

SONOMA COUNTY WATER AGENCY
Grant Davis, 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 is a countywide special district whose Board of Directors is the Sonoma County Board of Supervisors with the exception of the Sonoma Valley County Sanitation District, which is governed by the Chair of the Board of Supervisors, the 1st District Representative, and the Mayor of Sonoma.

The Agency's core functions are key elements in the overall infrastructure necessary for a safe and healthy community. The key functions of the Water Agency are water supply, water transmission, flood control, and wastewater collection and treatment. As a water supplier, the Water Agency is responsible for securing and maintaining water rights and encouraging water conservation and reuse to meet present and future demand. The Water Agency's water transmission system provides for wholesale domestic water supply and 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), a major non-contractor customer, Marin Municipal Water District, and to other smaller customers. For the flood control function, the Water Agency designs, constructs, and maintains flood control facilities. The Water Agency provides sanitation functions to county sanitation districts (CSD) and zones.

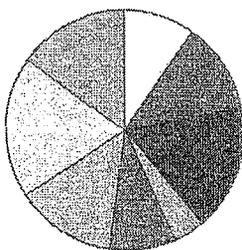
The Water Agency's Board of Directors approved a Strategic Priorities Plan and Water Policy Statement for the Water Agency in April 2007. The plan identifies the following nine priorities critical to advancing the Water Agency's mission:

- 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, power 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 with materials published in English and Spanish.
- Address critical infrastructure needs for sanitation systems.
- Improve the Agency's business efficiency and effectiveness through modernization of its business systems and development of long range financial models.
- Improve the Agency's employee recruitment and retention.

Budget at a Glance:

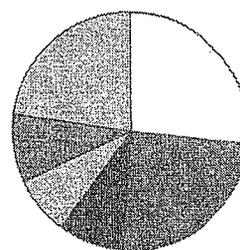
Total Expenditures	\$190,383,953
Total Revenues	\$160,550,002
Total Net Cost	\$29,833,951
Total Staff	195.5
% Funded by Local Discretionary Funds	0.0%

Funding Sources



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

Funding Uses



- Water Transmission
- Sanitation
- Water Supply
- Internal Service
- Flood Protection
- Administration & General

FY 10-11 ACCOMPLISHMENTS

- Continued the planning and implementation of the Biological Opinion including preliminary designs of the Mirabel fish screen replacement and the demonstration habitat enhancements in Dry Creek, continued water quality monitoring, acquisition of permits for the Wohler infiltration ponds project, and a Draft EIR for the Russian River Estuary Management Project.
- Reduced filled positions to 182, non-labor related expenses and deferred projects in response to the reduced water sales revenues during the year.
- Achieved a major milestone by becoming ISO 14000 and ISO 9000. These international environmental leadership standards are benchmarks for Environmental and Quality Management Systems indicating the Agency's commitment to operating in an environmentally friendly manner and continually improving the processes we use to produce our products and services.
- Developed the Water Supply Strategies Action Plan, which details nine strategies and associated actions to meet key water supply challenges. The goal of the plan is to optimize the management of water availability and the costs of providing the water to the contractors and customers.
- Completed the 2010 Urban Water Management Plan, allowing the Agency to continue seeking state grants and low cost loans.
- Received a total of \$13.2 million in grants and another \$11.4 million in low cost state loans for its various projects.
- Sponsored and implemented a youth employment program.
- Completed consolidation of our operations next to our administrative headquarters building.
- Created a financial planning model to allow Water Agency and customers to make key decisions on future major water supply and transmission projects over the next 30 years.
- Began studies in the Santa Rosa Plain, Petaluma Valley, and Sonoma Valley watersheds to identify opportunities to integrate flood control and water supply (groundwater recharge) projects.

