

State Filing Year

2017

ADOPTED COPY

Note: This Budget document is for Fiscal Years Beginning Jan. 1, 2017 to Dec. 31, 2017

Start Year

End Year

Fiscal Year

2017

2017

Authority Budget of:

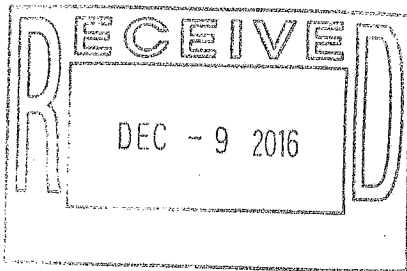
Bayshore Regional Sewerage Authority

For the Period:

January 1, 2017

to

December 31, 2017



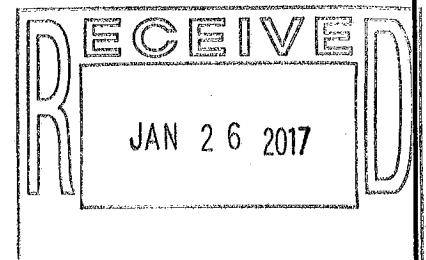
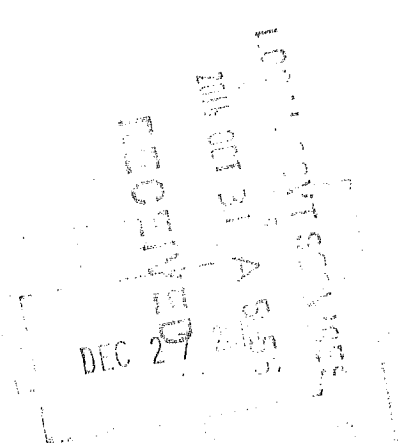
www.bayshorersa.com

Authority Web Address

Department Of



**Community
Affairs**



Division of Local Government Services

2017 AUTHORITY BUDGET

Certification Section

2017

Bayshore Regional Sewerage Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM January 1, 2017 TO December 31, 2017

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: Paul D. Cwert CPA, RMA Date: 12/5/2016

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: Paul D. Cwert CPA, RMA Date: 1/20/2017

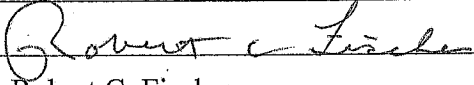
2017 PREPARER'S CERTIFICATION Bayshore Regional Sewerage Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM January 1, 2017 TO December 31, 2017

It is hereby certified that the Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Robert C. Fischer		
Title:	Executive Director		
Address:	100 Oak Street Union Beach, NJ 07735		
Phone Number:	732-739-1095	Fax Number:	732-739-2459
E-mail address	Bfisch59@bayshorersa.com		


2017 APPROVAL CERTIFICATION
Bayshore Regional Sewerage Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM January 1, 2017 TO December 31, 2017

It is hereby certified that the Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Bayshore Regional Sewerage Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 17th day of October, 2016.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Adam Khachaturian		
Title:	Secretary		
Address:	100 Oak Street Union Beach, NJ 07735		
Phone Number:	732-739-1095	Fax Number:	732-739-2459
E-mail address	Bfish59@bayshorersa.com		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.bayshorersa.com
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All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- X A description of the Authority's mission and responsibilities
 - X Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
 - X The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
 - X Commencing with 2012, the annual audits of the most recent fiscal year and immediately two prior years
 - X The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
 - X Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
 - X Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years
 - X The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
-
- X A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

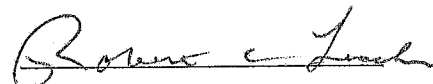
Name of Officer Certifying compliance

Robert C. Fischer

Title of Officer Certifying compliance

Executive Director

Signature



RESOLUTION
No. (104/16)

2017 AUTHORITY BUDGET RESOLUTION
Bayshore Regional Sewerage Authority

FISCAL YEAR: FROM: January 1, 2017 TO: December 31, 2017

WHEREAS, the Annual Budget and Capital Budget for the Bayshore Regional Sewerage Authority for the fiscal year beginning, January 1, 2017 and ending, December 31, 2017 has been presented before the governing body of the Bayshore Regional Sewerage Authority at its open public meeting of October 17, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$9,764,436 Total Appropriations, including any Accumulated Deficit if any, of \$7,334,436 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$14,330,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$2,430,000 and

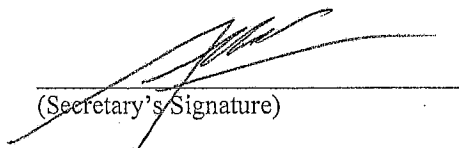
WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financial agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Bayshore Regional Sewerage Authority, at an open public meeting held on October 17, 2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Bayshore Regional Sewerage Authority for the fiscal year beginning, January 1, 2017 and ending, December 31, 2017 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Bayshore Regional Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 19, 2016.



(Secretary's Signature)

10/17/16

(Date)

<u>Governing Body Members:</u>	<u>Aye</u>	<u>Recorded Vote</u>		
		<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner Khachaturian	X			
Commissioner McMullen	X			
Commissioner Steiner	X			
Commissioner Sutton	X			
Commissioner Whalen	X			
Chairman Pisano	X			

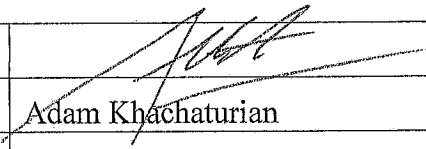
2017 ADOPTION CERTIFICATION

Bayshore Regional Sewerage Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM January 1, 2017 TO December 31, 2017

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Bayshore Regional Sewerage Authority, pursuant to N.J.A.C. 5:31-2.3, on the 19th day of, December, 2016.

Officer's Signature:			
Name:	Adam Khachaturian		
Title:	Secretary		
Address:	100 Oak Street Union Beach, NJ 07735		
Phone Number:	732-739-1095	Fax Number:	723-739-1025
E-mail address	Bfish59@bayshorersa.com		

RESOLUTION

No. (129/16)

**Adopt 2017 Budget Resolution
BAYSHORE REGIONAL SEWERAGE AUTHORITY**

WHEREAS, the Annual Budget and Capital Budget/Program for the Bayshore Regional Sewerage Authority for the fiscal year beginning January 1, 2017 and ending, December 31, 2017 has been presented for adoption before the governing body of the Bayshore Regional Sewerage Authority at its Open Public Meeting on December 19, 2016; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

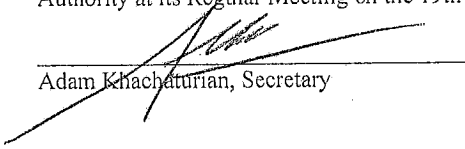
WHEREAS, the Annual budget as presented for adoption reflects Total Revenues of \$9,764,436 Total Appropriations, including any Accumulated Deficit, if any, of \$7,334,436 and Total Unrestricted Net Assets utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$14,330,000 and Total Unrestricted Net position planned to be utilized of \$2,430,000.

THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority, at an Open Public Meeting held on December 19th, that the Annual Budget and Capital Budget/Program of the Bayshore Regional Sewerage Authority for the fiscal year beginning, January 1, 2017 and, ending, December 31, 2017 is hereby adopted and shall constitute appropriations for the purposes stated.

BE IT FURTHER RESOLVED, that the Annual budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

I hereby certify that the foregoing Resolution is a true copy of a Resolution duly adopted by the Bayshore Regional Sewerage Authority at its Regular Meeting on the 19th day of December, 2016.


Adam Khachatourian, Secretary

Recorded Vote

<u>Governing Body Members</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Commissioner Adam Khachatourian				X
Commissioner Marcy McMullen				X
Commissioner Charles Steiner	X			
Commissioner Bart Sutton	X			
Commissioner Scott Whalen	X			
Chairman Louis Pisano	X			

2017 AUTHORITY BUDGET

Narrative and Information Section

2017 Authority Budget Message and Analysis

Bayshore Regional Sewerage Authority

Authority Budget

Fiscal Year from: January 1, 2017 to December 31, 2017

1. *Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated charges have increased 15% due to an increase in rates, provide a copy of the resolution authorizing the rate increase.*

The 2017 Authority Budget, similar to the 2016 budget, represents a slight decrease in amount of funding required to be raised by the customers of the Authority. For the calendar year 2017 *Total Operating Revenues* have been reduced by 0.7% as compared to 2016. *Operating Revenues* in the form of connection fees remain the same as 2016, operating revenues in the form of interest on investment remain the same as 2016 but the amount to be raised by customers decreases by 0.7%. On the appropriations side of the budget, the *administration fringe benefit costs* are expected to decrease by 18.8% due to a change in the health benefit category of an administrative employee as well as increased employee health benefit contributions. The *fringe benefit costs* for CPS are expected to increase by 13% however as compared to 2016. The increase is attributable to the addition of an employee to the operations staff and an increase in costs for retiree health benefits. In 2017 the Authority will have 3 additional employees retired with over 25 years of service time. These employees qualify for retiree health benefits. The *cost of providing services-other* category will see a decrease in the *Plant Maintenance* line item of 34% due to a major project in 2016; there will not be a similar expenditure in 2017. Please note while the line item in the budget for *CPS other* remains unchanged for 2016 at \$2,899,336, staff will transfer \$200,000 from the *collection*

systems sub-line item to the *plant maintenance* sub-line item to account for unanticipated expenditures in the plant maintenance subline item in 2016 to cover the major project. The *collection systems* sub-line item will reduce from \$464,550 to \$264,550 while the *plant maintenance* sub-line item will increase from \$323,877 to \$523,877. The *Residuals Hauling* line item is increased in 2017 by 146% due to the need to once again remove incinerator ash from the facility after a period of inactivity. The Authority has alternated between hauling sludge and running an old incinerator since Superstorm Sandy severely damaged the entire facility. Without the incinerator in operation there is no ash generated and the need to haul incinerator ash has been greatly reduced. In 2017 the storm damaged incinerator will once again be operating and normal ash production and disposal will resume. The *Collection System* line item will increase by 39% in 2017 due to the cost for an internal inspection of our pump station forcemain. This work has never been done before and the technology is fairly recent and expected to exceed \$100,000. The *Fees and Permits* line item will decrease by 25% since the permit fees for 2016 were lower than expected. A Title V Operating Permit and groundwater permitting related to a remedial assessment being prepared by a license site remediation professional are still expected in 2017. The *Professionals and Consultants* line item will decrease by 18% as a result of the Authority in house engineering department taking on more of the responsibilities that have traditionally been contracted out thereby lowering the cost for contracted engineering services.

- 2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases and decreases, if any. An increase or decrease is considered significant if it is over +/-10% from the current year adopted budget.**

The 2017 budget will lower the anticipated revenues by \$68,932 a 0.7% decrease compared to 2016. This change has a direct impact on the service charges due from the customers which will decrease by 0.7%. Connection fee revenue and Interest on Investment remain unchanged.

- 3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.**

The local economy is still feeling the effects of Hurricane Sandy damage. Many homes and businesses in Union Beach have been demolished. In Union Beach alone approximately 238 homes have been demolished. Rebuilding has produced many new or raised homes so far and the rebuilding continues. The Borough of Keansburg has had numerous homes demolished and residents walk away from impacted homes as well. The 2017 Authority budget is requiring less in revenues from the customers of this

region at a crucial time. The region is also seeing an increase in the number of mixed use redevelopment projects in the last two years. The old Bell Labs facility in Holmdel is an example of this activity. In 2016 the Authority reestablished the connection fee to the Authority system at a lower rate than the prior year. Revenue from connection fees is not expected to decrease with the lower rate as a result of the increased activity.

- 4. Describe the reasons for utilizing Unrestricted Net Position in the Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.**

The Authority capital budget will be financed in part with Unrestricted Net Position funds. Many of the projects to be funded by this line item are projects designed to increase the longevity of the treatment plant, pump stations and collection system. These projects do not lend themselves well to long term bonding as they average under \$200,000. The Authority does not anticipate using Unrestricted Net Position for the Annual Budget in 2017.

- 5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).**

There are no funds to be transferred to the County/Municipality as a budget subsidy or shared service for 2017.

- 6. The proposed budget must not reflect an anticipated deficit from 2017 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.**

The 2017 budget does not reflect an anticipated deficit in operations from 2017 and does not included funding for any prior year's deficit.

7. Attach a schedule of the Authority's existing rate structure (connection fees, parking fees, service charges, etc.) and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in rate structure, if applicable.

The Authority User Charge Structure: The user charge has been reduced for 2017 by \$68,932

	2017		2016	
Total Budget	\$9,764,436		\$9,833,368	
Non-Operating Revenues	(\$8,000)		(\$8,000)	
Operating Revenues	(\$515,000)		(\$515,000)	
Total Due From Customers	\$9,241,436		\$9,310,368	
Treatment Charge distribution	% of Flow	Charge	% of Flow	Charge
Hazlet	29.6	\$2,735,013	28.8	\$2,683,337
Holmdel	12.08	\$1,116,468	11.7	\$1,090,598
Keansburg	8.94	\$826,167	8.7	\$805,458
Keyport	9.91	\$916,270	10.6	\$985,474
Matawan	10.22	\$944,178	11.0	\$1,023,205
Union Beach	7.64	\$706,423	7.4	\$685,603
Aberdeen	17.89	\$1,653,488	18.2	\$1,691,230
WMUA	3.72	\$343,429	3.7	\$345,463
total	100%	\$9,241,436	100%	\$9,310,368

The Authority Connection Fee structure: The connection fee has been reduced for the 2016/2017 year by \$2,976.

