

FISCAL YEAR 2013 - 2014 ANNUAL BUDGET

APPROVED BY THE BOARD OF DIRECTORS
June 5, 2013



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Directors:
Edward Garcia
President
Richard R. Head
Vice President
Kenneth L. Crockett
Howard Hobbs
Ennico Cinquini

General Manager & Secretary: Mike Yeraka

General Counsel: Jeffrey D. Polisner To: Each Director

#### Gentlemen:

I would first like to acknowledge the help of Ms. Jennifer Lester in preparation of the budget, without whose efforts, the budget could not have been completed on time. We submit for your consideration, Diablo Water District's proposed Fiscal-Year (FY) 2013-2014 budget.

The Budgeted positions and Organization Chart are shown on pages 6 and 7. The number of budgeted positions is proposed to remain the same as the current fiscal year.

Schedule I shows that as of June 30, 2013, the District's income from water sales will be \$7.85 Million (11 months actual and one month estimated), which is 2% more than the \$7.67 Million budget. Next year's income from water sales is estimated to be \$8.2 Million which reflects an estimated consumption of 465 gallons per day per service which is based on FY 2013 consumption data and an anticipated 3% water rate increase. The number of customers by June 30, 2013 is estimated at 10,700 and only 10,860 by June 30, 2014 given the anticipated growth in the District.

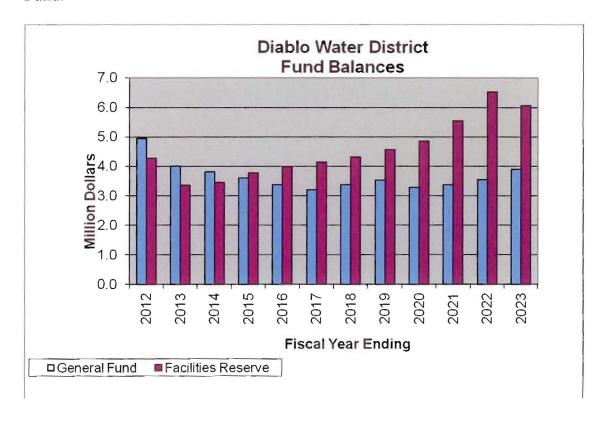
Schedule II shows that this year's actual operating expenses of \$7.24 Million are 1.5% less than the \$7.37 Million budget. Next year's budget of \$7.59 million reflects the higher cost of purchased water. We have estimated that 15% of our water supply will come from the Glen Park and Stonecreek wells for next Fiscal Year. The budget for next year includes a 2.2% cost of living salary adjustment for all employee positions based on the annual increase in the San Francisco Bay Area Consumer Price Index of 2.2%. Tables 1 and 2 on page 10 show how salaries are allocated between the District's various funds for FY 2013 and FY 2014.

Schedule III shows the monies being spent from the District's General Fund for capital expenses as well as a portion of the Randall-Bold and Glen Park/Blending debt payments. The other portion comes from the Facilities Reserve Fund, which is schedule IV in the budget. Schedule III also shows the monies being spent on Infrastructure Replacement projects.

We anticipate receiving approximately \$1,115,000 in developer fees next Fiscal Year from 160 new connections to the water system. Schedule IV is a reflection of the monies being spent from developer fees for the Randall-Bold debt, Glen Park Debt and the Stonecreek Debt as well as wrapping up the Utility Water Line project at Randall-Bold, which was funded through the Stonecreek Well project.

The table below represents the District's projected Fund Balances to fiscal year 2023.

General Fund and Infrastructure Replacement Fund balances have been combined in the table as General Fund items. The minimum Fund balance goal is \$3.75 million for the General Fund and \$1.8 million in the Facilities Reserve Fund.



The General Fund balances are based on a conservative increase in growth of less than 2% per year. Given the current state of the housing market, the Facilities Reserve Fund balances are based on 160 connections in FY2014, 175 connections in FY2015, and 200 in FY2016 through 2023. For reference we had 600 connections in FY 2007 but only 62 in 2012.

