

**HIGHLINE WATER DISTRICT  
King County, Washington**

**RESOLUTION 20-12-16A**

**RESOLUTION ADOPTING THE 2021 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 2021 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

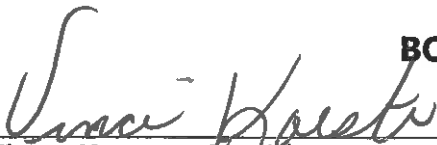
**WHEREAS**, the Board of Commissioners are satisfied with the 2021 Budget developed by the General Manager and Staff.

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

The Board of Commissioners hereby approves the 2021 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 **16th** day of **December 2020**.

**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
**Vince Koester**, President

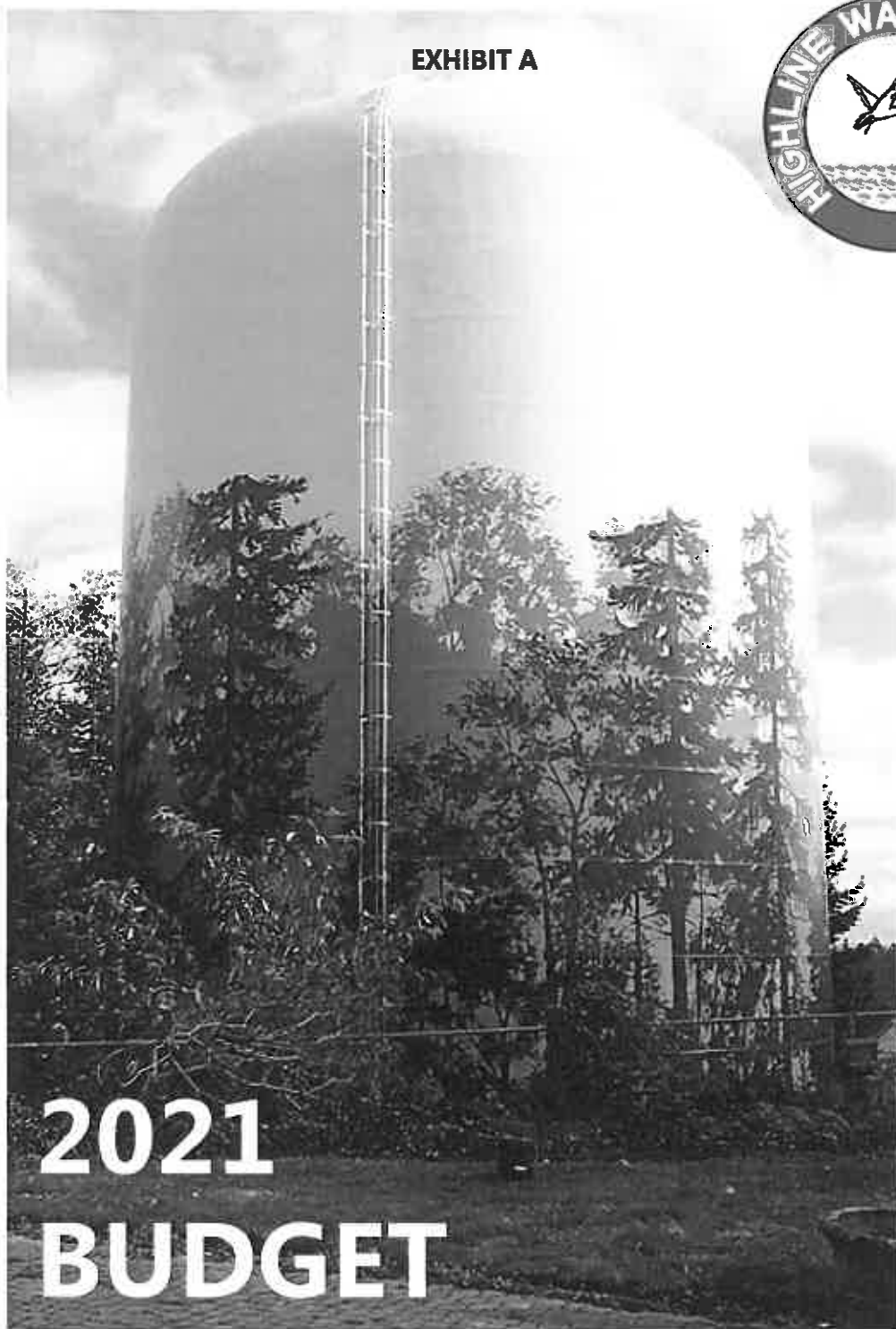
  
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**Polly Daigle**, Commissioner

  
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**Kathleen Quong-Vermeire**, Commissioner

  
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**Todd Fultz**, Secretary

  
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**Daniel Johnson**, Commissioner

