

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
November 21, 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 November 7, 2024 Special Meeting (2-4)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2024-46
9. General Manager's Report (5)

BUSINESS:

10. Approve Resolution 2024-07, Adopting the 2025 Budget (6-28)
11. Approve Resolution 2024-08, Adopting the 2025 Fee Schedule (29-30)
12. Finalize Memorandum of Understanding with HPMA (31-33)
13. Approve Adjustment to Project & Accounts Manager Compensation

ONGOING BUSINESS

14. Discuss Well #2 Rehabilitation, Bid Extension, Review Feedback from Bidder
15. Discuss Reservoir Hatch Repairs
16. Review Cross Connection Packet (34-38)
17. Discuss Asset Management Status
18. Discuss Booster Pumps

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
November 7, 2024
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

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

CALL TO ORDER: The meeting was called to order at 1:10 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

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

MINUTES:

The minutes of the October 17, 2024 regular meeting were presented. *Commissioner Anderson moved to approve the minutes. Commissioner Swart seconded.* Commissioner Swart noted a correction. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

The minutes of the November 4, 2024 special meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner Anderson shared follow up meeting with RH2 Engineering and discussed the need to review booster pump operations and connecting Well #3
- Commissioner Birgh shared takeaways from a meeting with GM and HPMA's GM regarding office lease extension
 - *Commissioner Birgh moved to authorize the District's GM to sign a 5-year extended lease at \$1,000 per month on behalf of the Board of Commissioners. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*
- Commissioner Swart reviewed the budget calendar of meetings
- Commissioner Swart requested PM to post a website update on the WIRP project page
- Commissioner noted upcoming RCAC trainings

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2024-45 in the amount of \$158,119.26 was presented. *Commissioner Anderson moved to approve voucher 2024-45 in the amount of \$158,119.26. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2024-43 was presented for review

- Voucher 2024-44 was presented for review
- Monthly Billing Report: PM presented the billing report for November 2024

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

BUSINESS:

Approve Increasing the Project & Accounts Manager Wage Range: GM reviewed his meeting with PM and proposed salary increase; commissioners countered with a second proposal for GM to present to PM. Commissioners to approve increase at next Regular meeting.

Review 2025 Proposed Budget: Commissioners and administrative staff reviewed the Proposed Budget.

Schedule Acknowledgement of Former Commissioner: Commissioners plan to schedule the acknowledgement before the regular meeting on 12/9/24.

Approve Expenses for Acknowledgement of Former Commissioner: *Commissioner Swart moved to authorize up to \$50.00 for refreshment expenses for acknowledging former commissioner. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the expenses are authorized.*

Review Draft Resolution 2024-06, Adopting a Policy on Work in HPMa Common Areas: Commissioners reviewed the draft resolution and identified changes needed to provide clarification. *Commissioner Swart moved to adopt Resolution 2024-06 as amended. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, Resolution 2024-06 is adopted as amended.*

ONGOING BUSINESS:

Discuss Well #2 Rehabilitation, Bid Extension, Feedback from Bidder: Tabled until feedback is received from bidder

Discuss Reservoir Hatch Repairs: Commissioner Birgh to attend RCAC training and study purchasing manual & RCWs to determine how to proceed

Review Draft Memorandum of Understanding between District and HPMa: Commissioners directed GM to amend and create an addendum

Review Cross Connection Packet: Commissioners suggested simplifying the CCC packet cover and clarify procedures; Commissioners will read additional Resolution determined to be relevant to discussion. Discussion on this to continue.

Discuss "Code of Safety" Policy: *Commissioner Anderson moved to adopt the Code of Safety Policy. Commissioner Swart seconded.* Commissioners reviewed comments posted by Commissioner Anderson on the Shared Drive; all comments were accepted for inclusion. *Hearing 3 aye votes and 0 nay votes, the policy is adopted as amended.*

Discuss Shared Drive & Calendar Status: Anderson thanked PM for share drive set up and initial structure. Shared Drive use and structure is ongoing and will build upon the present state.

Discuss Asset Management Status: Commissioner Anderson began porting data from previous spreadsheet into RCAC's recommended format. This process will continue and is ongoing. Commissioner Birgh will meet with GM once the new format is ready in order to facilitate GM's utilization and application.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 5:30 pm.

Meeting Minutes Drafted By: PM

Respectfully Submitted By:

Signature

Carl Anderson, Secretary, Commissioner #1
Name and Title

Approved at the Regular Meeting of the Board on: 11-21-2024

GM REPORT FOR BOC MEETING ON 11/21/24

- WWTP averaged 112,973 GPD (50,193 min; 220,683 max)
- Wells averaged 37,577 GPD (29,400 min; 52,400 max)
- From 11/3 - 11/16
- Higher flows at WWTP due to rain
- Jared off until 12/18
- WIRP pre-bid meeting 11/22 @ 11 AM in Clubhouse
- PRV maintenance follow-up
- Sewer repair @ 541 PDW
- District closed for holiday on Nov 28 & 29

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

RESOLUTION 2024-07

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
ADOPTING THE 2025 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 a public hearing on the proposed 2025 Budget on November 7, 2024 and heard testimony at said hearing, including testimony received during public hearing period prior to November 7, 2024; and

WHEREAS, the Hartstene Pointe Water-Sewer District provided public notice of its intent to adopt a 2025 Budget; and

WHEREAS, the District Commissioners determined the proposed 2025 Budget included expenditure limitations to allow prudent operation of the water, waste water collection, and waste water treatment systems, payment on the District's annual debt service, and funding for scheduled capital outlay projects; and

WHEREAS, the estimated revenues of the District in 2025 plus the estimated 2025 starting fund balance are adequate to fund 2025 expenditures;

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

To adopt the enclosed Budget for the period of January 1, 2025 through December 31, 2025 for the Hartstene Pointe Water-Sewer District.

ADOPTED by the District Board of Commissioners at its scheduled meeting on this 21st day of November, 2024.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Stacy Swart, President

Carl Anderson, Secretary

Stefan Birgh, Audit Commissioner

**Hartstene Pointe Water-Sewer District
2025 Final Budget Overview**

| | 2022 Actual | 2023 Actual | 2024 Projected | Budget | | Projections | | | |
|--|----------------|----------------|-------------------|-----------|------------|-------------|-----------|-----------|-----------|
| | | | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Beginning Unreserved Funds Balance | 553,936 | 650,259 | 632,639 | 666,923 | 875,832 | 883,451 | 814,360 | 1,033,080 | 1,312,714 |
| Revenues | 999,262 | 1,085,958 | 2,470,947 | 2,435,975 | 15,168,104 | 1,749,493 | 1,805,681 | 1,863,564 | 1,923,373 |
| Expenditures | 898,820 | 1,098,013 | 2,218,353 | 2,427,555 | 15,157,928 | 1,815,899 | 1,584,276 | 1,581,111 | 1,617,701 |
| Net Income (Loss) | 100,442 | (12,055) | 252,594 | 8,420 | 10,176 | (66,406) | 221,405 | 282,452 | 305,672 |
| Ending Unreserved Funds Balance | 553,936 | 632,639 | 875,832 | 780,819 | 883,451 | 814,360 | 1,033,080 | 1,312,714 | 1,615,426 |