Connection Fee	2016/2017	2015/2016
\$ per EDU	\$5,062	\$8,038

RESOLUTION

No. (130/15)

To Adopt 2016 User Charge Schedule

WHEREAS, in accordance with the Sewerage Authorities Law, N.J.S.A. 40:14A-1, et seq., as amended, the Bayshore Regional Sewerage Authority has conducted a Public Hearing on its annual 2016 Fees and Budget, and will provide a transcript of said Hearing to any interested party; and

WHEREAS, the Bayshore Regional Sewerage Authority specifically finds it to be reasonable and necessary to adopt the annexed user charge schedule, and

NOW THEREFORE BE IT SOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that the user charge on the attached 2016 Exhibit "E" be, and is hereby adopted and approved for calendar year 2016.

BE IT RESOLVED that the following Statement of Revenues and Appropriations shall constitute the Budget of the Bayshore Regional Sewerage Authority for the Fiscal Year Ending December 31, 2016.

REVENUES

Retained earnings appropriated	\$ 0
Anticipated revenues	\$9,833,368
<hr/>	
Total revenues and other financial sources	\$9,833,368

APPROPRIATIONS


Operating Expenses	\$7,123,368
Capital Appropriations	\$ 0
Debt service, reserves, and deficit	\$2,710,000
<hr/>	
Total appropriations	\$9,833,368

Exhibit "E" Customer Flow Charges

The Bayshore Regional Sewerage Authority hereby establishes Customer User Charges as follows for 2016:

Aberdeen:	\$1,691,230
Hazlet:	\$2,683,337
Holmdel:	\$1,090,598
<hr/>	
Keansburg:	\$ 805,458
Keyport:	\$ 985,474
Matawan:	\$1,023,205
Union Beach:	\$ 685,603
WMUA:	\$ 345,463

I hereby certify that the foregoing Resolution is a true copy of a Resolution duly adopted by the Bayshore Regional Sewerage Authority at its Regular Meeting on the 21st day of December, 2015.


Charles Steiner, BRSA Secretary

RESOLUTION

No. (74/16)

To adopt the 2016/2017 Connection Fee

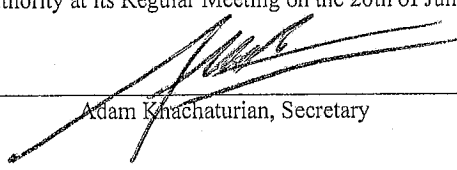
WHEREAS, in accordance with the Sewerage Authorities Law, N.J.S.A. 40:14A-1 et seq., governing the Bayshore Regional Sewerage Authority ("Authority"), as amended, N.J.S.A. 40:14A-8 I and Rules and Regulations of the Bayshore Regional Sewerage Authority, the Authority has conducted a Public Hearing on its Revised Connection Fee based on the 2015 Audit and Flow Reports, and will provide a transcript of said Hearing to any interested party; and

WHEREAS, the Authority specifically finds it to be reasonable and necessary to adopt the annexed connection fee charge.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that the Revised Connection Fee of the Authority is hereby adopted and approved.

BE IT FURTHER RESOLVED that the Connection Fee on the attached Exhibit "E" (partial) be, and is hereby incorporated and made part of the Section 7 "Fees" of the Rules and Regulations of the Authority until such time that a revised connection fee is adopted by the Authority.

I hereby certify that the foregoing Resolution is a true copy of a Resolution duly adopted by the Bayshore Regional Sewerage Authority at its Regular Meeting on the 20th of June, 2016



Adam Khachatourian, Secretary

BAYSHORE REGIONAL SEWERAGE AUTHORITY

EXHIBIT "E" (partial)

Connection Fees

In accordance with NJSA 40:14A-8, the Bayshore Regional Sewerage Authority hereby establishes connection fees for a direct or indirect connection with, or the use of services of the Authority Sewerage System for the Year 2016/2017.

Connection fee \$5,062 for the year 2016/2017 fiscal year

By Order of Resolution (74/16)
Bayshore Regional Sewerage Authority
100 Oak Street
Union Beach, NJ 07735



Adam Khaenaturian, Secretary

8. ***Attach a copy of the Authority's most recent Annual Operating Data submission to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) under the Authority's Continuing Disclosure Agreements for any debt issuances outstanding. Examples of Annual Operating Data may include sewer and water billings; parking rents and collections; number of customers; number of available parking spaces; etc. See Local Finance Notice 2014-9 for more information.***

The Authority did not have outstanding debt for 2016 and does not have outstanding debt for 2017, hence does not have a 2017 or 2016 Continuing Disclosure Agreement obligations.

AUTHORITY CONTACT INFORMATION

2017

Please complete the following information regarding this Authority. All information requested below must be completed.

Name of Authority:	Bayshore Regional Sewerage Authority		
Federal ID Number:	22-1907952		
Address:	100 Oak Street		
City, State, Zip:	Union Beach	NJ	07735
Phone: (ext.)	732-739-1095	Fax:	732-739-2459

Preparer's Name:	Robert C. Fischer		
Preparer's Address:	100 Oak Street		
City, State, Zip:	Union Beach	NJ	07735
Phone: (ext.)	732-739-1095	Fax:	732-739-2459
E-mail:	Bfisch59@bayshorersa.com		

Chief Executive Officer:	Robert C. Fischer		
Phone: (ext.)	732-739-1095	Fax:	732-739-2459
E-mail:	Bfisch59@bayshorersa.com		

Chief Financial Officer:	Robert C. Fischer		
Phone: (ext.)	732-739-1095	Fax:	732-739-2459
E-mail:	Bfisch59@bayshorersa.com		

Name of Auditor:	Michael R. Bart, CPA		
Name of Firm:	Bart & Bart CPA's		
Address:	104 Main Street		
City, State, Zip:	Woodbridge	NJ	07095
Phone: (ext.)	732-634-5680	Fax:	732-602-1059
E-mail:	Mbart529@hotmail.com		

AUTHORITY INFORMATIONAL QUESTIONNAIRE

Bayshore Regional Sewerage Authority

FISCAL YEAR: FROM January 1, 2017 TO December 31, 2017

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 37
- 2) Provide the amount of total salaries and wages for calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$2,313,179
- 3) Provide the number of regular voting members of the governing body: 6
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? YES
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? No
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. *Yes, the Authority Disability Plan includes a life insurance component per employee at \$19.80 per month.*
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract.

The Authority performs annual performance review for all employees listed on page N-4. The review is conducted by the direct supervisor of the employee and reviewed with the Executive Director. The Executive Director and a Personnel Committee of the Board of Commissioners meet to review all performance evaluations. The Commissioners require comparison data from entities and positions of a similar size as well as geographic location. Review includes the employee salary history for the past 6 years as well as a description of the employee's duties and position in the table of organization. The Personnel committee of the Board of Commissioners presents the recommendations to the full Board of Commissioners for vote. Performance reviews include an evaluation of the employees quality of work, judgement, attitude, knowledge, initiative, effectiveness, dependability, a review of accomplishments and needs for improvement. The BRSA Commissioners do not receive an annual increase, nor do they receive health benefits, the stipend paid to the commissioners has remained the same since the creation of the Authority in the early 1970's.

