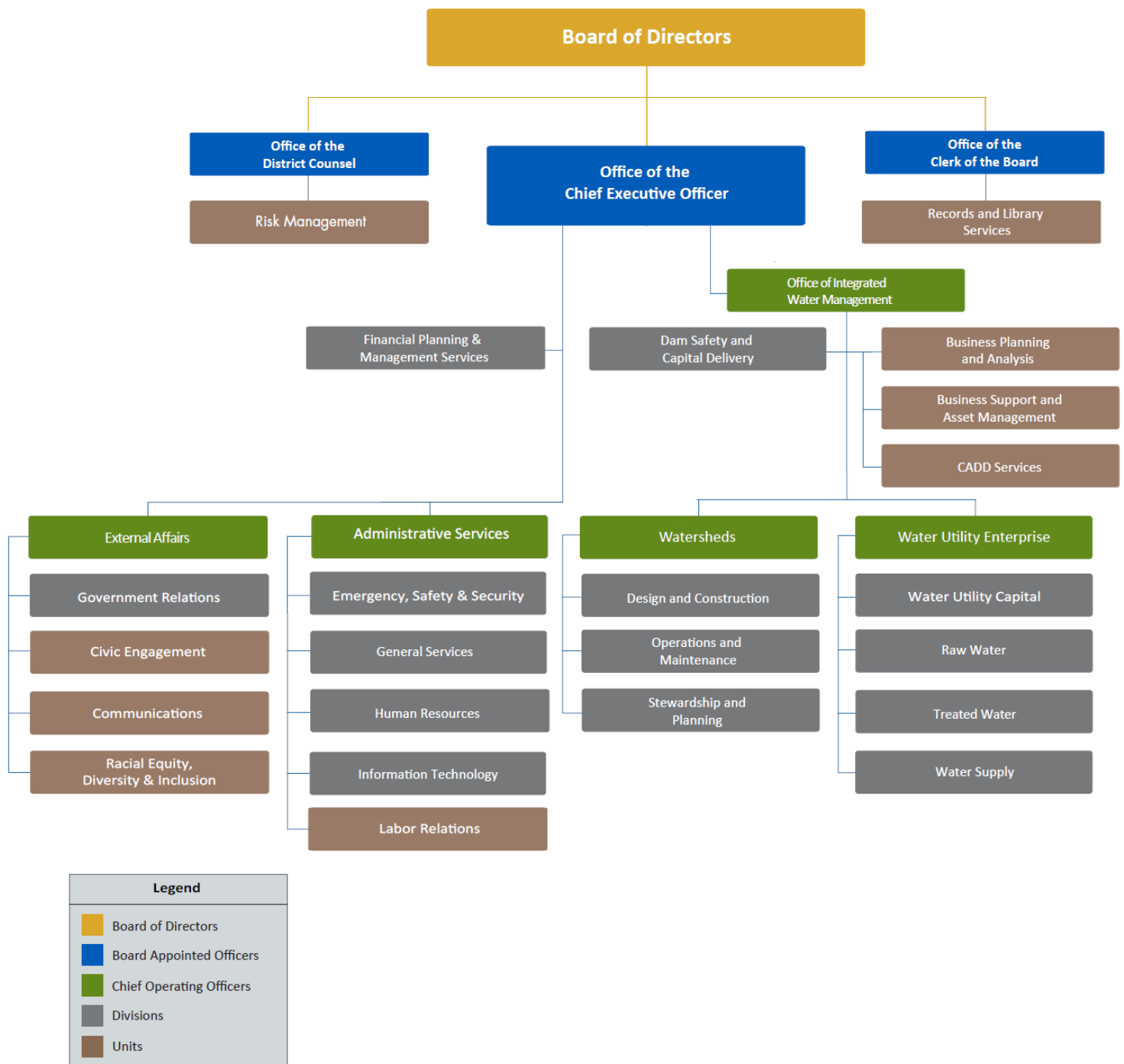


Division Summaries



Division Summaries

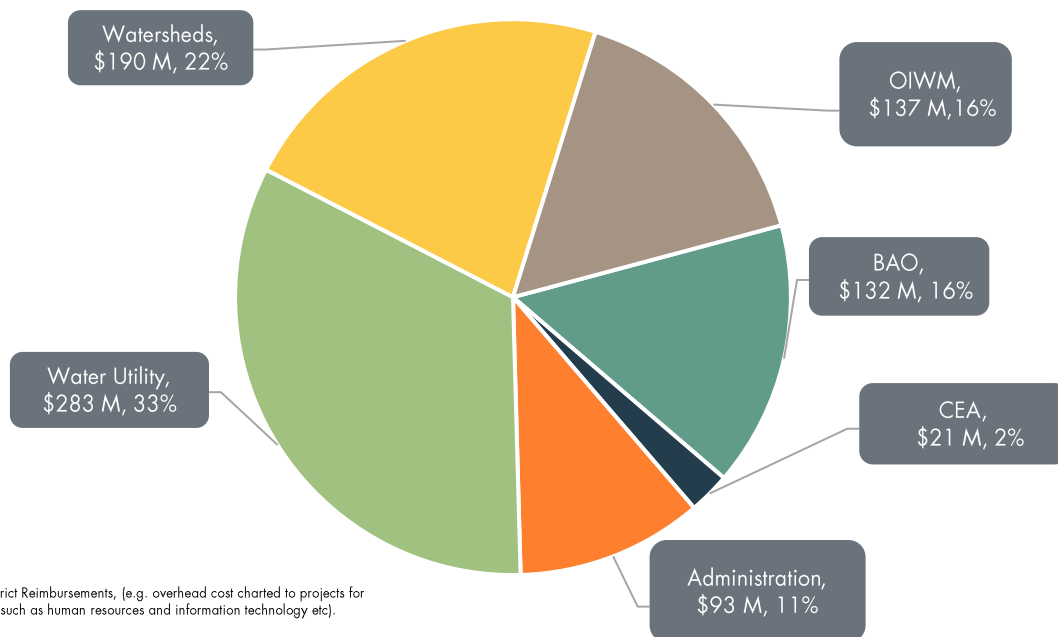
Description

Valley Water utilizes a project-based budget to accurately appropriate budget to the various funds and assess precise water rates. The project-based budget is presented by ends outcomes and at the fund level in chapters 4 and 6.

The Division Summary chapter is another way of looking at Valley Water's budget. This chapter represents a functional view of Valley Water's budget displaying all expenses that are charged by the organization area, division, and department by project type and account category.

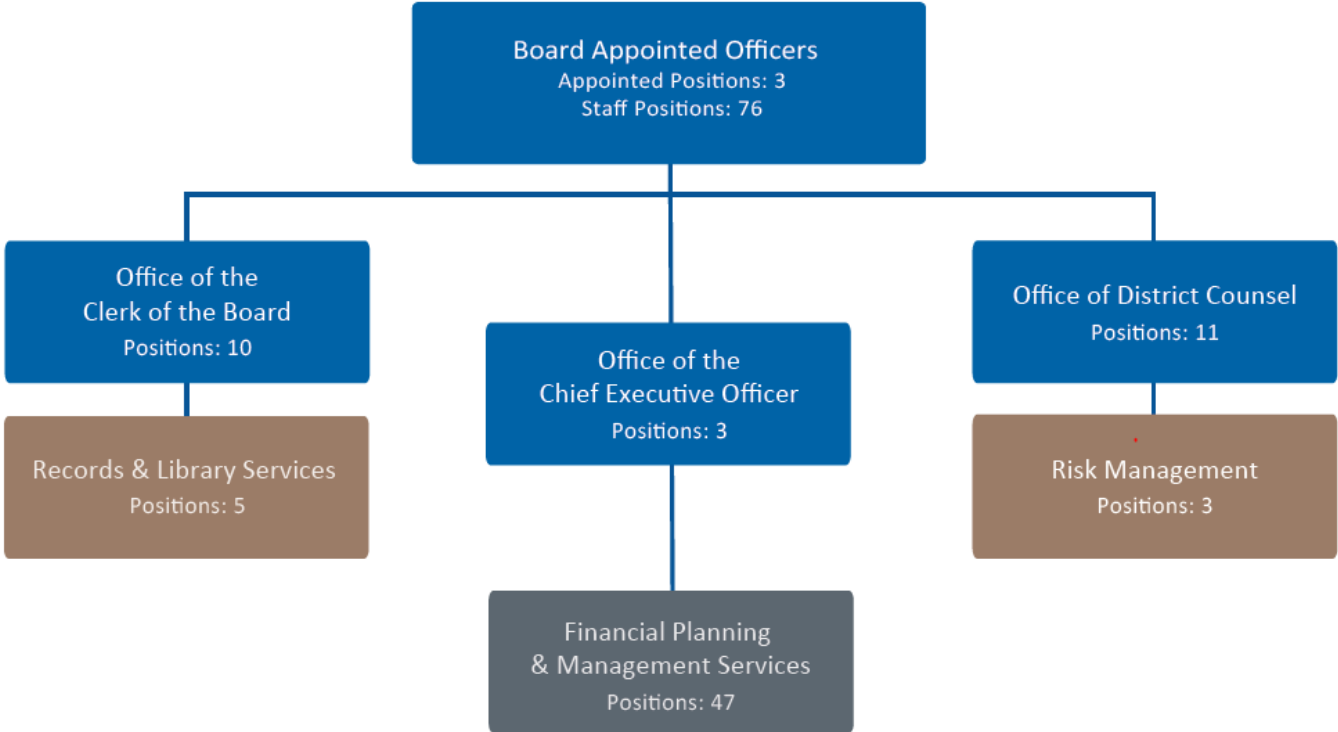
Organizational areas and their division sections begin with an organizational chart showing the FY 2023-24 budget and positions. Each area then includes an overview of the services they provide, their objectives, accomplishments, and milestones. This is followed by a series of financial tables which display the budget by project type, account category, department, and the authorized position counts for four fiscal years.

FY 2023-24 Adopted Budget Summary by Org Area, \$857 Million¹



Division Summaries

Board Appointed Officers



Legend	
<div></div>	Board Appointed Officer
<div></div>	Division
<div></div>	Department (Unit)

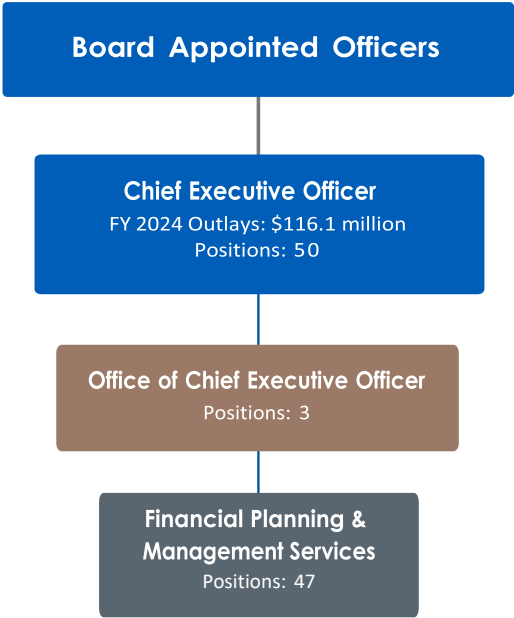
Division Summaries

Description

Board Appointed Officers support the mission of Valley Water, to provide Silicon Valley safe, clean water for a healthy life, environment, and economy through essential core services for Valley Water, and include the Chief Executive Officer, the District Counsel, and the Clerk of the Board. Board Appointed Officers provide executive leadership of Valley Water; support to the Board of Directors and ensure that Valley Water efficiently implements the Board's Ends policies in conformance with Executive Limitations policies; high quality, trustworthy, and responsive legal counsel to Valley Water in a manner that creatively assists in accomplishing Valley Water's mission; and maximize public access to the citizens of Santa Clara County in accordance with the State of California Ralph M. Brown Act.

Division Summaries

Office of the CEO



Legend	
<div></div>	Board Appointed Officers
<div></div>	Division
<div></div>	Department (Unit)

Division Summaries

Division Description and Objectives

The Office of the Chief Executive Officer (CEO) provides strategic direction and oversight to lead Valley Water in implementing its mission and achieving its vision; fosters cooperative and collaborative working relationships with other government agencies, retailers, stakeholders, and the community; supports the Board of Directors to ensure that Valley Water meets the Board's Ends policies; and complies with the Boards' Executive Limitations Policies in a transparent, cost-effective, and efficient manner. The Office of the CEO also oversees the Financial Planning and Management Services Division.

FY 2023 Accomplishments

- Provided leadership and organizational guidance during the drought and the COVID-19 pandemic, prioritizing investments in our critical infrastructure and the safety of Valley Water staff while providing safe, clean, reliable water to Santa Clara County.
- Maintained transparency with staff through monthly virtual all-employee Town Hall meetings and agency-wide communications on key Board decisions and major issues and kept the Board and the public informed on Valley Water activities through twice-monthly CEO Bulletins.
- Held Management Leadership Team meetings for professional development, increased organizational communication, discussion, and presentations of real-time issues affecting Valley Water.
- Held weekly stand-up meetings with the Leadership Team and executive staff to stay current on relevant activities and potential issues and challenges impacting the agency. Held an annual Strategic Planning Retreat with the Leadership Team to plan for the next fiscal year.
- Coordinated the annual Board Strategic Planning Retreat to identify and discuss strategic priorities for the upcoming fiscal year and supported the Board in developing the next fiscal year's Board Work Plan.
- Provided strategic direction during an open and transparent budget development process and oversight of the current year's budget to ensure organizational fiscal accountability.
- Fostered cooperative and collaborative working relationships with partner agencies, stakeholders, and the community.

FY 2024 Milestones

- Continue to provide leadership and organizational guidance, prioritizing investments in our critical infrastructure and the safety of Valley Water staff, while providing safe, clean, reliable water to Santa Clara County.
- Provide oversight of the organization's budget and ensure organizational fiscal accountability through an open and transparent budget development process.
- Continue to hold regular all-employee Town Hall meetings, Management Leadership Team meetings, and Executive Team Meetings to foster open communication, transparency, and information sharing on key updates, projects, and policies pertinent to Valley Water employees.
- Maintain and ensure approved audit recommendations are fully implemented through the end of the fiscal year.
- Further develop and establish working relationships with partner agencies, retailers, stakeholders, and the community.
- Coordinate the annual Board Strategic Planning Retreat to support the development of the Board's Annual Work Plan.
- Advance workforce development and succession planning programs.
- Implement new technology tools that increase productivity and business efficiency.
- Advance racial equity, diversity and inclusion efforts within Valley Water and with stakeholders and the community.

Division Summaries

FY 2025 Milestones

- Continue to provide leadership and organizational guidance, prioritizing investments in our critical infrastructure and the safety of Valley Water staff, while providing safe, clean, reliable water to Santa Clara County.
- Provide oversight of the organization's budget and ensure organizational fiscal accountability through an open and transparent budget development process.
- Continue to hold regular all-employee Town Hall meetings, Management Leadership Team meetings, and Executive Team Meetings to foster open communication, transparency, and information sharing on key updates, projects, and policies pertinent to Valley Water employees.
- Maintain and ensure approved audit recommendations are fully implemented through the end of the fiscal year.
- Further develop and establish working relationships with partner agencies, retailers, stakeholders, and the community.
- Coordinate the annual Board Strategic Planning Retreat to support the development of the Board's Annual Work Plan.
- Advance workforce development and succession planning programs.
- Implement new technology tools that increase productivity and business efficiency.
- Advance racial equity, diversity and inclusion efforts within Valley Water and with stakeholders and the community.

Division Summaries

Office of the CEO — Budget Summary

Project Type (Category)	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Operations	1,476,975	1,493,825	1,579,221	1,684,698
Total *	1,476,975	1,493,825	1,579,221	1,684,698

Department (Unit)	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Office of the CEO	1,476,975	1,493,825	1,579,221	1,684,698
Total *	1,476,975	1,493,825	1,579,221	1,684,698

* Totals includes intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Office of the CEO - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	3	3	3	3

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

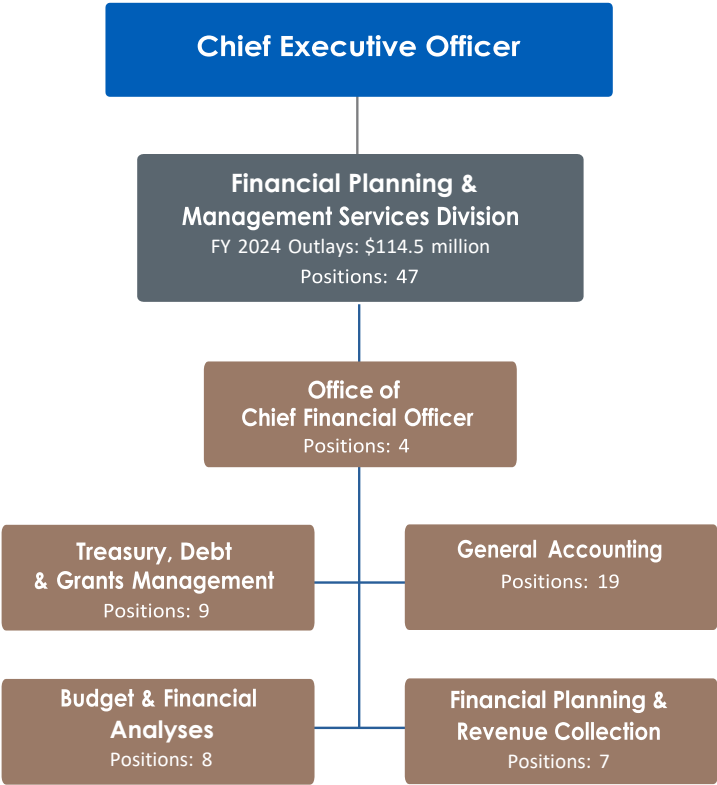
Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Office of Chief Executive Officer					
	Salaries & Benefits	1,210,276	1,128,287	1,177,292	1,271,108
	Services & Supplies	107,117	191,800	191,800	191,800
	Intra District Charges	159,583	173,739	210,129	221,791
Office of Chief Executive Officer Total		1,476,975	1,493,825	1,579,221	1,684,698
Operations Total *		1,476,975	1,493,825	1,579,221	1,684,698
Division Total *		1,476,975	1,493,825	1,579,221	1,684,698

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Financial Planning and Management Services Division



Legend	
<div></div>	Chief Executive Officer
<div></div>	Division
<div></div>	Department (Unit)

Division Summaries

Division Description and Objectives

Under the direction of the Chief Financial Officer, the Financial Planning and Management Services Division (FPMSD) serves as a partner to assist other departments in achieving their objectives. The primary roles of FPMSD are to facilitate necessary financial transactions, provide analyses and recommendations on decisions brought forth by operations, establish controls that minimize financial risks, and drive change or improvements in business processes or practices in order to improve productivity. The division is organized functionally as summarized below.

Continual Improvement

Continual Improvement supports the CEO's ability to lead the organization and ensures the Board is informed and supported in its work. The Continual Improvement team carries out this support through Valley Water's Quality and Environmental Management System, facilitating Board-commissioned, CEO-commissioned, and/or internal audits, and communicating monitoring data to the Board on the status of achieving its Ends Policies.

Treasury, Debt, and Grants Management

Treasury, Debt, and Grants Management manages districtwide treasury, debt financing, and grants programs, which includes the investment portfolio with a book value of over \$700 million, a debt portfolio of over \$1 billion, and annual grants reimbursements in excess of \$30 million. In addition to managing the \$97 million annual debt service budget, the department also prepares all legally required reports to meet bond covenants as well as state and federal requirements to ensure compliance with securities laws. Working with Valley Water's external municipal advisor and bond/disclosure counsel, the department leads debt issuance activities to provide funding for capital projects. The department leads grant management activities, which include research regarding compliance with grant terms and conditions and grant guidelines, grant application development, and administration of local, state, and federal grants and cost-sharing agreements for capital projects. Department staff also assist in the financial review and analysis of key capital projects such as California Delta Conveyance, Pacheco Reservoir, Los Vaqueros Reservoir, Sites Reservoir, and Recycled and Purified Water Public-Private-Partnership, among others. The department strives to achieve the objectives of maintaining high credit ratings, keeping financing costs low, ensuring the safety, liquidity, and yield of Valley Water's funds, and maximizing grant funding opportunities.

Budget and Financial Analyses

Budget and Financial Analyses provides timely and accurate financial information and analyses throughout the fiscal year. The department captures the cost of the resources needed for managing, planning, and implementing districtwide processes that culminate with the production of the rolling biennial operating and capital budget document. Additionally, the department provides districtwide financial analyses and high-level monitoring of financial results and ensures that the financial information provided to the Board, the public, and staff is accurate, reliable, and in accordance with Valley Water policy.

General Accounting

General Accounting includes the areas of General Ledger, Accounts Payable, Payroll, and Financial Systems. The General Ledger area focuses on accounting and financial reporting compliance with laws, regulations, Valley Water policies, and accounting professional standards. Accounts Payable is charged with processing payments to Valley Water's contractors, consultants, vendors, and staff expense claims, administering petty cash, and filing payment documents. Payroll processes the bi-weekly payroll, employee benefits accounting, payroll tax withholdings, and submission of Federal and State reporting requirements. Financial Systems provide for the maintenance and security of the payroll, benefits, human resources, and financial applications.

Division Summaries

Financial Planning and Revenue Collection

Financial Planning prepares and manages long term financial plans and forecasts and drives the groundwater production charge setting process, which includes the preparation of the annual report on the Protection and Augmentation of Water Supplies (PAWS). Revenue Collection collects water revenue, property taxes, and benefit assessments for Valley Water. Water revenue is comprised of charges for groundwater, recycled, surface, and treated water usage. Property taxes and benefit assessments collected are the voter-approved Safe Clean Water Special Tax, Flood Control Benefit Assessment, State Water Project levy, and the allocated share of countywide 1% ad valorem property tax receipts.

FY 2023 Accomplishments

- Delivered PERS/OPEB update to the Board on March 14, 2023.
- Presented 30-year forecast to the Board on March 28, 2023, per Board request.
- Established repository for Board and management directed audits conducted in the past 10 years.
- Made progress on Opportunities for Improvements (OFIs) resulting from the 2021 QEMS Benchmarking Analysis.
- Hired Moss Adams to participate in the Board's Auditor Pool.
- Reinitiated outcome measure reporting to the Board semi-annually based on new performance measures.
- Initiated Phase 2 of the redeveloped QEMS Internal Audit Program, which includes inviting the CEO and Chiefs to select areas to audit if desired.
- Earned more than \$9 million in interest income from the investment portfolio.
- Met all debt compliance legal requirements such as the Annual Continuing Disclosure filing on EMMA as required by the Securities Exchange Commission, and California State Treasurer's Annual Debt Transparency Report.
- Provided ongoing financial support for various projects, such as the Delta Conveyance, Recycled and Purified Water Public-Private-Partnership, Pacheco Reservoir, Sites Reservoir, and Los Vaqueros Reservoir.
- Completed various debt financings: (1) closed \$75 million in Refunding Revenue Bonds and \$46 million in Certificates of Participation (COPs) for the Safe, Clean Water capital program on December 6, 2022; (2) closed \$147 million in Water Infrastructure Finance and Innovation Act (WIFIA) Master Agreement for the Safe Clean Water program; (3) closed \$121 million in Refunding Revenue Bonds and \$223 million in COPs for the Water Utility capital program on January 19, 2023; (4) closed \$580 million WIFIA Master Agreement for the Anderson Seismic Retrofit and Coyote Percolation Dam projects; and (5) negotiated \$1.4 billion WIFIA Master Agreement for the Pacheco Reservoir Expansion project, anticipated to close in late summer 2023.
- Secured \$22.6 million in new grants: \$3.8 million from the U.S. Environmental Protection Agency (EPA) for the Calabazas/San Tomas Aquino Creek-Marsh Connection project; \$3 million from the EPA for the Nine Creek Cleanup project; \$3.2 million from the State Coastal Conservancy for the South San Francisco Bay Shoreline Phase 1 project; \$3.8 million from the Department of Water Resources (DWR) for the Coyote Creek Flood Protection project; \$3 million from the California Office of Emergency Services for the Pope Chaucer Bridge Replacement; and \$5.8 million from DWR for the Cross Valley Pipeline Extension projects.
- Produced and distributed the second Adopted Rolling Biennial Budget Summary Document prior to June 30, 2023.
- Maintained the Balancing Act budget simulation tool that allows residents to adjust budgets for various Valley Water priorities and align resources with their preferred services.
- Implemented the new rolling biennial budget cloud-based publishing tool.
- Implemented dynamic actuals versus budget reports in the Birst cloud-based analytics tool.
- Provided Quarterly Financial Results updates to the Board Audit Committee and the Board.
- Automated the Safe, Clean Water (SCW) Report to be integrated with the current budget development software.
- Finalized the FY 2022 Annual Comprehensive Financial Report in accordance with the Governmental Finance Officers Association standards for excellence by December 2022.

Division Summaries

- Completed the submission of the State Controller's Report by January 2023.
- Completed the FY 2022 audits for Water Utility Funds and the Advance Water Treatment Facility by June 2023.
- Met State and Federal tax reporting requirements for 1099's by January 2023.
- Completed California Employment Development Department Independent Contractor Report DE542 by the end of each month.
- Issued employee W-2's and completed 2022 W-2 Tax Reporting by January 31, 2023.
- Submitted 2022 calendar year compensation report to the State Controller's Office by April 2023.
- Completed audit of the Valley Water's 2021-2022 parcel tax database to determine if the parcels were assessed/ taxed with the approved assessment methodology.
- Completed annual enrollments for the Safe, Clean Water (SCW) Senior Exemption Program, with nearly 4,900 active seniors participating in the SCW Senior Exemption Program.
- Completed, produced, and filed the 52nd Annual Report on the Protection and Augmentation of Water Supplies.

FY 2024 Milestones

- Facilitate implementation of the Board's 2022-2024 Annual Audit Work Plan.
- Oversee CEO-directed and Board-directed audit contracts and monitor contract expenditures on an ongoing basis.
- Engage economic consultant to review Valley Water's water use forecast including a review of water demand elasticity.
- Prepare reports on the status of audits, including the status of implementation of recommendations and opportunities for improvement that are selected to be completed and accomplished throughout the fiscal year.
- Prepare and submit semi-annual performance reports to the Board through June 30, 2024.
- Actively manage \$700M+ investment portfolio and \$1 billion long-term debt portfolio, \$150 million Commercial Paper Program, and \$170 million Revolving Line of Credit.
- Issue Water Utility Refunding Revenue Bonds, Series 2024A/B/C/D with an estimated par amount of \$230 million, and Safe, Clean Water Refunding Revenue Bonds, Series 2024A with an estimated par amount of \$38 million.
- Close on \$1.4 billion WIFIA Master Agreement for the Pacheco Reservoir Expansion project, anticipated to close in late summer 2023.
- Administer the \$2.1 billion WIFIA program for the Anderson Dam Seismic Retrofit, Coyote Percolation Dam, Pacheco Reservoir Expansion capital projects as well as the Sunnyvale East-West Channel, Coyote Creek, and Upper Penitencia Flood Protection projects.
- Provide ongoing financial support for various projects, such as the California Delta Conveyance, Countywide Water Reuse Program, Pacheco Reservoir, Sites Reservoir, and Los Vaqueros Reservoir.
- Actively seek new local, state, and federal grant funding opportunities and manage grants/cost-sharing agreements, as well as the State Flood Subvention Program; prepare quarterly reporting and schedule/claims for allowable expenditures.
- Produce a structurally balanced budget throughout the budget process and finalize the Adopted Biennial Budget Summary Book in time for Board Adoption on or before June 30 on an annual basis. Additionally, distribute the Adopted Budget Summary within one month after Board Adoption or before July 1.
- Address Budget requests during the fiscal year for projects, services, or staff requests that are unbudgeted as part of the Adopted Budget; identify spending offset or funding source at the time of the request and ensure that the request has a net-zero effect, a balanced transaction, on the budget.
- Ensure that all Valley Water Funds maintain adequate reserves per the District Reserve policy and prudent financial planning to ensure sufficient resources for current services and obligations and to prepare for future anticipated funding requirements and unforeseen events.

Division Summaries

- In preparation for each budget pass, produce the position file, overhead, and benefit rates. After each budget pass, produce proforma reports, trend data information on selected items, fund target analysis results, and detailed budget files (reports are produced in March, April, and May).
- Produce and support the organization with detailed analysis and presentation materials for senior management and Board of Directors meetings and presentations.
- Ensure, and contribute to, the successful implementation of Enterprise Resource Planning in the Financial Planning and Management Services Division.
- Produce a rolling biennial budget process to be updated annually, which is aligned with the guiding State, District Act and Valley Water Policies, and is conducive to long-term planning while remaining responsive to the dynamic and ever-changing needs of the organization.
- Load the Adopted Budget to Financial System by July 1 and publish it on Valley Water's website by June 30. Additionally, ensure Birst monthly financial reports are correct within one week of the accounting period closing, and finalize and post the Encumbrance and Capital Carry Forward budget.
- Review Board Agenda materials for accuracy and consistency with financial policy and practices.
- Finalize the FY 2023 Annual Comprehensive Financial Report in accordance with the Governmental Finance Officers Association standards for excellence by December 2023.
- Complete the submission of the State Controller's Report by January 2024.
- Complete the FY2023 audits for Water Utility Funds and the Advance Water Treatment Facility by June 2024.
- Print weekly vendor checks by Thursday afternoon and send them to the mailroom by Friday morning.
- Process and distribute employee paychecks by Thursday morning every other week.
- Meet State and Federal tax reporting requirements for 1099's by January 2024.
- Complete California Employment Development Department Independent Contractor Report DE542 by the end of each month.
- Issue employee W-2's by the end of January 2024.
- Submit the 2023 calendar year compensation report to the State Controller's Office by April 2024.
- Stabilize the new Infor Financial and Payroll enterprise systems.
- Complete the first phase of Development Impact Fee studies for Water Supply and Flood Protection and begin second phase of the studies if directed to do so by the Board.
- Complete Annual Report on the Protection and Augmentation of Water Supplies (PAWS) by the end of February 2024.

FY 2025 Milestones

- Facilitate implementation of the Board's 2022-2024 Annual Audit Work Plan.
- Oversee CEO-directed and Board-directed audit contracts and monitor contract expenditures on an ongoing basis.
- As directed, prepare reports on the status of audits, including the status of implementation of recommendations and opportunities for improvement that are selected to be completed and accomplished throughout the fiscal year.
- Prepare and submit semi-annual Performance Reports to the Board through June 30, 2024.
- Manage the Internal Audit Program and conduct periodic internal audits to confirm compliance.
- Prudently invest District funds while maintaining safety, liquidity and optimizing interest income.
- Manage the District's debt portfolio as well as implement financing strategies to fund Valley Water's capital improvement plan.
- Implement \$2.1 billion WIFIA loan administration program for Pacheco, Anderson, and Safe, Clean Water projects.
- Actively seek new local, state, and federal grant funding opportunities and manage grants/ cost-sharing agreements, as well as the State Flood Subvention Program; prepare quarterly reporting and schedule/claims for allowable expenditures.
- Continue to successfully deliver the applicable recurring budget annual processes as described under FY 2024 Milestones.
- Contribute to the ongoing refinement of the Enterprise Resource Planning software in the Financial Planning and Management Services Division.

Division Summaries

- Produce a structurally balanced budget throughout the budget process and finalize the Adopted Biennial Budget Summary Book in time for Board Adoption on or prior to June 30, on an annual basis. Additionally, distribute the Adopted Budget Summary within one month after Board Adoption or prior to July 1.
- Continue involvement in the successful project delivery of various software implementation projects for the organization as it relates to budget.
- Finalize the FY 2024 Annual Comprehensive Financial Report in accordance with the Governmental Finance Officers Association standards for excellence by December 2024.
- Complete the submission of the State Controller's Report by January 2025.
- Complete the FY 2024 audits for Water Utility Funds and the Advance Water Treatment Facility by June 2025.
- Print weekly vendor checks by Thursday afternoon and send them to the mailroom by Friday morning.
- Process and distribute employee paychecks by Thursday morning every other week.
- Meet State and Federal tax reporting requirements for 1099's by January 2025.
- Complete California Employment Development Department Independent Contractor Report DE542 by the end of each month.
- Issue employee W-2's by the end of January 2025.
- Submit the 2024 calendar year compensation report to the State Controller's Office by April 2025.
- Complete Annual Report on the Protection and Augmentation of Water Supplies (PAWS) by the end of February 2025.

Division Summaries

Financial Planning and Management Services Division — Budget Summary

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Project Type (Category)				
Operations	13,605,347	15,862,619	16,644,098	17,077,020
Debt services	58,076,369	82,350,473	97,434,264	119,312,987
Capital	548,606	322,370	442,501	438,694
Total *	72,230,322	98,535,462	114,520,863	136,828,700

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Department (Unit)				
Budget & Financial Analyses	2,605,023	2,566,550	2,700,568	2,824,789
Financial Planning and Revenue Collection	2,849,416	3,050,785	3,177,720	3,325,236
General Accounting	4,798,545	5,253,257	5,487,444	5,552,820
Office of the CFO	1,514,060	2,057,678	2,097,214	2,044,543
Treasury, Debt, and Grants Management	60,463,278	85,607,192	101,057,917	123,081,313
Total *	72,230,322	98,535,462	114,520,863	136,828,700

* Totals includes intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Financial Planning and Management Services Division - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	44	46	47	47

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Budget & Financial Analyses					
	Salaries & Benefits	1,957,686	2,034,023	2,107,267	2,219,114
	Services & Supplies	351,688	222,000	222,000	228,660
	Intra District Charges	295,648	310,527	371,300	377,015
Budget & Financial Analyses Total		2,605,023	2,566,550	2,700,568	2,824,789
Financial Planning and Revenue Collection					
	Salaries & Benefits	1,709,895	1,746,869	1,797,805	1,895,770
	Services & Supplies	186,295	275,200	276,200	288,400
	Intra District Charges	953,226	1,009,812	1,103,715	1,141,066
Financial Planning and Revenue Collection Total		2,849,416	3,031,881	3,177,720	3,325,236
General Accounting					
	Salaries & Benefits	3,686,306	4,350,789	4,438,616	4,513,890
	Services & Supplies	166,705	312,875	358,150	322,950
	Intra District Charges	481,830	589,593	690,678	715,980
General Accounting Total		4,334,841	5,253,257	5,487,444	5,552,820
Office of the CFO					
	Salaries & Benefits	1,050,693	1,091,495	1,107,431	1,180,533
	Services & Supplies	300,823	797,900	786,600	653,600
	Intra District Charges	162,544	168,283	203,183	210,410
Office of the CFO Total		1,514,060	2,057,678	2,097,214	2,044,543
Treasury, Debt, and Grants Management					
	Salaries & Benefits	1,554,141	1,748,029	1,920,271	2,045,892
	Services & Supplies	197,202	532,200	486,200	489,440
	Intra District Charges	550,663	673,024	774,680	794,300
Treasury, Debt, and Grants Management Total		2,302,006	2,953,253	3,181,152	3,329,632
Operations Total *		13,605,347	15,862,619	16,644,098	17,077,020

Debt Service Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
	Services & Supplies	58,076,369	82,350,473	97,434,264	119,312,987
Treasury, Debt, and Grants Management Total		58,076,369	82,350,473	97,434,264	119,312,987
Debt Service Total *		58,076,369	82,350,473	97,434,264	119,312,987

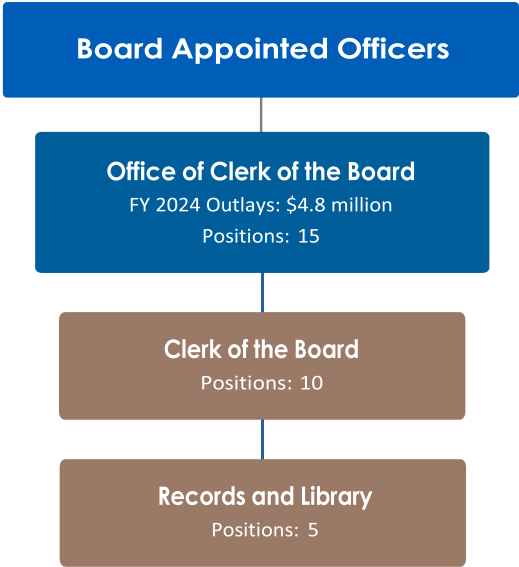
Division Summaries

Capital Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Financial Planning and Revenue Collection					
	Salaries & Benefits	–	11,789	–	–
	Intra District Charges	–	7,115	–	–
Financial Planning and Revenue Collection Total		–	18,904	–	–
General Accounting					
	Salaries & Benefits	306,450	–	–	–
	Intra District Charges	157,254	–	–	–
General Accounting Total		463,704	–	–	–
Treasury, Debt, and Grants Management					
	Salaries & Benefits	28,281	95,508	209,463	208,942
	Services & Supplies	40,402	150,000	100,000	100,000
	Intra District Charges	16,219	57,958	133,039	129,752
Treasury, Debt, and Grants Management Total		84,902	303,466	442,501	438,694
Capital Total *		548,606	322,370	442,501	438,694
Division Total *		72,230,322	98,535,462	114,520,863	136,828,700

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Office of Clerk of the Board



Legend	
<div></div>	Board Appointed Officers
<div></div>	Department (Unit)

Division Summaries

Division Description and Objectives

The Office of the Clerk of the Board (COB) directly supports the work of the Valley Water Board of Directors, including Board Governance Policy management, Board performance monitoring, lobbyist reporting, and tracking, elections, regulatory, administrative, and liaison support services to the Board, its Advisory, Ad Hoc and Joint Committees with other public agencies, the Safe, Clean Water and Natural Flood Protection Program's Independent Monitoring Committee, Board Appointed Officers, and Valley Water staff.

