

Authority Budget of:

Bayshore Regional Sewerage Authority

State Filing Year

2018

APPROVED COPY

For the Period:

January 1, 2018

to

December 31, 2018

www.bayshorersa.com

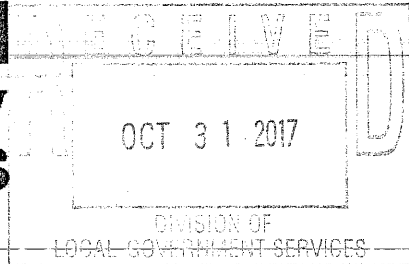
Authority Web Address

Department Of



**Community
Affairs**

NOV 13 2017



Division of Local Government Services

2018 AUTHORITY BUDGET

Certification Section

2018

Bayshore Regional Sewerage Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM January 1, 2018 TO December 31, 2018

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. Cvet CPA, RMA Date: 11/6/2017

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: _____ Date: _____

2018 PREPARER'S CERTIFICATION

Bayshore Regional Sewerage Authority

AUTHORITY BUDGET

From: January 1, 2018 to December 31, 2018

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		

2018 APPROVAL CERTIFICATION


Bayshore Regional Sewerage Authority

AUTHORITY BUDGET

FISCAL YEAR: **FROM:** January 1, 2018 **TO:** December 31, 2018

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 16th day of October, 2017.

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:	Bartholomew Sutton		
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

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.

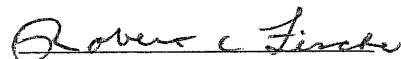
Name of Officer Certifying compliance

Robert C. Fischer

Title of Officer Certifying compliance

Executive Director

Signature



RESOLUTION
No. (108/17)

2018 AUTHORITY BUDGET RESOLUTION
Bayshore Regional Sewerage Authority

FISCAL YEAR: FROM: January 1, 2018 TO: December 31, 2018

WHEREAS, the Annual Budget and Capital Budget for the Bayshore Regional Sewerage Authority for the fiscal year beginning, January 1, 2018 and ending, December 31, 2018 has been presented before the governing body of the Bayshore Regional Sewerage Authority at its open public meeting of October 16, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$9,871,436 Total Appropriations, including any Accumulated Deficit if any, of \$7,747,345 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$7,874,091 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$2,124,091 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 16, 2017 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, 2018 and ending, December 31, 2018 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 18, 2017.



(Secretary's Signature)

10-16-17

(Date)

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

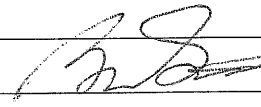
2018 ADOPTION CERTIFICATION

Bayshore Regional Sewerage Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2018 TO: December 31,
2018

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 18th day of, December, 2018.

Officer's Signature:			
Name:	Bartholomew Sutton		
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		

RESOLUTION

No. (127/17)

**Adopt 2018 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, 2018 and ending, December 31, 2018 has been presented for adoption before the governing body of the Bayshore Regional Sewerage Authority at its Open Public Meeting on December 18, 2017; 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

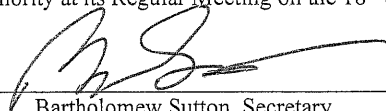
WHEREAS, the Annual budget as presented for adoption reflects Total Revenues of \$9,871,436 Total Appropriations, including any Accumulated Deficit, if any, of \$7,747,345 and Total Unrestricted Net Assets utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$7,874,091 and Total Unrestricted Net position planned to be utilized of \$2,124,091.

THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority, at an Open Public Meeting held on December 18th, that the Annual Budget and Capital Budget/Program of the Bayshore Regional Sewerage Authority for the fiscal year beginning, January 1, 2018 and, ending, December 31, 2018 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 18th day of December, 2017


Bartholomew Sutton, Secretary

Recorded Vote

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

2018 Authority Budget Message and Analysis

Bayshore Regional Sewerage Authority

Authority Budget

Fiscal Year from: January 1, 2018 to December 31, 2018

1. ***Complete a brief statement on the 2018 proposed Annual Budget and make comparison to the 2017 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 2018 Authority Budget requires no increase in amount of funding required to be raised by the customers of the Authority as compared to 2017 although the "Total Operating Revenues" have been increased by 1.1%. The additional revenue is the result of additional connection fees which more than offset the \$3000 reduction in anticipated interest revenue resulting from less expected cash to invest in 2018. On the appropriations side of the budget, the "administration personnel and fringe benefit costs" are expected to be slightly down with a 0.1% decrease. Cost of Providing Services "Personnel" and "Other" are lower in 2018 with "Personnel" seeing a 1% increase and "Other" seeing a 3.2 % decrease. Following provides a more detailed analysis of the "cost of providing services-other" category.

