



TOWN COUNCIL

Work Session

Town Hall

September 25, 2013

5:30 p.m.

At 5:30 p.m., Vice Mayor Chris Bannon, having established a quorum, called to order the Town Council Work Session. In addition to Vice Mayor Bannon, present were Councilmen Godwin and Sullivan and Councilwoman Natali. Councilman Wendell arrived at approximately 5:33 p.m. and Councilman Bennett arrived at approximately 5:35 p.m. Mayor Sullivan was not in attendance. Also present were Town Manager Heather Arcos, Treasurer Kim Coates, Public Works Director Dave Fauber, Assistant Town Clerk Amanda Hurley and Assistant Town Manager Bob Panek. There were eight members of the public in attendance.

Vice Mayor Bannon announced that the order of business for this evening would be the Wastewater Treatment Plant financial analysis for the proposed regional system and a letter from the Cape Charles Business Association.

A. *Wastewater Treatment Financial Analysis for Proposed Regional System*

Heather Arcos stated that this was one of several Work Sessions to provide a cost estimate for wastewater treatment and other operational support to the Public Service Authority (PSA) and went on to state that it was important for everyone to understand the evolution of the project. In 2009, a project management team was formed by Northampton County to discuss how to solve current and future regional wastewater issues. This team consisted of representatives from all Towns, Board of Supervisors, citizens, and hospital, Health Department and Housing and Community Development. In 2010, there were preliminary engineering reports completed for the northern and southern nodes of a regional wastewater system for the County. One of the options was to purchase services to process wastewater from the Cape Charles Wastewater Plant.

The PSA was reinstated in 2010 and had appointments from four incorporated Towns and the Board of Supervisors. Northampton County designated the Southern Node, Commercial District Phase 1 as a priority for economic development. Recently, the County held a public hearing to hear comments about establishing the special tax district and the PSA held an information session. Property owners in the proposed tax district were notified on August 26th. The Town was notified on August 20th via letter from the PSA asking for the Town to provide a cost estimate and methodology for wastewater processing, collection system maintenance, meter reading, and customer billing to service the commercial district; as well as a draft agreement. No progress had been made on drafting an agreement.

Heather Arcos stated that staff had requested through the Virginia Institute of Government for other localities and PSAs to provide their agreements and how other localities established methodologies to handle cost, but had received little response. It would take more than one work session to also discuss capacity and connection fees. Heather Arcos reviewed the Town of Cape Charles Regional Wastewater System PowerPoint presentation (copy attached).

Councilman Wendell stated that a question was asked at the Cheriton meeting that if the project were to happen, what effect it would have on the annexation agreement and the Town's ability to recoup costs from the developers, specifically Dick Foster of Bay Creek and Sinclair Communications vs. the people. Councilman Wendell stated that he recalled that Assistant Town Manager and PSA Chairman Bob Panek stated that it was unclear.

Councilman Wendell went on to state that at one point the Town thought they were entitled to \$20M and had been speculated down to \$5M which would be convenient to wipe out outstanding debt and stabilize rates and asked Heather Arcos what her answer was as Town Manager. Heather Arcos stated that when they did the projected growth analysis in 2009, they had included the proposed Cape Harbor and Harbor Development Group (Tavi)

developments and the Equivalent Residential Connections (ERC's) associated with these projects. At that time, based on the projected development it was a certain percentage, associated with Bay Creek but that would depend on when the expansion needs occurred and the projected growth at that time.

Dave Fauber commented that it depended on when the time frame was and where development was and explained that it would be whatever percentage Bay Creek caused as far as expansion. It was not a cut and dry answer.

Councilman Bennett stated that he believed that the annexation agreement dealt with capacity increase within the Town of Cape Charles and if they were expanding the border to give capacity to someone else, that needed to be considered with the annexation agreement because at some point in time they were going to need to increase the size of the plant and when that time came, people who were causing the increase were the ones who needed to pay their share.

Councilman Sullivan believed that the annexation agreement dealt entirely with expansion inside the town, but a legal opinion was needed. Councilman Bennett agreed. Councilman Sullivan stated they needed a legal opinion to ensure the terms of the annexation agreement would not be jeopardized before they proceeded.

The following was discussed as a part of the presentation: i) Kim Coates reviewed the detail of the Financial Analysis including an overall summary and rate per gallon calculation, and explained the methodology used as described in the FY14 Budget Summary and Detail; ii) Councilman Wendell asked where the cost of the man hole project would be covered. Staff indicated that this was part of the Town portion and was not part of the discussion of providing service to the PSA; iii) If an agreement was reached, the PSA would be considered a contracted customer and the Town would bill the PSA for the services rendered and the PSA would determine the rate to be charged in the commercial district. The Town would determine what they would charge per gallon to accept the wastewater. The debt service on the old plant was not included in operational cost of the new plant. Meter reading fees were based on 30 existing properties; iv) Connection Charges were discussed (connection fee and a facility fee). The facility fee covered the capital cost of the treatment works capacity. If the 30 existing businesses paid a connection charge, the total was estimated to be over \$200K. It was noted that all PSA planning documents have assumed no connection charges for existing properties; and v) There have been 321 new connections in Town in the last ten years. There were several projections proposed, but no trend.

Councilwoman Natali commented that the rates should be consistent regardless if the citizen or business was located inside or outside of Town. There was much discussion regarding the facility fees, discounts and what the Town would charge the PSA.

