

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
CONDUCTED VIA TELECONFERENCE
Per State of Emergency Declared in Washington State and Mason County
November 5, 2020 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the October 15, 2020 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2020-44
 - Bills to Be Reviewed:
 - Voucher 2020-42
 - Voucher 2020-43
 - Monthly Billing Report (4)

BUSINESS:

9. Review Rate Payer Comments and Discuss the 2021 Proposed Budget (5-18)
10. Discuss Feasibility and Fiscal Impact of Adding a Tiered-Usage Rate in 2021
11. Schedule Emergency Planning Retreat in January 2021
12. Approve Resolution Authorizing the General Manager to Apply for Funding through USDA on Behalf of the District (19-20)
13. Approve Modification to Apprentice/Trainee Benefits Package

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
October 15, 2020
Conducted Via Teleconference
Per State of Emergency Declared in Washington State and Mason County**

MINUTES

PRESENT: President E. J. Anderson, Secretary S. Swart, Commissioner A. Hospador, General Manager (GM) D. Carnahan, Project & Accounts Manager (PM) J. Sartori.

CALL TO ORDER: The meeting was called to order at 1:05 pm.

SUBSCRIBER REMARKS: None.

CORRESPONDENCE: PM noted correspondence with the State Auditor's Office.

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda as presented. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The minutes of the October 1, 2020 regular meeting were presented. *Commissioner Anderson moved to approve the minutes as presented. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Swart signed up for a WASWD Conference
- Commissioner Swart shared a rural water district rate structure

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2020-41, in the amount of \$40,013.97, was presented in full. *Commissioner Hospador moved to approve voucher 2020-41 in the amount of \$40,013.97. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented voucher 2020-40 for review

General Manager's Report: GM presented his report on the current state of the District.

BUSINESS:

Discuss 2021 Preliminary Budget: Commissioners discussed the 2021 *Preliminary Budget. Commissioner Anderson moved to adopt the Preliminary Budget and move into the "Proposed Budget" stage. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Commissioner Hospador moved to adjourn the meeting. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:05 pm.

Respectfully Submitted By:

Signature

Name and Title

Approved at the Regular Meeting of the Board on: _____

MONTHLY UTILITY TOTALS

Hartstene Pointe WSD
 MCAG #: 2965

Bill Type: Billing
 11/01/2020 To: 11/01/2020

Time: 13:49:52 Date: 11/03/2020
 Page: 1

Name	Water		Sewer		Garbage		Electric		Total
	Total	Average	Total	Average	Total	Average	Total	Average	
Billed:	463		463		0		0		Number of Invoices: 467
Units:	463		463		0		0		Past Due Invoices: 20
Usage:	1,159						0		60 Days: 7
									90+ Days: 3
Basic	32,481.81	70.16	30,000.93	64.80	0.00		0.00		Utility Deposits: 0.00
Usage:	0.00		0.00		0.00		0.00		Billed: 62,542.74 133.92
Surcharge:	0.00		0.00		0.00		0.00		Credits: -2,923.58
Other:	60.00	0.13	0.00		0.00		0.00		Current: 59,619.16 127.66
Tax:	0.00		0.00		0.00		0.00		30 Days: 2,200.47 110.02
Late Fees:	0.00		0.00		0.00		0.00		60 Days: 627.19 89.60
Interest:	0.00		0.00		0.00		0.00		90+ Days: 1,209.80 403.27
	32,541.81	70.28	30,000.93	64.80	0.00	0.00	0.00	0.00	Total Due: 63,656.62

This report was reviewed by: _____ Date: _____

Supervisor review: _____ Date: _____

**Hartstene Pointe Water-Sewer District
2021 Preliminary Budget Overview**

	2018 Actual	2019 Actual	2020 <i>Projected</i>	Budget		Projections			
				2020	2021	2022	2023	2024	2025
<u>Beginning Unreserved Funds Balance</u>	399,379	440,789	459,899	440,789	496,648	500,526	563,057	587,955	785,860
<u>Revenues</u>	652,924	745,055	778,627	778,121	857,721	928,205	957,813	988,365	1,019,855
<u>Expenditures</u>	671,371	717,465	739,111	762,428	929,910	941,742	928,982	786,527	794,387
Net Income (Loss)	(18,447)	27,590	39,516	15,693	(72,189)	(13,536)	28,831	201,838	225,468
<u>Ending Unreserved Funds Balance</u>	440,789	459,899	496,648	508,305	500,526	563,057	587,955	785,860	1,007,395

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**Harstene Pointe Water-Sewer District
Beginning Fund Balances**