- 11) Did the Authority pay for meals or catering during the current fiscal year?
The Authority provided an appreciation BBQ for the workers on September 22, 2016 food was purchased from local supermarkets at a cost of \$302.96. On April 29, 2016 the Authority held a pizza lunch at the treatment plant for a long time employee who was retiring, the cost was \$129.80 and was purchased from a local pizzeria.
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4?
The Authority reimbursed 1 employee for using his own vehicle to attend seminars/meetings off site. \$57.02 was reimbursed to Pete Canal for mileage, tolls and parking to attend a meeting with the NJDEP in Trenton, NJ on August 8, 2016. \$181.04 was reimbursed to Pete Canal for mileage, tolls and parking to attend a Wastewater Conference on May 17 and May 18, 2016 in Atlantic City.
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel No
 - b. Travel for companions No
 - c. Tax indemnification and gross-up payments No
 - d. Discretionary spending account No
 - e. Housing allowance or residence for personal use No
 - f. Payments for business use of personal residence No
 - g. Vehicle/auto allowance or vehicle for personal use Yes
 - h. Health or social club dues or initiation fees No
 - i. Personal services (i.e.: maid, chauffeur, chef) No
- The Authority provides a vehicle to the Director, Plant Superintendent and Maintenance Superintendent for Authority business and commute.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursements?
Yes the Authority policy requires receipts for reimbursement of expenses. The Authority also allows a per diem in accordance with the US General Services Administration for mileage, meals and incidentals.
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? Yes
Authority paid accrued unused vacation and sick time upon retirement to one employee, James Kasternakis on June 20, 2016 for \$16,641.92.
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? NA
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? NO
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? NO

2017 AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Bayshore Regional Sewerage Authority
January 1, 2017 to December 31, 2017

For the Period

	<i>FY 2017 Proposed Budget</i>				<i>FY 2016 Adopted Budget</i>		% Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Wastewater	N/A	N/A	N/A	Total All Operations	Total All Operations		
REVENUES								
Total Operating Revenues	\$ 9,756,436	\$ -	\$ -	\$ -	\$ 9,756,436	\$ 9,825,368	\$ (68,932)	-0.7%
Total Non-Operating Revenues	8,000	-	-	8,000	8,000	-	-	0.0%
Total Anticipated Revenues	9,764,436	-	-	9,764,436	9,833,368	(68,932)	-	-0.7%
APPROPRIATIONS								
Total Administration	816,269	-	-	816,269	836,398	(20,129)	-	-2.4%
Total Cost of Providing Services	6,518,167	-	-	6,518,167	6,286,970	231,197	-	3.7%
Total Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-	-	-	-	#DIV/0!
Total Operating Appropriations	7,334,436	-	-	7,334,436	7,123,368	211,068	-	3.0%
Total Interest Payments on Debt	-	-	-	-	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	7,334,436	-	-	7,334,436	7,123,368	211,068	-	3.0%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	7,334,436	-	-	7,334,436	7,123,368	211,068	-	3.0%
ANTICIPATED SURPLUS (DEFICIT)	\$ 2,430,000	\$ -	\$ -	\$ 2,430,000	\$ 2,710,000	\$ (280,000)	-	-10.3%

Revenue Schedule

Bayshore Regional Sewerage Authority
 For the Period January 1, 2017 to December 31, 2017

	FY 2017 Proposed Budget						FY 2016 Adopted Budget	Proposed vs. Adopted	Proposed vs. Adopted	
	Wastewater	N/A	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	
OPERATING REVENUES										
<i>Service Charges</i>										
Residential						\$ -	\$ -	\$ -	#DIV/0!	
Business/Commercial						-	-	-	#DIV/0!	
Industrial						-	-	-	#DIV/0!	
Intergovernmental	9241436					9,241,436	9,310,368	(68,932)	-0.7%	
Other						-	-	-	#DIV/0!	
Total Service Charges	9,241,436					9,241,436	9,310,368	(68,932)	-0.7%	
<i>Connection Fees</i>										
Residential	400000					400,000	400,000	-	0.0%	
Business/Commercial	100000					100,000	100,000	-	0.0%	
Industrial						-	-	-	#DIV/0!	
Intergovernmental						-	-	-	#DIV/0!	
Other						-	-	-	#DIV/0!	
Total Connection Fees	500,000					500,000	500,000	-	0.0%	
<i>Parking Fees</i>										
Meters						-	-	-	#DIV/0!	
Permits						-	-	-	#DIV/0!	
Fines/Penalties						-	-	-	#DIV/0!	
Other						-	-	-	#DIV/0!	
Total Parking Fees	-					-	-	-	#DIV/0!	
<i>Other Operating Revenues (List)</i>										
Industrial fees	15000					15,000	15,000	-	0.0%	
Type in (Grant, Other Rev)						-	-	-	#DIV/0!	
Type in (Grant, Other Rev)						-	-	-	#DIV/0!	
Type in (Grant, Other Rev)						-	-	-	#DIV/0!	
Type in (Grant, Other Rev)						-	-	-	#DIV/0!	
Type in (Grant, Other Rev)						-	-	-	#DIV/0!	
Type in (Grant, Other Rev)						-	-	-	#DIV/0!	
Type in (Grant, Other Rev)						-	-	-	#DIV/0!	
Type in (Grant, Other Rev)						-	-	-	#DIV/0!	
Type in (Grant, Other Rev)						-	-	-	#DIV/0!	
Type in (Grant, Other Rev)						-	-	-	#DIV/0!	
Total Other Revenue	15,000					15,000	15,000	-	0.0%	
Total Operating Revenues	9,756,436					9,756,436	9,825,368	(68,932)	-0.7%	
NON-OPERATING REVENUES										
<i>Other Non-Operating Revenues (List)</i>										
Type in						-	-	-	#DIV/0!	
Type in						-	-	-	#DIV/0!	
Type in						-	-	-	#DIV/0!	
Type in						-	-	-	#DIV/0!	
Type in						-	-	-	#DIV/0!	
Type in						-	-	-	#DIV/0!	
Total Other Non-Operating Revenue	-					-	-	-	#DIV/0!	
<i>Interest on Investments & Deposits (List)</i>										
Interest Earned	8,000					8,000	8,000	-	0.0%	
Penalties						-	-	-	#DIV/0!	
Other						-	-	-	#DIV/0!	
Total Interest	8,000					8,000	8,000	-	0.0%	
Total Non-Operating Revenues	8,000					8,000	8,000	-	0.0%	
TOTAL ANTICIPATED REVENUES	\$ 9,764,436	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,764,436	\$ 9,833,368	\$ (68,932)	-0.7%

