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To: Budget Committee

Rockwood Water People's Utility District

From: Brian R. Stahl

General Manager/Budget Officer

Date: April 17, 2017

Re: FY 2017-18 BUDGET MESSAGE AND DOCUMENT TRANSMITTAL

BUDGET MESSAGE

Fiscal Year 2016/17 saw a year of transition, from the dedicated service of Mike Rosenberger, retired General Manager, to the employment of the author of this message. The dedicated, professional staff of the District have been able to make the leadership adjustment seamlessly, continuing to provide exemplary public service to District customers and community groups with whom the District interfaces.

Several initiatives have been put into place this past fiscal year. The first is to begin the process of installing a central computer server to provide inter-connection between all internal District computers and a central point for external access. With a central server, the District can provide a robust fire wall to protect critical District financial and personnel information from intrusion, while at the same time secure routine backup of District information both on and off site.

The second initiative provided an evaluation of District personnel capacity to handle the increased regulatory requirements placed on the District for water quality testing and maintenance, field construction activities generated by Development and the District and continuous customer service improvements for District patrons. This evaluation has led to the development of a District staffing plan and the employment of three individuals in both field and office environments along with equitable adjustments of individual classifications where needed.

The District finds itself in solid financial standing. District staff has done an excellent job controlling water wholesale purchase costs by utilizing the District's joint groundwater system and making calculated adjustment to purchase requests from the Portland Water Bureau. This control has led to wholesale water costs only increasing by 1.2% next year compared to a wholesale purchase average of 5.9%. The Finance Plan is equipped to handle the technology and personnel adjustments being planned anticipating a 4.0% rate adjustment for Fiscal Year 2017/18.

The District is also increasing its engineering and construction activity to further address the aging infrastructure it manages. With increased emphasis on replacements, the District's unaccounted for water loss can continue to be brought under control.

BUDGET INTRODUCTION

Included in this binder is information that will support and inform the development of the FY 2017/18 Budget for the District. It includes the following documents:

- FY 2017/18 Budget Message;
- Auditor's Communication to Governing Board on the FY 2016/17 Audit;
- Calendar Year 2016 Statistics and Highlights;
- 2017 Financial Plan update;
- FY 2017/18 Budget Detail and Narrative;
- FY 2017/18 Capital Improvement Plan;
- Projected FY 2017/18 Fees and Charges;
- 2016 Strategic Plan
- Supplemental Information

FUND STRUCTURE

201 System Development Fund-Reimbursement

This consists of SDCs paid by new customers, which can be spent on ordinary water system capital projects.

202 System Development Fund-Improvement

This consists of SDCs paid by new customers, which can be spent only on projects that expand the capacity of the water system.

301 Debt Reserve FundMoney accumulates in this fund to pay annual

debt service and meet Bond covenant reserve

requirements.

401 Debt Service FundDebt service payments are made from this

fund.

501 Groundwater Production Fund This fund handles the Gresham-District GW

partnership.

A budget is developed for each fund depicting how resources will be collected and expended during the fiscal year. This budget is provided for the Budget Committee and public's review and comment.

ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT

ANNUAL BUDGET FISCAL YEAR 2017/18

The Rockwood Water People's Utility District budget is divided into six funds:

FUND 101 - GENERAL FUND

FUND 201 - SYSTEM DEVELOPMENT FUND-REIMBURSEMENT

FUND 202 - SYSTEM DEVELOPMENT FUND-IMPROVEMENT

FUND 301 - DEBT RESERVE FUND

FUND 401 - DEBT SERVICE FUND

FUND 501 - GROUNDWATER PRODUCTION FUND

Most of the day-to-day operations of the District are handled through Fund 101, General Fund. Income is generated primarily through the sale of water. This income funds the purchase of water for resale, customer service and business functions, and maintenance/repair/replacement of the water system. Expenditures in the fund are divided into three main categories - Personal Services, Materials and Services, and Capital Outlay.

Funds 201 and 202 are the District's System Development Charge Funds. System Development Charges or SDCs help pay for renewal, replacement and expansion of the water system. SDCs are charged to development for their new connections to the District's water system or for existing customers who want to increase their use of the system. The Reimbursement Fund 201 collects that portion of the SDC which reimburses the District for infrastructure already built and can be spent on regular system capital improvement projects. The Improvement Fund 202 collects that portion of the charge that contributes to future projects of the District and can only be spent on projects that increase the capacity of the water system.

Funds 301 and 401 are used to pay debt that has been taken on by the District. The Debt Reserve Fund 301 provides funding for the Debt Service Fund 401. Contributions to this restricted account are intended to accumulate enough cash to meet current debt service obligations and one year's reserve, as required by bond covenants to cover debt which has been taken on for capital improvements by the District.

The Debt Service Fund 401 provides the mechanism for the repayment of financed debt which was specifically used for the construction of the Cleveland Reservoir and Pump Station. The bonded debt will be repaid in 2031.

The Groundwater Production Fund 501 was established to manage operational costs in the production of groundwater for domestic drinking purposes. The Fund provides an accounting of costs associated with producing and pumping groundwater; costs are split between Rockwood and Gresham. Because the groundwater system is a joint partnership with the City of Gresham, the Fund allows for transparency in how revenue and costs of operation are managed for both partners.

