

# ATTACHMENT 1

## ARCH CAPE WATER DISTRICT FY 2024-25 BUDGET

### GENERAL FUND

FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 AMENDED	FY 2023-24 ESTIMATED		FY 2024-25 ADOPTED
<b>RESOURCES</b>					
<b>BEGINNING FUND BALANCE</b>					
187,773	149,616	105,837	114,513	Undesignated Balance	68,513
<b>187,773</b>	<b>149,616</b>	<b>105,837</b>	<b>114,513</b>	<b>TOTAL BEGINNING BALANCE</b>	<b>68,513</b>
<b>REVENUE</b>					
181,966	182,842	201,703	195,724	3/4 inch User Fees [294 x \$174]	204,624
			9,936	1 inch User Fees (12 x 215)	10,320
27,222	15,367	17,000	20,000	Excess Usage Charges	45,001
17,785	17,834	20,740	20,740	Debt Service Surcharges [306 x \$17]	20,808
139,755	128,774	157,500	163,339	Sanitary District IGA Service Charge	195,937
				Surplus Water Sales	100
3	7	1,000	10,000	Interest	5,000
6,734	9,305		4,851	Miscellaneous	
700	3,500	1,400	2,800	Meter Connection Fee	2,400
4,750,000				ARPA Grant Reimbursement	
				Transfer from Forest Fund	145,622
810	628	800	1,313	Cannon View Park Read Agreement	1,313
<b>5,124,975</b>	<b>358,257</b>	<b>400,143</b>	<b>428,704</b>	<b>TOTAL REVENUE</b>	<b>631,125</b>
<b>5,312,748</b>	<b>507,873</b>	<b>505,980</b>	<b>543,217</b>	<b>TOTAL RESOURCES</b>	<b>699,638</b>
<b>REQUIREMENTS</b>					
<b>EXPENDITURES</b>					
				<b>PERSONNEL SERVICES</b>	
85,734	92,488	101,000	123,971	Manager	93,668
60,874	41,897	58,000	52,398	Operator	58,557
9,732	19,821	23,000	23,016	Employer Taxes (Medicare & Social Security)	19,865
22,695	27,344	44,750	47,055	PERS	40,614
34,105	23,210	40,000	9,015	Medical Insurance	30,992

633	3,559	3,400	3,500	Worker's Compensation	3,735
<b>213,775</b>	<b>208,319</b>	<b>270,150</b>	<b>258,956</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>247,431</b>
				<b>MATERIALS &amp; SERVICES</b>	
28,417	36,400	55,400	39,046	Administrative Services (Contractors)	78,000
182	814	1,000	1,000	Clothing Allowance	1,200
1,916	2,385	2,700	2,000	Education	3,000
0	149	1,000	1,645	Travel	1,000
1,463	3,005	2,300	4,000	Office Supplies	3,000
1,435	1,343	2,500	2,000	Postage	2,500
3,045	3,852	4,000	6,036	Vehicle	6,000
	9,750	12,000	12,000	Temporary Help (Augment Staff)	25,000
3,500		11,000	11,000	Auditing	25,200
1,371	4,652	1,450	2,184	Dues/Taxes	2,000
125	6,350	5,000	20,996	Legal Services	5,000
6,730	10,419	12,000	9,480	Liability & Property Insurance	13,800
			1,200	Meter Connection	2,400
1,308		2,000	1,500	Licenses for Operations	2,000
				Project Maintenance	40,302
110,733	49,612	68,000	56,602	Recurring Maintenance	30,330
				General Maintenance	15,000
8,828	12,624	6,500	7,250	Chemicals	9,000
1,622	825	700	500	Notices	700
608	926	500	537	Payroll Service	550
1,088	7,257	5,000	2,000	Professional Services	6,000
3,375	3,750	3,750	3,750	Sanitary District Use Charges	3,750
14,513	10,157	12,000	10,250	Utilities	12,000
10,103				Watershed	
<b>200,362</b>	<b>164,268</b>	<b>208,800</b>	<b>194,976</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>287,732</b>
				<b>CAPITAL OUTLAY</b>	
4,728,223		2,000		Capital Outlay (Forest/Meters/Road)	
<b>4,728,223</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>
<b>5,142,360</b>	<b>372,588</b>	<b>480,950</b>	<b>453,932</b>	<b>TOTAL OPERATING EXPENDITURES</b>	<b>535,163</b>
				<b>INTERFUND TRANSFERS</b>	

				Transfer to Capital Fund	
0	0	0	0	<b>TOTAL INTERFUND TRANSFERS</b>	<b>0</b>
				<b>DEBT SERVICE</b>	
16,855	17,023	17,023	17,194	IFA Water Plant Upgrade - Principal	17,365
3,917	3,749	3,749	3,578	IFA Water Plant Upgrade - Interest	3,407
<b>20,772</b>	<b>20,772</b>	<b>20,772</b>	<b>20,772</b>	<b>TOTAL DEBT SERVICE</b>	<b>20,772</b>
<b>5,163,132</b>	<b>393,360</b>	<b>501,722</b>	<b>474,704</b>	<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>555,935</b>
<b>CONTINGENCY &amp; ENDING BALANCE</b>					
		843	0	Contingency	140,312
149,616	114,513	3,415	68,513	Unappropriated Balance	3,391
<b>149,616</b>	<b>114,513</b>	<b>4,258</b>	<b>68,513</b>	<b>TOTAL CONTINGENCY &amp; UNAPP BAL (ENDING)</b>	<b>143,703</b>
<b>5,312,748</b>	<b>507,873</b>	<b>505,980</b>	<b>543,217</b>	<b>TOTAL REQUIREMENTS</b>	<b>699,638</b>

