



Budget Committee Meetings



ARCH CAPE WATER & SANITARY DISTRICTS
32065 E. Shingle Mill Lane, Arch Cape, OR 97102
(503) 436-2790

THE PUBLIC IS INVITED IN PERSON:
THE FIRE HALL, 72979 US 101, ARCH CAPE
BY TELEPHONE OR ZOOM LINK:

<https://us02web.zoom.us/j/87210487043>

Active **Zoom Video Meeting** Link also available at **www.archcapewater.org**

Call: 1-669-900-6833
Meeting ID: 872 1048 7043
Meeting Passcode: None Required
Assistance: 503-739-2348

Date: Thursday 19th May 2022
Time: 4:00 - 6:00 pm

Agenda:

- 1) Review Water & Sanitary Fiscal Budgets Version 3**
- 2) Continue Discussion of 2% Rate Increase for Water and Sanitary Districts**
- 3) Recommend Budgets to the District Boards**

Arch Cape Water District FY 2022-23 Budget General Fund - Requirements

HISTORICAL DATA					2022-2023 FISCAL YEAR		
ACTUAL	ACTUAL	ADOPTED	EOY PROJ	WATER RESOURCES	PROPOSED	RECOMMEND	ADOPTED
YR: 19-20	YR: 20-21	YR: 21-22	YR: 21-22		Version 1	Version 2	Version 3
BEGINNING BALANCE							
149,790	167,033	141,110	141,110	Undesignated Balance	169,363	169,363	169,363
				Capital Reserve			
	35,837	63,392	63,392	Operating Reserve	40,141	40,141	40,141
149,790	202,870	204,502	204,502	TOTAL BEGINNING BALANCE	209,504	209,504	209,504
REVENUE							
172,256	174,042	182,280	187,223	User Fees [296 x \$158]	187,072	187,072	187,072
19,561	12,000	14,000	23,170	Excess Usage Charges	17,000	17,000	17,000
22,192	22,045	20,772	20,060	Debt Service Surcharges [296 x \$17]	20,128	20,128	20,128
141,774	155,789	157,597	136,194	Sanitary District IGA Service Charge	150,000	150,000	150,000
4,390	2,500	900	789	Interest	1,000	1,000	1,000
2,015			1,425	Miscellaneous	0	0	0
1,400	1,400	1,400	1,400	Meter Hookup Fee	1,400	1,400	1,400
		30,000	30,000	ACF Watershed Grant			
888				Cannon Beach IGA	0	0	0
700	700	735	735	Cannon View Park	753	753	753
365,176	368,476	407,684	400,996	TOTAL REVENUE	377,353	377,353	377,353
514,966	571,346	612,186	605,498	TOTAL RESOURCES	586,857	586,857	586,857

Received
100%

Water District Accounts	Base Rate	
296	\$ 158.00	187,072
	Debt Service Rate	
296	\$ 17.00	20,128

