

**FY 2018/19 Overall:**  
**2.5% decrease (\$151,200)**

## **FY 2018/19**

### **Summary of Significant Services & Supplies Budget Changes**

#### **Board of Directors: No change (\$0) to S&S budget**

- Add \$7,800 to Legal Services as part of contracted CPI increase
- Add \$20,000 for consultant services for Strategic Plan update in Spring 2019
- Maintain \$100,000 for consulting services related to winery waste treatment options study and pilot project
- Continue study to evaluate the District's sewer service and capacity charge methodologies, evaluating options and conducting outreach to ratepayers, as directed (net impact: subtract \$50,000 from prior year budget)
- Subtract \$20,000 for Total Compensation Study (one-time budget in prior year)
- Add \$3,500 for Conference attendance, increasing the estimated number of August CASA attendees from 2 to 3, and increasing other estimated travel expenses based on actuals.
- Add \$1,500 for publishing Board Notices in local newspaper (moved from Administration)

#### **General Manager's Office: 0.1% decrease (\$150) to S&S budget**

- No significant changes to General Manager's Office budget

#### **Administrative Services: 1.3% decrease (\$6,850) to S&S budget**

- Add \$900 for accounting services from County, based on history
- Add \$7,663 for Information Technology Services contract with Napa County
- Subtract \$6,150 in HR services from Napa County based on contracted services scope of work
- Subtract OPEB and Pension actuarial services (\$6,750) as these are now included as part of the new annual software license fee for GovInvest Software (\$3,500)
- Subtract \$10,000 for the one-time evaluation of long-term liabilities (pension, OPEB)
- Subtract \$18,150 for the one-time update of position descriptions
- Add \$2,500 for set-up costs, \$2,500 for one-time training and \$4,600 for annual software licensing fees for HR recruitment software
- Subtract \$2,500 for training/conference expenses related to staff completion of CWEA Board membership commitment
- Add \$12,500 for new annual contract to provide fiduciary support services for 457 Deferred Compensation program
- Subtract \$1,650 for Jobs Available advertising
- Add \$500 for the purchase of lists used in direct mail recruitments
- Move \$1,500 for publishing Board Notices in local newspaper to Board of Directors budget

#### **Safety, Training, and Fleet: 3.2% decrease (\$3,000) to S&S budget**

- Add \$2,000 in cyclical expense for trainings that occur every two or three years (Smith Driving, Backhoe, Forklift, Competent Person, Flagging/Traffic Control, etc.)
- Subtract \$2,100 for one-time noise survey and policy update
- Add \$900 for replacement of Shelter-in-Place non-perishable rations
- Add \$3,600 for replacement of 8 SBCA masks (approx. every 10 years)
- Subtract \$1,200 in Safety BBQ (double budgeted in Board of Director's budget)
- Subtract \$800 in gym membership reimbursement

#### **Community Outreach & Pollution Prevention: 13.4% decrease (\$15,600) in S&S budget**

- Subtract \$6,000 for one-time website development expense

- Subtract \$15,000 for one-time ad/marketing development – three truck wraps with “Call Us First” and similar messaging (will be completed in FY18)
- Add \$10,000 for additional outreach and marketing materials (Communications plan and 75<sup>th</sup> Anniversary activities)
- Subtract \$1,250 to end the Residential High-Efficiency clothes washer rebate program, with conclusion of grant funding and elimination of program by PG&E
- Subtract \$600 in supplies related to Open House, based on historical expenses
- Subtract \$1,000 in special sampling costs with the completion of the school audit program

**Non-Departmental: 8.8% increase (\$23,600) in S&S budget**

- Add \$7,100 for membership in National Association of Clean Water Agencies (NACWA)
- Add \$16,500 in insurance premiums, due to an increase in scheduled property valuations along with a 6% premium increase due to statewide fire-related claims (imposed by carrier)

**Plant Operations: 2.5% increase (\$55,350) to S&S Budget**

- Subtract \$5,000 for consulting services (document scanning project)
- Subtract \$18,800 for temporary help (one-time only for project in prior year)
- Add \$120,000 for Alternative Chemicals Study
- Add \$6,000 in vehicle maintenance based on last 3-year history
- Subtract \$1,500 in Memberships & Certifications due to decreases in SWRCB Operator License Fees and extending the renewal period from 2 to 3 years
- Subtract \$83,400 for electricity, based on actual experience and adjusted for change in rates due to solar PPA
- Add \$2,700 in diesel fuel based on historical use
- Add \$7,700 for chemicals based on the combination of decreased projected use of most chemicals and increases in most unit costs
- Add \$20,000 in Bentonite for repairs to transfer structures in treatment ponds
- Add \$4,000 in small tools for additional in-line instrumentation and hand-held monitoring equipment

