#### 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 November 4, 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 21, 2021 Regular Meeting (2-3)

#### **REPORTS:**

- 7. Commissioner Reports
- 8. Financial/Administrative Report:
  - Bills to Be Authorized:
    - o Voucher 2021-43
  - Bills to Be Reviewed:
    - o Voucher 2021-42
  - Monthly Billing Report
- 9. General Manager's Report

(4)

#### **BUSINESS:**

10. Review/Discuss 2022 Preliminary Budget & Capital Improvement Plan (5-17)

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 #

If you have a webcam-enabled computer, you may try to connect to the meeting using the link below: <a href="https://hello.freeconference.com/conf/call/5359093">https://hello.freeconference.com/conf/call/5359093</a>

Note: Due to limited internet connection speeds at Hartstene Pointe, joining meetings via webcam may lead to reduced quality

#### HARTSTENE POINTE WATER-SEWER DISTRICT REGULAR MEETING of the BOARD OF COMMISSIONERS October 21, 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 1:04 pm.

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:** No correspondence

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 October 7, 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 Swart reported on the IACC conference

#### **Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2021-41, in the amount of \$30,421.68, was presented. Commissioner Hospador moved to approve voucher 2021-41 in the amount of \$30,421.68. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.
- Bills to Be Reviewed:
  - o PM presented Voucher 2021-40 for review
  - o PM presented Voucher 2021-37 for review

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

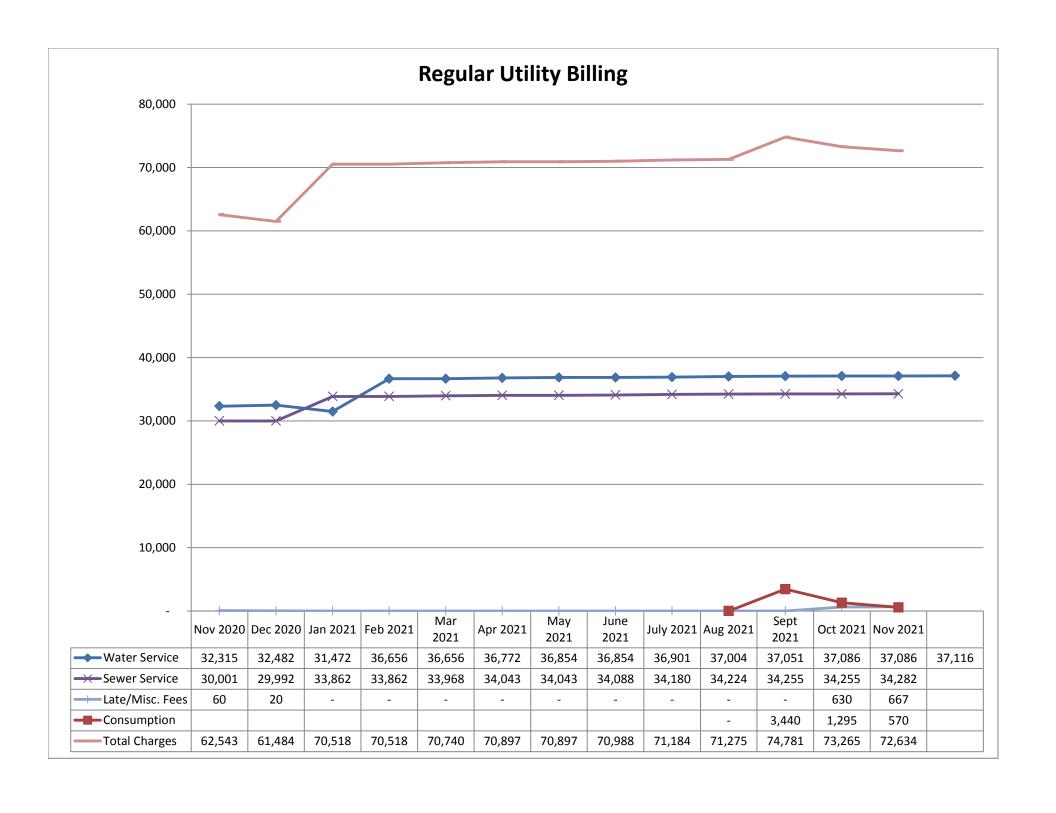
#### **BUSINESS:**

**Reallocate Funds for Generator Time Clock:** As the Department of Ecology expressed the need for a generator time clock to automatically exercise the generator at the WWTP on a monthly basis, it was requested that the board of commissioners approve funds for the asset and installation. It was determined that the total cost was within the General Manager's spending limit, who approved the expense.

