

Received 1/31/2020 @ 2:36 PM  
Cynthia Cannella, Asst.

MEMBERS OF THE WPCA THAT ARE UNABLE TO ATTEND THIS MEETING, PLEASE CALL ETHER DIAZ, (860) 644-2511, EXT. 243, ON OR BEFORE 4:30 P.M. ON THE DAY OF THE MEETING

**WATER POLLUTION CONTROL AUTHORITY  
TOWN OF SOUTH WINDSOR**

REGULAR MEETING  
MADDEN ROOM

**AGENDA**

Tuesday, February 4, 2020  
7:00 P.M.

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**A. Roll Call**

**B. Acceptance of Minutes of Previous Meetings**

1. January 7, 2020 Regular Meeting

**C. New Business**

1. 444 Clark Street (Approval to Connect)
2. Project Close Out
  - i. Miller Road
  - ii. Pump Station Evaluation Study
  - iii. Sullivan Ave Siphon
3. Set Time and Place for Public Hearing
  - i. Benefit Assessment Caveats
    1. Miller Road
    2. Rye Street

**D. Communications and Reports**

1. Superintendent Report

**E. Public Participation (Items not on the agenda)**

**F. Bills, Change Orders, Disbursements**

**G. Unfinished Business**

1. Fiscal Year 2020/2021 Budget

**H. Executive Session**

**I. Adjournment**

**WATER POLLUTION CONTROL AUTHORITY  
TOWN OF SOUTH WINDSOR**

RCVD MARCH 13 2020 @ 4:13 PM  
K. A. Day, Clerk

**MINUTES  
MADDEN ROOM**

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**REGULAR MEETING  
FEBRUARY 4, 2020 AT 7:00 PM**

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**A. Roll Call**

**Members Present:** Thomas Ruby, Erik Dabrowski, Carol Fletterick, Toby Lewis, and Stephen Wagner

**Members Absent:** Richard Aries, Ashwatha Narayana

**Alternates Present:** Shawn Jacobaccio

**Alternates Absent:** Vicki Paliulis

**Staff Present:** Tony Manfre, Superintendent of Pollution Control  
Ether A. Diaz, Recording Secretary

Chairman Thomas Ruby called the meeting to order at 7:00 p.m. The following actions were taken during the February 4, 2020 Regular Meeting of the Water Pollution Control Authority (WPCA).

**B. Acceptance of Minutes of Previous Meetings**

1. January 7, 2020

Motion to accept the minutes of the January 7, 2020 regular meeting as presented.

The motion was made by Mr. Erik Dabrowski and seconded by Mr. Toby Lewis. Ms. Carol Fletterick abstained. The motion passed.

**C. New Business**

1. 444 Clark Street (Approval to Connect)

Included with the Agenda was a Narrative Report for this project (see Exhibit A). Mr. Tony Manfre, Superintendent of Pollution Control explained that this is a proposed single family three bedroom home on an existing building lot with an existing sanitary lateral. The applicant was seeking approval to connect to the town's sanitary sewer system. The house is proposed to be served by gravity sewer.

Motion to approve the connection of 444 Clark Street subject to the following conditions:

1. Technical approval of the Engineering Dept.;
2. The sewer line is installed in substantial conformance with the design plans;
3. Payment of the following charges will be due at the time of connection, the rates for which will be in effect until June 30, 2020:
  - a. Connection Charge in the amount of \$1,225.00;

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- b. Capacity Charge in the amount \$2,708.00 for a proposed 3 bedroom residence;
- c. Benefit Assessment in the amount of \$7,525.00.

The motion was made by Mr. Toby Lewis and seconded by Mr. Erik Dabrowski. The motion carried unanimously.

- 2. Project Close Out
  - i. Miller Road
  - ii. Pump Station Evaluation Study
  - iii. Sullivan Avenue Siphon

Mr. Tony Manfre distributed a Memo on this matter (see Exhibit B). He explained that the Pump Station Assessment Study (Account #44662300), Miller Road Sewer Extension (Account #44659300), and the Sullivan Avenue Siphon (Account #44524300) are three Capital Improvement Projects that have been completed. Therefore, he recommended closing out the three projects accounts and returning all unexpended balances to the Replacement Reserve which will increase from \$1,720,499 to \$1,986,809.

Motion to close out the Pump Station Assessment Study (Account #44662300), Miller Road Sewer Extension (Account #44659300), and the Sullivan Avenue Siphon (Account #44524300) and that the unexpended funds be transferred to the Replacement Reserve.

The motion was made by Mr. Stephen Wagner and seconded by Mr. Erik Dabrowski. The motion carried unanimously.

- 3. Set Time and Place for Public Hearing
  - i. Benefit Assessment Caveats
    - 1. Miller Road
    - 2. Rye Street

Mr. Tony Manfre reported that the Miller Road sewer extension project has been completed; it serves eleven properties on Miller Road near the intersection of Nevers Road. Mr. Manfre received the construction cost for this project and calculated the assessment fees accordingly. A public hearing is required in order to establish the proposed sewer assessments and to allow the residents an opportunity to ask question concerning this matter. This includes also the property located at 375 Rye Street which was subdivided last year. Chairman Thomas Ruby asked if these residents are aware of the situation. Yes, responded Mr. Manfre. A WPCA meeting has been held for this purpose where all the residents were notified and invited to attend. Also, a certified letter was recently sent to the property owners as well.

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Motion to set a Public Hearing for March 3, 2020 at 7 pm at Town Hall preceding the WPCA Regular Meeting to levy sewer benefit assessments for properties who will benefit from the Miller Road Sewer Extension and Heffenhougen Resubdivision.

The motion was made by Mr. Erik Dabrowski and seconded by Mr. Toby Lewis. The motion carried unanimously.

**D. Communications and Reports**

**1. Superintendent Report**

Included with the Agenda was a report from Mr. Tony Manfre, Superintendent of Pollution Control (see Exhibit C). In addition to his report, Mr. Manfre added to the following line item:

Treatment Outfall Stabilization Project: Mr. Manfre reported that this project continues to be delayed until the river level recedes. Mr. Manfre received a letter from the contractor requesting an extension on the timeline. This project was to be completed next month, but it doesn't appear that the river levels are going to be low enough. Therefore, they've requested an extension through the end of the summer. Mr. Ruby asked if there's any impact on the budget for granting an extension on this project. No, responded Mr. Manfre.

Mr. Manfre also reported that he received the report from the Collector of Revenue. The residential sewer warrants will be renewed with Town Constables this week. The commercial billing collection rate is 99.86% and the residential collection rate is 95.55% for this current billing cycle.

