

BOARD OF DIRECTORS  
Special Meeting Agenda  
May 2<sup>nd</sup>, 2022, 6:30 p.m.  
Board Room and on-line  
19039 Bay Street, El Verano  
(707) 996-1037

Board of Directors  
Steve Rogers, President  
Jon Foreman, Vice President  
Gary Bryant  
Brooke Harland  
Colleen Yudin-Cowan

## PUBLIC NOTICE

Pursuant to Government Code section 54953(e), and in light of the declared state of emergency, this meeting may be conducted telephonically or by other electronic means. This meeting will be held as a hybrid of in-person and remote via Zoom or telephone.

**Directors and the public may participate in this open, public meeting in person or remotely. Join the Zoom meeting here:**

<https://us02web.zoom.us/j/2135226170?pwd=R1Ira2FZWVWNmdrVk16ZTFwelFsUT09>

**Meeting ID: 213 522 6170**

**Password: VOMWD**

**Dial in: +1 669 900 6833 US**

**Find your local number: <https://us02web.zoom.us/u/kbQrgAVzxw>**

Consistent with the State of California's current guidance regarding face coverings, individuals who are not fully vaccinated against COVID-19 must wear face coverings. Time will be provided for public comment. Any member of the public wishing to speak will be allowed 3 minutes to make a statement. Board President will call for comments prior to the Board deliberating on pending action. However, please note that no action can be taken on any item unless printed on the agenda and included with the meeting notice. Therefore, any item discussed by members of the public and not shown on the agenda will only be received for information. The Board of directors may choose to set such item for future discussion and staff report. A full agenda packet is available at the District office for public view. A fee may be charged for copies. During the meeting, information and supporting materials are available in the Boardroom. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District as soon as possible, but at least two days prior to the meeting.

All open meetings are recorded. Recordings for each meeting are retained for a minimum of 90 calendar days and may be heard upon request, at no cost. Please contact a member of the District staff for assistance. ITEMS ON THIS AGENDA MAY BE TAKEN OUT OF THE ORDER SHOWN.

Any writings or documents provided to a majority of the Board regarding any item on this agenda will be made available for public inspection in the VOMWD office located at the above address during normal business hours.

### 1. CALL TO ORDER – PLEDGE – ROLL CALL

### 2. PUBLIC COMMENTS:

*This section of the agenda is provided so that the public may express comments on any item within the District's jurisdiction not listed on the agenda. Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or follow Board procedures to direct staff to place a matter of business on a future agenda. The public may express comments on agenda items at the time of Board consideration.*

### 3. CONSENT CALENDAR

It is recommended by the General Manager that these items, which are expected to be routine in nature and without controversy, be received and acted upon by the Board without discussion. If any Board

member or interested party requests that an item be removed from the Consent Agenda for discussion, it will be considered separately. The consent calendar may be approved by a single motion.

Item 3.A Consider Adoption of Resolution No. 220503 Authorizing the Use of Teleconference Meetings in Compliance with AB 361

Item 3.B Minutes of the April 5<sup>th</sup>, Board of Directors Regular Meeting

#### 4. PUBLIC PRESENTATION, HEARING OR WORKSHOP

Item 4.A Presentation on Final Staffing Study from Larry Bienati

#### 5. FINANCE, ADMINISTRATIVE & OPERATIONAL REPORTS

Item 5.A Monthly Financial Reports & Disbursements

Staff Recommendation: Receive, and approve by roll call vote, the monthly financial reports & disbursements for the month of March 2022 in the amount of \$540,983.35.

Item 5.B Administrative Report

Item 5.C Water Source Report

Item 5.D Operational Updates

#### 6. DIRECTORS' COMMITTEE REPORTS

Item 6.A April 25<sup>th</sup>, 2022, Sonoma Valley Groundwater Sustainability Agency (SVGSA) Regular Meeting Update

#### 7. GENERAL MANAGER'S AND DISTRICT COUNSEL'S REPORTS

Item 7.A May 2<sup>nd</sup> 2022, Water Advisory Committee (WAC) and Technical Advisory Committee (TAC) Meeting Update

#### 8. DISCUSSION AND ACTION (GENERAL BUSINESS)

Item 8.A Presentation on Fiscal Year 2022-2023 Budget and Consideration of Budget Adoption by Resolutions No. 220501 and No. 220502

Item 8.B Discussion and Possible Action to Extend COVID-19 Related Leave for District Employees as a Result of the Recent Surge in COVID-19 Cases and Quarantine Requirements under Sonoma County Health Order C19-31-QR

#### 9. CLOSED SESSION

Item 9.A CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (one case)

Item 9.B Public Employee Performance Evaluation Pursuant to Government Code Section 54957(b):  
General Manager Annual Evaluation.

10. REQUEST FOR FUTURE AGENDA ITEMS

11. ADJOURNMENT

The next scheduled Board meeting is a regular meeting at 6:30 p.m. on June 7<sup>th</sup>, 2022.  
*Posted this 29<sup>th</sup>, day of April 2022, online and in three public places.*

A handwritten signature in black ink that reads "A Hudson". The signature is written in a cursive, flowing style.

Amanda Hudson, Board Secretary

Date: May 2, 2022

Item: 3.A

# MEMORANDUM

TO: Valley of the Moon Water District Finance Corporation Board of Directors

FROM: Matt Fullner, General Manager

SUBJECT: Consider Adoption of Resolution No. 220503 Authorizing the Use of Teleconference Meetings in Compliance with AB 361

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## **Background**

In March of 2020, Governor Newsom issued Executive Orders N-25-20, N-29-20, and N-33-20, which declared a state of emergency related to the COVID-19 pandemic and allowed temporary changes to the Brown Act, allowing meetings to be held remotely by electronic or telephonic means.

On September 18<sup>th</sup>, the Governor rescinded the executive orders because they had been replaced by legislation, AB 361, now Government Code section 54953(e). This legislation allows for virtual meetings to continue: (1) if a state of emergency remains active, or (2) if state or local officials have imposed or recommended measures to promote social distancing. So long as one of these two conditions is satisfied, staff and legal counsel will present the Board with a resolution at the beginning of each meeting, that will ask the Board to affirmatively decide whether conditions merit continuing to meet remotely. The resolution will ask the Board to make one or both of the following findings and must be passed by majority vote for the Board to continue to meet remotely:

That “[t]he state of emergency continues to directly impact the ability of the members to meet safely in person”

or: that [s]tate or local officials continue to impose or recommend measures to promote social distancing.”

This section of the statute expires in January 2024, so after that date, this option will no longer be available unless new legislation is enacted.

## **Recommendation**

Adopt Resolution No. 220503 authorizing the use of teleconference meetings in compliance with AB 361.

## **Attached**

- Resolution 220503

**RESOLUTION NO. 220503**

**RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY OF THE MOON WATER DISTRICT AUTHORIZING THE USE OF TELECONFERENCE MEETINGS IN COMPLIANCE AB 361**

**WHEREAS**, the Valley of the Moon Water District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of Valley of the Moon Water District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963); and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, one condition required to permit teleconferencing under Government Code section 54953(e) is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of certain emergency conditions as described in Government Code section 8558; and

**WHEREAS**, a second condition required to permit teleconferencing Government Code section 54953(e) is that state or local officials either impose or recommend measures to promote social distancing, or, a finding that the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, such conditions now exist in the District; and

**WHEREAS**, on March 4, 2020, Governor Newsom issued a Proclamation of a State of Emergency in response to the rapid spread of the highly contagious disease known as COVID-19; and

**WHEREAS**, the Sonoma County Health Department (1) strongly recommends that local governmental agencies conduct teleconferencing meetings, as those meetings present the lowest risk of transmission of COVID-19; (2) encourages agencies to consider holding meetings outdoors, as outdoor airflow reduces the risk of COVID-19 transmission and facilitates 6 feet of physical separation; and (3) requires that, if local agencies do hold meetings in person, that staff and members of the public maintain at least 6 feet of distance at all practicable times; and

**WHEREAS**, despite ongoing efforts to promote masking and vaccinations, COVID-19 continues to threaten the health and lives of the public, especially with the existence of the Delta variant, which is highly transmissible in indoor settings; and

**WHEREAS**, the increased risk of contracting COVID-19 associated with being indoors with others has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Valley of the Moon Water District finds that the above declarations are true and correct.

**IT IS FURTHER DETERMINED AND RESOLVED** that due to the COVID-19 pandemic, meetings of the Valley of the Moon Water District in person will present imminent risk to the health and safety of attendees.

**IT IS FURTHER DETERMINED AND RESOLVED** that the Valley of the Moon Water District Board declares the circumstances set forth in Government Code section 54953(e)(1), exist because the State of Emergency continues to exist and because local health officials recommend social distancing measures indoors. In addition, the circumstances as set forth in Government Code section 54953(e)(2) and (3) exist, because the State of Emergency continues to exist and the Board, by this Resolution, determines that in-person meetings will present imminent risk to the health and safety of attendees, and in-person meetings should be discouraged where, as here, safer teleconferencing alternatives are available. As a result, the Board of the Valley of the Moon Water District and other legislative bodies of the District may continue to meet by teleconference in accordance with Government Code section 54953(e) and this Resolution.

**IT IS FURTHER DETERMINED AND RESOLVED** that this Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (1) 30 days from the date of adoption of this Resolution; (2) such time the Valley of the Moon Water District Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e) to extend the time during which the Board may continue to teleconference without compliance with paragraph (3) of subdivision (b) of Government Code section 54953; or (3) the Board adopts a resolution rescinding this Resolution.

**IT IS FURTHER DETERMINED AND RESOLVED** that the approval of this Resolution is not a “project” under Section 21065 of the Public Resources Code and under California Environmental Quality Act (“CEQA”) Guidelines Sections 15378(a) and is exempt under CEQA Guidelines Section 15061(b)(3).

THIS RESOLUTION PASSED AND ADOPTED THIS 2<sup>ND</sup> DAY OF MAY 2022, by the following votes:

Director Bryant \_\_\_\_\_

Director Foreman \_\_\_\_\_

Director Harland \_\_\_\_\_

Director Rogers \_\_\_\_\_

Director Yudin-Cowan \_\_\_\_\_

By \_\_\_\_\_  
President

By \_\_\_\_\_  
Secretary

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

I HEREBY CERTIFY that the foregoing Resolution was duly adopted at a meeting of the Board of Directors of Valley of the Moon Water District, held on the 2<sup>nd</sup> day of May 2022 of which meeting all Directors were duly notified and at which meeting a quorum was present at all times and acting.

By \_\_\_\_\_  
Secretary

VALLEY OF THE MOON WATER DISTRICT  
 BOARD OF DIRECTORS  
 REGULAR MEETING MINUTES  
 For: April 5, 2022

A Regular Meeting of the Board of Directors of the Valley of the Moon Water District was held on April 5, 2022. Pursuant to Government Code section 54953(e), and in light of the declared state of emergency, this meeting was conducted telephonically or by other electronic means. This meeting was held as a hybrid of in-person and remote via Zoom or telephone. Directors and the public were provided the opportunity to participate, observe, and comment.

<b>1. CALL TO ORDER - PLEDGE OF ALLEGIANCE - ROLL CALL</b>
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**President Rogers** called the meeting to order at 6:31 P.M. PST.

Roll Call by **Secretary Hudson** noted the following present:

Directors:	Jon Foreman Gary Bryant Brooke Harland Stephen Rogers Colleen Yudin-Cowan
District Counsel:	Megan Burke
District Auditor:	Garima Pathak Sanwar Harshwal
District Personnel:	Matthew Fullner, General Manager Amanda Hudson, Administration Manager Brian Larson, Water System Manager Oscar Madrigal, Finance Manager
Public:	None

<b>2. PUBLIC COMMENTS</b>
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None

<b>3. CONSENT CALENDAR</b>
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**Item 3.A Consider Adoption of Resolution No. 220401 Authorizing the Use of Teleconference Meetings in Compliance with AB 361**

Item 3.B Minutes of the March 1<sup>st</sup>, Board of Directors Regular Meeting

Item 3.C Approve Resolution No. 220402, Authorizing a Water Facilities Installation Agreement Between Valley of the Moon Water District and Abraham’s Farm LLC for a New Fire Line to be Installed at 13649 Railroad St. Glen Ellen

Item 3.D Approve Resolution No. 220403, Authorizing a Water Facilities Installation Agreement Between Valley of the Moon Water District and David Daniel for a Main Extension and Service to be Installed at 752 Parthenon Way Sonoma

Item 3.E Approve Resolution No. 220404, Authorizing a Water Facilities Installation Agreement Between Valley of the Moon Water District and Christian Bertrand for a 4” Fire Service to be Installed at 13670 Arnold Drive, Glen Ellen

Item 3.F Approve Resolution No. 220405, Authorizing a Water Facilities Installation Agreement Between Valley of the Moon Water District and Robert Russell for a New Fire Hydrant and Domestic Service Line Replacement to be Installed at 15275 Arnold Drive, Glen Ellen

Director Foreman made a motion, seconded by Director Bryant, to approve the Consent Calendar.

A roll call vote was taken:

Director Bryant	<u>Aye</u>
Director Foreman	<u>Aye</u>
Director Harland	<u>Aye</u>
Director Rogers	<u>Aye</u>
Director Yudin-Cowan	<u>Aye</u>

Ayes 5      Noes 0      Absent 0      Abstain 0

<b>4. PUBLIC PRESENTATION, HEARING OR WORKSHOP</b>
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Item 4.A District Financial Audit Presentation for fiscal year 2019-2020

**President Rogers** asked for an explanation of the general/admin expense increase from the previous fiscal year. **Finance Manager Madrigal** explained that the increase is due to a \$1.3 million adjustment to general/admin expenses. This is being written off because the aging balance was not matching the general ledger. This imbalance has been carried over, beginning as far back as 2016. **President Rogers** asked will this reconcile the issue. **Finance Manager Madrigal** said it will, and this will be reconciled on a monthly basis going forward. **President Rogers** asked about the increase in retirement liabilities as it appears that the liability is growing at the same rate as what the District is putting toward it annually. **District Auditor Harshwal** said that all government agencies in California are facing this increase in retirement liability. Fortunately, the District still has a positive net position. Some agencies have very good revenue sources and are putting money toward this liability. Until there are regulation changes

in California, Districts will continue to have these liabilities. **General Manager Fullner** said that staff is in contact with a consultant that specializes in these liabilities and they recommend being funded 80-90%, the District is right under that point right now. Staff is looking at coming to the Board with more recommendations on this in the new fiscal year. **District Auditor Harshwal** said that the District is not behind and is doing better than a lot of other districts and is really fiscally managed well.

**Item 4.B Update on Rate Study Final Report**

**President Rogers** asked what the reserve percentages are based on. He doesn't believe the Board ever agreed on those limits. He would like a future item to review reserve targets. **General Manager Fullner** said that the infrastructure the District maintains requires robust reserves as seen when Saddle Tank burned down. The District had to rebuild and has not yet seen funds from FEMA. **Administration Manager Hudson** said that there is a separate Reserves Policy that is from 2006 and has minimum targets that are always met as the numbers are old. This is the policy that could be revised.

**5. FINANCE, ADMINISTRATIVE & OPERATIONAL REPORTS**

**Item 5.A Monthly Financial Reports & Disbursements**

**Staff Recommendation:** Receive, and approve by roll call vote, the monthly financial reports & disbursements for the month of February 2022 in the amount of \$332,399.87.

**Director Foreman** made a motion, seconded by **Director Yudin-Cowan**, to receive and approve by roll call vote, the monthly financial reports & disbursements for the month of February 2022 in the amount of \$322,399.87.

A roll call vote was taken:

Director Bryant	<u>Aye</u>
Director Foreman	<u>Aye</u>
Director Harland	<u>Aye</u>
Director Rogers	<u>Aye</u>
Director Yudin-Cowan	<u>Aye</u>

Ayes 5      Noes 0      Absent 0      Abstain 0

**Item 5.B Administrative Report**

**Administration Manager Hudson** said that as of yesterday the District has been assigned a Closeout Specialist by CalOES to begin reimbursement procedures from FEMA for Saddle Tank.

**Item 5.C Water Source Report**

**Item 5.D Operational Updates**

**President Rogers** asked about the timeframe for the state to approve a well. **General Manager Fullner** said the state has not responded yet; the initial contact has been made with them, they provided a checklist, the environmental portions of the checklist have been submitted, and the engineers are working on the other components.

**President Rogers** said there was an article in Index-Tribune (IT) regarding the safety of local drinking water. **General Manager Fullner** said that the article mentioned hexavalent chromium which is captured within total chromium and all District sources are negative for chromium, including the Agency.

**President Rogers** asked when the wells will be ready to run. **Water System Manager Larson** said as soon as the buildings are up, and that estimating a time is challenging. He expects the crew will make good progress in the next month.

## 6. DIRECTORS' COMMITTEE REPORTS

### Item 6.A March 23<sup>rd</sup> Sonoma Valley Groundwater Sustainability Agency (SVGSA) Budget Subcommittee Meeting and March 29<sup>th</sup> Rate and Fee Study Meeting Update

**President Rogers** said he will send the presentation from the Rate and Fee Community Meeting on March 29<sup>th</sup> to the Board.

## 7. GENERAL MANAGER'S AND DISTRICT COUNSEL'S REPORTS

### Item 7.A March 7<sup>th</sup> 2022 Technical Advisory Committee (TAC) Meeting and April 4<sup>th</sup> TAC and Water Advisory Committee (WAC) Meeting Updates

**General Manager Fullner** gave a verbal update on the April 4<sup>th</sup> TAC and WAC meeting. He said a question was asked during public comment about how current building and current drought and water supply issues reconcile. This is the reason the District management wants to contract a consultant to conduct a Global Water Supply Assessment (WSA). This will give the District a good picture of the system, water supply, what is available, and give parameters. **President Rogers** said the Board of Supervisors has not set regulation around water supply. He asked if TAC/WAC can outline steps to save water for new development and ask the Board of Supervisors to work on regulation. **General Manager Fullner** said that per capita regulation is coming and that will already be a challenge to meet. As the population of Sonoma County has nearly doubled, the water demand total has gone down by approximately 30%. The Sonoma County Water Agency (SCWA) budget was discussed and will include a 6.52% increase in the volumetric rate. The budget was passed unanimously. In the water supply update Lake Mendocino was reported at 44,400 AF, 7,000 AF more than this time last year, and about 54% full. Lake Sonoma was reported at 144,500 AF, about 8,000 AF less than this time last year, and about 59% full. Without the Temporary Urgency Change Order (TUCO), we would be in a "normal" year and the flows would have to be 85 CFS. There was a State Drought Response

Update presented by Supervisor Rabbit. He pointed out that the money that the county as a whole has been awarded, including VOMWD, is around \$40 million. It is supervisor Rabbit’s opinion that DWR granted Sonoma County so much of the money because residents hit such high conservation numbers. The next WAC/TAC meeting is scheduled for May 2nd and could be in person. There was a public comment request for an in-depth Potter Valley Project (PVP) update now that the partners will not be relicensing the project and it will expire on April 14<sup>th</sup>.

**President Rogers** asked Board members to consider funding capital projects out of loans and bonds versus rates and fees. The reason for this is that the people that would benefit from the capital projects would be the ones paying for them.

**8. DISCUSSION AND ACTION (GENERAL BUSINESS)**

**Item 8.A Discuss Proposed Update to District Water Service Rates, Set Public Hearing to Consider Water Rates Update, and Direct Staff to Mail Proposition 218 Notice of Public Hearing**

**Director Yudin-Cowan** made a motion, seconded by **Director Bryant**, to direct staff to send out the attached notices as required under Proposition 218.

A roll call vote was taken:

Director Bryant	<u>Aye</u>
Director Foreman	<u>Aye</u>
Director Harland	<u>Aye</u>
Director Rogers	<u>Aye</u>
Director Yudin-Cowan	<u>Aye</u>

Ayes 5      Noes 0      Absent 0      Abstain 0

**Item 8.B Discuss and Direct the District’s Sonoma Valley Groundwater Sustainability Agency (SVGSA) Representative, President Rogers, Regarding Payback of Agency Start-Up Funds**

**President Rogers** said he leans toward Option 4 because the District needs the GSA and it shows good faith to the members. **Director Yudin-Cowan** said she believes the District should get the contribution back as stated under Option 1 (a). **Director Bryant** said he agrees and is leaning toward Option 5. **Director Harland** asked what serves the customers and District best. **President Rogers** said that his concern is if the District requests the money back and none of the other agencies do, the District will lose credibility with the GSA. **Director Bryant** asked if it is known what other agencies are doing. **President Rogers** said he would ask. **Director Bryant** and **Director Yudin-Cowan** both agree other agencies should be polled. **General Manager Fullner** said a combination of the options provided is also an option. **President Rogers** said he will follow up with the other agencies and report back.

**Item 8.C Resolution No. 220406 Approving an Agreement to Receive Grant Funds from the State of California Department of Water Resources**

**Director Foreman** made a motion, seconded by **Director Bryant**, to adopt Resolution No. 220406 allowing the District to receive DWR grant funds.

A roll call vote was taken:

Director Bryant	<u>Aye</u>
Director Foreman	<u>Aye</u>
Director Harland	<u>Aye</u>
Director Rogers	<u>Aye</u>
Director Yudin-Cowan	<u>Aye</u>

Ayes 5      Noes 0      Absent 0      Abstain 0

**Item 8.D Local Agency Formation Commission (LAFCO) Special District Representative Vote Authorization**

**President Rogers** said he likes the candidate from El Verano. **Director Bryant** said he agrees. **Director Yudin-Cowan** said she agrees as well.

**Director Foreman** made a motion, seconded by **Director Yudin-Cowan**, to authorize and direct the General Manager to vote for a candidate as directed, and return the ballot per the instructions.

A roll call vote was taken:

Director Bryant	<u>Aye</u>
Director Foreman	<u>Aye</u>
Director Harland	<u>Aye</u>
Director Rogers	<u>Aye</u>
Director Yudin-Cowan	<u>Aye</u>

Ayes 5      Noes 0      Absent 0      Abstain 0

<b>9. CLOSED SESSION - NONE</b>
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<b>10. REQUEST FOR FUTURE AGENDA ITEMS</b>
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None

<b>11. ADJOURNMENT</b>
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**President Rogers** adjourned the meeting at 7:42 P.M. PST. The next scheduled meeting is a Regular Meeting on May 3, 2022.

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Amanda Hudson, Board Secretary

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Stephen Rogers, Board President

Date: May 2, 2022

Item: 4.A

# MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, General Manager

SUBJECT: Presentation on Final Staffing Study from Larry Bienati

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## **Background**

Last fiscal year (20-21) the District worked with Larry Bienati of Bienati Consulting Group Inc. to conduct phase one of a two-phase District Staffing Study. Phase one focused on the administrative and finance functions of the District. That study led to the successful bifurcation of a key management role and resulted in a sustainable and scalable organizational structure that has already been put into use.

This year (FY 21-22), phase two was conducted and focused on the field operations of the District. A subcommittee of the Board (Directors Foreman and Bryant) as well as staff at all levels of the District and the labor representative, IUOE Stationary Engineers, Local 39, all had a say in the outcome of the study. Larry will be presenting the findings of the study at this meeting.

## **Recommendation**

Receive the presentation prepared by Larry Bienati. No action is required at this time; any recommended changes will need to be approved and formally adopted by the Board as part of the District's Budget and Strategic Plan.

## **Attachments**

1. Phase Two Staffing Study Final Report
2. Presentation Slides prepared by Larry Bienati



April 04, 2022

Mr. Matthew Fullner, General Manager  
Valley of the Moon Water District  
P.O. Box 280  
El Verano, CA 94533

Dear Mr. Fullner:

My intention with the following report is to capture proposed recommendations related to a phase two study focused on the operational functions of VOMWD. I assisted the District in a Phase One Staffing study in late 2020, early 2021 focused on a review of the administrative and financial functions of the District. This draft report will complete a macro review of the District and its overall staffing function related to its staffing for in the operations division of VOMWD. As always, it is such a pleasure to work with you, your team and this Board in our efforts to ensure a collaborative, respectful, engaged and true picture of the needs of staff in serving the mission of the District and your constituents. It is very important in a limited quality staffing study that we performed to ensure we get that fair representation of staff's core essential job functions, priorities, time spent in various activities as we overlay outcomes to the District's strategic imperatives. This type of check-up is most important and should be done on a regular basis to ensure we are both effective and efficient in our process of delivering quality service and a reliable water supply to your customers. Recall when we first started our process together, I shared my overriding philosophy is to always align our focus and outcomes to the mission of VOMWD:

*It is the mission of the Valley of the Moon Water District to provide its customers with reliable, safe water at an equitable price, and to ensure the fiscal and environmental vitality of the District for future generations.*

This mission statement, and supporting core values of the District, serve as the essential compass for how one should conduct a staffing study or even a cost-of-service study in the water industry. At one level, we have a responsibility to our ratepayers as a Board of Directors, managers and staff to ensure we indeed have an optimized structure of performance and execution to deliver a reliable, safe, equitable and financially sound service to your customers. Moreover, a District has a great deal of physical infrastructure to protect and ensure reliability but it's the human resources that also drive the success of this mission outcome. To that end, we have a duty owed to ensure that staff has the tools, resources, support and proper time to execute their respective positions within a safe, quality-based and with reasonable expectations given to staff for performance execution. The purpose of a quality staffing study is to prove the optimized business case of why certain roles need to be updated, created or enhanced in order meet this service mission. The consultant recognizes that some of the recommendations offered in this report still require "meet and confer conversations" with your designated labor representatives. It was Mr. Fullner's thinking from the onset that we were better served to prepare a framework that outlines updated job descriptions and newly created job descriptions. In this way, all parties could work from a tangible set of job descriptions to start the conversation and review with our labor representatives.

You will find the following information in this report:

- A review of the project scope and process following the proposal for services submitted on August 2, 2021.
- A critical review of the “as is” state of the affected job descriptions as it pertains to their relevance, importance and complexity with pending changes and strategic initiatives the District is facing in the near term.
- Based on the “as is state” a realistic analysis of “the to be state” pertaining to the essential job functions, knowledge, skill, ability, priority and time spent in core activities for each of the operational roles was performed. The affected job descriptions were then created/revised to meet the strategic imperatives of the District. This is where a conversation is likely to occur with the District’s labor representatives.
- Finally, the following appendices are presented as follows:

Appendix A: Proposed Organizational Chart

Appendix B: Possible Salary Ranges Pending Labor Representative Input and “Class and Compensation Study” for Specific Titles

Appendix C: Proposed Job Description Updates

***Notably missing, is a financial analysis. The reason for this is that two of the proposed positions in the study, the Laborer and the Water System Operator Electro-Mechanical (and Sr.), are complex and may require a separate class and compensation study, whereas the added Administrative Specialist already has a salary range. If a class and compensation study is done, it could be carried out by a consultant or by internal staff at a later date.***

Thank you for the opportunity to offer this service to the District and I look forward to future conversations on our proposed staffing study.

Sincerely,

BIENATI CONSULTING GROUP, INC.

*Larry Bienati*

Lawrence M. Bienati, Ph.D., SPHR, CCP, SHRM-SCP  
Senior Principal

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## Focus and Phases of Staffing Study to Date

### Task One: Form an Ad Hoc subcommittee of the Board to assist in this review process:

Staff and the consultant worked with the Board to create an ad hoc subcommittee of the Board composed of Directors Foreman and Bryant to be a part of the study team. We valued these Board members acumen and collective wisdom with a particular talent for understanding, appreciating and experiencing the successful operational aspects of a Water District.

### Task Two: Initial Engagement/Kick-off Session:

We found the engagement of the subcommittee Board Members to be extremely beneficial at our kick-off session (as well as later meetings) to create an awareness of the current and future issues facing the District from a policy level, and other strategic imperatives. At this session we also included key members of the leadership team, to develop an appreciation and awareness of some of their daily imperatives and issues they, and subordinate staff, were facing. Their feedback was gathered to appreciate some of the issues, needs, concerns and constructive solutions related to daily imperatives of the operational team.

### **Task Three: “Determine As-Is State”:**

A complete top-line review was performed to gain an understanding of the currency and relevance of all operational job descriptions (or JD) in the District by requesting comments from staff at all levels on their job descriptions. Specifically, staff were asked to:

1. Identify tasks that they were doing, but that were not included in the JD
2. Identify tasks that were included in the JD but were not being done or done infrequently
3. Identify any areas of the operation that were lacking or in need of additional support or focus
4. Estimate/specify the amount of time spent on a given task as a percentage of their work week

This analysis had not been done in some time and it proved most successful in having the individuals and management performing these jobs take a detailed review of their own listed essential duties, knowledge, skills, abilities and actual time spent in these duties. This led to an awareness of where the more important tasks could be delineated from the less important task areas. It was critical to understand if the roles were clear, optimized and relevant. As a result, it became clear that some positions required updates to the core functions in the job descriptions.

### **Task Four: “Determine the To-Be State”:**

It was now important to determine the “to be state” of the staffing study. By studying and reviewing the comments received on the job descriptions, the gap areas, overlap, and missing imperatives in the existing roles were identified. Moreover, where staff had limited time to execute duties, tasks that were overlooked and where they needed more time and focus. This analysis suggested a need for some re-alignment and the possible creation of new roles that made strategic, operational and financial sense to ensure the imperatives of our strategic plan and future operational needs were met. To put some color on these required focused areas, an organizational design review was conducted and evaluated the current organizational chart for its overall effectiveness. At this point, staff and the consultant created and evaluated several possible alternative organizational structures. Ultimately, through this collaborative effort, the chart shown in Appendix A was selected as the recommended organizational structure. As shown in the proposed organization chart, there are collaborative opportunities for work-share and support with the administrative team that make operational and business sense.

Opportunities for our managers to evaluate some of the tactical functions in their roles and better align them with certain staff roles also exist. It makes strategic and financial sense to create appropriate positions based on the real operational need of the District. For example, the value of a Laborer role to offer a less skilled and lower cost entry-level position within the District. This role could also help create a labor pool for possible future workforce development.

### **Task Five: Prepare a Suggested Organizational Design for Operations:**

Throughout this process, as outlined in task #4, the consultant and staff facilitated a series of on-site meetings, virtual sessions, and e-mail exchanges. Research was also conducted on state laws, and limited research was done on compensation ranges for the two new proposed roles. This led to the appropriate stage, where the conversation with the District’s labor representatives could begin based on the general proposals contained in this document.

## Task Six: Facilitate Ongoing Check-in Meetings with Ad Hoc Subcommittee of the Board:

Input from the subcommittee was invaluable throughout the entire process. The subcommittee, consultant, and staff were able to meet and discuss important aspects of the plan, operations and next steps several times. This helped create and maintain a rapport and was the foundation of collaborative thinking throughout the process.

## Task Seven: Prepare a Final Report:

The consultant prepared draft reports beginning in task five. The report was shared with staff at all levels and the labor representative throughout the remainder of task five and six. Several updates were made to the report based on input from staff and the labor representative before the “final version” was drafted for presentation to the Board in task seven.

## Determining the “To be State of the District”

As stated in task #4 above, the goal was not only to ensure the currency, relevance and focus of the current operational job descriptions but also to ask ourselves the following question:

***“Is the District prepared with its current operational staffing level to meet the strategic imperatives on the horizon in successfully completing its mission for FY 2023 and beyond? Moreover, what are the real staffing needs to meet the mission including current and future operational needs, capital improvement program needs, emergency response and customer service imperatives etc.?”***

To this end, please find the specific proposed adjustments to the District’s human resources and talent to meet the strategic imperatives on the horizon:

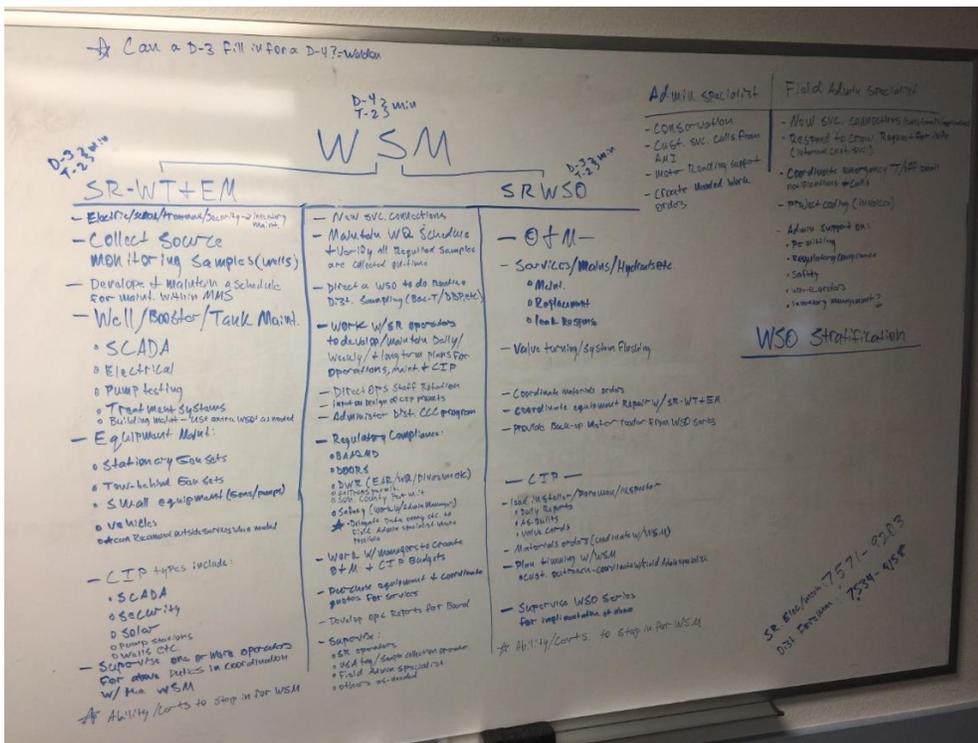
With the goal of achieving better organizational stability, realistically fillable jobs and matching job descriptions, and a daily workload for each position that will not induce burnout, staff and the consultant looked carefully at the organization chart and duties of each role. Discussions between staff and the consultant revealed a shortfall in overall field staffing when evaluating the current and future goals of operations, maintenance and capital improvements within the District. Gap areas were identified, and brainstorming sessions were conducted to determine the best way to overcome the known challenges. From those discussions came suggested augmentations to the current staffing structure.

## Proposed New Positions:

- **Water System Operator Electro-Mechanical or Senior:** This position is intended to specialize more than the District has in the past, on wells, boosters, tanks and equipment due to the addition of wells and equipment over the past several years. This position (especially the senior) would also be a mentor to a designated WSO I, II, or III on a rotating basis to ensure that the knowledge is shared throughout the organization.
- **Administrative Specialist role with a “Track B” set of duties:** This position would support administrative functions of the field operations and help with regulatory compliance, day to day scheduling, new service connections and applications, permitting etc.
- **Laborer:** This role would be an entry level position not requiring a state drinking water certification and could be less skilled with a salary range to match. This role would be a good place for on-boarding new operators that later wished to become certified and fill higher level positions as they become available; and
- **Allocation of members of the WSO series on a rotating basis:** Two specific areas of operation are in need of better consistency and can be done using existing operators:

1. Working with/under the new WSO Electro-Mechanical position; and
2. USA tags, leak investigations and routine sampling

Staff and the consultant took pains to ensure that all aspects of the operational roles were understood and optimized so that accurate job descriptions and an organizational chart could be developed. As part of the discovery process, key staff and the consultant worked through the real-world experiences of the effected positions and took detailed notes in a “whiteboard session”. Please see the results of that session in the photo below. This session was mainly around the division of responsibility between the two senior roles and the WSM, while layering in the proposed administrative assistance in support of the field operations. Please note that titles for the positions had not yet been decided on; the “SR WT&EM” on the white board is the WSO Electro-Mechanical or Senior and the “Field Admin Specialist” is the Admin Specialist Track B.



