

**BERRYVILLE TOWN COUNCIL BUDGET AND FINANCE COMMITTEE  
MEETING AGENDA  
Berryville-Clarke County Government Center  
101 Chalmers Court, Second Floor  
Meeting Room C  
Regular Meeting  
November 22, 2016  
10:30 a.m.**

<u>Item</u>		<u>Attachment</u>
1. Call To Order	Erecka Gibson, Chair	
2. Discussion	Mapping of Internal Controls	1
3. Discussion	Wastewater Treatment Plant Membrane Pre-Purchase	2
4. Discussion	Budget Analysis / Variance Report	3
5. Closed Session	No Closed Session Scheduled	
6. Other		
7. Adjourn		

↑ Denotes an item on where a motion for action is included in the packet

# Attachment 1

## Job Description

**Job Title:** Town Clerk

**Department:** Administration

**Supervisor:** Assistant Town Manager for Administration/Treasurer

**FLSA Status:** Nonexempt

**Prepared By:** KRD

**Prepared Date:** 08/24/2016

**Approved By:** KRD

**Approved Date:**

### Summary

Assists municipal government with clerical and administrative support by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned by the Assistant Town Manager/Treasurer or the Town Manager.

Prepares agenda packets for town council.

Records and prepares minutes of council meetings.

Administers business license tax functions

Oversight of Town website content and maintenance

Responsible for office supply inventory and ordering

Fills in for business office staff as needed.

Answers official correspondence.

Assists Assistant Town Manager/Treasurer with Human Resources functions.

Keeps fiscal records and accounts.

Prepares reports on civic needs.

Serves as FOIA Officer for all Town operations except the Police Dept.

### Supervisory Responsibilities

This job has no supervisory responsibilities.

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; uses intuition and experience to complement data.

Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Use of Technology - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service ; responds to requests for service and assistance.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Managing Customer Focus - Promotes customer focus; monitors customer satisfaction; develops new approaches to meeting customer needs.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Visionary Leadership - Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.

Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.

Cost Consciousness - Works within approved budget; conserves organizational resources.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity - Completes work in timely manner; strives to increase productivity.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions ; uses equipment and materials properly.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED); experience as a secretary/receptionist or advanced courses in secretarial science and computer application required. Knowledge of basic accounting practices and terminology helpful. If hire does not have such knowledge, must have ability to learn such practices and terminology.

## **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of organization.

Must be able to write clear and concise minutes of meetings attended. Must demonstrate ability to use correct business English and spelling.

## **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but involved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **Computer Skills**

To perform this job successfully, an individual should have knowledge of Accounting software; Contact Management systems; Database software; Internet software; Spreadsheet software and Word Processing software.

## **Certificates, Licenses, Registrations**

Must obtain and maintain Virginia Notary Public Commission.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to reach with hands and arms and talk or hear. The employee is frequently required to stand; sit and use hands to finger, handle, or feel. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **BACKGROUND INVESTIGATION**

The nature of this position requires examination and review of criminal history and credit history.

### **DRUG AND ALCOHOL TESTING**

Position is subject to testing as provided under the Town of Berryville Drug and Alcohol Testing Policy.

---

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by immediate supervisor and other management as required.

The Town of Berryville reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

## Job Description

**Job Title:** Front Desk Clerk

**Department:** Administration

**Supervisor:** Assistant Town Manager/Treasurer

**FLSA Status:** Non exempt

**Prepared By:** KRD

**Prepared Date:** 11/7/2016

**Approved By:** KRD

**Approved Date:**

### Summary

Provides business office clerical assistance by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned by the Assistant Town Manager/Treasurer or the Town Manager.

Greets and assists public and conducts office operations in a polite and friendly manner

Answers phones and directs calls to the appropriate party

Collects utility bills, auto license fees, taxes, meals taxes, lodging taxes, cigarette taxes, business license fees, and fines and prepares and issues receipts

Processes parking violations ticket on a weekly basis

Balances cash drawer

Delivers deposits to the bank on a daily basis

Operates computer terminal to input and retrieve data

Prepares, issues, and sends out receipts, bills, invoices, statements, and checks

Responsible for accounts payable functions

Maintain vendor files

Processes purchase orders / enters invoices / processes checks

Prepares monthly meals, lodging, and cigarette tax reports and maintains tax records

Operates office machines such as adding, copy and fax machines

Opens and routes incoming mail, answers correspondence, and prepares outgoing mail

Maintains weekly yard waste pick up list and weekly appliance (bulk) pick up list

Retrieves voice mail messages each morning and throughout the day

Maintains Town scrap book

Assists Town Clerk with business license functions

Performs other tasks as required

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; shares expertise with others.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills.

Use of Technology - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

Problem Solving - Identifies and resolves problems in a timely manner; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service ; responds to requests for service and assistance; meets commitments.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Managing Customer Focus - Promotes customer focus; monitors customer satisfaction; develops new approaches to meeting customer needs.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Teamwork - Gives and welcomes feedback.

Written Communication - Able to read and interpret written information.

Conflict Resolution - Encourages open communications; confronts difficult situations; keeps emotions under control; uses negotiation skills to resolve conflicts.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Adaptability - Adapts to changes in the work environment.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent.

Dependability - Follows instructions, responds to management direction.

Planning/Organizing - Uses time efficiently.

Quality - Demonstrates accuracy and thoroughness.

Quantity - Completes work in timely manner.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

## **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to make correct change and count cash.

## **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **Computer Skills**

To perform this job successfully, an individual should have knowledge of Accounting software; Spreadsheet software and Word Processing software.

## **Certificates, Licenses, Registrations**

Must obtain and maintain Virginia Notary Public Commission.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**BACKGROUND INVESTIGATION**

The nature of this position requires examination and review of criminal history and credit history.

**DRUG AND ALCOHOL TESTING**

Position is subject to testing as provided under the Town of Berryville Drug and Alcohol Testing Policy.

---

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by immediate supervisor and other management as required.

The Town of Berryville reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

## Job Description

**Job Title:** Administrative Assistant, Police

**Department:** Police

**Supervisor:** Police Chief

**FLSA Status:** Non exempt

**Prepared By:** KR D

**Prepared Date:** 11/7/2016

**Approved By:** KR D

**Approved Date:**

### Summary

Relieves police officers of clerical duties in police department by performing the following duties. This is a non-sworn, civilian position.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned by the Chief of Police or the Town Manager.

Schedules appointments, gives information to callers, composes and types correspondence, routes incoming mail, and performs other administrative and clerical duties.

Answers phones, takes messages, and directs calls to the appropriate party

Greets public and conducts office operations in a professional and polite manner.

Coordinates departmental mailings and publication of legal notices.

Assists in grant writing and is responsible for making quarterly or other required reports in accordance with awarded grants.

Assists Police Chief in preparation of annual departmental budget request.

Processes all parking tickets and maintains accurate and up to date records of same. Maintains records of parking violations, delinquent tickets and the collection and direction of summonses.

Conducts records checks for governmental agencies and assists Chief with FOIA requests.

Tabulates statistics, prepares and submits monthly Incident Based Reporting to the State Police.

Tabulates statistics, prepares and submits monthly department activity report to the Chief of Police.

Assists Police Chief or Sergeant with scheduling of duty hours.

Assists with scheduling of officer training.

Maintains adequate technical and administrative supplies.

Files Police Department records and documents and maintains said files and work area in a neat organized manner. Responsible for all data entry regarding arrests, incident reports, traffic reports, traffic accidents, traffic citations, court dispositions, business emergency information, warrants, miscellaneous names, field identification of suspicious persons, and the like. Files all documents relating to the the Police Department including incident reports. Releases documentation of all criminal history, traffic accidents and other related materials to appropriate agencies as set forth by departmental policies. Enters all court dispositions to appropriate criminal history file (hard copy).

Maintains confidentiality of privileged information as one who works with such information on a regular basis.

Acts as police department computer system manager and thereby serves as the contact person for any and all technical support. Responsible for maintaining the integrity of the computer system as well as the confidentiality of criminal records. Trains departmental staff on computer system.

Attends meetings as required.

Assists Police Chief with departmental payroll and authorizes payroll to the Assistant Town Manager for Administration / Treasurer in the absence of the Police Chief.

Assists Police Chief with departmental purchase orders and approves purchase orders for submission to the Assistant Town Manager for Administration / Treasurer in the absence of the Police Chief.

Regularly assumes Front Desk and Reception duties of Front Desk Clerk.

Performs other tasks as required.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills.

Use of Technology - Demonstrates required skills; adapts to new technologies; keeps technical skills up to date.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; meets commitments.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension.

Cooperation - Establishes and maintains effective relations; offers assistance and support to co-workers.

Managing Customer Focus - Promotes customer focus.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar.

Conflict Resolution - Confronts difficult situations; keeps emotions under control; uses negotiation skills to resolve conflicts.

Ethics - Maintains confidentiality, treats people with respect; keeps commitments.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time.

Adaptability - Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently.

Quality - Demonstrates accuracy and thoroughness; monitors own work to ensure quality.

Quantity - Completes work in timely manner.

Safety and Security - Observes safety and security procedures.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED); minimum of two years experience as a secretary/receptionist or advanced courses in secretarial science and computer applications required. Considerable experience with word processing and other computer packages required.

Knowledge of police practices and terminology helpful. If hire does not have such knowledge, must have the ability and willingness to learn such practices and terminology.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

### **Certificates, Licenses, Registrations**

Must obtain and maintain Virginia Notary Public Commission

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **BACKGROUND INVESTIGATION**

The nature of this position requires examination and review of criminal history and credit history.

### **DRUG AND ALCOHOL TESTING**

Position is subject to testing as provided under the Town of Berryville Drug and Alcohol Testing Policy.

---

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by immediate supervisor and other management as required.

The Town of Berryville reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

# Attachment 2

## Keith Dalton

---

**From:** Dave Tyrrell  
**Sent:** Friday, November 18, 2016 8:58 AM  
**To:** Keith Dalton  
**Subject:** Membrane Prepurchase  
**Attachments:** Membrane Prepurchase Info Packet.pdf

Keith,

Attached is the membrane pre-purchase information. On page 3 of this document is a simple breakdown of the cost of the membranes we are locking in and the market value of the membranes at the time we are looking to purchase. The pre-purchase will save us \$163,944 on just the membranes compared to if we purchase in 2020 or 2021. The savings is not predicted past that because I do not know the market value of the membrane modules after that time period. Additionally we are locking in certain engineering and design work which GE can start to develop now knowing the purchase of the upgrade is coming. By locking in these additional services we also will save on labor cost which will only go up. I cannot give you a total savings because there is no estimate on the engineering and programming cost involved for in the future. I will say that this cost does not go down from here. I will be ready to cover this with council Tuesday next week.

David A Tyrrell  
Director of Utilities  
Town of Berryville, VA  
101 Chalmers Ct. Suite A  
Berryville VA 22611  
dirutilities@berryvilleva.gov  
(v) 540-955-1982  
(f) 540-955-1213

# Memo

**To:** Keith Dalton, Town Manager  
**From:** Dave Tyrrell  
**Date:** July 19, 2016  
**Cc:** Budget and Finance Committee, Jeff Cappo  
**Re:** Future Membrane Replacement Proposal

---

Keith,

Last week I received the attached Budgetary Membrane Replacement Proposal from GE Water Process Technologies. While I am still digesting everything in the proposal and there are a few items I wish to negotiate with GE, namely the falling short by 300 ft<sup>2</sup> of existing membrane surface area, I wanted to get this information to you to be aware of what we are looking at for this upcoming cost.

The first item is module replacement. GE has provided the cost of new membrane modules for operating years 10 through 15 using the same pricing originally granted us for membrane replacement. In operating year 10 which is October 19, 2022 to October 18, 2023 the price per module is \$1,540. This goes up for years 12 through 15. In year 15, which is after October 18, 2026, we will be looking at purchasing each module at full commercial price of \$1,894. Please note that should the inflation rate increase, these prices will also increase.

The new modules have an additional 30 ft<sup>2</sup> of surface area which will reduce the number of modules we will need to purchase. We are currently looking at the purchase of 504 of the membrane modules. This may change by a few units with negotiation. Page 9 of 27 list what GE requires of the Town to provide us with the special pricing. The total cost for the membranes, shipping to our site, and GE personnel for two weeks to help with the installation is \$965,000 plus taxes, fees, and shipping which cannot be priced until time of shipping due to the inability to know those cost this far in advance. We would be responsible for preparation and returning the shipping crates back to the factory in Hungary. I am still researching everything involved with this due to the pest controls and certifications required for the return shipping.

In addition to the membrane replacement, I am looking to upgrade the membrane aeration process to the new LEAPmbr system. This new technology eliminates the cyclic valves and can reduce power needs (not to mention all of the maintenance and time we spend on those cyclic valves) by reducing the number of blowers required to

be on line. This additional upgrade is \$102,000 which could pay for itself in just two or three years with reduced maintenance, power, and employee call back for cyclic valve failures. Total cost of both upgrades is \$1,067,000.

As part of the pre-purchase to maintain the reduced membrane cost beyond the original 10 year period, GE is looking for a payment of \$90,000 per year starting in January 2017 for the next six years or \$540,000 pre-paid. This presents a problem we need to discuss since it took so long to get this proposal from GE and the 2017 budget is set. The Town will need to save an estimated \$570,000 in the same six year time frame to cover the remainder of the purchase cost, shipping, and crate return cost.

Please keep in mind that it appears the actual membrane cost is tied to inflation rates and can change even with the pre-purchase agreement. What this agreement does is extend the amount of time we can run on the original modules and still get reduced replacement cost. Also we are in need of documentation updates which GE will need to quote for us. That price has been requested.

Prepurchase of Membranes

Cost at time of membrane  
replacement with commercial unit prices

# Modules	506	# Modules	506
Cost per module	\$1,540.00	Cost per Module	\$1,894.00
Total Cost of Mem	\$779,240	Total cost of Mem	\$943,184

Cost savings with pre purchase = \$163,944. This does not include changes in cost for other required work which we cannot estimate at this time. The advantage is locking in the prices now and taking advantage of the prepurchase savings.

See page 8 of 27 for escalating cost of membranes.



**GE**  
**Water & Process Technologies**

<b>Budgetary Membrane Replacement Proposal</b>	3239 Dundas Street West, Oakville, Ontario, Canada L6M 4B2 Tel: 905 465 3030 Fax: 905 465 3050
--	--

<b>To:</b>	Town of Berryville, Virginia referred to here as Berryville or Buyer	<b>Date:</b>	July 11, 2016
		<b>No. of Pages:</b>	27 including cover
<b>Attention:</b>	David A. Tyrrell, Director of Utilities	<b>Email:</b>	<a href="mailto:dirutilities@berryvilleva.gov">dirutilities@berryvilleva.gov</a>
<b>Plant Address:</b>	362 Parshall Road, Berryville, VA 22611 USA	<b>Telephone No.:</b>	540 955 1982
<b>From:</b>	Matthew Stapleford, Regional Lifecycle Manager, Northeastern USA	<b>Email:</b>	<a href="mailto:Matthew.Stapleford@ge.com">Matthew.Stapleford@ge.com</a>
		<b>Telephone No.:</b>	905 465 3030 x3454
		<b>Cell No.:</b>	905 334 4035
		<b>Fax No.:</b>	905 465 3050
<b>Cc:</b>	Matt Curran, Scott Hortop		
<b>Subject:</b>	Budgetary Membrane Replacement (Full Plant): 552 x ZW500D 370ft <sup>2</sup> Modules	<b>Proposal No.:</b>	188558
		<b>Original Project No.:</b>	U-500306
<b>Plant Data:</b> Please provide corrections if inaccurate	Berryville Wastewater Treatment Plant, Municipal Sanitary Wastewater Treatment. 4 Trains, 3 x ZW500D 46/48M Cassettes per Train, 340ft <sup>2</sup> Modules. Substantial Completion Date: October 19, 2012.		





# GE Water & Process Technologies

## Digital Leadership

GE is the world's Digital Industrial Company, transforming industry with software-defined machines and solutions that are connected, responsive and predictive. GE is organized around a global exchange of knowledge, the "GE Store," through which each business shares and accesses the same technology, markets, structure and intellect. Each invention further fuels innovation and application across our industrial sectors. With people, services, technology and scale, GE delivers better outcomes for customers by speaking the language of industry. NYSE: GE [www.ge.com](http://www.ge.com)

## Proposal Provisos

This proposal has been issued based on the information provided by the customer and on information currently available to GE Water & Process Technologies at the time of proposal issuance. Any changes or discrepancies in site conditions, including but not limited to changes in system influent water characteristics, changes in Environmental Health and Safety (EH&S) conditions, changes in the reissued State/Provincial Disposal System Permit, changes in Buyer financial standing, Buyer requirements, or any other relevant change or discrepancy in the factual basis upon which this proposal was created may lead to changes in the offering, including but not limited to changes in pricing, guarantees, quoted specifications, or terms and conditions.