**EXHIBIT A**



# **2021 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***

***Polly Daigle | Todd Fultz | Dan Johnson | Vince Koester | Kathleen Quong-Vermeire***

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**HIGHLINE WATER DISTRICT**

**Sources and Applications of Funds  
2021 Budget**

	Budget 2021	2022	Projected 2023	2024
<b>SOURCES OF FUNDS</b>				
<b>Rate Revenues</b>				
Residential	\$8,577,416	\$8,791,852	\$9,011,648	\$9,236,939
Commercial	8,601,635	8,816,675	9,037,092	9,263,020
Stand-By Fire Service	256,380	262,789	269,359	276,093
<b>Total Rate Revenues (detail pages 6-7)</b>	<b>\$17,435,431</b>	<b>\$17,871,316</b>	<b>\$18,318,099</b>	<b>\$18,776,052</b>
<b>Other Revenues</b>				
Hydrant Meter Sales	\$35,000	\$35,700	\$35,000	\$35,000
Street Lights - (Puget Sound Energy)	131,000	131,000	131,000	133,620
City Franchise Fees & Taxes	654,158	671,166	688,616	706,520
Wholesale Water Sales	3,000	3,000	3,000	3,000
Discounts and Adjustments	(25,000)	(25,625)	(26,266)	(26,922)
Meter Applications	50,000	50,000	50,000	50,000
Other Customer Charges (detail page 8)	200,075	205,077	210,204	215,459
Interest Income (maintenance fund)	111,622	102,681	106,174	104,097
Lease Income	214,502	220,510	208,604	192,284
Other Income (detail page 8)	479,000	150,000	150,000	150,000
<b>Total Other Revenues</b>	<b>\$1,853,357</b>	<b>\$1,543,510</b>	<b>\$1,556,333</b>	<b>\$1,563,058</b>
<b>Total Sources of Funds</b>	<b>\$19,288,788</b>	<b>\$19,414,826</b>	<b>\$19,874,432</b>	<b>\$20,339,109</b>
<b>APPLICATIONS OF FUNDS</b>				
<b>OPERATION &amp; MAINTENANCE EXPENSES</b>				
<b>Wholesale Water Supply</b>				
Salary & Wages	11,022	\$11,243	\$11,467	\$11,697
Retirement	1,280	1,305	1,331	1,358
Medical, Dental	2,332	2,426	2,523	2,623
Payroll Taxes	985	1,005	1,025	1,045
Water Purchased - Seattle (detail page 9)	4,883,906	5,030,423	5,181,336	5,336,776
Water Purchased - Other	2,000	2,000	2,000	2,000
Field Services - Water Quality & Sampling (detail page 15)	8,000	8,160	8,323	8,490
Utilities (detail page 28)	131,800	134,436	137,125	139,867
Maintenance (detail page 10)	30,000	30,600	31,212	31,836
Fuel	1,700	1,734	1,769	1,804
<b>Total Supply</b>	<b>\$5,073,025</b>	<b>\$5,223,331</b>	<b>\$5,378,111</b>	<b>\$5,537,497</b>
<b>Pumps, Reservoirs &amp; Telemetry</b>				
Salary & Wages	146,792	\$149,728	\$152,723	\$155,777
Retirement	17,043	17,383	17,731	18,086
Medical, Dental	20,983	21,823	22,696	23,603
Payroll Taxes	12,817	13,073	13,335	13,601
Uniforms (detail page 11)	1,500	1,350	1,350	1,350
Maintenance (detail page 10)	55,600	56,712	57,846	59,003
Utilities (detail page 28)	30,680	31,294	31,919	32,558
Telephone & Wireless Communication (detail page 22)	37,000	37,740	38,495	39,265
Fuel	4,200	4,284	4,370	4,457
<b>Total Pumps, Reservoirs &amp; Telemetry</b>	<b>\$326,615</b>	<b>\$333,387</b>	<b>\$340,464</b>	<b>\$347,700</b>

**HIGHLINE WATER DISTRICT**

**Sources and Applications of Funds  
2021 Budget**

	Budget 2021	2022	Projected 2023	2024
<b><i>Wells &amp; Water Treatment</i></b>				
Salary & Wages	165,654	\$168,967	\$172,347	\$175,793
Retirement	18,993	19,373	19,760	20,156
Medical, Dental	33,143	34,468	35,847	37,281
Payroll Taxes	15,374	15,681	15,995	16,315
Chemicals	85,000	86,700	88,434	90,203
Maintenance (detail page 10)	70,040	81,000	82,620	84,272
Utilities (detail page 28)	272,200	280,000	285,600	291,312
Fuel	3,400	3,468	3,537	3,608
<b>Total Wells &amp; Water Treatment</b>	<b>\$663,804</b>	<b>\$689,658</b>	<b>\$704,141</b>	<b>\$718,940</b>
<b><i>Transmission &amp; Distribution</i></b>				
Salary & Wages	1,541,416	\$1,572,244	\$1,603,689	\$1,646,508
Retirement	176,185	179,708	183,302	186,968
Medical, Dental	327,657	340,763	354,394	368,569
Payroll Taxes	136,971	139,710	142,504	145,354
Uniforms (detail page 11)	11,500	11,500	11,500	11,500
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)	49,000	49,980	50,980	51,999
Equipment Maintenance (detail page 10)	62,000	63,240	64,505	65,795
Fuel	20,000	20,400	20,808	21,224
Other Outside Services (detail page 26)	15,000	10,000	10,000	10,000
Books Manuals	1,000	1,020	1,040	1,061
Travel (detail page 16)	12,000	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)	104,600	106,692	108,826	111,002
<b>Total Transmission &amp; Distribution</b>	<b>\$2,790,328</b>	<b>\$2,852,617</b>	<b>\$2,916,055</b>	<b>\$2,991,779</b>
<b><i>Customer Accounts</i></b>				
Salary & Wages	526,141	\$536,664	\$547,398	\$561,745
Retirement	59,981	61,180	62,404	63,652
Medical, Dental	144,205	149,973	155,972	162,211
Payroll Taxes	46,162	47,085	48,027	48,987
Uniforms (detail page 11)	2,500	2,500	2,500	2,500
Fuel	10,500	10,710	10,924	11,143
Printing (detail page 18)	45,000	45,900	46,818	47,754
Postage (detail page 19)	49,000	49,980	50,980	51,999
Other Outside Services (detail page 26)	48,200	49,164	50,147	51,150
<b>Total Customer Accounts</b>	<b>\$931,689</b>	<b>\$953,156</b>	<b>\$975,169</b>	<b>\$1,001,142</b>
<b>Total O&amp;M Expenses Before A&amp;G</b>	<b>\$9,785,460</b>	<b>\$10,052,150</b>	<b>\$10,313,939</b>	<b>\$10,597,058</b>