The goal of the model as described and envisioned by staff, the consultant and the Board ad hoc subcommittee, is that the District will be in a strong position to take on the demands of the future. These future imperatives included increasing regulatory compliance needs, additional permitting, O&M of more equipment and facilities such as wells, sensors/SCADA equipment, generators, portable pumps etc., and the ability to continue bringing on in-house capital projects, through proper staffing and organization. Another positive by-product of a slight increase in overall staffing, is an increased ability to respond to emergencies such as fire, earthquake, and flood events quickly and effectively.

**It is important to note that the task three analysis (Determine “As-Is State”) took place during the first half of FY ‘21-’22. During this time, the District had one less operator than what had been budgeted for in that year and had planned to bring on an additional operator in early January, half way through the fiscal year. Since that time, both operator positions have been filled and a subsequent email from the labor Business Representative (Glen Sharp) dated March 7<sup>th</sup>, 2022, indicates that the field staff, specifically the WSO series, feel that they do not need the Laborer position to assist with the workload at this time, given the increase in staffing.**

## Conclusions and Recommendations

First, a huge thanks to the collaborative efforts of staff at all levels of the organization and the Board ad hoc subcommittee for their wonderful input and deep thought and consideration. These discussions and points of view were invaluable to the consultant for the development of this study. As a result of this collaborative analysis, our best thinking of what needs to be done in order to continue to move the District and its service to its customers to the next level of sustained excellence is laid out in this report. As you will see, the proposed organizational chart is included in Appendix A, a possible salary schedule is included in Appendix B, and the proposed Job Description updates are contained in Appendix C. If/when the workload experienced by WSO series staff reaches the point where additional labor and specialization is needed, these appendices will be a solid framework to begin working with labor representatives in the official creation of the proposed roles. As previously mentioned, this may include a class and compensation study for the two newly proposed roles.

In a nutshell, the proposed recommendations are as follows:

- The WSO I – III: minor updates to the Job Descriptions. The WSO I update reflects a requirement to have the D1 certification upon appointment rather than within 18 months, since we are proposing the lower-level position (Laborer) that does not require a water Distribution or Treatment certificate
- A new JD was created for the “Laborer” position based largely on the WSO I JD but with less responsibility and no certification requirements. The recommendation at this time is to study this position further to gain a better understanding of the appropriate compensation
- The SR WSO JD was reworked to be more distribution and construction focused
- The WSO Electro-Mechanical or Senior positions and resulting JDs, were based largely on a draft JD provided by Casey Whalen, a Senior Operator who has been doing many of the responsibilities of the proposed new role, fused with the District’s standard format and some language from the WSO series positions. The recommendation at this time is to study this position further to gain a better understanding of the appropriate certifications that should be required and the appropriate compensation
- Creation of an additional Administrative Specialist role, with a slightly altered set of duties. In order to do this, the Administrative Specialist (Track A and B), and WSFR JDs were all evaluated as a group in an effort to balance workload between the three and make sure none of the positions was overloaded while another was underworked
- Very minor changes are suggested in the WSM JD

Two operational changes that can be implemented immediately by management to aid workflow are:

1. Implement rotation of an operator to specialize in USA tags, samples and investigations as shown in the updated organization chart: and
2. Implement rotation of an operator to work side-by-side with the operator that is already specializing in the electro-mechanical side of the WSO series (in spite of the fact that this division does not yet exist on paper) as shown in the updated organization chart

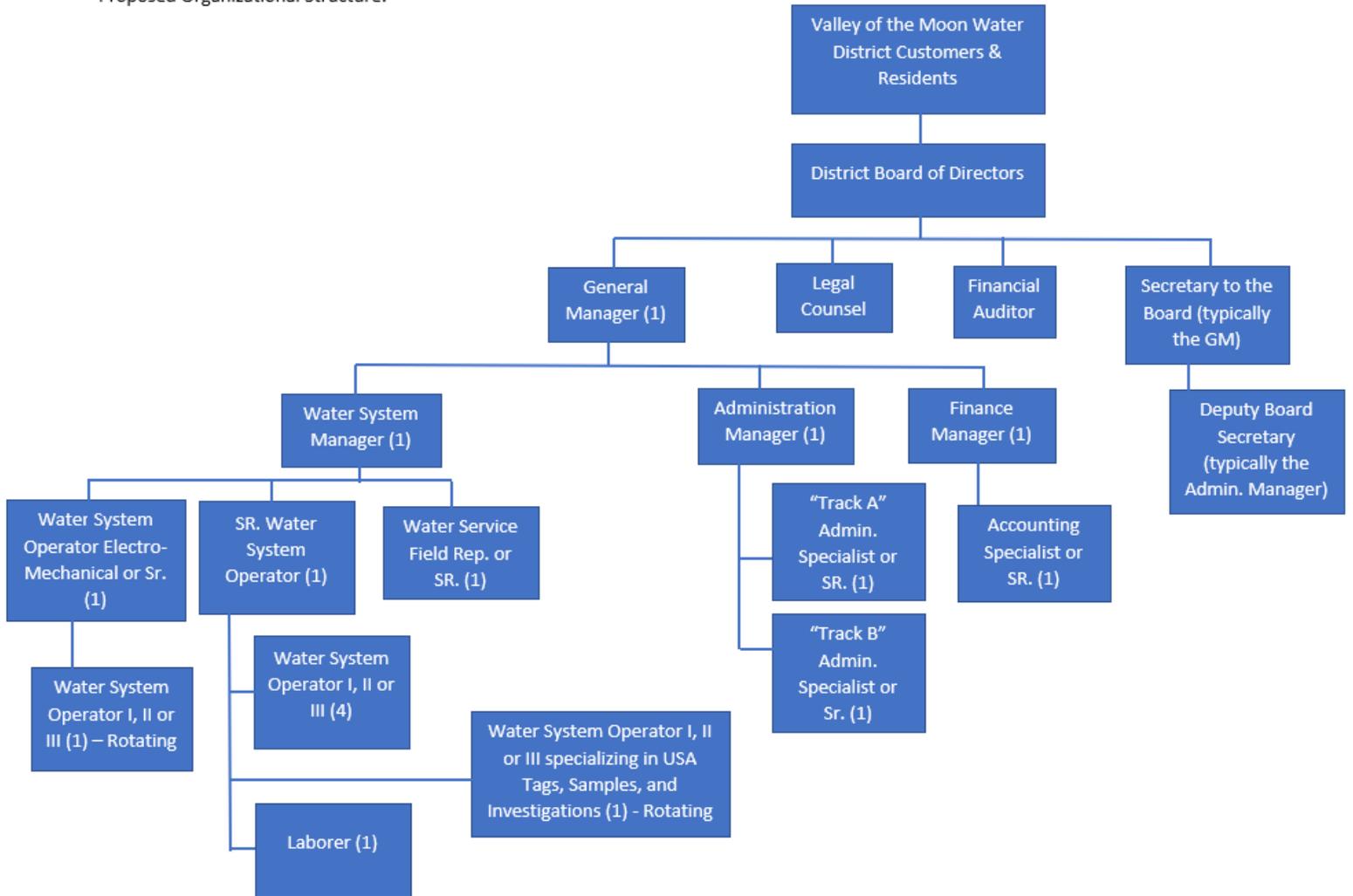
As noted above, the WSO series staff and labor representative do not feel that the Laborer position is needed at this time. Therefore, the consultant recommends leaving staffing levels and much of the structure as they currently are, pending a time in the future when the additional labor is needed and appropriate negotiations take place. This process may include a compensation study.

It is the understanding of the consultant, that the Administrative Specialist Track B position has already been created by the Board and filled by management. The consultant applauds this quick action and the dedication to the critical missions of the District that it shows. With this study and findings contained herein, the proverbial toolbox of the District has another tool that can be used when the time is right to expand specialization in its staffing and effectively meet the challenges identified through this collaborative effort.

APPENDIX A:

**Proposed Organizational Chart:**

Proposed Organizational Structure:



The above organizational chart reflects a move from 15 FTEs in the current ('21-'22) fiscal year, to 17 FTEs in future years. The District may consider the addition of more than one Laborer or a model of Seasonal Labors on an as-needed basis to support capital projects.

**APPENDIX B:**

**Possible Salary Ranges Pending Labor Representative Input and “Class and Compensation Study” for Specific Titles:**

<b>POSSIBLE MONTHLY SALARY SCHEDULE - Based on 7/2021-6/2022 w/2% COLA.</b>					
<b>TITLE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
BOARD OF DIRECTORS (Per Meeting Stipend)	197	0	0	0	0
GENERAL MANAGER (set By Contract)	13667	0	0	0	0
WATER SYSTEM MANAGER	9509	9985	10484	11008	11559
ADMINISTRATION MANAGER	8742	9179	9638	10120	10626
FINANCE MANAGER	8742	9179	9638	10120	10626
ACCOUNTING SPECIALIST	5546	5823	6115	6420	6741
SR. ACCOUNTING SPECIALIST	6114	6419	6740	7077	7431
ADMINISTRATIVE SPECIALIST (TRACK A & B)	5086	5341	5607	5887	6182
SR. ADMINISTRATIVE SPECIALIST (TRACK A & B)	5607	5887	6182	6491	6816
SR. WATER SYSTEM OPERATOR (WSO)	7897	8292	8707	9142	9599
SR. WSO ELECTRO-MECHANICAL	7897	8292	8706	9142	9599
WSO ELECTRO-MECHANICAL	7162	7521	7897	8292	8707
WSO III	7162	7521	7897	8292	8707
WSO II	6512	6837	7179	7538	7915
WSO I	5920	6216	6527	6852	7195
LABORER	4222	4433	4655	4888	5132
SENIOR WATER SERVICE FIELD REP	5519	5796	6085	6389	6709
WATER SERVICE FIELD REP	5006	5256	5519	5796	6085

**Notes:**

As a placeholder for the positions of Laborer and WSO Electro-Mechanical, pending a possible class and compensation study and labor representative input, the following assumptions were made:

- Laborer salary is set by assuming \$25/hour at step B, 5% less at step A, 5% more at step C and so on through step E.
- WSO Electro-Mechanical and Sr. salaries are based on WSO III and Sr. WSO salaries.

APPENDIX C:

Proposed Job Description Updates:

**VALLEY OF THE MOON WATER DISTRICT**

**LABORER**

**Job Description**

**DEFINITION**

Under supervision, performs a variety of unskilled and semi-skilled labor in the maintenance, installation, and repair of water distribution system facilities; and performs related duties as assigned.

**CLASS CHARACTERISTICS**

Employees in this class assist in the duties involved with the installation, maintenance, and repair of the water distribution and treatment system facilities. This position differs from that of the WSO I position by having less autonomy and discretion in planning and completing a wide variety of tasks. Furthermore, no California Distribution or Treatment Certifications are required for this position and this class of employee is not required to join the on-call rotation.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Water System Manager. Technical and functional supervision may be provided by WSO I or higher personnel.

**TYPICAL DUTIES**

Employees in this classification may perform any of the duties listed below. Duties may include, but are not limited to the following:

- Regularly operate varied mechanical equipment, such as dump trucks, vacuum trucks, air-compressor, jackhammer & tampers, as well as, shovel and digging bar for the maintenance, installation and repair of water lines, valves and hydrants, and other related facilities;
- Back fill trenches and apply temporary paving;
- Assist with traffic control;
- Operate valves and hydrants;
- Read water and electric meters, and makes written entries on standardized forms;
- Load and unload heavy construction material and tools; and
- Perform miscellaneous work as needed.

This position may include investigating customer complaints; checking for suspected leaks; delivering notices or documents for District business; and performing other related work as required under the direction of the Water System Manager.

**KNOWLEDGE AND ABILITIES**

Knowledge of: Use and purpose of a variety of construction tools and equipment; and safe work practices.

Ability to: read and write English at a level appropriate for successful job performance; perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities; perform heavy manual labor; understand and follow oral and written instructions in order to accomplish assigned tasks in a timely manner; accurately complete simple form reports; establish and maintain effective working relations with supervisors, fellow employees, and the public.

### **MINIMUM QUALIFICATION**

Education and Experience: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, completion of the twelfth (12<sup>th</sup>) grade or equivalent.

License and Certification: Shall possess 1) a valid California Class C driver's license and satisfactory driving record acceptable by District's insurance company, 2) Ability to attain First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross.

### **WORKING CONDITIONS**

The work is performed primarily outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, cleaning chemicals, solvents, and spills. Incumbents carry objects weighing up to 90 pounds. Directing traffic involves making continuous or repetitive arm-hand movements. Operating a forklift or driving vehicles with standard transmission requires coordinating the movement of more than one limb simultaneously. Various maintenance or construction tasks involve bending or stooping repeatedly or continually over time. Loading debris, tools, equipment and pipes into trucks and working in trenches require lifting arms above shoulder level.

Incumbents must be able to respond to audible alarms and other auditory warning devices such as back-up warning devices on trucks. Duties often include walking over rough, uneven, or rocky surfaces. The ability to discriminate among colors is necessary for safety. Assignments include work in small, cramped areas such as trenches. While not required to be on the District's on-call rotation, incumbents may be assigned to weekend shifts, or may be called out for emergency work at night, on weekends or holidays.

# VALLEY OF THE MOON WATER DISTRICT

## WATER SYSTEM OPERATOR I

### Job Description

#### DEFINITION

Under general supervision performs a variety of unskilled and semi-skilled tasks in the maintenance, installation, and repair of water distribution system facilities; and performs related duties as assigned.

#### CLASS CHARACTERISTICS

This is the entry level class within the “Certificate Required” Water System Operator (WSO) series. Employees in this class assist in the duties involved with the installation, maintenance, and repair of the water distribution and treatment system facilities. This position is required to join the District’s on-call operator rotation after 6 months on the job at the discretion of the Water System Manager. This position differs from that of the WSO II position by having less autonomy and discretion in planning and completing a wide variety of tasks.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Water System Manager. Technical and functional supervision may be provided by WSO II or higher personnel. May provide in-direct supervision to Laborer personnel.

#### TYPICAL DUTIES

Each employee in this classification may not perform all of the duties listed below. Duties may include, but are not limited to the following:

- Regularly operate varied mechanical equipment, such as dump trucks, vacuum trucks, air-compressor, jackhammer & tampers, as well as, shovel and digging bar for the maintenance, installation and repair of water lines, valves and hydrants, and other related facilities;
- Back fill trenches and apply temporary paving;
- Assist with traffic control;
- Operate valves and hydrants;
- Read water and electric meters, and makes written entries on standardized forms;
- Load and unload heavy construction material and tools; and
- Perform miscellaneous work as needed.

This position may include cross-training, under the direction of the Water System Manager, of the Water Service Field Representative duties. This may include reading water meters in an assigned area to record water consumption for a given period; detecting and reporting damaged or unusual meter conditions; investigating customer complaints; checking for suspected leaks; delivering notices or documents for District business; and performing other related work as required.

## **KNOWLEDGE AND ABILITIES**

Knowledge of: Use and purpose of a variety of construction tools and equipment; basic math; and safe work practices.

Ability to: read and write English at a level appropriate for successful job performance; perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities; perform heavy manual labor; understand and follow oral and written instructions in order to accomplish assigned tasks in a timely manner; accurately complete simple form reports; perform basic math calculations; establish and maintain effective working relations with supervisors, employees, and the public; and learn the basic technical information related to the operation and maintenance of a public water system.

## **MINIMUM QUALIFICATION**

Education and Experience: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, completion of the twelfth (12<sup>th</sup>) grade or equivalent and six (6) months experience in construction or water system operations and maintenance would provide such opportunity.

License and Certification: Shall possess 1) a valid California Class C driver's license and satisfactory driving record acceptable by District's insurance company, 2) a valid, Grade 1 or higher Water Distribution Operator Certificate, issued by the State of California, at the time of appointment (or within 18 months at the discretion of the hiring committee) and 3) First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross.

## **WORKING CONDITIONS**

The work is performed primarily outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, cleaning chemicals, solvents, and spills. Incumbents carry objects weighing up to 90 pounds. Directing traffic involves making continuous or repetitive arm-hand movements. Operating a forklift or driving vehicles with standard transmission requires coordinating the movement of more than one limb simultaneously. Various maintenance tasks involve bending or stooping repeatedly or continually over time. Loading debris tools, equipment and pipes into trucks and working in trenches require lifting arms above shoulder level.

Incumbents must be able to respond to audible alarms and other auditory warning devices such as back-up warning devices on trucks. Duties often include walking over rough, uneven, or rocky surfaces. Checking USA mark outs before digging requires the ability to discriminate among colors. Operating a backhoe requires making fine, highly controlled muscular movements to adjust the position of a control mechanism. Assignments include work in small, cramped areas such as trenches. Incumbents may be assigned to weekend shifts, or may be called out for emergency work at night, on weekends or holidays.

# VALLEY OF THE MOON WATER DISTRICT

## WATER SYSTEM OPERATOR II

### Job Description

#### DEFINITION

Under general supervision performs a variety of semi-skilled and skilled tasks as a member of a crew, or independently, in the maintenance, installation, and repair of water distribution system facilities; and performs related duties as assigned.

#### CLASS CHARACTERISTICS

This is the full journey level class within the Water System Operator (WSO) series. Employees within this class perform the full range of duties involved with the installation, maintenance, and repair of the water distribution system facilities. This position is required to join the District's on-call operator rotation after 6 months on the job, at the discretion of the Water System Manager. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the WSO III in that the latter may have lead responsibility.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Water System Manager. Technical and functional supervision may be received from WSO III personnel. May provide in-direct supervision to Laborer and WSO I personnel.

#### TYPICAL DUTIES

Each employee in this classification may not perform all of the duties listed below. Journey level duties may include, but are not limited to the following:

- Train other workers as assigned;
- Collect water samples;
- Perform well maintenance;
- Assist with SCADA system improvements;
- Regularly operate varied mechanical equipment, such as dump trucks, vacuum trucks, air-compressors, jackhammers & tampers, as well as, shovels and digging bars, a variety of hand tools and plumbing tools such as tapping machines, pipe cutters, threaders, wrenches, drills, etc., for the maintenance, installation and repair of water lines, valves and hydrants, and other related facilities;
- Back fill trenches and apply temporary paving;
- Assist with traffic control;
- Operate valves and hydrants;
- Read water and electric meters, and makes written entries on standardized forms;
- Load and unload heavy construction material and tools; and
- Perform miscellaneous work as needed.

This position may include cross-training, under the direction of the Water System Manager, of Water Service Field Representative duties. This may include reading water meters in an assigned area to record water

consumption for a given period; detecting and reporting damaged or unusual meter conditions; investigating customer complaints; checking for suspected leaks; delivering notices or documents for District business; and performing other related work as required.

### **KNOWLEDGE AND ABILITY**

Knowledge of: Water distribution and treatment systems and related facilities; methods, materials, tools, equipment, practices and procedures used in the construction, installation, operation and maintenance of water system facilities. These are in addition to knowledge requirements of WSO I.

Ability to: Trouble shoot problems, work from technical sketches and blueprints; mark and locate water lines. These are in addition to the ability requirements of WSO I.

### **MINIMUM QUALIFICATION**

Education and Experience: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, completion of the twelfth (12th) grade or equivalent and two (2) years of experience in construction or maintenance work, or one (1) year of experience in water related work would provide such opportunity.

License and Certification: Shall possess 1) a valid California Class C driver's license and satisfactory driving record acceptable by District's insurance company, 2) a valid, Grade 2 or higher Water Distribution Operator Certificate, issued by the State of California, 3) a valid, Grade 1 or higher Water Treatment Plant Operator Certificate, issued by the State of California, and 4) First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross.

### **WORKING CONDITIONS**

The work is performed primarily outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, cleaning chemicals, solvents, and spills. Incumbents carry objects weighing up to 90 pounds. Directing traffic involves making continuous or repetitive arm-hand movements. Operating a forklift or driving vehicles with standard transmission requires coordinating the movement of more than one limb simultaneously. Various maintenance tasks involve bending or stooping repeatedly or continually over time. Loading debris tools, equipment and pipes into trucks and working in trenches require lifting arms above shoulder level.

Incumbents must be able to respond to audible alarms and other auditory warning devices such as back-up warning devices on trucks. Duties often include walking over rough, uneven, or rocky surfaces. Checking USA mark outs before digging requires the ability to discriminate among colors. Operating a backhoe requires making fine, highly controlled muscular movements to adjust the position of a control mechanism. Assignments include work in small, cramped areas such as trenches. Incumbents may be assigned to weekend shifts, or may be called out for emergency work at night, on weekends or holidays.

# VALLEY OF THE MOON WATER DISTRICT

## WATER SYSTEM OPERATOR III

### Job Description

#### DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for installation, maintenance and repair activities of water distribution system facilities; and perform a variety of technical tasks relative to assigned areas of responsibility.

#### CLASS CHARACTERISTICS

This is the advanced journey level class in the Water System Operator (WSO) series. Employees at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including lead responsibility for the installation of water distribution system facilities. This position is required to join the District's on-call operator rotation after 6 months on the job, at the discretion of the Water System Manager. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Water System Manager. May provide supervision to Laborer, WSO I and II personnel.

#### TYPICAL DUTIES

Each employee in this classification may not perform all of the duties listed below. Advanced journey level duties may include, but are not limited to the following:

- Train all WSO I and II employees
- Acts as lead person for crews engaged in the maintenance, installation and repair of water distribution and treatment system facilities;
- Interpret drawings, blueprints and diagrams;
- Create field as-built plans operate
- Collect water samples;
- Perform advance well maintenance;
- Independently perform updates and upgrades to SCADA system;
- Regularly operate varied mechanical equipment, such as dump trucks, vacuum trucks, air-compressors, jackhammers & tampers, as well as, shovels and digging bars, a variety of hand tools and plumbing tools such as tapping machines, pipe cutters, threaders, wrenches, drills, etc., for the maintenance, installation and repair of water lines, valves and hydrants, and other related facilities;
- Operate valves and hydrants;
- Load and unload heavy construction material and tools; may collect water samples;
- Perform miscellaneous work as needed;
- Can perform the duties of the Water System Manager, when required, with all attending responsibilities of that position;

- Perform inspections for Capital Improvement Projects.

This position may include cross-training, under the direction of the Water System Manager, of Senior Water Service Field Representative. This may include reading water meters in an assigned area to record water consumption for a given period; detecting and reporting damaged or unusual meter conditions; investigating customer complaints; checking for suspected leaks; delivering notices or documents for District business; and performing other related work as required.

### **KNOWLEDGE AND ABILITIES**

Knowledge of: Water distribution systems and related facilities; methods, materials, tools, equipment, practices and procedures used in the construction, installation, operation and maintenance of water system facilities and applicable laws, regulations, codes and standards related to water system construction projects, principles and procedures of records keeping. These are in addition to the knowledge requirements of WSO I and II.

Ability to: Lead and perform skilled installation, maintenance and repair of water distribution system facilities; train and oversee lower-level maintenance staff; work independently in the absence of supervision; maintain a variety of records. These are in addition to the ability requirements of WSO I and II.

### **MINIMUM QUALIFICATIONS**

Education and Experience: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, completion of the twelfth (12th) grade or equivalent and three (3) years of experience in construction or maintenance work, or two (2) years of experience in water related work would provide such opportunity.

License and Certification: Shall possess 1) a valid California Class C driver's license and satisfactory driving record acceptable by District's insurance company, 2) a valid, Grade 3 or higher Water Distribution Operator Certificate, issued by the State of California, 3) a valid, Grade 2 or higher Water Treatment Plant Operator Certificate, issued by the State of California, and 4) First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross.

### **WORKING CONDITIONS**

The work is performed primarily outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, cleaning chemicals, solvents, and spills. Incumbents carry objects weighing up to 90 pounds. Directing traffic involves making continuous or repetitive arm-hand movements. Operating a forklift or driving vehicles with standard transmission requires coordinating the movement of more than one limb simultaneously. Various maintenance tasks involve bending or stooping repeatedly or continually over time. Loading debris tools, equipment and pipes into trucks and working in trenches require lifting arms above shoulder level.

Incumbents must be able to respond to audible alarms and other auditory warning devices such as back-up warning devices on trucks. Duties often include walking over rough, uneven, or rocky surfaces. Checking USA mark outs before digging requires the ability to discriminate among colors. Operating a backhoe requires making fine, highly controlled muscular movements to adjust the position of a control

mechanism. Assignments include work in small, cramped areas such as trenches. Incumbents may be assigned to weekend shifts, or may be called out for emergency work at night, on weekends or holidays.

# VALLEY OF THE MOON WATER DISTRICT

## SENIOR WATER SYSTEM OPERATOR

### Job Description

#### DEFINITION

Under general direction, may supervise/act as jobsite foreman for water maintenance and construction crews and participate in the installation, maintenance and repair activities of the District's water distribution system facilities. Performs the duties of the Water System Manager, when required, with all attending responsibilities of that position. Inspects the District's construction projects related to distribution and conveyance of water in various stages of construction for conformance with approved plans and specifications and, in that capacity, coordinates with the Project Engineer / Contractor and other District personnel; and performs other work as required This position is required to join the District's on-call operator rotation after 6 months on the job, at the discretion of the Water System Manager.

#### CLASS CHARACTERISTICS

This is a single position classification. Performs the more difficult and responsible types of duties related to the water distribution system of the District including performing the duties of the Water System Manager when needed and overseeing the inspection of the District's construction projects and related construction management functions.

#### SUPERVISION RECEIVED AND EXERCISED

General supervision of this position is provided by the Water System Manager. This position may provide direct supervision to the Laborer and Water System Operators.

#### TYPICAL DUTIES

Employee in this classification may perform all of the duties listed below. Duties may include, but are not limited to the following:

- Take part in training all Laborer, WSO I, II and III employees
- Aware of the District's Cross Connection Control Program, and assists in the enforcement of the program to prevent the installation of unprotected/improper cross connections
- Acts as lead person for crews engaged in the maintenance, installation and repair of water distribution system facilities
- Reads and interpret plans, specifications, blueprints and schematics
- Create field as-built plans and valve cards
- Collect water samples
- Operate valves and hydrants
- Provides technical assistance to the Water System Manager in resolving difficult repair and maintenance problems
- Regularly operate varied mechanical equipment, such as dump trucks, vacuum trucks, air-compressors, jackhammers & tampers, as well as, shovels and digging bars, a variety of hand tools and plumbing tools such as tapping machines, pipe cutters, threaders, wrenches, drills, etc., for the maintenance, installation and repair of water lines, valves and hydrants, and other related facilities

- Perform miscellaneous work as needed
- Perform Water System Manager's tasks in the absence of Manager, as assigned

## **KNOWLEDGE AND ABILITIES**

Knowledge of: Water distribution system and related facilities; methods, materials, tools, equipment, practices and procedures used in the construction, installation, operation and maintenance of water distribution facilities; applicable laws, regulations, codes and standards related to water system construction projects; state regulations concerning cross connection control devices, techniques of cross connection device installation; principles and procedures of records keeping; knowledge of computers and related computer software, including Microsoft Word and Excel.

Ability to: Lead and perform skilled installation, maintenance and repair of water distribution system facilities; train and oversee lower level maintenance staff; work independently in the absence of supervision; maintain a variety of records; review developer plans and prepare service cost estimates; type and use a keyboard with acceptable speed and accuracy; Interact with internal and external customers with tact and courtesy; perform computations with acceptable speed and accuracy; interpret and apply regulations and requirements.

## **MINIMUM QUALIFICATIONS**

Education: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, completion of the twelfth (12<sup>th</sup>) grade or equivalent would provide such opportunity. Completion of college level course work in water quality, water distribution or related topics is highly desirable.

Experience: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, three years of progressively responsible journey level experience in water production and/or distribution related work would provide such opportunity.

License and Certification: Shall possess 1) a valid California Class C driver's license and satisfactory driving record acceptable by District's insurance company, 2) a valid, Grade 4 or higher Water Distribution Operator Certificate, issued by the State of California, 3) a valid, Grade 2 or higher Water Treatment Plant Operator Certificate, issued by the State of California, 4) a valid AWWA Cross Connection Control Program Specialist Certificate within 18 months of appointment, and 5) First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross.

## **WORKING CONDITIONS**

The work is performed primarily outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, cleaning chemicals, solvents, and spills. Incumbents carry objects weighing up to 90 pounds. Directing traffic involves making continuous or repetitive arm-hand movements. Operating a forklift or driving vehicles with standard transmission requires coordinating the movement of more than one limb simultaneously. Various maintenance tasks involve bending or stooping repeatedly or continually over time. Loading debris tools, equipment and pipes into trucks and working in trenches require lifting arms above shoulder level.

Incumbents must be able to respond to audible alarms and other auditory warning devices such as back-up warning devices on trucks. Duties often include walking over rough, uneven, or rocky surfaces. Checking USA mark outs before digging requires the ability to discriminate among colors. Operating a backhoe requires making fine, highly controlled muscular movements to adjust the position of a control mechanism. Assignments include work in small, cramped areas such as trenches. Incumbents may be assigned to weekend shifts, or may be called out for emergency work at night, on weekends or holidays.

**VALLEY OF THE MOON WATER DISTRICT**  
**WATER SYSTEM OPERATOR, ELECRO-MECHANICAL**

**Job Description**

**DEFINITION AND CLASS CHARACTERISTICS**

Under general direction plans, schedules, and coordinates, may supervise Water System Operator/s and personally take part in the design review, installation, construction and maintenance of the District's electrical, mechanical and water treatment systems. This includes wells, pump stations, generators, the District's SCADA system, storage facilities, buildings, vehicle/equipment fleet and more. Inspects construction projects related to electrical, mechanical and treatment aspects of the District's operations, in various stages of construction for conformance with approved plans and specifications and, in that capacity, coordinates with the Project Engineer / Contractor and other District personnel. Plans and implements programs for maintenance, operational improvement; provides complex professional, and technical support to the Water System Manager; and performs other work as required. This position is required to join the District's on-call operator rotation after 6 months on the job, at the discretion of the Water System Manager.

**CLASS CHARACTERISTICS**

This is a single position classification. Employees at this level are distinguished from the Sr. Water System Operator, Electro-Mechanical, by the lower level of responsibility and complexity of duties assigned.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision of this position is provided by the Water System Manager. This position typically provides supervision to one, assigned Water System Operator and may provide direct supervision to others as needed and assigned by the Water System Manager.

**TYPICAL DUTIES**

- Plans and participates in installing, adjusting, repairing and maintaining electronic, electrical and mechanical equipment.
- Plans and schedules assigned projects, obtains materials, and completes projects in coordination with other District personnel, contractors and other agencies.
- Obtains price quotes and prepares cost estimates for purchase or budget approval in concert with the Water System Manager.
- Orders equipment/materials as required for routine maintenance and emergency repairs.
- Develops and maintains preventive maintenance programs via a computerized Maintenance Management System (MMS); maintains procedures and equipment records, spare parts inventory, tools and materials for the programs.

- Coordinates work with other District staff as needed to resolve problems; supervises the maintenance of building structures including interior and exterior finishes, power, control, lighting, communications, mechanical and HVAC systems.
- Responsible for maintaining the configuration and operation of the District's SCADA system including troubleshooting and support of the system computers and control hardware and software and modification and upgrades as required.
- Monitors and inspects treatment process equipment and instruments for proper operation and takes corrective action as needed.

## **KNOWLEDGE AND ABILITIES**

Knowledge of: Water Distribution and Treatment systems and related facilities; electrical and mechanical equipment, including distribution piping, pump station plumbing, regulators, cathodic protection, programmable logic controllers, cross connection control devices, and use of personal computers and related software throughout the District's facilities including SCADA; applicable laws, regulations, codes and standards related to water system construction projects including electrical; modern automotive and diesel-powered equipment repair methods, including Computer Control Systems; proper use of testing equipment; how to read, interpret and in some cases create, specifications, drawings, diagrams and schematics; occupational hazards and standard safety practices; methods and techniques for handling hazardous chemicals.

Ability to: Lead and perform skilled installation, maintenance and repair of water distribution and treatment system facilities; train and oversee lower level maintenance staff; work independently in the absence of supervision; maintain a variety of records; review complex schematics, plans, maps, construction drawings, diagrams, specifications, and technical materials; prepare work orders and cost estimates; type and use a keyboard with acceptable speed and accuracy; interact with internal and external customers with tact and courtesy; perform computations with acceptable speed and accuracy; interpret and apply regulations and requirements. Work safely in all conditions including confined spaces, high elevations etc. Communicate orally and in writing in a clear, concise and effective manner.

## **MINIMUM QUALIFICATIONS**

Education: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, completion of the twelfth (12<sup>th</sup>) grade or equivalent would provide such opportunity. Completion of college level course work in water quality, water distribution or related topics is highly desirable.

Experience: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, three years of progressively responsible trainee/apprentice or journey level experience in water production and/or distribution related work would provide such opportunity.

License and Certification: Shall possess 1) a valid California Class C driver's license and satisfactory driving record acceptable by District's insurance company, 2) a valid, Grade Two (2) or higher Water Distribution Operator Certificate, issued by the State of California, 3) a valid, Grade two (2) or higher Water Treatment Plant Operator Certificate, issued by the State of California, 4) a valid CWEA

Electrical & Instrumentation Technologist Certification obtained within three (3) years of appointment to the position and 5) First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross.

### **WORKING CONDITIONS**

The work is performed primarily in small well houses and pump stations and may also be performed outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, cleaning chemicals, solvents, and spills. Incumbents carry objects weighing up to 90 pounds. Directing traffic involves making continuous or repetitive arm-hand movements. Operating a forklift or driving vehicles with standard transmission requires coordinating the movement of more than one limb simultaneously. Various maintenance tasks involve bending or stooping repeatedly or continually over time. Loading debris tools, equipment and pipes into trucks and working in trenches require lifting arms above shoulder level.

Incumbents must be able to respond to audible alarms and other auditory warning devices such as back-up warning devices on trucks. Duties often include walking over rough, uneven, or rocky surfaces. Checking USA mark outs before digging requires the ability to discriminate among colors. Operating a backhoe requires making fine, highly controlled muscular movements to adjust the position of a control mechanism. Assignments include work in small, cramped areas such as trenches. Incumbents may be assigned to weekend shifts, or may be called out for emergency work at night, on weekends or holidays.

## **VALLEY OF THE MOON WATER DISTRICT**

### **SR. WATER SYSTEM OPERATOR, ELECRO-MECHANICAL**

#### **Job Description**

#### **DEFINITION AND CLASS CHARACTERISTICS**

Under general direction plans, schedules, and coordinates, may supervise Water System Operator/s and personally take part in the design review, installation, construction and maintenance of the District's electrical, mechanical and water treatment systems. This includes wells, pump stations, generators, the District's SCADA system, storage facilities, buildings, vehicle/equipment fleet and more. Inspects construction projects related to electrical, mechanical and treatment aspects of the District's operations, in various stages of construction for conformance with approved plans and specifications and, in that capacity, coordinates with the Project Engineer / Contractor and other District personnel. Plans and implements programs for maintenance, operational improvement; provides complex professional, and technical support to the Water System Manager; and performs other work as required. This position is required to join the District's on-call operator rotation after 6 months on the job, at the discretion of the Water System Manager.

#### **CLASS CHARACTERISTICS**

This is a single position classification. Employees at this level are distinguished from the Water System Operator, Electro-Mechanical, by the level of responsibility assumed and the complexity of duties assigned. Can perform the duties of the Water System Manager, when required, with all attending responsibilities of that position.

#### **SUPERVISION RECEIVED AND EXERCISED**

General supervision of this position is provided by the Water System Manager. This position typically provides supervision to one, assigned Water System Operator and may provide direct supervision to others as needed and assigned by the Water System Manager.

#### **TYPICAL DUTIES**

- Plans and participates in installing, adjusting, repairing and maintaining electronic, electrical and mechanical equipment.
- Plans and schedules assigned projects, obtains materials, and completes projects in coordination with other District personnel, contractors and other agencies.
- Obtains price quotes and prepares cost estimates for purchase or budget approval in concert with the Water System Manager.
- Orders equipment/materials as required for routine maintenance and emergency repairs.
- Develops and maintains preventive maintenance programs via a computerized Maintenance Management System (MMS); maintains procedures and equipment records, spare parts inventory, tools and materials for the programs.

