

# Orange County Water Control & Improvement District No. 1

## 2019-2020



### Mission Statement

*It is the mission of Orange County Water Control & Improvement District No. 1 to:*

*Provide plentiful supply of clean water*

*Provide efficient disposal of waste*

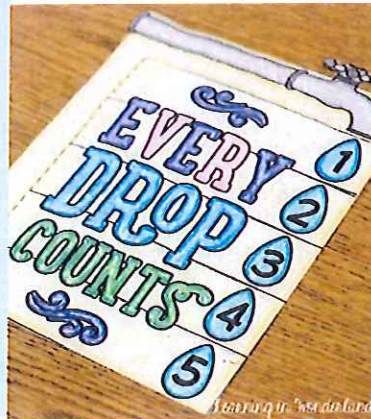
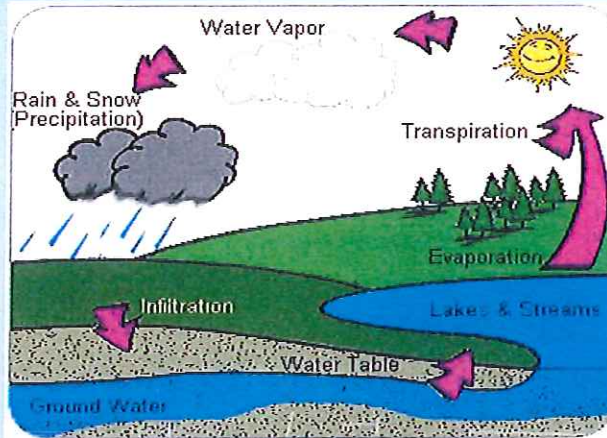
*Expand services as resources will allow*

*Exceed environmental standards*

*Strengthen commitment from employees by attending to their needs as regards to compensation; training; and operating equipment*

*We also pledge cooperation with public and private entities whose goals complement our own.*

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**Conserve Water**



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# **BUDGET LETTER**





May 20, 2019

Board of Directors  
Orange County Water Control &  
Improvement District No. 1  
460 E Bolivar  
Vidor, Texas 77662

Gentlemen:

Presented for your consideration are the **2018/2019 Budget Performance Analysis** and the **Proposed Fiscal Year 2019/2020 Annual Operating Budget** for the Orange County Water Control & Improvement District No. 1.

**Fiscal Year 2018/2019 Annual Budget Performance Analysis**

The 2018/2019 Fiscal Year was a difficult one. The budgeted revenues and expenditures for the year were \$4,200,000 each for a balanced budget. Based on actual data for the first 10 months of the fiscal year and projections for the remaining two months the District's revenue will come in at approximately \$4,085,186.29 and expenditures will be \$4,553,335.60. This represents a "loss", or negative budget performance, amounting to approximately \$468,905.00. This "loss" was a combination of a shortfall of approximately \$114,816 in budgeted water and sewer revenues and an overrun of approximately \$354,088 in budgeted expenditures.

With regard to the revenue shortfall, the largest factor is that the District currently serves approximately 142 fewer customers than it served two years ago. It is believed the loss of customers is due to the Harvey flood disaster as many homes have still not been restored. It is also possible that many households are continuing to experience financial distress and are using less water than prior years. In any case, water sales are down and revenues have followed suit.



On the expense side of the budget the District experienced cost overruns in more than half of the line item categories in the expense budget. The top five major factors affecting the overrun in expenditures and some discussion of each are:

