HIGHLINE WATER DISTRICT
King County, Washington

RESOLUTION 15-12-16A

RESOLUTION ADOPTING THE 2016 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 2016 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 2016 Operating Budget developed by the General Manager and Staff.

NOW, THEREFORE, BE IT RESOLVED:

The Board of Commissioners hereby approves the 2016 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 16th day of December 2015.

BOARD OF COMMISSIONERS

George Landon, President

Vince Koester, Secretary

Todd Fultz, Commissioner

Daniel Johnson, Commissioner

Kathleen Quong-Vermere, Commissioner
Our mission is to provide 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-Vermeire

Staff
Matt Everett, General Manager 206-592-8902
Jeremy DelMar P.E., Engineering Manager 206-592-8904
Debbie Prior, Administrative Manager 206-592-8906
Highline Water District

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# Highline Water District
## Sources and Applications of Funds
### 2018 Budget

## Sources of Funds

<table>
<thead>
<tr>
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<th>Budget 2018</th>
<th>Budget 2017</th>
<th>Budget 2018</th>
<th>Budget 2019</th>
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<tr>
<td><strong>Rate Revenues</strong></td>
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<td>Residential</td>
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<td><strong>$15,835,438</strong></td>
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<td>Hydrant Meter Sales</td>
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<td>Street Lights - (Puget Sound Energy)</td>
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<td>Wholesale Water Sales</td>
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<tr>
<td>Discounts and Adjustments</td>
<td>(30,000)</td>
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<td>(31,212)</td>
<td>(31,836)</td>
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<td>Meter Applications</td>
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<td>Lease Income</td>
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<td>179,091</td>
<td>184,673</td>
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<td>Other Fees (DE, gain/loss assets, scrap metal, US Bank rebates, etc.)</td>
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<td>80,000</td>
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<td><strong>Total Other Revenues</strong></td>
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## Applications of Funds
### Operation & Maintenance Expenses
#### Wholesale Water Supply

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<th>Budget 2018</th>
<th>Budget 2017</th>
<th>Budget 2018</th>
<th>Budget 2019</th>
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<tbody>
<tr>
<td>Salary &amp; Wages</td>
<td>$9,276</td>
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<td>Medical, Dental</td>
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<td>1,829</td>
<td>1,903</td>
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<td>Payroll Taxes</td>
<td>902</td>
<td>920</td>
<td>938</td>
<td>967</td>
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<tr>
<td>Water Purchased - Seattle (detail page 9)</td>
<td>3,988,600</td>
<td>3,850,000</td>
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<td>Water Purchased - Other</td>
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<td>2,000</td>
<td>2,000</td>
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<tr>
<td>Field Services - Water Quality &amp; Sampling (detail page 15)</td>
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<td>8,772</td>
<td>8,947</td>
<td>9,126</td>
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<td>Utilities (detail page 26)</td>
<td>81,600</td>
<td>83,130</td>
<td>84,783</td>
<td>88,488</td>
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<tr>
<td>Maintenance (detail page 10)</td>
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<td>29,580</td>
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<td>Fuel</td>
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<td><strong>Total Supply</strong></td>
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#### Pumps, Reservoirs & Telemetry

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<td>28,530</td>
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<td>Telephone (detail page 22)</td>
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<td><strong>$284,542</strong></td>
<td><strong>$290,573</strong></td>
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Page 1
## HIGHLINE WATER DISTRICT

Sources and Applications of Funds

2018 Budget

<table>
<thead>
<tr>
<th>Wells &amp; Water Treatment</th>
<th>Budget</th>
<th>2018</th>
<th>2017</th>
<th>Projected 2018</th>
<th>Projected 2019</th>
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<tbody>
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## Transmission & Distribution

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<th>Budget</th>
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<th>2017</th>
<th>Projected 2018</th>
<th>Projected 2019</th>
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<td>49,869</td>
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<td>93,004</td>
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## Customer Accounts

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<tr>
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<th>2017</th>
<th>Projected 2018</th>
<th>Projected 2019</th>
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## Total O&M Expenses Before A&G

