

To: Selectboard

From: Lee Krohn, Chris Robinson, Peter Frankenburg

Date: 19-Jun-20

Re: FY 2020-21 Proposed Wastewater Budget for approval

We have attached the proposed Fiscal Year 2020-21 Wastewater budget for approval. The following changes have been made since the prior version:

- A revenue item for high strength influent, charged to brewery applications has been added
- Minor revisions in benefit costs were made, based on current information

The resulting rate for sewer use will be \$13.94 per thousand gallons, which is an increase of \$0.65 or 4.9% from the current rate.

This will result in an annual increase of \$13.00 /year for a customer using 20,000 gallons per year and an increase of \$45.50/year for a customer using 70,000 gallons per year.

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**SHELburnE WASTEWATER DRAFT BUDGET
FISCAL YEAR 2020-21
SUMMARY PAGE**

19-Jun-20

	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget	FY 2021 Incr (Decr)	% Change
REVENUES:						
1 User Fees	\$1,801,191	\$1,787,127	\$1,811,083	\$1,871,122	60,039	3.3%
2 Transfer from Sewer Capacity Frnd.	\$5,000	\$0	\$0	\$40,000	40,000	0.0%
3 Shelb. Hhs. Assessmt	35,118	35,118	35,581	35,581	0	0.0%
4 Applied Fund Balance						
5 Other	122,627	144,331	131,443	159,205	27,762	21.1%
6						
7						
8 Total Revenues	\$1,963,936	\$1,966,575	\$1,978,107	\$2,105,908	127,801	6.5%
9						
EXPENSES:						
10						
11 Chemicals	61,196	52,372	56,100	56,400	300	0.5%
12 Electricity	194,046	201,431	211,430	214,515	3,085	1.5%
13 Prop/Liab. Insurance	65,254	68,179	58,000	60,800	2,800	4.8%
14 Lab & Testing Expense	23,821	22,505	26,000	27,000	1,000	3.8%
15 Misc. Expense	2,694	2,942	3,000	3,000	0	0.0%
16 Plant Maintenance	82,549	101,320	106,500	100,500	(6,000)	-5.6%
17						
18 SCADA System Maint.	2,290	714	25,000	5,000	(20,000)	-80.0%
19 System Maintenance	46,184	62,442	70,000	75,000	5,000	7.1%
20 Collection System Impr.	23,785	44,036	50,000	54,000	4,000	8.0%
21 Sludge Disposal	86,059	89,573	75,000	80,000	5,000	6.7%
22 Utilities (excl.-electric)	36,215	36,698	33,125	34,000	875	2.6%
23 Professional Svcs.	80,233	20,713	48,900	49,000	100	0.2%
24 Debt Payments	589,006	580,749	582,799	702,914	120,115	20.6%
25 Safety Equipment	2,225	1,983	2,200	2,000	(200)	-9.1%
26 Training/Travel	1,214	1,352	3,000	1,500	(1,500)	-50.0%
27 Truck Expense	5,709	6,895	10,000	8,500	(1,500)	-15.0%
28 Office/Computer Exp.	6,308	4,752	5,800	5,800	0	0.0%
29 Admin. Expense	61,506	62,459	64,853	66,888	2,035	3.1%
30 Salaries & Overtime	333,359	352,873	353,807	362,166	8,359	2.4%
31 Employee Benefits	121,429	129,704	142,594	146,925	4,331	3.0%
32 Transfer to Cap Imp. Fund	50,000	50,000	50,000	50,000	0	0.0%
33						
34 Total Expenses	\$1,875,083	\$1,893,693	\$1,978,107	\$2,105,908	127,801	6.5%
35						
36 Revenue - Expenses	\$88,853	\$72,883	\$0	\$0		
37						
38 VOLUMES (000 Gallons)	134,386	136,000	136,000	134,000	(2,000)	-1.5%
39						
40 Rate (\$/000 gallons)	\$13.15	\$13.15	\$13.29	\$13.94	\$0.65	4.9%
		0.0%	1.1%	4.9%		