1. Salaries and Wages (Account #5101), Salaries and Wages – Overtime (Account #5102), and Payroll Expense (Account #'s 5104, 5107, 5110) was the largest category of expense overrun at approximately \$160,382.00. The District employs eight more personnel than it did this time last year. In addition to direct salary costs, other personnel-related costs such as insurance and retirement contributions increased as well. The additional manpower was needed for increased effort in I/I Reduction, administering and managing grant projects, coordinating flood insurance and FEMA benefits, flood disaster recovery, responding to a large increase in utility locates of District facilities, and troubleshooting/repairing/replacing of grinder pump units.
2. The cost overrun for installation, operation, maintenance, and replacement of LPSS grinder pumping units (Account #5133) amounted to approximately \$90,144.00. It appears that the increase in repair and replacement costs is the result of flood damages to grinder stations located in the worst flooding areas and the normal aging of a group of mechanical units that have a useful life span of about 15 years. The District began installing hundreds of grinder pump stations in about 2004, so we may be feeling the aging-out of the earlier installations.
3. The Building/Shop Maintenance (Account #5141) expense line item overran by approximately \$23,706.00. Much of the overrun is related to improvements made to the field office to complement the remodeling that was funded by flood insurance proceeds such as a new roof and awning cover, new flooring and suspended ceiling, air conditioning upgrades, and window restoration.
4. The Water Distribution System – Upgrades and Repairs (Account #5131-E) line item overran by approximately \$18,677.00. Some of the unanticipated costs in this line item were for road boring, fire hydrant repairs, AT&T line repair, and water leak repair at Courtland Street related to the School House Ditch project.
5. The Fuels & Lubricants line item (Account #5140) overran by \$17,849.20. Our fleet of vehicles increased as new field employees were added, increasing the consumption of fuels and lubricants.

The budget line items discussed above represent the largest cost overruns. There were a number of others that overran to a smaller degree, and, of course, many line items that did not exceed the budget at all, some coming in below budget projections.

District staff has reviewed the budget performance in great detail to identify the factors that led to the projected \$468,905.00 underperformance of the 2018/2019 budget, to make corrective changes in the District's operations, and to develop the proposed budget for Fiscal Year 2019/2020. The recovery from Tropical Storm Harvey flooding has continued to effect Water District operations. While we know that some of the increased costs of operation were the result of the flood and may not persist, it is

believed that our cost of operation will be higher in the future than we had experienced prior to the flood event. Costs of materials have increased sharply in the last two years, and it is suspected that they will not drop back to previous levels. Inflation, which has averaged about 2.011% per year over the last decade, constantly eats away at budget margins and has resulted in a 24.5% increase in costs of operation over the eleven years since the Water District had a rate increase for operational funding.

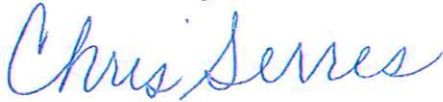
**Proposed Fiscal Year 2019-2020 Annual Operating Budget**

Using all available historical income and expense data, the District's staff has developed a proposed budget that predicts \$4,671,460 in spending (including the Revenue Note) and a need for \$4,671,460 in revenues to balance the budget as shown in the charts and tables in this document. As noted above, the District's sales of water and sewer services are down from previous years. To balance the 2019/2020 budget a rate increase for water and sewer utilities will be necessary.

