

COASTAL WATER AUTHORITY
BAYPORT WATER SYSTEM PROJECT
2021 ANNUAL BUDGET

**RESOLUTION OF THE BOARD OF DIRECTORS OF COASTAL WATER AUTHORITY
ADOPTING THE FISCAL YEAR 2021 BUDGET AND SETTING CONVEYANCE FEES
FOR THE BAYPORT WATER SYSTEM PROJECT; AND MAKING CERTAIN
FINDINGS IN CONNECTION THEREWITH**

WHEREAS, Coastal Water Authority (the "Authority") is a governmental agency and a body politic and corporate created as a conservation and reclamation district pursuant to the Constitution and laws of the State of Texas, including Article XVI, Section 59, Texas Constitution, and Chapter 601, Acts of the 60th Texas Legislature 1967 (Regular Session), as amended (the "Act"); and

WHEREAS, the Board of Directors of the Authority (the "Board") is vested with all of the rights, powers and privileges, authorities and functions conferred and imposed by the Act as well as the general laws of the State of Texas applicable to water control and improvement districts and municipal utility districts created under Article XVI, Section 59 of the Texas Constitution that are not in conflict or inconsistent with the Act; and

WHEREAS, the Authority owns and operates the Bayport Water System, which is a system of a pump station and pipelines used for the conveyance of raw water sold by the City of Houston, Texas to industrial users; and

WHEREAS, the Authority is authorized under the Act and the general laws of the State of Texas, including §49.212 of the Texas Water Code, to adopt or enforce all necessary charges, mandatory fees, or rentals, for providing or making available any Authority facility or service; and

WHEREAS, the Authority has reviewed the projected water use for industrial users served by the Bayport Water System and prepared a budget for the Bayport Water System based upon the costs of the Authority's services, which include expected capital expenditures and the establishment of reasonable reserves; and

WHEREAS, the Finance and Audit Committee of the Authority has reviewed and approved the proposed Coastal Water Authority Bayport Water System Project 2021 Annual Budget (the "Fiscal Year 2021 Budget") and authorized the Executive Director and Chief Financial Officer of the Authority to distribute the proposed Fiscal Year 2021 Budget to users of the Bayport Water System for review and comment; and

WHEREAS, by a letter dated October 22, 2020, the Executive Director and Chief Financial Officer of the Authority distributed the proposed Fiscal Year 2021 Budget to users of the Bayport Water System, requested that users provide comments to the Authority regarding the Fiscal Year 2021 Budget no later than November 3, 2020, notified users that the Board would consider adoption of the Fiscal Year 2021 Budget at its meeting on November 10, 2020, and notified users that based on the proposed Fiscal Year 2021 Budget the Authority would set a conveyance fee of 19 cents per 1,000 gallons; and

WHEREAS the Authority has not received any comments from the users of the Bayport Water System regarding the Fiscal Year 2021 Budget or the proposed conveyance fee of 19 cents per 1,000 gallons; and

WHEREAS, the Board considered the above described matters, and has determined that the adoption of the Fiscal Year 2021 Budget and the conveyance fee of 19 cents per 1,000 gallons will allow the Authority to prudently operate and maintain the Bayport Water System and recover its costs of service associated with the operation of the Bayport Water System;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COASTAL WATER AUTHORITY, THAT:

Section 1: The findings and recitations set out in the preamble of this Resolution are found to be true and correct and are hereby adopted by the Board and made a part hereof for all purposes.

Section 2: The Board hereby approves and adopts the Fiscal Year 2021 Budget, a copy of which is attached hereto as **Exhibit A** and incorporated herein.

Section 3: The Board hereby approves and adopts a conveyance fee for the Bayport Water System of 19 cents per 1,000 gallons for Fiscal Year 2021.

Section 4: The terms that are defined in the recitals to this Resolution are incorporated herein for all purposes.

Section 5: The provisions of this Resolution shall be effective as of the date of adoption and shall remain in effect until modified by action of the Board.

Section 6: It is hereby officially found and determined that the meeting at which this Resolution was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given, all as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code.

[Execution page follows]

PASSED AND APPROVED this 10th day of November 2020.

