

**HIGHLINE WATER DISTRICT  
King County, Washington**

**RESOLUTION 19-12-18A**

**RESOLUTION ADOPTING THE 2020 OPERATING BUDGET**

**WHEREAS**, Staff and the Board of Commissioners hold annual workshop meetings to establish a Budget, a Capital Improvement Program and set Goals for the upcoming year; and

**WHEREAS**, the Highline Water District 2020 Operating Budget and Rate Schedule are necessary to meet operating expenses and maintain service within the Highline Water District, including, but not limited to: 1) payment of debt service for capital projects; 2) manage capital improvement program; 3) continue preventive maintenance programs; 4) meet water conservation and regional planning goals; and 5) maintain prudent reserves; and

**WHEREAS**, the Board of Commissioners are satisfied with the 2020 Operating Budget developed by the General Manager and Staff.


**NOW, THEREFORE, BE IT RESOLVED:**

1. The Board of Commissioners authorizes a 2.7% Cost of Living Adjustment to non-bargaining employees for 2020.
2. The Board of Commissioners hereby approves the 2020 Operating Budget attached as Exhibit A and incorporated herein by this reference.


**ADOPTED BY THE BOARD OF COMMISSIONERS** of Highline Water District, King County, Washington, at an open public meeting held this **18th** day of **December 2019**.

**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
**Kathleen Quong-Vermeire**, President

  
\_\_\_\_\_  
**Vince Koester**, Secretary

  
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**Todd Fultz**, Commissioner

  
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**Daniel Johnson**, Commissioner

  
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**George Landon**, Commissioner



# 2020 BUDGET

*Providing high quality water and excellent customer service while effectively managing District infrastructure for a reliable water system today and for future generations.*

*Board of Commissioners*

*Todd Fultz | Dan Johnson | Vince Koester | George Landon | Kathleen Quong-Vermiere*

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**HIGHLINE WATER DISTRICT**  
**Sources and Applications of Funds**  
**2020 Budget**

	Budget 2020	2021	Projected 2022	2023
<b>SOURCES OF FUNDS</b>				
<b>Rate Revenues</b>				
Residential	\$8,374,598	\$8,583,963	\$8,798,562	\$9,018,526
Commercial	8,769,429	8,988,665	9,213,382	9,443,716
Stand-By Fire Service	251,408	257,693	264,136	270,739
Total Rate Revenues (detail pages 6-7)	\$17,395,436	\$17,830,322	\$18,276,080	\$18,732,982
<b>Other Revenues</b>				
Hydrant Meter Sales	\$30,000	\$30,600	\$31,212	\$31,836
Street Lights - (Puget Sound Energy)	130,000	130,000	130,000	132,600
City Franchise Fees & Taxes	570,000	584,250	598,856	613,828
Wholesale Water Sales	3,000	3,000	3,000	3,000
Discounts and Adjustments	(25,000)	(25,625)	(26,266)	(26,922)
Meter Applications	80,000	80,000	80,000	80,000
Other Customer Charges (detail page 8)	284,075	291,177	298,456	305,918
Interest Income (maintenance fund)	140,638	149,900	161,539	165,994
Lease Income	337,794	348,115	398,585	428,230
Other Income (detail page 8)	765,000	150,000	150,000	100,000
Total Other Revenues	\$2,315,507	\$1,741,417	\$1,825,383	\$1,834,483
<b>Total Sources of Funds</b>	<b>\$19,710,943</b>	<b>\$19,571,738</b>	<b>\$20,101,463</b>	<b>\$20,567,465</b>
<b>APPLICATIONS OF FUNDS</b>				
<b>OPERATION &amp; MAINTENANCE EXPENSES</b>				
<b>Wholesale Water Supply</b>				
Salary & Wages	\$10,689	\$10,903	\$11,121	\$11,343
Retirement	1,375	1,402	1,430	1,459
Medical, Dental	2,285	2,377	2,472	2,571
Payroll Taxes	959	979	998	1,018
Water Purchased - Seattle (detail page 9)	4,880,078	5,026,480	5,177,275	5,332,593
Water Purchased - Other	2,000	2,000	2,000	2,000
Field Services - Water Quality & Sampling (detail page 15)	12,000	12,240	12,485	12,734
Utilities (detail page 28)	112,300	114,546	116,837	119,174
Maintenance (detail page 10)	35,000	35,700	36,414	37,142
Fuel	2,000	2,040	2,081	2,122
Total Supply	\$5,058,686	\$5,208,666	\$5,363,112	\$5,522,156
<b>Pumps, Reservoirs &amp; Telemetry</b>				
Salary & Wages	\$129,496	\$132,086	\$134,728	\$137,422
Retirement	16,653	16,986	17,326	17,672
Medical, Dental	20,533	21,354	22,208	23,097
Payroll Taxes	11,494	11,724	11,958	12,197
Uniforms (detail page 11)	1,500	1,350	1,350	1,350
Maintenance (detail page 10)	56,316	57,442	58,591	59,763
Utilities (detail page 28)	30,680	31,294	31,919	32,558
Telephone & Wireless Communication (detail page 22)	53,220	54,284	55,370	56,477
Fuel	5,000	5,100	5,202	5,306
Total Pumps, Reservoirs & Telemetry	\$324,892	\$331,620	\$338,653	\$345,843

