



Paradise Irrigation District

6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · www.pidwater.com

AGENDA

Paradise Irrigation District Finance Committee Meeting 6332 Clark Road, Paradise, CA 95969

MONDAY, FEBRUARY 6, 2023 – 9:00 AM

Committee Members: Board of Directors – Bob Matthews & Chris Rehmann
PID Staff – Brett Goodlin, Finance & Accounting Manager,
Tom Lando, District Manager and Mickey Rich, Assistant District Manager
Public Members – Gary Ledbetter and Steve Oehler

❖ *The Board of Directors is committed to making its meetings accessible to all citizens. Any persons requiring a special accommodation to participate, is requested to contact the District Secretary at 530-877-4971, extension 2039 at least 72 hours in advance of the meeting.*

❖ *To participate in the meeting remotely:*

Via Zoom Meeting: <https://us02web.zoom.us/j/88192841237>

Telephone: +1 669 900 6833 US (San Jose)

Meeting ID: 881 9284 1237

To improve participation during the meeting, we will be accepting public comments from Zoom Meeting participants during the meeting. The Board cannot take action on any matter not on the agenda. Public comments specific to an agenda item will be read directly after the agenda item and before the Board votes on an item.

Via Email or Telephone: Public comment will be accepted by email with the subject line PUBLIC COMMENT ITEM NO. ___ to gborrayo@paradiseirrigation.com or telephone (530) 876-2039 prior to 9:00 a.m. on the day of the meeting.

1. **Opening**

2. **Public Participation**

This is the time for members of the audience to present items not on the agenda. No action can be taken on these items, but they may be placed on future agendas for consideration. Comments should be limited to a maximum of three minutes duration. If more time is needed, communication may be submitted in writing to committee members, or placed on the agenda for a future committee meeting.

(Page 3-22) 3. **Mid-Year Budget Review of revenues and expenditures for Fiscal Year 2022-2023** (Brett Goodlin, Finance & Accounting Manager).

(Page 23-25) 4. **Discussion regarding proposed addition of Assistant Engineer and **Backflow Technician Meter Service** positions.** (Correction to Agenda by the following Addendum 02/02/2023)

5. **Discussion regarding development of a standardized method to present the finances to the Board of Directors each month** (Director Bob Matthews).

6. **Adjournment**

NOTICE
ADDENDUM TO AGENDA

PARADISE IRRIGATION DISTRICT
FINANCE COMMITTEE MEETING

6332 CLARK ROAD, PARADISE, CA 95969

MONDAY, FEBRUARY 6, 2023 – 9:00 AM

Thursday, February 2, 2023

CORRECTION TO AGENDA BY ADDENDUM

4. Discussion regarding proposed addition of Assistant Engineer and ~~Backflow Technician~~ Meter Service positions.



Paradise Irrigation District

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February 2, 2023

Paradise Irrigation District
Board of Directors

The Paradise Irrigation District management and staff are pleased to present the Paradise Irrigation District's 2022/23 Mid-Year Budget Review. The basic purpose of the budgetary process is to present the District's expenditure plan and to identify the resources and revenues available to fund it. The Budget is intended to support the priorities and policies of the Board of Directors as reflected in the District's Mission Statement and its Strategic Business Plan.

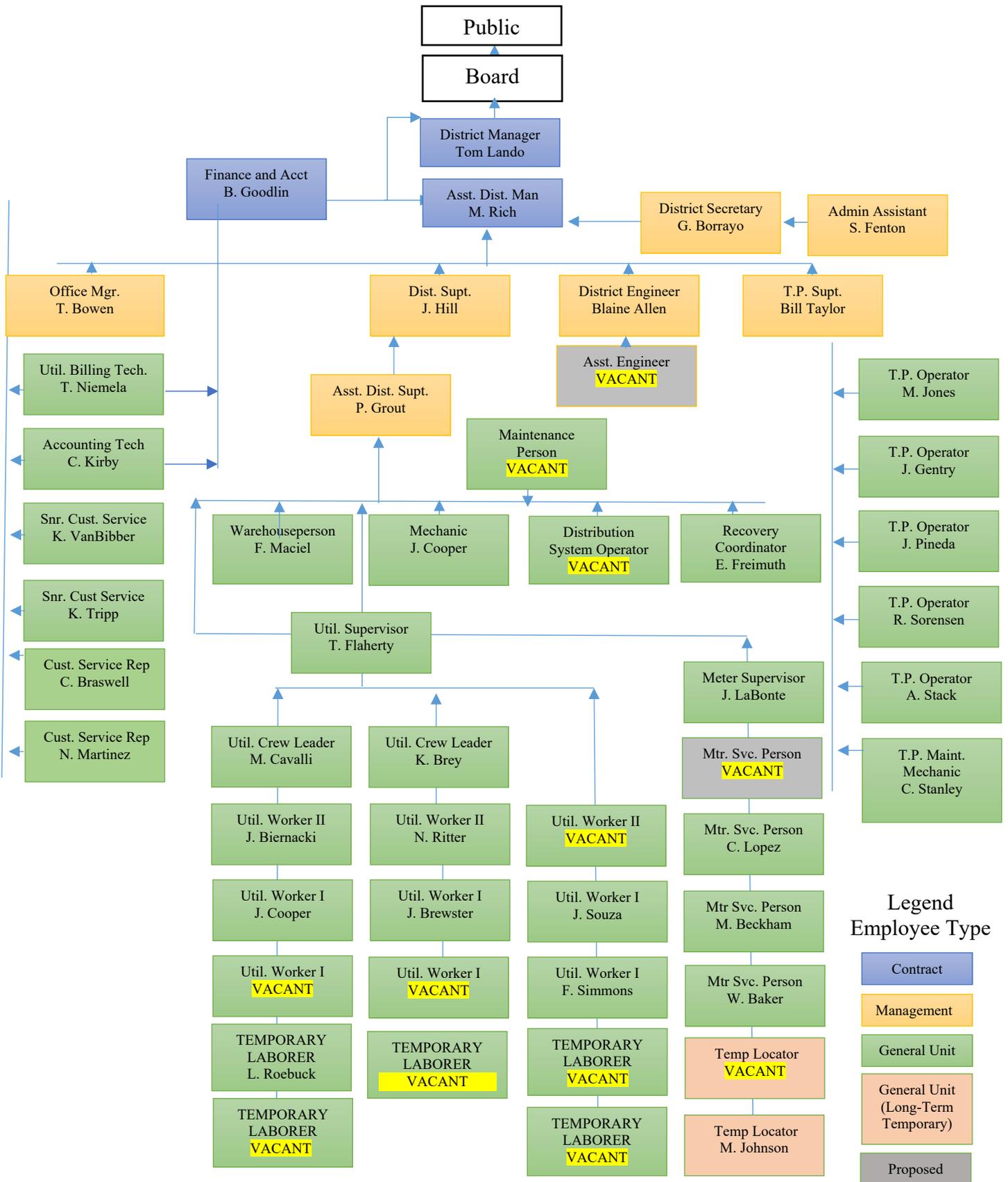
Budget Process

The Board of Directors annually adopts an operating and capital budget each fiscal year. The budget authorizes and provides the basis for reporting and control of financial operations and accountability for the District's enterprise operations and capital projects. Each year the District adopts a budget allowing it to continue to operate in the most efficient manner.

The District's budget process was developed with a series of goals and objectives in mind. These goals and objectives are developed from the Strategic Business Plan adopted by the Board of Directors. Throughout the year, the Board of Directors provides priorities and guidelines to the District Manager, the Finance and Accounting Manager, and other appropriate Staff. These priorities and other future issues and concerns are then discussed with department Supervisors and Managers during regular staff meetings. Once goals and objectives for the upcoming year are identified, consistent with those communicated by the Board of Directors, the District Manager, and his staff then begin development of the District's budget. The Budget is developed to summarize the revenue and expenses at the beginning and continue to get more detailed as the Budget continues.

An increase in the Operating and Capital budget may result in rate increases. In order to minimize the impact on District's rates, expense requirements are scrutinized to achieve operating efficiencies that maintain or improve customer service at the same time.