**HIGHLINE WATER DISTRICT**

**Sources and Applications of Funds  
2021 Budget**

	Budget 2021	2022	Projected 2023	2024
<b>Administration &amp; General</b>				
Salary & Wages	726,562	\$741,093	\$755,915	\$771,034
Retirement	82,341	83,987	85,667	87,381
Medical, Dental	220,249	229,059	238,221	247,750
Payroll Taxes	83,049	84,710	86,404	88,132
Uniforms (detail page 11)	1,000	1,000	1,000	1,000
Employee Relations (detail page 20)	10,700	10,914	11,132	11,355
Street Light Cost (Puget Sound Energy)	118,000	120,360	122,767	125,223
City Franchise Fees	614,180	629,534	645,273	661,405
Fuel	1,500	1,530	1,561	1,592
Postage (detail page 19)	7,500	7,650	7,803	7,959
Dues & Subscriptions (detail page 21)	32,960	33,619	34,292	34,977
Community Relations & Conservation (detail page 13)	6,700	6,834	6,971	7,110
Supplies (detail page 12)	34,000	34,680	35,374	36,081
Printing (detail page 18)	12,500	12,750	13,005	13,265
Telephone & Wireless Communication (detail page 22)	50,550	51,561	52,592	53,644
Answering Service	3,200	3,264	3,329	3,396
Hardware/Software/Internet (detail page 23)	307,543	313,694	319,968	326,367
Legal Fees (detail page 24)	70,000	70,000	70,000	70,000
Auditing and Accounting Fees	25,000	35,000	30,000	30,000
Engineering Services (detail page 25)	145,000	65,000	65,000	65,000
Other Outside Services (detail page 26)	295,750	250,000	250,000	250,000
Insurance Expense	264,892	270,190	275,594	281,106
Damages	35,000	35,000	35,000	35,000
Office Equipment (detail page 27)	10,300	10,506	10,716	10,930
Communications	12,000	12,240	12,485	12,734
Utilities (detail page 28)	55,185	56,289	57,414	58,563
Building Maintenance (detail page 10)	97,689	340,000	70,000	70,000
Travel (detail page 16)	25,000	25,500	26,010	26,530
Registration, Tuition (detail page 16)	24,000	24,480	24,970	25,469
Permits, Licenses, Fees, Miscellaneous (detail page 17)	94,150	96,033	97,954	99,913
Books, Manuals, etc.	1,500	1,500	1,500	1,500
Election Costs	80,000	0	40,000	0
B&O Tax	952,659	968,263	991,834	1,015,882
<b>Total Administration &amp; General</b>	<b>\$4,500,659</b>	<b>\$4,626,241</b>	<b>\$4,479,750</b>	<b>\$4,530,298</b>
<b>Total Operation &amp; Maintenance Expense</b>	<b>\$14,286,119</b>	<b>\$14,678,391</b>	<b>\$14,793,689</b>	<b>\$15,127,356</b>

