

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
October 19, 2023 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 5, 2023 Regular Meeting (2-3)
7. Minutes of the October 7, 2023 Special Meeting (4-6)

REPORTS:

8. Commissioner Reports
9. Water Board Bible, Chapter Four (4)
10. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2023-40
 - Monthly Financial Report: September 2023 (7-8)
11. General Manager's Report

BUSINESS:

12. Review Preliminary 2024 Budget (9-23)

OLD BUSINESS

- Update regarding Memorandum of Understanding with HPMA

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
October 5, 2023
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

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

CALL TO ORDER: The meeting was called to order at 1:07 pm

SUBSCRIBER REMARKS: No Subscribers Present

CORRESPONDENCE:

- GM noted he received correspondence from several residents regarding the upcoming meeting's time and teleconference option

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner Hospador seconded. Hearing 2 aye votes and 0 nay votes, the agenda was adopted as presented.*

MINUTES: The minutes of the September 27, 2023 special meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Hospador seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Swart inquired about potential non-revenue water loss

Water Board Bible Review, Chapter Four (4): Commissioners tabled until all commissioners could be present

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2023-39 in the amount of \$ 4,036.76 was presented. *Commissioner Hospador moved to approve voucher 2023-39 in the amount of \$ 4,036.76. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2023-38 was presented by PM for review
- Monthly Billing Report: PM presented the monthly billing report for October 2023

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

BUSINESS:

Discuss Agenda for October 7, 2023 Special Meeting: Commissioners discussed the agenda and preparations for the special meeting.

Commissioner Swart moved to adjourn the meeting. Commissioner Hospador seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 1:55 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Special Meeting of the Board on: 10-19-2023

HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
October 7, 2023
HPMA CLUBHOUSE 202 E POINTES DR E SHELTON WA 98584

MINUTES

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

CALL TO ORDER: The meeting was called to order at 9:00 am

SUBSCRIBER REMARKS: Approximately 75 subscribers present, 30 of which via teleconference

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.*

BUSINESS:

Presentation by Century West Engineering about Upcoming Sewer Infrastructure Upgrade Project: Matt M. shared presentation about upcoming project. Matt, GM and PM fielded questions primarily following the conclusion of the presentation.

A resident asked about the life expectancy of CIPP lining. Matt responded that CIPP lining has a life expectancy between 60 and 100 years.

A resident asked if the project specific to the bluff area would affect both Pointes Drive East (PDE) and Pointes Drive West (PDW). PM responded that the work in that area is on PDE.

A resident asked for an estimated time between manholes. Matt replied that typical work between manholes would last one or two days and where possible, would leave half of the roadway remaining passable.

A resident asked about the total project cost. Matt M. replied that it is too early to have an estimated figure, but responded that the project could cost anywhere between five and fifteen million dollars.

A resident asked if the project may require installation of second clean-outs. Matt M. responded that if such clean-outs were required due to this project, it would be a part of project expenses.

A resident asked about the causes of the violations. GM responded, discussing the Inflow & Infiltration (I&I) struggles the sewer system has faced for decades and the common challenge faced by the industry as a whole. He also explained Ecology's permit requirements and the way Ecology typically addresses violations.

A resident asked if the project will solve the "problem of fire hydrants not working." PM responded that this project will have no impact on hydrants.

A resident asked if portable toilets will need to be available for any "down time" of sewer service. Matt M. responded that there should be no disruption of sewer service throughout the project.

A resident asked if fiber optic service could expand in conjunction with this project. GM replied that the two projects are unrelated and that PUD #3 is the entity to ask about fiber expansion.

A resident asked if roads will be dug up as part of the project. Matt M. explained that roads are not planned to be dug into as part of the project.

A resident asked if the community will have a construction project plan updated as work proceeds. PM replied that as plans are updated, the community will be informed and the sewer project page on the District's website will be updated.

A resident asked if the presentation slides will be made available after the meeting. PM informed that they will be available on the District website.

A resident wrote, "This is a comment for Jeff Palmer. I am continually impressed with your planning and project management skills of HPWSD. Thank you very much for your leadership."

A resident asked if grants will cover the project and if owners will then not share any cost of the project now or in the future. Matt M. replied that there will be a loan component, but at this time does not know what a loan to grant ratio would be determined.

A resident asked when owners would be aware of any financial impacts and if it would be an assessment or higher rates. Matt M. replied that it is too early to determine, but as the District becomes aware, information will be passed on to the community.

A resident asked if individual home owners or the costs of cluster pumps will be covered by the project as a whole. Matt M. replied that this would likely be a District expense as part of the entire project cost.

A resident asked if new sewer connections on existing buildings have to be relocated. Matt M. indicated that rerouting of sewer lines will not require a homeowner's point of entry into sewer lateral to be changed.

A resident asked if septic options could be explored as an alternative to cluster pumps. Matt M. indicated that it is not likely a legal option.

A resident asked about lift station operations in the event of a power outage. Matt M. indicated that whether by on-site or portable generators, options for continued operations in the event of power losses are considered during planning of any such implementation.

