

**FORM
LB-11**

This fund is authorized and established by Resolution No. 15-02 on April 16, 2015 for the following specified purpose; to accumulate reserve funds for the purchase, repair and renovation of District systems, facilities and equipment.

**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: April of 2025

Capital Reserve Fund
(Fund)

OWW Unit 2 Sanitary District
(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS			Budget for Next Year 2023-24				
	Actual		Adopted Budget Year 2022-23				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020-21	First Preceding Year 2022-22									
					RESOURCES						
1	176,124	206,563	236,414	1	Cash on hand * (cash basis), or			267,482			1
2				2	Working Capital (accrual basis)						2
3				3	Previously levied taxes estimated to be received						3
4	439	519	400	4	Interest			400			4
5	30,000	30,000	30,000	5	Transferred IN, from other funds			-			5
6				6							6
7				7							7
8				8							8
9	206,563	237,082	266,814	9	Total Resources, except taxes to be levied			267,882			9
10				10	Taxes estimated to be received						10
11				11	Taxes collected in year levied						11
12	206,563	237,082	266,814	12	TOTAL RESOURCES			267,882	-	-	12
					REQUIREMENTS **						
13				13	Org. Unit or Prog. & Activity	Object Classification	Detail				13
14				14							14
15				15							15
16				16							16
17				17							17
18				18							18
19				19							19
20				20							20
21				21							21
22				22							22
23				23							23
24	206,563	237,082		24	Ending balance (prior years)						24
25			266,814	25	UNAPPROPRIATED ENDING FUND BALANCE			267,882	-	-	25
26	206,563	237,082	266,814	26	TOTAL REQUIREMENTS			267,882	-	-	26

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM
LB-20**

RESOURCES

Public Works (Enterprise Fund)
(Fund)

OWW Unit 2 Sanitary District
(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2023-24			
	Actual		Adopted Budget This Year 2022-23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-21	First Preceding Year 2021-22						
1	150	150	150	1. Petty Cash	150			1
2	35,578	64,415	30,000	2. Operating Checking	30,000			2
3	176,124	206,563	236,414	3. Capital Reserve Fund	237,572			3
4	418,806	410,110	600,000	4. LGIP - SDC's Monies	666,221			4
5	290,539	289,592	290,000	5. LGIP - USDA Loan Reserve Payment	290,000			5
6	288,500	288,500	288,500	6. LGIP - RUS Reserve Requirement	288,500			6
7	1,209,697	1,259,330	1,445,064	7. Total Beginning Cash	1,512,443	-	-	7
8	7,815	8,013	15,000	8. Interest (Temporary Investments)	15,000			8
9	16,698	16,698	16,698	9. Lease Income (AT&T) \$1,691.50 per month	20,298			9
10	658,665	669,400	672,000	10. User Fees x 892 (\$74.00 Monthly Fee)	792,000			10
11	153,765	212,257	59,905	11. SDC Fees & Connection Fee x 5 (\$12,289.00)	61,445			11
12	18,137	23,956	20,000	12. Other Fees and Charges	20,000			12
13	-	-	-	13. Grant Income	-	-		13
14	855,080	930,324	783,603	14. Total Income, except taxes to be levied	908,743	-	-	14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23	2,064,777	2,189,654	2,228,667	23. Total resources, except taxes to be levied	2,421,186	-	-	23
24				24. Taxes estimated to be received				24
25				25. Taxes collected in year levied				25
26	2,064,777	2,189,654	2,228,667	26. TOTAL RESOURCES	2,421,186	-	-	26

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM
LB-30**

**REQUIREMENTS SUMMARY
BY ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

Public Works
(Name of Fund)

OWW Unit 2 Sanitary District
(Name of Municipal Corporation)

	Historical Data		Adopted Budget This Year 2022-23	REQUIREMENTS FOR: Sewer Services	Budget For Next Year 2023-24			
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	First Preceding Year 2020-21	First Preceding Year 2021-22						
				PERSONNEL SERVICES				
1	192,862	205,665	213,420	1. Salaries (Wages, Over-time, On-Call, Temp)	175,883			1
2	66,977	62,142	95,000	2. Benefits (Health Insurance & Retirement)	70,000			2
3	22,407	23,395	30,000	3. Taxes & Insurance (Payroll Taxes & W.C. Insurance)	30,000			3
4				4				4
5	282,246	291,202	338,420	5. TOTAL PERSONNEL SERVICES	275,883	-	-	5
6	2.50	3.50	3.50	6. Total Full-Time Equivalent (FTE)	3.00	3.00	3.00	6
				MATERIALS AND SERVICES				
7	3,877	4,301	5,000	7. Bank Charges	5,000			7
8	530	1,355	5,000	8. Education & Training	5,000			8
9	860	1,504	5,000	9. Travel, Lodging & Meals	5,000			9
10	3,438	3,316	8,000	10. Fees, Dues & Assessments *	4,000			10
11	12,477	14,413	15,000	11. Property Insurance & Taxes	17,000			11
12	1,684	1,857	3,000	12. Licenses & Permits	3,000			12
13	2,005	1,682	3,000	13. Administration Costs	3,000			13
14	24,970	29,060	40,000	14. Contract Service *	81,000			14
15	11,501	13,816	13,000	15. Office Costs (Paper, Supplies, Postage) *	18,500			15
16	41,931	39,531	45,000	16. Utilities (Electric, Propane, Telephone, Garbage) *	45,000			16
17	6,584	10,621	16,000	17. Plant Supplies & Testing *	16,000			17
18	28,100	46,126	83,000	18. Operation Maintenance & Repair *	102,000			18
19	137,957	167,582	241,000	19. TOTAL MATERIALS AND SERVICES	304,500	-	-	19
				CAPITAL OUTLAY				
20	26,356	6,461	10,000	20. Construction	5,000			20
21	47,678	54,535	130,000	21. Equipment	140,000			21
22				22				22
23	74,034	60,996	140,000	23 TOTAL CAPITAL OUTLAY	145,000	-	-	23
24	494,237	519,780	719,420	24 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	725,383	-	-	24
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS				
25				25				25
26	494,237	519,780	719,420	26 TOTAL ORG./PROG. REQUIREMENTS	725,383	-	-	26