**ARCH CAPE WATER DISTRICT GENERAL FUND  
LINE ITEM DETAIL**

<b>ADMINISTRATIVE SERVICES (CONTRACTORS)</b>	<b>BUDGET</b>	<b>STAFF HOURS</b>
Jigsaw - Financial & Accounting Services	\$ 38,500	
QuickBooks Online - Subscription Fee	\$ 2,000	
HD Fowler (Meters) - Software License Fee	\$ 1,700	
gWorks UMax Billing	\$ 1,022	
Asset Management System - Subscription Fee	\$ 8,000	32 hrs over 4 months
CS&S - Data Backup	\$ 996	
Printer	\$ 3,250	1 hr
Security Software & Remote Access on PC, Laptop and 1 firewall (to replace router)	\$ 1,800	
IT Services/Support Agreement (with toner for printer)	\$ 2,400	
Web Site Support (including initial build)	\$ 3,488	
Project - Creating e-Filing System and store files	\$ 5,000	
Structure	\$ 10,000	
Budget Public Notices	\$ 500	
ATT Phone Service	\$ 1,200	
<b>TOTAL</b>	<b>\$ 78,156</b>	<b>33 Hours</b>

<b>RECURRING MAINTENANCE (CONTRACTORS)</b>	<b>BUDGET</b>
General - Parts, Etc.	\$ 3,000
Alexin - Annual	\$ 3,500
Branom Instrument Co.	\$ 1,700
Ferguson Waterworks	\$ 10,000
Starlink	\$ 1,680
Jackson Oil - Fuel for Trucks	\$ 1,700
McEwan Construction - Pond Scooping	\$ 5,000
USA Bluebook - Labs	\$ 3,000
Utility Services - Leak Detection	\$ 750
<b>TOTAL</b>	<b>\$ 30,330</b>

**GENERAL MAINTENANCE (CONTRACTORS)**

**\$ 15,000**

**PROJECT MAINTENANCE (CONTRACTORS)**

**BUDGET**

**STAFF HOURS**

Deferred: Hach TU5300 & pH Sensor & Heater/Vent Fan in Chemical Room	\$ 4,300	
Deferred: Vent fan for Membrae Filter Room	\$ 1,000	
Deferred: Computer Systems & Mechanical Upgrade for Plant and OHA Reporting	\$ 1,600	8
Deferred: Install Asbury Pump	\$ 1,608	6
Deferred: Heat and ventilation units at water plant	\$ 2,144	8
Asbury Creek Intake relocation project - Build		12/week for 10 weeks
Inventory of all service lines in district for lead	\$ 9,650	40
Roof for Water Plant	\$ 20,000	
Prep for OHA Audit*		8/week for 8 weeks
<b>TOTAL</b>	<b>\$ 40,302</b>	<b>246 Hours</b>

ARCH CAPE WATER DISTRICT FY 2024-25 BUDGET					
CAPITAL FUND					
FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 AMENDED	FY 2023-24 ESTIMATED		FY 2024-25 ADOPTED
<b>RESOURCES</b>					
<b>BEGINNING FUND BALANCE</b>					
99,991	118,977	75,828	40,317	Undesignated Balance	41,450
99,991	118,977	75,828	40,317	<b>TOTAL BEGINNING BALANCE</b>	<b>41,450</b>
<b>REVENUE</b>					
18,986	38,340	13,163	26,133	Systems Development Charges	13,426
18,986	38,340	13,163	26,133	<b>TOTAL REVENUE</b>	<b>13,426</b>
<b>INTERFUND TRANSFERS</b>					
				Transfer From General Fund	
0	0	0	0	<b>TOTAL INTERFUND TRANSFERS</b>	<b>0</b>
18,986	38,340	13,163	26,133	<b>TOTAL REVENUE</b>	<b>13,426</b>
118,977	157,317	88,991	66,450	<b>TOTAL RESOURCES</b>	<b>54,876</b>
<b>REQUIREMENTS</b>					
<b>EXPENDITURES</b>					
<b>CAPITAL OUTLAY</b>					
		25,000	25,000	Water Plant IT infrastructure Upgrade	25,000
	117,000			Meters Replacement	
0	117,000	25,000	25,000	<b>Total Capital Outlay</b>	<b>25,000</b>
0	117,000	25,000	25,000	<b>TOTAL EXPENDITURES</b>	<b>25,000</b>
<b>CONTINGENCY &amp; UNAPPROPRIATED BALANCE</b>					
		63,990	0	Contingency	25,000
0	0	63,991	0	<b>Total Contingency</b>	<b>25,000</b>

