

# BUDGET

2020/2021



Intentionally left blank

**South Suburban Sanitary District**  
**2020/2021 Budget**  
**Table of Contents**

**Section I. Budget Message and Narratives**

Budget Committee Members.....	4
Budget Calendar.....	5
Financial Policies.....	6
Budget Process.....	7
Budget Committee Agenda.....	9
Budget Message.....	10
Budget Committee Minutes.....	18
Resolution Adopting Budget & Making Appropriations.....	20

**Section II. Revenue and Discounts**

Revenue Proposed Budget.....	21
Revenue Justifications.....	23
Operating Contingency.....	26
Operating Contingency Justifications.....	27

**Section III. Administration Department**

Administration Proposed Budget.....	33
Personnel Services Justifications.....	35
Contract Services Justifications.....	37
Material & Services Justifications.....	39

**Section IV. Collection Department**

WW Collection System Proposed Budget.....	49
Personnel Services Justifications.....	52
Contract Services Justifications.....	54
Material & Services Justifications.....	61
Capital Outlay Justifications.....	80

**Section V. Treatment Department**

WW Treatment Plant Proposed Budget.....	92
Personnel Services Justifications.....	95
Contract Services Justifications.....	97
Material & Services Justifications.....	111
Capital Outlay Justifications.....	137

**South Suburban Sanitary District**  
**Budget Committee**  
**2020/2021 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

---

*Protecting Tomorrow's Environment!*



**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

***2020/2021 BUDGET CALENDAR***

	<i>Event</i>	<i>Meeting Date</i>
	<b>1.</b> Appoint budget officer	<b>February 18, 2020</b>
	<b>2.</b> Prepare proposed budget	<b>April 17, 2020</b>
	<b>3.</b> Print 1 <sup>st</sup> notice of budget committee meeting (not more than 30 days before the meeting)	
	<b>4.</b> Print 2 <sup>nd</sup> notice of budget committee meeting (at least 5 days after 1 <sup>st</sup> notice, but not less than 5 days before meeting)	
	<b>5.</b> Budget committee meets	<b>May 19, 2020</b>
	<b>6.</b> Budget committee meets if needed	<b>May 20, 2020</b>
	<b>7.</b> Publish notice of budget hearing. (5 to 30 days before hearing)	
	<b>8.</b> Hold budget hearing (Board)	<b>June 16, 2020</b>
	<b>9.</b> Enact resolutions to: Adopt budget make appropriations, Impose and categorize taxes.	<b>June 16, 2020</b>
	<b>10.</b> Submit tax certification document to the assessor by July 15, 2020	<b>July 15, 2020</b>

*Protecting Tomorrow's Environment!*

# 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 expected 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.

# **SOUTH SUBURBAN SANITARY DISTRICT**

## **2020-2021 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.

---

*Protecting Tomorrow's Environment!*





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

---

**BUDGET MEETING**

**May 19, 2020**

**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**



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

---

---

**Budget Message – FY 2020-2021**

**DISTRICT BUDGET**

*The proposed Budget for the South Suburban Sanitary District for fiscal year 2020-2021 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, 2020 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 2019-2020**

With approximately two and one half 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 Collection Personal Services, Collection Contract Services, and Collection Materials and Services. 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 17.3% (\$87,368) over budget and Collections Materials and Services are projected to be over by 32% (\$40,143) due primarily to a series of uncontrolled events leading to less available good weather days in which to conduct Capital Outlay GIS CCTV activities. The District CCTV Van was temporarily out of commission twice last year and with the state mandated isolation requirements, the GIS CCTV work could not be continued as planned. The lack of Capital GIS progress caused labor and equipment to be charged to Personal and Materials and Services instead of Capital Outlay as planned.

Collections Contract Services is projected to be 14.6% (\$8,617) over budget due primarily to the Collection Department share of Legal expenses, office equipment, and share of District audit costs allocations being higher than expected.

*Protecting Tomorrow's Environment!*

## South Suburban Sanitary District Budget Message – FY 2020-2021

Treatment Capital Outlay is projected to be 84.2% (\$11.2 M) under budget. This is primarily due to property not acquired and preliminary design not completed for the District Recycled Water Project in this fiscal year. This was due primarily to hindrance at the County approval level. The District also deferred lagoon 4A dredging FY 2020-21, and the District completed the 700kW Solar Project approximately 40% (\$560,000) under budget. It is expected that the District will close on property for the Recycled Water Project in FY 2020-

### SUMMARY OF SPENDING - FISCAL YEAR 2019 - 2020

Table 1. FY 19-20 Adopted Spending Categories vs. Projected

Dept.	Item	Projected Spending (linear) FY 2019-20	Spent as of 4-13-20	Adopted Budgeted FY 2019-2020	Difference	% Projected over (-) under(+)
Admin	Capital Outlay	\$2,340	\$1,847	\$2,559	\$219	8.5%
	Personal Services	\$394,382	\$311,183	\$404,061	\$9,679	2.4%
	Contract Services	\$15,866	\$12,519	\$32,930	\$17,064	51.8%
	Materials & Services	\$39,061	\$30,821	\$51,944	\$12,883	24.8%
	<b>Total Administration</b>	<b>\$451,650</b>	<b>\$356,370</b>	<b>\$491,494</b>	<b>\$39,844</b>	<b>8.1%</b>
Collections	Capital Outlay*	\$1,690,182	\$527,836	\$1,975,852	\$285,670	14.5%
	Personal Services	\$593,714	\$468,464	\$506,346	-\$87,368	-17.3%
	Contract Services	\$67,467	\$53,234	\$58,850	-\$8,617	-14.6%
	Materials & Services	\$165,475	\$130,566	\$125,334	-\$40,141	-32.0%
	<b>Total Collections</b>	<b>\$2,516,837</b>	<b>\$1,180,101</b>	<b>\$2,666,382</b>	<b>\$149,545</b>	<b>5.6%</b>
Treatment	Capital Outlay*	\$2,112,000	\$2,000,774	\$13,345,201	\$11,233,201	84.2%
	Personal Services	\$210,625	\$166,192	\$244,331	\$33,706	13.8%
	Contract Services	\$40,052	\$31,603	\$52,468	\$12,416	23.7%
	Materials & Services	\$358,338	\$282,743	\$470,919	\$112,581	23.9%
	<b>Total Treatment</b>	<b>\$2,721,015</b>	<b>\$2,481,311</b>	<b>\$14,112,919</b>	<b>\$11,391,904</b>	<b>80.7%</b>
TOTAL	Capital Outlay	\$3,804,522	\$2,530,457	\$15,323,612	\$11,519,090	75.2%
	Personal Services	\$1,198,721	\$945,839	\$1,154,738	-\$43,983	-3.8%
	Contract Services	\$123,385	\$97,356	\$144,248	\$20,863	14.5%
	Materials & Services	\$562,874	\$444,130	\$648,197	\$85,323	13.2%
	<b>All Categories</b>	<b>\$5,689,502</b>	<b>\$4,017,782</b>	<b>\$17,270,795</b>	<b>\$11,581,293</b>	<b>67.1%</b>

\*\*Spending projection not linearized for Treatment and Collections Capital Outlay

Major Capital Outlay projects completed in fiscal year 2019-2020 include efforts to address deferred rehabilitation of infrastructure and to support future planning and operations activities:

#### Administration/District-wide:

**District Support:** The District Office purchased the existing copier after the end of the lease term. The antiquated (no longer supported) phones were replaced throughout the District. The District entered into an agreement for financial software, unfortunately the vendor is unable to perform. The District procured and installed Asset Management software to begin tracking capital assets and provide a more integrated preventive maintenance program.

**Energy Cost Stabilization:** The District has completed a 700 kW Solar Net Metering Project \$560,000 under the proposed budget. The District also received a \$250,000 grant from the Energy Trust of Oregon to install the system. This project will fix the District's energy cost for years to come at a 25-year estimated production of approx. 27.83 GWh (including panel losses), bringing the estimated total price of energy to \$0.045/kWh.

*Protecting Tomorrow's Environment!*

---

## South Suburban Sanitary District

### Budget Message – FY 2020-2021

#### Collection System:

System rehabilitation: Contracted to conduct several mainline point repair and pipe lining rehabilitations utilizing cured in place pipe (CIPP). Continued to install service line clean-outs where not in existence and when economically effective to do so.

System Condition Assessment: Continued CCTV some limited 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 (GIS) for future planning use. This information was added to the new GIS based District Asset Management Program.

System Expansion: Moved the Skyline Subdivision and Watson Street Sewer Extension Project through design and to bid, to provide service to 68 residents (33 future residents) that are within the District service area, but on septic systems. Construction is slated to begin in early June of the current fiscal year.

System Support: Expanded the existing (3) bay vehicle storage to (5) longer bays to house and accommodate the new flush truck and vac truck.

#### Treatment Facility:

##### System Rehabilitation and Improvements:

Minor improvements were constructed to the Contact Tank embankment to ensure interim use of the contact tank. Completed the installation of an alternate chlorination system and required calcium hypochlorite storage to maintain redundancy in chlorination, in light of recent limitations in obtaining chlorine gas. Utilizing calcium hypochlorite will also greatly reduce the safety risks associated with using chlorine gas.

A dissolved oxygen sampling well was constructed to allow more accurate measurement of dissolved oxygen in Lagoon 4a. This sampling station will allow additional constituent sampling to occur as needed.

Planning: The District took an inventory of sludge depth readings utilizing sonar to completely map all four District Lagoons for sludge depth for use in future design. The District completed a successful chlorination pilot study, showing that the District could produce Class C – B recycled water by increasing chlorination rates and contact time.

The District has reviewed the Draft NPDES permit and provided comments to DEQ. The District is nearing completion of the District Facilities Plan addressing TMDL/NPDES compliance. The District will ultimately likely develop one recycled water site. The District has created (2) draft level Recycled Water Planning Documents (for each potential site), and the documents are currently under review by DEQ. The District has begun draft environmental assessment efforts.

The District has filed for (2) Type II Administrative Reviews to prepare to move through the County Planning process. The District has met with various stakeholders regarding the project like Klamath County, Bureau of Reclamation, Klamath Irrigation District, Klamath Airport, City of Klamath Falls, etc

Investigation was completed for methodologies to seal minor leakage in the west dike of Lagoon #3

Procurement: The District has identified and contracted for the purchase of (2) separate storage and disposal sites for recycled water.

System Support: The District procured an alignment tool to allow the District to perform laser alignments in-house on our aeration blowers, saving substantial cost over hiring a specialized alignment contractor. The District Pontoon Boat was modified to increase performance and productivity of servicing Lagoon aerators.

---

*Protecting Tomorrow's Environment!*

## South Suburban Sanitary District Budget Message – FY 2020-2021

### SUMMARY OF INCOME FY 2019-20

Revenue is projected to come in at approximately \$5.714M (14.3% over the budgeted amount) based on anticipated service revenues and considering Klamath County turnover. Total Income is higher this fiscal year due to an unexpected (late) receipt of \$345,000 after the 2018/19 fiscal year from the City of Klamath Falls and Klamath County, for their respective allocations for the Texum Pump Project (See Table 2). In addition, the State Pool has performed better than expected in FY 2019/20. The total of all spending categories is projected to come in at approximately \$5.69M, \$24,000 under the projected income for fiscal year 2019-2020.

**Table 2. FY 2019-20 Adopted Income Categories vs. Projected**

Item	Linear Projected Income FY 2019-20	Received as of 3-13-20	Adopted Budget FY 2019-2020	Difference	% Projected over (+) under(-)
<i>All Sewer Fees* (in million \$'s)</i>	\$3,908,689	\$3,400,478	\$3,855,540	\$53,149	1.4%
<i>Klamath County Prior Years (in million \$'s)</i>	\$707,297	\$558,086	\$657,638	\$49,659	7.6%
<i>Texum Pump Agreement** (in million \$'s)</i>	\$377,258	\$370,535	\$17,154	\$360,104	2099.2%
<i>Interest on Investments (in million \$'s)</i>	\$721,272	\$569,113	\$467,500	\$253,772	54.3%
<i>Ord #47, Fee Penalty and Interest, and misc. revenue (in \$'s)</i>	\$42,209	\$33,305	\$36,105	\$6,104	16.9%
<i>System Development Charges (in \$'s)</i>	\$118,132	\$93,211	\$71,615	\$46,517	65.0%
<i>Lease Income* (in \$'s)</i>	\$1,910	\$1,910	\$1,910	\$0	0.0%
<i>Henley School Agreement (in \$'s)</i>	\$34,173	\$26,964	\$19,198	\$14,975	78.0%
<i>Grant Revenue* (in \$'s)</i>	\$259,161	\$9,161	\$254,500	\$4,661	1.8%
<b>Total Income (in million \$'s)</b>	<b>\$5,714,517</b>	<b>\$4,898,212</b>	<b>\$4,997,832</b>	<b>\$716,685</b>	<b>14.3%</b>
* Items not linearized ** Received Texum Capital Payments for FY 18-19 Project in FY 19-20					

### PROPOSED BUDGET FISCAL YEAR 2020-2021

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 2020-2021 to support District Manager goals as presented to the Board in May of 2020. The suggested budget allocations are in support of the following District Manager capital goals:

#### Administration Infrastructure Goals:

Update current utility billing system software.

#### Collections System Infrastructure Goals:

Continue rehabilitation projects within the Collection System to address highest priority repairs and to support ongoing proactive replacement of aging pipe infrastructure. Provide for the expansion of sewer service within District service boundary. Provide timely investment in support infrastructure.

**South Suburban Sanitary District**  
**Budget Message – FY 2019-2020**

**Treatment Facility Infrastructure Goals:**

Provide the necessary planning, design, and land procurement activities to move the District Wastewater Treatment Facility closer to TMDL/NPDES compliance. Provide key facility rehabilitation projects to maintain the current level of treatment. Provide minor projects to support successful operations.

**SUMMARY OF PROPOSED BUDGET CATAGORIES FOR FISCAL YEAR 2019-2020**

**Table 3. Proposed Spending Categories FY 20-21 vs. Adopted Spending Categories FY 19-20**

Dept.	Item	Proposed Budget FY 2020-21	Adopted Budgeted FY 2019-2020	Difference from last FY	% Projected over (+) under(-)
Admin	Capital Outlay	\$ -	\$ 2,559	\$ (2,559)	-100.0%
	Personal Services	\$ 398,904	\$ 404,061	\$ (5,157)	-1.3%
	Contract/Material Services	\$ 68,133	\$ 84,874	\$ (16,741)	-19.7%
	<b>Total Administration</b>	<b>\$ 467,037</b>	<b>\$ 491,494</b>	<b>\$ (24,457)</b>	<b>-5.0%</b>
Collections	Capital Outlay	\$ 3,339,573	\$ 1,975,852	\$ 1,363,721	69.0%
	Personal Services	\$ 628,272	\$ 506,346	\$ 121,926	24.1%
	Contract/Material Services	\$ 250,409	\$ 184,184	\$ 66,225	36.0%
	<b>Total Collections</b>	<b>\$ 4,218,254</b>	<b>\$ 2,666,382</b>	<b>\$ 1,551,872</b>	<b>58.2%</b>
Treatment	Capital Outlay	\$ 9,677,489	\$ 13,345,201	\$ (3,667,712)	-27.5%
	Personal Services	\$ 272,310	\$ 244,331	\$ 27,979	11.5%
	Contract/Material Services	\$ 529,659	\$ 523,387	\$ 6,272	1.2%
	<b>Total Treatment</b>	<b>\$ 10,479,458</b>	<b>\$ 14,112,919</b>	<b>\$ (3,633,461)</b>	<b>-25.7%</b>
TOTAL	Capital Outlay	\$ 13,017,062	\$ 15,323,612	\$ (2,306,550)	-15.1%
	Personal Services	\$ 1,299,486	\$ 1,154,738	\$ 144,748	12.5%
	Contract/Material Services	\$ 848,201	\$ 792,445	\$ 55,756	7.0%
	<b>Total All Catagories</b>	<b>\$ 15,164,749</b>	<b>\$ 17,270,795</b>	<b>\$ (2,106,046)</b>	<b>-12.2%</b>
Contingencies	Administration	\$ 10,211	\$ 21,793	\$ (11,582)	-53.1%
	Collections	\$ 528,760	\$ 358,919	\$ 169,841	47.3%
	Treatment	\$ 945,098	\$ 1,288,748	\$ (343,650)	-26.7%
	<b>All Catagories</b>	<b>\$ 1,484,069</b>	<b>\$ 1,669,460</b>	<b>\$ (185,391)</b>	<b>-11.1%</b>

**CAPITAL OUTLAY**

Total District Capital Outlay is proposed to decrease by approximately \$2.31M, primarily due to a budget allocated for property procurement, reduced from estimates from last fiscal year. The Capital Outlay budget is intended to address several key projects including:

**1. Collection System Infrastructure**

Procurement: Obtain a replacement fleet vehicle for the existing 2007 vehicle used to perform utility location and utilized by the Lead Collection Operator - \$33,915

System Rehabilitation: Complete design and construction of phase II of trenchless mainline/service lateral repair projects for priority repair locations - \$178,450

System Expansion: Complete construction of sewer improvements for the Skyline subdivision and Watson Road areas to serve customers within the District service area – \$2.98M

# Protecting Tomorrow's Environment!

---

## South Suburban Sanitary District Budget Message – FY 2020-2021

Planning & Condition Assessment: Phase III addition and all large diameter mains to be integrated into GIS program - \$93,004

System Support: Perform rehabilitation on the hydraulics of the District backhoe - \$8,126, Outfit the expanded pole building with storage shelving and access - \$8,616

### 2. Treatment Facility Infrastructure

Procurement: Select a storage and disposal site and complete property purchase for the Recycled water Project - \$6.73M, acquire a small 4wd utility vehicle (John Deer/Kubota) for treatment facility use and property patrol - \$15,000

System Rehabilitation: Remove accumulated Grit from the south east corner of Treatment Lagoon 4a to allow proper aeration and treatment within the lagoon - \$274,214

Planning and Condition Assessment: Continue moving Recycled Water sites through County/State approval and begin the design process including: Completing the District Facility Plan - \$31,841, Completing the Recycled Water Plan - \$34,050, Completing the Project Environmental Assessment - \$16,365, Expenditure of Legal costs to move one site through the County Planning process and through the State Land Use Board - \$144,975, Complete Preliminary Design, including a small budget to complete a second chlorination pilot study, to determine if the District could produce Class C – B recycled water during summer peak algae production months and to determine desired methodology and acquire cost information for a project to seal minor leakage in Lagoon #3 - \$699,620, Finalize NPDES permitting for the District's new permit- \$24,296, take Recycled Water Project Design to approximately 85%

### 3. Administration

System Support: New Utility Billing Software – \$50,000 (*cost to be split between Collections and Treatment*)

## PERSONNEL SERVICES

It is proposed to increase the total District 2020-2021 personal services budget by 12.5% (\$144,748) from the previous fiscal year budget. The primary reason for the increase is less crew labor being utilized on capital outlay jobs such as GIS/CCTV services, and more labor being directed toward O&M services such as system flushing. The increase is also due to in-part from increases in cost of living allowance, pay step increases, continuing the roll-out of the sick to deferred compensation program.

## CONTRACT/MATERIALS & SERVICES

It is proposed to increase the total District 2020-2021 Contract/Materials & Services budget by 7.0% (\$55,760) from the previous fiscal year. Staff have 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.

## South Suburban Sanitary District Budget Message – FY 2020-2021

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.

### CONTINGENCY

It is proposed to budget \$1.48M for the total District operating contingency funds 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, design expenses, and requirements of other outside agencies such as NPDES compliance from the department of environmental quality (DEQ).

### REVENUE

Revenue is expected to increase overall by 0.4% (\$18,898) for a total of \$5.4M. While there is a reduction of a one-time \$250,000 grant that is anticipated to award in FY2019/20, that reduction in revenue is balanced with increases in other income sources such as sewer fees (+\$131,322), Klamath County prior year payments (+70,839), expected SDC increases and other minor revenue sources.

The expected adoption of Ordinance #58 in June of FY 2019/2020 increases rates by 2% per year, a slowing down of rate increases as the District moves toward sufficient revenue in the future investment in the Recycled Water Project.

### CASH ON HAND/ENDING FUND BALANCE

Cash on Hand is budgeted to increase by 6.9% (\$2.37M) from the previous fiscal year for a total of \$36.63M. 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, Ending Fund Balance is expected to be approximately \$24.39M. Ending Fund Balance is the expected cash available for investment at the end of the fiscal year.

Item	Proposed 2020-2021	Adopted Budgeted FY 2019-2020	Difference	% Projected over (+) under(-) )
<i>All Sewer Fees</i>	\$3,986,862	\$3,855,540	\$ 131,322	3.40%
<i>Klamath County Prior Years</i>	\$728,477	\$657,638	\$ 70,839	10.80%
<i>Interest on Investments</i>	\$513,000	\$467,500	\$ 45,500	9.70%
<i>Texum Pump Agreement</i>	\$28,947	\$17,154	\$ 11,793	68.70%
<i>Ord #47, Fee Penalty and Interest, and misc. revenue</i>	\$46,323	\$36,105	\$ 10,218	28.30%
<i>System Development Charges</i>	\$76,369	\$71,615	\$ 4,754	6.60%
<i>Lease Income</i>	\$2,484	\$1,910	\$ 574	30.10%
<i>Henley School Agreement</i>	\$17,596	\$19,198	\$ (1,602)	-8.30%
<i>Grant Revenue</i>	\$0	\$254,500	\$ (254,500)	-100.00%
<b>Total Income (in million \$'s)</b>	<b>\$5,400,058</b>	<b>\$5,381,160</b>	<b>\$ 18,898</b>	<b>0.40%</b>
Cash On Hand July 1, 2020	\$36,627,998	\$34,259,846	\$ 2,368,152	6.90%
Ending Fund Balance June 30, 2021	\$23,807,247	\$19,491,154	\$ 4,316,093	22.10%



# *Protecting Tomorrow's Environment!*

## **South Suburban Sanitary District Budget Message – FY 2020-2021**

### **SUMMARY**

The proposed FY 2020-21 spending categories when compared to the FY 2019-20 adopted spending categories show a substantial decrease (\$2.1M), this is primarily due to information gleaned over the last year regarding expected capital expenditures driven by DEQ TMDL compliance (\$9.33M) and providing sewer service infrastructure to non-served District areas (\$2.98M). Modest overall increases in District wide Personal Services and contract/material services are proposed at 12.5% & 7.0% 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 15-20% 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 in Asset Management and Utility Billing Software to 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 the District continue to competitively invest in personnel with respect to education, training, and morale; as the District Employees are the most valuable 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



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

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

**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 19, 2020**

- 1 Call To Order –**
- 2 Roll Call -**
  
- 3 Introductions –**
- 4 Appoint Chairman –**
- 5 Reading of the Budget Message –**

---

*Protecting Tomorrow's Environment!*

**South Suburban Sanitary District**  
**Budget Minutes – FY 2020-2021**

---

---

**6 Budget Discussion by Budget Committee -**

**7 Public Input –**

**8 Budget Changes and Corrections –**

**9 Motion to Approve the Budget –**

**10 Adjourn –**

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 #**  
**ADOPTING THE FISCAL YEAR 2020-2021 BUDGET**

**BE IT RESOLVED** that the Board of Directors of the South Suburban Sanitary District hereby adopts the budget for 2020-2021 in the total \$42,028,055. 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, 2020, for the following purposes:

**Enterprise Fund**

**Administration**

Personnel Services	\$ 398,904
Contract, Material Services & Interest	68,133
Capital Outlay	-
<b>Total Administration</b>	<b>\$ 467,037</b>

**Wastewater Collection**

Personnel Services	\$ 628,272
Contract & Material Services	250,409
Capital Outlay	3,339,573
<b>Total Wastewater Collections</b>	<b>\$ 4,218,254</b>

**Wastewater Treatment**

Personnel Services	\$ 272,310
Contract & Material Services	529,659
Capital Outlay	9,677,489
<b>Total Wastewater Treatment</b>	<b>10,479,458</b>

**Not Allocated to Organizational Unit**

Contingency	\$ 1,484,069
-------------	--------------

**TOTAL APPROPRIATIONS** \$ 16,648,818

Total Unappropriated and Reserve Amounts, All Funds \$ 25,379,237

**TOTAL ADOPTED BUDGET** \$ **42,028,055**

The above resolution statements were approved and declared adopted on this date 16th day of June 2020

