

## RESOLUTION 19-08

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TWENTYNINE PALMS WATER DISTRICT APPROVING AND ADOPTING THE PROPOSED BUDGET AND COMPENSATION PLAN OF THE TWENTYNINE PALMS WATER DISTRICT FOR FISCAL 2019-2020

**WHEREAS**, the General Manager and the Financial Advisor, Cindy Byerrum, have submitted a proposed budget and compensation plan for Fiscal Year 2019-2020, a copy of which is attached as Exhibit "A" hereto and copies of which are in the possession of the General Manager and the Financial Advisor;

**WHEREAS**, the said proposed budget contains estimates of the services, activities and projects comprising the budget and contains expenditure requirements and the resources available to the District; and,

**WHEREAS**, the proposed budget, as herein approved, will enable the Board of Directors to make adequate financial plans and will ensure that the District's management staff can administer their respective functions in accordance with such plans.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Twentynine Palms Water District as follows:

That the appropriation-expenditure budgeting system is hereby adopted. The system consists of:

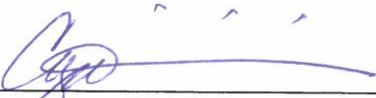
1. An appropriation-expenditure system which shows budgetary categories by department.
2. This system applies to operations and maintenance, replacement and rehabilitation and capital improvement expenditures as intended for use in Fiscal Year 2019-2020.
3. The General Manager is authorized to transfer operations and maintenance funds between activities and/or departments when he/she deems necessary to do so; however, he/she is not authorized to transfer funds between replacement and rehabilitation nor capital improvement projects or activities.
4. The budget system assumes existing service levels; Board of Directors approval will be required for any significant changes involving increased or decreased service levels.

5. The Financial Advisor shall be responsible for constant monitoring of the budget and shall establish and implement appropriate control mechanisms necessary for said purpose, after approval of the General Manager.
6. In the event that the General Manager or the Financial Advisor determines that revenues will be less than the amounts provided in the budget, the Board of Directors shall be provided with that information and revised revenue estimates at the next scheduled meeting of the Board so that the approved budget appropriations may be revised.
7. A monthly status report will be provided to the Board of Directors reflecting budget, year-to-date expenditures, and percentage of budget used to date by the District.

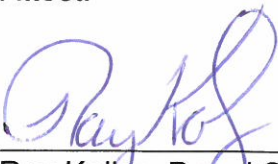
**BE IT RESOLVED FURTHER**, that the budget and compensation plan of the Twentynine Palms Water District for Fiscal Year 2019-2020 as set forth in Exhibit "A" hereof is hereby approved and adopted and the amounts of proposed expenditures as specified are appropriated for the programs and departments as specified.

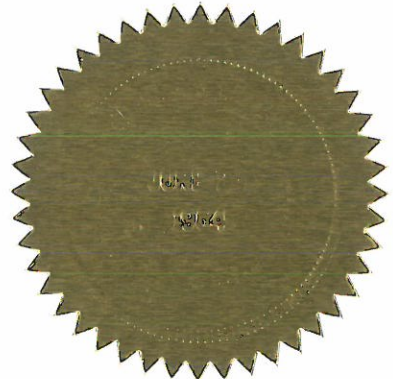
**PASSED, APPROVED AND ADOPTED** this 26th day of June 2019 by the following vote:

Ayes:	Directors Coghill, Leazer, Stephenson, and Giannini
Noes:	None
Abstain:	None
Absent:	Director Horn

  
\_\_\_\_\_  
Carol Giannini, President  
Board of Directors

Attest:

