

Alsea County Service District

Function and Organization:

To provide water and sewer service to the community of Alsea, which is located approximately 30 miles southwest of Corvallis.

The Service District is an independent municipal corporation. The Benton County Board of Commissioners sits as the Governing Body. Benton County Public Works Department manages daily operations, customer billing, and staff support. The County Finance Office provides treasury and financial management services. The budget process is coordinated by the County Budget Office. The County is reimbursed for these services by District funds.

The District was organized in 1983 to take over the operation of a community water system. Water system improvements and a community sewer system were completed in 1986. Additional water system improvements were completed in 1997. An advisory committee reviews District operations and makes recommendations on issues and rates to the Governing Body.

Budget Discussion:

This is an annual budget. The fiscal year will begin July 1, 2008 and end on June 30, 2009.

Beginning July 1, 2006, the District began charging a late fee to delinquent accounts and increased the turn-on/turn-off fee. The changes did not have a significant budget impact, but allowed the District to recover the actual costs of processing these services.

No rate increase is assumed in the budget.

Governing Body:

Board of Commissioners

Administration:

Benton County Public Works:

Roger Irvin, Director
Chris Bielenberg, Facilities & Utilities
Manager

Location:

360 SW Avery
Corvallis

Telephone:

(541) 766-6821

Budget Summary

Alesea County Service District - All Funds

Resource / Expense Category	2005-06 Annual Actual	2006-07 Annual Actual	2007-08 Annual Adopted	2007-08 Annual Adjusted	2008-09 Annual Adopted	% Change Over Adjusted
General Revenues	-	-	-	-	-	--
Charges for Service	41,538	41,538	47,240	47,240	46,790	-1.0%
Operating Grants/Contributions	2,053	2,053	1,000	1,000	1,100	10.0%
Capital Grants/Contributions	-	-	-	-	-	--
Internal Fund Transfers	5,055	5,055	2,455	2,455	5,355	118.1%
Loans	2,287	2,287	-	-	-	--
Current Revenues Total	50,933	50,933	50,695	50,695	53,245	5.0%
Unrestricted Beginning Balance	-	-	-	-	-	--
Dedicated Beginning Balance	29,509	25,029	24,077	24,077	30,400	26.3%
Capital Beginning Balance	26,891	26,891	31,800	31,800	32,700	2.8%
Beginning Balance Total	56,400	51,920	55,877	55,877	63,100	12.9%
Total Resources	107,333	102,853	106,572	106,572	116,345	9.2%
Personnel Services	-	-	-	-	-	--
Materials & Services	38,940	38,119	45,804	45,804	45,818	0.0%
Capital Outlay	-	5,140	1,000	1,000	6,200	520.0%
Other: Internal Fund Transfers	5,055	6,655	2,455	2,455	5,355	118.1%
Other: Loans	-	-	-	-	-	--
Other: Debt Principle	736	736	803	803	840	4.6%
Other: Debt Interest	1,285	1,285	1,218	1,218	1,200	-1.5%
Expenditures Total	46,016	51,935	51,280	51,280	59,413	15.9%
Other: Contingency	-	-	51,981	51,981	53,217	2.4%
Other: Reserve for Future Years	-	-	3,311	3,311	3,715	12.2%
Other: Unappropriated Balance	-	-	-	-	-	--
Other Total	-	-	55,292	55,292	56,932	3.0%
Dedicated Rev. Surplus/(Deficit)	61,317	50,918	-	-	-	
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	-	-	-	-	-	--
Temporary Hire	-	-	-	-	-	--
Expenditures by Fund						
Water and Sewer Operations	38,940	35,397	44,804	44,804	45,684	2.0%
Water System Construction	2,355	4,458	3,355	3,355	5,569	66.0%
Sewer System Construction	-	7,859	1,000	1,000	3,120	212.0%
Debt Service	4,721	4,221	2,121	2,121	5,040	137.6%
Total Expenditures	46,016	51,935	51,280	51,280	59,413	15.9%
Reserve Distribution by Fund						
Water and Sewer Operations	-	-	17,496	17,496	24,566	40.4%
Water System Construction	-	-	18,585	18,585	16,381	-11.9%
Sewer System Construction	-	-	15,900	15,900	12,270	-22.8%
Debt Service	-	-	3,311	3,311	3,715	12.2%
Other (Reserve) Total	-	-	55,292	55,292	56,932	3.0%

Water Operations

Alsea County Service District - Water and Sewer Operations Fund

Purpose:

To provide operation and maintenance of a community water system in Alsea serving approximately 69 residential and 14 commercial customers. Operate a successful and efficient system within the requirements of the Oregon Water Resource Division.