*Protecting Tomorrow's Environment!*

**RESOURCES  
Enterprise Fund**

South Suburban Sanitary District

(Fund)

(Name of Municipal Corporation)

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2020-21		
Actual Cash	Actual Cash	Adopted Budget This Year		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year <a href="#">2017-18</a>	First Preceding Year <a href="#">2018-19</a>	This Year <a href="#">2019-20</a>				
1	31,910,305	34,362,957	34,259,846	1 Available cash on hand* (cash basis) or	36,627,998	
2				2 Net working capital (accrual basis)		
3				3 Previously levied taxes estimated to be received		
				<b>OTHER RESOURCES</b>		
4	3,576,801	3,620,824	3,855,540	4 Sewer Fees	3,986,862	
5	548,642	562,810	657,638	5 Klamath Co Fess-Prior Years	728,477	
6	20,809	26,770	19,198	6 Henley Sewer Fees	17,596	
7	1,284	1,126	1,500	7 Revenue - Disconnects	1,500	
8	19,541	21,656	19,156	8 Penalty & Interest from Sewer Fees	21,543	
9	82,017	1,162,266	17,154	9 Texum Pump	28,947	
10	22,105	21,595	15,449	10 Miscellaneous	23,280	
11	76,232	77,540	71,615	11 System Development Charges	76,369	
12	1,801	1,855	1,910	12 Lease Income	2,484	
13	476,775	747,344	467,500	13 Investment Income	513,000	
14	-	23,926	254,500	14 Grants & Incentives	-	
15	579	(81)	-	15 Gain (Loss) on Sale of Fixed Assets	-	
16	36,736,891	40,630,588	39,641,006	16 Total resources, except taxes levied		
17	-	-	-	17 Taxes estimated to be received		
18	-	-	-	18 Taxes collected in year levied		
19				19		
20	36,736,891	40,630,588	39,641,006	20 Total resources, except taxes to be levie	42,028,055	-
21			-	21 Taxes estimated to be received	-	-
22	-	-		22 Taxes collected in year levied		
<b>23</b>	<b>36,736,891</b>	<b>40,630,588</b>	<b>39,641,006</b>	<b>23 TOTAL RESOURCES</b>	<b>42,028,055</b>	<b>-</b>

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

This Page is Intentionally Left Blank

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: **Revenue**  
Account Number: **40010**  
Budget Amount: **\$ 4,715,339**  
Budgeted Item Description: **Revenue**  
Budgeted Item Justification:

2019/20 Sewer Fees:	\$ 3,908,689
2019/20 Disconnected Sewer Services:	(1,983)
Discounts:	(12,903)
2% Increase in Sewer Fees:	93,059
	<u>\$ 3,986,862</u>

KC Assessor Uncollected Balance as of 6/30/2019:	631,930
Projected Utility Bills Not paid as of 6/30/2020:	670,602
KC Assessor Collected in 2019/20:	(574,055)
	<u>\$ 728,477</u>

Prepared by: Cindy Oden  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: **Revenue**  
 Account Number: **40020 - 40099**  
 Budget Amount: **\$ 606,850**  
 Budgeted Item Description: **Miscellaneous Revenue**  
 Budgeted Item Justification:

Projected Maintenance 2020/21:	\$	10,065	
Projected Sewer Fees :		7,531	
		<b>\$ 17,596</b>	Total Henley Sewer Fees

Texum Pump Maintenance 2020/21:	\$	18,420	
Texum Pump Utility 2020/2021:		25,000	
Texum Pump Capital Project:		-	
		\$ 43,420	
		<b>\$ 28,947</b>	2/3rds Texum Pump Fees

Penalties:			
1st Qtr		-	
2nd Qtr		4,528	
3rd Qtr		5,450	
4th Qtr		11,565	
		<b>\$ 21,543</b>	Penalties Collected in 2020/2021

Renewable Energy Credits		4,426	
SDAO Longevity Credit:		3,652	
Best Practice Credit:		5,955	
SDIS Audit Credit		-	
Chlorine Cylinder Deposit:		6,480	
Returned Merchandise:		2,449	
Scrap Metal Sold		68	
Discounts on A/P & Rebates		250	
		<b>\$ 23,280</b>	Miscellaneous Income

Wynne Broadcating Lease: **\$ 2,484**

Investment Interest: **\$ 513,000**

Solar Project Grant:		-	
SDAO Safety Grant:		-	
		<b>\$ -</b>	

Prepared by: Cindy Oden  
Reviewed by: Michael Fritschi



**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Reserve

Account Number: 99100

Budget Amount: **\$ 1,571,990**

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
Actual 2018/2019	77,540

**Budget for 2020/2021**

2018/19 Actual Reserve for SDC:	1,217,667	
2019/20 Actual to-date Income:	267,179	4/20/2020 includes Skyline
Projected Income to End of Fiscal Year	10,775	
2020/21 Budgeted Income:	76,369	SDC Budgeted for 2020/2021
2020/21 Budgeted SDC Reserve:	1,571,990	

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

Prepared by: Cindy Oden  
Reviewed by: Michael Fritschi

Intentionally left blank

**FORM  
LB-30**

(name of fund)

South Suburban Sanitary District

Name of Municipal Corporation

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2020-21			
	Actual Cash	Actual Cash	Adopted Budget		Proposed By	Approved By	Adopted By	
	Second Preceding Year <a href="#">2017-18</a>	First Preceding Year <a href="#">2018-19</a>	This Year <a href="#">2019-20</a>					
				PERSONNEL SERVICES NOT ALLOCATED				
<b>2</b>	-	-	-	<b>2 TOTAL PERSONNEL SERVICES</b>	-	-	-	<b>2</b>
<b>3</b>				<b>3 Total Full-Time Equivalent (FTE)</b>				<b>3</b>
				MATERIALS AND SERVICES NOT ALLOCATED				
4	-	-	-	4				4
<b>5</b>	-	-	-	<b>5 TOTAL MATERIALS AND SERVICES</b>	-	-	-	<b>5</b>
				CAPITAL OUTLAY NOT ALLOCATED				
7	-	-	-	7				7
<b>7</b>	-	-	-	<b>7 TOTAL CAPITAL OUTLAY</b>	-	-	-	<b>7</b>
				DEBT SERVICE				
9	-	-	-	9				9
<b>9</b>	-	-	-	<b>9 TOTAL DEBT SERVICE</b>	-	-	-	<b>9</b>
				SPECIAL PAYMENTS				
11	-	-	-	11				11
<b>11</b>	-	-	-	<b>11 TOTAL SPECIAL PAYMENTS</b>	-	-	-	<b>11</b>
				INTERFUND TRANSFERS				
13	-	-	-	13				13
<b>13</b>	-	-	-	<b>13 TOTAL INTERFUND TRANSFERS</b>	-	-	-	<b>13</b>
14			1,669,460	14	1,484,069			14
14			1,669,460	14	1,484,069			14
15	-	-	1,669,460	15	1,484,069			15
15	-	-	1,669,460	15	1,484,069			15
16	2,650,026	3,803,640	17,270,795	16	15,164,749			16
16	2,650,026	3,803,640	17,270,795	16	15,164,749			16
17			1,209,597	17	1,571,990			17
17			1,209,597	17	1,571,990			17
18	39,476,426			18				18
18	39,476,426			18				18
19		39,476,426	19,491,154	19	23,807,247			19
19		39,476,426	19,491,154	19	23,807,247			19
20	42,126,452	43,280,066	39,641,006	20	42,028,055		-	20
20	42,126,452	43,280,066	39,641,006	20	42,028,055		-	20

This Page Intentionally Left Blank

### SSSD Contingency

		<b>PERSONNEL SERVICES</b>			
<i>Component</i>	<i>Department</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
Unemployment	Treatment	LS	1	\$ 3,957	\$ 3,957
Medical Deductible	Treatment	LS	1	\$ 7,530	\$ 7,530
Certification: Wages	Treatment	LS	1	\$ 430	\$ 430
Overtime & Doubletime for weekend duty	Treatment	LS	1	\$ -	\$ -
Sick Leave to Deferred Comp	Treatment	LS	1	\$ -	\$ -
FICA/Medicare	Treatment	LS	1	\$ 33	\$ 33
PERS	Treatment	LS	1	\$ 78	\$ 78
Workers Comp Assessment	Treatment	LS	1	\$ 4	\$ 4
New Hire	Treatment	LS	1	\$ 1,000	\$ 1,000
		<b>% Cont</b>	4.79%	<b>SUM</b>	<b>\$ 13,032</b>
On-Call: Wages - If District decides to to move toward requiring standby in collections	Collections	LS	1	\$ 15,823	\$ 15,823
Certifications: Wages	Collections	LS	1	\$ 2,704	\$ 2,704
Sick Leave to Deferred Comp	Collections	LS	1	\$ -	\$ -
Oncall/Certification: FICA/Medicare	Collections	LS	1	\$ 1,417	\$ 1,417
Oncall/Certification: PERS	Collections	LS	1	\$ 3,357	\$ 3,357
Oncall/Certification Workers Comp	Collections	LS	1	\$ 244	\$ 244
Unemployment	Collections	LS	1	\$ 8,214	\$ 8,214
Medical Deductible	Collections	LS	1	\$ 19,950	\$ 19,950
New Hire	Collections	LS	1	\$ 1,000	\$ 1,000
		<b>% Cont</b>	8.39%	<b>SUM</b>	<b>\$ 52,709</b>
Sick Leave to Deferred Comp	Admin	LS	1	\$ -	\$ -
Unemployment	Admin	LS	1	\$ 5,711	\$ 5,711
Medical Deductible	Admin	LS	1	\$ 2,500	\$ 2,500
		<b>% Cont</b>	2.06%	<b>SUM</b>	<b>\$ 8,211</b>
<b>Total Personnel Services Contingency</b>					<b>\$ 73,952</b>

### SSSD Contingency

		<b>Material and Services</b>			
<i>Component</i>	<i>Department</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
Contract Services - Rodent control	Treatment	LS	1	\$ 1,000	\$ 1,000
Equipment Maint. - Washer/compactor	Treatment	LS	1	\$ 4,900	\$ 4,900
Misc. Lab & Plant equip. - Sump pumps, filters, sprayers, etc.	Treatment	LS	1	\$ 7,500	\$ 7,500
		<b>% Cont.</b>	2.53%	<b>SUM</b>	<b>\$ 13,400</b>
SSSD Labor Equipment Maintenance/PM	Collections	HR	30	\$ 63	\$ 1,890
Cable Assembly Lateral Camera 80' Armor	Collections	LS	1	\$ 3,800	\$ 3,800
Replce Flushing Nozzle	Collections	EA	1	\$ 3,900	\$ 3,900
6" and 8" Kamaflex hose Vac Cons	Collections	LS	1	\$ 1,600	\$ 1,600
Camera Transporter Chain 38 & 47 Pad Assembly	Collections	LS	1	\$ 1,700	\$ 1,700
SSSD Labor Snow Removal	Collections	HR	30	\$ 150	\$ 4,500
Snow Removal Back Hoe	Collections	HR	20	\$ 63	\$ 1,260
Snow Removal Fork Lift	Collections	LS	40	\$ 45	\$ 1,800
Accelerated Operator Certifications	Collections	HR	1	\$ 2,500	\$ 2,500
		<b>% Cont.</b>	9.17%	<b>SUM</b>	<b>\$ 22,950</b>
Computer Services	Admin	LS	1	\$ 2,000	\$ 2,000
		<b>% Cont.</b>	2.94%	<b>SUM</b>	<b>\$ 2,000</b>
<b>Total Materials &amp; Services Contingency</b>					<b>\$ 38,350</b>

### SSSD Contingency

		<b>Capital Outlay Contingency</b>			
<i>Component</i>	<i>Department</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
Land Procurement - Recycled Water Project	Treatment	%	5%	\$ 6,731,480	\$ 336,574
Recycled Water Plan	Treatment	%	15%	19,050	\$ 2,858
Legal Funding for pushing a second Reuse Site through LUBA	Treatment	LS	1	50,000	\$ 50,000
Enironmental Assessment - Recycled Water Project	Treatment	%	15%	16,365	\$ 2,455
Facility Plan	Treatment	%	15%	31,841	\$ 4,776
NPDES Permitting	Treatment	%	15%	24,296	\$ 3,644
Recycled Water Project County Permitting	Treatment	%	15%	144,975	\$ 21,746
Recycled Water Project Preliminary Design	Treatment	%	15%	699,620	\$ 104,943
Recycled Water Project Design	Treatment	%	15%	1,648,490	\$ 247,274
Grit Removal Lagoon 4a	Treatment	%	15%	274,214	\$ 41,132
DO Sampling Stilling Wells - Pond 4a & 3	Treatment	%	15%	21,764	\$ 3,265
Add Sodium Bisulfite facilities if Reqd by DEQ	Treatment	LS	1	100,000	\$ 100,000
		<b>% Cont.</b>	9.49%	<b>SUM</b>	<b>\$ 918,666</b>
Rebuild hydraulic cylinders on Cat backhoe	Collection	LS	1	\$ 2,000	\$ 2,000
New Location/Inspection Vehicle	Collection	%	15%	31,253	\$ 4,688
Skyline Subdivision & Watson Street Sewer Extension Project Construction	Collection	%	15%	2,976,088	\$ 446,413
		<b>% Cont.</b>	13.57%	<b>SUM</b>	<b>\$ 453,101</b>
					\$ -
		<b>% Cont.</b>		<b>SUM</b>	\$ -
<b>Total Capital Contingency</b>					<b>\$ 1,371,767</b>

This Page Intentionally Left Blank



**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-19 This Year 2019-21	REQUIREMENTS FOR: ADMINISTRATION	Budget For Next Year 2020-21			
	Actual Accrual Second Preceding Year 2017-18	Actual Cash First Preceding Year 2018-19	Adopted Budget This Year 2019-20			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
<b>PERSONNEL SERVICES</b>									
1	1,310	1,200	1,600	2,238	1 Board of Directors Pay	2,400			1
2	5,133	4,062	27,335	26,915	2 Administration on Projects	43,237			2
3	176,347	208,889	188,053	192,982	3 General Manager & Office Labor	201,889			3
4	15,855	6,983	7,538	10,883	4 General Manager In Field	10,400			4
5	47,708	39,920	48,322	43,500	5 Paid Time Off	30,000			5
6	75	80	450	70	6 Safety Bonus	450			6
7	-	-	105	17	7 Overtime	112			7
9	18,487	19,836	22,799	22,716	9 Payroll Taxes-FICA & Medicare	23,341			9
10	229	202	264	252	10 Payroll Taxes - Workers Comp Insurance	301			10
11	74	69	106	63	11 Payroll Taxes - Workers Comp Assessment	69			11
12	300	150	150	525	12 Benefits - Taxable Fringe Benefits	525			12
13	34,219	36,078	54,003	48,190	13 Benefits - PERS	54,851			13
14	45,974	45,223	42,132	41,911	14 Benefits - Health Insurance	47,727			14
15	13,168	5,151	6,000	10,786	15 Benefits - Health Insurance Deductible	10,000			15
16	379	429	550	512	16 Benefits - Employee Assist Prog	550			16
17	-	-	18,489	18,092	17 Benefits - Sick Leave to Deferred Comp Pla	16,621			17
18	(9,302)	(5,576)	(13,685)	(34,776)	18 Personnel Services Capitalized	(43,419)			18
19	(382)	(304)	(150)	(250)	19 Personnel Services Maintenance	(150)			19
<b>20</b>	<b>349,574</b>	<b>362,392</b>	<b>404,061</b>	<b>384,626</b>	<b>20 TOTAL PERSONNEL SERVICES</b>	<b>398,904</b>	<b>-</b>	<b>-</b>	<b>20</b>
<b>21</b>	<b>2.95</b>	<b>2.84</b>	<b>3.00</b>	<b>2.79</b>	<b>21 Total Full-Time Equivalent (FTE)</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>21</b>
<b>MATERIALS AND SERVICES CONTRACTS</b>									
22	186	142	300	200	22 Alarms	300			22
23	3,167	3,741	3,367	2,285	23 Audit	2,975			23
24	1,022	3,611	13,335	8,784	24 Computer Services	7,374			24
25	153	160	175	150	25 Waste Removal	180			25
26	1,677	1,603	2,205	1,478	26 Janitorial	1,800			26
27	5,336	6,620	12,000	1,887	27 Legal	3,000			27
28	195	261	1,348	632	28 Office Equipment- Copier copies, etc	1,200			28
29	200	200	200	200	29 Transcripts	200			29
<b>31</b>	<b>11,936</b>	<b>16,338</b>	<b>32,930</b>	<b>15,616</b>	<b>31 TOTAL CONTRACTS</b>	<b>17,029</b>	<b>-</b>	<b>-</b>	<b>31</b>

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 2020-21		
Actual Accrual	Actual Cash	Adopted Budget		30-Jun-17	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2017-18	First Preceding Year 2018-19	This Year 2019-20		This Year 2019-20					
MATERIALS AND SERVICES									
32	153	52	300	300	32 Advertising	300			32
33	1,786	3,317	1,500	300	33 Building & Grounds	1,500			33
34	1,048	990	1,213	1,353	34 Certification, Dues & Misc.	1,465			34
35	1,951	1,877	5,660	2,000	35 Education	7,020			35
36	-	252	-	-	36 Elections	400			36
38	-	118	100	-	38 Equipment Maintenance	120			38
39	129	297	325	200	39 Gas & Oil	325			39
40	1,994	1,731	2,200	1,859	40 Insurance	2,200			40
41	7,353	7,760	9,340	10,975	41 Office Supplies, Equipment & Bank Fees	11,000			41
42	6,030	6,730	15,070	7,951	42 Postage	8,560			42
43	137	54	240	240	43 Safety Dinner/Picnic	315			43
44	352	213	565	200	44 Safety Supplies	565			44
45	-	2,959	8,086	5,500	45 Small Tools & Equipment	200			45
46	3,584	-	1,660	1,442	46 Travel	12,100			46
47	403	827	600	200	47 Vehicle Maintenance & Tires	600			47
48	4,357	3,968	5,083	3,931	48 Utilities	4,434			48
49	-	-	-	-	49 Material & Services Capitalized	-			49
50	29,277	31,145	51,942	36,451	50 TOTAL MATERIALS AND SERVICES	51,104			50
51	41,213	47,483	84,872	52,067	51 TOTAL CONTRACTS, MATERIALS AND SERVICES	68,133	-	-	51
CAPITAL OUTLAY									
51	1,232	-	297	332	51 Principal Payments on Capital Lease Copie	-			51
52	-	3,007	2,262	1,515	52 Equipment Office	-			52
53	8,278	814	-	-	53 Building	-			53
54					54				54
55	9,510	3,821	2,559	1,847	55 TOTAL CAPITAL OUTLAY	-	-	-	55
56	127	-	2	2	55 Interest on Copier	-	-	-	55
57	400,424	413,696	491,494	438,540	55 Requirements Administration	467,037	-	-	55
REQUIREMENTS FOR ALL ORG. UNITS OR PROGRAMS									
58	997,964	1,082,409	1,154,738	1,132,009	56 PERSONNEL SERVICES	1,299,486			56
59	628,607	570,456	792,445	663,244	57 MATERIALS AND SERVICES	848,201			57
60	929,025	2,150,775	15,323,612	4,507,953	58 CAPITAL OUTLAY	13,017,062			58
61	2,555,596	3,803,640	17,270,795	6,303,206	59 TOTAL ORG./PROG. REQUIREMENTS	15,164,749	-	-	59

