



Corbett Water District Proposed Budget
FISCAL YEAR 2023-2024

Explanation of Revenue and Expenses

RESOURCES

Net Working Capital/ Cash Carryover: This is an estimate of the cash the District will have on hand as of June 30, 2023. This line item is projected at: **\$647,433.**

Previously levied taxes: These are taxes levied in prior years that will be paid during the 2023-2024 budget year. This line item is projected at: **\$4,300.**

Fire Hydrant Reimbursement: We do not plan on installing any new fire hydrants this year. This line item is projected at **\$0.**

Interest: This is the interest earned on the money in our savings account LGIP (Local Government Investment Pool). This line item is projected at **\$6,000.**

Miscellaneous: This line item is used when the District receives revenue from backflow testing, sale of surplus items, dividends, or gets a refund on insurance. This line item is **\$5,500.**

Service Connections: We estimate installation of several new service connections. This line item projected at **\$15,000.**

Water Sales: This line item includes the rate increase (as of January 1st, 2023) and is projected at **\$537,250.**

Base Rate: The Base Rate is charged on all active accounts each billing cycle based on the size of the meter at the property. The base rate increase (as of January 1st, 2023) is included in this amount. This line item is projected at **\$300,000.**

Grant – U.P: This grant was received in 2015 at 10,000 to encourage water conservation. The District gives customers a \$100 credit each time they replace their toilets with a water sensing one. This resource has a matching expense line for the same carrying balance. **\$7,600.**

Grant-Intern: This line item is the reimbursable amount anticipated from the SDAO (Special Districts Association of Oregon) Internship Program grant: This line item is projected at **\$3,000.**

Taxes collected in Year levied The District's permanent property tax rate is \$0.5781 per \$1,000 of assessed value. This line item is estimated by calculating the taxes to be received based on the Assessor's assessed value October 2023. This line item is projected at **\$200,000.**

TOTAL RESOURCES: \$1,726,083

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EXPENDITURES

PERSONNEL SERVICES

The Personnel Services category provides funding for District Employees' wages and benefits. Expenditures comply with District policies, as well as federal, state and local laws.

Wages: (Lines 1-9) These lines make up the employee positions in the Water District. These wages include the Cost of Living increase that our district typically awards employees annually. The Cost of Living rate is based on our area CPI-W West Size A Index which was 6.3% as of January 2023. Total wages proposed for all positions is **\$404,170**.

Temporary Help (included in Wages total): This person will be hired as a summer intern. This is based on a matching grant and listed as the most we would spend on this position. Budget for this line item is **\$5,000**.

Health Insurance: The health insurance at the District was increased in FY2021-22 to include 100% coverage for employees and 50% coverage for their families. The amount is based on 2 employees being added to the plan. The budget for this line item is **\$80,000**.

Life/Disability Insurance: Each employee is given life and short-term disability insurance. The proposed cost estimate for this line item is **\$2,000**.

On-Call Pay: This line compensates employees who remain on-call after hours. It is budgeted at \$230 per week. Budget for this line item is **\$11,960**.

Overtime: Overtime pay is for unforeseen emergencies that may arise that require District staff to work additional hours over the regular 40 hours per week work schedule. Budget for this line item is **\$13,500**.

Pension: This is the Employer contribution for the Public Employees Retirement System (PERS). The rate for Tier 1 or 2 employees is 25.82%.and for other regular OPSRP employees it is 20.75%. We currently have only regular OPSRP employees. These rates will be recalculated by PERS for the 2023-2024 fiscal year. Budget for this line is **\$50,000**.

PERS Unfunded Liability: PERS Unfunded Accrued Liability (UAL) is the difference between accrued assets (employer contributions and investment earnings) and accrued liabilities (the cost of pension benefits earned) as of the valuation date. This is different amount for each participating government entity. This is the amount we would owe PERS if all enrolled PERS employees retired on the same date or if all participating government entities closed down. It is an unnecessary line item in the budget. An option to consider is establishing a side account with PERS to reduce the amount of the UAL. This is a minimum of \$200,000. This line item is **\$0**.

Social Security & Medicare: This covers the employer cost of Medicare and Social Security. It is based on employee wages, overtime and on-call pay. Proposed budget for this line item is **\$25,000**.

Unemployment: Employees who have left service with the Water District may be eligible to collect unemployment benefits. Current Oregon unemployment benefits are for 26 weeks at a maximum weekly amount of \$648. The budget for this line item is **\$16,500**.

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PERSONNEL SERVICES continued...