Total Rate \$ 175.00

**FY 2022-23 Budget
General Fund - Requirements**

HISTORICAL DATA					2022-2023 FISCAL YEAR		
ACTUAL	ACTUAL	ADOPTED	EOY PROJ	WATER REQUIREMENTS - GENERAL FUND	PROPOSED	RECOMMEND	ADOPTED
YR: 19-20	YR: 20-21	YR: 21-22	YR: 21-22		Version 1	Version 2	Version 3
PERSONNEL SERVICES							
77,588	82,030	82,305	82,307	Manager	90,289	90,289	90,289
54,767	61,936	61,936	58,035	Operator	67,944	67,944	67,944
10,125	10,822	11,034	10,647	FICA	12,358	12,358	12,358
29,386	31,405	32,022	32,880	PERS	35,128	35,128	35,128
32,359	35,500	39,405	34,868	Medical Insurance	44,134	40,000	40,000
3,210	3,300	3,500	3,300	Worker's Compensation	3,400	3,400	3,400
207,435	224,993	230,202	222,037	Total Personnel Services	253,252	249,119	249,119
MATERIALS & SERVICES							
28,842	29,706	30,146	30,608	Administrative Services	33,600	33,600	33,600
3,885	5,000	3,000	525	Temporary Help	5,000	5,000	5,000
675	850	850	731	Clothing Allowance	850	850	850
1,460	2,000	2,000	1,591	Education	2,000	2,000	2,000
2,165	2,000	1,000	0	Travel	1,000	1,000	1,000
1,148	1,500	1,500	2,320	Office Supplies	2,300	2,300	2,300
1,616	1,600	1,600	1,350	Postage	1,600	1,600	1,600
3,197	3,000	3,500	2,538	Vehicle	3,500	3,500	3,500
3,150	3,600	3,500	3,375	Sanitary District Facilities Use Charges	3,750	3,750	3,750
551	579	602	608	Payroll Service	625	625	625
6,032	7,063	7,500	6,730	Liability & Property Insurance	8,250	8,250	8,250
1,067	2,000	2,000	0	Licenses	2,000	2,000	2,000
13,319	28,000	28,000	82,354	Maintenance	30,000	33,500	33,500
6,657	5,000	5,500	6,493	Chemicals	6,500	6,500	6,500
12,350	55,000	50,000	34,042	Watershed	0	0	0
1,135	900	900	1,137	Dues/Taxes	1,200	1,200	1,200
3,281	5,700	5,700	1,042	Professional Services	5,000	5,000	5,000
3,650	5,000	5,000	5,000	Auditing	15,000	15,000	15,000
800	2,000	3,000	1,108	Legal Services	3,000	3,000	3,000
504	700	700	700	Notices	700	700	700
9,405	10,000	10,000	11,802	Utilities	15,000	15,000	15,000
104,890	171,198	165,998	194,054	Total Materials and Services	140,875	144,375	144,375

**FY 2022-23 Budget
General Fund - Requirements**

CAPITAL OUTLAY							
				Meters Replacement	76,768	76,768	76,768
				Access Road to WWTP	2,000	2,000	2,000
0	0	0	0	Total Capital Outlay	78,768	78,768	78,768
312,325	396,191	396,200	416,091	TOTAL OPERATING EXPENSES	472,895	472,262	472,262

GRANT EXPENDITURES							
	2,000	30,000	30,000	ACF Watershed Plan (U2009) Grant			
0	2,000	30,000	30,000	Total Grant Expenditures	0	0	0
DEBT SERVICE							
20,772	20,772	20,772	20,772	IFA Water Plant Upgrade	20,772	20,772	20,772
20,772	20,772	20,772	20,772	Total Debt Service	20,772	20,772	20,772
333,097	418,963	446,972	466,863	TOTAL GENERAL FUND EXPENDITURES	493,667	493,034	493,034

TRANSFER TO CAPITAL FUND							
							76,768

CONTINGENCY & ENDING BALANCE							
CONTINGENCY FUND							
	60,000	60,000	23,000	Operating Contingencies	37,050	37,050	37,050
	35,837	39,822		Operating Reserve	40,141	40,141	40,141
181,869	56,546	65,392	38,867	Undesignated	15,999	16,632	16,632
181,869	152,383	165,214	61,867	TOTAL UNAPPROPRIATED BALANCE	93,190	93,823	93,823
181,869	152,383	165,214	61,867	TOTAL CONTINGENCY & UNAPP BAL (ENDING)	93,190	93,823	93,823
514,966	571,346	612,186	605,498	TOTAL REQUIREMENTS	586,857	586,857	586,857