FY 11-12 OBJECTIVES

- Construct restoration projects and habitat enhancements along Dry Creek to accommodate summer flows while improving conditions for Coho and steelhead.
- Identify and secure federal, state and grant funding for implementation of the Biological Opinion and natural hazard reliability projects. Expanding non-tax and non-fee based revenue sources is a key element in the Water Agency's strategic plan.
- Continue environmental and technical analyses to modify minimum instream flow requirements as required and to make technical adjustments to existing water rights.
- Update the Agency's strategic plan to guide the activities for the 2012 to 2017 period.
- Complete rate studies for water and wastewater services.
- Move operations into 1315 Aviation Blvd and Service Center into Airport Sanitation Zone facility and surplus or lease 2150 West College Avenue facility.
- Prepare a Supervisory Control and Data Acquisition Master Plan and begin an update to the Information Technology Master Plan.
- Increase summer youth jobs programs by coordinating with the County of Sonoma, nonprofit agencies, education/community organizations and cities in order to expand stream maintenance capacity, provide watershed education, and perform stream restoration.
- Collect and analyze customer data on awareness and expectations of Water Agency programs to help direct outreach activities.
- Construct recycled water expansion projects in the Sonoma Valley CSD including components of the Napa Sonoma Marsh and Sonoma Valley Recycled Water projects.
- Work with water contractors to cooperatively develop a strategic plan for capital projects for the Transmission System, recycled water, and local supplies.
- Continue to develop and implement groundwater studies and Groundwater Management Plans in Sonoma Valley and the Santa Rosa Plain.
- Evaluate potential climate change impacts on water supply and flood protection.

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FINANCIAL SUMMARY

Budget Division/Fund	FY 10-11 Adopted	FY 11-12 Recommended	% Change
<i>Administration and General Fund</i>			
Expenditures	45,313,560	43,048,875	(5.0)
Revenues & Reimbursements	44,124,620	44,029,479	(0.2)
Net Cost	1,188,940	(980,604)	(182.5)
<i>Flood Control</i>			
Expenditures	13,006,772	17,743,985	36.4
Revenues & Reimbursements	11,653,845	11,740,660	0.7
Net Cost	1,352,927	6,003,325	343.7
<i>Water Supply</i>			
Expenditures	10,784,109	16,580,473	53.7
Revenues & Reimbursements	4,327,680	8,318,775	92.2
Net Cost	6,456,429	8,261,698	28.0
<i>Water Transmission</i>			
Expenditures	50,743,495	50,588,282	(0.3)
Revenues & Reimbursements	46,492,302	47,092,559	1.3
Net Cost	4,251,193	3,495,723	(17.8)
<i>Sanitation Zones</i>			
Expenditures	6,452,703	6,128,521	(5.0)
Revenues & Reimbursements	4,608,566	4,502,633	(2.3)
Net Cost	1,844,137	1,625,888	(11.8)
<i>Sanitation Districts</i>			
Expenditures	43,091,753	40,986,983	(4.9)
Revenues & Reimbursements	27,582,992	32,670,264	18.4
Net Cost	15,508,761	8,316,719	(46.4)
<i>Internal Services Fund</i>			
Expenditures	15,741,054	15,306,834	(2.8)
Revenues & Reimbursements	13,116,999	12,195,632	(7.0)
Net Cost	2,624,055	3,111,202	18.6
Total Expenditures	185,133,446	190,383,953	2.8
Total Revenues & Reimbursement	151,907,004	160,550,002	5.7
Total Net Cost	33,226,442	29,833,951	(10.2)

STAFFING SUMMARY

Staffing	FY 10-11 Adopted	FY 11-12 Recommended	FTE Change	% Change
Permanent Positions	199.00	195.50	(3.50)	(1.8)

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RECOMMENDED BUDGET

The recommended budget reflects overall expenditures of \$29.8 million, a \$5.3 increase from FY 10-11. Recommended expenditures are supported by \$160 million in revenues and internal reimbursements. Revenues and reimbursements increased about \$8.5 million. Significant increases in expenditures are for major Flood Control and Biological Opinion (BO) related Water Supply and Transmission construction projects. The significant increase in revenue is largely due to sanitation rate increases and grant funding for projects specifically related to water supply.

Core Services Maintained

All core functions of the Water Agency will be maintained.

