# COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM PROJECT 2015 ANNUAL BUDGET

#### **CERTIFICATE FOR RESOLUTION**

THE STATE OF TEXAS §
COUNTY OF HARRIS §

I, the undersigned Officer of the Board of Directors (the "Board") of the Coastal Water Authority, hereby certify as follows:

1. The Board of Directors of the Coastal Water Authority (the "Authority") convened in regular session on the 12<sup>th</sup> day of November 2014, at the regular meeting place thereof, inside the boundaries of the Authority, and the roll was called of the duly constituted officers and members of the Board, to wit:

D. Wayne Klotz, P.E.

Tony L. Council, P. E.

Alan D. Conner

Zebulun Nash

John Odis Cobb, P.E.

Douglas E. Walker

Giti Zarinkelk, P.E.

President

1st Vice-President

Secretary-Treasurer

Director

Director

Director

Director

and all of said persons were present except Director(s): NONE-ALL PRESENT thus constituting a quorum. Whereupon, among other business, the following was transacted at said meeting: a written

RESOLUTION OF THE BOARD OF DIRECTORS OF COASTAL WATER AUTHORITY ADOPTING THE FISCAL YEAR 2015 BUDGET AND SETTING CONVEYANCE FEES FOR THE BAYPORT WATER SYSTEM PROJECT; AND MAKING CERTAIN FINDINGS IN CONNECTION THEREWITH

was introduced for the consideration of the Board. It was then duly moved and seconded that the Resolution be adopted, and, after due discussion, the motion, carrying with it the adoption of the Resolution, prevailed and carried unanimously.

2. That a true, full and correct copy of the aforesaid Resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that the Resolution has been duly recorded in the Board's minutes of the meeting; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Board as indicated therein; that each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid meeting, and that the Resolution would be introduced and considered for adoption at the meeting, and each of the officers and members consented, in advance, to the holding of the meeting for such purpose; that the meeting was open to the public as required by law; and that public notice of the time, place and subject of the meeting was given as required by Chapter 551, Texas Government Code, and Section 49.063, Texas Water Code.

SIGNED AND SEALED the 12<sup>th</sup> day of November 2014.

Secretary Board of Directors

(SEAL)

RESOLUTION OF THE BOARD OF DIRECTORS OF COASTAL WATER AUTHORITY ADOPTING THE FISCAL YEAR 2015 BUDGET AND SETTING CONVEYANCE FEES FOR THE BAYPORT WATER SYSTEM PROJECT; AND MAKING CERTAIN FINDINGS IN CONNECTION THEREWITH

WHEREAS, Coastal Water Authority (the "Authority") is a governmental agency and a body politic and corporate created as a conservation and reclamation district pursuant to the Constitution and laws of the State of Texas, including Article XVI, Section 59, Texas Constitution, and Chapter 601, Acts of the 60th Texas Legislature 1967 (Regular Session), as amended (the "Act"); and

WHEREAS, the Board of Directors of the Authority (the "Board") is vested with all of the rights, powers and privileges, authorities and functions conferred and imposed by the Act as well as the general laws of the State of Texas applicable to water control and improvement districts and municipal utility districts created under Article XVI, Section 59 of the Texas Constitution that are not in conflict or inconsistent with the Act; and

WHEREAS, the Authority owns and operates the Bayport Water System, which is a system of canals and pipelines used for the conveyance of raw water sold by the City of Houston, Texas to industrial users; and

WHEREAS, the Authority is authorized under the Act and the general laws of the State of Texas, including §49.212 of the Texas Water Code, to adopt or enforce all necessary charges, mandatory fees, or rentals, for providing or making available any Authority facility or service; and

WHEREAS, the Authority has reviewed the projected water use for industrial users served by the Bayport Water System and prepared a budget for the Bayport Water System based upon the costs of the Authority's services, which include expected capital expenditures and the establishment of reasonable reserves; and