This budget is intended to be used for feasibility and planning purposes only. Approval of this budget by the Board of Directors does not commit the District to a particular course of action, does not constitute approval of any "project" under the California Environmental Quality Act (CEQA), and does not foreclose consideration or possible adoption of alternatives to any project, including the no project alternative. The District will comply with CEQA and other applicable laws, to the extent required, prior to approval or implementation of any project described herein.



Paradise Irrigation District
 FY 2022/23 Mid-Year Budget Review
 Revenue Overview

	FY 202/21 Actual	FY 2021/22 Actual	2022/23 Actuals July-Dec	FY 2022/23 Budget	% of Budget Realized
<u>General Fund/Operating</u>					
Water - Service	2,345,685	3,004,784	1,334,870	3,598,089	37%
Water - Consumption	(44)	-	46,935	217,672	22%
Water - Fees & Adjustments	140	30,005	63,142	340,335	19%
Outside Water Sales	118,909	167,195	97,159	250,000	39%
Meter Revenue	417,116	504,022	8,619	8,296	104%
Recreation & Boating Permits	165	-	-	-	
Backflow Check	-	140	-	-	
Rents	17,386	22,652	8,295	24,180	34%
Revenue - Surplus Property	-	-	-	-	
Escrow Fees	-	-	-	-	
Custom Work/PFD Reimbursement	63,315	38,174	21,796	40,000	54%
Misc	176,009	62,446	-	82,654	0%
Total Operating Income	3,138,682	3,829,419	1,580,816	4,561,226	35%
<u>Special Revenue Fund</u>					
Capital Improvement Program					
Taxes - 1%	354,959	212,138	332,582	275,000	121%
Interest	85,927	93,229	423,019	1,845,800	23%
FMV Gain/Loss - Securities	(319)	-	(17,169)	-	
Inc-Capacity Fees	154,613	128,919	-	100,000	0%
RDA Reimbursement	-	-	-	-	
Grant	293,977	764	-	-	
Total Capital Improvement	889,157	435,050	738,432	2,220,800	33%
<u>Debt Service Fund</u>					
Inc-Assessment Res (PID Share)	-	-	-	-	
Total Debt Service	-	-	-	-	
<u>Recovery Proceeds</u>					
State Backfill Funding	7,374,330	-	-	-	
FEMA Reimbursements	2,390,485	7,422,351	-	12,296,848	0%
Insurance Proceeds	5,068,231	401,787	1,875,023	1,300,000	144%
Other Recovery Grants	59,627	85,268,250	-	13,490,877	0%
PGE Locating Reimbursements	-	-	509,344	198,000	257%
Total Recovery Proceeds	14,892,673	93,092,387	2,384,367	27,285,725	9%
<u>PFD</u>					
Revenue - PFD	51,635	76,278	53,322	79,311	67%
Total PFD	51,635	-	53,322	79,311	67%
Total Revenue	18,972,147	97,433,134	4,756,937	34,147,061	14%

Paradise Irrigation District
 FY 2022/23 Mid-Year Budget Review
 Reserves Overview

The District has two forms of Cash Balances. Restricted Cash is cash that must be used for a specific purpose and the Board must use the cash for that specific purpose. Non-Restricted Cash is cash that the Board can designate for specific purposes.

The District adopted a reserving policy that defines cash is to be reserved. The information below provides a summary of the reserves calculation per the adopted policy, actual cash reserves as budgeted for FY 2022/23.

Reserve	Target Formula	
	Min	Max
Restricted		
Sick/Annual Leave Fund	As required by contract or law	
Facility Capacity Fund	As required by contract or law	
Bond Reserve Fund	As required by contract or law	
Debt Proceeds Construction Fund	As required by contract or law	
PFD Reserve Fund	As required by contract or law	

Priority	Reserve	Base Calculation	Target Formula	
			Min	Max
Non-Restricted				
1	Operating Fund	Operating Budget, including debt service & pipeline	17%	100%
2	Water Rate Stabilization Fund	Budget Water Revenue	10%	20%
3	Emergency Fund	Operating Budget, including debt service & pipeline	25%	25%
4	Drought Management Fund	Budgeted Consumption Revenue	25%	50%
5	Equipment Replacement Fund	Accumulated Equipment Depreciation	Current	100%
6	Long Term Capital Fund	10 Year Capital Plan	10%	100%

ACTUAL 2022/23

Restricted				
Reserve	Min	Max		
Sick/Annual Leave Fund	\$ 403,006	\$ 403,006		
Facility Capacity Fund	\$ -	\$ -		
Bond Reserve Fund	\$ -	\$ -		
Debt Proceeds Construction Fund	\$ -	\$ -		
PFD Reserve Fund	\$ 531,888	\$ 531,888		
TOTAL	\$ 934,894	\$ 934,894		

ACTUAL 2022/23

Non-Restricted				
Priority	Reserve	Base Calculation	Min	Current
1	Operating Fund	Operating Budget, including debt service & pipeline	\$ 1,331,020	\$ 1,331,020
2	Water Rate Stabilization Fund	Budget Water Revenue	\$ 441,439	\$ 441,439
3	Emergency Fund	Operating Budget, including debt service & pipeline	\$ 1,957,383	\$ 1,957,383
4	Drought Management Fund	Budgeted Consumption Revenue	\$ 54,418	\$ 54,418
5	Equipment Replacement Fund	Accumulated Equipment Depreciation	\$ 200,000	\$ 200,000
6	Long Term Capital Fund	10 Year Capital Plan	\$ 1,580,700	\$ 1,580,700
TOTAL			\$ 5,564,960	\$ 5,564,960
TOTAL CASH RESERVES			\$ 6,499,854	\$ 6,499,854