Councilman Wendell asked if anyone had any qualms with this being in conflict with the Town and County Comprehensive Plans and if it had any impact. Councilman Bennett agreed that it did and stated that the concept of the PSA was good and it was the right thing to do. Regionalization was the only way the Town was going to be able to afford to continue operating water and wastewater services. Councilman Bennett stated that this was an issue throughout the State and eventually water and wastewater services would be required for the entire Eastern Shore and that was going to have to be accommodated.

Councilman Sullivan stated that the Town Council didn't fully understand what the County wanted them to do and went on to state that they were not going to charge fees outside of Town that were less than what they charged the people who lived in Town. Because there were no grants available, the County was trying to self-finance and that became a financial burden on all the tax payers because it was not spread across the Commonwealth with loans from the State and Federal Government. There was much discussion regarding grant funding for connections.

Dave Fauber stated that Kim Coates had calculated what it cost the Town per gallon to process the wastewater and clarified that the Town was just treating the wastewater, not

collecting it and suggested that the Town could charge between 1.2¢ and 3¢ per gallon to accept the wastewater.

Councilman Wendell read questions that Supervisor Hubbard asked at a workshop meeting that weren't fully answered and added that he thought these were unrealistic expectations.

Councilman Godwin suggested that the PSA go back to the drawing board as there were a lot of questions but no answers. Heather Arcos stated that she, Kim Coates and Dave Fauber would add the equations with the connection fees. Councilman Bennett stated that the monthly charge and the connection fees were separate.

Councilman Wendell commented that the information for the work session was not made available to the public and asked if it was all online now. Heather Arcos stated that information was available to the public at the time it was sent to the Town Council, however, it was not available online. The Town website was updated by the Town Clerk who was out sick and the only requirement the Town had was to post the agenda. Councilwoman Natali pointed out that once the new Town website was up and running, there would be more than one person who could access and make updates, but currently only one user had the ability to make changes.

Councilman Bennett concluded by stating that additional information was needed before they could determine what services the Town was going to propose and draft a Memorandum of Agreement. Heather Arcos stated that they would obtain a legal opinion on the annexation agreement and evaluate the existing businesses to establish the connection fees.

B. *Letter from the Cape Charles Business Association*

Mr. George Proto began by stating that there seemed to be three financial pieces including: i) How to pay for expansion as the need arises and that was the connection fee issue; ii) Our own debt service, maintenance and chemical costs for the existing plant and that was part of the fees that they charged; and iii) The County's portion and how they would pay for that line. Mr. Proto stated that he liked the idea that they were all going toward connection fees, but there was still a concern that if the plant was connected, they would need to expand sooner and that meant that everyone would need to pay for that in some way and questioned whether the Town was going to have enough money to be able to do that or would the Town have to borrow more money.

Vice Mayor Bannon stated that in connecting to the commercial area, he didn't see where that would affect businesses in Cape Charles because they were a specialized niche and didn't foresee any large chain coming as we did not have the population and did not see growth taking off especially with the move of the hospital.

Mr. Proto gave the example of Milford, DE stating that there were huge shopping malls on Route 113 and the Town of Milford had finally recovered to an extent, so there were no empty store fronts, but most were offices, not stores like Cape Charles had. Mr. Proto stated that he had concerns and if the Town went through with this there would have to be an economic development plan to make the Town bulletproof and he felt it was a risk. Mr. Proto stated that Charles McSwain had been clear that development was going to happen along Route 13 and went on to state that preventing the PSA line would not prevent development, but they needed to work very hard to make the Town stronger than it was.

Councilman Wendell asked why the Town would want to hasten development if it jeopardized the uniqueness of Cape Charles and stated that they would be hastening the day they expanded the plant and asked what percentage of the collected connection fees would pay for the new expansion, adding that they might only pay for half or less. Councilman Wendell asked what would happen if the County or other Towns or even Cape Charles decided to defund and withdraw and asked who assumed the level of responsibilities.

Councilman Bennett stated that the existing plant was built with an initial expansion in mind for an additional 250K gallons per day and asked if there was a cost associated with that additional construction. Bob Panek stated that there was no estimate made by the engineers

to increase the plant from 250K to 500K gallons per day, and went on to state that the original estimate for the 500K plant was about \$25M but the actual total cost was \$19M for the 250K plant.

Councilman Wendell commented that the County should underwrite some of the cost associated with the study and calculations. If it benefitted all county residents, they should help study the situation.

Councilman Godwin asked where they would go from here adding that Council had shot down every idea and stated that he did not have a level of confidence yet because he did not see structure. Councilman Godwin went on to state that he did not want to waste time and commented that he was not pleased with the way Council was going about it, but the Town needed to move Cape Charles forward. The Town was going to have wastewater problems, the County was going to have wastewater problems and he had said from the beginning that the biggest problem would be water, but he believed they had a level of expertise to solve that problem.

Mr. Proto commented that the benefit to Cape Charles was a critical issue and was interested to know how the revenue affected the rates for the residents of Cape Charles. Heather Arcos stated that based on 20K gallons per day, the calculations of adding the revenue back into the rate equated to a \$5 or \$6 decrease per user per month. Kim Coates clarified that Bob Panek had calculated this amount. Councilwoman Natali asked if this information could be made available at future meetings. Heather Arcos stated that ultimately they would need to know what the expansion cost would be, as well as what was in the reserve from connection fees, to be able to budget appropriately.