WHEREAS, the Finance and Audit Committee of the Authority has reviewed and approved the proposed Coastal Water Authority Bayport Water System Project 2015 Annual Budget (the "Fiscal Year 2015 Budget") and authorized the Executive Director and Chief Financial Officer of the Authority to distribute the proposed Fiscal Year 2015 Budget to users of the Bayport Water System for review and comment; and

WHEREAS, by a letter dated October 30, 2014, the Executive Director and Chief Financial Officer of the Authority distributed the proposed Fiscal Year 2015 Budget to users of the Bayport Water System, requested that users provide comments to the Authority regarding the Fiscal Year 2015 Budget no later than November 10, 2014, notified users that the Board would consider adoption of the Fiscal Year 2015 Budget at its meeting on November 12, 2014, and notified users that based on the proposed Fiscal Year 2015 Budget the Authority would set a conveyance fee of 19 cents per 1,000 gallons; and

WHEREAS the Authority has not received any comments from the users of the Bayport Water System regarding the Fiscal Year 2015 Budget or the proposed conveyance fee of 19 cents per 1,000 gallons; and

WHEREAS, the Board considered the above described matters, and has determined that the adoption of the Fiscal Year 2015 Budget and the conveyance fee of 19 cents per 1,000 gallons will allow the Authority to prudently operate and maintain the Bayport Water System and recover its costs of service associated with the operation of the Bayport Water System;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COASTAL WATER AUTHORITY, THAT:

- Section 1: The findings and recitations set out in the preamble of this Resolution are found to be true and correct and are hereby adopted by the Board and made a part hereof for all purposes.
- Section 2: The Board hereby approves and adopts the Fiscal Year 2015 Budget, a copy if which is attached hereto as **Exhibit A** and incorporated herein.
- Section 3: The Board hereby approves and adopts a conveyance fee for the Bayport Water System of 19 cents per 1,000 gallons for Fiscal Year 2015.
- <u>Section 4:</u> The terms that are defined in the recitals to this Resolution are incorporated herein for all purposes.
- Section 5: The provisions of this Resolution shall be effective as of the date of adoption and shall remain in effect until modified by action of the Board.
- Section 6: It is hereby officially found and determined that the meeting at which this Resolution was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given, all as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code.

[Execution page follows]

### PASSED AND APPROVED this 12<sup>th</sup> day of November 2014.

President, Board of Directors

ATTEST:

Secretary, Board of Directors

(SEAL)

#### **EXHIBIT A**

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM PROJECT 2015 ANNUAL BUDGET

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### COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS BUDGET SUMMARY 2015 ANNUAL BUDGET

APPLICATION OF FUND	os	2014 BUDGET	2014 PROJECTED	2015 BUDGET
Expenditures (1) Capital Outlay		\$1,941,441 2,502,000	\$1,868,000 245,000	\$2,032,702 2,525,000
•	Comparative Subtotal	4,443,441	2,113,000	4,557,702
•	Total Expenditures	4,443,441	2,113,000	4,557,702
Ending Fund Balanc	es	1,393,815	3,882,249	1,420,826
	Total Applications	5,837,256	5,995,249	5,978,528
SOURCE OF FUNDS				
Beginning Fund Bala Investment Income	ances	3,795,678 750	3,931,236 2,000	3,882,249 750
	Subtotal Sources	3,796,428	3,933,236	3,882,999
	Subtotal	3,796,428	3,933,236	3,882,999
System Revenue		\$2,040,828	\$2,062,013	\$2,095,529

<sup>(1)</sup> Includes assets purchased

### COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS FACTS AND ASSUMPTIONS 2015 ANNUAL BUDGET

#### **FACTS**

- 1. The 2015 budget is prepared on a cash basis.
- Bayport Water System books and records consist of five funds, which are Operating Fund, Operating Reserve Fund, Special Projects Emergency Reserve, Revenue Fund and the Capital Improvement Fund.
- 3. The required fund balances have been reflected at m nimum balances.
- 4. Bayport is charged with direct salary and costs as well as an allocation of certain general items based upon an overall payroll allocation of 13%.

