

# 2017-2018 Approved Budget

## Alsea County Service District

For the Fiscal Period  
Beginning July 1, 2017  
Ending June 30, 2018

**Governing Body**  
Anne Schuster, 2017 BOC Chair  
Xanthippe Augerot, Commissioner  
Annabelle Jaramillo, Commissioner



### Citizen Budget Committee Members

Mimi Stout  
Cheryl VanLeuven

# Alsea County Service District

**ADMINISTRATION:** Benton County Public Works

**DIRECTOR:** Josh Wheeler, P.E. **FACILITIES MANAGER:** Bob Tessmer

**OFFICE LOCATION:** Public Works, 360 SW Avery, Corvallis

**TELEPHONE:** 541-766-6821

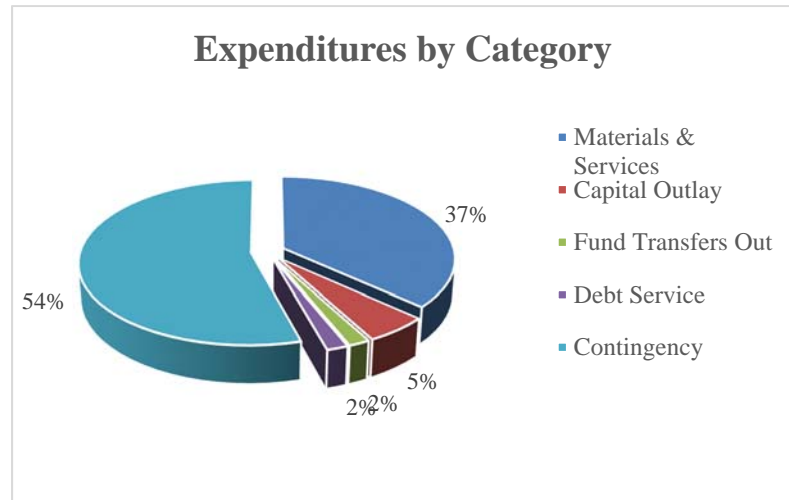
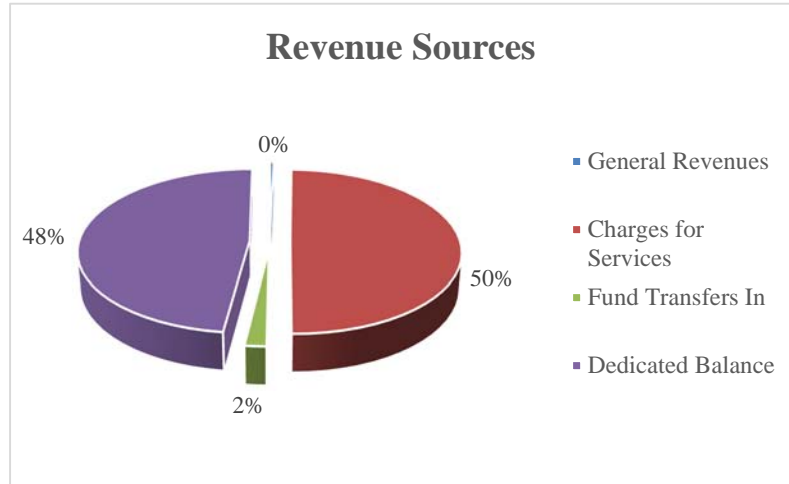
**INTERNET ADDRESS:** [HTTP://WWW.CO.BENTON.OR.US/PW/UTILITIES/ALSEA.PHP](http://www.co.benton.or.us/pw/utilities/alsea.php)

## DISTRICT OVERVIEW:

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. County Financial Services provides treasury, financial management services and coordinates the Budget process. The County is reimbursed for these services by district funds.

The district was organized in 1983, to take over operation of the community water system. Water system improvements and the 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.



## ALSEA COUNTY SERVICE DISTRICT

### Budget Summary – All Cost Centers

Category Title	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2016-17 Adj. Adopted	2017-18 Budget
General Revenues	221	423	275	275	470
Charges for Service	55,586	66,069	65,100	65,100	65,600
Operating Grants/Contributions	141	-	-	-	-
Capital Grants/Contributions	-	-	-	-	-
Fund Transfers In	9,355	2,355	2,355	2,355	2,355
Loans	-	13,570	-	-	-
Current Program Income	65,303	82,417	67,730	67,730	68,425
Unrestricted Beginning Balance	-	-	-	-	-
Dedicated Beginning Balance	38,772	47,061	57,200	57,200	63,310
Beginning Balances	38,772	47,061	57,200	57,200	63,310
Total Resources	104,075	129,478	124,930	124,930	131,735
Personnel Services	-	-	-	-	-
Materials & Services	45,637	46,259	55,395	55,395	48,400
Capital Outlay	-	-	3,000	3,000	7,000
Other: Fund Transfers Out	9,355	2,355	2,355	2,355	2,355
Other: Loans	-	-	-	-	-
Other: Debt Service	2,021	21,851	2,355	2,355	2,355
Expenditures	57,013	70,465	63,105	63,105	60,110
Other: Contingency	-	-	61,625	61,625	71,625
Other: Debt Reserve	-	-	200	200	-
Other: Unappropriated Balance	-	-	-	-	-
Reserves	-	-	61,825	61,825	71,625
Total Budget	57,013	70,465	124,930	124,930	131,735
Surplus / (Deficit) of Fund Resources to Expenditures	47,062	59,013	-	-	-
Full-Time-Equivalent (FTE)					
Regular	-	-	-	-	-
Temporary	-	-	-	-	-
Total	-	-	-	-	-

# ALSEA COUNTY SERVICE DISTRICT

## District Statement

This is an annual budget. The fiscal year will begin July 1, 2017, and ends on June 30, 2018.

