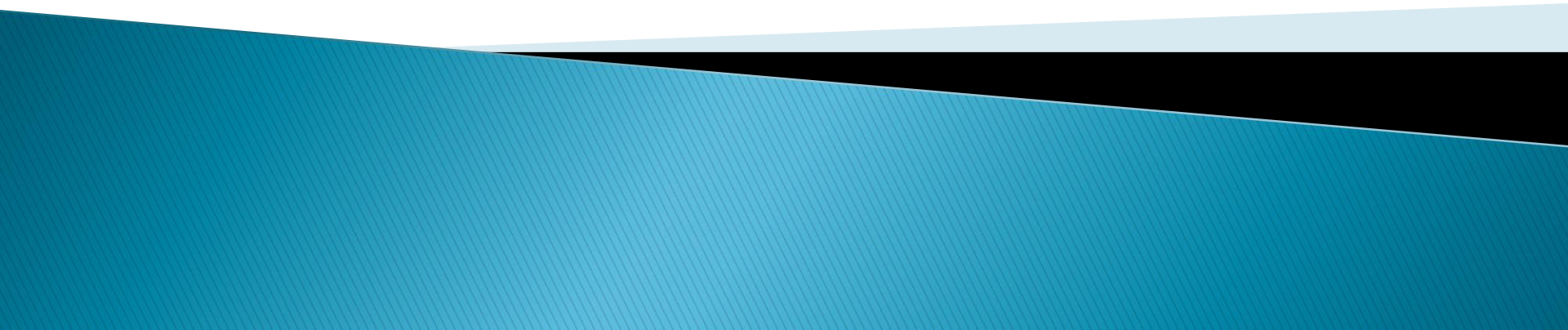


SOCWA
Administration Budget
2018/2019 Fiscal Year
Board Workshop
April 26, 2018



Key Budget Assumptions

- ▶ Headcount increase by 2 in 2017/18
 - FTE in Accounting
 - Administrative Support Position
- ▶ FY 2017/18 COLA 2.7%
- ▶ FY 2018/19 COLA 3.8% (CPI basis)
- ▶ No Merit Pay Changes were given in 2017–18
 - Catch up included in 2018–19 Budget
- ▶ Cost Increase in legal fees of \$160,000
- ▶ Planned JPA structural evaluation
- ▶ Fringe adjustments
- ▶ Implementation of audit recommendations

Administrative Training

- ▶ List of conferences & trainings for skill improvement in the coming year
 - California Association of Sanitation Agencies
 - WEF Technical Conference
 - CSRMA Board Meetings & Conferences
 - Water Emergency Response OC
 - Cal PERS Training
 - California Muni Finance Officers
 - Cal Procurement Officers
 - SCAP
 - Public Risk Management

Administrative Succession Planning Update

- ▶ Future Retirements (next 5 years)
 - 2 key positions eligible for retirement
- ▶ Workforce Experience at SOCWA
 - 4 Administrative employees less than 1 year
 - 3 Administrative employee less than 5 years
 - 1 Administrative employee less than 7 years
 - 1 Administrative employee more than 10 years

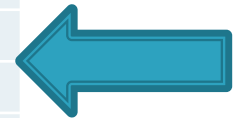


Succession Planning Update

- ▶ Goal 1 – Efficiency
 - Technical software assists in a better quality approach with more available information and better tracking – but takes experience to learn to use well
 - PERS, Payroll, Financial Tracking – all are complex and require training and time on the job
- ▶ Goal 2 – Staffing is extremely thin – must know my job and jobs of others
- ▶ Goal 3 – JPA's have many compliance requirements
 - Brown Act
 - Public Records Act
 - FPPA Requirements
 - Financial Reporting Requirements
- ▶ Goal 4 – Meet the future head on
 - Comply with Audit requirements for documented procedures
 - Record keeping, document management challenges
 - Quality controls

Total Labor Plan

Total O&M 5-Year Labor Plan								
Headcount								
Department	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget	FY 2018-19 Budget	FY 2019-20 Budget	FY 2020-21 Budget	FY 2021-22 Budget	FY 2022-23 Budget
Operations	39	40	41	42	40	40	40	40
Engineering	3	3	3	3	3	3	3	3
Environmental Compliance & Safety	10	10	10	9	9	9	9	9
IT	1	1	1	1	1	1	1	1
Administration	7	7	9	9	9	9	9	8
Total	60	61	64	64	62	62	62	61