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<th>2017</th>
<th>Projected 2018</th>
<th>Projected 2019</th>
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## Administration & General

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<th>2017</th>
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<th>Projected 2019</th>
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**HIGHLINE WATER DISTRICT**  
Sources and Applications of Funds  
2016 Budget

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<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
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<tr>
<td>Street Light Cost (Puppet Sound Energy)</td>
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Total Administration & General $2,906,602 $3,041,670 $3,052,719 $3,113,517

Total Operation & Maintenance Expense $10,783,030 $10,904,135 $11,098,375 $11,382,301

**CAPITAL PROJECTS**

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<th>2018</th>
<th>2019</th>
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Total Capital Additions $7,406,881 $8,274,000 $8,576,000 $8,110,000
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<td>1,355,000</td>
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### DEBT SERVICE

**Existing Debt**

| 1996 PWTF - 96-019 96-3 Crestview Reservoir | $101,034 | $0 | $0 | $0 |
| 1996 PWTF - 96-020 94-3 Main replacement-Three Tree Point | 31,257 | - | - | - |
| 1997 PWTF - 97-024 97-1, 97-2, 97-3 Main replacement-Seastac | 88,081 | 87,414 | - | - |
| 1998 PWTF - 98-025 99-1 30° Distribution main | 258,866 | 256,342 | 253,829 | - |
| 1998 PWTF - 98-026 98-1 & 98-2 Main replacements | 42,330 | 41,919 | 41,508 | - |
| 2000 PWTF - 00-025 00-1 Normandy Park watermain replacements | 129,888 | 127,536 | 126,174 | 122,812 |
| 2001 PWTF - 01-029 01-1 Various watermain replacements | 96,186 | 94,724 | 94,282 | 93,800 |
| 2002 PWTF - 02-023 02-2 Three Tree Pt WM Replo/N Hill Booster | 74,485 | 74,125 | 73,765 | 73,405 |
| 2003 PWTF - 03-113 03-4 600 Zone & main replacement | 46,121 | 44,904 | 44,688 | 44,471 |
| 2004 DWSRF 03-4 600 Zone & main replacement | 7,739 | 7,635 | 7,531 | 7,428 |
| 2004 PWTF - 04-034 02-4 SW Suburban WM replacement | 45,200 | 44,984 | 44,768 | 44,551 |
| 2006 PWTF - 06-117 07-1 490 Zone & Pressure Reducing | 37,454 | 37,277 | 37,099 | 36,922 |
| 2006 PWTF - 08-061 07-1 480 Zone & Pressure Reducing | 162,609 | 161,748 | 160,983 | 160,220 |
| 2012 PWTF - 13-1 Angle Lake Water Main Replacement | 134,715 | 134,775 | 134,151 | 133,527 |
| **Total Existing Debt**                | $1,233,885 | $1,093,391 | $1,017,758 | $717,136 |
| **Total Debt Service**                 | $1,233,885 | $1,093,391 | $1,017,758 | $717,136 |
| **TOTAL REVENUE REQUIREMENTS**        | $13,355,754 | $13,347,517 | $13,466,133 | $13,454,437 |

Total Operating Reserves (decrease) increase | $2,731,390 | $3,054,707 | $3,289,121 | $3,589,036 |
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<th>Budget 2016</th>
<th>Budget 2017</th>
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<th>Projected 2019</th>
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<td>Plus: Interest</td>
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### Residential

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<th>May-16</th>
<th>Jun-16</th>
<th>Jul-16</th>
<th>Aug-16</th>
<th>Sep-16</th>
<th>Oct-16</th>
<th>Nov-16</th>
<th>Dec-16</th>
<th>Annual Total</th>
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**Meter Count**
- Residential: 15,632
- Total Residential Meter Revenue: $9,242,400
- **Total Residential Usage Revenue**: $3,623,494
- **Total Residential Revenue**: $6,564,311