	History			Budget	Difference		Projections			
	2018 Actual	2019 Actual	2020 Actual	2021	\$ Change	% Change	2022	2023	2024	2025
Beginning Fund Balances										
Reserve Funds										
030 - Ecology Loan Reserve	38,657	39,327	40,215	40,475	260	0.65%	40,475	40,475	40,475	40,475
050 - DWSRF Loan Reserve	20,558	20,452	22,009	20,388	(1,621)	-7.36%	20,388	20,388	20,388	20,388
070 - USDA Revenue Bond Reserve	20,771	25,095	29,630	33,758	4,128	13.93%	37,691	41,624	45,557	49,490
Unreserved Funds										
010 - Operating Fund (incl. revolving funds)	126,706	148,728	136,962	128,222	(8,741)	-6.38%	102,321	135,072	82,968	203,872
020 - Committed Funds										
Asset Replacement Fund	21,540	30,540	39,540	48,540	9,000	22.76%	57,540	66,540	75,540	84,540
Capital Improvement Fund										
Inflow & Infiltration	49,540	69,540	89,540	100,617	11,077	12.37%	95,617	90,617	132,839	175,061
Reservoir Repair	125,070	70,889	56,715	70,041	13,326	23.50%	83,368	96,694	110,021	123,347
Other	0	0	0	0	0	0.00%	0	0	0	0
Risk Management Fund	76,444	121,092	137,142	149,228	12,086	8.81%	161,681	174,134	186,587	199,040
Total 020 - Committed Funds	272,594	292,062	322,937	368,426	45,490	14.09%	398,206	427,985	504,987	581,988
065 - Capital Projects Account	79	0	0	0	0	0.00%	0	0	0	0
Total Beginning Unreserved Fund Balances	399,379	440,789	459,899	496,648	36,749	7.99%	500,526	563,057	587,955	785,860

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Hartstene Pointe Water-Sewer District
Ending Fund Balances

	History			Budget		Difference		Projections			
	2018 Actual	2019 Actual	2020 Projected	2020	2021	\$ Change	% Change	2022	2023	2024	2025
Ending Fund Balances											
Reserve Funds											
030 - Ecology Loan Reserve	39,327	40,215	40,475	40,644	40,475	(169)	-0.42%	40,475	40,475	40,475	40,475
050 - DWSRF Loan Reserve	20,452	22,009	20,388	21,619	20,388	(1,231)	-5.69%	20,388	20,388	20,388	20,388
070 - USDA Revenue Bond Reserve	25,095	29,630	33,758	33,782	37,691	3,909	11.57%	41,624	45,557	49,490	53,423
Unreserved Funds											
010 - Operating Fund (incl. revolving funds)	148,728	136,962	128,222	155,782	102,321	(53,461)	-34.32%	135,072	82,968	203,872	348,405
020 - Committed Funds											
Asset Replacement Fund	30,540	39,540	48,540	48,540	57,540	9,000	18.54%	66,540	75,540	84,540	93,540
Capital Improvement Fund											
Inflow & Infiltration	69,540	89,540	100,617	86,318	95,617	9,299	10.77%	90,617	132,839	175,061	217,283
Reservoir Repair	70,889	56,715	70,041	66,773	83,368	16,595		96,694	110,021	123,347	136,674
Other	0	0	0	0	0	0	0.00%	0	0	0	0
Risk Management Fund	121,092	137,142	149,228	150,892	161,681	10,789	7.15%	174,134	186,587	199,040	211,493
Total 020 - Committed Funds	292,062	322,937	368,426	352,523	398,206	45,683	12.96%	427,985	504,987	581,988	658,989
065 - Capital Projects Account	0	0	0	0	0	0	0.00%	0	0	0	0
Total Ending Unreserved Fund Balances	440,789	459,899	496,648	508,305	500,526	(7,779)	-1.53%	563,057	587,955	785,860	1,007,395

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Hartstene Pointe Water-Sewer District
Revenues