VEBA: The Voluntary Employees' Beneficiary Association (VEBA) plan is a type of tax-exempt trust used by its members and eligible dependents to pay for eligible medical expenses. This is a low-cost way for employees to save for unexpected medical costs. This change was approved by the board. The proposed budget for this line item is **\$7,200.**

Worker's Comp: This covers Workers Compensation insurance for employees. Insurance policy period runs from July 1 through June 30 of each year. Budget for this line item is **\$6,200.**

TOTAL PERSONNEL SERVICES EXPENDITURES: \$616,530

MATERIALS AND SERVICES

Auditor: Funding of the audit for the Fiscal year 2022-2023 records and the Secretary of State filing fee. Proposed budget for this line item is **\$6,200.**

Building and Grounds Maintenance: This line provides funding for maintenance and repairs on and around the office building, shop, yard and parking lot. Proposed budget for this line item is **\$3,000.**

Chemicals: This is for the purchase of sodium hypochlorite (chlorine) and soda ash used to treat the water as well as reagents and chemicals for the field test kits. Proposed budget for this line item is **\$22,000.**

Computer: The funds will be used for technical support and maintenance of the office computers. Budget for this line item is **\$1,500.**

Cross Connection: This fund is for the annual Oregon Health Authority cross connection fee and backflow tests and certification. Budget for this line item is **\$3,000.**

Dead End Flushing and Maintenance: The budget for this line item is **\$1,000.**

Elections: There will be a special election in May of 2023. This line covers the cost of the election. Proposed for this budget line item is **\$1,200.**

Engineering: This line provides for the annual engineer of record fee, the DRC, and general engineering services provided to the district. Hydra Engineering, our current DRC, charges \$100/day. They also provide advice and education to Corbett Water District. The proposed budget for this line item is **\$60,000.**

Filter Ponds/Treatment Plant Repairs: This line provides for the maintenance of the filter ponds and the treatment plant. This amount also covers the sand replacement for one pond. The proposed budget for this line item is **\$200,000.**

Fire Hydrant Repairs: In years past the Corbett Water District relied heavily on the Corbett Fire Department to maintain our fire hydrants within the system. We will now be testing and maintaining our own hydrants. Proposed budget for this line item is **\$3,000.**

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MATERIALS AND SERVICES continued...

Fuel: This line includes all fuels purchased, including unleaded diesel, gasoline, small tool gas and propane. The proposed budget for this line item is **\$15,000.**

Hydro Generator Repair & Maintenance: The Hydro Generator has been abandoned. Line item is to pay for annual fee of **\$50.**

Insurance & Bonds: This includes property, auto and liability insurance as well as the highway encroachment bonds for state and county roads. This line item is **\$24,000.**

Lab Samples: This includes the cost of all lab samples. Most vendors have recently increased their pricing across the board. This line item is budgeted at **7,000.**

Lease Fee: This includes the lease fee for road access to the Treatment Plant, and the North and South forks of Gordon Creek. The budget line item for this is **\$6,500.**

Legal: This provides for legal fees above those provided by Special Districts Association of Oregon such as contract reviews. The bulk of this expense will be to litigate for cost recovery of the well project from FY 2020-21. Proposed budget for this line item is **\$50,000.**

Mains Repair & Maintenance: This provides for repair and maintenance of the distribution system and controls. This expense includes flagging, asphalt vendors, gravel, repair parts and tool costs. **\$60,000.**

Membership fees: The District is a member of Special Districts Association of Oregon (SDAO), Oregon Association of Water Utilities (OAWU) and the American Water Works Association (AWWA). This line covers the cost of membership fees in these organizations as well as the Oregon Health Authority (OHA) Annual Water Service fee. Budget for this line item is **\$6,000.**

Meter Repairs: This line is for repair of meters in the system. Replacement meters and parts are currently covered under warranty, and when the District is refunded for the repairs, the refunds go to Miscellaneous Income. The budget for this line item is **\$2,500.**

Office Supplies & Equipment & Postage: Office Supplies, annual utility billing and accounting software fees, postage for mailing newsletters and bi-monthly bills are included in this line item. The proposed budget for this line item is **\$22,000.**

Pressure Reducing Valves (PRV's): The repairs and maintenance of the PRV stations is a specialized skill and currently requires hiring outside contractors to repair and replace the critical components of these stations. The suggested rebuild of these valves is once every 5 years. With over 30 in our system, we need to start rebuilding at 6 a year. The proposed budget for this line item is **\$21,000.**

Reservoir Repairs: This provides funding for maintenance and repairs of our reservoirs. It includes inspections, cleaning, and cathodic protection. The proposed budget for this line item is **\$15,000.**

Safety Equipment, Machinery & Gear: This line includes safety gear for the crew, including steel-toe work boots, reflective coats, rain gear, safety vests, gloves, and other PPE such as eye protection and hearing protection. The proposed budget for this line item is **\$3,000.**

Security: Alarm fees and other security measures to ensure the safety of District property is included in this line. This line item is budgeted at **\$1,000.**

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MATERIALS AND SERVICES continued...