Review/Discuss 2022 Preliminary Budget & Capital Improvement Plan: Commissioners reviewed/discussed at length the preliminary budget and capital improvement plan, asking questions to administrative staff and expressing direction of future needs.

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:50 pm.

Respectfully Submitted By:	
Signature	Stacy Swart, Secretary, Commissioner #3  Name and Title
Approved at the Regular Meeting of the Board on:	11-4-2021



<b>Hartstene Pointe Water-Sewer District</b>	
2022 Preliminary Budget Overview	

				Budg	get		Projec	tions	
	2019 Actual	2020 Actual	2021 Projected	2021	2022	2023	2024	2025	2026
Beginning Unreserved Funds Balance	440,789	459,899	443,094	459,899	607,839	608,564	735,831	885,513	1,077,886
Revenues	742,555	776,605	925,823	857,721	950,354	1,002,525	1,034,739	1,067,646	1,101,788
<u>Expenditures</u>	671,371	720,880	759,423	948,397	945,697	871,325	881,124	871,340	805,483
Net Income (Loss)	71,184	55,725	166,400	(90,676)	4,658	131,200	153,615	196,305	296,305
Ending Unreserved Funds Balance	459,899	443,094	607,839	464,203	608,564	735,831	885,513	1,077,886	1,370,258
Rev. 11/3/21									

		Beginr	ning Fund	Balance	es						
		History	J	Budget		rence	Projections				
	2019 Actual	2020 Actual	2021 Actual	2022	\$ Change	% Change	2023	2024	2025	2026	
inning 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	292,863	175,152	148.80%	236,587	306,853	379,533	494,904	
020 - Committed Funds											
Asset Replacement Fund	30,540	39,540	48,540	18,344	(30,196)	-62.21%	27,344	36,344	45,344	54,344	
Capital Improvement Fund											
Inflow & Infiltration	69,540	89,540	80,617	76,821	(3,796)	-4.71%	99,043	121,265	163,487	205,709	
Reservoir Repair	70,889	56,715	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	137,142	139,511	149,769	10,258	7.35%	162,222	174,675	187,128	199,581	
Total 020 - Committed Funds	292,062	322,937	325,383	314,976	(10,407)	-3.20%	371,977	428,979	505,980	582,982	
065 - Capital Projects Account	0	0	0	0	0	0.00%	0	0	0	0	
Total Beginning Unreserved Fund Balances	440,789	459,899	443,094	607,839	164,745	37.18%	608,564	735,831	885,513	1,077,886	

# Hartstene Pointe Water-Sewer District Ending Fund Balances

		History		Bud	get	Diffe	rence	Projections					
	2019 Actual	2020 Actual	2021 Projected	2021	2022	\$ Change	% Change	2023	2024	2025	2026		
nding 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	292,863	65,997	236,587	170,590	258.48%	306,853	379,533	494,904	710,275		
020 - Committed Funds													
Asset Replacement Fund	39,540	48,540	18,344	57,540	27,344	(30,196)	-52.48%	36,344	45,344	54,344	63,344		
Capital Improvement Fund													
Inflow & Infiltration	89,540	80,617	76,821	95,617	99,043	3,426	3.58%	121,265	163,487	205,709	247,931		
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	314,976	398,206	371,977	(26,229)	-6.59%	428,979	505,980	582,982	659,983		
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	607,839	464,203	608,564	144,361	31.10%	735,831	885,513	1,077,886	1,370,258		
Rev. 11/3/21													

