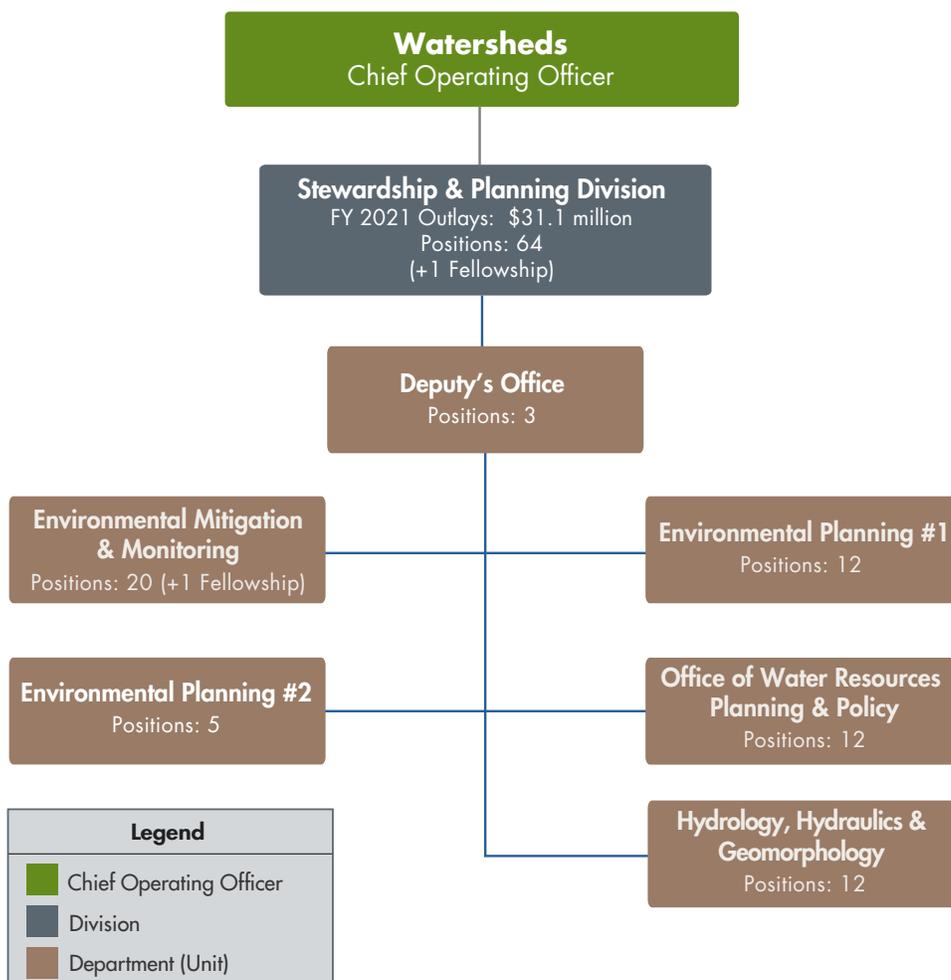
Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Business Planning and Analysis</b>					
	Salaries & Benefits	163,292	858,674	790,027	(68,647)
	Services & Supplies	11,382	34,500	207,900	173,400
	Intra District Charges	97,319	475,384	450,422	(24,962)
<b>Business Planning and Analysis (214) Total</b>		<b>271,993</b>	<b>1,368,558</b>	<b>1,448,349</b>	<b>79,791</b>
<b>Office of COO Watersheds</b>					
	Salaries & Benefits	860,066	825,475	852,322	26,847
	Services & Supplies	119,305	304,125	334,985	30,860
	Intra District Charges	489,339	436,399	466,221	29,822
<b>Office of COO Watersheds (215) Total</b>		<b>1,468,710</b>	<b>1,565,999</b>	<b>1,653,528</b>	<b>87,530</b>
<b>Operations Total*</b>		<b>1,740,704</b>	<b>2,934,557</b>	<b>3,101,877</b>	<b>167,320</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Business Planning and Analysis</b>					
	Salaries & Benefits	0	0	726,868	726,868
	Services & Supplies	0	0	67,700	67,700
	Intra District Charges	0	0	416,082	416,082
<b>Business Planning and Analysis (214) Total</b>		<b>0</b>	<b>0</b>	<b>1,210,650</b>	<b>1,210,650</b>
<b>Capital Total*</b>		<b>0</b>	<b>0</b>	<b>1,210,650</b>	<b>1,210,650</b>
<b>Division Total*</b>		<b>1,740,704</b>	<b>2,934,557</b>	<b>4,312,527</b>	<b>1,377,970</b>

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

## Watershed Stewardship & Planning Division



### Division Description and Objectives

The Watershed Stewardship and Planning Division oversees four departments with approximately 65 staff members. The division is primarily an internal service provider to the organization and works in the areas of engineering planning (including the One Water masterplanning effort), hydraulic and hydrology services, biological services, and environmental services for capital projects (for both Water Utilities and Watersheds capital projects). This division also maintains the stream, rain, and reservoir gage network that provides the critical information for both Watersheds' flood forecasting and Water Utilities' reservoir operations. In addition, the division works closely with Water Utilities to provide environmental services on a special initiative called FAHCE (Fish and Aquatic Habitat Collaborative Effort) to resolve a long-standing water right complaint and oversee Valley Water's watershed enhancement studies. It provides key decision-making support for the departments to accomplish

# Division Summaries

their goals, and communicates Board, District, and Executive goals and provides timely information.

## **Environmental Mitigation & Monitoring**

The Environmental Mitigation and Monitoring department houses biological expertise in three technical areas: fisheries, avian/terrestrial, and plants. This department is responsible for: managing long-term mitigation monitoring programs for Valley Water; two ecology-oriented, Safe Clean Water Program stewardship projects (SCW D2 and D5); land management and easement monitoring for mitigation lands; oversight of the Plant Pathogen Program; providing biological subject matter expertise to support over 30 capital projects and long-range planning programs; and managing FAHCE. This department provides ecological and biological expertise supporting Valley Water activities, projects, and programs to effectively manage natural resources, stewardship, and compliance with environmental laws and regulations. The department specializes in special-status species, jurisdictional habitats, impact and habitat function assessments, avoidance and minimization measures, mitigation design and monitoring, environmental permitting, and stewardship.

## **Water Resources Planning & Policy**

Primarily an engineering department, the Water Resources Policy and Planning department conducts all phases of project planning for Watersheds. The primary tool for long term planning is the integrated water resources master plan (One Water Plan), which attempts to develop an integrated watershed-based plan to enhance water resources management for Valley Water. Specific project planning and feasibility study work includes conducting detailed watersheds planning studies for flood protection and environmental stewardship (for example, the Ogier and Metcalf Creek/Lake Separation Projects, the Salt Ponds A5-1 1 study to realign Calabazas and San Thomas Aquino creeks into the restored Salt Ponds; the Upper Penitencia Creek Flood and Stewardship project; the Coyote Creek Flood Project; and the Guadalupe River Tasman to Highway 880 Project), reporting on policy developments related to Watersheds, developing the gravel augmentation and large woody debris fisheries study, working on the geomorphic restoration project (SCW D6), developing stream corridor priority plans (SCW D3), and coordinating the Valley Water partnership on the Salt Pond Restoration Project.

## **Environmental Planning #1**

The Environmental Planning #1 department provides overall environmental planning and documentation, CEQA compliance, and permitting services for both Water Utility and Watersheds capital projects and programs to meet the requirements of federal, state, and local environmental laws and regulations—seeking to minimize environmental impacts of proposed projects and develop options for meaningful mitigation of unavoidable impacts. This department ensures that environmental regulations are appropriately applied and seeks ways to streamline permitting by representing Valley Water before federal and state regulators and supporting legislative initiatives.

## **Environmental Planning #2**

The Environmental Planning #2 department was created in FY 2021 to complement the Environmental Planning #1 department, providing environmental review, documentation, and permitting services for Water Utility and Watersheds capital projects and programs. In addition to Environmental Planning functions, this new department also manages Safe, Clean Water Projects B1 and B2, provides surface water quality expertise, and manages the Climate Change Action Plan (CCAP) project.

# Division Summaries

## Hydrology, Hydraulics & Geomorphology

The Hydrology, Hydraulics and Geomorphology department builds the foundation of Valley Water's 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, analysis of which provides the flood flow frequency that determines the flood protection projects' design basis. Routing the flood flow through the creeks then determines the creek size and height of levees and floodwalls; geomorphologic analysis provides the basis for channel modification that minimizes maintenance needs and sustains long-term stability. This department also develops the flood forecast and flood warning system to send warning messages to the community for potential flood risks. In addition, this department provides floodplain mapping services to support the community and cities with vital information on flood risks. The strong expertise of this department has enabled the Federal Emergency Management Agency (FEMA) to recognize Valley Water as a Cooperating Technical Partner (CTP) in the National Flood Insurance Program. CTPs are able to collaborate with FEMA to update flood hazard maps.

## FY 2020 Accomplishments

- Completed metrics development and stakeholder outreach for Countywide One Water Framework report, developed initial draft Coyote Creek watershed plan, and began Guadalupe and Pajaro watershed plans to identify priority flood risk reduction and stream stewardship actions.
- Met all Safe Clean Water commitments: executed partnership agreements with CA Coastal Conservancy, City of San Jose, and Midpeninsula Regional Open Space District for invasive plant control and habitat restoration, continued to develop gravel and large woody debris (LWD) studies for 2nd Phase creeks.
- Completed reporting for 13 long-term mitigation monitoring programs and remained in compliance with all mitigation monitoring requirements.
- Completed mitigation monitoring and requested sign-off for the Lenihan Dam Outlet Modification Project.
- Completed environmental review of Lower Penitencia Creek Improvements, Cunningham Flood Detention Facility Certification, and Coyote Warehouse projects.
- Operated and maintained oxygenation treatment systems in four reservoirs and reduced methylmercury in the bottom of the reservoir by an average of 70% below historical summer concentrations.
- Completed Storm Water Resource Plans for the Santa Clara Basin and for South County; these plans prioritize green storm water infrastructure projects for future funding.
- Developed draft planning study reports for Coyote Creek, Upper Penitencia Creek, and Lower Guadalupe River projects.
- Developed a Landscape Vision Plan for realignment of Calabazas and San Tomas Aquino Creeks into Pond A8.
- Completed Coyote Creek hydrology and hydraulics update for the Coyote Watershed Master Plan and Mid-Coyote project.

# Division Summaries

## FY 2021 Milestones

- Planning-to-Design report for Coyote Creek project by August 2020.
- Proceed with Habitat Enhancement studies for Ogier and Metcalf Ponds. Plan to enter MOA with County Parks in summer 2020.
- Final planning study report for the Upper Penitencia Creek project by August 2020. Planning-to-Design report by December 2020.
- Continue improving flood forecast system and expanding two more flood forecast points by June 2021.
- Complete Climate Change Action Plan by July 2020 and begin development of implementation program.
- Finalize One Water plan for the Guadalupe, Pajaro, Lower Peninsula, and West Valley watersheds by July 2021.
- Final Gravel Augmentation and LWD study for all steelhead creeks by July 2020. Installation at new location in summer of 2021.
- Complete Calera flood feasibility study and Berryessa post-project flood study by June 2021.
- Collaborate with the City of San Jose on trash mapping and removal for Coyote Creek and Guadalupe River by July 2021.

## Budget Issues and Constraints

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

# Division Summaries

## Watershed Stewardship & Planning Division — Budget Summary

Project Type (Category)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	19,153,448	19,577,233	17,708,919	(1,868,315)	-10%
Operating Project	3,676,501	4,427,170	3,477,955	(949,215)	-21%
Capital	6,209,521	4,905,960	9,926,798	5,020,838	102%
<b>Total *</b>	<b>29,039,470</b>	<b>28,910,363</b>	<b>31,113,671</b>	<b>2,203,309</b>	<b>8%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Water Resources Planning	3,749,498	3,265,346	0	(3,265,346)	-100%
Safe Clean Water Implementation	327,436	0	0	0	-100%
Water Resources Planning & Policy	4,211,195	3,715,858	6,981,635	3,265,778	88%
Hydrology, Hydraulics & Geomorphology	4,629,770	4,975,722	5,436,593	460,871	9%
Environmental Planning #1	5,436,301	6,735,916	4,013,119	(2,722,797)	-40%
Deputy's Office of Stewardship & Planning Division	1,725,120	1,213,474	1,322,285	108,810	9%
Environmental Planning #2	0	0	4,376,459	4,376,459	9%
Environmental Mitigation & Monitoring	8,960,150	9,004,047	8,983,579	(20,467)	0%
<b>Total *</b>	<b>29,039,470</b>	<b>28,910,363</b>	<b>31,113,671</b>	<b>2,203,309</b>	<b>8%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### Watershed Stewardship & Planning Division - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
<b>Authorized Positions**</b>	<b>58</b>	<b>58</b>	<b>64</b>	<b>6</b>

\*\* Authorized positions exclude limited term positions and management fellows.  
For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Deputy's Office of Stewardship &amp; Planning Division</b>					
	Salaries & Benefits	609,920	759,632	827,503	67,871
	Services & Supplies	373,332	31,970	30,000	(1,970)
	Capital Expenditures	755	0	0	0
	Intra District Charges	378,734	421,872	464,782	42,910
<b>Deputy's Office of Stewardship &amp; Planning Division (241) Total</b>		<b>1,362,741</b>	<b>1,213,474</b>	<b>1,322,285</b>	<b>108,810</b>
<b>Environmental Mitigation &amp; Monitoring</b>					
	Salaries & Benefits	2,391,735	2,853,406	3,010,182	156,776
	Services & Supplies	3,989,205	3,834,350	2,196,000	(1,638,350)
	Intra District Charges	1,507,090	1,567,548	1,691,398	123,851
<b>Environmental Mitigation &amp; Monitoring (244) Total</b>		<b>7,888,031</b>	<b>8,255,304</b>	<b>6,897,580</b>	<b>(1,357,723)</b>
<b>Water Resources Planning &amp; Policy</b>					
	Salaries & Benefits	910,383	937,115	1,153,346	216,231
	Services & Supplies	463,909	861,000	779,000	(82,000)
	Capital Expenditures	0	150,000	200,000	50,000
	Intra District Charges	567,409	529,253	670,369	141,116
<b>Water Resources Planning &amp; Policy (245) Total</b>		<b>1,941,700</b>	<b>2,477,368</b>	<b>2,802,715</b>	<b>325,347</b>
<b>Safe Clean Water Implementation</b>					
	Services & Supplies	320,000	0	0	0
	Capital Expenditures	5,636	0	0	0
<b>Safe Clean Water Implementation (246) Total</b>		<b>325,636</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Environmental Planning #1</b>					
	Salaries & Benefits	1,284,436	1,626,475	681,495	(944,980)
	Services & Supplies	2,240,627	2,708,774	21,480	(2,687,294)
	Capital Expenditures	15,205	25,000	0	(25,000)
	Intra District Charges	803,533	908,399	388,209	(520,190)
<b>Environmental Planning #1 (247) Total</b>		<b>4,343,801</b>	<b>5,268,648</b>	<b>1,091,184</b>	<b>(4,177,464)</b>
<b>Environmental Planning #2</b>					
	Salaries & Benefits	0	0	820,964	820,964
	Services & Supplies	0	0	2,713,300	2,713,300
	Capital Expenditures	0	0	25,000	25,000
	Intra District Charges	0	0	489,466	489,466
<b>Environmental Planning #2 (248) Total</b>		<b>0</b>	<b>0</b>	<b>4,048,731</b>	<b>4,048,731</b>
<b>Hydrology, Hydraulics &amp; Geomorphology</b>					
	Salaries & Benefits	2,063,546	2,168,657	2,392,057	223,400
	Services & Supplies	1,035,451	1,003,186	1,194,908	191,722
	Capital Expenditures	90,130	28,765	35,700	6,935

# Division Summaries

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

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
	Intra District Charges	1,283,460	1,232,666	1,401,714	169,048
<b>Hydrology, Hydraulics &amp; Geomorphology (296) Total</b>		<b>4,472,587</b>	<b>4,433,273</b>	<b>5,024,378</b>	<b>591,105</b>
<b>Water Resources Planning</b>					
	Salaries & Benefits	873,072	727,530	0	(727,530)
	Services & Supplies	1,085,480	1,206,500	0	(1,206,500)
	Intra District Charges	536,901	422,305	0	(422,305)
<b>Water Resources Planning (412) Total</b>		<b>2,495,452</b>	<b>2,356,335</b>	<b>0</b>	<b>(2,356,335)</b>
<b>Operations Total*</b>		<b>22,829,949</b>	<b>24,004,403</b>	<b>21,186,874</b>	<b>(2,817,530)</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Deputy's Office of Stewardship &amp; Planning Division</b>					
	Salaries & Benefits	108,078	0	0	0
	Services & Supplies	190,926	0	0	0
	Intra District Charges	63,375	0	0	0
<b>Deputy's Office of Stewardship &amp; Planning Division (241) Total</b>		<b>362,379</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Environmental Mitigation &amp; Monitoring</b>					
	Salaries & Benefits	650,809	564,406	1,338,088	773,682
	Services & Supplies	9,225	(131,537)	(18,351)	113,186
	Intra District Charges	412,085	315,874	766,262	450,388
<b>Environmental Mitigation &amp; Monitoring (244) Total</b>		<b>1,072,119</b>	<b>748,743</b>	<b>2,085,999</b>	<b>1,337,256</b>
<b>Water Resources Planning &amp; Policy</b>					
	Salaries & Benefits	938,871	792,480	1,540,021	747,541
	Services & Supplies	723,384	(3,302)	1,737,334	1,740,636
	Capital Expenditures	7,502	0	0	0
	Intra District Charges	599,738	449,312	901,566	452,254
<b>Water Resources Planning &amp; Policy (245) Total</b>		<b>2,269,494</b>	<b>1,238,490</b>	<b>4,178,920</b>	<b>2,940,431</b>
<b>Safe Clean Water Implementation</b>					
	Capital Expenditures	1,800	0	0	0
<b>Safe Clean Water Implementation (246) Total</b>		<b>1,800</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Environmental Planning #1</b>					
	Salaries & Benefits	654,543	940,854	1,827,426	886,572
	Services & Supplies	28,830	0	35,000	35,000
	Intra District Charges	409,128	526,414	1,059,509	533,095
<b>Environmental Planning #1 (247) Total</b>		<b>1,092,501</b>	<b>1,467,268</b>	<b>2,921,935</b>	<b>1,454,667</b>

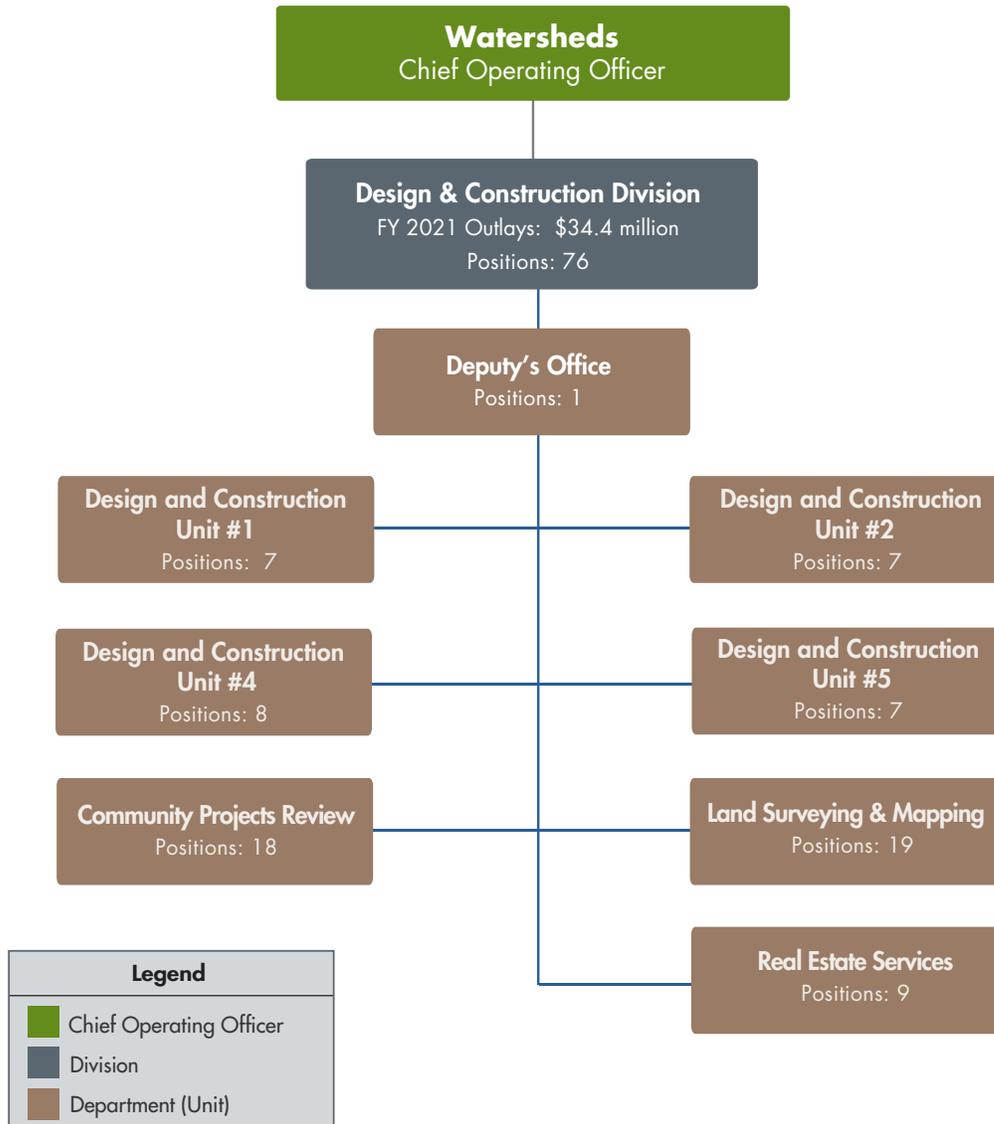
# Division Summaries

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

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Environmental Planning #2</b>					
	Salaries & Benefits	0	0	205,095	205,095
	Intra District Charges	0	0	122,634	122,634
<b>Environmental Planning #2 (248) Total</b>		<b>0</b>	<b>0</b>	<b>327,729</b>	<b>327,729</b>
<b>Hydrology, Hydraulics &amp; Geomorphology</b>					
	Salaries & Benefits	95,353	266,889	182,894	(83,995)
	Services & Supplies	121	120,000	120,000	0
	Intra District Charges	61,710	155,560	109,321	(46,239)
<b>Hydrology, Hydraulics &amp; Geomorphology (296) Total</b>		<b>157,183</b>	<b>542,449</b>	<b>412,215</b>	<b>(130,234)</b>
<b>Water Resources Planning</b>					
	Salaries & Benefits	761,036	571,443	0	(571,443)
	Services & Supplies	22,452	0	0	0
	Intra District Charges	470,557	337,567	0	(337,567)
<b>Water Resources Planning (412) Total</b>		<b>1,254,046</b>	<b>909,011</b>	<b>0</b>	<b>(909,011)</b>
<b>Capital Total*</b>		<b>6,209,521</b>	<b>4,905,960</b>	<b>9,926,798</b>	<b>5,020,838</b>
<b>Division Total*</b>		<b>29,039,470</b>	<b>28,910,363</b>	<b>31,113,671</b>	<b>2,203,309</b>

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

## Watershed Design & Construction Division



### Division Description and Objectives

The Watersheds Design and Construction Division plans, designs, and constructs capital projects related to Watersheds operations. This includes delivery of projects in Valley Water’s rolling 5-year Capital Improvement Program and 15-year Safe, Clean Water and Natural Flood Protection Program. The objectives of the Watersheds Design and Construction Division are to provide natural flood protection for residents, businesses, and visitors; and to protect and restore creek, bay, and other aquatic ecosystems.

