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 13th day of November 2024, 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:

Tony L. Council, P.E.

Douglas E. Walker
Giti Zarinkelk, P.E.

Joseph G. Soliz

Jon M. Sjolander
Thomas A. Reiser
Daniel G. Huberty

President

1st Vice President

2nd Vice President

Secretary-Treasurer

Assistant Secretary-Treasurer

Director

Director

and all of said persons were present except Director(s): WALVER & Sislander 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 2025 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 13th day of November 2024.

Secretary-Treasurer, Board of Directors

(SEAL)

RESOLUTION OF THE BOARD OF DIRECTORS OF COASTAL WATER AUTHORITY ADOPTING THE FISCAL YEAR 2025 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 a pump station 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 2025 Annual Budget (the "Fiscal Year 2025 Budget") and authorized the Executive Director and Chief Financial Officer of the Authority to distribute the proposed Fiscal Year 2025 Budget to users of the Bayport Water System for review and comment; and

WHEREAS, by a letter dated October 14, 2024, the Executive Director and Chief Financial Officer of the Authority distributed the proposed Fiscal Year 2025 Budget to users of the Bayport Water System, requested that users provide comments to the Authority regarding the Fiscal Year 2025 Budget no later than October 25, 2024, notified users that the Board would consider adoption of the Fiscal Year 2025 Budget at its meeting on November 13, 2024, and notified users that based on the proposed Fiscal Year 2025 Budget the Authority would set a conveyance fee of 25 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 2025 Budget or the proposed conveyance fee of 25 cents per 1,000 gallons; and

WHEREAS, the Board considered the above described matters, and has determined that the adoption of the Fiscal Year 2025 Budget and the conveyance fee of 25 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 2025 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 25 cents per 1,000 gallons for Fiscal Year 2025.
- <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.
- <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 13th day of November 2024.

President, Board of Directors

ATTEST:

Secretary-Treasurer, Board of Directors

(SEAL)

EXHIBIT A

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM PROJECT 2025 ANNUAL BUDGET

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM PROJECT 2025 ANNUAL BUDGET

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COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS BUDGET SUMMARY 2025 ANNUAL BUDGET

APPLICATION OF FUNDS	2024 BUDGET	2024 PROJECTED	2025 BUDGET
Expenditures (1) Capital Outlay Comparative Subtota	\$2,537,400 1,281,250 3,818,650	\$2,089,500 389,956 2,479,456	\$2,438,930 3,418,044 5,856,974
Total Expenditure	s 3,818,650	2,479,456	5,856,974
Ending Fund Balances	3,229,700	4,180,832	1,648,183
Total Application	s <u>7,048,350</u>	6,660,288	7,505,157
SOURCE OF FUNDS	_		
Beginning Fund Balances Investment Income Subtotal Source	4,331,288 120,000 4,451,288	4,331,288 229,000 4,560,288	4,180,832 105,000 4,285,832
Subtotal	4,451,288	4,560,288	4,285,832
System Revenue	\$2,597,062	\$2,100,000	\$3,219,325

⁽¹⁾ Includes assets purchased

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS FACTS AND ASSUMPTIONS 2025 ANNUAL BUDGET

FACTS

- 1. The 2025 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 10.0%.

ASSUMPTIONS

- 1. Salaries anticipates funding the employee benefits of one field retiree.
- 2. Assumes timely payment of billings by Bayport customers.
- 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 2024 BUDGET TO 2025 BUDGET

		2024 Budget to 2025 Budget
2024 Budget		\$2,537,400
Field Salaries		24,100
Materials & Supplies		41,080
Contract Labor & Equipment		(207,950)
Utilities		(4,200)
Administrative Expense		21,000
General Operating Expenses		25,500
Engineering, Legal & Professional		2,000
	Subtotal	(98,470)
2025 Budget		\$2,438,930

