

SONOMA COUNTY WATER AGENCY

Grant Davis, Interim General Manager

MISSION STATEMENT

The mission of the Sonoma County Water Agency is to effectively manage the water resources in its care for the benefit of people and the environment through resource and environmental stewardship, technical innovation, and responsible fiscal management.

DEPARTMENTAL DESCRIPTION

The Sonoma County Water Agency (Agency) is a countywide special district whose Board of Directors also serves as the Sonoma County Board of Supervisors.

The four core functions of the Agency are water supply, water transmission, flood control, and wastewater collection and treatment. As a wholesale water supplier, the Agency is responsible for securing and maintaining water rights and encouraging water conservation and reuse to meet the present and future reasonable demands of its customers. The Agency's water transmission system provides for wholesale domestic water delivery to eight primary contractors (Santa Rosa, Petaluma, Sonoma, Rohnert Park, Cotati, Valley of the Moon Water District, Town of Windsor, and North Marin Water District), the Marin Municipal Water District, and other smaller customers. For flood control, the Agency designs, constructs, and maintains certain flood control facilities. The Agency provides sanitation functions to county sanitation districts and Agency zones.

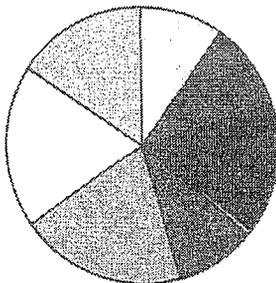
The Agency's Board of Directors approved a Strategic Priorities Plan and Water Policy Statement in April 2007. The plan identifies nine priorities:

- Assist customers to meet their water supply needs.
- Protect water quality and improve the reliability of the water transmission system.
- Address impacts on listed salmonid species.
- Lead development of regional sustainability programs, CO2 footprint reduction, and water resource partnerships.
- Conduct stream maintenance and provide funding for drainage, storm water quality, and stream habitat enhancement in flood control zones.
- Improve public understanding of the Agency and its programs.
- Address critical infrastructure needs for sanitation systems.
- Improve the Agency's business efficiency and effectiveness.
- Improve the Agency's employee recruitment and retention.

Budget at a Glance:

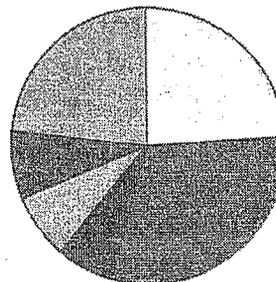
Total Expenditures	\$185,133,446
Total Revenues	\$151,907,004
Total Net Cost	\$33,226,442
Total Staff	197
% Funded by Local Discretionary Funds	0.0%

Funding Sources



- Property Tax
- Sanitation Charges
- Water Sales
- Interest
- Miscellaneous
- Internal Transfers
- Reimbursements
- Use of Fund Balances

Funding Uses



- Water Transmission System
- Sanitation
- Water Supply
- Internal Service
- Flood protection
- Administration & General

FY 09-10 ACCOMPLISHMENTS

- Began implementation of the Biological Opinion in order to comply with state and federal mitigation measures for Chinook, Coho salmon, and Steelhead in the Russian River watershed.
- Continued efforts to become ISO 14000 and ISO 9001 registered. These international standards are benchmarks for Environmental and Quality Management Systems. Earning registration is an indication of the Agency's commitment to operating in an environmentally responsible manner and continually improving the processes used to produce water and provide services. Internal audits and preliminary audits by an independent certification organization have identified areas where the Agency needs to make improvements.
- Began work on the 2010 Urban Water Management Plan, which will, when completed, allow the Agency to continue seeking state grants and low cost loans for water related projects.
- Helped implement AB 811 as a major energy and water conservation tool. This gives county residents and businesses financing to implement water and energy conservation technologies.
- Achieved greater than 25% reduction in diversions from the Russian River and managed the low flow conditions necessitated by the multiple years of dry conditions in our watershed.
- Developed a strategic cost savings plan focused on staffing reductions that will bring the Agency's FTE allocation from 211 in FY 09-10 to approximately 180 during FY 10-11 through attrition, along with achieving other cost savings measures and efficiencies, and reduced other expenses and deferred projects in response to the reduced water sales revenues during the year.
- Sponsored and implemented a youth employment program.

FY 10-11 OBJECTIVES

- Continue planning and implementation of the Biological Opinion. Specific projects for the year include the Mirabel fish screen replacement, design of pilot mitigation measures in Dry Creek, monitoring of water quality in the estuary, implementation of temporary streamflow changes, and initiation of environmental analyses required to process BO-mandated permanent streamflow changes.
- Become ISO 14000 and ISO 9001 registered. Complete the necessary improvements in our procedures so that ISO registration can be achieved.
- Work with water contractors to develop the strategies and implementation plans necessary to assure a reliable, sustainable, economical, and diversified water supply for the future.
- Complete work on the 2010 Urban Water Management Plan by the deadline of December 2010.
- Complete the development of long term financial plans for each of the Agency's enterprises to help ensure sufficient resources are available to carry out strategic projects while maintaining adequate levels of fund balance reserves.
- Complete the tenant improvements to our operations building at 1315 Aviation Boulevard and move to a single campus which will allow for significantly better internal communications and more efficient overall operations.