	History				Budget		Difference		Projections			
	2018 Actual	2019 Actual	2020 Jan - Jul	2020 Projected	2020	2021	\$ Change	% Change	2022	2023	2024	2025
1 Rates												
2 Residential Water (Bi-monthly)	124.24	133.80	144.10	144.10	144.10	162.80	18.70	12.98%	176.60	181.90	187.40	193.00
3 Residential Sewer (Bi-monthly)	114.86	123.70	133.20	133.20	133.20	150.50	17.30	12.99%	163.30	168.20	173.20	178.40
4 Total Residential Bi-monthly Bill	239.10	257.50	277.30	277.30	277.30	313.30	36.00	12.98%	339.90	350.10	360.60	371.40
5 Total Residential Monthly Charge	119.55	128.75	138.65	138.65	138.65	156.65	18.00	12.98%	169.95	175.05	180.30	185.70
6 Prepaid Connection - Water (Bi-monthly)	52.62	56.70	61.10	61.10	61.10	69.00	7.90	12.93%	74.90	77.10	79.40	81.80
7 Prepaid Connection - Sewer (Bi-monthly)	46.88	50.50	54.40	54.40	54.40	61.50	7.10	13.05%	66.70	68.70	70.80	72.90
8 Total Prepaid Connection Bi-monthly Bill	99.50	107.20	115.50	115.50	115.50	130.50	15.00	12.99%	141.60	145.80	150.20	154.70
9 Total Prepaid Connection Monthly Charge	49.75	53.60	57.75	57.75	57.75	65.25	7.50	12.99%	70.80	72.90	75.10	77.35
10 Water Connection & Capital Facilities Charge	2,050	3,490	3,490	3,490	3,670	3,670	0	0.00%	3,670	3,670	3,670	3,670
11 Sewer Connection & Capital Facilities Charge	2,950	3,810	3,810	3,810	4,130	4,130	0	0.00%	4,130	4,130	4,130	4,130
12 Total Connection & Capital Facilities Charge	5,000	7,300	7,300	7,300	7,800	7,800	0	0.00%	7,800	7,800	7,800	7,800
13 Connections												
14 # of Residential Connections	434	436	440	440	440	440	0	0.00%	441	442	443	444
15 # of Prepaid Connections	19	18	22	22	23	22	(1)	-4.35%	18	18	18	18
16 # of New Connections (not Prepaid)	2	5	2	2	1	1	0	0.00%	1	1	1	1
17 Revenues												
18 Total Water Revenues	331,947	359,889	228,506	390,376	395,773	438,900	43,127	10.90%	475,373	490,726	506,684	522,986
19 Total Sewer Revenues	302,138	334,290	210,239	359,751	365,549	405,438	39,889	10.91%	439,295	453,486	468,012	483,131
20 Total Penalties & Fees	4,530	4,841	1,642	1,642	5,264	1,848	(3,416)	-64.89%	2,002	2,067	2,134	2,202
21 Capital Facilities Charges & Connection Fees	5,000	36,200	15,600	23,700	7,800	7,800	0	0.00%	7,800	7,800	7,800	7,800
22 Interest Income	9,099	9,834	3,079	3,079	3,735	3,735	0	0.00%	3,735	3,735	3,735	3,735
23 Miscellaneous Revenues	210	0	78	78	0	0	0	0.00%	0	0	0	0
24 Total Revenues	\$652,924	\$745,055	\$459,145	\$778,627	\$778,121	\$857,721	\$79,600	10.23%	\$928,205	\$957,813	\$988,365	\$1,019,855
					% Water Revenue:	51.98%	51.98%		51.97%	51.97%	51.98%	51.98%
					% Wastewater Revenue:	48.02%	48.02%		48.03%	48.03%	48.02%	48.02%

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**Hartstene Pointe Water-Sewer District
Expenditures**

	History				Budget		Difference		Projections			
	2018 Actual	2019 Actual	2020 Jan-Jul	2020 Projected	2020	2021	\$ Change	% Change	2022	2023	2024	2025
1 Operations												
2 Staff	11,193	309,470	193,804	315,822	357,365	382,026	24,661	6.90%	382,026	382,026	382,026	382,026
3 Water	75,107	43,748	36,458	53,864	44,854	50,006	5,152	11.49%	49,169	50,890	52,671	54,514
4 Wastewater Treatment/Sewer	141,607	59,886	63,241	104,359	59,640	82,382	22,742	38.13%	85,265	88,250	91,338	94,535
5 Combined W/S, Administrative	129,232	68,493	35,902	73,953	84,607	86,623	2,016	2.38%	97,394	100,914	104,574	108,379
6 Total Operations	357,139	481,597	329,406	547,998	546,466	601,037	54,571	9.99%	613,854	622,079	630,609	639,454
7 Capital Improvements	153,441	75,025	31,255	31,255	56,104	170,000	113,896	203.01%	170,000	150,000	0	0
8 Loan Payments	160,791	160,843	19,665	159,858	159,858	158,873	(985)	-0.62%	157,888	156,903	155,918	154,933
9 Total Expenditures	\$671,371	\$717,465	\$380,326	\$739,111	\$762,428	\$929,910	\$167,482	21.97%	\$941,742	\$928,982	\$786,527	\$794,387
					Total Water Expenditures:	262,731			195,768	338,946	319,681	170,477
					Total Wastewater Expenditures:	311,827			311,827	219,710	222,694	225,783
					Total Combined W/S, Administrative Expenditures:	355,352			355,352	316,123	319,643	323,303
					% Water:	47.36%			40.16%	52.78%	51.62%	42.23%
					% Wastewater:	52.64%			52.64%	40.11%	41.18%	49.26%

