



BOARD OF DIRECTORS SPECIAL MEETING (WORKSHOP) AGENDA

Wednesday, June 09, 2021 at 10:00 AM
Via Teleconference – No Live Attendance

NOTICE IS HEREBY GIVEN MISSION SPRINGS WATER DISTRICT BOARD MEETINGS WILL BE CONDUCTED PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDER N-29-20 IN AN EFFORT TO PROTECT THE PUBLIC HEALTH AND PREVENT THE SPREAD OF COVID-19 (CORONAVIRUS). THE PUBLIC MAY ATTEND AND PARTICIPATE TELEPHONICALLY AS THERE WILL BE **NO PUBLIC LOCATION FOR ATTENDING IN PERSON**. THE AUDIO/VIDEO RECORDING OF THESE MEETINGS MAY BE POSTED TO THE MSWD WEBPAGE FOLLOWING THE MEETING.

THE PUBLIC MAY SUBMIT ANY COMMENTS ADDRESSING ITEMS BELOW BY EMAILING DPETEE@MSWD.ORG PRIOR TO THE START OF THE MEETING.

JOIN ZOOM MEETING

<https://us02web.zoom.us/j/8220655340?from=addon>

OR

DIAL BY PHONE:

+1 (408) 638-0968

Meeting ID: 822 065 5340

ACTION MAY BE TAKEN ON ANY ITEM ON THIS AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC INPUT

This is the opportunity for members of the public to address the Board pertaining to items on this agenda. Please limit comments to three (3) minutes or less. State law prohibits the Board from discussing or taking action on any item not listed on the Agenda (CA Government Code Section 54954.3(b)).

ITEMS FOR DISCUSSION

- 1. FY 2021-2022 BUDGET**
Presentation and discussion of the Draft MSWD FY 2021-2022 Budget

GENERAL MANAGER'S COMMENTS

DIRECTORS' COMMENTS

ADJOURN

If you need special assistance to participate in this meeting, please contact the Executive Assistant at (760) 660-4403 at least 48 working hours prior to the meeting.

ANY DISCLOSABLE PUBLIC RECORDS RELATED TO AN OPEN SESSION ITEM ON A REGULAR MEETING AGENDA AND DISTRIBUTED BY MISSION SPRINGS WATER DISTRICT TO ALL OR A MAJORITY OF THE BOARD OF DIRECTORS LESS THAN 72 HOURS PRIOR TO THAT MEETING ARE AVAILABLE FOR PUBLIC INSPECTION AT THE DISTRICT OFFICE, 66575 SECOND STREET, DESERT HOT SPRINGS, CALIFORNIA, DURING NORMAL BUSINESS HOURS AND MAY ALSO BE AVAILABLE ON THE DISTRICT'S WEBSITE AT <https://www.mswd.org/board.aspx> NOTE: THE PROCEEDINGS MAY BE AUDIO AND VIDEO RECORDED.

CERTIFICATION OF POSTING

I certify that on or before June 8, 2021 I posted a copy of the foregoing notice near the regular meeting place of the Board of Directors of Mission Springs Water District at least 24 hours in advance of the meeting (Government Code Section 54954.2).



