

DRAFT 2022 BCRSD Budget Criteria

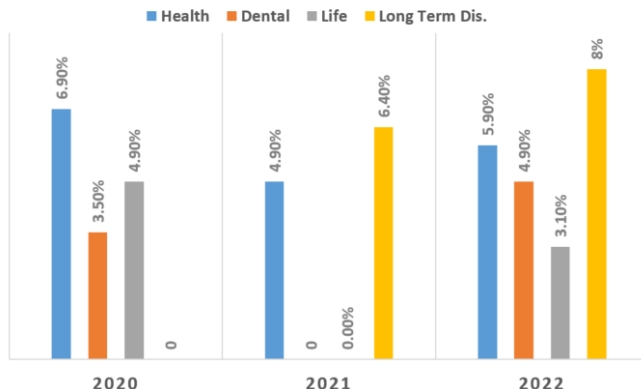
REVENUE

1. User Fees – The URS has not yet been submitted to the BCRSD.
 - a. 2019 URS recommended a 3.8% increase for 2022 based on previous Capital Improvement Plan funding dates
 - b. 2021 URS is being updated to reflect current Capital Improvement Plan funding dates
2. Review of pressurized system rates is planned for 2022
3. This budget assumes .5% increase in customers. Customer growth in 2021 is approximately 1%

EXPENSES

PERSONNEL

1. Additional Staff (adding 2 full time)
 - a. Assistant Project Manager (March 2022)
 - The increase in personnel budget is approximately \$50,157 in salary and taxes. Benefits are an additional cost of approximately \$7,339. Retirement 2023.
 - b. Equipment Operator (January 2022)
 - The increase in personnel budget is approximately \$49,716 in salary and taxes. Benefits are an additional cost of approximately \$7,342. Retirement 2023.
 - New Service Agreement with Sturgeon total: \$41,783.00
 - Reduces on-call occurrence from 1 weekend in 7 weeks, to 1 weekend in 8 weeks
2. Wages – To retain and attract qualified dependable employees
 - a. Proposed 4% Wage Scale Increase
 - b. Proposed 4% COLA and 2% Merit Pool – Proposed cost of approximately \$45,000 annually.
 - CPI (Consumer Price Index) Sept. 2021 5.4% / 1st half 2021 3.4% / Projected 4%
 - Social Security 5.9% Increase
3. Promotions
 - a. Current Wastewater Equipment Operator to Senior Equipment Operator
 - 5% increase at the time of promotion from \$24.65/hr to \$25.88/hr
4. Insurance - Through Naught-Naught Insurance Agency, based on preliminary numbers.
 - a. Health - Anthem 5.9% increase, \$600/month
 - b. Dental - Principal 4.9% increase, \$26/month
 - c. Life - Principal 3.1% Increase, \$4/month (*Negotiated from 6.1%*)
 - d. LTD - Principal 8% increase, \$20/month (*Negotiated from 18%*)



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OPERATIONS

1. Wholesale treatment – City sewer rates are not scheduled to change for 2022
 - a. City rates did not increase in 2021
2. Service Contract for the City of Sturgeon was added in August

CONTRACTUAL SERVICES

1. Engineering - includes \$10,000 for miscellaneous needs
2. Financial Consulting - \$15,000 for miscellaneous needs
3. Mapping/GIS ongoing additions and training - \$30,000
4. Legal Fees - \$114,000 Hired new General Counsel
 - a. Member \$350/hr (20 hours/month)
 - b. Associate \$250/hr (10 hours/month)

MISCELLANEOUS

1. Headquarters budget includes a contingency fund of \$18,500 to cover unforeseen repairs or replacement.
3. Replace Vehicles & Equipment \$494,000 – Includes sewer jet, 2 pick-up trucks, chassis for F-550 and BOD incubator.
4. Systems Repairs and Maintenance includes a contingency budget for back up rehabilitation of \$24,000.
5. A general contingency fund of \$50,000 is included in this budget.

OTHER EXPENSE

1. Loss on Assets include the cost to close Rollingwood WWTP.

DEBT SERVICE

1. Proposed construction in 2022 – Rollingwood WWTP closure by way of connection to Midway Crossings WWTP. Staff received approval for an MDNR Water Quality Incentive Grants to fund 50% (\$250,912) of the project and will finance the remaining 50% through SRF (250,913).
2. The sewer jet is scheduled for replacement at an approximate cost of \$310,000. Staff plans to enter into a Lease Purchase Agreement for a new jet in 2021. The first payment could be due in November 2021.

