

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: July 18, 2024

Item description/summary:

2024-25 Budget –Water and Sewer (Enterprise Funds), Engineering (Allocated Department)

The proposed 2024-25 budget requests are based on information available through June 30, 2024. Funding for additional projects will require subsequent budget amendments and board approval. The 2024-25 budget will use reserve funding for capital projects. Enterprise funds use accrual accounting and reserve balances are therefore estimated until the 2023-24 books are closed.

The Engineering Department budget is allocated to other departments and funded primarily by Enterprise Fund revenues and included with the Water and Sewer requests (Table 2).

****Note:**

These budget requests do not include grant funded capital activities such as Steel Main Replacement (Water) or South County project (Sewer)

Fiscal Analysis:

Both Water and Sewer 2024-25 budgets exceed \$7 Million compared to \$4.9 Million Water and \$5.3 Million Sewer in 2023-24. The increase is caused by capital project activities of \$3.3 Million for Water and \$2.4 Million for Sewer (Table 1). Budget Detail for Water and Sewer separates operational costs / revenues and capital projects on the pages following the summary page (Table 1).

*See **Note Item description/summary*

Employee Feedback

Sample Motion:

Motion to approve/not approve 2024-25 Water and Sewer Working and Engineering Budget.

Prepared by:

Karin Helvey, Financial Manager

Table 1

Water and Sewer Funds

DESCRIPTION	Water			Sewer		
	Working Budget 2024-25	Amended Budget 2023-24	Amended Budget 2022-23	Working Budget 2024-25	Amended Budget 2023-24	Amended Budget 2022-23
SALES	4,498,569	4,179,000	3,915,000	4,519,458	3,980,000	3,980,000
DELINQUENT CHARGES AND PENALTIES	52,000	18,000	21,000	50,000	0	3,000
SERVICE FEES	3,000	3,000	102,000	3,000	3,000	511,000
OTHER REVENUES	423,000	258,000	-	665,000	511,000	-
OPERATING REVENUES	4,976,569	4,458,000	4,038,000	5,237,458	4,494,000	4,494,000
Total Revenues	\$4,976,569	\$4,458,000	\$4,038,000	\$5,237,458	\$4,494,000	\$4,494,000
SALARIES & BENEFITS	1,061,500	1,158,394	860,507	1,241,750	1,299,038	1,016,223
OVERHEAD - ADMIN EXPENSES	882,038	844,063	907,691	882,038	977,226	1,039,796
OPERATING EXPENSES	1,774,250	1,782,000	1,356,500	1,995,000	1,972,000	1,483,000
WATER METERS	250,000	150,000	150,000			
PROFESSIONAL SERVICES - INSURANCE	177,000	183,471	150,200	198,500	191,245	156,200
CAPITAL OUTLAY	3,257,500	620,000	494,500	2,441,038	559,000	810,000
OTHER EXPENSES	74,387	72,887	75,887	6,250	12,250	12,250
DEPRECIATION EXPENSE	100,000	100,000	100,000	300,000	300,000	300,000
Expenditures	\$7,576,675	\$4,910,815	4,095,285	\$ 7,064,576	\$ 5,310,759	4,817,469
Transfers-In/(Out) & Reserves	2,600,106	452,814	57,285	1,827,118	816,761	323,469
Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0