CHANGES TO THE FISCAL YEAR 2017/18 BUDGET

A new staffing plan was adopted by the Board to manage efforts related to the increased local, state and federal regulatory pressures experienced by the District. The staffing plan will also increase capacity to meet the daily demands of operating the utility providing excellent customer service and responsive system repair and maintenance. At the federal and state levels, increased scrutiny and concern over the presence of lead and copper in drinking water has resulted in the District having to adopt and implement a stand-alone residential lead/copper testing program of high risk homes rather than participating in a Joint Monitoring Program with the City of Portland and other wholesale customers. This change resulted in the District having to increase the number of homes it annually tests twice per year from 6 to 65 along with all the resultant handling, reporting, educational and outreach efforts and follow up.

The District has added an Assistant Superintendent position, which had existed in 2007 which will allow for a more effective and responsible oversight of District field operations. It will also permit the District Superintendent to perform a higher level of analysis of District operations to achieve greater efficiency and effectiveness. The District also has added another customer account specialist to handle the increasing demands for customer service in the front office and one additional field person to create distinct field work teams to handle the repair and replacement demands being experienced. The personnel changes in the District have resulted in the employment of three new people to the District

To balance the added cost of the personnel adjustments above, the District analyzed and adjusted its purchase requirements from the City of Portland which effectively resulted in only a 1.2% increase in wholesale water purchase for the upcoming fiscal year compared to the overall 5.9% increase experienced by all wholesale customers. Because of prudent cost control, the District will project a 4% rate adjustment in line with the 2017 District Finance Model.

In addition to negotiating a new three year employment contract with District employees who are represented by the American Federation of State, County, and Municipal Employees [AFSCME](effective July 1, 2017), the District also updated its salary comparison to the city of Portland. Because of its status as a people's utility district, the District must comply with ORS 261 that states the District, "must offer a compensation package comparable to the largest city greater than 5,000 population within its service area". This city would be Portland. The last time a detailed comparison was performed was in 2007. The District has performed an updated salary as well as a classification comparison to ensure continued compliance with ORS 261. The Personnel services section of the budget reflects changes which were made as well as the inclusion of the three new FTE highlighted above.

For the FY 2017/18 budget, annual expenditures for the District were carefully analyzed to make sure accurate line coding occurred. A number of line codes will show marked changes. As an example, Line Code 5-20-5410 Conservation was significantly reduced when the dues paid to the Regional Water Providers Consortium (\$29,305) were moved to Line Code 5-20-5460 Dues, Licenses and Subscriptions. The narratives within the

budget explain what the line code purchases and any significant change from the prior fiscal year.

The following is an explanation of the FY 2017/18 budget line items and the proposed budget.

GENERAL FUND Fund 101

INCOME ACCOUNTS

3-01-0101 Beginning Fund Balance

\$6,469,734

This estimate is based on actual figures year-to-date and anticipated income and expenses for the remainder of the current year. The balance between revenue and expenses is shown here.

3-10-1100	Water Sales	\$8,119,956
	Base Meter Charge	\$1,759,956
	Commodity Charge	\$6,360,000

Estimated water sales revenue is based on projected sales of 2.65 million CCF. Water sales revenue has two components. The first is the base meter charge (a fixed charge based on meter size for ~13,400 accounts). The second is the commodity charge (the volume of water received at \$2.39 per ccf). Water sales revenue anticipates a 4% increase to utility rates for FY 17/18.

3-20-2100 Backflow Charges

\$27,250

Oregon Administrative Rule 333-61-070 states, "Water suppliers shall undertake programs for controlling and eliminating cross-connections." Rockwood follows the Oregon State Health Division guidelines for monitoring this program. Subject accounts are charged a "per device" charge of \$2 per billing cycle. The District monitors approximately 2,280 assemblies in the service area. This budget is increased to reflect some growth.

3-20-2200 Set-up Fees

\$30,000

This one-time account set-up fee is charged to new customers in the District. The budget is remains the same.

3-20-2300 Late Fees

\$190.000

Service charges include late charges, door hanger charges, service off charges, dishonored check charges, etc. This budget is increased to recognize current trends.

3-40-4100 Service Installations

\$90,000

Projected installations of new meters in the District. This includes all types and sizes of new service connections. This budget is unchanged. We are cognizant of the fact that the level of this activity can be sporadic and difficult to predict.

3-40-4200 Sub-Division Project Income

\$10,000

The revenue in this budget line is primarily from developers for main extensions and fire hydrants. It cannot be predicted with accuracy. Some money was collected in each of the last three fiscal years. This budget remains the same.

3-40-4300 Other Service Income

\$105,000

Most of this revenue is generated by selling meter reads to the cities of Gresham and Portland. Some income is generated from repairs performed by our crews for other entities (e.g., Interlachen), rental of equipment (such as hydrant meters), and other miscellaneous income not directly related to service installations. This budget reflects activity of the past year.

3-50-5100 Interest Income

\$25,000

Annual anticipated earnings on our cash reserve account in the Oregon State Investment Pool and other small investments. The budget is increased to reflect some growth.

3-50-5200 Rental Income

\$49,680

This budget line is rental income received for our one cell site. The flat rate annual fee for the lease was increased on March 3, 2017 for the next 5-year period. The District charges \$4,140 per month lease. The rate adjustment increases annual revenue by \$10,440 over FY 2016/17.

3-60-6100 Scrap Metal Income

\$10,000

To be a more sustainable organization, the District sells recyclable scrap metals throughout the year rather than throw the material away. This budget remains the same.