**HIGHLINE WATER DISTRICT**  
**Sources and Applications of Funds**  
**2020 Budget**

	Budget 2020	2021	Projected 2022	2023
<b><i>Wells &amp; Water Treatment</i></b>				
Salary & Wages	\$167,658	\$171,011	\$174,431	\$177,920
Retirement	21,284	21,709	22,143	22,586
Medical, Dental	32,449	33,747	35,097	36,501
Payroll Taxes	15,520	15,830	16,147	16,470
Chemicals	65,000	66,300	67,626	68,979
Maintenance (detail page 10)	78,186	80,000	81,600	83,232
Utilities (detail page 28)	266,300	280,000	285,600	291,312
Fuel	3,500	3,570	3,641	3,714
<b>Total Wells &amp; Water Treatment</b>	<b>\$649,897</b>	<b>\$672,168</b>	<b>\$686,286</b>	<b>\$700,714</b>
<b><i>Transmission &amp; Distribution</i></b>				
Salary & Wages	\$1,448,131	\$1,477,093	\$1,506,635	\$1,547,513
Retirement	183,501	187,171	190,914	194,733
Medical, Dental	326,088	339,131	352,697	366,805
Payroll Taxes	123,916	126,394	128,922	131,500
Uniforms (detail page 11)	9,000	9,000	9,000	9,000
Supplies (detail page 12)	60,000	61,200	62,424	63,672
Materials (detail page 14)	258,000	263,160	268,423	273,792
Field Services (detail page 15)	54,000	55,080	56,182	57,305
Equipment Maintenance (detail page 10)	62,000	63,240	64,505	65,795
Fuel	25,000	25,500	26,010	26,530
Other Outside Services (detail page 26)	10,000	10,000	10,000	10,000
Books Manuals	1,000	1,020	1,040	1,061
Travel (detail page 16)	16,000	17,000	17,340	17,687
Registration, Tuition (detail page 16)	15,000	16,000	16,320	16,646
Permits, Inspections, Licenses, Fees (detail page 17)	91,850	93,687	95,561	97,472
<b>Total Transmission &amp; Distribution</b>	<b>\$2,683,485</b>	<b>\$2,744,677</b>	<b>\$2,805,973</b>	<b>\$2,879,512</b>
<b><i>Customer Accounts</i></b>				
Salary & Wages	\$536,844	\$547,581	\$558,532	\$573,103
Retirement	68,413	69,781	71,177	72,600
Medical, Dental	118,504	123,245	128,174	133,301
Payroll Taxes	47,118	48,060	49,021	50,002
Uniforms (detail page 11)	2,000	2,000	2,000	2,000
Fuel	13,500	13,770	14,045	14,326
Printing (detail page 18)	45,000	45,900	46,818	47,754
Postage (detail page 19)	58,000	59,160	60,343	61,550
Other Outside Services (detail page 26)	47,100	48,042	49,003	49,983
<b>Total Customer Accounts</b>	<b>\$936,479</b>	<b>\$957,539</b>	<b>\$979,114</b>	<b>\$1,004,620</b>
<b>Total O&amp;M Expenses Before A&amp;G</b>	<b>\$9,653,439</b>	<b>\$9,914,670</b>	<b>\$10,173,138</b>	<b>\$10,452,844</b>

**HIGHLINE WATER DISTRICT**  
**Sources and Applications of Funds**  
**2020 Budget**

	Budget		Projected	
	2020	2021	2022	2023
<b>Administration &amp; General</b>				
Salary & Wages	\$736,442	\$751,170	\$766,194	\$781,518
Retirement	91,675	93,508	95,378	97,286
Medical, Dental	213,402	221,938	230,816	240,048
Payroll Taxes	59,450	60,639	61,851	63,088
Uniforms (detail page 11)	1,000	450	450	450
Employee Relations (detail page 20)	11,100	11,322	11,548	11,779
Street Light Cost (Puget Sound Energy)	118,000	120,360	122,767	125,223
City Franchise Fees	540,000	553,500	567,338	581,521
Fuel	2,000	2,040	2,081	2,122
Postage (detail page 19)	7,100	7,242	7,387	7,535
Dues & Subscriptions (detail page 21)	31,155	31,778	32,414	33,062
Community Relations & Conservation (detail page 13)	6,700	6,834	6,971	7,110
Supplies (detail page 12)	32,000	32,640	33,293	33,959
Printing (detail page 18)	12,500	12,750	13,005	13,265
Telephone & Wireless Communication (detail page 22)	37,350	38,097	38,859	39,636
Answering Service	3,200	3,264	3,329	3,396
Hardware/Software/Internet (detail page 23)	289,858	295,655	301,568	307,599
Legal Fees (detail page 24)	90,000	90,000	80,000	80,000
Auditing and Accounting Fees	25,000	30,000	30,000	30,000
Engineering Services (detail page 25)	145,000	165,000	65,000	65,000
Other Outside Services (detail page 26)	353,966	423,169	167,500	167,500
Insurance Expense	204,300	208,386	212,554	216,805
Damages	35,000	35,000	35,000	35,000
Office Equipment (detail page 27)	10,800	11,016	11,236	11,461
Communications	12,000	12,240	12,485	12,734
Utilities (detail page 28)	53,860	54,937	56,036	57,157
Building Maintenance (detail page 10)	103,345	340,000	70,000	70,000
Travel (detail page 16)	30,000	30,600	31,212	31,836
Registration, Tuition (detail page 16)	24,000	24,480	24,970	25,469
Permits, Licenses, Fees, Miscellaneous (detail page 17)	104,025	106,106	108,228	110,392
Books, Manuals, etc.	1,500	1,500	1,500	1,500
Election Costs		70,000		35,000
B&O Tax	979,705	954,077	975,118	998,761
<b>Total Administration &amp; General</b>	<b>\$4,365,432</b>	<b>\$4,799,698</b>	<b>\$4,176,087</b>	<b>\$4,297,213</b>
<b>Total Operation &amp; Maintenance Expense</b>	<b>\$14,018,871</b>	<b>\$14,714,368</b>	<b>\$14,349,225</b>	<b>\$14,750,057</b>