Paradise Irrigation District
 FY 2022/23 Mid-Year Budget Review
 Current Rates

Residential									
Each HCF (748 Gallons) 4/8/16 = \$1.53; 1/1/2017 = \$1.62; 1/1/18 = \$1.61									
	4/8/2016	1/1/2017	1/1/2018	1/1/2019		4/8/2016	1/1/2017	1/1/2018	1/1/2019
Service Charge	\$17.06	\$19.00	\$20.00	\$20.00					
Debt Surcharge	8.88	9.16	14.00	\$17.79					
Reserve Surcharge	4.77	5.18	5.18	\$5.18					
Total Service Charge	\$30.71	\$33.34	\$39.18	\$42.97					
Business									
Each HCF (748 Gallons) 4/8/16 = \$1.53; 1/1/2017 = \$1.62; 1/1/18 = \$1.61									
5/8" & 3/4 Inch Meter	4/8/2016	1/1/2017	1/1/2018	1/1/2019	2 Inch Meter	4/8/2016	1/1/2017	1/1/2018	1/1/2019
Service Charge	\$17.06	\$19.00	\$20.00	\$20.00	Service Charge	\$90.93	\$101.27	\$106.60	\$106.60
Debt Surcharge	8.88	\$9.16	\$14.00	\$17.79	Debt Surcharge	47.33	\$48.82	\$74.62	\$94.82
Reserve Surcharge	4.77	\$5.18	\$5.18	\$5.18	Reserve Surcharge	25.42	\$27.61	\$27.61	\$27.61
Total Service Charge	\$30.71	\$33.34	\$39.18	\$42.97	Total Service Charge	\$163.68	\$177.70	\$208.83	\$229.03
1 Inch Meter	4/8/2016	1/1/2017	1/1/2018	1/1/2019	3 Inch Meter	4/8/2016	1/1/2017	1/1/2018	1/1/2019
Service Charge	\$28.49	\$31.73	\$33.40	\$33.40	Service Charge	\$170.60	\$190.00	\$200.00	\$200.00
Debt Surcharge	14.83	\$15.30	\$23.38	\$29.71	Debt Surcharge	88.80	\$91.60	\$140.00	\$177.90
Reserve Surcharge	7.97	\$8.65	\$8.65	\$8.65	Reserve Surcharge	47.70	\$51.80	\$51.80	\$51.80
Total Service Charge	\$51.29	\$55.68	\$65.43	\$71.76	Total Service Charge	\$307.10	\$333.40	\$391.80	\$429.70
1-1/2 Inch Meter	4/8/2016	1/1/2017	1/1/2018	1/1/2019	4 Inch Meter	4/8/2016	1/1/2017	1/1/2018	1/1/2019
Service Charge	\$56.81	\$63.27	\$66.60	\$66.60	Service Charge	\$284.39	\$316.73	\$333.40	\$333.40
Debt Surcharge	29.57	\$30.50	\$46.62	\$59.24	Debt Surcharge	148.03	\$152.70	\$233.38	\$296.56
Reserve Surcharge	15.88	\$17.25	\$17.25	\$17.25	Reserve Surcharge	79.52	\$86.35	\$86.35	\$86.35
Total Service Charge	\$102.26	\$111.02	\$130.47	\$143.09	Total Service Charge	\$511.94	\$555.78	\$653.13	\$716.31
Irrigation, Recreation District and School District Rates									
Each HCF (748 Gallons) \$0.35									
5/8" & 3/4 Inch Meter	4/8/2016	1/1/2017	1/1/2018	1/1/2019	2 Inch Meter	4/8/2016	1/1/2017	1/1/2018	1/1/2019
Service Charge	\$17.06	\$19.00	\$20.00	\$20.00	Service Charge	\$90.93	\$101.27	\$106.60	\$106.60
Debt Surcharge	8.88	\$9.16	\$14.00	\$17.79	Debt Surcharge	47.33	\$48.82	\$74.62	\$94.82
Reserve Surcharge	4.77	\$5.18	\$5.18	\$5.18	Reserve Surcharge	25.42	\$27.61	\$27.61	\$27.61
Total Service Charge	\$30.71	\$33.34	\$39.18	\$42.97	Total Service Charge	\$163.68	\$177.70	\$208.83	\$229.03
1 Inch Meter	4/8/2016	1/1/2017	1/1/2018	1/1/2019	3 Inch Meter	4/8/2016	1/1/2017	1/1/2018	1/1/2019
Service Charge	\$28.49	\$31.73	\$33.40	\$33.40	Service Charge	\$170.60	\$190.00	\$200.00	\$200.00
Debt Surcharge	14.83	\$15.30	\$23.38	\$29.71	Debt Surcharge	88.80	\$91.60	\$140.00	\$177.90
Reserve Surcharge	7.97	\$8.65	\$8.65	\$8.65	Reserve Surcharge	47.70	\$51.80	\$51.80	\$51.80
Total Service Charge	\$51.29	\$55.68	\$65.43	\$71.76	Total Service Charge	\$307.10	\$333.40	\$391.80	\$429.70
1-1/2 Inch Meter	4/8/2016	1/1/2017	1/1/2018	1/1/2019	4 Inch Meter	4/8/2016	1/1/2017	1/1/2018	1/1/2019
Service Charge	\$56.81	\$63.27	\$66.60	\$66.60	Service Charge	\$284.39	\$316.73	\$333.40	\$333.40
Debt Surcharge	29.57	\$30.50	\$46.62	\$59.24	Debt Surcharge	148.03	\$152.70	\$233.38	\$296.56
Reserve Surcharge	15.88	\$17.25	\$17.25	\$17.25	Reserve Surcharge	79.52	\$86.35	\$86.35	\$86.35
Total Service Charge	\$102.26	\$111.02	\$130.47	\$143.09	Total Service Charge	\$511.94	\$555.78	\$653.13	\$716.31
Fire Service Connection Charges									
Each HCF (748 Gallons) 4/8/16 = \$1.53; 1/1/2017 = \$1.62; 1/1/18 = \$1.61									
	4/8/2016	1/1/2017	1/1/2018	1/1/2019		4/8/2016	1/1/2017	1/1/2018	1/1/2019
Residential	\$6.75	\$6.75	\$6.75	\$6.75	6"	\$40.48	\$40.48	\$40.48	\$40.48
2"	\$13.49	\$13.49	\$13.49	\$13.49	8"	\$53.99	\$53.99	\$53.99	\$53.99
4"	\$26.99	\$26.99	\$26.99	\$26.99					

Paradise Irrigation District
FY 2022/23 Mid-Year Budget Review
Operating Expenditure Information

Operating Budget

This section of the budget describes the individual department operating expenses from the context of the programs and services that each deliver. Programs and services are developed and adjusted annually to continue the advancement of the District's Strategic Plan. Short-term initiatives identified by the departments are included in the operating program budgets.

The District's operating budget funds day-to-day programs and functions and includes six main cost centers: Source of Supply, Security and Recreation, Water Treatment, Transmission and Distribution, Customer Service, and Administration. Major expense items in the operating program budget include salaries and benefits, materials and supplies, outside services, utilities, and insurance.

The majority of the District's operating expenses are salaries and benefits. Salaries and Benefits are 60% of the District's operating budget. As of report date, the District employs 42 full-time employees. The District offers a quality benefit package to all full-time employees. The benefit package includes a defined contribution retirement plan, medical, dental and vision insurance for the employee and their family, life insurance, and long-term disability insurance. The District's retirement plan is defined contribution plan. The District contributes 9% of the employee's salary into their retirement plan every pay period. The District will also match up to 3% of the employee's voluntary retirement plan contribution. The projected operating cost for employees' salaries and benefits are based on the Memorandums of Understanding (MOU's) approved by the Board in 2020.

The District's retirement plan is different than most California State government retirement plans. Those other State Government plans are called a defined benefit plan. Those plans give the employee a guaranteed annual payment after retirement based on years of service and salary. Those plans create an unknown liability for the government agency based on prior year returns from the account and based on the actuarial calculation.

Supplies and materials make up 16% of the operating budget. The main supplies and materials are water treatment chemicals and materials for transmission/distribution repairs.

Outside services make up 17% of the operating budget. The main outside services are legal services, annual auditing services, and equipment repairs.

Utilities make up 4% of the operating budget, insurance makes up 3% of the operating budget.

Board expenses make up 0.21% of the operating budget.

The following charts provide a summary of budgeted operating expenses by department and by category.

