



NOTICE OF BUDGET & FINANCE COMMITTEE MEETING April 5, 2022

Responsible for the review of District finances including: rates, fees, charges and other sources of revenue; budget and reserves; audit; investments; insurance; and other financial matters.

NOTICE IS HEREBY GIVEN that the San Lorenzo Valley Water District has called a regular meeting of the Budget & Finance Committee to be held on **Tuesday, April 5, 2022, at 2:00 p.m.**, via video/teleconference.

There will not be any physical location for this meeting. Pursuant to AB 361 and San Lorenzo Valley Water District Resolution No. 4 (21-22) this meeting will be conducted by video/teleconference. Any person in need of any reasonable modification or accommodation in order to participate in the meeting may contact the District Secretary's Office at (831) 430-4636 a minimum of 72 hours prior to the scheduled meeting. The meeting access information is as follows:

<https://global.gotomeeting.com/join/526036549>

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 877 309 2073
- One-touch: <tel:+18773092073,,526036549#>

United States: +1 (571) 317-3129
- One-touch: <tel:+15713173129,,526036549#>

Access Code: 526-036-549

AGENDA

1. Convene Meeting/Roll Call
2. Oral Communications

This portion of the agenda is reserved for Oral Communications by the public for items which are not on the Agenda. Please understand that California law (The Brown Act) limits what the Board can do regarding issues raised during Oral Communication. No action or discussion may occur on issues outside of those already listed on today's agenda. Any person may address the Committee at this time, on any subject that lies within the jurisdiction of the District. Normally, presentations must not exceed five (5) minutes in length, and individuals may only speak once during Oral Communications.

Any Director may request that the matter be placed on a future agenda or staff may be directed to provide a brief response.

3. Unfinished Business:

Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.

A. FEMA COST SHARE ADJUSTMENT UPDATE

Discussion by the Committee regarding an update on the FEMA cost share adjustment.

B. FISCAL YEAR 2022/2023 BUDGET REVIEW

Discussion by the Committee regarding a review of the FY 2023 Budget.

4. New Business:

Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.

A. CALIFORNIA LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)

Discussion by the Committee regarding the District's participation in LIHWAP.

5. Informational Material

Here is a link to previous B & F Committee meeting minutes:

[All Finance Meeting Minutes | San Lorenzo Valley Water District \(slvwd.com\)](https://www.slvwd.com)

6. Adjournment

Agenda documents, including materials related to an item on this agenda submitted to the Committee after distribution of the agenda packet, are available for public inspection and may be reviewed at the office of the District Secretary, 13060 Highway 9, Boulder Creek, CA 95006 during normal business hours. Such documents may also be available on the District website at www.slvwd.com subject to staff's ability to post the documents before the meeting.

Certification of Posting

I hereby certify that on April 1, 2022, I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California, said time being at least 72 hours in advance of the regular meeting of the B & F Committee of the San Lorenzo Valley Water District in compliance with California Government Code Section 54956.

Executed at Boulder Creek, California, on April 1, 2022.

Holly B. Hossack, District Secretary

M E M O

TO: Budget & Finance Committee
FROM: Director of Finance
SUBJECT: FEMA Announces 90/10 Cost Share Adjustments
DATE: April 5, 2022

RECOMMENDATION:

It is recommended the Budget & Finance Committee receive the update on the FEMA 90/10 Cost Share Adjustment.

BACKGROUND:

The District is actively applying for FEMA grant funding for Disaster DR-4558 for the CZU Lightening Complex Fires.

The District has 6 different projects included under DR-4558. Project 180766, is at a 100% cost share, but the other remaining projects are a 75%/25% cost share, meaning that FEMA will reimburse us for 75% of the total project expenses submitted, and the District is responsible for covering the remaining 25%.

Recently, FEMA announced that for this Disaster DR-4558, among others, that they are increasing the cost share to 90%/10%. The District is in the process of reviewing CZU projects and the impact that the additional cost share of 90% will have going forward.

Attached is the announcement received for reference.

Kendra Reed

From: Cal OES <CalOES@public.govdelivery.com>
Sent: Monday, March 21, 2022 3:06 PM
To: Kendra Reed
Subject: FEMA Advisory: FEMA Announces 90/10 Cost Share Adjustments Advisory

FEMA Advisory

FEMA Announces 90/10 Cost Share Adjustments

Federal Emergency Management Agency Administrator Deanne Criswell announced on March 18, 2022, that additional disaster funding is available to all states, tribal nations and territories with Presidential major disaster and emergency declarations occurring in 2020 and 2021. For California, this specifically includes Disasters **DR-4558, DR-4569, DR4610 & DR 4619**.

On March 15, President Biden [signed "H.R. 2471, Consolidated Appropriations Act, 2022"](#) into law, which granted a minimum 90% federal cost share for any emergency or major disaster declaration declared from or having an incident period beginning between, January 1, 2020 and December 31, 2021.

Specifically, the enacted law authorizes an increase to the standard 75% federal cost share to at least 90% for Public Assistance, the Hazard Mitigation Grant Program and specified Individual Assistance programs authorized under emergency and major disaster declarations.

The assistance authorized as part of H.R. 2471 is in addition to the [President's announcement on March 1](#), which extended the full federal cost share to 100% to support all eligible work under COVID-19 emergency and major disaster declarations through July 1, 2022.

From January 2020 through December 2021, FEMA responded to disasters that have impacted millions of Americans. This additional assistance will help communities across the country recover, building a stronger, more resilient nation.

Follow FEMA

Social media at: [FEMA Blog](#) on fema.gov, [@FEMA](#) or [@FEMAEspanol](#) on Twitter, [FEMA](#) or [FEMA Espanol](#) on Facebook, [@FEMA](#) on Instagram, and via the [FEMA YouTube channel](#).

- [FEMA_Advsory_90_Percent_Cost_Share_Adjustments_20220318.pdf](#)



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M E M O

TO: Budget & Finance Committee
FROM: Director of Finance
SUBJECT: FY2223 Budget Adjustments
DATE: April 5, 2022

RECOMMENDATION:

It is recommended that the Budget & Finance Committee review the preliminary FY2223 Budget Adjustments.

BACKGROUND:

BUDGET

The budget is a financial tool to help plan and guide the District's revenue and expenses. It is slightly different than the audited financials, mainly in that the budget looks more to cash expenses and excludes depreciation and other non-cash events. In FY2122, the Board of Directors adopted the first bi-ennial budget. District staff does a budget review annually, but with the decrease in consumption and multiple position vacancies and changes, this may warrant a budget adjustment for FY2223.

Below outlines our operating revenues and expenses and where we are proposing budget adjustments should be made.

OPERATING REVENUE

WATER BASIC

FY2223 Budget = \$3,536,400
FY2223 Budget Adjustment = \$3,533,950
Difference = (\$2,450)

This adjustment is to account for the CZU home rebuilds. It was originally budgeted that 100 homes would be reconnected by December 2022; we are now only projecting that 75 homes will be reconnected by December 2022.

WATER USAGE

TYPE	Totals
BUDGETED USAGE (UNITS)	650,168
ADJUSTED USAGE (UNITS)	<u>627,930</u>
<i>DIFF TO BUDGET</i>	<i>(22,238)</i>
<i>% DIFF TO BUDGET</i>	<i>-3%</i>
BUDGETED USAGE (\$)	\$ 8,231,131
ADJUSTED USAGE (\$)	<u>\$ 7,949,595</u>
<i>DIFF TO BUDGET</i>	<i>(281,536)</i>
<i>% DIFF TO BUDGET</i>	<i>-3%</i>

This adjustment is to account for the decrease in consumption we have seen in FY2122. We are starting to see an increase in usage again in March 2022 (18% higher than prior year) with the warmer weather. Overall since FY2122 has seen a decrease, we are adjusting FY2223 by -3%.

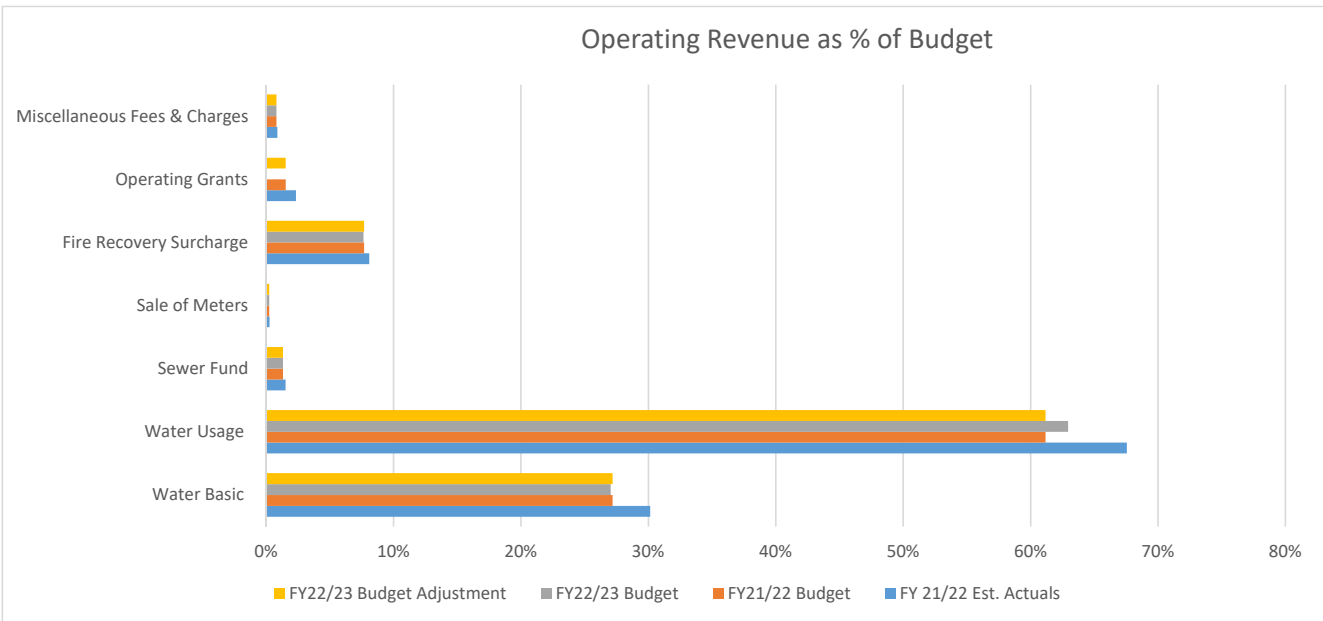
OPERATING GRANTS

FY2223 Budget = \$0
FY2223 Budget Adjustment = \$200,000
Difference = \$200,000

This adjustment is for the Coastal Conservancy Grant we were awarded. We expect to receive the full \$200,000 in FY2223.

Operating Revenue Budget

Operating Revenue	2021/22		2022/23		2020/21	2022/23
	Estimated	Adopted	Proposed	2022/23	Estimated Actuals	Budget Adjustment
	Actuals	Budget	Budget	Adopted	Compared to	Compared to
			Adjustment	Budget	2021/22	2022/23
					Adopted	Adopted
					Budget	Budget
Water Basic	\$ 3,410,431	\$ 3,459,600	\$ 3,533,950	\$ 3,536,400	\$ (49,169)	\$ (2,450)
Water Usage	7,642,099	8,231,387	7,949,595	8,231,131	(589,288)	(281,536)
Sewer Fund	173,021	173,021	173,021	173,021	-	-
Sale of Meters	30,000	32,000	32,000	32,000	(2,000)	-
Fire Recovery Surcharge	916,667	916,667	1,000,000	1,000,000	0	-
Operating Grants	265,000	-	200,000	-	265,000	200,000
Miscellaneous Fees & Charges	100,000	105,560	105,560	105,560	(5,560)	-
Total Operating Revenue	\$ 11,312,856	\$ 11,439,715	\$ 12,994,126	\$ 13,078,112	\$ (381,017)	\$ (83,986)
				<i>% Change</i>	<i>-3.3%</i>	<i>-0.6%</i>



MONTHLY DETAIL

TYPE	July	August	September	October	November	December	January	February	March	April	May	June	Totals
BUDGETED BASIC CHARGE (\$)	\$ 292,950	\$ 292,950	\$ 292,950	\$ 292,950	\$ 292,950	\$ 292,950	\$ 296,450	\$ 296,450	\$ 296,450	\$ 296,450	\$ 296,450	\$ 296,450	\$ 3,536,400
ADJUSTED BASIC CHARGE (\$)	\$ 292,950	\$ 292,950	\$ 292,950	\$ 292,950	\$ 292,950	\$ 295,600	\$ 295,600	\$ 295,600	\$ 295,600	\$ 295,600	\$ 295,600	\$ 295,600	\$ 3,533,950
DIFF TO BUDGET	-	-	-	-	-	2,650	(850)	(850)	(850)	(850)	(850)	(850)	(2,450)
% DIFF TO BUDGET	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%

TYPE	July	August	September	October	November	December	January	February	March	April	May	June	Totals
BUDGETED USAGE (UNITS)	71,397	72,831	69,068	60,656	52,605	45,167	44,636	37,666	40,218	41,852	51,909	62,163	650,168
ADJUSTED USAGE (UNITS)	68,764	70,142	66,534	58,418	50,666	43,501	42,991	35,964	37,884	41,677	51,158	60,229	627,930
DIFF TO BUDGET	(2,633)	(2,689)	(2,534)	(2,238)	(1,939)	(1,666)	(1,646)	(1,701)	(2,334)	(174)	(751)	(1,934)	(22,238)
% DIFF TO BUDGET	-4%	-4%	-4%	-4%	-4%	-4%	-4%	-5%	-6%	0%	-1%	-3%	-3%

TYPE	July	August	September	October	November	December	January	February	March	April	May	June	Totals
BUDGETED USAGE (\$)	\$ 903,887	\$ 922,040	\$ 874,404	\$ 767,909	\$ 665,977	\$ 571,813	\$ 565,095	\$ 476,847	\$ 509,165	\$ 529,844	\$ 657,170	\$ 786,980	\$ 8,231,131
ADJUSTED USAGE (\$)	\$ 870,555	\$ 887,995	\$ 842,325	\$ 739,574	\$ 641,434	\$ 550,725	\$ 544,261	\$ 455,307	\$ 479,617	\$ 527,635	\$ 647,666	\$ 762,500	\$ 7,949,595
DIFF TO BUDGET	(33,331)	(34,045)	(32,078)	(28,335)	(24,543)	(21,088)	(20,834)	(21,539)	(29,548)	(2,209)	(9,504)	(24,480)	(281,536)
% DIFF TO BUDGET	-4%	-4%	-4%	-4%	-4%	-4%	-4%	-5%	-6%	0%	-1%	-3%	-3%

OPERATING EXPENSES

DEPARTMENT 100 - ADMINISTRATION

- SALARIES & BENEFITS
 - Decreased by \$88K
 - This adjustment is the difference between budgeted position assumptions and a potential in house promotion.
 - This also includes splitting the dept allocation of the new Administrative Analyst position 50/50 between Dept 100 & Dept 500.
 - Updated benefit costs
- CONTRACT/PROFESSIONAL SERVICES
 - Increased by \$100K
 - \$100K for rate study that did not occur in FY2122

DEPARTMENT 200 – FINANCE & BUSINESS SERVICES

- SALARIES & BENEFITS
 - Decreased by \$230K
 - This adjustment includes the difference between the budgeted position and the in house promotion of Director of Finance.
 - This adjustment also includes not filling the accountant position for FY2223. The Director of Finance will be on leave and there will be no one to train a brand new position right away. This will be re-evaluated in December 2022.
 - Updated benefit costs
- CONTRACT/PROFESSIONAL SERVICES
 - Increased by \$2,500
 - Paychex electronic time keeping and time off system

DEPARTMENT 300 - ENGINEERING

- SALARIES & BENEFITS
 - Increase of \$98K
 - This adjustment is the difference between budgeted GIS/CAD specialist position and the new hire.
 - This is also adding a construction inspector position. This potential position went to the the E&E committee meeting and will also go to the Board. The E&E Committee Meeting memo on this position has been included for reference.
 - Updated benefit costs
- CONTRACT/PROFESSIONAL SERVICES
 - Decrease of \$10K
 - Initially had this budgeted for the Master Plan, but this is now completed and we will not be incurring any more expenses for this.
- OPERATING EXPENSES
 - Increase of \$1,500
 - New laptop for Construction Inspector

- FACILITIES
 - Increase of \$350
 - Cell phone for Construction Inspector
- GEN. & ADMIN.
 - Increase of \$500
 - Training

