

**FY 2016/17****Summary of Significant Services & Supplies Budget Changes****Board of Directors: 7.4% increase (\$21,350) to S&S budget**

- Subtract \$2,500 from conference expenses, based on historical attendance
- Add \$3,850 to Legal Services as part of contracted CPI increase
- Add \$15,000 for strategic planning consulting services (done every other year)
- Add \$5,000 for scholarship support

**General Manager's Office: 29.4% decrease (\$85,250) to S&S budget**

- Subtract \$50,000 in contracted services related to NPDES permit negotiations
- Subtract \$65,000 for the one-time communications plan consulting services
- Subtract \$90,000 for the one-time consulting services for the sewer service charge study
- Subtract \$20,000 in miscellaneous contracted services
- Add \$40,000 to update the District's capacity charge calculations
- Add \$100,000 to contribute toward a winery waste treatment options study

**Administrative Services: 4.3% decrease (\$25,290) to S&S budget**

- Subtract \$4,000 for accounting services from County, based on actuals
- Subtract \$5,000 for OPEB actuarial (done every other year)
- Subtract \$5,000 for Information Technology Services contract with Napa County
- Subtract \$15,000 for one-time job description update project
- Subtract \$2,500 for one-time increase for Prop 218 notice printing
- Add \$2,500 for DAS attendance at CWEA annual conference
- Add \$900 in business travel for CWEA board meetings

**Safety, Training, and Fleet: 20.7% increase (\$17,600) to S&S budget**

- Subtract \$5,500 for one-time expense for training new employee
- Add \$11,000 to implement radio communication system
- Add \$650 for new annual asbestos exposure assessment
- Add \$3,950 to training account, accounting for changes in several classes where they are required once every two or three years
- Add \$2,500 for safety supplies for SCBA bottle replacements (once every 15 years)
- Add \$300 for opacity testing – new regulations require additional vehicle testing

**Pollution Prevention: 13.5% increase (\$11,450) in S&S budget**

- Add \$500 in Lab Services for testing as part of the school audit program
- Add \$4,400 in Toilet Retrofit Program, based on demand (15/16 budget = \$1,600 / YTD through Jan = \$11,600)
- Add \$6,000 for Pharmaceutical take back program (partner with other agencies)
- Add \$250 in business meeting expenses for Teacher in the Workplace and BAYWORK-related activities

**Non-Departmental: 4.0% increase (\$9,850) in S&S budget**

- Add \$5,000 in liability insurance to add newer facilities (IPS, RW pump station)
- Add \$4,850 in membership expenses to match actual expenses and to adjust for anticipated annual increases (BACWA increase = \$4,650)

**Plant Operations: 3.2% increase (\$69,000) to S&S Budget**

- Subtract \$17,500 for engineering services (done in Engineering)
- Subtract \$25,000 for one-time document scanning project last year
- Subtract \$6,000 for one-time nutrient study (part of BACWA) last year
- Subtract \$7,000 one-time increase in natural gas for use during Co-gen overhaul
- Move \$34,000 to Plant Maintenance for SCADA equipment maintenance
- Move \$31,100 to Plant Maintenance for SCADA software maintenance
- Add \$2,600 for additional waste disposal related to new IPS
- Add \$15,000 for anticipated increases in permit fees (NPDES and Regional Monitoring Program)
- Add \$7,000 in fuel costs (based on prior year actuals/current year to date)
- Add \$173,900 in chemicals
  - Subtract \$1,750 for hypochlorite (disinfection)
  - Subtract \$4,050 sodium bisulfite (dechlorination)
  - Move \$17,250 in weed and mosquito abatement chemicals to Plant Maintenance
  - Add \$28,550 ferric chloride (odor control & primary solids enhancement – offset somewhat with decreased sodium hydroxide)
  - Subtract \$4,450 sodium hydroxide (pH adjustment)
  - Add \$62,000 WE-1481 polymer (coagulant) – for new DAF
  - Add \$108,650 WE-208 polymer (flocculant) – for new DAF
- Add \$3,000 tuition reimbursement (3 employees anticipated)

**Plant Maintenance: 5.7% increase (\$44,550) to S&S budget**

- Subtract \$49,200 for one-time digester painting project
- Subtract \$20,000 for VFDs (one-time in prior year)
- Move \$34,000 from Plant Operations for SCADA/PLC equipment maintenance
- Move \$31,200 from Plant Operations for SCADA software maintenance
- Move \$20,000 from Reclamation and Operations for landscape services; add additional effort
- Add \$5,000 in one-time SCADA expenses for switch monitoring and troubleshooting
- Add \$4,000 for one-time sealing of hypochlorite tank floor
- Add one-time training, memberships, certifications and small tools related to new employee
- Add \$1,000 for fire suppression testing for elevators
- Add \$1,100 for fuel (lube oil) related to new DAF
- Add \$20,000 for one-time Cogen air/fuel controller upgrade, to increase reliability
- Add \$10,000 for instrumentation maintenance

**Laboratory: 14.5% increase (\$22,500) to S&S budget**

- Add \$1,500 for summer college and HS interns
- Add \$6,500 for additional LIMS user interface (then \$800 annually in future)
- Add \$2,100 for ELAP certification fee increase
- Add \$1,200 for additional training of lab technicians (related to new ELAP cert rules)
- Add \$4,000 in chemicals related to change in ELAP certification from 1x to 2x per year
- Add \$650 for subscriptions for TNI standards (related to new ELAP cert rules)
- Add \$3,750 in consumables for additional Chlorides analysis

**Engineering: 70.4% decrease (\$233,000) in S&S budget**

- Subtract \$4,900 for one-time purchase of storage container for retention of documents
- Subtract \$250,000 for Asset Management Implementation Plan (expected to be carried forward from FY 15/16)
- Add \$10,000 for summer college intern

**Collections: 2.4% decrease (\$10,050) to S&S budget**

- Subtract \$8,000 from waste hauling – taking to TF station instead of p/u
- Subtract \$2,650 for one-time software update (Granite system)
- Subtract \$16,600 in maintenance supplies – captured in existing CIP projects
- Add \$1,400 for annual oil/water separator servicing
- Add \$450 for additional staff training (new employees)
- Add \$1,200 for desks (common room) for new employees
- Add uniform expenses, CWEA memberships and certifications for 2 new employees
- Add \$900 for additional gas detector equipment
- Add \$2,250 for increased participation in wellness program, plus 2 new employees

**Reclamation: 0.5% increase (\$1,550) in S&S budget**

- Subtract \$4,000 from electricity budget to match actual spending
- Subtract \$11,100 for prior year one-time project
- Move \$3,000 to Plant Maintenance for treatment march weed maintenance
- Add \$7,000 for cathodic protection of new RW pipeline (then testing due every 2 years)
- Add \$500 for RW signs (sold to users)
- Add \$2,800 for RW scheduling software (with \$800 per year recurring in future)
- Add \$12,000 for one-time water truck rental (refer to CIP)