

GREEN SANITARY DISTRICT



PROPOSED BUDGET
2020-2021

GREEN SANITARY DISTRICT

3879 Old Highway 99 South - Roseburg, Oregon 97471
(541) 679-7191 - Fax (541) 679-2060

PROPOSED BUDGET

2020-2021

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BOARD OF DIRECTORS

Ron Curry, President
Tracey Parker, Vice President
Brenda Kingry
Tom Fullbright
Steve Lusch

BUDGET COMMITTEE MEMBERS

Ronald Williams
Kerry Clark
Charles Borden
Charles Tolley
Phil Bigler

Administration

Kay Huff, District Manager/Budget Officer
Cathy Sjogren, Office Assistant II/Utility Billing

Operations

Robert (Bob) Poague, Operations Supervisor
Shannon Miller, Collection System Operator III

**BUDGET CALENDAR
2020-2021**

- | | | |
|-----|--|---------------------|
| 1. | Appoint Budget Officer | January 13, 2020 |
| 2. | Prepare Proposed Budget | February - May 2020 |
| 3. | Publish Notice of Budget Committee Meeting | May 27, 2020 |
| 4. | Publish Notice of Budget Committee Meeting | June 2, 2020 |
| 5. | Budget Committee Meets | June 8, 2020 |
| 6. | Approve Proposed Budget | June 8, 2020 |
| 7. | Publish Hearing Notice and Summary | June 16, 2020 |
| 8. | Hold Budget Hearing | June 22, 2020 |
| 9. | Adopt Budget and Make Appropriations | June 22, 2020 |
| 10. | Submit Budget to Assessor | July 15, 2020 |

Green Sanitary District 1955-2020

- ◆ 1955 – District formed in response to residents concerned about failing septic tank drain fields.
- ◆ 1961 – State funded construction of collection system and treatment lagoons for \$400,000, providing service to 255 residential and commercial customers. The first rate paid was \$4.00 per Equivalent Dwelling Unit (EDU). Maximum design capacity of lagoons was 355 houses.
- ◆ 1980 – The new Winston-Green Treatment Facility was constructed, with Douglas County as the owner, for \$9.2 million using 68% EPA grant and 32% loan from the County. G4 Pump Station was constructed and force main installed from G4 to new treatment facility. Lagoons no longer used. Rates raised to \$10.00 per EDU.
- ◆ 1985 – District expanded to include Landers Lane area. County loaned funds to Landers Lane residents for construction of sewer system.
- ◆ 1987 – Rates raised to \$13.00 per EDU and then \$15.00 per EDU five months later.
- ◆ 1994 – Facilities Plan prepared to address treatment facility needs. Rates raised to \$20.00 per EDU.
- ◆ 1995 – County transferred ownership of treatment plant to Green and Winston jointly. Agreement between Green and Winston was prepared for operation of treatment plant. Rates raised to \$23.00 per EDU.
- ◆ 1996 – Rates raised to \$25.00 per EDU.
- ◆ 1999 – Treatment plant upgrade constructed incorporating biological nutrient removal and improved solids handling. \$6.8 million project funded with a 3.98% State Revolving Fund loan from DEQ.
- ◆ 2006 – 20 Year Master Plan prepared by SHN Engineering for District with proposed upgrades to G4 Pump Station and construction of G5 Pump Station. District provided service to 2,500 accounts/3,010 EDUs. Rates raised to \$29.00 per EDU.
- ◆ 2008 – G4 Pump Station upgrade with third pump/motor and VFD installation completed.
- ◆ 2010 – Cured-in-Place Pipe lining of 6,100 feet of sewer mainline completed as the 1st phase of the Master Plan Sewer Rehabilitation Project. District provided service to 2,630 accounts/3,140 EDUs. Rates raised to \$33.00 per EDU.
- ◆ 2011-2012 – Oak Creek Industrial Park Pump Station constructed with a 50/50 grant/loan from Oregon Economic Development. Douglas County Industrial Development Board to pay the annual loan payments.
- ◆ 2012 – District provided service to 2,630 accounts/3,125 EDUs. Rates raised to \$35.00 per EDU. Phase 2 Plant Upgrade Project construction started. \$4.8 million project funded with a 2.71% State Revolving Fund loan from DEQ.
- ◆ 2013 – District providing service to 2,636 accounts/3,086 EDUs. Phase 2 Plant Upgrade Project completed. SHN Consulting Engineers designing the 2nd phase of the Master Plan Sewer Rehabilitation Project (Cured-in-Place Pipe lining). Rates raised to \$38.00 per EDU.
- ◆ 2015 – 2nd Phase of the Master Plan Sewer Rehabilitation Project (Cured-in-Place Pipe lining) completed in summer of 2015. Fire occurred on February 2, 2015 at the G4 Pump Station caused by the generator. New generator and damage repair costs exceeded \$165,000.
- ◆ 2016 – April 2016, the District applied for a State Revolving Fund loan from DEQ to purchase the 180 acre Bailey Ranch for continued biosolids land application and future effluent reuse. The loan was approved and the property was purchased August 2016.
- ◆ 2017 – July 2017, the District purchased 35 acres of property on Harmony between the treatment plant and the Bailey Ranch on Holgate.
- ◆ 2018-19 – District provided service to 2,700 accounts/3,170 EDUs.
- ◆ 2019-20 – District provided service to 2,740 accounts/3,210 EDUs. The DEQ State Revolving Fund Loan for Phase 1 of the Winston-Green Wastewater Treatment Facility was paid off during this budget year.

Budget Message

Green Sanitary District
Budget Message
For Fiscal Year 2020-2021

The 2020-2021 budget document has been prepared using current regulations and consists of the General Fund and three Special Funds (Collection System Improvement Fund, Debt Service Fund and Capital Projects Fund). Each fund contains three years of historical budget data and the proposed budget for Fiscal Year 2020-2021.

The following is an explanation of the proposed changes from the 2019-2020 budget:

General Fund

Resources

Interest decreased from \$10,000 to \$5,500 due to the lower earnings interest rate at the Local Government Investment Pool, currently at 1.3%. The interest rate was 2.75% last year. There is no income budgeted for the **County Leachate Conveyance** due to the uncertainty of the number of gallons to be conveyed in the 2020-2021 budget year. The District is not allowing any leachate to be disposed of into the Collection System until the leachate pretreatment system is in place at the landfill.