Fund		12		OPUD WATER DEPARTMENT		2023-24 Budget	2024-25 Budget Request
Revenue	Dept	Account	Account Names				
	0	41100	SALES - RESIDENTIAL - WATER			4,179,000	4,498,569
	0	41200	SALES - BUSINESSES - WATER				
	0	41350	DROUGHT SURCHARGE				
	0	42300	PENALTY FEES - WATER			15,000	15,000
	0	42301	PENALTIES EXCESS WATER USE - WATER				
	0	42400	ADMIN AND DELINQUENT CHARGES - WATER				35,000
	0	42550	BACKFLOW DEVICE REVENUE			3,000	2,000
	0	42600	SERVICE FEES - WATER BILL COPY FEES			3,000	3,000
	0	45103	MISCELLANEOUS REVENUE - WATER			50,000	
	0	45160	PLAN CHECK FEE REVENUE - WATER			2,000	2,000
	0	45410	WATER METER FEE				1,000
	0	45431	TRANSFER OUT - SAFETY FUNDS			(5,000)	(5,000)
	0	45437	CONTRACT - HARD ROCK CASINO			156,000	135,000
	0	45500	INTEREST EARNED OPERATING - WATER			10,000	80,000
	0	45600	MXU METER REIMBURSEMENT				165,000
	0	45700	INSPECTION REVENUE - WATER			45,000	45,000
						0	
			Total Revenues	\$	\$	4,458,000	4,976,569
Expense	0	59101	WAGES & BENEFITS			1,156,894	1,060,000
	0	59102	OVERHEAD - SALARIES/BENEFITS - WATER			501,705	581,513
	0	59103	OVERHEAD - ADMIN EXPENSES - WATER			137,820	70,319
	0	59104	OVERHEAD - ENGINEERING			204,538	230,206
	0	59200	WATER METERS AND SUPPLIES			150,000	250,000
	0	59300	OPERATING SUPPLIES & REPAIRS - WATER			100,000	120,000
	0	59301	LICENSES AND DUES - WATER EMPLOYEES			3,500	5,000
	0	59302	OFFICE SUPPLIES & EXP - WATER			3,000	3,000
	0	59303	GAS & OIL - WATER			40,000	40,000
	0	59304	FEES, LICENSES & PERMITS - WATER FACILITIES			65,000	65,000
	0	59305	UTILITIES & PHONE - WATER			1,150,000	1,100,000
	0	59306	OUTSIDE SERVICES - WATER			125,000	125,000
	0	59307	PRINTING/PUBLIC/LEGAL NOTICES - WATER			1,000	1,500
	0	59308	LAB SUPPLIES			3,500	4,000
	0	59309	SMALL TOOLS - WATER			3,000	3,000
	0	59310	UNIFORMS - WATER			8,500	8,500

Fund 12

OPUD WATER DEPARTMENT

Dept	Account	Account Names	2023-24 Budget	2024-25 Budget Request
0	59311	CUSTOMER SERVICE AND BILLING	53,000	53,000
0	59312	TRAINING & EDUCATION - WATER	2,500	2,000
0	59315	SAFETY SUPPLIES / EXPENSE	6,000	6,000
0	59316	CHLORINE EXPENSE	190,000	210,000
0	59320	POSTAGE & SHIPPING - WATER	500	750
0	59325	DIRECT ASSESSMENTS - WATER	2,500	2,500
0	59350	LAB TESTING SERVICES - WATER	25,000	25,000
0	59401	GENERAL INSURANCE - WATER	110,471	115,000
0	59404	COMPUTER SERVICES	49,000	50,000
0	59405	LEGAL FEES - WATER	10,000	10,000
0	59421	ADMIN EXPENSE - WATER CAPACITY FEES	0	
0	59425	SECURITY - WATER	14,000	2,000
0	59505	EMPLOYMENT COSTS - WATER	1,000	1,000
0	59551	BOARD COMMUNITY OUTREACH	500	500
0	59600	CAPITAL OUTLAY - WATER	20,000	2,480,000 ** 3
0	59650	RAISING IRON - WATER	80,000	260,000
0	59801	BLDGS & IMPROVEMENTS - WATER	50,000	20,000
0	59802	AUTO & OTHER EQUIP EXP - WATER	50,000	30,000
0	59803	WELL & WTP EXP	210,000	257,500 ** 1
0	59805	VEHICLE REPLACEMENT	210,000	210,000 ** 2
0	59902	CASH SHORT/(OVER) - WATER	250	250
0	59903	MISCELLANEOUS EXP - WATER	1,000	1,000
0	59950	OUTLAY (REFUND) OF WATER CAPACITY FEES	0	
0	59952	CONSERVATION EXPENSES	1,000	2,500
0	65100	INTEREST - LOANS & ADVANCES	70,637	70,637
0	65704	DEPRECIATION EXPENSE - WATER	100,000	100,000
			\$ 4,910,815	\$ 7,576,675

Surplus/(Deficit) (2,600,106)

Transfer-in from Water Fund Reserves \$950,106
 Transfer-in from Water Capacity Fees \$850,000
 Transfer-in from Fund 19 Fund Balance \$800,000

Fund 12 OPUD WATER DEPARTMENT

Dept	Account	Account Names	2023-24 Budget	2024-25 Budget Request
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Total	\$
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** 1

Raising Iron	Yuba County	59,650
PL Mananese Filter Expansion Procent SCADA	Primex	30,000
PUMP Replacement Well #29		40,000
Booster Pump Well# 4		20,000
Air Compressor Well #28		2,500
Noise Enclosure	Affinity Engineering	15,000
Annual Outlay Estimate - historic base		90,350