SUMMARY OF SERVICE LEVEL CHANGES

The Agency is aggressively reducing staffing and other costs based on the Board approved strategic staffing plan. By mid-year FY 10-11, the Agency projects to reduce its staffing allocation by approximately 15%, along with achieving other cost savings measures and efficiencies. Part of these costs savings will come through the deferral of capital projects. The reduction in staffing and project deferrals will likely not impact current projects, but may have an impact on the Agency ability to initiate new projects and complete future water transmission and sanitation infrastructure maintenance requirements.

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FINANCIAL SUMMARY

Budget Division/Fund	FY 09-10 Adopted	FY 10-11 Recommended	% Change
<i>Administration and General Fund</i>			
Expenditures	45,397,228	45,313,560	(0.2)
Revenues & Reimbursements	45,323,495	44,124,620	(2.6)
Net Cost	73,733	1,188,940	1512.5
<i>Flood Control</i>			
Expenditures	15,718,185	13,006,772	(17.3)
Revenues & Reimbursements	12,288,624	11,653,845	(5.2)
Net Cost	3,429,561	1,352,927	(60.6)
<i>Water Supply (including Debt Service)</i>			
Expenditures	13,318,221	10,784,109	(19.0)
Revenues & Reimbursements	8,863,985	4,327,680	(51.2)
Net Cost	4,454,236	6,456,429	45.0
<i>Water Transmission</i>			
Expenditures	49,109,776	50,743,495	3.3
Revenues & Reimbursements	47,055,909	46,492,302	(1.2)
Net Cost	2,053,867	4,251,193	107.0
<i>Sanitation Zones</i>			
Expenditures	5,669,493	6,452,703	13.8
Revenues & Reimbursements	4,166,837	4,608,566	10.6
Net Cost	1,502,656	1,844,137	22.7
<i>Sanitation Districts</i>			
Expenditures	54,081,542	43,091,753	(20.3)
Revenues & Reimbursements	36,401,395	27,582,992	(24.2)
Net Cost	17,680,147	15,508,761	(12.3)
<i>Internal Service Fund</i>			
Expenditures	15,140,525	15,741,054	4.0
Revenues & Reimbursements	13,742,105	13,116,999	(4.5)
Net Cost	1,398,420	2,624,055	87.6
Total Expenditures	198,434,970	185,133,446	(6.7)
Total Revenues & Reimbursement	167,842,350	151,907,004	(9.5)
Total Net Cost	30,592,620	33,226,442	8.6

STAFFING SUMMARY

Staffing	FY 09-10 Adopted	FY 10-11 Recommended	FTE Change	% Change
Permanent Positions	211.00	197.00	(14.00)	(6.6)

Note: The Agency reduced its staffing allocation by 8.0 FTE during FY 09-10 in accordance with its strategic staffing plan.

RECOMMENDED BUDGET

The uncertainty affecting the economy and local housing market translates to the likelihood that revenues will be insufficient to keep pace with the growth in costs in FY 10-11. There is also continuing uncertainty about the amount of water the Agency will sell to its contractors. Thus, it is imperative that the Agency closely monitor and reduce expenditures as necessary to match actual revenues in the coming year, and reduce expenditures as necessary. To help reduce expenditures, the Agency developed a strategic staffing plan to significantly reduce staffing levels, primarily through attrition, and associated costs. As part of this, the Agency plans to decrease its allocation to approximately 180 by mid-year FY 10-11.

As a result of continuing conservation efforts by the public, the amount of water the Agency sells will continue to be below historic levels. It is anticipated that water sales will stabilize at this new lower level and not decline further. Water Transmission System budgeted expenditures for FY 10-11 total \$50.7 million. The budget reflects rates set at 49,853 acre-feet, the amount sold in calendar year 2009. In comparison, the FY 09-10 budget estimate was 54,591 acre-feet. Included in this figure are the expenses in the four designated funds, which were created by the Restructured Agreement, which governs the relationship between the Agency and its water contractors. The anticipated FY 10-11 reduction of approximately 4,500 acre-feet from FY 09-10 equals \$2.75 million less budgeted revenue. In total, the proposed FY 10-11 water rate increases average 6.9%. The increases in rates are attributable to the decreased water deliveries, the costs of the Biological Opinion (BO) – a document laying out federal conservation requirements, which are discussed below – and continued capital project costs for natural hazard mitigation. The Agency continually monitors the economy, reservoir levels, rainfall, and the state budget during the year and will provide additional information to the Board of Directors and the water contractors as these issues and their impacts become clearer. The Agency has also asked for authority to lower rates within the fiscal year if savings are identified after the proposed rates are approved.