Paradise Irrigation District
 FY 2022/23 Budget
 Operating Expenditure Summary

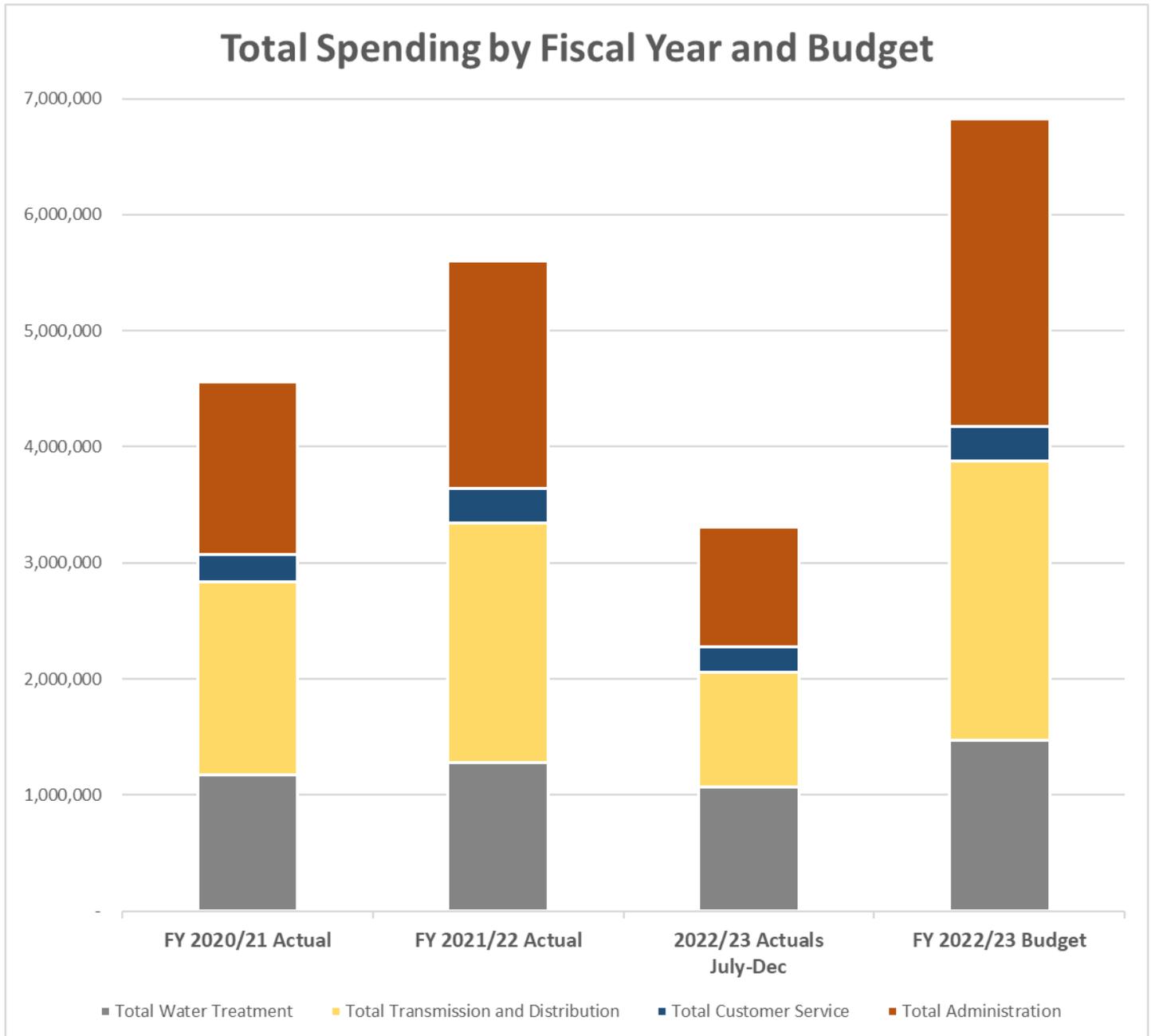
Operational Expense by Department

	FY 2020/21 Actual	FY 2021/22 Actual	2022/23 Actuals July-Dec	FY 2022/23 Budget	% of Budget Realized
Source of Supply					
Salary and Benefits	-	941	-	-	
Materials and Supplies	2,589	-	274	-	
Outside Services	145,231	140,996	167,085	175,000	95%
Utilities	2,784	1,015	73	-	
Insurance	-	-	-	-	
Total Source and Supply	150,604	142,952	167,432	175,000	96%
Water Treatment					
Salary and Benefits	837,461	1,011,616	547,134	924,806	59%
Materials and Supplies	160,137	120,151	400,204	306,250	131%
Outside Services	38,154	39,191	11,354	69,000	16%
Utilities	121,160	108,024	92,466	150,000	62%
Insurance	17,500	-	15,469	25,000	62%
Total Water Treatment	1,174,412	1,278,983	1,066,627	1,475,056	72%
Transmission & Distribution					
Salary and Benefits	1,081,815	1,366,021	657,932	1,699,616	39%
Materials and Supplies	386,148	492,370	259,083	550,000	47%
Outside Services	97,832	145,083	29,495	35,000	84%
Utilities	61,272	60,118	43,833	71,200	62%
Insurance	31,000	-	529	45,000	1%
Total Transmission and Distribution	1,658,067	2,063,593	990,872	2,400,816	41%
Customer Service					
Salary and Benefits	218,610	282,697	213,715	277,245	77%
Materials and Supplies	-	88	130	500	26%
Outside Services	5,937	11,650	-	6,000	0%
Utilities	-	-	1,355	-	
Insurance	12,900	-	138	18,750	1%
Total Customer Service	237,447	294,435	215,338	302,495	71%
Administration					
Salary and Benefits - Admin Staff	812,504	1,035,852	572,942	1,308,865	44%
Salary and Benefits - Board	14,611	-	3,850	4,800	80%
Materials and Supplies	129,835	261,644	194,714	230,165	85%
Outside Services	397,087	491,461	229,055	930,000	25%
Utilities	58,668	62,162	21,492	56,000	38%
Insurance	66,567	105,010	9,078	102,500	9%
Board Expenses	13,122	3,913	1,645	15,000	11%
Total Administration	1,492,394	1,960,042	1,032,776	2,647,330	39%

Operational Expense by Category

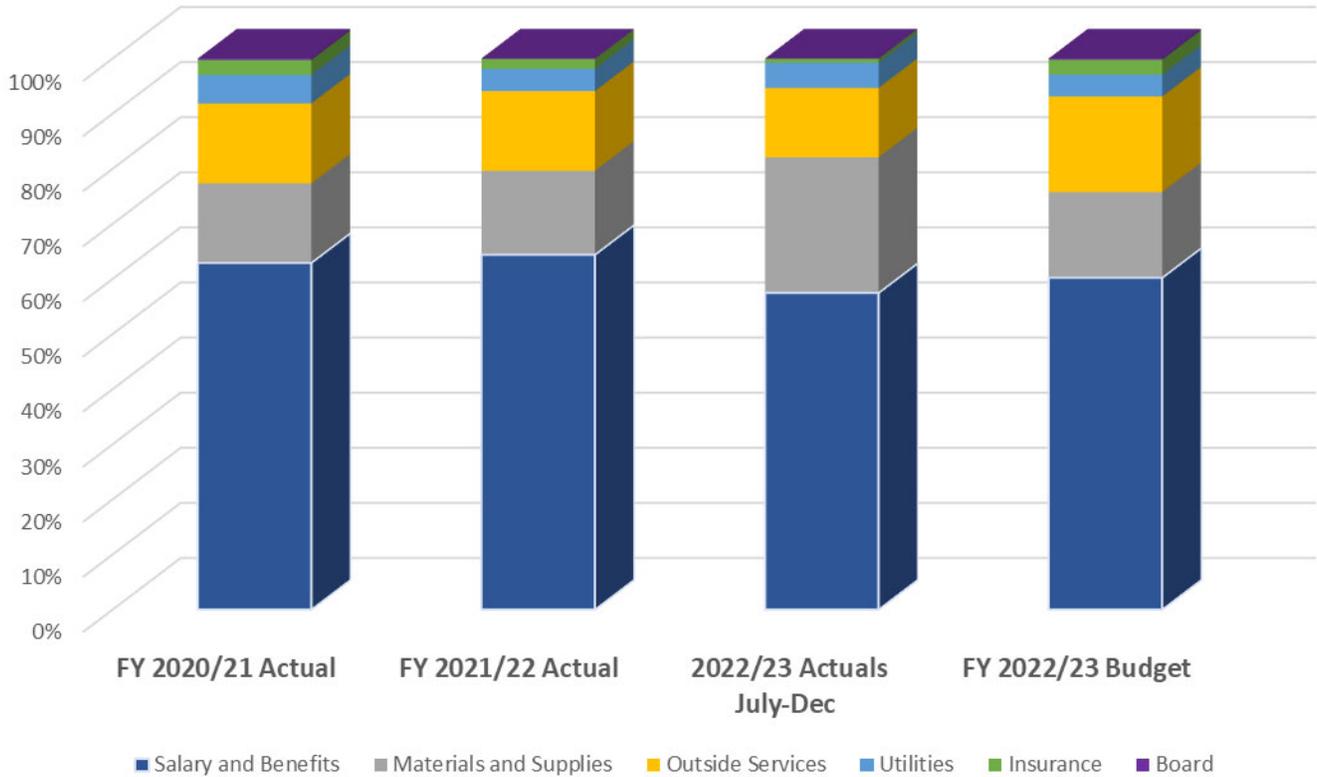
	FY 2020/21 Actual	FY 2021/22 Actual	2022/23 Actuals July-Dec	FY 2022/23 Budget	% of Budget Realized
Operational Summary					
Salary and Benefits	2,965,001	3,697,127	1,995,573	4,215,332	47%
Materials and Supplies	678,709	874,253	854,405	1,086,915	79%
Outside Services	684,241	830,135	436,989	1,215,000	36%
Utilities	243,884	231,319	159,220	277,200	57%
Insurance	127,967	105,010	25,214	191,250	13%
Board	13,122	3,913	1,645	15,000	11%
Total Operating Expense	4,712,924	5,741,756	3,473,045	7,000,697	50%