A resident asked if other communities in the Northwest have had similar projects and if there is anything to learn from those experiences. Matt M. gave several examples of other sewer systems in WA State that have complete similar projects and how they were completed.

A resident asked about responsibility for root infiltration of personal lines in the common area. Matt M. was unsure of district policy, but that this project is about rehabilitating the concrete mains that belong to the District and that the CIPP lining will resolve current root infiltration in concrete mains and that roots will not be an ongoing problem in sewer mains with CIPP lining in place.

A resident asked if the system is sized to support all lots and asked if there was a concern regarding rise of Puget Sound waters. Matt M. conveyed that the system was designed to support all lots and that the rise of Puget Sound waters is not a concern to the District's infrastructure.

A resident asked if the newly patent pipes will lead to increased pooling of water on surfaces since it will no longer be carried away in the sewer lines. Matt M. indicated that surface water will not be affected enough to cause any issues following sewer repairs.

Several residents expressed appreciation to the staff, commissioners and Matt M. for the presentation, meeting and ongoing commitment to the health of the water and wastewater systems.

Commissioner Hospador moved to adjourn the meeting. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 10:29 am.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Special Meeting of the Board on: 10-19-2023

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

September 2023

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 - Ecology Reserve	42,322.53	-	181.50	42,504.03	181.50
050 - DWSRF Loan Reserve	74,203.93	(79,461.68)	6,862.02	1,604.27	(72,599.66)
060 - Bond Fund	0.00	(19,665.00)	19,665.00	0.00	-
070 - USDA Revenue Bond Reserve	44,164.60	-	189.37	44,353.97	189.37
Total Reserve Funds	160,691.06	(99,126.68)	26,897.89	88,462.27	(72,228.79)
Unreserved Funds					
EFT Account - Umpqua Bank	32,288.13	(69,902.72)	41,544.46	3,929.87	(28,358.26)
Petty Cash Account	1,787.09	(1,185.12)	-	601.97	(1,185.12)
Xpress Deposit Account	5,700.03	(43,024.70)	40,003.17	2,678.50	(3,021.53)
010 - Operating Fund					
<i>Operating Investment Fund</i>	120,000.00	-	-	120,000.00	-
<i>010 - Operating Fund - Other</i>	116,743.58	(137,348.69)	164,368.72	143,763.61	27,020.03
Total 010 - Operating Fund	236,743.58	(137,348.69)	164,368.72	263,763.61	27,020.03
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	276,518.83	(251,461.23)	245,916.35	270,973.95	(5,544.88)
Committed Funds					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	27,344.37	-	-	27,344.37	-
Capital Improvement Fund					
<i>I&I Repair</i>	65,038.08	-	1,736.11	66,774.19	1,736.11
<i>Reservoir Repair</i>	96,694.26	-	-	96,694.26	-
Total Capital Improvement Fund	161,732.34	-	1,736.11	163,468.45	1,736.11
Risk Management Fund	181,317.58	-	1,620.95	182,938.53	1,620.95
Total 020 - Water/Sewer Committed Fund	370,394.29	-	3,357.06	373,751.35	3,357.06
Total Committed Funds	370,394.29	-	3,357.06	373,751.35	3,357.06
Total Funds	807,604.18	(350,587.91)	276,171.30	733,187.57	(74,416.61)

I hereby certify that the above statement is true.

Project & Accounts Manager

Date

Audit Commissioner

Date

**Hartstene Pointe Water Sewer District
 Profit & Loss Budget vs. Actual
 September 2023**

	<u>Profit & Loss</u>	<u>Budget v Actual</u>			
	<u>Sep 23</u>	<u>Jan-Sep '23 (75% of Yr)</u>	<u>Total 2023 Budget</u>	<u>\$ Over (Under) Budget</u>	<u>% of Total Budget</u>
Ordinary Income/Expense					
Income					
Non-Operating Revenue	2,821.02	56,388.60	19,335.00	37,053.60	291.64%
Operating Revenue	81,547.63	763,152.64	1,030,006.00	-266,853.36	74.09%
Total Income	<u>84,368.65</u>	<u>819,541.24</u>	<u>1,049,341.00</u>	<u>-229,799.76</u>	<u>78.1%</u>
Gross Profit	84,368.65	819,541.24	1,049,341.00	-229,799.76	78.1%
Expense					
534 · Water Expenditures	112,158.04	233,416.09	295,934.00	-62,517.91	78.87%
535 · WW Treatment Expenditures	21,521.19	339,770.20	251,799.00	87,971.20	134.94%
538 · Combined W/S Expenditures	24,348.14	258,779.46	400,294.00	-141,514.54	64.65%
591.38 · Leases	1,000.00	9,000.00			
Total Expense	<u>159,027.37</u>	<u>840,965.75</u>	<u>948,027.00</u>	<u>-107,061.25</u>	<u>88.71%</u>
Net Ordinary Income	<u>-74,658.72</u>	<u>-21,424.51</u>	<u>101,314.00</u>		
Net Income	<u><u>-74,658.72</u></u>	<u><u>-21,424.51</u></u>	<u><u>101,314.00</u></u>		

