

**ORANGE COUNTY WATER CONTROL &
IMPROVEMENT DISTRICT NO. 1**



**2020-2021
BUDGET**

BUDGET LETTER



April 24, 2020

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

Gentlemen:

Presented for your consideration are the 2019/2020 Budget Performance Analysis and the Proposed Fiscal Year 2020/2021 Annual Operating Budget for the Orange County Water Control & Improvement District No. 1.

Fiscal Year 2019/2020 Annual Budget Performance Analysis

As the 2019/2020 Fiscal Year comes to an end, projections of the budget figures for revenues indicate that, once again, expectations will not be met. This will be the third year that revenues have fallen below expectations. The 2019/2020 fiscal year has been challenging and revenues and expenditures have been monitored closely. The budgeted revenues and expenditures for the year were \$4,671,460 each for a balanced budget. Based on actual data for the first 9 months of the fiscal year and projections for the remaining three months, revenues will come in at approximately \$4,583,342.76. As of the date of this letter, this figure represents approximately \$88,000 less than projected. I must interject here that the \$88,000 shortfall prediction does not include projections of lost revenue that, with the COVID 19 Pandemic "Stay at Home" Orders and many businesses and schools closed, will surely ensue.

Regarding the revenue shortfall, the largest factor is that the District currently serves approximately 117 fewer customers than it served in the past three fiscal years. It is believed the loss of customers is due to both tropical storm flood events, Harvey and Imelda. Many homes have still not been restored. Households throughout the District are continuing to experience financial distress and are using less water than prior years and, now with the current Orders, we can most assuredly expect water sales to be down throughout the remainder of this Pandemic and revenues will follow suit.

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

1. Salaries and Wages (Account #5101) and Payroll Expenses (Account #'s 5104 & 5110) was the largest category of expense overrun at approximately \$98,446.67. There was a time during this fiscal year that the District employed a total of 39 employees, two more than was budgeted. The additional manpower was needed for increased effort in I/I Reduction, including the Sewer Service Line Replacement Grant Project. Through attrition, the District now employs 32 employees. For the upcoming fiscal year, we have budgeted to replace two of the seven employees who have left employment. We can operate with less staff as the Vidor Grant Project for the replacement of sewer service yard lines has now been completed. The closure of this Grant Project resulted in the need for at least one less crew (2 employees). Another point that I must make is the loss of the former General Manager. When I became General Manager, we were able to restructure some of my previous duties with staff already in place, therefore, eliminating the need to hire any additional personnel.
2. The Wastewater Collection System – Upgrades and Maintenance Account (Account #5132-G) expense line item overran by approximately \$15,930.00. Much of the overrun is related to pump

replacements at several lift stations with an average cost of \$4,550.00 each. The replacement cost of these pumps totaled approximately \$27,300 of the budgeted \$45,000, more than ½ of the allowance allocated for this account.

3. Contracts – Office Maintenance (Account # 5137) expense line item overran by approximately \$10,700.00. Much of this overrun can be contributed directly to cost increase in contracts.
4. Office Expense – General (Account #5152) expense line item is projected to overrun the budget predictions by approximately \$10,000.00. Reasons for the cost overruns in this account is simply cost of supplies has risen more than predicted.
5. Printing and Legal Notices (Account #5158) expense line item overran budget predictions by \$8,000.00. The overrun can be contributed to the cost of the TTHM quarterly notifications as required by TCEQ until TTHM levels comply and to the cost of mailouts regarding the Vidor Sewer Service Yard Line Replacement Grant Project. A decrease in cost should be recognized next year as the Vidor Sewer Service Yard Line Replacement Grant Project is now complete.
6. Tools, Small/Other Equipment (Account #5181) expense line item overruns can only be contributed to inflation costs of materials needed.
7. Office Equipment & Software (Account #5184) expense line item overrun was due to the need for a Trimble 10-Tablet and a new receiver kit in conjunction with the upgrades to the meter reading software program. I have budgeted an increase to this line item by approximately double from last year's budget as the District's dependence on technology increases. Examples: Scada system, meter reading system, billing system, etc.