ARCH CAPE WATER DISTRICT

Capital Fund: 2022-2023 Fiscal Year

HISTORICAL DATA				WATER RESOURCES	2022-2023 FISCAL YEAR		
ACTUAL	ACTUAL	ADOPTED	EOY PROJ	CAPITAL FUND RESOURCES	PROPOSED	RECOMMEND	ADOPTED
YR: 19-20	YR: 20-21	YR: 21-22	YR: 21-22		Version 1	Version 2	Version 3
73,421	84,491	90,200		Undesignated Balance	101,926	101,926	101,926
				Prepaid Option Fee against Forest Purchase	10,000	10,000	10,000
				Debt Service Reserve			
73,421	84,491	90,200	0	TOTAL BEGINNING BALANCE	111,926	111,926	111,926
				REVENUE			
11,070	5,709	11,726		SDC Revenue	11,726	12,780	12,780
				Arch Cape Forest - Acquisition			
			960,000	Business Oregon ARPA Grant			
			3,500,000	Forest Legacy Program Grant			
			250,000	Clatsop County Contribution			
11,070	5,709	11,726	4,710,000	TOTAL REVENUE	11,726	12,780	12,780
				Transfer From General Fund	76,768	76,768	76,768
84,491	90,200	101,926	4,710,000	TOTAL RESOURCES	200,420	201,474	201,474
HISTORICAL DATA				EXPENDITURE DESCRIPTION	2022-2023 FISCAL YEAR		
ACTUAL	ACTUAL	ADOPTED	EOY PROJ	CAPITAL FUND REQUIREMENTS	PROPOSED	RECOMMEND	ADOPTED
YR: 19-20	YR: 20-21	YR: 21-22	YR: 21-22		Version 1	Version 2	Version 3
				CAPITAL OUTLAY			
				Arch Cape Forest - Acquisition			
			4,690,000	Land Purchase			
			20,000	Closing Cost			
				Meters Replacement	117,000	117,000	117,000
0	0	0	4,710,000	Total Capital Outlay	117,000	117,000	117,000
11,070	90,200	101,926		CONTINGENCY	83,420	84,474	84,474
11,070	90,200	101,926	4,710,000	Total Contingency	83,420	84,474	84,474
				UNAPPROPRIATED BALANCE			
73,421							
73,421	0	0	0	Total Unappropriated Balance	0	0	0
84,491	90,200	101,926	4,710,000	TOT CONTINGENCY & UNAPP BAL (ENDING)	200,420	201,474	201,474

ARCH CAPE WATER DISTRICT

Forest Fund: 2022-2023 Fiscal Year

HISTORICAL DATA				WATER RESOURCES	2022-2023 FISCAL YEAR		
ACTUAL	ACTUAL	ADOPTED	RESOLUTION	ARCH CAPE FOREST FUND	PROPOSED	RECOMMEND	ADOPTED
YR: 19-20	YR: 20-21	YR: 21-22	YR: 21-22	BEGINNING BALANCE	Version 1	Version 2	Version 3
				Prepaid Option Fee against Forest Purchase	10,000	10,000	10,000
				Debt Service Reserve			
0	0	0	0	TOTAL BEGINNING BALANCE	10,000	10,000	10,000
				REVENUE			
			960,000	Business Oregon ARPA Grant	1,000,000	1,040,000	1,040,000
				Safe Drinking Water Revolving Loan Fund (U22010)	30,000	30,000	30,000
			3,500,000	Forest Legacy Program Grant	0	0	0
			250,000	Clatsop County Contribution	0	0	0
				Private Donations held by NCLC on behalf of AC Water	284,301	284,301	284,301
				Hollis Foundation Grant	100,000	100,000	100,000
0	0	0		Miscellaneous			
0	0	0	4,710,000	TOTAL REVENUE	1,414,301	1,454,301	1,454,301
				Transfer From General Fund			
0	0	0	4,710,000	TOTAL RESOURCES	1,424,301	1,464,301	1,464,301
HISTORICAL DATA				EXPENDITURE DESCRIPTION	2022-2023 FISCAL YEAR		
ACTUAL	ACTUAL	ADOPTED	EOY PROJ	CAPITAL FUND REQUIREMENTS	PROPOSED	RECOMMEND	ADOPTED
YR: 19-20	YR: 20-21	YR: 21-22	YR: 21-22	CAPITAL OUTLAY	Version 1	Version 2	Version 3
			4,690,000	Land Purchase			
			20,000	Closing Cost			
				Business Oregon ARPA Grant - Refer to Internal Grant Budget Detail	900,000	900,000	1,000,000
				Permitting & Planning Fees	100,000	100,000	
				Forestry Services	175,000		
		30,000		Project Management Services	43,180		
				Safe Drinking Water Revolving Loan Fund (U22010)	30,000	30,000	30,000
0	0	30,000	4,710,000	Total Capital Outlay	1,248,180	1,030,000	1,030,000
				CONTINGENCY			
					176,121	434,301	434,301
0	0	0	0	Total Contingency	176,121	434,301	434,301
				UNAPPROPRIATED BALANCE			
				Undesignated			
0	0	0	0	Total Unappropriated Balance	0	0	0
0	0	30,000	4,710,000	TOT CONTINGENCY & UNAPP BAL (ENDING)	1,424,301	1,464,301	1,464,301