Total Labor Plan

Total O&M 5-Year Labor Plan								
Headcount								
Department	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget	FY 2018-19 Budget	FY 2019-20 Budget	FY 2020-21 Budget	FY 2021-22 Budget	FY 2022-23 Budget
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Engineering	3	3	3	3	3	3	3	3
Environmental Compliance & Safety	10	10	10	9	9	9	9	9
IT	1	1	1	1	1	1	1	1
Administration	7	7	9	9	9	9	8	8
Total	60	61	64	64	62	62	61	61



FY 17–18 Administration Solid Progress

- ▶ Greater Quantity of Information & Materials
 - 76 Board and Committee Meetings in 12 months
- ▶ Improving Quality
- ▶ Financial Audits
- ▶ Valuation Study / Incorporated Assets
- ▶ Strategic Planning (Staff & Board) High Level
- ▶ State Audit – 9+ months of effort
- ▶ Cash Roll Forward
- ▶ New Staff – Substantial Training / New Tools / Greater Participation

Responsiveness Ensures Continuing Success

Time Pressures

- Lengthy Agendas
- Meeting Scheduling
 - ✓ 24 individuals
- Accuracy of Information
- Communication
 - ✓ 10 agencies
 - ✓ 7 active alternates
 - ✓ 19 other active staff members
- Comments & Responses
- Materials Prep & Delivery



Meetings, Meetings, Meetings

SOCWA OFFICIAL MEETING TRACKER

2016						
	BOD	Exec. Comm.	Fin. Comm.	Engr. Comm.	PC-15	PC2/5
January	1	0	0	1	0	0
February	1	0	1	1	1	0
March	1	0	1	1	2	0
April	1	2	1	1	3	0
May	3	1	1	1	0	1
June	3	0	1	1	0	0
July	0	0	0	1	0	0
August	2	0	1	1	1	0
September	1	1	0	1	0	0
October	2	0	1	1	0	0
November	1	0	0	1	1	0
December	1	0	1	1	0	0
	17	4	8	12	8	1
					Year 2016 Total	50

And, More Meetings

SOCWA OFFICIAL MEETING TRACKER

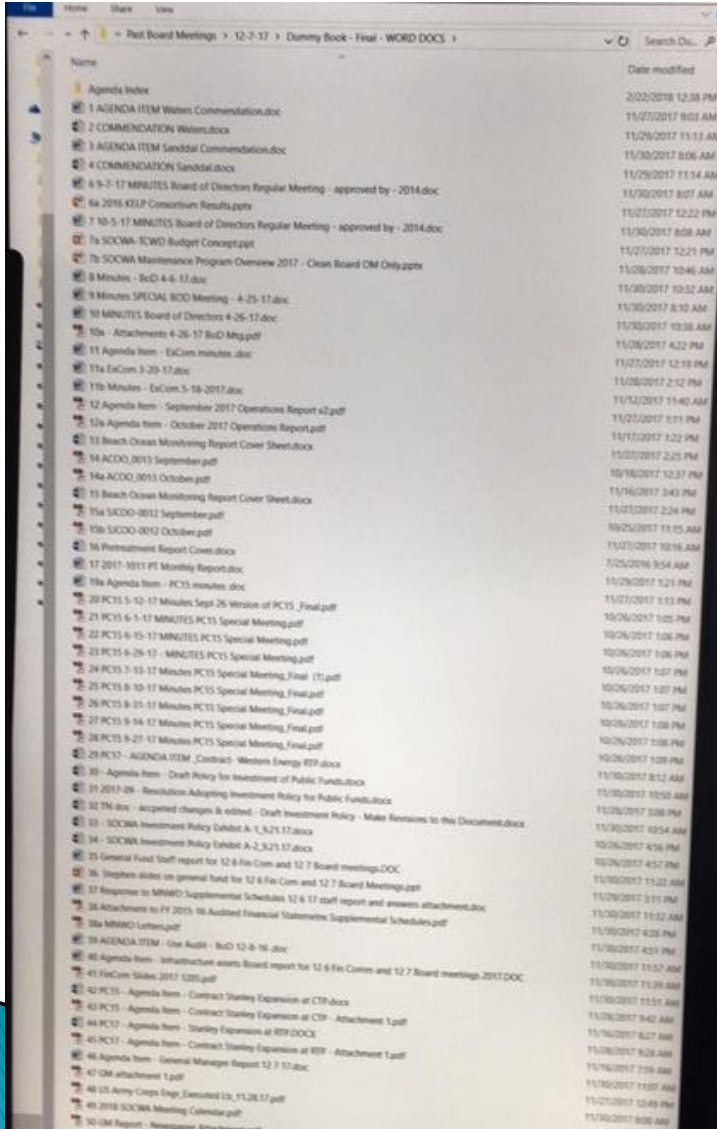
2017					
BOD	Exec. Comm.	Fin. Comm.	Engr. Comm.	PC-15	PC2/5
1	0	0	1	1	0
1	0	1	1	2	0
1	2	0	1	2	1
3	0	1	1	4	0
2	2	1	1	2	0
3	0	3	1	3	0
2	1	0	1	2	0
1	0	1	1	3	0
1	0	1	1	2	0
1	0	1	1	2	0
1	0	0	1	1	0
3	0	3	1	2	0
20	5	12	12	26	1
				Year 2017 Total	76