The budget line items discussed above represent the largest cost overruns. There were a few 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 \$88,000+ underperformance of the 2019/2020 budget, to make corrective changes in the District's operations, and to develop the proposed budget for Fiscal Year 2020/2021. The recovery from Tropical Storms Harvey and Imelda flooding has continued to effect Water District operations. And, at this time, there is no way to accurately predicate the effects the COVID 19 shutdown will have on District revenues. While we know that some of the increased costs of operations is the result of the floods, we cannot predict how long these negative effects will persist. We believe that our cost of operation will continue to be higher than we had experienced prior to both flood events. Costs of materials have increased sharply in the last three years, and it is suspected that they will not drop back to previous levels. Inflation, which has been calculated for the 2019-2020 fiscal year is up by 2.73%, the projected highest inflation rate since 2011. With the three unpredictable events affecting revenues, and inflation costs affecting expenditures, projecting a balanced budget has become quite a challenge.

Proposed Fiscal Year 2020-2021 Annual Operating Budget

Using all available historical income and expense data, the District's staff has developed a proposed budget that predicts \$4,729,200 in spending (including the Revenue Note) and a need for \$4,729,200 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 and we will, in all probability, continue to see a drop in sales throughout the remainder of the 2019-2020 fiscal year and into the 2020-2021 fiscal year. To balance the 2020-2021 budget a rate increase for water and sewer utilities will be necessary. The figures presented in this budget represent a 4% increase in the minimum charge of \$31.18 to \$32.43 and a \$.02 increase in the water and sewer rates respectively, up from \$.31 to \$.33 per 100 gallons of water used.

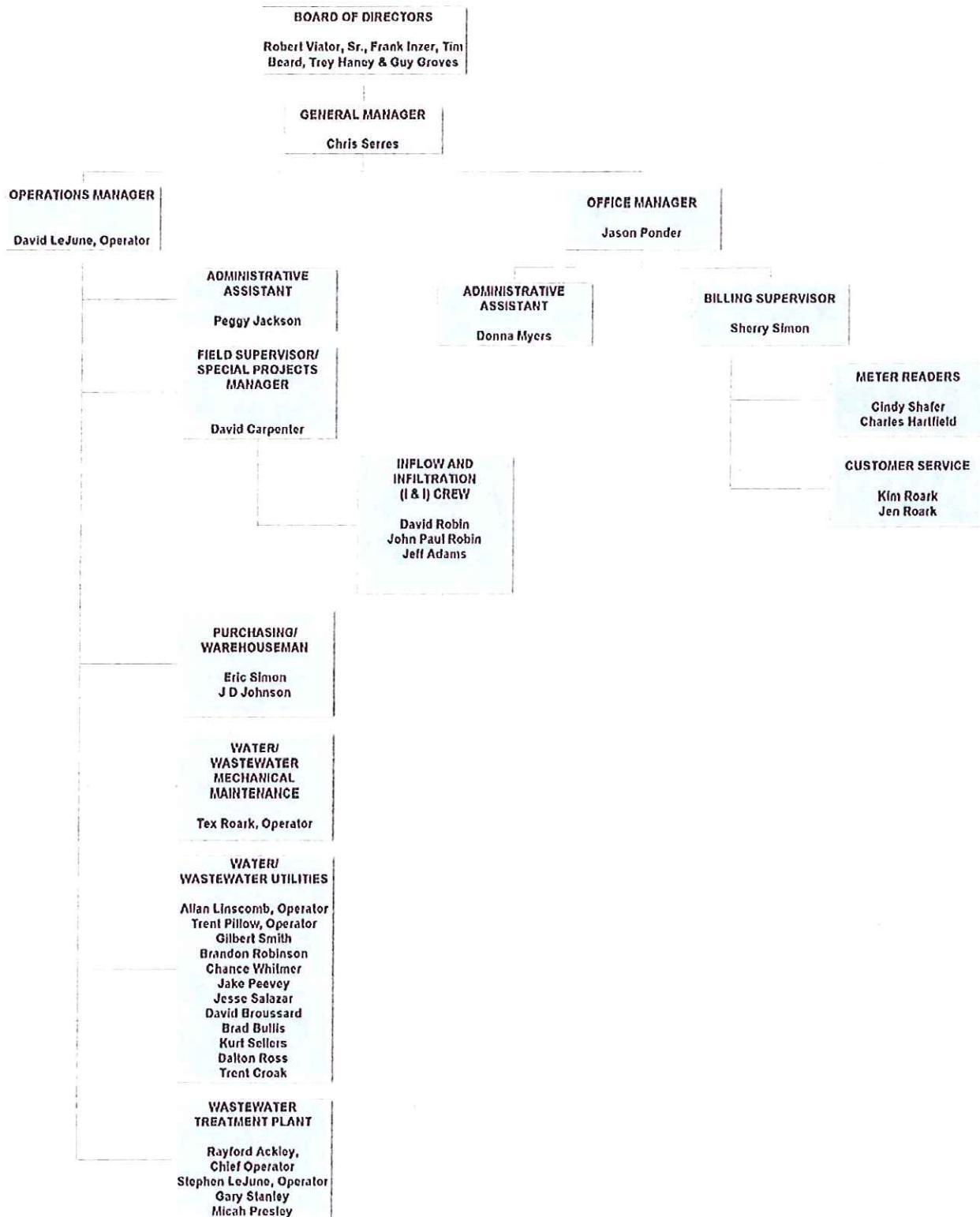
Thank you for your consideration of the 2020-2021 Proposed Budget,



