

BUDGET

2019/2020



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South Suburban Sanitary District
2019/2020 Budget
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**South Suburban Sanitary District
Budget Committee**

2019/2020 Annual Budget

Board of Directors

Charles R Dehlinger

James Bellet

Michael G. Griffith

Citizens

Leonard Harrington

Charles Kujawski

Anders Rasmussen

District Staff

Michael Fritschi

General Manager

Cindy Oden

Director of Administrative Services

Sally Bratton

Supervisor of Wastewater Treatment Plant

Clay Northrop

Supervisor of Collection System

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Board of Directors

Position 1 - Michael G. Griffith

Position 2 - James Bellet

Position 3 - Charles R. Dehlinger

General Manager/Secretary

Michael Fritschi

2201 Laverne Avenue
 Klamath Falls, OR. 97603
 Phone 541.882.5744 Fax 541.882.5013
 www.sssd.org

2019/2020 BUDGET CALENDAR

	<i>Event</i>	<i>Meeting Date</i>
	1. Appoint budget officer	March 12, 2019
	2. Prepare proposed budget	April 12, 2019
	3. Print 1 st notice of budget committee meeting (not more than 30 days before the meeting)	
	4. Print 2 nd notice of budget committee meeting (at least 5 days after 1 st notice, but not less than 5 days before meeting)	
	5. Budget committee meets	May 14, 2019
	6. Budget committee meets if needed	May 15, 2019
	7. Publish notice of budget hearing. (5 to 30 days before hearing)	
	8. Hold budget hearing (Board)	June 18, 2019
	9. Enact resolutions to: Adopt budget make appropriations, Impose and categorize taxes.	June 18, 2019
	10. Submit tax certification documents to the assessor by July 15, 2019	July 15, 2019

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South Suburban Sanitary District Financial Policies

To adopt a balanced budget annually in accordance with State law, wherein revenues equal expenditures.

Current operating expenditures (which exclude capital projects), will not be financed by debt.

South Suburban Sanitary District (SSSD) will charge sewer service fees and system development charges, and all other fees to recoup the full cost of providing the service to customers. Sewer service will be billed annually with a 4% discount to customers paying their entire bill by September 30th , otherwise customers are expect to pay their bill quarterly.

SSSD offers an annual Senior Citizen discount of 15% of the annual sewer charge to our customers who are age 65 years of age or older and are the owner/occupant of the service address.

System Development Charges (SDCs) will be collected on all properties that connect to sewers. These fees are based on the costs of projected capital improvements needed to increase the capacity of the sanitary sewerage collection, transmission, and/or treatment systems and shall provide for a credit against the improvement fee for the construction of any qualified improvement.

System Development Charges (SDCs) may be waived due to a medical hardship. Applicants must file a temporary use permit (TUP) with Klamath County Planning Department. Klamath County Planning Department must approve the TUP and it must be accompanied with a certification from a physician.

SSSD manages risk with the commitment to ensure that its revenues are managed to provide returns that are of greatest benefit to the community with the lowest amount of risk.

SSSD's general investment goals are to conservatively invest monies in semi-liquid investments to receive the greatest amount of return based in our current economy.

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SOUTH SUBURBAN SANITARY DISTRICT

2019-2020 Annual Budget

BUDGET PROCESS

Budget Preparation

South Suburban Sanitary District must prepare and adopt an annual budget in accordance with Oregon's Local Budget Law found in the Oregon Revised Statutes (ORS) 294.305 to 294.565.

Our budget preparation is a long process and we usually start this process some time in February with the preparation of revenue and expense estimates. The General Manager, Director of Administrative Services, Supervisor of Wastewater Treatment Facility, and the Supervisor of the Collection System review these estimates and develop the capital outlay plan for the District as a whole.

The Budget Officer, whom is appointed by the District Board of Directors, will present this proposed budget and the budget message to our Budget Committee in May. The Budget Committee is comprised of three members appointed by the Board of Directors and the three elected Board members. The appointed members serve a three year staggered term, so that one third of the member terms end each year.

The Budget Committee is required by ORS to meet in order to hear the budget message, receive the budget document, hear persons, and approve the budget document in time to allow for the adoption of the budget prior to June 30th each year.

After the Budget Committee approves the budget document, a summary is published in a local newspaper. The summary contains information on the approved budget, the current year's budget, and the preceding year's actual resources and expenditures. The summary must state the estimated budget resources and expenditures by fund, the outstanding indebtedness and indebtedness authorized but not yet incurred, and an estimate of ad valorem taxes. A Public Hearing is held, usually at the June Board Meeting, to discuss and hear public testimony in regards to the programs included in the budget. After the close of the public hearing the Board of Directors adopts the budget and makes appropriation by resolution.

Budget Amendment Process

The Board may adopt by resolution changes that decrease on an existing appropriation and increase on another for reasons unforeseen at the time of adoption of the original budget. Changes of ten percent or more to any fund require a supplemental budget, which involves a process similar to the annual budget process and requires a public hearing.

Budget Basis

The District's budgetary basis of accounting is different from the preparation of the District financial statements in conformity with generally accepted accounting principles (GAAP). The District prepares their budget using the cash basis of accounting. Under this method of recording accounting transactions for revenue and expenses only when the corresponding cash is received or payments are made. Thus, you record revenue only when a customer pays for a billed product or service, and you record a payable only when it is paid by the company

During the year, expenditures and revenues are closely monitored to ensure compliance with the adopted budget and state laws. Detailed budget comparisons are prepared and reviewed with management and the Board of Directors each month.

Annually, an outside independent certified public accountant performs an audit of the year-end financial statements of the District, including the schedule of actual revenues and expenditures in comparison to the adopted budget, and files the audit report with the State of Oregon.

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Board of Directors

Position 1 - Michael G. Griffith

Position 2 - James Bellet

Position 3 - Charles R. Dehlinger

General Manager/Secretary

Michael Fritschi

**BUDGET MEETING
May 14, 2019
5:00 P.M.
AGENDA**

- 1. Call to Order**
- 2. Roll Call**
- 3. Introductions**
- 4. Appoint Chairman**
- 5. Reading of the Budget Message**
- 6. Budget Discussion by Budget Committee**
- 7. Public Input**
- 8. Budget Changes or Corrections**
- 9. Motion to Approve the Budget**
- 10. Call for the good of the order**
- 11. Adjourn**

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Budget Message – FY 2019-2020

DISTRICT BUDGET

The proposed Budget for the South Suburban Sanitary District for fiscal year 2019-2020 was prepared by the budget officer in accordance with the directions of the Board of Directors and the current State of Oregon Department of Revenue, ORS 294.305-294.565 titled, "Local Budget Law."

Per direction of the Board, the District will operate the municipal corporation on an accrual basis, maintain the budget on a cash basis, and will adhere to the relevant aspects of the financial reporting standards, commencing July 1, 2019 that were established in Statement 34 by the Government Accounting Standards Board in June 1999. Relative to this practice, all revenues realized by the District, over the required operating costs, will be invested in capital assets to begin capital improvements that will be needed in the next five to six years.

The proposed budget is for departmental funds established for the sole purpose of reflecting the anticipated revenue and expenses needed for the capital, material, supplies and services required to collect, treat and dispose of wastewater.

OVERVIEW OF PREVIOUS FISCAL YEAR 2018-2019

With approximately two months remaining in the current fiscal year, spending in Personal Services, Contract/Materials & Services, and Capital Outlay are projected to be under budget in all spending categories in all departments, with the exceptions of Administrative Contract Services, Collection Personal Services, and Treatment Capital Outlay categories. While these categories are expected to be exceeded, each department is projected to remain within the total department budget without utilizing contingencies. See table 1.

The Collection system Personnel Services is likely to come in at approximately 11% (\$41,101) over budget due primarily to labor allocation actions taken earlier in the fiscal year, when an FTE was transferred over to the Collections System department to allow a more effective labor distribution. Administration contract services is likely to be exceeded by 12% (\$2,075) due primarily to additional legal fees utilized throughout the fiscal year. The Treatment Plant Capital Outlay is forecasted to be exceeded by 4.8% (\$121,800) due mainly to higher than expected bid results, project change orders, and increased SCADA panel costs related to the Texum Pump Station Project. In addition, the District has increased work on the District Wastewater Facility Plan (est \$42,000 for the remainder of the fiscal year) in light of DEQ notification this fiscal year

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South Suburban Sanitary District
Budget Message – FY 2019-2020

SUMMARY OF SPENDING - FISCAL YEAR 2018 -

Table 1. FY 18-19 Adopted Spending Categories vs. Projected

Dept.	Item	Projected Spending FY 2018-19	Spent as of 4-29-19	Adopted Budgeted FY 2018-2019	Difference	% Projected over (-) under(+)
Admin	Capital Outlay	\$5,500	\$2,791	\$7,596	\$2,096	27.6%
	Personal Services	\$367,511	\$305,034	\$370,153	\$2,642	0.7%
	Contract Services	\$19,579	\$17,169	\$17,504	-\$2,075	-11.9%
	Materials & Services	\$34,831	\$28,910	\$41,949	\$7,118	17.0%
Total Administration		\$427,420	\$353,903	\$437,202	\$9,782	2.2%
Collections	Capital Outlay	\$379,545	\$315,023	\$423,295	\$43,750	10.3%
	Personal Services	\$510,350	\$423,590	\$462,643	-\$47,707	-10.3%
	Contract Services	\$43,938	\$41,280	\$46,174	\$2,236	4.8%
	Materials & Services	\$132,876	\$110,287	\$135,920	\$3,044	2.2%
Total Collections		\$1,066,710	\$890,180	\$1,068,032	\$1,322	0.1%
Treatment	Capital Outlay	\$1,788,971	\$1,611,174	\$1,667,132	-\$121,839	-7.3%
	Personal Services	\$220,118	\$182,698	\$252,648	\$32,530	12.9%
	Contract Services	\$34,535	\$28,664	\$44,833	\$10,298	23.0%
	Materials & Services	\$324,574	\$269,397	\$440,675	\$116,101	26.3%
Total Treatment		\$2,368,199	\$2,091,933	\$2,405,288	\$37,089	1.5%
TOTAL	Capital Outlay	\$2,174,016	\$1,928,988	\$2,098,023	-\$75,993	-3.6%
	Personal Services	\$1,097,979	\$911,323	\$1,085,444	-\$12,535	-1.2%
	Contract Services	\$98,052	\$87,113	\$108,511	\$10,459	9.6%
	Materials & Services	\$492,281	\$408,593	\$618,544	\$126,263	20.4%
	All Categories		\$3,862,329	\$3,336,017	\$3,910,522	\$48,193

Major Capital Outlay projects completed in fiscal year 2018-2019 include efforts to address deferred rehabilitation of infrastructure and to support future planning and operations activities:

Administration:

- The District Office file server has been updated.
- The project to repaint the District Office interior is slated to be completed.
- The District completed a study of the feasibility of completing a 700-kW Solar Net-Metering project on existing District property to dramatically reduce/eliminate the District’s energy costs in the future. The study indicates a 10-13 return on investment period and the potential to save close to \$2 million in energy costs over a 25-year period.

Collection System:

- Continued practice of joint projects with the City of Klamath Falls where applicable and, in the District’s, best interest.

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South Suburban Sanitary District

Budget Message – FY 2019-2020

- Continued to install service line clean-outs where not in existence and when economically effective to do so.
- Continued identification of maintenance intensive service laterals, manholes, and mainline sections for consideration for future repair.
- Continued CCTV inspection efforts concentrated in known critical areas of the collection system in GIS Phase III, scoring defects and adding information directly to Geographical Information System for future planning use.
- Acquired a replacement Ford f350 service vehicle. Staff have outfitted the vehicle and placed it in service
- Identified areas within the District service area that are not currently being served by the District. The District completed an analysis of the costs associated with serving the approximately 100 residents of the Skyline Subdivision and Watson road areas

Treatment Facility:

- older discharge line under the railroad tracks replaced. The new pump station has a capacity of approximately 3-4 times higher than that of the old station in order to be able to meet flows predicted using the 5-year storm analysis as a benchmark for capacity.
- The District has replaced an influent pump at the Influent Pump Station with a newer more redundant model that resists corrosion and results in an efficiency increase of approximately 20-25%. The District now has (2) out of the (4) pumps replaced with this superior pump.
- The District initiated construction of a structure to house the air compressor system at the Henley pump station. The housing will protect the compressor and allow year-round use of the compressor as the designed measure to prevent hydrogen sulfide from forming in the discharge line that connects with a mainline on Keller road.
- The District was notified this year that a new NPDES permit will be required. The District has re-initiated work on the District facility plan to address the required NPDES permit.
- The District has begun a land acquisition search to support the potential for the District to reuse treated effluent for fodder crop irrigation. Effluent irrigation was identified as the lowest cost alternative in previous versions of the District Facilities Plan.

SUMMARY OF INCOME FY 2018-19

Revenue is projected to come in at approximately \$6.07 M (3.9% over the budgeted amount) based on anticipated service revenues at historical 85% received of billed, considering Klamath County turnover. Revenue is higher this fiscal year due to approximately \$1.08M to be received from the City of Klamath Falls and Klamath County, for their respective allocations for the Texum Pump Project. The total of all spending categories is projected to come in at approximately \$3.82M, \$2.25M under the projected income for fiscal year 2018-2019. See Table 2.

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South Suburban Sanitary District
Budget Message – FY 2019-2020

Table 2. FY 2018-19 Adopted Income Categories vs. Projected

Item	Projected Income FY 2018-19	Received as of 4-29-19	Adopted Budget FY 2018-2019	Difference	% Projected over (+) under (-)
<i>All Sewer Fees (in million \$'s)</i>	\$3,673,000	\$3,428,405	\$3,672,944	\$56	0.0%
<i>Klamath County Prior Years (in million \$'s)</i>	\$659,147	\$547,092	\$584,860	\$74,287	12.7%
<i>Texum Pump Agreement (in million \$'s)</i>	\$1,084,203	\$816,872	\$1,038,172	\$46,031	4.4%
<i>Interest on Investments (in million \$'s)</i>	\$653,227	\$542,178	\$544,314	\$108,913	20.0%
<i>Ord #47, Fee Penalty and Interest, and misc. revenue (in \$'s)</i>	\$38,415	\$31,884	\$37,591	\$824	2.2%
<i>System Development Charges (in \$'s)</i>	\$67,407	\$55,948	\$66,434	\$973	1.5%
<i>Lease Income (in \$'s)</i>	\$1,855	\$1,855	\$1,855	\$0	0.0%
<i>Henley School Agreement (in \$'s)</i>	\$25,500	\$22,760	\$14,394	\$11,106	77.2%
<i>Grant Revenue (in \$'s)</i>	\$23,926	\$23,926	\$41,500	-\$17,574	-42.3%
<i>Total Income (in million \$'s)</i>	\$6,069,577	\$5,334,547	\$5,840,290	\$229,286	3.9%

PROPOSED BUDGET FISCAL YEAR 2019-2020

It is the goal of the District Management Team to continue to assemble a budget that more closely correlates with actual expenditures while providing quality service, properly maintaining infrastructure, and planning for the future. It is the goal of this Management to further reduce consumables expenditures while investing more in long term capital assets that add value to the District.

DISTRICT INFRASTRUCTURE

Capital funds have been suggested in the proposed budget for fiscal year 2019-2020 to support District Manager goals as presented to the Board in May of 2019. The suggested budget allocations are in support of the following District Manager capital goals

Administration Infrastructure

Procure and put into place new cloud-based utility billing software. Investigate utilizing semiannual billing.

Collections System Infrastructure Goals:

Introduce a new cloud-based GIS system and connect to asset management software. Collection System projects including GIS Phase IV addition to be integrated into the GIS program. Complete several trenchless service lateral repair projects identified in FY 17-18. Complete Design and begin construction of sewer improvements for the Skyline subdivision and Watson Road areas to serve customers within the District service area.

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South Suburban Sanitary District Budget Message – FY 2019-2020

Treatment Facility Infrastructure Goals:

Complete wastewater facility projects including construction of minor improvements in the Contact Tank embankment to ensure interim use of the contact tank. Remove accumulated Grit from the south east corner of Treatment Lagoon #4a to allow proper aeration and treatment within the lagoon. Complete the installation of an alternate chlorination system and required calcium hypochlorite storage to maintain redundancy in chlorination.

Complete wastewater facility projects to maintain NPDES compliance with respect to the Upper Klamath Lake TMDL including completion of the Wastewater Facility Plan, NPDES permit renewal application, Water Pollution Control Facility Permit application, acquisition of effluent land application acreage, Recycled Water Plan, Preliminary Design and Environmental Report for the project, and begin the Clean Water State Revolving Fund Loan application process.

Introduce a new asset management program to track and provide automated preventative maintenance program for Treatment Facility assets. Integrate the asset management program into the District cloud-based global GIS program.

Install a solar net metering project to match the District's current and near future power needs for all departments.

SUMMARY OF PROPOSED BUDGET CATAGORIES FOR FISCAL YEAR 2019-2020

Table 3. Proposed Spending Categories FY 19-20 vs. Adopted Spending Categories FY 18-19

Dept.	Item	Proposed Budget FY 2019-20	Adopted Budgeted FY 2018-2019	Difference from last FY	% Projected over (+) under(-)
Admin	Capital Outlay	\$ 2,559	\$ 7,596	\$ (5,037)	-66.3%
	Personal Services	\$ 404,061	\$ 370,153	\$ 33,908	9.2%
	Contract/Material Services	\$ 84,022	\$ 59,453	\$ 24,569	41.3%
	Total Administration	\$ 490,642	\$ 437,202	\$ 53,440	12.2%
Collections	Capital Outlay	\$ 1,975,852	\$ 423,295	\$ 1,552,557	366.8%
	Personal Services	\$ 506,346	\$ 462,643	\$ 43,703	9.4%
	Contract/Material Services	\$ 181,363	\$ 182,094	\$ (731)	-0.4%
	Total Collections	\$ 2,663,561	\$ 1,068,032	\$ 1,595,529	149.4%
Treatment	Capital Outlay	\$ 13,345,201	\$ 1,667,132	\$ 11,678,069	700.5%
	Personal Services	\$ 244,331	\$ 252,648	\$ (8,317)	-3.3%
	Contract/Material Services	\$ 522,787	\$ 485,508	\$ 37,279	7.7%
	Total Treatment	\$ 14,112,319	\$ 2,405,288	\$ 11,707,031	486.7%
TOTAL	Capital Outlay	\$ 15,323,612	\$ 2,098,023	\$ 13,225,589	630.4%
	Personal Services	\$ 1,154,738	\$ 1,085,444	\$ 69,294	6.4%
	Contract/Material Services	\$ 788,172	\$ 727,055	\$ 61,117	8.4%
	Total All Catagories	\$ 17,266,522	\$ 3,910,522	\$ 13,356,000	341.5%
Contingencies	Administration	\$ 21,793	\$ 17,005	\$ 4,788	28.2%
	Collections	\$ 358,919	\$ 127,613	\$ 231,306	181.3%
	Treatment	\$ 1,288,748	\$ 297,520	\$ 991,228	333.2%
	All Catagories	\$ 1,669,460	\$ 442,138	\$ 1,227,322	277.6%

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South Suburban Sanitary District Budget Message – FY 2019-2020

CAPITAL OUTLAY

Total District Capital Outlay is proposed to increase by approximately \$13.36M, primarily due to a budget allocated for property procurement, a solar energy project, and to provide new sewer infrastructure to a large area of the District not currently served. The Capital Outlay budget is intended to address several key projects including:

1 Collection System Infrastructure

- a. Continue using PACP coding methodology for rating sewer pipe and recording through CCTV, to begin Phase IV of GIS integration– \$182,000
- b. Initiate Phase III Service Lateral Rehabilitation Project, including trenchless repairs, repair laterals on City Water Line Project areas, and replace service line clean-outs when efficient to do so – \$280,000
- c. Add an extension to the existing standalone garage to be able to better house District Hydro-excavators, the new District flush truck, CCTV Van, and other heavy equipment – \$70,500
- d. Skyline and Watson Road area sewer improvements design - \$205,000; and complete 40% of construction - \$1.15M
- e. Updates and upgrades to the District CCTV Van - \$18,000
- f. Collection System share of the new cloud-based Asset Management Program and new GIS integration of existing data - \$54,500

2 Treatment Facility Infrastructure

- a. Procure irrigation and effluent storage property, approximately 750-900 acres - \$10.6M
- b. Construct a 700-kW solar power net metering project south of the District treatment lagoons - \$1.82M
- c. Grit and debris removal in the south east corner (influent side) of treatment lagoon #4a - \$313,000
- d. Install a stilling well sampling system to collect real time dissolved oxygen data (and potentially other data) in lagoon #4a and #3 - \$21,500
- e. Procure Aeration Blower alignment equipment - \$9,500
- f. Upgrade Lagoon Servicing Pontoon Boat - \$7,800
- g. Complete District Facility Plan to address TMDL- NPDES/WPCF Permits – \$143,000
- h. TMDL NPDES/WPCF Plan Assistance - \$34,500
- i. Preliminary Design of Wastewater Facility Improvements and Environmental Assessment - \$186,000
- j. Contact Tank erosion control improvements - \$33,000
- k. Calcium hypochlorite alternate chlorination system and storage building - \$61,000
- l. Laboratory equipment - \$9,400
- m. Treatment System share of the new cloud-based GIS Asset Management Program and new preventative maintenance (PM) system and integration of existing PM data - \$35,000

3 District Office/Compound - Administration

- a. New telephone system (existing system no longer supported) – \$9,800 (*cost to be split between Collections, Treatment, and Administration*)
- b. New Utility Billing Software – \$30,000 (*cost to be split between Collections and Treatment*)

CONTINGENCY

It is proposed to increase the total District operating contingency funds to \$1.7M to reflect contingencies assigned directly to department budget categories where expenses could be increased due to unforeseen circumstances such as winter weather, construction bidding uncertainties, real estate pricing, and requirements of other outside agencies such as NPDES compliance from the department of environmental quality (DEQ).

South Suburban Sanitary District Budget Message – FY 2019-2020

PERSONAL SERVICES

It is proposed to increase the total District 2018-2019 personal services budget by 6.4% (\$69,300) from the previous fiscal year budget. The increase is primarily due to increases in cost of living allowance, pay step increases, and the initial roll-out (estimated to be the highest initial year cost) of the sick to deferred compensation program.

CONTRACT/MATERIALS & SERVICES

It is proposed to increase the total District 2017-2018 Contract/Materials & Services budget by 8.4% (\$61,100) from the previous fiscal year. Staff has been able to set a very predictable and reliable budget amount over the years for most operational services. Some budgeted line items are being increased to account for inflation in the cost of materials, multi-year re-occurring tasks that need to be performed in the next fiscal year, **increased investment in maintaining capital assets**, and an increased accuracy in tracking District labor and equipment using utilizing standard municipal accounting methodologies. The District will continue tracking internal labor and equipment costs associated with construction and maintenance of capital assets, and operation and maintenance tasks in specific categories. This is being done to provide a foundation for current and future asset management efforts, evaluation of staffing strategies, to enhance future budget estimation processes, and to keep with standard municipal accounting practices.

Allocating sufficient funds in Materials & Services to maintain District infrastructure adds long-term value in the sense that these efforts prolong the lifecycle of capital investments. There are always some opportunities to reduce consumable cost, however the relative savings opportunities experienced in each successive fiscal year have diminished somewhat, as the District approaches maximum efficiency.

Table 4. Proposed Income FY 19-20 vs. Adopted Income FY 18-19

Item	Proposed 2019-2020	Adopted Budgeted FY 2018-2019	Difference	% Projected over (+) under(-)
All Sewer Fees	\$3,855,540	\$3,672,944	\$182,596	5.0%
Klamath County Prior Years	\$657,638	\$584,860	\$72,778	12.4%
Interest on Investments	\$467,500	\$544,314	-\$76,814	-14.1%
Texum Pump Agreement	\$17,154	\$1,038,172	-\$1,021,018	-98.3%
Ord #47, Fee Penalty and Interest, and misc. revenue	\$36,105	\$37,591	-\$1,486	-4.0%
System Development Charges	\$71,615	\$66,434	\$5,181	7.8%
Lease Income	\$1,910	\$1,855	\$55	3.0%
Henley School Agreement	\$19,198	\$14,394	\$4,804	33.4%
Grant Revenue	\$254,500	\$41,500	\$213,000	513.3%
Total Income	\$5,381,160	\$6,002,064	-\$620,904	-10.3%
Cash On Hand July 1, 2019	\$ 34,259,846	\$ 34,224,982	\$ 34,864	0.1%
Ending Fund Balance June 30, 2020	\$ 19,491,154	\$ 34,549,453	\$ (15,058,299)	-43.6%

REVENUE

Revenue is expected to decrease overall by 10.3% (\$621,000) for a total of \$5.38M. The main decrease in revenue is due to a \$1M decrease in shared (City/County) project funding allocation, as there is no shared project perceived in that fiscal year. A decrease in interest income of approximately \$77,000 will be realized in the next fiscal year due to a substantial reduction in investment assets due to increased spending in capital outlay projects, thereby decreasing interest income.

South Suburban Sanitary District

Budget Message – FY 2019-2020

The adoption of Ordinance #55 in January of FY 2017/18 increases rates by 5% per year will result in an increase of approximately \$183,000. An increase in remittance of prior year Klamath County property tax funds is forecasted at approximately \$73,000 for prior year non-paid sewer rates. An estimated \$254,500 in grants is expected in the next fiscal year.

CASH ON HAND/ENDING FUND

Cash on Hand is budgeted to increase by 0.1% (\$35,000) from the previous fiscal year for a total of \$34.260 M. Cash on hand is defined as the projected revenue less spending and discounts and is theoretically available for investment at the beginning of the fiscal year.

Due to substantial investments in capital outlay and reductions in revenue, Ending Fund Balance is expected to be approximately \$19.491M. Ending Fund Balance is the expected cash available for investment at the end of the fiscal year.