More Work to Do....

SOCWA OFFICIAL MEETING TRACKER					
2018					
BOD	Exec. Comm.	Fin. Comm.	Engr. Comm.	PC-15	PC2/5
1	0	1	1	2	0
1	0	2	1	2	0
1	0	3	1	2	0
3	0	6	3	6	0
				Year 2018 Total	18

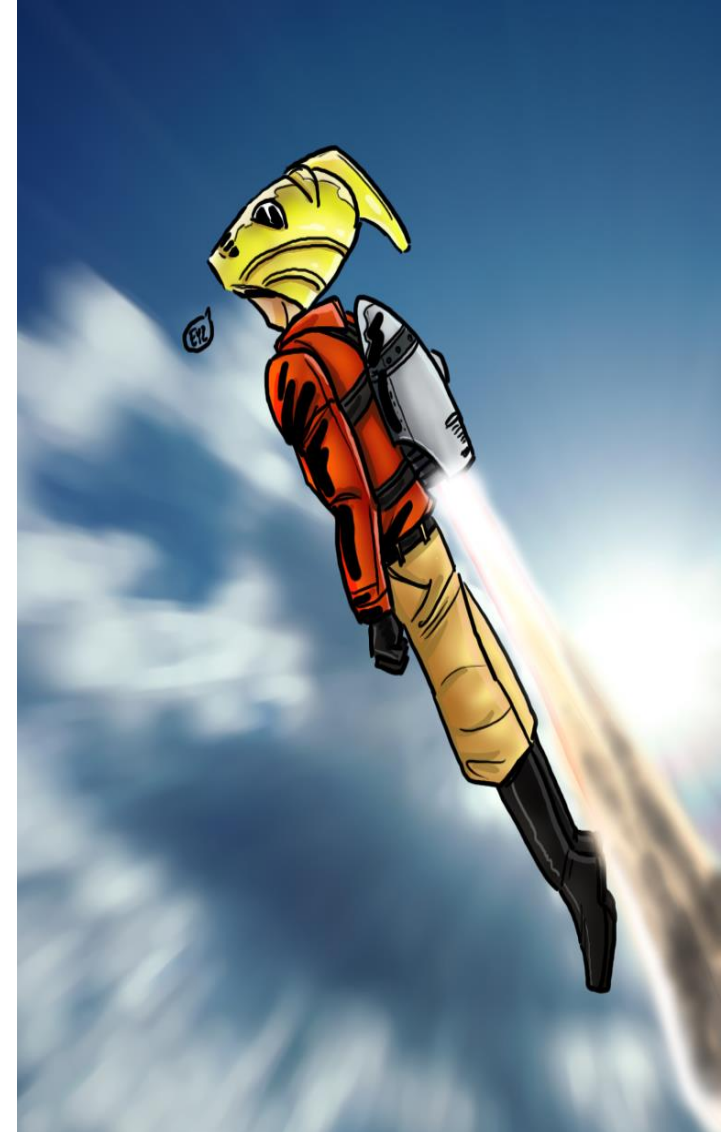
More to Come....
 First 3 months 2017 #15
 First 3 months 2018 #18