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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 | 408,813 | 156,815 | 69.06% | 375,494 | 271,624 | 455,565 | 700,419 |
| 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 | 94,807 | 26,038 | 27.84% | 100,965 | 100,965 | 100,965 | 100,965 |
| 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 | 467,019 | 86,377 | 19.64% | 507,957 | 542,736 | 577,515 | 612,295 |
| 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 | 875,832 | 243,193 | 36.46% | 883,451 | 814,360 | 1,033,080 | 1,312,714 |

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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 | 408,813 | 324,762 | 375,494 | 50,732 | 15.62% | 271,624 | 455,565 | 700,419 | 968,352 |
| 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 | 94,807 | 135,699 | 100,965 | (34,734) | -25.60% | 100,965 | 100,965 | 100,965 | 100,965 |
| 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 | 467,019 | 456,057 | 507,957 | 51,900 | 11.38% | 542,736 | 577,515 | 612,295 | 647,074 |
| 065 - Capital Projects Account | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | 0 |
| Total Ending Unreserved Fund Balances | 553,936 | 632,639 | 875,832 | 780,819 | 883,451 | 102,632 | 13.14% | 814,360 | 1,033,080 | 1,312,714 | 1,615,426 |

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Hartstene Pointe Water-Sewer District
Revenues

| | History | | | | Budget | | Difference | | Projections | | | |
|--|------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|---------------|----------------|--------------------|--------------------|--------------------|--------------------|
| | 2022 Actual | 2023 Actual | 2024 Jan - Sept | 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 | 99.90 | (0.00) | 0.00% | 108.40 | 111.70 | 115.10 | 118.60 |
| 3 Residential Sewer (Monthly) | 87.00 | 85.50 | 90.00 | 90.00 | 90.00 | 98.90 | 8.90 | 9.89% | 200.96 | 207.00 | 213.20 | 219.60 |
| 4 Total Residential Monthly Charge | 167.60 | 179.30 | 189.90 | 189.90 | 189.90 | 198.80 | 8.90 | 4.69% | 309.36 | 318.70 | 328.30 | 338.20 |
| 5 Prepaid Connection - Water (Monthly) | 34.50 | 39.00 | 41.50 | 41.50 | 41.50 | 43.50 | 2.00 | 4.83% | 47.20 | 48.60 | 50.10 | 51.60 |
| 6 Prepaid Connection - Sewer (Monthly) | 35.30 | 35.60 | 37.50 | 37.50 | 37.50 | 39.50 | 2.00 | 5.32% | 42.90 | 44.20 | 45.50 | 46.90 |
| 7 Total Prepaid Connection Monthly Charge | 69.80 | 74.60 | 79.00 | 79.00 | 79.00 | 83.00 | 4.00 | 5.06% | 90.10 | 92.80 | 95.60 | 98.50 |
| 8 Water - Metered Charges | 6,124 | 7,000 | 4,528 | 6,038 | 11,729 | 6,158 | (5,571) | -47.50% | 6,682 | 6,882 | 7,089 | 7,301 |
| 9 Water Connection & Capital Facilities Charge | 3,670 | 3,450 | 4,435 | 4,435 | 4,435 | 3,560 | (875) | -19.73% | 3,560 | 3,560 | 3,560 | 3,560 |
| 10 Sewer Connection & Capital Facilities Charge | 4,130 | 4,350 | 5,565 | 5,565 | 5,565 | 8,420 | 2,855 | 51.30% | 8,420 | 8,420 | 8,420 | 8,420 |
| 11 Total Connection & Capital Facilities Charge | 7,800 | 7,800 | 10,000 | 10,000 | 10,000 | 11,980 | 1,980 | 19.80% | 11,980 | 11,980 | 11,980 | 11,980 |
| 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 | 2 | 2 | 3 | 2 | (1) | -33.33% | 1 | 1 | 1 | 1 |
| 16 Revenues | | | | | | | | | | | | |
| 17 Total Water Revenues | 455,260 | 533,306 | 429,514 | 569,550 | 570,759 | 565,649 | (5,110) | -0.90% | 607,262 | 627,082 | 647,555 | 668,664 |
| 18 Total Sewer Revenues | 482,569 | 479,186 | 381,447 | 507,740 | 503,626 | 553,034 | 49,408 | 9.81% | 1,116,154 | 1,152,187 | 1,189,250 | 1,227,593 |
| 19 Total Penalties & Fees | 7,892 | 6,308 | 4,858 | 6,477 | 6,555 | 6,726 | 171 | 2.61% | 10,362 | 10,697 | 11,043 | 11,401 |
| 20 Capital Facilities Charges & Connection Fees | 43,800 | 21,900 | 20,000 | 20,000 | 30,000 | 23,960 | (6,040) | -20.13% | 11,980 | 11,980 | 11,980 | 11,980 |
| 21 Interest Income | 7,306 | 30,099 | 28,065 | 37,419 | 3,735 | 10,000 | 6,265 | 167.74% | 3,735 | 3,735 | 3,735 | 3,735 |
| 22 WA State Ecology Water Quality Fin. Assistance Loan | | | 1,180,751 | 1,321,300 | 1,321,300 | 14,000,000 | 12.68M | 959.56% | | | | |
| 23 Miscellaneous Revenues | 2,436 | 15,159 | 6,433 | 8,461 | 0 | 8,735 | 8,735 | 0.00% | 0 | 0 | 0 | 0 |
| Total Revenues | \$999,262 | \$1,085,958 | \$2,051,068 | \$2,470,947 | \$2,435,975 | \$15,168,104 | 12.73M | 522.67% | \$1,749,493 | \$1,805,681 | \$1,863,564 | \$1,923,373 |
| | | | | | % Water Revenue: | 53.12% | 50.56% | | | | | |
| | | | | | % Wastewater Revenue: | 46.88% | 49.44% | | | | | |

