

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
TELECONFERENCE AVAILABLE
Per State of Emergency Declared in Washington State and Mason County
October 21, 2021 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 7, 2021 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2021-41
 - Bills to Be Reviewed:
 - Voucher 2021-40
9. General Manager's Report

BUSINESS:

10. Reallocate Funds for Generator Time Clock
11. Review/Discuss 2022 Preliminary Budget & Capital Improvement Plan (4-19)

**As per the State of Emergency, the district's Open
Public Meetings will be available via teleconference.**

To join a meeting, follow the instructions below:

- 1. Call (425) 436-6260 or (800) 719-6100**
- 2. Enter Access Code 535 9093 #**

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Pointe, joining meetings via webcam may lead to reduced
quality*

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
October 7, 2021
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
TELECONFERENCE AVAILABLE
Per State of Emergency Declared in Washington State and Mason County**

MINUTES

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

CALL TO ORDER: The meeting was called to order at 1:00 pm.

SUBSCRIBER REMARKS: No subscribers present

- Commissioner Swart noted conversations she had with community members

CORRESPONDENCE:

- Commissioner Swart noted correspondence with members of HPMa regarding road replacement

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

MINUTES: The minutes of the September 16, 2021 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner Anderson discussed an article relating to water usage
- Commissioner Hospador shared an article regarding wastewater treatment processes and what applies to the District's wastewater treatment processes
- Commissioner Swart noted that cannabis industry growth has impacted water usage
- Commissioner Swart suggested that water leak detection could be a regularly-scheduled project
- Commissioner Swart suggested that it might be helpful to look into procuring supplies for emergency situations

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2021-39, in the amount of \$20,535.61, was presented. *Commissioner Hospador moved to approve voucher 2021-39 in the amount of \$20,535.61. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2021-38 for review
- Monthly Billing Report: PM presented the Billing Report for October 2021

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

BUSINESS:

Approve Billing Software Contract for 2022: PM presented the contract renewal proposal from the District’s billing software subscription provider. *Commissioner Swart moved to approve the expense for the contract renewal. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the expense and contract renewal are approved.*

Discuss Timeline for Budget Meetings: Board members and administrative staff discussed a timeline for budgeting that works for all parties.

Schedule a Public Budget Hearing: *Commissioner Swart moved to hold a “public budget hearing” as a business item at the Board of Commissioner’s regular meeting on November 18, 2021. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the hearing will be part of November 18th’s business agenda.*

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:55 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 10-7-2021

**Hartstene Pointe Water-Sewer District
2022 Preliminary Budget Overview**

	2019 Actual	2020 Actual	2021 Projected	Budget		Projections			
				2021	2022	2023	2024	2025	2026
Beginning Unreserved Funds Balance	440,869	429,024	443,094	429,024	617,856	630,834	741,576	874,143	1,048,789
Revenues	742,555	776,605	909,962	857,721	944,973	996,667	1,028,706	1,061,434	1,095,391
Expenditures	671,371	720,880	733,545	948,397	928,062	881,991	892,206	882,855	817,451
Net Income (Loss)	71,184	55,725	176,416	(90,676)	16,911	114,675	136,500	178,579	277,940
Ending Unreserved Funds Balance	459,899	443,094	617,856	464,203	630,834	741,576	874,143	1,048,789	1,322,796