SUMMARY

The proposed FY 2019-20 spending categories when compared to the FY 2018-19 adopted spending categories show a substantial increase (\$13.4M), this is primarily due to increased spending in Capital Outlay driven by DEQ TMDL compliance (\$11M), providing sewer service infrastructure to non-served District areas (\$1.36M), and investments in fixing the future price of energy (\$1.82M). Modest overall increases in District wide Personal Services and contract/material services are proposed at 6.4% & 8.4% respectively.

This is a pivotal time for the District as the Department of Environmental Quality has officially notified the District that the TMDL based NPDES compliance will need to be met (project completed and functioning) within the next five to six years. While spending appears to increase substantially over the previous fiscal year, this District Management intends to utilize funds as previously envisioned by the current and past District Boards. Obtaining property and completing all planning documents necessary to begin design, will put the District approximately 20-25% toward the total estimated cost of constructing wastewater facilities in order to comply with the TMDL/NPDES requirements. These funds were judiciously set forth for this expenditure many years ago to avoid excessive levels of debt service and to stabilize sewer rates, post “project”.

This District Management also intends to continue to invest aggressively in future efficiency. After the initial 10-13 year return on investment period, the construction of the solar net metering project is estimated to **net** approximately \$2M in future avoided energy costs over the minimum life of the solar panels (a 25 year period). Investing in Asset Management and Utility Billing Software will create a more effective way to track capital assets and to make future decisions for the capital assets on a timelier and more optimal basis resulting in future maintenance and capital savings. Likewise, the District will continue to competitively invest in personnel with respect to education, training, and morale; as personnel are the most valuable of the District assets.

Ultimately, it is the intention of this Management to continue to provide a high quality and affordable service, strategic maintenance of District infrastructure, and to advance the effectiveness of the District operations in order to meet both current and future performance expectations in a value-added manner.

Respectfully Submitted,



Michael Fritschi
Budget Officer



Position 1 - Michael G. Griffith
Position 2 - James Bellet
Position 3 - Charles R. Dehlinger

2201 Laverne Avenue
Klamath Falls, OR. 97603
Phone 541.882.5744 Fax 541.882.5013
www.sssd.org

General Manager/Secretary
Michael Fritschi

Citizen Budget Committee Members: Anders Rasmussen, Len Harrington Charles Kujawski
Board of Directors Budget Committee Members: Charles Dehlinger, Jim Bellet, Mike Griffith

BUDGET COMMITTEE MEETING MINUTES May 14, 2019

- 1 Call To Order** – Director Griffith called the meeting to order at 5:04 P.M
- 2 Roll Call** - Director Griffith, Director Dehlinger, and Director Bellet were present. Citizen Budget Committee Members Anders Rasmussen, Len Harrington, and Charles Kujawski were present. Budget Officer/District Manager Michael Fritschi, Director of Administrative Services Cindy Oden, Collections Lead Don Monroe, and Collections System Supervisor Clay Northrop were present.
- 3 Introductions** – Introductions were established of Committee
- 4 Appoint Chairman** – Mr. Kujawski moved to elect Len Harrington as Budget Chairman, Mr. Griffith seconded the motion and the motion was approved unanimously.
- 5 Reading of the Budget Message** – The Budget Officer presented a brief synapse of fiscal year 2018 – 2019, including projects completed and the status of the existing budget. The Secretary explained that Administration Contract Services, Collections System Personal Services, and Treatment Capital Outlay are expected to be exceeded by 11%, 12%, and 4.8% respectively. The Secretary mentioned that all departments are expected to be within total department budgets. The Secretary mentioned that the projected spending categories for FY 2018-19 are expected to come in approximately \$2.25 M under the projected income.

The Budget Officer provided an overview of the 2019-20 budget in specific departments and in aggregate. The Budget Officer discussed anticipated capital projects based on goals included in the District Accomplishments and Goals document for FY 18-19/19-20 delivered to the Board in May of 2019. The Budget Officer mentioned that in aggregate, Personnel Services, Contract/Material Services, and Capital Outlay are slated for an increase of 6.4% (\$0.070M), 8.4%(\$0.061M), and 630.4%(\$13.225M) respectively. The Budget Officer informed the Board that the revenue is projected to decrease by \$0.621M (10.3%) to approximately \$5.38M due to no City/County contributions to joint projects (\$1.0M) and expected decreases in investment income (\$0.08M). The Budget Officer mentioned that the Total Cash on Hand and Ending Fund Balance is estimated at \$34.3M and \$19.49M respectively for fiscal year 2019-20.

The Budget Officer informed the committee that next fiscal year is a pivotal time for the District. With the Upper Klamath Lake TMDL process coming to a close and the District NPDES permit in process of reapplication, the District will need to complete the TMDL/NPDES compliance project within the next 5-6 years. While there is a substantial expenditure planned in capital improvements for land procurement, it is the Budget Officer's goal to spend substantially less than the \$10.6M allocation.

South Suburban Sanitary District
Budget Minutes – FY 2019-2020

- 6 **Budget Discussion by Budget Committee** -There were inquiries and discussions regarding allocations for Collections Small Tools allocation. For Collections Equipment Maintenance, it was discussed that the proposed amount of \$64,957 was out of proportion with the FY 18-19 projected total of \$4,463. The Budget Officer mentioned that the projected amount is likely a typo.

Director Bellet discussed that the Plant Building and Grounds proposed budget of \$20,419 is substantially higher than previous actual amounts. The Budget Officer mentioned that it is possible that there may be additional deferred building cleaning, partially contributing to the higher amount, and that the increases are primarily in District labor. Director Bellet mentioned that it is not good practice to have such a large increase in allocation without a significant reason. The Budget Officer mentioned that he trusts his supervisors to set labor allocation to their department needs with the labor available to their department. The Director of Administrative Services mentioned that there could have possibly been an error in the way the labor numbers were arranged and calculated which could resolve the difference from the previous fiscal year. The Budget Officer mentioned that he will increase efforts in reviewing the smaller line items moving forward.

- 7 **Public Input** – No public input was offered.
- 8 **Budget Changes and Corrections** – There were no changes or corrections advised.
- 9 **Motion to Approve the Budget** – Mr. Kujawski moved to approve the budget as proposed in the amount of \$39,641,006, Mr. Harrington seconded the motion, and the motion was approved unanimously with Mr. Rasmussen abstaining from Budget Line Items Collections #66 and #67; Treatment #73 and #76.
- 10 **Adjourn** – Director Harrington moved to adjourn, Mr. Kujawski seconded the motion and the motion was approved unanimously. The meeting was adjourned at 6:35 P.M. The next regular Board Meeting is scheduled for June 18th at 5:00 P.M.

Secretary _____

Board Representative _____



2201 Laverne Avenue
 Klamath Falls, OR. 97603
 Phone 541.882.5744 Fax 541.882.5013
 www.sssd.org

Board of Directors

Position 1 - Michael G. Griffith
 Position 2 - James Bellet
 Position 3 - Charles R. Dehlinger

General Manager/Secretary

Michael Fritschi

RESOLUTION #206
ADOPTING THE FISCAL YEAR 2019-2020 BUDGET

BE IT RESOLVED that the Board of Directors of the South Suburban Sanitary District hereby adopts the budget for 2019-2020 in the total \$39,641,006. This budget is now on file at 2201 Laverne Ave in Klamath Falls, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the July 1, 2019, for the following purposes:

Enterprise Fund

Administration

Personnel Services	\$ 404,061
Contract, Material Services & Interest	84,874
Capital Outlay	2,559
Total Administration	\$ 491,494

Wastewater Treatment

Personnel Services	\$ 244,331
Contract & Material Services	523,387
Capital Outlay	13,345,201
Total Wastewater Treatment	14,112,919

Wastewater Collection

Personnel Services	\$ 506,346
Contract & Material Services	184,184
Capital Outlay	1,975,852
Total Wastewater Collections	\$2,666,382

Not Allocated to Organizational Unit

Contingency	\$ 1,669,460
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TOTAL APPROPRIATIONS	\$ 18,940,255
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Total Unappropriated and Reserve Amounts, All Funds	\$ 20,700,751
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TOTAL ADOPTED BUDGET	\$ 39,641,006
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The above resolution statements were approved and declared adopted on this date 18th day of June 2019

Protecting Tomorrow's Environment!

RESOURCES
Enterprise Fund

South Suburban Sanitary District

(Fund)

(Name of Municipal Corporation)

Historical Data					Budget for Next Year 2019-20				
Actual Cash	Actual Cash	Adopted Budget This Year	Projected to 30-Jun-19	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2016-17	First Preceding Year 2017-18	This Year 2018-19	This Year 2018-19						
				1	Available cash on hand* (cash basis) or	34,259,846	34,259,846	34,259,846	1
				2	Net working capital (accrual basis)				2
				3	Previously levied taxes estimated to be received				3
OTHER RESOURCES									
3,430,213	3,743,792	3,672,944	3,672,944	4	Sewer Fees	3,855,540	3,855,540	3,855,540	4
530,960	548,642	584,860	584,860	5	Klamath Co Fess-Prior Years	657,638	657,638	657,638	5
12,678	20,809	14,394	27,312	5	Henley Sewer Fees	19,198	19,198	19,198	5
1,442	1,284	1,500	1,278	6	Revenue - Ordinance #47	1,500	1,500	1,500	6
19,432	19,541	17,728	17,728	7	Penalty & Interest from Sewer Fees	19,156	19,156	19,156	7
37,101	82,017	1,038,172	1,038,172	8	Texum Pump	17,154	17,154	17,154	8
15,845	22,105	18,363	18,363	9	Miscellaneous	15,449	15,449	15,449	9
97,443	76,232	66,434	75,476	10	System Development Charges	71,615	71,615	71,615	10
1,748	1,801	1,855	1,855	11	Lease Income	1,910	1,910	1,910	11
342,851	476,775	544,314	650,614	12	Investment Income	467,500	467,500	467,500	12
6,580	-	41,500	23,926	13	Grants & Incentives	254,500	254,500	254,500	13
2,000	579	-	(81)	14	Gain (Loss) on Sale of Fixed Assets	-	-	-	14
DISCOUNTS/RETURNS ON RESOURCES									
(61,282)	(65,222)	(68,463)	(67,435)	16	Early Discounts based on 3,992	-	-	-	16
(62,716)	(66,299)	(71,652)	(71,652)	17	Senior Discounts on 1,114	-	-	-	17
-	(46)	-	-	18	Penalties Waived	-	-	-	18
(24,450)	(35,424)	(18,000)	(38,659)	19	Return of Sewer Service Fee	-	-	-	19
34,046,714	36,791,234	40,068,931	40,159,683	20	Total resources, except taxes to be levied	39,641,006	39,641,006	39,641,006	20
		-	-	21	Taxes estimated to be received	-	-	-	21
		-	-	22	Taxes collected in year levied				22
34,046,714	36,791,234	40,068,931	40,159,683	23	TOTAL RESOURCES	39,641,006	39,641,006	39,641,006	23

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

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Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: **Revenue**
Account Number: **40010**
Budget Amount: **\$ 4,513,178**
Budgeted Item Description: **Revenue**
Budgeted Item Justification:

2018/19 Sewer Fees:	\$ 3,672,944
2018/19 Disconnected Sewer Services:	(1,001)
5% Increase in Sewer Fees:	<u>183,597</u>
	\$ 3,855,540

KC Assesor Uncollected Balance as of 6/30/2018:	629,965
Projected Utility Bills Not paid as of 6/30/2019:	582,479
KC Assesor Collected in 2018/19:	<u>(554,806)</u>
	\$ 657,638

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: **Revenue**
 Account Number: **40020 - 40099**
 Budget Amount: **\$ 540,367**
 Budgeted Item Description: **Miscellaneous Revenue**
 Budgeted Item Justification:

Projected Maintenance 2019/20:	\$	11,815	
Projected Sewer Fees :		7,383	
	\$	19,198	Total Henley Sewer Fees

Texum Pump Maintenance 2019/20:	\$	13,181	
Texum Pump Utility 2019/2020:		12,550	
Texum Pump Capital Project:		-	
	\$	25,731	
	\$	17,154	2/3rds Texum Pump Fees

Penalties:			
1st Qtr		-	
2nd Qtr		3,701	
3rd Qtr		6,390	
4th Qtr		9,065	
	\$	19,156	Penalties Collected in 2018/2019

SDAO Longevity Credit:		3,973	
Best Practice Credit:		3,759	
SDIS Audit Credit		448	
Chlorine Cylinder Deposit:		4,650	
Returned Merchandise:		2,483	
Scrap Metal Sold		36	
Discounts on A/P & Rebates		100	
	\$	15,449	Miscellaneous Income

Wynne Broadcating Lease: **\$ 1,910**

Investment Interest: **\$ 467,500**

Solar Project Grant:	250,000
SDAO Safety Grant:	4,500
	\$ 254,500

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Reserve
 Account Number: 99100
 Budget Amount: \$ 71,615
 Budgeted Item Description: System Development Charges & Reserve

Budgeted Item Justification:

	Total SDC Revenue
Actual 2006/2007	170,410
Actual 2007/2008	110,037
Actual 2008/2009	22,942
Actual 2009/2010	124,671
Actual 2010/2011	13,820
Actual 2011/2012	14,809
Actual 2012/2013	24,221
Actual 2013/2014	58,951
Actual 2014/2015	66,642
Actual 2015/2016	42,654
Actual 2016/2017	97,443
Actual 2017/2018	76,232

Budget for 2019/2020

2017/18 Actual Reserve for SDC:	1,063,895	
2018/19 Actual to-date Income:	63,646	4/26/2019
Projected Income to End of Fiscal Year	10,441	
2019/20 Budgeted Income:	71,615	SDC Budgeted for 2019/2020
2019/20 Budgeted SDC Reserve:	1,209,597	

All System Development Charges are required
by law to held separate from all other income

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

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**FORM
LB-30**

(name of fund)

South Suburban Sanitary District

Name of Municipal Corporation

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2019-20			
	Actual Cash	Actual Cash	Adopted Budget This Year		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18	This Year 2018-19					
				PERSONNEL SERVICES NOT ALLOCATED				
2	-	-	-	2 TOTAL PERSONNEL SERVICES	-	-	-	2
3				3 Total Full-Time Equivalent (FTE)				3
				MATERIALS AND SERVICES NOT ALLOCATED				
4	-	-	-	4				4
5	-	-	-	5 TOTAL MATERIALS AND SERVICES	-	-	-	5
				CAPITAL OUTLAY NOT ALLOCATED				
7	-	-	-	7 TOTAL CAPITAL OUTLAY	-	-	-	7
				DEBT SERVICE				
9	-	-	-	9 TOTAL DEBT SERVICE	-	-	-	9
				SPECIAL PAYMENTS				
11	-	-	-	11 TOTAL SPECIAL PAYMENTS	-	-	-	11
				INTERFUND TRANSFERS				
13	-	-	-	13 TOTAL INTERFUND TRANSFERS	-	-	-	13
14			462,138	14 OPERATING CONTINGENCY	1,669,460	1,669,460	1,669,460	14
15	-	-	462,138	15 TOTAL REQUIREMENTS NOT ALLOCATED	1,669,460	1,669,460	1,669,460	15
16	2,423,803	2,650,026	3,910,577	16 TOTAL ORG./PROG. REQUIREMENTS	17,270,795	17,270,795	17,270,795	16
17			1,196,763	17 RESERVED FOR FUTURE EXPENDITURE	1,209,597	1,209,597	1,209,597	17
18	39,476,426			18 Ending balance (prior years)				18
19		39,476,426	34,499,453	19 UNAPPROPRIATED ENDING FUND BALANCE	19,491,154	19,491,154	19,491,154	19
20	41,900,229	42,126,452	40,068,931	20 TOTAL REQUIREMENTS	39,641,006	39,641,006	39,641,006	20

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SSSD Contingency

			PERSONAL SERVICES			
<i>Component</i>	<i>Acct.</i>	<i>Department</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
Unemployment	51140p	Treatment	LS	1	\$ 3,873	\$ 3,873
Medical Deductible	51160p	Treatment	LS	1	\$ 7,530	\$ 7,530
Certification: Wages	50000p	Treatment	LS	1	\$ 5,616	\$ 5,616
Overtime & Doubletime for weekend duty		Treatment	LS	1	\$ -	\$ -
Sick Leave to Deferred Comp		Treatment	LS	1	\$ 41	\$ 41
FICA\Medicare	51100p	Treatment	LS	1	\$ 545	\$ 545
PERS	51120p	Treatment	LS	1	\$ 78	\$ 78
Workers Comp Assessment	51135p	Treatment	LS	1	\$ -	\$ -
New Hire		Treatment	LS	1	\$ 1,000	\$ 1,000
			% Cont	7.65%	SUM	\$ 18,683
On-Call: Wages - If District decides to move toward requiring standby in collections	50124c	Collections	LS	1	\$ 15,459	\$ 15,459
Certifications: Wages	50000c	Collections	LS	1	\$ 2,704	\$ 2,704
Sick Leave to Deferred Comp		Collections	LS	1	\$ 3,850	\$ 3,850
Oncall/Certification: FICA\Medicare	51100c	Collections	LS	1	\$ 1,390	\$ 1,390
Oncall/Certification: PERS	51120c	Collections	LS	1	\$ 3,291	\$ 3,291
Oncall/Certification Workers Comp	51135c	Collections	LS	1	\$ 241	\$ 241
Unemployment	51140c	Collections	LS	1	\$ 7,975	\$ 7,975
Medical Deductible	51160c	Collections	LS	1	\$ 20,970	\$ 20,970
New Hire		Collections	LS	1	\$ 1,000	\$ 1,000
			% Cont	11.23%	SUM	\$ 56,880
Sick Leave to Deferred Comp		Admin	LS	1	\$ 7,868	\$ 7,868
Unemployment	51140	Admin	LS	1	\$ 5,425	\$ 5,425
Medical Deductible	51160	Admin	LS	1	\$ 6,500	\$ 6,500
			% Cont	4.90%	SUM	\$ 19,793
Total Personal Services Contingency						\$ 95,356

SSSD Contingency

			Material and Services			
<i>Component</i>	<i>ACCT. #</i>	<i>Department</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
For a variety of items that cover lab equip, DO-pH Field Meter & other expenditures	65170	Treatment	LS	1	\$ 7,500	\$ 7,500
For purposes of snow removal, maintenance costs, & expenditures related to maintaining the TEXUM pump station.	67320	Treatment	LS	1	\$ 3,000	\$ 3,000
For purposes of snow removal, maintenance costs, & expenditures.	61230p	Treatment	LS	1	\$ 4,900	\$ 4,900
Additional Chlorine Costs		Treatment	LS	1	\$ 5,000	\$ 5,000
Contract Services - Mis. Computer, Data Subscription, etc		Treatment	LS	1	\$ 1,000	\$ 1,000
New Hire		Treatment	LS	1	\$ 3,000	\$ 3,000
			% Cont.	4.66%	SUM	\$ 24,400
SSSD Labor Equipment Maintenance/PM	61650c	Collections	HR	30	\$ 51	\$ 1,530
Cable Assembly Lateral Camera 80' Armor	61650c	Collections	LS	1	\$ 3,500	\$ 3,500
Replce Flushing Nozzle	61650c	Collections	EA	1	\$ 3,800	\$ 3,800
6" and 8" Kamaflex hose Vac Cons	61650c	Collections	LS	1	\$ 1,500	\$ 1,500
Camera Transporter Chain 38 & 47 Pad Assembly	61650c	Collections	LS	1	\$ 1,600	\$ 1,600
SSSD Labor Snow Removal	61650c	Collections	HR	90	\$ 50	\$ 4,500
Snow Removal Back Hoe	61230c	Collections	HR	20	\$ 62	\$ 1,240
Snow Removal Fork Lift	61230c	Collections	LS	40	\$ 45	\$ 1,800
Accelerated Operator Certifications	61230c	Collections	HR	1	\$ 2,500	\$ 2,500
New Hire	61420c	Collections	LS	1	\$ 3,000	\$ 3,000
			% Cont.	13.56%	SUM	\$ 24,970
Computer Services - New Software		Admin	LS	1	\$ 1,000	\$ 1,000
Training - New Software		Admin	LS	1	\$ 1,000	\$ 1,000
			% Cont.	2.36%	SUM	\$ 2,000
Total Materials & Services Contingency						\$ 51,370

SSSD Contingency

			Capital Outlay Contingency			
<i>Component</i>	<i>ACCT. #</i>	<i>Department</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
Chlorine Feed System or Building Overruns		Treatment	%	15%	\$ 60,221	\$ 9,033
Solar Project Overruns		Treatment	%	15%	1,816,335	\$ 272,450
TMDL Facility Plan, Recycled Water Plan, NPDES Assistance, Preliminary Design and Env Report		Treatment	%	15%	436,751	\$ 65,513
Property Acquisition		Treatment	%	6%	10,586,018	\$ 635,161
TMDL Design if prepared to begin		Treatment	LS	1	200,000	\$ 200,000
DO Sampling Stilling Wells		Treatment	LS	15%	21,414	\$ 3,213
Asset Management Software and Development		Treatment	LS	15%	35,302	\$ 5,295
Lagoon Cleaning Project (1% of Total Costs)		Treatment	LS	1	45,000	\$ 45,000
Utility Billing Software/Finance Software		Treatment	LS	1	10,000	\$ 10,000
			% Cont.	9.33%	SUM	\$ 1,245,665
Skyline Design Overruns		Collection	%	15%	\$ 204,140	\$ 30,621
Skyline Construction high bid/Overruns		Collection	%	16%	1,145,425	\$ 183,268
Asset Management Software and Development		Collection	%	15%	54,536	\$ 8,180
Cost Overruns from Service Laterals/Clean Outs		Collection	LS	1%	45,000	\$ 45,000
Utility Billing Software/Finance Software		50% Collection	LS	1	10,000	\$ 10,000
			% Cont.	14.02%	SUM	\$ 277,069
						\$ -
			% Cont.		SUM	\$ -
Total Capital Contingency						\$ 1,522,734

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REQUIREMENTS SUMMARY
BY ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

Enterprise Fund

South Suburban Sanitary District

(Name of Fund)

(Name of Municipal Corporation)

		Historical Data			Projected to	REQUIREMENTS FOR: ADMINISTRATION	Budget For Next Year 2019-20			
Actual Accrual	Actual Cash	Adopted Budget	30-Jun-19		Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year <u>2016-17</u>	First Preceding Year <u>2017-18</u>	This Year <u>2018-19</u>	This Year <u>2018-19</u>							
PERSONNEL SERVICES										
1	1,315	1,310	1,600	1,385	1	Board of Directors Pay	1,600	1,600	1,600	1
2	7,922	5,133	5,428	3,806	2	Administration on Projects	27,335	27,335	27,335	2
3	175,948	176,347	196,373	196,373	3	General Manager & Office Labor	188,053	188,053	188,053	3
4	8,364	15,855	13,820	7,117	4	General Manager In Field	7,538	7,538	7,538	4
5	41,032	47,708	44,580	40,646	5	Paid Time Off	48,322	48,322	48,322	5
6	70	75	150	150	6	Safety Bonus	450	450	450	6
7	32	-	102	-	7	Overtime	105	105	105	7
9	17,906	18,487	19,925	19,879	9	Payroll Taxes-FICA & Medicare	22,799	22,799	22,799	9
10	211	229	237	213	10	Payroll Taxes - Workers Comp Insurance	264	264	264	10
11	83	74	106	106	11	Payroll Taxes - Workers Comp Assessment	106	106	106	11
12	200	300	300	150	12	Benefits - Taxable Fringe Benefits	150	150	150	12
13	25,591	34,219	36,177	36,182	13	Benefits - PERS	54,003	54,003	54,003	13
14	42,779	45,974	48,350	45,223	14	Benefits - Health Insurance	42,132	42,132	42,132	14
15	2,033	13,168	10,000	6,816	15	Benefits - Health Insurance Deductible	6,000	6,000	6,000	15
16	507	379	450	429	16	Benefits - Employee Assist Prog	550	550	550	16
17	-	-	-	-	17	Benefits - Sick Leave to Deferred Comp Pla	18,489	18,489	18,489	17
18	(7,901)	(9,302)	(7,145)	(5,478)	18	Personnel Services Capitalized	(13,685)	(13,685)	(13,685)	18
19	(192)	(382)	(300)	(222)	19	Personnel Services Maintenance	(150)	(150)	(150)	19
20	315,900	349,574	370,153	352,775	20	TOTAL PERSONNEL SERVICES	404,061	404,061	404,061	20
21	2.83	2.70	3.00	2.66	21	Total Full-Time Equivalent (FTE)	3.00	3.00	3.00	21
MATERIALS AND SERVICES CONTRACTS										
22	221	186	300	150	22	Alarms	300	300	300	22
23	3,083	3,167	3,775	3,741	23	Audit	3,367	3,367	3,367	23
24	3,567	1,022	4,589	4,589	24	Computer Services	13,335	13,335	13,335	24
25	153	153	175	165	25	Waste Removal	175	175	175	25
26	1,626	1,677	2,205	1,500	26	Janitorial	2,205	2,205	2,205	26
27	6,748	5,336	6,000	11,500	27	Legal	12,000	12,000	12,000	27
28	220	195	260	250	28	Office Equipment- Copier copies, etc	1,348	1,348	1,348	28
29	185	200	200	200	29	Transcripts	200	200	200	29
31	15,803	11,936	17,504	22,095	31	TOTAL CONTRACTS	32,930	32,930	32,930	31

**FORM
LB-30**

**REQUIREMENTS SUMMARY
BY ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

Enterprise Fund

South Suburban Sanitary District

(Name of Fund)

