

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING**

District Office

772 E Chesapeake Drive, Shelton, WA 98584

October 12, 2017 1:00 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence:
 - FROM: Department of Ecology RE: July 2017 DMR (pg. 2-3)
 - FROM: Mason County Auditor's Office Recording Manager RE: Lien recording fees change (pg. 4)
5. Present Agenda
6. Minutes (pgs. 5-7)

REPORTS:

7. Commissioner Reports
8. Emergency Preparedness Report
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Early Voucher 2017-27, in the amount of \$17,274.66
 - Voucher 2017-28
 - September 2017 Financial Report (pgs 8-9)
 - 2017 3rd Quarter Financial Report (pgs. 10-14)
10. Manager's Report

BUSINESS:

11. Capital Improvement Plan 2018 – 2022 (pg. 15)
12. Reservoir Cleaning & Inspection Contract Award
13. 773 Windjammer Circle House Demolition, Water/Sewer Billing During Construction (pg. 16)
14. Annual Contractor Review:
 - Jeffreys Management Services:
 - General Management/Water Operations/Sewer Collection
 - Accounting/Administrative Services (pg. 17-18)
 - MDG Water & Wastewater Services: Wastewater Operations
 - Retail Lockbox: Lockbox Services
 - Xpress Bill Pay: Online Payment System
 - Evolution Controls: SCADA/Telemetry System
15. Newsletter Topics



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

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711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

October 2, 2017

Mr. Marty Grabill
Wastewater Manager
Hartstene Pointe Water-Sewer District
772 Chesapeak Drive
Shelton, WA 98584

Re: National Pollutant Discharge Elimination System (NPDES) Permit No. WA0038377,
Hartstene Pointe Water-Sewer Wastewater Treatment Plant

Dear Mr. Grabill:

Your **July 2017** Discharge Monitoring Report (DMR) indicates that your discharge did not comply with your permit requirements.

<u>Monitoring Parameter</u>	<u>Sample Measurement</u>	<u>Permit Requirement</u>
Fecal Coliform (GEM)	265 #/100 mL	200 #/100 mL
Fecal Coliform (GM7)	707 #/100 mL	400 #/100 mL

We are also concerned that you did report what appears to be a failure of your disinfection process, per the fecal coliform data reported on July 21st and July 25th. Failures of disinfection must be reported immediately, per Section S3.E of your permit.

Failures to meet permit limits are violations of your NPDES permit. You should be aware that violations are subject to enforcement action including administrative orders to correct the problem and/or civil penalties, in accordance with Chapter 173-220-230 of the Washington Administrative Code (WAC).

If your violations are chronic, you should contact us and tell us what steps you are taking to bring your facility back into compliance. Noncompliance reporting is a condition of your permit.

NPDES Permit No. WA0038377 requires that monitoring data obtained during each monitoring period shall be summarized, reported, and submitted on a DMR through the webDMR. DMR forms shall be submitted no later than the 15th day of the month following the completed monitoring period, unless otherwise specified in this permit.

Your DMR for **2nd Quarter 2017**, was due no later than July 15, 2017, and was not received until August 15, 2017.




Mr. Marty Grabill

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If you have any questions regarding this matter (or if our information is incorrect), please contact your facility manager, David Dougherty, at 360-407-6278 or david.dougherty@ecy.wa.gov, or you can call me at 360-407-6368, or e-mail me at greg.zentner@ecy.wa.gov.

If you need technical assistance, please contact your facility manager or call our technical assistance specialist Carl Jones at 360-407-6431 or by e-mail at carl.jones@ecy.wa.gov.

Sincerely,


Gregory S. Zentner, P.E., Supervisor
Municipal Operations Unit
Water Quality Program
Southwest Regional Office

GZ:CC(hartstene pt)

cc: Mont Jeffreys, Hartstene Pointe Water-Sewer District
Dave Dougherty, Ecology
Permit Compliance File

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Karen Herr
Mason County
Auditor

P.O. Box 400
411 N. 5th Street
Shelton, WA 98584
Phone (360) 427-9670
Fax (360) 427-1753

HARTSTONE POINTE
772 CHESAPEAKE DR
SHELTON, WA 98584

To whom it may concern,

Effective October 19th, 2017 Engrossed Second Substitute Bill 5254 impacts the \$40 Homeless Surcharge on recorded documents.

Water- Sewer districts will be exempt from the surcharge when recording Water-Sewer liens and satisfactions of liens.