SOUTH SUBURBAN SANITARY DISTRICT  
SALARY & FRINGE BENEFIT  
2020/2021 BUDGET WORKSHEET

07/01/20  
2.01% Cost

EMPLOYEE NAME	MONTHLY SALARY	YEARLY SALARY	TOTAL FRINGE \$	Total Cost to District	DISTRICT COST/PER HOUR	FICA 7.55%	0.011		MEDICAL DENTAL/VISION LIFE INS	EMPLOYER PAID MEDICAL DEDUCTIBLE	WCOMP	EMPLOYEE ASSIST. PROG	Unemployment Benefit	Sick Leave to Def Comp	24 HOURS COMP TIME CARRYOVER	1 WEEK VACATION CARRYOVER
							EMPLOYER OR W/CASSESS.	PERS 25.64% 18.12%								
<b>ADMINISTRATION</b>																
Manager	\$ 10,973.78	\$ 131,685.30	\$ 68,753.63	\$ 200,438.93	\$ 96.46	\$ 10,236.18	\$ 22.88	\$ 24,245.70	\$ 19,019.16	\$ 5,000.00	\$ 250.20	\$ 160.00	\$ 2,633.71	\$ 2,121.00	\$ -	\$ 5,064.80
Director of Admin Services	\$ 8,521.37	\$ 102,256.45	\$ 66,962.84	\$ 169,219.29	\$ 81.45	\$ 8,511.67	\$ 22.88	\$ 20,160.97	\$ 19,019.16	\$ 5,000.00	\$ 19.43	\$ 160.00	\$ 2,045.13	\$ 9,007.20	\$ 1,112.40	\$ 1,904.00
Utility Billing Clerk	\$ 4,298.67	\$ 51,584.00	\$ 35,069.60	\$ 86,653.60	\$ 41.82	\$ 4,366.39	\$ 22.88	\$ 10,342.35	\$ 9,689.16	\$ 2,500.00	\$ 7.74	\$ 160.00	\$ 1,031.68	\$ 5,493.00	\$ 552.00	\$ 904.40
SAFETY BONUS 3 * \$150		\$ 450.00	\$ 116.03	\$ 566.03		\$ 34.43		\$ 81.54			\$ 0.07					
OVERTIME (3 HOURS)		\$ 111.50	\$ 28.81	\$ 140.41		\$ 8.54	\$ 0.03	\$ 20.22			\$ 0.02					
<b>TOTAL OFFICE</b>	<b>\$ 23,793.81</b>	<b>\$ 286,087.35</b>	<b>\$ 170,930.91</b>	<b>\$ 457,018.27</b>		<b>\$ 23,157.20</b>	<b>\$ 68.67</b>	<b>\$ 54,850.79</b>	<b>\$ 47,727.48</b>	<b>\$ 12,500.00</b>	<b>\$ 277.45</b>	<b>\$ 480.00</b>	<b>\$ 5,710.52</b>	<b>\$ 16,621.20</b>	<b>\$ 1,664.40</b>	<b>\$ 7,673.20</b>
<b>TREATMENT PLANT</b>																
Plant Supervisor	\$ 7,588.54	\$ 91,063.67	\$ 67,753.21	\$ 158,816.88	\$ 81.85	\$ 6,966.37	\$ 22.88	\$ 23,348.72	\$ 27,056.76	\$ 5,000.00	\$ 910.64	\$ 160.00	\$ 1,821.27	\$ -	\$ 924.96	\$ 1,541.60
1/3 Plant Operator I & IIC	\$ 2,336.62	\$ 28,039.47	\$ 21,506.40	\$ 49,545.97		\$ 2,145.02	\$ 7.62	\$ 7,189.32	\$ 9,018.02	\$ 1,666.67	\$ 280.39	\$ 53.33	\$ 560.79	\$ -	\$ 219.50	\$ 355.83
1/3 Plant Operator I & I	\$ 1,976.07	\$ 23,712.85	\$ 18,148.21	\$ 41,861.07		\$ 1,814.03	\$ 7.62	\$ 4,296.77	\$ 9,018.02	\$ 1,666.67	\$ 355.69	\$ 53.33	\$ 474.26	\$ -	\$ 173.18	\$ 288.64
1/3 Plant Operator I & I	\$ 1,992.20	\$ 23,906.41	\$ 18,861.82	\$ 43,768.23		\$ 1,905.50	\$ 7.62	\$ 4,883.66	\$ 9,018.02	\$ 1,666.67	\$ 358.60	\$ 53.33	\$ 478.13	\$ 1,015.11	\$ 177.82	\$ 296.37
SAFETY BONUS 2 * \$150		\$ 300.00	\$ 103.35	\$ 403.35		\$ 22.95		\$ 76.92			\$ 3.48					
ON CALL (52 WKS* \$304.29)	\$ 1,318.50	\$ 15,823.08	\$ 4,593.93	\$ 20,417.01		\$ 1,210.47		\$ 3,199.91			\$ 183.55					
CALL-OUTS		\$ 3,397.68	\$ 916.71	\$ 4,314.39		\$ 259.92		\$ 615.66			\$ 39.41					
OVERTIME/DOUBLE TIME		\$ 16,244.48	\$ 4,376.35	\$ 20,620.83		\$ 1,242.70	\$ 1.72	\$ 2,943.50			\$ 188.44					
51% Maintenance	\$ 2,592.43	\$ 31,109.18	\$ 26,455.51	\$ 57,564.70		\$ 2,379.85	\$ 11.67	\$ 5,636.98	\$ 13,798.95	\$ 2,550.00	\$ 466.64	\$ 81.60	\$ 622.18	\$ -	\$ 340.52	\$ 567.12
Collection Operator - 40 hrs	\$ 87.00	\$ 1,044.00	\$ 304.97	\$ 1,348.97		\$ 79.87	\$ 0.44	\$ 189.17			\$ 15.66				\$ 19.84	
Collection Operator - 40 hrs	\$ 82.50	\$ 990.00	\$ 289.22	\$ 1,279.22		\$ 75.74	\$ 0.44	\$ 179.39			\$ 14.85				\$ 18.81	
Collection Operator - 60 hrs	\$ 123.75	\$ 1,485.00	\$ 434.33	\$ 1,919.33		\$ 113.60	\$ 0.66	\$ 269.08			\$ 22.28				\$ 28.71	
<b>SUB-TOTAL</b>	<b>\$ 18,097.81</b>	<b>\$ 237,115.83</b>	<b>\$ 164,744.12</b>	<b>\$ 401,859.94</b>		<b>\$ 18,217.02</b>	<b>\$ 62.39</b>	<b>\$ 52,820.09</b>	<b>\$ 67,900.76</b>	<b>\$ 12,550.01</b>	<b>\$ 2,839.62</b>	<b>\$ 401.60</b>	<b>\$ 3,966.63</b>	<b>\$ 1,015.11</b>	<b>\$ 1,835.98</b>	<b>\$ 3,126.91</b>
<b>COLLECTION CREW</b>																
Supervisor	\$ 6,837.28	\$ 82,047.36	\$ 55,419.42	\$ 137,466.78	\$ 66.18	\$ 6,327.19	\$ 22.88	\$ 21,206.42	\$ 16,707.24	\$ 5,000.00	\$ 2,502.44	\$ 160.00	\$ 1,290.64	\$ 561.00	\$ -	\$ 1,541.60
Lead	\$ 5,827.47	\$ 69,929.60	\$ 58,769.70	\$ 128,699.30	\$ 62.12	\$ 5,746.98	\$ 22.88	\$ 13,612.45	\$ 23,762.28	\$ 5,000.00	\$ 2,167.82	\$ 160.00	\$ 1,000.61	\$ 5,194.29	\$ 788.40	\$ 1,314.00
49% Maintenance	\$ 2,490.77	\$ 29,889.22	\$ 26,394.01	\$ 56,283.23		\$ 2,286.53	\$ 11.21	\$ 5,415.93	\$ 13,257.81	\$ 2,450.00	\$ 1,424.31	\$ 78.40	\$ 597.78	\$ -	\$ 327.16	\$ 544.88
Collection Operator	\$ 4,594.73	\$ 55,136.80	\$ 55,703.94	\$ 110,840.74		\$ 4,507.24	\$ 22.44	\$ 10,675.98	\$ 27,056.76	\$ 5,000.00	\$ 1,725.94	\$ 160.00	\$ 1,123.62	\$ 3,781.40	\$ 626.40	\$ 1,024.16
Collection Operator	\$ 4,309.77	\$ 51,717.20	\$ 41,767.53	\$ 93,484.73		\$ 3,956.37	\$ 22.44	\$ 9,371.16	\$ 19,019.16	\$ 5,000.00	\$ 1,619.07	\$ 160.00	\$ 1,054.14	\$ -	\$ 594.00	\$ 971.19
Collection Operator	\$ 4,268.52	\$ 51,222.20	\$ 41,622.42	\$ 92,844.62		\$ 3,918.50	\$ 22.22	\$ 9,281.46	\$ 19,019.16	\$ 5,000.00	\$ 1,611.65	\$ 160.00	\$ 1,054.14	\$ -	\$ 594.00	\$ 961.29
SAFETY BONUS 2 * \$150		\$ 1,200.00	\$ 346.44	\$ 1,546.44		\$ 91.80		\$ 217.44			\$ 37.20					
CALL-OUTS, OT & DT		\$ 1,600.00	\$ 582.24	\$ 2,182.24		\$ 122.40		\$ 410.24			\$ 49.60					
2/3 Plant Operator	\$ 3,335.67	\$ 40,028.04	\$ 37,183.01	\$ 77,211.04		\$ 3,062.14		\$ 10,263.19	\$ 18,038.74	\$ 2,500.00	\$ 1,240.87	\$ 106.67	\$ 800.56	\$ -	\$ 439.06	\$ 731.77
2/3 Plant Operator	\$ 2,675.82	\$ 32,109.86	\$ 31,489.06	\$ 63,598.91		\$ 2,456.40	\$ 7.55	\$ 5,818.31	\$ 18,038.74	\$ 2,500.00	\$ 995.41	\$ 106.67	\$ 642.20	\$ -	\$ 346.42	\$ 577.36
2/3 Plant Operator	\$ 2,710.63	\$ 32,527.50	\$ 33,828.27	\$ 66,355.77		\$ 2,643.67	\$ 7.55	\$ 5,893.98	\$ 18,038.74	\$ 2,500.00	\$ 1,008.35	\$ 106.67	\$ 650.55	\$ 2,030.23	\$ 355.70	\$ 592.83
<b>SUB-TOTAL</b>	<b>\$ 37,060.65</b>	<b>\$ 447,407.77</b>	<b>\$ 383,106.05</b>	<b>\$ 830,513.82</b>		<b>\$ 35,119.21</b>	<b>\$ 192.17</b>	<b>\$ 92,166.55</b>	<b>\$ 172,938.64</b>	<b>\$ 34,960.00</b>	<b>\$ 14,382.67</b>	<b>\$ 1,198.41</b>	<b>\$ 8,214.25</b>	<b>\$ 11,666.92</b>	<b>\$ 4,071.14</b>	<b>\$ 8,259.09</b>
DIRECTORS	0	\$ 2,400.00	\$ 277.60	\$ 2,677.60		\$ 183.60		\$ -			\$ 24.00	\$ 70.00	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 78,942.27</b>	<b>\$ 973,910.95</b>	<b>\$ 719,068.68</b>	<b>\$ 1,692,069.63</b>		<b>\$ 76,677.04</b>	<b>\$ 270.23</b>	<b>\$ 190,846.43</b>	<b>\$ 288,575.88</b>	<b>\$ 60,000.01</b>	<b>\$ 17,623.74</b>	<b>\$ 2,150.00</b>	<b>\$ 17,881.39</b>	<b>\$ 29,303.23</b>	<b>\$ 7,571.52</b>	<b>\$ 19,259.20</b>
<b>MAINTENANCE</b>																
Maintenance	\$ 5,083.20	\$ 60,998.40	\$ 52,849.53	\$ 113,847.93	\$ 54.98	\$ 4,666.38	\$ 22.88	\$ 11,062.91	\$ 27,056.76	\$ 5,000.00	\$ 1,890.95	\$ 160.00	\$ 1,219.97	\$ -	\$ 667.68	\$ 1,112.00
Collection Operator	\$ 4,681.73	\$ 56,180.80	\$ 56,008.92	\$ 112,189.72	\$ 54.17	\$ 4,587.11	\$ 22.88	\$ 10,865.15	\$ 27,056.76	\$ 5,000.00	\$ 1,741.60	\$ 160.00	\$ 1,123.62	\$ 3,781.40	\$ 626.40	\$ 1,044.00
Collection Operator	\$ 4,392.27	\$ 52,707.20	\$ 42,066.75	\$ 94,773.95	\$ 45.81	\$ 4,032.10	\$ 22.88	\$ 9,560.54	\$ 19,019.16	\$ 5,000.00	\$ 1,633.92	\$ 160.00	\$ 1,054.14	\$ -	\$ 594.00	\$ 990.00
Collection Operator	\$ 4,392.27	\$ 52,707.20	\$ 42,066.75	\$ 94,773.95	\$ 45.81	\$ 4,032.10	\$ 22.88	\$ 9,560.54	\$ 19,019.16	\$ 5,000.00	\$ 1,633.92	\$ 160.00	\$ 1,054.14	\$ -	\$ 594.00	\$ 990.00
Plant Operator	\$ 5,672.29	\$ 68,067.51	\$ 60,126.92	\$ 128,194.43	\$ 67.51	\$ 5,207.16	\$ 22.88	\$ 17,452.51	\$ 27,056.76	\$ 5,000.00	\$ 2,110.09	\$ 160.00	\$ 1,361.35	\$ -	\$ 658.56	\$ 1,097.60
Plant Operator	\$ 4,651.89	\$ 55,822.71	\$ 50,857.71	\$ 106,680.42	\$ 56.96	\$ 4,270.44	\$ 22.88	\$ 10,115.08	\$ 27,056.76	\$ 5,000.00	\$ 1,730.50	\$ 160.00	\$ 1,116.45	\$ -	\$ 519.60	\$ 856.00
Plant Operator	\$ 4,702.83	\$ 56,433.91	\$ 54,913.63	\$ 111,347.54	\$ 59.21	\$ 4,550.16	\$ 22.88	\$ 10,777.54	\$ 27,056.76	\$ 5,000.00	\$ 1,749.45	\$ 160.00	\$ 1,128.68	\$ 3,045.34	\$ 533.52	\$ 889.20
<b>CONTINGENCY</b>																
ON CALL (52 WKS* \$304.29)	\$ 1,318.50	\$ 15,823.08	\$ 4,238.24	\$ 20,061.32	Collections	\$ 1,210.47		\$ 2,867.14			\$ 160.63					
Unemployment-Admin		\$ 5,711.00											\$ 5,425.00			
Unemployment-Plant		\$ 3,957.00											\$ 3,873.00			
Unemployment-Collection		\$ 8,214.00											\$ 7,975.00			
DEDUCTIBLE - ADMIN		\$ 2,500.00								\$ 2,500.00						
DEDUCTIBLE - COLLECTION		\$ 19,950.00								\$ 19,950.00						
DEDUCTIBLE - PLANT		\$ 7,530.00								\$ 7,530.00						
CERTIFICATIONS-Collection		\$ 2,704.00	\$ 780.64	\$ 3,484.64	Collections	\$ 206.86		\$ 489.96			\$ 83.82					
CERTIFICATIONS-Plant		\$ 430.00	\$ 115.18	\$ 545.18	Plant	\$ 32.90		\$ 77.92			\$ 4.37					
<b>Total</b>		<b>\$ 66,819.08</b>		<b>\$ 24,091.14</b>		<b>\$ 1,450.22</b>		<b>\$ 3,435.02</b>		<b>\$ 20,980.00</b>	<b>\$ 248.82</b>		<b>\$ 17,273.00</b>			

Intentionally left blank

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Contract Services  
Account Number: 100-001-000-600-05-00  
Budget Amount: **\$ 7,374**

Budgeted Item Description: Computer Service

Budgeted Item Justification:

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	
Actual 2018/2019	3,610	

Website Maintenance:	\$ 500	
Webroot Secure Anywhere	205	
Spam Filter	480	
Quickbooks PR Upgrade:	200	
Renewal of .org	10	
Computer Consultant:	2,400	(20hrs @ \$120)
30 GB Online Backup for File Server:	150	
Charter Internet:	360	
Server & Computer Maintenance *3:	1,200	
Utility Billing Annual Maintenance Fee:	<u>1,869</u>	
<b>Budget for 2020/2021 =</b>	<b>\$ 7,374</b>	

Prepared by: Cindy Oden  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Contract Services  
Account Number: 100-001-000-600-15-00  
Budget Amount: **\$ 1,200**  
Budgeted Item Description: Office Equipment Maintenance  
Budgeted Item Justification:

Actual 2014/2015	\$	364
Actual 2015/2016		409
Actual 2016/2017		347
Actual 2017/2018		195
Actual 2018/2019		224

Maintenance agreement on Copier \$ 1,200

**Budget for 2020/2021 = \$ 1,200**

Prepared by: Cindy Oden  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
Account Number: 100-001-000-650-10-00  
Budget Amount: **\$ 1,465**  
Budgeted Item Description: Certification & Dues  
Budgeted Item Justification: Admin

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
Actual 2018/2019		990

**Administration:**

Oregon Government Finance Officers:	\$	130
OGFOA Certification - Cindy:		25
Drug Testing Renewal:		75
DEQ Certification Mike:		160
SDAO Membership:		750
OR Government Ethics:		140
OR Assoc of Clean Water:		185
<b>Budget for 2020/2021 =</b>	<b>\$</b>	<b>1,465</b>

Prepared by: Cindy Oden  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
 Account Number: 100-001-000-650-25-00  
 Budget Amount: **\$ 7,020**

Budgeted Item Description: Education

Budgeted Item Justification:	Board	Admin	Total
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
2018/2019	-	1,877	1,877

**ADMINISTRATION**

***Board:***

2-SDAO Conference: \$ 940  
 3-Board Training: 300  
**Board Total: \$ 1,240**

***General Manager:***

Misc. Admin. Training \$ 400  
 ACWA or PNCWA Conference: 500  
 SDAO Conference: 240

**GM Total: \$ 1,140**

***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 Vision Conference: 600  
**Total Finance/HR \$ 4,640**

**Board & Admin. Budget for 2020/2021 = \$ 7,020**

Prepared by: Cindy Oden  
 Reviewed by: Michael Fritschi



**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 100-001-000-650-55-00

Budget Amount: **\$ 11,000**

Budgeted Item Description: Office Supplies, Bank Fees & Investment Expenses

Budgeted Item Justification:

Actual 2014/2015	\$	4,493
Actual 2015/2016		4,632
Actual 2016/2017		5,735
Actual 2017/2018		7,353
Actual 2018/2019		8,060

Office Supplies	\$	2,498	<i>paper, ink, binders, etc.</i>
Utility Bills:		1,500	
Annual Newsletter printing and design:		552	
Secretary of State Audit Fee:		250	
Checks & Deposit Slips:		600	
Envelopes:		400	
Receipt Books:		200	
Coffee Supplies:		500	
Toilet Paper & Hand Towels:		500	
Bank Fees:		4,000	
<b>Budget for 2020/2021 =</b>	<b>\$</b>	<b>11,000</b>	

Prepared by: Cindy Oden  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
Account Number: 100-001-000-650-65-00  
Budget Amount: **\$ 8,560**

Budgeted Item Description: Office Postage

Budgeted Item Justification:

Actual 2014/2015	\$	6,566
Actual 2015/2016		6,400
Actual 2016/2017		6,347
Actual 2017/2018		6,030
Actual 2018/2019		6,730

Utility Billing Mailings:	\$ 6,500
Return Mail:	200
Newsletter Mailing:	400
Permit Renewal	260
AP & Misc Postage	<u>1,200</u>
<b>Budget for 2020/2021 =</b>	<b>\$ 8,560</b>

Prepared by: Cindy Oden  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
Account Number: 100-001-000-650-68-00  
Budget Amount: **\$ 315**  
Budgeted Item Description: Safety Dinner/Barbecue

Budgeted Item Justification:

Actual 2014/2015	\$	103
Actual 2015/2016		87
Actual 2016/2017		83
Actual 2017/2018		137
Actual 2018/2019		54

**Budget for 2020/2021 = \$ 315 Admin & Board Members**

**6 \* \$40 = \$ 240**

2020/2021 Employee Service Awards/Plaques

25 years	\$	-	
20 years	\$	-	
15 years	\$	50	Cindy
10 years	\$	25	Mike
5 years	\$	-	
	<b>\$</b>	<b>75</b>	
<b>Total</b>	<b>\$</b>	<b>315</b>	

Prepared by: Cindy Oden  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
Account Number: 100-001-000-650-70-00  
Budget Amount: **\$ 565**

Budgeted Item Description: Safety Supplies

Budgeted Item Justification:

Actual 2014/2015	\$	242
Actual 2015/2016		233
Actual 2016/2017		100
Actual 2017/2018		352
Actual 2018/2019		213

Fire Extinguisher Testing	\$	100
First aid kit service		200
Ice Melt		100
AED Check Tags		20
AED Batteries		55
AED Pads		90
<b>Budget for 2020/2021 =</b>	<b>\$</b>	<b>565</b>

Prepared by: Cindy Oden  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
Account Number: 100-001-000-650-72-00  
Budget Amount: **\$ 200**  
Budgeted Item Description: Small Tools & Equipment  
Budgeted Item Justification:

**Budget for 2020/2021 = \$ 200**

Prepared by: Cindy Oden  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
 Account Number: 100-001-000-650-77-00  
 Budget Amount: **\$ 12,100**

Budgeted Item Description: Travel

Budgeted Item Justification:	Board	Admin	Total
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
2018/2019	-	2,959	2,959

<u>BOARD:</u>	<u>GENERAL MANAGER:</u>
2-SDAO Conference Motel: \$ 1,450	Airfare & Ground Transportation Seattle: \$ 300
2-Per Diem SDAO Conf. 300	Mileage SDAO or Finance Conference: 150
2-Mileage SDAO Conf. 850	SDAO or Finance Conference Motel: 725
3-Board Training Motel : 600	Per Diem SDAO or Finance Conf.: 250
3-Board Training Per Diem : 350	WRA, PNCWA or ACWA Conf. Motel: 725
3-Board Training Per Mileage : 350	Mileage PNCWA or ACWA Conf: 150
<b>\$ 3,900</b>	PNCWA or ACWA Conf. Per Diem: 150
	<b>\$ 2,450</b>

<u>UB/FINANCE/HR:</u>	
OMFOA Spring Conf. Motel	\$ 725
OMFOA Spring Conf. Per Diem	250
OMFOA Fall Conf. Motel	725
OMFOA Fall Conf. Per Diem	250
Motel, Per Diem to Spoanke for Vision Conference	2,000
Accounting Seminar Motel	300
Accounting Seminar Per Diem	250
Supervisory Training	150
Office Training for Freddie	300
Mileage	800
<b>\$ 5,750</b>	

**Total Travel . \$12,100**

Prepared by: Cindy Oden  
 Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
 Account Number: 100-001-000-650-81-00 thru 100-001-000-650-85-00  
 Budget Amount: **\$ 4,434**  
 Budgeted Item Description: Utilities

Budgeted Item Justification:

	PP&L	Phone	Gas	Water	Total
Actual 2014/2015	\$ 4,069	\$ 1,047	\$ 716	\$ 332	<b>\$ 6,164</b>
Actual 2015/2016	3,908	1,080	784	534	<b>6,306</b>
Actual 2016/2017	2,439	1,166	898	334	<b>4,837</b>
Actual 2017/2018	1,885	1,188	826	458	<b>4,357</b>
Actual 2018/2019	1,666	1,225	822	255	<b>3,968</b>

	<i><b>As of</b></i>	<i><b>2019/20</b></i>	<i><b>20</b></i>	<i><b>Assumed</b></i>	<i><b>Budget</b></i>
	<i><b>2/29/20</b></i>	<i><b>Projecte</b></i>	<i><b>d to</b></i>	<i><b>Rate</b></i>	<i><b>2020/21</b></i>
		<i><b>June 30,</b></i>	<i><b>2020</b></i>	<i><b>Increase</b></i>	
		<i><b>Months</b></i>			
PPL Electric	\$ 1,205	7	\$ 2,066	2.00%	\$ 2,107
City Water	189	7	324	2.00%	330
Avista Gas	505	7	866	2.00%	883
Charter Phone Office	612	7	1,049	6.50%	1,113
	<u>\$ 2,511</u>		<u>\$ 4,305</u>		<u>\$ 4,434</u>

Prepared By: Cindy Oden  
 Reviewed by Michael Fritschi

**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>2019-20</u>		REQUIREMENTS FOR: WW COLLECTION SYSTEM	Budget For Next Year 2020-21			
	Actual Cash	Actual Cash	Adopted Budget				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>2017-18</u>	First Preceding Year <u>2018-19</u>	This Year <u>2019-20</u>							
<b>PERSONNEL SERVICES</b>										
1	38,438	50,675	49,706	50,321	1	Labor-Supervisor in Office	65,638			1
2	58,739	58,588	60,421	56,004	2	Labor-Collection Crew at Shop & Office	59,422			2
3	13,478	23,120	24,807	19,594	3	Labor-Automotive	19,594			3
4	13,550	8,594	4,834	4,867	4	Labor-Construction	4,867			4
5	-	284	15,000	-	5	Labor-Asset Management	-			5
6	68,960	68,301	70,040	61,666	6	Labor-Locates	69,930			6
7	81,837	121,324	120,975	117,447	7	Labor-Sewer Cleaning	140,937			7
8	57,352	71,571	83,877	84,426	8	Paid Time Off	87,020			8
9	109	143	1,200	190	9	Safety bonus	1,200			9
10	1,380	1,576	1,600	825	10	Overtime, Doubletime & Call-Outs	1,600			10
11	25,366	30,860	34,065	32,191	11	Payroll Taxes-FICA & Medicare	35,119			11
12	9,772	8,363	13,885	11,510	12	Payroll Taxes-Workers Comp Insurance	14,383			12
13	161	166	215	145	13	Payroll Taxes-Workers Comp Assessment	139			13
14	1,050	1,157	1,200	1,400	14	Benefits-Taxable Fringe Benefits	1,400			14
15	53,478	72,157	89,822	91,543	15	Benefits - PERS	92,167			15
16	128,035	155,782	156,817	149,176	16	Benefits - Health Insurance	172,939			16
17	18,648	11,702	13,980	7,835	17	Benefits - Health Insurance Deductible	15,000			17
18	-	-	7,435	3,296	18	Benefits-Sick Leave to Deferred Comp Plan	11,667			18
19	223	-	-	-	19	Pre-Employment-Collections	-			19
20	767	933	1,198	1,368	20	Benefits - Employee Assist Prog.	1,198			20
21	(72,289)	(87,838)	(161,181)	(77,765)	21	Personnel Services Capitalized	(95,217)			21
22	(71,314)	(86,584)	(83,550)	(76,495)	22	Personnel Services Maintenance	(70,731)			22
23	<b>427,740</b>	<b>510,874</b>	<b>506,346</b>	<b>539,544</b>	23	<b>TOTAL PERSONNEL SERVICES</b>	<b>628,272</b>	<b>-</b>	<b>-</b>	<b>23</b>
24	<b>6.99</b>	<b>6.01</b>	<b>6.47</b>	<b>7.17</b>	24	<b>Total Full-Time Equivalent (FTE)</b>	<b>7.42</b>			<b>24</b>
<b>MATERIAL AND SERVICES</b>										
<b>CONTRACTS</b>										
26	306	350	490	300	26	Alarms	490			26
27	1,964	2,043	2,100	2,100	27	Answering Service	2,100			27
28	3,167	4,418	3,367	6,092	28	Audit Services	7,940			28
29	10,765	27,557	38,547	38,547	29	Computer Services	44,445			29
30	-	494	-	-	30	Engineering Services	-			30
31	180	185	405	175	31	Waste Removal	450			31
32	2,077	2,403	3,098	2,900	32	Janitorial	3,098			32