Water System

- Continuing water conservation efforts by the public will again result in historically low water sales. It is anticipated the water sales have begun to stabilize at this new lower level. Total Water System expenditures for FY 11-12 are \$50.6 million. The budget sets rates reflecting water deliveries of 47,848 acre-feet. In comparison, the FY 10-11 budget estimate was 49,853 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 revenue budget also reflects the proposed FY 11-12 water rate increases of 4.3% to 5.0%. Revenues for water sales are anticipated to increase by \$271,000. The increases in rates are primarily attributable to the decreased water deliveries and the costs of the BO – a document laying out federal conservation requirements which are described below – and continued capital project costs for natural hazard mitigation. The Technical Advisory Committee (TAC) was presented a budget with the reduced delivery amount and these increases on January 10, 2011 and recommended them to the Water Advisory Committee, which unanimously recommended the proposed budget and rates in March 2010.
- In 2008, following 11 years of consultation, the National Marine Fisheries Service issued a BO for the Russian River water supply, channel maintenance and flood control activities to the United States Army Corps of Engineers (Corps) and the Water Agency. In addition, the California Department of Fish and Game issued a corresponding Consistency Determination (CD) in 2009. Together the BO and CD mandate mitigation projects to protect the Coho salmon and steelhead in the Russian River and its tributaries, and protect the Water Agency and Corps from substantial liabilities for incidental take of protected species. These projects have and will significantly increase the level of expenditures for staff, consultants, and construction, estimated at \$85 million over the 15 year term of the BO.
- Water Supply division expenditures are budgeted specifically for projects related to the BO and are projected to be \$3.6 million. Another \$4.1 million will come from the Warm Springs Dam Special Revenue Fund. The Agency is also aggressively pursuing federal funding through the Army Corp of Engineers and other federal sources to help offset costs to local ratepayers.

Administration

- For FY 11 -12, administrative activities include several projects aimed at empowering the workforce and improving the practices and procedures used to deliver services to our customers. Specific projects include information technology system upgrades, enhancements to the Geographic Information Systems capabilities, upgrading project management and financial management systems, and conducting and follow-up on an employee opinion survey. These activities are paid for through the Water Agency's general fund. Overall, the total funded position allocations requested for the Agency in FY11-12 are down from 199 to 195.5. Total filled positions are 182 FTEs.

Sanitation

- Because efficient and effective maintenance and eventual replacement of basic wastewater treatment systems are a matter of public health and safety, the Water 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 Water Agency implemented rebate programs for in-home wastewater saving devices: low flow showerheads, front loading washers, and high efficiency toilets. Additionally the Water Agency continues to look at alternatives to the current billing method to make it more responsive to the amount of wastewater created by residential customers. It is anticipated the Sonoma Valley County Sanitation District will be the first sanitation entity in the county to have rates partially based on the amount of water used by residential customers. This would replace the existing system which charges a fixed amount to all single family dwelling units.
- Objectives for supporting the Agency's strategic plan are: 1) protect the health and safety of the public and the environment; 2) manage sanitation systems in a cost-effective manner; 3) encourage beneficial use of recycled water; and 4) adequately fund and implement infrastructure replacement and upgrade projects. The primary activities to achieve these objectives are to improve maintenance effectiveness and to conduct customer education to minimize overflows in collection systems.

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The budget for each sanitation district or zone operated by the Water Agency includes a statement regarding the level of service provided under the proposed budget. The levels of service are defined as follows. **Minimum Level of Service:** Includes services necessary for the protection of public health and safety, employee safety, and the environment. **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 a majority of the districts and zones are budgeted to operate at a Standard Level of Service. Occidental CSD continues to operate at a Minimum Level of Service. Sonoma Valley CSD and the Geyserville Sanitation Zone will operate at Asset Preservation Level of Service.