Name of Municipal Corporation

	Historical Data			Projected to 30-Jun-17 This Year 2018-19	REQUIREMENTS FOR: ADMINISTRATION	Budget For Next Year 2019-20			
	Actual Accrual	Actual Cash	Adopted Budget			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18	This Year 2018-19						
MATERIALS AND SERVICES									
32	127	153	300	300	32 Advertising	300	300	300	32
33	2,188	1,786	3,500	3,500	33 Building & Grounds	1,500	1,500	1,500	33
34	1,116	1,048	1,153	1,000	34 Certification, Dues & Misc.	1,213	1,213	1,213	34
35	1,205	1,951	3,970	2,000	35 Education	5,660	5,660	5,660	35
36	705	-	750	750	36 Elections	-	-	-	36
38	-	-	-	-	38 Equipment Maintenance	100	100	100	38
39	428	129	250	250	39 Gas & Oil	325	325	325	39
40	2,545	1,994	2,200	1,731	40 Insurance	2,200	2,200	2,200	40
41	5,810	7,353	7,300	7,500	41 Office Supplies, Equipment & Bank Fees	9,340	9,340	9,340	41
42	6,347	6,030	7,150	673	42 Postage	15,070	15,070	15,070	42
43	83	137	215	215	43 Safety Dinner/Picnic	240	240	240	43
44	100	352	680	400	44 Safety Supplies	565	565	565	44
45	-	-	-	-	45 Small Tools & Equipment	1,660	1,660	1,660	45
46	2,632	3,584	9,061	3,500	46 Travel	8,086	8,086	8,086	46
47	97	403	600	824	47 Vehicle Maintenance & Tires	600	600	600	47
48	4,837	4,357	4,820	4,600	48 Utilities	5,083	5,083	5,083	48
49	-	-	-	-	49 Material & Services Capitalized	-	-	-	49
50	28,220	29,277	41,949	27,243	50 TOTAL MATERIALS AND SERVICES	51,942	51,942	51,942	50
51	44,023	41,213	59,453	49,338	51 TOTAL CONTRACTS, MATERIALS AND SERVICES	84,872	84,872	84,872	51
CAPITAL OUTLAY									
51	1,187	1,232	1,243	1,243	51 Principal Payments on Capital Lease Copie	297	297	297	51
52	-	-	2,450	1,729	52 Equipment Office	2,262	2,262	2,262	52
53	2,279	8,278	3,868	814	53 Building	-	-	-	53
54					54				54
55	3,466	9,510	7,561	3,786	55 TOTAL CAPITAL OUTLAY	2,559	2,559	2,559	55
56	127	83	35	35	56 Interest on Copier	2	51,792	51,792	56
57	363,516	400,380	437,202	405,899	57 Requirements Administration	491,494	491,492	491,492	57
REQUIREMENTS FOR ALL ORG. UNITS OR PROGRAMS									
58	934,677	997,964	1,085,444	1,042,277	56 PERSONNEL SERVICES	1,154,738	1,154,738	1,154,738	56
59	475,812	628,607	727,130	564,313	57 MATERIALS AND SERVICES	792,445	792,445	792,445	57
60	1,014,019	929,025	2,041,832	1,882,945	58 CAPITAL OUTLAY	15,323,612	15,323,612	15,323,612	58
61	2,424,508	2,555,596	3,854,406	3,489,535	59 TOTAL ORG./PROG. REQUIREMENTS	17,270,795	17,270,795	17,270,795	59

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Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Personal Services
 Account Number: 52000
 Budget Amount: **\$(13,685)**
 Budgeted Item Description: Personal Services Capitalized

Budgeted Item Justification:

Actual 2011/2012 \$ (1,236)
 Actual 2012/2013
 Actual 2013/2014
 Actual 2014/2015 (172)
 Actual 2015/2016 (15)
 Actual 2016/2017 (7,901)
 Actual 2017/2018 (9,302)

Service Laterals	\$	890
Wastewater Facility Plan (TMDL)		5,879
GIS		450
Chlorine System		445
Pond 4		267
Skyline Design		1,335
Skyline Construction		2,225
Solar Project		1,335
Asset Management		859
Budget for 2019/2020 =	\$	13,685

Prepared by: Cindy Oden
 Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Personal Services
Account Number: 52001
Budget Amount: \$ (150)
Budgeted Item Description: Personal Services Maintenance Costs
Budgeted Item Justification:

Actual 2012/2013	\$	-
Actual 2013/2014		-
Actual 2014/2015		-
Actual 2015/2016		-
Actual 2016/2017		(192)
Actual 2017/2018		(382)

Henley School Maintenance	75
Texum Pump Maintenance	<u>75</u>
Budget 2019/2020 =	150

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Contract Services

Account Number: 60130

Budget Amount: **\$ 13,335**

Budgeted Item Description: Computer Service

Budgeted Item Justification:

Actual 2012/2013	\$ 9,463	
Actual 2013/2014	8,766	
Actual 2014/2015	11,760	includes web payment set-up
Actual 2015/2016	5,054	
Actual 2016/2017	3,567	
Actual 2017/2018	1,022	

Website Remake:	\$ 850	
Webroot Secure Anywhere	205	
Spam Filter	300	
Renewal of .org	5	
Computer Consultant:	2,000	(20hrs @ \$100)
30 GB Online Backup for File Server:	175	
Charter Internet:	325	
3 Computers \$2,700 each (Mike, Freddie & Cindy):	8,100	
Server & Computer Maintenance *3:	1,200	
Payroll Software:	175	
Budget for 2019/2020 =	\$ 13,335	

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Contract Services

Account Number: 60170

Budget Amount: **\$ 2,205**

Budgeted Item Description: Janitorial

Budgeted Item Justification:

Actual 2012/2013	\$ 2,100
Actual 2013/2014	1,734
Actual 2014/2015	1,590
Actual 2015/2016	1,734
Actual 2016/2017	1,626
Actual 2017/2018	1,677

Office	12 months	\$	1,965
Carpet Cleaning	2 Times		<u>240</u>
Budget for 2019/2020 =			\$ 2,205

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Contract Services

Account Number: 60220

Budget Amount: **\$ 12,000**

Budgeted Item Description: Legal Services

Budgeted Item Justification:

Actual 2012/2013	\$ 6,068
Actual 2013/2014	3,680
Actual 2014/2015	11,780
Actual 2015/2016	4,480
Actual 2016/2017	6,348
Actual 2017/2018	5,335

Budget for 2019/2020 = \$ 12,000

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Contract Services
Account Number: 60240
Budget Amount: **\$ 1,348** **Interest \$2 -95400**
Budgeted Item Description: Office Equipment Maintenance

Budgeted Item Justification:

Actual 2012/2013	\$	768
Actual 2013/2014		892
Actual 2014/2015		364
Actual 2015/2016		409
Actual 2016/2017		347
Actual 2017/2018		195

Colored Copies Office	\$	48	
B & W Copies Office		100	
Maintenance on Copier		1,200	
Interest - Copier		2	Account 95400
Budget for 2019/2020 =		\$ 1,350	

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services
Account Number: 61230
Budget Amount: **\$ 1,500**
Budgeted Item Description: Building & Grounds Maintenance

Budgeted Item Justification:

Actual 2012/2013	\$	125
Actual 2013/2014		604
Actual 2014/2015		3,824
Actual 2015/2016		277
Actual 2016/2017		2,188
Actual 2017/2018		1,786

ADMINISTRATION:

Mow Lawn:	\$	200
Heater/AC:		300
Misc Building:		800
Front Door Maint:		200
		<hr/>
	\$	1,500

Total 2019/2020 Budget

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services
Account Number: 61420
Budget Amount: **\$ 1,213**
Budgeted Item Description: Certification & Dues
Budgeted Item Justification: Admin

Actual 2012/2013	\$ 1,395
Actual 2013/2014	1,095
Actual 2014/2015	3,865
Actual 2015/2016	1,542
Actual 2016/2017	1,116
Actual 2017/2018	1,048

Administration:

Oregon Government Finance Officers:	\$ 120
DEQ Certification Mike:	160
SDAO Membership:	600
OR Government Ethics:	125
OR Assoc of Clean Water:	208
Budget for 2019/2020 =	\$ 1,213

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 61630

Budget Amount: **\$ 5,660**

Budgeted Item Description: Education

Budgeted Item Justification:	Board	Admin	Total
2006/2007	\$ 265	\$ 734	\$ 999
2007/2008	220	1,270	1,490
2008/2009	220	889	1,109
2009/2010	220	360	580
2010/2011	220	385	605
2011/2012	355	3,003	3,358
2012/2013	230	2,821	3,051
2013/2014	230	1,835	2,065
2014/2015	635	1,498	2,133
2015/2016	595	1,479	2,074
2016/2017	-	1,475	1,475
2017/2018	330	1,621	1,951

ADMINISTRATION

Board:

2-SDAO Conference: \$ 480
3-Board Training: 300
Board Total: \$ 780

General Manager:

Misc. Admin. Training \$ 400
CWA or PNCWA Conference: 300
SDAO Conference: 240
GM Total: \$ 540

Finance/HR

OMFOA Spring Conf. \$ 395
OMFOA Fall Conf. 395
GAAP Update 150
Risk Management Training 200
Payroll Practices & Mgmt - Freddie 2,000
Accounting Training 600
Supervisory Training Cindy: 300
Utility Billing Training: 300
Total Finance/HR \$ 4,340

Board & Admin. Budget for 2019/2020 = \$ 5,660

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services
 Account Number: 65470
 Budget Amount: **\$ 9,340**
 Budgeted Item Description: Office Supplies, Bank Fees & Investment Expenses
 Budgeted Item Justification:

Actual 2011/2012	\$ 6,942
Actual 2012/2013	6,561
Actual 2013/2014	7,683
Actual 2014/2015	4,493
Actual 2015/2016	4,632
Actual 2016/2017	5,735
Actual 2017/2018	7,353

Office Supplies	\$ 1,600	<i>paper, ink, binders, etc.</i>
Bank Fees	3,000	<i>Washington Federal & State Pool charges</i>
Investment Expenses	500	
Utility Bills:	1,000	
Paper & Envelopes for Newsletter:	840	
Secretary of State Audit Fee:	250	
Checks & Deposit Slips:	600	
Envelopes:	350	
Receipt Books:	200	
Coffee Supplies:	500	
Toilet Paper & Hand Towels:	500	
Budget for 2019/2020 =	\$ 9,340	

Prepared by: Cindy Oden
 Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 65560

Budget Amount: **\$ 15,070**

Budgeted Item Description: Office Postage

Budgeted Item Justification:

Actual 2012/2013	\$ 6,480
Actual 2013/2014	6,789
Actual 2014/2015	6,566
Actual 2015/2016	6,400
Actual 2016/2017	6,347
Actual 2017/2018	6,030

Utility Billing Mailings:	\$ 6,000
Return Mail:	200
Skyline & TMDL Mailings:	3,960
Newsletter Mailing:	3,960
Permit Renewal	250
AP & Misc Postage	700
Budget for 2019/2020 =	\$ 15,070

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services
Account Number: 66100
Budget Amount: \$ 240
Budgeted Item Description: Safety Dinner/Barbecue
Budgeted Item Justification:

Actual 2012/2013	\$	94
Actual 2013/2014		92
Actual 2014/2015		103
Actual 2015/2016		87
Actual 2016/2017		83
Actual 2017/2018		137

Budget for 2019/2020 = \$ 240 Admin & Board Members

6 * \$40 = 240

2019/2020 Employee Service Awards/Plaques

25 years	\$	-
20 years	\$	-
15 years	\$	-
10 years	\$	-
5 years	\$	-

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 66120

Budget Amount: \$ 565

Budgeted Item Description: Safety Supplies

Budgeted Item Justification:

Admin

Actual 2012/2013	\$	124
Actual 2013/2014		28
Actual 2014/2015		242
Actual 2015/2016		233
Actual 2016/2017		100
Actual 2017/2018		352

Fire Extinguisher Testing			\$	100
First aid kit service	861	23%		200
Ice Melt				100
AED Check Tags				20
AED Batteries				55
AED Pads				90
Budget for 2019/2020 =				\$ 565

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services
Account Number: 66230
Budget Amount: **\$ 1,660**
Budgeted Item Description: Small Tools & Equipment
Budgeted Item Justification:

**Purchase of currently leased copier machine
for \$2,371 - 70% to Administration & 30% to Collections**

Budget for 2019/2020 = \$ 1,660

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

Cindy Oden

From: fwanner@csa.canon.com
Sent: Wednesday, February 20, 2019 11:14 AM
To: Cindy Oden
Subject: RE: Canon C5240A - Capital Lease

Right now the Customer Buyout is \$ 3,685.80. You have 8 payments remaining on the existing lease which totals \$ 1,314.48. If you subtract \$ 1,314.48 from \$ 3,685.80 that will leave the buyout in 8 months approximately \$ 2,371.32. This should work. **BTW, are you guys interested in getting the new copier for the other location?**

A current machine with the same accessories that you have on your existing Canon would cost you \$ 8,978.69 using the NIPA contract. The current model would be a Canon iR ADV C5540i III. Are you asking for an actual proposal?



Frank Wannner
Account Manager

Canon Solutions America, Inc.
1020 Knutson, Medford, OR 97504
www.csa.canon.com
fwanner@csa.canon.com
T 541-772-9174 C 541-892-3728 F 541-618-7274

communication, and the employee responsible will be personally liable for any damages or other liability arising.

From: fwanner@csa.canon.com <fwanner@csa.canon.com>
Sent: Wednesday, November 26, 2014 10:49 AM
To: Cindy Oden <cindy@sssd.org>
Cc: mmorgan@csa.canon.com
Subject: Re: Canon C5240A - Capital Lease

1. if you would have paid cash for the copier, it would have been \$ 8,978.69
 $\$ 8,978.69 \times .0183 = \$ 164.31$ (Lease Payment)
 $\$ 164.31 \times 60 \text{ months} = \$ 9,858.60 - \$ 8,978.69 = \$ 879.91$ (Interest)
 $\$ 879.91 / 60 \text{ months} = \$ 14.66$ per month (Interest)

2. Five years

3. Canon Financial Services gave me a "Running Rate" of 3.74%



Frank Wannner
Account Manager

Canon Solutions America, Inc.
1020 Knutson, Medford, OR 97504
www.csa.canon.com
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From: fwanner@csa.canon.com <fwanner@csa.canon.com>

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 67450

Budget Amount: **\$ 8,086**

Budgeted Item Description: Travel

Budgeted Item Justification:	Board	Admin	Total
2011/2012	\$ 355	\$ 3,984	\$ 4,339
2012/2013	370	3,042	3,412
2013/2014	497	2,410	2,907
2014/2015	1,323	2,620	3,943
2015/2016	-	2,462	2,462
2016/2017	-	2,282	2,282
2017/2018	591	2,993	3,584

<u>BOARD:</u>		<u>GENERAL MANAGER:</u>	
2-SDAO Conference Motel:	\$ 1,210	Mileage SDAO or Finance Conference:	\$ 120
2-Per Diem SDAO Conf.	230	SDAO or Finance Conference Motel:	500
2-Mileage SDAO Conf.	790	Per Diem SDAO or Finance Conf.:	130
3-Board Training Motel :	375	PNCWA or ACWA Conf. Motel:	600
3-Board Training Per Diem :	300	Mileage PNCWA or ACWA Conf:	140
3-Board Training Per Mileage :	300	PNCWA or ACWA Conf. Per Diem:	180
	<u>\$ 3,205</u>		<u>\$ 1,670</u>

<u>UB/FINANCE/HR:</u>	
OMFOA Spring Conf. Motel	\$ 500
OMFOA Spring Conf. Per Diem	200
OMFOA Fall Conf. Motel	500
OMFOA Fall Conf. Per Diem	211
Accounting Seminar Motel	300
Accounting Seminar Per Diem	250
Supervisory Training	150
Office Training for Freddie	300
Mileage	800
	<u>\$ 3,211</u>

Total Travel: \$ 8,086

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 69900

Budget Amount: **\$ 5,083**

Budgeted Item Description: Utilities

Budgeted Item Justification:

	PP&L	Phone	Gas	Water	Total
Actual 2011/2012	\$ 4,246	\$ 1,611	\$ 601	\$ 482	\$ 6,940
Actual 2012/2013	3,687	1,508	711	366	6,272
Actual 2013/2014	3,770	1,114	697	481	6,062
Actual 2014/2015	4,069	1,047	716	332	6,164
Actual 2015/2016	3,908	1,080	784	534	6,306
Actual 2016/2017	2,439	1,166	898	334	4,837
Actual 2017/2018	1,885	1,188	826	458	4,357

	As of 3/31/19	Months	2018/2019 <i>Projected</i> <i>to June 30,</i> <i>2019</i>	<i>Assumed</i> <i>Rate</i> <i>Increase</i>	Budget 2019/2020
PPL Electric	\$ 1,430	8	\$ 2,145	2.00%	\$ 2,188
City Water	245	8	368	2.00%	375
Avista Gas	692	8	1,038	2.00%	1,059
Charter Phone Office	918	8	1,377	6.50%	1,461
	<u>\$ 3,285</u>		<u>\$ 4,928</u>		<u>\$ 5,083</u>

Prepared By: Cindy Oden
Reviewed by Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Capital Outlay
 Account Number: 98365
 Budget Amount: **298**
 Budgeted Item Description: Office Equipment
 Budgeted Item Justification:

2/3rds Administration: 297
 1/3rd Collection Dept: 149

Office Copier Principle Portion on Capital Lease = **297**

Lease runs out September 2019

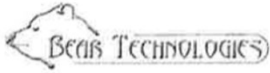
South Suburban Sanitary District entered into a Capital Lease with Canon Financial this is the principle portion of the copy payment. See account #95400 for the Interest Expense on the copier

Phone System:	Employee Count	
Admin:	3	\$ 2,262
Plant:	2	1,508
Collections:	8	6,031
		\$ 9,801 Total All Departments

Utility Billing Software:	\$ 15,000	1/2 Collections
	15,000	1/2 Treatment
	\$ 30,000	Total All Departments

Prepared by: Cindy Oden
 Reviewed by Michael Fritschi

Phone Replacement Quote



708 Loma Linda Dr.
Klamath Falls, OR 97601

Phone # 541-882-4412

Fax # 888-389-4631

info@beartechllc.com

Live Local, Buy Local

Estimate

Date	Estimate #
9/6/2018	2098

Name / Address
South Suburban Sanitary District 2201 Laverne Ave Klamath Falls, OR 97603

Description	Qty	Cost	Total
AllWorx 536 Connect, Up to 50 Users Per Site, Includes 30 Base Users, 3 Gigabit Network Ports, 6 FXO Ports, 2 FXS Ports & 8-Port Voicemail with Unified Messaging, Supports Up to 30 Concurrent External Calls	1	1,875.00	1,875.00
AllWorx Connect 536 Hardware and Software 4 year extended hardware and software upgrade package	1	800.00	800.00
AllWorx Verge 9312 IP Phone with 12 Self-Labeling Programmable Function Buttons, Gigabit Ethernet, 4.3" Color Screen, Bluetooth Wireless Support	17	359.00	6,103.00
AllWorx Verge 9312 Hardware, 4-Year Extended Hardware Warranty	17	40.00	680.00
Bear Technologies discount on AllWorx Phone system		-2,262.50	-2,262.50
40 Hour Block-Of-Time to setup Install and train on phone system	1	3,200.00	3,200.00
Bear Technologies discount on 40 hour BOT		-600.00	-600.00
Quote good for 30 days!		Total	\$9,795.50

Hardware and Software must be paid for at time of quote acceptance!

Customer Signature _____

9800.00



Allworx® Verge™ IP Phones

A New Class of Mobile-First Business Phones

With a Verge IP phone on your desk and Allworx Reach™ app on your favorite mobile devices, you can talk in the office or on the go. Without missing a beat.

Mobility Integration Highlights

- ✓ Real-time sharing of contacts across mobile devices (via Reach), Outlook (via Interact Professional), and Verge IP phone.^{1,2,3}
- ✓ Instant handoff of active calls to and from your mobile device and Verge IP phone (via Reach).^{1,2}
- ✓ Remote control of Verge IP phone using your mobile device (via Reach).^{1,3}
- ✓ Bluetooth® hands-free for receiving and placing cellular calls on your Verge IP phone (available on the Verge 9312 model only).¹

Other Highlights

- ✓ Self-labeling programmable function buttons.
- ✓ Contextual soft keys.
- ✓ Color display.
- ✓ Full duplex speakerphone.
- ✓ HD audio.
- ✓ Built-in four-way conferencing.
- ✓ Visual ring indicator.
- ✓ Gigabit Ethernet.
- ✓ Integrated network switch with port mirroring.
- ✓ Power over Ethernet (PoE).

1. Requires an Allworx system running System Software 8.2 or higher.
2. Real-time sharing of mobile and Outlook contacts across Allworx devices and applications is supported on Contact servers only.
3. Requires Reach 3.0 or Higher and Interact Professional 3.0 or higher.

Verge 9312

- 12 self-labeling programmable function buttons.
- 4.3" color display.
- Bluetooth support.
- Supports up to three Verge 9318Ex Expanders.



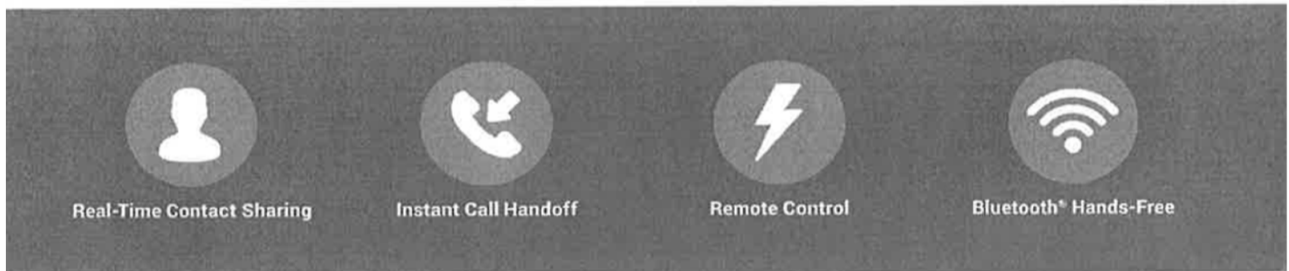
Verge 9308

- 8 self-labeling programmable function buttons.
- 3.5" color display.



Verge 9318Ex Expander

- 18 self-labeling programmable function buttons.
- 4.3" color display.





Allworx® Connect™ System Specifications

	731	536	530	324	320
SYSTEM FEATURES					
Maximum Users ¹ /Base Users	180/30	50/30	50/30	20/12	20/12
Maximum System Extensions ² / Base System Extensions	180/30	50/30	50/30	20/12	20/12
Concurrent External Calls	60	30	30	12	12
Maximum Handsets ³	360	100	100	40	40
FXO Ports	2	6	0	4	0
FXS Ports	2	2	2	2	2
Network Ports	3	3	3	2	2
T1 Port ¹	1	0	0	0	0
Conference Bridges ¹	4	1	1	1	1
Users per Bridge ¹	30	8	8	8	8
Concurrent Users on All Bridges ¹	30	8	8	8	8
Number of Queues ¹	10	10	10	10	10
Calls per Queue ¹	60	30	30	12	12
Concurrent Calls in All Queues ¹	60	30	30	12	12
Voicemail Ports	15	8	8	4	4
Auto Attendants ⁴	32	16	16	9	9
Auto Attendant Ports	16	8	8	4	4
Presence Settings	7	7	7	7	7
VoIP with Integrated SIP 2.0	Included	Included	Included	Included	Included
Voicemail-to-Email	Included	Included	Included	Included	Included
Customized Call Routes with Unlimited Options	Included	Included	Included	Included	Included
Plug-N-Play Remote IP Phone Support	Included	Included	Included	Included	Included
10 Customizable Paging Zones	Included	Included	Included	Included	Included
Door Relay ⁵	Included	Included	Included	Included	Included
Secure (HTTPS) Web Administration	Included	Included	Included	Included	Included
My Allworx Manager for End-Users	Included	Included	Included	Included	Included
Basic Call Detail Reports	Included	Included	Included	Included	Included
TSP (TAPI) Driver	Included	Included	Included	Included	Included
SIP Video Support	Included	Included	Included	Included	Included
Allworx OfficeSafe™ for Data Backup	Included	Included	Included	Included	Included
Native Gigabit Ethernet Interfaces with VLANs	Included	Included	Included	Included	Included
Integrated SPI Firewall, NAT, and Routing Capability	Included	Included	Included	Included	Included
SUPPORTED ADVANCED SOFTWARE OPTIONS¹					
Allworx Advanced Multi-Site Primary ¹	*	*	*	*	*
Allworx Advanced Multi-Site Branch ¹	*	*	*	*	*
Allworx Call Queuing ¹	*	*	*	*	*
Allworx Automatic Call Distribution (ACD) ¹	*	*	*	*	*
Allworx View™ ¹	*	*	*	*	*
Allworx View ACD ¹	*	*	*	*	*
Allworx Conference Center ¹	*	*	*	*	*
Allworx Dual Language Support ¹	*	*	*	*	*
Allworx Mobile VM ^{1b}	*	*	*	*	*
Allworx Reach™ ¹	*	*	*	*	*
Allworx Reach Link™ ¹	*	*	*	*	*
Allworx Interact™ Professional ¹	*	*	*	*	*
Allworx Interact Sync™ ¹	*	*	*	*	*
Generic SIP Device Registration ¹	*	*	*	*	*

1. Requires an additional advanced software license key(s).

2. A system extension does not have an individual voicemail box (e.g., break room, customer service queue). The maximum number of system extensions is equal to the maximum number of user licenses available for a server.

3. Handsets include Allworx IP phones, activated Allworx Reach licenses, generic SIP devices, and analog devices.

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4. Requires Allworx System Software 8.1 or higher.