Historical Data				Projected to 06/30/2019 This Year 2019-20	COLLECTION SYSTEM			Budget For Next Year 2020-21		
Actual Cash Second Preceding Year 2017-18	Actual Cash First Preceding Year 2018-19	Adopted Budget This Year 2019-20			MATERIALS AND SERVICES	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
33	1,972	2,310	2,850	2,077	33	KUCC Locates	2,850			33
34	141	2,061	250	4,070	34	Legal Services	4,500			34
35	98	170	75	500	35	Office Equipment - Copies	400			35
36	2,966	5,271	6,598	4,542	36	Uniforms	7,258			36
37	625	385	1,070	735	37	Weed Control	1,070			37
<b>38</b>	<b>24,261</b>	<b>47,647</b>	<b>58,850</b>	<b>62,038</b>	<b>38</b>	<b>TOTAL CONTRACTS</b>	<b>74,601</b>	<b>-</b>	<b>-</b>	<b>38</b>
					MATERIALS AND SERVICES					
39	537	437	550	550	39	Advertising	550			39
40	390	-	500	-	40	Bedding Material	500			40
41	36,802	42,595	37,359	41,710	41	Building & Grounds Maintenance	18,855			41
42	4,875	5,853	6,474	4,513	42	Certifications, Dues & Misc.	6,930			42
43	1,150	2,866	4,600	1,450	43	Custom Emergency C/O Work	4,600			43
44	8,488	7,302	12,300	8,200	44	Education	14,400			44
45	-	750	-	-	45	Election Expense	750			45
46	719	1,165	5,000	-	46	Equipment - Communication	5,200			46
47	6,238	3,767	3,978	1,396	47	Preventive Maintenance	4,212			47
48	41,463	45,550	64,957	36,722	48	Equipment Maintenance	58,188			48
49	257	260	275	270	49	Equipment Rental	1,970			49
50	10,176	14,155	15,000	12,736	50	Gas & Oil	15,000			50
51	782	992	1,000	1,441	51	Hydrant Use	1,500			51
52	22,561	22,734	26,893	26,716	52	Insurance	27,000			52
53	1,360	1,106	1,200	1,671	53	Office Supplies & Equipment	1,930			53
54	2,748	7,493	10,560	1,241	54	Pipe, Fittings, Supplies	5,960			54
55	-	200	-	-	55	Postage	1,040			55
56	279	262	370	370	56	Safety Dinner/Picnic	500			56
57	2,234	2,281	4,144	2,982	57	Safety Supplies	8,945			57
58	13,320	5,249	15,643	9,923	58	Small Tools	4,700			58
59	2,915	4,391	9,248	3,900	59	Travel	12,260			59
60	11,016	16,258	22,352	21,575	60	Vehicle Maintenance & Tires	25,352			60
61	8,152	7,379	12,219	7,185	61	Utilities	7,886			61
62	(15,726)	(1,870)	(21,200)	(5,000)	62	Equipment Maint Cost To Plant	(18,720)			62
63	(30,546)	(63,238)	(108,090)	(24,133)	63	Material & Services Capitalized	(33,700)			63
<b>64</b>	<b>130,190</b>	<b>127,937</b>	<b>125,332</b>	<b>155,418</b>	<b>64</b>	<b>TOTAL MATERIALS AND SERVICES</b>	<b>175,808</b>	<b>-</b>	<b>-</b>	<b>64</b>
<b>65</b>	<b>154,451</b>	<b>175,584</b>	<b>184,183</b>	<b>217,456</b>	<b>65</b>	<b>TOTAL CONTRACTS, MATERIALS AND SERVICES</b>	<b>250,409</b>	<b>-</b>	<b>-</b>	<b>65</b>

**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>2019-20</u>	COLLECTION SYSTEM CAPITAL OUTLAY	Budget For Next Year <u>2020-21</u>			
	Actual Cash	Actual Cash	Adopted Budget			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>2017-18</u>	First Preceding Year <u>2018-19</u>	This Year <u>2019-20</u>						
65	12,872	9,855	70,416	70,416	65 Laverne Ave Buildings	8,616			65
66	4,696	-	204,140	204,140	66 Plans & SDC Analysis	-			66
67	151,142	263,003	1,607,450	1,607,450	67 Collection System	3,263,916			67
68	2,996	4,611	21,031	16,848	68 Equipment-Computer & Software	25,000			68
69	276,873	51,774	18,130	16,021	69 Equipment-Sewer/Shop	42,041			69
70	-	-	54,536	40,215	70 Asset Management	-			70
71	616	636	149	158	71 Principal Payments on Capital Lease Copier	-			71
72	449,195	329,879	1,975,852	1,955,248	72 TOTAL CAPITAL OUTLAY	3,339,573	-	-	72
73	41		1	1	73 Interest on Copier	-			73
74	1,031,386	1,016,337	2,666,383	2,712,249	74 Requirements Collection Department	4,218,254	-	-	74

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Personal Services  
Account Number: 52000  
Budget Amount: \$ (95,217)  
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)

GIS	\$	61,120
Skyline		19,723
Ladder & Decking		3,352
Laterials		9,384
New Vehicles		1,512
Rebuild Backhoe		126
<b>Budget for 2020/2021 =</b>	<b>\$</b>	<b>95,217</b>

Prepared by: Cindy Oden  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Personal Services  
Account Number: 52001  
Budget Amount: \$ (70,731)  
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)

Building & Grounds	15,579
Preventive Maintenance	4,212
Equipment Maintenance	33,588
Vehicle Maintenance	17,352
<b>Budget 2020/2021 =</b>	<b>\$ 70,731</b>

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 2020/2021**  
Budget Proposal Justification

Budget Area: Contract Services  
 Account Number: 100-002-000-600-05-00  
 Budget Amount: \$ 44,445  
 Budgeted Item Description: Computer Service  
 Budgeted Item Justification:

Actual 2014/2015	\$	2,410
Actual 2015/2016		8,524
Actual 2016/2017		8,006
Actual 2017/2018		10,765
Actual 2019/2020		27,557

Hardware	\$	150
Website Maintenance & Hosting:		500
Bear Technology service calls:		800
Vision UB Annual:		4,400
Webroot Secure Anywhere:		550
Payroll Update:		450
Spam Filter:		1,800
Renewal of .org		20
Computer Consultant:		1,800
30 GB Online Backup File Server:		475
Monthly Computer Maintenance		3,300
Asset Management-Akitvov Annual:		7,500
GIS Management-Akitvov Annual:		5,000
Asset Management Cloud Backup		1,800
3T GIS Cloud Back-up		3,600
GIS Subscription		1,250
Field Tablet Costs and Data Plan		1,000
Charter Internet:		1,400
CUES Support Plan:		2,150
Sewer Monitoring and Rain Gauge Services Update		6,500
<b>Budget for 2020/2021 =</b>	<b>\$</b>	<b>44,445</b>

Prepared by: Clay Northrop  
 Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Contract Services  
Account Number: 100-002-000-600-09-00  
Budget Amount: **\$ 3,098**  
Budgeted Item Description: Janitorial  
Budgeted Item Justification:

Actual 2014/2015	\$	1,589
Actual 2015/2016		1,734
Actual 2016/2017		1,626
Actual 2017/2018		2,077
Actual 2019/2020		2,403

\$154 @12 months Collections Share of Building Clean:	\$	1,848
Strip & Wax Office, Bathroom, Breakroom:		950
Coll Share Carpet Clean:		<u>300</u>
<b>Budget for 2020/2021 =</b>	<b>\$</b>	<b>3,098</b>

Prepared by: Clay Northrop  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Contract Services

Account Number: 100-002-000-600-11-00

Budget Amount: **\$ 4,500**

Budgeted Item Description: Legal Services

Budgeted Item Justification:

Actual 2014/2015	\$	-
Actual 2015/2016		262
Actual 2016/2017		50
Actual 2017/2018		141
Actual 2018/2019		2,061

**Budget for 2020/2021 = \$ 4,500**

Prepared by: Clay Northrop  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Contract Services  
Account Number: 100-002-000-600-15-00  
Budget Amount: \$ 400  
Budgeted Item Description: Office Equipment & Maintenance  
Budgeted Item Justification:

Actual 2014/2015	\$	91
Actual 2015/2016		186
Actual 2016/2017		154
Actual 2017/2018		98
Actual 2018/2019		152

Copier Maintenance Agreement: \$ 400  
**Budget for 2020/2021 = \$ 400**

Prepared by: Cindy Oden  
Reviewed by: Michael Fritschi



**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Contract Services

Account Number: 100-002-000-600-18-00

Budget Amount: \$ 7,258

Budgeted Item Description: Uniforms

Budgeted Item Justification:	<u>Collection</u>
2014/2015	\$ 2,910
2015/2016	2,986
2016/2017	3,630
2017/2018	2,966
2018/2019	5,271

**Collection:**

	<u>units</u>	<u>\$/units</u>	<u>#units</u>	<u>subtotal</u>
AlSCO	LS	\$ 54	52	\$ 2,808
Safety Boots	EA	175	8	1,400
Muck Boots	EA	175	3	525
Bomber Jackets	EA	100	3	300
Cape & Beanies	EA	15	25	375
Sweatshirts	EA	50	8	400
Rain Gear	EA	50	8	400
T Shirts	EA	35	30	1,050
				<u>Budget for 2020/2021 = \$ 7,258</u>

Prepared by: Clay Northrop  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
 Budget Proposal Justification

Budget Area: Contract Services  
 Account Number: 100-002-000-600-19-00  
 Budget Amount: \$ 1,070  
 Budgeted Item Description: Weed & Bug Control  
 Budgeted Item Justification:

Actual 2014/2015	\$	75
Actual 2015/2016		310
Actual 2016/2017		443
Actual 2017/2018		625
Actual 2018/2019		385

	units	\$/units	#units	subtotal
Ground Weed Control Application	EA	\$ 245	2	\$ 490
Exterior Pest Spray	EA	145	2	290
Interior shops Pest Spray	EA	145	2	\$ 290
<b>Budget for 2020/2021 =</b>				<b>\$ 1,070</b>

Prepared by: Clay Northrop  
 Reviewed by: Michael Fritschi

**Spray & Grow Spray Service**  
 6510 South Sixth St., #208  
 Klamath Falls, OR 97603

# ESTIMATE



Online Bill Pay Now Available On  
 Our Website: [sprayandgrowinc.com](http://sprayandgrowinc.com)

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

**Service Address**  
 South Suburban Sanitary  
 District  
 2201 Laverne Ave.  
 Klamath Falls OR 97603

Estimate # 173  
 Estimate Date 03/24/20  
**Estimate Total \$2,075.00**

Item	Description	Cost	Quantity	Total
	Pre-Emergent Ground Weed Control Application Pre-Emergent Ground Weed Control/ Weed prevention spray in all areas of LaVerne facility as needed	\$275.00	1	\$275.00
	Pre-Emergent Ground Weed Control Application Pre-Emergent Ground Weed Control/ Weed prevention spray applied to all areas of Solar Site	\$1,500.00	1	\$1,500.00
	Exterior Pest Spray/Single Application Exterior Pest Control Spray/ All buildings and premises in LaVerne facility/ June Application	\$150.00	1	\$150.00
	Exterior Pest Spray/Single Application Exterior Pest Control Spray/ All buildings and premises in LaVerne facility/ August Application	\$150.00	1	\$150.00

**Notes**  
 2021 Spray Service Estimates for LaVerne Facility, Offices, and new Solar Site

**Subtotal \$2,075.00**  
**Tax \$0.00**  
**Estimate Total \$2,075.00**

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
 Account Number: 100-002-000-650-04-00  
 Budget Amount: \$ 18,855  
 Budgeted Item Description: **Building & Grounds Maintenance**  
 Budgeted Item Justification:

Actual 2014/2015	18,247
Actual 2015/2016	31,235
Actual 2016/2017	19,888
Actual 2017/2018	36,803
Actual 2018/2019	42,595

	unit	\$/unit	#units	Sub-total
Homeless Camps				\$ 3,000
SSSD Labor Snow Removal	HR	\$ 54.00	175	9,450
SSSD Labor Shops / Yard Maint.	HR	\$ 54.00	70	3,780
SSSD Labor Maintenance Assistance	HR	\$ 55.00	27	1,485
SSSD Labor Maint. back road to plant	HR	\$ 54.00	16	864
Shop Window repair	LS	\$ 500.00	1	500
Shop Lawn Care	EA	\$ 65.00	18	1,170
Shop Lawn Care weed and feed	EA	\$ 90.00	3	270
3/4 - Rock for maint. back road to plant	LS	\$ 600.00	1	600
Back-Hoe Back Road Maint.	HR	\$ 62.00	8	496
Old flush truck	EA	\$ 60.00	4	240
<b>Budget for 2020/2021 =</b>				<b>\$ 18,855</b>

Prepared by: Clay Northrop  
 Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
 Account Number: 100-002-000-650-10-00  
 Budget Amount: \$ 6,930  
 Budgeted Item Description: Certification & Dues

Budgeted Item Justification: Collection

Actual 2014/2015	\$ 2,771
Actual 2015/2016	4,226
Actual 2016/2017	5,035
Actual 2017/2018	4,875
Actual 2018/2019	5,142

**Collection:**

CDL ODOT License	\$ 25
Safety Sensitive Testing	600
DEQ Certifications Renewal	600
DEQ Certifications Exams	1,800
SDAO Membership	1,900
OR Assoc of Clean Water Membership	495
OAUW Membership	300
OR Ethics Fee	310
Flagging Certificate	-
Physicals for CDL	900
<b>Budget 202/2021 =</b>	<b>\$ 6,930</b>

Prepared by: Clay Northrop  
 Reviewed by Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
 Account Number: 10-002-000-650-17-00  
 Budget Amount: **\$ 4,212**  
 Budgeted Item Description: Preventive Equipment Maintenance (Active)  
 Budgeted Item Justification:

Actual 2014/2015	\$	5,883
Actual 2015/2016		7,260
Actual 2016/2017		4,731
Actual 2017/2018		6,238
Actual 2018/2019		3,768

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	\$ 54.00	\$ 4,212
	<b>Budget for 2020/2021 =</b>		<b>4,212</b>

Prepared by: Clay Northrop  
 Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
Account Number: 100-002-000-650-18-00  
Budget Amount: **\$ 4,600**  
Budgeted Item Description: Custom Work / Clean-Outs  
Budgeted Item Justification:

Actual 2014/2015	\$	70
Actual 2015/2016		4,419
Actual 2016/2017		2,279
Actual 2017/2018		1,150
Actual 2018/2019		2,866

**Budget for 2020/2021 = \$ 4,600**

*Emergency work is variable. Contractors are increasing their prices and materials.  
Custom work consists of root cutting and other small sewer repairs in the right-of way.*

Prepared by: Clay Northrop  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 100-002-000-650-25-00

Budget Amount: \$ 14,400

Budgeted Item Description: **Education**

Budgeted Item Justification: Collection

2013/2014	\$	2,275	Clay
2014/2015		3,352	Don
2015/2016		1,785	Lee
2016/2017		430	Gary
2017/2018		8,488	Kevin
2018/2019		7,302	Jason
			Pat
			Jon
			Jason
			<b>Steve</b>

**Collection**

	unit	\$/unit	#units	subtotal
Training For Performance Goals	EA	\$ 400	8	\$ 3,200
Certification Short School	EA	575	4	2,300
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	3	1,500
Steve Certified Reliability Manager Training	LS	1,000	1	1,000
Confined Space Training	LS	2,300	1	2,300
Lead Training	LS	400	1	400
				<hr/>
				<b>Budget for 2020/2021 = \$ 14,400</b>

Prepared by: Clay Northrop  
Reviewed by Michael Fritschi



**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
 Account Number: 100-002-000-650-30-00  
 Budget Amount: \$ 5,200  
 Budgeted Item Description: Communications Equipment  
 Budgeted Item Justification:

Actual 2014/2015	1,030
Actual 2015/2016	576
Actual 2016/2017	-
Actual 2017/2018	719
Actual 2018/2019	1,165

	unit	\$/unit	#units	subtotal
Hand held Radio	EA	\$	550	2 \$ 1,200
Wire Radio Systems/4head set, works with radios	EA		900	4 3,600
<i>Replace Batteries</i>	EA		100	4 400
<b>Budget 2020/2021 =</b>				<b>\$ 5,200</b>

Prepared by: Clay Northrop  
 Reviewed by Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
 Account Number: 100-002-000-650-31-00  
 Budget Amount: \$ 58,188  
 Budgeted Item Description: Equipment Maintenance  
 Budgeted Item Justification:

Actual 2014/2015	\$	44,350
Actual 2015/2016		72,301
Actual 2016/2017		40,614
Actual 2017/2018		41,464
Actual 2018/2019		45,550

	unit	\$/unit	#/Units	Subtotal
SSSD Labor Equip. Crew PM's*	HR	\$ 54	234	\$ 12,636
SSSD Labor Equip. PM's Maint*	HR	54	12	648
SSSD Labor Equip. repair. Maint	HR	54	256	13,824
SSSD Labor Equip. Crew repair	HR	54	120	6,480
Biennial Inspection Vac-Con - Enviro Clean	EA	2,800	2	5,600
Equipment Maint. Parts	LS	9,000	1	9,000
4" Lay flat Discharge Hose for 4" bypass pump	EA	4,000	1	4,000
Rotating Head Nozzle 4' Flushing Vac Con	LS	2,500	1	2,500
Flexible head nozzles	EA	700	1	700
High presser sewer cleaning hose 2500,3000psi	EA	2,800	1	2,800
<b>Budget for 2020/2021 =</b>				<b>\$ 58,188</b>

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

Prepared by: Clay Northrop  
 Reviewed by Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 100-002-000-650-32-00

Budget Amount: **\$ 1,970**

Budgeted Item Description: Equipment Rental

Budgeted Item Justification:

Actual 2014/2015	\$	239
Actual 2015/2016		249
Actual 2016/2017		234
Actual 2017/2018		257
Actual 2018/2019		260

Misc. Equipment Rental	\$	300
Backhoe with box scraper	1,150	2 Days
66" Roller	520	2 Days
<b>Budget for 2020/2021 =</b>	<b>\$</b>	<b>1,970</b>

Prepared by: Clay Northrop  
Reviewed by Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 65470 **100-002-000-650-55-00**

Budget Amount: **\$ 1,930**

Budgeted Item Description: Office Supplies

Budgeted Item Justification:

Actual 2014/2015	\$	825
Actual 2015/2016		2,652
Actual 2016/2017		814
Actual 2017/2018		1,360
Actual 2018/2019		1,106

Office Supplies	\$	150
Coffee Supplies:		100
Newsletter:		1,480
Toilet Paper & Hand Towels:		<u>200</u>
<b>Budget for 2020/2021 =</b>	<b>\$</b>	<b>1,930</b>

Prepared by: Clay Northrop  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
 Account Number: 100-002-000-650-60-00  
 Budget Amount: \$ 5,960  
 Budgeted Item Description: Pipe, Fittings & Shop, Maint. Supplies  
 Budgeted Item Justification:

Actual 2014/2015	\$	6,611
Actual 2015/2016		2,683
Actual 2016/2017		580
Actual 2017/2018		2,748
Actual 2018/2019		5,358

	unit	\$/unit	#unit	subtotal
Lamp pull box's	EA	\$ 40	12	\$ 480
Lamp pull box covers	EA	40	12	480
4" sewer Disconnect Valve and plunger	EA	100	10	1,000
Flat top M/H covers (Cook)	EA	-	0	-
Sewer Repairs Parts	LS	2,000	1	2,000
Shop Supplies	LS	2,000	1	2,000
<b>Budget 2020/2021</b>				<b>\$ 5,960</b>

*\*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 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 100-002-000-650-65-00

Budget Amount: **\$ 1,040**

Budgeted Item Description: Postage

Budgeted Item Justification:

Actual 2014/2015	\$	6,611
Actual 2015/2016		2,683
Actual 2016/2017		580
Actual 2017/2018		2,748
Actual 2018/2019		5,358

Newsletter Postage:	\$	1,040
<b>Budget 2020/2021</b>	<b>\$</b>	<b>1,040</b>

Prepared by: Clay Northrop  
Reviewed by Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
Account Number: 100-002-000-650-68-00  
Budget Amount: \$ 500  
Budgeted Item Description: Safety Dinner/Barbecue  
Budgeted Item Justification:

Actual 2014/2015	\$	138
Actual 2015/2016		146
Actual 2016/2017		214
Actual 2017/2018		278
Actual 2018/2019		262

**Budget for 2020/2021 = \$ 410** Collection Crew  
\$40 @ 8 = 320

2020/2021 Employee Service Awards/Plaques  
30 years  
25 years  
20 years  
15 years \$ 60 Lee 8/1/2020, Don 11/7/2020  
10 years  
5 years \$ 30 Pat 6/1/2021

Prepared by: Clay Northrop  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services

Account Number: 100-002-000-650-70-00

Budget Amount: \$ 8,945

Budgeted Item Description: Safety Supplies

Budgeted Item Justification:

Actual 2014/2015	3,766	Clay
Actual 2015/2016	2,238	Don
Actual 2016/2017	1,646	Lee
Actual 2017/2018	2,234	Gary
Actual 2018/2019	2,281	Kevin
		Jason
		Pat
		Steve
		Jon

	Unit	\$/unit	#units		subtotal
Ear Plugs	LS	\$ 50	1	\$	50
First aid kit service	LS	640	1		640
Glasses/Lens	EA	15	14		210
Wasp Spray	LS	75	1		75
Test Gas For Monitors	EA	225	2		450
Flexhand Leather Gloves	EA	16	42		672
Rubber Exam. Gloves Maint. & Collection	EA	14	24		336
Orange Coated Rubber Gloves	EA	76	2		152
Confined Space Fall protection yearly Inspection	EA	600	1		600
Safety Vests & Hats	EA	20	28		560
48 Inch Road Safety Signs and Stands	EA	10	450		4,500
28 Inch roads safety Cones	EA	20	25		500
Replace Hard Hats 3 to 5 Years	EA	-			-
Hand Sanitizer	EA	1	200		200
				<b>Budget for 2020/2021 = \$</b>	<b>8,945</b>

Prepared by: Clay Northrop  
Reviewed by Michael Fritschi



**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
 Account Number: 100-002-000-650-72-00  
 Budget Amount: \$ 4,700  
 Budgeted Item Description: **Small Equipment & Tools**

Budgeted Item Justification:

Actual 2014/2015	6,990
Actual 2015/2016	3,350
Actual 2016/2017	11,477
Actual 2017/2018	13,320
Actual 2018/2019	5,249

	unit	\$/unit	#units	subtotal
Tools for Maintenance Truck	LS	\$ 500	1	\$ 500
Misc. hand Tools	LS	1,500	1	1,500
Vac-Cons / Flush Truck/ TV Van	LS	400	4	1,600
Accessories for Miller Welder	LS	250	1	250
Tools for collection trucks	EA	500	1	500
8' to 24' Claw Grabber	EA	350	1	350
Biennial Scanner Update	LS			-
<b>Budget for 2020/2021 =</b>				<b>\$ 4,700</b>

Prepared by: Clay Northrop  
 Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
 Account Number: 100-002-000-650-77-00  
 Budget Amount: \$ 12,260  
 Budgeted Item Description: **Travel**  
 Budgeted Item Justification:

2014/2015	\$	2,405
2015/2016		1,519
2016/2017		1,427
2017/2018		2,915
2018/2019		4,391

	Est Cost			
	Unit	\$/unit	#units	Subtotal
Supervisor, Lead Training Mileage	trip	\$ 100	1	\$ 100
Supervisor, Lead Training Per-Diem	EA	185	2	370
Supervisor, Lead Training Rooms	EA	185	2	370
Maintenance Position-Per Diem, Room & Mileage	LS	1,700	1	1,700
Steve Certified Reliability Manager Training	LS	2,500	1	2,500
ORWEF training Per-Diem	EA	165	4	660
ORWEF training Rooms	EA	675	4	2,700
Crew Training Mileage	EA	90	4	360
Crew SMART Goals	EA	500	7	3,500
<b>Budget for 2020/2021 =</b>				<b>\$ 12,260</b>

Prepared by: Clay Northrop  
 Edited by Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
 Account Number: 100-002-000-650-78-00  
 Budget Amount: \$ 25,352  
 Budgeted Item Description: **Vehicles & Tires**  
 Budgeted Item Justification:

Actual 2014/2015 \$ 14,954  
 Actual 2015/2016 16,082  
 Actual 2016/2017 24,080  
 Actual 2017/2018 11,016  
 Actual 2018/2019 16,258

	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
Remove Tommy Lift & install on 2007 Chevy pickup	LS	2,500	1	2,500
Vehicles Tires	LS	1,500	1	1,500
Equipment Maint. Parts	LS	4,000	1	4,000
<b>Budget 2020/2021 =</b>				<b>\$ 25,352</b>

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

Tires for supervisor 2007 Chevy pickup

Prepared by: Clay Northrop  
 Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
 Account Number: 100-002-000-650-81-00 thru 100-002-000-650-85-00  
 Budget Amount: \$ 7,886  
 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
Actual 2018/2019	3,332	1,225	794	1,772	255	7,378

	As of 03/31/20	Months	2019/2020 Projected to June 30, 2020	Assumed Rate Increase	Budget 2020/2021
PPL Electric	\$ 2,415	9	\$ 3,220.00	1.50%	\$ 3,268
City Water	368	9	\$ 490.67	1.50%	498
Avista Gas	1,388	9	\$ 1,850.67	1.50%	1,878
Charter Phone Office	942	9	\$ 1,256.00	1.50%	1,275
Collection Crew Cell Phones	683	9	\$ 910.67	1.50%	966
	<u>\$ 5,796</u>		<u>\$ 7,728</u>		<u>\$ 7,886</u>

