

RESOLUTION 21-05

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 YEAR 2021-2022

WHEREAS, the General Manager and the Financial Advisor, Cindy Byerrum, have submitted a proposed budget and compensation plan for Fiscal Year 2021-2022, 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 2021-2022.
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 2021-2022 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 May 2021 by the following vote:

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

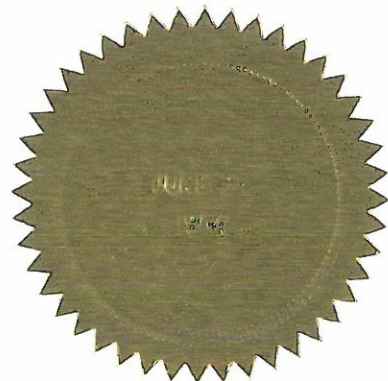


Carol Giannini, President
Board of Directors

Attest:



Ray Kolsz, Board Secretary
Twentynine Palms Water District





TwentyNine Palms Water District
Proposed Budget Summary
Fiscal Year 2021/22

Schedule A

	A	B	C
	Adopted Budget 2020/21	Projected Year- End 2020/21	Proposed Budget 2021/22
1 Operating Revenues	\$ 4,294,100	\$ 5,254,500	\$ 5,287,400
2 Non-Operating Revenues	728,000	921,100	634,800
3 Total Revenue Available to Fund Operations & Capital	5,022,100	6,175,600	5,922,200
4 Operating Expenses	4,399,600	4,379,100	4,771,600
5 Non-Operating Expenses	172,100	210,700	202,300
6 Total Debt Service	243,500	249,200	243,500
7 Total Expenses & Debt Service	4,815,200	4,839,000	5,217,400
8 Net Revenues Available to Fund Capital Expenditures	206,900	1,336,600	704,800
9 District Projects	(415,000)	(207,000)	(280,000)
10 CIP Projects	(2,300,000)	(470,200)	(1,304,800)
11 Repairs & Replacement	(385,000)	(80,500)	(475,000)
12 Capital Outlay	(195,000)	(62,500)	(365,000)
13 Sub-Total: Net Debt Proceeds / Capital	(3,295,000)	(820,200)	(2,424,800)
14 Increase (Decrease) in Fund Balance	\$ (3,088,100)	\$ 516,400	\$ (1,720,000)
15 Projected Cash & Investments Beg. Balance - July 1st			\$ 7,593,000
16 Projected Cash & Investments End Balance - June 30th			\$ 5,873,000