**Arch Cape Sanitary District
FY 2022-23 Budget
General Fund - Requirements**

HISTORICAL DATA				2022-2023 FISCAL YEAR				
ACTUAL	ACTUAL	ADOPTED	EOY PROJ	SANITARY RESOURCES		PROPOSED	RECOMMEND	ADOPTED
YR: 19-20	YR: 20-21	YR: 21-22	YR: 21-22			Version 1	Version 2	Version 3
BEGINNING BALANCE								
344,486	61,003	101,172	101,172	Undesignated Balance		46,480	61,968	76,353
				Capital Reserve				
	12,474	54,912	54,912	Operating Reserve		84,530	84,530	63,697
15,256	15,256	15,256	15,256	ODEQ Irrigation Site Loan #11432 Req. Resv		15,256	7,753	7,753
				USDA Loan Req. Resv		6,923	6,923	6,923
359,742	88,733	171,340	171,340	TOTAL BEGINNING BALANCE		153,189	161,174	154,726
REVENUE								
265,250	290,157	320,160	320,160	User Fees [346 x \$237]		321,088	321,088	328,008
18,487	7,500	9,500	23,558	Excess Usage Charges		15,000	15,000	15,000
55,585	54,490	53,820	53,820	Debt Service Surcharges [346 x \$27]		53,976	37,368	37,368
3,150	3,300	3,300	3,300	WD Facilities Use Charges		3,750	3,750	3,750
		20,000	12,600	T.A.G. - Facility Plan Update		7,400	7,400	7,400
4,235	4,000	4,000	4,000	Interest		4,000	4,000	4,000
				Bond Receipts				
7,970	0		0	Miscellaneous				
354,677	359,447	410,780	417,438	TOTAL REVENUE		405,214	388,606	395,526
714,419	448,180	582,120	588,778	TOTAL RESOURCES		558,403	549,780	550,252
<p>Received 100% Sanitary District Accounts Base Rate 346 \$ 237.00 Debt Serv Rate 346 \$ 27.00 Total Rate <u>\$ 264.00</u></p>								
HISTORICAL DATA				2022-2023 FISCAL YEAR				
ACTUAL	ACTUAL	ADOPTED	EOY PROJ			PROPOSED	RECOMMEND	ADOPTED
YR: 19-20	YR: 20-21	YR: 21-22	YR: 21-22			Version 1	Version 2	Version 3
MATERIALS & SERVICES								
141,775	154,339	157,597	136,194	Water District IGA Charges		150,000	150,000	150,000
10,879	12,400	13,500	10,766	Liability & Property Insurance		14,850	14,850	14,850
3,130	2,800	2,800	3,009	Licenses		3,500	3,500	3,500
46,990	90,000	90,000	109,090	Maintenance		90,000	100,000	100,000
6,719	6,000	6,000	5,964	Chemicals		6,000	7,000	7,000
	4,000	4,000	0	Inflow & Infiltration		1,000	1,000	1,000
1,332	1,100	1,100	1,171	Dues / Taxes		1,200	1,200	1,200

