

COASTAL WATER AUTHORITY
BAYPORT WATER SYSTEM PROJECT
2024 ANNUAL BUDGET

COASTAL WATER AUTHORITY
BAYPORT WATER SYSTEM FUNDS
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2024 ANNUAL BUDGET

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COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 BUDGET SUMMARY
 2024 ANNUAL BUDGET

<u>APPLICATION OF FUNDS</u>	<u>2023 BUDGET</u>	<u>2023 PROJECTED</u>	<u>2024 BUDGET</u>
Expenditures (1)	\$2,148,800	\$2,016,000	\$2,537,400
Capital Outlay	<u>3,020,000</u>	<u>356,450</u>	<u>1,281,250</u>
Comparative Subtotal	5,168,800	2,372,450	3,818,650
Total Expenditures	5,168,800	2,372,450	3,818,650
Ending Fund Balances	<u>1,539,038</u>	<u>4,331,288</u>	<u>3,229,700</u>
Total Applications	<u>6,707,838</u>	<u>6,703,738</u>	<u>7,048,350</u>
 <u>SOURCE OF FUNDS</u>			
Beginning Fund Balances	4,258,338	4,258,338	4,331,288
Investment Income	<u>60,000</u>	<u>36,000</u>	<u>120,000</u>
Subtotal Sources	4,318,338	4,294,338	4,451,288
Subtotal	4,318,338	4,294,338	4,451,288
System Revenue	<u><u>\$2,389,500</u></u>	<u><u>\$2,409,400</u></u>	<u><u>\$2,597,062</u></u>

ERROR

(1) Includes assets purchased

COASTAL WATER AUTHORITY
BAYPORT WATER SYSTEM FUNDS
FACTS AND ASSUMPTIONS
2024 ANNUAL BUDGET

FACTS

1. The 2024 budget is prepared on a cash basis.
2. 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 10.0%.

ASSUMPTIONS

1. Salaries anticipates funding the employee benefits of one field retiree.
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 2023 BUDGET TO 2024 BUDGET

	2023 Budget to 2024 Budget
2023 Budget	<u>\$2,148,800</u>
Field Salaries	26,400
Materials & Supplies	(19,100)
Contract Labor & Equipment	282,900
Utilities	14,800
Administrative Expense	33,400
General Operating Expenses	40,600
Engineering, Legal & Professional	<u>9,600</u>
Subtotal	<u>388,600</u>
2024 Budget	<u><u>\$2,537,400</u></u>

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 STATEMENT OF REVENUES AND EXPENDITURES
 2024 ANNUAL BUDGET

	<u>2023</u> <u>BUDGET</u>	<u>2023</u> <u>PROJECTED</u>	<u>2024</u> <u>BUDGET</u>
REVENUES			
Interest on Investments	\$60,000	\$36,000	\$120,000
Service Revenues	<u>2,389,500</u>	<u>2,409,400</u>	<u>2,597,062</u>
Total Revenue	<u>2,449,500</u>	<u>2,445,400</u>	<u>2,717,062</u>
EXPENDITURES			
Field Salaries	767,200	660,000	793,600
Materials & Supplies	243,800	235,000	224,700
Contract Labor & Equipment (1)	402,500	390,000	685,400
Utilities	55,200	65,000	70,000
Administrative Expenses	344,900	339,000	378,300
General Operating Expenses	251,800	249,000	292,400
Engineering, Legal & Professional	83,400	78,000	93,000
Subtotal	<u>2,148,800</u>	<u>2,016,000</u>	<u>2,537,400</u>
Construction Program	<u>3,020,000</u>	<u>356,450</u>	<u>1,281,250</u>
Capital Outlay	<u>3,020,000</u>	<u>356,450</u>	<u>1,281,250</u>
Total Expenditures	<u>5,168,800</u>	<u>2,372,450</u>	<u>3,818,650</u>
	(2)	(3)	(4)
Net Increase (Decrease) in Fund Balances	<u><u>(\$2,719,300)</u></u>	<u><u>\$72,950</u></u>	<u><u>(\$1,101,588)</u></u>

- (1) Includes assets purchased.
- (2) Net decrease is a result of Construction Fund Balance and a decrease 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
 2024 ANNUAL BUDGET

