

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
October 3, 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 September 19, 2024 Regular Meeting (2-3)

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2024-40
  - Bills to Be Reviewed:
    - Voucher 2024-39
  - Monthly Billing Report: October 2024 (4)
9. General Manager's Report (5)

**BUSINESS:**

10. Review Example Policy for Heat Safety (6-8)
11. Review Resolutions 2009-18 & 2012-01 (9-10)
12. Review 2025 Preliminary Budget (11-23)

**ONGOING BUSINESS**

13. Discuss Drafting Memorandum of Understanding
14. Review Cross Connection Packet (24-28)
15. Discuss Resolution 2019-02 Status
16. Schedule Lunch for Presenting Commissioner Plaque
17. Discuss "Code of Safety" Policy
18. Discuss Asset Management Documents

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
September 19, 2024  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

**MINUTES**

**PRESENT:** President S. Swart, Audit Commissioner C. Anderson, Secretary S. Birgh, General Manager (GM) J. Palmer (by telephone), Project & Accounts Manager (PM) J. Sartori

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

**SUBSCRIBER REMARKS:** One subscriber present

**CORRESPONDENCE:** Commissioner Anderson relayed a conversation with a resident regarding water pressure in the Promontory Road area

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

**MINUTES:**

The minutes of the August 29, 2024 special meeting were presented. *Commissioner Anderson moved to approve the minutes. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Swart requested for commissioners to notify the office of planned extended absences

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2024-38 in the amount of \$540,310.09 was presented. *Commissioner Anderson moved to approve voucher 2024-38 in the amount of \$540,310.09. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - Voucher 2024-37 was presented for review
- Monthly Billing Report: PM presented the billing report for September 2024
- Monthly Financial Report: PM presented the financial report for August 2024

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

**Set Date for Plaque Presentation:** Commissioners & Staff will coordinate with former commissioner to schedule plaque presentation

**Commissioner Position No. 2 on 2025 Ballot:** Administrative Staff clarified the term appointment for Commissioner Position No. 2 expires at the end of 2025 and the short term for 2026-2027 will be on the November ballot

**BUSINESS:**

**Discuss Well #2 Rehabilitation:** Commissioners reviewed cost estimate in the amount of \$25,556.84 by Century West Engineering. *Commissioner Anderson moved to approve to move forward in preparing for the bidding process, pending clearance through HPMA’s permitting process. Commissioner Birgh seconded. Hearing three ayes and 0 nay votes, the motion is approved. Commissioners to ask GM to request additional engineering documents to accompany the cost estimate.*

**Discuss Abandoned Resolution #2019-02:** Commissioners discussed the value of the resolution regarding water & sewer work in HPMA common area. Commissioner Birgh will develop a paragraph regarding HPMA permitting for review at the next regular meeting.

**Review Preliminary Stage of 2025 Budget:** Commissioners tabled for the next regular meeting.

**Discuss Support for GM Uninterrupted Attendance of Trainings:** Commissioners discussed the importance of uninterrupted trainings and support GM exercising use of authority to redirect phone calls to operators while in trainings/meetings selected to meet GM expectations & goals as set in the GM employment agreement.

**ONGOING BUSINESS:** No ongoing business

*Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:56 pm.*

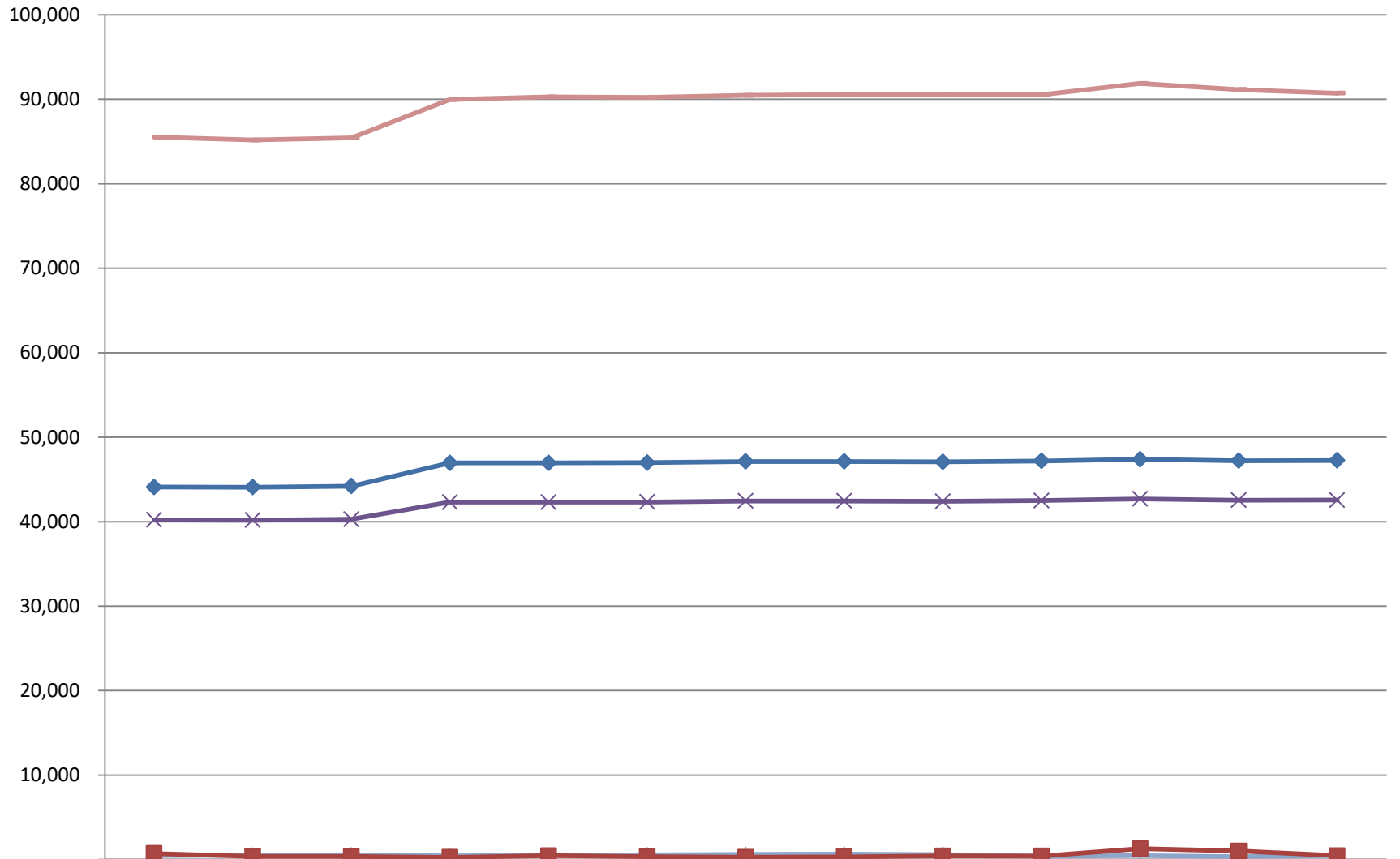
Respectfully Submitted By:

\_\_\_\_\_  
*Signature*

Carl Anderson, Secretary, Commissioner #1  
*Name and Title*

Approved at the Regular Meeting of the Board on: 10-3-2024

## Regular Utility Billing



	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sept 2024	Oct 2024
◆ Water Service	44,102	44,074	44,197	46,959	46,959	46,976	47,118	47,118	47,071	47,176	47,385	47,217	47,241
✕ Sewer Service	40,200	40,175	40,287	42,308	42,308	42,323	42,450	42,450	42,408	42,503	42,691	42,540	42,561
+ Late/Misc. Fees	488	532	563	432	534	556	617	650	612	416	474	366	461
■ Consumption	725	385	375	260	470	355	275	325	430	425	1,315	1,025	460
— Total Charges	85,515	85,166	85,422	89,959	90,271	90,210	90,460	90,542	90,521	90,519	91,865	91,149	90,723

## **GM REPORT FOR BOC MEETING ON 10/3/24**

- WWTP averaged 34,790 GPD (27,066 min; 46,683 max)
- Wells averaged 39,707 GPD (26,150 min; 48,600 max)
- From 9/15 - 9/28, with higher flows on weekends
- Ecology violation letter
- July DMR
- Meeting w/Derek
- North Beach & Windjammer excavation
- Well treatment building pipe project
-

# APPENDIX E – EXTREME HEAT SAFETY PROGRAM

## 1.0 BACKGROUND

On June 27, 2023, the Department of Labor & Industries (L&I) adopted rules to update the Outdoor Heat Exposure rules under WAC 296-62-095 and 296-307-097. These changes are effective on July 17, 2023, and address minimum requirements to prevent heat-related illness and reduce traumatic injuries for outdoor workers associated with heat exposure.

Workers unprepared for outdoor heat have an increased risk for heat-related illnesses, including heat exhaustion and life-threatening heat stroke. Even the healthiest worker can get sick when working outdoors in the heat without proper protection. Also, heat can make workers more susceptible to falls, equipment-related injuries, and other on-the-job safety hazards. Extreme heat is the deadliest weather-related event in the United States. It kills more people than tornados or hurricanes combined or as many as 1,300 people per year.

## 2.0 PROGRAM REQUIREMENTS

The District's Outdoor Heat Exposure Safety Program includes the following requirements:

- a. Add outdoor heat exposure safety as part of your required Accident Prevention Program. (i.e., this document)
- b. Provide annual training to employees and supervisors on symptoms of outdoor heat exposure and policies in place to prevent heat-related illness.
- c. Managers and Supervisors (including the Field Foreman and Field Lead) will sign up for automatic weather alerts by text.
- d. Provide enough cool drinking water to employees and provide opportunities to drink the water.
  - o Current rules require sufficient quantities for each worker to drink at least a quart per hour at the applicable action level.
- e. Always provide adequate shade (or alternative cooling methods) to allow for protection and prevent or respond to heat illness.
  - o There must be enough shade for all employees on a meal or rest period to sit fully in the shade, and it must be located close to where employees are working.
- f. Encourage and allow workers to take paid, preventative cool-down rest periods so they don't overheat.
  - o When temperatures are 90°F or hotter, workers are required to take additional paid, cool-down rest periods of at least 10 minutes every 2 hours.
  - o Longer and more frequent breaks are indicated when temperatures continue to rise to 100°F. Cool-down rest periods of at least 15 minutes every hour.

## APPENDIX E – EXTREME HEAT SAFETY PROGRAM

- Requires close observation by supervisors and other staff to help identify employees showing signs and symptoms of heat-related illness.
  - Under wage and hour laws, these can be taken at the same time as any meal or rest period and must be paid unless taken during a meal period.
- g. Closely observe employees not acclimatized to the heat, including new employees, those returning from absences, and all workers during a heat wave.
- Heat waves are days when heat will be at or above the action levels and at least 10°F higher than the five-day average highs.
  - Close observation is defined as regular communication with employees working alone, such as by radio or cellular phone, a mandatory buddy system, or other effective means of observation.
  - Workers are at higher risk of heat-related illness if they are not acclimatized or used to the heat.
    - Acclimatization takes 7-14 days to develop and can be lost after seven days away from working in the heat.
    - A sudden temperature increase does not allow workers time to acclimate.
- h. Have emergency procedures to respond appropriately to any employee with symptoms of heat-related illness.
- Ensure ice packs are available to place under employees' armpits or necks to reduce body temperature quickly.
  - Utilize a cold shower at the District office to reduce an employee's temperature.
  - Contact 911 if an employee shows signs of severe heat exposure and body temperatures are not decreasing.
  - Empower all employees to monitor themselves and each other for signs of heat-related illness.
- i. Make sure supervisors and employees always have a way to communicate with each other so they can promptly report heat illness and get medical assistance.
- This includes phone, text messaging, email, or yelling for assistance from a nearby employee.
- j. Requirements are year-round whenever workers are exposed to outdoor heat.

## APPENDIX E – EXTREME HEAT SAFETY PROGRAM

- k. Outdoor temperature action levels are:
  - o Non-breathable clothing: 52°F
  - o All other clothing: 80°F
  
- l. Adjust employees' work schedules (i.e., earlier start time) to minimize working during the hottest part of the day.
  
- m. At management's discretion, close the office for all or part of the day, when temperatures are above 100°F.
  - o Excluding the on-call (or called-back) employees depending on customer needs or emergencies.



**HARTSTENE POINTE WATER-SEWER DISTRICT  
RESOLUTION 2009-18**

**A RESOLUTION OF THE  
HARTSTENE POINTE WATER-SEWER DISTRICT  
BOARD OF COMMISSIONERS  
ESTABLISHING AN AUDIT FUNCTION AND  
DESIGNATING A RESPONSIBLE COMMISSIONER**

**WHEREAS**, Hartstene Pointe Water-Sewer District was established under RCW 57 and is a municipal corporation,

**WHEREAS**, the Hartstene Pointe Water-Sewer Board of Commissioners recognize the responsibility for the management of public funds,

**BE IT RESOLVED** by the Hartstene Pointe Water-Sewer Commissioners as follows:


All vouchered expenditures will be audited by the Commissioner duly appointed by the Hartstene Pointe Water-Sewer Commissioners before final approval. Review to include appropriateness and conformance to accepted accounting practices.

**THEREFORE BE IT RESOLVED** that the Hartstene Pointe Water-Sewer District Board of Commissioners designate William Parisio as the Audit Commissioner.

**ADOPTED**, by the Board of Commissioners of Hartstene Pointe Water-Sewer District at a regular meeting on SEPTEMBER 24 2009

Hartstene Pointe Water-Sewer District  
Mason County, Washington

  
\_\_\_\_\_  
Roger Ray, Chairperson

  
\_\_\_\_\_  
William Parisio, Commissioner

  
\_\_\_\_\_  
Mary Alice Cary, Secretary

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

**RESOLUTION NO. 2012-01**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF HARTSTENE POINTE WATER SEWER DISTRICT, MASON COUNTY, WASHINGTON ESTABLISHING A PROCESS FOR DESIGNATING AN AUDIT COMMISSIONER and ESTABLISHING TERMS of SERVICE**

**WHEREAS**, the Hartstene Pointe Water-Sewer District was established under RCW 57 and in a municipal corporation; and

**WHEREAS**, the Hartstene Pointe Water-Sewer Board of Commissioners recognize their responsibility for the management of public funds; and

**WHEREAS**, Resolution 2009-18 establishes an audit function and designates a responsible commissioner; and

**WHEREAS**, the named designated and responsible commissioner no longer holds the office of Commissioner; and

**WHEREAS**, the Board of Commissioners determined a Designated Audit Commissioner may be a rotating position where the responsibility is subject to change.

**THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Hartstene Pointe Water Sewer District, Mason County, Washington, as follows:

**Section 1.** The Designated Audit Commissioner is appointed by the Board President at the first meeting of each year.

**Section 2.** The Designated Audit Commissioner shall serve one year in this capacity. The designation may be renewed each year with no limits except that the Designated Commissioner's term in office is not expired.

**ADOPTED** by the Board of Commissioners of Hartstene Pointe Water Sewer District, Mason County, Washington, at a regular meeting held on 1/12, 2012.

**HARTSTENE POINTE WATER SEWER DISTRICT**

By: Mary Alice Cary  
Mary Alice Cary, President

By: Nancy Nelson  
Nancy Nelson, Commissioner

By: Roger Ray  
Roger Ray, Commissioner

### Hartstene Pointe Water-Sewer District 2025 Preliminary Budget Overview

	2022 Actual	2023 Actual	2024 Projected	Budget		Projections			
				2024	2025	2026	2027	2028	2029
<a href="#">Beginning Unreserved Funds Balance</a>	553,936	650,259	632,639	666,923	897,675	901,866	949,360	1,148,518	1,392,048
<a href="#">Revenues</a>	999,262	1,085,958	2,471,092	2,435,975	15,160,589	1,225,414	1,264,700	1,305,256	1,347,111
<a href="#">Expenditures</a>	898,820	1,098,013	2,196,654	2,427,555	15,153,841	1,175,235	1,062,857	1,058,908	1,094,683
Net Income (Loss)	100,442	(12,055)	274,437	8,420	6,748	50,178	201,843	246,348	252,428
<a href="#">Ending Unreserved Funds Balance</a>	553,936	632,639	897,675	780,819	901,866	949,360	1,148,518	1,392,048	1,641,516

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

	History			Budget		Difference		Projections			
	2022 Actual	2023 Actual	2024 Actual	2024	2025	\$ Change	% Change	2026	2027	2028	2029
Beginning Fund Balances											
Reserve Funds											
030 - Ecology Loan Reserve	40,553	41,065	43,048	42,664	45,289	2,241	5.25%	45,289	45,289	45,289	45,289
050 - DWSRF Loan Reserve	20,377	20,499	21,574	21,700	27,008	5,435	25.04%	27,008	27,008	27,008	27,008
070 - USDA Revenue Bond Reserve	37,758	42,201	44,922	44,520	46,647	1,725	3.88%	49,204	51,888	54,573	57,392
Unreserved Funds											
010 - Operating Fund (incl. revolving funds)	226,544	253,345	251,997	227,077	431,786	179,788	79.17%	376,191	368,905	513,284	702,034
020 - Committed Funds											
Asset Replacement Fund	18,344	27,344	27,344	36,344	45,344	18,000	49.53%	54,344	63,344	72,344	81,344
Capital Improvement Fund											
Inflow & Infiltration	75,854	103,209	68,769	93,542	93,677	24,908	26.63%	118,684	138,684	158,684	178,684
Reservoir Repair	83,368	96,694	96,694	110,021	110,021	13,326	12.11%	123,347	136,674	150,000	163,326
Other	0	0	0	0	0	0	0.00%	0	0	0	0
Risk Management Fund	149,826	169,666	187,834	199,939	216,847	29,013	14.51%	229,300	241,753	254,206	266,659
Total 020 - Committed Funds	327,392	396,914	380,642	439,846	465,889	85,248	19.38%	525,675	580,455	635,234	690,014
065 - Capital Projects Account	0	0	0	0	0	0	0.00%	0	0	0	0
Total Beginning Unreserved Fund Balances	553,936	650,259	632,639	666,923	897,675	265,036	39.74%	901,866	949,360	1,148,518	1,392,048

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

	History			Budget		Difference		Projections			
	2022 Actual	2023 Actual	2024 Projected	2024	2025	\$ Change	% Change	2026	2027	2028	2029
Ending Fund Balances											
Reserve Funds											
030 - Ecology Loan Reserve	40,553	43,048	45,289	40,989	45,289	4,300	10.49%	45,289	45,289	45,289	45,289
050 - DWSRF Loan Reserve	20,377	21,574	27,008	20,551	27,008	6,457	31.42%	27,008	27,008	27,008	27,008
070 - USDA Revenue Bond Reserve	37,758	44,922	46,647	46,158	49,204	3,046	6.60%	51,888	54,573	57,392	60,352
Unreserved Funds											
010 - Operating Fund (incl. revolving funds)	226,544	251,997	431,786	324,762	376,191	51,429	15.84%	368,905	513,284	702,034	896,723
020 - Committed Funds											
Asset Replacement Fund	18,344	27,344	45,344	36,344	54,344	18,000	49.53%	63,344	72,344	81,344	90,344
Capital Improvement Fund											
Inflow & Infiltration	75,854	68,769	93,677	135,699	118,684	(17,015)	-12.54%	138,684	158,684	178,684	198,684
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	187,834	216,847	173,993	229,300	55,307	31.79%	241,753	254,206	266,659	279,112
Total 020 - Committed Funds	327,392	380,642	465,889	456,057	525,675	69,618	15.27%	580,455	635,234	690,014	744,793
065 - Capital Projects Account	0	0	0	0	0	0	0.00%	0	0	0	0
<b>Total Ending Unreserved Fund Balances</b>	<b>553,936</b>	<b>632,639</b>	<b>897,675</b>	<b>780,819</b>	<b>901,866</b>	<b>121,047</b>	<b>15.50%</b>	<b>949,360</b>	<b>1,148,518</b>	<b>1,392,048</b>	<b>1,641,516</b>