Ms. Deborah Bender commented that at the Board of Supervisor's meeting, a decision was made to stop the project until the Board of Supervisors could figure out a way that would not harm the business people across the highway. Supervisor Willie Randall stated if citizens were unhappy with Mr. Panek, they needed to speak with the Towns. Ms. Bender stated Councilman Wendell was the only Council member in attendance. Heather Arcos stated that it was a public hearing and no decision was to be made. Ms. Bender commented that Council needed to be there to get the full impression. Ms. Bender thanked the Town Council for allowing her to comment.

Motion made by Councilwoman Natali, seconded by Councilman Sullivan, to adjourn the Town Council Work Session. The motion was approved by unanimous consent.

Vice Mayor Bannon

Asst. Town Clerk

Town of Cape Charles Regional Wastewater System

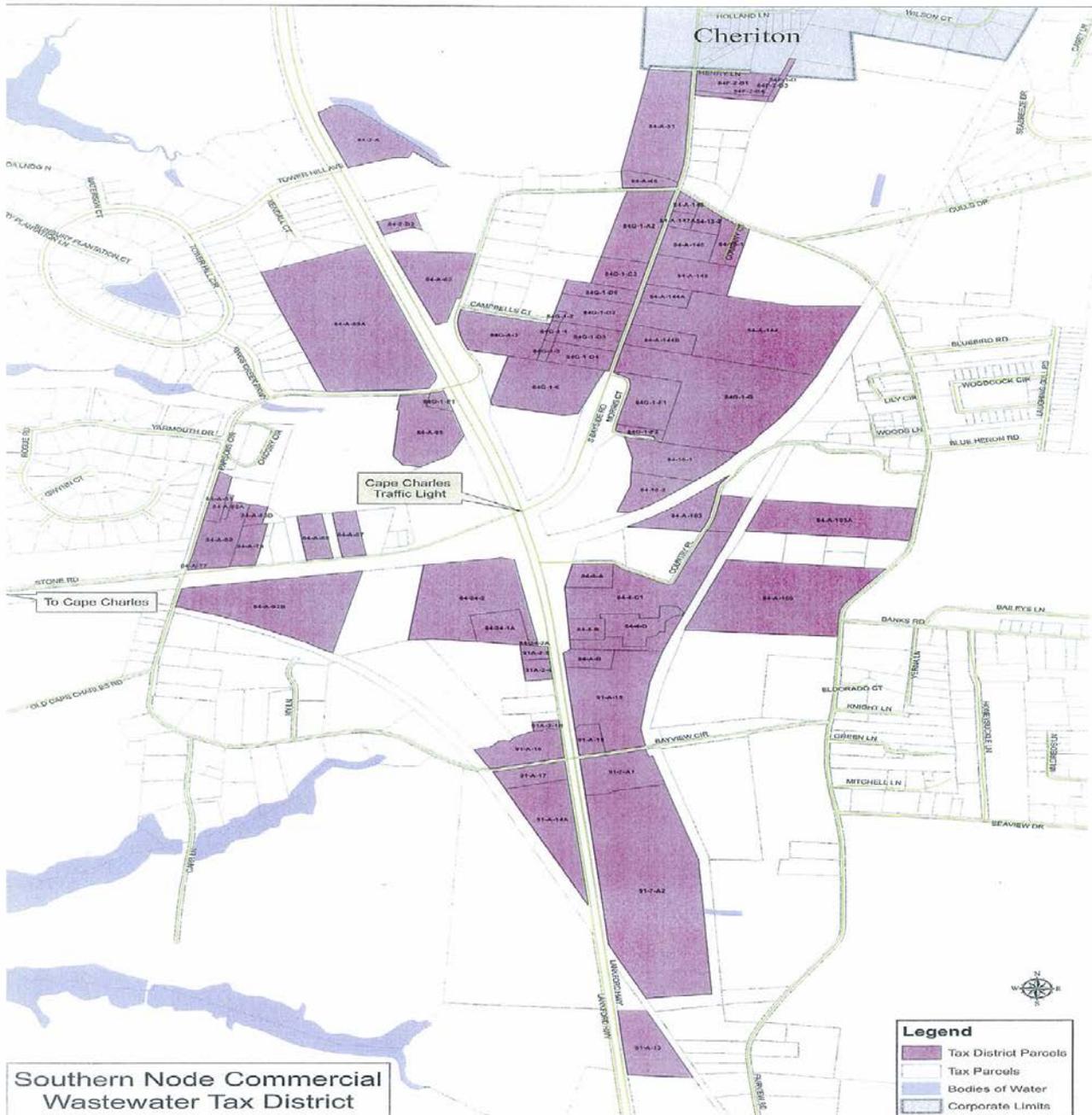
September 25, 2013

Background

- Northern Node - \$11.3 million. On hold until Riverside decides on disposition of medical campus in Nassawadox after hospital move.
- Southern Node - \$11.9 million. Original estimate including Cheriton and surrounding areas in County.
- Both projects heavily dependent on grants or other capital contributions to yield affordable rates.
- State and Federal agencies indicated little grant funding available.

Background

- Focus narrowed to Southern Node Commercial District, Phase 1, around US 13/SR 184/Bus 13 intersection.
- Supports BOS strategic plan to provide infrastructure to better enable private sector economic development and job creation.
- Affordable first step to regionalization.