Expenditures specifically related to the BO, budgeted in the Water Supply division for FY 10-11 are projected to be \$3.6 million. Funding for the BO will come from a combination of water rate increases, the Warm Springs Dam Special Revenue Fund, and the Agency's General Fund. The Agency is also aggressively pursuing Federal appropriations through the Army Corps of Engineers and other federal sources to help offset the cost to local property taxpayers and rate payers.

The budget for each sanitation district or zone operated by the Agency includes a statement regarding the level of service provided under the recommended budget. The levels of service are defined as follows. **Minimum Level of Service:** Includes services necessary for the protection of public health, employee safety, and public safety. **Standard Level of Service:** Includes services necessary to operate and maintain the sanitation systems in order to limit or reduce the risk of (1) service interruption and (2) violations of the respective National Pollutant Discharge Elimination System (NPDES) permit or Waste Discharge Requirements issued by the regional boards. **Asset Preservation Level of Service:** Includes services and programs necessary to (1) operate, maintain and replace facilities and equipment within the sanitation systems in order to preserve the system's assets, (2) provide a beneficial impact on the quality of life in the community, and (3) provide economic savings to the ratepayers through optimizing life cycle costs. As described below, the majority of districts and zones are budgeted to operate at a Standard Level of Service, with Occidental CSD at a Minimum Level of Service, and Sonoma Valley CSD and Geyserville Sanitation Zone at Asset Preservation Level of Service.

Occidental CSD – Minimum Level of Service: Continues to face serious financial and operational difficulties, with operating revenues and the district's fund balance being inadequate to fully support maintenance. The Agency's General Fund has contributed nearly \$1.2 million since FY 97-98 with additional contributions of \$586,000 anticipated for FY 09-10 and \$500,000 budgeted in FY 10-11.

Russian River CSD – Standard Level of Service: Irrigates approximately 20 acres of forest area adjacent to the treatment plant and approximately 40 acres of the Northwood Golf Course. The FY 10-11 construction budget includes \$857,000 for the irrigation expansion project, finishing a disinfection project, and expected replacement of capital assets. These project phases will be completed within FY 10-11. The operations and maintenance costs, excluding transfers to the construction accounts are budgeted to stay flat including the transfers to construction.

Sonoma Valley CSD – Asset Preservation Level of Service: Continuing the program to replace its aging collection system in order to improve capacity and to ensure the reliability and safety of the infrastructure. During FY 10-11, the District will continue a project to replace additional portions of the main collection line. The Agency is also looking at acquiring land adjacent to the existing facilities for the purpose of providing additional waste water storage and buffering the operations from nearby private property. Operations and maintenance expenditures are budgeted to decrease 2.3%.

South Park CSD – Standard Level of Service: Wastewater is treated and disposed of by the City of Santa Rosa at the Laguna Sub-regional Treatment Plant. In accordance with an agreement with the South Park CSD, the City of Santa Rosa is currently responsible for the operation and routine maintenance of the district's collection system. In addition, the agreement provides for

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transfer of system ownership no later than June 30, 2011. The agreement also requires that the South Park CSD replace, slip-line, or repair 41,610 feet of the collection system and upgrade the Todd Road lift station before the transfer takes place. Approximately 23,500 feet of this work has been completed or is under contract for design. The district is currently applying for grants to fund the projects in FY 09-10 and FY 10-11. The operations and maintenance expenditures are budgeted to decrease 7.4%.

Sea Ranch Sanitation Zone – Standard Level of Service: The Sea Ranch Sanitation Zone consists of two wastewater collection and treatment systems located in Central and North Sea Ranch. The Sea Ranch Association operates and maintains these systems. The Agency is pursuing options to transfer all assets, liabilities, and management responsibilities to the Association. No specific time schedule is set for this potential transfer of ownership. A complete video inspection of the system was completed in FY 07-08. Based on this inspection and analysis of the results, the Agency is proceeding with repair work to the system in FY 09-10. In addition, the treatment plants were inspected and a repair and upgrade plan was developed. The Agency began implementing this plan in FY 09-10 and it will continue in FY 10-11. Operations and maintenance expenditures are budgeted to increase .9%. System upgrades are expected to be complete in FY 10-11.

Penngrove Sanitation Zone – Standard Level of Service: Operations are limited to administrative services and operation/maintenance of the collection system and pumping station. The wastewater collected by the zone is treated at the City of Petaluma's treatment plant. Petaluma has notified all its customers of major rate increases over the next several years to fund its new wastewater treatment plant that meets advanced (tertiary) wastewater standards. The proposed budget for FY 10-11 reflects an increase in overall expenditures of \$36,500. Operations and maintenance expenses are increasing 6.7% primarily as a result of increased costs from the City of Petaluma.

