

First Craven Sanitary District Proposed Budget 2025-2026

The total proposed budget for 2024-2025 is **\$1,850,000**. Current year original budget was **\$1,700,000**. The final amended budget for 2023-2024 is expected to decrease to **\$1,440,000** due to the delay in the Capital Outlay Treatment Plant Improvements.

Budget Breakdown

<i>Water Operations & Maintenance</i>	<i>27 %</i>
<i>Employees and Board</i>	<i>19 %</i>
<i>Debt Service</i>	<i>6 %</i>
<i>Capital Outlay</i>	<i>35 %</i>
<i>Professional Services</i>	<i>13 %</i>

This budget, if adopted as is, includes the following and should be noted:

- Water rates and most fees are to remain the same.
- Cost of living adjustment of 3 % for employees and Longevity as earned.
- Decrease in Debt obligations due to retirement of debt.
- Capital Improvements funding of \$62,855 that may include a new truck and other improvements to be determined by the Board as needs arise.
- Capital Improvements funding for treatment plant improvements (filters) and renovations at a budgeted amount of \$ 340,000.
- Capital Improvements funding for new generator(s) funded by a State Grant.
- Appropriated Retained Earnings budgeted for \$ 290,000. This is money expected to be used from Fund Balance (savings).
- An Asset Inventory and Assessment Grant awarded for \$150,000 to complete planning study

Expenditures

Board Member Fees

- Budgeted amount of \$ 15,350.
- Current NC law concerning pay for Sanitary District Boards allows for the increase by adoption of the annual budget ordinance *“but no increase may become effective earlier than the first meeting of the board following the next election of board members after adoption of the ordinance.”*

Nondepartmental

1. Audit – Annual Audit Expense. Contract amount is \$11,650.
2. Legal – Attorney Fees.
3. Engineer – Engineering Services, including the Asset Inventory and Assessment.
4. Computer Services – This mostly includes water billing software support, license fees, computer support, and online backup.
5. Advertising – Used for legal ads and other advertising needs.
6. Accounting services – CPA for monthly bookkeeping and other related services.
7. Cleaning services – Monthly cleaning of office building.
8. Bank Service Charges – The First National Bank service charges.
9. Christmas Dinner – Employee Christmas Dinner Expense.
10. Printing/Billing Services – Printing reports, meter reading sheets, and monthly paper billing of water bills by Harris Print.
11. Election – There is no election this year.

Total Nondepartmental expenses are \$ _229,500.

Bonds

The overall cost of our debt decreased by about \$4,255. The 1994 USDA waterline extension bond payment is \$112,295 (last payment will be in 2034).

The total principal payments on the debt will be \$74,000 and the total interest payment on the debt will be \$38,295.

Water Operations

1. Wages – Full Time

The total amount of current full-time salaries (including overtime potential and the Christmas Bonus/Longevity) is budgeted for \$242,000. This includes a 3 % cost of living increase for the 3 full-time employees. There is additional money for approved pay adjustments for employees when receiving water certifications in the budget if needed, along with additional money for three part-time work positions.

2. Payroll Tax Expense – Payroll tax expense
3. Group Insurance – Health Insurance cost to the State Health Care plan.
4. Retirement – Retirement Expense to the NC State Retirement System

5. Worker Compensation – Premium for Worker Compensation.
6. Uniform Rental – Uniforms for Employees.
7. Employee Education – Employee schools, training, and continuing education requirements
8. Security Monitoring – Yearly security and SCADA monitoring and maintenance
9. Locating service – Membership to 811 utility locating notification service
10. Water Testing – Required water testing for drinking water and wastewater.
11. Gifts – Donations, flowers, etc.
12. Postage – Mailing of monthly bills and notices.
13. Telephone/Website – Charges for telephone/internet/website service
14. Utilities – Electricity for office, plant, shop, wells, and elevated tower
15. Mileage & Travel – Used for any needed travel or reimbursements.
16. Repairs and Maintenance

- Overall Repairs and Maintenance is budgeted at \$ 89,000.
- The third of four payments of \$25,850 for the #1 shop elevated tank is included. This year is year 3 of a 5-year contract. The Tank is scheduled for an exterior power wash and inspection.