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

	History			Budget	Difference		Projections			
	2019 Actual	2020 Actual	2021 Actual	2022	\$ Change	% Change	2023	2024	2025	2026
Beginning Fund Balances										
Reserve Funds										
030 - Ecology Loan Reserve	39,327	40,215	40,511	40,556	45	0.11%	40,556	40,556	40,556	40,556
050 - DWSRF Loan Reserve	20,452	22,009	20,431	20,372	(59)	-0.29%	20,372	20,372	20,372	20,372
070 - USDA Revenue Bond Reserve	25,095	29,630	33,787	35,456	1,668	4.94%	39,389	43,322	47,255	51,188
Unreserved Funds										
010 - Operating Fund (incl. revolving funds)	148,728	136,962	117,711	269,808	152,097	129.21%	248,007	323,970	379,535	477,180
020 - Committed Funds										
Asset Replacement Fund	30,540	30,540	48,540	57,540	9,000	18.54%	66,540	75,540	84,540	93,540
Capital Improvement Fund										
Inflow & Infiltration	69,540	69,540	80,617	70,697	(9,920)	-12.31%	70,697	70,697	112,919	155,141
Reservoir Repair	70,889	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	121,092	121,092	139,511	149,769	10,258	7.35%	162,222	174,675	187,128	199,581
Total 020 - Committed Funds	292,062	292,062	325,383	348,047	22,664	6.97%	382,827	417,606	494,608	571,609
065 - Capital Projects Account	79	0	0	0	0	0.00%	0	0	0	0
Total Beginning Unreserved Fund Balances	440,869	429,024	443,094	617,856	174,762	39.44%	630,834	741,576	874,143	1,048,789

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**Hartstene Pointe Water-Sewer District
Ending Fund Balances**

	History		Budget		Difference		Projections				
	2019 Actual	2020 Actual	2021 Projected	2021	2022	\$ Change	% Change	2023	2024	2025	2026
Ending Fund Balances											
Reserve Funds											
030 - Ecology Loan Reserve	40,215	40,511	40,556	40,475	40,556	81	0.20%	40,556	40,556	40,556	40,556
050 - DWSRF Loan Reserve	22,009	20,431	20,372	20,388	20,372	(16)	-0.08%	20,372	20,372	20,372	20,372
070 - USDA Revenue Bond Reserve	29,630	33,787	35,456	37,691	39,389	1,698	4.50%	43,322	47,255	51,188	55,121
Unreserved Funds											
010 - Operating Fund (incl. revolving funds)	136,962	117,711	269,808	65,997	248,007	182,010	275.78%	323,970	379,535	477,180	674,185
020 - Committed Funds											
Asset Replacement Fund	39,540	48,540	57,540	57,540	66,540	9,000	15.64%	75,540	84,540	93,540	102,540
Capital Improvement Fund											
Inflow & Infiltration	89,540	80,617	70,697	95,617	70,697	(24,920)	-26.06%	70,697	112,919	155,141	197,363
Reservoir Repair	56,715	56,715	70,041	83,368	83,368	(0)		96,694	110,021	123,347	136,674
Other	0	0	0	0	0	0	0.00%	0	0	0	0
Risk Management Fund	137,142	139,511	149,769	161,681	162,222	541	0.33%	174,675	187,128	199,581	212,034
Total 020 - Committed Funds	322,937	325,383	348,047	398,206	382,827	(15,379)	-3.86%	417,606	494,608	571,609	648,611
065 - Capital Projects Account	0	0	0	0	0	0	0.00%	0	0	0	0
Total Ending Unreserved Fund Balances	459,899	443,094	617,856	464,203	630,834	166,631	35.90%	741,576	874,143	1,048,789	1,322,796

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Hartstene Pointe Water-Sewer District
Revenues