Requirements

Personnel Services

The changes in the Personnel Services for both Operations and Administration are due to the potential hiring of a full-time operator and the retirement of a full-time Office Assistant. In addition to the changes mentioned, the District is now sharing an Office Assistant with Roberts Creek Water District. The **Salaries – PT/Temporary Employees** line item was changed to **Salaries – Shared Employee** to provide for the proportionate personnel costs of the shared Office Assistant.

Materials & Services

Administration – Consulting Services increased by \$5,000 to provide for the Special Districts Association of Oregon Consulting Services for Organizational Planning for the potential merger of the District with Roberts Creek Water District. **Elections** increased to provide for the proportionate election costs for the May 2021 election. The May 2021 election will include three District Board Members, approval for the formation of the joint water-sanitary authority and electing a new authority Board. **Communication-IT Services** is a new line item to provide for all communications such as phone, internet and IT services through an agreement with Douglas Fast Net. It also provides for website maintenance.

Capital Outlay

Operations – Equipment Purchases increased by \$80,000 to provide for the potential purchase of a 2005 Camel flusher truck. **Storage Building Design/Construction** was completed in the 2019-2020 budget year.

Debt Service Fund

Resources

Earnings from temporary investments decreased from \$10,000 to \$7,000 due to the lower earnings interest rate at the Local Government Investment Pool, currently at 1.3%. The interest rate was 2.75% last budget year.

Requirements

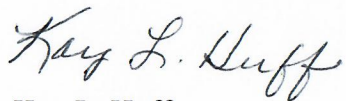
Nothing is budgeted for **Phase I Plant Upgrade - Principal and Interest** as the loan was paid off in August 2019. **Holgate - Principal** increased to \$292,703 to enable the District to payoff the loan during the 2020-2021 budget year.

Summary

In summary, it is the District's goal to generate sufficient funds from service charges and System Development Charges to pay for the operating expenses of the District and the Winston-Green Treatment Plant, collection system rehabilitation projects, capital improvements and Plant upgrade debt repayment. A Master Plan, adopted March 13, 2006, identified the collection system rehabilitation and capital improvement projects for the District to plan for, as needed. In addition to the Master Plan of the collection system, the District needs to consider Treatment Plant requirements. In preparation for future needs of the Treatment Plant, the District purchased the Plant's permitted biosolids land application site on Holgate in 2016 and the property between that site and the Treatment Plant on Harmony in 2017. In an effort to save customers money and provide more efficient services, the District and Roberts Creek Water District are proposing to merge into one joint water-sanitary authority. During this budget year, management and the Board members of both Districts will be focusing on the feasibility of merging and performing all the necessary steps to include the formation of the authority in the May 2021 County election.

Thank you for participating in the budget process. Please do not hesitate to let me know if you have any questions regarding the information contained in the budget documents.

Respectively Submitted,



Kay L. Huff
District Manager/Budget Officer

General Fund

**GREEN SANITARY DISTRICT
GENERAL FUND
LINE ITEM EXPLANATIONS**

RESOURCES - Page 1

2. **Net Working Capital** - \$1,300,000 - The carryover from the previous budget year available to cover expenses at the beginning of the new budget year.
4. **Interest** - \$5,500 - Interest earned on funds invested in the Local Government Investment Pool and Umpqua Bank.
5. **OTHER RESOURCES**
6. **Service Charges** - \$1,034,900 - Based on 3,080 Equivalent Dwelling Units at \$28.00 per month (General Fund portion of the \$38.00 monthly charge) - the remaining \$10.00 is applied to the Debt Service Fund).
7. **System Development Charges** - \$1,950 - 10 new connections at \$195.00 each (General Fund portion of the \$2,498.00 SDC).
8. **Connection/Inspection Fees** - \$4,500 - 10 new connections at \$450.00 each.
9. **Miscellaneous** - \$3,000 - Unanticipated resources.
10. **Plan Review Fees** - \$120 - Plan review fees from developers at \$60.00 (5 or less pages) for each plan.
11. **Rental Income** - \$3,000 - Income received from rentals.
12. **Reimbursement from Winston - Plant O&M** - \$395,000 - The amount anticipated to be received as reimbursement from the City of Winston for their proportionate share of the plant operating costs.
13. **County Leachate Treatment Income - Plant** - \$50,000 - Income received from Douglas County for treating the landfill's leachate at the treatment plant. 50% of this income is credited to the monthly Plant O&M expense invoice sent to the City of Winston.
14. **Condensate Treatment Income - Plant** - \$0 - No longer treating the condensate from the facility that generates electricity from the methane gas at the landfill.
15. **County Leachate Conveyance Income - GSD** - \$0 - Income received from Douglas County for disposing the landfill's leachate into the District's collection system. The District is not allowing leachate to be disposed into the collection system until a leachate pretreatment system is in place at the landfill.

TOTAL RESOURCES - \$2,797,970

RESOURCES
GENERAL

Green Sanitary District

Fund

Name of Municipal Corporation

HISTORICAL DATA			RESOURCE DESCRIPTION	Budget for Next Year 20-21		
Actual		Adopted Budget This Year 19-20		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Second Preceding Year 17-18	First Preceding Year 18-19					
Beginning Fund Balance:						
1			1. Available cash on hand* (cash basis), or			1
2	1,043,749	1,375,188	2. Net working capital* (accrual basis)	1,300,000		2
3			3. Previously levied taxes estimated to be received			3
4	2,911	9,644	4. Interest	5,500		4
5			5. OTHER RESOURCES			5
6	1,070,834	1,060,738	6. Service Charges	1,034,900		6
7	8,785	4,953	7. System Development Charges	1,950		7
8	17,550	11,250	8. Connection/Inspection Fees	4,500		8
9	7,273	18,911	9. Miscellaneous	3,000		9
10	0	0	10. Plan Review Fees	120		10
11	2,287	1,771	11. Rental Income	3,000		11
12	222,368	141,517	12. Reimbursement from Winston - Plant O&M	395,000		12
13	110,715	113,304	13. County Leachate Treatment Income - Plant	50,000		13
14	0	521	14. Condensate Treatment Income - Plant	0		14
15	47,977	39,254	15. County Leachate Conveyance Income	0		15
16						16
17						17
18						18
19						19
20						20
21						21
22						22
23						23
24						24
25						25
26						26
27						27
28						28
29	2,534,449	2,777,051	29. Total resources, except taxes to be levied	2,797,970		29
30			30. Taxes necessary to balance			30
31			31. Taxes collected in year levied			31
32	2,534,449	2,777,051	32. TOTAL RESOURCES	2,797,970		32