5. Requires a third-party electronic door lock device (not included).

6. Called Mobile Link prior to Allworx System Software 8.0.

Software Investment Analysis for South Suburban Sanitary Dist. Detailed Analysis

Application/Products	Application License Fees	Training, Imp. & Consulting	Project Management
Finance Suite (GL, AP, ACH, Bank Rec, Bdgt)	\$7,000	\$2,000	\$500
AP Signature	Included	Included	Included
Micr Code	Included	Included	Included
Std Fed/State Rpts	Included	Included	Included
Payroll	\$7,000	\$2,000	\$500
PR Signature	Included	Included	Included
Micr Code	Included	Included	Included
Employee Payroll Portal	\$3,000	\$500	\$250
Utility Billing	\$9,500	\$4,000	\$500
Service Order Management (May not need)	\$3,000	\$1,000	\$250
Central Cashiering Management	\$4,500	\$1,000	\$250
Vision Reporting Services	\$1,000	Included	Included
Estimated Interfaces :			
Point & Pay	\$1,500	Included	Included
Asset Management	\$3,500	\$500	Included
Total	\$40,000	\$11,000	\$2,250
Installation of MS-SQL Server	\$1,000		
Total Other	\$1,000		
Springbrook Discount	-\$4,500		Pricing Valid For:
Total Estimated Project Costs	\$49,750		90 Days

Pricing is based on standard contract - deviation from standard contract terms may result in modified prices. Training and Project Management do not include travel time or travel expenses.

MS SQL Server 2012 Standard Edition or higher is required for Software.

If Client owns MS SQL Server this can be set up for software. Client needs to purchase MS SQL Server 2017 the approximate cost is \$900 for the initial license and \$200 for each additional user.



Software Investment Analysis for South Suburban Sanitary Dist. Conversion Analysis

Application/Products to be converted		Conversion Estimate
Chart of Accounts/Budget		\$2,000
GL History (1 Year)		\$2,500
Vendor Master		\$2,000
Payroll Employee Master		\$3,000
UB Customer Master		\$3,000
UB Financial History		\$3,000
Total		\$15,500

Software Investment Analysis for South Suburban Sanitary Dist. Conversion Discussion Items

- Conversion to include chart of accounts, current year's budget, current YTD balance (as of a specific date designated by the client) and previous year's ending balance.
- Cost of Data Conversion – An estimated cost of your data conversion has been provided in this quote. This estimate is for up to three data pulls for UB, one for all other applications. Conversion estimate is based on client providing the data in the Excel templates provided by Vision. We will need to review an actual sample of your data to confirm this estimate. Certain factors may cause the cost to exceed the amount quoted. See below for items not included in this estimate.
- Items not included in estimate:
 - o Removal of data from your existing system
 - o Consulting on removal of data from your existing system
 - o Changes or modifications requested after the first conversion
 - o Changes in specifications after first conversion
 - o Changes in data format after the first conversion
 - o More than allotted number of conversions specified above
 - o Mixed formats of data
 - o Problems with data integrity
 - o Data manipulation for the sole purpose of supplying the client with information not in the original specifications
 - o Changes in file format after the first conversion
 - o No file or incorrect layouts

In all cases no fees more than those listed in the Contract will be incurred until Licensee has accepted and signed updated conversion proposal.



Software Investment Analysis for South Suburban Sanitary Dist. Multi-Year (Interest Free) Option

Application/Products	Application License Fees
Application Fees	\$40,000
Training Fees	\$11,000
Project Management	\$2,250
Conversion	\$15,500
Installation of MS-SQL Server	\$1,000
Springbrook Discount	-\$4,500
Total	\$65,250
First Installment	\$20,000
2019-20 Maintenance (Prorated)	\$3,510
Due at Contract Signing	\$23,510
Second Installment	\$11,313
2020-21 Maintenance	\$7,231
Due July-2020	\$18,544
Third Installment	\$11,313
2021-22 Maintenance	\$7,448
Due July-2021	\$18,761
Fourth Installment	\$11,313
2022-23 Maintenance	\$7,671
Due July-2022	\$18,984
Fifth Installment	\$11,313
2023-24 Maintenance	\$7,901
Due July-2023	\$19,214
2024-25 Maintenance	\$8,138
Due July-2024	\$8,138



Software Investment Analysis for South Suburban Sanitary Dist. Annual Maintenance Analysis

Application/Products	1st Year Maintenance
Finance Suite (GL, AP, ACH, Bank Rec, Bdgt)	\$1,260
Payroll	\$1,260
Employee Payroll Portal	\$540
Utility Billing	\$1,710
Service Order Management (May not need)	\$540
Central Cashiering Management	\$810
Estimated Interfaces :	
Point & Pay	\$270
Asset Management	\$630
Total	\$7,020

REQUIREMENTS SUMMARY
BY ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

Enterprise Fund

South Suburban Sanitary District

(Name of Fund)

Name of Municipal Corporation

	Historical Data			Projected to 30-Jun-19 This Year <u>2018-19</u>	REQUIREMENTS FOR: WW COLLECTION SYSTEM	Budget For Next Year 2019-20			
	Actual Cash	Actual Cash	Adopted Budget			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>2016-17</u>	First Preceding Year <u>2017-18</u>	This Year <u>2018-19</u>						
PERSONNEL SERVICES									
1	35,785	38,438	45,699	51,131	1 Labor-Supervisor in Office	49,706	49,706	49,706	1
2	40,638	58,739	49,651	59,973	2 Labor-Collection Crew at Shop & Office	60,421	60,421	60,421	2
3	24,284	13,478	21,213	23,634	3 Labor-Automotive	24,807	24,807	24,807	3
4	24,163	13,550	41,096	10,596	4 Labor-Construction	4,834	4,834	4,834	4
5	654	-	-	853	5 Labor-Asset Management	15,000	15,000	15,000	5
6	57,977	68,960	74,828	74,092	6 Labor-Locates	70,040	70,040	70,040	6
7	85,867	81,837	55,132	115,940	7 Labor-Sewer Cleaning	120,975	120,975	120,975	7
8	71,698	57,352	67,755	70,682	8 Paid Time Off	83,877	83,877	83,877	8
9	125	109	1,050	1,050	9 Safety bonus	1,200	1,200	1,200	9
10	1,299	1,380	1,600	1,005	10 Overtime, Doubletime & Call-Outs	1,600	1,600	1,600	10
11	24,593	25,366	27,389	28,434	11 Payroll Taxes-FICA & Medicare	34,065	34,065	34,065	11
12	10,017	9,772	11,533	7,971	12 Payroll Taxes-Workers Comp Insurance	13,885	13,885	13,885	12
13	176	161	208	172	13 Payroll Taxes-Workers Comp Assessment	215	215	215	13
14	600	1,050	1,050	1,050	14 Benefits-Taxable Fringe Benefits	1,200	1,200	1,200	14
15	48,713	53,478	55,831	73,012	15 Benefits - PERS	89,822	89,822	89,822	15
16	119,337	128,035	132,176	155,782	16 Benefits - Health Insurance	156,817	156,817	156,817	16
17	12,563	18,648	15,000	7,610	17 Benefits - Health Insurance Deductible	13,980	13,980	13,980	17
18	-	-	-	-	18 Benefits-Sick Leave to Deferred Comp Plan	7,435	7,435	7,435	18
19	590	223	-	-	19 Pre-Employment-Collections	-	-	-	19
20	865	767	960	960	20 Benefits - Employee Assist Prog.	1,198	1,198	1,198	20
21	(100,824)	(72,289)	(68,663)	(80,994)	21 Personnel Services Capitalized	(161,181)	(161,181)	(161,181)	21
22	(70,900)	(71,314)	(70,865)	(90,968)	22 Personnel Services Maintenance	(83,550)	(83,550)	(83,550)	22
23	388,220	427,740	462,643	511,985	23 TOTAL PERSONNEL SERVICES	506,346	506,346	506,346	23
24	6.90	7.11	6.47	6.44	24 Total Full-Time Equivalent (FTE)	8.00	8.00	8.00	24
MATERIAL AND SERVICES									
CONTRACTS									
26	221	306	380	380	26 Alarms	490	490	490	26
27	1,980	1,964	2,100	2,100	27 Answering Service	2,100	2,100	2,100	27
28	3,084	3,167	3,775	4,418	28 Audit Services	3,367	3,367	3,367	28
29	9,806	10,765	27,500	30,303	29 Computer Services	38,547	38,547	38,547	29
30	-	-	-	494	30 Engineering Services	-	-	-	30
31	236	180	405	190	31 Waste Removal	405	405	405	31
32	1,626	2,077	2,948	2,563	32 Janitorial	3,098	3,098	3,098	32

(Name of Fund)

Name of Municipal Corporation

	Historical Data			Projected to 06/30/2019 This Year 2018-19		COLLECTION SYSTEM	Budget For Next Year 2019-20			
	Actual Cash	Actual Cash	Adopted Budget			MATERIALS AND SERVICES	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18	This Year 2018-19			CONTRACTS CONTINUED				
33	2,018	1,972	2,331	338	33	KUCC Locates	2,850	2,850	2,850	33
34	50	141	500	165	34	Legal Services	250	250	250	34
35	89	98	75	156	35	Office Equipment - Copies	75	75	75	35
36	3,630	2,966	5,380	6,170	36	Uniforms	6,598	6,598	6,598	36
37	443	625	780	385	37	Weed Control	1,070	1,070	1,070	37
38	23,183	24,261	46,174	47,662	38	TOTAL CONTRACTS	58,850	58,850	58,850	38
						MATERIALS AND SERVICES				
39	469	537	400	400	39	Advertising	550	550	550	39
40	-	390	600	-	40	Bedding Material	500	500	500	40
41	19,888	36,802	27,828	47,837	41	Building & Grounds Maintenance	37,359	37,359	37,359	41
42	4,475	4,875	6,650	5,930	42	Certifications, Dues & Misc.	6,474	6,474	6,474	42
43	2,279	1,150	4,000	3,075	43	Custom Emergency C/O Work	4,600	4,600	4,600	43
44	430	8,488	9,450	7,403	44	Education	12,300	12,300	12,300	44
45	706	-	750	750	45	Election Expense	-	-	-	45
46	-	719	1,500	1,165	46	Equipment - Communication	5,000	5,000	5,000	46
47	4,731	6,238	3,697	5,026	47	Preventive Maintenance - CUPPS	3,978	3,978	3,978	47
48	40,614	41,463	56,923	46,734	48	Equipment Maintenance	64,957	64,957	64,957	48
49	234	257	275	260	49	Equipment Rental	275	275	275	49
50	8,626	10,176	14,000	14,136	50	Gas & Oil	15,000	15,000	15,000	50
51	359	782	1,000	1,000	51	Hydrant Use	1,000	1,000	1,000	51
52	19,348	22,561	26,893	22,734	52	Insurance	26,893	26,893	26,893	52
53	815	1,360	1,200	800	53	Office Supplies & Equipment	1,200	1,200	1,200	53
54	4,380	2,748	6,250	8,749	54	Pipe, Fittings, Supplies	10,560	10,560	10,560	54
55	214	279	230	230	55	Safety Dinner/Picnic	370	370	370	55
56	1,646	2,234	2,483	2,063	56	Safety Supplies	4,144	4,144	4,144	56
57	11,477	13,320	5,000	5,100	57	Small Tools	15,643	15,643	15,643	57
58	1,427	2,915	5,245	4,252	58	Travel	9,248	9,248	9,248	58
59	24,080	11,016	26,414	16,146	59	Vehicle Maintenance & Tires	22,352	22,352	22,352	59
60	9,684	8,152	8,862	8,604	60	Utilities	12,219	12,219	12,219	60
61	-	(15,726)	(21,200)	(1,110)	61	Equipment Maint Cost To Plant	(21,200)	(21,200)	(21,200)	61
62	(55,012)	(30,546)	(52,530)	(75,525)	62	Material & Services Capitalized	(108,090)	(108,090)	(108,090)	62
63	100,870	130,190	135,920	125,759	63	TOTAL MATERIALS AND SERVICES	125,332	125,332	125,332	63
64	124,053	154,451	182,114	173,421	64	TOTAL CONTRACTS, MATERIALS AND SERVICES	184,183	184,182	184,182	64

**REQUIREMENTS SUMMARY
BY ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

Enterprise Fund
(Name of Fund)

South Suburban Sanitary District
Name of Municipal Corporation

	Historical Data			Projected to 30-Jun-19 This Year <u>2018-19</u>		COLLECTION SYSTEM	Budget For Next Year <u>2019-20</u>			
	Actual Cash	Actual Cash	Adopted Budget			CAPITAL OUTLAY	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>2016-17</u>	First Preceding Year <u>2017-18</u>	This Year <u>2018-19</u>							
65	13,788	12,872	5,801	8,498	65	Laverne Ave Buildings	70,416	70,416	70,416	65
66	32,608	4,696	-	4,659	66	Plans & SDC Analysis	204,140	204,140	204,140	66
67	561,996	151,142	349,592	255,318	67	Collection System	1,607,450	1,607,450	1,607,450	67
68	-	2,996	4,782	4,611	68	Equipment-Computer & Software	21,031	21,031	21,031	68
69	33,077	276,873	62,480	47,484	69	Equipment-Sewer/Shop	18,130	18,130	18,130	69
70	-	-	-	-	70	Asset Management	54,536	54,536	54,536	70
71	594	616	639	639	71	Principal Payments on Capital Lease Copier	149	149	149	71
72	642,063	449,195	423,294	321,209	72	TOTAL CAPITAL OUTLAY	1,975,852	1,975,852	1,975,852	72
73	64	41	20	20	73	Interest on Copier	1	1	1	73
74	1,154,400	1,031,386	1,068,053	1,006,635	74	Requirements Collection Department	2,666,382	2,666,380	2,666,380	74

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Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Personal Services
 Account Number: 52000
 Budget Amount: \$ (161,181)
 Budgeted Item Description: Personal Services Capitalized Collections

Budgeted Item Justification:

Actual 2011/2012	\$ (111,696)
Actual 2012/2013	(57,684)
Actual 2013/2014	(70,528)
Actual 2014/2015	(77,562)
Actual 2015/2016	(114,500)
Actual 2016/2017	(100,984)
Actual 2017/2018	(72,289)

	Crew Hrs		
Skyline Design Project	60	\$	2,805
Skyline Construction Project	165		8,700
City Project:	20		1,130
Building & Grounds:	16		1,016
Laterals Phase 2 & 3	560		15,520
Misc Cleanouts	230		12,270
Asset Management:	25		1,515
GIS Project	2,230		118,225
Budget for 2019/2020 =	3,306	\$	161,181

Prepared by: Cindy Oden
 Reviewed by: Michael Fritschi

Fiscal Year 2019/2019
Budget Proposal Justification

Budget Area: Personal Services
 Account Number: 52001
 Budget Amount: \$ (83,550)
 Budgeted Item Description: Personal Services Maintenance Costs

Budgeted Item Justification:

Actual 2012/2013	\$ (49,223)
Actual 2013/2014	(62,744)
Actual 2014/2015	(67,423)
Actual 2015/2016	(105,264)
Actual 2016/2017	(70,901)
Actual 2017/2018	(71,314)

	Crew Hours	
Building & Grounds Crew	246	18,212
Building & Grounds Maintenance	27	1,377
Maintenance CUPPS Program	78	3,978
Move Sewer Meters to North Sewer Shed Crew	92	5,050
Move Sewer Meters to North Sewer Shed Maintenance	3	51
Equipment Maintenance Crew	454	23,862
Equipment Maintenance-Maintenance Tech	268	13,668
Vehicle Maintenance-Crew	210	11,130
Vehicle Maintenance-Maintenance Tech	122	6,222
Budget 2019/2020 =	1,500	\$ 83,550

These labor costs are budgeted under Material & Services.

We will need to keep in mind that if the maintenance isn't done by SSSD personnel, then personnel services will be over budget.

Prepared by: Cindy Oden
 Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Contract Services

Account Number: 60130

Budget Amount: \$ 38,547

Budgeted Item Description: Computer Service

Budgeted Item Justification:

Actual 2011/2012	\$	2,700	
Actual 2012/2013		3,224	
Actual 2013/2014		2,548	
Actual 2014/2015		2,410	
Actual 2015/2016		8,524	
Actual 2016/2017		8,006	
Actual 2017/2018		10,765	
Hardware: \$ 150			
Website Remake: 2,200			
Bear Technology service calls: 800			
Utility Billing Software: 3,900			
Vision UB Annual: 3,750			
Webroot Secure Anywhere: 550			
Payroll Update: 450			
Spam Filter: 550			
Renewal of .org 10			
Computer Consultant: 1,800			
30 GB Online Backup File Server: 475			
Monthly Computer Maintenance 3,200			
Asset Management Annual: 3,750			
Asset Management Cloud Backup 1,800			
GIS Cloud Back-up 3,600			
Upgrade 2 computers to Windows 10 Professional: 512			
GIS Subscription 1,250			
Field Tablet Costs and Data Plan 1,000			
Charter Internet: 700			
CUES Support Plan: 1,800			
Sewer Monitoring and Rain Gauge Services Update 6,300			
		Budget for 2019/2020 =	\$ 38,547

Prepared by: Clay Northrop
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Contract Services

Account Number: 60170

Budget Amount: \$ **3,098**

Budgeted Item Description: Janitorial

Budgeted Item Justification:

Actual 2012/2013	\$	2,100
Actual 2013/2014		1,734
Actual 2014/2015		1,589
Actual 2015/2016		1,734
Actual 2016/2017		1,626
Actual 2017/2018		2,077

\$154 @12 months Collections Share of Building Clean:	\$	1,848
Strip & Wax Office, Bathroom, Breakroom:		950
Coll Share Carpet Clean:		300
Budget for 2019/2020 =	\$	3,098

Prepared by: Clay Northrop
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Contract Services

Account Number: 60270

Budget Amount: \$ **6,598**

Budgeted Item Description: Uniforms

Budgeted Item Justification:

2012/2013	\$	2,671
2013/2014		3,407
2014/2015		2,910
2015/2016		2,986
2016/2017		3,630
2017/2018		2,966

	units	\$/units	#units	subtotal
Alsco	LS	\$ 54	52	\$ 2,808
Safety Boots	EA	175	8	1,400
Muck Boots	EA	180	3	540
Bomber Jackets	EA	85	3	255
Sweatshirts	EA	50	8	400
Rain Gear	EA	40	8	320
T Shirts	EA	35	25	875
Budget for 2019/2020 = \$				6,598

Prepared by: Clay Northrop
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Contract Services
 Account Number: 60310
 Budget Amount: \$ 1,070
 Budgeted Item Description: Weed & Bug Control
 Budgeted Item Justification:

Actual 2012/2013	\$	202
Actual 2013/2014		-
Actual 2014/2015		75
Actual 2015/2016		310
Actual 2016/2017		443
Actual 2017/2018		625

	units	\$/units	#units	subtotal
Ground Weed Control Application	EA	\$ 245	2	\$ 490
Exterior Pest Spary	EA	145	2	290
Interior Shops Pest Spary	EA	145	2	290
Budget for 2019/2020 =				\$ 1,070

Prepared by: Clay Northrop
 Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services
 Account Number: 61230
 Budget Amount: \$ 37,359
 Budgeted Item Description: **Building & Grounds Maintenance**

Budgeted Item Justification:

Actual 2012/2013	\$	13,184
Actual 2013/2014		14,840
Actual 2014/2015		18,247
Actual 2015/2016		31,235
Actual 2016/2017		19,888
Actual 2017/2018		36,803

	unit	\$/unit	#units	Sub-total
SSSD Labor Snow Removal	HR	\$ 53	175	\$ 9,275
SSSD Labor Clean Shops / Yard	HR	53	70	3,710
SSSD Labor Maint Man	HR	51	27	1,377
SSSD Labor Rock Staging Area	HR	53	32	1,696
Shop Decking Building	LS	1,400	1	1,400
Pole Building roof/ Shop Window repair	LS	5,500	1	5,500
10' x 12' Wood Tool Shed & Shelves	LS	4,500	1	4,500
Shop Lawn Care	EA	60	18	1,080
Shop Lawn Care weed and feed	EA	85	3	255
31,315 Seal Coat & Stripping Parking Lot	EA	0.24	31,315	7,516
2X2X6 Staging Concrete Block and Delivery		70	15	1,050
Budget for 2019/2020 =				\$ 37,359

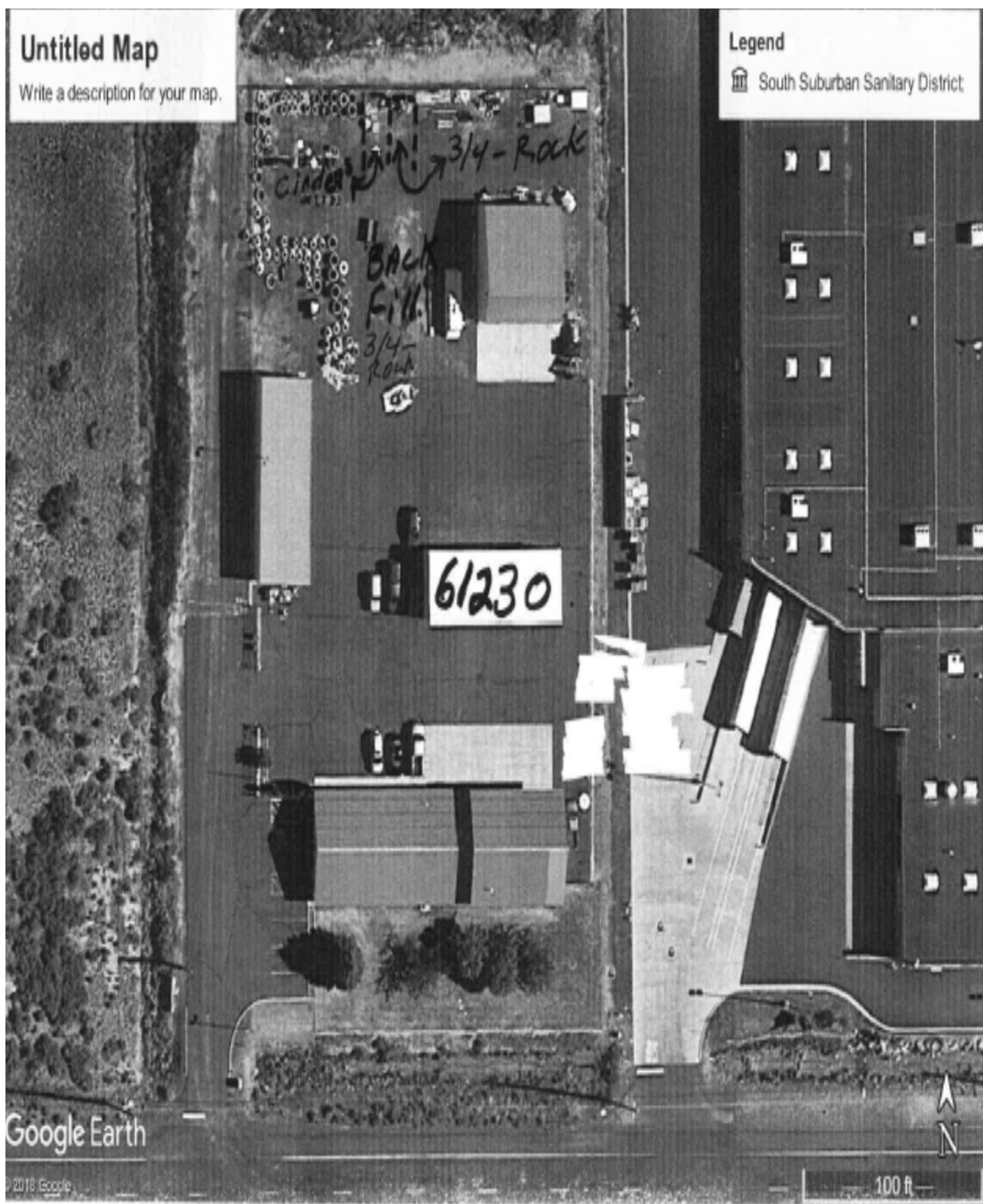
Prepared by: Clay Northrop
 Reviewed by: Michael Fritschi

Untitled Map

Write a description for your map.

Legend

 South Suburban Sanitary District





Legend

The 10' X 12" lofted barn will be placed by the East end of the office / shop building to store tool that the District has stored in between the vehicles and trucks that we park in the office / shop and safety equipment we have strode on the floor of the gas shed. The tools placed in the shed will be an easy and safe access as we need to use the tools in the shop building.

List of the tools and safety equipment that will be stored in the shed. chap saw and stand; compound miter saw and stand. Tall floor hoist stands, vacuum cleaner, over engine creeper, floor creeper. 3 floor jacks, engine hoist, 3 safety welding screens, generator, magnet and hoist to lift manholes covers with flow meter connected to them, low profile oil drain pan, 2 confined space tripod and wench and air blowers. Other miscellaneous tools.

Untitled Map
Write a description for your map.