Chemical use is down at the Authority, costs per unit prices have been favorable and the prior year was slightly overbudgeted which has resulted in an anticipated 24% reduction in expenses for chemicals in 2018. The authority will be purchasing additional building and grounds maintenance equipment and the line item is expected to increase by 15.7%. Ash Hauling was completed in 2017 hence very little ash is expected to be removed in 2018 and the line item for this expense has been decreased by 47.2 %. The Authority will be performing forcemain inspections in 2018 and as a result the collection

system line item has been increased by 30.8% as this is a significant undertaking. Finally, due to the new Sewerage Sludge Incinerator Regulations the Authority must complete a stack test again in 2018. The cost of this test has caused the Testing and Analysis line item to increase 24.8%.

- 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.**

Total Anticipated Revenues will increase 1.1% in 2018 as compared to 2017. This change has no direct impact on the service charges due from the customers since that component remains unchanged for 2018. Connection fee revenues are up due to local redevelopment projects.

- 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 has been recovering from the effects of Hurricane Sandy damage. Many homes and businesses in Union Beach have been demolished. In Union Beach alone approximately 216 homes have been demolished. Rebuilding has produced many new or raised homes so far and the rebuilding continues. As of October 1, 2017 of the 216 dwellings that were demolished, 136 have been issued CO's for rebuilding. The Borough of Keansburg has had numerous homes demolished and residents walk away from impacted homes as well. The 2018 Authority budget requires no more in revenues from the customers of this region at a crucial time as it did in 2017. The region is also seeing an increase in the number of mixed use redevelopment projects in the last three years. The old Bell Labs facility in Holmdel is an example of this activity. In 2017 the Authority connection fee was established at a lower rate than the prior year. Revenue from connection fees is not expected to decrease with the lower rate since the area is witnessing 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. 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 2018.

- 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 2018 budget does not reflect an anticipated deficit in operations from 2017 and does not include 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 2018 Authority Preliminary User Charge Structure: The user charge structure is the same as prior year. This Fee structure does not take effect until after the Public Hearing on December 18, 2017.

	2018 Preliminary		2017	
Total Budget	\$9,871,436		\$9,764,436	
Non-Operating Revenues	(\$5,000)		(\$8,000)	
Operating Revenues	(\$625,000)		(\$515,000)	
Total Due From Customers	\$9,241,436		\$9,241,436	
Treatment Charge distribution	% of Flow	Charge	% of Flow	Charge
Hazlet	28.39	\$2,623,749	29.6	\$2,734,373
Holmdel	10.97	\$1,013,523	12.08	\$1,116,207
Keansburg	8.73	\$806,425	8.94	\$825,973
Keyport	12.03	\$1,111,455	9.91	\$918,425
Matawan	10.80	\$997,902	10.22	\$943,804
Union Beach	7.37	\$681,320	7.64	\$706,258
Aberdeen	17.91	\$1,654,855	17.89	\$1,653,076
WMUA	3.81	\$352,208	3.72	\$343,320
total	100%	\$9,241,436	100%	\$9,241,436

The Authority Connection Fee structure: The connection fee is reduced for the 2017/2018 year by \$61.00

Connection Fee	2017/2018	2016/2017
\$ per EDU	\$5,001	\$5,062

RESOLUTION

No. (130/16)

To Adopt 2017 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 2017 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 2017 Exhibit "E" be, and is hereby adopted and approved for calendar year 2017.

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, 2017.

REVENUES

Retained earnings appropriated	\$ 0
Anticipated revenues	\$9,764,436
<hr/>	
Total revenues and other financial sources	\$9,764,436

APPROPRIATIONS

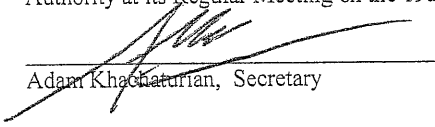
Operating Expenses	\$7,334,436
Capital Appropriations	\$ 0
Debt service, reserves, and deficit	\$2,430,000
<hr/>	
Total appropriations	\$9,764,436

Exhibit "E" Customer Flow Charges

The Bayshore Regional Sewerage Authority hereby establishes Customer User Charges as follows for 2017:

Aberdeen:	\$1,653,076
Hazlet:	\$2,734,373
Holmdel:	\$1,116,207
Keansburg:	\$ 825,973
Keyport:	\$ 918,425
Matawan:	\$ 943,804
Union Beach:	\$ 706,258
WMUA:	\$ 343,320

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 Khachatryan, Secretary

RESOLUTION

No. (79/17)

To adopt the 2017/2018 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 2016 Audit and Connection Fee calculation prepared by the Authority Certified Public Accountant as well as the 2016 (EDU) Equivalent Domestic Unit report prepared by the Authority Consulting; 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 17th of July, 2017



Bartholomew Sutton, 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 2017/2018.