### Commercial (Institutes/multi-family)

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<th>Mar-16</th>
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<th>Aug-16</th>
<th>Sep-16</th>
<th>Oct-16</th>
<th>Nov-16</th>
<th>Dec-16</th>
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**Meter Count**
- Commercial: 1,910
- Total Commercial Meter Revenue: $161,864
- Total Commercial Usage Revenue: $11,791
- Total Commercial Revenue: $29,386,438
- Total Commercial & Residential Meter Revenue: $191,834
- Total Commercial & Residential Usage Revenue: $23,807,052
- Total Commercial & Residential Revenue: $29,386,438

**Page 6**
### Irrigation - (commercial)

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<td>Total Irrigation Meter Revenue</td>
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### STAND-BY FIRE SERVICE

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<th>Meter Size</th>
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<tbody>
<tr>
<td>1 1/2&quot;</td>
<td>$38.58</td>
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<tr>
<td>2&quot;</td>
<td>$129.93</td>
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<tr>
<td>2 1/2&quot;</td>
<td>$138.08</td>
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<td>3&quot;</td>
<td>$344.63</td>
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<td>4&quot;</td>
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<td>6&quot;</td>
<td>$81.85</td>
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<td>8&quot;</td>
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<td>10&quot;</td>
<td>$108.33</td>
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<table>
<thead>
<tr>
<th>Meter Count</th>
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<tbody>
<tr>
<td>Total SBF Meter Revenue</td>
<td>$16,685</td>
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<tr>
<td>Usage-Hot</td>
<td>$3.55</td>
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<td>Usage-Summer</td>
<td>$4.20</td>
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<td>Total SBF Usage Revenue</td>
<td>$188</td>
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<tr>
<td>Total Stand-by Fire Revenue</td>
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<tr>
<td>Total Meters</td>
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<tr>
<td>Total Usage</td>
<td>203,869</td>
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<tr>
<td>Total Meter Charges</td>
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<td>Total Usage Charges</td>
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<tr>
<td>Total Revenues - All Classes</td>
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Page 7
2016
Other Customer Charges

<table>
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<tr>
<td>Delinquent lock/unlock revenue</td>
<td>50,000</td>
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<tr>
<td>NSF charges</td>
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<tr>
<td>Lien interest charges</td>
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<tr>
<td>Late charges</td>
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<td>*Miscellaneous customer service revenue</td>
<td>45,000</td>
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<td>Final bill fees</td>
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<tr>
<td>Write-off of bad debts</td>
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<td>Embezzlement recovery - (1997 Audit Report)</td>
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$ 274,270

*Miscellaneous customer service revenue
  - Water availability certificates
  - Plans & specifications
  - Damage repair fees
  - Lien filing fees
  - Meter tampering
  - Requested locks
### Projected Water Supply Purchases

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<tbody>
<tr>
<td>Total Production &amp; Purchases CCF</td>
<td>225,000</td>
<td>260,000</td>
<td>210,000</td>
<td>225,000</td>
<td>260,000</td>
<td>290,000</td>
<td>310,000</td>
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<td>240,000</td>
<td>220,000</td>
<td>265,000</td>
<td>2,680,000</td>
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<tr>
<td>District Wells &amp; Other</td>
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<td>60,000</td>
<td>60,000</td>
<td>60,000</td>
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<tr>
<td>Seattle Water Purchase</td>
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<td>150,000</td>
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<td>170,000</td>
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<td>160,000</td>
<td>140,000</td>
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<tr>
<td>Total Sales</td>
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<td>240,000</td>
<td>220,000</td>
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#### Seattle Water Contract Rates:

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<th>$1.58</th>
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<th>$1.58</th>
<th>$1.58</th>
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**Total Seattle Water Charges for Supply:**

$260,700 $221,200 $257,000 $280,700 $346,106 $364,200 $361,800 $410,200 $446,800 $292,800 $221,200 $222,100 $3,988,800
## Maintenance