## Confidential and Proprietary Information

© GE All rights reserved. This proposal contains proprietary information and is the property of GE Water & Process Technologies (GEWPT). No assignments, either implied or expressed, of intellectual property rights, data, know how, trade secrets or licenses of use thereof are given. All information is provided exclusively to the addressee and agents of the addressee for the purposes of evaluation and is not to be reproduced or divulged to other parties, nor used for manufacture or other means, without the express written consent of GEWPT. The acceptance of this document will be construed as an acceptance of the foregoing.

## Trademarks

The following are trademarks of General Electric Company and may be registered in one or more countries:

+100, ABMet, Absolute.Z, Absolute.Za, AccuSensor, AccuTrak, AccuTrak PLUS, ActNow, Acufeed, ALGAECAP, AmmCycle, Apogee, APPLICATIONS ATLAS, AquaFlo, AquaMax, Aquamite, Aquoplex, AquaSel, Aquatrex, Argo Analyzer, AutoSDI, BENCHMARK, Betz, BetzDearborn, BEV Rite, BioHealth, BioMate, BioPlus, BIOSCAN, Bio-Trol, Butaclean, Certified Plus, CheckPoint, ChemFeed, ChemSensor, ChemSure, CHEX, CleanBlode, CLOROMAT, CoalPlus, COMP-METER, COMP-RATE, COMS (Crude Overhead Monitoring System), Continuum, CopperTrol, CorrShield, CorTrol, Custom Clean, Custom Flo, Cyto3, DataGuard, DataPlus, DataPro, De:Odor, DELTAFLOW, DEOX, Depositrol, Desal, Dianodic, Dimetallic, Dispatch Restore, Durasan, DuraSlick, Durasolv, Duratherm, DusTreat, E-Cell, E-Cellerator, ELECTROMAT, Embreak, EndCor, EXACT, FACT-FINDER, Feedwater First, Ferrameen, Ferroquest, FilterMate, Fleet View, FloGard, Flotrex, Flotronics, FoamTrol, FoodPro, Fore4Sight, ForeSight, FRONTIER, FS CLEAN FLOW, FuelSolv, Full-Fit, G.T.M., GenGard, GEWaterSource, Glegg, Heat-Rate Pro, High Flow Z, HPC, HPD Process, HyperSpense, Hypure, Hytrex, InfoCalc, InfoScan, InfoTrac, InnovOx, InSight, IONICS, IONICS EDR 2020, IPER (Integrated Pump & Energy Recovery), IService, ISR (Integrated Solutions for Refining), JelClear, KlarAid, Kleen, LayUp, Leak Trac, Leakwise, LEAPmbr, LEAPprimary, Learning Source, LOGIX, LoSALT, M-PAK, MACCarrier, Mace, Max-Amine, MegaFlo, Membrex, MemChem, Memtrex, MerCURxE, MetClear, MiniWizard, MK-3, MOBILEFLOW, MobileRO, Modular Pro, ModuleTrac, MonitAll, Monitor, Monitor Plus, Monsal, MP-MBR, MULTIFLOW, Muni.Z, NEWater, NGC (Next Generation Cassette), Novus, NTBC (Non Thermal Brine Concentrator), OptiGuard, OptiSpense, OptiTherm, Osmo, Osmo PRO, Osmo Titan, Osmonics, Pacesetter, PaceSetter, Petroflo, Petromeen, pHilmPLUS, PICOPORE, PlantGuard, PolyFlo, PowerTreat, Predator, PRO E-Cell, Pro Elite, ProCare, ProCera, ProChem, Proof Not Promises, ProPAK, ProShield, ProSolv, ProSweet, Purtrex, QSO (Quality System Optimization), QuickShip, RCC, RE:Sep, Rec-Oil, Recurrent, RediFeed, ReNEW, Renewell, Return on Environment, RMS (Rackless Modular System), ROSave.Z, SalesEdge, ScaleTrol, SeaPAK, SeaPRO, SeaSMART, Seasoft, SeaTECH, Selex, Sensicore, Sentinel, Sepa, Sevenbore, Shield, SIDTECH, SIEVERS, SmartScan, SoliSep, SolSet, Solus, Spec-Aid, Spectrus, SPLASH, Steamate, SteriSafe, Styrex, SUCROSOFT, SUCROTEST, Super Westchar, SuperStar, TFM (Thin Film Membrane), Therminator, ThermoFlo, Titan RO, TLC, Tonkoffo, TradeLab, Trend, TruAir, TrueSense, TurboFlo, Turboline, Ultrafilic, UsedtoUseful, Vape-Sorber, VeriFeed, VersaFlo, Versamate, VICI (Virtual Intelligent Communication Interface), V-Star, WasteWizard, WATER FOR THE WORLD, Water Island, Water-Energy Nexus Game, WaterGenie, WaterNODE, WaterNOW, WaterPOINT, WellPro.Z, XPlat, YieldUp, Z-BOX, Z-MOD, Z-PAK, Z-POD, ZCore, ZeeBlok, ZeeLung, ZeeWeed, ZENON, and Z.Plex.



**GE**  
**Water & Process Technologies**

**Table of Contents**

**1 Introduction.....4**

**2 Scope – GE.....4**

2.1 Membrane Modules.....4

2.2 Cassette Refurbishment Kits.....4

2.3 Hardware.....4

2.4 Off-Site Support .....4

2.5 Membrane Module Warranty.....5

2.6 Delivery .....5

2.7 On-Site Technical Advisory Services.....6

**3 ZeeWeed Configuration .....7**

**4 Price .....8**

**5 Scope - Berryville.....10**

5.1 Installation Preparation.....10

5.2 Installation.....11

5.3 Empty Shipping Frame Preparation .....11

**6 Solution Design Notes .....12**

6.1 Permits.....12

6.2 Maintenance Notes for Replacement Membranes.....12

6.3 Technical.....13

**7 Health & Safety .....14**

**8 Quality at GE – The Vision .....16**

**9 Terms and Conditions of Sale .....16**

**10 Seller’s Warranty - ZeeWeed Membrane Module .....23**

**Attachment A 46/48M Cassette Refurbishment Kits .....26**



## 1 Introduction

GE Water & Process Technologies is pleased to present this budgetary proposal at the request of Town of Berryville, Virginia for ZW500D wastewater membrane modules to replace the full plant at the Berryville Wastewater Treatment Plant (WWTP) in Berryville, Virginia.

The membrane price is based on a forecasted guaranteed membrane replacement price in year 10 of the membrane life of the current modules.

GE is a proven leader in delivering tangible value to our clients over the life of the plant. Our measure of success is how well we deliver **solutions** that help our clients meet their critical business objectives

Through long-acquired membrane experience, GE has clearly distinguished itself from other membrane manufacturers. A mature service culture and deep technical expertise are at the ready to serve and support Berryville through this next membrane lifecycle.

**This proposal is for budgetary purposes only and does not constitute an offer of sale.**

---

## 2 Scope – GE

### 2.1 Membrane Modules

Supply 552 x ZeeWeed 500D 370ft<sup>2</sup> wastewater membrane modules.

### 2.2 Cassette Refurbishment Kits

Supply 12 x ZW500D 48M cassette refurbishment kits for cassette frames with 46 modules installed. See Attachment A for additional kit details.

### 2.3 Hardware

Supply associated hardware as follows:

- 50 spare #118 EPDM permeate spigot o-rings;
- 8 spare ZW500D element end cap keys;
- 3 blank module header sets.

### 2.4 Off-Site Support

#### Documentation

The base level of documentation updates will include a trip report.

The trip report should be filed in the O&M Manual as interim documentation.

Due to the very high cost of comprehensive updating of plant documentation with each system upgrade, GE recommends planning a complete documentation update every 1-4 years to coincide with a selected system upgrade.



## GE Water & Process Technologies

GE will be pleased to develop a Documentation Update price quotation on request which may include some or all of the following scope according to its relevance:

- **O&M Manual** - Provide a fully updated version of the Operation & Maintenance Manual that indicates the changes made with this membrane replacement.
- **P&IDs** - Update the Process (Piping) & Instrumentation Drawings and reissue electronically.
- **Electrical Drawings** - Update the electrical drawings and reissue electronically.
- **Controls Documents** - Update Control Narrative (CN), Controls Logic Sequence Chart (CLSC, also known as CSC) and the Operation Sequence Chart (OSC)

### Project Management

Provide planning and off-site assistance during the membrane replacement project.

## 2.5 Membrane Module Warranty

These ZeeWeed Membrane Modules are supplied with a base 2 year Full Replacement Seller's Warranty against manufacturing defects. For details of the warranty coverage on the membrane modules supplied, please see Section 10.

Longer warranties are available on request.

## 2.6 Delivery

- Packaging** - installed in ZW500D 30M shipping frames, bagged and crated for ocean shipment
- DDP** - Delivery will be by standard ocean/ground on the basis of DDP Berryville WWTP, 362 Parshall Road, Berryville, VA, USA; Incoterms 2010. DDP = Delivery Duty Paid. Partial shipments will be acceptable unless otherwise specified. Where delivery cannot be accepted at this destination, Berryville shall specify an alternate, equivalent destination without delay.

Due to varying origins and availability, non-membrane items included in this proposal may be shipped separately from the membranes. Should separate shipments be required, where possible, GE will strive to provide these items on or before the delivery of the membranes.

- Origin** - Delivery of ZeeWeed membranes and cassette refurbishment kits originates from the GE Water & Process Technologies, ZENON Membrane Products (ZEM), Bláthy Ottó u 4, Oroszlány, 2840 Hungary facility.
- Title & Risk** - Title and risk of loss or damage to membrane modules, cassette refurbishment kits and crating shall pass to Berryville upon delivery at the named place of destination.
- Export Documents** - All ZeeWeed membrane module shipments into the USA require clearance documentation from the EPA. GE will prepare and provide the required EPA documentation to the Carrier.
- MPF** - Merchandise Processing Fee is a fee assessed for formal custom entries based on 0.35% of the invoice value, with a minimum of USD \$25 per formal entry and a



## GE Water & Process Technologies

maximum of USD \$485. On the basis of DDP terms, this fee will be paid by GE within the quoted price.

- Taxes and Duty** - A US Customs duty of 3.9% applies to all ZeeWeed membranes shipped individually or in shipping frames; not in operational cassette frames. On the basis of DDP terms, this duty will be paid by GE within the quoted price. Any new duty imposed after the date of this proposal is the responsibility of Berryville. All applicable Local, State/Provincial, or Federal taxes are the responsibility of Berryville.
- Temperature** - UF membranes cannot be allowed to freeze or overheat and may require temperature-controlled freight and handling according to the season and the planned routing. If required, the price of temperature control will be included within the firm quote on freight by GE.
- Availability** - Delivery of membrane modules and cassette refurbishment kits is typically 20 weeks after receipt of order. Definitive Membrane Module and cassette refurbishment kit availability will be confirmed when a Purchase Order is received from Berryville and acknowledgement of a Purchase Order is issued by GE.

### 2.7 On-Site Technical Advisory Services

The proposal includes a provision for Technical Advisory Services during installation and commissioning process to Berryville's staff by 2 GE Field Service Representatives on site for 8 working days of 10 hours per day. GE strongly recommends that Berryville consider having at least one experienced person on site during this period.

Installation and commissioning of membranes will be executed one train at a time to minimize down-time and to return each train to beneficial use in a timely manner.

The following activities will be executed and completed jointly by GE personnel and plant staff:

- Remove existing membranes/cassettes;
- Strip plastic components from cassette frames and replace with cassette refurbishment kit components;
- Install the new membrane modules;
- Perform bubble test where applicable to test membrane integrity and review Trans Membrane Pressure (TMP) on the installed membranes and compare to expected values for new membranes.

**Operating Responsibility** - Berryville retains control of the work site and retains final responsibility for the installation and commissioning process.

GE will perform the services specified in the scope section of this document, but GE will not operate the system. For the purposes of this agreement, the term "operate the system" shall mean to run or control the functioning of the equipment or to otherwise conduct or manage the affairs of any aspect of water or wastewater treatment or other functions at Berryville's site, and shall include functions such as providing operators or laborers to adjust or control water treatment ("WT") equipment, wastewater treatment ("WWT") equipment or sludge management facilities ("SWF"), providing program oversight or directing on-site or contract operators/laborers to adjust or control WWT or SMF, providing personnel responsible for or providing oversight of water treatment residual quality, wastewater effluent quality, sludge quality, waste characterization, or waste disposal activities, or providing personnel with continual or daily operational responsibilities with respect to water or wastewater treatment, influent or effluent



## GE Water & Process Technologies

compliance monitoring, process monitoring, government reporting or notification, or permit compliance.

**Waiting Time** - Any overtime or waiting times required due to unforeseen site events outside the control of GE will be invoiced according to the prevailing GE Service Labor Rates Sheet, available on request.

### GE Duties for On Site Services

- GE will coordinate its work under this agreement in a reasonable manner with the operating staff of the facility.
- GE will maintain public liability and property damage insurance covering all operations undertaken by GE and its sub-contractors with a minimum limit of \$5,000,000 inclusive for any one accident or occurrence. If for any reason additional insurance coverage (e.g. General Construction/Erection All Risk, General Liability) is required above and beyond GE's standard insurance terms for on-site commissioning supervision, Berryville must inform GE in writing 60 days prior to work commencement at site. Berryville will be billed for all additional insurance costs and processing fees.
- GE will maintain Workers Compensation and Employers' Liability coverage as per statutory requirements.

## 3 ZeeWeed Configuration

Configuration Data	Existing Plant Configuration	Proposed Configuration After Replacement
Number of Trains, Plant	4	4
Number of Trains as Configured	4	4
Total Number of Cassettes Frames per Train	3	3
Total Cassette Frames in the Plant	12	12
Type of ZeeWeed Membrane	ZW500D	ZW500D
Module Surface Area, ft <sup>2</sup>	340	370
Maximum Number of Modules per Cassette	48	48
Installed Number of Modules per Cassette	46	42
Total Module Count, Train	138	126
Total Surface Area in Operation, ft <sup>2</sup> , Train	46,920	46,620
Total Module Count, Plant	552	504
Total Surface Area in Operation, ft <sup>2</sup> , Plant	187,680	186,480
% Surface Area Decrease from Existing, Plant	-	0.6

In order to drop the module count from 46 modules per cassette to 42 modules per cassette, GE assumes that Berryville treatment operations are running well and can easily manage the 0.6% drop in membrane surface area.



## 4 Price

### Contractual Basis for Membrane Replacement Price

The base price of replacement ZW-500D 340ft<sup>2</sup> membrane modules for this project is \$1,185 US per module.

GE has guaranteed this price for 10 years subject to adjustment for inflation (PPI according to US Bureau of Labor Statistics + 1%) or a maximum equivalent price per gallon of treatment capacity in the event that the module area/permeability etc. changes such that the same amount of feed water can be treated with fewer modules of the next generation design.

GMRP price escalation – calculation of the PPI begins on December 17, 2008 (Procurement Contract Agreement date) and will expire at the end of business on October 18, 2022 (10 years from start date of membrane warranty).

To benefit from Guaranteed Membrane Replacement Pricing (GMRP) within the contracted time limits, the customer must both submit a PO and accept membrane delivery with a typical 20 week lead time and must fulfill these two conditions prior to the GMRP expiry date.

Membrane replacement prices are quoted FCA, Oakville, Ontario, with packaging, freight, and taxes extra as the cost of shipping and packaging the membranes to site will depend on the quantity per shipment. Membrane replacement prices are quoted without taxes.

Adjusted Membranes Replacement Price to May 2022 (forecasted purchase date)	
Contractually Guaranteed Membrane Replacement Price USD\$	1,185.00
Initial PPI Value - Dec 2008	164.10
Forecasted PPI Value – May 2022	194.32
CPI Factor	18.42%
+1%	19.42%
Surface Area Adjustment Factor (340ft <sup>2</sup> vs. 370ft <sup>2</sup> )	8.82%
Adjusted Membrane Replacement Price for this proposal - USD\$	1,539.93
This price is subject to further inflation adjustment through to the date of actual shipment of the replacement modules.	