TwentyNine Palms Water District

Proposed Budget Detail

Fiscal Year 2021/22

Schedule B

	A	B	C	D	E
	Adopted Budget 2020/21	Projected Year-End 2020/21	Proposed Budget 2021/22	\$ Difference (C - B)	% Difference (D / B)
1 Operating Revenues					
2 Water Sales (Volumetric)	\$ 3,213,200	\$ 3,706,100	\$ 3,706,100	\$ -	0%
3 Readiness-To-Serve (Fixed)	1,427,200	1,458,000	1,603,600	145,600	10%
4 Other Operating Revenue	85,000	166,200	62,300	(103,900)	-63%
5 Bad Debt Expense	(431,300)	(75,800)	(84,600)	(8,800)	12%
6 Total Operating Revenues	4,294,100	5,254,500	5,287,400	32,900	1%
7 Non-Operating Revenues					
8 Capital Impact Fees	-	192,200	-	(192,200)	-100%
9 Water Availability Assessment	578,900	580,400	580,400	-	0%
10 Interest Revenue	110,000	32,300	16,100	(16,200)	-50%
11 Other Penalties	24,100	23,300	23,300	-	0%
12 Reimbursed Expenses	5,000	30,700	5,000	(25,700)	-84%
13 Miscellaneous Non-Op Revenue	10,000	62,200	10,000	(52,200)	-84%
14 Total Non-Operating Revenues	728,000	921,100	634,800	(286,300)	-31%
15 Total Revenues	5,022,100	6,175,600	5,922,200	(253,400)	-4%
16 Operating Expenditures					
17 Source of Supply					
18 Labor & Benefits	8,600	15,600	16,300	700	4%
19 Direct Expenses	326,500	358,700	368,400	9,700	3%
20 Total Source of Supply	335,100	374,300	384,700	10,400	3%
21 Pumping					
22 Labor & Benefits	2,400	3,700	3,800	100	3%
23 Direct Expenses	134,000	121,300	124,700	3,400	3%
24 Total Pumping	136,400	125,000	128,500	3,500	3%
25 Transmission & Distribution					
26 Labor & Benefits	1,196,400	1,266,500	1,332,600	66,100	5%
27 Direct Expenses	345,600	383,100	394,100	11,000	3%
28 Total Transmission & Distribution	1,542,000	1,649,600	1,726,700	77,100	5%
29 Treatment Wells					
30 Labor & Benefits	63,800	69,500	73,000	3,500	5%
31 Direct Expenses	26,200	36,400	37,500	1,100	3%
32 Total Treatment Wells	90,000	105,900	110,500	4,600	4%
33 Treatment Facility					
34 Labor & Benefits	243,300	230,900	242,100	11,200	5%
35 Direct Expenses	479,400	435,200	566,300	131,100	30%
36 Total Treatment Facility	722,700	666,100	808,400	142,300	21%
37 Customer Accounts					
38 Labor & Benefits	198,800	209,500	211,400	1,900	1%
39 AMI Temporary Labor	-	1,400	-	(1,400)	-100%
40 Direct Expenses	55,500	64,500	65,800	1,300	2%
41 Total Customer Accounts	254,300	275,400	277,200	1,800	1%
42 General & Administration					
43 Labor & Benefits	501,400	464,800	535,100	70,300	15%



TwentyNine Palms Water District

Proposed Budget Detail

Fiscal Year 2021/22

Schedule B

	A	B	C	D	E	
	Adopted Budget 2020/21	Projected Year-End 2020/21	Proposed Budget 2021/22	\$ Difference (C - B)	% Difference (D / B)	
44	Outside Services	416,400	403,100	358,500	(44,600)	-11%
45	Direct Expenses	299,700	240,800	265,200	24,400	10%
46	Total General & Administration	1,217,500	1,108,700	1,158,800	50,100	5%
47	Payouts & Retiree Medical					
48	Vacation / Sick Payouts	66,500	68,200	104,100	35,900	53%
49	Retiree Medical	2,600	-	40,200	40,200	100%
50	Total Payouts & Retiree Medical	69,100	68,200	144,300	76,100	112%
51	Board of Directors					
52	Director Fees	17,000	5,000	17,000	12,000	240%
53	Direct Expenses	15,500	900	15,500	14,600	1622%
54	Total Board of Directors	32,500	5,900	32,500	26,600	451%
55	Total Operating Expenditures	4,399,600	4,379,100	4,771,600	1,026,700	23%
56	Non-Operating Expenditures					
57	Debt Service					
58	Debt Principal Payments	189,700	189,700	195,500	5,800	3%
59	Interest Expense / Issuance Costs	53,800	59,500	48,000	(11,500)	-19%
60	Total Debt Service	243,500	249,200	243,500	(5,700)	0%
61	CalPERS UAL Payment (Required)	169,500	169,500	202,300	32,800	19%
62	Pension & OPEB Trust Contributions	100,000	100,000	-	(100,000)	N/A
63	Transfers Out - Fire Pension Trust	40,000	40,000	-	(40,000)	N/A
64	Pension & OPEB Trust Contribution FY22	-	-	143,000	143,000	N/A
65	Transfers In - Special Revenue Fund	(137,400)	(138,800)	(143,000)	(4,200)	3%
66	Election Expense	-	-	-	-	0%
67	Total Non-Operating Expenditures	415,600	459,900	445,800	(14,100)	-3%
68	Total Expenditures	4,815,200	4,839,000	5,217,400	378,400	8%
	Net Revenues Available to Fund Capital					
69	Related Expenditures	206,900	1,336,600	704,800	(631,800)	
70	District Projects	(415,000)	(207,000)	(280,000)	(73,000)	N/A
71	Capital Improvement Projects	(2,300,000)	(470,200)	(1,304,800)	(834,600)	N/A
72	Repair, Rehabilitation, & Maintenance	(385,000)	(80,500)	(475,000)	(394,500)	N/A
73	Capital Outlay	(195,000)	(62,500)	(365,000)	(302,500)	N/A
74	Increase/(Decrease) In Fund Balance	\$ (3,088,100)	\$ 516,400	\$ (1,720,000)	\$ (2,236,400)	