- **Occidental CSD - Minimum Level of Service:** The Occidental CSD continues to face very serious financial and operational difficulties, with operating revenues and Occidental CSD's fund balance being inadequate to fully support operations and maintenance. The Water Agency's General Fund has contributed nearly \$2.8 million since FY 97-98 with additional contributions of \$960,000 anticipated for FY 10-11 and FY 11-12. CSD operations and maintenance costs are expected to increase 16.9% in FY 11-12.
- **Russian River CSD – Standard Level of Service:** The Russian River CSD is continuing with projects to expand capacity for both irrigation and disinfection. The CSD currently irrigates approximately 20 acres of forest area adjacent to the treatment plant (referred to as the Burch property) and approximately 40 acres of the Northwood Golf Course. During FY 06-07, it was determined that additional irrigation is necessary and the initial work to complete Environmental Impact Report and California Environmental Quality Act studies for expansion of irrigation using recycled water began. The FY 08-09 budget included increased expenditures in preparation of the irrigation expansion and a disinfection process capacity (ultraviolet process) capital project. The disinfection project moved ahead to construction in FY 10-11 after funding through a State Revolving Fund loan. Projects include a disinfection system and replacement of capital assets. CSD operations and maintenance costs to budgeted to decrease 1.0%.
- **Sonoma Valley CSD – Asset Preservation Level of Service:** The Sonoma Valley CSD is continuing the program to replace its aging collection system in order to improve capacity and to ensure the reliability and safety of the infrastructure. Funding for most of the replacement costs will be from future rate increases. The CSD's long term financial plan anticipates continued annual increases of 5.0% to 5.5 % in order to build revenues and fund balances which will support additional debt. Additionally, the Sonoma Valley CSD is seeking assistance through state and federal infrastructure replacement programs. During FY 11-12, this activity will be continued with a project to replace additional portions of the main collection line. CSD operations and maintenance costs are expected to increase 8.7% in FY 11-12.
- **South Park CSD –Standard Level of Service during FY 11 – 12:** The South Park CSD 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 collection system. 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. For FY 11-12 the CSD continues with these projects. Timing of the final replacement of the collection system and other improvements are dependent upon the ability of the district to fund the last \$3 million on a pay-as-you go basis in future years. This will cause a delay of the transfer of the system to the City of Santa Rosa beyond the target of 2011. The operations and maintenance expenditures are decreasing by 6%.
- **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 (Association) operates and maintains these systems under contract with the Water Agency. For FY 11-12 the Agency is continuing with project to repair and upgrade the treatment plan and collection system. Operations and maintenance expenditures are budgeted to decrease 3.3%.
- **Penngrove Sanitation Zone – Standard Level of Service:** Water Agency operations in the Penngrove Sanitation Zone are limited to administrative services and operation and 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 rate increases over the next several years to fund their new wastewater treatment plant that meets advanced (tertiary) wastewater standards. The proposed budget for FY 11-12 reflects no change in overall expenditures in the zone for operations and maintenance expenses.

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- **Geyserville Sanitation Zone –Asset Preservation Level of Service:** Current and future treatment plant inflows are expected to remain less than the treatment and disposal capacity of the Geyserville Sanitation Zone facilities. 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 6.2% as no construction projects are planned.
- **Airport-Larkfield-Wikiup Sanitation Zone – Standard Level of Service:** The Water Agency and OHR BioStar, LLC have developed a public/private partnership project that would produce 1.4 MW of renewable electricity derived from local poultry waste through anaerobic digestion and fuel cell technology. OHR Biostar, LLC would fund, design, build, operate, and maintain the project on property leased from the Airport Larkfield-Wikiup Sanitation Zone wastewater treatment plant. The project would process 90,000 tons per year of manure from approximately 2 million egg-laying chickens in Sonoma County. The Water Agency would support the project by entering into a power purchase agreement (PPA) worth approximately \$1.1 million per year for 20 years. The power would offset electrical loads at Water Agency water and wastewater sites. The power generated from the project would meet approximately one fifth of the Water Agency’s system wide power demand. The Airport Larkfield-Wikiup Sanitation expenditures are increasing 4.1%.

Services Eliminated or Reduced

No core functions are being eliminated or reduced. In FY 11-12 the Agency will monitor expenditures, achieve efficiencies to reduce costs to match revenues for the incoming year. To respond to uncertainties and funding constraints the Agency has prepared a Business Operations Plan containing strategies to reduce costs and changing conditions for the services it provides. As part of this the Agency has reduced its staff to 182 filled positions.

Strategic Plan Focus

The Water Agency Strategic Objectives for FY 11-12 listed above reflects the Water Agency’s Strategic Action Plans. They relate to the County’s Strategic Plan by focusing resources on providing superior services in each of the Water Agency’s core functions.