Prior Year Adopted Revenue Schedule

Bayshore Regional Sewerage Authority

FY 2016 Adopted Budget

	Wastewater	N/A	N/A	N/A	N/A	N/A	Total All Operations
OPERATING REVENUES							
<i>Service Charges</i>							
Residential							\$ -
Business/Commercial							-
Industrial							-
Intergovernmental							9,310,368
Other							-
Total Service Charges	9,310,368	-	-	-	-	-	9,310,368
<i>Connection Fees</i>							
Residential							400,000
Business/Commercial							100,000
Industrial							-
Intergovernmental							-
Other							-
Total Connection Fees	500,000	-	-	-	-	-	500,000
<i>Parking Fees</i>							
Meters							-
Permits							-
Fines/Penalties							-
Other							-
Total Parking Fees	-	-	-	-	-	-	-
<i>Other Operating Revenues (List)</i>							
Industrial user fees							15,000
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Total Other Revenue	15,000	-	-	-	-	-	15,000
Total Operating Revenues	9,825,368	-	-	-	-	-	9,825,368
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Total Other Non-Operating Revenues	-	-	-	-	-	-	-
<i>Interest on Investments & Deposits</i>							
Interest Earned							8,000
Penalties							-
Other							-
Total Interest	8,000	-	-	-	-	-	8,000
Total Non-Operating Revenues	8,000	-	-	-	-	-	8,000
TOTAL ANTICIPATED REVENUES	\$ 9,833,368	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,833,368

Appropriations Schedule

Bayshore Regional Sewerage Authority

For the Period January 1, 2017 to December 31, 2017

	FY 2017 Proposed Budget						FY 2016 Adopted Budget	Proposed vs. Adopted	Proposed vs. Adopted	
	Wastewater	N/A	N/A	N/A	N/A	N/A	Total All Operations	All Operations	All Operations	
							Total All Operations	All Operations	All Operations	
OPERATING APPROPRIATIONS										
<i>Administration - Personnel</i>										
Salary & Wages	\$ 352,426						\$ 352,426	\$ 336,613	\$ 15,813	4.7%
Fringe Benefits	145,843						145,843	179,585	(33,742)	-18.8%
Total Administration - Personnel	498,269						498,269	516,198	(17,929)	-3.5%
<i>Administration - Other (List)</i>										
Insurance/supplies/office maintenanc	261,500						261,500	264,700	(3,200)	-1.2%
trustee fees	3,500						3,500	3,500	-	0.0%
accounting/auditing	41,000						41,000	41,000	-	0.0%
Municipal Host Fee	12,000						12,000	11,000	1,000	9.1%
Miscellaneous Administration*							-	-		#DIV/0!
Total Administration - Other	318,000						318,000	320,200	(2,200)	-0.7%
Total Administration	816,269						816,269	836,398	(20,129)	-2.4%
<i>Cost of Providing Services - Personnel</i>										
Salary & Wages	2,258,414						2,258,414	2,128,387	130,027	6.1%
Fringe Benefits	1,422,678						1,422,678	1,259,247	163,431	13.0%
Total COPS - Personnel	3,681,092						3,681,092	3,387,634	293,458	8.7%
<i>Cost of Providing Services - Other (List)</i>										
See attached description	2,837,075						2,837,075	2,899,336	(62,261)	-2.1%
Type in Description							-	-		#DIV/0!
Type in Description							-	-		#DIV/0!
Type in Description							-	-		#DIV/0!
Miscellaneous COPS*							-	-		#DIV/0!
Total COPS - Other	2,837,075						2,837,075	2,899,336	(62,261)	-2.1%
Total Cost of Providing Services	6,518,167						6,518,167	6,286,970	231,197	3.7%
Total Principal Payments on Debt Service in Lieu of Depreciation							-	-		#DIV/0!
Total Operating Appropriations	7,334,436						7,334,436	7,123,368	211,068	3.0%
NON-OPERATING APPROPRIATIONS										
Total Interest Payments on Debt							-	-		#DIV/0!
Operations & Maintenance Reserve							-	-		#DIV/0!
Renewal & Replacement Reserve							-	-		#DIV/0!
Municipality/County Appropriation							-	-		#DIV/0!
Other Reserves							-	-		#DIV/0!
Total Non-Operating Appropriations							-	-		#DIV/0!
TOTAL APPROPRIATIONS	7,334,436						7,334,436	7,123,368	211,068	3.0%
ACCUMULATED DEFICIT							-	-		#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	7,334,436						7,334,436	7,123,368	211,068	3.0%
UNRESTRICTED NET POSITION UTILIZED										
Municipality/County Appropriation							-	-		#DIV/0!
Other							-	-		#DIV/0!
Total Unrestricted Net Position Utilized							-	-		#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 7,334,436	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,334,436	\$ 7,123,368	\$ 211,068	3.0%

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 366,721.80 \$ - \$ - \$ - \$ - \$ - \$ - \$ 366,721.80

Prior Year Adopted Appropriations Schedule

Bayshore Regional Sewerage Authority

FY 2016 Adopted Budget

	Wastewater	N/A	N/A	N/A	N/A	N/A	Total All Operations
OPERATING APPROPRIATIONS							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 336,613						\$ 336,613
Fringe Benefits	179,585						179,585
Total Administration - Personnel	516,198	-	-	-	-	-	516,198
<i>Administration - Other (List)</i>							
insurance/supplies/office maintenance	264,700						264,700
trustee fees	3,500						3,500
accounting/auditing	41,000						41,000
municipal host fee	11,000						11,000
Miscellaneous Administration*							-
Total Administration - Other	320,200	-	-	-	-	-	320,200
Total Administration	836,398	-	-	-	-	-	836,398
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	2,128,387						2,128,387
Fringe Benefits	1,259,247						1,259,247
Total COPS - Personnel	3,387,634	-	-	-	-	-	3,387,634
<i>Cost of Providing Services - Other (List)</i>							
see attached worksheet	2,899,336						2,899,336
Miscellaneous COPS*							-
Total COPS - Other	2,899,336	-	-	-	-	-	2,899,336
Total Cost of Providing Services	6,286,970	-	-	-	-	-	6,286,970
Total Principal Payments on Debt Service in Lieu of Depreciation		-	-	-	-	-	-
Total Operating Appropriations	7,123,368	-	-	-	-	-	7,123,368
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt		-	-	-	-	-	-
Operations & Maintenance Reserve		-	-	-	-	-	-
Renewal & Replacement Reserve		-	-	-	-	-	-
Municipality/County Appropriation		-	-	-	-	-	-
Other Reserves		-	-	-	-	-	-
Total Non-Operating Appropriations		-	-	-	-	-	-
TOTAL APPROPRIATIONS	7,123,368	-	-	-	-	-	7,123,368
ACCUMULATED DEFICIT							-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	7,123,368	-	-	-	-	-	7,123,368
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation		-	-	-	-	-	-
Other		-	-	-	-	-	-
Total Unrestricted Net Position Utilized		-	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 7,123,368	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,123,368

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 356,168.40 \$ - \$ - \$ - \$ - \$ - \$ - \$ 356,168.40

