

**BRUNSWICK REGIONAL WATER & SEWER H2GO
REGULAR BOARD MEETING
WEDNESDAY JUNE 22, 2022**

OFFICIAL MINUTES

CALL TO ORDER:

Chairman Ronnie Jenkins called the meeting to order at 6:00 p.m.; a quorum was present. The assembly cited the Pledge of Allegiance.

MEMBERS PRESENT:

Present from the Board of Commissioners were members Ronnie Jenkins, Chairman, Barry Laub, Vice Chairman, Rodney McCoy, Secretary, Bill Beer and Steve Hosmer, present from H2GO was Bob Walker, Executive Director, Russ Lane, Assistant Executive Director, Scott Hook, Finance Officer, Ken Brown, Assistant Finance Officer, Brenda Thurman, Customer Service Manager, Stephanie Blair, Communications Director, and Deana Greiner, Clerk to the Board. Also present was attorney Steve Coble.

DISCUSSION/ADJUSTMENT OF AGENDA:

Chairman Jenkins opened the floor for any adjustments to the agenda. Mr. Walker requested to add two deed of dedications; one for The Retreat at Mallory Creek and one for Bellamy Place Townhomes. **Commissioner Hosmer made the motion to approve the agenda as amended; a vote was called and the motion carried unanimously.**

CONSENT AGENDA:

Commissioner Laub made the motion to approve the consent agenda which consisted of the May 11, 2022 Regular Board Meeting Minutes and June 9, 2022 Special Board Meeting Minutes. A vote was called and the motion carried unanimously.

COMMISSIONERS REPORT:

Commissioner Beer reported on attending the ethic training course along with Chairman Jenkins and Commissioner McCoy. Commissioner Beer stated the ethic training was a lot more enjoyable than the previous year; he said he found it very informative and interesting.

Commissioner McCoy mentioned an email he received regarding a storm drain in Magnolia Greens; he said the customer was concerned because there were some ducks caught in the drain. Commissioner McCoy said he informed the customer it was either the HOA's responsibility or the Town of Leland's responsibility. Commissioner McCoy said the customer was appreciative for the information and the ducks turned out to be ok.

Commissioner Laub reported that he attended the grand opening of the new Leland Fire Department; he said there were several members from the Town of Leland present.

Commissioner Laub said the new facility was beautiful and impressive; he said it was full of state of the art equipment.

Commissioner Hosmer reported that he attended the Hurricane Expo; he mentioned that we had a booth. Commissioner Hosmer said it was a well ran event and we were well represented.

Chairman Jenkins reported that he attended a community event regarding the history of slavery in this area; he mentioned there were members from the Town of Leland present as well. Chairman Jenkins said it was very interesting. Chairman Jenkins also mentioned the ethic training; he said it was enjoyable and interesting.

PUBLIC COMMENTS:

Chairman Jenkins opened the floor for public comments.

No patrons were present to give comments.

OLD BUSINESS:

Policy on Pool Adjustments: Mr. Walker presented to the board a draft policy for pool adjustments. Mr. Walker explained two different options for community pools, lazy rivers, etc.; the first would be to charge at cost to produce the water and the second would be to provide the water at no charge provided the entity place a sign stating H2GO provided the water. The board discussed these options. Commissioner Hosmer stated he was in favor of option two because it was his idea to promote clean, contaminant free water; he said it was his intention to have it as one time only promotion for only community pools. Discussion ensues. It was said there was roughly 42 community pools at roughly 2 million gallons. It was suggested that we keep the current pool adjustment for private pools and for community pools we add option one. It was suggested that we delete spas and hot tubs. The board decided to have staff re-write the policy based on the discussion and bring back to the next board meeting.

NEW BUSINESS:

The Retreat at Mallory Creek Deed of Dedication Lots 1-52: Mr. Walker presented to the board the deed of dedication for the Retreat at Mallory Creek Lots 1-52; he said staff and Mr. Coble has reviewed this and found everything in order. **Commissioner Beer made the motion to approve the deed of dedication for the Retreat at Malloy Creek Lots 1-52 as presented. A vote was called and the motion carried unanimously.**

Bellamy Place Townhomes Deed of Dedication Lots 1-78: Mr. Walker presented to the board the deed of dedication for Bellamy Place Townhomes; he said staff and Mr. Coble has reviewed this and found everything in order. **Commissioner Hosmer made the motion to approve the deed of dedication for Bellamy Place Townhomes Lots 1-78 as presented. A vote was called and the motion carried unanimously.**

Utility Information Pipeline LLC-Business Review: Mr. Hook introduced Mr. Gary Sanders from Utility Information Pipeline; it was said that Mr. Sanders was asked to evaluate our office practices and procedures to see in what areas we could improve. Mr. Sanders gave his report which is hereby incorporated and made a part of these minutes as Exhibit A. Mr. Sanders explained that he has found our utility to be well ran and very progressive. Mr. Sanders suggested that we make data available online for our customers to see their usage in real time; he suggested we re-evaluate our billing cycles and or deposit rates to help reduce bad debt exposure. Mr. Sanders said the number of days between billing and cut off is at 85 days; he said this is relatively high. There was a question regarding our average bad debt; Mr. Hook answered that on average our bad debt is around \$7500 per year. Mr. Hook explained that increasing the deposit rate would help reduce the number of final bills going out. The board thanked Mr. Sanders for his time and his report. Commissioner Hosmer mentioned readdressing the customer portal

EXECUTIVE DIRECTOR'S REPORT:

RO WTP Update: Mr. Walker reported that the well pumps were now out of the critical path. Mr. Walker said the latest schedule has HARN coming in the first week of August to start testing. Mr. Walker mentioned that Mrs. Blair is going to start a new communications campaign regarding the RO Plant in July/August.

Commissioner Beer mentioned that the City of Wilmington started a new televised campaign regarding their carbon filters; he said he was concerned with the fact that they are not telling people that their filters are only targeting 11 contaminants and that they are only 80% effective.

The board took a moment to express their satisfaction with the work our employees are doing and have done; they thanked Mr. Walker for maintaining a well skilled and high quality staff. Chairman Jenkins mentioned a staff member thanking him and the board. It was said that our employees and board have a spirit of togetherness and teamwork.