The GMRP term ends during year 10 of the module's operating life. Taking modules out of operation before their time is regrettable and not productive for Berryville and GE alike. GE would like to extend a price structure to Berryville in order that there is little pressure to replace prematurely and for both parties to achieve additional useful years out of the existing membrane modules.

Membrane Operating Year	Date Range	Module Price <sup>1</sup>
10	October 18, 2022 (End of GMRP)	1,540
11	October 19, 2022 – October 18, 2023	1,540
12	October 19, 2023 – October 18, 2024	1,600
13	October 19, 2024 – October 18, 2025	1,660
14	October 19, 2025 – October 18, 2026	1,720
15	After October 18, 2026 (commercial price)	1,894

Note 1 – Prices are FCA Oakville and do not include packaging, duties, fees or freight from Oakville to site.



## GE Water & Process Technologies

GE will provide the end of GMRP module price of USD \$1,540 for an additional year (Year 11) and then apply special module pricing to Berryville during Years 12, 13 and 14 of the operating module life so that modules can be retired when they should be and not sooner, driven by pure price pressures.

Should technological updates/upgrades to GE's ZW500 membrane or aeration technology become available between now and the time of replacement, GE will provide Berryville with the updated/upgraded equipment at no additional cost provided the upgraded technology is essentially 'drop-in' with no major structural or operating changes required.

GE requires agreement on the following terms in order to provide Berryville with the special pricing arrangement beyond Year 10.

- Agreement from Berryville to take delivery and complete installation within six months of order date;
- Special membrane price structure applies only to purchases of per train or full plant quantities (note - per train replacement may not be feasible with LEAPmbr upgrade);
- Submission of PO by Berryville with initial annual payment;
- Six annual payments of USD \$90,000 starting January 2017 and ending January 2022. Each annual payment will be put towards the full price of the replacement membrane purchase at the time of order placement. Annual payments have been calculated based on the full plant replacement price at GMRP in Year 10;
- Should early membrane replacement occur, membrane GMRP will be repriced and all submitted annual payments will be credited towards the order. Any payment overage will be credited back to Berryville while any balance owing will be invoiced with the membrane shipment;
- Should membrane replacement occur following completion of year 10, all submitted annual payments will be credited towards the order. With membrane replacement repricing at the time of order, any balance owing will be invoiced with the membrane shipment.
- Special pricing is only available for replacement membrane modules and not on modules for additional surface area or expansion;
- Only a quantity of ZW500D 370ft<sup>2</sup> modules will be supplied at this special pricing which is sufficient to match the current surface area.



# GE Water & Process Technologies

The following pricing assumes full plant replacement and has been calculated for a replacement date in year 10 (final year of GMRP) or Year 11. Berryville can evaluate the total replacement package price for years 12 through 15 and beyond by replacing the unit price below with the relevant module unit price in the table above.

Qty	Item	Part No.	Unit Price	Total Price
504	ZeeWeed Membrane Modules under GMRP Replacement - ZW5000 370 ft <sup>2</sup> WW	3111047	1,539.93	776,124
12	Cassette Refurbishment Kits per Section 2.2			188,876
1	ZeeWeed Cassette Hardware per Section 2.3			
1	Off Site Support per Section 2.4			
1	On Site Technical Advisory Services (Labor + T&L) per Section 2.7			
1	Freight & Freight Insurance DDP Plant Site, INCO Terms 2010. Includes Brokerage at Canada US Border - Flat Fee, US EPA Documentation Flat Fee, US MPF Fee ~0.3464% - Merchandise Processing Fee and US Customs Duty 3.9%			
	<b>All Figures are in USD.</b>		<b>Total:</b>	<b>965,000</b>
Rate/day for additional days at site if required: \$1,370.				

LEAPmbr Upgrade Adder = USD \$8,500/cassette x 12 cassettes = USD \$102,000. This adder includes LEAPmbr upgrade kits for 48M cassettes, packaging, freight to site, offsite programming/control updates and FSR on-site to supervise and assist with the aeration upgrade.

## 5 Scope - Berryville

### 5.1 Installation Preparation

- Receive, off-load, handle and provide temperature controlled storage of the equipment and materials required for Seller to perform the duties outlined in the Seller's Scope of Supply.
- Membrane must be stored in a sheltered area, protected from freezing, direct sunlight or extreme heat, and sealed as shipped until ready for use. Storage should be in a dark, dry, level area at a temperature of 5-30°C (41-86°F). Membranes have a shelf life of 1 year before requiring re-preservation and should not be stored longer than necessary prior to installation. Berryville is responsible for risk of loss of Seller's parts while in storage at the customer's plant.
- Inspect, evaluate and make repairs as required for the membrane tanks, mounting brackets, hoses and all connections prior to GE arriving at site.
- Provide all access structures (such as scaffolding) and mechanical lifting equipment including cranes, forklifts and scissor lifts.
- Assure availability of a copy of the Operating Manual, all Process and Instrumentation Drawings, and all Electrical Drawings on site and accessible for reference.
- Maintain adequate insurance coverage for the risks of fire, theft, vandalism, floods and personal injury to authorized or unauthorized visitors.



## GE Water & Process Technologies

### 5.2 Installation

- Provide 3 or more plant personnel or Berryville subcontractors to work continuously with the GE Service Representative during installation and commissioning of the modules for the full duration of the site visit.
- Berryville will afford Seller's personnel free access and egress of the facility for all authorized work. Berryville will provide reasonable access to workshop facilities with standard workshop tools and equipment as is necessary to meet any repair and maintenance requirements of the system during installation.
- Provide adequate illumination and emergency lighting for all areas in which the Seller will be executing the scope of supply. Provide all site utilities such as raw water, instrument quality air, potable water and power required for operation of the proposed equipment included in this scope of supply. Assure that adequate quantities of membrane cleaning and neutralizing chemicals are on hand for wash procedures including sodium hypochlorite, sodium bisulphite, citric acid and sodium hydroxide. Supply telephone/fax/modem access while Seller's staff members are on-site.
- Provide assistance to remove cassettes from the system as required.
- Provide assistance to clean each cassette as it is removed from the system.
- Provide assistance to remove modules and plastic cassette components from the cassette frames.
- Provide assistance to install cassette refurbishment kits and place new modules into each cassette.
- Provide assistance to return the cassette to the system.
- Dispose of all retired membrane modules and cassette components.
- Retain shipping frame crating/skids.
- Dispose of all other shipping and packaging materials unless specifically requested not to do so by GE.
- At the end of the site visit, prior to departure of the GE Service Representative, Berryville will sign a Work Order that describes the hours on site and the Technical Advisory Services provided.

### 5.3 Empty Shipping Frame Preparation

All shipping frames returning to Hungary must be clean and packaged appropriately for trans-oceanic transport in shipping containers. GE can provide Berryville offsite assistance to facilitate the return of shipping frames.

All wooden packaging material used for international shipments must conform to current phytosanitary standards to reduce the risk of introduction and spread of quarantine pest species associated with the movement in international trade of wood packaging material made from raw wood.

All wood packaging material used to transport shipping frames internationally, must comply with ISPM15 which is the standard for phytosanitary measures and be properly stamped indicating compliance with the standard. Failure to comply with the standard may lead to



## GE Water & Process Technologies

shipment refusal and subsequent project delays. For detailed information on ISPM15 please visit <http://www.ispm15.com>.

Whenever possible, save and re-use the wooden skids that the shipping frames arrived on for return freight purposes.

Frame Shipping Orientation: ZW1000/ZW500D shipping frames are shipped upright.

---

## 6 Solution Design Notes

### 6.1 Permits

#### Regulatory Requirements

Berryville is responsible to review and report to the permit granting agency on the impact of any of the proposed changes on the regulatory permit. GE will provide the necessary manufacturer's technical support on regulatory issues.

#### Utilization

GE understands that these modules are required as replacements for currently installed modules.

These modules are offered on the basis that the membrane modules will not be used to provide expanded flow beyond the current plant flow rating. GE makes no guarantees, implied or otherwise as to the performance of these modules in any other capacity than as replacement membranes.

Replacing the current ZW500D 340ft<sup>2</sup> modules with the same number of ZW500D 370ft<sup>2</sup> modules increases the current membrane surface area by 8.8% and maintains the existing spare space for future module placement that could be used for flux remediation or for plant expansion subject to a review of the limitations of other equipment and hydraulic capacities.

### 6.2 Maintenance Notes for Replacement Membranes

At the time of any full plant membrane replacement, it is recommended to evaluate the appropriate timing of repairs or replacement of the following ancillary system components:

- Is it the right time to address any tank coating repairs which may be required?
- Are any of the aeration or permeate connection hoses, clamps, camlocks, camlock seals and couplings due for replacement?

#### Preferential Flow

Preferential flows can create a risk of over-fluxing of new modules when they are installed in the same train with older modules. The mixing of old and new modules in the same cassette also makes management of slack adjustment more difficult. GE recommends that Berryville plan membrane module replacement on a complete cassette and complete train basis wherever possible to achieve both optimal performance and best value from the new membrane modules. In this case, by replacing all membrane modules in the plant, this risk has been neutralized.

#### Membrane Slack

GE's membranes are supplied and shipped with an initial factory fiber slack designed to optimize membrane air scouring during operation as well as accommodate a degree of shrinkage.



## GE Water & Process Technologies

Membranes shrink in length early in their lifecycle when exposed to higher temperature water. The pace of shrinkage slows with age. With the installation of new membranes, the requirements for slack adjustment start a new cycle.

Due to the wide variety of operating environments in which our products can be utilized, it is difficult to generally predict the rate of shrinkage. If membranes operate in a condition of insufficient slack for an extended period of time, irreversible damage to the fiber-urethane bond may occur. Please refer below to the recommended inspection frequencies based on your plant's membrane tank operating temperature. Visual inspections should begin during the membrane installation and be repeated over time on the same cassette. Digital pictures will allow for comparative analysis of the fiber slack over time.

Maximum Operating Temperature	Recommended Slack Inspection Frequency
0-24 °C / 32-76 °F	Every 2 years
25-30 °C / 77-86 °F	Once Per Year
>30 °C / > 86 °F	Twice Per Year

### Bubble Test Pressure

The bubble test pressure for the purchased membranes is 2 psi horizontally and 3 psi vertically.

## 6.3 Technical

### 340 to 370

Upgrading from the ZeeWeed 500D 340ft<sup>2</sup> module to ZeeWeed 500D 370ft<sup>2</sup> module offers the following advantages:

- 8.8% increase in membrane module surface area;
- Increased membrane module surface area without any changes to the overall dimensions of the module;
- No increase in chemicals for maintenance or recovery cleans due to increased surface area.

### Lifting Weight & Height

The lifting weight ranges for 500D cassettes differs slightly with 370ft<sup>2</sup> modules in place of 340ft<sup>2</sup> modules and needs to be considered to ensure that the site has adequate lifting capacity available to install and later remove the cassettes safely.

The lifting weight range for a 500D 48M cassette with 340ft<sup>2</sup> modules is 4,320 lb. to 8,962 lb.

The lifting weight range for a 500D 48M cassette with 370ft<sup>2</sup> modules is 4,457 lb. to 9,039 lb.

Cassette lifting weight ratings have a range as weights may vary due to the number of modules in the cassette and the degree of solids accumulation in an upset condition.

### Hoses & Fittings

GE has assumed for this proposal that the current aeration and permeate cassette connections for the ZW500D cassettes do not need replacing at this time. If this is not so, please advise GE and request that they be added to this proposal.



## GE Water & Process Technologies

### MLSS Concentration

MLSS concentration in the membrane tank during Annual Average, Max Month, and Max Week flows and during Max Day and Peak Hour flows must not exceed existing design concentrations with the change from 340ft<sup>2</sup> to 370ft<sup>2</sup> modules.

### Pre-Screen

Trash and non-biodegradable solids, such as hair, lint, grit and plastics may foul or damage the membranes if allowed to pass into the membrane chamber. GE recommends that an internally-fed screen with mesh or punched-hole openings less than or equal to 2 mm with no possibility of bypass or carryover be operated upstream of the new membranes to ensure effective operation and to maximize membrane life.

### Production Interruption

During installation of the ZeeWeed cassettes, trains may be shut down for extended periods of time which will affect Berryville treatment capacity. After the Purchase Order is acknowledged, GE's Project Manager for the installation will consult with Berryville to jointly develop the installation plan and work schedule with due regard for membrane delivery to the plant and plant preparation.

---

## 7 Health & Safety

### Berryville

- Berryville will identify and inform Seller's personnel of any site specific hazards present in the work place that could impact the delivery of Seller's scope of supply and agrees to work with Seller to remove, monitor, and control the hazards to a practical level.
- Berryville will provide training to Seller's personnel on all site specific and standard company operating procedures and practices for performing work on site. Such training programs may include, but are not limited to, general Environmental Health & Safety (EHS), HAZOP, fire protection, drug testing, incident notice, site conduct, standard first aid, chemical receiving, electrical safety, etc. Berryville will provide a certificate of training for Seller's personnel. This program will be fully documented, training materials will be provided, and attendance list will be kept.
- If any type of lifting devices will be used on site, Berryville will provide proof of its maintenance, inspection and certification documentation upon request and will assist the GE Service Representative to complete a safety inspection checklist.
- Where confined space entry may be required, Berryville will provide early notice and will collaborate with GE in planning adequate staffing and in advising the local fire/rescue department as required.
- No time or cost provision has been made for preparations such as safety record clearances, drug testing, insurance confirmations or pre-job-training in excess of 1 hour. Prior to finalizing the Purchase Order and the work schedule, Berryville will advise GE of any pre-job or pre-mobilization requirements. Where these requirements exceed 1 hour, this time will be charged to Berryville at rates set out in the prevailing GE Labor Rate Sheet.



## GE Water & Process Technologies

- Where certain short duration activities require two people for safety and the GE Service representative is alone at site, Berryville will cooperate as required to assure that correct safety precautions are taken.
- Berryville is responsible for the following environmental provisions:
  - Environmental use and discharge permits for all chemicals at Berryville's facility either listed in this document or proposed for use at a later date;
  - Any special permits required for Seller's or Berryville's employees to perform work related to the water treatment system at the facility;
  - All site testing, including soil, ground and surface water, air emissions, etc.;
  - Disposal of all solid and liquid waste from the Seller's System including waste materials generated during construction, start up and operation.
- Berryville is responsible for provision of health and safety facilities to Seller's Field Service Representatives to the same extent that they are provided to Berryville's own employees, including provision of:
  - Eyewash and safety showers in the water treatment area;
  - Chemical spill response;
  - Security and fire protection systems per local codes;

### GE

- All work on site will be performed in accordance with applicable law and will be performed reasonably, in a clean and safe manner. The GE Service Representative will abide by the more stringent of the applicable health, safety and environmental policies and procedures of either Berryville or GE.
- GE will provide all applicable safety training required by GE policies or by state or national health and safety regulations. The GE Service Representative will have undergone Workplace Hazardous Material Information System (WHMIS) training and will come equipped with necessary Personal Protective Equipment (PPE).
- Emergencies - In emergencies affecting the safety of persons, work or property at the site and adjacent thereto, GE will act, without previous instructions from Berryville, as the situation warrants. GE will notify Berryville immediately thereafter.



## 8 Quality at GE – The Vision

We are driven by a passion for delivering on every commitment. We are dedicated to providing our customers the highest quality offerings with unparalleled customer service and responsiveness. We are committed to working through any problem in an open and honest manner—always with unyielding integrity.

### Quality Policy

At GE Water, we are committed to:

- Passionately driving customer satisfaction and loyalty by partnering with customers to help achieve their success.
- Delivering results with a sustained global compliance culture.
- Continually improving everything we do.
- Empowering our employees to engage and own Quality.

We will accomplish this by building on our strong foundation of Quality and raising the bar to the next level of success. By operationalizing Quality and engaging everyone on our team, we will create a culture where our customers, suppliers and employees feel the difference.

---

## 9 Terms and Conditions of Sale

### A - Specific Terms and Conditions of Sale

#### 1 Legal Entity for Contracting

ZENON Environmental Corporation is the name of the legal entity providing services and is an affiliate of GE Water & Process Technologies. Purchase Orders and Checks should be made out using the name ZENON Environmental Corporation.

Please advise us if this GE entity is not set up in your purchasing system as a vendor and you do have another GE entity set up. We are keen to make the purchase process as convenient as possible for Berryville.

**Short Form:** Where a short reference is required in this document, for convenience, we are called simply GE.

#### 2 Payment Terms

**On approved credit,** payment terms are Net 30 Days from customer receipt of invoice. Please see the Invoicing Schedule in Section 1, Price.