DEPARTMENT 400 – OPERATIONS & DISTRIBUTION

- SALARIES & BENEFITS
 - Decrease of \$99K
 - This adjustment is the difference between the budgeted Field Services Worker II (in house promotion to dept 800 to replace retiree) and a new hire.
 - OT Wages was decreased by \$15K
 - Updated benefit costs
- OPERATING EXPENSES
 - Decrease of \$20K

DEPARTMENT 500 - ENVIRONMENTAL

- SALARIES & BENEFITS
 - Increase of \$38K
 - In house promotion of Environmental Programs Manager to the Administrative Analyst position. The Environmental Programs Manager would not be filled. 50/50 split between Dept 100 & Dept 500.
 - The District would hire the Environmental Specialist position.
 - Updated benefit costs
- CONTRACT/PROFESSIONAL SERVICES
 - Increase of \$29K
 - \$35K for grant writing services
- FACILITIES
 - Increase of \$500
 - District cell phone

DEPARTMENT 800 – SUPPLY & WATER TREATMENT

- SALARIES & BENEFITS
 - Decrease of \$182K
 - This adjustment is the difference between the budgeted Water Treatment Operator (retiree) and a new hire.
 - Decreased OT by \$20K
 - Updated benefit costs
- CONTRACT/PROFESSIONAL SERVICES
 - Decrease of \$10K
- OPERATING EXPENSES
 - Decrease of \$5K

DEPARTMENT 600 – SEWER FUND

- OPERATING SUPPLIES
 - Decrease of \$2,000
- FACILITIES
 - Decrease of \$2,500

OVERALL OPERATING EXPENSES ADJUSTMENT:

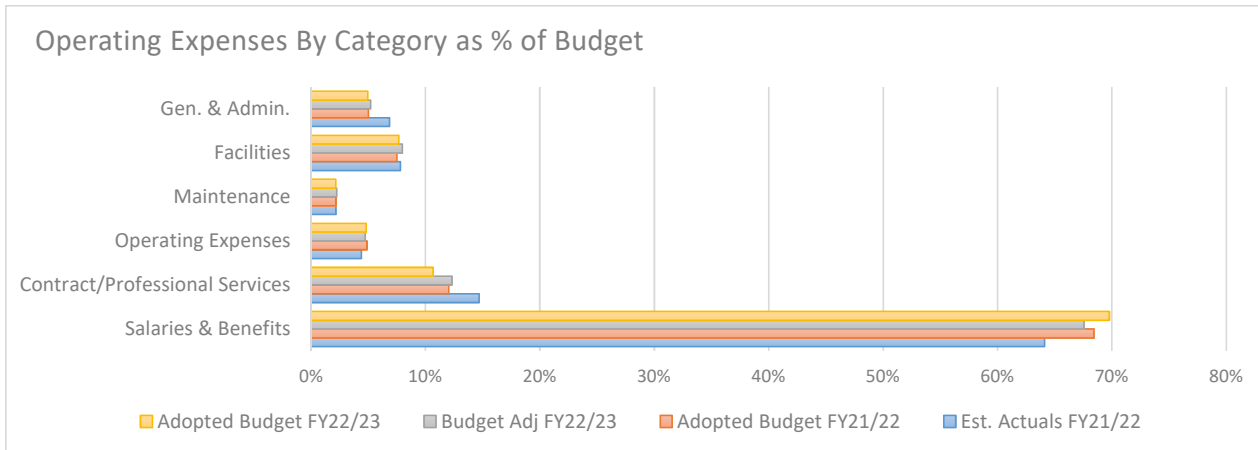
Total Operating Expenses Adjustment is a decrease of \$374,023. This is a decrease of 4.1% to the Adopted FY2223 Budget.

CAPITAL EXPENDITURES

This is still in process as we are factoring in the newly updated FEMA 90/10 cost share. A lot of the projects that were anticipated to be completed in FY2122 have been pushed out due to construction delays and other factors, so there will be a significant adjustments to FY2223.

Operating Expense Budget

By Category	2021/22 Estimated Actuals	2021/22 Adopted Budget	2022/23		2020/21	2022/23
			Proposed Budget Adjustment	2022/23 Adopted Budget	Estimated Actuals Compared to 2021/22 Adopted Budget	Budget Adjustment Compared to 2022/23 Adopted Budget
Salaries & Benefits	\$ 5,466,747	\$ 6,262,422	\$ 6,143,424	\$ 6,607,296	\$ (795,675)	\$ (463,873)
Contract/Professional Services	1,251,316	1,100,283	1,120,145	1,008,645	151,033	111,500
Operating Expenses	373,947	446,700	429,950	455,450	(72,753)	(25,500)
Maintenance	184,123	198,300	202,700	202,700	(14,177)	-
Facilities	665,408	685,050	724,145	725,795	(19,642)	(1,650)
Gen. & Admin.	585,063	457,920	473,694	468,194	127,143	5,500
Total Operating by Category	\$ 8,526,604	\$ 9,150,675	\$ 9,094,058	\$ 9,468,080	\$ (624,071)	\$ (374,023)
				<i>% Change</i>	<i>-6.8%</i>	<i>-4.1%</i>
By Department						
Administrative	\$ 1,168,495	\$ 1,522,886	\$ 1,485,210	\$ 1,466,984	\$ (354,392)	\$ 18,227
Finance & Business Services	1,618,042	1,554,816	1,410,290	1,621,485	63,226	(211,195)
Engineering	606,682	433,076	543,878	453,401	173,605	90,477
Operations & Distribution	2,282,532	2,486,938	2,486,326	2,595,209	(204,406)	(108,884)
Environmental	293,162	326,416	401,083	333,723	(33,253)	67,360
Supply & Treatment	2,484,368	2,711,445	2,684,771	2,878,402	(227,077)	(193,631)
Sewer Fund	73,323	115,098	82,500	118,876	(41,775)	(36,376)
Total Operating by Department	\$ 8,526,604	\$ 9,150,675	\$ 9,094,058	\$ 9,468,080	\$ (624,071)	\$ (374,023)



DRAFT - FY22_23 BUDGET ADJUSTMENT OPERATING EXPENSES DETAIL BY DEPARTMENT

Account Number	Description	[A1]	% Inc. from Adopted Budget	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	[J]
		FY2223 ADJUSTMENT BUDGET REQUEST		FY2223 ADOPTED BUDGET REQUEST	FY2122 EST. ACTUALS	FY2122 BUDGET	Diff to Prior Year Est Actuals	Diff to Prior Year Budget	% to PY Est Act	% to PY Budg	1 YR PRIOR ACTUALS FY2021	2 YR PRIOR ACTUALS FY1920	FY2122 BvA
01-100-5100	REGULAR SALARIES	\$ 432,583	-11%	\$ 488,005	\$ 349,909	\$ 454,759	\$ 138,096	\$ 33,246	39%	7%	\$ 335,472	\$ 311,121	\$ (104,850)
01-100-5101	DIRECTORS FEES	\$ 14,400	0%	\$ 14,400	\$ 11,350	\$ 14,400	\$ 3,050	\$ -	27%	0%	\$ 10,850	\$ 10,950	\$ (3,050)
01-100-5120	OVERTIME WAGES	\$ 7,200	0%	\$ 7,200	\$ 3,949	\$ 7,200	\$ 3,251	\$ -	82%	0%	\$ 4,742	\$ 3,923	\$ (3,251)
01-100-5140	MEDICAL INSURANCE	\$ 43,731	-9%	\$ 47,816	\$ 32,455	\$ 45,540	\$ 15,361	\$ 2,277	47%	5%	\$ 31,425	\$ 30,371	\$ (13,084)
01-100-5141	DENTAL INSURANCE	\$ 2,858	-16%	\$ 3,421	\$ 2,797	\$ 3,258	\$ 624	\$ 163	22%	5%	\$ 2,198	\$ 2,444	\$ (461)
01-100-5142	VISION INSURANCE	\$ 418	-18%	\$ 511	\$ 341	\$ 475	\$ 170	\$ 36	50%	8%	\$ 341	\$ 341	\$ (134)
01-100-5143	LIFE INSURANCE	\$ 500	-17%	\$ 599	\$ 443	\$ 599	\$ 157	\$ -	35%	0%	\$ 366	\$ 433	\$ (157)
01-100-5144	LONG TERM DISABILITY	\$ 2,022	-10%	\$ 2,240	\$ 1,206	\$ 2,094	\$ 1,034	\$ 146	86%	7%	\$ 940	\$ 1,103	\$ (888)
01-100-5145	WORKERS COMPENSATION	\$ 3,991	8%	\$ 3,680	\$ 2,700	\$ 3,418	\$ 980	\$ 262	36%	8%	\$ 2,838	\$ 2,430	\$ (718)
01-100-5146	ASSISTANCE PROGRAM	\$ -	0%	\$ -	\$ 301	\$ -	\$ (301)	\$ -	-100%	0%	\$ 30	\$ 151	\$ 301
01-100-5147	RETIRED EMPLOYEE MEDICAL	\$ 61,200	15%	\$ 53,400	\$ 32,097	\$ 53,400	\$ 21,303	\$ -	66%	0%	\$ 23,419	\$ 22,253	\$ (21,303)
01-100-5150	PERS - RETIREMENT	\$ 107,634	-23%	\$ 139,174	\$ 100,000	\$ 146,983	\$ 39,174	\$ (7,809)	39%	-5%	\$ 68,657	\$ 52,547	\$ (46,983)
01-100-5160	FICA - SOCIAL SECURITY	\$ 22,616	-13%	\$ 25,985	\$ 11,732	\$ 24,768	\$ 14,253	\$ 1,217	121%	5%	\$ 15,577	\$ 14,629	\$ (13,036)
01-100-5161	MEDICARE	\$ 6,586	-11%	\$ 7,389	\$ 5,672	\$ 6,907	\$ 1,717	\$ 482	30%	7%	\$ 4,921	\$ 4,926	\$ (1,235)
01-100-5170	OTHER PAYROLL CHARGES	\$ 1,500	0%	\$ 1,500	\$ 1,615	\$ 1,500	\$ (115)	\$ -	-7%	0%	\$ 5,584	\$ 291	\$ 115
01-100-5171	UNIFORMS	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ -	\$ -
01-100-5172	CERTIFICATIONS	\$ 600	0%	\$ 600	\$ -	\$ 600	\$ 600	\$ -	0%	0%	\$ -	\$ -	\$ (600)
01-100-5200	CONTRACT/PROFESSIONAL SERVICES	\$ 215,494	87%	\$ 115,494	\$ 114,331	\$ 224,700	\$ 1,163	\$ (109,206)	1%	-49%	\$ 191,228	\$ 60,307	\$ (110,369)
01-100-5210	LEGAL SERVICES	\$ 240,000	0%	\$ 240,000	\$ 167,225	\$ 240,000	\$ 72,775	\$ -	44%	0%	\$ 303,261	\$ 164,137	\$ (72,775)
01-100-5300	OPERATING SUPPLIES	\$ 500	0%	\$ 500	\$ 935	\$ 500	\$ (435)	\$ -	-47%	0%	\$ 3,329	\$ 1,069	\$ 435
01-100-5310	EQUIP NON-CAP	\$ 2,000	0%	\$ 2,000	\$ 3,256	\$ 500	\$ (1,256)	\$ 1,500	-39%	300%	\$ 877	\$ 6,275	\$ 2,756
01-100-5320	RENTALS/LEASES/PERMITS	\$ 4,000	0%	\$ 4,000	\$ 2,862	\$ 3,500	\$ 1,138	\$ 500	40%	14%	\$ 4,218	\$ 4,532	\$ (638)
01-100-5410	MAINT & OPERATIONS OF VEHICLES	\$ 2,400	0%	\$ 2,400	\$ 1,052	\$ 2,400	\$ 1,348	\$ -	128%	0%	\$ 1,286	\$ 2,615	\$ (1,348)
01-100-5420	BUILD MAINT-SERVICES & SUPPLYS	\$ 16,350	0%	\$ 16,350	\$ 15,365	\$ 16,350	\$ 985	\$ -	6%	0%	\$ 17,220	\$ 16,400	\$ (985)
01-100-5500	UTILITIES - DISTRICT OFFICE	\$ 12,600	0%	\$ 12,600	\$ 9,403	\$ 12,000	\$ 3,197	\$ 600	34%	5%	\$ 9,756	\$ 11,540	\$ (2,597)
01-100-5510	TELEPHONE/COMMUNICATIONS	\$ 13,545	0%	\$ 13,545	\$ 13,359	\$ 12,900	\$ 186	\$ 645	1%	5%	\$ 14,510	\$ 18,880	\$ 459
01-100-5600	OFFICE SUPPLIES	\$ 6,000	0%	\$ 6,000	\$ 4,803	\$ 6,000	\$ 1,197	\$ -	25%	0%	\$ 5,680	\$ 7,136	\$ (1,197)
01-100-5630	TRAINING, CONFERENCES & MEETINGS	\$ 5,000	0%	\$ 5,000	\$ 2,091	\$ 5,000	\$ 2,909	\$ -	139%	0%	\$ 9,179	\$ 4,697	\$ (2,909)
01-100-5631	MEMBERSHIP & DUES	\$ 25,984	0%	\$ 25,984	\$ 45,178	\$ 25,710	\$ (19,194)	\$ 274	-42%	1%	\$ 23,756	\$ 22,984	\$ 19,468
01-100-5632	SUBSCRIPTIONS/BOOKS	\$ 500	0%	\$ 500	\$ 7,081	\$ 500	\$ (6,581)	\$ -	-93%	0%	\$ 1,831	\$ 355	\$ 6,581
01-100-5633	EMPLOYEE RECOGNITION PROGRAM	\$ 2,500	0%	\$ 2,500	\$ 1,001	\$ 2,500	\$ 1,499	\$ -	150%	0%	\$ -	\$ 956	\$ (1,499)
01-100-5634	AUTO ALLOWANCE	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ -	\$ -
01-100-5640	ADVERTISING	\$ 10,000	0%	\$ 10,000	\$ 16,802	\$ 10,000	\$ (6,802)	\$ -	-40%	0%	\$ 10,588	\$ 11,971	\$ 6,802
01-100-5650	POSTAGE	\$ 500	0%	\$ 500	\$ 7,183	\$ 500	\$ (6,683)	\$ -	-93%	0%	\$ 2,340	\$ 2,627	\$ 6,683
01-100-5660	INSURANCE - PROPERTY	\$ 220,000	0%	\$ 220,000	\$ 200,000	\$ 200,000	\$ 20,000	\$ 20,000	10%	10%	\$ 197,848	\$ 140,035	\$ -
ADMINISTRATION DEPARTMENT TOTALS		\$ 1,485,210	1%	\$ 1,473,294	\$ 1,168,495	\$ 1,528,961	\$ 304,800	\$ (55,667)	26%	-4%	\$ 1,304,264	\$ 934,429	\$ (360,466)
01-200-5100	REGULAR SALARIES	\$ 715,976	-19%	\$ 888,485	\$ 720,256	\$ 832,693	\$ 168,229	\$ 55,792	23%	7%	\$ 839,785	\$ 755,579	\$ (112,437)
01-200-5120	OVERTIME WAGES	\$ 1,000	0%	\$ 1,000	\$ 10,000	\$ 1,000	\$ (9,000)	\$ -	-90%	0%	\$ 13,251	\$ 161	\$ 9,000
01-200-5130	STANDBY	\$ -	0%	\$ -	\$ 594	\$ -	\$ (594)	\$ -	-100%	0%	\$ -	\$ -	\$ 594
01-200-5140	MEDICAL INSURANCE	\$ 166,926	-13%	\$ 190,788	\$ 168,082	\$ 181,703	\$ 22,706	\$ 9,085	14%	5%	\$ 186,107	\$ 170,495	\$ (13,620)
01-200-5141	DENTAL INSURANCE	\$ 15,778	-18%	\$ 19,196	\$ 17,598	\$ 18,282	\$ 1,598	\$ 914	9%	5%	\$ 16,069	\$ 17,769	\$ (684)
01-200-5142	VISION INSURANCE	\$ 2,174	-18%	\$ 2,638	\$ 2,170	\$ 2,451	\$ 468	\$ 187	22%	8%	\$ 2,521	\$ 2,474	\$ (281)
01-200-5143	LIFE INSURANCE	\$ 1,598	-11%	\$ 1,798	\$ 1,816	\$ 1,798	\$ (18)	\$ -	-1%	0%	\$ 1,560	\$ 1,796	\$ 18
01-200-5144	LONG TERM DISABILITY	\$ 3,626	-19%	\$ 4,464	\$ 3,398	\$ 4,460	\$ 1,066	\$ 4	31%	0%	\$ 3,192	\$ 3,737	\$ (1,062)
01-200-5145	WORKERS COMPENSATION	\$ 3,240	-16%	\$ 3,840	\$ 2,200	\$ 3,565	\$ 1,640	\$ 275	75%	8%	\$ 2,652	\$ 2,506	\$ (1,365)
01-200-5146	ASSISTANCE PROGRAM	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ -	\$ -
01-200-5150	PERS - RETIREMENT	\$ 89,961	-15%	\$ 105,951	\$ 90,000	\$ 103,879	\$ 15,951	\$ 2,072	18%	2%	\$ 104,652	\$ 82,004	\$ (13,879)
01-200-5160	FICA - SOCIAL SECURITY	\$ 44,453	-18%	\$ 54,259	\$ 48,517	\$ 50,824	\$ 5,742	\$ 3,435	12%	7%	\$ 49,313	\$ 44,140	\$ (2,307)
01-200-5161	MEDICARE	\$ 10,396	-19%	\$ 12,883	\$ 11,347	\$ 12,074	\$ 1,536	\$ 809	14%	7%	\$ 11,895	\$ 10,594	\$ (727)
01-200-5171	UNIFORMS	\$ 1,600	0%	\$ 1,600	\$ 2,489	\$ 1,600	\$ (889)	\$ -	-36%	0%	\$ 1,225	\$ 1,645	\$ 889
01-200-5172	CERTIFICATIONS	\$ 150	0%	\$ 150	\$ -	\$ 150	\$ 150	\$ -	0%	0%	\$ -	\$ 60	\$ (150)
01-200-5200	CONTRACT/PROFESSIONAL SERVICES	\$ 107,800	2%	\$ 105,300	\$ 194,074	\$ 109,140	\$ (88,774)	\$ (3,840)	-46%	-4%	\$ 84,706	\$ 86,531	\$ 84,934
01-200-5201	AUDIT SERVICES	\$ 24,000	0%	\$ 24,000	\$ 19,110	\$ 24,000	\$ 4,890	\$ -	26%	0%	\$ 25,215	\$ 14,686	\$ (4,890)
01-200-5203	METER SERVICES	\$ 36,851	0%	\$ 36,851	\$ 22,256	\$ 30,443	\$ -	\$ -	0%	0%	\$ 20,932	\$ -	\$ (8,187)