61230

Google Earth



Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 61420

Budget Amount: \$ 6,474

Budgeted Item Description: Certification & Dues

Budgeted Item Justification:

Actual 2012/2013	\$	2,429
Actual 2013/2014		3,133
Actual 2014/2015		2,771
Actual 2015/2016		4,226
Actual 2016/2017		5,035
Actual 2017/2018		4,875

CDL ODOT License	\$	50
CDL ODOT Physicals		900
Safety Sensitive Testing		600
DEQ Certifications Renewal		1,200
DEQ Certifications Exams		1,500
SDAO Membership		1,385
OR Assoc of Clean Water Membership		554
OR Ethics Fee		285
Flagging Certificate		-
Budget 2019/2020 =	\$	6,474

Prepared by: Clay Northrop
Reviewed by Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 61630

Budget Amount: \$ 12,300

Budgeted Item Description: **Education**

Budgeted Item Justification:

2011/2012	\$	3,140
2012/2013		8,129
2013/2014		2,275
2014/2015		3,352
2015/2016		1,785
2016/2017		430
2017/2018		8,488

	unit	\$/unit	#units	subtotal
Training For Performance Goals	EA	600	7	4,200
Certification Short School	EA	450	4	1,800
Asset Management Training	LS	2,800	1	2,800
Supervisor training	LS	500	1	500
Certification Books	LS	400	1	400
Training for CCTV Van	LS	500	2	1,000
Certified Reliability Manager Training	LS	1,000	1	1,000
Lead Training	LS	300	2	600
Budget for 2019/2020 = \$				12,300

Prepared by: Clay Northrop
Reviewed by Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services
 Account Number: 61455
 Budget Amount: \$ 3,978
 Budgeted Item Description: Preventive Equipment Maintenance (CUPPS)
 Budgeted Item Justification:

Actual 2012/2013	\$	4,136
Actual 2013/2014		5,266
Actual 2014/2015		5,883
Actual 2015/2016		7,260
Actual 2016/2017		4,731
Actual 2017/2018		6,238

This is the time spent on updating and maintaining the District Preventative Maintenance Program and Asset Inventory

approx. hours/week 1.5

	Hrs.	\$/hour	total
Maintenance Labor	78	\$ 51.00	\$ 3,978
	Budget for 2019/2020 =		3,978

Prepared by: Clay Northrop
 Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services
 Account Number: 61648
 Budget Amount: \$ 5,000
 Budgeted Item Description: Communication Equipment

Budgeted Item Justification:

Actual 2012/2013	\$	2,106
Actual 2013/2014		255
Actual 2014/2015		1,030
Actual 2015/2016		576
Actual 2016/2017		
Actual 2017/2018		719

	Unit	\$/Unit	# Units	Total
Hand Held Radio	EA	\$ 550	2	\$ 1,000
Fire Radio Systems/4 head sets, works with radios	EA	875	4	3,500
Replacement Batteries	EA	100	4	400
		Budget 2019/20120 =	\$	5,000

Prepared by: Clay Northrop
 Reviewed by Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services
 Account Number: 61650
 Budget Amount: \$ 64,957
 Budgeted Item Description: Equipment Maintenance
 Budgeted Item Justification:

Actual 2012/2013	\$ 18,091
Actual 2013/2014	38,222
Actual 2014/2015	44,350
Actual 2015/2016	72,301
Actual 2016/2017	40,614
Actual 2017/2018	\$41,464

	unit	\$/unit	#/Units	Subtotal
SSSD Labor Equip. Crew PM's*	HR	\$ 53	234	\$ 12,402
SSSD Labor Equip. PM's Maint*	HR	51	12	612
SSSD Labor Equip. repair. Maint	HR	51	256	13,056
SSSD Labor Equip. Crew repair	HR	53	120	6,360
Equipment Maint. Parts	LS	9,000	1	9,000
SSSD Crew Labor Move Flowmeters	LS	5,227	1	5,227
SSSD Labor-Large sewer pipe cleaning screen rebuild	HR	51	80	5,100
4" Lay flat Discharge Hose for 4" bypass pump	EA	3,500	1	3,500
Rotating Head Nozzle 4' Flushing Vac Con	LS	2,400	1	2,400
Flexable head nozzles	EA	650	1	650
Equipment Tires	EA	500	1	500
High presser sewer cleaning hose 2500, 3000 psi	EA	2,600	1	5,200
Aluminum material for pipe clean screen	EA	950	1	950
Budget for 2019/2020 =				\$ 64,957

*Preventative Maintenance (PM's) are weekly checks on equipment, engine oil, lights, water, tires, belts, fluids, battery's etc.

TIRES

Car Trailer \$ 500

Prepared by: Clay Northrop
 Reviewed by Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services
 Account Number: 65500
 Budget Amount: \$ 10,560
 Budgeted Item Description: Pipe, Fittings & Shop, Maint. Supplies

Budgeted Item Justification:

Actual 2012/2013	\$	10,627
Actual 2013/2014		1,707
Actual 2014/2015		6,611
Actual 2015/2016		2,683
Actual 2016/2017		580
Actual 2017/2018		2,748

	unit	\$/unit	#unit	subtotal
Lamp pull box's	EA	\$ 40	12	\$ 480
Lamp pull box covers	EA	\$ 40	12	480
4" sewer Disconnet Valve and plunger	EA	\$ 100	36	3,600
Flat top M/H covers (Cook)	EA			-
Sewer Repairs Parts	LS	\$ 4,000	1	4,000
Shop Supplies	LS	\$ 2,000	1	2,000
Budget 2019/2020				\$ 10,560

**Shop Supplies consist of items like rags, welding supplies, equipment & vehicle cleaning supplies, lubricants & degreasers, hand cleaners, laundry detergents, bolts & nuts, Loctite, Utility Locating supplies, etc.*

Prepared by: Clay Northrop
 Reviewed by Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 66100

Budget Amount: \$ 370

Budgeted Item Description: Safety Dinner/Barbecue

Budgeted Item Justification:

Actual 2012/2013	\$	230
Actual 2013/2014		372
Actual 2014/2015		138
Actual 2015/2016		146
Actual 2016/2017		214
Actual 2017/2018		278

\$40 @ 8 = 320

2018/2019 Employee Service Awards/Plaques

30 years		
25 years		
20 years		
15 years	\$	50
10 years		
5 years		

Prepared by: Clay Northrop
Reviewed by: Michael Fritschi

Fiscal Year 2018/2019
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 66120

Budget Amount: \$ 4,144

Budgeted Item Description: Safety Supplies

Budgeted Item Justification:

Actual 2012/2013	\$	2,716
Actual 2013/2014		5,938
Actual 2014/2015		3,766
Actual 2015/2016		2,238
Actual 2016/2017		1,646
Actual 2017/2018		2,234

Item	Unit	\$/unit	#units	subtotal
Ear Plugs	LS	\$ 50	1	\$ 50
First aid kit service	LS	861	77%	662
Glasses/Lens	EA	15	12	180
Wasp Spray	LS	75	1	75
Test Gas For Monitors	EA	225	1	225
Flexhand Leather Gloves	EA	16	32	512
Rubber Exam. Gloves Maint. & Collection	EA	76	2	152
Orange Coated Rubber Gloves	EA	12	24	288
Confined Space Tri-pod yearly Inspection	EA	300	2	600
Safety Vests	EA	-	-	-
48" Road Safety Signs & Stands	EA	450	2	900
28" Road Safety Cones	EA	20	25	500
Replace Hard Hats 3 to 5 Years	EA	-	-	-
Budget for 2018/2019 =				\$ 4,144

Prepared by: Clay Northrop
Reviewed by Michael Fritschi



Safe Products | Sound Advice | Delivered
 PO Box 702
 Donald, OR 97020
 (503) 678-2981

66120

QUOTATION

Order Number	
2145191	
Order Date	Page
2/7/2019 12:20:47	1 of 1

Quote Expires On 3/9/2019

Bill To:
 South Suburban Sanitary
 2201 Laverne Ave
 Accounts Payable
 Klamath Falls, OR 97603
 US

Ship To:
 South Suburban Sanitary
 2201 Laverne Ave
 Clay Northrop @ Collections
 Klamath Falls, OR 97603

Customer ID 67975

Requested By: Clay Northrop

PO Number		Ship Route	UPS	Taker		CAMERON, WEAVER	
Ln	Item ID	Item Description	Disposition	Ordered	UOM	Unit Price	Extended Price
1	JBCRS70032SR3M64	Cone 28" Slimline w/ Reflective Collars		25.00	EA	16.880	422.00
2	SUP48SBFO	Sign, 48 SB, Pockets Only		2.00	EA	106.770	213.54
3	SUPCBFF48FU	Crossbrace with Flag-Up, 3/4		2.00	EA	59.400	118.80
4	SUP48SBOLR	Overlay 48" superbright RIGHT		2.00	EA	18.800	37.60
5	SUPSETUP	Setup Fee		1.00	EA	50.000	50.00
6	SUPMS2000X/FL	Stand, Steel w/ spring & 1" post		2.00	EA	149.000	298.00

Total Lines: 6

x2 Right/Left Turn Lane Closed Ahead

SUB-TOTAL: 1,139.94

TAX: 0.00

AMOUNT DUE: 1,139.94

U.S. Dollars

Signature _____

Returns: Special order, non-stock and drop ship items are subject to prior approval and returned goods policy of the manufacturer.

Restocking fees may apply.

Logo items with custom artwork or imprints are not cancelable or returnable, unless the problem is a Ritz Safety error or a manufacturer defect.

Dispositions
B = Backorder
H = Hold
S = Special
D = Drop Ship
C = Cancel
T = Transfer
P = Production
M = Make

All products & services are subject to Ritz Safety Terms and Conditions. Please visit www.ritzsafety.com or refer to our current catalog.

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 66230

Budget Amount: \$ 15,643

Budgeted Item Description: **Small Tools**

Budgeted Item Justification:

Actual 2012/2013	\$	6,834
Actual 2013/2014		4,673
Actual 2014/2015		6,990
Actual 2015/2016		3,350
Actual 2016/2017		11,477
Actual 2017/2018		13,320

	unit	\$/unit	#units	subtotal
Copier:	LS	\$ 2,371	30%	\$ 711
Cues 8" wheel rubber kit for pipe ranger:	LS	1,119	1	1,119
Tools for Maintenance Truck:	LS	500	1	500
Misc. hand Tools:	LS	1,000	1	1,000
Vac-Cons / Flush Truck/ TV Van:	LS	600	4	2,400
Miller 180 AC/DC TIG Welder 1/2:	LS	1,113	1	1,113
Accessories for Miller Welder:	LS	500	1	500
Tools for Collection Trucks:	EA	600	3	1,800
8' to 24' Claw Grabber:	EA	350	2	700
Ridgid Soil Pipe Cutter :	EA	600	1	600
1/2 Air Impact, 1/2 80T ratchet, Under hood light:	LS	1,300	1	1,300
Scanner Update:	LS	1,000	1	1,000
1000 W Generator:	LS	1,000	1	1,000
20 ton hydrolic shop press:	LS	1,000	1	1,000
Large Floor Jack / Low Profile Drain Pan:	LS	900	1	900
Budget for 2019/2020 =				\$ 15,643

Prepared by: Clay Northrop
Reviewed by: Michael Fritschi

SALES ORDER
ACKNOWLEDGEMENT

98370



3600 Rio Vista Avenue
Orlando, Florida 32805
(407) 849-0190 Fax (407) 425-1569

SALES ORDER #: 000678754 Rev #: 0

Bill To: 10016030
SOUTH SUBURBAN SANITARY DIST
2201 LAVERNE AVE.
KLAMATH FALLS, OR 97603

Ship To: 10016031
SOUTH SUBURBAN SANITARY DIST
2201 LAVERNE AVE.
KLAMATH FALLS, OR 97603

TODAYS DATE: January 10, 2019
ORDER DATE: January 10, 2019
CUSTOMER PO:
CONTACT: CLAY NORTHRUP
SHIP VIA: UPS REGULAR
TERMS: NET 30 DAYS

REQUESTED BY: GILLIANW
SALESMAN: GILLIAN WILSON
SHIP LOCATION: CENTRAL
F.O.B.: 2
HOLD CODE: Q **Quote Only**
PHONE: 541-882-5744

Ln #	Part # Description	Order Qty	Ship From	Tax Rate	Direct Amount	Direct Pct	Price	Ext Price
001	WY30B KIT,WHEEL,RUBBER,8",OPR/WTR3/LM2	1	CENTRAL	0.00	195.97	15.0%	1,306.44	1,110.47
002	HANDLING HANDLING CHARGES	1	CENTRAL	0.00	0.00	0.0%	7.95	7.95

Shipping charges are not included in the TOTAL amount.	Sub Total :	1,314.39
	Discount Total :	195.97
	Tax Total :	0.00
Acknowledgement Only - Do Not Pay	TOTAL	\$1,118.42

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 67450

Budget Amount: \$ 9,248

Budgeted Item Description: **Travel**

Budgeted Item Justification:

2012/2013	\$	1,063
2013/2014		719
2014/2015		2,405
2015/2016		1,519
2016/2017		1,427
2017/2018		2915

	Est Cost			
	Unit	\$/unit	#units	Subtotal
Supervisor, Lead Training Mileage	trip	\$ 95	1	\$ 95
Supervisor, Lead Training Per-Diem	EA	185	2	370
Supervisor, Lead Training Rooms	EA	185	2	370
Maintenance Position-Per Diem, Room & Mileage	LS	1,200	1	1,200
Certified Reliability Manager Training	LS	1,000	1	1,000
ORWEF training Per-Diem	EA	165	3	495
ORWEF training Rooms	EA	550	3	2,200
Training Mileage	EA	90	3	270
Crew SMART Goals	EA	812	4	3,248
		Budget for 2019/2020 =	\$	9,248

Prepared by: Clay Northrop
Edited by Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 68140

Budget Amount: \$ 22,352

Budgeted Item Description: **Vehicles & Tires**

Budgeted Item Justification:

Actual 2012/2013	\$	10,396
Actual 2013/2014		20,019
Actual 2014/2015		14,954
Actual 2015/2016		16,082
Actual 2016/2017		24,080
Actual 2017/2018		11,016

	unit	\$/unit	#/Units	Subtotal
SSSD Labor Vehicle PM's*	HR	\$ 53	130	\$ 6,890
SSSD Labor Vehicle PM's - Maint	HR	51	12	612
SSSD Labor Vehicle Repairs - Maint	HR	51	110	5,610
SSSD Labor Vehicle repairs	HR	53	80	4,240
Vehicles Tires	LS	1,000	1	1,000
Equipment Maint. Parts	LS	4,000	1	4,000
Budget 2019/2020 =				\$ 22,352

**Preventative Maintenance (PM's) are weekly checks on vehicle engine oil, lights, water, tires, belts, fluids, battery's etc.*

Tires for 2006 Chevy Tahoe

Prepared by: Clay Northrop
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 69900

Budget Amount: \$ 12,219

Budgeted Item Description: Utilities

Budgeted Item Justification:

	PP&L	Phone	Cell Phones	Gas	Water	Total
Actual 2012/2013	\$ 3,391	\$ 1,804	\$ 1,068	\$ 1,184	\$ 366	\$ 7,813
Actual 2013/2014	3,770	1,082	1,070	1,606	481	8,009
Actual 2014/2015	4,069	1,086	1,060	1,595	332	8,142
Actual 2015/2016	4,324	1,080	1,300	1,737	534	8,975
Actual 2016/2017	4,878	1,166	1,091	2,215	333	9,683
Actual 2017/2018	3,769	1,192	797	1,936	458	8,152

	As of 12/31/18	Months	2018/2019 Projected to June 30, 2019	Assumed Rate Increase	Budget 2019/2020
PPL Electric	\$ 2,938	6	\$ 5,876	1.50%	\$ 5,965
City Water	385	6	770	1.50%	781
Avista Gas	1,294	6	2,588	1.50%	2,627
Charter Phone Office	779	6	1,558	1.50%	1,581
Collection Crew Cell Phones	596	6	1,192	1.50%	1,265
	<u>\$ 5,992</u>		<u>\$ 11,984</u>		<u>\$ 12,219</u>

Prepared By: Cindy Oden
Reviewed by Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 69550

Budget Amount: \$ (21,200)

Budgeted Item Description: Maintenance Equipment Cost from Collections to Treatment Plant

Budgeted Item Justification:

Actual Cost 2017/2018 \$ (15,727)

Backhoe Dike Maintenance	\$	9,920
Flume Cleaning Flush Truck		4,800
Flume Cleaning Vac Con Truck		6,480
Budget for 2019/2020 =	\$	21,200

Prepared by: Sally Bratton
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services
Account Number: 69550
Budget Amount: \$ (108,090)
Budgeted Item Description: Materials Capitalized

Budgeted Item Justification:

Actual 2012/2013	\$ (22,028)
Actual 2013/2014	(4,892)
Actual 2014/2015	(62,842)
Actual 2015/2016	(140,119)
Actual 2016/2017	(55,011)
Actual 2017/2018	(30,546)

GIS Project::	63,250
Service Laterals:	34,000
Cleanouts:	10,840
Budget for 2019/2020	108,090

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

SSSD PROJECT COST OPINION WORKSHEET

Budget Code:	98160			
Project Name:	<i>Pole Building Extension</i>			
<i>Component</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
Contractor Work	LS	1	\$ 60,000	\$ 60,000
Electrical	LS	1	8,500	\$ 8,500
Lead Man	hrs	6	61	\$ 366
Collection Supervisor	hrs	10	65	\$ 650
3/4- Rock	LS	2	450	\$ 900
				\$ -
				\$ -
Total Project Cost Opinion				\$ 70,416
Total SSSD Labor				\$ 1,016
Amount Towards PW Project:				\$ 69,400

Prepared by: Clay Northrop
 Reviewed by: Michael Fritschi



Mark Holland Construction, Inc.

3004 Vale Rd.

Klamath Falls, OR. 97603

Ph. 541-884-2447 Fax 541-273-5726

CCB # 168163

Job Estimate

To: South Suburban Sanitary
2201 Laverne Ave.
Klamath Falls, OR. 97603

Date: 03/25/2019

48' x 28' x 17' Pole Building

48' Trusses with 2 - 14' bays

6" x 8" DF PT Main Posts in 4' of concrete

6" x 6" DF PT Side wall posts in 4' of concrete

2" x 8" Purlins 20"oc

2" x 6" Girts 2'oc

29 Gauge colored metal

4" of 3/4" base rock for slab

6" concrete slab with #4 rebar 18"oc and a 4000 psi mix

4" Insulation in building

2 - 12' x 14' Insulated OH doors w/ glass

1 - Man door

Engineering, Permit, Labor & Materials

Total Price \$ 50,852.00

Option: 20' x 28' concrete apron w/#4 rebar 18" oc & 4" of base rock \$ 5,650.00

Electrical cost \$ 4,252.00

QUALITY ELECTRIC

456 MARKET ST.
 KLAMATH FALLS, OR 97601
 PH#541-885-8667
 CCB#107623 CA.#868961

QUOTATION

DATE	QUOTE NO.
3/11/2019	030721

NAME / ADDRESS
SOUTH SUBURBAN SANITARY DIST. 2201 LAVERNE AVE. KLAMATH FALLS, OR. 97603

THIS QUOTE IS NOT FOR
 SOLICITATION PURPOSES.

PROJECT

DESCRIPTION	TOTAL
SHOP ADDITION	
4- LITHONIA LED 93WATT HIGH BAY FIXTURES	
3- RAB LED 37WATT WALL PACK	
1- INDUSTRIAL CEILING FAN	
1- GFCI OUTLET ON FRONT AND BACK OF NEW WALL	
EXTEND WIRING TO NEW WALL ON WEST SIDE	
WIRING FOR (2) GARAGE DOOR OPENERS	
PERMIT	
COST	8,495.00
TOTAL	\$8,495.00

Untitled Map
Write a description for your map.

Legend

Sanitary District

98160

The 48' X 28' pool building addition will allow the district to park the 2014, 2001 vac-con combination trucks in the 2 new extended bays and the district will have at least the 32' of clearance around the trucks that OSHA requires. This will give Steve additional room to pull the front hose wheel out and open the hood and have room for employees to walk around the trucks when being worked on. The District check with Dug from United Mechanical Contractors to see if the existing heater will adequately heat the 48' by 28' addition. United Mechanical Contractors said the heater will work only suggestion was that we add (4") of insulation to the new addition.

2014 vac-con 2001 vac-con
48'
28'
2014 FISH TRUCK
1988 FISH TRUCK
TV

Google Earth

80 ft

N



SSSD PROJECT COST OPINION WORKSHEET

Budget Code:				
Project Name:	<i>Skyline Sewer Project Design</i>			
<i>Component</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
Design Costs	LS	1	\$ 200,000	\$ 200,000
District Manager Time	hrs	15	89	\$ 1,335
CS Supervisor Time	hrs	15	65	\$ 975
CS Lead Time	hrs	30	61	\$ 1,830
				\$ -
				\$ -
				\$ -
Total Project Cost Opinion				\$ 204,140
Total SSSD Labor				\$ 4,140
Amount Towards PW Project:				\$ 200,000

Prepared by: Michael Fritschi

SSSD PROJECT COST OPINION WORKSHEET

Budget Code:				
Project Name:	<i>Skyline Sewer Construction</i>			
<i>Component</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
Construction to June 30, approx 40%	%	40%	\$ 2,605,000	\$ 1,042,000
Construction Management Services	%	50%	185,000	\$ 92,500
District Manager Time	hr	25	89	\$ 2,225
CS Supervisor Time	hr	40	65	\$ 2,600
CS Lead Time	hr	100	61	\$ 6,100
	hr			\$ -
	LS			\$ -
	LS			\$ -
				\$ -
				\$ -
				\$ -
Total Project Cost Opinion				\$ 1,145,425
Total SSSD Labor				\$ 10,925
Amount Towards PW Project:				\$ 1,134,500

Prepared by: Michael Fritschi

SSSD PROJECT COST OPINION WORKSHEET

Budget Code:				
Project Name:	<i>GIS Phase IV</i>			
<i>Component</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
CCTV - Crew Labor	hrs.	2200	\$ 53	\$ 116,600
CCTV - Van	hrs.	550	115	\$ 63,250
Collection Supervisor	hrs.	25	65	\$ 1,625
District Manager	hrs.	5	90	\$ 450
Total Project Cost Opinion				\$ 181,925
Total SSSD Labor				\$ 118,675
Total SSSD Equipment				\$ 63,250

Prepared by: Michael Fritschi

SSSD PROJECT COST OPINION WORKSHEET

Budget Code:					
Project Name:	<i>Service Lateral Rehabilitation Phase 2</i>				
Component		Unit	#Units	Cost/Unit	Cost
<i>Map E-6, D-43-to D-43-1 Onyx ST 8" CIPP</i>		<i>FT</i>	<i>504</i>	<i>\$ 50</i>	<i>\$ 25,200</i>
<i>C-7, D-19E-2 to D-19E-3 Clinton 8" AVE CIPP</i>		<i>FT</i>	<i>504</i>	<i>50</i>	<i>\$ 25,200</i>
<i>Map C-3, B-15-3 to B-15-4 Gettle ST 8" CIPP</i>		<i>FT</i>	<i>200</i>	<i>50</i>	<i>\$ 10,000</i>
<i>Map B-7, E-3-2-2 to E-3-2-2 Bristol Ave 8" CIPP</i>		<i>FT</i>	<i>207</i>	<i>50</i>	<i>\$ 10,350</i>
<i>Map B-5 C-8 to C-9 Crest ST 15" CIPP</i>		<i>FT</i>	<i>340</i>	<i>90</i>	<i>\$ 30,600</i>
<i>B-8 E-12 to -E-13 Anderson Ave 16" CIPP</i>		<i>FT</i>	<i>80</i>	<i>135</i>	<i>\$ 10,800</i>
<i>6642 Eberline way, Point Patch</i>		<i>LS</i>	<i>1</i>	<i>3,100</i>	<i>\$ 3,100</i>
<i>1611 Moyina way, Point patch</i>		<i>LS</i>	<i>1</i>	<i>3,100</i>	<i>\$ 3,100</i>
<i>1215 patterson St, point patch</i>		<i>LS</i>	<i>1</i>	<i>3,100</i>	<i>\$ 3,100</i>
<i>1925 Watson St, point patch</i>		<i>LS</i>	<i>1</i>	<i>3,100</i>	<i>\$ 3,100</i>
<i>4039 summers St, point patch</i>		<i>LS</i>	<i>1</i>	<i>3,100</i>	<i>\$ 3,100</i>
<i>1723 Dawn Dr, point patch</i>		<i>LS</i>	<i>1</i>	<i>3,100</i>	<i>\$ 3,100</i>
<i>2003 Kimberly Dr, point patch</i>		<i>LS</i>	<i>1</i>	<i>3,100</i>	<i>\$ 3,100</i>
<i>2109 Down Dr / Cottage, point patch</i>		<i>LS</i>	<i>1</i>	<i>3,100</i>	<i>\$ 3,100</i>
<i>4741 S 6ST / Cottage, point patch</i>		<i>LS</i>	<i>1</i>	<i>3,100</i>	<i>\$ 3,100</i>
<i>Madison / Denver Ave, point patch</i>		<i>LS</i>	<i>1</i>	<i>3,100</i>	<i>\$ 3,100</i>
<i>Kane St / Shasts way, point patch</i>		<i>LS</i>	<i>1</i>	<i>3,100</i>	<i>\$ 3,100</i>
<i>1528 Tamera Dr, point patch</i>		<i>LS</i>	<i>1</i>	<i>3,100</i>	<i>\$ 3,100</i>
<i>5303 Hilldale St, Dig</i>		<i>LS</i>	<i>1</i>	<i>3,700</i>	<i>\$ 3,700</i>
<i>5308 Hilldale St, Dig</i>		<i>LS</i>	<i>1</i>	<i>3,700</i>	<i>\$ 3,700</i>
<i>4255 frieda Ave, point patch</i>		<i>LS</i>	<i>1</i>	<i>3,100</i>	<i>\$ 3,100</i>
<i>4316 Barry Ave, point patch</i>		<i>LS</i>	<i>1</i>	<i>3,100</i>	<i>\$ 3,100</i>
<i>District Manager</i>		<i>HR</i>	<i>10</i>	<i>89</i>	<i>\$ 890</i>
<i>Engineering service</i>		<i>LS</i>	<i>1</i>	<i>15,000</i>	<i>\$ 15,000</i>
<i>Advertising</i>		<i>LS</i>	<i>1</i>	<i>500</i>	<i>\$ 500</i>
<i>Collection Supervisor</i>		<i>HR</i>	<i>100</i>	<i>65</i>	<i>\$ 6,500</i>
<i>Collection Lead</i>		<i>HR</i>	<i>20</i>	<i>61</i>	<i>\$ 1,220</i>
<i>Collection Crew</i>		<i>HR</i>	<i>150</i>	<i>52</i>	<i>\$ 7,800</i>
<i>SSSD CC TV,VAN</i>		<i>HR</i>	<i>100</i>	<i>150</i>	<i>\$ 15,000</i>
<i>New Flush Trucks</i>		<i>HR</i>	<i>160</i>	<i>100</i>	<i>\$ 16,000</i>
<i>Small SSSD Equipment</i>		<i>HR</i>	<i>40</i>	<i>75</i>	<i>\$ 3,000</i>
Total Project Cost Opinion					\$ 228,860
Total SSSD Labor					\$ 16,410
Total SSSD Equipment					\$ 34,000
Amount towards PW Project					\$ 178,450

Prepared by: Clay Northrop
Reviewed by: Michael Fritschi

SSSD PROJECT COST OPINION WORKSHEET

Budget Code:				
Project Name:	<i>Misc. Sewer Clean-Out Installation</i>			
<i>Component</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
Clean-Out Materials	EA	20	\$ 300	\$ 6,000
SSSD Labor	hrs	200	52	\$ 10,400
Backhoe	hrs	20	62	\$ 1,240
Vac-Con	hrs	60	135	\$ 8,100
Lead Man	hrs	20	61	\$ 1,220
Collection Supervisor	hrs	10	65	\$ 650
Push Camera	hrs	20	75	\$ 1,500
Total Project Cost Opinion				\$ 29,110
Total SSSD Labor				\$ 1,500
Total SSSD Equipment				\$ 10,840
Amount towards PW Project				\$ 16,770

Prepared by: Clay Northrop
 Reviewed by: Michael Fritschi

SSSD PROJECT COST OPINION WORKSHEET

Budget Code:				
Project Name:	<i>City Water Line Projects</i>			
<i>Component</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
Derby St (City new water line)	LS	1	\$ 3,500	\$ 3,500
Derby St (City new water line)	LS	1	3,500	\$ 3,500
Daton St (City new water line)	LS	1	3,500	\$ 3,500
Daton St (City new water line)	LS	1	3,500	\$ 3,500
Frieda Ave (City new water line)	LS	1	3,500	\$ 3,500
Frieda Ave (City new water line)	LS	1	3,500	\$ 3,500
Collection Supervisor	hrs	10	61	\$ 610
Collection Crew	hrs	10	2	\$ 520
Total Project Cost Opinion				\$ 22,130
Total SSSD Labor				\$ 1,130
Total SSSD Equipment				\$ -
Amount towards PW Project				\$ 21,000

Prepared by: Clay Northrop
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Capital Outlay
Account Number: 98370
Budget Amount: \$ 18,130
Budgeted Item Description: Equipment Collections & Shop
Budgeted Item Justification:

Cues Summit Upgrade Power \$ 18,130
Control Unit & Controllers &
Installation

Prepared by: Clay Northrop
Reviewed by: Michael Fritschi

98370
98370



3600 Rio Vista Avenue
Orlando, FL 32805
Toll Free: 800-327-7791
Phone: 407-849-0190
Fax: 407-425-1569
Web site: www.cuesinc.com

Thursday, January 10, 2019

Clay Northrop
South Suburban Sanitary District
2201 Laverne Ave.
Klamath Falls, OR 97603

RE: Wheeled transporter additions

Dear Clay,

Here is the pricing you requested to update your Cues van to the new electronics.
Please see attached component list for greater detail.