- Coordinates work with other District staff as needed to resolve problems; supervises the maintenance of building structures including interior and exterior finishes, power, control, lighting, communications, mechanical and HVAC systems.
- Responsible for maintaining the configuration and operation of the District's SCADA system including troubleshooting and support of the system computers and control hardware and software and modification and upgrades as required.
- Monitors and inspects treatment process equipment and instruments for proper operation and takes corrective action as needed.
- Perform Water System Manager's tasks in the absence of Manager, as assigned.

## **KNOWLEDGE AND ABILITIES**

Knowledge of: Water Distribution and Treatment systems and related facilities; electrical and mechanical equipment, including distribution piping, pump station plumbing, regulators, cathodic protection, programmable logic controllers, cross connection control devices, and use of personal computers and related software throughout the District's facilities including SCADA; applicable laws, regulations, codes and standards related to water system construction projects including electrical; modern automotive and diesel-powered equipment repair methods, including Computer Control Systems; proper use of testing equipment; how to read, interpret and in some cases create, specifications, drawings, diagrams and schematics; occupational hazards and standard safety practices; methods and techniques for handling hazardous chemicals.

Ability to: Lead and perform skilled installation, maintenance and repair of water distribution and treatment system facilities; train and oversee lower level maintenance staff; work independently in the absence of supervision; maintain a variety of records; review complex schematics, plans, maps, construction drawings, diagrams, specifications, and technical materials; prepare work orders and cost estimates; type and use a keyboard with acceptable speed and accuracy; interact with internal and external customers with tact and courtesy; perform computations with acceptable speed and accuracy; interpret and apply regulations and requirements. Work safely in all conditions including confined spaces, high elevations etc. Communicate orally and in writing in a clear, concise and effective manner.

## **MINIMUM QUALIFICATIONS**

Education: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, completion of the twelfth (12<sup>th</sup>) grade or equivalent would provide such opportunity. Completion of college level course work in water quality, water distribution or related topics is highly desirable.

Experience: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, three years of progressively responsible journey level experience in water production and/or distribution related work would provide such opportunity.

License and Certification: Shall possess 1) a valid California Class C driver's license and satisfactory driving record acceptable by District's insurance company, 2) a valid, Grade three (3) or higher Water Distribution Operator Certificate, issued by the State of California, 3) a valid, Grade two (2) or higher Water Treatment Plant Operator Certificate, issued by the State of California, 4) a valid CWEA

Electrical & Instrumentation Technologist Certification obtained within three (3) years of appointment to the position and 5) First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross.

### **WORKING CONDITIONS**

The work is performed primarily in small well houses and pump stations and may also be performed outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, cleaning chemicals, solvents, and spills. Incumbents carry objects weighing up to 90 pounds. Directing traffic involves making continuous or repetitive arm-hand movements. Operating a forklift or driving vehicles with standard transmission requires coordinating the movement of more than one limb simultaneously. Various maintenance tasks involve bending or stooping repeatedly or continually over time. Loading debris tools, equipment and pipes into trucks and working in trenches require lifting arms above shoulder level.

Incumbents must be able to respond to audible alarms and other auditory warning devices such as back-up warning devices on trucks. Duties often include walking over rough, uneven, or rocky surfaces. Checking USA mark outs before digging requires the ability to discriminate among colors. Operating a backhoe requires making fine, highly controlled muscular movements to adjust the position of a control mechanism. Assignments include work in small, cramped areas such as trenches. Incumbents may be assigned to weekend shifts, or may be called out for emergency work at night, on weekends or holidays.

## **VALLEY OF THE MOON WATER DISTRICT**

### **WATER SERVICE FIELD REPRESENTATIVE**

#### **Job Description**

#### **DEFINITION**

Under general supervision, performs varied field and office duties in support of District's water utility revenue, customer service and water use efficiency activities; these responsibilities include:

- Manually reading meters
- Maintaining the District's Advanced Metering Infrastructure (AMI) system
- Resolving customer questions and complaints
- Replacing and repairing meters
- Detecting and reporting damaged or unusual meter conditions
- Performing water audits and home inspections for rebate programs
- Checking for suspected leaks and
- Performing other related and unrelated work as required

#### **CLASS CHARACTERISTICS**

The duties of this position require: walking seven to ten miles daily reading water meters to provide information from which water bills are generated, reading under all weather conditions; regularly bending, stooping and lifting objects weighing up to 50 pounds; responding to questions raised by customers in connection with this function, with service in general, or with problems arising from the defacement of water meters; informing customers of the District policies and procedures; investigating leaks; installing and replacing water meters; maintain District's AMI system; run computer reports for leak alerts, etc.; and assisting the District in responding to water main breaks or other water system maintenance.

#### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direct supervision from the Water System Manager. Technical and functional supervision may be provided by Senior Water Service Field Representative.

#### **TYPICAL DUTIES**

Include but are not necessarily limited to the following:

- Obtaining meter readings via manual reading and AMI.
- Maintaining the AMI infrastructure, backhaul system, endpoints and other related hardware and software.
- Updating and maintaining route maps and standard operating procedures (SOP) for typical duties.
- Turning water on and off including turn off for non-payment.
- Evaluate audit report for unusual consumption.
- Checking for inoperative, defaced, or damaged water meters.
- Checking for changes in street names, house, and meter numbers.
- Installing and replacing meters and performing minor maintenance such as replacing meter boxes and lids, cleaning meters, meter boxes and valves.
- Trimming and cleaning areas adjacent to meters as necessary.
- Filling out forms using accurate spelling and legible penmanship.

- Answering customer inquiries.
- Following applicable safety rules and regulations.
- Delivering notices or documents for District business.
- Making appointments and meeting the customer at their service site.
- Providing customer service by explaining operating policies and procedures and accepting information in the field to update or establish accounts.
- Using appropriate hand power tools or other equipment to accomplish assigned work.

This position may include cross-training under the direction of the Water System Manager, of the Water System Operator I duties.

### **KNOWLEDGE AND ABILITY**

Knowledge of: Local geography; principles of basic mathematics to make arithmetical computations with speed and accuracy, methods of routine record keeping; methods and techniques for resolving customer inquiries and complaints, often in situations where relations may be strained.

Ability to: Write legibly; understand and carry out written and oral instructions; deal effectively with those contacted in the course of work; read and interpret street maps; work outside in all weather conditions; perform extensive walking and climbing; use safe work practices; work independently in the absence of supervision; interpret, apply and explain a variety of policies and procedures; analyze customer complaints and determine appropriate solutions; read and interpret maps and drawings; prepare accurate reports, and deal tactfully and courteously with the public.

### **MINIMUM QUALIFICATIONS**

Education and Experience: Completion of the twelfth (12<sup>th</sup>) grade or equivalent and some experience involving field work such as: meter reading, water distribution, water treatment, or other trades.

License and Certification: Shall possess a valid California Class C driver's license and satisfactory driving record acceptable by District's insurance company. Within 18 months must obtain 1) a valid, Grade 1 or higher Water Distribution Operator Certificate, issued by the State of California, 2) First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross, and 3) a Qualified Water Efficient Landscaper (QWEL) certification meeting EPA WaterSense criteria.

### **WORKING CONDITIONS**

The work is performed primarily outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, fuel, cleaning chemicals, and solvents. Incumbents will: walk over rough, uneven, or rocky surfaces, carry objects weighing up to 50 pounds, direct traffic and make continuous or repetitive arm-hand movements. Various maintenance tasks involve bending or stooping repeatedly or continually over time. Loading debris, tools, equipment and pipes into trucks often requires lifting arms above shoulder level. Incumbents must be able to respond to audible alarms and other auditory warning devices such as back-up warning devices on trucks. Checking USA mark outs before digging requires the ability to discriminate among colors. Assignments include work in small, cramped areas such as trenches, vaults and pits. Incumbents may be assigned to weekend shifts or may be called out for emergency work at night, on weekends or holidays.

**VALLEY OF THE MOON WATER DISTRICT**  
**SENIOR WATER SERVICE FIELD REPRESENTATIVE**

**Job Description**

**DEFINITION**

Under general supervision, performs varied field and office duties in support of District's water utility revenue, customer service and water use efficiency activities; these responsibilities include:

- Manually reading meters
- Maintaining the District's Advanced Metering Infrastructure (AMI) system
- Resolving customer questions and complaints
- Replacing and repairing meters
- Detecting and reporting damaged or unusual meter conditions
- Performing water audits and home inspections for rebate programs
- Checking for suspected leaks and
- Performing other related and unrelated work as required

**CLASS CHARACTERISTICS**

The duties of this position require: walking seven to ten miles daily reading water meters to provide information from which water bills are generated, reading under all weather conditions; regularly bending, stooping and lifting objects weighing up to 50 pounds; responding to questions raised by customers in connection with this function, with service in general, or with problems arising from the defacement of water meters; informing customers of the District policies and procedures; investigating leaks; installing and replacing water meters; maintain District's AMI system; run computer reports for leak alerts, etc.; and assisting the District in responding to water main breaks or other water system maintenance.

**SUPERVISION RECEIVED AND EXERCISED**

This position receives direct supervision from the Water System Manager. Technical and functional supervision may be provided to Water Service Field Representative.

**TYPICAL DUTIES**

Include but are not necessarily limited to the following:

- Obtaining meter readings via manual reading and AMI.
- Maintaining the AMI infrastructure, backhaul system, endpoints and other related hardware and software.
- Updating and maintaining route maps and standard operating procedures (SOP) for typical duties.
- Turning water on and off including turn off for non-payment.
- Evaluate audit report for unusual consumption.
- Checking for inoperative, defaced, or damaged water meters.
- Checking for changes in street names, house, and meter numbers.
- Installing and replacing meters and performing minor maintenance such as replacing meter boxes and lids, cleaning meters, meter boxes and valves.
- Trimming and cleaning areas adjacent to meters as necessary.
- Filling out forms using accurate spelling and legible penmanship.

- Answering customer inquiries.
- Following applicable safety rules and regulations.
- Delivering notices or documents for District business.
- Making appointments and meeting the customer at their service site.
- Providing customer service by explaining operating policies and procedures and accepting information in the field to update or establish accounts.
- Using appropriate hand power tools or other equipment to accomplish assigned work.

This position may include cross-training under the direction of the Water System Manager, of the Water System Operator I duties.

### **KNOWLEDGE AND ABILITY**

Knowledge of: Local geography; principles of basic mathematics to make arithmetical computations with speed and accuracy, methods of routine record keeping; methods and techniques for resolving customer inquiries and complaints, often in situations where relations may be strained.

Ability to: Write legibly; understand and carry out written and oral instructions; deal effectively with those contacted in the course of work; read and interpret street maps; work outside in all weather conditions; perform extensive walking and climbing; use safe work practices; work independently in the absence of supervision; interpret, apply and explain a variety of policies and procedures; analyze customer complaints and determine appropriate solutions; read and interpret maps and drawings; prepare accurate reports, and deal tactfully and courteously with the public.

### **MINIMUM QUALIFICATIONS**

Education and Experience: Completion of the twelfth (12<sup>th</sup>) grade or equivalent and a minimum of three years of experience involving field work such as: meter reading, water distribution, water treatment, or other trades.

License and Certification: Shall possess a valid California Class C driver's license and satisfactory driving record acceptable by District's insurance company. Within 18 months must obtain 1) a valid, Grade 1 or higher Water Distribution Operator Certificate, issued by the State of California, 2) First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross, 3) AWWA Water Conservation Practitioner Level II Certificate, and 4) a Qualified Water Efficient Landscaper (QWEL) certification meeting EPA WaterSense criteria.

### **WORKING CONDITIONS**

The work is performed primarily outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, fuel, cleaning chemicals, and solvents. Incumbents will: walk over rough, uneven, or rocky surfaces, carry objects weighing up to 50 pounds, direct traffic and make continuous or repetitive arm-hand movements. Various maintenance tasks involve bending or stooping repeatedly or continually over time. Loading debris, tools, equipment and pipes into trucks often requires lifting arms above shoulder level. Incumbents must be able to respond to audible alarms and other auditory warning devices such as back-up warning devices on trucks. Checking USA mark outs before digging requires the ability to discriminate among colors. Assignments include work in small, cramped areas such as trenches, vaults and pits. Incumbents may be assigned to weekend shifts or may be called out for emergency work at night, on weekends or holidays.

## **VALLEY OF THE MOON WATER DISTRICT**

### **ADMINISTRATIVE SPECIALIST (Track “A”)**

#### **Job Description**

#### **DEFINITION**

Under general supervision from the Administration Manager, this position is responsible for:

- Customer service
- Processing all customer bills and payments
- Working directly with the District’s Water Service Field Representative (meter reader) to ensure timely and accurate bills
- District social media posts and website updates, and
- Implementing the administrative side of special projects (conservation, rebate program applications, etc.).

#### **CLASS CHARACTERISTICS**

This is a journey level customer service and administrative position. This position differs from that of the Senior Administrative Specialist position by having less autonomy and discretion in performing the job duties.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administration Manager. Indirect supervision may be provided by the Senior Administrative Specialist. Indirect supervision may be exercised over interns.

#### **TYPICAL DUTIES**

Performs all duties related to customer service and accounts receivable.

Additionally:

- Create a positive customer experience while taking payments in person and assisting customers over the phone.
- Answer customer questions, investigate and resolve issues pertaining to utility billing procedures and water quality/quantity; compute and prepare water bills; review, audit, analyze and reconcile customer billing records and make adjustments as needed.
- Make proactive calls to customers regarding possible leaks based on reports out of the District’s AMI system.
- Determine and resolve utility payment problems and mis-readings; research, recalculate and adjust incorrect bills.
- Prepare work orders for field staff to investigate and/or repair leaks, disconnect, restore, or verify services and to perform other service-related changes.
- Use the District’s electronic asset management program for customer work orders.
- Maintain billing software that can review, code, post, balance, adjust and summarize fiscal transactions or statistical data.
- Reconcile data to prepare clear and accurate reports and statements.
- Compile reports including, but not limited to: water source report, annual water budget, annual public

water system statistics, etc.

- Create purchase orders upon request.

## **KNOWLEDGE AND ABILITIES**

### Knowledge of:

- Proper English (spelling and grammar).
- Office equipment such as computers, copiers, and FAX machines.
- Appropriate computer software office applications.

### Ability to:

- Adhere to prescribed work schedule to conduct job responsibilities.
- Read, analyze, and interpret general business correspondence and documents.
- Provide excellent customer service and working relationships with District customers, co-workers, Directors and outside agencies.
- Manage multiple projects and ensure that objectives and timelines are met.
- Understand mathematical concepts and perform necessary computations.

## **MINIMUM QUALIFICATION**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have the following qualifications:

- A minimum of two years working in a customer service environment.
- Completion of the twelfth (12<sup>th</sup>) grade or equivalent. Associates degree in Business Administration or Public Administration is desirable, however, any combination of education, training and experience that would provide the required knowledge and abilities could be qualifying.
- Possession and retention of a valid California driver's license.

## **WORKING CONDITIONS**

- Work at a desk for entire workday and days exceeding 8 hrs
- Limited exposure to sun and walking on uneven job sites
- Work in an office environment, lift and move objects up to 25 pounds
- Sufficient finger/hand coordination and dexterity to operate office equipment
- Regularly uses a telephone for communication
- Hearing and vision within normal ranges with or without correction
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions

**VALLEY OF THE MOON WATER DISTRICT**  
**SENIOR ADMINISTRATIVE SPECIALIST (Track “A”)**

**Job Description**

**DEFINITION**

Under general supervision from the Administration Manager, this position is responsible for:

- Customer service
- Processing all customer bills and payments
- Working directly with the District’s Water Service Field Representative (meter reader) to ensure timely and accurate bills
- District social media posts and website updates, and
- Implementing the administrative side of special projects (conservation, rebate program applications, etc.).

**CLASS CHARACTERISTICS**

This is an advanced journey level customer service and administrative position. This position differs from that of the Administrative Specialist position by having more autonomy and discretion in performing the job duties.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administration Manager. Indirect supervision may be exercised over Administrative Specialists and interns.

**TYPICAL DUTIES**

Performs all duties related to customer service, accounts receivable and special administrative projects.

Additionally:

- Create a positive customer experience while taking payments in person and assisting customers over the phone.
- Answer customer questions, investigate and resolve issues pertaining to utility billing procedures and water quality/quantity; compute and prepare water bills; review, audit, analyze and reconcile customer billing records and make adjustments as needed.
- Make proactive calls to customers regarding possible leaks based on reports out of the District’s AMI system.
- Determine and resolve utility payment problems and mis-readings; research, recalculate and adjust incorrect bills.
- Prepare work orders for field staff to investigate and/or repair leaks, disconnect, restore, or verify services and to perform other service-related changes.
- Use the District’s electronic asset management program for customer work orders.
- Maintain billing software that can review, code, post, balance, adjust and summarize fiscal transactions or statistical data.
- Reconcile data to prepare clear and accurate reports and statements.
- Compile reports including, but not limited to: water source report, annual water budget, annual public

water system statistics, etc.

- Create purchase orders upon request.

## **KNOWLEDGE AND ABILITIES**

### Knowledge of:

- Proper English (spelling and grammar).
- Office equipment such as computers, copiers, and FAX machines.
- Appropriate computer software office applications.

### Ability to:

- Adhere to prescribed work schedule to conduct job responsibilities.
- Read, analyze, and interpret general business correspondence and documents.
- Provide excellent customer service and working relationships with District customers, co-workers, Directors and outside agencies.
- Manage multiple projects and ensure that objectives and timelines are met.
- Understand mathematical concepts and perform necessary computations.

## **MINIMUM QUALIFICATION**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have the following qualifications:

- A minimum of four years working in a customer service / administrative lead environment.
- Completion of the twelfth (12<sup>th</sup>) grade or equivalent. Associates degree in Business Administration or Public Administration is desirable, however, any combination of education, training and experience that would provide the required knowledge and abilities could be qualifying.
- Possession and retention of a valid California driver's license.

## **WORKING CONDITIONS**

- Work at a desk for entire workday and days exceeding 8 hrs
- Limited exposure to sun and walking on uneven job sites
- Work in an office environment, lift and move objects up to 25 pounds
- Sufficient finger/hand coordination and dexterity to operate office equipment
- Regularly uses a telephone for communication
- Hearing and vision within normal ranges with or without correction
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions

## **VALLEY OF THE MOON WATER DISTRICT**

### **ADMINISTRATIVE SPECIALIST (Track “B”)**

#### **Job Description**

#### **DEFINITION**

Under general supervision from the Administration Manager, this position is responsible for:

- Responding to field staff requests for information
- Processing inquiries regarding new service connections
- Coordinating turn-off notifications for construction and emergency response activities
- Capital Project invoice coding and tracking, and
- Administrative support for field division of the District’s operations in areas such as permitting, regulatory compliance and reporting, safety, workorder management and inventory management.
- Other duties as assigned.

#### **CLASS CHARACTERISTICS**

This is a journey level internal customer service and administrative position. This position differs from that of the Senior Administrative Specialist Track “B” position by having less autonomy and discretion in performing the job duties.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administration Manager in coordination with the Water System Manager. Indirect supervision may be provided by the Senior Administrative Specialist. Indirect supervision may be exercised over interns.

#### **TYPICAL DUTIES**

Performs all duties related to internal customer service and administrative support for the field division of the District’s operations.

Additionally:

- Maintain a positive demeanor and cultivate a welcoming work environment.
- Create a positive customer experience while working with customers on new service connections and resolving complicated issues over the phone.
- Answer customer questions, investigate and resolve issues pertaining to, leaks and water quality/quantity.
- Prepare work orders for field staff to investigate and repair leaks, disconnect, restore, or verify services and to perform other service-related changes.
- Use the District’s electronic asset management program for customer work orders.
- Reconcile data to prepare clear and accurate reports and statements.
- Compile reports including, but not limited to; the annual backflow testing program, lead & copper testing program; preparing monthly bacterial test report, weekly system check, etc.
- Create purchase orders and assist with equipment and materials acquisition upon request.
- Create and maintain standard operating procedures (SOP) for various job duties in coordination with

appropriate staff.

## **KNOWLEDGE AND ABILITIES**

### Knowledge of:

- Proper English (spelling and grammar).
- Office equipment such as computers, copiers, and FAX machines.
- Appropriate computer software office applications.

### Ability to:

- Adhere to prescribed work schedule to conduct job responsibilities.
- Read, analyze, and interpret general business correspondence and documents.
- Provide excellent customer service and working relationships with District customers, co-workers, Directors and outside agencies.
- Manage multiple projects and ensure that objectives and timelines are met.
- Understand mathematical concepts and perform necessary computations.

## **MINIMUM QUALIFICATION**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have the following qualifications:

- A minimum of two years working in a customer service environment.
- Completion of the twelfth (12<sup>th</sup>) grade or equivalent. Associates degree in Business Administration or Public Administration is desirable, however, any combination of education, training and experience that would provide the required knowledge and abilities could be qualifying.
- Possession and retention of a valid California driver's license.

## **WORKING CONDITIONS**

- Work at a desk for entire workday and days exceeding 8 hrs
- Limited exposure to sun and walking on uneven job sites
- Work in an office environment, lift and move objects up to 25 pounds
- Sufficient finger/hand coordination and dexterity to operate office equipment
- Regularly uses a telephone for communication
- Hearing and vision within normal ranges with or without correction
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions

**VALLEY OF THE MOON WATER DISTRICT**  
**SENIOR ADMINISTRATIVE SPECIALIST (Track “B”)**

**Job Description**

**DEFINITION**

Under general supervision from the Administration Manager, this position is responsible for:

- Responding to field staff requests for information
- Processing inquiries regarding new service connections
- Coordinating turn-off notifications for construction and emergency response activities
- Capital Project invoice coding and tracking, and
- Administrative support for field division of the District’s operations in areas such as permitting, regulatory compliance and reporting, safety, workorder management and inventory management.
- Other duties as assigned.

**CLASS CHARACTERISTICS**

This is an advanced journey level internal customer service and administrative position. This position differs from that of the Administrative Specialist Track “B” position by having more autonomy and discretion in performing the job duties.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administration Manager in coordination with the Water System Manager. Indirect supervision may be exercised over the Administrative Specialist and interns.

**TYPICAL DUTIES**

Performs all duties related to internal customer service and administrative support for the field division of the District’s operations.

Additionally:

- Maintain a positive demeanor and cultivate a welcoming work environment.
- Create a positive customer experience while working with customers on new service connections and resolving complicated issues over the phone.
- Answer customer questions, investigate and resolve issues pertaining to, leaks and water quality/quantity.
- Prepare work orders for field staff to investigate and repair leaks, disconnect, restore, or verify services and to perform other service-related changes.
- Use the District’s electronic asset management program for customer work orders.
- Reconcile data to prepare clear and accurate reports and statements.
- Compile reports including, but not limited to; the annual backflow testing program, lead & copper testing program; preparing monthly bacterial test report, weekly system check, etc.
- Create purchase orders and assist with equipment and materials acquisition upon request.
- Create and maintain standard operating procedures (SOP) for various job duties in coordination with

appropriate staff.

## **KNOWLEDGE AND ABILITIES**

### Knowledge of:

- Proper English (spelling and grammar).
- Office equipment such as computers, copiers, and FAX machines.
- Appropriate computer software office applications.

### Ability to:

- Adhere to prescribed work schedule to conduct job responsibilities.
- Read, analyze, and interpret general business correspondence and documents.
- Provide excellent customer service and working relationships with District customers, co-workers, Directors and outside agencies.
- Manage multiple projects and ensure that objectives and timelines are met.
- Understand mathematical concepts and perform necessary computations.

## **MINIMUM QUALIFICATION**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have the following qualifications:

- A minimum of four years working in a customer service / administrative lead environment.
- Completion of the twelfth (12<sup>th</sup>) grade or equivalent. Associates degree in Business Administration or Public Administration is desirable, however, any combination of education, training and experience that would provide the required knowledge and abilities could be qualifying.
- Possession and retention of a valid California driver's license.

## **WORKING CONDITIONS**

- Work at a desk for entire workday and days exceeding 8 hrs
- Limited exposure to sun and walking on uneven job sites
- Work in an office environment, lift and move objects up to 25 pounds
- Sufficient finger/hand coordination and dexterity to operate office equipment
- Regularly uses a telephone for communication
- Hearing and vision within normal ranges with or without correction
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions

# VALLEY OF THE MOON WATER DISTRICT

## WATER SYSTEM MANAGER

### Job Description

#### **DEFINITION AND CLASS CHARACTERISTICS**

This is a highly responsible management position in the operation and maintenance of the Valley of the Moon Water District water supply system. Reports directly to the General Manager. Work involves responsibility for maintaining efficient water service to customers through supervising and coordinating the operation and maintenance of the District's water distribution and treatment systems and in the construction of new facilities. An employee of this class exercises independent judgment in accomplishing desired results. Work is performed in accordance with established practices and procedures under the general supervision of the General Manager and reviewed for compliance with desired results. Supervision is exercised over a group of employees at various skill levels, engaged in operational, maintenance and construction activities.

#### **SUPERVISION RECEIVED AND EXERCISED**

Reports directly to the General Manager and provides direct and in-direct supervision to all field positions.

#### **TYPICAL DUTIES**

Organizes, assigns, and directs the work of supervisory and operational personnel engaged in the operation, maintenance, repair, and construction of water supply systems and pumping plants, reservoirs, aqueducts, service systems, capital projects and related water system facilities. Develops estimates of materials and personnel needs for given projects; analyzes utilization of personnel and equipment in an effort to gain full efficiency from both. Prepares activity summaries and progress reports; maintains time worked and leave records; supervises the maintenance of source documents for job costing; requisitions stock and material required for the operation and maintenance of plant and pipeline; provides input/assists the General Manager in the annual budgeting process. Directs and participates in the yearly inventory. Responsible for District's safety program, emergency response program, Cross Connection Control (CCC) program, water quality monitoring program, and safe disposal of hazardous materials. Liaison with Sonoma County Water Agency, California Division of Drinking Water and other public utility agencies. Prepares technical reports as required, including service cost estimates based on review of developer plans. Has responsibility for corporation yard, shop and all equipment, materials, and rolling stock used for day-to-day operation and maintenance of system. Performs related work as required.

#### **KNOWLEDGE AND ABILITY**

Thorough knowledge of: Methods, materials, tools, and practices used in the operation, maintenance, and construction of a water treatment and distribution system. Considerable knowledge of the principles and practices of water supply, treatment, and distribution. Working knowledge of construction and maintenance work related to a water treatment and distribution system, including SCADA systems; and knowledge of computers and related computer software, including Microsoft Word and Excel.

Ability to: Plan, organize, assign and supervise the activities of employees at various skill levels, read and write English, and communicate effectively to other employees and the public; prepare requisitions of

supplies and materials using basic arithmetic calculations; interpret data to ensure compliance with regulations; perform basic chemical water tests using accepted practices and procedures; prepare complex written reports; establish and maintain effective working relations with District employees, other agency personnel, and the public; may include working weekends and holidays; effectively train others and evaluate the work of subordinates; maintain storage reservoirs at safe and proper levels for short and long-term uses; maintain proper system pressures; use a standard office computer to create reports and make modifications to data base applications where necessary.

### **MINIMUM QUALIFICATIONS**

Education and Experience: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, completion of the twelfth (12th) grade or equivalent and five (5) years of experience in operation and maintenance of a modern water supply system, including at least two (2) years in a supervisory capacity. Three (3) years of the required experience may be substituted by a bachelor's degree.

License and Certification: Shall possess and maintain 1) a valid California Class C driver's license and safe driving record, 2) a valid Grade 4 or higher Water Distribution Operator Certificate, issued by the State of California, and 3) a valid Grade 2 or higher Water Treatment Plant Operator Certificate, issued by the State of California.

To be obtained within 18 months of hire: 1) First Aid and Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross and 2) Cross Connection Control Program Specialist Certificate, issued by the American Water Works Association.

Desirable: Water Conservation Practitioner Certificate issued by the American Water Works Association (AWWA).

### **WORKING CONDITIONS:**

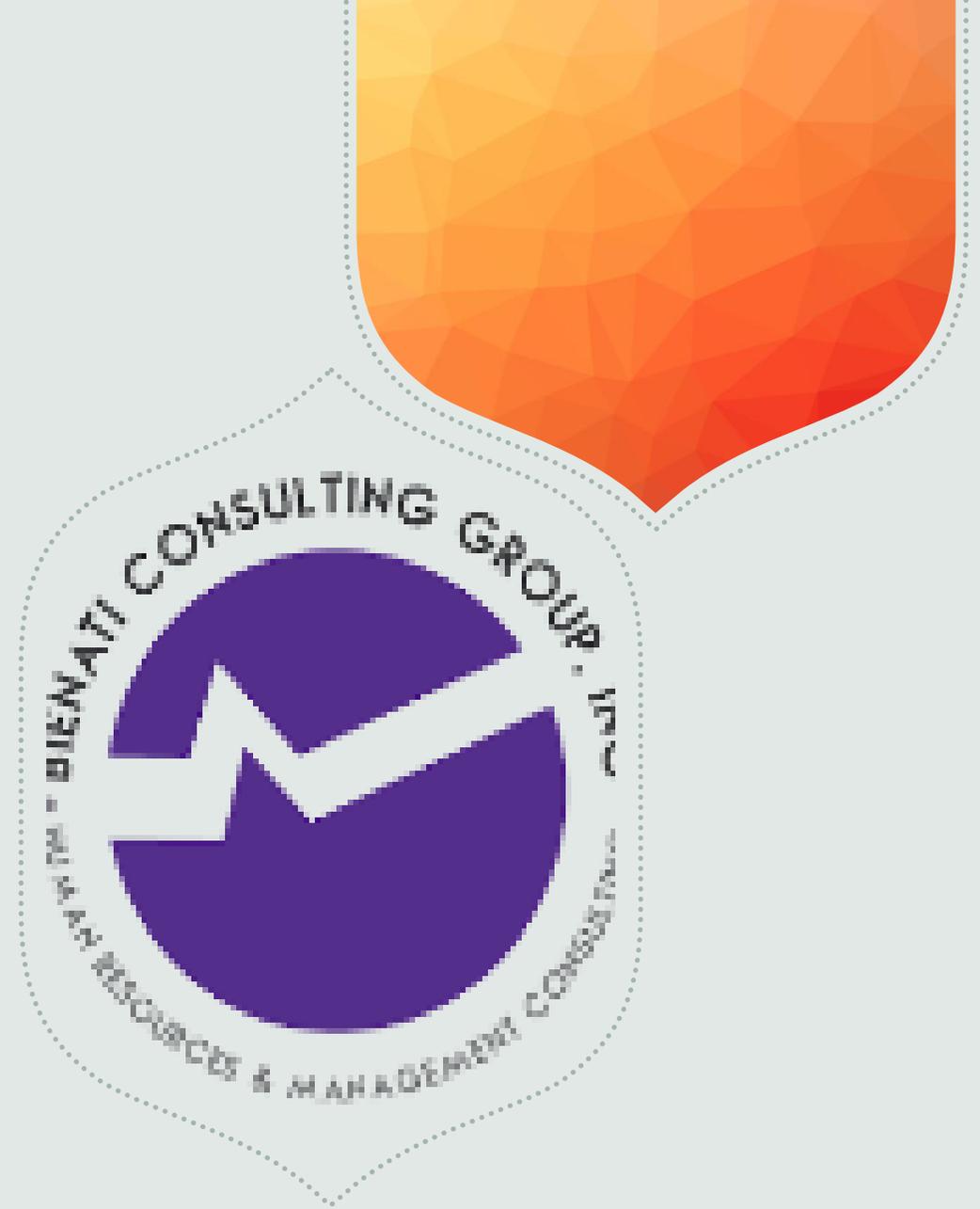
The work is performed primarily indoors, but it may be necessary to work outdoors in a variety of weather with exposure to the elements, heavy traffic, noise, dust, fumes, vibrations, and airborne particles, noxious odors, grease, oil, cleaning chemicals, solvents, and spills. Incumbents carry objects weighing up to 90 pounds. Directing traffic involves making continuous or repetitive arm-hand movements. Operating a forklift or driving vehicles with standard transmission requires coordinating the movement of more than one limb simultaneously. Various maintenance tasks involve bending or stooping repeatedly or continually over time. Loading debris tools, equipment and pipes into trucks and working in trenches require lifting arms above shoulder level.

Incumbents must be able to respond to audible alarms and other auditory warning devices such as back-up warning devices on trucks. Duties often include walking over rough, uneven, or rocky surfaces. Checking USA mark outs before digging requires the ability to discriminate among colors. Operating a backhoe requires making fine, highly controlled muscular movements to adjust the position of a control mechanism. Assignments include work in small, cramped areas such as trenches. Incumbents may be assigned to weekend shifts, or may be called out for emergency work at night, on weekends or holidays.

Bienati Consulting Group, Inc.

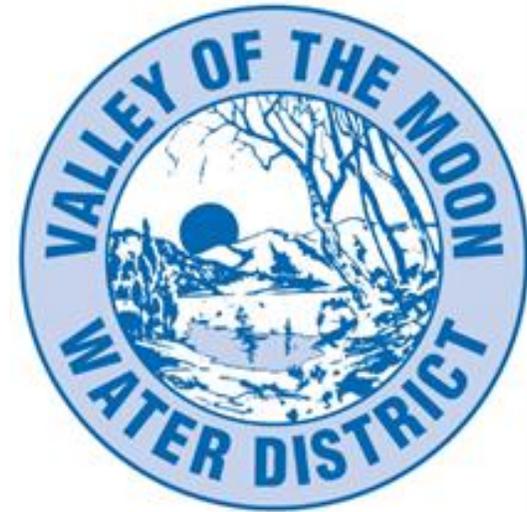
Valley of the Moon Water District  
Phase Two Operational Staffing  
Study

APRIL 2022



# Phase Two: The Field

- In 2021, The Bienati Consulting, Inc., finalized a report on “Phase One” of a Staffing Study for the District. The intention of that report was to focus on the Administrative and Finance functions of the District.
- The second phase of the study process focuses on the field operations and provides solutions to: a) existing known staffing deficiencies; and b) likely future staffing needs based on new and forthcoming regulations, infrastructure and capital projects.



# The Process



Task One: Form an Ad Hoc subcommittee of the Board to assist in this review process



Task Two: Initial Engagement/Kick-off Session



Task Three: “Determine As-Is State.”



Task Four: “Determine the To-Be State.”