	[A1]		[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	[J]		
Account Number	FY2223 ADJUSTMENT BUDGET REQUEST	% Inc. from Adopted Budget	FY2223 ADOPTED BUDGET REQUEST	FY2122 EST. ACTUALS	FY2122 BUDGET	Diff to Prior Year Est Actuals	Diff to Prior Year Budget	% to PY Est Act	% to PY Budg	1 YR PRIOR ACTUALS FY2021	2 YR PRIOR ACTUALS FY1920	FY2122 BvA		
01-200-5300	OPERATING SUPPLIES	0%	\$ 250	\$ 745	\$ 250	\$(495)	\$ -	-66%	0%	\$ 591	\$ 59	\$ 495		
01-200-5310	EQUIP NON-CAP	0%	\$ 5,000	\$ 3,256	\$ 5,000	\$ 1,744	\$ -	54%	0%	\$ 28,664	\$ 5,412	\$ (1,744)		
01-200-5401	SAFETY EQUIPMENT	0%	\$ 350	\$ -	\$ 350	\$ 350	\$ -	0%	0%	\$ -	\$ -	\$ (350)		
01-200-5410	MAINT & OPERATION OF VEHICLES	0%	\$ 10,000	\$ 8,292	\$ 10,000	\$ 1,708	\$ -	21%	0%	\$ 9,439	\$ 14,824	\$ (1,708)		
01-200-5510	TELEPHONE/COMMUNICATIONS	0%	\$ 1,300	\$ 1,453	\$ 1,300	\$(153)	\$ -	-11%	0%	\$ 1,851	\$ 1,296	\$ 153		
01-200-5600	OFFICE SUPPLIES	0%	\$ 2,500	\$ 1,421	\$ 2,500	\$ 1,079	\$ -	76%	0%	\$ 2,613	\$ 4,757	\$ (1,079)		
01-200-5610	BANK CHARGES	0%	\$ 114,500	\$ 112,883	\$ 110,000	\$ 1,617	\$ 4,500	1%	4%	\$ 104,239	\$ 106,942	\$ 2,883		
01-200-5611	BAD DEBTS	0%	\$ 7,500	\$ 4,532	\$ 15,000	\$ 2,968	\$ (7,500)	65%	-50%	\$ 12,638	\$ 13,264	\$ (10,468)		
01-200-5612	FORGIVENESS OF AR	0%	\$ 5,000	\$ 140,206	\$ -	\$(140,206)	\$ -	-100%	0%	\$ -	\$ -	\$ 140,206		
01-200-5620	WATER CONSERVATION PROGRAM	0%	\$ 5,000	\$ 10,393	\$ 5,000	\$(5,393)	\$ -	-52%	0%	\$ 5,638	\$ 3,097	\$ 5,393		
01-200-5630	TRAINING, CONFERENCES & MEETINGS	0%	\$ 2,860	\$ 390	\$ 2,860	\$ 2,470	\$ -	634%	0%	\$ 591	\$ 2,871	\$ (2,470)		
01-200-5632	SUBSCRIPTIONS/BOOKS	0%	\$ 500	\$ 438	\$ 500	\$ 62	\$ -	14%	0%	\$ 588	\$ 231	\$ (62)		
01-200-5650	POSTAGE	0%	\$ 30,000	\$ 20,126	\$ 35,000	\$ 9,874	\$ (5,000)	49%	-14%	\$ 29,645	\$ 33,367	\$ (14,874)		
FINANCE DEPARTMENT TOTALS			\$ 1,410,290	-14%	\$ 1,632,963	\$ 1,618,042	\$ 1,565,822	\$ 14,922	\$ 67,141	1%	4%	\$ 1,559,574	\$ 1,380,298	\$ 52,220
01-300-5100	REGULAR SALARIES	17%	\$ 374,742	\$ 218,391	\$ 300,980	\$ 102,179	\$ 19,590	47%	7%	\$ 248,801	\$ 259,378	\$ (82,589)		
01-300-5120	OVERTIME WAGES	0%	\$ 500	\$ -	\$ 500	\$ 500	\$ -	0%	0%	\$ 82	\$ -	\$ (500)		
01-300-5140	MEDICAL INSURANCE	86%	\$ 66,720	\$ 29,291	\$ 34,155	\$ 6,571	\$ 1,708	22%	5%	\$ 23,504	\$ 12,294	\$ (4,864)		
01-300-5141	DENTAL INSURANCE	95%	\$ 4,905	\$ 2,521	\$ 3,318	\$ 2,401	\$(797)	120%	-24%	\$ 2,105	\$ 3,579	\$ 917		
01-300-5142	VISION INSURANCE	73%	\$ 749	\$ 432	\$ 386	\$ 401	\$ 46	31	12%	\$ 381	\$ 519	\$ (15)		
01-300-5143	LIFE INSURANCE	33%	\$ 799	\$ 599	\$ 599	\$ -	\$ -	0%	0%	\$ 450	\$ 516	\$ -		
01-300-5144	LONG TERM DISABILITY	26%	\$ 2,023	\$ 1,603	\$ 1,723	\$ 1,505	\$(120)	98	-7%	\$ 1,220	\$ 1,469	\$ 218		
01-300-5145	WORKERS COMPENSATION	0%	\$ 3,103	\$ 3,089	\$ 2,300	\$ 2,872	\$ 789	217	34%	\$ 3,241	\$ 2,519	\$ (572)		
01-300-5146	ASSISTANCE PROGRAM	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ -	\$ -		
01-300-5150	PERS - RETIREMENT	17%	\$ 33,331	\$ 28,513	\$ 23,000	\$ 26,950	\$ 5,513	1,562	24%	\$ 20,800	\$ 44,569	\$ (3,950)		
01-300-5160	FICA - SOCIAL SECURITY	17%	\$ 23,265	\$ 19,906	\$ 14,977	\$ 18,692	\$ 4,930	1,215	33%	\$ 15,506	\$ 15,936	\$ (3,715)		
01-300-5161	MEDICARE	17%	\$ 5,441	\$ 4,656	\$ 3,503	\$ 4,371	\$ 1,153	284	33%	\$ 3,627	\$ 3,727	\$ (869)		
01-300-5171	UNIFORMS	100%	\$ 1,600	\$ 800	\$ 279	\$ 800	\$ 521	\$ -	187%	0%	\$ -	\$ 281	\$ (521)	
01-300-5200	CONTRACT/PROFESSIONAL SERVICES	-40%	\$ 15,000	\$ 25,000	\$ 307,140	\$ 30,000	\$(282,140)	\$(5,000)	-92%	\$ 12,150	\$ 13,132	\$ 277,140		
01-300-5310	EQUIP NON-CAP	150%	\$ 2,500	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	0%	\$ 3,722	\$ 14,607	\$ (1,000)		
01-300-5410	MAINT & OPERATIONS OF VEHICLES	0%	\$ 2,000	\$ 2,000	\$ 500	\$ 1,500	\$ 1,500	\$ 500	300%	\$ -	\$ 278	\$ (1,000)		
01-300-5510	TELEPHONE/COMMUNICATIONS	41%	\$ 1,200	\$ 850	\$ 664	\$ 850	\$ 186	\$ -	28%	\$ 767	\$ 760	\$ (186)		
01-300-5600	OFFICE SUPPLIES	0%	\$ 2,000	\$ 2,000	\$ 141	\$ 2,000	\$ 1,859	\$ -	1321%	\$ 3,225	\$ 1,399	\$ (1,859)		
01-300-5630	TRAINING, CONFERENCES & MEETINGS	20%	\$ 3,000	\$ 2,500	\$ 471	\$ 2,500	\$ 2,029	\$ -	431%	\$ 729	\$ 62	\$ (2,029)		
01-300-5631	MEMBERSHIP & DUES	0%	\$ 500	\$ 500	\$ -	\$ 500	\$ 500	\$ -	0%	\$ -	\$ -	\$ (500)		
01-300-5632	SUBSCRIPTIONS/BOOKS	0%	\$ 500	\$ 500	\$ -	\$ 500	\$ 500	\$ -	0%	\$ 6,250	\$ -	\$ (500)		
ENGINEERING DEPARTMENT TOTALS			\$ 543,878	20%	\$ 453,401	\$ 606,682	\$ 433,076	\$ (153,281)	\$ 20,324	-25%	5%	\$ 346,110	\$ 375,025	\$ 173,605
01-400-5100	REGULAR SALARIES	-4%	\$ 1,048,207	\$ 1,093,861	\$ 919,349	\$ 1,021,101	\$ 174,513	\$ 72,760	19%	\$ 1,043,220	\$ 946,655	\$ (101,752)		
01-400-5120	OVERTIME WAGES	-18%	\$ 70,000	\$ 85,000	\$ 60,000	\$ 80,000	\$ 25,000	\$ 5,000	42%	\$ 104,355	\$ 64,480	\$ (20,000)		
01-400-5130	STANDBY	0%	\$ 29,000	\$ 29,000	\$ 23,428	\$ 29,000	\$ 5,572	\$ -	24%	\$ 30,410	\$ 27,186	\$ (5,572)		
01-400-5140	MEDICAL INSURANCE	-2%	\$ 272,540	\$ 276,787	\$ 244,915	\$ 263,624	\$ 31,872	\$ 13,163	13%	\$ 227,265	\$ 218,613	\$ (18,709)		
01-400-5141	DENTAL INSURANCE	-5%	\$ 25,045	\$ 26,297	\$ 27,424	\$ 25,045	\$(1,127)	\$ 1,252	-4%	\$ 20,018	\$ 22,620	\$ 2,379		
01-400-5142	VISION INSURANCE	-5%	\$ 3,503	\$ 3,678	\$ 3,235	\$ 3,417	\$ 443	\$ 261	14%	\$ 3,093	\$ 3,077	\$ (182)		
01-400-5143	LIFE INSURANCE	0%	\$ 2,118	\$ 2,118	\$ 2,438	\$ 2,118	\$(320)	\$ -	-13%	\$ 1,858	\$ 2,294	\$ 320		
01-400-5144	LONG TERM DISABILITY	-5%	\$ 5,425	\$ 5,684	\$ 4,550	\$ 5,284	\$ 1,134	\$ 400	25%	\$ 3,297	\$ 4,031	\$ (734)		
01-400-5145	WORKERS COMPENSATION	-5%	\$ 31,644	\$ 33,153	\$ 24,000	\$ 30,796	\$ 9,153	\$ 2,357	38%	\$ 29,667	\$ 27,149	\$ (6,796)		
01-400-5146	ASSISTANCE PROGRAM	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -		
01-400-5150	PERS - RETIREMENT	-9%	\$ 267,595	\$ 295,133	\$ 302,000	\$ 311,502	\$ (6,867)	\$(16,369)	-2%	\$ 237,223	\$ 186,297	\$ (9,502)		
01-400-5160	FICA - SOCIAL SECURITY	-4%	\$ 72,454	\$ 75,284	\$ 64,797	\$ 70,463	\$ 10,487	\$ 4,821	16%	\$ 70,714	\$ 61,682	\$ (5,666)		
01-400-5161	MEDICARE	-4%	\$ 16,945	\$ 17,607	\$ 15,547	\$ 16,479	\$ 2,060	\$ 1,128	13%	\$ 16,724	\$ 14,495	\$ (933)		
01-400-5171	UNIFORMS	0%	\$ 8,000	\$ 8,000	\$ 1,177	\$ 8,000	\$ 6,823	\$ -	580%	\$ 8,822	\$ 8,652	\$ (6,823)		
01-400-5172	CERTIFICATIONS	0%	\$ 850	\$ 850	\$ 390	\$ 850	\$ 460	\$ -	118%	\$ 200	\$ 440	\$ (460)		
01-400-5200	CONTRACT/PROFESSIONAL SERVICES	0%	\$ 90,000	\$ 90,000	\$ 95,724	\$ 90,000	\$(5,724)	\$ -	-6%	\$ 549,549	\$ 80,391	\$ 5,724		
01-400-5300	OPERATING SUPPLIES	-13%	\$ 140,000	\$ 160,000	\$ 110,000	\$ 150,000	\$ 50,000	\$ 10,000	45%	\$ 155,687	\$ 111,919	\$ (40,000)		
01-400-5310	EQUIP NON-CAP	0%	\$ 14,000	\$ 14,000	\$ 12,000	\$ 12,000	\$ 2,000	\$ 2,000	17%	\$ 13,548	\$ 1,469	\$ -		