**E. Public Participation (Items not on the agenda)**

None

**F. Bills, Change Orders, Disbursements**

None

**G. Unfinished Business**

**1. Fiscal Year 2020/2021 Budget**

Included with the Agenda was a copy of the Fiscal Year 2020/2021 Budget Schedule (see Exhibit D), a draft copy of the Pollution Control Budget for FY 2020/2021 (see Exhibit E), and a 10 year Capital Improvement Plan (see Exhibit F) for review and discussion. Chairman Ruby explained that at the previous WPCA meeting Mr. Ashwatha Narayana asked a column of additional information be included to the budget. Did that get put on this budget, asked Chairman Ruby.

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Yes, Mr. Manfre responded; he did include the requested current fiscal year budget data and the proposed fiscal year budget data. On budget line item 130 Employee Benefits, Chairman Ruby asked Mr. Manfre if he received the final numbers. Mr. Manfre responded that he's still waiting for that information. He should have it at the end of this week. Mr. Manfre distributed a copy of the Sewer User Fee and Budget Analysis for discussion (see Exhibit G). This includes the current User Fee, Operating Budget, Capital Improvements Plan, Debt Service, Reserves Contribution, and the current budget amount. It also includes the WPCA Reserve Fund Policy as stated in the WPCA Rules and Regulations. Mr. Manfre explained that the WPCA has met the Operation Reserve quota which is equal to 25% of the operation budget. However, the Replacement Reserve is severely underfunded. They are about 30% of where it needs to be. Over the next three years the pump stations need to be upgraded and they'll be looking at Clean Water Funding. Mr. Manfre would like to get the Replacement Reserve up to \$4.4 million which is 2% of the WPC assets. Currently the account balance is \$1.9 million.

At previous meetings, there was some discussion to base the sewer user fees on 79,000 gallons from 84,000 gallons which will affect the commercial and industrial properties in this Town. Mr. Manfre explained that if the sewer user fee is based on 84,000 gallons the proposed sewer user fee is \$461. If reducing the flow to 79,000 gallons the proposed sewer user fee is \$434. Mr. Toby Lewis expressed that is quite a huge increase. Mr. Stephen Wagner explained that there's been discussion on charging the apartments a more reasonable share of their contribution to the sewer system. He recommended perhaps giving the apartments or the multi-family dwellings a different sewer rate whereby the condominiums could get a small reduction as well. Mr. Wagner recommended having further discussion on this matter. Chairman Thomas Ruby explained that the distinction at this point is between commercial and residential properties. Any change in the billing structure requires a change in the regulations. In trying to stay focused on the proposed budget within the current billing structure, there was a consensus which included members of the Town Council who were present to decrease the flow from 84,000 gallons to 79,000 gallons. Assuming that they decrease the gallons, the proposed rate is \$434 to fully fund the budget. The only variable to work with in adjusting the proposed sewer user rate is how much is contributed to the reserves accounts.

Mr. Wagner asked if the proposed budget includes financing through the Clean Water Fund the pump station upgrade project. No, said Mr. Manfre and explained that the Benedict Drive, Clark Street, and the Pleasant Valley Road pump stations projects are part of the debt service.

In regards to the proposed sewer user charge, Mr. Erik Dabrowski asked Mr. Manfre for the next meeting if he can come up with things that can be done more efficient or what it be cut from the budget to maintain the current sewer user rate. Mr. Manfre responded that the only thing that will be impacted would be what's going to be allocated to the reserves at this point. He explained that he wants to take advantage of the opportunity available now to appropriately fund the reserves

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over the next two years. Chairman Ruby explained that at the last meeting, Mr. Stephen Wagner talked about the credits that the Authority is getting from the solar plant. He asked Mr. Manfre if that's been accounted for in the budget. Yes, responded Mr. Manfre. Mr. Wagner explained that there is approximately \$120,000 credit in the account for the treatment facility. The credit can only be used to offset for what they've been billed. Currently they are in the process of shifting where to allocate the credits for solar. The treatment plant account was taken off Norcap solar plant. Mr. Wagner explained that increasing revenue from other sources such as apartments that aren't getting billed their fair share is a one way to maintain the current sewer user charge. Mr. Toby Lewis agreed, and Mr. Erik Dabrowski asked if a surcharge can be created for the apartments without changing the current regulations. Mr. Manfre responded that he will review the rules and regulations, however, it will require a public hearing to change the regulations. Chairman Ruby explained that if they are going to start getting into restructuring the billing system, there's also about 300 residences that are flowing out of this town being subsidized about \$100 per household between the rates that they are paying to the Town and what this Town is paying the other towns. This is a matter to be further discussed. There was no further discussion on the proposed budget.

**H. Executive Session**

None

**I. Adjournment**

Motion to adjourn the meeting at 7:45 p.m.

The motion was made by Mr. Toby Lewis and seconded by Erik Dabrowski. The motion carried unanimously.

Respectfully Submitted,

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Ether A. Diaz  
Recording Secretary

WPCA Regular Meeting  
February 4, 2020

The following was submitted to supplement the WPCA application for 444 Clark Street via email.

444 Clark Street Narrative:

The proposed project is to build a single family three bedroom home on an existing building lot with an existing sanitary lateral. 444 Clark Street is located north of Stanley Drive and just south of the Town pump station on the east side of Clark Street. The house is proposed to be served by gravity sewer.

Tony Manfre  
Superintendent of Pollution Control

A handwritten signature in black ink, enclosed within an oval border. The signature appears to be 'Tony Manfre'.



## **SOUTH WINDSOR POLLUTION CONTROL DEPARTMENT**

# **MEMO**

**To:** Water Pollution Control Authority  
**From:** Tony Manfre, Superintendent of Pollution Control  
**cc:** Patricia Perry, Director of Finance  
**Date:** February 4, 2020  
**Re:** Project Close Out Recommendation – Pump Station Assessment Study, Miller Road Sewer Extension, Sullivan Avenue Siphon Project

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The following three Capital Improvement Projects have been completed:

### PUMP STATION ASSESSMENT STUDY #44662300

Wright Pierce was hired to complete the Pump Station Assessment Study to evaluate the 11 pump stations and make recommendations on improvements and develop/revise the 15 year Capital Improvement Project schedule. This document is part of the asset management plan of the Water Pollution Control Department.

### MILLER RD SEWER EXT #44659300

The Miller Road sewer extension was completed and serves 11 properties on Miller Road near the intersection of Nevers Road. This area of town has poorly draining soils and there has been evidence of septic system failures beginning to occur. The sewer was extended approximately 1000' between Brightman Circle and Cambridge Drive. Final retainage of this project was released to B&W Paving and Landscape.

### SULLIVAN AVE SIPHON #44524300

The Sullivan Avenue Siphon project addressed the reduction in sewer capacity between the Podunk River and Hillside Drive. The treatment plant staff would often find the siphon inlet surcharged during high flow periods. This project increased the sewer capacity in this part of town to allow future development.