CAPITAL ADDITIONS (Paid out of cash or lease purchase)

Capital Additions will be detailed on the Capital Adds & Improvements Page. Some of the items are carry overs from 2021. A couple of items of note include:

1. Resurfacing the office parking lot
2. Begin Facility Plan for the Midway Area
3. Trails West Sludge Removal
4. Brookfield Estates
5. Waters Edge
6. Ravenwood – Purchasing 2 lots

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DRAFT 2022 Capital Additions and Improvements

CAPITAL ADDITIONS FUNDED BY CASH RESERVES OR LEASE PURCHASE

BOD Incubator	\$	6,500	
Replace 18.5 Foot Dovetail Trailer	\$	9,500	
Headquarters' Parking Lot	\$	25,000	
2 Pick-up Truck Replacements	\$	58,000	
Replace 1 Ton Crane Truck Chasis	\$	110,000	
Lot 138 & 139 Ravenwood Plat 1	\$	110,000	Waiting on appraisal
Total	\$	319,000	

CAPITAL IMPROVEMENTS FUNDED BY CASH RESERVES OR LEASE PURCHASE

Crestwood Hills Pump Station Rehab.	\$	14,500	
Line Relocation El Rey	\$	16,400	
Trails West Lagoon Sludge Hauling	\$	178,650	Possible Lease Purchase
Brookfield Estates/Oak Hill	\$	225,050	Possible Lease Purchase
Waters's Edge	\$	608,982	Possible Lease Purchase
Total	\$	1,043,582	

TOTAL CAPITAL ADDITIONS & IMPROVEMENTS \$ 1,362,582

Engineering Design - (Recovered when project is funded.)

Midway Crossings Facility Plan	\$	60,000	
Richardson Acres & Brown Station Interceptors	\$	34,600	
Rollingwood Pump Station & WWTP Closure	\$	30,000	
Phenora North NID	\$	-	
Bolli Road NID	\$	12,310	
Total	\$	136,910	

Easement Acquisition (Recovered when project is funded)

\$ -

Reimburseables & Other Income

Design & Land Acquisition Costs collected at loan closing \$ 136,910

Total Reimburseables \$ (136,910)

NET CASH ADDs & REIMBURSEABLES & OTHER INC \$ 1,225,672

SRF PROJECTS

Rollingwood Pump Station & WWTP Closure	\$	250,913	Loan
Rollingwood Pump Station & WWTP Closure	\$	250,912	Grant
Total Capital Improvements Funded by Loans/Grants	\$	501,825	