ASSISTANT DIRECTOR'S REPORT:

Mr. Lane reported that he nothing to report.

FINANCE OFFICER'S REPORT:

Check Register-May 4, 2022 thru June 15, 2022: There was mention of the checks written to Brunswick County Public Utilities; it was said that \$611,000 was paid for water and \$123,000 was paid for wastewater.

May Financial Summary: Mr. Hook explained that Mr. Brown was the one who created the May Financial Statement. Mr. Brown mentioned that he can add the number of disconnects to the summary report. Mr. Hook said we are still positive for the Month of May. There was mention of the fact that Brunswick County charges more for wholesale than they do their regular customers.

FY2021-2022 Fund 50 Budget Ordinance Amendment: Mr. Hook presented to the board a budget ordinance amendment for FY2022; he said we have collected more system

development fees than projected; he said we are transferring money from the capital reserves to cover debt payments. **Commissioner Beer made the motion to approve the FY2022 Fund 50 Budget Ordinance Amendment; which is here by incorporated and made a part of these minutes as Exhibit B, as presented. A vote was called and the motion carried unanimously.**

FY2022-2023 Budget Ordinance: Mr. Hook presented to the board the FY2023 Budget Ordinance; he explained that everything in the budget is what was discussed during the budget workshop meeting. Mr. Hook said we fronting more of the cost from system development fees to cover the bond payments for the RO Plant. Mr. Hook said the insurance rates went down 9% this year. Mr. Hook said he felt that overall we would break even this year. **Commissioner McCoy made the motion to approve the FY2023 Budget Ordinance; which is here by incorporated and made a part of these minutes as Exhibit C, as presented. A vote was called and the motion carried unanimously.**

FY2022-2023 Rate and Fee Schedule: Mr. Hook presented the FY2023 Rate and Fee Schedule; he said there was a slight increase in meter charges. **Commissioner Hosmer made the motion to approve the FY2023 Rate and Fee Schedule as presented. A vote was called and the motion carried unanimously.**

Contract to Audit Accounts: Wade Greene: Mr. Hook stated this was going to be our third year on this contract; he said we will rebid this contract next year. Mr. Hook mentioned that there was talk that auditors will be harder to find. Mr. Hook said we should have our books finished by the end of August. **Commissioner Beer made the motion to approve the contract to audit, Wade Greene as presented. A vote was called and the motion carried unanimously.**

ATTORNEY'S REPORT:

Mr. Coble said he had nothing to report in open session.

INFORMAL DISCUSSION:

The board discussed the customer portal. Mr. Hook said customers are not aware of how much water actually runs through their meter. Mrs. Thurman explains she gets a lot of phone calls from customers who can't believe they are really using as much water as they are on their irrigation systems. It was said that with the portal the customer will be able to see how much water goes through their meter and at what time. Mr. Hook said that last time we brought this is up we were quoted around \$30,000. The board wanted to see a performance analysis after using this program for a set time, a year, two years, etc. Mr. Hook said he could have more information on this by the next meeting.

Commissioner Beer mentioned junk emails; mostly soliciting emails; he was inquiring on whether or not they could be deleted. Mr. Coble said he would look into it; he explained he felt soliciting and advertisement emails could be deleted.

EXECUTIVE SESSION:

Commissioner Hosmer made the motion for the board to enter executive session to discuss Consultation with Legal Counsel, pursuant to NCGS 143-318.11(a)(3); and Contract

Negotiations, pursuant to NCGS 143-318.11 (a)(5); a vote was called and the motion carried unanimously.

Commissioner Laub motioned for the board to return to open session; a vote was called and the motion carried unanimously.

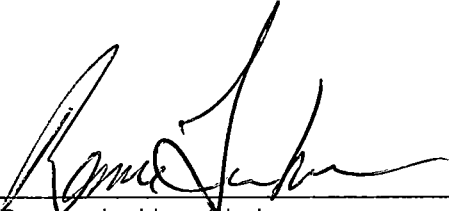
It was said there was nothing to report out of Executive Session.

ANNOUNCEMENT OF NEXT MEETING:

Chairman Jenkins announced the next Regular Board Meeting to be July 20, 2022 at 6 p.m.; he said the meeting will be located at Belville Town Hall.

ADJOURNMENT:

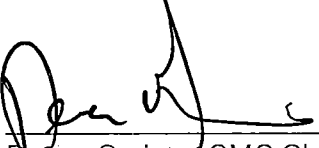
Commissioner Laub made the motion to adjourn the meeting at 7:42 p.m., the motion carried unanimously.



Ronnie Jenkins, Chairman



Rodney McCoy, Secretary



Deana Greiner, CMC Clerk to Board

7-20-2022

Date of Approval

**Utility Information
PIPELINE**

Business Review Report

**Brunswick Regional Water &
Sewer H2GO**



June 22, 2022



Brunswick Regional Water & Sewer H2GO June 22, 2022

Executive Summary

Major Organizational Initiatives

- Migrating to new utility billing software from Edmunds GovTech
- Expanding the current office building to alleviate crowded offices
- New reverse osmosis water treatment plant coming online this fall

Products and Services

- Water, wastewater, and irrigation services
- Maintenance of existing infrastructure
- Billing of services

Strengths

- Knowledgeable and dedicated staff
- Progressive management
- Effective use of technology

Weaknesses

- Phone credit card payments taken live
- Potential exposure to bad debt write-offs
- Customer usage data not available online

Recommendations

Payments

- Implement IVR system for phone credit card payments



Delinquent Processing

- Reduce Days of Exposure or increase deposit .

Service Applications

- Reinstate credit check using Online Utility Exchange
- Require Photo ID and lease agreement/closing documents
- Perform bad debt search

Meter Reading

- Seek assistance from Sensus in refining daily leak reports
- Confirm that new billing software will produce a re-read report

Billing

- Coordinate updates to existing utility bill with first billing on new software

Online Presence

- Implement customer portal to enable customers to see hourly usage data

Backflow

- Investigate if new software can automate backflow tracking

GIS

- Inquire if new billing software will integrate with GIS system



Analysis

Overview

Brunswick Regional Water & Sewer (H2GO) contracted with Utility Information Pipeline LLC to provide assistance in reviewing H2GO's current utility billing policies, practices, and procedures and make recommendations as to how they can be improved, to enhance customer service and achieve better efficiencies.