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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 Staff | 346,727 | 399,470 | 280,470 | 413,373 | 440,052 | 434,833 | (5,219) | -1.19% | 455,673 | 477,555 | 500,531 | 524,656 |
| 3 Water | 66,822 | 66,945 | 66,975 | 81,059 | 78,457 | 88,200 | 9,743 | 12.42% | 86,139 | 89,154 | 92,274 | 95,504 |
| 4 Wastewater Treatment/Sewer | 125,350 | 237,675 | 82,342 | 106,900 | 90,668 | 99,660 | 8,992 | 9.92% | 103,148 | 106,758 | 110,495 | 114,362 |
| 5 Combined W/S, Administrative | 133,848 | 128,206 | 70,528 | 135,918 | 143,160 | 160,314 | 17,154 | 11.98% | 156,664 | 162,518 | 168,617 | 174,970 |
| 6 Total Operations | 672,747 | 832,296 | 500,314 | 737,250 | 752,337 | 783,007 | 30,669 | 4.08% | 801,624 | 835,986 | 871,918 | 909,493 |
| 7 Capital Improvements | 68,185 | 108,709 | 766,761 | 1,325,185 | 1,519,300 | 14,182,500 | 12,663,200 | 833.49% | 265,000 | 0 | 0 | 0 |
| 8 Loan Payments | 157,888 | 156,903 | 155,918 | 155,918 | 155,918 | 192,421 | 36,503 | 23.41% | 749,275 | 748,290 | 709,193 | 708,208 |
| 9 Total Expenditures | \$898,820 | \$1,098,013 | \$1,422,992 | \$2,218,353 | \$2,427,555 | \$15,157,928 | \$12,730,373 | 524.41% | \$1,815,899 | \$1,584,276 | \$1,581,111 | \$1,617,701 |

Total Water Expenditures: 399,328
 Total Wastewater Expenditures: 339,525
 Total Combined W/S, Administrative Expenditures: 419,075
 % Water: 52.58%
 % Wastewater: 47.42%

\$1,157,928

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**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 | 2,635 | 3,163 | | | | | | | | |
| 6 Supplies - Water | 6,436 | 5,418 | 5,980 | 7,973 | 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 Total 534.30 · Supplies - Water | 11,371 | 10,772 | 11,008 | 14,678 | 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 | 22,966 | 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 | 1,628 | 128 | 8.55% | 1,685 | 1,744 | 1,805 | 1,868 |
| 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 | 21,329 | 21,329 | 15,437 | 22,395 | 6,958 | 45.08% | 23,179 | 23,991 | 24,830 | 25,699 |
| 20 Total 48 1030 Repair & Maintenance - Water | 17,584 | 13,922 | 21,329 | 21,329 | 17,937 | 24,895 | 6,958 | 38.79% | 23,179 | 23,991 | 24,830 | 25,699 |
| 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 Total 534.40 · Services - Water | 55,451 | 56,174 | 55,966 | 66,381 | 62,457 | 72,200 | 9,743 | 15.60% | 69,579 | 72,014 | 74,535 | 77,144 |
| Total Water Operations Expenditures | \$66,822 | \$66,945 | \$66,975 | \$81,059 | \$78,457 | \$88,200 | 9,743 | 12.42% | \$86,139 | \$89,154 | \$92,274 | \$95,504 |

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**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 Total 535.30 · Supplies - WW Treatment | 10,253 | 4,126 | 5,962 | 7,949 | 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 | 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 | 17,380 | 2,380 | 15.87% | 17,988 | 18,618 | 19,270 | 19,944 |
| 21 WW Treatment Maint. and Repair | | | | | | | | | | | | |
| 22 48 3010 · Biosolids Disposal | 10,872 | 27,940 | 19,901 | 24,481 | 17,834 | 20,000 | 2,166 | 12.15% | 20,700 | 21,425 | 22,174 | 22,950 |
| 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 | 10,625 | 17,311 | 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 | 47,081 | 34,334 | 40,500 | 6,166 | 17.96% | 41,918 | 43,385 | 44,903 | 46,475 |
| 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 Total 535.40 · Services - WW Treatment | 115,097 | 233,550 | 76,380 | 98,951 | 77,668 | 86,660 | 8,992 | 11.58% | 89,693 | 92,832 | 96,082 | 99,444 |
| 29 Total WWT Operations Expenditures | \$125,350 | \$237,675 | \$82,342 | \$106,900 | \$90,668 | \$99,660 | 8,992 | 9.92% | \$103,148 | \$106,758 | \$110,495 | \$114,362 |

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**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 | 8,667 | 11,556 | 12,737 | 12,365 | (373) | -2.93% | 12,798 | 13,245 | 13,709 | 14,189 |
| 4 Office Supplies | 4,566 | 1,781 | 1,616 | 2,154 | 4,000 | 4,000 | 0 | 0.00% | 4,140 | 4,285 | 4,435 | 4,590 |
| 5 Total 538.30 · Supplies - Combined W/S | 11,147 | 9,710 | 10,283 | 13,710 | 16,737 | 16,365 | (373) | -2.23% | 16,938 | 17,530 | 18,144 | 18,779 |
| 6 538.40 · Services - Combined W/S | | | | | | | | | | | | |
| 7 Bank Fees | 0 | 75 | 113 | 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 | 1,761 | 426 | 31.90% | 1,823 | 1,886 | 1,952 | 2,021 |
| 10 Payroll Services | 2,322 | 2,461 | 2,855 | 3,806 | 2,563 | 3,997 | 1,433 | 55.91% | 4,136 | 4,281 | 4,431 | 4,586 |
| 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 | 400 | 100 | 33.33% | 414 | 428 | 443 | 459 |
| 16 Total Intergov | 3,994 | 10,363 | 466 | 490 | 1,333 | 10,961 | 9,628 | 722.17% | 11,344 | 11,741 | 12,152 | 12,578 |
| 17 Lockbox | 916 | 737 | 291 | 863 | 901 | 901 | 0 | 0.00% | 932 | 965 | 999 | 1,033 |
| 18 Online Payment System | 3,067 | 3,665 | 3,635 | 4,847 | 3,644 | 5,090 | 1,445 | 39.66% | 5,268 | 5,452 | 5,643 | 5,840 |
| 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 | 7,446 | 7,446 | 10,000 | 10,000 | 0 | 0.00% | 10,500 | 11,025 | 11,576 | 12,155 |
| 21 Rent | 11,000 | 12,000 | 10,000 | 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 | 3,922 | 5,230 | 4,849 | 5,491 | 642 | 13.24% | 5,601 | 5,713 | 5,827 | 5,944 |
| 23 Postage | 3,325 | 3,661 | 2,743 | 3,657 | 3,528 | 3,840 | 312 | 8.85% | 3,916 | 3,995 | 4,075 | 4,156 |
| 24 Telephone/Internet | 8,832 | 9,971 | 7,809 | 10,412 | 10,611 | 10,932 | 321 | 3.03% | 11,151 | 11,374 | 11,602 | 11,834 |
| 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 | 45,321 | 42,455 | 45,323 | 2,868 | 6.76% | 47,589 | 49,969 | 52,467 | 55,090 |
| 27 Professional Dues | 1,884 | 2,510 | 696 | 2,476 | 1,988 | 2,600 | 612 | 30.76% | 2,691 | 2,785 | 2,882 | 2,983 |
| 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 | 15,311 | 15,000 | 15,000 | 0 | 0.00% | 8,000 | 8,280 | 8,570 | 8,870 |
| 31 Total 538.40 · Services - Combined W/S | 122,700 | 118,495 | 60,245 | 122,208 | 126,423 | 143,949 | 17,526 | 13.86% | 139,726 | 144,988 | 150,473 | 156,191 |
| Total Combined W/S, Administrative Operations | 133,848 | 128,206 | 70,528 | 135,918 | 143,160 | 160,314 | 17,154 | 11.98% | 156,664 | 162,518 | 168,617 | 174,970 |