The Agenda Solo

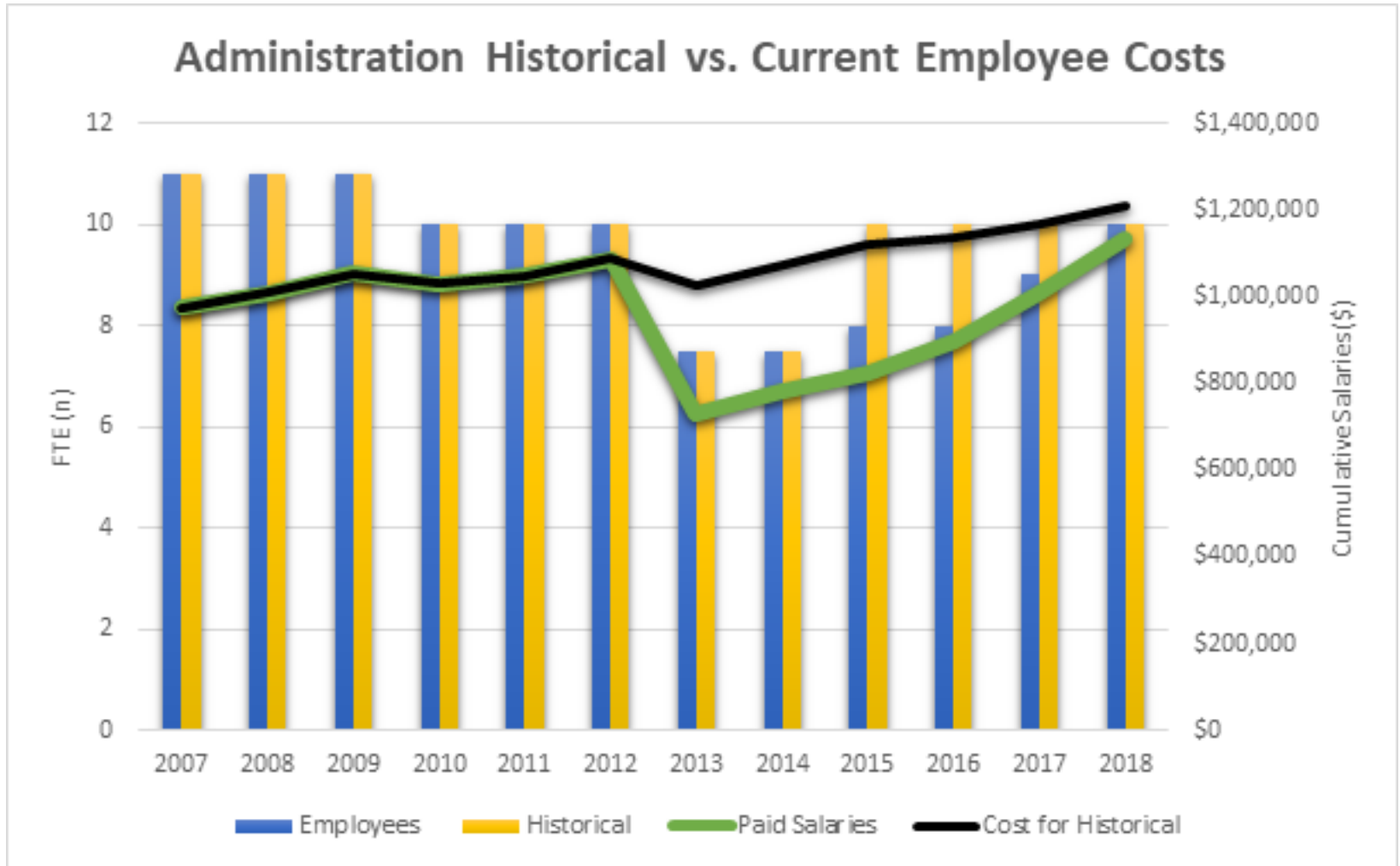


The screenshot shows a file explorer window with the following columns: Name and Date modified. The files listed include various agenda items, minutes, and reports, with dates ranging from 2002 to 2018.