**Hartstene Pointe Water-Sewer District
2023 Preliminary Budget Overview**

	2021 Actual	2022 Actual	2023 Projected	Budget		Projections			
				2023	2024	2025	2026	2027	2028
Beginning Unreserved Funds Balance	443,094	553,936	650,259	553,936	719,291	859,242	1,120,935	1,400,599	1,698,596
Revenues	715,178	624,203	1,066,515	1,040,431	1,110,354	1,183,658	1,221,719	1,261,068	1,301,689
Expenditures	851,659	898,926	991,420	959,028	966,470	918,032	938,123	959,138	943,005
Net Income (Loss)	(136,481)	(274,723)	75,094	81,402	143,884	265,626	283,596	301,930	358,684
Ending Unreserved Funds Balance	553,936	650,259	719,291	780,819	859,242	1,120,935	1,400,599	1,698,596	2,053,347

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

	History			Budget		Difference		Projections			
	2021 Actual	2022 Actual	2023 Actual	2023	2024	\$ Change	% Change	2025	2026	2027	2028
Beginning Fund Balances											
Reserve Funds											
030 - Ecology Loan Reserve	40,511	40,553	41,065	40,989	41,500	436	1.06%	41,500	41,500	41,500	41,500
050 - DWSRF Loan Reserve	20,431	20,377	20,499	20,551	21,659	1,159	5.64%	21,659	21,659	21,659	21,659
070 - USDA Revenue Bond Reserve	33,787	37,758	42,201	42,225	46,668	4,467	10.58%	50,601	54,534	58,467	62,400
Unreserved Funds											
010 - Operating Fund (incl. revolving funds)	117,711	226,544	253,345	313,180	256,837	3,492	1.12%	328,058	512,750	715,412	936,408
020 - Committed Funds											
Asset Replacement Fund	48,540	18,344	27,344	27,344	36,344	9,000	32.91%	45,344	54,344	63,344	72,344
Capital Improvement Fund											
Inflow & Infiltration	80,617	75,854	103,209	104,578	134,708	31,499	30.12%	168,659	210,881	253,103	295,325
Reservoir Repair	56,715	83,368	96,694	96,694	110,021	13,326	13.78%	123,347	136,674	150,000	163,326
Other	0	0	0	0	0	0	0.00%	0	0	0	0
Risk Management Fund	139,511	149,826	169,666	161,540	181,380	11,714	7.25%	193,833	206,286	218,739	231,192
Total 020 - Committed Funds	325,383	327,392	396,914	390,157	462,454	65,540	16.80%	531,184	608,185	685,187	762,188
065 - Capital Projects Account	0	0	0	0	0	0	0.00%	0	0	0	0
Total Beginning Unreserved Fund Balances	443,094	553,936	650,259	703,337	719,291	69,032	9.81%	859,242	1,120,935	1,400,599	1,698,596

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Hartstene Pointe Water-Sewer District
Ending Fund Balances

	History			Budget		Difference		Projections			
	2021 Actual	2022 Actual	2023 Projected	2023	2024	\$ Change	% Change	2025	2026	2027	2028
Ending Fund Balances											
Reserve Funds											
030 - Ecology Loan Reserve	40,553	41,065	41,500	40,989	41,500	511	1.25%	41,500	41,500	41,500	41,500
050 - DWSRF Loan Reserve	20,377	20,499	21,659	20,551	21,659	1,108	5.39%	21,659	21,659	21,659	21,659
070 - USDA Revenue Bond Reserve	37,758	42,201	46,668	46,158	50,601	4,443	9.63%	54,534	58,467	62,400	66,333
Unreserved Funds											
010 - Operating Fund (incl. revolving funds)	226,544	253,345	256,837	324,762	328,058	3,296	1.02%	512,750	715,412	936,408	1,214,157
020 - Committed Funds											
Asset Replacement Fund	18,344	27,344	36,344	36,344	45,344	9,000	24.76%	54,344	63,344	72,344	81,344
Capital Improvement Fund											
Inflow & Infiltration	75,854	103,209	134,708	135,699	168,659	32,960	24.29%	210,881	253,103	295,325	337,547
Reservoir Repair	83,368	96,694	110,021	110,021	123,347	13,326		136,674	150,000	163,326	176,653
Other	0	0	0	0	0	0	0.00%	0	0	0	0
Risk Management Fund	149,826	169,666	181,380	173,993	193,833	19,840	11.40%	206,286	218,739	231,192	243,645
Total 020 - Committed Funds	327,392	396,914	462,454	456,057	531,184	75,127	16.47%	608,185	685,187	762,188	839,190
065 - Capital Projects Account	0	0	0	0	0	0	0.00%	0	0	0	0
Total Ending Unreserved Fund Balances	553,936	650,259	719,291	780,819	859,242	78,423	10.04%	1,120,935	1,400,599	1,698,596	2,053,347
Rev. 10/17/23								777,142	966,211	1,197,969	1,529,728