Geyserville Sanitation Zone – Asset Preservation Level: Current and future treatment plant inflows are expected to remain less than the treatment and disposal capacity of the Geyserville Sanitation Zone facilities. Therefore, there are no expansions to the treatment and disposal facilities planned at this time and the zone has funding for programs necessary to provide an Asset Preservation Level of Service. Operations and maintenance budgeted expenditures are decreasing 8.1% as no construction projects are planned.

Airport/Larkfield/Wikiup Sanitation Zone – Standard Level of Service: Expenditures are increasing 10.6% reflecting no new construction projects and the addition of \$226,000 for the water conservation program. Rate increases are being requested to balance revenues and expenses without subsidies from the Agency General Fund during FY 10-11.

KEY ISSUES

There are numerous key issues the Agency will confront in the coming year; most critical among these include:

- Within its Administration Division, the Agency continues to implement the Strategic Plan and Priorities adopted in April 2007 by the Agency Board of Directors. As in prior years, the Agency will select action plans for achieving the goals and objectives for implementation in 2010 and beyond. However, the Agency anticipates needing to identify and postpone some lower priority projects or cut significantly in this fiscal year as financial stresses described above are addressed. For FY 10-11, the Agency will continue several activities aimed at empowering the workforce and improving the practices and procedures used to deliver services to our customers. These include information technology system upgrades, such as enhancements to the Geographic Information Systems capabilities, upgrading project management and financial management systems, and follow-up on the employee opinion survey feedback. These activities are paid for through the Agency's General Fund. The Agency management team will continue to monitor incoming revenue, the economic conditions, and legislative action to assess and respond to any coming impacts.
- Related to Water Supply and Transmission, in September 2008, following 11 years of consultation, the National Marine Fisheries Service issued a Biological Opinion for the Russian River water supply, channel maintenance, and flood control activities of the U.S. Army Corps of Engineers and the Agency. In addition, the Department of Fish and Game issued a corresponding Consistency Determination (CD) in 2009. Together, the BO and CD require the Agency to implement certain mitigation projects to protect the Coho salmon, Chinook and Steelhead in the Russian River and its tributaries, and in return provide the Agency and the Corps of Engineers with immunity from incidental take liability under the federal and state Endangered Species Acts. Required mitigation projects will significantly increase the level of expenditures for staff, consultants, and construction, and are estimated to cost \$102 million over the next 15 years.
- Related to the Agency's sanitation operations, because efficient and effective maintenance and eventual replacement of basic wastewater treatment systems are a matter of public health and safety, the Agency must set rates to adequately fund these activities. To partially offset the burden of fee increases to the public, and to save both potable water and wastewater, the Agency

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implemented rebate programs for in-home wastewater saving devices: low flow showers, front loading washers, and high efficiency toilets, and will look for opportunities to extend these programs in the coming year. Other water and wastewater saving options are being explored and may be added to the rebate list. The Agency also continues to look at alternatives to the current billing method to make it more responsive to the amount of wastewater created by individual residential customers, and anticipates bringing information forward to the Board of Directors early in FY 10-11 at the latest.

