

# ARCH CAPE WATER DISTRICT -- FY 2025-26 BUDGET

## GENERAL FUND

FY 2022-23 AUDITED	FY 2023-24 AUDITED	FY 2024-25 AMENDED	FY 2024-25 PROJECTED		FY 2025-26 1st DRAFT
<b>RESOURCES</b>					
<b>BEGINNING FUND BALANCE</b>					
149,616	50,222	55,007	55,007	Undesignated Balance	142,878
<b>149,616</b>	<b>50,222</b>	<b>55,007</b>	<b>55,007</b>	<b>TOTAL BEGINNING BALANCE</b>	<b>142,878</b>
<b>REVENUE</b>					
185,841	210,764	214,944	214,944	3/4 inch User Fees [296 x \$184]	217,856
				1 inch User Fees (12 x 228)	10,944
15,919	17,654	45,001	36,000	Excess Usage Charges	30,000
17,783	19,802	20,808	20,808	Debt Service Surcharges [308 x \$17]	20,808
128,774	160,899	195,937	150,138	Sanitary District IGA Service Charge	218,834
		100		Surplus Water Sales	100
8	11,101	5,000	3,500	Interest	3,500
10,057	356			Miscellaneous	
	2,800	2,400	2,400	Meter Connection Fee	2,500
9,937				ARPA Grant Reimbursement	
		145,622	145,622	Transfer from Forest Fund	3,000
	1,188	1,313	1,689	Cannon View Park Read Agreement	1,313
<b>368,319</b>	<b>424,564</b>	<b>631,125</b>	<b>613,101</b>	<b>TOTAL REVENUE</b>	<b>518,855</b>
<b>517,935</b>	<b>474,786</b>	<b>686,132</b>	<b>668,108</b>	<b>TOTAL RESOURCES</b>	<b>661,734</b>
<b>REQUIREMENTS</b>					
<b>EXPENDITURES</b>					
<b>PERSONNEL SERVICES</b>					
92,488	124,571	93,668	93,688	Manager	100,000
48,097	53,188	58,557	8,673	Operator	86,861
13,621	15,334	19,865	13,358	Employer Taxes (Medicare & Social Security)	24,385
27,344	25,041	40,614	27,310	PERS	49,855
22,831	9,205	30,992	8,080	Medical Insurance	35,719
3,559	168	3,735	2,568	Worker's Compensation	2,748
<b>207,540</b>	<b>227,507</b>	<b>247,431</b>	<b>153,677</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>299,567</b>
<b>MATERIALS &amp; SERVICES</b>					

36,400	43,738	78,000	75,000	IGA Administrative Services	84,712
814	1,208	1,200	600	Clothing Allowance	1,200
2,385	1,387	3,000	1,500	Education	3,000
149	1,645	1,000	500	Travel	1,500
3,005	4,173	3,000	3,000	Office Supplies	3,250
1,343	2,023	2,500	2,500	Postage	2,500
3,852	6,020	6,000	6,000	Vehicle & Fuel (Vehicles and Sanitary Generators)	
9,750	430	25,000	55,000	Shared Temporary Help (Augment Staff)	
			2,500	IGA Legal	
				District-Specific Administrative Services	12,123
			300	Dedicated Temporary Help (Augment Staff)	-
	10,800	25,200	18,000	Auditing	9,000
4,652	2,810	2,000	3,500	Dues/Taxes	
6,350	15,690	5,000	4,000	Legal Services (not shared)	3,500
10,419	9,480	13,800	10,879	Liability & Property Insurance	12,511
		2,400	2,400	Meter Connection	
		2,000	2,000	Licenses for Operations	
	11,645	40,302	40,302	Projects & Related Parts	40,000
49,612		30,330	25,000	Recurring Operations Work	25,000
	33,309	15,000	25,000	General Maintenance	30,000
12,624	6,479	9,000	8,000	Chemicals	6,000
825	1,214	700	1,000	Notices	
926	497	550	550	Payroll Service	
7,257	5,788	6,000	49,500	Professional Services	1,000
3,750	3,750	3,750	3,750	Sanitary District Use Charges	
10,157	9,412	12,000	10,000	Utilities	10,000
<b>164,270</b>	<b>171,498</b>	<b>287,732</b>	<b>350,781</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>245,296</b>
				<b>CAPITAL OUTLAY</b>	
117,000	2		0	Capital Outlay	
<b>117,000</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>
<b>488,810</b>	<b>399,007</b>	<b>535,163</b>	<b>504,458</b>	<b>TOTAL OPERATING EXPENDITURES</b>	<b>544,863</b>
				<b>INTERFUND TRANSFERS</b>	
				Transfer to Capital Fund	
<b>0</b>		<b>0</b>		<b>TOTAL INTERFUND TRANSFERS</b>	<b>0</b>
				<b>DEBT SERVICE</b>	
17,023	20,772	17,365	17,365	IFA Water Plant Upgrade - Principal	17,365
3,749		3,407	3,407	IFA Water Plant Upgrade - Interest	3,407