3-60-6600 Other Miscellaneous Income

\$20,000

This includes such items as SAIF dividends, SDAO rebates, and collection agency revenue. This budget remains the same.

3-60-6800 Gresham Utility Tax

\$308,600

Rockwood Water is required to pay a 5% utility tax to the City of Gresham on accounts within its jurisdiction. This is a direct pass thru cost where the revenue collected will equal the amount spent.

3-60-6900 Portland Utility Tax

\$131,500

Rockwood Water is required to pay a 5% utility tax to the City of Portland on accounts within its jurisdiction. This is a direct pass thru cost where the revenue collected will equal the amount spent.

3-60-7000 Fairview Utility Tax

\$8,100

Rockwood Water is required to pay a 5% utility tax to the City of Fairview on accounts within its jurisdiction for water billings only. This is a direct pass thru cost where the revenue collected will equal the amount spent.

3-90-9200 Transfers From Other Funds

\$145,000

This line code reflects the transfer of money to the General Fund from the SDC Reimbursement Fund 201 towards Capital Replacement Projects (\$100,000) and the Groundwater Production Fund 501 (\$45,000) which offsets personnel costs involved with groundwater production.

3-90-9500 Other Government Agencies

\$17,500

These are contributions of participants to the Children's Clean Water Festival. The amount is decreased to reflect current participation and contributions.

EXPENSE ACCOUNTS

PERSONAL SERVICES

5-10-4450 Salaries & Wages \$1,662,000

5-10-4500 to 5-10-4630 Other Personnel Expenses \$143,100

Anticipated costs for overtime (\$20,000), on-call pay (\$58,100), certification pay (\$13,000), employee bonus (\$15,000), and market based wage adjustments (\$37,000).

5-10-4800 to 5-10-4920 Payroll Taxes & Employee Benefits \$934,220

Social Security (\$103,000), Medicare (\$24,100), Unemployment Insurance (\$1,660) Tri-Met (\$12,200), and Workers Compensation (\$32,230) are covered in this line item. Employees' Retirement is through the Public Employee Retirement System (PERS). PERS premiums are projected to increase in FY 2017/19 biennium and PERS is budgeted this year at \$344,300. Health insurance renewal is \$416,730.

MATERIALS & SERVICES

5-20-5010 Water Purchased for Sale

\$2,728,338

We will purchase 3.80 million CCF (2.85 BG) from the City of Portland under the water sales agreement. Our wholesale rate is \$0.716 per CCF. This represents an increase of 1.2% over FY 16/17 due to the allocation of capital costs related to Powell Butte 2 Reservoir and increase on the rate of return spread among all wholesale users.

5-20-5110 Contract Services

\$40,000

This represents the annual contract for billing and support services from our contractor, Chaves Consulting, plus \$10,000 for consulting and contract paving each. This is an increase of \$5,000.

5-20-5120 Technical & Consulting

\$21,000

This primarily funds the annual update of the Financial Plan, daily off-site data storage (replication), website maintenance and miscellaneous survey/consulting/technical assistance. This is a reduction of \$2,000.

5-20-5130 Auditing

\$15,100

This is the first year of a renewed contract with Pauly, Rogers and Co., PC, an independent audit firm. This code also includes the annual fee to the State of Oregon for review of our financial reports (\$300).

5-20-5140 Legal Services

\$100,000

The proposed level is the same as the current fiscal year. The amount represents legal services for General Counsel and employment related matters.

5-20-5210	Telephone	\$35,200
5-20-5220	Sewer/Storm Water	\$7,500
5-20-5230	Heating/Electricity	\$25,000
5-20-5310	Engineering Supplies	\$200

Supplies specific to the engineering department are included here. Special paper, plotter pens, truck maps, large plots, etc.

5-20-5320 Office Supplies

\$32,500

All office supplies are included in this budget line. Examples are: billing supplies, late notices, door hangers, envelopes, stationery, computer supplies, printer supplies, copier supplies, fax supplies, green bar computer paper, pens, tablets, pencils, paper clips, rubber bands, storage boxes, mailing supplies. Also the line code provides funds for

District water conservation brochures, lead/copper notices and District's Consumer Confidence Report.

5-20-5330 Postage

\$48,000

This covers sending out bills, late notices and miscellaneous daily mailings. Budget is increased to reflect recent trend and to include the annual mailing (\$4,000) of lead/copper mailings required by regulation.

5-20-5410 Conservation

\$59,430

This line funds our Toilet Rebate programs (\$4,000 single family; \$6,000 multi-family, commercial and non-profit); Children's Clean Water Festival (\$21,500); School Programs (32 assemblies \$10,080); conservation devices/brochures/supplies (\$9,500); emergency preparedness (\$5,000); school grants (\$2,250); and District events, donations and meetings (\$1,100). The Consortium dues for FY 17/18 (\$29,305) have been moved to Line Code 5-20-5460.

5-20-5420 Elections & Legal Advertising

\$4,000

This budget will cover a variety of ads: bids, proposal solicitations, personnel recruitments, board meetings, budget hearings, etc. Increased based on lead/copper outreach and newspaper ads.

5-20-5430 General Insurance

\$67,000

This covers all insurance other than employee health benefits: liability and property. Slight decrease based on new premium and experience.