Hartstene Pointe Water-Sewer District
Revenues

	History				Budget		Difference		Projections			
	2021 Actual	2022 Actual	2023 Jan - Aug	2023 Projected	2023	2024	\$ Change	% Change	2025	2026	2027	2028
1 Rates												
2 Residential Water (Monthly)	81.40	80.60	93.80	93.80	93.80	100.52	6.72	7.17%	109.10	112.40	115.80	119.30
3 Residential Sewer (Monthly)	75.25	87.00	85.50	85.50	85.50	91.30	5.80	6.78%	99.10	102.10	105.20	108.40
4 Total Residential Monthly Charge	156.65	167.60	179.30	179.30	179.30	191.82	12.52	6.98%	104.10	107.25	110.50	113.85
5 Prepaid Connection - Water (Monthly)	69.00	34.50	39.00	34.50	39.00	41.74	2.74	7.02%	45.30	46.70	48.10	49.50
6 Prepaid Connection - Sewer (Monthly)	61.50	35.30	35.60	35.30	35.60	37.96	2.36	6.63%	41.20	42.40	43.70	45.00
7 Total Prepaid Connection Monthly Charge	65.25	69.80	74.60	69.80	74.60	79.70	5.10	6.84%	43.25	44.55	45.90	47.25
8 Water - Metered Charges	3,524	6,124	8,899	11,499	8,899	11,729	2,830	31.80%	12,726	13,108	13,501	13,906
9 Water Connection & Capital Facilities Charge	3,670	3,670	3,450	3,090	3,450	3,290	(160)	-4.64%	3,290	3,290	3,290	3,290
10 Sewer Connection & Capital Facilities Charge	4,130	4,130	4,350	4,210	4,350	4,230	(120)	-2.76%	4,230	4,230	4,230	4,230
11 Total Connection & Capital Facilities Charge	7,800	7,800	7,800	7,800	7,800	7,520	(280)	-3.59%	7,520	7,520	7,520	7,520
12 Connections												
13 # of Residential Connections	440	440	458	458	458	458	0	0.00%	459	460	461	462
14 # of Prepaid Connections	22	22	18	18	20	20	0	0.00%	18	18	18	18
15 # of New Connections (not Prepaid)	2	4	3	3	2	2	0	0.00%	1	1	1	1
16 Revenues												
17 Total Water Revenues	336,419	284,515	318,005	534,476	533,784	574,231	40,448	7.58%	610,708	630,535	650,995	672,091
18 Total Sewer Revenues	309,935	303,089	286,713	477,533	478,452	510,874	32,422	6.78%	554,742	572,750	591,406	610,690
19 Total Penalties & Fees	881	5,524	4,025	6,038	8,860	6,474	(2,386)	-26.93%	6,953	7,179	7,412	7,653
20 Capital Facilities Charges & Connection Fees	51,100	29,575	23,400	23,400	15,600	15,040	(560)	-3.59%	7,520	7,520	7,520	7,520
21 Interest Income	401	1,221	16,691	25,037	3,735	3,735	0	0.00%	3,735	3,735	3,735	3,735
22 Miscellaneous Revenues	16,444	279	31	31	0	0	0	0.00%	0	0	0	0
Total Revenues	\$715,178	\$624,203	\$648,865	\$1,066,515	\$1,040,431	\$1,110,354	\$69,923	6.72%	\$1,183,658	\$1,221,719	\$1,261,068	\$1,301,689
					% Water Revenue:	52.73%	52.92%					
					% Wastewater Revenue:	47.27%	47.08%					

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**Hartstene Pointe Water-Sewer District
Expenditures**

	History				Budget		Difference		Projections			
	2021 Actual	2022 Actual	2023 Jan-Aug	2023 Projected	2023	2024	\$ Change	% Change	2025	2026	2027	2028
1 Operations												
2 Staff	348,557	346,727	263,376	393,589	390,090	398,404	8,314	2.13%	407,826	417,719	428,107	439,014
3 Water	62,737	66,822	52,312	65,453	73,869	79,546	5,677	7.68%	77,912	80,639	83,461	86,382
4 Wastewater Treatment/Sewer	70,023	125,350	216,772	247,742	123,758	127,121	3,363	2.72%	95,346	98,683	102,137	105,711
5 Combined W/S, Administrative	108,854	133,848	61,242	127,733	142,186	133,259	(8,927)	-6.28%	137,015	142,135	147,470	153,031
6 Total Operations	590,172	672,747	593,703	834,517	729,903	738,330	8,426	1.15%	718,099	739,175	761,174	784,138
7 Capital Improvements	101,629	68,185	0	0	72,222	72,222	0	0.00%	45,000	45,000	45,000	45,000
8 Loan Payments	159,858	157,888	156,903	156,903	156,903	155,918	(985)	-0.63%	154,933	153,948	152,963	113,867
9 Total Expenditures	\$851,659	\$898,926	\$750,606	\$991,420	\$959,028	\$966,470	\$7,441	0.78%	\$918,032	\$938,123	\$959,138	\$943,005

Total Water Expenditures: 301,402
 Total Wastewater Expenditures: 255,163
 Total Combined W/S, Administrative Expenditures: 409,905
 % Water: 52.39%
 % Wastewater: 47.61%