**HIGHLINE WATER DISTRICT**

**Sources and Applications of Funds**

**2021 Budget**

	Budget 2021	2022	Projected 2023	2024
<b>CAPITAL PROJECTS</b>				
16-2 George Landon Pump Station (PS # 8)	\$4,339,108			
16-6 Mansion Hill Pump Station (PS # 9)	1,215,657			
18-2 International Blvd at SR509 Road Improvements	3,377,873	247,333	\$240,333	225,333
18-5 34th Ave S Water Main Replacement	836,020			
19-1 2019 AC Water Main Replacement (North Hill area)	2,210,422			
19-2 Manhattan Cast Iron Water Main Replacement		257,500	1,350,000	
20-1 SL Military Rd Water Main Relocation (ST Reimbursement)	605,000			
21-1 24th Ave S Water main Replacement (2022 AC Project)	85,000	995,750		
21-2 32nd Ave S - S 180th St Water Main Replacement (City of SeaTac)	115,800	2,102,550		
21-3 Mansion Hill 2.5 MG Reservoir Int./Ext. Recoat & Safety Improvement	75,000	2,050,000		
PRV/SCADA Pressure Modification		175,000		
2023 AC Water Main Replacement (Budget Allocation)			3,500,000	
2024AC Water Main Replacement (Budget Allocation)				5,000,000
Small Works/Emergency Projects	350,000	350,000	350,000	350,000
Mitigation Improvements	40,000	50,000	50,000	50,000
Meters/Hydrants/Services	500,000	400,000	400,000	400,000
Capital Asset Purchases (detail page 29)	297,330	250,000	255,000	260,000
<b>Total Capital Additions</b>	<b>\$14,047,210</b>	<b>\$6,878,133</b>	<b>\$6,145,333</b>	<b>\$6,285,333</b>
<b>Less: Outside Funding Sources</b>				
General Facility (GFC) Charges	\$600,000	\$500,000	\$500,000	\$500,000
Other Funding Sources				
Other Reimbursement (16-3 & 16-6 ST, City of DM and MS)	2,153,414			
Operating Reserves	4,000,000	3,000,000	4,000,000	5,000,000
Construction Fund Reserves	5,982,071	2,481,008	772,720	(97,680)
<b>Total Outside Funding</b>	<b>\$12,735,485</b>	<b>\$5,981,008</b>	<b>\$5,272,720</b>	<b>\$5,402,320</b>
<b>Total C.I.P From Rates</b>	<b>\$1,311,725</b>	<b>\$897,125</b>	<b>\$872,613</b>	<b>\$883,013</b>
<b>DEBT SERVICE</b>				
<b>Existing Debt</b>				
2001 PWTF - 01-029 01-1 Various watermain replacements .5%	92,876			
2002 PWTF - 02-023 02-2 Three Tree Pt main replc/N Hill booster .5%	72,686	72,326		
2003 PWTF - 03-113 03-4 600 Zone & main replacement .5%	44,037	43,820	43,603	
2004 DWSRF - 03-013 03-4 600 Zone & main replacement 1.5%	7,220	7,117	7,013	
2004 PWTF - 04-034 02-4 SW Suburban main replacement .5%	44,119	43,903	43,686	43,470
2006 PWTF - 06-117 07-1 490 zone& pressure reducing .5%	36,567	36,389	36,212	36,034
2008 PWTF - 08-951 07-1 490 zone& pressure reducing .5%	158,694	157,931	157,168	156,405
2012 PWTF - 13-961 13-1 Angle Lake water main replacement .25%	128,825	128,513	128,200	127,887
<b>Total Existing Debt</b>	<b>\$585,024</b>	<b>\$489,998</b>	<b>\$415,882</b>	<b>\$363,796</b>
<b>Total Debt Service</b>	<b>\$585,024</b>	<b>\$489,998</b>	<b>\$415,882</b>	<b>\$363,796</b>

**HIGHLINE WATER DISTRICT**

**Sources and Applications of Funds  
2021 Budget**

	Budget 2021	2022	Projected 2023	2024
<b>TOTAL REVENUE REQUIREMENTS</b>	<b>\$16,182,868</b>	<b>\$16,065,514</b>	<b>\$16,082,185</b>	<b>\$16,374,166</b>
<b>Total Operating Reserves (decrease) increase</b>	<b>\$3,105,920</b>	<b>\$3,349,312</b>	<b>\$3,792,247</b>	<b>\$3,964,944</b>
<b>Operating Reserves:</b>				
Beginning Balance	\$11,162,210	\$10,268,130	\$10,617,441	\$10,409,688
Plus: Year End Increase (Decrease)	3,105,920	3,349,312	3,792,247	3,964,944
Less: Uses of Funds Capital	(4,000,000)	(3,000,000)	(4,000,000)	(5,000,000)
Ending Balance	\$10,268,130	\$10,617,441	\$10,409,688	\$9,374,632
<b>Construction Fund:</b>				
Beginning Balance	\$14,872,188	\$9,092,097	\$6,744,566	\$6,079,936
Plus: Additional Funds	8,065,139	4,397,125	5,372,613	6,383,013
Plus: Interest	201,980	133,477	108,090	104,189
King County Investment Pool Realized Gain/(Loss)	0	0	0	0
Less: Uses of Funds	(14,047,210)	(6,878,133)	(6,145,333)	(6,285,333)
Ending Balance	\$9,092,097	\$6,744,566	\$6,079,936	\$6,281,806
<b>Financial Reserve Policy Targets:</b>				
Operating Fund	\$7,143,060	\$7,339,196	\$7,396,845	\$7,563,678
Construction Fund	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000
Total Policy/Target Reserves	\$10,143,060	\$10,339,196	\$10,396,845	\$10,563,678
<b>Total Funds Projected Ending Balance:</b>	<b>\$19,360,226</b>	<b>\$17,362,007</b>	<b>\$16,489,624</b>	<b>\$15,656,438</b>



