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 12th day of November 2015, 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:

President
1st Vice-President
2nd Vice President
Secretary-Treasurer
Director
Director
Director

and all of said persons were present except Director(s): <u>Douglas E Warken</u> 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 2016 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 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 12th day of November 2015.

Secretary, Board of Directors

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(SEAL)

RESOLUTION OF THE BOARD OF DIRECTORS OF COASTAL WATER AUTHORITY ADOPTING THE FISCAL YEAR 2016 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 2016 Annual Budget (the "Fiscal Year 2016 Budget") and authorized the Executive Director and Chief Financial Officer of the Authority to distribute the proposed Fiscal Year 2016 Budget to users of the Bayport Water System for review and comment; and

WHEREAS, by a letter dated October 30, 2015, the Executive Director and Chief Financial Officer of the Authority distributed the proposed Fiscal Year 2016 Budget to users of the Bayport Water System, requested that users provide comments to the Authority regarding the Fiscal Year 2016 Budget no later than November 10, 2015, notified users that the Board would consider adoption of the Fiscal Year 2016 Budget at its meeting on November 12, 2015, and notified users that based on the proposed Fiscal Year 2016 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 2016 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 2016 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

<u>Section 1.</u> 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 2016 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 2016.

<u>Section 4:</u> The terms that are defined in the recitals to this Resolution are incorporated herein for all purposes.

<u>Section 5:</u> 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.

<u>Section 6:</u> 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 12th day of November 2015.

President board of Directors

ATTEST:

Secretary, Board of Directors

(SEAL)

EXHIBIT A

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM PROJECT 2016 ANNUAL BUDGET

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM PROJECT 2016 ANNUAL BUDGET

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COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS BUDGET SUMMARY 2016 ANNUAL BUDGET

APPLICATION OF FUN	DS	2015 BUDGET	2015 PROJECTED	2016 BUDGET
Expenditures (1) Capital Outlay	Comparative Subtotal	\$2,032,702 2,525,000 4,557,702	\$1,886,000 0 1,886,000	\$1,501,301 <u>890,000</u> 2,391,301
	Total Expenditures	4,557,702	1,886,000	2,391,301
Ending Fund Balar	ices	1,420,826	3,945,826	3,633,723
	Total Applications	5,978,528	5,831,826	6,025,024
SOURCE OF FUNDS				
Beginning Fund Ba Investment Income		3,882,249 750	3,700,774 1,000	3,945,826 750
	Subtotal Sources	3,882,999	3,701,774	3,946,576
	Subtotal	3,882,999	3,701,774	3,946,576
System Revenue		\$2,095,529	\$2,130,052	\$2,078,448

(1) Includes assets purchased

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS FACTS AND ASSUMPTIONS 2016 ANNUAL BUDGET

FACTS

- 1 The 2016 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 minimum 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 10%.

ASSUMPTIONS

- 1 Salaries anticipates funding the employee benefits of one field retiree.
- 2. Assumes timely payment of billings by Bayport customers.

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 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 2015 BUDGET TO 2016 BUDGET

		2015 Budget to 2016 Budget
2015 Budget		\$2,032,702
Field Salaries		(175,842)
Materials & Supplies		(10,800)
Contract Labor & Equipment		(166,875)
Utilities (Electricity)		(11,579)
Administrative Expense		(90,082)
General Operating Expenses		(69,743)
Engineering, Legal & Professional		(6,480)
	Subtotal	(531,401)