<table>
<thead>
<tr>
<th></th>
<th>Wholesale Water Supply</th>
<th>Pumps Reservoir &amp; Telemetry</th>
<th>Wells &amp; Water Treatment</th>
<th>Transmission &amp; Distribution</th>
<th>Administration</th>
<th>Total</th>
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<tbody>
<tr>
<td>Maintenance</td>
<td></td>
<td></td>
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<tr>
<td>Maintenance of office building</td>
<td>$40,000</td>
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<tr>
<td>Building janitorial service</td>
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<td>Facility Repair-Wells, Pumps, Treatment</td>
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<td>Security maintenance</td>
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<td>Equipment Rental &amp; Lease</td>
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<tr>
<td>Equipment Maintenance &amp; Repair</td>
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<td>$28,000</td>
<td>$36,500</td>
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<td>$5,000</td>
<td>69,500</td>
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<td>Vehicle Repair &amp; Maintenance</td>
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<td>Building Alarm monitoring</td>
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<td>Facility Preventive Maintenance</td>
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<td>$3,000</td>
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<td>Annual maintenance - HVAC system</td>
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<tr>
<td>Total Maintenance</td>
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<td>$64,020</td>
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<td>$86,300</td>
<td>$279,820</td>
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<td></td>
<td>Pumps, Reservoirs &amp; Telemetry</td>
<td>Transmission &amp; Distribution</td>
<td>Customer Service</td>
<td>Administration</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
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<td></td>
</tr>
<tr>
<td>3 Employees @ $450 each</td>
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<td>$4,500</td>
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<tr>
<td>10 Employees @ $450 each</td>
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<td>$4,500</td>
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<tr>
<td>2 Employees @ $450 each</td>
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<tr>
<td>1 Employee @ $450 each</td>
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<td>$450</td>
<td>$450</td>
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<td>Miscellaneous</td>
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<tr>
<td><strong>Total Uniforms</strong></td>
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<td><strong>$450</strong></td>
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### Supplies

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<th>Transmission &amp; Distribution</th>
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<tbody>
<tr>
<td>Safety Supplies/First Aid Supplies</td>
<td>$ 1,000</td>
<td>$ 7,000</td>
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<tr>
<td>Field Tools &amp; Minor Equipment</td>
<td>$ 25,000</td>
<td>$ 25,000</td>
<td>$ 25,000</td>
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<tr>
<td>Other Field Supplies</td>
<td>$ 15,000</td>
<td>$ 15,000</td>
<td>$ 15,000</td>
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<tr>
<td>Janitorial Supplies</td>
<td>$ 4,000</td>
<td>$ 4,000</td>
<td>$ 4,000</td>
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<tr>
<td>Office Supplies-Consumables</td>
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<tr>
<td>Office Supplies-Minor Assets</td>
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<td>$ 5,000</td>
<td>$ 5,000</td>
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<tr>
<td>Supplies-Minor Assets</td>
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<td>$ 5,000</td>
<td>$ 5,000</td>
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<tr>
<td>Supplies-Other</td>
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<tr>
<td>Emergency Management Supplies</td>
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<td><strong>Total Supplies</strong></td>
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<td><strong>$ 47,000</strong></td>
<td><strong>$ 76,000</strong></td>
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</tbody>
</table>

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.
### Conservation/Community Relations

<table>
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<tr>
<td>Supplies</td>
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<tr>
<td>Calendar Contest (printing &amp; gift cards)</td>
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<td>Other events</td>
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<td><strong>Total Community Relations &amp; Conservation</strong></td>
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### Transmission & Distribution

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<td>Chemicals</td>
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<td>Asphalting/Concrete</td>
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<td>Parts &amp; other supplies</td>
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<td>Meters, hydrants &amp; hardware</td>
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<tr>
<td>Rock, Gravel etc</td>
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<tr>
<td><strong>Total Materials</strong></td>
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<td>Field Services</td>
<td>Transmission &amp; Distribution</td>
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<tr>
<td>--------------------------------------</td>
<td>-----------------------------</td>
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<tr>
<td>Field Services-Dumping &amp; Recycling</td>
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<td>Field Services-Leak Detection</td>
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<tr>
<td>Field Services-Locating/Potholing</td>
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<tr>
<td>Field Services-Tapping</td>
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<tr>
<td>Field Services-Water Quality &amp; Sampling</td>
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<td>Field Services-Other</td>
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<tr>
<td><strong>Total Field Services</strong></td>
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Highline Water District  
2016 Budget  
Training/Travel & Meals