Account Number	Description	[A1]	% Inc. from Adopted Budget	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	[J]
		FY2223 ADJUSTMENT BUDGET REQUEST		FY2223 ADOPTED BUDGET REQUEST	FY2122 EST. ACTUALS	FY2122 BUDGET	Diff to Prior Year Est Actuals	Diff to Prior Year Budget	% to PY Est Act	% to PY Budg	1 YR PRIOR ACTUALS FY2021	2 YR PRIOR ACTUALS FY1920	FY2122 BvA
01-400-5311	SMALL TOOLS/MAINT & REPAIRS	\$ 14,000	0%	\$ 14,000	\$ 12,000	\$ 12,000	\$ 2,000	\$ 2,000	17%	17%	\$ 11,193	\$ 8,774	\$ -
01-400-5320	RENTALS/LEASES/PERMITS	\$ 16,000	0%	\$ 16,000	\$ 20,000	\$ 15,000	\$ (4,000)	\$ 1,000	-20%	7%	\$ 13,386	\$ 56,638	\$ 5,000
01-400-5401	SAFETY EQUIPMENT - MAINTENANCE	\$ 7,000	0%	\$ 7,000	\$ 6,000	\$ 6,000	\$ 1,000	\$ 1,000	17%	17%	\$ 3,447	\$ 4,607	\$ -
01-400-5410	MAINT & OPERATIONS OF VEHICLES	\$ 89,000	0%	\$ 89,000	\$ 87,000	\$ 87,000	\$ 2,000	\$ 2,000	2%	2%	\$ 104,947	\$ 91,179	\$ -
01-400-5420	BUILD MAINT-SERVICES & SUPPLYS	\$ 10,000	0%	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -	0%	0%	\$ 1,866	\$ 6,592	\$ -
01-400-5500	UTILITIES - DISTRICT OFFICE	\$ 160,000	0%	\$ 160,000	\$ 154,043	\$ 160,000	\$ 5,957	\$ -	4%	0%	\$ 166,191	\$ 102,928	\$ (5,957)
01-400-5510	TELEPHONE/COMMUNICATIONS	\$ 85,000	0%	\$ 85,000	\$ 81,317	\$ 80,000	\$ 3,683	\$ 5,000	5%	6%	\$ 87,206	\$ 89,705	\$ 1,317
01-400-5600	OFFICE SUPPLIES	\$ 5,000	0%	\$ 5,000	\$ 1,200	\$ 4,500	\$ 3,800	\$ 500	317%	11%	\$ 2,720	\$ 4,920	\$ (3,300)
01-400-5630	TRAINING,CONFERENCES &MEETINGS	\$ 3,000	0%	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	0%	0%	\$ 521	\$ 1,447	\$ (3,000)
01-400-5650	POSTAGE	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ 58	\$ -	\$ -
OPERATIONS DEPARTMENT TOTALS		\$ 2,486,326	-5%	\$ 2,605,452	\$ 2,282,532	\$ 2,497,180	\$ 322,920	\$ 108,272	14%	4%	\$ 2,907,129	\$ 2,148,242	\$ (214,648)
01-500-5100	REGULAR SALARIES	\$ 133,077	24%	\$ 107,360	\$ 88,006	\$ 101,654	\$ 19,354	\$ 5,706	22%	6%	\$ 89,686	\$ 64,393	\$ (13,648)
01-500-5120	OVERTIME WAGES	\$ -	0%	\$ -	\$ 6	\$ -	\$ (6)	\$ -	-100%	0%	\$ 8,467	\$ 2,449	\$ 6
01-500-5140	MEDICAL INSURANCE	\$ 18,742	57%	\$ 11,954	\$ 9,764	\$ 11,385	\$ 2,190	\$ 569	22%	5%	\$ 9,493	\$ 12,601	\$ (1,621)
01-500-5141	DENTAL INSURANCE	\$ 1,201	43%	\$ 840	\$ 911	\$ 800	\$ (71)	\$ 40	-8%	5%	\$ 716	\$ 1,008	\$ 111
01-500-5142	VISION INSURANCE	\$ 206	43%	\$ 144	\$ 134	\$ 134	\$ 10	\$ 10	8%	8%	\$ 134	\$ -	\$ -
01-500-5143	LIFE INSURANCE	\$ 300	50%	\$ 200	\$ 233	\$ 200	\$ (33)	\$ -	-14%	0%	\$ 183	\$ 167	\$ 33
01-500-5144	LONG TERM DISABILITY	\$ 798	49%	\$ 537	\$ 454	\$ 508	\$ 83	\$ 29	18%	6%	\$ 354	\$ 363	\$ (55)
01-500-5145	WORKERS COMPENSATION	\$ 1,643	24%	\$ 1,326	\$ 1,650	\$ 1,255	\$ (324)	\$ 70	-20%	6%	\$ 1,691	\$ 2,201	\$ 395
01-500-5146	ASSISTANCE PROGRAM	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ -	\$ -
01-500-5150	PERS - RETIREMENT	\$ 11,836	24%	\$ 9,549	\$ 10,100	\$ 9,102	\$ (551)	\$ 447	-5%	5%	\$ 7,786	\$ 23,634	\$ 998
01-500-5160	FICA - SOCIAL SECURITY	\$ 8,251	24%	\$ 6,656	\$ 6,225	\$ 6,303	\$ 431	\$ 354	7%	6%	\$ 5,648	\$ 4,468	\$ (78)
01-500-5161	MEDICARE	\$ 1,930	24%	\$ 1,557	\$ 1,456	\$ 1,474	\$ 101	\$ 83	7%	6%	\$ 1,321	\$ 1,045	\$ (18)
01-500-5171	UNIFORMS	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ -	\$ -
01-500-5200	CONTRACT/PROFESSIONAL SERVICES	\$ 201,000	17%	\$ 172,000	\$ 166,949	\$ 170,000	\$ 5,051	\$ 2,000	3%	1%	\$ 315,981	\$ 175,589	\$ (3,051)
01-500-5300	OPERATING SUPPLIES	\$ 250	0%	\$ 250	\$ 275	\$ 250	\$ (25)	\$ -	-9%	0%	\$ 1,470	\$ -	\$ 25
01-500-5310	EQUIP. NON-CAP	\$ 500	0%	\$ 500	\$ -	\$ -	\$ 500	\$ 500	0%	0%	\$ -	\$ 2,213	\$ -
01-500-5320	RENTALS/LEASES/PERMITS	\$ 1,000	0%	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	0%	0%	\$ 1,700	\$ -	\$ (1,000)
01-500-5410	MAINT & OPERATIONS OF VEHICLES	\$ 500	0%	\$ 500	\$ -	\$ 500	\$ 500	\$ -	0%	0%	\$ 25	\$ -	\$ (500)
01-500-5430	ROAD MAINTENANCE	\$ 5,000	0%	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	0%	0%	\$ -	\$ 1,505	\$ (5,000)
01-500-5510	TELEPHONE/COMMUNICATIONS	\$ 500	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ 54	\$ 351	\$ -
01-500-5600	OFFICE SUPPLIES	\$ 100	0%	\$ 100	\$ -	\$ 100	\$ 100	\$ -	0%	0%	\$ 1,164	\$ 5	\$ (100)
01-500-5620	WATER CONSERVATION PROGRAM	\$ 2,500	0%	\$ 2,500	\$ -	\$ 5,000	\$ 2,500	\$ (2,500)	0%	-50%	\$ -	\$ -	\$ (5,000)
01-500-5621	WATERSHED GRANTS DATA COLLECT	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ 500	\$ -
01-500-5622	EDUCATION PROGRAM	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ 352	\$ 800	\$ -
01-500-5630	TRAINING,CONFERENCES &MEETINGS	\$ 3,000	0%	\$ 3,000	\$ 2,000	\$ 3,000	\$ 1,000	\$ -	50%	0%	\$ 3,250	\$ 2,069	\$ (1,000)
01-500-5631	MEMBERSHIP & DUES	\$ 8,750	0%	\$ 8,750	\$ 5,000	\$ 8,750	\$ 3,750	\$ -	75%	0%	\$ -	\$ 750	\$ (3,750)
01-500-5632	SUBSCRIPTIONS/BOOKS	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ -	\$ -
ENVIRONMENTAL DEPARTMENT TOTALS		\$ 401,083	20%	\$ 333,723	\$ 293,162	\$ 326,416	\$ 40,561	\$ 7,308	14%	2%	\$ 449,474	\$ 296,247	\$ (33,253)
01-800-5100	REGULAR SALARIES	\$ 1,050,485	-10%	\$ 1,164,089	\$ 961,313	\$ 1,055,427	\$ 202,775	\$ 108,661	21%	10%	\$ 999,132	\$ 922,506	\$ (94,114)
01-800-5120	OVERTIME WAGES	\$ 85,000	-19%	\$ 105,000	\$ 74,434	\$ 100,000	\$ 30,566	\$ 5,000	41%	5%	\$ 139,943	\$ 86,948	\$ (25,566)
01-800-5130	STANDBY	\$ 38,000	0%	\$ 38,000	\$ 34,653	\$ 38,000	\$ 3,347	\$ -	10%	0%	\$ 37,047	\$ 35,048	\$ (3,347)
01-800-5140	MEDICAL INSURANCE	\$ 184,059	8%	\$ 169,706	\$ 157,578	\$ 161,694	\$ 12,129	\$ 8,013	8%	5%	\$ 145,655	\$ 123,551	\$ (4,116)
01-800-5141	DENTAL INSURANCE	\$ 18,670	0%	\$ 18,714	\$ 20,798	\$ 17,823	\$ (2,084)	\$ 891	-10%	5%	\$ 15,713	\$ 16,958	\$ 2,975
01-800-5142	VISION INSURANCE	\$ 2,798	0%	\$ 2,806	\$ 2,364	\$ 2,608	\$ 443	\$ 199	19%	8%	\$ 2,316	\$ 2,395	\$ (244)
01-800-5143	LIFE INSURANCE	\$ 1,878	0%	\$ 1,878	\$ 2,158	\$ 1,878	\$ (280)	\$ -	-13%	0%	\$ 1,722	\$ 1,935	\$ 280
01-800-5144	LONG TERM DISABILITY	\$ 5,475	-9%	\$ 5,989	\$ 4,958	\$ 5,507	\$ 1,031	\$ 482	21%	9%	\$ 3,949	\$ 4,369	\$ (549)
01-800-5145	WORKERS COMPENSATION	\$ 34,531	-9%	\$ 38,074	\$ 27,000	\$ 34,352	\$ 11,074	\$ 3,722	41%	11%	\$ 31,936	\$ 29,773	\$ (7,352)
01-800-5146	ASSISTANCE PROGRAM	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ -	\$ -
01-800-5150	PERS - RETIREMENT	\$ 294,395	-15%	\$ 345,287	\$ 336,000	\$ 354,803	\$ 9,287	\$ (9,516)	3%	-3%	\$ 201,699	\$ 159,818	\$ (18,803)
01-800-5160	FICA - SOCIAL SECURITY	\$ 73,486	-8%	\$ 80,062	\$ 70,357	\$ 73,785	\$ 9,705	\$ 6,277	14%	9%	\$ 70,399	\$ 61,653	\$ (3,428)
01-800-5161	MEDICARE	\$ 17,445	-9%	\$ 19,092	\$ 16,716	\$ 17,444	\$ 2,376	\$ 1,648	14%	9%	\$ 16,781	\$ 14,615	\$ (728)
01-800-5171	UNIFORMS	\$ 7,200	0%	\$ 7,200	\$ 2,582	\$ 7,200	\$ 4,618	\$ -	179%	0%	\$ 5,640	\$ 6,734	\$ (4,618)
01-800-5172	CERTIFICATIONS	\$ 800	0%	\$ 800	\$ -	\$ 800	\$ 800	\$ -	0%	0%	\$ 205	\$ 335	\$ (800)

		[A1]		[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	[J]
Account Number	Description	FY2223 ADJUSTMENT BUDGET REQUEST	% Inc. from Adopted Budget	FY2223 ADOPTED BUDGET REQUEST	FY2122 EST. ACTUALS	FY2122 BUDGET	Diff to Prior Year Est Actuals	Diff to Prior Year Budget	% to PY Est Act	% to PY Budg	1 YR PRIOR ACTUALS FY2021	2 YR PRIOR ACTUALS FY1920	FY2122 BvA
01-800-5200	CONTRACT/PROFESSIONAL SERVICES	\$ 85,000	-11%	\$ 95,000	\$ 76,669	\$ 90,000	\$ 18,331	\$ 5,000	24%	6%	\$ 88,543	\$ 102,096	\$ (13,331)
01-800-5202	OUTSIDE WATER ANALYSIS	\$ 75,000	0%	\$ 75,000	\$ 55,000	\$ 62,000	\$ 20,000	\$ 13,000	36%	21%	\$ 130,206	\$ 37,403	\$ (7,000)
01-800-5300	OPERATING SUPPLIES	\$ 67,000	0%	\$ 67,000	\$ 65,000	\$ 65,000	\$ 2,000	\$ 2,000	3%	3%	\$ 80,993	\$ 44,637	\$ -
01-800-5301	CHEMICALS	\$ 42,000	0%	\$ 42,000	\$ 27,122	\$ 40,000	\$ 14,878	\$ 2,000	55%	5%	\$ 42,190	\$ 39,785	\$ (12,878)
01-800-5302	LAB SUPPLIES	\$ 17,200	0%	\$ 17,200	\$ 22,495	\$ 16,700	\$ (5,295)	\$ 500	-24%	3%	\$ 25,360	\$ 10,283	\$ 5,795
01-800-5310	EQUIP. NON-CAP	\$ 21,750	0%	\$ 21,750	\$ 32,000	\$ 32,000	\$ (10,250)	\$ (10,250)	-32%	-32%	\$ 21,862	\$ 25,790	\$ -
01-800-5311	SMALL TOOLS/MAINT & REPAIRS	\$ 7,000	0%	\$ 7,000	\$ -	\$ 7,000	\$ 7,000	\$ -	0%	0%	\$ 7,011	\$ 2,441	\$ (7,000)
01-800-5320	RENTALS/LEASES/PERMITS	\$ 50,000	-9%	\$ 55,000	\$ 40,000	\$ 60,000	\$ 15,000	\$ (5,000)	38%	-8%	\$ 51,298	\$ 53,852	\$ (20,000)
01-800-5401	SAFETY EQUIPMENT - MAINTENANCE	\$ 3,400	0%	\$ 3,400	\$ 869	\$ 3,200	\$ 2,531	\$ 200	291%	6%	\$ 1,247	\$ 2,166	\$ (2,331)
01-800-5410	MAINT & OPERATIONS OF VEHICLES	\$ 50,000	0%	\$ 50,000	\$ 42,003	\$ 50,000	\$ 7,997	\$ -	19%	0%	\$ 66,588	\$ 59,352	\$ (7,997)
01-800-5420	BUILD MAINT-SERVICES & SUPPLYS	\$ 5,200	0%	\$ 5,200	\$ 13,041	\$ 5,000	\$ (7,841)	\$ 200	-60%	4%	\$ 4,220	\$ 15,460	\$ 8,041
01-800-5500	UTILITIES - DISTRICT OFFICE	\$ 360,000	0%	\$ 360,000	\$ 340,669	\$ 336,000	\$ 19,331	\$ 24,000	6%	7%	\$ 344,758	\$ 263,907	\$ 4,669
01-800-5510	TELEPHONE/COMMUNICATIONS	\$ 80,000	0%	\$ 80,000	\$ 56,867	\$ 70,000	\$ 23,133	\$ 10,000	41%	14%	\$ 64,066	\$ 69,281	\$ (13,133)
01-800-5600	OFFICE SUPPLIES	\$ 4,500	0%	\$ 4,500	\$ 1,604	\$ 4,500	\$ 2,896	\$ -	181%	0%	\$ 3,244	\$ 3,747	\$ (2,896)
01-800-5630	TRAINING, CONFERENCES & MEETINGS	\$ 2,000	0%	\$ 2,000	\$ 118	\$ 2,000	\$ 1,882	\$ -	1593%	0%	\$ 250	\$ 77	\$ (1,882)
01-800-5632	SUBSCRIPTIONS/BOOKS	\$ 500	0%	\$ 500	\$ -	\$ 500	\$ 500	\$ -	0%	0%	\$ -	\$ 75	\$ (500)
01-800-5650	POSTAGE	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ 71	\$ -
SUPPLY & TREATMENT DEPARTMENT TOTALS		\$ 2,684,771	-7%	\$ 2,882,247	\$ 2,484,368	\$ 2,715,221	\$ 397,879	\$ 167,027	16%	6%	\$ 2,603,971	\$ 2,197,062	\$ (230,853)
02-600-5100	REGULAR SALARIES	\$ 16,000	0%	\$ 16,000	\$ 10,374	\$ 16,000	\$ 5,626	\$ -	54%	0%	\$ 11,246	\$ 21,182	\$ (5,626)
02-600-5120	OVERTIME WAGES	\$ -	0%	\$ -	\$ 478	\$ -	\$ (478)	\$ -	-100%	0%	\$ 1,792	\$ 841	\$ 478
02-600-5130	STANDBY	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ -	\$ -
02-600-5150	PERS - RETIREMENT	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ -	\$ -
02-600-5160	FICA - SOCIAL SECURITY	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ -	\$ -
02-600-5161	MEDICARE	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ -	\$ -
02-600-5171	UNIFORMS	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ -	\$ -
02-600-5200	CONTRACT/PROFESSIONAL SERVICES	\$ 15,000	0%	\$ 15,000	\$ 9,839	\$ 15,000	\$ 5,161	\$ -	52%	0%	\$ 16,626	\$ 42,823	\$ (5,161)
02-600-5202	OUTSIDE WATER ANALYSIS	\$ 15,000	0%	\$ 15,000	\$ 23,000	\$ 15,000	\$ (8,000)	\$ -	-35%	0%	\$ 17,982	\$ 18,641	\$ 8,000
02-600-5300	OPERATING SUPPLIES	\$ 10,000	-17%	\$ 12,000	\$ 7,000	\$ 10,000	\$ 5,000	\$ 2,000	71%	20%	\$ 2,914	\$ 1,444	\$ (3,000)
02-600-5320	RENTALS/LEASES/PERMITS	\$ 15,000	0%	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -	0%	0%	\$ 10,483	\$ 9,662	\$ -
02-600-5410	MAINT & OPERATIONS OF VEHICLES	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ -	\$ -
02-600-5420	BUILD MAINT-SERVICES & SUPPLYS	\$ 1,500	0%	\$ 1,500	\$ -	\$ 1,000	\$ 1,500	\$ 500	0%	50%	\$ -	\$ -	\$ (1,000)
02-600-5500	UTILITIES - DISTRICT OFFICE	\$ 5,000	-17%	\$ 6,000	\$ 3,633	\$ 6,000	\$ 2,367	\$ -	65%	0%	\$ 4,141	\$ 5,013	\$ (2,367)
02-600-5510	TELEPHONE/COMMUNICATIONS	\$ 5,000	-23%	\$ 6,500	\$ 4,000	\$ 6,000	\$ 2,500	\$ 500	63%	8%	\$ 4,984	\$ 5,468	\$ (2,000)
02-600-5600	OFFICE SUPPLIES	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ -	\$ -
02-600-5650	POSTAGE	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -	\$ -	\$ -
SEWER DEPARTMENT TOTALS		\$ 82,500	-5%	\$ 87,000	\$ 73,323	\$ 84,000	\$ 13,677	\$ 3,000	19%	4%	\$ 70,168	\$ 105,074	\$ (10,677)
GRAND TOTALS		\$ 9,094,058	-4%	\$ 9,468,080	\$ 8,526,604	\$ 9,150,675	\$ 941,477	\$ 317,405	11%	3%	\$ 9,240,689	\$ 7,436,377	\$ (624,071)

MEMO

TO: Engineering & Environmental Committee
FROM: District Manager
SUBJECT: New Staff Position - Construction Inspector
DATE: March 14, 2022

Recommendation:

It is recommended that the Engineering & Environmental Committee review this memo and attached information and recommend a new staff position "Construction Inspector" to the Board of Directors.