  
\_\_\_\_\_  
Ray Kolisz, Board Secretary  
Twentynine Palms Water District



**TWENTYNINE PALMS WATER DEPARTMENT**

**ANNUAL BUDGET**

**For The Fiscal Year**

**July 2019 - June 2020**

**Twentynine Palms Water Department  
Proposed Summary Water Budget  
FY 2019-20**

*Schedule A*

	A	B	C
	<b>Adopted Budget 18/19</b>	<b>Projected 18/19</b>	<b>Proposed Budget 19/20</b>
1 Operating Revenues	\$ 4,212,800	\$ 4,290,900	\$ 4,511,800
2 Non-Operating Revenues	704,700	809,200	780,300
<b>Total Revenue Available to</b>			
3 <b>Fund Operations &amp; Capital/R&amp;R</b>	<b>4,917,500</b>	<b>5,100,100</b>	<b>5,292,100</b>
4 Operating Expenses	3,962,500	3,804,166	4,406,800
5 Non-Operating Expenses	298,700	298,900	346,700
6 Total Debt Service	-	60,000	249,200
7 <b>Total Expenses</b>	<b>4,261,200</b>	<b>4,163,066</b>	<b>5,002,700</b>
<b>Net Revenues Available to Fund Capital</b>			
8 <b>Related Expenditures</b>	<b>656,300</b>	<b>937,034</b>	<b>289,400</b>
9 Debt Proceeds	-	-	2,000,000
10 District Projects	(495,000)	(85,000)	(205,000)
11 CIP Projects	(1,700,000)	(270,000)	(3,000,000)
12 Repairs & Replacement	(380,000)	(257,500)	(795,000)
13 Capital Outlay	(488,500)	(448,500)	(295,000)
14 Election Expense	-	-	(20,000)
<b>Sub-Total</b>	<b>(3,063,500)</b>	<b>(1,061,000)</b>	<b>(2,315,000)</b>
15 Transfers in from Special Revenue Fund (SRF)	91,100	91,100	95,100
16 <b>Increase (Decrease) in Fund Balance</b>	<b>\$ (2,316,100)</b>	<b>\$ (32,866)</b>	<b>\$ (1,930,500)</b>
17 Projected Cash & Investments Beg. Balance			\$ 7,000,000
18 <b>Projected Cash &amp; Investments End Balance</b>			<b>\$ 5,069,500</b>

**Twentynine Palms Water District  
Proposed Detail Budget  
FY 2019-20**

*Schedule B*

	A	B	C	D	E
	<b>Adopted Budget 18/19</b>	<b>Projected 18/19</b>	<b>Proposed Budget 19/20</b>	<b>\$ Difference (C - B)</b>	<b>% Difference (D / B)</b>
<b>1 Operating Revenues</b>					
2 Water Sales	\$ 2,861,200	\$ 2,882,500	\$ 3,055,500	\$ 173,000	6%
3 Readiness-To-Serve	1,242,500	1,266,300	1,342,300	76,000	6%
4 Other Operating Revenue	109,100	142,100	114,000	(28,100)	-20%
<b>5 Total Operating Revenues</b>	<b>4,212,800</b>	<b>4,290,900</b>	<b>4,511,800</b>	<b>220,900</b>	<b>5%</b>
<b>6 Non-Operating Revenues</b>					
7 Capital Impact Fees	-	22,400	-	(22,400)	-100%
8 Water Availability Assessment	591,100	591,100	591,100	-	0%
9 Interest Revenue	73,700	124,300	124,300	-	0%
10 Other Penalties	34,900	34,900	34,900	-	0%
11 Reimbursed Expenses	5,000	5,600	5,000	(600)	-11%
12 Misc. Non-Operating Revenue	-	30,900	25,000	(5,900)	-19%
<b>13 Total Non-Operating Revenues</b>	<b>704,700</b>	<b>809,200</b>	<b>780,300</b>	<b>(28,900)</b>	<b>-4%</b>
<b>14 Total Revenues</b>	<b>4,917,500</b>	<b>5,100,100</b>	<b>5,292,100</b>	<b>192,000</b>	<b>4%</b>
<b>15 Operating Expenditures</b>					
<b>16 Source of Supply</b>					
17 Labor & Benefits	8,600	18,300	19,400	1,100	6%
18 Direct Expenses	325,200	303,400	362,200	58,800	19%
<b>19 Total Source of Supply</b>	<b>333,800</b>	<b>321,700</b>	<b>381,600</b>	<b>59,900</b>	<b>19%</b>
<b>20 Pumping</b>					
21 Labor & Benefits	4,900	5,600	5,800	200	4%
22 Direct Expenses	117,900	137,300	125,000	(12,300)	-9%
<b>23 Total Pumping</b>	<b>122,800</b>	<b>142,900</b>	<b>130,800</b>	<b>(12,100)</b>	<b>-8%</b>
<b>24 Transmission &amp; Distribution</b>					
25 Labor & Benefits	1,121,100	907,200	993,900	86,700	10%
26 Direct Expenses	265,400	337,800	353,500	15,700	5%
<b>27 Total Transmission &amp; Distribution</b>	<b>1,386,500</b>	<b>1,245,000</b>	<b>1,347,400</b>	<b>102,400</b>	<b>8%</b>
<b>28 Treatment Wells</b>					
29 Labor & Benefits	48,400	63,100	67,200	4,100	6%
30 Direct Expenses	31,900	40,300	41,400	1,100	3%
<b>31 Total Treatment Wells</b>	<b>80,300</b>	<b>103,400</b>	<b>108,600</b>	<b>5,200</b>	<b>5%</b>
<b>32 Treatment Facility</b>					
33 Labor & Benefits	224,800	246,500	261,400	14,900	6%
34 Direct Expenses	382,600	341,200	514,700	173,500	51%
<b>35 Total Treatment Facility</b>	<b>607,400</b>	<b>587,700</b>	<b>776,100</b>	<b>188,400</b>	<b>32%</b>
<b>36 Customer Accounts</b>					
37 Labor & Benefits	197,700	242,100	256,500	14,400	6%
38 AMI Temporary Labor	-	-	55,000	55,000	
39 Direct Expenses	55,400	50,766	58,300	7,534	15%
<b>40 Total Customer Accounts</b>	<b>253,100</b>	<b>292,866</b>	<b>369,800</b>	<b>76,934</b>	<b>26%</b>
<b>41 General &amp; Administration</b>					
42 Outside Services	293,700	311,200	412,400	101,200	33%
43 Direct Expenses	313,900	251,100	306,500	55,400	22%
<b>44 Total General &amp; Administration</b>	<b>607,600</b>	<b>562,300</b>	<b>718,900</b>	<b>156,600</b>	<b>28%</b>