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<td>Travel &amp; Meals for Training</td>
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<tr>
<td>Tuition &amp; Registration Fees</td>
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<tr>
<td>Total Training and Travel</td>
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<td>$103,000</td>
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Conferences

National
AWWA Conference
AWWA Distribution Conference
AWWA Customer Conference
Harris Pacific Users Group
Harris Users Conference
Ludby Users Conference
Sensus National Users Conference
Other

Local
WASWD Spring Conference
WASWD Fall Conference
PNWS-AWWA Conference
WOW Conference
Rural Water Association Conference
Other
### Highline Water District
#### 2016 Budget
Permits, Licenses, Fees & Misc

<table>
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<th>Category</th>
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<td>Various Construction Permits</td>
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<td>Dept. of Health Permit</td>
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<td>Permits &amp; Inspections-Developer Extensions</td>
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<td>$ 5,000</td>
<td>$ 5,000</td>
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<tr>
<td><strong>Fees-Other</strong></td>
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<td>Retrospective Rating Program fee (L &amp; I)</td>
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<td>Post office box fees (PO boxes and safe deposit boxes)</td>
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<td>Bank fees</td>
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<td>Point &amp; Pay - processing fees</td>
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<td>Misc. minor fees</td>
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<td>Midway Parking Fee</td>
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<tr>
<td>Title Reports/Property Research</td>
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<tr>
<td></td>
<td>$ 77,450</td>
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<tr>
<td><strong>Miscellaneous</strong></td>
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<tr>
<td>Vehicle Licensing</td>
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<tr>
<td>Fees - Liens &amp; Easements</td>
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<tr>
<td><strong>Total Permits, Licenses, Fees and Misc.</strong></td>
<td>$ 89,200</td>
<td>$ 87,725</td>
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Highline Water District  
2016 Budget  
Printing  

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<td>Newsletters</td>
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<td>CCR report</td>
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<tr>
<td>Consumables</td>
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<tr>
<td>Other printing</td>
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Highline Water District
2016 Budget
Postage

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<tr>
<td>Billing Statements</td>
<td></td>
<td>$ 55,000</td>
<td>$ 55,000</td>
</tr>
<tr>
<td>Rate increase newsletter, &amp; other bulk mail</td>
<td></td>
<td>$ 4,000</td>
<td>$ 4,000</td>
</tr>
<tr>
<td>CCR</td>
<td>$ 2,200</td>
<td></td>
<td>$ 2,200</td>
</tr>
<tr>
<td>General</td>
<td>4,500</td>
<td></td>
<td>4,500</td>
</tr>
<tr>
<td>Overnight Charges</td>
<td>300</td>
<td></td>
<td>300</td>
</tr>
<tr>
<td>Total Postage</td>
<td>$ 7,000</td>
<td>$ 59,000</td>
<td>$ 66,000</td>
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</table>
Highline Water District  
2016 Budget  
Employee Relations  

<table>
<thead>
<tr>
<th></th>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee awards/incentives</td>
<td>$ 3,000</td>
</tr>
<tr>
<td>Employee Assistance-Far West Family Svcs</td>
<td>3,600</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>3,500</td>
</tr>
<tr>
<td><strong>Total Employee Relations</strong></td>
<td><strong>$ 10,100</strong></td>
</tr>
</tbody>
</table>