5-20-5440 Safety Gear & Equipment

\$20,000

Safety equipment and supplies required by OSHA including such things as gloves, eye protection, respiratory masks, ear protection, first aid supplies, foot protection, hard hats, shoring and safety vests. Unchanged.

5-20-5450 Training & Education

\$25,000

This budget line includes attending the AWWA conference, AWWA/PNWS conference, SDAO conference, OGFOA conference, OSHA safety conferences, Short School for field personnel, and miscellaneous seminars for computer training, customer service training, etc. Unchanged.

5-20-5460 Dues, Licenses & Subscriptions

\$45,605

Includes membership dues to Regional Water Providers Consortium, SDAO, Metro Data, OPUDA, OGFOA, LGPI, GA, AWWA and PNWS subsection dues. In addition, subscriptions to the *Daily Journal of Commerce*, the *Gresham Outlook*, and the *Oregonian*. Marked increase due to movement of Regional Water Providers Consortium dues from Line code 5-20-5410.

5-20-5470 Office Equipment

\$5,000

This line will pay for office equipment replacements costing less than \$5,000 each.

5-20-5510 Office Equipment Maintenance

\$7,700

Maintenance of equipment including: copier, postage meter and miscellaneous small office equipment. Increase reflects backup and anti-virus services per the District's adopted Technology Plan.

5-20-5520 Building & Grounds Maintenance

\$61,500

Includes grounds maintenance, tree removal, building & window cleaning, area rugs, carpet, & rug cleaning, cleaning supplies, paper products, etc., and miscellaneous inspections and repairs. Increased to include cost efficient grounds and perimeter lighting in FY 17/18.

5-20-5530 Shop Equipment Maintenance

\$10,000

Includes repairs and maintenance of non-office shop and building equipment. Unchanged.

5-20-5540 Vehicle Maintenance

\$30,000

General maintenance and repairs to our vehicles, including heavy equipment such as backhoes and dump trucks. Expenditure pattern is sporadic, although preventive maintenance can be anticipated. Unchanged.

5-20-5550 Tires

\$10,000

Anticipated cost of tires for all rolling stock. Unchanged.

5-20-5560 Gasoline & Lubricants

\$25,000

Anticipated cost to fuel equipment and vehicles. Reduced \$5,000 due to current expenditures.

5-20-5570 Small Equipment

\$6,000

This line will pay for equipment items costing less than \$5,000 each. Unchanged.

5-20-5610 Utility Operating Supplies

\$211,500

Parts, pipe and materials for system repair and maintenance. Increased slightly to reflect recent history.

5-20-5620 Water Testing & Other EPA Requirements

\$26,000

Expense of water testing and samples as mandated by the federal government. Budget is increased by \$6,000 due to the need to create the District's own lead/copper monitoring program.

5-20-5625 Water Quality & Notices

\$5,000

This line item covers the Consumer Confidence Report and lead/copper brochure. We will do all work on these documents in-house. This includes CCR postcard mailing, which enables us to do an electronic CCR.

5-20-5630 Reservoir Maintenance

\$10,000

This includes basic repairs of pumps and valves or any other unanticipated expense. Unchanged.

5-20-5640 Meter Maintenance

\$25,000

Replacement of existing meters and related equipment due to age, declining reliability, and breakage; large meter asset management. Budget level is unchanged.

5-20-5650 Fire Hydrant Maintenance

\$2,000

Allowance for unexpected repairs. Budget level is unchanged.

5-20-5660 Telemetry

\$10,200

Telephone expense and other repairs throughout the telemetry system. Expenditure pattern is sporadic. Budget is slightly increased.

5-20-5670 **Pumping**

\$29,850

This is electrical expense for pumping at all sites. Budget is increased to reflect current levels of expenditures.

5-20-5710 Board Meeting Fees

\$6,500

Allows for regular Board meetings, consortium meetings, and several special meetings. Budget is unchanged.

5-20-5720 Directors' Expense

\$26,200

Miscellaneous expenses directly related to the Board of Directors, including attendance at conferences such as AWWA and SDAO. Slight increase to reflect additional of MetroEast media costs.

5-20-5730 Manager's Expense

\$2,000

Allowance for General Manager's miscellaneous expenditures relating directly to conducting District business. Unchanged.

5-20-5740 General Office

\$46,690

This line code funds annual bond administration costs, bank card and credit card fees, Veri-check, AMEX and pool fees. The budget is increased to reflect recent history.

5-20-5760 Debt Collection Expense

\$35,000

This budgeted amount is adjusted at year-end based on current and historical financial information. This budget is unchanged and reflects recent history.

5-20-5770 Gresham Utility Tax

\$308,600

This tax is charged by the City of Gresham.

5-20-5780 Portland Utility Tax

\$131,500

This tax is charged by the City of Portland.

5-20-5790 Fairview Utility Tax

\$8,100

This tax is charged by the City of Fairview.

5-20-5800 Customer Assistance

\$30,000

Participation in the program remained steady in 16/17. Budget is unchanged, but will most likely need to be increased next year.

5-20-5820 Taxes & Assessments

\$2,990

This is for Multnomah County Drainage District #1 property taxes for District properties along Sandy Boulevard.

CAPITAL EXPENDITURES & TRANSFERS

5-40-6010 Water System

\$851,430

This line item covers the following capital improvement projects:

Projects

Steel 30, Phase 1 \$198,000 Steel 12 & Fire Flow 24 \$653,430 5-40-6020 Meters \$20,000

Meters for new service installations. Budget is unchanged.