Prepared By: Cindy Oden  
Reviewed by Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
Account Number: 100-002-000-650-90-00  
Budget Amount: \$ (18,720)  
Budgeted Item Description: Maintenance Equipment Cost to Plant  
Budgeted Item Justification:

Actual Cost 2017/2018 \$ (15,727)  
Actual Cost 2018/2019 (1,870)

Backhoe Dike Maintenance	\$	7,440
Flume Cleaning Flush Truck		4,800
Flume Cleaning Vac Con Truck		6,480
<b>Budget for 2020/2021 =</b>	<b>\$</b>	<b>18,720</b>

Prepared by: Cindy Oden  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Material & Services  
Account Number: 100-002-000-650-95-00  
Budget Amount: \$ (33,700)  
Budgeted Item Description: Materials Capitalized  
Budgeted Item Justification:

Actual 2014/2015	\$	(62,842)
Actual 2015/2016		(140,119)
Actual 2016/2017		(55,011)
Actual 2017/2018		(30,546)
Actual 2018/2019		(63,238)

Laterals:	\$	6,100
GIS:		27,600
<b>Budget for 2020/2021 =</b>	<b>\$</b>	<b>33,700</b>

Prepared by: Cindy Oden  
Reviewed by: Michael Fritschi

**SSSD PROJECT COST OPINION WORKSHEET**

SSSD PROJECT COST OPINION WORKSHEET	Equipment Sewer/Shop			
Project Name:	Rebuild hydraulic cylinders on Cat back-hoe			
Component	Unit	#Units	Cost/Unit	Cost
Rebuild hydraulic cylinders on Cat back-hoe	LS	1	\$8,000	\$ 8,000
SSSD Labor	HR	2	\$63	\$ 126
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total Project Cost Opinion</b>				<b>\$ 8,126</b>
<b>Total SSSD Labor</b>				



Peterson Tractor Co. (California) & Peterson Machinery Co. (Oregon/Washington)  
 1434 SOUTH 6TH ST  
 KLAMATH FALLS, OR 97601  
 541-850-8658

**Quote #2089317 - 1**

**SOUTH SUBURBAN SANITARY DIST**  
**ACCOUNTS PAYABLE 2201 LAVERNE AVE**  
**KLAMATH FALLS 97603**

CUSTOMER NO.	CONTACT	PHONE NO.	FAX NO.	WORK ORDER NO.
5614625	STEVE			
Quote NO.	P.O. NO.	DATE	EMAIL	
2089317		4/13/2020		
MAKE	MODEL	SERIAL NO.	UNIT NO.	SMU
AA	416B	08SG03221		5783
DESCRIPTION:				
MAINTENANCE REPAIRS				

**SEGMENT: 04 RESEAL HYD CYL BARREL (273 9190)**

RESEAL HYD CYLINDERS  
 -ONE SWING CYLINDER  
 -EXTENDABLE CYLINDER

**Parts**

Part Number	Description	Qty	Unit Price	Disc Price	Ext Price
1113302	SEAL KIT HYD	1	83.79	83.79	83.79
8C9131	SEAL LIP TYP	1	19.40	19.40	19.40
5J8150	SEAL-U-CUP	1	10.32	10.32	10.32
8C9122	SEAL A	1	15.70	15.70	15.70
1H7339	SEAL	1	3.90	3.90	3.90
4T6780	RING	1	7.36	7.36	7.36
6J5731	RING	1	3.47	3.47	3.47
6J1972	SEAL A	1	27.07	27.07	27.07
6J5733	RING	1	16.18	16.18	16.18
<b>Total Parts:</b>					<b>187.19</b>

**Labor**

Item Number	Description	Qty	Unit Price	Disc Price	Ext Price
SHP	SWING CYLINDER	7	129.00	129.00	903.00
SHP	EXTENDABLE CYLINDER	10	129.00	129.00	1,290.00
<b>Total Labor:</b>					<b>2,193.00</b>

**Segment 04 Total: 2,380.19**

**SEGMENT: 01 PERFORM PM 4 (540 7504)**

**Parts**

Part Number	Description	Qty	Unit Price	Disc Price	Ext Price
1596102	ELEMENT	1	27.18	27.18	27.18



4717003	FILTER HYD	1	23.70	23.70	23.70
4W6691	ELEMENT AS	1	28.32	28.32	28.32
7W2327	FILTER A	1	13.27	13.27	13.27
8N5504	ELEMENT A-A	1	31.08	31.08	31.08
1053334D	MTO DRUM	5	17.77	17.77	88.85
1555213B	30W TDTO	3	20.84	20.84	62.52
3145168B	HYD 10W ADV. BULK	10	22.18	22.18	221.80
5153957B	15W40 DEO ULS BULK	3	16.98	16.98	50.94
8T9584D	80W90 GO	2	23.76	23.76	47.52
9X6489K	ADV 3 MOLY GREASE	1	4.18	4.18	4.18
9X6489K	ADV 3 MOLY GREASE	1	4.18	4.18	4.18
SOS-1	SOS KIT	1	15.00	15.00	15.00
SOS-1	SOS KIT	1	15.00	15.00	15.00
SOS 1	SOS KIT	1	15.00	15.00	15.00
SOS-1	SOS KIT	1	15.00	15.00	15.00
SOS-1	SOS KIT	2	15.00	15.00	30.00
<b>Total Parts:</b>					693.54

**Labor**

Item Number	Description	Qty	Unit Price	Disc Price	Ext Price
OR1		8.5	129.00	125.00	1,096.50
<b>Total Labor:</b>					1,096.50
<b>Segment 01 Total:</b>					1,790.04

**SEGMENT: 02** REPLACE RADIATOR (510 1353)

RADIATOR IS LEAKING  
- REPLACE RADIATOR, RADIATOR HOSES AND CAP

**Parts**

Part Number	Description	Qty	Unit Price	Disc Price	Ext Price
4P3377	RADIATOR A	1	1,018.54	1,018.54	1,018.54
2J6540	CLAMP	4	4.44	4.44	17.76
4P3388	HOSE	1	20.67	20.67	20.67
4P3387	HOSE	1	16.62	16.62	16.62
0C88865	RADIATOR CAP	1	6.60	6.60	6.60
2388648	CAT ELC ANTIFREEZE	3	14.24	14.24	42.72
<b>Total Parts:</b>					1,122.91

**Labor**

Item Number	Description	Qty	Unit Price	Disc Price	Ext Price
SHP	REPLACE RADIATOR	6	129.00	129.00	774.00
<b>Total Labor:</b>					774.00

**Misc**

Item Number	Description	Qty	Unit Price	Disc Price	Ext Price
MISC	MISC	1	100.00	100.00	100.00
<b>Total Misc:</b>					100.00

**Segment 02 Total:** 1,996.91

SEGMENT: 03      RESHIM EXTENDABLE STICK (277 6533)

REMOVE EXTENDABLE STICK AND INSTALL NEW PADS AND SHIMS

**Parts**

Part Number	Description	Qty	Unit Price	Disc Price	Ext Price
9R9476	SHIM	15	7.52	7.52	112.80
9R9477	SHIM	9	11.80	11.80	106.20
1L3766	RING	2	2.15	2.15	4.30
3975068	PAD-GLA	3	29.64	29.64	88.92
1J6474	RING	2	2.11	2.11	4.22
3832106	PAD-GLA	5	18.36	18.36	91.80
9R2959	CLIP	2	1.70	1.70	3.40
1170754	SHIM	4	2.81	2.81	11.24
1179675	SHIM	3	7.08	7.08	21.24
1179676	SHIM	5	4.30	4.30	21.50
<b>Total Parts:</b>					<b>465.82</b>

**Labor**

Item Number	Description	Qty	Unit Price	Disc Price	Ext Price
SHP	SHIM EX STICK	10	129.00	129.00	1,290.00
<b>Total Labor:</b>					<b>1,290.00</b>

**Segment 03 Total:** 1,755.62**PART DISCOUNT** 0.00**Total Segments:** 7,922.76

- This estimate will expire 30 days from the estimate date.
- Price excludes Freight Charges, Operating Supplies/EPA Fees and Overtime.
- Terms: Net 30.
- Sales Taxes where applicable are not included with the above prices.

**ESTIMATED REPAIR TIME:** from start date

"The Signature is an authorization to proceed with the required repair work as described within the quote".

Issued PO# \_\_\_\_\_, Authorized Name \_\_\_\_\_ Please Print.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_.

Signature \_\_\_\_\_

Any Questions? Please Call Case Shively at (541) 850-8658.

**Terms and Conditions**

The purchases of goods and/or services sold by Peterson Tractor Co. (PTCo.-California) are subject to the PTCo. terms and conditions available at Seller's website (<http://www.petersoncat.com/about/terms/peterson-tractor-co-customer-service-agreement-terms-and-conditions>); PTCo. reserves the right to modify their terms and conditions at any time without prior notice and the current version shall supersede all prior versions upon posting to Seller's website.

The purchases of goods and/or services sold by Peterson Machinery Co. (PMCo.-Oregon/Washington) are subject to the PMCo. terms and conditions available at Seller's website (<http://www.petersoncat.com/about/terms/peterson-machinery-co-customer-service-agreement-terms-and-conditions>); PMCo. reserves the right to modify their terms and conditions at any time without prior notice and the current version shall supersede all prior versions upon posting to Seller's website.

**SSSD PROJECT COST OPINION WORKSHEET**

SSSD PROJECT COST OPINION WORKSHEET	Equipment Sewer/Shop			
Project Name:	New Location/Inspection Vehicle			
Component	Unit	#Units	Cost/Unit	Cost
2020/21 Pick-up	LS	1	\$31,253	\$ 31,253
Truck Side Tool Box	LS	1	\$350	\$ 350
Over-Cab Pipe Rack	LS	1	\$500	\$ 500
SSSD Labor , Install Radio, pipe rack, tool box, decals	HR	24	\$63	\$ 1,512
License and Tax	LS	1	\$300	\$ 300
				\$ -
				\$ -
<b>Total Project Cost Opinion</b>				<b>\$ 33,915</b>
<b>Total SSSD Labor</b>				

### SSSD PROJECT COST OPINION WORKSHEET

Budget Code:	Collection System			
Project Name:	Service Lateral Rehabilitation Project Phase 3			
Component	Unit	#Units	Cost/Unit	Cost
Map E-6, D-43-to D-43-1 Onyx ST 8" CIPP	FT	504	\$ 50	\$ 25,200
Map C-7, D-19E-2 to D-19E-3 Clinton 8" AVE CIPP	FT	504	50	25,200
Map C-3, B-15-3 to B-15-4 Gettle ST 8" CIPP	FT	200	50	10,000
Map B-7, E-3-2-2 to E-3-2-2 Bristol Ave 8" CIPP	FT	207	50	10,350
Map B-5 C-8 to C-9 Crest ST 15" CIPP	FT	340	90	30,600
B-8 E-12 to -E-13 Anderson Ave 16" CIPP	FT	80	135	10,800
6642 Eberline way, Point Patch	LS	1	3,100	3,100
1611 Moyina way, Point patch	LS	1	3,100	3,100
1215 patterson St, point patch	LS	1	3,100	3,100
1925 Watson St, point patch	LS	1	3,100	3,100
4039 summers St, point patch	LS	1	3,100	3,100
1723 Dawn Dr, point patch	LS	1	3,100	3,100
2003 Kimberly Dr, point patch	LS	1	3,100	3,100
2109 Down Dr / Cottage, point patch	LS	1	3,100	3,100
4741 S 6ST / Cottage, point patch	LS	1	3,100	3,100
Madison / Denver Ave, point patch	LS	1	3,100	3,100
Kane St / Shasts way, point patch	LS	1	3,100	3,100
1528 Tamera Dr, point patch	LS	1	3,100	3,100
5303 Hilldale St, Dig	LS	1	3,700	3,700
5308 Hilldale St, Dig	LS	1	3,700	3,700
4255 frieda Ave, point patch	LS	1	3,100	3,100
4316 Barry Ave, point patch	LS	1	3,100	3,100
District Manager	HR	10	89	890
Engineering service	LS	1	15,000	15,000
Advertising	LS	1	500	500
Collection Supervisor	HR	100	65	6,500
Collection Lead	HR	20	61	1,220
Collection Crew	HR	32	52	1,664
SSSD CC TV,VAN	HR	10	150	1,500
New Flush Trucks	HR	16	100	1,600
Small SSSD Equipment	HR	40	75	3,000
<b>Total Project Cost Opinion</b>				<b>\$ 194,824</b>
Total SSSD Labor				\$ 10,274
Total SSSD Equipment				\$ 6,100
Amount towards PW Project				\$ 178,450







### SSSD PROJECT COST OPINION WORKSHEET

Budget Code:	Collection System			
Project Name:	<i>Skyline Subdivision &amp; Watson Street Sewer Extension Project Construction</i>			
<i>Component</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
Construction from July 1, approx 60%	%	100%	\$ 2,900,000	\$ 2,900,000
Construction Management Services	%	50%	106,000	53,000
District Manager Time	hrs	40	91	3,640
CS Supervisor Time	hrs	80	66	5,280
CS Lead Time	hrs	200	64	12,800
Crew Time Start-up/Training	hrs	24	57	1,368
				-
				-
				-
				-
				-
<b>Total Project Cost Opinion</b>				<b>\$ 2,976,088</b>
<b>Total SSSD Labor</b>				<b>\$ 23,088</b>



### SSSD PROJECT COST OPINION WORKSHEET

Budget Code:	Collection System			
Project Name:	<i>GIS - NASSCO Rating</i>			
<i>Component</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
(3) member Crew Labor CCTV Small Mains	hrs	200	\$ 181	\$ 36,200
(4) member Crew Labor CCTV Large Mains	hrs	100	227	22,700
CCTV Van	hrs	240	115	27,600
Collections Lead	hrs	12	64	768
Collections Supervisor	hrs	18	66	1,188
District Manager	hrs	3	91	273
GIS database update and transfer	LS	1	4,000	4,000
Labor Maintenance Tech to interface with AKTIVOV	hrs	5	55	275
				-
				-
				-
<b>Total Project Cost Opinion</b>				<b>\$ 93,004</b>
<b>Total SSSD Labor</b>				<b>\$ 61,404</b>

**SSSD PROJECT COST OPINION WORKSHEET**

<b>Budget Code:</b>		<b>Equipment Computer Software</b>		
<b>Project Name:</b>		<b>Utility Billing Software Upgrade</b>		
<i>Component</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
1/2 Utility Billing Software Upgrade	LS	1	\$ 25,000	\$ 25,000
<b>Total Project Cost Opinion</b>				<b>\$ 25,000</b>
<b>Total SSSD Labor</b>				<b>\$ -</b>

**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 <u>2019-20</u>	REQUIREMENTS FOR: WW TREATMENT PLANT	Budget For Next Year <u>2020-21</u>			
	Actual Cash	Actual Cash	Adopted Budget			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>2017-18</u>	First Preceding Year <u>2018-19</u>	This Year <u>2019-20</u>						
					<b>PERSONNEL SERVICES</b>				
2	155,687	147,083	155,561	149,884	2 Labor	182,748			2
3	100	350	-	1,238	3 Labor Collection Supervisor @ Plant	-			3
4	14,661	15,189	15,459	15,517	4 Labor - On Call Duty	18,857			4
5	2,480	1,913	1,900	860	5 Labor - Automotive	860			5
6	-	-	15,000	-	6 Asset Management	-			6
7	28,146	22,772	28,272	28,272	7 Paid Time Off	18,107			7
8	120	57	150	20	8 Safety Bonus	300			8
9	8,293	9,691	16,244	10,505	9 Overtime & Double Time	16,244			9
10	15,783	14,489	17,803	21,814	10 Payroll Taxes - FICA & Medicare	18,217			10
11	2,815	1,917	2,782	1,747	11 Payroll Taxes - Workers Comp Insurance	2,840			11
12	104	78	91	66	12 Payroll Taxes - Workers Comp Assessment	62			12
13	300	150	150	350	13 Benefits - Taxable Fringe Benefit	350			13
14	31,069	28,197	51,463	38,424	14 Benefits - PERS	52,829			14
15	65,250	51,077	59,641	56,106	15 Benefits - Health Insurance	67,910			15
16	3,437	5,943	5,020	1,125	16 Benefits - Health Insurance Deductible	5,000			16
17	223	-	-	-	17 Pre-Employment - Plant	-			17
18	312	299	402	-	18 Benefits - Employee Assist Prog	402			18
19	-	-	98	-	19 Benefits - Sick Leave to Deferred Comp	1,015			19
20	(8,888)	(15,937)	(33,112)	(47,146)	20 Personnel Services Capitalized	(20,977)			20
21	(99,242)	(74,125)	(92,593)	(70,943)	21 Personnel Services Maintenance	(92,454)			21
22	220,650	209,143	244,331	207,839	22 TOTAL PERSONNEL SERVICES	272,310	-	-	22
23	3.56	3.03	2.53	3.80	23 Total Full-Time Equivalent (FTE)	2.58			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 <u>2019-20</u>		REQUIREMENTS FOR: WW TREATMENT PLANT	Budget For Next Year <u>2020-21</u>			
	Actual Cash	Actual Cash	Adopted Budget				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>2017-18</u>	First Preceding Year <u>2018-19</u>	This Year <u>2019-20</u>							
						<b>MATERIALS AND SERVICES CONTRACTS</b>				
25	469	300	525	300	25	Alarms	525			25
26	3,167	3,741	3,367	1,523	26	Audit Services	1,985			26
27	15,685	12,266	29,175	20,826	27	Computer & SCADA	24,725			27
28	3,728	3,412	3,640	3,832	28	Waste Removal	4,240			28
29	1,634	2,123	3,079	1,616	29	Generator Maintenance	3,079			29
30	2,636	3,336	3,930	3,399	30	Janitorial	3,930			30
31	580	1,205	500	1,007	31	Legal Services	500			31
32	-	180	300	-	32	Office Equipment - Copies	300			32
33	2,248	1,281	1,862	1,390	33	Uniforms	1,862			33
34	3,575	3,240	3,590	5,100	34	Weed Control	5,850			34
35	-	2,500	2,500	2,500	35	Wildlife Services	2,500			35
<b>36</b>	<b>33,722</b>	<b>33,584</b>	<b>52,468</b>	<b>41,493</b>	<b>36</b>	<b>TOTAL MATERIALS AND SERVICES-CONTRACTS</b>	<b>49,496</b>	<b>-</b>	<b>-</b>	<b>36</b>
						<b>MATERIALS AND SERVICES</b>				
37	356	385	300	300	37	Advertising	300			37
38	15,546	10,065	20,419	3,315	38	Building & Grounds Maintenance	10,540			38
39	2,346	3,322	1,766	3,884	39	Certification, Dues & Misc.	4,635			39
40	4,065	6,329	5,000	6,481	40	Chemicals	6,900			40
41	21,680	26,027	37,250	23,731	41	Chlorine Gas	51,448			41
42	8,223	8,475	8,800	9,062	42	DEQ Permit	9,100			42
43	28,637	6,777	25,860	4,500	43	Dike Maintenance	19,260			43
44	2,527	1,459	3,260	4,517	44	Education	1,260			44
45	-	750	-	-	45	Election	750			45
46	6,238	3,768	5,304	1,288	46	Preventive Maintenance	5,720			46
47	96,790	69,632	88,749	65,362	47	Equipment Maintenance	91,831			47
48	1,056	1,351	1,050	1,850	48	Equipment Rental	1,200			48
49	1,729	2,345	2,400	2,000	49	Gas & Oil	2,400			49
50	16,178	14,341	11,815	29,754	50	Henley Pump Maintenance	10,065			50
51	23,294	21,205	26,790	21,891	51	Insurance	29,590			51
52	16,893	5,780	12,700	4,750	52	Lab Supplies	9,700			52
53	665	1,269	1,500	1,800	53	Office Supplies	1,500			53

	Historical Data			Projected to 6/30/2019 This Year 2019-20	REQUIREMENTS FOR: WW TREATMENT PLANT	Budget For Next Year 2020-21			
	Actual Cash	Actual Cash	Adopted Budget This Year 2019-20			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19							
					<b>MATERIALS AND SERVICES CONTINUED</b>				
54	-	17	100	-	54 Postage	760			54
55	466	466	466	466	55 Property Taxes - Drainage District	466			55
56	137	36	80	80	56 Safety Dinner/Picnic	80			56
57	5,776	1,664	3,050	1,500	57 Safety Supplies	3,050			57
58	9,964	21,899	26,000	26,068	58 Sample Analysis	13,800			58
59	1,941	3,289	4,113	2,217	59 Small Tools	2,200			59
60	9,176	5,727	13,181	22,920	60 Texum Pump Maintenance	23,220			60
61	9,691	10,885	12,550	18,491	61 Texum Pump Utilities	25,000			61
62	321	2,026	2,200	1,486	62 Travel	1,200			62
63	6,742	5,124	6,140	6,672	63 Vehicles Maintenance & Tires	5,260			63
64	108,660	79,392	150,076	87,842	64 Utilities	150,076			64
65	-	-	-	-	65 Equipment Maintenance Cost to Collections	-			65
66	-	-	-	-	66 Material & Services Capitalized	(1,148)			66
67	399,097	313,805	470,919	352,227	67 TOTAL MATERIALS AND SERVICES	480,163	-	-	67
68	432,819	347,389	523,387	393,720	68 TOTAL CONTRACTS, MATERIALS AND SERVICES	529,659	-	-	68
					<b>CAPITAL OUTLAY</b>				
70	-		10,586,018	616,816	70 Land	6,876,455			70
71	24,484	13,389	334,314	35,192	71 Lagoons & Ponds	295,978			71
72	25,427	30,608	-	6,730	72 Plans & Study	-			72
73	-	-	1,816,335	1,275,604	73 Solar Power Project	-			73
74	1,774	55,160	-	-	74 Main Pump Station	-			74
75	-	45	7,830	7,830	75 Pontoon Boat & Ramp	-			75
76	-	50,192	436,751	436,751	76 Facility Planning & Easements	2,454,662			76
77	-	11	9,440	4,772	77 Blower Alignment	-			77
78	94,430	45	93,301	107,558	78 Chlorination System	-			78
79	73,445	1,308	-	7,578	79 Bar Screen/Compactor System	-			79
80	21,184	25,972	-	-	80 Buildings & Fence	10,394			80
81	8,359	-	-	-	81 Maintenance Shop	-			81
82	204,955	1,627,305	-	80	82 Texum Pump	-			82
83	-	5,261	-	8,970	83 Henley Complex	-			83
84	13,267	6,623	9,402	15,296	84 Equipment - Plant	15,000			84
85	2,995	1,153	16,508	27,681	85 Computer & Phone Equipment	25,000			85
86	-	-	35,302	-	86 Asset Management System	-			86
87	-	-	-	-	86 SCADA System	-			86
88	470,320	1,817,072	13,345,201	2,550,858	87 TOTAL CAPITAL OUTLAY	9,677,489	-	-	87
89	1,123,789	2,373,604	14,112,919	3,152,417	88 Requirements Plant	10,479,458	-	-	88

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Personal Services

Account Number: 52000

Budget Amount: \$ (20,977)

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)
Actual 2018/2019	(19,273)

Recycled Water Plan:	\$ 410
Facility Plan:	656
NPDES Permitting:	656
RWP Preliminary Design:	3,890
RWP Design:	3,390
Lab Equipment:	102
Grit Removal:	4,168
Storage Conversion:	3,704
DO Sampling:	4,001
	<hr/>
	\$ 20,977

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 2020/2021**  
Budget Proposal Justification

Budget Area:                    Personal Services

Account Number:                52001

Budget Amount:                \$ (92,454)

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)
Actual 2018/2019	(73,636)

Buildings & Grounds:	\$ 8,540
Preventive Maintenance:	5,720
Dike Maintenance WWFT:	7,320
Equipment Maintenance:	47,064
Henley School Maintenance:	5,130
Texum Pump:	13,920
Vehicle Maintenance:	4,760
	<u>          </u>
	\$ 92,454

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 2020/2021**  
Budget Proposal Justification

Budget Area: Contract Services  
 Account Number: 100-003-000-600-05-00  
 Budget Amount: **\$ 24,725**

