

Highlights from Cheryl Porter, Chief Operating Officer – Water & Field Services

The Field Service Operations Area strategic initiatives include the following.

- ❖ **Sewer & Valve Condition Assessment Program**
 Continue Sewer Condition Assessment Program for the conveyance system.
 Continue Valve Assessment and replacement program to improve service reliability.
- ❖ **Transmission Main Assessment & Rehabilitation**
 Continue to develop and optimize assessment and decommissioning programs.

Field Service Operations Contracts

The Field Service Operations budget contains several contractual services to assess the current condition of water transmission mains, repair sewers, install, or maintain equipment and systems. In the chart below are the key contracts for these services. Budgeted amounts beyond contract date are estimates for future study updates or subsequent implementation of a program. These services would generally require a separate procurement process.

Project Description	Water Transmission Main Repair	Sewer Repair Contract	Gate Valve Inspection/ Exercising	Specialized Services (contract split w/ Systems Control)	As Needed Field Services	Total
Prime Consultant	Ric-Man Construction Inc.	Inland Waters Pollution Control, Inc.	Hydromax USA LLC	Lakeshore Global Corp	OPS-003 Shared Service	
Contract #	1802745	CON-149	2000292	CON-158		
Contract Amount	\$15,000,000	\$53,600,000	\$5,601,663.33	\$5,360,762		
Contract End Date	05/28/2021	07/17/21	08/10/23	07/17/21	N/A	
Pre-FY 2020 Spend	\$ -	\$ 13,305,616	\$ -	\$ 2,557,524	\$ 90,547	\$ 15,953,687
FY 2020 Actual	-	4,629,522	-	2,971,616	100,000	7,701,138
FY 2021 Budget	2,500,000	4,825,600	2,288,000	3,200,000	102,000	12,915,600
FY 2022 Requested	2,500,000	4,918,400	1,866,667	3,200,000	104,000	12,589,067
FY 2023 Requested	2,500,000	4,918,400	1,866,667	3,200,000	106,100	12,591,167
FY 2024 Requested	2,500,000	4,918,400	1,866,667	3,200,000	108,200	12,593,267
FY 2025 Requested	2,500,000	4,918,400	1,866,667	3,200,000	110,400	12,595,467
FY 2026 Requested	2,500,000	4,918,400	1,866,667	3,200,000	112,600	12,597,667
Total	\$ 15,000,000	\$ 47,352,738	\$ 11,621,333	\$ 24,729,140	\$ 833,847	\$ 99,537,058

Organization

The Field Service Operations Area is responsible for ensuring reliable maintenance of pumps and booster stations used for the delivery and collection in the water system, as well as all associated equipment, such as valves, gates, interceptors, and siphons.

Biennial Budget Request

The biennial budget reflects an overall decrease of \$232,000 (-1.3%) in FY 2022. Key Factors impacting FY 2022 include the following.

- ❖ Decrease of budget expense by \$421,000 for new Hydromax USA LLC valve exercising contract. This program no longer includes valve repair, only maintenance and exercising.
- ❖ Reduction of Capital Program Allocation Budget by \$127,500 due to shift in work performed to O&M projects from capitalizable projects team members in this area
- ❖ Increase in Personnel from FY 2021 by \$271,900 primarily for the addition of six apprenticeship positions and a new team leader position.
- ❖ Reduction of stock checkout supplies budget by \$175,000 based on actual usage

Biennial Budget Request by Expense Category

Expense Category	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Activity as of 09.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested
2.0 Personnel	\$ 4,918,900	\$ 5,216,300	\$ 1,343,000	\$ 5,488,200	\$ 271,900	5.2%	\$ 5,505,700
4.2 Supplies & Other	447,800	578,200	156,100	456,700	(121,500)	-21.0%	456,700
4.3 Contractual Services	11,456,700	12,308,100	3,827,100	11,798,600	(509,500)	-4.1%	11,802,800
5.1 Capital Program Allocation	-	(127,500)	-	-	127,500	-100.0%	-
5.2 Shared Services	(52,100)	(17,000)	(4,300)	(17,400)	(400)	2.4%	(17,700)
Grand Total	\$ 16,771,300	\$ 17,958,100	\$ 5,322,000	\$ 17,726,100	\$ (232,000)	-1.3%	\$ 17,747,500

Biennial Budget Request by Team

Team	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Activity as of 09.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested
Field Service Operations	\$ 16,771,300	\$ 17,958,100	\$ 5,322,000	\$ 17,726,100	\$ (232,000)	-1.3%	\$ 17,747,500
Grand Total	\$ 16,771,300	\$ 17,958,100	\$ 5,322,000	\$ 17,726,100	\$ (232,000)	-1.3%	\$ 17,747,500

Personnel Budget

Field Service Operations personnel consists of 72 positions for FY 2022. Field Service Operations is largely comprised of operations staffing that perform a variety of skilled field work relative to the operations and maintenance of water and wastewater systems. This staffing plan includes 6 apprentice positions and additional support for the appropriate evaluation of decommissioning transmission mains. The creation of the apprenticeship positions shows GLWA's commitment to developing its workforce and sustaining it for the future. The staffing level is in the tables below.