DEPARTMENT HEAD CONCURRENCE OR COMMENT

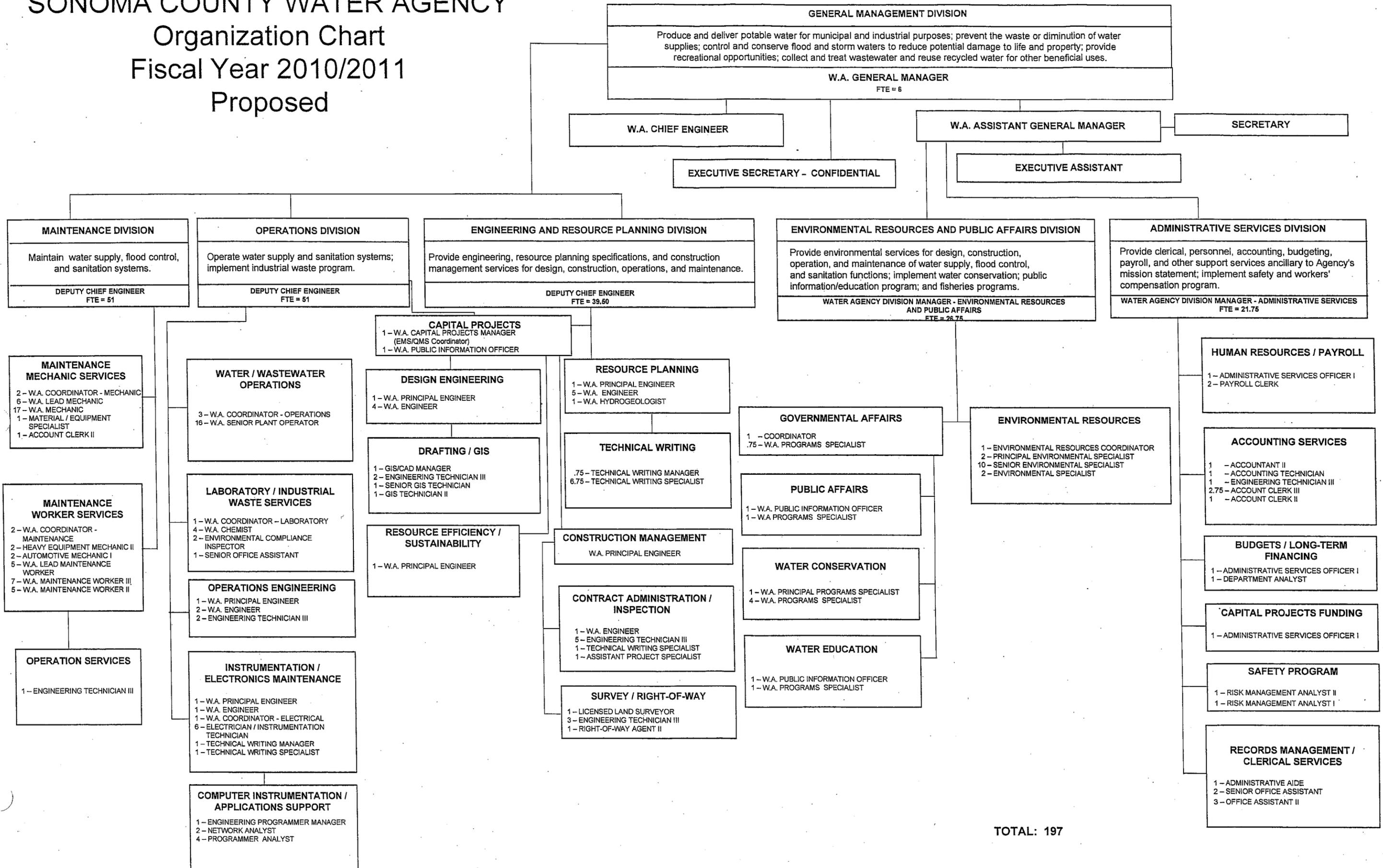
The department head concurs with the County Administrator's recommended budget.

SONOMA COUNTY WATER AGENCY

Organization Chart

Fiscal Year 2010/2011

Proposed



TOTAL: 197

DEPARTMENT HEAD : GRANT DAVIS, INTERIM

NO.	NAME	TOTAL EXPENDITURES			NET COST/USE OF FUND BALANCE		
		FY 09-10 ADOPTED	FY 10-11 RECOMMENDED	PERCENTAGE CHANGE	FY 09-10 ADOPTED	FY 10-11 RECOMMENDED	PERCENTAGE CHANGE
CAPITAL PROJECTS - DIST BOS							
62-72	SCWA - ADMIN/GENERAL	45,397,228	45,313,560	(.18)	73,732	1,188,940	999.99
SUBTOTAL:		45,397,228	45,313,560	(.18)	73,732	1,188,940	999.99
DEBT SERVICE - DIST BOS							
62-73	FLOOD CONTROL	15,718,185	13,006,772	(17.25)	3,429,561	1,352,927	(60.55)
SUBTOTAL:		15,718,185	13,006,772	(17.25)	3,429,561	1,352,927	(60.55)
S C W A - DEBT SERVICE							
62-74	WATER SUPPLY	6,285,572	6,285,573	.00	3,970,572	6,135,573	54.53
SUBTOTAL:		6,285,572	6,285,573	.00	3,970,572	6,135,573	54.53
ENTERPRISE - DIST BOS							
60-51	OCCIDENTAL SANITATION	934,715	1,015,025	8.59	546,507	85,992	(84.27)
60-52	RUSSIAN RIVER SANITATION	13,355,649	5,689,983	(57.40)	5,884,526	1,779,596	(69.76)
60-53	SONOMA VALLEY SANITATION	34,605,190	20,433,717	(40.95)	10,904,047	5,073,280	(53.47)
60-54	SOUTH PARK SANITATION	5,185,988	15,953,028	207.62	345,067	8,569,893	999.99
SUBTOTAL:		54,081,542	43,091,753	(20.32)	17,680,147	15,508,761	(12.28)
TRUST/AGENCY - DIST BOS							
62-74	WATER SUPPLY	7,032,649	4,498,536	(36.03)	483,664	320,856	(33.66)
62-75	WATER TRANS SYSTEM	49,109,776	50,743,495	3.33	2,053,867	4,251,193	106.98
62-78	SAN ZONE 1-SEA RANCH	596,981	640,725	7.33	138,777	153,012	10.26
62-80	SAN ZONE-PENNGROVE	620,927	840,852	35.42	104,497	216,726	107.40
62-81	SAN ZONE-GEYSERVILLE	596,835	444,260	(25.56)	184,750	137,304	(25.68)
62-82	SAN ZONE-A.L.W.	3,854,750	4,526,866	17.44	1,074,632	1,337,095	24.42
SUBTOTAL:		61,811,918	61,694,734	(.19)	4,040,187	6,416,186	58.81
SCWA-ISF							
62-87	INTERNAL SERVICE FUNDS	15,140,525	15,741,054	3.97	1,398,420	2,624,055	87.64
SUBTOTAL:		15,140,525	15,741,054	3.97	1,398,420	2,624,055	87.64
TOTAL FINANCIAL		198,434,970	185,133,446	(6.70)	30,592,619	33,226,442	8.61