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| Hartstene Pointe Water-Sewer District | | | | | | | | | | | | | |
|---------------------------------------|--|--------------------|-----------------|---|------------------|--------------------|--------------------|---------------------|------------------|------------|------------|------------|-------------|
| Capital Improvement Plan | | | | | | | | | | | | | |
| | Total Project Costs | History | | | | Budgets | | Projections | | | | | |
| | | 2022 Actual | 2023 Actual | 2024 Jan - Aug | 2024 Projected | 2024 Budget | 2025 Budget | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 - 2046 |
| 1 | Water | | | | | | | | | | | | |
| 2 | Update Water System Plan | 80,000 | | | | - | - | | | | | | |
| 3 | Test Pump Well #3 | | | | | - | 20,000 | | | | | | |
| 4 | Well 2 Rehabilitation | 30,000 | | | | 30,000 | 70,000 | | | | | | |
| 5 | Well 3 Connect | 160,000 | | | | - | - | 160,000 | | | | | |
| 6 | Upgrade Water SCADA | | | | | 50,000 | 15,000 | | | | | | |
| 7 | New Radio Read Water Meters | 150,000 | 22,394 | | | - | - | | | | | | |
| 8 | Capacity Assessment | 10,000 | | | | 10,000 | - | | | | | | |
| 9 | Reservoir Cleaning | 8,000 | | | | 8,000 | 10,000 | | | | | | |
| 10 | Total Water Capital Improvements | 480,763 | 22,394 | 0 | 0 | 0 | 98,000 | 115,000 | 160,000 | 0 | 0 | 0 | 0 |
| 11 | Wastewater Treatment/Sewer | | | | | | | | | | | | |
| 12 | Update Sewer System Plan (Moneys from 2021) | 80,000 | 35,571 | | | - | - | | | | | | |
| 13 | WWT Pumps - Rehab and Replace | 140,000 | | 35,038 | 1,493 | 1,493 | 80,000 | 50,000 | 90,000 | | | | |
| 14 | Laboratory Equipment Upgrade | | | 7,766 | | | - | - | | | | | |
| 15 | Wastewater Infrastructure Rehabilitation Project | | | 1,333 | 761,543 | 1,319,967 | 1,321,300 | 14,000,000 | 15,000 | | | | |
| 16 | Influent Flow Meters | 0 | | | 3,725 | 3,725 | - | - | | | | | |
| 17 | I&I Lateral Replacements | 600,000 | | | | 20,000 | 0 | | | | | | |
| 18 | SCADA Units for Lift Stations | 20,000 | | | | - | 17,500 | | | | | | |
| 19 | Slide Gate Actuators | 30,000 | 37,756 | | | - | - | | | | | | |
| 20 | Total WWT/Sewer Capital Improvements | 875,000 | 35,571 | 81,892 | 766,761 | 1,325,185 | 1,421,300 | 14,067,500 | 105,000 | 0 | 0 | 0 | 0 |
| 21 | Combined W/S | | | | | | | | | | | | |
| 22 | Portable Generator for W/WW Facilities | | 26,817 | | | - | - | | | | | | |
| 23 | Convert Patrol House to ADA | 30,000 | | | | - | - | | | | | | |
| 24 | Infrastructure Replacement | 810,000 | | | | - | - | | | | | | |
| 25 | Lease/Rent/Purchase New Work Truck | 15,000 | 10,220 | | | - | - | | | | | | |
| 26 | Total Combined W/S Capital Improvements | 50,000 | 10,220 | 26,817 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 27 | Total Capital Improvements | \$1,405,763 | \$68,185 | \$108,709 | \$766,761 | \$1,325,185 | \$1,519,300 | \$14,182,500 | \$265,000 | \$0 | \$0 | \$0 | \$0 |
| | | | | Carry-over from Previous Year: | | 24,849 | 194,115 | | | | | | |
| | | | | From Reservoir Repair Fund: | | - | - | | | | | | |
| | | | | From I&I Fund: | | 50,000 | - | | | | | | |
| | | | | From Asset Replacement Fund: | | - | - | | | | | | |
| | | | | From Risk Management Fund: | | 80,000 | - | | | | | | |
| | | | | CIP Expenditures from Existing Funds: | | \$ 154,849 | \$ 194,115 | | | | | | |
| | | | | CIP Expenditures from Current Revenues: | | \$1,364,451 | \$13,988,385 | | | | | | |

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**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 Water Distribution Manager II - 1.0 FTE | | | | | | | | | | |
| 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 | 22,023 | 23,125 | 24,281 | 25,495 | 26,770 |
| 4 Total WDM II Compensation | 86,722 | 85,780 | 12,946 | 33,235 | 94,050 | 79,307 | 83,272 | 87,435 | 91,807 | 96,398 |
| 5 WW Treatment Plant Operator II - 1.0 FTE | | | | | | | | | | |
| 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 | 23,570 | 24,749 | 25,986 | 27,285 | 28,650 |
| 8 Total WWTPO II Compensation | 0 | 0 | 55,462 | 83,193 | 85,748 | 96,765 | 101,603 | 106,684 | 112,018 | 117,619 |
| 8 General Manager - 1.0 FTE | | | | | | | | | | |
| 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 Total GM Compensation | 117,310 | 132,709 | 87,458 | 131,187 | 139,037 | 131,162 | 137,720 | 144,606 | 151,836 | 159,428 |
| 12 Project/Account Manager - 1.0 FTE | | | | | | | | | | |
| 13 Employee Wages | 86,303 | 78,673 | 55,585 | 83,377 | 83,427 | 84,864 | 89,107 | 93,563 | 98,241 | 103,153 |
| 14 Benefits & Payroll Tax | 21,575 | 22,331 | 15,279 | 22,918 | 24,009 | 24,704 | 25,939 | 27,236 | 28,598 | 30,028 |
| 15 Total PM Compensation | 107,878 | 101,005 | 70,863 | 106,295 | 107,436 | 109,568 | 115,047 | 120,799 | 126,839 | 133,181 |
| 16 Apprentice/Trainee - 0.0 FTE | | | | | | | | | | |
| 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 Total A/T Compensation | 21,113 | 66,268 | 42,279 | 42,279 | 0 | 0 | 0 | 0 | 0 | 0 |
| 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 Total Commissioner Compensation | 13,686 | 13,705 | 11,456 | 17,184 | 13,781 | 18,032 | 18,032 | 18,032 | 18,032 | 18,032 |
| Total Staff Costs | \$346,727 | \$399,470 | \$280,470 | \$413,373 | \$440,052 | \$434,833 | \$455,673 | \$477,555 | \$500,531 | \$524,656 |