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**Hartstene Pointe Water-Sewer District
Water Operations Costs**

	History				Budget		Difference		Projections			
	2018 Actual	2019 Actual	2020 Jan - Jul	2020 Projected	2020	2021	\$ Change	% Change	2022	2023	2024	2025
1 Water Operations Expenditures												
2 534.30 · Supplies - Water												
3 31 1010 · Supplies - Water												
4 35 1010 · Tools/Equip - Water	3,108	3,833	2,478	4,249								
5 31 1010 · Supplies - Water - Other	2,930	1,503	983	1,684								
6 Supplies - Water	6,037	5,336	3,461	5,933	3,000	5,000	2,000	66.67%	5,175	5,356	5,544	5,738
7 Chemicals - Water	4,434	4,032	3,641	5,000	4,000	5,000	1,000	25.00%	5,175	5,356	5,544	5,738
8 Total 534.30 · Supplies - Water	10,471	9,368	7,102	10,933	7,000	10,000	3,000	42.86%	10,350	10,712	11,087	11,475
9 534.40 · Services - Water												
10 Intergov Fees (previously under 534.50)												
11 53 1010 · Excise Tax - Water	19,294	17,664	11,815	20,039	18,980	21,041	2,061	10.86%	21,777	22,539	23,328	24,145
12 53 1020 · Permit Fees - Water	764	764	766	766	802	804	2	0.29%	832	862	892	923
13 Total Intergov Fees	20,058	18,428	12,581	20,805	19,782	21,845	2,063	10.43%	22,609	23,401	24,220	25,068
14 Water Operations - Contracted	18,243	0	280	280	0	0	0	#DIV/0!	0	0	0	0
15 Lab Testing - Water	1,770	1,009	705	1,200	1,500	1,500	0	0.00%	1,553	1,607	1,663	1,721
16 Repair & Maintenance - Water												
17 SCADA System - Water	0	2,469	1,473	2,469	2,500	2,500	0	0.00%	2,588	2,678	2,772	2,869
18 Other	3,121	2,992	8,430	8,500	4,000	4,000	0	0.00%	4,140	4,285	4,435	4,590
19 Total 48 1030 Repair & Maintenance - Water	3,121	5,461	9,902	10,969	6,500	6,500	0	0.00%	4,140	4,285	4,435	4,590
20 47 1010 · Electric - Water	9,909	9,390	5,888	9,677	10,072	10,161	89	0.89%	10,517	10,885	11,266	11,660
21 Total 534.40 · Services - Water	54,980	34,379	29,356	42,931	37,854	40,006	2,152	5.69%	38,819	40,177	41,584	43,039
22 Total Water Operations Expenditures	\$65,450	\$43,747	\$36,458	\$53,864	\$44,854	\$50,006	5,152	11.49%	\$49,169	\$50,890	\$52,671	\$54,514

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**Hartstene Pointe Water-Sewer District
Wastewater Treatment Operations Costs**