In summary:

Cues Summit upgrade

- Remove legacy PCU, titler and controllers
- Summit PCU
- Summit CCU
- Wireless and wired controller
- Wire adapter for LAMP1 system to remain
- Cabling
- New cable end termination to Summit wiring
- Blank panels
- Delivery
- Installation

Total	\$23,242
Discounted total	<u>\$18,130</u>

Please feel free to give me a call with any questions.

Sincerely,

Gillian Wilson
NW Territory Manager
(866)715-0896

Specifications For: SOUTH SUBURBAN SANITARY, OR

- 1 EC1286 VIDEO ISOLATOR

- 1 MD612 - CABLE ADAPTER LATERAL

- 1 LT610-1 LAMP FTG ISOLATPR

- 1 TR2645 - 5" UNIVERSAL MONITOR

- 1 EC1834 - BNC TO RCA

- 1 PC148 - POWER SUPPLY

- 1 SYSTEM SELECT INTERFACE AND SUMMIT SYSTEM INTERFACE CABLES

- 1 PCU ASSEMBLY [RACK MOUNT]

- 1 CCU ASSEMBLY [RACK MOUNT]
 - 1 Alpha Numeric Information Display, with Multi Paging and Defect Coding
 - 1 Remote "QWERTY" Keyboard for Data Entry
 - 1 On Screen Footage Display
 - 1 WRC and PACP Codes

- 1 WIRED USB CONTROLLER
 - 1 Joystick Control for Pan and Tilt Zoom Camera to Include:
 - 1 360 Degree Rotate
 - 1 330 Degree Optical Pan
 - 1 Joystick Control for All Steering Functions & Forward / Reverse Directions for Transporter
 - 1 Camera Lift Control for Optional Electronic Camera Lift
 - 1 All Other Controls for Camera to Include:
 - 1 Camera Iris and Focus Override & Zoom
 - 1 Camera Lights & Shutter Control for Light Enhancement
 - 1 Camera Diagnostics & Auto Home
 - 1 Cruise Control to Set Speed of the Transporter for Hands Off Operation
 - 1 All Reel Controls to Include: Retrieve, Release, and Variable Speed [Excluding Dolly Systems]

- 1 WIRELESS CONTROLLER
 - 1 Joystick Control for Pan and Tilt Zoom Camera to Include:
 - 1 360 Degree Rotate
 - 1 330 Degree Optical Pan
 - 1 Joystick Control for All Steering Functions & Forward / Reverse Directions for Transporter
 - 1 Camera Lift Control for Optional Electronic Camera Lift
 - 1 All Other Controls for Camera to Include:
 - 1 Camera Iris and Focus Override & Zoom
 - 1 Camera Lights & Shutter Control for Light Enhancement
 - 1 Camera Diagnostics & Auto Home
 - 1 Cruise Control to Set Speed of the Transporter for Hands Off Operation
 - 1 All Reel Controls to Include: Retrieve, Release, and Variable Speed [Excluding Dolly Systems]

1 12P TERMINATION REPAIR KIT METAL PR, SPR, SMM

1 12/5/4 ADAPTER CABLE

1 MISC BLANK PANELS

1 MD308-1 CONTROLLER RETRO KIT

1 INSTALLATION/TRAINING, ON-SITE (THREE DAYS)

1 COMPONENT DELIVERY

SSSD PROJECT COST OPINION WORKSHEET

<i>Budget Code:</i>				
<i>Project Name:</i>	<i>Asset Management Collection/Plant</i>			
Component	Unit	#Units	Cost/Unit	Cost
GIS/Asset Management Software/Work Order	LS	1	\$ 33,000	\$ 33,000
Professional Services Roll Out	LS	1	16,998	\$ 16,998
Granite Date Integration	LS	1	4,998	\$ 4,998
GIS Data Development	LS	1	15,000	\$ 15,000
Integration with SCADA Data	LS	1	6,000	\$ 6,000
SCADA Consultant	LS	1	2,500	\$ 2,500
SSSD Maintenance Time	hrs	130	51	\$ 6,630
SSSD Collection Supervisor Time	hrs	5	79	\$ 395
SSSD Lead Time	hrs	10	61	\$ 610
SSSD WW Supervisor Time	hrs	5	79	\$ 395
SSSD WW Operator Time	hrs	8	58	\$ 464
SSSD District Manager Time	hrs	32	89	\$ 2,848
Total Project Cost Opinion				\$ 89,838
Total SSSD Labor				\$ 16,998
Amount towards PW Project				\$ 72,840
Collection Department Costs				\$ 54,536
Treatment Plant Department Costs				\$ 35,302

Prepared by: Michael Fritschi



BUDGETARY QUOTE

Aktivov Asset Management

QUOTE # SSSD/2019/001

DATE: 04/23/19

VALID TILL 07/22/19

Attn: Michael T. Fritschi
District Manager

South Suburban Sanitary District, OR

ITEM DESCRIPTION	Base Amount	Sales TAX
<p>A. Aktivov Asset Management System (hosted software, one time cost):</p> <p>1. Modules included:</p> <ul style="list-style-type: none"> a. All modules as discussed for treatment plant and the whole collection system. b. Access to spatial analytics tools (the idea is that the District may not invest in any desktop GIS software lic. over time to perform spatial analysis; this will save further costs for the District) <p>2. Users included:</p> <ul style="list-style-type: none"> a. All users will have concurrent access to web based system on desktop/ laptop and on mobile phones and tablets. We will provide unlimited user logins per user (same login on different devices) at the cost of one user login for concurrent login on the web and multiple mobile devices. b. Unlimited number of Users c. Unlimited number of Devices d. Unlimited Assets e. Unlimited GIS layers f. Unlimited Cloud Space for storage, backup, DR, failover etc. g. Unlimited Departments and Divisions <p>3. Devices Supported:</p> <ul style="list-style-type: none"> a. Latest computers, smart phones and tablets from 2016 onwards b. Chrome web browser c. iOS 9x and upwards d. Android 5x and upwards e. Windows 8x and upwards 	\$33,000	State Sales tax applicable
<p>B. Professional Services required for Rollout (one time cost):</p> <p>1. Configuration for Rollout:</p> <ul style="list-style-type: none"> a. Includes treatment plant and the whole collection system b. Up to 3 days of workshop time to gather requirements for configurations, user levels, access, read/ write, lookup tables, system security etc. c. Design documentation for configurations for the modules purchased (as needed) – one review cycle and sign off d. Perform Configurations and Set up e. User testing and acceptance f. Fix bugs g. Retest – 2 total test cycles – alpha and beta, two bug fixing cycles h. Production Rollout <p>2. Other:</p> <ul style="list-style-type: none"> a. All related PM meetings, project related meetings, and ad hoc meetings included b. 1 day onsite training before GO LIVE included. Each training session will last around 2 hours. There will be up to 4 onsite classes in one day, total of 8 hours. We will work with the customer to define the training sessions by user roles – admin vs. crew etc. 	\$16,998	State Sales tax applicable

<ul style="list-style-type: none"> c. Ad hoc training as needed will be provided during testing and rollout. d. Mobile apps will be provided for iOS or Android as needed. e. Unlimited cloud space for application and data storage, backup, disaster recovery is included f. Access to training website and videos, web ticketing system, helpdesk for bug reporting and training are included g. The maintenance and support cost for 2019 is included. h. Unlimited number of layers of assets, number of assets per layer, types of assets, and number of departments. i. Any patches and updates released are included j. Monitor and fix all bugs as reported k. Phone, web, helpdesk, email, onsite, remote support. l. GIS data, maps and map services are hosted by the customer. 		
INITIAL AKTIVOV SOFTWARE LIC & ROLLOUT PRICE TOTAL	\$49,998	State Sales tax applicable
<p>C. Annual Maintenance/Support Subscription for Aktivov Software: Jan 2020 through Dec 2020, paid in Jan every year for the current year.</p> <ul style="list-style-type: none"> a. Unlimited space for application and data storage, backup, disaster recovery, hosting included b. Access to support, web training, training videos, and bug ticketing system included c. Any patches, enhancements, and updates released to the purchased base modules are included d. Mobile app updates included e. Monitor and fix all bugs as reported <p>The initial software licensing and implementation rollout services are planned to be started in the third quarter of 2019.</p>	\$15,000	State Sales tax applicable
<p>D. Integration with Granite data (one time cost): We will work with the District and its engineering firm to integrate condition, rating, picture, videos form the Granite database. The engineering firm will design a geo-processing tool to extract the above data in a format provided by us. The tool will be provided to the District and us. We can run the tool to export data from Granite and import it into GIS and Aktivov at a frequency as instructed by the District (the imports can be done anytime at any frequency). We will do necessary processing of data on our end to import data appropriately in GIS and Aktivov.</p>	\$4,998	State Sales tax applicable
<p>E. Integration with Finance, SCADA/ telemetry (one time cost): Exact scope is not known at this point. This is just a ball park budget for the future. We will scope and refine this budget based on the exact scope of work when the District is ready. We are keeping the integration open for any system on the other end (any financial system, any SCADA/ telemetry system) as the District has not yet decided on the accounting/ finance software on the other end.</p> <p>Ballpark items considered: Utility billing, Payroll, AR, AP, GL, telemetry parameters for auto generation of Work Orders or Inspections, dashboards, reports.</p>	\$10,000 - \$20,000	State Sales tax applicable
<ul style="list-style-type: none"> a. GIS Data Development in 2019 (one time cost): b. Up to 2 days workshop time to gather requirements for configuration/ customizations of GIS, specifically for the treatment plant. c. Design documentation for GIS attributes and configurations d. Massage/ adjust/ create/ edit data on the collection system, perform QA, QC on the data, publish for hosting. e. Create templates to export all asset related data out of the CUPPS database for the treatment plant f. Create new GIS for all the treatment plant assets and layers. We expect labor intensive effort for the treatment plant GIS creation as this is new GIS built out. g. Refer existing GIS maps or drawings as needed for the District assets (collection system and the treatment plant) h. 2 QA/ QC cycles to cleanup and massage data i. Perform GIS data development 	\$15,000	State Sales tax applicable

<ul style="list-style-type: none"> j. User testing and acceptance k. Fix bugs l. Retest – 2 total test cycles – alpha and beta, two bug fixing cycles m. Production Rollout n. The maintenance and support cost for 2019 is included for unlimited GIS edits. o. Assist the District to set up their cloud ArcGIS Online account 		
<p>F. Annual Maintenance/Support Subscription for GIS Data Development and Maintenance: Jan 2020 through Dec 2020, paid in Jan for the current year.</p> <ul style="list-style-type: none"> a. Unlimited addition, edits, or retirement of assets and GIS edits on already published layers. b. This is helpful as you change, massage, and adjust GIS over time to fit the needs of the District for existing and new assets. c. Access to support, and bug ticketing system included d. Monitor and fix all bugs in GIS as reported e. Phone, web, and email support <p>(Alternately, the District can choose to go task by task per project price for each edit task assigned to us)</p>	\$ 4,998	State Sales tax applicable

THANK YOU FOR YOUR BUSINESS.

Please contact me if you have any questions. We are looking forward to get you started.
Thanks and Best Regards,



Arnab Bhowmick.
Aktivov.

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**FORM
LB-30**

**REQUIREMENTS SUMMARY
BY ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

Enterprise Fund
(Name of Fund)

South Suburban Sanitary District
Name of Municipal Corporation

	Historical Data			Projected to 30-Jun-19 This Year 2018-19		REQUIREMENTS FOR: WW TREATMENT PLANT	Budget For Next Year 2019-20			
	Actual Cash Second Preceding Year 2016-17	Actual Cash First Preceding Year 2017-18	Adopted Budget This Year 2018-19				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
						PERSONNEL SERVICES				
2	143,063	155,687	178,103	147,815	2	Labor	155,561	155,561	155,561	2
3	35	100	-	-	3	Labor Collection Supervisor @ Plant	-	-	-	3
4	14,201	14,661	15,195	15,231	4	Labor - On Call Duty	15,459	15,459	15,459	4
5	735	2,480	2,600	330	5	Labor - Automotive	1,900	1,900	1,900	5
6	-	-	-	-	6	Asset Management	15,000	15,000	15,000	6
7	26,449	28,146	32,760	23,380	7	Paid Time Off	28,272	28,272	28,272	7
8	65	120	450	300	8	Safety Bonus	150	150	150	8
9	2,753	8,293	4,000	9,722	9	Overtime & Double Time	16,244	16,244	16,244	9
10	13,635	15,783	18,091	14,608	10	Payroll Taxes - FICA & Medicare	17,803	17,803	17,803	10
11	1,877	2,815	2,908	1,917	11	Payroll Taxes - Workers Comp Insurance	2,782	2,782	2,782	11
12	101	104	127	-	12	Payroll Taxes - Workers Comp Assessment	91	91	91	12
13	200	300	300	150	13	Benefits - Taxable Fringe Benefit	150	150	150	13
14	21,522	31,069	43,120	28,506	14	Benefits - PERS	51,463	51,463	51,463	14
15	62,141	65,250	68,767	51,077	15	Benefits - Health Insurance	59,641	59,641	59,641	15
16	2,412	3,437	5,000	3,600	16	Benefits - Health Insurance Deductible	5,020	5,020	5,020	16
17	495	223	-	-	17	Pre-Employment - Plant	-	-	-	17
18	371	312	464	300	18	Benefits - Employee Assist Prog	402	402	402	18
19	-	-	-	-	19	Benefits - Sick Leave to Deferred Comp	98	98	98	19
20	(8,113)	(8,888)	(14,261)	(14,468)	20	Personnel Services Capitalized	(33,112)	(33,112)	(33,112)	20
21	(51,385)	(99,242)	(104,976)	(73,111)	21	Personnel Services Maintenance	(92,593)	(92,593)	(92,593)	21
22	230,557	220,650	252,648	209,357	22	TOTAL PERSONNEL SERVICES	244,331	244,331	244,331	22
23	3.09	3.09	3.50	3.52	23	Total Full-Time Equivalent (FTE)	2.53	2.53	2.53	23

**REQUIREMENTS SUMMARY
BY ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

Enterprise Fund
(Name of Fund)

South Suburban Sanitary District
Name of Municipal Corporation

	Historical Data			Projected to 30-Jun-19 This Year 2018-19		REQUIREMENTS FOR: WW TREATMENT PLANT	Budget For Next Year 2019-20			
	Actual Cash	Actual Cash	Adopted Budget				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18	This Year 2018-19							
						MATERIALS AND SERVICES CONTRACTS				
25	360	469	525	360	25	Alarms	525	525	525	25
26	3,083	3,167	3,775	3,741	26	Audit Services	3,367	3,367	3,367	26
27	12,214	15,685	17,409	11,602	27	Computer & SCADA	29,175	29,175	29,175	27
28	2,510	3,728	3,640	3,616	28	Waste Removal	3,640	3,640	3,640	28
29	1,634	1,634	5,575	2,546	29	Generator Maintenance	3,079	3,079	3,079	29
30	1,598	2,636	3,930	3,348	30	Janitorial	3,930	3,930	3,930	30
31	-	580	500	730	31	Legal Services	500	500	500	31
32	-	-	300	-	32	Office Equipment - Copies	300	300	300	32
33	1,522	2,248	2,439	1,177	33	Uniforms	1,862	1,862	1,862	33
34	3,300	3,575	3,240	3,240	34	Weed Control	3,590	3,590	3,590	34
35	776	-	3,500	2,500	35	Wildlife Services	2,500	2,500	2,500	35
36	26,997	33,722	44,833	32,860	36	TOTAL MATERIALS AND SERVICES-CONTRACTS	52,468	52,468	52,468	36
						MATERIALS AND SERVICES				
37	141	356	300	300	37	Advertising	300	30	30	37
38	3,026	15,546	24,835	8,500	38	Building & Grounds Maintenance	20,419	20,419	20,419	38
39	2,053	2,346	1,753	3,203	39	Certification, Dues & Misc.	1,766	1,766	1,766	39
40	5,763	4,065	6,000	5,206	40	Chemicals	5,000	5,000	5,000	40
41	20,432	21,680	41,300	27,844	41	Chlorine Gas	37,250	37,250	37,250	41
42	8,223	8,223	8,300	8,477	42	DEQ Permit	8,800	8,800	8,800	42
43	17,727	28,637	27,740	7,575	43	Dike Maintenance	25,860	25,860	25,860	43
44	50	2,527	1,260	1,556	44	Education	3,260	3,260	3,260	44
45	705	-	750	750	45	Election	-	-	-	45
46	4,731	6,238	3,900	4,223	46	Preventive Maintenance-CUPPS	5,304	5,304	5,304	46
47	47,244	96,790	93,833	72,043	47	Equipment Maintenance	88,749	88,749	88,749	47
48	939	1,056	1,050	1,355	48	Equipment Rental	1,050	1,050	1,050	48
49	1,295	1,729	1,700	2,381	49	Gas & Oil	2,400	2,400	2,400	49
50	10,297	16,178	12,315	15,242	50	Henley Pump Maintenance	11,815	11,815	11,815	50
51	21,147	23,294	26,790	21,205	51	Insurance	26,790	26,790	26,790	51
52	7,402	16,893	19,000	6,341	52	Lab Supplies	12,700	12,700	12,700	52
53	1,719	665	1,500	1,074	53	Office Supplies	1,500	1,500	1,500	53

	Historical Data			Projected to 6/30/2019 This Year 2018-19	REQUIREMENTS FOR: WW TREATMENT PLANT	Budget For Next Year 2019-20			
	Actual Cash	Actual Cash	Adopted Budget			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18	This Year 2018-19						
					MATERIALS AND SERVICES CONTINUED				
54	96	-	100	30	54 Postage	100	100	100	54
55	466	466	466	466	55 Property Taxes - Drainage District	466	466	466	55
56	4	137	150	150	56 Safety Dinner/Picnic	80	80	80	56
57	997	5,776	3,050	1,738	57 Safety Supplies	3,050	3,050	3,050	57
58	14,129	9,964	17,980	24,270	58 Sample Analysis	26,000	26,000	26,000	58
59	1,273	1,941	5,700	4,000	59 Small Tools	4,113	4,113	4,113	59
60	4,371	9,176	9,736	4,500	60 Texum Pump Maintenance	13,181	13,181	13,181	60
61	13,214	9,691	12,550	9,164	61 Texum Pump Utilities	12,550	12,550	12,550	61
62	-	321	1,500	2,026	62 Travel	2,200	2,200	2,200	62
63	3,831	6,742	4,920	5,148	63 Vehicles Maintenance & Tires	6,140	6,140	6,140	63
64	89,193	108,660	112,197	89,764	64 Utilities	150,076	150,076	150,076	64
65	-	-	-	-	65 Equipment Maintenance Cost to Collections	-	-	-	65
66	-	-	-	-	66 Material & Services Capitalized	-	-	-	66
67	280,468	399,097	440,675	328,531	67 TOTAL MATERIALS AND SERVICES	470,919	470,649	470,649	67
68	307,465	432,819	485,508	361,391	68 TOTAL CONTRACTS, MATERIALS AND SERVICES	523,387	523,117	523,117	68
					CAPITAL OUTLAY				
70	-	-	-	-	70 Land	10,586,018	10,586,018	10,586,018	70
71	40,130	24,484	-	12,933	71 Lagoons & Ponds	334,314	334,314	334,314	71
72	-	25,427	30,000	23,175	72 Plans & Study	-	-	-	72
73	121,248	-	-	-	73 Solar Power Project	1,816,335	1,816,335	1,816,335	73
74	102,957	-	-	54,402	74 Main Pump Station	-	-	-	74
75	-	-	-	-	75 Pontoon Boat & Ramp	7,830	7,830	7,830	75
76	20,721	1,774	16,245	16,217	76 Facility Planning & Easements	436,751	436,751	436,751	76
77	-	-	-	-	77 Blower Alignment	9,440	9,440	9,440	77
78	11,697	94,430	-	-	78 Chlorination System	93,301	93,301	93,301	78
79	7,660	73,445	-	1,308	79 Bar Screen/Compactor System	-	-	-	79
80	19,300	21,184	22,004	-	80 Buildings & Fence	-	-	-	80
81	-	8,359	-	-	81 Maintenance Shop	-	-	-	81
82	37,848	204,955	1,534,972	1,623,154	82 Texum Pump	-	-	-	82
83	-	-	5,706	5,261	83 Henley Complex	-	-	-	83
84	6,929	13,267	-	6,599	84 Equipment - Plant	9,402	9,402	9,402	84
85	-	2,995	2,050	1,153	85 Computer & Phone Equipment	16,508	16,508	16,508	85
86	-	-	-	-	86 Asset Management System	35,302	35,302	35,302	86
87	-	-	-	-	86 SCADA System	-	-	-	86
88	368,490	470,320	1,610,977	1,744,202	87 TOTAL CAPITAL OUTLAY	13,345,201	13,345,201	13,345,201	87
89	906,512	1,123,789	2,349,133	2,314,950	88 Requirements Plant	14,112,919	14,112,649	14,112,649	88

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Personal Services

Account Number: 52000

Budget Amount: **\$ (33,112)**

Budgeted Item Description Personal Services Capitalized Treatment

Budgeted Item Justification:

Actual 2009/2010	\$ (15,932)
Actual 2010/2011	(33,186)
Actual 2011/2012	(68,770)
Actual 2012/2013	(69,935)
Actual 2013/2014	(35,000)
Actual 2014/2015	(29,638)
Actual 2015/2016	(9,042)
Actual 2016/2017	(9,162)
Actual 2017/2018	(7,975)

Facility Plan:	\$ 5,735
Asset Mgmt:	9,015
Chlorination System:	4,679
Lagoons & Ponds:	7,557
Bar Screen:	1,224
Lab Equipment:	102
Pontoon Boat & Ramp:	4,800
	<u>\$ 33,112</u>

These amounts are budgeted under Capital Outlay for SSSD labor
We will need to keep in mind that if the labor isn't done by SSSD personnel, then personnel services
will be over budget.

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Personal Services

Account Number: 52001

Budget Amount: \$ (92,593)

Budgeted Item Description Personal Services Maintenance Costs WWTF

Budgeted Item Justification:

Actual 2011/2012	\$ (2,169)
Actual 2012/2013	(25,246)
Actual 2013/2014	(46,083)
Actual 2014/2015	(61,563)
Actual 2015/2016	(67,334)
Actual 2016/2017	(51,385)
Actual 2017/2018	(99,241)

Buildings & Grounds:	\$16,440
CUPPS Program Maintenance:	5,304
Dike Maintenance WWFT:	9,440
Equipment Maintenance:	43,668
Henley School Maintenance:	3,500
Texum Pump:	9,681
Vehicle Maintenance:	4,560
	<u>\$92,593</u>

These labor costs are budgeted under Material & Services.

We will need to keep in mind that if the maintenance isn't done by SSSD personnel, then personnel services will be over budget.