Name	Date modified
Agenda Index	2/22/2018 12:58 PM
1 AGENDA ITEM Water Commendation.doc	11/27/2017 8:03 AM
2 COMMENDATION Water.doc	11/28/2017 11:13 AM
3 AGENDA ITEM Sandbar Commendation.doc	11/30/2017 8:06 AM
4 COMMENDATION Sandbar.doc	11/29/2017 11:14 AM
6 9-7-17 MINUTES Board of Directors Regular Meeting - approved by - 2014.doc	11/30/2017 8:07 AM
6a 2016 KLEP Consortium Results.pdf	11/22/2017 12:22 PM
7 10-3-17 MINUTES Board of Directors Regular Meeting - approved by - 2014.doc	11/30/2017 8:08 AM
7a SOOWA ICWD Budget Concept.pdf	11/07/2017 12:21 PM
7b SOOWA Maintenance Program Overview 2017 - Clean Board DM Only.pdf	11/28/2017 10:46 AM
8 Minutes - BCD 4-6-17.doc	11/30/2017 10:32 AM
9 Minutes SPECIAL BCD Meeting - 4-25-17.doc	11/30/2017 8:10 AM
10 MINUTES Board of Directors 4-26-17.doc	11/30/2017 10:38 AM
10a - Attachments 4-26-17 BCD Mtg.pdf	11/28/2017 4:22 PM
11 Agenda Item - ExCom minutes.doc	11/27/2017 12:18 PM
11a ExCom 3-20-17.doc	11/28/2017 2:12 PM
11b Minutes - ExCom 3-16-2017.doc	11/12/2017 11:40 AM
12 Agenda Item - September 2017 Operations Report v2.pdf	11/22/2017 3:11 PM
13a Agenda Item - October 2017 Operations Report.pdf	11/17/2017 1:22 PM
13 Beach Ocean Monitoring Report Cover Sheet.doc	11/27/2017 2:25 PM
14 ACCO 0013 September.pdf	10/16/2017 12:37 PM
14a ACCO 0013 October.pdf	11/16/2017 3:43 PM
15 Beach Ocean Monitoring Report Cover Sheet.doc	11/27/2017 2:24 PM
15a SACCO 0012 September.pdf	10/26/2017 11:15 AM
15b SACCO 0012 October.pdf	11/21/2017 10:16 AM
16 Pretreatment Report Cover.doc	7/25/2016 9:54 AM
17 2017-2018 PF Monthly Report.doc	11/28/2017 5:21 PM
18a Agenda Item - PC15 minutes.doc	11/27/2017 1:13 PM
20 PC15 5-12-17 Minutes Sept 26 Version of PC15_Final.pdf	10/26/2017 1:02 PM
21 PC15 6-1-17 MINUTES PC15 Special Meeting.pdf	10/26/2017 1:08 PM
22 PC15 6-15-17 MINUTES PC15 Special Meeting.pdf	10/26/2017 1:06 PM
23 PC15 6-26-17 MINUTES PC15 Special Meeting.pdf	10/26/2017 1:06 PM
24 PC15 7-10-17 Minutes PC15 Special Meeting_Final (1).pdf	10/26/2017 1:07 PM
25 PC15 8-10-17 Minutes PC15 Special Meeting_Final.pdf	10/26/2017 1:07 PM
26 PC15 8-21-17 Minutes PC15 Special Meeting_Final.pdf	10/26/2017 1:07 PM
27 PC15 9-14-17 Minutes PC15 Special Meeting_Final.pdf	10/26/2017 1:08 PM
28 PC15 9-27-17 Minutes PC15 Special Meeting_Final.pdf	10/26/2017 1:08 PM
29 PC17 - AGENDA ITEM - Contract - Western Energy RFP.doc	10/26/2017 1:09 PM
30 - Agenda Item - Draft Policy for Investment of Public Funds.doc	11/30/2017 8:12 AM
31 2017-2018 - Resolution Adopting Investment Policy for Public Funds.doc	11/30/2017 10:50 AM
32 FN.doc - accepted changes & edited - Draft Investment Policy - Make Revisions to this Document.doc	11/28/2017 3:06 PM
33 - SOOWA Investment Policy Exhibit A-1, 3,2,1,17.doc	11/30/2017 10:54 AM
34 - SOOWA Investment Policy Exhibit A-2, 3,2,1,17.doc	10/26/2017 4:56 PM
35 General Fund Staff report for 12 & Fin Com and 12 7 Board meetings.DOC	10/26/2017 4:57 PM
36 Stephen.doc on general fund for 12 & Fin Com and 12 7 Board Meetings.DOC	11/30/2017 11:22 AM
37 Response to MIMCO Supplemental Schedules 12 & 17 staff report and answers attachment.doc	11/29/2017 3:11 PM
38 Attachment to FY 2019 - 16 Audited Financial Statements Supplemental Schedules.pdf	11/29/2017 11:52 AM
39 MIMCO Letters.pdf	11/30/2017 4:28 PM
39 AGENDA ITEM - Use Audit - BCD 12-6-16.doc	11/30/2017 4:31 PM
40 Agenda Item - Infrastructure assets Board report for 12 & Fin Com and 12 7 Board meetings 2017.DOC	11/30/2017 11:57 AM
41 FinCom Slides 2017 1225.pdf	11/30/2017 11:39 AM
42 PC15 - Agenda Item - Contract Stairway Expansion at CTP.doc	11/30/2017 11:51 AM
43 PC15 - Agenda Item - Contract Stairway Expansion at CTP - Attachment 1.pdf	11/28/2017 9:42 AM
44 PC17 - Agenda Item - Stairway Expansion at RFP.doc	11/16/2017 8:17 AM
45 PC17 - Agenda Item - Contract Stairway Expansion at RFP - Attachment 1.pdf	11/28/2017 8:26 AM
46 Agenda Item - General Manager Report 12 7 17.doc	11/16/2017 2:19 AM
47 GM attachment 1.pdf	11/30/2017 11:07 AM
48 US Army Corps Eng. Escorted 12, 11,28,17.pdf	11/27/2017 12:49 PM
49 2018 SOOWA Meeting Calendar.pdf	11/10/2017 8:00 AM
50 GM Report - Newspaper Attachment.pdf	