Connection fee \$5,001 for the year 2017/2018 fiscal year

By Order of Resolution (72/17)
Bayshore Regional Sewerage Authority
100 Oak Street
Union Beach, NJ 07735



Bartholomew Sutton, 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 2017 hence does not have 2017 Continuing Disclosure Agreement obligations. The Authority anticipates assuming debt in 2018. The Authority Short-Term Sandy SAIL loan program through the NJEIT will convert to a Long-Term loan in May of 2018. Long term, 20-year Debt service principal and interest payments are estimates at this time. The estimated Long term loan amount is \$12,150,000 with a principal and interest payment of \$459,221. An amortization schedule prepared by the Authority Bond Counsel is attached. The Authority will be making final FEMA reimbursements on the Phase I Short-Term loan by January-February of 2018 at which point the total Long-Term loan amount will be calculated.

AUTHORITY CONTACT INFORMATION 2018

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, 2018 TO: December 31, 2018

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2016 or 2017) 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 as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2016 or 2017) Transmittal of Wage and Tax Statements: **\$2,321,665**
- 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* If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2017 or 2018 deadline has passed 2017 or 2018) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) **Yes** If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? *No* If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 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*
If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 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 of \$19.80 per month** If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 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. *Yes the Authority held a Pizza & soda lunch for all staff on 2/27/17 at the treatment plant for two long-time employees who were retiring, the cost was \$73.19. The Authority held a pizza & soda lunch for all staff on 7/27/17 at the treatment plant for one long-time employee who retired, the cost was \$152.50. The Authority paid \$7.29 for cookies for a meeting on 7/14/17 and \$14.15 for pizza on 6/19/17. If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? *Yes, the Authority reimbursed Peter Canal \$89.83 to attend the Annual NJWEA conference in Atlantic City on 5/10/17 including \$10 for parking, \$6 for tolls and \$73.83 for mileage. The Authority reimbursed Peter Canal \$54.44 to attend a forcemain inspection project in Hamilton, NJ on 9/27/17 including \$4.15 in tolls, and \$50.29 in mileage. If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*
- 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:
- First class or charter travel *No*
 - Travel for companions *No*
 - Tax indemnification and gross-up payments *No*
 - Discretionary spending account *No*
 - Housing allowance or residence for personal use *No*
 - Payments for business use of personal residence *No*
 - Vehicle/auto allowance or vehicle for personal use *Yes**
 - Health or social club dues or initiation fees *No*
 - Personal services (i.e.: maid, chauffeur, chef) *No*
- The Authority provides a vehicle to the Executive Director, Plant Superintendent and Maintenance Superintendent for Authority Business and commuting.*
If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.
- 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 reimbursement? *Yes, the Authority policy requires receipts for reimbursement of expenses for employees attending a business related single day event. The Authority also allows a per diem in accordance with the US General Services Administration for mileage, meals and incidentals for a longer event. In 2017 Commissioners attending the Annual League of Municipalities Conference which coincides with the Annual Association of Environmental Authorities Conference and the NJUA Joint Insurance*

Fund Seminar will receive per diem expenses in accordance with GSA guidelines for Meals and Incidentals (\$172.50), round trip mileage reimbursement (\$112.35) and tolls, cab fare and parking reimbursement. If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)

- 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 four employees upon their retirement in 2017; Noel Garcia after 30 years with the Authority - \$10,836.65 on February 13, 2017, James Kroessig after 28 years with the Authority - \$10,263.05 on February 13, 2017, George Smith upon disability retirement - \$11,541.01 on March 20, 2017 and Michelle Izzo after 25 years with the Authority - \$15,924.19 on August 21, 2017.** If "yes," attach explanation including amount paid.
- 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** If "yes," attach explanation including amount paid.
- 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? **N/A** If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.
- 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.** If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 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.)? **Yes, the Authority was issued a Notice of Violation and fine of \$3,000 by the NJDEP for failure to conduct a stack test on the Dorr Oliver Incinerator while the NIRO Incinerator was being restored from Superstorm Sandy damage in 2016.** If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.

2018 AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Bayshore Regional Sewerage Authority
 January 1, 2018 to December 31, 2018

	FY 2018 Proposed Budget					FY 2017 Adopted Budget		\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	N/A	Wastewater	N/A	N/A	N/A	Total All Operations	Total All Operations			
REVENUES										
Total Operating Revenues	\$	9,866,436	\$	-	\$	9,866,436	\$	9,756,436	\$ 110,000	1.1%
Total Non-Operating Revenues	-	5,000	-	-	5,000	-	8,000	(3,000)	-37.5%	
Total Anticipated Revenues	-	9,871,436	-	-	9,871,436	-	9,764,436	107,000	1.1%	
APPROPRIATIONS										
Total Administration	-	825,021	-	-	825,021	-	816,269	8,752	1.1%	
Total Cost of Providing Services	-	6,463,103	-	-	6,463,103	-	6,518,167	(55,064)	-0.8%	
Total Principal Payments on Debt Service in Lieu of Depreciation	-	429,810	-	-	429,810	-	-	429,810	#DIV/0!	
Total Operating Appropriations	-	7,717,934	-	-	7,717,934	-	7,334,436	383,498	5.2%	
Total Interest Payments on Debt	-	29,411	-	-	29,411	-	-	29,411	#DIV/0!	
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	-	#DIV/0!	
Total Non-Operating Appropriations	-	29,411	-	-	29,411	-	-	29,411	#DIV/0!	
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!	
Total Appropriations and Accumulated Deficit	-	7,747,345	-	-	7,747,345	-	7,334,436	412,909	5.6%	
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-	#DIV/0!	
Net Total Appropriations	-	7,747,345	-	-	7,747,345	-	7,334,436	412,909	5.6%	
ANTICIPATED SURPLUS (DEFICIT)	\$	2,124,091	\$	-	\$	2,124,091	\$	2,430,000	\$ (305,909)	-12.6%