On June 14 and 15, 2022, Gary Sanders of Utility Information Pipeline LLC interviewed key administrative and management staff of Brunswick Regional Water & Sewer. The following areas were included in that analysis:

- Customer Service
- Cashiering
- Mail Payments
- Service Applications
- Service Orders
- Meter Reading
- Billing
- Delinquent Processing
- Reporting
- General Ledger Reconciliation
- Online Presence
- Backflow
- GIS

It was discovered during the general overview that the organization's main concerns are:

- Preparing for continued rapid growth
- Lack of office space in the current building footprint
- Providing the best possible customer service

Brunswick Regional Water & Sewer currently uses Harris Impresa utility billing software, but will be converting to Edmunds GovTech's MCSJ software. Over the years, H2GO has taken advantage of technology in many ways, including:



- Automated Metering Infrastructure (AMI) system to improve accuracy, collect hourly meter readings, and reduce time required for meter reading
- Geographic Information System (GIS) to digitize infrastructure maps
- Remit Plus remittance processing system and AR Box processing of online banking checks to speed processing of mail payments
- Online bill pay absorbing the credit card fees to encourage more online payments
- Ebilling to reduce postage and speed delivery of utility bills

Overall, H2GO is making very good use of technology and only a few areas were found that can be improved.

Recommendations

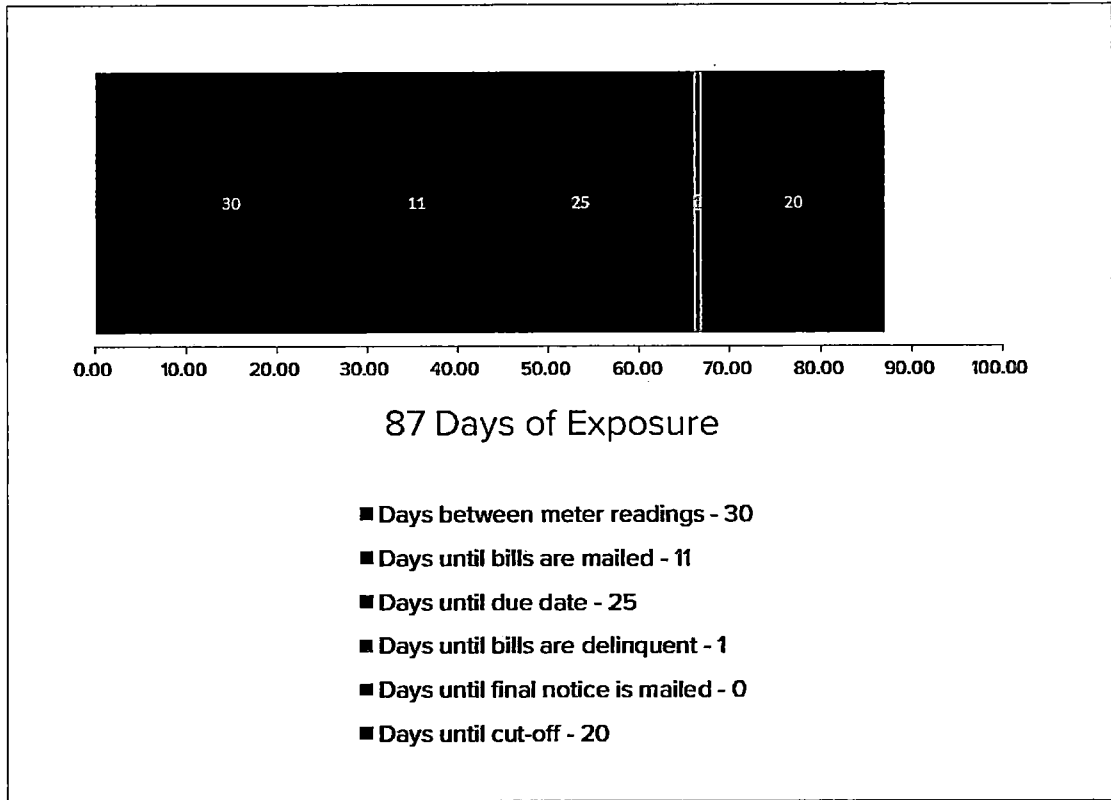
In reviewing your policies, talking with your staff, and analyzing the best practices across other utilities, the following recommendations are submitted:

Payments

As noted in the overview above, H2GO is already taking advantage of a number of labor-saving payment methods. One area where this is not the case is for phone credit card payments which are currently taken by customer service staff. I recommend implementing an Interactive Voice Response (IVR) system available with the new software to eliminate taking phone credit card payments live. This will result in less work for customer service staff, 24/7 availability for your customers to pay by phone, and eliminates any risk of mishandling customer credit card information.

Delinquent Processing

Shown below is a graphic representation of what I call Days of Exposure. Days of Exposure represents the total days of service a customer will owe for if the customer is disconnected for non-payment and leaves without paying.



Based on your current policies and business practices, H2GO’s Day of Exposure is 87, which is relatively high. 87 Days of Exposure represents 2.9 months. For a typical residential water and sewer customer using 3,000 gallons per month, this represents a monthly bill of \$54.15. When multiplied by 2.9 months, this results in a total bill of \$157.04. With your current deposit of \$100.00 for a customer with water and sewer, this will result in a potential bad debt write-off of \$57.04. I would recommend either finding ways to reduce your Days of Exposure or increasing your security deposit to eliminate potentials bad debt write-offs.

Service Applications

In the past, H2GO has offered customers applying for service the opportunity to pay a smaller deposit by using the Online Utility Exchange to perform a credit check. Based on the Days of Exposure analysis in the previous section, your current security deposit is insufficient to cover the final bill of an average customer if this customer were to be cut off for non-payment, leave, and not pay any



additional bills. I recommend reinstating the credit check using Online Utility Exchange, with the cost funded from the non-refundable Admin Fee. This will enable H2GO to legitimately require a higher deposit of customers with a poor credit history, as well as provide the additional confidence that the SSN provided by the customer is legitimate (i.e., not that of a deceased person or a minor child). An added benefit of using Online Utility Exchange is the threat of paying a higher security deposit will influence customers who might otherwise be unwilling to disclose their SSN to do so, providing H2GO with essential information required to file a Set-off Debt claim with the State of North Carolina.