			Har	tstene Po	inte Wate	r-Sewer D	District						
					Revenue	es							
			Hist	tory		Bud	lget	Diffe	rence		Proje	ctions	
		2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021	2022	\$ Change	% Change	2023	2024	2025	2026
1 F	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	<b>Total Residential Monthly Charge</b>	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	<b>Total Prepaid Connection Monthly Charge</b>	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	21,600	#DIV/0!	23,436	24,139	24,863	25,609
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	4,440	310	7.51%	4,440	4,440	4,440	4,440
13	Total Connection & Capital Facilities Charge	7,300	7,300	7,800	7,800	7,800	7,810	10	0.13%	7,810	7,810	7,810	7,810
14 (	Connections												
15	# of Residential Connections	436	440	440	442	440	445	5	1.14%	446	447	448	449
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 <b>F</b>	Revenues												
19	Total Water Revenues	359,889	389,747	336,419	448,220	438,900	463,247	24,347	5.55%	476,951	492,475	508,342	524,823
20	Total Sewer Revenues	334,290	358,630	309,935	408,351	405,438	474,277	68,839	16.98%	512,672	529,319	546,313	563,927
21	Total Penalties & Fees	4,841	2,725	881	1,174	1,848	1,285	(563)	-30.44%	1,357	1,401	1,446	1,493
22	Capital Facilities Charges & Connection Fees	33,700	21,912	51,100	51,100	7,800	7,810	10	0.13%	7,810	7,810	7,810	7,810
23	Interest Income	9,834	3,515	401	534	3,735	3,735	0	0.00%	3,735	3,735	3,735	3,735
24	Miscellaneous Revenues	0	76	16,444	16,444	0	0	0	0.00%	0	0	0	0
25 <b>1</b>	otal Revenues	\$742,555	\$776,605	\$715,178	\$925,823	\$857,721	\$950,354	\$92,633	10.80%	\$1,002,525	\$1,034,739	\$1,067,646	\$1,101,788
				% Wa	er Revenue:	51.98%	49.41%			48.20%	48.20%	48.20%	48.20%
				% Wastewa	er Revenue:	48.02%	50.59%			51.80%	51.80%	51.80%	51.80%
	Rev. 11/3/21												

#### **Hartstene Pointe Water-Sewer District Expenditures** History **Budget** Difference **Projections** 2019 2020 2021 Jan-2021 % \$ Change Change Actual Actual Sept Projected 2021 2022 2023 2024 2025 2026 1 Operations 2 <u>Staff</u> 309,493 312,884 193,804 245,399 382,025 402,103 20,077 5.26% 402,103 402,103 402,103 402,103 3 43,748 40,650 56,294 7,716 Water 75,107 50,006 57,722 15.43% 55,414 57,354 59,361 61,439 Wastewater Treatment/Sewer 4 141,607 55,455 74,174 82,382 78,304 (4,078)-4.95% 81,044 86,817 89,855 59,886 83,881 5 Combined W/S, Administrative 129,232 68,493 45,244 107,394 105,111 118,658 13,547 12.89% 155,860 161,869 168,127 174,645 716,407 6 Total Operations 357,139 485,011 335,154 483,262 619,524 656,787 37,263 6.01% 694,422 705,206 728,041 7 Capital Improvements 153,441 75,025 111,747 117,288 170,000 131,022 (38,978)-22.93% 20,000 20,000 0 0 160,791 160,843 19,665 158,873 158,873 157,888 (985)-0.62% 156,903 155,918 154,933 77,441 8 Loan Payments \$671,371 \$720,880 \$466,566 \$759,423 \$948,397 \$945,697 -\$2,700 -0.28% \$871,325 \$881,124 \$871,340 \$805,483 9 Total Expenditures **Total Water Expenditures:** 333,352 246,299 174,206 176,183 175,160 **Total Wastewater Expenditures:** 232,306 232,306 235,046 237,883 220,819 Total Combined W/S, Administrative Expenditures: 380,039 380,039 375,019 381,028 387,286 55.34% 46.14% 41.51% 41.50% 42.44% % Water: 44.66% 44.66% 48.50% 48.62% 47.57% % Wastewater: Rev. 11/3/21