Sincerely,



Norman Blackman  
General Manager

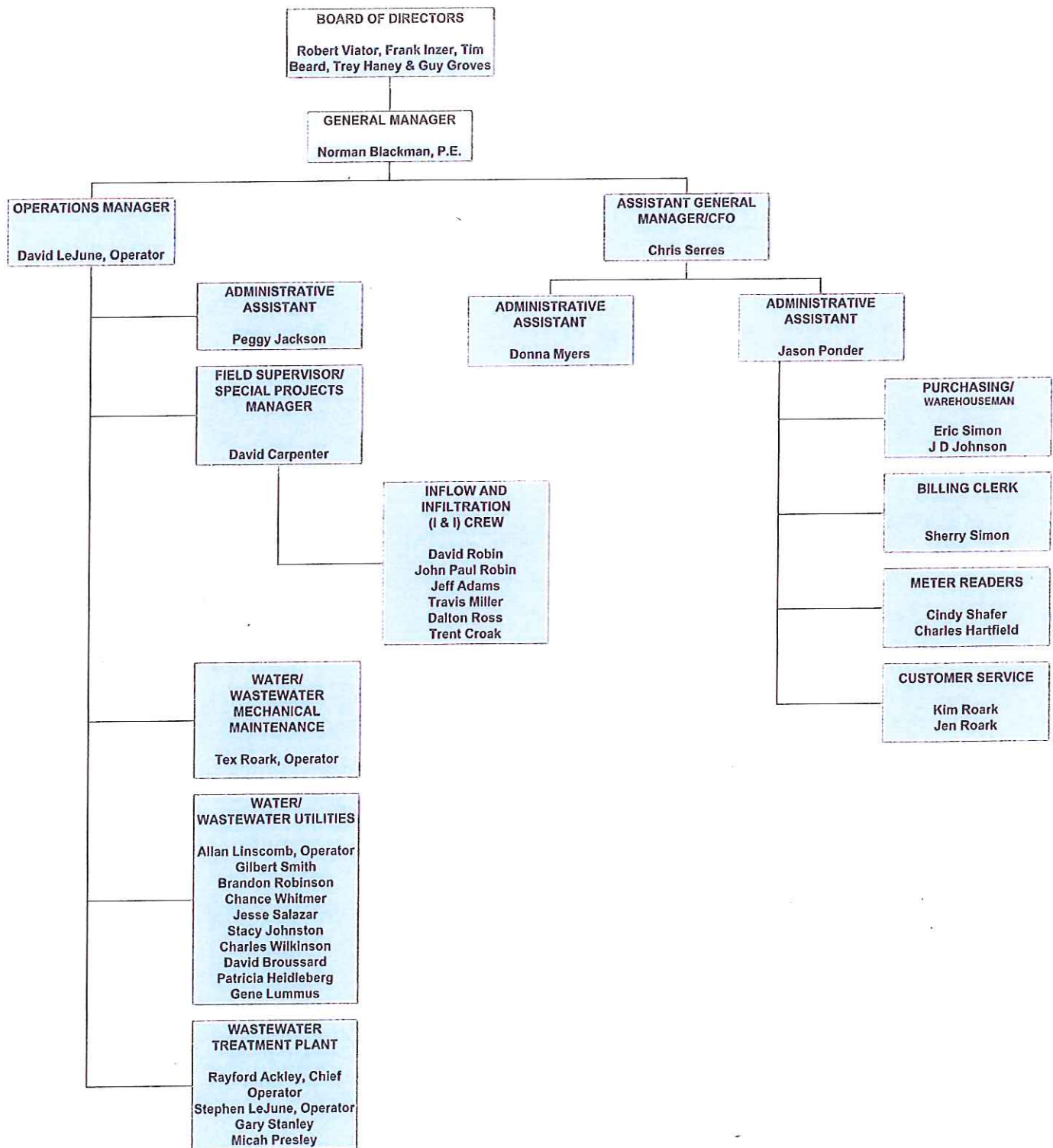


Chris Serres  
Assistant General Manager/CFO