**HIGHLINE WATER DISTRICT**  
**Sources and Applications of Funds**  
**2020 Budget**

	<b>Budget</b>	<b>Projected</b>		
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>CAPITAL PROJECTS</b>				
16-2 Pump Station No. 8 (Crestview)	\$3,930,363	\$451,263		
16-3 Mansion Hill Reservoir Relocation	1,217,234			
16-6 Mansion Hill Pump Station	1,871,042	214,838		
18-2 International Blvd at SR509 Road Improvements	4,127,500	55,000	\$55,000	
18-5 34th Ave S Water Main Replacement	811,000			
19-1 2019 AC Water Main Replacement	4,256,000			
19-2 2020 Water Main Replacement	200,000	1,550,000		
21-1 PRV/SCADA Modifications		175,000		
21-2 Emergency Power Angle Lake & DeMoines Treatment Plant		750,000		
21-3 Mansion Hill 2.5 MG Reservoir Int/Ext Recoat & Safety Improvements		200,000	1,700,000	
2021 AC Water Main Replacement (Budget Allocation)		125,000	3,000,000	
2022 AC Water Main Replacement (Budget Allocation)			150,000	\$4,500,000
2023 AC Water Main Replacement (Budget Allocation)				150,000
Small Works/Emergency Projects	350,000	350,000	350,000	350,000
Mitigation Improvements	40,000	40,000	40,000	40,000
Meters/Hydrants/Services	600,000	400,000	400,000	400,000
Capital Asset Purchases (detail page 29)	321,908	250,000	255,000	260,000
<b>Total Capital Additions</b>	<b>\$17,725,047</b>	<b>\$4,561,101</b>	<b>\$5,950,000</b>	<b>\$5,700,000</b>
<b>Less: Outside Funding Sources</b>				
General Facility (GFC) Charges	\$700,000	\$500,000	\$500,000	\$500,000
Other Funding Sources	0	0	0	0
Developer Reimbursement - Sound Transit (16-3 & 16-6)	2,636,067	210,042		
Other Reimbursement (City of Des Moines and Midway Sewer)	1,034,000			
Operating Reserves	4,000,000	2,500,000	3,500,000	4,450,000
Construction Fund Reserves	7,762,546	546,215	1,084,800	(110,000)
<b>Total Outside Funding</b>	<b>\$16,132,613</b>	<b>\$3,756,257</b>	<b>\$5,084,800</b>	<b>\$4,840,000</b>
<b>Total C.I.P From Rates</b>	<b>\$1,592,434</b>	<b>\$804,844</b>	<b>\$865,200</b>	<b>\$860,000</b>
<b>DEBT SERVICE</b>				
<b>Existing Debt</b>				
2000 PWTF - 00-025 00-1 Normandy Park main replacements 2%	\$120,451			
2001 PWTF - 01-029 01-1 Various watermain replacements .5%	93,338	\$92,876		
2002 PWTF - 02-023 02-2 Three Tree Pt main replc/N Hill booster .5%	73,046	72,686	\$72,326	
2003 PWTF - 03-113 03-4 600 Zone & main replacement .5%	44,254	44,037	43,820	\$43,603
2004 DWSRF - 03-013 03-4 600 Zone & main replacement 1.5%	7,324	7,220	7,117	7,013
2004 PWTF - 04-034 02-4 SW Suburban main replacement .5%	44,335	44,119	43,903	43,686
2006 PWTF - 06-117 07-1 490 zone& pressure reducing .5%	36,744	36,567	36,389	36,212
2008 PWTF - 08-951 07-1 490 zone& pressure reducing .5%	159,457	158,694	157,931	157,168
2012 PWTF - 13-961 13-1 Angle Lake water main replacement .25%	129,138	128,825	128,513	128,200
<b>Total Existing Debt</b>	<b>\$708,087</b>	<b>\$585,024</b>	<b>\$489,999</b>	<b>\$415,882</b>
<b>Total Debt Service</b>	<b>\$708,087</b>	<b>\$585,024</b>	<b>\$489,999</b>	<b>\$415,882</b>

**HIGHLINE WATER DISTRICT**  
**Sources and Applications of Funds**  
**2020 Budget**

	Budget 2020	2021	Projected 2022	2023
<b>TOTAL REVENUE REQUIREMENTS</b>	<b>\$16,319,392</b>	<b>\$16,104,236</b>	<b>\$15,704,424</b>	<b>\$16,025,939</b>
<b>Total Operating Reserves (decrease) increase</b>	<b>\$3,391,551</b>	<b>\$3,467,502</b>	<b>\$4,397,039</b>	<b>\$4,541,526</b>
<b>Operating Reserves:</b>				
Beginning Balance	\$9,566,194	\$8,957,745	\$9,925,247	\$10,822,286
Plus: Year End Increase (Decrease)	3,391,551	3,467,502	4,397,039	4,541,526
Less: Uses of Funds Capital	(4,000,000)	(2,500,000)	(3,500,000)	(4,450,000)
Ending Balance	\$8,957,745	\$9,925,247	\$10,822,286	\$10,913,812
<b>Construction Fund:</b>				
Beginning Balance	\$15,619,658	\$8,056,664	\$7,642,770	\$6,678,676
Plus: Additional Funds	9,962,501	4,014,886	4,865,200	5,810,000
Plus: Interest	199,553	132,320	120,706	114,472
King County Investment Pool Realized Gain/(Loss)	0	0	0	0
Less: Uses of Funds	(17,725,047)	(4,561,101)	(5,950,000)	(5,700,000)
Ending Balance	\$8,056,664	\$7,642,770	\$6,678,676	\$6,903,148
<b>Financial Reserve Policy Targets:</b>				
Operating Fund	\$7,009,435	\$7,357,184	\$7,174,613	\$7,375,029
Construction Fund	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000
Total Policy/Target Reserves	\$10,009,435	\$10,357,184	\$10,174,613	\$10,375,029
<b>Total Funds Projected Ending Balance:</b>	<b>\$17,014,409</b>	<b>\$17,568,017</b>	<b>\$17,500,962</b>	<b>\$17,816,960</b>



