



RALEIGH WATER DISTRICT BUDGET COMMITTEE MEETING TUESDAY, MAY 16, 2006

5/16/2006
7:00 PM
District Office
5010 SW Scholls Ferry Road
Portland, OR 97225

Meeting called by:

Type of meeting:

Note taker:

Attendees:

----- Agenda Topics -----

CALL MEETING TO ORDER	BOB MADDOCK
ELECT BUDGET COMMITTEE OFFICERS	BOB MADDOCK
HEAR BUDGET MESSAGE FROM THE BUDGET OFFICER	MATT STEIDLER
RECEIVE BUDGET DOCUMENT, REVIEW AND DISCUSS	BUDGET COMMITTEE CHAIR
HEAR PUBLIC COMMENT ON THE PROPOSED BUDGET	BUDGET COMMITTEE CHAIR
ANNOUNCE DATE AND TIME OF NEXT MEETING, IF REQUIRED	BUDGET COMMITTEE CHAIR
BUDGET COMMITTEE APPROVES PROPOSED BUDGET	BUDGET COMMITTEE CHAIR
AUTHORIZE BUDGET OFFICER TO PREPARE BUDGET FOR PUBLICATION AND MAKE AVAILABLE TO THE PUBLIC	BUDGET COMMITTEE CHAIR

Other Information

Special notes:

----- Agenda Topics -----

CALL MEETING TO ORDER

BOB MADDOCK

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

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ELECT BUDGET COMMITTEE OFFICERS

BOB MADDOCK

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

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HEAR BUDGET MESSAGE FROM THE
BUDGET OFFICER

MATT STEIDLER

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

RECEIVE BUDGET DOCUMENT, REVIEW
AND DISCUSS

BUDGET
COMMITTEE CHAIR

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

HEAR PUBLIC COMMENT ON THE
PROPOSED BUDGET

BUDGET
COMMITTEE CHAIR

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

ANNOUNCE DATE AND TIME OF NEXT MEETING, IF REQUIRED	BUDGET COMMITTEE CHAIR	
<u>Discussion:</u>		
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<u>Conclusions:</u>		
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<u>Action items:</u>	<u>Person responsible:</u>	<u>Deadline:</u>
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BUDGET COMMITTEE APROVES PROPOSED BUDGET	BUDGET COMMITTEE CHAIR	
<u>Discussion:</u>		
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<u>Conclusions:</u>		
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<u>Action items:</u>	<u>Person responsible:</u>	<u>Deadline:</u>
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AUTHORIZE BUDGET OFFICER TO PREPARE BUDGET FOR PUBLICATION AND MAKE AVAILABLE TO THE PUBLIC	BUDGET COMMITTEE CHAIR	
<u>Discussion:</u>		
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<u>Conclusions:</u>		
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<u>Action items:</u>	<u>Person responsible:</u>	<u>Deadline:</u>
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Special Notes:

BUDGET COMMITTEE INFORMATION:

NAME	ADDRESS	PHONE	SIGNATURE
Alan Green	8920 SW Rosewood Way	503-292-6882	
Gloria Miles	5475 SW Arrowwood Lane		
Sheila Winchell	6500 SW 90 th Avenue		
Richard Visse	8307 SW Homewood Street		

SIGNED:

BUDGET COMMITTEE CHAIR

DATE

WITNESSED:

BUDGET COMMITTEE SECRETARY

DATE

**FORM
LB-20**

RESOURCES

GENERAL FUND RESOURCES

Fund

RALEIGH WATER DISTRICT

(Name of Municipal Corporation)

Historical Data				RESOURCE DESCRIPTION	Budget for Next Year <u>2006-2007</u>			
Actual			Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year <u>03-04</u>	First Preceding Year <u>04-05</u>	Adopted Budget This Year <u>05-06</u>						
				Beginning Fund Balance:				
1	169,016	244,191	125,000	1. Available cash on hand* (cash basis), or	250,000			1
2		0	0	2. Net working capital* (accrual basis)	0			2
3		0	0	3. Previously levied taxes estimated to be received	0			3
4	1,026	3,205	3,000	4. Interest	8,000			4
5		0	0	5. OTHER RESOURCES	0			5
6	700,502	668,204	697,200	6. WATER REVENUE	685,000			6
7	358	3,788	2,500	7. SERVICE INSTALLATION	1,500			7
8		0	0	8.	0			8
9	57,644	53,670	58,200	9. CELLUAR ANTENNA LEASES	60,600			9
10	2,170	1,725	3,800	10. LATE PAYMENT & TURN ON FEES	1,300			10
11	350	7,035	600	11. MISCELLANEOUS INCOME	500			11
12		1,850		12. ADMINISTRATIVE FEE	1,800			12
13				13.				13
14				14.				14
15				15.				15
16				16.				16
17				17.				17
18				18.				18
21				21.				21
22				22.				22
23				23.				23
24				24.				24
25				25.				25
26				26.				26
27				27.				27
28				28.				28
29	931,066	983,668	890,300	29. Total resources, except taxes to be levied	1,008,700			29
30				30. Taxes necessary to balance				30
31				31. Taxes collected in year levied				31
32	931,066	983,668	890,300	32. TOTAL RESOURCES	1,008,700			32