5-40-6030 Meter Upgrades \$7,500

Upgrade all meters as schedule and time dictate. Budget is unchanged.

5-40-6110 Meter Equipment \$1,000

This is for unanticipated replacement of equipment. Budget is unchanged.

5-40-6120 Shop Equipment \$3,000

This will fund unidentified items of equipment. Budget is unchanged

5-40-6130 Automotive Equipment \$5,000

While no purchases are planned, amount will cover unexpected expenses

5-40-6140 Computer & Office Equipment \$72,300

Budget includes \$43,300 for the final major SCADA upgrades begun in FY 15/16. Also included is the installation of office wide business software allowing external access to business systems, joint calendar sharing, and off-site business continuity and computer replacements. A full scale plotter is also included for large format engineering drawings.

5-40-6210 Buildings \$20,000

This is for unanticipated issues. We have no planned major repairs to any buildings. Budget is reduced from previous year.

5-60-7110 Transfer to Other Funds \$631,450

This is the amount necessary to transfer to the Debt Reserve Fund (\$461,450) and the Groundwater Production Fund (\$170,000).

5-70-7210 Contingency \$1,000,000

This represents two months of operating expenses in keeping with policy established in the Financial Plan.

5-90-8010 Ending Fund Balance \$6,060,117

The ending fund balance is projected by adding the beginning fund balance to anticipated revenues and subtracting anticipated expenditures for the upcoming fiscal year.

SYSTEM DEVELOPMENT FUND-REIMBURSEMENT Fund 201

INCOME ACCOUNTS

3-01-0101 Beginning Fund Balance

\$392,896

3-40-4500 System Development Fees

\$75,000

Because of the updated SDC methodology that went into place in FY 2015/16, the District budgets and accounts for Reimbursement and Improvement SDCs separately. Reimbursement SDCs will be used for normal capital replacement.

3-50-5100 Interest Income

\$3,500

Anticipated earnings on investments.

EXPENSE ACCOUNTS

5-60-7110 Transfer to Other Fund

\$100,000

Money transferred to the General Fund for reimbursement towards applicable capital replacement projects identified in Capital Line code 5-40-6010.

5-90-8010 Ending Fund Balance

\$371,396

SYSTEM DEVELOPMENT FUND-IMPROVEMENT Fund 202

INCOME ACCOUNTS

3-01-0101	Beginning Fund Balance	\$17,050
3-40-4500	System Development Fees	\$11,700
3-50-5100	Interest Income	\$100

Anticipated earnings on investments.

EXPENSE ACCOUNTS

5-60-7110 Transfer to Other Fund \$0

Improvement SDCs will be transferred when the identified projects are scheduled to be built.

5-90-8010 Ending Fund Balance \$28,850

DEBT RESERVE FUND Fund 301

INCOME ACCOUNTS

3-01-0101 Beginning Fund Balance \$512,147

This is the estimated beginning fund balance.

3-50-5100 Interest Income \$3,000

3-90-9200 Transfer from Other Funds \$461,450

This figure represents an amount necessary to provide for an adequate reserve balance. At least one year's payment on bonded debt must be held here.

EXPENSE ACCOUNTS

5-60-7110 Transfer to Debt Service Fund \$461,450

5-90-8010 Ending Fund Balance \$515,147

The Ending Fund Balance will serve as our Bond Reserve to ensure adequate funds for payment of the principal and interest portion of long term debt due in the fiscal year. It provides a balance adequate to cover current obligations and provide a one-year cushion of funds available for future payments.

DEBT SERVICE FUND Fund 401

INCOME ACCOUNTS

3-90-9200 Transfer from Other Fund

\$461,450

This is a transfer from the Debt Reserve Fund to make principal and interest payments.

EXPENSE ACCOUNTS

5-50-7050 Payments on Financing \$255,000

5-50-7070 Interest on Financing \$206,450

Payments will be made according to the Bond Amortization Schedule.

GROUNDWATER PRODUCTION FUND Fund 501

INCOME ACCOUNTS

3-01-0101	Beginning Fund Balance	\$133,580

3-50-5100 Interest Income \$400

3-90-9200 Inter-fund Transfer \$170,000

Rockwood Water PUD's contribution for the cost of operation of the groundwater treatment facility from General Fund 101 Line code 5-60-7110.

3-90-9400 City of Gresham

\$160,000

The City of Gresham will pay for half the cost of operation of the groundwater treatment facility.

EXPENSE ACCOUNTS

5-20-5530 Equipment Maintenance

\$20,000

This line will cover the cost to maintain the treatment and booster pump facility. No change.

5-20-5610 Operating Supplies

\$25,000

This line will cover the cost of all supplies, including chlorine and ammonia, for the treatment facility. No change.

5-20-5615 Wellhead Protection

\$70,000

This line will pay for a portion of the Wellhead Protection Program administered by the City of Gresham. The Well Field Protection Area was expanded with the delineation of the future Cascade #6 well which increased effort by \$10,000.

5-20-5620 Testing

\$5,000

Pays for all testing of the treated water leaving the facility. No change.

5-20-5630 Reservoir Maintenance

\$5,000

This will fund annual maintenance of the Cascade reservoir. No change.

5-20-5670 **Pumping**

\$200,000

This pays for all groundwater pumping costs. No change.