*Includes Unappropriated Balance budgeted last year

**GREEN SANITARY DISTRICT
GENERAL FUND
LINE ITEM EXPLANATIONS**

EXPENDITURES - Page 2

1. PERSONNEL SERVICES - OPERATIONS

2. **Salaries – FT Employees** – 200,000 - Provides for three full-time employees with a 3% cost of living allowance.
3. **Salaries – Temporary Employees** - \$15,000 - Provides for temporary employees through an employment agency, if needed.
4. **Overtime/Comp Time** - \$20,000 – Overtime, On-Call, and Call-in hours are accrued by non-exempt employees as compensatory time. This line item provides for cash-outs of overtime/comp time as requested by the employees.
5. **Social Security** – \$16,900 - This reflects 7.65% of the proposed Salaries and Overtime/Comp-time.
6. **Worker's Compensation** - \$5,000 - Worker's Comp insurance is through Special Districts Insurance Services.
7. **Unemployment Insurance** - \$10,000 - The district is self-insured for unemployment claims. The State of Oregon will invoice the District for any approved claims.
8. **Medical Insurance** - \$98,500 - Provides for health coverage for three full-time employees with dependents and life insurance for the three full-time employees through Special Districts Insurance Services.
9. **Retirement** - \$65,000 - The 6% employee contribution paid by the district and a 23.47% employer contribution based on the proposed salaries for three full-time employees.
11. **Total Operations** - \$430,400 - Total Personnel Services for Operations.

14. PERSONNEL SERVICES - ADMINISTRATION

15. **Salaries – FT Employees** - \$125,000 - Provides for two full-time employees with a 3% cost of living allowance.
16. **Salaries – Shared Employee** - \$24,000 – Provides for one shared part-time employee with Roberts Creek Water District (RCWD). RCWD pays the personnel expenses of the shared employee and invoices the District for their proportionate share in those costs.
17. **Overtime/Comp Time** - \$3,500 – same as above in Operations.
18. **Social Security** - \$10,000 - This reflects 7.65% of the proposed Salaries for full-time employees, Overtime/Comp-time and Board Member Compensation.
19. **Worker's Compensation** - \$500 - same as above in Operations.
20. **Unemployment Insurance** - \$10,000 - same as above in Operations.
21. **Medical Insurance** - \$39,800 - Provides for health coverage for one full-time employee with spouse and one single employee through Special Districts Insurance Services. It also provides for life insurance for the two full-time employees.
22. **Retirement** - \$38,000 - same as above in Operations except for two full-time employees.
23. **Board Member Compensation** - \$3,500 - Provides for compensation and reimbursement to Board members for expenses incurred in the performance of official District duties.
25. **Total Administration** - \$254,300 - Total Personnel Services for Administration.

NOTE: The proposed 3% cost of living increase is for budgeting purposes only. The Board of Directors will determine a cost of living increase, if any, at a later time to be effective July 1, 2020.

HISTORICAL DATA			EXPENDITURE DESCRIPTION PERSONNEL SERVICES	Budget for Next Year 20-21			
Actual Second Preceding Year 17-18	Actual First Preceding Year 18-19	Adopted Budget This Year 19-20		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1			1. OPERATIONS				1
2	128,815	136,681	2. Salaries - FT Employees	600-1	200,000		2
3	6,699	6,240	3. Salaries - Temporary Employees	601-1	15,000		3
4	14,780	13,943	4. Overtime/Comp Time	602-1	20,000		4
5	11,073	11,612	5. Social Security	619-1	16,900		5
6	3,508	3,380	6. Worker's Compensation	621-1	5,000		6
7	0	0	7. Unemployment Insurance	623-1	10,000		7
8	61,170	61,181	8. Medical Insurance	625-1	98,500		8
9	37,033	37,811	9. Retirement	627-1	65,000		9
10			10.				10
11	263,077	270,848	11. TOTAL OPERATIONS		430,400		11
12			12.				12
13			13.				13
14			14. ADMINISTRATION				14
15	141,446	157,327	15. Salaries - FT Employees	500-1	125,000		15
16	5,059	0	3. Salaries - Shared Employee	501-1	24,000		16
17	5,302	712	17. Overtime/Comp Time	502-1	3,500		17
18	12,554	12,251	18. Social Security	519-1	10,000		18
19	286	274	19. Worker's Compensation	521-1	500		19
20	0	0	20. Unemployment Insurance	523-1	10,000		20
21	45,734	56,729	21. Medical Insurance	525-1	39,800		21
22	37,246	40,509	22. Retirement	527-1	38,000		22
23	3,179	3,275	23. Board Member Compensation	540-1	3,500		23
24			24.				24
25	250,805	271,077	25. TOTAL ADMINISTRATION		254,300		25
26							26
27							27
28							28
29							29
30							30
31							31
32							32
33	513,882	541,925	33. TOTAL EXPENDITURES		684,700		33