Highline Water District  
Water Revenues  
2020

2.5% RATE INCREASE

		Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Annual Total
<b>RESIDENTIAL</b>														
Meter Size	Rate													
5/8" - Discounted	\$10.10	260	260	260	260	260	260	260	260	260	260	260	260	260
3/4" - Discounted	\$10.10	18	18	18	18	18	18	18	18	18	18	18	18	18
5/8"	\$15.53	11,705	11,705	11,705	11,705	11,705	11,705	11,705	11,705	11,705	11,705	11,705	11,705	11,705
3/4"	\$15.53	3,084	3,084	3,084	3,084	3,084	3,084	3,084	3,084	3,084	3,084	3,084	3,084	3,084
1"	\$27.63	995	995	995	995	995	995	995	995	995	995	995	995	995
1 1/2"	\$46.90	26	26	26	26	26	26	26	26	26	26	26	26	26
2"	\$71.99	3	3	3	3	3	3	3	3	3	3	3	3	3
Meter Count		16,091	16,091	16,091	16,091	16,091	16,091	16,091	16,091	16,091	16,091	16,091	16,091	16,091
Total Residential Meter Revenue		\$261,393	\$261,393	\$261,393	\$261,393	\$261,393	\$261,393	\$261,393	\$261,393	\$261,393	\$261,393	\$261,393	\$261,393	\$3,136,713
Usage-Winter (ccf)	\$3.82	84,126	90,820	65,156	95,910	96,281	0	0	0	0	118,416	77,418	99,929	748,037
UsageSummer (5 ccf)	\$3.82						80,455	80,455	80,455	80,455				321,820
UsageSummer (6+ ccf)	\$4.53	0	0	0	0	0	47,200	56,680	107,552	43,921	0	0	0	255,353
Total Residential Usage Revenue		\$321,635	\$347,229	\$325,571	\$366,690	\$368,030	\$521,439	\$564,387	\$794,865	\$508,582	\$452,734	\$295,988	\$372,736	\$5,237,865
<b>Total Residential Revenue</b>		<b>\$583,028</b>	<b>\$608,621</b>	<b>\$586,964</b>	<b>\$628,082</b>	<b>\$629,423</b>	<b>\$782,831</b>	<b>\$825,780</b>	<b>\$1,058,258</b>	<b>\$767,975</b>	<b>\$714,127</b>	<b>\$557,380</b>	<b>\$634,129</b>	<b>\$8,374,598</b>
<b>COMMERCIAL (includes multi-family)</b>														
5/8"	\$23.63	185	185	185	185	185	185	185	185	185	185	185	185	185
3/4"	\$23.63	140	140	140	140	140	140	140	140	140	140	140	140	140
1"	\$47.74	491	491	491	491	491	491	491	491	491	491	491	491	491
1 1/2"	\$87.04	676	676	676	676	676	676	676	676	676	676	676	676	676
2"	\$136.24	346	346	346	346	346	346	346	346	346	346	346	346	346
3"	\$284.08	82	82	82	82	82	82	82	82	82	82	82	82	82
4"	\$430.68	30	30	30	30	30	30	30	30	30	30	30	30	30
6"	\$833.51	8	8	8	8	8	8	8	8	8	8	8	8	8
8"	\$1,315.60	2	2	2	2	2	2	2	2	2	2	2	2	2
Meter Count		1,960	1,960	1,960	1,960	1,960	1,960	1,960	1,960	1,960	1,960	1,960	1,960	1,960
Total Comm. Meter Revenue		\$182,616	\$182,616	\$182,616	\$182,616	\$182,616	\$182,616	\$182,616	\$182,616	\$182,616	\$182,616	\$182,616	\$182,616	\$2,191,398
Usage-Winter (ccf)	\$3.82	135,574	76,880	134,514	79,760	152,939	0	0	0	0	79,584	141,382	75,771	876,403
UsageSummer (5 ccf)	\$3.82						9,800	9,800	9,800	9,800				39,200
UsageSummer (6+ ccf)	\$4.53	0	0	0	0	0	82,545	205,065	109,193	171,824	0	0	0	578,627
Total Comm. Usage Revenue		\$518,333	\$293,930	\$514,282	\$304,941	\$584,724	\$456,744	\$966,516	\$532,165	\$815,918	\$304,270	\$540,539	\$289,690	\$6,122,053
<b>Total Commercial Revenue</b>		<b>\$700,949</b>	<b>\$476,547</b>	<b>\$696,899</b>	<b>\$487,557</b>	<b>\$767,340</b>	<b>\$639,360</b>	<b>\$1,149,133</b>	<b>\$714,782</b>	<b>\$998,535</b>	<b>\$486,886</b>	<b>\$723,156</b>	<b>\$472,307</b>	<b>\$8,313,451</b>
Total Comm & MF Residential Meter Revenue		\$182,616	\$182,616	\$182,616	\$182,616	\$182,616	\$182,616	\$182,616	\$182,616	\$182,616	\$182,616	\$182,616	\$182,616	\$2,191,398
Total Comm & MF Residential Usage Revenue		\$518,333	\$293,930	\$514,282	\$304,941	\$584,724	\$456,744	\$966,516	\$532,165	\$815,918	\$304,270	\$540,539	\$289,690	\$6,122,053
<b>Total Comm &amp; MF Residential Revenue</b>		<b>\$700,949</b>	<b>\$476,547</b>	<b>\$696,899</b>	<b>\$487,557</b>	<b>\$767,340</b>	<b>\$639,360</b>	<b>\$1,149,133</b>	<b>\$714,782</b>	<b>\$998,535</b>	<b>\$486,886</b>	<b>\$723,156</b>	<b>\$472,307</b>	<b>\$8,313,451</b>

Highline Water District  
Water Revenues  
2020

2.5% RATE INCREASE

Irrigation - (commercial)

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Annual Total	
<b>Meter Size</b>	<b>Rate</b>													
5/8"	\$23.63	26	26	26	26	26	26	26	26	26	26	26	26	
3/4"	\$23.63	42	42	42	42	42	42	42	42	42	42	42	42	
1"	\$47.74	101	101	101	101	101	101	101	101	101	101	101	101	
1 1/2"	\$87.04	81	81	81	81	81	81	81	81	81	81	81	81	
2"	\$136.24	69	69	69	69	69	69	69	69	69	69	69	69	
<b>Meter Count</b>	319	319	319	319	319	319	319	319	319	319	319	319	319	
<b>Total irrigation Meter Revenue</b>	\$22,322	\$22,322	\$22,322	\$22,322	\$22,322	\$22,322	\$22,322	\$22,322	\$22,322	\$22,322	\$22,322	\$22,322	\$267,864	
<b>Usage- (ccf)</b>	\$4.53	300	300	330	330	800	2,000	6,000	13,000	14,000	2,000	1,200	300	42,560
<b>Total Irrigation Usage Revenue</b>	\$1,326	\$1,326	\$1,459	\$1,459	\$3,536	\$8,840	\$35,360	\$57,460	\$61,880	\$8,840	\$5,304	\$1,326	\$188,115	
<b>Total Irrigation Revenue</b>	\$23,648	\$23,648	\$23,781	\$23,781	\$25,858	\$31,162	\$57,682	\$79,782	\$84,202	\$31,162	\$27,626	\$23,648	\$455,979	
<b>Total Commercial</b> Includes Multi-family & Irrigation	\$724,597	\$500,195	\$720,879	\$511,338	\$793,198	\$670,522	\$1,206,815	\$794,564	\$1,082,736	\$518,048	\$750,782	\$495,955	\$8,769,429	