Revenue Schedule

Bayshore Regional Sewerage Authority

For the Period January 1, 2018 to December 31, 2018

	FY 2018 Proposed Budget						FY 2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	N/A	Wastewater	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations
									All Operations
OPERATING REVENUES									
<i>Service Charges</i>									
Residential						\$ -	\$ -	\$ -	#DIV/0!
Business/Commercial						-	-	-	#DIV/0!
Industrial						-	-	-	#DIV/0!
Intergovernmental		9,241,436				9,241,436	9,241,436	-	0.0%
Other						-	-	-	#DIV/0!
Total Service Charges		9,241,436				9,241,436	9,241,436	-	0.0%
<i>Connection Fees</i>									
Residential		510,000				510,000	400,000	110,000	27.5%
Business/Commercial		100,000				100,000	100,000	-	0.0%
Industrial						-	-	-	#DIV/0!
Intergovernmental						-	-	-	#DIV/0!
Other						-	-	-	#DIV/0!
Total Connection Fees		610,000				610,000	500,000	110,000	22.0%
<i>Parking Fees</i>									
Meters						-	-	-	#DIV/0!
Permits						-	-	-	#DIV/0!
Fines/Penalties						-	-	-	#DIV/0!
Other						-	-	-	#DIV/0!
Total Parking Fees						-	-	-	-
<i>Other Operating Revenues (List)</i>									
industrial pretreatment fees		15,000				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!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Total Other Revenue		15,000				15,000	15,000	-	0.0%
Total Operating Revenues		9,866,436				9,866,436	9,756,436	110,000	1.1%
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						-	-	-	-
<i>Interest on Investments & Deposits (List)</i>									
Interest Earned		5,000				5,000	8,000	(3,000)	-37.5%
Penalties						-	-	-	#DIV/0!
Other						-	-	-	#DIV/0!
Total Interest		5,000				5,000	8,000	(3,000)	-37.5%
Total Non-Operating Revenues		5,000				5,000	8,000	(3,000)	-37.5%
TOTAL ANTICIPATED REVENUES	\$ -	\$ 9,871,436	\$ -	\$ -	\$ -	\$ 9,871,436	\$ 9,764,436	\$ 107,000	1.1%

Prior Year Adopted Revenue Schedule

Bayshore Regional Sewerage Authority

FY 2017 Adopted Budget

	N/A	Wastewater	N/A	N/A	N/A	N/A	Total All Operations
OPERATING REVENUES							
<i>Service Charges</i>							
Residential							\$ -
Business/Commercial							-
Industrial							-
Intergovernmental		9,241,436					9,241,436
Other							-
Total Service Charges	-	9,241,436	-	-	-	-	9,241,436
<i>Connection Fees</i>							
Residential		400,000					400,000
Business/Commercial		100,000					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 Pretreatment fees		15,000					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)							-
Type in (Grant, Other Rev)							-
Total Other Revenue	-	15,000	-	-	-	-	15,000
Total Operating Revenues	-	9,756,436	-	-	-	-	9,756,436
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					8,000
Penalties							-
Other							-
Total Interest	-	8,000	-	-	-	-	8,000
Total Non-Operating Revenues	-	8,000	-	-	-	-	8,000
TOTAL ANTICIPATED REVENUES	\$ -	\$ 9,764,436	\$ -	\$ -	\$ -	\$ -	\$ 9,764,436