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DEPARTMENT HEAD POSITION SUMMARY

DEPARTMENT HEAD : GRANT DAVIS, INTERIM

NO.	NAME	PERMANENT POSITIONS		
		FY 09-10 ADOPTED	FY 10-11 RECOMMENDED	PERCENTAGE CHANGE
62-72	SCWA - ADMIN/GENERAL	203.00	197.00	(2.96)
TOTAL POSITIONS		203.00	197.00	(2.96)

FY 2010-11 BUDGET
REIMBURSEMENT (COST APPLIED) SUMMARY

Section: Administration & General **Number:** 672105 - 8709

<u>Index</u>	<u>Description</u>	<u>Sub-Object</u>	<u>FY 10-11 Amount</u>
<u>Charges From:</u> 672105	Administration & General	Various	\$34,800,000
<u>Charges To:</u> 673202	Zone 1A Laguna Mark West	Various	4,344,964
673301	Zone 2A Petaluma	Various	675,608
673400	Zone 3A Valley of the Moon	Various	247,929
673509	Zone 5A Lower Russian River	6180	179,749
673707	Zone 8A South Coast	6180	84,709
675415	Russian River Projects	Various	1,351,216
674623	Recycled Water Fund	6522	675,608
675108	Water Transmission	6522	11,047,324
675405	Storage Facilities	Various	1,152,872
675413	Pipeline Facilities	Various	0
675421	Common Facilities	Various	3,532,995
687103	Equipment Fund	6140	785,110
687202	Facilities Fund	6180	179,749
678102	Sea Ranch	6522	45,454
678300	Sea Ranch Construction	Various	22,727
680108	Penngrove	6522	55,784
680306	Penngrove Construction	Various	22,727
681106	Geyserville	6522	89,874
681304	Geyserville Construction	Various	22,727
682104	Airport-Larkfield-Wikiup	6522	673,542
682302	Airport-Larkfield-Wikiup Construction	Various	547,511
651109	Occidental CSD	6522	165,286
651505	Occidental CSD Construction	Various	53,718
652107	Russian River CSD	6522	1,342,951
652305	Russian River CSD Construction	Various	588,832
653105	Sonoma Valley CSD	6522	3,925,550
653303	Sonoma Valley CSD Construction	Various	2,733,422
654103	South Park CSD	6522	49,586
654301	South Park CSD Construction	Various	202,476
<i>Total</i>			\$34,800,000

FY 2010-11 BUDGET

Fund	Operating Transfers (OT)		
	Index	OT Out (8625)	OT In (4625)
Santa Rosa Capital Fund	675207	325,000	0
Petaluma Capital Fund	675215	340,000	0
Sonoma Capital Fund	675231	0	0
Forestville Capital Fund	675223	0	
Sonoma Rev Bond Fund 2003	675470	0	293,367
Storage Rev Bond Fund 2003	675462	82,000	356,840
Storage Rev Bond Fund 2006	675488	880,000	448,514
Common Rev Bond Fund 2003	675454	69,500	498,999
Common Rev Bond Fund 2006	675496	160,100	1,187,354
State Loan Debt Service	675439	0	1,196,270
State Loan Reserve	675447	0	119,628
Agency Fund (Discretionary)		0	0
Agency Fund (Charges)	675108	10,978,942	0
Pipeline Facilities	675413	0	665,000
Storage Facilities	675405	0	962,000
Common Facilities	675421	0	1,801,700
North Marin	675512	0	0
Water Management Planning	675710	0	824,720
Watershed Planning./Restoration	675728	0	1,910,900
Recycled Water & Local Supply	675736	0	726,250
Water Conservation	675744	0	1,844,000
General Fund	672105	4,040,000	0
Sustainability Fund			1,540,000
Warm Springs Dam (Special Revenue)	673806	0	0
Warm Springs Dam Debt Service	674200	0	0
Recycled Water Fund	674523	0	1,600,000
Russian River Projects	674515	0	900,000
Russian River CSD-Operations	652107	446,750	0
Russian River CSD-Revenue Bond	652214	0	121,250
Russian River Construction	652305	0	325,500
Sonoma Valley CSD-Operations	653105	3,843,447	0
Sonoma Valley CSD-Construction	653303	0	1,925,000
Sonoma Valley CSD-Outfall Line	653337	0	49,711
Sonoma Valley CSD-1998 Revenue Bond	653352	0	1,390,780
Sonoma Valley CSD-SRF Loan Reserve	653428	0	34,984
Sonoma Valley CSD-SRF Loan	653410	0	442,972
South Park CSD-Operations	654103	4,268,978	0
South Park CSD-2000 Revenue Bond	654202	0	268,978
South Park CSD-Construction	654301	0	4,000,000
Geyersville Sani Zone-Operations	681106	0	0
Geyersville Sani Zone-Construction	681304	0	0
ALW Sani Zone-Operations	682104	502,633	0
ALW Sani Zone-Bond	682203	0	502,633
ALW Sani Zone-Construction	682302	0	
Total		25,937,350	25,937,350