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

	History				Budget		Difference		Projections			
	2021 Actual	2022 Actual	2023 Jan - Sept	2023 Projected	2023	2024	\$ Change	% Change	2025	2026	2027	2028
1 Water Operations Expenditures												
2 534.30 · Supplies - Water												
3 31 1010 · Supplies - Water												
4 35 1010 · Tools/Equip - Water	2,381	3,323	3,095	4,127								
5 31 1010 · Supplies - Water - Other	6,254	3,114	1,292	1,723								
6 Supplies - Water	8,636	6,436	4,387	5,849	8,000	8,000	0	0.00%	8,280	8,570	8,870	9,180
7 Chemicals - Water	4,199	4,935	4,214	5,618	8,000	8,000	0	0.00%	8,280	8,570	8,870	9,180
8 Total 534.30 · Supplies - Water	12,834	11,371	8,600	11,467	16,000	16,000	0	0.00%	16,560	17,140	17,739	18,360
9 534.40 · Services - Water												
10 Intergov Fees												
11 53 1010 · Excise Tax - Water	22,552	22,966	19,765	26,353	24,025	27,670	3,645	15.17%	28,639	29,641	30,679	31,752
12 53 1020 · Permit Fees - Water	776	766	766	766	804	804	0	0.04%	832	862	892	923
13 534.50 · Intergov - Water - Other	306	0	0	0	0	0	0	#DIV/0!	0	0	0	0
14 Total Intergov Fees	23,634	23,732	20,531	27,119	24,830	28,475	3,645	14.68%	29,471	30,503	31,570	32,675
15 Other Services	1,602	1,878	1,684	1,684	1,971	1,768	(203)	-10.28%	0	0	0	0
16 Lab Testing - Water	1,876	1,365	1,152	1,536	1,500	1,500	0	0.00%	1,553	1,607	1,663	1,721
17 Repair & Maintenance - Water												
18 SCADA System - Water	388	530	0	0	2,500	2,500	0	0.00%	2,588	2,678	2,772	2,869
19 Other	11,719	17,054	10,441	10,441	15,437	15,437	0	0.00%	15,977	16,537	17,115	17,714
20 Total 48 1030 Repair & Maintenance - Water	12,106	17,584	10,441	10,441	17,937	17,937	0	0.00%	15,977	16,537	17,115	17,714
21 47 1010 · Electric - Water	10,686	10,892	9,904	13,205	11,631	13,866	2,235	19.21%	14,351	14,853	15,373	15,911
22 Total 534.40 · Services - Water	49,903	55,451	43,712	53,986	57,869	63,546	5,677	9.81%	61,352	63,499	65,722	68,022
Total Water Operations Expenditures	\$62,737	\$66,822	\$52,312	\$65,453	\$73,869	\$79,546	5,677	7.68%	\$77,912	\$80,639	\$83,461	\$86,382

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

	History				Budget		Difference		Projections			
	2021 Actual	2022 Actual	2023 Jan - Aug	2023 Projected	2023	2024	\$ Change	% Change	2025	2026	2027	2028
1 Wastewater Treatment Operations Expenditures												
2 535.30 · Supplies - WW Treatment												
3 31 3010 · Supplies - WW Treatment												
4 31 3010 · Supplies - WW Treatment	1,980	1,741	1,399	1,865								
5 35 3010 · Tools/Equip - WW Treatment	1,259	6,519	1,014	1,351								
6 31 3010 · Supplies - WW Treatment	3,239	8,261	2,412	3,216	10,000	10,000	0	0.00%	10,350	10,712	11,087	11,475
7 31 3011 · Chemicals - WW Treatment	3,077	1,993	1,718	2,291	3,000	3,000	0	0.00%	3,105	3,214	3,326	3,443
8 Total 535.30 · Supplies - WW Treatment	6,316	10,253	4,130	5,507	13,000	13,000	0	0.00%	13,455	13,926	14,413	14,918
9 535.40 · Services - WW Treatment												
10 Attorney Fees - Wastewater	0	0	38,372	38,372	0	0	0	#DIV/0!	0	0	0	0
10 Intergov - WW Treatment (previously 535.5)												
11 B&O/Excise Tax												
12 B&O Tax - Wastewater Treatment	5,980	6,315	5,120	6,826								
13 53 2010 · Excise Tax - Sewer	379	2,162	714	952								
14 Total B&O/Excise Tax	6,359	8,477	5,834	7,779	8,753	8,168	(585)	-6.69%	8,454	8,750	9,056	9,373
15 53 3020 · Permit Fees - WW Treatment	2,625	2,693	2,837	2,982	2,828	3,131	303	10.71%	3,240	3,354	3,471	3,593
16 Total Intergov - WW Treatment	8,984	11,170	8,671	10,761	11,581	11,299	(282)	-2.44%	11,694	12,103	12,527	12,965
17 41 3040 · WWT Operations - Contracted	0	38,300	34,500	46,000	35,000	35,000	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	7,964	12,452	17,444	23,259	11,647	15,000	3,353	28.79%	15,525	16,068	16,631	17,213
20 WW Treatment Maint. and Repair												
21 48 3010 · Biosolids Disposal	5,945	10,872	22,458	28,245	17,834	17,834	0	0.00%	18,458	19,104	19,773	20,465
22 48 3020 · SCADA - WW Treatment	388	1,250	5,080	5,080	3,000	3,000	0	0.00%	3,105	3,214	3,326	3,443
23 Other	21,709	2,572	10,818	10,818	7,500	7,500	0	0.00%	7,763	8,034	8,315	8,606
24 Sewer Collection System	3,315	21,374	62,093	62,093	6,000	6,000	0	0.00%	6,210	6,427	6,652	6,885
25 Total WW Treatment Maint. and Repair	31,357	36,068	100,449	106,236	34,334	34,334	0	0.00%	35,536	36,779	38,067	39,399
26 47 3010 · Electric - WW Treatment	15,403	17,107	13,206	17,608	18,196	18,489	293	1.61%	19,136	19,806	20,499	21,216
27 Total 535.40 · Services - WW Treatment	63,707	115,097	212,642	242,236	110,758	114,121	3,363	3.04%	81,891	84,757	87,723	90,794
Total WWT Operations Expenditures	\$70,023	\$125,350	\$216,772	\$247,742	\$123,758	\$127,121	3,363	2.72%	\$95,346	\$98,683	\$102,137	\$105,711