	History				Budget		Difference		Projections			
	2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021	2022	\$ Change	% Change	2023	2024	2025	2026
1 Rates												
2 Residential Water (Bi-monthly)	133.80	144.10	162.80	162.80	162.80	161.26	(1.54)	-0.94%	175.00	180.30	185.70	191.30
3 Residential Sewer (Bi-monthly)	123.70	133.20	150.50	150.50	150.50	173.94	23.44	15.57%	188.70	194.40	200.20	206.20
4 Total Residential Bi-monthly Bill	257.50	277.30	313.30	313.30	313.30	335.20	21.90	6.99%	363.70	374.70	385.90	397.50
5 Total Residential Monthly Charge	128.75	138.65	156.65	156.65	156.65	167.60	10.95	6.99%	181.85	187.35	192.95	198.75
6 Prepaid Connection - Water (Bi-monthly)	56.70	61.10	69.00	69.00	69.00	73.80	4.80	6.96%	80.10	82.50	85.00	87.60
7 Prepaid Connection - Sewer (Bi-monthly)	50.50	54.40	61.50	61.50	61.50	65.80	4.30	6.99%	71.40	73.50	75.70	78.00
8 Total Prepaid Connection Bi-monthly Bill	107.20	115.50	130.50	130.50	130.50	139.60	9.10	6.97%	151.50	156.00	160.70	165.60
9 Total Prepaid Connection Monthly Charge	53.60	57.75	65.25	65.25	65.25	69.80	4.55	6.97%	75.75	78.00	80.35	82.80
10 Water - Metered Charges	0	0	3,524	6,124	0	21,600						
11 Water Connection & Capital Facilities Charge	3,490	3,490	3,670	3,670	3,670	3,370	(300)	-8.17%	3,370	3,370	3,370	3,370
12 Sewer Connection & Capital Facilities Charge	3,810	3,810	4,130	4,130	4,130	4,430	300	7.26%	4,430	4,430	4,430	4,430
13 Total Connection & Capital Facilities Charge	7,300	7,300	7,800	7,800	7,800	7,800	0	0.00%	7,800	7,800	7,800	7,800
14 Connections												
15 # of Residential Connections	436	440	440	442	440	442	2	0.45%	443	444	445	446
16 # of Prepaid Connections	18	22	22	25	22	25	3	13.64%	18	18	18	18
17 # of New Connections (not Prepaid)	5	2	7	7	1	1	0	0.00%	1	1	1	1
18 Revenues												
19 Total Water Revenues	359,889	389,747	336,419	448,220	438,900	460,344	21,444	4.89%	473,801	489,229	504,999	521,380
20 Total Sewer Revenues	334,290	358,630	309,935	408,351	405,438	471,146	65,708	16.21%	509,276	525,820	542,710	560,215
21 Total Penalties & Fees	4,841	2,725	881	1,791	1,848	1,947	99	5.38%	2,055	2,122	2,190	2,261
22 Capital Facilities Charges & Connection Fees	33,700	21,912	51,100	51,100	7,800	7,800	0	0.00%	7,800	7,800	7,800	7,800
23 Interest Income	9,834	3,515	401	500	3,735	3,735	0	0.00%	3,735	3,735	3,735	3,735
24 Miscellaneous Revenues	0	76	16,444	0	0	0	0	0.00%	0	0	0	0
25 Total Revenues	\$742,555	\$776,605	\$715,178	\$909,962	\$857,721	\$944,973	\$87,252	10.17%	\$996,667	\$1,028,706	\$1,061,434	\$1,095,391
					% Water Revenue:	51.98%	49.42%		48.20%	48.20%	48.20%	48.20%
					% Wastewater Revenue:	48.02%	50.58%		51.80%	51.80%	51.80%	51.80%

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**Hartstene Pointe Water-Sewer District
Expenditures**

	History				Budget		Difference		Projections			
	2019 Actual	2020 Actual	2021 Jan-Sept	2021 Projected	2021	2022	\$ Change	% Change	2023	2024	2025	2026
1 Operations												
2 Staff	309,493	312,884	193,804	230,273	382,025	403,482	21,457	5.62%	403,482	403,482	403,482	403,482
3 Water	75,107	43,748	40,650	48,536	50,006	54,722	4,716	9.43%	52,309	54,140	56,035	57,996
4 Wastewater Treatment/Sewer	141,607	59,886	74,684	88,556	82,382	78,829	(3,553)	-4.31%	81,588	84,443	87,399	90,458
5 Combined W/S, Administrative	129,232	68,493	45,244	95,560	105,111	124,341	19,230	18.30%	167,709	174,222	181,007	188,074
6 Total Operations	357,139	485,011	354,383	462,925	619,524	661,374	41,850	6.76%	705,088	716,288	727,922	740,010
7 Capital Improvements	153,441	75,025	111,747	111,747	170,000	108,800	(61,200)	-36.00%	20,000	20,000	0	0
8 Loan Payments	160,791	160,843	19,665	158,873	158,873	157,888	(985)	-0.62%	156,903	155,918	154,933	77,441
9 Total Expenditures	\$671,371	\$720,880	\$485,794	\$733,545	\$948,397	\$928,062	-\$20,335	-2.14%	\$881,991	\$892,206	\$882,855	\$817,451
					Total Water Expenditures:	330,352			243,299	171,101	171,947	172,857
					Total Wastewater Expenditures:	232,831			232,831	235,590	238,445	221,401
					Total Combined W/S, Administrative Expenditures:	364,880			364,880	388,248	394,761	401,545
					% Water:	55.25%			45.87%	41.41%	41.39%	42.32%
					% Wastewater:	44.75%			44.75%	48.72%	48.85%	47.82%