	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget	FY 2021 Incr. (Decr)	FY 2021 % Change
1 REVENUE CATEGORIES:						
2 User Fees	1,801,191	1,787,127	1,811,083	1,871,122	60,039	3.3%
3 High Strength Influent				7,600	7,600	
4 Interests/Penalties	16,047	17,401	18,000	19,500	1,500	8.3%
5 Outside Septage	85,467	87,088	70,000	87,500	17,500	25.0%
6 Inspection Fees	475	150	700	1,250	550	78.6%
7 Other Income	4,282	5,873	100	(100)	(100)	-100.0%
8 Insurance Claims		11,155			0	
9 Trsl. From Sewer Capac.	5,000			40,000	40,000	
10 Trsl Fr. Gen'l Fnd (Stormwr. Supl.)	10,000	16,328	36,288	37,000	712	2.0%
11 Shelburne Hts. Spec. Assmt.	35,118	35,118	35,581	35,581	0	0.0%
12 Bay Road Spec. Assmt.	6,355	6,355	6,355	6,355	0	0.0%
13 Vehicle/equipment sales						
14 Total Revenues	1,963,936	1,966,575	1,978,107	2,105,908	127,801	6.5%
15 EXPENSE CATEGORIES:						
16 Administrative Expense						
17 Admin. Expense	45,106	46,459	47,853	49,288	1,435	3.0%
18 Meter Reading Contr.	16,400	16,000	17,000	17,600	600	3.5%
19						
20 Sub-Total Admin. Expense	61,506	62,459	64,853	66,888	2,035	3.1%
21						
22 Chemicals						
23 Chlorine	1,969	2,772	2,600	2,900	300	11.5%
24 Alum	6,409	11,001	12,000	12,000	0	0.0%
25 PAC	21,398	14,976	15,000	15,000	0	0.0%
26 Dechlorination	2,585	2,278	2,500	2,500	0	0.0%
27 Polymer	28,835	21,345	24,000	24,000	0	0.0%
28						
29 Sub-Total Chemicals	61,196	52,372	56,100	56,400	300	0.5%
30						
31 Electricity						
32 Plant 1(Crown Rd)	63,831	66,285	69,200	71,276	2,076	3.0%
33 Plant 2 (Turtle Ln.)	97,245	104,167	108,600	108,600	0	0.0%
34 Bay Road PS	1,067	1,051	1,300	1,339	39	3.0%
35 LongMeadow PS	2,617	2,419	2,400	2,472	72	3.0%
36 Shoreline PS	11,384	9,803	9,900	10,197	297	3.0%
37 Route 7 PS	4,760	4,349	5,000	5,150	150	3.0%
38 Falls Rd. Cem. PS	2,693	2,625	3,000	3,090	90	3.0%
39 Falls Rd. Birdg PS	1,226	1,483	1,600	1,648	48	3.0%
40 EJ Stn. Champlain Dr.	331	611	600	618	18	3.0%
41 EJ Stn. Clearwater So	499	297	400	412	12	3.0%
42 EJ Stn. Clearwater No	272	295	350	361	11	3.0%
43 EJ Stn. Windmill Bay	347	602	700	721	21	3.0%
44 EJ Stn. Pine Haven So.	449	262	300	309	9	3.0%
45 EJ Stn. Pine Haven No.	799	642	700	721	21	3.0%
46 Bostwick Rd. PS	633	707	750	773	23	3.0%
47 Webster Rd. PS	1,295	1,131	1,300	1,339	39	3.0%
48 Spr St/Maeck Fm PS	1,319	1,263	1,400	1,442	42	3.0%
49 Stonegate PS	521	487	550	567	17	3.0%