DocuSigned by:
Wayne Klotz
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President, Board of Directors

ATTEST:



Secretary, Board of Directors

(SEAL)

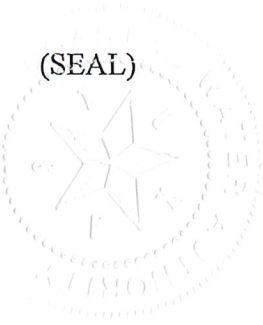


EXHIBIT A

COASTAL WATER AUTHORITY
BAYPORT WATER SYSTEM PROJECT
2021 ANNUAL BUDGET

COASTAL WATER AUTHORITY
BAYPORT WATER SYSTEM FUNDS
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2021 ANNUAL BUDGET

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COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 BUDGET SUMMARY
 2021 ANNUAL BUDGET

<u>APPLICATION OF FUNDS</u>	<u>2020 BUDGET</u>	<u>2020 PROJECTED</u>	<u>2021 BUDGET</u>
Expenditures (1)	\$1,743,700	\$1,724,000	\$1,815,900
Capital Outlay	<u>1,258,300</u>	<u>605,000</u>	<u>4,850,000</u>
Comparative Subtotal	3,002,000	2,329,000	6,665,900
Total Expenditures	3,002,000	2,329,000	6,665,900
Ending Fund Balances	<u>5,357,658</u>	<u>6,469,058</u>	<u>2,164,158</u>
Total Applications	<u>8,359,658</u>	<u>8,798,058</u>	<u>8,830,058</u>
 <u>SOURCE OF FUNDS</u>			
Beginning Fund Balances	5,853,158	6,418,058	6,469,058
Investment Income	<u>90,000</u>	<u>60,000</u>	<u>5,000</u>
Subtotal Sources	5,943,158	6,478,058	6,474,058
Subtotal	5,943,158	6,478,058	6,474,058
System Revenue	<u><u>\$2,416,500</u></u>	<u><u>\$2,320,000</u></u>	<u><u>\$2,356,000</u></u>

(1) Includes assets purchased

COASTAL WATER AUTHORITY
BAYPORT WATER SYSTEM FUNDS
FACTS AND ASSUMPTIONS
2021 ANNUAL BUDGET

FACTS

1. The 2021 budget is prepared on a cash basis.
2. Bayport Water System books and records consist of five funds, which are Operating Fund, Operating Reserve Fund, Special Projects Emergency Reserve, Revenue Fund and the Capital Improvement Fund.
3. The required fund balances have been reflected at minimum balances.
4. Bayport is charged with direct salary and costs as well as an allocation of certain general items based upon an overall payroll allocation of 9.2%.

ASSUMPTIONS

1. Salaries anticipates funding the employee benefits of one field retiree.
2. Assumes timely payment of billings by Bayport customers.
3. The Operating Fund should be maintained at a \$400,000 balance and the Operating Reserve Fund should be maintained at a level equal to 3 months of the Operating Expense.

COASTAL WATER AUTHORITY
BAYPORT WATER SYSTEM FUNDS
RECONCILIATION OF 2020 BUDGET TO 2021 BUDGET

	2020 Budget to 2021 Budget
2020 Budget	<u>\$1,743,700</u>
Field Salaries	2,800
Materials & Supplies	47,300
Contract Labor & Equipment	(31,700)
Utilities	5,800
Administrative Expense	9,800
General Operating Expenses	37,700
Engineering, Legal & Professional	<u>500</u>
Subtotal	<u>72,200</u>
2021 Budget	<u><u>\$1,815,900</u></u>

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 STATEMENT OF REVENUES AND EXPENDITURES
 2021 ANNUAL BUDGET

	<u>2020</u> <u>BUDGET</u>	<u>2020</u> <u>PROJECTED</u>	<u>2021</u> <u>BUDGET</u>
REVENUES			
Interest on Investments	\$90,000	\$60,000	\$5,000
Service Revenues	<u>2,416,500</u>	<u>2,320,000</u>	<u>2,356,000</u>
Total Revenue	<u>2,506,500</u>	<u>2,380,000</u>	<u>2,361,000</u>
EXPENDITURES			
Field Salaries	705,600	670,000	708,400
Materials & Supplies	136,300	126,000	183,600
Contract Labor & Equipment (1)	269,400	290,000	237,700
Utilities	81,700	75,000	87,500
Administrative Expenses	295,500	294,000	305,300
General Operating Expenses	174,900	190,000	212,600
Engineering, Legal & Professional	<u>80,300</u>	<u>79,000</u>	<u>80,800</u>
Subtotal	<u>1,743,700</u>	<u>1,724,000</u>	<u>1,815,900</u>
Construction Program	<u>1,258,300</u>	<u>605,000</u>	<u>4,850,000</u>
Capital Outlay	<u>1,258,300</u>	<u>605,000</u>	<u>4,850,000</u>
Total Expenditures	<u>3,002,000</u>	<u>2,329,000</u>	<u>6,665,900</u>
	(2)	(3)	(4)
Net Increase (Decrease) in Fund Balances	<u>(\$495,500)</u>	<u>\$51,000</u>	<u>(\$4,304,900)</u>

(1) Includes assets purchased.