**GREEN SANITARY DISTRICT
GENERAL FUND
LINE ITEM EXPLANATIONS**

EXPENDITURES - Page 3

MATERIALS & SERVICES

1. OPERATIONS

2. **Vehicle Operation** - \$16,000 - Fuel, maintenance and repair costs of the District vehicles including the flusher truck and the 1998 VacCon truck.
3. **Cell Phones** - \$1,500 - Cellular phone service for the operators.
4. **Repair Lines & Manholes** - \$25,000 - Mainline repairs, jet cleaning mainlines, seal and/or repair of manholes and any other repairs of the lines and manholes as needed.
5. **Equipment Rental** - \$1,000 - Equipment rental needed for maintenance.
6. **Tools & Supplies** - \$5,000 - Tools and supplies needed for operations.
7. **Liability Insurance** - \$20,000 - The District is insured through Special Districts Insurance Services.
8. **Dues & Membership** - \$1,500 - Membership dues for wastewater associations.
9. **Short School** - \$3,000 - For renewal of wastewater certifications and for the operators to maintain knowledge and awareness of current practices in the wastewater field.
10. **Operations Expense Account** - \$500 - For meetings with engineers, other agencies, special meetings, etc.
11. **DEQ Plan Review Fee** - \$500 - DEQ requires a fee for every line extension plan submitted to them for review.
12. **Engineering Services** - \$5,000 - Engineering services for the District's collection system. This does not include engineering services for specific Capital Improvement and Sewer Rehab projects identified in the Master Plan.
13. **Operation & Maintenance Pump Sta G4** - \$40,000 - Electricity, phone for alarm system, water, maintenance to building, pumps, valves, generator and electrical controls at the pump station.
14. **Operation & Maintenance STEP Systems** - \$3,000 - Provides for the cost of maintenance to the STEP systems and Briarwood Pump Station.
15. **Operation & Maintenance Oak Creek PS** - \$5,000 - Electricity, water, alarm system, and maintenance at the Oak Creek Pump Station.

17. TOTAL OPERATIONS - \$127,000

20. PLANT OPERATIONS

21. **Operation & Maintenance Regional Plant** - \$1,038,000 - Provides funds to pay for the plant expenses. The District is responsible for paying the operation and maintenance and capital outlay expenses for the treatment plant. The City of Winston reimburses the District for their proportionate share of those costs. The City of Winston is responsible for the plant personnel services and the District reimburses the City of Winston for 50% of those costs. (See Supplemental Information – 1 & 2).

23. TOTAL PLANT OPERATIONS - \$1,038,000

DETAILED EXPENDITURES
GENERAL

Green Sanitary District

Name of Organizational Unit-Fund

Name of Municipal Corporation

Line Item	HISTORICAL DATA			EXPENDITURE DESCRIPTION MATERIALS & SERVICES	Code	Budget for Next Year 20-21			Total
	Actual Second Preceding Year 17-18	Actual First Preceding Year 18-19	Adopted Budget This Year 19-20			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1				1. OPERATIONS					1
2	3,921	5,453	16,000	2. Vehicle Operation	605-1	16,000			2
3	1,200	1,200	1,500	3. Cell Phones	606-1	1,500			3
4	2,400	4,950	25,000	4. Repair Lines & Manholes	608-1	25,000			4
5	0	130	1,000	5. Equipment Rental	610-1	1,000			5
6	3,657	206	5,000	6. Tools & Supplies	611-1	5,000			6
7	15,309	17,590	18,000	7. Liability Insurance	637-1	20,000			7
8	593	912	1,500	8. Dues & Membership	641-1	1,500			8
9	781	1,160	3,000	9. Short School	642-1	3,000			9
10	0	0	500	10. Operations Expense Account	643-1	500			10
11	0	0	500	11. DEQ Plan Review Fee	644-1	500			11
12	0	0	5,000	12. Engineering Services	646-1	5,000			12
13	26,747	22,489	40,000	13. Operation & Maintenance Pump Sta G4	647-1	40,000			13
14	334	13,623	3,000	14. Operation & Maintenance STEP Systems	649-1	3,000			14
15	2,035	1,485	5,000	15. Operation & Maintenance Oak Creek PS	651-1	5,000			15
16				16.					16
17	56,976	69,198	125,000	17. TOTAL OPERATIONS		127,000			17
18				18.					18
19				19.					19
20				20. PLANT OPERATIONS					20
21	501,871	595,375	1,041,800	21. Operation & Maintenance Regional Plant	648-1	1,038,000			21
22				22.					22
23	501,871	595,375	1,041,800	23. TOTAL PLANT OPERATIONS		1,038,000			23
24									24
25									25
26									26
27									27
28									28
29									29
30									30
31									31
32									32
33	558,847	664,573	1,166,800	33. TOTAL EXPENDITURES		1,165,000			33

**GREEN SANITARY DISTRICT
GENERAL FUND
LINE ITEM EXPLANATIONS**

EXPENDITURES - Page 4

MATERIALS & SERVICES

1. ADMINISTRATION

2. **Accounting & Budget** - \$500 - Any professional services provided by the accountant other than the annual audit.
 3. **Attorney Fees** - \$10,000 - Attorney services on an "as needed" basis for services such as: contract review, policies, agreements, etc. This also provides for the consultation with an attorney regarding the potential merger of the District with Roberts Creek Water District.
 4. **Auditor Fees** - \$12,400 - The cost of the annual audit prepared by the auditing firm and the State's audit review fee.
 5. **Consulting Services** - \$10,000 - All consulting services other than attorney and accounting services. This also provides for the consulting services provided by Special Districts Association of Oregon for Organizational Planning for the potential merger of the District with Roberts Creek Water District.
 6. **Bad Debts** - \$1,000 - Balances owed by customers who have filed for bankruptcy, which the district cannot collect.
 7. **Office Supplies** - \$30,000 - The cost of all office supplies including monthly sewer billing costs (forms and postage) and office equipment less than \$500.
 8. **Elections** - \$3,000 – Proportionate election costs for the May 2021 election for Board Members and potential joint water and sanitary authority formation costs.
 9. **Utilities** - \$4,000 - Electricity, natural gas and water services for the office building.
 10. **Communication-IT Services** – \$9,900 - Phone, internet and IT services including cyber security and backup services. It also provides for website maintenance.
 11. **Advertisement** - \$1,000 - For publishing legal notices in the News Review.
 12. **Refund Line Extensions** - \$900 - Provides for reimbursement to developers for line extensions prior to 1979. There are 3 connections at \$300 each due when connected.
 13. **Refund Service Charges** - \$2,000 - Provides for refunds of service charge overpayments.
 14. **Refund Connection Fees** - \$6,000 - Provides for refunds of System Development Charges-Connection/Inspection fees.
 15. **Public Official Bonds** - \$500 - The annual premium for staff and board member coverage.
 16. **Errors & Omissions** - \$1,000 - The errors & omissions portion of the liability insurance through Special Districts Insurance Services.
 17. **Mileage** - \$500 - Travel expenses to the bank, post office, courthouse, etc. at 53.5 cents per mile.
 18. **Dues & Membership** - \$2,000 - Membership dues for Special Districts Association and the Springbrook Software User Group.
 19. **Administrative Expense Account** - \$500 - Provides for meetings with engineers, other agencies, special board meetings, etc.
 20. **Seminar** - \$3,000 - The cost of workshops and seminars attended by the office staff and board members.
 21. **Rental Property Maintenance** - \$19,000 - Provides for repairs and taxes for the rental properties including Krohn, Harmony and Holgate as needed.
 22. **Office Building Repair & Maintenance** - \$5,000 - Provides for repairs to the office building as needed and monthly maintenance costs.
 23. **Maintenance Agreements** - \$8,000 - Maintenance agreements for the utility billing program and mapping software.
 24. **Bank Charges** - \$2,500 - Monthly service charges for the district's checking account and Local Government Investment Pool accounts.
33. **TOTAL ADMINISTRATION** - \$132,700