Southern Node Commercial
Wastewater Tax District

Legend

- Tax District Parcels
- Tax Parcels
- Bodies of Water
- Corporate Limits

Southern Node Commercial District, Phase 1

- Low pressure grinder pump collection system.
- Capital cost of approximately \$1.8M.
- Debt service of approximately \$124K/yr., 20 years.
- Debt service funded via real property tax.
- Cape Charles (CC) WWTP utilized for treatment.
- Operations cost (treatment, maintenance, billing, etc.) via rates.

Real Property Taxes

- 75% of debt service via Special Tax District – rate of \$0.52 / \$100.
- 25% of debt service via general tax – rate of \$0.0014 / \$100.
- Covered in rate adopted by County for FY 2014.
- Total tax rate in District: $\$0.6728 + \$0.52 = \$1.1928$
- Total tax rate in Cape Charles: $\$0.6728 + \$0.2759 = \$0.9487$

Cape Charles WWTP

- Design capacity of 250K GPD, based on TN & TP discharge limits.
- Actual capacity somewhat higher based on performance.
- Average daily flow for past year is 150K GPD.
- Now about 1,200 Equivalent Residential Connections (125 GPD/ERC).
- Over the past 10 years 321 new connections.
- About 800 ERCs remain.
- Estimated current new service area demand of 15K to 20K GPD or max of 160 ERCs.
- Plant designed for easy expansion to 500K GPD.

Connection Charges

- Town Code Section 71-42
- Connection charges shall consist of a connection fee and a facility fee. The connection fee contributes to maintaining the treatment works. The facility fee covers the capital cost of the treatment works capacity.
 - Class I, Residential shall be \$875.00 and the facility fee shall be \$6,600.00, for a total charge of \$7,475.00.
 - Class II, Commercial shall be \$875.00 and the facility fee shall be calculated on a consumption based formula as follows: Class I facility fee + (class I facility fee × residential equivalent × ten percent).
- The commercial facility fee calculation yields a higher amount than a residential facility fee. Amount is dependent on usage estimate for each building.
- The PSA financial model assumes no connection charges for existing buildings.

Benefit of Regionalization

- Economy of scale is important.
- Systems with a small number of customers have relatively high rates.
- < 5,000 average 14% higher than > 5,000. CC has about 1,100.
- CC rate increased significantly due to debt service on new plant.
- About 70% of WWTP operating costs are fixed.
- Adding customers will reduce rate.

Financial Analysis

- Review of attached Overall Summary, Rate Per Gallon Calculation, FY14 Budget Summary and Detail.
- Explain Methodology used for the current cost to provide wastewater processing, customer meter reading & billing along with collection system maintenance and repair.
- Discussion on PSA model which assumes connection fees for existing users in this district will be waived; based on minimum calculations of residential estimated to be \$223K.
- Proposed Service District estimates on average 20,000 gallons per day; equates to 10% of the expense/revenue to provide service to the PSA.

Next Steps

- Determine if additional information is needed.
- Determine what services the Town will propose; all or partial.
- Provide draft MOA and Cost Proposal to the PSA for review.

Town of Cape Charles
 PSA Analysis - Overall Summary
 9/25/2013

Account Description	Annual Cost WWTP	Annual Cost Town of Cape Charles Pump Stations	Total Cost TOCC Pump Stations & WWTP
ANNUAL PERSONNEL COSTS - Salaries & Benefits	\$ 203,823.34	\$ 53,962.81	\$ 257,786.15
ANNUAL WASTEWATER TREATMENT PLANT OPERATIONS & MAINTENANCE - IS, Cleaning, Security, Water Samples, Advertising, Landfill Disposal, Electric, Heating, Postage, Telecom, Insurance, Equipment, Travel, Office Supplies, Computer, Janitorial, Repair & Maintenance, Vehicle & Powered Equip Fuel & Supplies, Uniforms, Books & Subscriptions, Education, Employee Certification, Lab Supplies, Chemicals, Licensing & Fines, Small Hand Tools, Debt Service	\$ 461,315.04	\$ 90,184.48	\$ 551,499.52
TOTAL ANNUAL WASTEWATER OPERATIONS & MAINTENANCE COSTS	\$ 665,138.37	\$ 144,147.29	\$ 809,285.66
ANNUAL BILLING COSTS - Salaries, Benefits, Information Systems, Utility Bills, Postage Utility Bills	\$ 24,234.58	\$ -	\$ 24,234.58
Divide by # of Current Town of Cape Charles Users	1,080.00		
TOTAL ANNUAL BILLING COST PER USER	\$ 22.44		
Divide by 12 Months	12		
TOTAL MONTHLY BILLING COST PER USER	\$ 1.87		
METER READING FEES - based on 30 meters			
Meter Read - One Total Monthly Base Rate \$30 / Mo x 12 Mos (not per meter)	\$ 360.00		
Meter Read Per Meter - \$5 / Mo x 12 Mos x 30 Meters	\$ 1,800.00		
TOTAL ANNUAL METER READING FEES	\$ 2,160.00		
PUMP STATION FEES			
Daily Check - 1 Pump Station x \$30 per day x 365 days	\$ 10,950.00		
Quarterly Removal & Service of Pumps - \$480 / Quarter	\$ 1,920.00		
TOTAL ANNUAL PUMP STATION FEES	\$ 12,870.00		

- * Pretreatment Required & Effective Grease Traps Needed
- * Emergency Repairs During Regular Business Hours Charged at \$60 per Man Hour in Addition to Rates Above
- * Emergency Repairs After Hours & Weekends Charged at \$90 per Man Hour in Addition to Rates Above
- * Does Not Include Parts Needed for Repairs at Pump Station
- * Connection Fees Not Included Above - To Be Discussed
- * Does Not Include Any Unforeseen Costs Related to this Proposal