The recording fee for recording a Water-Sewer lien and satisfaction of lien is \$34.00 for the first page and \$1.00 for any additional pages that are submitted.

These fees will take effect on October 19th 2017 and this letter intent is to give you proper notice of the recording fee change associated with Engrossed Second Substitute Bill 5254.

Sincerely,

Jill Tullar

Recording Manager
Mason County Auditor Office
(360) 427-9670 Ext: 732

(H)

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
September 28, 2017
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: President M.A. Cary, Secretary A. Hospador, Commissioner D. McNabb, Accounting and Administrative Services Manager (AAS) M. Carnahan, General Manager (GM) M. Jeffreys.

CALL TO ORDER: The meeting was called to order at 1:00 pm.

SUBSCRIBER REMARKS: Robert Scarola present.

CORRESPONDENCE: No correspondence.

PRESENT AGENDA: The agenda for the September 28, 2017 regular meeting was presented. *Commissioner McNabb moved to approve the agenda as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was approved as presented.*

MINUTES: The minutes of the September 14, 2017 regular meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner Hospador:
 - September is emergency preparedness month. The Mason County Chamber of Commerce sent out useful emergency preparedness checklists for difference scenarios, geared toward businesses. He will forward on the information.
 - McNeil Island prisoners are complaining about the water quality, claiming that the water is making them sick. The facility's water system has a history of issues.

Emergency Preparedness Report: Robert Scarola attended the webinar, Resilience: Planning on Disaster and Preparing for Disruption. It had a lot of great information and reinforced the District's need to be prepared for emergencies, specifically the need for backup power.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2017-26, in the amount of \$13,118.35, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher CP 52, in the amount of \$140,784.63, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

- August 2017 Financial Report: Presented, reviewed, and discussed. *Commissioner Hospador moved to approve the August Financial Report. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the August Financial Report was approved.*

Manager's Report: A written report was presented (attached).

Meeting was recessed at 2:10 pm. Meeting was reconvened at 2:20 pm.

BUSINESS:

Department of Health Visit: Three personnel from the Department of Health Office of Drinking Water visited on September 22nd to help the GM increase the effectiveness of the new filtration systems, calibrate the equipment, and optimize chemical dosing. It was a very positive experience and very helpful. GM feels confident we are moving in the right direction with the water.

Smoke Testing/I&I Report: A written report was presented. The smoke testing did not identify any major breaks or the main sources of Inflow & Infiltration (I&I), however some major clogs and minor issues were found. The soil composition and lack of sewer plugs made the smoke testing only marginally successful. Once the rainy season begins, the GM and Water/Sewer Tech will use the District's sewer line camera to try to identify more sources of I&I.

Reservoir Cleaning and Inspection Quotes and Award: The quotes received were presented and discussed. The Board requested the GM inquire with the lowest bidder's references and report at the next meeting.

Lockbox Services Proposals: In response to the AAS' request, Retail Lockbox submitted a proposed amendment to its agreement with the District for lockbox services. The proposal would reduce the lockbox fees by about half, saving the District an estimated \$3,700 per year. The proposal also extends the agreement term for three years. AAS also spoke with Xpress Bill Pay, the District's online payment services vendor about lockbox services. They charge 48 cents per check processed, plus an annual PO Box fee. At the District's current check payment volumes, switching to Xpress would save the District an estimated \$8,344 per year. The District's current agreement with Retail Lockbox expires on June 1, 2018. The Board directed the AAS to respond to Retail Lockbox, informing them that the District does not intend to amend the current agreement. The Board will consider changing lockbox service providers during budget preparation.

Xpress Bill Pay Interactive Voice Response (IVR) Services and Pricing: Xpress Bill Pay offers IVR services for accepting District phone payments. The District would have a dedicated toll free phone number for customers to call directly or to be directed to via the District's current phone system. Customers can make payments over the phone 24/7. If they call during Xpress Bill Pay's office hours they can speak with a live operator to make a payment at no additional cost. The cost to the District for IVR/live operator payments is 95 cents per transaction. The additional payment option would provide greater customer service at minimal cost. *Commissioner Hospador moved to add Xpress Bill Pay's Interactive Voice Response Service to*

the District's payment options. Commissioner McNabb seconded. Hearing no objections, the motion passed.

Meeting adjourned at 3:00 pm.