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

	History				Budget		Difference		Projections			
	2021 Actual	2022 Actual	2023 Jan - Aug	2023 Projected	2023	2024	\$ Change	% Change	2025	2026	2027	2028
1 Combined W/S, Administrative Operations Expenditures												
2 538.30 · Supplies - Combined W/S												
3 Tools/Equip/Supplies	3,884	6,581	7,165	9,553	5,000	5,000	0	0.00%	5,175	5,356	5,544	5,738
4 Office Supplies	1,870	4,566	1,443	1,923	4,000	4,000	0	0.00%	4,140	4,285	4,435	4,590
5 Total 538.30 · Supplies - Combined W/S	5,753	11,147	8,607	11,476	9,000	9,000	0	0.00%	9,315	9,641	9,978	10,328
6 538.40 · Services - Combined W/S												
7 Bank Fees	0	0	25	100			0	#DIV/0!	0	0	0	0
8 Attorney Fees	4,190	0	143	143	4,500	4,500	0	0.00%	2,500	2,500	2,500	2,500
9 Accounting Consulting	0	920	1,214	1,214	966	1,274	308	31.92%	1,319	1,365	1,413	1,462
10 Payroll Services	1,937	2,322	1,968	2,623	2,405	2,755	350	14.54%	2,851	2,951	3,054	3,161
11 Intergov (previously 538.50)												
12 B&O Tax - Fees/Penalties	30	134	70	70	121	73	(48)	-39.55%	76	78	81	84
13 Other	73	0	23	23	210	210	0	0.00%	217	225	233	241
14 State Audit	4,117	3,553	0	8,000	8,000	8,000	0	0.00%	6,250	0	6,500	0
15 County Election Costs	0	307	0	300	300	300	0	0.00%	311	321	333	344
16 Total Intergov	4,221	3,994	93	8,393	8,631	8,583	(48)	-0.55%	8,884	9,194	9,516	9,849
17 Lockbox	1,076	916	676	901	1,117	946	(171)	-15.30%	979	1,013	1,049	1,086
18 Online Payment System	2,761	3,067	2,949	3,931	3,524	4,128	604	17.14%	4,272	4,422	4,577	4,737
19 Cleaning Services	0	1,867	2,980	3,973	3,960	3,960	0	0.00%	3,960	3,960	3,960	3,960
20 IT/Software Applications	4,468	6,790	7,013	7,013	10,000	10,000	0	0.00%	10,500	11,025	11,576	12,155
21 Rent	6,000	11,000	10,000	12,000	12,300	12,300	0	0.00%	12,731	13,176	13,637	14,115
22 Merchant Service Fees	3,931	4,236	3,848	5,131	4,884	5,387	503	10.30%	5,495	5,605	5,717	5,831
23 Postage	2,744	3,325	2,536	3,381	3,096	3,550	454	14.67%	3,621	3,694	3,768	3,843
24 Telephone/Internet	8,401	8,832	8,037	10,716	9,476	11,251	1,775	18.74%	11,476	11,706	11,940	12,179
25 Legal Notices & Publications	272	0	3,865	3,865	225	225	0	0.00%	233	241	249	258
26 Liability Insurance	43,455	40,610	138	42,455	42,317	42,317	0	0.00%	44,433	46,654	48,987	51,437
27 Professional Dues	1,587	1,884	647	1,747	1,988	1,988	0	0.00%	2,058	2,130	2,204	2,281
28 Printing	2,186	10,953	1,577	2,103	4,052	2,208	(1,844)	-45.50%	2,319	2,435	2,556	2,684
29 Other Miscellaneous Services	0	9,134	10	10	2,000	2,000	0	0.00%	2,070	2,142	2,217	2,295
30 Travel/Mileage/Training and Education	15,871	12,851	4,918	6,558	17,745	6,886	(10,859)	-61.20%	8,000	8,280	8,570	8,870
31 Total 538.40 · Services - Combined W/S	103,101	122,700	52,635	116,256	133,186	124,259	(8,927)	-6.70%	127,700	132,494	137,491	142,703
Total Combined W/S, Administrative Operations	108,854	133,848	61,242	127,733	142,186	133,259	(8,927)	-6.28%	137,015	142,135	147,470	153,031