I am recommending closing out accounts #44662300, #44659300 and #44524300 and returning all unexpended balances to the Replacement Reserve. The following is a summary of the expenditures and revenues of each account:

Project	Total Revenue	Total Expenditure	Available Balance
Pump Station Study	\$75,000	\$65,000	\$10,000
Miller Road	\$365,680	\$310,739	\$54,941
Sullivan	\$1,068,000	\$866,631	\$201,369
<b>Total</b>			<b>\$266,310</b>

The current available balance of the Replacement Reserve is \$1,720,499. The new available balance will be \$1,986,809.

X

Tony Manfre  
Superintendent of Pollution Control

# WPCA COMMUNICATIONS AND REPORTS

February 4, 2020

*The following is a monthly report from the Superintendent of Pollution Control as an appendix to the Water Pollution Control Authority meeting.*

## General Information

*Nothing new to report.*

## Treatment Plant and Collection Systems

### Treatment Plant

Process Numbers: (Still 1 week of data needed for final January 2020 numbers)

- Average flow 2.86 Million gallons per day
- Removed 99% of Biological Oxygen Demand
- Removed 99% of Total Suspended Solids
- Processed 101,747 lbs of dry solids
- Discharged 106 lbs/day Total Nitrogen (NPDES limit 106 lbs/day)

### Odor Control Biofilter

We have recently been experiencing odor control issues with the biofilter. The biofilter is constructed with compost and woodchips. Air is drawn out of the Headworks Building, Control Building and the solids thickening tanks and blown up through the compost/woodchip mixture where microorganisms that are attached to the media oxidize the air eliminating the odors. The biofilter is currently 4 years old with a life expectancy of 5 years. Temporary measures have been taken to help mitigate the odors while we work on a long term solution.



## Gravity Thickener Pipes

As part of the biosolids management the solids are allowed to be thickened in our gravity thickeners prior to being pumped to the gravity belt thickener. Over time grease accumulates around the pipe reducing the pipe diameter and increasing pump pressures which in turn cause premature pump failures. As we sought out contractors and equipment to remove the grease from the pipes, we received quotes upwards of \$8,000. Our team, through research and ingenuity, was able to remove the grease for a little more than \$800.



*Photo: Gravity thickener pipes with accumulated grease.*

## LED Lighting Upgrade

We have progressively continued to upgrade the existing fluorescent and high pressure sodium bulbs that are currently in use around the treatment plant to LED bulbs. Most recently the Plant Supervisor and Process Control offices have been upgraded. All four garage bays have also been upgraded with plans to continue this process throughout the plant, which will result in better illumination and a significant energy savings.

## Collection System

- Inspected 1.7 miles of sewer line, mostly concentrated in the Quarry Brook Pump Station area and the trunk line coming in off of Main Street
- Cleaned approximately 1.1 miles of sewer line

## Capital Improvement Projects Update

### Quality Based Selection for Engineering Services – Pump Station Upgrades

- 5 firms were interviewed following the Quality Based Selection process
- Arcadis was the highest rated firm
- Next steps:
  - Develop a detailed scope of work and project schedule
  - Negotiate fees for the project
  - DEEP review
  - Execute contract

#### Sullivan Avenue Siphon

- Project is ready to be closed out
- Remaining funds will be recommended to be returned to the Replacement Reserve

#### Ellington Road Sewer Extension Design

- Awaiting final design plan
- When a project cost estimate is developed the Department of Economic Community Development will be notified

#### Miller Road Sewer Extension

- Project is ready to be closed out
- Remaining funds will be recommended to be returned to the Replacement Reserve

#### Griffin Road Sewer Repair/Avery Street Manhole Replacement

- We continue to monitor the sewer line break on a monthly basis

#### Treatment Outfall Stabilization Project

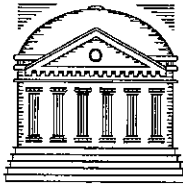
- This project continues to be delayed until the river level recedes
  - The river level is above the 5' mean high water line

#### **Collection of Delinquent Accounts**

##### TaxServ Collection Report

*Please see attached report.*

X   
\_\_\_\_\_  
Tony Manfre  
Superintendent of Pollution Control



**TAXSERV CAPITAL SERVICES, LLC**

MUNICIPAL TAX SERVICES

21 Oak Street, Suite 301

Hartford, CT 06106

TELEPHONE (860) 724-9100 ♦ FACSIMILE (860) 727-1080

E-MAIL: [taxserv@taxserv.com](mailto:taxserv@taxserv.com)

January 8, 2020

**Via Email**

Anthony Manfre

Superintendent

Town of South Windsor

Water Pollution Control Authority

1540 Sullivan Avenue

South Windsor, CT 06074

Re: Professional Services Agreement dated May 1, 2018 ("Contract")  
Monthly Collections Report for December 2019 ("Report")

Dear Mr. Manfre:

The following presents the collections report for the delinquent accounts placed with TaxServ Capital Services, LLC ("TaxServ") for the month of December 2019.

1. Status for December 2019: The following Table 1 presents the characteristics of the bills placed for collection with interest, costs accrued and collections through December 2019:

Number of Active Bills/Accounts: 670 / 301

Lien Age Range: 2008-2019

**Table 1**

Category	Original Balance <sup>(1)</sup>	Collected Amount <sup>(2)</sup>	Current Balance <sup>(3)</sup>
Principal	\$677,706.66	\$502,755.13	\$230,807.24
Interest	\$187,401.69	\$220,626.90	\$133,633.89
Collection Fee	\$129,766.25	\$53,947.32	\$54,666.17
Costs of Collection	\$43,060.94	\$92,552.60	\$18,705.41
<b>Total Receivable</b>	<b>\$1,037,935.54</b>	<b>\$869,881.95</b>	<b>\$437,812.71</b>

Total gross historical collections are \$869,881.95 (\$815,934.63 net of collection fees). Total gross collections in December 2019 are \$16,571.14 (\$14,503.35 net of collection fees) and described in Table 2. A report that details the Table 2 collections is attached hereto as Schedule A.

**Table 2**

Collected by	Principal	Interest	Costs of Collection	Net Tax Collected	Collection Fee	Total Collected
South Windsor	\$10,474.85	\$3,025.44	\$632.97	\$14,133.26	\$2,012.28	\$16,145.54
TaxServ	\$325.65	\$44.44	\$0.00	\$370.09	\$55.51	\$425.60
<b>Grand Total</b>	<b>\$10,800.50</b>	<b>\$3,069.88</b>	<b>\$632.97</b>	<b>\$14,503.35</b>	<b>\$2,067.79</b>	<b>\$16,571.14</b>

2. Table 3 provides a summary of Schedule B which provides total number of attempts to collect for both Outstanding and Redeemed accounts.