2017 Authority Operating Budget

<i>Breakout of Other Costs for CPS</i>			
	2017	2016	% change
Utilities	\$1,150,603	\$1,231,769	-6.6
Plant Maintenance	\$346,000	\$523,877	-34.0
Chemicals	\$296,486	\$280,000	5.9
Buildings and Grounds	\$72,350	\$68,600	5.5
Residuals Hauling	\$223,881	\$90,940	146.2
Laboratory	\$37,600	\$37,600	0.0
Collection system	\$368,655	\$264,550	39.4
Testing and Analysis	\$90,000	\$90,000	0.0
Fees and Permits	\$45,000	\$60,000	-25.0
Professionals and Consultants	\$206,500	\$252,000	-18.1
Total CPS Other	\$2,837,075	\$2,899,336	-2.15

Debt Service Schedule - Principal

Bayshore Regional Sewerage Authority

X

If Authority has no debt X this box

Fiscal Year Ending in

	Adopted Budget Year 2016	Proposed Budget Year 2017	2018	2019	2020	2021	2022	Thereafter	Total Principal Outstanding
Wastewater									\$
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal									
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal									
N/A									
Type in Issue Name									
Type in Issue Name									
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Total Principal									
N/A									
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Type in Issue Name									
Total Principal									
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal									
TOTAL PRINCIPAL ALL OPERATIONS									
Total Principal	\$	\$	\$	\$	\$	\$	\$	\$	\$

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.

	<u>Moody's</u>	<u>Fitch</u>	<u>Standard & Poors</u>
Bond Rating			
Year of Last Rating			

Debt Service Schedule - Interest

Bayshore Regional Sewerage Authority

If Authority has no debt X this box

	Fiscal Year Ending in					Thereafter	Total Interest Payments Outstanding
	Proposed Budget Year 2017	2018	2019	2020	2021		
<i>Wastewater</i>							\$
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Total Interest Payments	-	-	-	-	-	-	
N/A							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Total Interest Payments	-	-	-	-	-	-	
N/A							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Total Interest Payments	-	-	-	-	-	-	
N/A							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Total Interest Payments	-	-	-	-	-	-	
N/A							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Total Interest Payments	-	-	-	-	-	-	
N/A							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Total Interest Payments	-	-	-	-	-	-	
TOTAL INTEREST ALL OPERATIONS	\$	-	-	-	-	-	\$

Net Position Reconciliation

Bayshore Regional Sewerage Authority
 For the Period January 1, 2017 to December 31, 2017

FY 2017 Proposed Budget

	Wastewater	N/A	N/A	N/A	N/A	N/A	Operations	Total All
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 66,124,417						\$ 66,124,417	
Less: Invested in Capital Assets, Net of Related Debt (1)	5,776,197						5,776,197	
Less: Restricted for Debt Service Reserve (1)								
Less: Other Restricted Net Position (1)								
Total Unrestricted Net Position (1)	60,348,220						60,348,220	
Less: Designated for Non-Operating Improvements & Repairs	1,357,197						1,357,197	
Less: Designated for Rate Stabilization								
Less: Other Designated by Resolution								
Plus: Accrued Unfunded Pension Liability (1)	6,582,317						6,582,317	
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)								
Plus: Estimated Income (Loss) on Current Year Operations (2)								
Plus: Other Adjustments (attach schedule)								
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	65,573,340						65,573,340	
Unrestricted Net Position Utilized to Balance Proposed Budget								
Unrestricted Net Position Utilized in Proposed Capital Budget	2,430,000						2,430,000	
Appropriation to Municipality/County (3)								
Total Unrestricted Net Position Utilized in Proposed Budget	2,430,000						2,430,000	
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)	\$ 63,143,340	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,143,340	

(1) Total of all operations for this line item must agree to audited financial statements.
 (2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.
 (3) Amount may not exceed 5% of total operating appropriations. See calculation below.
 Maximum Allowable Appropriation to Municipality/County \$ 366,722 \$ - \$ - \$ - \$ - \$ - \$ 366,722
 (4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2017

Bayshore Regional Sewerage
Authority

AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2017 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

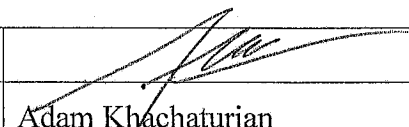
Bayshore Regional Sewerage Authority

FISCAL YEAR: FROM January 1, 2017 TO December 31, 2017

It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Bayshore Regional Sewerage Authority, on the 17th day of October, 2016.

OR

It is hereby certified that the governing body of the _____ Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): _____

Officer's Signature:			
Name:	Adam Khachaturian		
Title:	Secretary		
Address:	100 Oak Street Union Beach, NJ 07735		
Phone Number:	732-739-1095	Fax Number:	732-739-1025
E-mail address	Bfish59@bayshorersa.com		

2017 Capital Budget / Program Message

Bayshore Regional Sewerage Authority

From: January 1, 2017 to December 31, 2017

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program? ***The capital budget was reviewed by the commissioners of the Authority representing their respective municipalities. The majority of the 2017 capital budget is for restoration and mitigation of the authority buildings and processes damaged by Hurricane Sandy in 2012. In the past the Authority has met with the administration of the participating towns and boroughs to discuss the major plans and projects ongoing and forecast at the Authority and the Authority plans to continue this practice in 2017. In addition the preliminary budget, with the capital projects described, will be sent to all municipal customers prior to the public meeting at which it will be adopted.***

2. Has each capital project/project financing been developed from a specific capital improvement plan or report; does it include full lifecycle costs; and is it consistent with appropriate elements of Master Plans or other plans in the jurisdiction(s) served by the authority? ***As indicated in question 1 above the majority of the 2017 capital improvement plan (CIP) is derived from the restoration and mitigation of the Authority buildings and processes damaged on October 29, 2012 when Hurricane Sandy hit. These projects were not part of the current CIP at the time but have been included since. Additional projects identified in the capital budget were derived from the Authority long term capital improvement plan which extends beyond a 5 year period.***

3. Has a long-term (10-20 years) infrastructure needs assessment or other capital plan with a horizon beyond six years been prepared? ***Yes the Authority derives capital projects from a long term capital improvement plan extending beyond 6 years. The further refinement of the Authority Asset Management Plan in 2017 will be used to support the long term capital plan. The Authority Asset management plan will extend out beyond 20 years and be a major source of long term funding identification.***

4. Describe the projected impact of the proposed capital projects, including impact on the schedule of rates, fees, and service charges and the impact on current and future year's schedules. ***The proposed capital projects will not impact the schedule of rates, fees and service charges. The Authority will be financing the major portion of the proposed year's capital plan through FEMA funding and the balance through unrestricted net position. In future years the Authority expects to maintain stable rates with minor increases within the cost of living rate.***

5. Please indicate which capital projects/project financings are being undertaken in the Metropolitan or Suburban Planning Areas as defined in the State Development and Redevelopment Plan.

NA

6. Please indicate which capital projects/project financings are being undertaken within the boundary of a State Planning Commission-designated Center and/or Endorsed Plan and if the project was included in the Plan Implementation Agenda for the Center/Endorsed Plan.

