COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT PLANT PROJECT 2014 ANNUAL BUDGET

CERTIFICATE FOR RESOLUTION

THE STATE OF TEXAS

COUNTY OF HARRIS

888

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

The Board of Directors of the Coastal Water Authority (the "Authority") convened in regular session on the 13th day of November 2013, 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.

President

Tony L. Council, P. E. Alan D. Conner

1st Vice-President 2nd Vice President

Zebulun Nash

Secretary-Treasurer

John Odis Cobb, P.E. Douglas E. Walker Giti Zarinkelk, P.E.

Director Director Director

and all of said persons were present except Director(s): 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 2014 BUDGET AND SETTING RATES FOR THE RED BLUFF WATER TREATMENT PLANT; 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.

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 13th day of November 2013.

Secretary, Board of Directors

(SEAL)

RESOLUTION OF THE BOARD OF DIRECTORS OF COASTAL WATER AUTHORITY ADOPTING THE FISCAL YEAR 2014 BUDGET AND SETTING RATES FOR THE RED BLUFF WATER TREATMENT PLANT; 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 Red Bluff Water Treatment Plant, from which it supplies treated water under contracts with Air Products L.P. ("Air Products") and Pasadena Refining System, Inc. ("PRSI); 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's contracts with Air Products and PRSI set out a procedure for adopting a budget for the operation of the Red Bluff Water Treatment Plant and establishing the rates charged by the Authority per 1,000 gallons of treated water; and

WHEREAS, in compliance with the procedures set forth in the Authority's contracts with Air Products and PRSI, representatives of Air Products and PRSI have approved the proposed Fiscal Year 2014 Budget for Red Bluff Water Treatment Plant and agreed to a rate of \$1.329 per 1,000 gallons of treated; and

WHEREAS, the Board has considered the above described matters, and has determined the adoption of the Fiscal Year 2014 Budget and a rate of \$1.329 per 1,000 gallons of treated water will allow the Authority to prudently operate and maintain the Red Bluff Water Treatment Plant and recover its costs of service associated with the operation of the Red Bluff Water Treatment Plant;

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 2014 Budget, a copy if which is attached hereto as **Exhibit A** and incorporated herein.
- Section 3: The Board hereby approves and adopts a rate of \$1.329 per 1,000 gallons of treated water from the Red Bluff Water Treatment Plant for Fiscal Year 2014.
- <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 13th day of November 2013.

President, Board of Directors

ATTEST:

Secretary, Board of Directors

(SEAL)

EXHIBIT A

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT PLANT PROJECT 2014 ANNUAL BUDGET

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS TABLE OF CONTENTS 2014 ANNUAL BUDGET

FINAL

	PAGE
Budget Transmittal Letter	E - 1
Budget Summary - Comparative	E - 2
Facts and Assumptions	E - 2 - 1
Reconciliation of 2013 Budget to 2014 Budget	E - 2 - 2
Statement of Revenues and Expenditures	E - 3
Reconciliation of Fund Activity	E - 3 - 1
Revenues and Billing Rates	E - 4
Investment and Other Income	E - 5
Summary of General and Administrative Expenditures	E - 6
Administrative Expenses	E - 7
Office Salary Allocation	E - 7 - 1
General Operating Expenses	E -8
Engineering, Legal and Professional Expenses	E - 9
Summary of Field Expenditures	E - 10
Summary of Field Salaries by Location	E - 11
Analysis of Base Field Salaries by Function and Location	E - 11 - 1
Analysis of Materials and Supplies by Location	E - 12
Analysis of Contract Labor and Equipment by Location	E - 13
Analysis of Utilities by Location	E - 14
Debt Service	F - 15

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS BUDGET SUMMARY 2014 ANNUAL BUDGET

APPLICATION OF FUNDS	2013 BUDGET	2013 PROJECTED	2014 BUDGET
Expenditures (1)	\$1,855,693	\$1,822,000	\$1,763,162
Debt Service	457,412	457,412	457,412
Comparative Subtotal	2,313,105	2,279,412	2,220,574
Total Expenditures	2,313,105	2,279,412	2,220,574
Ending Fund Balances	495,072	495,072	479,743
Total Applications	2,808,177	2,774,484	2,700,317
SOURCE OF FUNDS	-		
Beginning Fund Balances	507,053	507,053	495,072
Investment Income	731	450	244
Subtotal Sources		507,503	495,316
System Revenue	\$2,300,393	\$2,266,981	\$2,205,001

⁽¹⁾ Includes assets purchased.