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

| | History | | | | Budget | | Projections | | | |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2022 Actual | 2023 Actual | 2024 Projected | 2024 Actual | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
| Ecology Loan - Effluent Outfall | | | | | | | | | | |
| 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 | | |
| Total Ecology Loan Payments | 38,111 | 38,111 | 38,111 | 38,111 | 38,111 | 38,111 | 38,111 | 38,111 | 0 | 0 |
| USDA Bond - Booster Pump, Meters | | | | | | | | | | |
| 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 |
| 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 | 14,776 | 13,791 | 12,806 | 12,806 | 12,806 | 11,821 | 10,836 | 9,851 | 8,866 | 7,880 |
| Total DWSRF Loan Payments | 80,447 | 79,462 | 78,477 | 78,477 | 78,477 | 77,492 | 76,507 | 75,522 | 74,537 | 73,551 |
| WIRP Engineering - Ecology Loan | | | | | | | | | | |
| 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 |
| Total WIRP Engineering - Ecology Loan | 0 | 0 | 0 | 0 | 0 | 37,488 | 74,977 | 74,977 | 74,977 | 74,977 |
| WIRP Construction - Ecology Loan | | | | | | | | | | |
| Principal Payment | | | | | | 0 | 481,232 | 483,160 | 485,096 | 487,040 |
| Interest Payment | | | | | | 0 | 39,118 | 37,190 | 35,254 | 33,310 |
| Admin Payment | | | | | | 0 | | | | |
| Total WIRP Construction - Ecology Loan | 0 | 0 | 0 | 0 | 0 | 0 | 520,350 | 520,350 | 520,350 | 520,350 |
| Total Loan Payments | 157,888 | 156,903 | 155,918 | 155,918 | 155,918 | 192,421 | 749,275 | 748,290 | 709,193 | 708,208 |

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**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) | (95,778) | (68,943) | (43,494) | 25,449 | -36.91% | (37,464) | (37,464) | (37,598) | (37,739) |
| 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 | 26,038 | 31,729 | 6,158 | (25,571) | -80.59% | 0 | 0 | 0 | 0 |
| 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 | 86,377 | 66,508 | 40,938 | (25,570) | -38.45% | 34,779 | 34,779 | 34,779 | 34,779 |
| 065 - Capital Projects Account | 0 | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! | 0 | 0 | 0 | 0 |

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| | | 2022 Actual | | | | | | | | | | |
|----------------------|--|-----------------------|---------------|----------|----------------|----------|----------|---------------|----------|--------------|----------|----------------|
| | | 020 - Committed Funds | | | | | | | | | | |
| Transfers To: | | 030 | 050 | 070 | 010 | Asset | I&I | Reserv oir | Other | Risk Mgmt | 065 | Totals |
| | 030 - Ecology Loan Reserve | | | | 512 | | | | | | | 512 |
| | 050 - DWSRF Loan Reserve | | | | 80,569 | | | | | | | 80,569 |
| | 070 - USDA Revenue Bond Reserve | | | | 4,444 | | | | | | | 4,444 |
| | 010 - Operating Fund (incl. revolving funds) | | 80,447 | | | | | | | | | 80,447 |
| 020 | Asset Replacement Fund | | | | 9,000 | | | | | | | 9,000 |
| | Inflow & Infiltration | | | | 27,355 | | | | | | | 27,355 |
| | Reservoir Repair | | | | 13,326 | | | | | | | 13,326 |
| | Other | | | | | | | | | | | 0 |
| | Risk Management Fund | | | | 19,840 | | | | | | | 19,840 |
| | 065 - Capital Projects Account | | | | | | | | | | | 0 |
| | Transfers From: | 0 | 80,447 | 0 | 155,046 | 0 | 0 | 0 | 0 | 0 | 0 | 235,493 |
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| | | 2023 Actual | | | | | | | | | | |
|---------------|--|-----------------------|--------------|----------|----------------|----------|----------|---------------|----------|--------------|----------|----------------|
| | | 020 - Committed Funds | | | | | | | | | | |
| Transfers To: | | 030 | 050 | 070 | 010 | Asset | I&I | Reserv oir | Other | Risk Mgmt | 065 | Totals |
| | 030 - Ecology Loan Reserve | | | | 1,983 | | | | | | | 1,983 |
| | 050 - DWSRF Loan Reserve | | | | 80,536 | | | | | | | 80,536 |
| | 070 - USDA Revenue Bond Reserve | | | | 2,721 | | | | | | | 2,721 |
| | 010 - Operating Fund (incl. revolving funds) | | 79,46 | | | | | 41,166 | | | | 120,628 |
| 020 | Asset Replacement Fund | | | | 0 | | | | | | | 0 |
| | Inflow & Infiltration | | | | 6,726 | | | | | | | 6,726 |
| | Reservoir Repair | | | | 13,326 | | | | | | | 13,326 |
| | Other | | | | | | | | | | | 0 |
| | Risk Management Fund | | | | 18,168 | | | | | | | 18,168 |
| | 065 - Capital Projects Account | | | | | | | | | | | 0 |
| | Transfers From: | 0 | 79,46 | 0 | 123,460 | 0 | 0 | 41,166 | 0 | 0 | 0 | 244,088 |
| | <i>Rev. 11/19/24</i> | | | | | | | | | | | |

| | | History | | | | | | | | | | |
|----------------------|--|-----------------------|----------|----------|----------------|----------|----------|---------------|----------|--------------|----------|----------------|
| | | 2024 Jan-Aug Actual | | | | | | | | | | |
| | | 020 - Committed Funds | | | | | | | | | | |
| Transfers To: | | 030 | 050 | 070 | 010 | Asset | I&I | Reserv oir | Other | Risk Mgmt | 065 | Totals |
| | 030 - Ecology Loan Reserve | | | | 1,494 | | | | | | | 1,494 |
| | 050 - DWSRF Loan Reserve | | | | 58,411 | | | | | | | 58,411 |
| | 070 - USDA Revenue Bond Reserve | | | | 1,559 | | | | | | | 1,559 |
| | 010 - Operating Fund (incl. revolving funds) | | | | | | | | | | | 0 |
| | Asset Replacement Fund | | | | | | | | | | | 0 |
| | Inflow & Infiltration | | | | 23,933 | | | | | | | 23,933 |
| 020 | Reservoir Repair | | | | 13,326 | | | | | | | 13,326 |
| | Other | | | | | | | | | | | 0 |
| | Risk Management Fund | | | | 19,013 | | | | | | | 19,013 |
| | 065 - Capital Projects Account | | | | | | | | | | | 0 |
| | Transfers From: | 0 | 0 | 0 | 117,737 | 0 | 0 | 0 | 0 | 0 | 0 | 117,737 |
| <i>Rev. 11/19/24</i> | | | | | | | | | | | | |