The Office of the Clerk of the Board facilitates the public's access to Board information, including Board and committee meetings in accordance with the California Ralph M. Brown Act. Additionally, the COB monitors the Board budget and Board members' expenses in accordance with District Ordinance 02-01, Resolution 11-73, Board Governance Policy GP- 10, and maintains the integrity of the Board's legislative records, processes, and actions. The Office of the Clerk of the Board also oversees Records & Library Services.

Records & Library Services

Records & Library Services provides the administration of the Records Management Center and the Valley Water Library (including secure storage, retrieval, and proper disposition of Valley Water records and reference materials); administration of the Valley Water Records Management Program; and the provision of Valley Water's responses to legal demands for records.

FY 2023 Accomplishments

- Successfully managed over 33 Regular and Special Board meetings in accordance with the District Act, Board Policies, and the Ralph M. Brown Act.
- Successfully managed over 100 Board Committee Meetings in accordance with Board Policies, and the Ralph M. Brown Act.
- Successfully scheduled over 1,000 meetings for individual Directors.
- Tracked, monitored, and reported on the registration of external lobbyists in accordance with Ordinance 10-01.
- Assigned, tracked, and monitored approximately 250 Board Correspondences.
- Assigned and tracked approximately 15 Board Member Requests and 25 Individual Board Member Requests in accordance with Board Governance Policy EL-2.6.
- Successfully scheduled presentation of Board Committee Accomplishment reports in the third quarter of fiscal year.
- Successfully tracked and presented the Board-approved Board Performance Management process.
- Successfully managed the November 2022 General Elections for Board Seats.
- Successfully managed review revisions to the Board Governance Ends and Governance Process Policies.
- Provided secure storage, retrieval, and proper disposition of Valley Water records and reference materials as required.
- Processed approximately 300 requests for records services from Valley Water staff.
- Responded to approximately 300 requests for access to or copies of Valley Water records from members of the public and/or other legal demands for documents such as subpoenas.
- Processed more than 5,000 engineering drawings and 200 boxes of records.
- Improved access to scanned files formerly stored on microfilm.
- Consolidated satellite libraries into the main library.
- Improved storage environment for oversize records and photographs.
- Migrated several legacy data systems to new databases.

Division Summaries

FY 2024 Milestones

- Schedule presentation of Board Advisory Committee Accomplishment Reports to the Board of Directors by March 2024.
- Coordinate the Surface Water Charge protest and verification process to be completed no later than May 2024.
- Coordinate and present the Board Meeting Compensation information and hearing in January 2024.
- Provide the Board of Directors with a report of registered external lobbyists by August 2023 and February 2024.
- Assign, track, and monitor Board Member Requests, responses, and staff performance to ensure compliance with Governance Policy EL-7.9.
- Assign, track, and monitor Board Correspondence to ensure compliance with Governance Policy EL-2.6.
- Post Board and Board Committee meeting agendas in accordance with District Act, Board Governance Policies, and the Ralph M. Brown Act with 100% compliance.
- Coordinate and present the Board Performance Management Report in June 2024.
- Successfully manage meetings for individual Directors.
- Prepare responses to legal demands for documents to ensure compliance with state and federal requirements.
- Support internal staff research and reference needs, as requested.

FY 2025 Milestones

- Schedule presentation of Board Advisory Committee Accomplishment Reports to the Board of Directors by February 2025.
- Coordinate the Surface Water Charge protest and verification process to be completed no later than May 2025.
- Coordinate and present the Board Meeting Compensation information and hearing in January 2025.
- Provide the Board of Directors with a report of registered external lobbyists by August 2024 and February 2025.
- Assign, track, and monitor Board Member Requests, responses, and staff performance to ensure compliance with Governance Policy EL-7.9.
- Assign, track, and monitor Board Correspondence to ensure compliance with Governance Policy EL-2.6.
- Post Board and Board Committee meeting agendas in accordance with District Act, Board Governance Policies, and the Ralph M. Brown Act with 100% compliance.
- Coordinate and present the Board Performance Management Report in June 2025.
- Successfully manage meetings for individual Directors.
- Successfully manage the November 2024 General Elections for Board Seats.
- Prepare responses to legal demands for documents to ensure compliance with state and federal requirements.
- Support internal staff research and reference needs, as requested.

Division Summaries

Office of Clerk of the Board — Budget Summary

Project Type (Category)	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Operations	7,734,932	5,687,954	4,833,808	6,603,014
Total *	7,734,932	5,687,954	4,833,808	6,603,014

Department (Unit)	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Plan Budget
Office of Clerk of the Board	6,507,878	4,435,847	3,517,767	5,228,031
Records and Library Services	1,227,054	1,252,107	1,316,042	1,374,984
Total *	7,734,932	5,687,954	4,833,808	6,603,014

* Totals includes intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Office of Clerk of the Board - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	15	15	15	15

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2025 Organizational Chart.

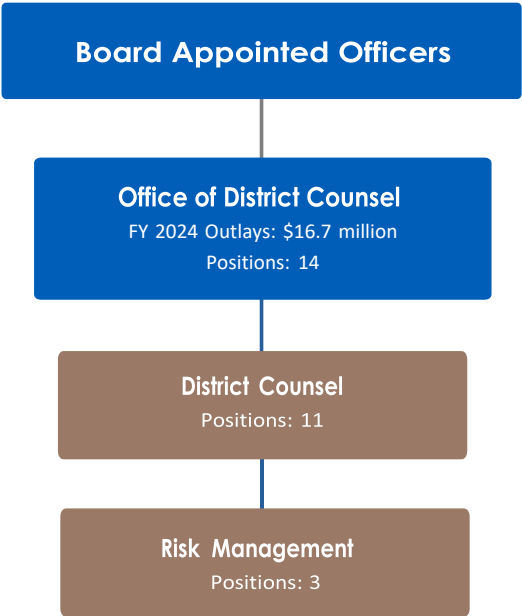
Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Office of the Clerk of the Board					
	Salaries & Benefits	2,261,984	2,289,780	2,378,270	2,549,562
	Services & Supplies	3,926,898	1,802,100	723,120	2,244,920
	Intra District Charges	318,996	343,967	416,376	433,549
Office of the Clerk of the Board Total		6,507,878	4,435,847	3,517,767	5,228,031
Records and Library Services					
	Salaries & Benefits	999,992	998,500	1,026,273	1,079,047
	Services & Supplies	81,421	100,200	105,700	108,900
	Intra District Charges	145,641	153,407	184,068	187,037
Records and Library Services Total		1,227,054	1,252,107	1,316,042	1,374,984
Operations Total *		7,734,932	5,687,954	4,833,808	6,603,014
Division Total *		7,734,932	5,687,954	4,833,808	6,603,014

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Office of District Counsel



Legend	
<div></div>	Board Appointed Officers
<div></div>	Department (Unit)

Division Summaries

Division Description and Objectives

The Office of District Counsel provides professional, timely, and strategic legal advice, representation of Valley Water and its officers and employees, and the management of the legal services and the related risk management functions. It includes both internal legal services and management of the external legal services provided to Valley Water. The Office of District Counsel also oversees the Risk Management program.

Risk Management

The mission of the Risk Management Program is to protect Valley Water's assets by identifying and evaluating loss exposures and applying effective risk management techniques to reduce or eliminate risk. Specifically, the department is tasked with the management of Valley Water's Workers Compensation program and risk retention (self-insurance) and risk transfer (insurance) programs to maximize coverage and comply with Board Governance policies cost-effectively.

FY 2023 Accomplishments

- Provided timely legal advice to Valley Water, the Board, and Valley Water's officers and employees when acting in their official capacities.
- Provided representation to Valley Water relating to annual groundwater production charges and to the update of Valley Water's groundwater charge zones.
- Served as counsel or co-counsel in all Valley Water litigation matters.
- Provided legal advice and services on labor relations matters, including the negotiation of renewed Memoranda of Understanding with the bargaining units and representing management in labor arbitrations.
- Provided legal advice and services on all transactional matters.
- Provided legal review and advice on all Valley Water strategic master plans, including the Urban Water Management Plan and Water Supply Master Plan.
- Provided legal advice regarding imported water matters including, drought impacts, water transfer agreements, and litigation.
- Provided legal advice to Valley Water regarding ongoing capital projects, including the Anderson Dam Tunnel Project, the Pacheco Reservoir Expansion Project, and the Purified Water P3 Project.
- Provided legal advice to the Racial Equity, Diversion, and Inclusion regarding ongoing personnel and labor relations matters.
- Provided legal advice to Valley Water to mitigate risks from COVID-19 and to comply with COVID-19-related legal requirements.
- Administered the Workers Compensation program in a manner that increased employee awareness of potential dangers and sought to reduce employee injuries and accidents.
- Administered the Liability and Property programs in a manner that provided prompt and fair adjustment of claims and losses.
- Served as the main point of contact between Valley Water and vendors related to claim activity.
- Submitted insurance applications timely in order to successfully secure competitive quotes for insurance renewal policies.

FY 2024 Milestones

- Continue providing timely legal advice to Valley Water, the Board, and Valley Water's officers and employees when acting in their official capacities.
- Provide continued legal advice and support to Valley Water regarding COVID-19 and return-to-work matters.
- Serve as counsel or co-counsel in all Valley Water litigation matters.
- Provide legal advice and services on labor relations matters, including representing management in labor arbitrations.
- Provide legal advice and services on all transactional matters.
- Provide legal advice regarding imported water matters including, drought impacts, water transfer agreements, and litigation.
- Implement agreed-upon FY23 measures to address audit findings and recommendations.

Division Summaries

- Provide legal advice to Valley Water regarding ongoing capital projects, including the Anderson Dam Tunnel Project, the Pacheco Reservoir Expansion Project, and the Purified Water P3 Project.
- Provide a quarterly Executive Monitoring Report to the Board of Directors.
- Placement of Excess Workers Compensation Insurance Policy by February 1, 2024.
- Post Cal/OSHA Log 300 February 1 through April 30, 2024.
- Report Valley Water injuries/illnesses at monthly Safety Committee meetings.
- Conduct monthly Open Liability Claims review.
- Organize quarterly W/C claim file reviews.
- Interface with TPA and state governmental entities to ensure Valley Water compliance with new medical set-aside regulations.
- Provide periodic comprehensive reports detailing the progress of the W/C program.
- Secure Non-Owned Aircraft Policy by February 1, 2024.
- Secure Excess Liability Policies by May 1, 2024.
- Secure Drone Policy by May 22, 2024.
- Secure Cyber Liability Policy by June 1, 2024.
- Secure Property Insurance Policy by June 30, 2024.
- Review all policies for coverage and accuracy by June 30, 2024.
- Serve as the main point of contact between Valley Water and its vendors related to claim activity.
- Work with legal counsel, TPA, District Counsel, and staff to provide support for litigation process and ready cases for trial or settlement.

FY 2025 Milestones

- Continue providing timely legal advice to Valley Water, the Board, and Valley Water's officers and employees when acting in their official capacities.
- Serve as counsel or co-counsel in all Valley Water litigation matters.
- Provide legal advice and services on labor relations matters, including representing management in labor arbitrations.
- Provide legal advice and services on all transactional matters.
- Provide legal advice to Valley Water regarding ongoing capital projects, including the Anderson Dam Tunnel Project, the Pacheco Reservoir Expansion Project, and the Purified Water P3 Project.
- Provide quarterly Executive Monitoring Report to the Board of Directors.
- Placement of Excess Workers Compensation Insurance Policy by February 1, 2025.
- Post Cal/OSHA Log 300 February 1 through April 30, 2025.
- Report Valley Water injuries/illnesses at monthly Safety Committee meetings.
- Conduct monthly Open Liability Claims review.
- Organize quarterly W/C claim file reviews.
- Interface with TPA and state governmental entities to ensure Valley Water compliance with new medical set-aside regulations.
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- Secure Property Insurance Policy by June 30, 2025.
- Review all policies for coverage and accuracy by June 30, 2025.
- Serve as the main point of contact between Valley Water and its vendors related to claim activity.
- Work with legal counsel, TPA, District Counsel, and staff to provide support for litigation process and ready cases for trial or settlement.

Division Summaries

Office of District Counsel — Budget Summary

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Project Type (Category)				
Operations	8,940,588	13,541,679	15,282,774	16,159,627
Operating Project	3,211,149	50,000	50,000	–
Capital	800,930	2,541,000	1,336,000	1,051,000
Total *	12,952,667	16,132,679	16,668,774	17,210,627

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Plan Budget
Department (Unit)				
Office of District Counsel	6,118,759	9,380,132	8,885,440	8,942,880
Risk Management Program	6,833,908	6,752,547	7,783,334	8,267,746
Total *	12,952,667	16,132,679	16,668,774	17,210,627

* Totals includes intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Office of District Council - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	14	14	14	14

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2025 Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Office of the District Counsel					
	Salaries & Benefits	3,597,861	3,902,852	4,071,588	4,419,205
	Services & Supplies	1,162,473	2,302,000	2,707,500	2,658,000
	Intra District Charges	557,495	634,280	770,352	814,676
Office of the District Counsel Total		5,317,829	6,839,132	7,549,440	7,891,880
Risk Management Program					
	Salaries & Benefits	789,420	795,399	815,828	854,785
	Services & Supplies	5,634,390	5,517,050	6,502,613	6,929,551
	Intra District Charges	410,098	440,098	464,893	483,410
Risk Management Program Total		6,833,908	6,752,547	7,783,334	8,267,746
Operations Total *		12,151,737	13,591,679	15,332,774	16,159,627

Capital Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Office of the District Counsel					
	Services & Supplies	800,930	2,541,000	1,336,000	1,051,000
Office of the District Counsel Total		800,930	2,541,000	1,336,000	1,051,000
Capital Total *		800,930	2,541,000	1,336,000	1,051,000
Division Total *		12,952,667	16,132,679	16,668,774	17,210,627

*Totals reflect the gross budget and includes intra-district reimbursement charges.

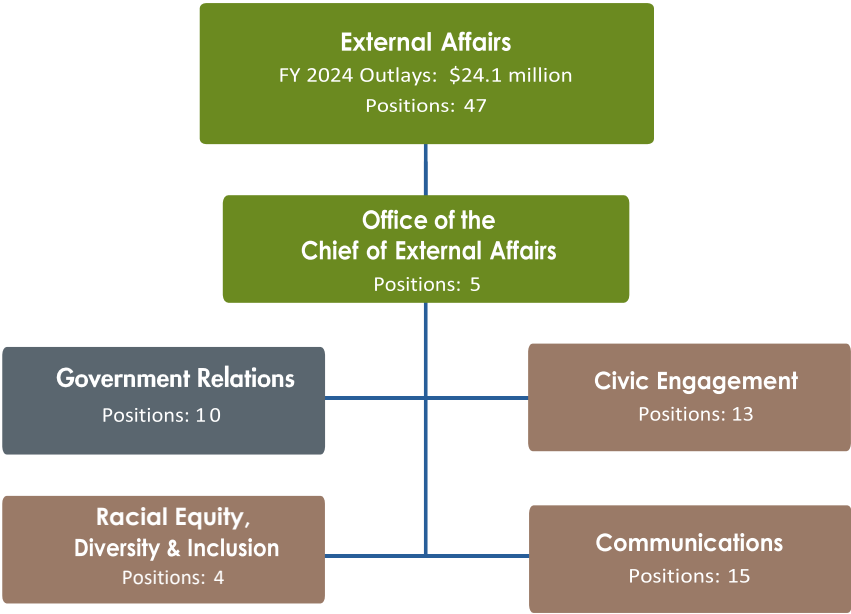
Division Summaries

External Affairs

External Affairs is responsible for programs that increase employee and community awareness and engagement on Valley Water programs, projects, and challenges. External Affairs provides the strategic planning and integration of external policies and legislation as it relates to the business interests of Valley Water and is responsible for managing Valley Water’s relationships with the community, government officials, the media, and other key stakeholders. External Affairs is also responsible for managing racial equity, diversity and inclusion efforts.

Division Summaries

Office of Chief of External Affairs



Legend	
<div></div>	Chief Operating Officer
<div></div>	Division
<div></div>	Department (Unit)

Division Summaries

Division Description and Objectives

The Office of External Affairs provides leadership and management of planning, integration, and execution of strategic external affairs efforts through the Office of Communication, Office of Civic Engagement, Office of Government Relations, and the Office of Racial Equity, Diversity, and Inclusion.

Office of Government Relations

The Office of Government Relations advocates at the local, regional, state, and federal levels to promote and advance the water supply, flood protection, revenue enhancement, and environmental stewardship interests of Valley Water and the residents of Santa Clara County, in alignment with the Board's legislative priorities. Major activities include robust advocacy with elected and appointed officials and key advocacy stakeholders, execution of strategic partnerships, and community engagement through events and sponsorships. Government Relations serves as the internal and external connection for legislation, development of strategic support and opposition, and supplemental funding opportunities for Valley Water.

Office of Civic Engagement

The Office of Civic Engagement (OCE) engages with the community through partnerships, grants, educational activities, and community service opportunities to build understanding, trust, and support for Valley Water's goals and mission. OCE oversees the following programs: Safe, Clean Water Grants & Partnerships Program, Public Art, Education Outreach, Water 101 Academy/Ambassadors Program, Creek Stewardship, Water Supply Outreach, and Community Rating System. OCE also provides programmatic oversight and coordination for the Board Advisory Youth Commission and the Low- Income Residential Water Rate Assistance Program.

Office of Racial Equity, Diversity and Inclusion (REDI)

The Office of Racial Equity, Diversity and Inclusion (REDI) strives to strengthen and expand Valley Water's capacity to generate equitable outcomes for all communities served, including Tribal partners, through the development, implementation, and advancement of organizational norms to foster equity, diversity, and inclusion (DEI) and environmental justice (EJ) practices. Through collaboration with internal stakeholders, REDI supports initiatives to attract, retain, and promote a diverse and talented workforce. REDI also leads DEI capacity-building activities including training, cultural learning, and community-building to raise self-awareness, shared understanding, and DEI skills of our team.

Office of Communications

The Office of Communications informs, engages, and educates the community, including Valley Water employees, on water conservation, water supply and quality, flood protection, and environmental stream stewardship efforts. In addition to being responsive to the community regarding updates on all Valley Water projects and programs, Communications provides timely responses to media inquiries on relevant topics such as Valley Water's approach to extreme drought conditions or its future planning to secure more clean, safe, reliable water in the face of climate change or public emergencies. Through social media platforms, marketing campaigns and public relations efforts, Communications highlights the work of Valley Water and its Board of Directors.

Division Summaries

FY 2023 Accomplishments

- Welcomed employees' return to in-person work through over 25 employee resource group-led events, including lectures, cultural celebrations, volunteering, and networking events. Employees enjoyed these opportunities to reconnect with peers after COVID-19. Over 1,100 participants attended these events through Q3.
- Launched two new pilot DEI capacity-building trainings: Conscious Conversations and Uncovering Racism.
- Adopted first-time resolutions acknowledging: Filipino American History Month (October), German American Heritage Month (October), Italian American Heritage Month (October), Polish American Heritage Month (October), International Holocaust Remembrance Day (January), Lunar New Year (February) and Genocide Remembrance Day (April).
- Adopted a resolution establishing Lunar New Year as an observed Valley Water Holiday.
- Secured media coverage at public events focusing on Valley Water's priority projects and the need to invest in water infrastructure and technology as local, regional, and national news outlets highlighted our efforts. Whether it was a feature local news story about the Anderson Dam Tunnel Project progress, \$727 million in low-cost WIFIA loans, or a documentary special about our Silicon Valley Advanced Water Purification Center's innovative technology, Valley Water continued to make headlines.
- Coordinated and conducted 20 presentations as part of Valley Water's Speaker Bureau Program focused on the drought, water conservation, and water supply.
- Produced and posted 75 videos on social media, including multiple videos to support water conservation during the extreme drought. Videos included four Landscape Rebate Success stories and three on how to make water conservation a way of life. Staff also produced an instructional video on how to properly fill sandbags during the winter storms in January to keep residents up to date with the latest information. All 75 videos garnered about 8.2 million total views.
- Relaunched in-person tours at the Silicon Valley Advanced Water Purification Center for members of the public after shutting down due to COVID-19.
- Secured an endorsement and support for advanced purified water for drinking from the Santa Clara County Medical Association, including being featured in SCCMA's special edition medical journal, "The Bulletin."
- Engaged over 12,000 students and educators in the Education Outreach Program through in-person and virtual classroom presentations.
- Advocated for and secured funding for state grant programs of interest to Valley Water, including \$310 million for recycled water projects, \$100 million for water conveyance, \$350 million for climate resilience, and \$30 million for the San Francisco Bay Program.
- SB 23 (Caballero) - Developed legislation to expedite permitting for water supply and flood risk reduction, secured sponsorship by the Association of California Water Agencies, recruited a bill author for introduction, and have played a leading role in legislative advocacy for the bill now pending in the Legislature. Secured support from conservation planning districts.
- AB 939 (Pellerin) – Secured author for District Act financing reform bill that includes a deletion of the sunset for the Board of Directors' 15-day compensable days authority. Secured bipartisan support from numerous organizations and our member associations, including ACWA, CSDA, and CMUA. The bill is currently pending in the Legislature.
- AB 1469 (Kalra) – Developed groundbreaking legislation for Valley Water to assist unsheltered people, recruited a bill author for introduction, secured support from service providers and local governments, and achieved bipartisan support for the bill now pending in the Legislature.
- Advocated for and secured \$91.2 million for construction of the South San Francisco Bay Shoreline Phase I Project and advocated for \$1.13 million to complete the General Reevaluation Report for the Upper Guadalupe River Project, which was included in the President's FY 2024 Budget.
- Organized three advocacy trips to Washington, D.C. (spring and fall) and Sacramento (spring) to advocate directly with elected officials and members of the Biden and Newsom administrations, respectively.
- Convened a diverse cross-section of elected officials, business leaders, agricultural leaders, and environmental advocates from throughout Silicon Valley at the 2022 Water Summit to discuss our current water supply challenges and how we can partner together to address the drought and worsening climate change impacts.

Division Summaries

- Hosted elected officials, staff, and key advocacy stakeholders from the public, non-profit, and private sectors on the VIP Water Walk Tour of Valley Water's critical water infrastructure projects to educate and engage them on the projects' benefits and advocate for funding and legislative needs.
- Educated, engaged, and bolstered support for Valley Water priorities with communities across Santa Clara County by participating in over 30 community events, highlighting water conservation, purified and recycled water, and community-specific projects.
- Supported Valley Water's and the Board's presence at a variety of civic, business, diversity and inclusion, and professional events by sponsoring more than 70 conferences, symposia, science fairs, and other events that had a nexus to and advanced Valley Water's mission, vision, and goals.

FY 2024 Milestones

- Convene meetings with Directors and senior staff to solicit input for new policy and legislative priorities and develop new/edited guiding principles and legislative proposals to the Board for review and adoption by November.
- Coordinate the Sacramento and D.C. advocacy trips, with our state and federal officials to advocate for Valley Water's funding and legislative priorities.
- Secure FY 2024 federal funding to complete the General Reevaluation Report for the Upper Guadalupe River Project.
- Secure roughly \$70 million in funding from the Natural Resources Conservation Service to begin construction on Phase 2B of the Upper Llagas Creek Project.
- Initiate implementation of 5-Year DEI Strategic Master Plan through the development of tailored Equity Action Plans that aligned across the agency.
- Advance environmental justice (EJ) in collaboration with the EJ workgroup and finalize recommendations for agency-wide implementation.
- Launch internal communication framework and protocol for the acknowledgement of external social-interest events and incidents to ensure consistency and transparency of the decision-making process.
- Launch grant cycle making \$1.4 million in funding available to the public.
- Continue to increase stakeholder outreach, engagement, and support for the purified water project.
- Continue to educate and engage students and educators through in-person and virtual presentations.
- Continue building ambassador support and community leaders through the Water 101 Academy by recruiting new participants and retaining their attendance and engagement.
- Host National River Cleanup and Coastal Cleanup Days.
- Continue working with Sacred Heart Community Service to disburse \$1 million in financial assistance to over 1000 low-income households in Santa Clara County.
- Continue to manage effective PR campaigns and media outreach to communicate Valley Water projects, programs, and responses.
- Continue community outreach through public meetings and other forums to inform the public and stakeholders about projects impacting their communities.
- Continue keeping employees informed of both internal and external programs, projects, and issues facing Valley Water.
- Continue to provide graphic services support for all projects and programs to create engaging content while meeting branding standards for the agency.

FY 2025 Milestones

- Convene meetings with Directors and senior staff to solicit input for new policy and legislative priorities and develop new/edited guiding principles and legislative proposals to the Board for review and adoption by November.
- Coordinate the Sacramento and D.C. advocacy trips, with our state and federal officials to advocate for Valley Water's funding and legislative priorities.

Division Summaries

- Work with local municipalities to adopt additional water conservation measures to help achieve the Board's call for a voluntary 15% water use reduction.
- Assess the initial implementation of racial equity, diversity, and inclusion strategic 5-year master plan and DEI action plans to measure progress and the need for realignment.
- Develop and implement policies, training, and activities to advance equity, diversity and inclusion throughout the organization and with the community.
- Lead Employee Resource Groups and assist them with their individual missions.
- Launch grant cycle making \$1.4 million in funding available to the public.
- Continue stakeholder engagement and outreach to garner ongoing support for the Purified Water Program through active tours and presentations.
- Continue building ambassador support and community leaders through the Water 101 Academy by recruiting new participants and retaining their attendance and engagement.
- Host National River Cleanup and Coastal Cleanup Days.
- Continue to manage effective PR campaigns and media outreach to communicate Valley Water projects, programs, and responses.
- Continue community outreach through public meetings and other forums will be held to inform the public and stakeholders about projects impacting their communities.
- Publish the next edition of Valley Water's history book, which documents major milestones the agency has recorded from 2005 to 2025.
- Continue to provide graphic services support for all projects and programs to create engaging content while meeting branding standards for the agency.

Division Summaries

Office of Chief of External Affairs — Budget Summary

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Project Type (Category)				
Operations	19,126,615	22,821,845	23,723,149	23,538,185
Operating Project	850,000	1,225,000	—	1,225,000
Capital	96,447	325,357	378,858	365,614
Total *	20,073,061	24,372,202	24,102,007	25,128,799

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Department (Unit)				
Civic Engagement	5,682,543	8,971,365	7,959,139	9,312,594
District Communications	7,801,164	8,274,784	7,274,122	6,916,311
Government Relations	3,527,940	4,160,924	5,118,321	5,327,943
Office of Chief of External Affairs	1,602,969	1,639,347	1,993,349	2,119,811
Racial Equity, Diversity & Inclusion	1,458,444	1,325,781	1,757,075	1,452,140
Total *	20,073,061	24,372,202	24,102,007	25,128,799

* Totals include intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Office of the Chief of External Affairs - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	46	46	47	47

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Civic Engagement					
	Salaries & Benefits	2,619,773	3,121,912	3,050,751	3,251,760
	Services & Supplies	2,225,726	4,636,028	3,618,200	4,710,230
	Intra District Charges	827,531	1,124,661	1,206,120	1,260,558
Civic Engagement Total		5,673,030	8,882,601	7,875,071	9,222,548
Communications					
	Salaries & Benefits	3,391,136	3,811,463	3,444,972	3,652,730
	Services & Supplies	3,250,357	2,994,366	2,477,187	1,896,756
	Intra District Charges	1,072,739	1,232,363	1,080,552	1,116,089
Communications Total		7,714,231	8,038,191	7,002,711	6,665,576
Government Relations					
	Salaries & Benefits	2,011,542	2,402,596	2,921,359	3,122,743
	Services & Supplies	1,207,998	1,414,070	1,704,470	1,693,670
	Intra District Charges	308,400	344,258	492,492	511,530
Government Relations Total		3,527,940	4,160,924	5,118,321	5,327,943
Office of the Chief of External Affairs					
	Salaries & Benefits	1,385,289	1,265,127	1,488,701	1,602,609
	Services & Supplies	25,117	176,100	231,300	231,000
	Intra District Charges	192,564	198,121	273,349	286,201
Office of the Chief of External Affairs Total		1,602,969	1,639,347	1,993,349	2,119,811
Racial Equity, Diversity & Inclusion					
	Salaries & Benefits	830,937	896,373	987,484	1,051,624
	Services & Supplies	485,877	280,600	562,900	185,900
	Intra District Charges	141,630	148,808	183,312	189,784
Racial Equity, Diversity & Inclusion Total		1,458,444	1,325,781	1,733,697	1,427,308
Operations Total *		19,976,615	24,046,845	23,723,149	24,763,185

Division Summaries

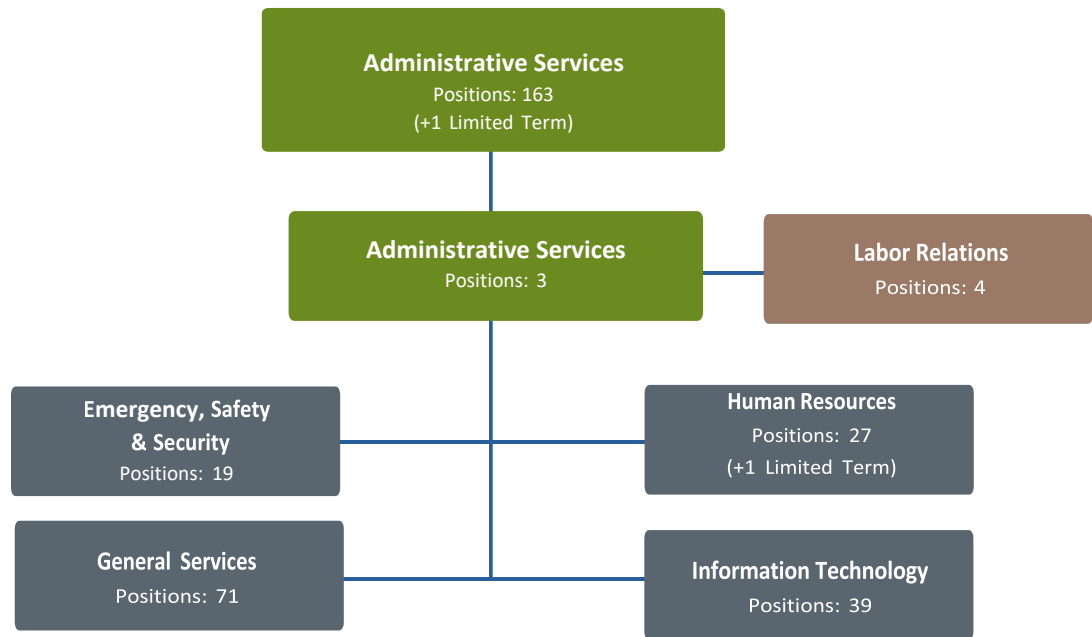
Capital Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Civic Engagement					
	Salaries & Benefits	5,977	43,464	39,960	43,965
	Services & Supplies	–	18,400	18,400	18,400
	Intra District Charges	3,537	26,901	25,708	27,681
Civic Engagement Total		9,514	88,765	84,068	90,046
Communications					
	Salaries & Benefits	39,703	120,517	126,790	131,854
	Services & Supplies	24,668	46,500	67,500	40,500
	Intra District Charges	22,563	69,575	77,121	78,381
Communications Total		86,933	236,592	271,411	250,735
Racial Equity, Diversity & Inclusion					
	Salaries & Benefits	–	–	14,124	15,104
	Intra District Charges	–	–	9,254	9,728
Racial Equity, Diversity & Inclusion Total		–	–	23,378	24,832
Capital Total *		96,447	325,357	378,858	365,614
Division Total *		20,073,061	24,372,202	24,102,007	25,128,799

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Administrative Services

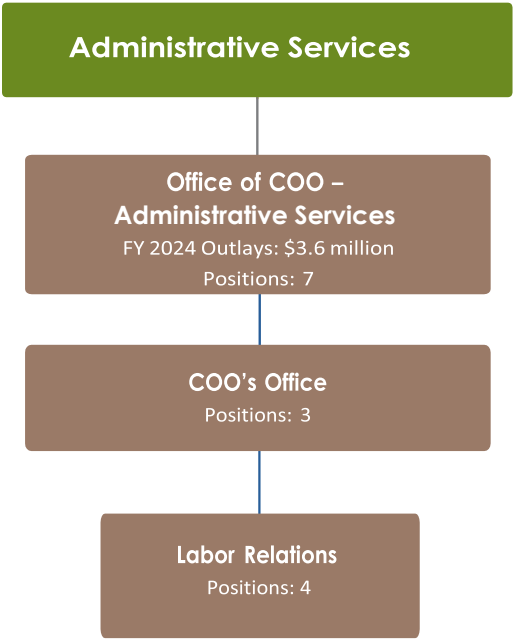


Legend	
	Chief Operating Officer
	Division
	Department (Unit)

The Administrative Services (AS) support the mission of Valley Water - to provide Silicon Valley safe, clean water for a healthy life, environment, and economy - by providing essential business services for Valley Water. Administrative Services are vital to Valley Water operations and capital programs. Directed by the Chief Operating Officer, Valley Water’s Administrative Services is comprised of four management divisions, each of which includes functional departments that carry out the work of the division.