(2) Net decrease is a result of Construction Fund Balance and a decrease in required reserves funds

(3) Net decrease is a result of Construction Fund Balance and an increase in required reserves funds

(4) Net decrease is a result of Construction Fund Balance and a decrease in required reserves funds

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 RECONCILIATION OF FUND ACTIVITY
 2021 ANNUAL BUDGET

	REVENUE FUND	CAPITAL IMPROVEMENT FUND
Beginning Balance	\$0	\$5,100,000
Service Revenue	2,356,000	0
Interest Earnings	0	4,270
Transfer - Service	(2,356,000)	522,250
Expenses	0	0
Capital Outlay	0	(4,850,000)
Net Activity	0	(4,323,480)
Ending Balance	\$0	\$776,520

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 RECONCILIATION OF FUND ACTIVITY
 2021 ANNUAL BUDGET

	OPERATING FUND	OPERATING RESERVE FUND	SPECIAL PROJECT EMERGENCY RESERVE FUND	TOTAL BAYPORT WATER SYSTEM FUND
Beginning Balance	\$400,000	\$435,925	\$533,133	\$6,469,058
Service Revenue	0	0	0	2,356,000
Interest Earnings	\$200	0	530	5,000
Transfer - Service	\$1,815,700	18,050	0	-
Expenses	(1,815,900)	0	0	(1,815,900)
Capital Outlay	0	0	0	(4,850,000)
Net Activity	0	18,050	530	(4,304,900)
Ending Balance	\$400,000	\$453,975	\$533,663	\$2,164,158

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 REVENUES AND BILLING RATES
 2021 ANNUAL BUDGET

	<u>2020 BUDGET</u>	<u>2020 PROJECTED</u>	<u>2021 BUDGET</u>
Gallons (in thousands)	12,718,500	12,210,500	12,400,000
Rate/1000 gallons	\$0.19	\$0.19	\$0.19
Revenue	<u>\$2,416,500</u>	<u>\$2,320,000</u>	<u>\$2,356,000</u>

COASTAL WATER AUTHORITY
BAYPORT WATER SYSTEM FUNDS
INVESTMENT AND OTHER INCOME
2021 ANNUAL BUDGET

INVESTMENT INCOME

Average Cash and Investments	\$5,000,000
Average Effective Interest Rate	0.10%
Total	<u><u>\$5,000</u></u>

OTHER INCOME

Bayport Water System does not anticipate any miscellaneous income.

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 SUMMARY OF GENERAL AND ADMINISTRATIVE EXPENDITURES
 2021 ANNUAL BUDGET

<u>GENERAL AND ADMINISTRATIVE EXPENDITURES</u>	<u>2020 BUDGET</u>	<u>2020 PROJECTED</u>	<u>2021 BUDGET</u>
ADMINISTRATIVE	\$295,500	\$294,000	\$305,300
GENERAL OPERATING (Insurance)	174,900	190,000	212,600
ENGINEERING, LEGAL & PROFESSIONAL	<u>80,300</u>	<u>79,000</u>	<u>80,800</u>
Total	<u><u>\$550,700</u></u>	<u><u>\$563,000</u></u>	<u><u>\$598,700</u></u>

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 ADMINISTRATIVE EXPENSES
 2021 ANNUAL BUDGET

Administrative Salaries	\$99,820 (1)
Pension Plan Contribution (11.8% of total compensation)	95,370
Payroll Taxes (7.65% of total compensation)	61,829
Office Lease and Utilities	29,440 (1)
Office Supplies	3,220 (1)
Travel, Meetings and Parking	2,300 (1)
Directors Compensation	2,760 (1)
Printing and Reproduction	2,300 (1)
Telephone/ Data Maintenance	3,680 (1)
Vehicle: Gas & Maintenance	920 (1)
Payroll / Employee Processing Services	2,300 (1)
Miscellaneous	1,380 (1)
	<u>\$305,319</u>

(1) Allocated based upon payroll estimate of 9.2%.