TOTAL CAPITAL ADDITIONS & IMPROVEMENTS \$ 1,727,497

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DRAFT 2022 Operating Budget

	Jan - Dec 2020	Jan - Sept 2021	Projected Year End 2021	2021 Budget	2022 Budget	
Ordinary Income/Expense						
Income						
401000 · Customer Fees						
401100 · User Fees	4,788,707	3,633,743	4,844,991	4,807,776	4,869,216	0.5%
401200 · Late Penalty Charge	11,930	12,935	17,435	12,754	18,306	
401300 · Connection Fees	56,550	46,089	55,307	60,000	60,000	
401400 · Inspection Fees	5,390	6,160	8,213	4,000	4,000	
401500 · Contracted Services	38,997	24,078	32,104	30,000	50,000	
Total 401000 · Customer Fees	4,901,574	3,723,005	4,958,050	4,914,530	5,001,522	1.8%
415000 · Interest Income						
415300 · Interest Inc-MMkt	6,930	2,314	3,229	3,660	3,084	
415500 · Interest Inc-Cking	1,012	279	384	420	420	
415700 · Interest Inc-SRF	66,819	41	2,341	0	0	
Total 415000 · Interest Income	74,761	2,634	5,954	4,080	3,504	
498000 · Miscellaneous Income (SRF)	19,818	94,702	94,702	0	0	
Total Income	4,996,154	3,820,341	5,058,706	4,918,610	5,005,026	1.8%
Expense						
501000 · Personnel Expenses						
501110 · Salary - Administrative	328,259	193,689	265,048	291,114	294,452	
501120 · Overtime - Administrative	720	1,959	2,681	4,400	4,417	
501210 · Salary - Operations	525,936	369,263	505,307	527,156	610,318	
501220 · Overtime - Operations	26,783	24,139	33,032	31,500	30,516	
501230 · Standby Compensation	22,142	17,764	18,500	22,060	22,060	
501235 · Shift Differential	672	936	540	1,250	1,250	
501240 · Salary - Temporary	0	0	0	8,000	5,000	
501300 · Uniform - Safety Shoes	2,301	827	1,103	10,900	10,900	
501400 · FICA - Employer	72,216	49,927	66,570	70,352	76,695	
501500 · Worker's Compensation	15,288	15,276	20,368	24,100	24,100	
501600 · Medical Insurance	98,597	71,097	94,796	117,042	127,143	
501650 · Life Insurance	1,616	1,144	1,525	1,632	1,860	
501700 · Dental Insurance	6,559	4,560	6,080	7,441	6,000	
501800 · Long Term Disability	3,153	2,390	3,187	3,360	3,822	
501900 · Retirement - BCRSD Contribution	60,861	43,081	57,441	65,462	62,847	
502100 · Employee Assistance Program	0	0	0	250	250	
502200 · Safety Incentive Expense	0	0	0	600	600	
Total 501000 · Personnel Expenses	1,165,103	796,052	1,076,177	1,186,619	1,282,232	8.1%

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	Jan - Dec 2020	Jan - Sept 2021	Projected Year End 2021	2021 Budget	2022 Budget	
520000 - Materials & Supplies						
520100 - Postage	3,202	2,876	3,834	3,500	3,500	
520300 - Office Supplies						
520400 Work From Home	3,093	0	0	1,000	1,000	
520300 - Office Supplies - Other	1,786	2,072	2,763	2,500	2,500	
Total 520300 - Office Supplies	4,879	2,368	2,763	3,500	3,500	0.0%
520600 - Printing & Duplicating	379	24	31	1,000	1,000	
520900 - Computer Supplies	1,236	164	218	1,000	1,000	
521300 - Building Supplies	0	0	0	0	0	
Total 520000 - Materials & Supplies	9,697	5,431	6,847	9,000	9,000	0.0%
530000 - Bond Issuance & Admin Fees						
532000 - SRF Bond Issuance Exp S&D	90,449	89,324	89,424	102,096	96,495	
535000 - Rocheport Loan Admin Fee	46	42	42	46	46	
Total 530000 - Bond Issuance & Admin Fees	90,494	89,366	89,466	102,142	96,541	-5.5%
540000 - Dues, Training, Seminars						
540200 - Dues	4,455	4,094	4,294	5,380	5,380	
540400 - Seminars	1,510	843	1,143	7,500	7,500	
540600 - Training	640	5,261	7,015	8,600	8,600	
Total 540000 - Dues, Training, Seminars	6,605	10,198	12,452	21,480	21,480	0.0%
545000 - Utilities						
545100 - Telephone						
545110 - Cellular & Paging Monthly Fees	10,227	9,929	13,238	10,550	9,000	
545115 - Mobile Phones, iPads, Pagers				0	4,000	
545120 - Land Lines - Office & Alarms	14,733	11,225	14,966	15,400	15,400	
545130 - Omnisite Alarm Fees	5,872	5,523	5,523	5,500	5,500	
545140 - Rocky Fork WWTP Internet	2,047	900	1,200	1,250	1,250	
Total 545100 - Telephone & Alarm Monthly Fees	32,879	27,577	34,927	32,700	35,150	7.5%
545200 - Utilities Systems						
545201 - Systems Electric	146,651	111,292	148,390	155,000	155,000	
545203 - Systems Natural Gas	2,373	3,061	4,081	2,500	4,500	
545205 - Systems - Water	2,822	2,777	3,703	2,200	3,000	
545210 - Systems - Trash	564	1,387	838	700	850	
Total 545200 - Utilities Systems	152,410	118,517	157,011	160,400	163,350	1.8%