Rev. 9/24/24

Hartstene Pointe Water-Sewer District  
Revenues

	History				Budget		Difference		Projections			
	2022 Actual	2023 Actual	2024 Jan - Jul	2024 Projected	2024	2025	\$ Change	% Change	2026	2027	2028	2029
1 Rates												
2 Residential Water (Monthly)	80.60	93.80	99.90	99.90	99.90	100.00	0.10	0.10%	108.50	111.80	115.20	118.70
3 Residential Sewer (Monthly)	87.00	85.50	90.00	90.00	90.00	97.90	7.90	8.78%	106.20	109.40	112.70	116.10
4 <b>Total Residential Monthly Charge</b>	<b>167.60</b>	<b>179.30</b>	<b>189.90</b>	<b>189.90</b>	<b>189.90</b>	<b>197.90</b>	<b>8.00</b>	<b>4.21%</b>	<b>214.70</b>	<b>221.20</b>	<b>227.90</b>	<b>234.80</b>
5 Prepaid Connection - Water (Monthly)	34.50	39.00	41.50	41.50	41.50	41.47	(0.03)	-0.06%	45.00	46.40	47.80	49.20
6 Prepaid Connection - Sewer (Monthly)	35.30	35.60	37.50	37.50	37.50	42.23	4.73	12.60%	45.80	47.20	48.60	50.10
7 <b>Total Prepaid Connection Monthly Charge</b>	<b>69.80</b>	<b>74.60</b>	<b>79.00</b>	<b>79.00</b>	<b>79.00</b>	<b>83.70</b>	<b>4.70</b>	<b>5.95%</b>	<b>90.80</b>	<b>93.60</b>	<b>96.40</b>	<b>99.30</b>
8 Water - Metered Charges	6,124	7,000	2,308	4,908	11,729	5,006	(6,723)	-57.32%	5,432	5,595	5,763	5,936
9 Water Connection & Capital Facilities Charge	3,670	3,450	4,435	4,435	4,435	4,565	130	2.93%	4,565	4,565	4,565	4,565
10 Sewer Connection & Capital Facilities Charge	4,130	4,350	5,565	5,565	5,565	8,005	2,440	43.85%	8,005	8,005	8,005	8,005
11 <b>Total Connection &amp; Capital Facilities Charge</b>	<b>7,800</b>	<b>7,800</b>	<b>10,000</b>	<b>10,500</b>	<b>10,000</b>	<b>12,570</b>	<b>2,570</b>	<b>25.70%</b>	<b>12,570</b>	<b>12,570</b>	<b>12,570</b>	<b>12,570</b>
12 Connections												
13 # of Residential Connections	440	458	463	463	458	458	0	0.00%	459	460	461	462
14 # of Prepaid Connections	22	18	16	16	20	20	0	0.00%	18	18	18	18
15 # of New Connections (not Prepaid)	4	3	1	2	3	3	0	0.00%	1	1	1	1
16 Revenues												
17 Total Water Revenues	455,260	533,306	334,193	568,421	570,759	564,553	(6,206)	-1.09%	607,338	627,158	647,611	668,700
18 Total Sewer Revenues	482,569	479,186	297,638	507,740	503,626	548,178	44,552	8.85%	594,842	614,083	633,954	654,480
19 Total Penalties & Fees	7,892	6,308	3,618	6,202	6,555	6,413	(142)	-2.17%	6,928	7,153	7,386	7,626
20 Capital Facilities Charges & Connection Fees	43,800	21,900	10,000	20,000	30,000	37,710	7,710	25.70%	12,570	12,570	12,570	12,570
21 Interest Income	7,306	30,099	21,380	36,651	3,735	3,735	0	0.00%	3,735	3,735	3,735	3,735
22 WA State Ecology Water Quality Fin. Assistance Loan			762,876	1,321,300	1,321,300	14,000,000	12,678,700	959.56%				
23 Miscellaneous Revenues	2,436	15,159	6,433	10,778	0	0	0	0.00%	0	0	0	0
<b>Total Revenues</b>	<b>\$999,262</b>	<b>\$1,085,958</b>	<b>\$1,436,139</b>	<b>\$2,471,092</b>	<b>\$2,435,975</b>	<b>\$15,160,589</b>	<b>\$12,724,61</b>	<b>522.36%</b>	<b>\$1,225,414</b>	<b>\$1,264,700</b>	<b>\$1,305,256</b>	<b>\$1,347,111</b>
					% Water Revenue:	53.12%	50.74%					
					% Wastewater Revenue:	46.88%	49.26%					

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**Hartstene Pointe Water-Sewer District  
Expenditures**

	History				Budget		Difference		Projections			
	2022 Actual	2023 Actual	2024 Jan-Aug	2024 Projected	2024	2025	\$ Change	% Change	2026	2027	2028	2029
1 Operations												
2 <a href="#">Staff</a>	346,727	399,470	280,470	413,373	440,052	430,839	(9,213)	-2.09%	451,480	473,152	495,908	519,802
3 <a href="#">Water</a>	66,822	66,945	62,251	76,206	78,457	81,113	2,656	3.39%	78,804	81,563	84,417	87,372
4 <a href="#">Wastewater Treatment/Sewer</a>	125,350	237,675	82,342	101,422	90,668	95,114	4,446	4.90%	98,443	101,889	105,455	109,146
5 <a href="#">Combined W/S, Administrative</a>	133,848	128,206	64,725	124,550	143,160	156,353	13,194	9.22%	152,583	158,314	164,284	170,505
6 Total Operations	672,747	832,296	489,787	715,551	752,337	763,420	11,083	1.47%	781,310	814,917	850,064	886,825
7 <a href="#">Capital Improvements</a>	68,185	108,709	766,761	1,325,185	1,519,300	14,198,000	12,678,700	834.51%	165,000	20,000	20,000	20,000
8 <a href="#">Loan Payments</a>	157,888	156,903	155,918	155,918	155,918	192,421	36,503	23.41%	228,925	227,940	188,843	187,858
9 <b>Total Expenditures</b>	<b>\$898,820</b>	<b>\$1,098,013</b>	<b>\$1,412,466</b>	<b>\$2,196,654</b>	<b>\$2,427,555</b>	<b>\$15,153,841</b>	<b>\$12,726,286</b>	<b>524.24%</b>	<b>\$1,175,235</b>	<b>\$1,062,857</b>	<b>\$1,058,908</b>	<b>\$1,094,683</b>

Total Water Expenditures: 374,436  
 Total Wastewater Expenditures: 366,673  
 Total Combined W/S, Administrative Expenditures: 412,732  
 % Water: 50.34%  
 % Wastewater: 49.66%

Rev. 9/24/24

\$1,153,841

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

	History				Budget		Difference		Projections			
	2022 Actual	2023 Actual	2024 Jan - Sept	2024 Projected	2024	2025	\$ Change	% Change	2026	2027	2028	2029
1 Water Operations Expenditures												
2 534.30 · Supplies - Water												
3 31 1010 · Supplies - Water												
4 35 1010 · Tools/Equip - Water	3,323	3,902	3,345	4,459								
5 31 1010 · Supplies - Water - Other	3,114	1,515	2,249	2,998								
6 Supplies - Water	6,436	5,418	5,593	7,457	8,000	8,000	0	0.00%	8,280	8,570	8,870	9,180
7 Chemicals - Water	4,935	5,354	5,028	6,705	8,000	8,000	0	0.00%	8,280	8,570	8,870	9,180
8 <b>Total 534.30 · Supplies - Water</b>	<b>11,371</b>	<b>10,772</b>	<b>10,621</b>	<b>14,162</b>	<b>16,000</b>	<b>16,000</b>	<b>0</b>	<b>0.00%</b>	<b>16,560</b>	<b>17,140</b>	<b>17,739</b>	<b>18,360</b>
9 534.40 · Services - Water												
10 Intergov Fees												
11 53 1010 · Excise Tax - Water	22,966	26,477	21,406	28,542	27,670	29,969	2,298	8.31%	31,018	32,103	33,227	34,390
12 53 1020 · Permit Fees - Water	766	766	809	809	804	850	45	5.64%	879	910	942	975
13 534.50 · Intergov - Water - Other	0	638	0	0	0	0	0	#DIV/0!	0	0	0	0
14 Total Intergov Fees	23,732	27,880	22,273	29,351	28,475	30,819	2,344	8.23%	31,897	33,014	34,169	35,365
15 Other Services	1,878	1,684	2,356	2,356	1,768	2,474	705	39.88%	0	0	0	0
16 Lab Testing - Water	1,365	1,365	1,163	1,551	1,500	1,500	0	0.00%	1,553	1,607	1,663	1,721
17 Repair & Maintenance - Water												
18 SCADA System - Water	530	0	0	0	2,500	2,500	0	0.00%	2,588	2,678	2,772	2,869
19 Other	17,054	13,922	16,992	16,992	15,437	15,437	0	0.00%	15,977	16,537	17,115	17,714
20 Total 48 1030 Repair & Maintenance - Water	17,584	13,922	16,992	16,992	17,937	17,937	0	0.00%	15,977	16,537	17,115	17,714
21 47 1010 · Electric - Water	10,892	11,322	8,846	11,794	12,777	12,384	(393)	-3.08%	12,817	13,266	13,730	14,211
22 <b>Total 534.40 · Services - Water</b>	<b>55,451</b>	<b>56,174</b>	<b>51,629</b>	<b>62,044</b>	<b>62,457</b>	<b>65,113</b>	<b>2,656</b>	<b>4.25%</b>	<b>62,244</b>	<b>64,423</b>	<b>66,678</b>	<b>69,012</b>
<b>Total Water Operations Expenditures</b>	<b>\$66,822</b>	<b>\$66,945</b>	<b>\$62,251</b>	<b>\$76,206</b>	<b>\$78,457</b>	<b>\$81,113</b>	<b>2,656</b>	<b>3.39%</b>	<b>\$78,804</b>	<b>\$81,563</b>	<b>\$84,417</b>	<b>\$87,372</b>