# Division Summaries

## **Community Projects Review**

The Community Projects Review department is responsible for protecting Valley Water Watersheds and Water Utility assets and interests from external activities and threats as defined by the Water Resources Protection Ordinance. The department accomplishes this through the review of approximately 800 projects and issuance of approximately 200 encroachment permits for activities on Valley Water rights of way, and ordinance enforcement for activities undertaken without appropriate permits. Department projects include implementation of the Underground Service Alert program that entails reviewing approximately 9,000 tickets per year, and review of proposed developments within the planning stages as they interface with the Valley Water mission and interests. The department also performs specialized maintenance and development of approximately 10,000 map pages showing Valley Water land rights and flooding, as well as the dissemination of information to the public.

## **Design & Construction Unit #1**

The Design & Construction Unit #1 department is responsible for design and construction of the following projects: San Francisquito Creek Flood Protection Project, Permanente Creek Flood Protection Project, Hale Creek Channel Enhancement Pilot Project, Bolsa Fish Passage Improvement Project, Upper Penitencia Creek Flood Protection Project, and Coyote Creek Flood Protection Project.

## **Design & Construction Unit #2**

The Design & Construction Unit #2 department is responsible for design and construction of the following projects: Lower Berryessa Creek Phase 2 (including Lower Calera Creek) Flood Protection Project, Cunningham Flood Detention Certification Project, Upper Guadalupe River Flood Protection Project – Reaches 7-12, Upper Guadalupe River Reach 6 Aquatic Habitat Project, Upper Berryessa Creek Flood Protection Project – Calaveras/Old Pied Cor, Guadalupe River Flood Protection Project – Tasman Drive to I-880.

## **Design & Construction Unit #4**

The Design & Construction Unit #4 department is responsible for design and construction of the following projects: Lower Penitencia Creek Flood Protection Project, Almaden Lake Improvements Project, South San Francisco Bay Shoreline Phase 1 Flood Protection, and South San Francisco Bay Shoreline Phase 2 Flood Protection Feasibility Study.

## **Design & Construction Unit #5**

The Design & Construction Unit #5 department is responsible for implementation of the Watersheds Asset Rehabilitation Program (WARP) projects plus Palo Alto Flood Basin Tide Gate Structure Replacement Project. The department also manages monitoring projects for Lower Berryessa, Stevens Creek, Uvas Creek rodent damage repair, El Camino Real erosion repair, Coyote Creek rodent damage repair downstream, Coyote Creek rodent damage repair upstream, and others. Under the WARP, we plan to complete design and start construction in FY 2021 for Calabazas Creek Bank Repair Project and Piedmont Creek U-frame Wall Repair, subject to obtaining permits from the regulatory agencies.

# Division Summaries

## Land Surveying & Mapping

The Land Surveying and Mapping department is responsible for professional land surveying and mapping services in support of planning, design, construction, and maintenance of Valley Water facilities. This is accomplished by accurately locating existing and proposed Valley Water facilities, providing graphical representations of land features, boundaries, and fixed works, and complying with applicable state and local laws and ordinances. This department has also recently taken on Valley Water's CADD responsibilities, which include the production of engineering drafting and design work, field investigations, and management of CADD related software in support of Valley Water's water resources facilities, flood control and pipeline infrastructure, and watershed management.

## Real Estate Services

The Real Estate Services department is responsible for real estate services which includes buying and selling property, leasing and licensing of non-residential and residential properties, as well as negotiation, appraisal, title, and relocation services. The department also provides real estate administrative support, which includes real estate database input, maintenance, and reporting.

## FY 2020 Accomplishments

- Initiated draft High-Speed Rail Reimbursement Agreement.
- Received San Francisquito Creek Joint Powers Authority (SFCJPA) board certification of Final EIR for San Francisquito Creek Flood Protection Project Upstream of Highway 101 and began permit application process.
- Completed civil construction and plant installation for the Cunningham Flood Detention Facility Project.
- Completed 100% design for Lower Calera Creek Project.
- Completed 90% design of Upper Guadalupe River Aquatic Habitat Project.
- SF Shoreline Phase 1 – Reach 1 right-of-way fully acquired and stockpiling levee fill material in Pond A12 completed; 90% Reaches 2 & 3 levee design plans and specifications completed; 30% Reaches 4 & 5 levee design plans and specifications completed.
- SF Shoreline Phase 2 – United States Army Corps of Engineers (USACE), Valley Water, and State Coastal Conservancy signed Feasibility Cost Share Agreement for the next study phase; kickoff for the planning charette was held in October 2019; Alternatives Milestone Meeting held in February 2020.
- Completed construction of Permanente Creek McKelvey Park Flood Detention Basin.
- Completed construction of Uvas Creek Levee Rehabilitation Project.
- WARP program: 1) San Tomas Creek – 2.1 miles of bed repair, 2) Barron Creek channel repair at Bryant Street, City of Palo Alto, and 3) Uvas Creek levee Phase 2 inboard damage repair for one-mile long Miller to end of levee downstream.
- Performed photogrammetric and volumetric survey of Almaden and Guadalupe Reservoirs.
- Managed 84 non-residential leases and licenses County wide.

## FY 2021 Milestones

- Complete High-Speed Rail Reimbursement Agreement.

## Division Summaries

- Move forward on remediating encroachments and implementing new licensing option, while continuing to host the collaborative forum of the Encroachment Remediation Task Force to establish coordinated communication with our neighbors on project areas containing encroachments.
- Complete Permanente Creek Rancho San Antonio Park Flood Detention Basin construction.
- Advertise the San Francisquito Creek Flood Protection Project between Highway 101 and Middlefield Road, and the Hale Creek Pilot Project.
- Award construction contract for Lower Calera Creek section of Lower Berryessa Creek Phase 2.
- Begin design of the Guadalupe River – Tasman Drive to I-880 project.
- Obtain a design/construction agreement for the railroad bridge extension project for Upper Guadalupe Flood Control Project (Reaches 7 & 8).
- Begin construction for SF Shoreline Phase 1, Lower Penitencia Creek Flood Protection, Lower Calera Creek Flood Protection, Piedmont Creek Wall Repair and Rehabilitation, and Calabazas Creek Bank Rehabilitation.
- Complete rental rate adjustments and renewals as required per terms of lease/license agreements each fiscal year.

## Budget Issues and Constraints

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

# Division Summaries

## Watershed Design & Construction Division — Budget Summary

Project Type (Category)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	8,738,437	9,507,341	10,226,897	719,556	8%
Operating Project	392,025	188,089	158,098	(29,991)	-16%
Capital	48,521,900	35,756,423	24,054,531	(11,701,892)	-33%
<b>Total *</b>	<b>57,652,362</b>	<b>45,451,853</b>	<b>34,439,526</b>	<b>(11,012,326)</b>	<b>-24%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Design & Construction Unit 1	12,523,507	5,695,400	(1,806,999)	(7,502,399)	-132%
Design & Construction Unit 5	15,860,627	11,217,531	2,206,086	(9,011,445)	-80%
Design & Construction Unit 2	4,788,610	(958,637)	(1,015,738)	(57,101)	6%
CADD Services	1,874,924	2,046,959	0	(2,046,959)	-100%
Community Projects Review	5,201,835	5,572,103	5,937,055	364,952	7%
Deputy's Office of Watershed Design & Const Division	1,604,012	1,539,152	620,233	(918,919)	-60%
Design & Construction Unit 4	8,814,591	13,487,565	18,539,641	5,052,076	37%
Land Surveying and Mapping	4,153,809	4,113,989	6,576,999	2,463,010	60%
Real Estate Services	2,830,448	2,737,791	3,382,250	644,459	24%
<b>Total *</b>	<b>57,652,362</b>	<b>45,451,853</b>	<b>34,439,526</b>	<b>(11,012,326)</b>	<b>-24%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### Watershed Design & Construction Division - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
<b>Authorized Positions**</b>	<b>78</b>	<b>78</b>	<b>76</b>	<b>(2)</b>

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

For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Community Projects Review</b>					
	Salaries & Benefits	3,145,541	3,462,948	3,638,041	175,093
	Services & Supplies	64,229	117,660	153,260	35,600
	Capital Expenditures	58,826	35,000	20,000	(15,000)
	Intra District Charges	1,902,172	1,873,898	2,009,471	135,574
<b>Community Projects Review (294) Total</b>		<b>5,170,768</b>	<b>5,489,506</b>	<b>5,820,773</b>	<b>331,267</b>
<b>Deputy's Office of Watershed Design &amp; Const Division</b>					
	Salaries & Benefits	157,146	0	0	0
	Services & Supplies	10,533	0	0	0
	Intra District Charges	89,816	0	0	0
<b>Deputy's Office of Watershed Design &amp; Const Division (316) Total</b>		<b>257,494</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Design &amp; Construction Unit 1</b>					
	Salaries & Benefits	24,582	19,480	7,281	(12,198)
	Services & Supplies	1,050	0	0	0
	Intra District Charges	9,836	6,257	430	(5,827)
<b>Design &amp; Construction Unit 1 (331) Total</b>		<b>35,468</b>	<b>25,736</b>	<b>7,711</b>	<b>(18,025)</b>
<b>Design &amp; Construction Unit 2</b>					
	Salaries & Benefits	6,397	1,272	66,615	65,342
	Services & Supplies	900	0	0	0
	Intra District Charges	2,887	170	36,990	36,820
<b>Design &amp; Construction Unit 2 (332) Total</b>		<b>10,184</b>	<b>1,442</b>	<b>103,604</b>	<b>102,162</b>
<b>Design &amp; Construction Unit 4</b>					
	Salaries & Benefits	62,642	26,059	14,843	(11,215)
	Services & Supplies	2,617	0	0	0
	Intra District Charges	18,198	10,643	4,370	(6,273)
<b>Design &amp; Construction Unit 4 (334) Total</b>		<b>83,457</b>	<b>36,702</b>	<b>19,213</b>	<b>(17,489)</b>
<b>Design &amp; Construction Unit 5</b>					
	Salaries & Benefits	158,204	6,726	1,770	(4,956)
	Services & Supplies	79,435	0	0	0
	Capital Expenditures	2,877	0	0	0
	Intra District Charges	93,911	901	280	(621)
<b>Design &amp; Construction Unit 5 (336) Total</b>		<b>334,427</b>	<b>7,627</b>	<b>2,050</b>	<b>(5,577)</b>
<b>CADD Services</b>					
	Salaries & Benefits	226,887	153,867	0	(153,867)
	Services & Supplies	57,433	66,200	0	(66,200)

# Division Summaries

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

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
	Intra District Charges	100,304	53,995	0	(53,995)
<b>CADD Services (366) Total</b>		<b>384,624</b>	<b>274,061</b>	<b>0</b>	<b>(274,061)</b>
<b>Land Surveying and Mapping</b>					
	Salaries & Benefits	996,185	1,417,651	1,229,967	(187,684)
	Services & Supplies	151,238	63,500	231,200	167,700
	Intra District Charges	652,738	846,895	704,279	(142,616)
<b>Land Surveying and Mapping (367) Total</b>		<b>1,800,161</b>	<b>2,328,045</b>	<b>2,165,446</b>	<b>(162,600)</b>
<b>Real Estate Services</b>					
	Salaries & Benefits	648,920	953,490	1,069,632	116,142
	Services & Supplies	20,273	40,400	589,189	548,789
	Capital Expenditures	505	15,000	15,000	0
	Intra District Charges	384,179	523,420	592,377	68,957
<b>Real Estate Services (369) Total</b>		<b>1,053,878</b>	<b>1,532,309</b>	<b>2,266,198</b>	<b>733,889</b>
<b>Operations Total*</b>		<b>9,130,461</b>	<b>9,695,429</b>	<b>10,384,995</b>	<b>689,566</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Community Projects Review</b>					
	Salaries & Benefits	19,295	55,899	78,903	23,005
	Services & Supplies	212	0	0	0
	Intra District Charges	11,560	26,698	37,379	10,681
<b>Community Projects Review (294) Total</b>		<b>31,067</b>	<b>82,597</b>	<b>116,282</b>	<b>33,685</b>
<b>Deputy's Office of Watershed Design &amp; Const Division</b>					
	Salaries & Benefits	630,806	341,192	392,529	51,337
	Services & Supplies	212,527	1,005,650	4,050	(1,001,600)
	Intra District Charges	436,852	192,310	223,653	31,344
	Capital Expenditures	66,332	0	0	0
<b>Deputy's Office of Watershed Design &amp; Const Division (316) Total</b>		<b>1,346,517</b>	<b>1,539,152</b>	<b>620,233</b>	<b>(918,919)</b>
<b>Design &amp; Construction Unit 1</b>					
	Salaries & Benefits	1,321,271	1,393,870	1,455,286	61,417
	Services & Supplies	4,411,256	(6,224,565)	(12,438,474)	(6,213,909)
	Intra District Charges	834,882	782,359	848,477	66,118
	Capital Expenditures	5,920,629	9,718,000	8,320,000	(1,398,000)
<b>Design &amp; Construction Unit 1 (331) Total</b>		<b>12,488,039</b>	<b>5,669,664</b>	<b>(1,814,710)</b>	<b>(7,484,374)</b>
<b>Design &amp; Construction Unit 2</b>					

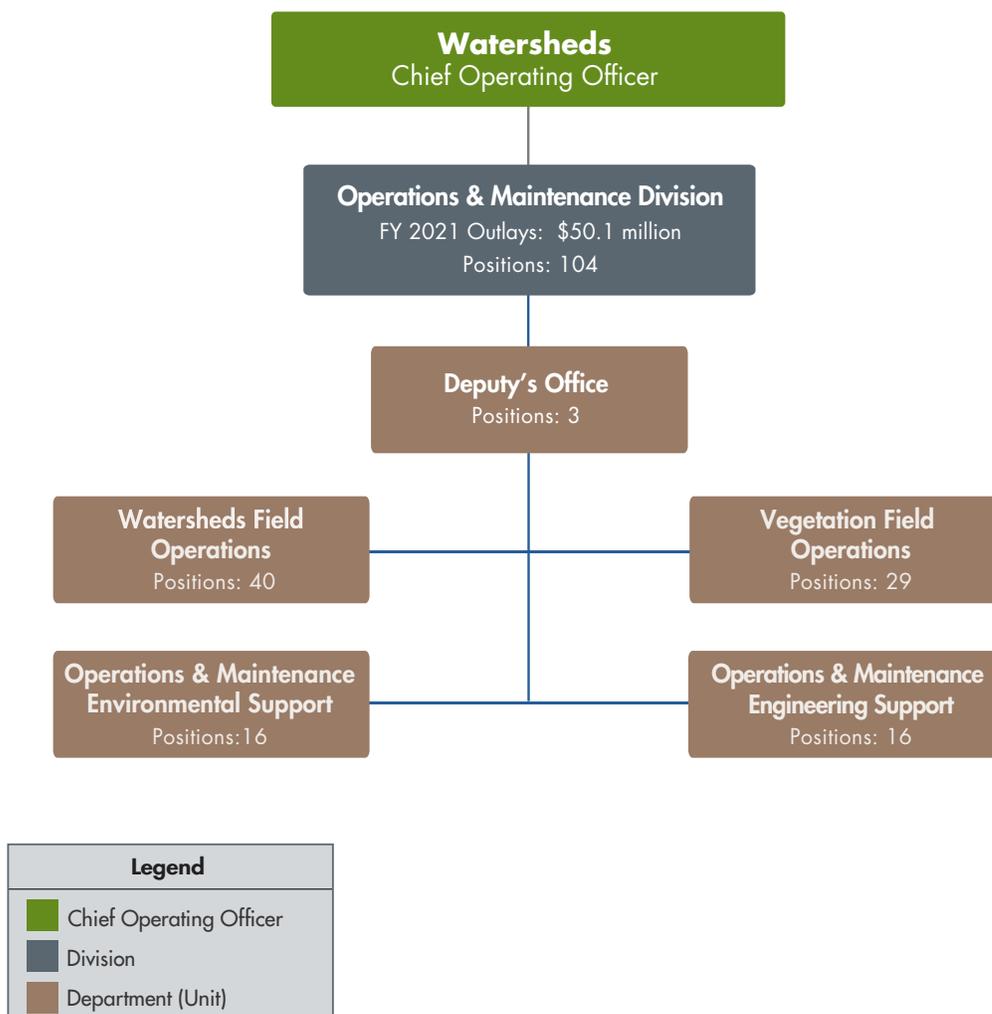
# Division Summaries

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

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
	Salaries & Benefits	1,416,252	1,465,276	1,488,137	22,860
	Services & Supplies	1,077,906	(5,576,797)	(5,478,166)	98,631
	Intra District Charges	866,030	805,942	830,687	24,745
	Capital Expenditures	1,418,238	2,345,500	2,040,000	(305,500)
<b>Design &amp; Construction Unit 2 (332) Total</b>		<b>4,778,426</b>	<b>(960,079)</b>	<b>(1,119,342)</b>	<b>(159,263)</b>
<b>Design &amp; Construction Unit 4</b>					
	Salaries & Benefits	1,293,959	1,547,723	1,621,402	73,678
	Services & Supplies	6,524,013	3,022,385	(141,491)	(3,163,876)
	Intra District Charges	850,500	865,755	939,517	73,762
	Capital Expenditures	62,662	8,015,000	16,101,000	8,086,000
<b>Design &amp; Construction Unit 4 (334) Total</b>		<b>8,731,134</b>	<b>13,450,863</b>	<b>18,520,428</b>	<b>5,069,564</b>
<b>Design &amp; Construction Unit 5</b>					
	Salaries & Benefits	1,324,690	1,529,221	1,588,548	59,326
	Services & Supplies	469,790	(2,064,613)	(19,770,249)	(17,705,636)
	Intra District Charges	832,736	845,296	885,738	40,442
	Capital Expenditures	12,898,984	10,900,000	19,500,000	8,600,000
<b>Design &amp; Construction Unit 5 (336) Total</b>		<b>15,526,200</b>	<b>11,209,904</b>	<b>2,204,036</b>	<b>(9,005,868)</b>
<b>CADD Services</b>					
	Salaries & Benefits	941,590	1,167,286	0	(1,167,286)
	Services & Supplies	58	5,700	0	(5,700)
	Intra District Charges	548,652	599,911	0	(599,911)
<b>CADD Services (366) Total</b>		<b>1,490,300</b>	<b>1,772,898</b>	<b>0</b>	<b>(1,772,898)</b>
<b>Land Surveying and Mapping</b>					
	Salaries & Benefits	1,264,694	871,622	2,167,642	1,296,020
	Services & Supplies	246,843	392,300	943,710	551,410
	Intra District Charges	842,111	522,021	1,300,201	778,180
<b>Land Surveying and Mapping (367) Total</b>		<b>2,353,647</b>	<b>1,785,943</b>	<b>4,411,553</b>	<b>2,625,610</b>
<b>Real Estate Services</b>					
	Salaries & Benefits	1,039,031	755,836	699,072	(56,764)
	Services & Supplies	26,274	27,425	23,950	(3,475)
	Intra District Charges	619,035	417,720	391,530	(26,191)
	Capital Expenditures	92,230	4,500	1,500	(3,000)
<b>Real Estate Services (369) Total</b>		<b>1,776,570</b>	<b>1,205,482</b>	<b>1,116,052</b>	<b>(89,430)</b>
<b>Capital Total*</b>		<b>48,521,900</b>	<b>35,756,423</b>	<b>24,054,531</b>	<b>(11,701,892)</b>
<b>Division Total*</b>		<b>57,652,362</b>	<b>45,451,853</b>	<b>34,439,526</b>	<b>(11,012,326)</b>

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

## Watershed Operations & Maintenance Division



### Division Description and Objectives

The Watersheds Operations and Maintenance 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 Watersheds 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. The department ensures that work is performed efficiently, effectively, with minimal environmental impact and with the highest regard for the safety of the public and staff.