#### 3 Proposal Validity

Prices quoted and proposal terms are valid up to thirty (30) days after the date of issue of this proposal unless confirmed with a Purchase Order.

#### 4 Bonds

Performance or Payment Bonds are not included in the price. These bonds can be purchased on request but will be at an additional cost.

#### 5 Flight Booking

Prices quoted for installation which include airfare are either based on timely confirmation of a visit schedule or based on receipt of a Purchase Order in time to book any flights seven days in advance. Additional airfare charges related to late arrival of a Purchase Order will be extra and billed through to Berryville without mark-up.

---



## GE Water & Process Technologies

### 6 Purchase Order Guidelines

Please ensure that your Purchase Order has covered the following points. This will ensure accurate and prompt order entry, product delivery, invoicing and accounts receivables processing and will prevent administrative delays for all parties.

- Legal Entity** - Please be sure your Purchase Order is issued in the name of the specific GE legal entity issuing this proposal cited above. We will be glad to work with your Purchasing department to set this entity up as an approved Supplier/Vendor. Please advise us if this GE entity is not set up in your purchasing system as a vendor and you do have another GE entity set up.
- Hard Copy** - Our strong preference is to receive a hard copy of your Purchase Order rather than a PO number alone.
- Proposal Number and Date** - Please reference the 6 digit Proposal Number and the Proposal Date which are found in the footer of each page.
- Price** - State the total price you are accepting for this order.
- Taxes** - Provide any required tax exemption certificates.
- Ship-To Address** - Please clearly define the plant site address or delivery location and the Receiver's email & telephone. Please specify receiving hours and any special off-loading requirements.
- Delivery Date** - Please include your requested delivery date or agreement start date.
- Purchase Order** - Please send your Purchase Order to GE by email to [ServicePOCentral@ge.com](mailto:ServicePOCentral@ge.com)

### B – General Terms and Conditions of Sale

**Note to Purchasing Agent:** The following are GE's standard set of commercial terms & conditions, written for moderate value transactions to allow an efficient and rapid provision of services and parts. Where Master Corporate Agreement Terms or previously negotiated Terms have been agreed with GE these may be brought forward by either party and applied by mutual consent. If one or the other of these 2 Terms sets is not immediately acceptable to Berryville, please anticipate a typical 6-10 week cycle of mutual review to build agreement on changes.

1. **Exclusive Terms and Conditions.** Together with any other terms the Parties agree to in writing, these General Terms and Conditions – together with the last proposal in order of time issued by the Seller – form the exclusive terms ("Agreement") whereby Buyer agrees to purchase, and Seller agrees to sell products and equipment (jointly "Equipment") and to provide advice, instruction and other services in connection with the sale of that Equipment ("Services"). If Buyer sends to Seller other terms and conditions to which Seller may not respond, including but not limited to those contained in Buyer's purchase order, such shall not apply. This Agreement may only be revised by a change order approved in writing by both Parties. All terms not defined herein shall be defined in Seller's proposal.
2. **Equipment and Services.** The Equipment to be delivered and the Services to be provided shall be as set out in this Agreement. Unloading, handling, storage, installation, and operation of Buyer's systems or the Equipment are the responsibility of Buyer. Buyer shall not require or permit Seller's personnel to operate Buyer's systems or the Equipment at Buyer's site.
3. **Prices and Payment.** Buyer shall pay Seller for the Equipment and Services in accordance with the payment schedule (as set forth in Seller's proposal or, if applicable, in any special conditions agreed to in writing by the Parties). Unless otherwise specified in writing, payment is due net thirty (30) days from the date of Seller's invoice. Seller may require a Letter of Credit or other payment guarantee, in which case the stated amount of the guarantee will be adjusted by Buyer in the event of any currency-based adjustment to prices or payment amounts per the Payment Schedule, and Buyer shall deliver the adjusted guarantee within five (5) days of request by Seller. Buyer agrees to reimburse Seller for collection costs, including 2% (two percent) interest per month (not to exceed the maximum amount permitted by applicable law), should Buyer fail to timely pay. Buyer shall have no rights to make any deduction, retention, withholding or setoff relating to any payments due under this Agreement.
4. **Taxes and Duties.** Seller shall be responsible for all corporate taxes measured by net income due to performance of or payment for work under this Agreement ("Seller Taxes"). Buyer shall be responsible for all taxes, duties, fees, or other charges of any nature (including, but not limited to, consumption, gross receipts, import, property, sales, stamp, turnover, use, or value-added taxes, and all items of withholding, deficiency, penalty, addition to tax, interest, or assessment related thereto, imposed by any governmental authority on Buyer or Seller or its subcontractors) in relation to the Agreement or the performance of or payment for work under the Agreement other



## GE Water & Process Technologies

than Seller Taxes ("Buyer Taxes"). The Agreement prices do not include the amount of any Buyer Taxes. If Buyer deducts or withholds Buyer Taxes, Buyer shall pay additional amounts so that Seller receives the full Agreement price without reduction for Buyer Taxes. Buyer shall provide to Seller, within one month of payment, official receipts from the applicable governmental authority for deducted or withheld taxes. Buyer shall furnish Seller with evidence of tax exemption acceptable to taxing authorities if applicable, prior to execution of the Agreement by both Parties or issuance by the Seller of the order acceptance. Buyer's failure to provide evidence of exemption at time of order will relieve Seller of any obligation to refund taxes paid by Seller.

5. **Delivery, Title, Risk of Loss.** Unless otherwise specified in this Agreement, Seller shall deliver all Equipment to Buyer FCA (Incoterms 2010) Seller's facility. The time for delivery of the Equipment to Buyer shall be specified in this Agreement. Seller's sole liability for any delay in delivery of the Equipment shall be as expressly set out in this Agreement. The place of delivery specified herein shall be firm and fixed, provided that Buyer may notify Seller no later than forty-five (45) days prior to the scheduled shipment date of the Equipment of an alternate point of delivery, Buyer shall compensate Seller for any additional cost in implementing the change. If any part of the Equipment cannot be delivered when ready due to any cause not attributable to Seller, Buyer shall designate a climate-controlled storage location, and Seller shall ship such Equipment to storage. Title and risk of loss shall thereupon pass to Buyer, and amounts payable to Seller upon delivery or shipment shall be paid by Buyer along with expenses incurred by Seller. Services provided herein shall be charged at the rate prevailing at the time of actual use and Buyer shall pay any increase, and Buyer shall pay directly all costs for storage and subsequent transportation. Failure by Buyer to take delivery of the Equipment shall be a material breach of this Agreement.

Title and risk of loss to the Equipment shall be transferred from Seller to Buyer at the point of delivery upon handover in accordance with this Agreement. Title and risk of loss to the Services shall pass as they are performed.

6. **Warranties and Remedies.** Seller warrants that Equipment shall be delivered free from defects in material, workmanship and title and that Services shall be performed in a competent, diligent manner in accordance with any mutually agreed specifications. Seller's warranty does not cover the results of improper handling, storage, installation, commissioning, operation or maintenance of the Equipment by Buyer or third parties, repairs or alterations made by Buyer without Seller's written consent, influent water which does not comply with agreed parameters, or fair wear and tear.

Unless otherwise expressly provided in this Agreement, the foregoing warranties are valid for:

- a. chemicals and Services, for six (6) months from their date of delivery or the provision of Services;
- b. consumables, including filters and membranes (other than membranes for process treatment), twelve (12) months from their date of delivery;
- c. membranes for process treatment, ninety (90) days from their date of delivery;
- d. Equipment other than chemicals and consumables, the earlier of, fifteen (15) months from delivery or shipment to storage, or twelve (12) months from start-up/first use;
- e. software, ninety (90) days from the date of receipt;
- f. Equipment not manufactured by Seller, the warranty shall be the manufacturer's transferable warranty only,

Any claim for breach of these warranties must be promptly notified in writing, and Buyer shall make the defective item available to the Seller, or the claim will be void. Seller's sole responsibility and Buyer's exclusive remedy arising out of or relating to the Equipment or Services or any breach of these warranties is limited to repair at Seller's facility or (at Seller's option) replace at Seller's facility the defective item of Equipment, and re-perform defective Services. In performance of its obligations hereunder, Seller will not control the actual operation of either Buyer's systems or the Equipment at the Buyer's site.

Warranty repair, replacement or re-performance by Seller shall not extend or renew the applicable warranty period.

The warranties and remedies are conditioned upon (a) proper unloading, handling, storage, installation, use, operation, and maintenance of the Equipment and Buyer's facility and all related system in accordance with Seller's instructions and, in the absence, generally accepted industry practice, (b) Buyer keeping accurate and complete records of operation and maintenance during the warranty period and providing Seller access to those records, and (c) modification or repair of Equipment or Services only as authorized by Seller in writing. Failure to meet any such conditions renders the warranty null and void.



## GE Water & Process Technologies

The Buyer will be entitled to assign to a subsequent owner of the Equipment the warranties of the Seller under this Agreement, provided that a prior written notification is sent to the Seller and the assignment agreement contains terms and conditions which provide the Seller with the protections of the warranties and limitations on liability contained in the Agreement. Subject to Buyer's compliance with the foregoing requirement, such warranty rights are expressly assignable by the Buyer to a subsequent owner of the Equipment. Except as provided herein, Buyer is not entitled to extend or transfer this warranty to any other party. The warranties and remedies set forth in this article are in lieu of and exclude all other warranties and remedies, statutory, express or implied, including any warranty of merchantability or of fitness for a particular purpose.

Unless otherwise expressly stipulated in this Agreement, Seller gives no warranty or guarantee as to process results or performance of the Equipment, including but not limited to product quality, flow, production, capacity, membrane life, chemical consumption, regulatory compliance or energy consumption.

7. **General Indemnity.** Seller shall indemnify and hold harmless Buyer from claims for physical damage to third party property or injury to persons, including death, to the extent caused by the negligence of Seller or its officers, agents, employees, and/or assigns while engaged in activities under this Agreement. Buyer shall likewise indemnify and hold harmless Seller from claims for physical damage to third party property or injury to persons, including death, to the extent caused by the negligence of the Buyer, its officers, agents, employees, and/or assigns. In the event such damage or injury is caused by the joint or concurrent negligence of Seller and Buyer, the loss shall be borne by each Party in proportion to its negligence. For the purposes of this article (i) "Third party" shall not include Buyer or any subsequent owner of the Equipment, their subsidiaries, parents, affiliates, agents, successors or assigns including any operation or maintenance contractor, or their insurer; and (ii) no portion of the Equipment is "third party property".
8. **Compliance with Laws and Permits.** All permits, authorizations, and licenses which are required to construct, install and/or operate Buyer's facility or equipment, to use the Equipment, or to manage and dispose of any wastes, discharges, and residues resulting from Buyer's use of the Equipment, shall be obtained and maintained by Buyer at Buyer's sole expense. Buyer is responsible for compliance with all laws and regulations applicable to the storage, use, handling, installation, maintenance, removal, registration, and labeling of all Equipment after delivery of the Equipment, as well as for the proper management and disposal of all wastes, discharges, and residues.
9. **Buyer's Site Conditions.** Buyer warrants that any data furnished to the Seller concerning conditions at Buyer's site (including but not limited to any existing Buyer facility, equipment or processes, influent water or other substances to be treated or measured with the Equipment) is accurate and complete, and the Seller reserves the right to utilize the most appropriate design compatible with generally accepted engineering practices, and to make changes in details of design, manufacture and arrangement of Equipment unless precluded by any limitations specified in this Agreement. Seller shall notify Buyer of (1) any conditions at Buyer's site which materially differ from those indicated in the data furnished by Buyer, (2) any previously unknown physical conditions at Buyer's site of an unusual nature, not revealed by previous investigations and differing from those ordinarily encountered in the type of work provided for in this Agreement, and (3) the presence of any Hazardous Materials (as defined below), the existence of a contaminated soil, unexploded ordinance, or archaeological remains. If such conditions cause an increase in Seller's cost or in the time required for the performance of Seller's obligations, Seller shall be entitled to an equitable adjustment in the Agreement price and an extension in the time for performance.
10. **Hazardous Materials and Wastes.** In the event that Seller encounters any Hazardous Materials (meaning toxic substances, hazardous substances, pollutants, contaminants, regulated wastes, or hazardous wastes as such terms may be defined or classified in any law, statute, directive, ordinance or regulations promulgated by any applicable governmental entity) at Buyer's site, other than Hazardous Materials introduced by Seller or that are otherwise the express responsibility of Seller under this Agreement, Buyer shall immediately take whatever precautions are required to legally eliminate such Hazardous Materials so that the Seller's work under this Agreement may safely proceed. At no time shall Seller be deemed to have taken title to or the responsibility for the management or disposal of any wastes, Hazardous Materials, influent water, any resultant product streams, wastewater streams, discharges, cleaning materials, or any other materials or substances processed by the Equipment or otherwise located at Buyer's site. Seller does not take responsibility for and hereby expressly disclaims responsibility for the characterization or disposal of wastes, Hazardous Materials, or for the identification, selection, or management of disposal facilities for any wastes.
11. **Excusable Delays.** Seller shall not be liable nor in breach or default of its obligations under this Agreement to the extent performance of such obligations is delayed or prevented, directly or indirectly, due to causes beyond the



## GE Water & Process Technologies

reasonable control of Seller, including, but not limited to: acts of God, natural disasters, unusually severe weather, fire, terrorism, war (declared or undeclared) epidemics, material shortages, insurrection, act (or omissions) of Buyer or Buyer's contractors/suppliers or agents, any act (or omission) by any governmental authority, strikes, labor disputes, transportation shortages, or vendor non-performance. The delivery or performance date shall be extended for a period equal to the time lost by reason of delay or non-performance, plus such additional time as may be necessary to overcome the effect of the delay or non-performance. If delivery or performance is delayed for a period exceeding 180 (one hundred and eighty) days, either Party may terminate this Agreement without further liability provided that Seller shall be paid an amount equal to that which would be payable to Seller under the article entitled "Termination". If Seller is delayed by any acts (or omissions) of Buyer, or by the prerequisite work of Buyer's other contractors or suppliers, Seller shall be entitled to an equitable adjustment in schedule, price and/or performance, as applicable.

12. **Emergencies.** If the safety of Seller's personnel is threatened or likely to be threatened by circumstances outside the reasonable control of Seller, including but not limited to war, armed conflict, civil unrest, riots, terrorism, kidnapping, presence of or exposure to hazardous materials, unsafe working conditions, or by the threat of such circumstances or a lack of adequate protections against such circumstances, Seller shall be entitled to take all necessary steps to ensure the security and safety of its personnel including the evacuation of personnel until such circumstances no longer apply. Any such occurrence shall be considered an excusable delay event. Buyer shall reasonably assist in the event of any such evacuation.
13. **Confidentiality, Intellectual Property.** Both Parties agree to keep confidential the other Party's proprietary non-public information, if any, which may be acquired in connection with this Agreement. Buyer will not, without Seller's advance written consent, subject Equipment to testing, analysis, or any type of reverse engineering. Seller retains all intellectual property rights including copyright which it has in all drawings and data or other deliverables (including the Equipment) supplied or developed under this Agreement. Buyer agrees that it will not file patent applications on the Equipment or any development or enhancement of the Equipment, or of processes and methods of using the Equipment, without Seller's express prior written permission. Buyer further agrees that in any event any such patents will not be asserted against Seller or its other buyers based upon purchase and use of such Equipment. Seller grants to Buyer a non-exclusive, non-terminable, royalty free license to use the intellectual property embedded in Equipment delivered to and paid for by the Buyer, as well as any drawings, design or data delivered to and paid for by the Buyer, for the purposes of owning, financing, using, operating and maintaining the relevant Equipment at Buyer's site. Such license may only be assigned to a subsequent owner of the Equipment or to an operations and maintenance subcontractor. Such license does not extend to the re-creation of the Equipment or the manufacture of spares or consumables by Buyer or third parties.

Any software Seller owns and provides pursuant to this Agreement shall remain Seller's property. Seller provides to Buyer a limited, non-exclusive and terminable royalty free project-specific license to such software for the use, operation or maintenance at Buyer's site of any Equipment purchased hereunder to which the software is a necessary component. Buyer agrees not to copy, sub-license, translate, transfer, reverse engineer, or decode the software.