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

	History				Budget		Difference		Projections			
	2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021	2022	\$ Change	% Change	2023	2024	2025	2026
1 Water Operations Expenditures												
2 534.30 · Supplies - Water												
3 31 1010 · Supplies - Water												
4 35 1010 · Tools/Equip - Water	3,833	5,136	1,940	2,586								
5 31 1010 · Supplies - Water - Other	1,503	2,170	4,822	6,429								
6 Supplies - Water	5,336	7,306	6,761	5,265	5,000	5,000	0	0.00%	5,175	5,356	5,544	5,738
7 Chemicals - Water	4,032	5,484	2,248	2,998	5,000	5,000	0	0.00%	5,175	5,356	5,544	5,738
8 Total 534.30 · Supplies - Water	9,368	12,789	9,010	8,263	10,000	10,000	0	0.00%	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	17,664	19,978	16,557	22,076	21,041	23,179	2,139	10.17%	23,991	24,830	25,699	26,599
12 53 1020 · Permit Fees - Water	764	766	776	776	804	815	11	1.34%	843	873	903	935
16 534.50 · Intergov - Water - Other	0	0	306	408	0	428	428	#DIV/0!	443	459	475	492
13 Total Intergov Fees	18,428	20,744	17,639	23,260	21,845	24,423	2,578	11.80%	25,277	26,162	27,078	28,026
14 Other Services	0	280	1,602	1,602	0	1,682	1,682	#DIV/0!	0	0	0	0
15 Lab Testing - Water	1,009	2,589	1,448	1,931	1,500	1,500	0	0.00%	1,553	1,607	1,663	1,721
16 Repair & Maintenance - Water												
17 SCADA System - Water	2,469	1,473	388	388	2,500	2,500	0	0.00%	2,588	2,678	2,772	2,869
18 Other	3,084	8,441	2,981	2,981	4,000	4,000	0	0.00%	4,140	4,285	4,435	4,590
19 Total 48 1030 Repair & Maintenance - Water	5,553	9,914	3,368	3,369	6,500	6,500	0	0.00%	4,140	4,285	4,435	4,590
20 47 1010 · Electric - Water	9,390	9,314	7,584	10,112	10,161	10,618	457	4.49%	10,989	11,374	11,772	12,184
21 Total 534.40 · Services - Water	34,380	42,840	31,641	40,272	40,006	44,722	4,716	11.79%	41,959	43,428	44,948	46,521
22 Total Water Operations Expenditures	\$43,747	\$55,629	\$40,650	\$48,536	\$50,006	\$54,722	4,716	9.43%	\$52,309	\$54,140	\$56,035	\$57,996