\$257,500 ** 1

** 2

2 Pickup Trucks	2023-24 Budget	60,000
Truck & Crane	2023-24 Budget	150,000

\$210,000 ** 2

Fund 13 OPUD SEWER DEPARTMENT

			2023-24 Budget	2024-25 Budget Request
Revenue	Dept	Account	Account Names	
	0	41100	SALES - RESIDENTIAL - SEWER	3,922,000
	0	41200	SALES - BUSINESSES - SEWER	4,454,458
	0	41210	SALES - ADA SEWER	58,000
	0	42300	PENALTY & FEES - SEWER	0
	0	42400	ADMIN AND DELINQUENT CHARGES - SEWER	0
	0	42600	SERVICE FEES - SEWER BILL COPY FEE	3,000
	0	45101	GOLD VILLAGE REIMBURSEMENT	110,000
	0	45103	MISCELLANEOUS REVENUE - SEWER	0
	0	45160	PLAN CHECK FEE REVENUE - SEWER	1,000
	0	45431	TRANSFER OUT - SAFETY FUNDS	(5,000)
	0	45437	CONTRACT - HARD ROCK CASINO	350,000
	0	45500	INTEREST EARNED OPERATING - SEWER	10,000
	0	45700	INSPECTION REVENUE - SEWER	250,000
				10,000
			Total Revenues	\$ 4,494,000 \$ 5,237,458

Fund 13 OPUD SEWER DEPARTMENT

			2023-24 Budget	2024-25 Budget Request			
Expense	Dept	Account	Account Names				
	0	59100	WAGES & BENEFITS - SEWER	1,129,288	845,000	1239012	1,240,000
	31	59100	SALARIES & BENEFITS - SEWER COLLECTION	168,000	395,000		
	0	59102	OVERHEAD - SALARIES/BENEFITS - SEWER	501,705	581,513		
	0	59103	OVERHEAD - ADMIN EXPENSES - SEWER	137,820	70,319		
	0	59104	OVERHEAD - ENGINEERING	337,701	230,206		
	0	59300	OPERATING SUPPLIES & REPAIRS - SEWER	40,000	30,000		
	0	59301	LICENSES AND DUES - SEWER EMPLOYEES	5,000	5,000		
	0	59302	OFFICE SUPPLIES & EXP - SEWER	5,000	5,000		
	0	59303	GAS & OIL - SEWER	25,000	25,000		
	0	59304	FEES, LICENSES & PERMITS - SEWER FACILITIES	50,000	50,000		
	0	59305	UTILITIES & PHONE - SEWER	1,150,000	1,250,000		
	0	59306	OUTSIDE SERVICES - SEWER	100,000	100,000		
	0	59307	PRINTING/PUBLIC/LEGAL NOTICES - SEWER	2,000	2,000		
	0	59308	LAB SUPPLIES & EQUIPMENT - SEWER	25,000	25,000		
	0	59309	SMALL TOOLS - SEWER	8,000	8,000		
	0	59310	UNIFORMS - SEWER	10,000	12,000		
	0	59311	CUSTOMER SERVICE AND BILLING	53,000	53,000		
	0	59312	TRAINING & EDUCATION - SEWER	5,000	12,500		
	0	59300	UNEMPLOYMENT - SEWER	0			
	0	59315	SAFETY SUPPLIES / EXPENSE	10,000	15,000		
	0	59318	CHEMICALS	30,000	25,000		
	0	59320	POSTAGE & SHIPPING - SEWER	1,500	1,000		
	0	59325	DIRECT ASSESSMENTS - SEWER	3,000	3,000		
	0	59333	PUMPS, MOTORS, EQUIPMENT	80,000	50,000		
	0	59337	SLUDGE DISPOSAL	33,000	33,000		
	0	59350	LAB TESTING SERVICES - SEWER	60,000	60,000		
	0	59401	GENERAL INSURANCE - SEWER	125,745	133,000		
	0	59403	TRANSPORTATION & TRAVEL - SEWER	1,500	1,500		
	0	59404	COMPUTER SERVICES	45,000	45,000		
	0	59405	LEGAL FEES - SEWER	15,000	15,000		
	0	59425	SECURITY - SEWER	4,000	4,000		
	0	59505	EMPLOYMENT COSTS - SEWER	1,250	1,250		
	0	59551	BOARD COMMUNITY OUTREACH	500	500		
	0	59600	CAPITAL OUTLAY - SEWER	125,000	2,096,038 ** 2		
	0	59650	RAISING IRON - SEWER	104,000	130,000		
	0	59700	RENTS & LEASES - SEWER	7,500	5,000		
	0	59801	BLDGS & IMPROVEMENTS - SEWER	20,000	20,000		
	0	59802	AUTO & OTHER EQUIP EXP - SEWER	260,000	100,000		
	0	59803	UV FILTER REPAIR		40,000		
	0	59805	VEHICLE REPLACEMENT	30,000	40,000 ** 1		
	0	59902	CASH SHORT/(OVER) - SEWER	250	250		
	0	65704	DEPRECIATION EXPENSE - SEWER	300,000	300,000		