## **Vegetation Field Operations**

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

## **Operations & Maintenance Environmental Support**

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

## **Operations & Maintenance Engineering Support**

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

## **FY 2020 Accomplishments**

### **Watersheds Field Operations**

- 11 sediment removal projects (53,253 cubic yards)
- 9 minor maintenance sediment removal jobs (774 cubic yards)
- 1,324 linear feet of erosion repaired
- 1 instream complexity project (550 linear feet)
- 435 cubic yards of Good Neighbor Maintenance
- 406 cubic yards of debris removal
- Cleaned up 293 encampment sites

# Division Summaries

## **Vegetation Field Operations**

- 334 acres of mitigation site maintenance
- 2,864 acres of upland access maintenance: weed abatement, access pruning, upland herbicide
- 1,096 acres of instream vegetation removal for flow conveyance: hand removal and aquatic herbicide
- 120 acres of invasive plant management
- 21 6 - 12" DBH (diameter at breast height) trees removed
- 23 hazard trees removed
- 100,423 sandbags made

## **Operations & Maintenance Environmental Support**

- Approximately 480 Biological Service requests for the division.
- Submitted the Notice of Proposed Work (NPW).
- Completed the Annual Summary Report.
- Completed Stream Maintenance Program (SMP) Manual Update.

## **Operations and Maintenance Engineering Support**

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

## **FY 2021 Milestones**

### **Watersheds Field Operations**

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

### **Vegetation Field Operations**

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

### **Operations & Maintenance Environmental Support**

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

## Division Summaries

- Complete CEQA & obtain permits for hazardous tree removals.
- Submit application for Incidental Take Permit.
- Begin environmental assessment for SMP-3.

### **Operations and Maintenance Engineering Support**

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

### **Budget Issues and Constraints**

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

# Division Summaries

## Watershed Operations & Maintenance Division — Budget Summary

Project Type (Category)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	37,431,461	42,298,009	46,878,422	4,580,412	11%
Operating Project	2,202,515	1,680,883	1,816,003	135,120	8%
Capital	467,011	1,411,398	1,373,229	(38,168)	-3%
<b>Total *</b>	<b>40,100,988</b>	<b>45,390,290</b>	<b>50,067,654</b>	<b>4,677,364</b>	<b>10%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Vegetation Field Operations	12,742,453	13,056,265	14,024,320	968,055	7%
Watersheds Field Operations	15,580,048	18,189,169	20,775,792	2,586,623	14%
Operations & Maintenance Engineering Support	6,311,038	5,868,624	5,698,449	(170,175)	-3%
Deputy's Office of Watershed O&M Division	961,484	971,581	1,102,252	130,671	13%
Operations & Maintenance Environmental Support	4,505,964	7,304,650	8,466,840	1,162,190	16%
<b>Total *</b>	<b>40,100,988</b>	<b>45,390,290</b>	<b>50,067,654</b>	<b>4,677,364</b>	<b>10%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### Watershed Operations & Maintenance Division - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
<b>Authorized Positions**</b>	<b>99</b>	<b>104</b>	<b>104</b>	<b>0</b>

\*\* Authorized positions exclude limited term positions and management fellows.  
For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Deputy's Office of Watershed O&amp;M Division</b>					
	Salaries & Benefits	602,776	635,471	713,493	78,022
	Services & Supplies	1,785	1,000	1,000	0
	Capital Expenditures	500	0	0	0
	Intra District Charges	356,423	335,110	387,759	52,649
<b>Deputy's Office of Watershed O&amp;M Division (251) Total</b>		<b>961,484</b>	<b>971,581</b>	<b>1,102,252</b>	<b>130,671</b>
<b>Watersheds Field Operations</b>					
	Salaries & Benefits	5,852,733	6,784,143	7,111,606	327,463
	Services & Supplies	4,734,900	5,693,497	7,269,753	1,576,256
	Intra District Charges	4,952,325	5,231,586	5,762,810	531,224
<b>Watersheds Field Operations (253) Total</b>		<b>15,539,958</b>	<b>17,709,226</b>	<b>20,144,168</b>	<b>2,434,943</b>
<b>Vegetation Field Operations</b>					
	Salaries & Benefits	4,664,081	4,850,277	5,152,183	301,906
	Services & Supplies	4,683,636	4,627,150	4,763,650	136,500
	Capital Expenditures	1,500	0	0	0
	Intra District Charges	3,335,438	3,256,208	3,742,431	486,223
<b>Vegetation Field Operations (295) Total</b>		<b>12,684,656</b>	<b>12,733,635</b>	<b>13,658,264</b>	<b>924,629</b>
<b>Operations &amp; Maintenance Environmental Support</b>					
	Salaries & Benefits	2,206,426	3,041,325	3,428,632	387,307
	Services & Supplies	635,650	2,168,300	2,962,596	794,296
	Intra District Charges	1,325,619	1,673,918	1,886,863	212,945
<b>Operations &amp; Maintenance Environmental Support (297) Total</b>		<b>4,167,695</b>	<b>6,883,543</b>	<b>8,278,091</b>	<b>1,394,548</b>
<b>Operations &amp; Maintenance Engineering Support</b>					
	Salaries & Benefits	3,005,797	2,911,482	3,095,726	184,244
	Services & Supplies	1,433,564	1,168,000	639,000	(529,000)
	Intra District Charges	1,840,822	1,601,425	1,776,923	175,498
<b>Operations &amp; Maintenance Engineering Support (298) Total</b>		<b>6,280,184</b>	<b>5,680,907</b>	<b>5,511,649</b>	<b>(169,258)</b>
<b>Operations Total*</b>		<b>39,633,976</b>	<b>43,978,892</b>	<b>48,694,425</b>	<b>4,715,532</b>

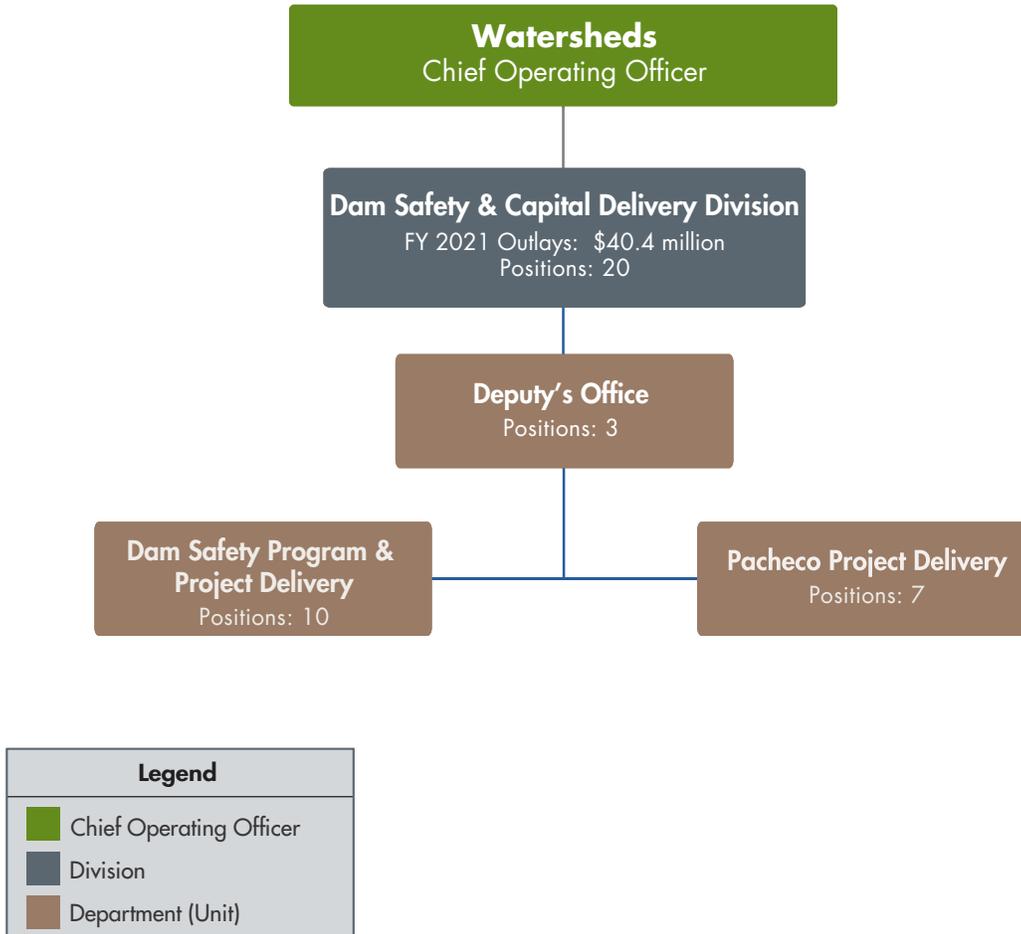
# Division Summaries

## Capital Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Watersheds Field Operations</b>					
	Salaries & Benefits	20,846	186,497	297,987	111,490
	Intra District Charges	17,227	163,447	271,637	108,191
	Services & Supplies	2,017	130,000	62,000	(68,000)
<b>Watersheds Field Operations (253) Total</b>		<b>40,090</b>	<b>479,944</b>	<b>631,624</b>	<b>151,680</b>
<b>Vegetation Field Operations</b>					
	Salaries & Benefits	22,912	190,114	201,521	11,406
	Intra District Charges	18,898	127,516	144,536	17,020
	Services & Supplies	15,987	5,000	20,000	15,000
<b>Vegetation Field Operations (295) Total</b>		<b>57,797</b>	<b>322,630</b>	<b>366,057</b>	<b>43,426</b>
<b>Operations &amp; Maintenance Environmental Support</b>					
	Salaries & Benefits	56,378	209,772	63,221	(146,551)
	Intra District Charges	33,273	117,336	35,528	(81,807)
	Services & Supplies	248,619	94,000	90,000	(4,000)
<b>Operations &amp; Maintenance Environmental Support (297) Total</b>		<b>338,269</b>	<b>421,108</b>	<b>188,749</b>	<b>(232,358)</b>
<b>Operations &amp; Maintenance Engineering Support</b>					
	Salaries & Benefits	19,098	120,621	118,028	(2,594)
	Intra District Charges	11,728	67,095	68,772	1,677
	Services & Supplies	28	0	0	0
<b>Operations &amp; Maintenance Engineering Support (298) Total</b>		<b>30,854</b>	<b>187,716</b>	<b>186,800</b>	<b>(917)</b>
<b>Capital Total*</b>		<b>467,011</b>	<b>1,411,398</b>	<b>1,373,229</b>	<b>(38,168)</b>
<b>Division Total*</b>		<b>40,100,988</b>	<b>45,390,290</b>	<b>50,067,654</b>	<b>4,677,364</b>

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

## Dam Safety and Capital Delivery Division



### Division Description and Objectives

The Dam Safety and Capital Delivery Division is responsible for planning, implementation, and management of the portion of Valley Water’s 5-year Capital Improvement Program (CIP) associated with dam construction and maintenance. This division consists of two departments—the Dam Safety Program and Project Delivery department and the Pacheco Project Delivery department. Although previously assigned to the Water Utility Enterprise, the division was moved under Watersheds in FY 2020. The integration of Valley Water’s dam safety, flood protection and environmental stewardship areas under one umbrella will result in more seamless coordination between staff, and ultimately help expedite projects. Dams will continue to be Water Utility Enterprise (WUE) assets and all post-construction operations will remain the responsibility of the WUE business area.

# Division Summaries

## **Pacheco Project Delivery**

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

## **Dam Safety Program & Project Delivery**

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

## **FY 2020 Accomplishments**

- The Division was moved from the Water Utility Enterprise into Watersheds in order to better streamline project delivery and environmental permitting efforts
- Significant progress on geotechnical investigations, environmental investigations, and data gathering to support project planning efforts.
- Continued partnership and coordination with the U.S. Bureau of Reclamation on the San Luis Low Point Improvement Project effort, as an expanded Pacheco Reservoir has become the National Economic Development (NED) preferred project alternative.
- Established the framework for coordination with permitting agencies including United States Fish and Wildlife Service (USFWS), California Department of Fish and Wildlife (CDFW), National Marine Fisheries Service (NMFS), United States Army Corps of Engineers (USACE), and California Department of Water Resources (DWR)
- Continued development of the Anderson Dam Seismic Retrofit Project (ADSRP) Project Description, Dewatering Plan, and draft environmental document.
- Began formal consultation with USFWS, NMFS, USACE, CDFW, and California State Water Resources Control Board on required regulatory permits.
- Instituted additional pre-construction Interim Risk Reduction Measures, including expedited design of the Anderson Dam Tunnel Project (ADTP).
- 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.

# Division Summaries

## FY 2021 Milestones

- Anderson Dam Projects (Anderson Dam Seismic Retrofit Project and Anderson Dam Tunnel Project): complete the design and begin construction for the ADTP, release Draft Environmental Impact Reports for the ADSRP for public review, request Board certification of the Final EIR for the ADSRP, and complete the 90% design for the ADSRP.
- Pacheco Reservoir Expansion Project: complete Phase 1 geotechnical field investigations, develop an allocation plan with San Benito County Water District, negotiate and execute of administering agency agreements with CDFW and DWR, development of project alternatives, complete terrestrial and stream habitat mapping, and complete of Aesthetic, Transportation & Traffic, and Noise & Vibration investigations.
- Assist in completion of the feasibility evaluation for the San Luis Low Point Improvement Project.
- Complete 90% design for the Guadalupe Dam Seismic Retrofit Project.

## Budget Issues and Constraints

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

# Division Summaries

## Dam Safety and Capital Delivery Division — Budget Summary

Project Type (Category)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	1,653,383	2,359,425	2,750,059	390,634	17%
Operating Project	0	0	0	0	0%
Capital	32,966,783	45,445,202	37,645,122	(7,800,081)	-17%
<b>Total *</b>	<b>34,620,165</b>	<b>47,804,627</b>	<b>40,395,181</b>	<b>(7,409,446)</b>	<b>-15%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Office of Dam Safety & Capital Delivery Division	777,964	793,818	1,414,864	621,046	78%
Dam Safety Program and Project Delivery	17,600,605	7,045,405	13,009,308	5,963,903	85%
Pacheco Project Delivery	16,241,597	39,965,405	25,971,010	(13,994,395)	-35%
<b>Total *</b>	<b>34,620,165</b>	<b>47,804,627</b>	<b>40,395,181</b>	<b>(7,409,446)</b>	<b>-15%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### Dam Safety and Capital Delivery Division - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
<b>Authorized Positions**</b>	<b>15</b>	<b>15</b>	<b>20</b>	<b>5</b>

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

For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Office of Dam Safety &amp; Capital Delivery Division</b>					
	Salaries & Benefits	26,012	0	9,838	9,838
	Services & Supplies	3,738	500	1,000	500
	Intra District Charges	13,688	0	5,682	5,682
<b>Office of Dam Safety &amp; Capital Delivery Division (313) Total</b>		<b>43,438</b>	<b>500</b>	<b>16,521</b>	<b>16,021</b>
<b>Pacheco Project Delivery</b>					
	Salaries & Benefits	46,945	67,806	79,848	12,042
	Services & Supplies	1,275	2,500	153,600	151,100
	Intra District Charges	35,888	38,623	46,665	8,042
<b>Pacheco Project Delivery (377) Total</b>		<b>84,107</b>	<b>108,930</b>	<b>280,113</b>	<b>171,184</b>
<b>Dam Safety Program and Project Delivery</b>					
	Salaries & Benefits	377,038	633,360	669,239	35,879
	Services & Supplies	918,885	1,266,080	1,403,880	137,800
	Intra District Charges	229,914	348,390	380,306	31,916
	Capital Expenditures	0	2,165	0	(2,165)
<b>Dam Safety Program and Project Delivery (595) Total</b>		<b>1,525,838</b>	<b>2,249,995</b>	<b>2,453,425</b>	<b>203,430</b>
<b>Operations Total*</b>		<b>1,653,383</b>	<b>2,359,425</b>	<b>2,750,059</b>	<b>390,634</b>

# Division Summaries

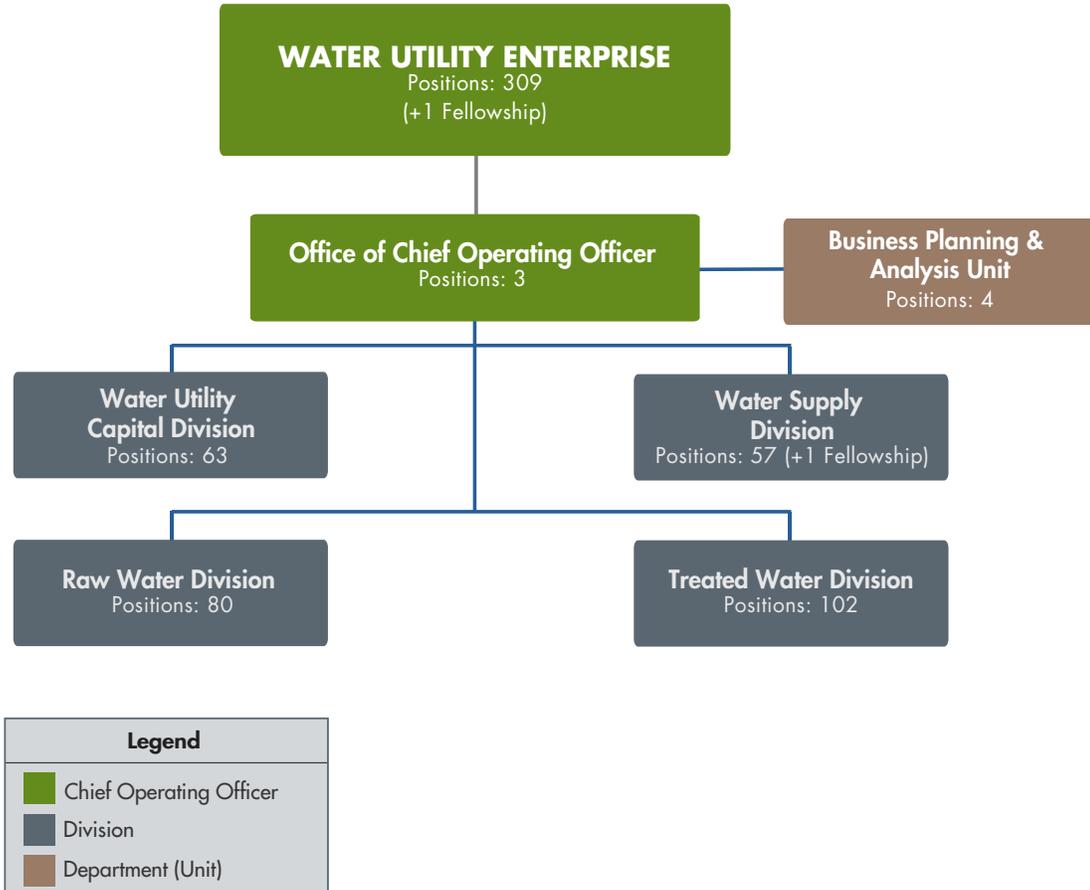
## Capital Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Office of Dam Safety &amp; Capital Delivery Division</b>					
	Salaries & Benefits	445,784	507,611	874,599	366,987
	Services & Supplies	2,911	4,500	19,500	15,000
	Intra District Charges	285,830	281,206	504,244	223,038
<b>Office of Dam Safety &amp; Capital Delivery Division (313) Total</b>		<b>734,526</b>	<b>793,318</b>	<b>1,398,343</b>	<b>605,026</b>
<b>Pacheco Project Delivery</b>					
	Salaries & Benefits	472,895	1,139,292	1,499,870	360,578
	Services & Supplies	15,310,994	38,070,725	23,314,366	(14,756,359)
	Intra District Charges	373,601	646,459	876,660	230,202
<b>Pacheco Project Delivery (377) Total</b>		<b>16,157,490</b>	<b>39,856,475</b>	<b>25,690,897</b>	<b>(14,165,579)</b>
<b>Dam Safety Program and Project Delivery</b>					
	Salaries & Benefits	1,153,583	1,219,496	1,645,218	425,722
	Services & Supplies	14,206,769	2,894,253	7,967,606	5,073,353
	Intra District Charges	712,415	681,660	943,059	261,398
	Capital Expenditures	2,000	0	0	0
<b>Dam Safety Program and Project Delivery (595) Total</b>		<b>16,074,767</b>	<b>4,795,409</b>	<b>10,555,882</b>	<b>5,760,473</b>
<b>Capital Total*</b>		<b>32,966,783</b>	<b>45,445,202</b>	<b>37,645,122</b>	<b>(7,800,081)</b>
<b>Division Total*</b>		<b>34,620,165</b>	<b>47,804,627</b>	<b>40,395,181</b>	<b>(7,409,446)</b>