# **ORGANIZATIONAL CHART**



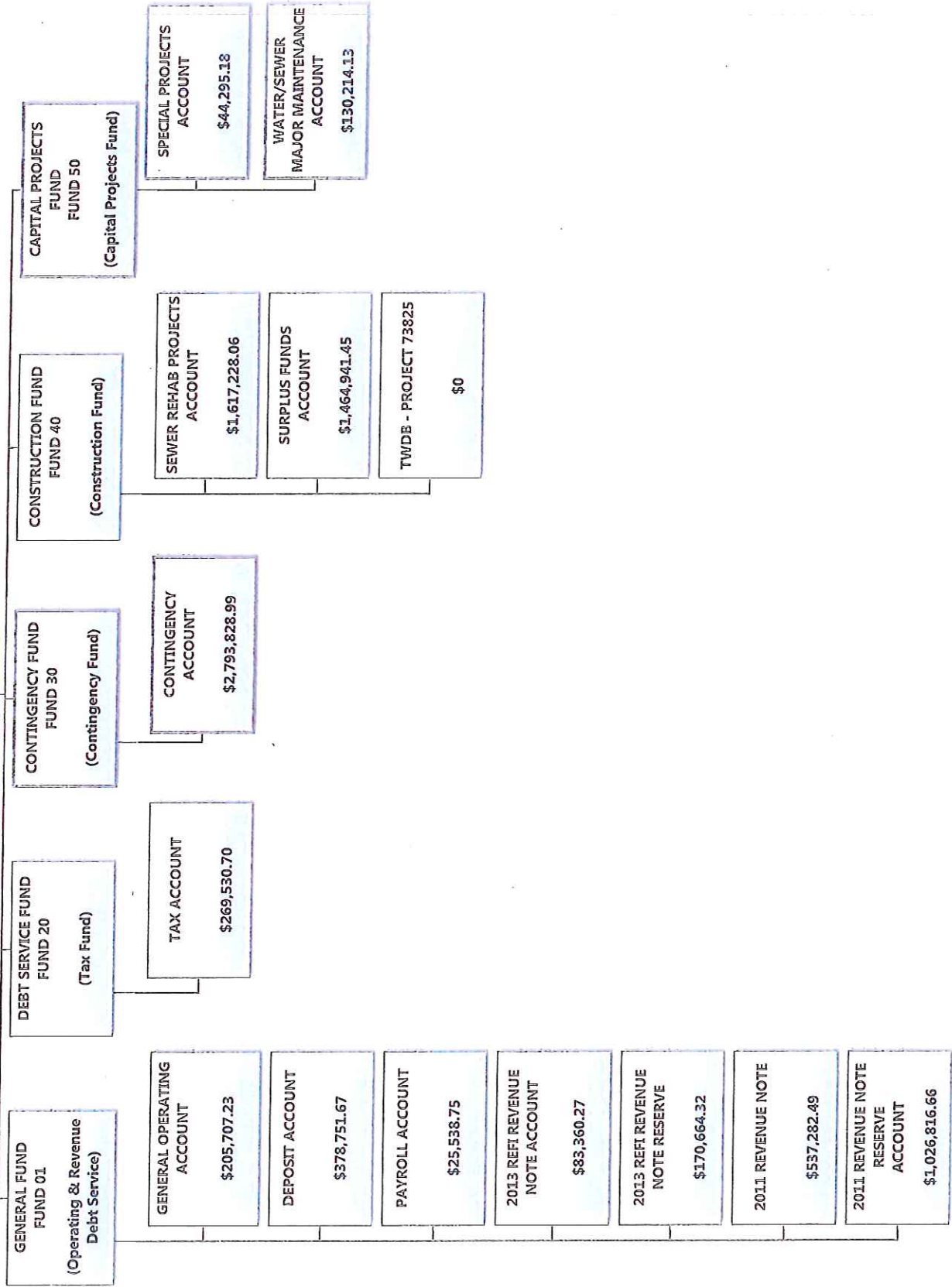
ORANGE COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 1  
ORGANIZATION CHART - 2019/2020 FISCAL YEAR