Rev. 9/24/24



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

	History				Budget		Difference		Projections			
	2022 Actual	2023 Actual	2024 Jan - Sept	2024 Projected	2024	2025	\$ Change	% Change	2026	2027	2028	2029
1 Wastewater Treatment Operations Expenditures												
2 535.30 · Supplies - WW Treatment												
3 31 3010 · Supplies - WW Treatment												
4 31 3010 · Supplies - WW Treatment	1,741	1,994	2,005	2,674								
5 35 3010 · Tools/Equip - WW Treatment	6,519	414	1,550	2,067								
6 31 3010 · Supplies - WW Treatment	8,261	2,408	3,556	4,741	10,000	10,000	0	0.00%	10,350	10,712	11,087	11,475
7 31 3011 · Chemicals - WW Treatment	1,993	1,718	2,406	3,208	3,000	3,000	0	0.00%	3,105	3,214	3,326	3,443
8 <b>Total 535.30 · Supplies - WW Treatment</b>	<b>10,253</b>	<b>4,126</b>	<b>5,962</b>	<b>7,949</b>	<b>13,000</b>	<b>13,000</b>	<b>0</b>	<b>0.00%</b>	<b>13,455</b>	<b>13,926</b>	<b>14,413</b>	<b>14,918</b>
9 535.40 · Services - WW Treatment												
10 Attorney Fees - Wastewater	0	39,786	3,871	3,871	0	0	0	#DIV/0!	0	0	0	0
11 Intergov - WW Treatment ( <i>previously 535.5</i> )												
12 B&O/Excise Tax												
13 B&O Tax - Wastewater Treatment	6,315	6,630	5,541	7,388								
14 53 2010 · Excise Tax - Sewer	2,162	1,449	358	478								
15 Total B&O/Excise Tax	8,477	8,078	5,899	7,866	8,168	8,259	91	1.12%	8,548	8,847	9,157	9,477
16 53 3020 · Permit Fees - WW Treatment	2,693	3,087	3,209	3,353	3,131	3,521	390	12.46%	3,644	3,772	3,904	4,040
17 Total Intergov - WW Treatment	11,170	11,165	9,108	11,219	11,299	11,780	481	4.26%	12,192	12,619	13,061	13,518
18 41 3040 · WWT Operations - Contracted	38,300	44,800	0	0	0	0	0	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	12,452	23,281	16,976	22,635	15,000	15,000	0	0.00%	15,525	16,068	16,631	17,213
21 WW Treatment Maint. and Repair												
22 48 3010 · Biosolids Disposal	10,872	27,940	20,086	25,873	17,834	17,834	0	0.00%	18,458	19,104	19,773	20,465
23 48 3020 · SCADA - WW Treatment	1,250	5,281	603	603	3,000	3,000	0	0.00%	3,105	3,214	3,326	3,443
24 Other	2,572	3,622	4,687	4,687	7,500	7,500	0	0.00%	7,763	8,034	8,315	8,606
25 Sewer Collection System	21,374	62,311	10,440	10,440	6,000	10,000	4,000	66.67%	10,350	10,712	11,087	11,475
26 Total WW Treatment Maint. and Repair	36,068	99,156	35,816	41,603	34,334	38,334	4,000	11.65%	39,676	41,064	42,502	43,989
27 47 3010 · Electric - WW Treatment	17,107	15,362	10,609	14,145	17,036	17,000	(36)	-0.21%	17,595	18,211	18,848	19,508
28 <b>Total 535.40 · Services - WW Treatment</b>	<b>115,097</b>	<b>233,550</b>	<b>76,380</b>	<b>93,473</b>	<b>77,668</b>	<b>82,114</b>	<b>4,446</b>	<b>5.72%</b>	<b>84,988</b>	<b>87,963</b>	<b>91,041</b>	<b>94,228</b>
29 <b>Total WWT Operations Expenditures</b>	<b>\$125,350</b>	<b>\$237,675</b>	<b>\$82,342</b>	<b>\$101,422</b>	<b>\$90,668</b>	<b>\$95,114</b>	<b>4,446</b>	<b>4.90%</b>	<b>\$98,443</b>	<b>\$101,889</b>	<b>\$105,455</b>	<b>\$109,146</b>

