

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
July 18, 2024 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the July 11, 2024 Special Meeting (2-4)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2024-29
9. General Manager's Report

BUSINESS:

10. Adopt Resolution 2024-03, Passing the Supplemental 2024 Budget (5-20)
11. Approve Well #2 Project Contract (21-25)
12. Approve & Sign General Manager Contract
13. Prepare for July 27, 2024 Special Meeting
14. Accept Resignation
15. Accept Nomination(s) for Vacant Commissioner Position #2

OLD BUSINESS

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
July 11, 2024
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President E. J. Anderson, Secretary S. Swart, Audit Commissioner Carl Anderson, 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

CORRESPONDENCE:

- Commissioner C. Anderson request regarding Ecology funding
- Commissioner Swart received correspondence from a resident who appreciates the “vibrant, hard-working” operators
- Commissioner Swart received correspondence from a resident inquiring about the number of lots with unpaid connections

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner C. Anderson seconded.* Commissioner Swart asked to move item 14 to the end of business. GM requested to add “Century West Engineering Agreement & Authorization to the beginning of business. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the June 6, 2024 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner E.J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Swart attended a WASWD webinar about RCW 57 and highlighted the importance of using District email address for all district-related correspondence and to avoid involving a personal email address
- Commissioner Swart conveyed that bonds can be a mechanism for funding

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2024-28 in the amount of \$12,856.60 was presented. *Commissioner Swart moved to approve voucher 2024-28 in the amount of \$12,856.60. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2024-27 for review
- Monthly Financial Report: PM presented the financial report for May 2024 and pointed out corrections that needed to be made
- Monthly Billing Report: PM presented the billing report for July 2024

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

BUSINESS:

Century West Engineering Agreement & Authorization: Commissioners and GM discussed

Approve Tree Service Expenses: *Commissioner C. Anderson moved to approve expenses per the estimate presented. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the expenses are approved.*

Adopt Resolution 2024-02, “Approving Amendments to the WSRMP Interlocal Government Agreement”: *Commissioner Swart moved to adopt Resolution 2024-02, approving the amended agreement. Commissioner E.J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passes and resolution is adopted.*

Update & Discussion Regarding Ecology Loan: GM provided shared new information since the last public hearing as determined and provided by Ecology regarding the loan.

Policy on Staff Safety Violations: Commissioner Swart proposed a possible policy to enforce staff adherence to safety procedures. Commissioners directed GM to present a proposal at the next regular meeting.

Accept Resignation of Commissioner Position #2: Commissioners tabled.

Nominate Potential Candidate(s) to Fill Vacant Commissioner Position #2: Commissioners tabled.

Review Timeline for Appointing a Commissioner: Commissioners reviewed new procedures for appointing a commissioner

General Manager Evaluation: *At 3:20 pm, Commissioner E.J. Anderson called for a thirty-minute executive session per RCW 42.30.110(g) for the purpose of reviewing and finalizing the annual GM Personnel Performance Evaluation. The meeting will resume at 3:50 pm.*

The meeting resumed at 3:50 pm.

At 3:50 pm, Commissioner E.J. Anderson called for a thirty-minute executive session for the purpose of continuing discussing the personnel. The meeting will resume at 4:20 pm.

The meeting resumed at 4:20 pm.

The GM returned to the meeting and commissioners reviewed his Performance Evaluation.

OLD BUSINESS:

Reservoir Repairs: The Reservoir Repair Project identified needed repairs to the District’s reservoir and the project will be sent out for bid by the GM.

Commissioner C. Anderson moved to adjourn the meeting. Commissioner E. J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:40 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 7-11-2024

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

RESOLUTION 2024-03

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
ADOPTING THE SUPPLEMENTAL 2024 BUDGET**

WHEREAS, Hartstene Pointe Water-Sewer District is a special purpose district, governed by Title 57 of the Revised Code of Washington; and

WHEREAS, the District Commissioners held public hearings and, following a public comment period, passed the 2024 Final Budget on November 16, 2023; and

WHEREAS, omission of Wastewater Improvement Rehabilitation Project loan revenues and capital expenditures was since discovered; and

WHEREAS, District Commissioners wish to report budgets and District finances as accurately as possible, in order to be transparent and better plan for future budget cycles; now

THEREFORE, The Board of Commissioners of the Hartstene Pointe Water-Sewer District hereby resolves:

1. To repeal Resolution 2023-04, "Adopting the 2024 Budget."

and

2. To adopt the enclosed Supplemental Budget for the period of January 1, 2024 through December 31, 2024 for the Hartstene Pointe Water-Sewer District.