**FY 2022-23 Sanitary Budget
General Fund - Requirements**

HISTORICAL DATA				2022-2023 FISCAL YEAR			
ACTUAL	ACTUAL	ADOPTED	EOY PROJ		PROPOSED	RECOMMEND	ADOPTED
YR: 19-20	YR: 20-21	YR: 21-22	YR: 21-22		Version 1	Version 2	Version 3
6,015	6,000	6,000	2,870	Professional Services	5,000	5,000	5,000
	500	500	0	Emergency Sanitation	0	0	0
3,650	10,000	10,000	10,000	Auditing	10,000	10,000	10,000
3,737	5,000	5,000	2,500	Legal Services	5,000	5,000	5,000
510	700	700	400	Notices	700	700	700
44,103	46,000	46,000	43,470	Utilities	46,000	46,000	46,000
268,840	338,839	343,197	325,434	Total Materials and Services	333,250	344,250	344,250
CAPITAL OUTLAY							
				Bio Solid Site Expansion			
				Webb Lift Station			
0	0	0	0	Total Capital Outlay	0	0	0
268,840	338,839	343,197	325,434	TOTAL OPERATING EXPENSES	333,250	344,250	344,250
GRANT EXPENDITURES						0	0
		20,000	12,600	T.A.G. Facility Plan Update	7,400	7,400	7,400
0	0	20,000	12,600	Total Grant Expenditures	7,400	7,400	7,400
DEBT SERVICE							
15,751	15,681	15,609	15,609	QDEQ - Irrigation Site Loan	15,609	7,753	7,753
19,319	19,319	19,319	19,319	OECD - Facility Engineering Loan	19,319	19,319	19,319
19,383	19,383	19,383	19,383	IFA Loan/Grant - Facility Improvement	19,383	19,383	19,383
54,453	54,383	54,311	54,311	Total Debt Service	54,311	46,455	46,455
323,293	393,222	417,508	392,345	TOTAL GENERAL FUND EXPENDITURES	394,961	398,105	398,105
TRANSFER TO CAPITAL FUND							
270,000					12,600	0	0
TRANSFER TO GO DEBT FUND							
CONTINGENCY & ENDING BALANCE							
CONTINGENCY FUND							
	20,000	62,244	43,244	CONTINGENCY	59,244	59,244	59,716
UNAPPROPRIATED BALANCE							
		54,912	54,912	Operating Reserve	63,194	63,697	63,697
15,256	15,256	15,256	15,256	ODEQ Irrigation Site Loan #11432 Required Reserve	15,256	7,753	7,753
				USDA Loan Required Reserve	6,923	6,923	6,923
105,870	19,702	32,200	83,021	Undesignated	6,225	14,058	14,058
121,126	34,958	102,368	153,189	TOTAL UNAPPROPRIATED BALANCE	91,598	92,431	92,431
391,126	54,958	164,612	196,433	TOTAL CONTINGENCY & UNAPP BAL (ENDING)	163,442	151,675	152,147
714,419	448,180	582,120	588,778	TOTAL REQUIREMENTS	558,403	549,780	550,252