Respectfully Submitted By:

Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: _____

Hartstene Pointe Water Sewer District
Monthly Financial Report

September 2017

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 · Ecology Reserve	38,519.23	-	34.37	38,553.60	34.37
050 · DWSRF Loan Reserve	68,205.15	(68,205.00)	60.91	61.06	(68,144.09)
060 · Hartstene Pointe Bond Fund	19,665.00	(19,665.00)	-	0.00	(19,665.00)
070 · USDA Revenue Bond Reserve	19,392.81	-	344.44	19,737.25	344.44
Total Reserve Funds	145,782.19	(87,870.00)	439.72	58,351.91	(87,430.28)
Unreserved Funds					
EFT Account - Columbia Bank	2,184.44	(34,601.35)	36,144.50	3,727.59	1,543.15
Petty Cash Account	1,810.96	(543.95)	-	1,267.01	(543.95)
Xpress Deposit Account	653.88	(9,920.24)	10,173.29	906.93	253.05
010 · Operating Fund	80,000.00	-	-	80,000.00	-
<i>Operating Investment Fund</i>					
010 · Operating Fund - Other	111,726.43	(120,276.04)	123,306.75	114,757.14	3,030.71
Total 010 · Operating Fund	191,726.43	(120,276.04)	123,306.75	194,757.14	3,030.71
020 · Water/Sewer Committed Fund					
Asset Replacement Fund	12,540.00	-	-	12,540.00	-
Capital Improvement Fund	31,540.00	-	-	31,540.00	-
<i>I&I Repair</i>					
<i>Reservoir Repair</i>	112,500.00	(12,000.00)	-	100,500.00	(12,000.00)
Total Capital Improvement Fund	144,040.00	(12,000.00)	-	132,040.00	(12,000.00)
Risk Management Fund	134,518.56	(59,000.00)	259.72	75,778.28	(58,740.28)
Total 020 · Water/Sewer Committed Fund	291,098.56	(71,000.00)	259.72	220,358.28	(70,740.28)
065 · Capital Project Account	69,863.80	-	71,000.00	140,863.80	71,000.00
Total Unreserved Funds	557,338.07	(236,341.58)	240,884.26	561,880.75	4,542.68
Total Funds	703,120.26	(324,211.58)	241,323.98	620,232.66	(82,887.60)

Handwritten signature and date: 10/11/17

I hereby certify that the above statement is true.

Acct. & Admin. Services Mgr. Date Audit Commissioner Date

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Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual January through September 2017

	<u>Jan - Sep 17 (75% of Year)</u>	<u>Total 2017 Budget</u>	<u>\$ Over (Under) Budget</u>	<u>% of Total 2017 Budget</u>
Income				
Non-Operating Revenue	765,515.54	763,516.00	1,999.54	100.26%
Operating Revenue	<u>453,470.72</u>	<u>606,754.00</u>	<u>-153,283.28</u>	<u>74.74%</u>
Total Income	<u>1,218,986.26</u>	<u>1,370,270.00</u>	<u>-151,283.74</u>	<u>88.96%</u>
Expense				
534 · Water Expenditures	903,359.20	1,021,041.00	-117,681.80	88.47%
535 · WW Treatment Expenditures	184,777.43	240,851.40	-56,073.97	76.72%
538 · Combined W/S Expenditures	<u>99,131.66</u>	<u>145,618.00</u>	<u>-46,486.34</u>	<u>68.08%</u>
Total Expense	<u>1,187,268.29</u>	<u>1,407,510.40</u>	<u>-220,242.11</u>	<u>84.35%</u>
Net Income	<u><u>31,717.97</u></u>	<u><u>-37,240.40</u></u>	<u><u>68,958.37</u></u>	

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Hartstene Pointe Water-Sewer District