The following tables provide three alternate views of the staffing plans and budget.

Staffing Plan - The table below presents the number of positions in the plan. Each position has a value of one. The position count does not distinguish between a position that is filled 100% (2,080 hours per year), filled for a number of hours less than 2,080 per year, or one that is vacant.

Staffing Plan – Number of Positions

Team	Prior Year FY 2020 Staffing Plan	Current Year FY 2021 Staffing Plan	FY 2022 Staffing Plan	FY 2023 Staffing Plan	FY 2024 Staffing Plan	FY 2025 Staffing Plan	FY 2026 Staffing Plan
Field Service Operations	65.00	65.00	72.00	72.00	72.00	72.00	72.00

Full-time Equivalent - The table below presents “full-time equivalent” (FTE) staffing. FTE is based on the number of hours that the position is filled, or budgeted for, in a given year based upon a standard of 2,080 hours per year. For this budget area, the Staffing Plan and the FTEs are consistent.

Full-time Equivalent

Team	Prior Year FY 2020 FTEs	Current Year FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs	FY 2024 FTEs	FY 2025 FTEs	FY 2026 FTEs
Field Service Operations	65.00	65.00	72.00	72.00	72.00	72.00	72.00

Personnel Budget - The table below presents the Field Service Operations personnel budget which consists of the following expense categories: Salaries & Wages, Salaries & Wages – Workforce Development, Overtime and Employee Benefits. The values for the personnel budget are based on the full-time equivalents table above using current pay levels. Wage and benefit adjustments are based on merit increases and are included in the Unallocated Reserve line item for the Central Services Operating Area which is shown in detail in the Operating Financial Plan Introduction section.

Personnel Budget

Team	FY 2021 Adopted Budget	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
Field Service Operations	\$ 5,216,300	\$ 5,488,200	\$ 5,505,700	\$ 5,542,500	\$ 5,569,600	\$ 5,596,700

Five Year Financial Plan

Five-Year Financial Plan by Expense Category

Expense Category	FY 2021 Adopted Budget	FY 2021 Activity as of 09.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Requested Budget	FY 2024 Requested Budget	FY 2025 Requested Budget	FY 2026 Requested Budget
2.0 Personnel	\$ 5,216,300	\$ 1,343,000	\$ 5,488,200	\$ 271,900	5.2%	\$ 5,505,700	\$ 5,542,500	\$ 5,569,600	\$ 5,596,700
4.2 Supplies & Other	578,200	156,100	456,700	(121,500)	-21.0%	456,700	456,700	456,700	456,700
4.3 Contractual Services	12,308,100	3,827,100	11,798,600	(509,500)	-4.1%	11,802,800	11,807,000	11,811,400	11,815,800
5.1 Capital Program Allocation	(127,500)	-	-	127,500	-100.0%	-	-	-	-
5.2 Shared Services	(17,000)	(4,300)	(17,400)	(400)	2.4%	(17,700)	(18,000)	(18,300)	(18,800)
Grand Total	\$ 17,958,100	\$ 5,322,000	\$ 17,726,100	\$ (232,000)	-1.3%	\$ 17,747,400	\$ 17,788,100	\$ 17,819,400	\$ 17,850,400

Five-Year Financial Plan by Team

Team	FY 2021 Adopted Budget	FY 2021 Activity as of 09.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
Field Services	\$ 17,958,100	\$ 5,322,000	\$ 17,726,100	\$ (232,000)	-1.3%	\$ 17,747,400	\$ 17,788,100	\$ 17,819,400	\$ 17,850,400
Grand Total	\$ 17,958,100	\$ 5,322,000	\$ 17,726,100	\$ (232,000)	-1.3%	\$ 17,747,400	\$ 17,788,100	\$ 17,819,400	\$ 17,850,400

Capital Outlay

Field Service Operations five-year capital outlay is funded by the Improvement & Extension (I&E) budget.