Task Five: Prepare a Suggested Organizational Design for Operations and engage feedback from staff and Union Leaders as appropriate



Task Six: Facilitate Ongoing Check-in Meetings with Ad Hoc Subcommittee of the Board



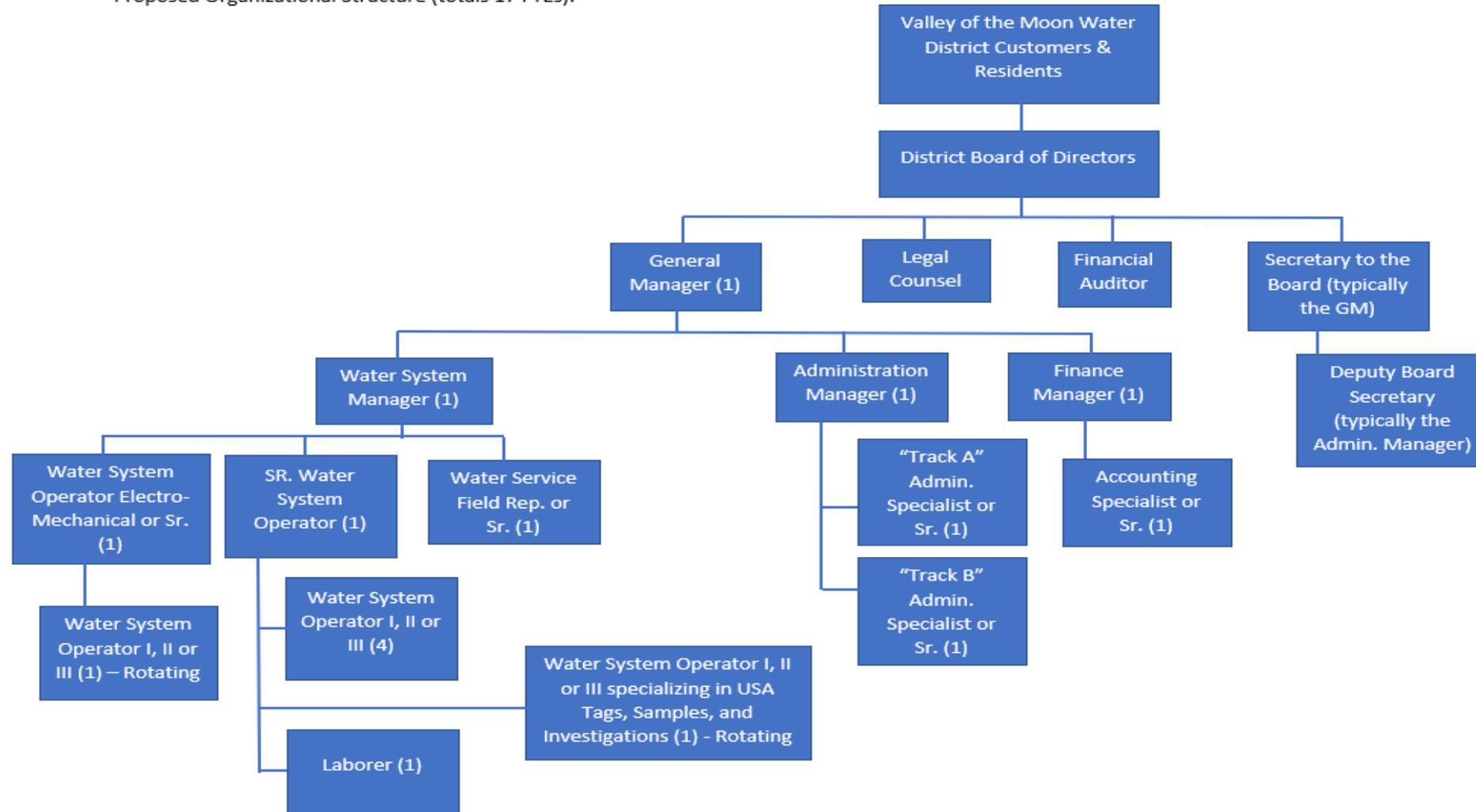
Task Seven: Prepare a Final Report and present to Board

# Cutting to the Chase

- A collaborative process was used to paint a picture of the existing state of staffing, related shortcomings, inefficiencies and friction points.
- Using the same process, the ideal state was determined based on the following:
  - Well-balanced workload where all positions are properly optimized for the benefit of our ratepayers and staff
  - Proper stratification; and
  - A step toward more specialization
- This was the basis for the recommendations in the report.

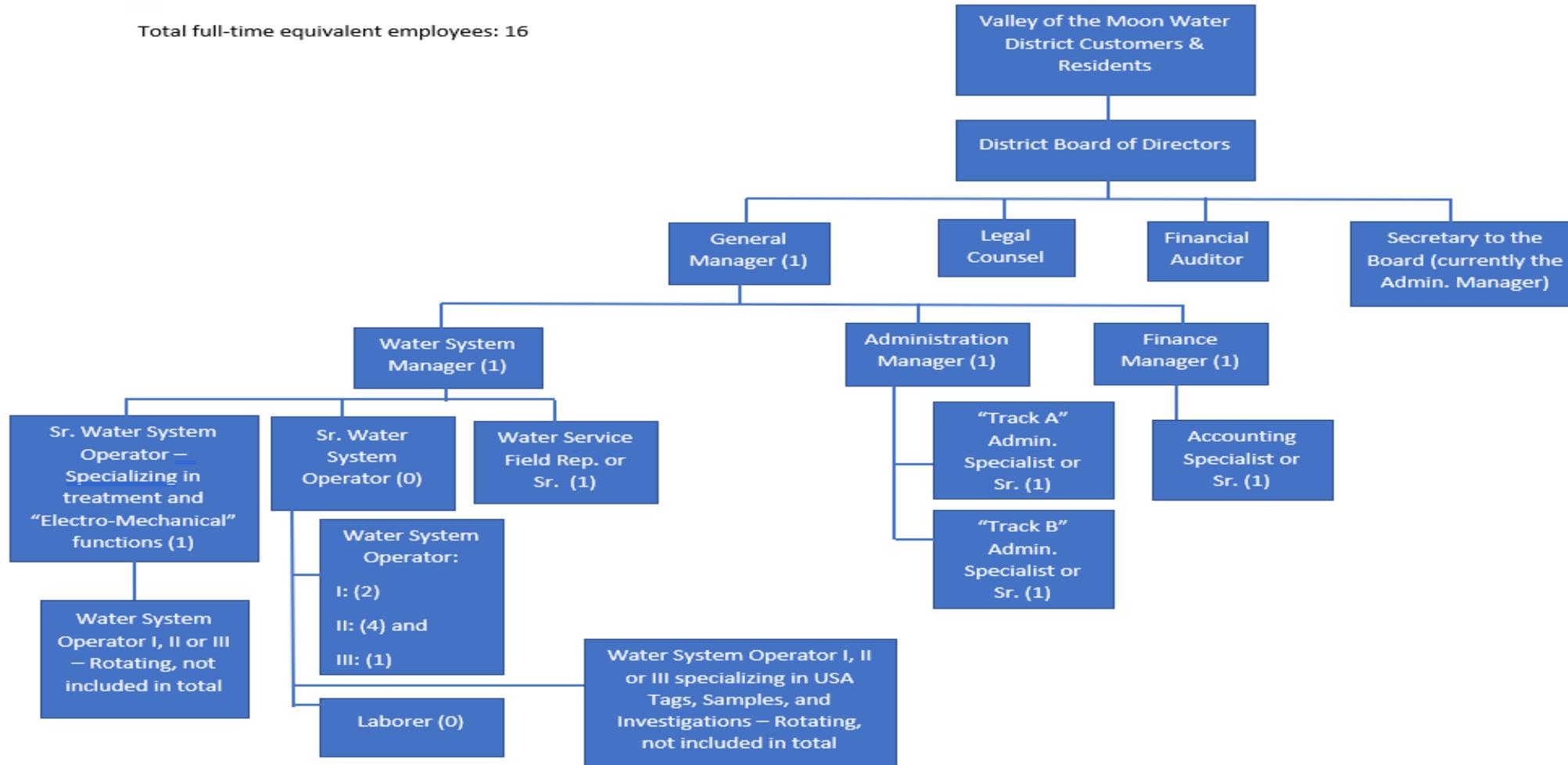
# Study Results

Proposed Organizational Structure (totals 17 FTEs):



# Short-Term Application

Total full-time equivalent employees: 16



# Summary/Next Steps:

- ♦ Next steps:
  1. Adopt the hybrid organization chart as part of the FY 22-23 Budget. This will lay the groundwork for the general structural changes that have been identified as a need.
  2. In the future, perhaps FY 23-24, or when staff and the labor representatives feel the time is right, conduct a Class and Compensation Study to identify: a) the correct certification requirements and pay scale for the WSO Electro-Mechanical position; and b) to identify the correct pay scale for the Laborer position.



Questions?

# MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Oscar Madrigal, Finance Manager

SUBJECT: Monthly Financial Reports & Disbursements for March 2022

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## Revenue

- March Operating Revenue was \$440,728 which was over \$16,356 from projected revenue. March Operating Revenue was \$50,496 more than last fiscal year, this is mainly due to drought conservation efforts.

## Salaries

- Total salaries are consistent with the budget.

## Purchased Water

- March Purchased Water was 6% under budget. This is a reduction from last fiscal year's March Purchased Water which was 3% over budget.

## Expenses

- Expenses without Purchased Water were 7% over budget through March. Water Conservation Program, Westamerica & IBank loan interest, bay door, and a few other items were paid early in the budget year and contributed to the over budget percentage up until January. Total expenses are within budget but there were a few large invoices for March that made some of the accounts go over budget. The most notable one is the Water Main Maintenance account, which is over budget by \$75,416. This was due to two large main breaks in paved areas. Vehicle Maintenance is also over budget by \$2,498 and we expect this number to increase since the GM's vehicle was recently under repairs.

## Transfer to/from reserves

- The annual budgeted amount from undesignated reserves is \$400,075 and YTD the transfer from undesignated reserves is \$149,074.

## CIP

- YTD expenditures for CIP as of March 31, 2022, total \$772,201.

## **Recommendation:**

Receive and approve, by roll call vote, the monthly financial reports, and disbursements in the amount of \$540,983.35 for the month of March.

**Attachments:**

Monthly Financial Disbursements

Board of Directors Disbursements

Monthly Revenue & Expense Comparison Report

Report of Investments

Capital Improvement Project Summary

**VALLEY OF THE MOON WATER DISTRICT**

**Monthly Financial Disbursements**

**March 2022**

The following demands made against the District are listed for approval and authorization to pay, in accordance with Section 31302 of the California Water Code, being a part of the County Water District Law:

CK #	Vendor Name	Invoice Description	Amount
39225	AT&T	TELEPHONE - ADMIN OFFICES 01/22/22-02/21/22	43.44
39226	BAY AREA BARRICADE, INC.	SAFETY - PARTS AND MATERIALS	213.46
39227	BAY AREA AIR QUALITY	INV#4LV09 AIR QUALITY PERMIT 4/1/22-4/1/23	378.00
39228	BAY AREA TRAFFIC SOLUTIONS INC	TRAFFIC CONTROL/ ELM CT. & ARNOLD DR.	2,040.00
39229	BURKE, WILLIAMS & SORENSEN, LL	ATTORNEY FEES - JANUARY AND LARBRE WELL PROJECT (JANUARY)	6,347.50
39230	B.W.S. DISTRIBUTORS, INC	EQUIPMENT MTNC/REPAIRS - PARTS	298.00
39231	CINTAS	SERVICE TO REPLENISH EMERGENCY SUPPLIES AND AED LEASE AGREEMENT	237.46
39232	CORBIN WILLITS SYS'S, INC	MONTHLY ACCOUNTING & BILLING SOFTWARE (MARCH)	872.61
39233	DICKSON COMPANY	T & D MISC SYSTEM EXPENSE	80.94
39234	EKI ENVIRONMENT & WATER	PROJECT C20001.00-02 - PROF SRVCS 12/25/22-1/21/22	9,845.42
39235	FAUSTINO ENTERPRISES, INC	VEHICLE MTNC & REPAIRS - FORD F 250	135.00
39236	GRAINGER	PIPE AND PALLET RACK FOR YARD	6,431.43
39237	INFOSEND, INC	FEBRUARY STATEMENT: BILL PROCESSING AND POSTAGE	1,885.50
39238	ITRON, INC.	CCU UPGRADE/REPLACEMENT	1,682.42
39239	BADGER METER INC.	NEW SERVICES - PARTS	915.69
39240	NORTH BAY PETROLEUM	FUEL	1,867.56
39241	OFFICE DEPOT	OFFICE SUPPLIES	26.77
39242	PACE SUPPLY CORP.	NEW WELLS - PARTS & MATERIALS, NEW SERV AND SERV REPLACE - PARTS, MAIN REPAIRS	14,666.90
39243	PARK LANDSCAPE MAINTENANCE	LANDSCAPE MAINTENANCE FOR DISTRICT OFFICES	207.00
39244	PITNEY BOWES, INC	3105347305 POSTAGE MACHINE 12/30/22-03/29/22	103.35
39245	SUZANNE LARBRE	WATER PURCHASES: LARBRE WELL (FEBRUARY)	3,037.34
39246	SONOMA AUTO PARTS, INC.	SMALL TOOLS AND EQUIPMENT	34.87
39247	SONOMA MEDIA INVESTMENTS, LLC.	ADVERTISING	374.00
39248	SONOMA MATERIALS	VALVE REPLACEMENT PROGRAM - PARTS, LARBRE WELL - PARTS	469.26
39249	STANDARD INSURANCE CO.	GROUP INSURANCES LTD (MARCH)	347.64
39250	STATIONARY ENGINEERS, LOCAL 39	UNION DUES FOR O&M (FEBRUARY)	723.99
39251	STATE WATER RESOURCES CONTROL	SWRCB DWR ARREARAGE FUNDS RTND	20,662.69
39252	SOILAND CO., INC.	ROCK MATERIAL	632.26
39253	SUNWIZE POWER & BATTERY, LLC.	TANK SITE SOLAR UPGRADE	20,137.03
39254	USA BLUEBOOK	WELLS & STORAGE/TANKS - PARTS & MATERIALS, WATER TREATMENT - PARTS & MATERIALS	2,010.54
39255	VERIZON WIRELESS	MACHINE TO MACHINE 01/13/22-02/12/22	420.38
39256	WHELAN, CASEY	O&M CLOTHING - BOOTS AND PANTS	423.06
39257	RICARDO BOLANOS	CUSTOMER REFUND	18.99
39258	ROBERT COLBERT	CUSTOMER REFUND	89.05
39259	BRYNA WALKER	CUSTOMER REFUND	126.57
39260	DON WEBB	CUSTOMER REFUND	24.53
39261	BAY AREA AIR QUALITY	INV#4LV10 AIR QUALITY PERMIT 4/1/22-4/1/23	381.00
39262	BAY AREA AIR QUALITY	INV#4LV11 AIR QUALITY PERMIT 4/1/22-4/1/23	378.00
39263	ACWA/JPIA	GROUP INSURANCES (APRIL)	2,735.16
39264	AFLAC	AFLAC PREMIUM (FEBRUARY)	1,264.50
39265	JOSE ALFARO-ZELAYA	REIMBURSEMENT - ANCHOR BOLT FOR WELL #9	135.62
39266	BAY AREA AIR QUALITY	INV#T136921 AIR QUALITY PERMIT 5/1/22-5/1/23	379.00
39267	CALTEST LABORATORY	ROUTINE WATER TESTING (FEBRUARY)	1,066.60
39268	COMCAST	INTERNET SERVICE (MARCH)	158.65
39269	CORE UTILITIES, INC.	CONSULTING SERVICES (FEBRUARY)	330.00
39270	MINA ENG	CASH FOR GRASS	60.00
39271	FAUSTINO ENTERPRISES, INC	VEHICLE MTNC & REPAIRS - FORD F 250	145.09
39272	FRIEDMAN'S HOME IMPROVEMENT	WELL #9 - PARTS, SMALL TOOLS & EQUIP, CONDUITS FOR YARD, VALVE REPLACEMENT - PARTS	1,673.87
39273	G3 ENGINEERING, INC.	WELL #9 - PARTS	4,733.95
39274	GARY'S POOL SERVICE	CHLORINE	3,299.79
39275	ERIK GARCIA	CASH FOR GRASS	400.00
39276	STANLEY CONVERGENT SECURITY SO	MONITORING CHARGES/MAINT BLDG 4/1/22-9/30/22	355.98
39277	HONEY BUCKET NORTH BAY	TRAILER UNIT & SERVICE 12/6/21-1/2/22 AND 02/28/22-03/27/22	411.96
39278	MICHAEL J. WOLF	4" METER W/ GALLON REG. AND SCADA ENCODER UNIT	6,707.48
39279	TW ASSOCIATES, LLC	CHLORINE ANALYZERS	21,413.38
39280	NBS	WATER RATE STUDY THROUGH 02/28/22	2,750.00
39281	NORTH BAY PETROLEUM	FUEL	973.94
39282	OCCU-MED, LTD	PRE-EMPLOYMENT PHYSICAL - WSO1	413.75
39283	PACIFIC COAST CUTTERS, INC.	SLAB SAW ASPHALT - 2 LOCATIONS	945.00
39284	PARSONS LUMBER & HARDWARE	STORAGE/TANKS - PARTS, WELL #9 - PARTS, PUMPING - PARTS, EQUIP MTNC/REPAIRS - PARTS	297.84
39285	PACIFIC GAS & ELECTRIC CO	UTILITIES SADDLE ROAD (FEBRUARY) AND UTILITIES (FEBRUARY)	9,545.64
39286	RECOLOGY	WASTE DISPOSAL (FEBRUARY)	451.12
39287	REPUBLIC SERVICES OF SONOMA CO	TRASH DISPOSAL	111.60
39288	ANSWERNET	MONTHLY ANSWERING SERVICES (MARCH)	135.46
39289	SONOMA CO. WATER AGENCY	WATER PURCHASES 01/31/22-02/28/22	83,831.06

**VALLEY OF THE MOON WATER DISTRICT**  
**Monthly Financial Disbursements**  
**March 2022**

CK # Vendor Name	Invoice Description	Amount
39290 SONOMA MATERIALS	WELL #9 - PARTS	169.53
39291 STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	426.50
39292 SOILAND CO., INC.	ROCK MATERIAL	1,237.48
39293 USA BLUEBOOK	SMALL TOOLS AND EQUIPMENT	157.19
39294 VERIZON WIRELESS	CELLPHONE SERVICE 02/04/22-03/03/22	322.58
39295 WHELAN, CASEY	REIMBURSEMENT FOR GRADE D3 OPERATOR CERT RENEWAL	90.00
39296 WILSON'S LOCKSMITH	KEYS FOR TOOLBOX ON HOSE TRAILER	37.61
39297 W.K. MCLELLAN COMPANY	PAVING PROJECT - MAIN REPAIR (18606 RIVERSIDE AND VERANO & RIVERSIDE)	72,730.76
39298 AT&T	TELEPHONE - ADMIN OFFICES 02/22/22-03/21/22	43.44
39299 BAY AREA TRAFFIC SOLUTIONS INC	TRAFFIC CONTROL - ARNOLD DR & ELM CT	4,430.00
39300 BIENATI CONSULTING GROUP, INC.	PHASE TWO - STAFFING STUDY IMPLEMENTATION	1,750.00
39301 BURKE, WILLIAMS & SORENSEN, LL	ATTORNEY FEES - LARBRE WELL PROJECT (FEBRUARY) AND ATTORNEY FEES - FEBRUARY	6,930.00
39302 CAI SAFETY SYSTEMS	FALL PROTECTION SYSTEMS - LADDERS @ VOM RESERVOIRS	10,500.00
39303 CHECKRITE BACKFLOW SVC.	INV#8426P ANNUAL BACKFLOW TESTS AND INV#8433P SERVICE CALL	14,892.00
39304 CORBIN WILLITS SYS'S, INC	MONTHLY ACCOUNTING & BILLING SOFTWARE (APRIL)	872.61
39305 EKI ENVIRONMENT & WATER	PROJ.C20001.00 PROF SRVCS 1/22-2/18/22 PARK WELL & PROJ.C20028.00 PROF SRVCS PED WELL	15,704.54
39306 FAUSTINO ENTERPRISES, INC	VEHICLE MTNC & REPAIRS - FORD F 550 SD	3,052.96
39307 JON L. FOREMAN	ACWA MEETING(S) - HOTEL REIMBURSEMENT	393.72
39308 INTEGRITY SHRED LLC	SHREDDING SERVICES	50.00
39309 OFFICE DEPOT	OFFICE SUPPLIES	112.53
39310 PARK LANDSCAPE MAINTENANCE	LANDSCAPE MAINTENANCE FOR DISTRICT OFFICES	210.11
39311 QUINONEZ CLEANING SERVICE	JANITORIAL SERVICES (FEBRUARY)	300.00
39312 SMILE BUSINESS PRODUCTS	MONTHLY PRINTER LEASE 03/10/22-04/09/22	36.31
39313 STANDARD INSURANCE CO.	GROUP INSURANCES LTD (APRIL)	348.54
39314 STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	55.58
39315 STRIPE 'N' SEAL, INC. DBA	STRIPING AND STENCIL RE-PAINTING - CORP YARD	1,088.00
39316 U.S. BANK EQUIPMENT FINANCE	EQUIPMENT REPLACEMENT - SHARP COPIER	104.42
39317 VERIZON WIRELESS	MACHINE TO MACHINE 02/13/22-03/12/22	184.76
ACH CALIFORNIA EMPLOYMENT DEVELOPMENT	STATE PAYROLL TAXES 03/10/22	2,851.73
ACH CALIFORNIA EMPLOYMENT DEVELOPMENT	STATE PAYROLL TAXES 03/24/22	2,843.71
ACH EFTPS FEDERAL TAX WITHHOLDING	FEDERAL PAYROLL TAXES 03/24/22	14,134.06
ACH EFTPS FEDERAL TAX WITHHOLDING	FEDERAL PAYROLL TAXES 03/10/22	14,217.88
ACH EXPERTPAY.COM	GARNISHMENT OF WAGES PYMT PAYROLL 03/10/22	356.76
ACH EXPERTPAY.COM	GARNISHMENT OF WAGES PYMT PAYROLL 03/24/22	356.76
ACH PAYMENTUS	TRANSACTION FEES FOR FEBRUARY 2022	744.65
ACH PERS	CLASSIC RETIREMENT CONTRIBUTION PAYROLL 03/10/22	2,218.03
ACH PERS	CLASSIC RETIREMENT CONTRIBUTION PAYROLL 03/24/22	2,218.03
ACH PERS	DEFERRED COMP CONTRIBUTION PAYROLL 03/10/22	1,525.00
ACH PERS	DEFERRED COMP CONTRIBUTION PAYROLL 03/24/22	1,525.00
ACH PERS	HEALTH INSURANCE PREMIUM (MARCH)	22,665.65
ACH PERS	PEPRA RETIREMENT CONTRIBUTION PAYROLL 03/10/22	6,214.35
ACH PERS	PEPRA RETIREMENT CONTRIBUTION PAYROLL 03/24/22	6,249.17
ACH VALIC	DEFERRED COMP CONTRIBUTION PAYROLL 03/10/22	1,900.00
ACH VALIC	DEFERRED COMP CONTRIBUTION PAYROLL 03/24/22	1,900.00
ACH RETIREES	RETIREES BENEFITS (MARCH)	3,191.30
ACH WESTAMERICA BANK	8X8 INC-OFFICE PHONES, OFFICE SUPPLIES, VEHICLE MAINT., SMALL TOOLS & EQUIP., NEW TRUCK DEP.	2,354.91

Net Payroll (After Deductions) 73,989.10

\_\_\_\_\_  
 BOARD PRESIDENT

540,983.35

\_\_\_\_\_  
 GENERAL MANAGER

Board of Directors  
March Disbursement

Regular Board Meeting 3/1/22	Pay Date	Bryant	Foreman	Harland	Rogers	Yudin-Cowan
	3/10/2022	0.00	197.00	197.00	197.00	197.00

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Total	0.00	197.00	197.00	197.00	197.00
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VALLEY OF THE MOON WATER DISTRICT  
MONTHLY REVENUE AND EXPENSE COMPARISON  
PERIOD ENDING MARCH 31, 2022

25% of year remaining

	Actual	Approved Budget	Approved Budget (Monthly)	Current Month Actual	Fiscal Year To Date	Budget Remaining	% Remaining	Forecasting Notes & Significant Changes for 2021-2022
	20-21	21-22	March	March	07/21-06/22	21-22	21-22	
<b>Revenues</b>								
Interest Income	\$ 51,074	\$ 53,000	\$ 4,417	-	\$ 14,418	\$ 38,582	73%	
Gain on Sale of Assets	-	-	\$ -	-	-	-	-	
Operating Revenue	6,972,525	6,630,493	\$ 424,372	440,728	4,893,941	1,736,552	26%	
Backflow Testing Revenue	-	-	\$ -	2,300	8,491	(8,491)		BF Testing Revenue - not budgeted
Customer Penalties & Fees	21,161	22,932	\$ 1,911	4,635	18,916	4,016	18%	
Misc. Income	17,801	12,875	\$ 1,073	5,159	52,722	(39,847)	-310%	LHMP FEMA disbursement 9/2021 & Arrearage Funds 12/2021 returned
Leak Adjustments	-	(9,613)	\$ (801)	(363)	(4,006)	(5,607)	58%	
<b>Total Revenue</b>	<b>7,062,561</b>	<b>6,719,300</b>	<b>431,772</b>	<b>452,822</b>	<b>4,988,488</b>	<b>1,730,812</b>	<b>26%</b>	
<b>Expenses</b>								
<b>Salaries:</b>								
O&M - Operating Wages	824,230	937,890	\$ 78,157	72,713	647,637	290,253	31%	
Stand-By	31,899	32,098	\$ 2,675	2,478	24,760	7,338	23%	
<b>Net O&amp;M Operating Wages</b>	<b>856,129</b>	<b>969,987</b>	<b>80,832</b>	<b>75,191</b>	<b>672,397</b>	<b>297,591</b>	<b>31%</b>	
Administration	533,936	556,987	46,416	43,672	394,840	162,147	29%	
Temporary Employees	169,374	-	-	-	-	-		
<b>Total Salaries</b>	<b>1,559,439</b>	<b>1,526,975</b>	<b>127,248</b>	<b>118,863</b>	<b>1,067,237</b>	<b>459,738</b>	<b>30%</b>	
<b>Weighted Wages Transferred to Capital Projects</b>	<b>(638,703)</b>	<b>(571,852)</b>	<b>(47,654)</b>	<b>(44,514)</b>	<b>(399,680)</b>	<b>(172,172)</b>	<b>30%</b>	
<b>Net Operating Wages</b>	<b>920,736</b>	<b>955,123</b>	<b>79,594</b>	<b>74,349</b>	<b>667,557</b>	<b>287,566</b>	<b>30%</b>	<i>Net Wages used to calculate Net Position</i>

VALLEY OF THE MOON WATER DISTRICT  
MONTHLY REVENUE AND EXPENSE COMPARISON  
PERIOD ENDING MARCH 31, 2022

25% of year remaining

	Actual	Approved Budget	Approved Budget (Monthly)	Current Month Actual	Fiscal Year To Date	Budget Remaining	% Remaining	
	20-21	21-22	March	March	07/21-06/22	21-22	21-22	Forecasting Notes & Significant Changes for 2021-2022
<b>Benefits:</b>								
O&M - Operating & Maintenance	190,063	217,020	18,085	14,847	126,150	90,870	42%	
Administration	105,093	139,833	11,653	8,183	73,003	66,830	48%	
Retirees	69,530	75,044	6,254	5,269	50,443	24,601	33%	
<b>Total Benefits</b>	<b>364,686</b>	<b>431,898</b>	<b>35,991</b>	<b>28,299</b>	<b>249,596</b>	<b>182,302</b>	<b>42%</b>	
<b>Mandatory Costs</b>								
<b>Workers Comp:</b>								
Operating & Maintenance	28,336	24,338	2,028	11,347	34,986	(10,648)	-44%	Unanticipated rate increase; expect to exceed budgeted amount
Acct/Administration	3,996	3,122	260	1,401	4,625	(1,503)	-48%	
<b>FICA/Medicare:</b>								
Operating & Maintenance	65,277	72,904	6,075	5,653	51,112	21,792	30%	
Administration	33,759	40,352	3,363	2,838	26,595	13,757	34%	
<b>District Portion/Retirement:</b>								
Operating & Maintenance	78,145	85,311	7,109	6,745	59,029	26,282	31%	
Administration	48,543	54,316	4,526	3,985	37,803	16,513	30%	
CalPERS Accrued Liability	210,500	217,969	18,164	18,164	163,477	54,492	25%	
<b>Total Mandatory Costs</b>	<b>468,556</b>	<b>498,311</b>	<b>41,526</b>	<b>50,133</b>	<b>377,627</b>	<b>120,684</b>	<b>24%</b>	
<b>Travel &amp; Training</b>								
Operating & Maintenance	7,333	7,725	644	410	2,909	4,816	62%	
Administration	1,750	12,000	1,000	817	2,895	9,105	76%	
<b>Total Travel &amp; Training</b>	<b>9,083</b>	<b>19,725</b>	<b>1,644</b>	<b>1,227</b>	<b>5,804</b>	<b>13,921</b>	<b>71%</b>	
<b>Board of Directors:</b>								
Meeting Compensation	31,303	30,000	2,500	848	14,300	15,700	52%	
Travel & Training	520	5,000	417	404	4,007	993	20%	
<b>Total Board Expenses</b>	<b>\$ 31,823</b>	<b>\$ 35,000</b>	<b>\$ 2,917</b>	<b>1,252</b>	<b>18,307</b>	<b>16,693</b>	<b>48%</b>	

**VALLEY OF THE MOON WATER DISTRICT  
MONTHLY REVENUE AND EXPENSE COMPARISON  
PERIOD ENDING MARCH 31, 2022**

25% of year remaining

	Actual	Approved Budget	Approved Budget (Monthly)	Current Month Actual	Fiscal Year To Date	Budget Remaining	% Remaining	Forecasting Notes & Significant Changes for 2021-2022
	20-21	21-22	March	March	07/21-06/22	21-22	21-22	
<b>Purchased Water</b>	<b>\$ 2,487,512</b>	<b>\$ 2,206,281</b>	<b>\$ 183,857</b>	<b>114,004</b>	<b>1,524,002</b>	<b>682,279</b>	<b>31%</b>	
<b>Services &amp; Supplies</b>								
Safety & Clothing Allowance	7,222	14,265	1,189	524	15,014	(749)	-5%	Budgeted items purchased early in year.
Emergency Response	-	-	-	23	885	(885)		ER Response COVID - not budgeted
Vehicle Maintenance	6,210	7,000	583	4,599	9,498	(2,498)	-36%	
Election Costs	-	-	-	-	-	-	-	
Employee Relations	4,089	4,345	362	-	3,764	581	13%	
Legal Fees	194,618	65,000	5,417	-	50,072	14,928	23%	Previous counsel fees for transition.
Engineering General Support	4,659	3,600	300	-	-	3,600	100%	
Misc. Expenses/Contributions	25,000	25,000	2,083	2,083	18,750	6,250	25%	
Advertising	1,340	1,000	83	736	936	64	6%	
Outside Services	31,534	35,278	2,940	1,545	19,398	15,880	45%	
Outside Services Backflow	-	-	-	14,892	15,847	(15,847)		BF Testing Expense - not budgeted
Annual Audit	-	10,036	836	7,956	7,956	2,080	21%	
Bad Debts/Collections	9,828	12,000	1,000	1,840	5,100	6,900	58%	
Building MTNC.	10,146	9,000	750	79	6,968	2,032	23%	Bay door repair
Dues and Subscriptions	25,187	25,350	2,113	1,663	7,644	17,706	70%	
Equipment MTNC./Repairs	27,395	25,000	2,083	2,490	17,247	7,753	31%	
Fees (County/State)	53,621	52,793	4,399	449	52,205	588	1%	
Fuel	24,936	27,061	2,255	974	19,647	7,414	27%	
Bank Charges	11,435	30,443	2,537	753	6,593	23,850	78%	
Liability Ins. (Incl. Losses)	39,692	50,814	4,234	4,573	40,315	10,499	21%	
Postage	21,372	21,058	1,755	1,432	17,251	3,807	18%	
Public Information	5,848	7,861	655	-	6,152	1,709	22%	Prop 218 notice & Drought messaging
Service Contracts	54,024	55,845	4,654	4,607	43,408	12,437	22%	
Office Supplies	7,878	8,151	679	401	7,501	650	8%	
Telephone-Internet	16,748	13,600	1,133	1,166	10,756	2,844	21%	
Small Tools & Equipment	8,724	8,450	704	232	6,676	1,774	21%	
Trash Disposal	5,525	5,458	455	2,601	6,464	(1,006)	-18%	
Utilities - PG&E	165,292	170,876	14,240	12,484	98,420	72,456	42%	
Professional Services	117,331	131,518	10,960	7,373	108,191	23,327	18%	EKI DWR Grant Application

VALLEY OF THE MOON WATER DISTRICT  
MONTHLY REVENUE AND EXPENSE COMPARISON  
PERIOD ENDING MARCH 31, 2022

25% of year remaining

	Actual	Approved Budget	Approved Budget (Monthly)	Current Month Actual	Fiscal Year To Date	Budget Remaining	% Remaining	Forecasting Notes & Significant Changes for 2021-2022
	20-21	21-22	March	March	07/21-06/22	21-22	21-22	
Water Testing	33,976	39,338	3,278	1,495	23,149	16,189	41%	
Water Main Maintenance	15,249	11,000	917	73,297	86,416	(75,416)	-686%	Paving for two main repairs and two large main breaks in paved areas.
Service Line Maintenance	13,095	5,000	417	824	5,926	(926)	-19%	
Hydrant Repairs	3,189	4,000	333	-	2,224	1,776	44%	
Misc. System Maintenance	4,963	5,500	458	1,032	2,602	2,898	53%	
Wells Maintenance	2,904	6,000	500	33	7,494	(1,494)	-25%	Old Larbre rehab well invoice from 2020
Pump Maintenance	10,334	12,000	1,000	-	2,142	9,858	82%	
Storage Tank Maintenance	4,708	10,000	833	257	8,405	1,595	16%	
Water Conservation Program	3,396	34,500	2,875	460	33,705	795	2%	Grant fund match expected
Abandoned Projects	-	-	-	-	-	-	-	
Interest Expense	29,426	20,000	1,667	-	18,905	1,095	5%	WestAmerica & IBank loan interest
Equipment Replacement	-	6,000	500	-	1,870	4,130	69%	
<b>Total Services &amp; Supplies</b>	<b>1,000,894</b>	<b>974,140</b>	<b>81,178</b>	<b>152,873</b>	<b>795,496</b>	<b>178,643</b>	<b>18%</b>	
<b>Total Expenses</b>	<b>5,283,290</b>	<b>5,120,477</b>	<b>426,706</b>	<b>422,137</b>	<b>3,638,389</b>	<b>1,482,088</b>	<b>29%</b>	
<b>Revenues Less Expenses</b>	<b>1,779,272</b>	<b>1,598,823</b>	<b>5,066</b>	<b>30,685</b>	<b>1,350,099</b>	<b>248,723</b>		
Allocation to CIP	(2,100,000)	(1,998,898)	(166,575)	(166,575)	(1,499,174)	(499,725)	25%	
	-	-			-	-		
<b>Transfer to/from Undesignated Reserves</b>	<b>\$ (320,728)</b>	<b>\$ (400,075)</b>		<b>\$ (135,890)</b>	<b>\$ (149,074)</b>			

VALLEY OF THE MOON WATER DISTRICT  
 REPORT OF INVESTMENTS AND RESERVES  
 For the Month Ended March 2022

Start of Fiscal Year

	LAIF \$	975,323
	SCIP	3,122,208
Westamerica Bank Checking/Petty Cash		<u>339,077</u>
Total Beginning Cash	\$	<u><u>4,436,608</u></u>

Year To Date

	LAIF \$	976,479
	SCIP	3,130,083
Westamerica Bank Checking/Petty Cash		<u>879,071</u>
Total ending Cash	\$	<u><u>4,985,633</u></u>

	LAIF	SCIP
Average Rate of Interest	0.365%	0.522%

	Total Cash/Investment Balance	\$ 4,985,633
(1) FY 2021-2022 Board Approved Capital Projects		(1,998,898)
Year to Date Capital Project Disbursements		772,201
Remaining Transfer of Current Year Revenues to Capital Project Fund		499,725
(2) Board Designated Reserves (Board Approved with 20/21 Budget)		
(a) Operations & Maintenance Reserve (3 Months Operations)		(1,295,000)
(b) Rate Stabilization Reserve		(555,000)
(c) Capital Improvement Program		(1,100,000)
Total Board Designated Reserves		<u><u>(2,950,000)</u></u>

Undesignated  
 Reserves-  
 funding for  
 remaining 5-Year  
 Capital Plan \$ 1,308,661