Balance Sheet

3rd Quarter, 2017

ASSETS		As of 09/30/2017
CURRENT ASSETS		
<u>Unreserved Funds</u>		
Operating Account		194,757.14
Capital Project Account		140,863.80
Electronic Funds Transfer Account		3,727.59
Xpress EFT Deposit Account		906.93
Petty Cash Account		1,267.01
Total Unreserved Funds		341,522.47
<u>Committed Funds</u>		
Asset Replacement Fund		12,540.00
Capital Improvement Fund		
I&I Repair	31,540.00	
Reservoir Repair	100,500.00	
Other Capital Improvements	-	
Total Capital Improvement Fund		132,040.00
Risk Management Fund		75,778.28
Total Committed Funds		220,358.28
<u>Reserve Funds</u>		
Ecology Reserve		38,553.60
DWSRF Loan Reserve		61.06
USDA Revenue Bond Reserve		19,737.25
Total Reserved Funds		\$58,351.91
TOTAL CURRENT ASSETS		\$ 620,232.66
FIXED ASSETS		
<u>Land and Improvements</u>		
Water		391,661.50
Wastewater/Sewer		1,679,874.50
<u>Equipment</u>		
Water		391,042.14
Wastewater/Sewer		1,442,200.54
TOTAL FIXED ASSETS		\$ 3,904,778.68
Total Assets		\$4,525,011.34
LIABILITIES AND EQUITIES		
LIABILITIES		
USDA Revenue Bond		480,130.74
DWSRF Loan		1,208,853.29
Dept. of Ecology Loan		368,879.46
TOTAL LIABILITIES		\$ 2,057,863.49
EQUITY		
Net Income for the Period		31,717.97
Equity		\$2,435,429.88
TOTAL EQUITY		\$ 2,467,147.85
Total Liabilities & Equity		\$4,525,011.34

CERTIFIED CORRECT

Date
10/11/2017

Miceal Carnahan, Acct. & Admin. Services Manager



Hartstene Pointe Water Sewer District
Profit & Loss Budget vs. Actual
 January through September 2017

	<u>Jan - Sep 17</u> <u>(75% of Year)</u>	<u>Total 2017</u> <u>Budget</u>	<u>\$ Over (Under)</u> <u>Budget</u>	<u>% of Total</u> <u>2017 Budget</u>
Income				
Non-Operating Revenue				
391.80 · Intergovernmental Loan Proceeds	765,515.54	763,516.00	1,999.54	100.26%
Total Non-Operating Revenue	<u>765,515.54</u>	<u>763,516.00</u>	<u>1,999.54</u>	<u>100.26%</u>
Operating Revenue				
Total 343.40 · Water Sales and Services	235,116.71	315,272.00	-80,155.29	74.58%
Total 343.50 · Sewer Sales and Services	208,245.53	283,867.00	-75,621.47	73.36%
359.90 · Penalties and Fees	7,331.70	5,842.00	1,489.70	125.5%
Total 361.11 · Interest earned	2,776.78	1,273.00	1,503.78	218.13%
369.90 · Miscellaneous Revenue	0.00	500.00	-500.00	0.0%
Total Operating Revenue	<u>453,470.72</u>	<u>606,754.00</u>	<u>-153,283.28</u>	<u>74.74%</u>
Total Income	1,218,986.26	1,370,270.00	-151,283.74	88.96%

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Hartstene Pointe Water Sewer District
Profit & Loss Budget vs. Actual
January through September 2017

	Jan - Sep 17 (75% of Year)	Total 2017 Budget	\$ Over (Under) Budget	% of Total 2017 Budget
Expense				
534 · Water Expenditures				
Total 534.30 · Supplies - Water	3,371.92	5,375.00	-2,003.08	62.73%
534.40 · Services - Water				
Professional Services - Water				
Meter Reading	2,638.10	6,000.00	-3,361.90	43.97%
41 1010 · Attorney Fees - Water	0.00	500.00	-500.00	0.0%
41 1020 · Consultant Fees - Water	0.00	500.00	-500.00	0.0%
41 1040 · Operations - Water	22,491.00	29,988.00	-7,497.00	75.0%
41 1041 · Operations - Non-routine Water	350.00	350.00	0.00	100.0%
41 1050 · Lab Testing - Water	1,158.30	472.00	686.30	245.4%
Total Professional Services - Water	26,637.40	37,810.00	-11,172.60	70.45%
Water Repair and Maint.				
JMS Contract	12,821.00	12,000.00	821.00	106.84%
48 1030 · Repair & Maint - Water - Other	944.40	10,000.00	-9,055.60	9.44%
Total Water Repair and Maint.	13,765.40	22,000.00	-8,234.60	62.57%
47 1010 · Electric - Water	6,127.95	11,500.00	-5,372.05	53.29%
Total 534.40 · Services - Water	46,530.75	71,310.00	-24,779.25	65.25%
Total 534.50 · Intergov - Water	12,728.64	17,666.00	-4,937.36	72.05%
594.34 · Capital Expenditures - Water				
Other	0.00	33,719.00	-33,719.00	0.0%
Well #1 Replacement	27,286.76	25,000.00	2,286.76	109.15%
WTP Improvements Project				
DWSRF Reimbursable	706,780.86	763,516.00	-56,735.14	92.57%
WTP Improvements Project - Other	-9,629.14			
Total WTP Improvements Project	697,151.72	763,516.00	-66,364.28	91.31%
Total 594.34 · Capital Expenditures - Water	724,438.48	822,235.00	-97,796.52	88.11%
59X.34 · Debt Service - Water				
Total 5913470 · Debt Service Principal - Water	82,323.24	71,155.00	11,168.24	115.7%
Total 5923480 · Debt Service Interest - Water	33,966.17	33,300.00	666.17	102.0%
Total 59X.34 · Debt Service - Water	116,289.41	104,455.00	11,834.41	111.33%
Total 534 · Water Expenditures	903,359.20	1,021,041.00	-117,681.80	88.47%