Division Summaries

Office of COO Administrative Services



Legend	
<div></div>	Chief Operating Officer
<div></div>	Department (Unit)

Division Summaries

Division Description and Objectives

The Office of the Chief Operating Officer (COO) of Administrative Services (AS) oversees the Emergency, Safety & Security division, General Services division, Human Resources division, Information Technology division, and Labor Relations department. The COO leads and manages the AS to achieve the Board's Ends Goals and Objectives. This includes providing AS the leadership, staff, and funding to conduct the administrative nature of the AS functions. In general, the COO Office provides for management activities that promote communication, human resources development, budgeting, project efficiencies and process improvement, mentoring and recruitment, and supporting district-wide and special events/efforts that benefit the whole organization.

Labor Relations

Labor Relations promotes a proactive and positive labor relations program, in compliance with legal mandates, negotiated agreements, and constructive management principles. Labor Relations represents Valley Water management in all matters involving labor relations. Labor Relations negotiates, interprets, applies, and enforces contracts and regulations and acts as a resource in the areas of administrative policies and procedures.

FY 2023 Accomplishments

Provided leadership and support for all the administrative needs of Valley Water including oversight over Emergency, Safety & Security, General Services, Information Technology, Human Resources, and Labor Relations. Accomplishments of the Emergency, Safety & Security, General Services, Human Resources, and Information Technology are listed in the Division Summaries in the next section. The following is the list of accomplishments for the Labor Relations:

- Completed Performance Improvement training for all Managers.
- Completed labor relations training on new laws for 2023.
- Initiated disciplinary action training for all Managers.
- Implemented telework policy.
- Worked with staff and bargaining units concerning return to work logistics due to the COVID-19 pandemic.
- Facilitated and implemented multiple re-organizations across agency and bargaining units.
- Facilitated and implemented multiple vacant position reclassification requests across agency and bargaining units.
- Facilitated multiple training opportunities for managers and supervisors through the Liebert Cassidy Whitmore consortium membership.
- Negotiated multiple limited term positions across agency and bargaining units.
- Negotiated 2022-2025 Memorandum of Understanding (MOUs) with the Employees Association, Engineers Society and Professional Managers Association bargaining units.
- Conducted Reasonable Accommodation (RA) training.
- Conducted Code of Conduct training.
- For investigations, partnered with training department to mitigate further disciplinary action.
- Partnered with bargaining units to address "patterns" and mitigate outstanding issues.
- Implemented EEO and corrective action data discussions with managers and bargaining units.

Division Summaries

FY 2024 Milestones

- Initiate MOU training, geared towards HR and Finance, in August 2023.
- Initiate RA training for managers in January 2024.
- Implement code of conduct training.
- Implement RA training.

FY 2025 Milestones

- Continue developing and providing supervisor/manager training.
- Begin working towards successor MOU agreement for 2025.

Division Summaries

Office of COO Administrative Services — Budget Summary

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Project Type (Category)				
Operations	2,001,514	3,141,798	3,612,632	3,850,755
Total *	2,001,514	3,141,798	3,612,632	3,850,755

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Department (Unit)				
Labor Relations	981,661	1,372,725	1,751,985	1,910,039
Office of COO Administrative Services	1,019,853	1,769,073	1,860,646	1,940,716
Total *	2,001,514	3,141,798	3,612,632	3,850,755

* Totals include intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Office of COO Administrative Services - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	6	7	7	7

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

Division Summaries

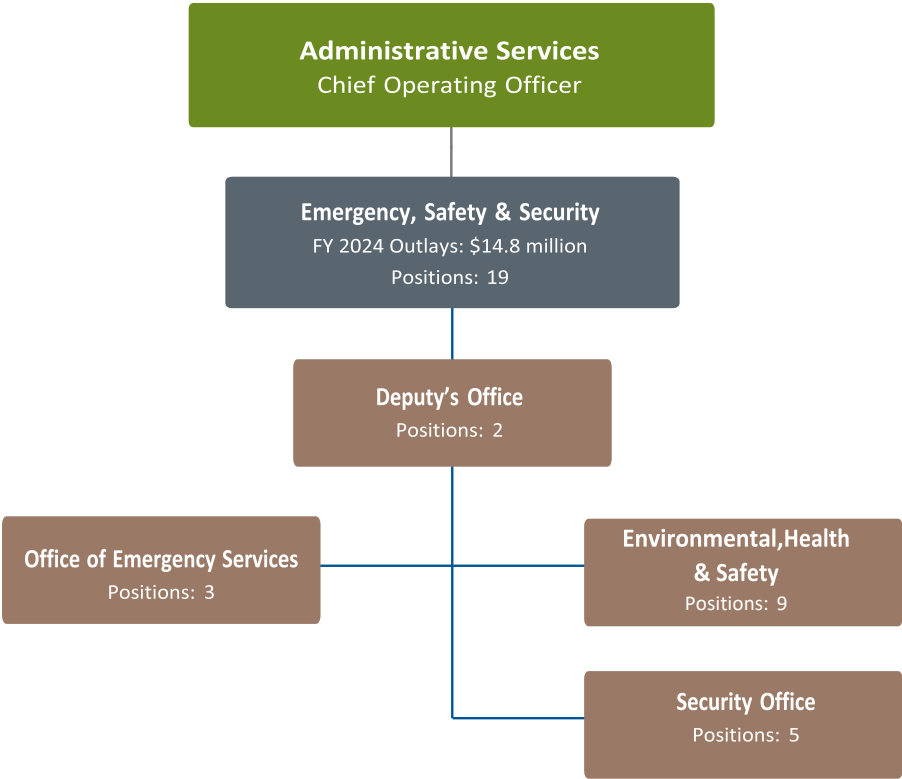
Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Labor Relations					
	Salaries & Benefits	791,156	1,027,752	1,140,467	1,220,289
	Services & Supplies	66,426	182,600	417,400	487,400
	Intra District Charges	124,079	162,374	194,119	202,349
Labor Relations Total		981,661	1,372,725	1,751,985	1,910,039
Office of COO Administrative Services					
	Salaries & Benefits	879,473	935,093	977,765	1,048,087
	Services & Supplies	4,993	684,810	702,810	705,810
	Intra District Charges	135,387	149,170	180,071	186,819
Office of COO Administrative Services Total		1,019,853	1,769,073	1,860,646	1,940,716
Operations Total *		2,001,514	3,141,798	3,612,632	3,850,755
Division Total *		2,001,514	3,141,798	3,612,632	3,850,755

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Emergency, Safety and Security Division



Legend	
<div></div>	Chief Operating Officer
<div></div>	Division
<div></div>	Department (Unit)

Division Summaries

Division Description and Objectives

The Emergency, Safety and Security Division includes the Office of Emergency Services (OES), Environmental Health and Safety Unit (EH&S), and the Security Office (SO). The Division provides a safe and secure environment for Valley Water infrastructure, staff and facilities, while maintaining a level of preparedness to respond to unplanned incidents and events.

Office of Emergency Services

The Office of Emergency Services (OES) is responsible for ensuring comprehensive, integrated, risk-based, emergency management for the staff and critical infrastructure of Valley Water.

The Office of Emergency Services (OES) manages the Valley Water Emergency Operations Plan (EOP), the Business Continuity Program, the FEMA-approved Local Hazard Mitigation Plan (LHMP), and the development of Stream/Flood Emergency Action Plans (EAPs). OES is also responsible for maintaining inter-agency relationships, Multi-Agency Coordination (MAC) systems, Mutual Aid and Emergency Assistance Agreements, and managing a Training and Exercise Plan (TEP) that meets SEMS/NIMS requirements and promoting California Office of Emergency Services (CALOES) EOC position credentialing. OES also manages a dedicated Emergency Operations Center (EOC) and alternate EOC in high state of readiness.

Environmental, Health & Safety Services

The Environmental, Health & Safety (EH&S) Unit provides services for all Valley Water divisions and staff. These services cover a wide range of activities including environmental, health and safety written program development and maintenance, technical and behavioral safety training, incident investigation services, ergonomic evaluations and corrective measures, contractor safety program evaluation, inspection and audit services and support, hazard analysis and risk prevention services, fall protection surveys and fall hazard mitigation, Department of Transportation driver safety program, and alcohol and drug abuse prevention and testing services.

The EH&S Unit also provides industrial hygiene services such as lead, asbestos, and mold testing services, building indoor air quality assessments and environmental lab testing services coordination, audiometric testing and workplace sound level surveys, respiratory protection services including on-site respiratory fit testing services, ventilation surveys, and bloodborne pathogens and biological hazard surveys and assessments. The EH&S Unit is responsible for hazardous materials storage management, hazardous waste storage and disposal management, electronic waste and recycling compliance and annual report submittal, underground and above ground storage tank inspections and permitting, Hazardous Materials Business Plans development and submittal, environmental regulatory facilities permit management, 24/7 hazardous materials emergency response capabilities, Spill Prevention Control and Countermeasure oil storage management planning development, California Accidental Release Program management for highly hazardous materials, Portable Equipment Registration Program management, and gasoline systems annual air emissions testing coordination.

Additionally, the Environmental, Health and Safety (EH&S) Unit responds to requests from customers for specific health and safety services consultation and program assistance to ensure that Valley Water's health and safety programs are functional and sustainable. EH&S staff also act as Valley Water's liaison with applicable regulatory agencies when required.

Security Office

The Security Office (SO) provides risk-based security capabilities that are developed through a preparedness cycle of analysis, development, planning, and verification. These capabilities are provided utilizing guard force, patrols, remote monitoring capabilities, and a Security Operations Center to prevent and protect Valley Water's critical infrastructure and staff from terrorism, sabotage, vandalism, theft, violence, and other malicious acts. The SO also provides Valley Water with a liaison to local, regional, state, and federal law enforcement and intelligence agencies.

Division Summaries

FY2023 Accomplishments

Office of Emergency Services

- Conducted Annual Winter Preparedness Workshop with external stakeholders.
- Developed Pandemic and Infectious Disease Plan to support business continuity during the public health emergency.
- Completed Annual Local Hazard Mitigation Plan status report.
- Implemented “Do 1 Thing” monthly preparedness communications in News You Can Use (NYCU) for Valley Water staff.
- Completed annual review and update to the Valley Water Emergency Operations Plan.
- Upgraded Emergency Operations Center (EOC) Audio/Video system and expanded primary EOC facility.
- Conducted Annual EOC and Emergency Action Plan (EAP) training and exercise events.
- Developed Stream/Flood EAP for San Tomas Aquino Creek.
- Established Emergency Steering Committee for Valley Water.
- Coordinated EOC activation for drought.
- Continued coordination of EOC Activation for Coronavirus/COVID-19 Pandemic; EOC implemented virtually to support social distancing.

Environmental, Health & Safety Services

- Multiple facility fall protection engineering projects were continued and completed from the previous fiscal year.
- Supported multiple Water Utility Enterprise and Watersheds Field Operations projects by conducting risk assessments, providing training, conducting facility design reviews, aided in the planning and execution of pipeline inspections and repairs of the Almaden Valley Pipeline.
- Purchased and distributed new safety equipment.
- Conducted multiple occupational noise assessments.
- Successfully managed the Department of Transportation alcohol and drug testing program.
- Updated various work instructions to meet changing workplace requirements as well as Cal/OSHA requirements.
- Provided safety assessments and protocols for the Vasona electrical upgrade project.
- Updated Hazardous Materials Business Plans for multiple facilities.
- Performed facility and work activity risk assessments and implemented identified mitigation and risk reduction protocols to minimize potential COVID-19 exposures to all employees, contractors, vendors and other at Valley Water facilities.
- Participated in the EOC activation response to the COVID-19 pandemic filling dual roles as EOC Safety Officer and EH&S Branch Coordinator within the Operations Section to monitor and adjust practices and protocols based on rapidly changing Public Health Orders during the pandemic.

Security Office

- Developed a Security Drone Program.
- Developed Pandemic and infectious Disease Security Plan to support business continuity during public health emergency.
- Implemented the key control management system.
- Completed annual review and update to the Leroy-Anderson dam FERC security compliance inspection.
- Upgraded Security Operations Center (SOC) Audio/Video system.
- Participated in the Leroy-Anderson Dam security tabletop and full exercise.
- Participated in attending local and regional Threat Working Groups.
- Established an active shooter program.
- Completed annual Valley Water threat assessment update.

Division Summaries

- Established 24/7 security guards at drinking water treatment plants.
- Facilitated three Department of Homeland vulnerability assessments on Valley Water critical assets.
- Developed encrypted access badges to replace vulnerable badges enhancing access control.
- Coordinated with EOC Activation during the Coronavirus/COVID-19 Pandemic, supporting social distancing mandates.
- Installed a CCTV based Intrusion Detection System at Pacheco Pass Pumping Plant.

FY 2024 Milestones

Office of Emergency Services

- Conduct annual Winter Preparedness Workshop with external stakeholders.
- Conduct annual review of Emergency Operations Plan and update as appropriate.
- Produce annual Local Hazard Mitigation Plan status report.
- Implement “Do 1 Thing” monthly preparedness communications in NYCU for Valley Water staff.
- Maintain EOC facilities and systems.
- Continued development of Flood Emergency Action Plan (EAP).
- Conduct Annual EOC and EAP training and exercise events.
- Manage Emergency Steering Committee for Valley Water.
- Manage OES On Call program.

Environmental, Health & Safety Services

- Conduct a minimum of 12 Tier II safety inspections.
- Complete a minimum of four annual fire evacuation drills at major occupied facilities.
- Conduct a minimum of 30 required safety training classes in-house.
- Conduct a minimum of 8 Valley Water Safety Committee meetings.
- Conduct a minimum of 12 job safety assessments.
- Provide quarterly updates to the District’s Safe Clean Water Project B5 webpage.

Security Office

- Approve and plan phase Implementation of the Water Security Enhancement capital project.
- Implement the Unhoused Relocation Program.
- Extend active shooter defense training down to unit managers.
- Initiate encrypted access card replacement program.

FY 2025 Milestones

Office of Emergency Services

- Conduct Annual Winter Preparedness Workshop with external stakeholders.
- Conduct annual review of Emergency Operations Plan and update as appropriate.
- Produce Annual Local Hazard Mitigation Plan status report.
- Implement “Do 1 Thing” monthly preparedness communications in NYCU for Valley Water staff.
- Maintain EOC facilities and systems.
- Continue development of Flood EAPs.
- Conduct Annual EOC and Emergency Action Plan (EAP) training and exercise events.
- Manage Emergency Steering Committee for Valley Water.
- Manage OES On Call program.

Division Summaries

Environmental, Health & Safety Services

- Conduct a minimum of 12 Tier II safety inspections.
- Complete a minimum of four annual fire evacuation drills at major occupied facilities.
- Conduct a minimum of 30 required safety training classes in-house.
- Conduct a minimum of 8 Valley Water Safety Committee meetings.
- Conduct a minimum of 12 job safety assessments.
- Provide quarterly updates to the District's Safe Clean Water Project B5 webpage.

Security Office

- Complete the Security Enhancement capital project.
- Train staff on new access control and CCTV/IDS systems.
- Analyze Unhoused Relocation Program information.

Budget Issues and Constraints

Office of Emergency Services

The Office of Emergency Services (OES) is not tasked with budgeting or development of Field Response, Incident Command Post (ICP) or Watersheds or Water Utility Departmental Operation Center (DOC) capabilities. District OES does not budget for or direct implementation of specific mitigation measures; or response and recovery activities that are unique to the expertise of other District units such as procurement and emergency response and recovery cost accounting, tracking, and reimbursement plans and systems.

Environmental, Health & Safety Services

The efforts required to prepare for, respond to, mitigate, and recover from the increasing spread of COVID, such as: staffing salaries and benefits, regulatory permit fees, hazardous waste disposal fees, regulatory training costs, District-wide safety supplies, and safety equipment purchases and rentals.

Security Office

- Security Staff and Guard Force do not have law enforcement powers, which limits response to potential high-order threats.
- Security Unit coordinates with Information Technology services, but does not direct, plan, or implement cyber, SCADA, or computer data security.

Division Summaries

Emergency, Safety and Security Division — Budget Summary

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Project Type (Category)				
Operations	11,179,813	13,420,454	14,319,506	15,259,583
Operating Project	200,000	—	—	—
Capital	121,473	509,723	521,067	556,039
Total *	11,501,286	13,930,177	14,840,573	15,815,622

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Department (Unit)				
Emergency Safety & Security Division Deputy's Office	891,960	828,234	912,727	982,438
Environmental, Health & Safety	3,948,501	4,334,431	4,334,887	4,589,824
Office of Emergency Services	1,559,708	2,157,103	2,202,668	2,268,723
Security Office	5,101,116	6,610,409	7,390,290	7,974,637
Total *	11,501,286	13,930,177	14,840,573	15,815,622

* Totals include intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Emergency, Safety and Security Division - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	19	19	19	19

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Emergency, Safety & Security Division Deputy's Office					
	Salaries & Benefits	493,283	513,512	549,641	600,099
	Services & Supplies	111,565	–	8,000	–
	Intra District Charges	287,112	314,722	355,086	382,338
Emergency, Safety & Security Division Deputy's Office Total		891,960	828,234	912,727	982,438
Environmental, Health & Safety					
	Salaries & Benefits	2,125,558	2,168,381	2,057,454	2,197,754
	Services & Supplies	742,972	922,855	978,550	1,013,300
	Intra District Charges	1,079,971	1,243,194	1,298,883	1,378,771
Environmental, Health & Safety Total		3,948,501	4,334,431	4,334,887	4,589,824
Office of Emergency Services					
	Salaries & Benefits	746,609	799,541	828,683	876,108
	Services & Supplies	475,792	916,000	898,000	898,000
	Intra District Charges	337,306	441,562	475,985	494,616
Office of Emergency Services Total		1,559,708	2,157,103	2,202,668	2,268,723
Security Office					
	Salaries & Benefits	1,172,904	1,150,241	1,189,405	1,386,425
	Services & Supplies	3,524,474	4,795,413	5,493,697	5,816,986
	Intra District Charges	282,265	155,031	186,122	215,187
Security Office Total		4,979,644	6,100,686	6,869,224	7,418,598
Operations Total *		11,379,813	13,420,454	14,319,506	15,259,583

Division Summaries

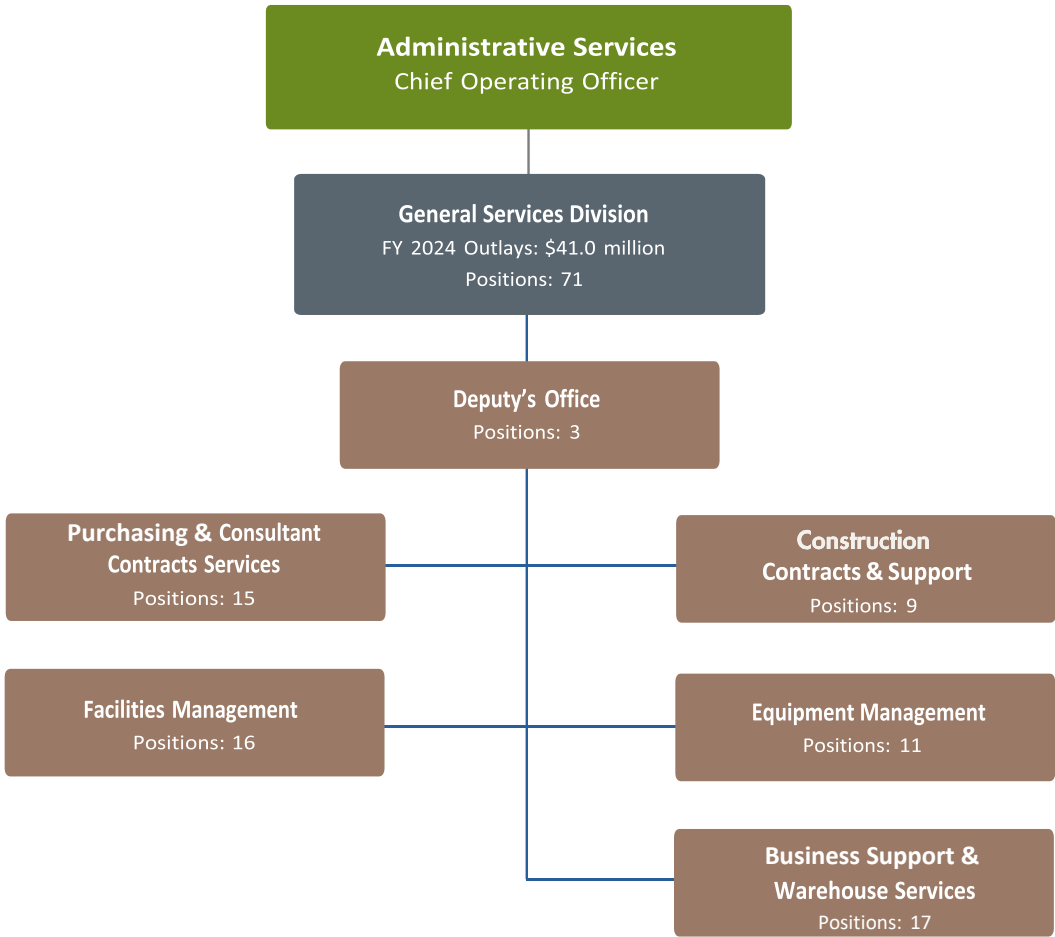
Capital Budget by Department and Account Category

Department		FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Account Category					
Security Office					
	Salaries & Benefits	–	270,714	261,028	146,140
	Services & Supplies	121,473	198,634	211,555	383,564
	Intra District Charges	–	40,375	48,484	26,335
Security Office Total		121,473	509,723	521,067	556,039
Capital Total *		121,473	509,723	521,067	556,039
Division Total *		11,501,286	13,930,177	14,840,573	15,815,622

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

General Services Division



Legend	
<div></div>	Chief Operating Officer
<div></div>	Division
<div></div>	Department (Unit)

Division Summaries

Division Description and Objectives

The General Services Division is responsible for the procurement of goods, general services and consultant services, construction contract advertisement, award and compliance, facility and fleet management, and business support and warehouse services in support of Valley Water's missions, business, and operational needs.

Construction Contracts and Support

The Construction Contracts and Support Unit provides support to Valley Water staff and facilitates the advertisement, bid and award process for all public works construction projects over \$50,000. This Unit also monitors Construction Contracts for post award compliance with pertinent laws, codes and regulations, and provides ongoing support through project close-out.

Business Support, and Warehouse Services

The Business Support & Warehouse Unit provides operational support including switchboard, mail delivery, reprographic, word processing and forms. The Unit also provides inventory control services through the warehouse and includes management of Valley Water's Uniform Program, DRIP store and Fleet auto parts. It serves as the central receiving and distribution point for the organization.

Purchasing and Consultant Contracts Services

The Purchasing and Consultant Contracts Unit provides strategic and technical sourcing for the purchase and acquisition of all goods, general services, and professional consulting services. The Unit also manages non-competitive solicitations and competitive solicitations for all goods and services exceeding \$50,000, and consulting and contract services exceeding \$225,000, and provides guidance and support for post award contract administration.

Equipment Management

The Equipment Management Unit provides overall planning, management, administrative oversight, maintenance, and repairs for District fleet and welding services, which includes 335 sedans, SUVs, light, medium, and heavy trucks, construction equipment and forklifts, and 596 pieces of equipment including tools, generators, boats, trailers, etc.

Facilities Management

The Facilities Management Unit provides maintenance and repair services for approximately 24 Valley Water facilities, including the renewal and upgrades to buildings and grounds.

FY 2023 Accomplishments

- The Construction Contracts and Support Unit completed the advertisement, bidding, and award of 9 capital projects.
- The Business Support and Warehouse Services Unit implemented an online uniform ordering system with an external vendor, saving processing and reporting time. The Unit also updated and standardized unit intranet sites to ensure information is accurate and easy to locate, implemented InForAll ERP software solution for Winfield Warehouse and Fleet inventory, and implemented inventory management of Fleet parts to align with the needs of Valley Water operations resulting in cost and time savings.
- The Purchasing and Consultant Contracts Unit transitioned to a new Procurement Portal, Planet Bids, (from Contract Administration System) and implemented a new ERP (Infor) that offers requisitioning, purchase order issuance and contract tracking in one system. The Unit also continued to utilize new Contract Process Improvements to respond efficiently and effectively to District consultant contract requirements as well as identify additional process improvements aligned with best practices.
- The Equipment Management Unit replaced 11 vehicles and 2 pieces of construction equipment in accordance with Valley Water's replacement criteria (12-year or 125,000-miles) and achieved 98% preventive maintenance compliance on light duty vehicles. The Unit also provided Fleet Management oversight, effectively meeting district needs using industry best practices.

Division Summaries

- The Facilities Management Unit continued working with the Employee Workspace group on a project to maximize workspace and achieve operational facilities related efficiencies. The Unit also installed a new patio canopy at Blossom Hill Annex, completed a roofing repair project at the Administration Building, upgraded HVAC equipment at the fleet shop, renovated an employee breakroom at the Maintenance Office and completed various office renovations at the Headquarters building, including the repurposing of two telephone booths to lactation rooms for staff.

FY 2024 Milestones

- The Construction Contracts and Support Unit will continue to monitor and enforce state prevailing wage laws and Valley Water's Project Labor Agreement on active construction contracts. The Unit will also manage the advertisement, bid, and award process for approximately 13 capital projects with a construction value of over \$972M.
- The Business Support & Warehouse Unit will maintain consistent communication with Clerk of the Board, CEO, Communications, Government Relations, Water Conservation, Watersheds, Capital, and Water Utility regarding upcoming projects. Assess and implement efficiencies for warehouse management and continue to provide business support services.
- The Purchasing and Consultant Contracts Unit will develop and implement contract templates for all contract types and solicitations. The Unit will also enhance outreach and engagement with Small Business Enterprises regarding procurement opportunities with Valley Water.
- The Equipment Management Unit will replace 14 vehicles and 19 pieces of construction equipment in accordance with Valley Water's vehicle and equipment replacement criteria (i.e., 12-year or 125,000-miles). The Unit will also expand Valley Water's Electric Vehicle Fleet portfolio and increase access to vehicle charging facilities.
- The Facilities Management Unit will finalize the Facility Condition Assessment and prepare a 20-year Facility Repair and Replacement Plan to prioritize the maintenance of Valley Water facilities. The Unit will also complete office renovations at various facilities to maximize workspaces and to achieve operational efficiencies.

FY 2025 Milestones

- The Construction Contracts and Support Unit will continue to monitor and enforce state prevailing wage laws and Valley Water's Project Labor Agreement on active construction contracts. The Unit will also manage the advertisement, bid, and award process for approximately 11 capital projects with a construction value of over \$147M.
- The Business Support & Warehouse Unit will maintain consistent communication with Clerk of the Board, CEO, Communications, Government Relations, Water Conservation, Watersheds, Capital, and Water Utility regarding upcoming projects. The Unit will continue to implement warehouse efficiencies for inventory receiving and distribution and continue to provide business support services.
- The Purchasing and Consultant Contracts Unit implement contracting efficiencies to improve processing times between submission and closeout of requisitions.
- The Equipment Management Unit will replace 18 vehicles and 18 pieces of construction equipment in accordance with Valley Water's vehicle and equipment replacement criteria (i.e., 12-year or 125,000-miles). The Unit will also implement measures to meet the California Air Resources Board diesel emission replacement requirements ahead of the State mandate.
- The Facilities Management Unit will continue to implement priority maintenance projects identified in the Facility Condition Assessment.

Budget Issues and Constraints

Constraints of the General Services Division include unknown and unplanned customer requests that may require deviation from planned activities. In addition, uncertainty of fuel costs, unexpected natural disasters such as flooding, or wildfires could impact staff's ability to provide support to field operations. Staff will also need to work through a backlog of projects to be completed, where consultant support is needed. Additionally, Valley Water's facilities are fully occupied thus there is limited space to temporarily locate

Division Summaries

employees to minimize disruptions while work is in progress. This constraint on the space requires that Valley Water consider new approaches taking into consideration cost of adding new workspace, use of technology, new approaches to work to maximize efficiencies. The availability of commercial Fleet vehicles and equipment continue to be impacted by the global chip shortage and supply chain issues. This has impacted production, extended lead times and has constrained staffs' ability to purchase new and replacement vehicles, as well as equipment.

Division Summaries

General Services Division — Budget Summary

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Project Type (Category)				
Operations	24,195,603	30,214,581	30,692,099	31,931,015
Operating Project	1,692	—	—	—
Capital	8,049,269	12,884,680	10,302,576	10,576,859
Total *	32,246,564	43,099,261	40,994,675	42,507,874

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Department (Unit)				
Business Support & Warehouse	4,494,572	6,497,209	5,904,922	6,208,426
Construction Contracts and Support	2,183,598	3,793,573	4,188,281	4,410,400
Equipment Management	7,034,707	7,990,248	7,706,506	8,079,905
Facilities Management	12,667,318	18,019,769	16,475,820	16,816,072
General Services Division Deputy's Office	654,014	924,564	1,314,493	1,386,855
Purchasing & Consultant Contracts Services	5,212,355	5,873,899	5,404,653	5,606,215
Total *	32,246,564	43,099,261	40,994,675	42,507,874

* Totals include intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

General Services Division - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	72	72	71	71

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Business Support & Warehouse					
	Salaries & Benefits	2,681,149	2,980,586	3,052,026	3,274,078
	Services & Supplies	944,087	2,550,245	1,784,732	1,828,547
	Intra District Charges	868,885	946,286	1,028,487	1,074,012
Business Support & Warehouse Total		4,494,122	6,477,117	5,865,245	6,176,637
Construction Contracts and Support					
	Salaries & Benefits	11,955	8,215	3,912	4,193
	Services & Supplies	3,422	—	—	—
	Intra District Charges	1,188	1,291	714	742
Construction Contracts and Support Total		16,564	9,506	4,626	4,935
Equipment Management					
	Salaries & Benefits	1,893,203	2,142,980	2,220,054	2,375,871
	Services & Supplies	1,355,594	2,097,550	2,186,313	2,275,718
	Intra District Charges	981,561	1,202,051	1,294,438	1,362,216
Equipment Management Total		4,230,359	5,442,581	5,700,806	6,013,805
Facilities Management					
	Salaries & Benefits	3,171,654	3,509,504	3,639,726	3,865,699
	Services & Supplies	6,072,880	7,657,729	8,023,695	8,106,695
	Intra District Charges	718,167	725,825	803,769	837,679
Facilities Management Total		9,962,701	11,893,059	12,467,189	12,810,072
General Services Division Deputy's Office					
	Salaries & Benefits	331,160	564,283	871,405	936,769
	Services & Supplies	229,094	272,400	287,400	287,400
	Intra District Charges	71,236	87,881	155,688	162,686
General Services Division Deputy's Office Total		631,490	924,564	1,314,493	1,386,855
Purchasing & Consultant Contracts Services					
	Salaries & Benefits	3,672,737	3,770,364	3,536,709	3,723,988
	Services & Supplies	635,431	1,123,637	1,170,165	1,170,165
	Intra District Charges	553,892	573,754	632,865	644,558
Purchasing & Consultant Contracts Services Total		4,862,061	5,467,755	5,339,739	5,538,711
Operations Total *		24,197,295	30,214,581	30,692,099	31,931,015

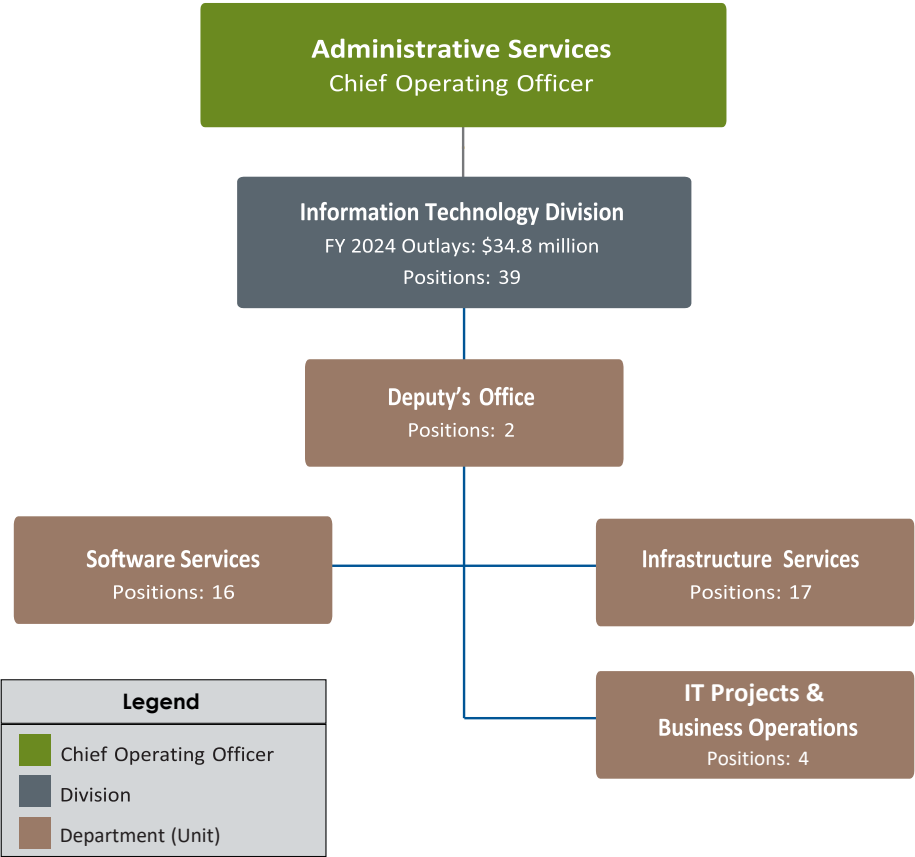
Division Summaries

Capital Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Business Support & Warehouse					
	Salaries & Benefits	402	12,389	23,918	19,309
	Services & Supplies	48	—	—	—
	Intra District Charges	—	7,703	15,759	12,481
Business Support & Warehouse Total		450	20,092	39,676	31,789
Construction Contracts and Support					
	Salaries & Benefits	1,250,477	2,080,522	2,302,822	2,457,043
	Services & Supplies	100,237	431,000	431,000	431,000
	Intra District Charges	816,321	1,272,545	1,449,833	1,517,422
Construction Contracts and Support Total		2,167,035	3,784,067	4,183,655	4,405,465
Equipment Management					
	Services & Supplies	2,804,348	2,547,667	2,005,700	2,066,100
Equipment Management Total		2,804,348	2,547,667	2,005,700	2,066,100
Facilities Management					
	Salaries & Benefits	16,845	28,136	1,558	—
	Services & Supplies	2,684,087	6,080,000	4,006,000	4,006,000
	Intra District Charges	3,686	18,575	1,073	—
Facilities Management Total		2,704,617	6,126,711	4,008,631	4,006,000
General Services Division Deputy's Office					
	Salaries & Benefits	15,065	—	—	—
	Intra District Charges	7,459	—	—	—
General Services Division Deputy's Office Total		22,524	—	—	—
Purchasing & Consultant Contracts Services					
	Salaries & Benefits	24,783	251,474	39,306	41,242
	Services & Supplies	324,806	—	—	—
	Intra District Charges	705	154,670	25,607	26,263
Purchasing & Consultant Contracts Services Total		350,294	406,143	64,914	67,505
Capital Total *		8,049,269	12,884,680	10,302,576	10,576,859
Division Total *		32,246,564	43,099,261	40,994,675	42,507,874

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Information Technology Division



Division Summaries

Division Description and Objectives

The Information Technology Division Administration provides management oversight, leadership and strategic support for Information Technology Infrastructure, Information Security Services, and Software Services, to ensure operational effectiveness and fiscal accountability. The Information Technology Division serves the technology needs of Valley Water. The division delivers and maintains effective IT services that meet current and future needs of Valley Water. The division also provide oversight of effective, efficient, and implementation of major Information Technology initiatives.