Arden Wallum
Secretary of the Board of Directors

	A	B	C	D	E	F	G	H	I	J
1										
2	Mission Springs Water District									
3	Functional Expense Budget - 2022									
4										
5						2022		2021		Difference
6	REVENUES									
7		Base service charge				2,861,400		2,791,374		\$ 70,026
8		Water consumption				9,126,200		9,014,983		111,217
9		Meter installations				13,680		13,680		-
10		Sewer service				7,125,000		6,751,500		373,500
11		Other operating revenue				609,030		666,730		(57,700)
12		Backup and front footage fees				516,953		516,953		-
13		Contributed infrastructure				0		0		-
14		Property taxes				1,517,480		1,500,698		16,782
15		Standby charges				248,244		257,100		(8,856)
16		Fats, oils & grease fees				3,600		3,600		-
17		Investment income (net)				480,645		1,152,681		(672,036)
18		Grants				7,288,226		9,486,115		(2,197,889)
19		Gain (loss) from asset disposals				0		0		-
20		Total revenues				29,790,458		32,155,414		(2,364,956)
21										
22	EXPENSES									
23		Salaries and wages				4,056,146		3,797,893		258,253
24		Employee benefits				814,933		770,702		44,231
25		Fringe benefits				2,433,978		2,351,043		82,935
26		Public Employees Retirement -Prior year cos				0		453,134		(453,134)
27		Materials and supplies				1,582,486		1,526,871		55,615
28		Outside services				4,020,830		3,450,400		570,430
29		Ground water replenishment fees				(145,176)		(129,498)		(15,678)
30		Utilities				1,499,998		1,100,001		399,997
31		Directors' fees				60,000		60,000		-
32		Engineering				42,000		42,000		-
33		Insurance				221,304		176,640		44,664
34		Audit				48,000		45,000		3,000
35		Rate study				0		0		-
36		Legal				750,000		1,086,000		(336,000)
37		Depreciation				3,938,448		3,856,303		82,145
38		Interest				244,213		265,377		(21,164)
39		Standby reports				15,300		16,900		(1,600)
40		Dues and subscriptions				56,317		57,853		(1,536)
41		Training and conferences				223,994		199,534		24,460
42		Amortization and cost of debt issuance				0		1,440		(1,440)
43		Ground water management				20,000		20,000		-
44		Other expenses				73,060		79,960		(6,900)
45		Subtotal				19,955,831		19,227,553		728,278
46		General District Allocation				(1,096,272)		(760,188)		(336,084)
47		Total expenses				18,859,559		18,467,365		392,194
48										
49	NET OPERATING INCOME(LOSS)					10,930,899		13,688,049		(2,757,150)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
						DEBT SERVICE FUNDS											
		COMBINED DISTRICTS	OPERATING FUNDS			WATER DISTRICT			SEWER DISTRICT				CAPITAL IMPROVEMENT FUNDS				
		TOTAL FUNDS	GENERAL DISTRICT	WATER DISTRICT	SEWER DISTRICT	IMPROVEMENT DISTRICT #2	IMPROVEMENT DISTRICT E	INSTALLMENT SALE AGREEMENTS	ASSESSMENT DISTRICT #4	ASSESSMENT DISTRICT #7	ASSESSMENT DISTRICT #11 & 12	INSTALLMENT SALE AGREEMENTS	GENERAL DISTRICT	WATER DISTRICT	SEWER DISTRICT		
9	OPERATING REVENUES	19,987,154	0	12,845,786	7,141,368												
11	OPERATING EXPENSES:																
12	CUSTOMER ACCOUNTS	1,410,232	305,076	1,105,156	0												
13	BUILDINGS AND GROUNDS	166,646	166,646	0	0												
14	VEHICLE MAINTENANCE	360,326	360,326	0	0												
15	CENTRAL SERVICES	725,160	725,160	0	0												
16	ADMINISTRATION	2,092,489	2,092,489	0	0												
17	BOARD OF DIRECTORS	329,988	329,988	0	0												
18	PUBLIC AFFAIRS	622,101	453,129	168,972	0												
19	HUMAN RESOURCES	250,518	250,518	0	0												
20	ENGINEERING	935,602	852,602	74,000	9,000												
21	ACCOUNTING	862,040	862,040	0	0												
22	PUMPING	2,535,459	0	2,535,459	0												