Prepared by: Cindy Oden
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Contract Services

Account Number: 60135

Budget Amount: **\$ 29,175**

Budgeted Item Description SCADA, Charter & Computer Service

Budgeted Item Justification:

Actual 2011/2012	\$	5,836
Actual 2012/2013		1,377
Actual 2013/2014		11,253
Actual 2014/2015		7,364
Actual 2015/2016		12,717
Actual 2016/2017		12,214
Actual 2017/2018		15,685

	Item	unit	\$/Unit	#units	subtotal
	Webroot Secure Anywhere:	LS		1	\$ 135
	Website Remake:	LS		1	\$ 600
	Spam Filter:	LS		1	200
	Payroll Software:	LS		1	110
	Charter Internet Plant:	LS		1	1,200
	Charter Internet Maint.	LS		1	1,080
	AT&T	LS		1	660
	30 G Backup Online	LS		1	120
	Renewal of .org	LS		1	5
	Asset Management Annual Maint:	LS		1	3,750
	Asset Management Cloud Backup	LS		1	1,800
	GIS Annual Maintenance:	LS		1	1,250
	GIS Cloud Backup	LS		1	3,600
	Vision Utilitiy Billing:	LS		1	3,750
	Accela Utility Billing Software:	LS		1	3,900
	Bear Tech	HR	80	28	2,240
	SCADA misc issues	LS	4,000	1	4,000
	Monthly Computer Maintenance	EA	240	5	775
					\$ 29,175

Prepared by: Sally Bratton Reviewed by Michael Fritschi



708 Loma Linda Dr.
Klamath Falls, OR 97601

Phone # 541-882-4412

Fax # 888-389-4631

info@bearstechllc.com

Live Local, Buy Local

Estimate

Date	Estimate #
2/8/2019	2125

Name / Address
South Suburban Sanitary District 2201 Laverne Ave Klamath Falls, OR 97603

Description	Qty	Cost	Total
HP LaserJet Pro M15w Printer for SCADA	1	107.99	107.99
HP Color LaserJet Pro MFP for WWTF	1	580.50	580.50
Dell OptiPlex 7450 All-in-One, 24GB Memory: 8GB 1x8GB 2400 MHz DDR4 System Memory + 16GB Intel® Optane™ Memory, 500GB hard drive, Windows 10 Pro 64-bit, 8x DVD +/-RW, Intel® Core™ i5-7500 (QC/6MB/4T/3.4GHz/65W); supports Windows 10/Linux, Intel® Dual Band Wireless AC 8265 (802.11ac) 2x2 + Bluetooth	1	1,630.80	1,630.80
Dell 3 year Basic Limited Warranty and 3 Year NBD On-Site Support	1	0.00	0.00
3-5 day shipping	1	19.00	19.00
Quote good for 30 days!		Total	\$2,338.29

Hardware and Software must be paid for at time of quote acceptance!

Customer Signature _____

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Contract Services

Account Number: 60160

Budget Amount: \$ 3,640

Budgeted Item Description Garbage & Hazards Waste Disposal

Budgeted Item Justification:

Actual 2012/2013	\$	1,913
Actual 2013/2014		1,667
Actual 2014/2015		1,774
Actual 2015/2016		2,715
Actual 2016/2017		2,510
Actual 2017/2018		3,728

		<i>Projected cost</i>
Klamath Disposal	1,900	<i>(\$45 * 12)</i>
Jefferson State Pumping	540	<i>(3 @ \$400ea)</i>
Hazard Waste - Plant (COD recycling)	1,200	
	\$ 3,640	

Prepared by: Sally Bratton
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Contract Services

Account Number: 60165

Budget Amount: **\$ 3,079**

Budgeted Item Description Generator Maintenance - Plant

Budgeted Item Justification:

Actual 2012/2013	\$	1,226
Actual 2013/2014		2,337
Actual 2014/2015		1,112
Actual 2015/2016		1,604
Actual 2016/2017		1,634
Actual 2017/2018		1,634

	<u># units</u>	<u>\$/hr</u>		
Misc Parts	1	500	\$	500
Quote attached	1	2579	\$	2,579
				<u>\$ 3,079</u>

Prepared by: Sally Bratton, Reviewed by: Michael Fritschi

Estimate

Date	Estimate #
1/22/2019	455

NOR-PAC Power Systems
 841 Enterprise Drive unit D
 Central Point, OR. 97502
 541-245-4300

Name / Address
South Suburban Sanitary District Mike T Fritschi 2201 Laverne Ave Klamath Falls , Oregon 97603 USA

Project
Treatment Plant/ Cu...

Description	Qty	Rate	Total
Oil change/ Inspection	1	622.50	622.50
2 hour Load Bank/ Inspection March	1	489.00	489.00
2 hour Load Bank/ Inspection June	1	489.00	489.00
2 hour Load Bank/ Inspection September	1	489.00	489.00
2 hour Load Bank/ Inspection December	1	489.00	489.00
Sally, this is the same thing we have done for you guys in the past let me know how it looks.			
		Total	\$2,578.50

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Contract Services

Account Number: 60170

Budget Amount: \$ **3,930**

Budgeted Item Description Janitorial

Budgeted Item Justification:

Actual 2012/2013	\$	2,220
Actual 2013/2014		1,668
Actual 2014/2015		1,529
Actual 2015/2016		1,668
Actual 2016/2017		1,599
Actual 2017/2018		2,636

Plant	12 months	\$	2,580	
Maintenance Office			300	
Strip Office Floor			800	(Strip & Wax x 2)
Shampoo Floors			250	(Sally's Office 2 x/year)
		\$	3,930	

Prepared by: Sally Bratton
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Contract Services

Account Number: 60240

Budget Amount: **\$300**

Budgeted Item Description Office Equipment Maintenance

Budgeted Item Justification:

Actual 2011/2012	\$	264
Actual 2012/2013		38
Actual 2013/2014		8
Actual 2014/2015		5
Actual 2015/2016		0
Actual 2016/2017		0
Actual 2017/2018		-

Copier Maintenance	200
B & W Copies Plant	100
	<hr/>
	\$300

Prepared by: Sally Bratton
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Contract Services

Account Number: 60270

Budget Amount: \$ 1,862

Budgeted Item Description Uniforms

Budgeted Item Justification:

2012/2013	\$ 734
2013/2014	1,230
2014/2015	1,962
2015/2016	2,071
2016/2017	1,522
2017/2018	2,248

Treatment Plant:	Units	Cost	
Uniforms:	52	\$ 16	832 ALSCO
Boots:	2	175	350
T-Shirts:	15	20	300
Stocking/Ball Cap:	4	20	80
Muck boots:			-
Sweatshirts:	2	50	100
Rain gear:	1	200	200
			<u>\$ 1,862</u>

Prepared by: Sally Bratton, Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Contract Services

Account Number: 60310

Budget Amount: **\$ 3,590**

Budgeted Item Description Weed Control

Budgeted Item Justification:

Actual 2012/2013	\$	819
Actual 2013/2014		3,525
Actual 2014/2015		2,375
Actual 2015/2016		2,998
Actual 2016/2017		3,300
Actual 2017/2018		3,575

Contract Price \$ 3,590 Plant
Spray & Grow quote attached

\$ 3,590

Prepared by: Sally Bratton
Reviewed by: Michael Fritschi

Spray & Grow Services, Inc.
 6510 South Sixth St., #208
 Klamath Falls, OR 97603
 541-882-5035

ESTIMATE



South Suburban Sanitary District
 2201 Laverne Avenue
 Klamath Falls OR 97603

Service Address
 South Suburban Sanitary
 District
 2980 Maywood Drive
 Klamath Falls OR 97603

Estimate # 149
 Estimate Date 01/18/19
Estimate Total \$3,590.00

Item	Description	Cost	Quantity	Total
	Pre-Emergent Bedding Spray Pre-Emergent Bedding Weed Control/ Weed prevention spray ion all areas of Maywood plant as needed	\$3,250.00	1	\$3,250.00
	Exterior Pest Spray Exterior pest spray service/ All buildings and premises in Maywood plant/ June Application	\$170.00	1	\$170.00
	Exterior Pest Spray Exterior pest spray service/ All buildings and premises in Maywood plant/ August Application	\$170.00	1	\$170.00

Notes
 Spray service estimates for the 2020 spray year season

Subtotal \$3,590.00
Tax \$0.00
Estimate Total \$3,590.00

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Contract Services

Account Number: 60320

Budget Amount: **\$ 2,500**

Budgeted Item Description Wildlife Control Plant

Budgeted Item Justification:

Actual 2012/2013	\$	2,000
Actual 2013/2014		1,207
Actual 2014/2015		2,412
Actual 2015/2016		688
Actual 2016/2017		776
Actual 2017/2018		-

CONTRACT PRICE **\$ 2,500**

Prepared by: Sally Bratton
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 61230

Budget Amount: **\$ 20,419**

Budgeted Item Description Building & Ground Maintenance

Budgeted Item Justification:

Actual 2012/2013 \$ 11,571
 Actual 2013/2014 4,350
 Actual 2014/2015 7,686
 Actual 2015/2016 8,364
 Actual 2016/2017 3,026
 Actual 2017/2018 15,546

	item	unit	\$/unit	# units	subtotal
	WWTF Labor-Snow Removal:	hr	\$59	80	\$ 4,720
	WWTF Labor- Clean Buildings:	hr	\$59	40	\$ 2,360
	WWTF-Labor:	hr	\$59	120	\$ 7,080
	HVAC, MAU, Exhaust fan service:	LS	\$2,000	1	\$ 2,000
	LED Light for WWTF Entrance:	LS	\$979	1	\$ 979
	Exterior Paint with primer & supplies	LS	\$1,000	1	\$ 1,000
	Chlorine bldg & Eff sample bldg (Maint. & WWTF personnel)	hr	\$57	40	\$ 2,280
					\$ 20,419

Prepared by: Sally Bratton, Reviewed by Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 61420

Budget Amount: \$ 1,766

Budgeted Item Description Certification & Dues

Budgeted Item Justificator Plant

Actual 2012/2013	\$ 455
Actual 2013/2014	2,370
Actual 2014/2015	2,086
Actual 2015/2016	3,038
Actual 2016/2017	2,333
Actual 2017/2018	2,346

Certifications/Renewals

Jason Morrow (12.31.2019)	240	
Sally Bratton (12.31.2018)		
Pat Lerma (12.31.2019)	240	
Jon Lee(6.30.2021)		
Respirator Fit Testing	300	<i>5 employees @ \$60.00 each</i>
SDAO Membership	593	
OR Hazardous Sub	130	
OR Assoc of Clean Water Membership	138	
OR Ethics Fee	125	
Total Certification & Dues	\$ 1,766	

Prepared by: Sally Bratton Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 61450

Budget Amount: **\$ 37,250**

Budgeted Item Description Chlorine Gas

Budgeted Item Justification:

Actual 2012/2013	\$	8,359
Actual 2013/2014		9,205
Actual 2014/2015		10,251
Actual 2015/2016		20,909
Actual 2016/2017		20,432
Actual 2017/2018		21,680

Chlorine Gas	\$18,000	<i>Based on 30#/day + 5% anticipated increase.</i>
CL2 Tank Rental	\$11,250	<i>\$150.00 per cylinder</i>
Delivery	<u>\$ 8,000</u>	<i>10 deliveries @ \$800 each</i>
	\$37,250	

Prepared by: Sally Bratton Reviewed By Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 61520

Budget Amount: **\$ 25,860**

Budgeted Item Description Dike Maintenance

Budgeted Item Justification:

Actual 2012/2013	\$	2,398
Actual 2013/2014		197
Actual 2014/2015		24,241
Actual 2015/2016		9,899
Actual 2016/2017		17,727
Actual 2017/2018		28,637

6" - 8" Rip Rap rock	\$	4,000
1.5" -0 surface rock		2,500
SSSD WWTF Labor (160 hrs @ \$59)		9,440
Backhoe (160 hrs @ \$62)		9,920
		<u>25,860</u>

Prepared by: Sally Bratton, Reviewed by Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 61630

Budget Amount: \$ 3,260

Budgeted Item Description Education

Budgeted Item Justification:

2012/2013	\$	406
2013/2014		393
2014/2015		1,512
2015/2016		2,416
2016/2017		50
2017/2018		2,527

Calif State Univ Enroll	500
Asset Management Training	1,000
Confined Space	1,000
Steve Certified Reliability Manager Training	760
Total Education Plant	\$ 3,260

Prepared by: Sally Bratton
Reviewed by Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 61455

Budget Amount: **\$ 5,304**

Budgeted Item Description Preventive Equipment Maintenance (CUPPS)

Budgeted Item Justification:

Actual 2012/2013	\$	4,136
Actual 2013/2014		5,266
Actual 2014/2015		5,884
Actual 2015/2016		7,260
Actual 2016/2017		4,731
Actual 2017/2018		6,238

This is the time spent on updating and maintaining the District Preventative Maintenance Program and Asset Inventory

approx. 3 hours/week

	Hrs		\$/hour		total
Maintenance personnel Labor	104	\$	51	\$	5,304

Prepared by: Sally bratton
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 62400

Budget Amount: \$ 11,815

Budgeted Item Description Henley School Pump & Line Maint..

Budgeted Item Justification:

Actual 2012/2013	\$ 10,459
Actual 2013/2014	12,011
Actual 2014/2015	18,962
Actual 2015/2016	16,933
Actual 2016/2017	8,540
Actual 2017/2018	16,178

<u>Item</u>	<u>Cost</u>
Biannual Pump Maintenance by Manufacturer:	\$ 1,900
Weekly Operational Checks (Maint.):	3,500
Mileage SSSD:	400
Nor-Pac Oil change/Load Bank:	675
Air Compressor Maint. - Maint. Personnel Labor	1,200
Quarterly Inspections:	500
Xylem Pump Maintenance & parts	1,000
Insurance:	2,640
Total	\$ 11,815

Prepared by: Sally Bratton
Reviewed by: Michael Fritschi

Estimate

Date	Estimate #
1/22/2019	456

NOR-PAC Power Systems
 841 Enterprise Drive unit D
 Central Point, OR. 97502
 541-245-4300

Name / Address
South Suburban Sanitary District Mike T Fritschi 2201 Laverne Ave Klamath Falls , Oregon 97603 USA

Project
Henley Kohler Unit

Description	Qty	Rate	Total
Oil change/ Inspection	1	347.00	347.00
Load Bank/ Inspection	1	328.00	328.00
Total			\$675.00

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 66100

Budget Amount: \$ 80

Budgeted Item Description Safety Dinner/Barbecue

Budgeted Item Justification:

Actual 2012/2013	\$	94
Actual 2013/2014		120
Actual 2014/2015		52
Actual 2015/2016		32
Actual 2016/2017		84
Actual 2017/2018		137

80 2 @ \$40/each

2019/2020 Employee Service Awards/Plaques

25 years
20 years
15 years
10 years
5 years

Prepared by: Sally Bratton
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: **66120**

Budget Amount: **\$ 3,050**

Budgeted Item Description **Safety Supplies**

Budgeted Item Justification:

	Plant
Actual 2012/2013	\$ 873
Actual 2013/2014	642
Actual 2014/2015	3,091
Actual 2015/2016	865
Actual 2016/2017	997
Actual 2017/2018	5,776

Respirator cleaning pads & canisters	\$ 700
Safety Glasses & other items	500
AED Pads & batteries	200
Fire Extinguishers	350
First Aid Center & Supplies	900
Wasp & Mosquito Repel Spray	400
	<hr/>
	\$ 3,050

Prepared by: Sally Bratton
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 66150

Budget Amount: **\$ 26,000**

Budgeted Item Description Sample Analysis

Budgeted Item Justification:

Actual 2012/2013	\$ 18,710
Actual 2013/2014	6,570
Actual 2014/2015	13,323
Actual 2015/2016	9,732
Actual 2016/2017	14,129
Actual 2017/2018	9,964

<i>NPDES Testing in Fall/Spring</i>	6,000
<i>Annual Toxicity Analyses</i>	4,500
<i>Monthly nutrient analyses + NPDES Copper Analyses</i>	13,000 *
<i>Shipping costs</i>	<u>2,500</u>
	\$26,000

*\$1000/month + shared cost w/ City of Klamath Falls for NPDES Klamath River Sampling

Prepared by: Sally Bratton
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 66230

Budget Amount: \$ 4,113

Budgeted Item Description Small Tools

Budgeted Item Justification:

Actual 2012/2013	\$	3,767
Actual 2013/2014		290
Actual 2014/2015		375
Actual 2015/2016		251
Actual 2016/2017		1,273
Actual 2017/2018		1,941

WWTF small tools	\$1,200
Maintenance small tools	2,413 50% Tig Welder
Welder supplies	500
	<hr/>
	\$4,113

Prepared by: Sally Bratton
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 67320

Budget Amount: **\$ 13,181**

Budgeted Item Description Texum Pump Maintenance

Budgeted Item Justification:

Actual 2012/2013	\$	7,128
Actual 2013/2014		7,524
Actual 2014/2015		10,658
Actual 2015/2016		6,106
Actual 2016/2017		4,372
Actual 2017/2018		9,176

	Unit	#/unit	\$/Units	Subtotal
Maintenance Personnel Labor	HR	51	51	\$ 2,601
WWTF Labor	HR	120	59	7,080
Insurance	LS	1	2500	2,500
Texum Pump Maint. LS, oil & misc.	LS	1	1000	1,000
				\$ 13,181

Prepared by: Sally Bratton
Reviewed by: Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 68140

Budget Amount: \$ 6,140

Budgeted Item Description Vehicles & Tires Plant

Budgeted Item Justification:

Actual 2012/2013 \$ 193
 Actual 2013/2014 1,030
 Actual 2014/2015 671
 Actual 2015/2016 1,932
 Actual 2016/2017 3,831
 Actual 2019/2020

	Unit	\$/unit	#/unit	Subtotal	
Maintenance Personnel Labor	hr	51	20	\$ 1,020	<i>Preventative maint. & oil changes</i>
SSSD Treatment Labor	hr	6	60	3,540	<i>Weekly vehicle checks</i>
Vehicle Parts/Tires		6	4	2,400	
Rear Shocks for Chevy PU		1	1	200	
				\$ 6,140	

Prepared by: Sally Bratton
 Reviewed by Michael Fritschi

Fiscal Year 2019/2020
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 69900

Budget Amount: **\$ 150,076**

Budgeted Item Description Utilities

Budgeted Item Justification:

	PP&L Blowers	PP&L Pumps	PP&L Other	Phone	Cell Phone/Pager	Gas	Water
Actual 2008/2009	\$ 38,282	\$ 28,857	\$ 3,496	\$ 2,336	\$ 218	\$ 25,563	\$ 5,851
Actual 2009/2010	28,386	27,591	4,442	2,268	162	23,995	10,373
Actual 2010/2011	48,672	31,000	3,881	2,138	-	28,772	17,490
Actual 2011/2012	39,444	31,990	2,723	3,598	-	12,307	14,103
Actual 2012/2013	45,525	30,260	3,178	3,646	-	7,620	2,493
Actual 2013/2014	31,367	30,757	3,296	2,831	-	4,918	1,974
Actual 2014/2015	26,749	29,338	3,423	2,419	-	2,923	809
Actual 2015/2016	37,969	29,704	3,679	2,478	-	6,992	1,246
Actual 2016/2017	38,693	32,716	4,156	2,663	-	9,173	1,792
Actual 2017/2018	63,310	28,680	4,587	2,834	-	7,710	1,539

	As of 12/19/18	Months	2018/2019 Projected to June 30, 2019	Assumed Rate Increase	Budget 2019/2020
PPL Electric-Lab	\$ 2,986	6	\$ 5,972	1.50%	\$ 6,062
PPL Electric-Blowers	45,702	6	91,404	1.50%	92,775
PPL Electric-Pumps	17,216	6	34,432	1.50%	34,948
City Water	986	6	1,972	1.50%	2,002
Avista Gas	4,909	6	9,818	1.50%	9,965
Charter Phone Plant	2,130	6	4,260	1.50%	4,324
	<u>\$ 73,929</u>		<u>\$ 147,858</u>		<u>\$ 150,076</u>

Prepared By: Cindy Oden
Reviewed by Michael Fritschi

SSSD PROJECT COST OPINION WORKSHEET

<i>Budget Code:</i>		98120		
<i>Project Name:</i>		<i>Solar Power Project</i>		
<i>Component</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
Design/Build Contract/Owners Rep	EA	1	\$ 1,815,000	\$ 1,815,000
District Manager Time	hrs	15	\$ 89	\$ 1,335
Total Project Cost Opinion				\$ 1,816,335
Total SSSD Labor				\$ 1,335
Amount towards PW Project				\$ 1,815,000



DRAFT Technical Memorandum

Reference: 618089.001
Date: April 5, 2019
To: Mike Fritschi SSSD General Manager
Copy to: Eric Andrews Eco-Solar and Electric
From: Anders Rasmussen, P.E., Phil McGovern, Staff Engineer
Subject: South Suburban Sanitary District Solar Array Feasibility Study

Background and Purpose

At the request of the South Suburban Sanitary District (SSSD), SHN in collaboration with our sub consultant, EcoSolar has prepared a cost estimate for the installation of a 706 kilowatt (KW) solar array system. The proposed solar array facility will be located on approximately 3.5 acres of land just north of the Pacific Power sub-station located just off of Laverne Avenue on SSSD-owned property. The site is currently undeveloped.

The purpose of the memo is to provide a total project cost estimate for the solar array system and determine the payback period associated with the investment. This information will help to guide the South Suburban Sanitary District (SSSD) to make a decision on whether or not it wishes to move forward on this project.

Project Detail

The proposed solar array consists of photovoltaic modules, arrays, grid-tied inverters, transformers and interconnection equipment. The array will be net metered. This means that Pacific Power credits excess energy produced by the solar system that is feed directly into the grid via SSSD electric meter. The excess power produced will be transferred to the Pacific Power substation located on Laverne Avenue. A proposed layout is located in Appendix A. There are seven rows of arrays and they will be divided into an east and west section. The transformer and interconnection equipment will be located in between the two sections. The approximate power production is estimated to be 706 KW. The proposed road access will drop off of the current service road and head north to the transformer and interconnection equipment. Weed barrier will be placed under the array to limit plant growth under panels. Maintenance to the solar panels will be performed via ATV or UTV.

Project Summary

The feasibility study involved a three step process;

- Interconnect Study.
- Geotechnical Investigation.
- Conceptual Design, cost estimate, and associated payback period.

**Civil • Environmental • Geotechnical • Surveying
Construction Monitoring • Materials Testing
Economic Development • Planning & Permitting**

Interconnect Study

Eco Solar submitted an application for a Level I Interconnect study to Pacific Power of the application and approval letter from Pacific Power located in the Appendix B.

Geotechnical Investigation

A geotechnical investigation was performed on the site. The report was provided to multiple racking companies to help them determine the best type of foundation for the array. The geotechnical report is located in Appendix C.

Conceptual Design

Array Foundation Alternatives

The geotechnical report along with the local values for wind and snow loading were submitted to five solar anchoring companies. Three companies submitted designs and proposed construction costs. The three submitted types of foundations and their associated warranty are listed below;

Table 1. Array Foundation Types
South Suburban Sanitary District Solar Feasibility Study
Klamath Falls, OR

Manufacturer	Foundation Type ¹	Warranty Length (Years) ²
RBI Solar Inc	Driven H Piles	20
AP Alternatives	Screw- Helical Anchors# ²	25
Unirac	Driven C Piles	25
1. Foundation Type being utilized is dependent on the foundation withstanding pull out test. 2. Warranties are that the racks are free of defects that would compromise their ability to perform for stated number of years. It doesn't cover material finish		

All three of the companies do their own design, certifying, and pull out testing in house.

Cost Estimate

Two different cost estimates were developed, with and without grant funding. Currently, an Energy Trust Renewable Energy Development (RED) grant up to \$250,000 is the only available grant for this project. These types of projects are best conducted through a design/build process in which design and construction are performed under the same contract. Due to limited SSSD available staff, we are recommending hiring a third party to act as owner's representative, to assist with the design/build procurement process and oversee the project design and construction. We estimate owner's representative costs at 2.5% of the project cost. Tables 2 and 3 below show the total estimated cost of the project.

With no grant funding, the cost per watt is approximately \$2.61 and the approximate payback period (without grant funding) is approximately 12 years and 9 months. For a more detailed construction cost estimate please refer to Appendix D.

Table 2. Cost Estimate Without Grant Funding
South Suburban Sanitary District Solar Feasibility Study
Klamath Falls, OR

Description	Cost
Eco Solar's Estimated Cost for Design/Build Solar Array :	\$ 1,736,775 ¹
Total Construction :	\$ 1,736,775
Feasibility Study :	\$ 25,000 ²
SHN Owner's Representative Fee (2.5%) :	\$ 43,420
Administrative Contingency (2%) :	\$ 34,740 ³
Total Project Cost :	\$1,840,000
Total Approximate Cost per Watt :	\$ 2.61
Approximate Payback Period :	12 Years 9 months
1. See Appendix for Design/Build Cost Estimate 2. These funds have been budgeted in the current fiscal year. 3. Contingency Covers SSSD Staff time allocated to this project.	

Should the SSSD receive grant funding through the Energy Trust Renewable Energy Development (RED) Grant. The cost per watt reduces to approximately \$2.25 and the payback period reduced to approximately 11 years and 3 months

Table 3. Cost Estimate With RED Grant
South Suburban Sanitary District Solar Feasibility Study
Klamath Falls, OR

Description	Cost
Eco Solar's Estimated Cost for Design/Build Solar Array :	\$ 1,736,775 ¹
RED Grant Application Fee :	\$ 500
RED Grant Technical Review Fee :	\$ 8,949
Maximum Red Grant Award :	- \$ 250,000
Total Construction :	\$ 1,496,300
Feasibility Study :	\$ 25,000 ²
SHN Owner's Representative Fee (2.5%) :	\$ 37,410 ³
Administrative Contingency (2%) :	\$ 29,930 ⁴
Total Project Cost :	\$ 1,588,600
Total Cost per Watt :	\$ 2.25
Approximate Payback Period :	11 Years 3months
1. See Appendix for Design/Build Cost Estimate 2. These funds have been budgeted in the current fiscal 3. Contingency Covers SSSD Staff time allocated to this project.	