Background:

The District is engaged in multiple Capital Improvement Projects. The projects include water main replacement, water storage tank replacement, CZU Fire damage repairs, and fire hardening of existing facilities. Outside contractors are completing these projects requiring formal bidding procurement and construction management. Current practice has been to solicit construction management engineering services for each project. Construction Management services ensure that the project is constructed following plans and specifications.

Looking at 3 current projects that were recently awarded and awaiting construction, the District is committed to \$417,589 for construction management (see attachment).

Moving forward, staff believes that the cost to the District could be drastically reduced by hiring a staff Construction Inspector performing project management and inspection in-house.

The cost of a Staff Construction Inspector is estimated as follows:

Annual fully benefited salary including retirement \$100,531 to \$136,038 (average \$118,391)

District Vehicle \$38,000 (capital expense)

Cell phone- 2 months' service including phone \$780

Field Computer \$1,200

Uniform & Safety equipment included in salary.

Over the next two years, the District is looking to construct several projects estimated at \$11,925,840, plus an estimated 8% (average cost last two pipeline projects) contracted construction management cost totaling \$954,000. The cost for a staff Construction

Inspector for the same period/projects is estimated at \$278,891, saving the District an estimated \$675,109 by employing a staff Construction Inspector.

FEMA and grant projects will reimburse the District for construction inspection. District-funded capital Improvements projects will include construction inspection funded by the project.

Looking ahead, the District will continue to have an ongoing capital improvement program replacing facilities and upgrading for fire hardening for which this position would be utilized at a cost-savings to the District.

CONSTRUCTION INSPECTOR

DEFINITION:

Under general supervision, performs field inspections and documentation of construction work related to water treatment and distribution and other facilities to ensure compliance with plans, specifications, permits, and accepted construction methods; acts as liaison between the District, contractors, and the public on issues of concern regarding the construction work; reviews contractor submittals and requests for information; provides constructability reviews of improvement plans; provides field support for GIS system updates by verifying locations of facilities; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a single-position class responsible for inspecting and documenting all types of construction work. The incumbent has the authority to stop work on a particular phase of construction, reject materials which do not conform with plans and specifications, and require corrective action on unsatisfactory work.

EXAMPLES OF DUTIES:

- Inspects and approves construction work related to treated and raw water facilities and other structures and appurtenances, to ensure compliance with plans and specifications regarding construction materials, methods, equipment, and workmanship;
- Attends pre-bid, pre-construction, and weekly progress meetings for all District projects;
- Confers as needed with District Engineering staff, and with contractors' representatives and/or County or State agency personnel, regarding errors or deviations and sees that appropriate corrective measures are taken;
- Monitors construction safety practices and traffic control systems and takes corrective action on apparent violations, or refers apparent violations to the relevant authority;
- Approves field changes, or requests approval from Engineering and relays instructions to contractor;
- Secures samples and makes tests of sand, soil, aggregates, concrete, and other materials in the field;
- Operates line chlorination equipment and tests samples for chlorine residual;
- Reviews surveying data and procedures to see that line, grade and location have been properly established and that they are followed during construction;
- Represents the District to utilities, government agencies, and the public regarding compliance with regulations, coordination of efforts, relaying of information, and mediation of problems;
- Keeps photographic and written records of details and progress of construction work, including "as-built" drawings;
- Verifies accuracy of contractor submittals of "as-built" drawings;
- Verifies contractor requests for partial payments by estimating quantity of materials supplied and construction completed;
- Maintains accurate records of inspections and tests, and makes written reports;
- May assist Engineering Department in field survey work, water quality sampling or other duties as assigned;
- May assist Environmental Projects Manager with inspection and/or supervision of fuel management and/or mitigation project specification preparation and project inspection.
- Maintains a variety of computer records related to work performed.

TYPICAL PHYSICAL ACTIVITIES

- Travels frequently by motor vehicle in conducting District business.

CONSTRUCTION INSPECTOR

- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone and/or videoconferences for communication.
- Uses office equipment such as computer terminals, cell phones, and copiers.
- Frequently walks in uneven terrain, in an outdoor environment, making inspections of construction projects including but not limited to the interior and exterior of tanks and trenches which may include structures, wells, the use of scaffolding and ladders.
- Hearing and vision within normal ranges.

QUALIFICATIONS:

Knowledge of:

Methods, materials, equipment, techniques and tests used in the construction of ductile iron and HDPE pipelines; concrete and/or steel structures; and tank coatings.

State and local regulations related to construction of water systems, to include stormwater runoff and erosion control requirements.

Principles of piping system hydraulics and soil compaction.

General construction inspection methods and techniques.

Basic geometry, math and algebra.

Use and maintenance of basic hand and measuring tools.

Skill in:

Inspecting construction projects for conformance with plans and specifications and acceptability of materials and methods.

Reviewing plans, submittals, and requests for information.

Reading and interpreting plans, specifications, maps, drawings, contracts and work orders.

Maintaining accurate records and preparing concise reports.

Dealing tactfully and effectively with contractors, utilities, governmental agencies, and the general public, sometimes when relations may be strained.

Ability to:

Learn and apply principles, policies and procedures.

Represent the District favorably in speech and demeanor.

A typical way of gaining the knowledge and skills outline above is:

College or technical school training in an engineering-related curriculum and two years of construction and inspection experience, preferably in a water-related industry; additional experience may substitute for education.

OTHER REQUIREMENTS:

Must have a valid California driver's license and good driving record. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Must obtain and continue to maintain a California Department of Public Health Grade D-2 Distribution Operator's Certificate. Must apply to take the first available certification exam from date of hire or appointment to the position and apply for certification within 30 days of receipt of successful test results. A maximum of three consecutive exams will be allowed to meet the D-2 Distribution Operator's certification requirement.

Must have physical stamina and agility sufficient to walk, climb, bend and otherwise inspect construction sites; must be willing to work outdoors in all terrains and weather conditions; and must be available for long hours when the situation demands.

Past Projects

PROJECT NAME	CONSTRUCTION FIRM	TOTAL CONSTRUCTION COSTS	CONSTRUCTION MGMT FIRM	TOTAL CONSTRUCTION MGMT COST	CM as % of Construction
2020 PIPELINE WO#1284 & #1286	ANDERSON PACIFIC ENGINEERING	\$1,264,703	MESITI-MILLER ENGINEERING (MM	\$18,879	1.49%
LOMPICO TANKS WO#1208, #1209, #1210	ANDERSON PACIFIC ENGINEERING	\$2,343,608	MESITI-MILLER ENGINEERING (MM	\$273,990	11.69%
LITTLE LYON RECOATING WO#1967	SUPERIOR TANK SOLUTIONS	\$225,982	CSI SERVICES	\$30,195	13.36%
FOREMAN PIPELINE WO#1927	VANDERSTEEN ENGINEERING	\$276,085	SANDIS	\$37,694	13.65%
LYON_BIG STEEL PIPELINE WO#1925, #1926, #1967	LEWIS & TIBBITS	\$849,589	SANDIS	\$79,762	9.39%
HARMON CREEK DREDGING/DEBRIS FLOW CONTROL WO#20	VANDERSTEEN ENGINEERING	\$82,600	SANDIS	\$5,895	7.14%
PROBATION TANK #823	RSH/CANYON SPRINGS	\$1,746,703	MESITI-MILLER ENGINEERING (MM	\$410,804	23.52%
	Total:	\$6,789,270	Total:	\$857,219	12.63%

Awarded Projects Not Yet In Construction

PROJECT NAME	CONSTRUCTION FIRM	TOTAL CONSTRUCTION COSTS	CONSTRUCTION MGMT FIRM	TOTAL CONSTRUCTION MGMT COST	CM as % of Construction
Glen Arbor Bridge	MPE	\$320,500	Sandis	\$61,850	19.30%
Alta Via	APEC	\$2,107,470	Sandis	\$192,185	9.12%
Quail Hollow	Granite Rock	\$2,387,000	MME	\$163,554	6.85%
		\$4,814,970		\$417,589	8.67%

M E M O

TO: Budget & Finance Committee

FROM: Director of Finance

SUBJECT: Low Income Household Water Assistance Program

DATE: April 5, 2022

RECOMMENDATION:

It is recommended the Budget & Finance Committee review the information on the Low Income Household Water Assistance Program. This will be brought to the April 7, 2022 Board of Directors Meeting for approval of entering into the Direct Pay Program agreement.



BACKGROUND:

The California Department of Community Services and Development (CSD) has announced the guidelines for the federal Low Income Household Water Assistance Program (LIHWAP).

- \$116 million funding available for qualified low income households on a first come first serve basis
- \$2,000 max, one-time payment applied to water or wastewater service costs

This program is different than the State Water Resources Control Board Water Arrearages Program that we have already applied and received funding for. The main differences are as follows:

LIHWAP VS CA Water & Wastewater Arrearage Payment Program

Program Component	 LIHWAP	 CWWAPP
Applicant	Low-income customer applies	Water/wastewater system applies
Arrearage Accrual Period	Any time period	March 4, 2020 – June 15, 2021
Arrearage	Past due on bill, property tax rolls	Past due on bill, property tax rolls, 3 rd party debt collector
Late Fees	Covered by payment	Must waive late fees
Customers	Low-income, residential	Residential & commercial
Customer Enrollment in Payment Plan	Encouraged	Required
Admin Costs	Not Covered	Covered (3% or \$1 million – whichever is less)

Implementation:

1. SLVWD enrolls in the Direct Payment Program (draft agreement attached). This is a required step to receive funding and allow our customers the opportunity to participate.
2. Once enrolled, the customer can begin applying in May/June 2022.
3. Local Service Providers (LSPs) qualifies the applicant & submits application to CSD
 - a. LSPs are comprised of a network of 41 non-profit and local government agencies.
 - b. Responsibilities of the LSP include marketing and outreach to low-income customers, applicant intake and eligibility verification, identify benefit payment amount, and request to CSD for payment.
4. CSD processes payment & customer records and sends those records to HORNE.
5. HORNE sends payment & customer records to SLVWD.
6. SLVWD applies payment to customer's accounts
7. SLVWD reports to HORNE
8. HORNE reports to CSD

Attachments:

1. Presentation from CSD on the Program
2. Direct Pay Agreement
3. LIHWAP Program Guidelines

Low Income Household Water Assistance Program (LIHWAP)

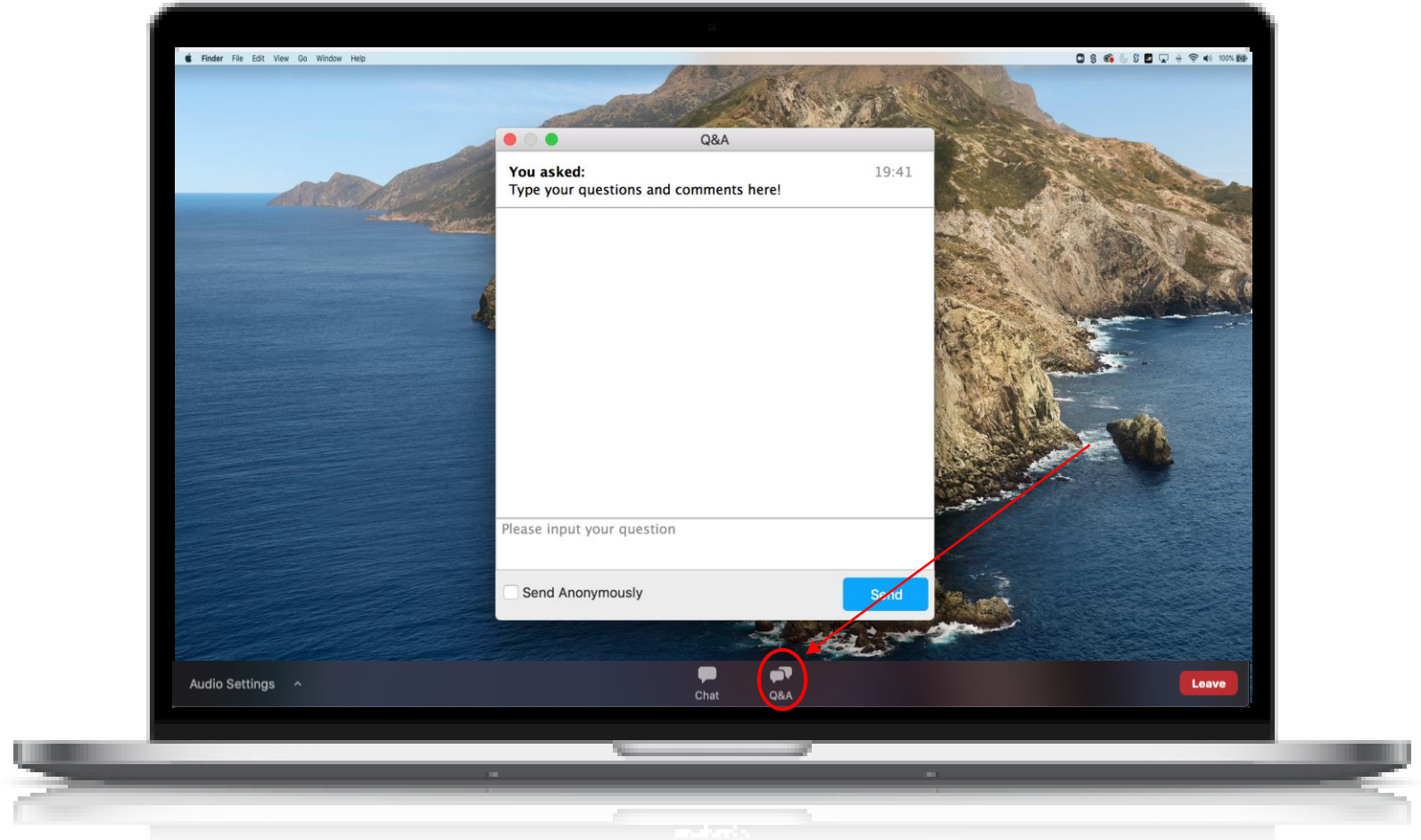
Water/Wastewater System Introduction

February 16, 2022



California Department of
Community Services & Development

Q&A



AGENDA

1. Introduction to CSD
2. LIHWAP Overview
3. The landscape of Local Service Providers
4. Overview of draft program guidelines
 - Eligibility, payment process, and reporting requirements
5. Introduction to HORNE (Funds Disbursement Partner)
6. Enrollment Process Overview
7. Enrollment System Demo



About CSD

Who We Are

- CA Department of Community Services and Development (CSD)
- Under CA Department of Health and Human Services

Mission:

- Reduce poverty for Californians by helping low-income families achieve and maintain economic security, meet their home energy and water needs, and reduce their utility costs through energy efficiency upgrades and access to clean renewable energy.