NA

Proposed Capital Budget

Bayshore Regional Sewerage Authority
For the Period January 1, 2017 to December 31, 2017

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Other Capital Grants Sources
<i>Wastewater</i>					
see attached schedule	\$ 14,330,000	\$ 2,430,000		\$ 3,430,000	\$ 8,470,000
	-				
	-				
Total	14,330,000	2,430,000	-	3,430,000	8,470,000
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-				
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-				
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-				
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-				
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-				
TOTAL PROPOSED CAPITAL BUDGET	\$ 14,330,000	\$ 2,430,000	\$ -	\$ 3,430,000	\$ 8,470,000

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.

**2017 Authority Capital Budget
for the period: January 1, 2017 to December 31, 2017**

Proposed Year's Capital Improvement Plan Project	Estimated Total Cost	Unrestricted Net Position	Renewal and Replacement	Debt Authorization	Capital Grants	Other Sources
Electric Utility Vehicles	\$30,000	\$30,000				
Meter Chamber Upgrades	\$300,000	\$300,000				
Pump Station Generator and Site Improvement	\$350,000	\$350,000				
Primary Clarifier #1 & #2 Upgrades	\$600,000	\$600,000				
electrical upgrades to PSPS #1	\$200,000	\$200,000				
Administration HVAC Improvements	\$0	\$50,000				
Sludge handling improvements	\$300,000	\$300,000				
landscaping Upgrades	\$50,000	\$50,000				
	\$0					
	\$0					
	\$0					
Restore and Mitigate Pump Stations Project	\$300,000			\$100,000		\$200,000
	\$0					
Restore and Mitigate Incinerator Buildings	\$2,000,000			\$900,000		\$1,100,000
	\$0					
Mitigate Other Plant Buildings	\$100,000			\$30,000		\$70,000
	\$0					
Elevate Power Distribution System	\$4,500,000			\$400,000		\$4,100,000
Combine Blower Buildings 1 & 2	\$5,000,000			\$2,000,000		\$3,000,000
Collection system upgrades	\$150,000	\$150,000				
AST Replacements	\$400,000	\$400,000				
	\$0					
	\$0					
	\$0					
	\$0					
	\$0					
	\$0					
	\$0					
Total	\$14,330,000	\$2,430,000	\$0	\$3,430,000	\$0	\$8,470,000

5 Year Capital Improvement Plan

Bayshore Regional Sewerage Authority
 For the Period January 1, 2017 to December 31, 2017

Fiscal Year Beginning In

	Estimated Total Cost	Current Budget					2022
		Year 2017	2018	2019	2020	2021	
<i>Wastewater</i>							
see attached schedule	\$ 39,380,000	\$ 14,330,000	\$ 9,580,000	\$ 4,650,000	\$ 5,780,000	\$ 5,040,000	
\$0	-	-	-	-	-	-	-
\$0	-	-	-	-	-	-	-
\$0	-	-	-	-	-	-	-
Total	39,380,000	14,330,000	9,580,000	4,650,000	5,780,000	5,040,000	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 39,380,000	\$ 14,330,000	\$ 9,580,000	\$ 4,650,000	\$ 5,780,000	\$ 5,040,000	\$ -

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

**2017 Authority Capital Budget
for the period: January 1, 2017 to December 31, 2017**

5 Year Capital Improvement Plan Project	Estimated Total Cost	2017	2018	2019	2020	2021
Electric Utility Vehicles	\$30,000	\$30,000				
Meter Chamber Upgrades	\$300,000	\$300,000				
Pump Station Generator and Site Improvements	\$350,000	\$350,000				
Primary Clarifier #1 & #2 Upgrades	\$600,000	\$600,000				
electrical upgrades to PPS #1	\$200,000	\$200,000				
	\$0					
Administration HVAC Improvements	\$50,000	\$50,000				
Sludge handling improvements	\$300,000	\$300,000				
Landscaping upgrades	\$50,000	\$50,000				
Restore and Mitigate Pump Stations Project	\$300,000	\$300,000				
Restore and Mitigate Incinerator Buildings	\$2,000,000	\$2,000,000				
Mitigate Other Plant Buildings	\$100,000	\$100,000				
Elevate Power Distribution System	\$8,000,000	\$4,500,000	\$3,500,000			
Combine Blower Buildings 1 & 2	\$7,000,000	\$5,000,000	\$2,000,000			
AST Replacements	\$400,000	\$400,000			\$250,000	
Building Roof Upgrades	\$500,000	\$500,000			\$250,000	
Facility Pavement Improvements	\$250,000	\$250,000				
Collection system Upgrades	\$4,150,000	\$150,000	\$2,500,000		\$1,500,000	\$5,000,000
Upgrade Dorr Oliver Incinerator	\$12,300,000		\$300,000	\$3,000,000	\$4,000,000	\$5,000,000
Vehicles	\$100,000		\$30,000		\$30,000	
Forcemain repairs	\$2,000,000		\$1,000,000	\$1,000,000		
Rehab Manholes in Collection System	\$400,000		\$250,000	\$150,000		
Total	\$39,380,000	\$14,330,000	\$9,680,000	\$4,650,000	\$5,780,000	\$5,040,000

5 Year Capital Improvement Plan Funding Sources

Bayshore Regional Sewerage Authority

For the Period January 1, 2017 to December 31, 2017

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Wastewater</i>					
see attached schedule	\$ 39,380,000	\$ 9,280,000	\$ -	\$ 17,380,000	\$ - \$ 12,720,000
\$0	-				
\$0	-				
\$0	-				
Total	39,380,000	9,280,000	-	17,380,000	- 12,720,000
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>N/A</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
TOTAL	\$ 39,380,000	\$ 9,280,000	\$ -	\$ 17,380,000	\$ - \$ 12,720,000
Total 5 Year Plan per CB-4	\$ 39,380,000				
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.			

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

2017 Authority Capital Budget
For the period: January 1, 2017 to December 31, 2017

5-year CJP Funding Project	Estimated Total Cost	Unrestricted Net Position	Renewal and Replacement	Debt Authorization	Capital Grants	Other Sources
Electric Utility Vehicles	\$30,000	\$30,000				
Meter Chamber Upgrades	\$300,000	\$300,000				
Pump Station Generator and Site Improvement	\$350,000	\$350,000				
Primary Clarifier #1 & #2 Upgrades	\$600,000	\$600,000				
electrical upgrades to PSPS #1	\$200,000	\$200,000				
Administration HVAC Improvements	\$0	\$0				
Sludge handling improvements	\$50,000	\$50,000				
Landscaping upgrades	\$300,000	\$300,000				
	\$0	\$0				
Restore and Mitigate Pump Stations Project	\$300,000			\$100,000		\$200,000
Restore and Mitigate Incinerator Buildings	\$2,000,000			\$900,000		\$1,100,000
Mitigate Other Plant Buildings	\$100,000			\$30,000		\$70,000
Elevate Power Distribution System	\$8,000,000			\$1,000,000		\$7,000,000
Combine Blower Buildings 1 & 2	\$7,000,000			\$3,000,000		\$4,000,000
AST Replacements	\$400,000			\$50,000		\$350,000
Building Roof Upgrades	\$500,000	\$500,000				
Facility Pavement Improvements	\$250,000	\$250,000				
Collection system Upgrades	\$4,150,000	\$4,150,000				
Upgrade Dorr Oliver Incinerator Vehicles	\$12,300,000			\$12,300,000		
Force main repairs	\$100,000	\$100,000				
Rehab Manholes in Collection System	\$2,000,000	\$2,000,000				
	\$400,000	\$400,000				
Total	\$39,380,000	\$9,280,000	\$0	\$17,380,000	\$0	\$12,720,000

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**

Bayshore Regional Sewerage Authority

FISCAL YEAR: FROM January 1, 2017 TO December 31, 2017

Complete the attached table for all persons required to be listed per #1-4 below.