| | | 2024 Total Projected | | | | | | | | | | |
|---------------|--|-----------------------|---------------|----------|----------------|----------|----------|---------------|----------|---------------|----------|----------------|
| | | 020 - Committed Funds | | | | | | | | | | |
| Transfers To: | | 030 | 050 | 070 | 010 | Asset | I&I | Reserv oir | Other | Risk Mgmt. | 065 | Totals |
| | 030 - Ecology Loan Reserve | | | | 2,241 | | | | | | | 2,241 |
| | 050 - DWSRF Loan Reserve | | | | 83,911 | | | | | | | 83,911 |
| | 070 - USDA Revenue Bond Reserve | | | | 1,725 | | | | | | | 1,725 |
| | 010 - Operating Fund (incl. revolving funds) | | 78,477 | | | | | | | | | 78,477 |
| | 020 | | | | | | | | | | | |
| | Asset Replacement Fund | | | | 18,000 | | | | | | | 18,000 |
| | Inflow & Infiltration | | | | 26,038 | | | | | | | 26,038 |
| | Reservoir Repair | | | | 13,326 | | | | | | | 13,326 |
| | Other | | | | | | | | | | | 0 |
| | Risk Management Fund | | | | 29,013 | | | | | | | 29,013 |
| | 065 - Capital Projects Account | | | | | | | | | | | 0 |
| | Transfers From: | 0 | 78,477 | 0 | 174,255 | 0 | 0 | 0 | 0 | 0 | 0 | 252,731 |
| | <i>Rev. 11/19/24</i> | | | | | | | | | | | |

| | | Budget | | | | | | | | | | | |
|----------------------|--|-----------------------|---------------|----------|----------------|----------|----------|----------|----------|----------|-----------|----------|----------------|
| | | 2024 Budget | | | | | | | | | | | |
| | | 020 - Committed Funds | | | | | | | | | | | |
| Transfers To: | | 030 | 050 | 070 | 010 | Asset | I&I | Reserv | oir | Other | Risk Mgmt | 065 | Totals |
| | 030 - Ecology Loan Reserve | | | | | | | | | | | | 0 |
| | 050 - DWSRF Loan Reserve | | | | 78,477 | | | | | | | | 78,477 |
| | 070 - USDA Revenue Bond Reserve | | | | 2,435 | | | | | | | | 2,435 |
| | 010 - Operating Fund (incl. revolving funds) | | 78,477 | | | | | | | | | | 78,477 |
| 020 | Asset Replacement Fund | | | | 9,000 | | | | | | | | 9,000 |
| | Inflow & Infiltration | | | | 31,729 | | | | | | | | 31,729 |
| | Reservoir Repair | | | | 13,326 | | | | | | | | 13,326 |
| | Other | | | | | | | | | | | | 0 |
| | Risk Management Fund | | | | 12,453 | | | | | | | | 12,453 |
| | 065 - Capital Projects Account | | | | | | | | | | | | 0 |
| | Transfers From: | 0 | 78,477 | 0 | 147,420 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 225,897 |
| <i>Rev. 11/19/24</i> | | | | | | | | | | | | | |

| | | 2025 Budget | | | | | | | | | | |
|---------------|--|-----------------------|---------------|----------|----------------|----------|----------|---------------|----------|--------------|----------|----------------|
| | | 020 - Committed Funds | | | | | | | | | | |
| Transfers To: | | 030 | 050 | 070 | 010 | Asset | I&I | Reserv oir | Other | Risk Mgmt | 065 | Totals |
| | 030 - Ecology Loan Reserve | | | | | | | | | | | 0 |
| | 050 - DWSRF Loan Reserve | | | | 77,492 | | | | | | | 77,492 |
| | 070 - USDA Revenue Bond Reserve | | | | 2,557 | | | | | | | 2,557 |
| | 010 - Operating Fund (incl. revolving funds) | | 77,492 | | | - | - | - | - | | | 77,492 |
| 020 | Asset Replacement Fund | | | | 9,000 | | | | | | | 9,000 |
| | Inflow & Infiltration | | | | 6,158 | | | | | | | 6,158 |
| | Reservoir Repair | | | | 13,326 | | | | | | | 13,326 |
| | Other | | | | | | | | | | | 0 |
| | Risk Management Fund | | | | 12,453 | | | | | | | 12,453 |
| | 065 - Capital Projects Account | | | | | | | | | | | 0 |
| | Transfers From: | 0 | 77,492 | 0 | 120,986 | 0 | 0 | 0 | 0 | 0 | 0 | 198,478 |
| | <i>Rev. 11/19/24</i> | | | | | | | | | | | |

| | | Projection | | | | | | | | | | |
|----------------------|--|-----------------------|---------------|----------|----------------|----------|----------|---------------|----------|--------------|----------|----------------|
| | | 2026 Projection | | | | | | | | | | |
| | | 020 - Committed Funds | | | | | | | | | | |
| | | 030 | 050 | 070 | 010 | Asset | I&I | Reserv oir | Other | Risk Mgmt | 065 | Totals |
| Transfers To: | | | | | | | | | | | | |
| | 030 - Ecology Loan Reserve | | | | | | | | | | | 0 |
| | 050 - DWSRF Loan Reserve | | | | 76,507 | | | | | | | 76,507 |
| | 070 - USDA Revenue Bond Reserve | | | | 2,685 | | | | | | | 2,685 |
| | 010 - Operating Fund (incl. revolving funds) | | 76,507 | | | | | | | | | 76,507 |
| 020 | Asset Replacement Fund | | | | 9,000 | | | | | | | 9,000 |
| | Inflow & Infiltration | | | | | | | | | | | 0 |
| | Reservoir Repair | | | | 13,326 | | | | | | | 13,326 |
| | Other | | | | | | | | | | | 0 |
| | Risk Management Fund | | | | 12,453 | | | | | | | 12,453 |
| | 065 - Capital Projects Account | | | | | | | | | | | 0 |
| | Transfers From: | 0 | 76,507 | 0 | 113,971 | 0 | 0 | 0 | 0 | 0 | 0 | 190,478 |
| <i>Rev. 11/19/24</i> | | | | | | | | | | | | |

| | | 2027 Projection | | | | | | | | | | |
|----------------------|--|-----------------------|---------------|----------|----------------|----------|----------|---------------|----------|--------------|----------|----------------|
| | | 020 - Committed Funds | | | | | | | | | | |
| Transfers To: | | 030 | 050 | 070 | 010 | Asset | I&I | Reserv oir | Other | Risk Mgmt | 065 | Totals |
| | 030 - Ecology Loan Reserve | | | | | | | | | | | 0 |
| | 050 - DWSRF Loan Reserve | | | | 75,522 | | | | | | | 75,522 |
| | 070 - USDA Revenue Bond Reserve | | | | 2,819 | | | | | | | 2,819 |
| | 010 - Operating Fund (incl. revolving funds) | | 75,522 | | | | | | | | | 75,522 |
| 020 | Asset Replacement Fund | | | | 9,000 | | | | | | | 9,000 |
| | Inflow & Infiltration | | | | | | | | | | | 0 |
| | Reservoir Repair | | | | 13,326 | | | | | | | 13,326 |
| | Other | | | | | | | | | | | 0 |
| | Risk Management Fund | | | | 12,453 | | | | | | | 12,453 |
| | 065 - Capital Projects Account | | | | | | | | | | | 0 |
| | Transfers From: | 0 | 75,522 | 0 | 113,120 | 0 | 0 | 0 | 0 | 0 | 0 | 188,642 |
| <i>Rev. 11/19/24</i> | | | | | | | | | | | | |