	History				Budget		Difference		Projections			
	2018 Actual	2019 Actual	2020 Jan - Jul	2020 Projected	2020	2021	\$ Change	% Change	2022	2023	2024	2025
1 Wastewater Treatment Operations Expenditures												
2 535.30 · Supplies - WW Treatment												
3 31 3010 · Supplies - WW Treatment												
4 Sewer	0	10	90	90								
5 31 3010 · Supplies - WW Treatment - Other	2,295	2,583	690	1,320								
6 31 3010 · Supplies - WW Treatment	5,528	11,943	7,254	12,436	5,300	10,000	4,700	88.68%	10,350	10,712	11,087	11,475
7 31 3011 · Chemicals - WW Treatment	762	1,523	1,522	2,609	2,000	2,000	0	0.00%	2,070	2,142	2,217	2,295
8 Total 535.30 · Supplies - WW Treatment	6,290	13,466	8,776	15,045	7,300	12,000	4,700	64.38%	12,420	12,855	13,305	13,770
9 535.40 · Services - WW Treatment												
10 Intergov - WW Treatment (previously 535.5)												
11 B&O/Excise Tax												
12 B&O Tax - Wastewater Treatment	3,930	4,861	3,173	5,439								
13 53 2010 · Excise Tax - Sewer	810	105	97	166								
14 Total B&O/Excise Tax	4,740	4,966	3,270	5,605	5,262	5,886	624	11.85%	6,092	6,305	6,525	6,754
15 53 3020 · Permit Fees - WW Treatment	2,043	2,077	496	2,096	1,999	2,201	202	10.08%	2,278	2,357	2,440	2,525
16 Total Intergov - WW Treatment	6,783	7,043	3,765	7,701	7,261	8,086	825	11.36%	8,369	8,662	8,965	9,279
17 41 3040 · WWT Operations - Contracted	48,954	0	0	0	0	0	0	0.00%	0	0	0	0
18 41 3041 · Non-Routine WWT Operations - Contracted	5,208	0	0	0	0	0	0	0.00%	0	0	0	0
19 41 3050 · Lab Testing - WW Treatment	8,776	7,859	4,363	7,480	7,974	7,854	(120)	-1.50%	8,129	8,413	8,708	9,013
20 WW Treatment Maint. and Repair												
21 48 3010 · Biosolids Disposal	4,980	13,603	15,751	24,808	15,750	25,000	9,250	58.73%	25,875	26,781	27,718	28,688
22 48 3020 · SCADA - WW Treatment	3,640	2,469	5,040	8,440	3,000	3,000	0	0.00%	3,105	3,214	3,326	3,443
23 Other	7,155	119	7,178	17,235	2,500	7,500	5,000	200.00%	7,763	8,034	8,315	8,606
24 Sewer Collection System	18,921	2,864	8,943	8,943	3,500	3,500	0	0.00%	3,623	3,749	3,881	4,016
25 Total WW Treatment Maint. and Repair	34,696	19,056	36,912	59,426	24,750	39,000	14,250	57.58%	40,365	41,778	43,240	44,753
26 47 3010 · Electric - WW Treatment	7,885	12,378	9,424	14,707	12,355	15,442	3,087	24.99%	15,982	16,542	17,121	17,720
27 Total 535.40 · Services - WW Treatment	112,303	46,420	54,465	89,314	52,340	70,382	18,042	34.47%	72,845	75,395	78,034	80,765
28 Total WWT Operations Expenditures	\$118,593	\$59,887	\$63,241	\$104,359	\$59,640	\$82,382	22,742	38.13%	\$85,265	\$88,250	\$91,338	\$94,535

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**Hartstene Pointe Water-Sewer District
Combined Water/Sewer, Administrative Operations Costs**

	History				Budget		Difference		Projections			
	2018 Actual	2019 Actual	2020 Jan - Jul	2020 Projected	2020	2021	\$ Change	% Change	2022	2023	2024	2025
1 Combined W/S, Administrative Operations Expenditures												
2 538.30 · Supplies - Combined W/S												
3 Tools/Equip/Supplies	7,041	4,093	6,189	10,609	4,787	7,000	2,213	46.23%	7,245	7,499	7,761	8,033
4 Office Supplies	1,574	1,565	1,834	4,100	1,868	1,868	0	0.00%	1,933	2,001	2,071	2,144
5 Total 538.30 · Supplies - Combined W/S	8,615	5,658	8,022	14,709	6,655	8,868	2,213	33.25%	9,178	9,500	9,832	10,176
6 538.40 · Services - Combined W/S												
7 Acct & Admin Services - Contracted	41,680	0	0	0	0	0	0	0.00%	0	0	0	0
8 Attorney Fees	285	5,472	1,211	1,211	4,500	4,500	0	0.00%	2,500	2,500	2,500	2,500
9 Accounting Consulting	0	2,869	551	945	3,120	1,500	(1,620)	-51.92%	1,553	1,607	1,663	1,721
10 Payroll Services	0	1,908	1,084	1,858	2,476	1,950	(526)	-21.23%	2,019	2,089	2,162	2,238
11 Intergov (previously 538.50)												
12 B&O Tax - Fees/Penalties	76	70	28	48	70	70	0	0.00%	72	75	78	80
13 Other	165	71	0	0	210	210	0	0.00%	217	225	233	241
14 State Audit	5,480	6,028	845	845	0	7,000	7,000	#DIV/0!	6,250	0	6,500	0
15 County Election Costs	0	0	286	286	224	300	76	34.03%	311	322	333	345
16 Total Intergov	5,721	6,170	1,159	1,179	504	7,580	7,076	1404.01%	7,846	8,120	8,404	8,698
17 Lockbox	5,180	733	699	1,198	813	1,258	445	54.72%	1,302	1,348	1,395	1,443
18 Online Payment System	1,985	1,859	1,185	2,031	2,544	2,133	(411)	-16.17%	2,207	2,284	2,364	2,447
19 IT/Software Applications	3,143	3,648	4,403	4,403	10,000	10,000	0	0.00%	10,500	11,025	11,576	12,155
20 Rent	840	840	3,490	5,983	10,926	6,000	(4,926)	-45.09%	6,210	6,427	6,652	6,885
21 Merchant Service Fees	1,856	2,032	1,724	2,956	2,122	3,104	982	46.28%	3,166	3,229	3,294	3,360
22 Postage	1,161	1,815	1,493	2,797	3,363	2,937	(426)	-12.67%	2,996	3,056	3,117	3,179
23 Telephone/Internet	7,280	7,299	4,883	8,605	7,200	7,200	0	0.00%	7,344	7,491	7,641	7,794
24 Legal Notices & Publications	144	0	0	0	225	225	0	0.00%	233	241	249	258
25 Liability Insurance	9,191	13,786	0	13,786	13,511	13,511	0	0.00%	14,187	14,896	15,641	16,423
26 Professional Dues	2,530	1,382	613	1,895	1,794	1,856	63	3.50%	13,984	14,473	14,980	15,504
27 Printing	1,527	1,516	955	1,637	2,854	2,000	(854)	-29.92%	2,100	2,205	2,315	2,431
28 Other Miscellaneous Services	3,015	1,479	403	690	2,000	2,000	0	0.00%	2,070	2,142	2,217	2,295
29 Travel/Mileage/Training and Education	7,715	10,025	4,027	9,927	10,000	10,000	0	0.00%	8,000	8,280	8,570	8,870
30 Total 538.40 · Services - Combined W/S	93,253	62,835	27,879	59,244	77,952	77,755	(197)	-0.25%	88,215	91,414	94,742	98,202
31 Total Combined W/S, Administrative Operations	101,868	68,493	35,902	73,953	84,607	86,623	2,016	2.38%	97,394	100,914	104,574	108,379