- Highest priority is given to providing infrastructure necessary to protect the public health and safety within the County Strategic Plan focus of Safe, Healthy and Environmentally Sustainable Communities. This is the foundation of Agency activities including water supply and transmission; wastewater collection and treatment; flood control and stream maintenance; ground water studies and management; recycled water; and compliance with the Biological Opinion.
- Investment in the Future focus includes investment in water transmission system air valves and adding check valves in the system. ISO 9000 and 14000 certification is another example of how efficient operations and continual improvement are being addressed. In addition this focus supports consolidation of all Agency operations and maintenance activities at Airway Drive facility and moving out of the West College location. The Water Agency is also a leading proponent of Sustainability programs through its continuing support of SCEIP and through financial and organizational leadership in Community Choice Aggregation (CCA).
- The County Strategic Plan focus of both Economic and Environmental Stewardship and Civil Service and Engagement are supported the Agency’s water education programs. Education materials and instruction are delivered in both English and Spanish.

DEPARTMENT HEAD CONCURRENCE OR COMMENT

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

FY 11-12 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	WA Principal Program Specialist	\$ 151,337	7/1/2011		Reimbursement
Sonoma County Water Agency	1.00	Senior Office Assistant	73,627	7/1/2011		Reimbursement
Sonoma County Water Agency	1.00	WA Senior Network Analyst	148,488	7/1/2011		Reimbursement
Sonoma County Water Agency	1.00	Assistant General Manager	266,807	7/1/2011		Reimbursement
Sonoma County Water Agency	1.00	WA Land Surveyor	167,580	7/1/2011		Reimbursement
Subtotal - Sonoma County Water Agency	5.00		\$ 434,387			

FY 11-12 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	Automotive Mechanic	\$106,784	7/1/2011		Reimbursement
Sonoma County Water Agency	1.0	WA Lead Maintenance Worker	103,349	7/1/2011		Reimbursement
Sonoma County Water Agency	1.0	Secretary	79,040	7/1/2011		Reimbursement
Sonoma County Water Agency	1.0	Licensed Land Surveyor	153,335	7/1/2011		Reimbursement
Sonoma County Water Agency	2.0	Deputy Chief Engineer	478,374	7/1/2011		Reimbursement
Sonoma County Water Agency	1.0	Assistant Project Specialist	117,092	7/1/2011		Reimbursement
Sonoma County Water Agency	0.75	Technical Writing Manager	134,410	7/1/2011		Reimbursement
Sonoma County Water Agency	0.75	WA Program Specialist	95,461	7/1/2011		Reimbursement
Subtotal - Sonoma County Water Agency	8.50		1,267,845			

PROGRAM IMPROVEMENT REQUEST – NO. 1

- 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: 0
- 4. No. of Positions: + 1.0 Permanent Position

E. Program Description:

F. Program Change: N/A

G. Staffing Change:

- Add: 1.0 Assistant General Manager (Job Class #0912)
- Delete: 1.0 Deputy Chief Engineer
- Net Change: 0.0

H. Statement of Problem:

Need to consolidate the number of management positions and improve span of control.

I. Justification:

These changes will take the Assistant General Manager position and two Deputy Chief Engineer positions and consolidate the duties into two Assistant General Manager positions that will oversee the areas of business operations and water/wastewater operations. This will result in improved reporting efficiency and eliminate one management position.

J. Expenditure Change for Requested Program Improvement:

<u>Sub-Object No.</u>	<u>Account Title</u>	<u>Amount</u>
5100, etc.	Permanent Positions	\$231,167
8709	Reimbursement	(\$231,167)

PROGRAM IMPROVEMENT REQUEST No. 2

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 +1.0 Permanent Position

E. Program Description: Clerical and Records

F. Program Change: The era of electronic records and files requires a different skill set for our records technician. For the past two years we have filled this gap with extra help and temporary agency personnel. It is clear that the change in skill set is a long term issue requiring a more permanent resolution at this time. We did not fill the position when a prior employee retired.

G. Staffing Change:

Add: 1.0 Senior Office Assistant (Records Technician) (Job Class#0003)

H. Statement of Problem:

The Water Agency's diverse and complex records and documents are rapidly changing from paper to electronic format. The skill set for our records technician has had to change in response to the change in technology. We used temporary and extra help personnel for the last two years in order to gain a better understanding of the new nature of the work, the quantity of the workload, and the skills required. Our existing office assistant staff do not have the skills to perform the responsibilities.