#### Hartstene Pointe Water-Sewer District **Water Operations Costs** History **Budget** Difference **Projections** 2019 2020 2021 2021 2021 2022 \$ Change % Change 2023 2024 2025 2026 Actual Jan - Sept **Projected** Actual 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 5,000 5.000 0.00% 5.175 5,738 6 Supplies - Water 5,336 7,306 6.761 9,015 0 5.356 5.544 Chemicals - Water 5.000 0 7 4.032 5,484 2.248 2,998 5,000 0.00% 5,175 5,356 5,544 5,738 8 Total 534.30 · Supplies - Water 9,368 12,789 9,010 12,013 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 12 804 815 873 53 1020 · Permit Fees - Water 764 766 776 776 11 1.34% 843 903 935 16 534.50 Intergov - Water - Other 0 0 306 408 0 428 428 #DIV/0! 443 459 475 492 13 21,845 Total Intergov Fees 18,428 20,744 17,639 23,260 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 1,931 1,500 1,500 1,009 2,589 1,448 0 0.00% 1,553 1,607 1,663 1,721 16 Repair & Maintenance - Water 17 1.473 388 2.500 2.500 0 0.00% 2.588 2.678 2.772 2.869 SCADA System - Water 2.469 388 6.989 7.000 18 Other 3.084 8.441 2.981 4.000 3.000 75.00% 7.245 7.499 7.761 8.033 Total 48 1030 Repair & Maintenance - Water 7,377 6,500 9,500 46.15% 8,033 19 5,553 9,914 3,368 3,000 7,245 7,499 7,761 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 34.380 42.840 44,280 40.006 47,722 7,716 19.29% 45.064 48.274 Total 534.40 · Services - Water 31.641 46.642 49.964 \$43.747 \$55,629 \$40.650 \$56,294 \$50,006 \$57,722 7.716 15.43% \$55,414 \$57,354 \$59,361 \$61,439 22 Total Water Operations Expenditures Rev. 11/3/21

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

			His	story		Buc	lget	Diffe	rence	Projections			
		2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021	2022	\$ Change	% Change	2023	2024	2025	2026
1 W	astewater Treatment Operations Expenditures												
2	535.30 · Supplies - WW Treatment												
3	31 3010 · Supplies - WW Treatment												
4	Sewer	10	90	517	517								
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	3,504	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	3,077	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	6,581	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	2,718	2,201	2,854	653	29.68%	2,954	3,058	3,165	3,275
16	Total Intergov - WW Treatment	7,043	6,721	6,304	8,966	8,086	9,414	1,328	16.43%	9,744	10,085	10,438	10,803
17	41 3040 · WWT Operations - Contracted	0	0	0	0	0	0	0	0.00%	0	0	0	C
18	41 3041 · Non-Routine WWT Operations - Contracted	0	0	0	0	0	0	0	0.00%	0	0	0	C
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	11,889	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	388	3,788	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	25,421	34,765	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	49,621	67,593	70,382	66,304	(4,078)	-5.79%	68,624	71,026	73,512	76,085
28	Total WWT Operations Expenditures	\$59,887	\$112,695	\$55,455	\$74,174	\$82,382	\$78,304	(4,078)	-4.95%	\$81,044	\$83,881	\$86,817	\$89,855
	ev. 11/3/21	<b>455,007</b>	7111,000	<i>433,</i> 433	ψ, ¬,±,1¬	<b>402,302</b>	Ç. 0,004	(3,070)	4.55/0	702,044	700,001	700,017	

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

			Hist	tory		Bud	get	Diffe	rence		Projec	tions	
		2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021	2022		% Change	2023	2024	2025	2026
1 C	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												
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	43,455	32,000	42,317	10,317	32.24%	44,433	46,654	48,987	51,437
26	Professional Dues	1,382	1,713	246	1,346	1,856	1,921	65	3.50%	43,798	45,331	46,918	48,560
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	101,936	96,243	111,658	15,415	16.02%	148,615	154,371	160,366	166,612
31 <b>T</b>	otal Combined W/S, Administrative Operations	68,493	95,080	45,244	107,394	105,111	118,658	13,547	12.89%	155,860	161,869	168,127	174,645
	ev. 11/3/21	•	-		•		•			•	•		