The proposed budget also reflects 3% water rate increases for at least the next few years to keep up with the anticipated Contra Costa Water District  $3\frac{1}{2}\%$  annual increases in raw water rates.

If you have any questions, please do not hesitate to call me.

Sincerely,

Mike Yeraka, PE General Manager

#### FY 2013 - 2014 BUDGET

#### **ACRONYMS**

Asst Assistant

BNSF Burlington Northern and Santa Fe Railway

Co County

Consult Consultant
Corp Corporation
Dist Distribution

Fac Res Facilities Reserve

FY Fiscal Year

Gen General

GIS Graphic Information System

GP Glen Park

Imp Improvements

Incl Including

Infrast Infrastructure

MERA Main Extension Reimbursement Assessment

Mgr Manager

Misc Miscellaneous NA Not Applicable

O & M Operations and Maintenance

OPEB Other Post Employment Benefits

Pub Public

RBWTP Randall-Bold Water Treatment Plant

Rec Reconciliation

Reg Regular
Res Reservoir
Rm Room

SC Stonecreek

Supt Superintendent

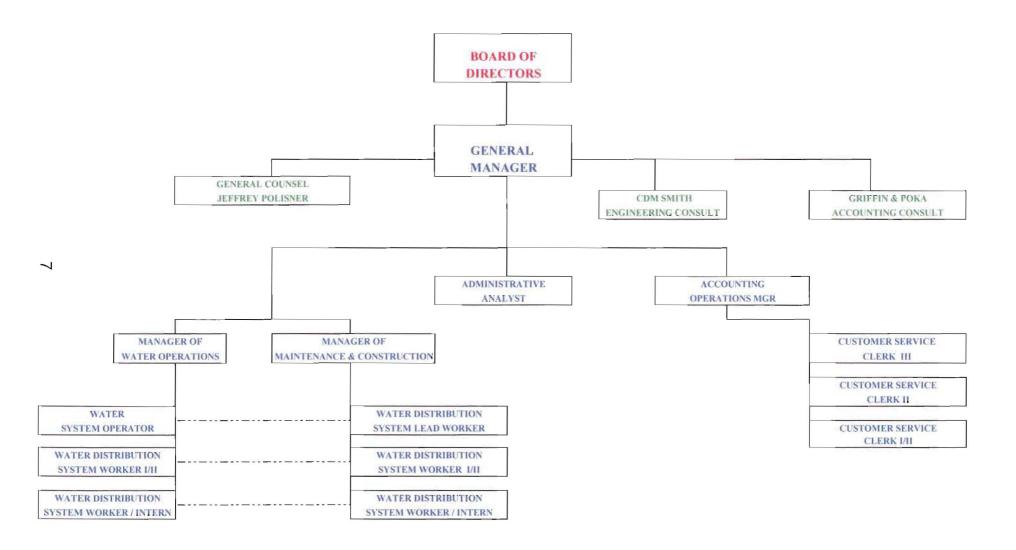
Sys System

T & D Transmission and Distribution
UWMP Urban Water Management Plan
WC Workers' Compensation Insurance

#### **BUDGETED POSITIONS**

FY 2013 - 2014 POSITIONS	
General Manager	1
Office:	
Administrative Analyst	1
Accounting Operations Manager	1
Customer Service Clerk III	1
Customer Service Clerk II	1
Customer Service Clerk I/II	1
Operations & Maintenance:	
Manager of Maintenance & Construction	1
Manager of Water Operations	1
Senior Water System Operator	0
Water Distribution System Leadworker	1
Water Distribution System Worker II	3
Water Distribution System Worker I	1
Water System Operator/Interns	2
TOTAL FY 2013 - 2014 POSITIONS	15

# DIABLO WATER DISTRICT ORGANIZATION CHART FOR FY 13 - 14



# OPERATING BUDGET SCHEDULE I FOR FY 13 - 14 CONSUMPTION AND INCOME FROM WATER SALES

	BUDGET	ACTUAL	видсет
	FY 12-13	FY 12-13	FY 13-14
TREATED WATER C (CUBIC FEET)	CONSUMPTION		
Domestics	233,000,000	243,585,900	243,128,793
DuPont	160,000	187,300	190,000
Hydrant	2,500,000	1,426,700	1,800,000
TOTAL	235,660,000	245,199,900	245,118,793