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS STATEMENT OF REVENUES AND EXPENDITURES 2025 ANNUAL BUDGET

	2024 BUDGET	2024 PROJECTED	2025 BUDGET
REVENUES			
Interest on Investments	\$120,000	\$229,000	\$105,000
Service Revenues	2,597,062	2,100,000	3,219,325
Total Revenue	2,717,062	2,329,000	3,324,325
EXPENDITURES			
Field Salaries	793,600	615,000	817,700
Materials & Supplies	224,700	194,000	265,780
Contract Labor & Equipment (1)	685,400	545,000	477,450
Utilities	70,000	52,000	65,800
Administrative Expenses	378,300	338,500	399,300
General Operating Expenses	292,400	284,000	317,900
Engineering, Legal & Professional	93,000	61,000	95,000
Subtotal	2,537,400	2,089,500	2,438,930
Construction Program	1,281,250	389,956	3,418,044
Capital Outlay _	1,281,250	389,956	3,418,044
Total Expenditures	3.818.650	2,479,456	5,856,974
· · · · · · · · · · · · · · · · · · ·	(2)	(3)	(4)
Net Increase (Decrease) in	(\$1,101,588)	(\$150,456)	(\$2,532,649)
Fund Balances	<u> </u>		<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 2025 ANNUAL BUDGET

	REVENUE FUND	CAPITAL IMPROVEMENT FUND
Beginning Balance	\$0	\$2,529,632
Service Revenue	3,219,325	0
Interest Earnings	0	47,200
Transfer - Service	(3,219,325)	841,212
Expenses	0	0
Capital Outlay		(3,418,044)
Net Activity	0	(2,529,632)
Ending Balance	\$0	\$0

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS RECONCILIATION OF FUND ACTIVITY 2025 ANNUAL BUDGET

		OPERATING	SPECIAL PROJECT	TOTAL BAYPORT
	OPERATING	RESERVE	EMERGENCY	WATER
	FUND	FUND	RESERVE FUND	SYSTEM FUND
Beginning Balance	\$400,000	\$634,350	\$616,850	\$4,180,832
Service Revenue	0	0	0	3,219,325
Interest Earnings	\$14,000	\$22,200	\$21,600	105,000
Transfer - Service	\$2,424,930	(46,817)	0	-
Expenses	(2,438,930)	0	0	(2,438,930)
Capital Outlay	0	0	0	(3,418,044)
Net Activity	0	(24,617)	21,600	(2,532,649)
Ending Balance	\$400,000	\$609,733	\$638,450	\$1,648,183

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS REVENUES AND BILLING RATES 2025 ANNUAL BUDGET

	2024 BUDGET	2024 PROJECTED	2025 BUDGET
Gallons (in thousands)	13,688,747	11,052,630	12,877,300
Rate/1000 gallons	\$0.19	\$0.19	\$0.25
Revenue	\$2,597,062	\$2,100,000	\$3,219,325

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS INVESTMENT AND OTHER INCOME 2025 ANNUAL BUDGET

INVESTMENT INCOME

Average Cash and Investments \$3,000,000

Average Effective Interest Rate 3.50%

Total \$105,000

OTHER INCOME

Bayport Water System does not anticipate any miscellaneous income.

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS SUMMARY OF GENERAL AND ADMINISTRATIVE EXPENDITURES 2025 ANNUAL BUDGET

GENERAL AND ADMINISTRATIVE EXPENDITURES	2024 BUDGET	2024 PROJECTED	2025 BUDGET
ADMINISTRATIVE	\$378,300	\$338,500	\$399,300
GENERAL OPERATING (Insurance)	292,400	284,000	317,900
ENGINEERING, LEGAL & PROFESSIONAL	93,000	61,000	95,000
Total	\$763,700	\$683,500	\$812,200

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS ADMINISTRATIVE EXPENSES 2025 ANNUAL BUDGET

Administrative Salaries	\$137,500 (1)	
Pension Plan Contribution (11.8% of total compensation)	112,714	
Payroll Taxes (7.65% of total compensation)	73,073	
Office Lease and Utilities	45,000 (1)	
Office Supplies	4,000 (1)	
Travel, Meetings and Parking	3,000 (1)	
Directors Compensation	4,500 (1)	
Printing and Reproduction	3,000 (1)	
Telephone/ Data Maintenance	5,000 (1)	
Vehicle: Gas & Maintenance	3,000 (1)	
Payroll / Employee Processing Services	4,500 (1)	
Miscellaneous	4,000 (1)	
	\$399,287	