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Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual January through September 2017

	Jan - Sep 17 (75% of Year)	Total 2017 Budget	\$ Over (Under) Budget	% of Total 2017 Budget
535 · WW Treatment Expenditures				
Total 535.30 · Supplies - WW Treatment	6,183.53	5,000.00	1,183.53	123.67%
535.40 · Services - WW Treatment				
Professional Services - WWT				
41 3010 · Attorney Fees - WW Treatment	0.00	500.00	-500.00	0.0%
41 3020 · Consultant Fees - WWT Treatment	0.00	500.00	-500.00	0.0%
41 3040 · Operations - WW Treatment	40,620.00	54,000.00	-13,380.00	75.22%
41 3041 · Operations - Non-routine WWT	2,013.17	840.00	1,173.17	239.66%
41 3050 · Lab Testing - WW Treatment	7,376.40	7,900.00	-523.60	93.37%
Total Professional Services - WWT	50,009.57	63,740.00	-13,730.43	78.46%
WW Treatment Maint. and Repair				
48 3010 · Biosolids Disposal	5,566.05	14,000.00	-8,433.95	39.76%
48 3020 · SCADA - WW Treatment	0.00	2,000.00	-2,000.00	0.0%
48 3030 · Repair & Maint. - WW Treatment				
JMS Contract	11,251.95	20,500.00	-9,248.05	54.89%
Sewer Collection	15,698.05	15,000.00	698.05	104.65%
48 3030 · Repair & Maint. - WWT - Other	833.87	5,000.00	-4,166.13	16.68%
Total 48 3030 · Repair & Maint. - WWT	27,783.87	40,500.00	-12,716.13	68.6%
Total WW Treatment Maint. and Repair	33,349.92	56,500.00	-23,150.08	59.03%
47 3010 · Electric - WW Treatment	6,970.91	13,000.00	-6,029.09	53.62%
Total 535.40 · Services - WW Treatment	90,330.40	133,240.00	-42,909.60	67.8%
Total 535.50 · Intergov - WW Treatment	3,901.10	7,100.00	-3,198.90	54.95%
594.35 · Capital Expenditures - WWT				
Other	16,765.43	19,500.00	-2,734.57	85.98%
Sewer Inspection Camera	10,808.77			
WW SCADA/Telemetry Upgrade	37,732.50	37,900.00	-167.50	99.56%
Total 594.35 · Capital Expenditures - WWT	65,306.70	57,400.00	7,906.70	113.78%
59X.35 · Debt Service - WW Treatment				
Total 5913570 · Debt Service Principal - WWT	16,158.87	32,439.31	-16,280.44	49.81%
Total 5923580 · Debt Service Interest - WWT	2,896.83	5,672.09	-2,775.26	51.07%
Total 59X.35 · Debt Service - WW Treatment	19,055.70	38,111.40	-19,055.70	50.0%
Total 535 · WW Treatment Expenditures	184,777.43	240,851.40	-56,073.97	76.72%

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Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual January through September 2017