Electricity Cont'	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget	FY 2021 Incr. (Decr)	% Change
1 Farnstead PS	355	376	500	515	15	3.0%
2 Bay Colony	702	831	850	876	26	3.0%
3 Green Hills	1,315	1,356	1,500	1,545	45	3.0%
4 Littlefield	385	391	530	546	16	3.0%
5						
6 Sub-Total Electricity	194,046	201,431	211,430	214,515	3,085	1.5%
7						
8 Dept. 400 Salaries						
9 Salaries & on-Call	303,577	320,186	320,553	327,223	6,670	2.1%
10 Overtime	29,782	32,580	33,253	34,942	1,689	5.1%
11 Inter-Dept. Labor		107				
12						
13 Sub-Total Salaries	333,359	352,873	353,807	362,166	8,359	2.4%
14						
15 Dept. 307,315,970 Employee Benefits						
16 Retirement	19,460	20,053	20,019	21,210	1,190	5.9%
17 FICA	26,345	27,413	27,257	27,897	639	2.3%
18 Health & Dental Ins.	67,012	70,909	75,528	79,763	4,235	5.6%
19 Health HRA payments			6,000	6,000	0	0.0%
20 Life/LTD Insurance	2,707	3,501	5,150	5,255	106	2.1%
21 Uniform/Footwear Allow.	5,905	7,828	7,200	6,800	(400)	-5.6%
22 Employee Phone Reimb.			1,440	0	(1,440)	
23 Sub-Total Empl. Benef.	121,429	129,704	142,594	146,925	4,331	3.0%
24						
25 Dept. 308 Property/Liability Insurance						
26 Insurance Premiums	52,231	56,000	56,000	58,800	2,800	5.0%
27 Insurance Claims	13,023	12,179	2,000	2,000	0	0.0%
28 Sub-Total Insurance	65,254	68,179	58,000	60,800	2,800	4.8%
29						
30						
31 Dept. 309 Lab Expense						
32 Outside Lab Svs.	19,426	17,898	20,000	22,000	2,000	10.0%
33 Lab Chemicals	4,076	4,606	4,500	4,500	0	0.0%
34 Lab Equipment	320		1,500	500	(1,000)	-66.7%
35						
36 Sub-Total Lab Exp.	23,821	22,505	26,000	27,000	1,000	4.9%
37						
38 Dept. 310 Misc. Expense						
39 Misc. Expenses	2,694	2,942	3,000	3,000	0	0.0%
40						
41 Sub-Total Misc. Exp.	2,694	2,942	3,000	3,000	0	0.0%

	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget	FY 2021 Incr. (Decr)	% Change
1 Dept. 313 Plant Maintenance & Imp.						
2 Equipment Maint.	66,912	64,977	80,000	75,000	(5,000)	-6.3%
3 UV bulbs & filters	0	11,715	12,000	12,000	0	0.0%
4 General Upkeep	7,781	5,320	6,000	5,000	(1,000)	-16.7%
5 Trash/Grit Removal	6,422	5,987	7,000	7,000	0	0.0%
6 Centrifuge Maint.	1,435	13,321	1,500	1,500	0	0.0%
7 Capital Improvements						
8 Sub-Total, Plant Maintenance	82,549	101,320	106,500	100,500	(6,000)	-5.6%
9						
10 Dept. 318 SCADA System						
11 Computer Replacement			0	0	0	
12 SCADA System Maint	2,290	714	25,000	5,000	(20,000)	-80.0%
13 Sub-Total, SCADA System Maint.	2,290	714	25,000	5,000	(20,000)	-80.0%
14						
15						
16 Dept. 325 System Maint/Improvements						
17 Collect. System Maint.	23,448	38,979	40,000	40,000	0	0.0%
18 Pump Station Maint.	22,736	23,463	30,000	35,000	5,000	16.7%
19 Capital Improvements	23,785	44,036	50,000	50,000	0	0.0%
20 Trsf. To Cap. Impr. Fund	50,000	50,000	50,000	50,000	0	0.0%
21 Infiltration/inflow study				4,000	4,000	
22						
23 Sub-Total, Syst Maint/Improvements	119,969	156,478	170,000	179,000	9,000	7.2%
24						
25 Dept. 324 Sludge Disposal						
27 Sludge Transportation	2,640					
28 Sludge Disposal	83,419	89,573	75,000	80,000	5,000	6.7%
29						
30 Sub-Total Sludge Disp.	86,059	89,573	75,000	80,000	5,000	6.7%
31						
32						
33 Dept. Utilities excl. Electric						
34 Htg. Fuel Plant 1	12,681	12,786	10,500	10,000	(500)	-4.8%
35 Htg. Fuel Plant 2	9,660	9,566	10,000	10,000	0	0.0%
36 Teleph/Telemetry lines	5,483	5,186	4,600	5,000	400	8.7%
37 Cell Phones	2,180	2,250	2,500	2,300	(200)	-8.0%
38 Water Use Plant 1	1,960	1,669	1,325	1,700	375	28.3%
39 Water Use Plant 2	4,251	5,240	4,200	5,000	800	19.0%
40 Sub-Total, Utilities excl. Electric	36,215	36,698	33,125	34,000	875	2.6%