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

	History				Budget		Difference		Projections			
	2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021	2022	\$ Change	% Change	2023	2024	2025	2026
1 Wastewater Treatment Operations Expenditures												
2 535.30 · Supplies - WW Treatment												
3 31 3010 · Supplies - WW Treatment												
4 Sewer	10	90	517	90								
5 31 3010 · Supplies - WW Treatment - Other	2,583	11,926	2,240	2,987								
6 31 3010 · Supplies - WW Treatment	11,943	12,016	2,758	3,077	10,000	10,000	0	0.00%	10,350	10,712	11,087	11,475
7 31 3011 · Chemicals - WW Treatment	1,523	1,522	3,077	4,102	2,000	2,000	0	0.00%	2,070	2,142	2,217	2,295
8 Total 535.30 · Supplies - WW Treatment	13,466	13,538	5,834	7,179	12,000	12,000	0	0.00%	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	4,861	5,276	4,510	6,013								
13 53 2010 · Excise Tax - Sewer	105	447	176	235								
14 Total B&O/Excise Tax	4,966	5,722	4,686	6,248	5,886	6,560	674	11.45%	6,790	7,027	7,273	7,528
15 53 3020 · Permit Fees - WW Treatment	2,077	999	1,618	3,218	2,201	3,379	1,178	53.54%	3,498	3,620	3,747	3,878
16 Total Intergov - WW Treatment	7,043	6,721	6,304	9,466	8,086	9,939	1,853	22.92%	10,287	10,647	11,020	11,406
17 41 3040 · WWT Operations - Contracted	0	0	0	0	0	0	0	0.00%	0	0	0	0
18 41 3041 · Non-Routine WWT Operations - Contracted	0	0	0	0	0	0	0	0.00%	0	0	0	0
19 41 3050 · Lab Testing - WW Treatment	7,859	7,559	6,234	8,312	7,854	8,728	874	11.12%	9,033	9,349	9,676	10,015
20 WW Treatment Maint. and Repair												
21 48 3010 · Biosolids Disposal	13,603	24,808	5,945	5,945	25,000	17,834	(7,166)	-28.66%	18,458	19,104	19,773	20,465
22 48 3020 · SCADA - WW Treatment	2,469	5,040	19,616	23,016	3,000	3,000	0	0.00%	3,105	3,214	3,326	3,443
23 Other	119	31,445	15,791	15,791	7,500	7,500	0	0.00%	7,763	8,034	8,315	8,606
24 Sewer Collection System	2,864	8,954	3,298	3,298	3,500	3,500	0	0.00%	3,623	3,749	3,881	4,016
25 Total WW Treatment Maint. and Repair	19,056	70,248	44,649	48,049	39,000	31,834	(7,166)	-18.37%	32,948	34,101	35,295	36,530
26 47 3010 · Electric - WW Treatment	12,378	14,628	11,663	15,550	15,442	16,328	886	5.73%	16,899	17,490	18,103	18,736
27 Total 535.40 · Services - WW Treatment	46,420	99,157	68,850	81,377	70,382	66,829	(3,553)	-5.05%	69,168	71,588	74,094	76,687
28 Total WWT Operations Expenditures	\$59,887	\$112,695	\$74,684	\$88,556	\$82,382	\$78,829	(3,553)	-4.31%	\$81,588	\$84,443	\$87,399	\$90,458