Town of Cape Charles
 PSA Analysis - Rate Per Gallon Calculation
 9/25/2013

Total Annual Cost to Operate & Maintain Wastewater Plant	\$ 665,138.37
Divide by 150,000 Gallons Used per Day	<u>150,000</u>
	\$ 4.43
Divide by 365 Days a Year	<u>365</u>
Total Price Per Gallon	<u>\$ 0.01215</u>
Total Price Per Gallon	\$ 0.01215
PSA Gallons Used Per Day (Approx.)	<u>20,000</u>
Daily Cost to PSA (Approx.)	<u>\$ 242.97</u>
Monthly Cost to PSA (Approx.) - 30.42 Avg Days/Mo	<u>\$ 7,390.43</u>
Annual Cost to PSA (Approx.) - 365 Days/Yr	<u>\$ 88,685.12</u>

Town of Cape Charles
PSA Analysis - Summary
9/25/2013

Account Description	Annual Cost to WWTP	Annual Cost to Pump Stations	Other	Portion to Water Fund	Total Cost
Salaries	\$ 164,684.90	\$ 38,896.60	\$ -	\$ 43,751.90	\$ 247,333.40
FICA	\$ 12,598.39	\$ 2,975.59	\$ -	\$ 3,347.02	\$ 18,921.00
VRS Retirement	\$ 14,376.92	\$ 3,386.05	\$ -	\$ 3,845.79	\$ 21,608.77
Health & Dental	\$ 27,611.79	\$ 6,931.80	\$ -	\$ 6,816.39	\$ 41,359.97
Life Insurance	\$ 1,946.36	\$ 458.41	\$ -	\$ 520.65	\$ 2,925.42
Short Term Disability	\$ 1,175.07	\$ 277.36	\$ -	\$ 312.45	\$ 1,764.88
Employee Assistance Program	\$ 89.70	\$ 23.40	\$ -	\$ 19.50	\$ 132.60
State Unemployment	\$ 418.78	\$ 113.60	\$ -	\$ 77.98	\$ 610.36
Workers Compensation	\$ 2,706.00	\$ 900.00	\$ -	\$ 6.00	\$ 3,612.00
Information Systems	\$ 400.00	\$ -	\$ -	\$ 200.00	\$ 600.00
Maintenance Service Contracts	\$ 8,768.00	\$ -	\$ -	\$ -	\$ 8,768.00
Security Monitoring	\$ 450.00	\$ -	\$ -	\$ -	\$ 450.00
Water Sampling	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00
Advertising	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00
Employee Testing/Validation	\$ 150.00	\$ 50.00	\$ -	\$ -	\$ 200.00
Landfill Disposal	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00
Electric	\$ 42,250.00	\$ 22,750.00	\$ -	\$ -	\$ 65,000.00
Heating	\$ 948.60	\$ -	\$ -	\$ -	\$ 948.60
Postage	\$ 1,800.00	\$ -	\$ -	\$ 1,650.00	\$ 3,450.00
Telecommunications	\$ 3,798.06	\$ 3,496.98	\$ 102.50	\$ 102.47	\$ 7,500.00
Flood Insurance	\$ -	\$ 2,117.00	\$ -	\$ -	\$ 2,117.00
General Liability Insurance	\$ 26,054.00	\$ -	\$ -	\$ -	\$ 26,054.00
Equipment	\$ 1,201.20	\$ -	\$ -	\$ -	\$ 1,201.20
Lease Right of Way Underground Pipeline	\$ -	\$ 2,120.50	\$ -	\$ -	\$ 2,120.50
Mileage, Gas & Tolls	\$ 1,125.00	\$ 375.00	\$ -	\$ -	\$ 1,500.00
Lodging & Meals	\$ 750.00	\$ 250.00	\$ -	\$ -	\$ 1,000.00
Dues & Associations	\$ 800.00	\$ -	\$ -	\$ -	\$ 800.00
Office Supplies	\$ 1,800.00	\$ -	\$ -	\$ 700.00	\$ 2,500.00
Computer Purchase	\$ 1,200.00	\$ -	\$ -	\$ 400.00	\$ 1,600.00
Janitorial Supplies	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00
Repair & Maintenance Supplies	\$ 30,000.00	\$ 20,000.00	\$ -	\$ -	\$ 50,000.00
Vehicle & Powered Equipment Fuel	\$ 1,200.00	\$ 4,800.00	\$ -	\$ -	\$ 6,000.00
Vehicle & Powered Equipment Supplies	\$ 600.00	\$ 2,400.00	\$ -	\$ -	\$ 3,000.00
Uniforms	\$ 1,875.00	\$ 625.00	\$ -	\$ -	\$ 2,500.00
Books & Subscriptions	\$ 225.00	\$ 75.00	\$ -	\$ -	\$ 300.00
Education	\$ 900.00	\$ 300.00	\$ -	\$ -	\$ 1,200.00
Employee Certification & Testing	\$ 225.00	\$ 75.00	\$ -	\$ -	\$ 300.00
Laboratory Supplies	\$ 6,500.00	\$ -	\$ -	\$ -	\$ 6,500.00
Chemicals	\$ 35,000.00	\$ -	\$ -	\$ -	\$ 35,000.00