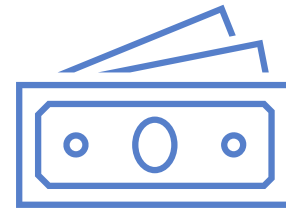
Provide services via Network of Local Service Providers (LSPs)



LIHWAP Overview



CSD designated as the administrator of LIHWAP for California



CA awarded \$116 million (\$87 million for direct household benefits)



Funds are to be used to ensure **low-income households** have access to safe and clean **drinking water and wastewater services**



LIHWAP Implementation Timeline

- **November 8, 2021** – State Plan approved by HHS. May access here: <https://www.csd.ca.gov/Pages/LIHWAP.aspx>
- **February 15th & 16th** – Intro Webinars for Water/Wastewater Systems (may host additional)
- **TBD Late February 2022** – Public input session on program guidelines
 - *Draft guidelines released week prior*
- **May/June 2022** – Program launch (customers can apply)
- **August 31, 2023** – Program ends



LIHWAP Overview



ARREARAGE RESPONSE PROGRAM

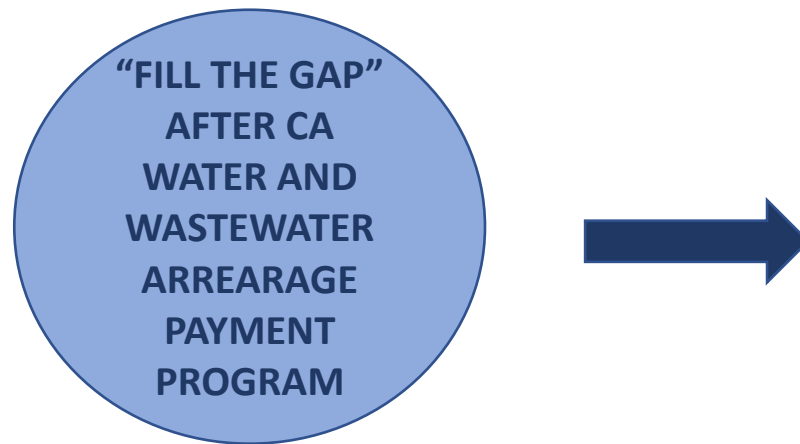
Arrearage: money owed to a water/wastewater system from nonpayment of residential accounts that **accrued during any time period.**

Benefit Amount

- \$2,000 Maximum, one-time payment (first-come, first-served)
- Applied to drinking water or wastewater service costs (customer will select the bill to apply)
- If water/wastewater is bundled with other services (i.e. garbage):
 - only water or wastewater charges apply
 - *LSP will determine payment amount*
- Benefit amount can cover:
 - customer's past due balance
 - current charges
 - fees (included late fees)
 - and taxes
- Goal to restore services or prevent service disconnections



LIHWAP Overview



Gaps after Water Board Arrearage Program

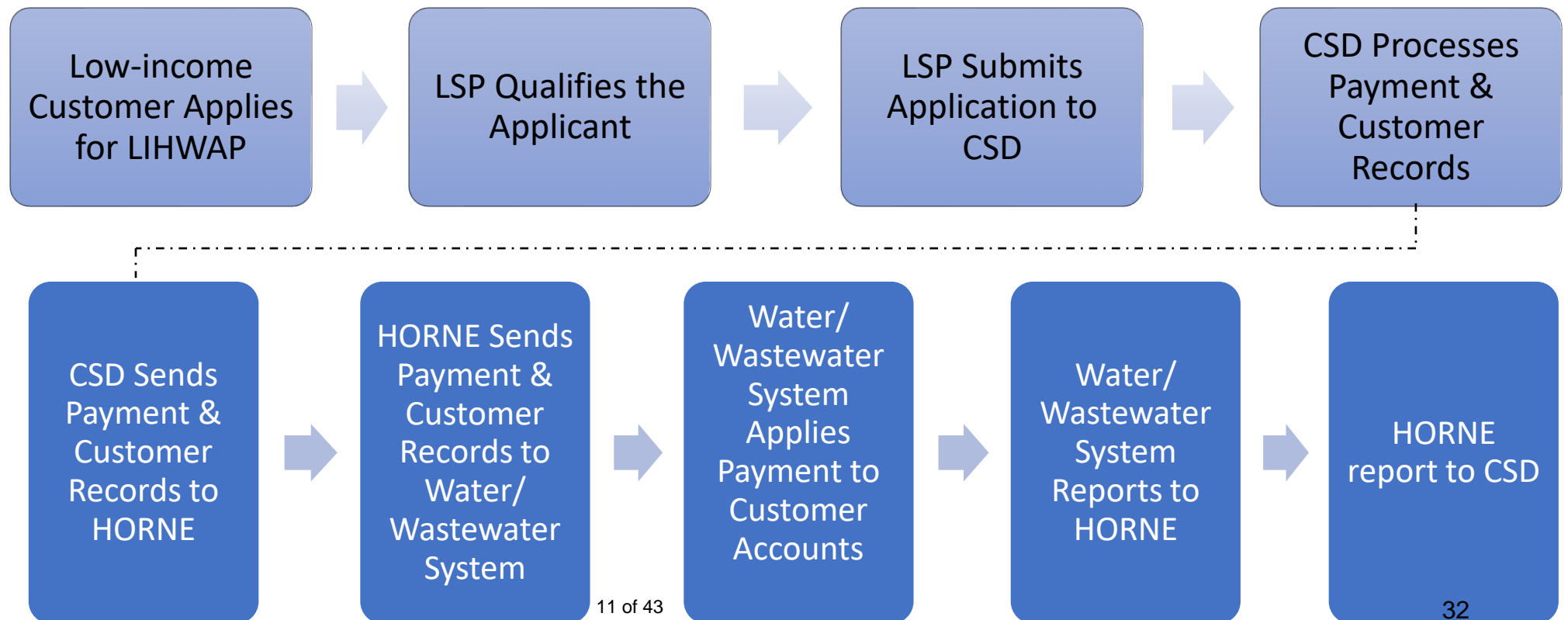
- LIHWAP can be applied to arrearages outside of COVID-19 pandemic bill relief period (March 4, 2020 through June 15, 2021)
- LIHWAP can cover utilities included in rent

Please Note: participation in LIHWAP is allowable if you also received Water Board Arrearage funding



Service Delivery Model

Coordination between: CSD/HORNE, Local Service Providers (LSPs), and Water/Wastewater Systems



LIHWAP Overview: Local Service Providers

Who are Local Services Providers (LSPs)?

- LIHWAP modeled after Low Income Home Energy Assistance Program (LIHEAP)
- LIHEAP Local Service Providers (LSPs) administer program at local level
 - Network of 41 agencies
 - Non-profit and local government agencies

LSP Responsibilities:

- Marketing and outreach to low-income customers
- Applicant intake and eligibility verification
- Identification of LIHWAP benefit payment amount
- Request to CSD for payment

Find an LSP: <https://csd.ca.gov/Pages/FindServicesInYourArea.aspx>

“Energy Agency” or “Utility Assistance and Weatherization Provider”



Customer Application Process

How Do Customers Apply?

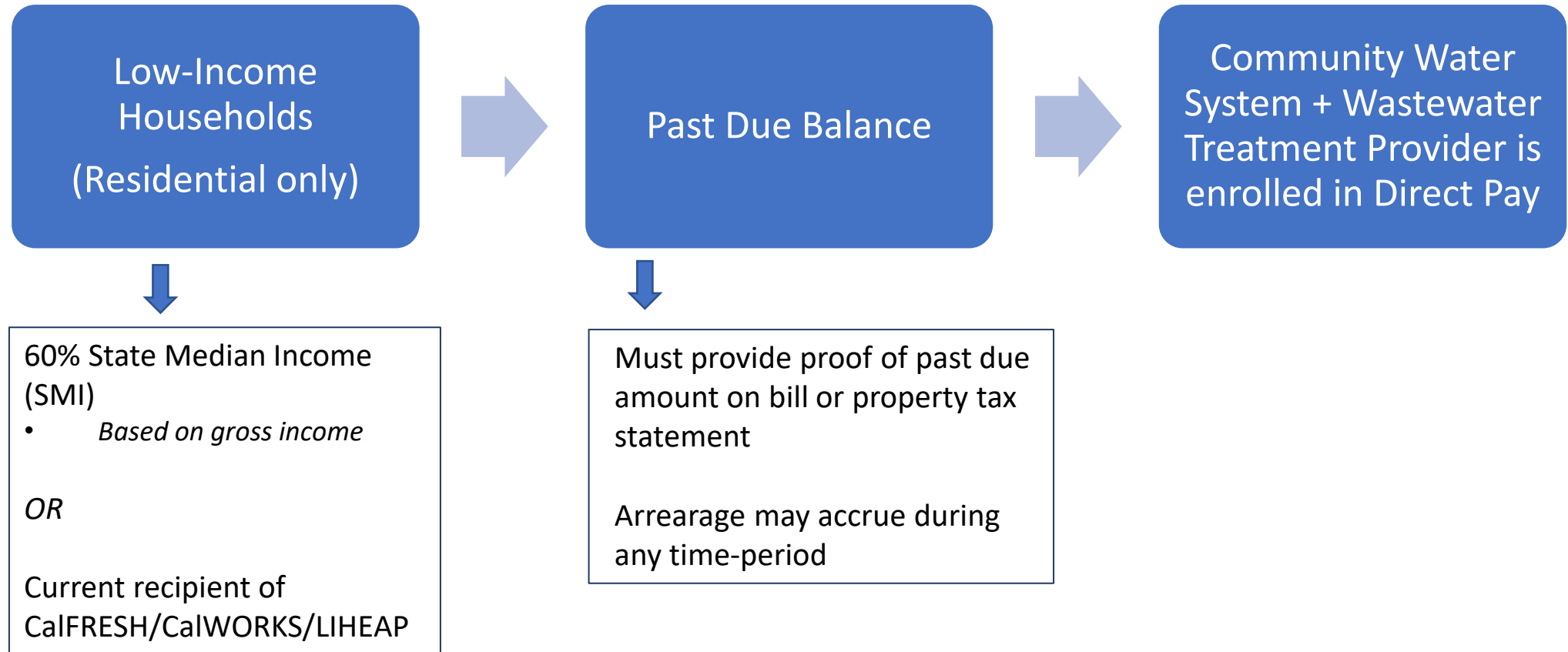
- Customers apply to the Local Service Provider (LSP)
- The LSP
 - Verifies income and eligibility
 - Identifies LIHWAP benefit amount

How Do Customers Find Out About LIHWAP?

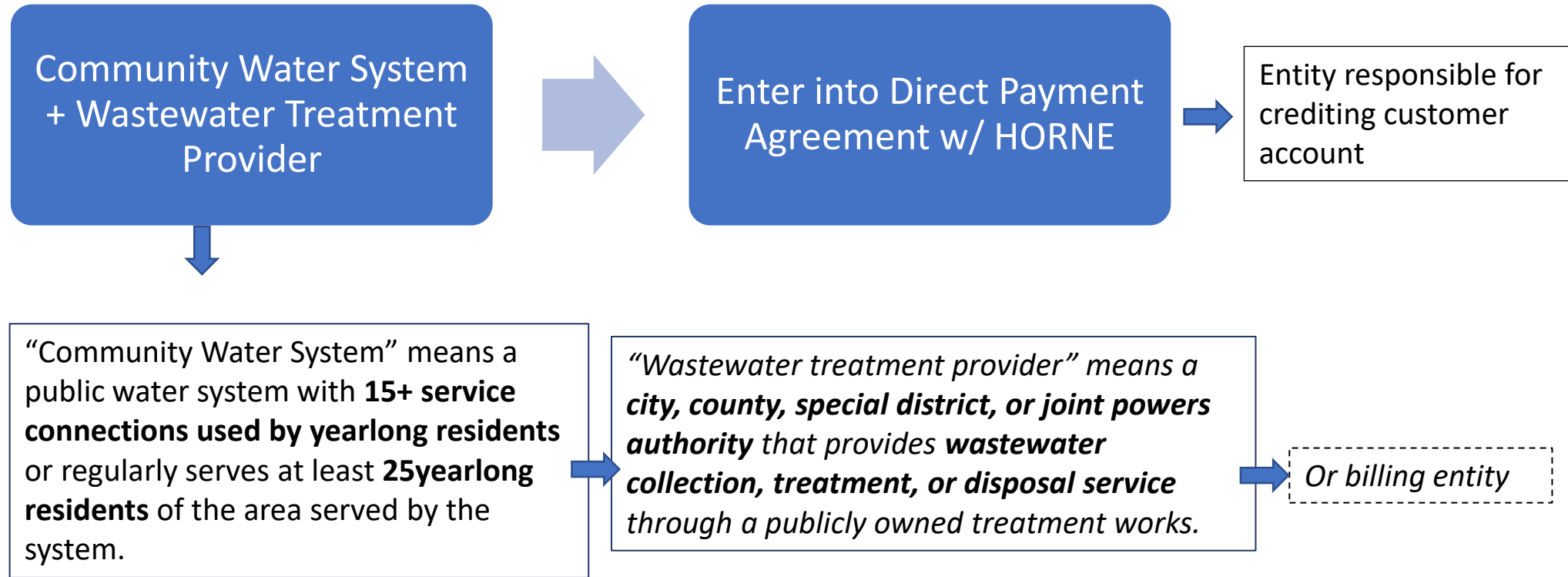
- LSP outreaches to local community
 - Primarily referrals from Low Income Household Energy Assistance Program (LIHEAP)
- CSD encourages water or wastewater systems to share with customers
 - Communications released closer to the May/June 2022 Program Launch
 - Coordination with LSP
 - Customer facing LIHWAP webpage: <https://www.csd.ca.gov/waterbill>
 - CSD can provide language for water board recipients



Customer Eligibility



Water/Wastewater System Eligibility



Water/Wastewater System Reporting Requirements



To comply with federal reporting, water and wastewater systems must submit the following information to HORNE:

- amount of assistance credited to each account
- return payments
- whether assistance restored water services or prevented shutoff, if applicable

CSD and HORNE will host an enrollment orientation to explain payments and reporting



LIHWAP VS CA Water & Wastewater Arrearage Payment Program

Program Component	 LIHWAP	 CWWAPP
Applicant	Low-income customer applies	Water/wastewater system applies
Arrearage Accrual Period	Any time period	March 4, 2020 – June 15, 2021
Arrearage	Past due on bill, property tax rolls	Past due on bill, property tax rolls, 3 rd party debt collector
Late Fees	Covered by payment	Must waive late fees
Customers	Low-income, residential	Residential & commercial
Customer Enrollment in Payment Plan	Encouraged	Required
Admin Costs	Not Covered	Covered (3% or \$1 million – whichever is less)



Enrollment Process

Initial Enrollment Period – 2/21/22-4/30/22

Step 1: Water or Wastewater System to Complete Web Form

CA-LIHWAP POC Registration Form

<p>Company Information</p> <p>Name of Water/Wastewater System/Billing System (Company Name) * Please enter your company name.</p> <input type="text"/> Water/Wastewater/Billing System (Company Type) * Select <p>Primary Point of Contact Information</p> <p>Point of Contact - First Name * Please enter the Company Point of Contact's First Name.</p> <input type="text"/> Point of Contact - Last Name * Please enter the Company Point of Contact's Last Name. <input type="text"/>	<p>Point of Contact - Position Title * Please enter the Company Point of Contact's Position Title.</p> <input type="text"/> Point of Contact - Phone Number * Please enter the Primary Point of Contact Direct Phone Number <input type="text"/> Point of Contact - Email * Please enter the email address where the Company Point of Contact can be reached regarding enrollment in the CA-LIHWAP Program. <input type="text"/> Point of Contact - Email Confirmation * Please re-enter the email address where the Company Point of Contact can be reached regarding enrollment in the CA-LIHWAP Program. <input type="text"/>	<p>Third Party Billing Information</p> <p>Are you a Water/Waste System using a third party billing company? * If yes, please complete as much of the Billing Company information as possible.</p> <p>Select</p> <p><input type="checkbox"/> Send me a copy of my responses</p> <p>Submit</p> <p>Powered by smartsheet Privacy Notice Report Abuse</p>
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California Department of
Community Services & Development

Enrollment Process

Step 2: HORNE to Verify Eligibility of Water or Wastewater System

Step 3: HORNE Sends Invitation to Enroll in System via Email

Step 4: Water or Wastewater System Follows Link in Email to Complete Enrollment

Step 5: HORNE's Enrollment Specialist Reviews for Completeness & Accuracy



Payment Reporting Compliance

- W9 Upload Required to Determine 1099 Requirements
 - W9 Used to determine if company is exempt from 1099 requirements
- 1099 Reporting Not required for Governmental or Incorporated Companies

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ► Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
2 Business name/disregarded entity name, if different from above		
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	
		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.		
		Social security number [] [] [] - [] [] - [] [] [] [] or Employer identification number [] [] - [] [] [] [] [] [] [] []



Enrollment System Demo



California Department of
Community Services & Development

Questions/ Comments?