DETAILED EXPENDITURES

FORM LB-31

GENERAL FUND
Name of Organizational Unit—Fund

RALEIGH WATER DISTRICT
Name of Municipal Corporation

	HISTORICAL DATA		Adopted Budget This Year <u>05-06</u>	EXPENDITURE DESCRIPTION	Number of Employ ees	Range*	Budget for Next Year <u>2006-2007</u>			
	Actual						Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year <u>03-04</u>	First Preceding Year <u>04-05</u>								
1				1 PERSONAL SERVICES						1
2	76,000	79,440	82,740	2 SUPERINTENDENTS SALARY			87,000			2
3	11,965	21,560	21,350	3 PART-TIME LABOR			30,000			3
4	5,731	5,501	5,780	4 PENSION PLAN			6,000			4
5	7,869	9,045	9,380	5 SOC SEC/UNEMPLOMENT/TRI-MET			10,500			5
6	12,880	14,873	16,350	6 MEDICAL INSURANCE			17,700			6
7	4,092	4,000	4,000	7 INDUSTRIAL ACCIDENT/WORKERS COMP INSUR.			4,000			7
8		0		8			0			8
9		0		9			0			9
10		0		10			0			10
11	118,537	134,419	139,600	11 TOTAL PERSONAL SERVICES			155,200			11
12				12						12
13				13						13
14				14						14
15				15						15
18				18						18
19				19						19
20				20						20
21				21						21
22				22						22
23				23						23
24				24						24
25				25						25
26				26						26
27				27						27
28				28						28
29				29						29
30				30						30
31	118,537	134,419	139,600	31 TOTAL EXPENDITURES			155,200			31
32				32 UNAPPROPRIATED ENDING FUND BALANCE						32
33	118,537	134,419	139,600	33 TOTAL			155,200			33

*Include schedule of pay ranges.

DETAILED EXPENDITURES

FORM LB-31

GENERAL FUND
Name of Organizational Unit—Fund

RALEIGH WATER DISTRICT
Name of Municipal Corporation

	HISTORICAL DATA		Adopted Budget This Year <u>05-06</u>	EXPENDITURE DESCRIPTION	Number of Employ ees	Range*	Budget for Next Year <u>2006-2007</u>			
	Actual						Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year <u>03-04</u>	First Preceding Year <u>04-05</u>								
1				1 MATERIALS & SUPPLIES						1
2	228,763	238,340	271,800	2 WATER PURCHASES			220,100			2
3	13,682	35,057	27,500	3 REPAIRS & MAINTENANCE			27,500			3
4	3,139	5,116	4,700	4 VEHICLE MAINTENANCE & FUEL			8,000			4
5	21,671	22,095	23,000	5 ACCOUNTING			23,690			5
6	832	1,665	1,500	6 LEGAL			2,000			6
7	3,825	3,800	3,800	7 AUDITING			4,160			7
8	6,323	5,795	6,400	8 INSURANCE – GENERAL			6,500			8
9	115	885	750	9 ELECTIONS/BUDGET/RATE EXPENSES			750			9
10	4,556	534	1,600	10 OFFICE SUPPLIES			1,600			10
11	3,831	3,888	4,500	11 POSTAGE			4,500			11
12	1,574	1,538	1,500	12 MISCELLANEOUS EXPENSES			1,500			12
13	3,009	3,006	4,400	13 TELEPHONE & INTERNET			3,800			13
14	4,600	4,672	5,800	14 GARBAGE/ELECTRICITY/SEWER			6,600			14
15	1,306	2,449	3,000	15 WATER TESTING			4,800			15
16	33,811	163	0	16 DEBT SERVICE – 60" WASHCO. SUPPLY LINE			0			16
17	2,600	2,450	2,750	17 BOARD COMPENSATION			2,750			17
18	1,700	1,242	2,700	18 DUES			3,100			18
19	755	718	2,000	19 TRAINING & CERTIFICATION			2,000			19
20	5,553	6,836	7,550	20 OUTSIDE SERVICES			6,000			20
21	3,259	1,681	3,000	21 BANK FEES			2,500			21
22	0	229	4,250	22 PUBLIC NOTICES			4,250			22
23	0	0	2,500	23 WASCO 60" LINE MAINTENANCE			2,500			23
24	344,904	342,159	385,000	24 TOTAL MATERIALS & SUPPLIES			338,600			24
25				25						25
26				26						26
27				27						27
28				28						28
29	344,904	342,159	385,000	29 TOTAL EXPENDITURES			338,600			29
30				30 UNAPPROPRIATED ENDING FUND BALANCE						30
31	344,904	342,159	385,000	31 TOTAL			338,600			31

*Include schedule of pay ranges.