ADOPTED by the District Board of Commissioners at its regular scheduled meeting on this 18th day of July, 2024.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Earl Jim Anderson, President

Stacy Swart, Secretary

Andrew Hospador, Audit Commissioner

**Hartstene Pointe Water-Sewer District
2024 Supplemental Final 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	666,923	672,907	755,527	988,890	1,227,997
Revenues	945,197	999,262	1,087,245	1,040,431	2,435,975	1,174,484	1,211,415	1,250,163	1,289,645
Expenditures	869,602	898,926	1,065,461	959,028	2,427,555	1,089,307	975,496	1,008,371	1,004,915
Net Income (Loss)	75,595	100,337	21,784	81,402	8,420	85,177	235,919	241,792	284,730
Ending Unreserved Funds Balance	553,936	650,259	666,923	780,819	672,907	755,527	988,890	1,227,997	1,509,908

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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	42,664	1,599	3.90%	42,664	42,664	42,664	42,664
050 - DWSRF Loan Reserve	20,431	20,377	20,499	20,551	21,700	1,201	5.84%	21,700	21,700	21,700	21,700
070 - USDA Revenue Bond Reserve	33,787	37,758	42,201	42,225	44,520	2,319	5.49%	46,956	49,512	52,069	54,754
Unreserved Funds											
010 - Operating Fund (incl. revolving funds)	117,711	226,544	253,345	313,180	227,077	(26,268)	-8.39%	166,553	194,394	372,977	557,305
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	93,542	(9,667)	-9.24%	125,271	145,271	165,271	185,271
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	199,939	30,272	18.74%	212,392	224,845	237,298	249,751
Total 020 - Committed Funds	325,383	327,392	396,914	390,157	439,846	42,932	11.00%	506,354	561,133	615,913	670,692
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	666,923	16,664	2.37%	672,907	755,527	988,890	1,227,997

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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	42,664	40,989	42,664	1,675	4.09%	42,664	42,664	42,664	42,664
050 - DWSRF Loan Reserve	20,377	20,499	21,700	20,551	21,700	1,149	5.59%	21,700	21,700	21,700	21,700
070 - USDA Revenue Bond Reserve	37,758	42,201	44,520	46,158	46,956	798	1.73%	49,512	52,069	54,754	57,573
Unreserved Funds											
010 - Operating Fund (incl. revolving funds)	226,544	253,345	227,077	324,762	166,553	(158,209)	-48.72%	194,394	372,977	557,305	784,436
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	93,542	135,699	125,271	(10,428)	-7.68%	145,271	165,271	185,271	205,271
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	199,939	173,993	212,392	38,399	22.07%	224,845	237,298	249,751	262,204
Total 020 - Committed Funds	327,392	396,914	439,846	456,057	506,354	50,297	11.03%	561,133	615,913	670,692	725,472
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	666,923	780,819	672,907	(107,912)	-13.82%	755,527	988,890	1,227,997	1,509,908

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Hartstene Pointe Water-Sewer District
Revenues

	History				Budget		Difference		Projections			
	2021 Actual	2022 Actual	2023 Jan - Sept	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	44.21	(49.59)	-52.87%	48.00	49.40	50.90	52.40
3 Residential Sewer (Monthly)	75.25	87.00	85.50	85.50	85.50	145.69	60.19	70.40%	158.10	162.80	167.70	172.70
4 Total Residential Monthly Charge	156.65	167.60	179.30	179.30	179.30	189.90	10.60	5.91%	206.10	212.20	218.60	225.10
5 Prepaid Connection - Water (Monthly)	69.00	34.50	39.00	34.50	39.00	18.34	(20.66)	-52.99%	19.90	20.50	21.10	21.70
6 Prepaid Connection - Sewer (Monthly)	61.50	35.30	35.60	35.30	35.60	60.66	25.06	70.41%	65.80	67.80	69.80	71.90
7 Total Prepaid Connection Monthly Charge	65.25	69.80	74.60	69.80	74.60	79.00	4.40	5.90%	85.70	88.30	90.90	93.60
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	4,435	985	28.55%	4,435	4,435	4,435	4,435
10 Sewer Connection & Capital Facilities Charge	4,130	4,130	4,350	4,210	4,350	5,565	1,215	27.93%	5,565	5,565	5,565	5,565
11 Total Connection & Capital Facilities Charge	7,800	7,800	7,800	7,800	7,800	10,000	2,200	28.21%	10,000	10,000	10,000	10,000
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	3	1	50.00%	1	1	1	1
16 Revenues												
17 Total Water Revenues	454,062	455,260	399,792	535,226	533,784	259,106	(274,678)	-51.46%	268,682	277,116	286,136	295,193
18 Total Sewer Revenues	412,689	482,569	358,676	478,283	478,452	815,279	336,827	70.40%	885,028	913,301	942,793	972,979
19 Total Penalties & Fees	2,751	7,892	4,638	6,184	8,860	6,555	(2,305)	-26.01%	7,039	7,263	7,498	7,738
20 Capital Facilities Charges & Connection Fees	58,400	43,800	21,900	21,900	15,600	30,000	14,400	92.31%	10,000	10,000	10,000	10,000
21 Interest Income	506	7,306	22,235	33,352	3,735	3,735	0	0.00%	3,735	3,735	3,735	3,735
22 WA State Ecology Water Quality Fin. Assistance Loan						1,321,300						
23 Miscellaneous Revenues	16,788	2,436	12,300	12,300	0	0	0	0.00%	0	0	0	0
Total Revenues	\$945,197	\$999,262	\$819,541	\$1,087,245	\$1,040,431	\$2,435,975	\$74,244	7.14%	\$1,174,484	\$1,211,415	\$1,250,163	\$1,289,645
					% Water Revenue:	52.73%	24.12%					
					% Wastewater Revenue:	47.27%	75.88%					