DETAILED EXPENDITURES

GENERAL

Green Sanitary District

Name of Organizational Unit-Fund

Name of Municipal Corporation

HISTORICAL DATA

EXPENDITURE DESCRIPTION
MATERIALS & SERVICES

Budget for Next Year 20-21

Actual		Adopted Budget
Second Preceding Year 17-18	First Preceding Year 18-19	This Year 19-20

Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
----------------------------	------------------------------	---------------------------

1			1.	ADMINISTRATION					1
2	0	0	2.	Accounting & Budget	504-1	500			2
3	0	0	3.	Attorney Fees	505-1	10,000			3
4	8,750	10,750	4.	Auditor Fees	506-1	12,400			4
5	0	0	5.	Consulting Services	508-1	10,000			5
6	0	228	6.	Bad Debts	510-1	1,000			6
7	23,942	20,109	7.	Office Supplies & Billing Expenses	512-1	30,000			7
8	0	884	8.	Elections	514-1	3,000			8
9	3,385	3,218	9.	Utilities	515-1	4,000			9
10	9,794	4,770	10.	Communication-IT Services	516-1	9,900			10
11	387	365	11.	Advertisement	517-1	1,000			11
12	0	0	12.	Refund Line Extensions	530-1	900			12
13	1,073	2,674	13.	Refund Service Charges	531-1	2,000			13
14	0	0	14.	Refund Connection Fees	532-1	6,000			14
15	435	442	15.	Public Official Bonds	535-1	500			15
16	1,000	1,000	16.	Errors & Omissions	537-1	1,000			16
17	319	446	17.	Mileage	539-1	500			17
18	1,485	1,192	18.	Dues & Membership	541-1	2,000			18
19	600	600	19.	Administrative Expense Account	542-1	500			19
20	2,398	860	20.	Seminar	543-1	3,000			20
21	20,634	12,030	21.	Rental Property Maintenance	544-1	19,000			21
22	1,163	5,300	22.	Office Building Repair & Maintenance	545-1	5,000			22
23	6,410	6,784	23.	Maintenance Agreements	546-1	8,000			23
24	1,838	1,414	24.	Bank Charges	547-1	2,500			24
25									25
26									26
27									27
28									28
29									29
30									30
31									31
32									32
33	83,614	73,066	33.	TOTAL EXPENDITURES		132,700			33

**GREEN SANITARY DISTRICT
GENERAL FUND
LINE ITEM EXPLANATIONS**

EXPENDITURES – CAPITAL OUTLAY - Page 5

1. OPERATIONS

- 2. Equipment Purchases** - \$90,000 - Provides for all new operating equipment purchases over \$500. This includes the potential purchase of 2005 Camel flusher truck.
- 3. G4 Pump Station Upgrade** - \$10,000 – Provides for upgrades to the G4 Pump Station including the potential for remote access.
- 4. Collection System Improvements** - \$10,000 – Provides for Capital Improvement projects listed in the Master Plan. The General Fund component is 50% of those costs. The remaining 50% is reflected in the Collection System Improvement Fund.
- 5. Lines/Manhole Replacement** - \$25,000 - Lines and/or manhole replacement costs designated as capital expenditures not listed in the Master Plan. This also provides for the modifications to the pressure line on Carnes Rd through the County's Safe Route to School Project.
- 6. Storage Building Design/Construction** - \$0 – The construction of the new building to store the VacCon combination truck and GMC flusher truck was completed in the 2019-2020 budget year.

8. TOTAL OPERATIONS - \$135,000

11. ADMINISTRATION

- 12. Equipment Purchases** - \$10,000 - Provides for all new office equipment purchases over \$500.
- 13. Building Improvement** - \$5,000 - Provides for improvements to the buildings and grounds over \$500.
- 14. Rental Property Improvements** - \$20,000 – Provides for improvements to the rental property on Krohn, Harmony and Holgate.

16. TOTAL ADMINISTRATION - \$35,000

**DETAILED EXPENDITURES
GENERAL**

Green Sanitary District

Name of Organizational Unit-Fund

Name of Municipal Corporation

Line Item	HISTORICAL DATA			EXPENDITURE DESCRIPTION CAPITAL OUTLAY	Name of Organizational Unit-Fund	Name of Municipal Corporation	Budget for Next Year 20-21			Line Item
	Actual		Adopted Budget This Year 19-20				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 17-18	First Preceding Year 18-19								
1				1. OPERATIONS						1
2	907	0	10,000	2. Equipment Purchases	700-1	90,000				2
3	0	0	10,000	3. G4 Pump Station Upgrade	703-1	10,000				3
4	0	0	10,000	4. Collection System Improvements	712-1	10,000				4
5	0	5,995	25,000	5. Lines/Manhole Replacement	713-1	25,000				5
6	0	87,092	40,000	6. Storage Building Construction	714-1	0				6
7				7.						7
8	907	93,087	95,000	8. TOTAL OPERATIONS		135,000				8
9				9.						9
10				10.						10
11				11. ADMINISTRATION						11
12	1,015	3,104	10,000	12. Equipment Purchases	701-1	10,000				12
13	998	0	5,000	13. Building Improvement	702-1	5,000				13
14	0	0	20,000	14. Rental Property Improvements	704-1	20,000				14
15				15.						15
16	2,013	3,104	35,000	16. TOTAL ADMINISTRATION		35,000				16
17										17
18										18
19										19
20										20
21										21
22										22
23										23
24										24
25										25
26										26
27										27
28										28
29										29
30										30
31										31
32										32
33	2,920	96,191	130,000	33. TOTAL EXPENDITURES		170,000				33