Administration

The Information Technology Division Administration provides management oversight, leadership and strategic support for Infrastructure Services, Software Services, and IT Projects and business Operations to ensure operational effectiveness and fiscal accountability.

Infrastructure Services

Infrastructure Services is responsible for implementing and maintaining the network and data-center, cyber security posture, telephone systems, radios, cellular devices, tablets, computers, laptops systems software, and connectivity (e.g., servers, networks, WiFi, etc.); first point of contact for staff to report problems and seek answers to questions related to their personal computers, network access, email, personal productivity software, and business application software; and problem triage, resolution, and escalation. Supports Audio/Visual needs enterprise-wide, including the Board Room.

Software Services

Software Services develops (where appropriate), supports, and maintains the Valley Water's business applications. These include Enterprise Resources Planning (ERP) system, work, and asset management system (Maximo), geographic information system (GIS), in-house applications, and Valley Water's internet and intranet.

IT Projects and Business Operations

The Information Technology Project and Business Operations Department is responsible for IT project management, strategic planning and alignment, complex analysis, program development, compliance, policy development, budget, reporting and financial planning. The department strives to ensure innovative technologies are effectively utilized across the organization; prioritizes and sequences technology projects; and leads, plans, oversees and participates in the more complex and difficult work of staff responsible for providing administrative, human resources, financial, and compliance support to the Information Technology division.

FY 2023 Accomplishments

- Completion of the 2019 IT Strategic Plan.
- Provided management support for the operational work of the departments.
- Completed transition to the new ERP for Finance, Human Resources, Purchasing and Contract Services.
- Completed conversion to Voice Over IP Communications.
- Completed Hyland OnBase CRM for HR and Lands Management.
- Completed SCADA Server upgrades.
- Upgraded Maximo Asset Management to latest version.
- Deployed new Project Management Information System and new Staff Forecasting Tool.
- Completed Disaster Readiness Assessment and Gap Analysis and kicked off recommended upgrades.

Division Summaries

FY 2024 Milestones

- Implement IT Strategic Plan in the IT Master Plan in coordination with the CEO's Office.
- Execute redesign and refresh of the Valleywater.org web site.
- Develop a long-term strategy for communication, collaboration, and file storage.
- Complete implementation of IT Disaster Recovery for Business Services.
- Develop a long-term strategy for remote communications to Water Utility sites.
- Complete Virtual Desktop Infrastructure for GIS services.
- Implement various cybersecurity projects including physical infrastructure upgrades and multi-factor authentication.
- Implement system changes in support of modernizing Community Projects operations.
- Implement an online credit card processing tool.
- Complete implementation of Cityworks for Wells Management and Permitting.
- Begin upgrades to conference and board room technologies in alignment with new hybrid work needs.

FY 2025 Milestones

- Begin implementation of the IT Master Plan.
- Support the addition of new departments/workflows to Access Valley Water, Hyland Onbase, and other platforms.
- Continue the move to the Cloud through SAAS, IAAS and PAAS projects.
- Assess and implement new tools policies and procedures in support of IT customer service improvements.
- Implement various cybersecurity projects including physical infrastructure upgrades.

Budget Issues and Constraints

Organizational willingness and readiness to change business processes to leverage the new technology, and to jointly own technology projects with the IT Division.

A combination of a lack of human resources combined with a large amount of technical debt (requirements to support legacy, dated and overlapping applications) creates staffing challenges for modernization projects. Many projects overlap with each other, centralized IT governance of IT Service Catalog (to be accomplished during Master Planning process) and approval of projects is needed.

Division Summaries

Information Technology Division — Budget Summary

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Project Type (Category)				
Operations	21,525,182	24,750,202	28,567,219	29,035,201
Capital	8,573,054	5,336,934	6,231,134	10,194,000
Total *	30,098,236	30,087,136	34,798,353	39,229,201

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Department (Unit)				
Information Technology Division Deputy's Office	1,397,102	1,439,162	1,254,079	1,293,113
Infrastructure Services	16,482,140	15,616,559	18,802,405	22,808,935
IT Project & Business Ops	601,514	1,540,558	1,738,390	1,805,996
Software Services	11,617,479	11,490,858	13,003,479	13,321,157
Total *	30,098,236	30,087,136	34,798,353	39,229,201

* Totals include intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Information Technology Division - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	38	40	39	39

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Information Technology Division Dupty's Office					
	Salaries & Benefits	561,415	578,157	595,773	628,053
	Services & Supplies	326,951	342,500	357,500	359,500
	Intra District Charges	241,160	281,086	300,806	305,559
Information Technology Division Dupty's Office Total		1,129,526	1,201,742	1,254,079	1,293,113
Infrastructure Services					
	Salaries & Benefits	3,170,436	3,722,823	3,910,077	4,128,308
	Services & Supplies	6,443,282	6,236,000	8,055,000	7,695,146
	Intra District Charges	1,185,360	1,789,751	1,944,328	1,989,481
Infrastructure Services Total		10,799,079	11,748,574	13,909,405	13,812,935
IT Project & Business Ops					
	Salaries & Benefits	392,054	939,867	993,283	1,062,778
	Services & Supplies	58,879	138,000	239,000	219,000
	Intra District Charges	150,581	462,692	506,108	524,218
IT Project & Business Ops Total		601,514	1,540,558	1,738,390	1,805,996
Software Services					
	Salaries & Benefits	3,564,844	4,109,823	4,177,494	4,417,602
	Services & Supplies	4,083,333	4,103,519	5,345,000	5,511,000
	Intra District Charges	1,346,885	2,045,985	2,142,850	2,194,555
Software Services Total		8,995,062	10,259,327	11,665,344	12,123,157
Operations Total *		21,525,182	24,750,202	28,567,219	29,035,201

Division Summaries

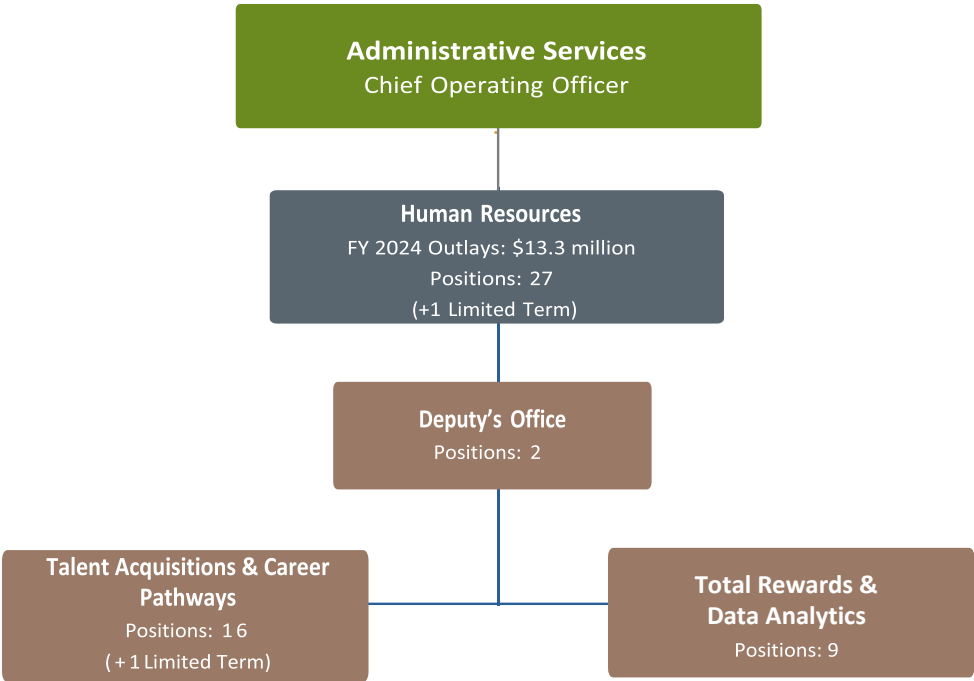
Capital Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Information Technology Division Deputy's Office					
	Services & Supplies	267,576	237,419	–	–
Information Technology Division Deputy's Office Total		267,576	237,419	–	–
Infrastructure Services					
	Salaries & Benefits	22,815	–	–	–
	Services & Supplies	5,650,572	3,867,985	4,893,000	8,996,000
	Intra District Charges	9,674	–	–	–
Infrastructure Services Total		5,683,061	3,867,985	4,893,000	8,996,000
Software Services					
	Salaries & Benefits	26,928	141,328	–	–
	Services & Supplies	2,584,325	1,019,194	1,338,134	1,198,000
	Intra District Charges	11,163	71,008	–	–
Software Services Total		2,622,417	1,231,530	1,338,134	1,198,000
Capital Total *		8,573,054	5,336,934	6,231,134	10,194,000
Division Total *		30,098,236	30,087,136	34,798,353	39,229,201

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Human Resources Division



Legend	
<div></div>	Chief Operating Officer
<div></div>	Division
<div></div>	Department (Unit)

Division Summaries

Division Description and Objectives

The Human Resources Division is the people-focused strategic management arm of an organization's workforce. The division is responsible for planning, managing, directing, and coordinating programs and services to elevate Valley Water and the greatest asset, our employees. The Division includes two units, the Talent Acquisition and Career Pathways, and the Total Rewards Unit. The two units provide functional support in the areas of Recruitment and Selection, Next Gen Career Pathways, Workforce Development, Technical Training, Benefits and Wellness, Classification Compensation and Human Resources System Management.

Total Rewards and Data Analytics

The Total Rewards unit is responsible for designing, planning, and implementing programs and services that help in retention and attracting employees, increasing engagement and satisfaction of employees that can lead to improvement in business performance. The Total Rewards unit includes the areas of benefits, wellness, classification/compensation program, as well as data analytics and Human Resources Information Management Systems (HRIS).

Talent Acquisition and Career Pathways

The Talent Acquisition and Career Pathways Unit is responsible for designing, planning, and providing oversight of four mission-critical programs that include Recruitment and Selection, Next Generation Career Pathways, Workforce Development, and Technical Training. This unit supports management in attracting and hiring the best talent, feeding the pipeline of a diverse workforce, developing the workforce of the future, contributing to succession development of staff, and ensuring staff has the professional and technical skills needed to achieve Valley Water's mission.

FY 2023 Accomplishments

- Updated recruitment and selection process to incorporate new trends and tools to ensure that we have the ability to recruit a highly qualified and diverse workforce. Provided management support for the operational work of the departments.
- Created a Next Generation Career Pathway Program to partner with local community and education partners.
- Led HR Team through implementation and worked with ERP project team to increase user adoption of Infor.
- Managed Leadership Programs (Supervisory, Leads Academy, etc.) and assisted with the employee recognition programs.
- Conducted an annual health fair, processed all annual health plan renewals, and transferred to a new benefits broker and coordinated open enrollment, developed virtual wellness activities and programs.
- Implemented the resource forecasting and data analytics system that provides a data tool, improving quality of business decisions.
- Procured a new benefits broker and increased the annual open enrollment benefits for all active employees, board of directors, retirees, and COBRA participants, while saving over a million dollars in commissions.
- Leveraged partnerships with learning organizations to expand Valley Water programs to increase the knowledge of infrastructure and careers in the water industry.
- Implemented Watershed Ed Season 2 to foster knowledge sharing and transfer in the organization.

FY 2024 Milestones

- Maintain a market-based benefited staff salary system through salary surveys, research, and analyses.
- Create a valuable reporting system that provides accurate HR Data and data analytics, improving the quality of business decisions.
- Provide increased efficiency by streamlining and standardizing the electronic process of key processes.
- Update recruitment and selection process to incorporate new trends and tools to ensure that we can recruit a highly qualified and diverse workforce.
- Conduct Employee Development Performance Program (EDPP) reviews with all Human Resources unit managers and direct

Division Summaries

reports by July to establish goals and August for year-end reviews.

- Manage the leadership programs (Supervisory, Leads Academy, etc.) by June.
- Process all annual health plan renewals and coordinate open enrollments for all active employees, board of directors, retirees, and COBRA participants by April 1.
- Develop and coordinate onsite wellness activities and programs and provide a wellness executive summary to management by June 30.
- Coordinate the Employee recognition Program and Service Awards events.
- Implement position career ladders to enable staff to advance throughout their career at Valley Water.

FY 2025 Milestones

- Conduct Employee Development Performance Program (EDPP) reviews with all Human Resources unit managers and direct reports by July to establish goals and August for year-end reviews.
- Manage the leadership programs (Supervisory, Leads Academy, etc.) by June.
- Process all annual health plan renewals and coordinate open enrollments for all active employees, board of directors, retirees, and COBRA participants by April 1.
- Develop and coordinate onsite wellness activities and programs and provide a wellness executive summary to management by June 30.
- Coordinate the Employee Recognition Program and Service Awards events.
- Implement position career ladders to enable staff to advance throughout their career at Valley Water.
- Reduce vacancy rate by successfully attracting, recruiting, and selecting a diverse and qualified workforce.

Division Summaries

Human Resources Division — Budget Summary

Project Type (Category)	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Operations	8,770,086	12,292,908	13,286,584	13,780,922
Capital	803,247	—	—	—
Total *	9,573,333	12,292,908	13,286,584	13,780,922

Department (Unit)	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Talent Acquisition & Career Pathways	1,784,228	926,109	2,627,873	2,749,720
Human Resources Division Deputy's Office	2,508,474	835,524	868,339	947,608
Total Rewards & Data Analytics	5,217,695	10,531,274	9,790,372	10,083,594
Workforce Development Unit	62,937	—	—	—
Total *	9,573,333	12,292,908	13,286,584	13,780,922

* Totals include intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Human Resources Division - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	27	25	27	27

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Total Rewards and Data Analytics					
	Salaries & Benefits	1,352,871	551,888	2,122,759	2,231,504
	Services & Supplies	35,049	286,100	132,000	138,000
	Intra District Charges	243,948	88,122	373,114	380,216
Total Rewards and Data Analytics Total		1,631,868	926,109	2,627,873	2,749,720
Human Resources Division Deputy's Office					
	Salaries & Benefits	857,908	587,094	622,063	675,195
	Services & Supplies	1,494,861	160,000	140,000	160,000
	Intra District Charges	155,704	88,431	106,276	112,413
Human Resources Division Deputy's Office Total		2,508,474	835,524	868,339	947,608
Talent Acquisition and Career Pathways					
	Salaries & Benefits	3,487,374	5,098,237	4,038,200	4,266,239
	Services & Supplies	485,401	4,407,050	4,793,130	4,835,130
	Intra District Charges	594,032	1,025,987	959,041	982,225
Talent Acquisition and Career Pathways Total		4,566,808	10,531,274	9,790,372	10,083,594
Workforce Development Unit					
	Services & Supplies	62,937	—	—	—
Workforce Development Unit Total		62,937	—	—	—
Operations Total *		8,770,086	12,292,908	13,286,584	13,780,922

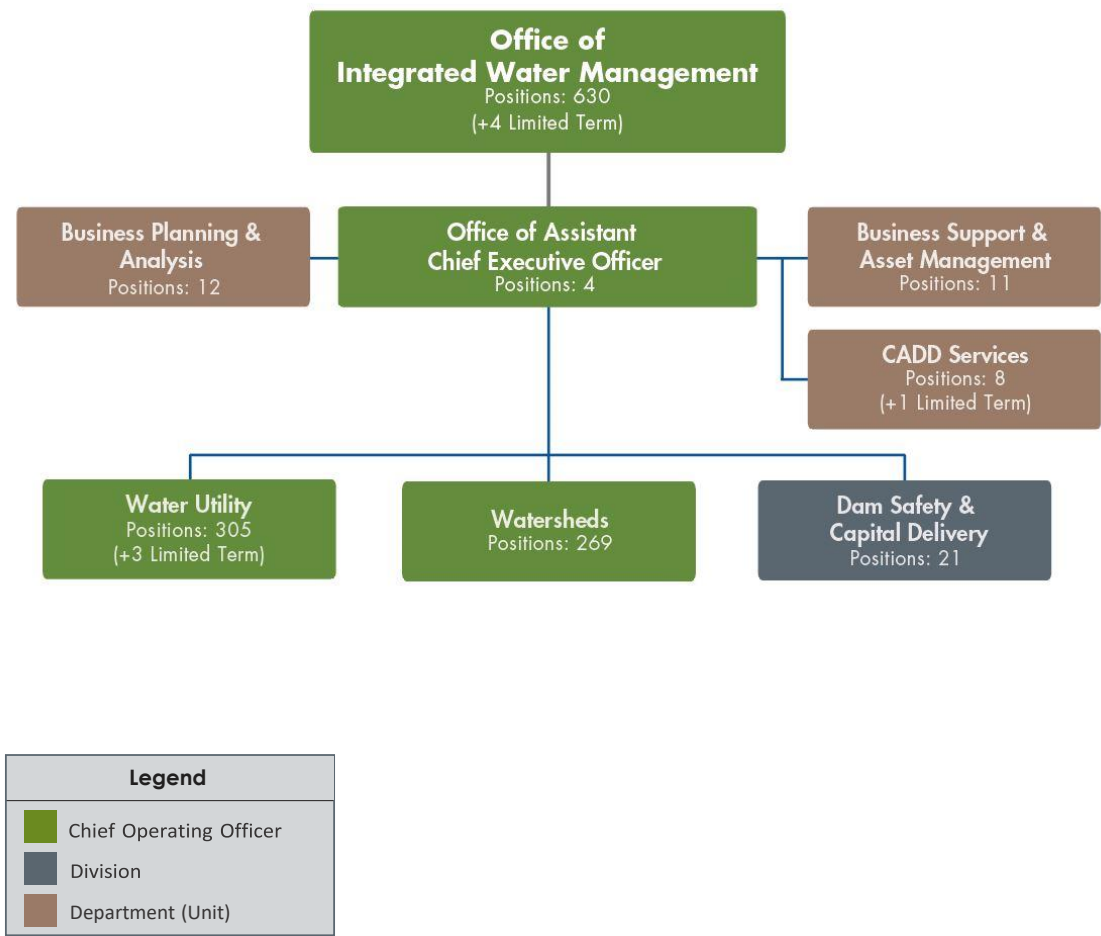
Division Summaries

Capital Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Total Rewards and Data Analytics					
	Salaries & Benefits	103,662	—	—	—
	Intra District Charges	48,698	—	—	—
Total Rewards and Data Analytics Total		152,360	—	—	—
Talent Acquisition and Career Pathways					
	Salaries & Benefits	417,281	—	—	—
	Intra District Charges	233,606	—	—	—
Talent Acquisition and Career Pathways Total		650,887	—	—	—
Capital Total *		803,247	—	—	—
Division Total *		9,573,333	12,292,908	13,286,584	13,780,922

Division Summaries

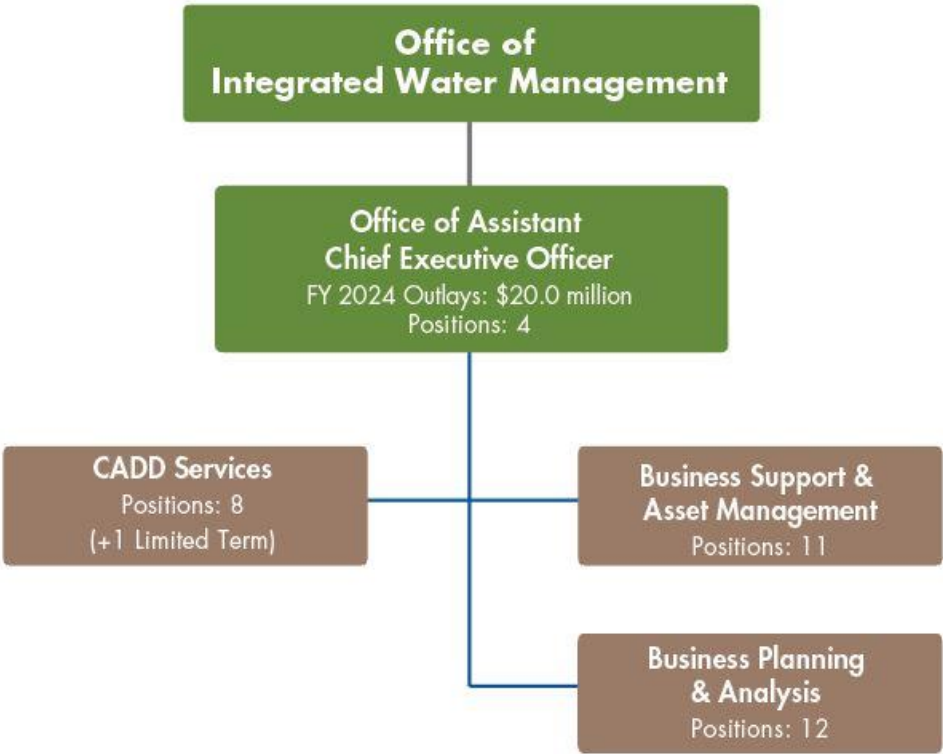
Office of Integrated Water Management



The Office of Integrated Water Management (OIWM) oversees Valley Water’s Watersheds and Water Utility business areas and includes the Office of the Assistant Chief Executive Officer, which contains three district-wide capital and operations support units, as well as the Dam Safety and Capital Delivery Division. OIWM provides focused leadership to ensure a cohesive working relationship between the two major business areas.

Division Summaries

Office of Assistant Chief Executive Officer



Legend	
<div></div>	Chief Operating Officer
<div></div>	Division
<div></div>	Department (Unit)

Division Summaries

Division Description and Objectives

The Office of the Assistant Chief Executive Officer leads and manages Valley Water's Office of Integrated Water Management and facilitates coordination between the Watersheds and Water Utility business areas to achieve the Board's Ends, Goals, and Objectives. This department provides managerial and administrative support to ensure Valley Water's projects and programs are achieved in an efficient and effective manner.

Business Planning and Analysis

The Business Planning and Analysis unit manages, plans, and oversees four major Valley Water-wide programs. This unit is responsible for Valley Water's implementation of the Five-Year planning process for the Capital Improvement Program (CIP), which includes implementation of an annual development cycle, the validation and evaluation process, and the change management process. The Five-Year Plan for the CIP is a financial plan for funding Valley Water's capital projects that is developed annually on a rolling basis. The Capital Project Management and Project Controls (CPMPC) Program is responsible for development and implementation of Projectmates, which is a project management information system (PMIS) for capital projects that will provide a tool for more effective management of the CIP and CIP projects. This unit also ensures the implementation of Valley Water's Safe, Clean Water and Natural Flood Protection Program (Safe, Clean Water Program). This includes producing implementation plans and annual reports, managing the Change Control Process, supporting the Independent Monitoring Committee, and monitoring the progress of each Safe, Clean Water Program project as it moves towards delivering its Key Performance Indicators (KPIs). Finally, this unit continues the implementation of Valley Water's Lands Management Program to establish and maintain a centralized framework to integrate the management of maintenance obligations on Valley Water-owned lands and easements, as well as those made through contractual commitments.

Business Support and Asset Management

The Business Support and Asset Management Unit implements and continually improves asset management standards and information systems based on industry best practices. The unit manages Valley Water's water utility, watershed, and administration asset management programs, and supports the users of Valley Water's Computerized Maintenance Management System (CMMS), Maximo. In addition, the unit manages three Water Utility infrastructure master planning projects: The Water Treatment Plant, SCADA System, and Distribution System Master Plan Implementation Projects. These projects will develop a master plan of capital improvements for Valley Water's Water Utility Infrastructure to ensure reliable service of safe, clean drinking water into the future, and implement the improvements identified in the plans. The unit also manages a Safe, Clean Water project, F-8: Sustainable Creek Infrastructure for Continued Public Safety.

CADD Services

The CADD (Computer-Aided Design and Drafting) Services unit is responsible for the production of Valley-Water-wide engineering drafting and design work, plan production standards, and management of computer-aided design (CAD) software in support of Valley Water's water resources facilities, flood management, pipeline infrastructure, and watershed management facilities.

FY 2023 Accomplishments

Business Planning and Analysis:

Capital Improvement Program (CIP) Five-Year Planning Process:

- Developed and applied the Funding Filters for Prioritization as a tool to support the Board's decision making related to funding capital projects.

Division Summaries

- Conducted outreach activities with cities and county from February 2023 through April 2023.
- Developed the Preliminary, Draft and Final versions of the CIP FY 2024-28 Five-Year Plan for Board approval.

Capital Project Management and Project Controls Program (CPMPC):

- Facilitated configurations and customizations of Projectmates and developed workflows and facilitated integration of Projectmates with Okta, Vena, and Infor.
- Delivered customized training of Projectmates to project teams and management.
- Delivered biennial training of Capital Improvement Program (CIP) Planning workflows and Quality and Environmental Management System (QEMS) policies and procedures.
- Compiled and disseminated a Quarterly Office of Integrated Water Management Newsletter.

Safe, Clean Water Program:

- Successfully concluded the FY 2021-22 review cycle of the November 2020 voter approved Safe, Clean Water Program. This included developing the FY 2021-22 Annual Report, coordinating and facilitating the Independent Monitoring Committee (IMC) and its sub-committee meetings, and development of the IMC Report and Management Response to the IMC Report.
- Began implementation of the review cycle for the FY 2022-23 Safe, Clean Water Program.
- Carried out IMC FY 2021-22 review recommendations as approved by Board and in accordance with the program Change Control Process.

Lands Management Program:

- Maintained a master project list, establishing document and information linkages pertaining to lands management activities and obligations.
- Issued a Request for Proposal to provide a wildfire risk assessment framework and modeling protocol to establish integrated wildfire risk profiles for Valley Water land rights and High-Value Resources and Assets (HVRAs).
- Applied for a Grant requesting consultant services to assist with the development of a Valley Water Wildfire Resiliency Plan.

Business Support and Asset Management:

Watershed Asset Management Program

- Analyzed and prioritized over 15 creeks for Safe, Clean Water Project Priority F-8.
- Completed the FY 2024-28 Watershed Operations and Maintenance Asset Renewal Plans.
- Developed draft long-term forecast schedule and budget of asset renewal activities for high-risk creeks.

Watershed Utility Asset Management Program

- Completed the FY 2024-28 Water Utility Operations and Maintenance Asset Renewal Plan.
- Developed draft long-term forecast schedule and budget of asset renewal activities for Water Utility Small Capital Improvement Projects.

Water Treatment Plant Master Plan Implementation Project

- Completed condition assessments and treatment process evaluation of three water treatment plants.
- Completed the Problem Definition Report

Distribution System Master Plan Implementation Project

- Completed a treated water demand study with feedback from treated water retailers.
- Completed verification of hydraulic models.

SCADA Master Plan Implementation Project

- Completed Valley Water Risk Matrix.
- Completed cybersecurity workshops.

District-Wide Asset Management and Business Support

- Completed the Valley Water District-Wide Asset Management Plan.

Division Summaries

- Implemented Maximo Fleet and Meters sites.

CADD Services:

- Completed 295 CADD Requests, resulting in an increase of 49.7% from previous fiscal year.
- Maintained an average rate of CADD Requests completed versus submitted above 85%.
- Maintained a CADD Request on-time completion rate of 93%.
- Updated the CADD Standards Manual for Consultants and Engineers.
- Implemented a structured CADD Training Program.

FY 2024 Milestones

Business Planning and Analysis

- Develop the FY 2025-29 CIP Five-Year Plan through implementation of the annual cycle.
- Provide updates and annual training of Capital Improvement Program (CIP) Planning workflows and Quality and Environmental Management System (QEMS) policies.
- Develop the FY 2022-23 Safe, Clean Water Annual Report.
- Continue development of the Fuel Management Policy and Wildfire Resiliency Plan.
- Continue implementation of Projectmates, the project management information system, and continue development and implementation of the project controls component of the Program.
- Implement FY 2022-23 performance audit recommendations of Valley Water's Capital Improvement Program (CIP).
- Begin implementation of the IMC FY 2022-23 recommendations as approved by Board and in accordance with the program Change Control Process.

Business Support and Asset Management

- Develop FY 2025-29 Watersheds and Water Utility Operations and Maintenance and Asset Renewal Plans.
- Finalize initial draft scope and budget of watersheds asset renewal and improvement projects under the Safe Clean Water Project F8 and initiate F8 Implementation Capital Project.
- Complete the FY23 San Felipe Division Reach 1 Asset Condition Report.
- Complete the Planning Study Report for the Water Treatment Plant Master Plan Implementation Project.
- Complete Distribution System Master Plan project asset risk and renewal methodology.
- Complete Planning Study Reports for early SCADA Master Plan Implementation Projects.

CADD Services

- Upgrade Valley Water CADD Users software from version 2021 to 2024.
- Maintain an up-to-date CADD Standards Manual for Contractors and Engineers.
- Begin updating Valley Water Standard Details.
- Maintain an average CADD Request completion rate versus submitted equal to or greater than 85%.
- Maintain a CADD Request on-time completion rate of 90% or greater.

FY 2025 Milestones

Business Planning and Analysis

- Develop the FY 2026-30 CIP Five-Year Plan through implementation of the annual cycle.
- Develop the FY 2023-24 Safe, Clean Water Annual Report.
- Provide updates and annual training of Capital Improvement Program (CIP) Planning workflows and Quality and Environmental

Division Summaries

Management System (QEMS) policies.

- Finalize and begin implementation of the Fuel Management Policy and Wildfire Resiliency Plan.
- Continue implementation of Projectmates, the project management information system, and continue development and implementation of the project controls component of the Program.
- Begin implementation of the IMC FY 2023-24 recommendations as approved by Board and in accordance with the program Change Control Process.

Business Support and Asset Management

- Develop FY 2026-30 Watersheds and Water Utility Operations and Maintenance Plans.
- Complete the Implementation Plan and initiate the capital projects identified in the Water Treatment Plant Master Plan Implementation Project.
- Complete the Planning Study Reports and initiate capital projects identified in the Distribution System Master Plan Implementation Projects.
- Complete the Planning Study Reports for projects identified in the SCADA Master Plan Implementation Project.

CADD Services

- Maintain an up-to-date CADD Standards Manual for Contractors and Engineers.
- Finalize update of Valley Water Standard Details.
- Maintain an average CADD Request completion rate versus submitted equal to or greater than 85%.
- Maintain a CADD Request On-Time completion rate of 90% or greater.

Budget Issues and Constraints

- Balancing the budgetary needs of Valley Water's water supply, environmental, and flood protection missions.
- The need to supplement some project funding with grants, partnership dollars, and federal funding.
- With over 20,000 assets to manage, the program is constrained to analyzing subsets of assets each year rather than all assets every year.
- The program relies on support from operations, maintenance, and engineering staff in all Valley Water business areas.

Division Summaries

Office of Assistant Chief Executive Officer — Budget Summary

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Project Type (Category)				
Operations	7,797,053	10,344,561	10,377,072	10,879,192
Operating Project	2,928	10,702	9,785	—
Capital	10,599,428	5,197,081	9,592,589	6,820,298
Total *	18,399,409	15,552,343	19,979,447	17,699,490

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Department (Unit)				
Business Planning and Analysis Unit	4,792,165	5,255,626	5,459,489	5,442,873
Business Support & Asset Management	10,610,217	4,838,725	8,924,059	6,284,176
CADD Services	1,488,500	2,775,377	2,891,420	3,087,115
Office of Integrated Water Management	1,508,527	2,682,615	2,704,478	2,885,326
Total *	18,399,409	15,552,343	19,979,447	17,699,490

* Totals include intra-district reimbursement charges. FY2022 and FY2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Office of Assistant Chief of Executive Officer - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	34	35	35	35

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	2024-25 Proposed Plan
Business Planning and Analysis					
	Salaries & Benefits	1,139,766	1,578,369	1,565,555	1,592,503
	Services & Supplies	55,876	105,600	381,600	134,125
	Intra District Charges	629,039	938,187	992,739	989,910
Business Planning and Analysis Total		1,824,681	2,622,155	2,939,894	2,716,538
Business Support & Asset Management					
	Salaries & Benefits	1,814,638	2,311,866	2,271,745	2,485,318
	Services & Supplies	1,229,279	994,400	711,000	961,000
	Intra District Charges	1,070,591	1,445,706	1,467,812	1,571,237
Business Support & Asset Management Total		4,114,507	4,751,972	4,450,557	5,017,555
CADD Services					
	Salaries & Benefits	168,949	182,918	184,009	166,090
	Services & Supplies	153,849	10,000	10,000	10,000
	Intra District Charges	29,468	105,602	116,053	102,930
CADD Services Total		352,265	298,521	310,062	279,020
Office of Integrated Water Management					
	Salaries & Benefits	956,105	1,398,872	1,366,581	1,484,123
	Services & Supplies	12,648	414,300	414,300	414,300
	Intra District Charges	539,774	869,443	905,464	967,656
Office of Integrated Water Management Total		1,508,527	2,682,615	2,686,345	2,866,079
Operations Total *		7,799,981	10,355,263	10,386,858	10,879,192

Division Summaries

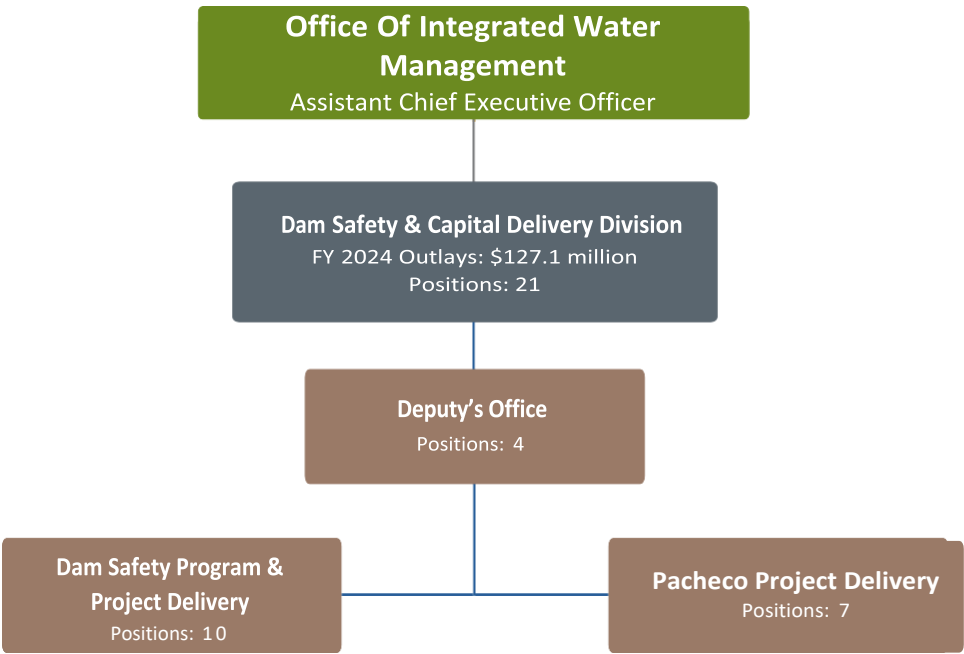
Capital Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Business Planning and Analysis					
	Salaries & Benefits	1,184,525	1,412,651	1,425,588	1,560,630
	Services & Supplies	1,129,882	413,341	216,474	218,474
	Intra District Charges	653,076	807,477	877,533	947,230
Business Planning and Analysis Total		2,967,484	2,633,470	2,519,595	2,726,334
Business Support & Asset Management					
	Salaries & Benefits	310,933	607,463	806,683	777,952
	Services & Supplies	6,008,924	(902,723)	3,144,319	(4,347)
	Intra District Charges	175,853	382,014	522,500	493,016
Business Support & Asset Management Total		6,495,710	86,754	4,473,502	1,266,622
CADD Services					
	Salaries & Benefits	751,604	1,483,590	1,566,859	1,717,116
	Services & Supplies	10,355	135,600	27,800	27,800
	Intra District Charges	374,275	857,667	986,700	1,063,179
CADD Services Total		1,136,234	2,476,857	2,581,359	2,808,095
Office of Integrated Water Management					
	Salaries & Benefits	–	–	10,900	11,643
	Intra District Charges	–	–	7,233	7,603
Office of Integrated Water Management Total		–	–	18,133	19,247
Capital Total *		10,599,428	5,197,081	9,592,589	6,820,298
Division Total *		18,399,409	15,552,343	19,979,447	17,699,490

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Dam Safety and Capital Delivery Division



Legend	
<div></div>	Chief Operating Officer
<div></div>	Division
<div></div>	Department (Unit)

Division Summaries

Division Description and Objectives

The Dam Safety and Capital Delivery Division is responsible for planning, implementation, and management of the portion of Valley Water's 5-year Capital Improvement Program (CIP) associated with dam construction and maintenance. This Division consists of two units— the Pacheco Project Delivery unit and the Dam Safety Program & Project Delivery unit. Valley Water's dams continue to be Water Utility Enterprise (WUE) assets and all post-construction operations will remain the responsibility of the WUE business area.