**FORM
LB-30**

**REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM**

Public Works
(Name of Fund)

OWW Unit 2 Sanitary District
(Name of Municipal Corporation)

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2023-24			
	Actual		Adopted Budget This Year 2022-23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2019-20	First Preceding Year 2021-22						
				PERSONNEL SERVICES NOT ALLOCATED				
1				1				1
2				2				2
3	-	-	-	3. TOTAL PERSONNEL SERVICES	-	-	-	3
4				4. Total Full-Time Equivalent (FTE)				4
				MATERIALS AND SERVICES NOT ALLOCATED				
5				5				5
6				6				6
7	-	-	-	7. TOTAL MATERIALS AND SERVICES	-	-	-	7
				CAPITAL OUTLAY NOT ALLOCATED				
8				8				8
9				9				9
10	-	-	-	10. TOTAL CAPITAL OUTLAY	-	-	-	10
				DEBT SERVICE				
11	133,459	139,108	144,994	11. Principal	144,994			11
12	147,751	142,102	136,216	12. Interest	136,216			12
13	-	-	-	13. DA Davidson Loan Payment	292,000			13
14	281,210	281,210	281,210	14. TOTAL DEBT SERVICE	573,210	-	-	14
				SPECIAL PAYMENTS				
15				15				15
16				16				16
17	-	-	-	17. TOTAL SPECIAL PAYMENTS	-	-	-	17
				INTERFUND TRANSFERS				
18	30,000	30,000	30,000	18. Transfer to Capital Reserve Account	-			18
19				19				19
20				20				20
21	30,000	30,000	30,000	21. TOTAL INTERFUND TRANSFERS	-	-	-	21
22			10,000	22. Total Operating Contingency	10,000	10,000	10,000	22
23	311,210	311,210	321,210	23. Total Requirements Not Allocated	573,210	-	-	23
24	494,237	519,780	719,420	24. Total Org./Prog. Requirements	725,383	-	-	24
25	-	-	-	25. Reserved for future expenditure	-			25
26	1,259,330	1,358,664		26. Ending balance (prior years)				26
27			1,188,037	27. UNAPPROPRIATED ENDING FUND BALANCE	1,112,593			27
28	2,064,777	2,189,654	2,228,667	28. TOTAL REQUIREMENTS	2,421,186	10,000	10,000	28

**DEBT SERVICE FUND
SUPPLEMENT**

OWW Unit 2 Sanitary District

(Name of Municipal Corporation)

	HISTORICAL DATA			SCHEDULE OF PAYMENTS			Budget for Next Year 2023-24				
	Actual		Adopted Budget This Year 2022-23				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020-21	First Preceding Year 2021-22									
				Bond Principal Payments							
				Bond Issue	Loan	Payment Date					
1	55,309	57,661	60,110	1. 7/30/2007	1. Loan#13 - \$1.9 Million	7/28/2023	60,110			1	
2	53,203	55,464	57,821	2. 7/30/2007	2. Loan#11 - \$1.8 Million	7/28/2023	57,821			2	
3	5,639	5,879	6,129	3. 7/30/2007	3. Loan#9 - \$200k	7/28/2023	6,129			3	
4	19,308	20,104	20,934	4. 7/30/2007	4. Loan#8 - \$680k	7/28/2023	20,934			4	
5				5						5	
6				6						6	
7				7	D.A. Davidson Loan Payment		292,000			7	
8				8						8	
9	133,459	139,108	144,994	9. TOTAL PRINCIPAL PAYMENTS			436,994	0	0	9	
				Bond Interest Payments							
				Bond Issue	Loan	Payment Date					
10	61,597	59,246	56,796	10. 7/30/2007	10. Loan#13 - \$1.9 Million	7/28/2023	56,796			10	
11	59,251	56,990	54,633	11. 7/30/2007	11. Loan#11 - \$1.8 Million	7/28/2023	54,633			11	
12	6,281	6,041	5,791	12. 7/30/2007	12. Loan#9 - \$200k	7/28/2023	5,791			12	
13	20,622	19,825	18,996	13. 7/30/2007	13. Loan#8 - \$680k	7/28/2023	18,996			13	
14				14						14	
15				15						15	
16				16						16	
17				17						17	
18				18						18	
19	147,751	142,102	136,216	19. TOTAL INTEREST PAYMENTS			136,216	0	0	19	
				Unappropriated Balance for Following Year By							
				Issue Date		Payment Date					
20				20						20	
21				21						21	
22				22						22	
23				23						23	
24				24						24	
25				25. Ending Balance (Prior Years)						25	
26				26. Total Unappropriated Ending Fund Balance			0	0	0	26	
27	281,210	281,210	281,210	27. TOTAL REQUIREMENTS			573,210	0	0	27	