Component	Data Points (\$/W)	Low-High (\$/W)	EcoSolar est (\$/W)	NREL	Running Totals	Cost
Turn-key install:						
Racking Labor	0.07, 0.15, 0.143	\$0.07 to \$0.15	\$0.110	\$0.11		\$77,616.00
Racking Equip	0.159, 0.1308, 0.14	\$0.13 to \$0.16	\$0.145	\$0.12		\$102,594.24
Elec Labor	0.275	\$0.19 to \$0.36	\$0.275	\$0.25		\$194,040.00
BOS System	0.22	\$0.13 to \$0.31	\$0.220	\$0.16		\$155,232.00
Modules	0.44, 0.54, 0.472, 0.629, 0.471	\$0.47 to \$0.58	\$0.525	\$0.47		\$370,440.00
Inverters	0.1419, 0.08, 0.22	\$0.08 to \$0.20	\$0.140	\$0.08		\$98,784.00
Equipment	0.07, 0.12	\$0.07 to \$0.12	\$0.095	\$0.12		\$67,032.00
	Cost per W:	Industry Stan:			\$1,065,738.24	
Permit	\$0.01	\$8,443.89	confirmed with county			\$8,443.89
PP&L Service	\$0.06	\$40,000.00	estimated by PP&L			\$40,000.00
Gate	\$0.02	\$11,000.00	variable by customer pref			\$11,000.00
Site Prep	\$0.04	\$25,000.00	variable by customer pref			\$25,000.00
					\$1,150,182.13	
	NREL Benchmark:			ES est:		
Overhead	11.00%			15.00%	\$1,322,709.45	\$172,527.32
Profit	36.00%			20.00%	\$1,552,745.88	\$230,036.43
Contingency:	4.00%			16.00%	\$1,736,775.02	\$184,029.14
NREL study assumes 51% for sum of OH, profit, & contingency				51.00%		
			Cost:			
Feasibility Study			-\$25,000.00	paid		\$25,000.00
Total:					\$2.50	\$1,761,775.02
		Max Award:	Fees:			
RED Grant:		\$250,000.00	-\$500.00	-\$8,949.00	\$1,771,224.02	-\$249,500.00
Total:					\$2.16	\$1,521,724.02
Benchmark: NREL for commercial		\$2.10 Wac			Years to Payback:	
10kW-2MW		\$1.83 Wdc			12.38 years	
SSSD: 705.6 kW		\$2.50 W			RED grant maximum award:	
		\$2.16 W			10.88 years	

Payback				
Elec Rate (\$/kWh)	Yearly Production (kWh)	Credit/year	Credit accumulation	Years to Payback
0.11	1,117,670	\$122,943.70	\$122,943.70	1
0.11374	1,112,082	\$126,488.17	\$249,431.87	2
0.11748	1,106,493	\$129,990.83	\$379,422.70	3
0.12122	1,100,905	\$133,451.70	\$512,874.40	4
0.12496	1,095,317	\$136,870.76	\$649,745.16	5
0.1287	1,089,728	\$140,248.03	\$789,993.19	6
0.13244	1,084,140	\$143,583.49	\$933,576.67	7
0.13618	1,078,552	\$146,877.15	\$1,080,453.82	8
0.13992	1,072,963	\$150,129.01	\$1,230,582.84	9
0.14366	1,067,375	\$153,339.07	\$1,383,921.91	10
0.1474	1,061,787	\$156,507.33	\$1,540,429.24	11
0.15114	1,056,198	\$159,633.79	\$1,700,063.02	12
0.15488	1,050,610	\$162,718.45	\$1,862,781.47	13
0.15862	1,045,021	\$165,761.30	\$2,028,542.77	14
0.16236	1,039,433	\$168,762.36	\$2,197,305.13	15
0.1661	1,033,845	\$171,721.61	\$2,369,026.74	16
0.16984	1,028,256	\$174,639.07	\$2,543,665.81	17
0.17358	1,022,668	\$177,514.72	\$2,721,180.53	18
0.17732	1,017,080	\$180,348.57	\$2,901,529.10	19
0.18106	1,011,491	\$183,140.62	\$3,084,669.73	20
0.1848	1,005,903	\$185,890.87	\$3,270,560.60	21

SSSD PROJECT COST OPINION WORKSHEET

<i>Budget Code:</i>	98130			
<i>Project Name:</i>	<i>Pond 4A Dredging Project</i>			
Component	Unit	#Units	Cost/Unit	Cost
Removing sludge/grit, Truck Crane, Traveling & other expenses (quote attached)	LS	1	254,000	\$ 254,000
SSSD WWTF Labor (removal/replacement of aerators)	hrs	60	65	\$ 3,900
Additional cost for sludge removal, if needed	LS	1	55,000	\$ 55,000
Total Project Cost Opinion				\$ 312,900
Total SSSD Labor				\$ 3,900
Amount towards PW Project				\$ 309,000



Advanced American Construction, Inc.

Post Office Box 83599 • Portland, Oregon 97283
Phone: (503) 445-9000 • Fax: (503) 546-3031
Website: www.callaac.com • CCB# 167886

April 5, 2019

Sally Bratton
South Suburban Sanitation District
2201 Laverne Ave
Klamath Falls, OR 97603

Phone: 541-850-0339
Email: Sally@SSSD.org

Pricing Proposal Lagoon Dredging – Material Relocation

Estimated Start Date: 6/1/2019

Quote Valid: 30 Days

Job Location: Klamath Falls, OR

Time & Materials Lump Sum Other:

Description of Work:

Per your request, Advanced American Construction (AAC) will provide a crew and equipment to dredge and relocate sludge material in Pond 4A. Dredge spoils to be relocated in existing pond or transferred to an adjacent pond.

Scope:

- 1 EA - Mobilization / Demobilization
- Suction dredging by submersible pump and 100 Ton Crane

Mobilization / Demobilization.....	\$110,000
Onsite Suction Dredging (\$10,000 Daily Rate. Estimated 12 days).....	\$120,000
Generator Rental (300 KW @ 1 MO).....	\$14,000
Consumable Items / Wear parts.....	\$10,000
<hr/>	
T&M Pricing (estimated).....	\$254,000

Schedule

- Onsite Dredging (anticipated approx. 300 CUYD shift) 12 Days
 - Work Schedule: 5 EA – 10 Hours Shifts a week

Clarifications:

- If 480V / 200 Amp service can be provided onsite at the work area, disregard generator rental costs above.
- Sludge is assumed to be fine grade material suitable for pumping. No debris and aggregates are anticipated.
- Sludge material is to be relocated onsite by discharge hose with 250 feet of the suction pump. No material hauling or disposal is included.

- Clean water source for sludge material agitation pump is to be provided by owner.
- Assumed material removal depth is 24 inches. Crane reach is approximately 120 feet maximum.
- Crane requires minimum 17' width for operation on dyke and 12' width for transportation.
- Dyke to support operation of 100 Ton crane
- Aerators and power cables to be removed by owner

Exclusions:

- Diving or ROV survey
- Saturday, Sunday & Overtime operations
- Permitting or engineering
- Taxes

Proposal is contingent upon a mutually agreeable contract & schedule.

Thank you for the opportunity to propose on your project. If you have questions, please contact me directly at 503-445-9000.

Sincerely,



Evan Clemson
Advanced American Construction, Inc.



**SOUTH SUBURBAN SANITARY DISTRICT
DREDGING AREA - CRANE REACH**



SOUTH SUBURBAN SANITARY DISTRICT		
DREDGING AREA - CRANE REACH		
DATE	SCALE	PROJECT
01/11/11	AS SHOWN	11111
BY	APP'D	CHECK'D
EC	EC	EC

SSSD PROJECT COST OPINION WORKSHEET

<i>Budget Code:</i>		98130			
<i>Project Name:</i>		<i>DO Sampling Stilling Wells - Pond 4a</i>			
Component	Unit	#Units	Cost/Unit	Cost	
Pump/Battery/Solar Package	ea	2	4,800	\$ 9,600	
300' Pump Cable	ea	2	1,200	\$ 2,400	
300' Pump Tubing	ea	2	1,275	\$ 2,550	
Misc Connectors, fittings, parts	ea	2	550	\$ 1,100	
Stock pots for stilling well	ea	2	400	\$ 800	
Misc Concrete Materials	LS	1	500	\$ 500	
Maintenance Tech Time	hrs	50	51	\$ 2,550	
Operators Time	hrs	15	58	\$ 870	
Plant Supervisor	hrs	3	79	\$ 237	
District Manager	hrs	3	89	\$ 267	
VAC Truck	hrs	4	135	\$ 540	
Total Project Cost Opinion				\$ 21,414	
Total SSSD Labor				\$ 3,924	
Amount towards PW Project				\$ 17,490	

SSSD PROJECT COST OPINION WORKSHEET

<i>Budget Code:</i>		98134b			
<i>Project Name:</i>		Blower Alignment Equipment			
Component	Unit	#Units	Cost/Unit	Cost	
Tabalign Package	LS	1	\$ 4,500	\$ 4,500	
Talet with Accessories for Tabalign	LS	1	\$ 1,370	\$ 1,370	
Bracket Accessory Set	LS	1	\$ 680	\$ 680	
59" Tension Chains	LS	2	\$ 1,100	\$ 2,200	
Small Extra-Thin Bracket Set	LS	1	\$ 690	\$ 690	
Total Project Cost Opinion				\$ 9,440	
Total SSSD Labor				\$ -	
Amount towards PW Project				\$ 9,440	

SSSD PROJECT COST OPINION WORKSHEET

Budget Code:		98134c		
Project Name:		Pontoon Upgrade		
Component	Unit	#Units	Cost/Unit	Cost
Pontoon Modules	LS	2	\$ 750	\$ 1,500
Shipping	LS	1	\$ 600	\$ 600
SSSD Maintenance Labor	hrs	60	\$ 51	\$ 3,060
SSSD WWTF Labor	hrs	30	\$ 58	\$ 1,740
1/2" Meranti Marine 4x8	LS	6	\$ 83	\$ 498
1/2" AB Fir Marine 4x8	LS	6	\$ 72	\$ 432
Total Project Cost Opinion				\$ 7,830
Total SSSD Labor				\$ 4,800
Amount towards PW Project				\$ 3,030

SSSD PROJECT COST OPINION WORKSHEET

<i>Budget Code:</i>		98136			
<i>Project Name:</i>		TMDL Facility Plan			
Component	Unit	#Units	Cost/Unit	Cost	
Finish Facility Plan	LS	1	\$ 140,000	\$ 140,000	
District Manager Time	hrs	25	\$ 89	\$ 2,225	
WW Supervisor Time	hrs	15	\$ 79	\$ 1,185	
Total Project Cost Opinion				\$ 143,410	
Total SSSD Labor				\$ 3,410	
Amount towards PW Project				\$ 140,000	

SSSD PROJECT COST OPINION WORKSHEET

<i>Budget Code:</i>	98136			
<i>Project Name:</i>	<i>Recycled Water Plan and Apply to DWR</i>			
Component	Unit	#Units	Cost/Unit	Cost
Recycled Water Plan for Proposed Property	LS	1	\$ 72,000	\$ 72,000
District Manager Time	hrs	10	\$ 89	\$ 890
WW Supervisor Time	hrs	5	\$ 79	\$ 395
Total Project Cost Opinion				\$ 73,285
Total SSSD Labor				\$ 1,285
Amount towards PW Project				\$ 72,000

SSSD PROJECT COST OPINION WORKSHEET

<i>Budget Code:</i>		98136		
<i>Project Name:</i>		<i>TMDL/NPDES Regulatory Assistance</i>		
<i>Component</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
Regulatory Assistance West Yost	LS	1	\$ 33,000	\$ 33,000
District Manager Time	hrs	10	\$ 89	\$ 890
WW Supervisor Time	hrs	5	\$ 79	\$ 395
DAS Time	hrs	3	\$ 77	\$ 231
Total Project Cost Opinion				\$ 34,516
Total SSSD Labor				\$ 1,516
Amount towards PW Project				\$ 33,000

SSSD PROJECT COST OPINION WORKSHEET

<i>Budget Code:</i>		98136			
<i>Project Name:</i>		<i>Preliminary Design/Environmental Report - TMDL</i>			
Component	Unit	#Units	Cost/Unit	Cost	
Preliminary Design West Yost	LS	1	\$ 135,000	\$ 135,000	
Environmental Report	hrs	1	\$ 45,000	\$ 45,000	
District Manager Time	hrs	20	\$ 89	\$ 1,780	
DAS Time	hrs	20	\$ 79	\$ 1,580	
WW Supervisor Time	hrs	20	\$ 58	\$ 1,160	
Maintenance Tech Time	hrs	20	\$ 51	\$ 1,020	
Total Project Cost Opinion				\$ 185,540	
Total SSSD Labor				\$ 5,540	
Amount towards PW Project				\$ 180,000	

SSSD PROJECT COST OPINION WORKSHEET

<i>Budget Code:</i>	98137			
<i>Project Name:</i>	<i>Chlorine Channel Retaining Wall/Erosion Control</i>			
Component	Unit	#Units	Cost/Unit	Cost
Install 4' Tall Gravity Retaining Wall/Erosion Control	LS	1	\$ 31,800	\$ 31,800
WWTF Personnel Labor	hrs	20	\$ 64	\$ 1,280
Total Project Cost Opinion				\$ 33,080
Total SSSD Labor				\$ 1,280
Amount towards PW Project				\$ 31,800

SSSD PROJECT COST OPINION WORKSHEET

<i>Budget Code:</i>		98138f			
<i>Project Name:</i>		<i>Alternate Chlorine Feed System</i>			
Component	Unit	#Units	Cost/Unit	Cost	
Procure Tablet Feeder	LS	1	\$ 17,000	\$ 17,000	
Misc Piping & Appurtancences	LS	1	\$ 750	\$ 750	
Construction of new Pellet Storage Building	SF	154	\$ 198	\$ 30,492	
SCADA Installation	LS	1	\$ 7,500	\$ 7,500	
Electrician	LS	5	\$ 125	\$ 625	
SSSD Maintenance Time	hrs	50	\$ 51	\$ 2,550	
SSSD WW Supervisor Time	hrs	5	\$ 79	\$ 395	
SSSD WW Operator Time	hrs	8	\$ 58.00	\$ 464	
SSSD Distrcit Manager Time	hrs	5	\$ 89.00	\$ 445	
Total Project Cost Opinion				\$ 60,221	
Total SSSD Labor				\$ 3,854	
Amount towards PW Project				\$ 56,367	



Scope of Supply

To: South Suburban Sewer District

Date: 3/13/2019

Project Name: 2019 South Suburban Sewer District Chlorinator

SEC: Tablet Chlorination System

From: Correct Equipment Inc. P: 425.869.1233

Kevin Aldrich 541.233.3114

We are pleased to offer the following equipment

Manufacturer: PPG /Axiall/Westlake

QTY: 1 each Tablet Chlorination System

Included:

1. Tablet Chlorinator PP3150Gravity -w/base
 2. Controller (110V)
 - a. Relay for Solenoid/PRV if desired
 3. Solenoid Valve (Opens upon chlorinator call to run signal)*
 5. Tablet Stacking Cartridge
 6. Items Shipped Loose for Installation by Others.
 - a. Inlet Filter, 1.5" NSF
 - b. Inlet Pressure Regulating Valve, 1.5" NSF
 - c. *Solenoid Valve
- Adder: (1) Pail of Tablets-Provided Upon Startup (\$135.00 each)
8. Freight to Job Site

Not included: Additional Chemicals, Installation, & Installation hardware or materials by others. Special Site testing by others. Flow Meters and Flow Transmitters & other measurement devices by others. Receiving & Storage of equipment on the job site. Field terminations, mounting of any control panels or hardware, mounting stands, pipe saddles, pressure gauges, brackets, junction boxes, channel strut or field assemblies of any kind or electrical testing services. Local/State Sales or use tax. Bid proposal, bid bond or payment bonds by others. Signage by others.

Exceptions/Clarifications: Only parts in the above quotation provided. Startup & training: Not included: (Can be added 1 day, 1-2hrs on site for fee). System booster pump may be required. If needed, please contact Correct Equipment Inc for pricing on a PC50 capable of 27-35GPM. Special Field Painting provided by others (not recommended for equipment). Submittals/O&M Manuals: Not included: Electronic submittals and O&M's will be provided for \$75 if desired. One (1) black and white O&M hard copy to be provided after engineer/customer approval of electronic submittals/O&M's. Additional hard copies can be purchased for \$75 each.

Price: \$7,335.00

Terms: In addition to PPG/Axiall (Now Westlake.) terms and conditions, Standard Correct Equipment terms and conditions apply. Price good 90 days.

Ship Lead Time: 4-6 Weeks ARO and Approval. Submittal Lead Time 2-3 Weeks

-----END OF QUOTATION-----

14576 NE 95th Street, Redmond, WA 98052 (425) 869-1233
Phone (425) 869-1033 Fax
www.correctequipment.com

SSSD PROJECT COST OPINION WORKSHEET

<i>Budget Code:</i>		98475		
<i>Project Name:</i>		<i>Laboratory Rquipment</i>		
<i>Component</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
SteamScrubber Glassware Dishwasher	LS	1	\$ 9,300	\$ 9,300
SSSD Maintenance Labor	hrs	2	\$ 51	\$ 102
Total Project Cost Opinion				\$ 9,402
Total SSSD Labor				\$ 102
Amount towards PW Project				\$ 9,300

SSSD PROJECT COST OPINION WORKSHEET

<i>Budget Code:</i>				
<i>Project Name:</i>	<i>Asset Management Collection/Plant</i>			
Component	Unit	#Units	Cost/Unit	Cost
GIS/Asset Management Software/Work Order	LS	1	\$ 33,000	\$ 33,000
Professional Services Roll Out	LS	1	\$ 16,998	\$ 16,998
Granite Date Integration	LS	1	\$ 4,998	\$ 4,998
GIS Data Development	LS	1	\$ 15,000	\$ 15,000
Integration with SCADA Data	LS	1	\$ 6,000	\$ 6,000
SCADA Consultant	LS	1	\$ 2,500	\$ 2,500
SSSD Maintenance Time	hrs	130	\$ 51	\$ 6,630
SSSD Collection Supervisor Time	hrs	5	\$ 79	\$ 395
SSSD Lead Time	hrs	10	\$ 61	\$ 610
SSSD WW Supervisor Time	hrs	5	\$ 79	\$ 395
SSSD WW Operator Time	hrs	8	\$ 58	\$ 464
SSSD District Manager Time	hrs	32	\$ 89	\$ 2,848
Total Project Cost Opinion				\$ 89,838
Total SSSD Labor				\$ 16,998
Amount towards PW Project				\$ 72,840
Collection Department Costs				\$ 54,536
Treatment Plant Department Costs				\$ 35,302



BUDGETARY QUOTE

Aktivov Asset Management

QUOTE # SSSD/2019/001
 DATE: 04/23/19
 VALID TILL 07/22/19

Attn: Michael T. Fritschi
 District Manager
 South Suburban Sanitary District, OR

ITEM DESCRIPTION	Base Amount	Sales TAX
<p>A. Aktivov Asset Management System (hosted software, one time cost):</p> <p>1. Modules included:</p> <ul style="list-style-type: none"> a. All modules as discussed for treatment plant and the whole collection system. b. Access to spatial analytics tools (the idea is that the District may not invest in any desktop GIS software lic. over time to perform spatial analysis; this will save further costs for the District) <p>2. Users included:</p> <ul style="list-style-type: none"> a. All users will have concurrent access to web based system on desktop/ laptop and on mobile phones and tablets. We will provide unlimited user logins per user (same login on different devices) at the cost of one user login for concurrent login on the web and multiple mobile devices. b. Unlimited number of Users c. Unlimited number of Devices d. Unlimited Assets e. Unlimited GIS layers f. Unlimited Cloud Space for storage, backup, DR, failover etc. g. Unlimited Departments and Divisions <p>3. Devices Supported:</p> <ul style="list-style-type: none"> a. Latest computers, smart phones and tablets from 2016 onwards b. Chrome web browser c. iOS 9x and upwards d. Android 5x and upwards e. Windows 8x and upwards 	\$33,000	State Sales tax applicable
<p>B. Professional Services required for Rollout (one time cost):</p> <p>1. Configuration for Rollout:</p> <ul style="list-style-type: none"> a. Includes treatment plant and the whole collection system b. Up to 3 days of workshop time to gather requirements for configurations, user levels, access, read/ write, lookup tables, system security etc. c. Design documentation for configurations for the modules purchased (as needed) – one review cycle and sign off d. Perform Configurations and Set up e. User testing and acceptance f. Fix bugs g. Retest – 2 total test cycles – alpha and beta, two bug fixing cycles h. Production Rollout <p>2. Other:</p> <ul style="list-style-type: none"> a. All related PM meetings, project related meetings, and ad hoc meetings included b. 1 day onsite training before GO LIVE included. Each training session will last around 2 hours. There will be up to 4 onsite classes in one day, total of 8 hours. We will work with the customer to define the training sessions by user roles – admin vs. crew etc. 	\$16,998	State Sales tax applicable

<ul style="list-style-type: none"> c. Ad hoc training as needed will be provided during testing and rollout. d. Mobile apps will be provided for iOS or Android as needed. e. Unlimited cloud space for application and data storage, backup, disaster recovery is included f. Access to training website and videos, web ticketing system, helpdesk for bug reporting and training are included g. The maintenance and support cost for 2019 is included. h. Unlimited number of layers of assets, number of assets per layer, types of assets, and number of departments. i. Any patches and updates released are included j. Monitor and fix all bugs as reported k. Phone, web, helpdesk, email, onsite, remote support. l. GIS data, maps and map services are hosted by the customer. 		
INITIAL AKTIVOV SOFTWARE LIC & ROLLOUT PRICE TOTAL	\$49,998	State Sales tax applicable
<p>C. Annual Maintenance/Support Subscription for Aktivov Software: Jan 2020 through Dec 2020, paid in Jan every year for the current year.</p> <ul style="list-style-type: none"> a. Unlimited space for application and data storage, backup, disaster recovery, hosting included b. Access to support, web training, training videos, and bug ticketing system included c. Any patches, enhancements, and updates released to the purchased base modules are included d. Mobile app updates included e. Monitor and fix all bugs as reported <p>The initial software licensing and implementation rollout services are planned to be started in the third quarter of 2019.</p>	\$15,000	State Sales tax applicable
<p>D. Integration with Granite data (one time cost): We will work with the District and its engineering firm to integrate condition, rating, picture, videos form the Granite database. The engineering firm will design a geo-processing tool to extract the above data in a format provided by us. The tool will be provided to the District and us. We can run the tool to export data from Granite and import it into GIS and Aktivov at a frequency as instructed by the District (the imports can be done anytime at any frequency). We will do necessary processing of data on our end to import data appropriately in GIS and Aktivov.</p>	\$4,998	State Sales tax applicable
<p>E. Integration with Finance, SCADA/ telemetry (one time cost): Exact scope is not known at this point. This is just a ball park budget for the future. We will scope and refine this budget based on the exact scope of work when the District is ready. We are keeping the integration open for any system on the other end (any financial system, any SCADA/ telemetry system) as the District has not yet decided on the accounting/ finance software on the other end.</p> <p>Ballpark items considered: Utility billing, Payroll, AR, AP, GL, telemetry parameters for auto generation of Work Orders or Inspections, dashboards, reports.</p>	\$10,000 - \$20,000	State Sales tax applicable
<ul style="list-style-type: none"> a. GIS Data Development in 2019 (one time cost): b. Up to 2 days workshop time to gather requirements for configuration/ customizations of GIS, specifically for the treatment plant. c. Design documentation for GIS attributes and configurations d. Massage/ adjust/ create/ edit data on the collection system, perform QA, QC on the data, publish for hosting. e. Create templates to export all asset related data out of the CUPPS database for the treatment plant f. Create new GIS for all the treatment plant assets and layers. We expect labor intensive effort for the treatment plant GIS creation as this is new GIS built out. g. Refer existing GIS maps or drawings as needed for the District assets (collection system and the treatment plant) h. 2 QA/ QC cycles to cleanup and massage data i. Perform GIS data development 	\$15,000	State Sales tax applicable

<ul style="list-style-type: none"> j. User testing and acceptance k. Fix bugs l. Retest – 2 total test cycles – alpha and beta, two bug fixing cycles m. Production Rollout n. The maintenance and support cost for 2019 is included for unlimited GIS edits. o. Assist the District to set up their cloud ArcGIS Online account 		
<p>F. Annual Maintenance/Support Subscription for GIS Data Development and Maintenance: Jan 2020 through Dec 2020, paid in Jan for the current year.</p> <ul style="list-style-type: none"> a. Unlimited addition, edits, or retirement of assets and GIS edits on already published layers. b. This is helpful as you change, massage, and adjust GIS over time to fit the needs of the District for existing and new assets. c. Access to support, and bug ticketing system included d. Monitor and fix all bugs in GIS as reported e. Phone, web, and email support <p>(Alternately, the District can choose to go task by task per project price for each edit task assigned to us)</p>	\$ 4,998	State Sales tax applicable

THANK YOU FOR YOUR BUSINESS.

Please contact me if you have any questions. We are looking forward to get you started.
Thanks and Best Regards,



Arnab Bhowmick.
Aktivov.

SSSD PROJECT COST OPINION WORKSHEET

<i>Budget Code:</i>				
<i>Project Name:</i>		<i>TMDL Property Purchase</i>		
<i>Component</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
Property Purchase	LS	1	\$ 10,500,000	\$ 10,500,000
Site Evaluation West Yost	LS	1	80,000	\$ 80,000
Legal Fees	hrs	25	175	\$ 4,375
District Manager Time	hrs	15	89	\$ 1,335
DAS Time	hrs	4	77	\$ 308
Total Project Cost Opinion				\$ 10,586,018
Total SSSD Labor				\$ 1,643
Amount towards PW Project				\$ 10,584,375

Prepared by Michael Fritschi