**DISTRICT  
CHART OF FUNDS  
WITH  
ACCOUNT BALANCES**



# **DISTRICT FUNDS** (@ MARCH 31, 2019)



**REVENUES  
&  
EXPENDITURES**



## REVENUES AND EXPENSES

REVENUES



### ANNUAL COMPARISONS FYE 2016 - FYE 2019 WITH CURRENT 2019-2020 BUDGET PREDICTIONS

| ACCT # | EXPENSES                                            | 2015-2016    |              | 2016-2017    |              | 2017-2018    |              | ACTUAL<br>@ 04/31/2018 |              | 2018-2019    |        | 2019-2020 |  |
|--------|-----------------------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|------------------------|--------------|--------------|--------|-----------|--|
|        |                                                     | ACTUAL       | BUDGET       | ACTUAL       | BUDGET       | ACTUAL       | BUDGET       |                        | BUDGET       |              | BUDGET |           |  |
| 5101   | SALARIES AND WAGES                                  | \$ 1,221,704 | \$ 1,205,000 | \$ 1,184,985 | \$ 1,217,000 | \$ 1,295,446 | \$ 1,260,000 | \$ 1,291,832           | \$ 1,470,120 | \$ 1,631,000 |        |           |  |
| 5102   | SALARIES AND WAGES - OVERTIME                       | \$ 76,076    | \$ 85,000    | \$ 80,324    | \$ 85,000    | \$ 167,761   | \$ 85,000    | \$ 96,316              | \$ 80,000    | \$ 115,000   |        |           |  |
| 5104   | EMPLOYEE RETIREMENT EXPENSE                         | \$ 64,259    | \$ 55,000    | \$ 50,334    | \$ 55,000    | \$ 51,738    | \$ 50,000    | \$ 64,039              | \$ 55,000    | \$ 98,500    |        |           |  |
| 5105   | HEALTH SAVINGS ACCOUNT (HAS)                        | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -                   | \$ -         | \$ 16,000    |        |           |  |
| 5107   | HEALTH/LIFE INSURANCE                               | \$ 193,844   | \$ 165,000   | \$ 198,440   | \$ 208,000   | \$ 222,330   | \$ 240,000   | \$ 210,641             | \$ 240,000   | \$ 273,000   |        |           |  |
| 5110   | PAYROLL TAXES EXPENSE                               | \$ 98,892    | \$ 95,000    | \$ 95,745    | \$ 95,000    | \$ 111,890   | \$ 95,000    | \$ 104,257             | \$ 115,000   | \$ 124,460   |        |           |  |
| 5113   | TEXAS WORKFORCE COMM - UNEMPLOYMENT TAX             | \$ 4,255     | \$ 2,500     | \$ 460       | \$ 4,500     | \$ 4,055     | \$ 3,000     | \$ 2,451               | \$ 5,000     | \$ 5,600     |        |           |  |
| 5114   | WORKERS COMP PREMIUMS                               | \$ 22,589    | \$ 30,000    | \$ 20,839    | \$ 25,000    | \$ 26,949    | \$ 28,000    | \$ 31,982              | \$ 35,000    | \$ 35,000    |        |           |  |
| 5116   | LEGAL FEES                                          | \$ 20,557    | \$ 30,000    | \$ 23,550    | \$ 20,000    | \$ 17,374    | \$ 20,000    | \$ 12,780              | \$ 20,000    | \$ 15,000    |        |           |  |
| 5119   | BUILDING SECURITY                                   | \$ 1,200     | \$ 1,500     | \$ 1,799     | \$ 1,500     | \$ 1,170     | \$ 2,000     | \$ 2,405               | \$ 2,000     | \$ 3,000     |        |           |  |
| 5120   | LPSS REFUND ACCT                                    | \$ -         | \$ 4,000     | \$ 1,500     | \$ 4,000     | \$ -         | \$ 4,000     | \$ -                   | \$ 4,000     | \$ 4,000     |        |           |  |
| 5121   | SEWER TAP REFUND                                    | \$ 600       | \$ 1,500     | \$ -         | \$ 1,500     | \$ -         | \$ 900       | \$ -                   | \$ 900       | \$ 900       |        |           |  |
