



ADDENDUM
Board of Directors Regular Meeting Agenda
Monday, June 18, 2018 – 3 p.m.

The following item will be added to the above meeting agenda for consideration:

FISCAL YEAR 2018/2019 BUDGET

- It is recommended to adopt Resolution No. 2018-14, adopting the Operating and Capital Budgets FY 2018-2019.

- It is recommended to adopt Resolution No. 2018-15, adopting its Appropriations Limit for FYE June 30, 2019.

- It is recommended to adopt Resolution No. 2018-16, adopting its Employee Classification Plan effective July 1, 2018.

ANY DISCLOSABLE PUBLIC RECORDS RELATED TO AN OPEN SESSION ITEM ON A REGULAR MEETING AGENDA AND DISTRIBUTED BY MISSION SPRINGS WATER DISTRICT TO ALL OR A MAJORITY OF THE BOARD OF DIRECTORS LESS THAN 72 HOURS PRIOR TO THAT MEETING ARE AVAILABLE FOR PUBLIC INSPECTION AT THE DISTRICT OFFICE, 66575 2ND ST., DESERT HOT SPRINGS, CALIFORNIA DURING NORMAL BUSINESS HOURS

CERTIFICATION OF POSTING

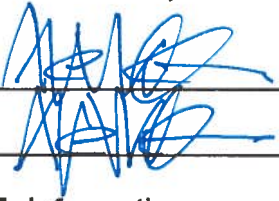
I certify that on June 15, 2018, I posted a copy of the foregoing notice near the regular meeting place of the Board of Directors of Mission Springs Water District at least 72 hours in advance of the meeting (Government Code Section 54954.2)



Arden Wallum
Secretary of the Board of Directors

AGENDA STAFF REPORT
REGULAR BOARD MEETINGS OF JUNE 18, 2018

FROM: General Manager
BY: Director of Administrative Services
FOR: ACTION Direction Information



RESOLUTIONS 2018-14, 2018-15 AND 2018-16
2018-2019 OPERATING AND CAPITAL BUDGET,
APPROPRIATIONS LIMIT AND CLASSIFICATION PLAN

STAFF RECOMMENDATION

Adopt the following resolutions related to the fiscal year ending June 30, 2019 operating and capital budget:

- 2018-14 Operating and Capital Budgets FY 2018-2019
- 2018-15 Appropriations Limit for FYE June 30, 2019
- 2018-16 Employee Classification Plan

SUMMARY

The California Water Code requires that a budget be adopted by the Board by June 30, 2018. The 2018-2019 Operating and Capital budget was presented in detail at the June 5, 2018 Board workshop. Staff recommends adoption as presented.

ANALYSIS

The Operating budget for the 2019 fiscal year is summarized as follows:

Total Operating Revenues	\$ 16,640,052
Total Operating Expenses	<u>(15,636,236)</u>
Net Operating Income	1,003,816
Non-Operating Revenue	2,581,264
Non-Operating Expenses	<u>(994,179)</u>
Net Income	<u>\$ 2,590,901</u>

The Capital Budget is summarized as follows:

Total Continuing Appropriations from 2018 fiscal year	\$ 55,775,965
Total Capital Projects added for 2019 fiscal year	<u>2,614,680</u>
Final Capital Budget for fiscal year 2019	<u>\$ 58,390,645</u>

FISCAL IMPACT

Budgeted Cash outflow related to capital projects	\$ 6,787,705
Expected proceeds from Assmt. Distr. and Grants	<u>(373,000)</u>
Net Cash outflow related to capital projects	<u>\$ 6,414,705</u>

ATTACHMENTS

- 2018-2019 Departmental Budgets
- 2018-2019 Capital Budget and Continuing Appropriations
- 2018-2019 Employee Classification Plan
- Resolutions 2018-14, 2018-15, and 2018-16