STAND-BY FIRE SERVICE

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Annual Total
<b>Meter Size</b>	<b>Rate</b>												
1 1/2"	\$10.01	45	45	45	45	45	45	45	45	45	45	45	45
2"	\$13.27	73	73	73	73	73	73	73	73	73	73	73	73
2 1/2"	\$19.49	14	14	14	14	14	14	14	14	14	14	14	14
3"	\$37.18	1	1	1	1	1	1	1	1	1	1	1	1
4"	\$46.07	81	81	81	81	81	81	81	81	81	81	81	81
6"	\$66.74	108	108	108	108	108	108	108	108	108	108	108	108
8"	\$90.36	71	71	71	71	71	71	71	71	71	71	71	71
10"	\$116.89	12	12	12	12	12	12	12	12	12	12	12	12
<b>Meter Count</b>	405	405	405	405	405	405	405	405	405	405	405	405	405
<b>Total SBF Meter Revenue</b>	\$20,488	\$20,488	\$20,488	\$20,488	\$20,488	\$20,488	\$20,488	\$20,488	\$20,488	\$20,488	\$20,488	\$20,488	\$245,853
<b>Usage-Winter</b>	\$3.82	100	300	50	190	60				100	120	290	1,210
<b>Usage-Summer</b>	\$4.53					80	45	35	45				205
<b>Total SBF Usage Revenue</b>	\$382	\$1,147	\$181	\$726	\$229	\$362	\$204	\$159	\$204	\$382	\$459	\$1,109	\$5,555
<b>Total Stand-by Fire Revenue</b>	\$20,870	\$21,635	\$20,679	\$21,214	\$20,717	\$20,850	\$20,692	\$20,646	\$20,692	\$20,870	\$20,947	\$21,597	\$261,408
<b>Total Meters</b>	18,775	18,775	18,775	18,775	18,775	18,775	18,775	18,775	18,775	18,775	18,775	18,775	18,775
<b>Total Usage</b>	220,100	168,300	220,050	176,190	250,060	232,080	360,045	320,035	320,045	200,100	220,120	176,290	2,883,415
<b>Total Meter Charges</b>	\$466,819	\$466,819	\$466,819	\$466,819	\$466,819	\$466,819	\$466,819	\$466,819	\$466,819	\$466,819	\$466,819	\$466,819	\$5,641,628
<b>Total Usage Charges</b>	\$841,876	\$643,632	\$841,503	\$673,815	\$956,519	\$987,385	\$1,566,467	\$1,384,649	\$1,384,584	\$766,226	\$842,290	\$664,861	\$11,553,608
<b>Total Revenues - All Classes</b>	\$1,328,495	\$1,130,451	\$1,328,322	\$1,160,634	\$1,443,338	\$1,474,204	\$2,053,286	\$1,871,468	\$1,871,403	\$1,253,045	\$1,329,109	\$1,151,680	\$17,395,436

**Highline Water District  
2020 Budget**

**Other Customer Charges**

Description	2020 Budget
Delinquent lock/unlock revenue	\$ 36,000
NSF charges	2,500
Lien interest charges	3,000
Late charges	132,000
*Miscellaneous customer service revenue	60,000
Final bill fees	45,000
Write-off of bad debts	3,055.00
Embezzlement recovery - (1997 Audit Report)	2,520
	\$ 284,075

\*Miscellaneous customer service revenue

- Water availability certificates
- Plans & specifications
- Meter upgrades
- Lien filing fees
- Meter tampering
- Requested locks

**Other Income**

Description	2020 Budget
Developer extension fees	\$ 60,000
Gain (loss) on assets	10,000
Other non-operating revenue	
Scrap metal sales	6,000
Credit card rebates	2,500
Other	500
Sound Transit task orders	250,000
Sound Transit property acquisition	436,000
	\$ 765,000

Highline Water District  
Purchased Water Costs  
2020 Projection

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total
<b>Projected Water Supply Purchases</b>													
Total Production & Purchases CCF	220,000	210,000	220,000	220,000	250,000	280,000	360,000	400,000	320,000	250,000	220,000	220,000	3,180,000
District Wells & Other	70,000	70,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	70,000	885,000
Seattle Water Purchases	150,000	140,000	145,000	145,000	175,000	215,000	285,000	325,000	245,000	175,000	145,000	150,000	2,295,000
Non-Revenue Water %	0%	20%	0%	20%	0%	20%	0%	20%	0%	20%	0%	20%	10%
Non-Revenue Water CCF	0	42,000	0	44,000	0	58,000	0	80,000	0	50,000	0	44,000	318,000
Total Sales CCF	220,000	168,000	220,000	176,000	250,000	232,000	360,000	320,000	320,000	200,000	220,000	176,000	2,862,000
<b>Seattle Water Contract</b>													
<b>Rates:</b>													
					On-Peak (May 16th-Sept. 15th)								
					avg				avg				
System Base Rates (per ccf)													
Supply	\$1.74	\$1.74	\$1.74	\$1.74	\$1.90	\$2.57	\$2.57	\$2.57	\$2.45	\$1.74	\$1.74	\$1.74	
<b>Total Seattle Water Charges</b>													
Supply	\$281,000	\$243,600	\$252,300	\$252,300	\$331,734	\$552,550	\$732,450	\$835,250	\$601,094	\$304,500	\$252,300	\$261,000	\$4,880,078