| 5122   | ENGINEERING FEES                                    | \$ 38,225    | \$ 15,000    | \$ 22,895    | \$ 30,000    | \$ 36,728    | \$ 30,000    | \$ 2,040               | \$ 25,000    | \$ 50,000    |        |           |  |
| 5123   | WATER TAP REFUND                                    | \$ -         | \$ 1,000     | \$ 700       | \$ 1,000     | \$ 1,400     | \$ 700       | \$ 2,550               | \$ 700       | \$ 700       |        |           |  |
| 5125   | AUDIT EXPENSE                                       | \$ 14,176    | \$ 16,000    | \$ 16,500    | \$ 16,500    | \$ 16,500    | \$ 16,500    | \$ 16,500              | \$ 16,500    | \$ 16,500    |        |           |  |
| 5128   | VEHICLE/EQUIPMENT - MAINT & REPAIR                  | \$ 22,229    | \$ 15,000    | \$ 27,367    | \$ 15,000    | \$ 24,237    | \$ 25,000    | \$ 32,052              | \$ 20,000    | \$ 30,000    |        |           |  |
| 5131-B | WELL #4                                             | \$ 9,607     | \$ 10,000    | \$ 8,157     | \$ 10,000    | \$ 1,880     | \$ 10,000    | \$ 6,505               | \$ 5,000     | \$ 5,000     |        |           |  |
| 5131-C | WELL #5                                             | \$ 3,094     | \$ 10,000    | \$ 2,164     | \$ 10,000    | \$ 6,409     | \$ 10,000    | \$ 6,759               | \$ 5,000     | \$ 5,000     |        |           |  |
| 5131-D | WELL #6                                             | \$ -         | \$ 1,000     | \$ -         | \$ 1,000     | \$ -         | \$ 1,000     | \$ 315                 | \$ 1,000     | \$ -         |        |           |  |
| 5131-E | WATER DISTRIBUTION SYSTEM - UPGRADES/MAINTENANCE    | \$ 27,823    | \$ 10,000    | \$ 25,163    | \$ 10,000    | \$ 27,306    | \$ 25,000    | \$ 36,398              | \$ 25,000    | \$ 35,000    |        |           |  |
| 5131-F | WELL #7                                             | \$ 4,256     | \$ 15,000    | \$ 2,883     | \$ 10,000    | \$ 9,112     | \$ 5,000     | \$ 15,848              | \$ 5,000     | \$ 5,000     |        |           |  |
| 5132-A | OAKLANE WW TP                                       | \$ 17,790    | \$ 30,000    | \$ 34,900    | \$ 20,000    | \$ 32,139    | \$ 35,000    | \$ 17,028              | \$ 35,000    | \$ 35,000    |        |           |  |
| 5132-B | TIGERLAKE WWTP                                      | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -                   | \$ -         | \$ -         |        |           |  |
| 5132-C | OAKLANE/TIGER CREEK WWTP                            | \$ -         | \$ -         | \$ -         | \$ -         | \$ 1,878     | \$ -         | \$ -                   | \$ -         | \$ -         |        |           |  |
| 5132-D | CLOVERLEAF WWTP                                     | \$ -         | \$ -         | \$ -         | \$ -         | \$ 900       | \$ -         | \$ -                   | \$ -         | \$ -         |        |           |  |
| 5132-G | WASTEWATER COLLECTION SYSTEM - UPGRADES/MAINTENANCE | \$ 33,304    | \$ 20,000    | \$ 42,058    | \$ 25,000    | \$ 74,376    | \$ 40,000    | \$ 41,798              | \$ 40,000    | \$ 45,000    |        |           |  |
| 5133   | LPSS - NEW INSTALLATIONS/REPAIRS                    | \$ 94,951    | \$ 50,000    | \$ 83,380    | \$ 50,000    | \$ 76,067    | \$ 70,000    | \$ 133,454             | \$ 70,000    | \$ -         |        |           |  |
| 5133-A | LPSS - NEW INSTALLATIONS                            | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -                   | \$ 0         | \$ 60,000    |        |           |  |