Remaining 5-  
 Year Capital Plan \$ 11,368,799

Project #	Project	Improvement Description	Total Budget	Current Month - March	YTD Expenditures	Budget Remaining	% Remaining
			2021/22				
<b>Facilities and Maintenance Projects</b>							
CIP-3002	Zenner Hydrant Meters	Buy 5 at 2600 each	13,000	-	11,233	1,767	14%
CIP-3003	Replace failing lids	Large lids on vaults - 5 are in bad shape/need to be replaced	25,000	83	16,629	8,371	33%
CIP-3004	Better paving cutter		11,000	-	10,974	26	0%
CIP-3005	Non-metallic pipe locator	GPR Locator with GPS capability	22,000	-	21,548	452	2%
CIP-3007	Racks in Yard	Pipe and pallet racks for yard	20,000	2,541	19,672	328	2%
CIP-3011	Replace Signs at Office/Yard	Replace/cover existing signs with new ones of the same or similar style	15,000	-	10,282	4,718	31%
CIP-3013	Replace #32 & #33 with F250 or F350 utility body trucks	Purchased at the same time, have higher mileage, and need to be replaced to maintain fleet reliability. With recent changes in operations, it is proposed that they be replaced with utility body trucks to increase flexibility in the fleet.	130,000	-	500	129,500	100%
CIP-2957-13	CL2 Equipment	Install new CL2 pumps and CL2 monitoring equipment	30,000	-	16,002	13,998	47%
CIP-5107	County of Sonoma Paving Projects requiring adjustments and or relocation of District facilities	SONOMA COUNTY 2021 PAVEMENT PRESERVATION PROGRAM Greger St, Riverside Dr, Thomson Ave	40,000	-	-	40,000	100%
CIP-3015	Caltrans Project on Hwy 12		50,000	-	-	50,000	100%
CIP-6001	New Services	Customer pays 100%		10,821	27,054	(27,054)	
CIP-6004	All Service Replacements	All service replacements combined	40,000	8,248	48,661	(8,661)	-22%
CIP-8100	Valve Replacement Program	Valve Replacement Program	25,000	-	14,460	10,540	42%
CIP-3016	Repave corporate yard parking lot	Sealing contractor advised that the condition of the lot would not allow for additional sealing	116,000	111,188	111,881	4,119	4%
CIP-2991	GPS Facilities	10,000 estimated assets to GPS locate approx. 600 complete 2020.	20,000	-	261	19,739	99%
CIP-3018	Installation of generator at Main Office	Using a generator and transfer switch purchased in previous fiscal year. Installation cost only.	15,000	3,144	15,375	(375)	-2%
CIP-3019	Park Ave, Hanna Tank Road & Kearney site clean up	Fire preparedness and elimination of large trees that could potentially fall on critical pumping facility	27,000	-	20,124	6,876	25%
<b>Total Facilities and Maintenance Projects</b>			<b>599,000</b>	<b>136,025</b>	<b>344,656</b>	<b>254,344</b>	<b>42%</b>
<b>Pipeline Projects</b>							
CIP-2967	Boyes Blvd. Bridge Pipeline Replacement	The County of Sonoma replaced the Boyes Blvd. Bridge. The County and District entered into an agreement for the VOMWD portion of the work, relating to the water mains, to be paid by the District. This project was anticipated to be completed and billed in the last fiscal year. Therefore, the current year did not include any funds for the project and the amount in the previous budget that would have been expended, was rolled into the undesignated reserve. It now appears that the final billing is imminent, so the proposed amendment will reallocate those funds from reserves to the project.	347,000	-	-	347,000	100%
CIP-2993 P-1	Steel Pipe Replacement	Replace all remaining steel water mains and convert steel laterals to customer service connections throughout distribution system as detailed by Figure 9-2. Mainlines and service lines separate. RFP sent 03/2020. Engineering 07/2020, Construction to begin Spring 2021.	250,000	8,108	97,038	152,962	61%
<b>Total Pipeline Projects</b>			<b>597,000</b>	<b>8,108</b>	<b>97,038</b>	<b>499,962</b>	<b>84%</b>

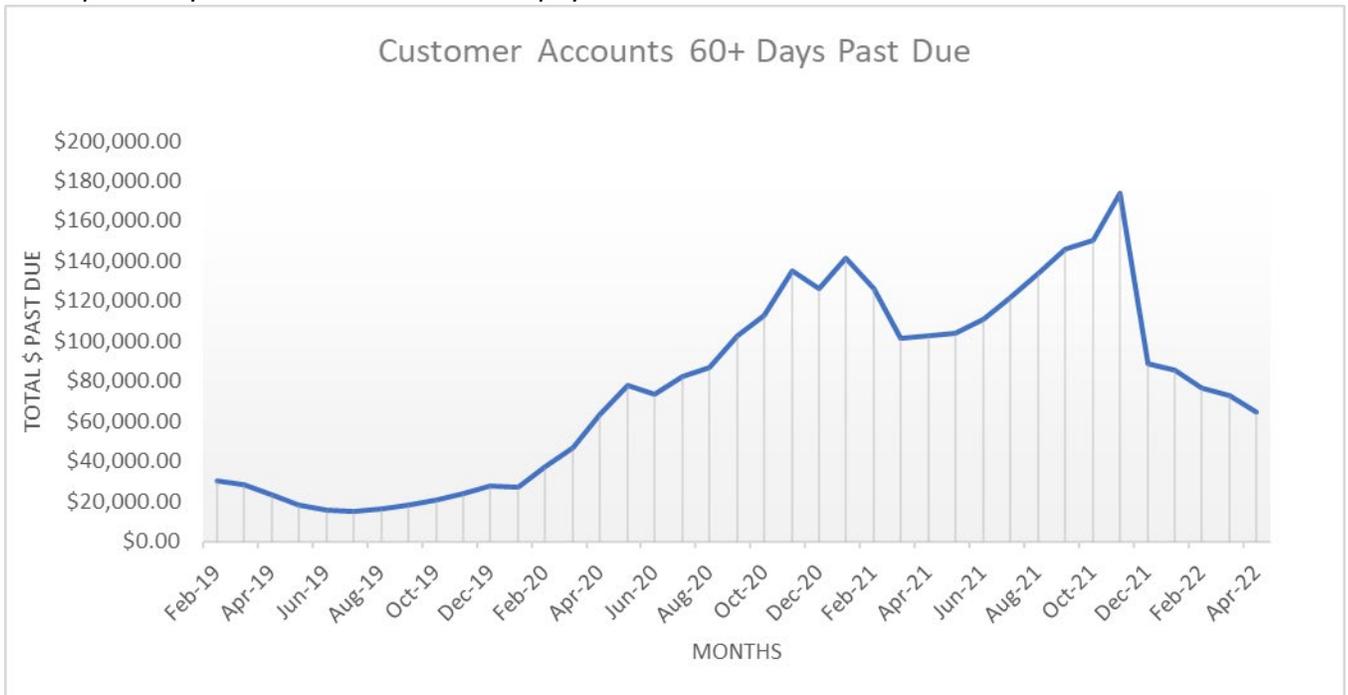
Project #	Project	Improvement Description	Total Budget	Current Month - March	YTD Expenditures	Budget Remaining	% Remaining
			2021/22				
<b>Wells, Pumping, &amp; Supply</b>							
CIP-2949	Well No. 5A (Verano Well Replacement)	Contractor's work will occur in FY21/22. Remaining budget from FY20/21 to rollover. Additional funds may be needed pending results of zone testing.	132,298	-	132,298	(0)	0%
CIP-2983	New Larbre/ Pedroncelli Well(s) Private	Construction of District facilities, 2 Wellhouses & 2 chlorine injection systems, SCADA, security cameras at the Larbre/Pedroncelli wells on Arnold	300,000	39,105	112,388	187,612	63%
CIP-2989	New Well No. 11 Redrill Park Engineering	Drilled next to & operated with existing well. Develop a minimum 100gpm District owned Well.	225,000	-	28,290	196,710	87%
CIP-3024	WSA/Transition Plan @ SDC	Understand the needs of the water system at SDC and what to plan for before the transition begins. May get CalOES funding for these studies which would offset the cost shown	-	-	-	-	-
<b>Total Wells</b>			<b>657,298</b>	<b>39,105</b>	<b>272,976</b>	<b>384,322</b>	<b>58%</b>
<b>Tanks</b>							
CIP-3001	Saddle Tank non-FEMA	Contractor not able to install in 20/21 fiscal year. Construction will be completed early 21/22.	30,000	-	26,489	3,511	12%
CIP-3030	Upgrade fall protection at all tanks per new OSHA requirements	All or most tanks will need a new fall protection device at about \$1200 each	15,600	10,739	10,907	4,693	30%
CIP-3032	Tank Site Solar upgrade	Right size the solar equipment and use industry standard batteries and enclosures. Engineered by professional and installed by VOM staff.	100,000	-	20,137	79,863	80%
<b>Total Tanks</b>			<b>145,600</b>	<b>10,739</b>	<b>57,532</b>	<b>88,068</b>	<b>60%</b>
			<b>Total</b>	<b>Current Month - March</b>	<b>YTD Expenditures</b>	<b>Budget Remaining</b>	<b>% Remaining</b>
		<b>Total Water System Improvements:</b>	<b>\$ 1,998,898</b>	<b>\$ 193,977</b>	<b>\$ 772,201</b>	<b>\$ 1,226,697</b>	<b>61%</b>

# MEMORANDUM

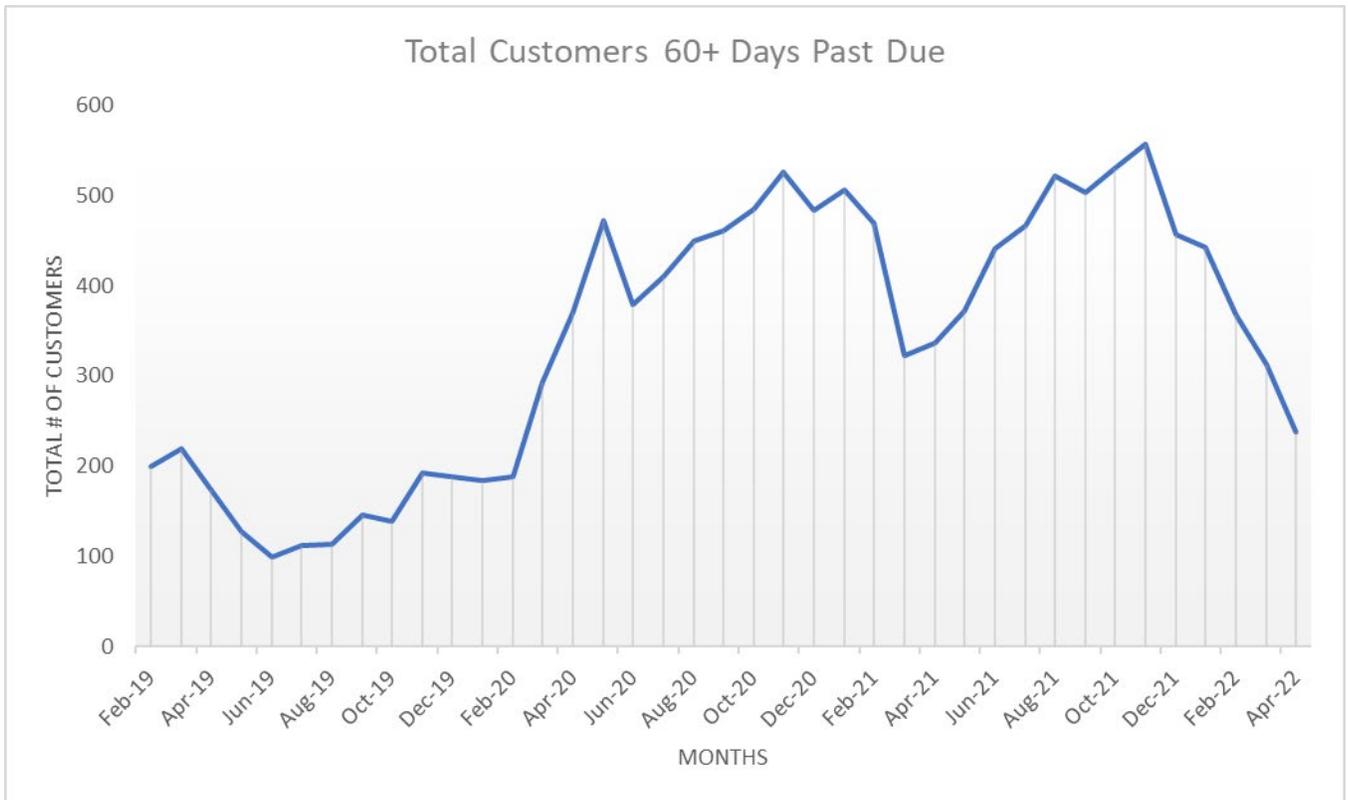
TO: Valley of the Moon Water District Board of Directors  
FROM: Amanda Hudson, Administration Manager  
SUBJECT: Administrative Report

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## Delinquent Payments & Shut off for Non-pay



- Customer Accounts 60+ Days Past due represents the total arrearage amount for customer accounts from February 2019 – April 2022. This represents active and inactive accounts and is currently \$64,464.11.



- Total Customers 60+ Days Past Due represents the number of customers past due from February 2019 – April 2022. This represents active and inactive accounts and is currently 238 customers.

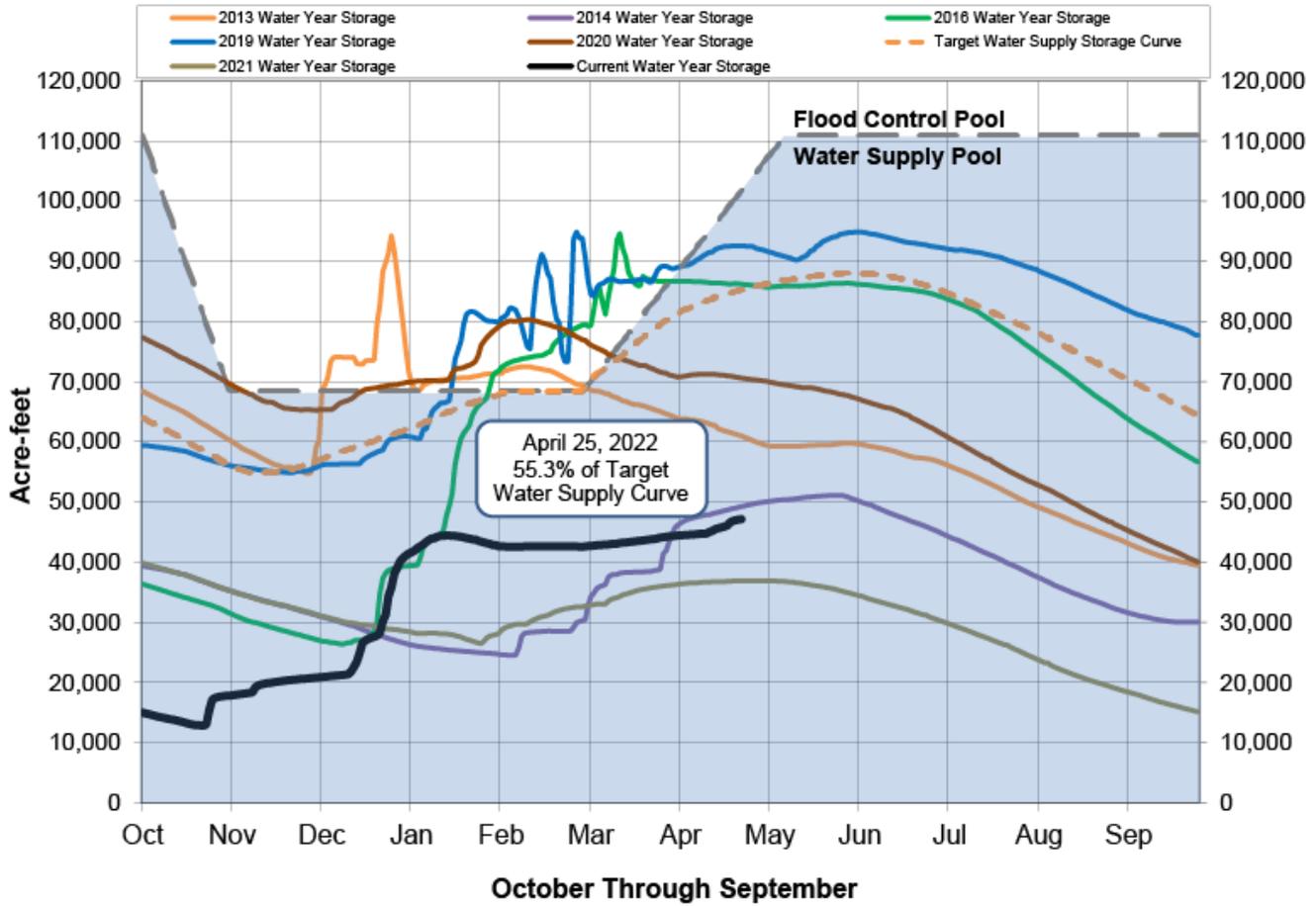
#### FEMA

Saddle Tank project \$659,422 / Admin time toward FEMA projects \$16,892

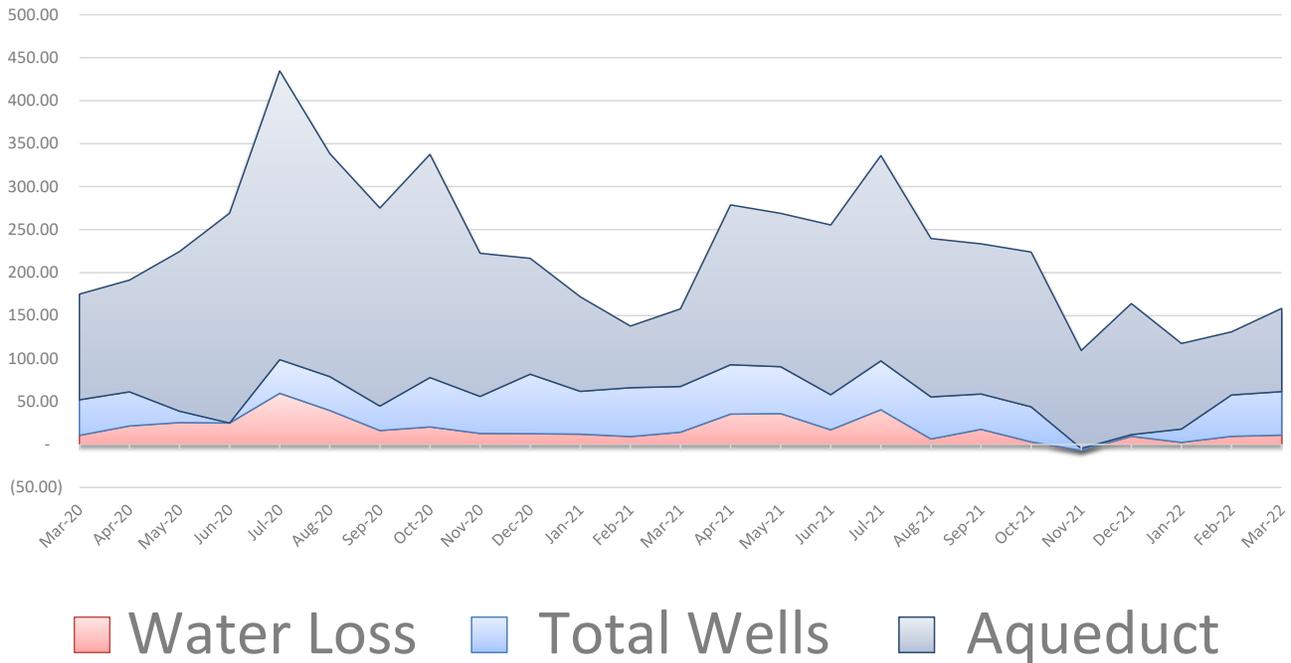
- We have submitted the first round of documentation requested by CalOES. Our Close Out Specialist is very responsive. There is further detail now being requested and we are in the process of fulfilling all these requests. We will continue to update the Board on timelines. I am hopeful to have all materials submitted by the end of May.



# Lake Mendocino Storage

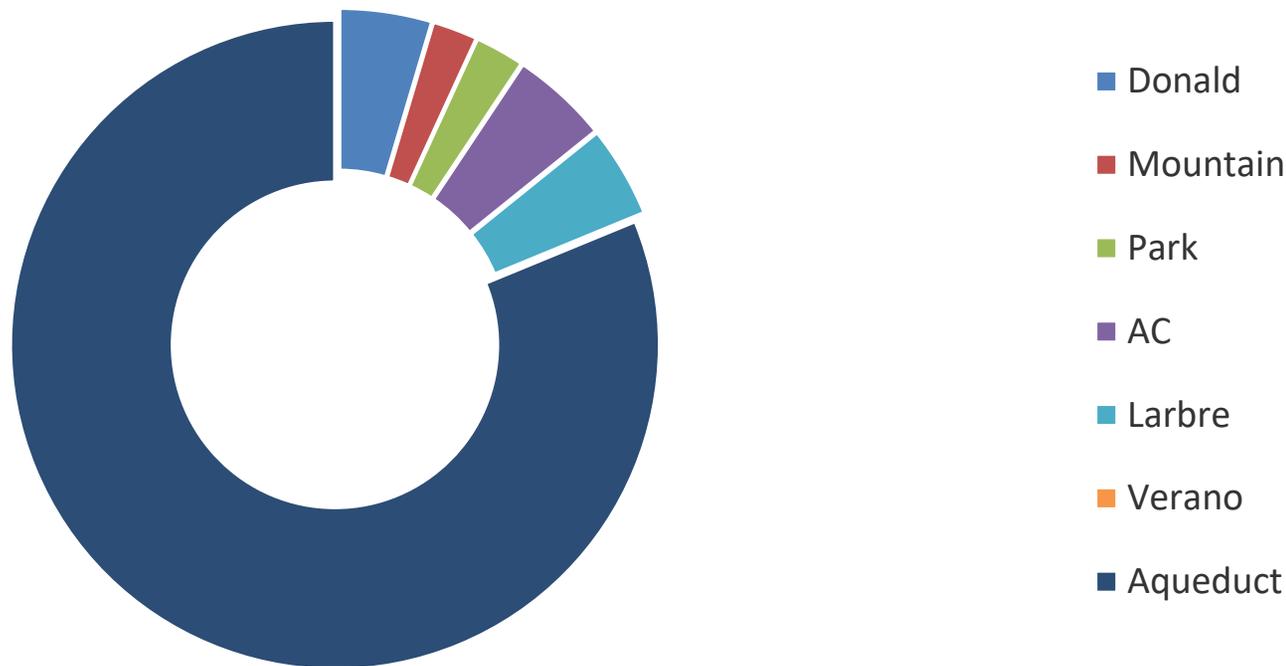


## Water Supply Sources - Valley of the Moon Water District Acre Feet Per Month



Month	Donald*	Mt Ave*	Park Ave*	Agua Cal*	Larbre*	Aqueduct	Total Wells	Wells %	Total AF Produced	Total AF Deliveries	Water Loss (Rolling 3 month Avg)	Water Loss %
Mar-20	9.88	6.87	10.24	14.44	0.00	122.89	41.43	25.21%	164.32	130.35	10.63	8%
Apr-20	13.60	5.57	6.45	14.06	0.00	129.99	39.68	23.39%	169.67	116.49	21.55	18%
May-20	5.28	3.07	0.00	4.95	0.00	185.66	13.30	6.68%	198.96	208.03	25.40	12%
Jun-20	0.00	0.00	0.00	0.00	0.00	244.14	0.00	0.00%	244.14	216.22	24.95	12%
Jul-20	1.05	13.43	11.33	13.43	0.00	335.91	39.23	10.46%	375.14	246.92	59.52	24%
Aug-20	13.66	2.31	9.50	13.95	0.00	259.36	39.41	13.19%	298.77	264.23	39.67	15%
Sep-20	10.17	0.00	7.83	10.30	0.00	230.45	28.30	10.94%	258.75	309.05	16.30	5%
Oct-20	15.32	0.00	11.44	16.81	13.95	259.45	57.52	18.15%	316.97	311.63	20.44	7%
Nov-20	11.69	0.00	9.02	12.26	10.11	166.51	43.07	20.55%	209.58	208.03	12.76	6%
Dec-20	18.48	0.10	14.26	20.10	16.28	134.97	69.24	33.91%	204.21	200.14	12.42	6%
Jan-21	11.95	4.90	8.76	13.47	10.86	109.95	49.94	31.23%	159.89	149.31	11.92	8%
Feb-21	12.75	7.40	9.96	12.95	13.73	71.68	56.79	44.21%	128.47	125.28	9.18	7%
Mar-21	13.04	4.24	9.73	12.76	13.25	90.36	53.02	36.98%	143.38	121.69	14.26	12%
Apr-21	16.28	9.41	1.34	14.44	16.03	185.92	57.50	23.62%	243.42	161.07	35.26	22%
May-21	16.12	8.71	0.00	15.38	14.39	178.28	54.60	23.44%	232.87	174.46	35.98	21%
Jun-21	12.71	1.23	2.96	11.86	12.08	197.64	40.84	17.13%	238.48	258.92	16.94	7%
Jul-21	10.73	8.92	8.92	14.11	13.98	239.11	56.66	19.16%	295.77	227.34	40.45	18%
Aug-21	10.39	5.26	6.31	16.46	10.65	184.36	49.06	21.02%	233.42	271.80	6.34	2%
Sep-21	10.10	3.77	5.71	10.91	10.63	174.88	41.11	19.03%	215.99	210.14	17.55	8%
Oct-21	10.39	4.14	5.77	11.50	8.89	180.17	40.69	18.42%	220.86	235.86	2.96	1%
Nov-21	2.23	0.00	0.02	0.00	0.00	114.03	2.25	1.94%	116.28	157.57	(6.93)	-4%
Dec-21	1.90	0.00	0.00	0.00	0.00	152.50	1.90	1.23%	154.39	122.23	9.40	8%
Jan-22	4.34	2.51	0.06	4.97	3.42	99.69	15.29	13.30%	114.99	110.00	2.49	2%
Feb-22	12.27	7.24	4.02	12.19	12.67	73.20	48.39	39.80%	121.59	105.55	9.31	9%
Mar-22	12.16	6.86	9.48	8.53	13.89	96.54	50.92	34.53%	147.46	127.09	10.72	8%
FY to date (Acre Feet)	74.49	38.69	40.29	78.67	74.14	1,314.48	306.27	18.90%	1,620.76	1,567.57	92.29	6%

# Water Production



Actual Month	Wells							Aqueduct	Total	Wells %	Aqueduct flow rate*
	Donald	Mountain	Park	AC	Larbre	Verano	Total				
Jul-21	10.73	6.86	8.92	14.11	13.98	0	55	239.11	294	19%	2.51
Aug-21	10.39	5.26	6.31	16.46	10.65	0	49	184.36	233	21%	1.94
Sep-21	10.10	3.77	5.71	10.91	10.63	0	41	174.88	216	19%	1.84
Oct-21	10.39	4.14	5.77	11.50	8.89	0	41	180.17	221	18%	1.89
Nov-21	2.23	0.00	0.02	0.00	0.00	0	2	114.03	116	2%	1.20
Dec-21	1.90	0.00	0.00	0.00	0.00	0	2	152.50	154	1%	1.60
Jan-22	4.34	2.51	0.06	4.97	3.42	0	15	99.69	115	13%	1.05
Feb-22	12.27	7.24	4.02	12.19	12.67	0	48	73.20	122	40%	0.77
Mar-22	12.16	6.86	9.48	8.53	13.89	0	51	96.54	147	35%	1.01
Apr-22	0.00	0.00	0.00	0.00	0.00	0	0	0.00	0	0%	0.00
May-22	0.00	0.00	0.00	0.00	0.00	0	0	0.00	0	0%	0.00
Jun-22	0.00	0.00	0.00	0.00	0.00	0	0	0.00	0	0%	0.00
Sub-Total	74	37	40	79	74	0	304	1,314	1,619	19%	

\* Average daily rate of flow during the month (in millions of gallons per day)

Annual Target	105	81	80	100	134	0	500	1,854	2,354	21%
% of Target	71%	45%	50%	79%	55%	NA	61%	71%	69%	

# MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Brian Larson, Water System Manager

SUBJECT: Operations Update

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## **Mainline Project Update:**

The project on Malek Rd is still on hold pending horizontal sewer separation as required in Title 22 of the state regulations. The designing engineer (CSW) has developed an alternative for the State Water Resources Control Board to review. A couple of reviews have taken place and more information was required for the State. Hopefully, we will have an answer in a few more days.

In the meantime, the crew has continued to work on the wells. Both pump houses have been constructed. Plumbing was installed inside with final connection to our facilities last week. The structures will be painted this week. We have ordered parts for the electrical hook-up. Due to supply chain issues, we could be waiting a few weeks for the electrical components. We are focused on finishing this project as soon as possible.

## **Other Projects and Updates:**

- **Tank Site Solar Upgrades:** as previously mentioned, all of the components for a single “pilot installation” have finally arrived after long delays due to supply chain issues. The installation is being scheduled.
- **Fettters Main:** We are getting ready for the main install on Fettters. We have the parts at the shop. Customers have been notified of the work start date. We can start transitioning from the well project to this project while waiting for the answer to the sewer conflict on Malek Road.

The table below shows a subjective percentage completed for each of the CIP projects based on an estimate of the time requirement remaining. The percentage will not match the one shown on the CIP budget update, because that number accounts only for the budget remaining.

<b>Project Number and Description</b>	<b>Percent Complete</b>
Project: Equipment purchases (Various Accounts)	90%
Project 3003: Replace failing lids	100%
Project 3007: Stock Racks for Yard	100%
Project 3011: Replacement of office Signs	100%
Project 3013: Replacement of vehicles #32 and #33	25%
Project 2957-13: Chlorine equipment	95%
Project 5107: County Paving	100%
Project 3015: Caltrans Paving	100%
Project 3016: Repave Corp Yard	100%
Project 2991: GPS Facilities	100%
Project 3018: Replace Generator at Office	95%
Project 3019: Clear Brush at Park Well and Hanna Tank	100%
Project 2993: Steel Pipe Replacement	60%
Project 2949: Verano Well Treatment/permit finalization	100%
Project 2983: New Larbre/Pedroncelli Wells	85%
Project 2989: Park Well Redrill Engineering	10%
Project 3001: Saddle Tank Irrigation	100%
Project 3030: Tank Fall Protection	100%
Project 3032: Tank Site Solar Upgrade	15%
<b>Average Percent Complete</b>	<b>83%</b>

Date: May 2, 2022

Item: 6.A

# MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Steve Rogers, Board President

SUBJECT: April 25<sup>th</sup>, 2022, Sonoma Valley Groundwater Sustainability Agency (SVGSA)  
Regular Meeting Update

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## **Background**

President Rogers attended the SVGSA Board meeting on April 25<sup>th</sup>, 2022. Highlights included the following:

The GSA's consultant working on funding proposals generated a new "hybrid" model and presented it at the GSA Board meeting on April 25<sup>th</sup>. This model would include fees on each parcel as well as fees for pumping. This proposal would not be in the best financial interest of our ratepayers, so I as the District's GSA representative will lodge strong objections.

There were several GSA Board members who expressed dissatisfaction with the high budget in general, so GSA staff (supplied by Sonoma Water) agreed to take the time to see where they could cut the budget back. One major issue is that each GSA is too small for its own permanent staffing, so current leadership proposed to use consultants which drives the costs up. Sonoma Water also stated that starting next year, they will use their fully burdened rate which again raises the costs to the GSA.

Director Rabbit expressed his opposition to the funding plans primarily, I believe, due to the impact on agriculture. He appeared to indicate that the County may have to participate, but he was against the concept of "one water" which would put the GSAs under Sonoma Water or the County.

One Board member was absent and Chair Gorin had to leave the meeting early, so when it came time to vote on the budget staff decided to wait because they knew I was no vote, and a supermajority was required to pass the budget. Since the GSA has spent little time discussing funding and budget up to now, they are in a real quandary on how best to proceed. The meeting ended with no consensus on how to fund the GSA and with no approval for next year's budget.

Date: May 2, 2022

Item: 7.A

## MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, General Manager

SUBJECT: May 2<sup>nd</sup> 2022, Water Advisory Committee (WAC) and Technical Advisory Committee (TAC) Meeting Update

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### **Background**

Director Foreman and General Manager Fullner will be attending the WAC/TAC meeting on May 2<sup>nd</sup>, 2022. A verbal update will be provided at the Board meeting.

Date: May 2, 2022

Item: 8.A

# MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, General Manager

SUBJECT: Presentation on Fiscal Year 2022-2023 Budget and Consideration of Budget Adoption by Resolutions No. 220501 and No. 220502.

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## **Background**

Attached for your review are the Operations and Maintenance (O&M) and five-year Capital Improvement Plan (CIP) final budgets for fiscal year (FY) 2022-2023.

Staff has also prepared a budget presentation that will cover:

1. The Strategic Plan
2. The Five-Year Capital Improvement Plan (CIP) Budget
3. The Operations and Maintenance Budget; and
4. The Five-Year Forecasted Reserves

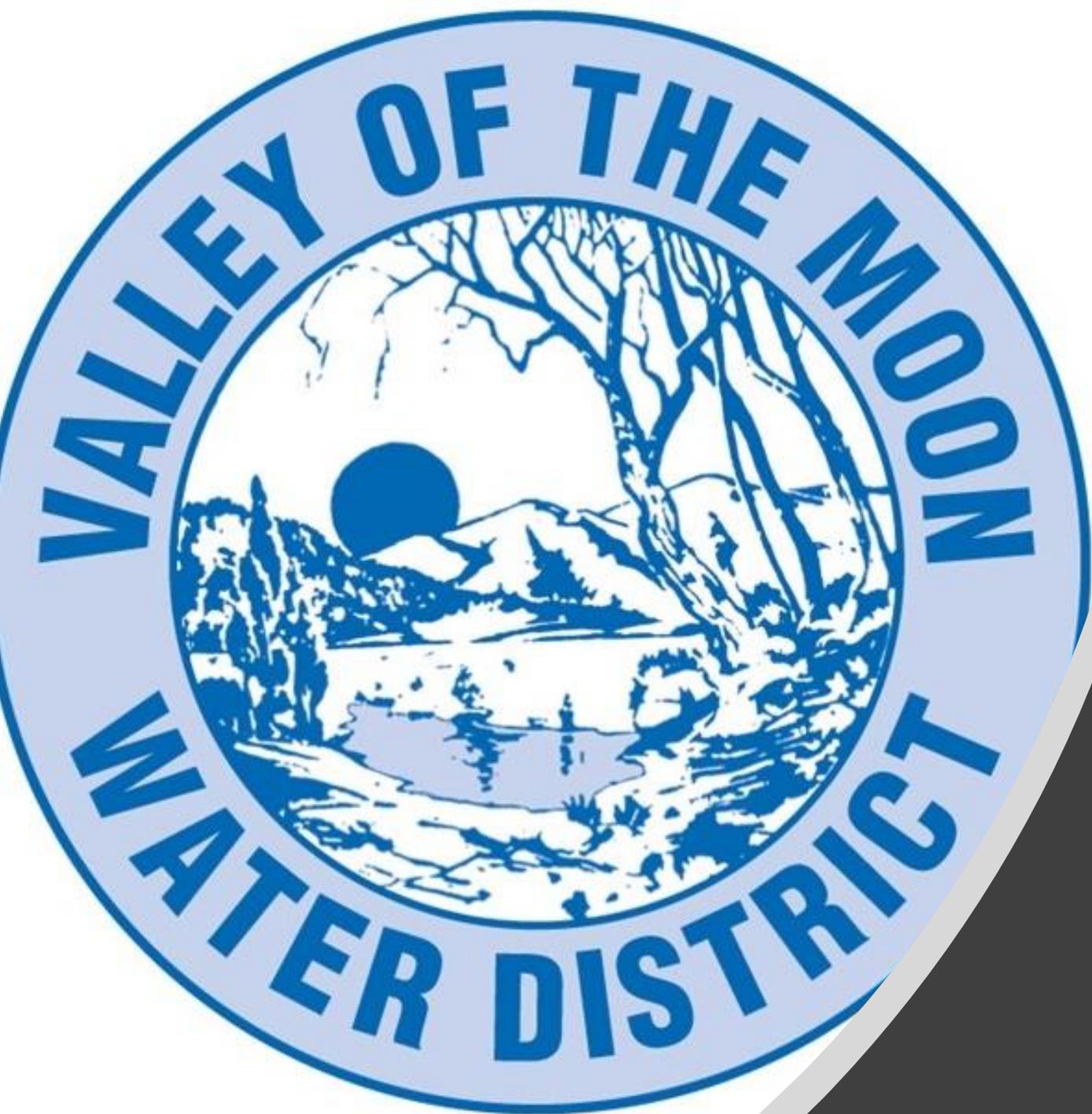
## **Recommendation**

View the budget presentation prepared by staff and by roll call vote, consider adoption of the following Resolutions:

- Resolution No. 220501, approving the Fiscal Year 2022-2023 Operations and Maintenance budget, and the Annual Statement of Investment Policy.
- Resolution No. 220502, approving the Five-Year Capital Improvement Plan for Fiscal Years 2022-2023 through 2026-2027 and approving funds for Fiscal Year 2022-2023 Capital Improvement Plan budget.