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

Commissioner: A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

Officer: A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Key employee: An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

Highest compensated employee: One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2017, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2016, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2016 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2017, with 2016 being the most recent calendar year ended).

Other Public Entity: Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

Schedule of Health Benefits - Detailed Cost Analysis

Bayshore Regional Sewerage Authority

For the Period January 1, 2017 to December 31, 2017

	Annual Cost		# of Covered Members (Medical & Rx) Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior year Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate Proposed Budget							
Active Employees - Health Benefits - Annual Cost									
Single Coverage	5	\$ 12,333	5	\$ 61,663	5	\$ 11,873	\$ 59,365	\$ 2,298	3.9%
Parent & Child	3	21,232	2	63,695	2	21,253	42,506	21,189	49.8%
Employee & Spouse (or Partner)	4	23,770	5	95,079	5	23,784	118,920	(23,841)	-20.0%
Family	16	32,875	15	525,996	15	32,893	493,395	32,601	6.6%
Employee Cost Sharing Contribution (enter as negative -)				(137,169)			(114,442)	(22,727)	19.9%
Subtotal	28		27	609,263			599,744	9,519	1.6%
Commissioners - Health Benefits - Annual Cost									
Single Coverage									#DIV/0!
Parent & Child									#DIV/0!
Employee & Spouse (or Partner)									#DIV/0!
Family									#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)									#DIV/0!
Subtotal	0		0						#DIV/0!
Retirees - Health Benefits - Annual Cost									
Single Coverage	6	7,608	3	45,651	3	6,384	19,152	26,499	138.4%
Parent & Child			1		1	9,804	9,804	(9,804)	-100.0%
Employee & Spouse (or Partner)	9	19,932	7	179,392	7	18,058	126,408	52,984	41.9%
Family	1	39,578	2	39,578	2	26,622	53,244	(13,666)	-25.7%
Employee Cost Sharing Contribution (enter as negative -)									#DIV/0!
Subtotal	16		13	264,620			208,608	56,012	26.9%
GRAND TOTAL	44		40	\$ 873,884			\$ 808,352	\$ 65,532	8.1%

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Note: Remember to Enter an amount in rows for Employee Cost Sharing

Schedule of Accumulated Liability for Compensated Absences

Bayshore Regional Sewerage Authority
 For the Period January 1, 2017 to December 31, 2017

Complete the below table for the Authority's accrued liability for compensated absences.

X Box if Authority has no Compensated Absences

Legal Basis for Benefit
 (check applicable items)

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
see attached sheets	300.2	\$ 92,697	X	X	
Total liability for accumulated compensated absences at beginning of current year		\$ 92,697			

The total Amount Should agree to most recently issued audit report for the Authority

Bayshore Regional Sewerage Authority

Compensated Absences

at December 31, 2015

Employee	Days	Acrua	Labor agreement	Resolution	Employment Agreement
D. Clarke	3.0	\$839	X		
M. Donahue	8.6	\$2,387	X		
J. Kasternakis	21.8	\$6,502	X		
P. Keefe	7.4	\$2,245	X		
J. Kroessig	1.6	\$441	X		
D. Mahar	0.0	\$0	X		
M. Dow	22.5	\$6,421	X		
H.Ladisheff	0.3	\$88	X		
R. Applegate	3.0	\$494	X		
O.Garcia	4.8	\$1,244	X		
D. Greenstein	3.0	\$731	X		
M.Izzo	34.0	\$8,935	X		
Jess Lockwood	7.3	\$1,985	X		
Geo.Smith	0.0	\$8	X		
D.Lockwood, Jr.	1.2	\$315	X		
S.Spano	23.4	\$6,468	X		
J. Cotugno	0.2	\$45	X		
Justin Broyles	1.2	\$297	X		
Robert Ostervich	5.2	\$1,334	X		
Jim DiNardo	20.1	\$5,253	X		
R.Anderson	29.2	\$11,595		X	
M.Broyles	24.0	\$10,823		X	
P.Canal	9.9	\$3,858		X	
A.Komorek	5.9	\$1,850		X	
C.Theodora	41.8	\$13,028		X	
R. Fischer	2.3	\$1,290		X	
S.DuBey	11.7	\$2,984		X	
D. Vecse	5.0	\$775		X	
T. Petti	2.0	\$462		X	
Totals	300.2	\$92,697			

Schedule of Shared Service Agreements

For the Period Bayshore Regional Sewerage Authority to December 31, 2017

Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
none						

If No Shared Services X this Box



BAYSHORE REGIONAL SEWERAGE AUTHORITY

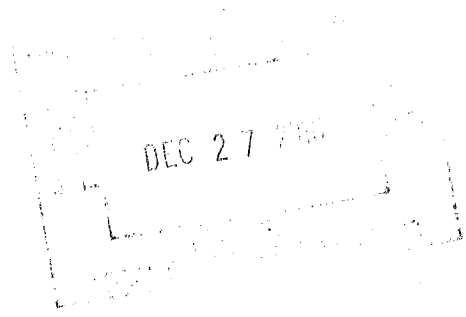
100 Oak Street, Union Beach, NJ 07735
732-739-1095 OFFICE 732-739-2459 FAX

Robert C. Fischer
EXECUTIVE DIRECTOR

December 22, 2016

CERTIFIED MAIL RRR

Thomas H. Neff, Director
Bureau of Authority Regulation Affairs
Division of Local Government Services
101 South Broad Street
PO Box 803
Trenton, NJ 08625-0803



Re: Adopted Annual and Capital Budget-Bayshore Regional Sewerage Authority

Dear Mr. Neff:

The 2017 Budget of the Bayshore Regional Sewerage Authority was adopted after a public meeting on December 19, 2016.

Enclosed please find two-(2) full sets of the *Adopted Annual and Capital Budget* of the Bayshore Regional Sewerage Authority inclusive of the budget narrative and information section, adoption certification and resolution with recorded vote.

If any additional information is necessary please do not hesitate to contact Robert C. Fischer at 732-739-1095 or by e-mail at bfisch59@bayshorersa.com

Sincerely,

Robert C. Fischer
Executive Director
Bayshore Regional Sewerage Authority

c. Susan DuBey, Administrative Assistant, BRSA
Chairman Pisano and Commissioners, BRSA

Committed to a Clean Environment for Today, Tomorrow and Generations to Come
BRSA staff, November 2006