	Jan - Sep 17 (75% of Year)	Total 2017 Budget	\$ Over (Under) Budget	% of Total 2017 Budget
538 · Combined W/S Expenditures				
538.10 · Salaries & Wages				
10 0010 · Commissioner 1	2,280.00	3,534.00	-1,254.00	64.52%
10 0020 · Commissioner 2	2,639.00	4,094.00	-1,455.00	64.46%
10 0030 · Commissioner 3	2,280.00	3,534.00	-1,254.00	64.52%
Total 538.10 · Salaries & Wages	7,199.00	11,162.00	-3,963.00	64.5%
Total 538.20 · Payroll Tax	645.88	854.00	-208.12	75.63%
Total 538.30 · Supplies - Combined W/S	2,028.30	3,750.00	-1,721.70	54.09%
538.40 · Services - Combined W/S				
Management				
41 4010 · General Manager	33,736.50	45,313.00	-11,576.50	74.45%
41 4020 · Acct & Admin Services	24,300.00	31,000.00	-6,700.00	78.39%
Total Management	58,036.50	76,313.00	-18,276.50	76.05%
Other Services - Combined W/S				
Information Technology	2,934.90	2,935.00	-0.10	100.0%
Lockbox	7,126.62	10,000.00	-2,873.38	71.27%
Total Online Payment System	4,463.99	4,200.00	263.99	106.29%
Total Rent	930.48	756.00	174.48	123.08%
361.19 · Investment Service Fees	2,523.35	1,900.00	623.35	132.81%
42 0010 · Postage	1,353.72	1,500.00	-146.28	90.25%
42 0020 · Telephones	6,387.39	9,000.00	-2,612.61	70.97%
44 0010 · Legal Notices & Publications	177.00	250.00	-73.00	70.8%
46 0010 · Liability Insurance	1,050.00	9,000.00	-7,950.00	11.67%
49 0010 · Professional Dues	1,394.08	1,600.00	-205.92	87.13%
49 0020 · Printing to Subscribers	1,160.81	1,900.00	-739.19	61.1%
Total Other Services - Combined W/S	29,502.34	43,041.00	-13,538.66	68.55%
Total 43 · Travel/Mileage/Training	1,467.12	3,500.00	-2,032.88	41.92%
Total 538.40 · Services - Combined W/S	89,005.96	122,854.00	-33,848.04	72.45%
538.50 · Intergov - Combined W/S				
B&O Tax - Fees/Penalties	149.52	88.00	61.52	169.91%
Other	103.00	200.00	-97.00	51.5%
State Audit	0.00	6,500.00	-6,500.00	0.0%
51 0010 · County Election Costs	0.00	210.00	-210.00	0.0%
Total 538.50 · Intergov - Combined W/S	252.52	6,998.00	-6,745.48	3.61%
Total 538 · Combined W/S Expenditures	99,131.66	145,618.00	-46,486.34	68.08%
Total Expense	1,187,268.29	1,407,510.40	-220,242.11	84.35%
Net Income	31,717.97	-37,240.40	68,958.37	

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Hartstene Pointe Water-Sewer District

Capital Improvement Plan

	2017	2017	2017	2018	2019	2020	2021	2022
	Jan-Sep	Projected	Budget					
Wastewater/Sewer Collection Capital Expenditures								
<i>Inflow & Infiltration Abatement (transfer to reserves)</i>								
New Lift Station 8 Pump and Rebuild for Spare	4,660	4,660	18,000	20,000	22,000	24,000	26,000	28,000
Rebuild Effluent Pump	12,105	12,105	-	-	-	-	-	-
Replace Gaseous Cl2 System	-	-	15,000	15,000	-	-	-	-
Lift Station Generators	-	-	37,900	30,000	30,000	30,000	-	-
Phase 3 WWT SCADA/Lift Station Telemetry Upgrade	37,733	37,733	-	-	-	-	-	-
Lift Station 5 Spare Pump	-	-	-	-	10,000	-	-	-
Spare Composite Sampler	-	-	-	-	-	-	7,000	-
Incubator/Lab Equipment for In-House Testing	-	-	4,500	-	-	-	-	-
Sewer Inspection Camera	10,809	10,809	-	-	-	-	-	-
Total Wastewater/Sewer Capital Expenditures	65,307	65,307	57,400	45,000	40,000	30,000	7,000	-

Drinking Water Capital Expenditures

Well 1 Replacement	27,287	35,000	25,000	45,000	-	-	-	-
Reservoir Inspection and Cleaning	-	2,116	5,590	-	-	-	-	-
Reservoir Mixer	-	12,000	12,000	-	-	-	-	-
Well Generator	-	-	-	-	-	30,000	-	-
Replace Housing for Well 1 and Well 2	-	-	5,000	-	-	-	-	-
Reservoir Cathodic Protection	-	-	-	20,000	-	-	-	-
Reservoir Interior Painting/Repair	-	-	-	150,000	-	-	-	-
Lateral Replacements	-	-	-	-	10,000	-	50,000	50,000
Well 2 Rehabilitation, New Pump and Motor	-	-	-	-	35,000	-	-	-
Well 1 Treatment Building New Roof	-	-	-	10,000	-	-	-	-
Total Drinking Water Capital Expenditures	27,287	49,116	47,590	225,000	45,000	30,000	50,000	50,000