| | | 2028 Projection | | | | | | | | | | |
|----------------------|--|-----------------------|---------------|----------|----------------|----------|----------|---------------|----------|---------------|----------|----------------|
| | | 020 - Committed Funds | | | | | | | | | | |
| Transfers To: | | 030 | 050 | 070 | 010 | Asset | I&I | Reserv oir | Other | Risk Mgmt. | 065 | Totals |
| | 030 - Ecology Loan Reserve | | | | | | | | | | | 0 |
| | 050 - DWSRF Loan Reserve | | | | 74,537 | | | | | | | 74,537 |
| | 070 - USDA Revenue Bond Reserve | | | | 2,960 | | | | | | | 2,960 |
| | 010 - Operating Fund (incl. revolving funds) | | 74,537 | | | | | | | | | 74,537 |
| 020 | Asset Replacement Fund | | | | 9,000 | | | | | | | 9,000 |
| | Inflow & Infiltration | | | | | | | | | | | 0 |
| | Reservoir Repair | | | | 13,326 | | | | | | | 13,326 |
| | Other | | | | | | | | | | | 0 |
| | Risk Management Fund | | | | 12,453 | | | | | | | 12,453 |
| | 065 - Capital Projects Account | | | | | | | | | | | 0 |
| | Transfers From: | 0 | 74,537 | 0 | 112,276 | 0 | 0 | 0 | 0 | 0 | 0 | 186,812 |
| <i>Rev. 11/19/24</i> | | | | | | | | | | | | |

Hartstene Pointe Water-Sewer District

Proposed Capital Facilities Charges

| | Water | Sewer | Total |
|---------------------------------------|-------------------|-------------------|--------------------|
| Debt Share | 780 | 970 | 1,750.00 |
| Future Improvements | 1100 | 2895 | 3,995.00 |
| Assets | 2525 | 3210 | 5,735.00 |
| Total | \$4,405.00 | \$7,075.00 | 11,480.00 |
| Connection Fees | \$250.00 | \$250.00 | \$500.00 |
| Total CFC + Connection Fees | \$4,655.00 | \$7,325.00 | |
| Total Cost for New Connections | | | \$11,980.00 |

Rev. 11/19/24

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

RESOLUTION 2024-08

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
ADOPTING A DISTRICT FEE SCHEDULE FOR 2024**

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

WHEREAS, RCW 57.08 authorizes the commissioners of any district to provide for revenues by fixing rates and charges for furnishing sewer and drainage service and facilities to those to whom service is available or for providing water, such rates and charges to be fixed as deemed necessary by the commissioners; now

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

1. As of January 1, 2025, to repeal Resolution 2023-05.
2. As of January 1, 2025, fees will be charged according to the following schedule, which shall supersede any previously adopted fee schedule.

Water Fees

| | |
|---|------------|
| Residential water connection monthly base fee | \$99.90 |
| Non-Residential water connection monthly base fee | \$299.70 |
| Residential water connection surcharge for each additional 100 cubic foot of water consumed over 500 cubic foot read in a month | \$5.00 |
| Prepaid Connection Lot/Connected Lot water monthly base fee | \$43.50 |
| Prepaid Connection Lot/Connected Lot surcharge for each 100 cubic foot consumed | |
| Water Capital Facilities Charge | \$4,405.00 |
| Meter Installation Connection Fee | \$550.00 |
| Pre-Installed Meter Connection Fee | \$250.00 |

Sewer Fees

| | |
|--|------------|
| Residential sewer connection monthly fee | \$98.90 |
| Non-Residential sewer connection monthly fee | \$296.70 |
| Prepaid Connection Lot/Connected Lot sewer monthly fee | \$39.50 |
| Sewer Capital Facilities Charge | \$7,075.00 |
| Sewer Connection Fee | \$250.00 |

Miscellaneous Fees

| | |
|---|---------------------------------|
| Water/Sewer System Tampering | \$500.00 |
| Billing Late Fee | 10% |
| Returned Checks and eChecks | \$40.00 |
| Certified Mail Fee | \$10.00 |
| Water Shut-off Notice | \$20.00 |
| Water Turn-on for delinquent accounts | \$40.00 |
| Water Turn-on for delinquent accounts after hours | \$180.00 |
| Meter Testing (if meter is not faulty) | \$22.50 |
| Hydrant Meter Damage Deposit | \$1,000 |
| Hydrant Meter Rental (per week) | \$25.00 |
| Unauthorized Use/Tampering, Minimal Impact to Public Health (Examples include cutting District locks, damaging meters, unauthorized taking of water, etc.) | \$500.00 plus cost of repair |
| Unauthorized Use/Tampering, Potential Impact to Public Health (Examples include creating a backflow that violates the cross connection program, injecting any unauthorized substance into the water system, vandalism of any pump, well, or tank, etc.) | \$1,000.00 plus cost of repair |
| Lien Fee | \$128.00 |
| New Account Fee | \$20.00 |
| Escrow Fee | \$25.00 |
| Copies (black and white) | \$0.15 each |
| Records on disk | \$0.40 each |
| Damage to Water/Sewer System or District Equipment* | Time and Materials (\$100 min.) |

*In the event of damage to the water or sewer system due to construction without a locate request, tampering, misuse, or negligence, the damage will be repaired by a District contractor and billed to the responsible property owner.

ADOPTED by the District Board of Commissioners at its scheduled meeting on this 21st day of November, 2024.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Stacy Swart, President

Carl Anderson, Secretary

Stefan Birgh, Audit Commissioner



Hartstene Pointe Water-Sewer District
772 Chesapeake Drive Shelton, WA 98584
(360) 427-2413 • info@hpwsd.org

M E M O R A N D U M O F U N D E R S T A N D I N G

**MEMORANDUM OF UNDERSTANDING
REGARDING SHARED USE OF EQUIPMENT**

This Memorandum of Understanding (“MOU”) is entered into by and between the Hartstene Pointe Water-Sewer District, a Washington water and sewer district, and Hartstene Pointe Maintenance Association, a Washington non-profit corporation (individually, a “Party,” collectively, “the Parties”).

