

2018-2019 Proposed Budget

Alpine County Service District

For the Fiscal Period
Beginning July 1, 2018
Ending June 30, 2019

Governing Body

Xanthippe Augerot, 2018 BOC Chair
Anne Schuster, Commissioner
Annabelle Jaramillo, Commissioner



Citizen Budget Committee Members

Henry Gillow-Wiles
Karen Shepard

Alpine County Service District

ADMINISTRATION: Benton County Public Works

DIRECTOR: Gary Stockhoff **INTERIM FACILITIES & UTILITIES MANAGER:** Laurie Starha

OFFICE LOCATION: Public Works, 360 SW Avery, Corvallis

TELEPHONE: 541-766-6821

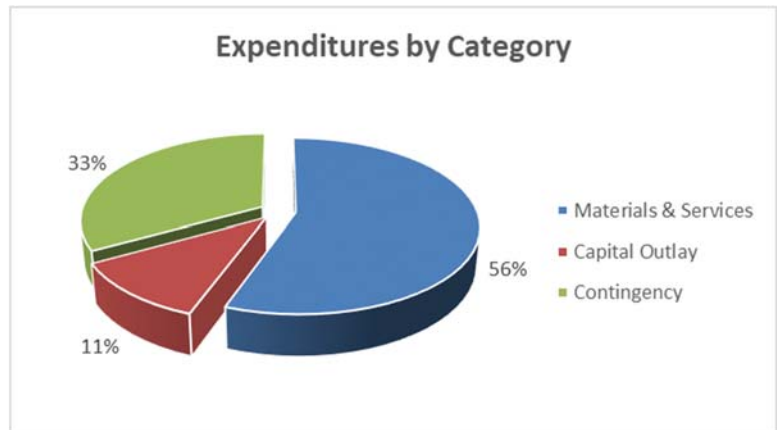
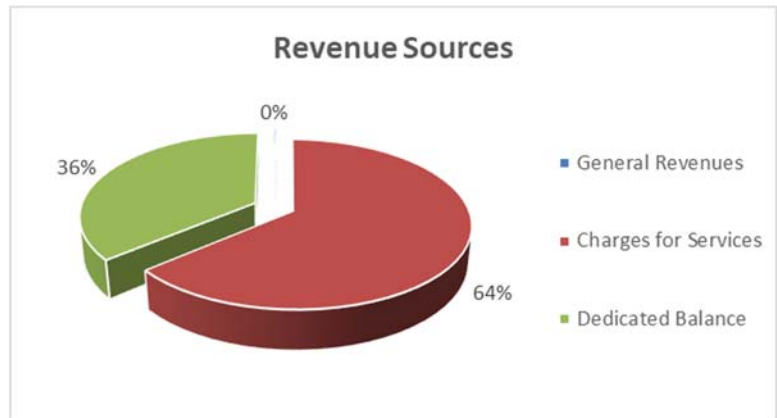
INTERNET ADDRESS: [HTTP://WWW.CO.BENTON.OR.US/PW/UTILITIES/ALPINE.PHP](http://www.co.benton.or.us/pw/utilities/alpine.php)

DISTRICT OVERVIEW:

To provide sewer service to the community of Alpine which is located approximately 20 miles South of Corvallis.

The service district is an independent municipal corporation. By law, 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 Finance 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 1987. It serves the community of Alpine with a population of about 110 including several businesses. The District has 49 customers. An advisory committee reviews district operations and makes recommendations on issues and rates to the governing body.



ALPINE COUNTY SERVICE DISTRICT

Budget Summary – All Cost Centers

Category Title	2015-16 Actual	2016-17 Actual	2017-18 Adopted	2017-18 Adj. Adopted	2018-19 Budget
General Revenues	134	221	100	100	100
Charges for Service	23,349	24,495	26,200	26,200	28,200
Operating Grants/Contributions	-	-	-	-	-
Capital Grants/Contributions	-	-	-	-	-
Fund Transfers In	-	-	-	-	-
Loans	-	-	-	-	-
Current Program Income	23,483	24,716	26,300	26,300	28,300
Unrestricted Beginning Balance	-	-	-	-	-
Dedicated Beginning Balance	19,672	21,824	17,590	17,590	16,000
Beginning Balances	19,672	21,824	17,590	17,590	16,000
Total Resources	43,155	46,540	43,890	43,890	44,300
Personnel Services	-	-	-	-	-
Materials & Services	21,331	24,779	24,150	24,150	24,650
Capital Outlay	-	-	5,000	5,000	5,000
Other: Fund Transfers Out	-	-	-	-	-
Other: Loans	-	-	-	-	-
Other: Debt Service	-	-	-	-	-
Expenditures	21,331	24,779	29,150	29,150	29,650
Other: Contingency	-	-	14,740	14,740	14,650
Other: Debt Reserve	-	-	-	-	-
Other: Unappropriated Balance	-	-	-	-	-
Reserves	-	-	14,740	14,740	14,650
Total Budget	21,331	24,779	43,890	43,890	44,300
Surplus / (Deficit) of Fund Resources to Expenditures	21,824	21,761	-	-	-
Full-Time-Equivalent (FTE)					
Regular	-	-	-	-	-
Temporary	-	-	-	-	-
Total	-	-	-	-	-

ALPINE COUNTY SERVICE DISTRICT

District Statement

This is an annual budget. The fiscal year will begin July 1, 2018, and ends on June 30, 2019.