DETAILED EXPENDITURES

FORM LB-31

GENERAL FUND-DEBT SERVICE
Name of Organizational Unit—Fund

RALEIGH WATER DISTRICT
Name of Municipal Corporation

	HISTORICAL DATA		Adopted Budget This Year <u>05-06</u>	EXPENDITURE DESCRIPTION	Number of Employ ees	Range*	Budget for Next Year <u>2006-2007</u>			
	Actual						Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year <u>03-04</u>	First Preceding Year <u>04-05</u>								
1				1 DEBT SERVICE						1
2		163	0	2 60" WASHCO SUPPLY LINE			0			2
3				3						3
4				4						4
5				5						5
6				6						6
7				7						7
8				8						8
9				9						9
10				10						10
11				11						11
12				12						12
13				13						13
14				14						14
15				15						15
18				18						18
19				19						19
20				20						20
21				21						21
22				22						22
23				23						23
24				24						24
25				25						25
26				26						26
27				27						27
28				28						28
29				29						29
30				30						30
31		163	0	31 TOTAL EXPENDITURES			0			31
32				32 UNAPPROPRIATED ENDING FUND BALANCE						32
33		163	0	33 TOTAL			0			33

*Include schedule of pay ranges.

DETAILED EXPENDITURES

FORM LB-31

GENERAL FUND
Name of Organizational Unit—Fund

RALEIGH WATER DISTRICT
Name of Municipal Corporation

	HISTORICAL DATA			EXPENDITURE DESCRIPTION	Number of Employees	Range*	Budget for Next Year <u>2006-2007</u>			
	Actual		Adopted Budget This Year <u>05-06</u>				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year <u>03-04</u>	First Preceding Year <u>04-05</u>								
1				1 CAPITAL OUTLAY						1
2	0	1,940	2,500	2 SERVICE INSTALLATION			2,500			2
3	10,201	3,416	9,200	3 SYSTEM CONSTRUCTION			10,700			3
4	12,048	3,915	6,000	4 EQUIPMENT, TOOLS, OTHER			9,500			4
5	1,012	0	5,000	5 METER REPLACEMENTS			5,000			5
6				6 INTERGOVERNMENTAL WATER STUDIES						6
7				7						7
8				8						8
9				9						9
10				10						10
11	23,261	9,271	22,700	11 TOTAL CAPITAL OUTLAY			27,700			11
12				12						12
13				13						13
14				14						14
15				15						15
18				16						18
19	0	0	20,000	17 GENERAL OPERATING CONTINGENCY			37,200			19
20				18						20
21				19						21
22				20						22
23				21						23
24				22						24
25	200,000	200,000	200,000	23 TRANSFER TO CIF			325,000			25
26				24						26
27				25						27
28				28						28
29				29						29
30				30						30
31	686,875	685,849	767,300	31 TOTAL EXPENDITURES			883,700			31
32	244,191	293,408	125,000	32 UNAPPROPRIATED ENDING FUND BALANCE			125,000			32
33	931,066	979,257	892,300	33 TOTAL			1,008,700			33

*Include schedule of pay ranges.

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number 01-1,
on (date) April 19, 2001 for the following specified purposes:

To fund major capital improvements to existing infrastructure

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished. Date can not be
more than 10 years after establishment.