20,772	20,772	20,772	20,772	TOTAL DEBT SERVICE	20,772
509,582	419,779	555,935	525,230	TOTAL GENERAL FUND EXPENDITURES	565,635
<b>CONTINGENCY &amp; ENDING BALANCE</b>					
				Contingency	50,000
8,353	55,007	130,197	142,878	Unappropriated Balance	46,099
8,353	55,007	130,197	142,878	TOTAL CONTINGENCY & UNAPP BAL (ENDING)	96,099
517,935	474,786	686,132	668,108	TOTAL REQUIREMENTS	661,734

# ARCH CAPE WATER DISTRICT -- -- FY 2025-26 BUDGET GENERAL FUND WORKSHEET

**SHARED**

**IGA Administrative Fees**

	Jigsaw - Financial & Accounting Services
	HD Fowler (Meters) - Software License Fee
	Asset Management System - Subscription Fee (Pricing through FY2026)
	Printer Lease
	Cleaning
	Web Site Support
	Budget Public Notices
	Payroll Services Software
	ATT Phone Service
	IT Support Agreement
	GIS System Build Out - to map infrastructure (valve, hydrants, water mains, sewer lines, man holes). _ paper maps from 1975 most current underground infrastructure. Build cost
	Information Technology Policy & Procedures
	Records retrieval and library
	Software Licensing - 4 offices licenses, anydesk/office@hand
	GIS subscription Fee

**TOTAL**

Temporary Staff
Legal
Vehicle - Fuel & Vehicle related expenses

**WATER**

- Temporary Help
- Auditing Services
- Liability & Property Insurance
- Legal Services
- Professional Services
- Utilities
- Chemicals

**District-Specific Administrative Fees**

	QuickBooks Online - Subscription Fee
	Software Licensing - real VNC
	Starlink
	gWorks
	SDAO & State Fees/ Taxes
	Other Notices
	Sanitary District Use Charges

**Projects & related Parts**

<b>1</b>	Water distribution system – 4 valves and blow off (vac truck required)
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2	Failed instrumentation to monitor plant production should be replaced as budget allows. This includes the multiple pH meters and the three obsolete Hach turbidimeters. Cost of the Hach TU5300 replacement turbidimeter is approximately \$3,000 each. A replacement for the pH sensor is estimated at \$500 each, anticipating the electronics are functional
3	Service the Compressor & New Dryer
4	Second source water supply - Design
5	Bollards to protect hydrant
6	Skid parts (1/2 dozen) and projects.
S	Asbury Creek Intake Move - Vector shark creek road (discovery)
S	Asbury creek – electrical issue with Pump 1
S	Populate GIS with our data files - staff hours only

**Recurring Operations Work**

	Reservoir scooping
	Temporary Help
	Alexin Labs
	Other Lab Tests & Supplies. (Pollard & USA Blue book)
	Branom Instruments
	Parts-Ferguson & Others
	Utility Services - Leak Detection
	Meter Connections

**TOTAL**

**General Maintenance (Contingency for the Unexpected)**

SCADA/PLI Support - Industrial Systems

**Long range plan:**

FY26	Pre-Design South End Water Tower
FY26	Asbury Creek Intake Move
FY26	New Water Main for Asbury Creek project
FY26	Corroded electrical Panel Replacement
FY26	Second Source Water Supply - Construction.
FY26	Vehicle
FY27	Membrane Replacement

# ARCH CAPE WATER DISTRICT FY 2025-26 BUDGET

## CAPITAL FUND

FY 2022-23 AUDITED	FY 2023-24 AUDITED	FY 2024-25 AMENDED	FY 2024-25 PROJECTED		FY 2025-26 1st DRAFT
<b>BEGINNING FUND BALANCE</b>					
118,977	117,085	122,039	122,039	Undesignated Balance	107,025
<b>118,977</b>	<b>117,085</b>	<b>122,039</b>	<b>122,039</b>	<b>TOTAL BEGINNING BALANCE</b>	<b>107,025</b>
<b>REVENUE</b>					
38,340	26,135	13,426	13,426	Systems Development Charges	13,694
				ODOT Grant - Reimbursement (For Asbury Creek)	355,000
<b>38,340</b>	<b>26,135</b>	<b>13,426</b>	<b>13,426</b>	<b>TOTAL REVENUE</b>	<b>368,694</b>
<b>INTERFUND TRANSFERS</b>					
0	0	0		Transfer From General Fund	
				<b>TOTAL INTERFUND TRANSFERS</b>	<b>0</b>
<b>38,340</b>	<b>26,135</b>	<b>13,426</b>	<b>13,426</b>	<b>TOTAL REVENUE</b>	<b>368,694</b>
<b>157,317</b>	<b>143,220</b>	<b>135,465</b>	<b>135,465</b>	<b>TOTAL RESOURCES</b>	<b>475,719</b>
<b>REQUIREMENTS</b>					
<b>EXPENDITURES</b>					
				<b>CAPITAL OUTLAY</b>	
	21,181	28,750	28,440	<b>Water Plant IT infrastructure Upgrade</b>	
				Meters Replacement	
				Asbury Creek Intake Move	355,000
0	<b>21,181</b>	<b>28,750</b>	<b>28,440</b>	<b>Total Capital Outlay</b>	<b>355,000</b>
0	<b>21,181</b>	<b>28,750</b>	<b>28,440</b>	<b>TOTAL EXPENDITURES</b>	<b>355,000</b>
<b>CONTINGENCY &amp; UNAPPROPRIATED BALANCE</b>					
		21,250		<b>CONTINGENCY</b>	20,000
157,317	122,039	85,465	107,025	<b>UNAPPROPRIATED BALANCE</b>	100,719
157,317	122,039	106,715	107,025	<b>TOTAL CONTINGENCY &amp; UNAPP. ENDING BALANCE</b>	120,719
<b>157,317</b>	<b>143,220</b>	<b>135,465</b>	<b>135,465</b>	<b>TOTAL REQUIREMENTS</b>	<b>475,719</b>