**Highline Water District  
2020 Budget  
Maintenance**

	<b>Wholesale Water Supply</b>	<b>Pumps Reservoirs &amp; Telemetry</b>	<b>Wells &amp; Water Treatment</b>	<b>Transmission &amp; Distribution</b>	<b>Administration</b>	<b>Total</b>
<u>Maintenance</u>						
Maintenance of office building					\$ 50,000	\$ 50,000
Building janitorial service					19,600	19,600
Emergency generators maintenance	\$ 10,000	\$ 9,216	\$ 3,146		1,920	24,282
Facility Repair-Wells, Pumps, Treatment		8,500	25,000			33,500
Security maintenance		1,000	2,500		5,500	9,000
Equipment Rental & Lease				\$ 12,000	3,000	15,000
Equipment Maintenance & Repair	25,000	25,000	45,000	5,000	5,000	105,000
Vehicle Repair & Maintenance				45,000		45,000
Supplies - Minor Assets and Other			2,000			2,000
	<u>\$ 35,000</u>	<u>\$ 43,716</u>	<u>\$ 77,646</u>	<u>\$ 62,000</u>	<u>\$ 85,020</u>	<u>\$ 303,382</u>
<u>Landscaping</u>		<u>\$ 12,600</u>			<u>\$ 12,000</u>	<u>\$ 24,600</u>
<u>Building Alarm monitoring</u>			<u>\$ 540</u>		<u>\$ 2,000</u>	<u>\$ 2,540</u>
<u>Facility Preventive Maintenance</u>						
Annual maintenance - HVAC system					\$ 4,325	\$ 4,325
<b>Total Maintenance</b>	<u>\$ 35,000</u>	<u>\$ 56,316</u>	<u>\$ 78,186</u>	<u>\$ 62,000</u>	<u>\$ 103,345</u>	<u>\$ 334,847</u>

**Highline Water District  
2020 Budget  
Uniforms**

	<b>Pumps, Reservoirs &amp; Telemetry</b>	<b>Transmission &amp; Distribution</b>	<b>Customer Service</b>	<b>Administration</b>	<b>Total</b>
3 Employees @ \$500 each	\$ 1,500				\$ 1,500
12 Employees @ \$500 each		\$ 6,000			6,000
4 Employees @ \$500 each			\$ 2,000		2,000
1 Employee @ \$500 each				\$ 500	500
Miscellaneous		3,000		500	3,500
<b>Total Uniforms</b>	<b>\$ 1,500</b>	<b>\$ 9,000</b>	<b>\$ 2,000</b>	<b>\$ 1,000</b>	<b>\$ 13,500</b>

**Highline Water District  
2020 Budget  
Supplies**

	<u>Administration</u>	<u>Transmission &amp; Distribution</u>	<u>Total</u>
Safety Supplies/First Aid Supplies	\$ 1,000	\$ 10,000	\$ 11,000
Field Tools & Minor Equipment		35,000	35,000
Other Field Supplies		15,000	15,000
Janitorial Supplies	4,000		4,000
Office Supplies-Consumables	10,000		10,000
Office Supplies-Minor Assets	8,000		8,000
Supplies-Minor Assets	5,000		5,000
Supplies-Other	3,000		3,000
Emergency Management Supplies	1,000		1,000
Total Supplies	<u>\$ 32,000</u>	<u>\$ 60,000</u>	<u>\$ 92,000</u>

Field Tools & Equip includes: all electronic & manual tools used by the field & operation crews that are not capital assets

Other Field Supplies includes: hoses, solvents, propane & other gas refills, brass meter tags, rags, label machine tape, bug killer, paint & painting tools, tapping team supplies & other items that don't fall into the tool category

Safety Supplies includes: medical supplies, traffic signs, cones, respirators, safety glasses, gloves & safety vests (see uniforms for other outdoor gear), etc.

**Highline Water District  
2020 Budget  
Community Relations & Conservation**

	<u>Administration</u>
<u>Conservation/Community Relations</u>	
Supplies	\$ 1,500
Calendar Contest (printing & gift cards)	1,200
Other events	4,000
Total Community Relations & Conservation	<u>\$ 6,700</u>



**Highline Water District  
2020 Budget  
Materials**

	<u><b>Transmission &amp; Distribution</b></u>
Chemicals	\$ 3,000
Asphalting/Concrete	150,000
Parts & other supplies	40,000
Meters, hydrants & hardware	15,000
Rock, Gravel etc	50,000
Total Materials	<u><u>\$ 258,000</u></u>

**Highline Water District  
2020 Budget  
Field Services**

	<b>Transmission &amp; Distribution</b>	<b>Wholesale Water Supply</b>	<b>Total</b>
<u>Field Services</u>			
Field Services-Dumping & Recycling	\$ 20,000		\$ 20,000
Field Services-Leak Detection	3,000		3,000
Field Services-Locating/Potholing	7,000		7,000
Field Services-Tapping	10,000		10,000
Field Services-Water Quality & Sampling	6,000	\$ 12,000	18,000
Field Services-Other	8,000		8,000
<b>Total Field Services</b>	<b>\$ 54,000</b>	<b>\$ 12,000</b>	<b>\$ 66,000</b>

**Highline Water District  
2020 Budget  
Training/Travel & Meals**

	<u>Administration</u>	<u>Transmission &amp; Distribution</u>	<u>Total</u>
Travel & Meals for Training	\$ 30,000	\$ 16,000	\$ 46,000
Tuition & Registration Fees	24,000	15,000	39,000
Total Training and Travel	<u>\$ 54,000</u>	<u>\$ 31,000</u>	<u>\$ 85,000</u>

**Conferences**

**National**

AWWA Conference  
 AWWA Distribution Conference  
 AWWA Customer Conference  
 Harris Users Conference  
 Lucity Users Conference  
 Government Finance Officers (GFOA)  
 Other

**Local**

WASWD Spring Conference  
 WASWD Fall Conference  
 PNWS-AWWA Conference  
 WOW Conference  
 Rural Water Association Conference  
 Washington Finance Officers (WFOA)