Appropriations Schedule

Bayshore Regional Sewerage Authority

For the Period January 1, 2018 to December 31, 2018

	FY 2018 Proposed Budget						FY 2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	N/A	Wastewater	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS									
<i>Administration - Personnel</i>									
Salary & Wages		\$ 356,771				\$ 356,771	\$ 352,426	\$ 4,345	1.2%
Fringe Benefits		141,022				141,022	145,843	(4,821)	-3.3%
Total Administration - Personnel		497,793				497,793	498,269	(476)	-0.1%
<i>Administration - Other (List)</i>									
insurance/supplies/office maint.		268,600				268,600	261,500	7,100	2.7%
trustee fees		5,000				5,000	3,500	1,500	42.9%
accounting / auditing		40,628				40,628	41,000	(372)	-0.9%
Municipal host fee		13,000				13,000	12,000	1,000	8.3%
Miscellaneous Administration*						-	-	-	#DIV/0!
Total Administration - Other		327,228				327,228	318,000	9,228	2.9%
Total Administration		825,021				825,021	816,269	8,752	1.1%
<i>Cost of Providing Services - Personnel</i>									
Salary & Wages		2,282,940				2,282,940	2,258,414	24,526	1.1%
Fringe Benefits		1,434,463				1,434,463	1,422,678	11,785	0.8%
Total COPS - Personnel		3,717,403				3,717,403	3,681,092	36,311	1.0%
<i>Cost of Providing Services - Other (List)</i>									
see attached description		2,745,700				2,745,700	2,837,075	(91,375)	-3.2%
Type in Description						-	-	-	#DIV/0!
Type in Description						-	-	-	#DIV/0!
Type in Description						-	-	-	#DIV/0!
Miscellaneous COPS*						-	-	-	#DIV/0!
Total COPS - Other		2,745,700				2,745,700	2,837,075	(91,375)	-3.2%
Total Cost of Providing Services		6,463,103				6,463,103	6,518,167	(55,064)	-0.8%
Total Principal Payments on Debt Service in Lieu of Depreciation		429,810				429,810	-	429,810	#DIV/0!
Total Operating Appropriations		7,717,934				7,717,934	7,334,436	383,498	5.2%
NON-OPERATING APPROPRIATIONS									
Total Interest Payments on Debt		29,411				29,411	-	29,411	#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		29,411				29,411	-	29,411	#DIV/0!
TOTAL APPROPRIATIONS		7,747,345				7,747,345	7,334,436	412,909	5.6%
ACCUMULATED DEFICIT									
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT		7,747,345				7,747,345	7,334,436	412,909	5.6%
UNRESTRICTED NET POSITION UTILIZED									
Municipality/County Appropriation						-	-	-	#DIV/0!
Other						-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized						-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS		\$ 7,747,345				\$ 7,747,345	\$ 7,334,436	\$ 412,909	5.6%

* 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 \$ - \$ 385,896.70 \$ - \$ - \$ - \$ - \$ 385,896.70

Prior Year Adopted Appropriations Schedule

Bayshore Regional Sewerage Authority

FY 2017 Adopted Budget

	N/A	Wastewater	N/A	N/A	N/A	N/A	Total All Operations
OPERATING APPROPRIATIONS							
<i>Administration - Personnel</i>							
Salary & Wages		\$ 352,426					\$ 352,426
Fringe Benefits		145,843					145,843
Total Administration - Personnel	-	498,269	-	-	-	-	498,269
<i>Administration - Other (List)</i>							
insurance/supplies/office maintenance		261,500					261,500
trustee fees		3,500					3,500
accounting / auditing		41,000					41,000
municipal host fee		12,000					12,000
Miscellaneous Administration*							-
Total Administration - Other	-	318,000	-	-	-	-	318,000
Total Administration	-	816,269	-	-	-	-	816,269
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages		2,258,414					2,258,414
Fringe Benefits		1,422,678					1,422,678
Total COPS - Personnel	-	3,681,092	-	-	-	-	3,681,092
<i>Cost of Providing Services - Other (List)</i>							
see attached description		2,837,075					2,837,075
Type In Description							-
Type In Description							-
Type In Description							-
Miscellaneous COPS*							-
Total COPS - Other	-	2,837,075	-	-	-	-	2,837,075
Total Cost of Providing Services	-	6,518,167	-	-	-	-	6,518,167
Total Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-	-	-	-
Total Operating Appropriations	-	7,334,436	-	-	-	-	7,334,436
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	-	7,334,436	-	-	-	-	7,334,436
ACCUMULATED DEFICIT							
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	-	7,334,436	-	-	-	-	7,334,436
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation	-	-	-	-	-	-	-
Other							-
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ -	\$ 7,334,436	\$ -	\$ -	\$ -	\$ -	\$ 7,334,436

* 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

**2018 Authority Operating Budget
 Cost of Providing Services "Other" Breakout
 2 year comparison**

<i>Breakout of Other Costs for CPS</i>			
	2018	2017	% change
Utilities	\$1,073,516	\$1,150,603	-6.7
Plant Maintenance	\$378,000	\$346,000	9.2
Chemicals	\$225,000	\$296,486	-24.1
Buildings and Grounds	\$83,700	\$72,350	15.7
Residuals Hauling	\$118,284	\$223,881	-47.2
Laboratory	\$37,600	\$37,600	0.0
Collection system	\$482,300	\$368,655	30.8
Testing and Analysis	\$112,300	\$90,000	24.8
Fees and Permits	\$45,000	\$45,000	0.0
Professionals and Consultants	\$190,000	\$206,500	-8.0
Total CPS Other	\$2,745,700	\$2,837,075	-3.22