Paradise Irrigation District
 FY 2022/23 Budget
 Operating Expenditure Summary

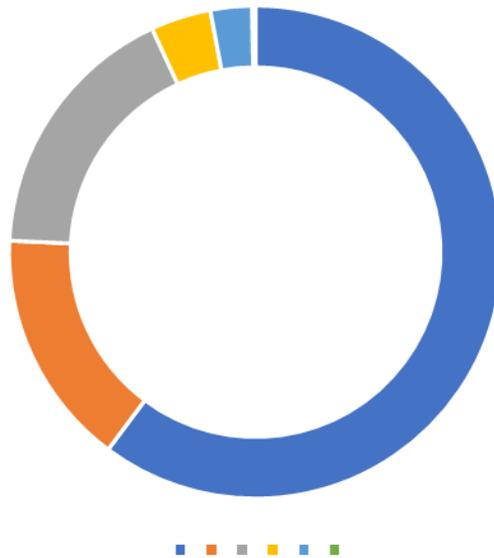


Paradise Irrigation District
 FY 2022/23 Budget
 Operating Expenditure Summary

Percentage of Spending Per Category



FY 2022/23 Budget by Category



Paradise Irrigation District
 FY 2022/23 Budget
 Employee & Salary Review

Primary Title	Salaries	Overtime	Retirement	Insurance Benefits	Employment Taxes	Total Pay
Assistant District Manager	104,998	-	12,600	8,790	9,195	135,583
District Manager	161,990	-	-	-	14,187	176,177
Finance and Accounting Manager	83,990	-	10,079	19,302	7,356	120,726
District Secretary	91,962	7,074	11,035	18,558	8,054	136,683
Office and Customer Service Manager	74,069		8,888	21,222	6,487	110,666
Assistant District Secretary	54,815	1,072	6,578	19,302	4,801	86,567
District Engineer	100,547		12,066	21,222	8,806	142,640
Assistant Engineer	86,412		10,369	19,302	7,569	123,652
District Superintendent	102,752	7,062	12,330	21,222	9,033	152,398
Assistant Superintendent	103,002	5,723	12,360	14,070	9,054	144,209
Water Treatment Plant Superintendent	127,462	12,256	15,295	19,302	11,205	185,519
Utility Billing Technician	50,193	496	6,023	1,839	4,396	62,947
Senior Customer Service Representative	35,198	361	4,224	1,233	3,083	44,099
Senior Customer Service Representative	33,852	361	4,062	1,839	2,965	43,079
Customer Service Representative	33,852	361	4,062	9,736	2,965	50,975
Customer Service Representative	33,852	347	4,062	-	2,965	41,226
Accounting Technician	44,753	445	5,370	21,454	3,919	75,941
Maintenance Person	78,204		9,384	28,632	6,859	123,079
Distribution System Operator	74,676		8,961	28,632	6,551	118,820
Mechanic	54,309	3,264	6,517	10,949	4,774	79,813
Meter Serviceperson	47,715	918	5,726	10,949	4,180	69,487
Meter Serviceperson	47,715	918	5,726	19,027	4,180	77,565
Meter Serviceperson	44,138	918	5,297	1,839	3,866	56,058
Meter Serviceperson	62,820	4,412	7,538	28,632	5,513	108,915
Meter Supervisor	75,234	-	9,028	10,949	6,590	101,801
Recovery Coordinator	48,419	527	5,810	28,632	4,256	87,644
Temporary Laborer	42,245	3,047	5,069	-	3,714	54,074
Temporary Laborer	47,004		5,640	28,632	4,129	85,405
Temporary Laborer	47,004		5,640	28,632	4,129	85,405
Temporary Laborer	47,004		5,640	28,632	4,129	85,405
Temporary Laborer	47,004		5,640	28,632	4,129	85,405
Utility Crew Leader	58,573	4,224	7,029	10,949	5,149	85,924
Utility Crew Leader	53,456	3,855	6,415	1,839	4,699	70,264
Utility Locator	57,780	3,294	6,934	28,632	5,072.23	101,712
Utility Locator	47,507	3,294	5,701	28,632	4,176	89,310
Utility Supervisor	68,245	4,736	8,189	1,233	5,999	88,402
Utility Worker I	40,581	3,168	4,870	28,632	3,567	80,818
Utility Worker I	57,780	3,047	6,934	28,632	5,072	101,464
Utility Worker I	40,581	2,927	4,870	21,454	3,567	73,399
Utility Worker I	57,780	2,927	6,934	28,632	5,072	101,344
Utility Worker I	40,581	2,927	4,870	10,949	3,567	62,894
Utility Worker I	40,581	2,927	4,870	21,454	3,567	73,399
Utility Worker II	42,245		5,069	1,839	3,714	52,867
Utility Worker II	43,930		5,272	10,949	3,862	64,013
Utility Worker II	60,324		7,239	28,632	5,295	101,490
Warehouse Person	69,098	659	8,292	21,454	6,074	105,577
Water Treatment Plant Maintenance Mechanic	79,622	4,429	9,555	1,839	6,999	102,445
Water Treatment Plant Operator	92,123	5,278	11,055	10,949	8,098	127,503
Water Treatment Plant Operator	101,234	8,858	12,148	21,454	8,899	152,593
Water Treatment Plant Operator	71,594	6,390	8,591	28,632	6,294	121,500
Water Treatment Plant Operator	60,549	5,822	7,266	10,949	5,323	89,909
Water Treatment Plant Operator	54,891	-	6,587	1,233	4,825	67,536
Water Treatment Plant Operator	82,911	9,734	9,949	21,454	7,288	131,336
General Total	2,317,157	94,866	278,058	689,289	203,471	3,582,842
Fully Staffed	3,409,156	128,053	389,658	871,579	299,216	5,097,663
Vacant	723,792	13,679	86,853	334,251	63,521	1,222,096

	Updated Cost	1/2 Updated	YTD	Estimated End	Budget	Estimated Addition
ADMIN	1,350,960	669,438	572,942	1,242,380	1,308,865	0
CS	413,827	206,913	213,715	420,628	277,245	143,383
TD	2,354,534	1,177,267	657,932	1,835,199	1,699,616	135,583
WTP	978,341	489,171	547,134	1,036,304	924,806	111,498

Paradise Irrigation District
FY 2022/23 Budget
Capital Projects Summary

Capital Projects Program

These expenditures represent cash spent on the District's capital projects. The majority of these projects are related to recovery and repair of the damages to the Districts capital assets and infrastructure caused by the 2018 Camp Fire. The primary funding source for the majority of these projects includes FEMA/CalOES grants, insurance proceeds, and a local cost share incurred by the District. The District's local share may include work performed by District crews and/or capital outlays. The capital outlays are primarily financed through water rates and capacity fees. The District collects capacity fees from new developments to help cover the cost of expanding water system capacity to serve new development. As such, capacity fees are used to finance expansions to the water system capacity only. The District uses cash available in the long-term capital, drought management, and replacement reserves, collected from rates over a period of time, to replace or otherwise upgrade the identified capital facilities.

The categories of capital projects are:

- Major Capital Projects: The acquisition of land, facilities, works, improvements and supplies of water; and enhancements or enlargements to existing capacity and facilities for obtaining, importing, transporting and delivering additional quantities of water. This also includes significant repairs and replacement of District assets and infrastructure damaged by the 2018 Camp Fire. Major capital projects are typically included in the Districts Long-Term Capital Program.
- Minor Capital Projects: Minor capital projects include the acquisition of land, facilities, works and improvements; and enhancements or enlargements to existing capacity and facilities. Minor capital projects take less time to develop are not generally included in the Districts Long-Term Capital Program. The purchase of fixed asset equipment with a cost of \$5,000 or more. Minor changes or additions to existing District-owned grounds or buildings and the electrical, lighting, pumping, air conditioning or heating systems contained therein, which correct unsafe or unhealthful working conditions, increase operating efficiency, promote improved service to the public, and provide for the installation of equipment and security devices.

This Capital budget reflects current activities and needs identified by staff. Planning, design, or construction of capital facilities other than those contained in the budget may occur during the fiscal year subject to Board Approval. All attempts were made to accurately estimate expenditures for the fiscal year, however, budget amounts may increase or decrease as projects develop or needs justify throughout the year on the capital projects.

The following charts provide a summary of future major and minor capital projects and equipment purchases, including estimated costs. Numbers in parenthesis next to project titles represent FEMA project numbers.