TwentyNine Palms Water District

Proposed Budget - Personnel

Fiscal Year 2021/22

Schedule C

	A	B	C	D	E
	Adopted Budget 2020/21	Projected Year- End 2020/21	Proposed Budget 2021/22	\$ Difference (C - B)	% Difference (D / B)
1 Salary and Wages					
2 Total Regular Salary and Overtime	\$ 1,509,800	\$ 1,565,400	\$ 1,672,900	\$ 107,500	7%
3 Temporary AMI Labor	-	1,400	-	(1,400)	-100%
4 Vacation and Sick Leave	66,500	68,200	104,100	35,900	53%
5 Total Salary and Wages	1,576,300	1,635,000	1,777,000	142,000	9%
6 Benefits/Taxes					
7 CalPERS Pension Payments	189,000	191,800	192,300	500	0%
8 Social Security & Payroll Taxes	121,600	126,500	135,200	8,700	7%
9 Group Medical Insurance	352,100	343,400	373,700	30,300	9%
10 Group Dental and Vision Insurance	25,600	23,400	25,700	2,300	10%
11 Group Life Insurance	7,400	7,600	7,700	100	1%
12 Worker's Compensation Insurance	61,700	43,500	48,200	4,700	11%
13 Total Employee Benefits	757,400	736,200	782,800	46,600	6%
14 Total Salary and Benefits	\$ 2,333,700	\$ 2,371,200	\$ 2,559,800	\$ 188,600	8%