**Highline Water District  
2020 Budget  
Permits, Licenses, Fees & Misc**

	<u>Administration</u>	<u>Transmission &amp; Distribution</u>	<u>Total</u>
<u>Permits</u>			
Various Construction Permits		\$ 34,000	\$ 34,000
King County Operating Permit		500	500
Dept. of Health Permit		33,000	33,000
Permits & Inspections-Developer Extensions		12,000	12,000
Other Miscellaneous Permits	\$ 1,650	600	2,250
	<u>\$ 1,650</u>	<u>\$ 80,100</u>	<u>\$ 81,750</u>
<u>Licenses &amp; Certifications</u>			
DOH certifications.		\$ 1,000	\$ 1,000
Certification exam fees		1,000	1,000
CDL fees		500	500
Other Licenses & Certifications		2,250	2,250
		<u>\$ 4,750</u>	<u>\$ 4,750</u>
<u>Inspections</u>			
		<u>\$ 7,000</u>	<u>\$ 7,000</u>
<u>Fees-Other</u>			
Retrospective Rating Program fee (L & I)	\$ 2,000		\$ 2,000
Post office box fees (PO boxes and safe deposit boxes)	2,000		2,000
Bank fees	80,000		80,000
Other Fees	5,000		5,000
Misc. minor fees	950		950
Midway Parking Fee	1,200		1,200
Title Reports/Property Research	1,000		1,000
	<u>\$ 92,150</u>		<u>\$ 92,150</u>
<u>Miscellaneous</u>			
	<u>\$ 100</u>		<u>\$ 100</u>
<u>Vehicle Licensing</u>			
	<u>\$ 125</u>		<u>\$ 125</u>
<u>Fees - Liens &amp; Easements</u>			
	<u>\$ 10,000</u>		<u>\$ 10,000</u>
<b>Total Permits, Licenses, Fees and Misc.</b>	<u><u>\$ 104,025</u></u>	<u><u>\$ 91,850</u></u>	<u><u>\$ 195,875</u></u>

**Highline Water District  
2020 Budget  
Printing**

	<u>Administration</u>	<u>Customer Accounts</u>	<u>Total</u>
Billing statements		\$ 43,000	\$ 43,000
Billing related inserts		2,000	2,000
Newsletters	\$ 5,000		5,000
CCR report	2,000		2,000
Consumables	2,000		2,000
Other printing	500		500
Engineering printing	3,000		3,000
Total Printing	<u>\$ 12,500</u>	<u>\$ 45,000</u>	<u>\$ 57,500</u>

**Highline Water District  
2020 Budget  
Postage**

	<u>Administration</u>	<u>Customer Accounts</u>	<u>Total</u>
Billing Statements		\$ 54,000	\$ 54,000
Rate increase newsletter, & other bulk mail		4,000	4,000
CCR	\$ 2,300		2,300
General	4,500		4,500
Overnight Charges	300		300
Total Postage	<u>\$ 7,100</u>	<u>\$ 58,000</u>	<u>\$ 65,100</u>

**Highline Water District  
2020 Budget  
Employee Relations**

	<u>Administration</u>
Employee awards/incentives	\$ 3,500
Employee Assistance-Far West Family Svcs	3,600
Miscellaneous	4,000
Total Employee Relations	<u>\$ 11,100</u>

**Miscellaneous =**

- Plaques-committee members etc
- B-Days
- Christmas Party
- Meeting exp -donuts etc
- Misc employee lunches
- Illness new baby marriage etc
- Popcorn, coffee
- Retirement, going away etc. parties
- Holiday candy, etc
- Etc

**Highline Water District  
2020 Budget  
Dues & Subscriptions**

	<u>Administration</u>
<u>Subscriptions</u>	
Keep Up-to-Date on Payroll	\$ 350
Daily Journal of Commerce	220
Seattle Times	455
Top Health	320
Other Miscellaneous Subscriptions	320
Total Subscriptions	<u>\$ 1,665</u>
 <u>Dues WASWD</u>	
WASWD	<u>\$ 19,610</u>
 <u>Dues-other</u>	
AWWA-Membership	\$ 3,955
Washington Water Utilities Council/PNWS-AWWA	2,500
SW King County Chamber of Commerce	400
Kent Chamber of Commerce	475
Highline Water District - GMPC	1,000
Evergreen Rural Membership	700
Miscellaneous Dues	850
Total Dues other	<u>\$ 9,880</u>
Total Dues & Subscriptions	<u><u>\$ 31,155</u></u>



**Highline Water District  
2020 Budget  
Telephone**

	<b>Administration</b>	<b>Pumps Reservoirs &amp; Telemetry</b>	<b>Total</b>
Cellular	\$ 16,200		\$ 16,200
Wireless	4,350	\$ 5,820	10,170
Phone Service (land lines)	16,800	47,400	64,200
Total Telephone	<u>\$ 37,350</u>	<u>\$ 53,220</u>	<u>\$ 90,570</u>

**Highline Water District  
2020 Budget  
Hardware/Software/Internet**

	<u>Administration</u>
<b><u>Computers-Software Maintenance Support</u></b>	
Annual support on Harris Northstar	\$ 62,540
Beacon Badger system annual maintenance	3,900
Annual support - GEMS Financials & HRMS	55,004
Annual support - Unisys Corp (3rd party GEMS)	2,555
Annual support on Lucity (GBA)	19,510
Annual support on ESRI GIS system	4,510
Annual support on Innovyze H2O Net Hydraulic Model	1,800
Annual support on Innovyze InfoWater InfoCare	2,350
DLT Solutions Autocad renewal/support	2,720
SiteProtector server anti-virus service & backup licenses	9,504
SiteProtector workstations & mobile device anti-virus service	10,454
SiteProtector threat monitor collector & log source	2,970
SentinelOne antivirus	3,818
Remote backup service (OBM)	4,290
SonicWall-NSA3600 secure upgrade 2 yrs 11/19 - 10/21	2,548
Teleworks - annual fee outbound notification system	4,100
Laserfiche Maintenance	17,500
Miscellaneous software maintenance & support	3,000
	<u>\$ 213,073</u>
<b><u>Computer Hardware - Minor Assets</u></b>	
Replacement PC's (6) & 1-laptop replacement	\$ 14,300
Monitors & video cards	2,500
Miscellaneous Minor Hardware	5,000
	<u>\$ 21,800</u>
<b><u>Miscellaneous</u></b>	
Internet fees	\$ 3,660
Hardware Preventive Maintenance	600
Hardware Repairs	1,000
SPU WSRN license for Eros GPS	1,200
ERSI - ArcGIS licenses	27,700
Software One - Select Plus Windows server licenses	3,725
Software - Office 365	10,600
Other software & miscellaneous computer related	6,500
	<u>\$ 54,985</u>
Total Hardware/Software/Internet	<u><u>\$ 289,858</u></u>