#### **ASSUMPTIONS**

- Salaries anticipates funding the employee benefits of one field retiree and includes a provision for compensation contingencies equal to 3% to be administered consistent with the Coastal Water Authority Salary Administration Plan.
- 2. Assumes timely payment of billings by Bayport customers.
- 3. The Operating Fund should be maintained at a \$400,000 balance and the Operating Reserve Fund should be maintained at a level equal to 3 months of the Operating Expense.

### COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS RECONCILIATION OF 2014 BUDGET TO 2015 BUDGET

2014 Budget		2014 Budget to 2015 Budget \$1,941,441
Field Salaries		(47,945)
Materials & Supplies		(5,575)
Contract Labor & Equipment		150,705
Utilities (Electricity)		(2,033)
Administrative Expense		9,901
General Operating Expenses		(20,292)
Engineering, Legal & Professional		6,500
	Subtotal	91,261
2015 Budget	***	\$2,032,702

### COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS STATEMENT OF REVENUES AND EXPENDITURES 2015 ANNUAL BUDGET

	2014 BUDGET	2014 PROJECTED	2015 BUDGET
REVENUES	DODOLI	TROOLOTED	BOBOLI
Interest on Investments	\$750	\$2,000	\$750
Service Revenues	2,040,828	2,062,013	2,095,529
Total Revenue	2,041,578	2,064,013	2,096,279
EXPENDITURES			
Field Salaries	831,363	750,000	783,418
Materials & Supplies	125,075	135,000	119,500
Contract Labor & Equipment (1)	171,595	205,000	322,300
Utilities	88,559	88,000	86,526
Administrative Expenses	349,289	330,000	359,190
General Operating Expenses	283,980	270,000	263,688
Engineering, Legal & Professional	91,580	90,000	98,080
Subtotal	1,941,441	1,868,000	2,032,702
	•		
Construction Program	2,502,000	245,000	2,525,000
Capital Outlay	2,502,000	245,000	2,525,000
Total Expenditures	4,443,441	2,113,000	4,557,702
•	(2)	(3)	(4)
Net Increase (Decrease) in	(\$2,401,863)	(\$48,987)	(\$2,461,423)
Fund Balances			

<sup>(1)</sup> Includes assets purchased.

<sup>(2)</sup> Net decrease is a result of Construction Fund Balance and an increase in required reserves funds

<sup>(3)</sup> Net decrease is a result of Construction Fund Balance and an increase in required reserves funds

<sup>(4)</sup> Net decrease is a result of Construction Fund Balance and an increase in required reserves funds

## COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS RECONCILIATION OF FUND ACTIVITY 2015 ANNUAL BUDGET

	REVENUE FUND	CAPITAL IMPROVEMENT FUND
Beginning Balance	\$0	\$2,488,434
Service Revenue	2,095,529	0
Interest Earnings	0	156
Transfer - Service	(2,095,529)	40,351
Expenses	0	0
Capital Outlay	0	(2,525,000)
Net Activity	0	(2,484,493)
Ending Balance	\$0	\$3,941

### COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS RECONCILIATION OF FUND ACTIVITY 2015 ANNUAL BUDGET

	OPERATING FUND	OPERATING RESERVE FUND	SPECIAL PROJECT EMERGENCY RESERVE FUND	TOTAL BAYPORT WATER SYSTEM FUND
Beginning Balance	\$400,000	\$485,360	\$508,455	\$3,882,249
Service Revenue	0	0	0	2,095,529
Interest Earnings	\$100	240	254	750
Transfer - Service	\$2,032,602	22,576	0	-
Expenses	(2,032,702)	0	0	(2,032,702)
Capital Outlay	0	0	0	(2,525,000)
Net Activity	0	22,816	254	(2,461,423)
Ending Balance	\$400,000	\$508,176	\$508,709	\$1,420,826

### COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS REVENUES AND BILLING RATES 2015 ANNUAL BUDGET

	2014 2014 BUDGET PROJECTED				2015 BUDGET
Gallons (in thousands)	10,741,200	10,852,700	11,029,100		
Rate/1000 gallons	\$0.190	\$0.190	\$0.190		
Revenue	\$2,040,828	\$2,062,013	\$2,095,529		

### COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS INVESTMENT AND OTHER INCOME 2015 ANNUAL BUDGET

	\$1,500,000
	0.05%
Total =	\$750
	Total =

OTHER INCOME

Bayport Water System does not anticipate any miscellaneous income.

### COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS SUMMARY OF GENERAL AND ADMINISTRATIVE EXPENDITURES 2015 ANNUAL BUDGET

GENERAL AND ADMINISTRATIVE EXPENDITURES	2014 BUDGET	2014 PROJECTED	2015 BUDGET
ADMINISTRATIVE	\$349,289	\$330,000	\$359,190
GENERAL OPERATING (Insurance)	283,980	270,000	263,688
ENGINEERING, LEGAL & PROFESSIONAL	91,580	90,000	98,080
Total	\$724,849	\$690,000	\$720,958

### COASTAL WATER AUTHORITY **BAYPORT WATER SYSTEM FUNDS** ADMINISTRATIVE EXPENSES 2015 ANNUAL BUDGET

Administrative Salaries	\$138,223	(1)
Pension Plan Contribution (11.8% of total compensation)	108,754	
Payroll Taxes (7.65% of total compensation)	70,506	
Office Lease and Utilities	26,887	(2)
Office Supplies	1,950	(2)
Travel, Meetings and Parking	1,040	(2)
Directors Compensation	2,600	(2)
Printing and Reproduction	520	(2)
Telephone/ Data Maintenance	3,900	(2)
Vehicle: Gas & Maintenance	910	(2)
Miscellaneous	3,900	(2)(3)
	\$359,190	- =

- (1) Allocated based upon payroll estimate of 13%.
- (2) Allocation based upon total payroll estimate of 13%.
  (3) Includes payroll and courier services.

### COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS OFFICE SALARY ALLOCATION 2015 ANNUAL BUDGET

Exec	utive Director		
Chief	Engineer		
Chief	Financial Officer		
Acco	untant		
Secre	etary		
		Base Office Salaries	1,032,280
3% C	compensation Contingency (1)		30,970
		Total Office Salaries	1,063,250
Office	e Allocation Factor (2)		13%
	· ,	Bayport Office Salaries	\$138,223
(1)	Provides for compensation coin 2015.	entingency to include perfor	mance review
(2)	Based upon payroll estimate a	allocation	

#### COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS GENERAL OPERATING EXPENSES 2015 ANNUAL BUDGET

#### INSURANCE PREMIUM DESCRIPTION

Property Insurance	\$12,910	(1)	(5)
Texas Commercial Policy (General Liability)	17,479	(3)	(5) (7)
Public Official & Employees Liability	7,353	(3)	(4) (7)
Pension - Fidelity Bond	22	(3)	(4)
Pension - Fiduciary Responsibility	702	(3)	(4)
Medical Insurance	186,067	(3)	(6) (7)
Contract Equipment/Difference in Conditions	3,204	(3)	(5)
Public Official Position (Director Fidelity)	150	(3)	(4)
Automobile Insurance	7,067	(3)	(6)
Workers Compensation	13,243	(3)	(5) (7)
Dental Insurance	8,445	(3)	(8) (7)
Vision Insurance	807	(3)	(5) (7)
Combined Group Life/Short & Long Term Disability	6,239	(3)	(5) (7)
	\$263,688		

- (1) Allocated based upon total insurable value of 3%.
- (2) Coverage 100% specific for Trinity River.
- (3) Allocated based upon total payroll estimate of 13%.
- (4) Assumes no rate increase.
- (5) Assumes 3% rate increase.
- (6) Assumes 10% rate increase.
- (7) Assumes full employment.
- (8) Assumes 4% rate increase.

### COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS ENGINEERING, LEGAL AND PROFESSIONAL EXPENSES 2015 ANNUAL BUDGET

Engineering Services	\$40,000	(1)
Legal Services	20,000	(3)
Accounting & Auditing	8,580	(2)
Computer Support services	7,800	(2)
Website Development & Maintenance	6,500	(2)
Hardware, Software Upgrades and Maintenance	5,200	(2)
Miscellaneous Bank Fees	10,000	(3)
	\$98,080	<del>-</del> =

- (1) Based upon specific services
- (2) Allocated based upon total payroll estimate of 13%.
- (3) Based upon specific and allocated services

### COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS SUMMARY OF FIELD EXPENDITURES 2015 ANNUAL BUDGET

FIELD EXPENDITURES	2014 BUDGET	2014 PROJECTED	2015 BUDGET
SALARIES	\$831,363	\$750,000	\$783,418
MATERIALS & SUPPLIES	125,075	135,000	119,500
CONTRACT LABOR AND EQUIPMENT	171,595	205,000	322,300
Purchased	0	0	0
Subtotal	171,595	205,000	322,300
UTILITIES	88,559	88,000	86,526
Total	\$1,216,592	\$1,178,000	\$1,311,744

## COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS FIELD EXPENDITURES BY LOCATION 2015 ANNUAL BUDGET

LOCATIONS	FIELD SALARIES	MATERIALS AND SUPPLIES	CONTRACT LABOR AND EQUIPMENT	UTILITIES	LOCATION TOTAL
Bayport Pump Station	\$487,368	\$29,500	\$132,300	\$86,526	\$735,694
Bayport Distribution System	296,050	90,000	190,000	0	576,050
	\$783,418	\$119,500	\$322,300	\$86,526	\$1,311,744

### COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS SUMMARY OF FIELD SALARIES BY LOCATION 2015 ANNUAL BUDGET

LOCATION	BASE COMPENSATION	RETIREE PAY (1)	3% COMPENSATION CONTINGENCY (2)	3% OVERTIME (3)	TOTAL
Bayport Pump Station	\$412,612	\$50,000	\$12,378	\$12,378	\$487,368
Bayport Distribution System	279,292	0	8,379	8,379	296,050
	\$691,904	\$50,000	\$20,757	\$20,757	\$783,418

<sup>(1)</sup> Allows for employee benefit payments to retirees.

<sup>(2)</sup> Provides for compensation contingency to include performance reivew in 2014.

<sup>(3)</sup> Provides for minimum overtime.

### COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS ANALYSIS OF BASE FIELD SALARIES BY FUNCTION AND LOCATION 2015 ANNUAL BUDGET

LOCATION AND FUNCTION	# OF EMPLOYEES	MAN HOURS (4)	AVG. RATE PER HOUR	BASE SALARIES
<u>ESO/(I)O(I/(II) I O(IO)</u>	EIIII EOTEEO	1100110 (1)	TEITHOOK	O/ LD (I VIEO
MANAGEMENT (1)				
Bayport Pump Station	0.25	520	\$64.80	\$33,696
Bayport Distribution System	0.20	416	64.80	26,957
Subtotal	0.45	936	64.80	60,653
SUPERVISORY PERSONNEL (2)				
Bayport Pump Station	1.55	3,224	51.50	166,036
Bayport Distribution System	0.45	936	51.50	48,204
Subtotal	2.00	4,160	51.50	214,240
ALL OTHER PERSONNEL (3)				
Bayport Pump Station	3.65	7,592	28.04	212,880
Bayport Distribution System	3.50	7,280	28.04	204,131
Subtotal	7.15	14,872	28.04	417,011
Total Base Salaries	9.60	19,968	\$34.65	<u>\$691,904</u>

- (1) Includes Manager of Operations and Production, Manager of Security & General Superintendent.
- (2) Includes Superintendents, Master Electrician, Administrator OPM, and Purchasing Agent.
- (3) Includes Foremen, Electricians and Operators for construction, electrical, maintenance, and all routine operating functions.
- (4) Estimated number of employees at 2,080 hours per year.

## COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS ANALYSIS OF MATERIALS AND SUPPLIES BY LOCATION 2015 ANNUAL BUDGET

LOCATION AND DESCRIPTION		
BAYPORT PUMP STATION		
Air Conditioning Repair Parts		\$1,000
Building / Grounds Maintenance Electrical / Instrument		4,000 6,000
Herbicides / Insecticides		3,000
Mechanical, Plumbing, Valves, etc.		2,500
Miscellaneous Supplies		2,000
Office / Administrative		2,000
Oils and Lubricants		4,000
Power Tools, Hand Tools & Equip.		3,000
Road Base, Sand, Rock, Rip Rap, etc.		2,000
road back, carry, robin, rob roap, cic.		29,500
BAYPORT DISTRIBUTION		
Automotive / Equipment Repair Parts		15,000
Diesel Fuel 4730 gallons @ \$3.90		18,400
Electrical / Instrument		4,000
Gasoline @ 3600 gallons @ \$3.50		12,600
Herbicides / Insecticides		10,000
Mechanical, Plumbing, Valves, etc.		5,000
Oils and Lubricants		5,000
Power Tools, Hand Tools & Equip.		6,000
Road Base, Sand, Rock, Rip Rap, etc.		5,000
Tires & Batteries		6,000
Welding Equip & Supplies		3,000
		90,000
	Total	\$119,500

### COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS ANALYSIS OF CONTRACT LABOR AND EQUIPMENT BY LOCATION 2015 ANNUAL BUDGET

LOCATION AND DESCRIPTION		
BAYPORT PUMP STATION		
Contract Labor (Welders, Divers, Tech Spt, etc)		\$400
Security: Contract Guards		120,000
Training: Safety, RMP, Hazwop, AirPk, etc		500
Annual Service Contracts:		
<ul> <li>Crane Test/Certification</li> </ul>		300
Pest Control Service		600
Substation, Relay Testing		900
Uniform Service		3,200
Generator Load Testing		900
RTU Upgrade -Material		4,000
RTU Upgrade -Labor		1,500
		132,300
BAYPORT DISTRIBUTION		
Equipment Rental Services		15,000
GIS, Phase I - Maintenance Cost		30,000
RTU Upgrade -Material		16,000
RTU Upgrade -Labor		6,000
ROW Acquisition Support - HP 410/411 Extension		123,000
		190,000
	Total	\$322,300

## COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS ANALYSIS OF UTILITIES BY LOCATION 2015 ANNUAL BUDGET

ELECTRICITY KW AVG. RATE ALL **LOCATION HOURS** PER HOUR (1) **AMOUNT** OTHER (2) **TOTAL Bayport** 298,000 \$10,000 \$86,526 \$0.2568 \$76,526 **Pump Station** 298,000 \$0.2568 \$76,526 \$10,000 \$86,526

<sup>(1)</sup> Reflects rate accomplished through contract for Electricity beginning July, 2012

<sup>(2)</sup> Includes telephone, water and waste disposal services.

#### COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS CAPITAL OUTLAYS 2015 ANNUAL BUDGET

			BAYPORT CAPITAL  IMPROVEMENT FUND	
Water Line Replacement:				
Review/ Complete Final Design	\$	35,000		
Construction Phase Service		150,000	\$	185,000
Construction				2,340,000
	Total	Capital Outlays	\$	2,525,000