TwentyNine Palms Water District

Proposed Budget - Capital Plan

Fiscal Year 2021/22

Schedule D

	A	B	C	D	E = C+D	F
	Adopted Budget 2020/21	Projected Year-End 2020/21	Carryover Budget 2020/21	Budget Addition / (Deletion)	Proposed Budget 2021/22	Projected 2022/23
1 District Projects						
2 GW Mgmt. Plan & Urban Water Mgmt. Plan	\$ 100,000	\$ 85,000	\$ -	\$ -	\$ -	\$ 55,000
3 Treatment Feasibility & Exploration Costs	35,000	-	35,000	-	35,000	-
4 Vulnerability Assesment AWIA	45,000	45,000	-	-	-	-
5 Standard Drawings Update	25,000	15,000	10,000	10,000	20,000	-
6 Salt Nutrient Monitoring Wells\Sampling	50,000	50,000	-	10,000	10,000	100,000
7 Asset Management Plan	50,000	12,000	38,000	2,000	40,000	-
8 USGS Study\Feasibility Study	25,000	-	25,000	-	25,000	-
9 Centralized Sewer Plan\Groundwater Analysis	-	-	-	25,000	25,000	100,000
10 Master Plan Updates	85,000	-	85,000	-	85,000	-
11 Campbell Res Land Acquisition	-	-	-	-	40,000	-
12 Total District	415,000	207,000	193,000	47,000	280,000	255,000
13 Capital Improvement Plan						
14 Chromium VI and Flouride for Well 11B	1,000,000	50,000	950,000	(900,000)	50,000	1,000,000
15 Fluoride Variance (Expiring) - TP2/W12/W16	1,000,000	250,000	750,000	250,000	1,000,000	-
16 AMI/AMR* (<i>see footnote</i>)	300,000	170,200	129,800	-	129,800	-
17 Pay Meter Station Upgrade	-	-	-	-	125,000	-
18 Capital Improvement Plan	2,300,000	470,200	1,829,800	(650,000)	1,304,800	1,000,000
19 Repairs, Rehabilitation, & Maintenance						
20 Plant 6 Electrical and Well Upgrade	25,000	-	25,000	-	25,000	-
21 Emergency Repairs, Unspecified	75,000	50,000	25,000	50,000	75,000	75,000
22 Repiping/Distribution System Upgrades	75,000	-	75,000	-	75,000	75,000
23 Reservoir Recoating / Cathodic Protection	20,000	-	20,000	-	20,000	-
24 Large Meter Replacement Program	30,000	-	30,000	-	20,000	-
25 Fluoride Plant Instr.\Coating\SCADA	10,000	500	9,500	500	10,000	100,000
26 Treated Water Reservoir Coating	50,000	-	50,000	-	50,000	300,000
27 Campbell Reservoir Paving & Coating	100,000	30,000	70,000	30,000	100,000	-
28 Cactus Booster Station	-	-	-	-	-	40,000
29 Treatment Plant Concrete	-	-	-	-	100,000	-
30 Total Repairs & Maintenance	385,000	80,500	304,500	80,500	475,000	590,000
31 Capital Outlay						
32 Vehicle/Equipment Replacements	40,000	25,000	15,000	60,000	75,000	60,000
33 Computer/Technology Replacements	30,000	20,000	10,000	30,000	40,000	10,000
34 GIS	20,000	-	20,000	10,000	30,000	20,000
35 Administrative Building\Office Remodel	35,000	7,500	27,500	12,500	40,000	10,000
36 Energy Efficiency Projects	35,000	10,000	25,000	10,000	35,000	-
37 One-Time Existing Conditions Sampling	20,000	-	20,000	-	20,000	-
38 Parking Lot Seal\Paving	15,000	-	15,000	10,000	25,000	-
39 Equipment Shade Structure	-	-	-	-	100,000	-
40 Total Capital Outlay	195,000	62,500	132,500	132,500	365,000	100,000
41 Grand Total	\$ 3,295,000	\$ 820,200	\$ 2,459,800	\$ (390,000)	\$ 2,424,800	\$ 1,945,000

*Line 16 for the AMI / AMR project has been funded by debt proceeds received by the District as of May 2019.



TwentyNine Palms Water District
Proposed Budget - Special Revenue Fund
Fiscal Year 2021/22

Schedule E

	A	B	C
	Adopted Budget 2020/21	Projected Year End 2020/21	Proposed Budget 2021/22
1 Tower Revenues	\$ 137,400	137,400	143,000
2 Less Transfers Out To Water	(97,400)	(97,400)	(143,000)
3 Less Transfers Out To Fire Pension Trust	(40,000)	(40,000)	-
4 Ending Balance	\$ -	\$ -	\$ -

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TWENTYNINE PALMS WATER DISTRICT

COMPENSATION PLAN

FISCAL YEAR 2021/2022

POSITIONS COVERED BY MOU

	Minimum	Maximum
Leadworker	30.88	36.86
Service Worker III	26.11	31.19
Service Worker II	22.06	26.33
Service Worker I	18.66	22.26
Mechanic	26.11	31.19
Bookkeeper	26.11	31.19
Customer Service Representative 2	22.06	26.33
Customer Service Representative	18.66	22.26
Treatment Plant Operator II	30.88	36.86
Treatment Plant Operator I	26.11	31.19
Water Quality/Production Operator	22.06	26.33

MANAGEMENT EXEMPT

Director of Operations	56.05	72.16
Maintenance Superintendent	43.23	51.61
Treatment/Production Superintendent	43.23	51.61
Office Manager	33.94	40.56
District Secretary	33.94	40.56
General Manager	72.12	86.54