

# WATER OPERATIONS

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## OVERVIEW

The Water Operations staff is responsible for collecting and analyzing 15 bacteriological samples/month for compliance. Additional water quality samples collected for compliance are TTHM/HAA5, Lead and Copper and Asbestos. The water plant is staffed two shifts per day, seven days a week, and serves as an after-hours contact for Nags Head citizens wishing to report water problems or seeking information concerning other Town departmental activities.

Water Operations consists of the Eighth Street Water Treatment Plant and storage tank, the Gull Street Pump Station and storage tank, and two 500,000-gallon elevated water storage tanks. In addition, Water Operations maintains a state certified laboratory for bacteriological testing to ensure that water quality complies with state and federal regulations.

## GOALS

- Provide drinking water, and water needed for fire suppression, that meets or exceeds all federal and state standards in quantity and quality.
- Maintain the Town's water treatment and storage system in optimum operating condition and add needed system enhancements as required to meet increasing state and federal water quality standards.
- Continually improve customer service and communications with the public, businesses, and other Town departments.

## OBJECTIVES AND PERFORMANCE INDICATORS

### **Objective - Improve water service through water quality enhancements.**

Performance Indicators -

- Monitor water quality from Oregon Inlet north and throughout distribution system.
- Continue monitoring for TTHM concentration reduction throughout the distribution system to meet the Stage 2 Disinfection/Disinfection By product Rule requirements.

### **Objective - Perform scheduled system maintenance to maximize the life of critical system components.**

Performance Indicators -

- Inspection/Preventive Maintenance on three Eighth Street high service pumps
- Inspection/ Preventive Maintenance on two Gull Street high service pumps
- Cathodic Protection inspection for Eighth Street water tower

# WATER OPERATIONS

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## **Objective - Plan for future Water Operations capital needs.**

Performance Indicators -

- Monitor proposed and established future water quality standard revisions.
- Determine how the Town can meet future revised standards.
- Review/identify water treatment methods to meet future water quality standards.
- Prepare Water Operations capital improvement plan to include any future treatment needs/modifications.

# WATER OPERATIONS ORGANIZATION AND STAFFING

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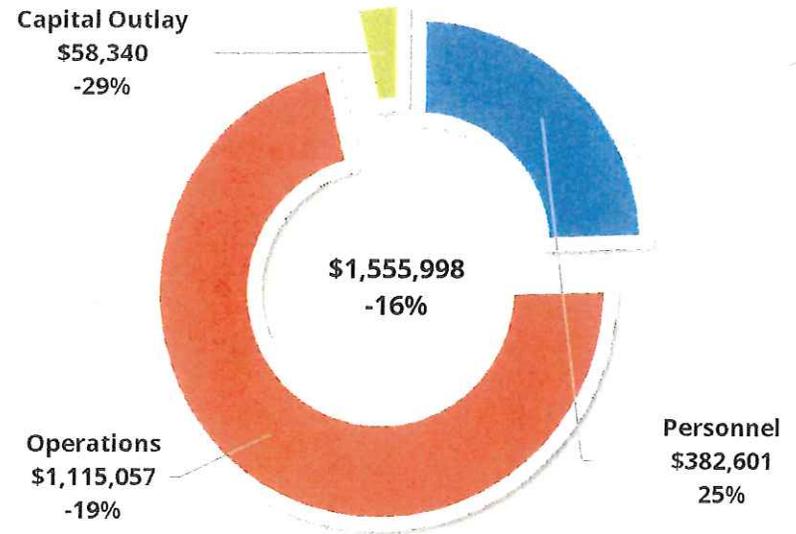