**Table 3**

Description	December 2019 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	4	1,336	5
Redeemed	0	1,755	5
<b>Grand Total</b>	<b>4</b>	<b>3,091</b>	<b>5</b>

3. Collection Charts: Attached hereto as Schedule A1 through Schedule A3 are the collection charts providing for monthly and cumulative collections, monthly collection comparison and collection rates by Grand List year. Schedule B provide the detail and summary of attempts made to collect.

Thank you and please advise if you have any questions or comments.

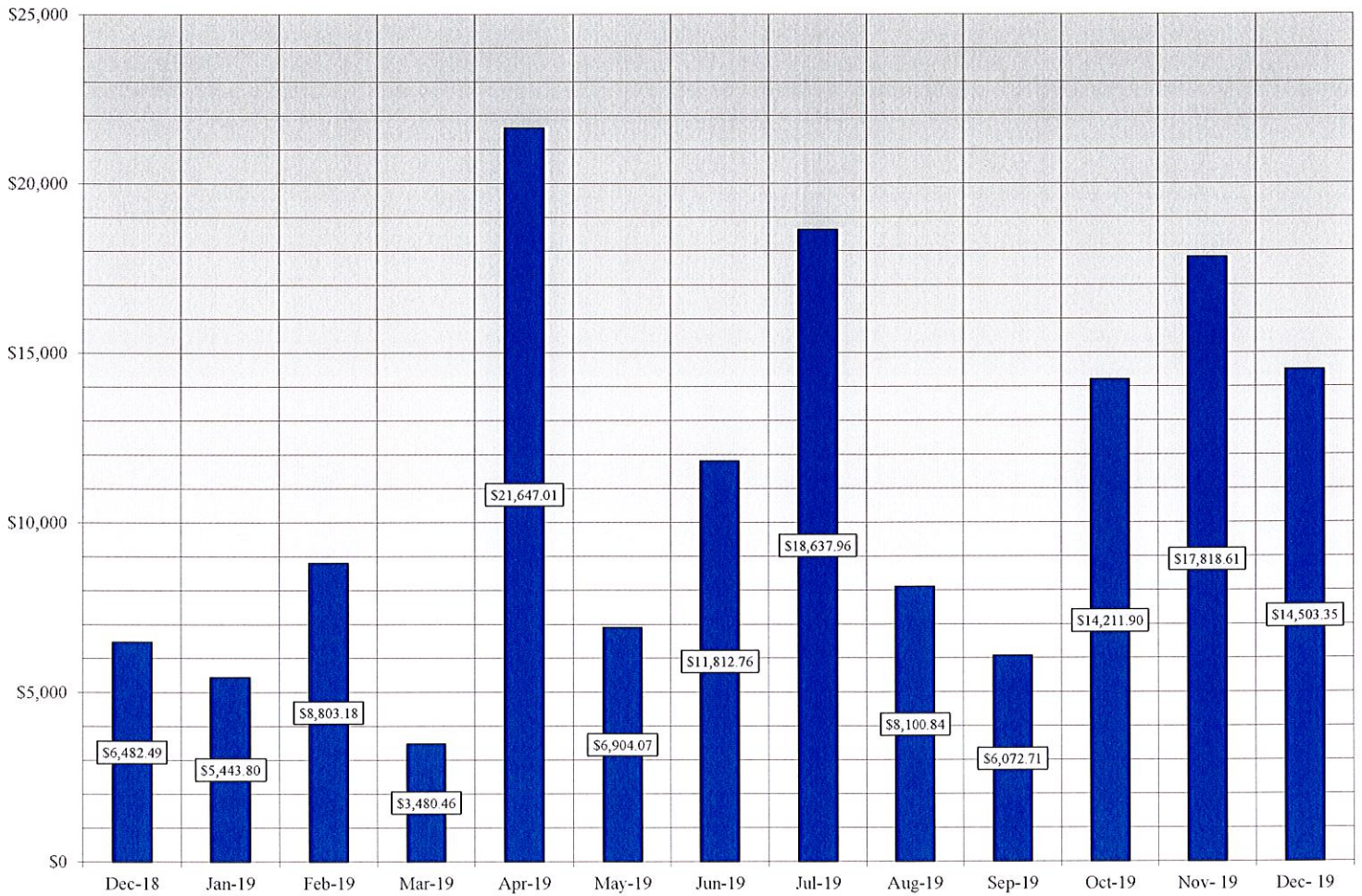
Sincerely,



Maria Thomas  
Service Manager  
TaxServ Capital Services, LLC  
Phone: (561)799-9626 ext 303  
Email: mthomas@taxserv.com

cc: Mr. Roger Blain

SCHEDULE A1  
 South Windsor CT - TAXSERV CAPITAL SERVICES, LLC  
 MONTHLY COLLECTIONS FOR THE PERIOD December 2018 THROUGH December 2019



## Fiscal Year 2020/2021 Budget Schedule

### January 2020

- Initial draft budget is presented to the WPCA

### February 2020

- Revised draft budget is presented to WPCA
- User rate and sewer fees presented
- Discount program presented

### March

- Finalized draft budget is presented to WPCA
- Public Hearing is set:
  - User Fee
  - Sewer Rates
  - Discount Program
  - Budget

### April

- Public Hearing is held

### May

- Budget, rates and discount program approval vote

### Note:

*The Public Hearing is proposed to be in April to ensure funding for Chapel Road Phase 2B will be available for July 1, 2020. Having the budget in place earlier can be advantageous while applying for Clean Water Funding.*