Seller shall indemnify and hold harmless Buyer from any rightful claim of any third party that any Equipment or Service infringe a patent in effect in the USA, or country of delivery (provided there is a corresponding patent issued by the USA), or USA copyright or copyright registered in the country of delivery. If the Buyer notifies the Seller promptly of the receipt of any such claim, does not take any position adverse to the Seller regarding such claim and gives the Seller information, assistance and exclusive authority to settle and defend the claim, the Seller shall, at its own expense and choice, either (i) settle or defend the claim and pay all damages and costs awarded in it against the Buyer, or (ii) procure for the Buyer the right to continue using the Equipment or Service, or (iii) modify or replace the Equipment or Service so that it becomes non-infringing, or (iv) remove the infringing Equipment and refund the price. The above paragraph shall not apply to any misuse of Equipment or Equipment which is manufactured to the Buyer's design, or to alleged infringement arising from the combination, operation, or use of any Equipment or Services with other equipment or services when such combination is part of any allegedly infringing subject matter. The foregoing list of sub-sections (i), (ii), (iii), and (iv) and related terms state the entire liability of the Seller for intellectual property infringement by any Equipment or Service.

14. **Limitations on Liability.** Notwithstanding anything else contained in this Agreement, to the maximum extent permitted by law, and regardless of whether a claim is based in contract (including warranty or indemnity), extra-contractual liability, tort (including negligence or strict liability), statute, equity or any other legal theory:



## GE Water & Process Technologies

- a. THE TOTAL LIABILITY OF THE SELLER AND OF ITS INSURER FOR ALL CLAIMS ARISING OUT OF OR RELATING TO THE PERFORMANCE OR BREACH OF THIS AGREEMENT OR USE OF ANY EQUIPMENT OR SERVICES SHALL NOT EXCEED THE TOTAL PRICE PAID BY BUYER UNDER THIS AGREEMENT OR (IN THE CASE OF AN AGREEMENT FOR SERVICES WITH A TERM OF MORE THAN ONE YEAR) THE ANNUAL PRICE PAYABLE BY BUYER UNDER THIS AGREEMENT;
- b. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY LOSS OF PROFIT OR REVENUES, LOSS OF PRODUCTION, LOSS OF USE OF EQUIPMENT OR SERVICES OR ANY ASSOCIATED EQUIPMENT, INTERRUPTION OF BUSINESS, COST OF CAPITAL, COST OF REPLACEMENT WATER OR POWER, DOWNTIME COSTS, INCREASED OPERATING COSTS, CLAIMS OF BUYER'S CUSTOMERS FOR SUCH DAMAGES, OR FOR ANY SPECIAL, CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE OR EXEMPLARY DAMAGES;
- c. SELLER'S LIABILITY SHALL END UPON EXPIRATION OF THE APPLICABLE WARRANTY PERIOD, PROVIDED THAT BUYER MAY CONTINUE TO ENFORCE A CLAIM FOR WHICH IT HAS GIVEN NOTICE PRIOR TO THAT DATE BY COMMENCING AN ACTION OR ARBITRATION, AS APPLICABLE UNDER THIS AGREEMENT, BEFORE EXPIRATION OF ANY STATUTE OF LIMITATIONS OR OTHER LEGAL TIME LIMITATION BUT IN NO EVENT - TO THE EXTENT PERMITTED BY APPLICABLE LAW - LATER THAN FIVE (5) MONTHS AFTER EXPIRATION OF SUCH WARRANTY PERIOD.

For the purposes of this article, "Seller" shall mean Seller, its affiliates, subcontractors and suppliers of any tier, and their respective agents and employees, individually or collectively. If Buyer is supplying Seller's Equipment or Services to a third party, Buyer shall require the third party to agree to be bound by this article. If Buyer does not obtain this agreement for Seller's benefit for any reason, Buyer shall indemnify and hold Seller harmless from all liability arising out of claims made by the third party in excess of the limitations and exclusion of this article.

15. **Termination.** This Agreement and any performance pursuant to it may be terminated by either Party, and the consequences of such termination shall be as set out in the next paragraph, if the other Party
  - a. becomes insolvent, makes an assignment for the benefit of its creditors, has a receiver or trustee appointed for the benefit of its creditors, or files for protection from creditors under any bankruptcy or insolvency laws; or
  - b. fails to make any payment when due or to establish any payment security required by this Agreement, or commits a material breach or defaults in its material obligations under this Agreement, and such default is not cured within thirty (30) days of written notice from the other Party.

Upon the termination of this Agreement by Buyer for cause (i) Seller shall reimburse Buyer the difference between that portion of the Agreement price allocable to the terminated scope and the actual amounts reasonably incurred by Buyer to complete that scope, and (ii) Buyer shall pay to Seller (a) the portion of the Agreement price allocable to Equipment completed, and (b) amounts for Services performed before the effective date of termination. Upon the termination of this Agreement by Seller for cause Buyer shall pay to Seller within thirty (30) days of receipt of invoice the price of all Equipment or Services delivered at the date of termination, plus an amount equal to all costs and expenses incurred in the engineering, sourcing, financing, procurement, manufacture, storage and transportation of the Equipment including materials, work in progress and any cancellation charges assessed against Seller by Seller's suppliers including reasonable overhead and profit on all such costs and expenses. Alternatively, if any schedule of termination payments has been agreed between the Parties, Buyer shall pay to Seller within thirty (30) days of receipt of invoice the amounts set out in that schedule.

Seller shall have the right to suspend performance upon written notice to Buyer in any case where Seller would have the right to terminate the Agreement under this article, without prejudice to Seller's right to terminate this Agreement for cause. Any cost incurred by Seller in accordance with any such suspension (including storage costs) shall be payable by Buyer upon submission of the Seller's invoice(s). Performance of the Seller's obligations shall be extended for a period of time reasonably necessary to overcome the effects of such suspension.

16. **Governing Law, Dispute Resolution.** This Agreement shall be governed by the substantive laws of the State of New York. In the event of a dispute concerning this Agreement, the complaining Party shall notify the other Party in writing thereof. Management level representatives of both Parties shall meet at an agreed location to attempt to resolve the dispute in good faith. Should the dispute not be resolved within thirty (30) days after such notice, the complaining Party shall seek remedies exclusively through arbitration. The seat of arbitration shall be the federal district court in Philadelphia, PA, and the rules of the arbitration will be the Commercial Arbitration Rules of the American Arbitration Association, which are incorporated by reference into this article.



GE

## Water & Process Technologies

Notwithstanding the foregoing, each Party shall have the right to commence an action or proceeding in a court of competent jurisdiction, subject to the terms of this Agreement, in order to seek and obtain a restraining order or injunction to enforce the confidentiality intellectual property provisions set forth in the first two paragraphs of article 13; nuclear use restrictions set forth in article 17, or to seek interim or conservatory measures not involving monetary damages.

17. **No Nuclear Use.** Equipment and Services sold by Seller are not intended for use in connection with any nuclear facility or activity, the Buyer warrants that it shall not use or permit others to use the Equipment or Services for such purposes, without the advance written consent of Seller. If, in breach of this, any such use occurs, Seller (and its parent, affiliates, suppliers and subcontractors) disclaims all liability for any nuclear or other damage, injury or contamination, and, in addition to any other rights of Seller, Buyer shall indemnify and hold Seller (and its parent, affiliates, suppliers and subcontractors) harmless against all such liability.
18. **Export Control.** Seller's obligations are conditioned upon Buyer's compliance with all USA and other applicable trade control laws and regulations. Buyer shall not trans-ship, re-export, divert or direct Equipment (including software and technical data) other than in and to the ultimate country of destination declared by Buyer and specified as the country of ultimate destination on Seller's invoice.
19. **Changes.** Each Party may at any time propose changes in the schedule or scope of Equipment or Services. All changes to the Equipment or Services shall be subject to mutual agreement via a written change order or variation, which shall only become effective once signed by both Parties. The scope, Agreement price, schedule, and other provisions will be equitably adjusted to reflect additional costs or obligations incurred by Seller resulting from a change, after Seller's proposal date, in Buyer's site-specific requirements or procedures, or in industry specifications, codes, standards, applicable laws or regulations. It shall be acceptable and not considered a change if Seller delivers Equipment (including Equipment replacement under warranty) that bears a different, superseding or new part or version number compared to the part or version number listed in the Agreement, provided that in no circumstance shall this affect any other of Seller's obligations including those set forth in article 6.
20. **Conflicts; Survival, Assignment.** If there is any conflict between this Agreement and any written proposal or quotation provided by Seller, then the terms and conditions set forth in this Agreement shall prevail. If any term or condition of this Agreement or any accompanying terms and conditions are held invalid or illegal, then such terms and conditions shall be reformed to be made legal or valid, or deleted, but the remaining terms and conditions shall remain in full force and effect, and this Agreement shall be interpreted and implemented in a manner which best fulfills Parties' intended agreement. Those provisions which by their nature remain applicable after termination shall survive the termination of this Agreement for any reason. Seller may assign or novate its rights and obligations under the Agreement, in whole or in part, to any of its affiliates or may assign any of its accounts receivable under this Agreement to any party without Buyer's consent, and the Buyer hereby agrees, by signing this Agreement, to such assignment and to execute any document that may be necessary to complete Seller's assignment or novation. This Agreement shall not otherwise be assigned by either Party without the other Party's prior written consent, and any assignment without such consent shall be void.  
  
Seller may (i) manufacture and source the Equipment and any part thereof globally in the country or countries of its choosing; and (ii) may subcontract portions of the Services, so long as Seller remains responsible for such.
21. **No Third Party Beneficiary.** Except as specifically set forth in the article entitled "Limitations on Liability" and "No Nuclear Use", this Agreement is not intended to, and does not, give to any person who is not a party to this Agreement any rights to enforce any provisions contained in this Agreement.
22. **Entire Agreement.** This Agreement embodies the entire agreement between Buyer and Seller and supersedes any previous documents, correspondence or agreements between them. No modification, amendment, revision, waiver, or other change shall be binding on either Party unless agreed in writing by the Party's authorized representative. Any oral or written representation, warranty, course of dealing, or trade usage not specified herein shall not be binding on either Party. Each Party agrees that it has not relied on, or been induced by, any representations of the other Party not contained in this Agreement.

Global - New York Law\_2013\_05



---

## 10 Seller's Warranty - ZeeWeed Membrane Module

### 2 Year Full Replacement – Standard

This schedule sets out the warranty with respect to ZeeWeed Membrane Modules ("Membrane Modules"). No other warranties, expressed or implied are made in connection with the sale of these products, including, without limitation, warranties as to fitness for any particular purpose or use or merchantability of these products. The warranty provided herein will be the exclusive and sole remedy of Buyer, and in no event will the Seller be liable for any special, direct, indirect or consequential damages, including, without limitation, loss of profits. This warranty is not transferable.

#### 1 Product

This warranty applies to only the Membrane Modules supplied under the Contract of Sale. Membrane Module means the fibers and the potted plastic headers. This warranty does not cover air piping to the Membrane Module, permeate piping from the Membrane Module, piping connection fittings, connecting hardware and cassette frames with their associated components including but not limited to spacers, aerator tubes, aerator assemblies, screen, module dummies or module blanks.

Identification: Membrane Modules are shipped by the Seller with a serial number identification which confirms their place in the cohort set of Membrane Modules covered by this Membrane Module warranty.

#### 2 Seller

ZENON Environmental Corporation is the name of the Seller and is the Seller offering this warranty. The Seller may assign this warranty to other GE affiliates.

For ZeeWeed sales in the USA, enter Seller as ZENON Environmental Corporation, for Canadian sales use GE Water & Process Technologies Canada; for all other sales use GE Water & Process Technologies.

#### 3 Buyer

Buyer means Town of Berryville, Virginia.

#### 4 Project

Project means the 552 membrane modules under this proposal number 188558.

#### 5 Contract of Sale

Contract of Sale means the sales contract governing the sale of Membrane Module(s) for the Project between Buyer and the Seller or its GE affiliate.

#### 6 Scope of Warranty

The Seller warrants that its Membrane Module(s) will be free of defects due to faulty materials or errors in manufacturing workmanship.

Regular Membrane Module inspection and normal fiber repair shall be the responsibility of Buyer.

All replacement Membrane Modules will be shipped on the basis of INCOTERMS 2010 FCA GE Manufacturing facility.

All ancillary costs including but not limited to bagging, boxing, crating, freight, freight insurance, applicable taxes, import duties, certifications, brokerage, receiving, forklift services, storage at site, re-attachment hardware, hose/clamp/camlock replacement, crane services, installation, fiber repair materials, glycerin flushing, commissioning and waste disposal are the responsibility of Buyer.

**Full Replacement** – Full Replacement means that in the case of a valid warranty claim for a Membrane Module failure, Buyer receives a replacement Membrane Module and does not pay for the value of use of the Membrane Module prior to failure.

**Prorated Replacement** – Prorated Replacement means Buyer pays for actual use of a membrane module from which Buyer has derived value over time. Prorated Replacement allows the Seller to pay reasonable compensation under warranty for any product use not enjoyed by Buyer due to premature failure.

The ratio of Full Replacement to Prorated Replacement in this Warranty is set out in Item 8 of Section 10.



# GE Water & Process Technologies

## 7 Warranty Start Date

For the original membrane modules in a plant, this membrane warranty will start on the earlier of:

- a. The date that installation of the original Membrane Module(s) has been substantially completed, or
- b. Six months from the date of shipment of the original Membrane Module(s) to Buyer.

For replacement or expansion membranes, this membrane warranty will start on the earlier of:

- a. The date of installation, or
- b. 1 month from the date of delivery to site.

## 8 Warranty Duration

**Total Warranty Duration:** a total of 24 months composed of a Base Period and an Extended Period.

**Base Period with Full Replacement:** 24 months

All purchasers of ZeeWeed Membrane Modules are entitled to this Base Period of Full Replacement warranty coverage without purchasing an extended Seller's Warranty.

**Extended Period with Full Replacement:** a total of 0 months following the Base Period

Replacement Membrane Modules are covered by warranty only to the extent of the warranty of the original Membrane Module which has been replaced. At all events, this warranty shall expire and be of no force or effect 24 months following the Warranty Start Date.

## 9 Notification of Claim

All claims filed under this warranty shall be made in writing by Buyer within 30 days of identifying a defect.

Buyer shall provide the following information:

- a. A description of the defect giving rise to the claim;
- b. Photographs showing the manufacturing defect;
- c. The serial number(s) of the Membrane Module(s) which is (are) the subject of the warranty claim; and
- d. Operating data and repair history for the life of Membrane Modules which are the subject of a warranty claim.

## 10 Verification of Claim

After receipt of written notification of a defect, the Seller will promptly undertake such investigations as, in the Seller's opinion, are necessary to verify whether a defect exists. The Seller reserves the right to require additional data as necessary to validate claims. Buyer may, in the course of these investigations, be requested to return Membrane Module(s) to the Seller for examination. The Seller may also conduct reasonable tests and inspections at Buyer's plant or premises. If the results of the investigation do not validate the defect claimed, Buyer will reimburse the Seller for all reasonable expenses associated with said investigation, including expenses for all tests, inspections, and associated travel.

## 11 Satisfaction of Claims

The Seller will have the right to satisfy claims under this warranty in a flexible manner. Such flexibility may include the repair of existing Membrane Modules or changes in operating protocols or Membrane Module replacement or by upgrading failed Membrane Modules with newer Membrane Module(s) that may embody design and efficiency improvements. Buyer consents to the supply of replacement Membrane Modules which may be of a different design than original Membrane Modules.

## 12 Operating Information

To maintain the Membrane Module warranty, membrane system operation records from initial start-up date until claim must be maintained by Buyer and made available to the Seller upon request. Records must be provided in sufficient detail to verify uninterrupted compliance with the Seller's Operations and Maintenance Manual prepared by the Seller and supplied to Buyer as part of the Contract. At a minimum, operation data must include information on feed water quality, temperatures, flows, trans-membrane pressures, aeration rates, permeate quality, cleaning intervals, cleaning chemical concentrations, elapsed time since start-up, relevant analytical data and reporting of any screen bypass events.



## GE Water & Process Technologies

Buyer shall maintain and share access to a single reference copy in electronic form of a Membrane Module map containing the history of activity by Membrane Module. Buyer shall log its procedures performed related to a Membrane Module including relocation of Membrane Modules, repairs, replacements and any other noteworthy events.

Buyer authorizes the Seller to conduct any reasonable review of operation and maintenance records or to inspect facilities where Membrane Modules are installed, upon reasonable notice to Buyer. Such reviews and/or inspections are intended to also assist the Seller and Buyer in detection of membrane system faults and to optimize the care and operation of the Membrane Modules.