**Highline Water District  
Water Revenues  
2021**

**0.0% RATE INCREASE**

		Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Annual Total
<b>RESIDENTIAL</b>														
Meter Size	Rate													
5/8" - Discounted	\$10.10	245	245	245	245	245	245	245	245	245	245	245	245	245
3/4" - Discounted	\$10.10	18	18	18	18	18	18	18	18	18	18	18	18	18
5/8"	\$15.53	11,609	11,609	11,609	11,609	11,609	11,609	11,609	11,609	11,609	11,609	11,609	11,609	11,609
3/4"	\$15.53	3,191	3,191	3,191	3,191	3,191	3,191	3,191	3,191	3,191	3,191	3,191	3,191	3,191
1"	\$27.63	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020
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		16,112	16,112	16,112	16,112	16,112	16,112	16,112	16,112	16,112	16,112	16,112	16,112	16,112
Total Residential Meter Revenue		\$262,103	\$262,103	\$262,103	\$262,103	\$262,103	\$262,103	\$262,103	\$262,103	\$262,103	\$262,103	\$262,103	\$262,103	\$3,145,235
Usage-Winter (ccf)	\$3.82	85,078	80,006	81,856	101,036	104,141	0	0	0	0	117,624	78,025	77,735	735,500
UsageSummer (5 ccf)	\$3.82						80,560	80,560	80,560	80,560				322,240
UsageSummer (6+ ccf)	\$4.53	0	0	0			60,062	62,115	127,672	56,557	0	0	0	306,407
Total Residential Usage Revenue		\$325,276	\$344,115	\$312,956	\$386,286	\$398,155	\$580,113	\$689,411	\$886,420	\$564,235	\$449,704	\$298,310	\$297,199	\$5,432,181
Total Residential Revenue		\$587,378	\$606,218	\$575,059	\$648,388	\$660,258	\$842,216	\$851,514	\$1,148,523	\$826,338	\$711,807	\$580,413	\$559,302	\$8,577,416
<b>COMMERCIAL (includes multi-family)</b>														
5/8"	\$23.63	178	178	178	178	178	178	178	178	178	178	178	178	178
3/4"	\$23.63	135	135	135	135	135	135	135	135	135	135	135	135	135
1"	\$47.74	482	482	482	482	482	482	482	482	482	482	482	482	482
1 1/2"	\$87.04	673	673	673	673	673	673	673	673	673	673	673	673	673
2"	\$136.24	351	351	351	351	351	351	351	351	351	351	351	351	351
3"	\$284.08	84	84	84	84	84	84	84	84	84	84	84	84	84
4"	\$430.68	31	31	31	31	31	31	31	31	31	31	31	31	31
6"	\$833.51	7	7	7	7	7	7	7	7	7	7	7	7	7
8"	\$1,315.60	2	2	2	2	2	2	2	2	2	2	2	2	2
Meter Count		1,943	1,943	1,943	1,943	1,943	1,943	1,943	1,943	1,943	1,943	1,943	1,943	1,943
Total Comm. Meter Revenue		\$182,489	\$182,489	\$182,489	\$182,489	\$182,489	\$182,489	\$182,489	\$182,489	\$182,489	\$182,489	\$182,489	\$182,489	\$2,189,864
Usage-Winter (ccf)	\$3.82	134,622	77,694	137,814	74,634	145,059	0	0	0	0	80,376	140,775	97,965	888,940
UsageSummer (5 ccf)	\$3.82						9,715	9,715	9,715	9,715				38,860
UsageSummer (6+ ccf)	\$4.53	0	0	0	0	0	79,663	199,610	89,053	159,168	0	0	0	527,493
Total Comm. Usage Revenue		\$514,692	\$297,044	\$526,897	\$285,345	\$554,599	\$398,055	\$941,478	\$440,596	\$758,251	\$307,299	\$538,217	\$374,546	\$5,937,019
Total Commercial Revenue		\$697,181	\$479,532	\$709,386	\$467,833	\$737,087	\$580,544	\$1,123,966	\$623,085	\$940,740	\$489,788	\$720,706	\$557,035	\$8,126,883
Total Comm & MF Residential Meter Revenue		\$182,489	\$182,489	\$182,489	\$182,489	\$182,489	\$182,489	\$182,489	\$182,489	\$182,489	\$182,489	\$182,489	\$182,489	\$2,189,864
Total Comm & MF Residential Usage Revenue		\$514,692	\$297,044	\$526,897	\$285,345	\$554,599	\$398,055	\$941,478	\$440,596	\$758,251	\$307,299	\$538,217	\$374,546	\$5,937,019
Total Comm & MF Residential Revenue		\$697,181	\$479,532	\$709,386	\$467,833	\$737,087	\$580,544	\$1,123,966	\$623,085	\$940,740	\$489,788	\$720,706	\$557,035	\$8,126,883

Highline Water District  
Water Revenues  
2021

0.0% RATE INCREASE

Irrigation - (commercial)

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Annual Total	
<b>Meter Size</b>	<b>Rate</b>													
5/8"	\$23.63	28	28	28	28	28	28	28	28	28	28	28	28	
3/4"	\$23.63	43	43	43	43	43	43	43	43	43	43	43	43	
1"	\$47.74	102	102	102	102	102	102	102	102	102	102	102	102	
1 1/2"	\$87.04	82	82	82	82	82	82	82	82	82	82	82	82	
2"	\$136.24	72	72	72	72	72	72	72	72	72	72	72	72	
<b>Meter Count</b>	327	327	327	327	327	327	327	327	327	327	327	327	327	
<b>Total Irrigation Meter Revenue</b>	\$23,494	\$23,494	\$23,494	\$23,494	\$23,494	\$23,494	\$23,494	\$23,494	\$23,494	\$23,494	\$23,494	\$23,494	\$281,933	
<b>Usage- (ccf)</b>	\$4.53	300	300	330	330	800	2,000	8,000	13,000	14,000	2,000	1,200	300	42,560
<b>Total Irrigation Usage Revenue</b>	\$1,359	\$1,359	\$1,495	\$1,495	\$3,624	\$9,061	\$36,244	\$58,897	\$63,427	\$9,061	\$5,437	\$1,359	\$192,818	
<b>Total Irrigation Revenue</b>	\$24,854	\$24,854	\$24,989	\$24,989	\$27,119	\$32,555	\$59,738	\$82,391	\$86,921	\$32,555	\$28,931	\$24,854	\$474,751	
<b>Total Commercial</b> Includes Multi-family & Irrigation	\$722,035	\$504,386	\$734,375	\$492,823	\$764,206	\$613,089	\$1,183,705	\$705,476	\$1,027,661	\$522,343	\$749,637	\$581,888	\$8,601,635	