# ARCH CAPE WATER DISTRICT FY 2025-26 BUDGET

## FOREST FUND

FY 2022-23 AUDITED	FY 2023-24 AUDITED	FY 2024-25 AMENDED	FY 2024-25 PROJECTED	BEGINNING BALANCE	FY 2025-26 1st Draft
				<b>RESOURCES</b>	
0	229,567	315,714	312,862	Unrestricted Balance	212,077
		75,000	77,852	Reserved for Future Expenditures	77,852
<b>0</b>	<b>229,567</b>	<b>390,714</b>	<b>390,714</b>	<b>TOTAL BEGINNING BALANCE</b>	<b>289,929</b>
43,999	414,436	479,800	145,000	ARPA Grant Reimbursement	346,300
		30,000	30,000	Safe Drinking Water Revolving Loan Fund Reimbursement	-
303,251	21,726		20,000	Private Donations	10,000
	0			Hollis Foundation Grant	
		100		Cell Tower	
	14,214	8,241	8,241	Interest on LGIP Account	8,000
<b>347,250</b>	<b>450,376</b>	<b>518,141</b>	<b>203,241</b>	<b>TOTAL REVENUE</b>	<b>364,300</b>
<b>347,250</b>	<b>679,943</b>	<b>908,855</b>	<b>593,955</b>	<b>TOTAL RESOURCES</b>	<b>654,229</b>
				<b>REQUIREMENTS</b>	
		2,600	2,884	ODF - Fire Protection	3,028
	2,702			Audit	3,000
	4,848	11,500	3,000	Legal/ Land Use	3,500
34,984				Business Oregon - ARPA	
		6,300	6,000	Finance Mgmt	6,300
19,896	33,658	4,500	3,544	Project Management	
		55,000	18,236	Road Management Consulting	25,000
62,804	109,502	8,500	1,830	Forest Management Consulting	3,000

		32,852		Road Maintenance Supplies/Services - Rocking, Grading, Rolling	
		110,000	47,422	Road Maintenance/Services (including Rocking, Grading, Rolling)	125,000
		14,000	7,086	Land Restoration	15,000
		1,500	185	Miscellaneous	500
<b>117,683</b>	<b>150,710</b>	<b>246,752</b>	<b>90,186</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>184,328</b>
	138,519	175,000		Road Construction	125,000
		95,000	68,218	Road Decommissioning	50,000
<b>0</b>	<b>138,519</b>	<b>270,000</b>	<b>68,218</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>175,000</b>
		139,622	139,622	Transfer to General Fund (Forest Expense pre-purchase)	
		3,000	3,000	Transfer to General Fund (Audit)	
		3,000	3,000	Transfer to General Fund (staff time for property mgmt.)	3,000
<b>0</b>	<b>0</b>	<b>145,622</b>	<b>145,622</b>	<b>TOTAL INTERFUND TRANSFERS</b>	<b>3,000</b>
<b>117,683</b>	<b>289,229</b>	<b>662,374</b>	<b>304,026</b>	<b>TOTAL EXPENDITURES</b>	<b>362,328</b>
		110,396		Contingency	60,388
		75,000	77,852	Restricted Balance	77,852
229,567	390,714	61,085	212,077	Unappropriated Balance	153,661
<b>229,567</b>	<b>390,714</b>	<b>246,481</b>	<b>289,929</b>	<b>TOTAL CONTINGENCY &amp; UNAPP. BAL (ENDING)</b>	<b>291,901</b>
<b>347,250</b>	<b>679,943</b>	<b>908,855</b>	<b>593,955</b>	<b>TOTAL REQUIREMENTS</b>	<b>654,229</b>