# WATER OPERATIONS - BUDGET HIGHLIGHTS

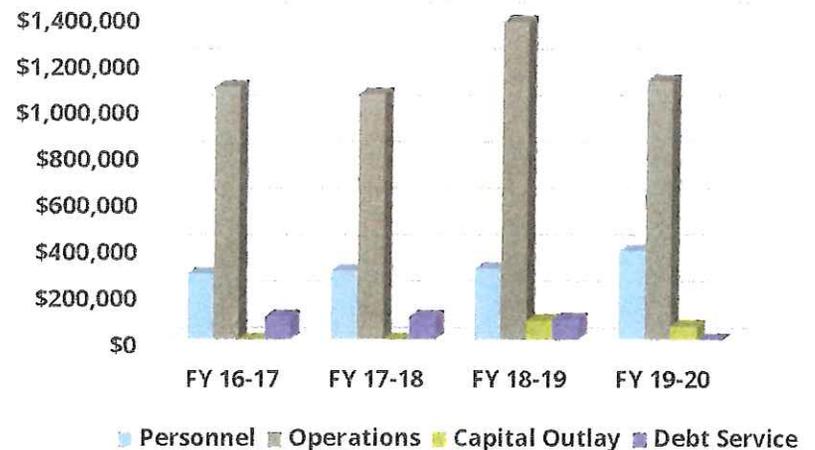
## HIGHLIGHTS

- Funding of \$888,745 is recommended for purchasing wholesale water from Dare County. The budget is based on a 5% increase of 426 million gallons purchased at the current wholesale rate of \$1.989 per million gallons.
- Capital outlay of \$15,000 is included for a mixer motor at the south Nags Head tank. A 6-inch dewatering pump, which is 100% grant funded, is budgeted at \$43,340.
- A new Water Plant Operator position is recommended effective July 1, budgeted at \$61,212.
- The Water Fund proportionate share of insurances, including workers compensation, property and liability, as well as flood insurance, are centrally budgeted in Water Operations.

Recommended Expenditures by Function  
2019-2020/Percentage Change From FY 2018-2019



FY 2019-2020 Recommended Expenditures and Adopted Expenditure History



**Town of Nags Head  
Recommended Budget  
For the Fiscal Year 2019-2020**

Department:

*Water Operations*

Account Description	Departmental Requested 2019-2020	Manager's Recommended 2019-2020	Financial Plan 2020-2021	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Estimated Actual Expenditures 2018-2019	Actual Expenditures 2017-2018	Actual Expenditures 2016-2017
<b>PERSONNEL SERVICES</b>								
SALARIES/WAGES - REGULAR	\$ 241,002	\$ 241,002	\$ 248,568	\$ 196,783	\$ 214,891	\$ 199,870.25	\$ 207,484	\$ 200,680
SALARIES - LONGEVITY PAY	9,894	9,894	10,355	9,801	-	-	-	-
OVERTIME PAY	500	500	500	500	-	-	-	-
HOLIDAY PAY	6,700	6,700	6,700	6,700	-	-	-	-
FICA TAX	19,744	19,744	20,358	16,354	16,439	14,325	14,842	14,225
GROUP HEALTH INSURANCE	76,410	76,410	79,079	54,238	54,238	54,864	53,632	50,397
RETIREMENT	23,201	23,201	26,697	16,518	16,604	15,554	15,677	14,607
401 K	5,150	5,150	5,313	4,263	4,285	3,983	2,780	2,106
<b>Subtotal Personnel Services</b>	<b>\$ 382,601</b>	<b>\$ 382,601</b>	<b>\$ 397,570</b>	<b>\$ 305,157</b>	<b>\$ 306,457</b>	<b>\$ 288,595</b>	<b>\$ 294,415</b>	<b>\$ 282,015</b>
<b>OPERATIONS</b>								
TRAINING	\$ 3,935	\$ 3,935	\$ 3,285	\$ 3,285	\$ 3,285	\$ 590.15	\$ 1,669	\$ 3,533
BUILDING/EQUIPMENT RENTAL	2,552	2,552	2,552	1,024	1,024	699	976	1,032
TELEPHONE	4,478	4,478	4,478	5,048	5,048	3,853	4,389	3,248
TELEPHONE - CELL PHONE STIPEND	420	420	420	420	420	420	420	420
UTILITIES	47,710	47,710	51,530	47,000	47,000	49,920	47,806	47,630
POSTAGE	2,700	2,700	2,700	2,700	2,700	128	1,773	1,542
ADVERTISING	260	260	260	260	260	-	-	243
PRINTING	3,825	3,825	3,825	3,825	3,825	-	2,869	2,814
FUEL COSTS	7,500	7,500	7,500	5,400	5,400	6,042	5,434	3,612
DEPARTMENT SUPPLIES	31,834	31,834	32,834	31,690	31,690	26,935	22,993	22,503
OTHER SUPPLIES	10,115	10,115	10,115	9,350	9,350	2,823	5,399	1,811
OTHER SUPPLIES - COMPUTER	2,150	-	-	1,000	1,000	-	-	-
MAINT/REPAIR BUILDINGS	8,000	2,000	2,000	2,000	2,000	-	1,265	610
MAINT/REPAIR EQUIPMENT	18,400	18,400	18,400	292,850	292,850	162,430	23,024	26,936
VEHICLE MAINTENANCE	1,900	1,900	1,900	1,900	1,900	1,419	1,190	471
VEHICLE REPAIRS	-	-	-	500	500	-	-	-
UNIFORMS	2,400	2,400	2,400	2,000	2,613	2,422	1,099	1,333
PROFESSIONAL FEES	6,250	6,250	6,250	6,250	6,250	1,187	2,400	3,200
CONTRACTED SERVICES	17,335	17,335	17,810	17,710	17,710	20,789	7,888	6,190
PURCHASES FOR RESALE	888,745	888,745	933,182	872,726	872,726	850,000	831,799	828,857
DUES AND SUBSCRIPTIONS	2,698	2,698	2,698	2,688	2,688	3,281	2,496	2,452
INSURANCE	60,000	60,000	60,000	60,000	60,000	60,000	50,984	48,456
<b>Subtotal Operations</b>	<b>\$ 1,123,207</b>	<b>\$ 1,115,057</b>	<b>\$ 1,164,139</b>	<b>\$ 1,369,626</b>	<b>\$ 1,370,239</b>	<b>\$ 1,192,939</b>	<b>\$ 1,015,873</b>	<b>\$ 1,006,893</b>
<b>COST REIMBURSEMENT</b>								
COST REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ 373,758	\$ 373,758	\$ 379,511	\$ 331,736