This budget was built including an increase of \$5 per unit per month. The last rate increase was in 2010. Costs have increased over the past 8 years. We anticipate having to modify the chlorine process due to lack of access to small chlorine canisters. Over the past several years the reserve balances have begun to decrease.

Maintaining adequate reserves for working capital and to handle emergency repairs can be difficult for a small district. The intent of capital reserve is to fund scheduled major maintenance and capital improvements. These items do not occur every year and usually require building savings over several years to accomplish. Another reason for capital reserves is to deal with emergency repairs from system failures or natural disaster.

With this in mind, the district will continue a financial policy to build a minimum balance of \$6,000 in sewer operations and \$20,000 in the Sewer Construction Reserve. Maintaining and achieving this reserve level will be a factor in determining when future rate changes are necessary.

The County Financial Services department has done a review and revision of the County's financial policies. In the past County Utilities Service Districts had the Central County Overhead Charges limited to 8% of budgeted expenditures for the operating cost centers and 4% of budgeted expenditures for reserve cost centers. The new policy removes these caps and the Districts will be responsible for paying their full allocation of Central County Overhead charges. If this policy were fully implemented this year, it would add an additional annual cost of \$6,966. This would require an additional 27% increase to all rates. Currently the implementation of this policy change is being discussed and will require rate increases in the future depending on the final strategy.

Key Goals & Measures:

Description, Definition and Discussion	Actual FY 2015-16	Actual FY 2016-17	Goal/Estimate 2018-19
Goal: Maintain a total dedicated fund balance to fund future capital improvements, major maintenance and emergency repairs Measure: % of \$26,000 goal Strategic Intent Relationship: Proactive Community	84%	83%	56%

ALPINE COUNTY SERVICE DISTRICT
Sewer Operations

Category Title	Actual	Actual	Adopted	Adj. Adopted	Budget	Adj. Adopted
General Revenues	-	-	-	-	100	0.0%
Charges for Services	20,435	19,902	23,000	23,000	25,000	8.7%
Operating Grants/Contributions	-	-	-	-	-	0.0%
Fund Transfers In	-	-	-	-	-	0.0%
Dedicated Beginning Balance	12,992	11,677	5,625	5,625	2,000	-64.4%
Total Resources	33,427	31,579	28,625	28,625	27,100	-5.3%
Materials and Services	21,832	24,010	23,800	23,800	24,300	2.1%
Other: Contingency	-	-	4,925	4,925	2,800	-43.1%
Total Expenditures	21,832	24,010	28,725	28,725	27,100	-5.7%
Regular	-	-	-	-	-	0.0%
Temporary	-	-	-	-	-	0.0%
Total	-	-	-	-	-	0.0%

Mission & Purpose:

To provide operation and maintenance of a sewer system in the community of Alpine, serving approximately 49 customers. Operate a successful and efficient system within the requirements of the Oregon Department of Environmental Quality's NPDES permit.

Key Goals & Measures:

Description, Definition and Discussion	Actual FY 2015-16	Actual FY 2016-17	Goal/Estimate 2018-19
Goal: Maintain a zero violation status in compliance with the NPDES permit requirements Measure: Number of violations per year Strategic Intent Relationship: Service Excellence	0	0	0
Goal: Minimize Inflow and Infiltration into the system through ongoing maintenance, smoke tests and TV inspection Measure: % of flow based on pump run times Strategic Intent Relationship: Service Excellence	35%	35%	30%
Goal: Maintain water quality of discharge through maintenance and monitoring of treatment system Measure: % of BOD and TSS removal above permit standard Strategic Intent Relationship: Proactive Community	20, 20%	20, 20%	20, 20%

ALPINE COUNTY SERVICE DISTRICT
Sewer Construction

Category Title	2015-16 Actual	2016-17 Actual	2017-18 Adopted	2017-18 Adj. Adopted	2018-19 Budget	% Change Over Adj. Adopted
General Revenues	51	221	-	-	-	0.0%
Charges for Services	2,914	4,592	3,200	3,200	3,200	0.0%
Dedicated Beginning Balance	6,680	10,147	11,965	11,965	14,000	17.0%
Total Resources	9,645	14,960	15,165	15,165	17,200	13.4%
Materials and Services	(501)	769	350	350	350	0.0%
Capital Outlay	-	-	5,000	5,000	5,000	0.0%
Other: Fund Transfers Out	-	-	-	-	-	0.0%
Other: Contingency	-	-	9,815	9,815	11,850	20.7%
Total Expenditures	(501)	769	15,165	15,165	17,200	13.4%
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 major maintenance and repair items too expensive to fund out of the standard operating budget.