I. Justification:

The Water Agency and its staff including County Counsel are benefitting from the ease of searching through our large and growing set of electronic records rather than having to search paper documents. The skills required to characterize documents, organize them for ease of searching and retrieval, and for making them available to staff when needed, while preserving the original integrity of the content are significantly different than a traditional file clerk. Upgrading this position is part of the overall long range staffing plan for Administration Division.

J. Expenditure Change for Requested Program Improvement:

<u>Sub-Object No.</u>	<u>Account Title</u>	<u>Amount</u>
5100, etc.	Permanent Positions	\$73,627
8709	Reimbursement	(\$73,627)

PROGRAM IMPROVEMENT REQUEST No. 3

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: +1.0 Permanent Position

E. Program Description:

F. Program Change: Add one Water Agency Senior Network Analyst position

G. Staffing Change: Promote existing Water Agency Network Analyst to Senior Network Analyst

Add: 1.0 Senior Network Analyst (Job Class #0140)

H. Statement of Problem: Employee is working above the classification and job description of Network Analyst. Employee's responsibilities include training of personnel and being a lead for the CIAS area.

I. Justification: CIAS area has a need for a lead/trainer with thorough knowledge of the Business network and SCADA network, including voice and data systems. The knowledge and experience for this position goes beyond the requirements specified in the Network Analyst position.

J. Expenditure Change for Requested Program Improvement:

<u>Sub-Object No.</u>	<u>Account Title</u>	<u>Amount</u>
5100, etc.	Permanent Positions	\$148,488
8709	Reimbursement	(\$148,488)

PROGRAM IMPROVEMENT REQUEST No. 4

A. Division: Sonoma County Water Agency

B. Section: Administration and General

C. Index No.: 672105

D. Program Improvement Request Summary:

1. Expenditure:	0
2. Revenue:	0
3. Net Cost:	0
4. No. of Positions:	+0 Net Permanent Positions

E. Program Description:

The Agency's Water Education program implements state-mandated water conservation education programs Sonoma County and part of Marin County. The program includes class room instruction, outdoor education and presentation of assembly programs and other special events. This year the program provided 4376 hours of direct classroom instruction, outdoor education/field study for 49 classes from 22 different schools and educational materials for 305 classrooms in 75 schools. Special assembly programs were presented at 30 schools reaching 12,000 students. The program is also a requirement of the California Urban Water Conservation Council.

Responsibilities have increased over the past six months due to acquisition of a property above Lake Sonoma and initiation of an effort to establish a new "Headwaters to Ocean" education program. The program has also initiated a project to secure grant funding and build a new outdoor education facility at Wohler/Mirabel. In addition, the program has taken responsibility for helping lead the Summer Youth Ecology Corps programs.

F. Program Change:

Add a position at the level of Water Agency Principal Programs Specialist with the working title of Water Education 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 (Job Class#0982)
Delete:	1.0	Water Agency Programs Specialist
Net Change:	0.0	

H. Statement of Problem:

The Agency Water lacks a Principal Program Specialist position to oversee its programs in Water Education. This is becoming problematic because the demand for education programs and services is increasing and staff level personnel are fulfilling responsibilities normally associated with the Principal Water Programs Specialist class.

I. Justification:

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

- Oversight and direction for Water Program Specialists (1.5), Extra Help employees (2) and interns (2) running the Agency's water education program.
- Designing and overseeing development of the new Headwaters to Oceans education program.
- Securing grant funding and directing design and construction of the Agency's new water education facility.
- Leading a portion of the Summer Youth Ecology Corps programs.
- Developing policy and strategy for future water education programs operated by the Agency.
- Performing analyses required for official reports such as the Urban Water Management Plan and the various other reports required by the State Water Board and CUWCC.