During staff interviews, it was determined that a photo ID must be shown for in-person applications, but is not required for online applications. I recommend requiring the upload of both a photo ID and either the lease agreement or closing documents for the address for which the applicant is applying for service for online applications. The lease agreement or closing documents should also be required for in-person applications. By requiring a photo ID, lease agreement or closing documents, and the application for service to all be in the same name, H2GO would be in compliance with Red Flag Rules to guard against identity theft.

I also recommend performing a bad debt search for each new applicant for service, by searching for previous accounts with the same name, SSN, driver's license number, or date of birth. It is a common practice for former customers to apply for service using a different name to avoid detection of any unpaid or written-off accounts. By searching for the additional information beyond just the name, you may be able to detect some of these accounts and collect on outstanding bad debt.

Meter Reading

One of the reasons for implementing an AMI system with hourly meter readings is the ability to monitor usage patterns for potential leaks. One of the concerns voiced by your staff is the inaccuracies in the daily leak reports from the Sensus Analytics system. I recommend seeking assistance from Sensus in configuring these reports to exclude irrigation meters from the high flow report and refining the continuous flow report to eliminate false positives.



I also observed that rereads were transposed from one report to another formatted for the field service technicians to enter the reread. I recommend confirming with the new software vendor that a reread report can be exported to Excel which will allow for easy reformatting for use in the field without the need to reenter the information for each account.

Billing

I recommend that any changes to the existing utility bill be coordinated with the outsource bill printing vendor to take effect with first billing on the new billing software. The new billing software will require changing account numbers, so implementing all the changes at one time will cause less confusion, and resulting questions, from your customers.

Online Presence

As discussed above, one of the advantages of an AMI meter reading system is collecting hourly usage data. However, this data is not currently available to your customers to monitor their usage patterns. I recommend implementing a customer portal with a mobile app to enable your customers to view and monitor their usage data. Making this data available to your customers should reduce the number of calls from customers questioning their bills.

Backflow

Currently, backflow device testing is tracked manually. I recommend asking Edmunds if the new software will have the capability of automating the tracking of backflow tests. If it does, I recommend implementing that in the new software.

GIS

Similarly, I recommend inquiring if the new billing software will integrate with your GIS system. GIS integration with the billing system will allow customer service representatives to view the GIS map from within the billing software and also allow the GIS system to link to live data from the billing system.



Action Plan

Utility Information Pipeline LLC recommends Brunswick Regional Water & Sewer H2GO address the recommendations in this analysis in two phases. I recommend implementing the action items in Phase 1 as soon as possible and those in Phase 2 with the implementation of the new billing software:

Phase 1

- Reduce Days of Exposure or increase deposit
- Reinstate credit check using Online Utility Exchange
- Require Photo ID and lease agreement/closing documents
- Perform bad debt search
- Seek assistance from Sensus in refining daily leak reports

Phase 2

- Implement IVR system for phone credit card payments
- Confirm that new billing software will produce a re-read report
- Coordinate updates to existing utility bill with first billing on new software
- Implement customer portal to enable customers to see hourly usage data
- Investigate if new software can automate backflow tracking
- Inquire if new billing software will integrate with GIS system

Brunswick Regional



Water and Sewer

FISCAL YEAR 2021-2022

FUND 50

WATER / SEWER OPERATING FUND

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Board of Commissioners of Brunswick Regional Water and Sewer, Leland North Carolina that Brunswick Regional Water and Sewer Budget for fiscal year 21-22 beginning July 1st,2021 and ending June 30th,2022 be amended as follows.

That the following items are hereby AMENDED in the Water / Sewer Operating Fund:

Revenue:

Revenue Source	Current	Amendment	Adjusted
Total Revenue	34,365,204	3,001,474	37,366,678

Departmental Expenditures:

ACCOUNT	DEPARTMENT	Current	Amendment	Adjusted
7110	ADMINISTRATION	21,887,414	2,660,691	24,548,105
7115	WORK ORDER	1,242,901	(17,400)	1,225,501
7120	LOCATORS	354,647	14,900	369,547
7130	WATER DISTRIBUTION	5,030,635	514,139	5,544,774
7131	RO WATER TREATMENT	396,128	(100,257)	295,871
7140	WASTEWATER COLLECTION	4,339,993	(18,800)	4,321,193
7141	WASTEWATER TREATMENT	1,113,486	(51,799)	1,061,687
TOTAL		\$34,365,204	\$3,001,474	\$37,366,678

Adopted this the 22nd day of June 2022,

Ronnie Jenkins, Chairman of the Board

Deana Greiner, CMC, Clerk to the Board

Scott A. Hook, Finance Officer

EXHIBIT B 6-22-22 MINUTES

Source Code	Revenues	2022		
		Current	Amendment	Adjusted
30101	Water Availability	2,714,840		2,714,840
30102	Water Use Charge	2,931,000		2,931,000
30108	Sewer Availability	3,491,132		3,491,132
30109	Sewer Use Charges	4,539,904		4,539,904
30110	Admin Fees	75,000		75,000
30112	Tank Fee	4,500		4,500
30113	Irrigation Availability	980,467		980,467
30114	Irrigation Usage	1,636,600		1,636,600
30212	Meter Purchases	669,740		669,740
30300	Interest Earned	25,000		25,000
30401	Sales Tax Refund	201,000		201,000
30501	Return Check Fees	2,000		2,000
30502	Reconnection Fees	4,000		4,000
30503	Late Penalties	0		0
30504	Service Charges	7,500		7,500
30505	Cross Connection Fines	4,000		4,000
30601	Miscellaneous Income	120,000		120,000
30604	Billing Contracts	0		0
30640	Grinder Pump Fee	895,000	180,000	1,075,000
30613	Transfer in from FUND 60	1,363,556		1,363,556
30613	Transfer in From FUND 20	1,781,148		1,781,148
48200	Bad Debt	(10,000)		(10,000)
30620	Water Impact Fees	129,000	33,360	162,360
30660	Water Capital Recovery Fee	102,000	19,380	121,380
30665	Water System Development	4,893,980	661,817	5,555,797
30666	Irrigation System Development	680,000	489,800	1,169,800
30670	Sewer System Development	6,523,837	1,457,117	7,980,954
30618	Compass Pointe Sewer Impact	450,000	120,000	570,000
30619	Compass Pointe Sewer Recov	150,000	40,000	190,000
	Fund Balance	0		0
	Total Revenue	34,365,204	3,001,474	37,366,678