Town of Cape Charles
 PSA Analysis - Summary
 9/25/2013

Account Description	Annual Cost to WWTP	Annual Cost to Pump Stations	Other	Portion to Water Fund	Total Cost
Licensing & Fines	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00
Small Hand Tools/Expendable Small Equip	\$ 750.00	\$ 750.00	\$ -	\$ -	\$ 1,500.00
Capital - Pump Stations	\$ -	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
Transfers to Wastewater Reserves	\$ -	\$ -	\$ 46,200.00	\$ -	\$ 46,200.00
Principal	\$ 241,792.00	\$ -	\$ 12,576.00	\$ -	\$ 254,368.00
Interest	\$ 25,403.18	\$ -	\$ 9,327.11	\$ -	\$ 34,730.29
TOTAL ANNUAL COSTS	\$ 689,372.95	\$ 144,147.29	\$ 68,205.61	\$ 61,750.14	\$ 963,475.99

Town of Cape Charles
 PSA Analysis - Detail
 9/25/2013

Account Description	Budget / Estimates	% WWTP	\$ Allocated to WWTP	Notes
Salary - Dave Fauber 2/3	\$ 39,670.80	50%	\$ 19,835.40	Based on FY14 Salary (split 1/2 Water & 1/2 Wastewater)
Allocated Wages Staff	\$ 16,945.00	50%	\$ 8,472.50	Based on FY14 Salary (split 1/2 Water & 1/2 Wastewater)
Salary - Patrick Christman	\$ 45,593.60	100%	\$ 45,593.60	Based on FY14 Salary 100% Wastewater - WWTP
Salary - Dan Dabinett	\$ 35,048.00	100%	\$ 35,048.00	Based on FY14 Salary 100% Wastewater - WWTP
Salary - Freddie Meditz	\$ 39,166.40	100%	\$ 39,166.40	Based on FY14 Salary 100% Wastewater - WWTP
Salary - Billy Powell	\$ 38,521.60	0%	\$ -	Based on FY14 Salary 100% Wastewater - Pump Stations
Salary - Carmela Williams	\$ 30,888.00	50%	\$ 15,444.00	Based on FY14 Salary (split 1/2 Water & 1/2 Wastewater Billing)
Overtime - Wastewater	\$ 1,500.00	75%	\$ 1,125.00	Based on FY14 Budget - 75% WWTP 25% Pump Station
FICA - Dave Fauber	\$ 3,034.82	50%	\$ 1,517.41	Based on FY14 Salary (split 1/2 Water & 1/2 Wastewater)
FICA - Allocated Wages	\$ 1,296.29	50%	\$ 648.15	Based on FY14 Salary (split 1/2 Water & 1/2 Wastewater)
FICA - Patrick Christman	\$ 3,487.91	100%	\$ 3,487.91	Based on FY14 Salary 100% Wastewater - WWTP
FICA - Dan Dabinett	\$ 2,681.17	100%	\$ 2,681.17	Based on FY14 Salary 100% Wastewater - WWTP
FICA - Freddie Meditz	\$ 2,996.23	100%	\$ 2,996.23	Based on FY14 Salary 100% Wastewater - WWTP
FICA - Billy Powell	\$ 2,946.90	0%	\$ -	Based on FY14 Salary 100% Wastewater - Pump Stations
FICA - Overtime	\$ 114.75	75%	\$ 86.06	Based on FY14 Budget - 75% WWTP 25% Pump Station
FICA - Carmela Williams	\$ 2,362.93	50%	\$ 1,181.47	Based on FY14 Salary (split 1/2 Water & 1/2 Wastewater Billing)
VRS - Dave Fauber	\$ 3,487.06	50%	\$ 1,743.53	Based on FY14 Salary (split 1/2 Water & 1/2 Wastewater)
VRS - Allocated Wages	\$ 1,489.47	50%	\$ 744.73	Based on FY14 Salary (split 1/2 Water & 1/2 Wastewater)
VRS - Patrick Christman	\$ 4,007.68	100%	\$ 4,007.68	Based on FY14 Salary 100% Wastewater - WWTP
VRS - Dan Dabinett	\$ 3,080.72	100%	\$ 3,080.72	Based on FY14 Salary 100% Wastewater - WWTP
VRS - Freddie Meditz	\$ 3,442.73	100%	\$ 3,442.73	Based on FY14 Salary 100% Wastewater - WWTP
VRS - Billy Powell	\$ 3,386.05	0%	\$ -	Based on FY14 Salary 100% Wastewater - Pump Stations
VRS - Carmela Williams	\$ 2,715.06	50%	\$ 1,357.53	Based on FY14 Salary (split 1/2 Water & 1/2 Wastewater Billing)