	BUDGET	ACTUAL	BUDGET
	FY 12-13	FY 12-13	FY 13-14
INCOME			
TREATED WATER (Water Sales / Services Charges)			
Domestics	7,535,000	7,750,000 * 5,800 50,000	8,076,916 *
DuPont	5,500		6,200
Hydrant/Fire Services	85,250		70,000
WELL SYSTEMS All Systems (Net Income) TOTAL	50,000	48,000	50,000
	<b>7,675,750</b>	<b>7,853,800</b>	<b>8,203,116</b>

<sup>\* 166</sup> Services without Customers attached - no service charge collected

#### OPERATING EXPENSES SCHEDULE II FOR FY 13 - 14

	BUDGET	<b>ACTUAL</b>	BUDGET
	FY 12-13	FY 12-13	FY 13-14
OPERATING EXPENSES			
Water Purchases	2,771,444	3,105,000	3,081,776
Water Samples	25,000	23,500	25,500
RBWTP O & M	1,200,000	1,183,780	1,249,000
Utilities			
Corp Yard	2,200	2,000	2,200
T & D	100,000	81,626	95,200
GP Well/SC Well	120,000	71,000	90,000
Office	8,000	7,600	8,000
Telephone	9,000	5,600	7,000
Maintenance			
Corp Yard	15,000	11,650	21,400
T & D	370,000	325,120	373,000
Backflow	36,000	33,800	36,000
Res 1, 2 & 3	21,000	10,300	21,000
GPWell/SC Well/Blending	36,000	23,000	36,000
Gen Operating			
Corp Yard	22,000	20,600	22,500
T & D	76,300	66,000	77,500
GP Well/SC Well/Blending/Chemicals	62,850	31,800	54,000
Safety	3,150	1,026	7,300
Salaries (Reg Time) *	991,992	900,664	1,016,037
Salaries (Over Time) *	65,018	69,788	92,612
Benefits (Employees) *	547,703	466,320	403,978
Benefits (Retirees)	61,577	72,832	72,227
Payroll Taxes/Workers' Comp *	96,595	87,574	96,057
Directors' Fees & Expenses	15,000	8,430	15,300
Auto / Travel / Education	70,500	70,000	76,100
Insurance	102,000	93,178	100,000
Accounting	50,000	42,359	50,000
Engineering / Consulting	110,000	90,000	110,000
Legal	60,000	25,500	30,000
Office Supplies / Rent	306,068	297,127	303,750
Dues & Licenses	17,725	16,590	18,015
TOTAL OPERATING EXPENSES	7,372,122	7,243,764	7,591,452

<sup>\*</sup> See Page 10

#### SUMMARY OF SALARIES AND BENEFITS

FY 2013-2014

(See Budget Page 5 for Acronyms)