## **Attachments**

1. Fiscal Year 22-23 Budget Presentation
2. Fiscal Year 22-23 Final Budget Packet including:
  - a. Operations and Maintenance Budget
  - b. Capital Improvement Plan Budget
  - c. Five-Year Forecasted Reserves
  - d. Annual Statement of Investment Policy
  - e. Resolution no. 220501 and Resolution no. 220502, and
  - f. Strategic Plan



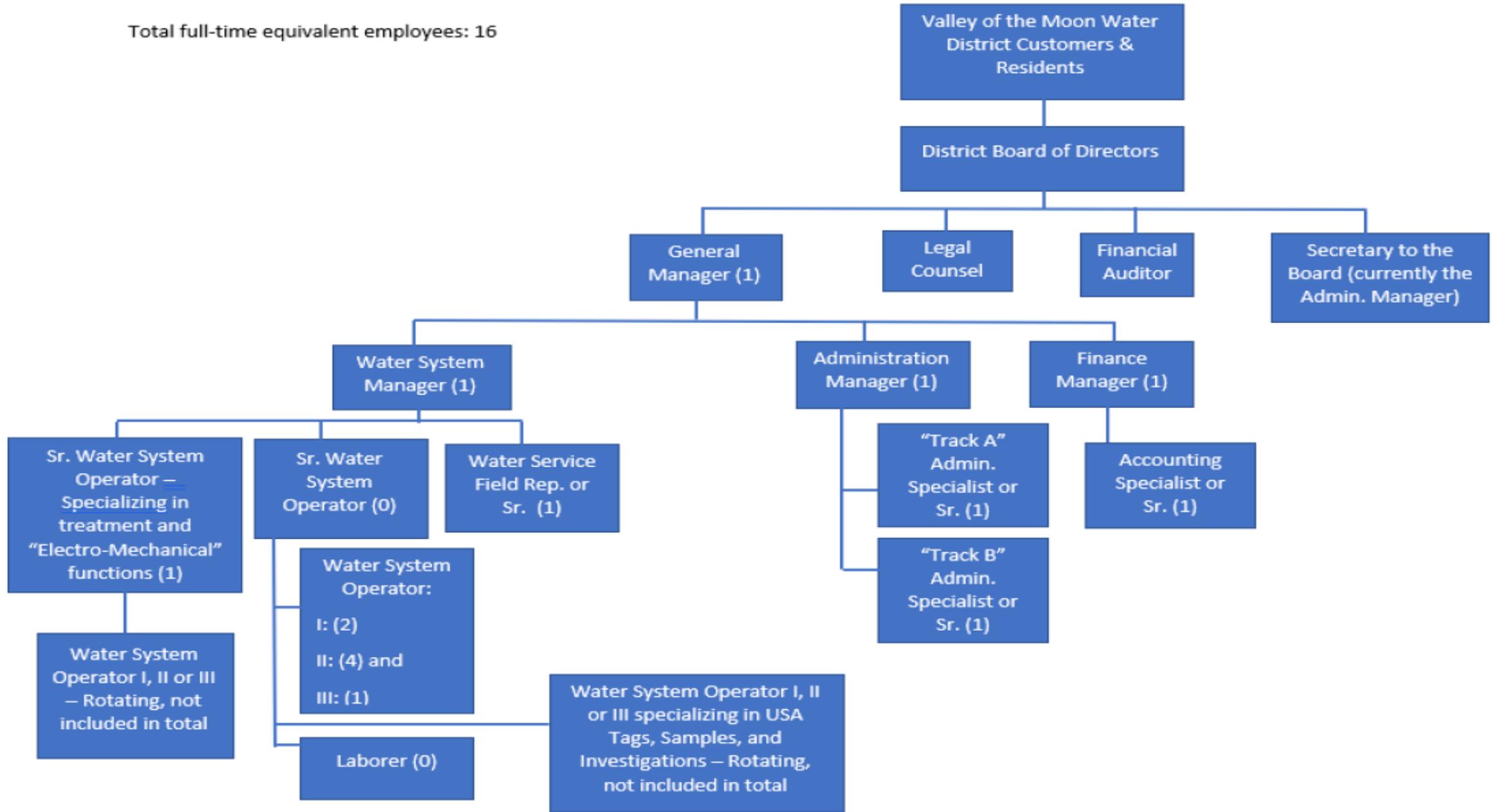
Valley of the Moon  
Water District Fiscal  
Year 2022-2023  
Budget

Special thanks to the Budget Subcommittee  
(Directors Harland and Rogers)

# Strategic Plan:

- The Strategic Plan is used to integrate the long-term and short-term goals of the District.
  - The 2019 Water Master Plan and the 2020 Local Hazard Mitigation Plan, are used to develop the five-year Capital Improvement Plan (CIP).
  - Shorter-term issues such as drought, staffing, and alternative power (solar), are also evaluated.
- The Strategic plan contains an organization chart that reflects expected positions and levels for the year

Total full-time equivalent employees: 16



# Capital Improvement Plan (CIP)

- The general structure of the five-year CIP is such that:
  - Our mainline installation crew has consistent work each year.
  - Spikes in CIP cost allocation over the five-year plan are kept to a minimum by distributing projects across the timeframe in a way that makes financial and operational sense.
  - Any rollover will remain in a project account until that project is completed. These funds will show on the bottom line of the current fiscal year but were funded by previous fiscal years.
  - The CIP budget on the following slides contains the columns “CIP Roll Over” and “Proposed CIP” to help illustrate the contents of the budget. The final published version will not contain those columns.

Please note that while the five-year plan is shown, only funds for next fiscal year (2022-2023) are being sought, and the five-year plan will be re-evaluated each year.

Project #	Project	Improvement Description	CIP Roll Over	Proposed CIP	Total CIP Budget	2	3	4	5
			2021/22	2022/23	2022/23	2023/24	2024/25	2025/26	2026/27
<b>Facilities and Maintenance Projects</b>					-				
CIP - 3006	Install EV Plugs and Solar on Office/Shop	Solar on shop, office, and shade structure. Install EV plugs in yard and office parking for District EVs	-	205,260	205,260	-	-	-	-
CIP- 3008	Laundry facility, bigger shower and more lockers	Expand into the old meter test shop	-	30,789	30,789	-	-	-	-
CIP- 3009	Install meters at Chestnut and Donald Boosters	Install meters and slow close check valves at Chestnut and Donald Boosters	-	-	-	15,799	-	-	-
CIP- 3010	Manual transfer switches	Install a manual transfer switch and plug to be used with a tow-behind generator in case a stationary unit fails in an emergency. Estimated 5 sites will need the upgrade.	-	10,263	10,263	-	-	-	-
CIP - 3012	Replace GM Vehicle with an EV		-	46,184	46,184	-	-	-	-
CIP-3013	Replace #32 & #33 with F250 or F350 utility body trucks	Purchased at the same time, have higher mileage, and need to be replaced to maintain fleet reliability. With recent changes in operations, it is proposed that they be replaced with utility body trucks to increase flexibility in the fleet.	133,419		133,419				
CIP-3014	Verano Well Tow-Behind Generator	Provided Verano well is producing by 2023/2024, will be necessary to maintain consistent system performance during PSPSs and emergencies.	-	-	-	78,997	-	-	-
CIP-5107	County of Sonoma Paving Projects requiring adjustments and or relocation of District facilities	SONOMA COUNTY 2021 PAVEMENT PRESERVATION PROGRAM Craig Ave, Petaluma Ave, Verano Ave.	-	99,551	99,551	52,665	54,050	55,471	62,623
CIP-6001	New Services	Customer pays 100%	-	-	-	-	-	-	-
CIP-6004	All Service Replacements	All service replacements combined	-	61,578	61,578	31,599	32,430	33,283	-
CIP-8100	Valve Replacement Program	Valve Replacement Program	-	28,287	28,287	30,483	32,849	35,398	38,146
CIP-9300	Meter Replacement Program	Year 1 moving to supported software and shifting from a physical server to cloud based. AMI meters will need to be replaced beginning year 8.	-	37,460	37,460	-	-	-	-
CIP-2991	GPS Facilities	10,000 estimated assets to GPS locate approx. half completed as of 2022.	-	30,789	30,789	-	-	-	-
CIP-3017	Installation of generator at Donald Booster	Using a generator purchased in previous fiscal year. Installation cost only.	-	20,526	20,526	-	-	-	-
CIP-3019	Kearney site clean up	Fire preparedness and elimination of large trees that could potentially fall on critical pumping facility	-	102,630	102,630	-	-	-	-
TBD	Placeholder	vehicles/equipment etc.	-	-	-	59,046	167,135	187,485	238,254
<b>Total Facilities and Maintenance Projects</b>			<b>133,419</b>	<b>673,317</b>	<b>806,736</b>	<b>268,589</b>	<b>286,463</b>	<b>311,637</b>	<b>339,023</b>

Project #	Project	Improvement Description	CIP Roll Over	Proposed CIP	Total CIP Budget	2	3	4	5
			2021/22	2022/23	2022/23	2023/24	2024/25	2025/26	2026/27
<b>Pipeline Projects</b>					-				
CIP-2993 P-1	Steel Pipe Replacement	Replace all remaining steel water mains and convert steel laterals to customer service connections throughout distribution system as detailed by Figure 9-2. Mainlines and service lines separate. RFP sent 03/2020. Engineering 07/2020, Construction to begin Spring 2021.	15,395	-	15,395	-	-	-	-
CIP-2996 P-2	Glen Ellen Transmission and Fire Flow Improvement	Replace existing 6-inch and 8-inch steel and ACP water mains with new 10-inch and 12-inch PVC water mains, replace existing service connections, and replace existing fire hydrants. RFP sent 03/2020. Engineering 07/2020, Construction to begin Spring 2021.	-	626,043	626,043	-	-	-	-
CIP-3021	Pressure Zone 3D Fire Flow Improvement	Replace existing 4-inch ACP, PVC, and DIP water mains with new 8-inch PVC throughout PZ-3D, replace eight existing service connections, and replace one existing fire hydrants.	-	41,052	41,052	526,646			
CIP-3022	Altamira Middle School Fire Flow Improvement	Replace existing 6-inch and 8-inch PVC and ACP water mains with new 12-inch PVC water mains along Arnold Drive, replace existing 6-inch pipe with new 8 and 12-inch pipe adjacent to Altamira Middle School, replace 15 existing service connections, and replace three existing fire hydrants.	-	-	-	185,379	1,712,293	-	-
CIP-3023	Upper Sobre Vista Fire Flow Improvement	Replace existing 6-inch PVC and HDPE water mains with new 8-inch PVC water mains, and replace two existing fire hydrants.	-	-	-	-	108,099	887,539	-
CIP-3020	Warm Springs Road Fire Flow Improvement	Replace existing 6-inch PVC, ACP, and DIP water mains with new 8-inch and 10-inch PVC water mains, replace 47 existing service connections, and replace four existing fire hydrants. Priced for engineering and installation using inside staff.	-	-	-	-	-	221,885	1,138,601
TBD	Madrone 4" ACP Replacement (NOT IN 2019 WMP)	Replace existing 4-inch ACP water mains with new 8-inch PVC water mains, replace 78 existing service connections, and replace existing fire hydrants in theMadrone/Glenwood area. District to coordinate with Fire Department to determine if additional hydrants are needed. These hydrants would be funded by the Fire Department.	-	-	-	-	-	-	-
TBD	Trinity Oaks 4" ACP Replacement	Replace existing 4-inch ACP water mains with new 8-inch PVC water mains, replace 49 existing service connections, and replace six existing fire hydrants in the Trinity Oaks area. District to coordinate with Fire Department to determine if additional hydrants are needed. These hydrants would be funded by the Fire Department.	-	-	-	-	-	-	-
<b>Total Pipeline Projects</b>			<b>15,395</b>	<b>667,095</b>	<b>682,490</b>	<b>712,025</b>	<b>1,820,393</b>	<b>1,109,423</b>	<b>1,138,601</b>

Project #	Project	Improvement Description	CIP Roll Over	Proposed CIP	Total CIP Budget	2	3	4	5
			2021/22	2022/23	2022/23	2023/24	2024/25	2025/26	2026/27
<b>Wells, Pumping, &amp; Supply</b>					-				
CIP-2987	Chestnut Exploratory Well	Develop a minimum 100gpm District owned Well.	-	230,918	230,918	1,263,950	-	-	-
CIP-2989	New Well No. 11 Redrill Park Engineering	Drilled next to & operated with existing well. Develop a minimum 100gpm District owned Well.	-	923,670	923,670	-	-	-	-
CIP - 3025	New source and booster meters	Installing new meters will be more accurate and assist in the District's goal of performing pump efficiency testing on all pumps proactively includes installing meters on un-metered pumps	-	-	-	52,665	-	-	-
CIP - 3026	VFDs on all well pumps	Install VFDs at Larbre, AC, Donald and Park - Mt has one (2020)	-	-	-	31,599	-	-	-
CIP- 3027	SDC - Glen Ellen Booster	Booster to be installed at SDC to boost water from lower zones into Glen Ellen for fire flow or other needed transfers	-	-	-	-	-	-	256,185
CIP- 3028	Trinity Well Clean-up	Remove building, replace or remove the fence (already inside of gated yard), place mulch on the site, abandon the main and relocate the service line and hydrant.	-	51,315	51,315	-	-	-	-
<b>Total Wells</b>			-	<b>1,205,903</b>	<b>1,205,903</b>	<b>1,348,213</b>	-	-	<b>256,185</b>
<b>Tanks</b>					-				
CIP-2986	Richards (Kearney) Tank Site	1 MG Tank Engineering year 5 construction year 6	-	-	-	-	-	-	455,440
CIP- 3029	Bolli Tanks Recoating & Railing/Solar Retrofit	Original interior coating is failing. Good time to add the required handrails and add solar mounting brackets.	-	-	-	-	-	998,481	-
CIP-3030	Upgrade fall protection at all tanks per new OSHA requirements	All or most tanks will need a new fall protection device install on ladder.	-	71,841	71,841	-	-	-	-
CIP- 3031	Temelec 1M Tanks Recoating & Railing/Solar Retrofit	Recoat large Temelec and add railing and solar mounting brackets, small tank done in 2017	-	-	-	-	864,795	-	-
CIP-3032	Tank Site Solar upgrade	Right size the solar equipment and use industry standard batteries and enclosures. Engineered by professional and installed by VOM staff.	85,183	-	85,183	-	-	-	-
<b>Total Tanks</b>			<b>85,183</b>	<b>71,841</b>	<b>157,024</b>	-	<b>864,795</b>	<b>998,481</b>	<b>455,440</b>
		<b>Total</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>FY 26-27</b>
		<b>Total Water System Improvements:</b>	<b>\$ 233,996</b>	<b>\$ 2,618,155</b>	<b>\$ 2,852,152</b>	<b>\$ 2,328,828</b>	<b>\$ 2,971,650</b>	<b>\$ 2,419,542</b>	<b>\$ 2,189,250</b>

# Operations and Maintenance (O&M)

- The version of the O&M budget presented on the following slides contains more detail than the version that the Board will be asked to approve, including a notes column and percent changes both from previous budget and from estimated year-end actual. These were removed from the final budget for ease of navigation.
- In building the O&M budget, several factors were considered. Chief among them is the rate study assumptions and revenue projections. This includes the addition of 1.5 full time equivalent employees over last year's budget.
- Each expense line was reviewed and compared to several previous years. From there a "baseline" or "actual recurring cost" was determined by reviewing accounts payable data and invoices from past years. If any area was found to be in need of a special project in the upcoming fiscal year, the estimated cost of that project was added to the baseline for that expense.

Valley of the Moon Water District  
Proposed Budget FY 2022-2023

	Approved Budget	Estimated Year End Actual	Proposed Budget			
	2021-2022	2021-2022	2022-2023	% change from previous budget	% change from estimated year end actual	Forecasting Notes & Significant Changes for 2022-2023
<b>Revenues</b>						
Interest Income	\$ 53,000	\$ 25,000	\$ 27,540	-48.04%	10.16%	Interest rates for SCIP & LAIF significantly lower than projected in previous years.
Gain on Sale of Assets	-	-	-	0.00%	0.00%	
Operating Revenue	6,640,106	6,640,106	7,359,813	10.84%	10.84%	\$ 719,707.06
Backflow Testing Revenue	-	-	50,584			
Customer Penalties & Fees	22,932	22,932	50,000	118.04%	118.04%	Doortag/turn-off resumed.
Misc. Income	12,875	12,875	12,000	-6.79%	-6.79%	
Leak Adjustments	(9,613)	(9,613)	(9,613)			
<b>Total Revenue</b>	<b>6,719,300</b>	<b>6,691,300</b>	<b>7,490,324</b>			
<b>Expenses</b>						
<b>Salaries:</b>						
O&M - Operating Wages	937,890	937,890	1,051,859	12.15%	12.15%	
Stand-By	32,098	32,098	32,098	0.00%	0.00%	
<b>Net O&amp;M Operating Wages</b>	<b>969,987</b>	<b>969,987</b>	<b>1,083,956</b>	11.75%	11.75%	
Administration	556,987	556,987	632,163	13.50%	13.50%	
<b>Total Salaries</b>	<b>1,526,975</b>	<b>1,526,975</b>	<b>1,716,119</b>	12.39%	12.39%	
<b>Weighted Wages Transferred to Capital Projects</b>	<b>(571,852)</b>	<b>(571,852)</b>	<b>(642,687)</b>	12.39%	12.39%	
<b>Net Operating Wages</b>	<b>955,123</b>	<b>955,123</b>	<b>1,073,433</b>	12.39%	12.39%	<i>Net Wages used to calculate Net Position</i>

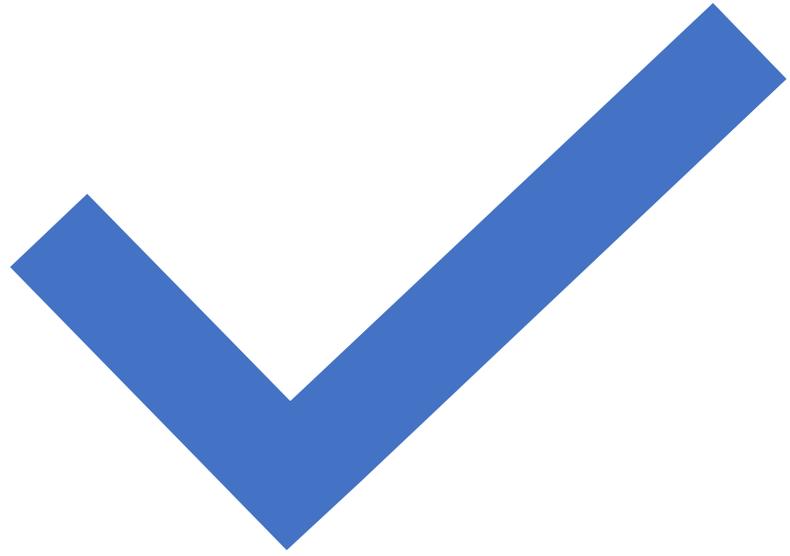
Valley of the Moon Water District Proposed Budget FY 2022-2023

	Approved Budget	Estimated Year End Actual	Proposed Budget			
	2021-2022	2021-2022	2022-2023	% change from previous budget	% change from estimated year end actual	Forecasting Notes & Significant Changes for 2022-2023
<b>Benefits:</b>						
O&M - Operating & Maintenance	217,020	217,020	203,559	-6.20%	-6.20%	Based on actual employee enrollment
Administration	139,833	139,833	122,389	-12.48%	-12.48%	Based on actual employee enrollment
Retirees	75,044	75,044	65,175	-13.15%	-13.15%	Based on active retiree health plans
<b>Total Benefits</b>	<b>431,898</b>	<b>431,898</b>	<b>391,122</b>	-9.44%	-9.44%	
<b>Mandatory Costs</b>						
<b>Workers Comp:</b>						
Operating & Maintenance	24,338	24,338	56,511	132.19%	132.19%	Confirmed rate with ACWA/JPIA
Acct/Administration	3,122	3,122	7,436	138.19%	138.19%	Confirmed rate with ACWA/JPIA
<b>FICA/Medicare:</b>						
Operating & Maintenance	72,904	72,904	81,469	11.75%	11.75%	Proportionately to salaries.
Administration	40,352	40,352	45,554	12.89%	12.89%	Proportionately to salaries.
<b>District Portion/Retirement:</b>						
Operating & Maintenance	85,311	85,311	93,424	9.51%	9.51%	
Administration	54,316	54,316	72,547	33.57%	33.57%	\$12,000 Per GM Contract.
CalPERS Accrued Liability	217,969	217,969	260,000	19.28%	19.28%	District can save 3% (\$8,025) by prepaying in July 2022 as a lump sum.
<b>Total Mandatory Costs</b>	<b>498,311</b>	<b>498,311</b>	<b>616,941</b>			

Valley of the Moon Water District Proposed Budget FY 2022-2023						
	Approved Budget	Estimated Year End Actual	Proposed Budget			
	2021-2022	2021-2022	2022-2023	<i>% change from previous budget</i>	<i>% change from estimated year end actual</i>	Forecasting Notes & Significant Changes for 2022-2023
<b>Travel &amp; Training</b>						
Operating & Maintenance	7,725	7,725	7,957	3.00%	3.00%	
Administration	12,000	12,000	12,000	0.00%	0.00%	
<b>Total Travel &amp; Training</b>	<b>19,725</b>	<b>19,725</b>	<b>19,957</b>			
<b>Board of Directors:</b>						
Meeting Compensation	30,000	30,000	31,560	5.20%	5.20%	Includes COLA
Travel & Training	5,000	5,000	5,000	0.00%	0.00%	
<b>Total Board Expenses</b>	<b>35,000</b>	<b>35,000</b>	<b>36,560</b>			
<b>Purchased Water</b>						
Purchased Water	2,206,281	2,206,281	2,337,159	5.93%	5.93%	
GSA Fee	-	-	25,000			Sonoma Valley Groundwater Sustainability Agency (Estimated Fee)
<b>Total Purchased Water</b>	<b>2,206,281</b>	<b>2,206,281</b>	<b>2,362,159</b>	7.07%	7.07%	

Valley of the Moon Water District Proposed Budget FY 2022-2023	Approved Budget	Estimated Year End Actual	Proposed Budget		Forecasting Notes & Significant Changes for 2022-2023
	2021-2022	2021-2022	2022-2023	% change from previous budget	
<b>Services &amp; Supplies</b>					
Safety & Clothing Allowance	14,265	14,265	20,760	45.53%	45.53%
COVID-19 Response	-	-	500		
Vehicle Maintenance	7,000	7,000	8,600	22.86%	22.86%
Election Costs	-	-	60,245	0.00%	0.00%
Employee Relations	4,345	4,345	4,570	5.18%	5.18%
Legal Fees	65,000	65,000	82,000	26.15%	26.15%
Engineering General Support	3,600	-	3,600	0.00%	0.00%
Advertising	1,000	1,000	3,000	200.00%	0.00% Anticipating advertising for WSM
Outside Services	35,278	35,278	40,103	13.68%	13.68%
Outside Services BackFlow	0	-	50,584		
Annual Audit	10,036	10,036	20,651	105.77%	105.77%
Bad Debts/Collections	12,000	12,000	12,000	0.00%	0.00%
Building MTNC.	9,000	9,000	6,000	-33.33%	-33.33%
Dues and Subscriptions	25,350	25,350	27,000	6.51%	6.51%
Equipment MTNC./Repairs	25,000	25,000	27,000	8.00%	8.00%
Fees (County/State)	52,793	52,793	60,000	13.65%	13.65%
Fuel	27,061	27,061	29,000	7.17%	7.17%
Bank Charges	30,443	11,500	12,000	-60.58%	4.35%
Liability Ins. (Incl. Losses)	50,814	53,434	55,000	8.24%	2.93%
Postage	21,058	23,782	25,000	18.72%	5.12%
Public Information	7,861	7,861	8,000	1.77%	1.77%
Service Contracts	55,845	60,117	69,300	24.09%	15.28%

Valley of the Moon Water District Proposed Budget FY 2022-2023	Approved Budget	Estimated Year End Actual	Proposed Budget		Forecasting Notes & Significant Changes for 2022-2023	
	2021-2022	2021-2022	2022-2023	% change from previous budget		% change from estimated year end actual
Office Supplies	8,151	8,151	12,900	58.26%	58.26%	Includes furniture for new office staff
Telephone-Internet	13,600	14,036	14,900	9.56%	6.16%	
Small Tools & Equipment	8,450	8,450	15,891	88.06%	88.06%	
Trash Disposal	5,458	5,658	5,700	4.44%	0.74%	
Utilities - PG&E	170,876	149,811	160,300	-6.19%	7.00%	
Professional Services	131,518	131,518	115,800	-11.95%	-11.95%	
Water Testing	39,338	39,338	36,000	-8.48%	-8.49%	Next lead and copper testing due in 23/24 and fewer source monitoring required
Water Main Maintenance	11,000	93,679	35,000	218.18%	-62.64%	
Service Line Maintenance	5,000	8,746	10,300	106.00%	17.77%	
Hydrant Repairs	4,000	3,813	4,000	0.00%	4.90%	
Misc. System Maintenance	5,500	5,500	5,500	0.00%	0.00%	
Wells Maintenance	6,000	11,716	8,100	35.00%	-30.87%	
Pump Maintenance	12,000	6,586	7,000	-41.67%	6.28%	
Storage Tank Maintenance	10,000	10,000	11,500	15.00%	15.00%	
Water Conservation Program	34,500	34,500	19,000	-44.93%	-44.93%	
Interest Expense	20,000	18,905	0	-100.00%	-100.00%	
Equipment Replacement	6,000	3,027	3,000	-50.00%	-0.91%	
<b>Total Services &amp; Supplies</b>	<b>949,140</b>	<b>998,257</b>	<b>1,089,804</b>	<b>14.82%</b>	<b>9.17%</b>	
<b>Total Expenses</b>	<b>5,095,477</b>	<b>5,144,594</b>	<b>5,589,976</b>	<b>9.70%</b>	<b>8.66%</b>	
<b>Revenues Less Expenses</b>	<b>1,623,823</b>	<b>1,546,706</b>	<b>1,900,348</b>	<b>17.03%</b>	<b>22.86%</b>	
O&M Allocation to CIP	(1,998,898)	(1,998,898)	(2,494,894)			
Capacity Charges to CIP	-	-	(123,262)			
<b>Transfer to/from Undesignated Reserves</b>	<b>\$ (375,075)</b>	<b>\$ (452,192)</b>	<b>\$ (717,808)</b>			



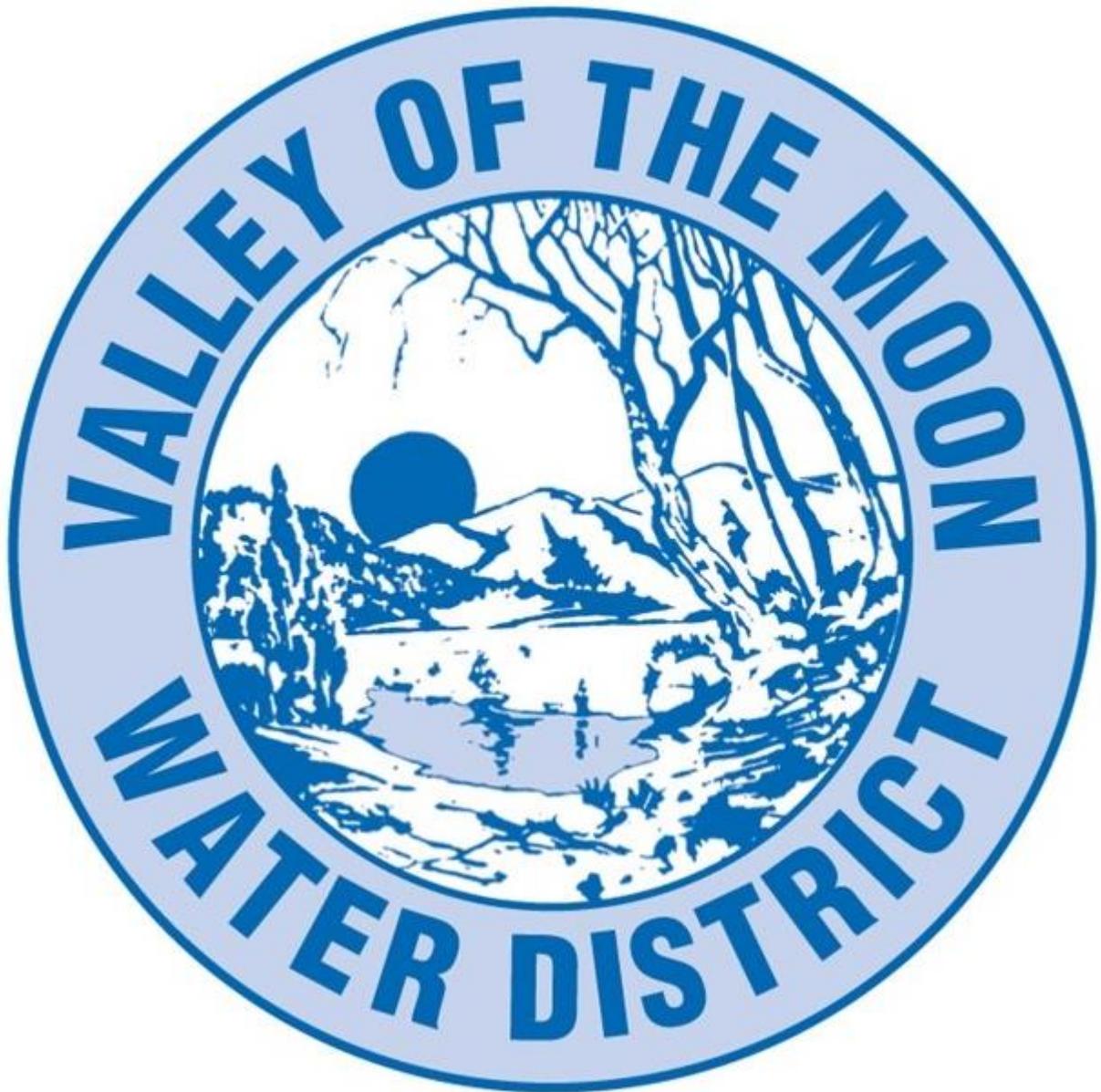
# Five-Year Forecasted Reserves:

- The Estimated Year End Actual 21-22 column is based on current projections of the District's position on June 30th for CIP and O&M.
- Fiscal year 22-23 shows the projected position based on the Rate Study.
- The Board designated reserves are currently fully funded and are shown across each of the five years forecasted.
- The Undesignated Reserves are projected to be depleted by the end of fiscal year '23-'24.

Valley of the Moon Water District	Forecasted Reserves					
	Estimated Year End Actual	Proposed Budget	Forecast	Forecast	Forecast	Forecast
	21-22	22-23	23-24	24-25	25-26	26-27
<b>Revenue:</b>						
Beginning Enterprise Fund Balance	\$3,954,869	\$3,643,843	\$3,107,036	\$ 3,232,000	\$ 3,432,000	\$ 3,618,000
Annual CIP Allocation	1,998,898	2,494,894	2,203,902	2,845,038	2,291,220	1,282,990
Capacity Charges	579,778	123,262	124,926	126,612	128,322	130,054
FEMA Reimbursement						776,206
Arrearage Funds	122,000					
<b>Total</b>	<b>6,655,545</b>	<b>6,261,998</b>	<b>5,435,863</b>	<b>6,203,650</b>	<b>5,851,541</b>	<b>5,807,250</b>
<b>Less:</b>						
Capital Improvement Plan	(1,998,898)	(2,618,155)	(2,328,828)	(2,971,650)	(2,419,542)	(2,189,250)
Debt Service - Westamerica (principal)	(205,251)	-	-	-	-	-
Debt Service - I-Bank (principal)	(355,361)	-	-	-	-	-
Transfer from Undesignated Reserves to O&M	(452,192)	(717,807)	(71,036)	-	-	-
<b>Total Expenditures</b>	<b>(3,011,702)</b>	<b>(3,335,963)</b>	<b>(2,399,864)</b>	<b>(2,971,650)</b>	<b>(2,419,542)</b>	<b>(2,189,250)</b>
<b>Less Board Designated Reserves:</b>						
Operations & Maintenance Reserve (3 Months Operations)	1,280,000	1,425,000	1,506,000	1,592,000	1,682,000	1,778,000
Rate Stabilization Reserve	550,000	610,000	660,000	710,000	770,000	830,000
Capital Improvement Plan	760,000	820,000	870,000	930,000	980,000	1,010,000
<b>Total Board Designated Reserves</b>	<b>2,590,000</b>	<b>2,855,000</b>	<b>3,036,000</b>	<b>3,232,000</b>	<b>3,432,000</b>	<b>3,618,000</b>
Undesignated Reserves available for Capital Improvement Plan	\$1,053,843	\$ 71,036	\$ (0)	\$ (0)	\$ (0)	\$ (0)



Questions?



2022-2023  
ANNUAL BUDGET  
ADOPTED 05/02/2022  
RESOLUTIONS NO. 220501 & 220502

Valley of the Moon  
Water District

Board of Directors

Steve Rogers, President  
Jon Foreman, Vice President  
Gary Bryant, Director  
Colleen Yudin-Cowan, Director  
Brooke Harland, Director

Staff

General Manager – Matt Fullner  
Water System Manager – Brian Larson  
Administration Manager – Amanda Hudson  
Finance Manager – Oscar Madrigal  
District Counsel – Burke, Williams & Sorensen, LLP  
District Auditor – Harshwal, LLP

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## *I. Introduction to Valley of the Moon Water District*

### *A. History*

Valley of the Moon Water District (District) was formed in 1960 through a special election under Water Code Section 30000 et seq. for the primary purpose of providing a dependable supply of potable water in the Valley of the Moon.

The service area covers approximately 7,545 acres and includes the unincorporated communities of Agua Caliente, Boyes Hot Springs, El Verano, Fetters Hot Springs, Glen Ellen, Eldridge, and the Temelec subdivision of Sonoma County.

The District began operations on June 1, 1962 with the acquisition of the assets of Sonoma Water and Irrigation Company and the Mountain Avenue Water System. In 1963, the District acquired the facilities of the Glen Ellen Water Company and annexed its service area.

Today, water is purchased from the Sonoma County Water Agency and delivered through an aqueduct running from the Russian River. The District also uses wells within the service area to augment its water supply.

District customers authorized purchase and improvement of existing facilities and procurement of Russian River water through the Sonoma Aqueduct with \$1,250,000 of voter-approved 30-year General Obligation bonds, which were issued in 1962. All District assets, including land, water rights, water production, distribution, and storage facilities, are by law held in trust by the District for the benefit of all property owners and customers within the District.

### *B. Governing Board*

The Board of Directors of the Valley of the Moon Water District consists of five members who are elected officials. They each serve four-year terms, which are staggered with elections held during November of each even numbered year.