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS FACTS AND ASSUMPTIONS 2014 ANNUAL BUDGET

FACTS

- 1. The 2014 budget is prepared on a cash basis.
- 2. Water Treatment Plant books and records consist of two funds, which are the Operating Fund and the Special Projects Emergency Reserve.
- 3. The required fund balances have been reflected at the minimum operating balances.
- 4. Water Treatment Plant is charged with direct salary and costs as well as an allocation of certain general items based upon an overall payroll allocation of 12%.

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 Pasadena Refinery Systems, Inc. and Air Products L.L.C.
- 3. The Operating Fund should be maintained adequate to provide funding for two months expenditures. Such amount is \$293,860 for 2014.

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS RECONCILIATION OF 2013 BUDGET TO 2014 BUDGET

FINAL

		2013 to 2014 Budget
2013 Budget		\$1,855,693
Field Salaries		13,176
Materials & Supplies (Chemicals)		(104,642)
Contract Labor & Equipment		(12,800)
Utilities (Electricity)		(17,010)
Administrative Expense (Includes Pension, Social Security Costs)		6,255
General Operating Expenses (Insurance)		24,050
Engineering, Legal & Professional (Legal Fees)		(1,560)
	Subtotal	(92,531)
2014 Budget		\$1,763,162

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS STATEMENT OF REVENUES AND EXPENDITURES 2014 ANNUAL BUDGET

	2013	2013	2014
	BUDGET	PROJECTED	BUDGET
REVENUES & LOAN PROCEEDS:			
Interest on Investments	\$731	\$450	\$244
Service Revenues	2,300,393	2,266,981	2,205,001
Total Revenue	2,301,124	2,267,431	2,205,245
Total Revenues & Loan Proceeds:	2,301,124	2,267,431	2,205,245
	•		
EXPENDITURES			
Field Salaries	525,448	520,000	538,624
Materials & Supplies	470,442	460,000	365,800
Contract Labor & Equipment (1)	51,200	51,000	38,400
Utilities	198,430	190,000	181,420
Administrative Expenses (1)	271,667	270,000	277,922
General Operating Expenses	262,226	260,000	286,276
Engineering, Legal & Professional	76,280	71,000	74,720
Subtotal	1,855,693	1,822,000	1,763,162
Loan Interest Expense	80,721	80,721	57,645
Loan Principal Retirement	376,691	376,691	399,767
Debt Service	457,412	457,412	457,412
Total Expenditures	2,313,105	2,279,412	2,220,574
<u>.</u>	(2)		(3)
Net Increase (Decrease) in	(\$11,981)	(\$11,981)	(\$15,329)
Operating Fund Balances			

⁽¹⁾ includes assets purchased.

⁽²⁾ Net of \$104,908 decrease in Operating Fund and \$185 increase in Special Projects Emergency Reserve.

⁽³⁾ Net of \$15,422 decrease in Operating Fund and \$93 increase in Special Projects Emergency Reserve.

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS RECONCILIATION OF FUND ACTIVITY 2014 ANNUAL BUDGET

	OPERATING	SPECIAL PROJECTS EMERGENCY	TOTAL WATER TREATMENT
	FUND	RESERVE	PLANT
Beginning Balance	\$309,282	\$185,790	\$495,072
Service Revenue	2,205,001	0	2,205,001
Interest Earnings	151	93	244
Expenses	(1,763,162)	0	(1,763,162)
Debt Service	(457,412)	0	(457,412)
Net Activity	(15,422)	93	(15,329)
Ending Balance	\$293,860_	\$185,883	\$479,743

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS REVENUES AND BILLING RATES 2014 ANNUAL BUDGET



	2013 BUDGET	2013 PROJECTED	2014 BUDGET	
Gallons (in thousands)	2,224,800	1,778,300	1,659,600	
Rate/1000 gallons	\$1.034	\$1.275 (2)	\$1.3290	(1)
Revenue	\$2,300,393	\$2,266,981	\$2,205,001	

- (1) Budget rate for 2014 assumes average daily water volume demand of 3.3 MGD for Pasadena Refinery Systems and 1.2 MGD for Air Products. Any changes to this assumption will impact the rate per 1000 gallons
- (2) The rate projected through the end of 2013 is the result of one customer receiving adjustment rates during the year due to less than budgeted water demand.

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS INVESTMENT AND OTHER INCOME 2014 ANNUAL BUDGET



INVESTMENT INCOME		
Average Operating Cash and Investments		\$487,400
Average Effective Interest Rate		0.05%
	Total	\$244
OTHER INCOME		•

Water Treatment Plant does not anticipate any miscellaneous income.