Debt Service Schedule - Principal

Bayshore Regional Sewerage Authority

If Authority has no debt X this box

	Fiscal Year Ending In						Total Principal Outstanding		
	Adopted Budget Year 2017	Proposed Budget Year 2018	2019	2020	2021	2022		2023	Thereafter
N/A									\$
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal									
Wastewater									
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									
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									
Type in Issue Name									
Type in Issue Name									
Total Principal									
TOTAL PRINCIPAL ALL OPERATIONS									
	\$	\$	\$	\$	\$	\$	\$	\$	\$

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

	Moody's	Fitch	Standard & Poors
Bond Rating	N/A	N/A	N/A
Year of Last Rating	N/A	N/A	N/A

Debt Service Schedule - Interest

Baysshore Regional Sewerage Authority

	Fiscal Year Ending In						Total Interest Payments Outstanding		
	Adopted Budget Year 2017	Proposed Budget Year 2018	2019	2020	2021	2022		2023	Thereafter
N/A									\$ -
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments									
Wastewater									
NJEIT Series 2018									
Type in Issue Name	N/A	29,411	88,233	85,958	83,474	80,841	77,873	624,245	1,070,035
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments		29,411	88,233	85,958	83,474	80,841	77,873	624,245	1,070,035
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	\$	29,411	\$ 88,233	\$ 85,958	\$ 83,474	\$ 80,841	\$ 77,873	\$ 624,245	\$ 1,070,035

If Authority has no debt X this box

Net Position Reconciliation

Bayshore Regional Sewerage Authority
 For the Period January 1, 2018 to December 31, 2018

FY 2018 Proposed Budget

	N/A	Wastewater	N/A	N/A	N/A	N/A	Total All Operations
TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)							
Less: Invested in Capital Assets, Net of Related Debt (1)		\$ 71,212,074					\$ 71,212,074
Less: Restricted for Debt Service Reserve (1)		5,683,261					5,683,261
Less: Other Restricted Net Position (1)							
Total Unrestricted Net Position (1)		65,528,813					65,528,813
Less: Designated for Non-Operating Improvements & Repairs		1,364,423					1,364,423
Less: Designated for Rate Stabilization							
Less: Other Designated by Resolution							
Plus: Accrued Unfunded Pension Liability (1)		8,986,164					8,986,164
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		73,150,554					73,150,554
Unrestricted Net Position Utilized to Balance Proposed Budget							
Unrestricted Net Position Utilized in Proposed Capital Budget		2,124,091					2,124,091
Appropriation to Municipality/County (3)							
Total Unrestricted Net Position Utilized in Proposed Budget		2,124,091					2,124,091
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR							
Last issued Audit Report (4)		\$ 71,026,463					\$ 71,026,463

(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 \$ - \$ 385,897 \$ - \$ - \$ - \$ 385,897
 (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.

2018
Bayshore Regional
Sewerage Authority

AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2018 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM


Bayshore Regional Sewerage Authority

FISCAL YEAR: FROM: January 1, 2018 TO: December 31, 2018

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 16th day of October, 2017.

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:	Scott Whelan		
Title:	Treasurer		
Address:	100 Oak Street Union Beach, NJ, 07735		
Phone Number:	732-739-1095	Fax Number:	732-739-2459
E-mail address	Bfisch59@bayshorersa.com		

2018 Capital Budget / Program Message

Bayshore Regional Sewerage Authority

From: January 1, 2018 to December 31, 2018

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 2018 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 2018. In addition the preliminary budget, with the capital projects described, will be sent to all municipal customers prior to the public hearing scheduled for the treatment charges.***
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 2018 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 Authority Asset Management Plan is used to support the long term capital plan. The Authority Asset management plan extends out beyond 20 years and is 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. Going forward the Authority expects to maintain stable rates with modest rate increases, low cost funding through the NJEIT and an asset management program to guide long term spending and focus.***

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, 2018 to

December 31, 2018

Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>N/A</i>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-					
<i>Wastewater</i>						
See Attached schedule	7,874,091	\$ 2,124,091		\$ 930,000		\$ 4,820,000
	-					
	-					
Total	7,874,091	2,124,091	-	930,000	-	4,820,000
<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 PROPOSED CAPITAL BUDGET	\$ 7,874,091	\$ 2,124,091	\$ -	\$ 930,000	\$ -	\$ 4,820,000

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.