		Hartster	e Pointe	Water-Se	wer Distri	ct				
			Staf	f Costs						
		Hist	ory		Bud	get		Projec	tions	
	2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021	2022	2023	2024	2025	2026
Water Distribution Manager II - 0.5 FTE										
Employee Wages	42,475	24,532	0	0	0	0	0	0	0	(
Benefits & Payroll Tax	17,174	9,860	0	0	0	0	0	0	0	(
Total WDM II Compensation	59,649	34,392	0	0	0	0	0	0	0	
WW Treatment Plant Operator II - 1.0 FTE										
Employee Wages	67,390	71,895	30,234	30,234	74,256	74,256	74,256	74,256	74,256	74,25
Benefits & Payroll Tax	16,021	21,014	8,106	8,106	22,077	21,635	21,635	21,635	21,635	21,63
Total WWTPO II Compensation	83,411	92,909	38,339	38,339	96,333	95,891	95,891	95,891	95,891	95,89
General Manager - 1.0 FTE										
Employee Salary	64,375	69,188	61,438	80,938	79,000	79,000	79,000	79,000	79,000	79,00
Benefits & Payroll Tax	27,364	23,897	19,570	26,093	30,827	30,583	30,583	30,583	30,583	30,58
Total GM Compensation	91,739	93,085	81,007	107,030	109,827	109,583	109,583	109,583	109,583	109,58
Project/Account Manager - 1.0 FTE			,							
Employee Wages	44,240	61,990	50,299	67,065	74,256	74,256	74,256	74,256	74,256	74,25
Benefits & Payroll Tax	16,058	18,501	14,596	19,461	22,077	21,635	21,635	21,635	21,635	21,63
Total Compensation	60,297	80,490	64,895	86,526	96,333	95,891	95,891	95,891	95,891	95,89
Apprentice/Trainee	00,237	80,430	04,633	80,320	30,333	33,831	93,691	33,631	93,891	93,69
	0	12.760	22 242	44,457	41 600	60.220	60.220	60.220	60.220	60.22
Employee Salary	0	13,760 8,616	33,343		41,600	60,320	60,320	60,320 26,733	60,320	60,32
Benefits & Payroll Tax		,	17,959	23,945	25,363	26,733	26,733	,	26,733	26,73
Total T/L Compensation	0	22,376	51,302	68,403	66,963	87,053	87,053	87,053	87,053	87,05
Commissioners										
Commissioner 1										
Per Diem	3,840	3,776	3,264	4,352	3,712	4,252	4,252	4,252	4,252	4,25
Payroll Tax	296	291	248	333	284	325	325	325	325	32
Commissioner 2										
Per Diem	4,408	3,719	2,752	3,669	4,252	3,712	3,712	3,712	3,712	3,71
Payroll Tax	339	286	209	281	325	284	284	284	284	28
Commissioner 3										
Per Diem	5,120	3,655	3,392	4,523	3,712	4,749	4,749	4,749	4,749	4,74
Payroll Tax	394	281	258	346	284	363	363	363	363	36
Total Commissioner Compensation	14,397	12,009	10,123	13,504	12,569	13,685	13,685	13,685	13,685	13,68
Total Staff Costs	\$309,493	\$312,884	\$194,364	\$245,399	\$382,025	\$402,103	\$402,103	\$402,103	\$402,103	\$402,10
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	All Staff	Compensat	ion Worksh	eet		
	Ret	irement Option:	8% contributio	n and NO Soc		
Position	Part-time or Full- time	Hourly Wage/ Salary	Monthly Insurance Contribution	Total Estimated Pay	Total Estimated Benefits & Payroll Taxes	Total Estimated Employee Compensation Package
General Manager	Full-time [2]	\$ 79,000.00 [	\$ 1,670.60	79,000	30,583	109,583
Project/Account Manager	Full-time [4]	\$ 35.00 [5]	\$ 963.10	74,256	21,635	95,891
Apprentice/Trainee	Full-time [6]	\$ 29.00 [7]	\$ 1,500.00	60,320	26,733	87,053
WWTPO	Full-time [8]	\$ 35.00 [9]	\$ 963.10	74,256	21,635	95,891