**PUBLIC WORKS  
POLLUTION CONTROL**

**FISCAL YEAR  
2020/2021**

Exhibit E

**ACCOUNT NO.  
3252**

**REVISED DRAFT  
JANUARY 8, 2020**

	FY1819 ACTUAL	FY1920 APPROVED	FY1920 YTD AS OF 12/20/19	FY2021 PROPOSED	DELTA FROM LAST YEAR
110 Full-time Salaries	\$ 974,660	\$ 1,010,251	\$ 497,933	\$ 1,065,176	\$ 54,925
111 Overtime	\$ 86,813	\$ 113,539	\$ 44,355	\$ 114,472	\$ 933
112 Longevity	\$ 700	\$ 700	\$ 700	\$ 700	\$ -
113 Part-time Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
130 Employee Benefits	\$ 585,624	\$ 498,475	\$ 233,311	\$ 549,021	\$ 50,546
<b>Subtotal:</b>	<b>\$ 1,647,797</b>	<b>\$ 1,622,965</b>	<b>\$ 776,299</b>	<b>\$ 1,729,369</b>	<b>\$ 106,404</b>
<b>200 Materials &amp; Expenses</b>					
210 Office Supplies	\$ 906	\$ 1,600	\$ 1,272	\$ 2,000	\$ 400
221 Operating Materials	\$ 92,870	\$ 131,450	\$ 43,117	\$ 118,950	\$ (12,500)
222 Motor Vehicle Supplies	\$ 6,307	\$ 27,550	\$ 890	\$ 23,100	\$ (4,450)
223 Uniforms & Clothing	\$ 11,314	\$ 15,750	\$ 4,401	\$ 15,750	\$ -
232 Equipment Repair	\$ 95,491	\$ 97,000	\$ 38,543	\$ 115,000	\$ 18,000
<b>Subtotal:</b>	<b>\$ 206,888</b>	<b>\$ 273,350</b>	<b>\$ 88,223</b>	<b>\$ 274,800</b>	<b>\$ 1,450</b>
<b>300 Contractual Services</b>					
310 Advertising	\$ -	\$ -	\$ -	\$ -	\$ -
320 Professional	\$ 156,950	\$ 161,500	\$ 81,097	\$ 160,100	\$ (1,400)
330 Rentals & Leases	\$ 25,409	\$ 33,400	\$ 11,504	\$ 33,400	\$ -
360 Utilities	\$ 459,663	\$ 529,650	\$ 131,846	\$ 456,000	\$ (73,650)
371 Maintenance Contracts	\$ 462,619	\$ 567,100	\$ 211,961	\$ 674,300	\$ 107,200
373 Repair Maintenance Equip.	\$ 40,645	\$ 32,000	\$ 8,003	\$ 32,300	\$ 300
374 Fees & Memberships	\$ 12,921	\$ 2,670	\$ 240	\$ 1,900	\$ (770)
375 Recruitment & Training	\$ 19,454	\$ 24,200	\$ 2,056	\$ 23,750	\$ (450)
390 Other Purchase Services	\$ 385,469	\$ 326,000	\$ 2,104	\$ 326,000	\$ -
393 Internal Service Charge	\$ 37,240	\$ 45,000	\$ -	\$ 45,000	\$ -
<b>Subtotal:</b>	<b>\$ 1,600,369</b>	<b>\$ 1,721,520</b>	<b>\$ 448,811</b>	<b>\$ 1,752,750</b>	<b>\$ 31,230</b>
<b>400 Capital Outlay</b>					
430 Capital Projects	\$ 67,578	\$ 45,000	\$ 5,611	\$ 168,000	\$ 123,000
441 Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
442 Department Equipment	\$ 90,587	\$ 72,500	\$ -	\$ 76,500	\$ 4,000
<b>Subtotal:</b>	<b>\$ 158,165</b>	<b>\$ 117,500</b>	<b>\$ 5,611</b>	<b>\$ 244,500</b>	<b>\$ 127,000</b>
<b>Department Total:</b>	<b>\$ 3,613,220</b>	<b>\$ 3,735,335</b>		<b>\$ 4,004,419</b>	<b>\$ 266,084</b>

CODE NO. & DESCRIPTION			PROGRAM	COST	FY20 BUDGET
100 PERSONNEL SERVICES				\$ 1,729,369	\$ 1,622,965
110 FULL TIME SALARIES				ANNUAL	
			SUPERINTENDENT*	\$ 92,000	\$ 83,796
			PLANT SUPERVISOR	\$ 100,000	\$ 85,640
*SALARY IS 80% FUNDED BY WPCA			FACILITIES MECHANIC	\$ 83,671	\$ 81,830
**SALARY IS 25% FUNDED BY WPCA			LEAD OPERATOR W/O CERT	\$ 83,671	\$ 81,830
			LEAD OPERATOR W/O CERT	\$ 83,671	\$ 81,830
			OPERATOR 3 STEP 3	\$ 77,489	\$ 75,784
			OPERATOR 3 STEP 3	\$ 77,489	\$ 75,784
CONTRACTUAL			OPERATOR 3 STEP 3	\$ 77,489	\$ 75,784
SALARY INCREASES:			OPERATOR 3 STEP 3	\$ 77,489	\$ 75,784
CSEA UNION	2.35%		OPERATOR 3 STEP 2	\$ 76,729	\$ 75,784
AFSME UNION	2.25%		OPERATOR 3 STEP 1	\$ 75,962	\$ 75,041
			OPERATOR 2 STEP 1	\$ 69,369	\$ 69,207
			LABORATORY ANALYST	\$ 77,489	\$ 60,296
			ADMINISTRATIVE SECRETARY**	\$ 12,658	\$ 11,861
			Salary Total	1,065,176	1,010,251
111 OVERTIME					
SCHEDULED OVERTIME:					
SATURDAYS (52 DAYS)					
# OF HRS	# OF STAFF	WAGE x 1.5			
2	2	\$ 60.34	SATURDAY OVERTIME	\$ 12,551	\$ 12,275
			SUNDAY OVERTIME	\$ 16,734	\$ 16,366
SUNDAYS (52) AND HOLIDAYS (13)			HOLIDAY OVERTIME	\$ 4,184	\$ 4,092
# OF HRS	# OF STAFF	WAGE x 2			
2	2	\$ 80.45	SCHEDULED OT TOTAL	\$ 33,469	\$ 32,732
UNSCHEDULED OVERTIME:					
ALARMS/YR	100		ALARMS	\$ 56,317.21	\$ 55,077.96
LINE BLOCKAGES/YR	2		LINE BLOCKAGES	\$ 1,126.34	\$ 1,101.56
PLANT/PS REPAIR (HRS.)	75		REPAIRS	\$ 10,559.48	\$ 10,327.12
# OF HRS	# OF STAFF	WAGE x 1.75			
4	2	\$ 70.40	UNSCHEDULED OT TOTAL	\$ 68,003	\$ 66,507
STAND BY COMP:			STAND BY COMPENSATION	\$ 13,000	\$ 14,300
WKS/YR	COST/WK.		TOTAL	\$ 13,000	\$ 14,300
52	\$ 250				
112 LONGEVITY					
			LONGEVITY PAYMENT	700	700
			TOTAL	\$ 700	\$ 700

CODE NO. & DESCRIPTION	PROGRAM	COST	FY20 BUDGET
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114 TEMPORARY HELP

TEMPORARY/SEASONAL HELP	\$	-	\$	-
<b>TOTAL</b>	<b>\$</b>		<b>\$</b>	

130 EMPLOYEE BENEFITS

FICA	\$	89,230	\$	86,631
BC/BS	\$	248,442	\$	207,035
DEARBORN LIFE	\$	8,527	\$	7,752
LTD	\$	1,511	\$	1,374
STD	\$	243	\$	221
W/C	\$	40,092	\$	38,924
ICMA	\$	58,276	\$	56,579
LAB CERTIFICATION	\$	1,500	\$	1,500
AETNA PENSION	\$	94,100	\$	91,359
CDL LICENSE	\$	2,500	\$	2,500
STATE LICENSES	\$	4,600	\$	4,600
<b>TOTAL</b>	<b>\$</b>	<b>649,021</b>	<b>\$</b>	<b>498,475</b>