**2018 Authority Capital Budget
for the period: January 1, 2018 to December 31, 2018**

Proposed Year's Capital Improvement Plan Project	Estimated Total Cost	Unrestricted Net Position	Renewal and Replacement	Debt Authorization	Capital Grants	Other Sources
Matawan Pump Station Ventilation improvements	\$0	\$200,000				
	\$200,000					
	\$0					
	\$0					
Dorr Oliver Incinerator Improvements	\$750,000	\$750,000				
	\$0					
	\$0					
PLC upgrades at Pump Stations	\$224,091	\$224,091				
	\$0					
	\$0					
Collection system upgrades	\$950,000	\$950,000				
	\$0					
	\$0					
	\$0					
	\$0					
Elevate Power Distribution System	\$3,300,000			\$330,000		\$2,970,000
	\$0					
	\$0					
Combine Blower Buildings 1 & 2	\$2,450,000			\$600,000		\$1,850,000
	\$0					
	\$0					
	\$0					
	\$0					
	\$0					
	\$0					
	\$0					
	\$0					
	\$0					
	\$0					
	\$0					
	\$0					
Total	\$7,874,091	\$2,124,091	\$0	\$930,000	\$0	\$4,820,000

5 Year Capital Improvement Plan

Bayshore Regional Sewerage Authority

For the Period

January 1, 2018

to

December 31, 2018

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					
		Year 2018	2019	2020	2021	2022	2023
N/A							
Type in Description	\$ -	\$ -					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
Wastewater							
See Attached schedule	29,059,091	7,874,091	\$ 9,045,000	\$ 8,075,000	\$ 3,020,000	\$ 500,000	\$ 545,000
\$0	-	-					
\$0	-	-					
\$0	-	-					
Total	29,059,091	7,874,091	9,045,000	8,075,000	3,020,000	500,000	545,000
N/A							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
N/A							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
N/A							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
N/A							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 29,059,091	\$ 7,874,091	\$ 9,045,000	\$ 8,075,000	\$ 3,020,000	\$ 500,000	\$ 545,000

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.

**2018 Authority Capital Budget
for the period: January 1, 2018 to December 31, 2018**

5 Year Capital Improvement Plan Project	Estimated Total Cost	2018	2019	2020	2021	2022	2023
Matawan Pump Station Ventilation improvements	\$0	\$200,000					
	\$200,000						
	\$0						
	\$0						
Dorr Oliver Incinerator Improvements	\$12,750,000	\$750,000	\$4,000,000	\$6,000,000	\$2,000,000		
	\$0						
PLC upgrades at Pump Stations	\$224,091	\$224,091					
	\$0						
	\$0						
Collection system upgrades	\$4,450,000	\$950,000	\$1,000,000	\$750,000	\$750,000	\$500,000	\$500,000
	\$0						
	\$0						
	\$0						
Elevate Power Distribution System	\$5,600,000	\$3,300,000	\$2,300,000				
	\$0						
Combine Blower Buildings 1 & 2	\$2,450,000	\$2,450,000					
	\$0						
	\$0						
Building Roof Upgrades	\$200,000		\$100,000	\$100,000			
Facility Pavement Improvements	\$250,000			\$125,000	125000		
	\$0						
Vehicles	\$135,000		\$45,000		\$45,000		\$45,000
Foremain repairs	\$2,500,000		\$1,500,000	\$1,000,000			
Rehab Manholes in Collection System	\$300,000		\$100,000	\$100,000	\$100,000		
Total	\$29,059,091	\$7,874,091	\$9,045,000	\$8,075,000	\$3,020,000	\$500,000	\$545,000

5 Year Capital Improvement Plan Funding Sources

Bayshore Regional Sewerage Authority

For the Period January 1, 2018 to December 31, 2018

Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
N/A						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
Wastewater						
See Attached schedule	29,059,091	\$ 9,009,091		\$ 13,160,000		\$ 6,890,000
	\$0					
	\$0					
	\$0					
Total	29,059,091	9,009,091	-	13,160,000	-	6,890,000
N/A						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
N/A						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
N/A						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
N/A						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ 29,059,091	\$ 9,009,091	\$ -	\$ 13,160,000	\$ -	\$ 6,890,000
Total 5 Year Plan per CB-4	<u>\$ 29,059,091</u>					

- 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.

2018 Authority Capital Budget
For the period: January 1, 2018 to December 31, 2018

5-year CIP Funding Project	Estimated Total Cost	Unrestricted Net Position	Renewal and Replacement	Debt Authorization	Capital Grants	Other Sources
Matawan Pump Station Ventilation improvements	\$200,000 \$0 \$0	\$200,000				
Dorr Oliver Incinerator Improvements	\$12,750,000 \$0 \$0	\$750,000		\$12,000,000		
PLC upgrades at Pump Stations	\$224,091 \$0 \$0	\$224,091				
Collection system upgrades	\$4,450,000 \$0 \$0 \$0 \$0	\$4,450,000				
Elevate Power Distribution System	\$5,600,000 \$0 \$0			\$560,000		\$5,040,000
Combine Blower Buildings 1 & 2	\$2,450,000 \$0 \$0			\$600,000		\$1,850,000
Building Roof Upgrades	\$200,000	\$200,000				
Facility Pavement Improvements	\$250,000 \$0 \$0	\$250,000				
Vehicles	\$135,000	\$135,000				
Forcemain repairs	\$2,500,000	\$2,500,000				
Rehab Manholes in Collection System	\$300,000	\$300,000				
Total	\$29,059,091	\$9,009,091	\$0	\$13,160,000	\$0	\$6,890,000