Pacheco Project Delivery

The Pacheco Project Delivery unit is responsible for implementation of the Pacheco Reservoir Expansion Project, including capital efforts of planning, design, and environmental documentation and permitting. The Pacheco Reservoir Expansion Project will expand the existing Pacheco reservoir to provide up to 140,000 acre-feet of storage capacity. This expansion will provide emergency water supply, fisheries habitat improvement, operational flexibility for managing Valley Water's federal imported water supplies, and incidental flood risk reduction. Unit staff coordinate with the California Water Commission, the U.S. Bureau of Reclamation, and other agencies regarding funding and partnering opportunities for the project.

Dam Safety Program & Project Delivery

The Dam Safety Program and Project Delivery unit manages maintenance, inspections, regulatory compliance, and safety of the twelve Valley Water dams. In addition, the unit also delivers all capital projects related to the dams. The dam safety and dam maintenance activities are carried out through the unit's Dam Safety Program and the Dams and Reservoirs Maintenance Program. Capital projects currently managed by the unit include Anderson Dam Seismic Retrofit Project (ADSRP), Calero Dam Seismic Retrofit Project (CDSRP), and Guadalupe Dam Seismic Retrofit Project (GDSRP). Other dam-related projects currently managed by the unit include the Almaden Dam Improvement Project, and Dam Safety Evaluation – Phase 1 Project.

FY 2023 Accomplishments

Pacheco Reservoir Expansion Project (PREP):

- Completed the project Planning Phase with finalization of the Planning Study Report (PSR).
- Completed 30% level project design including review by the Division of Safety of Dams (DSOD).
- Prepared Water Infrastructure Finance and Innovation Act (WIFIA) loan documents for execution.
- Coordination with permitting agencies including United States Fish and Wildlife Service (USFWS), California Department of Fish and Wildlife (CDFW), National Marine Fisheries Service (NMFS), United States Army Corps of Engineers (USACE), and California Department of Water Resources (DWR).
- Received private property access and initiated Phase 2 field investigations to gather additional environmental and geotechnical data.

Anderson Dam Seismic Retrofit Project (ADSRP):

- Completed the draft ADSRP Environmental Impact Report (EIR) for public comment.
- Continued formal consultation with USFWS, NMFS, USACE, CDFW, and California State Water Resources Control Board (SWRCB) on required regulatory permits.
- Completed 90% level design and submitted to Federal Energy Regulatory Compliance (FERC) and DSOD for review.
- Continued construction and made significant progress on the Anderson Dam Tunnel Project (ADTP).
- Initiated construction phase for three of the FERC Order Compliance Project (FOCP) - the Cross Valley Pipeline Extension, Coyote Percolation Dam Project, and Coyote Creek Flood Management Measures Project.

Division Summaries

Other Dam Seismic Retrofit Project:

- Completed DSOD/FERC inspections for all dams.
- Completed annual surveillance/monitoring reports for all dams.

FY 2024 Milestones

Pacheco Reservoir Expansion Project (PREP):

- Complete Phase 2 environmental and geotechnical investigations.
- Distribute PG&E transmission line for Valley Water review.
- Complete Caltrans Preliminary Draft Project Report.
- Complete Updated Project Description.
- Complete Geotechnical Data Report (Vol. 3).

Dam Seismic Retrofit Project:

- Complete 100% design level package for the Anderson Dam Seismic Retrofit Project.
- Complete 90% design of the Guadalupe Dam Seismic Retrofit Project.
- Produce annual FERC/DSOD reports summarizing dam surveillance/monitoring results; participate in FERC/DSOD annual inspections and address maintenance issues identified during these inspections.

FY 2025 Milestones

Pacheco Reservoir Expansion Project (PREP):

- Complete recirculated draft EIR/draft EIS joint document.
- Distribute 60% design for Valley Water and DSOD review.

Dam Seismic Retrofit Project:

- Perform procurement process for the Anderson Dam Seismic Retrofit Project construction contract.
- Prepare draft EIR for Almaden-Calero Canal.
- Prepare DEIR for Guadalupe Dam Seismic Retrofit Project.
- Produce annual FERC/DSOD reports summarizing dam surveillance/monitoring results; participate in FERC/DSOD annual inspections and address maintenance issues identified during these inspections.

Budget Issues and Constraints

Progress on all projects can be greatly affected by external forces such as coordination with external agencies and regulatory bodies, securing permits, and negotiation of various agreements between Valley Water and other agencies or regulators. Projects are faced with compressed timelines. Staffing challenges, both within the Division and support from other Valley Water units may present obstacles to the achievement of Division objectives.

Division Summaries

Dam Safety and Capital Delivery Division — Budget Summary

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Project Type (Category)				
Operations	2,118,668	3,095,972	3,615,485	3,518,664
Capital	112,951,594	190,131,799	123,453,145	111,609,032
Total *	115,070,262	193,227,772	127,068,630	115,127,696

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Department (Unit)				
Dam Safety Program & Project Delivery	84,862,012	161,878,309	85,089,960	95,392,187
Office of Dam Safety and Capital Delivery Division	1,728,833	2,087,112	2,210,796	2,376,113
Pacheco Project Delivery	28,479,416	29,262,351	39,767,873	17,359,396
Total *	115,070,262	193,227,772	127,068,630	115,127,696

* Totals include intra-district reimbursement charges. FY2022 and FY2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Dam Safety and Capital Delivery Division - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	20	21	21	21

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	2024-25 Proposed Plan
Dam Safety Program & Project Delivery					
	Salaries & Benefits	870,827	975,925	1,096,501	1,148,308
	Services & Supplies	674,167	1,466,000	1,752,000	1,595,000
	Intra District Charges	492,871	597,705	708,832	727,203
Dam Safety Program & Project Delivery Total		2,037,865	3,039,630	3,557,333	3,470,511
Office of Dam Safety and Capital Delivery Division					
	Salaries & Benefits	1,354	—	—	—
	Services & Supplies	975	1,850	1,850	1,850
	Intra District Charges	58	—	—	—
Office of Dam Safety and Capital Delivery Division Total		2,387	1,850	1,850	1,850
Pacheco Project Delivery					
	Salaries & Benefits	53,986	33,900	34,371	28,457
	Services & Supplies	3,900	—	—	—
	Intra District Charges	20,530	20,592	21,931	17,846
Pacheco Project Delivery Total		78,416	54,492	56,302	46,303
Operations Total *		2,118,668	3,095,972	3,615,485	3,518,664

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Capital Budget by Department and Account Category

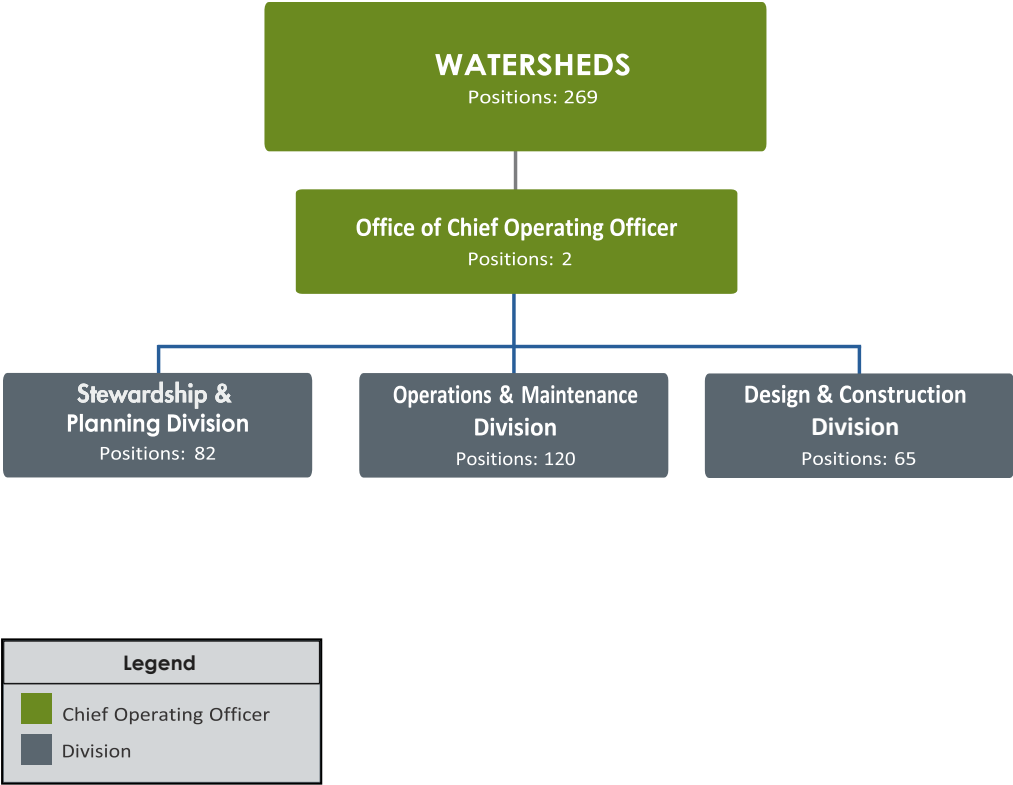
Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Dam Safety Program & Project Delivery					
	Salaries & Benefits	1,454,706	1,755,874	1,629,077	1,719,975
	Services & Supplies	80,544,291	156,052,506	78,847,393	89,109,500
	Intra District Charges	825,150	1,030,299	1,056,157	1,092,202
Dam Safety Program & Project Delivery Total		82,824,147	158,838,679	81,532,627	91,921,676
Office of Dam Safety and Capital Delivery Division					
	Salaries & Benefits	1,088,662	1,268,513	1,331,483	1,440,303
	Services & Supplies	3,443	21,552	—	—
	Intra District Charges	634,342	795,197	877,464	933,960
Office of Dam Safety and Capital Delivery Division Total		1,726,447	2,085,262	2,208,947	2,374,263
Pacheco Project Delivery					
	Salaries & Benefits	1,702,331	1,802,954	1,834,414	1,981,818
	Services & Supplies	25,733,112	26,309,519	36,706,495	14,088,143
	Intra District Charges	965,557	1,095,387	1,170,662	1,243,133
Pacheco Project Delivery Total		28,401,000	29,207,859	39,711,571	17,313,093
Capital Total *		112,951,594	190,131,799	123,453,145	111,609,032

Division Total * **115,070,262** **193,227,772** **127,068,630** **115,127,696**

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

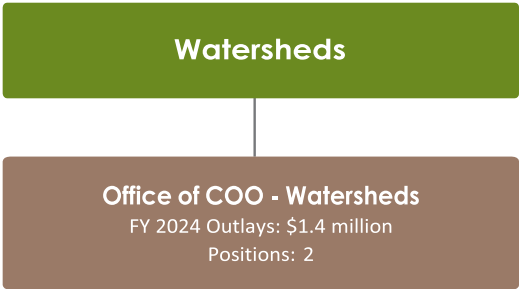
Watersheds



Watersheds oversees five distinct watershed areas in Santa Clara County and is responsible for overall stewardship of these geographic areas, providing flood protection and field operations and mitigating environmental impacts, while enhancing positive environmental aspects.

Division Summaries

Office of COO Watersheds



Legend	
<div></div>	Chief Operating Officer
<div></div>	Department (Unit)

The Office of the Chief Operating Officer leads and manages Watersheds to achieve the Board’s Ends, Goals, and Objectives. This includes providing Watersheds the leadership, staff, and funding to conduct the administrative aspects of Watersheds functions. In general, this provides for management activities that promote communication, human resources development, budgeting, project efficiencies and process improvement, mentoring and recruitment, and supporting Valley Water-wide special events/efforts that benefit the whole organization.

Division Summaries

Office of COO Watersheds — Budget Summary

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Project Type (Category)				
Operations	2,001,092	1,547,984	1,365,782	1,438,798
Capital	10,629	—	—	—
Total *	2,011,720	1,547,984	1,365,782	1,438,798

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Department (Unit)				
Office of the COO	2,011,720	1,547,984	1,365,782	1,438,798
Total *	2,011,720	1,547,984	1,365,782	1,438,798

* Totals include intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Office of the COO Watersheds - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	2	2	2	2

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	2024-25 Proposed Plan
Office of the COO					
	Salaries & Benefits	1,021,547	693,268	734,150	798,144
	Services & Supplies	519,059	445,815	180,650	157,100
	Intra District Charges	460,485	408,901	450,982	483,554
Office of the COO Total		2,001,092	1,547,984	1,365,782	1,438,798
Operations Total *		2,001,092	1,547,984	1,365,782	1,438,798

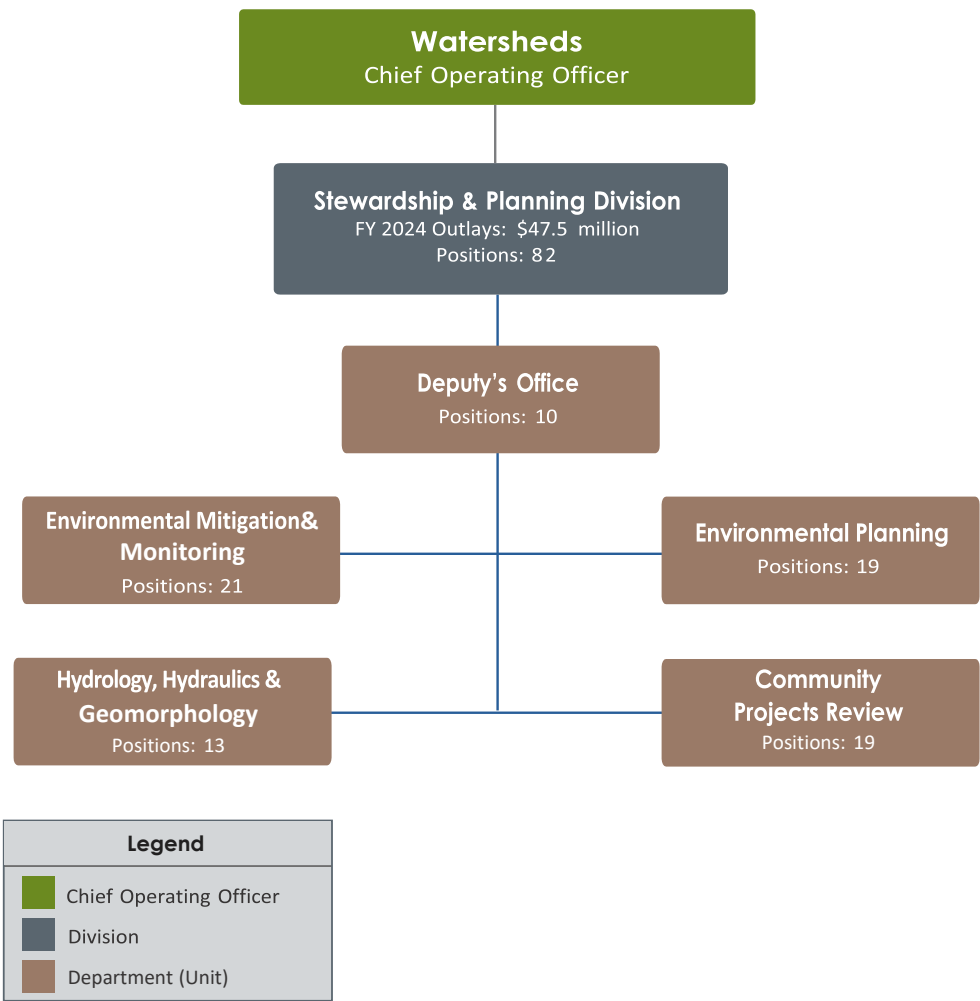
Capital Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Office of the COO					
	Salaries & Benefits	7,288	—	—	—
	Intra District Charges	3,340	—	—	—
Office of the COO Total		10,629	—	—	—
Capital Total *		10,629	—	—	—
Division Total *		2,011,720	1,547,984	1,365,782	1,438,798

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Watershed Stewardship & Planning Division



Division Summaries

Division Description and Objectives

The Watershed Stewardship and Planning Division consists of five units with 82 staff members. The Division provides project and long-range planning for flood protection and stewardship; develops and oversees the integration of biological, hydrological, water quality, and geomorphological data into the planning, design, and construction of capital projects and operational programs; provides environmental planning, permitting, and monitoring services; ensures Valley Water's compliance with the regional stormwater quality permit; protects Valley Water's streams and other assets through implementation of the Water Resources Protection Ordinance, and collaborates with municipalities in the County to ensure development projects minimize impacts to Valley Water's mission. In addition, the Division co-leads the Fisheries and Aquatic Habitat Collaborative Effort (FAHCE) and the Climate Change Action Plan, and ensures timely completion of Key Performance Indicators for the Safe, Clean Water and Natural Flood Protection Program's surface water quality, environmental monitoring, and habitat enhancement and restoration priorities.

Office of Watershed Stewardship and Planning (Deputy's Office)

The Office of Watershed Stewardship and Planning includes staff who report to the Assistant Officer and are responsible for conducting all phases of planning for water resources stewardship. Key projects include planning studies for Ogier Ponds Separation from Coyote Creek and other fish habitat and passage improvement projects, as well as the Calabazas - San Tomas Aquino Creek Realignment Project, which will restore natural sediment transport processes within the creeks to create approximately 1,500 acres of tidal marsh within former salt ponds, and the Pond A4 Resilient Habitat Restoration Project, which will re-use Stream Maintenance Program sediment to create a 40-acre habitat ecotone. Unit staff also conduct long-range planning for water resources management (the One Water Plan), which identifies priority flood protection and environmental stewardship actions within each of Santa Clara County's five major watersheds, and Valley Water's Climate Change Action Plan/Greenhouse Gas Reduction Plan.

Environmental Planning

The Environmental Planning unit provides environmental planning and documentation, California Environmental Quality Act (CEQA) compliance, and regulatory permitting services for both Water Utility and Watersheds capital projects and programs. This unit's objective is to meet the requirements of federal, state, and local environmental laws and regulations, while seeking to minimize environmental impacts of proposed projects and develop options for meaningful mitigation of unavoidable impacts. This unit ensures that environmental regulations are appropriately applied and provides technical expertise for legislative items pertaining to environmental review and permit streamlining, serving as Valley Water's technical expert in legislative and multi-agency proceedings. The Environmental Planning Unit also manages Safe Clean Water Program Impaired Water Bodies Improvement (B1) and Interagency Urban Runoff Program (B2) projects.

Environmental Mitigation & Monitoring

The Environmental Mitigation and Monitoring unit is responsible for: managing mitigation monitoring programs for Valley Water; three ecology-oriented Safe, Clean Water Program stewardship projects (D2, D5, and D7); administering two on-call biological services consultant agreements; land management and easement monitoring for mitigation lands; oversight of the plant pathogen program; providing biological subject matter expertise to support over 30 capital projects and long-range planning programs; biological expertise and collaboration on the Valley Habitat Plan (VHP); and managing the Fisheries and Aquatic Habitat Collaborative Effort (FAHCE). The unit provides ecological and biological expertise supporting Valley Water activities, projects, and programs to effectively manage natural resources, stewardship, and compliance with environmental laws and regulations. The unit specializes in special-status species, jurisdictional habitats, impact and habitat function assessments, avoidance and minimization measures, mitigation design and monitoring, environmental permitting, and stewardship.

Hydrology, Hydraulics & Geomorphology

The Hydrology, Hydraulics and Geomorphology unit builds the foundation of Valley Water's flood protection work and provides the

Division Summaries

essential data for groundwater recharge and reservoir release analysis for environmental purposes. The unit begins with the measurement of rainfall and stream flow gauge data, the analysis of which provides the flood flow frequency that determines the flood-control projects' design basis, routing the flood flow through the creeks, and then determines the creek size and height of levees and floodwalls. The unit manages a flood forecast and flood warning system to send flood warning messages to the community for potential flood risks; and it develops the geomorphologic analysis that provides the basis for channel modification to minimize maintenance needs and sustain long-term stability.

Community Projects Review

The Community Projects Review Unit (CPRU) provides for protection of Valley Water's Watershed, Water Utility assets and interests from external activities and threats as defined by the Water Resources Protection Ordinance through the review of approximately 1,241 projects and issuance of approximately 113 encroachment permits for activities on Valley Water right of way and ordinance enforcement for activities undertaken without appropriate permits. The unit projects include implementation of the Underground Service Alert program that entails reviewing approximately 2,280 tickets per year. The unit also reviews proposed developments within the planning stages as they interface with Valley Water and interests. The unit also includes specialized maintenance and development of approximately 10,000 map pages showing Valley Water land rights and flooding and the dissemination of information to the public.

FY 2023 Accomplishments

- Completed Phase I of the Regional Temperature Study in coordination with Regional Water Quality Control Board and the Technical Review Panel.
- Finalized the Planning Study Report for Upper Penitencia Creek Flood Protection Project.
- Obtained \$3.8 million grant from U.S. EPA San Francisco Bay Water Quality Improvement Fund for Calabazas-San Tomas Aquino Creek-Marsh Connection Project and completed Problem Definition Report shared publicly during first community workshop.
- Accelerated planning for the Ogier Ponds Creek Lake Separation Project as a conservation measure for the Anderson Dam Seismic Retrofit and held first community meeting.
- Completed greenhouse gas inventory, baseline, and target-setting for the agency-wide Greenhouse Gas Reduction Plan.
- Finalized flood risk vulnerability assessments for the Upper Pajaro and Guadalupe Watersheds, and held nearly 25 stakeholder meetings as part of the One Water planning process.
- Completed 2 Joint Trail Amendments with the City of San Jose on Thompson Creek and Guadalupe River.
- Developed a new draft licensing option as a part of the Encroachment Remediation Program.
- Completed Ross Creek and South Babb Flood Protection feasibility studies.
- Completed Permanente Flood Protection Project LOMR submittal.
- Completed Lexington FIRO Pilot Study.

FY 2024 Milestones

- Publish Draft Environmental Impact Reports for the Anderson Dam Seismic Retrofit and Purified Water projects.
- Complete One Water Guadalupe River and Upper Pajaro River Watershed Plans.
- Complete draft Planning Study for the Ogier Ponds project.
- Complete the Greenhouse Gas Reduction Plan as part of Climate Change Action Plan Implementation.
- Renew eight expiring Joint Use Agreements with municipalities for trails on Valley Water lands and update GIS JUA layer.
- Finalize and implement new licensing option for encroachments.
- Update Permanente/Stevens Creek design flows by targeting a calibrated HEC-HMS model.
- Complete Stevens Creek watersheds 100-year floodplain update.
- Enhance a new Flood Watch web site to support flood emergency monitor and response.
- Complete the FAHCE Final EIR.

Division Summaries

FY 2025 Milestones

- Develop One Water Lower Peninsula and West Valley Watershed Plans.
- Finalize Planning Study Report for the Ogier Ponds project and begin design phase work.
- Finalize Planning Study Report for the Calabazas and San Tomas Creeks Realignment Project.
- Certification of the final EIR for the Anderson Dam Seismic Retrofit Project.
- Obtain natural resource agency permits for watershed, water utility, and stewardship capital projects, including key actions on Anderson Dam Seismic Retrofit Project.
- Maintain partnerships with cities to address surface water quality improvements, including participation in countywide, regional, or statewide stormwater program committees.
- Complete Community Projects Review Unit Oracle upgrade and replace database.
- Complete the Other Agreements layer, BART Project Area layer, Pipeline Realignment layers for Snell Pipeline and Stevens Creek Pipeline and update the CPRU Permit layer with legacy data from County cadastral maps.
- Update Llagas Creek design flows by completing a calibrated HEC-HMS model.
- Incorporate urban hydrology studies into the hydrology manual.

Budget Issues and Constraints

- Achieving flood protection, design flow maintenance, and successful implementation of in-stream habitat enhancement and mitigation presents continual challenges.
- Regulatory uncertainties associated with key capital projects, including evolving regulations, unclear mitigation requirements, and difficulty in obtaining needed mitigation lands, threaten project timelines.

Division Summaries

Watershed Stewardship & Planning Division — Budget Summary

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Project Type (Category)				
Operations	22,237,508	25,446,126	27,320,392	29,660,838
Operating Project	1,949,559	3,832,332	4,195,470	4,452,504
Capital	7,726,154	7,507,650	15,968,962	12,535,651
Total *	31,913,221	36,786,108	47,484,824	46,648,992

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Department (Unit)				
Community Projects Review	5,890,399	7,154,855	7,721,170	7,592,684
Environmental Mitigation & Monitoring	9,940,328	11,975,463	11,509,122	12,714,920
Environmental Planning	8,429,713	10,023,733	10,402,623	10,572,462
Environmental Planning #1	137,423	—	—	—
Hydrology, Hydraulics & Geomor	6,020,221	6,171,754	6,641,389	6,954,570
Office of Watersheds Stewardship & Pln Div	1,445,738	1,460,303	11,210,519	8,814,355
Safe Clean Water Implementation	49,400	—	—	—
Total *	31,913,221	36,786,108	47,484,824	46,648,992

* Totals include intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Watershed Stewardship & Planning Division - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	82	82	82	82

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2023-24 Proposed Plan
Community Projects Review					
	Salaries & Benefits	3,491,792	4,272,149	4,207,224	4,503,046
	Services & Supplies	173,435	224,723	374,182	175,616
	Intra District Charges	1,984,653	2,576,252	2,703,879	2,840,850
Community Projects Review Total		5,649,879	7,073,125	7,285,286	7,519,512
Environmental Mitigation & Monitoring					
	Salaries & Benefits	2,767,640	3,167,317	3,197,254	3,582,614
	Services & Supplies	2,355,998	3,774,300	2,885,800	3,699,834
	Intra District Charges	1,553,632	1,929,822	2,042,810	2,245,149
Environmental Mitigation & Monitoring Total		6,677,270	8,871,439	8,125,865	9,527,597
Environmental Planning					
	Salaries & Benefits	2,002,848	2,052,344	2,336,892	2,648,996
	Services & Supplies	1,836,853	2,681,450	2,451,450	2,318,362
	Intra District Charges	1,175,819	1,284,670	1,515,538	1,682,030
Environmental Planning Total		5,015,521	6,018,464	6,303,880	6,649,388
Environmental Planning #1					
	Services & Supplies	137,378	–	–	–
Environmental Planning #1 Total		137,378	–	–	–
Hydrology, Hydraulics & Geomor					
	Salaries & Benefits	2,666,493	2,964,858	3,099,546	3,344,317
	Services & Supplies	1,030,211	1,039,718	1,126,500	1,137,400
	Intra District Charges	1,515,177	1,850,551	2,006,420	2,129,519
Hydrology, Hydraulics & Geomor Total		5,211,880	5,855,128	6,232,466	6,611,236
Office of Watersheds Stewardship & Pln Div					
	Salaries & Benefits	908,782	900,821	1,997,376	2,099,501
	Services & Supplies	13,528	–	266,400	361,000
	Intra District Charges	523,428	559,482	1,304,590	1,345,108
Office of Watersheds Stewardship & Pln Div Total		1,445,738	1,460,303	3,568,366	3,805,609
Safe Clean Water Implementation					
	Services & Supplies	49,400	–	–	–
Safe Clean Water Implementation Total		49,400	–	–	–
Operations Total *		24,187,067	29,278,458	31,515,862	34,113,342

Division Summaries

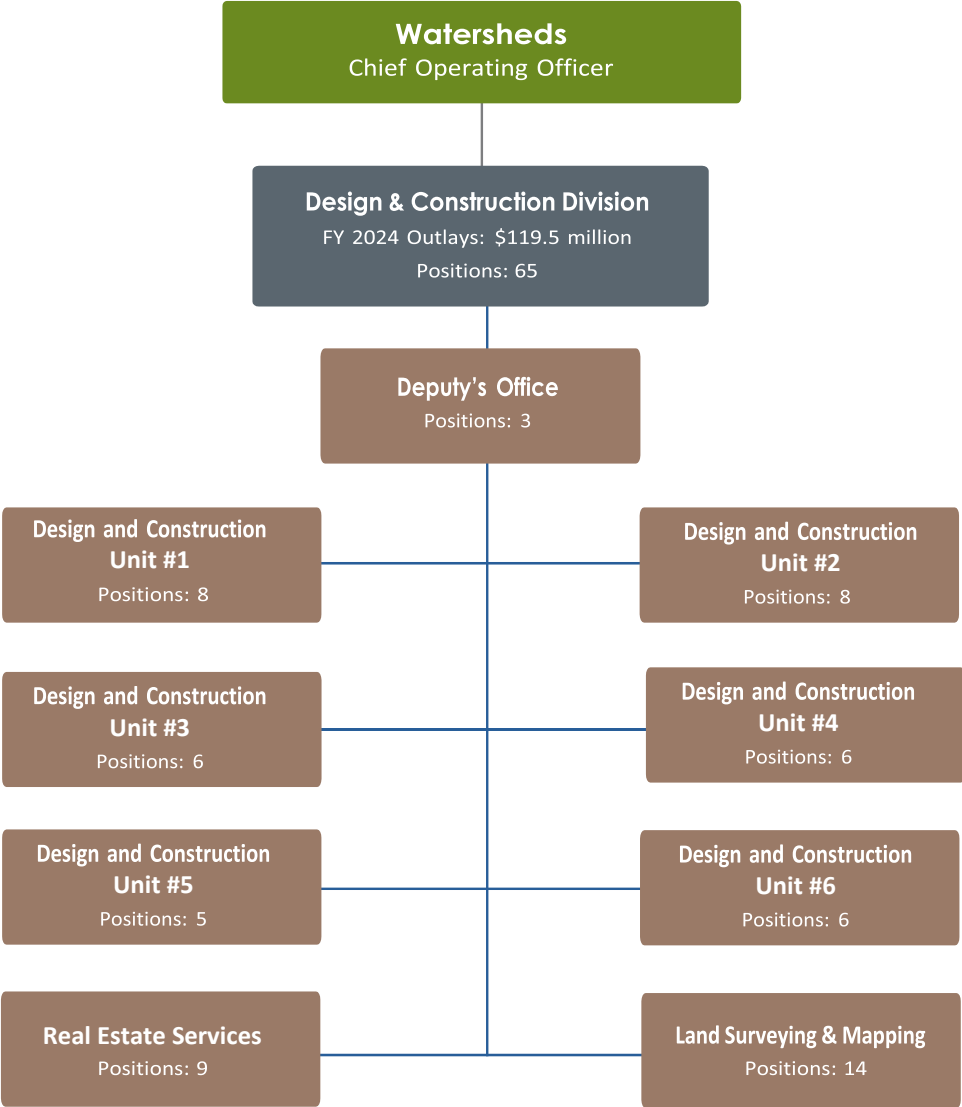
Capital Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Community Projects Review					
	Salaries & Benefits	148,273	50,945	64,438	44,874
	Services & Supplies	7,438	–	330,000	–
	Intra District Charges	84,809	30,786	41,447	28,298
Community Projects Review Total		240,519	81,730	435,885	73,173
Environmental Mitigation & Monitoring					
	Salaries & Benefits	2,023,965	1,844,926	2,025,234	1,930,891
	Services & Supplies	76,360	115,000	45,500	30,000
	Intra District Charges	1,162,732	1,144,099	1,312,523	1,226,431
Environmental Mitigation & Monitoring Total		3,263,057	3,104,025	3,383,257	3,187,322
Environmental Planning					
	Salaries & Benefits	2,056,347	2,332,644	2,327,208	2,301,522
	Services & Supplies	131,974	200,407	250,675	150,000
	Intra District Charges	1,225,871	1,472,218	1,520,860	1,471,552
Environmental Planning Total		3,414,192	4,005,269	4,098,743	3,923,075
Environmental Planning #1					
	Services & Supplies	44	–	–	–
Environmental Planning #1 Total		44	–	–	–
Hydrology, Hydraulics & Geomor					
	Salaries & Benefits	467,855	192,757	244,464	206,730
	Services & Supplies	64,202	–	–	–
	Intra District Charges	276,284	123,869	164,459	136,604
Hydrology, Hydraulics & Geomor Total		808,341	316,626	408,924	343,334
Office of Watersheds Stewardship & Pln Div					
	Salaries & Benefits	–	–	851,347	930,353
	Services & Supplies	–	–	6,232,727	3,480,127
	Intra District Charges	–	–	558,079	598,267
Office of Watersheds Stewardship & Pln Div Total		–	–	7,642,153	5,008,747
Capital Total *		7,726,154	7,507,650	15,968,962	12,535,651
Division Total *		31,913,221	36,786,108	47,484,824	46,648,992

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Watershed Design & Construction Division



Legend	
<div></div>	Chief Operating Officer
<div></div>	Division
<div></div>	Department (Unit)

Division Summaries

Division Description and Objectives

The Watersheds Design and Construction Division designs and constructs capital projects related to Watersheds operations. This includes delivery of projects in Valley Water's rolling 5-year Capital Improvement Program (CIP) and Safe, Clean Water and Natural Flood Protection Program. The objectives of the Division are to provide natural flood protection for residents, businesses, and visitors; and to protect and restore creek, bay, and other aquatic ecosystems. This Division also provides organization-wide support services for Surveying and Real Estate needs.