**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
<table>
<thead>
<tr>
<th>Subscriptions</th>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep Up-to-Date on Payroll</td>
<td>$   275</td>
</tr>
<tr>
<td>Daily Journal of Commerce</td>
<td>$   220</td>
</tr>
<tr>
<td>Seattle Times</td>
<td>$   375</td>
</tr>
<tr>
<td>Safety Alert for Supervisors</td>
<td>$   325</td>
</tr>
<tr>
<td>Top Health</td>
<td>$   320</td>
</tr>
<tr>
<td>Other Miscellaneous Subscriptions</td>
<td>$   320</td>
</tr>
<tr>
<td>Total Subscriptions</td>
<td>$  1,835</td>
</tr>
<tr>
<td><strong>Dues WASWD</strong></td>
<td></td>
</tr>
<tr>
<td>WASWD</td>
<td>$  18,490</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dues-other</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AWWA-Membership</td>
<td>$   3,535</td>
</tr>
<tr>
<td>Washington Water Utilities Council/PNWS-AWWA</td>
<td>$   1,500</td>
</tr>
<tr>
<td>SW King County Chamber of Commerce</td>
<td>$   400</td>
</tr>
<tr>
<td>Kent Chamber of Commerce</td>
<td>$   475</td>
</tr>
<tr>
<td>National Safety Council</td>
<td>$   400</td>
</tr>
<tr>
<td>American Public Works Association</td>
<td>$   215</td>
</tr>
<tr>
<td>Highline Water District - GMPC</td>
<td>$   1,000</td>
</tr>
<tr>
<td>Evergreen Rural Membership</td>
<td>$   700</td>
</tr>
<tr>
<td>Government Finance Officer's Association (GFOA)</td>
<td>$   160</td>
</tr>
<tr>
<td>Miscellaneous Dues</td>
<td>$   300</td>
</tr>
<tr>
<td><strong>Total Dues other</strong></td>
<td>$  8,685</td>
</tr>
<tr>
<td><strong>Total Dues &amp; Subscriptions</strong></td>
<td>$ 20,010</td>
</tr>
<tr>
<td></td>
<td>Administration</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Cellular</td>
<td>$10,800</td>
</tr>
<tr>
<td>Wireless</td>
<td>$3,850</td>
</tr>
<tr>
<td>Local Service</td>
<td>$14,760</td>
</tr>
<tr>
<td>Long Distance</td>
<td>$120</td>
</tr>
<tr>
<td><strong>Total Telephone</strong></td>
<td><strong>$29,530</strong></td>
</tr>
</tbody>
</table>
Highline Water District
2016 Budget
Hardware/Software/Internet

<table>
<thead>
<tr>
<th>Description</th>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computers-Software Maintenance Support</strong></td>
<td></td>
</tr>
<tr>
<td>Annual support on Harris Northstar</td>
<td>$ 28,750</td>
</tr>
<tr>
<td>Annual support Harris enhancement modules &amp; custom programming</td>
<td>16,010</td>
</tr>
<tr>
<td>Annual support - GEMS Financials &amp; HRMS</td>
<td>46,400</td>
</tr>
<tr>
<td>Annual support - Unisys Corp (3rd party GEMS)</td>
<td>2,065</td>
</tr>
<tr>
<td>Annual support on Lucity (GBA)</td>
<td>17,450</td>
</tr>
<tr>
<td>Annual support on ESRI GIS system</td>
<td>4,600</td>
</tr>
<tr>
<td>Annual support on Innovyze H2O Net Hydraulic Model</td>
<td>1,925</td>
</tr>
<tr>
<td>Sensus support</td>
<td>1,720</td>
</tr>
<tr>
<td>DLT Solutions Autocad renewal/support</td>
<td>2,375</td>
</tr>
<tr>
<td>SiteProtector server anti-virus service</td>
<td>2,235</td>
</tr>
<tr>
<td>SiteProtector workstations &amp; mobile device anti-virus service</td>
<td>7,485</td>
</tr>
<tr>
<td>Remote backup service (OBM)</td>
<td>2,300</td>
</tr>
<tr>
<td>SiteProtector backup licenses</td>
<td>1,970</td>
</tr>
<tr>
<td>SonicWall-NSA3600 secure upgrade 3yrs of services 2016-2018</td>
<td>7,944</td>
</tr>
<tr>
<td>Teleworks - annual fee outbound notification system</td>
<td>3,650</td>
</tr>
<tr>
<td>Miscellaneous software maintenance &amp; support</td>
<td>2,960</td>
</tr>
<tr>
<td>Office 365</td>
<td>7,820</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 157,859</strong></td>
</tr>
</tbody>
</table>