**PUBLIC WORKS  
POLLUTION CONTROL**

**FICAL YEAR  
2020/2021**

**ACCOUNT NO.  
3252**

CODE NO. & DESCRIPTION	PROGRAM	COST	FY20 BUDGET
<b>200 MATERIALS AND SUPPLIES</b>		\$ 274,800	\$ 273,350
<b>210 OFFICE SUPPLIES</b>			
PAPER, PENS, FAX, AND PRINTER CARTRIDGES	SUPPLIES	\$ 2,000	\$ 1,600
	<b>TOTAL</b>	<b>\$ 2,000</b>	<b>\$ 1,600</b>
<b>221 OPERATING SUPPLIES</b>			
221.1 PLANT SUPPLIES		\$ 1,000	\$ 1,000
221.2 PUBLICATIONS		\$ 1,000	\$ -
221.3 SHOP SUPPLIES		\$ 4,000	\$ 4,000
221.4 SIGNS		\$ 1,200	\$ 1,200
221.5 EMERGENCY		\$ 1,500	\$ 1,500
221.6 CUSTODIAL SUPPLIES		\$ 3,500	\$ 3,500
221.7 LINE CLEANING SUPPLIES		\$ 15,000	\$ 25,000
221.8 SAFETY SUPPLIES		\$ 4,000	\$ 4,000
221.9 CHEMICALS		\$ 22,000	\$ 25,000
221.10 BUILDING SUPPLIES		\$ 1,750	\$ 1,750
221.11 PLUMBING SUPPLIES		\$ 2,000	\$ 2,000
221.12 LABORATORY SUPPLIES		\$ 18,500	\$ 18,500
221.13 HARDWARE SUPPLIES		\$ 3,500	\$ 3,500
221.14 SLUDGE DISPOSAL		\$ 2,500	\$ 2,500
221.15 LUBRICANTS		\$ 2,500	\$ 4,500
221.16 ELECTRICAL SUPPLIES		\$ 5,000	\$ 3,500
221.17 MECHANICAL SUPPLIES		\$ 30,000	\$ 30,000
	<b>TOTAL</b>	<b>\$ 118,950</b>	<b>\$ 118,950</b>
<b>222 MOTOR VEHICLE SUPPLIES</b>	USE (GAL.)		
ASSUMPTIONS:	FUEL: Diesel Generators - Pump Stations	600	\$ 1,800
GASOLINE \$ 2.50	80SW - 2009 Ford Explorer	300	\$ 750
DIESEL \$ 3.00	81SW - 2017 Ford F-250	400	\$ 1,000
	82SW - 2014 Ford E-350 Cam. Tr.	500	\$ 1,250
	83SW - 2019 F550 Utility Truck	800	\$ 2,000
	84SW - 1995 Ford LN9000 Vac Tr.	300	\$ 900
	86SW - 2008 Combination Truck	1500	\$ 4,500
	87SW - 2014 Ford F-350 Utility Tr.	400	\$ 1,000
	Pumps/Misc Equipment	100	\$ 250
	<b>TOTAL</b>	<b>\$ 13,450</b>	<b>\$ 16,900</b>
REPAIR PARTS:	Portable Equipment	\$ 1,200	\$ 1,200
	1995 - 84SW Ford LN9000 Vacuum Truck	\$ 1,500	\$ 500
	2008 - 86SW Combination Truck	\$ 4,500	\$ 750
	2009 - 80SW Ford Explorer	\$ 1,200	\$ 500
	2014 - 82SW Ford E-350 Camera Truck	\$ 750	\$ 1,200
	2014 - 87SW Ford F-350 Utility Truck	\$ 500	\$ 1,500
	2017 - 81SW Ford F-250	\$ 500	\$ 4,500
	2019 - 83SW F450 Utility Truck	\$ 500	\$ 500
	<b>TOTAL</b>	<b>\$ 9,650</b>	<b>\$ 10,650</b>

PUBLIC WORKS  
POLLUTION CONTROL

FICAL YEAR  
2020/2021

ACCOUNT NO.  
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY20 BUDGET
223 UNIFORMS			
UNIFORM RENTAL		\$ 7,500	\$ 7,500
SAFETY SHOES		\$ 3,250	\$ 3,250
REPLACEMENT CLOTHING		\$ 5,000	\$ 5,000
TOTAL		\$ 15,750	\$ 15,750
232 EQUIPMENT REPAIR			
PLANT EQUIPMENT		\$ 75,000	\$ 69,000
PUMP STATION EQUIPMENT		\$ 40,000	\$ 28,000
TOTAL		\$ 115,000	\$ 97,000

**PUBLIC WORKS  
POLLUTION CONTROL**

**FISCAL YEAR  
2020/2021**

**ACCOUNT NO.  
3252**

CODE NO. & DESCRIPTION	PROGRAM	COST	FY20 BUDGET
<b>300 - CONTRACTUAL SERVICES</b>		<b>\$ 1,752,750</b>	<b>\$ 1,721,520</b>
<b>310 ADVERTISING/PRINTING</b>			
	ADVERTISING	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>
<b>320 PROFESSIONAL</b>			
320.1 JobCal Support		\$ 500	\$ 900
320.2 Rockwell Support		\$ 1,000	\$ 2,000
320.3 Debt Mgt.		\$ 2,000	\$ 2,000
320.4 Water Consumption Reports		\$ 1,200	\$ 1,200
320.5 Insurance Premiums		\$ 138,000	\$ 138,000
320.6 NPDES Compliance Testing		\$ 14,000	\$ 14,000
320.7 NPDES PERMIT		\$ 2,400	\$ 2,400
320.8 Drug Testing and Innoculations		\$ 1,000	\$ 1,000
	<b>TOTAL</b>	<b>\$ 160,100</b>	<b>\$ 161,500</b>
<b>330 RENTAL &amp; LEASES</b>			
330.1 Communications		\$ 22,000	\$ 22,000
330.2 2 Way Radio		\$ 2,000	\$ 2,000
330.3 GPS Rental		\$ 2,100	\$ 2,100
330.4 SCADA Line Equipment Rental		\$ 3,300	\$ 3,300
330.5 Security System		\$ 2,000	\$ 2,000
330.6 Copier		\$ 2,000	\$ 2,000
	<b>TOTAL</b>	<b>\$ 38,400</b>	<b>\$ 38,400</b>
<b>360 UTILITIES</b>			
360.1 ELECTRICAL USE:			
TREATMENT PLANT		\$ 320,000	\$ 370,000
PUMP STATIONS:			
Avery		\$ 3,000	\$ 4,000
Barrington		\$ 2,500	\$ 2,500
Benedict		\$ 22,000	\$ 30,000
Clark		\$ 35,000	\$ 44,700
Ellington		\$ 2,900	\$ 2,900
Pleasant Valley		\$ 8,500	\$ 9,400
Quarry Brook		\$ 3,100	\$ 3,100
Route 5		\$ 2,600	\$ 2,600
Rye		\$ 3,000	\$ 3,600
Scantic I		\$ 1,700	\$ 2,100
Scantic II		\$ 3,100	\$ 3,100
HEATING FUEL COST	360.2 HEATING FUEL 15,000/YR	\$ 37,500	\$ 41,250
\$2.50	360.3 TELEPHONE LAND LINES	\$ 3,000	\$ 4,800
	360.4 WATER SERVICE:		
	TREATMENT PLANT	\$ 7,500	\$ 5,000
	CLARK ST PS	\$ 600	\$ 600
	<b>TOTAL</b>	<b>\$ 466,000</b>	<b>\$ 529,650</b>