STAND-BY FIRE SERVICE

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	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	74	74	74	74	74	74	74	74	74	74	74	74
2 1/2"	\$19.49	14	14	14	14	14	14	14	14	14	14	14	14
3"	\$37.18	2	2	2	2	2	2	2	2	2	2	2	2
4"	\$46.07	86	86	86	86	86	86	86	86	86	86	86	86
6"	\$66.74	110	110	110	110	110	110	110	110	110	110	110	110
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>	414	414	414	414	414	414	414	414	414	414	414	414	414
<b>Total SBF Meter Revenue</b>	\$20,902	\$20,902	\$20,902	\$20,902	\$20,902	\$20,902	\$20,902	\$20,902	\$20,902	\$20,902	\$20,902	\$20,902	\$250,825
<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	\$191	\$726	\$229	\$362	\$204	\$159	\$204	\$382	\$459	\$1,109	\$5,555
<b>Total Stand-by Fire Revenue</b>	\$21,284	\$22,049	\$21,093	\$21,628	\$21,131	\$21,265	\$21,106	\$21,061	\$21,106	\$21,284	\$21,361	\$22,011	\$256,380
<b>Total Meters</b>	18,796	18,796	18,796	18,796	18,796	18,796	18,796	18,796	18,796	18,796	18,796	18,796	18,796
<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	2,863,415
<b>Total Meter Charges</b>	\$488,988	\$488,988	\$488,988	\$488,988	\$488,988	\$488,988	\$488,988	\$488,988	\$488,988	\$488,988	\$488,988	\$488,988	\$5,867,858
<b>Total Usage Charges</b>	\$841,710	\$643,655	\$841,540	\$673,852	\$956,608	\$987,591	\$1,567,337	\$1,386,072	\$1,386,117	\$766,447	\$842,422	\$674,213	\$11,567,573
<b>Total Revenues - All Classes</b>	\$1,330,698	\$1,132,653	\$1,330,528	\$1,162,840	\$1,445,596	\$1,476,580	\$2,056,325	\$1,875,060	\$1,875,105	\$1,255,435	\$1,331,411	\$1,163,201	\$17,435,431

**Highline Water District  
2021 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
Embezzlement recovery - (1997 Audit Report)	2,520
	<u>\$ 284,075</u>

- \*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
	<u>\$ 765,000</u>

**Highline Water District  
Purchased Water Costs  
2021 Projection**

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Total
<b>Projected Water Supply Purchases</b>													
Total Production & Purchases CCF	220,000	210,000	220,000	220,000	250,000	290,000	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	\$1.81	\$2.57	\$2.57	\$2.57	\$2.53	\$1.74	\$1.74	\$1.74	
<b>Total Seattle Water Charges</b>													
Supply	\$261,000	\$243,600	\$252,300	\$252,300	\$316,890	\$552,550	\$732,450	\$835,250	\$619,766	\$304,500	\$252,300	\$261,000	\$4,883,906

**Highline Water District  
2021 Budget  
Maintenance**

	Pumps				Administration	Total
	Wholesale Water Supply	Reservoirs & Telemetry	Wells & Water Treatment	Transmission & Distribution		
<u>Maintenance</u>						
Maintenance of office building					\$ 40,000	\$ 40,000
Building janitorial service					25,000	25,000
Emergency generators maintenance	\$ 10,000	\$ 10,000	\$ 5,000		2,164	27,164
Facility Repair-Wells, Pumps, Treatment		7,000	15,000			22,000
Security maintenance		1,000	2,500		5,500	9,000
Equipment Rental & Lease				\$ 12,000	3,000	15,000
Equipment Maintenance & Repair	20,000	25,000	45,000	5,000	5,000	100,000
Vehicle Repair & Maintenance				45,000		45,000
Supplies - Minor Assets and Other			2,000			2,000
	<u>\$ 30,000</u>	<u>\$ 43,000</u>	<u>\$ 69,500</u>	<u>\$ 62,000</u>	<u>\$ 80,664</u>	<u>\$ 285,164</u>
<u>Landscaping</u>		\$ 12,600			\$ 12,000	\$ 24,600
<u>Building Alarm monitoring</u>			\$ 540		\$ 700	\$ 1,240
<u>Facility Preventive Maintenance</u>						
Annual maintenance - HVAC system					\$ 4,325	\$ 4,325
<b>Total Maintenance</b>	<u>\$ 30,000</u>	<u>\$ 55,600</u>	<u>\$ 70,040</u>	<u>\$ 62,000</u>	<u>\$ 97,689</u>	<u>\$ 315,329</u>

**Highline Water District  
2021 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
11 Employees @ \$500 each		\$ 8,500			8,500
4 Employees @ \$500 each			\$ 2,500		2,500
1 Employee @ \$500 each				\$ 500	500
Miscellaneous		3,000		500	3,500
<b>Total Uniforms</b>	<b>\$ 1,500</b>	<b>\$ 11,500</b>	<b>\$ 2,500</b>	<b>\$ 1,000</b>	<b>\$ 16,500</b>