Mission Springs Water District											
Capital Budget and Continuing Appropriations											
2019											
			Interim	Continuing	Projects	Projects proposed	Final Capital	Funds Expended			
		As of 1/17/18	Additions/	Appropriations from	expected to close	to be added to	and Continuing	Through	Fund in 2018/		
	DESCRIPTION	JOB #	Transfers	2017/2018 Budget	by 6/30/18	2018/2019 budget	Appropriations	4/30/2018	2019		
				BUDGET			2018/2019				
9	Mission Lakes CC Sewer Plans & Specs	10342	-	89,765	-	-	-	89,765	89,765	-	
10	Sewer line Encasement I-10 Crossing @ Indian	10371	-	251,972	-	-	-	251,972	251,972	-	
11	Well White Water Basin	10528	-	15,094	-	-	-	15,094	15,094	-	
12	Admin Building Design	10634	-	80,000	-	-	-	80,000	76,261	-	
13	Water Infrastructure Site-H Falls & C Vintage	10681	-	1,000	-	-	-	1,000	1,000	-	
14	Well Site-Worsley Rd North-27 Acres	10693	-	39,326	-	-	-	39,326	39,326	-	
15	Well Site Worsley-Env/Eng	10702	-	2,405	-	-	-	2,405	2,405	-	
16	1240Z Trans Line Quail/Terrace	10747	-	447,995	-	-	-	447,995	447,995	-	
17	4 MG Reservoir @ Gateway	10799	-	176,699	-	-	-	176,699	176,699	-	
18	Reservoir @ 1400' Zone	10966	-	25,432	-	-	-	25,432	25,432	-	
19	Prelim Des/Eng Horton WWTP Exp #5	10969	-	171,703	-	-	-	171,703	171,703	-	
20	Final Design Horton WWTP Exp #5	11032	-	940,340	-	-	-	940,340	940,340	-	
21	Well #38 Design & Environmental	11076	-	375,000	-	-	-	375,000	366,443	-	
22	Horton WWTP Expansion #5	11087	-	13,404,000	-	-	-	13,404,000	152,616	-	
23	EIR Horton WWTP Expansion #5	11088	-	71,416	-	-	-	71,416	71,416	-	
24	Well # 42 (near to existing well # 22)	11147	-	1,605,000	-	-	-	1,605,000	171,583	-	
25	Land 29 acres Phil Kerr	11151	-	159,062	-	-	-	159,062	159,062	-	
26	1530 ZONE Redbud tank #2 Land and Const	11159	-	80,000	-	-	-	80,000	70,708	-	
27	I-10 & Indian Sewer Collection System	11205	-	550,000	-	-	50,000	600,000	541,449	50,000	
28	Minor Improvements for Admin Bldg	11236	-	114,500	-	-	-	114,500	56,651	57,849	
29	CVMSHCP Plan Amendment & Req'd Contributions	11243	-	492,500	-	-	-	492,500	468,909	-	
30	Emergency \$ @ GM Discretion	11266	-	50,000	-	-	-	50,000	-	-	
31	Mission Creek - 80 Acres	11282	-	328,000	-	-	-	328,000	325,077	-	
32	AQMD Solar Project	11330	-	3,778,146	-	-	-	3,778,146	2,907,915	870,231	
33	Replace Poly Service Lines w/ Copper	11339	-	271,110	-	-	-	271,110	120,016	-	
34	Well & Booster SCADA Enhancements	11340	-	25,000	-	-	-	25,000	-	-	
35	Well #26 Rehab	11343	-	75,000	-	-	-	75,000	-	75,000	
36	Water Master Plan Update	11347	-	198,200	-	-	-	198,200	407	197,793	
37	Sewer Master Plan Update	11348	-	290,300	-	-	-	290,300	-	290,300	
38	Public Outreach Plan	11353	-	35,000	-	-	-	35,000	1,879	-	
39	Wells 27/31 dry wells	11391	-	158,000	-	-	-	158,000	-	158,000	
40	Well & Booster SCADA enhancement	11392	-	30,000	-	(30,000)	-	-	-	-	
41	Rehab Clarifier #3	11404	-	280,000	-	(280,000)	-	-	199,688	-	
42	Regional Wastewater Treatment Plant	11424	-	17,600,000	-	-	-	17,600,000	654,544	1,000,000	
43	Area M-2 (AD #15)	11425	-	6,250,000	-	-	-	6,250,000	510,960	-	
44	Conveyance line from LS to RWWTP	11426	-	3,300,000	-	-	-	3,300,000	19,909	500,000	
45	Recycled Water Study	11450	-	25,000	-	-	-	25,000	8,608	16,392	
46	Chromium 6 Compliance Study	11451	-	200,000	-	-	-	200,000	11,863	25,000	
47	Pump Station SCADA - HWWTP & DPLS	11454	-	19,000	-	(19,000)	-	-	19,180	-	
48	Ground Water Quality Study - HWWTP & DCWWTP	11455	-	96,000	-	(96,000)	-	-	89,281	-	
49	HWWTP Infl. Pup Station Odor Control	11456	-	183,000	-	-	42,500	225,500	383	225,500	
50	Desert Willows Water Line Replacement	11457	-	1,200,000	-	-	-	1,200,000	1,924	-	
51	Well 29 Chromium 6 Treatment design	11460	-	200,000	-	-	-	200,000	-	-	
52	AD #12, Area J-1-2 USACE	11471	-	1,050,000	-	-	-	1,050,000	230,824	20,000	
53	Area J-2	11472	-	300,000	-	-	-	300,000	293,854	-	
54	N Indian Cynn Dr Sewer Const Proj	11479	760,000	10,000	-	-	-	770,000	26,776	743,224	