118,977	40,317	0	41,450	UNAPPROPRIATED BALANCE	4,876
118,977	40,317	63,991	41,450	TOTAL CONTINGENCY & UNAPP. ENDING BALANCE	29,876
118,977	157,317	88,991	66,450	TOTAL REQUIREMENTS	54,876

**ARCH CAPE WATER DISTRICT FY 2024-25 BUDGET  
FOREST FUND**

	FY 2022-23	FY 2023-24	FY 2023-24		FY 2024-25
	ACTUAL	BUDGET	PROJECTED	BEGINNING BALANCE	ADOPTED
				RESOURCES	
<b>BEGINNING FUND BALANCE</b>					
	15,852	409,103	189,529	Unrestricted Balance	349,709
				Reserved for Future Expenditures	75,000
				Earnest Money	
<b>0</b>	<b>15,852</b>	<b>409,103</b>	<b>189,529</b>	<b>TOTAL BEGINNING BALANCE</b>	<b>424,709</b>
<b>REVENUE</b>					
	53,936	776,626	436,664	ARPA Grant Reimbursement	479,800
				Forest Legacy Program Grant	
				Clatsop County Contribution	
		30,000		Safe Drinking Water Revolving Loan Fund Reimbursement	30,000
	303,251		21,725	Private Donations	
			90,000	Hollis Foundation Grant	
				Cell Tower	100
		14,625	11,500	Interest on LGIP Account	8,241
<b>0</b>	<b>357,187</b>	<b>821,251</b>	<b>559,889</b>	<b>TOTAL REVENUE</b>	<b>518,141</b>
<b>0</b>	<b>373,039</b>	<b>1,230,354</b>	<b>749,418</b>	<b>TOTAL RESOURCES</b>	<b>942,850</b>
				REQUIREMENTS	
<b>EXPENDITURES</b>					
<b>MATERIALS &amp; SERVICES</b>					
		2,335	2,550	ODF - Fire Protection	2,600
		10,000	2,700	Audit	



		4,500	6,430	Legal/ Land Use	11,500
	6,000	6,000	6,000	Finance Mgmt	6,300
	47,429	40,836	42,190	Project Management	4,500
		13,104		Distrtic Staff Project Management	
				Road Management Consulting	55,000
	55,019	45,029	44,912	Forest Management Consulting	8,500
				Road Maintenance Supplies - Rock	32,852
				Other Road Maintenance/Services	110,000
				Land Restoration	14,000
	46,549	48,258	39,892	Pre-Commercial Thinning	
	5,850			Conservation Planning	
				Miscellaneous	1,500
<b>0</b>	<b>160,847</b>	<b>170,062</b>	<b>144,674</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>246,752</b>
<b>CAPITAL OUTLAY</b>					
				Land Purchase	
				Closing Cost	
	22,663	638,899	180,036	Road Construction	175,000
				Road Decommissioning	95,000
<b>0</b>	<b>22,663</b>	<b>638,899</b>	<b>180,036</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>270,000</b>
<b>INTERFUND TRANSFERS</b>					
				Transfer to General Fund (Forest Expense pre-purchase)	139,622
				Transfer to General Fund (Audit)	3,000
				Transfer to General Fund (staff time for property mgmt.)	3,000
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL INTERFUND TRANSFERS</b>	<b>145,622</b>
<b>0</b>	<b>183,510</b>	<b>808,961</b>	<b>324,710</b>	<b>TOTAL EXPENDITURES</b>	<b>662,374</b>
<b>CONTINGENCY AND UNAPPROPRIATED BALANCE</b>					
		421,393		Contingency	110,396
				Restricted Balance	75,000

	189,529		424,709	Unappropriated Balance	95,080
<b>0</b>	<b>189,529</b>	<b>421,393</b>	<b>424,709</b>	<b>TOTAL CONTINGENCY &amp; UNAPP. BAL (ENDING)</b>	<b>280,476</b>
<b>0</b>	<b>373,039</b>	<b>1,230,354</b>	<b>749,418</b>	<b>TOTAL REQUIREMENTS</b>	<b>942,850</b>

	Actual 2022-2023	Amend 2023-2024	approved 2024-2025
	\$ 284,445	\$ 590,768	\$ 534,672
fees	\$ 396,590	\$ 412,306	\$ 639,651
grants/interest	\$ 357,194	\$ 822,251	\$ 523,041
	\$ 1,038,229	\$ 1,825,325	\$ 1,697,364
Personnel	\$ 208,319	\$ 270,150	\$ 247,431
Materials and Service	\$ 325,115	\$ 378,862	\$ 534,484
Capital Outlay	\$ 139,663	\$ 665,899	\$ 295,000
Debt Services	\$ 20,772	\$ 20,772	\$ 20,772
Interfund Transfers			\$ 145,622
Contingencies	\$ -	\$ 486,226	\$ 275,708
Unappropriated	\$ 344,360	\$ 3,415	\$ 178,348
	\$ 1,038,229	\$ 1,825,324	\$ 1,697,364