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

	<b>Item</b>	<b>unit</b>	<b>\$/Unit</b>	<b>#units</b>	<b>subtotal</b>
	Webroot Secure Anywhere:	LS	\$ 150	1	\$ 150
	Webiste Hosting & Maintenance:	LS	200	1	200
	Spam Filter:	LS	135	1	135
	Payroll Software:	LS	110	1	110
	Charter Internet Plant:	LS	1,200	1	1,200
	Charter Internet Maint.	LS	1,400	1	1,400
	AT&T	LS	660	1	660
	3T Backup Online	LS	300	1	300
	Renewal of .org	LS	5	1	5
	Asset Management-AKTIVOV Annual Maint:	LS	7,500	1	7,500
	Asset Management Cloud Backup	LS	1,800	1	1,800
	Vision Utiltiy Billing:	LS	4,400	1	4,250
	Bear Tech	HR	80	28	2,240
	SCADA misc issues	LS	4,000	1	4,000
	Monthly Computer Maintenance	EA	240	5	775

**Budget for 2020/2021 = \$ 24,725**



**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Contract Services

Account Number: 100-003-000-600-07-00

Budget Amount: **\$ 4,240**

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

Klamath Disposal	\$ 1,900	<i>Projected cost</i>
Jefferson State Pumping	540	<i>(\$45 * 12)</i>
Hazard Waste - Plant (COD recycling)	<u>1,800</u>	<i>(3 @ \$600ea)</i>

**Budget for 2020/2021 =**  
**\$ 4,240**

Prepared by: Sally Bratton  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**  
Budget Proposal Justification

Budget Area: Contract Services

Account Number: 100-003-000-600-08-00

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	
Load Testing and Q maint.	1	2,579	<u>2,579</u>	NorPac
<b>Budget for 2020/2021 =</b>			<b>\$ 3,079</b>	

Prepared by: Sally Bratton, Reviewed by: Michael Fritschi

NOR-PAC POWER SYSTEMS, LLC.  
 PO Box 3722  
 Central Point, OR 97502 US  
 541-245-4300  
 norpacserv@yaho.com  
 www.norpacpowersystems.com

**Estimate**



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

ESTIMATE #	DATE
1128	03/16/2020

SHIP DATE  
02/06/2014

SITE / PROJECT  
Treatment Plant / Cummins

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	PM 1	Oil change/ Inspection	1	622.50	622.50
	PM 2	2 hour Load Bank/ Inspection March	1	489.00	489.00
	PM 2	2 hour Load Bank/ Inspection June	1	489.00	489.00
	PM 2	2 hour Load Bank/ Inspection September	1	489.00	489.00
	PM 2	2 hour Load Bank/ Inspection December	1	489.00	489.00

TOTAL **\$2,578.50**

Accepted By

Accepted Date

**Fiscal Year 2020/2021**

Budget Proposal Justification

Contract Services

Budget Area:

100-003-000-600-09-00

Account Number:

**\$ 3,930**

Budget Amount:

Janitorial

Budgeted Item Description:

Budgeted Item Justification:

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

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)
<b>Budget for 2020/2021 =</b>		<b>\$ 3,930</b>	

Prepared by: Sally Bratton  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Contract Services

Budget Area:

100-003-000-600-11-00

Account Number:

**\$ 500**

Budget Amount:

Legal Services

Budgeted Item Description:

Budgeted Item Justification:

	1,438
Actual 2012/2013	1,763
Actual 2013/2014	100
Actual 2014/2015	162
Actual 2015/2016	-
Actual 2016/2017	581
Actual 2017/2018	

**Budget for 2020/2021 = \$ 500**

Prepared by: Sally Bratton  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Contract Services

Budget Area:

100-003-000-600-15-00

Account Number:

**\$300**

Budget Amount:

Office Equipment Maintenance

Budgeted Item Description:

Budgeted Item Justification:

	\$	38.00
Actual 2012/2013	\$	8.00
Actual 2013/2014	\$	5.00
Actual 2014/2015	\$	-
Actual 2015/2016		-
Actual 2016/2017		
Actual 2017/2018		

Copier Maintenance	\$	200
B & W Copies Plant		100
<b>Budget for 2020/2021 =</b>	<b>\$</b>	<b>300</b>

Prepared by: Sally Bratton  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Contract Services

Budget Area:

100-003-000-600-18-00

Account Number:

**\$ 1,862**

Budget Amount:

Uniforms

Budgeted Item Description:

	<u>Plant</u>
Budgeted Item Justification	\$ 734
2012/2013	1,230
2013/2014	1,962
2014/2015	2,071
2015/2016	1,522
2016/2017	2,248
2017/2018	

	Units	Cost	
ALSCO Uniforms:	52	\$ 16	\$ 832
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>200</u>
			<b>Budget for 2020/2021 = \$ 1,862</b>

Prepared by: Sally Bratton, Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Contract Services

Budget Area:

100-003-000-600-19-00

Account Number:

**\$ 5,850**

Budget Amount:

Weed Control

Budgeted Item Description:

Budgeted Item Justification:

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

Contract Price	\$	3,750	Plant	<i>quote attached</i>
<i>Spray &amp; Grow quote attached</i>		1,500	Solar area	
		600	Access Road to Solar & Texum	
<b>Budget for 2020/2021 =</b>	<b>\$</b>	<b>5,850</b>		

Prepared by: Sally Bratton  
Reviewed by: Michael Fritschi



**Spray & Grow Spray Service**  
 6510 South Sixth St., #208  
 Klamath Falls, OR 97603

# ESTIMATE



Online Bill Pay Now Available On  
 Our Website: [sprayandgrowinc.com](http://sprayandgrowinc.com)

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 # 172  
 Estimate Date 03/24/20  
**Estimate Total \$3,750.00**

Item	Description	Cost	Quantity	Total
	Pre-Emergent Ground Weed Control Application Pre-Emergent Ground Weed Control/ Weed prevention spray in all areas of Maywood Plant as needed	\$3,350.00	1	\$3,350.00
	Exterior Pest Spray/Single Application Exterior Pest Control Spray/ All buildings and premises in Maywood Plant/ June Application	\$200.00	1	\$200.00
	Exterior Pest Spray/Single Application Exterior Pest Control Spray/ All buildings and premises in Maywood Plant/ August Application	\$200.00	1	\$200.00

**Notes**  
 2021 Budget Year Spray Estimates

**Subtotal \$3,750.00**  
**Tax \$0.00**  
**Estimate Total \$3,750.00**

**Spray & Grow Spray Service**  
 6510 South Sixth St.,#208  
 Klamath Falls, OR 97603

# ESTIMATE



Online Bill Pay Now Available On  
 Our Website: [sprayandgrowinc.com](http://sprayandgrowinc.com)

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

**Service Address**  
 South Suburban Sanitary  
 District  
 2201 Laverne Ave.  
 Klamath Falls OR 97603

Estimate # 173  
 Estimate Date 03/24/20  
**Estimate Total \$2,075.00**

Item	Description	Cost	Quantity	Total
	Pre-Emergent Ground Weed Control Application Pre-Emergent Ground Weed Control/ Weed prevention spray in all areas of LaVerne facility as needed	\$275.00	1	\$275.00
	Pre-Emergent Ground Weed Control Application Pre-Emergent Ground Weed Control/ Weed prevention spray applied to all areas of Solar Site	\$1,500.00	1	\$1,500.00
	Exterior Pest Spray/Single Application Exterior Pest Control Spray/ All buildings and premises in LaVerne facility/ June Application	\$150.00	1	\$150.00
	Exterior Pest Spray/Single Application Exterior Pest Control Spray/ All buildings and premises in LaVerne facility/ August Application	\$150.00	1	\$150.00

**Notes**  
 2021 Spray Service Estimates for LaVerne Facility, Offices, and new Solar Site

**Subtotal \$2,075.00**  
**Tax \$0.00**  
**Estimate Total \$2,075.00**

**Fiscal Year 2020/2021**

Budget Proposal Justification

Contract Services

Budget Area:

100-003-000-600-20-00

Account Number:

**\$ 2,500**

Budget Amount:

Wildlife Control Plant

Budgeted Item Description:

Budgeted Item Justification:

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

**Budget for 2020/2021 = \$ 2,500**

Prepared by: Sally Bratton  
Reviewed by: Michael Fritschi

FINANCIAL PLAN

For the disbursement of funds from  
South Suburban Sanitary District - Klamath County

to  
USDA APHIS Wildlife Services  
for  
Nutria and Wildlife Management

from  
7/1/2020  
to  
6/30/2021

Cost Element		Full Cost
Personnel Compensation	\$	1,453.71
Travel	\$	-
Vehicles	\$	340.38
Other Services	\$	-
Supplies and Materials	\$	172.10
Equipment	\$	-
Subtotal (Direct Charges)		\$ 1,966.19
Pooled Job Costs	11.00%	\$ 216.28
Indirect Costs	16.15%	\$ 317.54
Aviation Flat Rate Collection		\$ -
Agreement Total	\$	2,500.00

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: \$2,500.00

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-04-00

(Old acct# 61230)

Account Number:

**\$ 10,540**

Budget Amount:

Building & Ground Maintenance

Budgeted Item Description:

Budgeted Item Justification:

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

	<b>unit</b>	<b>\$/unit</b>	<b># units</b>	<b>subtotal</b>	
<b>item</b>	hr	\$61	100	\$ 6,100	Includes plowing and manual shoveling at WWTF bldgs.
WWTF Labor-Snow Removal	hr	\$61	40	\$ 2,440	
WWTF Labor- Clean Buildings HVAC, MAU, Exhaust fan service	LS	\$2,000	1	\$ 2,000	

**Budget 2020/2021 = \$ 10,540**

Prepared by: Sally Bratton, Reviewed by Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-10-00

Account Number:

**\$ 4,635**

Budget Amount:

Certification & Dues

Budgeted Item Description:

Plant

Budgeted Item Justification:

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

<b>Certifications/Renewals (12.31.2021)</b>	\$	240	
Sally Bratton (12.31.2022)			
Pat Lerma (12.31.2021)		510	<i>\$240 renewal + \$270 Grade II exam</i>
Jon Lee Certification (6.30.2021)		510	<i>\$240 renewal + \$270 Grade II exam</i>
CDL Medical Exams		1,200	
Respirator Fit Testing		300	5 employees @ \$60.00 each (Sally, Jason, Steve, Jon, & Pat)
SDAO Membership		500	
OR Hazardous Sub		200	
OR Assoc of Clean Water Membership		125	
OAWU cost share		100	
Water Reuse Association		850	
OR Ethics Fee		100	
<b>Total Certification &amp; Dues</b>	<b>\$</b>	<b>4,635</b>	

Prepared by: Sally Bratton Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-15-00

Account Number:

\$ 6,900

Budget Amount:

Chemicals

Budgeted Item Description:

Budgeted Item Justification:

\$ 9,463

Actual 2012/2013 5,565

Actual 2013/2014 4,435

Actual 2014/2015 2,992

Actual 2015/2016 4,858

Actual 2016/2017 4,065

Actual 2017/2018

Projected cost for chemicals \$ 6,900 BOD Nutrient, BOD Standard, COD - LR & HR, COD standard, Rosolic Acid - Fecal Broth, pH Electrode  
**Budget for 2020/2021 = \$ 6,900** Cleaning & Storage solutions, DO Probe cleaning

Prepared by: Sally Bratton Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-16-00

Account Number:

**\$ 51,448**

Budget Amount:

Chlorine Gas

Budgeted Item Description:

Budgeted Item Justification:

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

Calcium Hypochlorite	\$ 25,898	<i>Based on 20lb/day</i>
Chlorine Gas	\$ 10,000	<i>Based on 25#/day + 5% anticipated increase.</i>
CL2 Tank Rental	\$ 9,150	<i>\$150.00 per cylinder</i>
Delivery	\$ 6,400	<i>8 deliveries @ \$800 each</i>
<b>Budget for 2020/2021 =</b>	<b>\$ 51,448</b>	

Prepared by: Sally Bratton Reviewed By Michael Fritschi



**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-17-00

Account Number:

**\$ 5,720**

Budget Amount:

Preventive Equipment Maintenance

Budgeted Item Description:

Budgeted Item Justification:

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

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

approx.2 hours/week

	Hrs	\$/hour	total
Maintenance personnel Labor	104	\$ 55	<b>\$ 5,720</b>

Prepared by: Sally bratton  
 Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-19-00

Account Number:

**\$ 9,100**

Budget Amount:

DEQ Permits

Budgeted Item Description:

Budgeted Item Justification:

	\$ 6,752
Actual 2012/2013	6,934
Actual 2013/2014	7,135
Actual 2014/2015	7,342
Actual 2015/2016	8,223
Actual 2016/2017	8,223
Actual 2017/2018	8,469
Actual 2018/2019	

**Budget for 2020/2021 = \$ 9,100**

Prepared by: Sally Bratton

Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-20-00

Account Number:

**\$ 19,260**

Budget Amount:

Dike Maintenance

Budgeted Item Description:

Budgeted Item Justification:

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

	\$ 3,000
6" - 8" Rip Rap rock	1,500
1.5" -0 surface rock	7,320
TF Labor (120 hrs @ \$61)	7,440
Backhoe (120 hrs @ \$62)	<u>7,440</u>
	<b>\$ 19,260</b>

Prepared by: Sally Bratton,

Reviewed by Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-25-00

Account Number:

**\$ 1,260**

Budget Amount:

Education

Budgeted Item Description:

Plant

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

**Plant**

Calif State Univ Enroll	\$	500	
Confined Space		760	
<b>Total Education Plant</b>	<b>\$</b>	<b>1,260</b>	<b>2020/2021 Budget</b>

Prepared by: Sally Bratton  
 Reviewed by Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-31-00

Account Number:

**\$91,831**

Budget Amount:

Equipment Maintenance

Budgeted Item Description:

Budgeted Item Justification	\$	11,328
Actual 2011/2012		34,441
Actual 2012/2013		37,401
Actual 2013/2014		61,232
Actual 2014/2015		71,852
Actual 2015/2016		47,244
Actual 2016/2017		96,791
Actual 2017/2018		

Itemized Parts & Labor

<u>item</u>	<u>unit</u>	<u># units</u>	<u>\$/unit</u>	<u>subtotal</u>
<u>Wash. Comp./Bar Screen</u>				
Labor-Maint. Personnel	HR	40	\$55	\$2,200
WWTF Labor	HR	40	\$61	\$2,440
parts	LS	1	\$1,000	\$1,000
<u>Inf &amp; Eff Sampler</u>				
WWTF Personnel	HR	10	\$61	\$610
Tubing	EA	3	\$200	\$600
<u>Blowers/Exh fans</u>				
Maint. Personnel	HR	30	\$55	\$1,650
Supplies	LS	1	\$500	\$500
Equip Rental for Maint.	LS	2	\$500	\$1,000
<u>Generator</u>				
Maint. Personnel	HR	10	\$55	\$550
<u>DO/Aeration Systems</u>				
WWTF Personnel	HR	80	\$61	\$4,880
Maint. Personnel	HR	40	\$55	\$2,200
<u>Misc equip. maint.</u>				
WWTF Labor	HR	80	\$61	\$4,880
Maint. Personnel	HR	40	\$55	\$2,200
<u>Chlorination</u>				
WWTF Labor	HR	70	\$61	\$4,270
Maint. Personnel	HR	10	\$55	\$550
Cl2 Pumps	LS	2	\$500	\$1,000
<u>WWTF Printer/Copier upgrade</u>				
Bear Tech. quote for all	LS	1	\$2,231	\$2,231
Bar Screen & Washer Compactor				
Field Engineering Services	LS	1	\$6,000	\$6,000
SSSD Maint Labor	HR	24	\$55	\$1,320

Page 1 total: \$40,081

Equipment Maintenance Continued

Budgeted Item Description:

item	unit	# units	\$/unit	subtotal
<u>Lab Equip. Calibration</u>				
DO meters & probes	LS	2	\$125	\$250
Ovens & Incubators	LS	5	\$85	\$425
Sterilizers & Hot plates	LS	5	\$85	\$425
Refrigerator & Samplers	LS	3	\$85	\$255
pH meter & probes	LS	2	\$75	\$150
Spectrophotometer	LS	1	\$105	\$105
Scale/Balance	LS	2	\$115	\$230
Fume Hood	LS	1	\$95	\$95
Turbidity meter	LS	1	\$105	\$105
misc charges	LS	1	\$85	\$85
<u>VibScanner</u>	LS	1	\$910	\$910
<u>Influent PS/Crane</u>				
Maint. Personnel	HR	30	\$55	\$1,650
WWTF Labor	HR	30	\$61	\$1,830
Annual Inspection	LS	1	\$1,300	\$1,300
<u>Flume Cleaning</u>				
WWTF Labor	HR	144	\$61	\$8,784
Collections Labor	HR	96	\$55	\$5,280
2018 Flush Truck	HR	48	\$100	\$4,800
2014 Vac Con Truck	HR	48	\$135	\$6,480
<u>SCADA</u>				
Misc upgrade/maint	LS	1	\$14,700	\$14,700
Printer	LS	1	\$108	\$108
CID Travel & Expenses	LS	1	\$2,013	\$2,013
<u>Pontoon &amp; Boat</u>				
WWTF Labor	HR	20	\$61	\$1,220
Maint. Labor	HR	10	\$55	\$550

Page 2 total:                      \$51,750

Prepared by: Sally Bratton, Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-32-00

Account Number:

**\$ 1,200**

Budget Amount:

Equipment Rental

Budgeted Item Description:

Budgeted Item Justification:

	882
Actual 2012/2013	861
Actual 2013/2014	787
Actual 2014/2015	877
Actual 2015/2016	939
Actual 2016/2017	1,056
Actual 2017/2018	

**Budget for 2020/2021 = \$ 1,200**

Welding & other equipment                      \$ 1,200

Prepared by: Sally Bratton  
Reviewed by Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-35-00

Account Number:

**\$ 10,065**

Budget Amount:

Henley School Pump & Line Maint..

Budgeted Item Description:

Budgeted Item Justification:

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

	<u>Cost</u>	
Item 1 Operator weekly checks	\$ 3,380	\$65/hr @ 1.0 hr per week
Biannual Pump Maintenance by Manufacturer:	1,900	
Weekly Operational Checks (Maint.):	1,750	<i>(\$55/hr @ 31.82 hrs per budget year)</i>
Mileage SSSD:	400	
Nor-Pac Oil change/Load Bank:	675	<i>Quote attached</i>
Air Compressor Maint. - misc	1,200	
Quarterly Inspections:	500	
Xylem Pump Maintenance & parts	1,000	
Insurance:	2,640	
<b>Total Budget</b>	<b>\$ 10,065</b>	

Prepared by: Sally Bratton  
Reviewed by: Michael Fritschi



NOR-PAC POWER SYSTEMS, LLC.  
 PO Box 3722  
 Central Point, OR 97502 US  
 541-245-4300  
 norpacservice@yahoo.com  
 www.norpacpowersystems.com

**Estimate**



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

ESTIMATE #	DATE	
1129	03/16/2020	

**SHIP DATE**  
02/06/2014

**SITE / PROJECT**  
Henley / Kohler Unit

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	PM 1	Oil change/ Inspection	1	347.00	347.00
	PM 2	Load Bank/ Inspection	1	328.00	328.00

**TOTAL** **\$675.00**

Accepted By

Accepted Date

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-50-00

Account Number:

**\$ 9,700**

Budget Amount:

Lab Supplies

Budgeted Item Description:

Budgeted Item Justification:

	\$	3,448
Actual 2012/2013	\$	12,584
Actual 2013/2014	\$	7,564
Actual 2014/2015	\$	6,314
Actual 2015/2016	\$	7,402
Actual 2016/2017	\$	16,893
Actual 2017/2018		

Lab supply costs		\$	7,000
	YSI DO Meter & Probe		1,500
	Orion pH Meter & Probe		1,200

**Budget for 2020/2021 = \$ 9,700**

Prepared by: Sally Bratton  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-65-00

Account Number:

**\$ 760**

Budget Amount:

Postage

Budgeted Item Description:

Budgeted Item Justification

Plant

\$ -

Actual 2012/2013 -

Actual 2013/2014 29

Actual 2014/2015 -

Actual 2015/2016 96

Actual 2016/2017 -

Actual 2017/2018

Newsletter Postage:	\$	260
TMDL/Recycle Water Mailings:		400
Misc DEQ:		100
<b>Budget for 2020/2021 =</b>	<b>\$</b>	<b>760</b>

Prepared by: Sally Bratton  
Reviewed by Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-66-00

Account Number:

**\$ 466**

Budget Amount:

Property Taxes & Drainage

Budgeted Item Description:

(Drainage District)

Budgeted Item Justification:

	\$	466
Actual 2013/2014	\$	466
Actual 2014/2015	\$	466
Actual 2015/2016	\$	466
Actual 2016/2017	\$	466
Actual 2017/2018	\$	466
Actual 2018/2019		

**Budget for 2020/2021 = \$ 466**

Prepared by: Sally Bratton  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-68-00

Account Number:

**\$ 80**

Budget Amount:

Safety Dinner/Barbecue

Budgeted Item Description:

Budgeted Item Justification:

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

\$ 80.00 2 @ \$40/each = \$80

2020/2021 Employee Service Awards/Plaques

25 years  
20 years  
15 years  
10 years  
5 years

Prepared by: Sally Bratton  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

**100-003-000-650-70-00**

Account Number:

**\$ 3,050**

Budget Amount:

**Safety Supplies**

Budgeted Item Description:

Budgeted Item Justification

Plant

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

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
	<b>\$</b>	<b>3,050</b>

Prepared by: Sally Bratton  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-71-00

Account Number:

**\$ 13,800**

Budget Amount:

Sample Analysis

Budgeted Item Description:

Budgeted Item Justification:

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

<i>Annual Toxicity Analyses</i>	\$ 5,000
<i>Monthly nutrient analyses</i>	6,300
<i>Shipping costs</i>	<u>2,500</u>
<b>Budget 2020/2021</b>	<b>\$ 13,800</b>

Prepared by: Sally Bratton  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-72-00

Account Number:

**\$ 2,200**

Budget Amount:

Small Tools

Budgeted Item Description:

Budgeted Item Justification:

\$ 3,767

Actual 2012/2013 290

Actual 2013/2014 375

Actual 2014/2015 251

Actual 2015/2016 1,273

Actual 2016/2017 1,941

Actual 2017/2018

\$ 1,200

WWTF small tools 500

Maintenance small tools 500

Welder supplies

**\$2,200**

Prepared by: Sally Bratton  
Reviewed by: Michael Fritschi



**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-75-00

Account Number:

**\$ 23,220**

Budget Amount:

Texum Pump Maintenance

Budgeted Item Description:

Budgeted Item Justification:

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

	<b>Unit</b>	<b>#/unit</b>	<b>\$/Units</b>	<b>Subtotal</b>
Maintenance Personnel Labor	HR	120	\$ 55	\$ 6,600
Insurance				2,500
WWTF Labor	HR	120	61	7,320
Oil & Grease		2	1,000	2,000
SCADA Communication With Texum	LS	1	4,800	4,800
				<b>\$ 23,220</b>

Prepared by: Sally Bratton  
 Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-76-00

Account Number:

**\$ 25,000**

Budget Amount:

Texum Pump Utility

Budgeted Item Description:

Budgeted Item Justification:

	\$ 10,251
Actual 2012/2013	9,940
Actual 2013/2014	11,175
Actual 2014/2015	12,971
Actual 2015/2016	13,215
Actual 2016/2017	9,691
Actual 2017/2018	

Base Budget for 2020/2021 = \$ 22,800 *we should check this fiscal*  
System Upgrade to Pacific Power 2,200 *year, power has come up*  
**Total** **\$ 25,000** *a lot for the new station*

higher hp pumps create more friction & result in higher energy costs

Prepared by: Sally Bratton  
Reviewed by: Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-77-00

Account Number:

\$ 1,200

Budget Amount:

Travel

Budgeted Item Description:

Plant

Budgeted Item Justification	\$	385
Actual 2012/2013		-
2013/2014		-
2014/2015		-
2015/2016		-
2016/2017		321
2017/2018		

	Unit	\$/unit	# units	Subtotal
Motel	LS	\$ 150	5	\$ 750
Per Diem	LS	50	5	250
Mileage				200
<b>Budget 2020/2021 =</b>				<b>\$ 1,200</b>

Prepared by: Sally Bratton  
 Reviewed by Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-78-00

Account Number:

**\$ 5,260**

Budget Amount:

Vehicles & Tires

Budgeted Item Description:

Budgeted Item Justification:

	\$	193
Actual 2012/2013		1,030
Actual 2013/2014		671
Actual 2014/2015		1,932
Actual 2015/2016		3,831
Actual 2016/2017		6,742
Actual 2017/2018		

	Unit	\$/unit	#/unit	Subtotal
Maintenance Personnel Labor	hr	\$ 55	20	\$ 1,100
SSSD Treatment Labor	hr	61	60	3,660
Vehicle Parts/Tires		400	4	1,600
				<b>\$ 5,260</b>

*Preventative maint. & oil changes  
Weekly vehicle checks  
tires, mounting, etc*

Prepared by: Sally Bratton  
Reviewed by Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Material & Services

Budget Area:

100-003-000-650-80-00 thru 100-003-000-650-85-00

Account Number:

**\$ 150,076**

Budget Amount:

Utilities

Budgeted Item Description:

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

	Water	Total
	\$ 5,851	\$ 98,753
	10,373	86,844
	17,490	114,463
	14,103	90,063
	2,493	90,229
	1,974	73,168
	809	64,851
	1,246	80,822
	1,792	87,401
	1,539	107,121

	As of 12/31/1 Months	2019/2020 Projected to June 30, 2020	Assumed Rate Increase	Budget 2020/2021
	\$ 2,986	6 \$ 5,972	1.50%	\$ 6,062
PPL Electric-Lab	45,702	6 91,404	1.50%	92,775
PPL Electric-Blowers	17,216	6 34,432	1.50%	34,948
PPL Electric-Pumps	986	6 1,972	1.50%	2,002
City Water	4,909	6 9,818	1.50%	9,965
Avista Gas	2,130	6 4,260	1.50%	4,324
Charter Phone Plant	\$ 73,929	\$ 147,858		\$ 150,076

Prepared By: Cindy Oden  
Reviewed by Michael Fritschi

**Fiscal Year 2020/2021**

Budget Proposal Justification

Budget Area: Material & Services  
Account Number: 100-003-000-650-95-00  
Budget Amount: **\$ (1,148)**

Budgeted Item Description: Materials Capitalized

Budgeted Item Justification:

	(5,318)
Actual 2012/2013	(360)
Actual 2013/2014	(307)
Actual 2014/2015	(3,092)
Actual 2015/2016	0
Actual 2016/2017	0
Actual 2017/2018	

DO Sampling Station:	540
Storage Conversion:	608
	<u>\$ 1,148</u>

Prepared by: Cindy Oden  
Reviewed by: Michael Fritschi

### SSSD PROJECT COST OPINION WORKSHEET

<b>Budget Code:</b>	<b>Equipment Plant</b>		
<b>Project Name:</b>	<i>Off Road Side by Side</i>		
<b>Component</b>	<b>#Units</b>	<b>Cost/Unit</b>	<b>Cost</b>
1 Utility Vehicle - Off-Road side by side with heat and air condition. Enclosed cab	1	\$ 15,000	\$ 15,000
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Project Cost Opinion</b>			<b>\$ 15,000</b>
<b>Total SSSD Labor</b>			<b>\$ -</b>
			\$ -

"R" model - gas Approx \$26,000.