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS SUMMARY OF GENERAL AND ADMINISTRATIVE EXPENDITURES 2014 ANNUAL BUDGET

GENERAL AND ADMINISTRATIVE EXPENDITURES	2013 BUDGET	2013 PROJECTED	2014 BUDGET
ADMINISTRATIVE	\$271,667	\$270,000	\$277,922
GENERAL OPERATING (Insurance)	262,226	260,000	286,276
ENGINEERING, LEGAL & PROFESSIONAL	76,280	71,000	74,720
Total	\$610,173	\$601,000	\$638,918

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS ADMINISTRATIVE EXPENSES 2014 ANNUAL BUDGET

FINAL

Administrative Salaries	\$115,127	(1)
Pension Plan Contribution (11.8% of total compensation)	77,143	
Payroll Taxes (7.65% of total compensation)	50,012	
Furniture and Equipment: Maintenance	360	(2)
Office Lease and Utilities	23,040	(2)
Office Supplies	1,800	(2)
Travel, Meetings and Parking	960	(2)
Directors Compensation	2,400	(2)
Printing and Reproduction	360	(2)
Telephone	3,000	(2)
Vehicle: Gas & Maintenance	720	(2)
Miscellaneous	3,000	(2)(3)
	\$277,922	- =

- (1) Allocated based upon payroll estimate of 12%.
- (2) Allocation based upon total payroll estimate of 12%.
- (3) Includes payroll and courier services.

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS OFFICE SALARY ALLOCATION 2014 ANNUAL BUDGET



Exec	utive Director		
Chief	Engineer		
Chief	Financial Officer		
Acco	untant		
Secre	etary		
		Base Office Salaries	931,450
3% C	compensation Contingency (1)		27,944
		Total Office Salaries	959,394
Office	e Allocation Factor (2) Red Bluff Water Tre	atment Office Salaries _	12% \$115,127
(1)	Provides for compensation cont in 2014.	ingency to include perfor	mance reivew
(2)	Based upon payroll estimate alle	ocation	

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS GENERAL OPERATING EXPENSES

2014 ANNUAL BUDGET

FINAL

INSURANCE PREMIUM DESCRIPTION

Property Insurance	\$ 36,924	(1)	(5)	
Property - Primary Flood	0	(2)	(5)	
Texas Commercial Policy (General Liability)	17,912	(3)		(7)
Excess Liability	7,661	(3)	(5)	(7)
Watercraft Policy	0	(2)	(4)	• •
Residence Insurance	. 0	(2)	(4)	
Public Official & Employees Liability	6,720	(3)	(4)	(7)
Notary Public Omissions	0	(2)	(4)	
Public Employee Fidelity Bond	0	(2)	(4)	
Pension - Fidelity Bond	20	(3)	(4)	
Pension - Fiduciary Responsibility	622	(3)	(4)	
Medical Insurance	173,237	(3)	(6)	(7)
Contract Equipment/Difference in Conditions	3,121	(3)	(5)	
Boiler and Machinery	0	(3)	(5)	
Public Official Position (Director Fidelity)	138	(3)	(4)	
Automobile Insurance	9,125	(3)	(5)	
Workers Compensation	16,081	(3)	(5)	(7)
Dental Insurance	7,032	(3)	(4)	(7)
Vision Insurance	745	(3)	(5)	(7)
Combined Group Life/Short Term & Long Term Disability	6,938	(3)	(5)	(7)
	\$ 286,276			

- (1) Allocated based upon total insurable value of 8%.
- (2) Coverage 100% specific for Trinity River.
- (3) Allocated based upon total payroll estimate of 12%.
- (4) Assumes no rate increase.
- (5) Assumes 3% rate increase.
- (6) Assumes 10% rate increase.
- (7) Assumes full employment.

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS ENGINEERING, LEGAL AND PROFESSIONAL EXPENSES 2014 ANNUAL BUDGET

Engineering Services - (M&O)	30,000	(1)
Legal Services	20,000	(3)
Accounting & Auditing	7,920	(2)
Computer Support services	7,200	(2)
Hardware, Software Upgrades and Maintenance	4,800	(2)
Miscellaneous Bank Fees	4,800	(3)
	\$74,720	-

- (1) Based upon specific services
- (2) Allocated based upon total payroll estimate of 12%.
- (3) Based upon specific and allocated services

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS SUMMARY OF FIELD EXPENDITURES 2014 ANNUAL BUDGET

FIELD EXPENDITURES	· .	2013 BUDGET	2013 PROJECTED	2014 BUDGET
SALARIES		\$525,448	\$520,000	\$538,624
MATERIALS & SUPPLIES		470,442	460,000	365,800
CONTRACT LABOR AND EQUIPMENT		-		
Contrac	ted	41,200	51,000	38,400
Purchas	sed	10,000	0	0
Su	ubtotal	51,200	51,000	38,400
UTILITIES		198,430	190,000	181,420
	Total	\$1,245,520	\$1,221,000	\$1,124,244

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS SUMMARY OF FIELD SALARIES BY LOCATION 2014 ANNUAL BUDGET

FINAL

			3%		
	BASE	RETIREE	COMPENSATION	3%	
LOCATION	COMPENSATION	PAY (1)	CONTINGENCY (2)	OVERTIME (3)	TOTAL
Water Treatment Plant	\$479,834	\$30,000°	\$14,395	\$14,395	\$538,624

(1) Allows for employee benefit payments to retirees.