**Highline Water District  
2021 Budget  
Supplies**

	<u>Administration</u>	<u>Transmission &amp; Distribution</u>	<u>Total</u>
Safety Supplies/First Aid Supplies	\$ 5,000	\$ 10,000	\$ 15,000
Field Tools & Minor Equipment		35,000	35,000
Other Field Supplies		15,000	15,000
Janitorial Supplies	4,500		4,500
Office Supplies-Consumables	10,000		10,000
Office Supplies-Minor Assets	5,500		5,500
Supplies-Minor Assets	5,000		5,000
Supplies-Other	3,000		3,000
Emergency Management Supplies	1,000		1,000
Total Supplies	<u>\$ 34,000</u>	<u>\$ 60,000</u>	<u>\$ 94,000</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  
2021 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  
2021 Budget  
Materials**

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

**Highline Water District  
2021 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	5,000		5,000
Field Services-Water Quality & Sampling	6,000	\$ 8,000	14,000
Field Services-Other	8,000		8,000
Total Field Services	<u>\$ 49,000</u>	<u>\$ 8,000</u>	<u>\$ 57,000</u>

**Highline Water District  
2021 Budget  
Training/Travel & Meals**

	<u>Administration</u>	<u>Transmission &amp; Distribution</u>	<u>Total</u>
Travel & Meals for Training	\$ 25,000	\$ 12,000	\$ 37,000
Tuition & Registration Fees	24,000	15,000	39,000
Total Training and Travel	<u>\$ 49,000</u>	<u>\$ 27,000</u>	<u>\$ 76,000</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  
2021 Budget  
Permits, Licenses, Fees & Misc**

	<u>Administration</u>	<u>Transmission &amp; Distribution</u>	<u>Total</u>
<u>Permits</u>			
Various Construction Permits		\$ 35,000	\$ 40,000
King County Operating Permit		500	25,000
Seatac Haz Mat./Emergency/Standby Pwr Permit		2,500	
Dept. of Health Permit		33,000	2,164
Permits & Inspections-Developer Extensions		2,000	2,000
Other Miscellaneous Permits	\$ 1,650	12,000	13,650
	<u>\$ 1,650</u>	<u>\$ 85,000</u>	<u>\$ 82,814</u>
	20,000		
<u>Licenses &amp; Certifications</u>			
DOH certifications.		\$ 1,000	\$ 1,000
Ceritification exam fees		1,000	1,000
CDL fees		500	500
Other Licenses & Certifications		2,100	2,100
		<u>\$ 4,600</u>	<u>\$ 4,600</u>
			700
<u>Inspections</u>			
		<u>\$ 15,000</u>	<u>\$ 15,000</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	75,000		75,000
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>\$ 87,150</u>		<u>\$ 87,150</u>
<u>Miscellaneous</u>			
	\$ 100		\$ 100
<u>Vehicle Licensing</u>			
	\$ 250		\$ 250
<u>Fees - Liens &amp; Easements</u>			
	\$ 5,000		\$ 5,000
<b>Total Permits, Licenses, Fees and Misc.</b>	<u><u>\$ 94,150</u></u>	<u><u>\$ 104,600</u></u>	<u><u>\$ 198,750</u></u>

**Highline Water District  
2021 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  
2021 Budget  
Postage**

	<u>Administration</u>	<u>Customer Accounts</u>	<u>Total</u>
Billing Statements		\$ 45,000	\$ 45,000
Rate increase newsletter, & other bulk mail		4,000	4,000
CCR	\$ 2,500		2,500
General	4,500		4,500
Overnight Charges	500		500
Total Postage	<u>\$ 7,500</u>	<u>\$ 49,000</u>	<u>\$ 56,500</u>

**Highline Water District  
2021 Budget  
Employee Relations**

	<u>Administration</u>
Employee awards/incentives	\$ 4,000
Employee Assistance-Far West Family Svcs	2,700
Miscellaneous	4,000
Total Employee Relations	<u>\$ 10,700</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  
2021 Budget  
Dues & Subscriptions**

	<u>Administration</u>
<u>Subscriptions</u>	
Keep Up-to-Date on Payroll	\$ 350
Daily Journal of Commerce	220
Seattle Times	475
Top Health	320
Other Miscellaneous Subscriptions	320
Total Subscriptions	<u>\$ 1,685</u>
 <u>Dues WASWD</u>	
WASWD	<u>\$ 20,395</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	2,000
Evergreen Rural Membership	700
Miscellaneous Dues	850
Total Dues other	<u>\$ 10,880</u>
Total Dues & Subscriptions	<u><u>\$ 32,960</u></u>



**Highline Water District  
2021 Budget  
Telephone**

	<b>Administration</b>	<b>Pumps Reservoirs &amp; Telemetry</b>	<b>Total</b>
Cellular	\$ 16,200		\$ 16,200
Wireless	4,350	\$ 7,000	11,350
Phone Service (land lines)	30,000	30,000	60,000
Total Telephone	<u>\$ 50,550</u>	<u>\$ 37,000</u>	<u>\$ 87,550</u>