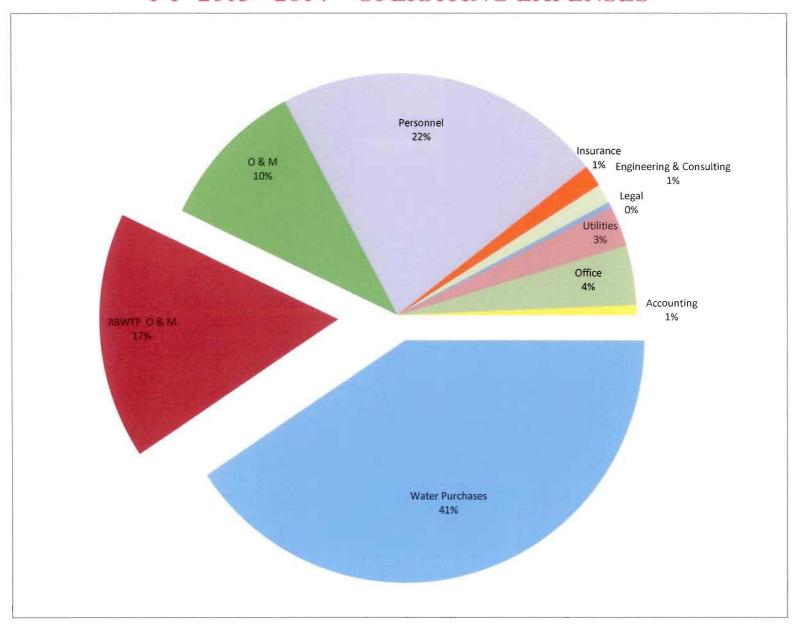
TABLE 1

	Budget 2013	Actual 2013	FY 2013	FY 2013	FY 2013
			ALLOCATION	ALLOCATION	ALLOCATION
			TO OPERATING	TO FAC RES	TO MERA
Salaries	1,159,914.67	1,065,845.83	900,663.98	154,470.37	10,711.48
Overtime	72,744.76	77,653.73	69,788.19	7,641.16	224.37
Benefits	631,199.75	543,132.21	466,319.59	71,616.12	5,196.49
Tax/WC	109,053.98	99,718.02	87,573.46	11,400.39	744.17
TOTAL	1,972,913.16	1,786,349.79	1,524,345.23	245,128.04	16,876.52

TABLE 2

	Budget 2013	Actual 2013	Budget 2014	FY 2014 ALLOCATION TO OPERATING	FY 2014 ALLOCATION TO FAC RES	FY 2014 ALLOCATION TO MERA
Salaries	1,159,914.67	1,065,845.83	1,216,836.99	1,016,037.02	177,515.88	23,284.09
Overtime	72,744.76	77,653.73	105,140.23	92,611.68	9,851.03	2,677.52
Benefits	631,199.75	543,132.21	471,387.99	403,977.42	58,678.81	8,731.76
Tax/WC	109,053.98	99,718.02	110,991.61	96,057.16	12,801.84	2,132.61
TOTAL	1,972,913.16	1,786,349.79	1,904,356.82	1,608,683.28	258,847.55	36,825.99