# REVENUES AND EXPENSES

## ANNUAL COMPARISONS FYE 2016 - FYE 2019 WITH CURRENT 2019-2020 BUDGET PREDICTIONS

| ACCT # | EXPENSES                                    | 2015-2016<br>ACTUAL | 2015-2016<br>BUDGET | 2016-2017<br>ACTUAL | 2016-2017<br>BUDGET | 2017-2018<br>ACTUAL | 2017-2018<br>BUDGET | ACTUAL<br>2018-2019<br>@ 04/31/2018 | 2018-2019<br>BUDGET | 2019-2020<br>BUDGET |
|--------|---------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------------------------|---------------------|---------------------|
| 5133-B | LPSS - MAINTENANCE/REPAIRS                  | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                                | \$ -                | \$ 75,000           |
| 5135   | INFLOW AND INFILTRATION                     | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ 13,793                           | \$ 30,000           | \$ 30,000           |
| 5136   | METERS - PURCHASE OF                        | \$ 60,682           | \$ 60,000           | \$ 43,650           | \$ 60,000           | \$ 62,368           | \$ 60,000           | \$ 42,867                           | \$ 60,000           | \$ 60,000           |
| 5137   | CONTRACTS - OFFICE MAINTENANCE              | \$ 8,209            | \$ 30,000           | \$ 28,725           | \$ 30,000           | \$ 25,220           | \$ 35,000           | \$ 31,927                           | \$ 25,000           | \$ 30,000           |
| 5140   | FUELS & LUBRICANTS                          | \$ 25,079           | \$ 40,000           | \$ 28,417           | \$ 35,000           | \$ 39,825           | \$ 35,000           | \$ 44,041                           | \$ 35,000           | \$ 50,000           |
| 5141   | BUILDING/SHOP MAINTENANCE                   | \$ 29,653           | \$ 15,600           | \$ 28,585           | \$ 15,000           | \$ 24,274           | \$ 41,000           | \$ 41,506                           | \$ 20,000           | \$ 22,000           |
| 5143   | CHEMICALS - WATER                           | \$ 26,163           | \$ 25,000           | \$ 24,729           | \$ 30,000           | \$ 11,088           | \$ 25,000           | \$ 13,228                           | \$ 15,000           | \$ 20,000           |
| 5144   | CHEMICALS-SEWER                             | \$ 9,072            | \$ 8,000            | \$ 7,560            | \$ 10,000           | \$ 4,536            | \$ 10,000           | \$ 4,990                            | \$ 5,000            | \$ 5,000            |
| 5149   | LAB EXPENSE                                 | \$ 41,094           | \$ 50,000           | \$ 37,337           | \$ 45,000           | \$ 44,673           | \$ 40,000           | \$ 31,608                           | \$ 35,000           | \$ 40,000           |
| 5152   | OFFICE EXPENSE - GENERAL                    | \$ 36,376           | \$ 35,000           | \$ 30,120           | \$ 35,000           | \$ 32,227           | \$ 35,000           | \$ 37,591                           | \$ 30,000           | \$ 30,000           |
| 5153   | BANK CHARGES AND ADJUSTMENTS                | \$ 320              | \$ 2,000            | \$ -                | \$ 2,000            | \$ 283              | \$ 2,000            | \$ 1,150                            | \$ 1,000            | \$ 1,000            |
| 5155   | POSTAGE                                     | \$ 24,593           | \$ 20,000           | \$ 25,254           | \$ 25,000           | \$ 23,439           | \$ 30,000           | \$ 21,406                           | \$ 20,000           | \$ 25,000           |
| 5158   | PRINTING AND LEGAL NOTICES                  | \$ 6,225            | \$ 5,000            | \$ 10,813           | \$ 6,000            | \$ 9,374            | \$ 6,000            | \$ 6,878                            | \$ 6,000            | \$ 6,500            |
| 5160   | CREDIT BALANCE - CLEARING ACCOUNT           | \$ 1,024            | \$ 1,000            | \$ 5,239            | \$ 1,000            | \$ 3,549            | \$ 1,000            | \$ -                                | \$ 1,000            | \$ 1,000            |
| 5161   | SURETY BONDS                                | \$ 750              | \$ 1,000            | \$ 821              | \$ 1,000            | \$ 800              | \$ 1,000            | \$ 942                              | \$ 1,000            | \$ 1,000            |