Design & Construction Units #1 - 6

The Division has six units responsible for design and construction of various watershed and water resource stewardship capital projects, with two of the units (Design & Construction Unit #5 & #6) providing additional planning support and repair work on existing watersheds facilities.

Design and Construction Units #1-4 have responsibility for a number of capital projects including, but not limited to,

Design:

- Completed construction of the Lower Berryessa Creek Flood Protection Project – Phase 2, Able Street to East Calaveras Boulevard.
- Upper Llagas Creek Flood Protection Project
- Coyote Percolation Dam Replacement
- Upper Guadalupe River Flood Protection Project
- San Francisquito Creek Flood Protection Project
- Coyote Creek Flood Protection Project

Construction:

- San Francisco Bay Shoreline, Phase 1, Reaches 1-3
- Upper Llagas Creek Flood Protection Project, Phase 2A
- Hale Creek Enhancement Pilot Study
- Bolsa Road Fish Passage Enhancement
- Coyote Creek Flood Management Measures
- Lower Berryessa Creek Flood Protection Project

Design and Construction Unit #5 is responsible for implementation of the Watersheds Asset Rehabilitation Program (WARP) projects which includes repair and rehabilitation of several segments of levees and flood walls along Calabazas Creek, Guadalupe River, Permanente Creek, and Coyote Creek. Projects are identified and prioritized annually by the Operations and Maintenance (O&M) engineering staff that identify rehabilitation needs that are beyond the every day maintenance capability of O&M staff and require development of engineering designs to restore damaged sections.

Design and Construction Unit #6 is responsible for the planning and design of several projects including: Guadalupe River – Tasman to I-880; Lower Llagas Creek Capacity Restoration; Evelyn Fish Passage; and the South San Francisco Bay Shoreline Project, Phases II and III effort along the Santa Clara County shoreline.

Land Surveying & Mapping

The Land Surveying and Mapping unit is responsible for professional land surveying and mapping services in support of planning, design, construction, and maintenance of Valley Water facilities. This is accomplished by accurately locating existing and proposed Valley Water facilities, providing graphical representations of land features, boundaries, and fixed works, and complying with applicable state and local laws and ordinances.

Division Summaries

Real Estate Services

The Real Estate Services unit is responsible for real estate services such as buying and selling property, managing the residential and non-residential leasing and licensing program, negotiations, appraisal, title, and relocation services. The unit also provides administrative support of Real Estate services including database input, maintenance, and reporting.

FY 2023 Accomplishments

- Completed construction of the Lower Berryessa Creek Flood Protection Project – Phase 2, Able Street to East Calaveras Boulevard.
- Completed 3-year plant establishment period for the Lower Berryessa Creek Flood Protection Project – Phase 1 and 2,, Lower Penitencia Creek confluence to East Calaveras Boulevard.
- Completed construction of the Permanente Creek Flood Protection Project – Floodwall Retrofit.
- Continued 3-year plant establishment period for the Upper Llagas Creek Flood Protection – Phase 1.
- Continued construction of Lower Penitencia Creek Improvements Project.
- Continued construction for Phase 1, EIA 11, of the South San Francisco Bay Shoreline Project.
- Continued construction of Upper Llagas Creek Flood Protection – Phase 2A.
- Continued construction for the Lower Calera Creek Flood Protection Project.
- Completed construction of the Hale Creek Enhancement Pilot Project.
- Began design of the Palo Alto Tide Gate, Phase 1 Rehabilitation Project.
- Continued design of the Coyote Creek Flood Protection Project.
- Completed design for the Sunnyvale East-West Flood Protection Project.
- Completed design for the Upper Llagas Creek Flood Protection – Phase 2B.
- Completed design and began construction of the Coyote Creek Flood Management Measures Project.
- Completed design and began construction of the Coyote Percolation Dam Replacement Project.
- Completed construction of Piedmont Creek Concrete Repair Project.
- Completed designs for the Calabazas Creek Bank Repair and Guadalupe River Bank Repair projects under the Watersheds Asset Rehabilitation Program (WARP).

FY 2024 Milestones

- Complete Design of Sunnyvale East and West Channels Flood Protection Project.
- Complete Design of Coyote Creek Flood Protection Project.
- Complete construction of the Coyote Percolation Dam Replacement Project.
- Complete construction of the Bolsa Road Fish Passage Improvements Project.
- Complete construction of the Lower Calera Creek Project.
- Complete construction of Lower Penitencia Creek Improvements Project.
- Complete construction of the Upper Llagas Creek Flood Protection Project, Phase 2A.
- Secure NRCS grant funding and begin construction of the Upper Llagas Creek Flood Protection Phase 2B.
- Continue Construction of South San Francisco Bay Shoreline Protection Phase I, Reaches 1-3.
- Complete design of the Coyote Creek Flood Protection Project.
- Complete design of the Palo Alto Tide Gate Rehabilitation, Phase 1 Project.
- Complete planning of the Guadalupe River – Tasman to I-880 Project.
- Begin design of Upper Penitencia Creek Project.
- Complete construction of Guadalupe River Erosion Repair Project under WARP.
- Complete construction of Coyote Creek Rodent Levee Repair Project under WARP.
- Complete design of Hale Creek and Permanente Creek U-frame Wall Repair Projects under WARP.

Division Summaries

- Complete design of Coyote Creek Erosion Repair at Julian and San Jose High School under WARP.
- Complete design of Guadalupe River Erosion Repair at San Carlos Street under WARP.
- Complete design of Channel Widening, Top of Bank Improvements, and Pope-Chaucer Bridge Replacement at San Francisquito Creek.

FY 2025 Milestones

- Begin design of Guadalupe River – Tasman to I-880 Project.
- Begin construction on Phase 1 of Sunnyvale East and West Channels Flood Protection Project.
- Continue construction of Upper Llagas Creek Flood Protection – Phase 2B.
- Complete construction of the South San Francisco Bay Shoreline Project – Phase 1, Reaches 1-3 levees.
- Complete construction for Coyote Creek Flood Management Measures Project, as part of the Andreson Dam FOCP.
- Complete design phase and begin construction of Coyote Creek Flood Protection Project.
- Complete construction of Guadalupe River Erosion at San Carlos Street under WARP.
- Complete construction of Hale Creek and Permanente Creek U-frame Wall Repair Projects under WARP.
- Complete construction of Coyote Creek Erosion Repair at Julian and San Jose High School under WARP.

Budget Issues and Constraints

- Price escalation on projects due to economic uncertainty of material and labor availability will continue to impact project budgets and available funding.
- Projects involving multiple project partners at Federal and Local level will continue to require significant engagement requiring significant time and resource investments.
- Availability of outside funding sources such as grants and subventions will need continued focused efforts.
- Timely receipt of permits from environmental regulatory agencies continues to be a challenge.
- Environmental permit requirements will require strategic negotiations and engagement to ensure permit conditions do not impose undue burden on projects and on Valley Water resulting in long term O&M liabilities.
- Limited Right-of-Way along project corridors and real estate acquisitions costs are increasing significantly.

Division Summaries

Watershed Design & Construction Division — Budget Summary

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Project Type (Category)				
Operations	6,396,757	7,424,723	5,701,380	6,680,707
Operating Project	603,515	1,337,990	244,689	111,751
Capital	117,328,556	122,990,302	113,563,153	154,915,772
Total *	124,328,828	131,753,015	119,509,222	161,708,229

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Department (Unit)				
Design & Construction Unit #1	10,481,420	8,088,648	61,919,511	71,078,049
Design & Construction Unit #2	25,159,358	831,153	13,771,900	3,099,050
Design & Construction Unit #3	34,568,431	55,065,174	19,043,975	65,543,218
Design & Construction Unit #4	27,927,986	45,930,099	2,367,541	1,805,071
Design & Construction Unit #5	11,414,485	6,133,841	6,612,306	2,096,463
Design & Construction Unit #6	4,948,284	4,736,162	4,333,295	6,343,741
Land Surveying & Mapping	5,477,729	5,471,699	5,672,324	5,799,884
Office of WS Design&Const Div	558,970	785,932	1,401,363	1,516,208
Real Estate Services	3,792,165	4,710,307	4,387,006	4,426,546
Total *	124,328,828	131,753,015	119,509,222	161,708,229

* Totals include intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Watershed Design & Construction Division - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	66	66	65	65

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2023-24 Proposed Plan
Design & Construction Unit #1					
	Salaries & Benefits	13,128	3,333	3,845	4,114
	Services & Supplies	10,416	3,600	3,600	–
	Intra District Charges	1,183	2,081	2,515	2,644
Design & Construction Unit #1 Total		24,728	9,014	9,961	6,758
Design & Construction Unit #2					
	Salaries & Benefits	10,544	–	–	2,112
	Services & Supplies	3,600	–	–	–
	Intra District Charges	1,076	–	–	1,322
Design & Construction Unit #2 Total		15,221	–	–	3,434
Design & Construction Unit #3					
	Salaries & Benefits	13,521	10,410	7,541	7,994
	Services & Supplies	1,275	2,000	2,000	2,000
	Intra District Charges	2,918	3,473	2,652	2,730
Design & Construction Unit #3 Total		17,714	15,884	12,192	12,725
Design & Construction Unit #4					
	Salaries & Benefits	23,549	3,853	5,019	5,307
	Services & Supplies	44,627	600	600	600
	Intra District Charges	4,055	2,326	3,200	3,314
Design & Construction Unit #4 Total		72,231	6,779	8,819	9,221
Design & Construction Unit #5					
	Salaries & Benefits	36,016	12,287	13,139	13,775
	Services & Supplies	14,647	500	–	–
	Intra District Charges	14,259	7,523	8,135	8,343
Design & Construction Unit #5 Total		64,923	20,310	21,273	22,118
Design & Construction Unit #6					
	Salaries & Benefits	1,182,223	1,720,440	227,153	283,823
	Services & Supplies	273,884	1,312,400	–	–
	Intra District Charges	689,652	1,067,739	145,573	179,564
Design & Construction Unit #6 Total		2,145,759	4,100,579	372,726	463,386
Land Surveying & Mapping					
	Salaries & Benefits	1,105,037	1,149,687	1,181,191	1,389,370
	Services & Supplies	188,377	221,500	224,500	52,000
	Intra District Charges	632,176	738,152	785,680	911,291
Land Surveying & Mapping Total		1,925,590	2,109,338	2,191,371	2,352,661
Office of WS Design&Const Div					
	Salaries & Benefits	64,827	–	–	–
	Services & Supplies	60	–	–	–
	Intra District Charges	29,381	–	–	–
Office of WS Design&Const Div Total		94,268	–	–	–

Division Summaries

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2023-24 Proposed Plan
Real Estate Services					
	Salaries & Benefits	1,061,940	1,079,433	1,357,151	1,802,042
	Services & Supplies	966,873	776,800	1,101,778	989,371
	Intra District Charges	611,026	644,576	870,798	1,130,742
Real Estate Services Total		2,639,839	2,500,809	3,329,727	3,922,155
Operations Total *		7,000,272	8,762,713	5,946,069	6,792,457

Division Summaries

Capital Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Design & Construction Unit #1					
	Salaries & Benefits	1,500,632	1,682,989	1,916,989	2,049,699
	Services & Supplies	8,082,881	5,370,385	58,737,710	67,703,396
	Intra District Charges	873,179	1,026,260	1,254,852	1,318,196
Design & Construction Unit #1 Total		10,456,692	8,079,635	61,909,550	71,071,291
Design & Construction Unit #2					
	Salaries & Benefits	1,721,551	1,727,390	1,973,328	2,093,006
	Services & Supplies	22,445,839	(1,933,876)	10,538,955	(308,418)
	Intra District Charges	976,747	1,037,639	1,259,617	1,311,028
Design & Construction Unit #2 Total		25,144,137	831,154	13,771,900	3,095,616
Design & Construction Unit #3					
	Salaries & Benefits	1,715,521	1,903,155	1,469,697	1,564,223
	Services & Supplies	31,828,539	51,968,354	16,578,639	62,940,580
	Intra District Charges	1,006,658	1,177,782	983,447	1,025,690
Design & Construction Unit #3 Total		34,550,717	55,049,290	19,031,783	65,530,493
Design & Construction Unit #4					
	Salaries & Benefits	1,919,046	2,330,661	1,499,582	1,592,937
	Services & Supplies	24,852,611	42,184,389	(97,141)	(792,131)
	Intra District Charges	1,084,098	1,408,271	956,280	995,044
Design & Construction Unit #4 Total		27,855,755	45,923,320	2,358,722	1,795,850
Design & Construction Unit #5					
	Salaries & Benefits	1,473,741	1,515,887	1,442,075	1,519,283
	Services & Supplies	9,020,902	3,669,328	4,256,148	(365,030)
	Intra District Charges	854,920	928,315	892,810	920,090
Design & Construction Unit #5 Total		11,349,562	6,113,530	6,591,033	2,074,344
Design & Construction Unit #6					
	Salaries & Benefits	1,564,719	1,074,288	1,272,411	1,319,396
	Services & Supplies	302,230	(1,108,037)	1,842,130	3,695,880
	Intra District Charges	935,576	669,332	846,028	865,078
Design & Construction Unit #6 Total		2,802,525	635,583	3,960,569	5,880,354
Land Surveying & Mapping					
	Salaries & Benefits	1,936,805	1,743,541	1,793,050	1,754,516
	Services & Supplies	417,394	475,500	476,000	532,500
	Intra District Charges	1,197,939	1,143,320	1,211,903	1,160,208
Land Surveying & Mapping Total		3,552,138	3,362,361	3,480,953	3,447,224
Office of WS Design&Const Div					
	Salaries & Benefits	305,264	500,009	879,605	955,706
	Services & Supplies	5,963	5,080	6,580	6,580
	Intra District Charges	153,475	280,843	515,178	553,923
Office of WS Design&Const Div Total		464,702	785,932	1,401,363	1,516,208

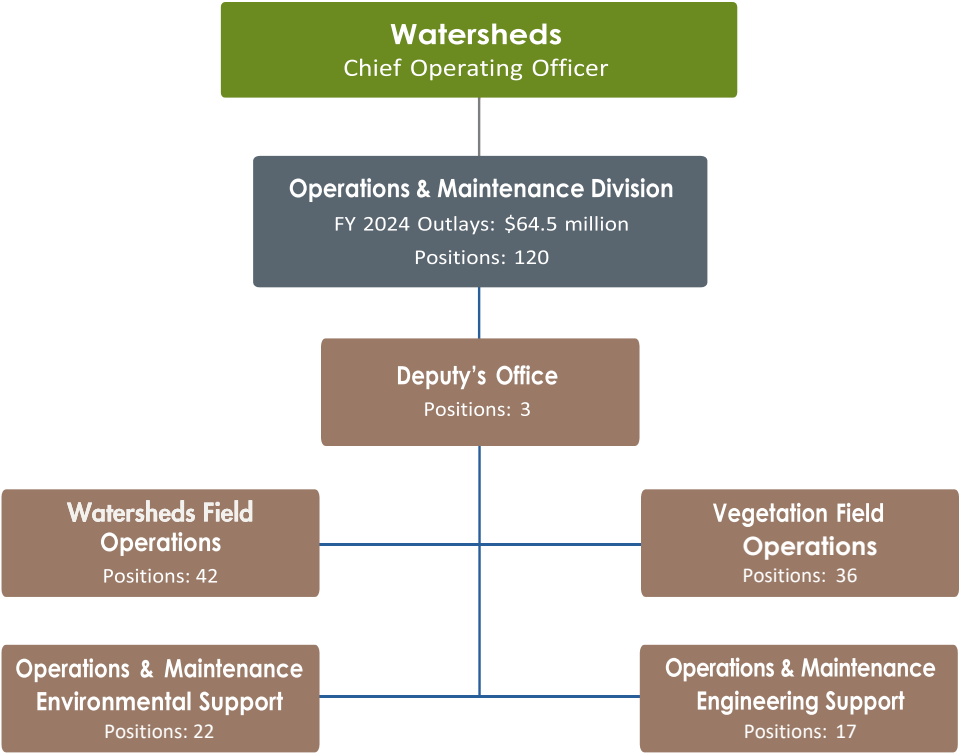
Division Summaries

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Real Estate Services					
	Salaries & Benefits	702,717	898,929	621,427	287,223
	Services & Supplies	37,625	769,600	35,700	35,700
	Intra District Charges	411,984	540,969	400,152	181,469
Real Estate Services Total		1,152,326	2,209,498	1,057,280	504,391
Capital Total *		117,328,556	122,990,302	113,563,153	154,915,772
Division Total *		124,328,828	131,753,015	119,509,222	161,708,229

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Watershed Operations & Maintenance Division



Legend	
<div></div>	Chief Operating Officer
<div></div>	Division
<div></div>	Department (Unit)

Division Summaries

Division Description and Objectives

The Watersheds Operations and Maintenance Division is composed of four units that provide field maintenance, engineering support, vegetation management, and environmental services management for Water Utility Facilities and the Stream Maintenance Program (SMP) in the Lower Peninsula, West Valley, Guadalupe, Coyote, and Uvas/Llagas watersheds. The Office of Watersheds Operations and Maintenance provides administrative leadership and support for the four units that comprise the Division. The Division objective is to ensure that maintenance work is performed in accordance with regulatory permits and maintenance guidelines and is coordinated and consistent throughout the Division.

Watershed Field Operations

The Watersheds Field Operations unit is responsible for coordination and management of field construction and routine maintenance activities on Water Utility and Watersheds facilities, budget development, coordination of emergency response services, and monitoring of safety procedures. The unit ensures that work is performed efficiently, effectively, with minimal environmental impact, and with the highest regard for the safety of the public and staff.

Vegetation Field Operations

The Vegetation Field Operations Department is responsible for the budget development, coordination, and management of integrated vegetation management programs, riparian planting and invasive plant management mitigation projects, hazard tree program and the sandbag program in the Lower Peninsula, West Valley, Guadalupe, Coyote, and Uvas/Llagas Watersheds including capital projects and water utility sites.

Operations & Maintenance Environmental Support

The Operations and Maintenance Environmental Support unit provides environmental and logistics support to Valley Water operations and maintenance (O&M) activities in both Watersheds and Water Utility Enterprise. The unit supports the Stream Maintenance Program, Hazard Tree Program, Dam Maintenance Program, and Pipeline Maintenance Program, as well as numerous other O&M activities that occur outside these major programs. Environmental support includes preparation of California Environmental Quality Act (CEQA) analysis, permitting, and mitigation monitoring and reporting. Logistics support includes implementation of the Equipment Material and Labor program, as well as delivery of Valley Water-wide services such as sediment and water quality sampling/testing, rodent control, archeological consulting, and landfill disposal.

Operations & Maintenance Engineering Support

The Watersheds Operations and Maintenance Engineering Support unit is responsible for conducting creek and levee inspections, preparing work orders, and providing engineering support for operations and maintenance activities for streams, levees, and other watersheds assets within Santa Clara County over which Valley Water has responsibility. This work supports the flood protection and watershed stewardship components of Valley Water's mission.

FY 2023 Accomplishments

Watersheds Field Operations

- 9 sediment removal projects (9,965 total cubic yards removed).
- 4,247 linear feet of erosion repaired.
- 772 cubic yards of trash removed through the Good Neighbor Maintenance program.
- 2,509 cubic yards of debris removal.
- 670.46 tons of trash and debris removed under Good Neighbor Encampment Cleanup.
- 2,109.18 acres managed under Good Neighbor Encampment Cleanup.

Division Summaries

Vegetation Field Operations

- 64.85 Acres of mitigation site maintenance.
- 1913.63 Acres of upland access maintenance: weed abatement, access pruning, upland herbicide.
- 1182.09 Acres of instream vegetation removal for flow conveyance: hand removal and aquatic herbicide.
- 125.19 Acres of invasive plant management.
- 101 trees 6 - 12" in diameter removed.
- 13 hazard trees removed.
- 50,000 sandbags made.

Operations & Maintenance Environmental Support

- Completed and submitted the Notice of Proposed Work (NPW) for the Stream Maintenance Program (SMP) to regulatory agencies by April 15th.
- Completed and submitted the Annual Summary Report (ASR) for the SMP to regulatory agencies by January 31st.
- Completed biological assessments and clearances for +1000 operations and maintenance work orders.
- Completion of CEQA Notice of Preparation (NOP) for SMP permit renewal process.
- Submitted permit extensions for SMP2 through Dec 2026.
- Obtained 401 certification permit extension of Central California Coast Region Water Quality Control Board for SMP2.

Operations and Maintenance Engineering Support

Operational

- Provided engineering support and construction oversight for 2022 Stream Maintenance Program (SMP) bank protection, levee maintenance, and sediment removal projects.
- Submitted annual inspection reports to U.S. Army Corps of Engineers for Guadalupe River, Coyote Creek, and Uvas Creek Flood Protection Projects.
- Submitted annual inspection report to Natural Resources Conservation Service for Lower Llagas Creek Flood Protection Project (PL-566).
- Continued to update and develop stream maintenance guidelines.
- Conducted creek and levee inspections.
- Was proactive prior to, during, and following winter storm events and emergency operations activations, providing inspection, engineering, and Field Information Team (FIT)-related support.

Strategic:

- Continued to work with O&M Division and Watersheds Design and Construction on O&M cost estimates for flood protection capital projects being turned over to Watersheds O&M to better inform long-term operations cost forecast for division.
- Continued to work with O&M Division and Watersheds Design and Construction on O&M cost estimates for flood protection capital projects being turned over to Watersheds O&M to better inform long-term operations cost forecast for division.
- Continued strategic planning as part of Safe, Clean Water Project F8.
- Continued to make progress on addressing unit's identified opportunities for improvement.

FY 2024 Milestones

Watersheds Field Operations

- Perform sediment removal activities to maintain completed flood protection projects for flow conveyance.
- Manage 300 acres annually to clean up trash, debris, and hazardous pollutants generated from encampments and to reduce the amount of these pollutants entering streams.
- Participate in cost-share programs with local agencies for services related to encampment cleanups.

Division Summaries

- Clean up identified trash and graffiti hot spots at approximately 80 sites four times per year.
- Respond to litter and graffiti requests within five working days.

Vegetation Field Operations

- Manage at least 300 acres of mitigation sites.
- Perform instream vegetation control activities to maintain completed flood protection projects for flow conveyance.
- Manage 2,970 acres of upland vegetation for fire code compliance and maintenance access.
- Manage at least 200 acres of invasive plant management mitigation sites.
- Hazard tree removals to protect people and property.
- 40,000 filled sandbags stocked by Nov. 30 annually.

Operations & Maintenance Environmental Support

- Complete and submit the Notice of Proposed Work (NPW) for the Stream Maintenance Program (SMP) to regulatory agencies by April 15th.
- Complete and submit Annual Summary Report (ASR) by January 31st.
- Submit required regulatory reports in a timely manner, conduct internal training, participate in multi-agency meetings, and administer and renew multi-agency permits.
- Develop and update contracts specifications and terms and conditions to ensure contracts for subsequent fiscal year are in place on time for Watershed Field Operation needs.
- Continue SMP-3 planning and analysis (Public Draft SMP-3 Manual and Draft EIR).
- Scope and develop county-wide invasive plant management program (IIPMP).
- Obtain SMP2 permit extensions for remaining regulatory agencies (Army Corp of Engineers, and California Department of Fish and Wildlife) for coverage through Dec 2026.
- Participate in Valley Habitat Plan reopener to include coverage for SMP activities and areas.

Operations and Maintenance Engineering Support

- For U.S. Army Corps of Engineers (USACE)-constructed reaches of Guadalupe River, Coyote Creek, and Uvas Creek: (a) Conduct semi-annual inspections by November 1 and May 30; (b) Prepare and submit annual inspection reports to USACE by August 1.
- For Natural Resources Conservation Service (NRCS)-constructed reaches of Lower Llagas Creek Flood Protection Project (PL-566): (a) Conduct annual inspections; (b) Prepare and submit annual inspection reports to NRCS.
- Conduct inspections of creeks and levees (ongoing).
- Research and respond to customer requests via Access Valley Water (AVW) communications system (ongoing).
- Prepare work orders for corrective and preventive stream maintenance activities (ongoing).
- Engineering support for SMP projects: (a) Prepare necessary information to ensure SMP annual Notice of Proposed Work occurs by April 15; (b) Provide engineering and construction support for SMP bank protection, sediment removal, vegetation management, and levee maintenance projects (generally between June 15 and October 15); (c) Prepare necessary information to ensure SMP Annual Summary Report occurs by January 31.
- Continue updates and development of stream maintenance guidelines by December 2023.

FY 2025 Milestones

Watersheds Field Operations

- Perform sediment removal activities to maintain completed flood protection projects for flow conveyance.
- Manage 300 acres annually to clean up trash, debris, and hazardous pollutants generated from encampments and to reduce the amount of these pollutants entering streams.
- Participate in cost-share programs with local agencies for services related to encampment cleanups.

Division Summaries

- Clean up identified trash and graffiti hotspots at approximately 80 sites four times per year.
- Respond to litter and graffiti requests within five working days.
- Provide funding to implement public art projects on Valley Water property and infrastructure over the next 15 years.

Vegetation Field Operations

- Manage at least 300 acres of mitigation sites.
- Perform instream vegetation control activities to maintain completed flood protection projects for flow conveyance.
- Manage 2,970 acres of upland vegetation for fire code compliance and maintenance access.
- Manage at least 200 acres of invasive plant management mitigation sites.
- Hazard tree removals to protect people and property.

Operations & Maintenance Environmental Support

- Complete and submit Notice of Proposed Work (NPW) by April 15th.
- Complete and submit Annual Summary Report (ASR) by January 31st.
- Complete Final Invasive Plant Management Program (IIPMP) Manual by end of calendar year 2024.
- Complete Invasive Plant Management Program (IIPMP) final administrative final EIR and MMRP by end of FY 2025.
- Complete inclusion of SMP3 into Valley Habitat Plan planned by end of FY 2025.
- Finalize SMP3 Manual and Final EIR by end of FY 2025.

Operations and Maintenance Engineering Support

- For U.S. Army Corps of Engineers (USACE)-constructed reaches of Guadalupe River, Coyote Creek, and Uvas Creek:
- Conduct semi-annual inspections by November 1 and May 30; (b) Prepare and submit annual inspection reports to USACE by August 1.
- For Natural Resources Conservation Service (NRCS)-constructed reaches of Lower Llagas Creek Flood Protection Project (PL-566):
- (a) Conduct annual inspections; (b) Prepare and submit annual inspection reports to NRCS.
- Conduct inspections of creeks and levees (ongoing).
- Research and respond to customer requests via Access Valley Water (AVW) communications system (ongoing).
- Prepare work orders for corrective and preventive stream maintenance activities (ongoing).
- Engineering support for SMP projects: (a) Prepare necessary information to ensure SMP annual Notice of Proposed Work occurs by April 15; (b) Provide engineering and construction support for SMP bank protection, sediment removal, vegetation management, and levee maintenance projects (generally between June 15 and October 15); (c) Prepare necessary information to ensure SMP Annual Summary Report occurs by January 31.

Budget Issues and Constraints

- The extent of maintenance work completed annually is constrained by staff resources, funding, and regulatory permit requirements.
- Increased amounts of encampments in the waterways are impacting encampment cleanup workload and this is inhibiting creek and levee inspections in certain areas.

Division Summaries

Watershed Operations & Maintenance Division — Budget Summary

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Project Type (Category)				
Operations	48,629,524	57,858,314	61,453,972	69,871,443
Operating Project	1,695,962	2,000,995	2,083,121	1,456,698
Capital	1,111,560	744,150	1,007,740	721,885
Total *	51,437,046	60,603,459	64,544,832	72,050,025

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Department (Unit)				
Office of Watershed O&M Division	993,360	1,205,527	1,303,138	1,391,618
Operations & Maintenance Engineering Support	6,397,819	6,814,863	7,430,955	8,532,623
Operations & Maintenance Environmental Support	8,370,461	10,163,167	11,486,391	16,637,857
Vegetation Field Operations	15,681,405	18,733,942	18,669,952	19,620,900
Watersheds Field Operations	19,994,001	23,685,960	25,654,396	25,867,028
Total *	51,437,046	60,603,459	64,544,832	72,050,025

* Totals include intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Watershed Operations & Maintenance Division - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	112	115	120	120

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2023-24 Proposed Plan
Office of Watershed O&M Division					
	Salaries & Benefits	627,453	752,837	798,682	858,850
	Services & Supplies	4,880	3,375	3,375	3,375
	Intra District Charges	360,721	449,315	501,081	529,393
Office of Watershed O&M Division Total		993,054	1,205,527	1,303,138	1,391,618
Operations & Maintenance Engineering Support					
	Salaries & Benefits	3,394,204	3,411,981	3,830,893	4,098,804
	Services & Supplies	992,979	1,130,000	1,040,000	1,770,000
	Intra District Charges	1,980,490	2,167,576	2,523,689	2,651,883
Operations & Maintenance Engineering Support Total		6,367,673	6,709,557	7,394,582	8,520,687
Operations & Maintenance Environmental Support					
	Salaries & Benefits	4,204,888	4,477,984	4,833,982	5,233,374
	Services & Supplies	1,114,586	2,564,000	2,936,500	7,630,500
	Intra District Charges	2,462,554	2,805,993	3,177,198	3,376,663
Operations & Maintenance Environmental Support		7,782,028	9,847,977	10,947,680	16,240,537
Vegetation Field Operations					
	Salaries & Benefits	6,043,729	7,245,096	7,418,881	7,937,161
	Services & Supplies	5,261,514	6,254,700	5,747,500	5,952,722
	Intra District Charges	4,092,448	5,065,497	5,329,646	5,617,364
Vegetation Field Operations Total		15,397,691	18,565,292	18,496,027	19,507,246
Watersheds Field Operations					
	Salaries & Benefits	7,164,752	7,864,987	8,371,354	8,913,806
	Services & Supplies	7,055,613	8,923,500	10,028,500	9,386,000
	Intra District Charges	5,564,675	6,742,469	6,995,812	7,368,245
Watersheds Field Operations Total		19,785,040	23,530,956	25,395,666	25,668,051
Operations Total *		50,325,485	59,859,309	63,537,093	71,328,140

Division Summaries

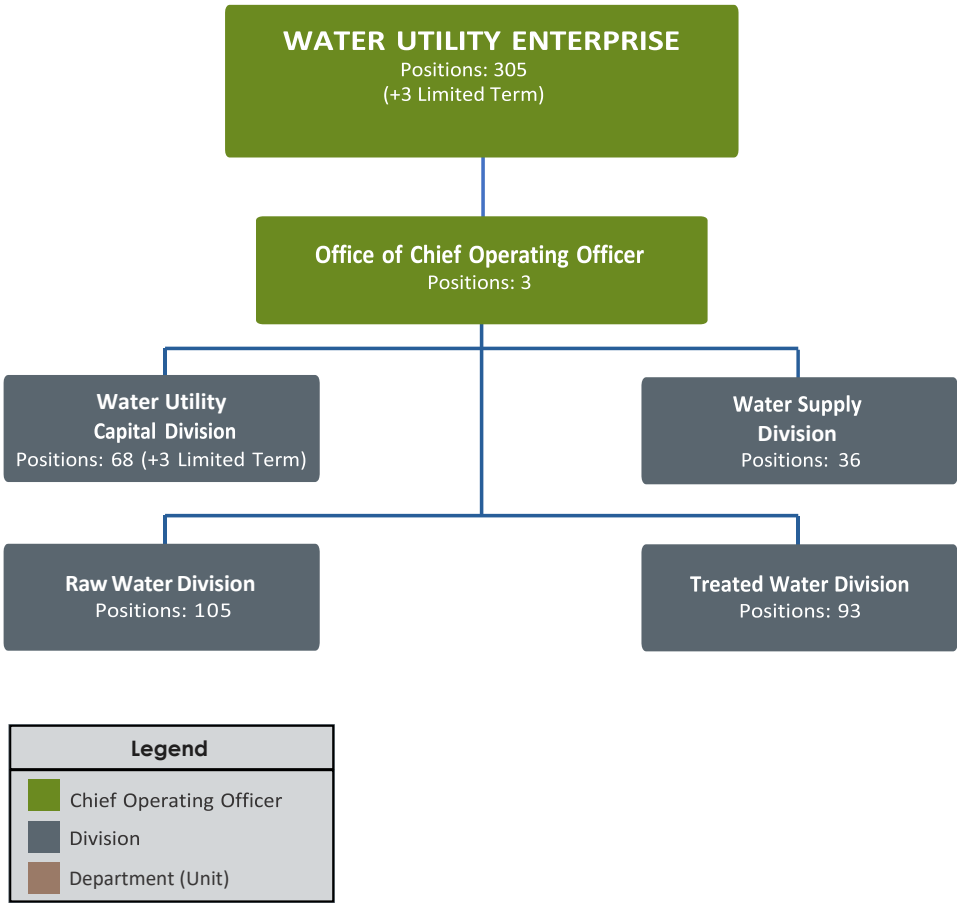
Capital Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Offc of Watershed O&M Division					
	Services & Supplies	306	–	–	–
Offc of Watershed O&M Division Total		306	–	–	–
Operations & Maintenance Engineering Support					
	Salaries & Benefits	18,644	49,179	21,942	7,255
	Services & Supplies	550	25,000	–	–
	Intra District Charges	10,953	31,127	14,431	4,680
Operations & Maintenance Engineering Support Total		30,147	105,306	36,372	11,935
Operations & Maintenance Environmental Support					
	Salaries & Benefits	61,385	159,965	302,524	225,076
	Services & Supplies	489,514	54,750	36,000	26,000
	Intra District Charges	37,533	100,475	200,187	146,244
Operations & Maintenance Environmental Support		588,433	315,190	538,712	397,319
Vegetation Field Operations					
	Salaries & Benefits	117,337	78,206	80,665	65,292
	Services & Supplies	84,503	35,000	35,000	2,000
	Intra District Charges	81,874	55,444	58,261	46,362
Vegetation Field Operations Total		283,714	168,649	173,926	113,654
Watersheds Field Operations					
	Salaries & Benefits	112,002	35,550	90,275	96,310
	Services & Supplies	23,040	90,000	90,000	20,000
	Intra District Charges	73,919	29,454	78,455	82,667
Watersheds Field Operations Total		208,961	155,004	258,730	198,977
Capital Total *		1,111,560	744,150	1,007,740	721,885
Division Total *		51,437,046	60,603,459	64,544,832	72,050,025

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Water Utility

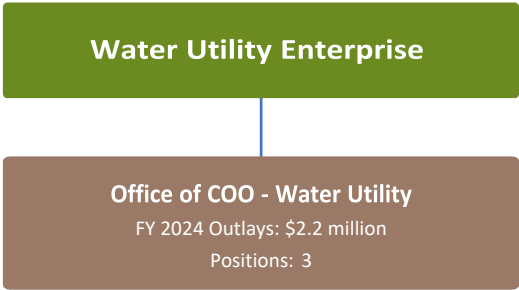


The Water Utility Enterprise is primarily responsible for carrying out the core services related to Ends Policy 2 - Valley Water provides a reliable, safe, and affordable water supply for current and future generations in all communities served.

Directed by the Chief Operating Officer, Valley Water’s Water Utility Enterprise (WUE) is comprised of four management divisions, each of which includes functional departments that carry out the work of the division and the enterprise.