	REVENUE FUND	CAPITAL IMPROVEMENT FUND
Beginning Balance	\$0	\$2,860,325
Service Revenue	2,597,062	0
Interest Earnings	0	61,157
Transfer - Service	(2,597,062)	0
Expenses	0	0
Capital Outlay	0	(1,281,250)
Net Activity	0	(1,220,093)
Ending Balance	\$0	\$1,640,232

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 RECONCILIATION OF FUND ACTIVITY
 2024 ANNUAL BUDGET

	OPERATING FUND	OPERATING RESERVE FUND	SPECIAL PROJECT EMERGENCY RESERVE FUND	TOTAL BAYPORT WATER SYSTEM FUND
Beginning Balance	\$400,000	\$537,200	\$533,763	\$4,331,288
Service Revenue	0	0	0	2,597,062
Interest Earnings	\$16,000	\$21,488	\$21,355	120,000
Transfer - Service	\$2,521,400	75,662	0	0
Expenses	(2,537,400)	0	0	(2,537,400)
Capital Outlay	0	0	0	(1,281,250)
Net Activity	0	97,150	21,355	(1,101,588)
Ending Balance	\$400,000	\$634,350	\$555,118	\$3,229,700

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 REVENUES AND BILLING RATES
 2024 ANNUAL BUDGET

	<u>2023 BUDGET</u>	<u>2023 PROJECTED</u>	<u>2024 BUDGET</u>
Gallons (in thousands)	12,576,100	12,681,200	13,668,747
Rate/1000 gallons	\$0.19	\$0.19	\$0.19
Revenue	<u>\$2,389,500</u>	<u>\$2,409,400</u>	<u>\$2,597,062</u>

COASTAL WATER AUTHORITY
BAYPORT WATER SYSTEM FUNDS
INVESTMENT AND OTHER INCOME
2024 ANNUAL BUDGET

INVESTMENT INCOME

Average Cash and Investments	\$3,000,000
Average Effective Interest Rate	4.00%
Total	<u><u>\$120,000</u></u>

OTHER INCOME

Bayport Water System does not anticipate any miscellaneous income.

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 SUMMARY OF GENERAL AND ADMINISTRATIVE EXPENDITURES
 2024 ANNUAL BUDGET

<u>GENERAL AND ADMINISTRATIVE EXPENDITURES</u>	<u>2023 BUDGET</u>	<u>2023 PROJECTED</u>	<u>2024 BUDGET</u>
ADMINISTRATIVE	\$344,900	\$339,000	\$378,300
GENERAL OPERATING (Insurance)	251,800	249,000	292,400
ENGINEERING, LEGAL & PROFESSIONAL	<u>83,400</u>	<u>78,000</u>	<u>93,000</u>
Total	<u><u>\$680,100</u></u>	<u><u>\$666,000</u></u>	<u><u>\$763,700</u></u>

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 ADMINISTRATIVE EXPENSES
 2024 ANNUAL BUDGET

Administrative Salaries	\$131,000 (1)
Pension Plan Contribution (11.8% of total compensation)	109,103
Payroll Taxes (7.65% of total compensation)	70,732
Office Lease and Utilities	40,000 (1)
Office Supplies	4,000 (1)
Travel, Meetings and Parking	2,500 (1)
Directors Compensation	4,500 (1)
Printing and Reproduction	2,500 (1)
Telephone/ Data Maintenance	4,500 (1)
Vehicle: Gas & Maintenance	2,000 (1)
Payroll / Employee Processing Services	3,500 (1)
Miscellaneous	4,000 (1)
	\$378,335

(1) Allocated based upon payroll estimate of 10.0%.

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 OFFICE SALARY ALLOCATION
 2024 ANNUAL BUDGET

Executive Director

Chief Financial Officer

Chief Accountant

Senior Accountant

Senior Accountant

Senior Accountant

Senior Accountant

Executive Secretary

Financial Analyst

	Base Office Salaries	1,310,000
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Office Allocation Factor (1)