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

	History				Budget		Difference		Projections			
	2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021	2022	\$ Change	% Change	2023	2024	2025	2026
1 Combined W/S, Administrative Operations Expenditures												
2 538.30 · Supplies - Combined W/S												
3 Tools/Equip/Supplies	4,093	9,900	3,269	4,359	7,000	5,000	(2,000)	-28.57%	5,175	5,356	5,544	5,738
4 Office Supplies	1,565	4,814	825	1,100	1,868	2,000	132	7.07%	2,070	2,142	2,217	2,295
5 Total 538.30 · Supplies - Combined W/S	5,658	14,714	4,094	5,459	8,868	7,000	(1,868)	-21.06%	7,245	7,499	7,761	8,033
6 538.40 · Services - Combined W/S												
7 Acct & Admin Services - Contracted	0	0	0	0	0	0	0	0.00%	0	0	0	0
8 Attorney Fees	5,472	3,184	4,190	4,190	4,500	4,500	0	0.00%	2,500	2,500	2,500	2,500
9 Accounting Consulting	2,869	551	0	0	1,500	500	(1,000)	-66.67%	518	536	554	574
10 Payroll Services	1,908	2,144	1,615	2,153	1,950	2,261	311	15.93%	2,340	2,422	2,506	2,594
11 Intergov (previously 538.50)												
12 B&O Tax - Fees/Penalties	70	48	11	14	70	70	0	0.00%	72	75	78	80
13 Other	71	72	56	56	210	210	0	0.00%	217	225	233	241
14 State Audit	6,028	845	0	7,000	7,000	0	(7,000)	-100.00%	6,250	0	6,500	0
15 County Election Costs	0	286	0	0	300	224	(76)	-25.33%	232	240	248	257
16 Total Intergov	6,170	1,251	67	7,070	7,580	504	(7,076)	-93.35%	522	540	559	578
17 Lockbox	733	1,032	895	1,194	1,258	1,253	(5)	-0.37%	1,297	1,343	1,390	1,438
18 Online Payment System	1,859	2,287	2,017	2,690	2,133	2,824	691	32.41%	2,923	3,025	3,131	3,241
19 IT/Software Applications	3,648	4,640	4,285	4,285	10,000	10,000	0	0.00%	10,500	11,025	11,576	12,155
20 Rent	840	5,840	4,500	6,000	6,000	12,000	6,000	100.00%	12,420	12,855	13,305	13,770
21 Merchant Service Fees	2,032	3,125	2,964	3,952	3,104	4,150	1,046	33.69%	4,233	4,317	4,404	4,492
22 Postage	1,815	2,742	2,133	2,844	2,937	2,986	49	1.69%	3,046	3,107	3,169	3,233
23 Telephone/Internet	7,299	8,060	6,323	8,430	7,200	7,200	0	0.00%	7,344	7,491	7,641	7,794
24 Legal Notices & Publications	0	0	272	272	225	225	0	0.00%	233	241	249	258
25 Liability Insurance	13,786	31,796	1,138	31,621	32,000	48,000	16,000	50.00%	50,400	52,920	55,566	58,344
26 Professional Dues	1,382	1,713	246	1,346	1,856	1,921	65	3.50%	49,680	51,419	53,218	55,081
27 Printing	1,516	1,352	1,659	2,213	2,000	2,323	323	16.16%	2,439	2,561	2,689	2,824
28 Other Miscellaneous Services	1,479	420	0	0	2,000	2,000	0	0.00%	2,070	2,142	2,217	2,295
29 Travel/Mileage/Training and Education	10,025	10,229	8,845	13,994	10,000	14,694	4,694	46.94%	8,000	8,280	8,570	8,870
30 Total 538.40 · Services - Combined W/S	62,835	80,366	41,150	90,102	96,243	117,341	21,098	21.92%	160,464	166,724	173,246	180,041
31 Total Combined W/S, Administrative Operations	68,493	95,080	45,244	95,560	105,111	124,341	19,230	18.30%	167,709	174,222	181,007	188,074

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

	History				Budget		Projections			
	2019 Actual	2020 Actual	2021 Jan - Sept	2022 Projected	2021	2022	2023	2024	2025	2026
<u>Water Distribution Manager II - 0.5 FTE</u>										
Employee Wages	42,475	24,532	0	0	0	0	0	0	0	0
Benefits & Payroll Tax	17,174	9,860	0	0	0	0	0	0	0	0
Total WDM II Compensation	59,649	34,392	0	0	0	0	0	0	0	0
<u>WW Treatment Plant Operator II - 1.0 FTE</u>										
Employee Wages	67,390	71,895	30,234	30,234	74,256	74,256	74,256	74,256	74,256	74,256
Benefits & Payroll Tax	16,021	21,014	8,992	8,992	22,077	21,635	21,635	21,635	21,635	21,635
Total WWTPO II Compensation	83,411	92,909	39,226	39,226	96,333	95,891	95,891	95,891	95,891	95,891
<u>General Manager - 1.0 FTE</u>										
Employee Salary	64,375	69,188	61,438	80,938	79,000	79,000	79,000	79,000	79,000	79,000
Benefits & Payroll Tax	27,364	23,897	7,560	10,080	30,827	30,583	30,583	30,583	30,583	30,583
Total GM Compensation	91,739	93,085	68,997	91,017	109,827	109,583	109,583	109,583	109,583	109,583
<u>Project/Account Manager - 1.0 FTE</u>										
Employee Wages	44,240	61,990	50,299	67,065	74,256	74,256	74,256	74,256	74,256	74,256
Benefits & Payroll Tax	16,058	18,501	14,596	19,461	22,077	21,635	21,635	21,635	21,635	21,635
Total Compensation	60,297	80,490	64,895	86,526	96,333	95,891	95,891	95,891	95,891	95,891
<u>Apprentice/Trainee</u>										
Employee Salary	0	13,760	33,343	44,457	41,600	60,320	60,320	60,320	60,320	60,320
Benefits & Payroll Tax	0	8,616	17,959	23,945	25,363	26,733	26,733	26,733	26,733	26,733
Total T/L Compensation	0	22,376	51,302	68,403	66,963	87,053	87,053	87,053	87,053	87,053
Commissioners										
Commissioner 1										
Per Diem	3,840	3,776	3,264	4,352	3,712	4,252	4,252	4,252	4,252	4,252
Payroll Tax	296	291	248	333	284	325	325	325	325	325
Commissioner 2										