**Twentynine Palms Water District  
Proposed Detail Budget  
FY 2019-20**

Schedule B

	A	B	C	D	E
	Adopted Budget 18/19	Projected 18/19	Proposed Budget 19/20	\$ Difference (C - B)	% Difference (D / B)
<b>45 Employee Salaries / G&amp;A Salaries</b>					
46 Total District Direct Labor	1,357,200	1,338,800	1,451,900	113,100	8%
47 Less: Transfer to Operations	(1,057,400)	(1,032,900)	(1,142,900)	(110,000)	11%
<b>48 Total General &amp; Admin. Salaries</b>	<b>299,800</b>	<b>305,900</b>	<b>309,000</b>	<b>3,100</b>	<b>1%</b>
<b>49 District Benefits / G&amp;A Benefits</b>					
50 District Benefits - (H/D/V)	443,300	341,600	380,600	39,000	11%
51 District Benefits - Taxes	108,300	111,400	117,500	6,100	5%
52 District Benefits - Workers Comp	51,300	49,900	52,700	2,800	6%
53 District Benefits - CalPERS	151,300	138,400	164,500	26,100	19%
54 <i>Subtotal District Benefits</i>	754,200	641,300	715,300	74,000	12%
55 Less: Transfer to Operations	(587,600)	(495,600)	(563,100)	52,800	-11%
<b>56 Total G&amp;A Benefits Allocated</b>	<b>166,600</b>	<b>145,600</b>	<b>152,100</b>	<b>6,500</b>	<b>4%</b>
<b>57 Payouts &amp; Retiree Medical</b>					
58 Vacation / Sick Payouts	45,700	45,700	58,000	12,300	27%
59 Retiree Medical	28,900	20,300	22,500	2,200	11%
<b>60 Total Payouts &amp; Retiree Medical</b>	<b>74,600</b>	<b>66,000</b>	<b>80,500</b>	<b>14,500</b>	<b>22%</b>
<b>61 Board of Directors</b>					
62 Directors' Fees	15,000	15,000	17,000	2,000	13%
63 Direct Expenses	15,000	15,800	15,000	(800)	-5%
<b>64 Total Board of Directors</b>	<b>30,000</b>	<b>30,800</b>	<b>32,000</b>	<b>1,200</b>	<b>4%</b>
<b>65 Total Operating Expenditures</b>	<b>3,962,500</b>	<b>3,804,166</b>	<b>4,406,800</b>	<b>602,634</b>	<b>16%</b>
<b>66 Non-Operating Expenditures</b>					
<b>67 Debt Service</b>					
68 Principal	-	-	189,700	189,700	
69 Interest / Issuance Costs	-	60,000	59,500	(500)	
<b>70 Total Debt Service</b>	<b>-</b>	<b>60,000</b>	<b>249,200</b>	<b>189,200</b>	<b>0%</b>
71 Unfunded PERS Annual Payment	118,700	118,900	146,700	27,800	23%
72 Unfunded Pension & OPEB Trust Payments	180,000	180,000	200,000	20,000	11%
<b>73 Total Non-Operating Expenditures</b>	<b>298,700</b>	<b>358,900</b>	<b>595,900</b>	<b>237,000</b>	<b>66%</b>
<b>74 Total Expenditures</b>	<b>4,261,200</b>	<b>4,163,066</b>	<b>5,002,700</b>	<b>839,634</b>	<b>20%</b>
<b>Net Revenues Available to Fund Capital</b>					
<b>75 Related Expenditures</b>	<b>656,300</b>	<b>937,034</b>	<b>289,400</b>	<b>(647,634)</b>	<b>-69%</b>
76 Debt Proceeds		-	2,000,000	2,000,000	
77 District Projects	(495,000)	(85,000)	(205,000)	(120,000)	
78 Capital Improvement Projects	(1,700,000)	(270,000)	(3,000,000)	(2,730,000)	
79 Repair, Rehabilitation, & Maintenance	(380,000)	(257,500)	(795,000)	(537,500)	
80 Capital Outlay	(488,500)	(448,500)	(295,000)	153,500	
81 Election Expense	-	-	(20,000)	(20,000)	
82 Transfers From Special Revenue	91,100	91,100	95,100	4,000	
<b>83 Increase/(Decrease) In Fund Balance</b>	<b>\$ (2,316,100)</b>	<b>\$ (32,866)</b>	<b>\$ (1,930,500)</b>		