Resource / Expense Category	2005-06	2006-07	2007-08	2007-08	2008-09	% Change
	Annual Actual	Annual Actual	Annual Adopted	Annual Adjusted	Annual Adopted	Over Adjusted
General Revenues	-	-	-	-	-	--
Program Income	19,361	24,018	24,000	24,000	25,550	6.5%
Beginning Balance	675	(2,045)	-	-	4,000	--
Resources	20,036	21,973	24,000	24,000	29,550	23.1%
Personnel Services	-	-	-	-	-	--
Materials & Services	22,081	17,506	21,880	21,880	21,932	0.2%
Capital Outlay	-	-	-	-	100	--
All Other	-	-	2,120	2,120	7,518	254.6%
Budget Total	22,081	17,506	24,000	24,000	29,550	23.1%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	-	-	-	-	-	--
Temporary Hire	-	-	-	-	-	--

Budget Notes:

All other is a contingency account of \$7,518. Contingency is for emergency or unanticipated expenses. Under normal conditions an unused contingency account represents the estimated beginning balance of the next fiscal year.

Accomplishments:

- Replaced well head suction piping.
- Installed one (1) new service connection.
- Maintained zero violation status with Oregon Water Resources.
- Completed annual Consumer Confidence Report.
- Continued emphasis on meter replacement (replaced six).
- Completed Alsea Water Management Plan.
- Operator completed water certification continuing education units (CEU).
- Poured new pads for well houses.

Objectives:

- Maintain zero violation status with Oregon Water Resources.
- Complete annual Consumer Confidence Report.
- Install 5-10 new meters (meter replacement program).
- Upgrade pump house and chlorine room.
- Purchase water flushing diffuser.
- Conduct additional leak detection.
- Update back-flow control program.

Sewer Operations

Alea County Service District - Water and Sewer Operations Fund

Purpose:

To operate and maintain a sewer collection and treatment system for the community of Alea servicing approximately 66 residential and 14 commercial customers. Operate the system in a cost effective and efficient manner in accordance with the Department of Environmental Quality permit requirements.

Resource / Expense Category	2005-06	2006-07	2007-08	2007-08	2008-09	% Change
	Annual Actual	Annual Actual	Annual Adopted	Annual Adjusted	Annual Adopted	Over Adjusted
General Revenues	-	-	-	-	-	--
Program Income	19,110	20,066	17,300	17,300	20,700	19.7%
Beginning Balance	20,831	20,082	21,000	21,000	20,000	-4.8%
Resources	39,941	40,148	38,300	38,300	40,700	6.3%
Personnel Services	-	-	-	-	-	--
Materials & Services	16,859	17,891	22,924	22,924	23,552	2.7%
Capital Outlay	-	-	-	-	100	--
All Other	-	-	15,376	15,376	17,048	10.9%
Budget Total	16,859	17,891	38,300	38,300	40,700	6.3%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	-	-	-	-	-	--
Temporary Hire	-	-	-	-	-	--

Budget Note:

The increase in program income is mostly due to a transfer of surplus from the sewer debt service fund (\$3,000). Bonds that funded sewer system improvements have been retired. However, some properties are still paying assessments. These funds are being transferred to sewer operations.

All other is a contingency account of \$17,048.

Accomplishments:

- Performed routine on going maintenance to plant.
- Maintained discharge removal rate for Total Suspended Solids (TSS) and Biochemical Oxygen Demand (BOD) at 85-95%.
- Maintain discharge rates in compliance with Department of Environmental Quality (DEQ) permit limits.
- Identify inflow and infiltration (I&I) into manhole; repaired at several locations.
- Smoke tested system.

Objectives:

- Implement a plant preventative maintenance schedule.
- Implement lock-out/tag-out program for plant.
- Continue to monitor for I&I and develop a work plan.
- Conduct additional smoke tests.
- Work on plant expansion potential with DEQ.
- Build new collection screen system for lift station.
- Achieve zero violations on discharge permit.
- Mitigate I&I at school and several manholes.
- Install remote monitoring system (possible elimination of agreement with school, \$3,200).

Water Construction

Alsea County Service District - Water System Construction Fund

Purpose:

To provide for accumulation of revenue dedicated to future system replacement, improvements, and emergency repairs. Fund one-time major maintenance and repairs that are too expensive to fund out of the standard operating budget.

Resource / Expense Category	2005-06 Annual Actual	2006-07 Annual Actual	2007-08 Annual Adopted	2007-08 Annual Adjusted	2008-09 Annual Adopted	% Change Over Adjusted
General Revenues	-	-	-	-	-	--
Program Income	5,260	5,515	5,140	5,140	5,250	2.1%
Beginning Balance	13,856	16,761	16,800	16,800	16,700	-0.6%
Resources	19,116	22,276	21,940	21,940	21,950	0.0%
Personnel Services	-	-	-	-	-	--
Materials & Services	-	3	-	-	214	--
Capital Outlay	-	-	1,000	1,000	3,000	200.0%
All Other	2,355	4,455	20,940	20,940	18,736	-10.5%
Budget Total	2,355	4,458	21,940	21,940	21,950	0.0%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	-	-	-	-	-	--
Temporary Hire	-	-	-	-	-	--

Budget Note:

All other includes a transfer to the debt service fund of \$2,355 to support principle and interest payments on water improvement bonds. \$16,381 of all other is a contingency account.