FY 10-11 Requested Proposed Budget Added Positions

Department/Division or Section	# of FTE	Classification	Annualized Appropriation	Effective Date	Limited Term End Date	Funding Source
Sonoma County Water Agency	1.00	Executive Secretary	\$ 87,602	7/1/2010		Reimbursement
Sonoma County Water Agency	2.00	WA Network Analyst	278,250	7/1/2010		Reimbursement
Sonoma County Water Agency	1.00	WA Principal Program Specialist	151,709	7/1/2010		Reimbursement
Sonoma County Water Agency	0.75	Technical Writing Specialist	84,226	7/1/2010		Reimbursement
Sonoma County Water Agency	1.00	WA Hydrogeologist (Job class Change)	162,104	7/1/2010	7/1/2010	Reimbursement
Subtotal - Sonoma County Water Agency	5.75		\$ 246,330			

FY 10-11 Requested Budget Deleted Positions

Department/Division or Section	# of FTE	Classification	Annualized Appropriation	Effective Date	Limited Term End Date	Funding Source
Sonoma County Water Agency	1.0	Senior Environmental Specialist	\$116,819	7/1/2010		Reimbursement
Sonoma County Water Agency	1.0	Administrative Service Officer I	129,045	7/1/2010		Reimbursement
Sonoma County Water Agency	1.0	Department Analyst	130,291	7/1/2010		Reimbursement
Sonoma County Water Agency	1.0	WA Plant Operator	126,390	7/1/2010		Reimbursement
Sonoma County Water Agency	1.0	Engineering Programmer II	124,111	7/1/2010		Reimbursement
Sonoma County Water Agency	1.0	Programmer Analyst	117,092	7/1/2010		Reimbursement
Sonoma County Water Agency	2.0	WA Maintenance Worker II	183,525	7/1/2010		Reimbursement
Sonoma County Water Agency	1.0	Network Analyst	139,036	7/1/2010		Reimbursement
Sonoma County Water Agency	2.0	WA Engineer	300,870	7/1/2010		Reimbursement
Sonoma County Water Agency	0.25	Account Clerk III	15,663	7/1/2010		Reimbursement
Sonoma County Water Agency	0.25	Technical Writing Manager	25,241	7/1/2010		Reimbursement
Sonoma County Water Agency	1.0	WA Engineer (Job Class Change)	138,766	7/1/2010		Reimbursement
Sonoma County Water Agency	0.25	WA Program Specialist	21,264	7/1/2010		Reimbursement
Subtotal - Sonoma County Water Agency	12.75		1,568,113			

SONOMA COUNTY WATER AGENCY

TAKE HOME VEHICLES LIST

The following employees have take home vehicles:

Michael Bendik
Fred Berry
Brian Burgo
Randy Cullen
Dennis Daly
Grant Davis
Ken Goddard
Robert Hammond
Bruce Kunkle
Gary Leach
Oscar Martin
Jon Niehaus
Brain Paulson
Ellen Simm
James Smith
Mathew Vail
Harold Wilson
Jim Zambenini

These vehicles provide the employees with the ability to respond to emergencies.

PROGRAM IMPROVEMENT REQUEST

A. Division: Sonoma County Water Agency

B. Section:

C. Index No.: 672105

D. Program Improvement Request Summary:

- 1. Expenditure:
- 2. Revenue:
- 3. Net Cost:
- 4. No. of Positions:

E. Program Description: The Agency is undergoing a change in top management structure: From a General Manager / Chief Engineer to a split position of General Manager and a Chief Engineer. In addition there is an Assistant General Manager and five Division Managers. The administrative support for these positions is currently covered by an Executive Secretary and a Secretary.