Rev. 9/24/24

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

	History				Budget		Difference		Projections			
	2022 Actual	2023 Actual	2024 Jan - Sept	2024 Projected	2024	2025	\$ Change	% Change	2026	2027	2028	2029
1 Combined W/S, Administrative Operations Expenditures												
2 538.30 · Supplies - Combined W/S												
3 Tools/Equip/Supplies	6,581	7,929	5,857	7,809	12,737	11,713	(1,024)	-8.04%	12,123	12,547	12,987	13,441
4 Office Supplies	4,566	1,781	1,229	1,638	4,000	4,000	0	0.00%	4,140	4,285	4,435	4,590
5 <b>Total 538.30 · Supplies - Combined W/S</b>	<b>11,147</b>	<b>9,710</b>	<b>7,085</b>	<b>9,447</b>	<b>16,737</b>	<b>15,713</b>	<b>(1,024)</b>	<b>-6.12%</b>	<b>16,263</b>	<b>16,832</b>	<b>17,421</b>	<b>18,031</b>
6 538.40 · Services - Combined W/S												
7 Bank Fees	0	75	100	150	150	150	0	0.00%	158	165	174	182
8 Attorney Fees	0	143	143	143	4,500	4,500	0	0.00%	2,500	2,500	2,500	2,500
9 Accounting Consulting	920	1,214	1,646	1,646	1,335	1,810	475	35.60%	1,874	1,939	2,007	2,077
10 Payroll Services	2,322	2,461	2,588	3,451	2,563	3,623	1,060	41.35%	3,750	3,882	4,017	4,158
11 Intergov (previously 538.50)												
12 B&O Tax - Fees/Penalties	134	92	73	98	73	103	30	40.47%	106	110	114	118
13 Other	0	23	0	0	210	210	0	0.00%	217	225	233	241
14 State Audit	3,553	10,248	0	0	750	10,248	9,498	1266.40%	6,250	0	6,500	0
15 County Election Costs	307	0	392	392	300	300	0	0.00%	311	321	333	344
16 Total Intergov	3,994	10,363	466	490	1,333	10,861	9,528	714.67%	11,241	11,634	12,042	12,463
17 Lockbox	916	737	263	350	901	368	(533)	-59.16%	381	394	408	422
18 Online Payment System	3,067	3,665	3,262	4,349	3,644	4,567	923	25.31%	4,727	4,892	5,063	5,241
19 Cleaning Services	1,867	3,970	2,970	3,960	3,960	3,960	0	0.00%	3,960	3,960	3,960	3,960
20 IT/Software Applications	6,790	7,104	7,391	7,391	10,000	10,000	0	0.00%	10,500	11,025	11,576	12,155
21 Rent	11,000	12,000	9,000	12,000	12,300	12,300	0	0.00%	12,731	13,176	13,637	14,115
22 Merchant Service Fees	4,236	4,611	3,530	4,707	4,849	4,942	93	1.92%	5,041	5,142	5,245	5,350
23 Postage	3,325	3,661	2,732	3,643	3,528	3,825	297	8.43%	3,901	3,979	4,059	4,140
24 Telephone/Internet	8,832	9,971	7,342	9,789	10,611	10,278	(333)	-3.14%	10,484	10,694	10,908	11,126
25 Legal Notices & Publications	0	3,865	47	47	3,000	3,000	0	0.00%	3,105	3,214	3,326	3,443
26 Liability Insurance	40,610	44,337	88	44,287	42,455	45,323	2,868	6.76%	47,589	49,969	52,467	55,090
27 Professional Dues	1,884	2,510	696	1,796	1,988	1,988	0	0.00%	2,058	2,130	2,204	2,281
28 Printing	10,953	2,279	1,532	2,042	2,305	2,145	(160)	-6.96%	2,252	2,364	2,483	2,607
29 Other Miscellaneous Services	9,134	10	2,362	2,362	2,000	2,000	0	0.00%	2,070	2,142	2,217	2,295
30 Travel/Mileage/Training and Education	12,851	5,521	11,483	12,500	15,000	15,000	0	0.00%	8,000	8,280	8,570	8,870
31 <b>Total 538.40 · Services - Combined W/S</b>	<b>122,700</b>	<b>118,495</b>	<b>57,640</b>	<b>115,103</b>	<b>126,423</b>	<b>140,640</b>	<b>14,218</b>	<b>11.25%</b>	<b>136,320</b>	<b>141,481</b>	<b>146,863</b>	<b>152,474</b>
<b>Total Combined W/S, Administrative Operations</b>	<b>133,848</b>	<b>128,206</b>	<b>64,725</b>	<b>124,550</b>	<b>143,160</b>	<b>156,353</b>	<b>13,194</b>	<b>9.22%</b>	<b>152,583</b>	<b>158,314</b>	<b>164,284</b>	<b>170,505</b>

Rev. 9/24/24

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

	History				Budget		Projections			
	2022 Actual	2023 Actual	2024 Jan - Aug	2024 Projected	2024	2025	2026	2027	2028	2029
1 <a href="#">Water Distribution Manager II - 0.5 FTE</a>										
2 Employee Wages	64,609	65,228	10,385	29,393	71,219	57,283	60,147	63,155	66,312	69,628
3 Benefits & Payroll Tax	22,113	20,551	2,561	3,841	22,831	21,218	22,279	23,393	24,562	25,790
4 <b>Total WDM II Compensation</b>	<b>86,722</b>	<b>85,780</b>	<b>12,946</b>	<b>33,235</b>	<b>94,050</b>	<b>78,501</b>	<b>82,426</b>	<b>86,547</b>	<b>90,875</b>	<b>95,418</b>
5 <a href="#">WW Treatment Plant Operator II - 1.0 FTE</a>										
6 Employee Wages	0	0	41,996	62,994	63,648	73,195	76,855	80,698	84,733	88,969
7 Benefits & Payroll Tax	0	0	13,466	20,199	22,100	22,764	23,903	25,098	26,353	27,670
8 <b>Total WWTPO II Compensation</b>	<b>0</b>	<b>0</b>	<b>55,462</b>	<b>83,193</b>	<b>85,748</b>	<b>95,960</b>	<b>100,758</b>	<b>105,795</b>	<b>111,085</b>	<b>116,639</b>
8 <a href="#">General Manager - 1.0 FTE</a>										
9 Employee Salary	86,353	99,330	64,280	96,420	103,105	96,420	101,241	106,303	111,618	117,199
10 Benefits & Payroll Tax	30,958	33,379	23,178	34,767	35,932	34,742	36,479	38,303	40,218	42,229
11 <b>Total GM Compensation</b>	<b>117,310</b>	<b>132,709</b>	<b>87,458</b>	<b>131,187</b>	<b>139,037</b>	<b>131,162</b>	<b>137,720</b>	<b>144,606</b>	<b>151,836</b>	<b>159,428</b>
12 <a href="#">Project/Account Manager - 1.0 FTE</a>										
13 Employee Wages	86,303	78,673	55,585	83,377	83,427	83,427	87,598	91,978	96,577	101,406
14 Benefits & Payroll Tax	21,575	22,331	15,279	22,918	24,009	23,759	24,947	26,194	27,504	28,879
15 <b>Total PM Compensation</b>	<b>107,878</b>	<b>101,005</b>	<b>70,863</b>	<b>106,295</b>	<b>107,436</b>	<b>107,186</b>	<b>112,545</b>	<b>118,172</b>	<b>124,081</b>	<b>130,285</b>
16 <a href="#">Apprentice/Trainee</a>										
17 Employee Salary	14,990	48,325	30,727	30,727	0	0	0	0	0	0
18 Benefits & Payroll Tax	6,123	17,943	11,552	11,552	0	0	0	0	0	0
19 <b>Total A/T Compensation</b>	<b>21,113</b>	<b>66,268</b>	<b>42,279</b>	<b>42,279</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
20 Commissioners										
21 Commissioner 1										
22 Per Diem	3,840	3,904	3,539	5,308	3,931	5,573	5,573	5,573	5,573	5,573
23 Payroll Tax	284	304	287	430	301	426	426	426	426	426
24 Commissioner 2										
25 Per Diem	3,328	3,584	3,315	4,973	3,730	5,221	5,221	5,221	5,221	5,221
26 Payroll Tax	245	269	240	360	285	399	399	399	399	399
27 Commissioner 3										
28 Per Diem	5,568	5,248	3,782	5,672	5,141	5,956	5,956	5,956	5,956	5,956
29 Payroll Tax	421	397	295	442	393	456	456	456	456	456
30 <b>Total Commissioner Compensation</b>	<b>13,686</b>	<b>13,705</b>	<b>11,456</b>	<b>17,184</b>	<b>13,781</b>	<b>18,032</b>	<b>18,032</b>	<b>18,032</b>	<b>18,032</b>	<b>18,032</b>
<b>Total Staff Costs</b>	<b>\$346,727</b>	<b>\$399,470</b>	<b>\$280,470</b>	<b>\$413,373</b>	<b>\$440,052</b>	<b>\$430,839</b>	<b>\$451,480</b>	<b>\$473,152</b>	<b>\$495,908</b>	<b>\$519,802</b>