23	TRANSMISSION AND DISTRIBUTION	1,707,086	0	1,707,086	0												
24	COLLECTION	504,612	0	0	504,612												
25	TREATMENT	1,427,635	0	0	1,427,635												
26	DISPOSAL	586,364	0	0	586,364												
27	OTHER	1,256,912	1,038,704	139,200	79,008												
28	DEPRECIATION	3,938,448	241,316	2,035,795	1,661,337												
29	CAPITAL LABOR AND COSTS												90,420	286,500	196,752		
30	ADMINISTRATIVE COSTS ALLOCATED	(1,096,272)	(7,677,994)	4,853,350	1,728,372								108,672	395,952	241,428		
31	TOTAL OPERATING EXPENSE	18,615,346	0	12,619,018	5,996,328												
32																	
33	NET OPERATING INCOME(LOSS)	1,371,808	0	226,768	1,145,040												
34																	
35	ADD NON-OPERATING REVENUE:																
36	CONNECTION FEES	516,953	0	504,353	12,600												
37	PROPERTY TAXES	1,517,480	532,197	615,562	369,721												
38	INTEREST INCOME	513,057	56,316	56,244	63,084	168	456		1,868	5,885	329,036						
39	UNREALIZED GAINS/LOSSES	(29,148)	(5,496)	(16,644)	(7,008)												
40	FRONT FOOTAGE FEES	0	0	0	0						0						
41	GRANT	7,288,226	0	1,078,236	6,209,990												
42	LESS INTEREST & DEBT SERVICE EXPENSE:																
43	PRIOR YEARS RETIREMENT AMORTIZED	0	0	0	0												
44	INTEREST	(247,477)	0	0	0		(10,920)	(8,569)	(456)	(3,264)	(224,268)						
45	AMORTIZATION-DISCOUNTS & COSTS	0	0	0	0		0	0			0						
46	SERVICE CHARGES	0	0	0	0		0	0			0						
47																	
48	NET INCOME(LOSS)	10,930,899	583,017	2,464,519	7,793,427	168	(10,464)	(8,569)	1,412	2,621	104,768	0					
49																	
50	LOAN PROCEEDS	11,831,077	500,000	731,077	10,600,000												
51	ADD ASSESSMENT DISTRICT PRINCIPAL	2,741,184			2,000,000				4,000	13,000	724,184						
52	ADD DEPRECIATION & AMORTIZATION	3,938,448	241,316	2,035,795	1,661,337		0				0						
53	TOTAL CASH PROVIDED	29,441,608	1,324,333	5,231,391	22,054,764	168	(10,464)	(8,569)	5,412	15,621	828,952	0					
54																	
55	CASH APPLIED OR RESERVED FOR:																
56	PRINCIPAL PAYMENTS DUE	(689,021)					(7,900)	(14,979)	(4,000)	(13,000)	(649,142)						
57	INTER-FUND TRANSFERS	0		(41,744)	183,843	(168)	18,364	23,548	(1,412)	(2,621)	(179,810)						
58	CAPITAL IMPROVEMENTS	(31,927,810)	(1,088,379)	(12,884,176)	(17,955,255)								1,088,379	12,884,176	17,955,255		
59	CONTINUING APPROPRIATIONS-YEAR END	0	0	0	0												
60	CAPITAL REPLACEMENT RESERVE	(1,969,224)	(120,658)	(1,017,898)	(830,669)												
61	RESERVES (INCREASED) DECREASED	5,144,447	(115,296)	8,712,427	(3,452,684)												
62	TOTAL PRINCIPAL PAYMENTS,																
63	TRANSFERS & CAPITAL IMPROVEMENT	(29,441,608)	(1,324,333)	(5,231,391)	(22,054,764)	(168)	10,464	8,569	(5,412)	(15,621)	(828,952)	0	1,287,471	13,566,628	18,393,435		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	MISSION SPRINGS WATER DISTRICT - DEPARTMENTAL BUDGETS COMPARISON																	
2																		
3																		
4																		
5		REVISED 2020-2021					2019-2020					2018-2019						
6		COMBINED DISTRICTS OPERATING FUNDS				COMBINED DISTRICTS OPERATING FUNDS				COMBINED DISTRICTS OPERATING FUNDS								
7		TOTAL FUNDS	GENERAL DISTRICT	WATER DISTRICT	SEWER DISTRICT	OTHER	TOTAL FUNDS	GENERAL DISTRICT	WATER DISTRICT	SEWER DISTRICT	OTHER	TOTAL FUNDS	GENERAL DISTRICT	WATER DISTRICT	SEWER DISTRICT	OTHER		
8																		
9																		
10																		
11	OPERATING REVENUES	19,498,967		12,732,767	6,766,200		17,155,809		10,708,229	6,447,580		16,640,052		10,243,512	6,396,540			
12																		
13	OPERATING EXPENSES:																	