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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	440,052	49,962	12.81%	459,859	480,851	503,101	526,686
3 Water	62,737	66,822	51,715	64,342	73,869	78,457	4,588	6.21%	76,785	79,473	82,254	85,133
4 Wastewater Treatment/Sewer	70,023	125,350	189,824	218,146	123,758	90,668	(33,090)	-26.74%	93,842	97,126	100,526	104,044
5 Combined W/S, Administrative	108,854	133,848	57,897	124,335	142,186	143,160	974	0.68%	138,888	144,098	149,527	155,185
6 Total Operations	590,172	672,747	562,813	800,413	729,903	752,337	22,434	3.07%	769,374	801,548	835,407	871,048
7 Capital Improvements	119,572	68,185	108,146	108,146	72,222	1,519,300	1,447,078	2003.65%	165,000	20,000	20,000	20,000
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	\$869,602	\$898,926	\$827,861	\$1,065,461	\$959,028	\$2,427,555	\$1,468,527	153.13%	\$1,089,307	\$975,496	\$1,008,371	\$1,004,915

Total Water Expenditures: 388,314
 Total Wastewater Expenditures: 1,635,828
 Total Combined W/S, Administrative Expenditures: 403,414
 % Water: 24.31%
 % Wastewater: 75.69%

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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	2,499	3,332								
5 31 1010 · Supplies - Water - Other	6,254	3,114	1,184	1,578								
6 Supplies - Water	8,636	6,436	3,683	4,910	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	7,896	10,528	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	1,092	1,456	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	11,386	11,386	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	11,386	11,386	17,937	17,937	0	0.00%	15,977	16,537	17,115	17,714
21 47 1010 · Electric - Water	10,686	10,892	9,126	12,169	11,631	12,777	1,146	9.85%	13,224	13,687	14,166	14,662
22 Total 534.40 · Services - Water	49,903	55,451	43,819	53,814	57,869	62,457	4,588	7.93%	60,225	62,333	64,515	66,773
Total Water Operations Expenditures	\$62,737	\$66,822	\$51,715	\$64,342	\$73,869	\$78,457	4,588	6.21%	\$76,785	\$79,473	\$82,254	\$85,133

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

	History				Budget		Difference		Projections			
	2021 Actual	2022 Actual	2023 Jan - Sept	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	1,065	1,420								
5 35 3010 · Tools/Equip - WW Treatment	1,259	6,519	0	0								
6 31 3010 · Supplies - WW Treatment	3,239	8,261	1,065	1,420	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	1,299	1,732	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	2,364	3,152	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	38,950	38,950	0	0	0	#DIV/0!	0	0	0	0
11 Intergov - WW Treatment (previously 535.5)												
12 B&O/Excise Tax												
13 B&O Tax - Wastewater Treatment	5,980	6,315	5,120	6,826								
14 53 2010 · Excise Tax - Sewer	379	2,162	714	952								
15 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
16 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
17 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
18 41 3040 · WWT Operations - Contracted	0	38,300	32,300	43,067	35,000	0	(35,000)	0.00%	0	0	0	0
19 41 3041 · Non-Routine WWT Operations - Contracted	0	0	0	0	0	0	0	0.00%	0	0	0	0
20 41 3050 · Lab Testing - WW Treatment	7,964	12,452	14,504	19,338	11,647	15,000	3,353	28.79%	15,525	16,068	16,631	17,213
21 WW Treatment Maint. and Repair												
22 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
23 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
24 Other	21,709	2,572	2,339	2,339	7,500	7,500	0	0.00%	7,763	8,034	8,315	8,606
25 Sewer Collection System	3,315	21,374	50,991	50,991	6,000	6,000	0	0.00%	6,210	6,427	6,652	6,885
26 Total WW Treatment Maint. and Repair	31,357	36,068	80,867	86,655	34,334	34,334	0	0.00%	35,536	36,779	38,067	39,399
27 47 3010 · Electric - WW Treatment	15,403	17,107	12,168	16,225	18,196	17,036	(1,160)	-6.38%	17,632	18,249	18,888	19,549
28 Total 535.40 · Services - WW Treatment	63,707	115,097	187,460	214,994	110,758	77,668	(33,090)	-29.88%	80,387	83,200	86,112	89,126
29 Total WWT Operations Expenditures	\$70,023	\$125,350	\$189,824	\$218,146	\$123,758	\$90,668	(33,090)	-26.74%	\$93,842	\$97,126	\$100,526	\$104,044