2016 Budget

\$1,501,301

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS STATEMENT OF REVENUES AND EXPENDITURES 2016 ANNUAL BUDGET

	2015 BUDGET	2015 PROJECTED	2016 BUDGET
REVENUES			<u> </u>
Interest on Investments	\$750	\$1,000	\$750
Service Revenues	2,095,529	2,130,052	2,078,448
Total Revenue	2,096,279	2,131,052	2,079,198
EXPENDITURES			
Field Salaries	783,418	680,000	607,576
Materials & Supplies	1 1 9,500	115,000	108,700
Contract Labor & Equipment (1)	322,300	300,000	155,425
Utilities	86,526	80,000	74,947
Administrative Expenses	359,190	350,000	269,108
General Operating Expenses	263,688	259,000	193,945
Engineering, Legal & Professional	98,080	102,000	91,600
Subtotal	2,032,702	1,886,000	1,501,301
Construction Program	2,525,000	0	890,000
Capital Outlay		0	890,000
Total Expenditures	4,557,702	1,886,000	2,391,301
	(2)	(3)	(4)
Net Increase (Decrease) in	(\$2,461,423)	\$245,052	(\$312,103)
Fund Balances			

(1) Includes assets purchased.

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

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

(4) Net decrease is a result of Construction Fund Balance and a decrease in required reserves funds

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS RECONCILIATION OF FUND ACTIVITY 2016 ANNUAL BUDGET

	REVENUE FUND	CAPITAL IMPROVEMENT FUND
Beginning Balance	\$0	\$2,528,941
Service Revenue	2,078,448	0
Interest Earnings	0	156
Transfer - Service	(2,078,448)	710,338
Expenses	0	0
Capital Outlay	0	(890,000)
Net Activity	0	(179,506)
Ending Balance	\$0	\$2,349,435

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS RECONCILIATION OF FUND ACTIVITY 2016 ANNUAL BUDGET

		OPERATING	SPECIAL PROJECT	TOTAL BAYPORT
	OPERATING FUND	RESERVE FUND	EMERGENCY RESERVE FUND	WATER SYSTEM FUND
Beginning Balance	\$400,000	\$508,176	\$508,709	\$3,945,826
Service Revenue	0	0	0	2,078,448
Interest Earnings	\$100	240	254	750
Transfer - Service	\$1,501,201	(133,091)	0	-
Expenses	(1,501,301)	0	0	(1,501,301)
Capital Outlay	0	0	0	(890,000)
Net Activity	0	(132,851)	254	(312,103)
Ending Balance	\$400,000	\$375,325	\$508,963	\$3,633,723

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS REVENUES AND BILLING RATES 2016 ANNUAL BUDGET

	2015 BUDGET	2015 PROJECTED	2016 BUDGET
Gallons (in thousands)	11,029,100	11,210,800	10,939,200
Rate/1000 gallons	\$0.190	\$0.190	\$0.190
Revenue	\$2,095,529	\$2,130,052	\$2,078,448

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS INVESTMENT AND OTHER INCOME 2016 ANNUAL BUDGET

INVESTMENT INCOME

 Average Cash and Investments
 \$1,500,000

 Average Effective Interest Rate
 0.05%

 Total
 \$750

OTHER INCOME

Bayport Water System does not anticipate any miscellaneous income.

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS SUMMARY OF GENERAL AND ADMINISTRATIVE EXPENDITURES 2016 ANNUAL BUDGET

GENERAL AND ADMINISTRATIVE EXPENDITURES	2015 BUDGET	2015 PROJECTED	2016 BUDGET
ADMINISTRATIVE	\$359,190	\$350,000.	\$269,108
GENERAL OPERATING (Insurance)	263,688	259,000	193,945
ENGINEERING, LEGAL & PROFESSIONAL	98,080	102,000	91,600
Total	\$720,958	\$711,000	\$554,653

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS ADMINISTRATIVE EXPENSES 2016 ANNUAL BUDGET

Administrative Salaries	\$99,500	(1)
Pension Plan Contribution (11.8% of total compensation)	83,435	
Payroll Taxes (7.65% of total compensation)	54,091	
Office Lease and Utilities	20,682	(1)
Office Supplies	1,500	(1)
Travel, Meetings and Parking	800	(1)
Directors Compensation	2,000	(1)
Printing and Reproduction	400	(1)
Telephone/ Data Maintenance	3,000	(1)
Vehicle: Gas & Maintenance	700	(1)
Payroll / Employee Processing Services	2,000	(1)
Miscellaneous	1,000	(1)
	\$269,108	-

(1) Allocated based upon payroll estimate of 10%.