Paradise Irrigation District
FY 2022/23 Budget
Capital Projects and Equipment Purchase Summary

Major Capital Projects included in the summary above are as follows:

- **Service Lateral Replacement Project**
 - Estimated Cost: \$45,854,811
 - Funding Source: FEMA 428 Fixed Cost Program, PID Local Share
 - Project Description: This project is designed to replace 4,070 damaged service laterals within the District's distribution system. The number of damaged service laterals is estimated based on initial testing performed on a random sample of service laterals serving burned parcels throughout the District's distribution system. This project includes the cost of testing the service lateral for contamination, service lateral replacement, and project/construction management. The project is designed to replace 4,070 service laterals within a 7 year time-frame to begin during FY2021/22.

- **Service Lateral Replacement Project – Completed prior to FEMA 428 Fixed Cost Program**
 - Estimated Cost: \$3,306,882
 - Funding Source: FEMA/CalOES Standard Public Assistance, PID Local Share
 - Project Description: This project is designed to replace approximately 492 service laterals expected to be completed outside of the FEMA 428 Fixed Cost Project. These service laterals are expected to be completed by Sutton Enterprises through the construction contract with PID. The cost of the project reflects the remainder of the Sutton Enterprises contract outstanding as of the beginning of FY2020/21. The full extent of these costs are expected to be incurred during FY2020/21.

- **Backflow Preventers**
 - Estimated Cost Long-Term: \$3,924,269
 - Funding Source: FEMA 428 Fixed Cost Program, PID Local Share
 - Project Description: This project is designed to install backflow preventers on all service lateral connections within the District's distribution system. The backflow preventers are part of the hazard mitigation plan for service lateral connections to prevent future contamination of the distribution system in the event of a fire or other emergency. The estimated cost for FY202/21 is based on an estimated 492 backflow devices to be installed during the year, which is estimated based on the number of interim backflow devices installed during FY2019/20. The long-term cost is based on the District's FEMA 428 project request, which includes the materials and installation cost, as well as the cost for project/construction management. The number of backflow devices to be installed is tied directly to the number of service lines to be replaced in the Service Lateral Replacement Project.

Paradise Irrigation District
FY 2022/23 Budget
Capital Projects and Equipment Purchase Summary

- **Water Meters, Housing Boxes, and AMI System**

- Estimated Replacement Cost: \$5,792,542
- Estimated Hazard Mitigation Cost: \$658,257
- Funding Source: Insurance, FEMA 428 Fixed Cost Program, PID Local Share
- Project Description: This project is designed to replace 4,562 damaged meters within the District's distribution system. The number of meters to be replaced is tied directly to the number of service lines to be replaced in the Service Lateral Replacement Project. The project includes the cost of hazard mitigation measures to prevent against future fire related damages, including changing the meters from plastic to brass and changing the housing boxes from plastic to concrete. The project also includes the cost of replacing the Automated Metering Infrastructure (AMI), testing of meters, and project/construction management. As of the beginning of FY2020/21, the project is planned to begin at the beginning of 2021. The goal is to install meters for all potable services by the end of FY2020/21, which is currently estimated at 2,000 meters. The remainder of the meters are expected to be installed over a 6 year time frame to support the rebuild process. The District is also actively working with insurance to secure funding for additional meter replacements, however, insurance claims have not been finalized at this time.

- **Main Line Replacement**

- Estimated Cost: \$29,543,360
- Funding Source: FEMA 428 Fixed Cost Program, PID Local Share
- Project Description: This project is designed to replace and repair the water distribution main pipelines and related appurtenances that were damaged and/or contaminated as a result of the 2018 Camp Fire. This includes replacement and/or repairs of 79,466 LF of water main pipe based on initial sampling results and damage assessments performed to date. The project also includes repair of additional leaks resulting from the 2018 Camp Fire, requiring replacement of an estimated 25,570 joint gaskets. The project also includes costs relating to project/construction management. Mainline repair is expected to continue beginning FY2020/21 and is expected to be completed over a 7 year time frame.

Paradise Irrigation District
FY 2022/23 Budget
Capital Projects and Equipment Purchase Summary

- **B Reservoir Replacement**
 - Replacement with Dual 1.5M Steel Tanks Cost: \$9,330,000
 - Funding Source: Insurance, ASADRA
 - Project Description: Prior to the 2018 Camp Fire, the District’s distribution system contained a 3.0 million gallon earthen, polymer lined/covered reservoir known as B Reservoir. This Reservoir was severely burned during the 2018 Camp Fire, which rendered the reservoir unusable. This project is designed to utilize hazard mitigation funding through the FEMA Public Assistance process to replace the earthen polymer reservoir with two steel tanks with a capacity of 1.5 million gallons each. The replacement of the earthen polymer reservoir with two steel tanks is intended to add resiliency against fire damage, provide redundancy in the potential event of future damage, and allows for more efficient maintenance and operation. The District is actively working to secure funding for this project, which is currently estimated to begin towards the end of FY2020/21 and is estimated to be completed over a 2 year time frame. Due to the 2 year estimated timeline of construction, the project also includes the cost of temporary facilities to serve as an interim reservoir during construction.

- **Water Works Recovery Project Support**
 - Estimated Cost: \$850,000
 - Funding Source: FEMA/CalOES Standard Public Assistance, PID Local Share
 - Project Description: Water Works Engineers continues to provide engineering services relating to recovery program management, recovery planning, and implementation of the recovery plan. The estimated cost is based on the remaining portion of the not-to-exceed amount of the contract with Water Works Engineers and is expected to be incurred entirely during FY2020/21.

- **Public Assistance and Disaster Recovery Management Consulting Support**
 - Estimated Cost: \$502,180
 - Funding Source: FEMA Category Z Management Costs (5% of Obligated Funds)
 - Project Description: This project relates to consulting services for FEMA Public Assistance and Disaster Recovery Management Services.

- **PG&E Locating Services**
 - Estimated Cost: \$200,000
 - Funding Source: PG&E
 - This project relates to locating services performed by TEMPORARY EMPLOYEES to support PG&E projects within the District’s jurisdiction. At the September 2019 special meeting, the Board of Directors approved the District Manager to execute an agreement with Utilquest for underground locator services and with PG&E to fund the Utilquest contract. The District is invoiced for these services and funding is provided by PG&E on a reimbursement basis.

Paradise Irrigation District
 FY 2022/23 Budget
 Capital Projects and Equipment Purchase Summary

- **Water Treatment Plant Repairs and Improvements**

- Estimated Cost: \$9,500,000
- The timing and funding sources for these projects are to be determined but are expected to be required within the 7-8 year timeframe projected in the major capital project plan.

Recovery Project Summary - Updated June 2022						
Project Description	Damage Category	Gross Property Damage SubTotal	Status	Original Estimated Gr	FEMA / CalOES	Insurance
Hazardous Tree Removal	Infrastructure		complete	\$ 10,210.00	\$ 9,955.00	
Emergency Protective Services	Infrastructure		complete	\$ 3,825,629.00	\$ 3,218,247.00	\$ 1,456,045.00
Smoke Damage Repair to PID District Offices	Building		complete	\$ 225,393.00		\$ 225,393.00
Smoke Damage Repair to PID Water Treatment Plant	Building		planning	\$ 67,932.00		\$ 67,932.00
Repair Damage to PID Roads	Infrastructure		planning	\$ 773,771.00		
Repair Damage to Henson Road Culvert	Infrastructure		planning	\$ 134,528.00	\$ 2,516.00	
Repair Magalia Dam	Infrastructure		planning	\$ 35,631.00		
Repair Reservoir B	Infrastructure		planning	\$ 3,030,000.00		\$ 1,208,733.00
Replace Meter and Housing Boxes & AMI	Infrastructure		in process	\$ 8,323,994.00		\$ 4,000,000.00
Replacing Service Laterals	Infrastructure		in process	\$ 79,985,603.00		
SUB ITEM - Project 1 Sutton - 492 Service Lateral Replacements		\$ 4,587,432.00	in process		\$ 4,425,870.00	
SUB ITEM - Project 2 RCI - 4070 Service Lateral Replacements		\$ 45,854,811.00	in process			
SUB ITEM - 79K+ linear feet Main Pipeline Repair / Replacement		\$ 29,543,360.00	planning			
Perimeter fencing around PID Facilities at Paradise Lake	Infrastructure		planning	\$ 578,655.00	\$ 93,750.00	
4935 Service Lateral Replacements - Code Upgrades	Infrastructure		in process	\$ 44,415,000.00	\$ 802,372.00	
Repair Exterior of Water Treatment Plant	Building		planning	\$ 50,000.00		
Additional Monitoring for Fluctuations in Water Quality and Levels	Infrastructure		in process	\$ 30,000.00		
Inspections to Paradise Dam Post-Fire	Infrastructure		complete	\$ 26,723.00	\$ 33,404.00	
Inspections to Water Tank A Post-Fire	Infrastructure		complete	\$ 7,015.00		\$ 7,015.00
Damage along conveyance pipe at Magalia Reservoir	Infrastructure		planning	\$ 25,000.00		
Additional Contingencies for FEMA Projects	Infrastructure			\$ 422,000.00		
Grant Management Costs 5%						
Backhoes/heavy construction equipment damaged and/or destroyed			complete		\$ 33,695.00	\$ 413,500.00
Totals				\$ 141,967,084.00	\$ 8,996,090.00	\$ 7,378,618.00