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	Jan - Dec 2020	Jan - Sept 2021	Projected Year End 2021	2021 Budget	2022 Budget	
545500 · Utilities Building						
545501 · Building - Electric	2,432	1,980	2,640	2,650	2,650	
545505 · Building - Water & Sewer	409	376	501	475	500	
545507 · Building Trash	1,392	1,013	1,350	1,550	1,550	
545509 · Building - Natural Gas	715	787	1,132	2,000	2,000	
Total 545500 · Utilities Building	4,948	4,155	5,623	6,675	6,700	0.4%
Total 545000 · Utilities	190,237	150,249	197,562	199,775	205,200	2.7%
550000 · Equipment Expenses						
550100 · Gasoline	26,183	19,263	25,684	38,500	38,500	
550300 · Mileage	0	0	0	300	300	
550400 · Vehicle & Equip Repairs & Maint	27,032	16,866	22,487	25,000	25,000	
Total 550000 · Equipment Expenses	53,215	36,129	48,172	63,800	63,800	0.0%
550700 · Systems Repairs and Maintenance						
550705 · Shop Supplies	11,271	8,076	10,768	11,900	12,000	0.8%
550710 · Treatment Costs						
550711 · Equipment Rental WWTP	2,984	4,285	5,714	2,500	2,500	
550713 · Lab Supplies	3,176	3,447	4,597	8,500	7,500	
550714 · Chemicals	639	1,782	2,376	4,500	4,500	
550715 · Sludge Disposal	58,183	40,432	53,910	50,000	50,000	
550716 · Lab Analysis	7,935	7,561	10,082	12,000	12,000	
550718 · Equipment Replacemnt-treatmnt	59,569	34,166	45,555	60,000	60,000	
550719 · Construction & Materials -Trtmt	9,245	5,031	6,708	4,500	6,000	
Total 550710 · Treatment Costs	141,731	96,706	128,941	142,000	142,500	0.4%
550750 · Collection Systems						
550751 · Equipment Rental Collection Sys	2,480	828	1,103	7,500	5,000	
550753 · Locates - MO One Call	4,340	3,102	4,136	6,000	5,000	
550754 · Pressurized System Parts	43,950	55,752	79,436	80,000	85,000	
550756 · Equipment Replacemnt-Collection	39,458	21,154	28,205	35,000	30,000	
550758 · Construction & Mat-Collection	6,560	14,270	19,027	20,000	20,000	
550759 · Back-up Rehabilitation	6,374	2,221	2,961	24,000	24,000	
Total 550750 · Collection Systems	103,160	97,326	134,869	172,500	169,000	-2.0%
Total 550700 · Systems Repairs and Maintenance	256,163	202,108	274,577	325,250	323,500	-0.5%
550800 · Misc. Equipment Repair & Maint						
551000 · Wholesale Treatment	1,012,184	761,156	930,156	1,019,887	1,085,549	6.4%
552000 · Headquarters Repair & Maint	1,787	39	51	18,500	18,500	0.0%

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	Jan - Dec 2020	Jan - Sept 2021	Projected Year End 2021	2021 Budget	2022 Budget	
560000 · Contractual Services						
560100 · Insurance	47,640	34,201	45,985	48,000	48,000	
560300 · Legal Fees						
560310 - Legal Fees General Counsel		33,750	51,250	82,000	114,000	
560320 - Legal Fees - Other	75,941	110,747	128,247		50,000	
Total 560300 · Legal Fees		144,497	179,497	82,000	164,000	100.0%
560500 · Engineering & Surveys	83,869	12,875	15,875	21,500	21,500	
560700 · Outside Services	4,032	3,792	5,056	6,300	6,300	
560900 · Land Rent	100	100	100	100	100	
561500 · Equipment Service Contracts	18,056	15,474	16,405	18,000	18,000	
561700 · Audit	8,900	9,350	9,350	9,167	9,631	
561900 · Answering Service	2,938	1,834	2,445	3,100	3,100	
562100 · Temporary Labor Services	0	0	0	5,000	5,000	
562200 · Management Contract - County	5,009	3,289	4,385	5,000	5,000	
562300 · Computer Billing Services BEC	73,264	64,297	85,729	78,770	78,770	
562400 · Contract Services - GIS Development	476	6,004	6,004	28,370	30,000	
562500 · Contract Services - Financial Consultant	14,098	4,961	4,961	25,000	25,000	
562600 · Contract Services - Misc (Herzig)	42,200	0	0	8,750	0	
562700 · Mowing Contract	32,533	26,557	32,535	40,000	40,000	
Total 560000 · Contractual Services	409,055	327,229	408,326	379,057	454,401	19.9%
565000 · Miscellaneous						
565100 · Public Notices	20	106	141	2,000	2,000	
565200 · DNR Connection Fee	4,886	5,494	5,494	5,000	5,500	
565300 · Recording and Permit Fees	1,072	1,777	2,369	1,800	2,500	
565400 · Annual Meeting	0	275	367	150	150	
565500 · Subscriptions	900	720	961	1,100	1,100	
565600 · Newsletter Expense	3,212	6,926	6,926	5,000	5,000	
Digital Newsletter Expense	0	0		1,500	175	
565700 · Administrative Expense	1,698	1,242	1,656	3,000	3,000	
565800 · Contingency & Election	0	0	0	50,000	50,000	
565900 · Bank Service Charges	1,475	1,122	1,497	1,500	1,500	
565000 · Miscellaneous - Other (Midway Connection)		588				
Total 565000 · Miscellaneous	13,264	18,251	19,410	71,050	70,925	-0.2%
566000 · Bad Debt Write Off	56,312	0	35,000	35,000	35,000	0%