**Twentynine Palms Water Department  
Personnel Costs  
FY 2019-20**

*Schedule C*

	A	B	C
	<b>Adopted Budget 18/19</b>	<b>Projected 18/19</b>	<b>Proposed Budget 19/20</b>
<b>1 Salary and Wages</b>			
2 Total Regular Salary and Overtime	\$ 1,357,200	\$ 1,338,800	\$ 1,396,900
3 Temporary AMI Labor	-	-	55,000
4 Vacation and Sick Leave	45,700	45,700	58,000
<b>5 Total Salary and Wages</b>	<b>1,402,900</b>	<b>1,384,500</b>	<b>1,509,900</b>
<b>6 Benefits/Taxes</b>			
7 CalPERS Pension Payments	151,300	138,400	164,500
8 Social Security & Payroll Taxes	108,300	111,400	117,500
9 Group Medical Insurance	411,400	312,800	348,800
10 Group Dental and Vision Insurance	27,000	23,900	26,100
11 Group Life Insurance	4,900	4,900	5,700
12 Worker's Compensation Insurance	51,300	49,900	52,700
<b>13 Total Employee Benefits</b>	<b>754,200</b>	<b>641,300</b>	<b>715,300</b>
<b>14 Total Salary and Benefits</b>	<b>\$ 2,157,100</b>	<b>\$ 2,025,800</b>	<b>\$ 2,225,200</b>