Taxes & Interest: This is for the property tax at Reservoir 4 and annual well fee. Proposed budget of **\$600**.

Telemetry System: The telemetry system allows us to monitor the reservoirs and receive notification if the water drops below designated levels. It includes our “mission control” computer system with radio compatibility. We pay a yearly maintenance fee. There are several dysfunctional monitoring devices that need to be repaired and replaced. This budget line item is **\$9,000**.

Tools & Shop Supplies: This covers a variety of hand tools, power tools, and shop supplies. We need to ensure the timely replacement of tools used daily and during emergency call outs. The proposed budget for this line item is **\$2,000**.

Training & Education: This includes education for both staff and commissioners. With the addition of new personnel who will be required to get training and certification, as well as the desire to achieve more with in-house labor, the line item was increased. The budget for this line item will be **\$9,000**.

Utilities: This line covers all utility bills for the District, including phone, electricity, garbage, and chemical toilet service. This budget line item is **\$20,500**.

Vehicle Repair & Maintenance: This is for the repair and regular maintenance of District vehicles, including new tires for the backhoe, and installing tool boxes on the Chevy. **\$20,000**.

TOTAL MATERIALS AND SERVICES EXPENDITURES: \$595,050

CAPITAL OUTLAY

Buildings: These funds will be used for capital improvements to the office building and maintenance shop. We'll continue with remodel and updates. We have many OSHA related upgrades to make to the building including: indoor plumbing and walkways. We want to fix the electricity in the barn, build a new front desk, We will install walls and doors to a locker room and “kitchen” area with a designated lunch room. Proposed budget for this line item is **\$50,000**.

Equipment & Vehicles: We need to purchase listening equipment to check for leaks. We need the Chevy Silverado pick-up to be outfitted with side tool boxes for accessibility and LED flashing safety lights for better night-time visibility. The proposed budget for this line item is **\$15,000**.

Fire Hydrants: We do not plan on installing any new fire hydrants at this time. This line item is **\$0**.

Ground Water: The test well project was a failure, so there will be no expenditures in this area this year, This budget line item is **\$0**.

Master Plan/Rate Study: The Corbett Water Master Plan has been completed. Budget line item amount is **\$0**.

Meters: Occasionally we need to add a meter to our system. This budget line item is **\$2000**.

North Fork: No work is planned for the North Fork intake at this time. Budget line item is **\$0**.

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CAPITAL OUTLAY continued...

Pressure Reducing Stations (PRV's): We plan on installing two new PRV stations. Line item for this is **\$100,000.**

Reservoirs: No capital improvements for the reservoir planned at this time. Budget line item is **\$0.**

Sampling Stations: This station would be installed along the network's route. It will aid in ensuring water quality and safety. This line item is **\$100,000.**

South Fork: No work is planned for the South Fork intake at this time. Budget line item is **\$0.**

System Improvement: We do not plan on completing any water line replacements this year or doing any other major system improvements. Line item is **\$0.**

Toilet Rebates - U.P. Grant: This is an ongoing grant from a previous year for toilet replacement. Proposed budget is equal to the balance available for use at **\$7,600.**

Treatment Plant: This is for upgrading instruments in the treatment plant. Rather than repair, we would like to upgrade our instrumentation. Budget line item is **\$10,000.**

Treatment Plant Computer System: Purchase and programming of a back-up computer for the treatment plant. **\$5000.**

TOTAL CAPITAL OUTLAY EXPENDITURES: \$289,600

OTHER EXPENDITURES

Operating Contingency: This line item can be spent in the case of unforeseen circumstances or emergencies. Proposed line item budgeted at **\$35,000.**

Unappropriated Ending Fund Balance: This line guarantees funds are carried over for the District to operate during the first part of the 2024-2025 fiscal year. These funds are not appropriated and will not be available in the 2023-2024 fiscal year. Line item budgeted at **\$51,446.**

DEBT SERVICES

Annual loan payments are made from these lines of the Budget. The District received a \$1.5 million loan from the Oregon Economic and Community Development Department (OECDD) on November 12, 2002 with an annual percentage rate of 4.1%. In 2004 the Board of Commissioner authorized an additional \$600,000 of loan proceeds with a new interest rate of 3.5%. The OECDD loan is scheduled to be paid off in December 2025. This is budgeted to cover the annual payment of **\$138,457.**

TOTAL EXPENDITURES: \$1,726,083