The Board of Directors sets the overall goals for the District and the policies to accomplish those goals. The Board appoints a General Manager who is charged with carrying out the policy direction of the Board. The Board also appoints a Counsel, Auditor, and Board Secretary. All persons appointed to these positions serve at the pleasure of the Board. The Board performs its duties during regularly scheduled Board meetings held at 6:30 p.m. on the first Tuesday of each month. The Board may also schedule special meetings of the Board. The public is notified in advance of all regular and special meetings of the Board as well as any meetings of standing committees, as required by law.

The Board may appoint standing or ad hoc committees to assist it in developing policy. It

may also confer with consultants or other experienced specialists in water resource management in determining appropriate policies of the District.

### *C. District Goals*

- Ensure ethical behavior in the conduct of District business.
- Conduct District business in an open manner, providing information, reasons for decisions and access to the decision-makers.
- Please refer to the District's Strategic Plan for detailed goals and objectives, which informs and is appended to this budget.

## *II. Department Descriptions*

### *A. Board of Directors*

The Board of Directors oversees all District operations by hiring and setting goals for the General Manager. The five-member Board adopts policies to guide the General Manager and District staff in providing efficient and effective services to present and future District customers.

### *B. General Manager*

The General Manager is responsible for organizing, supervising, and directing activities of the District and carrying out policies set by the Board of Directors to ensure that efficient and effective services are provided through the approved policies and budget.

### *C. Administration and Finance*

During the fiscal year 2020-2021, the Board approved adoption of a new staffing model based on Phase One of a Staffing Study in the administrative and finance departments of the District. That study was followed up by an additional Staffing Study (Phase Two) focusing on the Field Operations. The second study also had implications on the administrative department. The administrative staff now consists of an Administration Manager and two fulltime Administrative Specialists *or* Senior, personnel. The finance department mirrors that scalable model with a Finance Manager and one fulltime Accounting Specialist *or* Senior, for a total of five full time employees in total.

Responsibilities of this group include customer services, accounting, office services, human resources, risk management, regulatory compliance, project administration, public information, and Board administration.

Customer Service: Billing, payments, conservation, and responding to water service related inquires.

Accounting: Accounts receivable, accounts payable, payroll, general ledger, financial statements, collections, audits, inventory, actuarial, monthly/annual/periodic/management

reports & analysis, rates, budgets & forecasts.

Office Services: Correspondence, purchase orders, file maintenance/archiving, and meeting/travel coordination.

Human Resources: Monitor employee agreements/compliance to agreements, recruitment, CalPERS, retirees, and orientation of new hires, Workers Comp Administration, and employee evaluations.

Risk Management: Contracts and Insurance.

Compliance: Department of Water Resource Reporting, Urban Water Management Plan, Prop 218 Notices, Sanitation Reports, OSHA, and FEMA.

Project Administration: Request for Proposals writing & advertising, contract/agreement writing & review, notarization, contract compliance monitoring and file management, lien & retention management, quitclaim deeds, and recording.

Public Information: Public notices, newsletters, website management, social media, news releases, and annual Consumer Confidence Report.

Board Administration: Agenda preparation, staff reports, minutes preparation, Public Official ethics, harassment, financial interest compliance, tracking & reporting.

#### *D. Operations & Maintenance*

The Operations and Maintenance Department consists of a Water System Manager, eight Water Distribution/Treatment System Operators, and one Field Services Representative.

The Water System Manager coordinates the operation and maintenance of a 24-hour water delivery system; plans, assigns and directs personnel involved; trains employees in operations, procedures, and safety equipment; sets up and modifies the operating and preventive maintenance schedules; prepares requisitions for stock and material for operations and maintenance of plant and pipeline and in-house projects; participates in annual inventory; responds to, investigates and resolves inquiries and complaints from public about water usage.

The primary responsibility of this department is to assure the uninterrupted delivery of water by locating and fixing leaks, flushing lines, repairing mains, operating wells, and replacing aging infrastructure. The department also monitors water quality, inspects construction projects in progress, performs preventive maintenance and repairs of all water system facilities, and performs building and ground maintenance of District facilities.

### *III. Operations & Maintenance Budget*

#### *A. Operations & Maintenance Budget Description*

The total revenue for FY 2022-2023 is projected to be \$7,490,324. The total O&M expenses are projected to be \$5,589,976. Total revenue less Operations & Maintenance (O&M) expenses is projected to be \$1,900,348 and will be transferred to the capital improvement plan (CIP). The remainder of the CIP budget is funded by undesignated reserves in the amount of \$717,808 which includes the anticipated capacity fees of \$123,262. The FY 2022-2023 O&M Budget is approximately 8.66% greater than the FY 2021-2022 year-end estimate.

The operating revenue (water rates and service charge) for FY 2022-2023 is projected to be \$7,359,813. This is an increase of \$719,707 from the FY 2021-2022 year-end estimated operating revenue. The FY 2022-2023 operating revenue projection is based on the 2022 Rate Study carried out by NBS.

B. 2022-2023 Operations & Maintenance Budget Display

Valley of the Moon Water District Proposed Budget FY 2022-2023	Approved Budget	Estimated Year End Actual	Proposed Budget
	2021-2022	2021-2022	2022-2023
<b>Revenues</b>			
Interest Income	\$ 53,000	\$ 25,000	\$ 27,540
Gain on Sale of Assets	-	-	-
Operating Revenue	6,640,106	6,640,106	7,359,813
Backflow Testing Revenue	-	-	50,584
Customer Penalties & Fees	22,932	22,932	50,000
Misc. Income	12,875	12,875	12,000
Leak Adjustments	(9,613)	(9,613)	(9,613)
<b>Total Revenue</b>	<b>6,719,300</b>	<b>6,691,300</b>	<b>7,490,324</b>
<b>Expenses</b>			
<b>Salaries:</b>			
O&M - Operating Wages	937,890	937,890	1,051,859
Stand-By	32,098	32,098	32,098
<b>Net O&amp;M Operating Wages</b>	<b>969,987</b>	<b>969,987</b>	<b>1,083,956</b>
Administration	556,987	556,987	632,163
<b>Total Salaries</b>	<b>1,526,975</b>	<b>1,526,975</b>	<b>1,716,119</b>
<b>Weighted Wages Transferred to Capital Projects</b>	<b>(571,852)</b>	<b>(571,852)</b>	<b>(642,687)</b>
<b>Net Operating Wages</b>	<b>955,123</b>	<b>955,123</b>	<b>1,073,433</b>
<b>Benefits:</b>			
O&M - Operating & Maintenance	217,020	217,020	203,559
Administration	139,833	139,833	122,389
Retirees	75,044	75,044	65,175
<b>Total Benefits</b>	<b>431,898</b>	<b>431,898</b>	<b>391,122</b>

Valley of the Moon Water  
District Proposed Budget FY  
2022-2023

Approved  
Budget

Estimated Year  
End Actual

Proposed Budget

2021-2022

2021-2022

2022-2023

**Mandatory Costs**

**Workers Comp:**

Operating & Maintenance

24,338

24,338

56,511

Acct/Administration

3,122

3,122

7,436

**FICA/Medicare:**

Operating & Maintenance

72,904

72,904

81,469

Administration

40,352

40,352

45,554

**District Portion/Retirement:**

Operating & Maintenance

85,311

85,311

93,424

Administration

54,316

54,316

72,547

CalPERS Accrued Liability

217,969

217,969

260,000

**Total Mandatory Costs**

**498,311**

**498,311**

**616,941**

**Travel & Training**

Operating & Maintenance

7,725

7,725

7,957

Administration

12,000

12,000

12,000

**Total Travel & Training**

**19,725**

**19,725**

**19,957**

**Board of Directors:**

Meeting Compensation

30,000

30,000

31,560

Travel & Training

5,000

5,000

5,000

**Total Board Expenses**

**35,000**

**35,000**

**36,560**

**Purchased Water**

Purchased Water

2,206,281

2,206,281

2,337,159

GSA Fee

-

-

25,000

**Total Purchased Water**

**2,206,281**

**2,206,281**

**2,362,159**

Valley of the Moon Water  
District Proposed Budget FY  
2022-2023

Approved  
Budget

Estimated Year  
End Actual

Proposed Budget

2021-2022

2021-2022

2022-2023

**Services & Supplies**

Safety & Clothing Allowance	14,265	14,265	20,760
COVID-19 Response	-	-	500
Vehicle Maintenance	7,000	7,000	8,600
Election Costs	-	-	60,245
Employee Relations	4,345	4,345	4,570
Legal Fees	65,000	65,000	82,000
Engineering General Support	3,600	-	3,600
Advertising	1,000	1,000	3,000
Outside Services	35,278	35,278	40,103
Outside Services BackFlow	0	-	50,584
Annual Audit	10,036	10,036	20,651
Bad Debts/Collections	12,000	12,000	12,000
Building MTNC.	9,000	9,000	6,000
Dues and Subscriptions	25,350	25,350	27,000
Equipment MTNC./Repairs	25,000	25,000	27,000
Fees (County/State)	52,793	52,793	60,000
Fuel	27,061	27,061	29,000
Bank Charges	30,443	11,500	12,000
Liability Ins. (Incl. Losses)	50,814	53,434	55,000
Postage	21,058	23,782	25,000
Public Information	7,861	7,861	8,000
Service Contracts	55,845	60,117	69,300
Office Supplies	8,151	8,151	12,900
Telephone-Internet	13,600	14,036	14,900
Small Tools & Equipment	8,450	8,450	15,891
Trash Disposal	5,458	5,658	5,700
Utilities - PG&E	170,876	149,811	160,300
Professional Services	131,518	131,518	115,800

Valley of the Moon Water  
District Proposed Budget FY  
2022-2023

Approved  
Budget

Estimated Year  
End Actual

Proposed Budget

2021-2022

2021-2022

2022-2023

Water Testing	39,338	39,338	36,000
Water Main Maintenance	11,000	93,679	35,000
Service Line Maintenance	5,000	8,746	10,300
Hydrant Repairs	4,000	3,813	4,000
Misc. System Maintenance	5,500	5,500	5,500
Wells Maintenance	6,000	11,716	8,100
Pump Maintenance	12,000	6,586	7,000
Storage Tank Maintenance	10,000	10,000	11,500
Water Conservation Program	34,500	34,500	19,000
Interest Expense	20,000	18,905	0
Equipment Replacement	6,000	3,027	3,000
<b>Total Services &amp; Supplies</b>	<b>949,140</b>	<b>998,257</b>	<b>1,089,804</b>
<b>Total Expenses</b>	<b>5,095,477</b>	<b>5,144,594</b>	<b>5,589,976</b>
<b>Revenues Less Expenses</b>	<b>1,623,823</b>	<b>1,546,706</b>	<b>1,900,348</b>
O&M Allocation to CIP	(1,998,898)	(1,998,898)	(2,494,894)
Capacity Charges to CIP	-	-	(123,262)
<b>Transfer to/from Undesignated Reserves</b>	<b>\$ (375,075)</b>	<b>\$ (452,192)</b>	<b>\$ (717,808)</b>

#### IV. Account Descriptions:

Purchased Water: Water purchased from the Sonoma County Water Agency and leased wells.

Safety & Clothing Allowance: Personal protection and safety equipment, and personnel clothing allowance.

Vehicle Maintenance: All repair and maintenance costs to District vehicles, including SMOG tests and certification, tire repair/replacement, and lube and oil changes, as necessary.

Election Costs: Costs incurred by the District for the election of Directors.

Employee Relations: Expenses related to improving employee relations and team building.

Legal Fees: Attorney fees for service.

Engineering General Support: Includes updates to hydraulic modeling and non-CIP specific services.

Advertising: Public hearings, meetings, legal notices, employment openings.

Outside Services: Alarm monitoring, answering service, billing service, janitorial, landscaping, tree trimming, pest control services, annual weed abatement at District-owned properties, and Underground Service Alert services.

Annual Audit: Annual financial statement audit and periodic consultation with District auditor.

Bad Debts/Collections: All uncollectible closed customer accounts that are sent for collection. If collection is made, an entry is made to offset the amount.

Building Maintenance: Maintenance and repairs to District-owned facilities.

Leak Adjustments: District leak adjustment policy.

Dues and Subscriptions: Water-related association and organization memberships.

Equipment Maintenance & Repairs: All maintenance to equipment other than vehicles and buildings.

Fees (County/State): Any work done by the Drinking Water Program is charged to the District at an hourly rate. Also includes Hazardous Materials Program fees assessed by the Sonoma County Emergency Services, LAFCO annual fees, annual sewer fees, and miscellaneous permits.

Fuel: Fuel for District vehicles including backhoes and various pieces of equipment.

Bank Charges: Fees for direct deposit, stop payments, and wire transfers.

Liability Insurance: Insurance for District-owned facilities, including all buildings and structures, and covers liability claims relating to District operations.

Postage: Postage for District correspondence and customer billing.

Public Information: Materials and services including Proposition 218 notification, annual water quality report, and billing inserts.

Service Contracts: Maintenance for handheld meter reader devices, copier and printer equipment, computer system software, maintenance, and updates.

Office Supplies: All supplies required for the operation of the District.

Telephone-Internet: All telephone charges including cellular phones, data, and internet.

Small Tools & Equipment: Small tools, new and replacement.

Trash Disposal: Weekly garbage pick-up and disposal.

Utilities – PG&E: Gas and electricity for office, corporation building, pumps, and booster stations.

Professional Services: All non-engineering professional services, including but not limited to the Urban Water Management Plan required every five years, rate studies, etc.

Water Testing: Water is tested from various locations throughout the District weekly. There are additional tests required periodically throughout the year.

Water Main Maintenance: Materials used in the repair and maintenance of main lines.

Service Line Maintenance: Materials used in the repair of service lines connecting mains to customer meters.

Misc. System Expenses: Includes materials other than to repair water mains and service lines.

Well Maintenance: Materials used in the repair and maintenance of wells.

Pump Maintenance: Materials used in the repairs and maintenance of pumping equipment.

Storage Tank Maintenance: Materials used in the repairs and maintenance of storage tanks.

Water Conservation Program: Water-conserving devices, educational programs, and compliance with the Best Management Practices (BMP).

Interest Expense: Interest for loans.

Equipment Replacement: Fixed assets \$5,000 and under.

## *V. Capital Improvement Plan*

### *A. Capital Improvement Plan Description*

The District's five-year Capital Improvement Plan (CIP) is updated annually. The updated CIP covers fiscal years 2022-2023 through 2026-2027. The basis for the plan is "The Master Water Plan" by EKI, January 2019.

Resolution No. 220502 authorizes the budget for the first year of CIP (FY 2022-2023) for \$2,825,152, approximately \$233,996 of which was funded by a previous fiscal year. The projected CIP needs for fiscal years 2022-2023 through 2026-2027 have been reviewed by the Board and are considered best estimates at this time.

Significant projects in the CIP for FY 2022-2023 include:

- Installation of Solar and EV Plugs at shop/yard facility
- Glen Ellen Transmission and Fire Flow Improvement
- Park Well redrilling and
- Chestnut Exploratory Well drilling

B. 2022-2023 Capital Improvement Plan Display

Project #	Project	Improvement Description	1	2	3	4	5
			2022/23	2023/24	2024/25	2025/26	2026/27
<b>Facilities and Maintenance Projects</b>			-				
CIP - 3006	Install EV Plugs and Solar on Office/Shop	Solar on shop, office, and shade structure. Install EV plugs in yard and office parking for District EVs	205,260	-	-	-	-
CIP- 3008	Laundry facility, bigger shower and more lockers	Expand into the old meter test shop	30,789	-	-	-	-
CIP- 3009	Install meters at Chestnut and Donald Boosters	Install meters and slow close check valves at Chestnut and Donald Boosters	-	15,799	-	-	-
CIP- 3010	Manual transfer switches	Install a manual transfer switch and plug to be used with a tow-behind generator in case a stationary unit fails in an emergency. Estimated 5 sites will need the upgrade.	10,263	-	-	-	-
CIP - 3012	Replace GM Vehicle with an EV		46,184	-	-	-	-

Project #	Project	Improvement Description	1	2	3	4	5
			2022/23	2023/24	2024/25	2025/26	2026/27
CIP-3013	Replace #32 & #33 with F250 or F350 utility body trucks	Purchased at the same time, have higher mileage, and need to be replaced to maintain fleet reliability. With recent changes in operations, it is proposed that they be replaced with utility body trucks to increase flexibility in the fleet.	133,419				
CIP-3014	Verano Well Tow-Behind Generator	Provided Verano well is producing by 2023/2024, will be necessary to maintain consistent system performance during PSPSs and emergencies.	-	78,997	-	-	-
CIP-5107	County of Sonoma Paving Projects requiring adjustments and or relocation of District facilities	SONOMA COUNTY 2021 PAVEMENT PRESERVATION PROGRAM Craig Ave, Petaluma Ave, Verano Ave.	99,551	52,665	54,050	55,471	62,623
CIP-6001	New Services	Customer pays 100%	-	-	-	-	-
CIP-6004	All Service Replacements	All service replacements combined	61,578	31,599	32,430	33,283	-
CIP-8100	Valve Replacement Program	Valve Replacement Program	28,287	30,483	32,849	35,398	38,146
CIP-9300	Meter Replacement Program	Year 1 moving to supported software and shifting from a physical server to cloud based. AMI meters will need to be replaced beginning year 8.	37,460	-	-	-	-

<b>Project #</b>	<b>Project</b>	<b>Improvement Description</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
			<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
CIP-2991	GPS Facilities	10,000 estimated assets to GPS locate approx. half completed as of 2022.	30,789	-	-	-	-
CIP-3017	Installation of generator at Donald Booster	Using a generator purchased in previous fiscal year. Installation cost only.	20,526	-	-	-	-
CIP-3019	Kearney site clean up	Fire preparedness and elimination of large trees that could potentially fall on critical pumping facility	102,630	-	-	-	-
TBD	Placeholder	vehicles/equipment etc.	-	59,046	167,135	187,485	238,254
<b>Total Facilities and Maintenance Projects</b>			<b>806,736</b>	<b>268,589</b>	<b>286,463</b>	<b>311,637</b>	<b>339,023</b>

Project #	Project	Improvement Description	1	2	3	4	5
			2022/23	2023/24	2024/25	2025/26	2026/27
Pipeline Projects			-				
CIP-2993 P-1	Steel Pipe Replacement	Replace all remaining steel water mains and convert steel laterals to customer service connections throughout distribution system as detailed by Figure 9-2. Mainlines and service lines separate. RFP sent 03/2020. Engineering 07/2020, Construction to begin Spring 2021.	15,395	-	-	-	-
CIP-2996 P-2	Glen Ellen Transmission and Fire Flow Improvement	Replace existing 6-inch and 8-inch steel and ACP water mains with new 10-inch and 12-inch PVC water mains, replace existing service connections, and replace existing fire hydrants. RFP sent 03/2020. Engineering 07/2020, Construction to begin Spring 2021.	626,043	-	-	-	-
CIP-3021	Pressure Zone 3D Fire Flow Improvement	Replace existing 4-inch ACP, PVC, and DIP water mains with new 8-inch PVC throughout PZ-3D, replace eight existing service connections, and replace one existing fire hydrants.	41,052	526,646			

<b>Project #</b>	<b>Project</b>	<b>Improvement Description</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
			<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
CIP-3022	Altamira Middle School Fire Flow Improvement	Replace existing 6-inch and 8-inch PVC and ACP water mains with new 12-inch PVC water mains along Arnold Drive, replace existing 6-inch pipe with new 8 and 12-inch pipe adjacent to Altamira Middle School, replace 15 existing service connections, and replace three existing fire hydrants.	-	185,379	1,712,293	-	-
CIP-3023	Upper Sobre Vista Fire Flow Improvement	Replace existing 6-inch PVC and HDPE water mains with new 8-inch PVC water mains, and replace two existing fire hydrants.	-	-	108,099	887,539	-
CIP-3020	Warm Springs Road Fire Flow Improvement	Replace existing 6-inch PVC, ACP, and DIP water mains with new 8-inch and 10-inch PVC water mains, replace 47 existing service connections, and replace four existing fire hydrants. Priced for engineering and installation using inside staff.	-	-	-	221,885	1,138,601

<b>Project #</b>	<b>Project</b>	<b>Improvement Description</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
			<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
TBD	Madrone 4" ACP Replacement (NOT IN 2019 WMP)	Replace existing 4-inch ACP water mains with new 8-inch PVC water mains, replace 78 existing service connections, and replace existing fire hydrants in the Madrone/Glenwood area. District to coordinate with Fire Department to determine if additional hydrants are needed. These hydrants would be funded by the Fire Department.	-	-	-	-	-
TBD	Trinity Oaks 4" ACP Replacement	Replace existing 4-inch ACP water mains with new 8-inch PVC water mains, replace 49 existing service connections, and replace six existing fire hydrants in the Trinity Oaks area. District to coordinate with Fire Department to determine if additional hydrants are needed. These hydrants would be funded by the Fire Department.	-	-	-	-	-
Total Pipeline Projects			682,490	712,025	1,820,393	1,109,423	1,138,601

Project #	Project	Improvement Description	1	2	3	4	5
			2022/23	2023/24	2024/25	2025/26	2026/27
<b>Wells, Pumping, &amp; Supply</b>			-				
CIP-2987	Chestnut Exploratory Well	Develop a minimum 100gpm District owned Well.	230,918	1,263,950	-	-	-
CIP-2989	New Well No. 11 Redrill Park Engineering	Drilled next to & operated with existing well. Develop a minimum 100gpm District owned Well.	923,670	-	-	-	-
CIP - 3025	New source and booster meters	Installing new meters will be more accurate and assist in the District's goal of performing pump efficiency testing on all pumps proactively includes installing meters on un-metered pumps	-	52,665	-	-	-
CIP - 3026	VFDs on all well pumps	Install VFDs at Larbre, AC, Donald and Park - Mt has one (2020)	-	31,599	-	-	-
CIP- 3027	SDC - Glen Ellen Booster	Booster to be installed at SDC to boost water from lower zones into Glen Ellen for fire flow or other needed transfers	-	-	-	-	256,185
CIP- 3028	Trinity Well Clean-up	Remove building, replace or remove the fence (already inside of gated yard), place mulch on the site, abandon the main and relocate the service line and hydrant.	51,315	-	-	-	-
<b>Total Wells</b>			<b>1,205,903</b>	<b>1,348,213</b>	-	-	<b>256,185</b>

Project #	Project	Improvement Description	1	2	3	4	5
			2022/23	2023/24	2024/25	2025/26	2026/27
Tanks			-				
CIP-2986	Richards (Kearney) Tank Site	1 MG Tank Engineering year 5 construction year 6	-	-	-	-	455,440
CIP- 3029	Bolli Tanks Recoating & Railing/Solar Retrofit	Original interior coating is failing. Good time to add the required hand rails and add solar mounting brackets.	-	-	-	998,481	-
CIP-3030	Upgrade fall protection at all tanks per new OSHA requirements	All or most tanks will need a new fall protection device install on ladder.	71,841	-	-	-	-
CIP- 3031	Temelec 1M Tanks Recoating & Railing/Solar Retrofit	Recoat large Temelec and add railing and solar mounting brackets, small tank done in 2017	-	-	864,795	-	-
CIP-3032	Tank Site Solar upgrade	Right size the solar equipment and use industry standard batteries and enclosures. Engineered by professional and installed by VOM staff.	85,183	-	-	-	-
Total Tanks			157,024	-	864,795	998,481	455,440
		<b>Total</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>FY 26-27</b>
		<b>Total Water System Improvements:</b>	<b>\$2,852,152</b>	<b>\$2,328,828</b>	<b>\$2,971,650</b>	<b>\$2,419,542</b>	<b>\$2,189,250</b>

VI. Board Designated Reserves and Forecasted Funds available for the Capital Improvement Plan

Valley of the Moon Water District	Forecasted Reserves					
	Estimated Year End Actual	Proposed Budget	Forecast	Forecast	Forecast	Forecast
	21-22	22-23	23-24	24-25	25-26	26-27
<b>Revenue:</b>						
Beginning Enterprise Fund Balance	\$3,954,869	\$3,643,843	\$3,107,036	\$ 3,232,000	\$ 3,432,000	\$ 3,618,000
Annual CIP Allocation	1,998,898	2,494,894	2,203,902	2,845,038	2,291,220	1,282,990
Capacity Charges	579,778	123,262	124,926	126,612	128,322	130,054
FEMA Reimbursement						776,206
Arrearage Funds	122,000					
<b>Total</b>	<b>6,655,545</b>	<b>6,261,998</b>	<b>5,435,863</b>	<b>6,203,650</b>	<b>5,851,541</b>	<b>5,807,250</b>
<b>Less:</b>						
Capital Improvement Plan	(1,998,898)	(2,618,155)	(2,328,828)	(2,971,650)	(2,419,542)	(2,189,250)
Debt Service - Westamerica (principal)	(205,251)	-	-	-	-	-
Debt Service - I-Bank (principal)	(355,361)	-	-	-	-	-
Transfer from Undesignated Reserves to O&M	(452,192)	(717,807)	(71,036)	-	-	-
<b>Total Expenditures</b>	<b>(3,011,702)</b>	<b>(3,335,963)</b>	<b>(2,399,864)</b>	<b>(2,971,650)</b>	<b>(2,419,542)</b>	<b>(2,189,250)</b>
<b>Less Board Designated Reserves:</b>						
Operations & Maintenance Reserve (3 Months Operations)	1,280,000	1,425,000	1,506,000	1,592,000	1,682,000	1,778,000
Rate Stabilization Reserve	550,000	610,000	660,000	710,000	770,000	830,000
Capital Improvement Plan	760,000	820,000	870,000	930,000	980,000	1,010,000
<b>Total Board Designated Reserves</b>	<b>2,590,000</b>	<b>2,855,000</b>	<b>3,036,000</b>	<b>3,232,000</b>	<b>3,432,000</b>	<b>3,618,000</b>
<b>Undesignated Reserves available for Capital Improvement Plan</b>	<b>\$1,053,843</b>	<b>\$ 71,036</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ (0)</b>

*A. Annual Revenue from Water Use and Service Charges:*

It is anticipated that the Board, through the annual budget process, will allocate funds each fiscal year to the Capital Improvement Plan (CIP) from revenues derived from water usage and service charges.

*B. Other Sources of Funds:*

Other capital improvement funds may be obtained from outside sources, such as Federal, State, or County grants, and/or loans. These funds can be budgeted only after such sources are “firmed up”.

Additional sources of funds include developer-funded projects. Often District water mains must be installed or upgraded as part of new development projects. These projects are not identified in the CIP as they are unknown at this time and are neutral in terms of income versus expense and result in contributed infrastructure. These projects are booked by the District at the project cost when completed and accepted then are reflected in the annual financial statement as “Contributions in Aid to Construction” and thereby become part of the District’s depreciable fixed assets.

Charges are also assessed at the time of connection for meters and service lines, fire hydrants, reduced pressure devices, and any other materials and features needed to be supplied by the District to accommodate the new connection. These charges compensate the District for actual cash outlays including associated labor and overhead. Income from these charges is not included in the budget but is booked at the time of receipt as “Contributions in Aid to Construction”.

*VII. Investment Policy- Fiscal Year 2022-2023*

The purpose of this document is to identify various policies and procedures that enhance opportunities for a prudent and systematic investment process and to organize and formalize investment-related activities. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The goal is to enhance the economic status of the Valley of the Moon Water District (District) while protecting its pooled cash.

The investment policies and practices of the District are based on state law and prudent money management. District moneys not required for immediate expenditure will be invested in compliance with governing provisions of law (Government Code Sections 53600 *et.al.*, SB 866 and SB564) and this policy. The District will maintain adequate cash availability and maximum

yield on invested funds while ensuring that the principal amount invested is protected from loss. The investment of bond proceeds is to be restricted by the provisions of relevant bond documents.

Investments will be made in a range of instruments to ensure diversification of the District's portfolio and liquidity of assets in an emergency. Deposit of funds with the State Treasurer's Local Agency Investment Fund (LAIF) in accordance with Section 16429.1 of the Government Code, or deposit of funds with the Sonoma County Pooled Investment Fund will satisfy this requirement. A policy of safety, liquidity, and yield will always prevail, with emphasis on safety.

### Objective

The District has a fiduciary responsibility to maximize the productive use of all the assets entrusted to its care and to invest and manage those public funds wisely and prudently. As such, the District shall strive to maintain the level of investment of all idle funds as near 100% as possible through projected cash flow determinations, investing in those investment vehicles deemed prudent and allowable under current legislation of the State of California and the regulations of the District.

It is the policy of the District to make investments based on the following specific objectives listed in order of priority:

1. Safety: The primary objective is to safeguard the principal of funds.
2. Liquidity: The secondary objective shall be to meet the liquidity needs of the District.
3. Yield: The third objective shall be to achieve a return on funds

### Definition and Provision of the Government Code

The District's Board of Directors will act as the investment authority of the District. Collateral established as security for District funds will be those securities specified by law as eligible for collateral for deposits of local public agencies. Investment of District moneys not required for immediate expenditure will be made in securities or other certificates of indebtedness as provided by law for the investment of public funds. Investments will be made in accordance with this policy.

### Cash Flow and Availability

The District shall maintain, in the LAIF, or the Sonoma County Treasurer's Pooled Investment Fund, or Certificate of Deposits, money available for immediate use.

### Preferred Investment Instruments

The District investment portfolio may include, but are not limited to, the following instruments:

- State Local Agency Investment Fund
- Sonoma County Pooled Investment Fund

- Certificates of Deposit purchased from banks or savings and loan institutions
- Passbook Savings Account
- Treasury Bills & Notes
- Additional instruments not specifically delineated in this policy require prior Board approval

#### Amounts to be Invested

The District will maintain a cash flow analysis for projection of needed funds. All funds not required for immediate use will be invested.

#### General Investment & Accounting Guidelines

1. As far as possible, all money shall be deposited for safekeeping in state or national banks or state or federal savings and loan associations or may be invested as provided in Section 53635 of the government code.
2. Not more than 30 percent of the District funds shall be invested in any one single institution other than the following funds:  
The State Local Agency Investment Fund  
The Sonoma County Pooled Investment Fund
3. All interest, including interest on the reserve for capital outlay, capital replacements, new connections, reserve for variation in water sales, and the general reserve, shall be credited to the appropriate funds.
4. Accounts shall be established and maintained in the District accounting records to record the surplus and inactive funds invested at all times in accordance with the State Controller's chart of accounts as authorized by Section 53891 of the Government Code.
5. Reserve fund account balances shall be maintained separately and shall always reflect the balance in each reserve fund in a manner consistent with generally accepted accounting practices.
6. Depositories having custody of the District funds shall be directed to forward copies of all correspondence concerning the District funds to the Valley of the Moon Water District, P.O. Box 280, El Verano, CA 95433.
7. Verification that moneys have always been on deposit and collateralized in amounts equal to or more than funds designated by the Board of Directors as reserve funds shall be made in the annual audit records.
8. The Board of Directors shall be delegated the authority and responsibility to invest or to reinvest funds of the Valley of the Moon Water District or to sell or exchange securities so purchased in accordance with Section 53607 of the Government Code.
9. The Board should, from time to time, determine which reserve funds are surplus and which are inactive.
10. No investments shall be made in financial futures or financial option contracts which are otherwise allowed pursuant to Section 53601.1 of the Government Code.

## Guidelines by Type of Investment

Certificates of Deposit: Cash will be invested only in FDIC or FSLIC insured or fully collateralized certificates of deposit. Collateral for a given investment must be 110% of principle for government securities collateral and 150% of principal for first mortgage collateral. No more than \$250,000 of the District's portfolio shall be invested in any one institution. An institution must meet the following criteria to be considered by the District:

The District will not invest in any institution less than four years old.

The institution must maintain a net worth to asset ratio of at least 2.5%, and a positive earnings record.

The bank or institution must be located in California.

State Local Agency Investment Fund: The investment with LAIF may not, by State regulations, exceed \$20 million.

Sonoma County Pooled Investment Fund: The investment with the County of Sonoma is subject to the County of Sonoma Investment Policy.

## Maturity of Investment

Except for Treasury notes, the maturity of a given investment will not exceed one year.

Treasury notes may be purchased for a period not to exceed five years.

## Use of Securities Dealer & Brokers

All investments will be placed by or under the supervision of the Board of Directors, with appropriate financial advice, as necessary.

## Investment Reports to the Board of Directors

Each month, the General Manager shall furnish to the Board of Directors a detailed listing of investments, date of purchase, date of maturity, institution where investment was placed, and interest rate on investment, in accordance with Section 53646(b) of the Government Code.

VIII. Enabling Documents

A. RESOLUTION NO. 220501

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON WATER DISTRICT ADOPTING THE FISCAL YEAR 2022-2023 OPERATIONS AND MAINTENANCE BUDGET, THE ANNUAL STATEMENT OF INVESTMENT POLICY, AND BOARD DESIGNATED RESERVES

WHEREAS, the Valley of the Moon Water District (District) is required to adopt a final operations and maintenance (O&M) budget and an annual statement of investment policy for the fiscal year 2022-2023; and

WHEREAS, the Board of Directors of the District has created an ad hoc budget subcommittee and considered both a preliminary and final operations and maintenance budget; and

WHEREAS, the Board of Directors of the District set appropriate Board Designated Operating Reserve, Rate Stabilization Reserve, and Capital Reserve Policy levels reserves; and

WHEREAS, the Board of Directors has directed staff to create an annual statement of investment policy for the fiscal year 2022-2023.

NOW, THEREFORE, BE IT RESOLVED that the final operations and maintenance budget packet in its entirety for fiscal year 2022-2023, the annual statement of investment policy, Board Designated Operating Reserve, Rate Stabilization Reserve, and Capital Reserve Policy levels are attached hereto and made a part hereof by reference, are hereby adopted.

THIS RESOLUTION PASSED AND ADOPTED THIS 2<sup>ND</sup> DAY OF MAY 2022, by the following votes:

Director Rogers	_____	By _____
Director Foreman	_____	Board President
Director Bryant	_____	By _____
Director Yudin-Cowan	_____	Board Secretary
Director Harland	_____	

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_

I HEREBY CERTIFY that the foregoing Resolution was duly adopted at a meeting of the Board of Directors of Valley of the Moon Water District, held on the 2<sup>nd</sup> day of May 2022, of which meeting all Directors were duly notified and at which meeting a quorum was present at all times and acting.

By \_\_\_\_\_  
Board Secretary

*B. RESOLUTION NO. 220502*

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON WATER DISTRICT ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2022-2023 THROUGH 2026-2027 AND APPROVING FUNDS FOR FISCAL YEAR 2022-2023 CAPITAL IMPROVEMENT PLAN BUDGET

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*WHEREAS*, it is desirable for the Valley of the Moon Water District (District) to have a five-year capital improvement plan (CIP) to provide policy and procedural guidance for planning and accomplishing improvements to the District’s water system and capital equipment; and

*WHEREAS*, staff has prepared such a CIP for the fiscal years 2022-2023 through 2026-2027, and presented it to the Board of Directors, with recommendation to adopt the same.

*NOW, THEREFORE, BE IT RESOLVED* that the CIP for the fiscal years 2022-2023 through 2026-2027, attached hereto and made a part hereof by reference is hereby adopted.

*BE IT FURTHER RESOLVED THAT* funding for fiscal year 2022-2023 CIP budget is hereby approved.

THIS RESOLUTION PASSED AND ADOPTED THIS 2<sup>nd</sup> DAY OF MAY 2022, by the following votes:

Director Rogers	_____	By _____
Director Foreman	_____	Board President
Director Bryant	_____	By _____
Director Yudin-Cowan	_____	Board Secretary
Director Harland	_____	

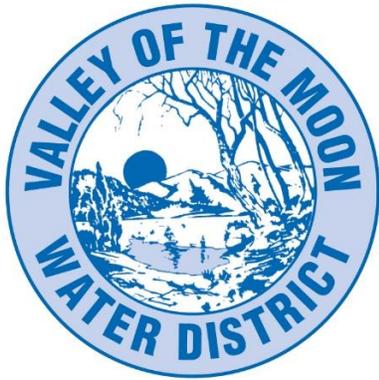
Ayes:                      Noes:                      Absent:                      Abstain: \_\_\_\_\_

I HEREBY CERTIFY that the foregoing Resolution was duly adopted at a meeting of the Board of Directors of Valley of the Moon Water District, held on the 2<sup>nd</sup> day of May 2022, of which meeting all Directors were duly notified and at which meeting a quorum was present at all times and acting.