Town of Cape Charles
 PSA Analysis - Detail
 9/25/2013

Account Description	Budget / Estimates	% WWTP	\$ Allocated to WWTP	Notes
Health & Dental - Dave Fauber	\$ 4,621.43	50%	\$ 2,310.72	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater)
Health & Dental - Allocated Wages	\$ 2,079.54	50%	\$ 1,039.77	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater)
Health & Dental - Patrick Christman	\$ 6,931.80	100%	\$ 6,931.80	Based on FY14 Budget 100% Wastewater - WWTP
Health & Dental - Dan Dabinett	\$ 6,931.80	100%	\$ 6,931.80	Based on FY14 Budget 100% Wastewater - WWTP
Health & Dental - Freddie Meditz	\$ 6,931.80	100%	\$ 6,931.80	Based on FY14 Budget 100% Wastewater - WWTP
Health & Dental - Billy Powell	\$ 6,931.80	0%	\$ -	Based on FY14 Budget 100% Wastewater - Pump Stations
Health & Dental - Carmela Williams	\$ 6,931.80	50%	\$ 3,465.90	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater Billing)
Life Insurance - Dave Fauber	\$ 472.08	50%	\$ 236.04	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater)
Life Insurance - Allocated Wages	\$ 201.65	50%	\$ 100.82	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater)
Life Insurance - Patrick Christman	\$ 542.56	100%	\$ 542.56	Based on FY14 Budget 100% Wastewater - WWTP
Life Insurance - Dan Dabinett	\$ 417.07	100%	\$ 417.07	Based on FY14 Budget 100% Wastewater - WWTP
Life Insurance - Freddie Meditz	\$ 466.08	100%	\$ 466.08	Based on FY14 Budget 100% Wastewater - WWTP
Life Insurance - Billy Powell	\$ 458.41	0%	\$ -	Based on FY14 Budget 100% Wastewater - Pump Stations
Life Insurance - Carmela Williams	\$ 367.57	50%	\$ 183.79	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater Billing)
Disability - Dave Fauber	\$ 285.63	50%	\$ 142.82	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater)
Disability - Allocated Wages	\$ 116.88	50%	\$ 58.44	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater)
Disability - Patrick Christman	\$ 328.27	100%	\$ 328.27	Based on FY14 Budget 100% Wastewater - WWTP
Disability - Dan Dabinett	\$ 252.35	100%	\$ 252.35	Based on FY14 Budget 100% Wastewater - WWTP
Disability - Freddie Meditz	\$ 282.00	100%	\$ 282.00	Based on FY14 Budget 100% Wastewater - WWTP
Disability - Billy Powell	\$ 277.36	0%	\$ -	Based on FY14 Budget 100% Wastewater - Pump Stations
Disability - Carmela Williams	\$ 222.39	50%	\$ 111.20	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater Billing)
EAP - Dave Fauber	\$ 15.60	50%	\$ 7.80	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater)
EAP - Patrick Christman	\$ 23.40	100%	\$ 23.40	Based on FY14 Budget 100% Wastewater - WWTP

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Account Description	Budget / Estimates	% WWTP	\$ Allocated to WWTP	Notes
EAP - Dan Dabinett	\$ 23.40	100%	\$ 23.40	Based on FY14 Budget 100% Wastewater - WWTP
EAP - Freddie Meditz	\$ 23.40	100%	\$ 23.40	Based on FY14 Budget 100% Wastewater - WWTP
EAP - Billy Powell	\$ 23.40	0%	\$ -	Based on FY14 Budget 100% Wastewater - Pump Stations
EAP - Carmela Williams	\$ 23.40	50%	\$ 11.70	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater Billing)
State Unemployment - Dave Fauber	\$ 75.74	50%	\$ 37.87	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater)
State Unemployment - Allocated Wages	\$ 34.22	50%	\$ 17.11	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater)
State Unemployment - Patrick Christman	\$ 113.60	100%	\$ 113.60	Based on FY14 Budget 100% Wastewater - WWTP
State Unemployment - Dan Dabinett	\$ 113.60	100%	\$ 113.60	Based on FY14 Budget 100% Wastewater - WWTP
State Unemployment - Freddie Meditz	\$ 113.60	100%	\$ 113.60	Based on FY14 Budget 100% Wastewater - WWTP
State Unemployment - Billy Powell	\$ 113.60	0%	\$ -	Based on FY14 Budget 100% Wastewater - Pump Stations
State Unemployment - Carmela Williams	\$ 46.00	50%	\$ 23.00	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater Billing)
Workers Comp - Patrick Christman	\$ 900.00	100%	\$ 900.00	Based on FY14 Budget 100% Wastewater - WWTP
Workers Comp - Dan Dabinett	\$ 900.00	100%	\$ 900.00	Based on FY14 Budget 100% Wastewater - WWTP
Workers Comp - Freddie Meditz	\$ 900.00	100%	\$ 900.00	Based on FY14 Budget 100% Wastewater - WWTP
Workers Comp - Billy Powell	\$ 900.00	0%	\$ -	Based on FY14 Budget 100% Wastewater - Pump Stations
Workers Comp - Carmela Williams	\$ 12.00	50%	\$ 6.00	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater Billing)
Information Systems - Dave Fauber	\$ 200.00	50%	\$ 100.00	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater)
Information Systems - Wastewater	\$ 200.00	100%	\$ 200.00	Based on FY14 Budget (100% for computers in WWTP)
Information Systems - Carmela Williams	\$ 200.00	50%	\$ 100.00	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater Billing)
Maintenance Service - Office Cleaning	\$ 2,400.00	100%	\$ 2,400.00	Based on FY14 Budget (100% for WWTP)
Maintenance Service - Hach Nitrate Probe	\$ 6,368.00	100%	\$ 6,368.00	Based on FY14 Budget (100% for WWTP)
Security Monitoring	\$ 450.00	100%	\$ 450.00	Based on FY14 Budget (100% for WWTP)
Water Sampling	\$ 5,000.00	100%	\$ 5,000.00	Based on FY14 Budget (100% for WWTP)