Division Summaries

Office of COO Water Utility



Legend	
<div></div>	Chief Operating Officer
<div></div>	Department (Unit)

Division Description and Objectives

The Office of the Chief Operating Officer (COO) Water Utility oversees the Water Utility Capital, Water Supply, Raw Water, and Treated Water divisions. The Water Utility Enterprise (WUE) is primarily responsible for carrying out the core services related to Ends Policy 2 - Valley Water provides a reliable, safe, and affordable water supply for current and future generations in all communities served. The COO leads and manages the WUE to achieve the Board’s Ends Goals and Objectives. This includes providing WUE the leadership, staff, and funding to conduct the administrative nature of the WUE functions. In general, the COO office provides for management activities that promote communication, human resources development, budgeting, project efficiencies and process improvement, mentoring and recruitment, and supporting district-wide and special events/efforts that benefit the whole organization.

Division Summaries

Office of COO Water Utility — Budget Summary

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Project Type (Category)				
Operations	1,819,951	1,995,140	2,139,252	1,704,275
Capital	209,190	66,689	69,690	73,457
Total *	2,029,140	2,061,828	2,208,942	1,777,732

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Department (Unit)				
Office of COO Water Utility	2,029,140	2,061,828	2,208,942	1,777,732
Total *	2,029,140	2,061,828	2,208,942	1,777,732

* Totals includes intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Office of COO Water Utility - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	3	3	3	3

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2023-24 Proposed Plan
Office of COO Water Utility					
	Salaries & Benefits	947,995	929,347	996,288	1,072,343
	Services & Supplies	422,961	526,280	548,780	–
	Intra District Charges	448,994	539,513	594,184	631,932
Office of COO Water Utility Total		1,819,951	1,995,140	2,139,252	1,704,275
Operations Total *		1,819,951	1,995,140	2,139,252	1,704,275

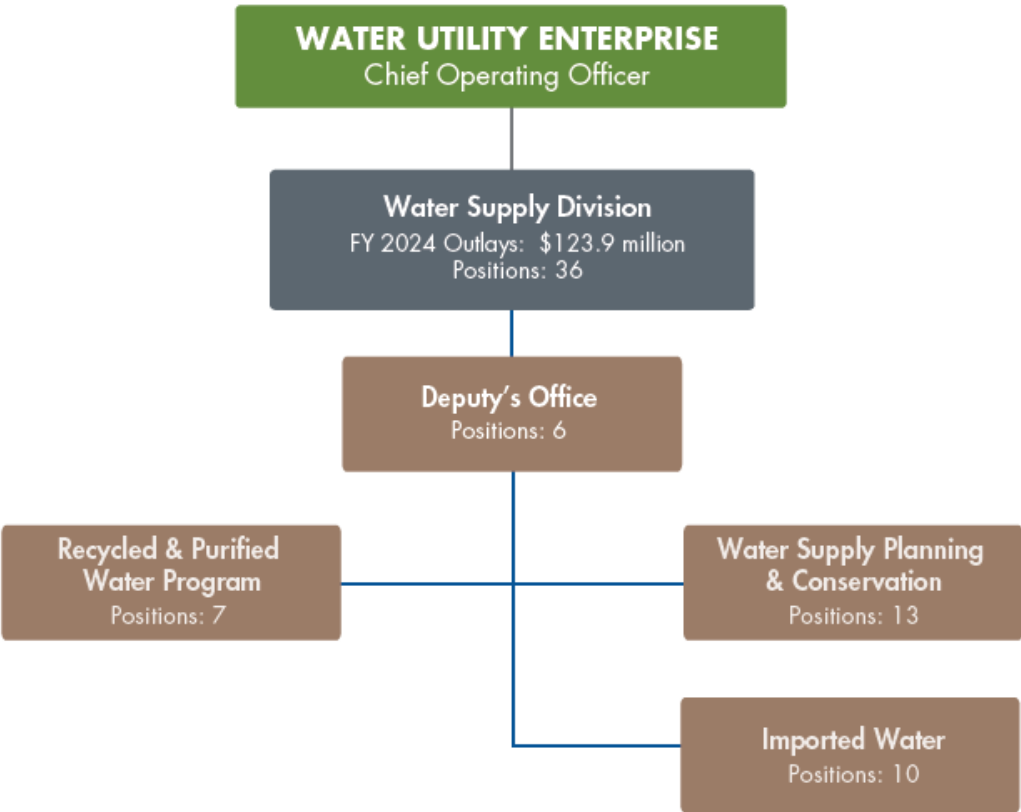
Capital Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Office of COO Water Utility					
	Salaries & Benefits	–	42,179	43,639	46,202
	Services & Supplies	209,190	–	–	–
	Intra District Charges	–	24,510	26,051	27,254
Office of COO Water Utility Total		209,190	66,689	69,690	73,457
Capital Total *		209,190	66,689	69,690	73,457
Division Total *		2,029,140	2,061,828	2,208,942	1,777,732

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Water Supply Division



Legend	
<div></div>	Chief Operating Officer
<div></div>	Division
<div></div>	Department (Unit)

Division Summaries

Division Description and Objectives

The Water Supply Division is responsible for identifying future water supply needs, managing imported water supplies, implementing water conservation and recycled water programs, and drought response planning. The Division is comprised of the Recycled & Purified Water, Imported Water, and Water Supply Planning & Conservation Units.

Recycled & Purified Water Program

The Recycled and Purified Water Unit supports expansion and development of recycled and purified water in Santa Clara County by collaborating, negotiating and executing long-term agreements with various partners; and through implementation of Countywide Water Reuse Master Plan (CoRe Plan) projects.

Imported Water Program

The Imported Water Unit protects, manages and develops Valley Water's imported water assets, including the Central Valley Project, State Water Project, groundwater banking, water transfer and exchanges; and potential regional water supply projects; and represents Valley Water interests in Bay-Delta policy and regulatory issues.

Water Supply Planning & Conservation

The Water Supply Planning & Conservation Unit supports Valley Water's mission by developing long-term water supply plans to ensure a reliable water supply, participating in various regional water supply planning efforts, and by implementing water conservation and demand management programs.

FY 2023 Accomplishments

- Completed Geotechnical site assessments for Palo Alto and San Jose for potential sites of Advanced Water Purification Facility (AWPF).
- Reviewed design elements for an advanced Reverse Osmosis facility (Local Desalting Plan) to be constructed in Palo Alto.
- Coordinated with private developers to extend recycled water pipeline in Gilroy as recommended in the 2015 South County Master Plan Update.
- Saved approximately 82,000 acre-feet of water in FY 2022-23 from Valley Water's long-term conservation program that began in 1992.
- Conducted effective drought response actions including development and implementation of a new water waste ordinance.
- Converted 1.7 million square feet of turf with the Landscape Rebate Program.
- Delivered the annual Water Supply Master Plan (WSMP) Monitoring and Assessment Plan (MAP) update to the Board.
- Completed and submitted Central Valley Project Improvement Act (CVPIA) 5-year plan to U.S. Bureau of Reclamation (USBR) (legal requirement); completed and submitted annual CVPIA Best Management Practices (BMP) reports to USBR (legal requirement).
- Completed and submitted the Urban Water Management Plan (UWMP) Annual Water Supply and Demand Assessment to Department of Water Resources (DWR) (legal requirement).
- Completed the Drought Response Plan benchmark and vulnerability studies.
- Completed the Agricultural Water Use Baseline Study.
- Developed the Flood-Managed Aquifer Recharge mapping tool for Santa Clara County.
- Completed the preliminary feasibility study for the Refinery Recycled Water Exchange (RRWE) Project.
- Executed six cost-share agreements/amendments valued at \$1.3M towards implementing Valley Water Conservation Programs in Santa Clara County.
- Effectively managed imported water supplies during ongoing drought conditions and secured emergency water supplies, including transfers and Public Health and Safety water.

Division Summaries

- Executed nine Imported Water agreements.
- Continued participation in Delta Conveyance Project, Sites Reservoir, and B.F. Sisk Dam Raise and Reservoir Expansion Project discussions.
- Semitropic analysis, Sustainable Groundwater Management Act (SGMA) risk review, and development of new water banking opportunities.
- Successful USBR Contract Compliance Review (completed once every decade).
- Provided leadership role in the Collaborative Science & Adaptive Management Program.
- Reviewed and commented on numerous letters, science reports, environmental documentation, and participated in Voluntary Agreement discussions.

FY 2024 Milestones

- Advance the Purified Water Project funding agreement, and grant applications
- Complete Phase II of the Title 22 Engineering Report for the Indirect Potable Reuse (IPR) Project and readiness for review by the Regional Board and Division of Drinking Water (DDW).
- Complete Phase II of the Reverse Osmosis (RO) Concentrate studies and evaluations pertinent to Palo Alto site in coordination with Palo Alto and Regional Water Board to obtain National Pollutant Discharge Elimination System (NPDES) permit adjustment for discharge of RO Concentrate.
- Execute lease and operations, administration, and management agreements with City of Palo Alto.
- Save approximately 84,000 acre-feet of water in FY 2023-24 from Valley Water's long-term conservation program (baseline year is 1992).
- Complete the Drought Response Plan and submit to USBR.
- Complete the Flood-Managed Aquifer Recharge (Flood-MAR) pre-feasibility study.
- Negotiate Los Vaqueros Expansion (LVE) Project service agreements.
- Deliver the annual WSMP MAP update to board.
- Identify potential sources of supplemental water by January 1, 2024 and provide timely support for the annual water supply planning process.
- Provide monthly updates to the Board and public on imported water management agreements through the Water Tracker (EL-7.3 compliance)
- Submit initial Central Valley Project and State Water Project delivery schedules by December 2023.
- Update and maintain FY 2023-24 expenditure forecasts at least quarterly.

FY 2025 Milestones

- Collaboration and coordination with the selected P3 entity for finalizing the design and performance specifications for the AWPf.
- Initiation of the construction phase for the AWPf and coordination with regulatory agencies and local municipalities.
- Seek out local, state, and federal funding sources for recycled and purified water projects.
- Save approximately 86,000 acre-feet of water in FY 2024-25 from Valley Water's long-term conservation program (baseline year is 1992).
- Amend the UWMP Water Shortage Contingency Plan.
- Determine final participation in LVE.
- Complete the WSMP update.
- Deliver the annual WSMP MAP update to board; submit the UWMP Annual Water Supply and Demand Assessment to DWR (legal requirement).
- Submit annual CVPIA BMP reports to USBR (legal requirement).
- Identify potential sources of supplemental water by January 1, 2025 and provide timely support for the annual water supply

Division Summaries

planning process.

- Provide monthly updates to the Board and public on imported water management agreements through the Water Tracker (EL-7.3 compliance).
- Submit initial Central Valley Project and State Water Project delivery schedules by December 2024.
- Update and maintain FY 2024-25 expenditure forecasts at least quarterly.

Budget Issues and Constraints

Budget issues and constraints for the Division include insufficient resources to achieve all proposed Division goals; complex and lengthy negotiations with external agencies that can cause unexpected delays; and, managing regulatory requirements while trying to meet compressed schedules. In drought years, staffing for the water conservation program will be critical to meet heightened conservation targets. Increased budget may be necessary for the water supply planning and analysis program and for the purchase of additional emergency imported water supplies.

Division Summaries

Water Supply Division — Budget Summary

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Project Type (Category)				
Operations	114,883,273	128,531,783	103,514,575	130,679,949
Capital	13,730,147	22,701,712	20,364,472	17,808,774
Total *	128,613,420	151,233,496	123,879,047	148,488,723

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Department (Unit)				
Imported Water	104,971,401	98,779,441	80,660,596	94,228,258
Recycled & Purified Water Prog	8,271,811	22,645,790	19,164,218	30,012,714
Water Supply Admin	2,700,159	3,551,409	3,295,957	2,424,574
Water Supply Planning & Consvr	12,670,049	26,256,855	20,758,276	21,823,176
Total *	128,613,420	151,233,496	123,879,047	148,488,723

* Totals includes intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Water Supply Division - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	37	38	36	36

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	2024-25 Proposed Plan
Imported Water					
	Salaries & Benefits	2,297,005	2,573,674	2,655,226	2,826,214
	Services & Supplies	90,144,954	83,001,176	64,244,947	77,144,265
	Intra District Charges	1,373,389	1,610,277	1,758,342	1,832,947
Imported Water Total		93,815,348	87,185,127	68,658,515	81,803,426
Recycled & Purified Water Prog					
	Salaries & Benefits	1,339,951	1,371,254	1,467,968	1,571,210
	Services & Supplies	4,421,794	10,289,900	9,446,343	22,084,667
	Intra District Charges	745,307	824,962	932,119	977,605
Recycled & Purified Water Prog Total		6,507,052	12,486,116	11,846,431	24,633,482
Water Supply Division					
	Salaries & Benefits	1,235,250	1,627,319	1,331,131	1,437,474
	Services & Supplies	56,353	69,350	134,675	134,675
	Intra District Charges	607,494	994,523	859,143	912,018
Water Supply Division Total		1,899,096	2,691,192	2,324,949	2,484,166
Water Supply Planning & Consv					
	Salaries & Benefits	2,714,813	2,820,988	3,012,596	3,237,693
	Services & Supplies	8,379,314	21,602,900	15,687,650	16,431,650
	Intra District Charges	1,567,650	1,745,460	1,984,434	2,089,532
Water Supply Planning & Consv Total		12,661,777	26,169,348	20,684,680	21,758,875
Operations Total *		114,883,273	128,531,783	103,514,575	130,679,949

Division Summaries

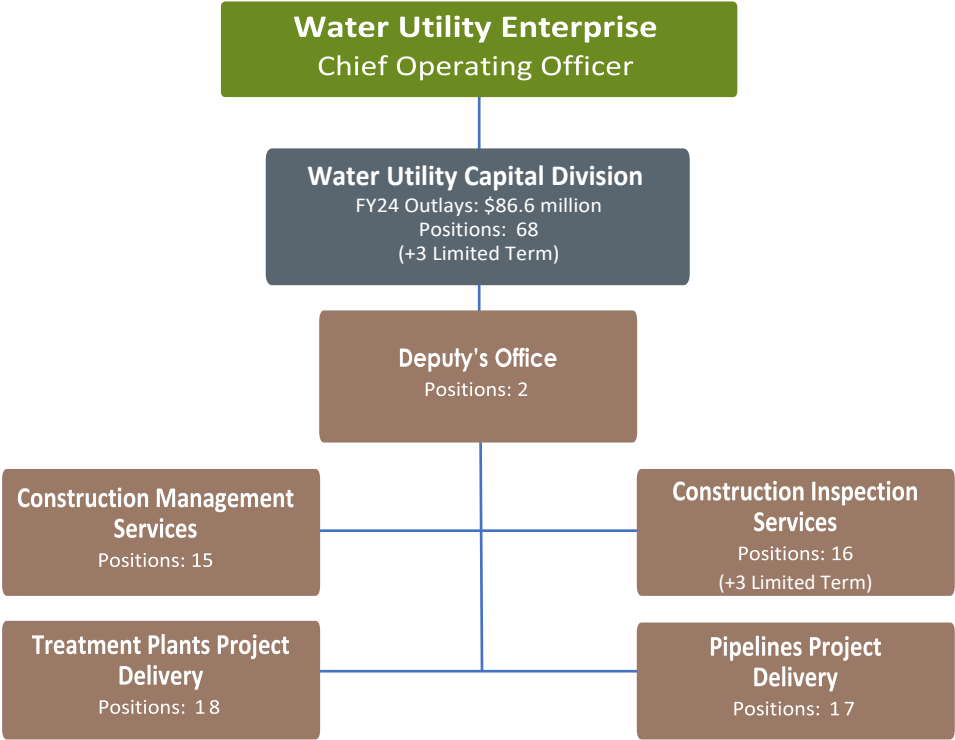
Capital Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Imported Water					
	Salaries & Benefits	–	28,161	28,444	30,016
	Services & Supplies	11,156,053	11,548,501	11,954,755	12,375,300
	Intra District Charges	–	17,652	18,882	19,516
Imported Water Total		11,156,053	11,594,314	12,002,081	12,424,832
Recycled & Purified Water Prog					
	Salaries & Benefits	289,862	622,159	439,065	465,386
	Services & Supplies	1,312,544	9,163,317	6,600,000	4,624,351
	Intra District Charges	162,353	374,198	278,722	289,496
Recycled & Purified Water Prog Total		1,764,759	10,159,675	7,317,787	5,379,233
Water Supply Division					
	Salaries & Benefits	506,956	533,831	546,591	584,477
	Services & Supplies	17,882	–	71,500	(1,015,046)
	Intra District Charges	276,225	326,386	352,918	370,977
Water Supply Division Total		801,063	860,217	971,008	(59,592)
Water Supply Planning & Consv					
	Salaries & Benefits	5,169	54,097	44,345	39,060
	Intra District Charges	3,103	33,411	29,251	25,241
Water Supply Planning & Consv Total		8,272	87,507	73,596	64,301
Capital Total *		13,730,147	22,701,712	20,364,472	17,808,774
Division Total *		128,613,420	151,233,496	123,879,047	148,488,723

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Water Utility Capital Division



Legend	
<div></div>	Chief Operating Officer
<div></div>	Division
<div></div>	Department (Unit)

Division Summaries

Division Description and Objectives

The Water Utility Capital (WUC) Division is responsible for planning, design and construction of Water Utility capital projects in Valley Water's rolling 5-year Capital Improvement Program (CIP). This division also works across the agency with other departments, executives and elected officials, and coordinates with various local, state and federal agencies. Below are the units that the Water Utility Capital Division oversees.

Construction Management Services

The Construction Management Services Unit is responsible for management and administration of Capital construction projects included in the Water Utility, Watersheds, and Dam Safety Capital Improvement Program. Unit staff ensures contractors comply with the project requirements, including environmental compliance and operational requirements of our water treatment, transmission, storage, and flood control facilities.

Construction Inspection Services

The Construction Inspection Services Unit is responsible for inspection, and administration of Capital construction projects, in Plant Establishment Phase, included in the Water Utility, Watershed, and Dam Safety Capital Improvement Program. Unit staff ensures Valley Water contractors comply with the project requirements, including environmental compliance and operational requirements of water treatment, transmission, storage, and flood control facilities.

Treatment Plants Project Delivery

The Treatment Plants Project Delivery Unit is responsible for the planning, design, and engineering support services for the implementation of Valley Water's Capital Improvement Program for Water Utility treatment plant and pump station infrastructure projects and provides expert treatment plant and pump station design services throughout the District. Unit staff perform project management in addition to the planning, design, and engineering support services during construction for various water utility capital projects including expansion and rehabilitation of treatment plants and pump stations, major maintenance, and other improvements.

Pipelines Project Delivery

The Pipelines Project Delivery Unit is responsible for the planning, design, and engineering support services for the implementation of Valley Water's Capital Improvement Program for Water Utility distribution and pipeline infrastructure projects and provides expert pipeline design services throughout the District. Unit staff perform project management in addition to the planning, design, and engineering support services during construction, structural engineering for various water utility distribution, pipeline, pump station/plant, capital projects, including expansion and rehabilitation projects in addition to the 10-Year Pipeline Inspection and Rehabilitation Project, major maintenance, and other improvements. The Unit also manages the Water Utility Small Capital Projects to support the Water Utility's Asset Management Program.

FY 2023 Accomplishments

- Started the design of Treated Water Isolation Valve Project.
- Started the design of West Pipeline Phases 1 & 2 (10-Year Pipeline) Inspection and Rehabilitation Project.
- Started the construction of Santa Clara Conduit (10-Year Pipeline) Inspection and Rehabilitation Project.
- Started the construction of the Almaden Valley Pipeline (10-Year Pipeline) Inspection and Rehabilitation Project.
- Completed the design and awarded the construction of the Snell (10-Year Pipeline) Inspection and Rehabilitation Project.
- Started the design of the Almaden Valley Pipeline Replacement Project.
- Started the construction of Pacheco Pumping Plant HVOS and Electrical Upgrades Project.

Division Summaries

- Completed 100% Design of the Rinconada Water Treatment Plant Reliability Improvement Project, Phases 3.
- Initiate Construction of the Santa Teresa Water Treatment Plant Filter Media Replacement Project.
- Completed preliminary design of the Penitencia Water Treatment Plant Residuals Management Project.
- Completed 60% Design of the Water Treatment Plant Electrical Improvement Project.
- Conducted the Public Hearing on the Engineer's Report and CEQA Determination for the Coyote Pumping Plant ASDs Replacement Project.
- Awarded of the Design-Build agreement for the Coyote Pumping Plant ASDs Replacement Project.
- Completed 30% Design of the Vasona Pumping Plant Upgrade Project.

Provided primary construction management, primary construction inspection services, or advisory construction management and inspection services for Water Utility, Dam Safety, Watershed and Maintenance projects such as:

- Permanente Creek at Rancho San Antonio
- Upper Llagas Creek, Phase 1
- WARP: Piedmont Creek Interim Concrete Repair
- Upper Guadalupe R6 Gravel Replacement
- Emergency Almaden Valley Pipeline Repair
- RWTP Residuals Remediation
- South County Recycled Water Pipeline
- STWTP Filter Media Replacement
- WARP: Calabazas Creek Phase I & II
- Santa Clara Conduit Inspection and Rehabilitation Phase I
- FOCF Coyote Percolation Dam Removal
- Santa Clara Conduit Inspection and Rehabilitation Phase II
- Snell Pipeline Inspection and Rehabilitation
- Lower Penitencia Creek
- Lower Calera Creek
- Upper Llagas Phase 2B
- WARP Coyote Creek Rodent Damage Repair
- WARP Blossom Hill Gabion/Malone Rd. Retaining Wall
- Upper Llagas 8, Phase 2A – Tunnel
- FOCF Anderson Dam Tunnel
- Hale Creek Pilot Project
- Coyote PP ASD Replacement
- FOCF Coyote Creek FMM: Phase I

FY 2024 Milestones

- Complete the design of Treated Water Isolation Valve Project at West Pipeline (2 of 3 locations).
- Complete the design of West Pipeline Phases 1 & 2 (10-Year Pipeline) Inspection and Rehabilitation Project.
- Start the construction of West Pipeline Phase 1 (10-Year Pipeline) Inspection and Rehabilitation Project.
- Complete the construction of Santa Clara Conduit (10-Year Pipeline) Inspection and Rehabilitation Project.
- Complete the construction of the Almaden Valley Pipeline (10-Year Pipeline) Inspection and Rehabilitation Project.
- Complete the construction of the South County Recycled Water Pipeline Project.

Division Summaries

- Complete the construction of Pacheco Pumping Plant HVOS and Electrical Upgrades Project.
- Complete Construction of the Rinconada Water Treatment Plant Residuals Remediation Project.
- Project closeout of the Rinconada Water Treatment Plant Residuals Remediation Project.
- Award Construction Contract for the Rinconada Water Treatment Plant Reliability Improvement Project, Phase 3-6.
- Complete Design of the Penitencia Water Treatment Plant Residuals Management Project.
- Complete 90% Design of the Water Treatment Plant Electrical Improvement Project.
- Complete 30% Design of the Coyote Pumping Plant ASDs Replacement Project.
- Complete the CEQA documents and initiate the RFP for the Design Builder for selection of the Vasona Pumping Plant Upgrade Project.

Provide primary construction management, primary construction inspection services, or advisory construction management and inspection services Water Utility, Watershed, Maintenance, and Dam Safety projects such as:

- South County Recycled Water Pipeline
- STWTP Filter Media Replacement
- WARP: Calabazas Creek Phase I & II
- Santa Clara Conduit Inspection and Rehabilitation Phase I
- RWTP Residuals Remediation
- FOCF Coyote Percolation Dam Removal
- Santa Clara Conduit Inspection and Rehabilitation Phase II
- Snell Pipeline Inspection and Rehabilitation
- WTP Electrical Improvement
- Upper Llagas Phase 2B
- FOCF Coyote Creek Chillers
- Sunnyvale East & West
- West Pipeline Inspection & Rehabilitation Phase I
- PWTP Sulfuric Acid Line Extension
- WARP Coyote Creek Rodent Repair
- WARP Blossom Hill/Malone Road Erosion, Guadalupe
- WARP San Carlos Gabion Repair, Guad & Alviso Levee Repair, Alviso Slough
- WARP Permanente Creek & Hale Creek, Rosita to Arboleda
- Upper Llagas Creek Phase I
- Lower Penitencia Creek
- Lower Calera Creek
- South County Recycled Water Pipeline
- WARP: Calabazas Creek Phase I & II
- Upper Llagas 8, Phase 2A - Tunnel
- FOCF Anderson Dam Tunnel
- Coyote PP ASD Replacement (D-B)
- RWTP RIP Phase 3, 4, 5
- FOCF Coyote Creek FMM: Phase I

Division Summaries

FY 2025 Milestones

- Complete construction of the Treated Water Isolation Valve Project at West Pipeline (1 of 3 locations).
- Complete the construction of West Pipeline Phase 1 (10-Year Pipeline) Inspection and Rehabilitation Project.
- Complete the design of Almaden Valley Pipeline Project.
- Award Construction Contract for the Water Treatment Plants Electrical Improvement Project.
- Award Construction Contract for the Penitencia Water Treatment Plant Residuals Management.

Provide primary construction management, primary construction inspection services, or advisory construction management and inspection services for Water Utility, Watershed, Maintenance, and Dam Safety projects such as:

- Snell Pipeline Inspection and Rehabilitation
- Upper Llagas Phase 2B
- Almaden Lake Improvement
- WTP Electrical Improvement
- Sunnyvale East & West
- West Pipeline Inspection and Rehab Phase I
- West Pipeline Inspection and Rehab Phase II
- PWTP Residuals Management
- WARP San Carlos Gabion Repair, Guad & Alviso Levee Repair, Alviso Slough
- WARP Permanente Creek & Hale Creek, Rosita to Arboleda
- PWTP Sulfuric Acid Line Extension
- Upper Llagas Creek Phase I
- Lower Penitencia Creek
- Lower Calera Creek
- South County Recycled Water Pipeline
- WARP: Calabazas Creek Phase I & II
- FOCF Anderson Dam Tunnel
- Coyote PP ASD Replacement (D-B)
- RWTP RIP Phase 3, 4, 5
- FOCF Coyote Creek FMM Phase I

Budget Issues and Constraints

The amount of funding available, derived from groundwater production charges in both North and South County, will determine the number of Capital Projects which will be funded in a given year. Current staffing levels will preclude the implementation of projects not already identified within the 5-year CIP. Staff availability and support outside of the Water Utility Capital Division is also a factor affecting completion of the projected milestones and the volume of work that can be accomplished. Project progress can be greatly affected by external factors outside of Valley Water (i.e., securing permits; obtaining timely reviews and approvals of project deliverables; timely development and execution of agreements with external agencies).

Division Summaries

Water Utility Capital Division — Budget Summary

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Project Type (Category)				
Operations	513,834	59,318	135,423	144,436
Operating Project	381	—	—	—
Capital	76,679,240	74,202,065	86,468,850	121,971,433
Total *	77,193,455	74,261,383	86,604,273	122,115,869

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Department (Unit)				
Construction Management Services	11,330,611	13,345,474	6,621,213	6,831,194
Construction Inspection Services	—	—	6,930,524	7,268,209
Pipelines Project Delivery	31,840,106	21,776,713	31,360,389	15,923,197
Purified Water Project Delivery	215,000	—	—	—
Treatment Plants Project Delivery	31,771,483	38,396,241	39,145,390	90,578,859
Water Utility Capital Division	2,036,254	742,955	2,546,757	1,514,410
Total *	77,193,455	74,261,383	86,604,273	122,115,869

* Totals includes intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Water Utility Capital Division - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	62	64	68	68

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2023-24 Proposed Plan
Construction Management Services					
	Salaries & Benefits	97,800	4,262	11,912	11,941
	Services & Supplies	16,190	—	—	—
	Intra District Charges	8,743	795	5,953	5,710
Construction Management Services Total		122,733	5,057	17,865	17,651
Construction Inspection Services					
	Salaries & Benefits	—	—	17,994	20,839
	Intra District Charges	—	—	12,052	13,634
Construction Inspection Services Total		—	—	30,046	34,474
Pipelines Project Delivery					
	Salaries & Benefits	178,182	36,618	49,901	52,925
	Services & Supplies	11,128	—	—	—
	Intra District Charges	79,913	17,643	29,198	30,384
Pipelines Project Delivery Total		269,223	54,261	79,099	83,309
Treatment Plants Project Delivery					
	Salaries & Benefits	57,051	—	7,109	7,645
	Services & Supplies	3,287	—	—	—
	Intra District Charges	16,966	—	1,304	1,358
Treatment Plants Project Delivery Total		77,303	—	8,412	9,003
Water Utility Capital Division					
	Salaries & Benefits	2,779	—	—	—
	Services & Supplies	42,076	—	—	—
	Intra District Charges	100	—	—	—
Water Utility Capital Division Total		44,956	—	—	—
Operations Total *		514,215	59,318	135,423	144,436

Division Summaries

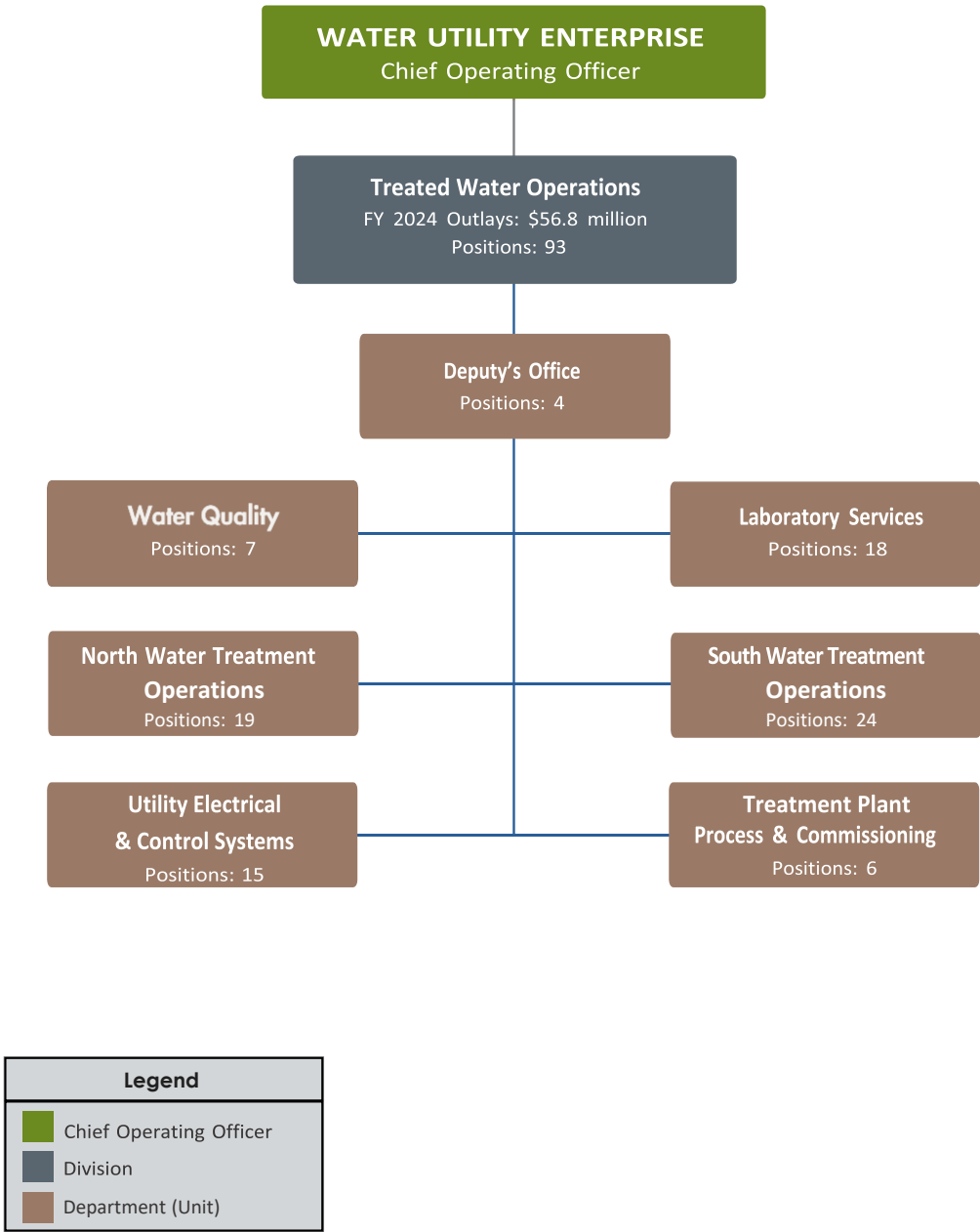
Capital Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Construction Management Services					
	Salaries & Benefits	6,820,996	7,492,395	3,850,314	4,034,545
	Services & Supplies	398,341	1,047,172	178,616	88,842
	Intra District Charges	3,988,541	4,800,851	2,574,418	2,690,156
Construction Management Services Total		11,207,878	13,340,417	6,603,347	6,813,543
Construction Inspection Services					
	Salaries & Benefits	–	–	4,174,459	4,394,230
	Services & Supplies	–	–	54,870	54,870
	Intra District Charges	–	–	2,671,149	2,784,635
Construction Inspection Services Total		–	–	6,900,478	7,233,736
Pipelines Project Delivery					
	Salaries & Benefits	3,343,522	3,660,561	3,984,513	4,250,839
	Services & Supplies	26,274,586	15,788,779	24,680,949	8,850,454
	Intra District Charges	1,952,776	2,273,112	2,615,828	2,738,595
Pipelines Project Delivery Total		31,570,883	21,722,452	31,281,290	15,839,888
Purified Water Project Delivery					
	Services & Supplies	215,000	–	–	–
Purified Water Project Delivery Total		215,000	–	–	–
Treatment Plants Project Delivery					
	Salaries & Benefits	3,086,366	3,671,183	4,464,958	4,780,438
	Services & Supplies	26,837,395	32,467,580	31,782,282	82,759,137
	Intra District Charges	1,770,419	2,257,478	2,889,737	3,030,281
Treatment Plants Project Delivery Total		31,694,180	38,396,241	39,136,978	90,569,856
Water Utility Capital Division					
	Salaries & Benefits	675,897	628,861	749,877	801,821
	Services & Supplies	1,033,278	(224,579)	1,366,300	256,300
	Intra District Charges	282,123	338,673	430,580	456,289
Water Utility Capital Division Total		1,991,298	742,955	2,546,757	1,514,410
Capital Total *		76,679,240	74,202,065	86,468,850	121,971,433
Division Total *		77,193,455	74,261,383	86,604,273	122,115,869

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Treated Water Division



Division Summaries

Division Description and Objectives

The Treated Water Division (Division) is responsible for managing the operation of Valley Water's three conventional drinking water treatment plants and the Campbell Well Field to provide a reliable, high-quality drinking water supply to the Santa Clara County residents. The Division also manages the operation and maintenance of the Silicon Valley Advanced Water Purification Center to enhance the quality and advance the use of recycled water in the county.