	10.0%
	Bayport Office Salaries
	\$131,000

(1) Based upon payroll estimate allocation

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 GENERAL OPERATING EXPENSES
 2024 ANNUAL BUDGET

INSURANCE PREMIUM DESCRIPTION

Property Insurance	\$31,200	(1)	(6)
Texas Commercial Policy (General Liability)	2,700	(3)	(5)
Public Official & Employees Liability	1,100	(3)	(4) (7)
Pension - Fidelity Bond	35	(3)	(4)
Pension - Fiduciary Responsibility	700	(3)	(5)
Medical Insurance	220,000	(3)	(6) (7)
Public Official Position (Director Fidelity)	100	(3)	(4)
Automobile Insurance	3,800	(3)	(5)
Workers Compensation	12,800	(3)	(5) (7)
Dental Insurance	8,500	(3)	(5) (7)
Vision Insurance	2,500	(3)	(5) (7)
Combined Group Life/Short & Long Term Disability	9,000	(3)	(5) (7)
	<u>\$292,435</u>		

- (1) Allocated based upon total insurable value of 4%.
- (3) Allocated based upon total payroll estimate of 10.0%.
- (4) Assumes no rate increase.
- (5) Assumes 5% rate increase.
- (6) Assumes 12% rate increase.
- (7) Assumes full employment.

COASTAL WATER AUTHORITY
BAYPORT WATER SYSTEM FUNDS
ENGINEERING, LEGAL AND PROFESSIONAL EXPENSES
2024 ANNUAL BUDGET

Engineering Services	\$50,000 (1)
Legal Services	10,000 (3)
Accounting & Auditing	9,000 (2)
Computer Support services	8,000 (2)
Website Development & Maintenance	4,000 (2)
Hardware, Software Upgrades and Maintenance	7,000 (2)
Miscellaneous Bank Fees	5,000 (3)
	<u>\$93,000</u>

- (1) Based upon specific services
- (2) Allocated based upon total payroll estimate of 10.0%.
- (3) Based upon specific and allocated services

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 SUMMARY OF FIELD EXPENDITURES
 2024 ANNUAL BUDGET

<u>FIELD EXPENDITURES</u>	<u>2023 BUDGET</u>	<u>2023 PROJECTED</u>	<u>2024 BUDGET</u>
SALARIES	\$767,200	\$660,000	\$793,600
MATERIALS & SUPPLIES	243,800	235,000	224,700
CONTRACT LABOR AND EQUIPMENT	338,800	326,300	609,200
Purchased	63,700	63,700	76,200
Subtotal	<u>402,500</u>	<u>390,000</u>	<u>685,400</u>
UTILITIES	55,200	65,000	70,000
Total	<u><u>\$1,468,700</u></u>	<u><u>\$1,350,000</u></u>	<u><u>\$1,773,700</u></u>

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 FIELD EXPENDITURES BY LOCATION
 2024 ANNUAL BUDGET

LOCATIONS	FIELD SALARIES	MATERIALS AND SUPPLIES	CONTRACT LABOR AND EQUIPMENT	UTILITIES	LOCATION TOTAL
Bayport Pump Station	\$432,236	\$80,805	\$475,573	\$70,000	\$1,058,614
Bayport Distribution System	361,321	143,918	209,798	0	715,037
	<u>\$793,557</u>	<u>\$224,723</u>	<u>\$685,371</u>	<u>\$70,000</u>	<u>\$1,773,651</u>

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 SUMMARY OF FIELD SALARIES BY LOCATION
 2024 ANNUAL BUDGET

<u>LOCATION</u>	<u>BASE COMPENSATION</u>	<u>RETIREE PAY (1)</u>	<u>5% OVERTIME (2)</u>	<u>TOTAL</u>
Bayport Pump Station	\$340,225	\$75,000	\$17,011	\$432,236
Bayport Distribution System	344,115	0	17,206	361,321
	<u>\$684,340</u>	<u>\$75,000</u>	<u>\$34,217</u>	<u>\$793,557</u>

(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
 2024 ANNUAL BUDGET

<u>LOCATION AND FUNCTION</u>	<u># OF EMPLOYEES</u>	<u>MAN HOURS (4)</u>	<u>AVG. RATE PER HOUR</u>	<u>BASE SALARIES</u>
<u>MANAGEMENT (1)</u>				
Bayport Pump Station	0.22	458	\$72.00	\$32,947
Bayport Distribution System	0.22	458	72.00	32,947
Subtotal	<u>0.44</u>	<u>915</u>	<u>72.00</u>	<u>65,894</u>
<u>SUPERVISORY PERSONNEL (2)</u>				
Bayport Pump Station	0.65	1,352	68.00	91,936
Bayport Distribution System	0.50	1,040	68.00	70,720
Subtotal	<u>1.15</u>	<u>2,392</u>	<u>68.00</u>	<u>162,656</u>
<u>ALL OTHER PERSONNEL (3)</u>				
Bayport Pump Station	3.05	6,334	34.00	215,342
Bayport Distribution System	3.40	7,072	34.00	240,448
Subtotal	<u>6.45</u>	<u>13,406</u>	<u>34.00</u>	<u>455,790</u>
Total Base Salaries	<u>8.04</u>	<u>16,713</u>	<u>\$40.95</u>	<u>\$684,340</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
 2024 ANNUAL BUDGET