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2021	% Change
	Actual	Actual	Budget	Budget	Incr. (Decr)	-----
1 Dept. 314 Legal/Acctg/Engineering						
2 Legal Services	12,062	4,853	5,000	3,000	(2,000)	-40.0%
3 Accounting Svs.	5,400	5,600	5,600	5,700	100	1.8%
4 Project Engineering	58,342	1,161	35,000	35,000	0	0.0%
5 Asset Management	1,229	5,800	0	2,000	2,000	
6 Permit Fees	3,200	3,300	3,300	3,300	0	0.0%
7						
8 Sub-Total Legal/Acctg./Eng.	80,233	20,713	48,900	49,000	100	0.8%
9						
10 Dept. 316 Debt: Principal						
11 Utility Truck 2012						
12 Utility Truck 2017						
13 Toolcat 2016						
14 Pickup Truck 2013	6,000					
15 Plant #1 Generator						
16 Tank Truck (2026)	14,500	14,500	14,500	14,500	0	
17 SRF 040:Plant Constr.(2022)	355,265	355,266	355,266	355,266	0	0.0%
18 SRF 050: Shelb Hls.(2022)	50,648	50,648	50,648	50,648	0	0.0%
19 SRF 065: Coll. System(2024)	85,979	85,979	85,979	85,979	0	0.0%
20 SRF095:Rte 7 line(2027)	35,041	35,742	35,742	37,186	1,444	4.0%
21 SRF 122: Longmdw Sin.(2025)	13,252	13,252	13,252	13,788	535	4.0%
22 SRF 128: Bay Rd.Coll. Syst.(2029)	4,912	5,011	5,011	5,213	202	4.0%
23 SRF:AR062 Col. Syst. Impr.(2031)	6,963	7,102	7,102	7,389	287	4.0%
24 SRF: RF1-186 (Coll syst. Impr. (2039)				80,834	80,834	
25						
26 Sub-Total Debt Prin.	572,560	567,499	567,499	650,802	83,303	14.7%
27						
28 Dept. 317 Debt: Interest						
29 Utility Truck 2017						
30 ToolCat 2016						
31 Pickup Truck 2013	84					
32 Tank Truck	2,466	2,157	2,239	2,239	0	
33 Plant #1 Generator						
34 Rte 7; 095 Admin fee	7,754	5,777	6,973	5,529	(1,444)	-20.7%
35 SRF 122 Longmdw Admin. Fee	2,275	2,275	2,275	1,739	(535)	-23.5%
36 SRF 128 Bay Rd. Admin Fee	1,282	773	1,344	1,142	(202)	-15.1%
37 SRF:AR062 Col. Syst. Impr.	2,585	2,269	2,469	2,182	(287)	-11.6%
38 SRF: RF1-186 (Coll syst. Impr. (2039)				39,281	39,281	
39						
40 Sub-Total Debt Interest	16,446	13,251	15,300	52,112	36,812	240.6%
41						
42 Total Debt Payments	589,006	580,749	582,799	702,914	120,115	18.3%

	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget	FY 2021 Incr. (Decr)	% Change
1 Dept. 323 Safety Equip. & Training						
2 Safety Training				0		
3 Safety Equipment	2,225	1,983	2,200	2,000	(200)	-9.1%
4						
5 Sub-Total Safety Equip.	2,225	1,983	2,200	2,000	(200)	-9.1%
6						
7 Dept. 327 Training/Travel						
8 Training & Travel	1,214	1,352	3,000	1,500	(1,500)	-50.0%
9						
10 Sub-Total Training/Travel	1,214	1,352	3,000	1,500	(1,500)	-50.0%
11						
12 Dept. 328 Truck Expense						
13 Truck Expense	637	1,055	2,000	1,500	(500)	-25.0%
14 Vehicle Fuel	5,022	5,423	7,000	6,000	(1,000)	-14.3%
15 Mileage Reimb.				0		
16 Tanker Expense	50	417	1,000	1,000	0	0.0%
17 VAC Trk Expense			0	0	0	
18 Truck Replacement			0	0	0	
19						
20 Sub-Total Truck Exp.	5,709	6,895	10,000	8,500	(1,500)	-15.0%
21						
22 Dept. 330 Office/Computer Expense						
23 Office Expense	6,096	4,752	4,800	4,800	0	0.0%
24 Computer Expense	212		1,000	1,000	0	0.0%
25 Sub-Total Office Exp.	6,308	4,752	5,800	5,800	0	0.0%
26						
27 Grand Total, Expenses	1,875,083	1,893,693	1,978,107	2,105,908	127,801	6.5%