UPDATED 1/8/20

**PUBLIC WORKS  
POLLUTION CONTROL**

**FISCAL YEAR  
2020/2021**

**ACCOUNT NO.  
3252**

<b>CODE NO. &amp; DESCRIPTION</b>	<b>PROGRAM</b>	<b>COST</b>	<b>FY20 BUDGET</b>
<b>371 MAINTENANCE CONTRACTS</b>			
371.1 Treatment Plant Pest Control		\$ 3,500	\$ 1,500
371.2 Container Rental Grit/Trash Collection		\$ 18,000	\$ 4,000
371.3 Sludge Transportation and Disposal		\$ 360,000	\$ 347,000
371.4 Custodial Building Maintenance		\$ 18,000	\$ 24,000
371.5 Grounds Maintenance		\$ 13,000	\$ 18,000
371.6 Stormwater Inspection and Testing		\$ 3,000	\$ 13,000
371.7 Power Center and ATS Service Contract		\$ 15,000	\$ 6,000
371.8 Plant/PS Generator Load Test/Adjustme		\$ 10,000	\$ 15,000
371.9 SCADA Maintenance		\$ 20,000	\$ 6,000
371.10 Fire Alarm System Maintenance		\$ 4,000	\$ 20,000
372.11 HACH Analyzer Maintenance		\$ 7,000	\$ 2,800
372.12 HVAC Control System Service Contract		\$ 2,800	\$ 7,000
372.13 HVAC Mechanical System Maintenance		\$ 45,000	\$ 2,800
372.14 Controls/PLC Service Contract		\$ 5,000	\$ 45,000
372.15 Easement Vegetation Management		\$ 50,000	\$ 5,000
372.16 Sewer Line Inspection		\$ 100,000	\$ 50,000
<b>TOTAL</b>		<b>\$ 674,300</b>	<b>\$ 667,100</b>
<b>373 REPAIR MAINTENANCE EQUIP.</b>			
Service calls		\$ 6,000	\$ 6,000
Hoist Certification		\$ 4,000	\$ 4,000
Fire Extinguisher Testing		\$ 1,200	\$ 1,200
Fall Protection Certification		\$ 2,800	\$ 2,800
Backflow Preventer Certifications		\$ 800	\$ 1,500
Boiler Certifications		\$ 3,000	\$ 3,000
Machining		\$ 10,000	\$ 8,000
Flow Meter Calibrations		\$ 1,500	\$ 1,500
Equipment Calibrations/Certifications		\$ 3,000	\$ 4,000
<b>TOTAL</b>		<b>\$ 32,300</b>	<b>\$ 32,000</b>
<b>374 FEES &amp; MEMBERSHIPS</b>			
Water Environment Federation		\$ 1,650	
C.W.P.A.A.		\$ 250	
<b>TOTAL</b>		<b>\$ 1,900</b>	<b>\$ 2,670</b>
<b>375 RECRUITMENT &amp; TRAINING</b>			
Training materials and conferences		\$ 18,000	\$ 18,000
DEEP Licensing Exams		\$ 750	\$ 1,200
NASSCO		\$ 2,500	\$ 2,500
Safety and Compliance Training		\$ 2,500	\$ 2,500
<b>TOTAL</b>		<b>\$ 23,750</b>	<b>\$ 24,200</b>

PUBLIC WORKS  
POLLUTION CONTROL

FISCAL YEAR  
2020/2021

ACCOUNT NO.  
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY20 BUDGET
<b>390 OTHER PURCHASE SERVICES</b>			
SANITARY SEWER SERVICES:			
Vernon (469 Units)		\$ 260,000	\$ 260,000
MDC		\$ 14,000	\$ 14,000
Manchester (85 units)		\$ 52,000	\$ 52,000
		<b>TOTAL \$ 326,000</b>	<b>\$ 326,000</b>
<b>393 INTERNAL SERVICE CHARGE</b>			
ENGINEERING/COLLECTOR OF REV.		\$ 45,000	\$ 45,000
		<b>TOTAL \$ 45,000</b>	<b>\$ 45,000</b>

PUBLIC WORKS  
POLLUTION CONTROL

FISCAL YEAR  
2020/2021

ACCOUNT NO.  
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY20 BUDGET
400 CAPITAL OUTLAY		\$ 244,500	\$ 117,500
430 CAPITAL PROJECTS			
	SCADA Server/Software Upgrade	\$ 103,000	
	Alarm System Radio Replacement	\$ 60,000	
	Sludge Storage Tank Floors	\$ 5,000	
		<b>TOTAL \$ 168,000</b>	<b>\$ 45,000</b>
441 OFFICE EQUIPMENT		\$ -	
		<b>TOTAL \$ -</b>	<b>\$ -</b>
442 DEPARTMENT EQUIPMENT			
	CCTV Inspection Camera	\$ 32,000	
	Aeration Air Flow Ctrl Actuators	\$ 30,000	
	Trailor	\$ 8,000	
	Personal Voltage Meters (10 )	\$ 3,500	
	Laboratory Balance	\$ 3,000	
		<b>TOTAL \$ 76,500</b>	<b>\$ 72,500</b>