DEPARTMENTAL EXPENDITURES				
Source	ADMINISTRATION - 7110		2021-2022	
Code		Current	Amendment	Adjusted
40101	Office Supplies	30,000	(8,000)	22,000
40103	Postage	80,000		80,000
40106	Advertising	35,000	8,000	43,000
40107	Office Equipment	30,000	4,000	34,000
40201	Salaries	1,097,709	(42,709)	1,055,000
40202	Salaries - overtime	10,000	(2,000)	8,000
40203	Board Per Diem	40,900		40,900
40204	FICA Expenses	91,824	(6,824)	85,000
40205	401 K Employer Contribution	57,470	(9,000)	48,470
40206	Emp. Health Insurance	151,600	(17,000)	134,600
40207	Employee Retirement	131,593	(6,000)	125,593
40208	Unemployment Insurance	3,500		3,500
40210	Workers Compensation	3,200		3,200
40301	Insurance Premium	105,000		105,000
40302	Bank Service Charges	240,000		240,000
40303	Dues/Permits	4,000		4,000
40304	Election Expense	19,000	1,000	20,000
40305	Administrative Misc.	50,000	(9,000)	41,000
40401	State Sales Tax 4.5%	120,000	(40,000)	80,000
40402	Brunswick 2.5% Tax	75,000	(40,000)	35,000
40403	New Hanover 2.5% Tax	5,000	(3,500)	1,500
40406	Other Counties Taxes	1,000		1,000
40501	Legal Fees	230,000		230,000
40503	Engineering	300,000		300,000
40504	Accounting	20,000		20,000
40509	Outsource Billing Service Fee	95,000	6,000	101,000
40701	Electricity	16,000	(3,000)	13,000
40702	Telephone	22,000		22,000
40801	Debt Service - Principle	2,739,081		2,739,081
40802	Debt Service - Interest	2,717,520		2,717,520
40902	Vehicle Fuel	9,500	1,500	11,000
40904	Vehicle Maint/Repairs	15,000		15,000
41001	Software & Support	235,000	30,000	265,000
41002	Computer Equipment	30,000	(5,000)	25,000
41003	Hardware Maintenance	12,000	(4,000)	8,000
41101	Equipment Rental	1,000	-	1,000
41102	Small Tools & Equipment	1,000	500	1,500
41103	Uniform Rentals	10,200	2,500	12,700
41108	Permits & Lincense	1,000		1,000
41109	Miscellaneous Supplies	10,000	(2,000)	8,000
41112	Fines & Penalties	2,000		2,000
41120	Contracted Services	15,000	(5,000)	10,000
41202	Building Maintenance	52,500	(10,000)	42,500
41301	Travel and Training	13,000	2,000	15,000
41403	Capital Outlay	30,000	(3,250)	26,750
41601	Contingency	-		-
48110	Transfer to Capital Reserve	12,928,817	2,821,474	15,750,291
	TOTALS:	21,887,414	2,660,691	24,548,105

DEPARTMENTAL EXPENDITURES

Source Code	WORK ORDER-7115	FY 2022 Current	2021-2022	Adjusted
			Amendment	
40201	Salaries	152,454	0	152,454
40202	Salaries - overtime	6,500	1,500	8,000
40204	FICA Expenses	11,777	500	12,277
40205	401 K Employer Contribution	7,623	-2,000	5,623
40206	Emp. Health Insurance	50,400	-14,000	36,400
40207	Employee Retirement	17,474	1,000	18,474
40208	Unemployment Insurance	874	0	874
40210	Workers Compensation	3,100	-400	2,700
40702	Telephone	4,500	1,500	6,000
40902	Vehicle Fuel	12,000	2,500	14,500
40904	Vehicle Repairs	12,500	-1,000	11,500
41002	Computer Equipment	2,500	0	2,500
41102	Small Tools & Equipment	5,000	-2,500	2,500
41103	Uniform Rental	5,200	1,000	6,200
41108	Permits & License	500		500
41109	Miscellaneous Supplies	12,500	(4,000)	8,500
41127	MXU	210,000		210,000
41128	Meters	725,000		725,000
41301	Travel & Training	3,000	-1,500	1,500
	TOTALS:	1,242,901	(17,400)	1,225,501

DEPARTMENTAL EXPENDITURES

Source Code	LOCATORS-7120	FY 2022	2021-2022	FY 2022
		Current	Amendment	Adjusted
40201	Salaries	191,087	25,000	216,087
40202	Salaries - overtime	6,500	-3,000	3,500
40204	FICA Expenses	14,733	0	14,733
40205	401 K Employer Contribution	9,554	0	9,554
40206	Emp. Health Insurance	50,400	-10,000	40,400
40207	Employee Retirement	21,859	500	22,359
40208	Unemployment Insurance	874	0	874
40210	Workers Compensation	3,840	0	3,840
40303	Dues & Subscriptions	0	100	100
40702	Telephone	4,500		4,500
40902	Vehicle Fuel	9,000	4,500	13,500
40904	Vehicle Repairs	6,000	1,000	7,000
41102	Small Tools & Equipment	2,500	-1,000	1,500
41103	Uniform Rental	6,500	500	7,000
41108	Permits & License	500	0	500
41109	Miscellaneous Supplies	18,500	-1,000	17,500
41120	Contract Services	6,600	(1,000)	5,600
41301	Travel & Training	1,700	-700	1,000
	TOTALS:	354,647	14,900	369,547