| 5163   | CASUAL LABOR                                | \$ 12,265           | \$ 15,000           | \$ 12,000           | \$ 15,000           | \$ 17,503           | \$ 15,000           | \$ 15,292                           | \$ 15,000           | \$ 20,000           |
| 5164   | TELEPHONE/COMMUNICATIONS                    | \$ 27,277           | \$ 35,000           | \$ 28,878           | \$ 30,000           | \$ 30,645           | \$ 30,000           | \$ 27,018                           | \$ 35,000           | \$ 35,000           |
| 5165   | TRAVEL/TRAINING                             | \$ 15,487           | \$ 15,000           | \$ 4,462            | \$ 15,000           | \$ 11,060           | \$ 10,000           | \$ 10,080                           | \$ 10,000           | \$ 10,000           |
| 5166   | DUES/SUBSCRIPTIONS                          | \$ 9,362            | \$ 12,000           | \$ 9,896            | \$ 12,000           | \$ 9,802            | \$ 12,000           | \$ 11,126                           | \$ 10,000           | \$ 10,500           |
| 5167   | UTILITIES                                   | \$ 232,072          | \$ 250,000          | \$ 232,928          | \$ 225,000          | \$ 217,712          | \$ 230,000          | \$ 185,249                          | \$ 220,000          | \$ 220,000          |
| 5170   | ELECTION EXPENSE                            | \$ -                | \$ 5,000            | \$ -                | \$ -                | \$ 207              | \$ 5,000            | \$ -                                | \$ -                | \$ 5,000            |
| 5171   | GARBAGE PICKUP                              | \$ 1,388            | \$ 2,000            | \$ 1,641            | \$ 1,500            | \$ 1,514            | \$ 1,600            | \$ 1,211                            | \$ 1,500            | \$ 1,500            |
| 5172   | TCEQ - PAYMENTS OTHER THAN PERMITS AND FEES | \$ 1,380            | \$ 10,000           | \$ 380              | \$ 5,000            | \$ -                | \$ 2,000            | \$ 3,300                            | \$ 1,000            | \$ 3,500            |
| 5173   | BAD DEBT EXPENSE                            | \$ 456              | \$ -                | \$ 252,955          | \$ -                | \$ 33,411           | \$ -                | \$ -                                | \$ -                | \$ -                |
| 5174   | SLUDGE DISPOSAL FEE                         | \$ 38,187           | \$ 25,000           | \$ 34,292           | \$ 37,000           | \$ 35,245           | \$ 30,000           | \$ 37,545                           | \$ 35,000           | \$ 40,000           |
| 5175   | RAILROAD EASEMENTS                          | \$ 3,136            | \$ 3,000            | \$ 3,221            | \$ 3,000            | \$ 2,281            | \$ 3,000            | \$ 3,876                            | \$ 3,000            | \$ 3,500            |
| 5176   | EMPLOYEE UNIFORM EXPENSE                    | \$ 10,271           | \$ 10,000           | \$ 12,064           | \$ 10,000           | \$ 14,101           | \$ 15,000           | \$ 15,109                           | \$ 15,000           | \$ 16,000           |
| 5177   | INSURANCE - LIABILITY/PROPERTY              | \$ 48,880           | \$ 50,000           | \$ 49,784           | \$ 50,000           | \$ 53,731           | \$ 50,000           | \$ 63,354                           | \$ 55,000.00        | \$ 55,000           |
| 5179   | CAPITAL OUTLAY                              | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                                | \$ -                | \$ -                |
| 5181   | TOOLS (SMALL)/OTHER EQUIPMENT               | \$ 8,876            | \$ 15,000           | \$ 10,196           | \$ 10,000           | \$ 19,694           | \$ 15,000           | \$ 24,100                           | \$ 15,000           | \$ 20,000           |
| 5184   | OFFICE EQUIPMENT & SOFTWARE                 | \$ 35,244           | \$ 35,000           | \$ 4,805            | \$ 35,000           | \$ 12,730           | \$ 10,000           | \$ 23,655                           | \$ 15,000           | \$ 15,000           |



## REVENUES AND EXPENSES

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