Review Year 2011

CAPITAL IMPROVEMENT RESERVE FUND

RALEIGH WATER DISTRICT
(Name of Municipal Corporation)

Historical Data				Fund DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year	2006-2007		
Second Preceding Year <u>03-04</u>	Actual First Preceding Year <u>04-05</u>	Adopted Budget This Year <u>05-06</u>	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
				RESOURCES				
				Beginning Fund Balance:				
1	162,148	173,814	200,000	1. Cash on hand* (cash basis), or	175,000			1
2				2. Working capital* (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	3,988	5,738	4,000	4. Earning from temporary investments	9,000			4
5				5. Transferred from other funds				5
6	200,000	200,000	200,000	6. GENERAL FUND TRANSFER	325,000			6
7				7.				7
8				8.				8
9	366,136	379,552	404,000	9. Total resources, except taxes to be levied	509,000			9
10				10. Taxes necessary to balance				10
11				11. Taxes collected in year levied				11
12	366,136	379,552	404,000	12. TOTAL RESOURCES	509,000			12
				REQUIREMENTS				
1				1. 90 th AVE. WATER LINE REPLACEMENT	187,200			1
2				2. OLESON ROAD IMPROVEMENTS	55,000			2
3	1,932			3. SCADA				3
4	28,414	5,154		4. PH I RSVR. SEISMIC UPGRADE	50,000			4
5	129,674	146,737		5. PUMPING FACILITY IMPROVEMENT				5
6	15,738			6. DOGWOOD PLACE				6
7	16,564			7. HOMEWOOD STREET				7
8		4,796		8. PUMP STAT., HOMEWOOD, DOGWOOD ENGINEERING				8
9				9. PUMP STATION SCADA				9
10		46,905	18,000	10. ENGINEERING FOR 90 th , ARROWWOOD, 85TH	15,000			10
11			182,000	11. ARROWWOOD LN. WATERLINE REPLACEMENT				11
12	0	3,034	100,000	12. CONTINGENCY	100,000			12
13				13.				13
15				15.				15
16	173,814	172,926	104,000	16. RESERVED FOR FUTURE EXPENDITURE	101,800			16
17	366,136	379,552	404,000	17. TOTAL REQUIREMENTS	509,000			17

RESOURCES

SYSTEM DEVELOPMENT FUND

Fund

RALEIGH WATER DISTRICT

(Name of Municipal Corporation)

Historical Data				RESOURCE DESCRIPTION	Budget for Next Year <u>2006-2007</u>			
Actual			Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year <u>03-04</u>	First Preceding Year <u>04-05</u>	Adopted Budget This Year <u>05-06</u>						
				Beginning Fund Balance:				
1	14,793	20,788	6,790	1. Available cash on hand* (cash basis), or	44,000			1
2		0		2. Net working capital* (accrual basis)	0			2
3		0		3. Previously levied taxes estimated to be received	0			3
4	158	383	250	4. Interest	1,000			4
5		0		5. OTHER RESOURCES	0			5
6	4,466	22,328	8,930	6. SYSTEM DEVELOPMENT FEES	3,830			6
7	1,371	6,853	2,750	7. SD REIMBURSEMENT FEES	1,170			7
8		0		8.	0			8
9	20,788	50,352	18,720	9. TOTAL RESOURCES	50,000			9
10				10.				10
11				11.				11
12				12.				12
13				13.				13
14				14.				14
15				15.				15
16				16.				16
17				17.				17
18				18.				18
21				21.				21
22				22.				22
23				23.				23
24				24.				24
25				25.				25
26				26.				26
27				27.				27
28				28.				28
29	20,788	50,352	18,720	29. Total resources, except taxes to be levied	50,000			29
30				30. Taxes necessary to balance				30
31				31. Taxes collected in year levied				31
32	20,788	50,352	18,720	32. TOTAL RESOURCES	50,000			32

DETAILED EXPENDITURES

FORM LB-31

SYSTEM DEVELOPMENT FUND
Name of Organizational Unit—Fund

RALEIGH WATER DISTRICT
Name of Municipal Corporation

	HISTORICAL DATA		Adopted Budget This Year <u>05-06</u>	EXPENDITURE DESCRIPTION	Number of Employ ees	Range*	Budget for Next Year <u>2006-2007</u>			
	Actual						Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year <u>03-04</u>	First Preceding Year <u>04-05</u>								
1				1 SYSTEM DEVELOPMENT FUND						1
2				2						2
3				3 BANK FEES						3
4				4 LAURELWOOD WATER MAIN REPLACEMENT(2008)						4
5				5						5
6				6						6
7				7						7
8		13,667		8 PUMP STATION						8
9				9						9
10				10						10
11		13,667		11 TOTAL EXPENDITURES			0			11
12				12						12
13				13						13
14				14						14
15				15						15
18				18						18
19				19						19
20				20						20
21				21						21
22				22						22
23				23						23
24				24						24
25				25						25
26				26						26
27				27						27
28				28						28
29				29						29
30				30						30
31	0	13,667	14,000	31 TOTAL EXPENDITURES			0			31
32	20,788	36,685	3,420	32 UNAPPROPRIATED ENDING FUND BALANCE			50,000			32
33	20,788	50,352	17,420	33 TOTAL			50,000			33

*Include schedule of pay ranges.