**GREEN SANITARY DISTRICT
GENERAL FUND
LINE ITEM EXPLANATIONS**

EXPENDITURE SUMMARY - Page 6

- 7. TOTAL PERSONNEL SERVICES - \$684,700**
- 14. TOTAL MATERIALS AND SERVICES - \$1,291,700**
- 21. TOTAL CAPITAL OUTLAY - \$170,000**
- 22. TRANSFERRED TO OTHER FUNDS - \$0**
- 25. GENERAL OPERATING CONTINGENCY - \$100,000 - Provides for transfers to line items with unforeseen expenditures. This amount is within the 10% of total expenditures allowed to be transferred through a resolution passed by the Board.**
- 27. TOTAL EXPENDITURES - \$2,252,400**
- 28. UNAPPROPRIATED ENDING FUND BALANCE - \$545,570 - An amount set aside to be used as a cash carryover for next year's budget.**
- 29. TOTAL - \$2,797,970 - Total of expenditures, including contingency and unappropriated ending fund balance. This total must equal the Total Resources on Page 1.**

HISTORICAL DATA			EXPENDITURE DESCRIPTION	Budget for Next Year 20-21			
Actual		Adopted Budget This Year 19-20		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
Second Preceding Year 17-18	First Preceding Year 18-19						
PERSONNEL SERVICES							
1	263,077	270,848	320,500	1. OPERATIONS	430,400		1
2	250,805	271,077	314,500	2. ADMINISTRATION	254,300		2
3				3.			3
4				4.			4
5				5.			5
6				6.			6
7	513,882	541,925	635,000	7. TOTAL PERSONNEL SERVICES	684,700		7
MATERIALS AND SERVICES							
8	56,976	69,198	125,000	8. OPERATIONS	127,000		8
9	501,871	595,375	1,041,800	9. PLANT OPERATIONS	1,038,000		9
10	83,614	73,066	121,100	10. ADMINISTRATION	132,700		10
11				11.			11
12				12.			12
13				13.			13
14	642,461	737,639	1,287,900	14. TOTAL MATERIALS AND SERVICES	1,297,700		14
CAPITAL OUTLAY							
15	907	93,087	95,000	15. OPERATIONS	135,000		15
16	2,013	3,104	35,000	16. ADMINISTRATION	35,000		16
17				17.			17
18				18.			18
19				19.			19
20				20.			20
21	2,920	96,191	130,000	21. TOTAL CAPITAL OUTLAY	170,000		21
TRANSFERRED TO OTHER FUNDS							
22	0	0	0	22. TRANSFER TO CAPITAL PROJECTS FUND	0		22
23				23.			23
24				24.			24
25			100,000	25. GENERAL OPERATING CONTINGENCY	100,000		25
26	0	0	100,000	26. TOTAL TRANSFERS & CONTINGENCIES	100,000		26
27	1,159,263	1,375,755	2,152,900	27. TOTAL EXPENDITURES	2,252,400		27
28	1,375,188	1,401,296	375,570	28. UNAPPROPRIATED ENDING FUND BALANCE	545,570		28
29	2,534,451	2,777,051	2,528,470	29. TOTAL	2,797,970		29

Collection System Improvement Fund

**GREEN SANITARY DISTRICT
COLLECTION SYSTEM IMPROVEMENT FUND
LINE ITEM EXPLANATIONS**

Page 7

RESOURCES

1. **Working Capital** - \$590,000 - Carryover from the previous budget year available to cover expenses at the beginning of the new budget year.
4. **Earnings from temporary investments** - \$6,000 - Interest earned on the funds invested at Umpqua Bank and Local Government Investment Pool.
6. **SDC-Collection System Reimbursement** - \$2,000 - 10 new connections at \$201.00 each (the "Reimbursement fee - Lines" portion of the \$2,498.00 SDC).
7. **SDC-Collection System Improvement** - \$10,700 - 10 new connections at \$1,070.00 each (the "Improvement fee - Lines" portion of the \$2,498.00 SDC).

REQUIREMENTS

1. **CAPITAL OUTLAY**
2. **Collection System Improvements** - \$10,000 - Provides for Capital Improvement projects listed in the Master Plan. The Collection System Improvement Fund component is 50% of those costs. The remaining 50% is reflected in the General Fund – Capital Outlay.
16. **Unappropriated Ending Fund Balance** - \$598,700 - An amount set aside to be used as a cash carryover for next year's budget. This amount includes the total of the anticipated resources which cannot be used in the year received.

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
COLLECTION SYSTEM IMPROVEMENT
Fund**

Green Sanitary District
(Name of Municipal Corporation)

HISTORICAL DATA			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 20-21		
Actual		Adopted Budget This Year 19-20		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Second Preceding Year 17-18	First Preceding Year 18-19					
			RESOURCES			
1			Beginning Fund Balance:			
2	420,493	485,556	1. Cash on hand * (cash basis), or equity transfer			1
3			2. Working capital* (accrual basis)	590,000		2
4	7,970	13,690	3. Previously levied taxes estimated to be received			3
5			4. Earnings from temporary investments	6,000		4
6	9,019	5,103	5. Transferred from other funds			5
7	48,074	27,170	6. SDC-Collection System Reimbursement	2,000		6
8			7. SDC-Collection System Improvement	10,700		7
9	485,556	531,519	8.			8
10			9. Total resources, except taxes to be levied	608,700		9
11			10. Taxes necessary to balance			10
12	485,556	531,519	11. Taxes collected in year levied			11
			12. TOTAL RESOURCES	608,700		12
			REQUIREMENTS			
1			1. CAPITAL OUTLAY			1
2	0	0	2. Collection System Improvement	10,000		2
3			3.			3
4			4.			4
5			5.			5
6			6.			6
7			7.			7
8			8.			8
9			9.			9
10			10.			10
11			11.			11
12			12.			12
13			13.			13
14			14.			14
15			15.			15
16	485,556	531,519	16. UNAPPROPRIATED ENDING FUND BALANCE	598,700		16
17	485,556	531,519	17. TOTAL REQUIREMENTS	608,700		17