Accomplishments:

- Continued to build reserves for future upgrade and major repairs to the system.
- Continued leak detection on system to identify water loss.
- Scheduled and conducted replacement of bad sections.
- Purchase inventory of materials such as pipe, meters, and well pump.
- Purchased new well sounder for monitoring draw downs.
- Replaced well houses.
- Replaced well suction lines.

Objectives:

- Monitor and track water use to identify problem areas.
- Build reserves for future upgrades and repairs to transmission lines.
- Perform leak detection for distribution system (contract leak detection).
- Continue set up and track well draw down levels.
- Conduct water line investigation and mapping.
- Install new transmission meter at reservoir site.
- Install remote monitoring system for emergency response.

Sewer Construction

Alsea County Service District - Sewer System Construction Fund

Purpose:

To provide for accumulation of revenue dedicated to future system replacement, improvements, and emergency repairs. Fund one-time major maintenance and repairs that are too expensive to fund out of the standard operating budget.

Resource / Expense Category	2005-06	2006-07	2007-08	2007-08	2008-09	% Change
	Annual Actual	Annual Actual	Annual Adopted	Annual Adjusted	Annual Adopted	Over Adjusted
General Revenues	-	-	-	-	-	--
Program Income	2,387	2,626	1,900	1,900	2,390	25.8%
Beginning Balance	13,036	15,422	15,000	15,000	13,000	-13.3%
Resources	15,423	18,048	16,900	16,900	15,390	-8.9%
Personnel Services	-	-	-	-	-	--
Materials & Services	-	2,719	1,000	1,000	120	-88.0%
Capital Outlay	-	5,140	-	-	3,000	--
All Other	-	-	15,900	15,900	12,270	-22.8%
Budget Total	-	7,859	16,900	16,900	15,390	-8.9%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	-	-	-	-	-	--
Temporary Hire	-	-	-	-	-	--

Budget Note:

All other is a contingency account of \$12,270.

Accomplishments:

- Reduced inflow and infiltration into the system by correcting several illegal, broken, or open connections.
- Continued work with the DEQ (Department of Environmental Quality) to correct inflow and infiltration.
- Continued to accumulate funds for system upgrades and major capital expenditures.
- Conducted smoke testing.

Objectives:

- Continue working with Public Works Department to correct drainage issues leading to inflow and infiltration deficiencies.
- Continue monitoring and correcting inflow and infiltration (I&I) into system.
- Purchase back-up lift pump for emergencies.
- Investigate products to mitigate sludge build-up in filter bed.
- Complete Phase II septic tank pumping.
- Clean gravel filter bed.
- Install new flow meter for DEQ reporting collection.
- Pump septic tanks.
- De-grease lines.

Debt Service

Alesea County Service District - Debt Service Fund

Purpose:

To account for revenues and payments associated with payment of long-term debts of the District.

Resource / Expense Category	2005-06 Annual Actual	2006-07 Annual Actual	2007-08 Annual Adopted	2007-08 Annual Adjusted	2008-09 Annual Adopted	% Change Over Adjusted
General Revenues	-	-	-	-	-	--
Program Income	4,815	3,824	2,355	2,355	2,355	0.0%
Beginning Balance	3,523	3,617	3,077	3,077	6,400	108.0%
Resources	8,338	7,441	5,432	5,432	8,755	61.2%
Personnel Services	-	-	-	-	-	--
Materials & Services	-	-	-	-	-	--
Capital Outlay	-	-	-	-	-	--
All Other	4,721	4,221	5,432	5,432	8,755	61.2%
Budget Total	4,721	4,221	5,432	5,432	8,755	61.2%
Full-Time-Equivalent (FTE) by Type						
Regular (Greater than .50 FTE)	-	-	-	-	-	--
Temporary Hire	-	-	-	-	-	--

Budget Note:

Program income represents the receipt of revenue transferred from the Water Construction Fund to support principle and interest payments on water improvement bonds.

All other includes water improvement bond principle and interest payments of \$2,040, a debt reserve of \$3,715 required by the bond agreement, and a transfer of surplus from the retired sewer bond cost center to the sewer operations fund (\$3,000).

Objectives:

- Continue scheduled payments on debt service for water through Rural Economic Community Development
- Transfer surplus payments of \$3,000 from retired sewer bond to sewer operations (included in All Other).