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

Bayshore Regional Sewerage Authority

FISCAL YEAR: FROM: January 1, 2018 **TO:** December 31,
2018

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: (Use the Most Recent W-2 available 2017 or 2018. 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, 2018, the most recent W-2 and 1099 should be used 2017 or 2016 (60 days prior to start of budget year is November 1, 2017, with 2016 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2017 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2017, with 2017 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.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

For the Period January 1, 2018 to Bayshore Regional Sewerage Authority December 31, 2018

Reportable Compensation from Authority (W-2/1099)
 Position (Can Check more than 1 Column for each person)

Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Other Public Entities Listed in Column O	Reproducible Compensation from Other Public Entities (W-2/1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities	
																			\$
1 Robert C. Fitcher	Executive Director	50			x	x		153,116		780	3,733	157,629	none					157,629	
2 Jerome Michael Broyles	Superintendent	50			x	x		113,331		780	18,949	133,060	none					133,060	
3 Pete Caral	Chief Engineer	45			x	x		94,866			30,016	124,882	none					124,882	
4 Roy Anderson	Asst. Superintendent	50			x	x		97,643		780	26,248	124,671	none					124,671	
5 Charles Theodora	Asst. Superintendent	50			x	x		82,216			28,763	110,979	Township Ocean S.A.	Commissioner	0.5	2,575		113,554	
6 Andrew Komorek	IT Manager	40			x	x		77,674			27,929	105,603	none					105,603	
7 Bartholomew Sutton	Commissioner	2					2,000				2,000	2,000	none					2,000	
8 Adam Krachaturian	Commissioner	2	x				2,000				2,000	2,000	none					2,000	
9 Marcy McMullen	Commissioner	2	x				2,000				2,000	2,000	Monmouth County Library	Records tech III	40	42,000		44,000	
10 Charles Steiner	Commissioner	2	x				2,000				2,000	2,000	none					2,000	
11 Louis Pisano	Commissioner	2	x				2,000				2,000	2,000	Hazlet Township DPW	Sr. maint. Repairman	40	43,000		45,000	
12 Scott Whelan	Commissioner	2	x				2,000				2,000	2,000	none					2,000	
13											0	0						0	
14											0	0						0	
15											0	0						0	
Total:											\$ 630,846	\$ 2,340	\$ 135,638	\$ 768,824			\$ 87,575	\$ -	\$ 856,399

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

Schedule of Health Benefits - Detailed Cost Analysis

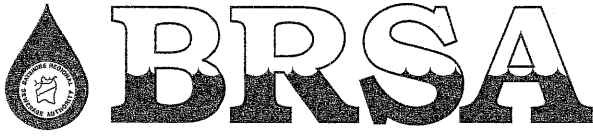
Bayshore Regional Sewerage Authority
 For the Period January 1, 2018 to December 31, 2018

	Annual Cost		# of Covered Members (Medical & Rx) Current Year	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee		Total Prior year Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	Employee Proposed Budget				per Employee Current Year	Current Year			
Active Employees - Health Benefits - Annual Cost										
Single Coverage	7	\$ 13,350	5	\$ 93,447	5	\$ 12,333	\$ 61,663	\$ 31,784	51.5%	
Parent & Child	4	22,741	3	90,962	3	21,232	63,695	27,267	42.8%	
Employee & Spouse (or Partner)	3	25,476	4	76,428	4	23,770	95,079	(18,651)	-19.6%	
Family	13	35,014	16	455,176	16	32,875	525,996	(70,820)	-13.5%	
Employee Cost Sharing Contribution (enter as negative -)				(178,241)			(137,169)	(41,072)	29.9%	
Subtotal	27		28	537,772			609,264	(71,492)	-11.7%	
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	5	8,962	6	44,808	6	7,609	45,651	(843)	-1.8%	
Parent & Child	1	11,100	0	11,100	0	-	-	11,100	#DIV/0!	
Employee & Spouse (or Partner)	9	20,364	9	183,272	9	19,932	179,392	3,880	2.2%	
Family	2	41,958	1	83,916	1	39,578	39,578	44,338	112.0%	
Employee Cost Sharing Contribution (enter as negative -)				-			-	-	#DIV/0!	
Subtotal	17		16	323,095			264,621	58,474	22.1%	
GRAND TOTAL	44		44	\$ 860,868			\$ 873,885	\$ (13,017)	-1.5%	

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box) Yes No

Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box) Yes No

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



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 20, 2017

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

Re: 2018 Annual and Capital Budget-Bayshore Regional Sewerage Authority

Dear Mr. Cunningham:

The 2018 Budget of the Bayshore Regional Sewerage Authority was adopted after a public meeting on December 18, 2017.

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 McMullen and Commissioners, BRSA

Committed to a Clean Environment for Today, Tomorrow and Generations to Come

BRSA staff, November 2006