Chris Serres
General Manager

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)

GENERAL FUND FUND 01 (Operating & Revenue Debt Service)	DEBT SERVICE FUND FUND 20 (Tax Fund)	CONTINGENCY FUND FUND 30 (Contingency Fund)	CONSTRUCTION FUND FUND 40 (Construction Fund)	CAPITAL PROJECTS FUND FUND 50 (Capital Projects Fund)
GENERAL OPERATING ACCOUNT \$127,921.40	TAX ACCOUNT \$299,597.43	CONTINGENCY ACCOUNT \$2,640,075.38	SEWER REHAB PROJECTS ACCOUNT \$1,644,679.84	SPECIAL PROJECTS ACCOUNT \$52,477.05
DEPOSIT ACCOUNT \$397,658.17	SURPLUS FUNDS ACCOUNT \$1,479,767.39		WATER/SEWER MAJOR MAINTENANCE ACCOUNT \$10,012.10	
PAYROLL ACCOUNT \$9,973.92	TWDB - PROJECT 73625 \$106.90		TWDB - ESCROW \$485,371.47	
2013 REFI REVENUE NOTE ACCOUNT \$93,254.56	2013 REFI REVENUE NOTE RESERVE \$173,561.27		2011 REVENUE NOTE \$660,741.13	2011 REVENUE NOTE RESERVE ACCOUNT \$1,044,246.45