LOCATION AND DESCRIPTION

BAYPORT PUMP STATION

Air Conditioning Repair Parts	\$1,800
Automotive / Equipment Repair Parts	6,000
Building / Grounds Maintenance	7,400
Electrical / Instrument	7,200
Herbicides / Insecticides	3,000
Mechanical, Plumbing, Valves, etc.	10,000
Miscellaneous Supplies	14,550
Office / Administrative	6,905
Oils and Lubricants	4,800
Road Base, Sand, Rock, Rip Rap, etc.	1,750
Power Tools, Hand Tools & Equip.	7,400
Personal Protective Equipment	10,000
	80,805

BAYPORT DISTRIBUTION

Automotive / Equipment Repair Parts	6,000
Building / Grounds Maintenance	4,200
Diesel Fuel	16,909
Electrical / Instrument	4,800
Gasoline	13,829
Herbicides / Insecticides	10,000
Mechanical, Plumbing, Valves, etc.	31,600
Miscellaneous Supplies	11,580
Office / Administrative	2,000
Oils and Lubricants	6,000
Power Tools, Hand Tools & Equip.	11,000
Road Base, Sand, Rock, Rip Rap, etc.	7,000
Tires & Batteries	6,000
Welding Equip & Supplies	3,000
Personal Protective Equipment	10,000
	143,918

Total	\$224,723
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COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 ANALYSIS OF CONTRACT LABOR AND EQUIPMENT BY LOCATION
 2024 ANNUAL BUDGET

LOCATION AND DESCRIPTION

BAYPORT PUMP STATION

Security: Contract Guards	\$275,000
Major Motor Repair, 1 each	18,000
Major Pump Repair, 1 each	14,400
4KV Remote Racking	20,000
SCADA System Master Plan and Replacement/Upgrade	33,758
Security: Fencing Repairs/Replacement	27,500
Training: Safety (1st Aid, CPR, AED, CSE, etc.)	13,000
Training: RMP, Hazwop, Dam, AirPK, etc.	2,000
Annual Service Contracts:	
Crane/Hoist Test/Certification	720
Pest Control Service	605
Substation, Relay Testing	16,000
Uniform Service	3,000
Generator Load Testing	880
Asset Management Software	1,690
GPS Asset Tracking Units	820
Purchase Equipment:	
Portable Light Plant	3,000
15 ft Batwing Mower (BPS/LH)	4,000
JD 1565 Front Deck Mower (72 inch)	7,500
Security Camera Purchase and Installation	33,700
	<u>475,573</u>

BAYPORT DISTRIBUTION

Contract Labor (Welders, Divers, Tech Spt, Etc.)	25,000
Equipment Rental Services	10,000
Security: Fencing Repairs/Replacement	12,000
BDS 12 inch PCCP Line Stop and Cut/Plug	100,000
SCADA System Replacement/Upgrade	33,758
Annual Service Contracts:	
Asset Management Software	1,040
Purchase Equipment:	
Portable Light Plant	1,000
15 ft Batwing Mower (BPS/LH)	12,000
45KW Mobil Generator	5,000
JD 1565 Front Deck Mower (72 inch)	10,000
	<u>209,798</u>

Total	<u>\$685,371</u>
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COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 ANALYSIS OF UTILITIES BY LOCATION
 2024 ANNUAL BUDGET

LOCATION	ELECTRICITY				TOTAL
	KW HOURS	AVG. RATE PER HOUR (1)	AMOUNT	ALL OTHER (2)	
Bayport Pump Station	220,000	\$0.2500	\$55,000	\$15,000	\$70,000
	<u>220,000</u>	<u>\$0.2500</u>	<u>\$55,000</u>	<u>\$15,000</u>	<u>\$70,000</u>

- (1) Reflects rate accomplished through contract for Electricity beginning July, 2015
- (2) Includes telephone, water and waste disposal services.