### 13 Limitation of Warranties

Occurrence of any of the following as reasonably determined by the Seller will void this warranty:

- a. A material failure to operate the membrane system in accordance with Seller's Operations and Maintenance Manual supplied to Buyer as part of the Contract, including material failure to adhere to the Seller's specified Membrane Module cleaning procedures and the use of anything other than Seller-approved Membrane Module cleaning agents.
- b. Failure to adhere to the preventive maintenance program as presented in the Seller's Operations and Maintenance Manual, in published product manuals and in specifications.
- c. Failure to adhere to all transportation and module storage recommendations outlined by Seller.
- d. Failure to ensure correct operation and/or functioning of the screening equipment.
- e. Introduction of destructive foreign materials into the Membrane Module tanks. Destructive foreign materials may include natural or human-made materials that are introduced into the membrane system influent channel or tanks originating from construction and maintenance activities or from inadequate pretreatment or from aquatic species including clams and snails or from damage to the tank or tank coating. Buyer shall be responsible to maintain correct function of the screen mechanism, to flush accumulated grit from the tank bottom and to flush accumulated foreign materials from the membrane modules.
- f. Failure to install and maintain operating data acquisition and electronic data transmission functions at the plant.
- g. Physical abuse or misuse, incorrect removal or installation of Membrane Modules by non-Seller personnel including fiber damage caused by operator error in handling of Membrane Modules or cassettes.
- h. Unauthorized alteration of any components or parts originally supplied by the Seller.
- i. Intentional damage.

### 14 Return Procedure

In the event that the return of a Membrane Module is required pursuant to this warranty, Buyer will first obtain a Return Goods Authorization (RGA) number from the Seller. Membrane Module(s) shipped to the Seller for warranty examination must be shipped freight prepaid. If Buyer desires temporary replacement Membrane Module(s) to replace those alleged to be defective and returned to the Seller for warranty examination, Buyer shall be responsible for the cost associated with any such replacements until examination of the returned Membrane Modules pursuant to this warranty is complete. Any Membrane Module examined by Seller as part of a warranty claim where the Membrane Module is subsequently found to be performing as warranted or where a Membrane Module failure is not covered under the warranty will be returned to Buyer, freight collect.

Doc. Control: Author: RM  
Last Modified: 7/11/2016 10:23 AM

Filename: Berryville 188558 Budgetary Membrane Replacement 504 x 2W500D 370ft<sup>2</sup> July 11 2016  
Technical Review: MS

Commercial Review: SH DOA: Bllkt



**GE**  
**Water & Process Technologies**

**Attachment A 46/48M Cassette Refurbishment Kits**

Description	SAP #	Job Qty. Required (12 Cassettes)
WASHER,ZW500D,PERM SADDLE,END	3040441	24
WASHER,ZW500D,PERM BTM COLLECT,76MM	3040443	132
WASHER,ZW500D,PERM BTM COLLECT,END	3040444	24
WASHER,ZW500D,PERM BTM COLLECT,STOP	3040445	156
O-RING,EPDM,226,70DUR	3033693	576
O-RING,EPDM,232,70DUR	1124642	144
O-RING,EPDM,236,70DUR	1153604	144
PLUG,CPVC,S80,MNPT,1.25	3033696	24
GUIDE,ZW500D,CASSETTE,EXTRUSION	3040448	576
NUT,TITANIUM,M10	3033662	156
WASHER,FLAT,316,M6	3033661	720
NUT,HEX,316,M8	3033659	156
NUT,LOCK,HEX,NYLON INSERT,316,M6	3033660	1248
PLATE-MARS,ZW500D,48M,KEYSD OTR SUPRT	3040497	192
BOLT,H.H.,316,M6X90MM	3033652	576
BOLT,H.H.,316,M6X50MM	3033654	624
BOLT,H.H.,316,M10X25MM	3033651	168
BOLT,H.H.,316,M10X30MM	3033650	24
BOLT,H.H.,316,M14X35MM	3033629	48
NUT,HEX,316,M10	3033658	192
NUT,HEX,316,M14	3033657	48
SPACER,H9,ZW500D,M6	3033694	24
ZW500D,M6, SPACER,H23	3033695	96
ADPTR,MARS,ZW500D,48M,KEYSD IN SUPRT	3040499	96
ADPTR,MARS,ZW500D,48M,TOP PERM SADL	3040500	144
ADPTR,MARS,ZW500D,48MBTM PERM COL	3040502	144
CLIP-MARS,ZW500D,48M,SLACK ADJ	3040504	864
BOLT,H.H.,316,M6X65MM	3033655	48
SUPPORT,MARS,ZW500D,48M,GTX-830 W/BUSH	3040506	96
SUPPORT,MARS,ZW500D,48M,GTX-830 W/O BUSH	3040507	96
PIPE-MARS,4.7 MM,DN50,ZW500D,48M,WA	3111775	144
M10 Nordlock Washer SMO254	3058496	156



GE  
Water & Process Technologies

Description (cont.)	SAP #	Job Qty. Required (12 cassettes)
ZW500D 48M Perm Adapt ins side	3111929	1152
GASKET,SADDLE,ZW500D	3135044	156
ZW500D Blank Header Set	3033393	24
TUBE,FULL,ZW500D,AERTR ASSY,HF	3040519	288
TUBE,PARTL,ZW500D,AERTR ASSY,HF,LEFT	3040520	12
TUBE,PARTL,ZW500D,AERTR ASSY,HF,RIGHT	3040521	0
PIPE,1.50,BLANK,ZW500D,W/ENDCAP,1.5"	3040522	12
SADDLE,ZW500D,AERATION	3040451	156

# Attachment 3

---

---

**FINANCE AND ADMINISTRATION STAFF REPORT**

---

---

**TO:** TOWN COUNCIL  
**FROM:** DESIREE MORELAND, TREASURER  
**SUBJECT:** FY 17 1<sup>ST</sup> QUARTER BUDGET ANALYSIS (7-1-16 TO 9-30-16)  
**DATE:** 11/8/2016  
**CC:** KEITH DALTON, TOWN MANAGER

---

This memo provides a summary of the results of the 1<sup>st</sup> quarter budget variance analysis. A schedule with additional detail is provided along with this summary. I am available to provide additional detail or address any questions.

This summary focuses on variances that exist as defined by the Chairman of the Budget and Finance Committee. Those variances include:

- Q1 – Q4: <0%
- Q1 & Q2: >=110% and >=\$10,000
- Q3: <=50% or >110% and >=\$10,000
- Q4: <=85% or >110% and >=\$10,000

**General Fund Revenues**

As of the 1<sup>st</sup> Quarter General Fund Revenues are at 21%

2016 Personal Property and 2<sup>nd</sup> half Real Estate had not been billed by the end of the first quarter; however there were several personal property abatements and refunds.

Zoning and Subdivision Fees reflect a large payment from Meridian Health Care.

Interest on Investments appears to have been underestimated and will most likely result in a small budget surplus.

Parking Meter Revenues are up due to the installation of new meters.

Reimbursable Fees reflect unpaid invoices.

We have received annual payments from the Commonwealth for Personal Property Tax Relief, Rolling Stock Tax and the Virginia Commission for the Arts. The Fire Fund from the Commonwealth generally comes in two installments, the first of which is the bulk of the grant. That 1<sup>st</sup> installment has been received.

Miscellaneous Revenues include two insurance settlements, nutrient credit rebates and the annual P-card rebate.

**General Fund Expenses**

As of the 1<sup>st</sup> Quarter General Fund Expenses are at 22%

Town Council Training contains the training for the newly elected officials. Town Council Miscellaneous expenses include the retirement party honoring Officers Adams and Frenzel and Laura Patten from the Police Department. Annual VML dues have been paid.

VLGMA Annual dues were paid for the Town Manager and TAV dues for the Treasurer.

Annual insurance premiums were paid in the first quarter as well as annual financial software maintenance and dues at the RRCJ (Police) Academy.

Telecommunications at Public Works reflects the addition of an iPad and air card for use with the sewer camera. This addition will result in a deficit in that line item. The Street Sign Maintenance Account also shows a deficit. Uniforms are ordered semi-annually for Public Works and the first of those orders is reflected in this quarter's expenses. The mowing of the Hermitage storm water pond is seasonal and should adjust itself.

The first installment of the Fire Fund Grant was forwarded to Enders and the Arts Grant funding was remitted to Berryville Main Street.

#### **General Fund CIP**

The only CIP purchase in the first quarter was a bed for the ton dump truck.

#### **General Fund Debt Service**

Debt Service on the Government Center is paid in monthly installments to USDA Rural Development. In addition to the monthly installments the town is required to maintain a Debt Service Reserve Fund equal to one tenth of the annual installment for the first ten years (June 2009 through May 2018). Payments are made to this account annually in the fourth quarter.

#### **Water Fund Revenues**

As of the 1<sup>st</sup> Quarter Water Fund Revenues are at 31%

Interest on Investments is over budget and should result in a small surplus. A total of fourteen new Availability Fees and Meter Fees were budgeted and eight were collected the first quarter. Customarily building slows in the winter months.

#### **Water Fund Expenses**

As of the 1<sup>st</sup> Quarter Water Fund Expenses are at 21%

Annual payments were made for Workers Compensation, Handheld Meter Reader Maintenance, State Connection Fees and Sludge Removal, leaving a surplus in each line item except the Handheld Maintenance.

New Service Supplies is over budget due to the development of Berryville Glen.

#### **Water Fund CIP**

Water Line Upgrades we made on Battletown Drive. The Utility Plant pickup truck and Water Finish Pump VDFs have not yet been purchased.

#### **Water Fund Debt Service**

There is no Debt Service in the Water Fund.

#### **Sewer Fund Revenues**

As of the 1<sup>st</sup> Quarter Sewer Fund Revenues are at 33%

Interest on Investments is over budget and should result in a small surplus. As in the Water Fund, fourteen new Availability Fees were budgeted and eight were collected the first quarter.

**Sewer Fund Expenses**

As of the 1<sup>st</sup> Quarter Sewer Fund Expenses are at 25%

Annual payments were made for Workers Compensation, Handheld Meter Reader Maintenance and Discharge Permit Renewal, resulting in a slight surplus in each line item except the Handheld Maintenance. Due to repairs to the SCADA (System Control and Data Acquisition) system Equipment Maintenance is estimated to exceed the current budget available.

**Sewer Fund CIP**

Sewer System Rehabilitation funds were used for pump station upgrades (Bundy Street).

**Sewer Fund Debt Service**

The Debt Service for the Wastewater Treatment Plant is paid semi-annually; the first installment was made in the first quarter.

Town of Berryville

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<b>Reporting Fund: 100-General Fund</b>							
100-3000000-0000 FUND BALANCE FORW	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3110101-0000 CURRENT REAL ESTA	\$885,000.00	\$885,000.00	\$0.00	\$911.62	\$911.62	\$884,088.38	0
100-3110102-0000 DEL REAL ESTATE TA	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
100-3110201-0000 UTILITY REAL ESTATE	\$11,200.00	\$11,200.00	\$0.00	\$0.00	\$0.00	\$11,200.00	0
100-3110203-0000 UTILITY PERS PROP T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3110301-0000 CURRENT PERS PROP	\$230,000.00	\$230,000.00	\$0.00	\$37.00	\$129.55	\$229,963.00	0
100-3110302-0000 DEL PERS PROP TAXES	\$3,000.00	\$3,000.00	\$0.00	(\$1,114.58)	\$49.06	\$4,114.58	-37
100-3110401-0000 MACHINERY & TOOLS	\$207,000.00	\$207,000.00	\$0.00	\$0.00	\$0.00	\$207,000.00	0
100-3110402-0000 DEL MACHINERY & TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3110601-0000 TAX PENALTIES	\$3,000.00	\$3,000.00	\$0.00	\$1,001.15	\$367.47	\$1,998.85	33
100-3110602-0000 TAX INTEREST	\$5,000.00	\$5,000.00	\$0.00	\$1,012.35	\$659.55	\$3,987.65	20
100-3120101-0000 LOCAL SALES TAX	\$190,000.00	\$190,000.00	\$0.00	\$53,797.90	\$18,095.13	\$136,202.10	28
100-3120201-0000 CONSUMER UTILITY T	\$90,000.00	\$90,000.00	\$0.00	\$23,718.93	\$8,209.81	\$66,281.07	26
100-3120300-0000 BUSINESS LICENSE	\$185,000.00	\$185,000.00	\$0.00	\$8,015.11	\$310.00	\$176,984.89	4
100-3120401-0000 CABLE TELEVISION T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3120402-0000 REC FRANCHISE FEES	\$35,000.00	\$35,000.00	\$0.00	\$8,561.72	\$3,233.64	\$26,438.28	24
100-3120501-0000 AUTO LICENSE	\$90,000.00	\$90,000.00	\$0.00	\$3,141.74	\$1,101.85	\$86,858.26	3
100-3120601-0000 BANK FRANCHISE TA	\$145,000.00	\$145,000.00	\$0.00	\$0.00	\$0.00	\$145,000.00	0
100-3120801-0000 CIGARETTE TAX	\$42,500.00	\$42,500.00	\$0.00	\$15,086.00	\$6,055.50	\$27,414.00	35
100-3121001-0000 LODGING TAX	\$9,000.00	\$9,000.00	\$0.00	\$2,401.30	\$914.44	\$6,598.70	27
100-3121101-0000 MEALS TAX	\$190,000.00	\$190,000.00	\$0.00	\$49,542.65	\$15,778.47	\$140,457.35	26
100-3130304-0000 Land Use Application	\$500.00	\$500.00	\$0.00	\$210.00	\$0.00	\$290.00	42
100-3130307-0000 ZONING & SUBDIVISIO	\$10,000.00	\$10,000.00	\$0.00	\$16,383.25	\$10,058.25	\$6,383.25	164
100-3140101-0000 COURT FINES	\$25,000.00	\$25,000.00	\$0.00	\$3,359.37	\$1,341.43	\$21,640.63	13
100-3140102-0000 PARKING METER FINE	\$3,300.00	\$3,300.00	\$0.00	\$1,015.00	\$278.00	\$2,285.00	31
100-3150101-0000 INTEREST ON DEPOSIT	\$6,000.00	\$6,000.00	\$0.00	\$5,396.16	\$1,725.52	\$603.84	90
100-3150201-0000 RENTAL OF PROPERTY	\$12,000.00	\$12,000.00	\$0.00	\$2,500.00	\$1,000.00	\$9,500.00	21
100-3150205-0000 WATER TANK SITE LE	\$66,250.00	\$66,250.00	\$0.00	\$16,235.16	\$5,411.72	\$50,014.84	25
100-3160703-0000 PARKING METERS	\$11,000.00	\$11,000.00	\$0.00	\$4,806.45	\$1,834.47	\$6,193.55	44
100-3161501-0000 SALE OF MAPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3161502-0000 SALE OF PUBLICATIO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3189905-0000 SALE OF SURPLUS	\$1,000.00	\$1,000.00	\$0.00	\$500.00	\$0.00	\$500.00	50
100-3189999-0000 PPTRA	\$209,917.00	\$209,917.00	\$0.00	\$209,916.73	\$0.00	\$0.27	100
100-3190102-0000 Government Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3190203-0000 REIMBURSABLE FEES	\$5,000.00	\$5,000.00	\$0.00	(\$810.00)	(\$810.00)	\$5,810.00	-16
100-3220101-0000 ABC PROFITS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3220102-0000 WINE PROFITS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3220107-0000 ROLLING STOCK TAX	\$2,000.00	\$2,000.00	\$0.00	\$1,855.10	\$0.00	\$144.90	93
100-3220108-0000 599 LAW ENFORCEME	\$74,052.00	\$74,052.00	\$0.00	\$19,109.00	\$19,109.00	\$54,943.00	26
100-3220109-0000 INDURSNC RECOVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3220201-0000 Communication Tax	\$90,000.00	\$90,000.00	\$0.00	\$22,060.17	\$7,299.89	\$67,939.83	25
100-3240102-0000 FIRE FUND PROGRAM	\$14,000.00	\$14,000.00	\$0.00	\$12,223.00	\$12,223.00	\$1,777.00	87
100-3240103-0000 LE BLOCK GRANT	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
100-3240110-0000 POLICE DMV GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3240300-0000 VDOT LANE MILE ALL	\$474,787.00	\$474,787.00	\$0.00	\$128,260.87	\$128,260.87	\$346,526.13	27
100-3240301-0000 VDOT ROAD MAINTEN	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
100-3240302-0000 LITTER CONTROL GRA	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
100-3240311-0000 ST EMERGENCY R&R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3240312-0000 Va Commission for th	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	100
100-3240710-0000 DMV ANIMAL FR PLAT	\$30.00	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00	0
100-3240901-0000 CDBG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3340102-0000 Fire Fund Program -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3340311-0000 Fed Em Resp & Recove	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3340350-0000 Fed Trans Revenue -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3410101-0000 SALE OF LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3410120-0000 Barns of Rose Hill	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3410201-0000 MISCELLANEOUS REV	\$1,000.00	\$1,000.00	\$0.00	\$101,456.10	\$11,474.32	\$100,456.10	101