# GATOR FULL-SIZE XUV SERIES

CROSSOVER UTILITY VEHICLES



JOHN DEERE



NOTHING RUNS  
- LIKE -  
**THE STRONG**  
NOTHING RUNS LIKE A DEERE™







**Mahindra**  
Rise.



**Keno Tractors**  
15555 Highway 66  
Keno, OR 97627  
Phone #: 541-850-8193

## 1000 Long Bed 4WD

### Selected Implements/Attachments/Accessories:

- Deluxe Steel Cab Single Row - will not fit Flexhauler & Longbed prior to 8/2017
- Heater (Diesel units only)
- Power Steering Kit (1000cc models Only)

### Advantage Points

#### Haul More.

- Haul up to 1,200 lb
- Up to 84 cubic feet of cargo volume (Long-bed model)
- Electric-powered cargo box lift comes standard (Not on Base model)
- Industry exclusive Flexhauler cargo box sides that easily convert into a flatbed
- Built-in storage compartments

#### tow More.

- Tow up to 2,500 lb (1000 Gas Model) and 2,100 lb (750 Gas and 1000 Diesel Models)
- 83 Horsepower (1000 Gas Model)
- 2-inch front and rear receiver hitches are standard (Not on Base model)

#### Do More.

- Gas or Diesel
- Available in single-row, crew and long-bed models
- Up to 60 mph (1000 Gas Model)
- 12 inches of ground clearance
- True 4WD auto-lock front differential and push-button rear differential lock
- 27-inch tires on 14-inch aluminum wheels
- Standard or Flexhauler cargo box

*Best so far*

**Payment Options**

<u>Finance Options</u>	<u>Cash Options</u>
<p><b>36 Month Sales Price:</b> \$22,197.00  <b>Down Payment:</b> \$0.00  <b>Trade In:</b> \$0.00  <b>Promotion Discount:</b> \$0.00  <b>Sales Tax:</b> \$0.00  <b>36 Month Amount Financed:</b> \$22,197.00  <b>0% / 36 Months:</b> \$617.00</p> <hr/> <p><b>48 Month Sales Price:</b> \$22,797.00  <b>Down Payment:</b> \$0.00  <b>Trade In:</b> \$0.00  <b>Promotion Discount:</b> \$0.00  <b>Sales Tax:</b> \$0.00  <b>48 Month Amount Financed:</b> \$22,797.00  <b>0% / 48 Months:</b> \$475.00</p> <hr/> <p><b>60 Month Sales Price:</b> \$22,197.00  <b>Down Payment:</b> \$0.00  <b>Trade In:</b> \$0.00  <b>Promotion Discount:</b> \$0.00  <b>Sales Tax:</b> \$0.00  <b>60 Month Amount Financed:</b> \$22,197.00  <b>0% / 60 Months:</b> \$370.00</p> <hr/> <p><b>72 Month Sales Price:</b> \$23,997.00  <b>Down Payment:</b> \$0.00  <b>Trade In:</b> \$0.00  <b>Promotion Discount:</b> \$0.00  <b>Sales Tax:</b> \$0.00  <b>72 Month Amount Financed:</b> \$23,997.00  <b>0% / 72 Months:</b> \$333.00</p> <hr/> <p><b>84 Month Sales Price:</b> \$23,997.00  <b>Down Payment:</b> \$0.00  <b>Trade In:</b> \$0.00  <b>Promotion Discount:</b> \$0.00  <b>Sales Tax:</b> \$0.00  <b>84 Month Amount Financed:</b> \$23,997.00  <b>0% / 84 Months:</b> \$286.00</p>	<p><b>Sales Price:</b> \$22,197.00  <b>Rockbottom Discount:</b> \$0.00  <b>Promotion Discount:</b> \$0.00  <b>Cash Discount:</b> \$1,000.00</p> <p><b>Cash Back</b>  <b>Cash Sale Price:</b> \$21,197.00  <b>Trade-In:</b> \$0.00  <b>Sales Tax:</b> \$0.00  <b>Cash Sale Price + Tax:</b> \$21,197.00</p> <p>CAS 3998                      Acater 348  <hr/>                     \$25,543</p>

All totals are \$USD



**KENO TRACTORS**

www.kenotractors.com

Eric Nystrom

Owner

886-363-8193

541-850-8193

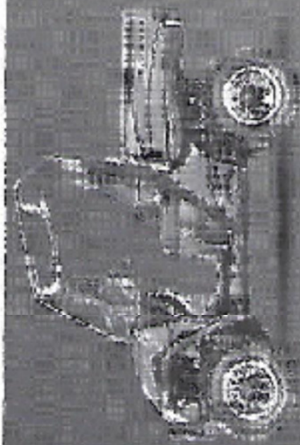
15555 Hwy 06

P.O. Box 93

Fax: 541-850-0451

Keno, OR 97627

eric@kenotractors.com



REVIEWER MODEL	Gas (Standard) Base	1600T Base	Diesel	1600T REFRIGERATED CARGO BOX
FUEL INJECTION	Gas	Gas	Diesel	Gas
ENGINE TYPE	747cc	587cc	1000cc	747cc
OIL TYPE				
FUEL TANK CAPACITY	INT SYN SW-LO 9 Gallon (34 Liters)	INT SYN SW-LO 9 Gallon (34 Liters)		INT SYN SW-1C 9 Gallon (34 Liters)
TRANSMISSION	Continuously Variable Transmission (CVT)	Continuously Variable Transmission (CVT)		Continuously Variable Transmission (CVT)
GEAR RANGE	High-Low-Reverse-Neutral	High-Low-Reverse-Neutral		High-Low-Reverse-Park
FRONT DIFFERENTIAL	Auto-Lock	Auto-Lock		Auto-Lock
REAR DIFFERENTIAL	Push-Button Lock	Push-Button Lock		Push-Button Lock
MAX SPEED	35 mph (56 kph)	80 mph (97 kph)	29 mph (47 kph)	60 mph (97 kph)
HORSEPOWER	26.5 hp	25 hp	24 hp	26.5 hp
STEERING		Rack and Pinion		1200 cc Pinion
BRIDES		4-Wheel Hydraulic Disc		4-Wheel Hydraulic Disc
FRONT & REAR SUSPENSION		Independent Dual A-Arm		Independent Dual A-Arm
WHEEL TRAVEL		19 in (48 cm)		10 in (25 cm)
CARGO BOX DIMENSIONS		36 x 30.5 x 13 in (91 x 76 x 33 cm)		44 x 64 x 24 in (112 x 163 x 61 cm)
CARGO BOX CAPACITY	1200 lb (544 kg)	1000 lb (454 kg)	1260 lb (544 kg)	1000 lb (454 kg)
LENGTH X WIDTH X HEIGHT	1-5 x 63 x 78 in (267 x 150 x 198 cm)	77 in (196 cm)		113 x 63 x 78 in (287 x 160 x 198 cm)
WHEELBASE		12 ft (30 cm)		12 in (30 cm)
GROUND CLEARANCE		1888 lb (856 kg)	1695 lb (769 kg)	1885 lb (850 kg)
VEHICLE WEIGHT	1571 lb (713 kg)	1888 lb (856 kg)	1695 lb (769 kg)	1885 lb (850 kg)
TOWING CAPACITY	2100 lb (953 kg)	2500 lb (1134 kg)	2100 lb (953 kg)	2500 lb (1134 kg)
FRONT TIRES	27 x 11 x 14 - 6 Ply	27 x 10 x 14 - 8 Ply		27 x 10 x 14 - 6 Ply
REAR TIRES	27 x 9 x 14 - 6 Ply	27 x 12 x 14 - 6 Ply		27 x 12 x 14 - 6 Ply
WARRANTY	3 Year Full Line Powertrain, 1 Year Vehicle			3-Year Limited Powertrain, 1-Year Vehicle

Notes: Specifications are subject to change without notice. Always use proper tie-down technique. Always use proper tie-down technique.



## EXPECT MORE.

It was no surprise to us that customers want the best 4x4 utility vehicle for the most value. The Mahindra Retriever delivers just that, with its industry-leading features.

### HAUL MORE.

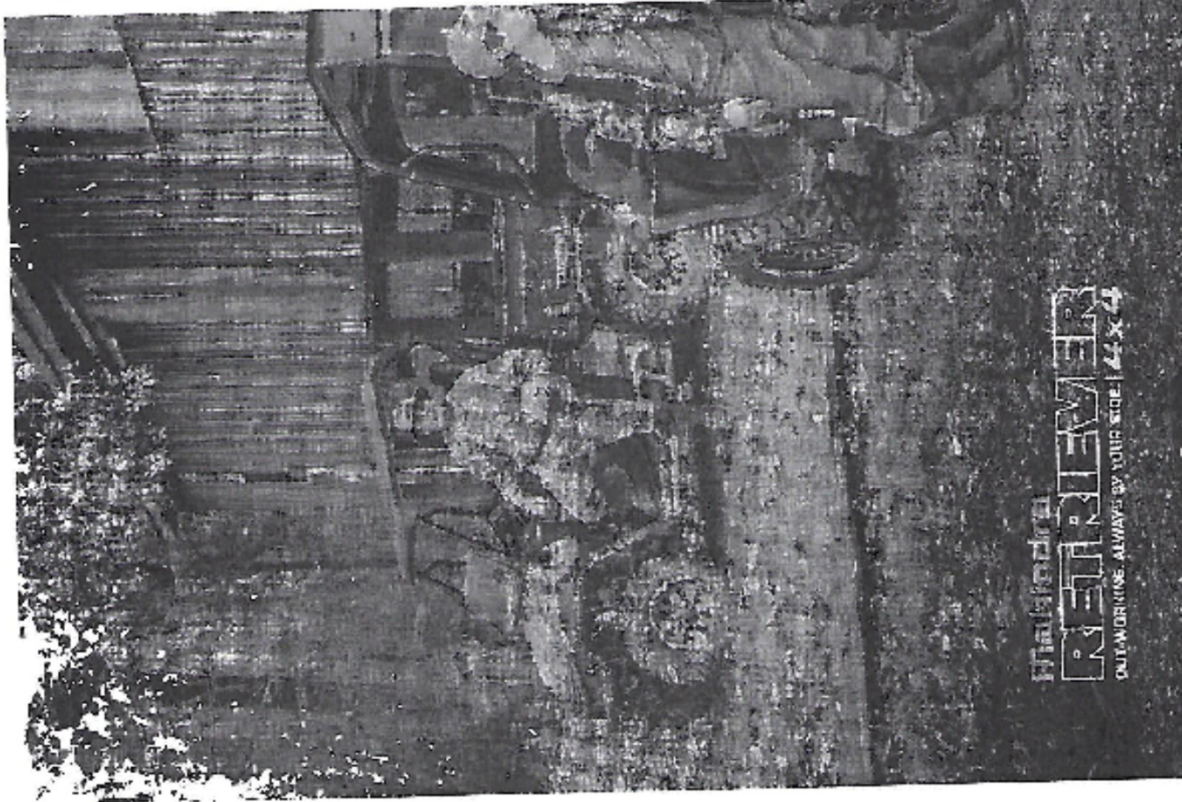
- Haul up to 1,200 lb
- Up to 34 cubic feet of cargo volume (Long-bed model)
- Electric-powered cargo box lift comes standard
- Industry-exclusive Flexhauler cargo box sides that easily convert into a flatbed
- Built-in storage compartments

### TOW MORE.

- Tow up to 2,500 lb (for 1000 Gas Model) and 2,100 lb (for 750 Gas and 1000 Diesel Models)
- 83 Horsepower (1000 Gas Model)
- 2-inch front and rear receiver hitches are standard

### DO MORE.

- Gas or Diesel
- Available in single-row, crew and long-bed models
- Up to 60 mph (1000 Gas Model)
- 12 inches of ground clearance
- True 4WD auto-lock front differential and push-button rear differential lock
- 27-inch tires on 14-inch aluminum wheels
- Standard or Flexhauler Cargo box
- All backed by a nationwide dealer network focused on world-class service



Mahindra  
**RETRIEVER**  
OUTWORKING. ALWAYS ON YOUR SIDE. 4x4



REVIEWER MODEL	2000 Super Duty Base	1000 Super Duty	1000 FLEXIDIESEL CARGO BOX	1000 FLEXIDIESEL CARGO BOX
FUEL INJECTION	Gas	Gas	Gas	Gas
ENGINE TYPE	747cc	597cc	597cc	597cc
OIL TYPE				
FUEL TANK CAPACITY		INT SYN SW-20 9 Gallon (34 Liters)	INT SYN SW-4C 9 Gallon (34 Liters)	
TRANSMISSION	Continuously Variable Transmission (CVT)	Continuously Variable Transmission (CVT)	Continuously Variable Transmission (CVT)	Continuously Variable Transmission (CVT)
GEAR RANGE	High-Low V-Reverse-Park Auto-Lock	High-Low V-Reverse-Park Auto-Lock	High-Low V-Reverse-Park Auto-Lock	High-Low V-Reverse-Park Auto-Lock
REAR DIFFERENTIAL				
MAX SPEED	35 mph (56 kph)	80 mph (97 kmh)	60 mph (97 kph)	29 mph (47 kmh)
HORSEPOWER	28.5 hp	83 hp	26.5 hp	83 hp
STEERING		Power-Steer Lock	Power-Steer Lock	Power-Steer Lock
BRAKES		Rack and Pinion	Rack and Pinion	Rack and Pinion
FRONT & REAR SUSPENSION		4-Wheel Hydraulic Disc	4-Wheel Hydraulic Disc	4-Wheel Hydraulic Disc
WHEEL TRAVEL		Independent Dual A-Arm 18 in (45 cm)	Independent Dual A-Arm 18 in (45 cm)	Independent Dual A-Arm 10 in (25 cm)
CARGO BOX DIMENSIONS		36 x 50.5 x 13 in (91 x 124 x 33 cm)	44 x 64 x 24 in (112 x 163 x 61 cm)	44 x 64 x 24 in (112 x 163 x 61 cm)
CARGO BOX CAPACITY	1200 lb (544 kg)	1000 lb (454 kg)	1200 lb (544 kg)	1200 lb (544 kg)
LENGTH X WIDTH X HEIGHT	175 x 63 x 78 in (443 x 160 x 198 cm)	175 x 63 x 78 in (443 x 160 x 198 cm)	175 x 63 x 78 in (443 x 160 x 198 cm)	175 x 63 x 78 in (443 x 160 x 198 cm)
WHEELBASE		77 in (196 cm)	77 in (196 cm)	77 in (196 cm)
GROUND CLEARANCE		12 in (30 cm)	12 in (30 cm)	12 in (30 cm)
VEHICLE WEIGHT	1571 lb (713 kg)	1888 lb (856 kg)	1888 lb (856 kg)	1888 lb (856 kg)
TOWING CAPACITY	2100 lb (953 kg)	2600 lb (1184 kg)	2100 lb (953 kg)	2100 lb (953 kg)
FRONT TIRES	27 x 11 x 14 - 6 Ply	27 x 10 x 14 - 6 Ply	27 x 10 x 14 - 6 Ply	27 x 10 x 14 - 6 Ply
REAR TIRES	27 x 9 x 14 - 6 Ply	27 x 12 x 14 - 6 Ply	27 x 12 x 14 - 6 Ply	27 x 12 x 14 - 6 Ply
WARRANTY	3-year/50,000-mile Powertrain, 1-Year/Vehicle	3-year/50,000-mile Powertrain, 1-Year/Vehicle	3-year/50,000-mile Powertrain, 1-Year/Vehicle	3-year/50,000-mile Powertrain, 1-Year/Vehicle

Always consult your dealer for full details of vehicle options. Always use proper tie-down technique. Always use proper tie-down technique for your load. Always use proper tie-down technique.







## EXPECT MORE.

It was no surprise to us that customers want the best 4x4 utility vehicle for the best value. The Mahindra Retriever delivers just that, with its industry-leading features.

### HAUL MORE.

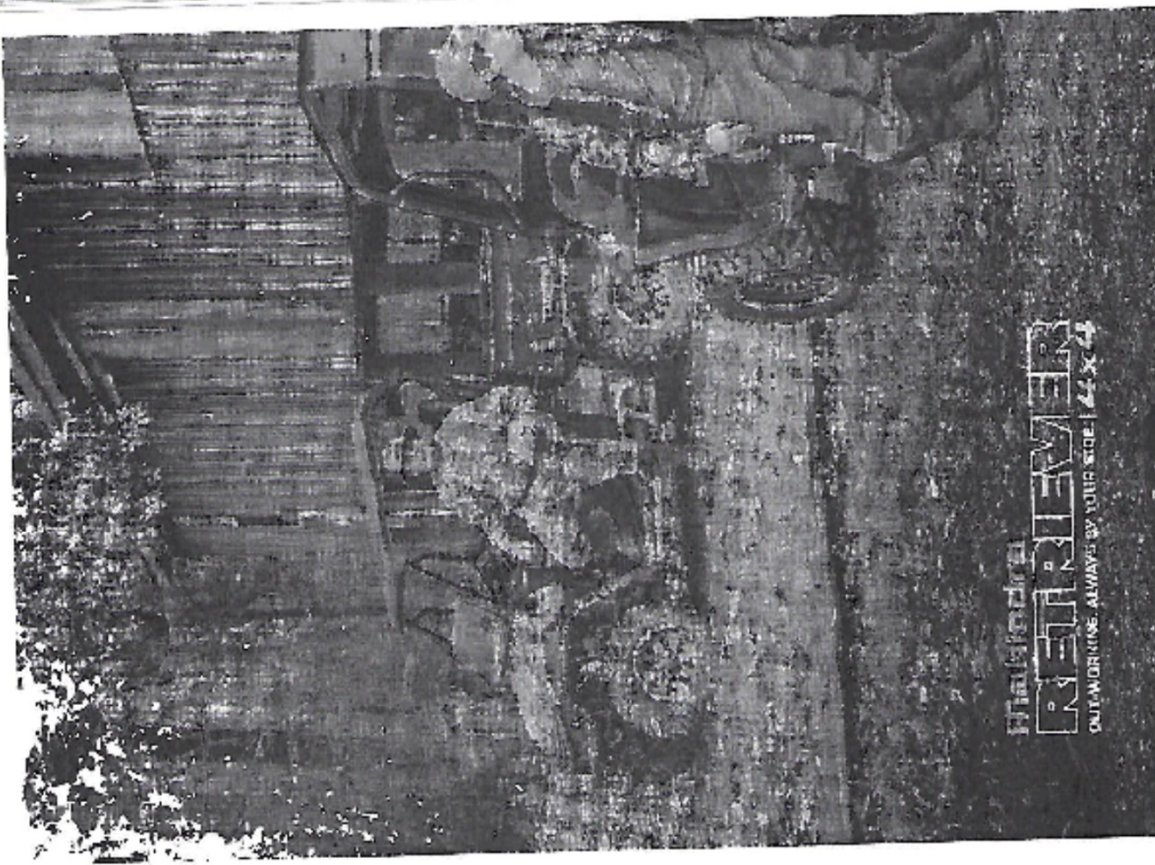
- Haul up to 1,200 lb
- Up to 34 cubic feet of cargo volume (Long-bed model)
- Electric-powered cargo box lift comes standard
- Industry-exclusive Flexhauler cargo box sides that easily convert into a flatbed
- Built-in storage compartments

### TOW MORE.

- Tow up to 2,500 lb (for 1000 Gas Model) and 2,100 lb (for 750 Gas and 1000 Diesel Models)
- 83 Horsepower (1000 Gas Model)
- 2-inch front and rear receiver hitches are standard

### DO MORE.

- Gas or Diesel
- Available in single-row, crew and long-bed models
- Up to 60 mph (1000 Gas Model)
- 12 inches of ground clearance
- True 4WD auto-lock front differential and push-button rear differential lock
- 27-inch tires on 14-inch aluminum wheels
- Standard or Flexhauler Cargo box
- All backed by a nationwide dealer network focused on world-class service



**MAHINDRA**  
**RETRIEVER**  
OUTDRIVING. ALWAYS BY YOUR SIDE. 4x4

# ALWAYS THERE CO

So comfortable, so fun to drive,  
you'll find excuses to take it for a spin.



## Premium Grand Cab

Whether it's hot and humid, cold and windy, or raining cats and dogs, you'll stay dry and comfortable inside the RTVX1000's quiet and luxurious air-conditioned and heated cab. Built around a unibody frame that is virtually airtight, soundproof, and rattle-free, the cab incorporates highly efficient air-conditioning, heating, and defogging functions, as well as antennas and speakers for an optional radio. And when the weather is nice? Just roll down the fully opening windows. This truly is the best all-weather, all-comfort, all-the-time working environment you'll ever experience on the trail.