17. Lawn Care - Contracted cost to cut grass at all sights.
18. Gas – Gas and Fuel expense for vehicles and small engines.
19. Salt - Bulk purchase of Salt for water softening.
20. Chlorine and other Chemicals – Chlorine, Zinc-Orthophosphate, Sodium Permanganate, and other chemicals need to treat the water supply.
21. Fuel for the Generator – Fuel purchases and propane for emergency generators.
22. Office Supplies – needed office supplies and equipment.
23. Departmental Supplies

- Materials used in repairing and maintaining the water system, such as pipe, brass fittings, tools, meters, valves, etc.

24. Supplies for Lab – Daily water testing supplies.
25. Dues and Subscriptions – Permit fees, memberships, and certification renewals
26. Property Insurance – Estimated premium.
27. Miscellaneous Expense – Purchases that do not fit in the other categories.

Total Water Operations Budget is \$840,000

Capital Outlay

- Capital improvements are budgeted for \$ 62,855 for a new truck and/or equipment that may be reviewed and approved by the Board.
- Water plant improvements (filter renovations) is budgeted for \$340,000
- New Generators (funded by State Grant) for \$250,000

Total Capital Outlay Budget is \$652,855

Revenue

1. Water Service Revenue

- Water Revenue from monthly water bills issued to customers is estimated to be \$1,060,000.

2. Interest – Interest earnings on investments.

3. Sales Tax Refund – Sales Tax reimbursement from State.

4. Gas Tax Refund – Gas Tax reimbursement from the State.

5. Water Tap Fees – Water tap-on fees charged (\$ 775 for ¾ inch service) for installation of new water services.

6. Reconnection Fees – Fees charged (\$35) to reinstate service after locked for nonpayment.

7. Application Fees – Fees charged to every customer (\$25) when establishing new service.

8. Meter Readings

- This is charged to the Town of Bridgeton for meter readings needed to bill sewer service and allowing the town to do cutoffs. This fee is based on 275 meters @ \$0.50 each (\$137 per month).

9 Miscellaneous Income – Special fees charged (such as tampering or return check fees), reimbursements received (such as insurance), and any other income not categorized.

10 System Development Fees - Fees paid along with the tap-on fee based on meter size for new connections (Example: \$400 for ¾ inch service)

11 Grant from Department of Environmental Quality for an Asset Inventory and Assessment Project of \$150,000

12 Grant from OSBM (already received) for Generators in the amount of \$250,000

13 Appropriated Retained Earnings - This is the amount of money needed from the fund balance to balance this budget. The amount budgeted is \$290,000, the same amount as the Capital Outlay for Water Plant Improvements.

Total Revenue and Expenses balance at \$1,850,000

Current Water Rates:

Residential	\$16.00 base and \$4.25 per 1,000 gallons
Commercial	\$19.00 base and \$4.75 per 1,000 gallons
2-inch	\$65.00 base and \$4.75 per 1,000 gallons
3-inch	\$100.00 base and \$4.75 per 1,000 gallons
Multiple	\$140.00 base and \$4.75 per 1,000 gallons

Fees:

Application Fee	\$25.00
Reconnection Fee	\$35.00
Return check/Draft Fee	\$35.00
After-hours Request Fee	\$50.00
Meter Tampering Fee	\$200.00

Miscellaneous Charges:

Cash Deposit	\$75.00
Hourly Charge	
Per Man Hour	\$40.00
Backhoe/Excavator	\$60.00
Broke Lock	\$50.00
Water Meter (damage/replacement)	
Standard	\$60.00 \$135.00
Digital	\$150.00 \$225.00
SET Endpoint	\$275.00
Angle valve	\$70.00 \$100.00
Meter Box (without lid)	\$35.00 \$40.00
Meter Box lid	\$30.00 \$35.00
Watts Backflow preventor	\$65.00 \$85.00

**First Craven Sanitary District
Tap-on for new services
Effective July 1, 2022**

¾ inch service

Tap-on Fee \$775

Application Fee \$25

System Development Fee \$400

Total Cost: \$ 1,200

1 inch service

Tap-on Fee \$857

Application Fee \$25

System Development Fee \$668

Total Cost: \$1550

2 inch service

Tap-on Fee \$4843

Application Fee \$25

System Development Fee \$2132

Total Cost: \$7000

System Development Fee

3-inch Tap \$4268

4-inch Tap \$6668

6-inch Tap \$13332

8-inch Tap \$21332

The District may reject any application for service under the standard rate that involves excessive installation costs.