(2) Provides for compensation contingency to include performance review in 2014.

(3) Provides for minimum overtime.

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS ANALYSIS OF BASE FIELD SALARIES BY FUNCTION AND LOCATION 2014 ANNUAL BUDGET

LOCATION AND FUNCTION	# OF EMPLOYEES	MAN HOURS (4)	AVG. RATE PER HOUR	BASE SALARIES
MANAGEMENT (1) Water Treatment Plant	0.10	208	\$60.90	\$12,667
SUPERVISORY PERSONNEL (2) Water Treatment Plant	0.63	1,310	53.15	69,648
ALL OTHER PERSONNEL (3) Water Treatment Plant	6.85	14,248	27.90	397,519
Total Base Salaries	7.58	15,766	\$30.43	\$479,834

⁽¹⁾ Includes Manager of Operations and Production, as well as Manager of Security.

(2)

Includes Superintendents, Master Electrician, Administrator OPM, and Purchasing Agent.

(4) Estimated number of employees at 2,080 hours per year.

⁽³⁾ Includes Foremen, Electricians and Operators for construction, electrical, maintenance, and all routine operating functions.

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS ANALYSIS OF MATERIALS AND SUPPLIES BY LOCATION 2014 ANNUAL BUDGET

DESCRIPTION (1)

•	
Air Conditioning Repair Parts	\$500
Automotive / Equipment Repair Parts	1,000
Building / Grounds Maintenance	2,000
CHEMICALS:	
Sodium Hypochlorite (12.5%) 63000 gal @\$0.6135	38,650
10% contingency	3,865
Lime 750 ton @190	142,500
- Ferric Sulfate 330 ton @ \$334	110,220
Polymer 18000 ton @ \$0.98	17,640
Misc Chemicals	2,000
Diesel Fuel 460 gallons @3.75	1,725
Electrical / Instrument	6,000
Gasoline 400 gallons @ \$3.50	1,400
Herbicides / Insecticides	3,000
Lab Test Equip & Supplies	12,000
Mechanical, Plumbing, Valves, etc.	10,000
Miscellaneous Supplies	1,000
Office / Administrative	800
Oils and Lubricants	1,000
Power Tools, Hand Tools & Equip.	1,000
Road Base, Sand, Rock, Rip Rap, etc.	1,000
Security Cameras, Readers, Fencing, etc.	5,000
Tires & Batteries	500
Welding Equipment & Supplies	3,000

Total

\$365,800

⁽¹⁾ Water Treatment Plant is the only location.

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS ANALYSIS OF CONTRACT LABOR AND EQUIPMENT BY LOCATION 2014 ANNUAL BUDGET

DESCRIPTION (1)		-	
Contract Labor (Welders, Divers, Tech Spt, etc)		\$	2,300
Major Motor Repair - Contingency			4,800
Training: Safety, RMP, Hazwop, AirPk, etc			5,000
Trucking Services			22,000
Annual Service Contracts:			
Pest Control Service			600
Uniform Service			3,000
Generator Load Testing			700
	Total	\$	38.400

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS ANALYSIS OF UTILITIES BY LOCATION

2014 ANNUAL BUDGET

		ELECTRICITY			
LOCATION	KW HOURS	AVG. RATE PER HOUR (1)	AMOUNT	ALL OTHER (2)	TOTAL
Red Bluff Water Treatment Plant	2,556,000	\$0.07000	\$178,920	\$2,500	\$181,420

⁽¹⁾ Reflects rate accomplished through contract for electricity beginning July, 2012

⁽²⁾ Includes telephone, water and waste disposal services.

COASTAL WATER AUTHORITY RED BLUFF WATER TREATMENT FUNDS SPECIAL PROJECT LOAN 2014 ANNUAL BUDGET



		AMOUNT (1)
Loan Interest Expense		\$57,645
Loan Principal Retirement		399,767
	Total Debt Service	\$457,412

(1) An extensive Improvement / Rehabilitation Project for the Treatment Plant was completed in 2011 utilizing CWA's internal funds for Project costs. These costs are being recovered in the treatment rate over eight budget years.