Town of Berryville

Account	Original Budget	Amended Budget	Encumbered, YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
100-3410401-0000 GENERAL CIP LOAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-3410699-0000 Insurance/Bank Recov	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4011100-1111 EXPENSE COMPENSAT	\$18,900.00	\$18,900.00	\$0.00	\$4,725.00	\$1,575.00	\$14,175.00	25
100-4011100-5420 OFFICE RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4011100-5540 TRAINING	\$1,000.00	\$1,000.00	\$0.00	\$780.66	\$0.00	\$219.34	78
100-4011100-5699 LOCAL CONTRIBUTIO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4011100-5700 Barns Donation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4011100-5800 MISCELLANEOUS	\$1,000.00	\$1,000.00	\$0.00	\$971.18	\$0.00	\$28.82	97
100-4011100-5810 Dues	\$3,000.00	\$3,000.00	\$0.00	\$2,363.00	\$0.00	\$637.00	79
100-4011100-6017 TOWN CODE SUPPLEM	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
100-4011100-6018 STATE CODE SUPPLEM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4011200-1114 SALARIES/WAGES/TN	\$40,300.00	\$40,300.00	\$0.00	\$12,104.59	\$3,484.09	\$28,195.41	30
100-4011200-2100 MATCHING FICA EXPE	\$3,080.00	\$3,080.00	\$0.00	\$927.59	\$267.00	\$2,152.41	30
100-4011200-5540 EDUCATION/TRAININ	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
100-4011200-5810 DUES	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0
100-4012110-1112 COMPENSATION	\$129,000.00	\$129,000.00	\$0.00	\$29,726.94	\$9,908.98	\$99,273.06	23
100-4012110-2100 MATCHING FICA EXPE	\$9,850.00	\$9,850.00	\$0.00	\$2,280.54	\$760.18	\$7,569.46	23
100-4012110-3399 Blight Abatement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4012110-5230 TELECOMMUNICATIO	\$600.00	\$600.00	\$0.00	\$150.00	\$50.00	\$450.00	25
100-4012110-5510 MILEAGE	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0
100-4012110-5540 TRAINING	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
100-4012110-5810 DUES	\$300.00	\$300.00	\$0.00	\$298.11	\$0.00	\$1.89	99
100-4012210-3150 PROFESSIONAL SERVI	\$20,000.00	\$20,000.00	\$0.00	\$7,185.00	\$1,670.00	\$12,815.00	36
100-4012220-2100 SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4012220-2210 RETIREMENT	\$116,350.00	\$116,350.00	\$0.00	\$25,072.52	\$8,200.97	\$91,277.48	22
100-4012220-2220 VMLIP - STD	\$570.00	\$570.00	\$0.00	\$112.38	\$43.27	\$457.62	20
100-4012220-2230 VMLIP - LTD	\$5,145.00	\$5,145.00	\$0.00	\$1,151.18	\$432.36	\$3,993.82	22
100-4012220-2250 Line of Duty Act	\$3,750.00	\$3,750.00	\$0.00	\$4,038.00	\$0.00	(\$288.00)	108
100-4012220-2300 HEALTH INSURANCE	\$154,650.00	\$154,650.00	\$0.00	\$32,307.60	\$10,543.20	\$122,342.40	21
100-4012220-2400 LIFE INSURANCE	\$11,320.00	\$11,320.00	\$0.00	\$2,764.46	\$964.16	\$8,555.54	24
100-4012220-2600 UNEMPLOYMENT INS	\$270.00	\$270.00	\$0.00	\$28.11	\$0.00	\$241.89	10
100-4012220-2700 WORKER'S COMPENSA	\$21,750.00	\$21,750.00	\$0.00	\$15,778.00	\$0.00	\$5,972.00	73
100-4012220-3110 RANDOM DRUG SCRE	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0
100-4012240-3120 CONTRACTUAL SERVI	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$16,000.00	0
100-4012410-1113 COMPENSATION	\$92,800.00	\$92,800.00	\$0.00	\$20,325.48	\$6,775.16	\$72,474.52	22
100-4012410-2100 MATCHING FICA EXPE	\$7,000.00	\$7,000.00	\$0.00	\$1,566.18	\$522.06	\$5,433.82	22
100-4012410-3130 PROFESSIONAL SER/T	\$2,000.00	\$2,000.00	\$0.00	\$750.00	\$0.00	\$1,250.00	38
100-4012410-3150 PROFESSIONAL SER/V	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
100-4012410-5306 SURETY BONDS	\$300.00	\$300.00	\$0.00	\$234.00	\$0.00	\$66.00	78
100-4012410-5540 TRAINING	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
100-4012410-5810 DUES	\$300.00	\$300.00	\$0.00	\$175.00	\$0.00	\$125.00	58
100-4012410-6015 AUTO DECATS	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
100-4012430-1113 COMPENSATION	\$64,400.00	\$64,400.00	\$0.00	\$16,185.67	\$4,623.19	\$48,214.33	25
100-4012430-2100 MATCHING FICA EXPE	\$4,900.00	\$4,900.00	\$0.00	\$1,246.90	\$356.16	\$3,653.10	25
100-4012430-5540 TRAINING	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
100-4012530-3320 MAINTENANCE CONT	\$25,000.00	\$25,000.00	\$0.00	\$13,191.71	\$7,337.87	\$11,808.29	53
100-4012530-3400 WEB SITE	\$5,000.00	\$5,000.00	\$0.00	\$1.65	\$0.55	\$4,998.35	0
100-4012530-3501 NEWSLETTER	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
100-4012530-3600 ADVERTISING	\$7,000.00	\$7,000.00	\$0.00	\$1,778.58	\$783.93	\$5,221.42	25
100-4012530-5210 POSTAGE	\$8,000.00	\$8,000.00	\$0.00	\$809.94	\$272.17	\$7,190.06	10
100-4012530-5230 TELECOMMUNICATIO	\$400.00	\$400.00	\$0.00	\$281.80	\$93.94	\$118.20	70
100-4012530-5415 COPIER LEASE	\$3,000.00	\$3,000.00	\$0.00	\$450.10	\$225.05	\$2,549.90	15
100-4012530-5540 TRAINING	\$1,500.00	\$1,500.00	\$0.00	\$396.81	\$0.00	\$1,103.19	26
100-4012530-5810 DUES	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
100-4012530-6001 OFFICE SUPPLIES	\$11,000.00	\$11,000.00	\$2,970.00	\$1,441.98	\$622.88	\$6,588.02	13
100-4012550-5301 FIRE BOILER INSURAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4012550-5304 BLANKET EXCESS LIA	\$11,000.00	\$11,000.00	\$0.00	\$8,009.00	\$0.00	\$2,991.00	73

Town of Berryville

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
100-4012550-5305 AUTOMOBILE INSURA	\$9,000.00	\$9,000.00	\$0.00	\$7,229.00	\$0.00	\$1,771.00	80
100-4012550-5307 VARISK-2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4012550-5308 SEMI-MULTI PERIL INS	\$29,150.00	\$29,150.00	\$0.00	\$25,710.00	\$0.00	\$3,440.00	88
100-4012550-5800 INSURANCE DEDUCTA	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
100-4012600-3140 ENGINEERING SERVIC	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
100-4013100-1125 ELECTION OFFICIALS	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
100-4013100-6001 OFFICE SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
100-4021500-3150 PUBLIC DEFENDER FE	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
100-4031100-1139 COMPENSATION	\$534,600.00	\$534,600.00	\$0.00	\$118,946.21	\$37,286.80	\$415,653.79	22
100-4031100-2100 MATCHING FICA EXPE	\$40,900.00	\$40,900.00	\$0.00	\$9,115.08	\$2,857.20	\$31,784.92	22
100-4031100-3110 MEDICAL EXAMINATI	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
100-4031100-3115 PRE EMPLOYMENT DR	\$1,000.00	\$1,000.00	\$0.00	\$28.00	\$28.00	\$972.00	3
100-4031100-3190 INTERPRETER	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0
100-4031100-3310 REPAIR & MAINTENA	\$14,000.00	\$14,000.00	\$0.00	\$1,571.30	\$1,347.33	\$12,428.70	11
100-4031100-3320 MAINTENANCE CONT	\$9,850.00	\$9,850.00	\$0.00	\$1,598.25	\$300.17	\$8,251.75	16
100-4031100-4082 WILDLIFE MANAGEME	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
100-4031100-5210 POSTAGE	\$250.00	\$250.00	\$0.00	\$27.63	\$8.45	\$222.37	11
100-4031100-5230 TELECOMMUNICATIO	\$4,044.00	\$4,044.00	\$0.00	\$995.72	\$331.94	\$3,048.28	25
100-4031100-5415 COPIER LEASE	\$3,000.00	\$3,000.00	\$0.00	\$846.91	\$225.05	\$2,153.09	28
100-4031100-5540 TRAINING	\$9,500.00	\$9,500.00	\$0.00	\$6,363.70	\$562.20	\$3,136.30	67
100-4031100-5810 DUES	\$700.00	\$700.00	\$0.00	\$450.00	\$0.00	\$250.00	64
100-4031100-5815 COMMUNITY RELATIO	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0
100-4031100-6001 OFFICE SUPPLIES	\$2,350.00	\$2,350.00	\$0.00	\$196.84	\$0.00	\$2,153.16	8
100-4031100-6008 GASOLINE & OIL	\$14,000.00	\$14,000.00	\$0.00	\$2,618.44	\$807.52	\$11,381.56	19
100-4031100-6010 POLICE SUPPLIES	\$13,500.00	\$13,500.00	\$0.00	\$2,967.20	\$1,303.97	\$10,532.80	22
100-4031100-6011 UNIFORMS	\$4,000.00	\$4,000.00	\$0.00	\$8.00	\$8.00	\$3,992.00	0
100-4031300-5699 COUNTY CONT/CROSS	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
100-4031400-5699 CONTRIBUTION/CC CE	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
100-4032200-5699 CONTRIBUTION/JHEVF	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0
100-4032200-5707 FIRE FUND PROGRAM	\$14,000.00	\$14,000.00	\$0.00	\$12,223.00	\$12,223.00	\$1,777.00	87
100-4032300-5699 PROFESSIONAL SER E	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0
100-4033200-5550 CONFINEMENT OF PRI	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
100-4041100-1140 Compensation	\$44,450.00	\$44,450.00	\$0.00	\$9,362.76	\$3,120.92	\$35,087.24	21
100-4041100-2100 MATCHING FICA EXPE	\$3,400.00	\$3,400.00	\$0.00	\$745.44	\$248.48	\$2,654.56	22
100-4041100-3110 MEDICAL EXAMS	\$525.00	\$525.00	\$0.00	\$150.35	\$85.00	\$374.65	29
100-4041100-3310 VEHICLE REP & MAIN	\$7,000.00	\$7,000.00	\$0.00	\$816.51	\$120.81	\$6,183.49	12
100-4041100-5110 ELECTRICITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4041100-5120 FUEL OIL/HEAT	\$3,325.00	\$3,325.00	\$0.00	\$0.00	\$0.00	\$3,325.00	0
100-4041100-5230 TELECOMMUNICATIO	\$3,800.00	\$3,800.00	\$0.00	\$1,139.53	\$382.45	\$2,660.47	30
100-4041100-5415 COPIER LEASE	\$2,250.00	\$2,250.00	\$0.00	\$677.55	\$180.05	\$1,572.45	30
100-4041100-5540 TRAINING	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
100-4041100-6001 OFFICE SUPPLIES	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
100-4041200-1183 COMPENSATION	\$127,500.00	\$127,500.00	\$0.00	\$32,687.10	\$8,627.74	\$94,812.90	26
100-4041200-2100 MATCHING FICA EXPE	\$9,750.00	\$9,750.00	\$0.00	\$2,509.24	\$662.51	\$7,240.76	26
100-4041200-3310 EQUIPMENT MAINTEN	\$10,000.00	\$10,000.00	\$0.00	\$604.60	\$588.00	\$9,395.40	6
100-4041200-3315 SIDEWALK MAINTENA	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0
100-4041200-3316 STREET SIGN MAINTE	\$500.00	\$500.00	\$0.00	\$1,230.95	\$410.28	(\$730.95)	246
100-4041200-5230 TELECOMMUNICATIO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4041200-5425 NORFOLK/SOUTHERN	\$950.00	\$950.00	\$0.00	\$0.00	\$0.00	\$950.00	0
100-4041200-6007 MATERIALS & SUPPLI	\$4,000.00	\$4,000.00	\$0.00	\$955.55	\$71.68	\$3,044.45	24
100-4041200-6008 GASOLINE & OIL	\$37,400.00	\$37,400.00	\$0.00	\$4,698.70	\$1,821.37	\$32,701.30	13
100-4041200-6011 UNIFORMS	\$3,000.00	\$3,000.00	\$0.00	\$1,362.53	\$594.71	\$1,637.47	45
100-4041200-6050 ASPHALT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4041200-6060 CONCRETE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4041200-6130 TREE REMOVAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4041200-6145 STRIPING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4041250-3140 ENGINEERING (VDOT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4041250-3300 VDOT STREET MAINTE	\$287,037.00	\$287,037.00	\$3,200.00	\$6,690.97	\$5,004.70	\$277,146.03	2

Town of Berryville

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
100-4041250-3310 EQUIPMENT MAINTEN	\$0.00	\$0.00	\$0.00	\$291.95	\$291.95	(\$291.95)	0
100-4041250-3311 STORM SEWER MT (VD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4041250-3316 STREET SIGN MAINT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4041250-6007 MATERIALS & SUPPLI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4041250-6050 ASPHALT (VDOT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4041250-6060 CONCRETE (VDOT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4041250-6130 TREE REMOVAL (VDO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4041250-6135 MOWING (VDOT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4041250-6145 STRIPING (VDOT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4041250-6207 STREET CLEANING (V	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4041250-6307 SNOW REMOVAL (VD	\$0.00	\$0.00	\$0.00	\$4,900.00	\$4,900.00	(\$4,900.00)	0
100-4041250-8801 Equipment Purchase	\$125,500.00	\$125,500.00	\$108,155.00	\$4,444.35	\$0.00	\$12,900.65	4
100-4041250-8803 PUBLIC WORKS IMPRO	\$62,250.00	\$62,250.00	\$0.00	\$0.00	\$0.00	\$62,250.00	0
100-4041320-5110 ELECTRICITY	\$79,000.00	\$79,000.00	\$0.00	\$17,514.33	\$4,685.97	\$61,485.67	22
100-4041330-6007 MATERIALS & SUPPLI	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
100-4041340-6007 MATERIALS & SUPPLI	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
100-4042200-3210 STREET CLEANING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4042200-6007 MATERIALS & SUPPLI	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
100-4042300-3220 CONTRACTUAL SERVI	\$182,300.00	\$182,300.00	\$0.00	\$45,022.07	\$15,099.77	\$137,277.93	25
100-4042300-6225 RECYCLING SERVICES	\$54,600.00	\$54,600.00	\$0.00	\$13,301.19	\$4,463.19	\$41,298.81	24
100-4042400-3800 FCO LANDFILL CHARG	\$20,000.00	\$20,000.00	\$0.00	\$6,467.06	\$2,338.38	\$13,532.94	32
100-4043200-3310 REPAIR & MAINTENA	\$9,000.00	\$9,000.00	\$0.00	\$599.91	\$142.90	\$8,400.09	7
100-4043200-3325 HERMITAGE SWPOND	\$4,100.00	\$4,100.00	\$0.00	\$1,925.00	\$550.00	\$2,175.00	47
100-4043200-5110 ELECTRICITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4043200-5120 FUEL OIL/HEAT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4043200-6007 MATERIALS & SUPPLI	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
100-4043200-6017 CHRISTMAS LIGHTS	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0
100-4064200-3150 PROFESSIONAL SERVI	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
100-4064200-3200 CONTRACTUAL SER	\$16,650.00	\$16,650.00	\$0.00	\$0.00	\$0.00	\$16,650.00	0
100-4064200-3210 BUILDING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4064200-3211 MOVING EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4064200-5110 ELECTRICITY	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	0
100-4064200-5120 NATURAL GAS/HEAT	\$3,200.00	\$3,200.00	\$0.00	\$0.00	\$0.00	\$3,200.00	0
100-4064200-5130 WATER/SEWER	\$650.00	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00	0
100-4064200-5230 TELECOMMUNICATIO	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
100-4064200-5304 LIABILITY INSURANC	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
100-4064200-6005 MATERIALS & SUPPLI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4064200-7113 IN KIND COSTS	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
100-4064200-7115 SHARED MAINTENAN	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
100-4064200-7116 SHARED DUE TO CLAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4064200-8411 CAPITAL ASSET RESE	\$6,150.00	\$6,150.00	\$0.00	\$0.00	\$0.00	\$6,150.00	0
100-4071310-3160 CONTRACTUAL SER/J	\$1,000.00	\$1,000.00	\$0.00	\$246.00	\$82.00	\$754.00	25
100-4071310-5699 CONTRIBUTION/CCP&	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
100-4071310-6017 CHRISTMAS LIGHTS	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0
100-4071310-6018 ROSE HILL IMPROVEM	\$5,000.00	\$5,000.00	\$0.00	\$1,402.24	\$0.00	\$3,597.76	28
100-4071310-6020 Barns of Rose Hill	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4081100-1155 COMPENSATION	\$79,500.00	\$79,500.00	\$0.00	\$18,483.60	\$6,161.20	\$61,016.40	23
100-4081100-2100 MATCHING FICA EXPE	\$6,000.00	\$6,000.00	\$0.00	\$1,423.62	\$474.54	\$4,576.38	24
100-4081100-3145 REIMBURSABLE CONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4081100-3190 PROFESSIONAL SERVI	\$5,000.00	\$5,000.00	\$0.00	\$1,088.10	\$810.00	\$3,911.90	22
100-4081100-3500 PRINTING	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
100-4081100-5420 OFFICE RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4081100-5510 MILEAGE	\$750.00	\$750.00	\$0.00	\$166.86	\$77.76	\$583.14	22
100-4081100-5540 TRAINING	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
100-4081100-5810 DUES	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
100-4081100-6001 OFFICE EQUIPMENT	\$100.00	\$100.00	\$0.00	\$40.65	\$0.00	\$59.35	41
100-4081100-6012 PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4081400-1110 EXPENSE COMPENSAT	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0