WHEREAS, Hartstene Pointe Water-Sewer District (“HPWSD” or the “District”) is a special purpose district organized under and governed by Title 57 of the Revised Code of Washington (RCW) that provides water and sewer utility services within its approved service area; and

WHEREAS, the Hartstene Pointe Maintenance Association (“HPMA”) is a Washington non-profit corporation and homeowners association, composed of the property owners of Hartstene Pointe and HPMA and its members are customers of and receive water and sewer utility services from the District; and

WHEREAS, pursuant to RCW 57.08.044, the District may enter into contracts or agreements with any county, city, town, or any other municipal or quasi-municipal corporation, or with any private person or corporation, for the acquisition, ownership, use, and operation of any property, facilities, or services, within or without the District boundaries, and necessary or desirable to carry out the purposes of the District; and

WHEREAS, the District and the HPMA have a shared interest in the provision of safe and reliable water and sewer services and desire to work with each other through the cooperative sharing of certain equipment and materials to the mutual benefit of the Parties; and

WHEREAS, the for example, District owns a mini-excavator and, for example, the HPMA owns a tractor, and each own certain other equipment, that from time-to-time, the sharing of which would be economical, increase efficiencies and response times, and be in the mutual best interests of the Parties and the customers of the District, and the District and the HPMA desire to enter into this MOU to provide the terms and conditions for such reciprocal sharing of such equipment.

NOW THEREFORE, in consideration of the mutual benefit and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the District and HPMA hereby resolve and agree as follows:

1. Purpose. The purpose of this MOU is to set forth the terms and conditions under which the District and HPMA may provide or use equipment, as requested by the other Party in a manner convenient to the Party providing the use of equipment.

2. Shared Use of Equipment. Upon reasonable request, each Party may loan certain equipment or machinery ("Shared Equipment") to the other Party for that Party's reasonable use, which shared use after the Effective Date, shall be deemed pursuant to the terms and conditions of this MOU. Nothing in this MOU obligates a Party to provide the shared use of any equipment, and each Party reserves the right, in its sole discretion, to allow for or not allow for the use of any equipment owned by that Party.

3. Mutual Benefit; Costs. The Parties intend to allow for the temporary limited duration use of Shared Equipment, for their mutual benefit. Any compensation or use fees will be addressed by the Parties on a case-by-case basis; provided that, upon request, the Party using any shared equipment shall be responsible for any and all fuel and other incidental costs, and shall be responsible to and shall indemnify the other Party for any damage to the Shared Equipment.

4. Responsibilities; Compliance with Laws. The Party using any Shared Equipment under this MOU shall be solely responsible for the work and direction of any work involving the Shared Equipment. The District and HPMA shall perform all activities involving the use of Shared Equipment exercising reasonable due care. In the use of any Shared Equipment, each Party shall comply with all applicable federal, state and local laws and regulations.

5. Indemnification; Hold Harmless. HPMA shall indemnify, defend, and hold the District harmless for and against claims and liabilities relating to bodily injury, death, or damage to real or personal property or the destruction or loss of use thereof, including reasonable attorney's fees and costs, caused by or arising out of the HPMA's use of the District's Shared Equipment. The District shall indemnify, defend, and hold HPMA harmless for and against claims and liabilities relating to bodily injury, death, or damage to real or personal property or the destruction or loss of use thereof, including reasonable attorney's fees and costs, caused by or arising out of the District's use of HPMA's Shared Equipment.

Should a court of competent jurisdiction determine that this MOU is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of HPMA and the District, each Party's respective liability hereunder shall be only to the extent of that Party's negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the District and HPMA's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

The provisions of this section shall survive any expiration or termination of this MOU.

6. Reservation of Rights. Nothing in this MOU is intended to or shall be interpreted to limit the rights, power, or authority of the District in carrying out its functions as a water-sewer district under Title 57 RCW. In all cases, the priorities and paramount obligation of the District are to maintain the operational integrity of its systems and to deliver water and sewer services to its customers consistent with its purpose and applicable law. These priorities and obligations take precedence over all other considerations. Nothing in this MOU is intended to, or shall be interpreted to be, a delegation of any authority of the District.

7. Effective Date; Termination. This MOU shall be effective as of the date of mutual execution of the Parties (the "Effective Date"). This MOU shall commence on the Effective Date and renew annually on January 1 of each year, unless earlier terminated by either Party. Either

Party may terminate this MOU through provision of written notice to the other Party, which termination shall be effective upon delivery of the notice of termination.

8. Relationship of Parties. Nothing in this MOU shall be deemed to create a partnership or joint venture and/or principal and agent relationship between or among the Parties. No Party or authorized representative shall have authority to act as a general agent for the other Party, to direct the employees, volunteers, or representatives of the other Party, or to bid for or undertake any contracts enforceable against the other Party.

9. No Assignment. Neither Party may assign its interest or rights under this MOU without the prior written consent of the other Party, which consent shall be exercised in their sole and exclusive discretion. This term shall survive the termination of this MOU and remain binding on the Parties.

10. Binding Agreement. This MOU is and shall be deemed contractual in nature, and subject to the limitations set forth in Section 9, shall be binding on the Parties and their respective successors and assigns.

11. Severability. Any provision of this MOU that is declared invalid or illegal shall in no way affect or invalidate any other provision hereof and such other provisions shall remain in full force and effect. Further, if it should appear that any provision hereof is in conflict with any statutory provision of the State of Washington, the provision that appears to conflict therewith shall be deemed inoperative, null and void, insofar as it may be in conflict therewith and shall be deemed modified to conform to such statutory provision.

12. Authority. The Parties each represent and warrant that the person signing this MOU has been duly and properly authorized and directed to sign this MOU on behalf of each respective Party.

HARTSTENE POINTE WATER-SEWER DISTRICT

_____ By _____
Date *Name* _____
Title _____

HARTSTENE POINTE MAINTENANCE ASSOCIATION

_____ By _____
Date *Name* _____
Title _____



Hartstene Pointe Water-Sewer District
772 Chesapeake Drive Shelton, WA 98584
(360) 427-2413 • info@hpwsd.org

**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.

Comment [1]: This is where we need a defined policy. Under what specific conditions, that can reasonably be expected either in residences or HPMA owned facilities (eg pools) will we require a backflow prevention assembly? Even if not stated in this document, it should be clear within HPWSD staff and commissioners when this 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/her 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, such as *Reduced Pressure Backflow Assemblies* (RPBAs) and/or *Double Check Valve Assemblies* (DCVAs) 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 (define), DCVA or DCDA (define) 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 (how enforced?) 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. (How enforced? via HPWSD addition to HPMA permit checklist? Will WSD periodically send out the questionnaire to all residences? Quarterly email blasts?)
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.

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Comment [2]: If we don't get this form back, then we can lock off the meter.

Comment [3]: That makes sense.

Comment [4]: The District's policy (separate from this customer agreement & questionnaire) should state when the district will require submittal of a new questionnaire and re-inspection. When a permit for remodel is requested from HPMA? Do we get notified of these?

Comment [5]: I think this needs to be better defined. What is a "change in water use"? This installation of irrigation systems? The addition of a water using appliance plumbed to the water system for continuous on-demand use?

Comment [6]: I think annual reminders would work, either in the original questionnaire or a simple form asking if there have been any changes.

Comment [7]: I think that's important. It also reinforces our intention of being apprised of any potential for backflow.

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/her 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 prior 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.

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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? |

| YES | NO | QUESTION |
|-----|----|---|
| | | 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? |
| | | 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.