**Twentynine Palms Water District**  
**Carryover CIP/Current CIP and R&M/Capital Outlay**  
**FY 2019-20**

Schedule D

	A	B	C	D	E=C+D	F	G
	Adopted Budget 18/19	Projected 18/19	Carryover 18/19	Add. or New 19/20 Budget	Proposed Budget 19/20	Projected 20/21	Projected 21/22
<b>1 District Projects</b>							
2 GW Mgmt. Plan & Urban Water Mgmt. Plan	\$ 45,000	\$ -	45,000	\$ -	\$ 45,000	\$ -	\$ -
3 Treatment Feasibility & Exploration Costs	150,000	25,000	35,000	-	35,000	-	-
4 Vulnerability Assessment	-	-	-	-	-	50,000	-
5 Standard Drawings Update	-	-	-	25,000	25,000	-	-
6 Salt Nutrient Monitoring Wells\Sampling	100,000	10,000	50,000	-	50,000	50,000	-
7 Asset Management Plan	100,000	50,000	50,000	-	50,000	-	-
8 USGS Study	100,000	-	-	-	-	-	-
<b>9 Total District</b>	<b>495,000</b>	<b>85,000</b>	<b>180,000</b>	<b>25,000</b>	<b>205,000</b>	<b>100,000</b>	<b>-</b>
<b>10 Capital Improvement Plan</b>							
11 Chromium VI and Flouride for Well 11B	500,000	100,000	400,000	250,000	650,000	125,000	-
12 Fluoride Variance (Expiring)-TP2, W12, W16	1,200,000	100,000	1,100,000	250,000	1,350,000	50,000	500,000
13 AMI / AMR Meters	-	-	-	1,000,000	1,000,000	1,000,000	-
14 Well 11B	-	70,000	-	-	-	-	-
15 Hansen Booster Station	-	-	-	-	-	75,000	-
16 Stockwell Booster Station	-	-	-	-	-	25,000	-
17 Cactus Booster Station	-	-	-	-	-	-	50,000
<b>18 Capital Improvement Plan</b>	<b>1,700,000</b>	<b>270,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>3,000,000</b>	<b>1,275,000</b>	<b>550,000</b>
<b>19 Repairs, Rehabilitation, &amp; Maintenance</b>							
20 Plant 6 Electrical and Well Upgrade	75,000	10,000	25,000	-	25,000	-	-
21 Emergency Repairs, Unspecified	50,000	50,000	-	50,000	50,000	60,000	70,000
22 Repiping/Distribution System Upgrades	50,000	50,000	-	50,000	50,000	50,000	60,000
23 Reservoir Recoating / Cathodic Protection	20,000	-	20,000	10,000	30,000	-	-
24 Large Meter Replacement Program	50,000	50,000	-	20,000	20,000	10,000	15,000
25 Well Rehabilitation / Booster Rehab	75,000	65,000	10,000	-	10,000	80,000	80,000
26 Fluoride Plant Instrumentation\Coating	10,000	7,500	2,500	7,500	10,000	10,000	25,000
27 Treated Water Reservoir Coating	50,000	25,000	25,000	475,000	500,000	-	-
28 Campbell Reservoir Road Paving	-	-	-	100,000	100,000	-	-
<b>29 Total Repairs &amp; Maintenance</b>	<b>380,000</b>	<b>257,500</b>	<b>82,500</b>	<b>712,500</b>	<b>795,000</b>	<b>210,000</b>	<b>250,000</b>
<b>30 Capital Outlay</b>							
31 Vehicle/Equipment Replacements	175,000	325,000	-	125,000	125,000	100,000	65,000
32 Computer/Technology Replacements	30,000	30,000	-	30,000	30,000	10,000	10,000
33 GIS	25,000	25,000	-	30,000	30,000	10,000	10,000
34 Administrative Building / Office Remodel	75,000	35,000	-	25,000	25,000	10,000	10,000
35 Fencing Upgrade	20,000	20,000	-	-	-	-	-
36 Energy Efficiency Projects\Office Solar	150,000	-	50,000	-	50,000	-	-
37 One-Time Existing Conditions Sampling Event	13,500	13,500	-	-	-	-	-
38 Parking Lot Sealing	-	-	-	35,000	35,000	-	-
<b>39 Total Capital Outlay</b>	<b>488,500</b>	<b>448,500</b>	<b>50,000</b>	<b>245,000</b>	<b>295,000</b>	<b>130,000</b>	<b>95,000</b>
<b>40 TOTAL</b>	<b>\$ 3,063,500</b>	<b>\$ 1,061,000</b>	<b>\$ 1,812,500</b>	<b>\$ 2,482,500</b>	<b>\$ 4,295,000</b>	<b>\$ 1,715,000</b>	<b>\$ 895,000</b>



**Twentynine Palms Water Department**  
**Special Revenue Fund**  
**FY 2019-20**

*Schedule E*

	A	B	C
	<b>Adopted Budget 18/19</b>	<b>Projected 18/19</b>	<b>Proposed Budget 19/20</b>
1 Tower Revenues	\$ 120,900	120,900	135,100
2 Less Transfers Out to Fire	-	-	-
3 Less Transfers Out To Water	(80,900)	(80,900)	(95,100)
4 Less Transfers Out to PARS Trust	(40,000)	(40,000)	(40,000)
5 <b>Ending Balance</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>

**TWENTYNINE PALMS WATER DISTRICT**

**COMPENSATION PLAN**

**FISCAL YEAR 2019/2020**

**POSITIONS COVERED BY MOU**

	Minimum	Maximum
Leadworker	28.02	33.45
Service Worker III	23.69	28.30
Service Worker II	20.01	23.89
Service Worker I	16.93	20.20
Mechanic	23.70	28.30
Bookkeeper	23.69	28.30
Customer Service Representative 2	20.01	22.87
Customer Service Representative	16.93	20.20
Treatment Plant Operator II	28.02	33.45
Treatment Plant Operator I	23.69	28.30
Water Quality/Production Operator	20.01	23.89

**MANAGEMENT/EXEMPT**

Director of Operations	50.61	65.47
Maintenance Superintendent	39.23	46.83
Treatment/Production Superintendent	39.23	46.83
Office Manager	30.79	36.80
District Secretary	30.79	36.80
General Manager	Set by Board of Directors	