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

# Division Summaries

## Water Utility



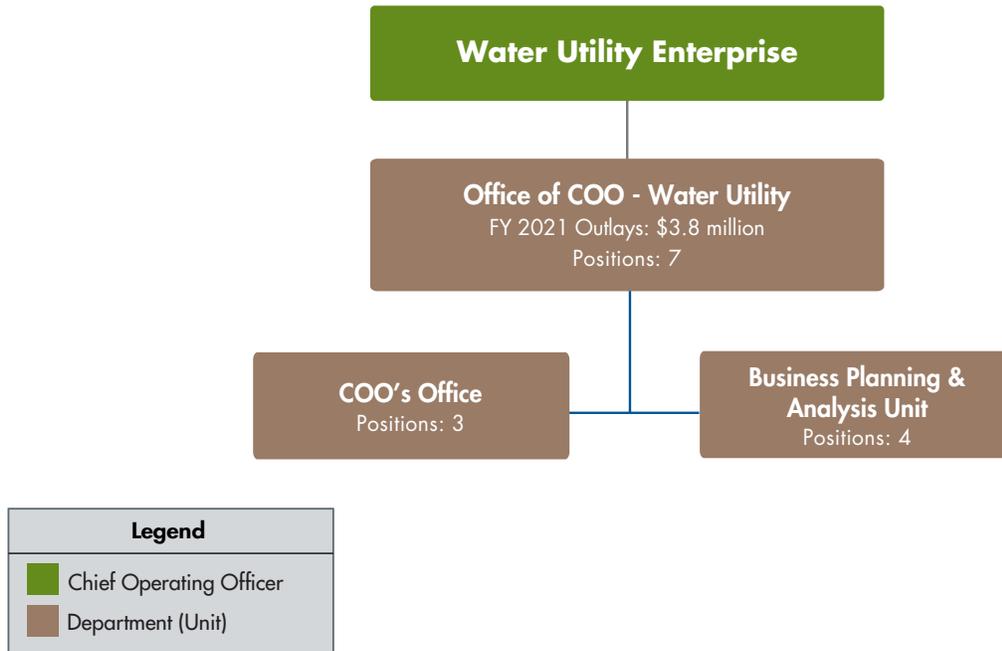
### Description

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

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

# Division Summaries

## Office of COO Water Utility



### Division Description and Objectives

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

# Division Summaries

## Office of COO Water Utility — Budget Summary

Project Type (Category)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	2,110,881	2,803,293	3,616,614	813,322	29%
Operating Project	0	0	0	0	0%
Capital	461,426	972,917	140,239	(832,679)	-86%
<b>Total *</b>	<b>2,572,306</b>	<b>3,776,210</b>	<b>3,756,853</b>	<b>(19,357)</b>	<b>-1%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Office of COO Water Utility	2,572,306	3,776,210	2,000,985	(1,775,225)	-47%
Business Planning and Analysis	0	0	1,755,868	1,755,868	-47%
<b>Total *</b>	<b>2,572,306</b>	<b>3,776,210</b>	<b>3,756,853</b>	<b>(19,357)</b>	<b>-1%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### Office of COO Water Utility - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
<b>Authorized Positions **</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>1</b>

\*\* Authorized positions exclude limited term positions and management fellows.  
For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

# Division Summaries

## Operations Budget by Department and Account Category

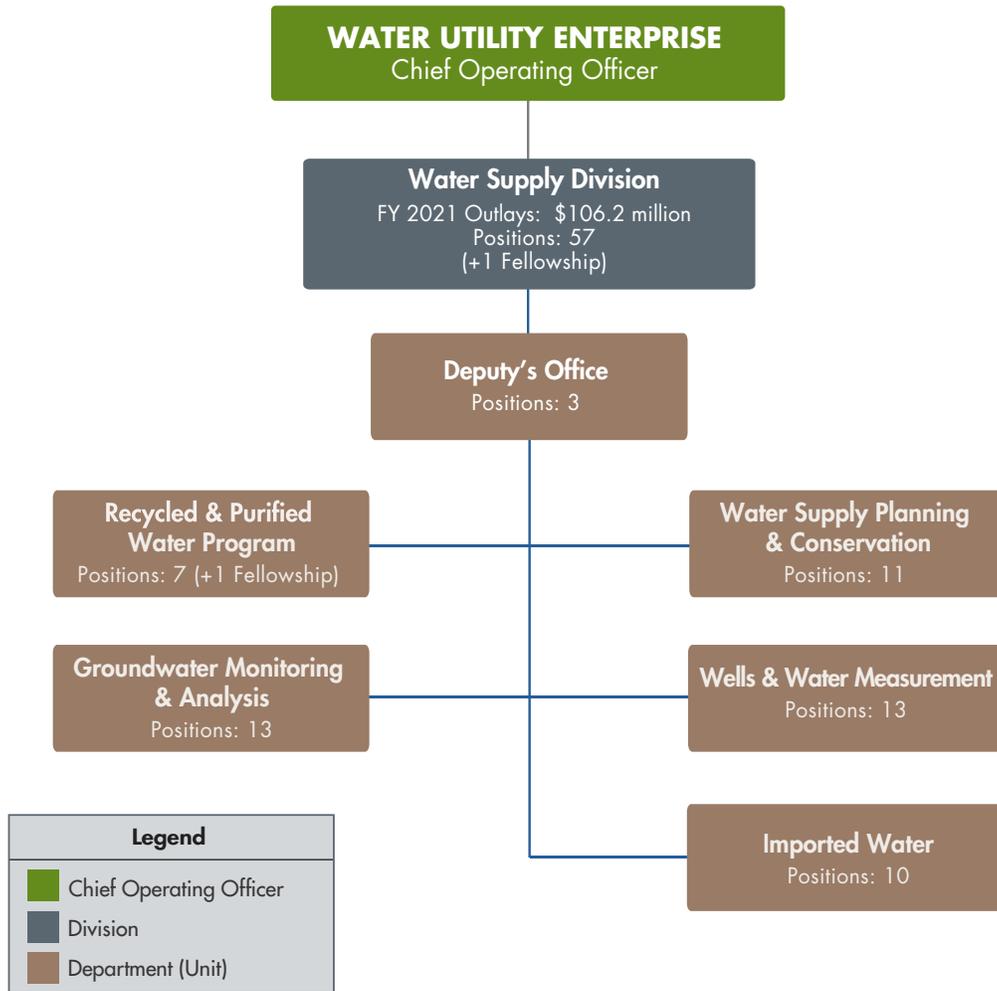
Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Office of COO Water Utility</b>					
	Salaries & Benefits	1,019,325	1,354,118	891,888	(462,230)
	Services & Supplies	514,957	732,000	627,280	(104,720)
	Capital Expenditures	47	0	0	0
	Intra District Charges	576,552	717,175	466,817	(250,358)
<b>Office of COO Water Utility (402) Total</b>		<b>2,110,881</b>	<b>2,803,293</b>	<b>1,985,985</b>	<b>(817,307)</b>
<b>Business Planning and Analysis</b>					
	Salaries & Benefits	0	0	629,436	629,436
	Services & Supplies	0	0	652,000	652,000
	Intra District Charges	0	0	349,193	349,193
<b>Business Planning and Analysis (416) Total</b>		<b>0</b>	<b>0</b>	<b>1,630,629</b>	<b>1,630,629</b>
<b>Operations Total*</b>		<b>2,110,881</b>	<b>2,803,293</b>	<b>3,616,614</b>	<b>813,322</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Office of COO Water Utility</b>					
	Salaries & Benefits	284,776	137,074	0	(137,074)
	Services & Supplies	25,000	760,000	15,000	(745,000)
	Intra District Charges	151,650	75,843	0	(75,843)
<b>Office of COO Water Utility (402) Total</b>		<b>461,426</b>	<b>972,917</b>	<b>15,000</b>	<b>(957,917)</b>
<b>Business Planning and Analysis</b>					
	Salaries & Benefits	0	0	263,812	263,812
	Services & Supplies	0	0	(287,448)	(287,448)
	Intra District Charges	0	0	148,875	148,875
<b>Business Planning and Analysis (416) Total</b>		<b>0</b>	<b>0</b>	<b>125,239</b>	<b>125,239</b>
<b>Capital Total*</b>		<b>461,426</b>	<b>972,917</b>	<b>140,239</b>	<b>(832,679)</b>
<b>Division Total*</b>		<b>2,572,306</b>	<b>3,776,210</b>	<b>3,756,853</b>	<b>(19,357)</b>

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

## Water Supply Division



### Division Description and Objectives

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

# Division Summaries

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

## **Recycled & Purified Water Program**

In order to meet the Board Policy of 10% of total supplied water coming from Recycled Water, the Recycled and Purified Water Program supports expansion and development of recycled and purified water in Santa Clara County by collaborating, negotiating and executing long-term agreements with various partners, and assists with implementation of the first phase of the purified water projects. Other related elements include leading various planning and research studies pertinent to the Reverse Osmosis Concentrate Management Plan, the Countywide Recycled and Purified Water Master Plan, demonstration test plan for Water Reuse, Bottling and Taste Testing of Purified Water, and working on the development and shaping of pertinent regulations and legislation.

## **Imported Water Program**

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

## **Water Supply Planning & Conservation**

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

## **Groundwater Monitoring & Analysis**

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

## **Wells & 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 Valley Water's groundwater resource by providing staff, services, and supplies used for the implementation of the Valley Water's Well Ordinance (Ordinance 90-1). Implementation of the well ordinance includes well permitting, well inspection, well data management, and violation enforcement for all wells located in Santa Clara County.

The Water Measurement Program provides staff time, services, and supplies for the operation of Valley Water's meter test facility, for meter reading, for meter installation, for the test and overhaul of meters, and for the preventative and corrective maintenance of approximately 1,000 groundwater, treated water, and raw water

# Division Summaries

meters.

## FY 2020 Accomplishments

- Effectively managed imported water supplies and sustainable groundwater conditions in FY20.
- Completed first phase of SWP contract amendment for Delta Conveyance and led Delta Conveyance technical team discussions.
- Substantially completed work on CVP contract amendment negotiations to add a point of delivery and started WIIN Act CVP Contract Conversion negotiations.
- Issued 450 well permits; completed 550 well inspections; issued 40 violation letters; completed 3,900 meter reads; completed 150 meter tests; completed 175 meter maintenance events; installed 5 new meters; completed 89 backflow prevention device tests; completed 15 backflow prevention device repairs.
- Negotiated and completed an agreement with the cities of Mountain View and Palo Alto for design and construction of the small and large purification facilities.
- Completed Reverse Osmosis Concentrate Management Project and finalized a preliminary design report for an advanced RO facility with Palo Alto to enhance the recycled water quality.
- Coordinated an agreement with City of Gilroy for \$3 million in reimbursements to install 8,500 feet of recycled water pipelines.
- State approval of Groundwater Management Plan submitted for Sustainable Groundwater Management Act compliance.
- Completed the Water Supply Master Plan 2040.
- Continued support of the Fisheries and Aquatic Habitat Collaborative Effort (FAHCE) modeling and analysis efforts.

## FY 2021 Milestones

- Complete Final Countywide Recycled & Purified Water Master Plan by Q2 2020.
- Continue to evaluate water quality from the Silicon Valley Advanced Water Purified Center - and potentially Palo Alto and Sunnyvale - for the implementation of Indirect Potable Reuse/Direct Potable Reuse and provide additional advanced oxidation process testing by Q4 2020.
- Identify potential sources of supplemental water by January 1, 2021 and provide timely support for the annual water supply planning process.
- Provide monthly updates to the Board and public on imported water management agreements through the Water Tracker.
- 95% of well permit applications (approximately 1,600 annually) processed within 10 working days and 100% of well construction/destruction activities (approximately 1,300 annually) inspected and well enforcement actions completed according to tracking deadlines.
- 100% of 26 treated water meters at active treated water turnouts, approximately 240 retailer and other large volume groundwater facilities, and approximately 750 metered semi-annual groundwater facilities are read based on current set schedule.
- Measure groundwater elevation in 200 wells for monthly Groundwater Condition Reports and submit groundwater elevation data to the California Dept. of Water Resources quarterly.

## Division Summaries

- Submit annual report to the California Dept. of Water Resources by April 1 for Sustainable Groundwater Management Act compliance.
- Provide rebates for the conversion of 500,000 square feet of turf by June 2020.
- Coordinate with water retailers and land use agencies on demand projections for the 2020 Urban Water Management Plan.

### **Budget Issues and Constraints**

- Budget issues and constraints for the Division include: insufficient resources to achieve all proposed Division goals; complex and lengthy negotiations with external agencies that can cause unexpected delays; managing regulatory requirements while trying to meet compressed schedules; and, consistency with Valley Water's mission to protect and augment groundwater.

# Division Summaries

## Water Supply Division — Budget Summary

Project Type (Category)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	72,765,327	86,910,802	93,344,727	6,433,925	7%
Operating Project	143,133	0	0	0	0%
Capital	10,181,125	10,694,950	12,870,806	2,175,856	20%
<b>Total *</b>	<b>83,089,586</b>	<b>97,605,753</b>	<b>106,215,534</b>	<b>8,609,781</b>	<b>9%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Groundwater Monitoring & Analysis	4,033,275	4,492,384	4,954,456	462,073	10%
Deputy's Office of Water Supply Division	1,303,398	1,262,725	1,410,221	147,496	12%
Imported Water	62,846,208	72,670,808	79,059,851	6,389,043	9%
Water Supply Planning and Conservation	7,007,965	10,219,074	11,392,555	1,173,482	11%
Recycled & Purified Water Program	4,501,337	5,068,384	5,366,408	298,024	6%
Wells and Water Measurement	3,397,404	3,892,377	4,032,041	139,664	4%
<b>Total *</b>	<b>83,089,586</b>	<b>97,605,753</b>	<b>106,215,534</b>	<b>8,609,781</b>	<b>9%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### Water Supply Division - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
<b>Authorized Positions**</b>	<b>56</b>	<b>56</b>	<b>57</b>	<b>1</b>

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

For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Recycled &amp; Purified Water Program</b>					
	Salaries & Benefits	1,739,047	1,600,588	1,721,420	120,832
	Services & Supplies	1,653,118	2,595,000	2,710,000	115,000
	Intra District Charges	1,043,384	874,263	952,115	77,852
<b>Recycled &amp; Purified Water Program (410) Total</b>		<b>4,435,549</b>	<b>5,069,851</b>	<b>5,383,535</b>	<b>313,684</b>
<b>Deputy's Office of Water Supply Division</b>					
	Salaries & Benefits	812,602	799,927	890,391	90,464
	Services & Supplies	40,733	9,500	24,200	14,700
	Intra District Charges	450,062	428,172	481,855	53,684
<b>Deputy's Office of Water Supply Division (415) Total</b>		<b>1,303,398</b>	<b>1,237,599</b>	<b>1,396,446</b>	<b>158,847</b>
<b>Imported Water</b>					
	Salaries & Benefits	1,603,779	1,890,510	2,234,766	344,255
	Services & Supplies	50,106,672	59,243,964	64,727,600	5,483,636
	Intra District Charges	1,061,377	1,079,769	1,313,891	234,123
	Capital Expenditures	16,000	0	0	0
<b>Imported Water (425) Total</b>		<b>52,787,828</b>	<b>62,214,243</b>	<b>68,276,257</b>	<b>6,062,014</b>
<b>Water Supply Planning and Conservation</b>					
	Salaries & Benefits	2,051,506	2,202,189	2,209,706	7,517
	Services & Supplies	3,616,357	6,662,160	5,827,500	(834,660)
	Intra District Charges	1,288,124	1,222,214	1,285,777	63,563
<b>Water Supply Planning and Conservation (445) Total</b>		<b>6,955,987</b>	<b>10,086,563</b>	<b>9,322,983</b>	<b>(763,580)</b>
<b>Groundwater Monitoring &amp; Analysis</b>					
	Salaries & Benefits	2,418,468	2,629,202	2,822,139	192,937
	Services & Supplies	115,447	336,400	528,600	192,200
	Intra District Charges	1,494,380	1,444,568	1,582,726	138,158
<b>Groundwater Monitoring &amp; Analysis (465) Total</b>		<b>4,028,295</b>	<b>4,410,170</b>	<b>4,933,465</b>	<b>523,295</b>
<b>Wells and Water Measurement</b>					
	Salaries & Benefits	1,963,789	2,402,008	2,440,062	38,055
	Services & Supplies	165,365	91,520	99,370	7,850
	Intra District Charges	1,267,487	1,383,099	1,476,859	93,760
	Capital Expenditures	763	15,750	15,750	0
<b>Wells and Water Measurement (475) Total</b>		<b>3,397,404</b>	<b>3,892,377</b>	<b>4,032,041</b>	<b>139,664</b>
<b>Operations Total*</b>		<b>72,908,461</b>	<b>86,910,802</b>	<b>93,344,727</b>	<b>6,433,925</b>

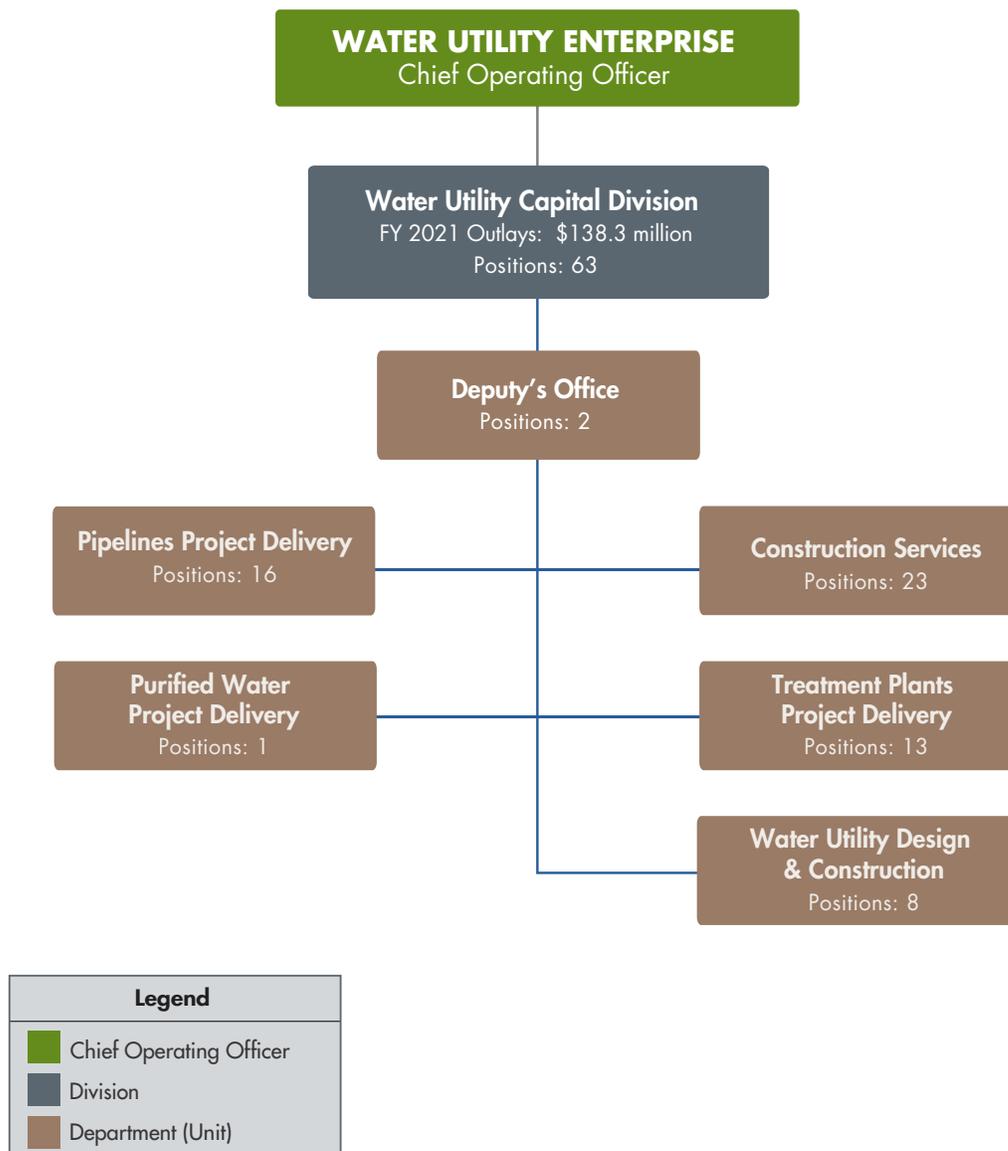
# Division Summaries

## Capital Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Recycled &amp; Purified Water Program</b>					
	Salaries & Benefits	40,969	51,138	81,346	30,208
	Services & Supplies	0	(80,688)	(143,458)	(62,770)
	Intra District Charges	24,819	28,083	44,985	16,902
<b>Recycled &amp; Purified Water Program (410) Total</b>		<b>65,787</b>	<b>(1,467)</b>	<b>(17,127)</b>	<b>(15,660)</b>
<b>Deputy's Office of Water Supply Division</b>					
	Salaries & Benefits	0	16,357	8,940	(7,417)
	Intra District Charges	0	8,770	4,835	(3,935)
<b>Deputy's Office of Water Supply Division (415) Total</b>		<b>0</b>	<b>25,127</b>	<b>13,775</b>	<b>(11,352)</b>
<b>Imported Water</b>					
	Salaries & Benefits	872	29,141	4,189	(24,952)
	Services & Supplies	10,056,930	10,410,713	10,776,941	366,228
	Intra District Charges	578	16,712	2,464	(14,247)
<b>Imported Water (425) Total</b>		<b>10,058,379</b>	<b>10,456,565</b>	<b>10,783,594</b>	<b>327,029</b>
<b>Water Supply Planning and Conservation</b>					
	Salaries & Benefits	31,524	85,107	43,928	(41,179)
	Services & Supplies	0	0	2,000,000	2,000,000
	Intra District Charges	20,454	47,404	25,644	(21,759)
<b>Water Supply Planning and Conservation (445) Total</b>		<b>51,978</b>	<b>132,511</b>	<b>2,069,573</b>	<b>1,937,062</b>
<b>Groundwater Monitoring &amp; Analysis</b>					
	Salaries & Benefits	3,049	52,715	13,354	(39,361)
	Intra District Charges	1,932	29,499	7,638	(21,862)
<b>Groundwater Monitoring &amp; Analysis (465) Total</b>		<b>4,981</b>	<b>82,214</b>	<b>20,991</b>	<b>(61,223)</b>
<b>Capital Total*</b>		<b>10,181,125</b>	<b>10,694,950</b>	<b>12,870,806</b>	<b>2,175,856</b>
<b>Division Total*</b>		<b>83,089,586</b>	<b>97,605,753</b>	<b>106,215,534</b>	<b>8,609,781</b>