Rev. 9/24/24



### Hartstene Pointe Water-Sewer District Loan Payments

	History				Budget		Projections			
	2022 Actual	2023 Actual	2024 Projected	2024 Actual	2024	2025	2026	2027	2028	2029
<b>Ecology Loan - Effluent Outfall</b>										
Principal Payment	34,964	35,492	36,028	36,028	36,028	36,572	37,125	37,686		
Interest Payment	3,147	2,619	2,083	2,083	2,083	1,539	987	426		
<b>Total Ecology Loan Payments</b>	<b>38,111</b>	<b>38,111</b>	<b>38,111</b>	<b>38,111</b>	<b>38,111</b>	<b>38,111</b>	<b>38,111</b>	<b>38,111</b>	<b>0</b>	<b>0</b>
<b>USDA Bond - Booster Pump, Meters</b>										
Principal Payment	29,345	30,156	30,991	30,991	30,991	31,849	32,731	33,637	34,568	35,525
Interest Payment	9,985	9,174	8,339	8,339	8,339	7,481	6,599	5,693	4,762	3,805
<b>Total USDA Bond Payments</b>	<b>39,330</b>	<b>39,330</b>	<b>39,330</b>	<b>39,330</b>	<b>39,330</b>	<b>39,330</b>	<b>39,330</b>	<b>39,330</b>	<b>39,330</b>	<b>39,330</b>
<b>DWSRF Loan - Water Treatment Upgrades</b>										
Principal Payment	65,671	65,671	65,671	65,671	65,671	65,671	65,671	65,671	65,671	65,671
Interest Payment	14,776	13,791	12,806	12,806	12,806	11,821	10,836	9,851	8,866	7,880
<b>Total DWSRF Loan Payments</b>	<b>80,447</b>	<b>79,462</b>	<b>78,477</b>	<b>78,477</b>	<b>78,477</b>	<b>77,492</b>	<b>76,507</b>	<b>75,522</b>	<b>74,537</b>	<b>73,551</b>
<b>WIRP Engineering - Ecology Loan</b>										
Principal Payment						21,545	59,519	60,237	60,964	61,700
Interest Payment						11,957	11,593	11,055	10,509	9,958
Admin Payment						3,986	3,864	3,685	3,503	3,319
<b>Total WIRP Engineering - Ecology Loan</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,488</b>	<b>74,977</b>	<b>74,977</b>	<b>74,977</b>	<b>74,977</b>
<b>WIRP Construction - Ecology Loan</b>										
Principal Payment						0				
Interest Payment						0				
Admin Payment						0				
<b>Total WIRP Construction - Ecology Loan</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Loan Payments</b>	<b>157,888</b>	<b>156,903</b>	<b>155,918</b>	<b>155,918</b>	<b>155,918</b>	<b>192,421</b>	<b>228,925</b>	<b>227,940</b>	<b>188,843</b>	<b>187,858</b>

Rev. 9/24/24

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

Net Effect of Transfers

	History				Budget		Difference		Projections			
	2022 Actual	2023 Actual	2024 Jan - Aug	2024 Projected	2024	2025	\$ Change	% Change	2026	2027	2028	2029
030 - Ecology Loan Reserve	512	1,983	1,494	2,241	0	0	0	#DIV/0!	0	0	0	0
050 - DWSRF Loan Reserve	122	1,074	58,411	5,435	0	0	0	#DIV/0!	0	0	0	0
070 - USDA Revenue Bond Reserve	4,444	2,721	1,559	1,725	2,435	2,557	122	5.00%	2,685	2,685	2,819	2,960
010 - Operating Fund (incl. revolving funds)	(74,599)	(2,832)	(117,737)	(94,649)	(68,943)	(62,342)	6,601	-9.57%	(57,464)	(57,464)	(57,598)	(57,739)
020 - Committed Funds							0	0.00%				
Asset Replacement Fund	9,000	0	0	18,000	9,000	9,000	0	0.00%	9,000	9,000	9,000	9,000
Capital Improvement Fund							0	0.00%				
Inflow & Infiltration	27,355	6,726	23,933	24,908	31,729	25,006	(6,723)	-21.19%	20,000	20,000	20,000	20,000
Reservoir Repair	13,326	(27,840)	13,326	13,326	13,326	13,326	0	0.00%	13,326	13,326	13,326	13,326
Other	0	0	0	0	0	0	0	0.00%	0	0	0	0
Risk Management Fund	19,840	18,168	19,013	29,013	12,453	12,453	0	0.00%	12,453	12,453	12,453	12,453
Total 020 - Committed Funds	69,522	(2,946)	56,273	85,248	66,508	59,786	(6,722)	-10.11%	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

Rev. 9/24/24

## Hartstene Pointe Water-Sewer District

### Proposed Capital Facilities Charges

	Water	Sewer	Total
Debt Share	780	970	1,750.00
Future Improvements	2105	2480	4,585.00
Assets	1430	4305	5,735.00
<b>Total</b>	<b>\$4,315.00</b>	<b>\$7,755.00</b>	<b>12,070.00</b>
<b>Connection Fees</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>\$500.00</b>
<b>Total CFC + Connection Fees</b>	<b>\$4,565.00</b>	<b>\$8,005.00</b>	
<b>Total Cost for New Connections</b>			<b>\$12,570.00</b>



## Hartstene Pointe Water-Sewer District Cross-Connection Control Program, Conditions of Service & Water Use Questionnaire

### **PURPOSE: Prevention of Contamination**

Water normally flows in one direction, from the public water system through the customer's cold or hot water plumbing to a sink tap or other plumbing fixture. The plumbing fixture is the end of the potable water system and the start of the waste disposal system. Under certain conditions water can flow in the reverse direction. This is known as backflow.

Pollutants or contaminants can enter the public drinking water system through uncontrolled cross connections when backflow occurs. To prevent contamination of the public water system, the Hartstene Pointe Water-Sewer District operates a Cross Connection Control Program (CCC).

In general, the installation of plumbing in compliance with the plumbing code will provide adequate protection from contamination. However, the District requires, as a condition of service, an evaluation of your water use to help determine if there exists special plumbing that increases the risk of contamination above the normal level found in residential homes. If a risk is identified, you will be required to install a backflow prevention assembly.

To help determine if a backflow prevention assembly is required, you are required to complete the attached questionnaire which will help the District assess the risk of contamination to the public water system. Based on the results of the evaluation, the installation of backflow prevention assemblies may be required.

### **Conditions of Service**

To remain in compliance with the District's Cross Connection Control Program all customers must adhere to the following, as a condition of receiving service.

Water service is provided based on the following terms and limitations:

1. The customer agrees to take all measures necessary to prevent the contamination of the plumbing system within his/her premises and the District's distribution system that may occur from backflow through a cross connection. These measures shall include the prevention of backflow under any backpressure or backsiphonage condition, including the disruption of the water supply from the District's system that may occur during routine system maintenance or during emergency conditions, such as a water main break.
2. The customer agrees to install, operate, and maintain at all times his plumbing system in compliance with the current edition of the Uniform Plumbing Code as it pertains to the prevention of contamination and protection from thermal expansion, due to a closed system



that could occur with the present or future installation of backflow preventers on the customer's service and/or at plumbing fixtures.