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Account Description	Budget / Estimates	% WWTP	\$ Allocated to WWTP	Notes
Advertising	\$ 200.00	100%	\$ 200.00	Based on FY14 Budget (100% for WWTP)
Employee Testing / Validation	\$ 200.00	75%	\$ 150.00	Based on FY14 Budget - 75% WWTP 25% Pump Station
Landfill Disposal	\$ 20,000.00	100%	\$ 20,000.00	Based on FY14 Budget (100% for WWTP)
Electric - WWTP	\$ 65,000.00	65%	\$ 42,250.00	Based on FY14 Budget (65% for WWTP & 35% Pump Stat based on FY13 usage)
Heating - Propane WWTP	\$ 948.60	100%	\$ 948.60	Based on FY13 Actual - May have some in FY14
Postage - Wastewater	\$ 150.00	100%	\$ 150.00	Based on FY14 Budget (100% for WWTP)
Postage - Carmela Williams	\$ 3,300.00	50%	\$ 1,650.00	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater Billing)
Verizon - WWTP	\$ 4,965.33	52%	\$ 2,581.97	Based on FY14 Budget (Verizon FY13 52% WWTP, 48% Pump)
AT&T - Dave Fauber	\$ 307.43	33%	\$ 102.47	Based on FY13 Actual (33.33% for WWTP)
AT&T - WWTP	\$ 2,227.24	50%	\$ 1,113.62	Based on FY13 Actual (50% for WWTP & 50% for Pump Station)
Flood Insurance - Pump Stations	\$ 2,117.00	0%	\$ -	Based on FY14 Budget (0% for WWTP)
General Liability Insurance	\$ 26,054.00	100%	\$ 26,054.00	Based on FY14 Budget (100% for WWTP)
Equipment - ADP	\$ 1,201.20	100%	\$ 1,201.20	Based on FY14 Budget (100% for WWTP)
Lease Right of Way Underground Pipeline	\$ 2,120.50	0%	\$ -	Based on FY14 Budget (100% for Pump Stations)
Mileage, Gas & Tolls	\$ 1,500.00	75%	\$ 1,125.00	Based on FY14 Budget - 75% WWTP 25% Pump Station
Lodging & Meals	\$ 1,000.00	75%	\$ 750.00	Based on FY14 Budget - 75% WWTP 25% Pump Station
Dues & Associations	\$ 800.00	100%	\$ 800.00	Based on FY14 Budget (100% for WWTP)
Office Supplies - Wastewater	\$ 1,100.00	100%	\$ 1,100.00	Based on FY14 Budget (100% for WWTP)
Office Supplies - Carmela Williams	\$ 1,400.00	50%	\$ 700.00	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater Billing)
Computer Purchase - Dave Fauber	\$ 800.00	50%	\$ 400.00	Based on FY14 Budget (split 1/2 Water & 1/2 Wastewater)
Computer Purchase - Wastewater	\$ 800.00	100%	\$ 800.00	Based on FY14 Budget (100% for WWTP)
Janitorial Supplies	\$ 100.00	100%	\$ 100.00	Based on FY14 Budget (100% for WWTP)
Repair & Maintenance Supplies	\$ 50,000.00	60%	\$ 30,000.00	Based on FY14 Budget (Once Warranty Expires, Feit 60% WWTP/40% Pump)

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Account Description	Budget / Estimates	% WWTP	\$ Allocated to WWTP	Notes
Vehicle & Powered Equipment Fuel	\$ 6,000.00	20%	\$ 1,200.00	Based on FY13 Usage, Billy Used 960 gal x \$3.46 (80% Pumps, 20% WWTP)
Vehicle & Powered Equipment Supplies	\$ 3,000.00	20%	\$ 600.00	Per Dave Fauber 80% Pumps, 20% WWTP
Uniforms	\$ 2,500.00	75%	\$ 1,875.00	Based on FY14 Budget - 75% WWTP 25% Pump Station
Books & Subscriptions	\$ 300.00	75%	\$ 225.00	Based on FY14 Budget - 75% WWTP 25% Pump Station
Education	\$ 1,200.00	75%	\$ 900.00	Based on FY14 Budget - 75% WWTP 25% Pump Station
Employee Certification & Testing	\$ 300.00	75%	\$ 225.00	Based on FY14 Budget - 75% WWTP 25% Pump Station
Laboratory Supplies	\$ 6,500.00	100%	\$ 6,500.00	Based on FY14 Budget (100% for WWTP)
Chemicals	\$ 35,000.00	100%	\$ 35,000.00	Based on FY14 Budget (100% for WWTP)
Licensing & Fines	\$ 2,500.00	100%	\$ 2,500.00	Based on FY14 Budget (100% for WWTP)
Small Hand Tools/Expendable Small Equip	\$ 1,500.00	50%	\$ 750.00	Based on FY14 Budget (50% for WWTP & 50% for Pump Station)
Capital - Pump Stations	\$ 30,000.00	0%	\$ -	Based on FY14 Budget (100% for Pump Stations)
Transfers to Wastewater Reserves	\$ 46,200.00	0%	\$ -	Based on FY14 Budget (0% for WWTP, 0% Pump Station, 100% Other)
Principal	\$ 254,368.00	95%	\$ 241,792.00	Based on FY14 Budget (95% for WWTP to include only 2010C Bond)
Interest	\$ 34,730.29	73%	\$ 25,403.18	Based on FY14 Budget (73% for WWTP to include only 2010C Bond)
TOTALS	\$ 963,475.99		\$ 689,372.95	