14	CUSTOMER ACCOUNTS	1,320,764	219,204	1,101,560	0		1,298,228	243,680	1,054,548	0		1,213,146	246,382	966,764	0			
15	BUILDINGS AND GROUNDS	176,236	176,236	0	0		159,264	159,264	0	0		155,800	155,800	0	0			
16	VEHICLE MAINTENANCE	420,380	420,380	0	0		324,708	324,708	0	0		239,632	239,632	0	0			
17	CENTRAL SERVICES	702,128	702,128	0	0		678,275	678,275	0	0		524,619	524,619	0	0			
18	ADMINISTRATION	1,890,230	1,890,230	0	0		1,479,867	1,479,867	0	0		1,621,858	1,621,858	0	0			
19	BOARD OF DIRECTORS	367,384	367,384	0	0		351,844	351,844	0	0		334,176	334,176	0	0			
20	PUBLIC AFFAIRS	541,765	354,745	187,020	0		452,063	437,711	14,352	0		493,411	478,354	15,057	0			
21	HUMAN RESOURCES	224,807	224,807	0	0		206,328	206,328	0	0		226,265	226,265	0	0			
22	ENGINEERING	718,478	638,178	71,300	9,000		669,584	590,284	70,300	9,000		663,688	588,688	66,000	9,000			
23	ACCOUNTING	803,660	803,660	0	0		747,640	747,640	0	0		675,614	675,614	0	0			
24	PUMPING	2,165,269	0	2,165,269	0		2,433,999		2,433,999	0		2,058,212		2,058,212	0			
25	TRANSMISSION AND DISTRIBUTION	1,594,906	0	1,594,906	0		1,667,504		1,667,504	0		1,463,859		1,463,859	0			
26	COLLECTION	434,400	0	0	434,400		437,390	0	0	437,390		347,667	0	0	347,667			
27	TREATMENT	1,222,016	0	0	1,222,016		1,107,874	0	0	1,107,874		824,347	0	6,850	817,497			
28	DISPOSAL	526,612	0	0	526,612		509,552	0	0	509,552		518,358	0	0	518,358			
29	OTHER	1,542,264	1,327,040	136,620	78,604		738,624	537,168	136,764	64,692		649,031	529,728	92,244	27,059			
30	DEPRECIATION	3,856,303	133,651	2,149,996	1,572,656		4,038,902	169,902	2,289,102	1,579,898		4,260,873	376,070	2,283,060	1,601,743			
31	CAPITAL LABOR AND COSTS																	
32	ADMINISTRATIVE COSTS ALLOCATED	(760,188)	(7,257,643)	4,780,447	1,717,008		(618,060)	(5,926,671)	3,882,687	1,425,924		(634,320)	(5,997,186)	4,066,566	1,296,300			
33	TOTAL OPERATING EXPENSE	17,747,414	0	12,187,118	5,560,296		16,683,586	0	11,549,256	5,134,330		15,636,236	0	11,018,612	4,617,624			
34																		
35	NET OPERATING INCOME(LOSS)	1,751,553	0	545,649	1,205,904		472,223	0	(841,027)	1,313,250		1,003,816	0	(775,100)	1,778,916			
36																		
37	ADD NON-OPERATING REVENUE:																	
38	CONNECTION FEES	516,953	0	504,353	12,600	0	516,953	0	504,353	12,600	0	516,953	0	504,353	12,600	0		
39	PROPERTY TAXES	1,500,698	526,770	613,206	360,722	0	1,417,771	499,309	576,877	341,585	0	1,386,403	482,516	575,200	328,687	0		
40	INTEREST INCOME	758,517	124,200	162,000	133,860	338,457	743,157	135,540	151,140	117,888	338,589	579,192	98,673	63,038	51,108	366,373		
41	UNREALIZED GAINS/LOSSES	399,240	87,840	157,344	154,056	0	231,588	56,916	104,292	70,380	0	(274,284)	(109,776)	(97,536)	(66,972)	0		
42	FRONT FOOTAGE FEES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
43	GRANT	9,486,115	0	1,156,115	8,330,000	0	11,491,531	0	3,146,976	8,344,555	0	373,000	0	0	373,000	0		
44	LESS INTEREST & DEBT SERVICE EXPENSE:																	
45	PRIOR YEARS RETIREMENT AMORTIZED	(453,134)	(453,134)	0	0	0	(755,556)	(755,556)	0	0	0	(681,506)	(681,506)	0	0	0		
46	INTEREST	(270,453)	0	0	0	(270,453)	(289,969)	0	0	(289,969)	0	(309,901)	0	0	(309,901)	0		
47	AMORTIZATION-DISCOUNTS & COSTS	(1,440)	0	(216)	0	(1,224)	(1,440)	0	(216)	0	(1,224)	(1,440)	0	(216)	0	(1,224)		
48	SERVICE CHARGES	0	0	0	0	0	(2,088)	0	(1,440)	(600)	(48)	(1,332)	0	(1,284)	0	(48)		
49																		
50	NET INCOME(LOSS)	13,688,049	285,676	3,138,451	10,197,142	66,780	13,824,170	(63,791)	3,640,955	10,199,658	47,348	2,590,901	(210,093)	268,455	2,477,339	55,200		