**REVENUES
&
EXPENDITURES**

ANNUAL COMPARISONS FYE 2017 - FYE 2020 WITH 2020-2021 BUDGET PREDICTIONS

REVENUES AND EXPENSES

ACCT #	REVENUES	REVENUES						ACTUAL			2019-2020			2020-2021	
		2016-2017 ACTUAL	2016-2017 BUDGET	2017-2018 ACTUAL	2017-2018 BUDGET	2018-2019 ACTUAL	2018-2019 BUDGET	@ 03/31/20	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
4104	WATER SERVICE REVENUE	\$ 1,437,866	\$ 1,400,000	\$ 1,348,395	\$ 1,420,000	\$ 1,365,401	\$ 1,420,000	\$ 1,174,831	\$ 1,607,780	\$ 1,639,500					
4105	SEWER SERVICE REVENUE	\$ 1,470,266	\$ 1,420,000	\$ 1,272,975	\$ 1,450,000	\$ 1,428,107	\$ 1,450,000	\$ 1,233,301	\$ 1,664,780	\$ 1,718,000					
4106	ROSE CITY SEWER REVENUE	\$ 10,963	\$ 9,000	\$ 800	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -					
4107	BULK WATER REVENUE	\$ 1,193	\$ 200	\$ 755	\$ 500	\$ 455	\$ 1,000	\$ 347	\$ 1,000	\$ 1,000					
4108	REV NOTE PAYMENT FEES - 2011	\$ 1,036,043	\$ 1,000,000	\$ 970,067	\$ 1,030,000	\$ 1,018,122	\$ 1,030,000	\$ 761,958	\$ 1,020,000	\$ 1,020,000					
4109	FEMA INCOME	\$ -	\$ -	\$ -	\$ -	\$ 107,568	\$ -	\$ -	\$ -	\$ -					
4110	WATER TAP CONNECTION FEES	\$ 31,117	\$ 23,000	\$ 59,483	\$ 30,000	\$ 45,271	\$ 30,000	\$ 23,727	\$ 42,000	\$ 42,000					
4111	WASTEWATER TAP FEES	\$ 8,535	\$ 9,000	\$ 13,500	\$ 9,000	\$ 12,436	\$ 10,000	\$ 18,936	\$ 12,000	\$ 12,000					
4119	RECONNECTION FEES	\$ 36,605	\$ 40,000	\$ 29,850	\$ 45,000	\$ 39,700	\$ 30,000	\$ 31,750	\$ 41,200	\$ 42,000					
4122	SALE OF MATERIALS & SUPPLIES	\$ 317	\$ 3,000	\$ 667	\$ 1,000	\$ 120	\$ 1,000	\$ 98	\$ 1,000	\$ 1,000					
4131	LATE FEE PENALTY	\$ 93,330	\$ 95,000	\$ 87,858	\$ 95,000	\$ 105,045	\$ 95,000	\$ 85,695	\$ 105,000	\$ 110,000					
4137	INTEREST ON TEMP INVESTMENTS	\$ 13,455	\$ 15,000	\$ 29,319	\$ 10,000	\$ 46,664	\$ 25,000	\$ 28,018	\$ 45,000	\$ 45,000					
4149	RETURNED CHECK FEES (NSF)	\$ 1,440	\$ 1,000	\$ 1,350	\$ 1,500	\$ 1,800	\$ 1,500	\$ 1,290	\$ 1,500	\$ 1,500					
4152	BAD DEBT'S RECOVERED	\$ 1,074	\$ 100	\$ 1,841	\$ 500	\$ -	\$ 1,000	\$ 706	\$ -	\$ 1,000					
4155	TURN ON FEE	\$ 50	\$ 200	\$ 50	\$ 200	\$ -	\$ 200	\$ 50	\$ 200	\$ 200					
4173	OPERATING TRANS/IN	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 408,000	\$ 1,000	\$ 200,000	\$ 1,000	\$ 1,000					
4176	OTHER REVENUE	\$ 5,416	\$ 20,000	\$ 10,396	\$ 5,000	\$ 35,320	\$ 5,000	\$ 6,017	\$ 5,000	\$ 5,000					
4177	LINE EXTENSION W/S	\$ 7,210	\$ 500	\$ 720	\$ 2,500	\$ -	\$ 4,300	\$ 4,204	\$ 4,000	\$ 4,000					
4178	LPSS - PAYMENT FOR NEW INSTALLATIONS	\$ 96,234	\$ 40,000	\$ 81,720	\$ 85,000	\$ 134,947	\$ 85,000	\$ 65,397	\$ 120,000	\$ 90,000					
4181	INSURANCE RECOVERY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,182	\$ -	\$ -					
TOTAL REVENUES		\$ 4,251,114	\$ 4,077,000	\$ 3,909,746	\$ 4,196,200	\$ 4,748,956	\$ 4,200,000	\$ 3,637,507	\$ 4,671,460	\$ 4,729,200					