*Includes unappropriated balance budgeted last year

Debt Service Fund

**GREEN SANITARY DISTRICT
DEBT SERVICE FUND
LINE ITEM EXPLANATIONS**

Page 8

RESOURCES

2. **Working Capital** - \$690,000 - Carryover from the previous budget year available to cover expenses at the beginning of the new budget year.
4. **Earnings from temporary investments** - \$7,000 - Interest earned on the funds invested in Umpqua Bank and LGIP.
6. **SDC-Reimbursement per EDU** - \$10,320 - Based on 10 new connections at \$1,032.00 each (the "Reimbursement fee - Treatment Plant" portion of the \$2,498 System Development Charge).
7. **Service Charge-Debt Service** - \$369,600 - Based on 3,080 Equivalent Dwelling Units at \$10.00 per month (the Debt Service portion of the \$38.00 monthly charge).

REQUIREMENTS

1. **Phase 1 Plant Upgrade - Principal due** - \$0 – Final payment of the DEQ CWSRF loan for the 1995 Phase 1 Plant Upgrade was paid during the 2019-2020 budget year.
2. **Phase 1 Plant Upgrade - Interest due** - \$0 - Same as above.
3. **Phase 1 Plant Upgrade - Loan Fees** - \$0 - Same as above.
4. **Phase 2 Plant Upgrade – Principal due 11/1/20** - \$45,040 - Repayment of the DEQ CWSRF loan for the 2012 Phase 2 Plant Upgrade.
5. **Phase 2 Plant Upgrade – Interest due 11/1/20** - \$19,735 - Same as above.
6. **Phase 2 Plant Upgrade – Loan Fees due 11/1/20** - \$7,283 - Same as above.
7. **Phase 2 Plant Upgrade – Principal due 5/1/21** - \$45,650 - Same as above.
8. **Phase 2 Plant Upgrade – Interest due 5/1/21** - \$19,125 - Same as above.
9. **Holgate Property – Principal due 10/1/20** - \$292,703 – Repayment of the DEQ CWSRF loan to purchase Holgate property – final payment.
10. **Holgate Property – Interest due 10/1/20** - \$1,698 – Same as above.
11. **Holgate Property – Loan Fees due 10/1/20** - \$1,464 – Same as above.
12. **Holgate Property – Principal due 4/1/21** - \$0 – Final payment made 10/1/20.
13. **Holgate Property – Interest due 4/1/21** - \$0 – Same as above.
14. **Holgate Property – Unknown fees** - \$10,000 – Although there is no pre-payment penalty for early payoff, this provides for any unknown fees.
18. **Unappropriated Ending Fund Balance** - \$634,222 - This total includes the required Plant Phase 2 Upgrade CWSRF loan reserve of \$129,550 and the required Holgate Property CWSRF loan reserve of \$9,428.

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
DEBT SERVICE FUND**

Green Sanitary District
(Name of Municipal Corporation)

HISTORICAL DATA			Fund	Budget for Next Year 20-21			
Actual		Adopted Budget This Year 19-20		DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Second Preceding Year 17-18	First Preceding Year 18-19						
			RESOURCES				
			Beginning Fund Balance:				
1			1. Cash on hand * (cash basis), or			1	
2	738,021	755,928	2. Working capital* (accrual basis)	690,000		2	
3			3. Previously levied taxes estimated to be received			3	
4	10,531	17,439	4. Earnings from temporary investments	7,000		4	
5			5. Transferred from other funds			5	
6	46,297	26,201	6. SDC-Reimbursement per EDU	10,320		6	
7	376,641	380,319	7. Service Charge-Debt Service	369,600		7	
8			8.			8	
9	1,171,490	1,179,887	9. Total resources, except taxes to be levied	1,076,920		9	
10			10. Taxes necessary to balance			10	
11			11. Taxes collected in year levied			11	
12	1,171,490	1,179,887	12. TOTAL RESOURCES	1,076,920		12	
			REQUIREMENTS				
1	231,477	240,781	1. Plant Phase 1 - Principal due	0		1	
2	21,450	12,146	2. - Interest due	0		2	
3	2,981	1,824	3. - Loan Fees due	0		3	
4	41,546	42,679	4. Plant Phase 2 - Principal due 11/1/20 #14	45,040		4	
5	23,230	22,096	5. - Interest due 11/1/20	19,735		5	
6	8,572	8,154	6. - Loan Fees due 11/1/20	7,283		6	
7	42,109	43,258	7. - Principal due 5/1/21 #15	45,650		7	
8	22,667	21,518	8. - Interest due 5/1/21	19,125		8	
9	6,806	6,885	9. Holgate Prop - Principal Due 10/1/20 - Final	292,703		9	
10	2,767	2,688	10. - Interest Due 10/1/20	1,698		10	
11	2,386	2,317	11. - Loan Fees Due 10/1/20	1,464		11	
12	6,845	6,925	12. - Principal Due 4/1/21	0		12	
13	2,728	2,648	13. - Interest Due 4/21/21	0		13	
14			14. - Unknown Fees	10,000		14	
15			15.			15	
16			16.			16	
17			17.			17	
18	755,928	765,970	18. UNAPPROPRIATED ENDING FUND BALANCE	634,222		18	
19	1,171,491	1,179,887	19. TOTAL REQUIREMENTS	1,076,920		19	

Capital Projects Fund

**GREEN SANITARY DISTRICT
CAPITAL PROJECTS FUND
LINE ITEM EXPLANATIONS**

Page 9

RESOURCES

2. **Working Capital** - \$139,000 - Carryover from the previous budget year available to cover expenses at the beginning of the new budget year.
4. **Earnings from temporary investments** - \$1,400 - This is the interest earned on the funds invested in Umpqua Bank and the Local Government Investment Pool.
5. **Transferred from other funds** - \$0
6. **Loan Proceeds** - \$0

REQUIREMENTS

1. **Harmony Property Purchase** - \$0 - Harmony property was purchased during the 2017-2018 budget year.
2. **Capital Projects** - \$100,000 - Provides for other capital projects.
15. **Unappropriated Ending Fund Balance** - \$40,400 - The estimated amount to be carried over to next year's budget as working capital.