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS OFFICE SALARY ALLOCATION 2016 ANNUAL BUDGET

Executive Director

Chief Financial Officer

Accountant

Accountant

Accountant

Accountant

Accountant

Secretary

IT Manager

2

	Base Office Salaries	995,000
Office Allocation Factor (2)		10%
	Bayport Office Salaries	\$99,500

(1) Based upon payroll estimate allocation

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS GENERAL OPERATING EXPENSES 2016 ANNUAL BUDGET

INSURANCE PREMIUM DESCRIPTION

Property Insurance	\$12,631	(1)	(5)
Texas Commercial Policy (General Liability)	14,363	(3)	(5) (7)
Public Official & Employees Liability	6,056	(3)	(4) (7)
Pension - Fidelity Bond	14	(3)	(4)
Pension - Fiduciary Responsibility	582	(3)	(4)
Medical Insurance	129,501	(3)	(6) (7)
Contract Equipment/Difference in Conditions	2,470	(3)	(5)
Public Official Position (Director Fidelity)	115	(3)	(4)
Automobile Insurance	5,639	(3)	(6)
Workers Compensation	10,708	(3)	(5) (7)
Dental Insurance	6,091	(3)	(8) (7)
Vision Insurance	621	(3)	(5) (7)
Combined Group Life/Short & Long Term Disability	5,15 4	(3)	(5) (7)
	\$193,945	_	

(1) Allocated based upon total insurable value of 3%.

- (3) Allocated based upon total payroll estimate of 10%.
- (4) Assumes no rate increase.
- (5) Assumes 3% rate increase.
- (6) Assumes 5% rate increase.
- (7) Assumes full employment.
- (8) Assumes 3% rate increase.

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS ENGINEERING, LEGAL AND PROFESSIONAL EXPENSES 2016 ANNUAL BUDGET

Engineering Services	\$40,000	(1)
Legal Services	20,000	(3)
Accounting & Auditing	6,600	(2)
Computer Support services	7,500	(2)
Website Development & Maintenance	3,500	(2)
Hardware, Software Upgrades and Maintenance	4,000	(2)
Miscellaneous Bank Fees	10,000	(3)
	\$91,600	-

(1) Based upon specific services

(2) Allocated based upon total payroll estimate of 10%.

(3) Based upon specific and allocated services

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS SUMMARY OF FIELD EXPENDITURES 2016 ANNUAL BUDGET

FIELD EXPENDITURES	2015 BUDGET	2015 PROJECTED	2016 BUDGET
SALARIES	\$783,418	\$680,000	\$607,576
MATERIALS & SUPPLIES	119,500	115,000	108,700
CONTRACT LABOR AND EQUIPMENT	322,300	300,000	140,425
Purchased	0	0	15,000
Subtotal	322,300	300,000	155,425
UTILITIES	86,526	80,000	74,947
Total	\$1,311,744	\$1,175,000	\$946,648

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS SUMMARY OF FIELD EXPENDITURES 2016 ANNUAL BUDGET

3

FIELD EXPENDITURES	2015 BUDGET	2015 PROJECTED	2016 BUDGET
SALARIES	\$783,418	\$680,000	\$607,576
MATERIALS & SUPPLIES	119,500	115,000	108,700
CONTRACT LABOR AND EQUIPMENT	322,300	300,000	140,425
Purchased	0	0	15,000
Subtotal	322,300	300,000	155,425
UTILITIES	86,526	80,000	74,947
Total	\$1,311,744	\$1,175,000	\$946,648

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS FIELD EXPENDITURES BY LOCATION 2016 ANNUAL BUDGET

LOCATIONS	FIELD SALARIES	MATERIALS AND SUPPLIES	CONTRACT LABOR AND EQUIPMENT	UTILITIES	LOCATION TOTAL
Bayport Pump Station	\$320,044	\$27,500	\$140,425	\$74,947	\$562,916
Bayport Distribution System	287,532	81,200	15,000	0	383,732
	\$607,576	\$108,700	\$155,425	\$74,947	\$946,648

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS SUMMARY OF FIELD SALARIES BY LOCATION 2016 ANNUAL BUDGET

LOCATION	BASE COMPENSATION	RETIREE PAY (1)	3% OVERTIME (2)	TOTAL
Bayport Pump Station	\$262,179	\$50,000	\$7,865	\$320,044
Bayport Distribution System	279,157	0	8,375	287,532
	\$541,336	\$50,000	\$16,240	\$607,576

(1) Allows for employee benefit payments to retirees.