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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 - Sept	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	6,369	8,492	5,000	12,737	7,737	154.75%	13,183	13,645	14,122	14,616
4 Office Supplies	1,870	4,566	1,573	2,098	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	7,942	10,589	9,000	16,737	7,737	85.97%	17,323	17,929	18,557	19,206
6 538.40 · Services - Combined W/S												
7 Bank Fees	0	0	38	75		150	150	#DIV/0!	158	165	174	182
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	1,335	369	38.21%	1,382	1,430	1,480	1,532
10 Payroll Services	1,937	2,322	1,831	2,441	2,405	2,563	158	6.59%	2,653	2,746	2,842	2,942
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	750	(7,250)	-90.63%	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	1,333	(7,298)	-84.55%	1,380	1,428	1,478	1,530
17 Lockbox	1,076	916	643	858	1,117	901	(216)	-19.37%	932	965	999	1,033
18 Online Payment System	2,761	3,067	2,603	3,471	3,524	3,644	120	3.41%	3,772	3,904	4,041	4,182
19 Cleaning Services	0	1,867	2,650	3,533	3,960	3,960	0	0.00%	3,960	3,960	3,960	3,960
20 IT/Software Applications	4,468	6,790	6,967	6,967	10,000	10,000	0	0.00%	10,500	11,025	11,576	12,155
21 Rent	6,000	11,000	9,000	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	3,464	4,618	4,884	4,849	(35)	-0.71%	4,946	5,045	5,146	5,249
23 Postage	2,744	3,325	2,520	3,360	3,096	3,528	432	13.94%	3,598	3,670	3,743	3,818
24 Telephone/Internet	8,401	8,832	7,579	10,106	9,476	10,611	1,135	11.98%	10,823	11,040	11,261	11,486
25 Legal Notices & Publications	272	0	3,865	3,865	225	3,000	2,775	1233.33%	3,105	3,214	3,326	3,443
26 Liability Insurance	43,455	40,610	138	42,455	42,317	42,455	138	0.33%	44,578	46,807	49,147	51,604
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	1,829	2,195	4,052	2,305	(1,747)	-43.12%	2,420	2,541	2,668	2,802
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	4,721	6,295	17,745	15,000	(2,745)	-15.47%	8,000	8,280	8,570	8,870
31 Total 538.40 · Services - Combined W/S	103,101	122,700	49,955	113,745	133,186	126,423	(6,763)	-5.08%	121,565	126,168	130,970	135,979
Total Combined W/S, Administrative Operations	108,854	133,848	57,897	124,335	142,186	143,160	974	0.68%	138,888	144,098	149,527	155,185

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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	63,648	63,648	63,648	63,648	63,648
7 Benefits & Payroll Tax	9,055	0	0	0	0	22,100	22,100	22,100	22,100	22,100
8 Total WWTPO II Compensation	39,288	0	0	0	0	85,748	85,748	85,748	85,748	85,748
8 General Manager - 1.0 FTE										
9 Employee Salary	87,437	86,353	67,190	99,310	96,396	103,105	110,323	118,045	126,308	135,150
10 Benefits & Payroll Tax	24,470	30,958	22,390	33,586	32,471	35,932	38,447	41,139	44,018	47,100
11 Total GM Compensation	111,907	117,310	89,580	132,895	128,868	139,037	148,770	159,184	170,327	182,249
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	24,009	25,209	26,470	27,793	29,183
15 Total PM Compensation	82,172	107,878	64,254	96,381	94,389	107,436	112,807	118,448	124,370	130,589
16 Apprentice/Trainee										
17 Employee Salary	45,265	14,990	31,838	47,757	52,000	0	0	0	0	0
18 Benefits & Payroll Tax	22,448	6,123	12,160	18,239	7,930	0	0	0	0	0
19 Total A/T Compensation	67,713	21,113	43,998	65,997	59,930	0	0	0	0	0
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	\$440,052	\$459,859	\$480,851	\$503,101	\$526,686