## BUDGET CHANGE FORM FY20/21

ACCOUNT NUMBER	EXPLANATION OF CHANGE	BUDGET IMPACT
110 - SALARIES	SALARY INCREASES	\$ 54,925
111 - OVERTIME	SALARY INCREASES	\$ 933
130 - BENEFITS	<b>ESTIMATED</b> INCREASE IN EMPLOYEE BENEFITS	\$ 50,546
210 - OFFICE SUPPLIES		\$ 400
221 - OP. MATERIALS	REDUCED NEED FOR SEWER LINE CLEANING EQUIPMENT	\$ (12,500)
222 - VEHICLE SUPPLY	DECREASE IN FUEL COSTS VER LAST YEAR	\$ (4,450)
223 - UNIFORMS		\$ -
232 - EQUIP. REPAIR	AGING EQUIPMENT IS REQUIRING MORE REPAIRS	\$ 18,000
320 - PROFESSIONAL	REDUCED JOB CAL AND ROCKWELL SUPPORT BUDGET	\$ (1,400)
330 - RENTALS/LEASES		\$ -
360 - UTILITIES	SOLAR POWER SAVINGS	\$ (73,650)
371 - MAINT. CONTRACTS	SUPPLEMENTAL SEWER LINE INSPECTION WAS ADDED	\$ 107,200
373 - REPAIR MAINT.		\$ 300
374 - MEMBERSHIPS		\$ (770)
375 - TRAINING		\$ (450)
390 - OTHER PURCH.		\$ -
393 - INT. SERVICES		\$ -
430 - CAPITAL PROJ.	SCADA SERVER AND SOFTWARE UPDATES ARE REQUIRED ALONG WITH ALARM SYSTEM RADIOS	\$ 123,000
441 - OFFICE EQUIP.		\$ -
442 - DEPART. EQUIP.		\$ 4,000
<b>TOTAL</b>		<b>\$ 266,084</b>

**PUBLIC WORKS  
POLLUTION CONTROL**

**FISCAL YEAR  
2019/2020**

**ACCOUNT NO.  
3252**

**REVENUES**

<b>Sources of Revenue</b>	<b>Actual FY1718</b>	<b>ACTUAL FY1819</b>	<b>PROJECTED FY1920</b>	<b>ESTIMATED FY2021</b>
Sewer User Charges	\$ 4,427,505	\$ 4,986,299	\$ 5,000,000	\$ 5,347,237
Industrial Surcharges	\$ -	\$ 112,044	\$ 37,000	\$ -
Septic Dumping Fees	\$ 10,400	\$ 26,392	\$ 12,000	\$ 10,000
Grant Reimbursement/Loan	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 188,456	\$ 68,073	\$ 70,000	\$ 80,000
Lien Fees	\$ 35,552	\$ 18,487	\$ 20,000	\$ 20,000
Gen. Gov. Sundry	\$ 2,035	\$ 2,873	\$ 9,000	\$ 5,000
Permit Fees	\$ 4,820	\$ 7,840	\$ 5,000	\$ 6,000
Assessments	\$ 11,336	\$ 14,898	\$ 20,000	\$ 15,000
Connection Charges	\$ 205,508	\$ 129,559	\$ 200,000	\$ 200,000
Capacity Charge	\$ 1,303	\$ 50,439	\$ 50,000	\$ 60,000
Investment Interest Earnings	\$ 464	\$ 449	\$ 400	\$ 450
Cancel Pr. Year Encumbrances	\$ (2,248)	\$ 10,918	\$ -	\$ -
Internal Services	\$ 46,591	\$ 25,800	\$ 40,000	\$ 35,000
Fund Balance Appropriations	\$ -	\$ -	\$ -	\$ -
	<b>\$4,931,722</b>	<b>\$5,454,071</b>	<b>\$5,463,400</b>	<b>\$5,778,687</b>

## 10 Year Capital Improvement Plan

JANUARY 3, 2020 DRAFT

		2019 Cost	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Fiscal Year	Inflation Factor @ 3%	1	1.03	1.06	1.09	1.13	1.16	1.19	1.23	1.27	1.30	1.34
TREATMENT PLANT												
TREATMENT PLANT UPGRADE (FY2035)		\$ 40,000,000										
PLANT GARAGE		\$ 200,000										
DISINFECTION UPGRADE		\$ 1,300,000			\$ 1,420,545							
SEWERS												
Chapel Road Rehab:												
Phase 2B - 2100'		\$ 820,000	\$ 844,600									
Phase IV Sewer Rehab		\$ 1,500,000				\$ 300,000	\$ 300,000	\$ 500,000	\$ 1,044,810.80			
Clark St. FM Phase II						\$ 35,000						
I/I and MH Rehab			\$ 75,000	\$ 1,100,000		\$ 1,000,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
PUMP STATIONS												
Benedict Drive*		\$ 2,310,000										
Clark Street*		\$ 2,620,000										
Pleasant Valley*		\$ 1,830,000										
Quarrybrook		\$ 1,310,000				\$ 300,000	\$ 800,000	\$ 464,208.51				
Avery		\$ 890,000								\$ 1,127,425		
Scantic Meadow 1		\$ 330,000									\$ 430,575	\$ -
Scantic Meadow 2		\$ 400,000									\$ 521,909	\$ -
Ellington Road #1 (FY2031)		\$ 740,000										
Rye St (fy2032)		\$ 740,000										
Rt 5 (fy2033)		\$ 650,000										
Barrington Estates (FY2034)		\$ 740,000										
CIP TOTAL			\$ 919,600	\$ 1,100,000	\$ 1,420,545	\$ 1,335,000	\$ 1,200,000	\$ 1,064,209	\$ 1,144,811	\$ 1,227,425	\$ 1,052,484	\$ 100,000

\*POSSIBLE CLEAN WATER FUND LOAN PROJECTS

February 4, 2020

WPCA Regular Meeting

Sewer User Fee and Budget Analysis

## Current Budget Summary

User Fee	Operating	CIP	Debt Service	Res.Contribution	Total Budget
\$415	\$3,735,335	\$935,000	\$306,582	\$340,000	\$5,319,817

WPCA Reserve Fund Policy

## Section 16.1

1. *The Reserve Fund shall be made up of restricted funds for specific purposes and shall include the following:*

*a. An operation Reserve equal to a three (3) month (25%) reserve of the operation budget (Operation & Maintenance and Debt Service) to maintain sufficient cash reserves to offset variations in revenue and expenditures using a three year trend to project the actual amount, and*

*b. A Replacement Reserve equal to two (2) percent of the Pollution Abatement Facility Asset Value, adjusted to reflect replacement costs based upon an industry construction cost index, and...*

Strategic Goals

1. Maintain consistent and reliable service through operational efficiency.
2. Maintain a 5 and 10 year capital improvement plan.
3. Continue funding for capital improvement needs.
4. Meet funding goals of the Replacement Reserve (\$4,400,000).
5. Stabilize sewer user rate through future project planning to avoid large increases.

	84,000 Gallons	79,000 Gallons
User fee	\$461	\$434
Operating Budget	\$4,001,419	\$4,001,419
Capital Improvement Projects	\$1,005,000	\$1,005,000
Debt Service	\$389,268	\$389,268
Reserve Contribution	\$550,000	\$550,000
Total Budget	\$5,948,587	\$5,948,587

Replacement Reserve Available Balance as of 6/30/20 = \$1,720,499