55	High Desert View #1 Seismic Controller	11485	-	33,800	-	(33,800)	-	-	781	-	
56	2017 Mid Size SUV	11486	-	33,000	-	(33,000)	-	-	32,704	-	
57	2017 One Ton Truck w/ Utility Bed & Auto Crane	11487	-	71,000	-	(71,000)	-	-	69,866	-	
58	2017 3/4 Ton Truck w/ Utility Bed	11488	-	36,000	-	(36,000)	-	-	35,507	-	
59	2017 Mid Size Pickup 4dr 4x4	11489	-	36,000	-	(36,000)	-	-	34,601	-	
60	2017 Mid Size Pickup 4dr 4x4	11490	-	36,000	-	(36,000)	-	-	35,999	-	
61	Block Wall at Corp Yard	11491	-	45,000	-	(45,000)	-	-	43,792	-	
62	Corp Yard Paving	11492	-	28,000	-	(28,000)	-	-	27,686	-	
63	New Meters 2018	11493	-	140,000	-	(140,000)	-	-	167,184	-	
64	DCWWTP Motor Control Cabinets	11494	-	55,500	-	-	-	55,500	-	-	
65	DPLS Motor Control Cabinets	11495	-	33,500	-	-	-	33,500	-	-	
66	HWWTP Grinder	11496	-	29,000	-	(29,000)	-	-	24,534	4,466	
67	HWWTP Influent Pump #1	11497	-	30,000	-	(30,000)	-	-	28,492	508	
68	HWWTP Percolation Pond Rehab	11498	-	42,000	-	-	-	42,000	21,882	7,118	
69	Warehouse Roof Replacement	11499	-	24,000	-	(24,000)	-	-	23,000	-	
70	CVIRWMP Plan Update	11500	-	15,000	-	-	-	15,000	-	15,000	
71	Dump Truck	11501	-	105,000	-	(105,000)	-	-	101,003	-	
72	AD #17 Formation Costs	11502	-	250,000	-	-	50,000	300,000	251,691	38,309	
73	Computer Hardware	11503	-	20,000	-	(20,000)	-	-	19,247	-	
74	Computer programming improvements/software	11504	-	25,000	-	(25,000)	-	-	15,525	-	
75	SGMA Alt Plan/Bridge Doc	11525	-	35,000	-	(35,000)	-	-	30,621	-	
76	e-Commerce Upgrades	11526	-	45,000	-	(45,000)	-	-	24,165	20,835	
77	2018 Big Tex 25ft backhoe trailer		-	-	-	-	11,600	11,600	-	11,600	
78	2018 Big Tex 25ft backhoe trailer		-	-	-	-	11,600	11,600	-	11,600	
79	2018 Chevy 1500 HD 4x4		-	-	-	-	30,000	30,000	-	30,000	
80	2018 Chevy 3500 HD 4x4		-	-	-	-	71,000	71,000	-	71,000	
81	2018 Chevy 3500 HD 4x4		-	-	-	-	71,000	71,000	-	71,000	
82	2018 Chevy 3500 HD 4x4		-	-	-	-	71,000	71,000	-	71,000	
83	2018 Chevy Colorado 4x4		-	-	-	-	27,000	27,000	-	27,000	
84	Corp Yard Carport Roof Enclosure		-	-	-	-	70,000	70,000	-	70,000	
85	Corp Yard Fuel Mgmt System (Gas Boy)		-	-	-	-	16,000	16,000	-	16,000	
86	Corp Yard Maint. Bldg. Roof Repair		-	-	-	-	35,000	35,000	-	35,000	
87	Corp Yard Swamp Coolers Replacement/Relocate		-	-	-	-	24,000	24,000	-	24,000	
88	Upgrade Billing Software		-	-	-	-	50,000	50,000	-	50,000	
89	AD # 18 Formation Costs		-	-	-	-	160,000	160,000	-	160,000	
90	New Meters 2019		-	-	-	-	250,000	250,000	-	250,000	
91	HWWTP Auger Monster Replacement		-	-	-	-	18,000	18,000	-	18,000	
92	HWWTP Bypass Grinder		-	-	-	-	90,000	90,000	-	90,000	
93	HWWTP ASU Demolition		-	-	-	-	167,275	167,275	-	167,275	
94	HWWTP Percolation Ponds (2)		-	-	-	-	380,000	380,000	-	380,000	
95	Fall Protection Equipment		-	-	-	-	16,500	16,500	-	16,500	
96	DPLS Transfer Switch		-	-	-	-	12,000	12,000	-	12,000	
97	SCADA Software Upgrades (WW)		-	-	-	-	28,000	28,000	-	28,000	
98	Vista Hydropon Tank		-	-	-	-	50,270	50,270	-	50,270	
99	Seismic Control Valve - 5 Sites		-	-	-	-	141,435	141,435	-	141,435	
100	Computer Hardware 2019		-	-	-	-	35,000	35,000	-	35,000	
101	Computer programming improvements/software 2019		-	-	-	-	53,000	53,000	-	53,000	
102	Admin Building Wrought Iron Enclosure		-	-	-	-	65,000	65,000	-	65,000	
103	Designing & Engineering Areas H & I		-	-	-	-	460,000	460,000	-	460,000	
104	Valves & Manhole adjustments for Camino Aventura County Project		-	-	-	-	39,000	39,000	-	39,000	
105	Valves & Manhole adjustments for N Indian Canyon Widening County Project		-	-	-	-	18,500	18,500	-	18,500	
106			-	-	-	-	-	-	-	-	
107			-	-	-	-	-	-	-	-	
108	TOTALS			56,212,765	760,000	56,972,765	(1,196,800)	2,614,680	58,390,645	10,708,197	6,787,705
109											
110							6,787,705				
111							(373,000)				
112							6,414,705				
113											
114											
115							1,151,915		General		
116							1,385,590		Water		
117							4,250,200		Sewer		
118							6,787,705		Total		