### FY 2013 - 2014 OPERATING EXPENSES



#### SCHEDULE III FOR FY 13 - 14

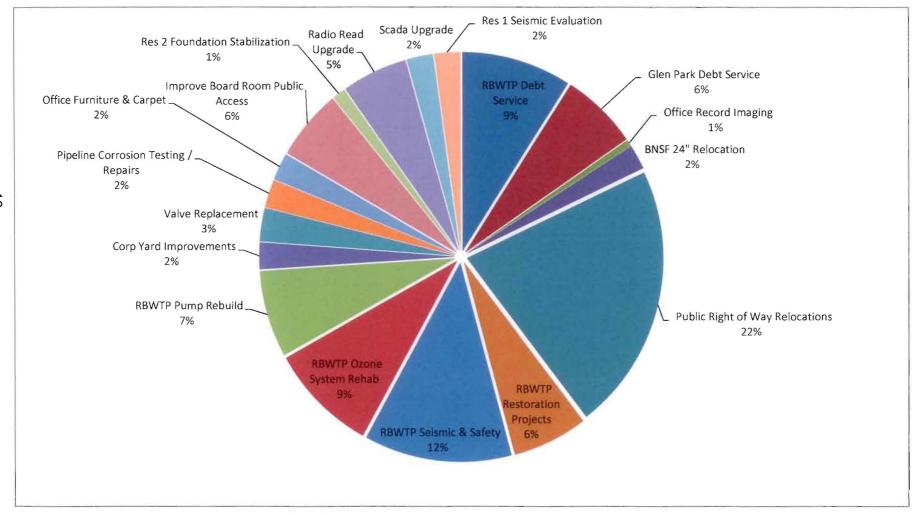
#### GENERAL FUND CAPITAL

#### AND

#### INFRASTRUCTURE REPLACEMENT BUDGET AND EXPENDITURES

	BUDGET FY 12-13	ACTUAL FY 12-13	BUDGET FY 13-14
GENERAL FUND			
CAPITAL & DEBT SERVICE EXPENS	SES		
RBWTP Debt Service	664,423	513,271	82,982
Glen Park & Blending Debt Service	166,606	129,218	58,145
Office Record Imaging	10,100	3,002	5,000
BNSF 24" Relocation	0	455	18,525
TOTAL CAPITAL & DEBT SERVICE	841,129	645,946	164,652
INFRASTRUCTURE REPLACEMENT	FUND		
CAPITAL EXPENSES			
Public Right of Way Relocations	321,000	5,000	200,000
RBWTP Restoration Projects	50,000	28,618	57,000
RBWTP Seismic & Safety	27,000	0	112,000
RBWTP Ground Water Impact	0	199	0
RBWTP Computer Upgrade	62,000	36,670	0
RBWTP Pump Rebuild	65,000	0	65,000
RBWTP Ozone System Rehab	0	0	82,000
Corp Yard Improvements	19,860	13,832	19,860
Valve Replacement	0	0	25,000
Corp Yard Storm Drain Improvements	40,000	44,280	0
Replace Truck	25,000	24,831	0
Pipeline Corrosion Testing / Repairs	21,000	21,000	21,000
Office Furniture & Carpet	20,500	0	20,500
Improve Board Room Public Access	57,000	4,115	53,000
Res 2 Foundation Stabilization	20,000	2,000	10,000
Radio Read Upgrade	54,385	4,395	50,000
Scada Upgrade	50,000	30,828	20,000
BNSF 24" Relocation	140,000	127,578	0
Res 1 Seismic Evaluation	0	0	20,000
TOTAL INFRASTRUCTURE	972,745	343,346	755,360