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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											
4	Install Generator Well 4	20,508	1,890										
5	Well 2 Rehabilitation	30,000					30,000						
6	Well 3 Connect	130,000						130,000					
7	Upgrade Water SCADA					10,000	50,000						
8	New Radio Read Water Meters	150,000	54,820	22,394									
9	Capacity Assessment	10,000					10,000						
10	Reservoir Cleaning	8,000					8,000						
11	Total Water Capital Improvements	450,763	60,030	22,394	0	0	10,000	98,000	130,000	0	0	0	0
12	Wastewater Treatment/Sewer												
13	Update Sewer System Plan (Moneys from 2021)	80,000	9,086	35,571		0							
14	WWT Pumps - Rehab and Replace	35,038			35,038	35,038		80,000					
15	Laboratory Equipment Upgrade				7,202	7,202							
16	Wastewater Infrastructure Rehabilitation Project				1,333	1,333		1,321,300	15,000				
17	Upgrade WW SCADA	0	19,228										
18	I&I Lateral Replacements	600,000						20,000	20,000	20,000	20,000	20,000	320,000
19	Lift Station Generators (3 total)	20,000											
20	Slide Gate Actuators	30,000			37,756	37,756	30,000						
21	Total WWT/Sewer Capital Improvements	770,038	28,314	35,571	81,329	81,329	30,000	1,421,300	35,000	20,000	20,000	20,000	320,000
22	Combined W/S												
23	Portable Generator for W/WW Facilities				26,817	26,817							
24	Convert Patrol House to ADA	30,000					10,000						
25	Infrastructure Replacement	810,000					22,222						
26	Lease/Rent/Purchase Mini Excavator	30,000	29,920										
27	Lease/Rent/Purchase New Work Truck	15,000		10,220									
28	Lease/Rent/Purchase Trailer	5,000											
29	Fiber Optic Connections at Wells and Reservoir	1,308	1,308										
30	Total Combined W/S Capital Improvements	51,308	31,228	10,220	26,817	26,817	32,222	0	0	0	0	0	0
31	Total Capital Improvements	\$1,272,108	\$119,572	\$68,185	\$108,146	\$108,146	\$72,222	\$1,519,300	\$165,000	\$20,000	\$20,000	\$20,000	\$320,000
							Carry-over from Previous Year:	24,849	(35,924)				
							From Reservoir Repair Fund:	-	-				

Hartstene Pointe Water-Sewer District													
Capital Improvement Plan													
		History				Budgets		Projections					
		2021	2022	2023	2023	2023	2024	2025	2026	2027	2028	2029	2030 - 2045
Total Project Costs		Actual	Actual	Jan - Sept	Projected	Budget	Budget						
		From I&I Fund:				50,000	-						
		From Asset Replacement Fund:				-	-						
		From Risk Management Fund:				80,000	-						
		CIP Expenditures from Existing Funds:				\$ 154,849	\$ (35,924)						
		CIP Expenditures from Current Revenues:				\$ (82,627)	\$ 1,555,224						

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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**

	History				Budget		Difference		Projections			
	2021 Actual	2022 Actual	2023 Jan - Sept	2023 Projected	2023	2024	\$ Change	% Change	2025	2026	2027	2028
Net Effect of Transfers												
030 - Ecology Loan Reserve	42	512	1,439	1,599	0	0	0	#DIV/0!	0	0	0	0
050 - DWSRF Loan Reserve	(54)	122	(12,295)	1,201	0	0	0	#DIV/0!	0	0	0	0
070 - USDA Revenue Bond Reserve	3,970	4,444	2,153	2,319	2,319	2,435	116	5.00%	2,557	2,557	2,685	2,819
010 - Operating Fund (incl. revolving funds)	7,359	(74,599)	24,070	(48,051)	(68,220)	(68,944)	(724)	1.06%	(57,336)	(57,336)	(57,464)	(57,598)
020 - Committed Funds							0	0.00%				
Asset Replacement Fund	(30,196)	9,000	0	9,000	9,000	9,000	0	0.00%	9,000	9,000	9,000	9,000
Capital Improvement Fund							0	0.00%				
Inflow & Infiltration	(4,763)	27,355	(35,640)	(9,667)	31,121	31,729	608	1.95%	20,000	20,000	20,000	20,000
Reservoir Repair	13,326	13,326	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	10,315	19,840	20,272	30,272	12,453	12,453	0	0.00%	12,453	12,453	12,453	12,453
Total 020 - Committed Funds	(11,317)	69,522	(15,368)	42,932	65,900	66,508	608	0.92%	54,779	54,779	54,779	54,779
065 - Capital Projects Account	0	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	1975	2380	4,355.00
Assets	1430	1965	3,395.00
Total	\$4,185.00	\$5,315.00	9,500.00
Connection Fees	\$250.00	\$250.00	\$500.00
Total CFC + Connection Fees	\$4,435.00	\$5,565.00	
Total Cost for New Connections			\$10,000.00