In addition, the Division manages business units that provide leadership and technical support in areas of laboratory services; water quality process engineering; electrical and control systems engineering; and plant maintenance engineering to improve the overall safety, quality, and reliability of current facilities and the commissioning of new facilities upon capital construction handover to Operations and Maintenance (O&M). Furthermore, the Division regularly communicates with Valley Water's drinking water retailers to maintain a collaborative working relationship and conducts annual check-ins and ad-hoc meetings with the State Water Resources Control Board (SWRCB) for ongoing and annual updates of drinking and recycled water regulations.

Laboratory Services

The Laboratory Services Unit is responsible for providing analytical and sampling services to the Water Utility Enterprise. Our state-of-the-art laboratory is accredited with the California Environmental Laboratory Accreditation Program (ELAP), maintains a robust quality assurance and quality control program, and tests water produced from each of our drinking water treatment plants, the Silicon Valley Advanced Water Purification Center, surface water reservoirs, and groundwater basins.

Water Quality

The Water Quality Unit is responsible for providing operational, process, and project support to the treatment plants as well as other Valley Water units regarding source water quality and water treatment. The unit is also responsible for tracking drinking water-related regulatory development, providing recommendations for regulatory compliance strategy, and communicating with the Division of Drinking Water (DDW), under the jurisdiction of the SWRCB, on various regulatory issues. In addition, the unit oversees Source Water Quality Management and Invasive Mussel Prevention Programs in collaboration with internal and external groups.

Plant Maintenance Engineering and Commissioning

The Plant Maintenance Engineering and Commissioning Unit leads and coordinates the commissioning and start-up activities at Valley Water's treatment plants and treated water pipelines. The unit supports and implements the integration of large capital projects, throughout all phases, to our treatment plants and treated water pipelines. The unit also provides mechanical engineering support services for operations, maintenance, asset management and capital improvements at the treatment plants and pump stations.

North Water Treatment Operations

The North Water Treatment Operations Unit provides safe, clean, and high-quality drinking water to Valley Water's three (3) treated water retailers along the East/Milpitas Pipelines, including San Jose Water Company, City of San Jose, and City of Milpitas. The unit is responsible for providing safe and cost-effective operations (24 hours a day, 7 days a week) and management of the Penitencia Water Treatment Plant (PWTP), the joint San Francisco Public Utilities Commission (SFPUC)-Valley Water (VW) Intertie facility, and the East/Milpitas Pipeline turnouts. The unit is also responsible for cost-effective operations and maintenance of the Silicon Valley Advanced Water Purification Center (SVAWPC).

Division Summaries

South Water Treatment Operations

The South Water Treatment Operations Unit provides safe, clean, and high-quality drinking water and a backup supply of drinking water to Valley Water's seven (7) treated water retailers, and ultimately to the residents of Santa Clara County. The unit is responsible for providing safe and cost-effective operations (24 hours a day, 7 days a week) and management of the Santa Teresa Water Treatment Plant (STWTP), the Rinconada Water Treatment Plant (RWTP), the Campbell Well Field, and the West and Snell/East Pipeline turnouts.

Utility Electrical and Control Systems Engineering

The Utility Electrical and Control Systems Engineering Unit provides electrical, control systems, Supervisory Control and Data Acquisition (SCADA), and imported electricity management engineering services, including direct technical services, in support of Valley Water's critical infrastructure and systems used in the day-to-day (24 hours a day, 7 days a week) operations and maintenance of its complex, countywide raw and treated water conveyance system (including three raw water pump stations and pipelines), three drinking water treatment plants, one advanced purified water processing plant, the headquarters office campus and watershed facilities. The imported electricity management saves Valley Water approximately \$1 million in annual electrical energy expenditures and is 100 percent carbon-free in 2021.

FY 2023 Accomplishments

- 100% of the treated water delivered to customers met and surpassed all applicable primary drinking water standards.
- Managed the effective operation and maintenance of the STWTP, PWTP, RWTP, SFPUC-Valley Water Intertie facility, Campbell Well Field, and East and West Pipeline turnouts to deliver treated water to our customers which met and/or surpassed all applicable primary drinking water quality regulatory standards.
- Timely submittal of operational and compliance reports to DDW, SWQCB, water retailers, and internal stakeholders, as required, and upon request.
- 100% of the purified water produced from SVAWPC met Title 22 recycled water standards and O&M agreement targets.
- Water Quality Lab successfully met ELAP requirements for laboratory accreditation, quality control, and proficiency testing and completed over 150,000 tests to support ongoing Valley Water operations.
- Continued the implementation of a web-based document management system to organize, maintain, update laboratory standard operating procedures and track employee trainings and electronic signatures.
- Continued the upgrade of Laboratory Information Management System (LIMS) and implementation of new Environmental Information Management (EIM) System.
- Supported construction of the RWTP and Residuals Remediation the PWTP Flocculation/Sedimentation Basin Rehabilitation Project and the STWTP Filter Media Replacement Project.
- Provided design review for treatment plant capital projects including the RWTP Reliability Improvement Phase 3-6 Project, the PWTP & STWTP Electrical Improvement Project and the PWTP Residuals Management Project.
- Supported treatment plant and pump station equipment replacement/rehabilitation projects.
- Supported the Water Treatment Plant, Distribution System and SCADA Master Plan Projects.
- Provided regular communication with water retailers on pertinent water quality activities, operational issues, and held successful, quarterly Water Retailer Meetings.
- Provided regular communications with DDW on pertinent water quality activities, regulatory compliance and held a successful annual meeting with DDW.
- Met with water retailers on a regular basis during various emergencies to address concerns and provide operational updates.
- Provided electrical, instrumentation and control, and SCADA engineering support for all water treatment plants, Campbell Well Field, SFPUC-Valley Water Intertie, pump stations, and pipelines to support day-to-day operations and maintenance, capital improvements and upgrades, and master planning.

Division Summaries

- Continued to operate during COVID-19 restrictions, with no major impact to plant operations or treated water delivery.
- Continued to successfully manage treatment plant operations and address water quality issues under severe drought and chemical supply chain challenges.
- Water Quality Lab passed annual performance evaluations in a wide variety of chemical and microbiological analyses.
- Represented Valley Water on ACWA panel related to PFAS, CUWA committees, and Operations and Water Quality, NV AWWA Regulatory committee.
- Successfully managed a district wide cost-effective and carbon-free imported electricity program.

FY 2024 Milestones

- 100% of the treated water delivered to customers meets and/or surpasses all applicable primary drinking water standards.
- Meet all sampling and reporting requirements established by regulatory agencies and Valley Water operational needs including timely submittal of all operational and compliance reports to regulatory agencies, water retailers, and internal stakeholders.
- Maintain laboratory accreditation with ELAP. Maintain state accreditation through California ELAP for majority of drinking water parameters through the successful completion of on-site audits, proficiency testing studies, and payment of applicable fees.
- Provide support to capital improvement efforts at all water treatment plants.
- Support treatment plant and pump station equipment replacement/rehabilitation efforts.
- Provide regular communications with water retailers on pertinent water quality issues (taste and odor, distribution system water quality), conduct quarterly water retailer meetings, and receive an average of “good” or “excellent” rating in the annual retailer surveys.
- Support the development of the Water Treatment Plant, Distribution System and SCADA Master Plans.
- Participate and support the development of SCADA implementation plan as the subject matter experts.
- Provide Electrical & Control Systems (SCADA) Engineering support to district wide capital improvement efforts.
- Managed a district wide cost-effective and carbon-free imported electricity program.

FY 2025 Milestones

- 100% of the treated water delivered to customers meets and/or surpasses all applicable primary drinking water standards.
- Meet all sampling and reporting requirements established by regulatory agencies and Valley Water operational needs. Timely submittal of all operational and compliance reports to regulatory agencies, water retailers, and internal stakeholders.
- Maintain laboratory accreditation with ELAP.
- Provide support to capital improvement efforts at all water treatment plants.
- Support treatment plant and pump station equipment replacement/rehabilitation efforts.
- Provide regular communications with water retailers on pertinent water quality issues (taste and odor, distribution system water quality), conduct quarterly water retailer meetings, and receive an average of “good” or “excellent” rating in the annual retailer surveys.
- Support the development of the Water Treatment Plant, Distribution System and SCADA Master Plans.
- Participate and support the development of SCADA implementation plan as the subject matter experts.
- Provide Electrical & Control Systems (SCADA) Engineering support to district wide capital improvement efforts.
- Manage a district wide cost-effective and carbon-free imported electricity program.

Budget Issues and Constraints

- Source water quality challenges, especially during times of drought that threaten uninterrupted operations.
- Aging infrastructure that threatens uninterrupted operations.
- Ongoing staffing and resources assignment constraints to support capital and large projects.
- Ongoing staffing and resources assignment constraints to keep up with increasing regulatory requirements, and track regulatory

Division Summaries

compliance related to PFAS, CEC and others.

- Maintain adequate level of operational service during extreme weather conditions, chemical supply issues, wildfire events, power outages, etc.
- Limited pool of journey-level water treatment plant operator, electrical and control system/SCADA, and process engineering talent available locally.

Division Summaries

Treated Water Division — Budget Summary

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Project Type (Category)				
Operations	45,558,635	51,500,069	52,492,232	53,719,529
Operating Project	6,306	—	—	—
Capital	6,608,291	4,674,959	4,329,729	4,454,635
Total *	52,173,232	56,175,029	56,821,960	58,174,164

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Department (Unit)				
Laboratory Services	7,560,202	7,836,778	8,339,389	8,870,366
North Water Treatment Operations	11,635,770	12,806,486	15,200,184	14,495,680
South Water Treatment Operations	14,383,011	17,261,334	16,786,639	17,134,278
Treated Water Division Deputy's Office	1,763,115	1,959,425	2,040,004	2,159,292
Treatment Plant Process & Commissioning	5,808,552	2,545,648	2,747,143	3,276,701
Utility Electrical & Control Systems	7,256,848	9,623,244	7,349,734	7,686,982
Water Quality	3,765,735	4,142,113	4,358,868	4,550,864
Total *	52,173,232	56,175,029	56,821,960	58,174,164

* Totals includes intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Treated Water Division - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	93	93	93	95

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2023-24 Proposed Plan
Laboratory Services					
	Salaries & Benefits	4,112,036	4,019,921	4,181,646	4,678,156
	Services & Supplies	1,019,647	1,303,000	1,400,000	1,220,000
	Intra District Charges	2,254,264	2,457,787	2,695,491	2,940,506
Laboratory Services Total		7,385,946	7,780,708	8,277,137	8,838,662
North Water Treatment Operations					
	Salaries & Benefits	4,501,434	4,318,161	4,489,818	4,685,553
	Services & Supplies	4,696,575	5,757,750	7,705,493	6,642,844
	Intra District Charges	2,433,585	2,635,231	2,840,780	2,915,546
North Water Treatment Operations Total		11,631,594	12,711,142	15,036,091	14,243,943
Plant Maintenance Engineering & Commissioning					
	Salaries & Benefits	629,046	1,069,825	622,231	1,005,269
	Services & Supplies	11,639	10,000	143,000	143,000
	Intra District Charges	354,770	661,078	402,444	632,554
Plant Maintenance Engineering & Commissioning Total		995,454	1,740,903	1,167,675	1,780,823
South Water Treatment Operations					
	Salaries & Benefits	5,650,888	5,530,283	5,378,378	5,785,375
	Services & Supplies	5,898,072	8,417,497	7,923,000	7,718,000
	Intra District Charges	2,821,216	3,090,252	3,237,222	3,392,233
South Water Treatment Operations Total		14,370,175	17,038,032	16,538,600	16,895,607
Treated Water Division Deputy's Office					
	Salaries & Benefits	1,039,160	1,181,678	1,199,566	1,281,962
	Services & Supplies	13,509	70,000	75,000	73,500
	Intra District Charges	558,723	707,747	765,438	803,830
Treated Water Division Deputy's Office Total		1,611,392	1,959,425	2,040,004	2,159,292
Utility Electrical & Control Systems					
	Salaries & Benefits	3,256,318	3,246,496	2,910,480	3,105,766
	Services & Supplies	928,320	1,157,900	636,800	636,800
	Intra District Charges	1,728,467	1,879,746	1,752,065	1,849,790
Utility Electrical & Control Systems Total		5,913,105	6,284,142	5,299,346	5,592,356
Water Quality					
	Salaries & Benefits	1,631,841	1,725,292	1,727,848	1,785,942
	Services & Supplies	1,086,871	1,201,900	1,284,900	1,285,400
	Intra District Charges	938,562	1,058,526	1,120,631	1,137,503
Water Quality Total		3,657,274	3,985,718	4,133,379	4,208,845
Operations Total *		45,564,941	51,500,069	52,492,232	53,719,529

Division Summaries

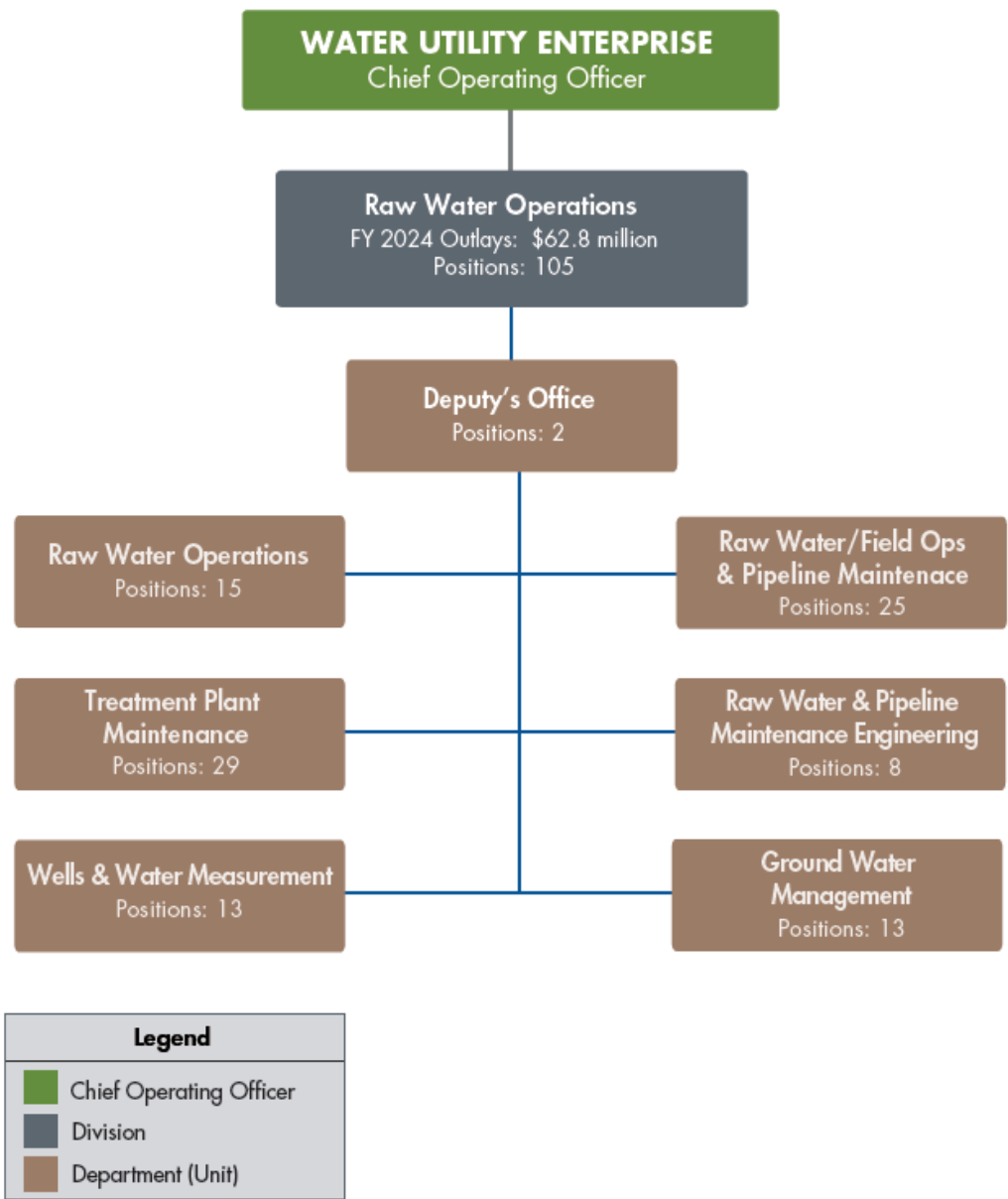
Capital Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Laboratory Services					
	Salaries & Benefits	1,135	34,655	37,705	19,391
	Services & Supplies	172,495	–	–	–
	Intra District Charges	626	21,416	24,547	12,312
Laboratory Services Total		174,255	56,070	62,252	31,703
North Water Treatment Operations					
	Salaries & Benefits	1,003	57,826	97,989	151,465
	Services & Supplies	2,558	–	–	–
	Intra District Charges	614	37,518	66,104	100,272
North Water Treatment Operations Total		4,176	95,344	164,093	251,737
Plant Maintenance Engineering & Commissioning					
	Salaries & Benefits	903,172	497,451	959,063	918,119
	Services & Supplies	3,400,000	–	–	–
	Intra District Charges	509,926	307,294	620,405	577,760
Plant Maintenance Engineering & Commissioning Total		4,813,097	804,745	1,579,468	1,495,878
South Water Treatment Operations					
	Salaries & Benefits	3,159	138,253	149,559	144,919
	Services & Supplies	8,030	–	–	–
	Intra District Charges	1,647	85,049	98,480	93,752
South Water Treatment Operations Total		12,835	223,302	248,038	238,671
Treated Water Division Deputy's Office					
	Salaries & Benefits	95,839	–	–	–
	Services & Supplies	1,495	–	–	–
	Intra District Charges	54,389	–	–	–
Treated Water Division Deputy's Office Total		151,723	–	–	–
Utility Electrical & Control Systems					
	Salaries & Benefits	687,711	911,221	1,249,346	1,293,103
	Services & Supplies	256,149	1,894,950	–	–
	Intra District Charges	399,882	532,931	801,042	801,523
Utility Electrical & Control Systems Total		1,343,743	3,339,103	2,050,388	2,094,626
Water Quality					
	Salaries & Benefits	68,342	96,586	136,495	208,501
	Intra District Charges	40,120	59,808	88,994	133,518
Water Quality Total		108,462	156,395	225,489	342,019
Capital Total *		6,608,291	4,674,959	4,329,729	4,454,635
Division Total *		52,173,232	56,175,029	56,821,960	58,174,164

*Totals reflect the gross budget and includes intra-district reimbursement charges.

Division Summaries

Raw Water Division



Division Summaries

Division Description and Objectives

The Raw Water Division (Division) maintains the Water Utility infrastructure, operates the Raw Water System, and ensures continued groundwater sustainability. This includes the operations and maintenance of Valley Water's 10 reservoirs, three raw water pump stations, 94 miles of large-diameter raw water transmission pipelines and tunnels, and a multifaceted groundwater recharge system, including 98 miles of managed creeks and 102 recharge ponds. The Division also maintains Valley Water's three water treatment plants, Advanced Water Purification Center, Campbell Well Field, 17 miles of recycled water pipelines in South County, and 40 miles of large diameter treated water distribution pipelines. The Division also prepares the Annual Water Supply Operations Plan for the water supply of the county, manages local water rights, and ensures compliance with regulators for Raw Water Operations as described below.

Groundwater Management

The Groundwater Management Unit helps ensure continued groundwater sustainability by providing accurate and timely information on current and forecasted groundwater conditions, ensuring Valley Water compliance with SGMA requirements, and implementing programs to protect groundwater resources. Related programs include groundwater level, groundwater quality, and land subsidence monitoring; evaluation of groundwater data and the use of numerical models to inform operational decisions and long-term water supply planning; activities to protect groundwater quality; and the maintenance and implementation of a comprehensive groundwater management plan for compliance with the District Act and SGMA.

Raw Water Operations Unit

The Raw Water Operations Unit performs the day-to-day operations planning and 24/7 remote operations of Valley Water's Raw Water System as described above. In addition, the unit administers the untreated surface water program. The unit also performs the required water rights and regulatory compliance reporting to maintain and protect local water supply operations.

Raw Water and Pipeline Maintenance Engineering Unit

The Raw Water and Pipeline Maintenance Engineering Unit provides civil and corrosion control engineering in support of Water Utility operations, maintenance and capital programs and projects. The unit also supports the 10-year pipeline rehabilitation capital project and oversees the implementation of the management strategy for large diameter water conveyance and transmission pipelines. This includes the inspection of welded steel, bar-wrapped and Pre-stressed Concrete Cylinder Pipe (PCCP) as well as the development of seismic and risk management tools for pipelines. In addition, the unit provides engineering support for the three water treatment plants, Silicon Valley Advanced Water Purification Center (SVAWPC), three raw water pump stations, SFPUC Intertie, and other related infrastructure and facilities.

Raw Water/Field Operations and Pipeline Maintenance Unit

The Raw Water/Field Operations and Pipeline Maintenance Unit is responsible for the mechanical, electrical, and raw water control system along with 24/7 on-call support for Valley Water facilities. This includes the preventive, corrective, and rehabilitative maintenance of the pipeline infrastructure, which includes three pump stations, Pacheco, Coyote and Vasona reservoirs, and over 150 miles of pipelines. Also included is the operation and maintenance of recharge and water distribution systems for groundwater basins, reservoirs, canals, and other water supply infrastructure.

Treatment Plant Maintenance Unit

The Treatment Plant Maintenance Unit conducts predictive, preventive, corrective, and rehabilitative maintenance required to sustain operations of the Santa Teresa Water Treatment Plant, Penitencia Water Treatment Plant, Rinconada Water Treatment Plant,

Division Summaries

Advanced Purification Center, Campbell Well Field, and San Francisco Intertie to produce and distribute treated water.

Wells & Water Measurement

The Wells and Water Measurement Department is responsible for the Well Ordinance Program and Water Measurement Program. The Well Ordinance Program helps protect Valley Water's groundwater resource by providing services used for the implementation of Valley Water's Well Ordinance (Ordinance 90-1). Implementation of the well ordinance includes well permitting, well inspection, well data management, and violation enforcement for all wells located in Santa Clara County. The Water Measurement Program provides services and supplies for the operation of Valley Water's meter test facility, for meter reading, for meter installation, for the test and overhaul of meters, and for the preventative and corrective maintenance of approximately 1,000 groundwater, treated water, and raw water meters.

FY 2023 Accomplishments

- Completed the work projects identified in the 5-Year Maintenance Work Plan.
- Completed the Water Year 2022 Report for the Santa Clara and Llagas Subbasins for SGMA compliance.
- End-of-year 2022 groundwater storage within Stage 1 (Normal) despite on-going drought.
- Maintained reliable raw water and pipeline facilities by performing scheduled preventative maintenance.
- Developed annual Water Supply Operations Plans during FY 2023.
- Operated the raw water conveyance system 24/7/365 without any major incidents.
- Safely operated Valley Water's 10 reservoirs during the record-setting rainy season.
- Operated the Almaden-Calero Canal during the rainy season to transfer excess water from Almaden Reservoir to Calero Reservoir and maximize the beneficial use of local water.
- Published the two-year report for the Fish and Aquatic Habitat Collaborative Effort (FAHCE) Plus Pilot Study on Guadalupe and Stevens Creek reservoirs and embarked on the implementing of a third year of the study.
- Supported the development of the FAHCE Draft Environmental Impact Report.
- Submitted the annual water rights reports by the new State Water Resources Control Board deadline of February 1, 2023.
- Submitted the annual reports for the Lake or Streambed Alteration Agreements (LSAAs) for North and South County by their respective deadlines.
- Provided civil and corrosion control engineering support for Water Utility O&M efforts.
- Responded to and supported pipeline emergency repair efforts.
- Maintained, monitored, and adjusted cathodic protection and corrosion control equipment.
- Supported capital improvement projects, including but not limited to the Anderson Dam Seismic Retrofit Project and Pacheco Dam Expansion Project.
- Issued approximately 650 well permits and completed approximately 720 well inspections as of March 31, 2023.
- Conducted enforcement on 35 abandoned wells in accordance with the plan per the Wells Ordinance.
- Worked with consultants on implementation of CityWorks computer system for well permitting and inspection documentation.
- Completed maintenance of 489 Valley Water meters and backflow devices. Read meters weekly for 32 Treated water sites, monthly for 257 meters along 10 routes for groundwater well sites, and semi-annually for 869 meters along 23 routes for groundwater well sites.
- Performed 43 treated water verifications.
- Completed Maximo upgrade with consultant and Asset management Unit.
- Completed meter reading software upgrade from ITRON to TEMETRA ITRON, a cloud-based system.

FY 2024 Milestones

- Plan, execute, and complete work projects identified in the Five-Year Maintenance Work Plan.

Division Summaries

- Maintain reliable water treatment, raw water, and pipeline facilities by performing corrective and scheduled preventative maintenance.
- Management of Cathodic Protection and Corrosion Control Systems (maintenance, surveys, troubleshooting and repairs).
- Develop and follow the annual Water Supply Operations Plan.
- Operate the raw water conveyance system 24/7/365.
- Safely operate Valley Water's ten (10) reservoirs during the rainy season.
- Operate recharge facilities, canals, ditches, and low-pressure pipelines as required by the operations plan and regulatory agency requirements.
- Operate the Almaden-Calero Canal during the storm season if hydrology provides the necessary conditions.
- Prepare the three-year report for FAHCE Plus Pilot Study on Guadalupe and Stevens Creek reservoirs and conclude the Study with concurrence from the FAHCE Settlement Agreement Initialing Parties.
- Complete groundwater recharge pond maintenance.
- Complete the Water Year 2023 Report for the Santa Clara and Llagas Subbasins for SGMA compliance.
- Complete the 2022 Annual Groundwater Report.
- Complete the annual water rights reports by the February 1, 2024, deadline.
- Complete the annual LSAA reports for North and South County by their respective deadlines.
- Provide civil and corrosion control engineering support for Water Utility O&M efforts.
- Respond to and support pipeline emergency repair efforts.
- Maintain, monitor, and adjust cathodic protection and corrosion control equipment.
- Support capital improvement projects.
- Develop and implement a 4-year joint apprenticeship training program for the Instrumentation and Controls Technician series, and on-board two apprenticeship candidates.
- Complete QA/QC of CityWorks and Migrated data into CityWorks from WRIS database.
- Continue to issue well permits, perform inspections, and conduct enforcement of abandoned wells.
- Continue to read meters weekly for 32 Treated Water sites, monthly for 229 meters along 10 routes for groundwater well sites, and semi-annually for 805 meters along 23 routes for groundwater well sites.
- Continue to install meters and perform treated water verifications.
- Start installing Advanced Metering Infrastructure for Valley Water meters.
- Continue to test and repair Valley Water backflow devices per California Code of Regulations Title 17.

FY 2025 Milestones

- Plan, execute, and complete work projects identified in the Five-Year Maintenance Work Plan.
- Maintain reliable water treatment, raw water, and pipeline facilities by performing corrective and scheduled preventative maintenance.
- Management of Cathodic Protection and Corrosion Control Systems (maintenance, surveys, troubleshooting and repairs).
- Develop and follow the annual Water Supply Operations Plan.
- Operate the raw water conveyance system 24/7/365.
- Safely operate Valley Water's ten (10) reservoirs during the rainy season.
- Operate recharge facilities, canals, ditches, and low-pressure pipelines as required by the operations plan and regulatory agency requirements.
- Operate the Almaden-Calero Canal during the storm season if hydrology provides the necessary conditions.
- Operate the North County reservoirs by following the Board-adopted FAHCE rules and collaborate with the FAHCE Settlement Agreement Initialing Parties and Adaptive Management Team.
- Complete groundwater recharge pond maintenance.

Division Summaries

- Complete the Water Year 2024 Report for the Santa Clara and Llagas Subbasins for SGMA compliance.
- Complete the 2023 Annual Groundwater Report.
- Complete the annual water rights reports by the February 1, 2025, deadline.
- Complete the annual LSAA reports for North and South County by their respective deadlines.
- Provide civil and corrosion control engineering support for Water Utility O&M efforts.
- Respond to and support pipeline emergency repair efforts.
- Maintain, monitor, and adjust cathodic protection and corrosion control equipment.
- Support capital improvement projects.
- Continue to issue well permits, perform inspections, and conduct enforcement of abandoned wells.
- Continue to read meters weekly for 32 Treated Water sites, monthly for 229 meters along 10 routes for groundwater well sites, and semi-annually for 805 meters along 23 routes for groundwater well sites.
- Continue to install meters and perform treated water verifications.
- Continue to install Advanced Metering Infrastructure for Valley Water meters.
- Continue to test and repair Valley Water backflow devices per California Code of Regulations Title 17.

Budget Issues and Constraints

- Aging infrastructure, climate change, and potential water quality challenges that threaten uninterrupted operations and groundwater management.
- Updating cost recovery protocols for existing Surface Water and Metering Programs.
- Regulatory requirements for Water Supply Operations, including the FERC order to draw down Anderson to deadpool.
- Ongoing staffing and resource assignment constraints to: support operations, maintenance, capital, and large projects; track and engage on contaminants that may affect groundwater supplies including PFAS; support the FAHCE program and coordination effort with regulatory agencies.
- Limited pool of qualified journey-level skilled trades talent available regionally.

Division Summaries

Raw Water Division — Budget Summary

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Project Type (Category)				
Operations	43,699,042	47,582,954	49,728,779	51,959,609
Operating Project	14,282	27,906	20,029	21,351
Capital	6,778,670	12,652,102	13,041,070	11,298,283
Total *	50,491,994	60,262,963	62,789,879	63,279,243

	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Department (Unit)				
Groundwater Monitoring & Analy	5,635,351	5,421,432	5,700,406	5,978,562
Raw Water Division Deputy's Office	853,544	888,609	943,367	1,011,388
Raw Water Operations	6,587,546	7,492,101	7,598,289	7,821,203
Raw Wtr-Field Ops & Pipeline Maint.	12,333,129	19,895,427	21,358,187	17,512,749
Treatment Plant Maintenance	12,704,554	16,505,972	15,836,444	19,295,469
Utility Maintenance Engineering	7,777,120	5,262,861	6,420,261	6,363,910
Wells & Water Measurement	4,600,749	4,796,561	4,932,924	5,295,962
Total *	50,491,994	60,262,963	62,789,879	63,279,243

* Totals includes intra-district reimbursement charges. FY 2022 and FY 2023 department expenditures are presented according to the FY 2024 Division Organizational Chart

Raw Water Division - Position Summary

	FY 2021-22 Adjusted Budget	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Authorized Positions **	103	103	105	106

** Authorized positions exclude limited term positions

For comparison purposes, FY 2022 and FY 2023 position count lists all positions according to the FY 2024 Organizational Chart.

Division Summaries

Operations Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2023-24 Proposed Plan
Groundwater Management					
	Salaries & Benefits	3,166,441	3,113,973	3,213,496	3,409,097
	Services & Supplies	728,235	340,000	351,500	351,500
	Intra District Charges	1,739,193	1,874,411	2,046,137	2,123,425
Groundwater Management Total		5,633,869	5,328,384	5,611,133	5,884,022
Raw Water Division Deputy's Office					
	Salaries & Benefits	541,581	546,746	568,223	613,406
	Services & Supplies	2,509	11,500	11,500	11,500
	Intra District Charges	309,453	330,363	363,643	386,482
Raw Water Division Deputy's Office Total		853,544	888,609	943,367	1,011,388
Raw Water Operations					
	Salaries & Benefits	3,897,844	3,759,732	3,743,178	3,923,085
	Services & Supplies	490,411	1,198,225	1,122,850	1,073,700
	Intra District Charges	2,053,044	2,143,671	2,242,253	2,300,380
Raw Water Operations Total		6,441,298	7,101,628	7,108,281	7,297,165
Raw Wtr-Field Ops & Pipeline Maint.					
	Salaries & Benefits	5,278,058	5,454,216	5,639,705	5,956,911
	Services & Supplies	2,366,821	3,216,360	3,291,360	3,291,360
	Intra District Charges	3,402,795	3,869,049	4,069,866	4,239,101
Raw Wtr-Field Ops & Pipeline Maint. Total		11,047,675	12,539,625	13,000,931	13,487,372
Treatment Plant Maintenance					
	Salaries & Benefits	5,396,382	5,666,672	5,958,599	6,310,265
	Services & Supplies	2,083,844	3,131,000	2,922,000	2,921,000
	Intra District Charges	3,356,875	3,887,931	4,150,079	4,320,704
Treatment Plant Maintenance Total		10,837,101	12,685,603	13,030,679	13,551,969
Raw Water & Pipeline Maintenance Engineering					
	Salaries & Benefits	1,746,736	1,363,448	1,296,267	1,881,103
	Services & Supplies	1,538,554	2,052,600	2,976,800	2,347,800
	Intra District Charges	1,021,286	890,814	887,105	1,252,981
Raw Water & Pipeline Maintenance Engineering Total		4,306,575	4,306,862	5,160,172	5,481,884
Wells & Water Measurement					
	Salaries & Benefits	2,833,623	2,763,917	2,843,558	3,021,895
	Services & Supplies	119,958	241,750	183,750	293,800
	Intra District Charges	1,639,681	1,754,481	1,866,938	1,951,464
Wells & Water Measurement Total		4,593,263	4,760,149	4,894,245	5,267,160
Operations Total *		43,713,324	47,610,860	49,748,808	51,980,960

Division Summaries

Capital Budget by Department and Account Category

Department	Account Category	FY 2021-22 Budgetary Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Adopted Budget	FY 2024-25 Proposed Plan
Groundwater Management					
	Salaries & Benefits	952	57,909	54,360	58,062
	Intra District Charges	531	35,139	34,913	36,478
Groundwater Management Total		1,483	93,048	89,273	94,540
Raw Water Operations					
	Salaries & Benefits	93,777	241,713	297,581	321,096
	Intra District Charges	52,471	148,760	192,427	202,942
Raw Water Operations Total		146,248	390,473	490,008	524,038
Raw Wtr-Field Ops & Pipeline Maint.					
	Salaries & Benefits	169,314	189,382	196,190	209,936
	Services & Supplies	1,007,478	7,024,000	8,011,021	3,659,559
	Intra District Charges	108,663	142,420	150,046	155,882
Raw Wtr-Field Ops & Pipeline Maint. Total		1,285,455	7,355,802	8,357,256	4,025,377
Treatment Plant Maintenance					
	Salaries & Benefits	69,818	432,635	442,618	483,739
	Services & Supplies	1,753,331	3,069,000	2,035,000	4,905,000
	Intra District Charges	44,304	318,734	328,148	354,761
Treatment Plant Maintenance Total		1,867,454	3,820,368	2,805,765	5,743,500
Raw Water & Pipeline Maintenance Engineering					
	Salaries & Benefits	668,632	587,119	756,857	537,613
	Services & Supplies	2,376,286	—	—	—
	Intra District Charges	425,628	368,880	503,231	344,414
Raw Water & Pipeline Maintenance Engineering Total		3,470,545	955,999	1,260,089	882,027
Wells & Water Measurement					
	Salaries & Benefits	4,687	22,465	23,505	17,658
	Intra District Charges	2,799	13,947	15,174	11,144
Wells & Water Measurement Total		7,486	36,412	38,679	28,802
Capital Total *		6,778,670	12,652,102	13,041,070	11,298,283
Division Total *		50,491,994	60,262,963	62,789,879	63,279,243

*Totals reflect the gross budget and includes intra-district reimbursement charges.