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

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS OFFICE SALARY ALLOCATION 2025 ANNUAL BUDGET

Executive Director

Chief Financial Officer

Chief Accountant

Senior Accountant

Senior Accountant

Senior Accountant

Senior Accountant

Executive Secretary

Financial Analyst

Base Office Salaries

1,375,000

Office Allocation Factor (1)

Bayport Office Salaries

\$137,500

Based upon payroll estimate allocation

(1)

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS GENERAL OPERATING EXPENSES 2025 ANNUAL BUDGET

INSURANCE PREMIUM DESCRIPTION

Property Insurance	\$33,000	(1)	(6)
Texas Commercial Policy (General Liability)	3,000	(3)	(5)
Public Official & Employees Errors and Omissions	1,200	(3)	(5) (7)
Pension - Fidelity Bond	50	(3)	(4)
Pension - Fiduciary Responsibility	700	(3)	(5)
Medical Insurance	240,000	(3)	(6) (7)
Public Official Position (Director Fidelity)	100	(3)	(4)
Automobile Insurance	3,800	(3)	(5)
Workers Compensation	14,000	(3)	(5) (7)
Dental Insurance	9,000	(3)	(5) (7)
Vision Insurance	3,000	(3)	(5) (7)
Combined Group Life/Short & Long Term Disability	10,000	(3)	(5) (7)
	\$317,850		

- (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 10% rate increase.
- (7) Assumes full employment.

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS ENGINEERING, LEGAL AND PROFESSIONAL EXPENSES 2025 ANNUAL BUDGET

Engineering Services	\$50,000	(1)
Legal Services	10,000	(3)
Accounting & Auditing	10,000	(2)
Computer Support services	8,000	(2)
Website Development & Maintenance	4,000	(2)
Hardware, Software Upgrades and Maintenance	8,000	(2)
Miscellaneous Bank Fees	5,000	(3)
	\$95,000	-

- (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 2025 ANNUAL BUDGET

FIELD EXPENDITURES	2024 BUDGET	2024 PROJECTED	2025 BUDGET
SALARIES	\$793,600	\$615,000	\$817,700
MATERIALS & SUPPLIES	224,700	194,000	265,780
CONTRACT LABOR AND EQUIPMENT	609,200	470,000	477,450
Purchased	76,200	75,000	0
Subtotal _	685,400	545,000	477,450
UTILITIES	70,000	52,000	65,800
Total __	\$1,773,700	\$1,406,000	\$1,626,730

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS FIELD EXPENDITURES BY LOCATION 2025 ANNUAL BUDGET

LOCATIONS	FIELD SALARIES	MATERIALS AND SUPPLIES	CONTRACT LABOR AND EQUIPMENT	UTILITIES	LOCATION TOTAL
Bayport Pump Station	\$444,249	\$113,427	\$406,175	\$65,800	\$1,029,651
Bayport Distribution System	373,454	152,350	71,275	0	597,079
	\$817,703	\$265,777	\$477,450	\$65,800	\$1,626,730

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS SUMMARY OF FIELD SALARIES BY LOCATION 2025 ANNUAL BUDGET

LOCATION	BASE COMPENSATION	RETIREE PAY (1)	5% OVERTIME (2)	TOTAL
Bayport Pump Station	\$351,666	\$75,000	\$17,583	\$444,249
Bayport Distribution System	355,670	0	17,784	373,454
	\$707,336	\$75,000	\$35,367	\$817,703

⁽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 2025 ANNUAL BUDGET

	# OF	MAN	AVG. RATE	BASE
LOCATION AND FUNCTION	EMPLOYEES	HOURS (4)	PER HOUR	SALARIES
MANAGEMENT (1)				
Bayport Pump Station	0.22	458	\$77.25	\$35,350
Bayport Distribution System	0.22	458	77.25	35,350
Subtotal	0.44	915	77.25	70,700
SUPERVISORY PERSONNEL (2)				
Bayport Pump Station	0.65	1,352	70.00	94,640
Bayport Distribution System	0.50	1,040	70.00	72,800
Subtotal	1.15	2,392	70.00	167,440
ALL OTHER PERSONNEL (3)				
Bayport Pump Station	3.05	6,334	35.00	221,676
Bayport Distribution System	3.40	7,072	35.00	247,520
Subtotal	6.45	13,406	35.00	469,196
Total Base Salaries	8.04	16,713	\$42.32	\$707,336