DEPARTMENTAL EXPENDITURES				
Source	WATER DISTRIBUTION-7130		2021-2022	
Code		Current	Amendment	Adjusted
40201	Salaries	463,072	37,000	500,072
40202	Salaries - overtime	17,500	-	17,500
40204	FICA Expenses	36,764	6,000	42,764
40205	401 K Employer Contribution	23,154	500	23,654
40206	Emp. Health Insurance	100,800	(25,800)	75,000
40207	Employee Retirement	54,545	5,000	59,545
40208	Unemployment Insurance	1,600		1,600
40210	Workers Compensation	7,600	500	8,100
40303	Dues and Subscriptions	1,000	-	1,000
40601	Potable Water	3,837,500	504,439	4,341,939
40701	Electricity	47,500	2,000	49,500
40702	Telephone	4,500	1,000	5,500
40902	Vehicle Fuel	25,000	4,000	29,000
40904	Vehicle Repairs	12,000	1,000	13,000
41102	Small Tools & Equipment	11,500	(8,500)	3,000
41103	Uniform Rental	9,100	1,500	10,600
41107	Lab Fees and Testing	41,000	(6,000)	35,000
41108	Permits & License	7,500	(3,500)	4,000
41109	Miscellaneous Supplies	12,500	(1,000)	11,500
41120	Contract Services	14,000	(3,000)	11,000
41123	Line Maintenance	120,000	5,000	125,000
41301	Travel & Training	7,500	(6,000)	1,500
41403	Capital Outlay	175,000	-	175,000
	TOTALS:	5,030,635	514,139	5,544,774

DEPARTMENTAL EXPENDITURES

Source Code	RO WTP - 7131	FY 2022 Budget	2021-2022 Amendment	Adjusted
40201	Salaries	187,250	(2,500)	184,750
40202	Salaries - overtime	10,500	1,000	11,500
40204	FICA Expenses	14,554	500	15,054
40205	401 K Employer Contribution	9,363	(3,500)	5,863
40206	Emp. Health Insurance	44,100	(20,000)	24,100
40207	Employee Retirement	21,593	(1,500)	20,093
40208	Unemployment Insurance	800	0	800
40210	Workers Compensation	3,805	0	3,805
40701	Electricity	23,331	(20,000)	3,331
40702	Telephone	4,160	(2,500)	1,660
40902	Vehicle Fuel	5,000	(1,000)	4,000
40904	Vehicle Repairs	2,500	(500)	2,000
41102	Small Tools & Equipment	1,000	(500)	500
41103	Uniform Rental	4,550	(500)	4,050
41105	Maintenance & Repair Supplies	3,000		3,000
41107	Lab Fees, Permits, Testing	5,000	(5,000)	-
41108	Permits & License	1,600	2,500	4,100
41109	Miscellaneous Supplies	1,315	(1,000)	315
41120	Contract Services	1,005	(1,005)	-
41123	Line Maintenance	1,000	(750)	250
41124	Treatment Materials	5,000	(2,500)	2,500
41202	Building Maintenance	500	0	500
41302	Travel & Training	3,700	0	3,700
41311	SCADA System	5,631	(5,631)	-
41403	Capital Outlay	35,871	(35,871)	-
	TOTALS:	396,128	-100,257	295,871

DEPARTMENTAL EXPENDITURES				
Source	COLLECTIONS - 7140		2021-2022	
Code		Current	Amendment	Adjusted
40201	Salaries	652,643	2,500	655,143
40202	Salaries - overtime	35,000	6,000	41,000
40204	FICA Expenses	52,222	(1,000)	51,222
40205	401 K Employer Contribution	32,632	(3,000)	29,632
40206	Emp. Health Insurance	151,200	(33,000)	118,200
40207	Employee Retirement	77,480	3,000	80,480
40208	Unemployment Insurance	2,650	(500)	2,150
40210	Workers Compensation	13,653	1,000	14,653
40303	Dues & Subscriptions	1,500	-	1,500
40611	Waste Water Treatment	1,601,600	(50,000)	1,551,600
40701	Electricity	210,000	20,000	230,000
40702	Telephone	6,500	2,000	8,500
40902	Vehicle Fuel	52,813	6,000	58,813
40904	Vehicle Repairs	71,000	(11,000)	60,000
41102	Small Tools & Equipment	9,000	(2,500)	6,500
41103	Uniform Rental	20,600	500	21,100
41107	Lab Fees & Testing	0	500	500
41108	Permits & Licenses	1,500	(800)	700
41109	Miscellaneous Supplies	6,000	(10,000)	(4,000)
41120	Contract Services	12,000	(8,000)	4,000
41123	Line Maintenance	400,000	(50,000)	350,000
41125	Grinder Pump Repairs	831,000	134,000	965,000
41202	Building Maintenance	0	500	500
41203	Cooking Oil Recycling	5,000	(4,000)	1,000
41301	Travel and Training	9,000	(6,000)	3,000
41311	SCADA System	55,000	(15,000)	40,000
41403	Capital Outlay	30,000	-	30,000
	TOTALS:	4,339,993	(18,800)	4,321,193

DEPARTMENTAL EXPENDITURES				
Source	Treatment - 7141		2021-2022	
Code		Current	Amendment	Adjusted
40201	Salaries	187,250	(38,000)	149,250
40202	Salaries - overtime	15,000	-	15,000
40204	FICA Expenses	15,090	(2,000)	13,090
40205	401 K Employer Contribution	9,363	(1,500)	7,863
40206	Emp. Health Insurance	44,100	(18,000)	26,100
40207	Employee Retirement	22,388	-	22,388
40208	Unemployment Insurance	800	-	800
40210	Workers Compensation	3,945	-	3,945
40701	Electricity	85,500	60,000	145,500
40702	Telephone	3,000	(500)	2,500
40902	Vehicle Fuel	15,500	(5,000)	10,500
40904	Vehicle Repairs	2,500	(500)	2,000
41102	Small Tools & Equipment	2,500	(500)	2,000
41103	Uniform Rental	4,550	(500)	4,050
41105	Maintance & Repair Supplies	2,000	(500)	1,500
41107	Lab Fees,Permits,Testing	17,500	(2,500)	15,000
41108	Permits & License	1,500	1,500	3,000
41109	Miscellaneous Supplies	5,000	1,000	6,000
41120	Contract Services	430,000	(5,000)	425,000
41123	Line Maintenance	80,000	(5,000)	75,000
41124	Treatment Materials (Lime)	44,000	(9,000)	35,000
41202	Building Maintenance	9,000	1,000	10,000
41302	Travel & Training	8,000	(2,000)	6,000
41305	Safety	25,000	3,000	28,000
41403	Capital Outlay	80,000	(27,799)	52,201
	TOTALS:	1,113,486	(51,799)	1,061,687