3. For cross-connection control or other public health-related surveys, the customer agrees to provide for the District's agents free access to all parts of the premises during reasonable working hours of the day for routine surveys and at all times during emergencies.

4. The customer agrees to install all backflow prevention assemblies requested by the District and to maintain those assemblies in good working order. The assemblies shall be of a type, size, and make approved by the Washington State Department of Health and acceptable to the District. The assemblies shall be installed in accordance with the recommendations given in the most recently published edition of the Cross Connection Control Manual, Accepted Procedures and Practice, published by the Pacific Northwest Section, American Water Works Association, or latest edition thereof. The assemblies shall be installed in accordance with District standards as stated in this program.

5. The customer agrees to:

a. Have all assemblies (e.g., RPBA's and/or DCVA's) that the District relies upon to protect the public water distribution system tested upon installation, annually thereafter and/or more frequently if requested by the District, after repair, and after relocation.

b. Have all testing done by a District-approved and currently DOH-certified Backflow Assembly Tester (BAT).

c. Have the RPBA or DCVA tested in accordance with DOH-approved test procedures; and

d. Submit to the District the results of the test(s) on District-supplied test report forms within the time period specified by the District.

6. The customer agrees to bear all costs for the aforementioned installation, testing, repair, maintenance and replacement of the RPBA, RPDA, DCVA or DCDA installed to protect the District's distribution system.

7. At the time of application for service, if required by the District, the customer agrees to submit a Water Use Questionnaire. The Water Use Questionnaire shall assess the cross-connection hazards and **list the backflow preventers provided within the premises**. The results of the Questionnaire shall be submitted prior to the District turning on water service to a new customer.

8. Within 30 days of any request by the District a residential customer shall agree to complete and submit to the District a "Water Use Questionnaire" for the purpose of surveying the health hazard posed by the customer's plumbing system on the District's distribution system. Further, the residential customer agrees to provide within 30 days of a request by the District a cross-connection control survey of the premises by a Washington State Department of Health certified Cross Connection Specialist acceptable to the District.

9. The customer agrees to obtain the prior approval from the District for all changes in water use, and alterations and additions to the plumbing system, and shall comply with any additional requirements imposed by the District for cross-connection control.

10. The customer agrees to immediately notify the District and the local health jurisdiction of any backflow incident occurring within the customer's premises (i.e., entry of any contaminant/pollutant into the drinking water) and shall cooperate fully with the District to determine the reason for the backflow incident.

11. The customer acknowledges the right of the District to discontinue the water supply within 72 hours of giving notice to the customer, or a lesser period of time if required to protect public health, if the customer fails to cooperate with the District in the survey of premises, in the installation, maintenance, repair, inspection, or testing of backflow prevention assemblies or air gaps required by the District, or in the District's effort to contain a contaminant or pollutant that is detected in the customer's system.

Without limiting the generality of the foregoing, in lieu of discontinuing water service, the District may install an RPBA on the service pipe to provide premises isolation, and recover all costs for the installation and subsequent maintenance and repair of the assembly, appurtenances, and enclosure from the customer as fees and charges for water. The failure of the customer to pay these fees and charges may result in termination of water service in accordance with the District's water billing policies.

12. Where the District imposes mandatory premises isolation in compliance with Washington State Department of Health regulations, or agrees to the customer's voluntary premises isolation through the installation of a RPBA immediately downstream of the District's water meter, the customer acknowledges his obligation to comply with the other cross-connection control regulations having jurisdiction (i.e., Uniform Plumbing Code). Although the District's requirements for installation, testing, and repair of backflow assemblies may be limited to the RPBAs used for premises isolation, the customer agrees to the other terms herein as a condition of allowing a direct connection to the District's service pipe.

13. The customer agrees to indemnify and hold harmless the District for all contamination of the customer's plumbing system or the District's distribution system that results from an unprotected or inadequately protected cross connection within the customer's premises. This indemnification shall pertain to all backflow conditions that may arise from the District's suspension of water supply or reduction of water pressure, recognizing that the air gap separation otherwise required would require the customer to provide adequate facilities to collect, store, and pump water for his/her premises.

14. The customer agrees that, in the event legal action is required and commenced between the District and the customer to enforce the terms and conditions herein, the substantially prevailing party shall be entitled to reimbursement of all incurred costs and expenses including, but not limited to reasonable attorney's fees as determined by the Court.

15. The customer acknowledges that the District's survey of a customer's premises is for the sole purpose of establishing the District's minimum requirements for the protection of the public water supply system, commensurate with the District's assessment of the degree of hazard.

It shall not be assumed by the customer or any regulatory agency that the District's survey requirements for the installation of backflow prevention assemblies, lack of requirements for the installation of backflow prevention assemblies, or other actions by the District's personnel constitute an approval of the customer's plumbing system or an assurance to the customer of the absence of cross connections therein.

16. The customer acknowledges the right of the District, in keeping with changes to Washington State regulations, industry standards, or the District's risk management policies, to impose retroactive requirements for additional cross-connection control measures.

The District will enforce all water, sewer and cross connection control program regulations. All property owners within the Hartstene Pointe Community are customers of the Hartstene Pointe Water-Sewer District and will abide by the governing documents, rules, regulations and resolutions of the District.

I agree to the Conditions of Service Outlined Above

**Please answer the following questions and return the questionnaire to the Hartstene Pointe Water-Sewer District, 772 Chesapeake Dr. Shelton, WA 98584 no later than 30 days from the**

\_\_\_\_\_.  
**Date Received**

YES	NO	QUESTION
		Do you have any of the following:
		Swamp Cooler
		Hot Tub
		Swimming Pool
		Jacuzzi
		Underground Sprinkler System
		Drip Irrigation System
		Green House
		Solar System
		Utility Sink (with threaded faucet)
		Fire Sprinkler System
		Ghost Pipes
		Waterbed
		Ornamental Fountain
		Bird Bath
		Do you use:
		Antifreeze Flush Kits
		Insecticide/Fertilizer Sprayers
		Dark Room Equipment
		Do you or anyone in your home use a portable dialysis machine?
		Do you have a bathtub that fills from the bottom; or does not have an overflow drain and is not air gapped?
		Do you have a water softener or any other type of treatment connected to the drinking water supply?
		Do you have an auxiliary water supply on your premises?
		Do you receive irrigation water from another source?
		Does a creek, river, or spring run through your property?
		Is there 30 feet in elevation from your meter to the point of use?
		Do you have a backflow preventer on your property at this time?

YES	NO	QUESTION
		Do you have a booster pump?
		Do you have any situation that you are aware of that could create a cross-connection contamination?

**Please notify the District immediately if any of the above condition(s) ever change on your property.**

**I agree to comply with the preceding Conditions of Service enumerated above,**

\_\_\_\_\_

Signature Date

\_\_\_\_\_

Print Name

Property Address: \_\_\_\_\_

Home Phone Number \_\_\_\_\_, Cell Phone Number \_\_\_\_\_

Email Address: \_\_\_\_\_

Thank you for your cooperation.