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 OFFICE SALARY ALLOCATION
 2021 ANNUAL BUDGET

Executive Director

Chief Financial Officer

Chief Accountant

Senior Accountant

Senior Accountant

Senior Accountant

Senior Accountant

Administrative Assistant

	Base Office Salaries	1,085,000
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Office Allocation Factor (1)

	Bayport Office Salaries	9.2%
	Bayport Office Salaries	\$99,820

(1) Based upon payroll estimate allocation

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 GENERAL OPERATING EXPENSES
 2021 ANNUAL BUDGET

INSURANCE PREMIUM DESCRIPTION

Property Insurance	\$20,000	(1)	(5)
Texas Commercial Policy (General Liability)	2,760	(3)	(5)
Public Official & Employees Liability	1,104	(3)	(4) (7)
Pension - Fidelity Bond	18	(3)	(4)
Pension - Fiduciary Responsibility	690	(3)	(5)
Medical Insurance	156,400	(3)	(6) (7)
Public Official Position (Director Fidelity)	110	(3)	(4)
Automobile Insurance	2,392	(3)	(5)
Workers Compensation	12,420	(3)	(5) (7)
Dental Insurance	6,900	(3)	(5) (7)
Vision Insurance	1,564	(3)	(5) (7)
Combined Group Life/Short & Long Term Disability	8,280	(3)	(5) (7)
	<u>\$212,638</u>		

- (1) Allocated based upon total insurable value of 4%.
- (3) Allocated based upon total payroll estimate of 9.2%.
- (4) Assumes no rate increase.
- (5) Assumes 5% rate increase.
- (6) Assumes 10% rate increase.
- (7) Assumes full employment.

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 ENGINEERING, LEGAL AND PROFESSIONAL EXPENSES
 2021 ANNUAL BUDGET

Engineering Services	\$40,000	(1)
Legal Services	10,000	(3)
Accounting & Auditing	6,072	(2)
Computer Support services	7,360	(2)
Website Development & Maintenance	3,680	(2)
Hardware, Software Upgrades and Maintenance	3,680	(2)
Miscellaneous Bank Fees	10,000	(3)
	\$80,792	

(1) Based upon specific services

(2) Allocated based upon total payroll estimate of 9.2%.

(3) Based upon specific and allocated services

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 SUMMARY OF FIELD EXPENDITURES
 2021 ANNUAL BUDGET

<u>FIELD EXPENDITURES</u>	<u>2020 BUDGET</u>	<u>2020 PROJECTED</u>	<u>2021 BUDGET</u>
SALARIES	\$705,600	\$670,000	\$708,400
MATERIALS & SUPPLIES	136,300	126,000	183,600
CONTRACT LABOR AND EQUIPMENT	216,400	237,000	217,700
Purchased	53,000	53,000	20,000
Subtotal	<u>269,400</u>	<u>290,000</u>	<u>237,700</u>
UTILITIES	81,700	75,000	87,500
Total	<u><u>\$1,193,000</u></u>	<u><u>\$1,161,000</u></u>	<u><u>\$1,217,200</u></u>

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 FIELD EXPENDITURES BY LOCATION
 2021 ANNUAL BUDGET

<u>LOCATIONS</u>	<u>FIELD SALARIES</u>	<u>MATERIALS AND SUPPLIES</u>	<u>CONTRACT LABOR AND EQUIPMENT</u>	<u>UTILITIES</u>	<u>LOCATION TOTAL</u>
Bayport Pump Station	\$388,150	\$46,000	\$213,700	\$87,500	\$735,350
Bayport Distribution System	320,246	137,600	24,000	0	481,846
	<u>\$708,396</u>	<u>\$183,600</u>	<u>\$237,700</u>	<u>\$87,500</u>	<u>\$1,217,196</u>

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 SUMMARY OF FIELD SALARIES BY LOCATION
 2021 ANNUAL BUDGET

<u>LOCATION</u>	<u>BASE COMPENSATION</u>	<u>RETIREE PAY (1)</u>	<u>4% OVERTIME (2)</u>	<u>TOTAL</u>
Bayport Pump Station	\$301,106	\$75,000	\$12,044	\$388,150
Bayport Distribution System	307,929	0	12,317	320,246
	<u>\$609,035</u>	<u>\$75,000</u>	<u>\$24,361</u>	<u>\$708,396</u>

- (1) Allows for employee benefit payments to retirees.
 (2) Provides for minimum overtime.