Brunswick Regional**Water and Sewer****An Ordinance Appropriating Funds for the Fiscal Year 2022-2023**

BE IT ORDAINED BY the Board of Commissioners of Brunswick Regional Water and Sewer H2GO that the following amounts are hereby appropriated in the stated Funds for the operation of H2GO and its activities for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023 in accordance with the chart of accounts established for the District:

SECTION ONE: REVENUES**Fund 50**

Account	Source	Amount
30101	Water Availability	\$ 2,783,124
30102	Water Use Charge	3,000,000
30108	Sewer Availability	3,555,300
30109	Sewer Use Charge	4,700,000
30110	Admin Fees	75,000
30112	Tank Fee	5,100
30113	Irrigation Availability	980,467
30114	Irrigation Usage	1,600,000
30212	Meter Purchases	629,250
30300	Interest Earned	550,000
30501	Return Check Fees	2,500
30504	Service Charges	5,000
30505	Cross Connection Fines	2,000
30601	Miscellaneous Income	100,000
30604	Billing Contracts	16,500
30640	Grinder Pump Fees	1,150,000
30613	Transfer in From Fund 60	1,000,000
30613	Transfer in From Fund 20	4,480,070
48200	Bad Debt	(15,000)
Total Operating Revenue		\$24,619,311
30620	Water Impact Fees	150,500
30660	Water Capital Recovery Fee	105,000
30665	Water System Development Fee	3,200,000
30666	Irrigation System Development Fee	928,000
30670	Sewer System Development Fee	5,200,000
30618	Compass Pointe Sewer Impact	525,000
30619	Compass Pointe Sewer Recovery	<u>175,000</u>
Total Capital Reserve Revenue		\$10,283,500
Total Revenue		\$34,902,811

Brunswick Regional



Water and Sewer

SECTION TWO: EXPENDITURES:

Fund 50 Account	Department	Amount
7110	Administration	\$ 22,114,289
7115	Work Order	735,803
7120	Asset Protection	472,687
7130	Water Distribution	4,277,962
7131	RO WTP	1,481,249
7140	Wastewater Collections	5,217,979
7141	Wastewater Treatment	<u>602,842</u>
Total Expenditures		\$ 34,902,811

SECTION 3:

Copies of Budget Ordinance shall be furnished to the Clerk of the Board of Commissioners of Brunswick Regional Water and Sewer H2GO and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

SECTION 4:

The Finance Officer is hereby authorized to transfer appropriations between departmental line items in amounts up to \$10,000.00 without Governing Board approval. He/she must make an official report on such transfers at the next regular meeting of the Governing Board. All transfers between funds must be made by means of a Budget Amendment approved by the Governing Board.

Approved this 22nd day of June 2022.

Ronnie Jenkins, Chairman

Rodney McCoy, Secretary

ATTEST:

Deana Greiner, CMC, Clerk to the Board

EXHIBIT C 6-22-22 MINUTES

Source Code	Revenues	FY 2023 Budget
30101	Water Base Fee	2,783,124
30102	Water Use Charge	3,000,000
30108	Sewer Base Fee	3,555,300
30109	Sewer Use Charges	4,700,000
30110	Admin Fees	75,000
30112	Tank Fee	5,100
30113	Irrigation Availability	980,467
30114	Irrigation Usage	1,600,000
30212	Meter Purchases	629,250
30300	Interest Earned	550,000
30501	Return Check Fees	2,500
30504	Service Charges	5,000
30505	Cross Connection Fines	2,000
30601	Miscellaneous Income	100,000
30604	Contract Billings	16,500
30640	Grinder Pump Fee	1,150,000
30613	Transfer in from FUND 60	1,000,000
	Transfer from FUND 20 - Water	4,480,070
48200	Bad Debt	(15,000)
	Sub Total - Operating Revenue	24,619,311
30620	Water Impact Fees	150,500
30660	Water Capital Recovery Fee	105,000
30665	Water System Development Fee	3,200,000
30666	Irrigation System Development	928,000
30670	Sewer System Development Fee	5,200,000
30618	Compass Pointe Sewer Impact	525,000
30619	Compass Pointe Sewer Recovery	175,000
	Sub Total - Capital Revenue	10,283,500
	Fund Balance	
	Total Revenue	34,902,811

DEPARTMENTAL EXPENDITURES		
Source	ADMINISTRATION - 7110	FY 2023
Code		Budget
40101	Office Supplies	24,150
40103	Postage	75,000
40106	Advertising	20,000
40107	Office Equipment	38,080
40201	Salaries	1,447,836
40202	Salaries - overtime	7,553
40203	Board Per Diem	40,900
40204	FICA Expenses	112,171
40205	401 K Employer Contribution	70,012
40206	Emp. Health Insurance	208,005
40207	Employee Retirement	172,472
40208	Unemployment Insurance	2,369
40210	Workers Compensation	3,041
40301	Insurance Premium	115,000
40302	Bank Service Charges	225,000
40303	Dues/Subscriptions	4,333
40305	Administrative Misc.	53,489
40501	Legal Fees	150,000
40503	Engineering	308,190
40504	Accounting	20,000
40509	Outsource Billing Service Fee	101,745
40701	Electricity	14,784
40702	Telephone	20,000
40801	Debt Service - Principle	3,825,876
40802	Debt Service - Interest	2,603,259
40902	Vehicle Fuel	13,100
40904	Vehicle Maint/Repairs	15,833
41001	Software & Support	170,000
41002	Computer Equipment	25,866
41003	Hardware Maintenance	7,728
41102	Small Tools & Equipment	100
41103	Uniform Rentals	6,360
41108	Permits & License	1,100
41109	Miscellaneous Supplies	6,516
41112	Fines & Penalties	5,000
41120	Contracted Services	5,000
41202	Building Maintenance	52,340
41301	Travel and Training	30,000
41305	Safety	30,000
41403	Capital Outlay	1,500,000
41601	Contingency	298,586
48110	Transfer to Capital Reserves	10,283,500
	TOTALS:	22,114,294