- (1) Includes Manager of Operations, Manager of Security, Electrical Engineer, Senior Engineer, Construction Manager, and Chief Engineer.
- (2) Includes Superintendents, Master Electrician, Administrator OPM, Purchasing Agent, IT Manager, Contracts Administrator, and Staff Engineer.
- (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 2025 ANNUAL BUDGET

LOCATION AND DESCRIPTION

LUCATION AND DESCRIPTION		
BAYPORT PUMP STATION		
Air Conditioning Repair Parts		\$2,160
Automotive / Equipment Repair Parts		6,000
Building / Grounds Maintenance		10,200
Electrical / Instrument		8,640
Herbicides / Insecticides		3,000
Mechanical, Plumbing, Valves, etc.		23,600
Miscellaneous Supplies		24,866
Office / Administrative		9,406
Oils and Lubricants		5,760
Road Base, Sand, Rock, Rip Rap, etc.		1,750
Power Tools, Hand Tools & Equip.		10,280
Personal Protective Equipment		7,765
		113,427
BAYPORT DISTRIBUTION		
Automotive / Equipment Repair Parts		6,000
Building / Grounds Maintenance		5,640
Diesel Fuel		16,770
Electrical / Instrument		5,760
Gasoline		13,600
Herbicides / Insecticides		10,000
Mechanical, Plumbing, Valves, etc.		27,920
Miscellaneous Supplies		15,495
Office / Administrative		2,000
Oils and Lubricants		7,200
Power Tools, Hand Tools & Equip.		18,200
Road Base, Sand, Rock, Rip Rap, etc.		7,000
Tires & Batteries		6,000
Welding Equip & Supplies		3,000
Personal Protective Equipment		7,765
		152,350
	Total	\$265,777

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS ANALYSIS OF CONTRACT LABOR AND EQUIPMENT BY LOCATION 2025 ANNUAL BUDGET

LOCATION AND DESCRIPTION **BAYPORT PUMP STATION** Contract Labor (Welders, Divers, Tech Spt, Etc.) 10,000 Security: Contract Guards \$202,000 Major Motor Repair, 1 each 20,400 Major Pump Repair, 1 each 14,400 4KV Remote Racking 20,000 4KV Breaker/Contactor Refurbishment 40,000 Automatic Single Motor Insulation Testers 18,000 Security: Fencing Repairs/Replacement 20,000 Security Camera Installation 25,000 Training: Safety (1st Aid, CPR, AED, CSE, etc.) 15,200 **Annual Service Contracts:** Crane/Hoist Test/Certification 865 Pest Control Service 565 Substation, Relay Testing 8,000 Uniform Service 5,000 Generator Load Testing 088 Asset Management Software 1,690 **Emergency Radio Subscription** 940 **PMIS** 3,235 406,175 **BAYPORT DISTRIBUTION** Contract Labor (Welders, Divers, Tech Spt, Etc.) 30,000 10,000 **Equipment Rental Services** Security: Fencing Repairs/Replacement 27,000 Annual Service Contracts: Asset Management Software 1,040 **PMIS** 3,235 71,275 Total

\$477,450

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS ANALYSIS OF UTILITIES BY LOCATION 2025 ANNUAL BUDGET

ELECTRICITY ΚW AVG. RATE ALL **LOCATION HOURS AMOUNT** OTHER (2) **TOTAL** PER HOUR (1) Bayport 210,000 \$0.2420 \$50,800 \$15,000 \$65,800 **Pump Station** 210,000 \$0.2420 \$50,800 \$15,000 \$65,800

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

COASTAL WATER AUTHORITY BAYPORT WATER SYSTEM FUNDS CAPITAL OUTLAYS 2025 ANNUAL BUDGET

		BAYPORT CAPITAL IMPROVEMENT FUND	
Building Upgrade/Improvements Master Plan		\$	250,000
Bayport CIP Phase 4 Design			750,000
Bayport CIP Phase 4 Construction			2,418,044
	Total Capital Outlays	\$	3,418,044