(2) Provides for minimum overtime.

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS ANALYSIS OF BASE FIELD SALARIES BY FUNCTION AND LOCATION 2016 ANNUAL BUDGET

LOCATION AND FUNCTION	# OF EMPLOYEES	MAN HOURS (4)	AVG. RATE PER HOUR	BASE SALARIES
MANAGEMENT (1)				
Bayport Pump Station	0.20	416	\$66.77	\$27 776
Bayport Distribution System	0.20	416	66.77	27,776
Subtotal	0.40	832	66.77	55,552
SUPERVISORY PERSONNEL (2)				
Bayport Pump Station	0.60	1,248	53.05	66,206
Bayport Distribution System	0.40	832	53.05	44,138
Subtotal	1.00	2,080	53.05	110,344
	-			
ALL OTHER PERSONNEL (3)				
Bayport Pump Station	2.80	5,824	28.88	168,197
Bayport Distribution System	3.45	7,176	28.88	207,243
Subtotal	6.25	13,000	28.88	375,440
Total Base Salaries	7.65	15,912	\$34.02	\$541,336

- (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 2016 ANNUAL BUDGET

LOCATION AND DESCRIPTION

BAYPORT PUMP STATION

Air Conditioning Repair Parts	\$1,000
Building / Grounds Maintenance	2,000
Electrical / Instrument	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
	27,500
BAYPORT DISTRIBUTION	
Automotive / Equipment Repair Parts	15,000
Diesel Fuel 4840 gallons @ \$2.77	13,400
Electrical / Instrument	4,000
Gasoline @ 3690 gallons @ \$2.38	8,800
Herbicides / Insecticides	10,000
Mechanical, Plumbing, Valves, etc.	5,000
Oils and Lubricants	5,000
Dower Tools, Hand Tools 9 Fruin	0.000

Mechanical, Flumbing, 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
	81,200

Total \$108,700

COASTAL WATER AUTHORITY **BAYPORT WATER SYSTEM FUNDS** ANALYSIS OF CONTRACT LABOR AND EQUIPMENT BY LOCATION 2016 ANNUAL BUDGET

LOCATION AND DESCRIPTION

BAYPORT PUMP STATION Contract Labor (Welders, Divers, Tech Spt, etc) Security: Contract Guards Training: Safety, RMP, Hazwop, AirPk, etc Annual Service Contracts:		\$400 120,000 500
Crane Test/Certification		300
Pest Control Service		600
Substation, Relay Testing		900
Uniform Service		2,725
Aerobic System		15,000
		140,425
BAYPORT DISTRIBUTION		
Equipment Rental Services		15,000
		15,000
	Total	\$155,425

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS ANALYSIS OF UTILITIES BY LOCATION 2016 ANNUAL BUDGET

		ELECTRICITY			
LOCATION	KW HOURS	AVG. RATE PER HOUR (1)	AMOUNT	ALL OTHER (2)	TOTAL
Bayport	273,000	\$0.2379	\$64,947	\$10,000	\$74,947
Pump Station	273,000	\$0.2379	\$64,947	\$10,000	\$74,947

(1) Reflects rate accomplished through contract for Electricity beginning July, 2015

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

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COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS CAPITAL OUTLAYS 2016 ANNUAL BUDGET

	BAYPORT CAPITAL	
ROW Acquisition Support - HP 410/411 Extentsion Easements Acquisition Appraisals LAN ROW Acquisition Support	\$	725,000 40,000 125,000
Total Capital Outlays	\$	890,000