**SSSD PROJECT COST OPINION WORKSHEET**

<b>Budget Code:</b>	<b>Land</b>			
<b>Project Name:</b>	<i>Land Procurement - Recycled Water Project</i>			
<b>Component</b>	<b>Unit</b>	<b>#Units</b>	<b>Cost/Unit</b>	<b>Cost</b>
Procure Land for Recycled Water Project	LS	1	\$ 6,700,000	\$ 6,700,000
Attorney Fees	LS	1	12,500	12,500
District Manager	HR	40	91	3,640
Director of Administrative Services	HR	4	85	340
Engineering - Site Evaluation assistance	LS	1	15,000	15,000
	hr			-
	hr			-
	hr			-
	hr			-
<b>Total Project Cost Opinion</b>				<b>\$ 6,731,480</b>
<b>Total SSSD Labor</b>				<b>\$ 3,980</b>

### SSSD PROJECT COST OPINION WORKSHEET

<b>Budget Code:</b>	<b>Facility Plan</b>			
<b>Project Name:</b>	<i>Recycled Water Plan</i>			
<i>Component</i>	<i>Unit</i>	<i>#Units</i>	<i>Cost/Unit</i>	<i>Cost</i>
West Yost Budget to complete Recycled Water Plan - (2 sites)	LS	1	\$ 30,000	\$ 30,000
District Manager	HR	40	91	3,640
Treatment Supervisor	HR	5	82	410
				-
				-
				-
				-
				-
				-
<b>Total Project Cost Opinion</b>				<b>\$ 34,050</b>
<b>Total SSSD Labor</b>				<b>\$ 4,050</b>

### SSSD PROJECT COST OPINION WORKSHEET

<b>Budget Code:</b>	<b>Facility Plan</b>			
<b>Project Name:</b>	<i>Environmental Assessment - Recycled Water Project</i>			
<b>Component</b>	<b>Unit</b>	<b>#Units</b>	<b>Cost/Unit</b>	<b>Cost</b>
West Yost budget to complete Environmental Assessment	LS	1	\$ 15,000	\$ 15,000
District Manager	HR	15	91	1,365
				-
				-
				-
<b>Total Project Cost Opinion</b>				<b>\$ 16,365</b>
<b>Total SSSD Labor</b>				<b>\$ 1,365</b>

### SSSD PROJECT COST OPINION WORKSHEET

<b>Budget Code:</b>	<b>Facility Plan</b>			
<b>Project Name:</b>	<i>Facility Plan</i>			
<b><i>Component</i></b>	<b><i>Unit</i></b>	<b><i>#Units</i></b>	<b><i>Cost/Unit</i></b>	<b><i>Cost</i></b>
West Yost Budget to complete facility plan	LS	1	28,000	28,000
District Manager	HR	35	91	3,185
Treatment Supervisor	HR	8	82	656
				-
				-
				-
				-
				-
<b>Total Project Cost Opinion</b>				<b>\$ 31,841</b>
<b>Total SSSD Labor</b>				<b>\$ 3,841</b>

**SSSD PROJECT COST OPINION WORKSHEET**

<b>Budget Code:</b>	<b>Facility Plan</b>			
<b>Project Name:</b>	<b>NPDES Permitting</b>			
<b>Component</b>	<b>Unit</b>	<b>#Units</b>	<b>Cost/Unit</b>	<b>Cost</b>
West Yost Budget for NPDES Permit Assistance	LS	1	\$ 20,000	\$ 20,000
District Manager	HR	40	91	3,640
Treatment Supervisor	HR	8	82	656
				-
				-
				-
				-
				-
				-
				-
<b>Total Project Cost Opinion</b>				<b>\$ 24,296</b>
<b>Total SSSD Labor</b>				<b>\$ 4,296</b>

**SSSD PROJECT COST OPINION WORKSHEET**

<b>Budget Code:</b>	<b>Land</b>			
<b>Project Name:</b>	<i>Recycled Water Project County Permitting</i>			
<b>Component</b>	<b>Unit</b>	<b>#Units</b>	<b>Cost/Unit</b>	<b>Cost</b>
Attorney Fees to move 1 project from Commsioners to Luba and back through appeal	LS	1	\$ 100,000	\$ 100,000
District Manager	HR	100	91	9,100
Engineering Support	LS	1	20,000	20,000
Mailings/Travel/Consumables	LS	1	5,000	5,000
Utility Billing	HR	10	45	450
Director of Administartive Services	HR	5	85	425
Local Attorney Fees/Coordination	LS	1	10,000	10,000
				-
				-
				-
<b>Total Project Cost Opinion</b>				<b>\$ 144,975</b>
<b>Total SSSD Labor</b>				<b>\$ 9,975</b>



**SSSD PROJECT COST OPINION WORKSHEET**

<b>Budget Code:</b>	<b>Facility Plan</b>			
<b>Project Name:</b>	<i>Recycled Water Project Preliminary Design</i>			
<b>Component</b>	<b>Unit</b>	<b>#Units</b>	<b>Cost/Unit</b>	<b>Cost</b>
Preliminary Engineering Report Fee EST.	LS	1	\$ 682,000	\$ 682,000
Pilot Study Materials - NaSO3 and metering pump, etc	LS	1.00	10,000	10,000
District Manager	HR	30	91	2,730
Treatment Supervisor	HR	15	82	1,230
Treatment Staff	HR	20	67	1,340
Maintenance Staff	HR	24	55	1,320
Laboratory fees	LS	1	1,000	1,000
				-
				-
				-
				-
<b>Total Project Cost Opinion</b>				<b>\$ 699,620</b>
<b>Total SSSD Labor</b>				<b>\$ 6,620</b>

**SSSD PROJECT COST OPINION WORKSHEET**

<b>Budget Code:</b>	<b>Facility Plan</b>			
<b>Project Name:</b>	<i>Recycled Water Project Design</i>			
<b>Component</b>	<b>Unit</b>	<b>#Units</b>	<b>Cost/Unit</b>	<b>Cost</b>
Design Fee Est. 2020 - 21	LS	1	\$ 1,636,000	\$ 1,636,000
District Manager	HR	100	91	9,100
Treatment Supervisor	HR	25	82	2,050
Treatment Staff	HR	20	67	1,340
				-
				-
				-
				-
				-
				-
				-
<b>Total Project Cost Opinion</b>				<b>\$ 1,648,490</b>
<b>Total SSSD Labor</b>				<b>\$ 12,490</b>



## Technical Memorandum

To: Michael Fritschl, South Suburban Sanitary District – General Manager  
From: Daniel Scalas, PE  
Date: March 8, 2020  
Re: Wastewater Reuse Project at Site No. 2 – Engineering Fee Estimate

The South Suburban Sanitary District (SSSD) contacted Adkins Engineering & Surveying with the objective of estimating the engineering fees for the SSSD Wastewater Reuse Project at site No. 2. The Wastewater Reuse Project is a capital improvement project aiming to recycle wastewater through irrigation on agricultural lands. SSSD provided an approximate layout, location, and design assumptions for the reuse site and requested Adkins to complete a planning level engineering fee estimate for the proposed capital improvement. The following memo is a summary of the design assumptions and estimated engineering fee for the South Suburban Sanitary District's Wastewater Reuse Project at site No. 2.

### Reuse Site No. 2 Description

The proposed wastewater reuse site No. 2 is located a quarter mile down N. Poe Valley Rd off Klamath Falls-Lakeview Hwy 140 near mile marker 12. The reuse site is a total of 976 acres, with 88 of those acres dedicated to lined storage reservoirs and 745 for irrigation. The remaining acreage consists of wetlands, buildings, and other non-irrigated lands. See Figure 1 for a site map of the reuse project.

### Design and Assumptions

SSSD developed a scope for the project to use as the basis of design for the fee estimate. A number of assumptions were made; these assumptions are based on the site map (Figure 1) created by West Yost Associates and our knowledge of the project from conversations with SSSD. Figure 2 shows a detailed list of the design assumptions used for this fee estimate for the Wastewater Reuse Project at site No. 2.

There will be several upgrades to the wastewater treatment plant (WWTP). A new recycled water pump station with hypochlorite injection for disinfection, will be installed at the WWTP to convey the water to the reuse site. The design also includes grit removal equipment, solar-powered mixing, emergency power, and upgrades to the WWTP's Triple Point aerator system in the existing lagoons.

A new pipeline is required to convey the recycled water from SSSD's WWTP to the proposed reuse site. The pipeline will leave the WWTP and travel north along Maywood Drive to the end of the road, where it will cross over private property by easement to the OC&E Woods Line State Trail. Once on the OC&E Trail, the pipeline will parallel the trail until approximate mile marker 11.4 of Hwy 140, where it will cross the B-canal and Hwy 140. The pipeline will then follow Hwy 140 in the right-of-way until meeting N. Poe Valley Road. The pipeline will follow N. Poe Valley Road a quarter mile, where it will reach the lined reservoirs for the reuse site. As can be seen in Figure 2, the engineering fee for the pipeline accounts

1435 Esplanade Ave, Klamath Falls, OR 97601

o 541.884.4666 / f 541.884.5335 / w AdkinsEngineering.com

Page | 1

for three highway crossings, nine county road crossings, one A-Canal crossing, and one B-Canal crossing. The fee estimate does not include additional work that may be required for contaminated soils, cultural, or historic resources along the OC&B trail.

The reuse site will have a two-celled 88-acre lined reservoir to hold the recycled water. An irrigation pump station with a control building will deliver water to the pivots at the various fields included in the 745-acres of irrigated land. The irrigated fields will need 5-4 new pivots, retro fitment to existing pivots, grading and leveling, ditch fill for the existing irrigation water distribution system, and piping to the pivots. A modification to the current National Pollutant Discharge Elimination System (NPDES) permit, a new Water Pollution Control Facility (WPCF) permit, and a Recycled Water Use Plan (RWUP) are not included in this fee estimate.

#### Engineering Fee Estimate

The Engineering Fee includes civil engineering, environmental, geotechnical engineering, and electrical engineering consulting services. The fee is broken down by four tasks for the level of effort and task/deliverables. The project tasks are General, Treatment Plant Upgrades, Proposed Pipeline, and Proposed Reuse Site.

The General Task consists of a kick-off meeting, attending public/board meetings, public outreach, contract management, 1200-C permit, and an engineer's estimate of probable construction costs. The Treatment Plant Upgrades, Proposed Pipeline, and Proposed Reuse Site consist of the design assumptions in Figure 2, surveys for the design, pump station design reports, and review meetings at 30%, 60%, 90%, and 100% design phases. The Proposed Pipeline also consists of the U.S. Bureau of Reclamation pipe crossings, County Permitting, and ODOT Permitting. The Proposed Reuse Site also consists of a cultural study, wetland delineation, environmental study, geotechnical field investigations/lab testing, geotechnical hazards/seismic study, geotechnical design report, and a dam safety report.

Adkins utilized three distinct methods to determine the fee estimate. The first method Adkins used was the sheet count method. The sheet count method takes the project scope and breaks it down by the number of drawings and specification sheets it will take to produce the design set. Lump-sum values are added for items such as permitting, meetings, and public outreach to ensure all project costs are accounted for in the estimate. A value is assigned to each sheet based on the expected level of effort to produce the sheet. All the values are added up to provide an estimate for the engineering fee.

The second method that Adkins used to estimate the engineering fee is the bottom-up method. The bottom-up method utilizes the number of individuals that are anticipated to perform the various tasks for the project. The staff hour quantity is calculated based on the level of effort and multiplied by the hourly labor cost to arrive at the total estimated engineering fee.

As a final check, the third method Adkins used to estimate the engineering fee is the percentage of construction cost method. This percentage method takes the estimated construction costs (+\$34 million) from the draft Facilities Plan by West Vast Associates and calculates a percentage of the direct costs and



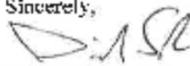
☎ 541.854.4666 / 📠 541.854.5335 / 🌐 AdkinsEngineering.com  
1435 Esplanade Ave, Klamath Falls, OR 97601

assigns an amount to the engineering fees. Typically engineering design fees range from 5-12% of the direct expenses depending on project size, type, and complexity. This method is only a loose check to verify that the two previously mentioned methods are within a reasonable range for the expected project engineering fee.

Adkins estimates the preliminary Wastewater Reuse Project Engineering Fee at site No. 2 to be \$1.92 million (2020 dollars). This preliminary estimate prepared on limited information is a class 4 estimate as defined by the Cost Estimate Classification System created by the Association for the Advancement of Cost Engineering (AACE). The accuracy of this estimate is -15% to +40%. For planning purposes, the costs should be inflated 3% to 5% for each year the project is delayed. See Figure 3 for a breakdown of the estimated fees by the task.

Please feel free to contact us if you have any questions, comments, or concerns.

Sincerely,



Daniel Scalas, P.E.

**List of Figures**

Figure 1 – Reuse Site Map

Figure 2 - Design Assumptions

Figure 3 – Engineering Fee Estimate

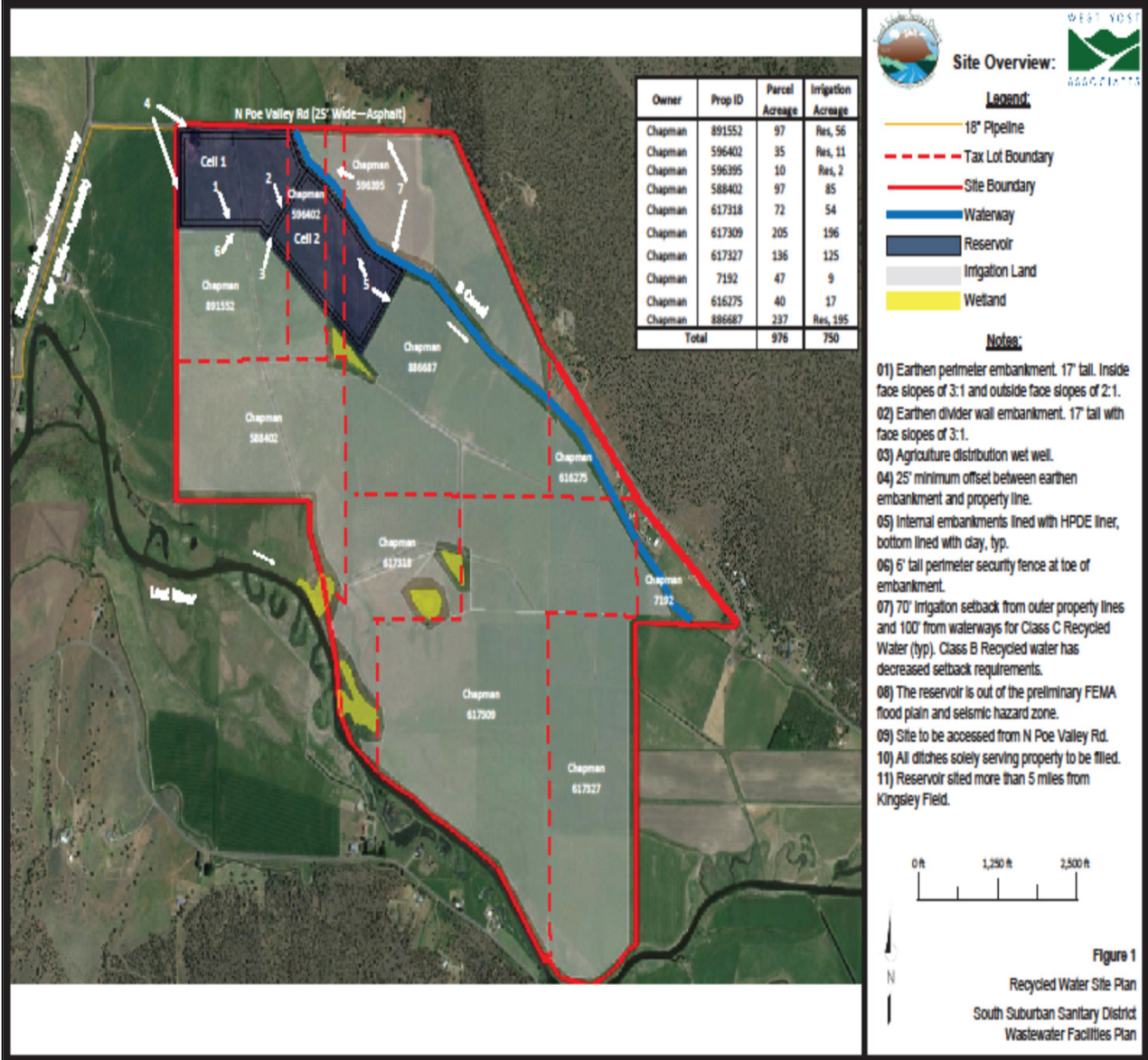


EXPIRES 6/30/20



o 541.884.4666 / f 541.884.5335 / w AdkinsEngineering.com  
1435 Esplanade Ave, Klamath Falls, OR 97601

Page | 3



**WASTEWATER REUSE PROJECT AT SITE NO. 2**

FOR

**SOUTH SUBURBAN SANITARY DISTRICT**

**DESIGN ASSUMPTIONS**

No.	Item
<b>Treatment Facility Upgrades</b>	
1	Recycled Water Pump Station
2	Hypochlorite Generation Facility
3	Hypochlorite Feed System
4	Disinfection Building House <ul style="list-style-type: none"> <li>a. Salt Storage</li> <li>b. Manufactured Bleach Storage Tank for containment</li> <li>c. Hypochlorite Feed Pumps</li> <li>d. Separate MCC/Control Room for Recycled Water Pumps and Hypochlorite, Tie in Controls to Existing SCADA</li> </ul>
5	Emergency Power Backup Generator <ul style="list-style-type: none"> <li>a. Traditional Generator or Tesla Style Large Scale Back-up Storage</li> </ul>
6	Expansion of 14tpo Point Aerator System to Lagoon 3 & 4b
7	Partial Solids Excavation in Lagoon 1 & 2
8	SolarBee or Other Mixing in Lagoon 1 & 2
9	Partial Grk Excavation in a Portion of 4a
10	Grit Removal System Integrated with Existing Headworks
<b>Proposed Pipeline</b>	
11	18-Inch PVC Pipeline <ul style="list-style-type: none"> <li>a. Three Highway Crossings</li> <li>b. One A-Canal Crossing</li> <li>c. Nine County Road Crossings</li> <li>d. One B-Canal Crossing</li> </ul>
<b>Proposed Reuse Site</b>	
12	88-Acre Lined Reservoir <ul style="list-style-type: none"> <li>a. Designed per Dam Safety Guidelines</li> <li>b. Mixing; SolarBee or Other</li> <li>c. Isolation Piping &amp; Valves</li> <li>d. Basic Level Indicators</li> </ul>
13	Irrigation Pressure Station <ul style="list-style-type: none"> <li>a. Pumps &amp; Well</li> </ul>
14	Site Control Building Housing <ul style="list-style-type: none"> <li>a. Very Small Lab/Office Area with Bathroom</li> <li>b. Separate MCC/SCADA Room</li> <li>c. Potable Water Supply Well</li> </ul>
15	Site Piping to Pivots <ul style="list-style-type: none"> <li>a. Pivotal Supply Piping and Isolation Valves</li> </ul>
16	Pivots <ul style="list-style-type: none"> <li>a. Retrofit Existing Pivots with Low to Ground Applications</li> <li>b. Install 3-4 new Pivots</li> <li>c. Wind Shut-off Sensor &amp; SCADA Integration</li> <li>d. Flow Monitoring Each Pivot &amp; SCADA Integration</li> </ul>
17	Agricultural <ul style="list-style-type: none"> <li>a. Grading/Leveeing (Some of This Potentially Done By Tenant)</li> <li>b. Ditch/Fill-In (Some of This Potentially Done By Tenant)</li> <li>c. Crop Design/Seeds (Some of This Potentially Done By Tenant)</li> </ul>
18	Site Security <ul style="list-style-type: none"> <li>a. Cameras</li> <li>b. Fencing/Gates</li> <li>c. Access Roads</li> </ul>



**DESIGN ASSUMPTIONS  
WASTEWATER REUSE PROJECT  
FOR  
SOUTH SUBURBAN SANITARY DISTRICT**

**FIGURE 2**

**WASTEWATER REUSE PROJECT AT SITE NO. 2  
FOR  
SOUTH SUBURBAN SANITARY DISTRICT  
PRELIMINARY ENGINEERING FEE ESTIMATE  
(YEAR 2020 COST)**

<b>Task No.</b>	<b>Task Name</b>	<b>TOTAL FEE</b>
1	General	\$36,000
2	Treatment Plant Upgrades	\$751,000
3	Proposed Pipeline	\$745,000
4	Proposed Reuse Silo	\$792,000
<b>TOTAL ESTIMATED ENGINEERING FEE (2020 DOLLARS)</b>		<b>\$1,924,000</b>



**ENGINEERING FEE ESTIMATE  
WASTEWATER REUSE PROJECT  
FOR  
SOUTH SUBURBAN SANITARY DISTRICT**

**FIGURE 3**



**SSSD PROJECT COST OPINION WORKSHEET**

<b>Budget Code:</b>	<b>Lagoons &amp; Ponds</b>			
<b>Project Name:</b>	<b>Grit Removal Lagoon 4a</b>			
<b>Component</b>	<b>Unit</b>	<b>#Units</b>	<b>Cost/Unit</b>	<b>Cost</b>
Dredge Grit form Lagoon 4a	LS	1	\$ 266,000	\$ 266,000
Treatment Staff	HR	36	67	2,412
Treatment Supervisor	HR	8	82	656
District Manager	HR	6	91	546
Maintenance Staff	HR	20	55	1,100
Post Project Sludge Scan	LS	1	3,500	3,500
	hr			-
	hr			-
	hr			-
	hr			-
	hr			-
				-
<b>Total Project Cost Opinion</b>				<b>\$ 274,214</b>
<b>Total SSSD Labor</b>				<b>\$ 4,714</b>



## Advanced American Construction, Inc.

Post Office Box 62599 • Portland, Oregon 97283  
Phone: (503) 445-0900 • Fax: (503) 546-3031  
Website: www.aac.cc.com • CCB# 167886

June 10, 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: 1/1/2020

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 (\$11,000 Daily Rate. Estimated 12 days).....	\$132,000
Generator Rental (300 KW @ 1 MO).....	\$14,000
Consumable Items / Wear parts.....	\$10,000
T&M Pricing (estimated).....	\$286,000

#### Schedule

- Onsite Dredging (anticipated approx. 300 CUYD shift) 12 Days  
  - Work Schedule: 5 EA – 16 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,



Jon Koller  
Advanced American Construction, Inc.

**SSSD PROJECT COST OPINION WORKSHEET**

<b>Budget Code:</b>	<b>Lagoons &amp; Ponds</b>			
<b>Project Name:</b>	<b>DO Sampling Stilling Wells - Pond 4a &amp; 3</b>			
<b>Component</b>	<b>Unit</b>	<b>#Units</b>	<b>Cost/Unit</b>	<b>Cost</b>
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	hr	50	55	2,750
Treatment Staff Time	hr	15	67	1,005
Treatment Supervisor	hr	3	82	246
District Manager	hr	3	91	273
VAC Truck	hr	4	135	540
				-
<b>Total Project Cost Opinion</b>				<b>\$ 21,764</b>
<b>Total SSSD Labor</b>				<b>\$ 4,274</b>

**SSSD PROJECT COST OPINION WORKSHEET**

<b>Budget Code:</b>	<b>Buildings - Plant</b>			
<b>Project Name:</b>	<b><i>Storage Conversion Generator Building</i></b>			
<b><i>Component</i></b>	<b><i>Unit</i></b>	<b><i>#Units</i></b>	<b><i>Cost/Unit</i></b>	<b><i>Cost</i></b>
Shelving Material	LS	1	\$ 2,300	\$ 2,300
Dump Fees	LS	1	600	600
Electrical Decommission Pump Panels	LS	1	1,500	1,500
Misc materials	LS	1	1,500	1,500
Maintenance Tech Time	hr	40	55	2,200
Treatment Staff Time	hr	20	67	1,340
Treatment Supervisor	hr	2	82	164
District Manager	hr	2	91	182
Back Hoe	hr	4	62	248
Fork lift	hr	8	45	360
<b>Total Project Cost Opinion</b>				<b>\$ 10,394</b>
<b>Total SSSD Labor</b>				<b>\$ 3,886</b>

**SSSD PROJECT COST OPINION WORKSHEET**

<b>Budget Code:</b>	<b>Computer &amp; Phone Equipment</b>			
<b>Project Name:</b>	<i>Utility Billing Upgrade</i>			
<b>Component</b>	<b>Unit</b>	<b>#Units</b>	<b>Cost/Unit</b>	<b>Cost</b>
1/2 Utility Billing Software Upgrade	LS	1	\$ 25,000	\$ 25,000
<b>Total Project Cost Opinion</b>				<b>\$ 25,000</b>
<b>Total SSSD Labor</b>				<b>\$ -</b>