| Description                                                                 |                |
| **Computer Hardware - Minor Assets**                                       |                |
| Replacement PC's (6) & 1-laptop replacement                                 | $ 6,000        |
| Monitors & video cards                                                     | 2,000          |
| Miscellaneous Minor Hardware                                               | 5,000          |
| **Total**                                                                  | **$ 13,000**   |

| Description                                                                 |                |
| **Miscellaneous**                                                          |                |
| Internet fees                                                              | $ 1,920        |
| Hardware Preventive Maintenance                                            | 600            |
| Hardware Repairs                                                           | 1,000          |
| Email Archiving                                                            | 12,045         |
| Other software & miscellaneous computer related                           | 6,500          |
| **Total**                                                                  | **$ 22,065**   |

<p>| <strong>Total Hardware/Software/Internet</strong>                                       | <strong>$ 192,724</strong>  |</p>
<table>
<thead>
<tr>
<th>Administration</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General District Business</td>
<td>$90,000</td>
</tr>
<tr>
<td>Human Resources</td>
<td>$5,000</td>
</tr>
<tr>
<td>Water Issues</td>
<td>$5,000</td>
</tr>
<tr>
<td><strong>Total Legal Fees</strong></td>
<td><strong>$100,000</strong></td>
</tr>
<tr>
<td>Description</td>
<td>Administration</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Studies - supply, water rights, hydraulic analysis</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>Misc-legal descriptions, easements, etc.</td>
<td>$ 15,000</td>
</tr>
<tr>
<td><strong>Total Engineering Services</strong></td>
<td><strong>$ 65,000</strong></td>
</tr>
</tbody>
</table>
## Highline Water District
### 2016 Budget
#### Outside Services

<table>
<thead>
<tr>
<th>Consulting Services</th>
<th>Administration</th>
<th>Customer Accounts</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General computer consulting</td>
<td>$65,000</td>
<td></td>
<td>$65,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Core software consulting/training</td>
<td>21,500</td>
<td></td>
<td>21,500</td>
</tr>
<tr>
<td>Records Retention</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Public Outreach</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$121,500</strong></td>
<td><strong>$121,500</strong></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Human Resource Services</th>
<th>Administration</th>
<th>Customer Accounts</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>WE Employers Service</td>
<td>$2,500</td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td>HR Services-Other</td>
<td>250</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>HR Services-Medical</td>
<td>3,000</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,750</strong></td>
<td><strong>$5,750</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Services</th>
<th>Administration</th>
<th>Customer Accounts</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teleworks - Hosted vCARE NorthStar IVR</td>
<td>$14,000</td>
<td>$14,000</td>
<td></td>
</tr>
<tr>
<td>Lockbox Payment Processing</td>
<td>22,250</td>
<td></td>
<td>22,250</td>
</tr>
<tr>
<td>Courier Service</td>
<td>$5,200</td>
<td>5,200</td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td>2,000</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>Document Imaging (archives)</td>
<td>3,000</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>Other Services</td>
<td>3,000</td>
<td></td>
<td>3,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$13,200</strong></td>
<td><strong>$36,250</strong></td>
<td><strong>$49,450</strong></td>
</tr>
</tbody>
</table>

| Total Outside Services  | $140,450       | $36,250           | $176,700  |

---

Page 26
Highline Water District  
2016 Budget  
Office Equipment

<table>
<thead>
<tr>
<th>Description</th>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Equipment Preventive Maintenance</td>
<td></td>
</tr>
<tr>
<td>Annual maintenance on main copier</td>
<td>$ 2,700</td>
</tr>
<tr>
<td>Annual maintenance on Pitney Bowes folder/inserter</td>
<td>510</td>
</tr>
<tr>
<td>Maintenance for Altura telephone system</td>
<td>2,680</td>
</tr>
<tr>
<td>Annual maint on Const Svc copier-Konica Minolta</td>
<td>450</td>
</tr>
<tr>
<td></td>
<td>$ 6,540</td>
</tr>
</tbody>
</table>