Town of Berryville

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
100-4094200-8702 WAYFINDING SIGNS	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
100-4094200-8803 PUBLIC WORKS IMPRO	\$24,750.00	\$24,750.00	\$0.00	\$0.00	\$0.00	\$24,750.00	0
100-4094300-5800 CONTINGENCY	\$186,838.00	\$186,838.00	\$0.00	\$135.50	\$0.00	\$186,702.50	0
100-4094300-5900 Fraud/Theft Loss	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-4095000-9110 CIP PRINCIPAL	\$35,000.00	\$35,000.00	\$0.00	\$8,493.96	\$2,840.93	\$26,506.04	24
100-4095000-9120 CIP INTEREST	\$86,480.00	\$86,480.00	\$0.00	\$21,875.04	\$7,282.07	\$64,604.96	25
100-4095000-9130 RDA DEBT SER RESER	\$12,147.00	\$12,147.00	\$0.00	\$0.00	\$0.00	\$12,147.00	0
<b>Reporting Fund: 100-General Fund</b>							
FundRevTot	\$3,356,036.00	\$3,356,036.00	\$0.00	\$715,589.25	\$255,022.56	\$2,854,125.45	21
FundExpTot	\$3,356,036.00	\$3,356,036.00	\$114,325.00	\$631,992.50	\$189,071.16	\$2,609,718.50	22
<b>Reporting Fund: 501-Water Fund</b>							
501-3000000-0000 FUND BALANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-3150102-0000 INTEREST ON INVEST	\$3,000.00	\$3,000.00	\$0.00	\$1,408.61	\$469.49	\$1,591.39	47
501-3160110-0000 TREATMENT FEES	\$825,000.00	\$825,000.00	\$0.00	\$239,670.60	\$85,420.00	\$585,329.40	29
501-3160111-0000 DELINQUENT ACCT PE	\$30,000.00	\$30,000.00	\$0.00	\$8,509.22	\$2,348.86	\$21,490.78	28
501-3160112-0000 SECURITY DEPOSITS	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
501-3160113-0000 AVAILABILITY CHARG	\$78,050.00	\$78,050.00	\$0.00	\$42,000.00	\$5,250.00	\$36,050.00	54
501-3160114-0000 CONNECTION CHARGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-3160115-0000 METER FEES	\$4,550.00	\$4,550.00	\$0.00	\$2,600.00	\$325.00	\$1,950.00	57
501-3160120-0000 Income CCSB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4012220-1140 COMPENSATION	\$40,100.00	\$40,100.00	\$0.00	\$8,886.76	\$2,756.89	\$31,213.24	22
501-4012220-2100 SOCIAL SECURITY	\$3,100.00	\$3,100.00	\$0.00	\$679.81	\$210.89	\$2,420.19	22
501-4012220-2210 RETIREMENT	\$28,950.00	\$28,950.00	\$0.00	\$5,418.70	\$1,770.95	\$23,531.30	19
501-4012220-2220 VMLIP - STD	\$145.00	\$145.00	\$0.00	\$34.02	\$11.34	\$110.98	23
501-4012220-2230 VMLIP - LTD	\$1,280.00	\$1,280.00	\$0.00	\$250.59	\$82.31	\$1,029.41	20
501-4012220-2300 HEALTH INSURANCE	\$38,500.00	\$38,500.00	\$0.00	\$9,686.70	\$3,228.90	\$28,813.30	25
501-4012220-2400 LIFE INSURANCE	\$2,820.00	\$2,820.00	\$0.00	\$428.58	\$214.29	\$2,391.42	15
501-4012220-2600 UNEMPLOYMENT INS	\$70.00	\$70.00	\$0.00	\$7.17	\$0.00	\$62.83	10
501-4012220-2700 WORKBR'S COMPENSA	\$5,250.00	\$5,250.00	\$0.00	\$3,928.00	\$0.00	\$1,322.00	75
501-4012220-3145 PROFESSIONAL SERVI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4012220-3170 MISS UTILITY	\$1,000.00	\$1,000.00	\$0.00	\$519.45	\$69.30	\$480.55	52
501-4012220-3320 HANDHELD MAINT	\$2,000.00	\$2,000.00	\$0.00	\$2,145.00	\$0.00	(\$145.00)	107
501-4012220-5210 POSTAGE	\$2,500.00	\$2,500.00	\$0.00	\$568.78	\$202.67	\$1,931.22	23
501-4012220-5540 TRAINING	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
501-4012220-6001 OFFICE SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
501-4012222-1147 COMPENSATION	\$141,200.00	\$141,200.00	\$0.00	\$26,060.52	\$7,662.38	\$115,139.48	18
501-4012222-2100 MATCHING FICA EXPE	\$10,800.00	\$10,800.00	\$0.00	\$2,195.19	\$591.23	\$8,604.81	20
501-4012222-2830 CERTIFICATION FEES	\$900.00	\$900.00	\$0.00	\$170.00	\$85.00	\$730.00	19
501-4012222-2840 STATE CONNECTION F	\$5,100.00	\$5,100.00	\$0.00	\$4,867.50	\$0.00	\$232.50	95
501-4012222-2850 LAB TESTING	\$22,000.00	\$22,000.00	\$0.00	\$792.50	\$792.50	\$21,207.50	4
501-4012222-3110 MEDICAL EXAMS	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0
501-4012222-3145 PROFESSIONAL SERVI	\$15,000.00	\$15,000.00	\$0.00	\$3,055.05	\$627.75	\$11,944.95	20
501-4012222-3210 SLUDGE REMOVAL	\$22,000.00	\$22,000.00	\$0.00	\$17,302.43	\$17,302.43	\$4,697.57	79
501-4012222-3220 CLEAN RIVER INTAKE	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
501-4012222-3310 REPAIR & MAINTENA	\$44,000.00	\$44,000.00	\$0.00	\$11,974.69	\$8,824.33	\$32,025.31	27
501-4012222-3510 CONSUMER CONFIDEN	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
501-4012222-5110 ELECTRICITY	\$59,000.00	\$59,000.00	\$0.00	\$8,862.78	\$0.00	\$50,137.22	15
501-4012222-5120 FUEL/OIL HEAT	\$2,700.00	\$2,700.00	\$0.00	\$0.00	\$0.00	\$2,700.00	0
501-4012222-5230 TELECOMMUNICATIO	\$2,500.00	\$2,500.00	\$0.00	\$536.10	\$140.45	\$1,963.90	21
501-4012222-5415 COPIER LEASE	\$600.00	\$600.00	\$0.00	\$169.39	\$45.01	\$430.61	28
501-4012222-5540 TRAINING	\$2,500.00	\$2,500.00	\$0.00	\$72.00	\$0.00	\$2,428.00	3
501-4012222-5690 DISCHARGE PERMIT R	\$2,700.00	\$2,700.00	\$0.00	\$0.00	\$0.00	\$2,700.00	0
501-4012222-5810 DUES	\$1,000.00	\$1,000.00	\$0.00	\$300.00	\$0.00	\$700.00	30
501-4012222-6001 OFFICE SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$100.60	\$67.83	\$899.40	10
501-4012222-6004 LAB SUPPLIES	\$3,600.00	\$3,600.00	\$0.00	\$692.51	\$385.56	\$2,907.49	19
501-4012222-6005 JANITORIAL SUPPLIES	\$700.00	\$700.00	\$0.00	\$94.44	\$52.61	\$605.56	13
501-4012222-6008 GASOLINE & OIL	\$6,200.00	\$6,200.00	\$0.00	\$1,018.98	\$96.96	\$5,181.02	16

Town of Berryville

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
501-4012222-6011 UNIFORMS	\$500.00	\$500.00	\$0.00	\$65.54	\$0.00	\$434.46	13
501-4012222-6014 TOOLS	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
501-4012222-6019 SAFETY EQUIPMENT	\$2,000.00	\$2,000.00	\$0.00	\$65.81	\$0.00	\$1,934.19	3
501-4012222-6020 PERSONAL EQUIPMEN	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0
501-4012222-6025 CHEMICALS	\$40,000.00	\$40,000.00	\$0.00	\$7,881.73	\$2,051.71	\$32,118.27	20
501-4012224-1183 COMPENSATION	\$95,600.00	\$95,600.00	\$0.00	\$23,921.62	\$6,612.36	\$71,678.38	25
501-4012224-2100 MATCHING FICA EXPE	\$7,300.00	\$7,300.00	\$0.00	\$1,829.98	\$505.84	\$5,470.02	25
501-4012224-3330 LINE REPAIR & MAINT	\$42,750.00	\$42,750.00	\$0.00	\$22,334.04	\$8,900.94	\$20,415.96	52
501-4012224-6007 MATERIALS & SUPPLI	\$11,875.00	\$11,875.00	\$0.00	\$4,174.00	\$586.61	\$7,701.00	35
501-4012224-6019 SAFETY EQUIPMENT	\$710.00	\$710.00	\$0.00	\$0.00	\$0.00	\$710.00	0
501-4012224-6030 NEW SERVICE SUPPLI	\$3,800.00	\$3,800.00	\$0.00	\$5,725.00	\$0.00	(\$1,925.00)	151
501-4094200-8101 EMERGENCY POWER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8102 TANK INSP & MAINT	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	0
501-4094200-8103 BACK WASH LAGOON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8104 SCADA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8105 PICK UP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8106 SERVICE TRUCK CHAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8107 AIR COMPRESSOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8108 WATER LINE MAINT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8111 Sewer Main Rehab	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8114 COMPUTER UPGRADE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8115 PAINT GROUND RESER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8116 TURBIDITY METER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8117 BACKWASH CONTROL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8118 BACKWASH LAGOON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8119 CLEAR WELL EXPANSI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8120 GENERATOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8121 W LINE REP / JOSEPHI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8122 VALVE REPLAVEMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8144 WATER LINE UPGRAD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8145 WTP SECURITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8147 W LINE REP/ RICE ST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8167 REPLACE INST & SCAD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8200 PW SITE EXPANSION R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8210 DEPRECIATION EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8211 CAPITAL RESERVES	\$34,800.00	\$34,800.00	\$0.00	\$0.00	\$0.00	\$34,800.00	0
501-4094200-8354 PICKUP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8355 WATER VALVE INSER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8360 Handheld Meter Reade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8361 WATER LINE UPGRAD	\$75,000.00	\$75,000.00	\$50.00	\$17,085.44	\$3,598.46	\$57,864.56	23
501-4094200-8365 Water Booster Upgrad	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8368 LEAK DETECTOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8550 EQUIPMENT REPAIR R	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0
501-4094200-8605 WTP BUILDING MAINT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4094200-8703 PICKUP TRUCK	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
501-4094200-8704 WATER FINISH PUMPS	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0
501-4094300-5800 CONTINGENCY	\$24,600.00	\$24,600.00	\$0.00	\$0.00	\$0.00	\$24,600.00	0
501-4095000-9114 WACHOVIA/TAXABLE/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4095000-9116 CIP PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4095000-9124 WACHOVIA/TAXABLE/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4095000-9126 WACHOVIA/NONTAX/I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4095000-9130 ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
501-4095000-9140 LOSS ON BOND INVES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
<b>Reporting Fund: 501-Water Fund</b>							
FundRevTot	\$940,700.00	\$940,700.00	\$0.00	\$294,188.43	\$93,813.35	\$646,511.57	31
FundExpTot	\$940,700.00	\$940,700.00	\$50.00	\$193,901.40	\$67,477.50	\$746,748.60	21
<b>Reporting Fund: 502-Sewer Fund</b>							



Town of Berryville

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct	
502-4094100-8003 NEW WWTP	\$0.00	\$0.00	\$0.00	\$2,561.25	\$40.00	(\$2,561.25)	0	
502-4094200-8101 SEWER CHEWER REHA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8105 PICK UP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8109 SEWER LATERAL CAM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8110 WWTP UPGRADES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8111 SEWER MAIN REHAB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8112 RAW SEW RECIR CONT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8113 UV EXPANSION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8123 SCADA /PUMP STATIO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8124 PUMP STATION UPGR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8134 Sewer Collection Sys	\$100,000.00	\$100,000.00	\$0.00	\$12,866.74	\$0.00	\$87,133.26	13	
502-4094200-8146 WWTP LAB DRYERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8200 PW SITE EXPANSION R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8201 AERATION EQUIPMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8209 Amortization Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8210 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8211 CAPITAL RESERVES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8354 PICKUP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8356 SEWER CHEWER REHA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8360 Handheld Meter Reade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8367 SEWER JET RODDER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8411 Capital Reserve	\$271,855.00	\$271,855.00	\$0.00	\$0.00	\$0.00	\$271,855.00	0	
502-4094200-8423 PICK-UP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8540 MEMBRANE REPLACE	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0	
502-4094200-8550 EQUIPMENT REPAIR R	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0	
502-4094200-8602 3/4 T P-UP (1/2 VDOT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8604 SS CMERA (1/2 VDOT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4094200-8703 PICKUP TRUCK	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0	
502-4094300-5800 CONTINGENCY	\$34,250.00	\$34,250.00	\$0.00	\$0.00	\$0.00	\$34,250.00	0	
502-4095000-8001 OUTFALL LINE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4095000-8002 WWTP UPGRADES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4095000-8003 NEW WWTP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4095000-9112 CIP PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4095000-9114 WACHOVIA/TAXABLE/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4095000-9118 VRA PRINCIPAL	\$470,000.00	\$470,000.00	\$0.00	\$235,000.00	\$0.00	\$235,000.00	50	
502-4095000-9122 CIP INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
502-4095000-9124 WACHOVIA/TAXABLE/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
Reporting Fund: 502-Sewer Fund								
FundRevTot	\$1,943,600.00	\$1,943,600.00	\$0.00	\$643,361.40	\$187,366.36	\$1,301,744.30	33	
FundExpTot	\$1,943,600.00	\$1,943,600.00	\$1,800.00	\$483,126.04	\$80,641.30	\$1,458,673.96	25	
<hr/>								
Grand Totals:	TotalRev	\$6,240,336.00	\$6,240,336.00	\$0.00	\$1,653,139.08	\$536,202.27	\$4,802,381.32	26
	TotalExp	\$6,240,336.00	\$6,240,336.00	\$116,175.00	\$1,309,019.94	\$337,189.96	\$4,815,141.06	23