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**Hartstene Pointe Water-Sewer District
Staff Costs**

	History				Budget		Projections			
	2018 Actual	2019 Actual	2020 Jan - Jul	2020 Projected	2020	2021	2022	2023	2024	2025
<u>Water Distribution Manager II - 0.5 FTE</u>										
Employee Wages	19,860	64,375	22,770	24,532	37,752	0	0	0	0	0
Benefits & Payroll Tax	5,618	17,174	8,989	9,172	16,495	0	0	0	0	0
Total WDM II Compensation	0	81,549	31,758	33,704	54,247	0	0	0	0	0
<u>WW Treatment Plant Operator II - 1.0 FTE</u>										
Employee Wages	19,825	67,390	42,055	72,094	74,256	74,256	74,256	74,256	74,256	74,256
Benefits & Payroll Tax	3,436	16,021	12,965	22,226	21,857	22,077	22,077	22,077	22,077	22,077
Total WWTPO II Compensation	23,260	83,411	55,020	94,320	96,113	96,333	96,333	96,333	96,333	96,333
<u>General Manager - 1.0 FTE</u>										
Employee Salary	28,333	64,375	39,656	69,188	75,000	79,000	79,000	79,000	79,000	79,000
Benefits & Payroll Tax	9,947	27,364	15,849	27,169	30,369	30,827	30,827	30,827	30,827	30,827
Total GM Compensation	38,280	91,739	55,505	96,357	105,369	109,827	109,827	109,827	109,827	109,827
<u>Project/Account Manager - 1.0 FTE</u>										
Employee Wages	8,010	44,240	33,955	58,208	67,891	74,256	74,256	74,256	74,256	74,256
Benefits & Payroll Tax	4,491	16,058	12,069	20,689	21,176	22,077	22,077	22,077	22,077	22,077
Total Compensation	12,501	60,297	46,023	78,897	89,067	96,333	96,333	96,333	96,333	96,333
<u>Apprentice/Trainee</u>										
Employee Salary	0	0	0	16,000	0	41,600	41,600	41,600	41,600	41,600
Benefits & Payroll Tax	0	0	0	5,687	0	25,363	25,363	25,363	25,363	25,363
Total T/L Compensation	0	0	0	21,687	0	66,963	66,963	66,963	66,963	66,963
Commissioners										
Commissioner 1										
Per Diem	3,218	3,840	2,176	3,730	3,712	3,712	3,712	3,712	3,712	3,712
Payroll Tax	246	296	172	285	284	284	284	284	284	284
Commissioner 2										