**ARCH CAPE SANITARY DISTRICT
Capital Fund: 2022-2023 Fiscal Year**

HISTORICAL DATA				SANITARY RESOURCES	2022-2023 FISCAL YEAR		
ACTUAL	ACTUAL	ADOPTED	EOY PROJ	CAPITAL FUND RESOURCES	PROPOSED	RECOMMEND	ADOPTED
YR: 19-20	YR: 20-21	YR: 21-22	YR: 21-22	BEGINNING BALANCE	Version 1	Version 2	Version 3
117,113	82,111	90,652	90,652	Undesignated Balance	107,414	107,414	107,414
				Project Reserve			
117,113	82,111	90,652	90,652	TOTAL BEGINNING BALANCE	107,414	107,414	107,414
				REVENUE			
16,556	8,541	16,762	16,762	SDC Revenue	16,762	19,124	19,124
				Other			
				Interest on Investments			
16,556	8,541	16,762	16,762	TOTAL REVENUE	16,762	19,124	19,124
270,000				Transfer From General Fund			
403,669	90,652	107,414	107,414	TOTAL RESOURCES	124,176	126,538	126,538
HISTORICAL DATA				EXPENDITURE DESCRIPTION	2022-2023 FISCAL YEAR		
ACTUAL	ACTUAL	ADOPTED	EOY PROJ	CAPITAL FUND REQUIREMENTS	PROPOSED	RECOMMEND	ADOPTED
YR: 19-20	YR: 20-21	YR: 21-22	YR: 21-22	CAPITAL OUTLAY	Version 1	Version 2	Version 3
				Other			
321,558				Membranes, screens & SCADA			
				Webb Lift Station			
				Other			
321,558	0	0	0	Total Capital Outlay	0	0	0
				CONTINGENCY			
	90,652	107,414		Contingency	124,176	126,538	126,538
0	90,652	107,414	0	Total Contingency	124,176	126,538	126,538
				UNAPPROPRIATED BALANCE			
82,111				Undesignated			
82,111	0	0	0	Total Unappropriated Balance	0	0	0
403,669	90,652	107,414	0	TOT CONTINGENCY & UNAPP BAL (ENDING)	124,176	126,538	126,538

**ARCH CAPE SANITARY DISTRICT
SD Go Bond Debt Fund 2022-2023 Fiscal Year**

HISTORICAL DATA				SANITARY RESOURCES	2022-2023 FISCAL YEAR		
ACTUAL	ACTUAL	ADOPTED	EOY PROJ	SD GO BOND DEBT FUND	PROPOSED	RECOMMEND	ADOPTED BY
YR: 19-20	YR: 20-21	YR: 21-22	YR: 21-22	BEGINNING BALANCE	Version 1	Version 2	Version 3
2,333	-6,108	-2,299	144,701	Undesignated Balance	1,073	1,073	1,073
2,333	-6,108	-2,299	144,701	TOTAL BEGINNING BALANCE	1,073	1,073	1,073
				REVENUE			
136,104	150,406	147,000	145,568	Bond Proceeds	144,600	144,600	144,600
55	40		4	Bond Interest			
136,159	150,446	147,000	145,572	TOTAL REVENUE	144,600	144,600	144,600
				Transfer From General Fund			
138,492	144,338	144,701	290,273	TOTAL RESOURCES	145,673	145,673	145,673
HISTORICAL DATA				EXPENDITURE DESCRIPTION	2022-2023 FISCAL YEAR		
ACTUAL	ACTUAL	ADOPTED	ACTUALS	SD GO BOND DEBT FUND REQUIREMENTS	PROPOSED	RECOMMEND	ADOPTED BY
YR: 19-20	YR: 20-21	YR: 21-22	YR: 21-22	EXPENDITURES	Version 1	Version 2	Version 3
144,600	144,600	144,600	144,600	USDA Plant Upgrade Payments	144,600	144,600	144,600
144,600	144,600	144,600	144,600	Total Expenditures	144,600	144,600	144,600
				CONTINGENCY			
				Contingency			
0	0	0	0	Total Contingency	0		
-6108	-262	101	145,673	UNAPPROPRIATED BALANCE	1,073	1,073	1,073
				Undesignated			
138,492	144,338	144,701	290,273	Total Unappropriated Balance	145,673	145,673	145,673