Administrative 2007 to 2018



Workload Concerns

- By January, 2018 behind in producing over 45 sets of minutes backlog to September 2017
- Accumulated staff time off:
 - 252 hours 2016
 - 433 hours 2017
 - 145 hours 2018
- Overtime costs
 - \$14,500 2016
 - \$18,715 2017
- 45 Mondays or Fridays off in 3 years



Clerk of the Board



- Functioning as Clerk of the Board & Assistant Board Secretary (as appointed by the Board).
- Maintain a master calendar for Board and Committee Meetings, coordinating meetings between other agencies, businesses and consultants for Board and GM functions as requested.
- Meeting follow up, including gathering of board level signatures on required documentation and/or preparation of final documentation for assigned meetings, such as board level resolutions, board approved policies, etc. Distribution of materials to counsel, or other parties with additional follow up or other responsibilities. Preparation, coordination and filing of documents with state, county and other outside agencies in areas related to SOCWA compliance activities, such as Conflicts Code updates and administration, track and achieve required Form 700 filings, meet other JPA required filings and notices such as Special District Financial Transactions reporting and State Controller Compensation Reporting.
- Post meeting management of permanent records within the SOCWA Managed Drive or in hard files records for JPA level documents or agreements.
- Support the work of Director level employees.

....And Meetings

Executive Assistant to the General Manager



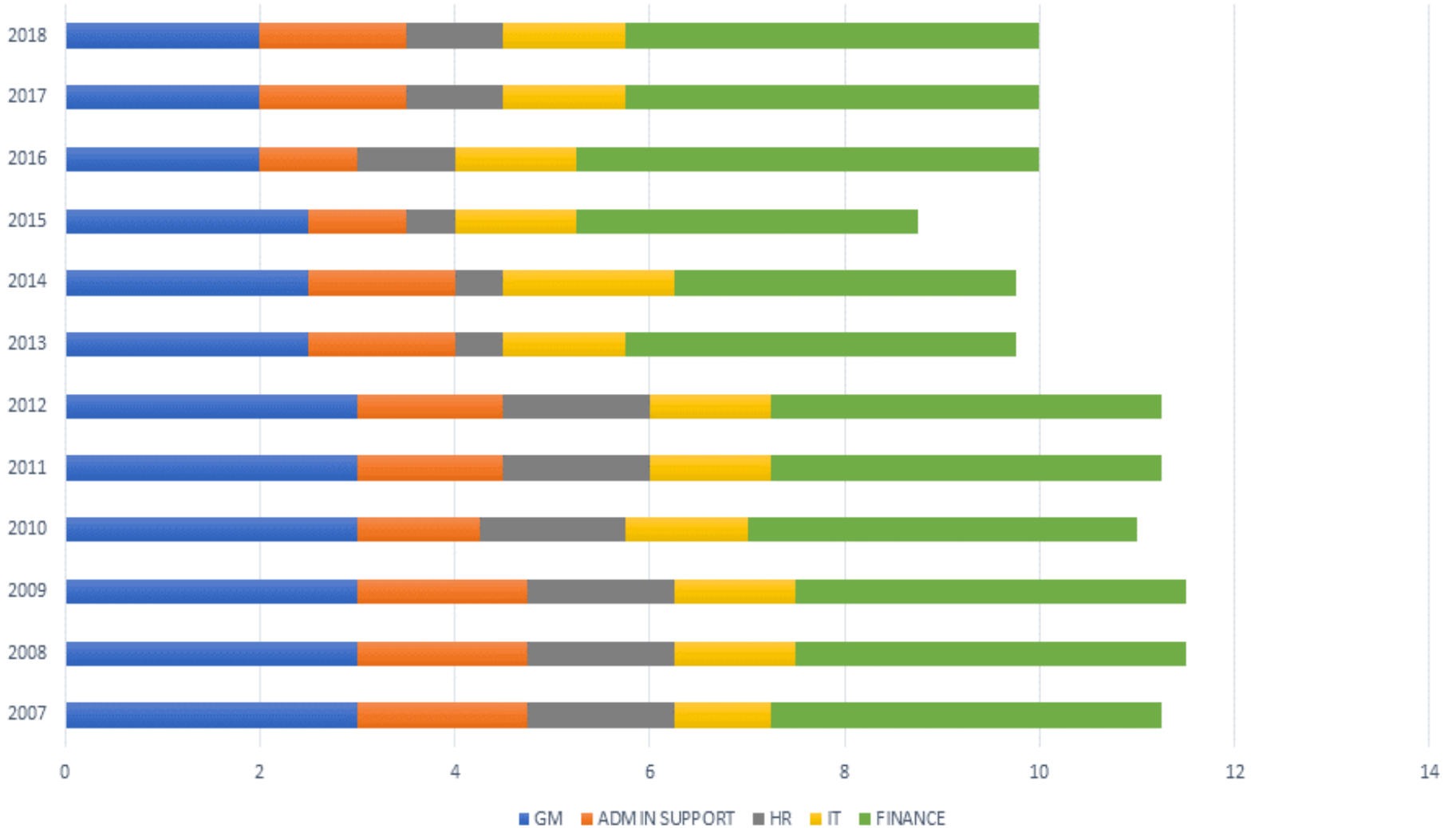