By \_\_\_\_\_  
Board Secretary

*IX. Appendix: Valley of the Moon Water District Strategic Plan*

# Valley of the Moon Water District



## 2022-2023 Strategic Plan



**Valley of the Moon Water District**

A Public Agency Established in 1962

19039 Bay Street · P.O. Box 280

El Verano, CA 95433-0280

Phone: (707) 996-1037

Fax: (707) 996-7615

**Board of Directors**

Steve Rogers – President

Jon Foreman – Vice-President

Colleen Yudin-Cowan

Gary Bryant

Brooke Harland

**Officers**

Matt Fullner – General Manager

Amanda Hudson – Secretary to the Board

Burke, Williams & Sorensen LLP – District Counsel

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## Our Mission

It is the mission of Valley of the Moon Water District to provide our customers with safe, reliable drinking water and fire flow at an equitable price and to ensure the fiscal and environmental vitality of the District for future generations.



## A Word from Our General Manager

As I draft this letter, the ongoing 2021-22 drought is showing no sign of letting up. After atmospheric river systems precipitated record-breaking rainfall in late October and December of 2021, many of us thought, and hoped, that the drought was behind us. Little did we know that the rain and snow would essentially shut off for the remainder of our typically wet winter. Valley of the Moon Water District (District) is very fortunate to have some of the most responsive and responsible customers around. When drought was declared and we implemented our Water Shortage Contingency Plan asking for 20% conservation, our customers met and exceeded our expectations. My sincere thanks to all our customers for your efforts in conserving our precious water resources.

As a result of the drought, the California Department of Water Resources (DWR) developed a grant entitled “2021 Urban and Multibenefit Drought Relief Grant Program”. These grant funds are targeted at the development of new water sources and hardening against drought. I am very happy to say, that under the leadership of the Board and with the assistance of staff and a consultant (EKI Environment and Water) the District sought and was awarded, nearly \$3 million for projects to develop new water sources and to help make our groundwater basin more sustainable for future generations.

Another way the District intends to harden against drought and other short and long-term emergencies is by utilizing the lakes and water treatment plant at the former Sonoma Developmental Center (SDC) site. The District is making steady headway on this front and is eagerly awaiting the adoption of a Specific Plan from the County of Sonoma. While we recognize that the acquisition and operation of the system is a long-range goal, we also understand that it is important to continually work with key players and decision-makers along the way to ensure the importance of that resource is not overlooked. These efforts will pay dividends for future water system supply and reliability after disaster; resiliency in short-term and long-term emergencies and added fire protection from the lakes and potable water supply for the entire valley.

Aside from drought, another hurdle the District has overcome in the past year is continuing to navigate the COVID-19 pandemic and all of the related staffing, logistics, and supply chain issues that go along with it. I am proud to say that the District has:

- Applied for and received nearly \$118,000 in state arrearage funds and was able to apply those funds to nearly 420 customer accounts, helping customers that were most directly impacted by the pandemic recover
- Successfully transitioned to Hybrid Board meetings to maximize Board and public access
- Protected staff and customers from workplace transmission of COVID-19 and took further steps to ensure that staff would continue to receive a paycheck if they were forced out of the workplace temporarily by COVID-19

I am also proud of our highly trained and certified operations staff and the relationship we have forged with our closest neighbor, the City of Sonoma. When the City asked if we could supply backup certified operators

to assist in key functions of their drinking water operation, we were more than happy to help. For several months now, the District has regularly supplied operators to the City to help with those key functions and to help keep safe, reliable water flowing for the whole valley.

Despite the challenges, the District has managed to continue supplying safe, reliable drinking water, timely leak response, excellent customer service, and has continued pressing forward on critical infrastructure upgrades. The District still faces many of the same challenges that its customers and businesses face, including high fuel prices, higher housing costs, general inflation, and supply chain disruptions, as well as others outlined later in this plan. However, the District is in a good position to take on these challenges. Our dedicated community, Board of Directors, and staff have shown that they have what it takes to overcome these obstacles and succeed in fulfilling our mission to our customers.

Sincerely,



**Service, Pride, Commitment.**

---

**MOTTO**

Service, Pride, Commitment.

In less than ten years at the District, every employee but two have retired or moved on and have been replaced by a new employee. In order to make sure that all new staff was in alignment with the high level of dedication to our customers that the organization expects, staff held a meeting to discuss the topic. The meeting concluded by identifying the three words that, in staff's view, best encapsulate the meaning of their service at the District. Arranged by importance, the following motto was developed: **Service, Pride, Commitment.** Service comes first, both to the customer and each other as staff. Pride is second. Without pride in one's self and the work one does, quality and service will suffer. Third is commitment. Commitment to the customer, to one's co-workers, and one's self is required to ensure the core values will always be met. The Motto has become a mantra that staff can use to encourage each other to always provide the best possible service and quality in all that we do.



## The District at a Glance

Valley of the Moon Water District is a Special District that was established in 1962 and consolidated several small water companies. The formation of the District helped pave the way for importing water from our wholesaler

Sonoma Water (then Sonoma County Water Agency). The high-quality water purchased from Sonoma Water is produced at the Russian River and is conveyed to the valley via an aqueduct system including storage tanks and booster pumps.

The District has a five-member Board of Directors and currently employs a total of 16 full-time employees. This diverse group brings many talents to the organization and is responsible for all aspects of its management and operations. This includes:

- In-house capital project management and installation
- Facility maintenance
- Emergency response
- Regulatory compliance
- Human resources
- Data analysis
- Financial and other planning efforts etc.

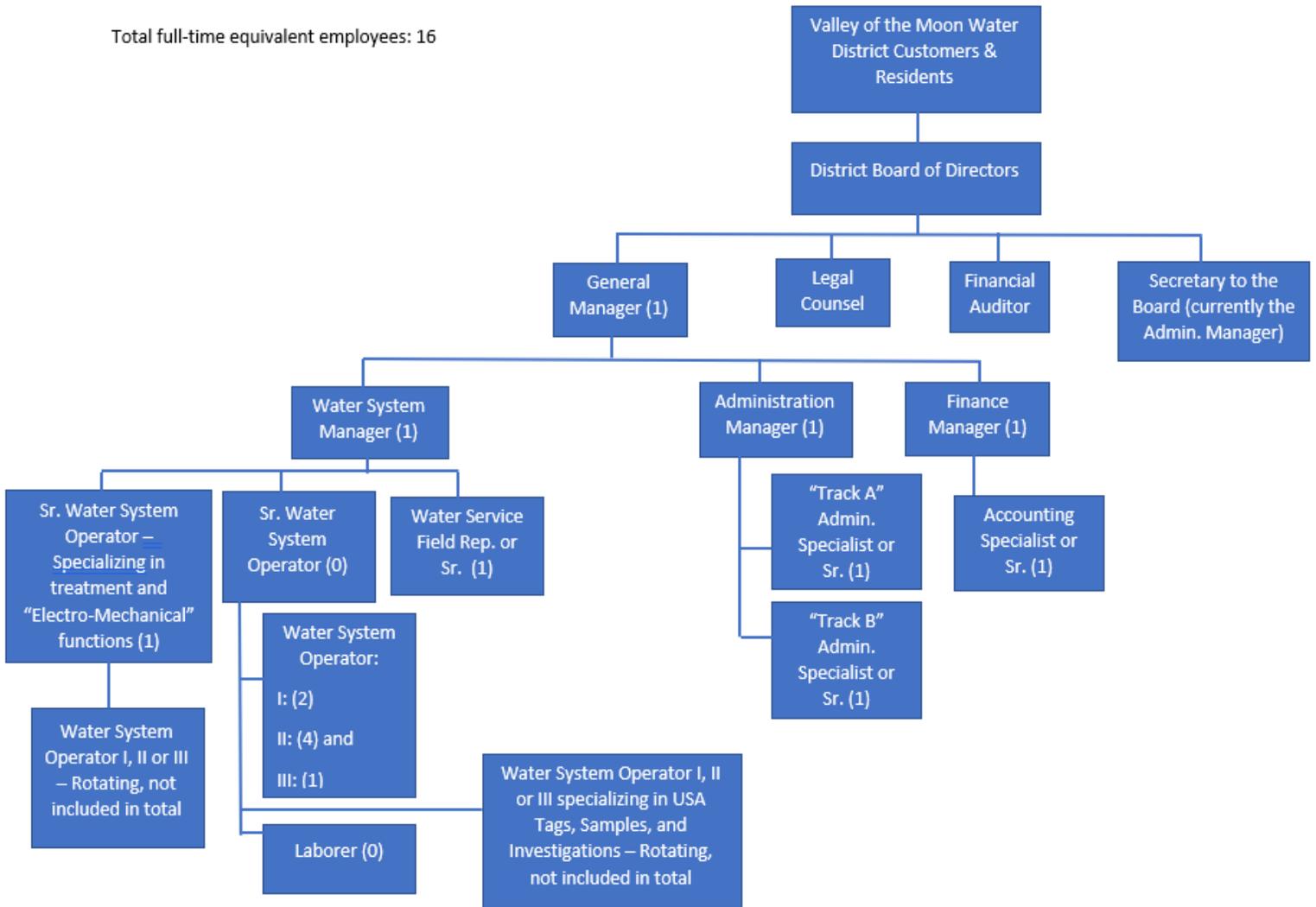
There are nearly 100 miles of main and 7,000 service connections in the District, representing a population of about 23,000 people served. Given the size of the District, it is quite complex with 13 pressure zones, 13 storage tanks, as well as numerous booster pump stations and groundwater wells.



# Organizational Structure

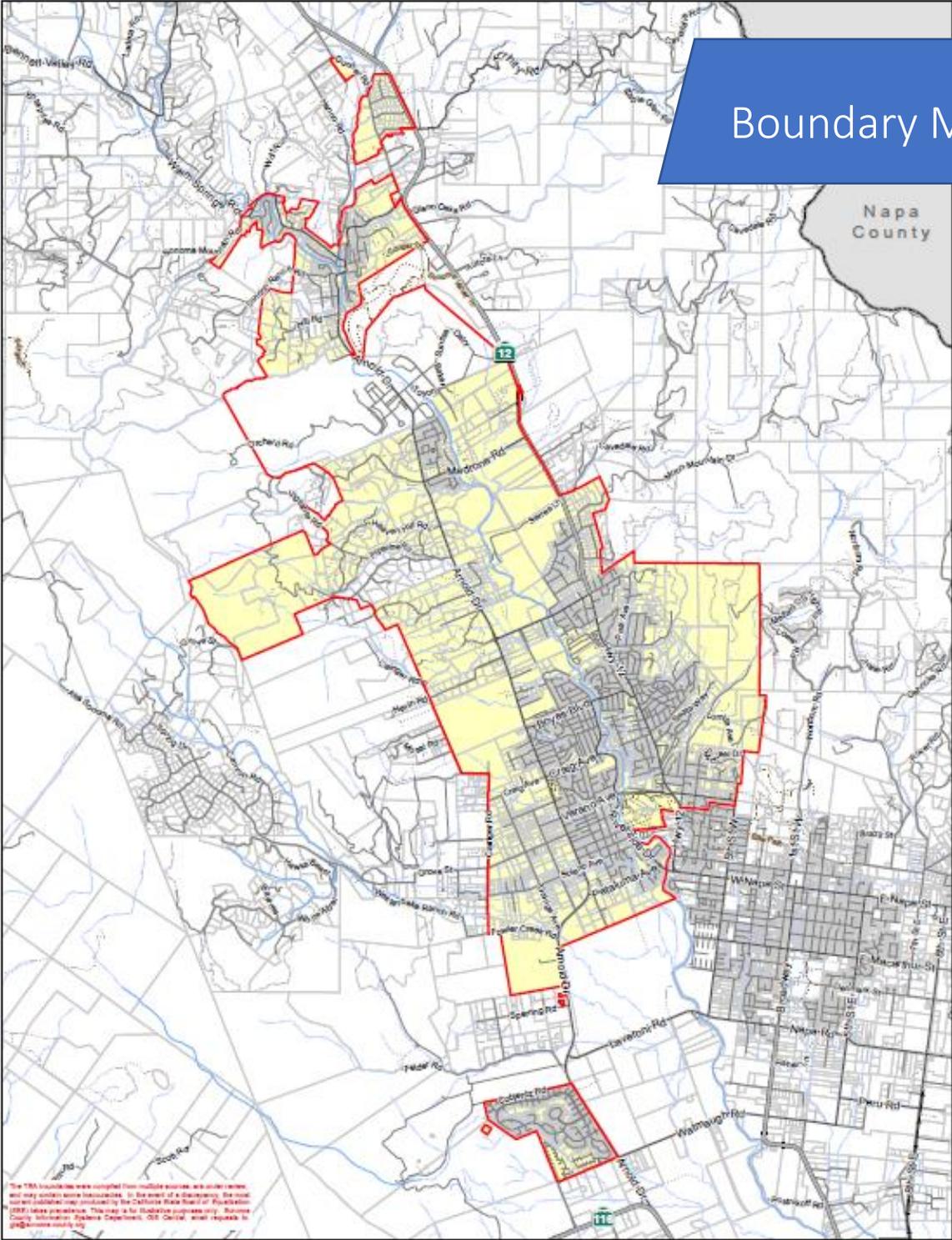
(updated after fiscal year '21-'22 staffing study)

Total full-time equivalent employees: 16



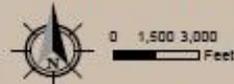
C O U N T Y O F S O N O M A

Boundary Map



The TMS boundary was compiled from multiple sources, was color-coded, and may contain some inaccuracies. In the event of a discrepancy, the most current published map produced by the California State Board of Proposition 13(3) data prevails. This map is for illustrative purposes only. Sonoma County Information Systems Department, GIS Central, email requests to [gis@sonoma-county.ca.gov](mailto:gis@sonoma-county.ca.gov)

Valley of the Moon County Water District



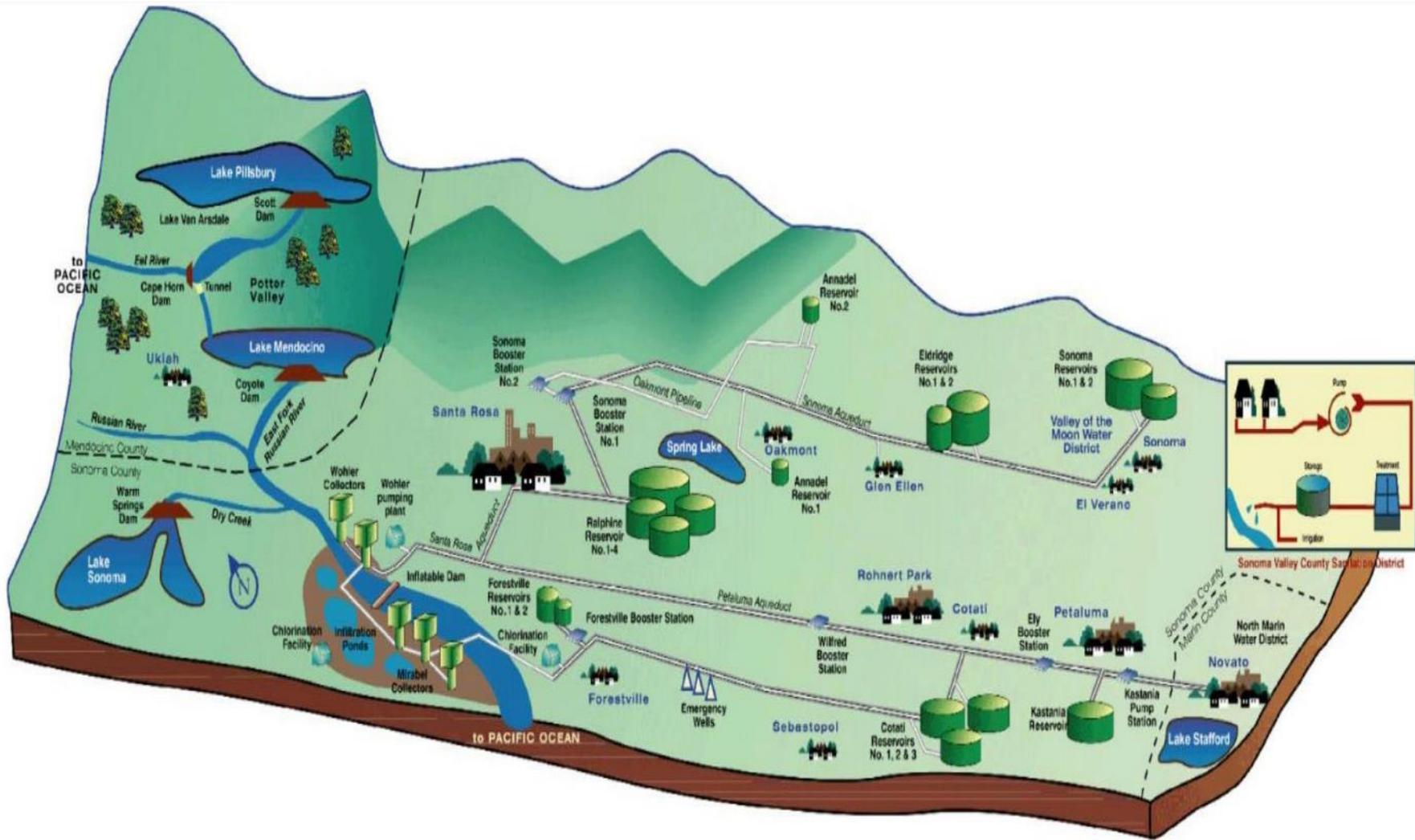
Approved by Commission on October 4, 2017, Res No. 2679

- |                                   |                     |
|-----------------------------------|---------------------|
| Valley of the Moon Water District | Primary Rd          |
| VOMWD Sphere of Influence         | Secondary Rd        |
| County of Sonoma GIS Parcel       | Interchange         |
| Freeway                           | Access Rd           |
| Highway                           | Private Rd          |
| Railway (Track)                   | Path                |
|                                   | Perennial Stream    |
|                                   | Intermittent Stream |



- Author: LAFCD
- Projection & Coordinate System: NAD 83, California State Plane Coordinate System, Zone 10, NAD 83, US survey feet, Lambert Conformal Conic
- Some data have been reprojected from other coordinate systems and may not reflect actual ground positions.
- Data Source: Sonoma County Information Systems Department, GIS Central, 956-1118 Assessment Year, Sonoma County Assessor, LAFCD

# Where Does Our Water Come From?



# Strategic Planning

The Strategic Planning process is intended to help decision-makers evaluate what the priorities of the District should be. The finished Strategic Plan is intended to encapsulate the overarching direction and goals that the District has for achieving success in those prioritized areas.

Each year the District evaluates its business, expected expenditures, and expected income in order to create a Capital Improvement Plan (CIP) and Operations and Maintenance (O&M) budget that will support the District in its effort to fulfill the Strategic Plan and Mission Statement.



## Issues of Concern

Current and emerging issues facing the District help shape the direction of our strategic planning and overall goals as a community water system. By identifying key challenges and developing a plan for overcoming them, the District will be well-positioned for continued, reliable service for future generations. Some of the key challenges currently facing the District include:

1. Increasing regulations (CARB/BAAQMD, WRCB, NPDES reporting, etc.) and the extra staff and consultant time needed to comply
2. Loss of the only large-scale local water supply available to help respond in emergencies involving a loss, or partial loss, of the Sonoma Water aqueduct
3. The 2021/22 drought has caused unprecedented low storage levels in both Lake Sonoma and Lake Mendocino where 80% of the District's water comes from
4. Declining groundwater and possible future costs or restrictions from our local Groundwater Sustainability Agency (GSA)
5. Climate change and the need for renewable energy sources
6. Infrastructure:
  - a. Aging infrastructure and the required maintenance or replacement of items such as mains, service lines, wells, booster pump stations, and storage tanks
  - b. Undersized and inferior infrastructure and the needed upgrades to items like mains and booster pump stations (mainly for modern fire flow requirements)

## Strategic Goals and Objectives

In order to address the Issues of Concern, the following Strategic Goals have been developed. These goals are in alignment with the District's Mission Statement and are designed to ensure that the District will have the ability to carry out its mission for future generations.

1. Investments in organizational health and employee relations
2. Development/redevelopment of local emergency water supply
3. Invest in solar, battery backup, and electric fleet vehicles where possible
4. Financial stability through proper rate-setting amidst the drought and regulatory environment
5. Infrastructure investment

## Goal 1: Organizational Health and Employee Relations

The District values retaining good talent for daily operations, meeting the ever-increasing regulatory and reporting requirements as well as effective emergency response. Furthermore, the District is committed to providing a healthy work environment and equitable compensation for its employees. Making sure that the District has adequate, strategically selected staffing and staffing structure/organization, will ensure that there is enough internal talent to meet these demands.

**Objective 1:** Continue to work with represented staff and the union on the implementation of phase two of the staffing and organizational study. This study was conducted in 2021 and 2022 and focused mainly on the field-oriented tasks/duties of staff in order to determine possible weak points and design a staffing structure around the current and likely future needs of the District.

**Objective 2:** After the plan is put into practice, it will be necessary to check in periodically and make any adjustments that are warranted.

**Objective 3:** Continue to prioritize employee relations by holding regular safety meals and group lunches.

**Status:** The phase two study is complete. Management staff have already recruited the additional administrative, non-represented staff called out in the plan. The final details and implementation of the plan have yet to work their way through the union process and will take effect when appropriate. This may include a class and compensation study for one or more of the field-oriented new proposed positions.

## Goal 2: Development of Local Emergency Water

In 2018, the Sonoma Developmental Center (SDC) began its “warm shutdown”. This included shutting down the surface water treatment plant (plant) at the site. Before shutting down, the plant had the capability of producing up to 1.8 million gallons of potable water per day, much more than the typical need of the SDC site. The District and SDC have had a metered emergency intertie between them since 2001. The loss of the production capability of the plant immediately put the entire Sonoma Valley at higher risk of water outages in the event of an emergency involving damage or depressurization of the Sonoma Water aqueduct. The City of Sonoma and the District worked together to install an intertie last year. However, the only other source of backup water available to the District or City of Sonoma are the municipal groundwater wells operated by the two utilities, none of which are high producing. With all of the District’s wells running, the local water supply is about 500 gallons per minute, or about one-third of the amount that would be needed in order to meet the demands of basic sanitation and fire flow for the District. It is therefore imperative that the District work to regain as much of the lost production capability as possible, as quickly as is feasible.

**Objective 1:** The District has been working with County of Sonoma planners through the SDC specific planning process as well as the engineering firms that are preparing the Condition Assessments and Water Supply Assessment to ensure that the water supply component of the project is a high priority. Much of the infrastructure needed to bring the plant back on-line, is still in usable condition, so it follows that when redevelopment gets underway, the plant should be rehabilitated and put back into use.

**Objective 2:** In the interim, the only other water source available is groundwater; the District has rehabilitated one of its older wells that was not producing as well as it once did, this work included installing a variable frequency drive (VFD) to moderate production from an aquifer that is feeling the stresses of the drought. The District is also in the process of installing infrastructure to produce water from two new leased groundwater sources and also plans to re-drill one well and install a new well on a property that is already owned by the District. These measures should nearly double the District’s local water production capability in the short term.

**Status:** The District remains in contact with planners and engineers/consultants at the County of Sonoma and will continue to seek the re-establishment of the local, sustainable surface water treatment plant at the SDC site. Future wells are planned as described above. The updated CIP budget will reflect the timing of the design and installation of these new sources.

## Goal 3: Solar, Battery Backup and Electric Fleet Vehicles

In an effort to reduce the carbon footprint of the District as well as to provide a higher degree of reliability, the District plans to implement a program for the installation of solar and battery backup systems and replace aging fleet vehicles with electric (EV) and hybrid vehicles where possible. The addition and retrofit of solar and battery backup systems at key remote sites will help ensure communications and monitoring, even during emergency and PSPS power outages. The addition of solar on a larger scale at the District's main office facilities will help offset power used at high-energy demand sites, such as booster pumps and wells. The addition of EVs to the fleet means the District would be less dependent on fuel deliveries in order to carry out operations, thereby increasing the resiliency and reliability of the District and its ability to respond to emergencies, not to mention the inherent insulating effect from fuel prices.

**Objective 1:** Update the existing solar and battery backup systems at key remote sites in order to make them more resilient in low UV scenarios such as prolonged cloud or smoke conditions.

**Objective 2:** Install solar at the District's Yard/Shop/Office to offset energy use at locations that have pumps and other high-energy demand systems. These systems will also be used to charge the District's future EVs or plug-in-hybrids.

**Objective 3:** Begin replacing fleet vehicles with EVs, hybrids, and plug-in-hybrids where possible.

**Status:** Objective 1 began in the FY '21-'22 CIP plan. Unfortunately, due to the global supply chain issues resulting from the COVID-19 pandemic, only the pilot location supplies were obtained. The remaining supplies and installation will have to be scheduled and budgeted for in upcoming budget cycles. FY '22-'23 CIP plan includes the installation of the larger-scale solar facility and the purchase of the District's first EV.

## Goal 4: Financial Stability

Financial stability is critical for any utility, especially water utilities, where health and safety are directly linked to the quality of the service. Setting proper rates amidst the drought, while recovering from the COVID-19 pandemic and in the ever-increasing regulatory environment can be a challenge. However, the District has been successful in doing exactly that with the help of its rate consultant (NBS). The District is very sensitive to the fact that many of our customers unexpectedly lost much of their income due to the pandemic and are in the process of recovering from those losses. The District even went as far as delaying the regular rate increases in both 2020 and 2021 in an effort to keep rates as low as possible, for as long as possible. Furthermore, the District was successful in obtaining approximately \$118,000 in state arrearage funds and applied those funds to 420 customer accounts. The new rates proposed for FY '22-'23 will result in an average residential water bill that is nearly flat with existing average bills. This is due to volumetric rates increasing slightly, while fixed charges come down slightly. Many residential customers will actually see a slight downtick in their bill the first year of the new five-year plan.

The District expects to see further negative financial implications with the advent of the 2021 drought. This drought has already resulted in unprecedented low storage levels in Lake Mendocino and Lake Sonoma, both of which feed into the Russian River where the District receives 80% of its water. There are likely to be mandatory restrictions on Russian River diversions again this year. The resulting restrictions will likely result in low water sales for the second year running, which in turn, would result in low revenue without a robust rate plan.

**Objective 1:** Continue to work with struggling customers and get them on payment plans or help them receive available state funds to cover their water bills. This will help ensure that they do not fall further behind, as well as ensure the District has the ability to continue funding its O&M and CIP budgets.

**Objective 2:** Assist customers in applying for any new relief funding that becomes available.

**Objective 3:** Given the proposed new rates, budget appropriately for the upcoming fiscal year's O&M and CIP plans.

**Status:** The District procured grant funds for COVID-19 relief that became available late in 2021. Furthermore, the District's O&M and CIP budgets have been carefully evaluated and tailored for the upcoming fiscal year. District staff and the Board Budget Subcommittee have meticulously reviewed all planned spending to ensure there is no waste while still meeting the essential needs of the organization, including planning for and investing in the future through its infrastructure.

## Goal 5: Infrastructure Investment

As water infrastructure ages, leaks and other failures become more likely. To avoid costly repairs and inconvenient system downtime, it is important that infrastructure be maintained proactively when possible and replaced within service intervals when regular maintenance is not possible. The types of maintenance that can be performed on water mains is very limited. Additionally, with modern fire flow requirements, it is common for mains to become undersized before they begin to fail. Therefore, the replacement of mains with new right-sized mains is often the best option. Proactive replacement of service lines and mainline valves also helps maintain high levels of system reliability and flexibility. Our metering infrastructure also needs to be replaced every 15 to 20 years due to the battery life of the meters. Wells and booster pump stations are complex systems requiring a lot of regular maintenance and component replacement. Occasionally, booster stations become undersized and need to be upgraded for fire flow purposes as well. Storage tanks can last a very long time if maintained properly by regular cleaning, coating, and cathodic protection. The addition of new storage allows for more system flexibility and reliability, including possible fire flow benefits when tanks are strategically placed.

**Objective 1:** Continue to use the 2019 Water Master plan to develop the capital plan each year.

**Objective 2:** Use internal staff to install as much infrastructure as possible to keep costs low and value high. These projects will consist primarily of water main, service, and valve replacement. Hire engineering consultants and contractors to construct the more complex or specialized infrastructure such as wells, boosters, and storage tanks.

**Status:** The District has begun chipping away at the prioritized list of capital improvements identified in the Water Master Plan. Currently, the District is on year three of a fifty (plus) year project cycle. Future Water Master Plans will help keep the District focused on the biggest priorities as time goes on.

# MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, General Manager

SUBJECT: Discussion and Possible Action to Extend COVID-19 Related Leave for District Employees as a Result of the Recent Surge in COVID-19 Cases and Quarantine Requirements under Sonoma County Health Order C19-31-QR

---

## **Background**

At a special Board meeting in January, the Board created a separate category of leave for COVID-19. Specifically, the leave allotted up to (maximum) 80 hours of leave for any employee that tested positive for COVID-19 and needed to remain home sick or quarantine per County health order [C19-31-QR](#). The special leave was designed to have a sunset date of April 19<sup>th</sup> (90 days from the time of adoption by the Board) with an option for the Board to extend the leave if deemed necessary at that time.

Below, please see how the leave has been used:

- A total of 9 employees needed and used the leave. In large part, this is due to the need to quarantine per the County health order and CDC guidelines
- A total of 380.5 hours were expended from the special COVID-19 leave

Due to the unchanged quarantine requirements, and the transmissibility of the most recent variant of COVID-19, it is highly likely that the District will have additional employees missing work for COVID-19-related reasons. It is proposed, therefore, that the Board consider extending the COVID-19 leave. This could take one of many possible forms. Below are a few options for the Board to consider:

- a) Extend/refresh the 80 hours for each employee. As mentioned above, the CDC guidelines have not changed, so if an employee tests positive after day 5, they would still have to quarantine for the full 10 days
- b) Allot hours based on need. In this case, each affected employee would be required to expend any sick leave they have on the books except the final 40 hours. If the employee would need to use any of their final 40 hours, they would receive a maximum of 80 hours of COVID Leave; or
- c) Set a new cap of 40 hours per employee

It is likely that COVID will affect fewer employees in the future, as many have already had COVID and are boosted. Also, those that can work remotely will not likely take much time off, especially for quarantine purposes. Many positions at the District do not have the option to work remotely, so the COVID leave has been, and if extended, will continue to be very important for employees in those positions.

The following language from Resolution No. 220105 outlines the structure of the COVID-19 leave that was used for the past three months. This language provided guidance to ensure that the leave was used appropriately and as intended:

- *The COVID-19 Leave shall allocate up to a maximum of 80 hours of leave per employee to be used only for COVID-19 illness or quarantine time per any applicable regulations or health orders. All other illnesses shall fall outside of the scope of the COVID-19 Leave and shall be handled under existing District Policy.*
- *A balance sheet shall be developed and used by management to track COVID-19 Leave for any employee that requests it.*
- *The COVID-19 Leave, regardless of any outstanding balance, shall expire after 90 days from the date of its adoption by the Board, or until April 19<sup>th</sup>, 2022. The Board, at its sole discretion, may choose to extend the expiration date depending on the need at such time.*
- *If a regulation or code is implemented by an entity or agency that supersedes the District's authority in such matters, and that code or regulation is in conflict in any way with the District's COVID-19 Leave, the District's COVID-19 Leave shall become null and void immediately.*
- *Any employee that feels ill and requests the COVID-19 leave, will be required to submit to a rapid test and transmit the results to their supervising manager by safe and convenient means. If the test is negative, their regular sick and/or vacation leave will be used to cover any missed time.*
- *Any employee that is in contact with a person who may have COVID-19 (shows symptoms) per health order C19-31-QR and C19-31-IR, will be encouraged to take any and all reasonable steps to verify if the person suspected of having COVID-19 is positive for the virus or not. If that person is not COVID-19 positive, the employee shall end the quarantine period immediately unless they themselves develop symptoms.*
- *The COVID-19 Leave shall be retroactive to the pay period in which health order C19-31-QR was issued (January 6, 2022).*

### **Recommendation**

1. Discuss the COVID-19 leave and the best way to extend it
2. Direct staff to amend the attached Draft Resolution as needed/if needed; and
3. Adopt Resolution No. 220504

### **Attached**

Draft Resolution No. 220504 extending the COVID-19 Leave.

**RESOLUTION NO. 220504 A RESOLUTION OF THE BOARD OF DIRECTORS OF  
VALLEY OF THE MOON WATER DISTRICT (DISTRICT) ALLOCATING UP TO 80 HOURS  
OF COVID-19 RELATED LEAVE FOR AFFECTED STAFF**

*WHEREAS, the County of Sonoma Health Officer, Dr. Sundari R. Mase, MD, MPH, issued health order [C19-31-QR](#) in January requiring more stringent quarantining protocols, and those protocols are still in place;*

*WHEREAS, many of the District's staff are at risk of running out of their regular paid time off as a result of COVID-19 and the related quarantine requirements which could result in the need to take time off without pay to comply;*

*WHEREAS, the Board of Directors wishes to ease this burden on staff by the extension of up to 80 hours of COVID-19 specific leave for any member of staff that becomes infected with COVID-19 or needs to quarantine as a result of exposure to COVID-19 as originally outlined in Resolution No 220105. The following outlines the intended structure and use of the leave:*

- The COVID-19 Leave shall allocate up to a maximum of 80 hours of leave per employee to be used only for COVID-19 illness or quarantine time per any applicable regulations or health orders. All other illnesses shall fall outside of the scope of the COVID-19 Leave and shall be handled under existing District Policy.*
- A balance sheet shall be developed and used by management to track COVID-19 Leave for any employee that requests it.*
- The COVID-19 Leave, regardless of any outstanding balance, shall expire after three months from the date of its adoption by the Board, or until August 3<sup>rd</sup>, 2022. The Board, at its sole discretion, may choose to extend the expiration date depending on the need at such time.*
- If a regulation or code is implemented by an entity or agency that supersedes the District's authority in such matters, and that code or regulation is in conflict in any way with the District's COVID-19 Leave, the District's COVID-19 Leave shall become null and void immediately.*
- Any employee that feels ill and requests the COVID-19 leave, will be required to submit to a rapid test and transmit the results to their supervising manager by safe and convenient means. If the test is negative, their regular sick and/or vacation leave will be used to cover any missed time.*
- Any employee that is in contact with a person who may have COVID-19 (shows symptoms) per health order C19-31-QR and C19-31-IR, will be encouraged to take any and all reasonable steps to verify if the person suspected of having COVID-19 is positive for the virus or not. If that person is not COVID-19 positive, the employee shall end the quarantine period immediately unless they themselves develop symptoms.*

*NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Valley of the Moon Water District hereby allocates up to 80 hours of COVID-19 related leave per employee, as described above.*

THIS RESOLUTION PASSED AND ADOPTED THIS 2<sup>ND</sup> DAY OF MAY 2022, by the following votes:

Director Bryant \_\_\_\_\_

Director Foreman \_\_\_\_\_

By \_\_\_\_\_  
President

Director Harland \_\_\_\_\_

Director Rogers \_\_\_\_\_

By \_\_\_\_\_  
Secretary

Director Yudin-Cowan \_\_\_\_\_

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

I HEREBY CERTIFY that the foregoing Resolution was duly adopted at a meeting of the Board of Directors of Valley of the Moon Water District, held on the 2<sup>nd</sup> day of May 2022 of which meeting all Directors were duly notified and at which meeting a quorum was present at all times and acting.

By \_\_\_\_\_  
Secretary