CONTACT

For general questions:

LIHWAP@csd.ca.gov

<https://csd.ca.gov/Pages/LIHWAP.aspx>

Customer facing LIHWAP webpage:

<https://www.csd.ca.gov/waterbill>

For enrollment questions & technical support in enrollment process contact:

- support@ca-lihwap.com

Please whitelist the following accounts to avoid important communication going to spam:

- NoReply-OutSystems@hornellp.com
- @ca-LIHWAP.com





DIRECT PAYMENT AGREEMENT

THIS DIRECT PAYMENT AGREEMENT (Agreement) is made and entered into effective as of the date signed below (the “Effective Date”), by and between **San Lorenzo Valley Water District** (“the Water System”), 13060 Highway 9, Boulder Creek, CA 95006 and **HORNE LLP**, a Delaware limited liability partnership, having a place of business at 661 Sunnybrook Road, Suite 100, Ridgeland, MS 39157 (“HORNE”).

WHEREAS, the California Department of Community Services and Development (“CSD”) is authorized to administer the Low-Income Household Water Assistance Program (“LIHWAP” or “Program”) to provide financial assistance to help low-income Californians manage their residential water utility costs;

WHEREAS, CSD has contracted with HORNE to disburse direct payments to water systems to apply a LIHWAP credit to households identified as eligible for LIHWAP assistance by CSD or its Local Service Providers (LSPs);

WHEREAS, CSD has authorized HORNE to enter into this Agreement with Water System; and

WHEREAS, the Water System desires to enroll in LIHWAP and participate in the direct payment service established by the Direct Payment Program.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the Water System agrees to receive direct payments from HORNE for the benefit of California residents who qualify for LIHWAP and agrees to abide by all terms and conditions below:

Direct Payment Program General Terms and Conditions

- 1.1 To participate in the Direct Payment Program, a Water System must be defined as a “Community Water System” or “Community Water System Billing Entity”, “Wastewater Treatment Provider” or “Wastewater Billing Entity” (collectively referred to as a “Water System” in this Agreement).
- 1.2 A “Community Water System” means a public water system with at least 15 service connections used by yearlong residents or regularly services at least 25 yearlong residents.
- 1.3 A “Community Water System Billing Entity” means a third-party entity that is the designated billing entity for a community water system.
- 1.4 A “Wastewater Treatment Provider” means a city, county, special district, or joint powers authority that provides wastewater collection, treatment, or disposal service through a publicly owned treatment works.
- 1.5 A “Wastewater Billing Entity” means a local government entity (city, county, or special district) that is the designated billing entity for a wastewater treatment provider.
- 1.6 The Water System enrolled in the Direct Payment Program must be the responsible entity for applying the LIHWAP credit to customer accounts.
- 1.7 Qualified low-income residential customers will be identified by CSD and its LSP partners. CSD will provide HORNE with a direct pay file that contains customer account information as well as the amount for the direct payment to the Water System for each customer. Commercial customers are not eligible for the program.
- 1.8 HORNE will provide the Water System a direct pay file that contains customer account information and the LIHWAP benefit amount for the purpose of crediting the accounts of qualified low-income residential customers of the Water System who have been identified as eligible for water assistance payments under LIHWAP by CSD or its LSPs.
- 1.9 HORNE will establish a secure method to provide the direct pay file and customer information to the Water System and a secure method to receive the Direct Payment Summary from the Water System as described in 2.11.
- 1.10 The Water System is encouraged to offer a payment plan or other forms of assistance to customers who have a remaining balance after the LIHWAP benefit is applied to support the

continuation of services or the restoration of services for accounts where services are terminated due to nonpayment.

Obligations of the Water System

- 2.1 Water System shall provide water and/or wastewater services to each eligible and approved residential household for which payment is provided under LIHWAP.
- 2.2 Water System shall charge LIHWAP residential households using the Water System's normal billing process, the difference between the actual amount due and the amount of the payment made by the LIHWAP payment.
- 2.3 Water System shall restore water services on a timely basis or remove disconnection status upon payment, if applicable, and shall confirm this action to HORNE by submission of the Direct Payment Summary report as specified in provision 2.11.
- 2.4 Water System shall charge all LIHWAP eligible residential households the same rates charged for home drinking water and/or wastewater services billed to other similarly situated residential households that are non-eligible, as determined by the approved rate setting process.
- 2.5 Water System shall not apply LIHWAP payments to account balances that have previously been written off or paid off with other customer assistance program funds. The Water System shall return issued LIHWAP payments to HORNE within 15 business days of receipt for accounts where the owed balance has been paid off with other customer assistance program funds or discharged (written off) in its entirety by the Water System along with the Direct Payment Summary specified in 2.11.
- 2.6 Water System shall apply the LIHWAP benefit to closed accounts to cover the pending balance and shall return any remaining amount of the LIHWAP payment to HORNE within 15 days of receipt along with the Direct Payment Reconciliation Summary specified in 2.11.
- 2.7 Water Systems shall adhere to existing credit return policies when returning funds to a customer that received a LIHWAP benefit, and the account is later closed and there is a remaining LIHWAP credit balance on the account.

- 2.8 Water systems that include other services on the customer's bill shall only apply LIHWAP payments towards the water, wastewater, and/or storm water amount owed including any applicable late fees, reconnection fees, taxes, and other charges.
- 2.9 Water System shall not discriminate against a LIHWAP eligible household with respect to terms, deferred payment plans, credit, conditions of sale, or discounts offered to other customers.
- 2.10 Water System shall post all payments to customer accounts within 5 business days from receipt of payment.
- 2.11 Water System shall submit to HORNE a Direct Payment Summary (in a format provided by HORNE) that reconciles the associated direct pay file and return payments that could not be credited to customer accounts within 15 business days of receipt of payment. The Direct Payment Summary must contain information on the date the credit was posted, direct pay file date; the total number of customer accounts that the Water System was successful in fully crediting; and the total number of customer accounts that the Water System was not successful in crediting. For those customer accounts that were not credited, the Water System shall reflect in the Direct Payment Summary the customer accounts that were not credited to include customer account information (customer name, account number, account address, benefit amount), and reason why the LIHWAP benefit was unable to be applied to the customer's account. The Water System shall use customer and account information contained in the direct pay file to complete the reporting and identification of customer accounts that were not credited.
- 2.12 Water System shall clearly enter, on the LIHWAP recipient's bill, the amount of LIHWAP payment(s) received and identify the payment was received from LIHWAP. The credit should appear on the first billing statement after the credit has been posted. If posting on the LIHWAP recipient's bill is not feasible, the Water System shall send customers a notification of the LIHWAP payment via phone call, letter, text, or email communication as soon as practicable.
- 2.13 Water System shall cooperate with any Federal or State investigation, audit, or program review related to the administration of LIHWAP to ensure funds are accurately applied to customer accounts in compliance with this Agreement, including allowing CSD and its designated representatives access to all books and records related to the receipt and posting of LIHWAP benefits under review.

- 2.14 Water System is informed that failure to cooperate with any Federal or State investigation, audit, or program review may result in the immediate suspension or disqualification from participation in LIHWAP.
- 2.15 Water System shall take corrective action in the time frame specified by the CSD if violations of this Agreement are discovered. Corrective action may include, but is not limited to, providing detailed documentation of changes made and detailed plans for future changes that will bring the Water System into compliance.
- 2.16 Water System is informed that failure to implement corrective actions may result in the immediate suspension or disqualification from participation in LIHWAP.
- 2.17 Water System shall comply with all federal and California privacy laws, and shall take all necessary steps to protect the confidentiality of the information provided by HORNE to the Water System. Water System agrees to provide required security to ensure the confidential, physical security and safekeeping of all data, information files, and documents (“customer information”) pertaining to the recipients of LIHWAP utility assistance payments, while such customer information is in its possession. Water System will, in accordance with applicable law and the terms of this Agreement, protect from unauthorized use and disclosure all sensitive data, documentation, or other customer information provided to Water System by HORNE, CSD, or CSD’s LSPs for purposes of this Agreement.

Term

- 3.1 The term of this Agreement shall be the effective date of this contract through October 31, 2023.

Project Coordinator

- 4.1 The Project Coordinator is designated to manage all HORNE inquiries regarding direct payments, issues with the direct payment process, mishandled or incorrect payments, clarification and updates of reports, and fraud and abuse. The Project Coordinator during the term of this Agreement is listed below. The Water System may designate a different Project Coordinator by notifying HORNE in writing.

Water System's Project Coordinator

Name and Title: Kendra Reed, Director of Finance

Company Name: San Lorenzo Valley Water District

Address: 13060 Highway 9

City, State, and ZIP Code: Boulder Creek, CA 95006

Email: kreed@slvwd.com

Phone: (831) 338 - 2153

Additional Provisions

- 5.1 Amendment. All amendments to this Agreement shall be in writing, signed by HORNE and Water System.
- 5.2 Assignment. Neither this Agreement nor any of the rights, interests, or obligations under this Agreement shall be assigned by any party without the prior written consent of the other parties.
- 5.3 Merger/Entire Agreement. This Agreement (including the attachments, documents and instruments referred to in this Agreement) constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, among the parties with respect to such subject matter.
- 5.4 Nonwaiver. The waiver by either party of any breach of any term, covenant, or condition contained in this Agreement, or any default in the performance of any obligations under this Agreement, shall not be deemed to be a waiver of any other breach or default of the same or any other term, covenant, condition, or obligation; nor shall any waiver of any incident of breach or default constitute a continuing waiver of the same. All waivers shall be in writing.
- 5.5 Severability. If any provision of this Agreement is found invalid or unenforceable in any respect for any reason, the validity and enforceability of any such provision in any other respect and of the remaining provisions of this Agreement will not be in any way impaired and shall remain in full force and effect.

5.6 Venue. In the event that suit shall be brought by either party to this Agreement, the parties agree that venue shall be exclusively vested in the State Courts of the County of Sacramento, or where otherwise appropriate, exclusively in the United States District Court for the Eastern District of California in Sacramento, California.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement, or caused it to be signed by their duly authorized representatives "below".

HORNE LLP

By: _____
Name: Loden Snell
Title: Deputy Project Manager
Date: _____

Water System: San Lorenzo Valley Water District

By: _____
Name: Richard Rogers
Title: District Manager
Date: April 7, 2022

DRAFT

PROGRAM GUIDELINES

Low Income Household Water Assistance Program (LIHWAP)

February 16, 2022



**CALIFORNIA DEPARTMENT OF
COMMUNITY SERVICES AND DEVELOPMENT**

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I. INTRODUCTION

The California Department of Community Services and Development (CSD) developed the following Program Guidelines for the federal Low Income Household Water Assistance Program (LIHWAP) Fiscal Year (FY) 2022-24, offering a program design framework for a one-time federally funded relief program providing financial assistance to low-income households to reduce water and wastewater arrearages prior to and during the COVID-19 pandemic.

On December 27, 2020, the Consolidated Appropriations Act was signed into law and appropriated \$638 million to LIHWAP. Additionally, on March 11, 2021, the American Rescue Plan Act appropriated \$500 million to LIHWAP. LIHWAP is administered at the federal level by the U.S. Department of Health and Human Services (HHS). CSD was named by Governor Gavin Newsom as the designated agency to administer LIHWAP for the State of California. HHS approved [California's LIHWAP State Plan](#) on November 8, 2021.

CSD has been serving low-income communities for more than 50 years. A state department under the California Health and Human Services Agency, CSD has traditionally partnered with a network of non-profit and local government organizations (commonly referred to as Local Service Providers [LSPs]) dedicated to reducing poverty by helping low-income individuals and families achieve and maintain economic security, meet their home energy needs, and reduce their utility costs through energy efficiency upgrades and access to clean renewable energy.

In addition to LIHWAP, CSD administers the following federal programs intended to reduce poverty and improve the lives of low-income Californians:

- U.S. Department of Health & Human Services Community Services Block Grant (CSBG)
- U.S. Department of Health & Human Services Low-Income Home Energy Assistance Program (LIHEAP)
- U.S. Department of Energy Weatherization Assistance Program (DOE WAP)

Consistent with federal guidance provided by HHS, LIHWAP Program Guidelines are modeled on existing LIHEAP procedures, systems, and practices. These guidelines also reflect stakeholder input received during the LIHWAP State Plan meeting and Program Guideline development process. LIHWAP Program Guidelines are prepared in accordance with [LIHWAP Grant General Terms and Conditions](#), [Program-Specific Terms and Conditions](#) and [Policy Guidance](#) established by HHS.

The Program Guidelines serve as a companion document to the [LIHWAP State Plan](#). As any changes are made to the Program Guidelines based on stakeholder feedback or to address unforeseen developments identified during the course of program administration, CSD will work to ensure that both the State Plan and Program Guidelines are updated and consistent with each other. All program subgrantees must adhere to Program Guidelines as established and as amended throughout the life of the program.

STATE PROGRAM NEED

California is the nation's most populous state, with nearly 40 million residents. Close to one-third of the population lives in households with incomes below \$50,000 a year, or approximately 200 percent of the federal poverty level for a family of four. The state has roughly 2,900 community water systems that serve 98 percent of the population; over 2,400 of these systems have fewer than 3,000 service connections and serve communities with fewer than 15,000 residents. The other two percent of the population is served by small systems with fewer than 15 service connections or private wells. In addition to community water systems, there are over 125 major wastewater treatment providers in California, as well as numerous smaller wastewater treatment providers.

The cost of drinking water and wastewater treatment can vary widely across the state, and variance in rates is mainly attributable to factors such as quality of water sources, treatment needs, economies of scale, historical system maintenance, and capital investment. In both urban and rural communities, financially challenged households struggle to pay water and wastewater bills. Data collected in 2019 by the State Water Resources Control Board (SWRCB) show that at least 500,000 Californians experienced water shutoffs due to nonpayment and hundreds of water providers charge rates that could be classified as unaffordable for low-income households.

Californians similarly face challenges with arrearages accumulated for wastewater services. Feedback from wastewater providers indicates substantial COVID-related arrearage debt for wastewater. While exact numbers are not available, it is estimated COVID-related wastewater arrearages across the state may total several hundred million dollars. This is

consistent with what other utilities have reported about a significant increase in customers being financially impacted during the pandemic, resulting in higher than usual customer debt for that period. California's high cost of living, especially in urban areas, means financially challenged households are often forced to choose between paying for different basic living expenses, including housing, food, healthcare, and utilities. As these particular households navigate the economic impacts of the pandemic, support is needed to help families at risk of losing access to essential residential water and wastewater services.

To address the overwhelming need for financial assistance, the 2021-22 State Budget appropriated \$1 billion in federal American Rescue Plan Act funding to establish the California Water and Wastewater Arrearage Payment Program (CWWAPP), providing relief to community water and wastewater systems for unpaid bills related to the pandemic that accrued during the pandemic relief period from March 4, 2020 to June 15, 2021. The SWRCB is the designated state administrator of CWWAPP.

In a survey conducted in 2021, the SWRCB identified a total of \$276,583,036 in residential drinking water arrearages accrued and \$42,817,626 in commercial arrearages during the COVID-19 pandemic bill relief period as reported by 2,293 community water systems participating in the survey ([SWRCB 2021 Drinking Water Arrearage Survey Results](#)). To facilitate the issuance of CWWAPP to community water systems, SWRCB received applications for funding from 665 community water systems and disbursed approximately \$301 million in CWWAPP funds to community water systems, which is expected to fully address the drinking water arrearage debt for their customers accrued during the pandemic relief period. While this level of assistance is substantial, the assistance itself is not specifically targeted to low-income households and does not address the water debt many customers continue to accrue beyond June 15, 2021, or after the pandemic relief period. Also, while water systems accounting for about 80 percent of the state's population participated in the CWWAPP, some systems did not, and customers with arrearages in those systems did not receive relief assistance.

The SWRCB is currently implementing the second phase of CWWAPP to provide wastewater arrearage debt relief to customers of participating wastewater treatment providers that apply for funding. The SWRCB did not conduct a survey to estimate accrued residential wastewater arrearages during the COVID-19 pandemic bill relief period. However, as stated earlier, COVID-related wastewater arrearages across the state are estimated to be several hundred million dollars.

The federal funding provided under LIHWAP will serve as complimentary program resource to CWWAPP by offering another form of potential assistance to low-income households continuing to experience difficulty making payments for residential water and wastewater services.