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

## Water Utility Capital Division



### Division Description and Objectives

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

# Division Summaries

## **Construction Services**

The Construction Services Unit is responsible for management, inspection, and administration of Capital construction projects included in the Water Utility and Watershed Capital Improvement Program. Unit staff ensures Valley Water contractors comply with the project requirements, including environmental compliance and operational requirements of our water treatment and transmission facilities.

## **Design and Construction**

The Design and Construction Unit is responsible for Valley Water's Capital watershed projects for flood protection in north and south Santa Clara County. Unit staff manages and performs the planning, design, and engineering support services during construction of various capital watershed projects, including Upper Llagas Creek Flood Protection Project, Sunnyvale East and West Channels Flood Protection Project, and Lower Silver Creek Flood Protection Project. Unit staff also provides structural and geotechnical engineering services for other capital and operations projects throughout Valley Water.

## **Treatment Plants Project Delivery**

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

### **Pipelines Project Delivery**

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

## **Purified Water Project Delivery**

The Purified Water Project Delivery unit works to expand the use of purified water in the Silicon Valley by collaborating with planning staff and further developing the project through design, construction, and implementation. Staff evaluates and develops pipeline alignments and locations of facilities, determines necessary acquisition of real estate and right-of-way, and establishes design criteria in compliance with Indirect Potable Reuse (IPR) and future potential for Direct Potable Reuse (DPR). Consultants are hired and managed to provide specialty services necessary to deliver the final project.

# Division Summaries

## FY 2020 Accomplishments

- 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 2021 Milestones

- Complete Phase 2 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.
- 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 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	575,867	448,912	126,242	(322,670)	-72%
Operating Project	3,306	0	2,479	2,479	0%
Capital	57,860,000	64,232,579	138,128,634	73,896,056	115%
<b>Total *</b>	<b>58,439,172</b>	<b>64,681,491</b>	<b>138,257,356</b>	<b>73,575,865</b>	<b>114%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Purified Water Project Delivery	0	0	374,778	374,778	0%
Pipelines Project Delivery	10,567,838	21,268,492	15,556,117	(5,712,375)	-27%
East Side Project Delivery	7,057,645	3,511,965	0	(3,511,965)	-100%
Deputy's Office of Water Utility Capital Division	2,956,583	2,765,926	27,773,772	25,007,846	904%
Construction Services	5,531,891	8,155,747	9,741,343	1,585,595	19%
Water Utility Design & Construction	8,565,060	15,165,208	46,144,884	30,979,677	204%
Treatment Plants Project Delivery	23,760,154	13,814,153	38,666,462	24,852,309	180%
<b>Total *</b>	<b>58,439,172</b>	<b>64,681,491</b>	<b>138,257,356</b>	<b>73,575,865</b>	<b>114%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### Water Utility Capital Division - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
Authorized Positions**	60	65	63	(2)

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

For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Deputy's Office of Water Utility Capital Division</b>					
	Salaries & Benefits	157,131	167,028	28,431	(138,598)
	Services & Supplies	1,589	0	0	0
	Intra District Charges	86,964	82,410	12,808	(69,602)
<b>Deputy's Office of Water Utility Capital Division (315) Total</b>		<b>245,684</b>	<b>249,438</b>	<b>41,238</b>	<b>(208,200)</b>
<b>Water Utility Design &amp; Construction</b>					
	Salaries & Benefits	3,566	4,979	10,432	5,453
	Services & Supplies	9,093	0	0	0
	Intra District Charges	557	669	3,847	3,178
<b>Water Utility Design &amp; Construction (333) Total</b>		<b>13,216</b>	<b>5,648</b>	<b>14,280</b>	<b>8,631</b>
<b>Construction Services</b>					
	Salaries & Benefits	30,193	10,737	8,273	(2,464)
	Services & Supplies	12,576	0	0	0
	Intra District Charges	16,684	5,522	2,198	(3,323)
<b>Construction Services (351) Total</b>		<b>59,453</b>	<b>16,259</b>	<b>10,471</b>	<b>(5,787)</b>
<b>East Side Project Delivery</b>					
	Salaries & Benefits	53,807	72,482	0	(72,482)
	Intra District Charges	31,829	38,415	0	(38,415)
<b>East Side Project Delivery (375) Total</b>		<b>85,635</b>	<b>110,897</b>	<b>0</b>	<b>(110,897)</b>
<b>Treatment Plants Project Delivery</b>					
	Salaries & Benefits	10,007	3,074	10,230	7,156
	Services & Supplies	5,531	0	0	0
	Intra District Charges	6,311	419	1,710	1,291
<b>Treatment Plants Project Delivery (376) Total</b>		<b>21,849</b>	<b>3,494</b>	<b>11,941</b>	<b>8,447</b>
<b>Pipelines Project Delivery</b>					
	Salaries & Benefits	103,668	49,089	37,216	(11,873)
	Services & Supplies	1,143	0	0	0
	Intra District Charges	48,524	14,088	13,576	(512)
<b>Pipelines Project Delivery (385) Total</b>		<b>153,335</b>	<b>63,177</b>	<b>50,792</b>	<b>(12,385)</b>
<b>Operations Total*</b>		<b>579,173</b>	<b>448,912</b>	<b>128,722</b>	<b>(320,191)</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Deputy's Office of Water Utility Capital Division</b>					

# Division Summaries

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

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
	Salaries & Benefits	608,457	411,074	570,365	159,291
	Services & Supplies	1,773,860	1,906,500	1,888,583	(17,917)
	Capital Expenditures	0	0	25,000,000	25,000,000
	Intra District Charges	328,583	198,914	273,585	74,671
<b>Deputy's Office of Water Utility Capital Division (315) Total</b>		<b>2,710,900</b>	<b>2,516,488</b>	<b>27,732,534</b>	<b>25,216,045</b>
<b>Water Utility Design &amp; Construction</b>					
	Salaries & Benefits	1,497,598	1,712,953	1,757,014	44,061
	Services & Supplies	2,120,710	(46,393,264)	(545,033)	45,848,231
	Capital Expenditures	4,004,592	58,892,000	43,922,000	(14,970,000)
	Intra District Charges	928,943	947,871	996,624	48,753
<b>Water Utility Design &amp; Construction (333) Total</b>		<b>8,551,844</b>	<b>15,159,559</b>	<b>46,130,605</b>	<b>30,971,046</b>
<b>Construction Services</b>					
	Salaries & Benefits	3,043,324	4,888,301	5,077,871	189,571
	Services & Supplies	486,753	599,652	1,773,844	1,174,192
	Intra District Charges	1,942,360	2,651,536	2,879,156	227,620
<b>Construction Services (351) Total</b>		<b>5,472,437</b>	<b>8,139,489</b>	<b>9,730,871</b>	<b>1,591,383</b>
<b>East Side Project Delivery</b>					
	Salaries & Benefits	1,077,815	1,471,649	0	(1,471,649)
	Services & Supplies	1,221,571	(1,662,847)	0	1,662,847
	Capital Expenditures	4,001,287	2,776,200	0	(2,776,200)
	Intra District Charges	671,336	816,066	0	(816,066)
<b>East Side Project Delivery (375) Total</b>		<b>6,972,010</b>	<b>3,401,068</b>	<b>0</b>	<b>(3,401,068)</b>
<b>Treatment Plants Project Delivery</b>					
	Salaries & Benefits	1,851,805	1,868,079	2,704,224	836,146
	Services & Supplies	12,790,209	791,056	(17,145,204)	(17,936,260)
	Capital Expenditures	8,000,000	10,105,000	51,530,000	41,425,000
	Intra District Charges	1,096,291	1,046,525	1,565,500	518,976
<b>Treatment Plants Project Delivery (376) Total</b>		<b>23,738,306</b>	<b>13,810,660</b>	<b>38,654,521</b>	<b>24,843,862</b>
<b>Purified Water Project Delivery</b>					
	Salaries & Benefits	0	0	235,374	235,374
	Intra District Charges	0	0	139,404	139,404
<b>Purified Water Project Delivery (378) Total</b>		<b>0</b>	<b>0</b>	<b>374,778</b>	<b>374,778</b>
<b>Pipelines Project Delivery</b>					
	Salaries & Benefits	1,978,790	2,701,812	3,070,070	368,258
	Services & Supplies	7,060,359	3,854,945	1,580,111	(2,274,834)
	Capital Expenditures	153,464	13,155,500	9,100,000	(4,055,500)

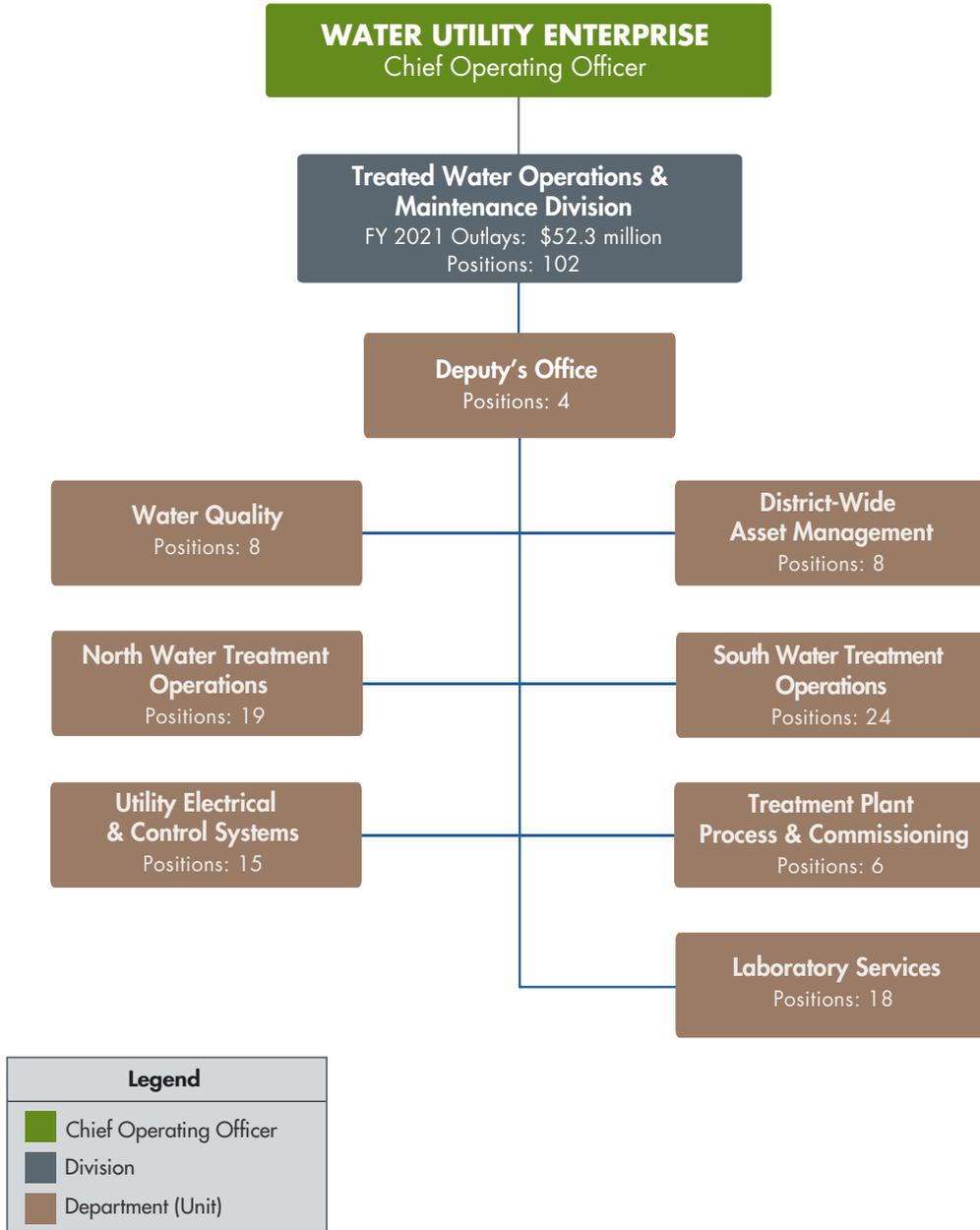
# Division Summaries

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

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
	Intra District Charges	1,221,891	1,493,058	1,755,144	262,086
<b>Pipelines Project Delivery (385) Total</b>		<b>10,414,503</b>	<b>21,205,315</b>	<b>15,505,325</b>	<b>(5,699,990)</b>
<b>Capital Total*</b>		<b>57,860,000</b>	<b>64,232,579</b>	<b>138,128,634</b>	<b>73,896,056</b>
<b>Division Total*</b>		<b>58,439,172</b>	<b>64,681,491</b>	<b>138,257,356</b>	<b>73,575,865</b>

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

## Treated Water Division



# Division Summaries

## Division Description and Objectives

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

### Laboratory Services

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

### Water Quality

The Water Quality Unit is responsible for providing water quality operational, process and project support directly to the treated water managers and Water Treatment Plant supervisors and operators. In addition, the unit also oversees Source Water Quality Management and Invasive Mussel Prevention Programs.

### District-Wide Asset Management

The District-Wide Asset Management Unit implements a comprehensive asset management program to optimize infrastructure investment strategies and enhance related financial planning of Valley Water assets. The Department manages the water utility, watershed, and administration asset management programs, and supports the users of Valley Water's Computerized Maintenance Management System (CMMS), Maximo.

### Treatment Plant Process and Commissioning

The Treatment Plant Process & Commissioning Unit leads the commissioning and start-up activities at Valley Water's treatment facilities and treated water pipelines, and the implementation of major treatment process changes. This Unit is a dedicated team that supports and implements the integration of large capital projects during all phases of a capital project to our treatment facilities and treated water pipelines.

### North Water Treatment Operations

The North Water Treatment Operations unit provides safe and high-quality drinking water to Valley Water's three (3) treated water retailers along East/Milpitas Pipelines, including San Jose Water Company, City of San Jose, and City of Milpitas. The unit is responsible for safe and cost-effective operations (24 hours a day, 7 days a week) and management of the Penitencia Water Treatment Plant (PWTP), the joint San Francisco Public Utilities Commission (SFPU)C)-Valley Water (VW) intertie facility, as well as the East/Milpitas Pipeline turnouts. The unit is responsible for

# Division Summaries

cost-effective operations and maintenance of the Silicon Valley Advanced Water Purification Center (SVAWPC).

## **South Water Treatment Operations**

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

## **Utility Electrical and Control Systems Engineering**

The Unit provides electrical, control systems, and Supervisory Control and Data Acquisition (SCADA) engineering services, including direct technical services, in support of the utility's critical infrastructure and systems used in the day-to-day (24 hrs a day, 7 days a week, 365 days) of operations and maintenance of Valley Water's complex countywide water conveyance system (including pump stations and pipelines), three drinking water treatment plants, and one advanced purified water processing plant.

## **FY 2020 Accomplishments**

- Managed the effective operation and maintained the STWTP, PTWTP and RWTP, Valley Water Intertie facility, the Campbell Well Field, and the East and West Pipeline turnouts to deliver treated water to our customers which met and/or surpassed all applicable primary drinking water quality regulatory standards.
- Effectively maintained all treated water facilities with (Target of 90%) 80% completion of preventative maintenance work orders (PMs) and kept corrective maintenance (CM) to 5% (Target < 15%).
- 100% of the purified water produced from Silicon Valley Advanced Water Purification Center (SVAWPC) met Title 22 recycled water standards and O&M agreement targets.
- ELAP requirements for recertification, quality control, and proficiency testing were met as well as successful completion of 200,000 analyses to support ongoing Valley Water operations by the Water Quality Lab.
- Continued to support Rinconada Reliability Improvement Project and Residuals Remediation Project (ongoing FY2020).
- Provided regular communication with the retailers on pertinent water quality activities/operational issues and hold successful quarterly Water Retailer Meetings.
- Provided regular communications with the Division of Drinking Water (DDW) on pertinent water quality activities. Held a successful annual meeting with the Division of Drinking Water in Decemebr 2019.
- Completed the Membrane Selection Pilot for the Silicon Valley Advanced Water Purification Center and support membrane replacement efforts (ongoing FY2020).
- Successful development of an SOP and definition of roles and responsibilities, training to operations staff and plan coordination with multiple units to oversee the Water Truck operations.
- Met with all Water Retailer Customers one on one to address any concerns and provide an update on WUE priorities and activities.

# Division Summaries

## FY 2021 Milestones

- Ensure that 100% of the treated water delivered to our customers meets all applicable primary drinking water regulatory standards.
- Meet all sampling and reporting requirements established by Division of Drinking Water, and Valley Water operational needs. Timely submittal of all operational and compliance reports to Division of Drinking Water, Valley Water Retailers, and internal stakeholders, as required, and upon request.
- Transition & Maintain laboratory accreditation with California Environmental Laboratory Accreditation Program (CA ELAP).
- Host a Cyanotoxin Response Plan tabletop exercise with regulators and retailers to address communications during a harmful algal bloom episode.
- Provide support to Rinconada's capital project and work diligently to obtain all the necessary regulatory clearances from DDW.
- Provide regular communications with the retailers on pertinent water quality issues (taste and odor, distribution system water quality), conduct at least quarterly Water Retailer meetings and receive an average of good or better rating in the annual retailer surveys.

## Budget Issues and Constraints

The ongoing budget issues and constraints affecting the Treated Water Division include demands on resources to support the capital and aging infrastructure needs as well as quickly emerging regulations such as PFAS. In addition, unplanned outages and infrastructure failures continue to cause a strain on already existing resources and planned projects.