WDM	[10]	[11]		-	-	
		Totals	\$ 5,096.80	\$ 287,832	\$ 100,585	\$ 388,417
2021 Full-Time Equivalent (FTE):	4					
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			Har	tstene P	ointe Wa	ter-Sewe	r District							
				Capita	al Improv	ement Pl	an							
				Hi	story		Bud	lgets			Projec	ctions		
		Total Project Costs	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	?						
3	Test Pump Well #3				3,320	3,320	10,000	0						
4	Outfit Well # 3 and Build Dog House						0	0						
5	Install Generator Well 4	20,508	18,617	1,890			0	0						
6	Well 2 Rehabilitation						0	0						
7	Install Ferric Chloride Well 4	22,255	17,685	4,570			0	0						
8	Well 4 Fence Project	5,937	5,492	445			0	0						
9	Upgrade Water SCADA						0	50,000						
10	New Radio Read Water Meters	150,000		24,171	54,820	54,820	15,000	18,800						
11	Water Lateral Line Replacements (27 yrs, 20 lines/yr.)	600,000					0	0						
12	Total Water Capital Improvements	907,326	70,420	31,075	58,140	58,140	25,000	68,800	0	0	0	0	0	
13	Wastewater Treatment/Sewer													
14	Update Sewer System Plan	80,000			4,459	10,000	80,000							
15	WWT Pumps - Rehab and Replace	0			, , , , , , , , , , , , , , , , , , ,	,	0	?						
16	Upgrade WW SCADA	15,000			19,228	19,228	15,000							
17	I&I Lateral Replacements	600,000				,	0							
18	Repair Leaking Manholes (5 yrs., 2 manholes/yr.)	5,000					0	?						
19	Lift Station Generators (3 total)	60,000					0	20,000	20,000	20,000				
20	Total WWT/Sewer Capital Improvements	760,000	0	0	23,687	29,228	95,000	20,000	20,000	20,000	0	0	0	
21	Combined W/S													
22	Convert Patrol House to ADA	30,000					10,000	20,000						
23	Infrastructure Replacement	810,000					45,000	22,222	45,000	45,000	45,000	45,000	45,000	810,0
24	Lease/Rent/Purchase Mini Excavator	30,000			29,920	29,920	30,000							
25	Fiber Optic Connections at Wells and Reservoir	5,913	4,605	1,308			0							
26	Total Combined W/S Capital Improvements	55,913	4,605	1,308	29,920	29,920	50,000	42,222	0	0	0	0	0	
27	Total Capital Improvements	\$1,723,239	\$75,026	\$32,383	\$111,747	\$117,288	\$170,000	\$131,022	\$20,000	\$20,000	\$0	\$0	\$0	;
				Carry	-over from P	revious Year:	24849	\$52,712						
					m Reservoir									
						om I&I Fund:	50000	0						
				From	Asset Replac	ement Fund:	0	0						
					n Risk Manag		80000	0						
			(	CIP Expendit	ures from Ex	isting Funds:	154849	52,712	0	0	0	0	0	
					s from Curre		\$15,151	\$78,310	\$20,000	\$20,000	\$0	\$0	\$0	

### **Hartstene Pointe Water-Sewer District**

### **Loan Payments**

				<del>,</del>		_	_				
			History			Bud	get		Projec	tions	
	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	o	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 Proposed Capital Facilities Charges			
Debt Share	780	960	1,740.00
Future Improvements	620	1630	2,250.00
Assets	1720	1600	3,320.00
Total	\$3,120.00	\$4,190.00	7,310.00
Connection Fees	\$250.00	\$250.00	\$500.00
Total CFC + Connection Fees	\$3,370.00	\$4,440.00	
Total Cost for New Connections			\$7,810.00