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	Jan - Dec 2020	Jan - Sept 2021	Projected Year End 2021	2021 Budget	2022 Budget	
580000 - Depreciation						
580200 - Depreciation-Furniture & Fix	4,886	3,040	0	12,250	4,127	
580300 - Depreciation-Mach & Equip	35,039	21,378	29,959	70,555	50,335	
580500 - Depreciation-Bldg Add	1,133	850	1,133	1,133	1,133	
580600 - Depreciation-Vehicles	40,395	32,018	42,690	42,124	42,690	
580700 - Depreciation-Trmnt Plants	600,406	450,305	600,406	622,906	630,406	
580800 - Depreciation-Collection Systems	599,662	475,426	634,249	616,653	635,236	
581100 - Depreciation-Floor	211	158	211	211	211	
Total 580000 - Depreciation	1,281,731	983,175	1,308,648	1,365,832	1,364,138	-0.1%
585000 - Interest Expense						
585200 - Lease Purchase Int Exp	2,542	0	0	2,036	4,256	
585300 - Rocheport Loan Inter Exp	148	71	142	142	130	
585500 - SRF Interest Expense	297,185	121,967	243,872	263,916	188,569	
Total 585000 - Interest Expense	299,874	122,038	244,014	266,094	192,955	-27.5%
Total Expense	4,845,720	3,501,420	4,650,858	5,063,486	5,223,221	3.2%
Net Ordinary Income	150,433	318,922	407,848	(144,876)	(218,195)	
Other Income/Expense						
750000 - Non-Operating Income						
750200 - Sale of Real Estate						
850000 - Other Expenses						
852000 - Loss on Demolition of Plant	106,250	0	0	82,000	13,000	
853000 - Gain/Loss on Machinery & Equip	(7,239.13)	0	0			
Total 850000 - Other Expenses	99,011	0	0	82,000	13,000	
Net Income	51,422	318,922	407,848	(226,876)	(231,195)	

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DRAFT 2022 CASH FLOW SUMMARY

	Beginning Balance	\$	1,460,167
REVENUE		\$	5,005,026
EXPENSES (LESS DEP & INT)		\$	(3,666,127)
DEBT SERVICE PAYMENT		\$	(1,419,670)
CAPITAL ADDITIONS		\$	(319,000)
CAPITAL IMPROVEMENTS			
<u>CASH</u>			
Capital Improvements Rehab & Purchase		\$	(1,043,582)
Design		\$	(136,910)
Easement Acquisition		\$	-
Design Expense Recovered at Closing		\$	136,910
<u>BORROWED FUNDS</u>			
BORROWED FUNDS (Short Term/Lease Purchase)		\$	1,012,682
BORROWED FUNDS (Long Term)		\$	(250,913)
	End Balance	\$	1,029,496
	Add/Loss	\$	(430,671)

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Equipment Replacement Schedule