# Division Summaries

## Treated Water Division — Budget Summary

Project Type (Category)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	41,069,410	41,991,863	46,247,889	4,256,026	10%
Operating Project	5,175	0	0	0	0%
Capital	1,570,724	2,719,453	6,047,077	3,327,624	122%
<b>Total *</b>	<b>42,645,309</b>	<b>44,711,316</b>	<b>52,294,966</b>	<b>7,583,650</b>	<b>17%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
District-wide Asset Management	4,223,977	3,419,087	3,927,082	507,995	15%
Deputy's Office of Treated Water Division	1,432,650	1,946,632	1,641,112	(305,520)	-16%
Treatment Plant Process & Commissioning	0	0	3,137,305	3,137,305	-16%
Water Quality	2,607,282	3,708,396	4,211,515	503,119	14%
South Water Treatment Operations	13,411,661	13,722,710	14,810,438	1,087,728	8%
Utility Electrical & Control Systems	5,590,417	6,112,792	7,570,843	1,458,050	24%
North Water Treatment Operations	8,735,574	9,097,572	10,333,492	1,235,920	14%
Laboratory Services	6,643,749	6,704,127	6,663,179	(40,948)	-1%
<b>Total *</b>	<b>42,645,309</b>	<b>44,711,316</b>	<b>52,294,966</b>	<b>7,583,650</b>	<b>17%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### Treated Water Division - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
<b>Authorized Positions **</b>	<b>98</b>	<b>99</b>	<b>102</b>	<b>3</b>

\*\* Authorized positions exclude limited term positions and management fellows.  
For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>District-wide Asset Management</b>					
	Salaries & Benefits	1,638,142	1,702,719	1,718,798	16,079
	Services & Supplies	1,525,376	687,500	1,056,500	369,000
	Intra District Charges	1,041,663	951,549	978,798	27,249
<b>District-wide Asset Management (411) Total</b>		<b>4,205,181</b>	<b>3,341,768</b>	<b>3,754,096</b>	<b>412,329</b>
<b>Deputy's Office of Treated Water Division</b>					
	Salaries & Benefits	774,727	1,208,028	1,022,071	(185,958)
	Services & Supplies	23,096	40,000	40,000	0
	Intra District Charges	452,961	669,322	579,041	(90,280)
<b>Deputy's Office of Treated Water Division (515) Total</b>		<b>1,250,784</b>	<b>1,917,350</b>	<b>1,641,112</b>	<b>(276,238)</b>
<b>Treatment Plant Process &amp; Commissioning</b>					
	Salaries & Benefits	0	0	343,241	343,241
	Services & Supplies	0	0	19,400	19,400
	Intra District Charges	0	0	194,064	194,064
<b>Treatment Plant Process &amp; Commissioning (516) Total</b>		<b>0</b>	<b>0</b>	<b>556,705</b>	<b>556,705</b>
<b>Water Quality</b>					
	Salaries & Benefits	1,424,706	1,658,411	1,525,398	(133,013)
	Services & Supplies	167,168	681,670	1,457,020	775,350
	Intra District Charges	769,086	917,906	877,930	(39,976)
<b>Water Quality (525) Total</b>		<b>2,360,959</b>	<b>3,257,986</b>	<b>3,860,348</b>	<b>602,361</b>
<b>Laboratory Services</b>					
	Salaries & Benefits	3,317,512	3,458,105	3,630,717	172,612
	Services & Supplies	1,218,625	673,000	780,000	107,000
	Capital Expenditures	19,434	49,500	49,500	0
	Intra District Charges	2,059,324	1,909,577	2,043,979	134,402
<b>Laboratory Services (535) Total</b>		<b>6,614,895</b>	<b>6,090,182</b>	<b>6,504,197</b>	<b>414,015</b>
<b>Utility Electrical &amp; Control Systems</b>					
	Salaries & Benefits	2,673,108	2,661,094	2,562,008	(99,086)
	Services & Supplies	574,945	997,800	1,013,900	16,100
	Intra District Charges	1,624,352	1,484,079	1,438,265	(45,814)
<b>Utility Electrical &amp; Control Systems (545) Total</b>		<b>4,872,404</b>	<b>5,142,973</b>	<b>5,014,173</b>	<b>(128,800)</b>
<b>North Water Treatment Operations</b>					
	Salaries & Benefits	3,709,464	3,639,733	3,877,671	237,938
	Services & Supplies	2,867,223	3,467,000	4,320,000	853,000
	Intra District Charges	2,156,111	1,990,839	2,114,287	123,448
<b>North Water Treatment Operations (565) Total</b>		<b>8,732,798</b>	<b>9,097,572</b>	<b>10,311,958</b>	<b>1,214,386</b>

# Division Summaries

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

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>South Water Treatment Operations</b>					
	Salaries & Benefits	4,905,893	4,662,269	4,981,893	319,624
	Services & Supplies	5,430,438	6,185,700	7,040,500	854,800
	Intra District Charges	2,701,234	2,296,063	2,582,908	286,845
<b>South Water Treatment Operations (566) Total</b>		<b>13,037,564</b>	<b>13,144,032</b>	<b>14,605,301</b>	<b>1,461,269</b>
<b>Operations Total*</b>		<b>41,074,585</b>	<b>41,991,863</b>	<b>46,247,889</b>	<b>4,256,026</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>District-wide Asset Management</b>					
	Salaries & Benefits	11,353	49,431	110,112	60,681
	Intra District Charges	7,444	27,889	62,874	34,986
<b>District-wide Asset Management (411) Total</b>		<b>18,796</b>	<b>77,320</b>	<b>172,986</b>	<b>95,666</b>
<b>Deputy's Office of Treated Water Division</b>					
	Salaries & Benefits	114,243	18,823	0	(18,823)
	Intra District Charges	67,346	10,459	0	(10,459)
	Services & Supplies	276	0	0	0
<b>Deputy's Office of Treated Water Division (515) Total</b>		<b>181,865</b>	<b>29,282</b>	<b>0</b>	<b>(29,282)</b>
<b>Treatment Plant Process &amp; Commissioning</b>					
	Salaries & Benefits	0	0	1,009,595	1,009,595
	Intra District Charges	0	0	571,005	571,005
	Services & Supplies	0	0	1,000,000	1,000,000
<b>Treatment Plant Process &amp; Commissioning (516) Total</b>		<b>0</b>	<b>0</b>	<b>2,580,600</b>	<b>2,580,600</b>
<b>Water Quality</b>					
	Salaries & Benefits	138,045	289,733	222,691	(67,042)
	Intra District Charges	76,635	160,676	128,476	(32,200)
	Services & Supplies	31,643	0	0	0
<b>Water Quality (525) Total</b>		<b>246,323</b>	<b>450,409</b>	<b>351,167</b>	<b>(99,242)</b>
<b>Laboratory Services</b>					
	Salaries & Benefits	4,214	8,948	5,726	(3,222)
	Intra District Charges	2,588	4,997	3,256	(1,741)
	Capital Expenditures	22,052	600,000	150,000	(450,000)
<b>Laboratory Services (535) Total</b>		<b>28,854</b>	<b>613,945</b>	<b>158,982</b>	<b>(454,962)</b>
<b>Utility Electrical &amp; Control Systems</b>					

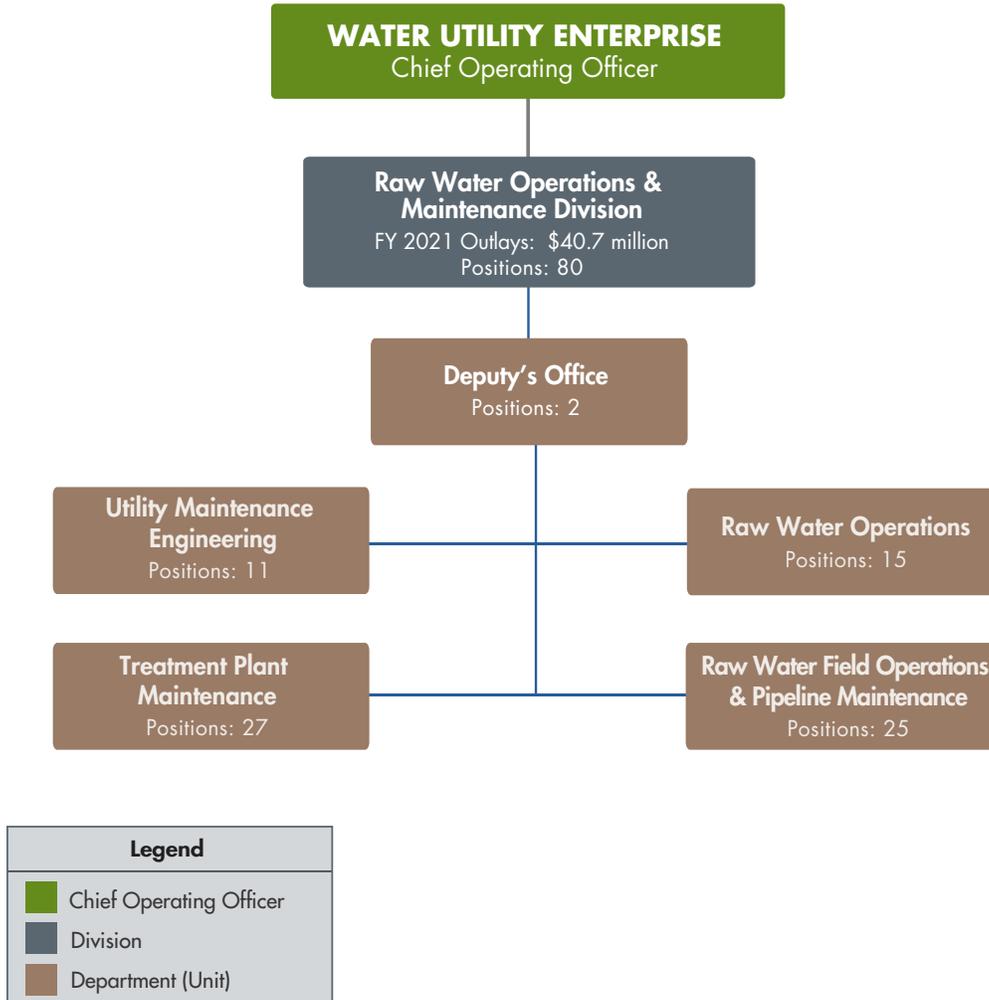
# Division Summaries

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

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
	Salaries & Benefits	443,868	619,146	997,933	378,787
	Intra District Charges	273,882	350,673	558,737	208,064
	Services & Supplies	263	0	1,000,000	1,000,000
<b>Utility Electrical &amp; Control Systems (545) Total</b>		<b>718,013</b>	<b>969,820</b>	<b>2,556,670</b>	<b>1,586,850</b>
<b>North Water Treatment Operations</b>					
	Salaries & Benefits	2,587	0	13,682	13,682
	Intra District Charges	189	0	7,852	7,852
<b>North Water Treatment Operations (565) Total</b>		<b>2,776</b>	<b>0</b>	<b>21,534</b>	<b>21,534</b>
<b>South Water Treatment Operations</b>					
	Salaries & Benefits	234,499	372,575	130,327	(242,247)
	Intra District Charges	138,993	206,103	74,810	(131,293)
	Services & Supplies	605	0	0	0
<b>South Water Treatment Operations (566) Total</b>		<b>374,097</b>	<b>578,678</b>	<b>205,137</b>	<b>(373,541)</b>
<b>Capital Total*</b>		<b>1,570,724</b>	<b>2,719,453</b>	<b>6,047,077</b>	<b>3,327,624</b>
<b>Division Total*</b>		<b>42,645,309</b>	<b>44,711,316</b>	<b>52,294,966</b>	<b>7,583,650</b>

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

## Raw Water Division



### Division Description and Objectives

The Raw Water Division maintains the Water Utility infrastructure and operates the Raw Water System. This includes the operations and maintenance of Valley Water’s 10 reservoirs, 3 raw water pump stations, 94 miles of large diameter raw water transmission pipelines and tunnels, and a multifaceted groundwater recharge system including 91 miles of managed creeks and 99 off stream recharge ponds. The Division also maintains Valley Water’s three drinking water treatment plants, the Campbell Well Field, and the 40-plus miles of large diameter treated water transmission pipelines. The Division provides civil and mechanical engineering and corrosion control services in support of maintenance of these facilities. The Division also performs the Annual Water Supply Operations Plan for the water supply of the County, performs the planning and analysis for the operations of the Raw Water System, manages Valley Water’s local water rights, and submits the regulatory reports needed for

# Division Summaries

operation of the Raw Water System.

## **Raw Water Operations Unit**

The Raw Water Operations Unit performs the day-to-day operations planning and remote operations of the District's Raw Water System as described above. The Unit also performs the required water right and regulatory compliance reporting to maintain and protect local water supply operations.

## **Utility Maintenance Engineering Unit**

The Utility Maintenance Engineering Unit provides civil and mechanical engineering as well as corrosion control services in support of Water Utility Operations and Maintenance Programs and Projects. The Unit also supports the 10-year pipeline rehabilitation capital project and oversees the implementation of the management strategy for large diameter water conveyance and transmission pipelines. This includes the inspection of Welded Steel and Pre-stressed Concrete Cylinder Pipe (PCCP) as well as the development of seismic and risk management tools for pipelines. The Unit also provides engineering support at the three treatment plants and the SVAWPC.

## **Raw Water/Field Operations and Pipeline Maintenance Unit**

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 over 140 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.

## **Treatment Plant Maintenance Unit**

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

## **FY 2020 Accomplishments**

- Completed the FY20-24 Water Utility Maintenance Workplan.
- Completed the Cross Valley Pipeline and Calero Pipeline Inspection and Rehabilitation Project.
- Prepared two (2) new reservoir elevation-area-capacity curves for implementation at the beginning of water year 2020.
- Completed the Pacheco Pumping Plant HVAC Chiller Filter Retrofit and Fire Suppression System.
- Completed the Coyote Pumping Plant Warehouse and Staff Trailer Replacement.
- Completed the Vasona Pumping Plant Security Fencing.
- Completed Granger and Dutard Turnout Flowmeter replacements.
- Permanent Valley Habitat Plan buyout of work areas within Valley Water easement.

# Division Summaries

## **FY 2021 Milestones**

- Complete the FY 21-25 Water Utility Maintenance Work Plan.
- Plan and execute on work projects identified in the 5 Year Maintenance Work Plan.
- Maintain reliable raw water and pipeline facilities by performing scheduled preventative maintenance.
- Perform condition assessments of pre-determined facilities.
- Complete raw and treated water system hydraulic models.
- Complete the Central Pipeline Inspections.
- Management of Cathodic Protection and Corrosion Control Systems (Maintenance, Surveys, troubleshooting and Repair).
- Operate recharge, canal, ditch, low pressure pipelines as required by the operations plan and regulatory agency requirements.
- Operate the Almaden Calero Canal during the storm season to transfer excess water from Almaden Reservoir to Calero Reservoir.
- Complete recharge pond maintenance.

## **Budget Issues and Constraints**

None.

# Division Summaries

## Raw Water Division — Budget Summary

Project Type (Category)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	28,914,322	30,588,741	33,187,444	2,598,703	8%
Operating Project	2,057	0	61,856	61,856	0%
Capital	4,806,313	24,459,475	7,445,476	(17,013,999)	-70%
<b>Total *</b>	<b>33,722,692</b>	<b>55,048,217</b>	<b>40,694,777</b>	<b>(14,353,440)</b>	<b>-26%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Deputy's Office of Raw Water Division	771,257	684,881	811,147	126,266	18%
Raw Water Operations	4,879,053	5,652,603	6,101,185	448,582	8%
Treatment Plant Maintenance	11,845,293	21,419,003	14,033,209	(7,385,795)	-34%
Utility Maintenance Engineering	3,930,816	8,298,999	5,090,129	(3,208,870)	-39%
Raw Water Field Ops & Pipeline Maintenance	12,296,272	18,992,729	14,659,106	(4,333,623)	-23%
<b>Total *</b>	<b>33,722,692</b>	<b>55,048,217</b>	<b>40,694,777</b>	<b>(14,353,440)</b>	<b>-26%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### Raw Water Division - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
<b>Authorized Positions**</b>	<b>78</b>	<b>82</b>	<b>80</b>	<b>(2)</b>

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

For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Deputy's Office of Raw Water Division</b>					
	Salaries & Benefits	462,965	434,264	520,451	86,187
	Services & Supplies	5,743	7,000	11,000	4,000
	Intra District Charges	302,549	243,618	279,697	36,079
<b>Deputy's Office of Raw Water Division (408) Total</b>		<b>771,257</b>	<b>684,881</b>	<b>811,147</b>	<b>126,266</b>
<b>Utility Maintenance Engineering</b>					
	Salaries & Benefits	1,278,952	1,681,993	1,745,806	63,813
	Services & Supplies	235,205	682,000	1,304,200	622,200
	Intra District Charges	805,333	982,650	1,049,373	66,724
	Capital Expenditures	5,300	0	0	0
<b>Utility Maintenance Engineering (435) Total</b>		<b>2,324,791</b>	<b>3,346,643</b>	<b>4,099,380</b>	<b>752,737</b>
<b>Raw Water Operations</b>					
	Salaries & Benefits	2,911,093	3,209,027	3,347,211	138,185
	Services & Supplies	250,176	676,750	772,850	96,100
	Intra District Charges	1,696,537	1,690,539	1,771,112	80,573
	Capital Expenditures	2,878	0	0	0
<b>Raw Water Operations (455) Total</b>		<b>4,860,684</b>	<b>5,576,316</b>	<b>5,891,174</b>	<b>314,858</b>
<b>Treatment Plant Maintenance</b>					
	Salaries & Benefits	4,904,268	4,834,161	5,091,088	256,927
	Services & Supplies	2,393,437	2,837,000	2,522,600	(314,400)
	Intra District Charges	3,248,499	2,930,261	3,369,428	439,167
	Capital Expenditures	55,441	10,000	60,000	50,000
<b>Treatment Plant Maintenance (555) Total</b>		<b>10,601,646</b>	<b>10,611,422</b>	<b>11,043,116</b>	<b>431,694</b>
<b>Raw Water Field Ops &amp; Pipeline Maintenance</b>					
	Salaries & Benefits	4,130,620	4,465,033	4,684,541	219,508
	Services & Supplies	3,351,849	2,958,360	3,120,510	162,150
	Intra District Charges	2,875,033	2,946,086	3,599,434	653,347
	Capital Expenditures	500	0	0	0
<b>Raw Water Field Ops &amp; Pipeline Maintenance (585) Total</b>		<b>10,358,003</b>	<b>10,369,479</b>	<b>11,404,485</b>	<b>1,035,005</b>
<b>Operations Total*</b>		<b>28,916,379</b>	<b>30,588,741</b>	<b>33,249,301</b>	<b>2,660,560</b>

# Division Summaries

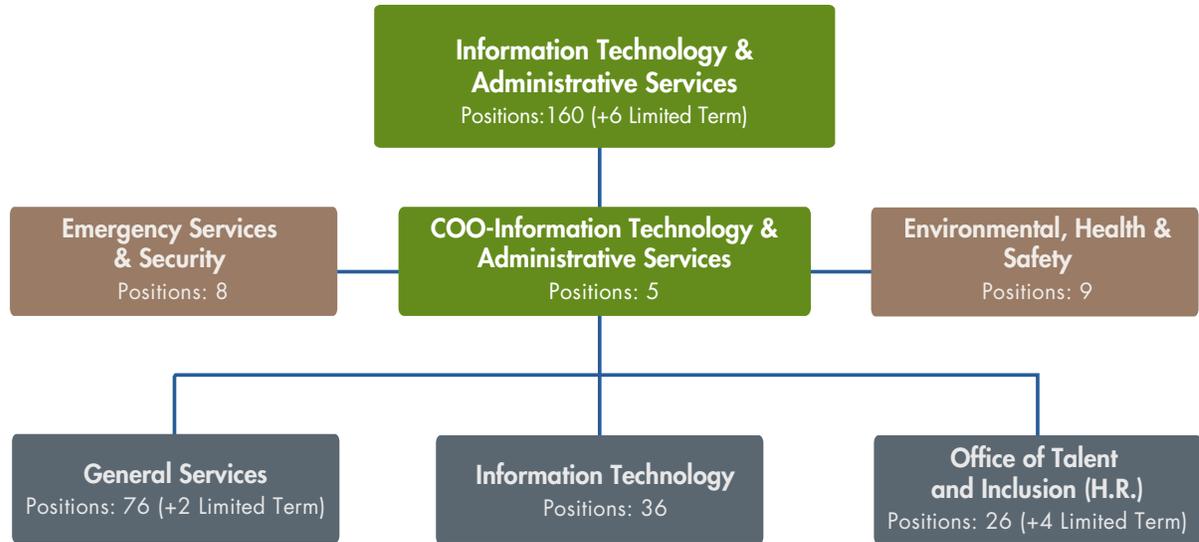
## Capital Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Utility Maintenance Engineering</b>					
	Services & Supplies	481,615	4,055,000	0	(4,055,000)
	Salaries & Benefits	708,088	565,148	617,287	52,140
	Intra District Charges	416,322	332,209	373,463	41,254
<b>Utility Maintenance Engineering (435) Total</b>		<b>1,606,025</b>	<b>4,952,357</b>	<b>990,750</b>	<b>(3,961,607)</b>
<b>Raw Water Operations</b>					
	Services & Supplies	27	0	0	0
	Salaries & Benefits	11,361	49,403	134,926	85,523
	Intra District Charges	6,981	26,885	75,086	48,201
<b>Raw Water Operations (455) Total</b>		<b>18,370</b>	<b>76,287</b>	<b>210,012</b>	<b>133,724</b>
<b>Treatment Plant Maintenance</b>					
	Services & Supplies	588,322	7,465,000	2,250,000	(5,215,000)
	Salaries & Benefits	182,467	749,673	431,675	(317,998)
	Capital Expenditures	359,572	2,100,000	0	(2,100,000)
	Intra District Charges	113,287	492,909	308,418	(184,491)
<b>Treatment Plant Maintenance (555) Total</b>		<b>1,243,648</b>	<b>10,807,581</b>	<b>2,990,093</b>	<b>(7,817,488)</b>
<b>Raw Water Field Ops &amp; Pipeline Maintenance</b>					
	Services & Supplies	1,490,372	6,906,500	2,527,763	(4,378,737)
	Salaries & Benefits	265,900	346,421	398,109	51,688
	Capital Expenditures	0	1,126,000	0	(1,126,000)
	Intra District Charges	181,998	244,329	328,749	84,420
<b>Raw Water Field Ops &amp; Pipeline Maintenance (585) Total</b>		<b>1,938,270</b>	<b>8,623,250</b>	<b>3,254,621</b>	<b>(5,368,629)</b>
<b>Capital Total*</b>		<b>4,806,313</b>	<b>24,459,475</b>	<b>7,445,476</b>	<b>(17,013,999)</b>
<b>Division Total*</b>		<b>33,722,692</b>	<b>55,048,217</b>	<b>40,694,777</b>	<b>(14,353,440)</b>

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

# Division Summaries

## Administrative Services

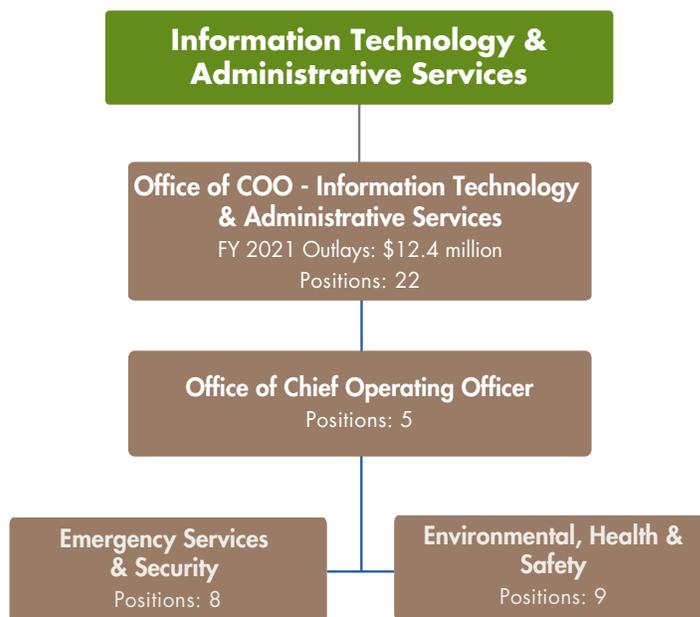


Legend	
<span style="color: green;">■</span>	Chief Operating Officer
<span style="color: gray;">■</span>	Division
<span style="color: brown;">■</span>	Department (Unit)

## Description

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

## Office of COO IT and Administrative Services



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

### Division Description and Objectives

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

#### Emergency Services and Security

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

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response, and recovery.