MISSION SPRINGS WATER DISTRICT
PROPOSED CLASSIFICATION PLAN 2018-2019
RESOLUTION 2018-16

	Funded FTEs
<u>EXECUTIVE</u>	
General Manager & Chief Engineer	1
Executive Assistant	1
Conservation and Public Affairs Officer	1
Public Relations Coordinator	1
Office Specialist II	<u>1</u>
	5
<u>ADMINISTRATION</u>	
Director of Administrative Services	1
Human Resources Coordinator/Administrative Assistant	1
<u>Accounting:</u>	
Accounting Manager	1
Senior Accounting Technician	1
Accounting Technician	1
Customer Service Manager	1
Customer Service Representative III	1
Customer Service Representative II	2
Customer Service Representative I	<u>1</u>
	8
<u>Service:</u>	
Field Operations Supervisor	1
Field Service Representative II	2
Field Service Representative I	<u>1</u>
	4
Purchasing and Warehouse Specialist	1
<u>ENGINEERING & OPERATIONS</u>	
Director of Engineering & Operations	1
Administrative Assistant	1
Office Specialist II	1
Field Operations Manager	1
<u>Engineering:</u>	
Associate Engineer	1
Engineering Technician I	<u>1</u>
	2
<u>Construction & Maint.:</u>	
Maintenance Superintendent	1
Lead Field Operations Technician	2
Field Operations Technician II	3
Field Operations Technician I	<u>4</u>
	10
<u>Water Production:</u>	
Water Prod. Supervisor	1
Water Prod. Lead	1
Water Prod. Operator 2	<u>1</u>
	3
<u>Waste Water Treatment:</u>	
Chief Plant Operator	1
WWTP Operator Lead	1
WWTP Operator 2	2
WWTP Operator 1	<u>2</u>
	6
TOTAL BUDGETED FTEs	45

RESOLUTION NO. 2018-14

**A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS
WATER DISTRICT ADOPTING THE OPERATING AND CAPITAL BUDGET
FOR FISCAL YEAR 2018-2019 AND ESTABLISHING CONTROLS ON
CHANGES IN APPROPRIATIONS FOR THE VARIOUS FUNDS**

WHEREAS, the Board of Directors of the Mission Springs Water District has reviewed a preliminary budget for FY 2018-2019 and has made any desired changes therein; and

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of Mission Springs Water District as follows:

Section 1: That the Board of Directors approves and adopts the operating budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019, as presented in "Departmental Budgets."