PERSONNEL SERVICES

Salaries (wages, over-time, on-call, temp)

Operator:	\$ 24.26	2080	\$ 50,461
Operator:	\$ 23.10	2080	\$ 48,048

Office Manager:	\$ 25.18	2080	\$ 52,374
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Overtime:			\$ 10,000
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COLA:			\$ 5,000
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On-call:			\$ 10,000
			<u>\$ 175,883</u>

Benefits (Health Insurance and Retirement)

Health Insurance:		\$ 60,000
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Retirement:		\$ 10,000
		<u>\$ 70,000</u>

Taxes & Insurance (Payroll Taxes and Worker's Comp Insurance)

Taxes:		\$ 23,000
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Worker's Comp Ins:		\$ 7,000
		<u>\$ 30,000</u>

Total Personnel Services: \$ 275,883

MATERIALS & SERVICES

10. FEES, DUES & ASSESSMENTS	
ESRI, Inc (GIS Geographic Information System)	\$1,500
Beaver Road District	\$600
Government Ethics Commission	\$500
OAWU (Oregon Association Water Utilities)	\$500
ENR (Engineering News Record)	\$200
OWW 2 POA	\$300
Amazon Prime	\$200
DEQ (WW Annual Support Fee)	\$200
Total	\$4,000

14. CONTRACT SERVICES	
Accounting (Bookkeeping, Auditor)	\$15,000
Legal	\$15,000
IT Support	\$6,000
Engineering & Consulting (D.A. Davidson, Wallace Group)	\$45,000
Total	\$81,000

15. OFFICE COSTS	
Paper & Office Supplies	\$5,000
Postage Machine Lease	\$1,300
Postage	\$5,000
Copy Machine Lease	\$1,200
Computer Repairs & Software (Cusi, QB Payroll, Website, Dropbox, etc.)	\$6,000
Total	\$18,500

16. UTILITIES	
Electric	\$30,000
Propane	\$6,000
Telephones, Internet & Cellular	\$8,000
Garbage	\$1,000
Total	\$45,000

17. PLANT SUPPLIES & TESTING	
Testing	
Groundwater	\$2,000
Soil	\$1,000
Influent	\$3,000
Effluent	\$1,000
Lab Supplies & Parts (chemicals, respirators, sampling bottles, etc.)	\$1,000
Chemicals	
Biolyneus (Grease Control)	\$3,000
Chlorine (Tablets/Liquid)	\$5,000
Total	\$16,000

18. OPERATION MAINTENANCE & REPAIRS	
General Shop Supplies (cleaners, gloves, paper towels, etc.)	\$7,000
Tools	\$3,000
Building Repairs & Maintenance (Seal block buildings, lighting, etc.)	\$4,000
Equipment Maintenance & Repairs (Vacuum Station, Pivots, Lift Stations, SCADA System, Soft Starts, Electrical, Pump Rebuilding, including TAG for Repairs)	\$30,000
Chambers & Pressure Sumps (Vacuum & Pressure pit parts, check valves, hose clamps, bag valve center sections & diaphragm's)	\$6,000
Fuel (Gas & Diesel)	\$12,000
Vehicle Maintenance & Repairs Pickups, Pumper, Backhoe, Mower, Kubota, Jetter (includes tires, batteries, oil changes, etc.)	\$5,000
Generator Complete Service	\$10,000
Grinders Installation of new Muffin Monsters	\$5,000
Property Maintenance	
Fertilizer Section 25	\$5,000
Fire Reduction Section 25	\$10,000
Fence Repair Section 25	\$5,000
Total	\$102,000

CAPITAL OUTLAY	
20. Construction	
Replace Wood Duck Lift Station Lid	\$ 5,000
Total	\$ 5,000

21. Equipment	\$ 35,000
New Vacuum Pits (3)	\$ 15,000
Bag Valves & Controllers	\$ 30,000
Electrical Panel Rewiring (Section 25)	\$ 10,000
Boat/Platform for Aertaion Maintenance	\$ 50,000
Aeration Blower Unit	
Total	\$ 140,000