5-60-7110 Transfer to General Fund

\$45,000

This line offsets personnel operating costs and the cost of the groundwater SCADA upgrade. Slight decrease based on effort.

5-90-8010 Ending Fund Balance

\$93,980

		Rockwood Water PUD							
		Budget Line Item Detail							
			FV12/14	FV4.4./4.F	FY15/16	FV4.C /4.7	FV4.C./4.7	FV47/40	0/ Change
			FY13/14 Actual	FY14/15 Actual	Actual	FY16/17 Budget	FY16/17 YTD Expense	FY17/18 Proposed	% Change FY16/17 vs
		ACCOUNT DESCRIPTION	Expenses	Expenses	Expenses	buuget	6 mo.w/Encb	Proposeu	FY17/18
		FUND 101 - GENERAL FUND	Expenses	Expenses	Expenses		o mo.w/ Encb		F11//10
		INCOME ACCOUNTS		_			-		
3 1		Beginning Fund Balance	\$4,286,295	\$3,968,106	\$5,586,013	\$6,503,636	\$6,503,636	\$6,469,734	-1%
3 10		Water Sales	6,724,955	7,241,157	7,558,483	7,805,513	4,135,372	8,119,956	4%
3 20		Backflow Charges	26,462	26,626	27,052	27,000	13,682	27,250	0.9%
3 20		Set-up Fees	23,500	23,625	27,775	30,000	14,125	30,000	0.0%
		Late Fees	211,337	194,333	187,313	190,000	92,555	190,000	0.0%
3 40		Service Installations	60,520	156,317	108,882	70,000	62,411	90,000	28.6%
3 .0		Sub-Divison Projects	5,430	8,104	21,596	10,000	5,642	10,000	0.0%
		Other Service income	95,223	100,270	136,892	100,000	57,900	105,000	
3 50		Interest Income	13,118	14,524	25,495	20,000	20,175	25,000	25.0%
		Rental Income	39,240	39,240	35,970	39,240	19,620	49,680	26.6%
3 60	6100	Scrap Metal Sales	10,051	15,115	6,360	10,000	3,581	10,000	0.0%
	6200	Construction Plan Sales	105	240	105	0	0	-	#DIV/0!
	6600	Other Misc. Income	14,423	17,803	17,016	20,000	16,403	20,000	0.0%
	6800	Gresham Utility Tax	256,857	257,525	286,547	275,800	151,613	308,600	12%
	6900	Portland Utility Tax	90,934	113,149	107,517	135,200	60,855	131,500	-3%
	7000	Fairview Utility Tax	4,635	5,350	5,949	6,500	3,008	8,100	25%
3 90	9200	Interfund Transfers	307,000	2,044,670	132,000	47,920	0	145,000	203%
	9300	Fixed Asset Disposition	0	33,900	0		0	500,000	
	9500	Other Government Agencies	15,000	17,500	20,000	20,000	4,500	17,500	-13%
		Revenue	12,185,085	14,277,554	14,290,965	15,310,809	11,165,078	16,257,320	6%
		EXPENSE ACCOUNTS		_					
5 10	4450	Salaries/Wages	1,349,322	1,350,453	1,453,008	1,475,000	794,540	1,662,000	12.7%
	4500	Office Overtime	449	331	111	1,000	573	1,000	0.0%
	4550	Field Overtime	14,094	15,680	15,429	15,850	9,527	19,000	19.9%
	4600	On Call Pay	7,283	19,450	36,286	52,500	28,526	58,100	10.7%
	4610	Water Certifications	7,276	10,247	10,653	10,500	6,118	13,000	23.8%
	4620	Employee Bonus	-	-	-	15,000	0	15,000	0.0%
	4630	Market Based Wage Adjustment	-	-	<u> </u>	15,000	0	37,000	146.7%
	4800	Social Security	84,928	82,950	90,278	92,500	51,093	103,000	11.4%