AGREEMENT AND AUTHORIZATION FOR ENGINEERING CONSULTING SERVICES



By this Agreement, effective _____, 2024, **Hartstene Pointe Water/Sewer District** (Client) authorizes **Century West Engineering Corporation** (Engineer) to carry out and complete the Scope of Services in consideration of the mutual covenants set forth in this Agreement, the *ENGINEERING CONSULTING TERMS AND CONDITIONS*, and the following additional attachments: N/A

Project: Hartstene Pointe Wellhouse Piping Revisions

Project No.: 35020.004.01

Scope of Services:

The Wellhouse for Well 2 for the Hartstene Point Water and Sewer District has serious corrosion issues that need to be addressed for the continued safe operation of the water system. The District needs a licensed engineer to create plans and specifications for the upgrades necessary that can be reviewed and approved by the Washington State Department of Health Division of Drinking Water.

Century West will provide the following services for the District:

- 1100. **Background Data Collection** - Century West will visit the project site and through consultation with District Staff, determine the best way to address the corrosion problem with bypass piping and reconfiguration.
- 2300. **Design Services** - Century West will prepare drawings and specifications for the project that follow WSDOH Design Manual guidelines. The plans will be stamped by a registered professional engineer in the State of Washington. The plans and specifications will be prepared for inclusion into an invitation to quote (small works roster) document for soliciting quotes from contractors. Upon review and approval from District staff, the plans and specifications will be submitted to WSDOH for review and approval utilizing WSDOH forms.
- 6000. **Bidding Services** - Upon approval from WSDOH, Century West will prepare a quote package and assist the District in procuring quotes from interested Contractors. Century West will assist the District in analyzing the quotes and make a recommendation of acceptance or rejection of the quotes.
- 8000. **Construction Services** – Construction services are anticipated to be limited in nature. Engineer shall answer questions from the Contractor regarding the work. After completion of the work, the Engineer shall review the work in person and prepare the completion of water system project form, stamp the form and send it to WSDOH for recording. Construction services are on an as needed basis but will not exceed the estimate without prior notification and approval

Opinion of Probable Cost:

Time and Materials Basis not to exceed - \$7,573
without prior written approval

Hartstene Pointe Water/Sewer District

By: _____

Title: _____

Date: _____

Century West Engineering Corporation

By: _____

Matt Morkert
Title: Vice President _____

Date: _____

ENGINEERING CONSULTING ♦ TERMS AND CONDITIONS

1. SERVICES: Engineer agrees to perform the Scope of Services (Services) under the following terms and conditions. Additional Services will be provided only by written amendment to this Agreement.

2. TIMES OF PAYMENTS: Engineer will submit invoices on a monthly basis for the unbilled portion of Services actually completed. Client will pay the invoice within 30 days of the invoice date. Accounts remaining unpaid after said 30 days will be considered delinquent and assessed a late payment charge (currently at the rate of 1 1/2% per month) calculated each month from the date of the invoice. Engineer reserves the right to suspend all Services until account delinquencies have been remedied.

3. OPINIONS OF COST: Because Engineer has no control over the cost of labor, materials, equipment or Services furnished by others, or over contractors' methods of determining prices, or other competitive bidding or market conditions, any cost estimates provided by Engineer will be made on the basis of experience and judgment. Engineer cannot and does not guarantee that proposals, bids or actual Project construction costs will not vary from opinions of probable costs prepared by Engineer.

4. CLIENT-PROVIDED INFORMATION: Client will make available to Engineer, all information readily available to Client regarding existing and proposed conditions of the site which will aid Engineer in its performance of Services. Engineer shall be entitled to rely, without further inquiry or investigation, on all information furnished to Engineer by Client. Client agrees to advise Engineer of any hazardous substances or any condition existing in, on or near the site presenting a potential danger to human health, the environment, or equipment. Client will immediately transmit to Engineer any new information which becomes available to Client which may have a bearing on Engineer's performance of Services or which relates to information Engineer has requested from Client. If any hazards, not disclosed to Engineer, are discovered after the Services are undertaken, Client and Engineer agree that the Scope of Services, time schedule and rate schedule shall be modified accordingly.