| Office Equipment Rental & Lease                            | $ 875          |

| Office Equipment Repair                                    | $ 1,000        |

<p>| Total Office Equipment                                      | $ 8,415        |</p>
<table>
<thead>
<tr>
<th>Service</th>
<th>Supply</th>
<th>Pumps, Reservoirs &amp; Telemetry</th>
<th>Wells &amp; Water Treatment</th>
<th>Administration</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garbage &amp; Recycling</td>
<td>$4,150</td>
<td>$4,150</td>
<td></td>
<td></td>
<td>$4,150</td>
</tr>
<tr>
<td>Natural Gas</td>
<td>13,000</td>
<td>13,000</td>
<td></td>
<td></td>
<td>13,000</td>
</tr>
<tr>
<td>Real Estate Tax</td>
<td>6,500</td>
<td>6,500</td>
<td></td>
<td></td>
<td>6,500</td>
</tr>
<tr>
<td>Storm/Surface Water Management</td>
<td>6,650</td>
<td>6,650</td>
<td></td>
<td></td>
<td>6,650</td>
</tr>
<tr>
<td>Power</td>
<td>$80,000</td>
<td>$25,000</td>
<td>$256,000</td>
<td>22,500</td>
<td>365,500</td>
</tr>
<tr>
<td>Sewer</td>
<td>1,500</td>
<td>500</td>
<td></td>
<td>550</td>
<td>2,550</td>
</tr>
<tr>
<td>Sewer - Backwash</td>
<td></td>
<td></td>
<td>13,000</td>
<td></td>
<td>13,000</td>
</tr>
<tr>
<td><strong>Total Utilities</strong></td>
<td>$81,500</td>
<td>$25,500</td>
<td>$271,000</td>
<td>53,350</td>
<td>$431,350</td>
</tr>
</tbody>
</table>

*Power - Supply = Pump stations #2, 3, 5, & 6
- Pumps Reservoirs & Telemetry = Pump stations #1, 4, 7 & reservoirs
Highline Water District
2016 Capital Asset Purchase Budget
individual budget amounts do not include sales tax

<table>
<thead>
<tr>
<th>Line</th>
<th>Asset</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mini Excavator</td>
<td>85,000</td>
</tr>
<tr>
<td>2</td>
<td>Field - Replacement Vehicle (Locator Van)</td>
<td>30,000</td>
</tr>
<tr>
<td>3</td>
<td>Field - Replacement Vehicle 4x4 (Truck #7)</td>
<td>35,000</td>
</tr>
<tr>
<td>4</td>
<td>Garage Electrical Improvements - 4 Cord Reels</td>
<td>7,400</td>
</tr>
<tr>
<td>5</td>
<td>Chlorine PH Analyzer - DesMoines Treatment Plant</td>
<td>7,000</td>
</tr>
<tr>
<td>6</td>
<td>Flow Meter - Pump Station #4</td>
<td>7,500</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal                                                                 $ 171,900

Plus: Sales tax                                                            $ 16,331

Total Capital Asset purchases                                            $ 188,231
### Agenda Item No.: 5.1
### Agenda Date: 12/16/2015
### Reviewed By: M.E.

**Subject:** Adopt 2016 Operating Budget

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>FINANCIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive</td>
<td>Expenditures?</td>
</tr>
<tr>
<td></td>
<td>Yes [ ] No [ ] N/A [ ]</td>
</tr>
<tr>
<td>Administrative</td>
<td>Budgeted?</td>
</tr>
<tr>
<td></td>
<td>Yes [ ] No [ ] N/A [ ]</td>
</tr>
<tr>
<td>Engineering/Operations</td>
<td>Amount: $</td>
</tr>
<tr>
<td></td>
<td>Plus WSST</td>
</tr>
</tbody>
</table>

**Attachments**
1. Resolution #15-12-16A
2. Exhibit A – 2016 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.