- Provides full administrative support to the office of the General Manager including scheduling of calendars, meetings and appointments, interaction with SOCWA staff and consultants, preparation of items of a confidential nature including correspondence, personnel matters, legal documents, policies, reports and memoranda, resolutions, procedures and other items as assigned.
- Oversees accuracy of information in format, context, spelling and numbering, and general consistency.
- Receives, opens and manages all mail addressed to the General Manager.
- Serves as lead administrator for the coordination and scheduling of the SOCWA Technology Working Group and organizes and leads the Administrative Safety meetings. In this role, investigates opportunities to improve administrative services through the use of technology and makes recommendations to the General Manager. Duties include information updates and accuracy of web-site in coordination with Public Information consultant.
- Manages and coordinates with the Finance Controller for petty cash for the administration functions of SOCWA.
- Delivers final record of meetings (including all distributed materials) to the Clerk of the Board.
- Supports the work of Director level employees.



....And Meetings

Analysis of Knowledge Base shows Administrative Staff Delivers Greater Service with Fewer Employees

Administration Weighted Positions from 2007 to 2018



Position Cost Profile

Executive Assistant FTE	Executive Assistant Apple 1	Prepares Minutes Private Party
Hourly Rate \$51.92	Hourly Rate \$52.88	\$50 Hour
Overhead \$13.65 per hour	Overhead \$28 per hour	Work Limit 960 Hours
Total \$65.07 per hour	Total \$80 per hour	Employment Claim Eligible
Learns SOCWA / Full Contributor	Not Committed to SOCWA	Lacks Skills