Paradise Irrigation District
 FY 2022/23 Budget
 Capital Projects and Equipment Purchase Summary

- **Vehicle Replacement Plan**

- Estimated Cost: \$2,070,000
- The long term capital plan for replacement was approved at the beginning of the fiscal year and funds were set in reserve to handle the replacement systematically over the course of 7 years. We have had two vehicles break down on us during working hours so far this year. We would like to move to fast-track the replacement plan for our fleet as quickly as possible and then continue with the replacement schedule in 10 years as the vehicles come out of warranty.

Proposed Replacement Schedule

	Light	Large	Estimated Spend	Savings / (Spend)	Total Budget	Ending Balance
2022/23	19	14	\$ 2,070,000	\$ 250,000	\$ 250,000	\$ 250,000
2023/24	0	0	\$ -	\$ 250,000	\$ 250,000	\$ 500,000
2024/25	0	0	\$ -	\$ 250,000	\$ 250,000	\$ 750,000
2025/26	0	0	\$ -	\$ 250,000	\$ 250,000	\$ 1,000,000
2026/27	0	0	\$ -	\$ 250,000	\$ 250,000	\$ 1,250,000
2027/28	0	0	\$ -	\$ 250,000	\$ 250,000	\$ 1,500,000
2028/29	4	2	\$ 360,000	\$ (110,000)	\$ 250,000	\$ 1,390,000
2029/30	4	2	\$ 360,000	\$ (110,000)	\$ 250,000	\$ 1,280,000
2030/31	4	2	\$ 360,000	\$ (110,000)	\$ 250,000	\$ 1,170,000
2031/32	4	2	\$ 360,000	\$ (110,000)	\$ 250,000	\$ 700,000
2032/33	3	2	\$ 310,000	\$ (60,000)	\$ 250,000	\$ 330,000
2033/34	0	2	\$ 160,000	\$ 90,000	\$ 250,000	\$ 260,000
2034/35	0	2	\$ 160,000	\$ 90,000	\$ 250,000	\$ 190,000
2035/36	0	0	\$ -	\$ 250,000	\$ 250,000	\$ 440,000
2036/37	0	0	\$ -	\$ 250,000	\$ 250,000	\$ 690,000
2037/38	0	0	\$ -	\$ 250,000	\$ 250,000	\$ 940,000

Paradise Irrigation District
 FY 2022/23 Budget
 Debt Service

The Debt Service Budget for the District in FY 2022/23 is presented in this section. District debt service is a non-operating expense item of the budget, which includes principal and interest payment associated with the original loan.

Loan Name	FY 2019/20 Actual Total Payments	FY 2020/21 Actual Total Payments	FY 2021/22 Actual Total Payments	FY 2022/23 Estimated Total Payments
IBANK	-	-	-	-
2016 Private Placement (Refi)	246,002	340,587	244,059	244,074
2017 Private Placement (Refi)	595,721	595,587	852,186	584,760
New Debt	-	-	-	-
Total	841,723	936,174	1,096,245	828,834

CURRENT OUTSTANDING DEBT

Loan	Initial Year	Capital Project
2017 Private Placement (Refi)	2017	Meter Replacement Project
IBANK	2007	Magalia Bypass
2016 Private Placement (Refi)	2016	Billie Road Pipeline, SCADA, & Corp Yard

Paradise Irrigation District
 FY 2022/23 Budget
 Debt Service

California Infrastructure and Economic Development Bank

	<u>Original</u>	<u>2019 Refinance</u>
Note number:	CIEDB 07-077	
Debt Service Title:	IBANK	
Capital Projects:	Magalia Bypass	
Initial Year:	2007	
Final Year:	September 1, 2027	September 1, 2032
Original Borrowing Amount:	\$2,000,000	
Length of Loan:	20 years	25 years
Interest Rate:	2.77%	1.00 %
Annual Payment:	Various	Various
Current Balance:	\$1,233,202	\$1,053,395
FY 2019/20 Payment	\$133,271	\$0

Date	Balance	Interest	Principal	Principal & Interest Payment	Annual Fee	Total Payment
9/1/2009	1,923,811	26,645	78,300	104,944	5,771	110,716
2/1/2010	1,845,511	25,560	-	25,560	-	25,560
9/1/2010	1,845,511	25,560	80,468	106,029	5,537	111,565
2/1/2011	1,765,043	24,446	-	24,446	-	24,446
9/1/2011	1,765,043	24,446	82,697	107,143	5,295	112,438
2/1/2012	1,682,346	23,300	-	23,300	-	23,300
9/1/2012	1,682,346	23,300	84,988	108,289	5,047	113,336
2/1/2013	1,597,358	22,123	-	22,123	-	22,123
9/1/2013	1,597,358	22,123	87,342	109,466	4,792	114,258
2/1/2014	1,510,015	20,914	-	20,914	-	20,914
9/1/2014	1,510,015	20,914	89,762	110,675	4,530	115,205
2/1/2015	1,420,254	19,671	-	19,671	-	19,671
9/1/2015	1,420,254	19,671	92,248	111,919	4,261	116,179
2/1/2016	1,328,006	18,393	-	18,393	-	18,393
9/1/2016	1,328,006	18,393	94,803	113,196	3,984	117,180
2/1/2017	1,233,202	17,080	-	17,080	-	17,080
9/1/2017	1,233,202	17,080	97,429	114,509	3,700	118,209
2/1/2018	1,135,773	15,730	-	15,730	-	15,730
9/1/2018	1,135,773	15,730	100,128	115,859	3,407	119,266
2/1/2019	1,035,645	14,344	-	14,344	-	14,344
9/1/2019	1,053,395	-	-	-	-	-
2/1/2020	1,053,395	-	-	-	-	-
9/1/2020	1,053,395	-	-	-	-	-
2/1/2021	1,053,395	-	-	-	-	-
9/1/2021	1,053,395	-	-	-	-	-
2/1/2022	1,053,395	-	-	-	-	-
9/1/2022	1,053,395	-	-	-	-	-
2/1/2023	1,053,395	-	-	-	-	-
9/1/2023	1,053,395	-	-	-	-	-
2/1/2024	1,053,395	-	-	-	-	-
9/1/2024	1,053,095	-	91,044	91,044	-	91,044
2/1/2025	962,051	4,810	-	4,810	-	4,810
9/1/2025	962,051	4,810	91,955	96,765	2,886	99,651
2/1/2026	870,096	4,350	-	4,350	-	4,350
9/1/2026	870,096	4,350	92,874	97,225	2,610	99,835
2/1/2027	777,222	3,886	-	3,886	-	3,886
9/1/2027	777,222	3,886	93,803	97,689	2,332	100,021
2/1/2028	683,419	3,417	-	3,417	-	3,417
9/1/2028	683,419	3,417	94,741	98,158	2,050	100,208
2/1/2029	588,677	2,943	-	2,943	-	2,943
9/1/2029	588,677	2,943	95,689	98,632	1,766	100,398
2/1/2030	492,989	2,465	-	2,465	-	2,465
9/1/2030	492,989	2,465	96,645	99,110	1,479	100,589
2/1/2031	396,344	1,982	-	1,982	-	1,982
9/1/2031	396,344	1,982	97,612	99,594	1,189	100,783
2/1/2032	298,732	1,494	-	1,494	-	1,494
9/1/2032	298,732	1,494	98,588	100,082	896	100,978
2/1/2033	200,144	1,001	-	1,001	-	1,001
9/1/2033	200,144	1,001	99,574	100,575	600	101,175
2/1/2034	100,570	503	-	503	-	503
9/1/2034	100,570	503	100,570	101,072	302	101,374