Per Diem	4,408	3,719	2,752	3,669	4,252	3,712	3,712	3,712	3,712	3,712
Payroll Tax	339	286	209	281	325	284	284	284	284	284
Commissioner 3										
Per Diem	5,120	3,655	3,392	4,523	3,712	6,030	6,030	6,030	6,030	6,030
Payroll Tax	394	281	258	346	284	461	461	461	461	461
Total Commissioner Compensation	14,397	12,009	10,123	13,504	12,569	15,065	15,065	15,065	15,065	15,065
Total Staff Costs	\$309,493	\$312,884	\$183,241	\$230,273	\$382,025	\$403,482	\$403,482	\$403,482	\$403,482	\$403,482

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Hartstene Pointe Water-Sewer District													
Capital Improvement Plan													
	Total Project Costs	History				Budgets		Projections					
		2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021 Budget	2022 Budget	2023	2024	2025	2026	2027	2028 - 2045
1	Water												
2	Update Water System Plan	80,000				0	0						
3	Test Pump Well #3			3,320	3,320	10,000	0						
4	Outfit Well # 3 and Build Dog House					0	0						
5	Storage Shed					0	0						
6	Install Generator Well 4	20,508	18,617	1,890		0	0						
7	Well 2 Rehabilitation					0	0						
8	Install Ferric Chloride Well 4	22,255	17,685	4,570		0	0						
9	Well 4 Fence Project	5,937	5,492	445		0	0						
10	Upgrade Water SCADA					0	50,000						
11	New Radio Read Water Meters	150,000		24,171	54,820	15,000	18,800						
12	Water Lateral Line Replacements (27 yrs, 20 lines/yr.)	600,000				0	0						
13	Total Water Capital Improvements	907,326	70,420	31,075	58,140	25,000	68,800	0	0	0	0	0	0
14	Wastewater Treatment/Sewer												
15	Update Sewer System Plan	80,000		4,459 ?		80,000							
16	WWT Pumps - Rehab and Replace	0				0							
17	Upgrade WW SCADA	15,000		19,228	19,228	15,000							
18	I&I Lateral Replacements	600,000				0							
19	Repair Leaking Manholes (5 yrs., 2 manholes/yr.)	5,000				0							
20	Lift Station Generators (3 total)	60,000				0	20,000	20,000	20,000				
221	Total WWT/Sewer Capital Improvements	760,000	0	0	23,687	23,687	95,000	20,000	20,000	20,000	0	0	0
22	Combined W/S												
23	Convert Patrol House to ADA	30,000				10,000	20,000						
24	Infrastructure Replacement	810,000				45,000		45,000	45,000	45,000	45,000	45,000	810,000
25	Lease/Rent/Purchase Mini Excavator	30,000		29,920	29,920	30,000							
26	Fiber Optic Connections at Wells and Reservoir	5,913	4,605	1,308		0							
27	Total Combined W/S Capital Improvements	55,913	4,605	1,308	29,920	29,920	50,000	20,000	0	0	0	0	0
28	Total Capital Improvements	\$1,723,239	\$75,026	\$32,383	\$111,747	\$111,747	\$170,000	\$108,800	\$20,000	\$20,000	\$0	\$0	\$0
				Carry-over from Previous Year:		24849	\$58,253						
				From Reservoir Repair Fund:									
				From I&I Fund:		50000	0						
				From Asset Replacement Fund:		0	0						
				From Risk Management Fund:		80000	0						