	DESCRIPTION	SERIAL NO.	BCRSD NO.	YEAR	LIFE	COST	FY22	FY23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29
MOPERM	Vehicles/Trailers													
9	2020 Dodge Ram 1500 Classic PU	3C6JR7DG9LG190012	1- Jason	2020	10	20,757								
12	Chevy International Dump Truck	3HAEUTAN1KH197543	10	2019	10	115,885								
8	2019 Dodge Ram 1500 Classic PU - 4 door	1C6RR7KG6KS581065	7 - Andy	2019	10	23,245								
4	Ford PU F-150	1FTMF1EF1HKC86878	14 - Virgil	2017	7	25,296			27,900					
1	Ford PU XL 3/4 Ton F-250	1FTBTF2B69GEC45204	15 - Scott	2016	7	25,167		27,684						
2	Ford PU 4WD Reg Cab F-150	1FTMF1EF9GKD82563	4 - Kevin	2016	7	24,133		27,900	-					
6	Ford F-150	1FTMF1EM7EKD69628	8 - Roy	2014	7	20,400	29,000							
7	Ford F-250 will replace with F150	1FTBF2B6XEEB67884	5 - Russ	2014	7	27,736	29,000							
3	FORD EXPLORER	1FMHK8B89BGA61822	2 - Tom	2011	10	23,339		26,000						
5	Chevy PU 4WD Ext Cab	1GCDT19E988204094	3	2008	10	16,245								
	Enclosed 7X16 Trailer (For Sludge Disposal Program)	not delivered yet		2020	10	10,695								
15	CCTV Inspection Trailer (Utility Trailer)	5GLBE1221GC000153	TV	2016	10	106,862				117,548				
10	2014 International 4300 Chassis - Tank Truck	1HTJTSKN1EH021953	12	2014	10	101,995			131,250					
11	Freightliner SEWER JET	1FVACYBS6BDAX4812	9	2011	10	189,910	310,000							
13	FORD F-550 - ONE TON/W Crane (new Chassis 2020)	1FDUF5HT5BEC25754	6	2011	7	79,665	110,000						120,000	
14	EAGER BEAVER HALX20 (BACK HOE TRAILER)	112H5V3193L062024	308	2003	10	12,475		17,000						
16	Starlite 8.6-23 Dovetapi (18.5'X96") Flatbed Trailer	13yfs23265co95424		2005	10	4,095	9500							
17	CMT 5X10 ONE AXLE/TILT Utility Trailer	47745101695400581	304	1995	10	550								
	17 Vehicles/Trailers All Insured			TOTAL VEHICLES		815,975	487,500	98,584	159,150	117,548	-	-	120,000	-

Equipment

1	Scag STTGIU-27KA Turf Tiger	B6600120	205	2006	10	8,800								
2	Ford New Holland Tractor bought from City in 2005	BD645576		1993	10	10,000								
3	10 Flow Meter (6@\$2000, 3@\$4000, 1@\$3000)	KA1409132001				4,500								
5	Bobcat T590 Track Loader	A3NR11111		2013	10	44,963		49,459						
7	CH&E 6" TRASH PUMP	C522500M	307	2000	15	15,600		25,000						
8	Kubota K Series Ecavator	26225		2013	10	83,000			91,300					
6	Generator Trailer Mount (Newtown PS)BALDOR T235	4TCSU10418H511271	306	2009	10	18,900		25,000						
11	TV Camera Monitoring Unit part of TV trailer line 14													
9	Hwy HH Baldor Generator -Triton ST-6SB-L-TY0001A25	4TCUS1060DH612295		2014	30	36,000								
12	Prairie Meadows Generator-Generac Model 6577250100	2089151		2006	30	77,206				84,927				
13	Martha's Grove Generator-Cummins	LO50861045			30									
14	Midway Crossing Generator-Generac	2093598			30									
15	Kinkade Crossing Caterpillar Generator	CAT00C44404B		2007	30									
16	Rocky Fork Kohler Generator	2064643			30									
	Green Hills Generator - Kohler Model 20REOZK	SGM32JLWN			30	20,000								
	Nursery Heights Generator - Kohler Model 40REOZK	5GM32K9XV			30	24,000								
	BOD Incubator Precision model 815 115 VAC (lab)	WB11638291		2011	10	4,410	6,500							
	18 Equipment (16 Insured +<90 Leases)			TOTAL EQUIPMENT		347,379	6,500	99,459	91,300	-	84,927	-	-	-
				GRAND TOTAL		1,163,354	494,000	198,043	250,450	117,548	84,927	-	120,000	-

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