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

### **Environmental, Health & Safety**

As part of Valley Water's Administration function, the Environmental, Health & Safety (EH&S) Unit provides services for all Valley Water Divisions and staff. These services cover a wide range of activities including environmental, health and safety written program development and maintenance, technical and behavioral safety training, incident investigation services, ergonomic evaluations and corrective measures, contractor safety program evaluation, inspection and audit services and support, hazard analysis and risk prevention services, fall protection surveys and fall hazard mitigation, Department of Transportation driver safety program, and alcohol and drug abuse prevention and testing services. The EH&S Unit also provides industrial hygiene services such as lead, asbestos, and mold testing services, building indoor air quality assessments and environmental lab testing services coordination, audiometric testing and workplace sound level surveys, respiratory protection services including on-site respiratory fit testing services, ventilation surveys, and bloodborne pathogens and biological hazard surveys and assessments. The EH&S Unit is responsible for hazardous materials storage management, hazardous waste storage and disposal management, electronic waste and recycling compliance and annual report submittal, underground and above ground storage tank inspections and permitting, Hazardous Materials Business Plans development and submittal, environmental regulatory facilities permit management, 24/7 hazardous materials emergency response capabilities, Spill Prevention Control and Countermeasure oil storage management planning development, California Accidental Release Program management for highly hazardous materials, Portable Equipment Registration Program management, gasoline systems annual air emissions testing coordination.

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

### **Diversity and Inclusion**

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

# Division Summaries

## FY 2020 Accomplishments

- Provided leadership and support for all the administrative needs of Valley Water including oversight over Information Technology, General Services, Emergency Management and Security Services, and Environmental, Health & Safety Services. Accomplishments of the Information Technology, General Services, and Office of Talent and Inclusion (Human Resources) departments are listed within the budget sections of those departments. The following is the list of accomplishments for the Emergency Management and Security Services Department, the Environmental, Health & Safety Department, and the Diversity and Inclusion Program.
- Developed Pandemic and Infectious Disease Plan to support business continuity during public health emergency.
- Completed Annual Local Hazard Mitigation Plan status report produced.
- Established Threat Response/Active Shooter Awareness Program.
- Developed District Wide Security Plan.
- Established Emergency Steering Committee for Valley Water.
- Completed Annual District Threat Assessment Update.
- Coordinated EOC Activation for Coronavirus/COVID-19 Pandemic, EOC implemented virtually to support social distancing
- Supported multiple Water Utility Enterprise and Watersheds Field Operations projects by conducting risk assessments, providing training, conducting facility design reviews, aided in the planning and execution of pipe inspections at Santa Teresa Water Treatment Plant.
- Enhanced the current fall protection rescue protocols by providing new fall protection equipment.
- Arranged to have a qualified chemical vendor transport sulfuric acid between facilities to minimize the amount of hazardous waste generated.
- Updated and implemented a new Diversity and Inclusion Master Plan objectives and tactics to replace the existing Master Plan.
- Reported annually on the implementation progress of the Diversity and Inclusion Master Plan by June 30.

## FY 2021 Milestones

- Review, approve, and present the status of Administrative Services quarterly performance.
- Develop and deliver 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.
- Develop plan to upgrade security system capabilities.
- Support FERC Anderson Dam Exercise.
- Implement Access Management Program for all Valley Water personnel.
- Conduct a minimum of 30 required safety training classes in-house by June 30.
- Conduct a minimum of 12 Job Safety Assessments by June 30.
- Provide quarterly updates to Valley Water's Safe Clean Water Project B5 webpage.
- Report annually on the implementation progress of the Diversity and Inclusion Master Plan by June 30.

# Division Summaries

## Office of COO IT and Administrative Services — Budget Summary

Project Type (Category)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	8,751,647	9,712,598	12,378,959	2,666,360	27%
Operating Project	0	0	0	0	0%
Capital	13,293	106,002	3,347	(102,655)	-97%
<b>Total *</b>	<b>8,764,940</b>	<b>9,818,601</b>	<b>12,382,306</b>	<b>2,563,705</b>	<b>26%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Environmental, Health & Safety	3,575,322	3,516,841	3,776,877	260,036	7%
Emergency Services & Security	4,366,767	5,241,835	6,755,232	1,513,397	29%
Office of COO-IT & Administrative Services	822,851	1,059,924	1,850,196	790,272	75%
<b>Total *</b>	<b>8,764,940</b>	<b>9,818,601</b>	<b>12,382,306</b>	<b>2,563,705</b>	<b>26%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### Office of COO IT and Administrative Services - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
<b>Authorized Positions**</b>	<b>23</b>	<b>20</b>	<b>22</b>	<b>2</b>

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

For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

# Division Summaries

## Operations Budget by Department and Account Category

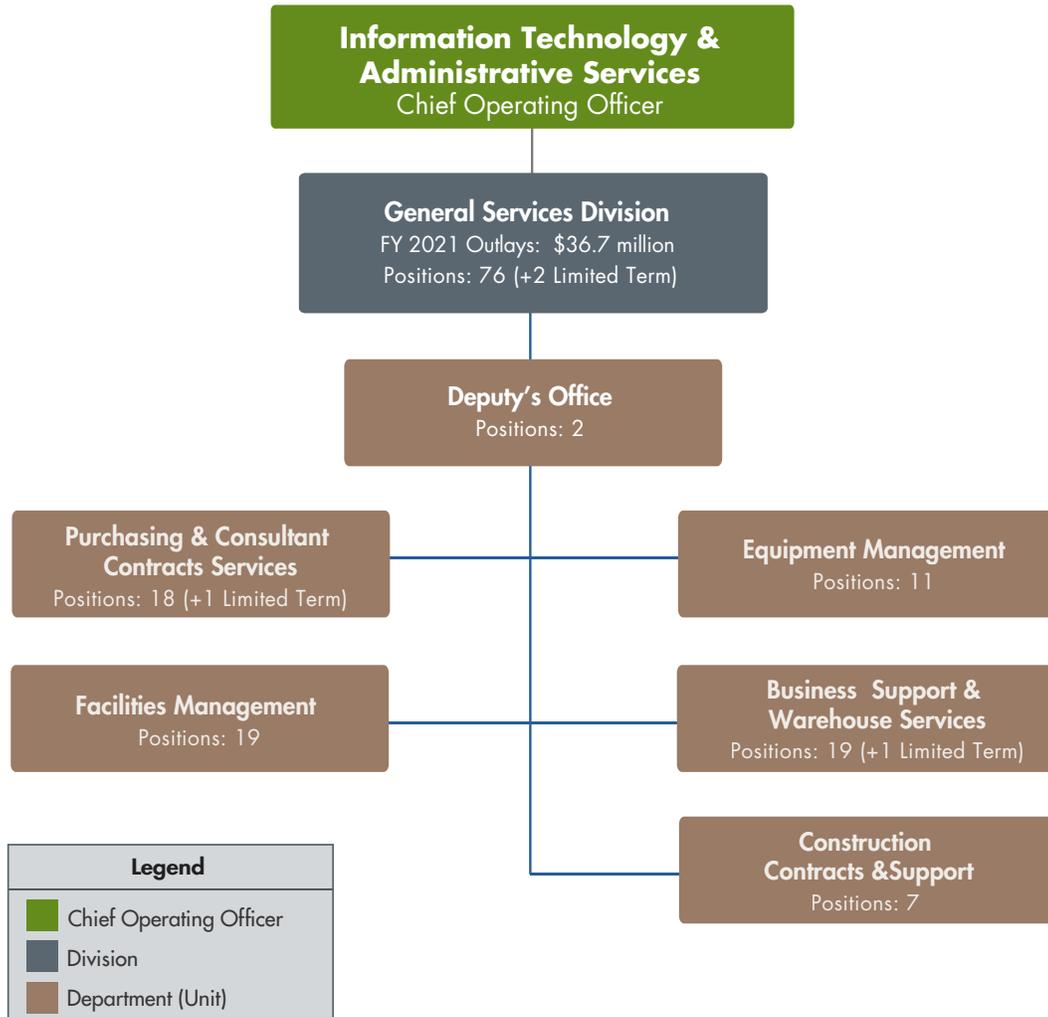
Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Emergency Services &amp; Security</b>					
	Salaries & Benefits	1,593,122	1,578,936	1,705,584	126,648
	Services & Supplies	2,079,892	2,951,837	4,371,000	1,419,163
	Capital Expenditures	7,809	0	0	0
	Intra District Charges	675,105	605,060	675,301	70,240
<b>Emergency Services &amp; Security (219) Total</b>		<b>4,355,929</b>	<b>5,135,833</b>	<b>6,751,885</b>	<b>1,616,052</b>
<b>Office of COO-IT &amp; Administrative Services</b>					
	Salaries & Benefits	546,577	723,224	1,199,118	475,894
	Services & Supplies	159,749	237,850	456,650	218,800
	Intra District Charges	116,526	98,850	194,428	95,578
<b>Office of COO-IT &amp; Administrative Services (602) Total</b>		<b>822,851</b>	<b>1,059,924</b>	<b>1,850,196</b>	<b>790,272</b>
<b>Environmental, Health &amp; Safety</b>					
	Salaries & Benefits	1,749,910	1,772,749	1,895,877	123,129
	Services & Supplies	805,065	808,121	846,721	38,600
	Intra District Charges	1,017,892	935,971	1,034,279	98,307
<b>Environmental, Health &amp; Safety (916) Total</b>		<b>3,572,867</b>	<b>3,516,841</b>	<b>3,776,877</b>	<b>260,036</b>
<b>Operations Total*</b>		<b>8,751,647</b>	<b>9,712,598</b>	<b>12,378,959</b>	<b>2,666,360</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Emergency Services &amp; Security</b>					
	Salaries & Benefits	0	3,850	2,128	(1,722)
	Services & Supplies	10,838	100,000	0	(100,000)
	Intra District Charges	0	2,152	1,219	(933)
<b>Emergency Services &amp; Security (219) Total</b>		<b>10,838</b>	<b>106,002</b>	<b>3,347</b>	<b>(102,655)</b>
<b>Environmental, Health &amp; Safety</b>					
	Salaries & Benefits	1,506	0	0	0
	Intra District Charges	949	0	0	0
<b>Environmental, Health &amp; Safety (916) Total</b>		<b>2,455</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Total*</b>		<b>13,293</b>	<b>106,002</b>	<b>3,347</b>	<b>(102,655)</b>
<b>Division Total*</b>		<b>8,764,940</b>	<b>9,818,601</b>	<b>12,382,306</b>	<b>2,563,705</b>

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

## General Services Division



### Division Description and Objectives

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

#### Construction Contracts and Support

Construction Contracts and Support Department provides analytical support for both Water Utility Enterprise and Watershed capital projects including benchmarking and status reports. Runs the advertise and award process for all public works projects over \$50,000 and provides support during construction.

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## **Business Support, and Warehouse Services**

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

## **Purchasing and Consultant Contracts Services**

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

## **Equipment Management**

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

## **Facilities Management**

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

## **FY 2020 Accomplishments**

- The Construction Contracts and Support Department developed monthly status reports for construction projects; advertised/bided/awarded for 10 projects with a construction value of over \$750M.
- The Business Support and Warehouse Department increase business support efficiency by implementing several solutions to services such as Proxy Click for digitally checking in visitors at the front desks, creating an online portal for ordering business cards, and implementing a package receiving and delivery application for packages.
- The Purchasing and Consultant Contracts Department continued to implement new electronic Purchase Requisition forms and eFiling processes. Hosted a Business Open House in August 2019 to encourage networking of small and large businesses, and local business community designed to share information on upcoming business opportunities in support of Valley Water projects and programs. Implemented the new Contract Process Improvements in order to streamline and reduce time requirements for contract processing and approvals. Implemented new ERP (Infor), in order to benefit Valley Water operations and improve management practices.
- The Equipment Management Department surpluses replaced 11 vehicles and 2 pieces of construction equipment in accordance with the 12-year or 125,000-mile replacement criteria, and achieved 97.9% preventive maintenance compliance on light duty vehicles. Provided Fleet Management oversight effectively meeting district needs using industry best practices. Met CARB diesel emission replacement requirements ahead of mandate.
- The Facilities Department moved 110-staff from the Maintenance Building to the Administration Building; upgraded Electric Vehicle charging stations, for a total of 12 chargers, one ADA accessible and two fast chargers to the Almaden Campus; completed upgrades to the Cafeteria; selected a new vending services provider; and completed conference room upgrades.

# Division Summaries

## FY 2021 Milestones

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

- The Construction Contracts and Support Department will manage Construction Advertise and Award process for all Capital projects.
- The Business Services Support & Warehouse Department will produce high quality reprographics and word processing deliverables per customer deadlines. continue to create efficiencies by fully implementing an e-forms system to electronically route and sign internal forms and implement Infor, our new ERP System for our supply chain and inventory services.
- 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 Equipment Management Department will surplus and replace 16 vehicles and 2 pieces of construction equipment in accordance with the 12-year or 125,000-mile replacement criteria.
- The Facilities Management Department will continue maximizing workspace to achieve operational efficiencies; implement water, energy & regulatory compliance; plan a new On-Call (Mechanical, Electrical and Plumbing) Consultant Contract for Almaden and various off-site locations project design and construction management support.

## Budget Issues and Constraints

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

# Division Summaries

## General Services Division — Budget Summary

Project Type (Category)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	20,641,043	24,143,243	26,796,328	2,653,085	11%
Operating Project	22,059	0	6,621	6,621	0%
Capital	7,107,804	7,217,561	9,850,874	2,633,313	36%
<b>Total *</b>	<b>27,770,907</b>	<b>31,360,804</b>	<b>36,653,823</b>	<b>5,293,019</b>	<b>17%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Purchasing, Consultant Contracts Services	4,716,300	4,786,413	5,548,579	762,166	16%
Business Support and Warehouse	3,816,173	5,132,406	6,001,098	868,692	17%
Facilities Management	9,919,533	10,563,694	12,914,841	2,351,147	22%
Deputy's Office of General Services Division	344,353	535,518	562,497	26,980	5%
Construction Contracts and Support	2,963,107	3,032,272	2,661,757	(370,515)	-12%
Equipment Management	6,011,442	7,310,501	8,965,050	1,654,549	23%
<b>Total *</b>	<b>27,770,907</b>	<b>31,360,804</b>	<b>36,653,823</b>	<b>5,293,019</b>	<b>17%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### General Services Division - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
<b>Authorized Positions**</b>	<b>75</b>	<b>76</b>	<b>76</b>	<b>0</b>

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

For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Construction Contracts and Support</b>					
	Salaries & Benefits	68,446	26,824	6,904	(19,920)
	Services & Supplies	675	0	0	0
	Intra District Charges	27,335	3,653	1,113	(2,541)
<b>Construction Contracts and Support (335) Total</b>		<b>96,456</b>	<b>30,477</b>	<b>8,017</b>	<b>(22,461)</b>
<b>Business Support and Warehouse</b>					
	Salaries & Benefits	2,196,898	2,707,351	3,047,130	339,779
	Services & Supplies	1,113,243	1,726,088	1,922,138	196,050
	Intra District Charges	504,646	688,174	825,832	137,658
	Capital Expenditures	144	0	0	0
<b>Business Support and Warehouse (775) Total</b>		<b>3,814,930</b>	<b>5,121,613</b>	<b>5,795,100</b>	<b>673,487</b>
<b>Deputy's Office of General Services Division</b>					
	Salaries & Benefits	293,094	462,347	464,502	2,154
	Services & Supplies	601	10,100	22,400	12,300
	Intra District Charges	50,657	63,070	75,596	12,525
<b>Deputy's Office of General Services Division (802) Total</b>		<b>344,353</b>	<b>535,518</b>	<b>562,497</b>	<b>26,980</b>
<b>Purchasing, Consultant Contracts Services</b>					
	Salaries & Benefits	3,032,674	3,399,098	3,572,069	172,971
	Services & Supplies	918,965	676,414	942,694	266,280
	Intra District Charges	750,659	678,196	580,125	(98,071)
<b>Purchasing, Consultant Contracts Services (820) Total</b>		<b>4,702,297</b>	<b>4,753,707</b>	<b>5,094,887</b>	<b>341,180</b>
<b>Equipment Management</b>					
	Salaries & Benefits	1,735,851	1,818,340	1,934,832	116,492
	Services & Supplies	1,496,238	2,366,700	2,548,500	181,800
	Intra District Charges	997,713	928,462	1,003,719	75,257
<b>Equipment Management (885) Total</b>		<b>4,229,802</b>	<b>5,113,501</b>	<b>5,487,050</b>	<b>373,549</b>
<b>Facilities Management</b>					
	Salaries & Benefits	2,754,296	3,116,326	3,607,177	490,851
	Services & Supplies	4,108,163	4,767,664	5,399,995	632,331
	Intra District Charges	495,713	584,437	728,226	143,789
	Capital Expenditures	117,092	120,000	120,000	0
<b>Facilities Management (887) Total</b>		<b>7,475,264</b>	<b>8,588,427</b>	<b>9,855,398</b>	<b>1,266,971</b>
<b>Operations Total*</b>		<b>20,663,103</b>	<b>24,143,243</b>	<b>26,802,950</b>	<b>2,659,707</b>