The budget was built on the assumption of no increase or changes in rates or charges. The district has no personnel. All services and support are provided by county operating departments as discussed above.

The remaining balance of the federal government loan that paid for water system upgrades was paid off and refinanced with a loan from the County General Fund in FY 2016-17. This will allow the district to take advantage of the lower interest rate environment, allow the principal to be retired faster and save the district about \$5,500 in interest cost over the prior debt schedule, without increasing what the district currently pays for annual principal and interest.

This action will reduce the payoff of the loan from 2028 to 2022.

### Key Goals & Measures: Water

Description, Definition and Discussion	Actual FY 2014-15	Actual FY 2015-16	Goal/Estimate 2017-18
<b>Goal:</b> Maintain a combined ending balance in water operations and construction reserve to fund future capital improvements, major maintenance and emergency repairs <b>Measure:</b> % of \$20,000 goal <b>Strategic Intent Relationship:</b> Proactive Community	100%	100%	172%

### Key Goals & Measures: Sewer

Description, Definition and Discussion	Actual FY 2014-15	Actual FY 2015-16	Goal/Estimate 2017-18
<b>Goal:</b> Maintain a combined ending balance in sewer operations and construction reserve to fund future capital improvements, major maintenance and emergency repairs <b>Measure:</b> % of \$20,000 goal <b>Strategic Intent Relationship:</b> Proactive Community	95%	95%	123%

## ALSEA COUNTY SERVICE DISTRICT

### Water Operations

Category Title	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2016-17 Adj. Adopted	2017-18 Budget	% Change Over Adj. Adopted
General Revenues	3	64	-	-	200	0.0%
Charges for Services	26,275	31,189	31,000	31,000	31,000	0.0%
Operating Grants/Contributions	54	-	-	-	-	0.0%
Fund Transfers In	5,000	-	-	-	-	0.0%
Dedicated Beginning Balance	(3,311)	4,246	9,000	9,000	11,000	22.2%
<b>Total Resources</b>	<b>28,021</b>	<b>35,499</b>	<b>40,000</b>	<b>40,000</b>	<b>42,200</b>	<b>5.5%</b>
Personnel Services	-	-	-	-	-	0.0%
Materials and Services	23,775	24,279	29,410	29,410	25,375	-13.7%
Other: Contingency	-	-	10,590	10,590	16,825	58.9%
<b>Total Expenditures</b>	<b>23,775</b>	<b>24,279</b>	<b>40,000</b>	<b>40,000</b>	<b>42,200</b>	<b>5.5%</b>
Regular	-	-	-	-	-	0.0%
Temporary	-	-	-	-	-	0.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

#### Mission & Purpose:

To provide operation and maintenance of a water system in the community of Alsea; serving approximately 68 residential and 14 commercial customers. Operate a successful and efficient system within the requirements of the Oregon Water Resource Division.

#### Key Goals & Measures:

Description, Definition and Discussion	Actual FY 2014-15	Actual FY 2015-16	Goal/Estimate 2017-18
<b>Goal:</b> Maintain Zero violation status for water quality in accordance with Oregon Water Resources requirements <b>Measure:</b> Numbers of violations annually <b>Strategic Intent Relationship:</b> Service Excellence	0	0	0
<b>Goal:</b> Minimize system loss through ongoing maintenance, leak detection, and monitoring <b>Measure:</b> % loss as a difference between pumped and distributed to customers <b>Strategic Intent Relationship:</b> Proactive Community	35%	25%	20%
<b>Goal:</b> Maintain accurate accounting of water distribution through meter calibration and upgrades <b>Measure:</b> number of meters replaced annually <b>Strategic Intent Relationship:</b> Service Excellence	5	4	6

## ALSEA COUNTY SERVICE DISTRICT

### Sewer Operations

Category Title	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2016-17 Adj. Adopted	2017-18 Budget	% Change Over Adj. Adopted
Charges for Services	23,297	28,595	27,500	27,500	28,000	1.8%
Operating Grants/Contributions	87	-	-	-	-	0.0%
Fund Transfers In	2,000	-	-	-	-	0.0%
Dedicated Beginning Balance	(11,390)	(7,351)	-	-	2,040	0.0%
Total Resources	13,994	21,244	27,500	27,500	30,040	9.2%
Materials and Services	21,345	21,672	25,460	25,460	22,500	-11.6%
Other: Contingency	-	-	2,040	2,040	7,540	269.6%
Total Expenditures	21,345	21,672	27,500	27,500	30,040	9.2%
Regular	-	-	-	-	-	0.0%
Temporary	-	-	-	-	-	0.0%
Total	-	-	-	-	-	0.0%