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Hartstene Pointe Water-Sewer District Staff Costs

	History				Budget		Projections			
	2021 Actual	2022 Actual	2023 Jan - Aug	2023 Projected	2023	2024	2025	2026	2027	2028
1 Water Distribution Manager II - 0.5 FTE										
2 Employee Wages	24,532	64,609	42,823	64,235	71,219	71,219	74,780	78,519	82,445	86,567
3 Benefits & Payroll Tax	9,860	22,113	13,854	20,781	22,055	22,831	23,972	25,171	26,430	27,751
4 Total WDM II Compensation	34,392	86,722	56,677	85,015	93,274	94,050	98,753	103,690	108,875	114,318
5 WW Treatment Plant Operator II - 1.0 FTE										
6 Employee Wages	30,234	0	0	0	0	0	0	0	0	0
7 Benefits & Payroll Tax	9,055	0	0	0	0	0	0	0	0	0
8 Total WWTPO II Compensation	39,288	0	0	0	0	0	0	0	0	0
8 General Manager - 1.0 FTE										
9 Employee Salary	87,437	86,353	67,190	99,310	96,396	103,105	103,105	103,105	103,105	103,105
10 Benefits & Payroll Tax	24,470	30,958	22,390	33,586	32,471	33,148	33,148	33,148	33,148	33,148
11 Total GM Compensation	111,907	117,310	89,580	132,895	128,868	136,253	136,253	136,253	136,253	136,253
12 Project/Account Manager - 1.0 FTE										
13 Employee Wages	61,739	86,303	49,199	73,799	83,427	83,427	87,598	91,978	96,577	101,406
14 Benefits & Payroll Tax	20,433	21,575	15,055	22,582	10,963	10,963	11,511	12,086	12,691	13,325
15 Total Compensation	82,172	107,878	64,254	96,381	94,389	94,389	99,109	104,064	109,268	114,731
16 Apprentice/Trainee										
17 Employee Salary	45,265	14,990	31,838	47,757	52,000	52,000	52,000	52,000	52,000	52,000
18 Benefits & Payroll Tax	22,448	6,123	12,160	18,239	7,930	7,930	7,930	7,930	7,930	7,930
19 Total T/L Compensation	67,713	21,113	43,998	65,997	59,930	59,930	59,930	59,930	59,930	59,930
20 Commissioners										
21 Commissioner 1										
22 Per Diem	4,224	3,840	2,496	3,744	3,871	3,931	3,931	3,931	3,931	3,931
23 Payroll Tax	323	284	250	375	296	301	301	301	301	301
24 Commissioner 2										

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

		History				Budget		Projections			
		2021 Actual	2022 Actual	2023 Jan - Aug	2023 Projected	2023	2024	2025	2026	2027	2028
25	Per Diem	3,520	3,328	2,368	3,552	3,387	3,730	3,730	3,730	3,730	3,730
26	Payroll Tax	269	245	206	308	259	285	285	285	285	285
27	Commissioner 3										
28	Per Diem	4,416	5,568	3,264	4,896	5,403	5,141	5,141	5,141	5,141	5,141
29	Payroll Tax	333	421	284	426	413	393	393	393	393	393
30	Total Commissioner Compensation	13,085	13,686	8,867	13,301	13,629	13,781	13,781	13,781	13,781	13,781
	Total Staff Costs	\$348,557	\$346,727	\$263,376	\$393,589	\$390,090	\$398,404	\$407,826	\$417,719	\$428,107	\$439,014

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Hartstene Pointe Water-Sewer District														
Capital Improvement Plan														
	Total Project Costs	History				Budgets		Projections						
		2021 Actual	2022 Actual	2023 Jan - Sept	2023 Projected	2023 Budget	2024 Budget	2025	2026	2027	2028	2029	2030 - 2045	
1	Water													
2	Update Water System Plan	80,000												
3	Test Pump Well #3		3,320											
5	Install Generator Well 4	20,508	1,890											
6	Install Ferric Chloride Well 4	22,255	4,570											
7	Well 4 Fence Project	445	445											
8	Upgrade Water SCADA					10,000	10,000							
9	New Radio Read Water Meters	150,000	54,820	22,394										
10	Water Lateral Line Replacements (27 yrs, 20 lines/yr.)	600,000												
11	Total Water Capital Improvements	873,207	65,044	22,394	0	0	10,000	10,000	0	0	0	0	0	0
12	Wastewater Treatment/Sewer													
13	Update Sewer System Plan (Moneys from 2021)	80,000	5,357	35,571		0								
14	WWT Pumps - Rehab and Replace	0												
15	Upgrade WW SCADA	0												
16	I&I Lateral Replacements	600,000												
17	Lift Station Generators (3 total)	20,000												
18	Slide Gate Actuators	30,000					30,000	30,000						
19	Total WWT/Sewer Capital Improvements	735,000	5,357	35,571	0	0	30,000	30,000	0	0	0	0	0	0
20	Combined W/S													
21	Convert Patrol House to ADA	30,000					10,000	10,000						
22	Infrastructure Replacement	810,000					22,222	22,222	45,000	45,000	45,000	45,000	45,000	562,778
23	Lease/Rent/Purchase Mini Excavator	30,000	29,920											
24	Lease/Rent/Purchase New Work Truck	15,000		10,220										
25	Lease/Rent/Purchase Trailer	5,000												
26	Fiber Optic Connections at Wells and Reservoir	1,308	1,308											
27	Total Combined W/S Capital Improvements	51,308	31,228	10,220	0	0	32,222	32,222	45,000	45,000	45,000	45,000	45,000	562,778
	Total Capital Improvements	\$1,659,515	\$101,629	\$68,185	\$0	\$0	\$72,222	\$72,222	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$562,778
				Carry-over from Previous Year:			24,849	72,222						
				From Reservoir Repair Fund:			-	-						
				From I&I Fund:			50,000	-						
				From Asset Replacement Fund:			-	-						
				From Risk Management Fund:			80,000	-						
				CIP Expenditures from Existing Funds:			\$ 154,849	\$ 72,222						