# FY 2013 - 2014 GENERAL FUND CAPITAL AND INFRASTRUCTURE REPLACEMENT

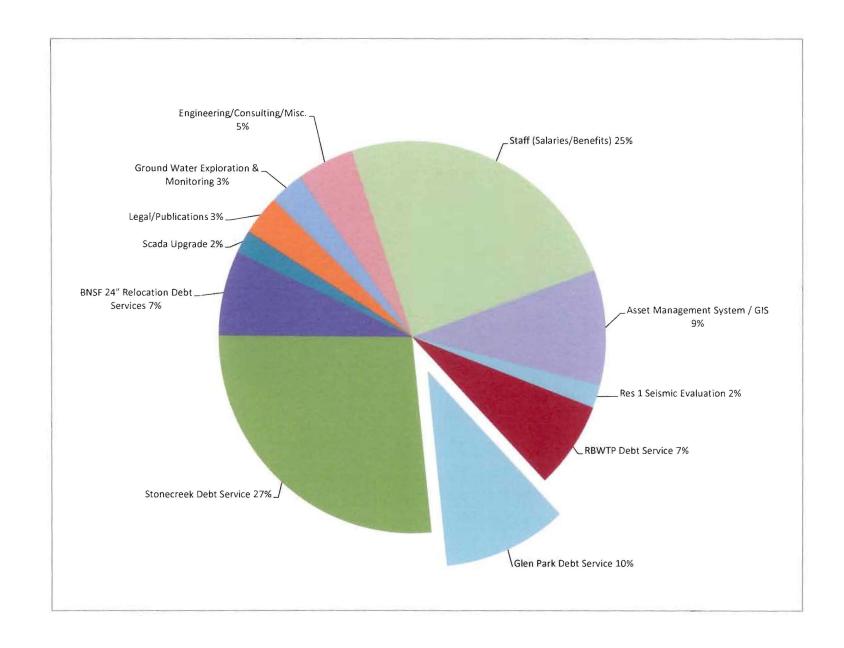


#### SCHEDULE IV FOR FY 13 - 14

#### FACILITIES RESERVE BUDGET AND EXPENDITURES

	BUDGET	ACTUAL	BUDGET
	FY 12-13	FY 12-13	FY 13-14
OPERATING			
Staff (Salaries/Benefits)*	254,385	245,128	258,848
TOTAL OPERATING	254,385	245,128	258,848
DEBT SERVICE			
RBWTP Debt Service	619,577	510,199	75,490
Glen Park & Blending Debt Service	321,560	249,998	109,932
Stonecreek Debt Service	284,000	279,767	281,957
BNSF 24" Relocation	0	1,820	74,100
TOTAL DEBT SERVICE	1,225,137	1,041,784	541,479
CAPITAL			
Public Notices	1,000	0	10,000
Legal	10,000	25,000	25,000
Stonecreek Well	100,000	158,150	0
Ground Water Exploration & Monitoring	30,000	2,069	30,000
Engineering/Consulting/Misc.	50,000	21,668	50,000
Scada Upgrade	50,000	31,008	20,000
BNSF 24" Relocation	560,000	464,196	0
Asset Management System / GIS	0	0	100,000
Res 1 Seismic Evaluation	0	0	20,000
TOTAL CAPITAL	801,000	702,091	255,000

<sup>\*</sup> See Page 10



#### SCHEDULE V FOR FY 13 - 14

# Revenue and Expenditure Statement

		General Fund 01	Facilities Reserve Fund 02	MERA Fund 04	Infrast. Replace. Fund 05	
Beginning Balances (6/30/2012)		3,948,896	4,282,412	527,508	1,000,000	
FISCAL YE.	AR 2013 ACTUAL					
Revenues						
	Income	7,853,800	712,356	113,853	0	
	Interest	27,500	8,200	1,400	0	
	Reimbursements	40,473	0	0	0	
	Brentwood overlap	0	0	0	0	
	OPEB	90,155	0	0	0	
	Misc. / Bond Issue / Grant	320,258	490,600	0	0	
	Transfer from Fund 01	0	0	0	0	
	Total 1	8,332,186	1,211,156	115,253	0	
Expenses						
	Operating	7,243,764	245,128	235,467	0	
	Debt Service	642,944	1,041,784	0	0	
	Capital	3,002	702,091	0	343,346	
	CalPERS Side Fund	894,337	147,302	10,522	0	
	Co Retirement Rec	143,316	0	0	0	
	Transfer to Fund 05	0	0	0	0	
	Total 2	8,927,363	2,136,305	245,989	343,346	
Net Actual	(Total 1 minus 2)	(595,177)	(925,149)	(130,736)	(343,346)	
Fund Balances	s (6/30/13)	3,353,719	3,357,263	396,772	656,654	
	AR 2014 BUDGET					
Revenues		0.000.116		76.616	0	
	Income	8,203,116	1,115,000	76,616	0	
	Interest	30,000	10,000	1,500	0	
	Reimbursements	0	0	0	0	
	Brentwood Overlap	0	0	0	0	
	OPEB	17,323	0	0	0	
	Misc. / Grant Transfer from Fund 01	218,800	0	0	v	
		8,469,239	1,125,000	78,116	1,000,000	
Ev	Total 3	8,469,239	1,125,000	/8,110	1,000,000	
Expenses	Operating	7,591,452	258,848	195,334	0	
	Debt Service	159,652	541,479	0	0	
	Capital	5,000	255,000	0	755,360	
	Co Retirement Rec	143,316	0	0	0	
	Transfer to Fund 05	1,000,000	0	0	0	
	Total 4	8,899,420	1,055,327	195,334	755,360	
Net Budget	(Total 3 minus 4)	(430,181)	69,673	(117,218)	244,640	
				Emple man		
Fund Balances		2,923,538	3,426,936	279,554	901,294	
Minimum Func	d Balances	2,250,000	1,800,000	N/A	1,400,000	
Reserve Fund N	Minimums					
	General Fund:	\$ 600,000 for cash	ne quarter of operations shortfalls that occur du	ing the fiscal year	<i>t</i> :	
	Facilities Reserve		gency purposes & \$1,00 shortfall due to reduced		tion	
	Infrast. replacement		% of the replacement co	ost of large		