	4810	Medicare	20,190	20,344	22,169	21,600	12,250	24,100	11.6%
	4820	Unemployment Insurance	15,316	5,653	3,088	1,500	448	1,660	
		Tri-Met Payroll Tax	10,006	10,142	11,130	10,800	3,269	12,200	
		Workers Compensation	16,951	23,207	32,694	30,000	11,417	32,230	
		P.E.R.S	195,594	187,964	240,902	287,000	139,556		20.0%
	4920	Employee Insurance Expense	387,804	367,430	332,356	338,000	169,512		23.3%
				·			, in the second	,	
	*	Personnel Services	2,109,213	2,093,851	2,248,105	2,366,250	1,226,829	2,739,320	15.8%
5 20	F010	Matan Dunahara fuana Dant	2 027 002	2 4 40 225	2 472 476	2 725 000	1,068,848	2 720 220	00/
5 20		Water Purchase from Port	2,027,092	2,149,325	2,472,176	2,725,000		2,728,338	
		Contract Services	14,327	31,752	36,476	35,000	15,364 8,759	40,000	
		Technical & Consulting	52,916	40,706	42,049	23,000	9,200	21,000	
		Auditing	8,050	18,390	13,235	14,200		15,100	
		Legal Services	54,552	82,128	27,506	100,000	11,363	100,000	
		Telephone/Cell Phone	30,355	31,423	36,847	32,000	19,357	35,200	
		Sewer/Storm	6,195	6,043	6,203	7,000	3,273	7,500	
		Heating/Electricity	21,034	17,270	17,761	25,000	6,613	25,000	
		Engineering Supplies	239	661	190	200	46	200	
		Office Supplies	30,601	28,093	21,906	31,500	15,746	32,500	
		Postage	41,252	42,533	41,495	44,000	16,932	48,000	
		Conservation	70,549	72,054	61,855	88,000	39,794	59,430	
	5420	Elections/Legal Advertisement	2,396	2,627	7,081	3,000	125	4,000	
	5430	Insurance General	30,591	59,329	58,822	68,000	29,897	67,000	-1%
	5440	Safety Gear and Equipment	14,183	14,075	10,159	20,000	7,046	20,000	0%
	5450	Training and Education	18,552	20,566	18,700	25,000	5,240	25,000	0%
	5460	Dues, License and Subscriptions	10,841	17,664	16,111	17,500	16,116	45,605	161%
	5470	Office Equipment	5,663	10,944	3,002	5,000	2,967	5,000	0%
	5510	Computer/Office Equipment	22,540	2,844	3,088	5,000	2,146	7,700	54%
	5520	Building & Grounds Maintenance	50,179	47,375	57,896	60,000	20,977	61,500	3%
	5530	Shop Equipment	15,208	9,137	11,091	10,000	3,975	10,000	0%
	5540	Vehicle Maintenance	16,054	20,117	33,896	30,000	18,314	30,000	0%
	5550	Tires	4,760	452	5,552	10,000	4,280	10,000	0%
		Gas, Lubricants, Disposal	33,760	28,149	19,303	30,000	10,946	25,000	
		Small Equipment	7,553	6,236	7,202	6,000	1,112	6,000	
		Utility Operatings Supply	150,034	160,979	148,208	210,000	124,244	211,500	
		Water Sampling and Testing	19,671	25,306	23,271	20,000	8,956	26,000	
	5625	Water Quality & Notices	1,262	244	-	6,000	1,688	5,000	
	5630	Reservoir Maintenance	2,350	2,341	9,889	10,000	3,232	10,000	0%

	5640	Meter Maintenance	21,201	10,854	9,666	25,000	9,018	25,000	0%
	5650	Hydrant Maintenance	2,736	4,129	1,026	2,000	-	2,000	0%
	5660	Telemetry	7,526	1,828	1,803	10,000	9,095	10,200	2%
	5670	Pumping	29,158	24,338	29,377	25,000	14,364	29,850	19%
	5710	Board Meeting Fees	3,250	3,250	3,550	6,500	1,750	6,500	0%
	5720	Director's Expense	13,447	12,793	12,553	25,000	421	26,200	5%
	5730	Manager's Expense	986	1,034	1,584	2,000	248	2,000	0%
	5740	General Office	40,003	40,676	46,359	42,000	21,665	46,690	11%
	5750	Cash Over/Short	25	38	23	-	19	0	#DIV/0!
	5760	Bad Debt Expense	32,886	32,337	29,022	35,000	-	35,000	0%
	5770	Gresham Utility Tax	256,415	256,271	285,902	275,800	62,282	308,600	12%
	5780	Portland Utility Tax	97,243	112,433	106,663	135,200	39,693	131,500	-3%
	5790	Fairview Utility Tax	4,627	5,350	5,943	6,500	1,162	8,100	25%
	5800	Customer Assistance	11,396	12,191	28,177	30,000	13,354	30,000	0%
	5820	Taxes and Assessments	-	-	-	2,500	-	2,990	20%
		Material and Services	3,283,658	3,466,285	3,772,618	4,282,900	1,649,627	4,346,203	1.5%
5 40	6010	Water System	2,017,686	2,342,989	904,310	450,000	352,588	851,430	89%
	6020	Meters	23,499	26,297	56,442	20,000	11,462	20,000	0%
	6030	Meter Upgrades	4,754	4,631	6,787	7,500	7,675	7,500	0%
	6110	Meter Equipment	-	4,402	-	1,000	-	1,000	0%
	6120	Shop Equipment	-	18,742	-	3,000	-	3,000	0%
	6130	Automotive Equipment	67,555	47,226	9,400	-	-	5,000	#DIV/0!
	6140	Computer/Office Equipment	20,410	42,292	73,025	61,500	-	72,300	18%
	6210	Buildings	44,878	19,253	91,527	25,000	-	20,000	-20%
	6220	Land						500,000	
	*	Capital Outlay	2,178,782	2,505,832	1,141,491	568,000	371,725	1,480,230	160.6%
5 60	7110	Transfers to Other Funds - *Debt	645,325	625,575	625,113	463,925	438,525	461,450	-1%
		*Groundwater				160,000		170,000	6%
	*	Transfers	645,325	625,575	625,113	623,925	438,525	631,450	1.2%
5 70	7210	Contingency	-	-	-	1,000,000	-	1,000,000	0%
	*	Contingency	-	-	-	1,000,000	-	1,000,000	0%
5 90	8010	Unapprop. Ending Fund Balance	-	-	-	6,469,734	-	6,060,117	-6%