A	B	C
1	MISSION SPRINGS WATER DISTRICT	
2	PROPOSED CLASSIFICATION PLAN 2021-2022	
3	PROPOSED	
4		
5		Funded
6		FTEs
7		
8	EXECUTIVE	
9	General Manager & Chief Engineer	1
10	Executive Assistant	1
11		
12	ADMINISTRATION	
13	Assistant General Manager	1
14	Programs and Public Affairs Manager	1
15	Human Resources Manager	1
16	Office Specialist II	1
17		4
18	Engineering:	
19	Engineering Manager	1
20	Associate Engineer	1
21	Engineering Technician I	2
22	Engineering Admin	1
23		5
24	Information Technology:	
25	Innovation & Technology Manager	1
26		
27	Service:	
28	Customer Service Manager	1
29	Customer Service Representative III	1
30	Customer Service Representative II	2
31	Customer Service Representative I	1
32	Field Service Supervisor	1
33	Field Service Representative II	2
34	Field Service Representative I	1
35		9
36	FINANCE	
37	Director of Administrative Services	1
38		
39	Accounting:	
40	Accounting Manager	1
41	Senior Accounting Technician	1
42	Accounting Technician	1
43	Purchasing and Warehouse Specialist	1
44		4
45	OPERATIONS	
46	Director of Engineering & Operations	1
47		
48	Operations:	
49	Field Operations Manager	1
50	Administrative Assistant	1
51		2
52	Construction & Maint.:	
53	Maintenance Superintendent	1
54	Lead Field Operations Technician	2
55	Field Operations Technician II	3
56	Field Operations Technician I	4
57		10
58	Water Production:	
59	Water Prod. Foreperson	1
60	Facilities Maintenance Lead	1
61	Water Prod. Operator I/II	3
62		5
63	Wastewater Treatment:	
64	Chief Plant Operator	1
65	WWTP Operator Lead	1
66	WWTP Operator 2	3
67	WWTP Operator 1	1
68		6
69	Wastewater Collections:	
70	Lead Operator	1
71	Operator I/II	1
72		2
73		
74	TOTAL BUDGETED FTEs	52