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
CAPITAL PROJECTS FUND**

Green Sanitary District

(Name of Municipal Corporation)

Fund

HISTORICAL DATA

Budget for Next Year 20-21

Actual

Adopted Budget

DESCRIPTION

RESOURCES AND REQUIREMENTS

Proposed by
Budget Officer

Approved by
Budget Committee

Adopted by
Governing Body

RESOURCES

REQUIREMENTS

Actual		Adopted Budget	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Second Preceding Year 17-18	First Preceding Year 18-19	This Year 19-20				
			Beginning Fund Balance:			
1			1. Cash on hand * (cash basis), or			1
2	578,806	178,324	2. Working capital* (accrual basis)	139,000		2
3			3. Previously levied taxes estimated to be received			3
4	8,940	8,272	4. Earning from temporary investments	1,400		4
5			5. Transferred from other funds			5
6			6.			6
7			7.			7
8			8.			8
9			9.			9
10			10.			10
11	587,746	186,596	11. Total resources, except taxes to be levied	140,400		11
12			12. Taxes necessary to balance			12
13			13. Taxes collected in year levied			13
14	587,746	186,596	14. TOTAL RESOURCES	140,400		14
			REQUIREMENTS			
1	409,422	0	1. Harmony Property Purchase	0		1
2	0	0	2. Capital Projects	100,000		2
3			3.			3
4			4.			4
5			5.			5
6			6.			6
7			7.			7
8			8.			8
9			9.			9
10			10.			10
11			11.			11
12			12.			12
13			13.			13
14			14.			14
15	178,324	186,596	15. UNAPPROPRIATED ENDING FUND BALANCE	40,400		15
16	587,746	186,596	16. TOTAL REQUIREMENTS	140,400		16

*Includes unappropriated balance budgeted last year

Supplemental Information

**W-G WASTEWATER TREATMENT FACILITY
2020-2021 BUDGET**

Account #	Description	Budget
	PERSONNEL SERVICES	
71 10	Personal Services	298,917
71 20	Fringe Benefits	188,995
71 30	Overtime	4,000
71 60	Certification Incentive Pay	5,000
	Total Personal Services	<u>496,912</u>
	MATERIALS & SERVICES	
71 110	Office Supplies	5,000
71 120	Tools/Spare Parts	30,000
71 130	Equipment Maint/Repair	40,000
71 140	Equipment Oper/Materials	30,000
71 160	Phone	6,000
71 170	Training & Conferences	3,000
71 180	Material & Expenses NOC	1,000
71 190	Building Maintenance	10,000
71 200	Electricity	140,000
71 205	Natural Gas	15,000
71 210	Water & Other Utilities	4,000
71 220	Chemicals	50,000
71 225	Salt	25,000
71 240	Lab	20,000
71 250	Personal Protective Equip.	1,500
71 320	Permit Fees	20,000
71 330	Professional Services	12,500
71 350	Insurance	25,000
71 390	Dues & Subscriptions	1,500
	Total Material & Services	<u>439,500</u>
	CAPITAL OUTLAY	
71 1010	New Equipment	0
71 1020	Facility Improvements	50,000
71 1050	Owner Projects	250,000
71 1060	Emergency Sinking Fund	50,000
	Total Capital Outlay	<u>350,000</u>
	TOTAL PLANT EXPENSES	1,286,412

City of Winston to pay Personal Services expenses -
Green to reimburse 50% of costs to City of Winston.

Green to pay Materials & Services expenses -
City of Winston to reimburse proportionate
costs to Green.

Green to pay Capital Outlay expenses -
City of Winston to reimburse 50% of costs to Green.

**W-G WASTEWATER TREATMENT FACILITY
2020-2021 BUDGET**

CAPITAL OUTLAY DETAIL

New Equipment	Cost
No new equipment to be purchased in the 2020-2021 budget year.	\$0
Facility Improvements	
Effluent Filter Actuator Rebuild Kits	\$50,000
<p>During the Phase 2 upgrade of 2012, the facility changed 16 of its air actuated valves to an electrically actuated valve. In 2018 the manufacturer of the actuators discontinued our model of actuator and also discontinued parts production. This is leaving us no option but to phase in a retrofit kit into our current actuators.</p>	
Owner Projects	
Office/ Breakroom Addition (\$150K Carry Over From 19-20 Budget)	\$200,000
<p>Currently staff has no dedicated breakroom at the facility. The only room in the Administration Building that has the space needed for lunch and break food storage and prep is the facilities wastewater laboratory. This is neither sanitary nor proper to have food in the laboratory.</p>	
Effluent Temperature Compliance	\$50,000
<p>During the month's of May thru October the treatment facility has a more stringent permit. One of plants discharge limits is on the temperature of the effluent going to the river. This discharge limit is not achievable with that plants current design and will require and engineered solution to come into compliance. This budgeted amount is for an evaluation to be performed by Carollo to determine a viable solution.</p>	

GREEN SANITARY DISTRICT SYSTEM DEVELOPMENT CHARGE

There are two basic types of System Development Charges that may be imposed on each new connection. The first is a reimbursement fee and is based upon the cost of reserve capacity in existing capital facilities. The second is an improvement fee and is based upon the cost of projected improvements needed to increase the system's capacity. In addition to the reimbursement and improvement fees, an administrative charge will be assessed to recover the district's cost of administering the System Development Charge program.

Green Sanitary District has a System Development Charge of \$2,498.00 for each new Equivalent Dwelling Unit. The \$2,498.00 is disbursed as follows:

General Fund	\$ 125.00	Reimbursement fee – Admin costs
General Fund	35.00	Reimbursement fee – Master Plan
General Fund	35.00	Improvement fee – Master Plan
Debt Service Fund	1,032.00	Reimbursement fee – Treatment plant upgrade
Collection System Improvement Fund	201.00	Reimbursement fee – Lines
Collection System Improvement Fund	<u>1,070.00</u>	Improvement fee – Lines
Total per EDU	\$2,498.00	

In addition to the System Development Charge, a Connection Fee in the amount of \$450.00 will be charged for each new connection.

General Fund	\$450.00	Connection/Inspection Fee
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