DEPARTMENTAL EXPENDITURES

Source	WORK ORDER-7115	FY 2023
Code		Budget
40201	Salaries	189,526
40202	Salaries - overtime	9,032
40204	FICA Expenses	15,190
40205	401 K Employer Contribution	9,407
40206	Emp. Health Insurance	50,590
40207	Employee Retirement	24,026
40208	Unemployment Insurance	526
40210	Workers Compensation	2,457
40702	Telephone	4,813
40902	Vehicle Fuel	23,000
40904	Vehicle Repairs	13,000
41002	Computer Equipment	7,500
41102	Small Tools & Equipment	6,000
41103	Uniform Rental	6,360
41108	Permits & License	250
41109	Miscellaneous Supplies	10,126
41127	MXU	256,000
41128	Meters	100,000
41301	Travel & Training	8,000
	TOTALS:	735,803

DEPARTMENTAL EXPENDITURES

Source	LOCATORS-7120	FY 2023
Code		Budget
40201	Salaries	225,948
40202	Salaries - overtime	4,977
40204	FICA Expenses	17,666
40205	401 K Employer Contribution	11,202
40206	Emp. Health Insurance	43,742
40207	Employee Retirement	27,942
40208	Unemployment Insurance	526
40210	Workers Compensation	3,043
40702	Telephone	4,675
40902	Vehicle Fuel	23,000
40904	Vehicle Repairs	5,324
41001	Software & Support	27,000
41102	Small Tools & Equipment	1,325
41103	Uniform Rental	6,360
41108	Permits & License	250
41109	Miscellaneous Supplies	20,029
41120	Contract Services	6,678
41301	Travel & Training	8,000
41403	Capital Outlay	35,000
	TOTALS:	472,687

DEPARTMENTAL EXPENDITURES		
Source	WATER DISTRIBUTION-7130	FY 2023
Code		Budget
40201	Salaries	521,273
40202	Salaries - overtime	21,664
40204	FICA Expenses	41,535
40205	401 K Employer Contribution	25,739
40206	Emp. Health Insurance	83,480
40207	Employee Retirement	65,695
40208	Unemployment Insurance	1,053
40210	Workers Compensation	7,346
40601	Potable Water	2,973,310
40701	Electricity	42,566
40702	Telephone	5,079
40902	Vehicle Fuel	45,000
40904	Vehicle Repairs	11,663
41102	Small Tools & Equipment	12,099
41103	Uniform Rental	12,720
41107	Lab Fees and Testing	60,000
41108	Permits & License	5,100
41109	Miscellaneous Supplies	16,047
41120	Contract Services	6,066
41123	Line Maintenance	122,527
41301	Travel & Training	18,000
41403	Capital Outlay	180,000
	TOTALS:	4,277,962

DEPARTMENTAL EXPENDITURES

Source	RO WTP - 7131	FY 2023
Code		Budget
40101	Office Supplies	1,000
40107	Office Equipment	600
40201	Salaries	300,453
40202	Salaries - overtime	15,612
40204	FICA Expenses	24,179
40205	401 K Employer Contribution	15,023
40206	Emp. Health Insurance	58,131
40207	Employee Retirement	38,244
40208	Unemployment Insurance	658
40210	Workers Compensation	3,016
40303	Dues and Subscriptions	4,621
40701	Electricity	403,167
40702	Telephone	6,581
40703	Other Utilities (Water & Sewer)	1,800
40902	Vehicle Fuel	35,000
40904	Vehicle Repairs	4,343
41102	Small Tools & Equipment	1,000
41103	Uniform Rental	7,950
41104	RO Maintenance Supplieess -676 C	7,001
41105	Anode Plate replacement -NaClO	7,500
41106	Membrane Replacement Reserve	30,240
41107	Lab Fees, Permits, Testing	35,006
41108	Permits & License	1,960
41109	Miscellaneous Supplies	3,501
41120	Contract Services	5,601
41123	Line Maintenance	35,006
41124	Treatment Materials	217,055
41202	Building Maintenance	0
41301	Travel & Training	10,000
41311	SCADA System maintenance	7,001
41403	Capital Outlay	200,000
	TOTALS:	1,481,249

DEPARTMENTAL EXPENDITURES		
Source	SEWER COLLECTIONS - 7140	FY 2023
Code		Budget
40201	Salaries	785,814
40202	Salaries - overtime	48,637
40204	FICA Expenses	63,836
40205	401 K Employer Contribution	39,066
40206	Emp. Health Insurance	132,835
40207	Employee Retirement	100,969
40208	Unemployment Insurance	1,579
40210	Workers Compensation	13,189
40303	Dues & Subscriptions	1,503
40611	Waste Water Treatment	1,606,000
40701	Electricity	287,480
40702	Telephone	6,860
40902	Vehicle Fuel	70,000
40904	Vehicle Repairs	76,708
41102	Small Tools & Equipment	10,033
41103	Uniform Rental	19,080
41107	Lab Fees & Testing	335
41108	Permits & License	1,000
41109	Miscellaneous Supplies	5,411
41120	Contract Services	54,644
41123	Line Maintenance	400,000
41125	Grinder Pump Repairs	1,050,000
41203	Cooking Oil Recycling	5,000
41301	Travel and Training	18,000
41311	SCADA System	55,000
41403	Capital Outlay	365,000
	TOTALS:	5,217,979

DEPARTMENTAL EXPENDITURES

Source	WWTP - 7141	FY 2023
Code		Budget
40201	Salaries	179,338
40202	Salaries - overtime	19,592
40204	FICA Expenses	15,218
40205	401 K Employer Contribution	8,800
40206	Emp. Health Insurance	22,588
40207	Employee Retirement	24,071
40208	Unemployment Insurance	263
40210	Workers Compensation	3,206
40701	Electricity	75,000
40702	Telephone	2,124
40902	Vehicle Fuel	20,000
40904	Vehicle Repairs	2,082
41102	Small Tools & Equipment	1,000
41103	Uniform Rental	3,180
41105	Maintenance & Repair Supplies	1,585
41107	Lab Fees, Permits, Testing	14,180
41108	Permits & License	1,856
41109	Miscellaneous Supplies	6,743
41120	Contract Services	56,000
41123	Line Maintenance	96,640
41124	Treatment Materials	29,100
41202	Building Maintenance	12,276
41301	Travel & Training	8,000
41403	Capital Outlay	0
	TOTALS:	602,842