**Town of Nags Head  
Recommended Budget  
For the Fiscal Year 2019-2020**

Department:

*Water Operations*

Account Description	Departmental Requested 2019-2020	Manager's Recommended 2019-2020	Financial Plan 2020-2021	Adopted Budget 2018-2019	Adjusted Budget 2018-2019	Estimated Actual Expenditures 2018-2019	Actual Expenditures 2017-2018	Actual Expenditures 2016-2017
<b><i>CAPITAL OUTLAY</i></b>								
CAPITAL OUTLAY OTHER	\$ -	\$ -	\$ 315,618	\$ -	\$ -	\$ -	\$ -	\$ 36,531
CAPITAL OUTLAY EQUIPMENT	58,340	58,340	-	82,400	42,400	42,400	-	-
CAPITAL OUTLAY VEHICLE	-	-	1,000	-	-	-	-	-
<b><i>Subtotal Capital Outlay</i></b>	<b>\$ 58,340</b>	<b>\$ 58,340</b>	<b>\$ 316,618</b>	<b>\$ 82,400</b>	<b>\$ 42,400</b>	<b>\$ 42,400</b>	<b>\$ -</b>	<b>\$ 36,531</b>
<b><i>DEBT SERVICE</i></b>								
L/P PRINCIPAL	\$ -	\$ -	\$ 11,281	\$ 86,667	\$ 86,667	\$ 86,667	\$ 94,788	\$ 94,690
L/P INTEREST	-	-	-	1,950	1,950	1,950	4,006	6,042
<b><i>Subtotal Debt Service</i></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,281</b>	<b>\$ 88,617</b>	<b>\$ 88,617</b>	<b>\$ 88,617</b>	<b>\$ 98,794</b>	<b>\$ 100,732</b>
<b>TOTAL</b>	<b>\$ 1,564,148</b>	<b>\$ 1,555,998</b>	<b>\$ 1,889,608</b>	<b>\$ 1,845,800</b>	<b>\$ 2,181,471</b>	<b>\$ 1,986,309</b>	<b>\$ 1,788,593</b>	<b>\$ 1,757,907</b>

**Town of Nags Head  
Recommended Budget  
For the Fiscal Year 2019-2020**

**Water Operations**

Description of Capital Items	Departmental Requested 2019-2020	Manager's Recommended 2019 - 2020	Financial Plan 2020-2021
<b>Capital Outlay Other</b>			
1. Eighth Street water tower rehabilitation	\$ -	\$ -	\$ 315,618
<b>Total Capital Outlay Other</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 315,618</b>
<b>Capital Outlay Equipment</b>			
1. Six inch dewatering pump - 100% grant funded**	\$ 43,340	\$ 43,340	\$ -
2. South Nags Head tank mixer motor replacement	15,000	15,000	-
<b>Total Capital Outlay Equipment</b>	<b>\$ 58,340</b>	<b>\$ 58,340</b>	<b>\$ -</b>
<b>New Lease Payments</b>			
1. Replacement 4x4 pickup truck at a cost of \$32,559*	\$ -	\$ -	\$ 11,281
<b>Total New Lease Payments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,281</b>
<b>Capital Outlay Vehicle</b>			
1. Excise tax on new vehicle	\$ -	\$ -	\$ 1,000
<b>Total Capital Outlay Vehicle</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>

\* surplus 2014 F-150 4x4 pickup truck

\*\* new addition to fleet