J. Expenditure Change for Requested Program Improvement:

<u>Sub-Object No.</u>	<u>Account Title</u>	<u>Amount</u>
7247	Permanent Positions	\$151,337
8709	Reimbursement	\$151,337

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DEPARTMENT HEAD POSITION SUMMARY

DEPARTMENT HEAD : GRANT DAVIS

NO.	NAME	PERMANENT POSITIONS		
		FY 10-11 ADOPTED	FY 11-12 RECOMMENDED	PERCENTAGE CHANGE
62-72	SCWA - ADMIN/GENERAL	199.00	195.50	(1.76)
TOTAL POSITIONS		199.00	195.50	(1.76)

DEPARTMENT HEAD BUDGET SUMMARY

DEPARTMENT HEAD : GRANT DAVIS

NO.	NAME	TOTAL EXPENDITURES			NET COST/USE OF FUND BALANCE		
		FY 10-11 ADOPTED	FY 11-12 RECOMMENDED	PERCENTAGE CHANGE	FY 10-11 ADOPTED	FY 11-12 RECOMMENDED	PERCENTAGE CHANGE
CAPITAL PROJECTS - DIST BOS							
62-72	SCWA - ADMIN/GENERAL	45,313,560	43,048,875	(5.00)	1,188,940	(980,604)	(182.48)
SUBTOTAL:		45,313,560	43,048,875	(5.00)	1,188,940	(980,604)	(182.48)
DEBT SERVICE - DIST BOS							
62-73	FLOOD CONTROL	13,006,772	17,743,985	36.42	1,352,927	6,003,325	343.73
SUBTOTAL:		13,006,772	17,743,985	36.42	1,352,927	6,003,325	343.73
S C W A - DEBT SERVICE							
62-74	WATER SUPPLY	6,285,573	6,285,573	.00	6,135,573	6,205,823	1.14
SUBTOTAL:		6,285,573	6,285,573	.00	6,135,573	6,205,823	1.14
ENTERPRISE - DIST BOS							
60-51	OCCIDENTAL SANITATION	1,015,025	1,593,000	56.94	85,992	136,991	59.31
60-52	RUSSIAN RIVER SANITATION	5,689,983	5,281,609	(7.18)	1,779,596	742,467	(58.28)
60-53	SONOMA VALLEY SANITATION	20,433,717	26,362,590	29.02	5,073,280	4,597,964	(9.37)
60-54	SOUTH PARK SANITATION	15,953,028	7,749,784	(51.42)	8,569,893	2,839,297	(66.87)
SUBTOTAL:		43,091,753	40,986,983	(4.88)	15,508,761	8,316,719	(46.37)
TRUST/AGENCY - DIST BOS							
62-74	WATER SUPPLY	4,498,536	10,294,900	128.85	320,856	2,055,875	540.75
62-75	WATER TRANS SYSTEM	50,743,495	50,588,282	(.31)	4,251,193	3,495,723	(17.77)
62-78	SAN ZONE 1-SEA RANCH	640,725	619,245	(3.35)	153,012	115,869	(24.27)
62-80	SAN ZONE-PENNGROVE	840,852	752,847	(10.47)	216,726	144,252	(33.44)
62-81	SAN ZONE-GEYSERVILLE	444,260	409,577	(7.81)	137,304	97,216	(29.20)
62-82	SAN ZONE-A.L.W.	4,526,866	4,346,852	(3.98)	1,337,095	1,268,551	(5.13)
SUBTOTAL:		61,694,734	67,011,703	8.62	6,416,186	7,177,486	11.87
SCWA-ISF							
62-87	INTERNAL SERVICE FUNDS	15,741,054	15,306,834	(2.76)	2,624,055	3,111,202	18.56
SUBTOTAL:		15,741,054	15,306,834	(2.76)	2,624,055	3,111,202	18.56
TOTAL FINANCIAL		185,133,446	190,383,953	2.84	33,226,442	29,833,951	(10.21)