F. Program Change: The Agency anticipates that the Assistant General Manager and Chief Engineer will need a higher level of support than can be provided by the current staffing and proposes to add an additional Executive Secretary, which they would share. The existing Secretary position would continue to support the five Division Managers.

G. Staffing Change:

Add:	1.0	Executive Secretary
Delete:	1.0	ASO1

H. Statement of Problem: See E and F above.

I. Justification: See E and F above

J. Expenditure Change for Requested Program Improvement:

<u>Sub-Object No.</u>	<u>Account Title</u>	<u>Amount</u>
5100, etc.	Permanent Positions	\$87,602
8709	Reimbursement	\$87,602

PROGRAM IMPROVEMENT REQUEST

A. Division: Sonoma County Water Agency

B. Section: Administration and General

C. Index No.: 672105

D. Program Improvement Request Summary:

1. Expenditure:
2. Revenue:
3. Net Cost:
4. No. of Positions:

E. Program Description:

The Agency's Water Conservation program implements state-mandated programs for water conservation, prepares and documents implementation of best management practices, operates direct install programs for the sanitation districts and performs demand analysis and other analyses required for the Agency's Urban Water Management Plan.

Responsibilities have increased over the past six months due to accelerated implementation of direct install programs at sanitation districts. These programs are funding fixture replacements at a rate of \$250,000 per month. There is also increased workload due to ongoing state-mandated cuts in local water supply and water conservation and reporting requirements included by the state in Temporary Urgency Change orders.

F. Program Change:

Add a position at the level of Water Agency Principal Programs Specialist with the working title of Water Conservation Program Supervisor. Fill the position as an internal promotion and delete one existing Water Agency Programs Specialist position.

G. Staffing Change:

Add:	1.0	Water Agency Principal Programs Specialist
Delete:	1.0	Water Agency Programs Specialist
Net Change:	0.0	

H. Statement of Problem:

The Agency Water Conservation program is operating without a qualified Water Conservation Coordinator due to the retirement of the former incumbent in August of 2009. State-mandated best practices for water conservation require that the Agency designate a Water Conservation Coordinator.

I. Justification:

A water Agency Principal Programs Specialist is needed to provide technical leadership in the area of water conservation program administration. This position will direct work on:

- Implementation of California Urban Water Conservation Council Best Management Practices.
- Implementation of State Water Board requirements issued under Temporary Urgency Change petitions.

- Administration of fixture direct install programs at sanitation districts.
- Performing analyses required for official reports such as the Urban Water Management Plan and the various other reports required by the State Water Board.
- Develop policy and strategy for future water conservation programs and standards for low impact development.
- Supervision of a team of 4 permanent employees and extra help staff.

J. Expenditure Change for Requested Program Improvement:

<u>Sub-Object No.</u>	<u>Account Title</u>	<u>Amount</u>
5100	Permanent Positions	\$151,709
8709	Reimbursement	\$151,709

PROGRAM IMPROVEMENT REQUEST

- A. Division: Sonoma County Water Agency
- B. Section: Technical Writing (Aviation), Engineering Division
- C. Index No.: 672105

D. Program Improvement Request Summary:

- 1. Expenditure:
- 2. Revenue:
- 3. Net Cost:
- 4. No. of Positions:

E. Program Description:

The Technical Writing section provides support to the Engineering, Environmental, and Administrative Divisions, and backup support to the Operations and Maintenance Divisions. The primary types of work currently performed include preparation of construction contract documents, preparation of agreements, and other writing and editing work. Staff have recently been supporting the Water Resources section with the temporary urgency change petition (TUCP) for 2009 and other water rights work, and supporting the Administrative Services Division with grant and loan applications and accompanying documentation.

F. Program Change:

The upcoming fiscal year will require additional grant writing/funding application work; additional work on the TUCP for 2009 (Term 17 report); possibly new work on a TUCP for 2010, more support on tracking and overall coordination of all the pieces of the TUCP and the subsequent order; possibly additional work on Decision 1610 activity or other water rights work; and additional maintenance and Agency-wide training and orientation on the Tech Writing Agreements Database. Work on agreements is expected to either continue at its same level or increase due to additional work on the Biological Opinion or due to organizational changes. Work on construction contract documents is expected to continue at its same level .

G. Staffing Change:

Add: .75 Technical Writing Specialist

H. Statement of Problem:

Current staffing allocations do not allow as much time as is needed for the support work necessary for the TUCPs for 2009 and 2010 or for grant/funding application assistance for the Administrative Services Division.

I. Justification:

One additional FTE would allow more time to work on TUCPs for 2009 and 2010 and for grant/funding application work.

J. Expenditure Change for Requested Program Improvement:

<u>Sub-Object No.</u>	<u>Account Title</u>	<u>Amount</u>
5100, etc.	Permanent Positions	\$84,226
8709	Reimbursement	\$84,226