Fund 13 OPUD SEWER DEPARTMENT

			2023-24 Budget	2024-25 Budget Request
Expense	Dept	Account Account Names		
	31	59300 OPERATING SUPPLIES & REPAIRS - SEWER COLLECT	30,000	30,000
	31	59302 OFFICE SUPPLIES & EXP - SEWER COLLECTIONS	500	500
	31	59303 GAS & OIL - SEWER COLLECTION	15,000	15,000
	31	59304 FEES, LICENSES & PERMITS - COLLECTIONS	9,500	12,000
	31	59306 OUTSIDE SERVICES - SEWER COLLECTIONS SYSTEM	60,000	60,000
	31	59309 SMALL TOOLS - SEWER COLLECTIONS	5,000	6,000
	31	59315 SAFETY SUPPLIES / EQUIP - COLLECTIONS	5,000	6,000
	31	59318 CHEMICALS - SEWER COLLECTION	1,500	1,000
	31	59333 PUMPS, MOTORS, EQUIPMENT - SEWER COLIECTION	150,000	100,000
	31	59600 CAPITAL OUTLAY - SEWER COLLECTION	5,000	5,000
	31	59700 RENTS & LEASES - SEWER COLLECTIONS	4,500	1,000
	31	59802 AUTO & OTHER EQUIP EXP - COLLECTIONS	15,000	10,000
Total Expenses			\$ 5,310,759	\$ 7,064,576

Surplus/(Deficit) (1,827,118)

Transfer-in from Wastewater Fund Reserves 1,513,462

Transfer-in from Sewer Capacity Fees 243,019

Interfund Advances: **Water Fund - USDA COP advance 70,637**

Total \$ -

** 1

Vehicle Replacement 2023-24 Budget 30,000

\$30,000

Fund 11 OPUD ENGINEERING DEPARTMENT (Allocated Department)

Dept	Account	Account Names	2023-24 Budget	2024-25 Budget Request
Revenue				
15	45700	ENGINEERING OVERHEAD TRANSFER IN	577,906	499,592
15	45103	DEVELOPER REIMBURSEMENTS	20,000	17,725 ** 1
Total Revenues			\$ 597,906	\$ 517,317
Expense				
15	59100	WAGES & BENEFITS	558,906	467,317 ** 2
15	59300	OPERATING SUPPLIES - ENGINEERING	1,000	2,000
15	59301	LICENSES AND DUES - ENGINEERING	1,000	2,000
15	59302	OFFICE SUPPLIES - ENGINEERING	1,500	2,500
15	59303	GAS AND OIL ENGINEERING	15,000	15,000
15	59305	UTILITIES & PHONE - ENGINEERING	2,000	3,500
15	59306	OUTSIDE SERVICES	5,000	5,000
15	59307	PRINTING/PUBLIC/LEGAL NOTICES	1,000	2,000
15	59312	TRAINING & EDUCATION	500	3,000
15	59404	COMPUTER EXPENSE	12,000	15,000
Total Expenses			\$ 597,906	\$ 517,317
Excess of Revenue over Expense			-	-

** 1 Developer Reimbursement Revenues decrease the allocation burden to other departments

** 2 2023-24 includes 4 FTE and resignation payouts
2024-25 includes 3 FTE

Table 2

Admin. Allocation	2023-25		
Fire	11	09	4.00%
Parks (OH)	11	02	1.50%
Parks (CSA 66)	11	03	3.50%
Water	12	00	45.00%
Wastewater	13	00	45.00%
CFD 2002-1	18	00	0.80%
CFD 2005-2	20	00	0.20%
Engineering Allocation			
Parks (OH)	11	02	0.88%
Parks (CSA 66)	11	03	10.12%
Water	12	00	44.50%
Wastewater	13	00	44.50%
Parks Allocation			
Parks (OH)	11	02	6.00%
Parks (CSA 66)	11	03	94.00%