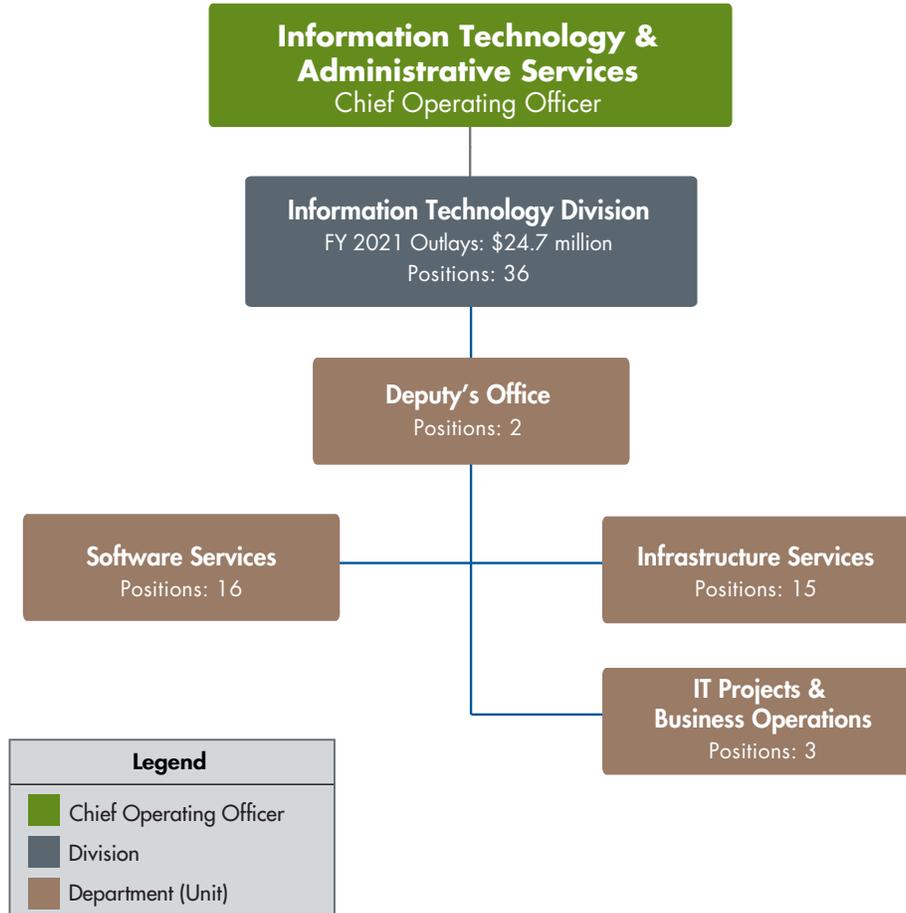
# Division Summaries

## Capital Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Construction Contracts and Support</b>					
	Salaries & Benefits	1,754,572	1,912,561	1,475,395	(437,166)
	Services & Supplies	30,588	32,350	368,000	335,650
	Intra District Charges	1,081,491	1,056,884	810,346	(246,538)
<b>Construction Contracts and Support (335) Total</b>		<b>2,866,651</b>	<b>3,001,795</b>	<b>2,653,740</b>	<b>(348,054)</b>
<b>Business Support and Warehouse</b>					
	Salaries & Benefits	1,123	7,068	144,488	137,419
	Services & Supplies	50	0	0	0
	Intra District Charges	69	3,725	61,510	57,785
<b>Business Support and Warehouse (775) Total</b>		<b>1,243</b>	<b>10,794</b>	<b>205,998</b>	<b>195,204</b>
<b>Purchasing, Consultant Contracts Services</b>					
	Salaries & Benefits	14,785	11,573	199,475	187,902
	Intra District Charges	(782)	21,133	254,217	233,084
<b>Purchasing, Consultant Contracts Services (820) Total</b>		<b>14,002</b>	<b>32,706</b>	<b>453,692</b>	<b>420,986</b>
<b>Equipment Management</b>					
	Salaries & Benefits	1,667	0	0	0
	Services & Supplies	0	60,000	80,000	20,000
	Capital Expenditures	1,779,973	2,137,000	3,398,000	1,261,000
<b>Equipment Management (885) Total</b>		<b>1,781,640</b>	<b>2,197,000</b>	<b>3,478,000</b>	<b>1,281,000</b>
<b>Facilities Management</b>					
	Salaries & Benefits	58,164	28,811	29,801	991
	Services & Supplies	1,206,047	1,929,690	3,012,000	1,082,310
	Intra District Charges	9,087	16,766	17,642	876
	Capital Expenditures	1,170,970	0	0	0
<b>Facilities Management (887) Total</b>		<b>2,444,269</b>	<b>1,975,267</b>	<b>3,059,443</b>	<b>1,084,177</b>
<b>Capital Total*</b>		<b>7,107,804</b>	<b>7,217,561</b>	<b>9,850,874</b>	<b>2,633,313</b>
<b>Division Total*</b>		<b>27,770,907</b>	<b>31,360,804</b>	<b>36,653,823</b>	<b>5,293,019</b>

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

## Information Technology Division



### Division Description and Objectives

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

The Division's objectives are:

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

# Division Summaries

## Administration

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

## Infrastructure Services

Infrastructure Services is responsible for: (1) implementing and maintaining the network and data center, cyber security posture, Valley Water's computers, systems software, and connectivity (e.g., servers, networks, etc.); (2) serving as the first point of contact for staff to report problems and seek answers to questions related to their personal computers, network access, email, personal productivity software, and business application software; and (3) triaging, resolving, and escalating problems.

## Software Services

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

## FY 2020 Accomplishments

- Began to implement IT Strategic Plan. Approx. 2/3 of the 3-year program goals are in progress or complete.
- Completed RFP for new the Enterprise Resource Planning System (ERP) and began implementation.
- Provided management support for the operational work of the Units.
- Evaluated desktop and web application needs and provided numerous self-service solutions (Ongoing).
- Kicked off design and implementation of Infor ERP to replace Peoplesoft, CAS, Dupont, and 20 other systems.
- Released complete redesign of Watersheds Site within Maximo.
- EM-IMS Phase 2: Worked with Environmental Mitigation and Monitoring Unit to develop application according to business requirements for Vegetation in APEX by Dec 31, 2019.
- Mobilized workforce in support of COVID19 efforts including, roll out collaboration suite software, deployment of over 600 computers, 520 Smartphones, Docusign and other tools.
- Implemented wireless networks at Penitencia.
- Refreshed 25% of District's desktop and laptop computers.
- Completed E-Discovery Capital Project.

## FY 2021 Milestones

- Implement IT Strategic Plan: (1) Complete the creation of IT Governance structure; (2) Implement Business-IT Liaison program; (3) Develop a communication strategy and plan, and work with division staff to execute; (4) Provide management oversight and support for other projects in the IT Strategic Plan as they are executed by the Infrastructure and Software Services Units of the Division.
- Continue providing support for the new ERP for Finance, Human Resources, Purchasing and Contract Services.
- Provide management support for the operational work of the Units.

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- Evaluate desktop and web application needs and provide solutions. Ongoing.
- Complete rollout of Infor ERP to all departments.
- Finalize and implement GIS long-term strategy.
- Implement Mobile Maximo for asset management in the field.
- Implement Disaster Recovery Plan and Technologies.
- Complete POC of Water Utility Server Virtualization.
- Complete conversion to Voice Over IP Telephones.
- Complete conversion of majority of Valley Water staff to mobile devices.

### **Budget Issues and Constraints**

- Organizational willingness and readiness to change business processes to leverage the new technology, and to jointly own technology projects with the IT Division.
- Valley Water is many years behind on Information Technology. A combination of a lack of human resources combined with a large amount of technical debt (requirements to support legacy, dated and overlapping applications) creates staffing challenges for modernization projects.

# Division Summaries

## Information Technology Division — Budget Summary

Project Type (Category)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	14,706,058	17,710,740	19,302,708	1,591,967	9%
Operating Project	19,280	10,181	0	(10,181)	-100%
Capital	3,899,626	4,252,076	5,439,624	1,187,548	28%
<b>Total *</b>	<b>18,624,965</b>	<b>21,972,998</b>	<b>24,742,331</b>	<b>2,769,334</b>	<b>13%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Software Services	7,662,890	8,875,409	5,436,981	(3,438,427)	-39%
Infrastructure Services	9,785,370	12,025,820	13,170,768	1,144,949	10%
Deputy's Office of IT Division	1,176,705	1,071,769	5,200,397	4,128,628	385%
IT Projects & Business Operations	0	0	934,185	934,185	385%
<b>Total *</b>	<b>18,624,965</b>	<b>21,972,998</b>	<b>24,742,331</b>	<b>2,769,334</b>	<b>13%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### Information Technology Division - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
<b>Authorized Positions**</b>	<b>37</b>	<b>36</b>	<b>36</b>	<b>0</b>

\*\* Authorized positions exclude limited term positions and management fellows. For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Deputy's Office of IT Division</b>					
	Salaries & Benefits	843,959	1,093,130	472,793	(620,337)
	Services & Supplies	43,529	139,850	236,500	96,650
	Intra District Charges	373,528	484,890	202,009	(282,881)
<b>Deputy's Office of IT Division (715) Total</b>		<b>1,261,015</b>	<b>1,717,870</b>	<b>911,302</b>	<b>(806,568)</b>
<b>Software Services</b>					
	Salaries & Benefits	3,110,935	3,183,446	3,347,887	164,441
	Services & Supplies	1,435,727	2,836,478	3,826,907	990,429
	Intra District Charges	1,488,394	1,421,605	1,432,528	10,923
<b>Software Services (725) Total</b>		<b>6,035,057</b>	<b>7,441,530</b>	<b>8,607,322</b>	<b>1,165,793</b>
<b>Infrastructure Services</b>					
	Salaries & Benefits	2,558,542	2,592,106	2,849,265	257,159
	Services & Supplies	3,649,754	4,840,460	4,794,566	(45,894)
	Intra District Charges	1,220,829	1,128,956	1,206,067	77,111
	Capital Expenditures	141	0	0	0
<b>Infrastructure Services (735) Total</b>		<b>7,429,267</b>	<b>8,561,522</b>	<b>8,849,898</b>	<b>288,377</b>
<b>IT Projects &amp; Business Operations</b>					
	Salaries & Benefits	0	0	640,127	640,127
	Services & Supplies	0	0	11,000	11,000
	Intra District Charges	0	0	283,058	283,058
<b>IT Projects &amp; Business Operations (745) Total</b>		<b>0</b>	<b>0</b>	<b>934,185</b>	<b>934,185</b>
<b>Operations Total*</b>		<b>14,725,339</b>	<b>17,720,922</b>	<b>19,302,708</b>	<b>1,581,786</b>

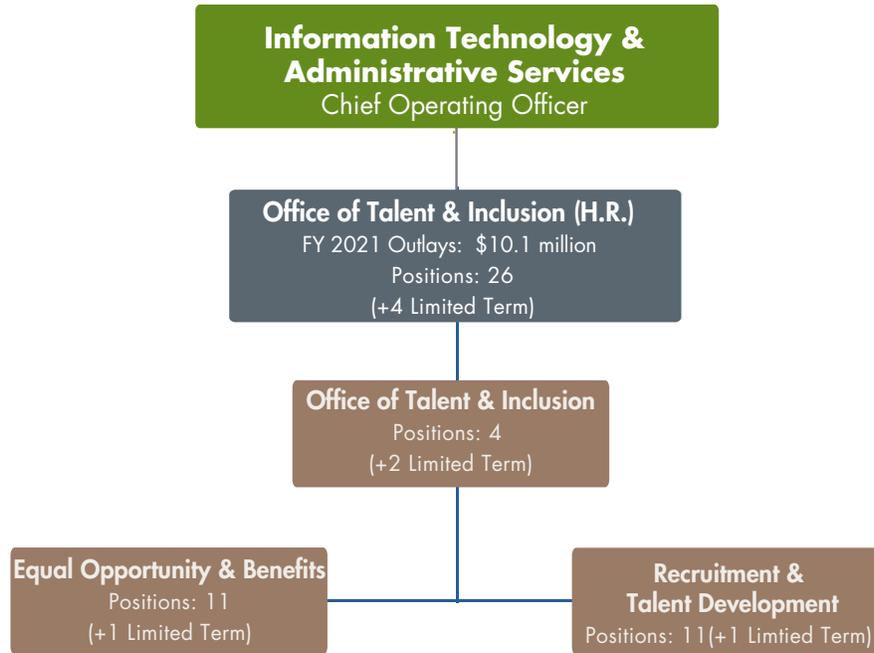
# Division Summaries

## Capital Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Deputy's Office of IT Division</b>					
	Salaries & Benefits	(60,663)	0	0	0
	Services & Supplies	27,699	(646,101)	4,289,095	4,935,196
	Intra District Charges	(51,345)	0	0	0
<b>Deputy's Office of IT Division (715) Total</b>		<b>(84,309)</b>	<b>(646,101)</b>	<b>4,289,095</b>	<b>4,935,196</b>
<b>Software Services</b>					
	Salaries & Benefits	161,406	924,182	329,398	(594,785)
	Services & Supplies	1,180,854	283,671	(3,745,054)	(4,028,725)
	Capital Expenditures	204,600	100,000	100,000	0
	Intra District Charges	80,973	126,026	145,315	19,290
<b>Software Services (725) Total</b>		<b>1,627,833</b>	<b>1,433,879</b>	<b>(3,170,341)</b>	<b>(4,604,220)</b>
<b>Infrastructure Services</b>					
	Salaries & Benefits	141,636	304,095	211,623	(92,471)
	Services & Supplies	471,926	1,115,083	348,737	(766,347)
	Capital Expenditures	1,673,135	1,906,400	3,671,000	1,764,600
	Intra District Charges	69,406	138,720	89,510	(49,210)
<b>Infrastructure Services (735) Total</b>		<b>2,356,103</b>	<b>3,464,298</b>	<b>4,320,870</b>	<b>856,572</b>
<b>Capital Total*</b>		<b>3,899,626</b>	<b>4,252,076</b>	<b>5,439,624</b>	<b>1,187,548</b>
<b>Division Total*</b>		<b>18,624,965</b>	<b>21,972,998</b>	<b>24,742,331</b>	<b>2,769,334</b>

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

## Office of Talent and Inclusion



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

# Division Summaries

## **Human Resource Systems Management**

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

## **Ethics and Equal Opportunity**

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

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

## **Benefits and Wellness**

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

## **Reasonable Accommodation**

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

## **Recruitment and Examination**

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

## **Talent Development, Succession Planning and Rotation**

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

# Division Summaries

data.

## FY 2020 Accomplishments

*During FY 2020, the Office of the Talent and Inclusion Division completed the following activities:*

- Lead HR InForAll Team through documentation of current processes, system training/planning/configuration for each module.
- Worked with ERP project team to increase User adoption of ERP.
- Completed an inventory of HR technology.
- Conduct bi-annual AB-1234 training by December 2019.
- Manage the Leadership Programs (Supervisory, Leads Academy, etc.) by June 2020.
- Implement new Coaching/Mentoring program by June 2020.
- Processed all annual health plan renewals and coordinate open enrollment.
- Coordinated and processed the annual flexible spending account (FSA) open enrollment.
- Developed and coordinated onsite wellness activities and programs.
- Provided Annual Disparate Impact Analysis Report raw data to external consultant for analysis.
- Partnered with Hiring Managers to hire and promote qualified candidates.
- Established on-call recruitment service partnerships to aide in filling vacancies.
- Implemented Seamless.gov for recruitment signoffs.
- Manage the Leadership Programs (e.g., Supervisory, Leads Academy, etc.).
- Conducted Employee Development Performance Program (EDPP) reviews with all Human Resources Department managers by July 31 to establish goals, February for Mid-year Reviews, and August for Year End evaluations.

## FY 2021 Milestones

- Lead HR InForAll Team through all phases of ERP project until full setup and implementation.
- Executive Summary to management by June 30, 2021.
- Conduct Ethics Training by December 2020.
- Conduct Annual Form 700 filing process by April 2021.
- Process all annual health plan renewals and coordinate open enrollment for all active employees, board of directors, retirees and COBRA participants by April 1, 2021.
- Coordinate and process the annual flexible spending account (FSA) open enrollment for all active employees and board of directors by January 1, 2021.
- Provide Annual Disparate Impact Analysis Report raw data to external consultant for analysis each calendar year by October 2021
- Conduct Employee Development Performance Program (EDPP) reviews with all Human Resources unit managers and direct reports by July to establish goals, February for Mid-Year Reviews, and August for Year End Reviews.
- Manage the Leadership Programs (Supervisory, Leads Academy, etc.) by June 2021.

# Division Summaries

## Office of Talent and Inclusion — Budget Summary

Project Type (Category)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Operations	7,350,484	9,674,393	9,068,576	(605,817)	-6%
Capital	52,021	0	1,003,786	1,003,786	0%
<b>Total *</b>	<b>7,402,505</b>	<b>9,674,393</b>	<b>10,072,362</b>	<b>397,969</b>	<b>4%</b>

Department (Unit)	FY 2019 Budgetary Actuals	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Change \$	FY 2021 Change %
Equal Opportunity & Benefits	273,882	1,703,675	3,104,359	1,400,684	82%
Recruitment and Talent Development	0	0	5,539,767	5,539,767	82%
Employee Recruitment and Benefits	2,934,944	0	0	0	82%
Office of Talent & Inclusion	3,241,381	7,970,718	1,428,236	(6,542,482)	-82%
Workforce Development	952,298	0	0	0	-82%
<b>Total *</b>	<b>7,402,505</b>	<b>9,674,393</b>	<b>10,072,362</b>	<b>397,969</b>	<b>4%</b>

\* Totals includes intra-district reimbursement charges. For comparison purposes, FY 2019 and FY 2020 department expenditures are presented according to the FY 2021 Division Organizational Chart.

### Office of Talent and Inclusion - Position Summary

	FY 2019 Adjusted Budget	FY 2020 Adopted Budget	FY 2021 Adopted Budget	FY 2021 Position Change
Authorized Positions**	26	28	26	(2)

\*\* Authorized positions exclude limited term positions and management fellows. For comparison purposes, FY 2019 and FY 2020 positions count lists all positions in the division budget according to the FY 2021 Division Organizational Chart.

# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Workforce Development</b>					
	Salaries & Benefits	421,508	0	0	0
	Services & Supplies	488,431	0	0	0
	Intra District Charges	42,360	0	0	0
<b>Workforce Development (623) Total</b>		<b>952,298</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Office of Talent &amp; Inclusion</b>					
	Salaries & Benefits	2,647,990	4,582,259	933,381	(3,648,878)
	Services & Supplies	371,269	2,780,800	72,900	(2,707,900)
	Intra District Charges	216,051	607,659	148,355	(459,304)
	Capital Expenditures	6,071	0	0	0
<b>Office of Talent &amp; Inclusion (915) Total</b>		<b>3,241,381</b>	<b>7,970,718</b>	<b>1,154,636</b>	<b>(6,816,082)</b>
<b>Equal Opportunity &amp; Benefits</b>					
	Salaries & Benefits	260,069	1,027,838	2,219,969	1,192,132
	Services & Supplies	3,650	533,300	322,600	(210,700)
	Intra District Charges	10,163	142,537	351,688	209,151
<b>Equal Opportunity &amp; Benefits (919) Total</b>		<b>273,882</b>	<b>1,703,675</b>	<b>2,894,257</b>	<b>1,190,582</b>
<b>Recruitment and Talent Development</b>					
	Salaries & Benefits	0	0	2,120,169	2,120,169
	Services & Supplies	0	0	2,556,850	2,556,850
	Intra District Charges	0	0	342,664	342,664
<b>Recruitment and Talent Development (926) Total</b>		<b>0</b>	<b>0</b>	<b>5,019,683</b>	<b>5,019,683</b>
<b>Employee Recruitment and Benefits</b>					
	Salaries & Benefits	1,565,054	0	0	0
	Services & Supplies	1,037,791	0	0	0
	Intra District Charges	280,078	0	0	0
<b>Employee Recruitment and Benefits (927) Total</b>		<b>2,882,923</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Operations Total*</b>		<b>7,350,484</b>	<b>9,674,393</b>	<b>9,068,576</b>	<b>(605,817)</b>

# Division Summaries

## Capital Budget by Department and Account Category

Department	Account Category	FY 2019 Budgetary Actual	FY 2020 Adopted \$	FY 2021 Adopted \$	FY 2021 Change \$
<b>Office of Talent &amp; Inclusion</b>					
	Salaries & Benefits	0	0	188,951	188,951
	Intra District Charges	0	0	84,649	84,649
<b>Office of Talent &amp; Inclusion (915) Total</b>		<b>0</b>	<b>0</b>	<b>273,599</b>	<b>273,599</b>
<b>Equal Opportunity &amp; Benefits</b>					
	Salaries & Benefits	0	0	145,515	145,515
	Intra District Charges	0	0	64,587	64,587
<b>Equal Opportunity &amp; Benefits (919) Total</b>		<b>0</b>	<b>0</b>	<b>210,102</b>	<b>210,102</b>
<b>Recruitment and Talent Development</b>					
	Salaries & Benefits	0	0	358,919	358,919
	Intra District Charges	0	0	161,165	161,165
<b>Recruitment and Talent Development (926) Total</b>		<b>0</b>	<b>0</b>	<b>520,084</b>	<b>520,084</b>
<b>Employee Recruitment and Benefits</b>					
	Salaries & Benefits	34,346	0	0	0
	Intra District Charges	17,675	0	0	0
<b>Employee Recruitment and Benefits (927) Total</b>		<b>52,021</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Total*</b>		<b>52,021</b>	<b>0</b>	<b>1,003,786</b>	<b>1,003,786</b>
<b>Division Total*</b>		<b>7,402,505</b>	<b>9,674,393</b>	<b>10,072,362</b>	<b>397,969</b>

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