FY 2011-12 BUDGET
REIMBURSEMENT (COST APPLIED) SUMMARY

Section: Administration & General Number: 672105 - 8709

	<u>Index</u>	<u>Description</u>	<u>Sub-Object</u>	<u>FY 11-12 Amount</u>
<u>Charges From :</u>	672105	Administration & General	Various	\$36,000,000
<u>Charges To :</u>	673202	Zone 1A Laguna Mark West	Various	4,494,790
	673301	Zone 2A Petaluma	Various	698,905
	673400	Zone 3A Valley of the Moon	Various	256,479
	673509	Zone 5A Lower Russian River	6180	185,947
	673707	Zone 8A South Coast	6180	87,630
	675415	Russian River Projects	Various	1,397,809
	674623	Recycled Water Fund	6522	698,905
	675108	Water Transmission	6522	11,428,266
	675405	Storage Facilities	Various	1,192,626
	675413	Pipeline Facilities	Various	0
	675421	Common Facilities	Various	3,654,822
	687103	Equipment Fund	6140	812,183
	687202	Facilities Fund	6180	185,947
	678102	Sea Ranch	6522	47,021
	678300	Sea Ranch Construction	Various	23,511
	680108	Penngrove	6522	57,708
	680306	Penngrove Construction	Various	23,511
	681106	Geyserville	6522	92,974
	681304	Geyserville Construction	Various	23,511
	682104	Airport-Larkfield-Wikiup	6522	696,767
	682302	Airport-Larkfield-Wikiup Construction	Various	566,391
	651109	Occidental CSD	6522	170,986
	651505	Occidental CSD Construction	Various	55,570
	652107	Russian River CSD	6522	1,389,260
	652305	Russian River CSD Construction	Various	609,137
	653105	Sonoma Valley CSD	6522	4,060,914
	653303	Sonoma Valley CSD Construction	Various	2,827,678
	654103	South Park CSD	6522	51,296
	654301	South Park CSD Construction	Various	209,458
		<i>Total</i>		<u><u>\$36,000,000</u></u>

Sonoma County Water Agency
 Schedule of Operating Transfers FY 11-12

Requested Budget

Fund	PCAS	Index	11 - 12 Requested	
			Out 8625	In 4625
General Fund	0785 A1	672105	1,460,000.00	
Sustainability		672808		210,000.00
		673806		
Russian River Projects		674515		350,000.00
Recycled Water		674523		900,000.00
Water Transmission	0785 A2	675108	12,682,156.00	
SR Aquaduct Capital Fund	0785 B0	675207	322,000.00	66,445.00
		675215	714,000.00	
Sonoma Aquaduct Capital Fund		675231	125,000.00	50,000.00
Storage Facilities		675405		
Storage Facilities		675405		
Pipeline Facilities		675413		1,161,000.00
Common Facilities	0785 E0	675421		2,727,708.00
Collector 6 Debt Service		675439		1,196,268.00
Collector 6 reserve		675447		119,627.00
Common Facility Rev Bonds	0785 B7	675454		500,380.00
Storage Facilities Rev Bond	0785B6	675462		358,508.00
Sonoma Aquaduct Rev Bond		675470	50,000.00	294,175.00
Storage Facilities Rev Bond 2006		675488		449,721.00
Common Facilities Rev Bond 2006		675496		401,557.00
North Marin Deposit		675512		
Water Management Planning		675710		200,000.00
Watershed Planning Restor/Reuse		675728		3,995,267.00
Recycled Water & Local Supply		675736		867,500.00
Water Conservation		675744		1,505,000.00
A L W Operations	0785 J2	682104	500,076.00	
A L W Rev Bonds		682203		500,076.00
A L W Construction	0785 E2	682302		
Occidental		651109	350,000.00	
Occidental Con		651505		350,000.00
Russian River Ops	0785 i3	652107	775,805.00	
Russian River Rev Bond		652214		117,500.00
Russian River Con		652305		520,500.00
Russina River St Loan Reserve		652412		137,805.00
Sonoma Valley Ops	0785 i4	653105	8,190,695.00	
Sonoma Valley Con		653303		6,000,000.00
Sonoma Valley Outfall Line		653337		49,711.00
Sonoma Valley 98 Rev Bond		653352		1,391,642.00
Sonoma Valley SRF Tertiary Treat	3734A0	653410		442,973.00
Sonoma Valley SRF Reserve		653428		34,984.00
Sonoma Valley St Loan Reserve		653436		271,385.00
South Park Ops	0785 i5	654103	269,996.00	
South Park Rev Bond	0785G2	654202		269,996.00
South Park Con		654301		
			25,439,728.00	25,439,728.00

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
Gary Leach
Oscar Martin
Jon Niehaus
Brain Paulson
Ellen Simm
James Smith
Harold Wilson
Jim Zambenini

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