5. STANDARD OF PERFORMANCE: Engineer represents that Services will be performed within the limits prescribed by Client, and that its findings, recommendations, specifications and/or professional advice provided hereunder will be prepared and presented in a manner consistent with the level of care and skill ordinarily exercised by other professionals under similar circumstances at the time the Services are performed.

6. ACCESS, APPROVALS, PERMITS: Client shall arrange for access to and make all provisions for Engineer to enter onto public and private property as required for Engineer to perform the Services. Unless otherwise agreed, Client will be solely responsible for applying for and obtaining such permits and approvals as may be necessary for Engineer to perform the Services.

7. REUSE OF DOCUMENTS: All documents, including computer files, drawings and specifications, prepared by Engineer pursuant to this Agreement shall remain the property of Engineer and are instruments of service with respect to the Project. They are not intended or represented to be suitable for reuse by Client or others on extensions of the Services provided for the Project under this Agreement or on

any other project. Any reuse without written authorization, certification or adaptation by Engineer for the specific purpose intended will be at Client's sole risk and without liability to Engineer.

8. ASBESTOS/PCBs: All asbestos/PCB related Services are excluded from Engineer's Scope of Services. Client shall notify Engineer at the start of the Project if the presence of asbestos/PCBs on the project is suspected. If asbestos/PCBs are suspected or encountered, Engineer will stop its own work to permit proper testing and evaluation. If requested as an additional Service, Engineer will assist Client in contacting regulatory agencies and/or identifying appropriate testing laboratories.

9. SUBMITTAL REVIEW: Review by Engineer of submittals by contractor is only for general conformance with the design concept of the Project and general compliance with the information given in the Contract Documents. The review does not affect the contractor's responsibility to perform all contract requirements with no change in contract price or time. Any action taken by the Engineer is subject to the requirements of the plans, specifications and other Contract Documents. Client shall indemnify Engineer against any claim by any contractor based on the review.

10. ENGINEER AT CONSTRUCTION SITE: The presence or duties of Engineer's personnel at the construction site, whether as on-site representatives or otherwise, do not make Engineer or its personnel in any way responsible for those duties that belong to the Owner and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties and responsibilities, including but not limited to, all construction methods, means, techniques, sequences and procedures necessary for coordinating and completing all portions of the construction work in accordance with the Contract Documents and any health or safety precautions required by such construction work. Engineer and its personnel have no authority to exercise control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and have no duty for inspecting, noting, observing, correcting or reporting on health or safety deficiencies of the construction contractor or other entity or any other persons at the site except Engineer's own personnel.

11. INDEMNIFICATION AND INSURANCE:

(a) Client agrees to indemnify, hold harmless and defend Engineer, its directors, officers, agents and employees, from and against any and all liabilities, claims, penalties, forfeitures, suits and the cost and expenses incidental thereto, including but not limited to reasonable attorney fees, which Engineer may hereafter incur, become responsible for or pay out as a result of death or bodily injuries to any person, destruction or damage to any property, contamination of or adverse effects on the environment or any violation of governmental laws, regulations or orders caused by (1) Client's breach of any term or provision of this Agreement; (2) Client's negligent or wrongful act or omission in the performance of this Agreement; or (3) Client's generation, storage or release of waste products including hazardous waste..

(b) Engineer agrees to indemnify, hold harmless and defend Client, its directors, officers, agents and employees, from and against any and all liabilities, claims, penalties, forfeitures, suits and the cost and expenses incidental thereto, including but not limited to reasonable attorney fees, which Client may hereafter incur, become responsible for or pay out as a result of death or bodily injuries to any person, destruction or damage to any property, contamination of or adverse effects on the environment or any violation of governmental laws, regulations or orders caused by Engineer's (1) breach of any term or provision of this Agreement; or (2) any negligent or wrongful act or omission in the performance of this Agreement.

(c) In the event any claim arises as a result of the concurrent negligence of Engineer and Client, liability will be determined on the basis of the doctrine of comparative negligence. Each party shall promptly notify the other party, in writing, of any threatened or actual claim, action, or proceeding. Engineer and Client shall jointly control the defense.

(d) Notwithstanding any other provision contained in this Agreement, neither party shall be liable to the other party for any indirect, incidental, special or consequential damages of any kind, including without limitation, lost profits or loss of use, regardless of the cause, including negligence.