**Highline Water District  
2020 Budget  
Legal Fees**

**Administration**

General District Business	\$ 80,000
Human Resources	5,000
Water Issues	5,000
Total Legal Fees	<u>\$ 90,000</u>

**Highline Water District  
2020 Budget  
Engineering Services**

	<u>Administration</u>
General Engineering	50,000
Lakehave Supply Study	80,000
Misc-legal descriptions, easements, etc.	<u>15,000</u>
Total Engineering Services	<u>\$ 145,000</u>

**Highline Water District  
2020 Budget  
Outside Services**

	<b>Administration</b>	<b>Customer Accounts</b>	<b>Transmission &amp; Distribution</b>	<b>Total</b>
<u>Consulting Services</u>				
General computer consulting	\$ 65,000			\$ 65,000
Miscellaneous	20,000			20,000
Core software consulting/training	21,500			21,500
ESRI Database conversion & consulting	40,000			40,000
Emergency Response/Vulnerability Assessment	150,000			150,000
Public Outreach	15,000			15,000
	<u>\$ 311,500</u>			<u>\$ 311,500</u>
<u>Human Resource Services</u>				
Archbright Employers Service	\$ 3,816			\$ 3,816
HR Services-Other	250			250
HR Services-Medical	3,600			3,600
HR Services - Temporary Services (Records)	16,000			16,000
	<u>\$ 23,666</u>			<u>\$ 23,666</u>
<u>Other Services</u>				
Teleworks - Hosted vCARE NorthStar IVR		\$ 16,200		\$ 16,200
Badger Meter - Mobile Hosting Service (endpoints)		12,400		12,400
Lockbox Payment Processing		18,500		18,500
Courier Service	\$ 5,200			5,200
Advertising	4,600			4,600
Document Imaging (archives)	3,000			3,000
Other Services	6,000		\$ 10,000	16,000
	<u>\$ 18,800</u>	<u>\$ 47,100</u>	<u>\$ 10,000</u>	<u>\$ 75,900</u>
<b>Total Outside Services</b>	<u><u>\$ 353,966</u></u>	<u><u>\$ 47,100</u></u>	<u><u>\$ 10,000</u></u>	<u><u>\$ 411,066</u></u>

**Highline Water District  
2020 Budget  
Office Equipment**

	<u>Administration</u>
<u>Office Equipment Preventive Maintenance</u>	
Annual maintenance on main copier	\$ 2,700
Annual maintenance on Pitney Bowes folder/insertter	575
Maintenance for Altura telephone system	3,125
Annual maint on Const Svc copier-Konica Minolta	1,000
Annual maiantenance on postage machine	1,400
	<u>\$ 8,800</u>
 <u>Office Equipment Rental &amp; Lease</u>	 <u>\$ 1,000</u>
 <u>Office Equipment Repair</u>	 <u>\$ 1,000</u>
 Total Office Equipment	 <u><u>\$ 10,800</u></u>

**Highline Water District  
2020 Budget  
Utilities**

	<u>Wholesale Water Supply</u>	<u>Pumps, Reservoirs &amp; Telemetry</u>	<u>Wells &amp; Water Treatment</u>	<u>Administration</u>	<u>Total</u>
Garbage & Recycling				\$ 6,110	\$ 6,110
Natural Gas				10,300	10,300
Real Estate Tax				7,400	7,400
Storm/Surface Water Management		\$ 180		7,000	7,180
Power	\$ 110,650	30,000	\$ 248,000	22,500	411,150
Sewer	1,650	500		550	2,700
Sewer - Backwash			18,300		18,300
<b>Total Utilities</b>	<u>\$ 112,300</u>	<u>\$ 30,680</u>	<u>\$ 266,300</u>	<u>\$ 53,860</u>	<u>\$ 463,140</u>

\*Power - Supply=Pump stations #'s 2, 3 & 6

- Pumps Reservoirs & Telemetry = Pump stations #'s 1, 4, 7 & reservoirs

**Highline Water District**  
**2020 Capital Asset Purchase Budget**  
**Individual budget amounts do not include sales tax**

Line	Asset	Cost
1	Ford F750 service truck, cab & chassis	\$ 68,000
2	Service truck body & equipment	67,000
3	Replacement vehicle - #80	40,000
4	LaserFiche software implementation	27,000
5	Info Water - hydraulic model software	27,000
6	Large full matrix message board	18,000
7	Network server	15,000
8	Office phone recabling - analog to digital conversion	30,275
Subtotal		<u>\$ 292,275</u>
Plus: Sales tax		<u>\$ 29,633</u>
Total Capital Asset purchases		<u><u>\$ 321,908</u></u>



Agenda Item No.: 5.1  
Agenda Date: 12/18/19  
Reviewed By: M. E.

Subject: Adopt 2020 Operating Budget

CATEGORY	
<i>Executive</i>	<input type="checkbox"/>
<i>Administrative</i>	<input checked="" type="checkbox"/>
<i>Engineering/Operations</i>	<input checked="" type="checkbox"/>

FINANCIAL						
<i>Expenditures?</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<i>Budgeted?</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<i>Amount: \$</i> _____						
<i>Plus WSST</i>						

**ATTACHMENTS:**

1. Resolution #19-12-18A
2. Exhibit A – 2020 Operating Budget

**COMMENTS:**

Each year staff and the Commissioners review the needs of the District and establish an Operating Budget (attached to the resolution as Exhibit A).

Staff recommends approval of this resolution.