#### Mission & Purpose:

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

#### Key Goals & Measures:

Description, Definition and Discussion	Actual FY 2014-15	Actual FY 2015-16	Goal/Estimate 2017-18
<b>Goal:</b> Maintain a zero violation status in compliance with the NPDES permit requirements <b>Measure:</b> Number of violations per year <b>Strategic Intent Relationship:</b> Service Excellence	0	0	0
<b>Goal:</b> Minimize Inflow and Infiltration into the system through ongoing maintenance, smoke tests and TV inspection <b>Measure:</b> % of flow based on pump run times <b>Strategic Intent Relationship:</b> Proactive Community	28%	25%	20%
<b>Goal:</b> Maintain water quality of discharge through maintenance and monitoring of treatment system <b>Measure:</b> % of BOD and TSS removal below permit standard <b>Strategic Intent Relationship:</b> Proactive Community	0, -3%	0, 0%	0, 0%

**ALSEA COUNTY SERVICE DISTRICT**  
Water Construction Reserve

Category Title	2014-15	2015-16	2016-17	2016-17	2017-18	% Change Over
	Actual	Actual	Adopted	Adj. Adopted	Budget	Adj. Adopted
General Revenues	104	149	150	150	150	0.0%
Charges for Services	4,189	4,487	4,600	4,600	4,600	0.0%
Dedicated Beginning Balance	24,371	21,008	23,000	23,000	24,070	4.7%
<b>Total Resources</b>	<b>28,664</b>	<b>25,644</b>	<b>27,750</b>	<b>27,750</b>	<b>28,820</b>	<b>3.9%</b>
Personnel Services	-	-	-	-	-	0.0%
Materials and Services	301	145	325	325	325	0.0%
Capital Outlay	-	-	1,000	1,000	2,000	100.0%
Other: Fund Transfers Out	7,355	2,355	2,355	2,355	2,355	0.0%
Other: Contingency	-	-	24,070	24,070	24,140	0.3%
<b>Total Expenditures</b>	<b>7,656</b>	<b>2,500</b>	<b>27,750</b>	<b>27,750</b>	<b>28,820</b>	<b>3.9%</b>
Regular	-	-	-	-	-	0.0%
Temporary	-	-	-	-	-	0.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

**Mission & 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.

**ALSEA COUNTY SERVICE DISTRICT**  
Sewer Construction Reserve

Category Title	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2016-17 Adj. Adopted	2017-18 Budget	% Change Over Adj. Adopted
General Revenues	91	156	125	125	120	-4.0%
Charges for Services	1,825	1,798	2,000	2,000	2,000	0.0%
Dedicated Beginning Balance	23,547	23,246	25,000	25,000	26,000	4.0%
Total Resources	25,463	25,200	27,125	27,125	28,120	3.7%
Materials and Services	216	162	200	200	200	0.0%
Capital Outlay	-	-	2,000	2,000	5,000	150.0%
Other: Fund Transfers Out	2,000	-	-	-	-	0.0%
Other: Contingency	-	-	24,925	24,925	22,920	-8.0%
Total Expenditures	2,216	162	27,125	27,125	28,120	3.7%
Regular	-	-	-	-	-	0.0%
Temporary	-	-	-	-	-	0.0%
Total	-	-	-	-	-	0.0%

**Mission & 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.



## ALSEA COUNTY SERVICE DISTRICT

### Debt Service

Category Title	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2016-17 Adj. Adopted	2017-18 Budget	% Change Over Adj. Adopted
General Revenues	23	55	-	-	-	0.0%
Fund Transfers In	2,355	2,355	2,355	2,355	2,355	0.0%
Loans	-	13,570	-	-	-	0.0%
Dedicated Beginning Balance	5,554	5,911	200	200	200	0.0%
<b>Total Resources</b>	<b>7,932</b>	<b>21,891</b>	<b>2,555</b>	<b>2,555</b>	<b>2,555</b>	<b>0.0%</b>
Other: Bond Debt Principal	2,021	21,851	2,355	2,355	2,355	0.0%
Other: Contingency	-	-	-	-	200	0.0%
Other: Reserve for Future Use	-	-	200	200	-	0.0%
<b>Total Expenditures</b>	<b>2,021</b>	<b>21,851</b>	<b>2,555</b>	<b>2,555</b>	<b>2,555</b>	<b>0.0%</b>
Regular	-	-	-	-	-	0.0%
Temporary	-	-	-	-	-	0.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

#### **Mission & Purpose:**

Account for resources and payments associated with payment of principle and interest on bonded debt for improvements to the water system.

#### **Key Goals & Measures:**

Description, Definition and Discussion	Goal/Estimate 2017-18
<b>Goal:</b> Pay debt as scheduled.	Yes