II. PROGRAM DESCRIPTION AND OVERVIEW

A. OVERVIEW

LIHWAP is a one-time, federally funded relief program that provides financial assistance to low-income households who have struggled to make water and/or wastewater payments prior to, and during the COVID-19 pandemic. Key federal requirements and principles informing the program design framework for LIHWAP include:

- LIHWAP funds shall be used as part of an overall **emergency effort** to prevent, prepare for, and respond to the coronavirus, with the public health focus of ensuring that **low-income households** have access to safe and clean **drinking water and wastewater services**.
- LIHWAP funds shall be used to reduce **arrearages and/or rates** charged to low-income households. HHS prioritizes the use of funds to first address arrearages, with addressing rates (defined as paying current bills) as the last priority.
- LIHWAP benefits shall be paid directly to **owners and operators of public water systems**.
- LIHWAP is to be modeled after existing processes, procedures, and policies currently in place to provide assistance to low-income households such as LIHEAP, where practical.

In accordance with [California Government Code Section 12087.2](#), the State of California has prioritized LIHWAP services that reduce arrearages and establishes regular reporting to the Legislature to inform of program implementation and progress with LIHWAP service delivery and grant expenditure.

Consistent with federal and state directives for prioritizing the use of LIHWAP funds to water and wastewater arrearages, CSD has modeled the LIHWAP program as an arrearage response program. LIHWAP assistance payments will be used to pay water and/or wastewater arrearages on a first-come, first-served basis to eligible households.

Assistance may be applied to either water debt or wastewater debt (or both when a customer's bill bundles both services and the assistance amount needed to restore or prevent disconnection includes both services) to ensure households maintain access to clean, safe drinking water and wastewater services.

The appropriations language contained in the Consolidated Appropriations Act of 2021 instructs HHS and state grantees to "to the extent practicable, use existing processes, procedures, policies, and systems in place to provide assistance to low-income households." Based on this guidance from HHS, CSD has closely modeled LIHWAP administration and program requirements on the LIHEAP program in order to realize administrative efficiencies and accelerate the rollout of LIHWAP local grant administration at both the state and local level.

To meet the federal requirement that benefits must be paid directly to owners and operators of public systems (defined as community water systems, wastewater treatment providers, or wastewater billing entities in California), California's implementation of LIHWAP requires that

benefits are issued to eligible households whose community water system, wastewater treatment provider, or wastewater billing entity (hereinafter referred to as water systems) are enrolled in the program to receive LIHWAP assistance benefits (payments) directly from CSD via its third-party funds disbursement partner (HORNE LLP).

CSD defines eligible water systems consistent with the SWRCB definition for community water systems and wastewater treatment or wastewater entity as follows:

Community Water System means public water systems with at least 15 service connections used by yearlong residents or regularly services at least 25 yearlong residents.

Community Water System Billing Entity means a third-party billing entity that is the designated billing entity for a community water system.

Wastewater Treatment Provider means a city, county, special district, or joint powers authority that provides wastewater collection, treatment, or disposal service through publicly owned treatment works.

Wastewater Billing Entity means a local government entity (city, county, or special district) that is the designated billing entity for a wastewater treatment provider.

HHS does not allow for services to be provided to households with private wells or septic tanks.

B. IMPLEMENTATION

CSD is implementing LIHWAP in two phases:

Phase I: CSD will enter into contracts in March 2022 with its LSPs who currently administer LIHEAP to enable the LSPs to access support funding to establish operations and prepare to process applications. Through its third-party funds disbursement partner, HORNE LLP, CSD will commence outreach to and enrollment of water systems into the direct payment program in preparation for issuing benefits to eligible low-income households.

Phase II: LSPs will begin accepting applications from eligible households by May 2022 or no later than June 2022. The program will operate through August 31, 2023.

Updates, resources, and other program information may be found throughout the program period at <https://www.csd.ca.gov/Pages/LIHWAP.aspx>.

Additionally, individuals interested in learning about how LIHWAP may help them pay their bills and when they can apply can find information at <https://csd.ca.gov/waterbill>.

C. PROGRAM GOALS

GOAL 1: RELIEF TO LOW-INCOME HOUSEHOLDS

LIHWAP funds will be used as part of an overall emergency effort to prevent, prepare for, and respond to the coronavirus, with the public health focus of ensuring that low-income households have access to safe and clean drinking water and wastewater services throughout California.

LIHWAP is a unique response to economic impacts that will work in conjunction with other COVID-19 economic relief programs such as the Emergency Rental Assistance Program and CWWAPP. LIHWAP funds will be used to supplement the other economic relief programs and support households with remaining water and wastewater debt.

GOAL 2: ARREARAGE RESPONSE PROGRAM

LIHWAP will be administered as a water and wastewater arrearage response program where the level of benefit reduces arrearages, restores services where possible, avoids service disconnections, and/or prevents other adverse effects on the customer such as debt collection or placement of liens. An arrearage is defined as a past due amount owed by a customer for services provided by a water system.

CSD will consider modification to the program guidelines to pay customers' current bills if the need for arrearage assistance declines. CSD will make this determination six months after Phase II implementation.

III. LIHWAP LOCAL ADMINISTRATOR DESIGNATION

In order to leverage use of existing LIHEAP processes, procedures, policies, and systems, CSD will contract with LSPs that maintain responsibility for LIHEAP administration at the local level to administer the LIHWAP program. LSPs are designated to administer LIHEAP pursuant to California Government Code Section 16367.5 and represent a total of 41 non-profit and local government organizations. LSPs have strong ties to their local communities and have many years of experience providing LIHEAP and other public assistance programs to low-income customers in their respective service territories.

If an LSP is unable to administer LIHWAP, an alternative organization will be selected to cover the LSP's service territory. The alternative local administrator will be selected in accordance with California Code of Regulations, Title 22, Section 100820 (Designation of a New or Alternate Contractor).

The network of agencies CSD contracts with to provide LIHWAP administration at the local level is henceforth referred to as the LIHWAP Local Service Provider (LSP) Network.

IV. ALLOCATION

This section identifies the percentage of the LIHWAP grant awards that will be dedicated to household benefits, administration, and support costs necessary to facilitate low-income household enrollment in LIHWAP.

Additionally, this section identifies the LIHWAP allocation methodology used to identify the portion of funding for each LSP service territory. LSP service territory is defined by county except in Los Angeles and San Diego where the service territory is defined by zip codes on the basis that there are multiple LSPs providing services in these counties. A directory of LSPs by city and county can be found at <https://csd.ca.gov/Pages/FindServicesInYourArea.aspx>.

A. ALLOCATION OF FUNDS

The following represents the allocation percentages established for LIHWAP funds:

Household Benefits	75%
Outreach/ Eligibility Determination	10%
Administration	15%

Household benefits - CSD has set the allocation percentage for Household Benefits at 75 percent, which dedicates a significant portion of LIHWAP grant funding for assistance payments to low-income households.

Outreach/Eligibility Determination - CSD has set the outreach/eligibility determination percentage at 10 percent which will be allocated to the LSPs. CSD anticipates the need for grant investments in outreach to promote greater public awareness to the availability of LIHWAP assistance and establishment of new intake systems and processes capable of handling strong public demand for assistance.

Administration - HHS limits administrative costs to no more than 15 percent. CSD has determined the need to set the administration percentage at a total of 15 percent, with CSD receiving approximately 7.3 percent and the LSPs receiving approximately 7.7 percent for program administration. LIHWAP implementation will require the establishment of new administrative systems and processes to manage benefit issuance to thousands of water systems in California. In addition, CSD anticipates dedicating a significant portion of its share of administrative funding to establish and implement a direct payment system in partnership with a third-party disbursement partner, expanding data collection systems to align with LIHWAP federal reporting requirements, and other processes to ensure successful grant implementation.

B. ALLOCATION METHODOLOGY

The LIHWAP funding allocation to LSPs is determined by a two-factor formula:

Factors

1. **Low-Income County Population** = The population in California at or below 150 percent of Federal Poverty Level (FPL) living in each county.
2. **County Cost Factor** = The average amount paid per household for Six Hundred Cubic Feet (HCF) of water per month by county. The county used in the data is the primary county identified by the water system in their annual reporting to the SWRCB.

Narrative

This methodology identifies counties as the primary county served by each water system identified in their annual reporting to the SWRCB. The average amount paid per household is calculated by totaling the amount paid by users of each water system in a county and dividing it by the total number of connections in the county.

Example of Average Water cost Calculation for Alpine County

Water System Name	Service Connections	Monthly 6 HCF Drinking Water cost	Total Amount spent in County
MARKLEEVILLE WATER CO.	167	\$80	\$13,360
LAKE ALPINE WATER COMPANY	488	\$160	\$78,163
KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT	863	\$90	\$77,825
Total Service Connections	1518	Total Spent on Water	\$169,348
		Total Service Connections	1518
		Average Household water cost	\$111.56

The average household water cost amount is then used as the **[County Cost Factor]** and multiplied by the **[Low-income County Population]** for each county. A percent-to-total is found for each county and the resulting percentage is used to calculate the allocation for the county.

Based on the LSP serving each county, the total funding for those counties is tallied and allocated. In the instances where there is more than one LSP serving a county, the LIHWAP

county allocation is subdivided based on the total population living at or below 150 percent FPL for each zip code served by those LSPs.

The statewide allocation by county will be made available to the public once finalized.

V. SERVICE DELIVERY MODEL

The benefit service delivery model will occur through coordination between CSD, the LSP network, water systems, and CSD’s third-party funds disbursement partner, HORNE LLP.

CSD is responsible for overall administration and oversight of the LIHWAP program to ensure compliance with federal requirements and effective administration of the program. CSD and HORNE LLP are jointly responsible for outreach to all water systems to promote awareness of the LIHWAP program and enrollment in the direct payment program, completing the enrollment of eligible water systems in the direct pay program, and managing the issuance of financial assistance payment to water systems.

LSPs are responsible for local administration of the LIHWAP program, conducting outreach and promoting program awareness to low-income households, conducting eligibility determination, and responding to and resolving customer complaints. Low-income households may apply for services directly through the LSP in their service area.

Water Systems enrolled in the direct payment program will be responsible for accepting the LIHWAP payment on behalf of the household, confirming benefits have been credited to customer accounts, confirming that services have been restored or disconnection prevented, assisting with promoting the program to their customers, and notifying the customer the LIHWAP benefit has been applied to their account.

VI. HOUSEHOLD ELIGIBILITY

LSPs are responsible for determining household eligibility in accordance with CSD’s eligibility and verification requirements established for LIHEAP. LIHWAP’s specific eligibility requirements include:

Applicant	<ul style="list-style-type: none">• An applicant must have debt owed to a water system from nonpayment (past due balance) of residential accounts that accrued during any time period; OR<ul style="list-style-type: none">○ An applicant with water or wastewater utilities included in rent must be past due on their rent.• Given that LIHWAP benefits must be paid directly to water systems, the applicant’s servicing water or wastewater provider must be enrolled to receive direct payment of LIHWAP assistance in order for the applicant to complete successful enrollment in LIHWAP and receive financial assistance.• Applicants who are current on their water or wastewater bill are ineligible for benefits under the program.
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Income	<ul style="list-style-type: none"> ▪ Total household income must be at or below 60 percent State Median Income (SMI); OR ▪ A member of the household must be a current recipient of one of the following federal programs: <ul style="list-style-type: none"> ○ LIHEAP ○ CalFresh ○ CalWORKs
Documentation	<ul style="list-style-type: none"> ▪ Proof of income from all household members OR <ul style="list-style-type: none"> ○ Proof of participation in CalFresh or CalWORKs, or received LIHEAP assistance in the past 120 days. ▪ Proof of Identification from applicant by providing a copy of government-issued identification. ▪ Copy of water or wastewater bill indicating past due balance or property tax bill if water or wastewater arrearages can be identified. ▪ A household with water or wastewater utilities included in rent must be past due on their rent. The following documentation is required: <ul style="list-style-type: none"> ○ Copy of signed landlord agreement confirming the landlord-tenant relationship and that water and/or wastewater utilities are included in rent, the number of months the tenant is past due, and the amount of water and/or wastewater utilities past due. ○ Copy of water and/or wastewater utility bill for services provided to the rental property occupied by the renter applicant.

VII. BENEFIT PAYMENT & ISSUANCE

CSD via HORNE LLP is responsible for the issuance of LIHWAP financial assistance payments to ALL water and wastewater systems enrolled in the direct pay program. LSPs have the ability to refer water or wastewater systems to HORNE LLP for enrollment.

A benefit payment may be applied to a customer’s account in accordance with the following:

- **One-time benefit:** a household may receive one benefit payment for water OR wastewater or both if the bill includes both services during the program period (May 2022 through August 31, 2023).
- **Maximum Benefit:** \$2,000.
- **Coverage:** payment can cover the water OR wastewater arrearage amount, to include current charges, late fees, reconnection fees, taxes, and other charges.
- **Bundled Bills:** if a water or wastewater system cannot distinguish water or wastewater costs from other bundled service charges (such as garbage, electricity, etc.) the benefit payment may only cover current charges, late fees, reconnection fees, taxes, and other charges associated with water and/or wastewater portions of the bill.

- **Payment Agreement:** the water or wastewater system must have a payment agreement with the third-party funds disbursement partner, HORNE LLP, to receive payments.

VIII. COORDINATION

CSD worked in consultation with the SWRCB, California Public Utilities Commission (CPUC), LSPs, and water and wastewater provider trade associations to develop the program guidelines, identify need for LIHWAP assistance throughout the state, and inform the framework for state and local administration.

CSD is also working in close coordination with the SWRCB and the California Department of Housing and Community Develop (HCD) to ensure LIHWAP serves customers whose needs are unmet by the California Water and Wastewater Arrearage Payment Program (CWWAPP) and Emergency Rental Assistance Program (ERAP) such as:

- Customers with arrears that accrued outside of the COVID-19 pandemic bill relief period (March 4, 2020 through June 15, 2021).
- Customers with utilities included in rent.
- Customers served by water or wastewater providers that did not participate in CWWAPP but opt to participate in LIHWAP.

CSD is conducting bi-weekly meetings with the SWRCB, CPUC and HCD. The meetings provide routine information sharing on the status of CWWAPP, LIHWAP, and ERAP, including data sharing to promote greater understanding of water arrearage debt in California, and outreach opportunities to inform low-income customers of the LIHWAP program.

IX. STATE AND FEDERAL REPORTING REQUIREMENTS

Reporting and recordkeeping requirements will be the responsibility of CSD, LSPs, water and wastewater systems, and CSD's third-party funds disbursement partner, HORNE LLP. All reports must be consistent with the requirements established by CSD in these Program Guidelines.

CSD REPORTING TO HHS

The federal LIHWAP Grant Terms and Conditions state the grantee must report on:

- The amount, cost, and type of water assistance provided to households eligible for assistance under this award;
- The type of water assistance used by various income groups;
- The number and income levels of households assisted by this award;
- The number of households that received such assistance and include one or more individuals who are 60 years or older, include a household member with a disability, or include young children (ages five and younger);
- Demographics for applicant and all household members (race, ethnicity, gender);

- The number of households on the waitlist due to the limited funds of the program;
- The impact of each grantee's LIHWAP program on recipients and eligible households (e.g., amount of assistance to each household, and whether assistance restored water service or prevented shutoff); and
- Administrative information including the number of agreements with water systems, recommendations, accomplishments, unmet needs and lessons learned.

CSD REPORTING TO THE LEGISLATURE

Upon the execution of contracts for LIHWAP funding with LSPS, CSD shall report to the Legislature and shall post to the department's website the following information by local service provider area:

- Total allocation.
- Allocation by service category.

Beginning six months after the execution of contracts for LIHWAP funding with LSPs, and every six months thereafter until funding is exhausted, CSD shall provide a report to the Legislature that includes the following information by LSP area:

- Total allocation.
- Allocation by service category.
- Total expenditures.
- Expenditures by service category.
- Households served.
- Households served by service category.

LSP REPORTING TO CSD

To comply with federal reporting, LSPs must submit household information through CSD's automated system on the number of households served, household demographics, amount of benefit, account status if services are disconnected or account is past due, and program implementation successes and challenges.

WATER SYSTEM REPORTING TO THIRD-PARTY FUNDS DISBURSEMENT PARTNER (HORNE LLP)

To comply with federal reporting, water systems must submit the following information to CSD via HORNE LLP:

- Amount of assistance credited to each account.
- Whether assistance restored water services or prevented disconnection, if applicable.

X. MONITORING AND QUALITY ASSURANCE

Auditing: For project auditing and evaluation, CSD shall have the right to audit any associated records at any or all reasonable times as part of program oversight.

Monitoring: CSD has field monitoring staff responsible for conducting on-site reviews of LIHWAP subgrantees. During monitoring visits, CSD Field Monitors verify adherence to contractual obligations. For more information, see the LIHWAP Monitoring Scope and Overview in the LIHWAP State Plan.

Organizations that fail to adhere to contractual obligations may be in jeopardy of losing future funding or may be subject to the disallowance of expenditures.