Total Capital Expenditures/Major Repairs	92,593	114,422	104,990	270,000	85,000	60,000	57,000	50,000
Asset Replacement Fund Transfers	-	-	20,000	15,000	10,000	-	7,000	-
(From Asset Replacement Fund 020 to Operating 010)	-	-	20,000	15,000	10,000	-	7,000	-

Updated 10/11/2017

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MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: MICEAL CARNAHAN, ACCOUNTING AND ADMINISTRATIVE SERVICES MANAGER
SUBJECT: 773 WINDJAMMER CIRCLE HOUSE DEMOLITION, WATER/SEWER BILLING DURING CONSTRUCTION
DATE: OCTOBER 11, 2017
CC: MONT JEFFREYS, GENERAL MANAGER

The home at 773 Windjammer Circle is scheduled to be demolished at the end of the month. Immediately following demolition, the owners will be building a new residence on the lot. Because the District does not have a billing policy specifically for such a situation, the GM and I agreed that Board should provide direction on how the lot should be billed for water and sewer.

Because the lot already has water adequacy and connection fees were presumably paid when the lot's original home was first built and connected to the water and sewer systems, it does not appear to be appropriate to charge new connection fees and capital facilities charges on the lot.

Current District policy requires lots for which water adequacy has been granted by the District, but on which there is not a completed residence, be charged the Connected Lot fee (or Prepaid Connection fee), currently set at \$91.60 per bi-monthly billing. According to District policy, once the Mason County Building Department has granted the residence on the lot with Occupancy, the connection is billed at the full Residential rate, currently \$219.92 per bi-monthly billing.

The GM and I recommend the Board approve treating 773 Windjammer Circle as a Connected Lot beginning November 1, 2017. The lot would be charged \$91.60 every bi-monthly billing, beginning with the November/December 2017 billing, until Mason County Building Department issues the new residence with Occupancy status.

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MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: MICEAL CARNAHAN, ACCOUNTING AND ADMINISTRATIVE SERVICES MANAGER
SUBJECT: ACCOUNTING & ADMINISTRATIVE SERVICES MANAGER 2018 CONTRACT COMPENSATION
DATE: OCTOBER 11, 2017
CC: MONT JEFFREYS, GENERAL MANAGER

I have greatly enjoyed working Hartstene Pointe Water-Sewer District for the past five years as the Accounting & Administrative Services Manager. In those years, I have become an integral member of the District, and have developed innovative ways to contribute to the District. I believe I have gone above and beyond the scope of the position.

I would, therefore, like to propose a change to the way the position is compensated, resulting in an increase in the overall annual amount for the position. Currently, accounting, administrative, and utility billing work is charged to the District at an hourly rate of \$30. The position is budgeted for 1,033 hours, or \$31,000, in 2017. I propose an annual flat rate of \$42,000, divided into twelve equal and monthly payments, beginning January 2018.

For comparison I have attached a breakdown of the average pay and benefits for similar positions within other water/sewer utilities.

Average Mid-Level Utility Billing/Accounting Salary Package

\$ 28,933.32	Annual Salary	\$	28.00	Hourly wage
2,411.20	Paid holidays		7.65%	FICA Rate - Employer Paid Portion
1,446.72	Vacation		30.14	Total hourly (wage + employer FICA)
843.92	Sick Leave		10	Number of paid holidays
2,573.09	Employer Paid FICA		6	Number of paid vacation days
6,000.00	Annual Health Benefits		3.5	Number of paid sick days
2,893.33	Annual Retirement Contribution	\$	500	Monthly Health Benefits
\$ 45,101.59	Total Annual Salary Package		10%	Employer Retirement Contribution
			1,033	AAS 2017 Budgeted Annual Hours
\$ 43.65	Equivalent Hourly Rate			

Current Accounting & Administrative Services Contract

\$ 30.00	AAS Current Hourly Rate
\$ 31,000	AAS Current Total Annual Charge

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