	*	Ending Fund Balance	-	-	-	6,469,734	-	6,060,117	-6.3%
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			========	========	=========	=========	==========	=========	=======
		Total Personnel Service	2,109,213	2,093,851	2,248,105	2,366,250	1,226,829	2,739,320	16%
		Total Material and Services	3,283,658	3,466,285	3,772,618	4,282,900	1,649,627	4,346,203	1%
		Total Capital Outlay	2,178,782	2,505,832	1,141,491	568,000	371,725	1,480,230	161%
		Total All other Uses	645,325	625,575	625,113	623,925	438,525	631,450	1%
		Contingency	-	-	-	1,000,000	-	1,000,000	
		Ending Fund Balance	-	-	-	6,469,734	-	6,060,117	
			8,216,978	8,691,543	7,787,326	15,310,809	3,686,706	16,257,320	6.2%
			2 246 272	0.504.740				0.407.000	47.00/
			8,216,978	8,691,543	7,787,326	7,841,075		9,197,203	17.3%
		FUND 201 - SYSTEM DEVELOPN	MENT FUND - REIMBL	IRSEMENT					
		INCOME ACCOUNTS							
3 1	101	Beginning Fund Balance	\$216,054	\$255,153	\$380,524	\$340,696	\$340,696	\$392,896	15%
3 40		System Development Fees	112,800	223,800		50,000	47,678	75,000	50%
3 50		Interest Income	1,299	1,571		2,200	1,805	3,500	59.1%
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		Revenue	330,153	480,524	440,696	392,896	390,179	471,396	20%
		EXPENSE ACCOUNTS							
5 60	7110	Transfers to Other Funds	75,000	100,000	100,000	0	-	100,000	#DIV/0!
	*	Ending Fund Balance	255,153	380,524	340,696	392,896	-	371,396	-5%
		FUND 202 - SYSTEM DEVELOPN	MENT FLIND - IMPRO	VEMENT					
		INCOME ACCOUNTS	MEINT TOTAL TIMERO	A CIAICIA I					
3 1	101	Beginning Fund Balance	\$0	\$0	\$0	\$9,210	\$9,210	\$17,050	85%

3 4	0 4	4500	System Development Fees	0	0	9,183	7,800	7,502	11,700	50%
3 5	0 5	5100	Interest Income	0	0	27	40	64	100	150.0%
								_		
			Revenue	0	0	9,210	17,050	16,776	28,850	69%
			EXPENSE ACCOUNTS							
5 6	0 7	7110	Transfers to Other Funds	-	-	_	0	-	0	#DIV/0!
	*		Ending Fund Balance	-	-	9,210	17,050	-	28,850	69%
			FUND 301 - DEBT RESERVE FUND							
			INCOME ACCOUNTS							
3	1	101	Beginning Fund Balance	\$500,551	\$503,248	\$505,861	\$509,147	\$509,147	\$512,147	1%
3 5	0 5	5100	Interest Income	2,697	2,613	3,286	3,000	2,526	3,000	0.0%
3 9	0 9	9200	Transfers from Other Funds	465,325	465,575	465,113	463,925	358,525	461,450	-1%
			Revenue	968,573	971,436	974,260	976,072	870,198	976,597	0%
			EXPENSE ACCOUNTS							
5 6	0 7	7110	Transfer to Debt Service Fund 401	465,325	465,575	465,113	463,925	358,525	461,450	-1%
5 9	0 8	8010	Ending Fund Balance	503,248	505,861	509,147	512,147	511,673	515,147	1%
			FUND 401 - DEBT SERVICE FUND							
			INCOME ACCOUNTS							
			Beginning Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	
3 9	0 9		Transfer from Fund 301	465,325	465,575	465,113	463,925	358,525	461,450	-1%
			INCOME ACCOUNTS	465,325	465,575	465,113	463,925	358,525	461,450	-1%
			EXPENSE ACCOUNTS							
5 6	0 7	7110	Payments on Financinf	235,000	240,000	245,000	250,000	250,000	255,000	2%
5 6	0 7	7110	Interest on Financing	230,325	225,575	220,113	213,925	108,525	206,450	-3%

	*	Ending Fund Balance	-	_	-	-	-	-	
		U							
		FUND 501 - GROUNDWATER PROD	UCTION FUND						
		INCOME ACCOUNTS							
3 1	101	Beginning Fund Balance	\$66,681	\$146,349	\$184,925	\$160,280	\$160,280	\$133,580	-17%
3 50	5100	Interest Income	308	269	490	300	-	400	33.3%
3 90	9200	Interfund Transfer - Fund 100	180,000	160,000	160,000	160,000	80,000	170,000	6%
3 90	9400	City of Gresham	160,000	160,000	160,000	175,920	95,920	160,000	-9%
		Revenue	406,989	466,618	505,415	496,500	336,200	463,980	-7%
		EXPENSE ACCOUNTS							
5 20	5330	Equipment Maintenance	3,846	17,915	8,981	20,000	21,360	20,000	0%
	5610	Operating Supplies	11,321	11,852	23,340	25,000	7,414	25,000	0%
	5615	Wellhead Protection	60,000	60,000	60,000	60,000	60,000	70,000	17%
	5620	Testing	1,082	4,525	4,669	5,000	500	5,000	0%
	5630	Rerservoir Maintenance	-	-	37,750	5,000	-	5,000	0
	5670	Pumping	152,391	155,401	181,396	200,000	73,586	200,000	0%
5 60	7110	Transfer to General Fund 101	32,000	32,000	32,000	47,920	-	45,000	-6%
		EXPENSE ACCOUNTS	260,640	281,693	348,135	362,920	162,860	370,000	2%
5 90	8010	Ending Fund Balance	146,349	184,925	157,280	133,580		93,980	-30%