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 ANALYSIS OF BASE FIELD SALARIES BY FUNCTION AND LOCATION
 2021 ANNUAL BUDGET

<u>LOCATION AND FUNCTION</u>	<u># OF EMPLOYEES</u>	<u>MAN HOURS (4)</u>	<u>AVG. RATE PER HOUR</u>	<u>BASE SALARIES</u>
<u>MANAGEMENT (1)</u>				
Bayport Pump Station	0.05	104	\$71.25	\$7,410
Bayport Distribution System	0.05	104	71.25	7,410
Subtotal	<u>0.10</u>	<u>208</u>	<u>71.25</u>	<u>14,820</u>
<u>SUPERVISORY PERSONNEL (2)</u>				
Bayport Pump Station	0.40	832	63.65	52,957
Bayport Distribution System	0.30	624	63.65	39,718
Subtotal	<u>0.70</u>	<u>1,456</u>	<u>63.65</u>	<u>92,675</u>
<u>ALL OTHER PERSONNEL (3)</u>				
Bayport Pump Station	3.60	7,488	32.15	240,739
Bayport Distribution System	3.90	8,112	32.15	260,801
Subtotal	<u>7.50</u>	<u>15,600</u>	<u>32.15</u>	<u>501,540</u>
Total Base Salaries	<u>8.30</u>	<u>17,264</u>	<u>\$35.28</u>	<u>\$609,035</u>

- (1) Includes Manager of Operations and Production, Manager of Security & General Superintendent.
- (2) Includes Superintendents, Master Electrician, Administrator OPM, and Purchasing Agent.
- (3) Includes Foremen, Electricians and Operators for construction, electrical, maintenance, and all routine operating functions.
- (4) Estimated number of employees at 2,080 hours per year.

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 ANALYSIS OF MATERIALS AND SUPPLIES BY LOCATION
 2021 ANNUAL BUDGET

LOCATION AND DESCRIPTION

BAYPORT PUMP STATION

Air Conditioning Repair Parts	\$1,500
Building / Grounds Maintenance	4,000
Electrical / Instrument	6,000
Herbicides / Insecticides	3,000
Mechanical, Plumbing, Valves, etc.	2,500
Miscellaneous Supplies	13,200
Office / Administrative	2,100
Oils and Lubricants	4,000
Power Tools, Hand Tools & Equip.	6,000
Access Control Devices	3,700
	<u>46,000</u>

BAYPORT DISTRIBUTION

Automotive / Equipment Repair Parts	15,000
Building / Grounds Maintenance	1,000
Diesel Fuel	11,100
Electrical / Instrument	4,000
Gasoline	9,000
Herbicides / Insecticides	10,000
Mechanical, Plumbing, Valves, etc.	5,500
Miscellaneous Supplies	8,000
Oils and Lubricants	5,000
Power Tools, Hand Tools & Equip.	10,000
Road Base, Sand, Rock, Rip Rap, etc.	50,000
Tires & Batteries	6,000
Welding Equip & Supplies	3,000
	<u>137,600</u>

	<u>Total</u>	<u>\$183,600</u>
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COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 ANALYSIS OF CONTRACT LABOR AND EQUIPMENT BY LOCATION
 2021 ANNUAL BUDGET

LOCATION AND DESCRIPTION

BAYPORT PUMP STATION	
Security: Contract Guards	\$163,200
Major Motor Repair, 1 each	15,000
Major Pump Repair, 1 each	12,000
Annual Service Contracts:	
Crane Test/Certification	600
Pest Control Service	600
Substation, Relay Testing	1,700
Uniform Service	3,500
Generator Load Testing	800
Hydra Security System Maintenance Contract	6,300
Asset Management Software Upgrade	2,500
Purchase Equipment (Allocated) :	
New Dewatering Pump 2K - 2.5K GPM	7,500
	<u>213,700</u>
BAYPORT DISTRIBUTION	
Equipment Rental Services	10,000
Asset Management Software Upgrade	1,500
Purchase Equipment (Allocated) :	
New Dewatering Pump 2K - 2.5K GPM	12,500
	<u>24,000</u>
Total	<u><u>\$237,700</u></u>

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 ANALYSIS OF UTILITIES BY LOCATION
 2021 ANNUAL BUDGET

ELECTRICITY					
LOCATION	KW HOURS	AVG. RATE PER HOUR (1)	AMOUNT	ALL OTHER (2)	TOTAL
Bayport Pump Station	290,000	\$0.2500	\$72,500	\$15,000	\$87,500
	<u>290,000</u>	<u>\$0.2500</u>	<u>\$72,500</u>	<u>\$15,000</u>	<u>\$87,500</u>

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

COASTAL WATER AUTHORITY
 BAYPORT WATER SYSTEM FUNDS
 CAPITAL OUTLAYS
 2021 ANNUAL BUDGET

		<u>BAYPORT CAPITAL IMPROVEMENT FUND</u>
<u>Water Line Replacement:</u>		
Design - Phase 3	\$ 150,000	
Construction Phase	4,000,000	\$ 4,150,000
 <u>ROW Acquisition Support - HP 410/411 Extention</u>		
ROW Acquisition Support	50,000	
Easements Acquisition	650,000	700,000
	Total Capital Outlays	\$ 4,850,000