Per Diem	4,542	4,408	2,311	3,962	4,252	4,252	4,252	4,252	4,252	4,252
Payroll Tax	347	339	183	303	325	325	325	325	325	325
Commissioner 3										
Per Diem	4,072	5,120	2,311	3,962	3,712	3,712	3,712	3,712	3,712	3,712
Payroll Tax	312	394	183	303	284	284	284	284	284	284
Total Commissioner Compensation	12,737	14,397	7,335	12,545	12,569	12,569	12,569	12,569	12,569	12,569
Total Staff Costs	\$86,779	\$331,394	\$195,641	\$315,822	\$357,365	\$382,026	\$382,026	\$382,026	\$382,026	\$382,026

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Hartstene Pointe Water-Sewer District														
Capital Improvement Plan														
	Total Project Costs	History				Budgets		Projections						
		2018 Actual	2019 Actual	2020 Jan - Jul	2020 Projected	2020 Budget	2021 Budget	2022	2023	2024	2025	2026	2027 - 2045	
1	Water													
2	Update Water System Plan	80,000				0	0	40,000						
3	Test Pump Well #3					0	10,000							
4	Outfit Well # 3 and Build New Well House							150,000						
5	Storage Shed					4,000	0							
6	Upgrade Water SCADA						0	50,000						
7	New Radio Read Water Meters	150,000		24,171	24,171	28,882	15,000	80,000						
8	Total Water Capital Improvements	956,668	122,674	70,420	31,255	31,255	32,882	25,000	170,000	150,000	0	0	0	0
9	Wastewater Treatment/Sewer													
10	Update Sewer System Plan	80,000					80,000							
11	Upgrade WW SCADA	15,000				0	15,000							
12	I&I Lateral Replacements	600,000				22,222	0							
13	Repair Leaking Manholes (5 yrs., 2 manholes/yr.)	5,000				1,000	0							
14	Lift Station Generators (3 total)	0				0	0							
15	Total WWT/Sewer Capital Improvements	706,832	26,904	0	0	0	23,222	95,000	0	0	0	0	0	0
16	Combined W/S													
17	Convert Patrol House to ADA	30,000				0	10,000	20,000						
18	Infrastructure Replacement	810,000					45,000	45,000	45,000	45,000	45,000	45,000	810,000	
19	Lease/Rent/Purchase Mini Excavator	30,000					30,000							
20	Lease/Rent/Purchase New Work Truck	15,000					15,000							
21	Lease/Rent/Purchase Trailer	5,000					5,000							
22	Fiber Optic Connections at Wells and Reservoir	0	4,605				0							
23	Total Combined W/S Capital Improvements	50,000	0	4,605	0	0	0	50,000	0	0	0	0	0	0
24	Total Capital Improvements	\$1,713,500	\$149,578	\$75,025	\$31,255	\$31,255	\$56,104	\$170,000	\$170,000	\$150,000	\$0	\$0	\$0	\$0
				Carry-over from Previous Year:			\$80,745	\$24,849						
				From Reservoir Repair Fund:			85,000							
				From I&I Fund:			23,222	50,000						
				From Asset Replacement Fund:			0	0						
				From Risk Management Fund:			0	80,000						
				CIP Expenditures from Existing Funds:			\$188,967	154,849	0	0	0	0	0	
				CIP Expenditures from Current Revenues:			-\$132,863	\$15,151	\$170,000	\$150,000	\$0	\$0	\$0	

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**Hartstene Pointe Water-Sewer District
Loan Payments**

	History					Budget		Projections			
	2018 Actual	2019 Actual	2020 Projected	2020 Actual	Actual vs. Projected	2020	2021	2022	2023	2024	2025
Ecology Loan - Effluent Outfall											
Principal Payment	32,929	33,301	33,931	33,931	0	33,931	34,444	34,964	35,492	35,492	36,572
Interest Payment	5,182	4,810	4,180	4,180	0	4,180	3,667	3,147	2,619	2,619	1,539
Total Ecology Loan Payments	38,111	38,111	38,111	38,111	0	38,111	38,111	38,111	38,111	38,111	38,111
USDA Bond - Booster Pump, Meters											
Principal Payment	26,308	27,035	27,783	27,783	0	27,783	28,552	29,343	30,155	30,991	31,849
Interest Payment	13,022	12,295	11,547	11,547	0	11,547	10,778	9,987	9,175	8,340	7,481
Total USDA Bond Payments	39,330	39,330	39,330	39,330	0	39,330	39,330	39,330	39,330	39,330	39,330
DWSRF Loan - Water Treatment Upgrades											
Principal Payment	65,671	65,671	65,671	65,671	0	65,671	65,671	65,671	65,671	65,671	65,671
Interest Payment	17,679	17,731	16,746	16,746	0	16,746	15,761	14,776	13,791	12,806	11,821
Total DWSRF Loan Payments	83,350	83,402	82,417	82,417	0	82,417	81,432	80,447	79,462	78,477	77,492
Total Loan Payments	160,791	160,843	159,858	159,858	0	159,858	158,873	157,888	156,903	155,918	154,933