REVENUES AND EXPENSES

ANNUAL COMPARISONS FYE 2017 - FYE 2020 WITH 2020-2021 BUDGET PREDICTIONS

ACCT #	EXPENSES	EXPENDITURES						ACTUAL @ 03/31/20	2019-2020 BUDGET	2020-2021 BUDGET
		2016-2017 ACTUAL	2016-2017 BUDGET	2017-2018 ACTUAL	2017-2018 BUDGET	2018-2019 ACTUAL	2018-2019 BUDGET			
5101	SALARIES AND WAGES	\$ 1,184,985	\$ 1,217,000	\$ 1,295,446	\$ 1,260,000	\$ 1,544,079	\$ 1,470,120	\$ 1,279,964	\$ 1,631,000	\$ 1,595,000
5102	SALARIES AND WAGES - OVERTIME	\$ 80,324	\$ 85,000	\$ 167,761	\$ 85,000	\$ 117,450	\$ 80,000	\$ 73,843	\$ 115,000	\$ 115,000
5104	EMPLOYEE RETIREMENT EXPENSE	\$ 50,334	\$ 55,000	\$ 51,733	\$ 50,000	\$ 82,048	\$ 55,000	\$ 81,531	\$ 98,500	\$ 95,000
5105	HEALTH SAVINGS ACCOUNT (HAS)	\$ -	\$ -	\$ -	\$ -	\$ 8,865	\$ -	\$ 12,373	\$ 16,000	\$ 16,000
5106	VACATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
5107	HEALTH/LIFE INSURANCE	\$ 198,440	\$ 208,000	\$ 222,330	\$ 240,000	\$ 255,529	\$ 240,000	\$ 187,575	\$ 273,000	\$ 250,000
5110	PAYROLL TAXES EXPENSE	\$ 95,745	\$ 95,000	\$ 111,890	\$ 95,000	\$ 126,608	\$ 115,000	\$ 102,810	\$ 124,460	\$ 122,000
5113	TEXAS WORKFORCE COMM - UNEMPLOYMENT	\$ 460	\$ 4,500	\$ 4,055	\$ 3,000	\$ 1,764	\$ 5,000	\$ 63	\$ 5,600	\$ 5,000
5114	WORKERS COMP PREMIUMS	\$ 20,839	\$ 25,000	\$ 26,949	\$ 28,000	\$ 31,982	\$ 35,000	\$ 10,164	\$ 35,000	\$ 55,000
5116	LEGAL FEES	\$ 23,550	\$ 20,000	\$ 17,374	\$ 20,000	\$ 14,280	\$ 20,000	\$ 9,525	\$ 15,000	\$ 15,000
5119	BUILDING SECURITY	\$ 1,799	\$ 1,500	\$ 1,170	\$ 2,000	\$ 2,655	\$ 2,000	\$ 1,591	\$ 3,000	\$ 3,000
5120	LFSS REFUND ACCT	\$ 1,500	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ 3,610	\$ 4,000	\$ 4,000
5121	SEWER TAP REFUND	\$ -	\$ 1,500	\$ -	\$ 900	\$ -	\$ 900	\$ -	\$ 900	\$ 900
5122	ENGINEERING FEES	\$ 22,895	\$ 30,000	\$ 36,728	\$ 30,000	\$ 5,540	\$ 25,000	\$ 41,054	\$ 50,000	\$ 50,000
5123	WATER TAP REFUND	\$ 700	\$ 1,000	\$ 1,400	\$ 700	\$ 2,550	\$ 700	\$ -	\$ 700	\$ 700
5125	AUDIT EXPENSE	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500
5128	VEHICLE/EQUIPMENT - MAINT & REPAIR	\$ 27,367	\$ 15,000	\$ 24,237	\$ 25,000	\$ 37,479	\$ 20,000	\$ 24,976	\$ 30,000	\$ 30,000
5131-B	WELL #4	\$ 8,157	\$ 10,000	\$ 1,830	\$ 10,000	\$ 8,323	\$ 5,000	\$ 1,363	\$ 5,000	\$ 2,000
5131-C	WELL #5	\$ 2,164	\$ 10,000	\$ 6,409	\$ 10,000	\$ 6,759	\$ 5,000	\$ 7,431	\$ 5,000	\$ 7,000
5131-D	WELL #6	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 315	\$ 1,000	\$ -	\$ -	\$ -
5131-E	WATER DISTRIBUTION SYSTEM - UPGRADES/	\$ 25,163	\$ 10,000	\$ 27,306	\$ 25,000	\$ 39,637	\$ 25,000	\$ 16,786	\$ 35,000	\$ 25,000
5131-F	WELL #7	\$ 2,883	\$ 10,000	\$ 9,112	\$ 5,000	\$ 16,179	\$ 5,000	\$ 4,522	\$ 5,000	\$ 5,000
5132-A	OAKLANE WW TP	\$ 34,900	\$ 20,000	\$ 32,139	\$ 35,000	\$ 23,302	\$ 35,000	\$ 16,031	\$ 35,000	\$ 25,000
5132-B	TIGERLAKE WWTP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5132-C	OAKLANE/TIGER CREEK WWTP	\$ -	\$ -	\$ 1,873	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5132-D	CLOVERLEAF WWTP	\$ -	\$ -	\$ 900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5132-G	WASTEWATER COLLECTION SYSTEM - UPGRADE	\$ 42,058	\$ 25,000	\$ 74,376	\$ 40,000	\$ 49,881	\$ 40,000	\$ 45,696	\$ 45,000	\$ 45,000
5133	LFSS - NEW INSTALLATIONS/REPAIRS	\$ 83,380	\$ 50,000	\$ 76,067	\$ 70,000	\$ 162,938	\$ 70,000	\$ -	\$ -	\$ -
5133-A	LFSS - NEW INSTALLATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,166	\$ 60,000	\$ 60,000

REVENUES AND EXPENSES

ANNUAL COMPARISONS FYE 2017 - FYE 2020 WITH 2020-2021 BUDGET PREDICTIONS

REVENUES AND EXPENSES

ANNUAL COMPARISONS FYE 2017 - FYE 2020 WITH 2020-2021 BUDGET PREDICTIONS