Hartstene Pointe Water-Sewer District													
Capital Improvement Plan													
		History				Budgets		Projections					
	Total Project Costs	2021 Actual	2022 Actual	2023 Jan - Sept	2023 Projected	2023 Budget	2024 Budget	2025	2026	2027	2028	2029	2030 - 2045
CIP Expenditures from Current Revenues:						\$ (82,627)	\$ -						

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Hartstene Pointe Water-Sewer District Loan Payments

	History				Budget		Projections			
	2021 Actual	2022 Actual	2023 Projected	2023 Actual	2023	2024	2025	2026	2027	2028
Ecology Loan - Effluent Outfall										
Principal Payment	34,444	34,964	35,492	35,492	35,492	36,028	36,572	37,125	37,686	
Interest Payment	3,667	3,147	2,619	2,619	2,619	2,083	1,539	987	426	
Total Ecology Loan Payments	38,111	38,111	38,111	38,111	38,111	38,111	38,111	38,111	38,111	0
USDA Bond - Booster Pump, Meters										
Principal Payment	28,552	29,345	30,156	30,156	30,156	30,991	31,849	32,731	33,637	34,568
Interest Payment	10,778	9,985	9,174	9,174	9,174	8,339	7,481	6,599	5,693	4,762
Total USDA Bond Payments	39,330	39,330	39,330	39,330	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	65,671	65,671	65,671	65,671	65,671	65,671
Interest Payment	16,746	14,776	13,791	13,791	13,791	12,806	11,821	10,836	9,851	8,866
Total DWSRF Loan Payments	82,417	80,447	79,462	79,462	79,462	78,477	77,492	76,507	75,522	74,537
Total Loan Payments	159,858	157,888	156,903	156,903	156,903	155,918	154,933	153,948	152,963	113,867

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

Net Effect of Transfers

030 - Ecology Loan Reserve
 050 - DWSRF Loan Reserve
 070 - USDA Revenue Bond Reserve
 010 - Operating Fund (incl. revolving funds)
 020 - Committed Funds
 Asset Replacement Fund
 Capital Improvement Fund
 Inflow & Infiltration
 Reservoir Repair
 Other
 Risk Management Fund

 Total 020 - Committed Funds
 065 - Capital Projects Account

	History				Budget		Difference		Projections			
	2020 Actual	2021 Actual	2022 Jan - Oct	2022 Projected	2022	2023	\$ Change	% Change	2024	2025	2026	2027
030 - Ecology Loan Reserve	669	888	211	436	0	0	0	#DIV/0!	0	0	0	0
050 - DWSRF Loan Reserve	(107)	1,558	(13,382)	1,159	0	0	0	#DIV/0!	0	0	0	0
070 - USDA Revenue Bond Reserve	4,324	4,535	3,484	4,467	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)	2,837	(71,602)	47,410	(72,663)	(120,073)	-253.27%	(80,934)	(80,934)	(80,934)	(80,934)
020 - Committed Funds							0	0.00%				
Asset Replacement Fund	9,000	9,000	0	9,000	(9,344)	9,000	18,344	-196.32%	9,000	9,000	9,000	9,000
Capital Improvement Fund							0	0.00%				
Inflow & Infiltration	20,000	20,000	5,136	31,499	12,222	33,951	21,729	177.79%	42,222	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	1,714	11,714	(67,547)	12,453	80,000	-118.44%	12,453	12,453	12,453	12,453
Total 020 - Committed Funds	19,467	45,048	6,850	65,540	(51,343)	68,730	120,073	-233.87%	77,001	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	970	1,750.00
Future Improvements	470	1430	1,900.00
Assets	1790	1580	3,370.00
Total	\$3,040.00	\$3,980.00	7,020.00
Connection Fees	\$250.00	\$250.00	\$500.00
Total CFC + Connection Fees	\$3,290.00	\$4,230.00	
Total Cost for New Connections			\$7,520.00