Five-Year Capital Outlay Plan by Asset Category

Asset Category	FY 2021 Adopted Budget	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
Improvement & Extension	\$ 50,000	\$ 3,050,000	\$ 3,050,000	\$ 3,050,000	\$ 3,050,000	\$ 3,050,000
Machinery & Equipment	50,000	50,000	50,000	50,000	50,000	50,000
Furniture & Fixtures	50,000	50,000	50,000	50,000	50,000	50,000
Projects & Programs	-	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Projects & Programs	-	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Grand Total	\$ 50,000	\$ 3,050,000	\$ 3,050,000	\$ 3,050,000	\$ 3,050,000	\$ 3,050,000

Five-Year Capital Outlay Plan by Funding Source

Funding Source	FY 2021 Adopted Budget	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
Improvement & Extension	\$ 50,000	\$ 3,050,000	\$ 3,050,000	\$ 3,050,000	\$ 3,050,000	\$ 3,050,000
Grand Total	\$ 50,000	\$ 3,050,000	\$ 3,050,000	\$ 3,050,000	\$ 3,050,000	\$ 3,050,000

Five-Year Capital Outlay Plan by Team

Team	FY 2021 Adopted Budget	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
Field Service Operations	\$ 50,000	\$ 3,050,000	\$ 3,050,000	\$ 3,050,000	\$ 3,050,000	\$ 3,050,000
Grand Total	\$ 50,000	\$ 3,050,000	\$ 3,050,000	\$ 3,050,000	\$ 3,050,000	\$ 3,050,000

Line Item Budget and Financial Plan

The five-year plan with a line item expense budget begins on the next page. The expenses are listed in report order by cost center. Because many of GLWA's initiatives expand multiple years, this planning document provides the information to smooth out expenses over time and/or plan for annual fluctuations.

Cost Center & Expense Category	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Activity as of 09.30.2020	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
882431 - Field Service Operations	16,771,300	17,958,100	5,322,000	17,726,100	17,747,400	17,788,100	17,819,400	17,850,400
2.1 Salaries & Wages	3,004,100	3,584,500	755,100	3,540,500	3,540,500	3,540,500	3,540,500	3,540,500
2.2 Workforce Development	110,900	67,600	74,200	290,800	290,800	290,800	290,800	290,800
2.3 Overtime	509,400	275,000	150,000	300,000	291,000	300,000	300,000	300,000
2.4 Employee Benefits	1,294,500	1,289,200	363,700	1,356,900	1,383,300	1,411,200	1,438,300	1,465,400
4.2 Supplies & Other	447,800	578,200	156,100	456,700	456,700	456,700	456,700	456,700
Capital Outlay less than \$5,000	66,400	25,000	36,600	50,000	50,000	50,000	50,000	50,000
Employee Uniform Expense	32,700	37,500	8,800	35,000	35,000	35,000	35,000	35,000
Inspection and Permit Fees	5,100	10,000	1,800	7,000	7,000	7,000	7,000	7,000
Memberships, Licenses & Subscriptions	23,700	39,200	10,400	30,100	30,100	30,100	30,100	30,100
Mileage and Parking	300	1,000	-	500	500	500	500	500
Office Supplies	24,000	24,000	2,200	17,000	17,000	17,000	17,000	17,000
Operating Supplies	249,100	400,000	69,000	273,500	273,500	273,500	273,500	273,500
Rentals-Buildings	800	-	1,200	5,100	5,100	5,100	5,100	5,100
Repairs & Maintenance-Equipment	2,800	5,000	200	2,000	2,000	2,000	2,000	2,000
Training and Internal Meetings	18,000	25,000	26,000	25,000	25,000	25,000	25,000	25,000
Travel	22,500	10,000	-	10,000	10,000	10,000	10,000	10,000
Tuition Refund	2,400	1,500	-	1,500	1,500	1,500	1,500	1,500
4.3 Contractual Services	11,456,700	12,308,100	3,827,100	11,798,600	11,802,800	11,807,000	11,811,400	11,815,800
Contractual Operating Services	9,603,700	10,508,100	3,380,100	9,998,600	10,002,800	10,007,000	10,011,400	10,015,800
Contractual Professional Services	1,853,000	1,800,000	447,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
5.1 Capital Program Allocation	-	(127,500)	-	-	-	-	-	-
5.2 Shared Services	(52,100)	(17,000)	(4,300)	(17,400)	(17,700)	(18,000)	(18,300)	(18,800)
Shared Services : Salaries & Wages Reimb	(33,100)	(10,800)	(2,700)	(11,000)	(11,200)	(11,400)	(11,600)	(11,900)
Shared Services Reimbursement	(5,600)	(1,800)	(500)	(1,900)	(1,900)	(1,900)	(2,000)	(2,000)
Shared Services: Employee Benefit Reimb	(13,400)	(4,400)	(1,100)	(4,500)	(4,600)	(4,700)	(4,700)	(4,900)
Grand Total	\$ 16,771,300	\$ 17,958,100	\$ 5,322,000	\$ 17,726,100	\$ 17,747,400	\$ 17,788,100	\$ 17,819,400	\$ 17,850,400