(e) Upon request, Engineer will provide Client with Certificates of Insurance for Workers Compensation, General, Auto and Professional Liability coverage. Client agrees to maintain, during the performance of Services, general liability and automobile liability insurance in the amount of one million dollars (\$1,000,000).

12. LIMITED LIABILITY: Client agrees that Engineer's liability to Client, contractors, subcontractors, and their agents, employees and consultants, and to all other third parties which may arise from or be due directly or indirectly to the negligent acts, errors and/or omissions of engineer, its agents, employees or consultants shall be limited to a continued aggregate not to exceed \$100,000 or the total amount paid in fees to Engineer, whichever is greater.

13. TERMINATION: Either party may terminate this Agreement upon thirty (30) days written notice to the other. Either party may terminate this Agreement immediately in the event of a material breach by the other party to perform in accordance with the terms hereof but only if said breach is through no fault of the terminating party and said breach is not corrected before the date of termination. If this Agreement terminates for Force Majeure, Client shall pay Engineer for all Services authorized and performed prior to the termination date including, if applicable, a prorated lump sum fee.

14. SUCCESSORS AND ASSIGNS: Neither Engineer nor Client may assign this Agreement without the prior written consent of the other. Engineer may, however, employ any other party or entity it deems necessary or proper for any part of the Services required to be performed by Engineer under the terms of this Agreement. The covenants, conditions and terms of this Agreement shall extend to and be binding upon and inure to the benefit of the heirs, personal representatives, successors and assigns of the parties hereto.

15. MISCELLANEOUS:

(a) This Agreement shall be governed by the laws of the State of Washington.

(b) Any claim brought by Client against Engineer must be brought no later than two years after the date of substantial completion of the Services hereunder or the expiration of the appropriate statute of limitations, whichever is earlier.

(c) In the event this Agreement should be referred to an attorney at law or agent for collection, Client agrees to pay such reasonable attorney's or agent's fees and costs as Engineer may incur to any attorney or agent in such collection even if no action is instituted. In the event an action is instituted to enforce any of the terms or conditions of this Agreement, the losing party shall pay to the prevailing party, in addition to the costs and disbursements allowed by statutes, such sum as the court may adjudge reasonable as attorney's fees in such action, in both trial and appellate courts.

(d) No waiver by either party of any provision of this Agreement shall be construed or deemed to be a waiver of (a) any other provision of this Agreement or (b) a subsequent breach of the same provision, unless such waiver be so expressed in writing and signed by the party to be bound.

(e) The terms and conditions of this Agreement contain a series of separate agreements. If in any proceeding a court or arbitrator shall refuse to enforce any of the separate agreements, any unenforceable agreement shall be deemed reduced or eliminated from the terms and conditions for the purpose of such proceeding, but only to the extent necessary to permit the remaining agreements to be enforced in such proceeding.

(f) This Agreement constitutes the entire agreement between Client and Engineer regarding the Services and supersedes all prior or contemporaneous oral or written representations or agreements. This Agreement shall not be modified except by a written document signed by both parties.

Consultant Fee Determination Summary Sheet
Hartstene Pointe Water/Sewer
Wellhouse Piping Revisions
35020.004.01

Employee Type		PERSONNEL & LABOR RATE								MAN HOURS	LABOR COST	ITEMIZED EXP	SUB COST	TOTAL COST
		Vice President	Project Manager	Project Engineer	Engineer in Training III	Staff Technician	Project Coordinator I							
		163	103	106	187	147	117							
TASK NUMBER	DESCRIPTION	Rate												
1100	Background Data Collection	\$295.00								1	\$295	\$0		\$295
2300	Design Services				24				4	33	\$4,683	\$0		\$4,683
6000	Bidding Services									2	\$485	\$0		\$485
8000	Construction Services									10	\$2,110	\$0		\$2,110
										0	\$0	\$0		\$0
										0	\$0	\$0		\$0
										0	\$0	\$0		\$0
										0	\$0	\$0		\$0
										0	\$0	\$0		\$0
										0	\$0	\$0		\$0
										0	\$0	\$0		\$0
										0	\$0	\$0		\$0
										0	\$0	\$0		\$0
										0	\$0	\$0		\$0
										0	\$0	\$0		\$0
										0	\$0	\$0		\$0
										0	\$0	\$0		\$0
										0	\$0	\$0		\$0
Total Manhours		5	13	0	24	0	4	0	0	46				
Total Labor Cost		\$1,475	\$2,470	\$0	\$3,240	\$0	\$388	\$0	\$0		\$7,573	\$0		
Total Cost		\$1,475	\$2,470	\$0	\$3,240	\$0	\$388	\$0	\$0		\$7,573	\$0	\$0	\$7,573

\$7,573