Paradise Irrigation District
 FY 2022/23 Budget
 Debt Service

2016 Private Placement Loan

Note number:
 Debt Service Title: Private Placement Loan (Refi)
 Capital Projects: Billie Pipeline Project
 SCADA
 Corporation Yard
 Initial Year: 2016
 Final Year: Nov 1, 2028
 Original Borrowing Amount: \$2,640,000
 Length of Loan: 13 years
 Interest Rate: 2.42%
 Annual Payment: \$244,325
 Current Balance: \$2,345,000
 FY 2019/20 Payment \$246,001.50

<u>Date</u>	<u>Balance</u>	<u>Interest</u>	<u>Principal</u>	<u>Principal & Interest Payment</u>
8/31/2016	2,640,000			
11/1/2016	2,640,000	10,825	111,000	121,825.47
5/1/2017	2,529,000	30,601	91,000	121,600.90
11/1/2017	2,438,000	29,500	93,000	122,499.80
5/1/2018	2,345,000	28,375	94,000	122,374.50
11/1/2018	2,251,000	27,237	95,000	122,237.10
5/1/2019	2,156,000	26,088	-	26,087.60
11/1/2019	2,156,000	26,088	97,000	123,087.60
5/1/2020	2,059,000	24,914	98,000	122,913.90
11/1/2020	1,961,000	23,728	99,000	122,728.10
5/1/2021	1,862,000	22,530	101,000	123,530.20
11/1/2021	1,761,000	21,308	102,000	123,308.10
5/1/2022	1,659,000	20,074	103,000	123,073.90
11/1/2022	1,556,000	18,828	104,000	122,827.60
5/1/2023	1,452,000	17,569	106,000	123,569.20
11/1/2023	1,346,000	16,287	107,000	123,286.60
5/1/2024	1,239,000	14,992	108,000	122,991.90
11/1/2024	1,131,000	13,685	109,000	122,685.10
5/1/2025	1,022,000	12,366	111,000	123,366.20
11/1/2025	911,000	11,023	112,000	123,023.10
5/1/2026	799,000	9,668	114,000	123,667.90
11/1/2026	685,000	8,289	115,000	123,288.50
5/1/2027	570,000	6,897	116,000	122,897.00
11/1/2027	454,000	5,493	118,000	123,493.40
5/1/2028	336,000	4,066	119,000	123,065.60
11/1/2028	217,000	2,626	217,000	219,625.70

Paradise Irrigation District
 FY 2022/23 Budget
 Debt Service

2017 Private Placement Loan

Note number:
 Debt Service Title: 2018 Private Placement (Refi)
 Capital Projects: Meter Replacement Project
 Initial Year: 2017
 Final Year: Oct 1, 2024
 Original Borrowing Amount: \$3,361,900
 Length of Loan: 7 years
 Interest Rate: 2.28%
 Annual Payment: Various
 Current Balance: \$3,308,000
 FY 2019/20 Payment \$595,721

<u>Date</u>	<u>Balance</u>	<u>Interest</u>	<u>Principal</u>	<u>Principal & Interest Payment</u>
12/21/2017	3,361,900			
4/1/2018	3,361,900	21,292	53,900	75,192.03
10/1/2018	3,308,000	37,711	258,100	295,811.20
4/1/2019	3,049,900	34,769	-	34,768.86
10/1/2019	3,049,900	34,769	264,600	299,368.86
4/1/2020	2,785,300	31,752	264,600	296,352.42
10/1/2020	2,520,700	28,736	270,600	299,335.98
4/1/2021	2,250,100	25,651	270,600	296,251.14
10/1/2021	1,979,500	22,566	276,000	298,566.30
4/1/2022	1,703,500	19,420	534,200	553,619.90
10/1/2022	1,169,300	13,330	280,700	294,030.02
4/1/2023	888,600	10,130	280,600	290,730.04
10/1/2023	608,000	6,931	287,000	293,931.20
4/1/2024	321,000	3,659	287,000	290,659.40
10/1/2024	34,000	388	34,000	34,387.60



Paradise Irrigation District

6332 Clark Rd, Paradise, CA 95969 · 530-877-4971 · Fax: 530-876-0483 · www.pidwater.com

TO: Finance Committee

FROM: Blaine Allen, District Engineer

DATE: January 25, 2023

**RE: Assistant Engineer
02/06/2023 Finance Committee Meeting**

The Engineering department is requesting a position be added to assist with work going forward. The District has so many projects and daily tasks being performed in the Engineering department that it is currently having to get assistance from outside consultants on work that can be performed in house. Creating this position will likely save the District money as we will not have to contract consultants to perform these tasks. There is also non time critical work that is not being completed due to priorities of projects and tasks.

An Assistant Engineer would be able to help with tasks including easements, mapping, project coordination, design checks, field verifications, working with the Town of Paradise on projects and reviews.

Currently, the Engineering Department has had the assistance of an Intern who has worked full-time during the summer and 20 hours per week during the school year. This has been a tremendous help and has helped the Engineering Department get work accomplished. This has proven the need for two people in this department. Pre-fire, there were two people in the department and there is no less work now, than there was at that time. The District has experienced an increase in engineering work with the rebuild process.

There are many major projects planned for the coming years, which include the Meter Installation and Service Lateral (MISLR) Phase 3, Mains replacement, Reservoir B, WTP Generator, Skyway Zone A pipeline, Equalizer Tank replacement, Town of Paradise roads resurfacing, and Magalia Reservoir Dam design. While most of these projects will have project management help from contractors, there is still work and decisions that the district has to complete for each of them. These are all major projects that require time and resources and do not include the daily tasks of the Engineering Department.

ASSISTANT ENGINEER

\$6,500 - \$9,600 Monthly

Definition

Under general direction of District Engineer; to perform technical engineering work in the planning, design and construction of District structures and facilities; to provide project coordination; to serve as District inspector on construction projects; and to do related work as required.

Examples of Duties

- Develops designs, plans, specifications, and cost estimates for the construction and development of District pipeline structures and other facilities.
- Prepares engineering studies and reports on water service issues.
- Performs manual drafting of District maps and pipeline drawings. Has knowledge of and ability to develop CAD and GIS.
- Assists staff with the analysis and refinement of field data.
- Prepares estimates of materials and quantities in the development of plans, profiles, maps, and drawings for construction projects.
- Performs hydraulic modeling of District distribution system; analyzes the impact of proposed changes, updates and calibrates the hydraulic model.
- Prepares material lists necessary for construction.
- Assists contractors and the general public with questions regarding water pressure, and water quality.
- Represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, technical groups, and developers.
- Performs basic horizontal and vertical surveys for District projects.
- Prepares correspondence related to engineering functions.
- Collects basic survey control data on dams, assembles data on dams for submittal to Division of Safety of Dams (DSOD).
- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings.

Typical Physical Activities

- Uses office equipment such as personal computers, phones, radios, copiers, and fax machines.
- Frequently walks in uneven terrain, in an outdoor environment, making inspections of District facilities and construction projects.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

Special Requirements

Possession of an appropriate California drivers license, Class C, issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

Possession of, or ability to obtain, an Engineer in Training (EIT) Certificate.

Employment Standards

Knowledge of:

- Principles and practices of civil engineering with particular emphasis on the design and construction of water development and distribution systems.
- Principles of engineering economics.
- Contract development and administration/inspection.

Ability to:

- Plan, design, carry out, and coordinate District engineering projects, particularly as they affect water distribution system development, water conservation, and water treatment.
- Coordinate assigned engineering projects with District activities and services.
- Use computer systems and software packages related to engineering analysis and functions; CAD, GIS, Word and Excel.
- Effectively represent the District's engineering functions with the public, other government agencies, contractors, developers, and professional engineering consultants.
- Establish and maintain cooperative work relationships.

Desirable Education and Experience

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Graduation from an accredited college or university with a degree in Civil Engineering or a related field.

OR

Three (3) years of increasingly responsible technical engineering experience in design and construction of pipelines, related appurtenances, including pumping and distribution systems, and possession of an EIT certification.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job.