Section 2: That the Board of Directors approves and adopts the capital budget presented in the attached "Capital Budget and Continuing Appropriations" for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Section 3: That the following controls are hereby placed on the use and transfer of budgeted funds:

- a. The General Manager is responsible for keeping expenditures within budget allocations for positions, salaries, operational expenses and capital acquisitions and may adopt budget policies as necessary to carry out that responsibility. No expenditure of funds shall be authorized unless sufficient funds have been appropriated by the Board or General Manager as described herein.
- b. The General Manager may exercise discretion in administration of the budget to respond to changed circumstances, provided that any single modification in excess of \$50,000 shall require approval by the Board.
- c. The Department Heads may exercise discretion in administration of the budget within a single department to respond to changed circumstances, provided that any single modification in excess of \$5,000 shall require approval by the General Manager.
- d. No transfers will be made between the operational and capital budgets.
- e. Except as provided by Section 3(b) herein, the Board must authorize any increase in the overall operating budget, capital budget, salary budget, and number of authorized permanent personnel positions above the level identified in the final operating and capital budget. The General Manager may authorize the hiring of temporary or part-time staff as necessary, within the limits imposed by the available funds in the operating and capital budget.

Section 4: That authorization is made for any carry over or continuing appropriations for the capital budget.

Section 5: That the Secretary is authorized and directed to forward a certified copy of this Resolution to the Riverside County Auditor.

ADOPTED this _____ day of _____ 2018, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Randy Duncan
President of Mission Springs Water District
and its Board of Directors

ATTEST:

Arden Wallum
Secretary of Mission Springs Water District
and its Board of Directors

RESOLUTION NO. 2018-15

**A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION
SPRINGS WATER DISTRICT ADOPTING ITS APPROPRIATIONS
LIMIT FOR FISCAL YEAR 2018-2019**

WHEREAS, the Gann Initiative or Proposition 4, as amended by Proposition 111, and referred to herein as Article XIII B of the Constitution of the State of California, was passed by the people; and

WHEREAS, Article XIII B mandates an appropriations and expenditures limit for various units of government including Mission Springs Water District; and

WHEREAS, the Accounting Department of Mission Springs Water District calculated that limit using current guidelines from the League of California Cities, the Consumer Price Index, and information received from the State of California regarding population increases; and

WHEREAS, the Board of Directors of Mission Springs Water District must formally adopt that appropriations limit; and

WHEREAS, the documentation used to determine the 2018-2019 appropriations limit for Mission Springs Water District was available for public review in the District's Accounting Department at least fifteen days prior to adopting this Resolution;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of Mission Springs Water District, in accordance with Article XIII B of the Constitution of the State of California, that the appropriations limit for Mission Springs Water District for fiscal year 2018-2019 is \$92,911,943.

ADOPTED this _____ day of _____ 2018, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Randy Duncan
President of Mission Springs Water District
and its Board of Directors

ATTEST:

Arden Wallum
Secretary of Mission Springs Water District
and its Board of Directors

RESOLUTION NO. 2018-16

**A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION
SPRINGS WATER DISTRICT APPROVING AND ADOPTING ITS
EMPLOYEE CLASSIFICATION AND COMPENSATION PLAN
EFFECTIVE JULY 1, 2018**

WHEREAS, the Board of Directors, by Resolution, annually adopts a Classification and Compensation Plan for its employees; and

WHEREAS, after careful consideration, the Board of Directors determined the attached Classification and Compensation Plan, indicating the number of positions for each classification and assigning titles for those positions, is necessary for the efficient and effective operation of the District;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED that the Board of Directors of Mission Springs Water District hereby approves and adopts the attached Classification and Compensation Plan for its employees effective July 1, 2018.

ADOPTED this ____ day of _____ 2018, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Randy Duncan
President of Mission Springs Water District
and its Board of Directors

ATTEST:

Arden Wallum
Secretary of Mission Springs Water District
and its Board of Directors