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**Hartstene Pointe Water-Sewer District
Net Effect of Transfers**

Net Effect of Transfers

	History				Budget		Difference		Projections			
	2018 Actual	2019 Actual	2020 Jan - Jul	2020 Projected	2020	2021	\$ Change	% Change	2022	2023	2024	2025
030 - Ecology Loan Reserve	669	888	260	260	387	0	(387)	-100.00%	0	0	0	0
050 - DWSRF Loan Reserve	(107)	1,558	47,221	(1,621)	0	0	0	#DIV/0!	0	0	0	0
070 - USDA Revenue Bond Reserve	4,324	4,535	2,489	4,128	4,141	3,933	(208)	-5.02%	3,933	3,933	3,933	3,933
010 - Operating Fund (incl. revolving funds)	86,537	(52,029)	(43,133)	(48,257)	(36,085)	46,288	82,373	-228.27%	46,288	(80,934)	(80,934)	(80,934)
020 - Committed Funds							0	0.00%				
Asset Replacement Fund	9,000	9,000	0	9,000	9,000	9,000	0	0.00%	9,000	9,000	9,000	9,000
Capital Improvement Fund							0	0.00%				
Inflow & Infiltration	20,000	20,000	(8,923)	11,077	(3,222)	(5,000)	(1,778)	55.18%	(5,000)	42,222	42,222	42,222
Reservoir Repair	(54,181)	0	0	13,326	13,326	13,326	0	0.00%	13,326	13,326	13,326	13,326
Other	0	0	0	0	0	0	0	0.00%	0	0	0	0
Risk Management Fund	44,648	16,048	2,086	12,086	12,453	12,453	0	0.00%	12,453	12,453	12,453	12,453
Total 020 - Committed Funds	19,467	45,048	(6,837)	45,490	31,557	29,779	(1,778)	-5.63%	29,779	77,001	77,001	77,001
065 - Capital Projects Account	(110,891)	0	0	0	0	0	0	#DIV/0!	0	0	0	0

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Hartstene Pointe Water-Sewer District

Proposed Capital Facilities Charges

	Water	Sewer	Total
Debt Share	780	960	1,740.00
Future Improvements	970	1370	2,340.00
Assets	1670	1550	3,220.00
Total	\$3,420.00	\$3,880.00	7,300.00
Connection Fees	\$250.00	\$250.00	\$500.00
Total CFC + Connection Fees	\$3,670.00	\$4,130.00	
Total Cost for New Connections			\$7,800.00

**HARTSTENE POINTE WATER-SEWER DISTRICT
MASON COUNTY, WASHINGTON**

RESOLUTION 2020-04

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
AUTHORIZING THE GENERAL MANAGER TO APPLY FOR FUNDING ON THE
DISTRICT'S BEHALF**

WHEREAS, Hartstene Pointe Water-Sewer District (the "District") is a special purpose district and municipal corporation organized under and governed by Title 57 RCW; and

WHEREAS, the Hartstene Pointe Water-Sewer District Board of Commissioners recognizes the need to replace its underground infrastructure and has adopted a ten year plan to do so; and

WHEREAS, the Board of Commissioners recognizes that it will be unable to replace this infrastructure without procuring outside funding and that in order to be eligible for funding it must have up to date comprehensive water and sewer system plans; and

WHEREAS, the District's comprehensive water and sewer system plans are expired and that the District will require outside funding in order to update these plans; and

WHEREAS, the District has set forth certain policies, practices, and procedures which relate to securing outside funding; and

WHEREAS, the District Board of Commissioners recognizes that at times it may become necessary to amend District policies and appoint a representative to apply for outside funding on the District's behalf;

THEREFORE, the Board of Commissioners hereby authorizes its General Manager to apply for any and all funds necessary in order to complete its ten year plan to replace its underground infrastructure including, but not limited to, the funds necessary to update its comprehensive water and sewer system planning documents.

ADOPTED by the District Board of Commissioners at its scheduled meeting on this 5th day of November, 2020.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Earl Jim Anderson, President

Stacy Swart, Secretary

Andrew Hospador, Commissioner