**Plant Maintenance: 1.8% decrease (\$16,250) to S&S budget**

- Subtract \$3,000 for hazardous Waste Disposal Services (moved to Regulatory Compliance)
- Subtract \$13,500 for weed abatement requiring special equipment (helicopter) – one-time project
- Subtract \$15,000 for weed control services, as more work is done with existing staff
- Subtract \$5,000 for one-time costs associated with MV breaker service
- Subtract \$4,500 for CMMS training (on hold until new system is installed)
- Add \$1,600 for annual boiler maintenance to account for dual fuel CIP project completion.
- Add \$2,000 in flow meter calibrations, based the addition of new meters
- Add \$5,550 in elevator maintenance and repairs, based on quotes and historical experience
- Add \$1,900 for stationary gas detectors sensor calibration and replacement, based on actual experience
- Add \$750 in emergency generator maintenance, based on quotes received
- Add \$15,000 for annual service contract for Flyght pumps, for a one-time project to pull and service all the pumps in IPS
- Subtract \$4,000 in SCADA/PLC maintenance contract based on actual experience
- Add \$25,000 to repair the recycled water pump station access gates (currently malfunctioning)
- Add \$10,000 to restripe portions of plant access road

- Add \$2,550 for additional HVAC equipment repair in Admin and Collections, based on scheduled service
- Add \$1,600 in pesticide application, based on actual experience
- Subtract \$10,750 for the rental of siloxane filter unit (purchased unit in prior fiscal year)
- Add \$4,000 in training specifically for electrical & instrumentation calibration and maintenance
- Subtract \$8,000 for fire sprinkler inspection (done every 5 years)
- Add \$2,000 in safety supplies/PPE based on actual experience
- Subtract \$30,000 for a one-time air/fuel controller in prior year
- Subtract \$5,000 in electrical equipment maintenance supplies based on actual experience
- Subtract \$25,000 in pump maintenance based on work plan
- Subtract \$2,300 for siloxane media testing (no longer need to test)
- Add \$40,000 as a one-time project to rebuild old load balance and heat exchangers for use as spare parts (currently have no backup parts for this system)
- Add \$20,000 in instrumentation supplies for additional D.O. probes, conductivity probes, to upgrade level controls, and develop PLC spare parts inventory
- Subtract \$25,150 for one-time actuator repair at load out station and for seals and bushings at primary sludge control
- Subtract \$2,000 in testing equipment based on actual experience

**Regulatory Compliance (Laboratory): 6.0% decrease (\$10,950) to S&S budget**

- Subtract \$8,000 for temporary assistance (no temporary assistance, but added budget for additional high school intern)
- Add \$5,000 in hazardous waste disposal services, based on actual expenses (moved from Plant Maintenance budget)
- Add \$2,500 to attend TNI Accreditation conference (TNI = new laboratory standards)
- Subtract \$5,500 in laboratory supplies, based on actual usage
- Subtract \$4,000 for one-time purchase of turbidity meter
- Add \$2,000 for one-time purchase of portable colorimeter
- Subtract \$4,000 for one-time purchase of temperature data logger equipment

**Engineering: 65.5% decrease (\$210,450) in S&S budget**

- Subtract \$195,150 in consultant support for implementation of asset management Phase 1 project (remaining Phase 1 expenses are in CIP for CMMS acquisition and implementation)
- Subtract \$5,000 for GIS Aerial Images (one-time project in prior year)
- Add \$5,000 for Consultant Support for Collection System flow modeling
- Add \$750 in vehicle maintenance based on actual experience in recent years
- Subtract 19,900 for one-time Water/Wastewater Leadership training

**Collections: 6.7% increase (\$27,400) to S&S budget**

- Add \$7,600 in temporary services to fund fully two “in training” worker positions
- Subtract \$1,850 in Cell Phone charges based on actual experience
- Add \$850 in training due to additional employees
- Add \$900 to USA (“Call before you dig”) membership due to increasing costs
- Add \$15,000 in fuel based on two-year historical average and estimated FY19 costs (note: prior year decreased budget by \$25,000)
- Add \$2,350 in uniforms/safety clothing for new employees
- Subtract \$1,250 in janitorial supplies based on actual experience

- Add \$1,000 for additional drain rock and Class II AB used in making repairs, based on estimated workload

**Reclamation: 2.1% increase (\$5,700) in S&S budget**

- Subtract \$1,500 in leak detection services based on estimated need
- Subtract \$10,150 for the prior year carry forward to complete the 2017 agronomist report
- Add \$4,000 for cross connection inspections for new MST and LCWD customer connections
- Subtract \$7,000 for one-time purchase of loader tires
- Add \$13,500 for first full year of Itron software hosting and maintenance (supports automated recycled water meter reading)
- Add \$2,300 for Fish Friendly Farming recertification at Jameson and Somky properties
- Add \$500 in training expense related to World Ag Expo
- Subtract \$2,000 in electricity based on actual experience
- Add \$2,250 in fuel based on actual experience and estimated costs
- Add \$4,000 for new portable welder