Hartstene Pointe Water-Sewer District													
Capital Improvement Plan													
	Total Project Costs	History				Budgets		Projections					
		2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021 Budget	2022 Budget	2023	2024	2025	2026	2027	2028 - 2045
		CIP Expenditures from Existing Funds:				154849	58,253	0	0	0	0	0	
		CIP Expenditures from Current Revenues:				\$15,151	\$50,547	\$20,000	\$20,000	\$0	\$0	\$0	

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

	History					Budget		Projections			
	2019 Actual	2020 Actual	2021 Projected	2021 Actual	Actual vs. Projected	2021	2022	2023	2024	2025	2026
Ecology Loan - Effluent Outfall											
Principal Payment	33,301	33,931	34,444	34,444	0	34,444	34,964	35,492	36,028	36,572	37,125
Interest Payment	4,810	4,180	3,667	3,667	0	3,667	3,147	2,619	2,083	1,539	987
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	27,035	27,783	28,552	28,552	0	28,552	29,343	30,155	30,991	31,849	32,731
Interest Payment	12,295	11,547	10,778	10,778	0	10,778	9,987	9,175	8,340	7,481	6,599
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	
Interest Payment	17,731	16,746	15,761	15,761	0	15,761	14,776	13,791	12,806	11,821	
Total DWSRF Loan Payments	83,402	82,417	81,432	81,432	0	81,432	80,447	79,462	78,477	77,492	0
Total Loan Payments	160,843	159,858	158,873	158,873	0	158,873	157,888	156,903	155,918	154,933	77,441

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

Net Effect of Transfers

	History				Budget		Difference		Projections			
	2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021	2022	\$ Change	% Change	2023	2024	2025	2026
030 - Ecology Loan Reserve	669	888	34	45	0	0	0	#DIV/0!	0	0	0	0
050 - DWSRF Loan Reserve	(107)	1,558	(13,615)	(59)	0	0	0	#DIV/0!	0	0	0	0
070 - USDA Revenue Bond Reserve	4,324	4,535	685	1,668	3,933	3,933	0	0.00%	3,933	3,933	3,933	3,933
010 - Operating Fund (incl. revolving funds)	86,537	(52,029)	65,138	(24,319)	46,288	(38,712)	(85,000)	-183.63%	(38,712)	(80,934)	(80,934)	(80,934)
020 - Committed Funds												
Asset Replacement Fund	9,000	9,000	(39,196)	9,000	9,000	9,000	0	0.00%	9,000	9,000	9,000	9,000
Capital Improvement Fund												
Inflow & Infiltration	20,000	20,000	(26,630)	(9,920)	(5,000)	0	5,000	-100.00%	0	42,222	42,222	42,222
Reservoir Repair	(54,181)	0	13,326	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	258	10,258	(67,547)	12,453	80,000	-118.44%	12,453	12,453	12,453	12,453
Total 020 - Committed Funds	19,467	45,048	(52,241)	22,664	(50,221)	34,779	85,000	-169.25%	34,779	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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Insurance Plan	Monthly Medical Premiums		\$ Change	% Change	2021 Monthly Medical Benefit	2022 Monthly Medical Benefit
	Subscriber Only 2021 Premiums	Subscriber Only 2022 Premiums				
Kaiser Permanente WA Classic	925.44	979.40	53.96	5.83%		
Kaiser Permanente WA CDHP	769.34	807.55	38.21	4.97%		
Kaiser Permanente WA Value	849.01	888.08	39.07	4.60%		
UMP Classic	841.77	884.84	43.07	5.12%		
UMP CDHP	768.57	804.85	36.28	4.72%		
Average	830.83	872.94	42.12	5.07%	\$916.63	\$963.10

Hartstene Pointe Water-Sewer District

Proposed Capital Facilities Charges

	Water	Sewer	Total
Debt Share	780	960	1,740.00
Future Improvements	620	1630	2,250.00
Assets	1720	1590	3,310.00
Total	\$3,120.00	\$4,180.00	7,300.00
Connection Fees	\$250.00	\$250.00	\$500.00
Total CFC + Connection Fees	\$3,370.00	\$4,430.00	
Total Cost for New Connections			\$7,800.00