**Highline Water District  
2021 Budget  
Hardware/Software/Internet**

	<u>Administration</u>
<b><u>Computers-Software Maintenance Support</u></b>	
Annual support on Harris Northstar	\$ 65,642
Beacon Badger system annual maintenance	3,900
Annual support - GEMS Financials & HRMS	59,000
Annual support - Unisys Corp (3rd party GEMS)	2,555
Annual support on Lucity (GBA)	19,510
Annual support on Innovyze H2O Net Hydraulic Model	1,875
Annual support on Innovyze InfoWater InfoCare	6,000
DLT Solutions Autocad renewal/support	2,720
SiteProtector server anti-virus service & backup licenses	11,008
SiteProtector workstations & mobile device anti-virus service	11,000
SiteProtector threat monitor collector & log source	2,970
SentinelOne antivirus	4,000
Remote backup service (OBM)	4,290
SonicWall-NSA3600 secure upgrade 2 yrs 11/19 - 10/21	2,123
Bit Defender Antivirus (firewall, security, and service)	2,746
Teleworks - annual fee outbound notification system	4,215
Laserfiche Maintenance	17,700
Miscellaneous software maintenance & support	14,100
	<u>\$ 235,353</u>
<b><u>Computer Hardware - Minor Assets</u></b>	
Replacement PC's (6) & 1-laptop replacement	\$ 6,000
Monitors & video cards	2,500
Miscellaneous Minor Hardware	6,000
	<u>\$ 14,500</u>
<b><u>Miscellaneous</u></b>	
Internet fees	\$ 5,040
Hardware Preventive Maintenance	600
Hardware Repairs	1,000
SPU WSRN license for Eros GPS	1,900
ERSI - ArcGIS licenses	28,325
Software One - Select Plus Windows server licenses	3,725
Software - Office 365	10,600
Other software & miscellaneous computer related	6,500
	<u>\$ 57,690</u>
Total Hardware/Software/Internet	<u><u>\$ 307,543</u></u>

**Highline Water District  
2021 Budget  
Legal Fees**

**Administration**

General District Business	\$ 60,000
Human Resources	5,000
Water Issues	<u>5,000</u>
Total Legal Fees	<u>\$ 70,000</u>

**Highline Water District  
2021 Budget  
Engineering Services**

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

**Highline Water District  
2021 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	\$ 70,000			\$ 70,000
Miscellaneous	20,000			20,000
Core software consulting/training	54,200			54,200
Emergency Response/Vulnerability Assessment	50,000			50,000
RFP for Financial/Work Order System	50,000			50,000
Public Outreach	15,000			15,000
	<u>\$ 259,200</u>			<u>\$ 259,200</u>
<u>Human Resource Services</u>				
Archbright Employers Service	\$ 4,200			\$ 4,200
HR Services-Other	250			250
HR Services-Medical	6,500			6,500
HR Services - Temporary Services (Records)	10,000			10,000
	<u>\$ 20,950</u>			<u>\$ 20,950</u>
<u>Other Services</u>				
Teleworks - Hosted vCARE NorthStar IVR		\$ 16,700		\$ 16,700
Badger Meter - Mobile Hosting Service (endpoints)		13,000		13,000
Lockbox Payment Processing		18,500		18,500
Courier Service	\$ 5,000			5,000
Advertising	4,600			4,600
Document Imaging (archives)	3,000			3,000
Other Services	3,000		\$ 15,000	18,000
	<u>\$ 15,600</u>	<u>\$ 48,200</u>	<u>\$ 15,000</u>	<u>\$ 78,800</u>
<b>Total Outside Services</b>	<u><u>\$ 295,750</u></u>	<u><u>\$ 48,200</u></u>	<u><u>\$ 15,000</u></u>	<u><u>\$ 358,950</u></u>

**Highline Water District  
2021 Budget  
Office Equipment**

	<u><b>Administration</b></u>
<u>Office Equipment Preventive Maintenance</u>	
Annual maintenance on main copier	\$ 2,200
Annual maintenance on Pitney Bowes folder/insertter	600
Maintenance for Altura telephone system	3,100
Annual maint on Const Svc copier-Konica Minolta	1,000
Annual maianenance on postage machine	1,400
	<u>\$ 8,300</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>\$ 10,300</u></u>

**Highline Water District  
2021 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				\$ 6,800	\$ 6,800
Natural Gas				10,750	10,750
Real Estate Tax				7,500	7,500
Storm/Surface Water Management		\$ 180		7,085	7,265
Power	\$ 130,000	30,000	\$ 248,000	22,500	430,500
Sewer	1,800	500		550	2,850
Sewer - Backwash			24,200		24,200
Total Utilities	<u>\$ 131,800</u>	<u>\$ 30,680</u>	<u>\$ 272,200</u>	<u>\$ 55,185</u>	<u>\$ 489,865</u>

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

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

**Highline Water District**  
**2021 Capital Asset Purchase Budget**  
**Individual budget amounts do not include sales tax**

Line	Asset	Cost
1	Ford pick up truck	\$ 40,000
2	Service truck body & equipment****	70,000
3	Mcare Software Upgrade	30,000
4	Hydraulic Pipe Cutter	12,000
5	Conex Box	10,000
6	Network Server & Associated Hardware/Software	18,000
7	Laserfische	20,000
8	Fire System Upgrade	50,000
9	Office Upgrade for COVID concerns	20,000
	<b>Subtotal</b>	<b>\$ 270,000</b>
	<b>Plus: Sales tax</b>	<b>\$ 27,330</b>
	<b>Total Capital Asset purchases</b>	<b>\$ 297,330</b>



**Agenda Item No.:** 5.1  
**Agenda Date:** 12/16/20  
**Reviewed By:** M.E.

**Subject:** Adopt 2021 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>					<u>                    </u>	
<i>Plus WSST</i>						

**ATTACHMENTS:**

1. Resolution #20-12-16A
2. Exhibit A – 2021 Budget

**COMMENTS:**

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

Staff recommends approval of this resolution.